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, January 22, 2019, 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 January 8, 2018 Regular and Organizational County Board Meeting and Summary for publication
F) Approve Minutes of January 15, 2019 Special Meeting-Strategic Planning
G) Minutes of Boards, Reports and Correspondence
   East Central Regional Library Board Minutes – December 11, 2018
H) Approve Consent Items

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

1. Review December, 2018 Cash Balance (attached)

<table>
<thead>
<tr>
<th>Fund</th>
<th>December 31, 2017</th>
<th>December 31, 2018</th>
<th>Increase(Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>5,660,201</td>
<td>6,245,563</td>
<td>585,362</td>
</tr>
<tr>
<td>Health and Human Services Fund</td>
<td>1,378,148</td>
<td>1,726,532</td>
<td>348,383</td>
</tr>
<tr>
<td>Road and Bridge Fund</td>
<td>290,772</td>
<td>375,598</td>
<td>84,826</td>
</tr>
<tr>
<td>Land Management Fund</td>
<td>1,968,101</td>
<td>1,886,423</td>
<td>(81,677)</td>
</tr>
<tr>
<td>TOTAL (inc non-major funds)</td>
<td>12,318,200</td>
<td>15,613,070</td>
<td>3,294,870</td>
</tr>
</tbody>
</table>
2. **Donation**
Consider acceptance of a $3,000 donation to the Veterans Service Office from Jens Jenson– American Legion Post in Askov to help offset the cost of the Veterans Van Program.

3. **2019 Waste Hauler Licenses**
Consider approval of the following 2019 waste hauler licenses: Curt’s Rolloffs, Jim’s Mille Lacs Disposal, Jones Construction, Matt’s Sanitation, Mike’s Sanitation, Mille Lacs Band of Ojibwe, Nordstrom’s Sanitation, PHASE, Quality Disposal Systems, Ron’s Rolloffs, Talon Sanitation LLC, Tri-Township Disposal District, Veit Disposal, Waste Management. Authorize Board Chair to sign.

4. **Trail Assistance Program Grant Agreements (Grant-in-Aid)**
Consider approval of Resolution 2019-05 continuing Pine County’s sponsorship of grant-in-aid recreational trails as required by the Minnesota Department of Natural Resources. Authorize Board Chair and County Administrator to sign.

5. **Pine County Public Health – Sophie’s Manor Contract**
Consider approval of the contract between Pine County Public Health and Sophie’s Manor to allow public health to provide mantoux testing ($25/skin test) and immunization services ($55/shot/Hepatitis B Series) as requested by Sophie’s Manor. Authorize Board Chair and County Administrator to sign.

6. **Septic Fix-Up Special Assessments**
Consider approval of Resolution 2019-01 extending special assessments to the property taxes of William and Nancy Runyan, City of Rock Creek, $6,300 as a septic fix-up special assessment. Authorize Board Chair and County Administrator to sign.

7. **2018 Budget Adjustments and Acknowledgements**
Consider approval of the 2018 budget adjustments and acknowledgements as follow:

| Dept 061 - IT Dept | 01.061.6660 | (6,300) Equipment & Technology | from $172,000 to $165,700
|                  | 01.061.6705 | 6,300 Capital Lease - Principal | from $0 to $6,300
|                  |            | To allocate amount of budget that is specific for capital lease.

| Dept 091 - County Attorney | 01.091.5509 | 11,000 Attorney Contract Services | from $43,000 to $54,000
|                            | 01.091.6152 | 11,000 County Contribution | from $100,752 to $111,752
|                            |            | To increase budget for contract services and county contribution.

| Dept 107 - Planning & Zoning | 01.107.5201 | 60,871 Riparian Aid | from $0 to $60,871
|                              | 01.107.5860 | Reimbursements | from $60,871 to $0
|                              |            | To move Riparian Aid to new account specific for program.

| Dept 121 - Veterans Services | 01.121.5751 | 5,100 Veterans Van Donations | from $0 to $5,100
|                              | 01.121.6311 | 2,600 Repair & Maint Agreements | from $600 to $3,200
Donations received for Veteran’s van.

**Dept 201 - Sheriff**

01.201.5230  
40,000  State Grants  
from $200,000 to $240,000

01.201.6107  
40,000  Salaries & Wages - Overtime  
from $130,000 to $170,000

Higher than anticipated overtime wages.

**Dept 205 - Boat & Water**

01.205.5452  
5,400  Federal Boat & Water Grant  
from $0 to $5,400

01.205.6107  
2,700  Salaries & Wages - Overtime  
from $2,425 to $5,125

Receipt of Federal grant and wages paid in Boat & Water.

