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)**

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

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).

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**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**
MINUTES
OF THE
PINE COUNTY BOARD MEETING
Regular Meeting
Tuesday, October 2, 2018 - 10:00 a.m.
Board Room, Courthouse, Pine City, Minnesota

Chair Hallan called the meeting to order at 10:00 a.m. Commissioners Josh Mohr, Steve Chaffee, John Mikrot and Matt Ludwig were present. Also present were County Administrator David Minke and County Attorney Reese Frederickson.

The Pledge of Allegiance was said.

Chair Hallan called for public comment. There was no public comment.

Chair Hallan requested the following revisions to the Agenda:
   Addition: Consent Agenda Item #11: Hiring of part-time Corrections Officer Taylor Breauchy, effective October 3, 2018, $18.77 per hour, grade 7, pending satisfactory physical.
   Addition: Regular Agenda Item #8-Commissioner Updates: Wanderers meeting.

Commissioner Mohr moved to adopt the amended Agenda. Second by Commissioner Chaffee. Motion carried 5-0.

Commissioner Ludwig moved to approve the Minutes of the September 18, 2018 county board meeting and Summary for publication. Second by Commissioner Mikrot. Motion carried 5-0.

Commissioner Mikrot moved to approve the Minutes of the September 25, 2018 Special Meeting-Committee of the Whole (Budget Committee). Second by Commissioner Chaffee. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence
   Pine County Land Surveyor Monthly Report – September 2018
Commissioner Ludwig moved to acknowledge the Minutes of Boards, Reports and Correspondence. Second by Commissioner Mikrot. Motion carried 5-0.

Commissioner Chaffee moved to approve the amended Consent Agenda. Second by Commissioner Mikrot. Motion carried 5-0.

CONSENT AGENDA

1. **September 2018 Disbursements**

2. **Local Option Disaster Abatement**
   Approve the Application for Local Option Disaster Abatement for Lester Lowe, 314 Pokegama Avenue W, Henriette. PID 39.0006.000, pay 2018.

3. **Repurchase of Tax Forfeited Land**
   Approve:
B. Resolution 2018-53 for the repurchase of tax forfeited land with a 10-year contract for Daniel Roethler. PID 44.5071.000.
C. Resolution 2018-54 for the repurchase of tax forfeited land, in full, for Brian J. Scanlan. PID 25.0285.001.

Authorize Board Chair and County Auditor to sign.

4. Tax Forfeited Land Auction
   Total monies bid for the sale of tax-forfeited land at the land auction on September 21, 2018 was $627,820. Twenty-two tracts out of 37 tracts were sold. Remaining unsold properties remain available for sale over the counter at the Auditor’s Office.

5. Budget Adjustment
   Approve the following budget adjustment in the Health and Human Services Fund:
   Line item 12-420-600-0010-6299 from $45,500 to $5,500
   Line item 12-420-600-0010-6297 from $0 to $40,000
   No financial impact to these changes, merely accounting for the expenses in the appropriate places within the HHS budget.

6. Northeast MN Regional Advisory Committee (RAC) 2018 Bylaws
   Approve the 2018 Northeast MN Regional Advisory Committee (RAC) Bylaws and authorize Board Chair to sign.

7. Reappointment of Medical Examiner
   Approve Resolution 2018-51 for the appointment of Dr. A. Quinn Strobl as medical examiner for Pine County effective January 1, 2019 through December 31, 2021.

8. Agreement of Institutional and Program Affiliation with University of Minnesota
   Approval to enter into an Agreement of Institutional and Program Affiliation with the Regents of the University of MN through its School of Nursing. This agreement with allow jail Mental Health Practitioner Christine Dresel to act as a preceptor for an advanced practice nursing student for the spring of 2019 semester. There is no financial impact. Authorize Board Chair and County Administrator to sign.

9. Personnel (Full-Time Status/Completion of Probationary Period)
   Approve regular employment status to PHN Sarah Johnson, effective October 10, 2018.

10. Training
    A. Approve Probation Director Terry Fawcett to attend the AMC Annual Conference, December 3-4, 2018, Bloomington, Minnesota. Registration: $375; Lodging: $115 plus tax; Meals: provided by conference. Total cost: $490.
    B. Approve attendance by Administrator David Minke and any County Commissioners wishing to attend, the AMC Annual Conference, December 3-4, 2018, Bloomington, Minnesota. Registration: $375 each; Lodging: $263.42 (2 nights at $115 plus tax); Meals: provided by conference.
    C. Approve Community Health Services Administrator Samantha Lo and Public Health Educator Hailey Freedlund to attend the annual MN Prevention Program Sharing Conference, October 25-26, 2018, in St. Cloud. Registration: $80 ($160 total), Meals: approx. $41 ($82 total), Accommodations: $222 total, Travel: $98 total. Total costs: $562. All expenses associated
with the conference will be reimbursed by the Planning and Implementation Grant, as the grant requires coalition members to attend this conference.


11. New Hire
Approve the hiring of part-time correction officer Taylor Breauchy, effective October 3, 2018, $18.77 per hour, grade 7.

REGULAR AGENDA

1. Public Hearing – Shoreland Management Ordinance Amendments
Land Services Director Kelly Schroeder explained the additional amendments to the Shoreland Management Ordinance as requested by the DNR. Reporting of interim use permits to the DNR was discussed.
Chair Hallan opened the public hearing at 10:05 a.m. and called for public comment. There was no public comment. Chair Hallan closed the hearing at 10:06 a.m.  
**Motion** by Commissioner Ludwig to approve Pine County Ordinance 2018-50 amending Pine County Shoreland Management Ordinance sections 3.9.1 and 3.9.2 to add “interim uses” to the list of items which must be provided to the DNR, and authorize Board Chair and County Administrator to sign. Second by Commissioner Mohr. Motion carried 5-0.

2. Technology Committee
Commissioner Mohr provided an overview of the September 25, 2018 Technology Committee meeting. Items of discussion included the wireless (WiFi) upgrade for all county buildings, security changes for mobile devices, and the October go-live date for the new website.

3. 2017 Financial Statement
County Auditor-Treasurer Cathy Clemmer stated the 2017 audit was complete and requested authority for publication of the financial statement. The county received an unmodified opinion.  
**Motion** by Commissioner Ludwig to accept the 2017 audit with an unmodified opinion and authorize publication of the 2017 Pine County Financial Statement. Seconded by Commissioner Mohr. Motion carried 5-0.

4. Willow River Transfer Station Project
The purchase price for the 7-acres identified as the location for the new Willow River Transfer Station, to be purchased from the DNR, is $15,000.  
**Motion** by Commissioner Mikrot to authorize Land Services Director Kelly Schroeder to proceed forward with the purchase of the 7-acres from the DNR (PID 31.0208.000), pending a Memorandum of Agreement of the operation of the transfer station with Sturgeon Lake Township. Second by Commissioner Mohr. Motion carried 5-0.

