

PINE COUNTY BOARD MEETING Minutes of Organizational Meeting

Tuesday, January 4, 2011 10:00 a.m. Boardroom, Pine County Courthouse

Coordinator Mark LeBrun called the meeting to order at 10:00 a.m. Commissioners, Doug Carlson, Steve Chaffee, Steve Hallan, Mitch Pangerl and Curt Rossow were present along with County Attorney John Carlson.

The Pledge of Allegiance was said.

Coordinator LeBrun called for nominations for Chairman.

Commissioner Carlson nominated Commissioner Rossow for Chairman. Commissioner Hallan seconded. With no further nominations, Commissioner Hallan motioned to cast a unanimous white ballot to elect Commissioner Rossow as Chairman. Commissioner Pangerl seconded, motion carried.

Chairman Rossow asked for nominations for Vice-Chairman. Commissioner Hallan nominated Commissioner Chaffee. Commissioner Pangerl seconded. With no further nominations, Commissioner Carlson motioned to cast a unanimous ballot to elect Commissioner Chaffee as Vice-Chairman. Commissioner Pangerl seconded, motion carried.

Chairman Rossow opened Public Forum and asked for comments. Commissioner Pangerl thanked those who attended the January 3, 2011 swearing in ceremony. Chairman Rossow welcomed Commissioner Pangerl, Sheriff Cole and Chief Deputy Blackwell.

Chairman Rossow announced the Committee assignments for 2011 as follows:

<u>Outside Boards and Commissions:</u>	<u>Commissioner(s) 2011:</u>
<u>East Central Regional Development Commission (ECRDC)</u>	Hallan & Rossow (alt)
<u>East Central Solid Waste Commission (ECSWC)</u>	Hallan & Chaffee (alt)
<u>East Central Regional Library</u>	Pangerl & Carlson (alt)
<u>Extension Committee</u>	Hallan & Pangerl
<u>Five County Mental Health Committee</u>	Chaffee & Pangerl (alt)
<u>Kanabec/Pine Board of Health</u>	Chaffee & Pangerl (alt)
<u>Lakes and Pines Community Action Council (CAC)</u>	Pangerl & Hallan (alt)
<u>Law Library</u>	Rossow & Chaffee (alt)
<u>Central MN Jobs and Training Service</u>	Carlson & Hallan (alt)
<u>RC&D Committee</u>	Rossow & Pangerl (alt)
<u>Snake River Watershed Joint Powers Board</u>	Pangerl & Hallan (alt)
<u>Arrowhead Counties Association (ACA)</u>	All
<u>Association of Minnesota Counties (AMC)</u>	All
<u>Fiber-Optic Joint Power Board</u>	Hallan & Carlson (alt)
<u>Regional Juvenile Committee</u>	Hallan & Rossow (alt)

Central Regional EMS Committee	Pangerl & Rossow (alt)
NLX	Chaffee & Pangerl (alt)
Rushline Corridor Task Force	Carlson & Chaffee (alt)
NE MN Regional Radio Board	Hallan & Rossow (alt)
GPS 4593 Joint Powers Board	Chaffee & Hallan (alt)
Soil & Water Conservation District Liaison	Carlson & Pangerl (alt)

County Established Committees:

Personnel Committee	Chaffee & Rossow
Transportation Committee	Carlson & Rossow
Budget Committee	All
Government Operations	Rossow & Carlson
Investment Committee	Chaffee & Hallan
Technology Committee	Chaffee & Hallan
Negotiations Committee	Carlson & Chaffee
Legislative Committee	All
Management Team Committee	All
Insurance Committee	Chaffee & Pangerl
Land/Zoning Advisory Committee	Rossow & Carlson
Facilities Committee	Carlson & Pangerl
Methamphetamine Task Force	Rossow & Carlson
GIS Committee	Hallan & Pangerl

Coordinator LeBrun presented a schedule for the 2011 Board of Commissioners meetings. Commissioner Chaffee motioned to approve the 2011 Board schedule, subject to change in accordance with MN § 13D.04. Commissioner Hallan seconded. Motion carried. Schedule as follows:

2011 Board of Commissioner meeting schedule

The meetings on the first Tuesday of the month begin at 10:00 a.m. and are held at the Pine County Courthouse Boardroom in Pine City and the meetings on the third Tuesday of the month start at 1:00 p.m. and are held at the Public Health Building, Conference Room in Sandstone.

