



AGENDA
PINE COUNTY BOARD MEETING

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

Tuesday, August 19, 2014, 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 August 5, 2014 County Board Meeting and Summary for publication.
- F) Minutes of Boards, Committees and Correspondence
 ECRL Library Board Minutes – June 9, 2014
- 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 July, 2014 Cash Balance (attached)

| Fund | July 31, 2013 | July 31, 2014 | Increase(Decrease) |
|--------------------------------|---------------|---------------|--------------------|
| General Fund | 2,143,061.42 | 2,703,601.17 | 560,539.75 |
| Health and Human Services Fund | 1,425,549.80 | 474,496.28 | (951,053.52) |
| Road and Bride Fund | 7,901,318.05 | 8,828,215.57 | 926,897.52 |
| Land Management Fund | 1,524,926.87 | 1,035,697.27 | (489,229.60) |
| TOTAL (inc non-major funds) | 13,882,655.98 | 14,727,318.49 | 844,662.51 |

2. Liquor License

Consider approval of On/Off/Sunday liquor license for Halfway Home Saloon f/k/a Banning Junction. Subject to approval of township, Pine County Sheriff, Pine County Attorney and State of Minnesota; authorize Board Chair to sign.

3. Liquor Licenses for September 1, 2014-August 31, 2015

Consider approval of the following yearly liquor licenses expiring August 31, 2014, subject to Pine County ordinances and all subject to township, Pine County Sheriff, Pine County Attorney, and State of Minnesota approval:

Wings North--On Sale & Sunday; Tanks Tavern-Cloverdale-- Off Sale, On Sale & Sunday; Nickerson Bar & Motel—Off Sale, On Sale & Sunday; Marathon of Beroun—Off Sale; Pine City Country Club—On Sale & Sunday; West Beroun Liquor, LLC—Off Sale; Kurtz’ Muffies on the Lake, LLC—Off Sale, On Sale & Sunday; Doc’s Sports Bar & Grill—Off Sale, On Sale & Sunday; Chengwatana Country Club, LLC—Off Sale, On Sale & Sunday; Moose Lake Golf Club—On Sale & Sunday; The Tavern in Duquette—Off Sale, On Sale & Sunday; Countryside Campground—On Sale, Off Sale & Sunday; Sturgeon Lake Golf Course—On Sale, Off Sale and Sunday; and Pokegama Liquors—Off Sale.
Authorize Board Chair to sign.

4. Training

- A. Consider approval of Sr. Environmental Tech/Zoning Administrator Edward Melzark to attend the MACPZA Annual Conference September 24-26, 2014 in Rochester. Cost: \$160 (meals and registration) and hotel expenses of \$258+tax (3 nights). All costs are within the 2014 Zoning Office Budget.
- B. Consider Assessor’s Office Clerk III Kim Kylander to attend the Summer MAAP workshop August 21-22, 2014 in Mankato. Cost: workshop/\$75, \$154+tax for 2 nights lodging, and \$165.86 mileage expense. All costs are within the 2014 Assessor’s Office budget.
- C. Consider County Recorder/Registrar Tammy Tricas to attend the 2014 Fall Torrens Workshop October 22, 2014 in St. Cloud. Cost: \$35, inclusive of lunch; no mileage expense as county car will be used. Funds are available in the 2014 Recorder’s Office budget.
- D. Consider Probation Director Terry Arola to attend MCA training October 22-24, 2014 at Grand View Lodge. Cost: conference fee \$255; lodging cost: \$65.57 per night for two nights (double occupancy). Total cost: \$386.14. Funds are available in the 2014 Probation budget.

5. Personnel (Full-Time Status/Completion of Probationary Period)

Consider approval of full-time status for Eligibility Worker Lori Anderson, effective August 18, 2014.

6. Transfer of Corrections Officers

Consider promotion of part-time Corrections Officer Matthew Seamon to full-time Corrections Officer, effective August 24, 2014. Classification to remain as B23 and wage to remain as \$16.04 per hour.

7. Recognition of Retirement for PERA Eligibility

Recognition of retirement (for PERA eligibility) of John Jacobson, Highway Maintenance Worker for the Public Works department with over 27 years of service to Pine County, effective August 28, 2014.

REGULAR AGENDA

1. Facilities Committee

The Pine County Facilities Committee met August 6, 2014. (Minutes Attached). A motion was approved to increase the insurance deductible to \$5,000.

The remaining items are for informational purposes only.

2. Transportation Committee

The Pine County Transportation Committee met August 7, 2014 and made the following recommendations (Minutes attached):

- A. The County Engineer to present to the full board the 2015-2019 Highway Improvement Plan.
- B. County Engineer to bring to the Personnel Committee for discussion the pending retirements within the Public works department.
- C. To proceed with the process of the demolition of the old jail.

