

MINUTES OF PINE COUNTY BOARD MEETING
Regular Meeting

Tuesday, January 21, 2014, 10:00 a.m.
Board Room, Courthouse, Pine City, Minnesota

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

The Pledge of Allegiance was said.

Chair Rossow called for public comment. Terry Neitzel requested return of his court bond.

Chair Rossow requested the following revisions to the Agenda:

Regular:

- Add 7A: AFSCME Road and Bridge, Unit #1 (Technicians) Contract
- Add 7B: Ratification of Termination of Employee
- Add 7C: Backfill of Vacancy Created by Termination
- Add 7D: Acknowledge IT Supervisor Resignation

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

Commissioner Hallan moved to approve the Minutes of the January 7, 2014 County Board Meeting and Summary for publication. Second by Commissioner Chaffee. Motion carried 4-0.

Minutes of Boards, Committees and Correspondence
None.

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

CONSENT AGENDA

1. Review December, 2013 Cash Balance

Approve:

Fund	December 31, 2012	December 31, 2013	Increase(Decrease)
General Fund	\$2,495,333.06	\$2,539,821.50	\$44,488.44
Health and Human Services Fund	\$1,855,366.42	\$841,647.00	(\$1,013,719.42)
Road and Bridge Fund	\$5,324,159.01	\$2,078,182.32	(\$3,245,976.69)
Land Management Fund	1,474,268.53	\$1,838,948.89	\$364,680.36
TOTAL (inc non-major funds)	\$13,375,860.67	\$9,550,362.46	(\$3,825,498.21)

2. **2013 Budget Adjustments**
Approve 2013 budget adjustments.
3. **Donation**
Approve acceptance of \$1,369.31 in donations from a citizen to a fund for payment of the care of seized, abused animals.
4. **Retirement of Police Dog**
Approve transfer of retired police dog "Nitro" to Deputy Paul Widenstrom.
5. **New Hire**
 - A. Approve the hiring of Jesse Johnston as a full-time Corrections Officer, effective January 28, 2014, \$16.04 per hour, B-23.
 - B. Approve the hiring of Kirby Olson as Survey Crew Chief, effective January 27, 2014, \$16.11 per hour, B-24, step 1.
 - C. Approve the appointment of Tara Reibling to backfill the Office Support Specialist position, A-13, step 1, \$12.44 per hour, effective February 5, 2014.
 - D. Approve the appointment of Beth Pierson to backfill the Social Worker position, C-42, step 1, \$19.25 per hour, effective February 5, 2014.

REGULAR AGENDA

1. Subsurface Sewage Treatment System (SSTS) Public Hearing

Land Services Director Kelly Schroeder provided a powerpoint presentation to the board of clarifications (additions/deletions) to the draft Subsurface Sewage Treatment System (SSTS) Ordinance. Discussion was held regarding abandonment of a septic system and compliance inspections for bedroom additions.

Chair Rossow opened the public hearing at 10:22 a.m.

The following provided comment: Bob Brewster (Arna Township), Richard Glattly (Norman Township), Harvey Lindstrom (inspector), Gordy Johnson (Pokegama Township), and David Koland (Sandstone Township).

February 4, 2014 is the deadline for the adoption of the Ordinance, however Aaron Jensen, MPCA, indicated that an extension could be granted if necessary.

With no further public comments, the public hearing closed at 11:06 a.m.

Chair Rossow requested Schroeder meet with the SSTS committee to make revisions/corrections to the ordinance and bring a final version to the February 4, 2014 board meeting for consideration for adoption.

2. Personnel Committee

The Pine County Personnel Committee met January 14, 2014 and made the following recommendations:

Sheriff

Approve 2% performance increase for Denise Baran, \$18.49 to \$18.86 per hour, effective February 4, 2014 (anniversary date).

Probation

Approve backfill of a potential vacancy, up to step 3, dependent on qualifications for approval.

Administrator

Approve 1% performance increase HHS Director Patrick Bruflat, \$40.01 to \$40.41 per hour, effective January 24, 2014.

Approve revised Personnel Policy, Supervisor PTO cash out policy.

Approve 2014 non-union wage scale corrections and additions.