**Dept 206 - Snowmobile**

01.206.5302  
2,500  State Snowmobile Safety Grant  
from $1,700 to $4,200

01.206.6670  
2,500  Equipment  
from $1,700 to $4,200

Larger than anticipated snowmobile grant reimbursement received.

**Dept 251 - Jail**

01.251.5505  
70,000  Prisoner Board Fees  
from $200,000 to $270,000

01.251.6107  
70,000  Salaries & Wages - Overtime  
from $10,000 to $80,000

Larger than anticipated boarding fee revenue.

**Dept 255 - Probation**

01.255.255.5751  
25,000  Gifts & Contributions  
from $0 to $25,000

01.255.255.6263  
25,000  Professional & Technical Services  
from $0 to $25,000

Community Coach contribution in 2018 and related expenditures.

**Dept 392 - Solid Waste/Recycling**

01.392.6802  
(12,000)  Refuse Removal (Recycling Sheds)  
from $12,000 to $0

01.392.6803  
12,000  Refuse Removal  
from $15,000 to $27,000

Move budgeted expense to active account.

**Cross Dept Transfers - General Fund**

01.107.5306  
29,432  State Grants  
from $29,600 to $59,032

01.601.5307  
(29,432)  State Water Plan & Wetlands Grants  
from $48,481 to $19,049

Move portion WCA grant money from SWCD to Zoning
HEALTH & HUMAN SERVICES FUND - 12

12.420.650.5322 (40,647) MN Incentive Reimbursement from $178,147 to $137,500
12.420.650.5323 40,647 MN Incentive Grant from $0 to $40,647
To properly separate the revenue type

12.481.469.5422 (22,570) MA Reimbursement from $37,000 to $14,430
12.481.469.5422 22,570 ACG Reimbursements from $0 to $22,570
To properly separate the revenue type

12.481.469.002.5857 (131,202) Insurance Reimbursements from $200,000 to $68,798
12.481.469.002.5859 131,202 MSHO Reimbursements from $0 to $131,202
To properly separate the revenue type

12.481.483.002.5331 (171,366) EBHVP Grant from $171,336 to $0
12.481.483.002.5312 171,366 EBHVP Grant from $0 to $171,336
To correct account number

ROAD & BRIDGE - 13

13.801.5310 550,000 Municipal Construction from $450,000 to $1,000,000
13.801.5454 750,000 Federal Bridge Funds from $0 to $750,000
13.320.6283 1,300,000 Construction R & B from $5,600,000 to $6,900,000
Adjustment for receipt of State and Federal monies for infrastructure projects completed.

Land - 22

22.703.5883 119,000 Forfeited Prop - Timber Dev from $825,000 to $944,000
22.703.6906 119,000 Apportionment to Other Govt from $300,000 to $419,000
To recognize higher than anticipated forfeited land sales.

2017A G.O. CIP Bonds - 41
Recognize interest income of $23,384 from withdrawals of cash in escrow for CIP Bonds.

County Board acknowledges the following expenditures in excess of budget:
Dept 020 - Law Library - $9,054 (spending down reserves)
Dept 093 - Victim Services - new department for 2018, funded by State and Federal grants. Awaiting grant reimbursement to offset expenditures.
Dept 101 - County Recorder - $40,324 (spending down reserves)
Dept 107 - Planning & Zoning - Recognition of Low Income Septic restriction within departmental revenues and expenditures.
Dept 281 - Civil Defense - Awaiting grant reimbursement to offset expenditures.

**County Board acknowledges the following revenues in excess of budget:**
Dept 801 - Non-Departmental (higher than anticipated interest income received on investments)

Dept 251 - Higher than anticipated prisoner boarding fees received for 2018. The jail will be upgrading the surveillance system, assign $101,717.40 of these additional revenues for the cost of the project, which will be completed in 2019. Request to assign revenues from Prisoner Boarding fees for the cost of this project in 2019.

### HEALTH & HUMAN SERVICES FUND - 12

**County Board acknowledges the following revenues in excess of budget:**
Dept 430-719 - Foster Care, received 2017 reimbursement in 2018 after accrual period

8. **Personnel (Completion of Probationary Status)**
   Consider authorization of Child Support Office Support Specialist Samantha Robbins to move to regular employment status effective January 24, 2019.

9. **New Hire**
   Authorize the hiring of PHN Jennifer Cross, effective March 18, 2019, $29.78 per hour, Grade 11, Step 5.

