

MINUTES OF PINE COUNTY BOARD MEETING
Regular Meeting

Tuesday, May 21, 2013, 10:00 a.m.
Boardroom, 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 a moment of silence in honor of Veterans Service Officer Dean Dronen who passed away May 15, 2013.

Chair Hallan called for public comment. The following expressed their opposition of the Northern Lights Express: Dave Ostenson, Scott Martin, Al Wolter, Kathy Moris, Laura McKenzie, Patrice DeGray, Ben Wiener, Carolyn Stivers, Christine Jackson.

Chair Hallan requested the following revisions to the Regular Agenda:

Remove #2: NLX presentation

Add #1E: Approve IT Supervisor job description.

Add #9A: Approve Veterans Service Officer job description.

Add #9B: Approve filling of Veterans Service Officer position.

Add: Closed session - tax forfeited land sale.

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

Commissioner Pangerl moved to approve the Minutes of the May 7, 2013 board meeting and Summary for publication. Second by Commissioner Chaffee. Motion carried 4-0.

Minutes of Boards, Committees and Correspondence

Pine County Soil & Water Conservation District Board Meeting Minutes–Apr. 4, 2013

East Central Regional Library Board Minutes – April 8, 2013

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

Commissioner Chaffee moved to approve the Consent Agenda. Second by Commissioner Rossow. 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 April, 2013 Cash Balance

Fund	April 30, 2012	April 30, 2013	Increase(Decrease)
General Fund	-\$1,142,806.89	-\$1,098,096.81	\$44,710.08
Health and Human Services Fund	\$1,316,896.90	\$833,714.10	(\$483,182.80)
Road and Bridge Fund	\$7,240,378.19	\$5,559,148.29	(\$1,681,229.90)
Land Management Fund	1,046,751.86	\$1,631,927.33	\$585,175.47
TOTAL (inc non-major funds)	12,649,034.22	10,248,547.10	(\$2,400,487.12)

2. Applications for Abatement:

Approve:

- a. Gregory Clark, 27966 Oak Bend Way, Sturgeon Lake, PID 31.0221.001, pay 2013
- b. Eunice Olson, 38396 Warloe Road, Moose Lake, PID 33.0104.000, pay 2013
- c. Marlen & Annette Anderson, 94132 Partridge Rd. No., Sturgeon Lake, PID 33.0004.000, pay 2013
- d. Western Bank, 608 Fire Monument Rd., Hinckley, PID 40.0005.024, pay 2011 & 2012
- e. Steve & Lisa Hosna, 45714 Dove Rd., Hinckley, PID 15.0030.000, pay 2013

3. Application for Premises Permit

Approve application for Pokegama Lake Association to conduct Minnesota lawful gambling at Beroun Saloon, 24715 Main St., Beroun (Mission Creek Twp.)

4. Donation

Approve:

- A. Accept \$2,500 donation from Wal-Mart Foundation and designate to the Pine County Sheriff's Office K-9 program; to be used to help offset expense of canine program.
- B. Accept \$2,500 donation from Wal-Mart Foundation; to be used to help offset the expense of the volunteer posse.

5. Awards

Sheriff Cole presented the following awards:

- Dispatcher Marcella Danielson: Award of Merit
- Office Manager Denise Baran: Award of Commendation
- Chief Deputy Steve Blackwell: Medal of Merit

6. **Training**

Approve County Administrator David Minke to attend the Economic Development Association of Minnesota summer conference, June 26 – 28, 2013, Duluth. Registration \$395; lodging (2) nights, \$295; mileage \$98; total cost: \$788. Attendance at this conference will support the board's goal of increasing county activity with economic development. Funds are available in the 2013 Administrator's budget.

7. **New Hire**

Approve:

- A. Authorize the hiring of 4-H Summer Assistant Jessica Fischer, effective June 3, 2013, \$11.62 per hour, grade A13, step 1 (at a cost not to exceed \$4,000).
- B. Authorize the hiring of part-time Corrections Officers Sara Anderson, effective May 23, 2013, pending completion of pre-employment screenings, \$16.04 per hour, B-23.
- C. Authorize the hiring of part-time Corrections Officers Michael Ledin, effective May 23, 2013, pending completion of pre-employment screenings, \$16.04 per hour, B-23.

REGULAR AGENDA

1. **Personnel Committee Meeting**

The Personnel Committee met on May 14, 2013 and made the following recommendations:

A. **Sheriff's Office**

- Accept the resignation of Deputy Sheriff Noah Heiller, effective May 11, 2013.
- Authorize promotion of two part-time deputy sheriffs to full-time.
- Authorize the backfill of two full-time deputy sheriff positions.
- Ratify the Pine County Sheriff's Office sworn peace officers staffing level for 2013 and 2014 at 31.

