

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

**Tuesday, April 19, 2016 - 10:00 a.m.
Board Room, Pine County Courthouse, Pine City, Minnesota**

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

The Pledge of Allegiance was said.

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

Chair Rossow requested the following revisions to the Agenda:

1. Addition: Consent Item #8D, Personnel -- Authorize the hiring of part-time Dispatcher Stephanie Nynas, effective April 25, 2016, \$17.11 per hour, grade B23.
2. Supplemental Information: Regular Agenda #13, Cooperative Agreement & EDA Application

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

Commissioner Chaffee moved to approve the Minutes of the March 31, 2016 Special Meeting-Committee of Whole (Hospital Road Project and County Auditor/Treasurer). Second by Commissioner Hallan. Motion carried 5-0.

Commissioner Ludwig moved to approve the Minutes of the April 5, 2016 board meeting and Summary for publication. Second by Commissioner Mohr. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

East Central Regional Library Minutes – March 14, 2016

Minnesota Department of Human Services correspondence – March 30, 2016

Minnesota Pollution Control Agency correspondence –April 4, 2016 (the referenced Findings of Fact are on file with the Land Services Department).

United States Department of the Interior, Bureau of Indian Affairs – received April 11, 2016

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

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

CONSENT AGENDA

1. Approve March, 2016 Cash Balance

Fund	March 31, 2015	March 31, 2016	Increase(Decrease)
General Fund	1,243,199	2,221,213	978,014
Health and Human Services Fund	(502,138)	(171,041)	331,097

Road and Bridge Fund	4,321,475	2,682,454	(1,639,021)
Land Management Fund	2,143,680	1,194,367	(949,313)
TOTAL (inc non-major funds)	7,665,015	7,578,588	(86,427)

2. Temporary 3.2 Licenses and Consumption

Approve the following:

Ray and Marge's – renewal of Consumption and Display permit

Finlayson-Giese Sportsmen Club – 3.2 temporary licenses for May 21, 2016 and September 4, 2016

Jack Pine Riders – 3.2 temporary license for July 7-10, 2016

3. Prosecution Agreement – City of Henriette

Approve Agreement for Prosecution Services with the City of Henriette and authorize Board Chair and County Auditor to sign.

4. Joint Powers Agreement (JPA) Between Pine County Probation and Bureau of Criminal Apprehension

Approve Resolution 2016-17 approving the Joint Powers Agreement between Pine County Probation and Bureau of Criminal Apprehension, Court Data Services Subscriber Agreement and Joint Powers Agreement and authorize Board Chair and County Administrator to sign. The JPA will allow the BCA to provide Probation with access to the Minnesota Criminal Justice Data Communication Network. This is a five year renewal.

5. DHS Planning and Implementation Grant

Authorize HHS Director Becky Foss to accept the five-year DHS planning and implementation grant award in the amount of \$1,017,640.

6. Dental Care/Mental Health Care Grant

Authorize HHS Director Becky Foss to apply for a grant offered through Blue Plus in the amount of \$25,000.

7. Special Meeting – Committee of the Whole

Approve the following Special Meeting-Committee of the Whole meetings:

<u>Date</u>	<u>Location</u>	<u>Topic</u>
April 26, 2016, 10:00 a.m.	Pine Innovation Center, Pine City	Economic Development
May 24, 2016, 9:00 a.m.	Pokegama Town Hall, Pine City	Roads, Road Financing, and Road Tour
June 7, 2016, 10:00 a.m.	Sandstone HHS Building (after board meeting)	Legislative Update
June 21, 2016, 10:00 a.m.	Board Room, Pine City (after board meeting)	HHS Update
June 28, 2016, 9:00 a.m.	Duquette Community Hall, Kerrick	Comp Plan Update Oberstar Trail
July 26, 2016, 9:00 a.m.	Aazhoomog Community Center, Lake Lena	Law Enforcement Update 2017 Budget strategy
August 26, 2016, 9:00 a.m.	Board Room, Pine City	2017 Department Presentation and Requests
August 30, 2016, 9:00 a.m.	Board Room, Pine City	2017 Department Presentation and Requests

8. Personnel

- A. Approve transfer from probationary status to regular status for HHS employees Account Technician Judy Billman effective April 21, 2016 and Registered Nurse Christina Schoeberl effective April 30, 2016.
- B. Approve promotion of dispatcher Marcella Danielson to Lead Dispatcher position, effective May 1, 2016, \$24.59 per hour, grade B24.
- C. Approve promotion of Corrections Agent Laura Stylski to Senior Agent, MAPE Grid 14G, Range 10, Step 1, \$21.44 per hour.
- D. Approve the hiring of part-time Dispatcher Stephanie Nynas, effective April 25, 2016, \$17.11 per hour, grade B23.