5. Noxious Week and Invasive Plant
Land Services Director Kelly Schroeder stated an infestation of meadow knapweed and spotted knapweed, which are on the state’s Prohibited Eradicate Noxious Weed List, has been identified in the Dell Grove and Pine Lake townships. Schroeder requested authorization to proceed with applying for a grant to hire an intern, and purchase herbicide, to work with landowners in these
townships to treat these weeds. The intern would also do other noxious weed work as identified by the Land and Resources Manager.  
**Motion** by Commissioner Chaffee to authorize the Land Services Department to apply for a $20,000 grant to purchase herbicide and hire an intern to work with Dell Grove and Pine Lake Townships, as well as other noxious weed work within the county. Second by Commissioner Mohr. Motion carried 5-0.

6. **Commissary Partnership Agreement**  
Jail Administrator Rod Williamson stated Summit Foods is expanding the services it currently provides the jail to include additional software, kiosks and tablet computers. The enhancements would include money management and accountability, ease in adding funds to inmates’ accounts; inmate debit cards issued upon release, and automated inmate services and records.  
**Motion** by Commissioner Ludwig to approve a Commissary Partnership Agreement between the Pine County Jail and Summit Foods to provide expanded commissary services. Authorize Board Chair to sign. Second by Commissioner Chaffee. Motion carried 5-0.

Commissioner Chaffee left the meeting at 10:33 a.m.

7. **Community Coach Memorandum of Understanding**  
Probation Director Terry Fawcett updated the board on the Cultural Community Coach partnership between the county and the Mille Lacs Band of Ojibwe.  
**Motion** by Commissioner Mohr to approve the 2019 Memorandum of Understanding between the Mille Lacs Band of Ojibwe and Pine County for the Cultural Community Coach. Authorize Board Chair and County Administrator to sign. Second by Commissioner Mikrot. Motion carried 4-0.

Commissioner Chaffee returned to the meeting at 10:36 a.m.

8. **Commissioner Updates**  
Arrowhead Counties Association: Commissioner Mikrot stated discussion to determine the legislative priorities to be presented at the annual conference was held: auditor-treasurer appointment, dark stores (empty stores) and PILT were the top three priorities.
Solid Waste Tour-Carlton County: Chair Hallan stated the Carlton County Solid Waste site was toured and the operation was very impressive.
Snake River Watershed: Commissioner Mohr commented on the corrective measures taken on a Kanabec County road/bridge project to reduce runoff into the Snake River.
Minnesota Department of Human Services, MLBO meeting: Chair Hallan stated good information and communication between the Department of Human Services, Mille Lacs Band and the county regarding out-of-home placements.
NLX: meeting cancelled.
Central MN Council on Aging (Executive Committee): Chair Hallan stated the budget was discussed.
Public Health Advisory Committee: Chair Hallan stated the committee worked to identify its three top priorities.
Arrowhead Transit: Chair Hallan unable to attend due to meeting conflict.
Northeast Emergency Communications Board: Chair Hallan attend via ITV. Discussion of outdated equipment/radios and funding for replacement.
Lakes & Pines annual meeting: Chair Hallan stated this was the annual meeting/recognition night.
Other: Wanderers Meeting: Commissioner Ludwig attended the Wanderers meeting. Items discussed were the Centurylink broadband permits, status of the Hay Creek and Tamarack bridge replacements, recycling of the white farm plastic and STS assistance with this, and increased sheriff’s office patrolling in the area. Commissioner Ludwig thanked county staff for their prompt response to his request for information while at the meeting.

9. **Upcoming Meetings**
   Upcoming meetings were reviewed.

10. **Adjourn**
    With no further business, Chair Hallan adjourned the meeting at 11:01 a.m. The next regular meeting of the county board is scheduled for October 16, 2018 at 10:00 a.m. at the Pine County History Museum, 6333 H C Andersen Alle, Askov, Minnesota.

____________________________
Stephen M. Hallan, Chair
Board of Commissioners

____________________________
David J. Minke, Administrator
Clerk to County Board of Commissioners
SUMMARY
OF
MINUTES
OF THE
PINE COUNTY BOARD MEETING
Regular Meeting
Tuesday, October 2, 2018 - 10:00 a.m.
Board Room, Courthouse, Pine City, Minnesota

Chair Hallan called the meeting to order at 10:00 a.m. Commissioners Josh Mohr, Steve Chaffee, John Mikrot and Matt Ludwig were present. Also present were County Administrator David Minke and County Attorney Reese Frederickson.

The Pledge of Allegiance was said.

Chair Hallan called for public comment. There was no public comment.

Commissioner Mohr moved to adopt the amended Agenda. Second by Commissioner Chaffee. Motion carried 5-0.

Commissioner Ludwig moved to approve the Minutes of the September 18, 2018 county board meeting and Summary for publication. Second by Commissioner Mikrot. Motion carried 5-0.

Commissioner Mikrot moved to approve the Minutes of the September 25, 2018 Special Meeting-Committee of the Whole (Budget Committee). Second by Commissioner Chaffee. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence
Pine County Land Surveyor Monthly Report – September 2018
Commissioner Ludwig moved to acknowledge the Minutes of Boards, Reports and Correspondence. Second by Commissioner Mikrot. Motion carried 5-0.

Commissioner Chaffee moved to approve the amended Consent Agenda. Second by Commissioner Mikrot. Motion carried 5-0.


Approve the Application for Local Option Disaster Abatement for Lester Lowe, 314 Pokegama Avenue W, Henriette.

Approve Resolution 2018-52 for the repurchase of tax forfeited land with a 10-year contract for John J. Martin; Resolution 2018-53 for the repurchase of tax forfeited land with a 10-year contract for Daniel Roethler; and Resolution 2018-54 for the repurchase of tax forfeited land, in full, for Brian J. Scanlan.

Approve the following budget adjustment in the Health and Human Services Fund: Line item 12-420-600-0010-6299 from $45,500 to $5,500, and Line item 12-420-600-0010-6297 from $0 to $40,000. No financial impact to these changes, merely accounting for the expenses in the appropriate places within the HHS budget.
Approve the 2018 Northeast MN Regional Advisory Committee (RAC) Bylaws.

Approve Resolution 2018-51 for the appointment of Dr. A. Quinn Strobl as medical examiner for Pine County effective January 1, 2019 through December 31, 2021.

Approval to enter into an Agreement of Institutional and Program Affiliation with the Regents of the University of MN through its School of Nursing.

Approve regular employment status to PHN Sarah Johnson, effective October 10, 2018.

Approve Probation Director Terry Fawcett to attend the AMC Annual Conference. Total cost: $490.

Approve attendance by Administrator David Minke and any County Commissioners wishing to attend, the AMC Annual Conference. Registration: $375 each; Lodging: $263.42 (2 nights at $115 plus tax); Meals: provided by conference.

