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, November 20, 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 30, 2018 Special Meeting-Committee of the Whole (Local Government Officials)
F) Approve Minutes of November 6, 2018 county board meeting and Summary for publication
G) Minutes of Boards, Reports and Correspondence
   Pine County HRA Senior Housing Minutes – Regular Meeting – September 26, 2018
   Minnesota Department of Administration State Historic Preservation Office – Notice of Removal of Cloverton School from National Register of Historic Places
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 October, 2018 Cash Balance (attached)

<table>
<thead>
<tr>
<th>Fund</th>
<th>October 31, 2017</th>
<th>October 31, 2018</th>
<th>Increase(Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>2,404,375</td>
<td>3,209,367</td>
<td>804,992</td>
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<tr>
<td>Health and Human Services Fund</td>
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<td>619,298</td>
<td>808,507</td>
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<td>Road and Bridge Fund</td>
<td>830,943</td>
<td>211,278</td>
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<td>Land Management Fund</td>
<td>1,956,406</td>
<td>1,774,794</td>
<td>(181,612)</td>
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<td>TOTAL (inc non-major funds)</td>
<td>16,054,115</td>
<td>17,825,770</td>
<td>1,771,655</td>
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</tbody>
</table>
2. **Application for Abatement**  
Consider Application for Abatement for Kenneth and Lisa Waleztko, 79986 Second Lake Road, Willow River, PID 17.0141.000, pay 2018.

3. **Application for Repurchase**  
A. Consider approval of Resolution 2018-59 for the repurchase of tax forfeited land on a 10-year contract for Craig K. William. Authorize Board Chair and County Auditor to sign.  
B. Consider approval of Resolution 2018-60 for the repurchase of tax forfeited land on a 10-year contract for Michael J. Reed. Authorize Board Chair and County Auditor to sign.

4. **Polling Place Designation**  
Consider approval of Resolution 2018-61 for the designation of the Hinckley-Finlayson High School and Finlayson Elementary School as designated polling places for Hinckley-Finlayson ISD #2165; and the East Central Public Schools as the designated polling place for East Central ISD #2580. Authorize Board Chair and County Administrator to sign.

5. **Contract Amendment – State of Minnesota/Minnesota State Colleges and Universities**  
Consider approval of a contract amendment between Pine County Health & Human Services and the State of Minnesota-Minnesota State Colleges and Universities for services clientele receive via Pine Technical and Community College Employment and Training. The amendment is effective from January 1, 2019 through December 31, 2019 and reflects changes in the amounts that may be paid to the state for services in the various financial assistance programs. The expenses for these services are reimbursed to Pine County by the State. Authorize Board Chair and County Administrator to sign.

6. **New Hire**  
Consider approval of the hiring of Probation corrections agent Devin Petersen, effective November 26, 2018, $43,483 ($20.83/hr.), step 1 of 2018 MAPE Grid.

7. **Training**  
A. Consider Senior Agent Jami Tuve and Corrections Agent Christopher Stolen to attend Evidence-Based Practices training, March 7-8, 2019, at Camp Ripley. Lodging: $32/per person, Meals: $31.80 per person. Total cost: $127.60. An agency vehicle will be used for travel. Funds are available in the 2019 Probation training budget.  
B. Consider County Engineer Mark LeBrun to attend the 74th Annual MN County Engineers Conference at Cragun’s Resort, January 22-25, 2019, in Brainerd. Registration: $210; Lodging/Meals: $663. Total cost: $873. Funds are available in the 2019 Highway budget.  
C. Consider Probation Supervisor/High Risk Agent Kevin Glass to attend the American Probation & Parole Association winter institute, March 10-13, 2019, in Miami, Florida. Registration: $425; Lodging: $576 ($192 x 3 nights); Airfare: $365 round trip; Meals: $136. Total cost: $1,502. Funds are available in the 2018 Probation budget.

**REGULAR AGENDA**

1. **Facilities Committee Report**  
The Facilities Committee met November 7, 2018 (Minutes attached). No action required. Informational only.

2. **Personnel Committee Report**  
The Personnel Committee met November 13, 2018 (Minutes attached) and made the following recommendations:
A. **Health & Human Services**
   i. Acknowledge the resignation/retirement of Ben Neubauer and authorize the backfill of the position with an overlap period and to backfill any vacancies created by internal promotion or lateral transfer.
   ii. Convert the team lead position to an RN (Grade 10)/PHN (Grade 11) position and authorize backfill.

B. **Administration**

   Paragraphs B(i) through B(vi) are effective January 2, 2019:
   i. Establish the grade for the Auditor-Treasurer position as Grade 19 and eliminate the Land Services Director Position.
   ii. Adopt the job description for the Assessor-Recorder position and establish the grade as Grade 14 and authorize an internal promotion process and authorize a backfill of an appraiser position contingent upon a promotion (FTE count remains the same).
   iii. Adopt the job description for the Fiscal Supervisor position and establish the grade as Grade 11 and authorize the promotion of Michelle Kelash to the position and eliminate the Fiscal Officer position.
   iv. Adopt the job description for the Land and Resources Manager position and establish the grade as Grade 13 and authorize the promotion of Caleb Anderson to the position.
   v. Amend Sections 2.14 and 2.16 of the county policy manual.

   Text to be deleted is shown by strikethrough, new text shown by underline.
   
   2.14. Department Head. Is an individual appointed/elected to head a department and who is responsible for the supervision of a department. County appointed department heads are:
   
   - County Engineer/Public Works Director
   - Health & Human Services Director
   - Land Services Director
   - Auditor-Treasurer

   2.16 Elected Official: Those County Officials selected by vote of the constituency. Elected Officials shall be considered benefit eligible employees. The elected positions are:
   
   - County Attorney
   - Auditor/Treasurer
   - County Commissioner
   - County Sheriff

   vi. Increase the minimum experience requirement for the deputy auditor position to 3-5 years and to change the grade to Grade 8.
   vii. Conduct the annual performance review of the county administrator at the December 5, 2018 board meeting and to consider a pay adjustment according to the county’s pay for performance system.

3. **Rural MN Broadband Coalition**
   Consider membership in the coalition.

4. **Performance Review – Closed Meeting**
   This portion of the meeting may be closed pursuant to M.S. §13D.05, Subd. 3, to conduct the annual performance evaluation of county administrator David Minke and consideration of a performance pay adjustment.

5. **Commissioner Updates**
   - East Central Solid Waste Commission
   - East Central Regional Library - cancelled
Pine County Chemical Health Coalition
Canvassing Board
Arrowhead Counties Association
Extension Committee
Meeting with Mille Lacs Band of Ojibwe
Lakes & Pines Community Action Council
Other

6. Other

7. Upcoming Meetings (Subject to Change)
   a. Pine County Board Meeting, Tuesday, November 20, 2018, 10:00 a.m., Pine County History Museum, 6333 H C Anderson Alle, Askov, Minnesota.
   b. Transportation Committee, Tuesday, November 20, 2018, 1:00 p.m., Pine County History Museum, 6333 H C Anderson Alle, Askov, Minnesota.
   c. Snake River Watershed Board, Monday, November 26, 2018, 9:00 a.m., Kanabec County Courthouse, 18 North Vine, Rooms 3 & 4, Mora, Minnesota.
   d. Public Health Advisory Committee, Tuesday, November 27, 2018, 5:00 p.m., South Pine Government Center, 315 Main Street, Pine City, Minnesota.
   e. NLX, Wednesday, November 28, 2018, 10:00 a.m., Board Room, Courthouse, Pine City, Minnesota.
   f. Northeast Minnesota Emergency Communications Board, Thursday, November 29, 2018, 10:00 a.m., St. Louis County EOC – Pike Lake, 5735 Old Miller Trunk Highway, Duluth, Minnesota.
   g. Rush Line Task Force, Thursday, November 29, 2018, 4:30 p.m., Maplewood Community Center, 2100 White Bear Avenue, Maplewood, Minnesota.
   h. Central Minnesota Emergency Medical Service, Friday, November 30, 2018, 10:00 a.m., Stearns County Service Center, Waite Park, Minnesota.
   i. AMC Annual Conference, December 3-4, 2018, DoubleTree Hotel, Bloomington, Minneapolis South, 7800 Normandale Boulevard, Minneapolis, Minnesota.
   j. Pine County Board Meeting, Wednesday, December 5, 2018, 10:00 a.m., Board Room, Courthouse, Pine City, Minnesota.

8. Adjourn
Commissioner Mohr called the meeting to order at 6:00 p.m. Present were Commissioners John Mikrot, Jr. and Steve Chaffee. Commissioner Steve Hallan was absent (excused). Also present was County Administrator David Minke and representatives from various townships and cities in Pine County.

The pledge of allegiance was said.

Commissioner Mohr welcomed everyone and those present introduced themselves.

University of Minnesota Extension Service Presentation
Commissioner Mohr introduced Sara Chur, University of Minnesota Extension Service, Regional Director, who presented information on University of Minnesota Extension programs and was assisted by Terry Salmela, County Master Gardner Coordinator and Frank Moyer, County 4-H Program Coordinator.

The next meeting will be Tuesday, January 29, 2019, 6:00 p.m. at the Courthouse.

With no further business, the meeting adjourned at 7:35 p.m.
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 #8: Consider approval of Application for Exempt Permit for Sturgeon Lake Relief Association.
- Additional information provided for Regular Consent Item #9 / 2019 Budget Discussion.

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

Commissioner Mikrot moved to approve the Minutes of the October 16, 2018 county board meeting and Summary for publication. Second by Commissioner Chaffee. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence
- Pine County HRA Senior Housing Regular Meeting Minutes – August 22, 2018
- Notice Regarding Wellhead Protection Plan for the City of Askov – October 17, 2018
- Pine County Chemical Health Coalition Minutes – October 8, 2018
- Pine County Land Surveyor Monthly Report – October, 2018
- Pine County Zoning Board Minutes – August 23, 2018

Commissioner Mohr 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 Ludwig. Motion carried 5-0.

**CONSENT AGENDA**

1. **October 2018 Disbursements**

2. **Application for Abatement**
   Approve the Application for Abatement for Sunrise Homes/JC Homes, 7424 566th St., Pine City, PID 43.5229.000, pay 2018.

