



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, June 21, 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 June 7, 2016 County Board Meeting and Summary for publication.
- F) Minutes of Boards, Committees and Correspondence
None.
- 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 May, 2016 Cash Balance (attached)

Fund	May 31, 2015	May 31, 2016	Increase(Decrease)
General Fund	(756,779.51)	619,863.81	1,376,643.32
Health and Human Services Fund	(1,115,204.54)	(699,706.83)	415,597.71
Road and Bridge Fund	3,711,129.32	2,306,925.03	(1,404,204.29)
Land Management Fund	2,320,984.29	1,307,021.77	(1,013,962.52)
TOTAL (inc non-major funds)	17,342,409.89	19,490,052.07	2,147,642.18

2. Application for Exempt Permit

- A. Consider Application for Exempt Permit for Pine Technical & Community College Foundation to conduct Minnesota lawful gambling on October 21, 2016 at the Northwest Fur Post, 12551 Voyageur Lane, Pine City, MN (Pokegama Twp).

- B. Consider Application for Exempt Permit for Kerrick Firefighters Relief Association to conduct Minnesota lawful gambling on November 12, 2016 at the Tavern in Duquette, 88159 State Hwy. 23, Kerrick, MN (Kerrick Twp).

3. Approval of Licenses

Consider approval of the following:

- A. Renewal of 3.2 Licenses:
 - i. Ray & Marge's Resort
 - ii. Duquette General Store
- B. New Tobacco License:
 - i. Bear's Den

4. Application for Repurchase

- A. Consider Resolution 2016-31 for the repurchase of tax forfeited land on a 10-year contract for Joshua Hiler and authorize Board Chair and County Auditor to sign.
- B. Consider Resolution 2016-32 for the repurchase of tax forfeited land in full for Kemp T. and Dawn M. Terry Jr. and authorize Board Chair and County Auditor to sign

5. Recount Grant Agreement – Primary and General Elections

Consider approval of the Primary Election and General Election Grant Agreements and authorize Board Chair and County Auditor-Treasurer to sign. Contractors will be paid four cents for each ballot handled in the course of any recount covered by the agreements.

6. Donations

Consider acceptance of donations for the K-9 program from the following: Susan K. and Douglas Beckstrand, \$1,000; Knights of Columbus Pine City Council #2357, \$1,000; and WE-Pay (Go Fund Me donations for Race for the K-9) \$45.75.

7. Health and Human Services (HHS) and Therapeutic Services Agency (TSA) Contract

Consider approval of contract between HHS and TSA for access to child psychiatry services. The contract period is May 1, 2016 through December 31, 2016, with a cost of \$1,000 per month. Authorize Board Chair, County Administrator and Health and Human Director to sign.

8. New Hire/Promotion

- A. Approve the hiring of Malisa Tollefson as a social worker, effective June 22, 2016, \$20.74 per hour, Step 1, C42.
- B. Approve Correction Officer Bailey Ballou promotion to full-time status effective June 26, 2016. No change in grade or wage.

9. Training

- A. Consider IT Supervisor Ryan Findell to attend the 2016 MNCITLA Annual Conference, July 13-15, 2016 in Granite Falls, Minnesota. Registration and lodging included with membership fee; mileage approximately \$187. Funds are available in the 2016 IT budget.
- B. Consider Property Appraiser Molly Benoit to attend Appraisal Principles, Appraisal Procedures, and Mass Appraisal to complete her Certified Minnesota Assessor License requirements. The courses are offered in St. Cloud during August and September. Registration: \$430 for each course; Lodging: (3 nights for Appraisal Principles and Appraisal Procedures and 4 nights for Mass Appraisal): \$830 plus taxes; Meal Reimbursement: Up to \$150 (dinner only, breakfast and lunch included with registration). Mileage: county vehicle to be used/no mileage incurred. Funds are available in the 2016 Assessor budget.

REGULAR AGENDA

1. Facilities Committee

Pine County Facilities Committee met June 1, 2016 and made the following recommendation (Minutes attached):

- A. City of Pine City Lease/Purchase of Government Center: It was the consensus of the committee to (1) request further information from the city as to their ideas for management structure of the property if a floor is sold, as well as the city's ideas for terms to lease space back to the county, (2) offer to maintain the rent at \$50,000 for 2017, 2018, and 2019 to give the parties more opportunity to consider options, including the possibility of a long-term lease from the county to the city.
- B. Sheriff's Office Impound Lot: It was the consensus of the committee to install a camera system at the existing lot at a cost of approximately \$1,000.

Other items are for informational purposes only.

2. Personnel Committee

Pine County Personnel Committee met June 14, 2016 and made the following recommendations (Minutes attached):

Probation

- A. Acknowledge the resignation of Corrections Agent Karly Kostich effective June 10, 2016, and authorize backfill of the position effective June 20, 2016 to allow new hire to attend training, with board ratification of hire on June 21, 2016.