3. **Personnel Committee**

Personnel Committee met August 12, 2014 and made the following recommendations (Minutes attached):

Sheriff

Acknowledge the termination of probationary deputy sheriff Brian Butler and approve backfill of position, effective July 17, 2014.

Jail

- i. Approve the hiring of one (1) sergeant (bringing sergeant count to six) and backfill of position.
- ii. Approve the hiring of one (1) part-time secretary, 20 hours or less per week, B21 with starting wage of \$12.39 per hour.
- iii. Acknowledge resignation of Corrections Officer Dan Maish and approval internal promotion of part-time corrections officer, with backfill.

Highway

Approval internal replacement of vacated highway maintenance supervisor.

Zoning

Approve the move of the Zoning/Solid Waste Office to the Pine County Courthouse.

Administrator:

- i. Approve the addition of Section 5.7 “Acting County Administrator” section to the Pine County Policies and Procedure Manual.
- ii. Approve the classification and compensation study RFP.
- iii. Approve performance wage increase from \$20.43 to \$21.25 for IT Supervisor Ryan Findell.

Other items are for informational purposes only.

4. **Sub-Grant Agreement**

Consider approval of Resolution 2014-38 authorizing David J. Minke, County Administrator to execute and sign sub-grant agreements necessary to implement the purchase of additional flood properties and authorize Board Chair and County Administrator to sign.

5. **Aquatic Invasive Species (AIS) Plan**

Consider approval of Resolution 2014-39 adopting the 2014 Aquatic Invasive Species Plan and authorize Board Chair and County Administrator to sign.

6. **2015-2019 Highway Improvement Plan**

Consider approval of the 2015-2019 Highway Improvement Plan.

7. **Commissioner Updates**

Soil & Water District - 8/7/14 – meeting cancelled
East Central Solid Waste Commission (8/11/14)
East Central Regional Library Board (8/11/14)
Pine County Law Library Board (8/13/14)
Other

8. **Other**

9. **Upcoming Meetings –(Subject to Change)**

- a. **AIS Training, Monday, August 18, 2014, 1:00 p.m.**, Public Health Building, Sandstone, Minnesota.
- b. **Technology Committee, Monday, August 19, 2014, 8:30 a.m.**, Commissioners’ Conference Room, Courthouse, Pine City, Minnesota.
- c. **Pine County Board Meeting, Tuesday, August 19, 2014, 10:00 a.m.**, Boardroom, Pine County Courthouse, Pine City, Minnesota.
- d. **Pine County Health and Human Services Meeting, Tuesday, August 19, 2014, 1:00 p.m.**, Boardroom, Pine County Courthouse, Pine City, Minnesota.

- e. **Rush Line Task Force, Thursday, August 21, 2014, 3:30 p.m.**, Maplewood Community Center, 2100 White Bear Ave. N, Maplewood, MN 55109.
- f. **GPS 45:93, Friday, August 22, 2014, 10:00 a.m.**, ECRDC, 100 Park St. So., Mora, Minnesota.
- g. **Snake River Watershed Joint Powers Board, Monday, August 25, 2014, 9:00 a.m.**, Kanabec County Courthouse, Mora, Minnesota.
- h. **East Central Regional Development Commission (ECRDC), Monday, August 25, 2014, 7:00 p.m.**, 100 Park St. So., Mora, Minnesota.
- i. **Budget Committee, Tuesday, August 26, 2014, 9:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota.
- j. **NLX, Wednesday, August 27, 2014, 10:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota.
- k. **Ad Hoc Committee – Pine/Kanabec, Wednesday, August 27, 2014, 12:00 p.m.**, Mora, Minnesota.
- l. **NE Regional Radio Board Meeting, Thursday, August 28, 2014, 10:00 a.m.**, Video Conference, Courthouse, Pine City, Minnesota.
- m. **Board of Appeals and Equalization Training, Thursday, August 28, 2014, 6:00 p.m.**, Isanti County Government Center, Cambridge, Minnesota.
- n. **Central Minnesota Regional EMS Committee, Friday, August 29, 2014, 10:00 a.m.**, Stearns County Service Center, 3301 County Road 138, Waite Park, Minnesota.
- o. **Pine County Board Meeting, Tuesday, September 2, 2014, 1:00 p.m.**, Public Health Building, Sandstone, Minnesota.
- p. **AMC Fall Policy Conference, September 3 & 4, 2014**, Arrowood Resort, Alexandria, Minnesota.
- q. **Budget Committee Meeting, Tuesday, September 9, 2014, 9:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota.
- r. **Committee of the Whole/Road Tour, Tuesday, September 30, 2014**, Pine County Historical Museum, Askov, Minnesota.

10. Adjourn