



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, November 5, 2019, 10:00 a.m.
Board Room, Pine County Courthouse
Pine City, Minnesota

- 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 October 15, 2019 board meeting and Summary for publication
- F) Approve Minutes of October 29, 2019 Special Meeting-Committee of the Whole (HHS-Related Topics/County Assessor Update)
- G) Approve Minutes of October 29, 2019 Special Meeting-Committee of the Whole (Local Government Officials)
- H) Minutes of Boards, Reports and Correspondence
 - Pine County Land Surveyor Monthly Report – October 2019
 - Pine County Chemical Health Coalition Minutes – October 14, 2019
 - Pine County Housing and Redevelopment Authority Regular Meeting – August 28, 2019
 - Pine County Zoning Board Minutes – July 25, 2019 & September 26, 2019
- I) 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. Donations

- A. Consider acceptance of a \$300 donation from the Sandstone Area Chamber of Commerce (volunteering during Quarry Days) and a \$250 donation from the Hinckley Chamber of Commerce (volunteering during Corn and Clover Days) and designate both to the Pine County Sheriff's Reserve Fund.
- B. Consider acceptance of a \$200 donation from East Central Energy and designate to the Sheriff's Office K-9 program.

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

Consider Resolution 2019-49 for Repurchase of Tax Forfeited Land on 4-year Contract for Paul T. Feifarek by personal representative Heather Mossow, PID 29.5082.000. Authorize board chair and county administrator to sign.

3. **Drug Task Force Joint Powers Agreement**

Consider approval of the East Central Drug and Violent Offender Task Force Joint Powers Agreement and authorize board chair and county administrator to sign. This Joint Powers Agreement will extend the current Joint Powers Agreement through 2023.

4. **Personnel**

- A. Consider approval of regular employment status for Financial Assistance Supervisor II Michelle Morgan, effective November 14, 2019.
- B. Consider approval of regular employment status for Social Worker Cassandra Peterson, effective October 18, 2019.

5. **New Hire**

- A. Consider authorizing the hiring of Jennifer Burlak as an Health & Human Services Office Support Specialist, effective November 12, 2019, grade 2, step 1, \$15.05 per hour.
- B. Consider authorizing the hiring of Nicholas Miller as an IT Support Specialist, effective November 12, 2019, Grade 7, non-union, non-exempt position.

6. **Training**

- A. Authorize Probation Director Terry Fawcett to attend the Association of Minnesota Counties Annual Conference, December 9-11, 2019 in St. Cloud. Registration \$375; Lodging \$188, Meal \$15. Total cost: \$578. Funds are available in the 2019 Probation budget.
- B. Authorize Probation Supervisor Kevin Glass to attend the 2019 Changemaker Retreat, November 19-21, 2019, Giants Ridge, Biwabik. Lodging, training and meals are provided by the University of Minnesota. Lodging, training and meals provided by the University of Minnesota. Mileage: \$76.56. Funds are available in the 2019 Probation budget.
- C. Authorize Planning and Implementation (P&I) Grant Coordinator Jenae Hicks to attend the P&I semi-annual meeting, November 7-8, 2019, Alexandria. This is a required meeting for all P&I coordinators. Lodging: \$300; Meals: \$54; Mileage: \$100. Total cost: \$454. All expenses will be covered by the P&I Grant under Public Health.

REGULAR AGENDA

Recess Regular Board Meeting and Convene Regional Rail Authority Meeting.

1. **Pine County Regional Railroad Authority**

Consider warranty deed to Real Estate Division, LLC allowing for an ingress and egress easement over Railroad Authority property (the old railroad bed that extends into Brook Park from Kanabec County) and authorize Board Chair and County Administrator to sign.

Adjourn Regional Railroad Meeting and Reconvene County Board Meeting.

2. **Government Operations Committee**

The Government Operations Committee met October 11, 2019. Commissioner Ludwig provided an update at the October 15, 2019 county board meeting. Government Operations Committee Minutes are provided for reference only; no action necessary.

3. **Health & Human Services Advisory Committee**
The Health & Human Services Advisory Committee met October 15, 2019. Minutes attached. Information only, no board action necessary.
4. **Technology Committee**
The Technology Committee met October 22, 2019. Minutes attached. Information only, no board action necessary.
5. **East Central Regional Development Commission – Transportation Management**
Presentation by East Central Regional Development Commission RTCC Director Karen Onan.
6. **Pine Technical and Community College Presentation**
Presentation by Pine Technical and Community College President Joe Mulford.
7. **Central Minnesota Jobs and Training Services Lease at South Pine Government Center**
Consider approval of one-year lease with Central Minnesota Jobs and Training Services for space at the South Pine Government Center, effective November, 2019, and provides for the payment of \$4,000 in rent.
8. **Appointment to Housing and Redevelopment Authority (HRA) Board**
Consider the reappointment of Dorothy Stockamp to a five-year term, October 5, 2019 – October 4, 2023, on the Pine County HRA Board of Commissioners.
9. **Board/Commission Per Diems**
Discussion.
10. **Commissioner Updates**
Meeting with Julie Blaha, Minnesota State Auditor
AMC District 1 Meeting
Arrowhead Counties Association: Cancelled
Lakes & Pines Executive Committee
Labor Negotiations
NLX: Cancelled
HRA Board meeting
Snake River Watershed
Lower St. Croix 1W1P
East Central Regional Development Commission
Other
11. **Other**
12. **Upcoming Meetings (Subject to Change)**
 - a. **Pine County Board Meeting, Tuesday, November 5, 2019, 10:00 a.m.,** Board Room, Courthouse, Pine City, Minnesota.
 - b. **Facilities Committee, Wednesday, November 6, 2019, 8:30 a.m.,** Commissioner Conference Room, Courthouse, Pine City, Minnesota.
 - c. **Soil & Water Conservation District, Wednesday, November 6, 2019, 2:00 p.m.,** 1610 Hwy. 23 No., Sandstone, Minnesota
 - d. **Minnesota Council on Aging, Thursday, November 7, 2019, 10:00 a.m.,** 250 Riverside Avenue North, Suite 300, Sartell, Minnesota.

- e. **East Central Solid Waste Commission, Monday, November 11, 2019, 9:00 a.m.,** 1756 180th St., Mora, Minnesota.
- f. **Personnel Committee, Tuesday, November 12, 2019, 9:00 a.m.,** Commissioner Conference Room, Courthouse, Pine City, Minnesota.
- g. **Labor Negotiations, Tuesday, November 12, 2019, 11:00 a.m.,** Commissioner Conference Room, Courthouse, Pine City, Minnesota.
- h. **Chemical Health Coalition, Tuesday, November 12, 2019, 4:00 p.m.,** East Central High School, Finlayson.
- i. **Ag Educator meeting, Friday, November 15, 2019, 9:00 a.m.,** Board Room, Courthouse, Pine City, Minnesota.
- j. **Lakes & Pines Community Action Council, Monday, November 18, 2019, 10:00 a.m.,** 1700 Maple Avenue East, Mora, Minnesota.
- k. **Pine County Board Meeting, Tuesday, November 19, 2019, 10:00 a.m.,** North Pine Government Center, 1602 Highway 23 No., Sandstone, Minnesota.

13. **Adjourn**

**MINUTES
OF THE
PINE COUNTY BOARD MEETING
Regular Meeting
Tuesday, October 15, 2019 - 10:00 a.m.
North Pine Government Center
1602 Hwy. 23 North, Sandstone, Minnesota**

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

The Pledge of Allegiance was said.

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

Chair Mohr requested the following revisions to the Agenda:

Addition

1. Consent Agenda 4(D) - Personnel
 - Consider approval of the hiring of Sabrina Robbins as a full-time Eligibility Worker, effective October 16, 2019, Grade 6, Step 1, \$18.99 per hour.
2. Consent Agenda 4(E) – Personnel
 - Consider approval of the hiring of Grant Crider as a part-time Corrections Officer, effective October 21, 2019, Grade 7, Step 1, \$19.33 per hour.

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

Commissioner Mohr stated his appreciation to board members who recently attended meetings on his behalf while he was unavailable.

Commissioner Mikrot moved to approve the Minutes of the October 1, 2019 county board meeting and Summary for publication. Second by Commissioner Hallan. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence

Land Surveyor Monthly Report – September 2019

Commissioner Hallan stated his appreciation to the work provided by Land Surveyor Robin Matthews.

Motion by Commissioner Ludwig to acknowledge the Boards, Reports and Correspondence. Second by Commissioner Mikrot. Motion carried 5-0.

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

CONSENT AGENDA

1. Approve September, 2019 Cash Balance

Fund	September 30, 2018	September 30, 2019	Increase(Decrease)
General Fund	3,741,762	3,680,700	(61,062)
Health and Human Services Fund	1,232,488	776,082	(456,406)

Road and Bridge Fund	735,916	4,821,072	4,085,156
Land Management Fund	1,732,180	1,833,909	101,729
TOTAL (inc non-major funds)	12,970,515	14,578,320	1,607,806

2. **Donation**

Accept a \$500 donation from Jonathan and Naomi Koenig and designate to the Pine County Sheriff's Office K-9 program.

3. **Victim Services Coordinator Grant for 2020**

Authorize the Board Chair and County Administrator to sign the Victim Services Coordinator Grant for 2020. For 2020 and 2021 the county will receive a total of \$140,000. There is a matching requirement from the county; much of the match is in-kind and the remaining match expenses are budgeted for in the 2020 preliminary budget.

4. **Personnel**

- A. Authorize regular employment status to Clerk III Dianne Johnson, effective October 9, 2019.
- B. Authorize regular employment status to Social Worker Kelly Diggan, effective October 9, 2019.
- C. Approve the lateral transfer of Andrea Anderson to the open social worker position working in case management programming for individuals 65 and older, effective October 21, 2019. No change in grade or pay.
- D. Approve the hiring of Sabrina Robbins as a full-time Eligibility Worker, effective October 16, 2019, Grade 6, Step 1, \$18.99 per hour.
- E. Approve the hiring of Grant Crider as a part-time Corrections Officer, effective October 21, 2019, Grade 7, Step 1, \$19.33 per hour.

5. **Training**

- A. Approve attendance at the AMC District 1 Fall Meeting (October 16-17, 2019) and the AMC Annual Conference (December 9-11, 2019), for any commissioner desiring to attend and County Administrator David Minke. AMC District 1 meeting: Each attendee: Registration \$35; Lodging \$107. AMC Annual Conference: Each attendee: Registration: \$375, Lodging: \$91 plus tax per night.
- B. Approve Community Health Services Administrator Samantha Lo to attend the Healthy Family America Implementation Training, October 29-31, 2019, in Bloomington. Registration: \$0; Lodging: \$300; Meals: \$80, Mileage: \$87. Total cost: \$467. All costs are budgeted through the Evidenced Based Home Visiting Grant.

REGULAR AGENDA

1. **Introduction of New Employee**

Probation Director Terry Fawcett introduced new Probation Case Aide Justine Ward.

2. **Facilities Committee Report**

Commissioner Ludwig stated the Facilities Committee met October 1, 2019. Items discussed include updates for the North Pine Government Center, 1610 Building employee move in, closing and sale of the John Wright Building, and the rent of office space at the South Pine Government Center.

3. **Personnel Committee Report**

Commissioner Chaffee stated the Personnel Committee met October 8, 2019. The Personnel Committee made the following recommendations:

A. Information Technology

- i. Acknowledge the resignation of IT Support Specialist Darlene Mallet and authorize the backfill of the position and any subsequent vacancies.

B. Sheriff's Office

- i. Acknowledge the resignation of part-time deputy John Clair Kubesh, effective September 30, 2019, and authorize the backfill of this position and any subsequent vacancies.
- ii. Acknowledge the resignation of part-time deputy Grant Crider, effective September 30, 2019, and authorize the back fill of the position and any subsequent vacancies (dependent upon the status of the DWI Grant).
- iii. Authorize the recruitment of two full-time deputy positions, including the additional full-time deputy, in the 2020 budget and the full-time temporary DWI enforcement position.

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

4. Investment Committee Report

Commissioner Hallan stated the Investment Committee met on October 8, 2019. Items discussed included transferring of funds to maximize interest earned; review of the county's unassigned, assigned and restricted fund balances; and the statutory authority for the county to set aside up to 20% of all land and timber sale receipts for the acquisition and maintenance of county parts or recreational areas. The Committee also reviewed the current Investment Policy, minor changes were recommended.

Motion by Commissioner Hallan to approve the Investment Policy as recommended by the Investment Committee. Second by Commissioner Ludwig. Motion carried 5-0.

5. Government Operations Committee Report

Commissioner Ludwig stated the Government Operations Committee met October 18, 2019. The county assessor discussed the county property assessment process. This topic will be added to the October 29, 2019 Special Meeting-Committee of the Whole agenda for full board discussion.

6. Application for Repurchase

County Auditor-Treasurer Kelly Schroeder stated Bashir Moghul has requested to repurchase two parcels of forfeited property, following a contract cancellation on July 15, 2019. Schroeder outlined Mr. Moghul's sporadic payment history on these parcels since 2003. The property has tax forfeited three previous times since then. Additionally Schroeder noted the Sheriff's office reported over 80 law enforcement calls to the property since January, 2011. Schroeder noted that Minnesota Statutes 282.241 requires the county board make a finding that it was in the public interest or there was an undue hardship facing the property owner. Based on this history, Schroeder recommended denying the reinstatement of the contracts.

Chelsie Troth, attorney for Bashir Moghul, addressed the board stating Mr. Moghul should be allowed to repurchase these properties pursuant to M.S. 282.241 as forfeiture would cause undue hardship or an injustice for him, and that the repurchase would best serve the public interest. She stated the certified notices sent to Mr. Moghul were signed for by someone else and not given to Mr. Moghul. Additionally, she stated that the current tenants in the property were not known by Mr. Moghul.

County Attorney Frederickson noted that Mr. Moghul owned other rental properties in the State of Minnesota.

The board discussed the tax forfeit process and payment history of Mr. Moghul and determined there was no public interest to be served by allowing the repurchase and that Mr. Moghul demonstrated no hardship or injustice.

Motion by Commissioner Mohr to approve Resolutions 2019-47 (PID 08.0079.000) and 2019-48 (PID 08.0080.000) Denying the Repurchase of Tax Forfeited Land by Bashir Moghul, and authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 5-0.

7. **Property Tax/CAMA System Opt-Out**

Pine County, as part of the Minnesota Counties Computer Cooperative (MnCCC), has been working since 2013 to acquire a Property Tax and CAMA (Computer Aided Mass Appraisal) system to replace the current one. County Auditor-Treasurer Kelly Schroeder stated the Technology Committee had discussed the lack of progress of the property tax system and CAMA system. Member counties have until October 16, 2019 to opt out and the committee recommended opting out and wait until the MnCCC RFP process is complete in February 2020. At that time the Technology Committee will bring a recommendation to the board to sign with Minnesota Counties Computer Cooperative (MnCCC) or begin our own RFP.

Motion by Commissioner Hallan to authorize County Auditor-Treasurer Kelly Schroeder to notify MnCCC of Pine County's intent to end participation in the Property Tax and CAMA System project. Second by Commissioner Mohr. Motion carried 5-0.

8. **Commissioner Appointments to Greater Minnesota Parks and Trails and Rural Minnesota Counties**

Chair Mohr made the following appointments to the Greater Minnesota Parks and Trails (GMPT) and Rural Minnesota Counties (RMC) organizations:

	<u>Representative</u>	<u>Alternate Representatives</u>
GMPT:	Commissioner Mikrot	All other board members
RMC:	Commissioner Hallan	All other board members

9. **Third Quarter 2019 Budget Report**

County Administrator David Minke provided an update of the budget through September, 2019 reviewing the expenditure and revenue. Revenue and expenditures are as expended at the end of the third quarter. Out-of-home placements for 2019 will most likely be over budget and jail revenue will likely be below budget.

10. **2020 Budget Update**

County Auditor-Treasurer Kelly Schroeder provided an update of the 2020 budget. With the changes previously requested by the county board, the general fund has a contingency of \$65,847 and currently all other funds are balanced.

11. **Schedule Special Meeting-Committee of the Whole Meeting**

Motion by Commissioner Ludwig to schedule a Special Meeting - Committee of the Whole, October 29, 2019, 1:00 p.m., to discuss topics related to Health and Human Services and the county property assessment process. Second by Commissioner Hallan. Motion carried 5-0.

12. **Commissioner Updates**

Lakes & Pines Community Action Council Annual Board Meeting: Commissioner Hallan stated this was their annual meeting and dinner.

SCRED Legislative Forum (presentation of award to Project RISE Team): Commissioners were unable to attend.

State Community Health Services Advisory Committee (SCHSAC) Quarterly Meeting: Commissioner Chaffee stated the SCHSAC quarterly meeting took place at the annual conference in Brainerd which he was unable to attend. CHS Administrator Sam Lo was able to attend.

MN Council on Aging: Commissioner Hallan stated MN Council on Aging holds local contracts which provide services to Pine County.

East Central Regional Juvenile Center: Commissioner Ludwig was unable to attend; Commissioner Mikrot attended in his absence. PREA (Prison Rape Elimination Act) compliance was discussed, and ECRJC is switching cameras over to digital.

Minnesota Rural Counties Annual Business Meeting & Membership Program: Commissioner Hallan attended. Business meeting and presentations.

Greater Minnesota Parks & Trails Annual Meeting: Commissioner Mikrot attended. Legislative policies and agenda were presented for consideration and adoption at this meeting.