3. **Application for Repurchase**
   Approve Resolution 2018-58 for Repurchase of Tax Forfeited Land in full, Angela Campbell, PID 08.5257.000, and authorize Board Chair and County Auditor to sign.
4. **Correctional Care Contract**  
   A. **Essentia Health Jail Nursing Contract Termination**  
      Approve the termination of nursing services contract between Essentia Health and Pine County Jail effective December 7, 2018.
   
   B. **Health Authority Services Contract Termination**  
      Approve the termination of Health Authority Services contract between Dr. Petry/Gateway and Pine County Jail effective December 7, 2018.
   
   C. **Contract with MEND Correctional Care**  
      Approve entering into a contract for jail clinical services with MEND Correction Care and authorize Board Chair and County Administrator to sign. MEND services annual fee - $231,600; in 2017 jail paid $255,000 for same services. The term of this contract is for three years, effective December 7, 2018.

5. **Agreement for Psychiatric Services with Kanabec County Family Services**  
   Approve the agreement between Pine County Health & Human Services and Kanabec County Family Services to purchase seven hours of psychiatric services per month from Kanabec County Family Services, at the rate of $125 per hour. This contract is effective December 1, 2018 – December 31, 2019. Authorize Board Chair and County Administrator to sign.

6. **Cooperative Agreement – Windemere Township**  
   Approve the Cooperative Agreement with Windemere Township and authorize Board Chair and County Administrator to sign.

7. **Personnel**  
   A. **Regular Status/Completion of Probationary Period**  
      Approve the regular status for Registered Nurse Kelsi Ervin, effective November 22, 2018.
   
   B. **Promotion**  
      Approve the promotion of Jessica Fehlen from Family Health Team Leader to Public Health Supervisor effective November 11, 2018 at $34.50 per hour (Grade 15 on the non-union scale).

8. **Application for Exempt Permit**  
   Approve the Application for Exempt Permit for Sturgeon Lake Relief Association to conduct lawful Minnesota gambling on November 16, 2018 at Doc’s Pavilion, 34427 Majestic Pine Drive, Sturgeon Lake (Windemere Twp).

**REGULAR AGENDA**

A. **Introduction of Assistant County Attorney**  
   County Attorney Reese Frederickson introduced new employee, Assistant County Attorney John Lauer.

1. **Public Hearing – Fee Schedule for Interim Use Permits, Septic Compliance Inspections, and Solid Waste Fees**  
   Land and Resources Manager Caleb Anderson provided an overview for the establishment/amendment of the fee schedule for the Land Services department.  
   Requested fee change/establishment:  
   
<table>
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<td>Septic Compliance Inspection fee</td>
<td>$150</td>
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<tr>
<td>Solid Waste Fee</td>
<td>$6 per improved taxable parcel</td>
</tr>
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</table>
The board discussed how the establishment or fee change amounts were determined.
Chair Hallan opened the public hearing at 10:10 a.m. and called for public comment.
Traci LeBrun inquired as to services received which are funded by the Solid Waste fees.
With no additional public comment, Chair Hallan closed the public hearing at 10:15 a.m.
Additional conversation took place as to surrounding county recycling fees and the use and cost of
the recycling sheds.
Motion by Commissioner Ludwig to establish the fee for Interim Use Permits at $650, effective
January 1, 2019. Second by Commissioner Mohr. Motion carried 5-0.
Motion by Commissioner Chaffee to increase the Septic Compliance Inspection Fee to $200 to
better align with private businesses, effective January 1, 2019. Second by Commissioner Mikrot.
Motion carried 5-0.
Motion by Commissioner Mohr to approve Resolution 2018-56 increasing the Solid Waste fee
from $6 to $8 per improved taxable parcel. Second by Commissioner Chaffee. Motion carried 5-0.

2. Technology Committee
Commissioner Mohr provided an overview of the October 23, 2018 Technology Committee
meeting. Items of discussion included the new website, creation of a Facebook page for Solid
Waste, retention schedule staff training, jail technology needs (DVR & cameras), the North Pine
Government Center update, and data security changes.

3. Family Pathways Presentation
Presentation by Roxie Karelis, Director of Community Services for Family Pathways, of services
provided in our community by Family Pathways.

4. Briana Michels with MLBO/Grand Casinos
Presentation by Briana Michels, Learning and Development Specialist at Grand Casino – Hinckley,
relating to historical trauma in the tribal community.

5. Central MN Initiative Foundation – Jail Work Release Program
Central Minnesota Initiative Foundation recently honored the Pine County Jail for their jail work
release program; presentation of a video recently released by the Central MN Initiative Foundation
related to Pine County’s jail work release program.

6. Nemadji One Watershed One Plan
Land and Resources Manager Caleb Anderson stated Carlton County Soil & Water Conservation
District (SWCD) was awarded a One Watershed One Plan planning grant for the Nemadji
Watershed. Caleb has met with staff from various groups to draft a Memorandum of Agreement
and workplan for the planning process.
Motion by Commissioner Ludwig to enter into a Memorandum of Agreement to participate in the
drafting of the Nemadji One Watershed One Plan and authorize Board Chair and County
Administrator to sign. Second by Commissioner Mohr. Motion carried 5-0.
Motion by Commissioner Mohr to appoint Commissioner Ludwig as primary, and Commissioner
Mikrot as alternate, to serve on the Policy Committee. Second by Commissioner Chaffee. Motion
carried 5-0.

7. Memorandum of Agreement – Willow River Transfer Station
Land and Resources Manager Caleb Anderson stated Sturgeon Lake Township was agreeable to
entering into a Memorandum of Agreement with the county regarding the operation of the Canister
Site Transfer Station located at Co. Hwy 61 & Dago Lake Road.
Motion by Commissioner Chaffee to enter into a Memorandum of Agreement with Sturgeon Lake Township regarding the operation of the Canister Site Transfer Station and authorize Board Chair and County Administrator to sign. Second by Commissioner Mikrot. Motion carried 5-0.

8. Arrowhead Counties Association Legislative Priorities
The Arrowhead Counties Association (ACA) identified five priorities to be considered for the 2019 legislative session. ACA requested each member county to rank the five priorities and submit the rankings to the association. Pine County’s top two priorities are: (1) the State takeover of non-Federal share of ICWA costs, and (2) Fix PILT for acquired lands and protect the success of PILT increases for DNR administered lands as its second priority. The remaining legislative priority ranking will be determined by Commissioner Ludwig and/ or Mikrot.

9. 2019 Budget Update
Commissioners discussed the preliminary 2019 budget. The consensus of the board was to proceed with the $18,790,664 preliminary levy, which is a 4.9% increase from 2018.

10. January, 2019 Meeting
Minnesota statute requires the first county board meeting of the year be held on the first Tuesday after the first Monday in January. The regular/organizational meeting for 2019 is scheduled for Tuesday, January 8, 2019 at 10:00 a.m. at the Pine County Courthouse, Pine City.

11. Commissioner Updates
Arrowhead Counties Association: Commissioner Mikrot stated legislative priorities were identified.
Snake River Watershed: Commissioner Mohr stated a representative from the Board of Water and Soil Resources (BWSR) was present and the proposal for the One Watershed One Plan (1W1P) will be considered at the next meeting.
East Central Regional Development Commission: Commissioner Mikrot stated the audit was complete and looked good.
NLX: meeting cancelled.
Pine County HRA: Chair Hallan stated this was a good meeting, and the county is working with the Minnesota Housing Partnership (MHP) on housing in Pine County.
Resource Training & Solutions’ CCOGA Insurance Advisory Committee: Chair Hallan stated new wellness plans will be offered and rolled out after the first of the year.
Rush Like Task Force – cancelled
Zoning Board: Commissioner Ludwig was unable to attend; Land and Resources Manager Caleb Ander stated the meeting went well.
Courthouse Security Committee: Judge Flanagan chaired this meeting. Several areas of concern were identified.
Zoning Initiative public meetings: Two meetings were recently held. Enforcement and definitions discussed. Good feedback from the public.
Other: Central MN Council on Aging: Chair Hallan attended. Open enrollment for seniors on Medicare is taking place.

12. Other
Commissioner Ludwig stated the East Central Environmental Club, which presented at the public comment section of the October 16, 2018 county board meeting, asked for a continued dialogue with the county. Commissioner Ludwig asked this matter be placed on the agenda at a Committee of the Whole meeting for discussion.
Chair Hallan also requested discussion of a wetland credit bank be scheduled at a Committee of the Whole meeting.

13. **Upcoming Meetings**
   Upcoming meetings were reviewed.

14. **Adjourn**
   With no further business, Chair Hallan adjourned the meeting at 11:51 a.m. The next regular meeting of the county board is scheduled for November 20, 2018 at 10:00 a.m. at the Pine County History Museum, 6333 H C Andersen Alle, Askov, Minnesota.

____________________________  ________________________
Stephen M. Hallan, Chair      David J. Minke, Administrator
Board of Commissioners         Clerk to County Board of Commissioners
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 Ludwig moved to adopt the amended Agenda. Second by Commissioner Mohr. Motion carried 5-0.

Commissioner Mikrot moved to approve the Minutes of the October 16, 2018 county board meeting and Summary for publication. Second by Commissioner Chaffee. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence

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Pine County Land Surveyor Monthly Report – October, 2018
Pine County Zoning Board Minutes – August 23, 2018

Commissioner Mohr moved to acknowledge the Minutes of Boards, Reports and Correspondence. Second by Commissioner Chaffee. Motion carried 5-0.

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


Approve the Application for Abatement for Sunrise Homes/JC Homes, 7424 566th St., Pine City.

Approve Resolution 2018-58 for Repurchase of Tax Forfeited Land in full, Angela Campbell.

Correctional Care Contract

A. Essentia Health Jail Nursing Contract Termination
   Approve the termination of nursing services contract between Essentia Health and Pine County Jail effective December 7, 2018.

B. Health Authority Services Contract Termination
   Approve the termination of Health Authority Services contract between Dr. Petry/Gateway and Pine County Jail effective December 7, 2018.

