

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

**Tuesday, June 21, 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 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.

County Attorney Frederickson introduced two summer interns working in the county attorney's office: Col Ovik - Pine City, and Levi Stewart - Willow River.

Chair Rossow requested the following revisions to the Agenda:

Addition: Consent Agenda Item #8C

Consider ratification of the hiring of Probation Corrections Agent Brenna Davidson, effective June 20, 2016, \$40,674/annual, State Scale, step 1.

Consider authorization to hire Hailey Freedlund as Health Educator, effective June 27, 2016, \$20.74 per hour, (C42).

Addition: Regular Agenda Item #8A

Consider approval of Resolution 2016-33 Authorizing Signing Authority Allowing Access to Minnesota Government Access Accounts for Electronic Court Records and Documents.

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

Commissioner Hallan moved to approve Minutes of June 7, 2016 County Board Meeting and Summary for publication. Second by Commissioner Chaffee. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

None.

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

**CONSENT AGENDA**

**1. Approve May, 2016 Cash Balance**

<b>Fund</b>	<b>May 31, 2015</b>	<b>May 31, 2016</b>	<b>Increase(Decrease)</b>
General Fund	(756,779.51)	619,863.81	1,376,643.32
Health and Human Services Fund	(1,115,204.54)	(699,706.83)	415,597.71
Road and Bridge Fund	3,711,129.32	2,306,925.03	(1,404,204.29)
Land Management Fund	2,320,984.29	1,307,021.77	(1,013,962.52)
<b>TOTAL (inc non-major funds)</b>	<b>17,342,409.89</b>	<b>19,490,052.07</b>	<b>2,147,642.18</b>

**2. Application for Exempt Permit**

- A. Approve Application for Exempt Permit for Pine Technical & Community College Foundation to conduct Minnesota lawful gambling on October 21, 2016 at the Northwest Fur Post, 12551 Voyageur Lane, Pine City, MN (Pokegama Twp).
- B. Approve Application for Exempt Permit for Kerrick Firefighters Relief Association to conduct Minnesota lawful gambling on November 12, 2016 at the Tavern in Duquette, 88159 State Hwy. 23, Kerrick, MN (Kerrick Twp).

**3. Approval of Licenses**

Approve the following licenses:

- Renewal of 3.2 Licenses: Ray & Marge's Resort and Duquette General Store
- New Tobacco License: Bear's Den

**4. Application for Repurchase**

- A. Approve Resolution 2016-31 for the repurchase of tax forfeited land on a 10-year contract for Joshua Hiler and authorize Board Chair and County Auditor to sign.
- B. Approve Resolution 2016-32 for the repurchase of tax forfeited land in full for Kemp T. and Dawn M. Terry Jr. and authorize Board Chair and County Auditor to sign

**5. Recount Grant Agreement – Primary and General Elections**

Approve the Primary Election and General Election Grant Agreements and authorize Board Chair and County Auditor-Treasurer to sign. Contractors will be paid four cents for each ballot handled in the course of any recount covered by the agreements.

**6. Donations**

Approve acceptance of donations for the K-9 program from the following: Susan K. and Douglas Beckstrand, \$1,000; Knights of Columbus Pine City Council #2357, \$1,000; and WE-Pay (Go Fund Me donations for Race for the K-9) \$45.75.

**7. Health and Human Services (HHS) and Therapeutic Services Agency (TSA) Contract**

Approve the contract between HHS and TSA for access to child psychiatry services. The contract period is May 1, 2016 through December 31, 2016, with a cost of \$1,000 per month. Authorize Board Chair, County Administrator and Health and Human Services Director to sign.

**8. New Hire/Promotion**

- A. Approve the hiring of Malisa Tollefson, social worker, effective June 22, 2016, \$20.74 per hour, Step 1, C42.
- B. Approve Correction Officer Bailey Ballou promotion to full-time status effective June 26, 2016. No change in grade or wage.
- C. Ratify the hiring of Brenna Davidson, corrections agent, effective June 20, 2016, \$40,674/annual, State Scale, step 1.
- D. Approve the hiring of Hailey Freedlund, Health Educator, effective June 27, 2016, \$20.74 per hour, C42.