NE MN Area Transportation Partnership meeting: Commissioner Hallan attended. For 2020, St. Louis County will be receiving most of the funding for construction projects from District 1.

SWCD Meeting: Commissioner Ludwig unable to attend.

Law Library: Chair Mohr stated purchasing of replacement material for books removed from the law library and not returned was discussed.

Joint Boards: Chair Mohr stated it was a good meeting. Good feedback from schools as to the topics discussed. 4-H did a very informative presentation.

East Central Solid Waste Commission: Commissioner Hallan stated the cell at ECSWC is filling up faster than was originally projected. A formal resolution was passed to not allow metropolitan waste to be accepted into the facility.

East Central Regional Library: Chair Mohr stated the new library was discussed with an anticipated move in date of May, 2020.

Pine County Chemical Health Coalition: Commissioner Mikrot stated children who are vaping is on the increase.

Real Estate Closing of the John Wright building: County Administrator Minke stated the closing on the John Wright building took place.

13. Other

None.

14. Upcoming Meetings

Upcoming meetings were reviewed.

15. Adjourn

With no further business, Chair Mohr adjourned the meeting at 11:24 a.m. The next regular meeting of the county board is scheduled for Tuesday, November 5, 2019 at 10:00 a.m. at the Pine County Courthouse, 635 Northridge Drive NW, Pine City, Minnesota.

Joshua Mohr, Chair
Board of Commissioners

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

**SUMMARY
OF
MINUTES
OF THE
PINE COUNTY BOARD MEETING
Regular Meeting
Tuesday, October 15, 2019 - 10:00 a.m.
North Pine Government Center
1602 Hwy. 23 North, Sandstone, Minnesota**

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

The Pledge of Allegiance was said.

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

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

Commissioner Mohr stated his appreciation to board members who recently attended meetings on his behalf while he was unavailable.

Commissioner Mikrot moved to approve the Minutes of the October 1, 2019 county board meeting and Summary for publication. Second by Commissioner Hallan. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence

Land Surveyor Monthly Report – September 2019

Motion by Commissioner Ludwig to acknowledge the Boards, Reports and Correspondence. Second by Commissioner Mikrot. Motion carried 5-0.

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

Fund	September 30, 2018	September 30, 2019	Increase(Decrease)
General Fund	3,741,762	3,680,700	(61,062)
Health and Human Services Fund	1,232,488	776,082	(456,406)
Road and Bridge Fund	735,916	4,821,072	4,085,156
Land Management Fund	1,732,180	1,833,909	101,729
TOTAL (inc non-major funds)	12,970,515	14,578,320	1,607,806

Accept a \$500 donation from Jonathan and Naomi Koenig and designate to the Pine County Sheriff's Office K-9 program.

Authorize the Board Chair and County Administrator to sign the Victim Services Coordinator Grant for 2020. For 2020 and 2021 the county will receive a total of \$140,000. There is a matching requirement from the county; much of the match is in-kind and the remaining match expenses are budgeted for in the 2020 preliminary budget.

Authorize regular employment status to Clerk III Dianne Johnson, effective October 9, 2019.

Authorize regular employment status to Social Worker Kelly Diggan, effective October 9, 2019.

Approve the lateral transfer of Andrea Anderson to the open social worker position working in case management programming for individuals 65 and older, effective October 21, 2019. No change in grade or pay.

Approve the hiring of Sabrina Robbins as a full-time Eligibility Worker, effective October 16, 2019, Grade 6, Step 1, \$18.99 per hour.

Approve the hiring of Grant Crider as a part-time Corrections Officer, effective October 21, 2019, Grade 7, Step 1, \$19.33 per hour.

Approve attendance at the AMC District 1 Fall Meeting and the AMC Annual Conference, for any commissioner desiring to attend and County Administrator David Minke. AMC District 1 meeting: Each attendee: Registration \$35; Lodging \$107. AMC Annual Conference: Each attendee: Registration: \$375, Lodging: \$91 plus tax per night.

Approve Community Health Services Administrator Samantha Lo to attend the Healthy Family America Implementation Training. Total cost: \$467.

Commissioner Chaffee stated the Personnel Committee met October 8, 2019. The Personnel Committee made the following recommendations:

A. Information Technology

- i. Acknowledge the resignation of IT Support Specialist Darlene Mallet and authorize the backfill of the position and any subsequent vacancies.

B. Sheriff's Office

- i. Acknowledge the resignation of part-time deputy John Clair Kubesh, effective September 30, 2019, and authorize the backfill of this position and any subsequent vacancies.
- ii. Acknowledge the resignation of part-time deputy Grant Crider, effective September 30, 2019, and authorize the back fill of the position and any subsequent vacancies (dependent upon the status of the DWI Grant).
- iii. Authorize the recruitment of two full-time deputy positions, including the additional full-time deputy, in the 2020 budget and the full-time temporary DWI enforcement position.

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

Motion by Commissioner Hallan to approve the Investment Policy as recommended by the Investment Committee. Second by Commissioner Ludwig. Motion carried 5-0.

Motion by Commissioner Mohr to approve Resolutions 2019-47 (PID 08.0079.000) and 2019-48 (PID 08.0080.000) Denying the Repurchase of Tax Forfeited Land by Bashir Moghul, and authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 5-0.

Motion by Commissioner Hallan to authorize County Auditor-Treasurer Kelly Schroeder to notify MnCCC of Pine County's intent to end participation in the Property Tax and CAMA System project. Second by Commissioner Mohr. Motion carried 5-0.

Chair Mohr made the following appointments to the Greater Minnesota Parks and Trails (GMPT) and Rural Minnesota Counties (RMC) organizations:

	<u>Representative</u>	<u>Alternate Representatives</u>
GMPT:	Commissioner Mikrot	All other board members
RMC:	Commissioner Hallan	All other board members

Third Quarter 2019 Budget Report

County Administrator David Minke provided an update of the budget through September, 2019 reviewing the expenditure and revenue. Revenue and expenditures are as expended at the end of the third quarter. Out-of-home placements for 2019 will most likely be over budget and jail revenue will likely be below budget.

2020 Budget Update

County Auditor-Treasurer Kelly Schroeder provided an update of the 2020 budget. With the changes previously requested by the county board, the general fund has a contingency of \$65,847 and currently all other funds are balanced.

Motion by Commissioner Ludwig to schedule a Special Meeting - Committee of the Whole, October 29, 2019, 1:00 p.m., to discuss topics related to Health and Human Services and the county property assessment process. Second by Commissioner Hallan. Motion carried 5-0.

With no further business, Chair Mohr adjourned the meeting at 11:24 a.m. The next regular meeting of the county board is scheduled for Tuesday, November 5, 2019 at 10:00 a.m. at the Pine County Courthouse, 635 Northridge Drive NW, Pine City, Minnesota.

Joshua Mohr, Chair
Board of Commissioners

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

The full text of the board's Minutes are available at the County Administrator's Office and the county's website (www.co.pine.mn.us). Copies may also be requested from the administrator's office.

**MINUTES
OF
PINE COUNTY BOARD MEETING
SPECIAL MEETING
and
COMMITTEE OF THE WHOLE**

**October 29, 2019, 1:00 p.m.
Pine County Courthouse
Pine City, Minnesota**

Chair Josh Mohr called the meeting to order at 1:00 p.m. Present were Commissioners Steve Hallan, Steve Chaffee, John Mikrot, Jr., and Matt Ludwig. Also present were County Administrator David Minke, Pine County Financial Assistance Supervisor Michelle Morgan, Pine County Director of Health & Human Services Becky Foss, Central Minnesota Jobs and Training Services (CMJTS) Public Assistance Programs Supervisor Christina Kruger, CMJTS Chief Executive Officer Barbara Chaffee, Arrowhead Transit Manager Julia Dupla, and MTM Program Director Davin Miller.

The pledge of allegiance was said.

Chair Mohr welcomed everyone and those present introduced themselves.

Motion by Commissioner Ludwig to approve the agenda. Second by Commissioner Hallan.
Motion carried 5-0.

1. Health & Human Services

A. Introduction of Supervisor

Health & Human Services Director Becky Foss introduced Financial Assistance Supervisor Michelle Morgan.

B. Non-Emergency Medical Transportation - MTM, Inc.

MTM Program Director Davin Miller provided an overview of the transportation services provided to eligible members, different modes of transportation, gas mileage reimbursement, and transportation for medical appointments.

C. Arrowhead Transit/Sandstone Dial-A-Ride

Arrowhead Transit Manager Julia Dupla provided a status update on the implementation of Arrowhead Transit/Dial-A-Ride program in the Sandstone area.

D. Update on Job Training Services

Central Minnesota Jobs and Training Services (CMJTS) CEO Barbara Chaffee provided an update on the job training services and switch from Pine Technical Community College to CMJTS, effective November 1, 2019. Barbara Chaffee noted that CMJTS would be leasing space from the county in the South Pine Government Center in Pine City and was looking for space in Sandstone to operate an office out of.

Motion by Commissioner Hallan to approve the Central Minnesota Jobs & Training Services contract to provide jobs and training services to eligible Pine County clients. Second by Commissioner Ludwig. Motion carried 5-0.

Chair Mohr called a recess at 2:08 p.m.

The board reconvened at 2:17 p.m.

2. County Property Assessment Process

County Assessor-Recorder Lorri Houtsma provided information on the two processes available for property assessing in Minnesota: (1) the true county assessor system, or (2) the local assessor system. Pine County currently operates under the local assessor system, which allows townships/cities to contract with either an assessor employed by the county, or contract with a private local assessor. Seventeen of the 47 townships/cities contract with private, local assessors. In all cases, the county assesses the commercial properties. Houtsma stated that effective July 1, 2022, all assessors will need to reach the Accredited Minnesota Assessor (AMA) license level. Two of the local assessors have indicated they will not be pursuing that level of accreditation and will not be continuing to provide assessor services.

To move to a true county assessing system, the county board must adopt a resolution. The change is effective in the year after the resolution is adopted, 90 days prior to January 2. In other words, for the change to be effective in 2020, the board would need to adopt a resolution prior to the end of 2019 and it would become effective October 4, 2020. The **consensus of the board** was to schedule a public meeting for November 26, 2019, 7:00 p.m., at the North Pine Government Center, 1602 Hwy. 23 North, for the purpose of discussing the transition to the true county system.

With no other business, the meeting was adjourned at 3:48 p.m.

Joshua Mohr, Chair
Board of Commissioners

David J. Minke, Administrator
Clerk to County Board

**MINUTES
OF
PINE COUNTY BOARD MEETING
Special Meeting – Local Government Officials Meeting
Tuesday, October 29, 2019, 6:00 p.m.
Jury Assembly Room, Pine County Courthouse, Pine City, Minnesota**

Commissioner Mohr called the meeting to order at 6:00 p.m. Present were Commissioners Steve Hallan, Steve Chaffee, John Mikrot, Jr., and Matt Ludwig. Also present were State Senator Jason Rarick, State Representatives Mike Sundin and Nathan Nelson, State of Minnesota Agricultural Commissioner Thom Petersen, County Administrator David Minke and representatives from various townships and cities in Pine County.

The pledge of allegiance was said.

Commissioner Mohr welcomed everyone and those present introduced themselves.

Susanne Hinrichs, Regional Director University of Minnesota Extension Service; Nathan Winter, Program leader, University of Minnesota Extension; and Jolene Hadrich, Extension Educator, Agriculture Business Management, presented information on the farm economy and its impact on Pine County and Pine County farmers.

Agricultural Commissioner Thom Petersen, Senator Jason Rarick, Representative Nathan Nelson, and Representative Mike Sundin shared their perspectives on agriculture and the local economy.

With no further business, the meeting adjourned. The next Local Government Officials meeting will be January 28, 2020, 6:00 p.m. at the North Pine Government Center (NPGC), 1602 Hwy. 23 North, Sandstone.

Joshua Mohr, Chair
Pine County Board of Commissioners

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



PINE COUNTY PUBLIC WORKS

HIGHWAY DEPARTMENT

405 Airport Road NE
Pine City, MN 55063

Telephone 320-216-4200

Fax: 320-629-6736

1-800-450-7463 Ext. 4200

Mark A. LeBrun, P.E.
County Engineer

Pine County Land Surveyor Monthly Report

October 2019

T43N R18W Sections 25 and 36, set GPS control, tie out and GPS PLSS corner. Update files.

GPS base station down for repairs.

Provide HARN coordinate data for GIS to County Recorder as needed.

Draft and review legal descriptions for County Right of Way Dept. and County Land Dept. as needed.

Review Plats and Minor Subdivisions for County Zoning Dept. as needed.

Review and file PLSS corner certificates provided by private surveyors as needed.

Review, edit and file PLSS corner certificates created by County Surveyor as needed.

Review, edit and file Certificates of Survey created by County Surveyor as needed.

Robin T. Mathews, Pine County Surveyor

**Pine County Chemical Health Coalition
Minutes
October 14, 2019
Hinckley-Finlayson High School, Hinckley**

Coalition Mission Statement

Pine County Chemical Health Coalition: Striving to prevent the misuse and abuse of alcohol, tobacco and other drugs

Attendance:

Jamie Root-Larsen, *Positive Community Norms Media Specialist*
Commissioners John Mikrot Jr and Matt Ludwig
Tim Burkhardt, *Hinckley City Council*
Sandy Korf, *Hinckley-Finlayson High School*
Tanya Christopherson, *Essentia Health*
Richard Newman, *Recovery Leader*
Jenilee Telander, *Regional Prevention Coordinator*
Reese Frederickson, *Pine Co Attorney*
Samantha Lo, Hailey Freedlund, Karen Jansen, *Pine Co Public Health*

1. Call to Order

Meeting commenced at 4:03 pm by Reese Frederickson.

2. Addition/Changes to the Agenda

Motion to approve agenda by John Mikrot Jr., seconded by Matt Ludwig. Motion carried.

3. Review Minutes of September 9, 2019

Jamie Root-Larsen moved to approve 9/9/19 minutes, John Mikrot Jr. seconded. Motion carried.

4. Financial Report

Karen Jansen reported 3rd Quarter 2019, Fund bottom line balance \$12,059.43.

SPIRIT

1. Introductions

Members introduced selves.

SCIENCE

1. Hailey Freedlund

a. 2019 County Level Minnesota Student Survey Tobacco Data

Vaping statistics have changed significantly since the last survey in 2016. The big concern is that nicotine, being highly addictive, can harm development of a teen's brain and body. Data showed a steep increase in e-cigarette usage in all school grades in Pine County and across the state. What can be done locally to curb access to vaping?

- Ordinances changing age of purchase to 21 years give youth less exposure to products. With the percentage of students who vaped in the past 30 days having increased at all grades, vaping

products must be easy to get. Survey data showed that most students using e-cigarettes got them from friends so a rise in age from 18 years to 21 would limit exposure for school-age youth.

- Reviewing tobacco policies and diversion policies is important.
- A map of MN showing which counties and cities have passed a T21 ordinance can be found at clearwaymn.org.
- The idea of restricting vaping flavor options has recently gained attention.
- Don't Blow It kits are available online now from Essential Health. Surveys are included for teachers.
- Possible Positive Community Norms (PCN) messaging includes 'most students aren't using e-cigarettes'. School conferences, conversations with staff, parents and community members, and health expos are all opportunities to communicate.

The survey also found that Pine County youth are ill-informed about the health risks of e-cigarettes with 77% of 11th graders saying there is either no, slight, or a moderate risk of using e-cigarettes.

- It was noted that students may now be aware that they are addicted and need help with how to quit; is youth cessation therapy available?

b. Pine County Tobacco Audits

SHIP (Statewide Health Improvement Partnership) looked at tobacco marketing at 45 retailers to get a view of what is happening now in Pine County and compare data to state stats. The grant team reviewed product, price, placement and promotion. This effort to address marketing tactics has given way to outlining T21 as an ordinance of interest.

ACTION

1. Karen Jansen

a. New P & I Coordinator Hired

Janae Hicks has a background in Public Health education. She will begin work 10/21.

b. Upcoming Member Training

- **Minnesota Prevention Program Sharing Conference**, Oct. 24-25 - Duluth

Three coalition members are registered to attend.

- **Making Funding and Community Engagement Easier**, November 13th – Bloomington
Learn simple, clear techniques for telling the right story the right way and clarifying your message to inspire action. For more information – <https://mnprc.org/events/making-funding-engagement-easier/>

- **HOPE in St. Cloud**, November 18th – St. Cloud
A day of learning how Health Outcomes from Positive Experiences (HOPE) can help build resilience in our communities, inform trauma care, and create better outcomes across our health programming.
For more information and to join the waitlist – <http://www.montanainstitute.com/st-cloud-hope-summit>

Email Karen Jansen if interested in attending.

2. Jamie Root-Larsen

a. Media Update

- Prevention in Pine website was updated with links to parent resources and other information provided by county Public Health.
- Showed new PJ hoodies for Hinckley-Finlayson students. The back of the sweatshirt lists activities the kids would rather do than drink alcohol. Activity ideas were taken from the I'd Rather...event at the school.
- Some work has been on hold pending new P & I Coordinator.

RETURN

1. News from the Schools

- **Positive Jags** – Sandy Korf reported that Nate LaFond is planning a PJ-sponsored Halloween drive-in movie, which will be projected on the new school entrance. Group will be cleaning up the community with an Adopt-A-Highway event at Hwy 23 on November 6th. Planning a combined trip, retreat, with East Central ETA youth group. Notes that kids love the PJ hoodies!
- Sandy also commented that HF has had no tobacco, but some vape and alcohol violations so far this school year. Told how the school provided some prevention learning at the Ojibwe event for kids.

