

MINUTES OF PINE COUNTY BOARD MEETING
Regular Meeting

Tuesday, March 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 recognized and thanked employees Pam Lawrence and Karen Stumne for their 20 years of service to Pine County.

Chair Rossow called for public comment. There was no public comment.

Chair Rossow requested the following revisions to the Agenda:

Consent:

Add 6: New Hire – Darlene Booth, IT Support Specialist

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

County Administrator Minke provided clarification of the March 4, 2014 County Board Minutes, Regular Agenda item #3 (Flood Buy-Out), to reflect the grant contract is in the amount of \$2,053,242 for the first half of the funds, with an amendment necessary to receive the \$2,053,242 second half of funds.

Commissioner Chaffee moved to approve the Minutes of the March 4, 2014 County Board Meeting and Summary for publication. Second by Commissioner Ludwig. Motion carried 5-0.

Commissioner Hallan moved to approve the Minutes of the March 4, 2014 County Board Special Meeting – LEAN Report Out. Second by Commissioner Ludwig. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

Pine County HRA Senior Housing Board of Directors regular meeting Minutes – January 22, 2014

Pine County HRA Senior Housing Board of Directors special meeting Minutes – February 10, 2014

East Central Regional Library Board Minutes – February 10, 2014

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

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

CONSENT AGENDA

1. Review February, 2014 Cash Balance

Fund	February 28, 2013	February 28, 2014	Increase(Decrease)
General Fund	\$ 678,952.34	\$ 887,632.52	\$ 208,680.18
Health and Human Services Fund	1,499,627.66	97,481.57	(1,402,146.09)

Road and Bridge Fund	5,867,300.76	2,584,490.53	(3,282,810.23)
Land Management Fund	1,517,880.47	1,915,550.23	397,669.76
TOTAL (inc non-major funds)	\$9,904,295.65	\$5,541,475.45	(\$4,362,820.20)

2. Application for Exempt Permit

Approve Application for Exempt Permit for The Grand Lodge Ancient Free & Accepted Masons of MN – Helios Lodge #273 to conduct Minnesota lawful gambling on August 16, 2014 at Wings North Hunt Club, 19379 Homestead Road, Pine City (Pokegama Twp.).

3. Cancellation of Tax-Forfeited Lands and Tax-Forfeited Repurchase Contracts

Approve Resolution 2014-11 approving Cancellation of Tax-Forfeited Lands and Tax-Forfeited Repurchase Contracts for nonpayment of annual contract payment and/or real estate taxes and authorize Board Chair and County Administrator to sign.

4. Personnel (Full-Time Status/Completion of Probationary Period)

Approve full-time status for Social Worker Kathleen Borowick, effective March 20, 2014.

5. Training

- A. Approve Cathy Clemmer and Terry Lovgren to attend the 2014 County Auditor Training Conference for elections held May 7 and 8, 2014 at Cragun’s Resort. Total cost \$55.
- B. Approve Patricia Anderson, RN/Nursing Team Leader/WIC Coordinator to attend the “2014 Women’s, Children’s and Family’s Health & Nutrition Conference: Preventing Childhood Obesity through Family Engagement & Policy” held May 16, 2014, Minneapolis. Registration \$75.
- C. Approve Janet Ashmore, CMH Social Worker, to attend the “MACMH 2014 Child & Adolescent Mental Health Conference”, April 27-29, 2014, Duluth. Registration, \$335; Travel, \$97. Total cost \$432.
- D. Approve Heidi Burton, CMH Social Worker, to attend the “MACMH 2014 Child & Adolescent Mental Health Conference”. April 28-29, 2014, Duluth. Registration, \$335; Travel, \$118.72. Total cost \$453.72.
- E. Approve Stacy Rodd, CMH Social Worker, to attend the “MACMH 2014 Child & Adolescent Mental Health Conference”, April 28-29, 2014, Duluth. Registration, \$335; Membership, \$10; Travel, \$63.84. Total cost: \$408.84.

6. New Hire

Approve the hiring of Darlene Booth as IT Support Specialist , effective March 31, 2014, contingent upon BCA background check, \$15.83 per hour, grade B-24.

REGULAR AGENDA

1. Personnel Committee

A. The Personnel Committee met March 11, 2014 and made the following recommendations:

Auditor-Treasurer:

Approve a performance increase for Chief Deputy Auditor-Treasurer Paul Johnson from \$28.99 to \$31.25 per hour, effective March 16, 2014 (anniversary date).

Jail:

- i. Acknowledge the termination of part-time Corrections Officer Sara Anderson (probationary employee) effective February 22, 2014 and authorize replacement of part-time position.

