

AGENDA

PINE COUNTY BOARD MEETING

- District 1 Commissioner Hallan (Chair)
- District 2 Commissioner Pangerl
- District 3 Commissioner Chaffee
- District 4 Commissioner Rossow
- District 5 Vacant

Tuesday, June 18, 2013, 10:00 a.m.
Boardroom, 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. Each speaker should state his/her name and limit comments to three (3) minutes.
- D) Approve Agenda
- E) Approve Minutes of June 4, 2013 board meeting and Summary for publication.
- F) Approve Minutes of the June 3, 2013 special meeting and June 4, 2013 special meeting Committee of the Whole.
- G) Minutes of Boards, Committees and Correspondence
 - Pine County Soil & Water Conservation District Board Meeting – May 9, 2013
 - University of Minnesota Extension – Pine County Update – June, 2013
- H) Approve Consent Agenda

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, 2013 Cash Balance (attached)

Fund	May 31, 2012	May 31, 2013	Increase(Decrease)
General Fund	-1,737,183.72	-2,136,132.50	(398,948.78)

Health and Human Services Fund	1,029,022.31	332,874.00	(696,148.31)
Road and Bridge Fund	6,884,383.78	6,431,447.43	(452,936.35)
Land Management Fund	1,041,580.45	1,660,026.98	618,446.53
TOTAL (inc non-major funds)	\$22,184,358.33	\$21,045,691.80	(\$1,138,666.53)

2. Applications for Abatement:

Consider:

- a. Samuel Hertogs Trust, Mission Creek Twp., PIDs 18.5138.000-18.5159.000, pay 2012 & 2013
- b. Victor Sundquist, Hinckley Twp, PID 15.0139.000, pay 2013

3. Application for Exempt Permit

Consider Application for Exempt Permit for the Moose Lake Chamber of Commerce to conduct Minnesota lawful gambling on October 18, 2013 at the Moose Lake Golf Course, 35311 Parkview Drive, Sturgeon Lake, MN (Windemere Twp.).

4. Resolution for Repurchase of Tax Forfeited Land

Consider Resolution 2013-25 for Repurchase of Tax Forfeited Land in full, Eagle Deer Reserve, PID 26.5384.000, and authorize Board Chair and County Auditor to sign.

5. Liquor License

Consider 3.2 Liquor License for: Ray & Marge’s Resort (Windemere Township), Duxbury Store (Wilma Township), Duquette General Store (Kerrick Township), Birch Creek Golf Course (Sturgeon Lake Township). Subject to approval of the County Board, Pine County Sheriff, Pine County Attorney and the township board of each applicant.

6. Police Officer Declaration – PERA

Consider Resolution 2013-24, Public Employees Retirement Association Police Officer Declaration for former deputy sheriff Tory Bertelson. This declares that Tory Bertelson met all of the requirements of the Police and Fire Plan membership requirements from June 20, 2011 through October 22, 2011; authorize Board Chair to sign Resolution 2013-24.

7. Soo Line South Rehabilitation Project #140-11-2D

Accept Soo Line South Rehabilitation, Project #L140-11-2D grant in the amount of \$72,000 from Department of Natural Resources and authorize Board Chair and County Administrator to sign. Grant requires a 10% match from Grantee (Pine County) to be split \$4,000 from Pine County and \$4,000 from Northern Pine Riders for a total project cost of \$80,000. To be administered by County Engineer Mark LeBrun.

8. New Hire – Health & Human Services Director

Authorize the hiring of Health & Human Services Director Patrick Bruflat, effective June 24, 2013, pending completion of pre-employment screenings, \$82,000 per year, grade E82, FLSA exempt.

REGULAR AGENDA

1. Personnel Committee

A. Pine County Personnel Committee - Special Meeting met June 4, 2013 (Minutes attached). Action taken at the June 4, 2013 board meeting. Informational only, no additional board action necessary.

B. Pine County Personnel Committee met June 11, 2013 and made the following recommendations (Minutes attached):

Jail:

- i. Approve maintaining part-time correction officer staffing level at 8 positions.
- ii. Approve hiring of one (1) part-time dispatcher.

Land Services Department:

- i. Approve newly created job description for the Sr. Environmental Tech/Zoning Administrator and approve to advertise internally for the position.
- ii. Approve revised Environmental Tech job description.
- iii. Approve newly created job description for the Sr. Property Appraiser and approve promoting the most qualified internal candidate to the position and backfilling.
- iv. Approve revised Recorder job description.