C. Contract with MEND Correctional Care
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Approve the Cooperative Agreement with Windemere Township.

Approve the regular status for Registered Nurse Kelsi Ervin, effective November 22, 2018.

Approve the promotion of Jessica Fehlen from Family Health Team Leader to Public Health Supervisor effective November 11, 2018 at $34.50 per hour (Grade 15 on the non-union scale).

Approve the Application for Exempt Permit for Sturgeon Lake Relief Association to conduct lawful Minnesota gambling on November 16, 2018 at Doc’s Pavilion, 34427 Majestic Pine Drive, Sturgeon Lake.

Public Hearing – Fee Schedule for Interim Use Permits, Septic Compliance Inspections, and Solid Waste Fees

Land and Resources Manager Caleb Anderson provided an overview for the establishment/amendment of the fee schedule for the Land Services department.

Requested fee change/establishment:

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</table>

The board discussed how the establishment or fee change amounts were determined.

Chair Hallan opened the public hearing at 10:10 a.m. and called for public comment. Traci LeBrun inquired as to services received which are funded by the Solid Waste fees.

With no additional public comment, Chair Hallan closed the public hearing at 10:15 a.m.

Motion by Commissioner Ludwig to establish the fee for Interim Use Permits at $650, effective January 1, 2019. Second by Commissioner Mohr. Motion carried 5-0.

Motion by Commissioner Chaffee to increase the Septic Compliance Inspection Fee to $200, effective January 1, 2019. Second by Commissioner Mikrot. Motion carried 5-0.

Motion by Commissioner Mohr to approve Resolution 2018-56 increasing the Solid Waste fee from $6 to $8 per improved taxable parcel. Second by Commissioner Chaffee. Motion carried 5-0.

Motion by Commissioner Ludwig to enter into a Memorandum of Agreement to participate in the drafting of the Nemadji One Watershed One Plan. Second by Commissioner Mohr. Motion carried 5-0.

Motion by Commissioner Mohr to appoint Commissioner Ludwig as primary, and Commissioner Mikrot as alternate, to serve on the Policy Committee. Second by Commissioner Chaffee. Motion carried 5-0.

Motion by Commissioner Chaffee to enter into a Memorandum of Agreement with Sturgeon Lake Township regarding the operation of the Canister Site Transfer Station. Second by Commissioner Mikrot. Motion carried 5-0.
The Arrowhead Counties Association (ACA) identified five priorities to be considered for the 2019 legislative session and requested each member county to rank the five priorities and submit the rankings to the association. Pine County’s top two priorities are: (1) the State takeover of non-Federal share of ICWA costs, and (2) Fix PILT for acquired lands and protect the success of PILT increases for DNR administered lands as its second priority. The remaining legislative priority ranking will be determined by Commissioner Ludwig and/or Mikrot.

Commissioners discussed the preliminary 2019 budget. The consensus of the board was to proceed with the $18,790,664 preliminary levy, which is a 4.9% increase from 2018.

Minnesota statute requires the first county board meeting of the year be held on the first Tuesday after the first Monday in January. The regular/organizational meeting for 2019 is scheduled for Tuesday, January 8, 2019 at 10:00 a.m. at the Pine County Courthouse, Pine City.

With no further business, Chair Hallan adjourned the meeting at 11:51 a.m. The next regular meeting of the county board is scheduled for November 20, 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.
MONTHLY BOARD OF DIRECTORS MEETING PINE COUNTY HOUSING AND REDEVELOPMENT AUTHORITY.

The regular meeting of the Pine County HRA Senior Housing Board of Directors was held on September 26, 2018 at the Sandstone Manor. Commissioners of the HRA present were Board Chair Dorothy Stockamp, Cheri Drilling, Dennis Korpi, Greg Kvasnicka and Management Agent, Tammy Gehrke, Richard and Kathy Soens.

1. The meeting was called to order at 1:00 p.m. by Board Chair D. Stockamp and the Pledge of Allegiance was said.

2. The HRA Board minutes from the Monthly Meeting conducted August 22, 2018 were reviewed by the Board members. A motion was made by C. Drilling and seconded by G. Kvasnicka to accept the minutes. Motion carried: Yeas 4, Nays 0

3. The Management Agent Report and the monthly financial statements and investment report were presented by T. Gehrke. A motion was made by D. Stockamp and seconded by D. Korpi to approve the financial statements and the investment report. Motion carried: Yeas 4, Nays 0

4. PCHRA Reviewed documents provided by Greg Kvasnicka from attendance at the Pine County Board Meeting to review the Pine County Housing Board information and future plans. Greg was nominated to represent the PCHRA Board at future meetings with PCHB.

5. A motion was made by C. Drilling and was seconded by G. Kvasnicka to adjourn the meeting at 2:58 p.m. Motion carried: Yeas 4, Nays 0

Dorothy Stockamp
HRA Board Chair

Tammy Gehrke
Management Agent
November 7, 2018

Joel A. & Angel R. Haverkamp
6200 115th Avenue North
Champlin, MN 55316

RE: Cloverton School, Highland Drive, New Dosey Township, Pine County

Dear Joel and Angel Haverkamp:

On June 29, 2018, we notified you that the Cloverton School was proposed for removal from the National Register of Historic Places. This letter is written to inform you that the property was removed from listing by the Keeper of the National Register at the National Park Service on November 1, 2018.

If you have any questions regarding this process, please feel free to contact Denis Gardner, National Register Historian, at 651-201-3292, denis.gardner@state.mn.us or 50 Sherburne Ave., Suite 203, St. Paul, MN 55155.

Sincerely,

Amy Spong
Deputy State Historic Preservation Officer

cc: Pine County Board of Commissioners, Pine County Courthouse, 635 Northridge Dr. NW, Pine City, MN 55063
David Sornengo, New Dosey Township Chair, 78492 Rutabaga Rd., Sandstone, MN 55072
President, Pine County Historical Society, 6333 HC Anderson Alle, Askov, MN 55704
AGENDA REQUEST FORM

Date of Meeting: November 20, 2018

☐ County Board
☐ Consent Agenda
☐ Regular Agenda

☐ Personnel Committee
☐ Other__________

Agenda Item: October, 2018 Cash Balance

Department: Auditor-Treasurer

[Signature]
Department Head signature

Background information on Item:

Action Requested:

Financial Impact:
# Pine County

**TREASURER'S CASH TRIAL BALANCE**

As of 10/2018

## General Revenue Fund

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## Health & Human Services

### H&Hs-Income Maintenance

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### H&Hs-Social Services

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## Health & Human Services

### Childrens Collaborative (H&Hs)

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## Health & Human Services

### Nursing-Community Health (H&Hs)

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<td>112,361.87-</td>
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Copyright 2010–2017 Integrated Financial Systems
### Pine County

**TREASURER’S CASH TRIAL BALANCE**  
As of 10/2018  
Page 3

<table>
<thead>
<tr>
<th>Fund Description</th>
<th>Beginning Balance</th>
<th>This Month</th>
<th>YTD</th>
<th>Current Balance</th>
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<tbody>
<tr>
<td>Dept Total</td>
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<td>4,346.99</td>
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<td>610,375.15-</td>
<td>776,043.49-</td>
<td>462,003.00</td>
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**13 Road & Bridge Fund**

- **Receipts**: 170,937.81  
- **Disbursements**: 903,306.75
- **Payroll**: 190,632.41
- **Journal Entries**: 1,637.00

**Fund Total**

- **Total**: 524,638.34

**14 Ditch Maintenance (Sr) Fund**

- **Journal Entries**: 0.00  
- **Fund Total**: 0.00

**20 County-Wide Rehab (Sr) Fund**

- **Fund Total**: 0.00

**22 Land Management Fund**

- **Receipts**: 57,721.27  
- **Disbursements**: 3,772.93
- **Payroll**: 11,334.92
- **Journal Entries**: 0.00

**Fund Total**

- **Total**: 42,613.42

**24 SST Upgrades**

- **Receipts**: 23,933.00  
- **Disbursements**: 36,264.00

Copyright 2010–2017 Integrated Financial Systems
### TREASURER'S CASH TRIAL BALANCE

#### As of 10/2018

<table>
<thead>
<tr>
<th>Fund Description</th>
<th>Beginning Balance</th>
<th>This Month</th>
<th>YTD</th>
<th>Current Balance</th>
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<tr>
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<tr>
<td><strong>Fund Total</strong></td>
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<td>46,639.09</td>
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<td>55,132.19</td>
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<td>137.23</td>
<td>5,754.08</td>
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<tr>
<td><strong>Fund Total</strong></td>
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<td>137.23</td>
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<td><strong>38 Building Fund</strong></td>
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<td><strong>40 2012 G.O. Courthouse Bonds</strong></td>
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Copyright 2010-2017 Integrated Financial Systems
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<th>Fund</th>
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<th>Beginning Balance</th>
<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 10/2018**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Description</th>
<th>Beginning Balance</th>
<th>This Month</th>
<th>YTD</th>
<th>Current Balance</th>
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</thead>
<tbody>
<tr>
<td></td>
<td><strong>Fund Total</strong></td>
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<td>36,359.25</td>
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<td>2,737.82</td>
<td>19,312.35</td>
<td>55,671.60</td>
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# Treasurer's Cash Trial Balance Comparison

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<th>October 31, 2017 Balance</th>
<th>October 31, 2018 Balance</th>
<th>Difference</th>
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<tbody>
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<tr>
<td>12 - H&amp;HS</td>
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<td>808,506.51</td>
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<tr>
<td>13 - Road &amp; Bridge</td>
<td>830,942.71</td>
<td>211,277.67</td>
<td>(619,665.04)</td>
</tr>
<tr>
<td>22 - Land</td>
<td>1,956,405.89</td>
<td>1,774,793.53</td>
<td>(181,612.36)</td>
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<tr>
<td>Total (incl non-major funds)</td>
<td>$16,054,114.93</td>
<td>$17,825,770.01</td>
<td>$1,771,655.08</td>
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</tbody>
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AGENDA REQUEST FORM

