

MINUTES OF PINE COUNTY BOARD MEETING
Regular Meeting

Tuesday, April 15, 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. Ailene Croup asked for a comment on the status of the county's cash flow.

Chair Rossow requested the following revisions to the Agenda:

Add: Introduction of Darlene Booth, IT Support Specialist.

Regular:

Add 6A: Grant Application for Initiative Foundation

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

IT Supervisor Ryan Findell introduced IT Support Specialist Darlene Booth.

Commissioner Hallan moved to approve the Minutes of the April 1, 2014 County Board Meeting and Summary for publication. Second by Commissioner Ludwig. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

Pine County Soil & Water Conservation District monthly meeting Minutes – February 6, 2014

Pine County HRA Senior Housing Board of Directors regular meeting Minutes – February 26, 2014

Facilities Committee meeting Minutes – March 31, 2014

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

County Administrator Minke provided clarification of the Health & Human Services Fund cash balance for March 31, 2013/March 31, 2014. The cash balance as shown on the consent agenda is correct, but the calculation of the Increase(Decrease) should be \$1,215,789.48.

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

CONSENT AGENDA

1. Review March, 2014 Cash Balance

Fund	March 31, 2013	March 31, 2014	Increase(Decrease)
General Fund	-255,796.64	-182,130.46	73,666.18
Health and Human Services Fund	1,249,302.88	33,513.40	(1,215,789.48)

Road and Bridge Fund	5,765,822.56	2,242,631.36	(3,523,191.20)
Land Management Fund	1,533,649.83	1,926,571.99	392,922.16
TOTAL (inc non-major funds)	\$8,570,379.07	\$4,737,558.13	(\$3,832,820.94)

2. **Applications for Abatement**

Approve:

- A. Alex Okun, 62648 State Hwy 18, Finlayson, PID 13.0325.001, pay 2014
- B. Mark Adams & Celestine Glidden, 12959 Auburn Rd, Grasston, PID 28.1031.000, pay 2014
- C. Celestine Glidden, 12957 Auburn Rd, Grasston, PID 28.1031.001, pay 2014
- D. Ronald & Sharon Buetow, 92288 Lake 12 Rd, Sturgeon Lake, PID 33.5397.000 & 33.5398.000 pay 2014

3. **Temporary Liquor License**

Approve temporary liquor license for Sandstone Bulls and Barrels, Jack Pine Riders, Finlayson Giese Sportsmen Club (2 events). Subject to approval of the Pine County Sheriff and Pine County Attorney.

4. **Tobacco License**

Approve application for tobacco license for Sturgeon Lake Golf Course in Pine County under the jurisdiction of the Auditor for the period of April 30, 2014 – December 31, 2014. Subject to approval of the County Board, County Sheriff and contingent upon no delinquent taxes.

5. **On/Sunday License**

Approve On/Sunday license for Countryside Campground. Subject to approval of the County Sheriff, County Attorney and the township board of the applicant.

6. **Lease Amendment – Guardian ad Litem Program**

Approve amendment of lease agreement with Tenth Judicial District Guardian ad Litem Program to reflect payment to the county as and for fixed rent in the amount of \$1,384 per month effective September 1, 2014 and authorize Board Chair and County Administrator to sign Lease Amendment.

7. **Equipment Rental Bids**

Approve equipment rental bids.

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

Approve full-time status for Child Support Officer Claire Nelson, effective April 21, 2014.

9. **New Hire**

- A. Approve the hiring of part-time Corrections Officer Travis Keller, effective April 17, 2014, pending completion of pre-employment screening, \$16.04 per hour, grade B-23.
- B. Approve the hiring of part-time Corrections Officer Jason Teeman, effective April 17, 2014, pending completion of pre-employment screening, \$16.04 per hour, grade B-23.

10. **Training**

- A. Approve Welfare Fraud Investigators Osten Berg and Kari Rybak to attend the 27th Annual Fraud Investigators Spring Conference, May 7-9, 2014, Walker. Osten Berg: Registration \$100; lodging, \$251.50; mileage, 146.90; total cost :\$498.40. Kari Rybak: Registration \$100; lodging, \$251.50; total cost: \$351.50.
- B. Approve Sr. Environmental Tech/Zoning Administrator Ed Melzark to attend the Planning

- and Zoning for Resources Protection, Shorelands, Floodplains, and Clean Water workshop, April 19, 2014, Duluth. Registration: \$25 plus mileage.
- C. Approve County Administrator David Minke to attend the Minnesota City/County Managers Association Annual Conference, May 14-16, 2014, Nisswa.

REGULAR AGENDA

1. Personnel Committee

A. The Personnel Committee met April 8, 2014 and made the following recommendations

HHS:

Approve re-grade of Financial Assistance Supervisor from a C42 to a C51.

Sheriff:

- i. Acknowledge retirement of Chief Deputy Steven Blackwell, effective April 18, 2014.
- ii. Acknowledge resignation of Sheriff's Secretary Elisabeth Lee, effective March 21, 2014, and approve backfill.
- iii. Acknowledge retirement of Sheriff's Deputy Charles Moon, effective March 21, 2014, and approve backfill.

