

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

**Tuesday, August 15, 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 revision to the Agenda:

1. Addition: Consent Agenda Item #2A: Application for Exempt Permit
Consider Application for Exempt Permit from Quad River Chapter of the MN Deer Hunters Association to conduct Minnesota lawful gambling on September 30, 2017 at Doc's Sports Bar and Grill Pavilion, 34427 Majestic Pine Drive, Sturgeon Lake, MN.
2. Addition: Regular Agenda Item #A: Public Hearing --Buffer Ordinance
Consider adoption of the Pine County Buffer Ordinance.
3. Updated Information: Regular Agenda Item #6 -General Obligation Capital Improvement Plan Bonds, Series 2017A
 - A. Sale Day Report for **\$3,905,000** General Obligation Capital Improvement Plan Bonds, Series 2017A
 - B. Resolution 2017-52 Authorizing issuance, Awarding Sale, Prescribing the Form and Details and Providing for the Payment of **\$3,905,000** General Obligation Capital Improvement Plan Bonds, Series 2017A
4. Commissioner Update: St. Croix River Education District (SCRED) building tour review will be included with Sandstone building discussion.
5. Additional Information: Information for Sandstone Building Discussion (Regular Agenda Item #13)
 - A. Space Summary Program
 - B. Photos from the St. Croix River Education District building tour

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

Commissioner Mohr moved to approve the Minutes of the August 1, 2017 county board meeting and Summary for publication. Second by Commissioner Chaffee. Motion carried 5-0.

Commissioner Hallan moved to approve the Minutes of the August 1, 2017 Special Meeting – Committee of the Whole (7:00 p.m. public meeting for Auditor-Treasurer appointment). Second by Commissioner Mohr. Motion carried 5-0.

Commissioner Mikrot moved to approve the Minutes of the August 8, 2017 Special Meeting – Committee of the Whole (Social Service Organizations). Second by Commissioner Chaffee. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence

Pine County Chemical Health Coalition Minutes – July 17, 2017

Pine County Board of Adjustment Minutes – July 5, 2017

Motion by Commissioner Chaffee to approve the Minutes of Boards, Reports and Correspondence. Second by Commissioner Mohr. Motion carried 5-0.

Commissioner Chaffee requested Consent Agenda item 6E be removed from the Consent Agenda for discussion.

Commissioner Chaffee moved to approve the amended Consent Agenda (with the removal of Consent Agenda Item 6E). Second by Commissioner Hallan. Motion carried 5-0.

CONSENT AGENDA

1. Approve July, 2017 Cash Balance

Fund	July 31, 2016	July 31, 2017	Increase(Decrease)
General Fund	5,157,997	5,152,496	(5,502)
Health and Human Services Fund	779,110	713,421	(65,689)
Road and Bridge Fund	4,637,767	3,382,348	(1,255,439)
Land Management Fund	1,435,209	1,276,065	(159,144)
TOTAL (inc non-major funds)	13,582,434	12,560,773	(1,021,661)

2. Application for Abatement

Approve Application for Abatement for Arlen Krantz Ford, Inc., 318 No. Main St., Sandstone, PID 45.5322.000, payable 2017 – Tax Court Stipulation.

2A. Application for Exempt Permit

Consider Application for Exempt Permit from Quad River Chapter of the MN Deer Hunters Association to conduct Minnesota lawful gambling on September 30, 2017 at Doc’s Sports Bar and Grill Pavilion, 34427 Majestic Pine Drive, Sturgeon Lake, MN.

3. 2017-2018 Liquor Applications

Approve liquor licenses for September 1, 2017 – August 31, 2018 subject to meeting all requirements, for the following: Wings North, 19379 Homestead Road, Pine City (On Sale and Sunday); Tanks Tavern-Cloverdale, 39109 State Hwy. 48, Hinckley (On Sale, Off Sale and Sunday); Nickerson Bar & Motel, 94430 Main Street, Nickerson (On Sale, Off Sale and Sunday); Marathon of Beroun, 18648 Beroun Crossing, Pine City (Off Sale Only, inc. Sunday); Pine City Country Club, 10413 Golf Course Road SW, Pine City (On Sale and Sunday); West Beroun Liquor, LLC, 18070 Beroun Crossing Road, Pine City (Off Sale Only, inc. Sunday); Vannelli’s Landing, Inc., 13646 Muffies Lane, Grasston (On Sale, Off Sale and Sunday); Doc’s Sports Bar & Grill, 34427 Majestic Pine Drive, Sturgeon Lake (On Sale, Off Sale and Sunday); Chengwatana

