



**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, December 19, 2017, 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 December 6, 2017 County Board Meeting and Summary for publication
- F) Approve Minutes of December 7, 2017 Special Meeting - Truth in Taxation meeting
- G) Minutes of Boards, Reports and Correspondence
  - Pine County HRA Senior Housing Minutes – October 25, 2017
  - East Central Regional Library Minutes – November 13, 2017
  - Pine County Chemical Health Coalition Minutes – December 11, 2017
- H) Approve Consent Items

**CONSENT AGENDA**

The consent agenda is voted on without any discussion. Any commissioner may request an item be removed and added to the regular agenda.

**1. Review November, 2017 Cash Balance (attached)**

<b>Fund</b>	<b>November 30, 2016</b>	<b>November 30, 2017</b>	<b>Increase(Decrease)</b>
General Fund	5,225,077	5,490,799	265,722
Health and Human Services Fund	1,238,113	1,584,770	346,657
Road and Bridge Fund	774,398	1,332,906	558,508
Land Management Fund	2,107,352	1,948,358	(158,994)
<b>TOTAL (inc non-major funds)</b>	<b>11,115,027</b>	<b>12,186,783</b>	<b>1,071,756</b>

2. **Application for Local-Option Disaster Abatement**

Consider approval for local-option disaster abatement for Gregory and Dawn Anderson, 18129 County Road 41, Willow River, PID 05.0021.000, pay 2017.

3. **Application for Exempt Permit**

- A. Consider application for exempt permit from Minnesota Climbers Association to conduct Minnesota lawful gambling on January 6, 2018 at the Audubon Center of the North Woods, 54165 Audubon Drive, Sandstone, MN (Dell Grove Township).
- B. Consider application for exempt permit from Pheasants Forever – East Central Spurs 624 to conduct Minnesota lawful gambling on February 17, 2018 at Floppy Crappie, Lake Side Pub, 10762 Lakeview Shore Drive, Pine City, MN (Pokegama Township).

4. **Application to Conduct Excluded Bingo**

Consider application to conduct excluded bingo from Pine City Area Chamber of Commerce to conduct Minnesota lawful gambling on February 9, 2018 at the Pine City Country Club, 10413 Golf Course Road SW, Pine City, MN (Pine City Township).

5. **Approval of Licenses**

A. **Tobacco Licenses**

Bear's Den, Beroun Crossing Market, Casey's General Store #3520, Casey's General Store #3445, Chengwatana Country Club, Chris' Food Center – Pine City, Chris' Food Center - Sandstone, Crossroads Convenience Store, Daggett's Super Valu, Dave's Oil Corp., Denham Run Bar & Grill, Duquette General Store, Family Dollar Store, Family Dollar Store-Sandstone, Finlayson Municipal Liquor Store, Froggies (Tadpoles), Heidelberger's Rock Creek Motor Stop, Hinckley Firehouse Liquor, Holiday Station Stores #6, 226, and 258 (3), Indigo Moon, Kurt's Station, Kwik Trip, Minit Mart (2), Main Street Grocery, Murphy's, Nickerson Bar & Motel, Inc., Off the Road Bar & Grill, Petry's Bait Company, Pine City Tobacco, Quarry Store, Rich's Bar, Rocking K Lazy E Banning Junction Lounge, Rocking K Lazy E Convenience Store, Sandstone Petro Plus, Side Tracked, Slim's Service, Inc., Squirrel Cage, Super Smokes, Super America #4500, Thriftee Troll, Tobies Station, Inc., Wal-Mart Supercenter #2367, West Beroun Liquors.

B. **Temporary Liquor License**

Consider approval of a temporary liquor license for the Minnesota Climbers Association on January 6, 2018 at the Audubon Center of the North Woods, 54165 Audubon Drive, Sandstone, MN (Dell Grove Township).

6. **Donations**

Accept multiple individual donations totaling \$800 to the Pine County Sheriff's Office for the Shop with A Cop Program.

7. **Law Enforcement Contract – City of Pine City (2018-2020)**

Consider approval of the Agreement for Law Enforcement Services with the City of Pine City for a three-year term, January 1, 2018 through December 31, 2020, as follows:

01/01/18-12/31/18:	\$50.88 per hour	(\$185,712 for calendar year 2018)
01/01/19-12/31/19:	\$53.42 per hour	(\$194,983 for calendar year 2019)
01/01/20-12/31/20:	\$56.09 per hour	(\$204,729 for calendar year 2020)

and authorize Board Chair and County Sheriff to sign. Said enforcement services shall be provided by the sheriff's office to the City of Pine City 10 hours per day, seven days a week.

