

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

**Tuesday, July 19, 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, Steve Chaffee, and Matt Ludwig. Also present were County Attorney Reese Frederickson and County Administrator David Minke. Commissioner Josh Mohr 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:

Addition: Consent Agenda Item #6I: Consider approval of promotion for Heather Immel, Jail Sergeant, to Assistant Jail Administrator, effective July 25, 2016, annual salary \$55,450, grade C41.

Addition: Consent Agenda Item #6J: Consider approval of full-time status for Joseph Workman, Deputy, effective July 24, 2016, \$21.84 per hour, grade C42, step 1.

Additional Information: Regular Agenda Item #2: Start Date for the lease with the Pregnancy Resources Center is August 1, 2016.

Addition: Regular Agenda Item #7A: Flood update

Addition: Regular Agenda Item #7B: Discussion of Statement of Principles with the Mille Lacs Band of Ojibwe. The intent is to approve the Statement of Principles at the June 26, 2016 Special Meeting/Committee of the Whole.

Additional Information Commissioner Updates: Insurance Committee—Notes & Information from the July 14, 2016 Committee Meeting.

Addition: East Central Regional Library Budget Update

Commissioner Chaffee moved to approve the amended Agenda. Second by Commissioner Hallan. Motion carried 4-0.

Commissioner Hallan moved to approve Minutes of July 5, 2016 County Board Meeting and Summary for publication. Second by Commissioner Chaffee. Motion carried 4-0.

Minutes of Boards, Committees and Correspondence

City of Pine City correspondence dated July 8, 2016 – Wellhead Protection Plan, Part Two

Commissioner Ludwig moved to acknowledge the Minutes of Boards, Committees and Correspondence. Second by Commissioner Hallan. Motion carried 4-0.

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

CONSENT AGENDA

1. Approve June, 2016 Cash Balance

Fund	June 30, 2015	June 30, 2016	Increase(Decrease)
General Fund	3,321,518	4,662,980	1,341,462
Health and Human Services Fund	288,428	1,033,897	745,469
Road and Bridge Fund	4,060,300	2,633,644	(1,426,656)
Land Management Fund	2,441,713	1,345,081	(1,096,632)
TOTAL (inc non-major funds)	11,483,876	16,485,641	5,001,764

2. Application for Exempt Permit

Approve Application for Exempt Permit for Minnesota Sokol Camp Association to conduct Minnesota lawful gambling on August 14, 2016 at the Sokol Camp, 19201 Woodland Acres, Pine City, MN (Chengwatana Twp).

3. Tobacco License

Approve tobacco license for October 1-December 31, 2016 for Casey's General Store #3520 being built in Pine City and scheduled to open October 1, 2016.

4. Letter of Support – Empower Recovery Services

Authorize Board Chair to sign the letter of support for Empower Recovery Services to provide out-patient chemical dependency treatment services.

5. Accept Grant Award from Blue Plus

Approve to accept \$400 from Blue Plus to assist in purchasing oral hygiene products to disperse at the Pine County Fair.

6. Personnel Full-Time Status/Completion of Probationary Period/New Hire

- A. Approve of full-time status for Jessica Fehlen, Registered Nurse, effective July 20, 2016.
- B. Approve of full-time status for Damien Louis, Social Worker, effective July 29, 2016.
- C. Approve the hiring of Casey Bavier, Building Maintenance Worker, effective August 1, 2016, \$14.09 per hour, grade B21.
- D. Approve the hiring of Brittany Moore, Court Security Officer, effective July 20, 2016, \$13.67 per hour, grade B22.
- E. Approve the hiring of Adam Zielinski, part-time Corrections Officer, effective August 10, 2016, \$17.11 per hour, grade B23, step 3.
- F. Approve the hiring of Jessica Ninfeldt, part-time Corrections Officer, effective August 10, 2016, \$17.11 per hour, grade B23, step 3.
- G. Approve the hiring of Connie Larson, part-time Corrections Officer, effective August 10, 2016, \$17.11 per hour, grade B23, step 3.
- H. Approve the hiring of Ashley Luedtke, part-time Corrections Officer, effective August 10, 2016, \$17.11 per hour, grade B23, step 3.
- I. Approve the promotion of Heather Immel, Jail Sergeant to Assistant Jail Administrator, effective July 25, 2016, annual salary \$55,450, grade C41.
- J. Approve full-time status for Joseph Workman, Deputy Sheriff, effective July 24, 2016, \$21.84 per hour, grade C42, step 1.

7. Training

Approve IT Support Specialist Kent Bombard to attend State of Minnesota Check Point Training, July 25-29, 2016 in St. Louis Park. No registration fee; mileage approximately \$400.

REGULAR AGENDA

1. Retirement – Jeff Randall

The board recognized the retirement of Assistant Jail Administrator Jeff Randall and thanked him for his service to Pine County.

2. Facilities Committee

Commissioner Ludwig provided an overview of the July 6, 2016 Facilities Committee meeting stating the leases with the City of Pine City and the Pregnancy Resource Center were discussed. The county has offered to keep the leasing rate with the City of Pine City at \$50,000 per year for the years 2017-2019. The Pregnancy Resource Center lease has been updated to include the rental of additional space; the term of the lease is August 1, 2016-December 31, 2021, with the Pregnancy Resource Center paying a fixed rent to the count in the amount of \$7,200 per year.

Other items are for informational purposes only.

Motion by Commissioner Ludwig to approve the lease with the Pregnancy Resource Center for the period August 1, 2016-December 31, 2021. Second by Commissioner Hallan. Motion carried 4-0.

