

**MINUTES OF PINE COUNTY BOARD MEETING**  
*Regular Meeting*

**Tuesday, May 7, 2013, 1:00 p.m.**  
**Public Health Building, Sandstone, Minnesota**

Chair Hallan called the meeting to order at 1:00 p.m. Present were Commissioners Mitch Pangerl, Steve Chaffee, and Curt Rossow. Also present were County Attorney John Carlson and County Administrator David Minke.

The Pledge of Allegiance was said.

Chair Hallan called for public comment. Charlie Rike and Jeanne Larson expressed their support of the Northern Lights Express.

Chair Hallan requested the following revisions to the Regular Agenda:

Remove #2

Add #5A: Addition of two parcels to 2013 Land Auction and authorization to conduct appraisals and miscellaneous preparations.

Add #5B: Resolution to classify tax forfeited land.

Commissioner Pangerl moved to approve the amended agenda. Second by Commissioner Chaffee. Motion carried 4-0.

Commissioner Rossow moved to approve the Minutes of the April 16, 2013 board meeting and Summary for publication. Second by Commissioner Chaffee. Motion carried 4-0.

Commissioner Pangerl moved to approve the Minutes of the April 25, 2013 Special Meeting – Special Election. Second by Commissioner Rossow. Motion carried 4-0.

Minutes of Boards, Committees and Correspondence

East Central Regional Library Board Minutes – March 11, 2013

Pine County HRA Senior Housing Regular Meeting Minutes – February 27, 2013

Pine County HRA Senior Housing Special Meeting Minutes – March 15, 2013

Pine County HRA Senior Housing Regular Meeting Minutes – March 27, 2013

Pine County Land Surveyor Monthly Report – April, 2013

Commissioner Chaffee moved to acknowledge the Minutes of Boards, Committees and Correspondence. Second by Commissioner Rossow. Motion carried 4-0.

Commissioner Chaffee moved to approve the Consent Agenda. Second by Commissioner Pangerl. Motion carried 4-0.

### **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. **April 2013 Disbursements**

Disbursements Journal Report, April 1, 2013 – April 30, 2013.

2. **Resolution for Repurchase of Tax Forfeited Land**

Approve Resolution 2013-18 for Repurchase of Tax Forfeited Land on a 10-year contract, Tad & Tammy Fletcher, PID 29.0374.002 and authorize Board Chair and County Auditor to sign.

3. **Extension Committee**

A. Approve reappointment of Mary Lange (representing District 3) as a committee member to the Pine County Extension Committee for a three-year term, January 1, 2013–December 31, 2015.

B. Approve reappointment of David Durham (representing District 4) as a committee member to the Pine County Extension Committee for a three-year term, January 1, 2013-December 31, 2015.

4. **DOC Caseload/Workload Subsidy**

Approve DOC Caseload/Workload Subsidy for fiscal years 2014 and 2015 for a total amount of \$118,962 and authorize Board Chair and County Administrator to sign Grant Agreement.

5. **DOC REAM Grant**

Approve DOC REAM (Remote Electronic Alcohol Monitor) grant funds in the amount of \$8,100 in fiscal year 2014 and \$8,100 in fiscal year 2015; authorize Board Chair and County Administrator to sign Grant Agreement. There are no county dollars utilized for this program.

6. **Hazard Mitigation Program – Sturgeon Lake Township**

Approve Joint Resolution 2013-17 with Sturgeon Lake Township and authorize Board Chair and County Administrator to sign.

7. **New Hire**

Authorize the hiring of Jaci Orr, HHS Supervisor, effective May 8, 2013, grade C51, step 1, at \$46,196.80 annual salary.

## 8. **Training**

- A. Approve Administrative Assistant Roxanne to attend the 4H Northeast (NE) Regional Conference and FairPlus! Training, April 30 – May 1, 2013, Grand Rapids. No fee for training; hotel cost \$77.00 (1 night).
- B. Approve Deputy County Assessor Troy Stewart and Property Appraiser Jenny Mansavage to attend the Minnesota Association of Assessing Officers summer seminars May 22-23, 2013, St. Cloud. Total cost \$320 (funds available within the Assessor's 2013 budget).
- C. Approve Probation Agents Amber Chase, Jeremie Reinhart and Travis Fisher to attend the MACPO (Minnesota Association of County Probation Officers) training event, May 22-23, 2013, Breezy Point. Registration \$165 per person, Tuesday night accommodations \$53.44 per room, Wednesday/Thursday meal and accommodation package \$146 per person double occupancy. Total cost of \$986.44 plus any applicable taxes and mileage). Funds are available in the 2013 probation budget.