Date of Meeting: November 20, 2018

☑ County Board
☐ Consent Agenda
☐ Regular Agenda

☐ Personnel Committee
☐ Other

Agenda Item: Application for Abatement
Department: Auditor-Treasurer

Background information on Item:
Kenneth & Lisa Waletzko, 79986 Second Lake Rd, Willow River, PID 17.0141.000, pay 2018

Action Requested:

Financial Impact:
APPLICATION FOR ABATEMENT - HOMESTEAD FORM  
(M.S. 375.192)

DATE: 11-1-18  For Taxes Levied In: 2017
Abatement # 4B18-13  And Payable In: 2018

Please Print Or Type

<table>
<thead>
<tr>
<th>Applicants Name:</th>
<th>Kenneth &amp; Lisa Waetzko</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant's SSN:</td>
<td>on file</td>
</tr>
<tr>
<td>Telephone (Home):</td>
<td>320-279-2629</td>
</tr>
<tr>
<td>Telephone (Work):</td>
<td>320-838-3400</td>
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</tbody>
</table>

| Applicants Mailing Address: | 79986 Second Lake Rd, PO Box 97, Askov, MN 55704 |

<table>
<thead>
<tr>
<th>Description Of Property:</th>
<th>Property ID or Parcel Number: 17-0141-000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address:</td>
<td>79986 Second Lake Rd, Askov, MN 55704</td>
</tr>
<tr>
<td>Township/City:</td>
<td>577</td>
</tr>
</tbody>
</table>

Legal Description:

OWNERSHIP DATA

I/We declare that I/We owned and occupied the property described above for the purpose of homestead on January 2, 2017 (or Dec 1, mid-year homestead) and that such occupancy began on August 18, 2011 and that my/our ownership is evidenced by a warranty deed dated August 11, 2012, which provides for a sole/shared ownership interest by a total of 2 persons.

Minn. Stat., Sec. 375.192. Subd. 1 requires the names and social security numbers of all property owners claiming homestead to verify that they are not receiving more than one homestead. Your social security number is private information. If you fail to provide the social security numbers, this property will not be eligible for the homestead classification. State law provides for county government to make social security numbers available only to the Minnesota Department of Revenue.

<table>
<thead>
<tr>
<th>Owner's Name:</th>
<th>Kenneth Waetzko</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security Number:</td>
<td>on file</td>
</tr>
<tr>
<td>Owner's Name:</td>
<td>Lisa Waetzko</td>
</tr>
<tr>
<td>Social Security Number:</td>
<td>on file</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Owner's Name:</th>
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<td>Social Security Number:</td>
</tr>
</tbody>
</table>

Applicants Request:

Applicant Requests that the real estate described above be classified for the above year as real estate used for the purposes of a homestead and that the taxable value and the taxes for the above year be reduced accordingly. This statement is a true and full statement of all facts known to the applicant relative to this matter.

Applicant's Signature: [Signature]

NOTE: Minnesota Statutes 1988, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than $3,000, or both."

REPORT OF INVESTIGATION:

I hereby report that I have investigated the statements made in the foregoing application and find the facts to be as follows:

Homestead was accidentally removed.

The applicant(s) has/have provided the following documentation as proof of occupancy:

Signature of Investigator: [Signature]
Date: 1/11/12

County: Pine County
AGENDA REQUEST FORM

Date of Meeting: November 20, 2018

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

5 mins ☐ 10 mins ☐ 15 mins ☐ Other ☐

Agenda Item: Application for Repurchase

Department: Auditor-Treasurer

Background information on Item:
Resolution for repurchase of tax forfeited land on a 10 year contract for Craig K. Williams

Action Requested:
Approve Resolution

Financial Impact:
None
RESOLUTION NO. 2018-59

WHEREAS, Craig K. Williams, the former owner, has 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:

The East 264 feet of that part of the Southeast Quarter of Southwest Quarter (SE1/4 of SW1/4) Section Twenty (20), Township Forty (40), Range Twenty-two (22) lying South of the State Trunk Highway No. 23, except the South 460 feet thereof AND The West One rod of the Southwest Quarter of the Southeast Quarter (SW1/4 of SE1/4), South of railroad right of way, less highway, Except the South 460 feet thereof, AND Also an easement for travel over and across the East 1 rod of the West 2 rods of the Southwest Quarter of the Southeast Quarter (SW1/4 of SE1/4), South of Railroad Parcel 06.0154.000

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 Craig K. Williams 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 20th day of November, 2018.

Attest: Chairman, Board of County Commissioners
County Auditor-Treasurer
AGENDA REQUEST FORM

Date of Meeting: November 20, 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 on a 10 year contract for Michael J. Reed

Action Requested:
Approve Resolution

Financial Impact:
None
RESOLUTION NO. 2018-60

WHEREAS, Michael J. Reed, the former owner, has 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:

The East One-Half of the Southeast One-Quarter (E1/2 of SE1/4) of Section Thirty-two (32), Township Forty-four (44), Range Twenty-one (21), Pine County, Minnesota, lying Easterly and Northerly of the centerline of Rhine Creek, Except the North 1305.00 feet thereof. Subject to the right-of-way of a township road over the East 33 feet thereof. Subject to easements, covenants, restrictions and reservations of record, if any.

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 Michael J. Reed, 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 20th day of November, 2018.

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

County Auditor-Treasurer
AGENDA REQUEST FORM

Date of Meeting: November 20, 2018

[ ] County Board
[ ] Consent Agenda
[ ] Regular Agenda
[ ] 5 mins
[ ] 10 mins
[ ] 15 mins
[ ] Other

[ ] Personnel Committee
[ ] Other

Agenda Item: Board Resolution Request by ISD #2165 and ISD #2580

Department: Auditor-Treasurer

Background information on Item:

In 2017, the legislature amended M.S. 205A.11, subd. 2(c) which now provides that the "combined polling place must be at a location designated for use as a polling place by a county or municipality". Both East Central (ISD #2580) and Hinckley-Finlayson (ISD #2165) School Districts conduct stand-alone elections for their school elections in odd years and want to continue as such. The districts have historically, and wish to continue, to use the Hinckley-Finlayson High School and Finlayson Elementary School for ISD #2165 and the East Central Public Schools for ISD #2580 as their polling locations. Due to the amendment of the language in M.S. 205A.11, subd. 2(c), the County must designate these locations for use as polling places in order for the districts to remain compliant.

Action Requested:

Approval of this Resolution.

Financial Impact:

None.
RESOLUTION ESTABLISHING POLLING PLACES
FOR SCHOOL DISTRICT ELECTIONS
2019
Resolution 2018-61

WHEREAS, Minnesota Statutes section 204B.16, Subdivision 1, was amended by the Minnesota State Legislature during its 2017 regular session to require all school districts to annually designate a polling place by December 31 of each year for the following calendar year;

WHEREAS, Minnesota Statutes section 205A.11, Subdivision 1, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the county located in whole or in part within the school district;

WHEREAS, Minnesota Statutes section 205A.11, Subdivision 2, when no other election is being held in a school district, the school board may designate combined polling places at which the voters in those precincts may vote in the school district election;

WHEREAS, Independent School District No. 2165, Hinckley-Finlayson Schools has declared, via resolution (attached) to hold elections in 2019 at traditional polling places;

WHEREAS, Independent School District No. 2580, East Central Schools has declared, via resolution (attached) to hold elections in 2019 at traditional polling places;

WHEREAS, Finlayson Elementary School, Hinckley-Finlayson High School, and East Central Public School are public buildings that may hold elections according to Minnesota Statutes section 204B.16, Subdivision 6.

THEREFORE BE IT RESOLVED by the Pine County Board of Commissioners, Finlayson Elementary School, Hinckley-Finlayson High School, and East Central Public School are declared polling places for independent school district elections held in 2019.

Dated this 20th day of November, 2018.

________________________________________
Stephen M. Hallan
Chairman, Pine County Board of Commissioners

Attest:

______________________________________
David J. Minke, County Administrator
AGENDA REQUEST FORM

Date of Meeting: 11/20/2018

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

Agenda Item: Approve contract amendment

Department: HHS

Background information on Item:

This contract amendment is between Pine County HHS and the State of MN- MN State Colleges and Universities, for services that our clientele receive via Pine Technical and Community College Employment and Training Center. The contract amendment is effective from January 1, 2019 through December 31, 2019, and simply notes the changes in the amounts that may be paid to the State for their services in the various financial assistance programs. The contract amendment is under review by the County Attorney’s Office.

Action Requested:

Authorize the County Chairperson and County Administrator to sign the contract amendment.

Financial Impact:

The expenses for these services are reimbursed to Pine County by the State.
STATE OF MINNESOTA
MINNESOTA STATE COLLEGES AND UNIVERSITIES
Board of Trustees of the Minnesota State Colleges and Universities

Pine Technical and Community College Employment and Training Center

INCOME CONTRACT AMENDMENT NO. (1.0): Consolidated Funds

This contract is by and between Pine County, by and on behalf of Pine County Health and Human Services, 315 Main Street South, Suite 200, Pine City, MN 55063 (hereinafter "CONTRACTOR") and the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Pine Technical and Community College Employment and Training Center (hereinafter “STATE”).

Recitals

WHEREAS, the CONTRACTOR has a need for a specific service; and

WHEREAS, the STATE, is empowered to enter into income contracts pursuant to Minnesota Statutes, Chapter 136F;

WHEREAS, STATE and the CONTRACTOR are willing to amend the Original Contract as stated below,

NOW THEREFORE, it is agreed:

Contract Amendment

CONSIDERATION AND TERMS OF PAYMENT is amended as follows:

a. Consideration for all services performed and goods or materials supplied by MnSCU pursuant to this contract shall be paid by the PURCHASER as follows:

The amount to MnSCU shall not exceed a grand total of $361,670 $365,756 per contract year for all Consolidated Fund Employment Services (MFIP, DWP & 200% FPG). The following amounts may be adjusted by MnSCU according to changes in allocation of program necessity:

- $215,438 $239,000 MFIP
  - $195,438 $225,000 Direct Program
  - $20,000 $14,000 Client Support Services
- $120,000 $100,238.13 DWP
  - $102,000 $93,940.13 Direct Program
  - $18,000 $6,298 Client Support Services
- $1,000.00 <200% FPG, Client Support Services
- $25,232 $25,517.87 Program Administration (7.5%)

Administration fees will be calculated based on actual monthly expenses of direct program and client support services.