Approve Community Health Services Administrator Samantha Lo and Public Health Educator Hailey Freedlund to attend the annual MN Prevention Program Sharing Conference. Total costs: $562. All expenses associated with the conference will be reimbursed by the Planning and Implementation Grant, as the grant requires coalition members to attend this conference.

Approve Community Health Services Administrator Samantha Lo and Public Health Educator Hailey Freedlund to attend the annual MN Prevention Program Sharing Conference. Total costs: $2,445.

Approve the hiring of part-time correction officer Taylor Breauchy, effective October 3, 2018, $18.77 per hour, grade 7.

Public Hearing – Shoreland Management Ordinance Amendments

Land Services Director Kelly Schroeder explained the additional amendments to the Shoreland Management Ordinance as requested by the DNR. Reporting of interim use permits to the DNR was discussed.

Chair Hallan opened the public hearing at 10:05 a.m. and called for public comment. There was no public comment. Chair Hallan closed the hearing at 10:06 a.m.

Motion by Commissioner Ludwig to approve Pine County Ordinance 2018-50 amending Pine County Shoreland Management Ordinance sections 3.9.1 and 3.9.2 to add “interim uses” to the list of items which must be provided to the DNR, and authorize Board Chair and County Administrator to sign. Second by Commissioner Mohr. Motion carried 5-0.

Motion by Commissioner Ludwig to accept the 2017 audit with an unmodified opinion and authorize publication of the 2017 Pine County Financial Statement. Seconded by Commissioner Mohr. Motion carried 5-0.

Motion by Commissioner Mikrot to authorize Land Services Director Kelly Schroeder to proceed forward with the purchase of the 7-acres from the DNR (PID 31.0208.000), pending a Memorandum of Agreement of the operation of the transfer station with Sturgeon Lake Township. Second by Commissioner Mohr. Motion carried 5-0.
Motion by Commissioner Chaffee to authorize the Land Services Department to apply for a $20,000 grant to purchase herbicide and hire an intern to work with Dell Grove and Pine Lake Townships to eradicate meadow knapweed and spotted knapweed, as well as other noxious weed work within the county. Second by Commissioner Mohr. Motion carried 5-0.

Motion by Commissioner Ludwig to approve a Commissary Partnership Agreement between the Pine County Jail and Summit Foods to provide expanded commissary services. Second by Commissioner Chaffee. Motion carried 5-0.

Commissioner Chaffee left the meeting at 10:33 a.m.

Motion by Commissioner Mohr to approve the 2019 Memorandum of Understanding between the Mille Lacs Band of Ojibwe and Pine County for the Cultural Community Coach. Second by Commissioner Mikrot. Motion carried 4-0.

Commissioner Chaffee returned to the meeting at 10:36 a.m.

With no further business, Chair Hallan adjourned the meeting at 11:01 a.m. The next regular meeting of the county board is scheduled for October 16, 2018 at 10:00 a.m. at the Pine County History Museum, 6333 H C Andersen Alle, Askov, Minnesota.

____________________________
Stephen M. Hallan, Chair
Board of Commissioners

____________________________
David J. Minke, Administrator
Clerk to County Board of Commissioners

The full text of the board’s Minutes are available at the County Administrator’s Office and the county’s website (www.co.pine.mn.us). Copies may also be requested from the administrator’s office.
Chair Steve Hallan called the meeting to order at 8:30 a.m. Present were Commissioners Josh Mohr, Steve Chaffee, John Mikrot, Jr, and Matt Ludwig. Also present was County Administrator David Minke.

The pledge of allegiance was said.

Motion by Commissioner Chaffee to approve the agenda. Second by Commissioner Mohr. Motion carried 5-0.

Interviews for the Auditor-Treasurer position were conducted with Kelly Schroeder, Vicki Radtke, Sandy Salin, Rick Borchardt and Greg Anklan.

County Board consensus identified Kelly Schroeder as the top candidate and Sandy Salin as the second candidate.

Motion by Commissioner Chaffee to direct the county administrator to offer the position to Kelly Schroeder and work with Kelly to develop a transition plan that may be presented to the Personnel Committee at the October 9, 2018 meeting. Second by Commissioner Mohr. Motion carried 5-0.

With no further business, the meeting adjourned at 3:45 p.m.

__________________________________________
Stephen M. Hallan, Chair
Board of Commissioners

__________________________________________
David J. Minke, Administrator
Clerk to County Board
ECRL Library Board Minutes

Date: Monday, September 10, 2018

Time: 9:30 a.m.

Place: Cambridge Library

Present: Board Members: Bruce Groulx (Aitkin); Don Niemi (Aitkin); Rebecca May (Aitkin); Keith Carlson (Chisago); Patricia Frank (Chisago); George McMahon (Chisago); Barb Kruschel (Isanti); Karen Lee (Isanti); Mike Warring (Isanti); Gene Anderson (Kanabec); Robert Jensen (Kanabec); Karen Rasmusson (Kanabec); Linda Boettcher (Mille Lacs); Wendy Kafka (Mille Lacs); Genny Reynolds (Mille Lacs); Josh Mohr (Pine); Judy Scholin (Pine).

Staff: Sandy Buckingham (Human Resources Coordinator); Sarah Hawkins (Resource Librarian); Rachel Howell (Assistant Director); Carla Lydon (Executive Director); Shelly Neuman (Administrative and Finance Manager).

Absent: Carol Goddard (Pine).

Guest: Janice Jaguszewski, University of Minnesota; Sarah Pace, Kanabec County Friends of the Library

Call to Order

Board President Anderson called the September 2018 meeting of the East Central Regional Library Board to order at 9:30 a.m.

Pledge of Allegiance

Period for Public comment

None

Adopt/Amend Agenda

McMahon/Jensen to adopt agenda

M/S/P: unanimous

Introductions

Introductions were done. Lydon introduced Janice Jaguszewski, Associate University Librarian and Director for the Health Sciences at the University of Minnesota. Janice will lead our Strategic Planning Session.

Strategic Planning Session: Janice Jaguszewski led the Board in the Strategic Planning Listening Session.

Approval of Previous Minutes

No additions or corrections.

McMahon/Carlson to approve minutes
Bills
Lee reviewed the bills for August 2018. Discussion and clarification on some of the bills.

Lee/Carlson to approve bills as presented

M/S/P: unanimous

Financial Reports
Reviewed and discussed Financial Reports.

Lee/Rasmusson to accept the Financial Report as presented

M/S/P: unanimous

ECRL Administrative Reports
A. Director's Organizational Report
   • Lydon mentioned that the North Branch Librarian position has been filled with internal candidate Amelia Birkholz. Amelia is currently the Hinckley Librarian – we will be working on filling her Hinckley position. We are still in the process of filling the Programming Librarian position – interviews will be scheduled soon.
   • Bjorklund Compensation Consulting is working on our Comp and Class Study. He has interviewed one employee from each job classification and sent salary/benefit surveys to counties and other library systems.
   • Several ECRL staff attended the Read and Ride Day at the State Fair. We staffed the “Story Walk” activity at the fair.