**9. Training**

- A. Approve IT Supervisor Ryan Findell to attend the 2016 MNCITLA Annual Conference, July 13-15, 2016 in Granite Falls, Minnesota. Registration and lodging included with membership fee; mileage approximately \$187.
- B. Approve Property Appraiser Molly Benoit to attend Appraisal Principles, Appraisal Procedures, and Mass Appraisal to complete her Certified Minnesota Assessor License requirements. The courses are offered in St. Cloud during August and September. Registration: \$430 for each course; Lodging:

(3 nights for Appraisal Principles and Appraisal Procedures and 4 nights for Mass Appraisal): \$830 plus taxes; Meal Reimbursement: Up to \$150 (dinner only, breakfast and lunch included with registration). Mileage: county vehicle to be used/no mileage incurred.

## **REGULAR AGENDA**

### **1. Facilities Committee**

Commissioner Ludwig provided an overview of the June 1, 2016 Facilities Committee meeting stating the City of Pine City lease/purchase of the Pine Government Center, and the need for a camera system at the Sandstone sheriff's office impound lot, was discussed. County Administrator Minke stated the Pine City mayor and Pine City administrator will be present at the July 6, 2016 Facilities Committee meeting to discuss the long-term plans of Pine City. The installation of the camera system at the Sandstone impound lot has been completed.

### **2. Personnel Committee**

Commissioner Chaffee was unable to attend the June 14, 2016 Personnel Committee meeting--the Personnel Committee Minutes will be amended to so reflect. Commissioner Chaffee thanked Commissioner Hallan for attending in his absence. Commissioner Hallan provided an overview of the June 14, 2016 Personnel Committee meeting. The following recommendations were made:

#### **Probation**

Acknowledge the resignation of Corrections Agent Karly Kostich effective June 10, 2016, and authorize backfill of the position effective June 20, 2016. This will allow new hire, Corrections Agent Brenna Davidson, to attend training on June 20, 2016, with board ratification of hire on June 21, 2016.

**MOTION** by Commissioner Hallan to ratify the hiring of Brenna Davidson, corrections agent, effective June 20, 2016, \$40,674/annual, State Scale, step 1. Second by Commissioner Ludwig. Motion carried 5-0.

#### **Jail**

- A. Acknowledge the retirement of Jail Administrative Rick Boland effective June 17, 2016.
- B. Approve backfill of Jail Sergeant position vacated by Rodney Williamson's promotion to Jail Administrator, and backfill any subsequent vacancies that may occur from internal promotions.
- C. Acknowledge the resignation of part-time Corrections Officer Kelly Swenson effective June 3, 2016 and authorize backfill of the position.
- D. Authorize addition of one (1) part-time Court Security Officer at \$13.67 per hour (Grade B22) due to increase in the Pine County District Court judge coverage.

**MOTION** by Commissioner Ludwig to acknowledge the retirement of Jail Administrator Rick Boland effective June 17, 2016, approved the backfill of a jail sergeant position due to internal promotion, acknowledge the resignation of part-time Corrections Officer Kelly Swenson effective June 3, 2016 and authorize backfill, and authorize addition of one part-time Court Security Officer at \$13.67 per hour, grade B22. Second by Commissioner Chaffee. Motion carried 5-0.

#### **Administration**

Adopt policy changes to *Section 10. Compensation* of the Pine County Personnel Policy and Procedures as presented.

Human Resources Manager Connie Mikrot and County Administrator David Minke explained the policy changes to *Section 10. Compensation* of the Personnel Policies and Procedures.

**MOTION** by Commissioner Ludwig to approve the policy changes to *Section 10. Compensation* of the Personnel Policies and Procedures. Second by Commissioner Hallan. Motion carried 5-0.

Other items are for informational purposes only.

**3. Introduction of Kathy Filbert, Community Health Services/Public Health Supervisor**

Health & Human Services Director Becky Foss introduced Kathy Filbert, Community Health Services/Public Health Supervisor. The board welcomed Ms. Filbert to Pine County.

