

**MINUTES  
OF THE  
PINE COUNTY BOARD MEETING  
Regular Meeting  
Tuesday, May 15, 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. Attorney Brian Taurinkas requested to address the board regarding the settlement proposal submitted on May 11, 2018. Steve Quam, attorney for the Minnesota Land Trust, stated he was present to answer questions regarding the conservation easement (regular agenda item #3).

Chair Hallan requested the following revisions to the Agenda:

1. Addition to Consent Agenda #7, New Hire  
Approve the hiring of Samantha Lo for the Community Health Services Administrator at Pine County Health & Human Services, effective June 27, 2018, \$36 per hour, Grade 16.
2. Addition to Regular Agenda #5A, National Police Week Recognition  
Consider approval of Resolution 2018-24 designating the week of May 13-19, 2018 as National Police Week.
3. Addition to Regular Agenda #8, Other  
Discussion of upcoming Committee of the Whole meetings.

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

Commissioner Mohr moved to approve the Minutes of the May 1, 2018 board meeting and Summary for publication. Second by Commissioner Chaffee. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence

Frontier Communications - Order Initiating Investigation and Referring Matter for Public Hearings

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

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

**CONSENT AGENDA**

1. **Review April, 2018 Cash Balance**

<b>Fund</b>	<b>April 30, 2017</b>	<b>April 30, 2018</b>	<b>Increase(Decrease)</b>
General Fund	792,565	1,194,975	402,478
Health and Human Services Fund	(577,602)	(354,548)	223,055
Road and Bridge Fund	1,498,063	2,987,165	1,489,102
Land Management Fund	2,133,012	2,109,767	(23,245)
TOTAL (inc non-major funds)	8,739,062	13,754,279	5,015,217

2. **Application for Exempt Permit**

Approve Application for Exempt Permit from the Moose Lake Area Chamber of Commerce to conduct MN lawful gambling on September 8, 2018 at Doc's Bar & Grill, 34427 Majestic Pine Dr., Sturgeon Lake, MN (Windemere Twp.).

3. **Application for Abatement**

Approve the Applications for Abatement for Pathfinder Village Owners Assoc., 48762 State Hwy. 48, Hinckley, PID 09.0210.000, pay 2018 and Pine Children's Early Learning, 900 4<sup>th</sup> St. SE, Pine City, PID P-42.9926.000, pay 2018.

4. **Application for Repurchase**

Approve Resolution 2018-22 for the repurchase of fax forfeited land in full for Gary O'Borsky and Brent Krause. Authorize Board Chair and County Auditor to sign.

5. **Contract for Medical Examiner Services**

Approve the Contract for Medical Examiner Services with Anoka County, in the amount of \$50,000 annually. This contract shall be for the period of January 1, 2019 through December 31, 2021. The contract amount is unchanged from 2016-2018 contract. Authorize Board Chair and County Administrator to sign.

6. **Food Service Agreement – Amendment No. 10**

Approve the Food Service Agreement – Amendment No. 10, increasing the pricing schedule for food service in the jail for 2018 by 1.2 percent, effective January 15, 2018. Authorize Board Chair to sign.

7. **New Hire**

- A. Approve the hiring of LoAnn Westerman as the victim services coordinator, effective June 4, 2018, \$23.25 per hour, Grade 8.
- B. Approve the hiring of Samantha Lo as the Community Health Services Administrator at Pine County Health & Human Services, effective June 27, 2018, \$36 per hour, Grade 16.

## REGULAR AGENDA

### 1. Wetland Conservation Act Administration Fee Schedule – Public Hearing

Land Services Director Kelly Schroeder provided a recommendation for fees for the administration of the Wetland Conservation Act. Surrounding county fees and the use of wetland credits were discussed. Chair Hallan opened the public hearing at 10:08 a.m. Ailene Croup inquired on the number of wetland credits available per parcel; Schroeder responded it is dependent upon the specifics of each parcel. With there being no further comment, Chair Hallan closed the public hearing at 10:09 a.m.

**MOTION** by Commissioner Ludwig to adopt the following fee schedule, effective May 15, 2018, for Wetland Conservation Act applications:

Basic Application Review	\$100
Replacement Plan Review	\$200
Wetland Delineation Review	\$125
Wetland Banking Application Review	\$500

Second by Commissioner Mohr. Motion carried 5-0.

### 2. Personnel Committee Report

Commissioner Ludwig provided an overview of the May 8, 2018 Pine County Personnel Committee meeting. Commissioner Chaffee thanked Commissioner Mohr for attending in his absence. The Personnel Committee made the following recommendations:

#### A. Health & Human Services

- i. Acknowledge the resignation of full-time Veterans Service Officer/Health & Human Services Office Support Specialist Trysten Williamson, effective May 12, 2018, and approve backfill of the open position and any subsequent vacancies which may occur due to an internal promotion or lateral transfer.
- ii. Approve the hiring of a Family Health Supervisor contingent upon adequate future funding. Non-union position, Grade 15, minimum starting wage of \$32.08.

