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, February 5, 2019, 10:00 a.m.
Board Room, Pine County Courthouse
Pine City, 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 22, 2019 county board meeting and Summary for publication

F) Minutes of Boards, Reports and Correspondence
   Pine County Chemical Health Coalition Minutes – January 14, 2019
   Mitigation Plan Approval correspondence dated January 18, 2019 from the US Department of Homeland Security
   Zoning Board Minutes – November 29, 2018

G) 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. **January 2019 Disbursements**

2. **Food Service Agreement Amendment**
   Consider approval of Amendment Number Eleven to the Food Service Management Agreement Between the Pine County Jail and Summit Food Service, LLC (formerly known as A’viands, LLC), effective January 15, 2019. This reflects a 2.5% increase for food service in the jail. Authorize Board Chair and County Administrator to sign.
3. **Cancellation of 2016 Outstanding Warrants**
Consider approval of cancellation of 2016 outstanding warrants.

4. **2019 Tax Forfeit Blight Percentage**
Consider setting aside a percentage of tax forfeited land sale/repurchase proceeds for the purpose of offsetting the costs associated with the clean up/demolition of blight tax forfeited properties. The Land Committee recommends 10 percent of the gross land/repurchase sale proceeds received after administrative costs and special assessments are deducted in 2019; this is the same rate as was set aside in 2018. This percentage must be approved on an annual basis.

5. **Personnel**
   A. Consider promotion of Kimberly Kylander, from administrative assistant III to full-time property appraiser, effective February 5, 2019, $23.17 per hour, grade 8, step 3.
   B. Consider the promotion, and appointment, of Mindy Sandell as full-time Veterans Service Officer, effective February 5, 2019, $28.85 per hour, grade 10.

6. **Training**
Consider Deputy Assessor Troy Stewart and Senior Property Appraiser Jennifer Christensen to attend the PACE 2 course, July 29-30, 2019 at the Anoka County Sheriff’s Building, 13301 Hanson Blvd., Andover, Minnesota. Course cost: $125 each. A county vehicle will be used so no mileage will be incurred. Total cost: $250. Funds are available in the 2019 Assessor’s office budget.

**REGULAR AGENDA**

1. **Lakes & Pines Community Action Council**
Presentation by Lakes & Pines Community Services Director & Agency Planner Dawn van Hees.
Consideration of Resolution 2019-04 authorizing administration of Minnesota Housing Finance Agency’s Family Homeless Prevention and Assistance Program. Authorize Board Chair and County Administrator to sign.

2. **Extension Committee Reappointments**
Consider approval of the reappointment of Mary Lange, representing District 3, and David Durheim, representing District 5, to the Extension Committee; for the term January 1, 2019 to December 31, 2021.

3. **Easement Over Tax Forfeited Land**
Consider granting Richard Dvorak, adjoining land owner to Pine County tax forfeit parcel 20.0199.000, a 40’ x 288.13’ road easement for the appraised value of $100. Authorize Board Chair and County Administrator to sign.

4. **Agency Agreement with MnDOT for Temporary Trunk Highway Detours**
Consider approval of Resolution 2019-07 and Agency Agreement #1033194 between Pine County and MnDOT which provides for payment by the State to the County for road life consumed on CSAH 7, 61 and 23 used as a temporary trunk highway detour. Authorize Board Chair and County Administrator to sign.

5. **Commissioner Updates**
   Canvassing Board
   NLX
   Transit Advisory Committee
6. **Other**

7. **Upcoming Meetings (Subject to Change)**
   a. **Pine County Board Meeting, Tuesday, February 5, 2019, 10:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota.
   b. **Facilities Committee, Wednesday, February 6, 2019, 9:00 a.m.**, John Wright Building conference room, 130 Oriole Street E, Sandstone, Minnesota.
   c. **Special Election Canvassing Board, Wednesday, February 6, 2019, 9:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota.
   d. **Soil & Water Conservation District, Wednesday, February 6, 2019, 2:00 p.m.**, John Wright Building, 130 Oriole Avenue, Sandstone, Minnesota.
   e. **Central MN Council on Aging, Thursday, February 7, 2019, 10:00 a.m.**, 250 Riverside Avenue North, Suite 300, Sartell, Minnesota.
   f. **Law Library, Thursday, February 7, 2019, 12:00 p.m.**, Law Library, Courthouse, Pine City, Minnesota.
   g. **East Central Regional Juvenile Center Advisory, Thursday, February 7, 2019, 12:15 p.m.**, 7565 Fourth Avenue, Lino Lakes, Minnesota.
   h. **Mille Lacs Band of Ojibwe, Friday, February 8, 2019, 11:00 a.m.**, Community Center, Hinckley, Minnesota.
   i. **East Central Solid Waste Commission, Monday, February 11, 2019, 9:00 a.m.**, 1756 180th Street, Mora, Minnesota.
   j. **East Central Regional Library, Monday, February 11, 2019, 10:00 a.m.**, 244 South Birch Street, Cambridge, Minnesota.
   k. **Pine County Chemical Health Coalition, Monday, February 11, 2019, 3:00 p.m.**, Hinckley/Finlayson High School, Hinckley, Minnesota.
   l. **Personnel Committee, Tuesday, February 12, 2019, 9:00 a.m.**, Commissioners’ Conference Room, Courthouse, Pine City, Minnesota.
   m. **Association of Minnesota Counties Legislative Conference, February 13-14, 2019**, Intercontinental Hotel, St. Paul, Minnesota.
   n. **Northeast Minnesota Area Transportation Partnership meeting, Wednesday, February 13, 2019, 10:00 a.m.**, Carlton County Transportation Building, Carlton, Minnesota.
   o. **Pine County Board Meeting, Tuesday, February 19, 2019, 10:00 a.m.** Pine County History Museum, 6333 H C Andersen Alle, Askov, Minnesota.

8. **Adjourn**
MINUTES
OF THE
PINE COUNTY BOARD MEETING
Regular Meeting
Tuesday, January 22, 2019 - 10:00 a.m.
6333 H C Andersen Alle, Askov, Minnesota

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

The Pledge of Allegiance was said.

Vice Chair Chaffee called for public comment. There was none.

Vice Chair Chaffee called for revisions to the Agenda. There was none.

Commissioner Ludwig moved to adopt the Agenda. Second by Commissioner Hallan. Motion carried 4-0.

Commissioner Hallan moved to approve the Minutes of the January 8, 2019 Regular and Organizational county board meeting and Summary for publication. Second by Commissioner Mikrot. Motion carried 4-0.

Commissioner Ludwig moved to approve the Minutes of the January 15, 2019 Special Meeting-Strategic Planning. Second by Commissioner Mikrot. Motion carried 4-0.

Minutes of Boards, Reports and Correspondence
   East Central Regional Library Board Minutes – December 11, 2018
Motion by Commissioner Hallan to acknowledge the Minutes of Boards, Reports and Correspondence. Second by Commissioner Mikrot. Motion carried 4-0.

Commissioner Ludwig moved to approve the Consent Agenda. Second by Commissioner Mikrot. Motion carried 4-0.

CONSENT AGENDA

1. Approve December, 2018 Cash Balance

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<td>TOTAL (inc non-major funds)</td>
<td>12,318,200</td>
<td>15,613,070</td>
<td>3,294,870</td>
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</table>
2. **Donation**
   Accept 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**
   Approve 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)**
   Approve 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**
   Approve 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**
   Approve 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**
   Approve the 2018 budget adjustments and acknowledgements as follow:

   **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
     - 01.107.5860 (60,871) Refunds & Reimbursements from $60,871 to $0
     To move Riparian Aid to new account specific for program.
### Dept 121 - Veterans Services

<table>
<thead>
<tr>
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<th>Description</th>
<th>Range</th>
</tr>
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<tbody>
<tr>
<td>01.121.5751</td>
<td>5,100 Veterans Van Donations</td>
<td>from $0 to $5,100</td>
</tr>
<tr>
<td>01.121.6311</td>
<td>2,600 Repair &amp; Maint Agreements</td>
<td>from $600 to $3,200</td>
</tr>
<tr>
<td>01.121.6351</td>
<td>2,600 Auto Insurance/Maintenance</td>
<td>from $1,000 to $3,500</td>
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Donations received for Veteran's van.

### Dept 201 - Sheriff

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<tr>
<td>01.201.5230</td>
<td>40,000 State Grants</td>
<td>from $200,000 to $240,000</td>
</tr>
<tr>
<td>01.201.6107</td>
<td>40,000 Salaries &amp; Wages - Overtime</td>
<td>from $130,000 to $170,000</td>
</tr>
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</table>

Higher than anticipated overtime wages.