B. Branch Highlights
   • Howell highlighted some of the programs detailed in the Branch Highlights.

C. Summer Reading 2018
   • The Summer Reading Program ended at the beginning of August. See handout in Board packet. The SRP was very well attended with over 5,000 residents in our six counties taking part.

Other Reports
A. Finance Committee
   • The Finance Committee looked at the Vehicle Plan. We have three vehicles – delivery, outreach and staff caravan. We replaced the delivery van this year and we plan on replacing the outreach van next year. There is sufficient money in reserves for this.
   • 2019 Budget: Lydon referred the Board to the 2019 budget in the Board packet. She walked the group through the details of the budget. McMahon spoke to the use of Reserve Funds and stated that we can’t continue to go into the Reserves and that we have to change how libraries are funded in the future.
Old Business

A. Cambridge Library Taskforce: Lee reported that they have started their campaign in earnest and had a training session for canvassers. They are getting yard signs out now, next week a mailing will go homes in the City of Cambridge. The group want to make sure people understand that it is not a property tax increase – everyone who shops in Cambridge will help to pay for this.

New Business


Jensen/Carlson to approve submission of FY 2018 RLTA Final Report.

M/S/P: unanimous


Carlson/Niemi to approve submission of FY 2018 RLBSS Final Report.

M/S/P: unanimous

C. Staff Years of Service Awards: Lydon mentioned the Staff Years of Service Awards, recognizing the employees that have worked for ECRL in a milestone year (5 years, 10 years, etc.)

Trustee Issues

A. Legislative Update: The library community continues to work on the platform. RLBSS is the most important plank to regional library systems and there is general agreement to focus efforts on this need. Libraries will not be asking for an increase in RLTA. Current allocation is sufficient. Libraries will continue to ask for Legacy funding in the same amounts as was received in the last biennium.

Future Agenda Items

ECRL 60th Anniversary Update

Next meeting Monday, October 8, 2018, 9:30 a.m. in Cambridge.

Carlson/Niemi to adjourn at 11:30 am

M/S/P: unanimous

Josh Mohr, Secretary

Sandy Buckingham, Recorder
AGENDA REQUEST FORM

Date of Meeting: October 16, 2018

☑ County Board
☐ Consent Agenda
☐ Regular Agenda

☐ Personnel Committee
☐ Other _____________

5 mins □ 10 mins □ 15 mins □ Other □

Agenda Item: September, 2018 Cash Balance

Department: Auditor-Treasurer

Department Head signature

Action Requested:

Financial Impact:
### Pine County

#### Treasurer's Cash Trial Balance

As of 09/2018

<table>
<thead>
<tr>
<th>Fund</th>
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<th>Health &amp; Human Services</th>
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<tbody>
<tr>
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<td>This Month</td>
<td>YTD</td>
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#### Health & Human Services

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430 H&Hs-Social Services

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481 Nursing-Community Health (H&Hs)

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Copyright 2010-2017 Integrated Financial Systems
## Pine County

### Treasurer's Cash Trial Balance

**As of 09/2018**

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*Copyright 2010-2017 Integrated Financial Systems*
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<tr>
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<th>This Month</th>
<th>YTD</th>
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Copyright 2010-2017 Integrated Financial Systems
**Pine County**

**TREASURER’S CASH TRIAL BALANCE**

As of 09/2018

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<th>Fund</th>
<th>Fund Description</th>
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<th>YTD</th>
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AGENDA REQUEST FORM

Date of Meeting: OCTOBER 16, 2018

☑ County Board
☐ Consent Agenda
☐ Regular Agenda
☐ Personnel Committee
☐ Other

5 mins ☐ 10 mins ☐ 15 mins ☐ Other ☐

Agenda Item: Approval of Tobacco Licenses

Department: Auditor

Department Head Signature: [Signature]

Background information on Item:

Approval of Tobacco Licenses for Oct 16-December 31, 2018:

Sandstone Arco (FKA: Sandstone Quarry)
Minit Mart #564 (Formerly TA associated)
Minit Mart #559 (Formerly TA associated)

Subject to: PCSO and all forms approved

Action Requested:

Financial Impact:
AGENDA REQUEST FORM

Date of Meeting: October 16, 2018

☑ County Board
☐ Consent Agenda
☐ Regular Agenda
☐ Personnel Committee
☐ Other

Agenda Item: Application for Repurchase

Department: Auditor-Treasurer

Background information on Item:
Resolution for repurchase of tax forfeited land in full for Erin & Nicole Esterberg

Action Requested:
Approve Resolution

Financial Impact:
None
RESOLUTION No. 2018-57

WHEREAS, Erin E & Nicole M Esterberg, the former owners, have made and filed an application with the County Auditor for the repurchase of the hereinafter described parcel of tax forfeited land, in accordance with the provisions of Minnesota Statutes 1945, Section 282.241, as amended, which land is situated in the County of Pine, Minnesota, and described as follows, to-wit:

Lot Eighty (80), Block One (1), Pathfinder Village St. Croix 9th Addition
PID #09.5954.000

and WHEREAS, said applicant has submitted the required application for repurchase to the Pine County Auditor:

and

and WHEREAS, this Board is of the opinion that said application should be granted for such reasons,

NOW THEREFORE BE IT RESOLVED, that the application of Erin E. & Nicole M Esterberg, for the repurchase of the above described parcel of tax forfeited land be and the same is hereby granted and the County Auditor is hereby authorized and directed to permit such repurchase according to the provisions of Minnesota Statutes 1945, Section 282.241, as amended.

Dated at Askov, Minnesota, this 16th day in October, 2018.

Attest: Chairman, Board of County Commissioners
Pine County, Minnesota

County Auditor
Background information on Item:

Tax-forfeited parcel 08.0277.000, (26912 Crooked River Road; Pine City) does not meet setbacks from the Snake River per County Shoreland Ordinance and foundation is eroding over embankment. There is concern the structure will soon fall into the Snake River.

The property was reviewed by the Tax-Forfeited Land Advisory Committee with the recommendation to demolish structures.

A bid request occurred with two bids received for the demolition project:

Jones Construction Services; Pine City @ $9,200.00
Ol' Heritage Contracting; Brook Park @ $15,255.00

The contract was awarded to Jones Construction Services at the September 4, 2018 County Board meeting. Due to the extra expense for insurance requirements, Jones Construction Services has declined to accept the awarded Contract.

Action Requested:

Approval to accept other bid (Ol' Heritage Contracting) and to move forward with the demolition project.