Except as amended above, the terms and conditions of the Original Contract and all previous amendments remain in full force and effect.
IN WITNESS WHEREOF, the parties have caused this amendment to be duly executed intending to be bound thereby.

APPROVED:

1. **CONTRACTOR: Pine County**
   CONTRACTOR certifies that the appropriate person(s) have executed the contract on behalf of CONTRACTOR as required by applicable articles, by-laws, resolutions, or ordinances.

   By (authorized signature and printed name)
   Title
   Date

   By (authorized signature and printed name)
   Title
   Date

2. **VERIFIED AS TO ENCUMBRANCE:**
   Employee certifies that funds have been encumbered as required by Minnesota Statute §16A.15.

   By (authorized signature and printed name)
   Title
   Date

3. **MINNESOTA STATE COLLEGES AND UNIVERSITIES**
   [INSERT NAME OF COLLEGE/UNIVERSITY/OFFICE OF THE CHANCELLOR]:

   By (authorized signature and printed name)
   Title
   Date

4. **AS TO FORM AND EXECUTION:**

   By (authorized signature and printed name)
   Title
   Date
AGENDA REQUEST FORM

Date of Meeting: November 20th, 2018

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

Agenda Item: Approval of Corrections Agent Hiring

Department: Probation

Background information on Item:
Devin Petersen was recommended to the 10th Judicial District for hire as a Corrections Agent in the Pine County Probation Department. He would start on November 26th, 2018.

Action Requested:
Respectfully request Pine County Board approval to hire Devin Petersen for hire as a Corrections Agent within the Pine County Probation Department.

Financial Impact:
Agent Petersen would be hired as Step 1 of the 2018 MAPE Grid, $43,483 ($20.83 hour). Probation has budgeted for this position, and are within budget.
AGENDA REQUEST FORM

Date of Meeting: November 20th, 2018

☑ County Board
☐ Consent Agenda
☐ Regular Agenda

☐ Personnel Committee
☐ Other ____________

Agenda Item: Authorization for Overnight Training

Department: Probation

[Signature]
Department Head signature

Background information on Item:

Senior Agent Jami Tuve & Corrections Agent Christopher Stolan would like to attend Evidence-Based Practices training, put on by the Department of Corrections. Specifically, they would like to attend training in the use of Carey Guides and Case Plans.

Action Requested:

Authorize training, lodging, and, meals for Tuve & Stolan to attend training at Camp Ripley, which is sponsored by the Department of Corrections. Training will be held March 7-8, 2019, and the lodging would be on March 7th.

Financial Impact:

Upon completion of the training, the probation will be invoiced for Lodging ($32 per person), and meals ($31.80 per person), for a total of $127.60. An agency vehicle will be used for travel. This will be paid for out of the 2019 Probation Department training budget, and money has been allocated for this.
AGENDA REQUEST FORM

Date of Meeting: November 20, 2018

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

5 mins ☐, 10 mins ☐, 15 mins ☐, Other ☐

Agenda Item: 73th Annual MN County Engineer's Conference

Department: Pine County Public Works

Department Head signature

Background information on Item:
Authorization for Mark LeBrun, County Engineer to attend 74th Annual MN County Engineers Conference at Cragun's Resort in Brainerd, January 22-25, 2019

Action Requested:
Approve lodging and meals of $663 along with conference registration of $210.00 for a total cost of $873.00

Financial Impact:
Within 2019 Budget
AGENDA REQUEST FORM

Date of Meeting: November 20th, 2018

☑ County Board
◻ Consent Agenda
◻ Regular Agenda

☐ Personnel Committee
☐ Other ______________

Agenda Item: Request for Out-of-State Training

Department: Probation

Department Head Signature

Background information on Item:
The American Probation & Parole Association will hold their Winter Institute March 10-13, 2019 in Miami, Florida. This is the largest correction's conference in the country that looks at all areas of community corrections. This conference has several sessions of importance, including:
*Understanding Compassion Fatigue & Vicarious Trauma
*Dealing with the Opiod Crisis with the Community Supervision Field.
*Detox Your Work Environment
*Developing and Accessing Tribal Programs and Resources to Support Reentry
*Tribal Justice Probation System Reform: Experiences in Tribal Justice Communities that Improve Youth Outcomes
*The ROC Program: Recognizing Opportunities for Change: A Detention Prevention Program.
*Wraparound, an Integrated Approach to Working with Youth on Probation and their Families
*From Diversion to Post-disposition: Building Transformative Relationships-with Clients and their Families-at Every System Point.

Action Requested:
Respectfully request that Probation Supervisor/High Risk Agent Kevin Glass be authorized to attend the APPA Winter Institute.

Financial Impact:
Registration $425
Lodging $576 ($192 x three nights) (conference rate)
Airfare $365 round trip (Delta conference rate)
Meals $136

Total= $1,502 Probation has budgeted for this in their 2018 training budget, and funds are available.
WORKSHOP PREVIEW FOR THE APPA 2019 WINTER TRAINING INSTITUTE
MIAMI, FLORIDA  |  MARCH 7-8, 2019

*Workshop titles subject to change | Dates and times to be determined*

- A systematic review of sex offender management, policy and registration in community supervision departments
- A Treasure Chest of Tools for Successful Reentry
- A Warm Handoff: Alameda County Probation Department’s Transition Center
- Addiction Culture: Why Changing People, Places, and Things Might Be Harder Than We Think
- Advancing Community Supervision Strategies – It’s about technology and so much more!
- An End to 9-5 Supervision: The Rapid Engagement Team
- Ask the Judge: Everything You Ever Wanted to Ask a Judge but Were Afraid to Ask
- Avoiding the Pitfalls between Counselors and Probation Officer Relationships
- Breaking the Stigma: Understanding Compassion Fatigue and Vicarious Trauma
- Building Your Agency’s Capacity for Providing Behavioral Health Services in the Community
- Call on Captain Resiliency: How Peer Support Can Help your Agency Triumph and Transform Stress!
- Challenging Standards and Special Populations (LGBTQI)
- Community Corrections Strategies for Supervising those Victimized by Domestic Violence
- Creating a Drug Impact Panel and Community Drug Court Graduations
- Creative.Brief.Informative: DYK - Did You Know?
- Dealing with the Opioid Crisis within the Community Supervision Field
- Defensive Tactics for Non-Badged Staff
- Detox Your Work Environment
- Drive Predictable Outcomes -- No Compass Needed. Incentives and Sanctions for the 21st Century
- DV in the DC: An Integrated Approach to Supervising Offenders with Domestic Violence Offenses
- Eliminate Staff Participation in Drug Testing & Increase Treatment for Clients
- Emotional Intelligence 101
- Engaging Young Black Males: H.E.A.T (Habilitation Empowerment Accountability Therapy)
- From Diversion to Post-Disposition: Building Transformative Relationships—with Clients and their Families—at Every System Point
- From Theory to Practice; Essential Elements of a High Functioning Pretrial Agency in Allegheny County Pennsylvania
- High on our Highways - The Challenge of Drug Impaired Driving and Community Supervision
- Ignition Interlock Devices: Beyond Behavior Modification
- Implementation, Collaboration, and CIQ...Oh My
- Implementing Behavioral Health Assessments During the Booking in Cook County, Illinois
- Interstate Compact
- Substance Abuse
- It’s More than just a Job! Helping Citizens Successfully Return Home
- Job Club: Identifying and Creating Career Paths for Probationers
- Learning How to Facilitate Reflective Dialogue in Successful Offender Supervision Groups, Staff Meetings and with Community Stakeholders
- Learning Teams: A Supportive Approach to Reinforcing What Staff Learn
• Making a Way out of No Way! Navigating, Motivating and Enhancing Leadership through Challenging Times
• Multi County Rural Treatment Court, A 10 Years Review
• Navigating the Noise: Discussing the FBI’s National Information Sharing Resources for Community Supervision Professionals
• Overview of Domestic Terrorism
• Peek-a-boo I See You ... The Use of Social Media in Community Corrections
• Probation Problem Solving: Reflecting on Strategies Improving Risk Communication and Case Planning
• Remembering the Fallen: A Profile of Probation and Parole Officer Deaths Since 1923
• Results from a Mixed Methods Evaluation of Home and Field Contacts in Probation/Parole
• Rethinking Community Supervision—How Do We Change Behavior?
• Strategic Management: A step by step implementation strategy
• The Black Hole: The Effects of Trauma & Substance Abuse on Adolescent Development
• The Development of a Five-Level Model Risk Assessment Communication System to Limit Bias and Guide Management and Intervention Decisions
• The Good, The Bad and The Ugly: Stories of Trailblazers in Women's Leadership
• The Graduated Reintegration Initiative: A Safe and Structured Pathway to Reintegration into the Community after Prison and Jail
• The Probation Poster Child
• The ROC Program—Recognizing Opportunities for Change: A Detention Prevention Program
• The Use of Emergency Response Teams in Community Corrections
• Thinking Outside of the Box: Developing and Accessing Tribal Programs and Resources to Support Reentry
• Toolkit for Developing a Medication Assisted Treatment Program for Opiate Abuse
• Tour APPA’s New Websites!
• Treatment is Crime Control: Nebraska’s Probation Approach to Behavioral Health
• Tribal Justice Probation System Reform: Experiences in Tribal Justice Communities that Improve Youth Outcomes
• Understanding Comorbidity of Trauma and Criminal Thinking:
• Using Analytics for Probation, Caseload and Recidivism management at the State of Nebraska
• Wait! Hold on to that great idea! If you want proper implementation of evidence informed initiatives in your agency, let’s make sure they stick!
• What the heck do you do with Justice Involved Women? A Community Approach to Working with Justice Involved Women
• Where Has the Time Gone? Oregon’s Statewide Community Corrections Time Study
• Women Leaders in Management: Finding Motivation in Challenging and Changing Times
• Wraparound, an Integrated Approach to Working with Youth on Probation and their Families
Minutes
    of
Pine County Facilities Committee
Thursday, November 7, 2018, 9:00 a.m.
HHS Building, 1610 Hwy. 23
Sandstone, Minnesota

Members:
Commissioner Josh Mohr
Commissioner Matt Ludwig

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.

