

**PINE COUNTY BOARD MEETING**  
**Minutes of Organizational and Regular Meeting**  
**and**  
**Committee of the Whole**  
**Tuesday, January 3, 2017, 10:00 a.m.**  
**6333 H C Andersen Alle, Askov, Minnesota**

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

The Pledge of Allegiance was said.

County Administrator Minke called for nominations for Chair.

Commissioner Hallan nominated Commissioner Ludwig for Chair. With no further nominations, a unanimous white ballot was cast to elect Commissioner Ludwig as Chair. Motion carried 5-0.

Chair Ludwig called for nominations for Vice-Chair.

Commissioner Chaffee nominated Commissioner Hallan for Vice-Chair. With no further nominations, a unanimous white ballot was cast to elect Commissioner Hallan as Vice-Chair. Motion carried 5-0.

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

Chair Ludwig requested the following revisions to the Agenda:

1. Additional information for Regular Agenda Item #5: Request for Bids for Official Publication for 2017.
2. Regular Agenda Item #2: Replace Pine County Ordinance 2017-02 with corrected version.
3. Upcoming Meeting Dates:
  - 9h. Personnel Committee: Change in date to Wednesday, January 11, 2017, 9:00 a.m., Commissioner Conference Room, Courthouse, Pine City, Minnesota.
  - 9i. Special Meeting – Local Government Meeting: Correction in date: Wednesday, January 25, 2017, 6:00 p.m., Jury Assembly Room, Courthouse, Pine City, Minnesota.

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

Chair Ludwig made the following Board and Committee assignments for 2017:

<b>Outside Boards and Committees</b>	<b>2017 Representative</b>	<b>2017 Alternate</b>
AMC Committee – Environment & Natural Resources	Mohr	
AMC Committee – General Government	Mikrot	
AMC Committee – Health & Human Services	Chaffee	
AMC Committee – Public Safety Policy Committee	Hallan	

AMC Committee – Transportation & Infrastructure	Ludwig	
AMC Committee – Indian Affairs Advisory Council	Hallan	Chaffee
Arrowhead Counties Association (ACA)	All	
Association of Minnesota Counties (AMC)	All	
Central MN Jobs and Training Service	Hallan	Ludwig
Central Regional EMS Committee	Ludwig	Mikrot
East Central Regional Development Commission (ECRDC)	Mikrot	Hallan
East Central Regional Juvenile Center (ECRJC) Advisory Committee	Ludwig	Mikrot
East Central Regional Library	Mohr	Chaffee
East Central Solid Waste Commission (ECSWC)	Hallan	Ludwig
Extension Committee	Chaffee/Mohr	
Fiber-Optic Joint Power Board	Hallan	Mohr
GPS 45:93 Joint Powers Board	Dr. Robert Musgrove	Hallan
Lakes and Pines Community Action Council (CAC)	Hallan	Mikrot
Law Library	Mohr	Chaffee
Northeast Emergency Communication Board (f/k/a NE MN Regional Radio Board)	Hallan	Chief Deputy Paul Widenstrom
NLX	Ludwig	Chaffee
Rush Line Corridor Task Force	Mikrot	Mohr
Snake River Watershed Joint Powers Board	Mohr	Hallan
Soil & Water Conservation District Liaison	Ludwig	Mohr
State Community Health Services Advisory Committee	Hallan	Community Health Board Administrator Kathy Filbert

<b>County Established Committees</b>	<b>2017 Appointment</b>	<b>2017 Alternate</b>
Budget Committee	All	
Economic Development	Mikrot/Mohr	
Facilities Committee	Ludwig/Mohr	
GIS Committee	Hallan/Mohr	
Government Operations	Ludwig/Mikrot	
Health & Human Services	Hallan/Chaffee	
Investment Committee	Ludwig/Hallan	
Land/Zoning Advisory Committee	Chaffee/Ludwig	
Legislative Committee	All	
Mille Lacs Band of Ojibwe	Hallan/Chaffee	
Negotiations (Labor Relations) Committee	Chaffee/Mohr	

