

MINUTES OF PINE COUNTY BOARD MEETING

Regular Meeting

Tuesday, May 5, 2009 10:00 a.m. Pine County Courthouse Boardroom

Chairman Montbriand called the meeting to order at 10:00 a.m. Present were Commissioners, Doug Carlson, Steven Chaffee, Stephen Hallan and Curt Rossow. Also present was Clerk to the County Board, County Coordinator Mark LeBrun.

The Pledge of Allegiance was said.

Chairman Montbriand called for public comment No comment made.

Commissioner Rossow moved to adopt the amended agenda, Commissioner Chaffee seconded. Motion carried.

Commissioner Rossow moved to approve the minutes of April 14, 2009 Committee of the Whole meeting and the April 21, 2009 County Board Meeting, Commissioner Hallan seconded. Motion carried.

Commissioner Carlson moved to approve the consent agenda, Commissioner Rossow seconded. Motion carried.

Minutes of Boards, Committees and Board Memos, Newsletter

1. Land Surveyor Monthly Report, April 2009
2. Pine County Meth Task Force meeting minutes, April 20, 2009

****CONSENT AGENDA****

Auditor

1. April Disbursements.

General Revenue Fund	\$ 321,528.58
Land Mgmt Fund	\$ 1,114.46
Road & Bridge Fund	\$ 12,602.83
Group Health	\$ 21,369.59
Agency Fund	\$ 11,904.70
Taxes & Penalties	\$ 1,374.21

Auditor - continued

2. Application for Abatement:
Thomas Clarke, 14557 State Hwy 23, Brook Park, PID 18.0032.003- pay 2009
Gary & Robert Anderson, 11050 Emerald Rd, Pine City, PID 26.0199.000-pay 2009.
Tami Nelson, 43998 Balsam Rd, Sturgeon Lake, PID 33.0457.000-pay 2009
3. Approve acceptance of partial delinquent tax payments. As stated in the Auditor/Treasurer's provision.
4. Approval of 3.2 liquor licenses for 2009-2010, subject to approval of various Township Boards, Pine County Sheriff and Pine County Attorney.
The Tavern in Duquette – ON/OFF, Kerrick Township, 88159 State Hwy 23, Kerrick, MN 55756
Finlayson Giese Sportsmen, Inc. – TEMP, Pine Lake Township, 70172 Norway Spruce Rd, Finlayson, MN 55735
Minnesota Sokol Camp – Donald J Andrie, Treasurer – TEMP, Chengwatana Twp, 19201 Woodland Acres S., Pine City, MN 55063, August 13, 2006 – August 13, 2006
Ray & Marge's Resort – ON/OFF, Windemere Township, 36700 Lakeland Rd, Sturgeon Lake, MN 55783
Duxbury Store – ON/OFF, Wilma Township, 61113 Duxbury Rd., Sandstone, MN 55072
Duquette General Store – OFF, Kerrick Township, 88235 Hwy 23 N, Kerrick, MN 55756
Birch Creek Golf Course – ON/OFF, Sturgeon Lake Township, 86697 Rosewood LN, Sturgeon Lake, MN 55783

****REGULAR AGENDA****

Auditor

County Auditor Cathy Clemmer presented to the Board with the 2007 Audit Report. Auditor Clemmer stated that any deficiencies identified have already been resolved. Commissioner Chaffee motioned to approve the 2007 Audit findings and acknowledge the complete 2007 Audit is available for public review within the County Auditor's office. Commissioner Carlson seconded. Discussion was held on the matter of retaining a private audit firm for future audits due to the length of time it takes the State with current staffing. Auditor Clemmer stated her recommendation would be to remain with the State for 2009 and research retaining a private firm for 2010. Auditor Clemmer stated that county staff is now gathering information as the State Auditors requested for the 2008 audit and expects it to be completed by Fall 2009. Motion carried.

County Auditor Cathy Clemmer presented with a request to publish, pursuant to M.S. 375.17, requesting summarization of vendors at \$5,000 and to publish the totals for payroll. Commissioner Hallan motioned to approve publishing those vendors over \$5,000 and to summarize for total payroll amounts only. Commissioner Rossow seconded. Commissioner Carlson stated opposition to publishing payroll totals. Commissioner Chaffee concurred. Coordinator LeBrun stated the information is not current as the audit is for year ending 2007. Discussion was held on cost and availability of current information. Coordinator LeBrun stated the Board has the option of publishing a summarized vendor report and that current payroll information could be published rather than 2007 information. Chairman Montbriand called for a vote on the current motion. Motion dies for lack of support. Commissioner Carlson offered a friendly amendment to the motion on the table to include publishing the previous years salary information. Motion failed for lack of second. Commissioner Chaffee motioned to reconsider the previous action whereby publishing the summarized 2007 financial statement. Commissioner Carlson seconded, motion carried. Commissioner Carlson motioned to publish in the 2009 legal papers the previous year's (2008) salary information for all employees and public officials. Commissioner Chaffee seconded, motion carried.