Commissioner Chaffee provided an overview of the personnel committee meeting. Administrator Minke explained the revisions in the supervisor PTO cash out policy, stating supervisory staff may cash out 80 hours of PTO in conjunction with using 80 hours of PTO within the current year. PTO must be used in 40-hour consecutive increments or 80 consecutive hours.

Motion by Commissioner Chaffee to approve the recommendations of the Personnel Committee as stated above. Second by Commissioner Ludwig. Motion carried 4-0.

3. Regional Housing Plan/Study

Lezlie Sauter from Lakes and Pines Community Action Council was present to answer questions regarding the Regional Housing Plan/Study. Sauter stated the study would cover smaller areas that can't afford to be included individually, with the study being finished by this spring.

Commissioner Chaffee inquired of the use of the housing study with economic development. Sauter stated that developers need the housing study to submit with their financing packet when building.

Motion by Commissioner Hallan to contribute up to \$6,000 toward Pine County's contribution to the Regional Housing Plan/Study. Second by Commissioner Chaffee. Motion carried 2-1, with Hallan, Chaffee in favor, Commissioner Rossow opposed. Commissioner Ludwig abstained.

4. Land Committee

The Land Committee met January 7, 2014 and made the following recommendations:

A. Withdraw/Retention of 2013 Land Auction Parcels

Auditor-Treasurer Cathy Clemmer provided information regarding select parcels of land that shall remain for sale in accordance with the 2013 land auction terms, conditions and appraised values until sold or withdrawn from sale; and establishing July 11, 2014 as the date all unsold parcels of land that were previously offered at the September 20, 2013 land auction, except select parcels, shall be withdrawn from sale, reappraised and reoffered at the 2014 land auction.

Motion by Commissioner Hallan to approve Resolution 2014-03, Resolution to Retain and Withdraw 2013 Land Auction Parcels, and authorize Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 4-0.

B. 2014 Tax Forfeit Land Sale Tract Classification and Distribution

Auditor-Treasurer Clemmer provided information as to the new list of parcels not having previously been offered for sale and requests to classify the lands as non-conservation. Clemmer also indicated she would need to obtain approval from the DNR and townships for the sale of said parcels.

Motion by Commissioner Chaffee to approve Resolution 2014-04, 2014 Tax Forfeit Land Sale Tract Classification and Distribution (non-conservation), and authorize Board Chair and County Administrator to sign. Second by Commissioner Ludwig. Motion carried 4-0.

C. **Repurchase and Contract Re-Instatement and Eldon Schmedeke Land Purchase Deadline**

Auditor-Treasurer Clemmer explained the procedure and timeframe for non-homestead and homestead parcels to be sold at the land auction. Clemmer also indicated Eldon and Marjorie Schmedeke have until the official date of approval of the 2014 land sale to repurchase the W 66' of the E 132' of the NE¼ of SE¼ and the W 66' of the E 132' of the SE¼ of NE¼, Sec. 11, Twp 42, Rge. 17. If the Schmedeke property is not repurchased, the property shall be attached to the adjoining county properties offered at the sale.

Motion by Commissioner Chaffee to approve Resolution 2014-05, Repurchase and Contract Re-Instatement Deadline 2014, and authorize Board Chair and County Administrator to sign. Second by Commissioner Hallan. Motion carried 4-0.

D. **2014 Forfeit Land Sale**

Motion by Commissioner Ludwig to approve the list of lands to be offered for sale in 2014, authorize appraisals, reappraisals and miscellaneous land sale preparation; set date for public land auction to September 19, 2014. Second by Commissioner Chaffee. Motion carried 4-0.

E. **2015 Legislation – Public Waters and Associated Properties**

Auditor-Treasurer Clemmer explained that the 2015 Legislation-Public Waters and Associated Properties Land Sale List has tracts of land that border, contain or are adjacent to public waters containing 150 feet or more of shoreland and requests to classify the list of lands as non-conservation. Clemmer also indicated she would need to obtain approval from the DNR and townships for the sale of said parcels. Clemmer stated legislation is necessary to sell these tracts of land.

Commissioner Chaffee thanked Clemmer for an excellent job well done.

