

**MINUTES
OF THE
PINE COUNTY BOARD MEETING
Regular Meeting
Tuesday, February 5, 2019 - 10:00 a.m.
Board Room, Pine County Courthouse
Pine City, Minnesota**

Chair Josh Mohr called the meeting to order at 10:00 a.m. Present were Commissioners Steve Hallan, Steve Chaffee, John Mikrot, Jr., 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 none.

Chair Mohr called for the following revisions to the Agenda:

1. Addition: Consent Agenda Item #7: Central MN Council on Aging Memorandum of Agreement
Consider approval of the Central MN Council on Aging Memorandum of Agreement for administration of the Older American's Act.
2. Addition: Regular Agenda Item #6(Other)
 - A. Pine County Housing and Redevelopment Authority (HRA) Update.
 - B. Schedule a Special Meeting-Committee of the Whole for Tuesday, March 12th at 10:00 a.m. (following the Personnel Committee meeting) in the Board Room, Courthouse, Pine City.
The purpose of the meeting is Auditor/Treasurer Department updates and information on the creation of a wetland bank.
3. Addition: Regular Agenda Item #8: Closed meeting - labor negotiation discussion.

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

Commissioner Chaffee moved to approve the Minutes of the January 22, 2019 county board meeting and Summary for publication. Second by Commissioner Hallan. Motion carried 5-0.

Chair Mohr thanked Commissioner Chaffee for chairing the January 22, 2019 meeting in his absence.

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

Pine County Land Surveyor Monthly Report – January 2019

Zoning Board Minutes – November 29, 2018

Motion by Commissioner Ludwig to acknowledge the Minutes of Boards, Reports and Correspondence. Second by Commissioner Mikrot. Motion carried 5-0.

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

CONSENT AGENDA

1. **January 2019 Disbursements**
Approve the Disbursements Journal Report, January 1, 2019 – January 31, 2019.
2. **Food Service Agreement Amendment**
Approve 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 amendment 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**
Approve the cancellation of 2016 outstanding warrants.
4. **2019 Tax Forfeit Blight Percentage**
Approve the setting aside of ten percent (10%) of the gross tax-forfeited land /repurchase sale proceeds received after administrative costs and special assessments are deducted. The 10% will be used for offsetting the costs associated with the cleanup/demolition of blight tax-forfeited properties. This is the same rate as was set aside in 2018. This percentage must be approved on an annual basis.
5. **Personnel**
 - A. Approve the 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. Approve the promotion, and appointment, of Mindy Sandell as full-time County Veterans Service Officer, effective February 5, 2019, \$28.85 per hour, grade 10.
6. **Training**
Approve 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, no mileage will be incurred. Total cost: \$250.
7. **Central MN Council on Aging Memorandum of Agreement**
Approve the Central MN Council on Aging Memorandum of Agreement for administration of the Older American’s Act. Pine County’s portion of the cash match for the administrative operation is \$2,534. Authorize Board Chair to sign.

REGULAR AGENDA

1. **Lakes & Pines Community Action Council**
Lakes & Pines Community Services Director & Agency Planner Dawn van Hees provided information on the Minnesota Housing Finance Agency’s Family Homeless Prevention and Assistance Program. This program provides assistance to low-income families and youth to prevent homelessness. Commissioner Hallan invited Ms. Van Hees to attend a Health & Human Services Advisory Committee meeting to collaborate on homelessness and other areas of mutual concern.
Motion by Commissioner Hallan to approve Resolution 2019-04 authorizing Lakes and Pines

Community Action Council to be charged with the administration of funds made available through the Minnesota Housing Finance Agency's Family Homeless Prevention and Assistance Program in Pine County. Authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 5-0.

2. Extension Committee Reappointments

Motion by Commissioner Chaffee to reappoint Mary Lange, representing District 3, and David Durham, representing District 5, to the Extension Committee for the term January 1, 2019 through December 31, 2021. Second by Commissioner Hallan. Motion carried 5-0.

