



**AGENDA**

***PINE COUNTY BOARD REGULAR MEETING***

- |            |                      |
|------------|----------------------|
| District 1 | Commissioner Hallan  |
| District 2 | Commissioner Mohr    |
| District 3 | Commissioner Chaffee |
| District 4 | Commissioner Mikrot  |
| District 5 | Commissioner Ludwig  |

**Tuesday, February 20, 2018, 10:00 a.m.**  
**Pine County History Museum**  
**6333 H C Andersen Alle, Askov, Minnesota**

**Notice of Participation via Interactive TV**

**Pine County Commissioner Steve Hallan will be attending the Pine County Board of Commissioners Meeting on Tuesday, February 20, 2018 at 10:00 a.m. via Interactive TV, pursuant to Minnesota Statute 13D.02 and MN Department of Administration Advisory Opinions 08-034 and 13-009. Commissioner Hallan will be seen and heard at the meeting via electronic means and will participate from Clear Creek RV Park, Whiting Field, Naval Air Station, 7180 Langley Street, Building 1417, Milton, Florida, a location open and accessible to the public.**

- A) Call meeting to order
- B) Pledge of Allegiance
- C) Public Forum. Members of the public are invited to speak. After being recognized by the Chair, each speaker should state his/her name and limit comments to three (3) minutes.
- D) Adopt Agenda
- E) Approve Minutes of February 6, 2018 county board meeting and Summary for publication.
- F) Minutes of Boards, Reports and Correspondence  
None.
- 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. Review January, 2018 Cash Balance (attached)**

<b>Fund</b>	<b>January 31, 2017</b>	<b>January 31, 2018</b>	<b>Increase(Decrease)</b>
General Fund	4,042,127	4,315,665	273,538
Health and Human Services Fund	588,557	831,905	243,347

Road and Bridge Fund	(636,171)	570,320	1,206,492
Land Management Fund	2,156,298	2,174,250	17,952
TOTAL (inc non-major funds)	\$6,477,625	\$8,829,522	2,351,897

2. **Application for Abatement**

Consider approval of application for abatement for Jason Smedstad, 11601 120<sup>th</sup> St., Milaca, PID 30.8900.120, pay 2017.

3. **2017 Gas Tax Distribution to Townships**

Consider approval of 2017 gas tax distribution to townships.

4. **Reclassification of Tax Forfeit Land to Conservation**

Consider approval of Resolution 2018-07 for reclassification of tax-forfeited land to conservation status, Ogema Township, PID 23.0221.000. It is necessary for the conservation status to allow for the property to be conveyed to the DNR Fisheries. Authorize Board Chair and County Auditor to sign.

5. **2018 Forfeit Land Auction**

The Pine County Tax-Forfeit Land Advisory Committee met January 25, 2018 and made the following recommendations:

A. **Forfeit Land Auction**

Consider approval of the attached list of lands to be offered for sale in 2018, authorize appraisals, re-appraisals and miscellaneous land sale preparation; set date for public land auction for September 21, 2018.

B. **Withdrawal of All Previous Land Sale Parcels**

Consider approval of Resolution 2018-08 and authorize Board Chair and County Auditor to sign. This will allow Pine County to withdraw all unsold parcels of land from 2017 (effective July 13, 2018) and re-appraise and re-offer them in 2018.

C. **Homestead Repurchase Deadline**

Consider approval of Resolution 2018-09 and authorize Board Chair and County Auditor to sign. The resolution establishes the official finalization of the tracts of land to be offered at the 2018 Tax-forfeit Land Auction to be August 7, 2018 (45 days before the actual auction date of September 21, 2018). Thereafter, no written application for repurchase or contract reinstatement will be considered for those lands to be offered at auction.

D. **Tax Forfeit Land Sale Tract Classification (Non Conservation) and Distribution**

Consider approval of Resolution 2018-10 and authorize Board Chair and County Auditor to sign. This will classify the attached list of lands as non-conservation lands and allow the distribution of lands to local governments and DNR for review and approval for the sale.

