

AGENDA
PINE COUNTY BOARD MEETING

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

Tuesday, March 4, 2014 1:00 p.m.
Public Health Building, Sandstone, 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 February 18, 2014 County Board Meeting and Summary for publication.
- F) Minutes of Boards, Committees and Correspondence
 - Pine County Probation Advisory Committee Minutes – November 26, 2013
 - Pine County Land Surveyor Monthly Report – February, 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. February, 2014 Disbursements

Disbursements Journal Report, February 1, 2014 – February 28, 2014.

2. Renewal of Consumption and Display Permit

Consider approval of Renewal of Consumption and Display Permit for Ray and Marge's Resort, subject to approval by the County Board.

3. Full-Time Status/Completion of Probationary Period

Consider approval of full-time status for Office Support Specialist Jessica Steffen, effective March 9, 2014.

4. New Hire

Consider approval of the hiring of a qualified candidate to fill the vacant Office Support Specialist position, authorized by the Board on February 18, 2014. The proposed name, salary and start date for this position will be provided to the Board on or before the March 4, 2014.

5. **Training**

- A. Consider Kelly Schroeder and Jennifer Mansavage to attend the hands-on Marshall & Swift Training at Xerox in Waite Park on March 19, 2014. Marshall & Swift is the valuation method used to value commercial properties. Cost of the course is \$75 per person. Total cost: \$150. Funds are available in the 2014 Assessor budget.
- B. Consider Kelly Schroeder and Troy Stewart to attend the Minnesota Department of Revenue sponsored PACE course, July 28-August 1, 2014, Anoka-Ramsey Community College, Coon Rapids. This course is required to be taken sometime during the current licensing cycle which ends July 1, 2016. Cost of course is \$225 per person. Total cost: \$450. Funds are available in the 2014 Assessor budget.
- C. Consider Karen Stumne and Lorri Houtsma to attend the Minnesota Association of Assessing Officers course Assessment Administration, October 6-9, 2014, in Plymouth. Cost for the course is \$380 per person plus three nights shared hotel room at \$77+tax per night. Total cost: \$991 plus tax. This course is required to obtain the Accredited Minnesota Assessor License level required of all assessors by July 1, 2019. All expenses are within the 2014 Assessor budget.

REGULAR AGENDA

1. **Personnel Committee**

The Personnel Committee met February 11, 2014 and made recommendations to approve revision of the following sections of the Pine County Policies and Procedures:

- b. Section 5: Hours of Work policy.
- c. Section 8: Insurance policy.
- d. Section 3: Recruitment & Selection policy.
- e. Section 2: Definitions policy.

Action on other February 11, 2014 Personnel Committee items was taken at the February 18, 2014 county board meeting.

2. **2014 Solid Waste Hauler Licensure**

Approve 2014 waste hauler licenses and authorize Board Chair to sign licenses. Application fee is \$200 per license.

3. **Flood Buy-Out**

Land Services Director Kelly Schroeder will provide an update as to funding for the flood buy-out.

4. **Commissioner Updates**

AMC Conference
Pine County Law Library
Arrowhead Counties Association
Snake River Watershed Joint Powers Board
East Central Regional Development Commission (ECRDC)
NLX – February meeting cancelled
Riverwood Center
Other

5. **Other**

6. **Upcoming Meetings**

- a. **Transportation Committee Meeting, Tuesday, March 4, 2014, 11:00 a.m.,** Public Health Building, Sandstone, Minnesota.

- b. Special Meeting – LEAN Report Out, Tuesday, March 4, 2014, 12:15 p.m.,** Public Health Building, Sandstone, Minnesota.
- c. Pine County Board Meeting, Tuesday, March 4, 2014, 1:00 p.m.,** Public Health Building, Sandstone, Minnesota.
- d. Facilities Committee Meeting, Wednesday, March 5, 2014, 9:00 a.m.,** Commissioners' Conference Room, Courthouse, Pine City, Minnesota.
- e. Soil & Water Conservation District Meeting, Thursday, March 6, 2014, 4:00 p.m.,** Public Health Building, Sandstone, Minnesota
- f. East Central Solid Waste Commission Meeting, Monday, March 10, 2014, 9:00 a.m.,** 1756 180th, Mora, Minnesota.
- g. East Central Regional Library Board Meeting, Monday, March 10, 2014, 9:30 a.m.,** 244 Birch Street, Cambridge, Minnesota.
- h. Personnel Committee Meeting, Tuesday, March 11, 2014, 9:00 a.m.,** Commissioners' Conference Room, Courthouse, Pine City, Minnesota.
- i. Central MN Jobs and Training Service, Friday, March 14, 2014, 12:15 p.m.,** Workforce Center, 406 E. 7th St., Monticello, Minnesota.
- j. Lakes & Pines CAC Meeting, Monday, March 17, 2014, 10:00 a.m.** 1700 Maple Avenue E, Mora, Minnesota
- k. Technology Committee Meeting, Tuesday, March 18, 2014, 8:30 a.m.,** Commissioners' Conference Room, Courthouse, Pine City, Minnesota.
- l. Pine County Board Meeting, Tuesday, March 18, 2014, 10:00 a.m.,** Boardroom, Pine County Courthouse, Pine City, Minnesota.
- m. Pine County Health and Human Services Meetings, Tuesday, March 18, 2014, 1:00 p.m.,** Boardroom, Pine County Courthouse, Pine City, Minnesota.
- n. Arrowhead Counties Association Legislative Dinner, Wednesday, March 19, 2014 – Twin Cities**
- o. Rush Line Corridor Task Force, Thursday, March 20, 2014, 3:30 p.m.,** White Bear Lake City Hall, White Bear Lake, Minnesota.
- p. Snake River Watershed Joint Powers Board, Monday, March 24, 2014, 9:00 a.m.,** Kanabec County Courthouse, Mora, Minnesota.
- q. Riverwood Center Meeting, Tuesday, March 25, 2014, 4:00 p.m.,** Riverwood Center, Braham, Minnesota.
- r. NLX, Wednesday, March 26, 2014, 10:00 a.m.,** Board Room, Courthouse, Pine City, Minnesota.
- s. NE Regional Radio Board Meeting, Thursday, March 27, 2014, 10:00 a.m.,** Video Conference, Courthouse, Pine City, Minnesota.

7. Adjourn

MINUTES OF PINE COUNTY BOARD MEETING
Regular Meeting

Tuesday, February 18, 2014, 10:00 a.m.
Board Room, Pine County Courthouse, Pine City, Minnesota

Chair Rossow called the meeting to order at 10:00 a.m. Present were Commissioners Mitch Pangerl, Steve Chaffee, Curt Rossow, and Matt Ludwig. Also present were County Attorney John Carlson and County Administrator David Minke.

The Pledge of Allegiance was said.

Chair Rossow called for public comment. There was no public comment.

Chair Rossow requested the following revisions to the Agenda:

Consent:

Add 9: Health & Human Services payment of bills

Regular:

Remove: Personnel Committee (Administration) items b, c, d and e

Add 8A: Schedule LEAN Report Out Meeting

Add 8B: Personnel Issue – closed session

Add 8C: Labor Negotiation Update – closed session

Commissioner Chaffee moved to approve the amended Agenda. Second by Commissioner Pangerl. Motion carried 5-0.

Commissioner Hallan moved to approve the Minutes of the February 4, 2014 County Board Meeting and Summary for publication. Second by Commissioner Pangerl. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

Pine County HRA Senior Housing Board of Directors Minutes, regular meeting – December 18, 2013

ECRL Library Board Minutes – January 13, 2014

Commissioner Pangerl moved to acknowledge the Minutes of Boards, Committees and Correspondence. Second by Commissioner Ludwig. Motion carried 5-0.

Commissioner Chaffee moved to approve the amended Consent Agenda. Second by Commissioner Ludwig. Motion carried 5-0.

CONSENT AGENDA

1. Review January, 2014 Cash Balance

Fund	January 31, 2013	January 31, 2014	Increase(Decrease)
General Fund	\$1,669,961.41	\$1,732,293.00	\$62,331.56
Health and Human Services Fund	\$1,566,122.21	\$401,830.65	(\$1,164,291.56)
Road and Bridge Fund	\$4,870,595.73	\$1,514,201.99	(\$3,356,393.74)
Land Management Fund	\$1,485,194.73	\$1,802,550.80	\$317,356.07
TOTAL (inc non-major funds)	\$9,373,969.25	\$5,356,797.85	(\$4,017,171.40)

2. **Applications for Abatement:**
Approve Hoffman's Oak Lake Campground, 52777 Hoffman Way, Kerrick, PID 16.8900.014, pay 2013
3. **Application for Exempt Permit**
Approve Application for Exempt Permit for the Finlayson Giese Sportsmen Club to conduct Minnesota lawful gambling on May 31, 2014 at the Finlayson Giese Sportsmen Club Building, 70172 Norway Spruce Road, Finlayson (Pine Lake Twp.).
4. **Gas Tax Distribution**
Approve 2013 gas tax distribution to townships.
5. **Lakes & Pines Amendment No. 1**
Approve Amendment No. 1 – Contract for Services Agreement between Lakes and Pines and Pine County to extend existing contract of SCDP through December 31, 2016 and authorize Board Chair and County Administrator to sign.
6. **Equitable Sharing Agreement**
Approve Equitable Sharing Agreement with the Department of Justice and authorize Sheriff and County Administrator to sign.
7. **Training**
 - A. Approve HHS Director Patrick Bruflat to attend the MN Social Service Association Annual Conference, March 18-21, 2014, Minneapolis. Registration \$175; Membership \$35; Accommodations \$308; Meals \$50; Travel \$76. Total cost: \$644. Funds are available in the HHS Staff Development budget.
 - B. Approve Social Worker Sarah Sauter to attend the MN Social Service Association Annual Conference, March 20-21, 2014, Minneapolis. Registration \$175; Membership \$35; Meals \$24; Travel \$106. Total cost: \$340. Funds are available in the HHS Staff Development budget.
 - C. Approve Financial Assistance Supervisor Peggy Brackenbury to attend the MN Social Service Association Annual Conference, March 20, 2014, Minneapolis. Registration \$100; Membership \$35; Travel \$77. Total cost: \$212. Funds are available in the HHS Staff Development budget.
8. **New Hire**
 - A. Approve the hiring of part-time Corrections Officer Cody Overton, effective February 24, 2014, pending completion of pre-employment screenings, \$16.04 per hour, B-23.
 - B. Approve the hiring of part-time Corrections Officer Anne Watrin, effective February 24, 2014, pending completion of pre-employment screenings, \$16.04 per hour, B-23.
 - C. Acknowledge court appointment of Probation Agent Laura Stylski, effective February 24, 2014, \$38,524 per year.
9. **Health & Human Services**
Approve payment of Health & Human Services vouchers and claims in the amount of \$359,796.81.