## **REGULAR AGENDA**

### 1. **Facilities Committee.**

Pine County Facilities Committee (Special Meeting) met April 16, 2013. Board action taken at April 16, 2013 board meeting. No additional board action necessary.

### 2. **Central Minnesota Jobs and Training Services, Inc. (CMJTS)**

Removed from Agenda.

### 3. **National Correctional Officers' Week**

The board recognized the correctional officers and employees for their excellent work in the supervision and operations of the jail.

**Motion** by Commissioner Pangerl to approve Resolution 2013-16 recognizing Correctional Officers and Correctional Employees in Pine County and authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 4-0.

### 4. **Equipment Rental Bids**

Discussion was had as to duration of equipment bids and change in rates for equipment rental from last year; Administrator Minke to follow up with information.

**Motion** by Commissioner Pangerl to accept the equipment rental bids as presented. Second by Commissioner Chaffee. Motion carried 4-0.

## **5. Land Purchase**

Forester Greg Beck provided information as to the purchase of a 5-acre parcel from Crystal Hennein, purchase price of \$5,000 together with closing costs. The purchase of this property will improve the access to the 48 acres of county tax-forfeited land managed by Pine County along Dollar Lake Road, increasing the salability and value of the property. The assessor property value is \$5,700. Funds are available in the 2013 land budget.

**Motion** by Commissioner Rossow to purchase a 5-acre parcel from Crystal Hennein for a purchase price of \$5,000 together with closing costs. Second by Commissioner Pangerl. Motion carried 4-0.

### **5A. Addition to Land Auction**

Forester Greg Beck requested the addition of two parcels to the 2013 land auction and for the authorization to conduct appraisals and miscellaneous preparations.

**Motion** by Commissioner Hallan to add Parcel 1: City of Rock Creek (PID 43.0375.000) and Parcel 2: Arna Township (PID 02.0298.001) to the 2013 land auction and to conduct appraisals and preparations. Second by Commissioner Chaffee. Motion carried 4-0.

### **5B. Tax Forfeit Land Sale Tract Classification and Distribution**

Forester Beck provided information as parcel PID 43.0375.000 not having previously been offered for sale and requests to classify as non-conservation. Beck also indicated he would need to obtain approval from the DNR for the sale of said parcel.

**Motion** by Commissioner Chaffee to approve Resolution 2013-20, 2013 Pine County Tax-Forfeited Land Classification (Non Conservation) and Distribution, and authorize Board Chair and County Administrator to sign. Second by Commissioner Rossow. Motion carried 4-0.

## **6. County-Issued Credit Card Policy**

Discussion was held regarding the lack of a written credit card policy. Auditor-Treasurer Cathy Clemmer stated a written policy would (1) ensure internal controls, (2) limit County liability for inappropriate issue, (3) provide a convenient credit method, (4) minimize the number of county-issued credit cards used in the county, and (5) increase productivity, flexibility and efficiency. Cards are not to be used for personal reasons. Any charges incurred must be submitted to Auditor-Treasurer's office with supporting documentation and receipts by pay date.

**Motion** by Commissioner Rossow to approve Resolution 2013-19 Approving Limited Use of County Issued Credit Cards and Policy. Second by Commissioner Chaffee. Motion carried 4-0.

