

**MINUTES  
OF THE  
PINE COUNTY BOARD MEETING**

**Regular Meeting**

**Tuesday, November 15, 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, and Matt Ludwig. Also present were County Attorney Reese Frederickson and County Administrator David Minke. Commissioner Steve Chaffee was absent (excused).

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: Regular Agenda Item 3A:  
Consider approval of Pine County Attorney’s Confidential Employees (Legal Secretary) Collective Bargaining Agreement for 2017.
2. Additional Information: 2017 Budget Handouts for Regular Agenda Item 6: Budget Discussion

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

Commissioner Hallan moved to approve Minutes of November 1, 2016 County Board Meeting and Summary for publication. Second by Commissioner Ludwig. Motion carried 4-0.

**Minutes of Boards, Committees and Correspondence**

Pine County HRA Senior Housing Minutes – regular meeting September 28, 2016  
Commissioner Ludwig moved to acknowledge the Minutes of Boards, Committees and Correspondence. Second by Commissioner Mohr. Motion carried 4-0.

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

**CONSENT AGENDA**

1. **Approve October, 2016 Cash Balance**

<b>Fund</b>	<b>October 31, 2015</b>	<b>October 31, 2016</b>	<b>Increase(Decrease)</b>
General Fund	1,671,352	2,278,990	607,638
Health and Human Services Fund	(213,676)	(211,268)	2,408
Road and Bridge Fund	1,457,423	1,069,171	(388,252)
Land Management Fund	2,638,610	2,116,561	(522,049)
TOTAL (inc non-major funds)	14,973,167	15,809,299	836,132

2. Approve Applications for Local Option Disaster Abatement:
  - a. Darryl LeMire, 7210 Bald Eagle Ln, Rutledge, PID 44.0052.026, pay 2016

b. Martin & Cheryl Evans, 7174 Bald Eagle Ln, Rutledge, PID 44.0052.015, pay 2016  
c. Ken L. Eberhardt, 135 7<sup>th</sup> St NW, Hinckley, PID 15.0133.000, pay 2016  
Approve Application for Abatement for Dell and Kristen Gross, Pine City Twp, PID 26.0157.004 and 26.0157.002, pay 2016.

3. Approve Amendment Number Nine to Food Service Management Agreement Between the Pine County Jail and A'Viands, LLC reflecting a 2.8% price increase for food service in the jail. Agreement effective January 15, 2017. Authorize Board Chair and County Administrator to sign.
4. Approve the hiring of part-time Deputy Sheriff Cody LaRoue, effective November 21, 2016, \$21.84 per hour, C42, Step 1.
5. Approve Resolution 2016-62 Public Employees Retirement Association Police Officer Declaration for part-time deputy sheriff Cody LaRoue. This Resolution/Declaration indicates the employee will meet all of the requirements of the Police and Fire Plan membership requirements from his date of hire. Authorize Board Chair to sign Resolution.
6. Approve Probation Director Terry Fawcett to attend the AMC Annual Conference, December 5-6, 2016, in Minneapolis. Director Fawcett serves as the AMC Representative to the Minnesota Association of County Probation Officers (MACPO); MACPO will pay for Director Fawcett's conference fee and lodging. Mileage at 140 miles round trip @ 0.54 per mile = \$76.

### REGULAR AGENDA

1. At 10:03 a.m. Chair Rossow recessed the county board meeting and opened the Ditch Authority Public Hearing.

#### Public Hearing – Partial Ditch Abandonment of County Ditch #7

Chair Rossow called for any comments from Ditch Inspector/County Engineer LeBrun. LeBrun stated his department had recently been to the site and did cleaning and repairs on the ditch. Kevin Pylka from Polymet stated the Barr Engineering hydrology report had been submitted on November 8, 2016 for the county's review. The report indicated the partial abandonment of County Ditch #7 would have no negative impact to properties outside of the wetland restoration site.

Discussion was held as to water flowage and the reclassification of the property and the tax impact if the partial abandonment was approved.

At 10:15 a.m. the hearing was opened to comments from the public.

Adjoining property owner Kevin Hofstad commented as to the abandonment and future restoration plan. Sarah Beckrich, an adjoining landowner, stated her concerns as to water flowage. Ailene Croup inquired if the abandonment was a permanent action or could be revisited at a later time.

There being no additional public comment, the public hearing was closed at 10:36 a.m.

After discussion, the Pine County Board of Commissioners, Drainage Authority for Pine County Ditch #7, determined that the portion of ditch in question for abandonment does not serve a substantial useful purpose as part of the drainage system to any property remaining in the system and is not of a substantial public benefit and utility. The Drainage Authority determined that per Minnesota Statutes Section 103E.806 the portion of ditch in question be abandoned.

**Motion** by Commissioner Mohr to adopt the Findings and Order for Partial Abandonment of Pine County Ditch #7, that portion of ditch described as the 3,325 feet of ditch starting at Pine County Coordinate 443975, 159740 and ending at Pine County Coordinate 446017, 161096 and authorize the Board Chair to sign same. Second by Commissioner Hallan. Motion carried 4-0.