6. **MPCA Contract Extension**

Acknowledge amendment to SWIFT Contract No. 122741 to extend the end date to January 31, 2019. The extension of this contract with the Minnesota Pollution Control Agency will provide a properly licensed professional to provide an intermediate or advanced septic inspector to inspect septic systems over a capacity of 2,500 gallons or that have a pre-treatment device. Up to \$1,000 will be reimbursed for services of an advanced septic inspector as needed covering 75% of the cost of service. The other 25% will be added to the permit fee of the property owner.

7. **Agreement for Prosecution Services – City of Sandstone**

Consider approval of the Agreement for Prosecution Services between the City of Sandstone and Pine County for a two year term--January 1, 2018 – December 31, 2019. Authorize Board Chair and County Auditor to sign.

8. **Extension Committee Reappointments**

Consider the reappointment of Linda Defenbaugh, representing District 1, and Donna Zastera, representing District 2, to the Extension Committee for a three-year term, January 1, 2018 – December 31, 2020.

9. **New Hire**

Consider approval of the hiring of Patrick Meacham as a Social Services Supervisor, effective March 19, 2018, grade 15, \$33.00 per hour.

10. **Training**

- A. Consider approval for Nurse Jessica Fehlen to attend the Early Detection and Hearing Intervention Birth Defects Annual Conference, March 29-30, 2018, in Minneapolis. The conference (lodging and meals) will be covered by the Minnesota Department of Health. A county car will be used for travel.
- B. Consider approval for Child Support Supervisor Jodi Blesener and Child Support Enforcement Aide Trysten Williamson to attend the National Tribal Child Support Association Annual Conference, June 10-13, 2018, in Prior Lake. Registration \$400/person; lodging: \$327/person; meals: \$40/person. A county car will be used. The cost is approximately \$1,534, however child support activities are reimbursed at 66%. Total cost to the county is approximately \$521. Funds are available in the 2018 HHS budget.
- C. Consider approval for Fraud Investigator Kari Rybak to attend the 31<sup>st</sup> Annual Fraud Investigators Spring Conference, May 16-18, 2018, in Nisswa. Registration: \$125; accommodation and meals: \$282. Total cost: \$407. Funds are available in the 2018 HHS budget.
- D. Consider approval for Senior Agent Amber Chase and Corrections Agent Michelle Sellner to attend the Probation Officer Survival-Navigating the Challenges of the Job training, May 10, 2018 in Rochester. No cost for the training; lodging \$156. Funds are available in the 2018 Probation budget.
- E. Consider approval for Corrections Agent Christopher Stolan to attend Motivational Interviewing, April 17-18, 2018, and Agent Safety training, June 12, 2018, offered by the Department of Corrections, at Camp Ripley. Lodging: \$30 (April only); meals: \$76.50; mileage \$88.07 (April only, June/county car will be used). Total cost: \$165. Funds are available in the 2018 Probation budget.
- F. Consider County Assessor Kelly Schroeder to attend the Professional Assessment Certificate and Education 1 (PACE) course, July 23-24, 2018 training, and Deputy County Assessor Troy Stewart, to attend the PACE 1 August 20-21, 2018 course, both in Waite Park. The cost of the workshop is \$125. A county vehicle will be used for transportation. Lunch will be purchased each day not to exceed \$12. Total cost: \$298. Funds are available in the 2018 Assessor's budget.

**REGULAR AGENDA**

1. **Employee Introduction**

Introduction of Lynn Thieman, Office Support Specialist for Veterans and Health & Human Services.

2. **Facilities Committee Report**

The Facilities Committee met February 7, 2018 and made the following recommendations: (Minutes attached).

- A. Approve the name of the Sandstone government building as the North Pine Government Center (NPGC) and the current Pine Government Center (PGC) as the South Pine Government Center (SPGC).

Architect Richard Fischer and Project Manager Troy Haug will be present to give an update on the North Pine Government Center.

Other items are informational only.

3. **Personnel Committee Report**

The Personnel Committee met February 13, 2018. (Minutes attached). The Personnel Committee made the following recommendations:

Sheriff's Office

- A. Acknowledge the resignation of part-time dispatcher Jay Oetterer, effective January 27, 2018 and approve backfill of this position.
- B. Acknowledge the resignation of full-time deputy sheriff Coral Haselbauer, effective March 8, 2018 and approve backfill of this position and any vacant position caused by an internal promotion.
- C. Approve the transfer of part-time deputy sheriff Boston Gilderman to the full-time position created by the resignation of deputy sheriff Coral Haselbauer. Authorize the backfill of the part-time position.
- D. Authorize the hiring of one part-time court security officer, grade 6, \$18.46 per hour, approximately 16 hours per week.

