

AGENDA
PINE COUNTY BOARD MEETING

District 1 Commissioner Hallan
District 2 Commissioner Pangerl
District 3 Commissioner Chaffee
District 4 Commissioner Rossow
District 5 Commissioner Ludwig

Tuesday, March 4, 2014 1:00 p.m.
Public Health Building, Sandstone, Minnesota

- A) Call meeting to order
- B) Pledge of Allegiance
- C) Public Forum. Members of the public are invited to speak on items not on the agenda. Each speaker should state his/her name and limit comments to three (3) minutes.
- D) Adopt Agenda
- E) Approve Minutes of February 18, 2014 County Board Meeting and Summary for publication.
- F) Minutes of Boards, Committees and Correspondence
 - Pine County Probation Advisory Committee Minutes – November 26, 2013
 - Pine County Land Surveyor Monthly Report – February, 2014
- 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. February, 2014 Disbursements

Disbursements Journal Report, February 1, 2014 – February 28, 2014.

2. Renewal of Consumption and Display Permit

Consider approval of Renewal of Consumption and Display Permit for Ray and Marge's Resort, subject to approval by the County Board.

3. Full-Time Status/Completion of Probationary Period

Consider approval of full-time status for Office Support Specialist Jessica Steffen, effective March 9, 2014.

4. New Hire

Consider approval of the hiring of a qualified candidate to fill the vacant Office Support Specialist position, authorized by the Board on February 18, 2014. The proposed name, salary and start date for this position will be provided to the Board on or before the March 4, 2014.

5. **Training**

- A. Consider Kelly Schroeder and Jennifer Mansavage to attend the hands-on Marshall & Swift Training at Xerox in Waite Park on March 19, 2014. Marshall & Swift is the valuation method used to value commercial properties. Cost of the course is \$75 per person. Total cost: \$150. Funds are available in the 2014 Assessor budget.
- B. Consider Kelly Schroeder and Troy Stewart to attend the Minnesota Department of Revenue sponsored PACE course, July 28-August 1, 2014, Anoka-Ramsey Community College, Coon Rapids. This course is required to be taken sometime during the current licensing cycle which ends July 1, 2016. Cost of course is \$225 per person. Total cost: \$450. Funds are available in the 2014 Assessor budget.
- C. Consider Karen Stumne and Lorri Houtsma to attend the Minnesota Association of Assessing Officers course Assessment Administration, October 6-9, 2014, in Plymouth. Cost for the course is \$380 per person plus three nights shared hotel room at \$77+tax per night. Total cost: \$991 plus tax. This course is required to obtain the Accredited Minnesota Assessor License level required of all assessors by July 1, 2019. All expenses are within the 2014 Assessor budget.

REGULAR AGENDA

1. **Personnel Committee**

The Personnel Committee met February 11, 2014 and made recommendations to approve revision of the following sections of the Pine County Policies and Procedures:

- b. Section 5: Hours of Work policy.
- c. Section 8: Insurance policy.
- d. Section 3: Recruitment & Selection policy.
- e. Section 2: Definitions policy.

Action on other February 11, 2014 Personnel Committee items was taken at the February 18, 2014 county board meeting.

2. **2014 Solid Waste Hauler Licensure**

Approve 2014 waste hauler licenses and authorize Board Chair to sign licenses. Application fee is \$200 per license.

3. **Flood Buy-Out**

Land Services Director Kelly Schroeder will provide an update as to funding for the flood buy-out.

4. **Commissioner Updates**

AMC Conference
Pine County Law Library
Arrowhead Counties Association
Snake River Watershed Joint Powers Board
East Central Regional Development Commission (ECRDC)
NLX – February meeting cancelled
Riverwood Center
Other

5. **Other**

6. **Upcoming Meetings**

- a. **Transportation Committee Meeting, Tuesday, March 4, 2014, 11:00 a.m.,** Public Health Building, Sandstone, Minnesota.

- b. Special Meeting – LEAN Report Out, Tuesday, March 4, 2014, 12:15 p.m.,** Public Health Building, Sandstone, Minnesota.
- c. Pine County Board Meeting, Tuesday, March 4, 2014, 1:00 p.m.,** Public Health Building, Sandstone, Minnesota.
- d. Facilities Committee Meeting, Wednesday, March 5, 2014, 9:00 a.m.,** Commissioners' Conference Room, Courthouse, Pine City, Minnesota.
- e. Soil & Water Conservation District Meeting, Thursday, March 6, 2014, 4:00 p.m.,** Public Health Building, Sandstone, Minnesota
- f. East Central Solid Waste Commission Meeting, Monday, March 10, 2014, 9:00 a.m.,** 1756 180th, Mora, Minnesota.
- g. East Central Regional Library Board Meeting, Monday, March 10, 2014, 9:30 a.m.,** 244 Birch Street, Cambridge, Minnesota.
- h. Personnel Committee Meeting, Tuesday, March 11, 2014, 9:00 a.m.,** Commissioners' Conference Room, Courthouse, Pine City, Minnesota.
- i. Central MN Jobs and Training Service, Friday, March 14, 2014, 12:15 p.m.,** Workforce Center, 406 E. 7th St., Monticello, Minnesota.
- j. Lakes & Pines CAC Meeting, Monday, March 17, 2014, 10:00 a.m.** 1700 Maple Avenue E, Mora, Minnesota
- k. Technology Committee Meeting, Tuesday, March 18, 2014, 8:30 a.m.,** Commissioners' Conference Room, Courthouse, Pine City, Minnesota.
- l. Pine County Board Meeting, Tuesday, March 18, 2014, 10:00 a.m.,** Boardroom, Pine County Courthouse, Pine City, Minnesota.
- m. Pine County Health and Human Services Meetings, Tuesday, March 18, 2014, 1:00 p.m.,** Boardroom, Pine County Courthouse, Pine City, Minnesota.
- n. Arrowhead Counties Association Legislative Dinner, Wednesday, March 19, 2014 – Twin Cities**
- o. Rush Line Corridor Task Force, Thursday, March 20, 2014, 3:30 p.m.,** White Bear Lake City Hall, White Bear Lake, Minnesota.
- p. Snake River Watershed Joint Powers Board, Monday, March 24, 2014, 9:00 a.m.,** Kanabec County Courthouse, Mora, Minnesota.
- q. Riverwood Center Meeting, Tuesday, March 25, 2014, 4:00 p.m.,** Riverwood Center, Braham, Minnesota.
- r. NLX, Wednesday, March 26, 2014, 10:00 a.m.,** Board Room, Courthouse, Pine City, Minnesota.
- s. NE Regional Radio Board Meeting, Thursday, March 27, 2014, 10:00 a.m.,** Video Conference, Courthouse, Pine City, Minnesota.

7. Adjourn