



AGENDA
PINE COUNTY BOARD MEETING

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|------------|----------------------|
| District 1 | Commissioner Hallan |
| District 2 | Commissioner Mohr |
| District 3 | Commissioner Chaffee |
| District 4 | Commissioner Mikrot |
| District 5 | Commissioner Ludwig |

Tuesday, November 21, 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 November 7, 2017 County Board meeting and Summary for publication.
- F) Minutes of Boards, Reports and Correspondence
 - Pine County HRA Senior Housing Regular Meeting Minutes – September 27, 2017
 - East Central Regional Library Board Minutes – October 16, 2017
- G) 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 October, 2017 Cash Balance (attached)

Fund	October 31, 2016	October 31, 2017	Increase(Decrease)
General Fund	2,278,990	2,404,375	125,385
Health and Human Services Fund	(211,268)	(189,208)	22,060
Road and Bridge Fund	1,069,171	830,943	(238,228)
Land Management Fund	2,116,561	1,956,406	(160,155)
TOTAL (inc non-major funds)	15,809,299	16,054,115	244,816

2. Donation

- A. Consider approval of a \$100 donation from Robert and Kay Kniefel to the Pine County Sheriff’s K-9 program.
- B. Consider approval of a \$300 donation from the Sandstone Area Chamber of Commerce to the Pine County Sheriff’s Reserve Fund, to help offset the cost for uniforms, training and equipment.

3. **School Resource Officer Contract with the Pine City School District**
Consider approval of the Resource Officer Contract with the Pine City School District for up to one, full-time School Resource Officer. For school year 2017-2018, the hourly rate will be \$32. The monthly bill will be \$4,920.89 (based on the formula \$32 x 173 days x 8 hours/day divided by 9 months). Authorize the Board Chair, County Administrator, and County Sheriff to sign.
4. **Lead County Agreement between Health & Human Services and A Place for You**
Consider approval of the Lead County Agreement between Health & Human Services and A Place For You, Inc. A Place For You will bill counties at a rate of \$100 per intake per client as clients are eligible for emergency general assistance programming. The term of the agreement is December 1, 2017 through December 31, 2018. Authorize Board Chair to sign.
5. **Agreement between Pine County Health & Human Services and Trimin Systems**
Consider approval of 2018 Agreement to Provide Professional Services between Pine County and TriMin Systems, Inc. TriMin provides computer programming, technical assistance and related services to support and maintain the Agency Collection System (ACS) and Social Welfare System (SWS). There is a one-time charge of \$1,200 for ACS and a one-time charge of \$1,200 for SWS. Any special projects outside of the normal support would be charged at a rate of \$160 per hour. Authorize Board Chair to sign.
6. **Child Support Cooperative Agreement**
Consider approval of the Child Support Program Interagency Cooperative Agreement. This agreement defines the responsibilities of the local agencies involved in child support matters. The term of this agreement is for calendar years 2018 and 2019. Authorize Board Chair to sign.
7. **2018-2019 County MFIP Biennial Service Agreement**
Consider approval of the 2018-2019 County MFIP Biennial Service Agreement and authorize Board Chair and County Administrator to sign.
8. **Personnel (Promotion/Permanent Status/Completion of Probationary Period)**
 - A. Consider approval of full-time status for Case Aide Laurie Robinson, effective November 9, 2017.
 - B. Consider promotion of Zachary Bettschen from part-time correction officer to part-time deputy sheriff, effective November 27, 2017, \$22.60 per hour (grade 10, step 1).
9. **New Hire**
 - A. Authorize the hiring of Office Support Specialist Angela Boelman, effective November 27, 2017, \$13.81 per hour, grade 2.
 - B. Authorize the hiring of Corrections Agent Michelle Sellner, effective November 27, 2017, \$21.98 per hour, Range 7, Step 4 of the MAPE Grid.

REGULAR AGENDA

1. **Personnel Committee Report**
The Pine County Personnel Committee met November 14, 2017 and made the following recommendations (Minutes attached):
 - Probation**
 - A. Acknowledge the resignation of Probation Agent Brenna Davidson, effective October 31, 2017 and backfill the position.
 - Auditor-Treasurer**
 - A. Approve the job description for the new Land Management Technician position. Position will be graded through the SAFE system.