Country Club, LLC 29410 Beroun Crossing, Pine City (On Sale, Off Sale and Sunday); Moose Lake Golf Club, 35311 Parkview Drive, Sturgeon Lake (On Sale and Sunday); The Tavern in Duquette, 88159 State Hwy. 23, Kerrick (On Sale, Off Sale and Sunday); Countryside Campground, 56283 Beaver Tail Road, Askov (On Sale, Off Sale and Sunday), Banning Junction Lounge, 60684 State Hwy. 23, Finlayson (On Sale, Off Sale and Sunday) and Floppie Crappie Lakeside Pub, 10762 Lakeview Shore Drive, Pine City (On Sale, off Sale and Sunday).

4. Law Enforcement Contract with City of Rock Creek

Approve contract for law enforcement services, on an as needed basis to enforce city ordinances, with the City of Rock Creek. Term of the contract is upon signature of contract through December 31, 2020. Rates are as follows: 2018-\$50.88 per hour; 2019-\$53.42 per hour; and 2020-\$56.09 per hour.

5. Promotion

- A. Approve promotion of part-time Deputy Sheriff Zakary Vork to full-time Deputy Sheriff, effective August 21, 2017. Classification to remain as Grade 10, \$23.83 per hour.
- B. Approve promotion of part-time Corrections Officer Connie Larson to full-time Corrections Officer, effective August 16, 2017.
- C. Approve promotion of part-time Corrections Officer Kenneth Larsen to full-time Corrections Officer, effective August 16, 2017.
- D. Approve promotion of part-time Corrections Officer Nicholas Frisch to full-time Corrections Officer, effective August 16, 2017.

6. Training

- A. Authorize Senior Agent Amber Chase to attend the Minnesota Toward Zero Deaths Conference, October 26-27, 2017, in St. Paul. Conference fee: \$95; Lodging \$140; Mileage: \$67. Total cost: \$302.
- B. Authorize Corrections Agent Christopher Stolan to attend the LS/CMI training, September 12-14, 2017, at Camp Ripley. Registration: \$0; Lodging: \$60; Meals: \$54.25; Mileage: county car will be utilized. Total cost: \$114.
- C. Authorize Probation Director Terry Fawcett to attend the AMC Fall Policy Conference, September 14-15, 2017, at Breezy Point. Registration and lodging will be paid for by the Minnesota Association of County Probation Officers. Mileage: 212 miles (\$113).
- D. Authorize any Commissioner who desires to attend the AMC Fall Policy Conference, September 14-15, 2017 (optional pre-conference workshop September 13, 2017), at Breezy Point. Registration: \$175 per attendee; Pre-Conference Workshop if attending on Wednesday: Additional \$45 per attendee; Lodging: \$139 or \$169+ tax depending upon the room type. Mileage.
- E. Item Removed from Consent Agenda (Kristen Schroeder Cornerhouse training)

Item 6E from Consent Agenda for Discussion: Health & Human Services Director Becky Foss explained the Cornerhouse program and the importance of advanced forensic interview training relating to child abuse allegations and the interviewing of minor children.

Motion by Commissioner Chaffee to authorize Child Protection Investigator Kristen Schroeder to attend the Cornerhouse Advanced Forensic Interview Training, September 12-14, 2017 in Minneapolis. Registration/Tuition Costs: Registration: \$1,275; \$1,125 scholarship received,

cost to county is \$150; Lodging: \$300; Travel: \$80; Parking: approx. \$33. Total cost: approximately \$563. Second by Commissioner Hallan. Motion carried 5-0.

REGULAR AGENDA

A. Public Hearing – Buffer Ordinance

Land Services Director Kelly Schroeder reviewed the purpose of the ordinance, the buffer requirements, compliance determinations, and the administrative and criminal penalties, stating Pine County must have an ordinance in place by November 1, 2017.

Commissioners inquired as to how land is determined to be affected by the ordinance and what actions a landowner may take if not in agreement with the county's position.

Chair Ludwig opened the public hearing at 10:16 a.m. Chair Ludwig called for public comment.