### Dept 205 - Boat & Water

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<td>01.205.5452</td>
<td>5,400 Federal Boat &amp; Water Grant</td>
<td>from $0 to $5,400</td>
</tr>
<tr>
<td>01.205.6103</td>
<td>2,700 Salaries &amp; Wages - Permanent</td>
<td>from $0 to $2,700</td>
</tr>
<tr>
<td>01.205.6107</td>
<td>2,700 Salaries &amp; Wages - Overtime</td>
<td>from $2,425 to $5,125</td>
</tr>
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</table>

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

### Dept 206 - Snowmobile

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<tbody>
<tr>
<td>01.206.5302</td>
<td>2,500 State Snowmobile Safety</td>
<td>from $1,700 to $4,200</td>
</tr>
<tr>
<td>01.206.6670</td>
<td>2,500 Equipment</td>
<td>from $1,700 to $4,200</td>
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</table>

Larger than anticipated snowmobile grant reimbursement received.

### Dept 251 - Jail

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<tr>
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</tr>
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<tbody>
<tr>
<td>01.251.5505</td>
<td>70,000 Prisoner Board Fees</td>
<td>from $200,000 to $270,000</td>
</tr>
<tr>
<td>01.251.6107</td>
<td>70,000 Salaries &amp; Wages - Overtime</td>
<td>from $10,000 to $80,000</td>
</tr>
</tbody>
</table>

Larger than anticipated boarding fee revenue.

### Dept 255 - Probation

<table>
<thead>
<tr>
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<th>Description</th>
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</thead>
<tbody>
<tr>
<td>01.255.255.5751</td>
<td>25,000 Gifts &amp; Contributions</td>
<td>from $0 to $25,000</td>
</tr>
<tr>
<td>01.255.255.6263</td>
<td>25,000 Professional &amp; Technical Services</td>
<td>from $0 to $25,000</td>
</tr>
</tbody>
</table>

Community Coach contribution in 2018 and related expenditures.

### Dept 392 - Solid Waste/Recycling

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</thead>
<tbody>
<tr>
<td>01.392.6802</td>
<td>(12,000) Refuse Removal (Recycling Sheds)</td>
<td>from $12,000 to $0</td>
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<tr>
<td>01.392.6803</td>
<td>12,000 Refuse Removal</td>
<td>from $15,000 to $27,000</td>
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Move budgeted expense to active account.

### Cross Dept Transfers - General Fund
### HEALTH & HUMAN SERVICES FUND - 12

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Original Amount</th>
<th>Adjusted Amount</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.420.650.5322</td>
<td>Reimbursement</td>
<td>$178,147</td>
<td>$137,500</td>
<td>To properly separate the revenue type</td>
</tr>
<tr>
<td>12.420.650.5323</td>
<td>MN Incentive Grant</td>
<td>$0</td>
<td>$40,647</td>
<td>from $0 to $40,647</td>
</tr>
<tr>
<td>12.481.469.5422</td>
<td>MA Reimbursement</td>
<td>$37,000</td>
<td>$14,430</td>
<td>from $37,000 to $14,430</td>
</tr>
<tr>
<td>12.481.469.5425</td>
<td>ACG Reimbursements</td>
<td>$22,570</td>
<td>$22,570</td>
<td>from $0 to $22,570</td>
</tr>
<tr>
<td>12.481.469.5427</td>
<td>Insurance Reimbursements</td>
<td>$200,000</td>
<td>$131,202</td>
<td>from $200,000 to $131,202</td>
</tr>
<tr>
<td>12.481.483.002.5312</td>
<td>EBHVP Grant</td>
<td>$171,366</td>
<td>$0</td>
<td>from $171,366 to $0</td>
</tr>
<tr>
<td>12.481.483.002.5313</td>
<td>EBHVP Grant</td>
<td>$0</td>
<td>$171,366</td>
<td>from $0 to $171,366</td>
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### ROAD & BRIDGE - 13

<table>
<thead>
<tr>
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<th>Adjusted Amount</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.801.5310</td>
<td>Municipal Construction</td>
<td>$450,000</td>
<td>$1,000,000</td>
<td>from $450,000 to $1,000,000</td>
</tr>
<tr>
<td>13.801.5454</td>
<td>Federal Bridge Funds</td>
<td>$0</td>
<td>$750,000</td>
<td>from $0 to $750,000</td>
</tr>
<tr>
<td>13.320.6283</td>
<td>Construction R &amp; B</td>
<td>$5,600,000</td>
<td>$6,900,000</td>
<td>from $5,600,000 to $6,900,000</td>
</tr>
</tbody>
</table>

Adjustment for receipt of State and Federal monies for infrastructure projects completed.

### Land - 22

<table>
<thead>
<tr>
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<th>Adjusted Amount</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>22.703.5883</td>
<td>Forfeited Prop - Timber Dev</td>
<td>$825,000</td>
<td>$944,000</td>
<td>from $825,000 to $944,000</td>
</tr>
<tr>
<td>22.703.6906</td>
<td>Apportionment to Other Govt</td>
<td>$300,000</td>
<td>$419,000</td>
<td>from $300,000 to $419,000</td>
</tr>
</tbody>
</table>

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 (planned spending of 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 (planned spending of 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)
Authorize 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. Approve 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.
   C. Approve 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.
REGULAR AGENDA

1. Retirement of Madolyn Amundson
   The county board recognized the retirement of Auditor Clerk Madolyn Amundson, effective January 25, 2019, and her 13+ years of service to Pine County.

2. Introduction of Public Health Supervisor Jessica Fehlen
   Community Health Administrator Samantha Lo introduced Public Health Supervisor Jessica Fehlen. Fehlen was promoted from RN Team Lead in November, 2018.

3. Personnel Committee Report
   Commissioner Ludwig provided an overview of the January 14, 2019 Personnel Committee meeting. The Personnel Committee made the following recommendations:
   
   A. Health & Human Services
      Acknowledge the retirement of Child Support Officer Pam Ward, effective May 31, 2019, 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.

   Commissioner Chaffee inquired as to the budget impact of the retirement/backfill of the auditor clerk III position. County Administrator Minke indicated there would be some positive financial impact due to the incumbent being at the top of her grade and the backfill being hired at a lower step of the pay scale.

   Motion by Commissioner Ludwig to approve the recommendations of the Personnel Committee. Second by Commissioner Chaffee. Motion carried 4-0.

4. Social Host Ordinance
   County Attorney Reese Frederickson, chair of the Pine County Chemical Health Coalition, presented information on a proposed social host ordinance, which would impose criminal sanctions for hosting an event where underage persons intend to consume or possess alcohol and/or controlled substances. After discussion, it was the consensus of the board to move the ordinance forward to public hearing in April. The board will review the proposed ordinance for consideration of any revisions.

5. 2018 End of Year Budget Report
   County Administrator David Minke provided an update of the budget through end-of-year 2018, reviewing the expenditure and review of the major funds. The county appears to have ended the year in a positive position; the numbers, however, will adjust during the accrual period and during the audit.
6. **Strategic Planning Direction from January 15, 2019**

   Motion by Commissioner Hallan to adopt the 11 2019 goals as identified at the January 15, 2019 Strategic Plan meeting. Second by Commissioner Mikrot. Motion carried 4-0.

7. **Commissioner Updates**

   Soil & Water Conservation District: Commissioner Ludwig attended meeting. Standard meeting.

   Mille Lacs Band of Ojibwe meeting: Commissioner Chaffee clarified only tribal funds were used to build the Mille Lacs Band of Ojibwe Community Center. Discussion of the transfer of band fee land to trust was held. The county requested additional information from the band prior to the February meeting where a presentation on the fee to trust process will be given.

   East Central Solid Waste Commission: Commissioner Hallan was unable to attend; bills were paid.

   East Central Regional Library: Commissioner Mohr not present to give report.

   Pine County Chemical Health Coalition: Commissioner Mikrot stated school grants were awarded; social host ordinance discussed; MaryJo Katras from the Uof M Extension and Laura Palmbl from the UofM College of Pharmacy presented information on the Substance Abuse and Mental Health Administration grant.

   Arrowhead Counties Association: Commissioner Mikrot stated ICWA and disbursement of funds were discussed.

   Other: None.

8. **Other**

   None.

9. **Upcoming Meetings**

   Upcoming meetings were reviewed.

10. **Adjourn**

    With no further business, Vice-Chair Chaffee adjourned the meeting at 11:08 a.m. The next regular meeting of the county board is scheduled for Tuesday, February 5, 2019 at 10:00 a.m. at the Pine County Courthouse, 635 Northridge Drive NW, Pine City, Minnesota.

_______________________________  _______________________________
Joshua Mohr, Chair                      David J. Minke, Administrator
Board of Commissioners                     Clerk to County Board of Commissioners
Vice Chair Steve Chaffee called the meeting to order at 10:00 a.m. Present were Commissioners Steve Hallan, John Mikrot, Jr., and Matt Ludwig. Also present were County Administrator David Minke and County Attorney Reese Frederickson. Chair Josh Mohr was absent (excused).

The Pledge of Allegiance was said.

Vice Chair Chaffee called for public comment. There was none.

Commissioner Ludwig moved to adopt the Agenda. Second by Commissioner Hallan. Motion carried 4-0.

Commissioner Hallan moved to approve the Minutes of the January 8, 2019 Regular and Organizational county board meeting and Summary for publication. Second by Commissioner Mikrot. Motion carried 4-0.

Commissioner Ludwig moved to approve the Minutes of the January 15, 2019 Special Meeting-Strategic Planning. Second by Commissioner Mikrot. Motion carried 4-0.

