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

The Pledge of Allegiance was said.

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

Chair Ludwig requested the following revision to the Agenda:

**Addition: Consent Agenda Item #5A / Application to Conduct Off-Site Gambling**
Consider approval of Application to Conduct Off-Site Gambling from the Sturgeon Lake Lions to conduct Minnesota lawful gambling on August 5, 2017 at Edelweiss Resort, 35650 Lakeland Road, Sturgeon Lake, MN (Windemere Twp.).

**Addition: Consent Agenda Item #14C**
Consider Commissioner Josh Mohr and County Administrator David Minke (and any other commissioners desiring) to attend the Association of Minnesota Counties District 1 Meeting, June 22, 2017, Black Bear Casino & Resort, Carlton. Meeting Fee: $35 per person; Lodging: $92+ tax per person; and Mileage: $72 (estimated). Funds are available in the Administrator and Commissioner 2017 budgets.

**Remove from Agenda: Consent Agenda Item #11A**
Remove the hiring of temporary Social Worker Amanda Anker.

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

Commissioner Hallan moved to approve the Minutes of the June 6, 2017 county board meeting and Summary for publication. Second by Commissioner Ludwig. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence
- Pine County Chemical Health Coalition Minutes – May 8, 2017
- Pine County Land Surveyor Monthly Report – May 2017
- Initiative Foundation correspondence – May 30, 2017
- East Central Regional Library Board Minutes – May 8, 2017
- Pine County Historical Society Thank You

Commissioner Chaffee moved to acknowledge the Minutes of 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.

Commissioner Hallan requested an update on the K-9 donation funds at a future board meeting.
CONSENT AGENDA

1. **Approve May, 2017 Cash Balance**

<table>
<thead>
<tr>
<th>Fund</th>
<th>May 31, 2016</th>
<th>May 31, 2017</th>
<th>Increase(Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>619,864</td>
<td>63,436</td>
<td>683,299</td>
</tr>
<tr>
<td>Health and Human Services Fund</td>
<td>(699,707)</td>
<td>(854,519)</td>
<td>(154,812)</td>
</tr>
<tr>
<td>Road and Bridge Fund</td>
<td>2,306,925</td>
<td>1,720,978</td>
<td>585,947</td>
</tr>
<tr>
<td>Land Management Fund</td>
<td>1,307,022</td>
<td>2,196,401</td>
<td>889,379</td>
</tr>
<tr>
<td>TOTAL (inc non-major funds)</td>
<td>19,490,052</td>
<td>18,576,286</td>
<td>913,766</td>
</tr>
</tbody>
</table>

2. **Application for Abatement**

3. **Application for Repurchase**
   A. Approve Resolution 2017-35 for repurchase of tax forfeited land in full for Emery Kleven as Trustee of Kleven Trust. Authorize Board Chair and County Auditor to sign.
   B. Approve Resolution 2017-36 for repurchase of tax forfeited land in full for Federal Home Loan Mortgage Company. Authorize Board Chair and County Auditor to sign.

4. **3.2 Licenses**

5. **Premises Permit Application**
   Approve the application for American Legion Post 361 to conduct Minnesota lawful gambling at the Banning Junction Bar & Lounge, 60684 State Hwy. 23, Finlayson, MN (Finlayson Twp.).

5A. **Application to Conduct Off-Site Gambling**
   Approve the Application to Conduct Off-Site Gambling from the Sturgeon Lake Lions to conduct Minnesota lawful gambling on August 5, 2017 at Edelweiss Resort, 35650 Lakeland Road, Sturgeon Lake, Mn (Windemere Twp.).

6. **Resolution to Cancel Forfeiture**
   A. Approve Resolution 2017-37 to cancel forfeiture of Outlot A, Snake River Meadows due to the restrictions of said Outlot A at the time Snake River Meadows was subdivided. Authorize Board Chair and County Administrator to sign.
   B. Approve Resolution 2017-38 to cancel forfeiture of Outlot A, Sturgeon Pines due to the restrictions of said Outlot A at the time Sturgeon Pines was subdivided. Authorize Board Chair and County Administrator to sign.

7. **Donation**
   Acknowledge a $4,000 donation from the Northern Pine Riders Snowmobile Club in Willow River and designate to the Pine County Sheriff’s Office K-9 program; to be used to help offset expense of the canine program.

