

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

**Tuesday, October 17, 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 called for public comment. There was no public comment.

Chair Ludwig requested the following revisions to the Agenda:

1. Additional Information: Regular Agenda Item 1  
Public comment related to mini truck public hearing
2. Addition: Regular Agenda Item 4A  
Acknowledge and accept a \$25,000 donation from the Mille Lacs Band of Ojibwe Foundation to Pine County for one-half funding of the Community Coach position. The County will provide an equal amount for a total amount of \$50,000.

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

Commissioner Chaffee moved to approve the Minutes of the October 3, 2017 board meeting and Summary for publication. Second by Commissioner Mikrot. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence

Pine County HRA Senior Housing Regular Meeting Minutes – August 23, 2017

East Central Regional Library Minutes – September 11, 2017

Commissioner Mikrot moved to acknowledge the Minutes of Boards, Reports and Correspondence. Second by Commissioner Hallan. Motion carried 5-0.

Commissioner Chaffee moved to approve the Consent Agenda. Second by Commissioner Ludwig. Motion carried 5-0.

**CONSENT AGENDA**

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

<b>Fund</b>	<b>September 30, 2016</b>	<b>September 30, 2017</b>	<b>Increase(Decrease)</b>
General Fund	3,186,859	3,062,461	(124,399)
Health and Human Services Fund	263,445	268,491	5,046
Road and Bridge Fund	2,020,806	3,848,704	1,827,898
Land Management Fund	2,032,769	1,887,686	(145,083)
TOTAL (inc non-major funds)	10,568,571	12,531,348	1,962,776

2. **Law Enforcement Contract with City of Hinckley**  
Approve a three-year (2018-2020) Law Enforcement Contract with the City of Hinckley - 10-hour per day, 7-day-per-week contract. The contract rates are as follows: 2018: \$50.88 per hour; 2019: \$53.42 per hour; and 2020: \$56.09. Authorize Board Chair, County Administrator, and County Sheriff to sign.
  
3. **Minnesota Internet Crimes Against Children Task Force Joint Powers Agreement**  
Approve the Minnesota Internet Crimes Against Children Task Force Multi-Agency Law Enforcement Joint Powers Agreement. This agreement will allow for reimbursement for training and overtime for the sheriff's office. Authorize Board Chair, County Administrator and County Sheriff to sign.
  
4. **New Hire**  
Approve the hiring of Eligibility Worker Janessa Berberich, effective November 6, 2017, Grade 6 (step 2, B23), \$16.78 per hour.
  
5. **Personnel (Permanent Status/Completion of Probationary Period)**  
Approve permanent status for Nursing Team Lead Jessica Fehlen effective October 12, 2017, and Public Health Nurse Dawn Moffett effective October 11, 2017.
  
6. **Training**
  - A. Approve Support Enforcement Aide Trysten Williamson and Office Support Specialist Julia Larson to attend required training, Case Management and Financial Basics, October 24-26, 2017 in St. Paul. Registration: \$0; Meals: approx. \$60; Accommodations: \$288; Mileage: county car will be used. Total cost: approx. \$348.
  - B. Approve State Health Improvement Partnership (SHIP) Coordinator Hailey Freedlund to attend the Food Access Summit, October 24-28, 2017, in Duluth. No cost to attend this training as Pine County Public Health is part of a four-county collaborative for the SHIP, with Kanabec County being the fiscal host. Kanabec County has included this conference into the SHIP budget when writing the grant.
  - C. Approve Child Protection Case Manager Nicole Hart to attend the First Annual Minnesota Child Welfare Conference, November 1-3, 2017, in St. Paul. Registration: \$25. Accommodations: no accommodations required. Mileage: county car will be used.

