

MINUTES OF PINE COUNTY BOARD MEETING
Regular Meeting

Tuesday, December 17, 2013, 10:00 a.m.
Board Room, Courthouse, Pine City, Minnesota

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

The Pledge of Allegiance was said.

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

Chair Hallan requested the following revisions to the Agenda:

Regular:

Add 10F: Set 2014 employee mileage reimbursement rate

Add Other: A. Closed session – Discussion of labor negotiations strategy
 B. Consideration of labor agreement - Legal Secretaries

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

Commissioner Ludwig moved to approve the Minutes of the December 3, 2013 Board meeting and Summary for publication. Second by Commissioner Chaffee. Motion carried 5-0.

Commissioner Chaffee moved to approve the Minutes of the December 5, 2013 Truth in Taxation meeting for publication. 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 – October 23, 2013

Pine County HRA Senior Housing Board of Directors annual meeting Minutes – October 23, 2013

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

Commissioner Rossow moved to approve the Consent Agenda. Second by Commissioner Pangerl. Motion carried 5-0.

CONSENT AGENDA

1. Review November, 2013 Cash Balance

Approve:

Fund	November 30, 2012	November 30, 2013	Difference
General Fund	2,612,490.30	2,867,387.47	254,897.17
Health and Human Services Fund	2,300,843.70	1,289,936.43	(1,010,907.27)
Road and Bridge Fund	5,001,480.65	3,772,405.24	(1,229,075.41)

Land Management Fund	1,469,130.98	1,731,329.05	262,198.07
TOTAL (inc non-major funds)	12,904,541.55	10,946,247.11	(1,958,294.44)

2. Donations

- A. Approve of \$312 in donations from citizens to a fund for payment for the care of seized, abused animals.
- B. Approve of \$25 donation from a citizen to a fund for payment for the care of seized, abused animals.

3. Application for Exempt Permit

Approve Application for Exempt Permit for the Kerrick Firefighter’s Relief Association to conduct Minnesota lawful gambling on February 8, 2014 at the south end of Oak Lake, adjacent to the public access (Kerrick Twp.).

4. Training

- A. Approve County Engineer Mark LeBrun to attend the 2014 MN County Engineer’s Association Conference, January 21-24, 2014, Brainerd. Registration and lodging, \$768.
- B. Approve Office Support Specialist Donna Olsen to attend “Getting Started Training/Child Support”, December 10-12, 2013, St. Paul. Registration \$0, Meals \$80, Accommodations \$280, Travel \$99.44. Total \$459.44.
- C. Approve Health & Human Services Director Patrick Bruflat to attend “MN Association of County Social Service Administrators (MACSSA) Monthly Committee and General Membership Meetings” in St. Paul. Dates of 2014 Committee/General Meetings: January 22/23, February 26/27, March 26/27, April 23/24, June 26/ITV Only (General Meeting Only), July 23/24, August 27/28, September 17/18, November 5/6, December 3/4. Registration \$0; Meals included with hotel costs; Accommodations \$99 plus tax each month x 10 months; Travel \$79.10 each trip x 10 trips. Total \$1,781.
- D. Approve County Recorder Tamara Tricas to attend the Minnesota Association of County Officers Winter Conference, January 14 & 16, 2014, Bloomington. Cost: \$185.

REGULAR AGENDA

1. Personnel Committee

The Pine County Personnel Committee met December 12, 2013 and made the following recommendations:

- i. Approve the promotion of Ellena Veldhouse to full time dispatcher effective December 15, 2013.
- ii. Approve hiring of Tim Vaagenes as full time deputy, \$20.27 per hour, step 1, effective December 29, 2013.
- iii. Approve the back fill of vacancy created by Corrections Officer Tim Vaagenes full time deputy hire.
- iv. Approve 1.5% performance increase from \$16.87 to \$17.12 for Administrative Assistant Deborah Gray (B22) effective November 9, 2013.
- v. Approve unpaid leave policy.
- vi. Approve the hiring of a temporary employee to fill in for Case Aide Lori Anderson to work no more than 3 days per week.