January	4 th and 18 th
February	1 st and 15 th
March	*1 st and *15 th *7:00 p.m.
April	5 th and 19 th
May	3 rd and 17 th
June	7 th and 21 st
July	5 th and 19 th
August	2 nd and 16 th
September	6 th and 20 th
October	4 th and 18 th
November	1 st and 15 th
December	**13 th and 20 th

*Both March meetings will be held at 7:00 p.m. No change in locations.

**Note meeting date change due to Annual Association of Minnesota Counties Conference being held the week of December 4th.

Board of Equalization June 14, 2011, time to be determined. Pine County Courthouse Boardroom, Pine City, MN

Truth in Taxation, To Be Determined, Pine County Courthouse Boardroom, Pine City, MN

Commissioner Hallan moved to approve the amended agenda, Commissioner Chaffee seconded. Motion carried.

Commissioner Carlson moved to approve the minutes of the December 21, 2010 Board of Commissioners meeting. Commissioner Hallan seconded, motion carried.

Commissioner Chaffee moved to approve the consent agenda, Commissioner Pangerl seconded. Motion carried.

Minutes of Boards, Committees and Board Memos, Newsletters

1. Land Surveyor Monthly Report, December 2010.
2. East Central Regional Library Board meeting minutes, November 8, 2010.
3. Pine County HRA Sr. Housing Board Meeting minutes, November 17, 2010 and Annual Meeting minutes, November 17, 2010.
4. Meth Task Force Meeting minutes, October 11, 2010.

*****CONSENT AGENDA*****

Auditor

1. December Disbursements.

General Revenue Fund	\$ 440,058.32
Land Mgmt Fund	\$ 2,693.21
Road & Bridge Fund	\$ 639,817.67
Group Health	\$ 12,459.13
Agency Fund	\$ 8,251.00
Taxes and Penalties	\$ 2,222.50

Auditor – continued

2. Approval of new application for tobacco license in Pine County under the jurisdiction of the Auditor: Wanna Video, 108 Main Street East, Hinckley. Subject to approval of County Board and license signed as required.
3. Application for Abatement:
 - Donald Foss, 37526 Ring Rd, Sturgeon Lake, PID 22.0083.001, pay 2010.
 - Russell and Tina Prihoda, 12101 Loon Dr. Pine City, PID 28.0824.000, pay 2010.

Coordinator

1. Acknowledge and approve 3 year term re-appointment of Alan Overland and Sandra Johnson to the Extension Committee with terms ending December 31, 2013.

*****REGULAR AGENDA*****

Sheriff

Sheriff Robin Cole presented to the board to update them on the transition within the Sheriff's office. Sheriff Cole presented a letter he received commending Deputy Dan Kunz.

Coordinator

Coordinator LeBrun opened and read publicly the bids received for the 2011 legal newspaper first and second publication. Hinckley News presented a bid of \$7.20/column inch for first publication. Pine City Pioneer presented a bid of \$7.25/column inch for second publication. Commissioner Chaffee motioned to accept and award the bids as presented. Commissioner Pangerl seconded, motion carried.

Coordinator LeBrun presented a request for the appointment of Official Parliamentarian. Commissioner Carlson motioned that County Attorney John Carlson be appointed official parliamentarian to the County Board under the operating procedure of Roberts Rules of Order. Commissioner Chaffee seconded, motion carried.

Coordinator LeBrun presented the 2011 proposed payroll schedule. Coordinator LeBrun stated payroll staff has requested a one-week lead time between the end of the pay period and the pay date. Coordinator LeBrun presented proposed revisions to Section 10 of the Pine County Policy and Procedures Handbook reflecting compensation language changes. Coordinator LeBrun stated that all county employees will be notified that the changes will

become effective for the two March 2011 payrolls and added that if any employee needs assistance to coordinate dates with their financial institutions, payroll staff is available. Commissioner Pangerl motioned to approve the adoption of the payroll schedule and the policy revision reflecting said issue. Commissioner Hallan seconded, motion carried.

10. COMPENSATION

10.1 Method of Computing Pay

- a. Employees Assigned to a 40-Hour Work Week (Exempt & Non-Exempt):
To obtain an annual salary the monthly salary shall be multiplied by twelve (12). To obtain the hourly rate, the annual salary shall be divided by 2,080 hours and rounded off to the second decimal place. The hourly rate will be rounded as follows: If the third decimal place is five (5) or greater, the second decimal place shall be rounded up one (10); if less than five (5), the third decimal place shall be dropped.
- b. The Pine County Board of Commissioners shall annually determine the maximum rate for performance increase on non-union employees to be reflected on the individuals anniversary date.

