

MINUTES OF PINE COUNTY BOARD MEETING
Regular Meeting

Tuesday, September 17, 2013, 10:00 a.m.
Board Room, Pine County Courthouse, Pine City, Minnesota

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

The Pledge of Allegiance was said.

Chair Hallan called for public comment. Eldon Schmedeke commented on information received from County Forester Greg Beck regarding Schmedeke Lane. Commissioner Pangerl acknowledged District 5 County Commissioner candidates Randy Christenson and Matt Ludwig in attendance at the board meeting.

Chair Hallan requested the following revisions to the Regular and Consent Agendas:

Consent:

Add: Item #4 – Approval of Minnesota Teamsters Public & Law Enforcement Employee’s Union, Local No. 320 (Essential Licensed Employee Unit/Deputies) contract.

Regular:

Add: Closed meeting -- update on two claims.

Add: Marge Fagerstrom/EMS update will be addressed with item #3, Central Minnesota Emergency Medical Services Region Joint Powers Agreement

Commissioner Rossow moved to approve the amended Agenda. Second by Commissioner Pangerl. Motion carried 4-0.

Commissioner Chaffee moved to approve the Minutes of the September 3, 2013 board meeting and Summary for publication. Second by Commissioner Rossow. Motion carried 4-0.

Minutes of Boards, Committees and Correspondence

Commissioner Pangerl moved to acknowledge the Minutes of Boards, Committees and Correspondence. Second by Commissioner Rossow. Motion carried 4-0.

Commissioner Chaffee moved to approve the amended Consent Agenda. Second by Commissioner Pangerl. Motion carried 4-0.

CONSENT AGENDA

The consent agenda is voted on without any discussion. Any commissioner may request an item be removed and added to the regular agenda.

1. Review August, 2013 Cash Balance (attached)

Approve:

Fund	August 31, 2012	August 31, 2013	Increase(Decrease)
General Fund	\$724,825.43	\$1,652,961.28	\$928,135.85
Health and Human Services Fund	\$2,137,495.27	\$1,475,975.97	(\$661,519.30)
Road and Bridge Fund	\$6,970,676.74	\$6,786,574.51	(\$184,102.23)
Land Management Fund	\$1,177,020.97	\$1,580,296.20	\$403,275.23
TOTAL (inc non-major funds)	\$12,357,431.35	\$12,751,596.78	\$394,165.43

2. Training

- A. Approve the following staff to attend the State WIC Conference, October 28-30, 2013, Bloomington. This is required training for all WIC nursing personnel. Funds are available in the 2013 Health & Human Services/WIC budget.
 Pat Anderson, Nursing Team Leader/WIC Coordinator: Registration: \$0;
 Meals/Accommodations: \$407; Travel: \$0 (using own car w/\$0 mileage)
 Wendy Bloom, LPN: Registration: \$0; Meals/Accommodations: \$165; Travel: \$0
 Stephanie Larson, LPN: Registration: \$0; Meals/Accommodations: \$165; Travel: \$0
 Toni Jensen, RN: Registration: \$0; Meals/Accommodations: \$165; Travel: \$56.50
 Amber Stumne, RN: Registration: \$0; Meals/Accommodations: \$165; Travel: \$56.50
- B. Approve Health & Human Services Director Patrick Bruflat to attend the MN Association of County Social Service Administrators Fall Conference, October 2-4, 2013, Nisswa. Registration \$125; Meals/Accommodations, \$348.41; Travel \$124.30; Total cost: \$597.71. Funds are available in the 2013 Health & Human Services/Staff Development budget.

3. New Hires

- A. Approve the hiring of Social Worker (Children's Services) Chandra Clark, effective October 1, 2013, \$19.25/hr., C-42, step 1.
- B. Approve the hiring of Social Worker (Adult Services) Kathleen Borowick, effective September 20, 2013, \$19.25/hr., C-42, step 1.

4. Law Enforcement (Deputies) Contract

Approval of Minnesota Teamsters Public & Law Enforcement Employee's Union, Local No. 320 (Essential Licensed Employee Unit/Deputies) Contract, January 1, 2012 – December 31, 2013.