Financial Impact:

Land Department/Tax-Forfeit Fund expenditure...$15,255.00
DEMOLITION CONTRACT

Pine County Land Department
130 Oriole Street East
Sandstone, MN 55072

PROPERTY ADDRESS:
26912 Crooked River Road, Pine City, MN

GENERAL REGULATIONS:

1. Contractor is responsible for obtaining demolition or other required permits if applicable.
2. Contractor is responsible that all hazardous materials are identified, handled, and disposed as necessary and consistent with applicable regulations. Disposal of all demolition debris will be consistent with applicable regulations.
3. Utilities: electric, gas, sewer, water, and others- Contractor is responsible for identifying all utilities (including underground), contacting utility company(s) and disconnection of utilities as needed to perform the required work associated with this contract.
4. Soil disturbance will be minimized, especially along bluff area.
5. If soil disturbance does occur: regrade site, if necessary, to return ground surface to original condition prior to demolition.
6. Trees, bushes, and existing vegetation will be retained/preserved to the greatest extent possible.
7. As necessary, contractor will provide and maintain all signage, lighting, fencing, and any other items or practices as to provide safeguards to the public.
8. Contact Pine County 48 hours prior to the start of any work and just prior to completion.
9. Pine County will make full payment after successful completion of this contract. Full payment will be based on the attached Demolition Bid Sheet (Appendix A) as submitted by the contractor. Payment deviations from the amount listed on the Demolition Bid Sheet will not occur unless specifically addressed in this contract.
10. As determined by Pine County, partial payments may be paid for completed segments of work, however full payment will be made only upon satisfactory completion of the project.
11. Inspections will be made by Pine County during and immediately after all activity associated with this contract to determine compliance with this contract, and the contractor will immediately remedy anything that is found to be in non-compliance.
12. All work associated with the demolition and removal of structures will be completed by December 31, 2018.
13. After this contract is issued, Pine County assumes no responsibility for the condition of the buildings and structures in this contract, nor the continuance in the existing condition after this contract is issued. If for any reason, buildings and structures are significantly destroyed or damaged before demolition occurs, either party may request a change order to respond to the conditions.
14. Changes in this contract may occur if agreed to in writing by both Pine County and the Contractor.
15. Contacts to Pine County will be directed to:
   Greg Beck........ office: 320-216-4225 or cell: 612-390-7881
DEMOlITION SPECIFICATIONS:
Demolition includes removal and disposal of any remaining contents within the interior of the house, garage/addition, and shed. Except as listed below, any debris/items that are outside of the buildings will remain on the property and are not a part of this demolition contract requiring removal/disposal.

House:
1. Remove and dispose home leaving concrete block foundation.
2. Demolition to that portion of home with exposed foundation will require methods so as not to disturb the foundation. Disturbance to remainder of home’s foundation will be kept to a minimum.
3. Remove all items and building materials in foundation/crawl space and fill to a level at least equal to the outside ground elevation with granular/gravel with a component of organic material for plant growth.

Garage:
1. Remove and dispose garage and addition, leaving concrete slab.
2. Remove/dispose five windows/frames leaning on exterior of east side.

Shed:
1. Remove and dispose small shed, leaving concrete and patio block flooring.
2. Use care not to damage well on east side.

INSURANCE
The Contractor shall obtain and maintain in full force for the duration of the contract insurance that is primary and not excess to any other coverage carried by the County. Insurance shall be placed with insurers with a current A.M. Best rating of no less than A:VII. If the contractor is self-insured, review of financial information may be required. The Contractor is responsible for any deductible or self-insured retention contained within the contractor’s insurance program.
Insurance levels are designated as follows:

Workers’ Compensation: The Contractor shall take out and maintain during the life of the contract workers’ compensation insurance for all of his employees employed at the work site. If any employees are engaged in hazardous work not covered by workers compensation insurance, the Contractor shall provide adequate protection from employer’s liability insurance for protection of employees not otherwise protected.
Minimum limits as follows:
1. Bodily Injury by Accident: $500,000 each accident
2. Bodily Injury by Disease: $500,000 each employee
3. Bodily Injury by Disease: $500,000 policy limit

Liability Insurance Requirements (Liability and Auto): Contractor shall maintain commercial general liability (CGL). The CGL insurance shall cover liability arising from premises, operations, independent contractors, products, completed operations, personal injury and advertising injury, and contractually-assumed liability. Pine County shall be named as an additional insured under the CGL.
Minimum limits as follows:
1. $1,500,000 Each Occurrence
2. $3,000,000 General Aggregate
3. $3,000,000 Products and Completed Operations Aggregate
Contractor shall maintain automobile liability insurance and, if necessary, umbrella liability insurance with a limit of not less than $1,500,000 each accident. If such insurance contains a general aggregate limit, the general aggregate limit shall be not less than $2,000,000. The insurance shall cover liability arising out of any auto, including owned, hired, and non-owned autos. Pine County shall be named as an additional insured.

A Certificate of Insurance acceptable to Pine County shall be filed with the County prior to the commencement of the work and the policies of insurance shall be kept current and in effect during the duration of the work. If an insurance policy is to be canceled or changed, the Contractor shall notify the County immediately and secure a replacement policy prior to the cancellation of the policies on file.

INDEMNIFICATION
The Contractor agrees to defend, indemnify, and hold Pine County, its employees and officials harmless from any claims, demands, actions or causes of action, including reasonable attorney’s fees and expenses arising out of any act or omission on the part of the vendor, or its subcontractors, partners or independent contractors or any of their agents or employees in the performance of or with relation to any of the work or services to be performed or furnished by the vendor or the subcontractors, partners, or independent contractors or any of their agents or employees under the agreement.

This project is issued and accepted with the agreement that all work will be in compliance with the regulations and specifications as outlined in this contract. It is recognized that the demolition contractor is an independent contractor and not in any way an employee of Pine County.

Pine County Signature __________________________  Date ____________

Demolition Contractor Signature __________________________  Date ____________

Contractor __________________________

Address __________________________

________________________________

Phone #(s): __________________________
DEMOLITION BID SHEET
APPENDIX A

PROPERTY ADDRESS:
26912 Crooked River Road, Pine City, MN

Contractor's Name/Address: ______________________________________________________
                                                                                       
                                                                                       
                                                                                       
                                                                                       
Contractor's Phone #  ______________________________________________________________

BID AMOUNT: $______________________________________________________

Instructions:

1. Fill out the above information with your bid to complete the demolition project
   per the attached contract.
2. Seal your bid in an envelope and either mail or deliver to:

   Pine County Land Department
   Demolition Bid
   130 Oriole St. E.
   Sandstone, MN 55072

3. Bids must be received by August 23, 2018; 3 P.M.

Questions???..... call Greg Beck @ 320-216-4225

Please note that the awarded bid must be approved by the Pine County Board of Commissions
(September 4, 2018 meeting) before any work may be done. Pine County reserves the right to
reject any or all bids.
AGENDA REQUEST FORM

Date of Meeting: October 16, 2018

☑ County Board
☐ Consent Agenda
☐ Regular Agenda

☐ Personnel Committee
☐ Other __________

Agenda Item: Donations to Pine County Sheriff's Reserve

Department: Pine County Sheriff's Office

Background information on Item:
The Pine County Sheriff's Reserve has received a $300 donation from the Askov Rutabaga Festival Fair Board for their time spent volunteering during Rutabaga Days.

