



**AGENDA**

***PINE COUNTY BOARD REGULAR MEETING***

- District 1    Commissioner Hallan
- District 2    Commissioner Mohr
- District 3    Commissioner Chaffee
- District 4    Commissioner Mikrot
- District 5    Commissioner Ludwig

**Tuesday, November 20, 2018, 10:00 a.m.**  
**Pine County History Museum**  
**6333 H C Andersen Alle, Askov, Minnesota**

- A) Call meeting to order
- B) Pledge of Allegiance
- C) Public Forum. Members of the public are invited to speak. After being recognized by the Chair, each speaker should state his/her name and limit comments to three (3) minutes.
- D) Adopt Agenda
- E) Approve Minutes of the October 30, 2018 Special Meeting-Committee of the Whole (Local Government Officials)
- F) Approve Minutes of November 6, 2018 county board meeting and Summary for publication
- G) Minutes of Boards, Reports and Correspondence
  - Pine County HRA Senior Housing Minutes – Regular Meeting – September 26, 2018
  - Minnesota Department of Administration State Historic Preservation Office – Notice of Removal of Cloverton School from National Register of Historic Places
- H) Approve Consent Items

**CONSENT AGENDA**

The consent agenda is voted on without any discussion. Any commissioner may request an item be removed and added to the regular agenda.

**1. Review October, 2018 Cash Balance (attached)**

<b>Fund</b>	<b>October 31, 2017</b>	<b>October 31, 2018</b>	<b>Increase(Decrease)</b>
General Fund	2,404,375	3,209,367	804,992
Health and Human Services Fund	(189,208)	619,298	808,507
Road and Bridge Fund	830,943	211,278	(619,665)
Land Management Fund	1,956,406	1,774,794	(181,612)
TOTAL (inc non-major funds)	16,054,115	17,825,770	1,771,655

2. **Application for Abatement**

Consider Application for Abatement for Kenneth and Lisa Waleztko, 79986 Second Lake Road, Willow River, PID 17.0141.000, pay 2018.

3. **Application for Repurchase**

A. Consider approval of Resolution 2018-59 for the repurchase of tax forfeited land on a 10-year contract for Craig K. William. Authorize Board Chair and County Auditor to sign.

B. Consider approval of Resolution 2018-60 for the repurchase of tax forfeited land on a 10-year contract for Michael J. Reed. Authorize Board Chair and County Auditor to sign.

4. **Polling Place Designation**

Consider approval of Resolution 2018-61 for the designation of the Hinckley-Finlayson High School and Finlayson Elementary School as designated polling places for Hinckley-Finlayson ISD #2165; and the East Central Public Schools as the designated polling place for East Central ISD #2580. Authorize Board Chair and County Administrator to sign.

5. **Contract Amendment – State of Minnesota/Minnesota State Colleges and Universities**

Consider approval of a contract amendment between Pine County Health & Human Services and the State of Minnesota-Minnesota State Colleges and Universities for services clientele receive via Pine Technical and Community College Employment and Training. The amendment is effective from January 1, 2019 through December 31, 2019 and reflects changes in the amounts that may be paid to the state for services in the various financial assistance programs. The expenses for these services are reimbursed to Pine County by the State. Authorize Board Chair and County Administrator to sign.

6. **New Hire**

Consider approval of the hiring of Probation corrections agent Devin Petersen, effective November 26, 2018, \$43,483 (\$20.83/hr.), step 1 of 2018 MAPE Grid.

7. **Training**

A. Consider Senior Agent Jami Tuve and Corrections Agent Christopher Stolen to attend Evidence-Based Practices training, March 7-8, 2019, at Camp Ripley. Lodging: \$32/per person, Meals: \$31.80 per person. Total cost: \$127.60. An agency vehicle will be used for travel. Funds are available in the 2019 Probation training budget.

B. Consider County Engineer Mark LeBrun to attend the 74<sup>th</sup> Annual MN County Engineers Conference at Cragun's Resort, January 22-25, 2019, in Brainerd. Registration: \$210; Lodging/Meals: \$663. Total cost: \$873. Funds are available in the 2019 Highway budget.

C. Consider Probation Supervisor/High Risk Agent Kevin Glass to attend the American Probation & Parole Association winter institute, March 10-13, 2019, in Miami, Florida. Registration: \$425; Lodging: \$576 (\$192 x 3 nights); Airfare: \$365 round trip; Meals: \$136. Total cost: \$1,502. Funds are available in the 2018 Probation budget.