## **REGULAR AGENDA**

1. **Public Hearing – Mini Truck Public Hearing**  
County Sheriff Jeff Nelson stated the permitting process for mini trucks varies throughout the counties in the state. Sheriff Nelson requested the mini truck ordinance, as currently drafted, be modified to reflect that the Sheriff's Office will issue the permit number to the owner of the mini truck and it will be the owner's responsibility to provide the permit number stickers for placement on the mini trucks.  
The county board discussed license plate/permit location, owner's responsibility to obtain the permit number stickers, and the duration and cost of the permit.  
Chair Ludwig opened the public hearing at 10:09 a.m.  
Mini truck owner Dennis Mulvaney stated he has owned a mini truck for 10 years and it has continuously been licensed by the State of Minnesota as a Class II ATV.  
County Engineer Mark LeBrun stated the proposed ordinance would allow mini trucks to be operated on county roads only, not township or city. LeBrun inquired if consideration should be given to a change in legislation for operation on all roads and waters within the state of

Minnesota. Commissioner Hallan stated this could be brought to the attention of the Association of Minnesota Counties (AMC). Commissioner Hallan indicated he would like additional information from the AMC and the DNR on mini truck operation and licensure. Commissioner Mohr stated he would like to proceed with the permitting of the mini trucks now as waiting for a change in legislation will take too long. The board discussed continuing the public hearing for 60 days to allow the receipt of additional information.

**Motion** by Commissioner Chaffee to continue the mini truck public hearing to the regular board meeting at 10:00 a.m. on December 19, 2017 at the Courthouse in Pine City. Second by Commissioner Hallan. Motion carried 5-0.

**2. Introduction of New Employee**

Human Resources Manager Jackie Koivisto introduced Human Resources Generalist Jennifer Frederickson.

**3. Personnel Committee Report**

Pine County Personnel Committee met October 10, 2017 and made the following recommendations:

**HHS**

- A. Acknowledge the termination of probationary Account Technician Zachary Doherty, effective September 18, 2017.
- B. Authorize a supervisor change and corresponding job description modification for Welfare Fraud Investigator Kari Rybak.

**Auditor/Land**

Authorize the regrade of Clerk III Janice Johnston's position from Grade 4 to Grade 5.

**Sheriff's Office**

Acknowledge the resignation of part-time Corrections Officer Cara Johnson, effective September 28, 2017, and authorize backfill of this position.

Commissioner Chaffee stated the change in the supervisor for the Welfare Fraud Investigator position from the Financial Assistance Supervisor to the Child Support Supervisor will create a more reasonable supervisor-to-staff ratio.

The regrade for the Clerk III position in the Auditor/Land department reflects the clerk's payroll backup duties that are captured in the job description but not measured through our Systematic Analysis and Factor Evaluation (SAFE) System. Pay for this position is set through collective bargaining so will not change as part of this regrade.

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

**4. Facilities Committee Report**

The Pine County Facilities Committee met October 11, 2017. Commissioner Mohr stated Architect Richard Fischer was present and reviewed the schematic drawing of the new Health & Human Services building in Sandstone. Commissioners and staff discussed the proposed building and options including consideration of a partial basement for mechanical and storage, better integration of the reception space/veterans' space, addition of a unisex restroom and lactation room in the public area, and movement of one of the conference rooms to the public space. The architect will incorporate the feedback and circulate another schematic for consideration.

Lead Maintenance Supervisor Pete Umbreit provided an update on the quotes received for the HVAC units at the Pine Government Center for split units and rooftop units. After discussion, the committee requested additional quotes and clarification for the rooftop units.

The City of Pine City is accepting proposals for architectural services for remodeling of its space at its current location or the construction of a new city hall building.

The John Wright building in Sandstone should be available for sale in January, 2019.

4A. **Mille Lacs Band of Ojibwe Donation**

Probation Director Terry Fawcett stated the Mille Lacs Band of Ojibwe has donated \$25,000 to Pine County for funding of a one-half Community Coach position. The County will provide an equal amount for a total amount of \$50,000. This would fund the Community Coach position for a one-year period.

**Motion** by Commissioner Hallan to acknowledge and accept a \$25,000 donation from the Mille Lacs Band of Ojibwe for funding a one-half of the Community Coach position. Second by Commissioner Ludwig. Motion carried 5-0.

5. **Law Enforcement Mutual Aid Agreement**

Sheriff Jeff Nelson stated the original Mutual Aid Agreement has not been updated for many years and requested the board to approve a Law Enforcement Mutual Aid Agreement for the second district sheriff's office which includes Koochiching, St. Louis, Lake, Cook, Itasca, Cass, Crow Wing, Aitkin, Carlton, Morrison, Mille Lacs, Kanabec, Pine and Isanti counties.

**Motion** by Commissioner Ludwig to approve the Law Enforcement Mutual Aid Agreement and authorize the Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 5-0.

