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

The Pledge of Allegiance was said.

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

Chair Mohr requested the following revisions to the Agenda:
1. Revision: Move Consent Agenda #4 – Transfer of Missing Heir Assets to Regular Agenda #4A
2. Revision: Move Consent Agenda #8 – 2020–2022 Assessment Contracts to Regular Agenda #4B
3. Revision: Move Consent Agenda #3 – Application for Exempt Permit to Regular Agenda #4C

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

Commissioner Ludwig moved to approve the Minutes of the April 16, 2019 Board Meeting and Summary for publication. Second by Commissioner Mikrot. Motion carried 4-0.

Commissioner Hallan left the meeting room.

Commissioner Mikrot moved to approve the Minutes of the April 23, 2019 Special Meeting-Committee of the Whole (body/squad cameras) for publication. Second by Commissioner Chaffee. Motion carried 4-0.

Commissioner Chaffee moved to approve the Minutes of the April 30, 2019 Special Meeting-Committee of the Whole (DNR) for publication. Second by Commissioner Mikrot Motion carried 4-0.

Minutes of Boards, Reports and Correspondence
- Pine County Chemical Health Coalition Minutes – April 8, 2019
- Pine County HRA Regular Meeting – February 27, 2019
- Pine County Land Surveyor Monthly Report – April 2019
- Senator Rarick letter Recognizing Project RISE – April 2019

Motion by Commissioner Ludwig to acknowledge the Minutes of Boards, Reports and Correspondence. Second by Commissioner Mikrot. Motion carried 4-0.

Commissioner Hallan returned to the meeting.

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

1. **April 2019 Disbursements**

2. **Application for Premises Permit**
   Approve Application for Premises Permit for Pokegama Lake Association to conduct lawful
   gambling at Bear Creek Tavern, 39109 State Hwy. 48, Hinckley, MN (Arlone Township)
   beginning June 1, 2019.

3. **Application for Exempt Permit**
   Moved from Consent Agenda to Regular Agenda #4C.

4. **Transfer of Missing Heir Assets**
   Moved from Consent Agenda to Regular Agenda #4A.

5. **DOC Caseload/Workload Reduction Grant**
   Approve DOC Caseload/Workload Subsidy for fiscal years 2020 and 2021 in the amount of
   $59,481 per fiscal year and authorize Board Chair and County Administrator to sign Grant
   Agreement. There are no county dollars utilized for this program.

6. **DOC REAM Grant**
   Approve DOC REAM (Remote Electronic Alcohol Monitor) grant funds in the amount of $6,500
   for each of the next two fiscal years, and authorize Board Chair and County Administrator to sign
   Grant Agreement. There are no county dollars utilized for this program.

   Approve the Joint Powers Agreement between the State of Minnesota, through its Commissioner
   of Corrections, Department of Corrections, Work Release Unit. The term of the agreement is July
   1, 2019 through June 30, 2020. The State to pay $55 per day, per state offender, not to exceed
   $50,000. Authorize Board Chair and County Administrator to sign the Joint Powers Agreement.

8. **2020-2022 Assessment Contracts**
   Moved from Consent Agenda to Regular Agenda #4B.

9. **Personnel (Promotion)**
   Authorize the promotion of Eligibility Worker Michelle Morgan to Financial Assistance
   Supervisor II, effective May 13, 2019, $31.18 per hour (Grade 14), contingent upon background
   check.

10. **New Hire**
    A. Approve the hiring of Carrie Reeves, social worker, effective May 8, 2019, $23.98 per hour.
       Grade 10, Step 1.
    B. Approve the hiring of five (5) temporary Watercraft Inspectors, effective May 9, 2019 as
       identified below:
       i. Jay Kaelberer, $14 per hour
       ii. Brian Rippey, $14 per hour
       iii. Kelly Saumer, $12 per hour
       iv. Robert Sunstrom, $15 per hour
       v. Kellie Theisen, $13 per hour
C. Approve the hiring of Alena Wallin as an Aquatic Invasive Species (AIS) and Land Use Intern, effective May 9, 2019, $13 per hour.

11. **Training**
   A. Approve Deputy Assessor Troy Stewart, Property Appraiser Karen Stumne, and Senior Property Appraiser Jenny Christensen to attend the Minnesota Association of Assessing Officer’s Summer Seminars, May 22-23, 2019 in St. Cloud, Minnesota. Cost: $200 per person (including meals), county vehicle will be used. Total Cost: $600.
   B. Approve Senior Agent Amber Chase to attend the 2019 Montana Summer Institute, June 25-28, 2019, in Big Sky, Montana. No financial impact to the county as lodging, airfare, registration and meals are covered by the Coalition’s P & I Grant.
   C. Approve County Assessor-Recorder Lorri Houtsma to attend the Minnesota Association of County Officers (MACO) Summer Conference, June 10-11, 2019 in Brainerd, Minnesota. Registration: $100, Meals/Mileage: $220. Total Cost: $320.

**REGULAR AGENDA**

1. **Retirement**
   The board recognized the retirement of Child Support Officer Pam Ward and thanked her for her over 29 years of service to Pine County.

2. **Technology Committee Report**
   Commissioner Hallan provided an overview of the April 23, 2019 Technology Committee meeting.