Discussion was held as to past and present staffing levels, police calls, expenditures and revenue of the sheriff's office. Sheriff Cole is requesting staffing for 33 full-time deputies. Commissioner Chaffee suggested Cole meet with Auditor-Treasurer Cathy Clemmer and/or Chief Deputy Auditor-Treasurer Paul Johnson regarding the sheriff's office budget and then readdress his staffing concerns with the Personnel Committee -- a special Personnel Committee meeting is scheduled for June 4, 2013, 8:00 a.m., Public Health Building, Sandstone, Minnesota.

Motion by Commissioner Rossow to approve the recommendations of the Personnel Committee (Sheriff's Office). Second by Commissioner Chaffee. Motion carried 4-0.

B. Highway Department

- Accept the retirement of Highway Maintenance Worker Greg Museus, effective May 3, 2013, and authorize internal replacement and external backfill.
- Authorize the transfer of Maintenance Engineer Shawn Linnell to previous position of Engineer Technician III per AFSCME contract, effective May 27, 2013. Maintenance Engineer position will remain vacant.
- Authorize termination of probationary employee Engineer Technician III Richard Reineccius, effective May 24, 2013.
- Authorize internal advertisement for Highway Maintenance Supervisor, Sandstone.
- Authorize advertising for (2) vacant highway maintenance workers prior to August 1, 2013.

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

C. Land and Zoning Department

County Administrator David Minke provided an overview of the reorganizational structure of the Land and Zoning Department:

- County forester: report to county auditor.
- Creation of Land Services Director position and promote Kelly Schroeder to position.
- Eliminate Land & Zoning Administrator position.
- Creation of Senior Environmental Technician/Zoning Administrator position– to report to Land Services Director.
- Eliminate one of two Environmental Technician positions (opportunity for promotion) remaining technician
- Creation of Senior Appraiser position.
- Reclassification of deputy assessor.

This structure is similar to Mille Lacs County. Minke indicated this is a work in progress and that adjustments will be made as necessary. Commissioner Pangerl stated his concern as to the large amount of additional duties assigned to Assessor Schroeder and any concerns Schroeder may have should be brought before the

board. Commissioner Chaffee indicated a possible adjustment to Schroeder's compensation be reviewed, if necessary.

Motion by Commissioner Chaffee to approve the recommendations of the Personnel Committee (Land and Zoning Department). Second by Commissioner Rossow. Motion carried 4-0.

D. Administrator's Office

- Approve six month probationary period performance pay increase for Administrative Assistant Debbie Gray from \$15.12 per hour to \$16.87 per hour effective May 9, 2013.

E. IT Supervisor Job Description

- Approve IT Supervisor job description.

Motion by Commissioner Chaffee to approve the recommendations of the Personnel Committee as to performance pay increase for Debbie Gray and approval of IT Supervisor job description. Second by Commissioner Rossow. Motion carried 4-0.

Other items are for information only.

2. NLX Presentation – Ken Buehler

Rescheduled to June 18, 2013 board meeting.

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

To be rescheduled.

4. East Central Solid Waste Commission (ECSWC)

County Administrator David Minke requested approval of Resolution 2013-21 allowing East Central Solid Waste Commission to update and submit a Solid Waste Management Plan (SWMP) on Pine County's behalf. Chair Hallan concurred. The last time a SWMP had been submitted was 2006. Minke also explained the proposed Contract between ECSWC and Pine County for the operation of a household hazardous waste management system was not time sensitive and will be presented for consideration at a future meeting.

Motion by Commissioner Chaffee to approve Resolution 2013-21 -- Authorization for East Central Solid Waste Commission Updating and Submission of Solid Waste Management Plan. Second by Commissioner Rossow. Motion carried 4-0.

5. Final Payment – Hardrives, Inc. - #1202

County Engineer Mark LeBrun reported to the board, and discussion was held, regarding the completion of Contract #1202.

(inclusive of CP 058-040-001: located on CSAH 40; between CSAH 52 and CSAH 46; CP 058-051-001: located on CSAH 51; between CSAH 50 and Carlton CSAH 10; and CP 058-052-001, located on CSAH 52; between CSAH 40 and Edgewood Road).

Motion by Commissioner Chaffee for final payment to Hardrives, Inc. in the amount of \$20,445.16. Second by Commissioner Rossow. Motion carried 4-0.

6. Award Bid for Contract #1301

County Engineer Mark LeBrun reported that bids were opened on April 29, 2013 for Contract #1301 for SAP 058-611-013, located on CSAH 11, from County Line to CSAH 61. The engineer's estimate for the project was \$2.6 million, bid from Tri-City Paving, Inc. was \$2,197,377.47 (approximately 15% under proposed engineer's estimate).

