

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

**Tuesday, September 19, 2017 - 10:00 a.m.  
Board Room, Pine County Courthouse, Pine City, Minnesota**

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 welcomed the veterans in the audience and thanked them for their service.

Chair Ludwig called for public comment. The following individuals voiced their concerns regarding the Veteran's Office support staff, office location within in the new Sandstone government building, and Health & Human Services supervision of the Veterans Service Officer position: Darrell Jensen, John Rossberg, Jeanne Jensen, Paul Buxton, Jim Best, Ailene Croup, Gary Hinsch, Gordy Johnson, and Jack Ring.

Health & Human Services Director Becky Foss and Supervisor Barb Schmidt provided information on the shared office staff and the supervision concerns.

A request was made by Mr. Rossberg for the board to share the schematics of the new building with the public when it is received from the architect.

Denise Baran, former Veteran's Office secretary, stated the staffing concerns and location can be worked out to the satisfaction of all.

Veterans Service Officer Ben Wiener stated his desire for one, full-time support staff, his position to be supervised by the Board of Commissioners rather than Health & Human Services, and for reconsideration of location of the Veteran's office in the new government building.

Chair Ludwig requested the following revisions to the Agenda:

1. Remove: Consent Agenda Item 10A: Hiring of Sandra Blake as Eligibility Worker
2. Addition: Consent Agenda Item 12G: Consider County Administrator David Minke to attend the Minnesota County Administrator Conference (MACA) annual conference.
3. Addition: Consent Agenda Item 13: Consider approval of Resolution 2017-56 for the repurchase of tax forfeited land in full for Gene and Rebecca Allen.
4. Addition: Consent Agenda Item 14: Consider approval of the Emergency Management Performance Grant 2017.
5. Addition: Regular Agenda Item 11A: Consider approval of Resolution 2017-57 to levy a special assessment (for the maintenance) to the benefited property owners along County Ditch No. 7.
6. Addition: Regular Agenda Item 13 (other)  
Schedule a Special Meeting—Committee of the Whole budget meeting and discussion with the Land Services Director regarding the Board of Adjustment and Planning Commission.

Commissioner Hallan left the meeting at 11:06 a.m.

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

Commissioner Mohr moved to approve the Minutes of the September 5, 2017 board meeting and Summary for publication. Second by Commissioner Mikrot. Motion carried 4-0.

Commissioner Mikrot moved to approve the Minutes of the September 12, 2017 Special Meeting-Committee of the Whole (Budget). Second by Commissioner Chaffee. Motion carried 4-0.

Minutes of Boards, Committees and Correspondence

Pine County HRA Senior Housing Board of Directors regular meeting – July 23, 2017

Pine County Board of Adjustment Minutes – August 2, 2017

East Central Regional Library Board Minutes – August 14, 2017

Commissioner Chaffee moved to acknowledge the Minutes of Boards, Committees and Correspondence. Second by Commissioner Mikrot. Motion carried 4-0.

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

Commissioner Hallan returned to the meeting at 11:08 a.m.

**CONSENT AGENDA**

**1. Review August, 2017 Cash Balance**

<b>Fund</b>	<b>August 31, 2016</b>	<b>August 31, 2017</b>	<b>Increase(Decrease)</b>
General Fund	4,431,186	4,552,280	121,095
Health and Human Services Fund	907,467	872,747	(34,720)
Road and Bridge Fund	4,634,119	5,190,466	556,347
Land Management Fund	1,749,333	1,323,986	(425,347)
TOTAL (inc non-major funds)	13,533,825	13,897,096	363,270

**2. On/Off/Sunday Liquor License and Tobacco License**

Approve the On/Off/Sunday Liquor License and Tobacco License for Bear Creek Tavern (fka Tank’s Tavern). Subject to Arlone Township, Pine County Sheriff, Pine County Attorney and State of Minnesota approvals.

**3. Application for Exempt Permit**

Approve the Application for Exempt Permit from Moose Lake Area Ducks Unlimited to conduct Minnesota lawful gambling on October 6, 2017 at Doc’s Sports Bar & Grill, 34427 Majestic Pine Drive, Sturgeon Lake, Minnesota (Windemere Twp.).

**4. Withdraw Tract #14 from 2017 Adjoining Owners/Sealed Bid Auction**

Approve Resolution 2017-55 to Withdraw Tract #14 (Sandstone Township, PID 30.0503.000) from the 2017 Adjoining Land Owners Sealed Bid Auction. Authorize Board Chair and County Auditor-Treasurer to sign.

**5. Donations**

A. Accept the \$800 donation from the National Multiple Sclerosis Society to the Pine County Sheriff’s Reserve Fund for their participation in the MS 150.

