



AGENDA
PINE COUNTY BOARD MEETING

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|------------|----------------------|
| District 1 | Commissioner Hallan |
| District 2 | Commissioner Mohr |
| District 3 | Commissioner Chaffee |
| District 4 | Commissioner Rossow |
| District 5 | Commissioner Ludwig |

Tuesday, January 19, 2016, 10:00 a.m.
Board Room, Pine County Courthouse
Pine City, Minnesota

- A) Call meeting to order
- B) Pledge of Allegiance
- C) Public Forum. Members of the public are invited to speak on items not on the agenda. Each speaker should state his/her name and limit comments to three (3) minutes.
- D) Adopt Agenda
- E) Approve Minutes of January 5, 2016 County Board Meeting and Summary for publication.
- F) Minutes of Boards, Committees and Correspondence
 - Minnesota Department of Health Recognition - Kanabec-Pine Community Health Board Withdrawal
 - East Central Regional Library Minutes – December 14, 2015
- G) Approve Consent Items

CONSENT AGENDA

The consent agenda is voted on without any discussion. Any commissioner may request an item be removed and added to the regular agenda.

1. Review December, 2015 Cash Balance (attached)

Fund	December 31, 2014	December 31, 2015	Increase(Decrease)
General Fund	3,661,974.35	5,429,219.08	1,767,244.73
Health and Human Services Fund	308,137.69	763,535.59	455,397.90
Road and Bridge Fund	1,571,228.77	1,220,273.91	(350,954.86)
Land Management Fund	2,089,547.86	957,992.51	(1,131,555.35)
TOTAL (inc non-major funds)	9,858,890.57	11,798,455.20	1,939,564.63

2. Application for Abatement

Consider Application for Abatement for Carly Storebo, 4582 Main St., Bruno, MN, PID 36.5093.000, pay 2015.

3. Application for Exempt Permit

Consider Application for Exempt Permit for the Finlayson Giese Sportsmen Club to conduct Minnesota lawful gambling on May 21, 2016 at the Finlayson Giese Sportsmen’s Club, 70172 Norway Spruce Road, Finlayson, Minnesota (Pine Lake Twp.).

4. 2015 Budget Adjustments

Consider approval of the 2015 budget adjustments as follow:

2015 Budget Adjustments - 1-19-2016

Law Library Dept 020

01.020.5510	4,100	Law Library Fees	from \$21,500 to \$25,600
01.020.6263	1,000	Pro & Tech Services	from \$7,500 to \$8,400
01.020.6452	3,100	Books, Materials, etc	from \$13,900 to \$17,000

IT Dept 061

01.061.5860	15,000	Refunds & Reimb	from \$5,000 to \$20,000
01.061.6660	15,000	Equip & Furniture	from \$115,000 to \$130,000

Sheriff Dept 201

01.201.5751	25,000	Gifts & Contributions	from \$90,000 to \$115,000
01.201.6107	25,000	Overtime	from \$150,000 to \$175,000

**Cross Dept Transfers -
General Fund**

01.391.6103	(12,829)	SW Salaries	from \$39,895 to \$27,066
01.107.6803	10,700	Zoning Program Exp	from \$33,501 to \$44,201
01.107.6241	2,129	Zoning Training	from \$1,000 to \$3,129
01.105.6379	(4,000)	Assessor Tax Court	from \$4,000 to \$0
01.107.6163	2,000	Zoning PERA	from \$1,901 to \$3,901
01.107.6334	2,000	Zoning Mileage	from \$1,000 to \$3,000
01.105.6202	(2,000)	Assessor Postage	from \$2,800 to \$800
01.107.6163	2,000	Zoning FICA	from \$3,901 to \$5,901

Land Fund 22

22.703.5883	1,100,00	0	FF Property	from zero to \$32,925
22.703.6906	700,000		Apport to Other Govts	from \$300,000 to \$1,000,000
22.703.6940	400,000		Intergov't Pymts	from \$300,000 to \$700,000

5. Cancellation of 2013 Outstanding Warrants

Consider cancellation of 2013 outstanding warrants.

