

**MINUTES
OF THE
PINE COUNTY BOARD MEETING
Regular Meeting
Tuesday, April 17, 2018 - 10:00 a.m.
6333 H C Andersen Alle, Askov, Minnesota**

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

The Pledge of Allegiance was said.

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

Chair Hallan requested the following revisions to the Agenda:

1. Consent Agenda
 - a. Item 5Eii - Hiring of Environmental Technician Lukas Olson removed from Consent Agenda, to be considered as part of the Personnel Committee Report, Regular Agenda Item 4.
2. Regular Agenda
 - a. Item 1 - Recognition of Retirement of Rik Rarick removed from agenda.
 - b. Item 8 - County Zoning Outline and Workplan moved up on Regular Agenda to follow Regular Agenda Item 3.
 - c. Item 13j - Rush Line Task Force meeting rescheduled from April 26, 2018 to May 31, 2018 at 4:30 p.m., Maplewood Community Center, 2100 White Bear Avenue, Maplewood, Minnesota.
 - d. Item 13l - Location of April 30, 2018 One Watershed One Plan: Wyoming Library, 26855 Forest Blvd., Wyoming, Minnesota.

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

Commissioner Ludwig moved to approve the Minutes of the April 3, 2018 board meeting and Summary for publication. Second by Commissioner Mikrot. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence

Pine County HRA Senior Housing Minutes – February 28, 2018
Wellhead Protection Plan, Part 1, for the City of Brook Park
East Central Regional Library Minutes – February 12, 2018

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

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

CONSENT AGENDA

1. Review March, 2018 Cash Balance

Fund	March 31, 2017	March 31, 2018	Increase(Decrease)
General Fund	1,705,171	2,130,292	425,121
Health and Human Services Fund	(58,426)	200,324	258,750
Road and Bridge Fund	1,148,724	3,243,641	2,094,918
Land Management Fund	2,104,743	2,094,576	(10,167)
TOTAL (inc non-major funds)	6,100,435	9,833,007	3,732,572

2. Application for Abatement

Approve Application for Abatement for Leon and Patrick Alden, Nickerson Twp. DNR cabin lease, PID 21.9902.000, pay 2017 and 2018.

3. Approval of Licenses

- A. Approve tobacco and off sale/Sunday liquor license for Beroun Crossing Country Store (f/k/a Marathon of Beroun). Sale and new owner.
- B. Approve Walmart tobacco license. Requested the comma be removed from Walmart Inc as they previously had provided. Was previously approved.

4. Application for Exempt Permit

Approve Application for Exempt Permit from Ruffed Grouse Society – Rum River Chapter to conduct Minnesota lawful gambling on July 21, 2018 at Wings North, 19379 Homestead Road, Pine City. (Pokegama Township)

5. New Hire

- A. Authorize the hiring the following four (4) temporary Watercraft Inspectors:
 - i. Jay Kaelberer/\$12 per hour (new applicant, substantial work experience)
 - ii. Mark Okun/\$11 per hour (new applicant, little work experience)
 - iii. David Russell/\$14 per hour (returning inspector, substantial work experience)
 - iv. Robert Sunstrom/\$14 per hour (returning inspector, substantial work experience)
- B. Authorize the hiring Eli Grubbs as an Aquatic Invasive Species (AIS) and Land Use Intern, \$11 per hour.
- C. Authorize the hiring Jennifer McClain as a part-time dispatcher, effective April 30, 2018, \$18.77 per hour, Grade 6, Step 1.
- D. Authorize the hiring the following three (3) part-time deputy sheriffs, effective April 30, 2018:
 - i. Jeremiah Friday, \$23.39 per hour, Grade 10, Step 1
 - ii. Nathaniel George, \$23.39 per hour, Grade 10, Step 1
 - iii. Chad Wiener, \$25.84 per hour, Grade 10, Step 3
- E. Authorize the hiring of Environmental Technician:
 - i. Leah Hart, effective May 1, 2018, \$20.72, Grade 8, Step 1
 - ii. This item was moved to Regular Agenda 4, Personnel Committee Report, Land Services (c).

6. Police Officer Declaration - PERA

Approve Resolutions 2018-17 and 2018-18 for the Public Employees Retirement Association Police Officer Declaration for Jeremiah Friday and Nathaniel George. These Resolutions/Declarations indicate the employees have met all of the requirements of the Police and

Fire Plan membership requirements from their date of hire. Authorize Board Chair to sign Resolutions.