REGULAR AGENDA

1. **Ad Hoc Committee for Health and Human Services**
An Ad Hoc Committee consisting of Commissioners Ludwig and Chaffee was formed January 21, 2014 to work with the County Administrator and Health and Human Services Director to review the financial situation within HHS and make a recommendation to cut spending. The Ad Hoc Committee met February 5, 2014 and makes the following recommendations:

- A) Facilities: Consolidate HHS staff into two buildings (one in Pine City, one in Sandstone). The Ad Hoc Committee will work with the school district on the John Wright Joint Powers Agreement. No board action is necessary at this time.
- B) Public Health Functions with Kanabec County: Appoint an ad hoc committee of two commissioners to renew work on consolidation of public health functions with Kanabec County. Chair Rossow appointed Commissioners Hallan and Chaffee to this committee.
- C) Staff Reductions/Restructuring:
 - 1. Eliminate case aide position, effective immediately.
 - 2. Reduce office support specialist position to less than 30 hours per week, effective immediately.
 - 3. Eliminate public health nurse position with the completion of the phased retirement program on May 31, 2014.
 - 4. Eliminate public health nurse supervisor (C-51) position, effective immediately.
 - 5. Fiscal Section. Restructure of HHS fiscal functions so that supervisory responsibility for the fiscal section is transferred to the County Auditor's Office and the work location is the Pine County Courthouse, effective immediately, with the move to be completed as soon as space is ready. Request the county auditor to present initial proposal of recommendations to the Ad Hoc Committee within 90 days.
 - 6. Child Support Supervision. Authorize the restructure of the child support functions so that supervisory responsibility is transferred to the income maintenance supervisor and create an additional lead worker (support and collections specialist) position, effective immediately.
 - 7. Direct county administrator and HHS director to implement these changes and relocate remaining staff as needed and continue to work with the ad hoc committee and county board on further budget reductions.

The commissioners discussed the recommendations and the ongoing shortfalls in the Health and Human Services budget. Preliminary estimates are that 2013 will end with nearly a \$1 million deficit and 2014 has a budget deficit of over \$400,000. All commissioners concurred the decisions being made were business decisions and part of a necessary, on-going process in order to balance the Health and Human Services budget by 2015.

Motion by Commissioner Chaffee to approve the recommendations of the Ad Hoc Committee for Health and Human Services, numbers 1-7, above. Second by Commissioner Ludwig. Motion carried 5-0.

2. Facility Committee

The Facility Committee met February 4, 2014. No board action necessary.

Commissioner Pangerl provided an overview of the facility committee meeting regarding window replacement in the section of the building in Sandstone occupied by the Soil & Water Conservation District, sunshades at the courthouse, leases at the Pine Government Center; and discussion as to obtaining a Request for Proposal (RFP) for the demolition of the old jail. The RFP has been placed on hold until funds for demolition are identified. Chair Rossow directed that when proceeding forward with the RFP, it is to contain information as to the use of the space and any costs associated with that use.

3. Personnel Committee

The Personnel Committee met February 11, 2014 and made the following recommendations:

Extension:

Approve hiring of 4-H Summer Assistant, grade A13.

HHS:

- a. Accept resignation of Office Support Specialist Leslie Pavek, effective February 10, 2014.
- b. Authorize backfill of part-time (less than 30 hours per week) Office Support Specialist position.

IT:

Approve 4% performance increase for IT Support Specialist Ryan Findell (B24), from \$16.15 to \$16.80 effective November 28, 2013.

Probation:

Accept voluntary resignation of Corrections Agent Sarah Weikle Reinhart effective February 7, 2014. (Backfill previously approved at February 4, 2014 board meeting).

Administration:

- a. Approve revised Section 16: Equal Opportunity, Non-Discrimination and Respectful Workplace policy.

Items b-e were removed from the agenda.

- f. LPN re-grade classification: no change in grade
- g. Court Security Officer re-grade classification: no change in grade.

Commissioner Chaffee provided an overview of the personnel committee meeting. Chaffee stated that HHS Director Bruflat requested to be allowed to readdress the part-time Office Support Specialist position if the part-time status does not work. Chair Rossow commented Extension has funds in its budget for the 4-H Summer Assistant position.

Motion by Commissioner Chaffee to approve the recommendations of the Personnel Committee (excluding Administration items b, c, d and e). Second by Commissioner Hallan. Motion carried 5-0.

4. **Central Minnesota Housing Partnership**

County Administrator Minke explained in November 2011 Pine County entered into a two-year agreement with Central Minnesota Housing Partnership to be the administrative body for implementation of the Rental Rehabilitation Deferred Loan Program in Pine County. The program has been funded for an additional two years and the contract for administration of this program should also be extended.

Motion by Commissioner Hallan to approve Resolution 2014-10 extending the contract with Central Minnesota Housing Partnership to be the administrative body for the Rental Rehabilitation Deferred Loan Program in Pine County and authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 5-0.

5. **East Central Drug and Violent Offender Task Force**

County Administrator Minke explained the Mille Lacs Band Tribal Police Department/Mille Lacs Band has requested membership in the East Central Drug and Violent Offender Task Force and the requirement for the amendment of the Joint Powers Agreement.

Motion by Commissioner Ludwig to amend the language of the Joint Powers Agreement to state: "Amend the Joint Powers Agreement for the East Central Drug and Violent Offender Task Force to allow for the Mille Lacs Band to become part of this Joint Powers Agreement allowing the Mille Lacs Tribal Police membership in the East Central Drug and Violent Offender Task Force contingent on membership being offered and accepted." Second by Commissioner Chaffee. Motion carried 5-0.

6. **Extension of Kanabec County Contract – Assessor Services**

Land Services Director Kelly Schroeder explained since March 1, 2012 the assessor's office has provided support to the Kanabec County Assessor's Office due to their lack of employing an appropriately licensed assessor. Jurisdictions can operate this way no longer than two years and Kanabec's two-year period will expire February 28, 2014. The Department of Revenue will require Kanabec County to employ an

appropriately licensed assessor within 90 days of February 28, 2014. Kanabec County has requested to extend the current contract through June 1, 2014.

Motion by Commissioner Pangerl to approve the extension of the contract with Kanabec County for assessor services through June 1, 2014 and authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 5-0.

7. Commissioner Updates

East Central Solid Waste Commission (ECSWC) – Commissioner Hallan stated ECSWC has received a few odor complaints; discussion being held regarding hauler contracts; machinery repair.

East Central Regional Library (ECRL) Board – Commissioner Chaffee stated ECRL is discussing the building of a new facility.

8. Other

A. LEAN Report Out – Special Meeting scheduled for March 4, 2014 at 12:15 p.m., Public Health Building, Sandstone, Minnesota to update the County Board on the recent Kaizen/LEAN Event held February 11-13, 2014 for the SSTS permit process.

B. Cancellation of Northeast Regional Radio Board meeting, Thursday, February 27, 2014.

C. Addition of County Board meeting, Tuesday, March 4, 2014, 1:00 p.m., Public Health Building, Sandstone, Minnesota.

9. Upcoming Meetings

Upcoming meetings were reviewed.

10. Personnel Issue

Chair Rossow called a five minute recess at 10:41 a.m.

The board reconvened at 10:51 a.m.

Motion by Commissioner Chaffee to close the meeting in accordance with Minnesota Statutes §13D.03, Subd. 1(b) and §13D.05, Subd. 2(b). Second by Commissioner Pangerl. Motion carried 5-0.

Motion by Commissioner Pangerl to open the meeting. Second by Commissioner Hallan. Motion carried 5-0.

Meeting opened at 12:10 p.m.

Motion by Commissioner Chaffee to approve an agreement with an employee. Second by Commissioner Ludwig. Motion carried 5-0.

Motion by Commissioner Hallan to reinstate Mary Patterson effective January 17, 2014 and authorize a 45-day leave. Second by Commissioner Pangerl. Motion carried 5-0.

11. Adjourn

With no further business, Chair Rossow adjourned the county board meeting at 12:13 p.m. The next regular meeting of the county board is scheduled for March 4, 2014 at 1:00 p.m. at the Public Health Building, Sandstone, Minnesota.

Curt H. Rossow, Chair
Board of Commissioners

David J. Minke, Administrator
Clerk to County Board

**SUMMARY
OF
MINUTES OF PINE COUNTY BOARD MEETING
*Regular Meeting***

**Tuesday, February 18, 2014, 10:00 a.m.
Board Room, Pine County Courthouse, Pine City, Minnesota**

Chair Rossow called the meeting to order at 10:00 a.m. Present were Commissioners Mitch Pangerl, Steve Chaffee, Curt Rossow, and Matt Ludwig. Also present were County Attorney John Carlson and County Administrator David Minke.

The Pledge of Allegiance was said.

Chair Rossow called for public comment. There was no public comment.

Commissioner Chaffee moved to approve the amended Agenda. Second by Commissioner Pangerl. Motion carried 5-0.

Commissioner Hallan moved to approve the Minutes of the February 4, 2014 County Board Meeting and Summary for publication. Second by Commissioner Pangerl. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

Pine County HRA Senior Housing Board of Directors Minutes, regular meeting – December 18, 2013

ECRL Library Board Minutes – January 13, 2014

Commissioner Pangerl moved to acknowledge the Minutes of Boards, Committees and Correspondence. Second by Commissioner Ludwig. Motion carried 5-0.

Commissioner Chaffee moved to approve the amended Consent Agenda. Second by Commissioner Ludwig. Motion carried 5-0.

Fund	January 31, 2013	January 31, 2014	Increase(Decrease)
General Fund	\$1,669,961.41	\$1,732,293.00	\$62,331.56
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TOTAL (inc non-major funds)	\$9,373,969.25	\$5,356,797.85	(\$4,017,171.40)

Approve Application for Abatement, Hoffman's Oak Lake Campground, 52777 Hoffman Way, Kerrick.

Approve Application for Exempt Permit for the Finlayson Giese Sportsmen Club to conduct Minnesota lawful gambling on May 31, 2014 at the Finlayson Giese Sportsmen Club Building, 70172 Norway Spruce Road, Finlayson.

Approve 2013 gas tax distribution to townships.

Approve Amendment No. 1 – Contract for Services Agreement between Lakes and Pines and Pine County to extend existing contract of SCDP through December 31, 2016.

Approve Equitable Sharing Agreement with the Department of Justice and authorize Sheriff and County Administrator to sign.

Approve HHS Director Patrick Bruflat to attend the MN Social Service Association Annual Conference. Total cost: \$644.

Approve Social Worker Sarah Sauter to attend the MN Social Service Association Annual Conference. Total cost: \$340.

Approve Financial Assistance Supervisor Peggy Brackenbury to attend the MN Social Service Association Annual Conference. Total cost: \$212.

Approve the hiring of part-time Corrections Officer Cody Overton, effective February 24, 2014, pending completion of pre-employment screenings, \$16.04 per hour, B-23.

Approve the hiring of part-time Corrections Officer Anne Watrin, effective February 24, 2014, pending completion of pre-employment screenings, \$16.04 per hour, B-23.

Acknowledge court appointment of Probation Agent Laura Stylski, effective February 24, 2014, \$38,524 per year.

Approve payment of Health & Human Services vouchers and claims in the amount of \$359,796.81.