Commissioner Chaffee stated the personnel committee did not act on a performance increase for the chief deputy. Chaffee stated upon further consideration he would like the board to consider a performance increase for Chief Deputy Blackwell effective his anniversary date, January 3, 2014. **Motion** by Commissioner Chaffee to approve a 1.5% performance increase for Chief Deputy Steven Blackwell, effective January 3, 2014. Second by Commissioner Rossow. Motion carried 5-0.

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

2. **Schneider Corporation**

Presentation by Jeff Lewis and Ryan Smith from Beacon on the full implementation of the Beacon software. The public user has a limited use of the site at no charge. For a \$25 per month user subscription fee, the user may access additional information and photographs. Currently there are 13 subscribers. Commissioner Pangerl asked Smith to come back at a later date and make a presentation to local businesses that would benefit from the full use of Beacon. Land Services Director Schroeder will coordinate with Smith to set this presentation up. Smith indicated that Beacon has the capability to protect specific information of photos or information accessible to the public, as well as provide information as to who has accessed the website and to what sites they are viewing. County Attorney Carlson asked what information on the site is password protected and what is public information. This issue is being addressed at the Tech Committee.

3. **Essentia Ambulance Service**

Essentia President/Administrator Michael Hedrix and Essential Director of Ambulance Services Joe Newton provided their Fiscal Year 2013 Annual Report to Pine County. Essentia provided information as to financial status, staffing, equipment, and new purchases. Essentia has three base locations - Sandstone, Hinckley and Pine City. Commissioner Chaffee inquired of the Hinckley station adequacy. Newton indicated discussions are ongoing as to the location of the Hinckley station but stated a base will remain in Hinckley.

4. **Ehlers Presentation**

Carolyn Drude and Todd Hagen from Ehlers provided an overview of the upgrade in Pine County's Standard and Poor's rating from A- to AA- based upon Pine County's improved financial performance and S&P's recently released rating criteria. The upgrade in rating reflects the County's stable economy, its commercial and residential growth, the County's conservative budgeting, the improvement in the County's financial position and its adequate budgetary performance overall. Discussion was held as how to continue to upgrade our bond rating. Hagen indicated he will provide us with our score card which will provide information on areas the County can improve.

5. **Hinckley/Finlayson School District School Resource Office**

Sheriff Robin Cole reported the Hinckley/Finlayson School District has expressed interest in contracting with Pine County for a half-time School Resource officer (4 hours per day). Cole stated this can be accomplished within his current staffing level. The term of the contract is November 11, 2013 through June 30, 2014.

Motion by Commissioner Chaffee to approve the contract between the Hinckley/Finlayson School District and Pine County and the Pine County Sheriff's Office establishing a part-time School

Resource Officer for a contract term of November 11, 2013 and June 30, 2014 and authorizing Board Chair to sign contract. Second by Commissioner Ludwig. Motion carried 5-0.

6. **Local Septic Fix Up Fund Amendment**

Land Services Director Kelly Schroeder explained Pine County contracts with Lakes and Pines, CAC to administer our Local Septic Fix Up Grant which we received in 2012 and had an expiration date of June 30, 2014. Pine County has been awarded an additional \$37,900 grant through December 31, 2016. Our contract for administration of this grant should also be extended through December 31, 2016.

Motion by Commissioner Ludwig to approve Amendment No. 1 to Contract Agreement for Administration of the Local Septic Fix Up Fund between Pine County and Lakes and Pines and authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 5-0.

7. **Phase Contract**

Land Services Director stated the county has contracted for the past five years with PHASE for recycling services. The cost to the county is currently \$9,000 per month. This contract is to expire December 31, 2013. Schroeder requested entering into an additional five year contract with PHASE (January 1, 2014 through December 31, 2018) at the current rate of \$9,000 per month. Discussion was held regarding the transition from the recycling sheds to roll offs and how this transition will take place. Chair Hallan requested Schroeder and PHASE to work together on the transition.