2. Training/Volunteer/Event Reports from Members

- **PCN Training at Deerwood**
Tim Burkhardt attended Day 2. Said there were an impressive 9 or so groups at the training from around the state. They were very committed people with a mutual commitment to getting something done. They were encouraging forward and backward progress while problem-solving their group's progress. Noted that other P & I cohorts also had setbacks from their most recent PCN survey and that they were supportive of other groups' efforts.
Jamie Root-Larsen also attended the conference and noticed the stages of grant progress, which can eventually include a setback. Suggested - don't be disheartened. Her favorite take-away was that she liked the idea of acknowledging the concern and hope in the same sentence during a PCN conversation. When worried about X, counter with a positive and then the concern. This will help in conversations, she will lead with that sentence when handing out literature.
- **Beautiful Boy Movie showing, Braham Event Center**
Karen Jansen attended, told that the movie was a true story about a family with a son addicted to meth and their journey through addiction to recovery. Father and son each wrote a book about their experience. The movie is available on Amazon Prime.

3. Next Meeting – *Tuesday, November 12, 2019, 4:00 pm at East Central High School*

4. Adjourned- 4:55 pm. *Samantha Lo motioned, Hailey Freedlund seconded and meeting was adjourned.*

Minutes prepared by Karen Jansen. \\PCCHC\Minutes\2019\Oct 14 min.doc

PINE COUNTY HRA SENIOR HOUSING
510 Fifth Street Office
Sandstone, MN 55072
(320) 245-5140
pinehra@ecenet.com



**MONTHLY BOARD OF DIRECTORS MEETING PINE COUNTY HOUSING
AND REDEVELOPMENT AUTHORITY.**

The regular meeting of the Pine County HRA Senior Housing Board of Directors was held on August 28, 2019 at 1:00 p.m. at the Sandstone Manor. Commissioners of the HRA present were Board Chair Dorothy Stockamp, Jan Oak, Greg Kvasnicka, Cheri Drilling, Resident Manager, Richard Soens, and Tenant, Kathy Soens, Site Manager, Cammy Robbins, Management Agent, Tammy Gehrke, and Pine County Commissioner, Matt Ludwig

1. The meeting was called to order at 1:00 p.m. by Board Chair D. Stockamp and the Pledge of Allegiance was said.
2. The HRA Board minutes from the Monthly Meeting conducted July 24, 2019 were reviewed by the Board members. A motion was made by J. Oak and seconded by G. Kvasnicka to accept the minutes. Motion carried: Yeas 4, Nays 0
3. The Management Agent Report and the monthly financial statements and investment report were prepared by T. Gehrke. A motion was made by D. Stockamp and seconded by C. Drilling to approve the financial statements and the investment report. Motion carried: Yeas 4, Nays 0
4. T. Gehrke applied with MHP to receive assistance and technical training in the housing development planning process. Tyrone Grandstand has been in touch and received the application. A motion was made by J. Oak and seconded by D. Stockamp to table all projects until we have the support of the MHP. Motion carried: Yeas 4, Nays 0
5. D. Stockamp will contact Eric @ SWI to attend September Meeting.
6. A motion was made by D. Stockamp and seconded by G. Kvasnicka to utilize a credit card through Northview Bank for property expenses authorizing Tammy Gehrke to apply for and use on behalf of the PCHRA. Motion carried: Yeas 4, Nays 0
7. A motion was made by C. Drilling and was seconded by J. Oak to adjourn the meeting at 3:28 p.m. Motion carried: Yeas 4, Nays 0


Dorothy Stockamp
HRA Board Chair


Tammy Gehrke
Management Agent



MINUTES
PINE COUNTY ZONING BOARD
July 25, 2019 5:30 p.m.
Pine County Courthouse
635 Northridge Dr, Pine City, MN

Members Present:

Dirk Nelson, Patrick Schifferdecker, Richard Glattly, Nancy Rys, Skip Thomson (Chair), Rick Williams, Matt Ludwig (Ex-Officio)

Members Absent:

Gary Valvoda,

Staff Present:

Caleb Anderson, Land & Resources Manager

Others Present:

Robert Bier, Barbara Cysiewski, John Bier, Peter Schmittdiel, Margo Rothenbacher, Jim Scheunemann, Doug Anderson

CALL TO ORDER

Skip Thomson called the meeting to order at 5:30p.m.

APPROVAL OF AGENDA

Glattly/Schifferdecker, 6-0 to approve the agenda.

APPROVAL OF MINUTES

Rys/Schifferdecker, 6-0 to approve the minutes of the June 27, 2019 meeting.

BIER VARIANCE REQUEST (18767 LAKE LN N, PINE CITY; PID: 08.0409.000)

Caleb Anderson provided a summary of his findings, detailed in the Staff Report document. **Anderson** shared information from Section 6.1.1 of the Pine County Shoreland Management Ordinance, which prohibits lots that do not conform to the lot width or lot area requirements of Section 5.1 from being allowed as building sites if they have been in common ownership with abutting lands.

John Bier described that the intent of the lot division is to enable the family to equitably distribute their mother's estate. The family has no intention to build on the proposed new lot.

Skip Thomson opened the public hearing at 5:40pm.

Jim Scheunemann stated that he has done multiple lot divisions in the neighborhood, all of which have conformed to a 75' minimum width. He asserted that the proposed division creates greater nonconformity and is not consistent with the comprehensive plan.

Doug Anderson stated that he owns a 66' wide lot to the north. He felt that 66' is not wide enough for building and 75' is more appropriate. He prefers the lot be left as it is.

Peter Schmittdiel shared that he is also a neighbor. The property is an eye sore with trash being stored in cars and excessive junk on the property. He shared his concern that dividing the property could make matters worse. He requested that if the Zoning Board approves the variance that they place a condition that the junk be cleaned up. He also shared concern that

the proposed new lot has a wetland along the roadway that may present a challenge to development.

Bob Bier stated that he is responsible for the junk on the property and he intends to clean it up.

John Bier added that the junk has not been cleaned up as the existing ownership structure has not allowed it. In the event of lot division it will be possible to clean it up.

The public hearing was closed at 5:47pm.

In the Zoning Board's discussion of the applicant's request for variance from the Pine County Shoreland Management Ordinance, Section 5.2.1, the following findings were made.

- The proposed use of residential recreation is allowed in the property's zoning district.
- The proposed use is not consistent with the County Comprehensive Plan or intent of the Ordinance as it creates greater noncompliance. Also, division of the lot would result in a structure not meeting the sideyard setback, therefore, a nonconforming structure would be a result.
- The variance would not alter the essential character of the locality.
- A practical difficulty does not prevent the owner from complying with the Ordinance.
- The applicant's proposed use is reasonable.

Glattly/Rys, 6-0, to deny the variance from Sections 5.2.1 of the Pine County Shoreland Management Ordinance based on the findings of fact.

OLD BUSINESS:

Pine County Comprehensive Plan

Anderson shared that, as requested, he researched and determined that even a small amendment to the comprehensive plan would require a public hearing. The Board discussed whether the existing comprehensive plan language provides adequate guidance. **Glattly** requested that the issue be saved so that if more prospective amendments to the comprehensive plan are identified they can all be addressed at once.


Pine County Zoning Ordinance

Anderson informed the Board that in early July townships were invited to opt-in to the Pine County Zoning Ordinance. Townships were given until October 15th, 2019 to be part of the first cohort of adopters.

ADJOURN

Schiffeder/Williams 6-0 to adjourn the meeting.


Nancy Rys
Zoning Board Secretary


Skip Thomson
Zoning Board Chairperson

 (vice chair)



MINUTES
PINE COUNTY ZONING BOARD
September 26, 2019 5:30 p.m.
Pine County Courthouse
635 Northridge Dr, Pine City, MN

Members Present:

Dirk Nelson, Patrick Schifferdecker, Richard Glattly (Vice Chair), Nancy Rys,

Members Absent:

Gary Valvoda, Skip Thomson, Rick Williams, Matt Ludwig (Ex-Officio)

Staff Present:

Caleb Anderson, Land & Resources Manager

Others Present:

Dean Olson, Cindy Olson, Ron McDonald, Kathy McDonald, David Gorgstrom, Mark St. George, David Krull, Elisabeth Krull, Mike Stephan, Ken Trembath, Dennis Otremba, David Jergenson

CALL TO ORDER

Richard Glattly called the meeting to order at 5:30p.m.

APPROVAL OF AGENDA

Glattly/Schifferdecker, 4-0 to approve the agenda.

APPROVAL OF MINUTES

Nelson/Schifferdecker, 4-0 to approve the minutes of the July 25, 2019 meeting.

OLSON VARIANCE REQUEST (22497 PEHLER DR. PINE CITY; PID: 08.5142.000)

Dean Olson provided a description of his need for the variance. He described that a shed by the lake is important for being able to supply boating equipment indoors. Prior to building the shed he had boat gas stolen. He also explained that he did not realize that he needed a permit and that there was no better location to place the structure given the topography of the lot. He also described his effort to keep trees up to help screen the building and that he sunk the posts deep so that they do not heave.

Olson provided a similar description for his constructed sauna. The topography of the lot restricts building back any farther from the water. He made effort to keep trees up between the sauna and the water. He elevated the sauna on posts so as to avoid excavation work for building the structure, which he felt was less invasive on the land. Mr. Olson maintains that he cares deeply for the lake and his property and did not intend to violate laws.

Caleb Anderson stated that neither the DNR nor County Attorney provided a comment. Anderson then provided a summary of his findings, detailed in the Staff Report document. Anderson described that the storage shed would not have a practical location to be built that met the 25' setback. Also, the sauna is at the toe of a bluff. If brought up to the top of the bluff there would be no location that met the 30' top of bluff setback. Essentially there would be no place to build the sauna on the lot that would not need variance.

Richard Glattly opened the public hearing at 5:50pm.

Mark St. George stated that he has followed all requirements and received permits for anything he built. The Olsons should need to do the same. Mr. St. George said he did not feel they should have to remove it but they should be fined.

David Borgstrom inquired how the public is notified about variances. He pointed out that none of the owners on the north shore received notification. Mr. Borgstrom also asked whether the structures would've been allowed if they'd applied for the permits prior to building. Caleb Anderson responded that they would not.

Dean Olson stated that he is willing to do anything to minimize people's view of the structures.

The public hearing was closed at 5:57pm.

In the Zoning Board's discussion of the applicant's request for variance from the Pine County Shoreland Management Ordinance, Section 5.2.2B, the following findings were made.

- The proposed use of residential recreation is allowed in the property's zoning district.
- The variance is not in the harmony with the general purpose of the Ordinance and the comprehensive plan.
- The Zoning Board did not come to a consensus on whether the variance would alter the essential character of the locality.
- A practical difficulty does prevent the owner from complying with the ordinance as the lot has uniquely challenging topography.
- The Zoning Board did not come to a consensus on whether the applicant's proposed use was reasonable.

Schifferdecker/Nelson, 2-2, to approve the variance from Sections 5.2.2B of the Pine County Shoreland Management Ordinance. The group desires to table the decision for the next meeting to come to a conclusive vote. Caleb Anderson will verify that such action is allowed by state law.

MCDONALD VARIANCE REQUEST (22945 PEHLER DR, PINE CITY; PID: 08.5192.000)

Caleb Anderson provided a summary of the staff report. He noted that the homeowner misunderstood that by receiving a Chengwatana Township building permit, the project still needed a County permit. Therefore, the concrete slab for this project is already installed. Anderson pointed out that there is a lot of pervious surface on two sides of the property within the road right-of-way. He also pointed out there may be opportunity to remove some of the existing impervious surface. **Glattly** asked whether decks are included as impervious surface. **Anderson** shared that decks are included as impervious surface as they retard the infiltration of water, as included in the definition.

Ron McDonald described his misunderstanding regarding the township and county permits. **McDonald** also explained that he needs additional garage space to store snow removal equipment as he plows Pehler Drive.

Katherine McDonald explained that it is important to her that their family's equipment be stored indoors. She feels the project is not a negative impact to the community.

Richard Glattly opened the public hearing at 6.36pm.

Ken Trembath questioned whether Chengwatana Township has the authority to require building permits. **Anderson** responded that any local government unit has the authority to adopt and administer the state building code.

Glattly closed the public hearing at 6:42pm.

In the Zoning Board's discussion of the applicant's request for variance from the Pine County Shoreland Management Ordinance, Section 5.5.2A, the following findings were made.

- The proposed use of residential recreation is allowed in the property's zoning district.
- The variance is in the harmony with the general purpose of the Ordinance and the comprehensive plan. All setbacks are met.
- The variance would not alter the essential character of the locality.
- A practical difficulty exists that prevents the owner from complying with the ordinance. The garage was built north to south because a sewer line runs north through the property line. The garage then would have been closer to the road and would have had less impervious surface.
- The proposed use is reasonable.

Rys/Schifferdecker, 4-0, to approve the variance from Section 5.52A of the Pine County Shoreland Management Ordinance, allowing the property owner to construct a 432 square foot garage addition.

JERGENSON VARIANCE REQUEST (15209 COPPER CANYON RD, PINE CITY; PID: 26.5014.000)

Anderson provided a summary of the staff report, describing that a slab was installed on the south side of the cabin and a deck roof was installed on the west side of the cabin, both without permit.

Jergenson described that the roof adds no further impervious surface to the property. The new roof provides storage of lumber and tools outside of the elements, as the cabin is small.

Glattly opened the public hearing at 7:09. Nobody spoke. The public hearing was then closed.

In the Zoning Board's discussion of the applicant's request for variance from the Pine County Shoreland Management Ordinance, Section 6.2.1, the following findings were made.

- The proposed use of residential recreation is allowed in the property's zoning district.
- The variance is in the harmony with the general purpose of the Ordinance and the comprehensive plan. No additional living space is added.
- The variance would not alter the essential character of the locality.
- A practical difficulty exists that prevents the owner from complying with the ordinance.
- The proposed use is reasonable.

Nelson/Rys, 4-0, to approve the variance from Section 6.2.1 to allow a 157 sq ft roof over the deck with condition that a rock drip line be installed under the eave to help deter erosion

NEW BUSINESS:

Shoreland Subdivision Lot Suitability Analysis

Anderson described a subdivision proposal that a prospective buyer of a parcel on Grindstone Lake has brought forward. Anderson shared that he has never denied a minor subdivision for the lot suitability analysis of Section 7.1 of the Shoreland Ordinance. This subdivision seems questionable as to whether it would be acceptable by said section of the Ordinance.

The Zoning Board felt that the proposed subdivision, described in the staff report, would be acceptable if proper easements could be granted prior to approval, which would grant access to both lots without needing to fill wetlands.

OLD BUSINESS:

Pine County Zoning Ordinance

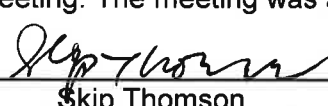
Anderson informed the Board that he has met with a few township boards but none have passed resolution to opt-in to the County Zoning Ordinance at this time.

ADJOURN

Schifferdecker/Rys 4-0 to adjourn the meeting. The meeting was adjourned at 7:44pm.



Nancy Rys
Zoning Board Secretary



Skip Thomson
Zoning Board Chairperson



AGENDA REQUEST FORM

Date of Meeting: November 5th, 2019



County Board

☒ Consent Agenda

☐ Regular Agenda

5 mins.



10 mins.



15 mins.



Other



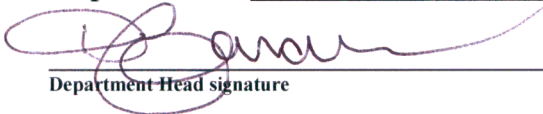
Personnel Committee



Other _____

Agenda Item: Donations to Pine County Sheriff's Reserve

Department: Pine County Sheriff's Office


Department Head signature

Background information on Item:

The Pine County Sheriff's Reserve has received a \$300 donation from the Sandstone Area Chamber of Commerce for volunteering during Quarry Days.

The Reserves have also received \$250 from the Hinckley Chamber of Commerce for their time spent volunteering during Corn and Clover Days.

Action Requested:

The Pine County Sheriff's Office respectfully asks the County Board to acknowledge and accept the donations into the Pine County Sheriff's Reserve Fund.

Financial Impact:

This donations help offset the cost for training, uniforms and equipment.




AGENDA REQUEST FORM

Date of Meeting: November 5, 2019

- ☐ County Board
☒ Consent Agenda
☐ Regular Agenda 5 mins.____ 10 mins.____ 15 mins.____ Other____
- ☐ Personnel Committee
- ☐ Other_____

Agenda Item: Application to Repurchase

Department: Auditor-Treasurer


Department Head signature

Background information on Item:

Pine County has received an application to repurchase tax forfeited land on a 4-year contract from Heather Mossow, personal representative for the estate of Paul T. Feifarek. This is the first repurchase request on this property. This property was forfeited for non-payment of property tax in 2019. Mr. Feifarek passed away in 2017 resulting in this forfeiture. All notices were mailed to the property address and Ms. Mossow only became aware of the forfeiture after the property was posted.

Action Requested:

Consider approving resolution 2019-49 to allow Heather Mossow, personal representative for the estate of Paul T. Feifarek, to repurchase said property.