## 7. Committee Vacancy

The following appointments were made to fill Commissioner Carlson's committee vacancies (**bold** represents appointment as of May 7, 2013):

| <u>A. Committee/Boards</u>                         | <u>2013 Representative</u> | <u>2013 Alternate</u> |
|--|----------------------------|-----------------------|
| AMC Committee –<br>Transportation & Infrastructure | <b>Hallan</b>              |                       |
| Central MN Jobs and Training Service               | <b>Hallan*</b>             | <b>Rossow</b>         |
| Fiber-Optic Joint Power Board                      | Hallan                     | <b>Pangerl</b>        |
| NLX  | <b>Chaffee*</b>            | <b>Hallan</b>         |
| Rushline Corridor Task Force                       | <b>Chaffee*</b>            | <b>Hallan</b>         |
| Facilities Committee                               | Pangerl/ <b>Rossow</b>     |                       |
| Government Operations                              | Rossow/ <b>Chaffee</b>     |                       |
| Methamphetamine Task Force                         | Rossow/ <b>Pangerl</b>     |                       |
| Negotiations (Labor Relations Committee)           | Chaffee/ <b>Rossow</b>     |                       |
| Transportation Committee                           | Rossow/ <b>Hallan</b>      |                       |

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\*Previously alternate

## B. Strategic Planning Goal Assignment:

**Goal:** Legislative Affairs

**Assigned to:** Steve Hallan

**Goal:** Economic Development

**Assigned to:** Mitch Pangerl, Steve Hallan

- C. **Motion** by Commissioner Pangerl to appointment Commissioner Rossow as vice-chair of the Pine County Board of Commissioners. Second by Commissioner Chaffee. Motion carried 4-0.

## 8. Economic Development Update

Chair Hallan provided an overview of the economic futures workshop and development meetings held and commented on the economic impact that agriculture has in our county. Discussion was held regarding Pine County's future development and necessary staffing related to economic development and the role Pine County should play. Suggestion was made to schedule a Committee of the Whole meeting to discuss these topics further.

A Committee of the Whole meeting has been scheduled for June 4, 2013 at 10:00 a.m. at the Public Health Building, Sandstone. Commissioner Pangerl requested

that Jordan Zeller - ECRDC and Chisago County MRA-EDA Nancy Hoffman be present.

**9. Commissioner Updates**

None.

**10. Other**

Commissioner Chaffee inquired as to the possibilities of combining related board/committee meetings.

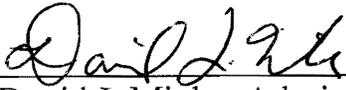
Commissioner Pangerl inquired as to the rescheduling of the facilities committee meeting to either immediately before or immediately after the county board meeting. Chair Hallan had no objection; committee can set the time.

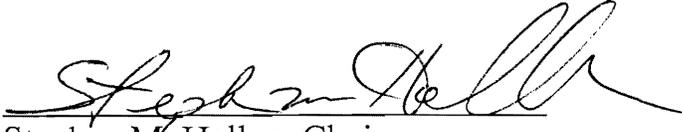
**11. Upcoming Meetings**

- a. **Pine County Board Meeting, Tuesday, May 7, 2013, 1:00 p.m.**, Public Health Building, Sandstone, Minnesota.
- b. **Personnel Committee Meeting, Tuesday, May 14, 2013, 9:00 a.m.**, Commissioner Conference Room, Pine City, Minnesota.
- c. **Technology Committee Meeting, Tuesday, May 21, 2013, 8:30 a.m.**, Commissioner Conference Room, Pine County Courthouse, Pine City, Minnesota.
- d. **Pine County Board Meeting, Tuesday, May 21, 2013 10:00 a.m.**, Boardroom, Pine County Courthouse, Pine City, Minnesota.
- e. **Pine County Health and Human Services Meetings, Tuesday, May 21, 2013, to commence after Pine County Board Meeting**, Boardroom, Pine County Courthouse, Pine City, Minnesota.
- f. **NLX meeting, Wednesday, May 22, 2013, 9:30 a.m.** Boardroom, Pine County Courthouse, Pine City, Minnesota.
- g. **Committee of the Whole – Economic Development, June 4, 2013, 10:00 a.m.**, Public Health Building, Sandstone.

**12. Adjourn**

With no further business, Chair Hallan adjourned the county board meeting at 2:00 p.m. The next regular meeting of the county board is scheduled for May 21, 2013 at 10:00 a.m. at the Boardroom, Pine City, Minnesota.

  
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David J. Minke, Administrator  
Clerk to County Board

  
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Stephen M. Hallan, Chair  
Board of Commissioners