- ii. Acknowledge the resignation of full-time Corrections Officer Jeffrey Niles effective February 28, 2014 and authorize replacement of full-time position.

Highway:

Approve the termination of Highway Maintenance Worker Brandon Summerland (probationary employee) effective February 28, 2014 and authorize replacement (not to be filled before May, 2014).

Probation:

Approve the hiring of .4 FTE part-time probation agent (within 2014 budget).

Administration:

- i. County will establish an employee recognition program. Going forward, employees will be recognized for 20 and 30 years of employment with Pine County.
- ii. Approve a performance increase from \$19.52 to \$20.50 for Human Resources and Payroll Specialist Matt Christenson, effective April 3, 2014 (anniversary date).
- iii. Approve a performance increase for Building Maintenance Supervisor Kevin Newman from \$26.17 to \$26.88, effective March 5, 2014 (anniversary date).

Commissioner Chaffee provided an overview of the personnel committee recommendations.

Motion by Commissioner Chaffee to approve the recommendations of the Personnel Committee. Second by Chair Rossow. Motion carried 5-0.

2. Facilities Committee

Commissioner Ludwig provided an overview of the Facilities Committee meeting which met March 5, 2014. Ludwig stated (1) a fabric sunshade is being looked into for the east windows of the courthouse, with an anticipated cost under \$5,000. More information will be provided at a later date.; (2) restructuring of the City of Pine City lease at the Pine Government Center. A special meeting has been scheduled for March 31, 2014 with the city. Commissioner Hallan, Pangerl and Ludwig will be in attendance at the March 31, 2014 meeting.; and (3) consideration of future replacement of the heat source at the Pine Government Center. No board action was necessary.

3. Federal Funding Update-MN DOT-District 1

Assistant District Engineer-State Aid Walter Leu from MnDOT and County Engineer Mark LeBrun explained, and discussion was held, as to usage of federal transportation funds in Northeast Minnesota (District 1 including Pine County) for years 2014-2018.

4. Cooperative Agreement with Pine City Township

County Engineer LeBrun stated that the Township of Pine City has requested the County to act on their behalf for opening of bids, award of contracts and inspection of construction activities for improvements for State Aid Project 058-599-042 for Bridge No. L5966 over County Ditch #2 on Milburn Road in Pine City township and enter into a cooperative agreement.

Motion by Commissioner Hallan to approve the Cooperative Agreement with Pine City Township and authorize County Administrator to sign. Second by Commissioner Ludwig. Motion carried 5-0.

5. Final Payment – Tri-City Paving.

County Engineer Mark LeBrun reported to the board, and discussion was held, regarding the completion of Contract #1301: SP 058-611-013; located on CSAH 11; from County Line to CSAH 61. LeBrun said that the overage to the contract price was due to incentive payments. **Motion** by Commissioner Pangerl for final payment to Tri-City Paving, Inc. in the amount of \$111,669.89 and authorize County Administrator to sign the Certificate of Final Contract Acceptance. Second by Commissioner Hallan. Motion carried 5-0.

6. Commissioner Updates

- a. East Central Solid Waste Commission: Commissioner Hallan stated ECSWC hired a different engineering firm, Foth Engineering.
- b. East Central Regional Library Board: Commissioner Chaffee stated committee meeting dates were set and committee members were selected.
- c. Central MN Jobs and Training Service: Commissioner Hallan stated a training session for board members was held.
- d. Lakes & Pines CAC: Chair Rossow stated discussion was had regarding the closing of Riverwood Center, and a training session on how to be a good board member was held.
- e. Other: Commissioner Ludwig stated that the Pine County Historical Society has offered to provide photos for the Facility Committee's consideration for the sunshade.

7. Other

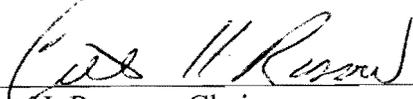
- a. Pine SWCD Annual Meeting scheduled for Saturday, March 29, 2014, 9:00 a.m., at Tobies in Hinckley.
- b. Commissioner Chaffee stated Riverwood Center has filed Chapter 7 bankruptcy and closed as of March 17, 2014. Health and Human Services is in the process of finding agencies to provide the services previously provided by Riverwood Center.

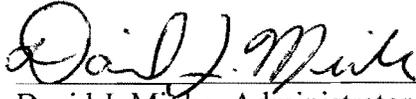
8. Upcoming Meetings

Upcoming meetings were reviewed. March 25, 2014 Riverwood Center meeting removed.

9. Adjourn

With no further business, Chair Rossow adjourned the county board meeting at 11:00 a.m. The next regular meeting of the county board is scheduled for April 1, 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