

**MINUTES
OF THE
PINE COUNTY BOARD MEETING
Regular Meeting
Tuesday, November 20, 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.

Ailene Croup asked for clarification relating to the designation of the polling places for the Hinckley-Finlayson ISD #2165 and East Central ISD#2580.

Chair Hallan called for revisions to the Agenda.

Addition: Regular Agenda Item 6: Closed meeting pursuant to Minnesota Statute 13D.05, Subd. 3(b) (attorney-client privilege) to discuss the ongoing litigation in Raymond vs. Pine County, et al. The county's defense attorney, Joseph Langel, will join the meeting via telephone at 11:00 a.m. The order of the agenda may change to meet this schedule.

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

Commissioner Ludwig moved to approve the Minutes of the October 30, 2018 Special Meeting-Committee of the Whole (Local Government Officials). Second by Commissioner Mohr. Motion carried 5-0.

Commissioner Mikrot moved to approve the Minutes of the November 6, 2018 board meeting and Summary for publication. Second by Commissioner Mohr. Motion carried 5-0.

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

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

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

CONSENT AGENDA

1. Review October, 2018 Cash Balance

Fund	October 31, 2017	October 31, 2018	Increase(Decrease)
General Fund	2,404,375	3,209,367	804,992
Health and Human	(189,208)	619,298	808,507

Services Fund			
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**

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

3. **Application for Repurchase**

Approve Resolution 2018-59 for the repurchase of tax forfeited land on a 10-year contract for Craig K. William and 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**

Approve 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**

Approve 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**

Approve 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. Approve 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.
- B. Approve County Engineer Mark LeBrun to attend the 74th Annual MN County Engineers Conference at Cragun's Resort, January 22-25, 2019, in Brainerd. Registration: \$210; Lodging/Meals: \$663. Total cost: \$873.
- C. Approve 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.

REGULAR AGENDA

1. Facilities Committee

Commissioner Mohr provided an overview of the November 7, 2018 Facilities Committee meeting. Informational only. No action was necessary.

The next meeting of the Facilities Committee is scheduled for Tuesday, December 18, 2018 at 1:30 p.m. at the HHS Building Conference Room, Sandstone. This meeting date is changed from December 12, 2018 due to a calendaring conflict.

2. Personnel Committee

Commissioner Ludwig provided an overview of the November 13, 2018 Personnel Committee meeting. Commissioner Chaffee was unable to attend the meeting and thanked Commissioner Mohr who attended in his absence.

The Personnel Committee 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).

*The job description was amended at the board meeting to reflect as follows:

Education and Experience

Bachelor's degree with coursework in real estate, business administration, or related field, accredited Minnesota assessor licensure, ability to obtain senior accredited Minnesota assessor licensure within two years of hire, and a minimum of 3-5 years relevant experience, or equivalent combination of education and experience.

- 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~~
County 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 November 20, 2018 board meeting and to consider a pay adjustment according to the county's pay for performance system.

Commissioner Chaffee inquired as to the budget impact of the requested changes. County Administrator indicated the financial impact would be a savings to the county of approximately \$21,000.

It was noted that Commissioner Chaffee's son-in-law, Caleb Anderson, is included in the restructuring noted at B(iv) above; Commissioner Chaffee stated he will abstain from this vote.

Motion by Commissioner Ludwig to approve the recommendations of the Personnel Committee, with the Assessor-Recorder job description correction. Second by Commissioner Mohr. Motion carried 4-0, with Commissioner Chaffee abstaining from voting.

3. Rural MN Broadband Coalition

In 2018, Pine County was 82nd out of 87 counties in county rankings of broadband access. The Minnesota Rural Broadband Coalition is a membership group that advocates at the state level for better broadband in rural Minnesota. Voting membership is available for \$500 per year.

Motion by Commissioner Chaffee to join the Minnesota Rural Broadband Coalition. Second by Commissioner Mohr. Motion carried 5-0.

Chair Hallan moved item #4 to later in the meeting.