7. **Training**

- A. Approve Social Worker Lori Jensen to attend the Permanency and Adoption Competency Certificate program at the University of MN-St. Paul Campus. The program begins on September 14, 2018 and ends on June 7, 2019, with students attending 1 to 2 days per month. Registration: \$485, Meals: up to \$140, Accommodations: \$0, Mileage: county car will be used. Total cost: \$625.
- B. Approve Social Worker Nikki Wiener to attend the Association of MN Child Care Licensors Conference from May 9-10, 2018 in St. Cloud. Registration: \$90, Meals: included in cost of registration, Accommodations: \$95. Total cost: \$185.
- C. Approve Financial Worker Donna Olsen to attend the Medical Assistance Legacy Systems training June 26-28, 2018 in St. Paul. Registration: \$0, Meals: up to \$81, Accommodations: \$200. Mileage: county car will be used. Total cost: \$281.
- D. Approve Probation Director Terry Fawcett to attend the 2018 Montana Institute, July 24-27, 2018, in Big Sky, Montana. This conference is part of the Positive Community Norms campaign. No cost to Pine County as all travel, lodging and meals are paid for by the Positive Community Norms grant.
- E. Approve Public Health Supervisor Lori Fore, LPN Wendy Bloom, LPN Stephanie Larson, PHN Heidi Oehrlein and Case Aide Laurie Robinson to attend Incident Command System in a Local Public Health Response training, May 2-3, 2018 in St. Cloud. The training has no registration fees and the Minnesota Department of Health will cover the hotel cost. The Public Health Emergency Preparedness Grant will cover meals \$135 and mileage for one staff, \$75. There is no cost to the county.
- F. Approve Deputy Assessor Troy Stewart, Senior Property Appraisers Jennifer Christensen and Lorri Houtsma, and Property Appraiser Karen Stumne to attend the Minnesota Association of Assessing Officer's Summer Seminars May 23-24, 2018 in St. Cloud. The cost of the seminar is \$180 per person which includes meals, and a county vehicle will be used, so no mileage will be incurred. Total cost \$720.

REGULAR AGENDA

1. **Recognition of Retirement**

Removed from agenda.

2. **Insurance Committee Report**

The Insurance Committee met March 29, 2018. Items reviewed at the April 3, 2018 board meeting. Informational only.

3. **Facilities Committee Report**

Commissioner Mohr provided an overview of the April 4, 2018 Facilities Committee meeting. Discussion of the North Pine Government Center final floor plan and drawings, bid opening, Conditional Use Permit and lighting recommendations, sprinkler system, and building technology were discussed. Extension of the East Central School lease at the John Wright building, the remodel of the silver building, and improvements at the South Pine Government Center were also discussed.

4. **Personnel Committee Report**

Commissioner Ludwig provided an overview of the April 10, 2018 Pine County Personnel Committee meeting. The Personnel Committee made the following recommendations:

Health & Human Services

- a. Acknowledge the resignation of Veterans Service Office /Health & Human Services Office Support Specialist Lynn Thieman, effective March 22, 2018, and approve the backfill of this shared position and any subsequent vacancies that may occur due to an internal promotion or lateral transfer.
- b. Acknowledge the resignation of Community Health Services Administrator Kathy Filbert, effective April 20, 2018, and approve the backfill of the position and any subsequent vacancies that may occur due to an internal promotion or lateral transfer. Position is a non-union, Grade 16 with a minimum starting wage of \$34.01 per hour.
- c. Approve the updated Family Health Supervisor job description. Updates reflect family health and adult health division duties.
- d. Ratify Trysten Williamson's reversion from Support Enforcement Aide (SEA) to Office Support Specialist HHS-VSO, effective April 9, 2018.
- e. Approve the backfill of the Support Enforcement Aide position and any subsequent vacancies that may occur due to an internal promotion or lateral transfer. Position is a Grade 5 with a minimum starting wage of \$17.40 per hour.

Sheriff's Office - Jail

- a. Acknowledge the retirement of part-time Corrections Officer Rik Rarick, effective April 28, 2018 and request the backfill of the position and any subsequent vacancies that may occur due to an internal promotion or lateral transfer. Position is a Grade 7 with a minimum starting wage of \$18.77 per hour.
- b. Acknowledge the resignation of part-time Court Security Officer Magen Olsen, effective April 17, 2018, and request the backfill of the position and any subsequent vacancies that may occur due to an internal promotion or a lateral transfer. Position is a Grade 6 with a minimum starting wage of \$18.46 per hour.
- c. Acknowledge the resignation of part-time Corrections Officer Colter Porter, effective April 10, 2018 and request the backfill of the position and any subsequent vacancies that may occur due to an internal promotion or lateral transfer. Position is a Grade 7 with a minimum starting wage of \$18.77 per hour.

Land Services

- a. Approve the hiring of a second Environmental Technician, Grade 8, minimum starting wage of \$20.72 per hour. The Board voted on April 3, 2018, to begin administration of the Wetland Conservation Act. It is anticipated this apportionment will be prorated between Planning & Zoning and SWCD based on the April 13, 2018 effective date.
- b. Approve the updated Environmental Technician job description. Updates include wetland duties.
- c. Approve the hiring of Environmental Technician Lukas Olson, effective May 1, 2018, \$20.72 per hour. Grade 8, step 1.

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

5. Pine County Chemical Health Coalition

Pine County Chemical Health Planning and Implementation Grant Coordinator Lynette Forbes-Cardey provided information on the upcoming community supper hosted by the Chemical Health Coalition and invited commissioners to attend.