Motion by Commissioner Ludwig to approve an additional five-year recycling contract with PHASE (Jan. 1, 2014 – Dec. 31, 2018) at the current compensation rate of \$9,000 per month and authorize Board Chair and Administrator to sign contract. Second by Commissioner Chaffee. Motion carried 5-0.

8. **University of Minnesota Extension Committee Appointment**

Motion by Commissioner Rossow to approve the appointment of Thane Sheets (representing District 4), three-year term, January 1, 2014-December 31, 2016 and Kari Holmberg (At Large position), three-year term, January 1, 2014-December 31, 2016 to the Extension Committee. Second by Chair Hallan. Motion carried 5-0.

9. **Planning Commission and Board of Adjustment Appointment**

Chair Hallan explained the appointment to the Planning Commission and Board of Adjustment due to expiring terms or vacancies due to resignations of previous members. Chair Hallan stated the Commissioner from the district where a vacancy occurs typically provides a recommendation for the appointment of the member to complete the term. Commissioner Pangerl (District 2) recommended Josh Mohr be appointed to the Board of Adjustment to fill the vacancy in District 2.

Motion by Commissioner Chaffee, pursuant to Section 11 of the Pine County Subdivision and Platting Ordinance, to appoint the following to the Planning Commission:

District 2: Skip Thomson – 2 year term, January 1, 2014 - December 31, 2015

District 3: Patrick McCarthy – term to expire December 31, 2014

District 4: Richard Glattly – 2 year term, January 1, 2014 – December 31, 2015

District 5: Jeff Shute – 2 year term, January 1, 2014 – December 31, 2015

Second by Commissioner Rossow. Motion carried 5-0.

Motion by Commissioner Pangerl, pursuant to Section 11 of the Pine County Subdivision and Platting Ordinance, to appoint the following to the Board of Adjustment:

District 2: Josh Mohr – term to expire December 31, 2015

District 5: Howard Thomsen – 2 year term, January 1, 2014 – December 31, 2015

Second by Commissioner Chaffee. Motion carried 5-0.

10. Cost-of-Living , Health Insurance, Commissioners and Elected Official Salaries/Per Diem, Property Tax Levy and Budget

A. Consider approval of a 1.5% cost-of-living increase to non-union employees and 2014 pay scale effective January 1, 2014.

County Administrator Minke indicated a correction of the pay grade of the Deputy Assessor as C43.

Motion by Commissioner Chaffee to approve a 1.5% cost-of-living increase to non-union employees and the 2014 non-union pay scale effective January 1, 2014. The 2014 non-union pay scale is attached. Second by Commissioner Rossow. Motion carried 5-0.

B. Set 2014 health insurance monthly contributions for CMM 1000, CMM 1500 and VEBA

Motion by Commissioner Rossow to set the county monthly contribution for health insurance for non-union employees as follows: CMM 1000 Single-\$482.25, CMM 1000 Family-\$1,068; CMM 1500 Single-\$480.75, CMM 1500 Family-\$1,064; VEBA Single-\$369, VEBA Family-\$837, VEBA Single Savings-\$119.75, and VEBA Family Savings-\$248. Second by Commissioner Ludwig. Motion carried 5-0.

C. (a) Consider approval of Resolution 2013-48 Resolution Setting 2014 Minimum Salaries for Elected Officials.

Motion by Commissioner Chaffee to approve Resolution 2013-48 Setting Minimum Salaries for Elected Officials (County Auditor/Treasurer, \$81,200; County Sheriff, \$82,418; and County Attorney, \$100,851) and authorize Board Chair and County Administrator to sign. Second by Commissioner Ludwig. Motion carried 4-1.

(b) Consider approval of Resolution 2013-49 Establishing 2014 County Commissioner Compensation and Per Diem.

Motion by Commissioner Rossow to approve Resolution 2013-49 Establishing 2014 County Commissioner Compensation (\$21,526) and Per Diem. Second by Commissioner Chaffee. Commissioner Pangerl requested a roll call vote. District 3/Chaffee-yes, District 4/Rossow-yes, District 5/Ludwig-abstain, District 1/Hallan-no, District 2/Pangerl-no. Motion failed 2-2.