Financial Impact:

N/A

RESOLUTION 2019-49

WHEREAS, Paul T. Feifarek by personal representative Heather Mossow, prior owner, has made and filed an application with the County Auditor for the repurchase of the hereinafter described parcel of tax forfeited land, in accordance with the provisions of Minnesota Statutes 1945, Section 282.241, as amended, which land is situated in the County of Pine, Minnesota, and described as follows, to-wit:

Lot Twelve (12), Block Two (2) Maple Shores
Parcel 29.5082.000

and WHEREAS, said applicant has submitted the required application for repurchase to the Pine County Auditor:

and

and WHEREAS, this Board is of the opinion that said application should be granted to remedy an undue hardship or injustice caused by for forfeiture and it is in the interest of the public to do so;

NOW THEREFORE BE IT RESOLVED, that the application of Paul T. Feifarek by personal representative Heather Mossow, for the repurchase of the above described parcel of tax forfeited land be and the same is hereby granted and the County Auditor is hereby authorized and directed to permit such repurchase according to the provisions of Minnesota Statutes 1945, Section 282.241, as amended.

Dated at Pine City, Minnesota, this 5th day of November, 2019.

Attest:

Chair, Board of County Commissioners
Pine County, Minnesota

Pine County Administrator



AGENDA REQUEST FORM

Date of Meeting: 11-05-19



County Board

☒ Consent Agenda

☐ Regular Agenda

5 mins.

☐

10 mins.

☐

15 mins.

☐

Other

☐

Personnel Committee



Other _____

Agenda Item: East Central Drug and Violent Offender Task Force Joint Powers Agreement

Department: Sheriff

Department Head signature

Background information on Item:

Pine County has been a member of the East Central Drug and Violent Offender Task Force since 2012. This JPA will extend the agreement through 2023. County Attorney Frederickson has reviewed the agreement.

Action Requested:

Approve and sign the JPA

Financial Impact:

Assignment of a Deputy to the task force which is already in the budget.

EAST CENTRAL DRUG AND VIOLENT OFFENDER TASK FORCE

JOINT POWERS AGREEMENT

The Parties to this Agreement are units of government responsible for the enforcement of controlled substance laws, deterrence of violent crimes and investigation of other associated unlawful activity in their respective jurisdiction. This agreement is made pursuant to the authority conferred upon the Parties by the Minnesota Joint Powers Act, Minnesota Statute §471.59.

NOW THEREFORE, the undersigned governmental units, in the joint and mutual exercise of their powers, agree as follows;

1. **Name:** The parties hereby establish the ***East Central Drug and Violent Offender Task Force*** ("Task Force")
2. **General Purpose:** The purpose of this Agreement is to establish an organization to coordinate efforts to investigate illegal drug activity, violent crime and assist in the prosecution of drug/violent offenders.
3. **Members:** The members of this Agreement shall consist of the following units of government:

Chisago County
Isanti County
Pine County
Kanabec County

Additional members may enter into this Agreement and become a member of the Task Force upon application by a unit of government or local law enforcement agency and following approval of a majority of the existing members of the Task Force Administrative Board.

4. **Administrative Board:**

- 4.1 Creation and Composition: A Joint powers board, known as the Task Force Administrative Board ("Board"), is established for the purposes contained herein with the powers and duties set forth in this Agreement. The Board shall consist of the police chief or sheriff of each of the members, or his or her designee or legal successor. One associate member from one of the participating counties' county attorney's office shall be appointed by the Board. Board members designated as such by a police chief or a sheriff must be full-time supervisory peace officers of their jurisdiction or office. Board members shall not be deemed employees of the Task Force and shall not be compensated by the Task Force.

4.2 Term: Board members shall be the police chief or sheriff, or their designee or legal successor. In the event that any Board member shall be removed by the appointed agency, the vacancy shall be filled by the appropriate appointed agency.

4.3 Officers: In January of each year, the Board shall elect from its members a Chair, a Vice-Chair, and a Secretary/Treasurer, and such other officers as it deems necessary to conduct its meetings and affairs. Officers shall serve for a term of one (1) year or until the officer ceases to be a board member, whichever is shorter.

4.4 Meetings: The board shall have regular and special meetings at such times and places as the Board shall determine. The meetings of the Board shall be in compliance with Minnesota's Open Meeting Law, pursuant to Minnesota Chapter 13D. Special meetings may be held on three (3) days' notice by the chair or any two (2) board members, except that a special meeting to consider adoption of or amendments to the Board's operating rules pursuant to paragraph 6.1 shall require then (10) days' notice. The presence of two-thirds (2/3) of the board members at a meeting shall constitute a quorum.

4.5 Voting: Each Board member shall be entitled to one vote. Proxy voting by one member entity on behalf of another is not permitted, but a Board Member may designate a person, as provided in 4.1 and 4.2 above, to vote on his or her behalf. The Board shall function by a majority vote of the Board Members present. The associate member from a county attorney's office shall not be entitled to a vote.

5. Duties of the Administrative Board:

5.1 The Board shall formulate a program to carry out its purpose pursuant to paragraph 2, herein, including but not limited to setting the overall Task Force priorities budgets and operational policies and procedures. The Board shall maintain and oversee the Task Force in accordance to and in compliance with the grant contract, rules and guidelines established by the Commissioner of Public Safety and the violent Crime Coordinating Council. The Board shall follow all rules and guidelines as presented by the State Program Manager and those of applicable state and federal programs, specifically including, but not limited to those pursuant to Minn. Stat. 299A.642.

5.2 The Board shall coordinate intelligence between Task Force Agents and the members.

5.3 The Board shall appoint and supervise the Task Force Commander. The Board may appoint and supervise Team Leaders. All such appointments are subject to the concurrence of the Task Force Commander's Police Chief or Sheriff.

5.4 The Board shall cause to be made an annual independent audit of the books and accounts of the Task Force and shall make and file a report to its members which includes the following information:

- (a) The financial condition of the Task Force
- (b) The status of all Task Force projects
- (c) The business transacted by the Task Force; and
- (d) Other matters which affect the interests of the Task Force.

5.5 The Task Force's books, reports, and records shall be open to inspection by its members, state, county/city and legislative auditors at all reasonable times.

6. Powers of the Administrative Board:

6.1 The Board may adopt and amend such bylaws that it may deem necessary or desirable for the conduct of the business of the Board. Such bylaws shall be consistent with the terms of this Agreement and any applicable laws or regulations.

6.2 The Board may enter into any contract necessary or proper for the exercise of its powers or the fulfillment of its duties and enforce such contracts to the extent available in equity or at law. The Board may authorize the chair of the Board to execute contracts approved by the Board.

6.3 The Board may disburse funds in a manner which is consistent with this Agreement and with the method approved by law for the disbursement of funds by the parties to this Agreement.

6.4 The Board may apply for and accept gifts, grants, or loans of money or other property or assistance from the United States Government, the State of Minnesota, or any person, association, or agency for any of its purposes; enter into any agreement in connection therewith; and hold use, and dispose of such money, property, or assistance in accordance with the terms of this gift, grant, or loan relating thereto.

6.5 The Board or appointed Task Force Commander may cooperate with other federal, state, and local law enforcement agencies to accomplish the purpose for which it is organized.

6.6 The Board may contract with any of its members to take title to, hold, manage, and convey real property obtained by the Board and on its behalf as a result of civil asset forfeiture proceedings; to enter into contracts regarding such real property; and to pay reasonable and necessary expenses related to the hold, managing and conveyance of such real property. The member shall be entitled to reimbursement for such expenses upon sale of proceeds; the Board shall reimburse the member from other funds.

6.7 The Board shall maintain liability coverage for the Task Force and the activities carried out by the Board and assigned Agents, with a limit of at least \$1,500,000 per occurrence, or as may be otherwise required by Minnesota Statutes 466.04, Subd. 1.

6.8 The Board may hold such property as may be required to accomplish the purpose of this Agreement and upon termination of this Agreement make distribution of such property as provided for this Agreement.

6.9 The Board may create a policies and procedures manual to use by the Task Force, its members and assigned agents or personnel. If any policy or procedure therein conflicts with a member's policy and procedure, the member's policy or procedure shall apply to any agent assigned by the member to the Task Force pursuant to Section 8 hereunder.

7. Budgeting and Funding:

7.1 The members intend to fund the cost of operation of the Task Force from grant funds and matching funds from members' cities and counties, from proceeds of forfeiture actions, and from restitution. It is the members' intention that matching funds shall fund the continued cost of maintaining the replacement officers for the full-time officer assigned by some members of the Task Force.

7.2 The Board shall adopt an annual budget based upon grant funds, member matching funds, and money made available from other sources. The Board may amend the budget from time to time.

7.3 The Board may contract with any of its members to provide budgeting and accounting services necessary or convenient for the Board. Such services shall include, but not limited to: management of all funds, including member contributions and grant monies, forfeiture proceeds; payment for contracted services; and relevant bookkeeping and recordkeeping. No payment on any invoice for services performed by any person providing services in connection with this Agreement shall be authorized unless approved by the Board Chair, Vice-Chair, or Secretary/Treasurer.

7.4 The members agree to contribute their grants funds and required matching funds to operate the Task Force.

7.5 All Funds shall be accounted for according to generally accepted accounting principles. The Secretary/Treasurer shall make a quarterly financial report of all expenditures and receipts, and current fund balances to the Board.

7.6 The Board may not incur debt.

7.7 The Board's obligation to reimburse members for any expense, furnish equipment and the like is contingent upon the receipt of grant funds for that purpose. If insufficient grant funds are received, the Board may reduce the level of reimbursement and/or reduce other expenditures.

8. Agents:

8.1 Each member shall inform the Board by the 1st of December of each year, the allocated number of experienced, full-time license police officer(s) to serve as Agents for the Task Force for the proceeding calendar year. The minimum number of licensed peace officers each member may assign to the Task Force is one (1). The number of licensed peace officer(s) per member allowed to serve as Agents for the Task Force must be approved by the Board before December 15th of each year.

8.2 Agents shall not be employees of the Task Force. Agents shall remain employees of the member that has assigned them to the Task Force and shall be compensated by that member. Each party to this Agreement shall be responsible for injuries to or death of its own personnel.

8.3 Agents will be responsible for investigation of drug offenses and the criminal activity of violent offenders, including intelligence management, case development, and case charging, handling and processing of evidence, Agents will also assist other Agents in surveillance and undercover operations. To the extent authorized by law Agents will work cooperatively with assisting members and non-members agencies, including sharing intelligence and information acquired by agents pursuant to this Agreement.

8.4 Agents will be supervised by the Task Force Commander or, in his/her absence, by the team leader assigned by the Task Force Commander to act in his/her behalf.

8.5 The Member appointing the Agent shall furnish the Agent a weapon, cellular phone, Computer/Laptop, wireless card and a vehicle, and pay any lease payments, insurance, maintenance and operating costs of the vehicle. Further, the Member appointing the Agent may pay all expenses associated with tuition, travel, lodging, and meal. Each party shall be responsible for damages to or loss of its equipment, even if the damages or losses were caused wholly or partially by the negligence of any other party or its officers, employees, or agents.

8.6 The members shall maintain the officer positions hired to replace the officer assigned to the Task Force, or maintain the full-time equivalent assigned to the Task Force as shown in 8.1

9. Task Force Commander and Team Leader (s)

9.1 From among the full-time Agents assigned by the members, the Board shall appoint a Task Force Commander who will serve at the Board's pleasure. The Task Force Commander shall remain an employee of the member that has assigned them to the Task Force.

9.2 The Task Force Commander shall be in charge of the day to day operation of the Task Force, including supervising the Task Force's assigned personnel subject to direction received from the Board. The Task Force Commander is responsible for staffing, scheduling, case assignment, case management, record keeping, informant management, buy fund management, petty cash management, intelligence management, and management of all property seized and held for forfeiture. The Task Force Commander will be responsible to keep the Board updated as to the Task Force's activity, which would include major case development within member jurisdictions. The Task Force Commander will supervise the drafting and executing of all search warrants initiated by the Task Force and will work cooperatively with the agencies with venue and/or jurisdiction over the case. The Task Force Commander will be responsible for all buy fund monies and petty cash funds, and will provide Board members with at least quarterly, or more frequently as deemed necessary by the Board, accounting of all funds disbursed and a written summary of activity with the unit.

9.3 The Task Force Commander may exclude Agents from further Task Force involvement subject to review by the Board. The member agency that assigned the Agent to the Task Force will be immediately notified of the Task Force Commander's actions.

9.4 From the Agents assigned by members, a Team Leader (s) may be appointed by the Task Force Commander, with the concurrence of the Agent's member, and serve at the Task Force Commander's pleasure. The Team leader (s) must be a full-time, licensed police officer of a member. The Team Leader (s) shall remain an employee of the member city or county at all times.

9.5 The duties, responsibilities, and authority of the Team Leader (s), while the Task Force Commander is absent, shall be the same as the Task Force Commander as described in paragraph 9.2 herein, if there is more than one Team Leader, the Task Force Commander will assign one Team Leader to act as the Task Force Commander while the Task Force Commander is absent.

10. **Forfeiture, Seizures, and Fines:** Items that are seized pursuant to this Agreement shall be used to support the Task Force efforts. The use and disbursement of these items must be approved by the Board. In the case of federal forfeiture actions, established federal rules shall be followed. In the case of state forfeiture actions, established state law and legal precedence shall be followed. The Board may divide all remaining forfeited items among Task Force members in

proportion to the then-assigned full-time equivalent contributions of each member of this Agreement as set forth in paragraph 8.1 herein. Fine and restitution monies ordered paid to the Task Force by court order shall be used to offset equipment or operating costs of the Task Force not funded by grant or matching funds.

11. **Indemnification and Hold Harmless:** The Board shall purchase general liability insurance for activities of the Task Force. Such insurance shall name each member as an additional insured. By purchasing insurance, the members do not intend to waive, and the Agreement shall not be interpreted to constitute a waiver of, by any member, limitations on liability or immunities provided by any applicable Minnesota law, including Minn. Stat. Chs. 466 and 471. The cost of the general liability insurance shall be paid from funds provided to paragraph 7 hereunder.

The members of this Agreement are not liable for the acts or omissions of the other members of this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other members.

12. **Effective Date:** This Agreement shall take full effect on January 1st, 2020. The signed Agreement shall be filed with the Board's designated fiscal agent, who shall notify all members in writing of its effective date.

13. **Termination and Withdrawal:**

- 13.1 Termination Date: This Agreement shall terminate upon the occurrence of any one of the following events, whichever occurs first:

- When necessitated by operation law or as a result of a decision by a court of competent jurisdiction; or
- When a majority of Task Force Members agree by resolution to terminate the agreement upon a date certain; or
- On December 31, 2023

- 13.2 Withdrawal: Any member may withdraw from this Agreement upon 60 days written notice to the Board. The Board shall notify the members pursuant to paragraph 14. Withdrawal shall not act to discharge any liability incurred by the member prior to withdrawal. Such liability shall continue until discharge by law or agreement. In the event of withdrawal by any member, the agreement shall remain in full force and effect as to all remaining members.

13.3 Effect of Termination: Upon termination of this Agreement, all Property of the Task Force shall be sold or distributed to the members in proportion to the then-assigned full-time equivalent contributions of each member of this Agreement as set forth in paragraph 7.1 herein.

14. Notice: Notice of withdrawal shall be provided by first class mail to the following:

Chisago County Sheriff's Office
15230 Per Road
Center City, MN 55012

Isanti County Sheriff's Office
2440 Main Street South
Cambridge, MN 55008

Pine County Sheriff's Office
635 Northridge Drive NW, Suite 100
Pine City, MN 55063

Kanabec County Sheriff's Office
18 N Vine Street
Mora, MN 55051

In Witness Whereof, the Parties have caused this Agreement to be executed by the persons authorized to act for their respective Parties by passage of Resolution on the date(s) set forth below:

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

EAST CENTRAL DRUG AND VIOLENT OFFENDERS TASK FORCE

JOINT POWERS AGREEMENT

Chisago County:

Rick Greene, Chair
Chisago County Board of Commissioners

Date:_____

Attest:_____
_____, Clerk to the Board

Date:_____

Reviewed and Approved:

Sheriff Brandon Thyen
Chisago County Sheriff's Office

Date:_____

Approved by Chisago County Board of Commissioners
Resolution No._____

Reviewed as to form:

Janet Reiter
Chisago County Attorney

Date:_____

EAST CENTRAL DRUG AND VIOLENT OFFENDERS TASK FORCE

JOINT POWERS AGREEMENT

Isanti County:

Mike Warring, Chair
Isanti County Board of Commissioners

Date:_____

Attest:_____
_____, Clerk to the Board

Date:_____

Reviewed and Approved:

Sheriff Chris Caulk
Isanti County Sheriff's Office

Date:_____

Approved by Isanti County Board of Commissioners
Resolution No._____

Reviewed as to form:

Jeffrey Edblad
Isanti County Attorney

Date:_____

EAST CENTRAL DRUG AND VIOLENT OFFENDERS TASK FORCE

JOINT POWERS AGREEMENT

Pine County:

Josh Mohr, Chair
Pine County Board of Commissioners

Date: _____

Attest: _____
_____, Clerk to the Board

Date: _____

Reviewed and Approved:

Sheriff Jeff Nelson
Pine County Sheriff's Office

Date: _____

Approved by Pine County Board of Commissioners
Resolution No. _____

Reviewed as to form:

Reese Frederickson
Pine County Attorney

Date: _____

EAST CENTRAL DRUG AND VIOLENT OFFENDERS TASK FORCE

JOINT POWERS AGREEMENT

Kanabec County:

Kathi Ellis, Chair
Kanabec County Board of Commissioners

Date: _____

Attest: _____
_____, Clerk to the Board

Date: _____

Reviewed and Approved:

Sheriff Brian Smith
Kanabec County Sheriff's Office

Date: _____

Approved by Kanabec County Board of Commissioners
Resolution No. _____

Reviewed as to form:

Barb McFadden
Kanabec County Attorney

Date: _____



AGENDA REQUEST FORM

Date of Meeting: 11/05/2019



County Board

☒ Consent Agenda

☐ Regular Agenda

5 mins. ☐ 10 mins. ☐ 15 mins. ☐ Other ☐



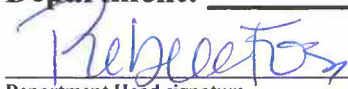
Personnel Committee



Other _____

Agenda Item: Approve regular employment status

Department: HHS



Department Head signature

Background information on Item:

Financial Assistance Supervisor II Michelle Morgan is nearing the end of her probationary period. Michelle has been an asset to the management team and has been acclimating to her new role as a supervisor. HHS is requesting that regular employment status be granted to Michelle effective November 14, 2019.