8. **Addendum to Contract with Therapeutic Services Agency**
   Approve the Addendum to the contract between Therapeutic Services Agency (TSA) and Pine County Health & Human Services. The contract is for clinical supervision services, offered by
TSA and purchased by HHS for children’s mental health clinical supervision. The purpose of the addendum to the contract is for TSA to provide reflective practice supervision to the family home visitors, their team lead, and Kathy Filbert who is in charge of this program area. The addendum to the contract is effective May 1, 2017 through December 31, 2017. The total cost of these services is $3,520 for 2017. Authorize Board Chair and County Administrator to sign.

9. **Contract with Media Consultant Jamie Root-Larsen (Planning and Implementation Grant)**
   Approve the contract with a media consultant Jamie Root-Larsen and Pine County Health & Human Services. This is a required action through the Planning and Implementation Grant. The term of this contract is July 1, 2017 through June 30, 2018. The total cost of these services is $16,800 ($1,400 per month for 12 months) and will be covered by the Planning and Implementation grant. Authorize Board Chair and County Administrator to sign.

10. **Police Officer Declaration - PERA**
    Approve the Public Employees Retirement Association Police Officer Declaration for the following employees: Resolution 2017-32 Boston Gilderman and 2017-33 Zakary Vork. These Resolutions/Declarations indicate that each employee has met all of the requirements of the Police and Fire Plan membership requirements from their dates of hire. Authorize Board Chair and County Administrator to sign Resolution/Declarations.

11. **New Hire**
    A. This item was removed from the Agenda (hiring of temporary Social Worker Amanda Anker).
    B. Authorize the hiring of Assistant County Attorney Amanda Drew, effective June 26, 2017, $55,000 annually (FLSA exempt position).
    C. Authorize the hiring of Assistant County Attorney Sydney Silko, effective June 26, 2017, $54,000 annually (FLSA exempt position).
    D. Authorize the hiring of Highway Maintenance Worker Steven Doenz, effective July 3, 2017, $15.69 per hour, grade 6.

12. **Personnel Transfer**
    Authorize the transfer of Corrections Officer James Long to the position of Highway Maintenance Worker, effective July 10, 2017, $15.69 per hour, grade 6.

13. **Personnel (Full-Time Status/Completion of Probationary Period)**
    Approve the full-time status for Social Worker Haeley Braden (effective June 22, 2017), Public Health Nurse Gretchen Erickson (effective June 23, 2017), and Registered Nurse Amber Koski (effective July 4, 2017).

14. **Training**
    A. Authorize supervisors Beth Jarvis, Lori Fore and Jodi Blesener to attend the MN Supervisor’s Conference, September 11-13, 2017, at Breezy Point. Accommodations: $205/person/night; Registration: $60 per person. Total cost: $1,410 for all three.
    B. Authorize social worker Andrea Wiener to attend the Aging and Disability Odyssey Conference, June 21-22, 2017, in Duluth. Registration/$150, Meals/$10. A county car will be used. Total expenses are approximately $160.
    C. Authorize Commissioner Josh Mohr and County Administrator David Minke (and any other commissioners desiring) to attend the Association of Minnesota Counties District 1 Meeting, June 22, 2017, Black Bear Casino & Resort, Carlton. Meeting Fee: $35 per person; Lodging: $92+ tax per person; and Mileage: $72 (estimated).
REGULAR AGENDA

1. **Facilities Committee**
   Commissioner Mohr provided an overview of the June 7, 2017 Facilities Committee meeting. Commissioner Mohr stated the following items were discussed: contract with Mark Haug Construction as construction manager and Richard Fischer Architects, the interim relocation of county staff, moving of the fiber optic cable to the silver building, and the prep work for the John Wright building will be completed by the Sentence to Service crew. Commissioner Mohr also provided an update on the elevator at the Pine Government Center, and stated discussion with the East Central School District has been initiated as to the planned date to vacate the John Wright building and items they wish to remove. The July Facilities Committee meeting is cancelled.

2. **Health & Human Services Committee**
   Commissioner Hallan provided an overview of the June 6, 2017 Health & Human Services Committee meeting. Commissioner Hallan stated the estimated 2017 out-of-home placement costs were discussed and will substantially exceed this year’s budget. Commissioner Hallan also stated the MnSure staff provided an update to the Committee— the process is very complicated.