6. **2016 Audit for Kanabec-Pine Community Health Board**

County Administrator David Minke explained the joint board is no longer in existence, however, there had been an agreement between Pine and Kanabec counties that an audit be completed and provided to each county.

**Motion** by Commissioner Chaffee to acknowledge receipt of the 2016 financial statement for the Kanabec-Pine Community Health Board. Second by Commissioner Hallan. Motion carried 5-0.

7. **Mental Health Services Contract**

Jail Administrator Rod Williamson stated the jail previously contracted the services of SAM Psychiatric Consulting Services LLC for mental health services and psychotropic medication management, however in June, 2017 those services became unavailable. The jail is requesting to enter into a contract with Nystrom & Associates, at the rate of \$251.69 per hour, to provide mental health services and medication management for inmates.

**Motion** by Commissioner Chaffee to approve an Agreement for Jail Mental Health Issues between the Pine County Sheriff's Office – Jail Division and Nystrom & Associates to provide mental health services and psychotropic medication management for Pine County jail inmates, at the rate of \$251.69 per hour. Second by Commissioner Mikrot. Motion carried 5-0.

8. **Willow River Transfer Station**

Land Services Director Kelly Schroeder stated approximately 10 sites in the Willow River and Sturgeon Lake area have been considered for purchase or lease for a transfer station location. Of these, one site fits the needs of the county. The landowner is not willing to sell the land, but would consider a 5-year lease with the County, providing onsite snow removal, waste compaction, fencing of the site, and grading and site preparation - these services have an estimated value of \$625 per month. Schroeder estimated a lease cost of at least \$625 per month for a duration of 5-years with cancellation language written into the lease if the site provides unsustainable prior to five years. The services provided by the landowner and the \$625 lease

payment amount would be a net-zero cost to the county. The lease cost will be paid by user fees and subsidized by the existing solid waste fee.

It was the **consensus** of the board for the Land Services Department to move forward and work out the logistics of a lease agreement. The final proposed lease will be brought before the county board for consideration.

## **9. Commissioner Updates**

MASWCD/AMC Conservation District Capacity Work Group: October 18<sup>th</sup> meeting postponed.  
Soil & Water Conservation District: Commissioner Ludwig stated the county has 3 non-compliant buffer violations within the county; the Cross Lake project is in construction mode; and the Pine City project has been completed.

Central Minnesota Council on Aging: Commissioner Hallan stated funding for programs was discussed.

East Central Regional Juvenile Center: Probation Director Terry Fawcett stated the Juvenile Center celebrated its 20<sup>th</sup> anniversary. Discussion took place regarding camera and control system updating; and per diems were set - \$239 per day for member counties; \$269 per day for non-member counties.

East Central Solid Waste Commission: Commissioner Hallan stated the burning off of methane gas was discussed.

East Central Regional Library: Commissioner Mohr stated all counties have funded the library; there was a book burning incident in front of the Pine City Library; and the Aitkin library has received a \$5,000 grant for 13 mobile hot spots.

Pine County Chemical Health Coalition: Commissioner Mikrot stated training opportunities were discussed; the Coalition is looking for volunteers; and two more public billboards have been added.

AMC District 1 Fall Meeting: Commissioner Hallan stated Cook County is proposing a 19% levy increase; housing (One Roof Housing, which is a community land trust) is breaking ground in St. Louis County. County Administrator David Minke stated the Association of Minnesota Counties is adding assistance in the Human Resource area to counties starting in January, 2018.

Law Library: Commissioner Mohr stated a quorum was not present.

Joint Boards Meeting (Pine City, Pine City School District, PTCC, Pine County): Commissioners Mohr and Hallan, and County Administrator Minke, were in attendance. Four workgroups were established: Health & Wellness, Workforce Development and Economic Development, Affordable Housing, and Legislative.

Labor Negotiations: Commissioner Chaffee stated negotiations with AFSCME groups took place last week.

## **10. Other**

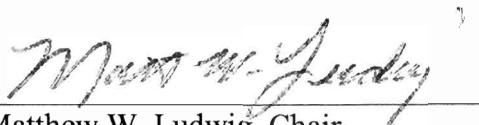
None.

## **11. Upcoming Meetings**

Upcoming meetings were reviewed.

**12. Adjourn**

With no further business, Chair Ludwig adjourned the meeting at 11:31 a.m. The next regular meeting of the county board is scheduled for Tuesday, November 7, 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