**4. Pine County Public Health Planning Committee**

Commissioner Ludwig stated the Pine County Public Health Planning Committee met June 14, 2016 and made the following recommendations:

- A. Approve of a resolution creating the Pine County Community Health Board, to be approved by the Pine County Board. The board will consist of Pine County commissioners.
- B. Approve the Pine County Community Health Board Bylaws.
- C. Approve a resolution appointing Kathy Filbert as the Agency and Community Health Administrator of the Pine County Community Health Board.

**Motion** by Commissioner Hallan to approve Resolution 2016-29 creating the Pine County Community Health Board and authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 5-0.

**Motion** by Commissioner Hallan to approve Resolution 2016-30 appointing Kathy Filbert as the Agency and Community Health Administrator of the Pine County Community Health Board and authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 5-0.

**5. Pine County Public Health Resolutions**

Resolutions 2016-29 and 2016-30 approved in Regular Agenda Item 4 above.

**6. Human Resource Information Software**

Commissioner Hallan provided an overview of the Kronos Workforce Ready human resources system. Discussion was held regarding use and cost of system. Administrator Minke stated funds for 2016 are available in the Administrator's budget in the professional and technical services account.

**Motion** by Commissioner Hallan to approve acquisition of the Kronos Workforce Ready HR system at an annual cost of \$23,925 with a one-time fee of \$6,000, subject to final contract review and approval of the county attorney, and authorize Board Chair and County Administrator to sign. Second by Commissioner Mohr. Motion carried 5-0.

**7. Appointment to Pine County Planning Commission**

Chair Rossow appointed Rick Williams to the Pine County Planning Commission, District 3, due to the resignation of the current District 3 representative. Term length from June 22, 2016 through December 31, 2019.

**8. Award Contract #1601**

County Engineer Mark LeBrun stated on June 16, 2016 bids were opened for Contract #1601 for the following:

- CP 058-006-001 CSAH 6, between CSAH 5 and CSAH 7
- CP 058-061-005 CSAH 61, between CSAH 11 and Snake River
- SAP 058-601-008 CSAH 1, between TH 70 to So County Line
- SAP 058-601-009 CSAH 1, between TH 70 and CSAH 5
- SAP 058-605-008 CSAH 5, between CR 112 and CSAH 1
- SAP 058-605-009 CSAH 5, between CSAH 1 and CSAH 6

The lowest bid came in approximately 19.55 percent under the engineer's estimate.

**Motion** by Commissioner Ludwig to award the bid for Contract #1601 to Tri-City Paving, Inc., the lowest responsible bidder, in the amount of \$2,654,172.50. Second by Commissioner Mohr. Motion carried 5-0.

**8A. Minnesota Government Access Accounts for Electronic Court Records – Sheriff’s Office**

Sheriff Nelson stated the new Minnesota Government Access Accounts would allow his office to view electronic court records and documents stored in Minnesota Court Information System for cases in Minnesota District Courts. There is no cost for this access.

**MOTION** by Commissioner Ludwig to approve Resolution 2016-33 authorizing Sheriff Nelson to sign the Master Subscriber Agreement for the Minnesota Court Data Services for Governmental Agencies. Second by Commissioner Hallan. Motion carried 5-0.

**9. Commissioner Updates**

Central Minnesota Jobs and Training: Commissioner Hallan stated with the economy in a better state, utilization of Central Minnesota Jobs and Training services has been less.

East Central Solid Waste Commission: Commissioner Hallan stated East Central Sanitation has been sold to Waste Management. ECSWC will be meeting with Waste Management. New cell is open.

East Central Regional Library (ECRL): Commissioner Chaffee unable to attend. Commissioner Mohr attended the meeting, stating all future ECRL volunteers will be subject to a background check. Commissioner Mohr also stated the library’s audit came back good, and the finance committee is working on the upcoming budget.

Kanabec-Pine Community Health Board: Commissioner Hallan stated Pine County’s involvement with the Kanabec-Pine Community Health Board is lessening, bills were paid. Work is progressing to break grants apart.

Board of Appeal and Equalization: Land Services Director Kelly Schroeder stated the meeting went well, with a net change of \$110,000 reduction. Commissioner Chaffee thanked staff for a job well done.