Minutes of Boards, Reports and Correspondence
East Central Regional Library Board Minutes – December 11, 2018
Motion by Commissioner Hallan to acknowledge the Minutes of Boards, Reports and Correspondence. Second by Commissioner Mikrot. Motion carried 4-0.

Commissioner Ludwig moved to approve the Consent Agenda. Second by Commissioner Mikrot. Motion carried 4-0.

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<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>

Accept 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.
Approve 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.

Approve Resolution 2019-05 continuing Pine County’s sponsorship of grant-in-aid recreational trails as required by the Minnesota Department of Natural Resources.

Approve the contract between Pine County Public Health and Sophie’s Manor to allow public health to provide mantoux testing and immunization services as requested by Sophie’s Manor.

Approve 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.

Approve the 2018 budget adjustments and acknowledgements as follow:

2018 Budget Adjustments

<table>
<thead>
<tr>
<th>General Budget Adjustments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dept 061 - IT Dept</strong></td>
</tr>
<tr>
<td>01.061.6660</td>
</tr>
<tr>
<td>01.061.6705</td>
</tr>
<tr>
<td>To allocate amount of budget that is specific for capital lease.</td>
</tr>
<tr>
<td><strong>Dept 091 - County Attorney</strong></td>
</tr>
<tr>
<td>01.091.5509</td>
</tr>
<tr>
<td>01.091.6152</td>
</tr>
<tr>
<td>To increase budget for contract services and county contribution.</td>
</tr>
<tr>
<td><strong>Dept 107 - Planning &amp; Zoning</strong></td>
</tr>
<tr>
<td>01.107.5201</td>
</tr>
<tr>
<td>01.107.5860</td>
</tr>
<tr>
<td>To move Riparian Aid to new account specific for program.</td>
</tr>
<tr>
<td><strong>Dept 121 - Veterans Services</strong></td>
</tr>
<tr>
<td>01.121.5751</td>
</tr>
<tr>
<td>01.121.6311</td>
</tr>
<tr>
<td>01.121.6351</td>
</tr>
<tr>
<td>Donations received for Veteran's van.</td>
</tr>
<tr>
<td><strong>Dept 201 - Sheriff</strong></td>
</tr>
<tr>
<td>01.201.5230</td>
</tr>
<tr>
<td>01.201.6107</td>
</tr>
<tr>
<td>Higher than anticipated overtime wages.</td>
</tr>
</tbody>
</table>
**Dept 205 - Boat & Water**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.205.5452</td>
<td>5,400 Federal Boat &amp; Water Grant</td>
<td>from $0 to $5,400</td>
</tr>
<tr>
<td>01.205.6103</td>
<td>2,700 Salaries &amp; Wages - Permanent</td>
<td>from $0 to $2,700</td>
</tr>
<tr>
<td>01.205.6107</td>
<td>2,700 Salaries &amp; Wages - Overtime</td>
<td>from $2,425 to $5,125</td>
</tr>
</tbody>
</table>

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

**Dept 206 - Snowmobile**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.206.5302</td>
<td>2,500 State Snowmobile Safety Grant</td>
<td>from $1,700 to $4,200</td>
</tr>
<tr>
<td>01.206.6670</td>
<td>2,500 Equipment</td>
<td>from $1,700 to $4,200</td>
</tr>
</tbody>
</table>

Larger than anticipated snowmobile grant reimbursement received.

**Dept 251 - Jail**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.251.5505</td>
<td>70,000 Prisoner Board Fees</td>
<td>from $200,000 to $270,000</td>
</tr>
<tr>
<td>01.251.6107</td>
<td>70,000 Salaries &amp; Wages - Overtime</td>
<td>from $10,000 to $80,000</td>
</tr>
</tbody>
</table>

Larger than anticipated boarding fee revenue.

**Dept 255 - Probation**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.255.255.5751</td>
<td>25,000 Gifts &amp; Contributions</td>
<td>from $0 to $25,000</td>
</tr>
<tr>
<td>01.255.255.6263</td>
<td>25,000 Professional &amp; Technical</td>
<td>from $0 to $25,000</td>
</tr>
</tbody>
</table>

Community Coach contribution in 2018 and related expenditures.

**Dept 392 - Solid Waste/Recycling**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.392.6802</td>
<td>(12,000) Refuse Removal (Recycling Sheds)</td>
<td>from $12,000 to $0</td>
</tr>
<tr>
<td>01.392.6803</td>
<td>12,000 Refuse Removal</td>
<td>from $15,000 to $27,000</td>
</tr>
</tbody>
</table>

Move budgeted expense to active account.

**Cross Dept Transfers - General Fund**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.107.5306</td>
<td>29,432 State Grants</td>
<td>from $29,600 to $59,032</td>
</tr>
<tr>
<td>01.601.5307</td>
<td>(29,432) State Water Plan &amp; Wetlands Grants</td>
<td>from $48,481 to $19,049</td>
</tr>
</tbody>
</table>

Move portion WCA grant money from SWCD to Zoning

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.091.6103</td>
<td>17,500 Salaries &amp; Wages - Permanent</td>
<td>from $606,865 to $624,365</td>
</tr>
<tr>
<td>01.092.6264</td>
<td>(17,500) Consultations - Negotiations</td>
<td>from $40,000 to $22,500</td>
</tr>
</tbody>
</table>

To realign budget in consultations to County Attorney salaries.
### HEALTH & HUMAN SERVICES FUND - 12

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Description</th>
<th>From To</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.420.650.5322</td>
<td>(40,647) MN Incentive Reimbursement</td>
<td>$178,147 to $137,500</td>
</tr>
<tr>
<td>12.420.650.5323</td>
<td>40,647 MN Incentive Grant</td>
<td>$0 to $40,647</td>
</tr>
</tbody>
</table>

To properly separate the revenue type

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Description</th>
<th>From To</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.481.469.5422</td>
<td>(22,570) MA Reimbursement</td>
<td>$37,000 to $14,430</td>
</tr>
<tr>
<td>12.481.469.5425</td>
<td>22,570 ACG Reimbursements</td>
<td>$0 to $22,570</td>
</tr>
</tbody>
</table>

To properly separate the revenue type

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Description</th>
<th>From To</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.481.469.002.5857</td>
<td>(131,202) Insurance Reimbursements</td>
<td>$200,000 to $68,798</td>
</tr>
<tr>
<td>12.481.469.002.5859</td>
<td>131,202 MSHO Reimbursements</td>
<td>$0 to $131,202</td>
</tr>
</tbody>
</table>

To properly separate the revenue type

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Description</th>
<th>From To</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.481.483.002.5331</td>
<td>(171,366) EBHVP Grant</td>
<td>$171,366 to $0</td>
</tr>
<tr>
<td>12.481.483.002.5312</td>
<td>171,366 EBHVP Grant</td>
<td>$0 to $171,366</td>
</tr>
</tbody>
</table>

To correct account number

### ROAD & BRIDGE - 13

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Description</th>
<th>From To</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.801.5310</td>
<td>550,000 Municipal Construction</td>
<td>$450,000 to $1,000,000</td>
</tr>
<tr>
<td>13.801.5454</td>
<td>750,000 Federal Bridge Funds</td>
<td>$0 to $750,000</td>
</tr>
<tr>
<td>13.320.6283</td>
<td>1,300,000 Construction R &amp; B</td>
<td>$5,600,000 to $6,900,000</td>
</tr>
</tbody>
</table>

Adjustment for receipt of State and Federal monies for infrastructure projects completed.

### Land - 22

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Description</th>
<th>From To</th>
</tr>
</thead>
<tbody>
<tr>
<td>22.703.5883</td>
<td>119,000 Forfeited Prop - Timber Dev</td>
<td>$825,000 to $944,000</td>
</tr>
<tr>
<td>22.703.6906</td>
<td>119,000 Apportionment to Other Govt</td>
<td>$300,000 to $419,000</td>
</tr>
</tbody>
</table>

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 (planned spending of 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 (planned spending of 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

Authorize Child Support Office Support Specialist Samantha Robbins to move to regular employment status effective January 24, 2019.

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

Approve Probation Director Terry Fawcett to attend the AMC Futures Advanced Leadership Academy and Task Force. Total cost: $203.
Approve 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. Total cost: $1,945.
Approve Property Appraiser Molly Benoit to attend the Basic Income Approach course and IAAO 102-Income Approach to Valuation course. Total cost for the two courses is $1,752.

Personnel Committee Report
Commissioner Ludwig provided an overview of the January 14, 2019 Personnel Committee meeting. The Personnel Committee made the following recommendations:

A. Health & Human Services
   Acknowledge the retirement of Child Support Officer Pam Ward, effective May 31, 2019, 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.

Motion by Commissioner Ludwig to approve the recommendations of the Personnel Committee. Second by Commissioner Chaffee. Motion carried 4-0.

County Attorney Reese Frederickson, Chair of the Pine County Chemical Health Coalition, presented information on a proposed social host ordinance, which would impose criminal
sanctions for hosting an event where underage persons intend to consume or possess alcohol and/or controlled substances. After discussion, it was the consensus of the board to move the ordinance forward to public hearing in April.

