

**MINUTES
OF THE
PINE COUNTY BOARD MEETING**

Regular Meeting

Tuesday, September 20, 2016 - 10:00 a.m.

Board Room, Pine County Courthouse, Pine City, Minnesota

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

The Pledge of Allegiance was said.

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

Chair Rossow recognized the retirement of Henry Fischer, local media reporter, who has covered the county board and governmental meetings.

Chair Rossow requested the following revisions to the Agenda:

1. Remove from Regular Agenda 4Ciii: Personnel Committee-Reclassification of HHS Fiscal Officer. This will be brought before the board after a Memorandum of Agreement is reached between the Union and County.
2. Additional Information – Budget/Property Tax Levy
3. Additional Information – Partial County Ditch Abandonment
4. Additional information – Upcoming Meetings

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

Commissioner Mohr moved to approve Minutes of September 6, 2016 County Board Meeting and Summary for publication. Second by Commissioner Hallan. Motion carried 5-0.

Commissioner Chaffee moved to approve Minutes of September 14, 2016 Special Meeting-Committee of the Whole (Budget). Second by Commissioner Ludwig. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

Pine County HRA Senior Housing Board of Directors Minutes – Regular Meeting – July 27, 2016

East Central Regional Library Minutes – August 8, 2016

Pine County Chemical Health Coalition Meeting Minutes – September 12, 2016

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

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

CONSENT AGENDA

1. Approve August, 2016 Cash Balance

Fund	August 31, 2015	August 31, 2016	Increase(Decrease)
General Fund	3,828,494	4,431,186	602,692
Health and Human Services Fund	544,062	907,467	363,406
Road and Bridge Fund	2,910,941	4,634,119	1,723,178
Land Management Fund	1,727,380	1,749,333	21,953
TOTAL (inc non-major funds)	10,399,531	13,533,825	3,134,294

2. Application for Exempt Permit

Approve Application for Exempt Permit for the Quad River Chapter of the MN Deer Hunters Association to conduct Minnesota lawful gambling on October 15, 2016 at Doc's Sports Bar and Grill, 34427 Majestic Pine Drive, Sturgeon Lake, MN (Windemere Twp).

3. Donation

- A. Accept \$1,000 donation from the First Light Health System to the K-9 program on behalf of the Race for the K-9 participants.
- B. Accept \$350 donation from the Hinckley Chamber of Commerce, and a \$300 donation, to the Pine County Sheriff's Reserve Fund for volunteering during the Corn and Clover and Sandstone Quarry Days.

4. Personnel (Full-Time Status/Completion of Probationary Period)

Approve full-time status for HHS Case Aide Lisa Stoffel, effective September 5, 2016.

5. Training

- A. Approve Social Worker Bonnie Rediske and Youth Alcohol Prevention Coordinator Lynette Forbes-Cardey to attend the Program Sharing Conference in St. Cloud from October 20-21, 2016. Total Registration: \$180, Travel: approx. \$600. Total cost: \$780. All costs will be reimbursed by the Minnesota Department of Human Services via the Planning and Implementation Grant.
- B. Approve Bev Olson, Colleen Nelson, Judith Tengwall, Sandy Larson and Piper Sauter to attend the MN Financial Worker and Case Aide Conference (MFWCAA) in Alexandria from October 12-14, 2016. Total Registration: \$1,190, Travel: county car, Lodging: \$1,102. Total cost: \$2,292.

REGULAR AGENDA

1. Facilities Committee

Commissioner Ludwig provided an overview of the September 7, 2016 Facilities Committee meeting. Ludwig stated it was the consensus of the County to continue to own the Pine Government Center building and work with the city towards a long-term lease. Commissioner Mohr commented that the county occupies two floors of the building and would like the city to stay as a tenant, stating the county is looking at investing in capital improvements to the building. Commissioner Ludwig also reviewed the terms of the amended lease with the City of Pine City for rental of space at the Pine Government Center to reduce the rental cost to \$50,000 for years 2018 and 2019. This results in a \$5,000 reduction for 2018 and \$10,000 reduction for 2019.

Motion by Commissioner Ludwig to continue to own the Pine Government Center building. Second by Commissioner Hallan. Motion carried 5-0.

Motion by Commissioner Ludwig to approve the Amendment to the Pine County Courthouse Building Lease. Second by Commissioner Mohr. Motion carried 5-0.

2. **Transportation Committee**

County Engineer Mark LeBrun provided an overview of the September 8, 2016 Transportation Committee meeting. LeBrun began the review of the 2017-2021 Highway Improvement Plan.

At 10:15 a.m. Chair Rossow recessed the Transportation Committee report and county board meeting to open the Ditch Authority public hearing.

