

**MINUTES
OF THE
PINE COUNTY BOARD MEETING
Regular Meeting
Tuesday, February 20, 2018 - 10:00 a.m.
6333 H C Andersen Alle, Askov, Minnesota**

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

At 10:14 a.m. Pine County Commissioner Steve Hallan joined the meeting via Interactive TV, pursuant to Minnesota Statute 13D.02 and MN Department of Administration Advisory Opinions 08-034 and 13-009. Commissioner Hallan was seen and heard at the meeting via electronic means and participated 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.

The Pledge of Allegiance was said.

Vice Chair Chaffee called for public comment. There was no public comment.

Vice Chair Chaffee requested the following revisions to the Agenda:

1. Addition: Consent Agenda Item #11 - Donation
Consider acceptance of a \$50 donation from Mary Monson and designate to the Pine County Sheriff's Office K-9 program.
2. Addition: Consent Agenda Item #12 – 2017 Technology Equipment Fund Budget
For audit purposes, acknowledge \$64,810.21 over-expenditure in the Technology Equipment Fund at year end 2017.

Commissioner Ludwig moved to approve the amended Agenda. Second by Commissioner Mikrot. Motion carried 4-0.

Commissioner Mohr moved to approve the Minutes of the February 6, 2018 Board Meeting and Summary for publication, with correction, of the Special Meeting-Committee of the Whole scheduled on Friday, March 16, 2018. Second by Commissioner Ludwig. Motion carried 4-0.

Minutes of Boards, Reports and Correspondence
None.

Commissioner Mohr moved to approve the amended Consent Agenda. Second by Commissioner Mikrot. Motion carried 4-0.

CONSENT AGENDA

1. Review January, 2018 Cash Balance

Fund	January 31, 2017	January 31, 2018	Increase(Decrease)
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**

Approve the application for abatement for Jason Smedstad, 11601 120th St., Milaca, PID 30.8900.120, pay 2017.

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

Approve the 2017 gas tax distribution to townships.

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

Approve 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**

Approve the recommendations of the Pine County Tax-Forfeit Land Advisory Committee which met January 25, 2018:

A. **Forfeit Land Auction**

Approve the 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**

Approve 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**

Approve 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**

Approve Resolution 2018-10 and authorize Board Chair and County Auditor to sign. This will classify 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**

Approve 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**

Approve 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. **Personnel (New Hire/Promotion)**

- A. Approve the hiring of Patrick Meacham as a social services supervisor, effective March 19, 2018, grade 15, \$33.00 per hour.
- B. Approve the promotion of Miranda Miller from part-time dispatcher to full-time dispatcher effective February 18, 2018, no change in wage.

10. **Training**

- A. Approve 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. Approve 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.
- C. Approve Fraud Investigator Kari Rybak to attend the 31st Annual Fraud Investigators Spring Conference, May 16-18, 2018, in Nisswa. Registration: \$125; accommodation and meals: \$282. Total cost: \$407.
- D. Approve 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.
- E. Approve 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.
- F. Approve 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.

11. **Donation**

Accept a \$50 donation from Mary Monson and designate to the Pine County Sheriff's Office K-9 program.

12. **2017 Technology Equipment Fund Budget**

For audit purposes, acknowledge \$64,810.21 over-expenditure in the Technology Equipment Fund at year end 2017.

REGULAR AGENDA

1. **Introduction**

Social Services Supervisor Barb Schmidt introduced Lynn Thieman, Office Support Specialist for Veterans and Health & Human Services.

Chair Hallan joined the meeting via Interactive TV at 10:14 a.m.

2. Facilities Committee Report

Commissioner Mohr provided an overview of the February 7, 2018 Facilities Committee meeting. Sandstone government building topics discussed were storage needs, possible building name, drop box, electrical and cooling, and use policy. The East Central Schools has indicated a request to use the John Wright building for one more year.

Motion by Commissioner Mohr to name the new government building in Sandstone the “North Pine Government Center” and rename the Pine Government Center in Pine City the “South Pine Government Center”. Second by Commissioner Ludwig. Motion carried 5-0.

Project Manager Troy Haug provided an overview of the construction estimate for the North Pine Government Center (NPGC). Troy would like to request bids in April and award contracts/start construction in May, with an anticipated completion date of October 2018.

