

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

**Tuesday, July 21, 2015, 10:00 a.m.**

**Board Room, Pine County Courthouse, Pine City, Minnesota**

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

The Pledge of Allegiance was said.

Chair Hallan, on behalf of the Pine County Board of Commissioners, extended condolences to the family of Eileen Anderson, past Pine County HHS employee and District 1 County Commissioner.

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

Chair Hallan requested the following revisions to the Agenda:

- Addition to Consent Agenda 4B: Acknowledge and approve the promotion of full-time correction officer Kevin Neil to jail sergeant effective July 22, 2015, classification change from B23 to B31. Wage change is lateral from CO Step 7 \$20.94 to Sergeant Step 7 \$23.55.
- Cancellation of NLX meeting scheduled for July 22, 2015.

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

Commissioner Chaffee moved to approve the Minutes of the July 7, 2015 board meeting and Summary for publication. Second by Commissioner Mohr. Motion carried 5-0.

**Minutes of Boards, Committees and Correspondence**

Pine County Methamphetamine Task Force Minutes – April 13, 2015

Pine County Soil & Water Conservation District Regular Monthly Board Meeting Minutes – June 9, 2015

Pine County Soil & Water Conservation District Special Meeting Board Minutes – June 25, 2015

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

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

**CONSENT AGENDA**

**1. Review June, 2015 Cash Balance (attached)**

<b>Fund</b>	<b>June 30, 2014</b>	<b>June 30, 2015</b>	<b>Increase(Decrease)</b>
General Fund	2,278,258.51	3,321,518.34	1,043,259.83
Health and Human Services Fund	479,296.59	288,428.12	(190,868.47)
Road and Bridge Fund	2,933,846.61	4,060,299.56	1,126,452.95
Land Management Fund	1,023,389.18	2,441,712.77	1,418,323.59
TOTAL (inc non-major funds)	8,501,397.03	11,483,876.08	2,982,479.05

**2. Application for Exempt Permit**

Approve Applications for Exempt Permit for:

- A. Finlayson Giese Sportsmen Club to conduct Minnesota lawful gambling on October 10, 2015 at the Finlayson Giese Sportsmen Club, 70172 Norway Spruce Rd, Finlayson, MN (Pine Lake Twp).
- B. Minnesota Sokol Camp to conduct Minnesota lawful gambling on August 9, 2015 at the Sokol Camp, 19201 Woodland Acres, Pine City, MN (Chengwatana Twp).

**3. Temporary 3.2 License**

Approve a Temporary 3.2 License for Sokol Camp for August 9, 2015.

**4. Promotion**

- A. Acknowledge and approve the promotion of part-time dispatcher Gina Hurt to full-time dispatcher effective July 12, 2015, \$16.04 per hour, B23.
- B. Acknowledge and approve the promotion of full-time corrections officer Kevin Neil to jail sergeant effective July 22, 2015, classification change from B23 to B31. Wage change is lateral from CO Step 7 \$20.94 to Sergeant Step 7 \$23.55.

**5. Training**

- A. Ratify IT Supervisor Ryan Findell attendance at the 2015 MNCITLA Annual Conference, July 15-17, 2015 in Winona. Registration: \$0 (included with membership fee), lodging: \$214, mileage: approx. \$176. Total cost: \$390.
- B. Approve Probation Agent Ravi Roelfs to attend a two-day Motivational Interviewing training, August 10-11, 2015 in St. Cloud. Training-no cost/provided through Department of Corrections. Lodging: \$99-\$110.
- C. Approve County Surveyor Robin Mathews to attend the NCEES 94th Annual Meeting, August 18-21, 2015 in Williamsburg, VA. All expenses paid by MN Board of AELSLAGID.
- D. Approve County Engineer Mark LeBrun to attend MN Association of Drainage Inspectors Meeting August 11, 2015 at the Bigwood Event Center in Fergus Falls. Registration and lodging \$160.
- E. Approve child support staff Pamela Ward (CS Officer), Kari Sammis (CS and Collections), Jodi Blesener (CS Team Leader) and Christina Frey (Support Enforcement Aide) to attend the Minnesota Family Support and Recovery Council Conference, October 5-7, 2015, in St. Cloud. Total registration, \$680, and Mileage \$260 (staff carpool).

**REGULAR AGENDA**

**1. Facilities Committee**

The Facilities Committee met July 6, 2015. Items reviewed at July 7, 2015 board meeting. Informational only, no board action necessary.

**2. Personnel Committee**

Pine County Personnel Committee met July 14, 2015 and made the following recommendations:

**Sheriff**

Acknowledge the retirement of Dispatcher Audrey Schroeder, effective July 25, 2015 and approve backfill and to backfill any vacancy created by internal promotion.

**Jail**

Acknowledge the resignation of full-time Corrections Officer Anne Watrin effective June 25, 2015 and approve backfill and to backfill any vacancy created by internal promotion.

**Probation**

Acknowledge the resignation of Probation Agent Laura Stylski effective July 17, 2015 and approve backfill.

