

MINUTES OF PINE COUNTY BOARD MEETING

Regular Meeting

Tuesday, December 11, 2012, 10 a.m.

Pine County Boardroom, Pine City, Minnesota

Chairman Chaffee called the meeting to order at 10:04 a.m. Present were Commissioners Steve Hallan, Mitch Pangerl, Curt Rossow and Doug Carlson. Also present were County Attorney John Carlson and County Administrator David Minke.

The Pledge of Allegiance was said.

Chairman Chaffee called for public comment. There was no public comment.

Commissioner Rossow moved to approve the agenda. Commissioner Hallan seconded. Motion carried 5-0.

Commissioner Pangerl moved to approve the minutes of the November 20, 2012 board meeting. Commissioner Rossow seconded. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

1. Pine County Land Surveyor Monthly Report, November, 2012
2. Pine County HRA Senior Housing Meeting Minutes, October 24, 2012

Commissioner Pangerl moved to approve the Consent Agenda. Commissioner Hallan seconded. Commissioner Carlson requested discussion regarding the Ryan Wilson abatement and location of the property. Motion carried 5-0.

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. November 2012 Disbursements (attached).

2. Applications for Abatement

- a. Troy & Gail Downing, 4696 Clover Ln, Braham, PID 29.0288.001, pay 2012
- b. Ryan Wilson, 94394 Frontage Rd E., Moose Lake, PID 33.0121.001, pay 2011 & 2012
- c. Willow River Ranch LLC, 8081 Willow St., Willow River, PID 17.0033.000, pay 2012
- d. David & Joan Granger, 12558 Cross Lake Rd SE, Pine City, PID 26.0522.002, pay 2010-2012
- e. M&M Ventures, LLC, 1120 Holstein Dr. NE, Pine City, PID 42.0044.001, pay 2012

3. Renewal of Tobacco Licenses

Approval of applications (see attached listing) for renewal of tobacco licenses in Pine County under the jurisdiction of the Auditor for the period of January 1 – December 31, 2013. Approvals are subject to approval of County Board, County Sheriff and contingent upon no delinquent taxes.

4. Training Request

Authorize Mark LeBrun, County Engineer, to attend 2013 MN County Engineer's Association Conference, January 22-25, 2013, Brainerd, MN. Registration and lodging cost is \$552.34.

5. Request for Unpaid Leave of Absence

Approve leave without pay for up to 90 days for Roxanne Anderson, Children's Mental Health Social Worker.

REGULAR AGENDA

1. Introduction of New Employees

- County Assessor Kelly Schroeder introduced new appraiser, Lorri Houtsma.
- IT Supervisor Lisa Blowers introduced IT Support Specialist Ryan Findell.

Chairman Chaffee welcomed them to Pine County.

2. Repurchase of Forfeited Land in Full

County Auditor-Treasurer Cathy Clemmer provided information regarding the repurchase of tax forfeited land, Parcel 02.0303.001, to Kenneth Schnapp and the repurchase of tax forfeited land, Parcel 43.0020.005, to Nathan L. Rod and Yancy S. Rod. Auditor-Treasurer Clemmer indicated a joint motion would be acceptable. Administrator Minke corrected the Agenda to reflect the County Board Chair and County Auditor, rather than County Board Chair and County Administrator to sign the Resolutions.

Motion by Commissioner Rossow, seconded by Commissioner Hallan to approve the repurchase of forfeited land in full by Kenneth Schnapp, and Nathan L. Rod and Yancy S. Rod, and authorize the County Board Chair and County Auditor to sign the Resolutions.

3. Reappointment of Pine County Assessor

County Administrator David Minke presented information and explained the statutory requirement of MS §273.061 for the appointment of the county assessor position.

Motion was made by Commissioner Carlson, seconded by Commissioner Chaffee for the reappointment of Kelly Schroeder as Pine County Assessor for the period of January 1, 2013 – December 31, 2016. **Motion carried 5-0.**

4. Condemnation Proceedings on SAP 58-641-15

County Engineer Mark LeBrun presented information, and discussion was held, regarding the condemnation proceedings on SAP 58-641-15, the Carl Johnson property. County Attorney John Carlson explained the legal procedure for condemnation proceedings and indicated completion of the condemnation action at approximately 4 – 6 weeks.

Motion was made by Commissioner Rossow, seconded by Commissioner Carlson to approve the Resolution to begin the condemnation proceedings. A roll call vote was taken: District 1/Hallan – yes; District 2/Pangerl – yes; District 3/Chaffee – yes; District 4/Rossow - yes; District 5/Carlson - yes. **Motion passed 5-0.**

5. Cooperative Agreement with Pine City for SAP 58-608-17

County Engineer Mark LeBrun provided information, and discussion was held, regarding the Cooperative Agreement with the City of Pine City, on a road project scheduled to begin 2014. Bids will be let in the fall of 2013. Engineer LeBrun informed the discussed the Engineer LeBrun explained also that the City of Pine City will share in the engineering costs.