8. **2018-2019 Snowmobile Safety Enforcement Grant**  
Consider approval of the 2018-19 Snowmobile Safety Enforcement Grant. Eligible reimbursement costs not to exceed \$5,597 prior to July 1, 2018; eligible reimbursement costs not to exceed \$5,597 prior to July 1, 2019 (total grant amount \$11,194). This grant does not require matching funds. Authorize Board Chair and County Administrator to sign.
9. **Ratification of Agreement between Minnesota Counties Computer Cooperative and Strategic Technologies Incorporated**  
Consider ratification of the Agreement between Minnesota Counties Computer Cooperative and Strategic Technologies Incorporated (STI). STI will handle all maintenance and support of the Minnesota County Attorney Practice System (MCAPS). Agreement is effective January 1, 2018 through December 31, 2022. The 2018 cost for the Pine County Attorney's Office will be \$9,795.48. Authorize Board Chair and County Administrator to sign the Board Ratification Statement.
10. **Lead County Agreement between Health & Human Services and Therapeutic Services Agency, Inc. (TSA)**  
Consider approval of the Lead County Agreement between Pine County Health and Human Services and Therapeutic Services Agency, Inc.. The services provided through TSA are on an as-needed basis. This contract is effective for the period of January 1, 2018 through December 31, 2018. Authorize board chair and county administrator to sign
11. **Memorandum of Agreement – Intern**  
Consider approval of a Memorandum of Agreement between the State of Minnesota – Minnesota State Colleges and Universities and Health and Human Services to host Bemidji State student Amber Andrews as an unpaid intern in its children's services unit. Duration of internship – January, 2018 through July, 2018. Authorize Health & Human Services Supervisor Beth Jarvis to sign Memorandum of Agreement.
12. **Personnel (Permanent Status/Completion of Probationary Period)**  
Consider approval of regular employment status for Eligibility Worker Donna Olsen, effective November 30, 2017.
13. **Training**
  - A. Consider Land & Resources Manager Caleb Anderson to attend the General Continuing Education Course, January 4-5, 2018 in Cloquet to complete 12 of the required hours. The cost of the course is \$265 with no hotel accommodations; mileage: \$45. Funds are available in the 2017/2018 Zoning budget.
  - B. Consider Land Services Director Kelly Schroeder to attend the Minnesota Association of County Officers (MACO) annual conference, February 13-15, 2018 at the DoubleTree by Hilton in Bloomington. A complimentary registration from the Association has been granted; Accommodations: \$107+ tax per night and mileage, \$60. Total costs: \$274. Funds are available in the 2018 Recorder budget.

## REGULAR AGENDA

1. **Public Hearing on Mini Truck Ordinance (continued from October 17, 2017 county board meeting)– at 10:00 a.m. or as soon thereafter as practicable**
  - A. County Board questions and discussion
  - B. Open Public Hearing
  - C. Close Public Hearing
  - D. County Board additional discussion if necessary
  - E. Consider adoption of Ordinance 2017-04 for the Management of Mini Trucks on Designated Roadways Within the County’s Jurisdiction and authorize Board Chair and County Administrator to sign.
  
2. **Subdivision Ordinance Public Hearing/Amendment for a Single Zoning Board– at 10:00 a.m. or as soon thereafter as practicable**
  - A. Presentation of the ordinance
  - B. County Board questions and discussion
  - C. Open Public Hearing and take public testimony
  - D. Close Public Hearing
  - E. County Board additional discussion if necessary
  - F. Consider adoption of Ordinance 2017-07 Amending the Pine County Subdivision and Platting Ordinance and authorize Board Chair and County Administrator to sign.
  
3. **Retirement of Dan Kunz**

Recognize the retirement of Sheriff Sergeant Dan Kunz and his 16 years of service to Pine County.
  
4. **Facilities Committee Report**

The Pine County Facilities Committee met December 6, 2017. Items were reviewed at the December 6, 2017 county board meeting. Informational only, no board action necessary. (Minutes attached).
  
5. **Personnel Committee**

The Pine County Personnel Committee met December 12, 2017, and made the following recommendations (Minutes attached):

  - A. Information Technology
    - a. Approve the promotion of IT Support Specialist Kent Bombard to IT Support Specialist Sr., effective January 1, 2018, with a pay increase from \$22.20 to \$25.09/hour. This position was created as part of the Springsted study.
  - B. Health & Human Services
    - a. Approve the hiring of a social services supervisor at a minimum starting salary of \$66,726. The position is included in the 2018 budget, will work out of Sandstone, and will be responsible for some of the duties currently performed by the other two social services supervisors resulting in better alignment of program areas.
    - b. Acknowledge the termination of probationary Public Health Nurse, Shauna Cronk, effective November 13, 2017. Further discussion regarding the backfill of this position will be held at the January 2018 Personnel Committee meeting.
  - C. Land Services
    - a. Approve the regrade of Record Clerk position from Grade 3 (Administrative Support) to Grade 4 (Skilled Administrative Support).

Other items are on the agenda separately or for informational purposes only.

**6. Resignation of GIS/Environmental Tech Position/Rename Position**

Acknowledge Joseph Sanders’ resignation from the GIS/Environmental Technician position effective December 29, 2017 and approve backfill of Environmental Technician Position at a grade 8.