3. **Personnel Committee**
   Commissioner Chaffee stated the Pine County Personnel Committee met June 13, 2017 and made the following recommendations:
   - **HHS**
     A. Acknowledge the termination of full-time probationary employee Jacqueline Smith, Registered Nurse (RN) effective May 22, 2017, and request backfill of the position and any subsequent vacancies that may occur due to an internal promotion or lateral transfer.
     B. Approve Kari Sammis’s job change from full-time Child Support Officer to full-time Collections Officer at grade 8, step 6, $22.41 per hour effective June 20, 2017.
   - **Probation**
     A. Acknowledge the retirement of full-time Senior Career Agent Kristen Gross effective June 30, 2017 and authorize backfill of position posted as Supervisor/Intensive Juvenile Agent Range 10, Steps 06-09 $54,413-$60,552 annually. Probation Director Terry Fawcett will provide additional information at the July 25, 2017 Special Meeting – Committee of the Whole (budget) meeting for this position.
   - **Sheriff**
     A. Acknowledge the resignation of part-time Deputy Sheriff Michael Shephard effective June 2, 2017 and request backfill of the position from current hiring list.
     B. Approve Sheriff Nelson to apply for the Community Oriented Policing Services (COPS) grant which would fund 75% of a newly created position and Pine County would fund 25% of the position for three (3) years. Pine County would fund 100% of the position the fourth year.
   - **Jail**
     A. Acknowledge the retirement of full-time Administrative Assistant Jeanne Gordon effective August 18, 2017 and request backfill of the position and any subsequent positions that may occur due to internal promotion or lateral transfer.
     B. Table the addition of one (1) full-time Jail Sergeant position. This item will be discussed at the Committee of the Whole (COW) budget meeting on June 27, 2017.
   - **Administrator**
     A. Recommend updates to job classification grades and final job descriptions to the board for approval effective June 20, 2017. Job descriptions are located on the county website: (Departments-Administrator-Personnel-Job Descriptions).
B. Recommend 2017 non-union salary schedule to the board for approval effective July 1, 2017. Employees with wages that currently fall within the range would not have a wage increase until their annual performance review. Employees with wages that fall below the minimum range would be brought up the minimum wage for that position effective July 1, 2017. Employees who did not receive a full performance increase in 2017 because they were at the top of the pay scale as of January 1, 2017 shall be eligible for an increase commensurate with their performance with any pay adjustment effective July 1, 2017.

C. Acknowledge the resignation of full-time Human Resources Manager Connie Mikrot effective August 4, 2017 and request backfill of the position.

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

4. 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.

5. Revolving Loan Fund Policy
   County Administrator David Minke stated the Pine County Office of Economic Development received $18,662.98 from the Pine Economic Development Corporation (PEDC). PEDC is dissolving, and its Board wished to transfer its funds to the Pine County Office of Economic Development. The establishment of a county revolving loan fund policy is necessary. Commissioner Hallan requested a committee be established for further discussion of this item. Motion by Commissioner Hallan to accept the $18,662.98 from the Pine Economic Development Corporation and to approve the Revolving Loan Fund Policy. Second by Commissioner Chaffee. Motion carried 5-0.

   County Forester Greg Beck stated requested the county enter into a Joint Powers Agreement with the Department of Natural Resources (DNR). Forester Beck stated entering into a Joint Powers Agreement will allow the ongoing implementation of wildlife habitat programs on tax forfeited lands. Beck stated the Matthew Lourey trail has already been upgraded to a multiple use recreational trail, and the upgrading of these trails will aid in the use of them for timber management.
   DNR Assistant Area Wildlife Manager Josh Koelsch and DNR Trails Acquisition Specialist Mark Wester provided an overview of the projects in the Storlie and McGowan Lake Wildlife Management areas and upgrade and maintenance of the Matthew Lourey Trail. Motion by Chair Ludwig to (1) approve the Joint Powers Agreement between the Pine County Land Department and the State of Minnesota, acting through its Department of Natural Resources (Storlie and McGowan Lake Wildlife Management Areas), (2) approve the Matthew Lourey State Trail Cooperative Agreement between the State of Minnesota and Pine County, and (3) for the County and State to not only cooperatively improve recreational opportunities through these Agreements but also improve timber management access where practical and feasible. Second by Commissioner Chaffee. Authorize Board Chair and County Administrator to sign. Motion carried 5-0.

7. Jurisdiction for the Minnesota Buffer Law
   Land Services Director Kelly Schroeder stated the county can elect jurisdiction over the enforcement of the buffer law. Schroeder stated funding is available for enforcement, $48,207 in 2017 and $60,259 in 2018. To receive funding, the county must adopt a resolution electing
jurisdiction by June 28, and then adopt an official control (ordinance or rule) by November 1, 2017. Erin Loeffler with the Minnesota Board of Water and Soil Resources (BWSR) was present to answer questions relating to opt out options of enforcement should the county desire, adequacy of funding, and expectations for enforcement. SWCD District Manager Jill Carlier stated she felt the number of non-compliant landowners will be minimal and that education of the landowners will be important. Commissioners discussed the ability of the county to opt out of enforcement at any time with 60 days’ notice to BWSR.