2018 End of Year Budget Report
County Administrator David Minke provided an update of the budget through end-of-year 2018, reviewing the expenditure and review of the major funds. The county appears to have ended the year in a positive position; the numbers, however, will adjust as the year is closed out.

Motion by Commissioner Hallan to adopt the 11 2019 goals as identified at the January 15, 2019 Strategic Plan meeting. Second by Commissioner Mikrot. Motion carried 4-0.

With no further business, Vice-Chair Chaffee adjourned the meeting at 11:08 a.m. The next regular meeting of the county board is scheduled for Tuesday, February 5, 2019 at 10:00 a.m. at the Pine County Courthouse, 635 Northridge Drive NW, Pine City, Minnesota.

Joshua Mohr, 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.
Coalition Mission Statement

Pine County Chemical Health Coalition: Striving to prevent the misuse and abuse of alcohol, tobacco and other drugs

Attendance:
Jamie Root-Larsen, Positive Community Norms Media Specialist
Stef Youngberg, East Central High School Principal
Mary Jo Katras, U of M Extension
Laura Palombi, UMD College of Pharmacy
Amber Chase, Pine Co Probation
Barbara Heil, Community Member
Tanya Christopherson, Essentia Health
Shawn Jansen and Emma Jansen, East Central ETA Youth Group
Commissioners John Mikrot Jr and Matt Ludwig
Reese Frederickson, Pine Co Attorney
Lynette Forbes-Cardey, Karen Jansen, Becky Foss, Samantha Lo, Danielle One', Pine Co HHS

1. Call to Order
Meeting commenced at 3:01 pm by Reese Frederickson at East Central High School, Finlayson.

2. Addition/Changes to the Agenda
Commissioner Mikrot motioned to accept agenda, Jamie Root-Larsen seconded. Motion passed.

3. Review Minutes of December 10, 2018
Commissioner Ludwig made a motion to approve the minutes, Commissioner Mikrot seconded. Motion passed.

4th Quarter 2018, Fund bottom line balance $7,844.49
Commissioner Mikrot moved to accept report, Jamie Root-Larsen seconded and motion passed.

SPIRIT

1. Introductions
Welcome to all, introductions were made.

2. Opioid Grants - Mary Jo Katras and Laura Palombi presented Community-based Solutions to the Opioid Crisis in Rural Minnesota. This partnership of the University of Minnesota Extension, Center for Family Development and Center for Community Vitality, and the University of Minnesota College of Pharmacy – Duluth works with local community partners facing the crisis. The mission of this collaboration is to address the problem by providing and tailoring resources to residents in Aitkin, Itasca, Pine and North St. Louis County and tribal nations that can benefit from the project. It will be research-focused, looking at asset/gaps to form goals and solutions. This could likely include focus groups, community forums, a leadership cohort of change-makers with mini-grants to groups and a summit at the end to bring it all together.
The coalition discussed:
- Assistance for recovery housing, especially coaching for applicants and train the trainer for consultants
- How the project fits with Tribal Wellness to Healing Courts
- Building on work that is already going on at our trauma-informed schools
- Possibly coordinating with the P & I Grant for a community dinner in the spring
- Help with an after-school place (youth center) for kids

This group has made a commitment to a recovery-friendly community and sustainable grant results. They are interested in your ideas and will be utilizing a survey to the coalition to develop plans. You may also contact Mary Jo and Laura with any suggestions or questions.

Mary Jo Katras, PHD
mkatras@umn.edu
612-203-6403

Laura Palombi, PharmD, MPH, MAT, AE-C
lpalombi@d.umn.edu
218-726-6066

**SCIENCE**

1. Lynette Forbes-Cardey, P & I Grant Coordinator
   a. **Student Poster Survey** – Pilot testing complete; 12 approved, six for each school. Three are produced, which Jamie showed. This will carry us through next fall.
   b. **Radio Ads Pilot Test** – Survey will be emailed to coalition members. We need 20 people who are not coalition members to take survey. Please pass on to someone else who lives, works or serves in the East Central or Hinckley-Finlayson school districts.

**ACTION**

1. Reese Frederickson, Chair
   a. **Schools RFP Grant Applications** – The coalition is partnering with area schools to fund $750 of additional programming in areas related to the mission of striving to prevent the misuse and abuse of alcohol, tobacco and other drugs.
      The following proposals were submitted:
      Hinckley-Finlayson High School – Climb theater
      Willow River – Aces training for staff, post prom
      Pine City High School – Rachel’s Challenge, Chain Reaction
      
      Commissioner Ludwig motioned to approve all RFP’s submitted, Stef Youngberg seconded and motion passed. Group then agreed to keep open for another 2 weeks to allow more time for East Central High School to submit an application.

2. Lynette Forbes-Cardey
   a. **Strategic Planning** – Plan was submitted and approved. Allowed $4000 for EC and HF to share for post prom events, also $2000 for booths at fairs and festivals.
      Coalition members can start this year’s One-On-One interviews.
      Festivals – we need to decide if we want to be involved in Corn & Clover, Pine County Fair, Quarry Days, others? It’s time to start planning community dinner.
b. News from the Schools – Emma Jansen, East Central ETA – Sledding activity in December had 23 kids and six adults (had PCN cups for cocoa). Working on photo voice project, handing out basketballs with messaging at games, are planning to have something at Snow Week and Rachel’s Challenge lock-in.
Coalition then gave a box of PCN cocoa cups to Barb Heil for the warming house in Sandstone

Hinckley-Finlayson Positive Jags – Drafting 7 principles and planning for the school year, making plans for snow week.

c. Training Reports, Coalition Members – No training

3. Jamie Root-Larsen, Media Consultant
Suggested start thinking about festival giveaways. One idea was new bags. Send any other ideas to Jamie or Lynette.

2. Executive, Social/Retail Access, and Communications Committees - Did not convene this meeting in the interest of time.

RETURN

1. Event Review, Volunteers - Sticker Event in December - Amber Chase and Tanya Christopherson of the Social/Retail Access Committee made 45 calls and many emails to liquor establishments to talk about Responsible Beverage Server Training. Proposed a sticker messaging event to eight, six were willing. Had the event; cards were a hit, placing on cooler doors and entrances. Used all the bottle hangers and stickered paper bags, letting the establishments tell what could do. Suggest a thank you, newspaper ad of thanks and interest, Facebook post about the event. Hinckley Firehouse Liquors, Finlayson Municipal Liquor, Banning Junction, Cricket Liquors, West Beroun Liquor, and Voyageur Bottle Shop all participated in a Sticker Event.
Volunteer Recognition – New portfolios given to coalition members.

2. Upcoming Training Opportunities – Substance Use Prevention: It’s Good for Business. This webinar provides a toolkit for employers and the community to prevent substance use and misuse. January 31, Noon to 1:00 pm. https://mnprc.org/events/webinar-substance-use-prevention-its-good-for-business/
SAPST (Substance Abuse Prevention Skills Training) – March 25-28, 2019, Bloomington. Curriculum designed to provide up-to-date, evidence-based information related to prevention. Three coalition members to be trained this program year. Another SAPST course, Ethics in Prevention, will be held March 29, Bloomington.
Montana Institute in Minnesota PCN Training – Four coalition members can attend April 23-24, Rutger’s Bay Lake Lodge, Deerwood. We will get data results back from the Student PCN Survey.
Montana Summer Institute – Up to three people June 24-28 at Big Sky, Montana. Dr Jeff Linkenbach and his team share the Positive Community Norms approach to prevention.

3. Next Meeting – Monday, February 11, 2019, 3:00 pm at Hinckley-Finlayson High School
4. Adjourned- 4:16 pm. Stef motioned and meeting was adjourned.

Minutes prepared by Karen Jansen. \PCCHC\Minutes\2019\Jan14 min.doc
January 18, 2019

Ms. Jennifer Nelson
State Hazard Mitigation Officer
Minnesota Department of Public Safety
Homeland Security and Emergency Management
445 Minnesota Street, Suite #223
St. Paul, Minnesota 55101-6223

Dear Ms. Nelson:

Thank you for submitting adoption documentation for the Pine County All Hazards Mitigation Plan update. The plan was reviewed based on the local plan criteria contained in 44 CFR Part 201, as authorized by the Disaster Mitigation Act of 2000. Pine County met the required criteria for a multi-jurisdiction hazard mitigation plan. The Pine County All Hazards Mitigation Plan is now effective and approved for Pine County and the cities of Askov, Brook Park, Bruno, Denham, Finlayson, Henriette, Hinkley, Kerrick, Pine City, Rock Creek, Rutledge, Sandstone, Sturgeon Lake and Willow River. Please submit adoption resolutions for the remaining jurisdictions who participated in the planning process.

The approval of this plan ensures continued availability of the full complement of Hazard Mitigation Assistance (HMA) Grants. All requests for funding, however, will be evaluated individually according to the specific eligibility and other requirements of the particular program under which the application is submitted.