**7. Salaries for Elected Officials**

Consider approval of Resolution 2017-63 Setting 2018 Salaries for Elected Officials as follows: County Auditor-Treasurer - \$95,445 (5% increase), County Sheriff - \$99,540 (5% increase), and County Attorney \$108,160 (8% increase). Authorize Board Chair and County Administrator to sign.

**8. County Commissioner Compensation, Per Diem and Employee Mileage Reimbursement**

Consider approval of Resolution 2017-64 Establishing 2018 County Commissioner Compensation, Per Diem, and Employee Mileage Reimbursement as follows:

- County Commissioner Salary – \$21,844 (unchanged from 2017)
- Per Diem Rate per meeting - \$100 (unchanged from 2017)
- Commissioner and Employee mileage reimbursement rate for 2018 is to follow the federal IRS rate for business mileage. Authorize Board Chair and County Administrator to sign.

**9. Non-Union Cost-of-Living and Market Adjustment and Health Insurance Contribution**

A. Consider approval of a 3.00 % Cost-of-Living increase to non-union employees, effective January 1, 2018.

B. Health Insurance Contribution

Approve the following county contribution towards health insurance premiums for non-union employees:

	<u>Per Month</u>	<u>Per Year</u>
CMM 1500 Single	\$ 644.50	
CMM 1500 Family	\$1,414.25	
VEBA Single	\$ 626.75	\$1,275
VEBA Family	\$1,201.75	\$2,550
HSA Single	\$ 623.00	\$1,287
HSA Family	\$1,414.25	

**10. Local Government Innovation Award**

Presentation by County Attorney Reese Frederickson and Probation Director Terry Fawcett providing an overview of the Local Government Innovation (LGIA) program and LGIA award. Presentation of trophy for permanent public display. Personnel from the Mille Lacs Band of Ojibwe grants department will be in attendance.

**11. Public Health Advisory Documents**

Consider approval of the Pine County Community Health Board advisory member job description and the Pine County Public Health Advisory committee application.

**12. Agency Agreement No. 1030058**

Consider approval of Resolution 2017-65, Agency Agreement between Pine County and MnDOT, to allow the Commissioner of Transportation be appointed as the Agent of Pine County to accept as its agent federal aid funds which may be made available for eligible transportation related projects. Authorize Board Chair and County Administrator to sign.

**13. Establish Date for 2018 County Board Strategic Planning Session and Direction for Planning Session**

Set a Special Meeting/Committee of the Whole meeting in January for the county board to conduct a strategic planning session. January 23, 2018 is a potential date.

**14. 2018 Pine County Property Tax Levy and Budget**

Consider approval of:

- A. Resolution 2017-62 Establishing the 2018 Pine County Property Tax Levy at \$17,912,930 and authorize Board Chair and County Administrator to Sign.
- B. Resolution 2017-61 Adopting the 2018 Pine County Operating Budget and authorize Board Chair and County Administrator to sign.

**15. Commissioner Updates**

Soil & Water Conservation District  
Central Minnesota Council on Aging  
Central Minnesota Jobs and Training Service  
East Central Solid Waste Commission  
East Central Regional Library  
Pine County Chemical Health Coalition  
Law Library  
State Community Health Services Advisory Committee (SCHSAC)  
East Central Regional Development Commission  
Other

**16. Other**

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

- a. **Pine County Board Meeting, Tuesday, December 19, 2017, 10:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota.
- b. **Arrowhead Counties Association Annual Dinner and Recognition Meeting , Wednesday, December 20, 2017, 6:00 p.m.**, Grandma’s Saloon and Deli (Canal Park) in the Sand Bar Room, Duluth, Minnesota.
- c. **Cancelled: Technology Committee, Tuesday, December 26, 2017**
- d. **NLX, Wednesday, December 27, 2017, 10:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota.
- e. **Cancelled: Northeast Emergency Communications Board, Thursday, December 28, 2017**
- f. **Central Minnesota Emergency Medical Services, Friday, December 29, 2017, 10:00 a.m.**, Stearns County Service Center, 3301 Co. Rd. 138, Waite Park, Minnesota.
- g. **Pine County Organizational and Regular Board Meeting, Tuesday, January 2, 2018, 10:00 a.m.** Board Room, Courthouse, Pine City, Minnesota.

**18. Labor Negotiations Update**

This portion of the meeting may be closed pursuant to MS §13D.03 to consider negotiation strategies and develop, discuss, and review labor negotiations proposals for negotiations conducted pursuant to Minnesota Statute 179A.01 to 179A.25.

- A. Consider approval of Memorandum of Agreement between Pine County and Pine County Road and Bridge Supervisors Unit regarding 2018, 2019 and 2020 wage increase. Authorize Board Chair and County Administrator to sign.

B. Tentative Agreements – Social Services Supervisors, Highway Maintenance, Sheriff Admin Staff, and other agreements that may be reached prior to the board meeting.

**19. Adjourn**