Action Requested:

Approve regular employment status for Financial Assistance Supervisor II Michelle Morgan effective November 14, 2019.

Financial Impact:

N/A



AGENDA REQUEST FORM

Date of Meeting: 11/05/2019

- ☒ **County Board**
 ☒ Consent Agenda
 ☐ Regular Agenda 5 mins ☐ 10 mins ☐ 15 mins ☐ Other ☐
- ☐ **Personnel Committee**
- ☐ **Other** _____

Agenda Item: Approve regular employment status

Department: HHS

K. DeCarlo
Department Head signature

Background information on Item:

Children's Mental Health Social Worker Cassandra Peterson has completed her probationary period, and is eligible for regular employment status effective October 18, 2019.

Action Requested:

Approve regular employment status for Social Worker Cassandra Peterson effective October 18, 2019.

Financial Impact:

N/A



AGENDA REQUEST FORM

Date of Meeting: 11/05/2019



County Board



Consent Agenda



Regular Agenda

5 mins.

☐

10 mins.

☐

15 mins.

☐

Other

☐

Personnel Committee



Other

Agenda Item: Approve of hiring

Department: HHS

Rebecca Ross

Department Head signature

Background information on Item:

HHS was given authorization to backfill an office support specialist position in the child support unit left vacant by the promotion of Samantha Robbins to a support enforcement aide position. Interviews were recently held and the position was offered to and accepted by Jennifer Burlak, contingent on the background check and County Board approval. Jennifer will be able to begin her employment with HHS effective Tuesday, November 12, 2019 at Grade 2, Step 1 (\$15.05/hour).

Action Requested:

Authorize the hiring of Jennifer Burlak as an office support specialist effective November 12, 2019 at Grade 2, Step 1 (\$15.05/hour), contingent on the background check.

Financial Impact:

The position is contained in the 2019 and 2020 HHS budget.



AGENDA REQUEST FORM

Date of Meeting: Nov 5th, 2019



County Board



Consent Agenda



Regular Agenda

5 mins.

☐

10 mins.

☐

15 mins.

☐

Other

☐

Personnel Committee



Other _____

Agenda Item: Authorization of Hiring IT Support Specialist

Department: IT Department

Department Head signature

Background information on Item:

Backfill of the IT Support Specialist open position.

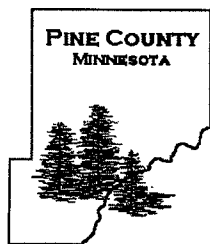
Action Requested:

Authorize the hiring of IT Support Specialist Nicholas Miller, Grade 7, \$20.74. Non-Union, Non-Exempt
Contingent on on seccessfull background investigation.

Effective Date: November 12th, 2019

Financial Impact:

This position is budgeted for in the IT Departments budget.



AGENDA REQUEST FORM

Date of Meeting: November 5th, 2019



County Board

☒ Consent Agenda

☐ Regular Agenda

5 mins

☐

10 mins

☐

15 mins

☐

Other

☐

Personnel Committee



Other

Agenda Item: Request for Overnight Training

Department: Probation


Department Head signature

Background information on Item:

The Association of Minnesota Counties Annual Conference takes place December 9-11th in St. Cloud, Minnesota. Probation Director Terry Fawcett is a presenter on 12/10, and also will be representing the Minnesota Association of County Probation Officers as Preseident.

Action Requested:

Consider Probation Director Terry Fawcett to attend the AMC Annual Conference 12/9-12/11 in St. Cloud, and authorize two nights lodging.

Financial Impact:

\$375 registration

\$188 lodging

\$15 dinner

Total= \$578. * A county vehicle will be used as available.*

Funds are available in the 2019 Probation budget.



AGENDA REQUEST FORM

Date of Meeting: November 5th, 2019



County Board



Consent Agenda



Regular Agenda

5 mins.

☐

10 mins.

☐

15 mins.

☐

Other

☐

Personnel Committee



Other _____

Agenda Item: Request for Overnight Training

Department: Probation


Department Head signature

Background information on Item:

Supervisor Kevin Glass has been approved by the University of Minnesota Extension to attend the 2019 Changemaker Retreat November 19-21 at Giants Ridge.

Action Requested:

Consider approval of Supervisor Kevin Glass to attend the 2019 Changemaker Retreat.

Financial Impact:

Lodging, training, and meals are provided by the U of M. Only cost is mileage at 132 miles round trip x .58 per mile = \$76.56

Funds are available in the 2019 Probation budget.




AGENDA REQUEST FORM

Date of Meeting: _____

- ☐ **County Board**
☐ Consent Agenda
☐ Regular Agenda 5 mins.____ 10 mins.____ 15 mins.____ Other____
- ☐ **Personnel Committee**
- ☐ **Other** _____

Agenda Item: _____

Department: _____



Department Head signature

Background information on Item:

Action Requested:

Financial Impact:




AGENDA REQUEST FORM

Date of Meeting: November 5, 2019

- ☐ **County Board**
☐ Consent Agenda
☐ Regular Agenda 5 mins.____ 10 mins.____ 15 mins.____ Other____
- ☐ **Personnel Committee**
- ☒ **Other** Railroad Authority

Agenda Item: Railroad Authority Easement

Department: Auditor-Treasurer


Department Head signature

Background information on Item:

Pine County has been approached by property owner Pavel Sakurets, CEO of Real Estate Division, LLC, for an easement over and across Pine County Railroad Authority property in Brook Park. This is the old railroad bed that extends into Brook Park from Kanabec County.

Pine County granted a similar easement on March 1, 2016 for a different property owner/parcel. At that time, County Attorney Frederickson drafted language to ensure the County's future use of the Railroad Authority property. The language has also been included on this deed.

Action Requested:

Authorize the County Board chair to sign a quit claim deed granting an ingress and egress easement to Real Estate Division, LLC which includes language ensuring the County's future use of the property.

Financial Impact:

No expenses will be incurred. The quit claim deed will be furnished to the property owners for recording.

Attachment A

A perpetual easement for ingress/egress and utility purposes over, under, and across the following described property:

A strip of land 33 feet in width, over, under and across part of the Northeast Quarter of the Southeast Quarter (NE $\frac{1}{4}$ of the SE $\frac{1}{4}$) of Section Twenty (20), Townships Forty (40) West, Range Twenty-two (22) North, Pine County, Minnesota. The center line of said strip of land is described as follows:

Commencing at the East Quarter corner of said Section 20, thence west along the north line of said Northeast Quarter of the Southeast Quarter, a distance of 1038 feet; thence southeasterly deflecting to the left 114 degrees 51 minutes 56 seconds a distance of 859.39 feet, more or less, to the northerly line of the former Railroad Right of Way and the point of beginning of the centerline to be described; thence continuing southeasterly on the land described course 100 feet to the southerly line of said former Railroad Right of Way and said center line there terminating.

Said strip of land is to extend by its full width from the northerly line of said former Railroad Right of Way to the southerly line of said former Railroad Right of Way.

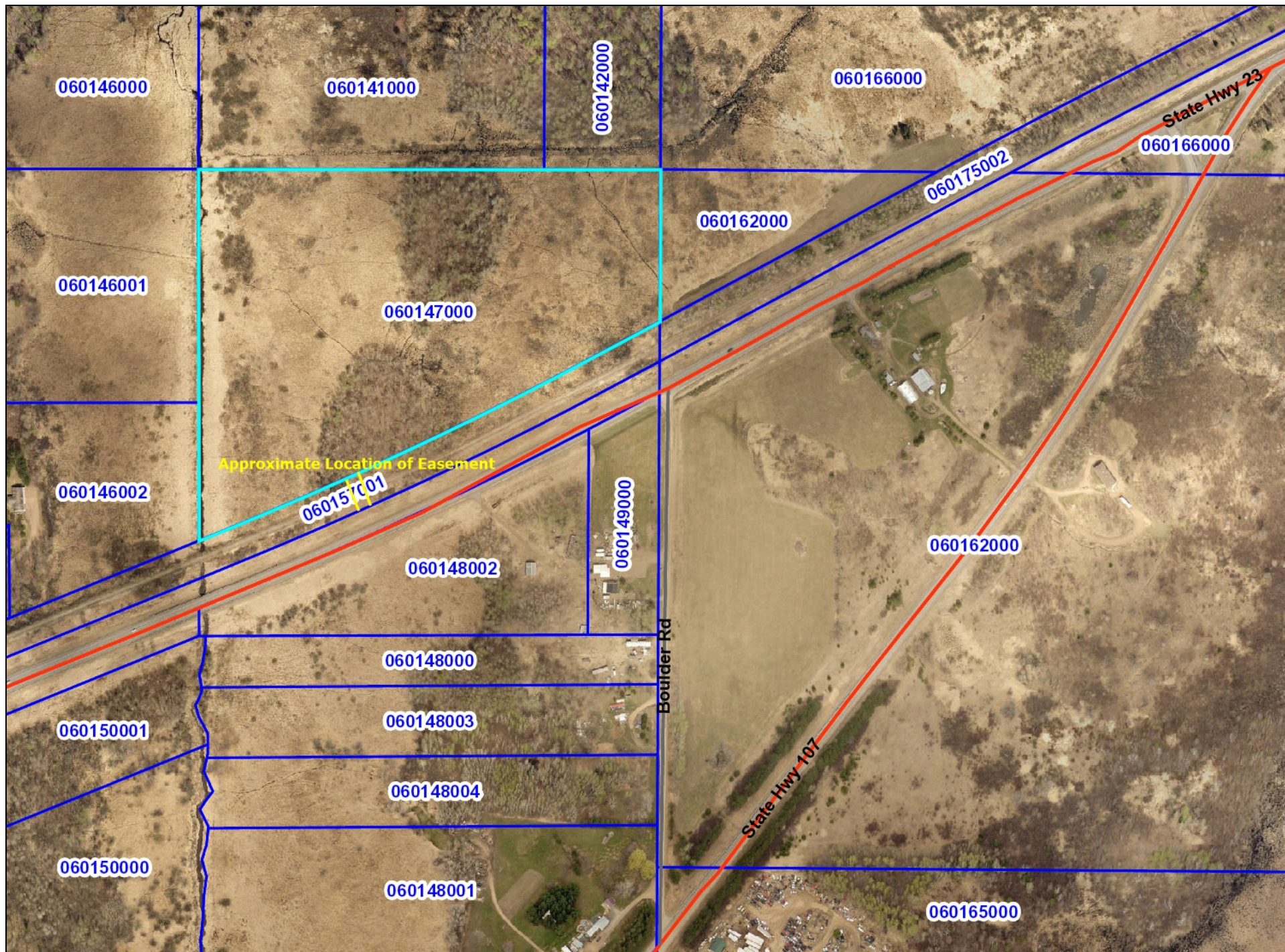
This conveyance of an easement is made subject to the express deed restrictions which shall be applicable to the Grantee, its heirs, successors and assigns: (1) the use of the easement is limited to reasonable ingress and egress from parcel 06.0147.000 and may not be conveyed separately from this parcel; (2) the easement shall not impede, block, destroy or degrade parcel 06.0157.001 as described below; (3) any use of the easement shall yield to all current and future traffic on parcel 06.0157.001 as described below; (4) this easement shall extinguish if parcel 06.0147.000 is subdivided or another easement point becomes available that does not cross parcel 06.0157.001; (5) Grantee, its heirs, successors and assigns may add gravel to the easement to aid ingress and egress only if the gravel does not impede traffic on parcel 06.0157.001 or cover an asphalt or concrete surface.

Description of Parcel 06.0147.000

The Northeast Quarter of the Southeast Quarter (NE $\frac{1}{4}$ of the SE $\frac{1}{4}$), North of the Railroad Right of Way, Section Twenty (20), Townships Forty (40), Range Twenty-two (22), Pine County, Minnesota.

Description of Parcel 06.0157.001

That portion of the former railroad right of way in the Northeast Quarter of the Southeast Quarter (NE $\frac{1}{4}$ of the SE $\frac{1}{4}$), Section Twenty (20), Townships Forty (40), Range Twenty-two (22), Pine County, Minnesota as described in document 504700 in the Office of the Pine County Recorder.



QUIT CLAIM DEED

Business Entity to Business Entity

Minnesota Uniform Conveyancing Blanks
Form 10.3.5 (2013)

eCRV number: n/a

DEED TAX DUE: \$ exempt per 287.22(13)

DATE: November 5, 2019
(month/day/year)

FOR VALUABLE CONSIDERATION, Pine County, Minnesota Railroad Authority
(insert name of Grantor)

a n agency of government _____ under the laws of Minnesota ("Grantor"),
hereby conveys and quitclaims to Real Estate Division, LLC
(insert name of Grantee)

a limited liability company under the laws of Minnesota ("Grantee"),
real property in Pine County, Minnesota, legally described as follows:

See Attachment A

Check here if all or part of the described real property is Registered (Torrens) ☐

together with all hereditaments and appurtenances belonging thereto.

Check applicable box:

- ☒ The Seller certifies that the Seller does not know of any wells on the described real property.
- ☐ A well disclosure certificate accompanies this document or has been electronically filed. (If electronically filed, insert WDC number: _____.)
- ☐ I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Grantor

Pine County, Minnesota Railroad Authority
(name of Grantor)

By: _____
(signature)

Its: Board Chair
(type of authority)

By: _____
(signature)

Its: Clerk to the Board
(type of authority)

State of Minnesota, County of Pine

This instrument was acknowledged before me on November 5, 2019, by Joshua C. Mohr
(month/day/year) (name of authorized signer)

as Board Chair
(type of authority)

and by David J. Minke
(name of authorized signer)

as Clerk to the Board of Pine County, Minnesota Railroad Authority
(type of authority) (name of Grantor)

(Stamp)

(signature of notarial officer)

Title (and Rank): _____

My commission expires: _____
(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:
(insert name and address)

Pine County
635 Northridge Dr Nw
Pine City, MN 55063

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS
INSTRUMENT SHOULD BE SENT TO:
(insert legal name and residential or business address of Grantee)

Real Estate Division, LLC
1920 Central Avenue Northeast Suite 203
Minneapolis, MN 55418

**Pine County Government Operations Committee
Minutes
Tuesday, October 11, 2019; 9:30 a.m.
Pine County Courthouse, Pine City, Minnesota**

Members:

Commissioner John Mikrot Jr.

Commissioner Matt Ludwig

1. The meeting was called to order at 9:30 a.m.

Members Present: Commissioner Mikrot, Commissioner Ludwig

Others Present: Lorri Houtsma, County Assessor/Recorder; Kelly Schroeder, County Auditor/Treasurer; and David Minke, County Administrator.

Motion by Commissioner Ludwig to approve the agenda. Second by Commissioner Mikrot. Motion carried 2-0.

Auditor/Treasurer Schroeder described the current property assessment process.

Minnesota allows two approaches to valuing property. Fifty-two Minnesota counties use the county system where the county assesses all property. The remaining counties (including Pine) use the local assessing system where each city/township can hire its own assessor. Pine uses a “combined” system where the county assesses all commercial property and contracts with 30 of the local jurisdictions to provide assessing services. This system leaves 17 jurisdictions which contract with private assessors for the work.

Effective July 1, 2022, property appraisers must have an accredited Minnesota Assessor License (AMA License). Of the three local assessors contracting with the townships, it is thought that some of them will not pursue this level or accreditation. Therefore, it is a good time to discuss switching the county system.

The committee thought it would be good to bring this issue to the full board at a Special Meeting/Committee of the Whole.

With no further business the committee adjourned at 10:55 a.m.

Pine County Health & Human Services Advisory Committee
October 15, 2019, 1:00 p.m.
North Pine Government Center
1602 Hwy 23 No., Sandstone, Minnesota

Members Present: Commissioners Steve Hallan and Steve Chaffee

Others Present: Becky Foss, HHS Director; Samantha Lo, Community Health Services Administrator; David Minke, County Administrator.

1. Commissioner Hallan called the meeting to order at 1:00 p.m.
2. **Motion** by Commissioner Chaffee to approve the agenda. Second by Commissioner Hallan. Motion carried 2-0.
3. **Motion** by Commissioner Hallan to approve the Minutes from the August 9, 2019 committee meeting. Second by Commissioner Chaffee. Motion carried 2-0.