We encourage Pine County to follow the plan’s schedule for monitoring and updating the plan and to continue their efforts to implement the mitigation measures. The expiration date of the Pine County plan is five years from the date of this letter. In order to continue project grant eligibility the plan must be reviewed, revised as appropriate, resubmitted, and approved no later than the expiration date.

Please pass on our congratulations to Pine County for completing this significant action. If you or the county have any questions, please contact Christine Meissner at (312) 408-4460 or at christine.meissner@fema.dhs.gov.

Sincerely,

Melissa A. Janssen
Chief, Risk Analysis Branch
Mitigation Division

www.fema.gov
PINE COUNTY PUBLIC WORKS
HIGHWAY DEPARTMENT
405 Airport Road NE
Pine City, MN 55063

Telephone 320-216-4200
Fax: 320-629-6736
1-800-450-7463 Ext. 4200

Mark A. LeBrun, P.E.
County Engineer

Pine County Land Surveyor Monthly Report

January 2019

T43N R18W Section 25 and Section 26, compute search areas, set GPS control, search for, set, GPS and tie out PLSS corners and Pine County property corners, update files.

At Pine County District Court for appearances as an expert witness in a property boundary dispute.

Provide HARN coordinate data for GIS to County Recorder as needed.

Draft and review legal descriptions for County Right of Way Dept. and County Land Dept. as needed.

Review Plats and Minor Subdivisions for County Zoning Dept. as needed.

Review and file PLSS corner certificates provided by private surveyors as needed.

Review, edit and file PLSS corner certificates created by County Surveyor as needed.

Review, edit and file Certificates of Survey created by County Surveyor as needed.

Robin T. Mathews, Pine County Surveyor
CALL TO ORDER
Skip Thomson, Board Chair, called the meeting to order at 5:30 p.m.

APPROVAL OF AGENDA
Glattly/Valvoda, 7-0 to approve the agenda with an added discussion regarding Zoning Board member site visits.

APPROVAL OF MINUTES
Valvoda/Rys, 7-0 to approve the minutes of the October 25, 2018 meeting with spelling corrections.

JENSEN VARIANCE REQUEST (68773 BEAVER TAIL RD, ASKOV; PID: 25.0076.000)

Caleb Anderson provided a summary of his findings, detailed in the Staff Report document. The applicant, Ann Pliego, described her intent to purchase the property in order to own land next to her brother. She stated she has no intention to build a home but might someday like to install a tiny house. She is comfortable purchasing a property that will need a Type II or Type III septic system.

Thomson offered a public hearing and no members of the public chose to speak.

In the Zoning Board’s discussion of the request it was found that:
- The proposed use is allowed in the property’s zoning district. Property splits are allowed and the Township’s regulations are satisfied.
- The proposed use is consistent with the comprehensive plan and the intent of the ordinance.
- The variance would not alter the essential character of the locality.
- The site’s uniquely poor soils present a practical difficulty unique to the property that prevents the owner from complying with the ordinance.
- The applicant’s proposed use is reasonable.
• The property would have a reasonable use of land without the variance. Currently it is used for agriculture, which could continue with or without the variance.

• The variance would not be contrary to the public interest or damaging to the rights of other persons or property values in the vicinity. The variance will allow for a large lot (20 acres) to be exchanged between family members. The split is not being created for residential development purposes.

Glattly/Valvoda, 7-0 to approve the variance from Pine County Subsurface Sewage Treatment Systems Ordinance Section 4.01.03 as the newly created lot is large, very close to meeting the standard for soils, and the purpose of the split is not for residential development.

SEIDMEYER VARIANCE REQUEST (53354 W GRINDSTONE RD, SANDSTONE; PID 12.0244.000)

Caleb Anderson, summarized the details of the staff report document. The applicant was not present to make a statement. The Minnesota DNR did not provide a comment.

Thomson opened the public hearing at 6:04pm.

• Randall Hickle explained that the Seidmeyers are very conscientious of the water quality of the lake and the maintenance of their property. They have been great neighbors.

Thomson closed the public hearing at 6:07pm.

In the Zoning Board’s discussion of the request it was found that:

• The proposed use is allowed in the zoning district that the property lies in.

• The variance is in harmony with the general purpose of the applicable ordinance and is consistent with the comprehensive plan.

• The variance will not alter the essential character of the locality. Visibility from the lake is not affected by the variance and tree cover would not be impacted.

• A practical difficulty, not created by the landowner, exists on the property preventing them from complying with the ordinance. The applicant's assertion that the improvement is needed for handicap accessibility is a circumstance that they did not create.

• The applicant's proposed use is reasonable. The size of the expansion is extremely minimal.

Schifferdecker/Valvoda, 7-0 to approve the variance from Section 6.2.1 of the Pine County Shoreland Management Ordinance, allowing for the construction of a 93 square foot roof over an existing deck. The variance is granted with the condition that the covered entry may not be enclosed as living space.

NEW BUSINESS

None
OLD BUSINESS

County Zoning Initiative
Anderson provided a recap of the November County Zoning Public Meetings. He also described a December 7th meeting to discuss the draft County Zoning Ordinance with owners of businesses in unincorporated commercial settings.

Zoning Board Site Visits
Anderson provided Reese Frederickson's input on having Zoning Board members visiting sites. The group agreed there may be times where they should all visit a site. However, for most applications it will make sense for members to simply contact staff if they would like to visit the site with the property owner. Staff will ensure that site visits are accommodated without assembling a quorum, in order to relieve the property owners having to host a public meeting.

ADJOURN

Schifferdecker/Rys 7-0 to adjourn the meeting.

Nancy Rys
Zoning Board Secretary

Skip Thomson
Zoning Board Chairperson

Zoning Board Minutes

11/29/2018
AGENDA REQUEST FORM

Date of Meeting: February 5, 2019

☐ County Board
☒ Consent Agenda
☐ Regular Agenda

☐ Personnel Committee
☐ Other

Agenda Item: January, 2019 Disbursements
Department: Auditor-Treasurer

Background information on Item:
January, 2019 Disbursements

Action Requested:
Approve

Financial Impact:
## DISBURSEMENTS JOURNAL REPORT
G/L Months: 01/2019 - 01/2019

### Recap by Fund

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### Recap by Type

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AGENDA REQUEST FORM

Date of Meeting: February 5, 2019

☑ County Board
☐ Consent Agenda
☐ Regular Agenda

☐ Personnel Committee
☐ Other

Agenda Item: Amendment Number Eleven - Food Service Agreement - Jail

Department: Sheriff's Office - Jail

Department Head signature

Background information on Item:

Amendment Number Eleven to Food Service Agreement Between the Pine County Jail and Summit Food Service, LLC (formerly A’viands, LLC) reflecting a 2.5% price increase for food service in the jail.

See attached Amendment Number Eleven.

Action Requested:

Signatures acknowledging the amended pricing schedule effective January 15, 2019

Financial Impact:

None. Increase has been accounted for in the 2019 budget.
AMENDMENT NUMBER ELEVEN
TO FOOD SERVICE MANAGEMENT AGREEMENT
BETWEEN THE PINE COUNTY JAIL AND A’VIANDS, LLC

This Amendment Number Eleven is made by and between the Pine County Jail (hereinafter referred to as "Client"), whose address is 635 Northridge Drive NW, Suite 130, Pine City, Minnesota 55063, and Summit Food Service, LLC, a Minnesota limited liability company, with offices at 1751 County Road B West, Suite 300, Roseville, Minnesota 55113 (hereinafter referred to as "Summit").

WHEREAS, Summit and Client have entered into a Food Service Management Agreement (hereinafter referred to as the "Agreement"), effective January 15, 2008 (as amended); and

WHEREAS, both parties now desire to amend said Agreement upon the terms and conditions stated herein.

NOW, THEREFORE, the parties, intending to be legally bound hereby, mutually agree hereto that the Agreement is hereby modified as follows:

1. Pricing
   Financial exhibit shall be amended to reflect the following pricing schedule:

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This Amendment Number Eleven is effective as of January 15, 2019. All other terms and conditions of the original Agreement (as modified from time to time) shall remain in full force and effect unless otherwise amended as provided in the Agreement.

COUNTY OF PIN, MN

By: __________________________________________
Name: _______________________________________
Title: Sheriff
Date: ________________________________

SUMMIT FOOD SERVICE, LLC

By: __________________________________________
Name: _______________________________________
Title: _______________________________________
Date: ________________________________
By: ______________________________
Name: ____________________________
Title: _____________________________
Date: _____________________________

APPROVED AS TO FORM:

By: ______________________________
Name: ____________________________
Title: Pine County Attorney
Date: _____________________________
AGENDA REQUEST FORM

Date of Meeting: February 5, 2019

☐ County Board
☒ Consent Agenda
☐ Regular Agenda

☐ Personnel Committee
☐ Other ___________

Agenda Item: Cancellation of 2016 Outstanding Warrants

Department: Auditor-Treasurer

Background information on Item:
Cancellation of 2016 Outstanding Warrants

Action Requested:
Approve

Financial Impact:
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AGENDA REQUEST FORM

Date of Meeting: February 5, 2019

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

☐ Personnel Committee
☐ Other

Agenda Item: 2019 Tax Forfeit Blight Percentage

Department: Auditor-Treasurer

Background information on Item:

In 2018, Pine County established a blight fund within the Land Department to addresses blighted properties that have long gone unaddressed and to ensure timber sale proceeds are not used to for this purpose. This was done through setting aside 10% of the gross land and repurchase sale proceeds after administrative costs and special assessments. In 2018, $61,186.80 was set aside for clean-ups and $18,447.94 of expenses were taken out of this account, leaving a remaining balance of $42,738.86.