### **Administrator**

- A. Approve a temporary schedule increase for 4-H Summer Assistant Dorothy Scharf and approve temporary wage increase of \$2.00 per hour for approval, effective if necessary to provide coverage during a potential medical leave.
- B. Approve a 1.5% annual performance increase for County Administrator David Minke, effective July 2, 2015 (anniversary date).

### **HHS**

- A. Approve the creation of a Child Support Supervisor position and advertise internally and externally.
- B. Approve the hiring of an additional Social Worker in the Adult and Disability Services Unit and to backfill any vacancy created by internal promotion.

Commissioner Chaffee provided an overview of the personnel committee meeting, stating the temporary wage increase for the 4-H summer assistant position is due to added duties. Discussion was had regarding the creation of the child support supervisor position and the hiring of the additional social worker. Health & Human Services Director Becky Foss stated the child support supervisor position will not be adding an employee, but creating a supervisor position, and the social worker position is an additional increase in staff, however the position is will be funded by state funds.

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

### **3. Introduction of Economic Development Coordinator Robert Musgrove**

Chair Hallan provided a formal introduction of Economic Development Coordinator Robert Musgrove to the board.

### **4. Amendment of Pine County Liquor Ordinance**

County Auditor-Treasurer Cathy Clemmer stated on June 16, 2015 a public hearing was held regarding an amendment to the Pine County Liquor Ordinance to allow the seasonal liquor license time frame to be more flexible. The 30-day public comment period has now passed with no public comment received. Clemmer requested the board to approve the Pine County Liquor Ordinance Amendment and repeal of Pine County Liquor Ordinance No. 2014-01 adopted May 6, 2014.

**Motion** by Commissioner Ludwig to approve the Pine County Liquor Ordinance Amendment and authorize Board Chair and County Administrator to sign, and to repeal Pine County Liquor Ordinance No. 2014-01. Second by Commissioner Rossow. Motion carried 5-0.

### **5. Essentia Health Ambulance Fiscal Year 2014 Report**

Essentia Health Director of Ambulance Services Joe Newton provided the Fiscal Year 2014 Annual Report to Pine County, providing information as to financial status, staffing, equipment and new purchases. Discussion was had regarding call volume, transporting of patients, and community EMT service.

### **6. Probation Comprehensive Plan Presentation**

Probation Director Terry Fawcett provided the board with the 2015 Probation Comprehensive Plan approved by the Probation Advisory Committee. Fawcett reported on current numbers for clients (adults and juveniles) on probation, juvenile out-of-home placement, probation advisory recommendations, culturally-competent programming, Evidence Based Practice growth and maintenance, opportunities and challenges, and collaboration with the local bench, county attorney's office, HHS, and the Mille Lacs Band.

### **7. Swap Spots**

Sheriff Jeff Nelson provided information to the board about a "Swap Spot" in the north parking lot at the Courthouse. This swap spot would provide a secure, designated location with video coverage, for parties

to exchange children in a custody situation or exchange items purchased between parties online. It was the consensus of the board to allow a designated area of the law enforcement parking lot for personal property or child custody exchange. The sheriff will designate the location and will report back to the board at a future date as to how the Swap Spot is working.

**8. Commissioner Updates**

Soil & Water Conservation District (SWCD): Commissioner Ludwig stated (1) a part-time forester has been hired; (2) grant request reimbursement has been temporarily delayed due to having not received the well sealing certificates.

East Central Solid Waste Commission (ECSWC): Chair Hallan stated it was a standard meeting. Hallan promoted the Household Hazardous Waste Collection event to take place on Saturday, July 25, 2015.

East Central Regional Library Board: Commissioner Chaffee stated this was a budget meeting, with the target of keeping a flat budget.

Methamphetamine Task Force: Commissioner Ludwig stated the Task Force will know in October if they will receive a strategic grant. Ludwig also stated heroin is being reintroduced to the county--the Task Force will be working on heroin education.

Kanabec-Pine Community Health Board: Chair Hallan stated the Health Board is working through a few governance issuances.

Extension Committee: Commissioner Mohr stated the Extension Committee meeting took place at the Nathan Nelson farm, Pine County Farm Family of the Year. Mohr stated items discussed were the filling of the 4-H Coordinator position, introduction of SNAP Educator Jimmie Johnson, and the need for an Ag Educator position which will be discussed at the July 28<sup>th</sup> COW meeting.

Rush Line Corridor: Meeting moved to next month.

Lakes & Pines CAC: Commissioner Rossow stated several grants were approved totaling \$3.25 million.

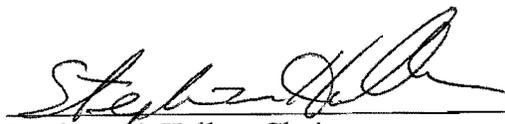
**9. Other**

Chair Hallan stated the Pine County Fair will take place July 29-August 2, 2015.

**10.** Upcoming meetings were reviewed.

**11. Adjourn**

With no further business, Chair Hallan adjourned the county board meeting at 11:18 a.m. The next regular meeting of the county board is scheduled for August 4, 2015 at 10:00 a.m. at the Public Health Building, Sandstone, Minnesota.

  
Stephen M. Hallan, Chair  
Board of Commissioners

  
David J. Minke, Administrator  
Clerk to County Board