B. Accept the \$300 donation from the Rutabaga Festival & Fair Association to the Pine County Sheriff’s Reserve Fund for their time spent volunteering during the Askov Rutabaga Days Festival.

6. **RMS Data Conversion**

Approve the contract between the Pine County Sheriff's Office and CourtView Justice Solutions Inc. d/b/a "equivant" in the amount of \$12,062. The contract will be effective through July 31, 2018 or until the Agreement has been terminated. Authorize Board Chair, County Administrator and County Sheriff to sign.

7. **Law Enforcement Contract with City of Willow River**

Approve the Law Enforcement contract with the City of Willow River on an as needed basis for the enforcement of Willow River Ordinances. Hourly rates are: 2018 - \$50.88, 2019 - \$53.42, and 2020 - \$56.09. Authorize Board Chair and County Sheriff to sign.

8. **Prosecution Agreement with City of Willow River**

Approve the Prosecution Agreement between the County Attorney's Office and the City of Willow River for prosecution services for misdemeanor violations of Willow River Ordinances. The contract will commence October 1, 2017 and will continue for one year. The City will pay \$100 per case file submitted to the County for review or charging of violations. Authorize the Board Chair and County Auditor-Treasurer to sign.

9. **School Resource Officer - East Central Schools**

Approve the contract between the East Central School District and the Pine County Sheriff's Office for the Sheriff's Office to provide up to one, half-time School Resource Officer (SRO), up to 20 hours per week, to the School District. The term of this contract is one year commencing September, 2017. Authorize Board Chair, County Administrator and County Sheriff to sign.

10. **New Hire**

A. Removed from Agenda.

B. Authorize the hiring of Human Resources Generalist Jennifer Frederickson, effective October 4, 2017, \$18.00 per hour, Grade 5.

11. **Promotion**

Approve the promotion of part-time Deputy Sheriff Brandon Sell to full-time Deputy Sheriff, effective August 30, 2017, \$24.97 per hour, grade 10.

12. **Training**

A. Authorize Probation Director Terry Fawcett to co-present at the Minnesota Corrections Association Conference, October 26, 2017, in Nisswa. Lodging: \$106.84.

B. Authorize any commissioner desiring to attend the AMC Annual Conference, December 3-5, 2017 in St. Cloud. Registration is \$375 before November 3 and \$400 after November 3. Lodging rates are \$91-\$142 depending on the hotel/motel.

C. Authorize County Administrator David Minke to attend the AMC Annual Conference, December 3-5, 2017 in St. Cloud. Registration is \$375 before November 3 and \$400 after November 3. Lodging rates are \$91-\$142 depending on the hotel/motel.

D. Authorize Human Resources Manager Jackie Koivisto to attend the Minnesota Counties Human Resources Management Association (MCHRMA) Annual Conference, October 4-6, 2017, at Ruttgers Bay Lake Lodge, Deerwood. Registration is \$175 and lodging/meals is \$458.66.

E. Authorize Lynette Forbes-Cardey to attend the Positive Community Norms Training, October 3-4, 2017 in Deerwood, Minnesota. This is a required training for all grant recipients.

Lodging: \$420, Meals: \$60, Travel: \$170. Total cost: \$650. All expenses are reimbursed by the Planning & Implementation (P&I) Grant.

- F. Authorize Eligibility Workers Colleen Nelson, Sandy Larson, Bev Olson and Judith Tengwall to attend the 47<sup>th</sup> Annual MN Financial Worker and Case Aide Association Conference, October 25-27, 2017 in Plymouth, Minnesota. Registration: \$345/participant; Lodging: \$117/participant; county vehicle will be used. Total Cost: \$1,848.
- G. Authorize County Administrator David Minke to attend the Minnesota County Administrator Conference (MACA) annual conference, (commuter option), October 4-6, 2017, at Rutters Bay Lake Lodge, Deerwood. Registration: \$175; conference fee/meal cost: \$96. Total cost: \$271.

**13. Repurchase of Tax Forfeited Land**

Approve Resolution 2017-56 for the repurchase of tax forfeited land in full for Gene and Rebecca Allen. Authorize Board Chair and County Auditor-Treasurer to sign.

**14. 2017 Emergency Management Performance Grant**

Approve the 2017 Emergency Management Performance Grant. Authorize Board Chair and County Administrator to sign.

**REGULAR AGENDA**

**1. Mini Truck Public Hearing**

The mini truck public hearing was rescheduled to the October 17, 2017 regular county board meeting.

**2. Health & Human Services Committee Report**

The Health & Human Services Committee met September 5, 2017. Commissioner Hallan stated Adult Services Supervisor Barb Schmidt provided information on waived services offered by Health & Human Services.