Public Hearing

Chairman Montbriand opened the public hearing regarding the County's application for a Federal Recovery Act Justice Assistance Grant. Probation Director Terryl Arola provided a summary on the allocation of the funds to be used for extraction of law enforcement data from a previous system, which is used by a number of departments. Chairman Montbriand called for public comment. No comment made. Commissioner Carlson questioned fiscal tails along with the grant. Director Arola stated none known. County resident David Koland questioned the systems within the county wondering if they are piecemealed together. Director Arola stated that the Technology Committee has worked diligently over the past six months and by extracting this data, it would save the county \$9,000/year in maintenance fees. With no further public comment, Chairman Montbriand closed the hearing at 10:45 a.m.

Probation

Probation Director Terryl Arola presented to the Board with a request for attendance of three staff members at MACPO Spring Training Conference, May 20-21, 2009. Director Arola stated during the budget process the department's training budget was cut by 75% and a lot of the training the department will be attending this year will be free of charge. Director Arola stated she is asking for \$100 per attendee with the exception of one employee who already used his allocated training funds. Coordinator LeBrun questioned the amount of required training each must have. Director Arola stated the Department of Corrections recommends

forty hours each year. Chairman Montbriand stated he feels any mandated training should be paid for by the county for the employee. Commissioner Hallan stated the importance of continuing education and concurs it should be paid by the employer. Commissioner Rossow stated he would commend an employee wishing to pay for his own training expense. Commissioner Rossow motioned to approve the request for training at the expense of the county for three employees who are registered. Commissioner Carlson seconded, motion carried.

Land

Land/Zoning Administrator Kurt Schneider presented to the Board with a request to add two tracts identified as: PA-14-09 and PA-15-09 to the 2009 Timber Auction. Land/Zoning Administrator Schneider stated the County Forester has identified heavy ash on the requested tracts. Commissioner Rossow motioned to approve the addition of the requested tracts. Commissioner Hallan seconded, motion carried.

Sheriff

Sheriff Mark Mansavage presented with a request for training for one dispatcher at "Advanced Fire Service Dispatch" June 15-16, 2009, hosted by Scott County. Sheriff Mansavage stated the course cost is \$329.00, which is budgeted. Commissioner Rossow motioned to approve the training as requested. Commissioner Chaffee seconded, motion carried.

Chief Deputy Steve Ovick presented the final draft of the Windemere Policing Contract. Commissioner Rossow motioned to approve the contract as presented. Commissioner Carlson seconded, motion carried.

Chief Deputy Ovick presented with a request to increase the part-time deputy pool within the Sherriff's office. Chairman Montbriand stated the original request was for two additional part-time employees, the Personnel Committee is recommending one at this time. Commissioner Rossow motioned to approve the request for one part-time deputy. Commissioner Chaffee seconded. Commissioner Hallan questioned adding additional staff. Chairman Montbriand stated the reasoning for increasing the part-time pool is to subside overtime costs, which was previously done within the jail. Commissioner Hallan stated he would like further discussion regarding contract services. Sheriff Mansavage stated that he will be meeting with the city administrators prior to August 1st to determine rates for the upcoming year. Motion carried.

Coordinator

Coordinator LeBrun presented a revised Appearance and Dress Policy. Coordinator LeBrun stated that the dress committee met and is recommending the revisions, as is the Personnel Committee. Commissioner Rossow motioned to approve and adopt the revisions as presented. Commissioner Hallan seconded, motion carried.

SECTION 23. APPEARANCE AND DRESS POLICY

The dress and appearance of County employees is a direct reflection on the professionalism of our services. County employees meet with the public daily as a part of their regular workday. A neat, well-groomed employee will present a positive image of the County and demonstrate the pride of our County employees. Our appearance and attire have a definite impact on the way we are perceived by others and the confidence that customers have in our ability to provide quality services.