On January 30, 2019 the Land Committee recommended continuing the 10% set aside for 2019, as there are already at least $20,000 worth of expenses to be incurred this year.

Action Requested:

Approve the 2019 percentage at the same rate as 2018, 10%.

Financial Impact:

This action reduces the amount apportioned to the County General Fund, School Districts, and Townships/Cities in which the sales or repurchases occur.
AGENDA REQUEST FORM

Date of Meeting: February 5, 2019

- County Board
- Consent Agenda
- Regular Agenda

- Personel Committee
- Other ____________

Agenda Item: Approve Promotion to Property Appraiser

Department: Assessor

Background information on Item:

On January 25, 2019 interviews were conducted with four candidates for the vacant property appraiser position resulting from the appointment of Lorri Houtsma to County Assessor/Recorder. The interview panel consisted of County Assessor/Recorder Lorri Houtsma, Deputy Assessor Troy Stewart and Human Resources Generalist Jennifer Frederickson.

Kimberly Kylander proved to be the most qualified candidate through this process and has accepted an offer contingent on board approval. Kim currently holds the position of Administrative Assistant III in the Assessor’s office. The property appraiser position is a full-time (37.5 hours/week), non-exempt AFSME Courthouse union position.

Action Requested:

Consider authorizing the promotion of Kimberly Kylander from Administrative Assistant III (Grade 4, Step 10 - $21.97 per hour) to a property appraiser (Grade 8, Step 3 - $23.17) effective February 6, 2019.

Financial Impact:

This is a budgeted position with cost savings on the initial starting wage of the new hire.
AGENDA REQUEST FORM

Date of Meeting: 02/05/2019

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

☐ Personnel Committee
☐ Other ______________

Agenda Item: Appoint Mindy Sandell as a County Veterans Service Officer

Department: HHS/VSO

Department Head signature

Background information on Item:
The County Board recently authorized the department to hire a full-time Veterans Service Officer. Interviews were recently held and the appointment has been offered to and accepted by Mindy Sandell, effective February 5, 2019 (Grade 10 position, $28.85 per hour). If approved, she would take the oath of office today at 1:00 p.m.

Action Requested:
Appoint Mindy Sandell as a Pine County Veterans Service Officer, effective February 5, 2019 (Grade 10, $28.85/hour), with Mindy taking the oath of office on February 5, 2019, at 1:00 p.m., if approved.

Financial Impact:
This position is financially feasible for the department based on the VSO department being staffed with 1.5 FTE Veteran Services Officers.
Background information on Item:

Minnesota Statute 270C.9901 requires every individual who appraises or physically inspects real property in determining its valuation and/or classification for property tax purposes to obtain the license level of an Accredited Minnesota Assessor no later than July 1, 2022. Those currently holding this license or a Senior Accredited Minnesota Assessor license must sustain their licenses by attending a variety of courses and obtaining 50 continuing education credits in every four-year cycle (current cycle is July 1, 2016 – July 1, 2020).

Action Requested:

Consider Troy Stewart, Deputy Assessor and Jennifer Christensen, Senior Property Appraiser to attend the PACE 2 course July 29-30, 2019 at the Anoka County Sheriff’s Building, 13301 Hanson Blvd., Andover, Minnesota.

Financial Impact:

The cost of the PACE II course is $125 each. A county vehicle will be used so no mileage will be incurred. Total cost for the course is $250.00. All expenses are within the 2019 Assessor’s office budget.
RESOLUTION AUTHORIZING ADMINISTRATION OF
MINNESOTA HOUSING FINANCE AGENCY’S
FAMILY HOMELESS PREVENTION AND ASSISTANCE PROGRAM
(Pine County Resolution 2019-04)
July 1, 2019 - June 30, 2021

WHEREAS, the Minnesota Housing Finance Agency, State of Minnesota, has been
authorized to undertake a program to provide assistance to low-income families and youth to
prevent homelessness; and

WHEREAS, Lakes and Pines Community Action Council, Inc. has developed an application
as an Administering Entity for the Minnesota Housing Finance Agency’s Family Homeless
Prevention and Assistance program; and

WHEREAS, Lakes and Pines Community Action Council, Inc. has demonstrated the ability to
perform the required activities of the Minnesota Housing Finance Agency’s Family Homeless
Prevention and Assistance Program.

NOW, THEREFORE BE IT RESOLVED, that Lakes and Pines Community Action Council, Inc. is
hereby authorized as an entity to be charged with the administration of funds made available
through the Minnesota Housing Finance Agency’s Family Homeless Prevention and Assistance
Program, in the County of Pine.

Dated this 5th day of February, 2019.

________________________________________
Joshua Mohr, Chair
Pine County Board of Commissioners

ATTEST:

________________________________________
David J. Minke, County Administrator
Clerk to the Pine County Board of Commissioners
AGENDA REQUEST FORM

Date of Meeting: February 5, 2019

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

☐ Personnel Committee
☐ Other

Agenda Item: Re-appointments to Extension Committee

Department: University of Minnesota Extension, Pine County

[Signature]

Department Head signature

Background information on Item:

Historically, the Pine County Board has appointed committee members to the Pine County Extension Committee, allowing them a 3-year renewable term. Authorization for the county board to make these appointments is stated in Minnesota State Statute 38.36 (attached).

The District 3 and District 5 seats are up for renewal on the Extension Committee.

Commissioner Chaffee suggests that Mary Lange of the Hinckley area be re-appointed to the Extension Committee seat representing District 3 for the term January 1, 2019 to December 31, 2021. Ms. Lange has agreed to this re-appointment.

Commissioner Matt Ludwig suggests that David Durheim of the Askov area be re-appointed to the Extension Committee seat representing District 5 for the term January 1, 2019 to December 31, 2021. Mr. Durheim has agreed to this re-appointment.

Action Requested:

Approve re-appointment of Mary Lange, representing District 3, and David Durheim, representing District 5 to the Extension Committee; Terms January 1, 2019 to December 31, 2021.

Financial Impact:
38.33 COORDINATION TO MAINTAIN COUNTY EXTENSION WORK.
Sections 38.33 to 38.38 coordinate the work of the federal, state, and county government and the Minnesota Extension Service of the University of Minnesota to maintain county extension work.

History:
(6121) 1923 c 423 s 1; 1953 c 202 s 1; 1990 c 376 s 1

38.331 DEFINITIONS.

Subdivision 1. Application. In sections 38.33 to 38.38, the definitions in this section apply.

Subd. 2. County extension work.
"County extension work" means educational programs and services provided by extension educators in the areas of agriculture; agricultural finance; economic development; nutrition; youth leadership development including 4-H programs; leadership; and environment and natural resources.

Subd. 3. Director of extension.
"Director of extension" means the dean and director of the Minnesota Extension Service of the University of Minnesota.

History:
1990 c 376 s 2; 2002 c 373 s 23

38.34 COUNTY BOARD MAY PAY FOR EXTENSION WORK.
A board of county commissioners may incur expenses and spend money for county extension work as provided in sections 38.33 to 38.38.

History:
(6122) 1923 c 423 s 2; 1953 c 202 s 2; 1990 c 376 s 3

38.345 APPROPRIATIONS BY MUNICIPALITIES.
The council of any city and the board of supervisors of any town may spend money for county extension work, as provided in sections 38.33 to 38.38.

History:
2010 c 333 art 1 s 14

38.35 STATE APPROPRIATIONS; HOW SPENT.
Money appropriated by the state to maintain and pay expenses of county extension work must be spent under the direction of the director of extension, who, acting with the county extension committee, shall carry out sections 38.33 to 38.38.

History:
(6124) 1923 c 423 s 4; 1953 c 202 s 3; 1986 c 444; 1990 c 376 s 4
38.36 COUNTY EXTENSION COMMITTEE.

Subdivision 1. **Committee composition.** A county must have an extension committee. The committee must have nine members. Two members must be county commissioners appointed by the county board. The county auditor or the auditor's designee must be a member. If the county has no office of auditor, the county board shall appoint a member from the county administration. Six members must be appointed at large by the county board as provided in this section. The county board at its annual meeting shall appoint for a term of three years the number of members required to fill the memberships on that committee expiring at that time.

Subd. 2. **Budget recommendations.** In cooperation with the director of extension, or the director's designee, the county extension committee, each year, in accordance with county budgetary deadlines, shall prepare a budget showing the total funds available and needed and shall recommend to the county board the amount of county funds necessary to maintain, support, and pay the expenses of county extension work during the following year. A copy of the budget must be presented to the county board.