Personnel Committee	Chaffee/Ludwig	Mohr
Pine County Chemical Health Coalition	Ludwig/Mikrot	
Public Safety Committee	Hallan/Ludwig	
Technology Committee	Hallan/Mohr	
Transportation Committee	Hallan/Mikrot	

<b>Other Appointments</b>	<b>2017 Appointment</b>	
Equal Employment Opportunity Coordinator required by section 3.2 of the County Policy and Procedure Manual	Connie Mikrot	
AMC Delegate Appointments (county is authorized 1 delegate for each commissioner and three additional delegates)	Steve Hallan Josh Mohr Steve Chaffee John Mikrot, Jr.	Matt Ludwig Mark LeBrun Becky Foss David Minke
Northeast Minnesota Regional Advisory Committee	Sheriff Jeff Nelson	

After discussion, the 2017 Board of Commissioners regular meetings were set as follows:

- The meetings on the first Tuesday of the month (except as noted below) begin at 10:00 a.m. and are held at the Pine County History Museum, 6333 H C Andersen Alle, Askov, Minnesota.
- The meetings on the third Tuesday of the month begin at 10:00 a.m. and are held at the Board Room, Pine County Courthouse, Pine City, Minnesota.

2017 County Board regular meeting dates are set as follows:

January 3rd and 17th  
February 7th and 21st  
March 7th and 21st  
April 4th and 18th  
May 2nd and 16th  
June 6th and 20th  
July 5th (Wednesday due to Holiday) and 18th  
August 1st and 15th  
September 5th and 19th  
October 3rd and 17th  
November 7th and 21st  
December 6th (Wednesday due to AMC Conference) and 19th

Board of Equalization, June 19, 2017, 6:00 p.m., Board Room, Courthouse, Pine City, Minnesota.

Truth in Taxation, date and time to be set at January 17, 2017 county board meeting, location will be in the Board Room, Courthouse, Pine City, Minnesota.

Committee Meetings. Generally are in the Commissioners' Conference Room, Courthouse, Pine City, Minnesota.

Personnel 2<sup>nd</sup> Tuesday at 9:00 a.m.

Facilities 1<sup>st</sup> Wednesday at 9:00 a.m.  
Technology 4<sup>th</sup> Tuesday of even numbered months (February, April, June, August, October and December) at 9:00 a.m.

All meetings subject to change. Contact the County Administrator's Office for further information.

**Motion** by Commissioner Chaffee to set the 2017 county board regular meeting schedule (with the exception to schedule the Truth in Taxation meeting at the January 17, 2017 county board meeting). Second by Commissioner Hallan. Motion carried 5-0.

Commissioner Mohr moved to approve the Minutes of the December 20, 2016 county board meeting and Summary for publication. Second by Commissioner Hallan. Motion carried 5-0.

#### Minutes of Boards, Committees and Correspondence

Pine County Board of Adjustment Minutes – September 7, 2016

Pine County Planning Commission Minutes – November 15, 2016

Pine County Comprehensive Plan Steering Committee – November 30, 2016

Pine County Land Surveyor Monthly Report – December 2016

Pine County Chemical Health Coalition – December 12, 2016

Commissioner Chaffee moved to acknowledge the Minutes of Boards, Committees and Correspondence. Second by Commissioner Mohr. Motion carried 5-0.

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

### **CONSENT AGENDA**

**1. December, 2016 Disbursements**

Approve Disbursements Journal Report, December 1, 2016 – December 31, 2016.

**2. Applications for Abatement**

Approve Application for Abatement for Virgil Carlson, 11813 Elm Circle, Pine City, PID 28.5067.000, pay 2016.

**3. Application for Exempt Permit**

Approve Application for Exempt Permit for Pheasants Forever, East Central Spurs 624, to conduct Minnesota lawful gambling on February 18, 2017 at Floppy Crappie Lakeside Pub, 10762 Lakeview Shore Drive, Pine City, MN (Pokegama Twp.).