Architect Richard Fischer provided three poster-sized boards showing the site plan, floor plan, and building elevations, as well as a model. Discussion of public and secure areas, IT room cooling capacity, size of offices, and furniture were discussed. County Engineer Mark LeBrun stated he would like to proceed with the letting of bids for the building, and review the furniture needs in the future.

3. Personnel Committee Report

Commissioner Ludwig provided an overview of the February 13, 2018 Pine County Personnel Committee meeting. 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 (Policy #24) 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.

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

4. **Cooperative Agreement with Metropolitan Counties For Transportation Services**
 Health & Human Services Director Becky Foss commented on the struggles of providing transportation for non-emergency medical transportation for participants. Becky stated entering into this agreement will benefit the participants.
Motion by Commissioner Hallan to enter into a two-year 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. Funds are available in the 2018 budget. Authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 5-0.

5. **Letter of Support – Arrowhead Economic Opportunity Agency**
 Health & Human Services Director Becky Foss stated her support in submission of a letter on behalf of AEOA’s application to become a regional transportation coordinating council.
Motion by Commissioner Chaffee 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. Second by Chair Hallan. Motion carried 5-0.

6. **Lower St. Croix Memorandum of Agreement**
 Land Services Director Kelly Schroeder stated several counties, soil & water conservation districts, watershed districts and watershed organizations will be working to develop a One Watershed, One Plan for the Lower St. Croix Watershed. Schroeder indicated Pine County may choose whether or not to participate.
Motion by Commissioner Ludwig to approve the Lower St. Croix Watershed Memorandum of Agreement to participate in developing a One Watershed, One Plan for the Lower St. Croix Watershed. Authorize Board Chair and County Administrator to sign. Second by Commissioner Hallan. Motion carried 5-0.
Motion by Commissioner Mohr to appoint Chair Hallan to serve on the Policy Committee for the One Watershed, One Plan for the Lower St. Croix Watershed and Land and Resources Manager Caleb Anderson as the technical representative. Second by Commissioner Ludwig. Motion carried 5-0.

7. **Commissioner Updates**
 International Economic Development Conference: Land Services Director Kelly Schroeder and County Administrator David Minke attended. Overview of the variety of manufacturing done in this area and the global connections.
 Housing meeting with Community & Economic Development Associations (CEDA):
 Commissioner Chaffee and County Administrator David Minke attended. The county has received a grant through Minnesota Housing to hire consultants to start a dialogue with community stakeholders on housing. They will analyze the data received and create an action plan on how to proceed with housing.
 East Central Solid Waste Commission: Commissioner Ludwig attended. Maintenance on the compactor, flare issues, and the sale of 25 acres of real property owned by ECSWC were discussed.
 East Central Regional Library: Commissioner Mohr attended. New library hours were discussed and notifications mailed out.
 Pine City Mill Site Redevelopment Committee: County Administrator David Minke attended this meeting--looking at reuse possibilities of the locations such as housing sites. Phase I is done, Phase II (environmental) nearing completion.

Northeast Minnesota Area Transportation Partnership: Commissioners were unable to attend.

Letter of support given for Lori Smolke, Transit Advisory Committee.

Arrowhead Counties Association: Commissioner Mikrot attended. Discussion of a split of St.

Louis County, and mental health housing discussion by John Ongaro.

Extension: Commissioners Mohr and Chaffee attended. 4-H Coordinator Heidi Vanderloop gave a presentation on 4-H activities. Various services provided by Extension, farm family of the year, and current fund raising events were discussed.

Other: None.

8. **Other**

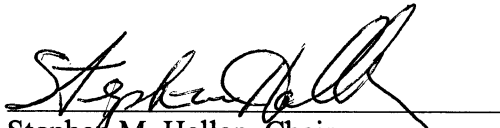
None.

9. **Upcoming Meetings**

Upcoming meetings were reviewed.

10. **Adjourn**

With no further business, Vice Chair Chaffee adjourned the meeting at 11:26 a.m. The next regular meeting of the county board is scheduled for Tuesday, March 6, 2018 at 10:00 a.m. at the Pine County Courthouse, 635 Northridge Drive NW, Pine City, Minnesota.



Stephen M. Hallan, Chair
Board of Commissioners



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