3. **Public Hearing – Partial Ditch Abandonment of County Ditch #7**

County Auditor-Treasurer Cathy Clemmer stated a petition was received from Harley Investment Company requesting a partial abandonment of a portion of County Ditch #7. County Engineer/Ditch Inspector Mark LeBrun explained the process for a partial abandonment of a county ditch.

Chair Rossow opened the public hearing at 10:30 a.m. for public comment.

Property owners Bob Kluk, Mark Secrest, Kevin Hofstad, and Dan Blake provided comment as to the effect the partial abandonment would have on their respective properties. Pokegama Township Supervisor Henry Fischer inquired as to the reason for the requested partial abandonment. Kevin Pylka from Polymet Mining stated the request is to restore the property as a wetlands site for wetland credits.

There being no additional public comment, the public hearing was closed at 11:10 a.m. The board directed the ditch inspector to physically inspect the ditch and report back to the board with his results and recommendations. In order to provide adequate time for collection of the necessary information, it was the recommendation that today's public hearing be recessed and reconvene at the October 18, 2016 county board meeting at 10:00 a.m. or as soon thereafter as possible. This would also allow the record to remain open until that date for written comments from the public.

Motion by Commissioner Mohr to recess the Ditch Authority meeting and continue the public hearing to October 18, 2016 at 10:00 a.m. or as soon thereafter as possible at the Pine County Courthouse, Pine City. Second by Commissioner Hallan. Motion carried 5-0.

At 11:10 a.m. the Ditch Authority meeting was recessed and at 11:14 a.m. the regular county board meeting reconvened.

Transportation Committee report continued:

County Engineer Mark LeBrun continued with the review of the 2017-2021 Highway Improvement Plan. LeBrun stated the Road Transfer Policy which was reviewed at the Transportation Committee meeting would be brought before the county board before the end of the year for consideration.

Motion by Commissioner Ludwig to approve the 2017-2021 Highway Improvement Plan. Second by Commissioner Mohr. Motion carried 5-0.

4. **Personnel Committee**

Commissioner Chaffee provided an overview of the September 13, 2016 Personnel Committee and made the following recommendations:

a. Land Services

Acknowledge the resignation of temporary part-time Watercraft Inspector Easton Foss, effective August 22, 2016.

b. Probation and Health & Human Services

Approve addition to Pine County Policy 12.11 Travel and Expense Voucher Company-Owned Vehicle Usage as proposed by HHS Director Becky Foss and Probation Director Terry Fawcett.

Probation Director Terry Fawcett explained the request to remove signage on certain county vehicles as a public safety concern for county employees and to address the privacy concerns for clients.

c. Health & Human Services

- i. Acknowledge the resignation of full-time Social Worker Chandra Clark effective August 26, 2016 and approve backfill.
- ii. Acknowledge the resignation of full-time Case Aide Susan Breska effective September 9, 2016.

d. PCSO

- i. Acknowledge the termination of part-time Deputy Sheriff Brad Peters during his probationary period, effective August 25, 2016, and approve backfill of the position.
- ii. Acknowledge the resignation of full-time Deputy Sheriff Zachary Motyl, effective September 17, 2016, and approve backfill of the position.

e. Administration

Approve addition of Policy 29 – Policy for Donation of Surplus Equipment to a Nonprofit Organization to the Pine County Policies and Procedures Handbook.

Administrator Minke stated as of August 1, 2016 the law changed to allow for donation of county surplus equipment to nonprofit organizations.

Motion by Commissioner Chaffee to approve the recommendations of the Personnel Committee. Second by Commissioner Ludwig. Motion carried 5-0.

5. Association of Minnesota Counties (AMC)

Association of Minnesota Counties Executive Director Julie Ring reviewed the services available to the county by AMC, and provided information on the new committees available for commissioner involvement.

6. Flood Property Tax Relief Reimbursement

Land Services Director Kelly Schroeder stated Minnesota statute provides for property tax abatements to affected property owners of nature disasters when criteria is met. Due to the flood event of July 11, 2016 and days following, Schroeder is requesting approval of Resolution 2016-55 to allow property tax abatements and credits granted to flood affected property owners.

Motion by Commissioner Chaffee to approve Resolution 2016-55 requesting reimbursement of property tax relief provided under Sections 273.1231-273.1235. Second by Commissioner Hallan. Motion carried 5-0.

7. Access Acquisition – Munch Township

Auditor-Treasurer Cathy Clemmer stated approximately 1,120 acres of Pine County Memorial Forest lands exist with no public access. The Land Advisory Committee has recommended obtaining a permanent non-exclusive easement for roadway purposes for access and to establish a public parking area.