**4. Approval of Tobacco License**

Approve tobacco license for Darla & Cliff's Country Store f/k/a Pump N Munch.

**5. Revised Capital Asset Policy**

Approve the revised Capital Asset Policy.

**6. 2017 Waste Hauler Licenses**

Approve the 2017 waste hauler licenses for the following businesses: Curt's Rolloffs, Jim's Mille Lacs Disposal, Jones Construction, Mike's Sanitation, Mille Lacs Band of Ojibwe, Pine

Habitation and Supportive Employment, Inc. (PHASE), Ron's Roll Offs, Tri-Township Disposal, and Waste Management. Authorize Board Chair to sign the 2017 licenses.

**7. New Hire**

Approve the hiring of Jenny Morrison, Social Worker, effective January 4, 2017, C42, Step 1, \$21.36 per hour.

**REGULAR AGENDA**

**1. Public Hearing – Pine County Subdivision and Platting Ordinance Amendment**

Land Services Director Kelly Schroeder stated the Pine County Planning Commission met December 13, 2016 and reviewed Section 4.01A of the Pine County Subdivision and Platting Ordinance as to its intent relating to required road frontage and lot size. The Planning Commission recommended the revision of Section 4.01A to provide clarification and to bring it into conformity with state law.

Chair Ludwig opened the public hearing at 10:19 a.m. Chair Ludwig called for public comment. There being no public comment, Chair Ludwig closed the hearing at 10:20 a.m.

**Motion** by Commissioner Chaffee to approve Pine County Ordinance 2017-01 Amending the Pine County Subdivision and Platting Ordinance. Second by Commissioner Mohr. Motion carried 5-0.

**2. Public Hearing – Chengwatana Township Sewage Wastewater Ordinance Amendment**

Land Services Director Kelly Schroeder stated Chengwatana Township has made a request for the county to regulate the sewage treatment systems within Chengwatana Township.

Chair Ludwig opened the public hearing at 10:23 a.m. Chair Ludwig called for public comment. There being no public comment, Chair Ludwig closed the hearing at 10:24 a.m. Ordinance 2017-02 will be effective January 3, 2017 or the day following publication, whichever occurs later.

**Motion** by Commissioner Mohr to adopt Pine County Ordinance 2017-02 repealing the Chengwatana Township Sewage and Wastewater Ordinance on behalf of Chengwatana Township. Second by Commissioner Hallan. Motion carried 5-0.

At 10:24 a.m. Chair Ludwig recessed the County Board meeting and opened the Regional Railroad Authority annual meeting.

**3. Pine County Regional Railroad Authority Annual Meeting**

**Motion** by Commissioner Hallan to approve the Railroad Authority officer appointees as follows: Chair: Commissioner Matt Ludwig; Vice-Chair: Commissioner Steve Hallan; Secretary: Administrator David Minke (non-voting); and Treasurer: Auditor/Treasurer Cathy Clemmer (non-voting). Second by Commissioner Ludwig. Motion carried 5-0.

There being no further business, the Regional Railroad meeting was adjourned at 10:25 a.m. and the County Board meeting was reconvened.

**4. Public Health Planning Committee**

The Pine County Public Health Planning Committee met Monday, December 19, 2016. Discussion was held regarding the Memorandum of Understanding for the dissolution of the Kanabec-Pine Community Health Board. The board thanked Health & Human Services Director Becky Foss, Public Health Director Kathy Filbert and the Health & Human Services staff for the transition to the stand-alone Community Health Board.

**Motion** by Commissioner Hallan to approve the Memorandum of Understanding for the dissolution of the Kanabec-Pine Community Health Board and authorize Board Chair and County Administrator to sign. Second by Commissioner Mohr. Motion carried 5-0.