Ailene Croup inquired if the policy would be reviewed regularly, and if the policy could be revoked. Schroeder stated the policy may be revised or revoked, and if revoked enforcement would revert to the State of Minnesota Board of Water and Soil Resources.

With no further comment, Chair Ludwig closed the meeting at 10:17 a.m.

Motion by Commissioner Hallan to adopt the Pine County Buffer Ordinance. Second by Commissioner Mohr. Motion carried 5-0.

1. Recognition of Retirement

The board and Jail Administrator Rod Williamson recognize the retirement of Administrative Assistant Jeanne Gordon and thanked her for her 21 years of service to Pine County.

2. Introduction of New Employees

Probation Director Terry Fawcett introduced Supervisor/Intensive Juvenile Agent Kevin Glass and Corrections Agent Christopher Stolan. County Administrator David Minke introduced Human Resources Manager Jackie Koivisto.

3. Facilities Committee

The Pine County Facilities Committee met July 31, 2017. Discussion of the Facilities Committee meeting is combined in the Sandstone building discussion at Regular Agenda Item #13 later in the meeting.

4. Personnel Committee

Pine County Personnel Committee met August 8, 2017 and made the following recommendations:

HHS

- A. Authorize the backfill of the Support Enforcement Aide position in the Child Support unit left vacant by an internal promotion and fill any subsequent vacancies created by an internal promotion or lateral transfer.
- B. Authorize the change in status for Julie Cox from Lead Eligibility Worker (grade 7) to Eligibility Worker (grade 6) effective August 20, 2017. This is a voluntary reassignment and will result in a reduction of pay.
- C. Acknowledge the resignation of full-time social worker Alexis Benjamin, effective August 9, 2017, and authorize the backfill of the position, and any subsequent vacancies that may occur due to an internal promotion or lateral transfer.

Administrator

- A. Adopt Section 31 (Workplace Wellness Activities) of the Pine County Policies and Procedures manual.

- B. Acknowledge the resignation of full-time Office Support Specialist Ashley Olson effective August 18, 2017 and authorize the hiring of the full-time Human Resources Generalist position.

Sheriff

- A. Acknowledge the resignation of deputy Sarah Vaagenes, effective August 20, 2017, and authorize backfill of the position. The position will be posted internally for 10 days. If a part-time deputy is promoted to fill the vacancy, the sheriff's office will be down to only one part-time deputy. The office is authorized up to four.

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

5. **Transportation Committee**

Pine County Transportation Committee met August 7, 2017. Commissioner Hallan stated the highway projects to be funded by the 1/2% sales tax will commence in 2018. Discussion of the Transportation Committee meeting is combined in 2018-2022 Highway Improvement Plan discussed at Regular Agenda #9 later in the meeting.

6. **Sale of General Obligation Capital Improvement Plan Bonds, Series 2017A**

Ehlers Senior Financial Advisor Todd Hagen reported seven bids were received. The lowest bidder was Northland Securities, Inc., Minneapolis, Minnesota. The original amount of the capital improvement bond was \$4,100,000; due to the receipt of a premium bid and reduction of underwriter's discount and costs of issuance created \$195,000 more proceeds to be available for project costs. The principal amount of the General obligation Capital Improvement Plan Bonds, Series 2017A is \$3,905,000.

Motion by Commissioner Ludwig to approve Resolution 2017-52 Authorizing Issuance, Awarding Sale, Prescribing the Form and Details for Payment of \$3,905,000 General Obligation Capital Improvement Plan Bonds, Series 2017A. Second by Commissioner Hallan. Motion carried 5-0.

Motion by Commissioner Ludwig to acknowledge the Investment Advisory Agreement with Ehlers Investment Partners. Second by Commissioner Mohr. Motion carried 5-0.

7. **Child Support Presentation**

Presentation by Child Support Supervisor Jodi Blesener to recognize Minnesota Child Support Awareness Month.

8. **County Veterans Service Office Operational Enhancement Grant Contract and Resolution**

Veterans Service Officer Ben Wiener reviewed the use of the 2018 Operational Enhancement Grant, stating the \$10,000 grant will be used for CVSO training, marketing and outreach, veterans' transportation, and other services.

Motion by Commissioner Hallan to approve Resolution 2017-53 and the County Veterans Service Office Operational Enhancement Grant and authorize Board Chair and County Administrator to sign. Second by Commissioner Mohr. Motion carried 5-0.