Motion by Commissioner Rossow to set Commissioner 2014 compensation to \$21,000 per year. Second by Commissioner Pangerl. Motion failed 5-0.

Motion by Chair Hallan to approve Resolution 2013-53 Establishing 2014 County Commissioner Compensation (\$21,208), per Diem (\$75), and mileage reimbursement rate for 2014 at the federal IRS rate. Second by Commissioner Pangerl. Motion carried 5-0.

D. Consider approval of Resolution 2013-51 establishing the 2014 Pine County Property Tax Levy at \$14,497,250.

Motion by Commissioner Pangerl to approve Resolution 2013-51 establishing the 2014 Pine County Property Tax Levy at \$14,497,250. Second by Commissioner Chaffee. Motion carried 5-0.

- E. Consider approval of Resolution 2013-52 adopting the 2014 Pine County Operating Budget. **Motion** by Commissioner Chaffee to approve Resolution 2013-52 to Adopt the 2014 Budget as indicated in the Budget Summary 2014 attached. Second by Chair Hallan. Motion carried 5-0.
- F. Set 2014 employee mileage reimbursement rate. **Motion** by Commissioner Ludwig to set the 2014 employee mileage reimbursement rate at the federal IRS mileage rate. Second by Commissioner Pangerl. Motion carried 5-0.

11. MCIT Workers Compensation Award

Chair Hallan indicated Pine County received a Workers Compensation Award by MCIT at the annual Association of Minnesota Conference. Chair Hallan thanked the department heads for their hard work.

12. Strategic Planning

A Committee of the Whole meeting is scheduled for January 15, 2014 at 9:00 a.m. at the Commissioners Conference Room, Courthouse, Pine City, to discuss the 2014 strategic planning.

13. Commissioner Updates

- a. Commissioner Rossow presented Chair Hallan with a Certification of Appreciation for his commitment as chairman to the Pine County Board of Commissioners for 2013.
- b. Law Library – cancelled due to weather
- c. Soil & Water Conservation Board – no update
- d. Chair Hallan indicated a new cell at the East Central Solid Waste Commission will be built in the next couple of years.
- e. Chair Hallan provided an overview of the AMC Annual Conference.
- f. Commissioner Chaffee unable to attend the ECRL Board meeting due to schedule conflict.
- g. Chair Hallan indicated Jordan Zeller with ECRDC has left employment with ECRDC.
- h. Commissioner Ludwig attended the public Subsurface Sewage Treatment System meetings, stating the meetings went well.

Chair Hallan called a five minute recess at 12:37 p.m.

Motion by Commissioner Chaffee to close the meeting in accordance with Minnesota Statutes §13D.03, Subd. 1(b) for the purpose of discussion of labor negotiation strategy. Second by Commissioner Rossow. Motion carried 5-0.

Motion by Commissioner Chaffee to open the meeting. Second by Commissioner Ludwig. Motion carried 5-0.

The board reconvened at 1:43 p.m.

Motion by Commissioner Rossow to approve the 2014-2016 Legal Secretaries contract and authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 5-0.