REGULAR AGENDA

An Ad Hoc Committee consisting of Commissioners Ludwig and Chaffee to review Health and Human Services met February 5, 2014 and makes the following recommendations:

- A) Facilities: Consolidate HHS staff into two buildings (one in Pine City, one in Sandstone).
- B) Public Health Functions with Kanabec County: Appoint an ad hoc committee of two commissioners to renew work on consolidation of public health functions with Kanabec County. Chair Rossow appointed Commissioners Hallan and Chaffee to this committee.
- C) Staff Reductions/Restructuring:
 1. Eliminate case aide position, effective immediately.
 2. Reduce office support specialist position to less than 30 hours per week, effective immediately.
 3. Eliminate public health nurse position with the completion of the phased retirement program on May 31, 2014.
 4. Eliminate public health nurse supervisor (C-51) position, effective immediately.
 5. Fiscal Section. Restructure of HHS fiscal functions so that supervisory responsibility for the fiscal section is transferred to the County Auditor's Office and the work location is the Pine County Courthouse, effective immediately. Request the county auditor to present initial proposal of recommendations to the Ad Hoc Committee within 90 days.
 6. Child Support Supervision. Authorize the restructure of the child support functions so that supervisory responsibility is transferred to the income maintenance supervisor and create an additional lead worker position, effective immediately.
 7. Direct county administrator and HHS director to implement these changes and relocate remaining staff as needed and continue to work with the ad hoc committee and county board on further budget reductions.

Motion by Commissioner Chaffee to approve the recommendations of the Ad Hoc Committee for Health and Human Services, numbers 1-7, above. Second by Commissioner Ludwig. Motion carried 5-0.

The Personnel Committee met February 11, 2014 and made the following recommendations:

Extension:

Approve hiring of 4-H Summer Assistant.

HHS:

- a. Accept resignation of Office Support Specialist Leslie Pavek, effective February 10, 2014.
- b. Authorize backfill of part-time (less than 30 hours per week) Office Support Specialist position.

IT:

Approve 4% performance increase for IT Support Specialist Ryan Findell, from \$16.15 to \$16.80 effective November 28, 2013.

Probation:

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Administration:

- a. Approve revised Section 16: Equal Opportunity, Non-Discrimination and Respectful Workplace policy.

(Items b-e were removed from the agenda.)

- f. LPN re-grade classification: no change in grade
- g. Court Security Officer re-grade classification: no change in grade.

Motion by Commissioner Chaffee to approve the recommendations of the Personnel Committee. Second by Commissioner Hallan. Motion carried 5-0.

Motion by Commissioner Hallan to approve Resolution 2014-10 extending the contract with Central Minnesota Housing Partnership to be the administrative body for the Rental Rehabilitation Deferred Loan Program in Pine County. Second by Commissioner Chaffee. Motion carried 5-0.

Motion by Commissioner Ludwig to amend the language of the East Central Drug and Violent Offender Task Force Joint Powers Agreement to state: "Amend the Joint Powers Agreement for the East Central Drug and Violent Offender Task Force to allow for the Mille Lacs Band to become part of this Joint Powers Agreement allowing the Mille Lacs Tribal Police membership in the East Central Drug and Violent Offender Task Force contingent on membership being offered and accepted." Second by Commissioner Chaffee. Motion carried 5-0.

Motion by Commissioner Pangerl to approve the extension of the contract with Kanabec County for assessor services through June 1, 2014. Second by Commissioner Chaffee. Motion carried 5-0. A Special Meeting has been scheduled for March 4, 2014 at 12:15 p.m. for LEAN Report Out

Chair Rossow called a 10 minute recess at 10:41 a.m.

The board reconvened at 10:51 a.m.

Motion by Commissioner Chaffee to close the meeting in accordance with Minnesota Statutes §13D.03, Subd. 1(b) and §13D.05, Subd. 2(b). Second by Commissioner Pangerl. Motion carried 5-0.

Motion by Commissioner Pangerl to open the meeting. Second by Commissioner Hallan. Motion carried 5-0.

Meeting opened at 12:10 p.m.

Motion by Commissioner Chaffee to approve an agreement with an employee. Second by Commissioner Ludwig. Motion carried 5-0.

Motion by Commissioner Hallan to reinstate Mary Patterson effective January 17, 2014 and authorize a 45-day leave. Second by Commissioner Pangerl. Motion carried 5-0.

With no further business, Chair Rossow adjourned the county board meeting at 12:13 p.m. The next regular meeting of the county board is scheduled for March 4, 2014 at 1:00 p.m. at the Public Health Building, Sandstone, Minnesota.

Curt H. Rossow, Chair
Board of Commissioners

David J. Minke, Administrator
Clerk to County Board

Pine County Probation Advisory Committee

APPROVED MINUTES

Tuesday, November 26, 2013

Present: Terryl Arola, Cheryl Bjerke, George Horbacz, Brent Jahnz, Sgt. Dan Kunz, Brian Moreau, Bill Morgan, Sgt. Rob Ouverson, Ravi Roelfs, Bill Steele, Suzanne Thompson, Sarah Weikle, Lee Williams, Amanda Wimmer

Excused: Becky Foss

Call to Order 6:00 pm

1) **Committee Business**

- Per Diems
- Approve last minutes

MOTION Passed: Brent Jahnz/Bill Steele

2) **Presentation** – Restorative Justice featuring Pine County Program

Juvenile Diversion Program - Presented by: Ravi Roelfs

Ravi also works part-time for Polk County Wisconsin with their Community Service-Restorative Justice programs and Victim-Offender conferences.

Attached is his presentation.

3) **General Updates**

- County Probation News – Terryl Arola/Sarah Weikle
 - Sarah reported that we had already exceeded the record number of court-ordered PSI's this year. The vast majority of these are domestic-related offenses. These PSI's, by statute, also include a domestic violence inventory (DVI) assessment.
 - Terryl reported that agents have been working hard on putting out lots of fires. The caseload numbers are steady but we have had a steady increase in 2012-2013 of Probation Violations, A&D's and Sanction Agreements. Violation reports are up over the past year from 311 to 376. Sanctions have actually doubled for adults and juveniles.
 - No staff changes.
 - Last Thursday we had an emergency evacuation of the building due to a white powdery substance in envelopes that were delivered by mail to some of the departments. The result was a lot of work disruption.
 - Ben Wiener is the new Veterans Services Officer for Pine County. He stopped over and met with probation staff. We now include asking our clients if they are a Veteran on all our forms to help connect them with Veterans Services as may be needed.
- DOC Probation news –Brian Moreau
 - The DOC has had 2 maternity leave of absences, a retirement and are just plain busy.
 - In regards to the current state of probation in the DOC, Brian noted that they are also seeing more difficult clients lately involving domestics, mental illness, homeless and sexual offense cases. He has worked with the DOC for 19 years

and his perspective of probation is that agents are investing a far greater amount of agent involvement in helping clients vs. greater punishment. There is more EBP, research based, new activities that are shown to work with clients. This requires additional agent time investment to provide more case management.

- Currently the DOC has an excellent Commissioner who is very supportive of probation.
- Brian noted that they are seeing that sex offender treatment lessens recidivism and are one of those things that are proven to work.
- He commented on the excellent relationship the DOC shares with all in criminal justice system in Pine County. He respects that we all work well together.
- Brian also noted that the DOC has a new website that the focus is clients staying out without being involved in a new offense.
- RAP program – Brent Jahnz gave us an overview.

The Release Advanced Planning services helps clients when first coming out of jail. It is a program in the Pine County Jail for Pine residents. A panel works with social worker Joe Kolb who does an assessment to help determine each individuals needs. An Action Plan is put together to help provide a path for the client to follow so they don't reoffend. The plan may include steps to ensure they are taking their meds regularly and referrals to housing, education, programs or treatment resources. Brent states that studies have shown Stearns Counties RAP has had a 70% drop in recidivism.

4) **Comp Plan Goals & Objectives Updates**

- 2013 Plan Presentations
 - Pine County Board – June
 - PICK Judges – August
 - DOC: Jill Carlson, Field Services & Sherry Hill, Regional Director – October

The 2013 Comp Plan has been approved by all our partners.
- 2013 program outcomes will be reviewed at the February PAC meeting as the first step of developing the 2014 comp plan.
- EBP Training and Implementation Updates
 - In January the Probation department has case planning training for all the agents except Travis Fisher. Travis will be completing his MI-2 training as one of the prerequisites.
 - Randy is working on setting up MI training for the DOC agents. Tessa Nelson will be a MI trainer for the DOC.
 - What is MI? Motivational Interviewing techniques help agents learn to help provide an empathetic collaborative environment to strengthen a person's motivation and commitment to change. The means of communication include active listening, reflection, and open ended or scaling questions that encourage the offender to accept responsibility for change and begin the necessary steps. The premise is that decision they make for themselves are easier to commit to and live with.
- New Technology: EM devices & CSTS updates
 - There is a new alcohol monitor unit that includes facial recognition that is being tried through our electronic monitoring vendor. The unit is the size of a cell phone and using cell signal. A text is sent to the client saying to take at test. The technology cuts down the manual picture comparison at the monitor center since 80% of the tests will be confirmed upon the facial recognition. A GPS feature confirms the location where the test is taken. Random

calls can provide less predictability for the client. The cost is the same as the other cellual models.

- Pine County Probation is gearing up to put the repeat DWI offenders on their annual 30 days of alcohol monitoring over the Holidays.
- There will be a new updates for CSTS in January 2014. Two of the key features are a standard adult violation report to be used across the state and a records purge/archive module for data in CSTS.

- Current Funding: Pine County Probation

- **Fee Collection** – Currently \$ 45,001 has been collected so we should be on target to meet the 2013 projections for this year's budget. This year a high \$ 12,000 was collected through Revenue Recapture. There was some discussion about whether to write off the very old accounts because there are over \$ 312,000 in past due accounts that have been submitted to the State. Very few have been cancelled out thus far.

- **2013 Budget**

- CPO reimbursement was at 30.9%
- Cog classes revenue is down
- Salaries and wages – we will be over budget as no COLA had been budgeted based on the fact COLAs had not been given the previous 4 years. State contracts which set the scale for the probation agents did include a COLA in 2013.
- The phone line item will go over due to purchasing iPhones for the agents to be in compliance with county policy implemented in 2013 that prohibited county email on personal phones.
- The credit card service fees will be a couple hundred dollars over projected budget.
- Agent mileage will be over but county car gas is under so it should even out.
- Due to the high number of PSI's the purchase of the online DVI test was over.
- Postage will likely be under budget
- Juvenile placement dollars will be over in 2013.

- **2014 Budget**

- The 2014 budget is submitted
- The request for fulltime PO and later part-time alternative were denied.
- The rest of the budget went through including salary increases.

5) State & Tribal Criminal Justice Learning & Listening Session

Terryl shared some statistical information from the session with tribal leaders and the State departments of Human Services, Corrections, and Public Safety that was held at Black Bear casino recently.

6) Next Meeting: February 25th at 6pm – Public Health Building - Sandstone

Motion to Close 8:18pm

MOTION passed: Bill S/Sarah Weikle

Minutes by: Suzanne Thompson



PINE COUNTY PUBLIC WORKS

HIGHWAY DEPARTMENT

405 Airport Road NE
Pine City, MN 55063

Telephone 320-216-4200
Fax: 320-629-6736
1-800-450-7463 Ext. 4200

Mark A. LeBrun, P.E.
County Engineer

Pine County Land Surveyor Monthly Report

page 1 of 2 pages

February 2014

CR 104 T38N R20W Section 28 locate HARN control station, search for, tie out and GPS PLSS corners, update files.

CSAH 9 T39N R21W Sections 1, 12 and 14 create survey drawing, research records and update files for 2014 road construction season.

CR 171 T44N R17W Sections 3 and 10 research records and update files for 2014 excavations for PLSS corner evidence.