Subd. 3. **County appropriations, how spent.** The county board shall consider the recommended county share of money necessary to maintain, support, and pay the expenses of county extension work during the following year. For these purposes, the county board may appropriate money annually from its general revenue fund and may include the amount of the county's share in the annual levy of county taxes or may make a special levy for county extension purposes. The money set aside and appropriated by the county board for these purposes is the county extension fund. Money from the fund may be paid out by orders of the director of extension, or the director's designee, to pay a part of the compensation of the agents employed, to pay directly the compensation of county support employees, and to pay other expenses incident to county extension work. An order to pay money from the fund must not be issued until the expenditure has been audited and signed by the county auditor or other appropriate county official. A balance in the county extension fund at the end of a year must be carried over or reappropriated.

**History:**
(6125) 1923 c 423 s 5; 1947 c 157 s 1; 1951 c 390 s 1; 1951 c 412 s 1; 1953 c 202 s 4; 1957 c 208 s 1; 1963 c 198 s 1; 1969 c 1081 s 1; 1973 c 528 s 1; 1973 c 583 s 5; 1986 c 444; 1990 c 376 s 5

38.37 COUNTY EXTENSION COMMITTEE; PROGRAM, COUNTY AGENTS.
The county extension committee shall, annually, plan a program of county extension work in cooperation with the Minnesota Extension Service of the University of Minnesota and the United States Department of Agriculture. To run the program, the county extension committee, acting with the director of extension, or the director's designee, shall recommend for employment suitable and qualified persons to be known as extension agents. The extension agents must be employed according to university personnel procedures and must be university employees. The extension agents shall provide educational programs and services to enhance the quality and productivity of county extension work.

**History:**
(6126) 1923 c 423 s 6; 1953 c 202 s 5; 1969 c 1081 s 2; 1986 c 444; 1990 c 376 s 6
38.38 EXTENSION COMMITTEE; DUTY, OFFICERS, PAY.
The county extension committee shall encourage all individuals and organizations to cooperate to make profitable use of extension activities. It shall elect its own chair and vice-chair, who shall serve for one year. The county auditor, the auditor's designee, or the appointee from the county administration is the secretary of the county extension committee. The secretary shall keep a record of all its proceedings and shall forward copies of all resolutions of the county board appropriating funds to the director of extension. County commissioners who are members of the committee may receive a per diem under section 375.055, subdivision 1, and may be reimbursed for their necessary expenses, including mileage under section 471.665. Other committee members may be reimbursed for expenses or may receive a per diem allowance under section 375.47.

History:
(6127) 1923 c 423 s 7; 1953 c 202 s 6; 1957 c 208 s 2; 1969 c 1081 s 3; 1975 c 301 s 1; 1986 c 444; 1990 c 376 s 7
AGENDA REQUEST FORM

Date of Meeting: February 5, 2019

☐ County Board

☐ Consent Agenda

☒ Regular Agenda

☐ Personnel Committee

☐ Other __________

5 mins. ☒ 10 mins. _ 15 mins. __ Other __

Agenda Item: Easement over Tax Forfeit Land

Department: Auditor-Treasurer

Background information on Item:

Minnesota Statute 282.04 Subd. 4a allows the county board to convey a road easement across unsold tax-forfeit land to an individual or private entity providing:

(1) there are no reasonable alternatives to obtain access to the individual's or private entity's property; and

(2) exercising the easement will not cause significant adverse environmental or natural resource management impacts.

The statute also notes the individual or private entity must pay appraised value of the easement. Richard Dvorak has requested an easement across Pine County Parcel 20.0199.000 (Pine County Tax Forfeit property which is currently under a repurchase contract by Arthur Woodford) for his existing driveway. There are no reasonable alternatives to obtain access as the other areas which adjoin the road are wetlands. This easement will not cause any adverse environmental or natural resource management impacts as it already exists today.

Action Requested:

Consider granting Richard Dvorak, adjoining land owner to Pine County Tax-Forfeit Parcel 20.0199.000 a 40’ x 288.13’ easement for the appraised value of $100. (Appraised by Troy Stewart, Deputy County Assessor).

Financial Impact:

The transaction is minimal in nature.
CERTIFICATE OF SURVEY FOR

DICK DVORAK

PART OF SECTION 26, TOWNSHIP 43, RANGE 16, PINE COUNTY, MINNESOTA

Description of Surveyed Property:

The east line of the following:

The East Half of the Southeast Quarter of Section 26,
Township 43, Range 16, Pine County, Minnesota.

Notes to Survey:

1. For the purposes of this survey, existing easements of record were not researched.

2. There is no recorded easement for Coveau Lane, a public road. Regular maintenance of the road ends at the home site, as shown. Per landowner testimony, the Township plow uses the driveway occasionally to turn around.

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Dated this 21st day of December, 2018

By: Tyler J. Kroschel, Land Surveyor
Minnesota License No. 44490

Kroschel Land Surveyors, Inc.
1639 Main Street North, Suite 6, Pine City, MN 55063
Phone: 320-629-3267 tyler@kroschelsurvey.com

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1639 Main Street North, Suite 6, Pine City, MN 55063
Phone: 320-629-3267 tyler@kroschelsurvey.com
AGENDA REQUEST FORM

Date of Meeting: February 5, 2019

☑ County Board
☐ Consent Agenda
☐ Regular Agenda

☐ Personnel Committee
☐ Other ____________

Agenda Item: Agency Agreement #1033194

Department: Pine County Public Works

[Signature]

Department Head signature

Background information on Item:
Agency Agreement between Pine County and MNDOT for temporary trunk highway detours on CSAH 7, 61 and 23

Action Requested:
Approve and sign resolution

Financial Impact:
None $59,473.96 in Aid
Date: January 23, 2019

Mark LeBrun  
County Engineer  
Pine County Public Works  
405 Airport Rd NE  
Pine City, MN 55063

RE: Proposed Detour Agreement No. 1033194  
Pine County  
S.P. 5880-194 (T.H. 35=001)  
Fed. Proj. NHPP 1350 (122)  
State cost compensation for road life consumed by the T.H. 70 detour.

Dear Mr. LeBrun:

Transmitted herewith in duplicate is a proposed agreement with Pine County. This agreement provides for payment by the State to the County for road life consumed on C.S.A.H. 7, 61 and 23 used as a temporary Trunk Highway detour.

Present this agreement to the Board of County Commissioners for their approval and execution that includes original signatures of the County Board authorized County officers on the two copies of the agreement. Also required are two original copies of a resolution passed by the County Board authorizing its officers to sign the agreement in its behalf. A suggested form of such resolution is enclosed.

Please return the two original signed copies of the agreement and resolution, once they have been executed by the County. A copy will be returned to the County when fully executed.

If you have questions or need further information, feel free to call me.

Sincerely,

Morrie Luke  
Assistant District Traffic Engineer

Enclosures

Cc: MN_DOT_Coop Agreements CoopAgreements.DOT@state.mn.us
STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
And
PINE COUNTY
DETOUR AGREEMENT
For Trunk Highway No. 70 Detour

State Project Number (S.P.): 5880-194
Trunk Highway Number (T.H.): 35-001
Original Amount Encumbered $59,473.96

This Agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State") and Pine County acting through its Board of Commissioners ("County").

Recitals

1. On March 19, 2018 the State awarded a construction contract to be performed upon, along and adjacent to Trunk Highway (T.H.) No. 35 from the south Pine County Line to 0.9 miles north of County State Aid Highway (C.S.A.H.) No. 7 under State Project No. 5880-194 (T.H. 35=001); and
2. For the 2019 construction season, the State requires a detour to carry T.H. No. 70 traffic on C.S.A.H. No. 7, No. 61, and No. 23 during the bridge reconstruction; and
3. The State began using the County roads as a detour with the understanding that a Detour Agreement, providing for reimbursement by the State to the County for the road life consumed by the detour, would be entered into at a later date; and
4. The County is willing to maintain the T.H. No. 70 detour; and
5. The State is willing to reimburse the County for the road life consumed by the detour as hereinafter set forth; and
6. Minnesota Statutes § 471.59, subdivision 10, § 161.25, and § 161.20, subdivision 2(b), authorize the parties to enter into this Agreement.

Agreement

1. Term of Agreement

1.1 Effective Date. This Agreement will be effective on the date the State obtains all signatures required by Minnesota Statutes § 16C.05, subdivision 2.
1.2 Expiration Date. This Agreement will expire when the State removes all detour signs, returns the temporary Trunk Highway detour to the County, and pays for the detour compensation.

2. Agreement Between the Parties

2.1 Detour.

A. Location. The State will establish the T.H. No. 70 detour route on the following County roads as detailed in the project plans or Special Provisions:

Stage 1 - C.S.A.H. No. 7 and No. 61 used for detour for a total distance of 6.9 miles and C.S.A.H. No. 7 and No. 23 used for detour for a total distance of 7.0 miles

Stage 2a - C.S.A.H. No. 7 and No. 61 used for detour for a total distance of 6.9 miles.
Stage 2b - C.S.A.H. No. 7 and No. 23 used for detour for a total distance of 7.0 miles

Detour Agreement without Local Maintenance (Cooperative Agreements)
B. Modification of the Detour Route. The State may modify the detour route or may add additional roadways to the official detour during construction. The State will request concurrence from the County for changes to the detour route. If such change increases the State's obligation over Article 3.3B, the Agreement will be amended.