6. 2016 Waste Hauler Licenses

Consider approval of 2016 waste hauler licenses for the following: East Central Sanitation, Jim's Mille Lacs Disposal, Matt's Sanitation, Mike's Sanitation, Veit Disposal Systems, LePage & Sons, Inc., Jones Construction, Mille Lacs Band of Ojibwe, Ron's Roll Offs, and Curt's Roll Offs and authorize Board Chair to sign.

7. Donation

Accept \$2,500 donation from New Horizon's Thrift Store, \$100 donation from Sebald Motors of Askov, and \$100 donation from Lee's Pro Shop and designate to the Pine County Sheriff's Office K-9 program; to be used to help offset expense of canine program.

8. Appointment to East Central Regional Library Board

Approve reappointment of Judy Scholin as a citizen trustee on the East Central Regional Library Board, first term, for a three-year period, effective January 1, 2016 through December 31, 2018.

9. Prosecution Contract – City of Pine City (2016)

Consider approval of the Agreement for Prosecution Services with the City of Pine City in the amount of \$11,000 for calendar year 2016. Authorize Board Chair and County Auditor to sign.

10. New Hire

- A. Authorize the hiring of Cassandra Palmer, part-time dispatcher, effective January 11, 2016, \$17.11 per hour, grade B23.
- B. Authorize the hiring of Jessica Fehlen, registered nurse, effective January 20, 2016, \$23.21 per hour, grade C42, step 3.
- C. Authorize the hiring of Sarah Oswald, PHN, effective February 8, 2016, \$23.21 per hour, grade C42, step 3.
- D. Authorize the hiring of Damien Louis, social worker, effective January 29, 2016, \$21.97 per hour, grade C42, step 2.
- E. Authorize the hiring of Andrea Wiener, social worker, effective January 20, 2016, \$20.74 per hour, grade C42, step 1.

11. Training

- A. Consider Public Health Supervisor Lori Fore to attend the Leadership Core Training offered through the MN Department of Human Services, on the following dates in 2016: February 22, March 21, April 18, May 16, June 20, and December 5, in Red Wing. Lodging costs will be shared with another employee attending (approved at 1/5/16 board meeting) the meeting. No registration fee or mileage as county car being used. Total cost of meals not to exceed \$204. Funds are available in the Kanabec-Pine Community Health Budget for meals and half the cost of lodging (approximately \$255). Total maximum cost: approximately \$459.
- B. Consider GIS/Environmental Tech Joe Sanders and Land & Resources Manager Caleb Anderson to attend Basic Design of Onsite Systems February 23-26, 2016 in Grand Rapids, Minnesota. Cost of course: \$440 per person; lodging: \$195 per person; meals: up to \$121 per person. Total cost: \$756 per person. Funds are available in the 2016 Zoning budget.

REGULAR AGENDA

1. Facilities Committee

Pine County Facilities Committee met January 6, 2016 and made the following recommendation (Minutes Attached):

- Approve the lease agreement between the Pine County Sheriff's Office and the Hinckley Fire Hall for January 1, 2016 through December 31, 2016 in the amount of \$6,000.

Other items are for informational purposes only.

2. Personnel Committee

Pine County Personnel Committee met January 12, 2016 and made the following recommendations (Minutes attached):

Jail

Acknowledge the resignation of Andrea Stephani, full-time corrections officer, effective December 23, 2015 and authorize backfill.

PCSO

Authorize the filling of current dispatcher vacancies.

HHS

Approve the public health supervisory job description, including CHS Administrator duties and to use the pay range from the non-union D61 grade.

Attorney

Authorize the hiring of an additional assistant county attorney. This position is funded in the 2016 Attorney's Office budget.

Probation

Authorize the creation of a Team Leader position in lieu of back fill of the .4 FTE vacancy position.

