

**MINUTES OF THE
PINE COUNTY BOARD MEETING
Regular Meeting and Committee of the Whole
Tuesday, January 19, 2016 - 10:00 a.m.
Board Room, Pine County Courthouse, Pine City, Minnesota**

Chair Curt Rossow called the meeting to order at 10:00 a.m. Present were Commissioners Steve Hallan, Josh Mohr, Steve Chaffee, and Matt Ludwig. Also present were County Attorney Reese Frederickson 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:

Additions: Consent Agenda

10F. Authorize the hiring of Cassandra Mast, payroll clerk, effective February 4, 2016, \$18.50 per hour.

10G. Authorize a wage increase for Janice Johnston, back-up payroll clerk, effective January 1, 2016 from \$17.99 to \$18.50 per hour.

Revision: Regular Agenda

4. Correction of 2016 Budget Adjustments 1-19-2016

Addition: Committee of the Whole Agenda

4. Strategic Plan discussion

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

Commissioner Chaffee moved to approve the Minutes of the January 5, 2016 board meeting and Summary for publication. Second by Commissioner Mohr. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

Minnesota Department of Health Recognition - Kanabec-Pine Community Health Board Withdrawal
East Central Regional Library Minutes – December 14, 2015

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

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

CONSENT AGENDA

1. Approve December, 2015 Cash Balance

Fund	December 31, 2014	December 31, 2015	Increase(Decrease)
General Fund	3,661,974.35	5,429,219.08	1,767,244.73
Health and Human Services Fund	308,137.69	763,535.59	455,397.90
Road and Bridge Fund	1,571,228.77	1,220,273.91	(350,954.86)
Land Management Fund	2,089,547.86	957,992.51	(1,131,555.35)
TOTAL (inc non-major funds)	9,858,890.57	11,798,455.20	1,939,564.63

2. Application for Abatement

Approve Application for Abatement for Carly Storebo, 4582 Main St., Bruno, MN, PID 36.5093.000, pay 2015.

3. Application for Exempt Permit

Approve Application for Exempt Permit for the Finlayson Giese Sportsmen Club to conduct Minnesota lawful gambling on May 21, 2016 at the Finlayson Giese Sportsmen’s Club, 70172 Norway Spruce Road, Finlayson, Minnesota (Pine Lake Twp.).

4. 2015 Budget Adjustments

Approve 2015 budget adjustments as follow:

**Law Library Dept
020**

01.020.5510	4,100	Law Library Fees	from \$21,500 to \$25,600
01.020.6263	1,000	Pro & Tech Services	from \$7,500 to \$8,400
01.020.6452	3,100	Books, Materials, etc	from \$13,900 to \$17,000

IT Dept 061

01.061.5860	15,000	Refunds & Reimb	from \$5,000 to \$20,000
01.061.6660	15,000	Equip & Furniture	from \$115,000 to \$130,000

Sheriff Dept 201

01.201.5751	25,000	Gifts & Contributions	from \$90,000 to \$115,000
01.201.6107	25,000	Overtime	from \$150,000 to \$175,000

Cross Dept Transfers - General Fund

01.391.6103	(12,829)	SW Salaries	from \$39,895 to \$27,066
01.107.6803	10,700	Zoning Program Exp	from \$33,501 to \$44,201
01.107.6241	2,129	Zoning Training	from \$1,000 to \$3,129
01.105.6379	(4,000)	Assessor Tax Court	from \$4,000 to \$0
01.107.6163	2,000	Zoning PERA	from \$1,901 to \$3,901
01.107.6334	2,000	Zoning Mileage	from \$1,000 to \$3,000
01.105.6202	(2,000)	Assessor Postage	from \$2,800 to \$800
01.107.6163	2,000	Zoning FICA	from \$3,901 to \$5,901

Land Fund 22

22.703.5883	1,100,000	FF Property	from \$776,538 to \$1,876,538
22.703.6906	700,000	Apport to Other Govts	from \$300,000 to \$1,000,000
22.703.6940	400,000	Intergov't Pymts	from \$300,000 to \$700,000

5. Cancellation of 2013 Outstanding Warrants

Approve cancellation of 2013 outstanding warrants.

6. 2016 Waste Hauler Licenses

Approve 2016 waste hauler licenses for the following: East Central Sanitation, Jim’s Mille Lacs Disposal, Matt’s Sanitation, Mike’s Sanitation, Veit Disposal Systems, LePage & Sons, Inc., Jones Construction, Mille Lacs Band of Ojibwe, Ron’s Roll Offs, and Curt’s Roll Offs and authorize Board Chair to sign.

