

AGENDA
PINE COUNTY BOARD MEETING

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

Tuesday, December 17, 2013, 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. Each speaker should state his/her name and limit comments to three (3) minutes.
- D) Approve Agenda
- E) Approve Minutes of December 3, 2013 board meeting and Summary for publication.
- F) Approve Minutes of December 5, 2013 Truth in Taxation meeting for publication.
- G) Minutes of Boards, Committees and Correspondence
 - Pine County HRA Senior Housing Board of Directors regular meeting Minutes – October 23, 2013
 - Pine County HRA Senior Housing Board of Directors annual meeting Minutes – October 23, 2013
- H) Approve Consent Agenda

CONSENT AGENDA

1. Review November, 2013 Cash Balance (attached)

| Fund | November 30, 2012 | November 30, 2013 | Difference |
|--------------------------------|--------------------------|--------------------------|-------------------|
| General Fund | 2,612,490.30 | 2,867,387.47 | 254,897.17 |
| Health and Human Services Fund | 2,300,843.70 | 1,289,936.43 | (1,010,907.27) |
| Road and Bridge Fund | 5,001,480.65 | 3,772,405.24 | (1,229,075.41) |
| Land Management Fund | 1,469,130.98 | 1,731,329.05 | 262,198.07 |
| TOTAL (inc non-major funds) | 12,904,541.55 | 10,946,247.11 | (1,958,294.44) |

2. Donations

- A. Consider acceptance of \$312 in donations from citizens to a fund for payment of the care of seized, abused animals.
- B. Consider acceptance of \$25 donation from a citizen. These funds will be used to help offset the expense of recently seized abused animals.

3. Application for Exempt Permit

Consider Application for Exempt Permit for the Kerrick Firefighter's Relief Association to conduct Minnesota lawful gambling on February 8, 2014 at the south end of Oak Lake, adjacent to the public access (Kerrick Twp.).

4. Training

- A. Consider County Engineer Mark LeBrun to attend the 2014 MN County Engineer's Association Conference, January 21-24, 2014, Brainerd. Registration and lodging, \$768. Funds are available in the 2014 Engineer's budget.
- B. Consider Office Support Specialist Donna Olsen to attend "Getting Started Training/Child Support", December 10-12, 2013, St. Paul. Registration \$0, Meals \$80, Accommodations \$280, Travel \$99.44. Total \$459.44. Funds are available in the HHS budget (Child Support Staff Development).
- C. Consider Health & Human Services Director Patrick Bruflat to attend "MN Association of County Social Service Administrators (MACSSA) Monthly Committee and General Membership Meetings" in St. Paul. Dates of 2014 Committee/General Meetings: January 22/23, February 26/27, March 26/27, April 23/24, June 26/ITV Only (General Meeting Only), July 23/24, August 27/28, September 17/18, November 5/6, December 3/4. Registration \$0; Meals included with hotel costs; Accommodations \$99 plus tax each month x 10 months; Travel \$79.10 each trip x 10 trips. Total \$1,781. Funds are available in the HHS budget (HHS Staff Development).
- D. Consider County Recorder Tamara Tricas to attend the Minnesota Association of County Officers Winter Conference, January 14 & 16, 2014, Bloomington. Cost: \$185. Funds are available in the 2013 Recorder budget.

REGULAR AGENDA

1. Personnel Committee

The Pine County Personnel Committee met December 12, 2013 and made the following recommendations (Minutes attached):

- I. Approve the promotion of Ellena Veldhouse to full time dispatcher effective December 15, 2013.
- II. Approve hiring of Tim Vaagenes as full time deputy, \$20.27 per hour, step 1, effective December 29, 2013.
- III. Approve the back fill of vacancy created by Corrections Officer Tim Vaagenes full time deputy hire.
- IV. Approve 1.5% increase from \$16.87 to \$17.12 for Administrative Assistant Deborah Gray (B22) effective November 9, 2013.
- V. Approve unpaid leave policy. Policy attached.
- VI. Approve the hiring of a temporary employee to fill in for Case Aide Lori Anderson to work no more than 3 days per week.

Other items are for informational purposes only.

2. Schneider Corporation

Presentation by Jeff Lewis and Ryan Smith on the full implementation of the Beacon software.