4. Infant at Work—Pilot Program

Sam reviewed the proposed infant at work pilot program. The program would allow new parents to bring their infant to work from birth to 240 days (or until the child can crawl). The requests will be reviewed on a case-by-case basis and can be discontinued if issues develop. Benefits include: quicker return to work, employees feel more supported, help with the child care shortage, and increased teamwork.

It was the **consensus** of the committee to proceed with the pilot program in HHS and conduct a formal review after one year.

5. HHS-Related Transportation Services

Becky reviewed that HHS is involved in transportation in three general areas:

- (1) Commitment cases where the county sheriff's office is reimbursed for mileage
- (2) Social Services transportation
- (3) non-emergency medical transportation

For years (generally prior to 2018) the county directly recruited/managed volunteer drivers and used local taxi services. Costs were increasing for the taxi services and the volunteer drivers were not able to meet all service needs and were time/labor intensive for county staff to manage.

Starting in 2018 the county contracted with Arrowhead Transportation for social services transportation. In some cases, the county can still provide mileage reimbursement and bus passes. In the same year, the county joined a consortium of other counties (Anoka, Benton, Chisago, Dakota, Hennepin, Isanti, Mille Lacs, Pine, Ramsey, Sherburne, Stearns, Washington, and Wright). MTM provides transportation to medical appointments for MA clients.

6. Dental Care Grant

Becky update the committee on the recently received dental care grant. Services will be provided in Pine City and Sandstone.

7. Other

The county will not be sponsoring any flu clinics this year as flu shots are widely available and the participation in the county clinics has been decreasing.

8. Next Meeting

The next meeting will be December 2, 2019, 9:00 a.m. at the Pine County Courthouse.

9. With no further business, the meeting adjourned at 2:05 p.m.



MINUTES
PINE COUNTY TECHNOLOGY COMMITTEE

District 1 Commissioner Hallan
District 2 Commissioner Mohr

Tuesday October 22nd, 2019, 9:00a.m.
Administrator Conference Room, Courthouse
Pine City, Minnesota

Present: Commissioner Hallan, Commissioner Mohr, IT Manager Ryan Findell, IT Specialist Sr. Kent Bombard, County Administrator David Minke, Child Support Supervisor Jodi Blesener, County Auditor/Treasurer Kelly Schroeder, Jail Administrator Rodney Williamson

1. Called meeting to order at 9:02am
2. Email Retention
 - IT Manager Ryan Findell explained the three year email retention policy that will be effective January 1st, 2020. Discussion was held on the different ways employees can use to save records that need to be retained for longer than three years.
3. Data Security Incident
 - The committee reviewed the data security incident that was made public on Wednesday Oct. 16th. Discussion was held on staff email training and the next steps in the training process.
4. Other
 - Tax/CAMA Update
 - Auditor/Treasurer Kelly Schroeder gave an update that there will be a meeting on Wednesday Oct. 23rd of the MNCCC counties to discuss next steps. Kelly will provide an update with the results after that meeting.
 - NPGC
 - Sound/hearing issues in the Wright/Carlson Room during board meetings. IT Manager Ryan Findell will work with the vendor to try to resolve the issues and look into sound dampening solutions.
 - Tech Fund
 - Priorities for the Tech Funds include a body/squad camera system for the Sheriff's office, and jail camera replacement.
 - Tech Committee Meeting Dates
 - Discussion was held on moving the tech committee meeting dates to the months of January, March, May, July, September and November for the 2020 calendar year on the 3rd Tuesday of each of those months.
5. Adjourned at 9:55am

Joe Mulford, President
Pine Technical & Community College



Pine Technical &
Community College

History and Background

Since 1965

Pine Technical & Community College originally was founded in 1965.

Community College Status

Pine Technical College became Pine Technical & Community College in 2014.

A member of Minnesota State

Pine Technical & Community College is a member of Minnesota State, Minnesota's largest provider of higher education with 37 colleges and universities.



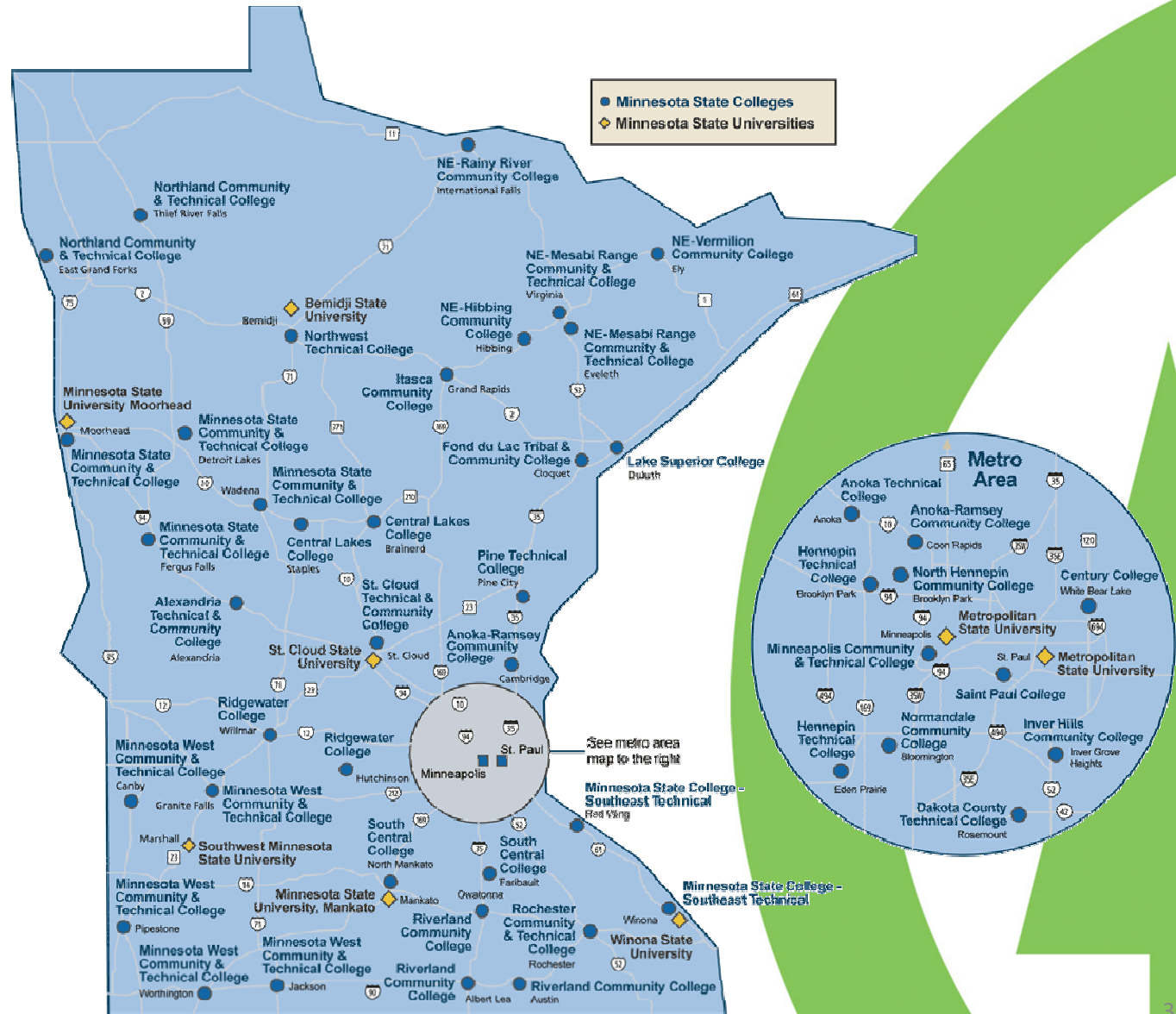
Pine Technical &
Community College



MINNESOTA STATE

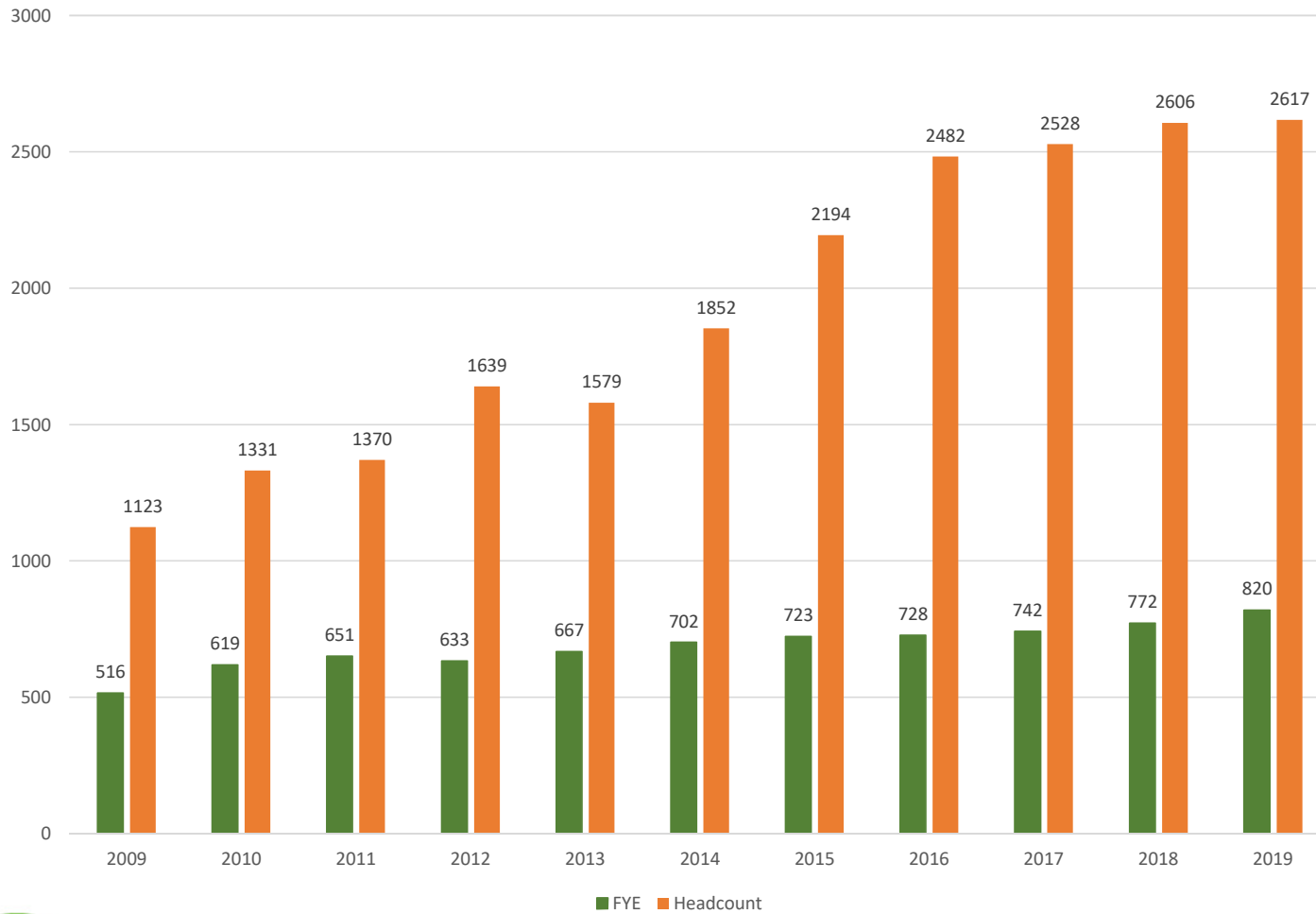
Pine Technical & Community College

Part of the
Minnesota
State System



Pine Technical & Community College

FYE and Headcount



Pine Technical & Community College Programs

Liberal Arts and Transfer Degrees

Associate of Arts

Advanced Manufacturing

Machining Technology, **Applied Engineering Technology**,
Automated Systems Technology, Industrial Equipment Technician,
Welding Technology, 360 Online Manufacturing, Gunsmithing and
Firearms Technology

Automotive

Automotive Technology



Pine Technical &
Community College



Pine Technical & Community College Programs

Business

Business Essentials, Business Admin, Business Transfer Pathway

Computer Science and Information Technology

Cyber Security, Computer Programming, Network Administration

Education and Human Services

Early Childhood Development, Human Services Eligibility Worker,
American Sign Language



Pine Technical &
Community College

Pine Technical & Community College Programs

Health Science and Nursing

Emergency Medical Services Professional (EMT), Health Science – Broad Field, Medical Assistant, Associate Degree Nursing (RN), Nursing Assistant (CNA), Practical Nursing (LPN), Trained Medication Aide (TMA)

Individualized Studies – Specialized Diploma, AAS, or AS
Individualized Studies



Pine Technical &
Community College

Successful AD and PN Nursing Programs

NCLEX-RN: 92.59% of AD nursing graduates pass NCLEX-RN,
Fourth highest in Minnesota

NCLEX-PN: 93.94% of PN nursing graduates will pass NCLEX-PN
Third highest in the state of Minnesota

Associate Degree Nursing and **Practical Nursing** programs are
accredited by the National League for Nursing Commission for
Nursing Education Accreditation (NLN CNEA) in 2018.



Pine Technical &
Community College

Continuing/Customized Education Programs

Working with organizations and key employers in Kanabec County

Our Graduates Stay Local!

Welia

Essentia

Grand Casino-Hinckley

Lakeside Medical Center

Broekema Beltway

Atscott Manufacturing

Chambers of Commerce

DAKA



Pine Technical &
Community College

Key Happenings

Expanded Scholarship Programs:

Frandsen-Braham, Rush City, Frederic, Luck HS-Two year tuition plus 1K books/supplies

Kick Start-Pine City, Hinckley, East Central, Willow River, Pine City, Mora, Ogilvie, North Branch, Chisago Lakes
Free/Reduced Lunch Eligible Senior Year- One year tuition plus 1K books/ supplies

Workforce Development Scholarships (52 Mn legislative funded) \$2,500
High Growth/High Demand programs; nursing, manufacturing, auto and IT programs

Key Happenings

Expanding college-in-the-schools programming in local high schools

Partnering with East Central HS for CNA, Auto and EMT programs

Pine City HS hosting courses in HS and PSEO

Central Minnesota Baccalaureate Initiative

-start here and stay here-

APPLIED ENGINEERING TECHNOLOGY TO APPLIED ENGINEERING		
 Pine Technical & Community College Associate of Applied Science		
First Year - Fall Semester	15 Cr	
MATH 1260 College Algebra		
ENGL 1276 College Composition		
MTTP 1241 Intro to Computer Aided Design (CAD)		
AENG 1231 Material & Manufacturing Process		
MTTP 1201 Basic Machine Shop		
First Year - Spring Semester	15 Cr	
AENG 1241 Introduction to Statics		
AENG 1250 Applied Engineering Design Project		
WELD 1501 Introduction to Welding		
MNTC Goal Areas 1-10		
Second Year - Fall Semester	15 Cr	
AENG 2241 Advanced Computer Aided Design (CAD)		
AENG 2210 Reverse Engineering		
AENG 2212 Prototyping		
ETEC 1550 DC Power		
GETEC 1551 Programmable Logic Controllers I		
Second Year Spring Semester	15 Cr	
AENG 2220 Machine Design & Kinematics		
AENG 2230 Manufacturing Project Management		
AENG 2250 Applied Engineering Capstone		
ETEC 2522 Fluid Power		
PHIL 1220 Human Ethics		
MNTC Goal Areas 1-10		
GRADUATION REQUIREMENT 60 CREDITS		
<small>Minnesota State Bemidji State University and Pine Technical and Community College are members of Minnesota State.</small>		
 BEMIDJI STATE UNIVERSITY Bachelor of Applied Science		
Third Year - Fall Semester	15 Cr	
TADT 3111 Project Management Methodology		
TADT 3100 Principles of Professional Development		
TADT 3267 Economic and Cost Analysis		
General Education/MNTC	6 Cr	
Third Year - Spring Semester	15 Cr	
TADT 3217 Material Science and Metallurgy		
TADT 3537 Industrial Design and Innovation		
TADT 3700 Operations Planning and Control		
General Education/MNTC	6 Cr	
Third Year - Summer Semester	6 Cr	
TADT 3887 Safety and Risk Management		
General Education/MNTC	3 CR	
Fourth Year - Fall Semester	16 Cr	
TADT 4867 Lean Principles and Practices		
TADT 4385 Sustainability & Emerging Technologies		
UPPER DIVISION TADT ELECTIVES (4 Cr.)		
General Education/MNTC	6 CR	
Fourth Year - Spring Semester	15 Cr	
TADT 4873 Emphasis Related Capstone		
TADT 4878 Quality Assurance		
TADT 4879 Services Process/Improvement	3	
General Education/MNTC	6 Cr	
GRADUATION REQUIREMENT 120 CREDITS		
<small>This plan is based on an articulation agreement between Pine Technical and Community College and Bemidji State University dated 6/18/2019. Plans are an example only. Class offerings change yearly. Students should visit advisors to develop a college plan. Articulation agreements expire after five years.</small>		