Administrator

Authorize the amendment of the Section 7.8 of the Pine County Policies & Procedures to allow cash out of Paid Time Off (PTO) for all non-union employees.

Other items are for informational purposes only.

3. Request for Proposal for Computer System

Consider approval of Request for Proposal for Computer System.

4. Commissioner Updates

Law Library

GPS 45:93 Update by Dr. Musgrove

Soil & Water Conservation District

East Central Solid Waste Commission

East Central Regional Library

Methamphetamine Task Force

5. Other

6. Upcoming Meetings –(Subject to Change) CHANGE THESE

- a. **CANCELLED: Technology Committee, Tuesday, January 19, 2016, 8:30 a.m.,** Commissioners' Conference Room, Courthouse, Pine City, Minnesota.
- b. **Pine County Board Meeting, Tuesday, January 19, 2016, 10:00 a.m.,** Board Room, Courthouse, Pine City, Minnesota.
- c. **Special Meeting-Committee of the Whole (City-County Relations), Tuesday, January 19, 2016, 7:00 p.m.,** Jury Assembly Room, Courthouse, Pine City, Minnesota.

- d. **NE MN Regional Radio Board, Thursday, January 20, 2016, 10:00 a.m.**, St. Louis County Emergency Operations Center, Pike Lake Facility, Duluth, Minnesota. (Chief Deputy Widenstrom attending).
- e. **NLX, Wednesday, December 16, 2015, 10:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota.
- f. **Kanabec-Pine Community Health Board, Wednesday, January 20, 2016, 1:00 p.m.**, Board Room, Pine County Courthouse, Pine City, Minnesota. (Note change in time).
- g. **Arrowhead Counties Association, Wednesday, January 20, 2016, 6:00 p.m.**, Hampton Inn, Duluth, Minnesota.
- h. **Extension Committee, Thursday, January 21, 2016, 3:00 p.m.**, Public Health Building, Sandstone, Minnesota.
- i. **Rush Line Task Force, Thursday, January 21, 2016, 3:30 p.m.**, Ramsey County Parks and Rec Training Room, 2915 Van Dyke Street, Maplewood (behind Aldrich Arena).
- j. **Snake River Watershed, Monday, January 25, 2016, 9:00 a.m.**, Kanabec County Courthouse, Mora, Minnesota.
- k. **Lakes & Pines CAC, Monday, January 25, 2016, 10:00 a.m.**, 1700 Maple Avenue E., Mora, Minnesota.
- l. **Special Meeting-Committee of the Whole (Soil Survey & Strategic Planning), Tuesday, January 26, 2016, 9:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota.
- m. **NLX, Wednesday, January 27, 2016, 10:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota.
- n. **Central EMS Committee, Friday, January 29, 2016, 10:00 a.m.**, Stearns County Service Center, 3301 Co. Rd. 138, So. Entrance, Rm. 121, Waite Park, Minnesota.
- o. **Pine County Board Meeting, Tuesday, February 2, 2016, 10:00 a.m.**, Public Health Building, Sandstone, Minnesota.
- p. **Legislative Update, Tuesday, February 2, 2016, 1:00 p.m.**, Public Health Building, Sandstone, Minnesota.

➤ **Board to Recess and Reconvene as– Committee of the Whole**

1. 2016 Aquatic Invasive Species (AIS) Plan

- Discussion of activities to include in AIS Plan.
- Consider approving Resolution 2016-03 adopting the 2016 AIS Plan
- Consider approving Minnesota DNR Delegation Agreement for AIS Prevention Inspections and authorize Board Chair to sign

2. Shoreland and Septic Ordinance Changes

- Discussion of proposed ordinance changes
- Schedule a public hearing for February 16, 2016 for the ordinance changes and codified Shoreland Management Ordinance.

3. Updates on Recycling Program

- Discuss options for improving recycling rates in Pine County.
- Consider authorizing County Planning and Zoning staff to apply for a grant to assist in improving recycling rates in Pine County.

7. Adjourn