3. Personnel Committee

Commissioner Chaffee provided an overview of the July 12, 2016 Personnel Committee meeting. The following recommendations were made:

HHS

- A. Acknowledge resignations of full-time Children's Mental Health Social Worker Janet Ashmore, effective July 5, 2016 and full-time Adult and Disabilities Social Worker Patrick Meacham, effective July 28, 2016 and approve backfill of the two positions, and any subsequent vacancies that may occur from possible internal hires.

Motion by Commissioner Chaffee to acknowledge resignations of full-time Children's Mental Health Social Worker Janet Ashmore, effective July 5, 2016 and full-time Adult and Disabilities Social Worker Patrick Meacham, effective July 28, 2016 and approve backfill of the two positions, and any subsequent vacancies that may occur from possible internal hires. Second by Commissioner Hallan. Motion carried 4-0.

- B. Consider approval of the addition of one (1) full-time Adult and Disabilities Social Worker at grade C42, for a total of 11 Adult and Disabilities Workers.

Motion by Commissioner Chaffee to approve the addition of one (1) full-time Adult and Disabilities Social Worker. Second by Commissioner Ludwig. Motion carried 4-0.

- C. Consider approval of the addition of one (1) full-time Child Protection Social Worker at grade C42, for a total of 10 Child Protection Social Workers.

Motion by Commissioner Chaffee to approve the addition of one (1) full-time Child Protection Social Worker. Second by Commissioner Hallan. Motion carried 4-0.

Sheriff's Office

- A. Acknowledge resignation of full-time deputy Sara Samuelson effective July 31, 2016 and approve the backfill of the position, and any subsequent vacancies that may occur from possible internal promotion.

Motion by Commissioner Chaffee to acknowledge the resignation of full-time deputy Sara Samuelson effective July 31, 2016 and approve the backfill of the position, and any subsequent vacancies that may occur from possible internal promotion. Second by Commissioner Ludwig. Motion carried 4-0.

Jail

A. Acknowledge the termination of probationary part-time Corrections Officer Tim Welle effective June 29, 2016 and approve backfill of the position.

Motion by Commissioner Chaffee to acknowledge the termination of probationary part-time Corrections Officer Tim Welle effective June 29, 2016 and approve backfill of the position. Second by Commissioner Ludwig. Motion carried 4-0.

4. Pine County Public Health Planning Committee

The Pine County Public Health Planning Committee met July 12, 2016. Commissioner Hallan stated the Pine County Public Health Planning Committee is making great progress. Commissioner Chaffee thanked Becky Foss, Lori Fore and Janelle Schroeder with the Minnesota Department of Health for their hard work in this process.

5. Appointment to Extension Committee

Motion by Commissioner Hallan to appoint Donna Zastera to the Pine County Extension Committee, District 2, due to the resignation of the current District 2 representative. Term length from July 19, 2016 to December 31, 2017. Second by Commissioner Chaffee. Motion carried 4-0.

6. Probation Comprehensive Plan Presentation

Probation Director Terry Fawcett provided the board with the 2016 Probation Comprehensive Plan approved by the Probation Advisory Committee.

7. Final Payment Contract #1502

County Engineer Mark LeBrun reported to the board, and discussion was held, regarding the completion of Contract #1502:

CP 058-012-001, Located on CSAH 12, between CSAH 11 and 5th Street

CP 058-046-001, Located on CSAH 46, between TH 23 and 0.25 miles SE

SAP 058-639-012, Located on CSAH 39, between CSAH 34 and CSAH 61

Engineer LeBrun stated the project was 1.5% under contract.

Motion by Commissioner Hallan for final payment to Tri-City Paving, Inc. in the amount of \$21,990.21 and authorize County Administrator to sign the Certificate of Final Contract Acceptance. Second by Commissioner Ludwig. Motion carried 4-0.

7A. Flood Update

County Engineer Mark LeBrun, Land Services Director Kelly Schroeder, and Emergency Management Coordinator Denise Baran provided the board with a flood update from the July 11-12, 2016 rain event. Discussion held as to roads, sandbags, clean up kits, water kits, and temporary transfer sites for debris.

7B. Statement of Principles with the Mille Lacs Band

Commissioner Hallan provided an overview of the draft of the Statement of Principles with the Mille Lacs Band. This will be discussed with the Band at the July 26, 2016 Committee of the Whole meeting.

8. Commissioner Updates

Soil & Water Conservation District: Commissioner Ludwig stated Joe Kelash was hired as the new forester; change of date of September meeting: September 15, 2016.

East Central Solid Waste Commission: Commissioner Hallan stated a meeting was held with Waste management; a new flare is being purchased; discussion of the wellheads.

Law Library: Commissioner Mohr absent. No report.

Insurance Committee: Commissioner Hallan stated insurance options and benefits were explained at this meeting. Additional information will be provided at a later board meeting.

Kanabec-Pine Community Health Board: Commissioner Hallan stated the face-to-face meetings are winding down. Future meetings will be held via ITV.

Lakes & Pines CAC: Chair Rossow reported grants in the amount of \$900,000+ were approved.

9. **Other**

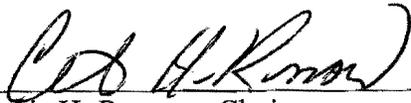
A. Commissioner Ludwig reported that on July 11, 2016 a tour of the old Sandstone hospital took place for the intent of repurposing the building for a veterans' home.

B. Commissioner Chaffee stated the Administrator of the library system, Chairman of the Board, and Commissioners from each of the counties met to discuss their 2017 budget; the budget proposed by the Administrator was adopted.

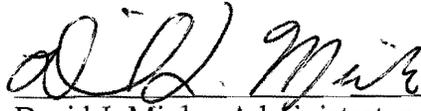
10. **Upcoming meetings were reviewed**

11. **Adjourn**

With no further business, Chair Rossow adjourned the meeting at 11:25 a.m. The next regular meeting of the county board is scheduled for August 2, 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



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