

MINUTES OF PINE COUNTY BOARD MEETING
Regular Meeting

Tuesday, June 18, 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 welcomed Stacy Fitzgerald back from her service in Afghanistan.

Chair Hallan called for public comment, stating any public comment related to the NLX would be heard after the NLX presentation on the Regular Agenda. There was no public comment.

Chair Hallan requested the following revisions to the Agenda:

Regular:

Add 9A: Revenue Sources for Transportation Funding

Add 9B: Set date for Committee of the Whole/Budget Committee Meeting

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

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

Commissioner Pangerl moved to approve the Minutes of the June 3, 2013 special meeting and June 4, 2013 special meeting Committee of the Whole. Second by Commissioner Rossow. Motion carried 4-0.

Minutes of Boards, Committees and Correspondence

Pine County Soil & Water Conservation District Board Meeting – May 9, 2013

University of Minnesota Extension – Pine County Update – June, 2013

Commissioner Chaffee moved to acknowledge the Minutes of Boards, Committees and Correspondence. Second by Commissioner Pangerl. 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 May, 2013 Cash Balance**

Approve:

Fund	May 31, 2012	May 31, 2013	Increase(Decrease)
General Fund	-1,737,183.72	-2,136,132.50	(398,948.78)
Health and Human Services	1,029,022.31	332,874.00	(696,148.31)

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

2. **Applications for Abatement:**

Approve:

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

3. **Application for Exempt Permit**

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

4. **Resolution for Repurchase of Tax Forfeited Land**

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

5. **Liquor License**

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

6. **Police Officer Declaration – PERA**

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

7. **Soo Line South Rehabilitation Project #1140-11-2D**

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

8. **New Hire – Health & Human Services Director**

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

REGULAR AGENDA

1. **Personnel Committee**

- A. The Personnel Committee – Special Meeting met June 4, 2013. Action taken at June 4, 2013 board meeting. Informational only, no additional board action necessary.

B. The Personnel Committee met June 11, 2013 and made the following recommendations:

Jail:

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

Land Services Department:

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

Administrator:

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

Health & Human Services:

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

Commissioner Rossow provided an overview of the personnel committee meeting, stating:

1. the revised Environmental Tech job description is not for a new hire or a supervisory position, but from the creation of the Sr. Environmental Tech/Zoning Administrator position and internal promotion;
2. the new Sr. Property Appraiser position is a result of Kelly Schroeder overseeing the Land Services Department and the necessity to fill an appraiser position; and
3. the hiring of the Health & Human Services positions: (2) office support specialists, (2) eligibility workers, and (1) social worker, is a result of the new healthcare requirements and the potential of 1,400 – 1,700 new cases in Pine County. Rossow stated there is a possible reimbursement for up to 75% for these new positions. Should future work flow decrease, the necessity for these position(s) will be revisited.

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

Other items are for informational purposes only.

2. Transportation Committee

The Transportation Committee met June 6, 2013. The Transportation Committee made the following recommendations:

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

Highway Engineer Mark LeBrun reported that only mutually agreed upon roads should be turned back to the townships. LeBrun also provided an update as to the status of road projects in 2013 and 2014. LeBrun stated there was 6 internal candidates and recommended the promotion of Todd Booker to highway maintenance supervisor.

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

3. Insurance Committee

The Insurance Committee met June 17, 2013 and made the following recommendations:

Change of service provider to Madison National Life for short-term and long-term disability, effective July 1, 2013.

Human Resources and Payroll Specialist Matt Christenson stated Ochs, the current county plan administrator for short- and long-term disability, will be changing their service provider from MN Life to Madison National Life. Madison Life will have the rights to administer coverage for the municipal pool in which the county is a member. Ochs/Madison National have offered a 10% reduction on long-term disability rates together with a 2-year rate freeze, as well as a two-year rate freeze on short-term disability rates. Commissioner Pangerl questioned if there is a penalty for leaving the current pool, Christenson stated there is not. No match is required from the county and an open enrollment period will be offered. Long-term and short-term disability is optional coverage paid entirely by the employee.

Motion by Commissioner Chaffee to approve the recommendation of the Insurance Committee to change the service provider to Madison National Life for short-term and long-term disability, effective July 1, 2013. Second by Commissioner Pangerl. Motion carried 4-0.

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

Barb Chaffee and staff presented an update on the 2012 audit on behalf of Central Minnesota Jobs and Training Services. No concerns were noted. Chaffee also presented a framed photograph of Commissioner Carlson, stating that upon a vacancy of a CMJTS board member, their picture is retired. Chaffee asked that Carlson's picture be retired here.

Discussion was held regarding the auditing process as well as CMJTS's involvement in the creation of jobs in Pine County. Commissioner Pangerl inquired as to whether job creation statistics in the audit include jobs created by the Mille Lacs Band--Chaffee replied saying that unless a band member comes to CMJTS for job assistance, their numbers are not included.

5. MCIT Member Report

Bob Goede, MCIT Risk Management Consultant, presented the 2013 MCIT annual report and update.