Pine Technical & Community College

Upcoming Events

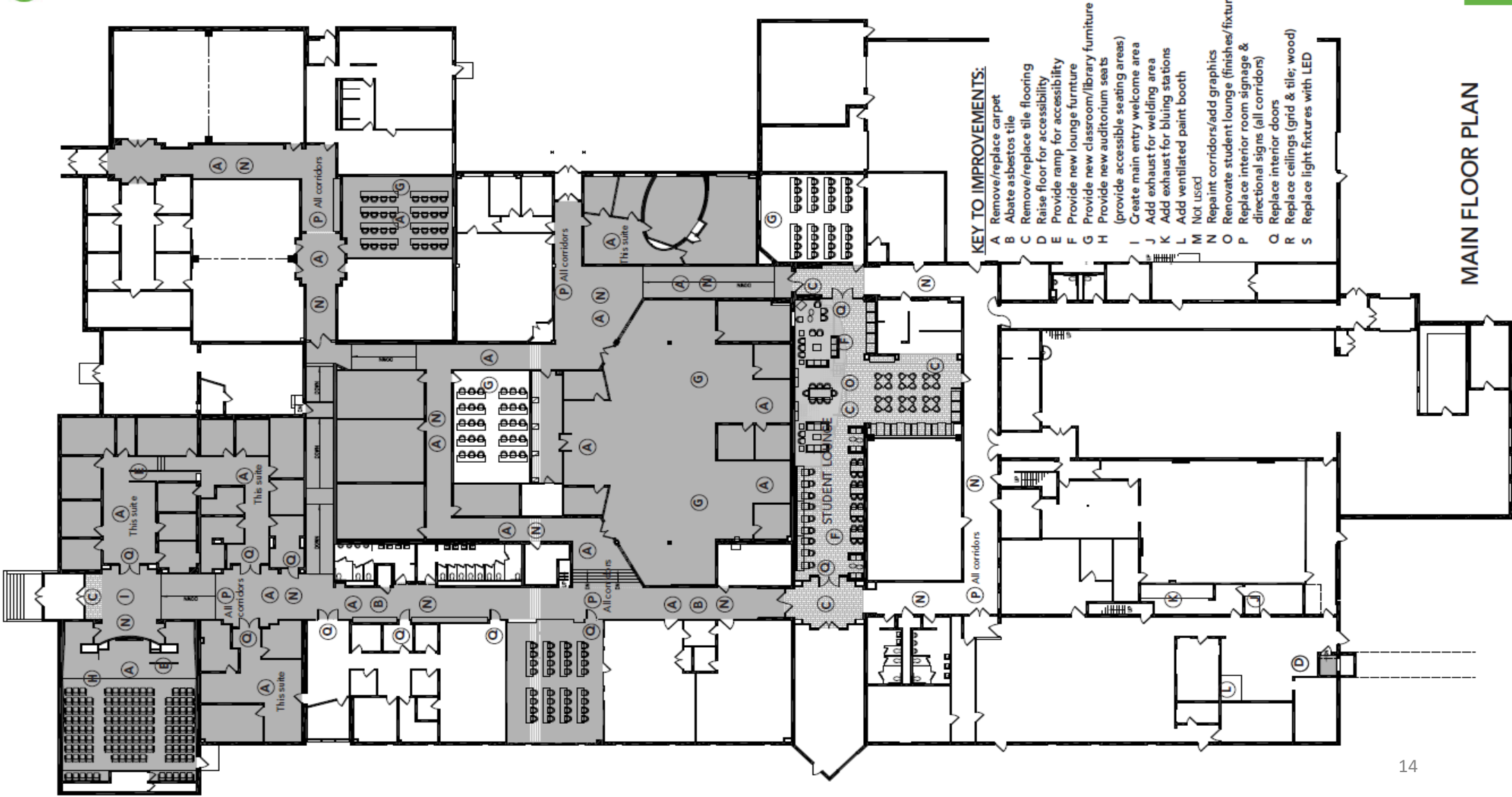
\$2.2M Campus Modernization Project
Beginning in January 2020



Pine Technical &
Community College



PTCC Regional Workforce Training Modernization and Expansion Project



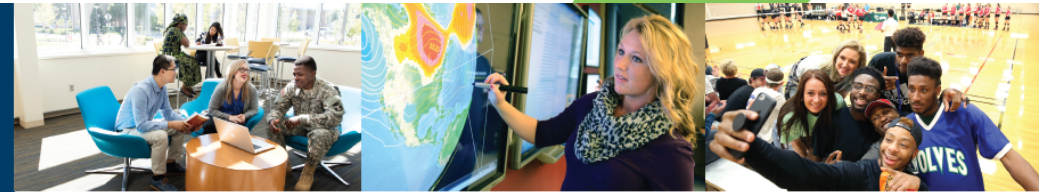
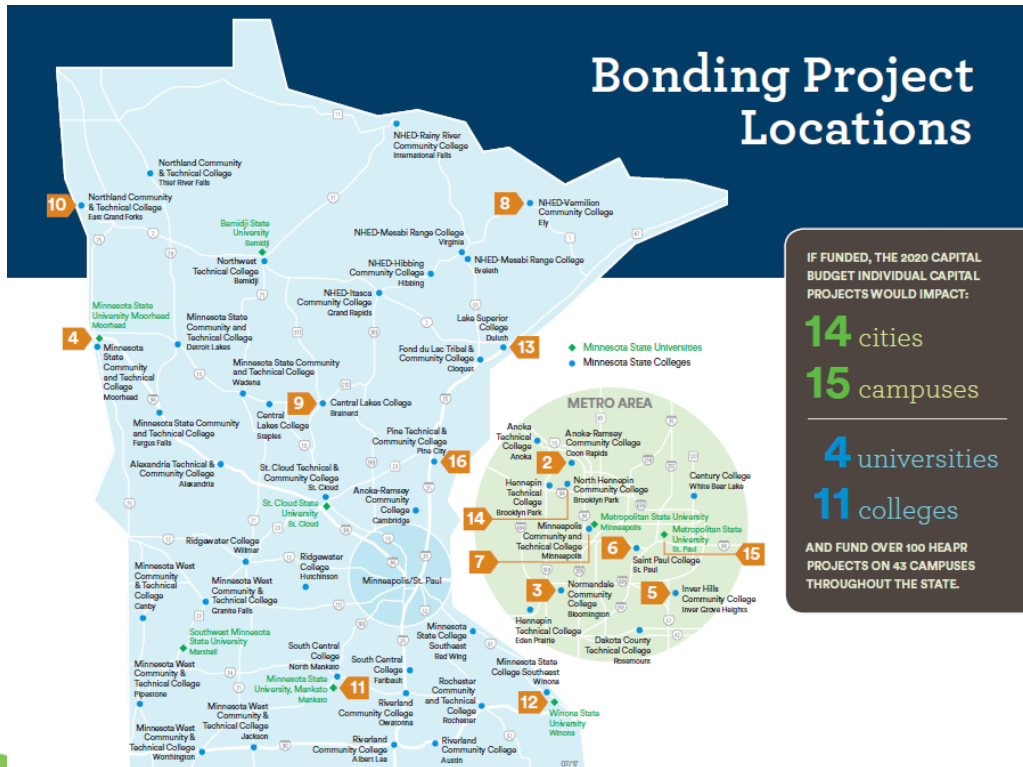
Upcoming Events

14.9M Technical Labs Addition



Pine Technical &
Community College

Bonding Project: Technical/Trades Lab Addition and Renovation



2020 Capital Budget Priority List

PRIORITY	PROJECT DESCRIPTION	COST (IN MILLIONS)	PAGE
1	Higher Education Asset Preservation and Replacement (HEAPR) - STATEWIDE	\$150.0	8
2	Anoka-Ramsey Community College - Nursing and Business RENOVATION - COON RAPIDS	\$16.3	14
3	Normandale Community College - Classroom and Student Services RENOVATION - BLOOMINGTON	\$26.6	14
4	Minnesota State University Moorhead - Weld Hall RENOVATION - MOORHEAD	\$17.3	15
5	Inver Hills Community College - Technology and Business Center RENOVATION - INVER GROVE HEIGHTS	\$14.7	15
6	Saint Paul College - Academic Excellence DESIGN - ST. PAUL	\$0.9	16
7	Minneapolis Community and Technical College - Management Education Center Metro Baccalaureate Initiative DESIGN - RENOVATION - MINNEAPOLIS	\$10.3	16
8	Vermilion Community College - Classroom Building DESIGN - RENOVATION - ELY	\$2.6	17
9	Central Lakes College - Student Services and Academic Support DESIGN - RENOVATION - BRAINERD	\$8.3	17
10	Northland Community & Technical College - Effective Teaching and Learning Labs DESIGN - RENOVATION - EAST GRAND FORKS	\$2.2	18
11	Minnesota State University, Mankato - Armstrong Hall Replacement DESIGN - RENOVATION - MANKATO	\$6.7	18
12	Winona State University - Center for Interdisciplinary Collaboration, Engagement, and Learning DESIGN - WINONA	\$3.2	19
13	Lake Superior College - Integrated Manufacturing Workforce Labs DESIGN - DULUTH	\$1.0	19
14	North Hennepin Community College - Center for Innovation and the Arts @ Brooklyn Park DESIGN - BROOKLYN PARK	\$6.6	20
15	Metropolitan State University - Cyber Security Program DESIGN - RENOVATION - ST. PAUL	\$3.9	20
16	Pine Technical & Community College - Technical/Trades Lab Addition and Renovation DESIGN - PINE CITY	\$0.6	21

TOTAL \$271.2
STATE SUPPORT \$230.8
MINNESOTA STATE FINANCED \$40.4

2020 Capital Request - 7

Bonding Project: Technical/Trades Lab Addition and Renovation

PRIORITY 16



Pine Technical & Community College



Pine Technical & Community College
pine.edu
@pinecollege

PINE CITY

Technical/Trades Lab Addition and Renovation

DESIGN

\$635,000



RENOVATES: 15,025 GSF
DEMOLISHES: 2,886 GSF
CONSTRUCTS: 29,964 GSF



DEFERRED MAINTENANCE REDUCTION: \$276,000



SUMMARY

- » Designs the renovation and new construction of technical/trades labs, classrooms, faculty offices, health sciences spaces, and support spaces
- » Removes temporary instructional space
- » Expands high-demand programs such as nursing and precision machining
- » Creates new student spaces for studying and collaboration
- » Highlights technical and trades programs by providing open concept, integrated manufacturing setting that allows for collaborative projects across programs

STUDENT IMPACT

This **modernization and expansion** project will create a more sustainable, comfortable, and technologically advanced learning environment for current and future students. This project aids the college's long-term growth strategy of serving and training more than 4,000 students and reaching 1,200 FYE a year. This project will improve access to critical workforce skills for east central, Minnesota residents and students, while faculty and staff are able to strengthen the support offered to students through improved educational programs and services.

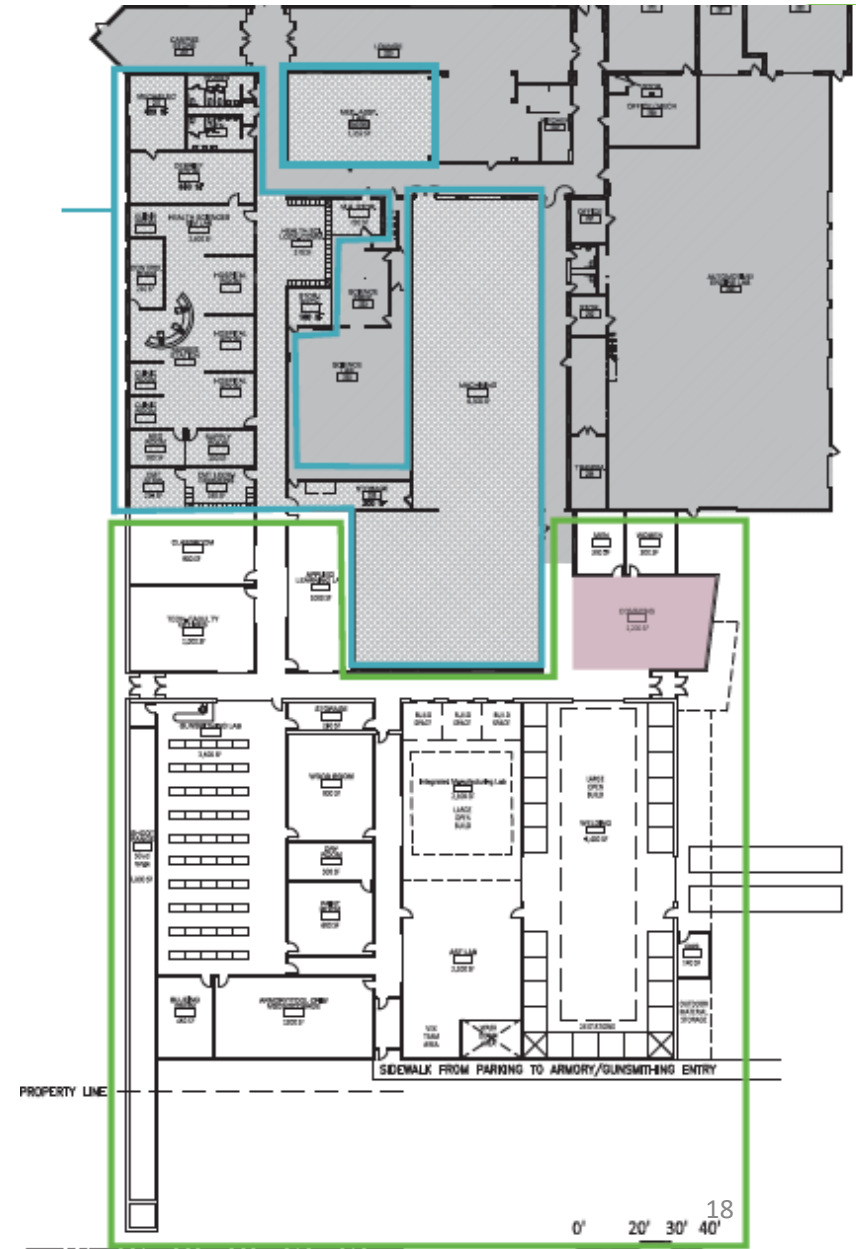


Pine Technical & Community College

- Technical/Trades Programs
- Nursing/Health Sciences Programs
- Study Commons



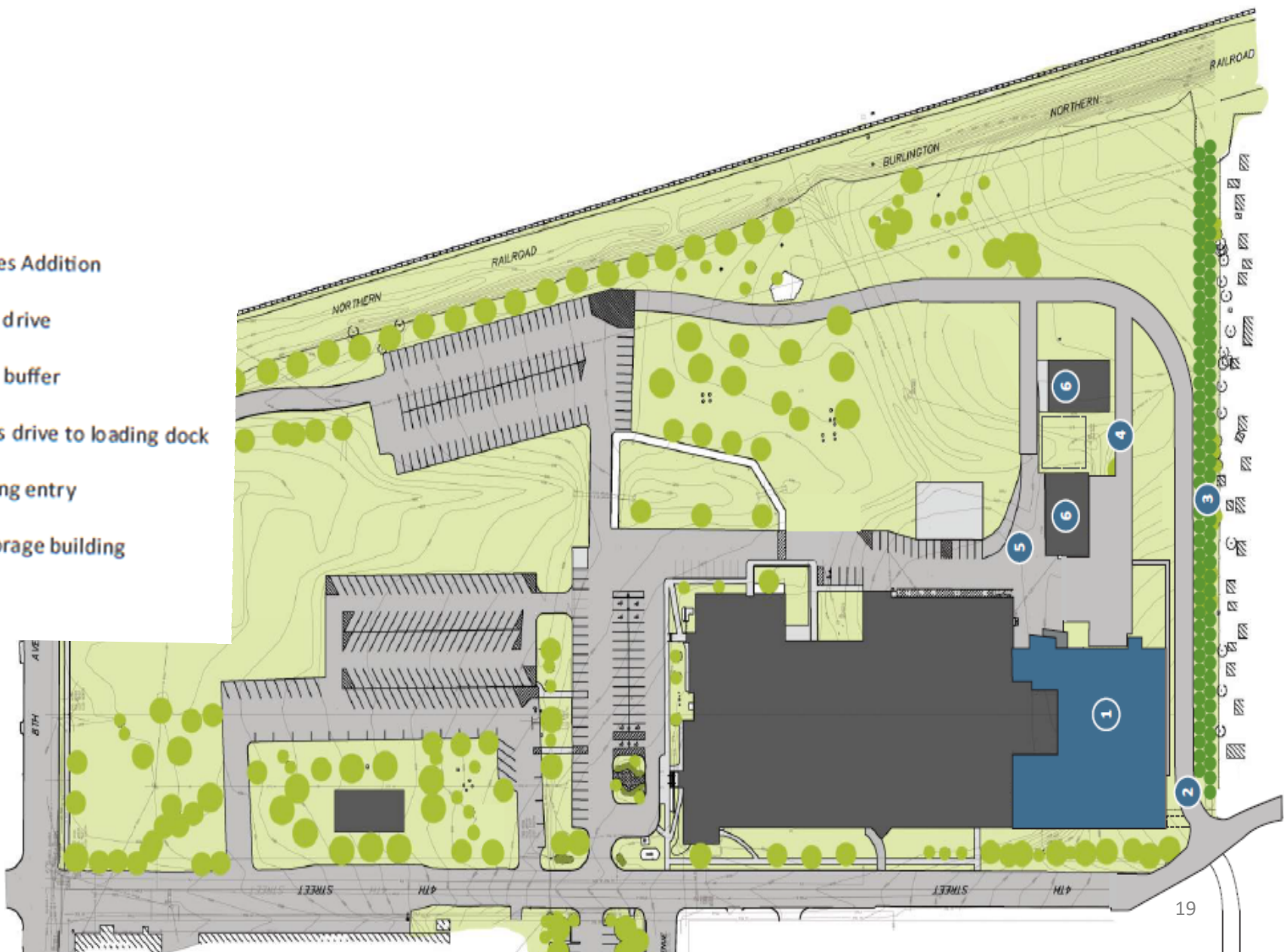
Pine Technical &
Community College





Project Illustrations
Proposed Site Plan

- 1 Tech/Trades Addition
- 2 New entry drive
- 3 Landscape buffer
- 4 New access drive to loading dock
- 5 New building entry
- 6 Existing storage building





AGENDA REQUEST FORM

Date of Meeting: November 5, 2019

- ☐ **County Board**
☐ Consent Agenda
☒ Regular Agenda 5 mins. X 10 mins. ____ 15 mins. ____ Other ____
- ☐ **Personnel Committee**
- ☐ **Other** _____

Agenda Item: Consider Lease with the Central Minnesota Jobs and Training Service for Space at the South Pine Government Center

Department: Administration

Department Head signature

Background information on Item:

Pine County issued a RFP to find a provider for the Minnesota Family Investment Program (MFIP) and the Diversionary Work Program (DWP) Employment Services. The Central Minnesota Jobs and Training Program (CMJTS) was the top responder.