Jail

- A. Acknowledge the resignation of Corrections Officer Bailey Ballou, effective November 7, 2017, and request backfill of any other subsequent positions created.
- B. Update the Jail Intake Officer position with Jail Systems Administrator and approve corresponding job description. Position will be graded through the SAFE system.

Sheriff's Office

- A. Acknowledge the retirement of Sergeant Dan Kunz, effective December 31, 2017, and backfill the Sergeant's position as well as any subsequent openings that may occur because of internal promotion

Administration

- A. Approve the proposed update to Section 9 of the County Policy manual – Classification and Grading Policy, to reflect the new SAFE system and the process required for regrading positions.
- B. Approve the proposed update to Section 11.8 of the County Policy manual – Leave of Absence Without Pay. Language added to address unpaid medical leaves and how these leaves are requested and approved.
- C. Approve the proposed update to Section 11.8 of the County Policy manual – Leave of Absence Without Pay. Language added to address unpaid medical leaves and how these leaves are requested and approved.

Other items are informational only.

2. **Land and Zoning Advisory Committee Report**

The Land and Zoning Advisory Committee met November 14, 2017 and made the following recommendation: (Minutes attached):

- A. Recommend approval of Resolution 2017-59 in support for the boundary adjustment of St. Croix State Park.

3. **Essentia Health Fiscal Year 2016 & 2017 Annual Report**

Annual Report by Joe Newton, Director of Ambulance Services, Essentia Health – Sandstone.

4. **Zoning Board Discussion and Process**

Consider scheduling a public hearing amending the Pine County Subdivision Ordinance to create a single Zoning Board whose duties encompass those of the Planning Commission and the Board of Adjustment.

5. **Annual Tree Event and First Board Meeting of December**

Set the location of the December 6, 2017 meeting at the Pine County Courthouse, Pine City, at 10:00 a.m. Consider changing the regular meeting scheduled in 2018 so that the first meeting of the month is at the courthouse and the second meeting of the month is at the History Museum in Askov and then the county building when complete.

6. **Commissioner Updates**

East Central Solid Waste Commission
East Central Regional Library
Pine County Chemical Health Coalition
NLX
Negotiations
Arrowhead Counties Association
Extension Committee
Lakes & Pines

7. **Other**

8. **Upcoming Meetings –(Subject to Change)**

- a. **Health & Human Services Committee Meeting, Tuesday, November 21, 2017, 9:00 a.m.,** Board Room, Courthouse, Pine City, Minnesota.
- b. **Pine County Board Meeting, Tuesday, November 21, 2017, 10:00 a.m.,** Board Room, Courthouse, Pine City, Minnesota.
- c. **Negotiations, Wednesday, November 22, 2017, 9:00 a.m.,** Board Room, Courthouse, Pine City, Minnesota.
- d. **CANCELLED: Northeast Emergency Communications Board, Thursday, November 23, 2017**
- e. **Snake River Watershed, Monday, November 27, 2017, 9:00 a.m.,** Kanabec County Courthouse, 18 North Vine, Mora, Minnesota.
- f. **Arrowhead Transit Meeting, Thursday, November 30, 2017, 9:00 a.m.,** Board Room, Courthouse, Pine City, Minnesota.
- g. **-AMC Annual Conference, December 4-5, 2017,** St. Cloud, Minnesota.
- h. **Facilities Committee, Wednesday, December 6, 2017, 9:00 a.m.,** Commissioners' Conference Room, Courthouse, Pine City, Minnesota.
- i. **Pine County Board Meeting, Wednesday, December 6, 2017, 10:00 a.m.,** Board Room, Courthouse, Pine City, Minnesota.
- j. **Soil & Water Conservation District, Thursday, December 7, 2017, 9:00 a.m.,** NRCS/USDA, 260 Morris Avenue, Hinckley, Minnesota.
- k. **Central Minnesota Council on Aging, Thursday, December 7, 2017, 10:00 a.m.,** 250 Riverside Avenue North, Sartell, Minnesota
- l. **Truth in Taxation Meeting, Thursday, December 7, 2017, 6:00 p.m.,** Board Room, Courthouse, Pine City, Minnesota.

9. **Adjourn**