Action Requested:
The Pine County Sheriff's Office respectfully asks the County Board to acknowledge and accept the donations into the Pine County Sheriff's Reserve Fund.

Financial Impact:
This donations help offset the cost for training, uniforms and equipment.
AGENDA REQUEST FORM

Date of Meeting: October 16, 2018

☑ County Board
☐ Consent Agenda
☐ Regular Agenda  5 mins☑ 10 mins☐ 15 mins☐ Other☐

☐ Personnel Committee
☐ Other __________

Agenda Item: 2018 Emergency Management Performance Grant

Department: Pine County Sheriff's Office

Background information on Item:

The Emergency Management Performance Grant (EMPG) has been used for equipment purchases in recent years. We have been updating our Emergency Operations Center and Alternate Emergency Operations Center each year. We have also completed multiple requirements through the state for emergency management. The grant helps alleviate the cost of training, conferences, and exercises, which are all mandatory for Emergency Management personnel.

Grant Agreement Amount: $21,615.00

Action Requested:

The Pine County Sheriff's Office/EM respectfully asks for the approval and signing of the 2018 EMPG Grant.

Financial Impact:

This grant is a matching grant. Director, Deputy Director and Coordinator's salaries are used as a soft match for the matching requirement.
Minnesota Department of Public Safety ("State")
Homeland Security and Emergency Management Division
445 Minnesota Street, Suite 223
St. Paul, Minnesota 55101-2190

Grantee: Pine County
635 Northridge Drive NW
Pine City, MN 55063-5981

Grantee's Authorized Representative:
Pine County Sheriff's Office
ATTN: Sheriff Jeffrey Nelson – Emergency Management Director
635 Northridge Drive NW
Suite #100
Pine City, MN 55063-5981
Phone: (320) 629-8380
e-mail: denise.baran@co.pine.mn.us

State's Authorized Representative:
Matti Gurney
Homeland Security and Emergency Management
445 Minnesota St., Suite 223
St. Paul, Minnesota 55101-2190
Phone: 651-201-7422
Matti.Gurney@state.mn.us

Grant Program:
2018 Emergency Management Performance Grant

Grant Agreement No.:
A-EMPG-2018-PINEC0-060

Grantee: Pine County
635 Northridge Drive NW
Pine City, MN 55063-5981

Grantee's Authorized Representative:
Pine County Sheriff's Office
ATTN: Sheriff Jeffrey Nelson – Emergency Management Director
635 Northridge Drive NW
Suite #100
Pine City, MN 55063-5981
Phone: (320) 629-8380
e-mail: denise.baran@co.pine.mn.us

State's Authorized Representative:
Matti Gurney
Homeland Security and Emergency Management
445 Minnesota St., Suite 223
St. Paul, Minnesota 55101-2190
Phone: 651-201-7422
Matti.Gurney@state.mn.us

Grant Agreement Term:
Effective Date: 01/01/2018
Expiration Date: 12/31/2018

Grant Agreement Amount:
Original Agreement $21,615.00
Matching Requirement $21,615.00

Federal Funding: CFDA 97.042
State Funding: None
Special Conditions: None

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant agreement.

Term: Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, subd. 7, whichever is later. Once this grant agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee will:
Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved 2018 Emergency Management Performance Grant Application (“Application”) which is incorporated by reference into this grant agreement and on file with the State at Homeland Security and Emergency Management Division, 445 Minnesota Street, Suite 223, St. Paul, Minnesota 55101-2190. The Grantee shall also comply with all requirements referenced in the 2018 Emergency Management Performance Grant Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (https://app.dps.mn.gov/egrants), which are incorporated by reference into this grant agreement.

Budget Revisions: The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.
Matching Requirements: (If applicable.) As stated in the Grantee’s Application, the Grantee certifies that the matching requirement will be met by the Grantee.

Payment: As stated in the Grantee’s Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State’s Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over $100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION
   Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

Signed: ____________________________
Date: ____________________________

2. GRANTEE
   The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

Signed: ____________________________
Print Name: ____________________________
Title: ____________________________
Date: ____________________________

Signed: ____________________________
Print Name: ____________________________
Title: ____________________________
Date: ____________________________

3. STATE AGENCY
   Signed: ____________________________
   (with delegated authority)
   Title: ____________________________
   Date: ____________________________

Grant Agreement No. A-EMPG-2018-PINECO-060 / PO#3000056421

Distribution: DPS/FAS
Grantee
State’s Authorized Representative
## Budget Summary (Report)

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AGENDA REQUEST FORM

Date of Meeting: 10/16/2018

☑ County Board
☐ Consent Agenda
☐ Regular Agenda
☐ 5 mins
☐ 10 mins
☐ 15 mins
☐ Other

☐ Personnel Committee
☐ Other

Agenda Item: Authorize regular employment status for probationary employees

Department: HHS

Department Head signature

Background information on Item:
Child Support Officer Christina Frey is nearing the end of her probationary status. HHS would like the County Board to authorize regular employment status for Christina effective October 17, 2018. Support Enforcement Aide Diane Lombard is also scheduled to move into regular employment status effective November 5, 2018.

Action Requested:
Grant regular employment status to Child Support Officer Christina Frey effective October 17, 2018. Please also consider granting regular employment status to Support Enforcement Aide Diane Lombard effective November 5, 2018.

Financial Impact:
N/A
AGENDA REQUEST FORM

Date of Meeting: 10/16/2018

☑ County Board
☐ Consent Agenda
☐ Regular Agenda

☐ Personnel Committee
☐ Other

5 mins ☐ 10 mins ☐ 15 mins ☐ Other ☐

Agenda Item: Authorize hiring

Department: HHS

[Signature]

Department Head signature

Background information on Item:

Interviews were recently held for a case aide position in the children's services unit, which was left vacant by the resignation of Piper Sauter. The position has been offered to and accepted by Cassandra Olson, contingent on County Board approval. Cassandra would begin her employment with HHS on October 22, 2018 (Grade 5, Step 1, $17.40/hour).

Action Requested:

Authorize the hiring of Cassandra Olson as a case aide in HHS, effective October 22, 2018 (Grade 5, Step 1, $17.40/hour).

Financial Impact:

The position is contained in the HHS budget.
AGENDA REQUEST FORM

Date of Meeting: __October 16, 2018 County Board Meeting____

☐ County Board
☐ Consent Agenda
☐ Regular Agenda 5 mins._ 10 mins._ 15 mins._ Other___

☐ Personnel Committee
☐ Other ______________

Agenda Item: Approval to hire John Lauer as an Assistant Pine County Attorney.

Department: __ County Attorney _____________________________________________

//s// Reese Frederickson____________________________________________________
Department Head signature

Background information on Item:

The County Attorney’s Office had a vacant Assistant County Attorney position (backfill was approved in August of 2018). After an interview process involving a panel from a variety of departments, and a criminal charging test, the best candidate was John Lauer. John spent the last two years as Judge Krista Martin’s judicial law clerk, so he has experience with the Pine County courts. He also interned at the Minneapolis City Attorney’s Office for a year where he represented the City of Minneapolis in misdemeanor and traffic cases. He’s a graduate of Mitchell Hamline School of Law and is excited to join our team.