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

2. **Motion** by Commissioner Mohr to approve the Minutes from the October 4, 2018 Facilities Committee meeting. Second by Commissioner Ludwig. Motion passed 2-0.

3. **North Pine Government Center Update**
   Troy Haug reported that framing is underway. Next week above ground mechanical will start. Building should be weather-tight by the end of next week. Some exterior curb and sidewalk work will not be done until next spring because of the weather.

4. **John Wright Building Update**
   Superintendent Andy Almos, County Attorney Reese Frederickson, and County Administrator David Minke met with State Senator Tony Lourey who will follow up with Minnesota Management and Budget to advocate for the school district and county having met the grant requirements so the state can release its interest in the building.

5. **South Pine Government Center Update**
   The county is scheduled to meet with the city in December to consider adding security cameras.

6. **HHS Sandstone Building**
   County Engineer LeBrun reviewed possible floor layouts for the HHS “Silver” building in Sandstone. Once the NPGC is complete, the Silver building will house the Sheriff’s Sandstone substation, Soil and Water Conservation District, and county Land/Forestry. Remodeling will include a full-height wall to separate the sheriff’s office from the other occupants. Costs are expected to be minimal.
7. **Other Project Updates**
   a. Commissioner Ludwig updated the committee on the recent courthouse security committee meeting.
   b. Administrator Minke informed the committee that Robert Bear Harboldt had contacted him in search of lease space in Pine City for two non-profit organizations—Arts and Homes and Tribal Arts for All Nations. Minke informed Hardboldt that the county did not have any space currently available.

Next meeting – Wednesday, December 12, 2018 9:00 a.m., Sandstone—HHS Building Conference Room.

With no further business, the meeting adjourned at 10:05 a.m.
PINE COUNTY PERSONNEL COMMITTEE
Minutes
November 13, 2018, 9:00 a.m.
Commissioners’ Conference Room, Pine County Courthouse
Pine City, Minnesota

Members present: Commissioner Ludwig, Commissioner Mohr. Commissioner Chaffee absent (excused).

Others Present: County Administrator David Minke, County Land Services Director Kelly Schroeder, Health & Human Services Director Becky Foss, Auditor/Treasurer Cathy Clemmer.

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

2. Motion by Commissioner Mohr to approve the agenda with the addition of Deputy Auditor Grade discussion. Second by Commissioner Ludwig. Motion carried 2-0.

3. Motion by Commissioner Ludwig to approve the Minutes of the October 9, 2018 Personnel Committee meeting. Second by Commissioner Mohr. Motion carried 2-0.

4. Health and Human Services
   a. Health and Human Services Director Foss noted that social worker Ben Neubauer was planning to retire on January 10, 2019. Foss requested backfill of the position with an overlap period of approximately two weeks to ensure continuity of service for case management. Foss also requested backfill of any vacancies caused by internal promotion or lateral transfer. The position is Grade 10 with a minimum starting wage of $23.28 per hour. Funds are available in the HHS budget.

   Motion by Commissioner Ludwig to acknowledge the resignation/retirement of Ben Neubauer and authorize the backfill of the position with an overlap period and to backfill any vacancies created by internal promotion or lateral transfer. Second by Commissioner Mohr. Motion carried 2-0.

   b. Director Foss noted that there was a vacancy in public health because of the promotion of Jessica Fehlen from team leader to supervisor. Foss is requesting that the vacant position be changed from a team lead position to a Registered Nurse/Public Health Nurse (RN/PHN) position. The RN/PHN position starts at $26.27/$27.85 per hour and funding is contained in the HHS budget.

   Team lead positions are managed on a case-by-case basis depending on the needs of the county and the current staffing.

   Motion by Commissioner Ludwig to convert the team lead position to an RN (Grade 10)/PHN (Grade 11) position and authorize backfill. Motion carried 2-0.

5. Administration
   a. Auditor-Treasurer Department Restructure
      At the October 16, 2018 county board meeting the county board directed the following:
      • 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 description of the Land and Resources Manager and ensure it is descriptive of the contemplated duties.
- Review any other positions/structures that may be impacted and make recommendations if warranted.

Administrator Minke reported:

The newly created Auditor-Treasurer (appointed) position has been reviewed and the recommended grade is Grade 19. The position will be filled by Kelly Schroeder.

The newly created Assessor-Recorder position has been reviewed and the recommended grade is Grade 14. This position will be filled through a competitive internal application process with a back fill of an appraiser position.

The Chief Deputy Auditor-Treasurer position has been reviewed. The position is currently credited with supervision and leadership of the Auditor-Treasurer unit and is a grade 13. The recommendation is to make no change in the grade.

The Fiscal Officer job description has been updated to include supervision of the HHS accounting unit. The title has been changed to Fiscal Supervisor. The recommended grade is Grade 11.

The Land and Resources Manager job description has been updated to recognize more discretion and scope in decision making. The recommended grade is Grade 13.

In addition to the position changes, the county policy manual should be updated to indicate the shift in the Auditor-Treasurer position from elected to appointed by amending Section 2.14 to include the Auditor-Treasurer as a department head and delete Land Services Director and by amending Section 2.16 to delete Auditor-Treasurer as an elected official.

The changes are shown below showing text to be deleted by strike through and new text by underline.

2.14. Department Head. Is an individual appointed/elected to head a department and who is responsible for the supervision of a department. County appointed department heads are:

- County Engineer/Public Works Director
- Health & Human Services Director
- Land Services Director
- County Auditor-Treasurer

2.16 Elected Official: Those County Officials selected by vote of the constituency. Elected Officials shall be considered benefit eligible employees. The elected positions are:
All of these changes should be effective January 2, 2019.

**Motion** by Commissioner Ludwig to:
1. Establish the grade for the Auditor-Treasurer position as Grade 19 and eliminate the Land Services Director Position.
2. Adopt the job description for the Assessor-Recorder position and establish the grade as Grade 14 and authorize an internal promotion process and authorize a backfill of an appraiser position contingent upon a promotion (FTE count remains the same).
3. Adopt the job description for the Fiscal Supervisor position and establish the grade as Grade 11 and authorize the promotion of Michelle Kelash to the position and eliminate the Fiscal Officer position.
4. Adopt the job description for the Land and Resources Manager position and establish the grade as Grade 13 and authorize the promotion of Caleb Anderson to the position.
5. Amend Sections 2.14 and 2.16 of the county policy manual as shown above.

All changes to be effective January 2, 2019. Second by Commissioner Mohr. Motion carried 2-0.

b. **Deputy Auditor Grade**
Auditor-Treasurer Clemmer has requested reconsideration of the grade for the deputy auditor position. The position is currently a Grade 7. The committee considered the minimum experience that was required for the job. The current requirement is 1-3 years’ experience. Auditor-Treasurer Clemmer explained that given the complexity of the real estate and elections work required, the position should have a minimum experience requirement of three or more years.

**Motion** by Commissioner Mohr to increase the minimum experience requirement for the deputy auditor position to 3-5 years and to change the grade to Grade 8. Second by Commissioner Ludwig. Motion passed 2-0.

c. **Performance Review – County Administrator**
**Motion** by Commissioner Mohr to conduct the annual performance review of the county administrator at the next board meeting and to consider a pay adjustment according to the county’s pay for performance system. Motion passed 2-0.

With no further business, the meeting adjourned at 10:10 a.m.
County Auditor/Treasurer—Appointed.

Dept/Div: Auditor-Treasurer Department FLSA Status: Exempt

General Definition of Work
Performs statutory duties of County Auditor and County Treasurer and serves as the organization’s Chief Financial Officer. Supervises multiple county operations and functions as may be assigned such as: Assessing, Recording, Land & Zoning, Solid Waste and Land/Forestry. Performs complex professional work overseeing investment/cash management, preparation and review of financial reports, development and implementation of fiscal policies and internal controls. Oversees annual audit. Also, administers local elections and the local property tax collection system. Work involves setting polices and goals under the direction of the County Administrator. Supervision is exercised over employees of the department.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Performs the statutory duties of the County Auditor and County Treasurer.
- Administers local elections.
- Administers local property tax system.
- Manages and leads department workforce within the scope of county policies and labor agreements. Administers rules, responds to grievances, assigns work, and makes recommendations for hires, promotions, transfers and terminations.
- Provides supervision to various county functions as assigned such as Assess, Recording, Land & Zoning, and Land/Forestry.
- Provides financial leadership to the County Board, County Administrator and Department Heads.
- Assists with preparation of the annual budget and ensures county expenditures conform to budget.
- Provides direction and control over the County’s cash management requirements, accounting and investment portfolios.
- Directs the preparation of the annual audit.
- Manages debt and coordinates financing. Establishes financing alternatives, maintains and establishes relationships with financial advisors.
- Develops internal accounting control and performs internal audit functions.
- Communicates and interacts effectively and respectfully with employees, supervisors, individuals from other organizations, consumers of county services and the public.
- Responsible for oversight of risk management of the County to ensure County property is protected against risk. Notifies insurance carriers of additions and deletions of property.
- Other duties as assigned or apparent.

Knowledge, Skills and Abilities
Comprehensive knowledge of general laws and administrative policies governing municipal financial practices and procedures; comprehensive knowledge of the principles underlying the laws, ordinances and regulations governing the operations of the Auditor-Treasurer's Office; General knowledge of other functions; ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms, and records; ability to prepare informative financial reports; ability to plan, organize, direct and evaluate work of subordinate employees; ability to plan and execute effective in-service training and staff development programs; ability to express complex ideas effectively, orally and in writing; ability to establish and maintain effective working relationships with officials, associates, community agencies, various community officials and the public.

SAFE System © 2-12-15 Pine County, Minnesota Last Revised: Board Approved:
**Education and Experience**
Bachelor's degree in accounting, finance, or related field and five years financial and supervisory experience, or equivalent combination of education and experience.