At 10:37 a.m. the Ditch Authority meeting was adjourned and the regular county board meeting reconvened.

## **2. Facilities Committee**

Commissioner Mohr provided an overview of the November 2, 2016 joint meeting between the Pine County Facilities Committee and the Pine City City Council. Discussion was held regarding the City's lease of the Pine Government Center. Information only, no board action was necessary.

## **3. Personnel Committee**

Commissioner Ludwig provided an overview of the November 8, 2016 Personnel Committee and made the following recommendations:

### **Land Services**

- A. Acknowledge the resignation of part-time temporary Watercraft Inspectors Ron Craig, David Russell, Robert Sunstrom, and Jeremiah White effective October 2, 2016.

### **HHS**

- A. Acknowledge the retirement of full-time Social Worker Marlys Mestemacher effective January 13, 2017 and authorize the backfill of this position to allow the new hire to train with Marlys Mestemacher.
- B. Withdraw proposed reclassification proposal Memorandum of Agreement for HHS Fiscal Officer and Human Resources Manager Connie Mikrot to review the position with the county's current grade system and bring a recommendation for the position to the December 2016 Personnel Committee meeting.
- C. Acknowledge the resignation of full-time Public Health Nurse Karen Engh effective November 18, 2016 and authorize backfill.

### **Public Works**

- A. Recommend promotion of Pete Umbreit to Building Maintenance Supervisor at Grade 41 with an annual salary of \$49,832.28 effective November 14, 2016.

### **PCSO**

- A. Approve salary increase for Office Manager Denise Baran to \$47,476 effective December 1, 2016 to make the position compliant with the Department of Labor (DOL) rule change to the Fair Labor Standards Act (FLSA) exempt status.
- B. Acknowledge the resignation of part-time Corrections Officer Jessica Ninefeldt effective November 4, 2016 and authorize backfill.

### **Administration**

- A. Reclassify the Administrative Assistant/Administration Office position from B22 to Office Manager/Administration at Grade B24.
- B. Change Section 7: PTO of the County Policy Manual to accept proposed PTO accrual changes for exempt and non-exempt employees.

**Motion** by Commissioner Ludwig to approve the recommendations of the Personnel Committee. Second by Commissioner Mohr. Motion carried 4-0.

County Administrator Minke stated the following items would be considered at the December 20, 2016 county board meeting:

1. increased per diems for Planning Commissioners, Board of Adjustment and Comprehensive Plan Steering Committee;
2. 2017 salaries for elected department heads;
3. Commissioner salary, per diem and mileage reimbursement;
4. Non-union cost of living and market adjustment; and county contribution for health insurance.

**3A. Pine County Attorney's Confidential Employees (Legal Secretary) Collective Bargaining Agreement**

County Administrator Minke stated the county has reached a tentative agreement with the Pine County Attorney's Office Confidential Employees Collective Bargaining Unit and provided a summary of the agreement.

**Motion** by Commissioner Mohr to approve the Collective Bargaining Agreement with the Pine County Attorney's Confidential Employees, January 1, 2017-December 31, 2017. Second by Commissioner Ludwig. Motion carried 4-0.

**4. Commissioner Updates**

Soil & Water Conservation District: Commissioner Ludwig stated SWCD gave a great presentation on Cathedral Pines, which presentation will be presented to the county board on December 7, 2016.

Law Library: No quorum.

East Central Solid Waste Commission: Commissioner Hallan commented the 2017 budget was approved. Discussion was held as to a large out-of-county waste hauler purchasing a local waste hauling company the possibility of the county signing a resolution designating that all of the county's garbage would have to go to the landfill in Mora.

East Central Regional Library: Commissioner Chaffee unavailable; Commissioner Mohr unable to attend the meeting.

Pine County Chemical Health Coalition: Commissioner Ludwig stated the coalition is conducting a survey to find out where the public prefers to receive information from. The survey is on the Public Health and Sheriff Office Facebook pages and will be placed on the county website. The Coalition is working on a campaign name relating to reducing the underage youth alcohol consumption.

**5. Other**

None.

**6. 2017 Budget Discussion**

County Administrator Minke reviewed the fund balances, stating a large change/decrease in the contingency fund. Minke provided the board with options to consider for the next budget discussion. The preliminary budget balances with a 6.5% levy increase and a positive balance of \$622 in the general fund. This amount is below the commissioners' target of \$100,000.

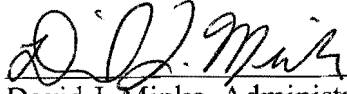
**7. Upcoming Meetings**

Upcoming meetings were reviewed.

**8. Adjourn**

With no further business, Chair Rossow adjourned the meeting at 11:08 a.m. The next regular meeting of the county board is scheduled for December 7, 2016 at 10:00 a.m. at the Pine County History Museum, 6333 H C Andersen Alle, Askov, Minnesota.

  
Curtis H. Rossow, Chair  
Board of Commissioners

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