6. County Zoning Outline and Workplan

Land Services Director Kelly Schroeder stated county zoning was a recommendation to address several goals of the 2017 Comprehensive Plan. Schroeder provided recommendations from the

Pine County Zoning Board together with an outline and workplan for the process of drafting a county zoning ordinance. After discussion, it was the consensus of the board that county staff proceed forward with the county zoning process. The process of developing a zoning ordinance is expected to last approximately two years and involve input from townships and citizens.

7. **Final Payment Contract #1702**

County Engineer Mark LeBrun provided an overview of completion of Contract #1702, SAP 058-613-019, 0.3 miles North of CSAH 11 over Griffith Creek.

Motion by Commissioner Ludwig to approve final payment in the amount \$19,580.55 to Midwest Contracting, LLC and authorize County Administrator to sign the Certificate of Final Contract Acceptance. Second by Commissioner Mohr. Motion carried 5-0.

8. **2017 Highway Annual Report**

County Engineer Mark LeBrun reviewed the 2017 Public Works Department Annual Report, including a review of construction projects, assets, liabilities and inventory.

Motion by Commissioner Mohr to approve the 2017 Highway Annual Report. Second by Commissioner Chaffee. Motion carried 5-0.

9. **Island Lake Outlet Update**

Commissioner Mikrot and County Administrator Minke provided an update on the status of possible restoration options of the Island Lake outlet. No action is currently required but if bond funds are granted, the county will need to take an active role to complete the project.

10. **First Quarter 2018 Financial Report**

County Administrator David Minke provided an update of the budget for the first three months of 2018 reviewing the expenditure and revenue of the major funds. The budget is on track.

11. **2018 Strategic Plan Update**

County Administrator Minke reviewed the seven, 2018 strategic plan goals and progress. Two additional goal areas have been identified: Wetlands Conservation Act (WCA) administration and Comprehensive Plan implementation/Zoning.

12. **Commissioner Updates**

Soil & Water Conservation District (SWCD): Commissioner Ludwig stated this was the first SWCD meeting since administration of the Wetlands Conservation Act (WCA) was transferred to the county; SWCD approved a resolution to transfer administration duties of WCA to the county.

Central MN Council on Aging: Chair Hallan stated funding of programs was discussed.

MN Secretary of State visit: Secretary of State Steve Simon visited Pine County on April 5, 2018.

Election resources and/or equipment concerns were discussed.

East Central Solid Waste Commission: Chair Hallan stated the replacement of the flare and the expense of generator maintenance were discussed.

East Central Regional Library: Commissioner Mohr stated the city of Cambridge will have a referendum for a new library building on the ballot this fall.

Northeast Minnesota Area Transportation Partnership: Chair Hallan and County Engineer Mark LeBrun attended. All surface transportation in MnDOT District 1 was discussed, as well as their 5-year road replacement plan. Chair Hallan stated that Pine County is a member of MnDOT's District 1, however the county is a member of 7E 3 for trail planning. Chair Hallan requested this topic be discussed at a Committee of the Whole.

Law Library: Commissioner Mohr stated a security camera will be placed in the law library; discussion of replacement of missing reference material.

Extension Committee: Commissioner Chaffee stated the farm family of the year has been chosen but has not been announced yet. The findings have been completed from the 2017 Fair Impact Study. A public presentation of these findings is scheduled for April 30, 2018, at 11:00 a.m., Jury Assembly Room, Pine County Courthouse.

Other: Chair Hallan stated he was contacted by a local septic pumper inquiring if the soil survey had been completed. This individual stated his MPCA mandatory paperwork requires information contained from the soil survey, which currently cannot be provided.

13. **Upcoming Meetings**

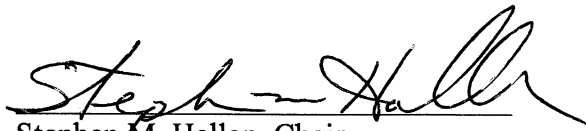
Upcoming meetings were reviewed.

13j. Rush Line Task Force: Meeting rescheduled from April 26, 2018 to May 31, 2018 at 4:30 p.m., Maplewood Community Center, 2100 White Bear Avenue, Maplewood, Minnesota

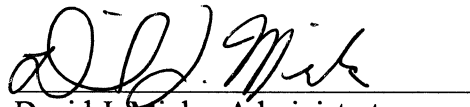
13l. One Watershed One Plan: Location of April 30, 2018 One Watershed One Plan Meeting: Wyoming Library, 26855 Forest Blvd., Wyoming, Minnesota.

14. **Adjourn**

With no further business, Chair Hallan adjourned the meeting at 11:41 a.m. The next regular meeting of the county board is scheduled for Tuesday, May 1, 2018 at 10:00 a.m. at the Pine County Courthouse, 635 Northridge Drive NW, Pine City, Minnesota.



Stephen M. Hallan, Chair
Board of Commissioners



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