3. **Facilities Committee Report**
   Commissioner Ludwig provided an overview of the May 1, 2019 Facilities Committee meeting and made the following recommendation:
   A. Approve entering into a Purchase Agreement with the City of Sandstone for the sale of the John Wright Building, including the following terms:
      - **Sale Price:** $125,000
      - **Payment Terms:** $1,000 with the Purchase Agreement, $24,000 at closing, and $10,000/year starting July 1, 2020 and continuing July 1st of each year for a total of five annual payments and a $50,000 balloon payment at the end of the 5th year.
      - **Closing Date:** September 16, 2019 or as otherwise agreed by the parties.
      - **Inspection:** The City has the right to inspect the building to satisfy itself as to the building condition. The inspection shall be completed within 45 days of acceptance of the purchase agreement and the city shall share a copy of any inspection report with the county upon request.
      - **Survey:** The county shall survey and split the lot to the north and east of the building (PID 45.558.7000) and convey the south portion of the lot to the city along with the building.
The county attorney to draft a Purchase Agreement and include such other terms and provisions as necessary and authorize the Board Chair and County Administrator to sign.

**Motion** by Commissioner Ludwig to approve the recommendation of the Facilities Committee. Second by Commissioner Hallan. Motion carried 5-0.

4. **Midwest Medical Examiner’s Office Annual Report**

   Medical Examiner Dr. A. Quinn Strobl presented the 2018 Medical Examiner’s Annual Report.

4A. **Transfer of Assets**

   County Auditor-Treasurer Kelly Schroeder presented information on Minnesota Statutes 524.3-914. The statutes provide that assets of an estate that has not been distributed because the person entitled thereto cannot be found or refuses to accept the asset, would be deposited with the County Treasurer in a restricted fund. Per the Office of the State Auditor and a 1978 Attorney General Opinion, any assets that go unclaimed for 21 years can be moved into an unrestricted fund. Pine County currently has $14,361.22 within the Missing Heirs Account which have been held longer than 21 years.

   **Motion** by Commissioner Hallan to approve the transfer of the $14,361.22 of Missing Heir Assets and designate them as undesignated in the General Fund. Second by Commissioner Chaffee. Motion carried 5-0.

4B. **2020-2022 Assessment Contracts**

   County Auditor-Treasurer Kelly Schroeder presented the background of county assessment agreements with various cities and townships and provided information on Minnesota Statues 273.52-273.55 outlines the county and local assessor systems in Minnesota. The county provides assessor services for some townships and cities through contracts which include a payment for services. Other jurisdictions contract with private assessors. The county assessor’s office is still required to do some work connected with those properties and also appraise the commercial properties. These townships pay $1.50 per non-commercial property.

   The consensus from the county board was to review these charges and ensure they are fully capturing the county’s costs.

   **Motion** by Commissioner Hallan to approve Assessment Agreements with Birch Creek Township, Bruno Township, Chengwataana Township, Clover Township, Crosby Township, Danforth Township, Dell Grove Township, Fleming Township, Kerrick Township, Kettle River Township, Munch Township, Nickerson Township, Ogema Township, Park Township, Pine Lake Township, Pokegama Township, Sturgeon Lake Township, Windemere Township, City of Askov, City of Bruno, City of Denham, City of Finlayson, City of Henriette, City of Hinckley, City of Kerrick, City of Pine City, City of Rutledge, City of Sandstone, City of Sturgeon Lake and City of Willow River.

   Second by Commissioner Chaffee. Motion carried 5-0.

4C. **Application for Exempt Permit**

   Approve the Applications for Exempt Permit for the Minnesota Sokol Camp Association to conduct Minnesota lawful gambling on August 11, 2019 at Minnesota Sokol Camp, 19201 Woodland Acres So., Pine City, MN (Chengwataana Township) AND for the Pine County Thunderin’ Toms Chapter of National Wild Turkey Federation to conduct Minnesota lawful gambling on June 2, 2019 at Wings North, 19379 Homestead Road, Pine City, MN (Pokegama Township).
Commissioner Mohr disclosed that he is the treasurer of the raffle and would abstain from voting.

**Motion** by Commissioner Hallan to approve applications. Second by Commissioner Mikrot, Motion carried 4-0, Mohr abstaining.

5. **Emergency Medical Services Proclamation**  
**Motion** by Commissioner Chaffee to approve of Resolution 2019-23 designating the week of May 19-25, 2019 as Emergency Medical Services Week. Authorize Board Chair and County Administrator to sign. Second by Commissioner Mikrot. Motion carried 5-0.

6. **Special Meeting-Committee of the Whole (Road Tour)**  
**Motion** by Commissioner Ludwig to schedule a Special Meeting-Committee of the Whole (Road Tour) for May 14, 2019, 10:30 a.m. Second by Commissioner Hallan. Motion carried 5-0.

7. **Commissioner Updates**  
- Arrowhead Counties Association  
- Extension Committee  
- Rush Line Task Force  
- Courthouse Security Committee  
- Snake River Watershed Joint Powers Board  
- Snake River Watershed Special Meeting—1W1P  
- Cancelled: Lower St. Croix 1W1P Policy Committee  
- East Central Regional Development Commission  
- Cancelled: NLX  
- HRA meeting  
- Mill Site Redevelopment Committee  
- Soil & Water Conservation District  
- Trends in Underage Drinking Presentation sponsored by the Chemical Health Coalition  
- Central Minnesota Council on Aging  
- Other: Invitation from the Pokegama Lake Association Fresh Water Fair on May 16, 2019

8. **Other**  
None.

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

10. **Adjourn**  
With no further business, Chair Mohr adjourned the meeting at 11:38 a.m. The next regular meeting of the county board is scheduled for Tuesday, May 21, 2019 at 10:00 a.m. at the Pine County History Museum, 6333 H C Andersen Alle, Askov, Minnesota.

Joshua Mohr, Chair  
Board of Commissioners

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