Jail

- A. Acknowledge the retirement of Jail Administrative Rick Boland effective June 17, 2016.
- B. Approve backfill of Jail Sergeant position left vacant by Rodney Williamson's promotion to Jail Administrator, and backfill any subsequent vacancies that may occur from internal promotions.
- C. Acknowledge the resignation of part-time Corrections Officer Kelly Swenson effective June 3, 2016 and authorize backfill of the position.
- D. Authorize addition of one (1) part-time Court Security Officer at \$13.67 per hour (Grade B22) due to increase in the Pine County District Court judge coverage.

Administration

- A. Adopt policy changes to Section 10 of the Pine County Personnel and Procedures as presented.

Other items are for informational purposes only.

3. Introduction of Kathy Filbert, Community Health Services/Public Health Supervisor

4. Pine County Public Health Planning Committee

The Pine County Public Health Planning Committee met June 14, 2016 and made the following recommendations: (Minutes Attached).

- A. Approve of a resolution creating the Pine County Community Health Board, to be approved by the Pine County Board.
- B. Approve the Pine County Community Health Board Bylaws.
- C. Approve a resolution appointing Kathy Filbert as the Agency and Community Health Administrator of the Pine County Community Health Board.

5. Resolutions Pertaining to Pine County Public Health

Consider approval of Resolution 2016-29 Creating a Pine County Community Health Board (on an interim basis, and as an official basis effective January 1, 2017), and Resolution 2016-30 Appointing of Kathy Filbert as the Agency and Community Health Administrator for the Pine County Community Health Board. Authorize Chair and County Administrator to sign resolutions.

6. Human Resource Information Software

Presentation by Human Resource Manager Connie Mikrot and IT Supervisor Ryan Findell. Consider acquisition of Kronos Workforce Ready HR system at an annual cost of \$23,925 with a one-time fee of \$6,000, subject to final contract review and approval of the county attorney. Authorize Board Chair and County Administrator to sign. Funds are available in the 2016 Administration budget.

7. Appointment to Pine County Planning Commission

Consider appointment, by Chair Rossow, of Rick Williams to the Pine County Planning Commission, District 3, due to the resignation of the current District 3 representative. Term length from June 22, 2016 through December 31, 2019.

8. Award Contract #1601

Award bid for Contract #1601 to lowest responsible bidder as determined by the County Engineer for the following:

- CP 058-006-001 CSAH 6, between CSAH 5 and CSAH 7
- CP 058-061-005 CSAH 61, between CSAH 11 and Snake River
- SAP 058-601-008 CSAH 1, between TH 70 to So County Line
- SAP 058-601-009 CSAH 1, between TH 70 and CSAH 5
- SAP 058-605-008 CSAH 5, between CR 112 and CSAH 1
- SAP 058-605-009 CSAH 5, between CSAH 1 and CSAH 6

9. Commissioner Updates

Central Minnesota Jobs and Training
East Central Solid Waste Commission
East Central Regional Library
Congress Comes to You
Kanabec-Pine Community Health Board
Board of Appeal and Equalization

10. Other

AMC District 1 Meeting Update (Laura Stylski/Probation)

11. Upcoming Meetings –(Subject to Change)

- a. **Technology Committee, Tuesday, June 21, 2016, 8:30 a.m.**, Commissioners' Conference Room, Courthouse, Pine City, Minnesota.
- b. **Pine County Board Meeting, Tuesday, June 21, 2016, 10:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota.
- c. **NLX, Wednesday, June 22, 2016, 10:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota.
- d. **Northeast Regional Radio Board, Thursday, June 23, 2016, 10:00 a.m.**, Hibbing Fairview Plaza, Hibbing, Minnesota. (Chief Deputy Widenstrom will be attending this meeting)
- e. **Snake River Watershed, Monday, June 27, 2016, 9:00 a.m.**, Kanabec County Courthouse, Mora, Minnesota.
- f. **East Central Regional Development Commission (annual meeting), Monday, June 27, 2016, 5:30 p.m.**, 100 Park Street So., Mora, Minnesota.
- g. **Special Meeting-Committee of the Whole, Tuesday, June 28, 2016, 9:00 a.m.**, Duquette Community Hall, 88179 State Hwy. 23, Kerrick, Minnesota.
- h. **Land Advisory Committee, Wednesday, June 29, 2016, 9:00 a.m.**, 1602 Hwy 23 North, Sandstone, Minnesota.

i. **Pine County Board Meeting, Tuesday, July 5, 2016, 10:00 a.m.**, Pine County History Museum, 6333 H C Andersen Alle, Askov, Minnesota.

12. **Closed Meeting pursuant to M.S. 13D.05, Subd. 3(b) (attorney/client privilege) to discuss pending litigation and strategy relating to same.**

➤ **Board to Recess and Reconvene as a Committee of the Whole – Health & Human Services Update**

13. **Adjourn**