

**MINUTES
OF THE
PINE COUNTY BOARD MEETING
Regular Meeting
Tuesday, November 7, 2017 - 10:00 a.m.
Pine County History Museum
6333 H C Andersen Alle, Askov, 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. Finlayson resident Bill Dodge stated he is interested in opening a wedding venue in a shoreland area and was present to answer any questions at the public hearing when considering an amendment to the Shoreland Ordinance. Hinckley VFW Post 4118 Commander Terry Bullock was present and inquired as to how to contact the veteran's liaison for the new Sandstone government building.

Chair Ludwig requested the following revisions to the Agenda.

1. Correction: Consent Agenda Item 5 - Jennifer White Contract – Clinical Supervision
Correct contract to reflect 2018 in contract header.
2. Addition: Consent Agenda Item 7 – New Hire
Consider authorizing the hire of Lynn Thieman, for Veterans Service Officer/Health & Human Services Office Support Specialist position, effective November 13, 2017, \$13.81 per hour, Grade 2.
3. Addition: Regular Agenda Item 4D - Negotiations Committee Report
Consider approval of the Agreement between the County of Pine and the Pine County Attorney's Confidential Employees (Legal Assistants) January 1, 2018 – December 31, 2020.
4. Addition: Regular Agenda Item 5A: Housing Update
 - A. Ratify acceptance of the grant from Minnesota Housing Partnership
 - B. Affirm the steering committee membership
5. Correction (rescheduling of meeting): Regular Agenda Item 8i
Arrowhead Transit meeting rescheduled from November 16 to November 30, 2017 at 9:00 a.m., Board Room, Courthouse, Pine City, Minnesota.

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

Commissioner Ludwig moved to approve the Minutes of the October 17, 2017 county board meeting and Summary for publication. Second by Commissioner Mikrot. Motion carried 5-0.

Commissioner Hallan moved to approve the Minutes of the October 24, 2017 Special Meeting-Committee of the Whole (Budget and Land Services Discussion). Second by Commissioner Chaffee. Motion carried 5-0.

Commissioner Mikrot moved to approve the Minutes of the October 24, 2017 Special Meeting-Committee of the Whole (Local Government Officials). Second by Commissioner Mohr. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence

Pine County Chemical Health Coalition Minutes – October 9, 2017

Pine County Land Surveyor Monthly Report – October, 2017

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

Commissioner Hallan requested Consent Agenda Item #2, Application for Local-Option Disaster Abatement be moved to the Regular Agenda for discussion. This item was moved to the Regular Agenda, item 2A.

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

CONSENT AGENDA

1. **October, 2017 Disbursements**

Approve Disbursements Journal Report October 1, 2017 – October 31, 2017.

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

Item removed from Consent Agenda and placed as Regular Agenda, item 2A for discussion.

3. **Law Enforcement Contract with City of Sandstone**

Approve a three-year (2018-2020) Law Enforcement Contract with the City of Sandstone. The City of Sandstone is contracting for a 10-hour per day, 5-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.

4. **Sophie's Manor Contract**

Approve Sophie's Manor Contract with Pine County Public Health to provide immunization services to employees of Sophie's Manor (Mantoux - \$25 per employee; Hepatitis B - \$55 per vaccine). Authorize Board Chair, County Administrator, and Community Health Administrator to sign.

5. **Jennifer White Contract for Clinical Supervision Services**

Approve the 2018 Agreement Between Pine County Health & Human Services and Jennifer White for Clinical Supervision Services. The cost is \$120 per hour for a maximum of two hours per month. Authorize Board Chair, County Administrator, and Director of Health & Human Services to sign.

6. **Training**

Approve Public Health Nurse Dawn Moffett to attend the Health Families America (HFA) Parent Survey Training, December 11-14, 2017, West St. Paul. Registration \$0, Meals: \$136; Accommodations approx. \$509. Total cost: approx. \$645. Training costs will be covered by the home visiting funds the county will receive in November, 2017.

7. **New Hire**

Approve the hiring of Lynn Thieman, Veterans Service Officer/Health & Human Services Office Support Specialist position, effective November 13, 2017, \$13.81 per hour, Grade 2.

REGULAR AGENDA

1. Public Hearing on County Fees

Chief Deputy Paul Widenstrom stated the Pine County Sheriff’s Office Civil Process and Records Division Fee Schedule has not been modified since 2011. The requested fee changes relate to the Civil Process fee schedule. Fees for Sheriff Sales, Redemption, Records Fees Photo/Audio/Video and Other areas (water event permits, temporary structure/raft permit, explosive permit, tow fees and non-sufficient funds) remain unchanged.

