



**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)**

<b>Fund</b>	<b>December 31, 2017</b>	<b>December 31, 2018</b>	<b>Increase(Decrease)</b>
General Fund	5,660,201	6,245,563	585,362
Health and Human Services Fund	1,378,148	1,726,532	348,383
Road and Bridge Fund	290,772	375,598	84,826
Land Management Fund	1,968,101	1,886,423	(81,677)
<b>TOTAL (inc non-major funds)</b>	<b>12,318,200</b>	<b>15,613,070</b>	<b>3,294,870</b>

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:

**2018 Budget Adjustments**

**General Fund**

**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
	(60,871) Refunds & Reimbursements	
01.107.5860		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

01.121.6351 2,600 Auto Insurance/Maintenance from \$1,000 to \$3,500  
Donations received for Veteran's van.

**Dept 201 - Sheriff**

01.201.5230 40,000 State Grants from \$200,000 to \$240,000  
40,000 Salaries & Wages -  
01.201.6107 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  
2,700 Salaries & Wages -  
01.205.6103 Permanent from \$0 to \$2,700  
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  
70,000 Salaries & Wages -  
01.251.6107 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  
25,000 Professional & Technical  
01.255.255.6263 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 from \$12,000 to \$0  
(Recycling Sheds)  
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  
(29,432) State Water Plan &  
01.601.5307 Wetlands Grants from \$48,481 to \$19,049  
Move portion WCA grant money from SWCD to Zoning

01.091.6103	17,500 Salaries & Wages - Permanent	from \$606,865 to \$624,365
01.092.6264	(17,500) Consultations - Negotiations	from \$40,000 to \$22,500

To realign budget in consultations to County Attorney salaries.

**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**

- A. Consider approval for Probation Director Terry Fawcett to attend the AMC Futures Advanced Leadership Academy and Task Force, February 21-22, 2019 in Staples, Minnesota. Lodging: \$99; Mileage: \$104. Total cost: \$203. Funds are available in the 2019 Probation budget.
- 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**