

**MINUTES
OF THE
PINE COUNTY BOARD MEETING
Regular Meeting**

**Tuesday, March 15, 2016 - 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 Josh Mohr, Steve Chaffee, and Matt Ludwig. Also present were County Attorney Reese Frederickson and County Administrator David Minke. Commissioner Steve Hallan was absent (excused).

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 Agenda Item #7- New Hires:

- A) Approve the hiring of part-time court security officer Kenneth Larsen, effective March 16, 2016, \$13.67 per hour, grade B22.
- B) Approve the hiring of office support specialist Tatyana Starinets, effective March 23, 2016, \$13.41 per hour, grade A13, Step 1.

Regular Agenda Item – Introduction of Assistant County Attorney Lauren Dwyer.

Commissioner Mohr moved to approve the Agenda. Second by Commissioner Ludwig. Motion carried 4-0.

Commissioner Chaffee moved to approve the Minutes of March 1, 2016 board meeting and Summary for publication. Second by Commissioner Mohr. Motion carried 4-0.

Minutes of Boards, Committees and Correspondence

Pine County HRA Senior Housing Board of Directors Regular Meeting Minutes– January 27, 2016
Commissioner Chaffee moved to acknowledge the Minutes of Boards, Committees and Correspondence. Second by Chair Rossow. Motion carried 4-0.

Commissioner Chaffee moved to approve the Consent Agenda. Second by Commissioner Mohr. Motion carried 4-0.

CONSENT AGENDA

1. Approve February, 2016 Cash Balance

Fund	February 28, 2015	February 29, 2016	Increase(Decrease)
General Fund	1,978,567	3,365,877	1,387,310
Health and Human Services Fund	(140,946)	138,047	278,993
Road and Bridge Fund	4,563,678	2,964,255	(1,599,424)
Land Management Fund	2,068,111	929,004	(1,139,107)
TOTAL (inc non-major funds)	9,194,853	9,247,184	52,332

2. **Application for Premises Permit and Lease for Lawful Gambling Activity**
Approve Application for Premises Permit and Lease for Lawful Gambling Activity from Pokegama Lake Association to conduct Minnesota lawful gambling at Tommy's Lakeside Bar & Grill, LLC, 10762 Lakeshore Dr., Pine City, Minnesota (Pokegama Twp.).
3. **Approval of Licenses**
 - A. Approve tobacco licenses for: Vannelli's Landing, Off the Road.
 - B. Approve On/Off/Sunday and 2:00 a.m. liquor license for Vannelli's Landing, Inc. f/k/a Muffies.
4. **Application for Repurchase**
 - A. Approve Resolution 2016-10 for Repurchase of Tax Forfeited Land on a 10-year contract, Harley J. Bridell, and authorize Board Chair and County Auditor to sign.
 - B. Approve Resolution 2016-11 for Repurchase of Tax Forfeited Land on a 10-year contract, Gregory and Debra Nelson, and authorize Board Chair and County Auditor to sign.
5. **Donation**
 - A. Approve acceptance of \$500 donation for the Shop with a Cop program. Donations for the Shop with a Cop program are not supplemented with any department funding.
 - B. Approve acceptance of the following donations for the K-9 program: Rock Creek Lions Club-\$2,500, Snake River Valley Conservation Club-\$500, James and Leigh Bramstedt-\$100, John and Pat Becvar-\$200, and Northern Pine Chiropractic Center-\$100.
6. **Training**
 - A. Approve Human Resource Manager Connie Mikrot to attend the Minnesota Counties Human Resource Management Association conference, April 7-8, 2016, in St. Cloud. Registration: \$90. Lodging: \$109. Mileage: 144 miles round trip, at IRS rate of \$0.54/mile. Total cost: \$277. .
 - B. Approve Human Resource Manager Connie Mikrot to attend three two-day training sessions at Minnesota Counties Intergovernmental Trust (MCIT) in St. Paul. Training dates are April 21-22, 2016, May 19-20, 2016, and June 16-17, 2016. Registration for the six session program is \$799. Lodging for three nights and mileage is approximately \$670. Total cost: \$1469.
7. **New Hires**
 - A. Approve the hiring of part-time court security officer Kenneth Larsen, effective March 16, 2016, \$13.67 per hour, grade B22.
 - B. Approve the hiring of office support specialist Tatyana Starinets, effective March 23, 2016, \$13.41 per hour, grade A13, Step 1.

REGULAR AGENDA

Introduction of Assistant County Attorney Lauren Dwyer

County Attorney Reese Frederickson introduced Assistant County Attorney Lauren Dwyer to the board. The board welcomed Lauren to Pine County.

1. Facilities Committee

The Facilities Committee met March 4, 2016 and made the following recommendations:

A. Household Hazardous Waste Facility

Use the Pine City highway shop space for the initial year with idea to gather info on usage, and then plan to move to Hinckley in the future.

B. Sunshades at the Courthouse

Approve the quote from JP Windows for blinds and installation for \$25,088.

C. Storage Garage at Courthouse

Proceed with construction of the garage with a cost not to exceed \$45,000.

Commissioner Mohr provided an overview of the Facilities Committee meeting. County Engineer Mark LeBrun stated his department will manage the storage garage project located south of the Pine County Courthouse.

Motion by Commissioner Mohr to approve the use of the Pine County Highway Department Pine City shop space for the Household Hazardous Waste Facility for the initial year with idea to gather info on usage and then plan to move to Hinckley in the future. Second by Commissioner Ludwig. Motion carried 4-0.