County employees are expected to dress in attire appropriate to their position. The following information should guide employees on proper dress in the work place. Although it is difficult to develop a policy that will cover all individual variations in dress and style for each work situation or circumstances, the following guidelines have been established based on public image, job safety, and personal hygiene:

- ◆ Non-Uniformed Personnel – Office Environment: The following items are considered inappropriate for office environment (including full-time, part-time, casual, seasonal, interns, work study, etc.):
 - T-shirts or sweatshirts (Athletic of either is not acceptable, other organizational logos/insignia are not acceptable, Dress t-shirts and holiday themed sweatshirts are acceptable as well as sweatshirt material button up overcoats).
 - Flannel shirts are not acceptable
 - Tube tops, halter-tops, tank tops, muscle shirts, or sleeveless tops (sleeveless tops/shirts will be acceptable all year round as long as they are non-altered and not overly revealing or offensive).
 - Sweatpants or workout clothes
 - Any clothing that is overly revealing or outlandish so as to cause distraction
 - Clothing is to be free of words, slogans, and/or images which others may find offensive. Polo shirts and wind shirts/jackets are acceptable with advertisements or logos as long as the print is no larger than 2". (Clothing with County related logos are acceptable.)
 - Body-hugging clothes including leggings & spandex garments
 - Shorts (Unless it is a skort/slip skirt, it is NOT acceptable)
 - Jeans (black, blue and/or all colored jean material is permitted in observance of Casual Friday's only.)
 - Capri's (jean – colored or blue jean denim is permitted in observance of Casual Friday's only)
 - Bib Overalls
 - Military or hunting clothing
 - Athletic shoes/tennis shoes – (Department Head discretion for specific situations)
 - Flip-flops (i.e. one strap between the toe, beach or shower shoes). Sandals are acceptable. Additionally, tattoos must be covered if considered offensive (at the sole discretion of the department head) and

new or fresh tattoos pose a health concern and must be securely bandaged. Visible body piercing/jewelry in the nose, tongue, lip, or eyebrows are **NOT** allowed for any employee. Multiple earrings are allowed except if they are considered excessive, unsafe or offensive at the sole discretion of the department head.

◆ Obviously, dress varies by job function. Individuals who may spend a portion of the day in the field need to dress in a manner appropriate to their jobs, as determined by their supervisor. Many of the above guidelines will still apply. Field workers (Hwy, Land, Zoning, Bldg Maintenance Worker, S.W.'s, PHN's, Probation Officers and Property Appraisers) who are in the office for a full day shall follow all the guidelines listed above.

The following items are considered inappropriate for those individuals working in a non-office working environment.

- Tube tops, halter tops, tank tops, or muscle/sleeveless shirts
- Shorts
- Body-hugging clothes including leggings & spandex garments
- Sweatpants (acceptable as an undergarment for warmth for field employees only; never acceptable as an outer garment)

* On the days in which employees will be in the field, jeans and athletic wind pants are acceptable for Hwy, Land, Zoning, Bldg Maintenance Workers, Social Workers, Public Health Nurses, Probation Officers and Property Appraisers; however, prior approval must be received from department head. **Clothing must always be neat, clean, and not overly worn, faded, or in disrepair.**

Additionally, tattoos must be covered if considered offensive (at the sole discretion of the department head) and new or fresh tattoos pose a health concern and must be securely bandaged.

◆ **Uniformed Personnel:** Uniforms are provided to some County employees. Uniforms bearing County identification should not be worn during off-duty hours. Uniforms should be worn at work unless an exception is made by the supervisor.

◆ **All Personnel:** Exercise your good judgment. Department heads have the responsibility of enforcing this policy. In some cases, it may be the prerogative of a department to establish more restrictive standards.

Violations of the policy will be just cause for the employee to leave the work site in order to change attire. Time away from work shall not be paid as regular duty pay. The employee may use vacation or no pay. Dress policy shall not be subject to any labor agreement or County policy grievance procedure.

Please Note: If a complaint is filed with the Coordinator that an employee's attire is in violation of the dress policy and the appropriate department head has not taken action, the concern will then be presented to the County Board of Commissioners for follow-up. Failure to follow the appearance and dress policy of Pine County will lead to disciplinary action against an employee up to and including termination.

Commissioner Carlson requested discussion regarding the Board of Water and Soil Resources Rules. Commissioner Carlson stated the intent is to have the proposed rules adopted by August, 2009 and are only allowing for a five-day written comment period. Chairman Montbriand asked Soil and Water District Manager Jill Carlier for comment. Manager Carlier stated clarification in that it is the WCA rulemaking that is being rewritten. Manager

Carlier stated they felt staff comments are not being taken seriously and they have yet to see public written comment on the matter. Chairman Montbriand allowed for audience comment. County resident David Koland stated he has followed the SWCD Board for the past two years and feels BWSR did not allow for elected officials to be involved in the process.

Upcoming meetings announced:

Committee of the Whole meeting, Tuesday May 12, 2009, 10:00 a.m. Boardroom, Pine County Courthouse, Pine City, MN

With no further business, Chairman Montbriand adjourned the County Board meeting at 11:17 a.m. until the next scheduled County Board Meeting on May 19, 2009 at 1:00 p.m. at the Public Works Building, Sandstone, MN

Mark LeBrun, Coordinator
Clerk to County Board

Ed Montbriand, Chair
Board of County Commissioners