

**MINUTES OF THE
PINE COUNTY BOARD MEETING
Regular Meeting
And
Committee of the Whole**

**Tuesday, September 1, 2015, 10:00 a.m.
Public Health Building, Sandstone, Minnesota**

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

The Pledge of Allegiance was said.

Chair Hallan called for public comment. Representatives from the Windemere Lake Association were present and expressed their thanks for the past monetary contribution which was used for eurasian milfoil management.

Chair Hallan requested the following revisions to the Agenda:

Consent:

Add 4e: Consider approval of the hiring of Property Appraiser Molly Benoit, effective September 17, 2015, \$16.59 per hour, B24, step 2.

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

Commissioner Ludwig moved to approve the Minutes of the August 18, 2015 County Board Meeting and Summary for publication. Second by Commissioner Rossow. Motion carried 4-0.

Commissioner Mohr moved to approve the Minutes of the August 25, 2015 Special Meeting and Committee of the Whole (Budget). Second by Commissioner Rossow. Motion carried 4-0.

Minutes of Boards, Committees and Correspondence

Pine County Land Surveyor Monthly Report, August 2015

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

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

CONSENT AGENDA

1. August, 2015 Disbursements

Approve Disbursements Journal Report, August 1, 2015 – August 31, 2015.

2. Liquor Licenses

Approve On/Off Sunday Liquor Licenses for Countryside Campground, LLC and Tommy's Lakeside Bar & Grill, LLC.

3. Donation

- a. Accept \$300 donation from the Hinckley Chamber and designate to the Pine County Sheriff's Reserve Fund to be used to offset the cost of uniforms and equipment.
- b. Accept \$500 anonymous donation and 21 \$5 McDonalds gift cards to the Pine County Sheriff's Office to be used for the 'Shop with a Cop' program.

4. Personnel/New Hire

- a. Approve the appointment of Karly Kostich as Probation Agent, starting at DOC Corrections Agent salary grid - \$38,524 annually, effective September 14, 2015.
- b. Approve the hiring of Erin Mans as a Registered Nurse in the Family Health Unit of Public Health, \$21.87 per hour, C42, Step 3, effective September 22, 2015.
- c. Approve the hiring of Ericka Taylor as a Child Protection Social Worker, \$19.54 per hour, C42, Step 1, effective September 2, 2015.
- d. Approve the promotion of part-time Corrections Officer Andrea Stephani to full-time Corrections Officer effective September 2, 2015.
- e. Approve the hiring of Molly Benoit as a Property Appraiser, \$16.59 per hour, B24, step 2, effective September 17, 2015.

REGULAR AGENDA

1. East Central Regional Library Board Appointment

Chair Hallan stated Margery Swanson resigned her seat as Pine County's representative on the East Central Regional Library Board. Swanson's three-year term expires at the end of 2015.

Motion by Commissioner Rossow to appoint Judy Scholin as Pine County's representative on the East Central Regional Library Board for the remainder of 2015. Second by Commissioner Ludwig. Motion carried 4-0.

2. Comprehensive Plan Steering Committee Appointments

Chair Hallan stated as Planning Commissioners from Districts from 4 and 5 were previously appointed to the Comprehensive Plan Steering Committee at the August 18, 2015 board meeting, the three remaining public appointments will be from Districts 1, 2 and 3 to have equal representation from all districts on the committee.

Motion by Commissioner Mohr to appoint James Sloan (District 1), Alan Hancock (District 2), and John Von Rueden (District 3) to the Comprehensive Plan Steering Committee. Second by Commissioner Rossow. Motion carried 4-0.

3. 2014 Financial Statement

County Auditor-Treasurer Cathy Clemmer stated the 2014 audit was complete, with an unmodified opinion. Discussion was held regarding the 2015 annual audit commitment to the state auditor's office. It was the consensus of the board to, in the spring of 2016, review the selection of an auditor for the 2017 annual audit.

Motion by Commissioner Rossow to accept and authorize publication of the 2014 Pine County Financial Statement. Seconded by Commissioner Ludwig. Motion carried 4-0.

4. Pine County Budget Process, Policy & Procedures adopted 06-17-08

County Auditor-Treasurer Cathy Clemmer stated a necessity to update the Pine County Budget Process, Policy & Procedures which was originally adopted in 2008. The update would reflect an increase in the budget committee from the then two commissioners to the current five county board commissioners.