Chair Hallan called a five minute recess at 11:10 a.m.

The board reconvened at 11:18 a.m.

6. NLX

Bob Manzoline, Regional Rail Authority, and John Ongaro, Intergovernmental Relations Director, St. Louis County and NLX Alliance volunteer, gave a presentation on Northern Lights Express (NLX). After the presentation, Chair Hallan opened the floor to public comment. The following expressed their views:

Support: Dave Baker, Charlie Rike, Bob Carlson, Bob Brewster, Dale Frye, and Patrice Winfield.

Opposition: Tom Swain, Al Wolter, Patrice DeGray, Leo McNally, Sherri Blasjek, Randy Christenson, Sherri Holm, Carolyn Stivers, Bob Salonek, Betty Palmer, and Janet McNally.

Chair Hallan called a five minute recess at 1:05 p.m.

The board reconvened at 1:12 p.m.

7. Final Payment – Hardrives, Inc.

County Engineer Mark LeBrun reported to the board, and discussion was held, regarding the completion of Contract #1104: CP 058-633-014, CSAH 33; between CSAH 66 to TH 23; CP 058-664-004, CSAH 64; between TH 123 and TH 23; and CP 058-666-002, CSAH 66; between CSAH 32 to TH 23. LeBrun said that the overrun was due to incentive payments.

Motion by Commissioner Rossow for final payment to Hardrives, Inc. in the amount of \$43,217.25 and authorize County Administrator to sign the Certificate of Final Contract Acceptance. Second by Commissioner Chaffee. Motion carried 4-0.

8. Pine County Sheriff's Office Public Auction

Sheriff Cole reported that approximately 149 guns, which cannot be returned to their owners, will be sold by Reinhardt Auction Service, Palisade, Minnesota on August 17, 2013, at 4R Arena, Palisade. The county will pay a 12% commission; Cole estimates sales to be approximately \$30,000 - \$40,000.

9. Flood Mitigation Properties – Resolution 2013-26

County Administrator David Minke explained that the county is at the stage in the flood buy-out process of transferring title of the flood properties to the respective township/city in which the property is located. Resolution 2013-26 will allow the County Administrator, or his designee, to sign closing documents.

Motion by Commissioner Rossow to approve Resolution 2013-26 Authorizing County Administrator or Designee to Sign Closing Related Documents to Purchase Flood Buy-out Properties and authorize Board Chair and County Administrator to sign. Second by Commissioner Pangerl. Motion carried 4-0.

9A. Revenue Sources

County Engineer Mark LeBrun explained that effective January, 2014 Pine County will have two new revenue sources available for transportation funding:

i. \$10 Annual Wheelage Tax.

\$10 per motor vehicle (not motorcycles or trailers) registered in Pine County. Currently the only option is to impose the tax and set the amount at \$10 or not impose the tax. This tax must be used for highway purposes. The estimated annual revenue for Pine County is \$273,000. August 1st is the deadline to notify the Department of Revenue to collect the tax.

ii. ½ cent Sales Tax.

This tax is added to the general state sales tax and includes an excise tax of \$20 per motor vehicle sold at retail in the county. This tax can only be used for specific purposes including capital cost of a specific transportation project, capital and operating costs of specific transit projects, or costs for Safe Routes to School program. The estimated annual revenue for Pine County is \$703,000. The tax is to end when the specific project is paid for.

9B. Committee of the Whole – 2014 Budget

- i. A Committee of the Whole Budget Committee meeting has been set for July 16, 2013 after the Health and Human Services Board, in the boardroom.
- ii. Administrator's Office will assist with scheduling a mutually agreeable date for all commissioners to meet with department heads to discuss the 2014 budget.

10. Commissioner Updates

None.

11. Other

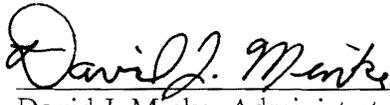
Remove Special Meeting – Performance Review (David Minke), Wednesday, June 19, 2103, 8:00 a.m. from the Upcoming Meeting Calendar. Each Commissioner will make a written appraisal and submit to Chair Hallan. The recommendations will then be submitted to the Personnel Committee.

12. Upcoming Meetings

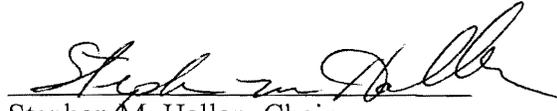
- a. **Technology Meeting, Tuesday, June 18, 2013, 8:30 a.m.**, Commissioner Conference Room, Courthouse, Pine City, Minnesota.
- b. **Pine County Board Meeting, Tuesday, June 18, 2013, 10:00 a.m.**, Boardroom, Pine County Courthouse, Pine City, Minnesota.
- c. **Pine County Health and Human Services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

13. Adjourn

With no further business, Chair Hallan adjourned the county board meeting at 1:40 p.m. The next regular meeting of the county board is scheduled for July 2, 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