Administration

- A. Approve the updated Pine County Purchasing Policy with the revision recommended by County Attorney Frederickson.
- B. Approve the changes to the following job classifications:
  - i. Deputy recorder will have additional points added for human relations skills and independence of action and will remain a grade 7.
  - ii. Appraiser will have additional points added for physical demands and become a grade 8.
  - iii. Senior appraiser will have points added for physical demands and will remain a grade 9.
- C. Approve the Auditor-Treasurer (Appointed) job description as presented, with the inclusion of the risk management oversight revision.

Other items are informational only.

4. **Cooperative Agreement with Metropolitan Counties For Transportation Services**

Consider approval to enter into a Cooperative Agreement with Metropolitan Counties for transportation services for non-emergency medical transportation (NEMT) for participants who are eligible for medical assistance services. The estimated cost to the county, after reimbursement from the state, is approximately \$20,000 for 12 months. Authorize Board Chair and County Administrator to sign.

5. **Letter of Support – Arrowhead Economic Opportunity Agency**

Consider authorizing Health & Human Services to submit a letter of support on behalf of Arrowhead Economic Opportunity Agency's (AEOA) application to become a regional transportation coordinating council. No financial commitment is required at this time.

6. **Lower St. Croix Memorandum of Agreement**

- A. Consider approval of the Lower St. Croix Watershed Memorandum of Agreement. Authorize Board Chair and County Administrator to sign.
- B. Upon approval of the Memorandum of Agreement, the board should appoint a commissioner to the Policy Committee and Caleb Anderson, Land and Resources Manager, as the technical representative.

7. **Commissioner Updates**

International Economic Development Conference  
Housing meeting with CEDA

East Central Solid Waste Commission  
East Central Regional Library  
Pine City Mill Site Redevelopment Committee  
Northeast Minnesota Area Transportation Partnership  
Arrowhead Counties Association  
Extension  
Other

8. **Other**

9. **Upcoming Meetings (Subject to Change)**

- a. **Pine County Board Meeting, Tuesday, February 20, 2018, 10:00 a.m.**, Pine County History Museum, 6333 H C Anderson Alle, Askov, Minnesota.
- b. **Pine County Zoning Board, Thursday, February 22, 2018, 5:30 p.m.**, Board Room, Courthouse, Pine City, Minnesota.
- c. **State Community Health Services Advisory Committee (quarterly meeting), Friday, February 23, 2018, 10:00 a.m.**, Amherst Wilder Foundation, 451 Lexington Parkway North, St. Paul, Minnesota.
- d. **Investiture Ceremony for Patrick W. Flanagan, newly appointed district court judge, Friday, February 23, 2018, 3:00 p.m.** for investiture, reception at Wings North following.
- e. **Snake River Watershed Board, Monday, February 26, 2018, 9:00 a.m.**, Kanabec County Courthouse, 18 North Vine, Rooms 3 & 4, Mora, Minnesota.
- f. **East Central Regional Development Commission, Monday, February 26, 2018, 7:00 p.m.**, 100 Park St. So., Mora, Minnesota
- g. **Technology Committee, Tuesday, February 27, 2018, 9:00 a.m.**, Commissioners' Conference Room, Courthouse, Pine City, Minnesota.
- h. **Health & Human Services Advisory Committee, Tuesday, February 27, 2018, 10:00 a.m.**, Commissioners' Conference Room, Courthouse, Pine City, Minnesota.
- i. **Initial Audit Conference, Tuesday, February 27, 2018, 1:00 p.m.**, Administrator's Conference Room, Courthouse, Pine City, Minnesota.
- j. **AMC Legislative Conference, Wednesday, February 28-March 1, 2018**, InterContinental Hotel, St. Paul, Minnesota.
- k. **NLX, Wednesday, February 28, 2018, 10:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota.
- l. **Law Library Meeting, Thursday, March 1, 2018**, Law Library, Courthouse, Pine City, Minnesota.
- m. **Pine County Board Meeting, Tuesday, March 6, 2018, 10:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota.

10. **Adjourn**