Land Services:

Appoint Robert Fischer as Pine County's Solid Waste Officer.

County Attorney:

- i. Approve annual performance increase of \$3.22 for Assistant County Attorney Aimee Cupelli, effective January 10, 2014.
- ii. Approve annual performance increase of \$2.52 for Assistant County Attorney George Joyner, effective March 25, 2014.

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 Pangerl provided an overview of the March 31, 2014 Special Facilities Committee meeting. Discussion was held with the City of Pine City regarding their lease with Pine County for city offices located in the Pine Government Center. Possibilities discussed include the City buying the Pine Government Center building and the County renting from the City; a long-term lease with the County retaining ownership; or formation of an association similar to a common interest community, where the building would be split into units with the city purchasing its unit and the common space in common ownership of the association.

Further discussion will be held once the County Board and the Pine City City Council have had an opportunity to review additional information. A Committee of the Whole meeting may be scheduled in the future on this topic.

3. State Aid Funding

County Engineer Mark LeBrun provided information as to implementation of County State Aid street projects in 2014 which will require state aid funds in excess of funds available in its State Aid Regular Construction Account. LeBrun requested the Board approve Resolution 2014-13 to advance state aid funding from the County State Aid Construction Fund to supplement the available funds in the State Aid Regular Construction Account.

Motion by Commissioner Hallan to approve Resolution 2014-13, State Aid Highway Funds Advance Resolution, in an amount up to \$1,666,569. Second by Chair Rossow. Motion carried 5-0.

4. 2013 Highway Annual Report

County Engineer Mark LeBrun reported to the board, and discussion was held, regarding the highway department's annual report. LeBrun commented on projects completed in 2013, fund balances and cash flow, equipment inventory and replacement, and upgrades and maintenance completed on public works buildings.

Motion by Commissioner Hallan to accept and approve the 2013 Highway Annual Report. Second by Commissioner Ludwig. Motion carried 5-0.

5. Minimum Salaries for Elected Officials for 2015

County Administrator David Minke stated Minnesota statutes require that, in January of an election year for the offices of County Auditor, County Treasurer, County Sheriff and County Attorney, the county board set the minimum salaries for those offices. The board can set any minimum salary; after the election, the board may set the salary at an amount greater than the minimum.

Motion by Commissioner Hallan to approve Resolution 2014-14 Setting Minimum Salaries for Elected Officials beginning January, 2015 as follows: County Auditor/Treasurer, \$71,700, County Sheriff, \$76,500, and County Attorney, \$79,500 and authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 5-0.

6. First Quarter Financial Report

County Administrator Minke provided graphs showing expenditure and revenue (major funds) and general fund (by percentage) expended by major departments through March 31, 2014.

Minke stated that expenditures and revenues are as expected at the end of the first quarter.

Revenues for boarders in the jail are strong, reflecting the increase in boarders from the state.

Commissioner Chaffee thanked Auditor/Treasurer Cathy Clemmer for her added supervisory duties of the Health & Human Services fiscal department.

6A. Initiative Foundation Grant

County Administrator Minke provided information as to the availability of a \$5,000 grant through the Initiative Foundation (with a \$5,000 match by the county), stating that match monies were available in 2014 budget. The grant application requires county board support.

Motion by Commissioner Hallan to approve the county's application to the Initiative Foundation for a grant of \$5,000 with a \$5,000 county match. The grant will fund an economic development plan. Second by Commissioner Chaffee. Motion carried 5-0.

7. Commissioner Updates

Soil & Water Conservation District: Commissioner Ludwig commented on the tree sale.

East Central Solid Waste Commission: Commissioner Hallan commented on the new consulting engineer, cell expansion, and the difficulty in receipt of proprietary information from the former engineering firm.

East Central Regional Library: Commissioner Chaffee was unable to attend the meeting; however stated it appeared to be general information on agenda to be addressed.

Methamphetamine Task Force: Commissioner Ludwig and Chair Rossow stated discussion was had on the narcotics abuse in the county, recent drug search warrants issued in Pine/Carlton counties, DARE funds available through DPS grant, education materials available for schools, and checking on the Heroin antidote availability for local EMS personnel.

8. Other

- A. **Mental Health Meeting** for County Commissioners hosted by Representative Tim Faust to be held Friday, April 18, 2014, 10:00 a.m. at the Pine Government Center, Pine City. This meeting will be posted as a special board meeting as a quorum of the board may attend.
- B. Pine Innovation Center – Rick Nolan Visit, April 18, 2014 (lunch 11:45 a.m; ribbon cutting 3:00 p.m.).

9. **Upcoming Meetings**

Upcoming meetings were reviewed.

10. **Adjourn**

With no further business, Chair Rossow adjourned the county board meeting at 11:25 a.m. The next regular meeting of the county board is scheduled for May 6, 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