#### B. Sheriff's Office

- i. Acknowledge the resignation of part-time Dispatcher Stephanie Nynas, effective April 28, 2018, and approve backfill of this position and any subsequent vacancies that may occur due to an internal promotion or lateral transfer.

#### C. Sheriff's Office – Jail

- i. Acknowledge the retirement of Corrections Officer Sergeant Dennis Adrian, effective July 1, 2018, and approve the hiring of a full-time Corrections Officer/Sergeant and approve backfill of this position and any subsequent vacancies which may occur due to an internal promotion or lateral transfer Grade 9, minimum starting wage of \$20.87.

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

### 3. Authorizing Acquisition of an Easement for Access to the Pine County Memorial Forest

At the February 6, 2018 County Board meeting, the board directed the county attempt to negotiate with Jim and Wilda Obey for an easement across their property to access the county memorial forest land in Munch Township. At the May 1, 2018 county board meeting, the county board directed County Attorney Reese Frederickson to draft a resolution to

proceed with eminent domain to secure an easement to access to the 1,000-acre county memorial forest in Munch Township. No substantive negotiations materialized during the 90-day negotiation period. On May 11, 2018 County Attorney Frederickson received a proposal from attorney Brian Taurinkas offering the county an easement to access the property December-April when the gate is open for snowmobile access.

Attorney Jim Taurinkas argued in support of the proposal and stated he would like to meet with the Land Advisory Committee to continue with negotiations. Land Commissioner/ County Forester Beck responded to Taurinkas's comments and stated that the matter should continue toward the formal easement process. Chair Hallan stated his support in a permit process similar to what the state currently uses for public access to state-owned lands. Commissioner Chaffee stated his desire that the county attorney be receptive to conversations with the land owner, the land trust, and other interested parties in negotiating an access to the memorial forest, however to proceed with the eminent domain process to move this matter forward.

**Motion** by Commissioner Chaffee to approve Resolution 2018-23 authorizing the acquisition of an easement for access to the Pine County Memorial Forest through eminent domain. Second by Commissioner Mohr. Motion carried 4-1. Commissioner Hallan opposed.

4. **Records Retention Schedule**

County Administrator David Minke stated the necessity for the county to adopt a records retention schedule as the county has been utilizing the retention schedule adopted by the State of Minnesota.

**Motion** by Commissioner Chaffee to approve the Records Retention Schedule dated May 15, 2018. Second by Commissioner Mikrot. Motion carried 5-0.

5. **Emergency Medical Services (EMS) Week Recognition**

**Motion** by Commissioner Ludwig to approve Resolution 2018-21 recognizing the EMS Week Proclamation to designate the week of May 20-26, 2018 as Emergency Medical Services Week. Second by Commissioner Chaffee. Motion carried 5-0.

5A. **National Police Week Recognition**

**Motion** by Commissioner Chaffee to approve Resolution 2018-24 recognizing the designation of the week of May 13-19, 2018 as National Police Week. Second by Commissioner Ludwig. Motion carried 5-0.

6. **Award Contract #1801**

**Motion** by Commissioner Mohr to award Contract #1801 to Hardrives, Inc, the lowest responsible bidder, in the amount of \$1,507,518.68, for the following:

SAP 058-647-007 Located on CSAH 47 between CSAH 48 and TH 23 in Duquette

SAP 058-648-013 Located on CSAH 48 between CSAH 47 and CR 164 NW of Duquette

Second by Commissioner Chaffee. Motion carried 5-0.

7. **2018 Equipment Rental**

County Engineer LeBrun presented the equipment rental bids which were opened on May 7, 2018.

**Motion** by Commissioner Ludwig to accept the equipment rental bids as presented. Second by Commissioner Chaffee. Motion carried 5-0.

8. **Commissioner Updates**

Basics of Planning & Zoning: Commissioners Ludwig and Hallan and County Administrator Minke attended. All stated it was a beneficial training. Commissioner Hallan stated this training should be recommended to the AMC as part of new commissioner training.

Soil & Water Conservation District: Meeting rescheduled to May 16, 2018.

East Central Solid Waste Commission: Chair Hallan stated the transfer of methane gas to the generator was discussed.

East Central Regional Library: Commissioner Mohr stated the library's audit was complete, with a clean audit (unmodified opinion), with a note that there is a lack of segregation of duties.

Pine County Chemical Health Coalition: Commissioner Ludwig stated the results from a previously circulated survey were analyzed, stating the coalition has room for growth.

Other: Chair Hallan stated the City of Pine City held a public open house to discuss the evaluation of its current city hall facilities. A second open house meeting is scheduled for June 12<sup>th</sup>.

9. **Other**

A Special Meeting-Committee of the Whole meeting is scheduled for July 19, 2018 at 9:00 a.m. to include environmental and extension updates.

10. **Upcoming Meetings**

Upcoming meetings were reviewed.

11. **Adjourn**

With no further business, Chair Hallan adjourned the meeting at 11:28 a.m. The next regular meeting of the county board is scheduled for Tuesday, June 5, 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