3. Easement Over Tax Forfeited Land

Auditor-Treasurer Kelly Schroeder explained Richard Dvorak, adjoining landowner to tax-forfeit parcel 20.0199.000, has requested a road easement for his existing driveway over the tax-forfeited parcel. Schroeder stated there are no reasonable alternatives to obtain access as other areas which adjoin the road are wetlands. Minnesota statutes allows for the county board to convey a road easement across tax-forfeit land.

Motion by Commissioner Ludwig to grant to 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. Second by Commissioner Hallan. Motion carried 5-0.

4. Agency Agreement with MnDOT for Temporary Trunk Highway Detours

County Engineer Mark LeBrun reported to the board, and discussion was held, regarding the road life consumed on CSAH 7, 61 and 23 during temporary trunk highway detours. The payment amount from the state is \$59,473.96.

Motion by Commissioner Hallan to approve 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. Authorize Board Chair and County Administrator to sign. Second by Commissioner Mikrot. Motion carried 5-0.

5. Commissioner Updates

Canvassing Board: Commissioner Chaffee stated no concerns were noted.

NLX: Commissioner Ludwig stated NLX is considering holding quarterly meetings rather than monthly meetings.

Transit Advisory Committee: Commissioner Hallan stated Arrowhead Transit will soon be reaching out to the Hinckley area to provide transportation services. Arrowhead Transit has a new area representative.

Zoning Board: Commissioner Ludwig stated the drafting of the county zoning ordinance is proceeding ahead of schedule.

Snake River Watershed: Chair Mohr stated Jason Weinerman from BWSR was present and provided additional information and options on the One Watershed One Plan. Kris Larson from Pine Soil and Water Conservation District gave a presentation on Pine County's water plan.

Lakes & Pines: Commissioner Hallan stated standard meeting.

Lower St. Croix 1W1P Policy Committee: Commissioner Hallan stated this committee is very informational. Good discussion on various topics; discussion of the science of nutrients that have entered the St. Croix River over periods of time.

Land & Zoning: Commissioner Ludwig stated Joe Kelash is working on an inventory of timber; land auction planning, the 10% appropriation for blight clean up on tax forfeited lands, and creation of a wetland bank was discussed.

Other: None.

6. Other

A. Pine County Housing and Redevelopment Authority (HRA) Update

County Administrator David Minke stated at the January 23, 2019 HRA meeting, the county's desire for the HRA to be more involved in housing activities and the extent of the HRA's desire to be involved was discussed. After county board discussion, Chair Mohr appointed Commissioner Ludwig as liaison, and Commissioner Chaffee as alternate liaison, to the Pine County HRA.

B. A Special Meeting-Committee of the Whole is scheduled for March 12, 2019 at 10:00 a.m. in the Board Room, Courthouse, Pine City. The purpose of the meeting is Auditor/Treasurer Department updates and information on the creation of a wetland bank.

7. Upcoming Meetings

Upcoming meetings were reviewed.

8. Closed meeting

Motion by Commissioner Chaffee to close the meeting in accordance with Minnesota Statutes §13D.03 to consider strategy for labor negotiations, to include development, discussion, and review of labor negotiation proposals. Second by Commissioner Hallan. Motion carried 5-0. The meeting was closed at 11:00 a.m.


Present: Chair Josh Mohr, Commissioners Steve Hallan, Steve Chaffee, John Mikrot, and Matt Ludwig; County Attorney Reese Frederickson; County Administrator David Minke; and Human Resources Manager Jackie Koivisto.

Motion by Commissioner Hallan to open the meeting at 11:27 a.m. Second by Commissioner Ludwig. Motion carried 5-0.

9. Adjourn

With no further business, Chair Mohr adjourned the meeting at 11:28 a.m. The next regular meeting of the county board is scheduled for Tuesday, February 19, 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