

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

**Tuesday, August 4, 2015, 10:00 a.m.  
Public Health Building, Sandstone, Minnesota**

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

The Pledge of Allegiance was said.

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

Chair Hallan requested the following revisions to the Agenda:

Consent:

Add 5B: Consider approval of the hiring of Public Health Nurse Joanna Kreber, effective August 10, 2015, \$23.01 per hour, C42, step 4, contingent upon a successful background check and merit system eligibility.

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

Commissioner Rossow moved to approve the Minutes of the July 21, 2015 County Board Meeting and Summary for publication. Second by Commissioner Mohr. Motion carried 5-0.

Commissioner Ludwig moved to approve the Minutes of the July 28, 2015 Special Meeting and Committee of the Whole. Second by Commissioner Chaffee. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

Pine County Land Surveyor Monthly Report, July 2015

Commissioner Mohr moved to acknowledge the Minutes of Boards, Committees and Correspondence. Second by Commissioner Rossow. Motion carried 5-0.

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

**CONSENT AGENDA**

**1. July, 2015 Disbursements**

Disbursements Journal Report, July 1, 2015 – July 31, 2015.

**2. Application for Abatement**

Approve Applications for Abatement for:

CF Pine City RE Holdco LLC, 1405 Main St. S, Pine City, PID 42.0003.003, pay 2013

Jay & Lori Schrann, 35225 Parkview Dr., Sturgeon Lake, PID 33.0181.000, pay 2015

Henry & Norma Hoffman, Hoffman's Oak Lake Campground, Kerrick Twp., PID 16.8900.113, pay 2015

**3. Approval of 2015-2016 Liquor Licenses**

Approve September 1, 2015 through August 31, 2016 Liquor License establishments with On, Off and/or Sunday requests: Marathon of Beroun, 18648 Beroun Crossing, Pine City, MN 55063

--Off Sale; West Beroun Liquor, LLC, 18070 Beroun Crossing Road, Pine City, MN 55063--Off Sale; Doc's Sports Bar & Grill, 34427 Majestic Pine Dr., Sturgeon Lake, MN 55783--On Sale, Off Sale and Sunday; Moose Lake Golf Club, 35311 Parkview Drive, Sturgeon Lake, MN 55783--On Sale and Sunday; The Tavern in Duquette, 88159 State Hwy. 23, Kerrick, MN 55756--On Sale, Off Sale and Sunday; Half Way Home Saloon, 60684 State Hwy. 23, Finlayson, MN 55735--On Sale, Off Sale and Sunday.

**4. Application for New Tobacco License**

Approve application for a new establishment tobacco license – Northwoods Collection, LLC DBA: The Smoking Lamp. License period to be August 6, 2015 through December 31, 2015 with renewal to coincide with all county tobacco licenses. Subject to approval of Pine County Sheriff and no delinquent real estate taxes.

**5. New Hire**

- A. Approve the hiring of part-time Deputy Sheriff Michael Shepard, effective July 27, 2015, \$23.31 per hour, C42, step 3.
- B. Approve the hiring of Registered Nurse Joanna Kreber effective August 10, 2015, \$23.01 per hour, C42, step 4, contingent upon a successful background check and merit system eligibility.

**6. Training**

- A. Approve attendance by County Administrator David Minke and Human Resources Manager Matt Christenson to attend the Minnesota Association of County Administrators and Minnesota County Human Resources Management Association Fall Conference 2015, September 9-11, 2015, Ruttger's Bay Lake Lodge, Deerwood, Minnesota. Registration \$100 each; two-nights lodging and meals, double occupancy/\$325.37, plus mileage. Total cost: \$850.74 plus mileage.
- B. Approve attendance by County Administrator David Minke and County Board Commissioner(s) to attend the 2015 Association of Minnesota Counties Fall Policy Committee Meeting, September 17-18, 2015, Breezy Point Resort, Pequot Lakes, Minnesota. Registration: \$125 per attendee; Lodging: AMC Group Rates: \$119 or \$139 + tax per night depending upon room type.
- C. Approve GIS/Environmental Technician Joe Sanders to attend two days, and Land & Resources Manager Caleb Anderson to attend the second day only, of the MCCC Legal Description Workshop. The Legal Description Workshop is held September 21-22, 2015 in St. Paul at the MCCC building. The cost of the workshop is \$100 per day, for a total of \$300.