Motion by Commissioner Ludwig to approve and adopt the amended Pine County Budget Process, Policy & Procedures and authorize Board Chair and County Administrator to sign. Second by Commissioner Mohr. Motion carried 4-0.

5. 2015 Emergency Management Performance Grant

Emergency Management Coordinator Denise Baran presented information regarding the 2015 Emergency Management Performance Grant from the State of Minnesota in the amount of \$21,026; a matching contribution from Pine County in the amount of \$21,026 is required, however a county in-kind match has already been made. No further expenditure of matching funds will be necessary for this grant.

Motion by Commissioner Ludwig to approve the 2015 Emergency Management Performance Grant in the amount of \$21,026 and authorize Board Chair and County Administrator to sign. Second by Commissioner Rossow. Motion carried 4-0.

6. State Aid Advance Resolution

County Engineer Mark LeBrun stated his department is planning to implement county state aid street projects (road project #058-607-023) in 2015 which will require funds in excess of those available in the State Aid Regular/Municipal Construction Account. LeBrun requested approval for an advance of funds to complete the project this year. Chair Hallan stated his appreciation to LeBrun for the additional projects he has taken on.

Motion by Commissioner Rossow to approve Resolution 2015-32, County State Aid Highway Funds Advance in the amount of \$1,266,626.91, and authorize Board Chair and County Administrator to sign. Second by Commissioner Mohr. Motion carried 4-0.

7. Commissioner Updates

Kanabec-Pine Community Health Board: Chair Hallan stated Pine and Kanabec counties are concerned about the transition away from UCare (Pine) and South County Health Alliance (Kanabec).

GPS 45:93: Robert Musgrove attended a meeting in the Twin Cities with the GPS 45:93 group meeting with businesses looking to relocate; Musgrove also commented about the economic gardening pilot project with a local business.

Snake River Watershed: Commissioner Mohr stated Education Outreach Coordinator Aaron Johnson was introduced to the committee; a soil health workshop will be held at the McKenzie farm on September 15th.

East Central Regional Development Commission: Chair Hallan stated this was their annual meeting. The ECRDC has shifted the senior aging portion of responsibilities to Family Pathways and will focus more on planning and economic development.

Northeast Regional Radio Board: Chair Hallan stated it was a general meeting.

8. Upcoming meetings were reviewed.

Chair Hallan called for a recess at 10:34 a.m. and stated the Board will reconvene as a Committee of the Whole.

The Board reconvened at 10:43 a.m.

Committee of the Whole

A. Economic Development Action Plan

Economic Development Coordinator Robert Musgrove reviewed the 2015-2016 Economic Development Action Plan with the board requesting input as to revisions. Discussion was held relating to the county's economic development structure, assets, business prospects, economic

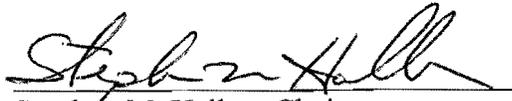
gardening, and focus of the economic development office. The board gave direction as to revisions and Musgrove will present the final version of the Action Plan at a future meeting.

Musgrove stated he would like to create an advisory panel to assist in the ongoing economic development effort, stating members may include representatives from the cities of Pine City, Sandstone, Hinckley; the Mille Lacs Band of Ojibwe; and private industry. Chair Hallan appointed himself and Commissioner Mohr as board representatives to the panel. It was the consensus of the board there be a representative at large from each district not represented by a board member. Discussion was held regarding per diem and mileage reimbursement for the advisory panel. A list of boards and committees and per diems and mileage reimbursement will be provided to the board for further discussion.

B. Business Subsidy Policy

The board reviewed the draft Business Subsidy Policy prepared by Coordinator Musgrove. The board gave direction as to revisions and Musgrove will present the final version of the Business Subsidy Policy at a future board meeting.

With no further business, Chair Hallan adjourned the county board meeting and committee of the whole at 12:00 p.m. The next regular meeting of the county board is scheduled for September 15, 2015 at 10:00 a.m. at the Board Room, Pine County Courthouse, Pine City, Minnesota.


Stephen M. Hallan, Chair
Board of Commissioners


David J. Minke, Administrator
Clerk to County Board