Discussion was held as to the number of civil process services each year and the current process for service of documents.

Chair Ludwig opened the public hearing at 10:12 a.m. and called for public comment. There being no public comments, Chair Ludwig closed the public hearing at 10:13 a.m.

Additional discussion relating to distribution of documents for service and if the additional service fees will be sufficient to cover the actual costs incurred; Chief Deputy Widenstrom stated the fee-to-cost ratio were adequate.

Motion by Commissioner Hallan to approve the revised Civil Process fee schedule, effective January 1, 2018: (other areas of the fee schedule remain unchanged)

CIVIL PROCESS	
Flat fee – up to 3 attempts (addresses south of State Hwy. 48)	\$60.00
Flat fee – up to 3 attempts (addresses north of State Hwy. 48)	\$75.00
Additional person at same address	\$10.00
Additional attempts – only by request	\$25.00 each
Execution Commission (based on the total amount seized, collected or stipulated to by the parties as a result of the Sheriff’s Levy)	5%
Levy (for execution of judgment – clerical fee)	\$10.00
Duplicate Affidavit/Certificates	\$10.00
Writ of Recovery in Eviction Lockout (Deputy Tiem per hour)	Actual
Restitution Attachment (Deputy Time per hour)	Actual
Posting (3 Notices)	\$50.00
Copy Fee	\$.25 per page

Second by Commissioner Mohr. Motion carried 5-0.

2. Public Hearing for Shoreland Ordinance Amendment

Land Services Director Kelly Schroeder reviewed the requested changes of the following ordinances:

A. Shoreland Ordinance

Allow inclusion of Commercial Hospitality and/or Event Centers by conditional use permit.

B. Subdivision and Platting Ordinance

Define the road frontage requirements for minor subdivisions in the shoreland areas to clarify frontage requirements and address subdivisions of properties where the street does not extend the width of the parcel due to a bend in the road or the end of the road.

C. Subsurface Sewage Treatment Systems Ordinance

Address septic system capacity requirements for the total number of bedrooms in connected buildings including proposed additions.

Definition, criteria, list of uses, length of effect, and rescission of conditional use permits was discussed.

Septic system capacity requirements for different size dwellings, and the necessary steps if a bedroom addition occurs, was discussed.

Chair Ludwig opened the public hearing at 10:25 a.m.

Bill Dodge introduced himself, stating he was interested in opening a wedding venue which would be a conditional use under the proposed amendment and was present to answer any questions from the board. There were no additional questions for Mr. Dodge.

There being no further comment, Chair Ludwig closed the public hearing at 10:27 p.m.

Motion by Commissioner Ludwig to approve adoption of Ordinance 2017-06 amending the Pine County Shoreland Management Ordinance, the Pine County Subdivision and Platting Ordinance, and the Pine County Subsurface Sewage Treatment Systems Ordinance.

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

Commissioner Hallan asked for clarification for the term of the disaster abatement. Land Services Director stated the abatement is only on the dwelling and only for the months it is uninhabitable.

Motion by Commissioner Hallan to approve the Application for Local-Option Disaster Abatement for James & Corinne Wentzlaff, 11133 Elm Circle, Pine City, PID 28.0827.000, pay 2016.

3. **Facilities Committee Report**

Commissioner Hallan provided an overview of the October 31, 2017 Facilities Committee as Commissioner Mohr was unable to attend the meeting. Architect Richard Fischer was present and reviewed the updated schematic drawing of the new Health & Human Services building in Sandstone. Commissioners and staff discussed minor changes including integration of the reception space/veterans space; moving of the unisex toilet to be accessed off the public space; elimination of the partition in the small conference room; elimination of basement or maintaining basement for mechanical use only; emergency egress from large meeting room; elimination of the kitchenette and add sink/counter space in large meeting room, expansion of the lunch room and addition of another office; reduce covered entrance to only sidewalk entrance; and location of the data closet. The architect will make the requested changes and provide the Facilities Committee with an updated schematic drawing.

The county and East Central School District have a 20-year cooperative agreement on the John Wright Building, which expires in March 2018. The district has requested to finish out the school year and proposes to vacate the building by June 30, 2018.

The HVAC and elevator upgrade projects for Pine Government Center were discussed.