Action Requested:

Approve the hiring of John Lauer as an Assistant Pine County Attorney starting October 22, 2018.

Financial Impact:

Starting grade of 14 ($62,962 per year). Future performance increases are in accordance with Pine County employment policies and past practices.
Commissioner Mohr called the meeting to order at 9:00 a.m.

Present were Commissioner Mohr, Commissioner Ludwig, County Engineer Mark LeBrun, Child Support Supervisor Jodi Blesener, Building Maintenance Supervisor Pete Umbreit, IT Manager Ryan Findell, County Administrator David Minke, and Project Construction Manager Troy Haug.

Motion by Commissioner Ludwig to approve the agenda. Second by Commissioner Mohr. Motion passed 2-0.

Motion by Commissioner Ludwig to approve the Minutes from the August 1, 2018 Facilities Committee meeting. Second by Commissioner Mohr. Motion passed 2-0.

1. **John Wright Building Update**
   The Minnesota Office of Management and Budget (MMB) requires that the school and the county maintain the program requirements of the grant for 125% of the useful life of the building, which MMB calculates as 25 years from the grant agreement, which is 5 years longer than the grant agreement between the school district and the state. The city and the county also have an agreement for the shared use of the building.

   The school district’s building consultant has submitted two letters to MMB describing the degraded conditions of the building. MMB has rejected both. It may be possible to request assistance from our State Legislative Delegation to see what other options may be available, including special legislation.

   When the state releases its interest in the building, ownership will revert to the county. Currently the school district owns the building and the county owns the land. The committee discussed the potential to sell the building/land, as well as alternatives such as redeveloping the land into housing.

2. **Pine City Lease-South Pine Government Center (SPGC) Update**
   LeBrun and Minke attended the Pine City City Council meeting on September 27th. At the meeting the city council discussed its desire to stay at the SPGC and to reduce the
amount of space that it leases from the county. The city is going to continue to review options.

3. **North Pine Government Center Project Update**
   Haug updated commissioners on the progress of construction. The project is about two weeks behind, but Haug thinks the time can be made up.

4. **Upcoming meetings include:**
   October 15th: to discuss interior signage and the inclusion of English and Ojibwe signage.
   October 23rd: interior colors/furnishings.

Next meeting – Wednesday, November 7, 2018 9:00 a.m., Sandstone—HHS Building Conference Room.

With no further business, the meeting adjourned at 10:30 a.m.
PINE COUNTY PERSONNEL COMMITTEE
Minutes
October 9, 2018, 9:00 a.m.
Commissioners’ Conference Room, Pine County Courthouse
Pine City, Minnesota

Members present: Commissioner Ludwig, Commissioner Chaffee

Others Present: County Administrator David Minke, County Attorney Reese Frederickson, Chloe, Pine City High School Student (job shadowing Reese Frederickson), County Sheriff Jeff Nelson, Land Services Director Kelly Schroeder, Health & Human Services Director Rebecca Foss, Auditor/Treasurer Cathy Clemmer, Public Works Director/County Engineer Mark LeBrun, Human Resources Manager Jackie Koivisto

Commissioner Ludwig called the meeting to order at 9:00 a.m.

Commissioner Chaffee moved to approve the amended agenda. Second by Commissioner Ludwig. Motion carried 2-0.

Commissioner Chaffee moved to approve the minutes of the September 11, 2018, Personnel Committee. Second by Commissioner Ludwig. Motion carried 2-0.

1. Sheriff’s Office
   a. Sheriff Nelson requested ratification of the termination of part-time probationary employee Deputy Nathanial George, effective August 22, 2018. A request was also made to backfill the open position and any subsequent vacancies that may occur due to an internal promotion or lateral transfer. The position is a Grade 10 with a minimum hourly starting wage of $23.39 and is contained in the 2018 Sheriff’s Office budget.

   Motion by Commissioner Ludwig to ratify the termination of part-time probationary employee Deputy Nathanial George, effective August 22, 2018 and to approve backfilling the position. Second by Commissioner Chaffee. Motion carried 2-0.

2. Health and Human Services
   a. Director Foss requested ratification of the termination of Social Worker Jenny Morrison, effective September 11, 2018. A request was also made to backfill the open position and any subsequent vacancies that may occur due to an internal promotion or lateral transfer. The position is a Grade 10 with a minimum hourly starting wage of $23.28 and is contained in the 2018 Health & Human Services budget.

   Motion by Commissioner Chaffee to ratify the termination of Social Worker Jenny Morrison, effective September 11, 2018 and to approve backfilling the position. Second by Commissioner Ludwig. Motion carried 2-0.
3. **Highway Department**
a. Director LeBrun requested approval to hire a part-time Building Maintenance Worker to cover the leave of absence of a current employee. The leave is expected to begin in mid-November and will last 3-4 months. It is possible that the person hired to cover this leave could fill a part-time role that will be available in the spring at the new Sandstone building. The position is a Grade 3 with a minimum starting wage of $15.48 and is contained in the 2018 Highway budget.

**Motion** by Commissioner Ludwig to 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. Second by Commissioner Chaffee. Motion carried 2-0.

4. **Auditor/Treasurer**
a. Auditor/Treasurer Clemmer requested that the Deputy Auditor position be reclassified from Grade 7 to Grade 8. She feels that the Springstead study did not accurately capture the education and experience minimum requirements for the position. She is asking that we modify the education and experience to state: “Associates/Technical degree in Real Estate or like field and moderate experience with property tax and MN property tax laws, or equivalent combination of education and experience”. The current job description states: “High school diploma or GED with coursework in basic accounting or related field and considerable experience with legal descriptions, or equivalent combination of education and experience.”

After considerable discussion, the Commissioners decided to table the request until the November meeting. They would like a better understanding of the County regrading policy and Springstead’s grading methods.

5. **Administration**
a. Administrator Minke gave a recruitment update on the Auditor-Treasurer position. Five well-qualified candidates were interviewed on October 3rd. The consensus was that internal candidate Kelly Schroeder was the top choice.

A recommendation was made to combine the current functions of the Auditor-Treasurer Office with those of the Land Services Department, all supervised by the appointed Auditor-Treasurer.

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.

The consensus of the committee was to present this plan to the County Board.

With no further business, the meeting was adjourned at 9:55 a.m.
AGENDA REQUEST FORM

Date of Meeting: October 16, 2018

☑ County Board
☐ Consent Agenda
☒ Regular Agenda

☐ Personnel Committee
☐ Other ________________

Agenda Item: Auditor-Treasurer Appointment and Internal Structure (supplemental to the Personnel Committee Report)

Department: Administration

Department Head signature

Background information on Item:

On October 3, 2018, the county board interviewed five candidates for the Auditor-Treasurer position to take over when Cathy Clemmer retires at the end of the year. After the interviews, the county board identified Kelly Schroeder as the most qualified candidate for the position and directed that a transition plan be presented to the Personnel Committee at its regular meeting on October 9th.