9. Training

Approve Fraud Investigators Kari Rybak and Osten Berg to attend the 29th Annual Fraud Investigators Association Spring Conference, May 11-13, 2016, Walker, Minnesota. Total registration \$200; Lodging approximately \$645; Mileage \$140.

REGULAR AGENDA

1. East Central Schools Government Class

The board welcomed the students and staff from the East Central Schools 9th Grade Government class. The class will spend the day at the courthouse learning about county government.

2. Recognition of Probation Advisory Board Member Lee Williams

Probation Director Terry Fawcett recognized District 1 Representative Lee Williams, posthumously, for his contributions to the Probation Advisory Board.

3. Personnel Committee

Pine County Personnel Committee met April 12, 2016 and made the following recommendations:

HHS

- A. Approve the addition of one full-time Public Health Educator position at Grade C42. This position will be funded by \$60,000 from the Statewide Health Improvement Grant (SHIP).

Highway

- A. Acknowledge the resignation of full-time Highway Maintenance Worker Waylon Franklin, effective April 15, 2016, and authorize backfill.

Jail

- A. Acknowledge the promotion of Corrections Officer Brock Bloomquist to STS Crew Leader, effective March 28, 2016, and authorize backfill of full-time Corrections Officer position and any subsequent vacancies.
- B. Acknowledge the resignation of full-time Corrections Officer Jessee Johnston, effective April 9, 2016 and authorize backfill.

Probation

- A. Acknowledge the termination of Corrections Agent Leanne Shipka, effective March 28, 2016, and authorize backfill.

Administrator

- A. Approve the addition of an Exit Interview policy to Pine County's Policies and Procedures under Section 15, Separation of Employment.

Commissioner Chaffee stated County Engineer Mark LeBrun's term as engineer expires in May, 2016. Discussion was held regarding his reappointment as engineer and as the County Drainage Inspector. Pursuant to Minnesota statute the reappointment of county engineer is to be made in May of the year in

which the term expires; therefore, the reappointment as Engineer and as County Drainage Inspector will be placed on the May 3, 2016 county board agenda for consideration for a 4-year reappointment, together with a minimum 2% performance pay increase for LeBrun effective May 31, 2016. **Motion** by Commissioner Chaffee to approve the recommendations of the Personnel Committee. Second by Commissioner Ludwig. Motion carried 5-0.

4. Pine County Public Health Planning Committee

Commissioner Hallan gave an overview of the April 12, 2016 Pine County Public Health Planning Committee meeting stating forward progress was made at the meeting. Pine County has established a good relationship with the Minnesota Department of Health.

5. Midwest Medical Examiner's Office Annual Report

Medical Examiner Dr. A. Quinn Strobl provided a summary of medical examiner involvement for deaths occurring in Pine County during 2015. The board accepted the report.

6. Central Minnesota Jobs and Training Services, Inc. (CMJTS)

CMJTS CEO Barbara Chaffee and staff presented an update on the financial audit and annual report. No inconsistencies or concerns were noted in the audit. CMJTS staff also provided an overview on services and programs provided.

7. Drainage and Utility Easement Extinguishment

Land Services Director Kelly Schroeder requested the drainage and utility easements be extinguished for Lots 18 and 19, Block 1, Beroun Acres. This request had been approved by the Pine County Planning Commission at their April 12, 2016 meeting.

Motion by Commissioner Chaffee to approve the extinguishment of the drainage and utility easements on Lots 18 and 19, Block 1, Beroun Acres, and authorize the authorize Board Chair and County Administrator to sign. Second by Commissioner Mohr. Motion carried 5-0.

8. Board of Adjustment Appointment

Land Services Director Kelly Schroeder stated the current District 1 member of the Board of Adjustment resigned her position (term through December 31, 2017).

Motion by Commissioner Hallan to appoint Nancy Rys as the District 1 member of the Board of Adjustment for the remainder of the term, April 19, 2016 – December 31, 2017. Second by Commissioner Mohr. Motion carried 5-0.