14. Upcoming Meetings

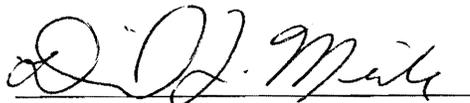
- a. **Law Library Board of Trustees, Wednesday, December 4, 2013, 12:00 p.m.**, Law Library, Courthouse, Pine City, Minnesota.
- b. **Extension Committee Meeting, December 5, 2013, 3:00 p.m.**, Board Room, Pine County Courthouse, Pine City, Minnesota.
- c. **Soil & Water Conservation Board Meeting, Thursday, December 5, 2013 at 4:00 p.m.**, Public Health Building, Sandstone, Minnesota.
- d. **Truth in Taxation, Thursday, December 5, 2013, 7:00 p.m.**, Board Room, Pine County Courthouse, Pine City, Minnesota.
- e. **AMC Annual Conference, December 9-11, 2013**, Hyatt Regency Minneapolis, Minneapolis, Minnesota.
- f. **Personnel Committee Meeting, Tuesday, December 12, 2013, 9:00 a.m., (NOTE: change in date)**. Commissioner Conference Room, Courthouse, Pine City, Minnesota.
- g. **East Central Solid Waste Commission, Monday, December 16, 2013, 9:00 a.m.**, 1756 180th, Mora, Minnesota.
- h. **East Central Regional Library Board, Monday, December 16, 2013, 9:30 a.m.**, 244 Birch Street, Cambridge, Minnesota.
- i. **ECRDC, Monday, December 16, 2013, 7:00 p.m.**, 100 Park Street South, Mora, Minnesota.
- j. **Technology Meeting, Tuesday, December 17, 2013, 8:30 a.m.**, Commissioner Conference Room, Courthouse, Pine City, Minnesota.
- k. **Pine County Board Meeting, Tuesday, December 17, 2013, 10:00 a.m.**, Board Room, Pine County Courthouse, Pine City, Minnesota.
- l. **Pine County Health and Human Service Meetings, Tuesday, December 17, 2013, to commence after Pine County Board Meeting**, Board Room, Pine County Courthouse, Pine City, Minnesota.
- m. **Arrowhead Counties Association Annual Holiday Meeting, Wednesday, December 18, 2013, 6:00 p.m.**, Pickwick Restaurant, 508 East Superior Street, Duluth, Minnesota.

12. Adjourn

With no further business, Chair Hallan adjourned the county board meeting at 1:50 p.m. The next regular meeting of the county board is scheduled for January 7, 2014 at 1:00 p.m. at the Public Health Building, Sandstone, Minnesota.



Curt H. Rossow Stephen M. Hallan, Chair
Board of Commissioners



David J. Minke, Administrator
Clerk to County Board

2014 Non-Union Pay Scale

Position	Grade	2014	Annual based	2014	Annual based
		Minimum	on 2080 hours	Maximum	on 2080 hours
Seasonal, Jail Matron Officer, Receptionist	A13	\$11.79	\$24,523	\$17.04	\$35,443
Court Security Officer, Administrative Assistant	B22	\$13.07	\$27,193	\$18.95	\$39,407
Payroll Clerk, Administrative Assistant	B23	\$13.74	\$28,586	\$19.84	\$41,272
IT Support Specialist, Office Manager Public Works/Sheriff, STS Crew Leader	B24	\$15.83	\$32,936	\$22.83	\$47,486
Office Manager/Legal Secretary, Deputy Recorder, HR and Payroll Specialist	B31	\$17.05	\$35,464	\$23.98	\$49,886
Assistant Jail Administrator, Building Maintenance Supervisor	C41	\$18.76	\$39,022	\$26.88	\$55,907
Veterans Service Officer, IT Supervisor	C42	\$19.60	\$40,768	\$28.00	\$58,243
County Recorder, Deputy Assessor	C43	\$20.67	\$42,986	\$28.99	\$60,300
County Surveyor, Land/Zoning Administrator, Chief Deputy Auditor/Treasurer	C51	\$22.68	\$47,165	\$32.36	\$67,307
Public Health Supervisor, Jail Administrator	C52	\$23.61	\$49,115	\$33.38	\$69,429
Assistant County Attorney	D61	\$25.20	\$52,415	\$35.57	\$73,993
Chief Deputy Sheriff, Chief Deputy County Attorney	D71	\$27.30	\$56,786	\$38.50	\$80,079
Land Services Director	E81	\$29.38	\$61,115	\$41.38	\$86,079
HHS Director, Public Works Director/Co Engineer	E82	\$32.40	\$67,390	\$45.63	\$94,920
County Administrator	E91	\$38.64	\$80,380	\$50.51	\$105,061