**10. Other**

A. Lead Probation Agent Laura Stylski stated Probation Director Fawcett attended the AMC District 1 meeting in International Falls on June 16, 2016, reporting on the potential impact to CPO counties with the incorrect drug sentencing reform projection numbers.

B. Congratulations to Pine County employees Kelly Schroeder, Reese Frederickson, and Amber Chase for completing the Grandma’s marathon, and Connie Mikrot for completing the half marathon, raising over \$1,100 for the K-9 project.

C. Land Services Director Kelly Schroeder provided an update on usage of the household hazardous waste facility currently located at the county highway garage in Pine City.

**11. Upcoming meetings were reviewed.**

Rescheduled Date: Land Advisory Committee meeting: Thursday, June 30, 2016, 9:00 a.m., 1602 Hwy 23 North, Sandstone, Minnesota.

An optional ATV ride will take place after the June 28, 2016 Committee of the Whole meeting.

Chair Rossow called a five minute recess at 10:40 a.m.

The board reconvened at 10:45 a.m.

**Motion** by Commissioner Hallan to close the meeting in accordance with Minnesota Statutes §13D.05, Subd. 3(b) (attorney/client privilege). Second by Commissioner Chaffee. Motion carried 5-0.

Present: Chair Curt Rossow, Commissioners Steve Hallan, Josh Mohr, Steve Chaffee and Matt Ludwig; County Attorney Reese Frederickson, county attorney interns Col Ovik and Levi Stewart, County Administrator David Minke and labor attorney Dyan Ebert, Quinlivan & Hughes, P.A..

**Motion** by Commissioner Ludwig to open the meeting at 11:00 a.m.. Second by Commissioner Chaffee. Motion carried 5-0.

**Motion** by Commissioner Chaffee to approve the Conciliation Agreement and Settlement Agreement with Elizabeth Lee and authorize appropriate party to sign. Second by Commissioner Ludwig. Motion carried 5-0.

Chair Rossow recessed at 11:55 a.m. and stated the Board will reconvene at 1:00 p.m. as a Committee of the Whole.

The Board reconvened at 1:00 p.m. as a Committee of the Whole.

### Committee of the Whole

Present: Chair Rossow, Commissioners Steve Hallan, Josh Mohr, Steve Chaffee, and Matt Ludwig. County Administrator David Minke, County Attorney Reese Frederickson, Health & Human Services Director Becky Foss, Income Maintenance Supervisor Peggy Brackenbury, Children's Social Services Supervisor Beth Jarvis, Public Health Supervisor Lori Fore, and Kathy Filbert, Community Health Services/Public Health Supervisor.

Also present were: Dwayne Green, Executive Director and Jill Kaminski, Workforce Development Representative, Pine Technical & Community College Employment and Training Center.

Health & Human Services Director Becky Foss welcomed all in attendance and provided an overview of the meeting.

Dwayne Green provided information about services provided to Health & Human Services clientele through Pine Technical & Community College Employment and Training Center.

HHS Director Becky Foss and staff updated the board as to services provided by Health and Human Services:

Income Maintenance (Eligibility, Fraud Investigators and Child Support)

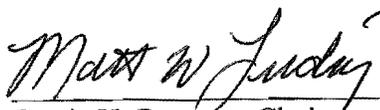
Social Services (Children's and Adult/Disabilities)

Public Health (Family and Adult Health, Health Promotion).

Including strategic priorities, the increase in children protection and adult protection reports, and additional time requirements associated with MNSure and MNChoices caseloads.

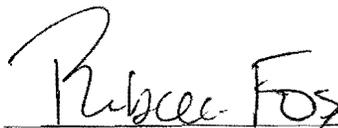
### **12. Adjourn**

With no further business, Chair Rossow adjourned the meeting at 3:22 p.m. The next regular meeting of the county board is scheduled for July 5, 2016 at 10:00 a.m. at the Pine County History Museum, 6333 H C Andersen Alle, Askov, Minnesota.



Curtis H. Rossow, Chair  
Board of Commissioners

Matthew W. Ludwig, Vice Chair



David J. Minke, Administrator  
Clerk to County Board of Commissioners

Rebecca Foss, Acting County Commissioner