

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 Steve Hallan, Mitch Pangerl, Steve Chaffee, 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.

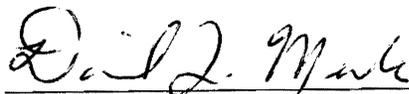
Motion by Commissioner Hallan to reinstate Mary Patterson effective January 17, 2014 and authorize a 45-day leave. Second by Commissioner Pangerl. Motion carried 5-0.

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