CSAH 23 T38N R21W Sections 20, 29 and 32 research records and update files for 2014 road construction season.

CSAH 17 T41N R21W Section 15 research records and update files for 2014 bridge replacement.

CSAH 61 T39N R21W Section 33 research records and update files for 2014 road construction season.

CSAH 5 T38N R22W research records and update files for 2014 road construction season.

CSAH 21 T41N and T42N R19W research records and update files for 2014 road construction season.

CSAH 30 T42N R19W research records and update files for 2014 road construction season.

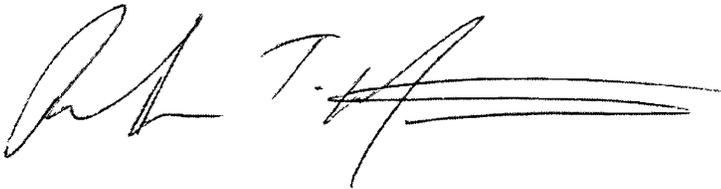
Provide HARN coordinate data for GIS to County Recorder as needed.

Review legal descriptions for County ROW Dept. and County Land Dept. as needed.

Review Plats and Minor Subdivisions for County Zoning Dept. as needed.

Review and file PLSS corner certificates provided by private surveyors as needed.

Review, edit and file Certificates of Survey created by County Surveyor as needed.

A handwritten signature in black ink, appearing to read "Robin T. Mathews". The signature is stylized with a large initial "R" and a long horizontal flourish at the end.

Robin T. Mathews, Pine County Surveyor

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: March 4, 2014	<p align="center"><u>Consent Agenda</u> (Please Circle)</p> Regular Agenda Estimated Time: (Please Circle) _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action: <u>Auditor/Treasurer</u>	<p align="center"><i>Cathy Johnson</i> 2-27-14 Department Head Signature Date</p>

<p>Item for Discussion:</p> <p><i>February, 2014 Disbursements</i></p> <p>Board Action Requested: (Attach additional pages if needed)</p> <p align="right">Supporting Documents: Attached None</p>
--

CATHYJ
2/26/14 2:17PM

***** Pine County *****



DISBURSEMENTS JOURNAL REPORT Specific Dates: 02/01/2014 - 02/28/2014

RECAP BY FUND

FUND	AMOUNT	NAME
1	451,298.61	GENERAL REVENUE FUND
13	262,424.00	ROAD & BRIDGE FUND
22	2,181.65	LAND MANAGEMENT FUND
39	1,525.00	2005A G.O. JAIL BONDS
76	244,948.79	GROUP HEALTH INS FUND 5/1/95 (GEN)
80	403,643.00	COUNTY COLLECTIONS AGENCY FUND
82	446.77	TAXES AND PENALTIES AGENCY FUND
84	33,481.79	EAST CENTRAL DRUG TASK FORCE AGENCY F
	1,399,949.61	Total Disbursements

RECAP BY TYPE

TYPE	AMOUNT	NAME
1	1,399,949.61	AUD
	1,399,949.61	Total Disbursements

PINE COUNTY REQUEST FOR BOARD

ACTION

Requested Board Date: <i>March 4, 2014</i>	<u>Consent Agenda</u> (Please Circle) Regular Agenda Estimated Time: (Please Circle) _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action: <u>Auditor- Treasurer</u>	<i>Cathy Clamer</i> <i>2-27-14</i> Department Head Signature Date

Item for Discussion: (one form per item)

Approval of Renewal of Consumption & Display Permits for Ray and Marge's Resort;

Subject to approval by the County Board

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 445 Minnesota St., Suite 223, St. Paul MN 55101
 (651)201-7512 TTY: (651)282-6555
 dps.mn.gov/dmstonsland



RENEWAL OF CONSUMPTION & DISPLAY PERMIT

Permit Fee \$250 (Renewal Date - April 1)

MAKE CHECKS PAYABLE TO: ALCOHOL & GAMBLING ENFORCEMENT DIVISION

5211 9-18-14
 David R. Bufdenhar
 Rev & Marge's Resort
 16700 Lakeland Rd
 St. George Lake, MN 55763

**IF NAME AND ADDRESS
 SHOWN ARE NOT CORRECT,
 MAKE CHANGES BELOW**

Worker's Comp Ins. Co. N/A Family Business Policy Period _____
 City/County where permit Approved: _____

Permit Name: _____
 Trade Name: _____
 Location Address: _____
 City, State, ZIP Code: _____
 Business Phone: _____

By signing this renewal application, applicant certifies that there has been no change in ownership, corporate officers, bylaws, membership, partners, home addresses, or telephone numbers. If changes have occurred during the past 12 months, please give details on the back of this renewal, then sign below.

Applicants signature on this renewal confirms the following: Failure to report any of the following will result in fines.

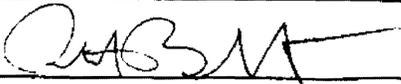
1. Applicant confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
2. Applicant confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
3. Applicant confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on the back of this renewal, then sign below.
4. Applicant confirms that Workers Compensation insurance is in effect for the full license period.
5. Applicant confirms, no club on-sale intoxicating liquor license is held.
6. Applicant confirms, business premises are separate from any other business establishment.

Applicants Signature David R. Bufdenhar Date 2-12-14
 (Signature certifies all above information to be correct and permit has been approved by city/county.)

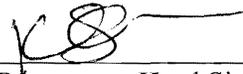
City Clerk/County Auditor _____ Date _____
 (Signature certifies that a consumption and display permit has been approved by the city/county as stated above.)

Amount Received _____

PINE COUNTY REQUEST FOR BOARD ACTION

<p>Requested Board Date: March 4, 2014</p>	<p><u>Consent Agenda</u> (Please Circle) Regular Agenda Estimated Time: (Please Circle) _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour</p>
<p>Department Requesting Action: HHS</p>	<p> <u>2/24/14</u> Department Head Signature Date</p>
<p>Item for Discussion: (one form per item) Consider full time status – completion of probationary period Jessica Steffen, Office Support Specialist effective March 9, 2014</p> <p>Board Action Requested: (Attach additional pages if needed) Approval</p> <p>Supporting Documents: Attached None</p>	
<p> </p>	

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: March 4, 2014	<div style="border: 1px solid black; border-radius: 50%; width: fit-content; margin: 0 auto; padding: 2px;"> Consent Agenda <i>(Please Circle)</i> </div> Regular Agenda Estimated Time: <i>(Please Circle)</i> <div style="display: flex; justify-content: space-around; width: 100%;"> _____ 10 Min. 15 Min. </div> Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action: <u>Land Services</u>	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  Department Head Signature </div> <div style="text-align: center;"> 2/25/14 Date </div> </div>

Consider attendance by Kelly Schroeder & Jennifer Mansavage to the hands-on Marshall & Swift Training at Xerox in Waite Park on March 19 from 10am-3pm. Marshall & Swift is the valuation method we use to value commercial properties. Cost of the course is \$75 per person. All expenses are within the 2014 Assessor budget.

Consider attendance by Kelly Schroeder & Troy Stewart, to the Minnesota Department of Revenue sponsored PACE course July 28-August 1, 2014 at Anoka-Ramsey Community College, Coon Rapids. This course is required to be taken sometime during the current licensing cycle which ends in July 1, 2016. Cost of the course is \$225 per person. All expenses are within the 2014 Assessor budget.

Consider attendance by Karen Stumne & Lorri Houtsma to the Minnesota Association of Assessing Officers course Assessment Administration October 6-9, 2014 in Plymouth, MN. Cost for the course is \$380 per person plus 3 nights shared hotel room at \$77+tax per night. This course is required to obtain the Accredited Minnesota Assessor License level are required of all assessors by July 1, 2019. All expenses are within the 2014 Assessor budget.

Board Action Requested: (Attach additional pages if needed)
Approve Course attendances.

Supporting Documents: Attached None

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: 3/4/2014	Consent Agenda <i>(Please Circle)</i> <u>Regular Agenda</u> Estimated Time: <i>(Please Circle)</i> _____ <u>10 Min.</u> 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department: Administrator's	Date: 2/27/2014

<p>The Personnel Committee met at the February 11, 2014 meeting and reviewed the following policy updates/revisions: Section 3: Recruitment and Selection Process Section 8: Insurance Section 2: Definitions Section 5: Hours of Work</p> <p>Policy changes are described in the attached policy documents.</p> <p>Board Action Requested: (Attach additional pages if needed) Approve Pine County policies and procedure manual updates for Sections 3, 8, 2 and 5.</p> <p style="text-align: right;">Supporting Documents: Attached None</p>
Signature: 

3. RECRUITMENT AND SELECTION PROCESS

- 3.1 **Purpose:** All recruitment and selection policies and procedures are designed and administered for the purpose of hiring candidates best able to perform the work required.

Position Authorization: Department Heads and/or supervisors shall notify the Human Resources office when a replacement vacancy exists in a department or when there is a desire to fill a newly created position and the position has been approved and budgeted for by the County Board of Commissioners. The Human Resources office shall review the request and shall forward a recommendation to the County Board. The County Board shall be the final authority in the filling of a replacement position. Regular budgeted positions shall remain and exist until eliminated by the County Board. The department head and/or supervisor shall work with the Human Resources office in the review and development, if applicable, of a position description. If necessary, the new/revised description shall be classified and graded in the manner prescribed in the Classification/Grading policy. This shall be completed prior to posting or recruiting for any position. Limited term positions shall exist until the funding for the position decreases beyond what was expected in the original authorization of the Board for the limited term position.

- 3.2 **Recruitment:** The Human Resources office shall prepare a notice of position vacancy for all openings. This notice shall include a brief description of the responsibilities and essential duties of the position, qualifications necessary to fill the position, and the salary range. The Human Resources office shall post all announcements in accordance with applicable union contracts for positions covered by Agreements. Advertisement shall be done in such a manner to provide open competition of qualified candidates. There shall be no preference given to relatives of current employees or elected officials. All positions, except department head level, shall be required to submit an official Pine County employment application. Resumes or other materials will not be accepted without a completed application.

Declaration of Policy of Equal Employment Opportunity: Pine County acknowledges that equal opportunity for all persons is a fundamental human value. Consequently, it is the policy of the County to provide equal opportunity in employment and personnel management for all persons to provide access to admission to full utilization and benefit of training and promotional opportunities without discrimination because of race, color, creed, religion, age, national origin, sex, marital status, public assistance status, disability, sexual orientation or membership or activity in local human rights commission and to otherwise promote full realization of human rights within Pine County to the extent permitted by law. To implement this policy, Pine County requires that every person making application for currently employed by or applying for future vacancies in the employment of the County of Pine will be considered on the basis on

individual ability and merit without discrimination or favor. In furtherance of this policy, the County of Pine established an Equal Employment Opportunity Policy, providing for and assuring fair and equitable treatment in all phases of public employment, including selection, compensation, benefits, training opportunities, promotions, transfer, layoffs and other terms, conditions and privileges of employment. The concept of the Equal Employment Opportunity Policy is consistent and fundamental to the maintenance of effective equal opportunity and shall be implemented as an integral part of the County of Pine's Personnel Policies and Procedures.

Responsible Official: The Pine County Board of Commissioners shall appoint an Equal Employment Opportunity Coordinator annually at the January meeting of the County Board of Commissioners.