Motion by Commissioner Ludwig to approve the quote from JP Windows for blinds and installation for the courthouse with a cost not to exceed \$25,088. Second by Commissioner Mohr. Motion carried 4-0.

Motion by Commissioner Mohr to proceed with construction of the storage garage at the courthouse with a cost not to exceed \$45,000. Second by Commissioner Ludwig. Motion carried 4-0.

2. Personnel Committee

Pine County Personnel Committee met March 8, 2016 and made the following recommendations:

Jail

A. Approve the termination of part-time court security officer Jenni Henry, effective January 22, 2016 and approve backfill.

B. Approve the hiring of open correction officer positions with a start date of March 29-30, 2016 and county board ratification on April 5, 2016 due to time restrictions for on-the-job training before academy training session beginning April 4, 2016.

PCSO

A. Approve the resignation of part-time dispatcher Cassandra Palmer, effective March 1, 2016 and approve backfill.

B. Approve addition of lead dispatcher position at Grade B24. This would move an existing dispatcher (grade B23) to a lead position, keeping the same number of employees in the dispatcher unit.

Commissioner Ludwig provided an overview of the Personnel Committee March 8, 2016 meeting. Discussion was held regarding hiring corrections officers due to time constraints.

Motion by Commissioner Ludwig to approve the termination of part-time security officer Jenni Henry, effective January 22, 2016 and approve backfill. Second by Commissioner Chaffee. Motion carried 4-0.

Motion by Commissioner Ludwig to approve the hiring of open correction officer positions with a start date of March 29-30, 2016 and with county board ratification on April 5, 2016 due to time restrictions for on-the-job training before attending academy training session beginning April 4, 2016. Second by Commissioner Chaffee. Motion carried 4-0.

Motion by Commissioner Ludwig to approve the resignation of part-time dispatch Cassandra Palmer, effective March 1, 2016 and approve backfill. Second by Commissioner Mohr. Motion carried 4-0.

Motion by Commissioner Ludwig to approve addition of lead dispatcher position at Grade B24 with no increase in FTE count. Second by Commissioner Chaffee. Motion carried 4-0.

3. Public Health Planning Committee Minutes

Commissioner Chaffee gave a brief overview of the Public Health Planning Committee meeting that was held March 2, 2016. Chaffee stated the committee is looking at structuring the Community Health Board, to include all commissioners. More information will be brought to the county board for formal action at a later date.

4. 2016 Tax Forfeit Land Auction – Fawn Meadows

County Auditor-Treasurer Cathy Clemmer states interest has been shown in purchasing two tracts in Fawn Meadows Addition (Pine City). Clemmer states Resolution 2016-12 will allow for approval of parcels, appraised values, sale terms and conditions for a special land auction to be held on May 12, 2016. This will generate income for the county.

Motion by Commissioner Chaffee to approve Resolution 2016-12 -- 2016 Pine County Tax Forfeit Land Auction--Fawn Meadows parcels and authorize Board Chair and County Auditor to sign the resolution. Second by Commissioner Ludwig. Motion carried 4-0.

5. Probation Annual Placement Report

Probation Director Terry Fawcett provided information regarding court-ordered juvenile placements in Pine County. Fawcett provided information regarding the placement process, reduction strategies, and placement costs.

6. Federal Funding Update

MN Department of Transportation (MN DOT) representatives John McDonald and Jarrett Valdez explained District 1 MN DOT road projects. Discussion was held regarding upcoming road projects and the use of federal funds.

7. Budget Update

County Administrator David Minke provided a budget overview of revenue and expenditures through February 2016. At this point in the year, revenues and expenditures look as expected.

8. Schedule Meeting

A Special Meeting of the Committee of the Whole was scheduled for March 31, 2016 at 9:00 a.m. at the Pine County Courthouse Board Room for the purpose of discussing the Office of the County Auditor-Treasurer and also an upcoming road project in the City of Sandstone.

9. Commissioner Updates

Soil & Water Conservation District: Commissioner Ludwig stated by 2020 the State requirement is to have one watershed/one plan for each watershed.

Comprehensive Plan Steering Committee: Chair Rossow and Commissioner Ludwig stated the meeting was not well attended but input was good. The survey results were validated by those in attendance.

Central Minnesota Jobs and Training: No report.

East Central Solid Waste Commission: No report.

East Central Regional Library: Commissioner Chaffee stated a resolution was passed supporting the Minnesota broadband mission.

Methamphetamine Task Force: Commissioner Ludwig stated the task force is in the process of obtaining a grant and also changing its name to Pine County Chemical Health Coalition.

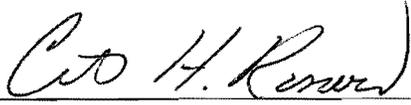
10. Other

Chair Rossow stated the Annual Township Meeting will be held March 26, 2016 in Hinckley, Minnesota.

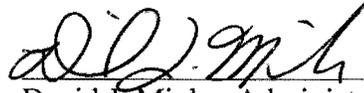
11. Upcoming meetings were reviewed.

12. **Adjourn**

With no further business, Chair Rossow adjourned the county board meeting at 11:31 a.m. The next regular meeting of the county board is scheduled for April 5, 2016 at 10:00 a.m. at the Health & Human Services Building, Sandstone, Minnesota.



Curtis H. Rossow, Chair
Board of Commissioners



David J. Minke, Administrator
Clerk to County Board