The committee reviewed the Auditor-Treasurer position considering Kelly’s strengths, interests, and current responsibilities, along with the talents of the existing staff.

The committee’s recommendation is to combine the current functions of the Auditor-Treasurer Office with those of the Land Services Department, all supervised by the appointed Auditor-Treasurer.

This change will be accomplished by using the existing/planned supervisors—Caleb Anderson (Zoning and Solid Waste), Greg Beck (Land), and Michelle Kelash (HHS Accounting), and creating two more supervisors Melissa Berg (Auditor/Treasurer) and Assessor/Recorder (to be filled by an internal promotion, with backfill).

Overall, the plan will save money through the elimination of a department head position.

A draft organizational chart showing functional areas is attached.

Action Requested

- As permitted by Resolution 2017-40, appoint Kelly Schroeder as the Auditor-Treasurer effective January 7, 2019 or sooner if the office shall be declared vacant.
- Direct the Administrator and Human Resources Manager:
  • 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.

The Administrator and Human Resources Manager shall present a report on the above at the November 13, 2018 Personnel Committee meeting.

**Financial Impact:**

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.
AGENDA REQUEST FORM

Date of Meeting: 10/16/2018

✔ County Board
[ ] Consent Agenda
[ ] Regular Agenda

[ ] Personnél Committee
[ ] Other ____________

Agenda Item: Presentation/Information by Pat Meacham, Supervisor

Department: HHS

[Rebecca Joss]
Department Head signature

Background information on Item:

Pat Meacham joined the HHS Management Team in March. He has done an outstanding job leading his team. Pat will be presenting information on waivered services, and he will also share some success stories with the County Board.

Action Requested:

The presentation/discussion is for informational purposes only, to provide a high level overview of the work Pat and his team do in the community.

Financial Impact:

N/A
At the end of September, the county’s budget is on target for 75% through the year.

**Chart 1** shows revenue and expenditure as a percent of the budget for all funds and for the three major funds (General, Health & Human Services, and Road & Bridge). The General Fund is 73% expended which is typical for this point in the year. For 2017 we were at 75% expended at this point in the year.

The Health and Human Services fund is at 68% expended and 64% revenue. Last year at the same time we were 75% expended and 64% revenue.

Road and Bridge expenditures look “high” at this point in the year. This appearance is caused by the timing of projects between 2017 and 2018. The revenue is high, as well, due to municipal state aid that offsets the project costs.

County wide, expenditures are at 46% and revenue is at 55%. These numbers compare favorably to 2017 where they were 73% and 74% respectively.

**Chart 2** shows the revenue in the General Fund departments which receive a significant portion of revenue from department-specific revenue—i.e. fees for service, grants, contracts for service, etc. Department-specific revenues are fine for this point in the year with the most significant positive numbers in the jail. Boarding revenue for the jail is at 146% or $292,000. Overall jail revenue is at 106% of budget. Total revenue in the General Fund is at 61% or $10,269,511.

**Chart 3** shows the expenditures of the larger departments in the General Fund. A few are running above 75%. The recorder’s department is at 94% expended due to the spending of reserves from the compliance and technology funds. This is planned spending of reserves on the Pictometry aerial photo update and new computers/software. Planning & Zoning expenses are at 86% due to administration of the Wetland Conservation Act. Revenues are also up to offset these costs. Overall in the General Fund, expenditures are tracking as expected. Total expenditures are at 73% or $12,140,385.

**Chart 4** shows the Health and Human Services Fund. All divisions are below 75% on expenditures and revenues are where expected at the end of September. Out-of-home placement costs are $177,000 below last year’s amount at this time.
Sentence to Serve Update
Attached is an update for the work that Sentence to Serve (STS) has done during 2018. Brock Bloomquist had led the crew to over 2,500 service hours, benefitting many community organizations. Rod Williamson, Jail Administrator, is working to set up an STS section on the county’s web site to better highlight the work done by the crew.

Also attached is a list of the county’s goals set last January. We can discuss any of interest at the board meeting.

Please let me know if you have any questions.
Chart 1
Percent Expenditure and Revenue Major Funds Through September 30, 2018

<table>
<thead>
<tr>
<th>Fund</th>
<th>% Spent 2018</th>
<th>% Rev 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>73%</td>
<td>61%</td>
</tr>
<tr>
<td>HHS</td>
<td>68%</td>
<td>64%</td>
</tr>
<tr>
<td>Road &amp; Bridge</td>
<td>94%</td>
<td>99%</td>
</tr>
<tr>
<td>Total</td>
<td>55%</td>
<td></td>
</tr>
</tbody>
</table>
Chart 3
General Fund Department Expenditures through September 30, 2018

- Commissioners: 68%
- Court Administrator: 59%
- Auditor: 72%
- IT Administrator: 69%
- Attorney: 68%
- Recorder: 80%
- Assessor: 94%
- Planning & Zoning: 86%
- Gov. Bldgs: 69%
- Veteran Services: 69%
- Sheriff: 62%
- Dispatch: 66%
- Medical Examiner: 76%
- Jail: 74%
- Court Security: 75%
- Probation: 71%
- Sentence to Serve: 74%
- Score Recycling: 68%
- County Extension: 57%
Chart 4
Percent Expenditures HHS through September 30, 2018

- Income Maintenance: 58%
- Social Services: 66%, 68%, 69%
- Public Health: 64%
- Total HHS: 64%, 68%

Revenue vs. Expenditure
Pine County Sheriff's Sentence-To-Serve
2018 Statistics

1st quarter
Number of Unique Participants: 3 - Pine City Civic Center, Pine County History Museum, Pregnancy Resource Center
Total number of crew hours worked- 328
Average Crew Size: 2

2nd Quarter
Number of Unique Participants: 6 - Pine City Civic Center, Pine County History Museum, WINDOWS Victim services, Duxbury Volunteer Fire Dept. Pine City Food Shelf, City of Pine City
Total number of crew hours worked- 1376
Average Crew Size: 4

3rd Quarter
Number of Unique Participants: 7 - WINDOWS Victim services (Hinckley), Sandstone Community Garden, Pine City Food Shelf, Pine City Civic Center, Pine County History Museum, Duxbury Volunteer Fire Dept., Partridge Town Hall (Askov)
Total number of crew hours worked- 848
Average Crew Size: 3
2018 Pine County Board Goals

- Building up of funding for technology for 2019 and beyond
- Completion and transition to new Sandstone building
- Future of John Wright building
- Completion of Pine Government Center remodel
- Permanent transfer station in northern part of the county (to include a mobile household hazardous waste site)
- Trails/Outdoor Recreation
- Transition plan for auditor-treasurer position and land/forestry.