Commissioner Chaffee left the meeting at 11:08 a.m.

**3. Facilities Committee Report**

The Pine County Facilities Committee met September 6, 2017. Commissioner Mohr stated the committee toured the old Land Services & Veteran's building and viewed renovations at the John Wright building. Funding for the 2018 building fund was discussed. Building Maintenance Supervisor Pete Umbreit and County Engineer Mark LeBrun updated the committee on the elevator, HVAC, and window upgrades at the Pine Government Center. A new highway building in Hinckley (at the old salt shed location) to house two snow plows and a grader was discussed; the Facilities Committee recommended moving forward with this project.

Commissioner Chaffee returned to the meeting at 11:12 a.m.

**4. Personnel Committee Report**

Pine County Personnel Committee met September 12, 2017. Commissioner Chaffee stated the Personnel Committee made the following recommendations:

**HHS**

- A. Authorize the backfill of the Lead Eligibility Worker position available through Julie Cox's voluntary reassignment from the Lead position to Eligibility Worker. The position will be filled by an internal promotion with no addition to the current headcount.

- B. Approve the job description of the Veterans Services Officer to reflect recent supervisory and staffing changes.
- C. Approve the job description of the Office Support Specialist and authorize the backfill of a part time Office Support Specialist to provide support to the Veteran Services unit. The Office Support Specialist will be classified as Grade 2, (A-13).

**Auditor-Land**

- A. Authorize the addition of a Support/Tech position for the county forester/land commissioner (Joy Hix transferred to Zoning/Environmental Technician). This position will report to the County Land Commissioner /Forester (Greg Beck) and will have office, field, and technical duties. A new job description will be developed and presented to the Personnel Committee.

**Jail**

- A. Authorize the part-time temporary backfill of a vacant full-time Corrections Officer position. The current Corrections Officer is on a one-year military leave. The hours for the part-time position can be cut and/or the position eliminated when the full-time Corrections Officer returns from leave. The intent is to return to nine part-time jail staff positions.

Commissioner Chaffee stated pay increase for elected officials for 2018 was discussed; a decision for any pay change for 2018 will be made in December.

**Motion** by Commissioner Chaffee to approve the recommendations of the Personnel Committee. Second by Commissioner Hallan.

Discussion:

Commissioner Ludwig commented he would support a full-time support staff for the Veteran's unit. Commissioner Hallan commented the commissioners were not made aware of the desire for additional hours for the Veteran's support staff until this meeting. Administrator Minke explained the funding for the previous Office Support Specialist position and the funding of the current shared position with the Veterans unit and HHS.

The job descriptions for the Veterans Services Officer and Office Support Specialist (OSS) position were reviewed. Commissioner Mohr stated there is a misconception regarding the Office Support Specialist position, stating it was never the intent to reduce the position to part-time, but rather the position would be a full-time, shared position. Commissioner Hallan requested a change in the wording of paragraph C, under Health & Human Services (HHS), to indicate a full-time, shared office support position. Commissioner Mohr stated that this had always been the intent and changing the wording would provide this clarification.

**Motion** by Commissioner Chaffee to amend the original motion to authorize the backfill of a full-time, shared, County Veterans Service Office/Health & Human Services position to provide support to the Veteran Services unit. Second by Commissioner Hallan. Motion for the amendment carried 5-0.

The Board of Commissioners then proceeded to vote on the original motion, as amended. Motion carried 5-0.

Discussion was held regarding the hiring process of the Office Support Specialist.

5. **2016 Financial Statement**

County Auditor-Treasurer Cathy Clemmer stated the 2016 audit was complete and requested authority for publication of the financial statement. The county received an unmodified opinion.

**Motion** by Commissioner Ludwig to accept the 2016 audit with an unmodified opinion and authorize publication of the 2016 Pine County Financial Statement. Seconded by Commissioner Hallan. Motion carried 5-0.

6. **East Central Regional Development Commission Update**

East Central Regional Development Commission (ECRDC) Executive Director Robert Voss and Economic Development Director Jordan Zeller provided an update as to the services provided to Pine County by the ECRDC.

7. **Regional 2 Homeland Security and Emergency Management Mutual Aid Agreement**

Sheriff's Office Manager and Emergency Management Coordinator Denise Baran stated the county has previously entered into a Mutual Aid Agreement to share equipment, personnel and other resources. This agreement is expanded to include the City of Duluth and the Tribes of Bois Forte, Fond du Lac, Grant Portage, Leech Lake and Mille Lacs.

**Motion** by Commissioner Ludwig to approve the Regional 2 Homeland Security and Emergency Management Mutual Aid Agreement. Authorize Board Chair and County Administrator to sign. Second by Commissioner Mohr. Motion carried 5-0.