**Physical Requirements**
This work requires the occasional exertion of up to 25 pounds of force; work frequently speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, sitting, reaching with hands and arms, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).
General Definition of Work
Performs statutory duties of County Recorder and County Assessor. Responsible for managing and supervising the assessor and recorder functions. Performs difficult skilled technical work classifying and establishing values for all property within the county and ensuring the accurate recording and preservation of official records and vital statistics. Performs other duties as apparent or assigned. Work is performed under the supervision of the county auditor-treasurer. Supervision is exercised over assigned staff.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Supervises the functions of County Assessor and County Recorder by providing leadership and establishing policies and procedures.
- Serves as and performs statutory duties of County Assessor and County Recorder.
- Manages County Computer Aided Mass Appraisal System (CAMA), Landlink, online property information site and online county land records site including escrow accounts for subscribers to the online sites.
- Manages tax court petitions including negotiation of settlements and litigation preparation.
- Administers special property tax programs such as Green Acres, Rural Preserve, Disability Homestead, Disabled Veterans Exclusion, 2c Managed Forest Classifications and Sustainable Forest Incentive Act.
- Maintains positive relations with coworkers, citizens, and commissioners and ensures effective communication.
- Regularly interacts with citizens, township officers, county officials, and others.
- Conducts site visits to appraise properties throughout the county.
- Prepares and manages division budget and ensures budget compliance.
- Makes presentations and attends public meetings as required.

Knowledge, Skills and Abilities
Thorough knowledge of County and departmental policies, practices and procedures; thorough knowledge of Minnesota Property Tax Administrator’s manual office appraisal manual; general knowledge of property surveys and accounting practices; thorough knowledge of field cards, parcel boundaries and legal descriptions; comprehensive knowledge of time sheets; general knowledge of standard office equipment, measuring devices and cameras; thorough knowledge of standard office computer hardware and software; thorough knowledge of computer Assisted Mass Appraisal (CAMA) and tax collection systems such as Landline, Beacon, Landshark; ability to make mathematical computations and apply results.

Education and Experience
Bachelor’s degree with coursework in Real Estate, Business Administration, or related field and a minimum of 6 years relevant experience, or equivalent combination of education and experience.

Physical Requirements
This work requires the occasional exertion of up to 25 pounds of force; work frequently standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus and peripheral vision; vocal communication is required for expressing
or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Special Requirements**
Accredited Minnesota Assessor (upon hire)
Senior Accredited Minnesota Assessor (within two years)
Minnesota Department of Revenue Tax Calculation Course
50 hours of assessor continuing education (every four years)
Minnesota Property Tax Classification System
Minnesota Department of Health Vitals Training
Torrens Training
Valid drivers license

Last Revised: 11/xx/2018

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Pine County, Minnesota
Fiscal Supervisor

General Definition of Work
Performs difficult administrative work assisting the Health and Human Services Director in meeting the department's financial and budget objectives, and related work as apparent or assigned. Work is performed under the limited supervision of the County Auditor - Treasurer. Limited oversight is exercised over those assigned. Supervision is exercised over assigned staff.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Responsible for the accurate, timely and legal management of finance and accounting for Health and Human Services
- Supervises, manages and leads HHS accounting staff including annual performance reviews and recommendations on hiring, promotion and discipline of assigned staff.
- Prepares and submits financial and statistical reports as required including monthly, quarterly, and annual financial and statistical reports to the Minnesota Department of Human Services (MN DHS) and to the Minnesota Department of Health (MDH), verifies revenues received, LCTS and SSTs Fiscal Agent.
- Prepares, edits and submits monthly Social Services Information Systems (SSIS) medical assistance case management and Rule 5 Claims.
- Assists County Auditor/Treasurer, Administrator, and Health & Human Services Director, and supervisors in preparation and management of the Health and Human Services budget.
- Monitor Health and Human Services Fund 12, Children's Collaborative Fund 29, Holding Account Fund 89 and Social Welfare Fund; maintains ledgers and chart of accounts, cash trial balance, accounting records, 1099 and W-9 information; prepares and processes monthly quarterly and annual journal entries to correct receipt/disbursement entries, refunds, and recoveries in the Integrated Financial System (IFS), SSIS and NNotes; recognizes accounting problems and offers solutions, investigates and recommends changes in procedures to reduce errors, provide efficient workflow, and maximize revenues.
- Prepares analyzes and reconciles financial reports for director, supervisors, management and other employees as requested; reviews and analyzes receipts and disbursements, acts as resource person for agency personnel concerning bulletins issued by DHS and MDH, identifies issues and problems and recommends solutions to questions from technical bulletins, state program accountants, other county fiscal staff, help desks, and other various state resources, and consultation and advice to management to meet their financial objectives.
- Provides backup assistance in the absence of account technicians, provides assistance and supervision as necessary to fiscal unit, approves SSIS service arrangements in absence of supervisors, keeps up-to-date with and develops new procedures when changes occur affecting fiscal matters, and instructs and trains on changes and updates in computer systems and state and federal regulations; SSIS fiscal mentor and coordinator duties; ensures deadlines are met, attends state-wide software and policy and procedure trainings and Association of Minnesota Social Service Accountants network training to inform staff on the on-going changes to the MN DHS and MDH programs.
- Prepares and codes administrative vouchers, creates various contract service arrangements, coordinates unusual circumstances in payments and receipts.
- Acts as security officer/administrator and technical advisor for county and state computer programs and provides technical assistance to their use and troubleshooting, works with County IT staff, state system and TRIMIN programmers when necessary.

Knowledge, Skills and Abilities
Thorough knowledge of County and department policies, practices and procedures; general knowledge of Minnesota statutes, rules and regulations; comprehensive knowledge of the principles and practices of accounting and budgeting
as applied to county government; thorough knowledge of the principles, laws and administrative policies governing municipal financial practices and procedures; thorough knowledge of office practices and office and accounting equipment; general knowledge of audit practices; ability to prepare complex financial reports; ability to analyze and evaluate complex financial systems; ability to communicate technical ideas effectively, both orally and in writing;

Fiscal Supervisor

Dept/Div: Auditor-Treasurer
Status: Exempt
FLSA

ability to establish and maintain effective working relationships with employees, department heads, elected officials, and others.

Education and Experience

* Bachelors degree in accounting or related field and moderate experience working in accounting in a social service agency, or an equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and operating motor vehicles or equipment; work occasionally requires exposure to fumes or airborne particles; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

SSIS New Fiscal Worker Training
MAXIS
HIPAA Training annually
Federal Social Security Protection annually
Data Practices Training annually
Valid driver's license
Merit System eligibility for position
Land And Resources Manager

Dept/Div: Auditor-Treasurer  
FLSA Status: Exempt

General Definition of Work
Performs difficult skilled technical work overseeing, developing, managing, and maintaining the County solid waste program, land use planning, county zoning, county parks and recreation programs, county Aquatic Invasive Species (AIS) program and the County GIS system, and related work as apparent or assigned. Work is performed under the supervision of the Auditor-Treasurer. Supervision is exercised over assigned staff including Environmental/GIS Technicians, Zoning Intern and Watercraft Inspectors.

Qualification Requirements
*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Essential Functions
- Oversees County solid waste operations including licensing, permitting, recycling, and household hazardous waste; recommends improvements.
- Manages County flood plain management system.
- Manages the County GIS system and provides training to users.
- Serves as the County lead staff for public land use and outdoor recreation planning.
- Administers, interprets, and recommends changes to the County's shore land zoning, floodplain, solid waste, and SSTS ordinances.
- Coordinates Planning Commission and Board of Review while ensuring compliance with applicable federal, state and local ordinances and policies.
- Oversees County SSTS operations including septic system ordinances, permitting, and inspections; recommends changes and enhancements to the program.
- Oversees the preparation and/or prepares necessary state reports to receive grants and funds for programs (SSTS/SCORE/BWSR).
- Directs and/or serves as the county agricultural inspector.
- Develops and maintains a comprehensive County recreation plan, including trails and County lands intended for outdoor recreation.
- Coordinates and supervises the county Aquatic Invasive Species program.
- Serves as Zoning Administrator for purposes of state statute-rule and local ordinances.

Knowledge, Skills and Abilities
Comprehensive knowledge of Geographic Information Systems (GIS) including the management, development, and administration of a GIS and an associated multi-layered GIS database; thorough knowledge of GIS and associated multi-layered GIS databases; thorough knowledge of GIS concepts, theories, and applications with specific understanding of relational GIS database management systems; thorough knowledge and demonstrated experience of GIS project management in a multi-user enterprise environment; thorough knowledge of remote sensing including photogrammetry and digital image processing; ability to establish and maintain effective working relations with County and other public officials as well as the public.

Education and Experience
Bachelor's degree with coursework in Geography, Environmental Science, or related field and moderate experience in geography, zoning, planning, environmental science, or equivalent combination of education and experience.

**Land Resources Manager**

Dept/Div: Auditor-Treasurer  
FLSA Status: Exempt

**Physical Requirements**

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, frequently requires sitting and occasionally requires standing, walking, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), exposure to fumes or airborne particles and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Special Requirements**

SSTS Inspection Certification within one year  
Knowledge of MN Rules 7080  
Valid driver's license.
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### Pine County Classifications and Grades

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Adopted March 21, 2017  
Updated June 20, 2017
AGENDA REQUEST FORM

Date of Meeting: November 20, 2018

☐ County Board
☐ Consent Agenda
☒ Regular Agenda

☐ Personnel Committee
☐ Other

5 mins. X 10 mins. 15 mins. Other

Agenda Item: Consider Membership in the Minnesota Rural Broadband Coalition

Department: Administration

Department Head signature

Background information on Item:

Commissioners have long understood the importance of broadband as vital to education and necessary for a vibrant economy. In the 2018 county rankings of broadband access, Pine County was 82nd out of 87 counties (list attached).

At a recent GPS 45:93 meeting, the need for broadband was discussed along with the Minnesota Rural Broadband Coalition. The Minnesota Rural Broadband Coalition is a membership group of local units of government, elected officials, economic development agencies, educational institutions, healthcare organizations, telecommunications organizations, non-profits and individuals who advocate at the State Capitol for better broadband in rural Minnesota.