Administrator:

- i. Approve 3% wage increase from \$15.17 to \$15.63 for Payroll Clerk Susan Fore (B23), effective April 17, 2013.
- ii. Approve re-grade of IT Supervisor position from B31 to C42. A market study is to be brought to the next Personnel Committee meeting for the position.
- iii. Approve 2% wage increase from \$15.60 to \$15.91 for IT Support Specialist Ryan Findell (B24), effective April 28, 2013.

Health & Human Services:

- i. Approve the hiring of:
 - (1) FT Social Worker in Children's Services
 - (2) Office Support Specialists
 - (2) Eligibility Workers (1 with future approval of committee); and
 - (1) Social Worker.
- ii. Approve the transfer of Child Support Officer/Collections Officer Kari Sammis from part-time to full-time status. No change in classification or wage.

Other items are for informational purposes only.

2. Transportation Committee

Pine County Transportation Committee met June 6, 2013 (Minutes attached). The Transportation Committee made the following recommendations:

- A. Proceed with the following turnbacks and offer a one-time payment to the specific township, \$10,000 per mile, to be used at the township's discretion:
 - i. CR 111 from TH 70 to CSAH 5 (1.52 miles) Dist. 2
 - ii. CR 112 from TH 70 to Royal Heights Lane (2.00 miles) Dist. 2
 - iii. CR 119 from CSAH 5 to CSAH 7 (0.76 miles) Dist. 1
 - iv. CR 153 from Norden Road to 4 miles East (3.0 miles) Dist. 5
(County would take Norden Road 1 mile)
 - v. CR 156 from CSAH 40 to Balsam Fir Road (2.5 miles) Dist. 4
- B. Authorize the promotion of Heavy Maintenance Worker Todd Booker to Highway Maintenance Supervisor, effective June 19, 2013, \$22.89/hour, C41.

3. Insurance Committee

The insurance committee is scheduled to meet June 17, 2013 at 2:00 p.m. to discuss changing the service provider from MinnesotaLife to Madison National Life for long term disability, short term disability and life insurance. A recommendation may be presented at the board meeting.

4. Central Minnesota Jobs and Training Services, Inc. (CMJTS)

Update by Barbara Chaffee. CMJTS is a partner in the Minnesota WorkForce Center System, serving 11 counties in Central Minnesota, including Pine County.

5. 2013 MCIT Member Report

Presentation by Bob Goede, MCIT Risk Management Consultant.

6. NLX

Presentation by Bob Manzoline, Regional Rail Authority, and John Ongaro, Intergovernmental Relations Director, St. Louis County.

7. Final Payment – Hardrives, Inc.

Approve final payment to Hardrives, Inc. in the amount of \$43,217.25 for Contract #1104 related to:

CP 058-633-014, CSAH 33; between CSAH 66 to TH 23

CP 058-664-004, CSAH 64; between TH 123 and TH 23

CP 058-666-002, CSAH 66; between CSAH 32 to TH 23

And authorize County Administrator to sign Certificate of Final Contract Acceptance.

8. Pine County Sheriff's Office Public Auction

Review Informational Memorandum from Sheriff Cole as to the procedure for a public auction of forfeited, lost or abandoned firearms. No board action required.

9. Flood Mitigation Properties – Resolution 2013-26

Approve Resolution 2013-26 Authorizing County Administrator or Designee to Sign Closing Related Documents to Purchase Flood Buy-out Properties and authorize Board Chair and County Administrator to sign.

10. Commissioner Updates

11. Other

12. Upcoming Meetings

- a. **Technology Meeting, Tuesday, June 18, 2013, 8:30 a.m.**, Commissioner Conference Room, Courthouse, Pine City, Minnesota.
- b. **Pine County Board Meeting, Tuesday, June 18, 2013, 10:00 a.m.**, Boardroom, Pine County Courthouse, Pine City, Minnesota.
- c. **Pine County Health and Human Services Meetings, Tuesday, June 18, 2013, to commence after Pine County Board Meeting**, Boardroom, Pine County Courthouse, Pine City, Minnesota.
- d. **Facilities Committee Meeting, Tuesday, June 18, 2013, to commence after Pine County Health & Human Services Meeting**, Commissioner Conference Room, Pine City, Minnesota.
- e. **Special Meeting – Performance Review, Wednesday, June 19, 2013, 8:00 a.m.**, Commissioner’s Conference Room, Pine County Courthouse, Pine City, Minnesota.
- f. **NLX meeting, Wednesday, June 26, 2013, 9:30 a.m.**, Boardroom, Pine County Courthouse, Pine City, Minnesota.

13. Adjourn