10.2 Methods of Salary Payment

- a. Employees Assigned to a 40-Hour Work Week (Exempt & Non-Exempt):
Employees will be paid bi-weekly. The payroll period will be a two-week period running from 12.00 a.m. Sunday until 11:59 p.m. on Saturday. Employees hired during a payroll period will be paid through that period on the same date as all other employees. Whenever possible, pay changes will be processed at the beginning of the pay period following the effective date of the change. All employees will be considered as paid only through the current pay period.

10.3 Application of Compensation Plan

No employee shall be paid less than the established minimum nor more than the maximum rate fixed in the compensation plan for the position he/she holds. Salary schedules for Non-union positions are attached as Appendix A.

- a. Original Appointment: An employee will not be hired above the midpoint of the salary range for a position unless, after proper advertising, it has not been possible to find a qualified applicant who will accept the position at a salary amount between the minimum and midpoint of the salary range. However, in the case of Department Heads or Managerial positions, the County Board may set the salary within the range of the job classification most appropriate to attract and retain the best candidate for the position. Appointment and term of County Engineer per MN State Statue 163.07.
- b. Reallocation: When a class of positions is reallocated upward an employee shall be placed in the same relative position in the newly established salary range for the class as was held in the former salary range. When a position is reallocated downward, an employee in the class shall be permitted to continue at his/her present rate of pay during the period of incumbency (except in the event of general service-wide reductions). However, if his/her present rate does not equal the maximum for the new class, he/she shall be entitled to salary increases until he/she reaches the established maximum for the new class. Under no circumstances shall an employee receive

COLA and/or performance increases resulting in an hourly rate greater than the maximum hourly rate for their pay grade.

- c. Promotion: An employee promoted to a new position in a higher class shall receive the minimum rate for the higher class. If the rate of his/her former position is the same as or exceeds this minimum, he/she shall advance to the next step or be placed at a percentage above the rate of compensation that he/she formerly received (determined by county board); however, in no case shall a superior be paid less than a subordinate in terms of base pay.
- d. Demotion: An employee may be demoted to another position for which the employee possesses the requisite qualifications and/or the employee's hours may be reduced. A written statement of the reasons for the demotion shall be submitted to the employee at the time of demotion or reduction of hours. Demotion may take place for any of the following reasons, or for any other reason, as determined by the Department Head:
 1. When the employee would otherwise be laid off because of position elimination reclassification, lack of work, lack of funds, or the return to work of another employee from an authorized leave.
 2. When the employee does not possess the necessary qualifications to provide satisfactory performance in the position the employee currently holds.
3. When the employee voluntarily requests a transfer to a position of lower classification or voluntarily requests a transfer or deletion of certain duties in the current position, which results in reclassification to a lower class.
 4. When utilized as part of a disciplinary action.
 5. When it is in the best interest of the County to do so.

For the purposes of demotion, a vacant position does not include a position, which has been publicly announced and open to competitive examination/evaluation. It does include positions within the employee's current department, which are not promotional in nature, or other positions within the County, which are subject to Internal County posting. Employees subject to proposed demotion shall not have preference over other County employees with respect to vacant positions.

Employees who are demoted may have their salaries adjusted downward, consistent with the new position.

When an employee is demoted, the employee shall serve a six (6) month probationary period in the new position during which time the employee may utilize fringe benefits accrued from their prior position. Should the employee prove to be incompetent, ineffective or unsuitable for the position, and no other suitable position openings exist in the organization to which the employee may be transferred or demoted the employee shall be terminated. An employee involuntarily demoted may appeal using the grievance procedure.

- e. Transfer: If an employee is transferring to a position in the same class in another department, he/she shall receive the same rate of compensation he/she received in the former position.

10.4 Pay Anniversary Date

An employee appointed, promoted, demoted, reclassified, or transferred shall have a pay anniversary date on the date of the appointment, promotion, demotion, reclassification, or transfer.

10.5 Anniversary Date Pay Increase

Pay increases for employees not at the top of their pay range shall take effect on the pay anniversary date of each employee affected unless the department head and/or county board certifies to Human Resources that the employee's work performance or conduct does not justify granting such increase. In such cases, the employee shall be notified in writing to this effect by their department head and/or County board.

Non-union employees graded at a "C" level or above on their annual review, may receive salary adjustments above the level set by the County Board only if exceptional circumstances exist and adjustment is approved by the Human Resources Manager and Personnel Committee. Exceptional circumstances are to include a demonstrated history of inability to retain employees within a specified classification.

