

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

**Tuesday, November 21, 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 Josh Mohr, Steve Chaffee and John Mikrot, Jr. Also present were County Attorney Reese Frederickson and County Administrator David Minke. Commissioner Steve Hallan was absent (excused).

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 3
Handout of powerpoint presented by Director of Ambulance Services, Joe Newton, Essentia Health.
2. Correction (Location of Meeting): Regular Agenda Item 8j
Corrected location of Soil & Water Conservation District meeting: 130 Oriole Avenue, Sandstone.

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 November 7, 2017 board meeting and Summary for publication. Second by Commissioner Mikrot. Motion carried 4-0.

Minutes of Boards, Reports and Correspondence

Pine County HRA Senior Housing Regular Meeting Minutes – September 27, 2017

East Central Regional Library Minutes – October 16, 2017

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

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

CONSENT AGENDA

1. Review October, 2017 Cash Balance

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. Approve a \$100 donation from Robert and Kay Kniefel to the Pine County Sheriff's K-9 program.
 - B. Approve 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**

Approve 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 $\$32 \times 173 \text{ days} \times 8 \text{ hours/day}$ 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**

Approve 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**

Approve the 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**

Approve 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**

Approve 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. Approve full-time status for Case Aide Laurie Robinson, effective November 9, 2017.
 - B. Approve 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. Approve the hiring of Office Support Specialist Angela Boelman, effective November 27, 2017, \$13.81 per hour, grade 2.
 - B. Approve 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

Pine County Personnel Committee met November 14, 2017 and made the following recommendations:

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 is a Grade 8 as valuated through the Systematic Analysis and Factor Evaluation (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 to a Jail Systems Administrator and approve corresponding job description. Position is a Grade 9 as valuated through the Systematic Analysis and Factor Evaluation (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 Personnel & Policies Manual – Classification and Grading Policy, to reflect the new SAFE system and the process required for regrading of positions.
- B. Approve the proposed update to Section 11.8 of the county Personnel & Policies 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 Media Request Policy (new). The new policy identifies primary media contacts and provides employees with basic direction on how to respond to media requests.

Auditor-Treasurer Cathy Clemmer confirmed the Land Management Technician position will be funded by the Land Management Fund.

Human Resources Manager Jackie Koivisto explained the process to determine the grade designation for the Land Management Technician and Jail Systems Administrator through the SAFE system.

Administrator Minke provided an overview of the proposed policy changes.

Motion by Commissioner Chaffee to approve the recommendations of the Personnel Committee. Second by Commissioner Ludwig. Motion carried 4-0.

2. Land and Zoning Advisory Committee Report

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

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

Chair Ludwig stated St. Croix State Park Manager Rick Dunkley explained the requested boundary changes, and stated the Land and Zoning Advisory Committee was in support of the requested changes. Mr. Dunkley also discussed the management plan for the state park.

Motion by Chair Ludwig to approve Resolution 2017-59 in support of the boundary adjustment of St. Croix State Park (acquisition of approximately 64 acres in Sec. 30, Twp. 41, Range 17 and deletion of property consisting of approximately 20 acres in Sec. 22, Twp. 41N, Range 18W & Sec. 21, Twp 41N, Range 18W.) Second by Commissioner Chaffee. Motion carried 4-0.

3. Essentia Health Ambulance Fiscal Year 2016 and 2017 Report

Essentia Health Director of Ambulance Services Joe Newton provided the Fiscal Year 2016 and 2017 Annual Report, providing information as to financial status, staffing, projects, equipment and new purchases. Discussion was had regarding transition of dispatch services from the Pine County Sheriff's Office to Allina Health, call volume, transporting of patients, and community EMT/first responder service.

4. Zoning Board Discussion and Process

At the October 24, 2017 Committee of the Whole meeting the County Board requested flow charts from Land Services Director Kelly Schroeder showing the current conditional use and variance process, along with flow charts showing how these processes would operate with a single board. Schroeder reviewed the flow charts, and discussion of the addition of an administrative appeal process and requirement to amend the Pine County Subdivision Ordinance to create a single Zoning Board. The reduction to a single board would reduce board members from 11 to 7.

It was the **consensus** of the board for the Land Services Department to schedule a public hearing for December 19, 2017 at 10:00 a.m. at the Pine County Courthouse, Pine City, to consider 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

The location of the December 6, 2017, 10:00 a.m., county board meeting will be relocated to the Board Room at the Pine County Courthouse, Pine City. The annual tree event will take place in the atrium of the courthouse after conclusion of the December 6th county board meeting. Discussion of changing the regular county board meeting schedule 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 the Sandstone county building when complete) was held.

Motion by Commissioner Chaffee to set the location of the December 6, 2017 county board meeting to Pine City, and to change the regular meeting schedule in 2018 so that the first meeting of the month is at the courthouse in Pine City and the second meeting of the month is at the History Museum in Askov (and the Sandstone county building when complete). Second by Commissioner Mohr. Motion carried 4-0.

6. Commissioner Updates

East Central Solid Waste Commission: Commissioner Hallan was not present to give an update.
East Central Regional Library: Commissioner Mohr stated the Library is preparing for year-end business.

Pine County Chemical Health Coalition: Chair Ludwig stated Treehouse Youth Outreach gave a presentation; additional billboards for the Coalition are in place; Social Host Ordinance for drinking in the home was discussed.

NLX: Chair Ludwig stated a quorum was not present; NLX funding was discussed; NLX would like the county to join back into the membership.

Negotiations: Administrator Minke provided an overview of settled bargaining agreements, unions still in negotiations, and unions which have not yet started the negotiation process.

Arrowhead Counties Association (ACA): Commissioner Mikrot stated legislative priorities were discussed. At the next ACA meeting Commissioner Mikrot is to provide Pine County's top three legislative priorities.

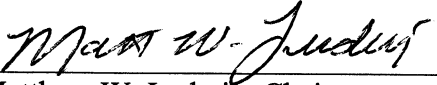
Extension Committee: Commissioner Mohr stated presentations were given by SNAP Educator Jimmie Johnson, Master Gardener Terry Salmela, and 4-H Coordinator Hannah Moyer.

Lakes & Pines: Commissioner Hallan not present to provide update.

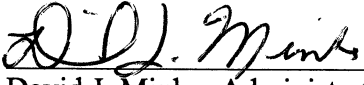
7. **Other**
None.

8. **Upcoming Meetings**
Upcoming meetings were reviewed.

9. **Adjourn**
With no further business, Chair Ludwig adjourned the meeting at 10:58 a.m. The next regular meeting of the county board is scheduled for Wednesday, December 6, 2017 at 10:00 a.m. at the 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