C. Axle Loads and Over-Dimension Loads. The County will permit oversize/overweight loads to travel County Road No. 407 to C.S.A.H. No. 23 due to a weight restricted bridge on C.S.A.H. No. 61 in Pine City.

D. Traffic Control Devices. The State may install, maintain and remove any traffic control devices it considers necessary to properly control the detoured traffic. The State may paint roadway markings, such as the centerline, edge lines and necessary messages.

E. Duration. The State will provide the County with advance notice identifying the dates the State intends to place and remove the detour signing.

2.2 Maintenance. The County will maintain the portion of the detour that is on County roads, and furnish all necessary labor and materials, to the satisfaction of the State's District Maintenance Engineer at Duluth.

A. County's Failure to Adequately Maintain. If the County fails to adequately maintain the detour as provided in Section 2.2A of this Agreement, of which failure the State shall be the sole judge, the State may perform such work or cause it to be performed, as the State's District Maintenance Engineer considers necessary, to properly and adequately maintain the T.H. No. 70 detour. The State may retain the cost of such maintenance from any moneys then due, or thereafter becoming due, to the County under this Agreement. This paragraph shall not be construed to relinquish any rights of action that may accrue on behalf of the State against the County for any breach of agreement.

2.3 Basis of State Cost.

A. Road Life Consumed. The State will reimburse the County for the road life consumed by the detour using the following methods, as set forth in the Detour Management Study Final Report dated January 1991, and updated by MnDOT's Policy on Cost Participation for Cooperative Construction Projects and Maintenance Responsibilities between MnDOT and Local Units of Government.

i. The "Gas Tax Method" formula, multiplies the Combined Tax Factor per mile times the Average Daily Traffic ("ADT") count of vehicles diverted from the Trunk Highway times the county road length in miles times the duration of the detour in days to determine the State's cost for the road life consumed by the detour.

ii. The County may, at its option, perform an "Equivalent Overlay Method" analysis. A State-approved firm, at no cost or expense to the State, must perform the testing and analysis. The County will keep records and accounts to verify any claim it might bring against the State for additional costs using the "Equivalent Overlay Method".

B. Maintenance Costs. The State's detour maintenance cost will be equal to the amount computed by using the "Gas Tax Method" formula under Section 2.3A.
3. Payment

3.1 For Road Life Consumed. $29,736.98 is the State's estimated cost for the road life consumed by the detour based on the data below:

<table>
<thead>
<tr>
<th>Stage</th>
<th>Tax Factor</th>
<th>ADT</th>
<th>Road Length (Miles)</th>
<th>Duration (Days)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stage 1</td>
<td>0.00513</td>
<td>4,800</td>
<td>6.9</td>
<td>96</td>
<td>$16,310.94</td>
</tr>
<tr>
<td></td>
<td>0.00513</td>
<td>2,300</td>
<td>7.0</td>
<td>96</td>
<td>$7,928.93</td>
</tr>
<tr>
<td>Stage 2a</td>
<td>0.00513</td>
<td>6,531</td>
<td>6.9</td>
<td>12</td>
<td>$2,774.13</td>
</tr>
<tr>
<td>Stage 2b</td>
<td>0.00513</td>
<td>6,319</td>
<td>7.0</td>
<td>12</td>
<td>$2,722.98</td>
</tr>
</tbody>
</table>

Total Road Life Consumed $29,736.98

The State's total payment for the road life consumed by the detour is equal to the amount computed by using the "Gas Tax Method" formula plus any amount determined by using the "Equivalent Overlay Method" analysis that is in excess of twice the "Gas Tax Method" amount.

3.2 For Maintenance. $29,736.98 is the State's estimated cost for detour maintenance based on the "Gas Tax Method" amount.

The State may retain the cost of State performed detour maintenance, as provided for in Section 2.2 of this Agreement, from any moneys then due, or thereafter becoming due, to the County under this Agreement.

3.3 Total Payment and Maximum Obligation.

A. $59,473.96 is the State's estimated payment for road life consumed ($29,736.98) and maintenance ($29,736.98).

B. $150,000.00 is the maximum obligation of the State under this Agreement and must not be exceeded unless the maximum obligation is increased by execution of an amendment to this Agreement.

3.4 Conditions of Payment. The State will pay the County the State's total road life consumed and maintenance payment amount after performing the following conditions.

C. Execution of this Agreement and the County's receipt of the executed Agreement.

D. State's encumbrance of the State's total payment amount.

E. State's removal of all detour signs.

F. State notifies the County of the removal of the detour signs, and the number of days the detour was in effect.

G. State's receipt of a written request from the County for payment.

4. Release of Road Restoration Obligations

By accepting the State's road life consumed and maintenance payment plan and total payment amount, the County releases the State of its obligation, under Minnesota Statutes § 161.25, to restore the county roads used as a T.H. No. 70 detour to as good of condition as they were before designation as temporary trunk highways.

5. Authorized Representatives

Each party's Authorized Representative is responsible for administering this Agreement and is authorized to give and receive any notice or demand required or permitted by this Agreement.
5.1 The State's Authorized Representative will be:
Name/Title: Morris Luke, Assistant District Traffic Engineer (or successor)
Address: 1123 Mesaba Ave., Duluth, MN 55811
Telephone: (218) 725-2778
E-Mail: morris.luke@state.mn.us

5.2 The County's Authorized Representative will be:
Name/Title: Mark LeBrun, County Engineer (or successor)
Address: Pine County Public Works, 405 Airport Rd NE, Pine City, MN 55063
Telephone: (320) 216-4200
E-Mail: mark.lebrun@co.pine.mn.us

6. Assignment; Amendments; Waiver; Contract Complete

6.1 Assignment. Neither party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other party and a written assignment agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.

6.2 Amendments. Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.

6.3 Waiver. If a party fails to enforce any provision of this Agreement, that failure does not waive the provision or the party's right to subsequently enforce it.

6.4 Contract Complete. This Agreement contains all prior negotiations and agreements between the State and the County. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

7. Liability
The County and State will be responsible for their own acts and omissions, to the extent authorized by law. Minnesota Statutes § 3.736 governs the State's liability. Minnesota Statutes, Chapter 466 governs the liability of the County.

8. State Audits
Under Minnesota Statutes § 16C.05, subdivision 5, the County's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the State and the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

The County and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the State under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the County under this Agreement. The civil remedies of Minnesota Statutes § 13.08 apply to the release of the data referred to in this clause by either the County or the State.

10. Governing Law; Jurisdiction; Venue
Minnesota law governs the validity, interpretation and enforcement of this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

11. Termination; Suspension

11.1 By Mutual Agreement. This Agreement may be terminated by mutual agreement of the parties or by the State for insufficient funding as described below.
11.2 *Termination for Insufficient Funding.* The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the County. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the County will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if this Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds.

11.3 *Suspension.* In the event of a total or partial government shutdown, the State may suspend this Agreement and all work, activities, performance and payments authorized through this Agreement. Any work performed during a period of suspension will be considered unauthorized work and will be undertaken at the risk of non-payment.

12. *Force Majeure*

Neither party will be responsible to the other for a failure to perform under this Agreement (or a delay in performance), if such failure or delay is due to a force majeure event. A force majeure event is an event beyond a party's reasonable control, including but not limited to, unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

[The remainder of this page has been intentionally left blank]
STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes § 16A.15 and § 16C.05.

Signed: ________________________________

Date: ________________________________

SWIFT Purchase Order: ________________

PINE COUNTY

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions or ordinances.

By: ________________________________
Title: ________________________________
Date: ________________________________

COMMISSIONER OF ADMINISTRATION

By: ________________________________
(With Delegated Authority)
Date: ________________________________

DEPARTMENT OF TRANSPORTATION

Approved:

By: ________________________________
(District Engineer)
Date: ______/____/____

INCLUDE COPY OF THE RESOLUTION APPROVING THE AGREEMENT AND AUTHORIZING ITS EXECUTION.
PINE COUNTY

RESOLUTION 2019-07

IT IS RESOLVED that Pine County enter into MnDOT Agreement No. 1033194 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State to the County for the use and maintenance of County State Aid Highway (C.S.A.H.) 7, No. 61 and No. 23 as a detour route during the contract construction to be performed upon, along and adjacent to Trunk Highway No. 70 from the south Pine County line to 0.9 miles north of C.S.A.H 7 under State Project No. 5880=194 (T.H. 35=001).

IT IS FURTHER RESOLVED that the Pine County Board Chairman and the Pine County Administrator are authorized to execute the Agreement and any amendments to the Agreement.

________________________________________
Joshua Mohr
County Board Chairman

________________________________________
David J. Minke
County Administrator

CERTIFICATION

I certify that the above Resolution is an accurate copy of the Resolution adopted by the Board of Commissioners of Pine County at an authorized meeting held on the 5th day of February 2019, as shown by the minutes of the meeting in my possession.

________________________________________
(Signature)

________________________________________
(Print Name)

________________________________________
(Title)