CMJTS needed space to offer these programs in Pine County. As the program participants often are enrolled in other programs, the county worked with CMJTS to find convenient office space and agreed on a room at the South Pine Government Center (SPGC) in Pine City.

The space, approximately 476 square feet, is on the main floor across from the city council chambers and is no longer required by the city. The city and county are agreed to reduce the city's rent.

Attached is the proposed lease with CMJTS. The lease was drafted by the county attorney, is for one year starting November 2019, and provides for the payment of \$4,000 in rent.

CMJTS is also looking to lease space in Sandstone from another entity as Pine County does not have any space available.

CMJTS anticipates three individuals working on a regular basis in Pine City and one individual working on a regular basis in Sandstone.

Action Requested:

Approve the one-year lease with CMJTS for space at the SPGC.

PINE COUNTY – CMJTS OFFICE SPACE LEASE

This Lease is between Central Minnesota Jobs and Training Services, Inc., a nonprofit (hereinafter "CMJTS") and Pine County, a political subdivision of the State of Minnesota, (hereinafter "the County").

The County, for and in consideration of this Lease, leases to CMJTS the office space (hereinafter "the Premises"), located in the County of Pine, State of Minnesota, described as:

The 476-square foot conference room (Room 33 in the attached floor plan) on the Main Floor of the building known as the Old Pine County Courthouse, located at 315 Main Street South, Pine City, Minnesota 55063.

To have and to hold the Premises, together with the rights, easements, and appurtenances thereto belonging to the County, its successors and assignees, on the following terms and conditions:

1. **TERM AND USE:** The term of this Lease shall commence on November 1, 2019 and shall continue for a period of one (1) year until October 31, 2020. CMJTS shall have use of the office space described above, any furniture provided by the County, and common amenities that facilitate access to the Premises such as hallways, public entrances and parking lot spaces for vehicles.
2. **RENT:** CMJTS shall pay to the County as and for fixed rent for the Premises the amount of \$4,000 for the year. Rent is due within 30 days of the commencement of this Lease.
3. **MAINTENANCE OBLIGATIONS:** The County shall be responsible for the repair of the following: the structural portions of the Premises, including load bearing and exterior walls, the subflooring, the roof, and the foundation; the electrical, utility, plumbing, sewage; interior walls; windows; and ceiling light fixtures. CMJTS shall be responsible for the cleaning and custodial care of the Premises. CMJTS may purchase custodial services from the County through a separate agreement. CMJTS shall not block any entryways with furniture items.
4. **UTILITIES:** The County agrees at its sole cost to furnish to CMJTS all utilities including garbage removal, water, sewer, electricity, and heat to the Premises. The cost of telephone, internet, and other communications connections are not included in the rent paid by CMJTS; however, the County will allow without cost access to any public internet connection available in the building such as Wi-Fi or a wired connection.
5. **POSSESSION:** Except as herein provided, the County shall deliver possession of the Premises in the condition required by this Lease on or before the date specified above for the commencement of the term, subject to unavoidable delays beyond the County's control, but the delivery of possession prior to such commencement date shall not affect the expiration of this Lease.

6. LESSOR'S ACCESS: The County, its employees, and its agents shall have the right to enter the Premises at any reasonable time for inspecting, cleaning, repairing, altering, or improving the Premises or to exhibit the Premises to prospective tenants, purchasers, or others. Nothing in this section shall be interpreted as requiring the County to perform such acts independent of the requirements of the other provisions of this Lease.
7. IMPROVEMENTS, ALTERATIONS AND REMODELING: CMJTS shall, at its own expense, be permitted to perform reasonable improvements, alterations, or remodeling on or to the Premises if approved in advance in writing by the County. CMJTS shall be authorized to decorate or redecorate (paint, wall paper, etc) at their own discretion and cost without written approval. CMJTS shall not connect furniture to the walls without prior approval by the County. In addition, CMJTS agrees to make no structural changes to the Premises unless given prior approval by the County. The County agrees to make necessary basic repairs within the Premises.
8. ASSIGNMENT AND SUBLEASE BY CMJTS: CMJTS shall not voluntarily or by operation of law sublet the Premises or assign or encumber CMJTS's interest in this Lease. Any attempted subletting, assignment or encumbrance shall be voidable and, at the County's election, shall constitute a default.
9. INSURANCE: The County will provide liability insurance. CMJTS is responsible for any contents that it brings into the Premises, including but not limited to: furniture, computers, printers, supplies, technology and personal items. CMJTS is responsible for the cost of any damage done to the County's furniture beyond normal wear and tear.
10. SURRENDER: On the last day of the term of this Lease, CMJTS shall surrender the Premises and the County's furniture in good condition and repair, reasonable wear and tear excepted. On or before the last day of the term of this Lease, CMJTS shall at its expense remove all its equipment from the Premises, and any property not removed shall be deemed abandoned. All alterations, additions, and fixtures, other than CMJTS's equipment, which have been made or installed by either the County or CMJTS on the Premises shall remain as the County's property and shall be surrendered with the Premises. If the premises are not surrendered at the end of the term, CMJTS shall indemnify the County against any loss or liability resulting from the delay by CMJTS in so surrendering the Premises, including without limitation claims made by the succeeding Tenant found on such delay. CMJTS shall promptly surrender all keys from the Premises to the County at the place then fixed for payment of rent and shall inform the County of combinations of any locks and safes on the premises. In no event shall CMJTS be deemed to have abandoned the premises of this Lease unless CMJTS first obtains the express permission of the County. The provisions of this section shall survive the termination of this Lease.
11. HOLDING OVER: If CMJTS remains in possession of the Premises after the expiration of this Lease without the execution of a new Lease, it shall be deemed to be occupying the Premises as a Tenant from month to month, subject to all the conditions, provisions and obligations of this Lease insofar as they can be applicable to a month-to-month tenancy. Rent would be recalculated to a monthly basis.

12. NONPAYMENT OF RENT; DEFAULTS: On the occurrence of any of the following:

- (a) a rent payment from CMJTS to the County that remains unpaid in whole or part for more than thirty (30) days after it is due and payable;
- (b) CMJTS's violation or default of any of the other covenants, agreements, stipulations, or conditions herein, and such violation or default continues for a period of thirty (30) days after written notice from the County of such violation or default; or
- (c) if CMJTS shall be adjudged bankrupt or file a petition for Bankruptcy or for any arrangements under the bankruptcy code or become insolvent or have appointed a receiver of its property;

then it shall be optional for the County to declare this Lease forfeited and the terms ended and to re-enter the Premises.

13. DAMAGE TO PREMISES OR PROPERTY: CMJTS shall pay for all damage to the Premises or the County's property caused by the negligent act or omission of CMJTS or any of its agents, employees, or contractors or by CMJTS's failure to promptly discharge CMJTS's obligation under this Lease or comply with the terms of this Lease, but only to the extent that such damage is not covered by insurance proceeds recovered by the County. Any amount owed by CMJTS shall be paid on demand by the County.
14. ATTORNEY'S FEES: If any action at law or in equity shall be brought to court to recover any rent under this Lease, costs due to any breach, or to enforce or interpret any of the covenants, terms, or conditions of this Lease, the prevailing party shall be awarded reasonable attorney's fees and costs as determined by the Court. Any award will be made part of any judgment or decree entered.
15. NOTICES: All communications, demands, notices or objections permitted or required to be given or served under this Lease shall be in writing and shall be deemed to have been duly given or served if delivered in person to the other party or its duly authorized agent if deposited in the United State's mail, postage prepaid, for mailing by certified or registered mail, return receipt required, and addressed to the other party in this Lease, to the address set forth next to the party's signature at the end of this Lease, or if to a person not a party to this Lease, to the address designated by a party to this Lease. Any party may change its address by giving notice in writing, stating its new address, to any other party as, provided in the above manner. Commencing on the tenth (10th) day after giving the notice, the newly designated address shall be the party's address for communications, demands, notices, or objections permitted or required to be given or served under this Lease.
16. SUCCESSORS AND ASSIGNS: Except for the limitations stated in Paragraph #8 above, this Lease shall be binding on and shall inure to the benefit of the parties' and their respective assigns, executors, or successors.

17. SEVERABILITY OF PROVISIONS: If any provision of this Lease is determined to be invalid or illegal, that invalidity or illegality shall in no way affect, impair, or invalidate any other provision of this Lease. The remaining provisions shall remain in full force and effect.
18. ENTIRE AGREEMENT: This Lease constitutes the entire agreement between the parties; there are no binding agreements or representations between the parties except as expressed in this Lease. CMJTS acknowledges that neither the County nor any of the County's agents has made any representations or warranty as to the suitability of the Premises for the conduct of CMJTS's business or the condition of any improvements located thereon. CMJTS expressly waives any claim for damages because of any statement, representation, warranty, a promise, or other agreement of the County or the County's agents not contained in this Lease.
19. AMENDMENT OF LEASE: No amendment of this Lease shall be effective unless in writing and signed by both parties to this Lease.
20. IN WITNESS HEREOF, the parties hereto have executed this Lease the day and year first written above.

LESSOR:

Pine County
635 Northridge Drive NW
Pine City, MN 55063

Dated: _____

Chairman
Pine County Board of Commissioners

Dated: _____

Pine County Administrator

LESSEE:

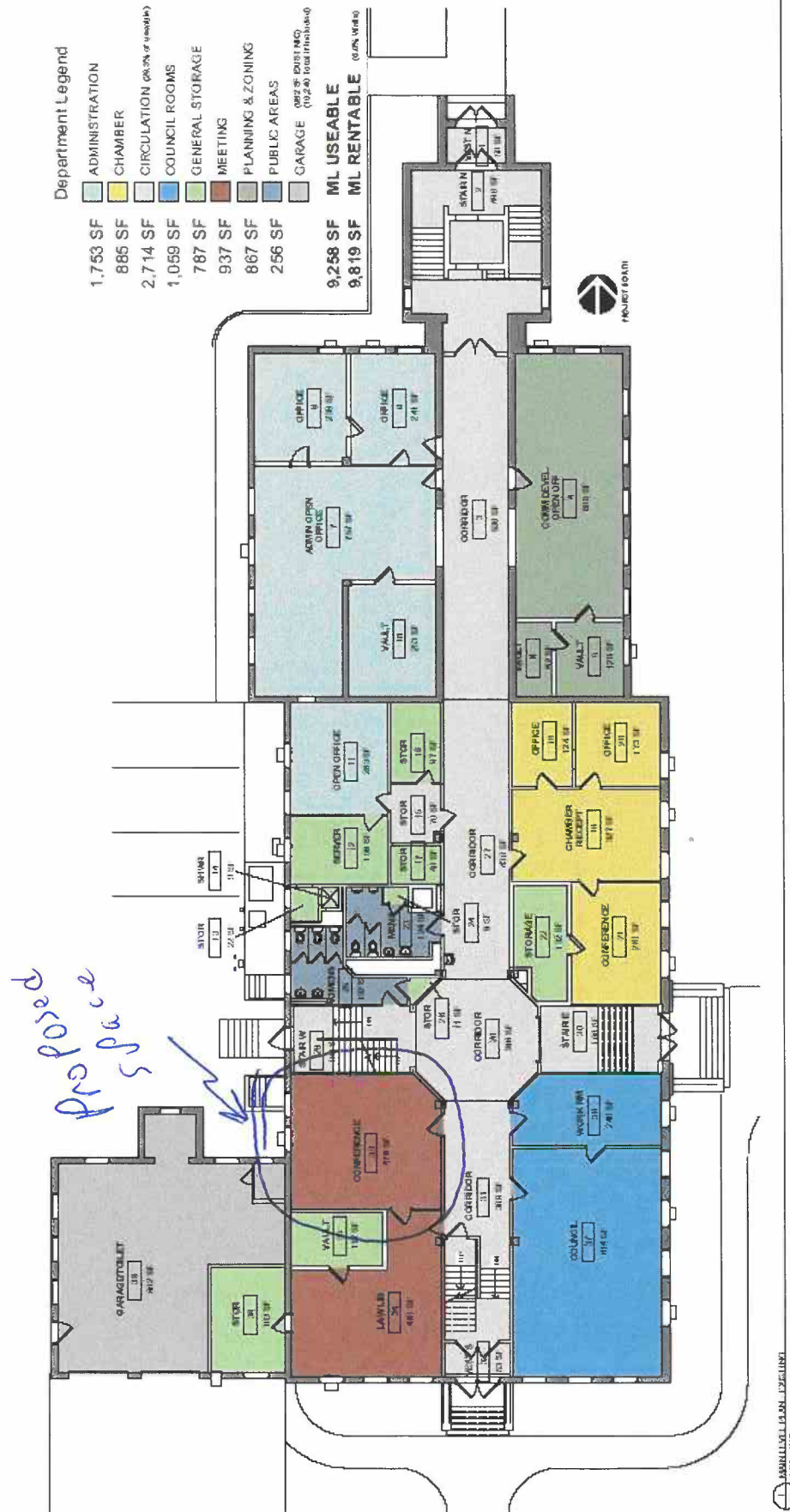
Dated: 10/28/2019

 CEO
CMJTS

MAIN LEVEL PLAN -
EXISTING

PINE CITY HALL
FACILITY
ASSESSMENT

LSF Design





AGENDA REQUEST FORM

Date of Meeting: November 5, 2019

- ☐ **County Board**
☐ Consent Agenda
☒ Regular Agenda 5 mins. X 10 mins. ____ 15 mins. ____ Other ____
- ☐ **Personnel Committee**
- ☐ **Other** _____

Agenda Item: Appointment of HRA Commissioner

Department: Administration

Department Head signature

Background information on Item:

Minnesota Statute 469 authorizes counties (and cities) to have Housing and Redevelopment Authorities and outlines the structure and powers.

Under the statute, the county board appoints five members to the HRA board. Additionally, the county board may appoint two of its members for a total of seven HRA commissioners. The membership of the commission is to “reflect an area wide distribution on a representative basis”. Terms of appointment are five years.

Attached is a letter from the HRA requesting Dorothy Stockamp's reappointment to a five-year term on the HRA board of directors.

Action Requested:

Consider the re-appointment of Dorothy Stockamp to a five-year term, October 5, 2019 – October 4, 2023, on the Pine County HRA Board of Commissioners.

PINE COUNTY HRA
510 Fifth Street
SANDSTONE, MN 55072
e-mail: pinehra@ecenet.com

Sandstone Manor
510 Fifth Street
Sandstone, MN 55072

Finlayson Manor
6524 Broadway Street
Finlayson, MN 55735

October 14, 2019

David Minke
Pine County Courthouse
635 Northridge Drive NW #200
Pine City, MN 55063

Subject: Reappointment of Pine County HRA Board of Directors Commissioner

Dear Mr. Minke:

Dorothy Stockamp's term will expire in October 2019. We respectfully request, with her approval, she be approved for reappointment to the Pine County HRA Board of Directors.

If there is anything else that you need please contact me at
320-493-0562

Thank you,


Tammy L. Gehrke
Management Agent



AGENDA REQUEST FORM

Date of Meeting: November 5, 2019

- ☐ **County Board**
☐ Consent Agenda
☒ Regular Agenda 5 mins. X 10 mins. ____ 15 mins. ____ Other ____
- ☐ **Personnel Committee**
- ☐ **Other** _____

Agenda Item: Consideration of Per Diem Amounts for Board and Committee Appointees

Department: Administration

Department Head signature

Background information on Item:

Pine County maintains various boards and committees and pays per diem as shown below.

Zoning Board (planning commission)	\$75
HHS Advisory	\$50
Pine County Chemical Health Coalition	\$50
Extension Committee	\$50
Library	\$50
Community Health Advisory	\$50
Housing Steering Committee—No longer meets	\$50
County HRA	\$50
Probation Advisory Committee	\$50

These amounts were set in January 2019 by Resolution 2019-03.

The HRA has requested an increase to \$75, which is the maximum allowed by Minnesota statute for HRAs. I am not aware of other board's requesting an increase, but it seems reasonable to review them all at the same time.

Increasing the per diem amounts will have an impact on the 2020 budget. Using the HRA as an example, increasing the rate by \$25 per meeting will increase the cost to the county by \$125 per meeting (5 commissioners X \$25). Assuming full attendance at one meeting per month, the annual increase would be \$1,500. If a per diem increase is approved, the 2020 budget should be increased by \$1,500 for a total per diem amount for the HRA of \$4,500.

If a per diem increase is desired, the change could be made official at the December 17, 2019 county board meeting and effective in January 2020.