Equal Employment Opportunity Coordinator: The Pine County Board shall provide adequate opportunity to the EEO Coordinator to attend necessary training through conferences, institutes, workshops, seminars and other activities conducted for the purpose of promoting positive implementation of the Equal Employment Opportunity Policy in Pine County. The Equal Employment Opportunity Coordinator shall be required to prepare or obtain and maintain written documentation on demotions and disciplinary actions taken with regard to employees of said County. Pine County shall charge the Equal Employment Opportunity Coordinator with the responsibility of conducting follow-up interviews with recently hired employees as well as interviews with terminated employees to assure compliance with the Equal Employment Opportunity Policy. Pine County shall charge the Equal Employment Opportunity Coordinator with the responsibility of following up complaints of discrimination for the purpose of problem identification.

Public Notification of Equal Employment Opportunity Policy: All contract leases and stationary shall indicate Pine County's adherence to its Equal Employment Opportunity policy. Pine County shall include the statement: "Equal Opportunity Employer" on all want ads placed by Pine County for employment. Pine County shall include a non-discrimination clause in all of its union contracts and agreements henceforth.

- 3.3 Evaluation of Candidates:** The Human Resources Office will develop a testing and scoring system for openings. The selection process may consist of one or any combination of the following methods: ability tests, achievement tests, performance tests, rating(s) of experience and training, oral tests, evaluation of daily work performance, physical agility tests, work samples, and/or other acceptable selection techniques. Any method(s) chosen shall evaluate only those criteria necessary to perform adequately in the position. An eligibility register shall be developed of qualified applicants for the position opening.

Veterans Preference: An objective, job-related measure where points can be awarded for Veterans preference shall be utilized for applicant screening. The measure is any rating scale which can be converted to 100 points, based on an examination or rating of application forms applied to all candidates equally. After applying the measurable rating system, veterans, who so elect, must be awarded an additional five (5) points, and disabled veterans, who so elect, awarded an additional ten (10) points. Widows of deceased veterans and spouses of disabled veterans, who so elect, receive the same points that their spouses would receive if they were applying for the job.

Interview: Top candidates shall be called in for an oral interview and shall be considered position finalists. Only the Human Resources Office shall release this information. The interview panel shall consist of at least two (2) persons with one (1) representative from the Human Resources office. The full Board of Commissioners or subcommittee thereof, shall be involved in the interview process for department heads.

Testing: In addition to the interview process, testing of position candidates may be completed before or during the hiring process to ensure adequate applicant qualifications.

Reference Checks: All candidates who are finalists shall under go a complete reference check prior to the offer of employment. No reference check shall be done on any candidate who does not complete an authorization for a reference check and a release of liability. Any reference check shall be consistent with state and federal laws.

Criminal Background Checks: All candidates offered employment for a position shall under go a complete criminal background investigation. Employment for a position will be contingent based on the acceptable results in the criminal background investigation and approval of the investigation, consistent with state and federal laws.

Pre-Employment Drug & Alcohol Screening: Pre-employment drug & alcohol screening consistent with the County's Drug and Alcohol Testing Policy shall be required of all positions regulated by the Omnibus Transportation Employee Testing Act (Personnel Policy Section 20). Employment for these positions will be contingent based on a negative testing result from the medical lab in accordance with the County's Drug and Alcohol Testing Policy.

Medical/Psychological Examination: A pre-employment medical or psychological examination will be required for only job related reasons, shall test only for essential job-related abilities, and shall not be required until after a conditional offer of employment has been made. The offer of employment may be contingent on acceptable results of a medical or psychological examination by a qualified medical professional designated by the Department Head. The Sheriff's

Comment [m1]: Revised language to reflect that we do not always have 3 candidates to interview for positions.

Comment [m2]: Deleted at minimum, the top three (3)

Comment [m3]: Removed requirement for only confidential employees as this is not always the best option for an interview panel.

Comment [m4]: Deleted Only supervisory or confidential personnel so defined under MN Statute 179A.03 shall be on the interview panel.

Comment [m5]: Added testing section to allow during interview process.

Comment [m6]: Added new language to reflect current drug testing practice.

Comment [m7]: Deleted All candidates offered employment for a position shall undergo a pre-employment drug & alcohol screening consistent with the County's Drug and Alcohol Testing Policy.

Department, or other law enforcement agency, filling a peace officer position or part-time peace officer position may require or request an applicant to undergo psychological evaluation before a job offer is made provided that the psychological evaluation is for those job-related abilities set forth by the Board of Peace Officer Standards and Training for psychological evaluations and is otherwise lawful.

3.4 Appointment and Notification: The department head and/or supervisor will select the candidate most suited for the position with emphasis given to total overall score. It is the responsibility of the department head and/or supervisor to inform the Human Resources Manager of the selection and request acknowledgement from the County Board to hire the selected candidate. The full Board of Commissioners of sub-committee thereof shall be involved in the selection/interview process for department heads. At the discretion of the Board, Commissioners may also be involved in the selection process for other positions. Selected candidates may be offered the position prior to County Board action; however, it shall be conditional upon that action. The candidate selected for the position shall be notified of employment including, but not limited to the: starting date starting time, hourly or monthly rate of pay, place of report to duty, and the position for which the person has been hired. This notification shall be sent out by the Human Resources office unless otherwise indicated.

3.5 Temporary Employment: When the need arises for the services of temporary help, the Department Head shall notify the Human Resources office no less than two (2) weeks prior to the needed assistance. This notification shall be in writing and detail, at a minimum: the specific need, the type of work to be done, the length of time the assistance is needed, the circumstances requiring the temporary assistance and what the department has done to minimize this need. The Human Resources Manager shall review the request and make a determination on the request. Temporary help of less than two (2) weeks in length will not require Board action, however expense of temporary help must be included in department budget. The Human Resources Manager shall, upon approval of placement of temporary help, make arrangements to fill the position.

8. INSURANCE

8.0 Insurance Benefits

Insurance benefits are provided to benefit eligible employees and employees working thirty (30) hours per week or more that are employed by the County. Employees working thirty (30) hours per week will receive the benefit. Amounts shown are for full-time employees and require an adjustment to a pro-rated amount for benefit eligible employees less than 40 hours per week.

If an employee and spouse both work for Pine County and you have children. In this case one of you will take family coverage and list your spouse and children as dependents. (Effective April 1, 2000 married couples: The amount the county contributes towards the CMM single and family premiums will be subtracted from the total BCBS – DG family premium for those individuals that both work for the county and are married. The difference will be the responsibility of the married couple. If the married couple elects a plan other than DG and the total amount of county contribution for CMM family and single is more than a family premium, the married couple shall not receive the difference. The spouse listed as a dependent will not be eligible to take single health insurance coverage.)

Pine County employee Health, Dental, and Life insurance benefits shall start the first of the month following employment or if the start date is the first day of the month then insurance coverage shall commence that day; effective 1-1-2007.

8.1 Life and Dental Plans

Life insurance is provided through a term policy on the employee only. The amount of coverage is established by the county board. Employees also have the option of purchasing a supplemental term policy on themselves, their spouse, or their children solely at the expense of the employee.

Solely at the expense of the employee, dental insurance is available for employees to purchase.

Comment [m1]: Deleted \$20,000
Updated verbiage to reflect previous and future coverage changes and for board to elect coverage amount

8.2 Insurance Contributions

a. County Contribution: The County shall contribute a set dollar amount towards the total premium of each plan. Amount contributed towards health care premiums shall be reviewed by the Personnel committee every year and proposed to the County Board of Commissioners by the Administrator/Human Resources Department.

Comment [m2]: Deleted BCBS

Comment [m3]: Deleted insurance committee and added for personnel committee to review

Comment [m4]: Deleted Coordinator

Family coverage for purposes of insurance includes the employee and any dependents to which coverage is extended under the County's insurance policy. The County may, at its discretion, select alternative carriers that provide at least equivalent coverage.

b. ~~Supplemental Life Insurance: Additional increments of life insurance may be purchased at the expense of the employee; an employee may have to submit to an application for insurability as required by the life insurance provider.~~

Comment [m5]: Deleted redundant language

b.

Employee Contribution: Employees shall be responsible for all costs of insurance in excess of the County's contribution. That amount shall be directly deducted from an employee's compensation. The County may implement a premium conversion program that will allow employees to elect to pay their portion of the insurance contribution on a pre-tax basis.

8.3 PERA Retirees

Non-union employees who retire early (at an age less than 65) shall be eligible for the same group hospital/medical insurance coverage as is provided for active employees. Employees wishing to exercise this option shall notify Human Resources within the time period allowed under COBRA laws (60 days from the date of the qualifying event).

Failure to make insurance payments to the County will terminate a retired employee's right to continue in the group plan. To qualify for this benefit, an employee must be eligible to receive a PERA annuity at the date of that employee's retirement. However, it will be the former employee's obligation to inform the County that he/she wishes to exercise this option. The County will not pay any retroactive premiums. All retirees who receive an annuity under a retirement program may elect to purchase at their expense individual and dependent hospital, medical, and dental coverage equivalent to that of active employees, however, Pine County shall follow MN Statute 471.61 Subd. 2b, which states "A former employee may receive dependent coverage only if the employee received dependent coverage immediately before leaving employment"

8.4 Post Employment Health Care Savings Plan

A. All PERA elected officials, Deputies, Investigators and Sergeants will participate in the Health Care Savings Plan administered by the Minnesota State Retirement System as follows: a) Upon termination, any severance payment due will automatically be paid into the plan (unless otherwise stated in labor contract). b) Each pay period, two percent (2%) of gross wages will be deducted and deposited into the plan (Elected officials, Deputies, Investigators and Sergeants only).

Comment [m6]: Deleted full-time and permanent part-time non-union employees.

~~In addition, all full-time, permanent part-time non-union employees, and elected officials that are eligible for Paid Time Off (PTO) as described in Article 7 of this guide will have 100% of any hours over the annual maximum deposited into the Health Care Savings Plan on the 1st pay period after the end of the calendar year.~~

Comment [m7]: Deleted as not current practice.

These funds shall be withheld pre-tax and invested at the direction of the individual employee, and may be used to pay eligible health care expenses as described by IRS Publication 502.

(Effective 6-1-2006)

8.5 Deferred Compensation Plans

As of October 1, 2006 Pine County administers four (4) Deferred Compensation Plans as listed below: Nationwide, MNDCP (Minnesota Deferred Compensation Plan), FTJ, and Ameritas.

The Pine County Board of Commissioners reserves the right to terminate any existing vendor if participation falls below 25 enrollees. Future vendors will not be admitted for pine county employee participation.

2. DEFINITIONS

Unless otherwise indicated, the following words and terms used in this document shall have the meanings indicated below.