**5. Request for Bids for Official Publication for 2017**

County Administrator David Minke stated sealed bids were opened December 30, 2016 for the publication of the financial statements, proceedings of the County Board and such other notices as required by law. Franklin Newspapers Inc. dba the Askov American presented a bid of \$7.35 per column inch for the first publication. The Askov American will subcontract to the Hinckley News, Pine County Courier and Pine City Pioneer these legal publications. The Pine County Courier presented a bid of \$7.25 per column inch for the second publication.

**Motion** by Commissioner Mohr to award the first publication of the financial statement, proceedings of the County Board and such other notices as required by law to Franklin Newspapers Inc. dba the Askov American at \$7.35 per column inch, as the official county newspaper, and the second publication of the financial statement and other such notices to the Pine County Courier at \$7.25 per column inch. Second by Commissioner Hallan. Motion carried 5-0.

**6. Schedule Strategic Planning Meeting**

A Special Meeting – Committee of the Whole (Strategic Planning) was scheduled for Tuesday, January 24, 2017 at 9:00 a.m. in the Board Room at the Pine County Courthouse, Pine City. Department heads will present an overview of the direction of their departments. An early look at the budget for 2018 was requested by Commissioner Chaffee.

**7. Commissioner Updates**

Law Library: Commissioner Mohr stated end of the year items were completed and a contract was entered into with Joy Oberg. Commissioner Mohr stated the law library budget for this year is less than last year.

Arrowhead Counties Association: Commissioner Ludwig was unable to attend.

Northeast Emergency Communications Board (NEECB): Commissioner Hallan stated Chief Deputy Widenstrom attended the NEECB meeting as well as part of the Radio Advisory Committee.

NLX: Meeting was cancelled; Commissioner Ludwig stated the number of railroad crossings will be discussed at the next NLX meeting.

Other: None.

**8. Other**

Arrowhead Counties Association: Clarification was made as to all Commissioners appointed to the Arrowhead Counties Association, however Commissioner Ludwig and/or Commissioner Mikrot will attend the Arrowhead Counties Association monthly meeting.

9. **Upcoming Meetings**

Upcoming meetings were reviewed.

Change in date of the Personnel Committee to Wednesday, January 11, 2017 at 9:00 a.m.

Correction in date of Local Government meeting: Wednesday, January 25, 2017.

Chair Ludwig called a recess at 10:37 a.m.

The Board reconvened at 10:46 a.m. as a Committee of the Whole.

**Committee of the Whole**

Present: Chair Ludwig, Commissioners Steve Hallan, Josh Mohr, Steve Chaffee, and John Mikrot, Jr., County Administrator David Minke, County Attorney Reese Frederickson, Land Services Director Kelly Schroeder, and Land and Resources Manager Caleb Anderson. Also present were Comprehensive Plan Committee members John VonRueden and Jim Sloan.

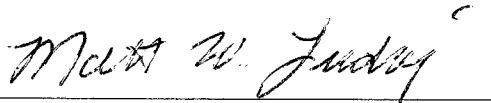
Land and Services Director Kelly Schroeder welcomed all in attendance and provided an overview of the draft version of the Pine County Comprehensive Plan for 2017-2030. The plan was reviewed and a few revisions were suggested.

**It was the consensus of the board:**

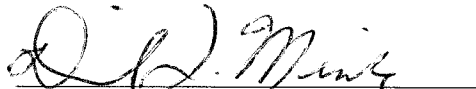
1. To hold two public information meetings (in Rutledge and Pine City) to present the revised Comprehensive Plan and receive input from the public;
2. Schedule a meeting with the Steering Committee should changes to the Plan be necessary; and
3. Schedule a public hearing for approval of the Pine County Comprehensive Plan at the February 21, 2017 county board meeting.

10. **Adjourn**

With no further business, Chair Ludwig adjourned the meeting at 12:09 p.m. The next regular meeting of the county board is scheduled for January 17, 2017 at 10:00 a.m. at the Board Room, Pine County Courthouse, Pine City, Minnesota.



Matthew W. Ludwig, Chair  
Board of Commissioners



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