**REGULAR AGENDA**

**1. 2015 Pine County Tax Forfeit Land Auction**

Commissioner Rossow stated the Land Committee met on July 21, 2015 and reviewed and approved the parcels, appraised values, and sales terms and conditions for the properties to be sold at the September 18, 2015 tax forfeit land auction.

**Motion** by Commissioner Rossow to approve Resolution 2015-27, 2015 Pine County Tax-Forfeit Land Auction Sale Terms and Conditions, and authorize the County Auditor-Treasurer to sign. Second by Commissioner Chaffee. Motion carried 5-0.

**2. Conveyance of Tax-Forfeited Property (City of Sandstone and Willow River)**

Commissioner Rossow stated the Land Committee reviewed and approved two tax-forfeited parcels to be offered for sale to the cities of Sandstone and Willow River.

**Motion** by Commissioner Chaffee to approve Resolution 2015-28, 2015 Tax Forfeit Land Sale/City Conveyances to the City of Sandstone (PID 45.5306.000) and the City of Willow River (PID 47.0008.000), and authorize the Board Chair and County Administrator to sign. Second by Commissioner Ludwig. Motion carried 5-0.

**3. Establishment of Pine County DWI Education Program**

Probation Director Terry Fawcett provided information, and requested support from the board, relating to the implementation of a DWI education program in Pine County. Fawcett stated currently Pine County participants travel to Anoka County to attending meetings. Fawcett stated the cost to be paid by each participant would be \$100 with an estimated 100 participants the first year. Probation staff will facilitate the 4-hour class.

**4. Vulnerable Adult Reporting Presentation**

Adult Services Supervisor Barbara Schmidt stated as of July 1, 2015 the State of Minnesota implemented Minnesota Adult Abuse Reporting Center (MAARC), a centralized system for reporting suspected maltreatment of vulnerable adults. Schmidt provided information as to Health & Human Services' procedures and involvement upon receiving notification of possible vulnerable adult abuse.

**5. Revised Cooperative Agreement for Waste Pesticide Collection**

Land and Resources Manager Caleb Anderson stated since 2013 Pine County has had a contract with the Minnesota Department of Agriculture for the reimbursement of pesticides collected and disposed of through Household Hazardous Waste events. The Minnesota Department of Agriculture has changed reporting requirements reducing the documentations required from the county.

**Motion** by Commissioner Ludwig to approve the revised Cooperative Agreement for Waste Pesticide Collection and authorize Board Chair and County Administrator to sign. Second by Commissioner Rossow. Motion carried 5-0.

**6. Establishment of Steering Committee – Comprehensive Plan Update**

At the July 28, 2015 Committee of the Whole meeting, discussion was held regarding the appointment of two county commissioners, two/three Planning Commission members, and approximately five members of the public to the Comprehensive Plan Steering Committee. County and Planning Commissioners will receive a per diem for attending the meetings and discussion was held as to receipt by citizen members of a per diem. Chair Hallan appointed Commissioner Ludwig and himself to the Comprehensive Plan Steering Committee.

**Motion** by Commissioner Mohr to approve a \$50 per diem to the citizen members of the Comprehensive Plan Steering Committee. Second by Commissioner Rossow. Motion carried 5-0.

**7. Commissioner Updates**

Northeast Regional Radio Board: Chair Hallan attended the Radio Board meeting in Grand Rapids. Discussion was held regarding the new generation of radios/consols in dispatch, and discussion of a different records management system.

Snake River Watershed: Commissioner Mohr stated a coordinator was hired for education outreach through the Watershed. This position is grant funded.

Law Library: Commissioner Mohr stated the Law Library is creating material for the Sheriff's Office to hand out to the public stating what public legal services are available.

Central Regional EMS Committee: Commissioner Ludwig stated this was a standard meeting. Discussion was held regarding writing a strategic plan.

GPS 45:93 – None.

Other: Chair Hallan stated Pine County's Fair went well. Hallan acknowledged 4-H Coordinator Lorelei Finley for her excellent work with the 4-H program. National Night Out was held in various cities throughout the county.

**8. Upcoming meetings were reviewed.**

With no further business, Chair Hallan adjourned the county board meeting at 11:05 a.m. The next regular meeting of the county board is scheduled for August 18, 2015 at 10:00 a.m. at the Board Room, Pine County Courthouse, Pine City, Minnesota.

  
Stephen M. Hallan, Chair  
Board of Commissioners

  
David J. Minke, Administrator  
Clerk to County Board

Kelly Schroeder, Acting County Administrator