- 2.1 **Appointing Authority:** as used in these policies mean the County Board of Commissioners
- 2.2 **Appointment date:** is the date at which the County effectively hires the employee. The employee is considered a member of the department to which he/she has been appointed as of the effective date on the approved status change from the Board of Commissioners.
- 2.3 **Base Pay Rate:** is the employee's hourly pay rate exclusive of longevity, overtime, or any other special allowance.
- 2.4 **Board:** means the Pine County Board of Commissioners
- 2.5 **Benefit-Eligible Employee:** is a regular employee scheduled to work thirty (30) or more regular hours per week.
- 2.6 **Classification:** means one or more positions sufficiently similar with respect to duties and responsibilities that the same descriptive title may be used with clarity to designate each position allocated to the class, that the same general qualifications are needed for performance of the duties of the class, that the same tests of fitness may be used to recruit employees, and that the same schedule of pay can be applied with equity to all positions in the class under the same or substantially the same employment conditions.
- 2.7 **Collective Bargaining Agreement:** A contractual agreement, which has been negotiated or arbitrated by official members of any recognized employee union and the County Board.
- 2.8 **County Board:** The Pine County Board of Commissioners
- 2.9 **County Administrator:** This position is appointed by the board and manages the day-to-day operations of the county.
- 2.10 **Compensatory Time:** means time off with pay in lieu of monetary payment for overtime worked.
- 2.11 **Continuous Operations:** are those functions, which are required to operate on a twenty-four (24) hour per day, seven (7) day per week basis.
- 2.12 **Days:** unless otherwise indicated, this means working days.

Comment [m1]: Deleted Coordinator

Comment [m2]: Updated to reflect revised Section 5 comp time.

Comment [m3]: Deleted (Non-union employees are ineligible for compensatory time.

Board Approved/Adopted 12-20-05, 10-2-07, 3-4-14
Effective 1-1-06
Amended 9-18-07

2.13 **Demotion:** a change by an employee from a position in one class to a position in another class with less responsible duties and a lower pay grade.

2.14 **Department Head:** is an individual appointed/elected to head a department and who is responsible for the supervision of a department. County department heads are:

County Engineer/Public Works Director
Health & Human Services Director
Land Services Director

Comment [m4]: Updated to reflect current department head positions.

2.15 **Division:** means a branch of a department of the County service.

2.16 **Elected Official:** Those County Officials selected by vote of the constituency. Elected Officials shall be considered benefit eligible employees. The elected positions are:

Attorney
Auditor/Treasurer
Commissioner
Sheriff

2.17 **Employee:** includes any person holding a position subject to appointment, removal, promotion, or reduction by the County Board.

2.18 **Employer:** is the County of Pine

2.19 **Exempt Employee:** those employees who are not covered by the Federal Fair Labor Standards Act (FLSA). These include executives, professionals, and administrative staff.

2.20 **Full-time Employee:** is an employee scheduled to work at least 40 regular hours per week.

2.21 **Grade:** the value assigned to a position or class, by the Human Resources Office or consultant, and as adopted by the County Board.

2.22 **Grievance:** Any complaint filed with a supervisor, department head, or Human Resources by an employee of the County alleging a violation by the County or other employee of the rules, policies or procedures contained herein.

2.23 **Immediate Family:** shall be defined as the employee's spouse, children, parents, or any member of the employee's household, related by blood or marriage.

2.24 **Intern:** an individual who is working in a temporary status as part of an educational program or experience, may be paid or unpaid.

Board Approved/Adopted 12-20-05, 10-2-07, 3-4-14
Effective 1-1-06
Amended 9-18-07

2.25 **Just Cause:** shall include but not limited to inefficiency, misconduct, incompetence, negligence, insubordination, disrespect, or other sufficient causes. For disciplinary purposes is cause, which relates to and affects the manner in which the employee performs his or her duties. The cause in question may occur on or off duty. The evidence showing the existence of reasons for disciplinary action must be substantial.

Comment [m5]: Deleted vague language

2.26 **Lay-off:** the separation of an employee or group of employees from the County payroll due to lack of work, lack of funds, the abolition of a position, or an organizational change.

2.27 **Non-Exempt Employee:** those employees covered by the Federal Fair Labor Standards Act such as clerical, technical, etc.

2.28 **On-Call Employee:** is an employee having no permanent status and who reports or gets called into work on an as needed basis. These employees are ineligible for County benefits.

2.29 **Overtime:** all approved hours worked over the normal workweek (40).

2.30 **Part-time employee:** is an employee scheduled to work fewer than 30hrs/week in a twelve (12) month period. These employees are not eligible for county benefits.

2.31 **Permanent Part-time employee:** is an employee scheduled to work at least 30hrs/week in a twelve (12) month period. These employees are eligible for prorated county health, sick, vacation, etc benefits. These benefits are prorated based on at least 30 hours worked per pay period.

2.32 **Performance Evaluation:** a process whereby the employee's performance in the position is reviewed and rated.

2.33 **Position:** means any specific office, employment, or job calling for the performance of certain duties and for exercise of certain responsibilities by one individual.

2.34 **Position Description:** a general description of a position/classification of job duties, responsibilities, knowledge, skills, abilities, and minimum qualifications for appointment to the position.

2.35 **Probationary Period:** means a working test period during which an employee is required to demonstrate his/her fitness for the position to which he/she is appointed by actual performance of its duties.

2.36 **Promotion:** a change of an employee from one position to another position of greater responsibility and higher pay grade.

- 2.37 Reallocation/Reclassification:** means a reassignment, or change in allocation of an individual position by raising it to a higher class, moving it to another class on the same level, or reducing it to a lower class on the basis of significant changes in the kind, difficulty, or responsibility of the work performed in such position. Generally, **reallocation** is the term used to describe the action by which a position is granted a different salary, higher or lower, but the position title remains the same. **Reclassification** occurs when both the position title and the salary are changed.
- 2.38 Regular employee:** is an employee who is employed more than nine (9) months within a twelve month period and more than thirty (30) hours per week. This is a permanent position on the County work force. An employee who has successfully completed his or her specified probationary period.
- 2.39 Resignation:** the voluntary separation from County service by an employee.
- 2.40 Retirement:** voluntary separation from employment by an employee who, at the time of separation, meets the qualification requirements under a County approved retirement program.
- 2.41 Seniority:** is the total length of continuous service from the first date of hire after gaining permanent employee status.
- 2.42 Seasonal employee:** any employee whose position is basically seasonal in character and (1) is not employed for more than 67 working days in any calendar year or (2) are not employed for more than 100 working days in any calendar year and the employees are under the age of 22, are full-time students enrolled in a non-profit or public educational institution prior to being hired by the employer, and have indicated, either in an application form of employment or by being enrolled at an educational institution for the next academic year of term, an intention to continue as students during or after their seasonal employment. This definition applies unless the position is covered in a collective bargaining agreement (Ref: MN Statute 179A.03). Seasonal employees are not eligible for County Health, Sick, Vacation, and Holiday benefits/pay. Department Heads shall not exceed 67 days on seasonal employee without County Board approval.
- 2.43 Severance pay:** final payment made to an employee who retires or resigns in good standing as specified by the rules, regulations and policies contained herein.
- 2.44 Suspend:** to temporarily relieve an employee from duties of employment.
- 2.45 Temporary employee:** means an employee having no permanent status. For example, employees who have been appointed for a designated period of time to complete a limited project. The employment (1) is not to exceed 67 days or (2) not more than 100 working days in any calendar year and the employees are under the age of 22, are full-time students enrolled in a non-profit or public educational institution prior to being hired by the employer, and have indicated, either in an

application form of employment or by being enrolled at an educational institution for the next academic year of term, an intention to continue as students during or after their seasonal employment. Temporary employees are not eligible for County benefits. The definition also applies to those employees who are working not more than 14 hours/week average over a six (6) month period on an as needed basis. (Ref MN Statute 179A.03) Temporary employees are not eligible for County Health, Sick, Vacation, and Holiday benefits/pay. Department Heads shall not exceed 67 days on seasonal employee without County Board approval.

- 2.46 **Termination:** the involuntary separation from County employment.
- 2.47 **Veteran:** any person defined as a Veteran by MN statutes, Section 197.447 as may be amended.
- 2.48 **Veteran preference:** preference granted to a Veteran by MN Statutes, Section 197.455, and 197.46 as may be amended.

Board Approved/Adopted 12-20-05, 10-2-07, 3-4-14
Effective 1-1-06
Amended 9-18-07

5. HOURS OF WORK

5.1 Work Day and Work Week

- a. The normal workweek for employees shall be forty (40) hours. Regular business hours for the County shall be 8:00 a.m. to 4:30 p.m. Monday through Friday. Nothing shall prevent the Board from changing the duration or scheduling of office hours or length of work day/week for any employee.
- b. Respective Department Heads shall set the scheduling of hours worked by individual department employees. Department Heads or their designee may, on occasion, approve a variation of the hours worked within an individual's normal workday, providing the offices are adequately staffed. While employees may request a variation of the hours worked within a normal workday, the Department Head, or their designee is under no obligation to grant such requests.

5.2 Rest and Lunch Periods

- a. All full-time, non-exempt employees are allowed reasonable rest periods during the day if the business of the office permits. These rest periods are fifteen (15) minutes in duration and are paid. The breaks shall be taken as close to the middle of each four (4) hour period as possible. Rest breaks not taken are lost. These breaks are not cumulative and cannot be banked or used to extend a lunch period.
- b. Lunch breaks shall be 1/2 hour. Lunch breaks are unpaid and cannot be used in the calculation of overtime, unless the employee is required to remain at his or her workstation throughout the lunch break.

5.3 Attendance

Employees shall be in attendance at their work in accordance with the rules regarding hours of work, holidays, and leaves. Each department shall keep daily attendance records of its employees, and such records shall be subject to review by the Human Resources Office.

5.4 Overtime: Exempt

Exempt employees are not entitled to overtime compensation. Nothing in this section shall prevent an exempt employee and his or her department head from mutually agreeing to a work schedule for that employee that approximates a normal workweek over an extended period of time. It is also understood and recognized that department heads must devote a great deal of time outside the normal office hours to accomplish the business of the County. To that end, department heads are allowed to take informal time off as may be appropriate and as operations permit.

5.41 Exempt employees assigned to special projects (duties outside of normal scope of job description) as determined by the Pine County Board of Commissioners shall be compensated for hours spent on assignment at a rate set by the County Board.

Overtime: Non-exempt

~~All hours worked by non-exempt employees up to forty (40) hours in the week shall be treated as regular hours worked. All hours worked by non-exempt employees in excess of forty (40) hours in the week, shall be considered overtime. Overtime shall be compensated at one and one half times the normal hourly pay. Compensation for those hours worked must be overtime pay. The Department Head or designee must pre-approve such overtime hours worked. Hours worked shall include only those hours where the employee is actually working and shall not include vacation time used, sick time used, holidays, or any other idle time.~~

Comment [m1]: Deleted

All hours worked by non-exempt employees in excess of forty (40) hours in the work week, shall be considered overtime. The Department Head or designee must approve overtime hours worked. Hours worked shall include only those hours where the employee is actually working and shall not include vacation time, Paid Time Off, sick time, holidays or any other idle time.

Overtime shall be compensated at one and one half times the normal hourly pay. Department Heads may allow the accrual of compensatory time in lieu of overtime pay under the same requirements as overtime. Compensatory time may only accrue to a maximum of 40 hours.

Comment [m2]: Revised language with added comp time provision.

5.5 Exempt Status

The list below indicates the status of each job classification under the Fair Labor Standards Act. This is subject to change at any time. The Human Resources Manager, in consultation with the appropriate Department Head, will identify the FLSA exempt status for each classification. If the Department Head disagrees with the determination of the Human Resources Manager, a review of the exempt status will be conducted by the County Administrator whose decision will determine the exempt designation.

