

MINUTES OF PINE COUNTY BOARD MEETING
Regular Meeting

Tuesday, March 4, 2014, 1:00 p.m.
Public Health Building, Sandstone, Minnesota

Chair Rossow called the meeting to order at 1:02 p.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 5D: Training Request – Matt Christenson
- Add 6: Pine County Sheriff's Office Donation
- Item #4: Identification of new hire, part-time Office Support Specialist

Commissioner Hallan moved to approve the amended Agenda. Second by Commissioner Pangerl. Motion carried 5-0.

Commissioner Chaffee moved to approve the Minutes of the February 18, 2014 County Board Meeting and Summary for publication. Second by Commissioner Ludwig. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

- Pine County Probation Advisory Committee Minutes – November 26, 2013
- Pine County Land Surveyor Monthly Report – February, 2014

Commissioner Hallan moved to acknowledge the Minutes of Boards, Committees and Correspondence. Second by Commissioner Pangerl. Motion carried 5-0.

Commissioner Chaffee moved to approve the amended Consent Agenda. Second by Commissioner Ludwig. Motion carried 5-0.

CONSENT AGENDA

1. February, 2014 Disbursements

Disbursements Journal Report, February 1, 2014 – February 28, 2014.

2. Renewal of Consumption and Display Permit

Approve Renewal of Consumption and Display Permit for Ray and Marge's Resort.

3. Full-Time Status/Completion of Probationary Period

Approve full-time status for Office Support Specialist Jessica Steffen, effective March 9, 2014.

4. **New Hire**

Approve the hiring of part-time Office Support Specialist Jennifer Knoll, effective March 10, 2014, \$12.44 per hour, grade A-13.

5. **Training**

- A. Approve Kelly Schroeder and Jennifer Mansavage to attend the hands-on Marshall & Swift Training at Xerox in Waite Park on March 19, 2014. Cost of the course is \$75 per person. Total cost: \$150.
- B. Approve Kelly Schroeder and Troy Stewart to attend the Minnesota Department of Revenue sponsored PACE course, July 28-August 1, 2014, Anoka-Ramsey Community College, Coon Rapids. This course is required to be taken sometime during the current licensing cycle which ends July 1, 2016. Cost of course is \$225 per person. Total cost: \$450.
- C. Approve Karen Stumne and Lorri Houtsma to attend the Minnesota Association of Assessing Officers course Assessment Administration, October 6-9, 2014, in Plymouth. Cost for the course is \$380 per person plus three nights shared hotel room at \$77+tax per night. Total cost: \$991 plus tax. This course is required to obtain the Accredited Minnesota Assessor License level required of all assessors by July 1, 2019.
- D. Approve Matt Christenson, Human Resources and Payroll Specialist, to attend the Minnesota Counties Human Resources Management Association spring conference, April 3-4, 2014 at the Stearns County Service Center in Waite Park. Lodging cost: \$111.26 plus meals and mileage.

6. **Donations**

Approve acceptance of \$35.00 in donations from a citizen to a fund for payment of the care of seized animals.

REGULAR AGENDA

1. **Personnel Committee**

The Personnel Committee met February 11, 2014 and made recommendations to approve revision of the following sections of the Pine County Policies and Procedures:

- b. Section 5: Hours of Work policy.
- c. Section 8: Insurance policy.
- d. Section 3: Recruitment & Selection policy.
- e. Section 2: Definitions policy.

Action on other February 11, 2014 Personnel Committee items was taken at the February 18, 2014 county board meeting.

Human Resources and Payroll Specialist Matt Christenson indicated the updated Pine County Policies and Procedures will be provided to each county employee and will be placed on the county website. Chair Rossow requested county commissioners be provided with a copy of the updated Policies and Procedures also.

Motion by Commissioner Chaffee to approve the revisions of the following sections of the Pine County Policies and Procedures manual: Section 2, Definitions; Section 3, Recruitment and Selection; Section 5, Hours of Work; and Section 8, Insurance. Second by Commissioner Hallan. Motion carried 5-0.

2. 2014 Solid Waste Hauler Licensure

Land Services Director Kelly Schroeder informed the board that with the approval of the 2014 waste hauler licenses, all of Pine County will have access to garbage service. Every waste hauler is required to be licensed annually and to provide updated insurance information. Commissioner Pangerl suggested Pine County consider biennial licensure. Pangerl also suggested that a notification to a subcontractor (if applicable) be added if the license hauler's insurance is no longer in effect.

Motion by Commissioner Chaffee to approve the 2014 waste hauler licenses and authorize Board Chair to sign. Second by Commissioner Ludwig. Motion carried 5-0.

3. Flood Buy-Out Update

Land Services Director Kelly Schroeder informed the board that Pine County has received approval from FEMA to proceed forward with the closing on the 32 properties remaining in the flood buy out. Schroeder has received the Grant Contract between the State of Minnesota (HSEM) and Pine County, in the amount of \$2,053,242, for the first half of the funds. Closings are scheduled to take place between March 26, 2014 and June 25, 2014, though the grant is valid through February, 2017. There will be an amendment for the second half of the funds.

Motion by Commissioner Hallan to approve the Grant Contract with the Statement of Minnesota (HSEM) in the amount of \$2,053,242 and authorize Board Chair and County Administrator to sign. Second by Commissioner Ludwig. Motion carried 5-0.

4. Commissioner Updates

AMC Conference (2014 Local Government Legislative Conference): Commissioner Hallan stated the 2-day conference was very informative and encouraged other commissioners to attend if possible. Hallan stated Pine County may be eligible to receive funds through the Legacy Foundation for funding of construction of trails.

Pine County Law Library: Commissioner Pangerl stated the Law Library board approved the \$1,500 payment to the IT Department for 2014 IT support.

Arrowhead Counties Association: Chair Rossow stated discussion was held as to deadline for payment of bills, Joint Powers Board (removal of sales tax), and Governor's recommendations.

Snake River Watershed Joint Powers Board: Commissioner Pangerl stated discussion was held as to watersheds and water plans. Pangerl stated we are in a pilot program for 1 watershed/1 water plan.

East Central Regional Development Commission (ECRDC): Commissioner Hallan commented about the Toward Zero Deaths Goal with the 2014 goal being fewer than 350 deaths.

NLX – February meeting cancelled.

Riverwood Center: Commissioner Chaffee stated Riverwood Center is experiencing financial problems; Chaffee stated a need for further discussion at the Health & Human Services Board meeting with Director Bruflat.

5. Other

A. March 6, 2014 Soil & Water Conservation District meeting cancelled.

B. March 19, 2014 Arrowhead Counties Association meeting will be a regular meeting, to be held in Duluth.

C. Addition of final Onanegozie RC&D Council meeting, Thursday, March 27, 2014 at 10:00 a.m.

6. **Upcoming Meetings**

Upcoming meetings were reviewed.

7. **Adjourn**

With no further business, Chair Rossow adjourned the county board meeting at 1:45 p.m. The next regular meeting of the county board is scheduled for March 18, 2014 at 10:00 a.m. at the Board Room, Pine City, Minnesota.



Curt H. Rossow, Chair
Board of Commissioners



David J. Minke, Administrator
Clerk to County Board