Motion by Commissioner Hallan to approve Resolution 2014-06, Resolution for Tax-Forfeited Land Sale Preparation of Public Waters and Associated Properties, and authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 4-0.

5. **Snowmobile Safety Grant**

Sheriff Robin Cole stated the Snowmobile Safety Grant with the State of Minnesota in the amount of \$13,016 is a standard grant. No matching funds required.

Motion by Commissioner Chaffee to approve the Snowmobile Safety Grant in the amount of \$13,016 and authorize the Board Chair and County Administrator to sign. Second by Commissioner Hallan. Motion carried 4-0.

6. **Medical Examiner Appointment**

County Administrator Minke indicated the county entered into an agreement with Anoka County for medical examiner services for 2014 and 2015. The county must appoint the medical examiner by resolution.

Motion by Commissioner Chaffee to approve Resolution 2014-02 to appoint Dr. A. Quinn Strobl as the Pine County Medical Examiner. Second by Commissioner Ludwig. Motion carried 4-0.

7. Disaster Recovery Plan and Access Control Agreement

Administrator Minke explained that the Technology Committee met on December 17, 2013 and recommended the approval of the Disaster Recovery Plan and Access Control Agreement. These plans were in response to recommendations from the State Auditor.

Motion by Commissioner Hallan to approve the Disaster Recovery Plan and Access Control Agreement. Second by Commissioner Ludwig. Motion carried 4-0.

7A. AFSCME Road and Bridge, Unit #1 Contract (Technicians)

Motion by Commissioner Chaffee to approve the January 1, 2014-December 31, 2015 Local Union Number 1647 (Road and Bridge, Unit 1) contract and authorize Board Chair and County Administrator to sign. Second by Commissioner Hallan. Motion carried 4-0.

7B. Ratify Termination of Employee

Motion by Commissioner Hallan to ratify the termination of social worker Mary Patterson, for cause, effective January 17, 2014. Second by Commissioner Chaffee. Motion carried 4-0.

7C. Vacancy Created by Termination

Commissioner Chaffee stated that this matter did not go to the personnel committee and is a direct request to the board.

Motion by Commissioner Ludwig to backfill the vacancy created by the termination of Mary Patterson. Second by Commissioner Chaffee. Motion carried 4-0.

7D. Acknowledge IT Supervisor Resignation

Commissioner Hallan requested to speak directly with Administrator Minke prior to the next personnel committee to discuss replacement options for the IT Supervisor position. Request granted by Chair Rossow.

Motion by Commissioner Rossow to acknowledge the resignation of IT Supervisor Lisa Blowers. Second by Commissioner Hallan. Motion carried 4-0.

8. Commissioner Updates

- a. Pine County Law Library Meeting: None given.
- b. East Central Solid Waste Commission Meeting: Commissioner Hallan stated there will not be a need for an environmental impact statement prior to the building of the cell at ECSWC.
- c. East Central Regional Library Board Meeting: Commissioner Chaffee stated this was their organizational meeting, officers were elected.
- d. Methamphetamine Task Force Meeting: Commissioner Ludwig stated new members (Kanabec County Public Health, FirstLight and Essentia) have joined the task force; discussion had now to proceed forward (education); and fund raising efforts.
- e. Committee of the Whole-Strategic Planning: Administrator Minke stated 8 priorities were set and discussed the action plans for the departments
- f. Arrowhead Counties Association Meeting: Commissioner Ludwig stated this was a legislative priority meeting.
- g. Rush Line Corridor Task Force: Commissioner Ludwig commented on the area involved and ongoing updates.
- h. GPS 45:93 Meeting: Administrator Minke commented on the housing study and the election of officials.

9. **Other**

Addition of Northeast Regional Radio Board, Thursday, January 23, 2014 to the upcoming meetings.

10. **Upcoming Meetings**

Upcoming meetings were reviewed.

11. **Adjourn**

With no further business, Chair Rossow adjourned the county board meeting at 12:02 p.m. The next regular meeting of the county board is scheduled for February 4, 2014 at 10:00 a.m. at the Public Health Building, Sandstone, Minnesota.



Curt H. Rossow, Chair
Board of Commissioners



David J. Minke, Administrator
Clerk to County Board