Motion by Commissioner Hallan to approve the Memorandum of Agreement Between East Central Schools ISD #2580 and Pine County (John Wright Building in Sandstone). Second by Commissioner Ludwig. Motion carried 5-0.

4. **Negotiations Committee Report**

Commissioner Mohr provided an overview of the Pine County Negotiations Committee which met October 25, 2017. The committee made the recommendation to delegate to the County Administrator the authority to enter into the following Agreements:

- A. Memorandum of Agreement between the County of Pine and AFSCME MN COUNCIL 65, Local #1647 representing the Courthouse Unit, Human Services Unit, Highway Maintenance Unit and Sheriff's Administrative Support Unit relating to health insurance contributions for 2018, 2019 and 2020.
- B. Memorandum of Agreement for health insurance on the same terms with any other bargaining unit with a contract expiring at the end of 2017.
- C. Memorandum of Agreement between the County of Pine and AFSCME MN COUNCIL 65, Local #1647 representing the Courthouse Unit, Human Services Unit, Highway Maintenance Unit and Sheriff's Administrative Support Unit relating to the bidding out of dental and vision insurance in 2019.

D. Agreement between the County of Pine and the Pine County's Confidential Employees (Legal Assistants) January 1, 2018 – December 31, 2020. Authorize Board Chair and County Administrator to sign.

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

5. **Courthouse Security Grant Approval**

The county has been awarded a \$2,500 grant which will pay for one-half of the cost of a security assessment for the courthouse. The Minnesota Sheriff's Association will complete the assessment, under the management of Sheriff Nelson. In addition to the courthouse, the project will include a security assessment of the Pine Government Center, which will cost \$1,000 and is not covered by the grant.

Motion by Commissioner Mohr to approve the Safe and Secure Courthouse Initiative Grant Agreement with the State of Minnesota and authorize the Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 5-0.

5A. **Housing Update**

The county has been participating in the Housing Institute and working with the Minnesota Housing Partnership (MHP) on housing in Pine County. MHP has funded a technical assistance grant to assist Pine County create a strategic implementation and action plan for housing. The grant requires a matching county contribution of \$22,745. This contribution will consist of in-kind contributions of staff time.

Implementation of the technical assistance grant requires establishment of a steering committee to give direction to the project. The steering committee would include the following: Pine County Land and Resources Manager Caleb Anderson, Pine City City Administrator Ken Cammelleri, Pine City HRA member Deb Robelia, Hinckley City Council member Tim Burkhardt, Sandstone City Administrator Kathy George, Sandstone City staff member Leah Jackson, Commissioner Steve Chaffee as a county commissioner liaison, a member from the Pine County HRA, a Planning Commissioner member, and County Administrator David Minke.

Motion by Commissioner Hallan to ratify acceptance of the \$22,745 grant and affirm the members of the steering committee. Second by Commissioner Chaffee. Motion carried 5-0.

6. **Commissioner Updates**

Mental Health Forum – Health & Human Services Director Becky Foss stated it was a productive meeting and approximately 200 people were in attendance.

Arrowhead Counties Association: Commissioner Mikrot stated county levy funds was the major discussion.

Snake River Watershed: Commissioner Mohr was unable to attend.

NLX: Commissioner Ludwig unable to attend.

Northeast Emergency Communications Board: Commissioner Hallan and Chief Deputy Widenstrom provided an update on the next gen radios and funding.

Soil & Water Conservation District: Commissioner Ludwig stated the soil survey has been ongoing since June, 2017, with a projected completion date in 2019.

Other: Commissioner Hallan attended the Township Officers meeting with Kelly Schroeder, Jeff Nelson and Reese Frederickson.

Commissioner Mikrot stated the DNR will be holding a meeting on December 6, 2017 at 6:30 p.m. at the Willow River High School to discuss the Willow River dam.

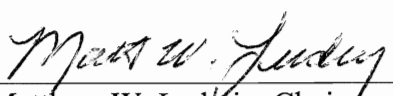
7. **Other**

None.

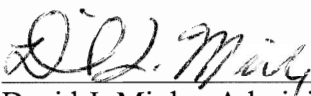
8. Upcoming meetings were reviewed.

9. **Adjourn**

With no further business, Chair Ludwig adjourned the meeting at 10:45 a.m. The next regular meeting of the county board is scheduled for Tuesday, November 21, 2017 at 10:00 a.m. at the Boardroom, Pine County Courthouse, 635 Northridge Drive NW, Pine City, Minnesota.



Matthew W. Ludwig, Chair
Board of Commissioners



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