BUDGET SUMMARY 2014

DEPT #	REVENUE DEPARTMENT	REVENUES	EXPENDITURES
5	COUNTY BOARD	0	211,723
13	COURT ADMINISTRATION	2,500	64,000
20	LAW LIBRARY	21,500	21,500
41	COUNTY AUDITOR-TREASURER	100,000	594,137
61	MIS	15,000	504,308
62	CENTRAL SERVICES	31,000	30,000
63	TRUTH IN TAXATION	7,000	13,300
71	ELECTIONS ADMINISTRATION	7,300	72,250
72	COUNTY COORDINATOR	0	352,113
91	COUNTY ATTORNEY	78,050	777,926
92	CONTRACTED ATTNYS/CONSULTANTS	0	50,000
101	COUNTY RECORDER	305,000	402,624
105	COUNTY ASSESSOR	173,500	496,795
107	PLANNING AND ZONING	62,840	122,533
111	GOVT BUILDING OPERATIONS	175,000	757,762
121	VETERANS SERVICES	0	86,886
201	COUNTY SHERIFF	904,698	3,339,537
204	SHERIFF DISPATCH	0	490,429
210	GUN PERMITS	17,000	17,000
227	ENHANCE 911	100,000	100,000
249	MEDICAL EXAMINER	0	58,000
251	COUNTY JAIL	487,500	3,431,212
255	COURT SERVICES	273,506	687,296
256	SENTENCE TO SERVE	0	63,108
281	CIVIL DEFENSE	20,000	45,000
391	SOLID WASTE	2,800	47,167
392	SCORE RECYCLING	70,000	121,800
501	ECR LIBRARY	0	305,192
502	HISTORICAL SOCIETY	0	15,000
601	SOIL /WATER CONSERVATION	0	50,040
602	EXTENTION COMMITTEE	0	1,800
603	COUNTY EXTENTION	0	98,328
604	AGRICULTURE SOCIETY	0	10,000
605	ECONOMIC DEVELOPMENT	0	25,000
607	PINE COUNTY WATER PLAN	13,855	27,710
612	WETLAND EXPENSE SNAKE RIVER	34,626	69,252
613	WATERSHED BOARD	0	11,168
702	PINE COUNTY HOUSING AUTHORITY	0	3,000
801	NON-DEPARTMENTAL	11,442,624	266,030
813	MEED-CENTRAL MN INITIATIVE	0	7,250
	TOTAL	14,345,299	13,848,176

DEPT #	HEALTH AND HUMAN SERVICES	REVENUES	EXPENDITURES
12-420	INCOME MAINTENANCE	2,690,333	2,862,851
12-430	SOCIAL SERVICES	4,454,401	4,570,989
12-481	NURSING	1,317,000	1,451,216
	TOTAL	<u>8,461,734</u>	<u>8,885,056</u>

DEPT #	HIGHWAY DEPARTMENT	REVENUES	EXPENDITURES
13-310	ADMINISTRATION	0	317,528
13-320	ENGR/CONSTRUCTION	0	12,128,841
13-330	EQUIPMENT	0	2,074,712
13-340	REPAIR AND SHOP	0	1,742,192
13-801	NON-DEPARTMENTAL	16,033,722	30,449
	TOTAL	<u>16,033,722</u>	<u>16,293,722</u>

DEPT #	RESOURCE DEVELOPMENT DEPARTMENT	REVENUES	EXPENDITURES
22-703	LAND USE	808,600	805,600
22-704	COUNTY WIDE REHAB	0	10,000
22-705	ROAD FUND GAS TAX	6,000	6,000
22-707	TIMBER DEVELOPMENT	58,810	20,000
	TOTAL	<u>873,410</u>	<u>841,600</u>

DEPT #	RAILROAD AUTHORITY DEPARTMENT	REVENUES	EXPENDITURES
37-810		9,062	9,062

DEPT #	2005A JAIL BONDS DEPARTMENT	REVENUES	EXPENDITURES
39-810	2005A JAIL BONDS	1,288,400	1,217,237

DEPT #	2012 GO Courthouse Bonds DEPARTMENT	REVENUES	EXPENDITURES
40-810	2012 COURTHOUSE BONDS	989,677	938,450

TOTAL ALL FUNDS		<u>42,001,304</u>	<u>42,033,303</u>
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