**REGULAR AGENDA**

1. **Facilities Committee Report**

The Facilities Committee met November 7, 2018 (Minutes attached). No action required. Informational only.

2. **Personnel Committee Report**

The Personnel Committee met November 13, 2018 (Minutes attached) and made the following recommendations:

A. Health & Human Services

- i. Acknowledge the resignation/retirement of Ben Neubauer and authorize the backfill of the position with an overlap period and to backfill any vacancies created by internal promotion or lateral transfer.
- ii. Convert the team lead position to an RN (Grade 10)/PHN (Grade 11) position and authorize backfill.

B. Administration

Paragraphs B(i) through B(vi) are effective January 2, 2019:

- i. Establish the grade for the Auditor-Treasurer position as Grade 19 and eliminate the Land Services Director Position.
- ii. Adopt the job description for the Assessor-Recorder position and establish the grade as Grade 14 and authorize an internal promotion process and authorize a backfill of an appraiser position contingent upon a promotion (FTE count remains the same).
- iii. Adopt the job description for the Fiscal Supervisor position and establish the grade as Grade 11 and authorize the promotion of Michelle Kelash to the position and eliminate the Fiscal Officer position.
- iv. Adopt the job description for the Land and Resources Manager position and establish the grade as Grade 13 and authorize the promotion of Caleb Anderson to the position.
- v. Amend Sections 2.14 and 2.16 of the county policy manual.

Text to be deleted is shown by strikethrough, new text shown by underline.

2.14. Department Head. Is an individual appointed/elected to head a department and who is responsible for the supervision of a department. County appointed department heads are:

County Engineer/Public Works Director  
Health & Human Services Director  
~~Land Services Director~~  
Auditor-Treasurer

2.16 Elected Official: Those County Officials selected by vote of the constituency. Elected Officials shall be considered benefit eligible employees. The elected positions are:

County Attorney  
~~Auditor/Treasurer~~  
County Commissioner  
County Sheriff

- vi. Increase the minimum experience requirement for the deputy auditor position to 3-5 years and to change the grade to Grade 8.
- vii. Conduct the annual performance review of the county administrator at the December 5, 2018 board meeting and to consider a pay adjustment according to the county's pay for performance system.

3. **Rural MN Broadband Coalition**

Consider membership in the coalition.

4. **Performance Review – Closed Meeting**

This portion of the meeting may be closed pursuant to M.S. §13D.05, Subd. 3, to conduct the annual performance evaluation of county administrator David Minke and consideration of a performance pay adjustment.

5. **Commissioner Updates**

East Central Solid Waste Commission  
East Central Regional Library - cancelled

Pine County Chemical Health Coalition  
Canvassing Board  
Arrowhead Counties Association  
Extension Committee  
Meeting with Mille Lacs Band of Ojibwe  
Lakes & Pines Community Action Council  
Other

6. **Other**

7. **Upcoming Meetings (Subject to Change)**

- a. **Pine County Board Meeting, Tuesday, November 20, 2018, 10:00 a.m.**, Pine County History Museum, 6333 H C Anderson Alle, Askov, Minnesota.
- b. **Transportation Committee, Tuesday, November 20, 2018, 1:00 p.m.**, Pine County History Museum, 6333 H C Anderson Alle, Askov, Minnesota.
- c. **Snake River Watershed Board, Monday, November 26, 2018, 9:00 a.m.**, Kanabec County Courthouse, 18 North Vine, Rooms 3 & 4, Mora, Minnesota.
- d. **Public Health Advisory Committee, Tuesday, November 27, 2018, 5:00 p.m.**, South Pine Government Center, 315 Main Street, Pine City, Minnesota.
- e. **NLX, Wednesday, November 28, 2018, 10:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota.
- f. **Northeast Minnesota Emergency Communications Board, Thursday, November 29, 2018, 10:00 a.m.**, St. Louis County EOC – Pike Lake, 5735 Old Miller Trunk Highway, Duluth, Minnesota.
- g. **Rush Line Task Force, Thursday, November 29, 2018, 4:30 p.m.**, Maplewood Community Center, 2100 White Bear Avenue, Maplewood, Minnesota.
- h. **Central Minnesota Emergency Medical Service, Friday, November 30, 2018, 10:00 a.m.**, Stearns County Service Center, Waite Park, Minnesota.
- i. **AMC Annual Conference, December 3-4, 2018**, DoubleTree Hotel, Bloomington, Minneapolis South, 7800 Normandale Boulevard, Minneapolis, Minnesota.
- j. **Pine County Board Meeting, Wednesday, December 5, 2018, 10:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota.

8. **Adjourn**