9. **2018-2022 Highway Improvement Plan / Transportation Committee Meeting**

County Engineer Mark LeBrun provided an overview of the August 7, 2017 Transportation Committee meeting.

- A. Engineer LeBrun commented the 1/2% sales tax for transportation adopted August 16, 2016 is generating more revenue than anticipated. The tax will continue until the sooner

of December 31, 2026 or the collection of \$8,450,000. At the current rate, it is anticipated \$8,450,000 will be collected in approximately eight years.

- B. At the May 16, 2017 county board meeting Barry Township Chair Lewis McFerran and Supervisor Douglas Degerstrom, and Sandstone Township Supervisor Dave Koland, were present to request the county take over the Government Road through Barry Township. The county board referred the request to the county Transportation Committee and requested the engineer to conduct a traffic count on the roadway. Engineer LeBrun stated a traffic count has been completed with 188 cars utilizing the road per day. After discussion, **it was the consensus** of the board to not take over the road. Chair Ludwig requested the highway department send a letter to Barry Township declining their request for the county to take over the Government Road.
- C. LeBrun reviewed the 2018-2022 Highway Improvement Plan stating the plan includes \$31,000,000 in improvements over the next five years and includes 13 sales tax projects beginning in 2018.

Motion by Commissioner Ludwig to approve the 2018-2022 Highway Improvement Plan. Second by Commissioner Chaffee. Motion carried 5-0.

10. **Award Contract #1705**

County Engineer Mark LeBrun stated bid opening for Contract #1705 occurred July 24, 2017 and recommended the contract be awarded to the low responsible bidder, Hardrives, Inc. in the amount of \$1,589,373.61, for the following:

SP 058-643-009 on CSAH 43, from Two Son Road to TH 23.

The Hardrives, Inc. bid came in 11% under the engineer's estimate.

Motion by Commissioner Hallan to award the bid for Contract #1705 to Hardrives, Inc. in the amount of \$1,589,373.61. Second by Commissioner Mohr. Motion carried 5-0.

11. **Commissioner Updates**

Soil & Water Conservation District: Commissioner Ludwig stated the Cross Lake project is moving forward.

Meeting with DNR Commissioner Landwehr: Commissioners Chaffee and Hallan stated the General Andrews Nursery, the Oberstar Trail, and funding for the Willow River dam were discussed.

Audit Exit Interview: Chair Ludwig stated we received an unmodified opinion.

Law Library: Commissioner Mohr stated bills were paid and books missing from the law library was discussed.

Tour of St. Croix River Education District building: reviewed in the Sandstone building discussion.

East Central Solid Waste Commission: Commissioner Hallan stated it was a standard meeting.

East Central Regional Library: Commissioner Mohr stated the library's 2018 budget was finalized with Pine County's portion being \$306,480. Location/move of headquarters was discussed. A vote was taken to move the headquarters. The vote failed.

Pine County Chemical Health Coalition: Commissioner Mikrot stated strategic planning and brainstorming took place.

12. **Other**

None.

Chair Ludwig called for a 5-minute recess at 11:50 a.m.

The boardroom was set up for a Committee of the Whole-style discussion format.

The meeting reconvened at 11:55 a.m.

13. **Sandstone Building Discussion**

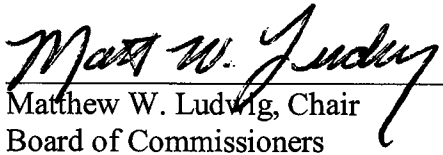
County Engineer Mark Lebrun gave an update on the Sandstone building project and staff relocation. Architect Richard Fischer and Construction Manager Troy Haug were present to answer questions as to commissioners' expectations on security, technology, building layout, access areas, conference rooms, building materials, shared space, and parking. The architect reviewed the room/building/functional requirements with the commissioners. The architect stated he is in the programming phase, determining the needs of the employees, and will be moving into the schematics phase, providing two or three options for consideration by the commissioners, and will provide information to the board at a future board meeting in September.


14. **Upcoming Meetings**

Upcoming meetings were reviewed.

15. **Adjourn**

With no further business, Chair Ludwig adjourned the meeting at 1:00 p.m. The next regular meeting of the county board is scheduled for Tuesday, September 5, 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