Comment [m3]: Added Administrator

DEPARTMENT	POSITION TITLE	STATUS
Land Services	Land Services Director	Exempt
Land Services	Deputy Assessor	Exempt
Land Services	Property Appraiser	Non-Exempt
Land Services	Clerk III	Non-Exempt
Land Services	Planning, Zoning, & SW Secretary	Non-Exempt
Land Services	Environmental Technician	Non-Exempt
Land Services	County Forester	Non-Exempt
Administrator	County Administrator	Exempt
Administrator	HR and Payroll Specialist	Exempt
Administrator	Administrative Assistant	Non-Exempt
Administrator	Payroll Clerk	Non-Exempt

Board Approved 9-19-06, 10-2-07, 3-4-14
Amended 10-2-07

Administrator	Building Maintenance Supervisor	Exempt
Administrator	Building Maintenance Worker	Non-Exempt
County Attorney	County Attorney	Exempt
County Attorney	Lead Prosecuting Attorney	Exempt
County Attorney	Assistant County Attorney	Exempt
County Attorney	Office Manager – Legal Sec	Exempt
County Attorney	Legal Secretary	Non-Exempt
County Auditor/Treasurer	County Auditor/Treasurer	Exempt
County Auditor/Treasurer	Chief Deputy Auditor/Treasurer	Exempt
County Auditor/Treasurer	Clerk III	Non-Exempt
County Auditor/Treasurer	Collections Specialist	Non-Exempt
County Recorder	County Recorder	Exempt
County Recorder	Records Technician II	Non-Exempt
County Recorder	Records Technician III	Non-Exempt
Extension	4-H Summer Assistant	Non-Exempt
Extension	Administrative Assistant-Extension	Non-Exempt
Health & Human Services	HHS Director	Exempt
Health & Human Services	Administrative Assistant-HHS	Non-Exempt
Health & Human Services	Financial Assistance Supervisor	Exempt
Health & Human Services	Fiscal Supervisor	Exempt
Health & Human Services	Social Services Supervisor	Exempt
Health & Human Services	Nursing Supervisor	Exempt
Health & Human Services	Family Services Aide	Non-Exempt
Health & Human Services	Office Support Specialist	Non-Exempt
Health & Human Services	Administrative Assistant	Non-Exempt
Health & Human Services	WIC Case Aide	Non-Exempt
Health & Human Services	Account Technician	Non-Exempt
Health & Human Services	Case Aide	Non-Exempt
Health & Human Services	Support Enforcement Aide	Non-Exempt
Health & Human Services	Financial Worker	Non-Exempt
Health & Human Services	Fiscal Officer	Non-Exempt
Health & Human Services	Support & Collections Specialist	Non-Exempt
Health & Human Services	LPN Staff Nurse	Non-Exempt
Health & Human Services	Financial Assistant Specialist	Non-Exempt
Health & Human Services	Child Support Officer	Non-Exempt
Health & Human Services	Fraud Specialist	Non-Exempt
Health & Human Services	Lead Support & Collections Specialist	Non-Exempt
Health & Human Services	Social Worker	Non-Exempt
Health & Human Services	Public Health Nurse	Non-Exempt
Health & Human Services	RN Staff Nurse	Non-Exempt
Health & Human Services	Nurse Mental Worker	Non-Exempt
Health & Human Services	Nurse Manager-RN	Non-Exempt
Information Technology	IT Supervisor	Exempt
Information Technology	Systems Support Specialist	Non-Exempt
Probation	Probation Director	Exempt
Probation	Corrections Agent	Non-Exempt
Probation	Senior Corrections Agent	Non-Exempt
Probation	Career Corrections Agent	Non-Exempt
Probation	Clerk III	Non-Exempt

Board Approved 9-19-06, 10-2-07, 3-4-14
Amended 10-2-07

Probation	Administrative Assistant	Non-Exempt
Probation	Electronic Monitoring	Non-Exempt
Public Works	County Engineer	Exempt
Public Works	Hwy Maintenance Superintendent	Exempt
Public Works	County Surveyor	Exempt
Public Works	Tech Supervisor/CADD Specialist	Non-Exempt
Public Works	Fleet Supervisor	Non-Exempt
Public Works	Highway Maintenance Supervisor	Non-Exempt
Public Works	Right-of-Way Manager	Non-Exempt
Public Works	Engineering Tech III	Non-Exempt
Public Works	Engineering Tech II	Non-Exempt
Public Works	Engineering Tech I	Non-Exempt
Public Works	Sign & Traffic Tech	Non-Exempt
Public Works	Survey Crew Chief	Non-Exempt
Public Works	Heavy Equipment Operator	Non-Exempt
Public Works	Mechanic	Non-Exempt
Public Works	Administrative Assistant-HWY	Non-Exempt
Sheriff	Sheriff	Exempt
Sheriff	Chief Deputy	Exempt
Sheriff	Office Manager	Exempt
Sheriff	Secretary-Civil	Non-Exempt
Sheriff	Secretary-Criminal	Non-Exempt
Sheriff	STS Crew Leader	Non-Exempt
Sheriff	Civilian Bailiff	Non-Exempt
Sheriff	Jail Matron Officer	Non-Exempt
Sheriff	Civil Process Server	Non-Exempt
Sheriff	911 Coordinator	Non-Exempt
Sheriff	Administrative Assistant – Civil	Non-Exempt
Sheriff	Administrative Assistant – Criminal	Non-Exempt
Sheriff	Assistant Jail Administrator	Exempt
Sheriff	Jail Administrator	Exempt
Sheriff	Dispatch Supervisor	Non-Exempt
Sheriff	Deputy	Non-Exempt
Sheriff	K-9 Deputy	Non-Exempt
Sheriff	Investigator	Non-Exempt
Sheriff	Sergeant	Non-Exempt
Sheriff	School Resource Officer/Investigator	Non-Exempt
Sheriff	Correctional Officer	Non-Exempt
Sheriff	Dispatcher	Non-Exempt
Sheriff	Jail Sergeant	Non-Exempt
Sheriff	Jail Program Coordinator	Non-Exempt
Sheriff	Jail Secretary	Non-Exempt
Sheriff	Administrative Assistant – Jail	Non-Exempt
Veteran Service	Veterans Service Officer	Exempt

5.6 Emergency Closings

This policy may be implemented for emergency conditions within Pine County. Employees will not be required to report to work nor to stay and are to use their own judgment regarding reporting to work or leaving early. Employees must notify their Department Head or designee if not reporting to work or when leaving

Board Approved 9-19-06, 10-2-07, 3-4-14
Amended 10-2-07

early for safety reasons. Non-exempt employees who leave early or do not report to work due to adverse weather conditions must use Vacation, Compensatory, or PTO (Paid Time Off) to avoid unpaid time, which may result in prorated benefit contributions.

Responsibility for Declaring an Emergency Condition

Declaring an emergency condition shall be the responsibility of the Chair or Vice-Chair of the County Board in the absence of the Chair, or their designees. Determination of the emergency condition will be made in consultation with the Commissioner(s) representing the district(s) in which the emergency condition exists, if this is practical.

Notification of Emergency Condition

Upon determination that an emergency condition exists, the County Administrator or his/her designee shall convey notice of the condition to County employees as follows:

Comment [m4]: Added Administrator

If a determination is made to declare an emergency condition prior to the commencement of the normal business day, notification shall be made by 6:30 am or as soon thereafter as possible, to the local media for public announcements. Notification shall also be made to the department heads or supervisors impacted by the decision. During times of severe weather, it shall be incumbent upon employees to be aware of the emergency condition prior to the start of a workday by reference to local radio stations and by an established County emergency phone line. With regard to other emergency conditions, department heads or supervisors shall notify the employees in their departments of the emergency condition as soon as reasonably possible.

If a determination is made to declare an emergency condition after the commencement, but prior to the end, of a normal business day, notice shall be conveyed to the media, emergency phone line and to the department heads or supervisors impacted by the decision. Department heads or supervisors shall notify the employees in their departments of the emergency condition as soon as reasonably possible.

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: March 4, 2014	Consent Agenda <i>(Please Circle)</i> Regular Agenda Estimated Time: <i>(Please Circle)</i> 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action: <u>Land Services</u>	 Department Head Signature 2/19/14 Date

Section V, Subd. 3 of the Pine County Solid Waste Ordinance states that "No person shall collect or transport solid waste for hire without first obtaining a license from the County Board."

Businesses who have applied for and met the requirements in 2014 for a License for Solid Waste Collection and Transportation are:

- Curt's Roll-Offs – Pine City*
- Donna Tourville – Askov*
- East Central Sanitation – Cambridge*
- J & D Sanitation – Brook Park*
- Matt's Sanitation – Hinckley*
- Mike's Sanitation – Sturgeon Lake*
- Mille Lacs Band of Ojibwe – Onamia*
- Nordstrom's Sanitation Service – Moose Lake*
- PHASE Recycling – Sandstone*
- Pine County STS – Pine City*
- Ron's Roll-Offs – Hinckley*
- Terry's Disposal – Harris*
- Tri-Township Disposal District – Sandstone*

Board Action Requested: (Attach additional pages if needed)
 Authorize county board chair to sign 2014 waste hauler licenses.

Supporting Documents: Attached None

License application fee is \$200⁰⁰.



DEPARTMENT OF PLANNING, ZONING, AND SOLID WASTE

1602 Hwy 23 North • Sandstone, MN • 55072
(320) 216-4221 • (800) 450-7463 x4221 • Fax (320) 216-4202

**PINE COUNTY, MINNESOTA
LICENSE FOR SOLID WASTE
COLLECTION AND TRANSPORTATION
2014**

Granted to:

Curt Kruse
Curt's Roll-Offs
17951 Meadow View Lane
Pine City, MN. 55063

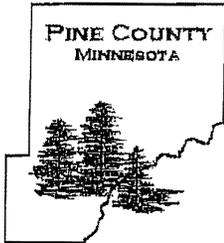
Expires 12/31/2014

THIS LICENSE IS GRANTED SUBJECT TO THE PINE COUNTY
SOLID WASTE ORDINANCE.

THIS LICENSE IS NOT TRANSFERABLE.

ISSUED BY AUTHORITY OF THE COUNTY BOARD
OF PINE COUNTY, MINNESOTA.

**CHAIRMAN, PINE COUNTY
BOARD OF COMMISSIONERS**



DEPARTMENT OF PLANNING, ZONING, AND SOLID WASTE

1602 Hwy 23 North • Sandstone, MN • 55072

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**PINE COUNTY, MINNESOTA
LICENSE FOR SOLID WASTE
COLLECTION AND TRANSPORTATION
2014**

Granted to:

East Central Sanitation
P.O. Box 671
Cambridge, MN. 55008

Expires 12/31/2014

THIS LICENSE IS GRANTED SUBJECT TO THE PINE COUNTY
SOLID WASTE ORDINANCE.

THIS LICENSE IS NOT TRANSFERABLE.

ISSUED BY AUTHORITY OF THE COUNTY BOARD
OF PINE COUNTY, MINNESOTA.

CHAIRMAN, PINE COUNTY
BOARD OF COMMISSIONERS



DEPARTMENT OF PLANNING, ZONING, AND SOLID WASTE

1602 Hwy 23 North • Sandstone, MN • 55072

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**PINE COUNTY, MINNESOTA
LICENSE FOR SOLID WASTE
COLLECTION AND TRANSPORTATION
2014**

Granted to:

J & D Sanitation
15095 Mallard Rd.
Brook Park, MN 55007

Expires 12/31/2014

THIS LICENSE IS GRANTED SUBJECT TO THE PINE COUNTY
SOLID WASTE ORDINANCE.