REGULAR AGENDA

1. Personnel Committee

The Pine County Personnel Committee met September 10, 2013 and made the following recommendations (Minutes attached):

Jail:

Approve filling of full-time corrections officer vacancy created by the resignation of FT Corrections Officer Alexander White.

Administrator:

Approve 2.5% annual performance wage increase for Building Maintenance Supervisor Kevin Newman, March 5, 2013.

Health & Human Services:

Approve the combining of two part-time vacant public health nurse positions into one full-time RN position.

Other items are for informational purposes only.

Commissioner Rossow provided an overview of the personnel committee meeting. Chair Hallan was in attendance at the September 10, 2013 Personnel Committee due to the unavailability of Commissioner Chaffee.

Motion by Commissioner Rossow to approve the recommendations of the Personnel Committee. Second by Commissioner Hallan. Motion carried 4-0.

2. Public Hearing – County Fees

Chair Hallan opened the public hearing at 10:08 a.m.

Land Services Director Kelly Schroeder provided an overview of the purpose of the public hearing (the amendment of the fee schedule for the land service offices County Assessor, Recorder/Registrar of Titles, Planning, Zoning and Solid Waste).

Requested fee changes:

Assessor:

	<u>Old</u>	<u>New</u>
1. Color Print-Outs (GIS Maps)	\$ 0.00	\$1.00/pg
2. Field Cards	\$1.00	\$3.00
3. Data Files	\$.03/parcel \$50 setup	\$.03/record \$50 setup
4. CAMA Reports (Emailed in Excel)	\$.03/parcel \$50 setup	\$.03/parcel \$10 setup
Printout	\$.25/pg \$50 setup	\$.25/pg \$10 setup
5. Non-Agricultural Use Certification	\$0.00	\$25

Recorder/Registrar of Titles:

1. Plat copy-portion	\$3.00	\$5/per map section
2. Personal copies requested from KIP 700	new	\$5/pg
3. Expedite fee	new	\$20
4. Tract Searches	\$20/hr.	Eliminated
5. Torrens Fee: Cert. of Title copy	\$5	\$10
6. Marriage License – 5 day waiver	\$5	\$50
7. Marriage License – Consent for Minor to Marry	New	\$50
8. Marriage License – Felony Applicants changing name	New	\$50
9. LandShark one-time hit fee	New	\$5 non-subscriber
10. Beacon one-time hit fee	New	\$5 non-subscriber

11. Credit card fee	New	3%
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Planning & Zoning Solid Waste

1. Building Site Permit		
a. dwelling, mobile home or addition to living space	\$125	\$150
b. deck or storage building (120 sq. ft or less)	\$55	\$75
c. additional site visits	\$0	\$50
2. Individual Sewage Treatment Systems		
a. Drainfield Permit	\$150	\$175
b. Holding Tank Permit	\$100	\$125
c. Privy Permits	\$75	\$125
3. Grading & Filling Permit	\$75	\$100
4. Variance	\$300	\$500
5. Conditional Use Permit	\$300	\$650
6. Amendment	\$300	\$650
7. Property Subdivisions		
a. Preliminary Plat	\$500	\$650
b. Final Plat	\$500+10 per lot	\$650+10 per lot
8. FEMA Certification/LOMA Req.	\$0	\$25
9. Waste Hauler's Fee	\$25	\$200
10. Color GIS Map	\$0	\$1/pg

Chair Hallan called for public comment. There being no public comment, the public hearing was closed at 10:12 a.m.

Motion by Commissioner Rossow to approve the amendment of the county fee schedule for the offices of the County Assessor, Recorder/Registrar of Titles, Planning, Zoning and Solid Waste departments, effective January 1, 2014. Second by Commissioner Chaffee. Motion carried 4-0.