7. Donation

Accept the following donations and designate to the Pine County Sheriff's Office K-9 program: \$2,500/New Horizon's Thrift Store, \$100/Sebald Motors of Askov, and \$100/Lee's Pro Shop.

8. Appointment to East Central Regional Library Board

Approve reappointment of Judy Scholin as a citizen trustee on the East Central Regional Library Board, for her first three-year term, effective January 1, 2016 through December 31, 2018.

9. Prosecution Contract – City of Pine City (2016)

Approve the Agreement for Prosecution Services with the City of Pine City in the amount of \$11,000 for calendar year 2016. Authorize Board Chair and County Auditor to sign.

10. New Hire

- A. Approve the hiring of Cassandra Palmer, part-time dispatcher, effective January 11, 2016, \$17.11 per hour, grade B23.
- B. Approve the hiring of Jessica Fehlen, registered nurse, effective January 20, 2016, \$23.21 per hour, grade C42, step 3.
- C. Approve the hiring of Sarah Oswald, PHN, effective February 8, 2016, \$23.21 per hour, grade C42, step 3.
- D. Approve the hiring of Damien Louis, social worker, effective January 29, 2016, \$21.97 per hour, grade C42, step 2.
- E. Approve the hiring of Andrea Wiener, social worker, effective January 20, 2016, \$20.74 per hour, grade C42, step 1.
- F. Approve the hiring of Cassandra Mast, payroll clerk, effective February 4, 2016, \$18.50 per hour.
- G. Approve a wage increase for Janice Johnston, back-up payroll clerk, effective January 1, 2016 from \$17.99 to \$18.50 per hour.

11. Training

- A. Approve Public Health Supervisor Lori Fore to attend the Leadership Core Training offered through the MN Department of Human Services, on the following dates in 2016: February 22, March 21, April 18, May 16, June 20, and December 5, in Red Wing. Lodging costs will be shared with another employee (approved at 1/5/16 board meeting) attending the meeting. No registration fee or mileage as county car being used. Total cost of meals not to exceed \$204. Total maximum cost: approximately \$459.
- B. Approve GIS/Environmental Tech Joe Sanders and Land and Resources Manager Caleb Anderson to attend Basic Design of Onsite Systems February 23-26, 2016 in Grand Rapids, Minnesota. Cost of course: \$440 per person; lodging: \$195 per person; meals: up to \$121 per person. Total cost: \$756 per person.

REGULAR AGENDA

1. Facilities Committee

The Facilities Committee met January 6, 2016 and recommended approval of a one-year lease between the Pine County Sheriff's Office and the City of Hinckley for lease of additional space in the old Hinckley fire hall, in the amount of \$6,000. Commissioner Mohr stated this is heated space where the sheriff's office will store their emergency response vehicles in one location. The John Wright building use and two-year notification to the East Central school district, and the sunshades for the second floor of the courthouse were also discussed.

Motion by Commissioner Mohr to approve the Lease Agreement between the Pine County Sheriff's Office and the Hinckley Fire Hall, January 1, 2016 through December 31, 2016, in the amount of \$6,000 and authorize the Board Chair to sign. Second by Commissioner Chaffee. Motion carried 5-0.

2. Personnel Committee

The Pine County Personnel Committee met January 12, 2016 and made the following recommendations:

Jail

Acknowledge the resignation of Andrea Stephani, full-time corrections officer, effective December 23, 2015 and authorize backfill.

PCSO

Authorize the filling of current dispatcher vacancies.

HHS

Approve the public health supervisory job description, including Community Health Board (CHB) Administrator duties and to use the pay range from the non-union D61 grade.

Attorney

Authorize the hiring of an additional assistant county attorney. This position is funded in the 2016 Attorney's Office budget.

Probation

Authorize the creation of a Team Leader position in lieu of back fill of the .4 FTE vacancy position.

Administrator

Authorize the amendment of the Section 7.8 of the Pine County Policies & Procedures to allow cash out of Paid Time Off (PTO) for all non-union employees.

Commissioner Ludwig stated amendment of the Policies and Procedures to allow cash out of paid time off by non-union employees brings this into continuity with union employees. County Administrator Minke corrected the public health supervisory job description to reflect the inclusion of the Community Health Board (CHB) Administrator duties rather than Community Health Services (CHS) Administrator duties. **Motion** by Commissioner Chaffee to approve the recommendations of the Personnel Committee. Second by Commissioner Ludwig. Motion carried 5-0.