8. **2018-2019 Off Highway Vehicle Enforcement Grant Program**

**Motion** by Commissioner Hallan to approve the 2018-2019 Off Highway Vehicle Enforcement Grant Program, grant amount is \$9,286 for 2018 and \$9,286 for 2019 (no county match required). Authorize Board Chair and County Administrator to sign. Second by Commissioner Mohr. Motion carried 5-0.

9. **Final Payment – ICON Constructors, LLC**

County Engineer Mark LeBrun reported to the board, and discussion was held, regarding the completion of Contract #1602: SAP 058-653-010 CSAH 53, 0.1 miles North of CSAH 7 over Pokegama Lake Outlet. LeBrun said that the overage was due to erosion concerns and the cost for additional material used.

**Motion** by Commissioner Chaffee to authorize final payment to ICON Constructors, LLC in the amount of \$39,344.12 and authorize County Administrator to sign the Certificate of Final Contract Acceptance. Second by Commissioner Hallan. Motion carried 5-0.

10. **Award Bid for Hinckley Maintenance Shop**

County Engineer Mark LeBrun stated the construction of a new 50' x 100' Hinckley maintenance shop will be usable by 2018, and will be winter-use ready (well and sewer installed) by 2019. This building will house a motor grader in the summer and two plow trucks in the winter.

**Motion** by Commissioner Mohr to award the low bid of the Hinckley Maintenance Shop to Kotek Builders, Inc., in the amount of \$147,845. Second by Commissioner Mikrot. Motion carried 5-0.

11. **2018 Preliminary Property Tax Levy**

Discussion was held on the 2018 budget and property tax levy. A preliminary levy of \$17,912,930 is a 5.5% increase from 2017.

**Motion** by Commissioner Mohr to set the 2018 preliminary levy at \$17,912,930. Second by Commissioner Chaffee. Motion carried 5-0.

11A. **Special Assessment – County Ditch No. 7**

County Auditor-Treasurer Cathy Clemmer stated the county engineer completed maintenance to County Ditch No. 7 and the total maintenance costs have been determined to be levied against the benefitting properties in the amount of \$21,547.

**Motion** by Commissioner Hallan to approve Resolution 2017-57 to levy a special assessment for the maintenance to the benefited property owners along County Ditch No. 7 in the amount of \$21,547. Second by Commissioner Mohr. Motion carried 5-0.

12. **Commissioner Updates**

Central Minnesota Council on Aging: Commissioner Hallan stated Adult Public Health Supervisor Lori Fore was appointed to the Advisory Committee.

Central Minnesota Jobs and Training Service: Commissioner Hallan stated when the economy is doing well, the need for services from Jobs & Training declines.

East Central Solid Waste Commission: Commissioner Hallan stated that tonnage is up slightly due to rain saturated materials.

East Central Regional Library: Commissioner Mohr stated the last meeting was held at the Isle Library as there was a misconception that the Isle Library was closing.

Pine County Chemical Health Coalition: Commissioner Mikrot stated notices were sent to schools indicating prevention grant money was available.

Soil & Water Conservation District: Commissioner Ludwig unable to attend.

Negotiation Committee: Commissioner Mohr stated the Negotiation Committee met with the AFSCME bargaining units regarding health insurance.

AMC Policy Conference: Commissioner Hallan stated it is important for the county to be involved with outside influences which may affect our county.

Lakes & Pines: Health & Human Services Director Becky Foss stated it is important for applicants for the energy assistance program to submit their applications for energy assistance early due to the redirection of funding due to the hurricanes.

13. **Other**

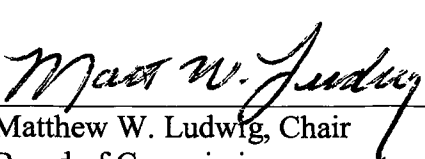
A Special Meeting-Committee of the Whole was scheduled for October 24, 2017 at 9:00 a.m., at the Courthouse in Pine City, for the purpose of discussing the 2018 budget and tax levy and the Board of Adjustment and Planning Commission. The Technology Committee meeting scheduled for October 24, 2017 at 9:00 a.m. was cancelled.

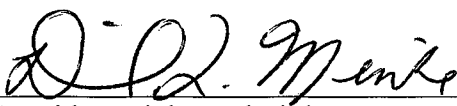
14. **Upcoming Meetings**

Upcoming meetings were reviewed.

15. **Adjourn**

With no further business, Chair Ludwig adjourned the meeting at 12:24 p.m. The next regular meeting of the county board is scheduled for Tuesday, October 3, 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