**Motion** by Commissioner Hallan to approve Resolution 2017-34 electing jurisdiction for the Minnesota Buffer Law within Pine County. Second by Commissioner Chaffee. Motion carried 5-0. Authorize Board Chair and County Administrator to sign.

9. **Commissioner Updates**

Pine City School District/Pine City/PTCC/Pine County meeting: County Administrator Minke stated the job training component for the kids, and the aggregate impact of the property taxes was interesting. Commissioner Mohr was impressed with attendance of all involved, stating it was a very productive meeting.

Central MN Jobs and Training: CMJTS provided its annual report to the county board today.

East Central Solid Waste Commission (ECSWC): Commissioner Hallan stated ECSWC purchased a trash compactor for $685,000. The Willow River transfer station project is going forward; he is encouraged by number of people using the service. ECSWC is working on the site for people who want to self-haul, and ECSWC changed fee structure at transfer station removing the base fee.

East Central Regional Library: Commissioner Mohr stated the new director is looking at total hours of operation for the library sites. There is a formula used to determine funds received by each county. Some libraries will lose hours of operation.

Pine County Chemical Health Coalition: Commissioner Mikrot stated the Sheriff’s Office conducted an alcohol compliance check on six establishments that sell off sale. Of the six, four failed the check. This first check was just an educational round, no citations were issued. The next round will be an enforcement round and citations will be issued. Lynette Forbes-Cardey will be holding a responsible beverage server training next month. The Coalition has rented three billboards promoting the health coalition between Sandstone and Pine City.

Law Library Meeting: Commissioner Mohr stated a contract was entered with the new manager. The Law Library is missing some volumes in the library which they are trying to locate. Budget reviewed and is on track.

State Community Health Services Advisory Committee (SCHSAC): Commissioner Hallan unable to attend. No report.

Special Meeting – Committee of the Whole (Local Government Officials): Chair Ludwig stated there was good discussion among the township officials. Tax assessor training, ditch mowing, week control, and private road maintenance issues were discussed. The township officials will provide topics for the next meeting. A request was made to invite the Central Minnesota Council on Aging to present at the next Local Government Officials meeting.

10. **Other**

None.

11. **Upcoming Meetings**

Upcoming meetings were reviewed.
Chair Ludwig called for a 10-minute recess at 11:27 a.m.; the Board will reconvene as a Committee of the Whole.

**Committee of the Whole**

The Board reconvened at 11:37 a.m. as a Committee of the Whole.

Present were Chair Ludwig, Commissioners Steve Hallan, Josh Mohr, Steve Chaffee and John Mikrot, Jr, County Administrator David Minke, County Auditor-Treasurer Cathy Clemmer.

Discussion was held regarding the process to make the position of the auditor-treasurer appointive versus elective, and the direction of the employees within the auditor-treasurer’s office.

The county received special legislation this past legislative session to provide for the appointment of the county auditor-treasurer.

Before the adoption of a resolution to provide for the appointment of the county auditor-treasurer, the county board must publish a proposed resolution notifying the public of its intent to consider the issue once each week for two consecutive weeks in the official publication of the county and in the official publication of each city located wholly or partly in the county. Following the publication and prior to formally adopting the resolution, the county board shall provide an opportunity at two separate meetings for public comment relating to the issue. One meeting must be held between the hours of 8 a.m. and 5 p.m. and the other meeting must be held between the hours of 5 p.m. and 9 p.m. After the public comment opportunity at the second meeting, at the same meeting or a subsequent meeting, the county board of commissioners may adopt a resolution that provides for the appointment of the county auditor-treasurer position. The resolution must be approved by at least 80 percent of the members of the county board. The resolution may take effect 60 days after it is adopted, or at a later date stated in the resolution, unless a petition requesting a referendum is filed with the county-auditor.

It was the consensus of the board to proceed forward with the process to make the position of the auditor-treasurer appointive versus elective and to hold the two required public meetings, at 10:00 a.m., August 1, 2017 at the Pine County History Museum, 6333 HC Andersen Alle, Askov, and at 7:00 p.m., August 1, 2017 at the Pine County Courthouse, 635 Northridge Drive NW, Pine City. This change would be effective in January, 2019 (or sooner if there is a vacancy).

12. **Adjourn**

With no further business, Chair Ludwig adjourned the meeting at 12:10 p.m. The next regular meeting of the county board is scheduled for Wednesday, July 5, 2017 at 10:00 a.m. at the Pine County History Museum, 6333 H C Andersen Alle, Askov, Minnesota.

Matthew W. Ludwig, Chair
Board of Commissioners

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