3. Central Minnesota Emergency Medical Services (EMS) Region Joint Powers Agreement

Marge Fagerstrom, Pine County Advisory Board Member with the Central Minnesota EMS Region, provided an oversight of the Central Minnesota EMS Region. The EMS Advisory Committee is to advise and make recommendations to the Joint Powers Board regarding the development, maintenance, funding and evaluation of EMS within a 12 county Central Region. County Attorney Carlson inquired about the receipt of an annual report from Central Minnesota EMS Region. Fagerstrom stated they are available at the joint powers board meetings and that our county representative could obtain a copy at the meeting. Commissioner Rossow inquired if there is a cost for the county to be a member of this group; Chair Hallan stated there is no cost.

MOTION by Commissioner Pangerl to approve the Central Minnesota EMS Region Joint Powers Agreement. Second by Commissioner Chaffee. Motion carried 4-0.

4. Award Bid for Contract #1306 (bike path near CSAH 61)

County Engineer Mark LeBrun recommended the contract be awarded to the low responsible bidder, Dresel Contracting, Inc. Contract #1306 includes:

SP 058-090-002, located on or near CSAH 61 from 0.37 miles south of Hurley Avenue to the junction of Johnson Avenue SE and 4th Street SE.

LeBrun stated a pre-construction meeting is scheduled with the contractor for September 20, 2013 with construction to possibly commence the week of September 23, 2013. The project may be completed October, 2013.

Motion by Commissioner Chaffee to award the bid for Contract #1306 (bike path near CSAH 61) to Dresel Contracting, Inc. in the amount of \$880,792.50. Second by Commissioner Hallan. Motion carried 4-0.

5. August 2013 Financial Report

County Administrator David Minke provided a financial update for the county through August, 2013.

6. Commissioner Updates

None.

7. Other

- A. County Auditor-Treasurer Cathy Clemmer stated that the District 5 commissioner election results will be posted on the county website. The canvassing board will meet September 18, 2013.
- B. Commissioner Rossow added the Arrowhead Counties Association will meet September 18, 2013, 6:00 p.m., Duluth, Minnesota.

8. Upcoming Meetings

- a. **Pine County Board Meeting, Tuesday, September 17, 2013, 10:00 a.m.**, Board Room, Pine County Courthouse, Pine City, Minnesota.
- b. **Pine County Health and Human Services Meetings, Tuesday, September 17, 2013, to commence after Pine County Board Meeting**, Boardroom, Pine County Courthouse, Pine City, Minnesota.
- c. **Technology Meeting, Tuesday, September 24, 2013, 8:30 a.m.**, Commissioner Conference Room, Courthouse, Pine City, Minnesota.
- d. **NLX meeting, Wednesday, September 25, 2013, 9:30 a.m.**, Boardroom, Courthouse, Pine City, Minnesota.
- e. **Pine County Board Meeting, Tuesday, October 1, 2013, 1:00 p.m.**, Public Health Building, Sandstone, Minnesota.

The county board recessed at 10:37 a.m.

9. Closed Session – Claims Update

Motion by Commissioner Chaffee to close the meeting in accordance with MS §13D.05, subd. 3(b) for the purpose of the county attorney providing an update on two notices of claim. Second by Commissioner Pangerl. Motion carried 4-0.

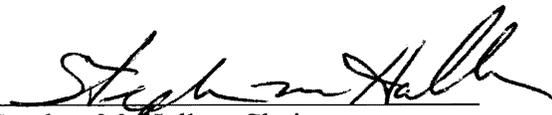
The meeting was closed at 10:50 a.m.

Present at the closed meeting were Commissioners Hallan, Pangerl, Chaffee and Rossow; County Attorney John Carlson; Sheriff Robin Cole; and County Administrator David Minke.

Motion by Commissioner Chaffee to open the meeting. Second by Commissioner Pangerl. Motion passed 4-0. The meeting was opened at 11:20 a.m.

10. Adjourn

With no further business, Chair Hallan adjourned the county board meeting at 11:21 a.m. The next regular meeting of the county board is scheduled for October 1, 2013 at 1:00 p.m. at the Public Health Building, Sandstone, Minnesota.



Stephen M. Hallan, Chair
Board of Commissioners



David J. Minke, Administrator
Clerk to County Board