Motion by Commissioner Chaffee to move forward with the process to establish a permanent non-exclusive easement for roadway purposes and establishing a public parking area for Memorial Forest lands in Munch Township. Second by Commissioner Ludwig. Motion carried 5-0.

8. **Legislative Request to Sell Tax-Forfeit Lands With Public Waters**

Auditor-Treasurer Cathy Clemmer provided information on tax forfeited parcels with public waters (150 feet or more) for sale, requests to classify the lands as non-conservation, obtain approval from the DNR and townships for the sale, and request legislation to sell said properties.

Motion by Commissioner Chaffee to approve Resolution 2016-58, Sale of Tax Forfeited Lands with Public Waters: Classification as Non-Conservation, Request Township and DNR Review, and Request Legislation for the Sale Thereof and authorize Board Chair and County Administrator to sign. Second by Commissioner Hallan. Motion carried 5-0.

9. **Withdrawal of 2016 Land Auction Parcel #30**

Auditor-Treasurer Cathy Clemmer requested the removal of tract #30 from the 2016 land auction sale was necessary and requested the Minnesota Pollution Control Agency review the property prior to offering the parcel for sale at public auction.

Motion by Commissioner Ludwig to approve Resolution 2016-59 for the withdrawal of 2016 Land Auction Parcel #30 (PID 46.0035.000) and request review by MPCA and authorize Board Chair and County Administrator to sign.

10. **Pine County Tax Forfeited Lands Gravel Lease Policy**

Auditor-Treasurer Cathy Clemmer stated occasionally the highway department or other municipalities request gravel from pits located on tax forfeited lands. Clemmer requested a gravel policy be adopted to clarify the process.

Motion by Commissioner Hallan to approve the Pine County Tax Forfeited Land Gravel Lease and authorize Board Chair and Administrator to sign. Second by Commissioner Mohr. Motion carried 5-0.

11. **2015 Financial Statement**

County Auditor-Treasurer Cathy Clemmer stated the 2015 audit was complete and requested authority for publication of the financial statement.

Motion by Commissioner Mohr to accept and authorize publication of the 2015 Pine County Financial Statement. Seconded by Commissioner Chaffee. Motion carried 5-0.

12. **Finalize Preliminary Budget and Property Tax Levy**

Discussion was held on the 2017 budget and property tax levy.

Motion by Commissioner Hallan to set the 2017 preliminary levy at \$16,979,081. Second by Commissioner Mohr. Motion carried 5-0.

13. **Commissioner Updates**

Central Minnesota Jobs and Trainings: Commissioner Hallan stated CMJTS received a \$630,000 grant from Walmart for retail training in Central Minnesota.

East Central Solid Waste Commission: Commissioner Hallan stated staffing concerns were discussed.

East Central Regional Library: Commissioner Mohr attended the meeting. Commissioner Mohr stated the budget, and installation of security cameras, was discussed.

Pine County Chemical Health Coalition: Commissioner Ludwig stated the meeting was well attended; grant money is available for Hinckley and East Central Schools; and the mission statement was changed.

Extension Committee: Commissioner Mohr stated Commissioner Chaffee and he attended the joint Extension Committee with Carlton at the Cloquet Forestry Center.

AMC Policy Committee: Commissioner Hallan stated interesting meeting. Discussion held with regard to many topics including Indian Affairs and mental health and the county's responsibilities. Administrator Minke stated many other important topics were discussed.

Soil & Water Conservation District: Commissioner Ludwig stated forestry is busy, update on buffers and mapping were discussed. October 4th BWSR will be presenting to the county board regarding the county's responsibility for the mapping of buffers.

Kanabec-Pine Community Health Board: Commissioner Hallan stated division of assets was discussed.

Pine County Public Health Planning Committee: Commissioner Hallan stated the committee is moving forward on staffing.

Lakes & Pines: Commissioner Rossow stated Lakes & Pines submitted a \$150,000 grant for MN Department of Housing for supporting adults with mental health issues, a \$15,500 grant was approved to assist in filing of income taxes, and an energy assistance grant contract was approved.

14. **Other**

None.

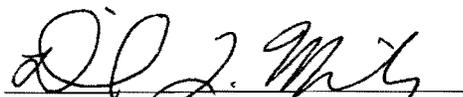
15. Upcoming meetings were reviewed.

16. **Adjourn**

With no further business, Chair Rossow adjourned the meeting at 12:17 p.m. The next regular meeting of the county board is scheduled for October 4, 2016 at 10:00 a.m. at the Pine County History Museum, 6333 H C Andersen Alle, Askov, Minnesota.



Curtis H. Rossow, Chair
Board of Commissioners



David J. Minke, Administrator
Clerk to County Board of Commissioners