Motion by Commissioner Pangerl to award bid for Contract #1301 to Tri-City Paving, Inc. for SAP 058-611-013, \$2,197,377.47 and authorize Board Chair and County Administrator to sign Contract. Second by Commissioner Chaffee. Motion carried 4-0.

7. Award Bid for Contract #1302

County Engineer Mark LeBrun reported that bids were opened on May 20, 2013 for Contract #1302 for SAP 058-641-016, located on CSAH 41, from Aitkin CSAH 2 to 2.5 miles east. Four bids were submitted. The engineer's estimate for the project was \$1.2 million, bid from North Pine Aggregate was \$1,174,778.43 (approximately 4% under proposed engineer's estimate). Paving is not included in this contract (to be discussed in future Transportation Committee Meeting).

Motion by Commissioner Rossow to award bid for Contract #1302 to North Pine Aggregate for SAP 058-641-016, \$1,174,778.43 and authorize Board Chair and County Administrator to sign Contract. Second by Commissioner Hallan. Motion carried 4-0.

8. Health and Human Services Director Position Recruitment

County Administrator David Minke informed the board the deadline for submission of applications for the Health and Human Services Director position has closed with 19 applications submitted. Minke explained the proposed interview process with interviews to take place June 3, 2013.

9. Veteran's Service Officer Vacancy

9A. Job Description

County Administrator David Minke explained the Veteran's Service Officer job description has been revised to remove duties previously associated with the safety program, and reviewed the basic applicant qualifications necessary. The new description is based on a state model.

Motion by Commissioner Chaffee to approve the Veteran's Service Officer job description. Second by Commissioner Rossow. Motion carried 4-0.

9B. Filling Position

Commissioner Rossow commented Pine County has approximately 3,000 veterans and inquired as to a timeframe for filling the position. Minke explained that the Veterans Service Officer position will be advertised for three weeks and contemplated interviews 4-5 weeks from now. Minke indicated he will be meeting with a State Veterans Services Department field officer this week. They anticipate interim staffing needs to be 2-3 days per week.

Motion by Commissioner Pangerl to approve the filling of the Veteran's Service Officer position. Second by Commissioner Rossow. Motion carried 4-0.

10. Commissioner Updates

None.

11. Other

Pine County resident Dave Ostenson asked for comment from the Board on the NLX. Commissioner Pangerl requested that the NLX be placed on the June 18, 2013 board agenda for discussion.

12. Upcoming Meetings

- a. **Technology Committee Meeting, Tuesday, May 21, 2013, 8:30 a.m.,** Commissioner Conference Room, Pine County Courthouse, Pine City, Minnesota.
- b. **Pine County Board Meeting, Tuesday, May 21, 2013 10:00 a.m.,** Boardroom, Pine County Courthouse, Pine City, Minnesota.
- c. **Pine County Health and Human Services Meetings, Tuesday, May 21, 2013, to commence after Pine County Board Meeting,** Boardroom, Pine County Courthouse, Pine City, Minnesota.
- d. **Highway 70 Road Tour, May 24, 2013, 10:00 a.m.,** Rock Creek City Hall.
- e. **Committee of the Whole – Economic Development, June 4, 2013, 10:00 a.m.,** Public Health Building, Sandstone, Minnesota.

- f. **Special Personnel Committee Meeting, Tuesday, June 4, 2013, 8:00 a.m.,** Public Health Building, Sandstone, Minnesota.
- g. **Pine County Board Meeting, Tuesday, June 4, 2013, 1:00 p.m.,** Public Health Building, Sandstone, Minnesota.
- h. **Personnel Committee Meeting, Tuesday, June 11, 2013, 8:00 a.m.,** Hinckley City Hall.
- i. **Facilities Committee Meeting, Tuesday, June 18, 2013, to commence after Health and Human Services Meeting,** Commissioner Conference Room, Pine City, Minnesota.

Recess called at 12:00 p.m.

Reconvened at 12:15 p.m.

Motion by Commissioner Rossow to close the meeting to discuss pending litigation relating to a tax forfeited property sale. Second by Commissioner Chaffee. Motion carried 4-0.

Present at the closed meeting: Chair Hallan; Commissioners Chaffee, Pangerl, Rossow; Attorney Carlson; Auditor Clemmer; and Administrator Minke.

Motion by Commissioner Chaffee to open the meeting. Second by Commissioner Pangerl. Motion carried 4-0. The meeting was opened at 12:45 p.m.

13. Adjourn

With no further business, Chair Hallan adjourned the county board meeting at 12:45 p.m. The next regular meeting of the county board is scheduled for June 4, 2013 at 1:00 p.m. at the Public Health Building, Sandstone, Minnesota.



David J. Minke, Administrator
Clerk to County Board



Stephen M. Hallan, Chair
Board of Commissioners