10.6 Payroll Deductions

The County will attempt to equally divide payroll deductions between two checks of each month.

Coordinator LeBrun presented a request to require county employees to receive payroll compensation via direct deposit. Coordinator LeBrun discussed staff time and product savings. Coordinator LeBrun stated that employees are allowed to designate up to three financial institutions and will have until April 1st to provide payroll with account information. Commissioner Hallan motioned to approve the requirement of direct deposit for all county employees effective April 2011. Commissioner Pangerl seconded. Commissioner Carlson noted opposition. Motion carried.

Auditor

County Auditor Cathy Clemmer presented for approval and adoption a resolution setting the 2011 percentage of receipts of tax forfeited lands for timber development. Commissioner Carlson motioned to approve and adopt the resolution as presented setting the rate for 2011 at 10 percent. Commissioner Chaffee seconded. Resolution passes unanimously.

Resolution 010411-01

WHEREAS, a percentage of profits generated from tax forfeited lands should be apportioned to timber development to cover the expected costs of land management projects with remaining monies being distributed in accordance to M.S. 282.08.

BE IT RESOLVED, the Pine County Board of Commissioners hereby avails itself of M.S. 282.08 by setting aside 10 percent (10%) of the tax forfeited receipts for the year 2011 for timber development of tax forfeited lands.

Veteran's Services

Veteran's Service Officer Dean Dronen presented a grant contract in the amount of \$2800.00 which would be used to purchase one computer, monitor, scanner and shredder. Commissioner Chaffee motioned to approve the grant contract as presented. Commissioner Pangerl seconded, motion carried.

Public Works

County Engineer Pete Eakman provided background regarding 540th Street. Engineer Eakman stated Chisago County refuses to perform maintenance on said road and that the Pine County Board has directed the Highway Department maintain it to a safe level for its residents until the issue is resolved. Coordinator LeBrun spoke to the resolution that states who should be maintaining the road and that it can not be abandoned if maintained. County Attorney John Carlson spoke on state statute regarding the matter. 540th resident present stated she has been placing signs on the roadway where travel is dangerous. Board consensus is to have pertinent Pine and Chisago County staff meet to come to a resolution.

Commissioner Carlson motioned to adjourn regular session at 11:27 a.m. Commissioner Pangerl seconded, motion carried.

Commissioner Pangerl motioned to open the Regional Railroad Authority Annual meeting at 11:28 a.m. Commissioner Chaffee seconded, motion carried.

Pine County Regional Railroad Authority Annual Meeting

Chairman Rossow opened the meeting at 11:28 a.m. Commissioner Carlson updated the board on the NLX project and recommended continued support. Commissioner Carlson motioned to approve the 2011 payment as requested in the amount of \$24,000. Discussion was held on proposed routes and costs. Motion carried.

Commissioner Carlson updated the board on the Rushline Corridor stating bus service has been started but ridership numbers are lower and it is requiring subsidy by the Metropolitan Council. Commissioner Carlson stated that with Met Council monies and requirement the project will be re-evaluated to determine its future. Commissioner Hallan commented that Arrowhead Transit began operations in Pine County January 3, 2011. Commissioner Carlson motioned to authorize payment of Rushline Corridor Task Force dues for 2011. Commissioner Hallan seconded, motion carried.

Commissioner Carlson motioned to adjourn the Regional Railroad Annual meeting. Commissioner Pangerl seconded, motion carried.

Upcoming meetings announced as follows:

Personnel Committee meeting, Monday, January 10, 2011, 9:00 a.m. Coordinator's office conference room, Pine County Courthouse, Pine City, MN

Pine County Health and Human Services Board meeting, Tuesday, January 18, 2011, 10:00 a.m. Public Health Building, Sandstone, MN

Arrowhead Counties Association meeting, Wednesday, January 19, 2011, 6:00 p.m. Hampton Inn, Duluth.

Commissioner Hallan motioned to proceed into closed session to discuss labor negotiations at 12:09 p.m. Commissioner Chaffee seconded, motion carried.

Commissioner Carlson motioned to conclude closed session at 1:28 p.m. Commissioner Hallan seconded, motion carried.

With no further regular business to conduct, Chairman Rossow adjourned the regular Board of Commissioners meeting at 1:29 p.m. until the next regularly scheduled Board of Commissioner's meeting; January 18, 2011 at 1:00 p.m. at the Public Health Building, Sandstone, MN

Mark LeBrun, Coordinator
Clerk to County Board

Curt Rossow, Chair
Board of County Commissioners