Motion was made by Commissioner Hall, seconded by Commissioner Pangerl to approve the Cooperative Agreement with Pine City for SAP 58-608-17 and authorize the County Board Chair, County Attorney and County Engineer to sign the Cooperative Agreement. **Motion carried 5-0.**

6. Master Partnership Contract with MN DOT

County Engineer Mark LeBrun presented information, and discussion was held regarding the 5-year Master Partnership Contract. The agreement covers services that the county and MNDOT might purchase from each other, such as Pine County use of DOT labs for testing.

Motion was made by Commissioner Rossow, seconded by Commissioner Pangerl to approve the Resolution and Master Partnership Contract with MN DOT and authorize County Administrator to sign the Resolution and County Administrator and County Engineer to sign Master Partnership Contract.

(Commissioner Hallan stepped out of meeting at 10:24 a.m. and was absent from vote). **Motion passed 4-0.**

Commissioner Hallan returned to the meeting at 10:26 a.m.

7. Amendment to Agreement between State of Minnesota, Department of Transportation and Pine County

Sheriff Cole presented information regarding the amendment to the Agreement with the Department of Transportation regarding the installation of a microwave antenna on the tower in Pine City.

Motion was made by Commissioner Rossow, seconded by Commissioner Pangerl to approve the amendment to the existing agreement between Pine County and the Minnesota Department of Transportation and authorize the County Board Chair and County Administrator to sign the Use Agreement Amendment, Agreement #97608, Amendment 3, Pine City Tower. **Motion carried 5-0.**

8. Adoption of the 2013 Property Tax Levy and Budget

County Administrator Minke reviewed the information contained within his Memorandum to the County Board, dated December 11, 2012, regarding the final 2013 budget and levy.

- **Motion** was made by Commissioner Hallan, seconded by Commissioner Pangerl to approve the 2013 Property Tax Levy of \$14,075,000. **Motion carried 5-0.**
- **Motion** was made by Commissioner Rossow, seconded by Commissioner Carlson to approve the 2013 budget with total expenditures of \$38,766,559 distributed by fund and department (as shown on Attachment B of the Memorandum from County Administrator Minke to the Pine County Board of Commissioners dated December 11, 2012). **Motion carried 5-0.**
- **Motion** was made by Commissioner Carlson, seconded by Commissioner Rossow to establish the 2013 elected officials wages, effective January 1, 2013, as follows:
Commission's – no change; County Attorney - \$99,361; County Auditor - \$80,000; County Sheriff - \$81,200
Discussion was held; Commissioner Pangerl requested a roll call vote. District 1/Hallan – yes; District 2/Pangerl – no; District 3/Chaffee – yes; District 4/Rossow – yes; District 5/Carlson – yes.
Motion carried 4-1.
- **Motion** was made by Commissioner Hallan, seconded by Commissioner Rossow to increase the non-union pay scale 1.5% and increase the E82 grade a total of 8 percent, effective January 1, 2013, as show on Attachment C, and to grant non-union employees a 1.5 percent COLA effective January 1, 2013 consistent with the County's compensation policies.
Discussion was held; Commissioner Pangerl requested a roll call vote. District 1/Hallan – yes; District 2/Pangerl – no; District 3/Chaffee – yes; District 4/Rossow – yes; District 5/Carlson – yes.
Motion carried 4-1.

9. Commissioner Updates

Commissioners Hallan, Pangerl and Rossow commented upon the attendance at the AMC Annual conference. They all thought that the networking made with other attendees is a great benefit to Pine County. Comment was made that there is a lot of information in this 2-day conference and that some Commissioners were unable to attend all break-out sessions they wanted to attend; would be beneficial if recordings of the sessions were available for review. Commissioner Rossow

mentioned that he did speak informally to a Commissioner from Chisago County encouraging Chisago County to board their inmates with Pine County for housing.

10. Other

Pine County Auditor-Treasurer Cathy Clemmer informed the Board that the Department of Revenue approved reimbursement to the county, cities, towns and schools for flood expense.

Commissioner Hallan informed the Board of the bid process for the snow removal bids for the 2012-2013 season. Sealed bids are due by 11:00 a.m., December 17, 2012 when they will be opened at the Facility Committee Meeting with a recommendation to the board on December 18, 2012.

11. Upcoming Meetings

Facility Committee Meeting, **Monday, December 17, 2012, 11:00 a.m.**, Administrator's Conference Room, Pine County Courthouse, Pine City, Minnesota

Pine County Health and Human Services Meeting, **Tuesday, December 18, 2012, 10:00 a.m.** Public Health Building Sandstone, Minnesota

Pine County Board Meeting, **Tuesday, December 18, 2012, 1:00 p.m.** Public Health Building, Sandstone, Minnesota

NLX Meeting, **Wednesday, January 23, 2013, 10:00 a.m.**, Boardroom, Pine County Courthouse, Pine City, Minnesota

Pine County Board Organizational Meeting, **Tuesday January 8, 2013 10:00 a.m.** Boardroom, Pine County Courthouse, Pine City, MN

12. Adjourn

With no further business, Chairman Chaffee adjourned the County Board meeting at 10:50 a.m. The next regular County Board Meeting is scheduled for December 18, 2012 at 1:00 p.m. at the Public Health Building, Sandstone, Minnesota.

David J. Minke, Administrator
Clerk to County Board

Steve Chaffee, Chair
Board of County Commissioners