9. Household Hazardous Waste Training Contract

Land Services Director Kelly Schroeder stated Veolia, the company that will be our HHW disposal vendor (and also operates several HHW facilities) can provide a staff member for the first eight days of our facility operation to provide on-the-job training to both county and PHASE staff, at a cost of \$5,548.

Motion by Commissioner Chaffee to approve the Environmental Services Pricing Quotation with Veolia in the amount of \$5,548 and authorize Board Chair and County Administrator to sign. Second by Commissioner Hallan. Motion carried 5-0.

10. 2016 Equipment Rental Bids

Equipment rental bids were opened by County Engineer Mark LeBrun on April 11, 2016. County Engineer LeBrun presented the equipment rental bids.

Motion by Commissioner Ludwig to accept the equipment rental bids as presented. Second by Commissioner Mohr. Motion carried 5-0.

11. 2016 Construction Projects

County Engineer Mark LeBrun provided an overview of the proposed 2016 construction projects.

12. Railroad Crossing Agreements

County Engineer Mark LeBrun explained the construction projects for railroad crossings located at CSAH 55 and CSAH 65 in the Pine City area. LeBrun stated the county's costs for these railroad crossing projects is \$455,504.

Motion by Commissioner Hallan to approve the Railroad Crossing Agreements for CSAH 55 and CSAH 65 and authorize the County Administrator to sign. Second by Commissioner Chaffee. Motion carried 5-0.

13. Cooperative Agreement and EDA Application – Hospital Project

County Administrator David Minke explained after the April 5, 2016 board meeting wherein the county board had approved the Cooperative Agreement with the City of Sandstone extending Lundorff Drive and the application to the Federal EDA for the county to be a co-recipient with Sandstone, the Minnesota Department of Transportation (MNDOT) contacted Engineer LeBrun stating MNDOT would deviate from its ordinary practice and not require the county to participate in the road project. Administrator Minke stated since the county's involvement is no longer necessary, rescinding the Cooperative Agreement with the City of Sandstone and the application to the Federal EDA should be considered.

Motion by Commissioner Chaffee to rescind (1) the Cooperative Agreement with the City of Sandstone to extend Lundorff Drive, and (2) the application to the Federal EDA for the county to be a co-recipient with the City of Sandstone. Second by Commissioner Hallan. Motion carried 5-0.

14. Location of First Board Meeting of the Month

County Administrator David Minke stated the limited office space in the Health & Human Services Building in Sandstone has become a hardship. Discussion of an alternate location in the northern half of the county was discussed. Chair Rossow requested the Facilities Committee follow up on possible locations and bring its suggestions back to the board for consideration.

15. First Quarter 2016 Financial Report

County Administrator David Minke provided an update of the budget through March, 2016 reviewing the expenditure and revenue of the major funds through March.

16. Preliminary End of Year 2015 Financial Report

County Administrator David Minke provided an overview of the preliminary end of year 2015 budget. Overall the county ended 2015 in solid financial shape.

17. Commissioner Updates

Soil & Water Conservation District: Commissioner Ludwig stated this was a general meeting; the forester has resigned; and SWCD will be requesting additional funding from the county.

East Central Solid Waste Commission: Commissioner Hallan stated the new cell is operational, the landfill gas situation is still being worked on, and equipment costs were discussed.

East Central Regional Library: Commissioner Chaffee stated bills were paid, the finance committee will be meeting next month, and the City of Cambridge will be adding to November's ballot a referendum to build a new building which will house the library.

Pine County Chemical Health Coalition: Commissioner Ludwig stated there were new attendees at the meeting, the Coalition will be providing disposal drug bags at the sheriff's office for the public, and mention of the grant HHS received a grant that will pay for one person to work in two school districts to target alcohol use.

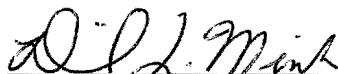
Other: Commissioner Hallan stated he testified at the legislature on April 14, 2016 as to the county program aid.

18. Upcoming meetings were reviewed.

19. With no further business, Chair Rossow adjourned the county board meeting at 11:31 a.m. The next regular meeting of the county board is scheduled for May 3, 2016 at 10:00 a.m. at the Health & Human Services Building, Sandstone, Minnesota.



Curtis H. Rossow, Chair
Board of Commissioners



David J. Minke, Administrator
Clerk to County Board