THIS LICENSE IS NOT TRANSFERABLE.

ISSUED BY AUTHORITY OF THE COUNTY BOARD
OF PINE COUNTY, MINNESOTA.

CHAIRMAN, PINE COUNTY
BOARD OF COMMISSIONERS



DEPARTMENT OF PLANNING, ZONING, AND SOLID WASTE

1602 Hwy 23 North • Sandstone, MN • 55072

(320) 216-4221 • (800) 450-7463 x4221 • Fax (320) 216-4202

**PINE COUNTY, MINNESOTA
LICENSE FOR SOLID WASTE
COLLECTION AND TRANSPORTATION
2014**

Granted to:

Mathew Bloom
Matt's Sanitation
16082 Emma Rd.
Hinckley, MN. 55037

Expires 12/31/2014

THIS LICENSE IS GRANTED SUBJECT TO THE PINE COUNTY
SOLID WASTE ORDINANCE.

THIS LICENSE IS NOT TRANSFERABLE.

ISSUED BY AUTHORITY OF THE COUNTY BOARD
OF PINE COUNTY, MINNESOTA.

CHAIRMAN, PINE COUNTY
BOARD OF COMMISSIONERS



DEPARTMENT OF PLANNING, ZONING, AND SOLID WASTE

1602 Hwy 23 North • Sandstone, MN • 55072

(320) 216-4221 • (800) 450-7463 x4221 • Fax (320) 216-4202

**PINE COUNTY, MINNESOTA
LICENSE FOR SOLID WASTE
COLLECTION AND TRANSPORTATION
2014**

Granted to:

Mike's Sanitation
P.O. Box 144
Sturgeon Lake, MN. 55783

Expires 12/31/2014

THIS LICENSE IS GRANTED SUBJECT TO THE PINE COUNTY
SOLID WASTE ORDINANCE.

THIS LICENSE IS NOT TRANSFERABLE.

ISSUED BY AUTHORITY OF THE COUNTY BOARD
OF PINE COUNTY, MINNESOTA.

**CHAIRMAN, PINE COUNTY
BOARD OF COMMISSIONERS**



DEPARTMENT OF PLANNING, ZONING, AND SOLID WASTE

1602 Hwy 23 North • Sandstone, MN • 55072

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**PINE COUNTY, MINNESOTA
LICENSE FOR SOLID WASTE
COLLECTION AND TRANSPORTATION
2014**

Granted to:

Mille Lacs Band Of Ojibwe
43408 Oodena Dr.
Onamia, MN. 56359

Expires 12/31/2014

THIS LICENSE IS GRANTED SUBJECT TO THE PINE COUNTY
SOLID WASTE ORDINANCE.

THIS LICENSE IS NOT TRANSFERABLE.

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CHAIRMAN, PINE COUNTY
BOARD OF COMMISSIONERS



DEPARTMENT OF PLANNING, ZONING, AND SOLID WASTE

1602 Hwy 23 North • Sandstone, MN • 55072

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**PINE COUNTY, MINNESOTA
LICENSE FOR SOLID WASTE
COLLECTION AND TRANSPORTATION
2014**

Granted to:

Dale Nordstrom
Nordstrom's Sanitation Service
4867 Hwy 73, P.O. Box 72
Moose Lake, MN. 55767

Expires 12/31/2014

THIS LICENSE IS GRANTED SUBJECT TO THE PINE COUNTY
SOLID WASTE ORDINANCE.

THIS LICENSE IS NOT TRANSFERABLE.

ISSUED BY AUTHORITY OF THE COUNTY BOARD
OF PINE COUNTY, MINNESOTA.

CHAIRMAN, PINE COUNTY
BOARD OF COMMISSIONERS



DEPARTMENT OF PLANNING, ZONING, AND SOLID WASTE

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**PINE COUNTY, MINNESOTA
LICENSE FOR SOLID WASTE
COLLECTION AND TRANSPORTATION
2014**

Granted to:

Phase Recycling
104 Main St.
Sandstone, MN. 55072

Expires 12/31/2014

THIS LICENSE IS GRANTED SUBJECT TO THE PINE COUNTY
SOLID WASTE ORDINANCE.

THIS LICENSE IS NOT TRANSFERABLE.

ISSUED BY AUTHORITY OF THE COUNTY BOARD
OF PINE COUNTY, MINNESOTA.

CHAIRMAN, PINE COUNTY
BOARD OF COMMISSIONERS



DEPARTMENT OF PLANNING, ZONING, AND SOLID WASTE

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**PINE COUNTY, MINNESOTA
LICENSE FOR SOLID WASTE
COLLECTION AND TRANSPORTATION
2014**

Granted to:

Pine County STS
635 Northridge Dr. NW
Pine City, MN. 55063

Expires 12/31/2014

THIS LICENSE IS GRANTED SUBJECT TO THE PINE COUNTY
SOLID WASTE ORDINANCE.

THIS LICENSE IS NOT TRANSFERABLE.

ISSUED BY AUTHORITY OF THE COUNTY BOARD
OF PINE COUNTY, MINNESOTA.

CHAIRMAN, PINE COUNTY
BOARD OF COMMISSIONERS



DEPARTMENT OF PLANNING, ZONING, AND SOLID WASTE

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**PINE COUNTY, MINNESOTA
LICENSE FOR SOLID WASTE
COLLECTION AND TRANSPORTATION
2014**

Granted to:

Hartl Ent.
DBA Ron's Roll-Offs
516 Barry Ave.
Hinckley, MN. 55037

Expires 12/31/2014

THIS LICENSE IS GRANTED SUBJECT TO THE PINE COUNTY
SOLID WASTE ORDINANCE.

THIS LICENSE IS NOT TRANSFERABLE.

ISSUED BY AUTHORITY OF THE COUNTY BOARD
OF PINE COUNTY, MINNESOTA.

CHAIRMAN, PINE COUNTY
BOARD OF COMMISSIONERS



DEPARTMENT OF PLANNING, ZONING, AND SOLID WASTE

1602 Hwy 23 North • Sandstone, MN • 55072

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**PINE COUNTY, MINNESOTA
LICENSE FOR SOLID WASTE
COLLECTION AND TRANSPORTATION
2014**

Granted to:

Terry's Disposal
41376 Harder Ave. P.O. Box 56
Harris, MN. 55032

Expires 12/31/2014

THIS LICENSE IS GRANTED SUBJECT TO THE PINE COUNTY
SOLID WASTE ORDINANCE.

THIS LICENSE IS NOT TRANSFERABLE.

ISSUED BY AUTHORITY OF THE COUNTY BOARD
OF PINE COUNTY, MINNESOTA.

CHAIRMAN, PINE COUNTY
BOARD OF COMMISSIONERS

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: March 4, 2014	Consent Agenda <i>(Please Circle)</i> Regular Agenda Estimated Time: <i>(Please Circle)</i> _____ 10 Min. 15 Min. <small>Time needed</small> 30 Min. 45 Min. 1 hour
Department Requesting Action: <u>Land Services</u>	 _____ Department Head Signature <u>2/26/14</u> Date

It has been 1 year, 8 months, 1 week, and 1 day since northern Pine County was devastated by the flooding of the Moosehorn and Kettle Rivers. In total 112 improved properties were damaged, 67 of them substantially. Pine County has worked in conjunction with the Minnesota Homeland Security and Emergency Management (HSEM) office to secure the funding to purchase 32 properties through the Federal Hazard Mitigation Grant Program. The program is designed to avoid future, repetitive losses.

On February 26, 2014 Pine County received our award letter to begin the purchase of these properties. These properties will be purchased, placed in the ownership of the city or township they are in, and turned to green space. Pine County had previously been under the impression that we had to fund the project ourselves and then get reimbursed, however we are working on the possibility of getting the money advanced to us, much like a highway project. A kick-off meeting between the county and HSEM will be scheduled shortly to work out all the details, however it is the goal to have the project complete by December 31, 2014.

Board Action Requested: *(Attach additional pages if needed)*
 None – information only.

Supporting Documents: **Attached** None

U.S. Department of Homeland Security
Region V
536 South Clark Street, Floor 6
Chicago, IL 60605



FEMA

Ms. Kris Eide, Director
Minnesota Homeland Security and Emergency Management
Minnesota Department of Public Safety
445 Minnesota Street, Suite 223
St. Paul, MN 55101-6223

FEB 24 2014

Attention: Ms. Jennifer Nelson, State Hazard Mitigation Officer

RE: Project Approval – 4069.10-R Pine County Acquisition

Dear Ms. Eide:

Your application for the Pine County Acquisition project is eligible under the Hazard Mitigation Grant Program (HMGP). Strategic Funds Management (SFM) is being applied to this project. SFM is the process for obligating HMGP funds incrementally based on the project work schedule and post award progress.

The first increment of SFM is being obligated with Hazard Mitigation Grant Program (HMGP) funds under the disaster declaration DR-4069-MN for the following project site:

Project	Title	Sub-grantee	Federal Share
4069.10-R	Pine County Acquisition	Pine County	\$2,053,242

This project has been cleared under the National Environmental Policy Act (NEPA) and determined to be categorically excluded in accordance with 44 CFR Part 10.8(d)(2)(vii).

The NEMIS Project Management Report indicates the amount of funds designated for HMGP project and administrative costs. You may only draw down those funds you will disburse within three days of the draw down date.

Should you need any assistance or have questions, please have your staff contact Morgan Holloway at (312) 408-5427.

Sincerely,

Andrew Velasquez III
Regional Administrator

Attachments: NEMIS Project Management Report
Project Location Summary Sheet
Record of Environmental Consideration
Environmental Closeout Declaration

HAZARD MITIGATION GRANT PROGRAM
Strategic Funds Management Summary

Grantee: MN Homeland Security & Emergency Management
Subgrantee: Pine County
Project Number: 4069.10-R

FEMA has determined that this project is eligible for Strategic Funds Management. Through Strategic Funds Management, the FEMA Regional Office in Chicago has coordinated with the Grantee to break the project down into smaller increments. The current projected funding timeline is shown below. FEMA recognizes that this timeline is only an estimate, and changes to the funding schedule may become necessary. As soon as the Grantee becomes aware of potential changes to the funding timeline, please notify the FEMA Regional Office. Finally, for all future funding installments over \$1 million dollars, a large project notification is required. FEMA requires that the Grantee provide 30 days advance notice of requests for additional funds. This request may be submitted by the State Hazard Mitigation Officer either by e-mail or letter.

Current Obligation:

Action Number	Obligation Date	HMGP Federal Funds	Non-Federal Funds	Total Project Funds
1		\$2,053,242.00	\$684,414.00	\$2,737,656.00
Total		\$2,053,242.00	\$684,414.00	\$2,737,656.00

Future Projected Obligations:

Funding Timeline	HMGP Federal Funds	Non-Federal Funds	Total Project Funds
July 1 – December 31, 2014	\$2,053,242.00	\$684,414.00	\$2,737,656.00
Project Totals	\$4,106,484.00	\$1,368,828.00	\$5,475,312.00