Voting membership in the coalition is available for $500 per year. Funds are available in the budget for membership.

Attached is a letter sent by the coalition to the Governor’s Taskforce on Broadband. The letter includes a list of coalition members. More information is also available at the coalition’s web page: http://mnbroadbandcoalition.com/

Action Requested:

Consider membership in the Rural Broadband Coalition.

If interested in membership, the chair could appoint a representative and an alternate to the group.
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Appendix A: Stakeholder Letters

Margaret Anderson Kelliher  
Chair, Governor’s Broadband Task Force  
Minnesota Department of Employment and Economic Development  
332 Minnesota Street, Suite E200  
Saint Paul, MN 55101

June 4, 2018

Dear Chair Anderson Kelliher,

On behalf of our more than 70 coalition members, the Minnesota Rural Broadband Coalition wishes to thank the Governor’s Broadband Task Force for its support of broadband access across the state. Our coalition represents a broad cross-sector of statewide and community interests: education, agriculture, main street businesses, manufacturing, health care, and more. We strongly urge the task force to consider the following priorities as you develop and adopt recommendations for legislative and executive branches and help policy leaders understand the central role that robust broadband plays in rural communities.

1. **Continuation of the Task Force Review of Membership and Purpose:** We believe that the Governor’s Broadband Task Force is crucial to the success of the Border-to-Border Broadband Fund. It provides an opportunity for community members, advocates, providers, consumers, and others to have input and make recommendations on broadband policy in Minnesota.

   The Coalition also believes that the Task Force should conduct a membership and representation review. We believe that, in its current form, broadband service providers have outsized representation compared to consumers, business owners, agriculture, and other important groups that are dedicated supporters of broadband funding.

2. **Fund the Border-to-Border Broadband Fund:** The grant program is essential to reaching the state broadband goals and allowing providers to extend and improve networks in the hardest to reach places in Minnesota. This program went unfunded for fiscal year 2019, and there remain significant portions of Minnesota, especially low-density rural areas, that continue to lack broadband service. The amount requested by all applicants continues far exceed the money available in the fund, showing the providers’ continued interest in participating in this program by providers and community applicants.
3. **Provide Multi-Year Funding for the Grant Program:** Applicants have expressed concern with the single-year funding model currently used by the Legislature. The time allowed to complete the complex task of blending engineering, finance, partnership agreements, and community support into a competitive application is not conducive for larger, long-term projects. Stable, biennial funding—incorporated into DEED’s base funding—would give confidence to providers and communities alike to continue to plan and build partnerships and prepare effective project proposals. The Coalition believes that funding the Grant Program as part of the base budget in FY 2020/21 is of highest priority.

4. **Continue to Support the Office of Broadband Development:** Development (OBD) is a symbol that improving broadband networks and services across the state is a shared, non-partisan priority for Minnesotans. The OBD provides a critical link between communities and providers, documenting successful infrastructure project design and management. We believe the Task Force should emphasize the office should be maintained in the future and enhanced to include a role in promoting the adoption and use of broadband, including broadband based economic development strategies, so that the highest possible value is gained from broadband infrastructure investments. As we move towards the 2019 budget session, funding for the OBD remains a priority for the coalition.

5. **Commitment to State Speed Goals Using Scalable Technology:** The Task Force should consider barriers and opportunities to meet the state 2026 speed goals of 100mbps download and 20mbps upload as well as meeting unserved and underserved areas of the state. We continue to support the current requirement that funded projects must meet the scalability requirements and work towards the 2026 state speed goal. Without scalable technology, the rural broadband problem is merely being kicked down the road, doing a disservice to the State’s investment and communities seeking meaningful digital inclusion. We recommend the task force emphasize that state investment in broadband should continue to fund future-resilient technology infrastructure that meets the current scalability standards and will provide benefits well beyond 2016.

6. **Review Mapping:** The Task Force should review the OBD’s mapping to assure alignment of advancement in technology, such as wireless, is accounted for in mapping of unserved and underserved areas of the state. This review should ensure adequate measurement of meeting state speed goals and not allowing areas to slip through the cracks.

7. **Modify the Challenge Process:** The challenge process remains an obstacle to delivering the best network possible to communities. The Challenge Process is overprotective of incumbent providers and discourages non-incumbent providers from participating in the program over concerns their efforts will be undermined. The process does not require the incumbent to install the same or better service as proposed by the applicant, rather it allows a challenger to improve service – not to 2026 speed goals – but just enough to prevent a grant, to the detriment of the community. If a provider is not meeting a community’s needs, they should not be allowed to place undue burdens on access to state grants.

8. **Remove or Increase the $5 million cap on projects:** The $5 million grant cap per project may limit applications for project that propose to cover larger areas, including entire counties. Larger projects may allow for more cost-efficient network planning and construction.
9. **Evaluate New Broadband Solutions:** We encourage the Task Force to review and highlight opportunities for creative solutions to meeting the state’s broadband goals, including analysis of when such solutions are likely to be deployable. This may include marketing strategies, identifying barriers to creative solutions and recommending solutions.

Thank you for your work on behalf of the citizens of Minnesota and for your consideration of our priorities and recommendations.

Sincerely,

Nancy Hoffman
Chair, Minnesota Rural Broadband Coalition

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**Minnesota Rural Broadband Coalition**

- Arrowhead Regional Development Commission
- Association of Minnesota Counties
- Chisago County HRA/EDA
- Citizens Utility Board of Minnesota
- City of Winthrop
- Cloquet Valley Internet Initiative
- Coalition of Greater Minnesota Cities
- Community of Minnesota Resorts
- Community Technology Advisors Corp
- CTC
- Cooperative Network
- Cooperative Network Services
- Development Services, Inc
- East Central MN Educational Cable Cooperative
- East Central Regional Development Commission
- Economic Development Association of Minnesota
- EssentHealth
- Finley Engineering
- Fond du Lac Tribal Communications
- GPS 45/93
- Great River Energy
- Greater Minnesota Partnership
- Growth and Justice
- Headwaters Regional Development Commission
- Hiawatha Broadband Communications
- IMPACT 20/20
- Institute for Local Self-Reliance
- Iron Range Economic Alliance
- ISD 317 Deer River
- Kanabec County EDA
- Kandiyohi County Economic Development
- League of Minnesota Cities
- Mid-Minnesota Development Commission
- Mille Lacs Energy Cooperative
- Leech Lake Tribal Telecommunications
- Lincoln County EDC
- Meeker County EDA
- MN Association of Community Telecommunications and Administrators
- Minnesota Association of Professional County Economic Developers
- Minnesota Association of Small Cities
- Minnesota Association of Municipal Utilities
- Minnesota Public Broadband Alliance
- Minnesota Rural Education Association
- Minnesota Rural Electric Association
- Minnesota Soybean Growers Association
- MN River Valley Education District
- MN Rural Counties Caucus
- MVTV Wireless
- National Joint Purchasing Alliance
- Nemadji Research Corporation
- Nobles County Economic Opportunity Network
- North Region Health Alliance
- North Star Township
- Northland Foundation
- Northwest Minnesota Foundation
- NW Regional Development Commission
- PCs for People
- Project FINE
- Range Association of Municipalities and Schools
- Redwing Ignite
- Region 5 Regional Development Commission
- Region Nine Development Commission
- Sherburne County EDA
- Schools for Equity in Education
- Southern Minnesota Beet Sugar Cooperative
- Southern Minnesota Initiative Foundation
- Southwest Initiative Foundation
- Southwest Regional Development Commission
- Turtle Island Communications
- Treacy Information Services
- Upper Minnesota Valley Regional Development Commission
- West Central Initiative
This map was produced by Connected Nation under contract with the Minnesota Department of Employment and Economic Development. The map represents areas of broadband access and need. Additional maps and data are available at http://mn.gov/deedlprograms-services/lbroadband/maps. Upon request, this information can be made available in alternative formats for people with disabilities by contacting the DEED Office of Broadband Development at 651-259-7610.

S agent questions or recommended changes to 651-259-7610 or broadband@state.mn.us.

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Membership Form

__________________________________________  ________________
Today’s Date

__________________________________________  _______________________________________
Organization Name  Organization Website

__________________________________________
Mailing Address

__________________________________________
Contact Person

__________________________________________  _______________________________________
Phone Number  Email

Please Choose Type of Membership & Amount of Pledge:

☐ Governing Member ($500 or more)  $____________________
Serve on Board of Directors/Eligible to serve on Executive committee/Select & supervise all contractors/Guide coalition activities & strategies/Organization logo & type of membership noted on coalition materials

☐ Sponsoring Member ($100–$500)  $____________________
Organization logo & type of membership noted on coalition materials/Invitation to coalition events

☐ Supporting Member (no contribution required)  ________________
Type of membership noted on coalition materials/Invitation to coalition events

Please make the check payable to our fiscal agent: Winthrop Economic Development Authority
305 North Main Street, Post Office Box Y, Winthrop, MN 55396

Questions regarding this financial transaction should be directed to:
Jenny Hazelton, City of Winthrop/Winthrop EDA
507-647-5306 or administrator@winthropminnesota.com

Questions regarding the MN Rural Broadband Coalition should be directed to:
Emily Murray, Coalition Staff
651-789-4339 or EMurray@mncounties.org

mnbroadbandcoalition.com
AGENDA REQUEST FORM

Date of Meeting:  November 20, 2018

☒ County Board
☐ Consent Agenda
☒ Regular Agenda  5 mins. ___ 10 mins. ___ 15 mins. ___ Other XX

☐ Personnel Committee
☐ Other _____________

Agenda Item: Closed Meeting for the Purpose of Evaluating the Performance of the County Administrator

Department: Administration

_______________________________
Department Head signature

Background information on Item:

At the November 13th Personnel Committee meeting, the committee recommended conducting the annual performance evaluation of county administrator David Minke and consideration of a performance pay adjustment.

Minnesota Statute §13D.05 (Subd. 3) provides:

(a) A public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the public body shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting.

The county policy manual section 10.7 outlines the county’s pay for performance system and states: “Employees shall be eligible for an annual increase based on performance effective on their pay anniversary date.”