3. Request for Proposal for Records Management System – Pine County Sheriff's Office

Commissioner Hallan stated the software for the records management system currently used by the sheriff's office is at its end of life. Sheriff Nelson and IT Supervisor Ryan Findell have previously met with the Technology Committee for discussion of replacement of the software.

Motion by Commissioner Chaffee to issue a Request for Proposal (RFP) for a records management system for the Pine County Sheriff's Office, timing of the release at the discretion of the sheriff, with the timeline to be updated before the release date. Second by Commissioner Hallan. Motion carried 5-0.

4. Commissioner Updates

Law Library: Commissioner Mohr stated the on-line law contract with Westlaw was renewed.

Soil & Water Conservation District (SWCD): Commissioner Ludwig stated the SWCD board will make a presentation to the county board with the additional information which was requested at the January 5, 2016 county board meeting.

East Central Solid Waste Commission: Commissioner Hallan stated ECSWC is working on a solution to get rid of the methane gas odor around the ECSWC site.

East Central Regional Library: Commissioner Chaffee stated the swearing in of officers and committee assignments took place.

Methamphetamine Task Force: Commissioner Ludwig and HHS Director Becky Foss stated the Task Force is pursuing a five-year grant (one-time renewable) to combat the use of alcohol in schools. The task requires task force to meet every month.

5. Upcoming meetings were reviewed.

Chair Rossow called for a recess at 10:25 a.m. The Board will reconvene as a Committee of the Whole.

Committee of the Whole

The Board reconvened at 10:37 a.m. as a Committee of the Whole

Present were Chair Rossow, Commissioners Steve Hallan, Josh Mohr, Steve Chaffee, and Matt Ludwig, County Administrator David Minke, County Attorney Reese Frederickson, Land Services Director Kelly Schroeder, Land and Resource Manager Caleb Anderson, and PHASE Director of Operations Cheryl Gullickson.

1. 2016 Aquatic Invasive Species (AIS) Plan

Land Services Director Kelly Schroeder and Land and Resources Manager Caleb Anderson provided a draft AIS plan. The plan represented the input of lake associations and other interested parties and included a public meeting for public input. There is \$239,554 in funding available for 2016. The proposed plan total is \$178,585. Any funds unspent in 2016 will carry over into 2017.

Discussion was held regarding the proposed 2016 AIS Plan and the Delegation Agreement between the DNR and Pine County for inspections of watercrafts for aquatic invasive species for the upcoming year.

Motion by Commissioner Hallan to approve Resolution 2016-03 to adopt the 2016 Aquatic Invasive Species Plan. Second by Commissioner Ludwig. Motion carried 5-0.

Motion by Commissioner Ludwig to approve the MNDNR Delegation Agreement-Aquatic Invasive Species (AIS) Prevention Inspection of Water-Related Equipment. Second by Commissioner Mohr. Motion carried 5-0.

2. Shoreland and Septic Ordinance Amendments

Land Services Director Kelly Schroeder stated several issues and inconsistencies have been identified in the Pine County Shoreland Management Ordinance and Subsurface Sewage Treatment Ordinance. Proposed amendments to the ordinances were submitted and reviewed by the Minnesota DNR and Pine County Planning Commission; their suggestions were incorporated into the considerations presented to the county board. After review of the amendments and discussion, the board scheduled a public hearing for February 16, 2016 at 10:00 a.m., or as soon thereafter as possible, regarding the proposed amendments to the ordinances.

3. Recycling

Land Services Director Kelly Schroeder stated a state grant is available relating to curbside recycling, composting, reduction of recycling materials entering disposal facilities, and for the reduction of costs associated with hauling waste. Schroeder stated a roundtable discussion took place in December, 2015 to brainstorm ideas for improving recycling and reducing recycling rates in the county. After discussion, it was the consensus of the board to authorize the county Planning and Zoning staff to apply for the grant.

4. Strategic Planning

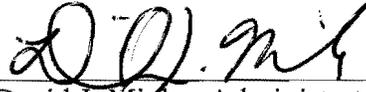
A special meeting to discuss soil survey with the National Resources Conservation Service (NRCS) and for the county's strategic planning for 2016 has been scheduled for January 26, 2016. The agenda was discussed.

5. Adjourn

With no further business, Chair Hallan adjourned the county board meeting at 12:42 p.m. The next regular meeting of the county board is scheduled for February 2, 2016 at 10:00 a.m. at the Public Health Building, Sandstone, Minnesota.



Curtis H. Rossow, Chair
Board of Commissioners



David J. Minke, Administrator
Clerk to County Board