10. **Training**
    B. Consider approval for Public Health Supervisor Jessica Fehlen and Community Health Services Administrator Samantha Lo to attend the Ounce of Prevention Conference, January 30 – February 2, 2019 in Washington DC. Registration: $600 (total for both attendees); Flight: $475 (both); Lodging: $580 (total); Meals: $90; Other transportation: $200 (parking, mileage, train for both) Total cost: $1,945. Funds are available through the Evidence Based Home Visiting Program grant.
    C. Consider approval for Property Appraiser Molly Benoit to attend the Basic Income Approach course and IAAO 102-Income Approach to Valuation course, August 12-16, 2019 and August 19-23,2019, respectively, in Chanhassen. This will allow Molly to work towards completing her Accredited Minnesota Assessor License requirements. Registration: $380; Lodging: $109+ tax per night (x4 nights), Meals: Up to $60 reimbursement per course. Total cost for the two courses is $1,752. Funds are available in the 2019 Assessor’s budget.

### REGULAR AGENDA

1. **Retirement Recognition**
   Recognize the retirement of Auditor Clerk Maddie Amundson and her 13+ years of service to Pine County.

2. **Introduction of New Supervisor**
   Introduction of Public Health Supervisor Jessica Fehlen.
3. **Personnel Committee Report**  
The Personnel Committee met January 14, 2019. (Minutes attached). The Personnel Committee made the following recommendations:

   A. **Health & Human Services**  
      Acknowledge the retirement of Child Support Officer Pam Ward and approve backfilling the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

   B. **Sheriff’s Office**  
      Acknowledge the resignation of Investigator Chad Layon, effective February 14, 2019, and approve backfilling the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

   C. **Auditor-Treasurer**  
      i. Acknowledge the retirement of Auditor Clerk III Madolyn Amundson, effective January 25, 2019, and approve backfilling the position with the newly created Property Records Specialist position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
      ii. Approve the job description for the newly created Property Records Specialist, Grade 5.

4. **Social Host Ordinance**  
Presentation by County Attorney Reese Frederickson of a proposed social host ordinance; discussion and direction.

5. **2018 End of Year Budget Report**

6. **Strategic Planning Direction from January 15, 2019**  
Review and discussion.

7. **Commissioner Updates**  
   Soil & Water Conservation District  
   Mille Lacs Band of Ojibwe meeting  
   East Central Solid Waste Commission  
   East Central Regional Library  
   Pine County Chemical Health Coalition  
   Arrowhead Counties Association  
   Other

8. **Other**

9. **Upcoming Meetings (Subject to Change)**
   a. Pine County Board Meeting, Tuesday, January 22, 2019, 10:00 a.m., Pine County History Museum, 6333 H C Anderson Alle, Askov, Minnesota.
   b. Canvassing Board, Wednesday, January 23, 2019, 9:00 a.m., Commissioner Conference Room, Courthouse, Pine City, Minnesota.
   c. NLX, Wednesday, January 23, 2019, 10:00 a.m., Board Room, Courthouse, Pine City, Minnesota.
   d. Northeast Emergency Communications Board, Thursday, January 24, 2019, 10:00 a.m., (face-to-face meeting only, no ITV), Public Safety Building, 2030 N Arlington Avenue, Duluth, Minnesota.
   e. Pine County Transit Advisory Committee, Thursday, January 24, 2019, 10:00 a.m., Board Room, Courthouse, Pine City, Minnesota.
   f. Pine County Zoning Board, Thursday, January 24, 2019, 5:30 p.m., Board Room, Courthouse, Pine City, Minnesota.
g. Snake River Watershed Joint Powers Board, Monday, January 28, 2019, 9:00 a.m., Kanabec County Courthouse, 18 North Vine, Rooms 3 & 4, Mora, Minnesota.

h. Lakes & Pines Community Action Council (Full Board), Monday, January 28, 2019, 10:00 a.m., 1700 Maple Avenue East, Mora, Minnesota.

i. Negotiations - Deputies, Monday, January 28, 2019, 9:00 a.m., Board Room, Courthouse, Pine City, Minnesota.

j. Lower St. Croix 1W1P Policy Committee, Monday, January 28, 2019, 4:00 p.m., Wyoming Library, 26855 Forest Blvd, Wyoming, Minnesota.

k. Special Meeting - Committee of the Whole (Local Government Officials), Tuesday, January 29, 2019, 6:00 p.m., Jury Assembly Room, Courthouse, Pine City, Minnesota.

l. Land & Zoning Advisory Committee, Wednesday, January 30, 2019, 9:00 a.m., John Wright Building, 130 Oriole Avenue, Sandstone, Minnesota.

m. Minnesota Rural Broadband Coalition, Wednesday, January 30, 2019, 9:30 a.m., State Capitol, Room 316, St. Paul, Minnesota.

n. Pine County Board Meeting, Tuesday, February 5, 2019, 10:00 a.m., Board Room, Courthouse, Pine City, Minnesota.

10. **Adjourn**