5. Commissioner Updates

East Central Solid Waste Commission (ECSWC): Chair Hallan stated Waste Management is a large customer of ECSWC and discussion was held as to how ECSWC's business practice would change if Waste Management decided to use another facility. Other items of discussion included purchase of new equipment, and the purchase of adjoining land to the transfer station in Cambridge.

East Central Regional Library - cancelled

Pine County Chemical Health Coalition: Commissioner Mikrot stated the Coalition meeting structure was changed; discussion topics included upcoming training possibilities, and grant opportunities available to local schools.

Canvassing Board: Commissioner Mikrot stated one error was discovered; the error did not change any result.

Arrowhead Counties Association: Commissioner Mikrot stated Arrowhead Counties Association legislative priorities for 2019 were identified with the Indian Child Welfare Act (ICWA) and Payment in Lieu of Taxes (PILT) tied as the top priorities, followed by funding to counties to reimburse costs associated with the cleanup of blighted-tax forfeit properties, local road wetland replacement program, and the state assumption of 404 permit program.

Extension Committee: Commissioner Mohr stated the Extension meeting took place with a tour at Lake Haven Meats, owned by Al & Hannah Hjelmberg, who are Pine County's farm family of the year.

Meeting with Mille Lacs Band of Ojibwe (MLBO): Chair Hallan and Administrator Minke, together the City of Hinckley mayor, planner and administrator, met with MLBO representatives to discuss events which will affect both the City of Hinckley and the band. The next meeting will be held January 11, 2019.

Lakes & Pines Community Action Council: Chair Hallan stated grants were approved and discussion of fuel assistance applications took place.

Other: Commissioner Ludwig attended a recent Culvert Workshop. He stated this was a good workshop and stated that upon replacement of culverts, consideration should be given to replacing the current culvert with a larger size.

Chair Hallan called a five-minute recess at 10:55 a.m.

The Board reconvened at 11:00 a.m.

Closed meeting – litigation discussion

6. Motion by Commissioner Chaffee to close the meeting in accordance with Minnesota Statutes §13D.05, Subd. 3(b) (attorney-client privilege) to discuss the ongoing litigation in Raymond vs. Pine County, et al. Second by Commissioner Ludwig. Motion carried 5-0.

The meeting was closed at 11:01 a.m.

Present at the meeting were Chair Hallan, Commissioners Mohr, Chaffee, Mikrot, and Ludwig; County Attorney Reese Frederickson, County Sheriff Jeff Nelson, County Administrator David Minke. The county's defense attorney, Joseph Langel, from Ratwick, Roszak & Maloney appeared via telephone. Sheriff's Investigator Rick Giese also appeared via telephone.

Motion by Commissioner Mohr to open the meeting. Second by Commissioner Chaffee. Motion carried 5-0.

The meeting was opened at 11:29 a.m.

Closed meeting – performance evaluation

4. Motion by Commissioner Ludwig to close the meeting in accordance with Minnesota Statutes §13D.05, Subd. 3 to conduct the annual performance evaluation of County Administrator David Minke. Second by Commissioner Mohr. Motion carried 5-0.

The meeting was closed at 11:30 a.m.

Present at the meeting were Chair Hallan, Commissioners Mohr, Chaffee, Mikrot, and Ludwig, and County Administrator Minke.

Motion by Commissioner Ludwig to open the meeting. Second by Commissioner Chaffee. Motion carried 5-0.

The meeting was opened at 12:08 p.m.

Commissioners discussed a performance pay increase for Administrator Minke as provided for in Section 10.7 of the county's policy manual.

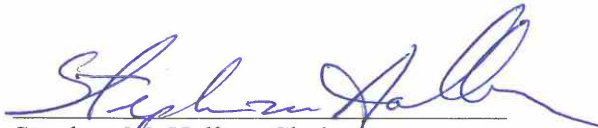
Motion by Commissioner Ludwig to set Administrator Minke's salary at \$123,074 per year effective his anniversary date of July 2, 2018. Second by Commissioner Mohr. Motion carried 5-0.

7. **Upcoming Meetings**


Upcoming meetings were reviewed.

8. **Adjourn**

With no further business, Chair Hallan adjourned the meeting at 12:12 p.m. The next regular meeting of the county board is scheduled for Wednesday, December 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