3. Essentia Ambulance Service

Annual report by Michael Hedrix, President/Administrator and Joe Newton, Director of Ambulance Services, Essentia Health – Sandstone.

4. **Ehlers Presentation**
Carolyn Drude and Todd Hagen from Ehlers to discuss Standard and Poor’s rating of Pine County.
5. **Hinckley/Finlayson School District School Resource Office**
Consider agreement for School Resource Officer with the Hinckley/Finlayson School District for the 2013-2014 school year and authorize Board Chair to sign contract.
6. **Local Septic Fix Up Fund Amendment**
Consider Amendment No. 1 to Contract Agreement for Administration of the Local Septic Fix Up Fund between Pine County and Lakes and Pines and authorize Board Chair and County Administrator to sign.
7. **Phase Contract**
Consider approval of additional five-year recycling contract with PHASE (Jan. 1, 2014 – Dec. 31, 2018) at the current compensation rate of \$9,000 per month. This service is paid for using SCORE funds (\$70,000) with the rest levy dollars. Authorize Board Chair and Administrator to sign contract.
8. **Extension Committee Appointment**
Consider appointment of the following to the Pine County Extension Committee:
 - Thane Sheets (representing District 4), three-year term, January 1, 2014-December 31, 2016
 - Kari Holmberg (At Large position), three-year term, January 1, 2014-December 31, 2016
9. **Planning Commission and Board of Adjustment Appointment**
 - A. Consider reappointment of the following for a two-year term, January 1, 2014-December 31, 2016:

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| <u>Planning Commission</u> District 2: Skip Thomson District 4: Richard Glattly District 5: Jeff Shute | <u>Board of Adjustment</u> District 5: Howard Thomsen |
|--|---|
 - B. Consider appointment of the following vacancies due to resignations of previous members:

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| <u>Planning Commission</u> District 3: Patrick McCarthy Term through December 31, 2014 | <u>Board of Adjustment</u> District 2: TBD Term through December 31, 2015 |
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10. **Cost-of-Living , Health Insurance, Commissioners and Elected Official Salaries/Per Diem, Property Tax Levy and Budget**
 - A. Consider approval of a 1.5% Cost-of-Living increase to non-union employees and 2014 pay scale effective January 1, 2014.
 - B. Set 2014 health insurance monthly contributions for CMM 1000, CMM 1500 and VEBA
 - C. Consider approval of Resolution 2013-48 Resolution Setting 2014 Minimum Salaries for Elected Officials and Resolution 2013-49 Establishing 2014 County Commissioner Compensation and Per Diem.
 - D. Consider approval of Resolution 2013-51 establishing the 2014 Pine County Property Tax Levy at \$14,497,250.
 - E. Consider approval of Resolution 2013-52 adopting the 2014 Pine County operating budget.

11. MCIT Workers Compensation Award

Recognize MCIT Workers Compensation Award to Pine County.

12. Strategic Planning

Schedule Committee of the Whole meeting in January, 2014 to discuss the 2014 strategic planning.

13. Commissioner Updates

Law Library
Soil & Water Conservation Board
East Central Solid Waste Commission
AMC Annual Conference
East Central Regional Library Board
ECRDC

14. Other

15. Upcoming Meetings

- a. **Technology Committee Meeting, December 17, 2013, 8:30 a.m.**, Commissioner Conference Room, Courthouse, Pine City, Minnesota.
- b. **Pine County Board Meeting, Tuesday, December 17, 2013, 10:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota.
- c. **Pine County Health and Human Services Meetings, Tuesday, December 17, 2013, to commence after Pine County Board Meeting**, Boardroom, Pine County Courthouse, Pine City, Minnesota.
- d. **Arrowhead Counties Association Annual Holiday Meeting, Wednesday, December 18, 2013, 6:00 p.m.**, Pickwick Restaurant, 508 E Superior Street, Duluth, Minnesota.
- e. **Soil & Water Conservation Board Meeting, Thursday, January 2, 2014, 4:00 p.m.**, Public Health Building, Sandstone, Minnesota.
- f. **Pine County Board Meeting (Organizational Meeting), Tuesday, January 7, 2014, 1:00 p.m.**, Public Health Building, Sandstone, Minnesota.

16. Adjourn