

**MINUTES OF THE  
PINE COUNTY BOARD MEETING  
Regular Meeting and Committee of the Whole (Budget)  
Tuesday, October 20, 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 Assistant County Attorney Christopher Nippoldt and County Administrator David Minke.

The Pledge of Allegiance was said.

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

Chair Hallan requested the following revisions to the Agenda:

Addition: Consent Agenda

New Hire:

10C. Authorize the hiring of Human Resources Manager Connie Mikrot, effective November 9, 2015, \$52,000/annual, B31.

10D. Authorize the hiring of part-time Deputy Sheriff Joseph Workman, effective October 27, 2015, \$21.10/hr., C42, step 1.

Addition: Regular Agenda: Consider approval of the 2016 East Central Regional Library budget.

Additional Information for Upcoming Meetings: Snake River Watershed Board, Monday, October 26, 2015, 9:00 a.m., Isle City Center, 285 Second Avenue So., Isle, Minnesota.

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

Commissioner Chaffee moved to approve the Minutes of the October 6, 2015 board meeting and Summary for publication. Second by Commissioner Mohr. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

Pine County HRA Senior Housing Board of Directors Regular Meeting – August 26, 2015

East Central Regional Library Minutes – September 14, 2015

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

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

**CONSENT AGENDA**

**1. September, 2015 Cash Balance**

<b>Fund</b>	<b>September 30, 2014</b>	<b>September 30, 2015</b>	<b>Increase(Decrease)</b>
General Fund	1,845,139	2,955,546	1,110,407
Health and Human Services Fund	148,615	353,118	204,503
Road and Bridge Fund	9,111,238	2,000,780	(7,110,458)
Land Management Fund	1,908,595	2,510,926	602,331
TOTAL (inc non-major funds)	15,316,726	10,344,885	(4,971,841)

**2. Application for Abatement**

Approve Application for Abatement for Donald and Susan Lissick, 23284 Farm to Market Road, Sturgeon Lake, PID 31.0113.000 and 31.0120.000, pay 2015.

**3. Application for Repurchase**

Approve Resolution 2015-36 for the repurchase of tax forfeited land in full for Chad P. Kienholz for PID 05.5049.000 and authorize Board Chair and County Auditor to sign.

**4. Donation**

Approve acceptance of \$300 donation from the Askov Rutabaga Festival and Fair Association; funds to be placed into the Pine County Sheriff's Reserve Fund.

**5. Medical Examiner Appointment**

Approve Resolution 2015-35 for the appointment of Dr. A. Quinn Strobl as Medical Examiner for Pine County for the period of January 1, 2016 through December 31, 2018 and authorize Board Chair and County Administrator to sign.

**6. 2016-2017 County MFIP Biennial Service Agreement**

Approve 2016-2017 County MFIP Biennial Service Agreement.

**7. Grant for Respite Care Services**

Authorize Health & Human Services to apply for the children's mental health respite services grant (up to \$20,000).

**8. Master Subscriber Agreement**

Authorize Probation Director Terry Fawcett and HHS Director Becky Foss to sign and submit their respective department's Master Subscriber Agreement for Minnesota Court Data with the State of Minnesota/Office of State Court Administration.

**9. Snow Plow Contract**

Award snow plow contract to Premiere Outdoor Services (low bid) in the amount of \$34,000 for the 2015/2016 and 2016/2017 winters.

**10. New Hire**

- A. Authorize the hiring of full-time Deputy Sheriff Troy Griffith, effective October 26, 2015, \$21.10 per hour, C42, step 1.
- B. Authorize the hiring of Registered Nurse Christina Schoeberl, effective October 29, 2015, \$21.87 per hour, C42, step 3.
- C. Authorize the hiring of Human Resources Manager Connie Mikrot, effective November 9, 2015, \$52,000/annual, B31.
- D. Authorize the hiring of part-time Deputy Sheriff Joseph Workman, effective October 27, 2015, \$21.10/hr., C42, step 1. Deputy Workman will immediately move into a temporary full-time status due to a deputy on medical leave. Upon the return of the deputy on medical leave, Workman will revert back to his part-time status.

**11. Training**

- A. Authorize Commissioners Hallan, Mohr, Chaffee, Rossow and Ludwig and County Administrator David Minke to attend the AMC Annual Conference, December 7-8, 2015, in St. Cloud. Registration: \$350 per attendee and Lodging: \$83+ tax, \$581. Total cost: \$2,681 plus tax.

- B. Authorize Children's Services Intake Social Worker Bonnie Rediske to attend the Annual Prevention Program Sharing Conference, October 22-23, 2015, in St. Cloud. Registration \$100, mileage/meals \$147. Total cost: \$247.

### **REGULAR AGENDA**

1. **Public Hearing – Business Subsidy Policy**

Chair Hallan opened the public hearing at 10:03 a.m. for consideration of approval of a Business Subsidy Policy. Economic Development Coordinator Robert Musgrove explained the Business Subsidy Policy. There being no public comment, Chair Hallan closed the meeting at 10:04 a.m.

**Motion** by Commissioner Chaffee to approve the Business Subsidy Policy. Second by Commissioner Rossow. Motion carried 5-0.

2. **Facilities Committee**

Commissioner Mohr provided an overview of the October 7, 2015 Facilities Committee meeting. Topics reviewed were awarding of the snowplow contract for the courthouse, STS storage shed, STS garden plot at courthouse, and installation of card readers at Pine Government Center in Pine City and Public Health building in Sandstone.

3. **Personnel Committee**

Pine County Personnel Committee met October 13, 2015 and made the following recommendations:

**Probation**

Acknowledge the resignation of Career Corrections Agent Jeremie Reinhart effective October 8, 2015 and approve of backfill with District Court transfer of Probation Agent Laura Stylski.

**Jail**

Acknowledge the resignation of full-time Corrections Officer Andrea Downs effective September 20, 2015 and authorize backfill.

**Sheriff**

A. Approve the hiring of one (1) temporary full-time deputy.

B. Approve the hiring of one (1) part-time deputy.

**Administrator**

Acknowledge the resignation of Human Resources Manager Matt Christiansen effective October 14, 2015 and authorize backfill.

Other items are for informational purposes only.

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

4. **Initiative Foundation**

Presentation by Kathy Gaalswyk, Initiative Foundation President and Pat Gorham, Oakwood Property Management Corporation detailing the persons and services provided by the Initiative Foundation. The 2016 preliminary county budget includes a contribution of \$7,300.

5. **Card Reader**

The installation of card readers was discussed at the Facilities Committee meeting on October 7, 2015. IT Supervisor Ryan Findell received a quote from IdentiSys for installation of prox readers at eight doors at the courthouse and one door at the Public Health building in Sandstone. The cost is \$15,722.50 for eight doors plus \$1,644 for the Sandstone location. Installation would take place in 2016.

**Motion** by Commissioner Ludwig to approve the installation of eight card readers at the Pine Government Center and one card reader at the Public Health building in Sandstone for a cost not to exceed \$18,000. Second by Commission Mohr. Motion carried 5-0.

**6. Federal Boating Safety Supplemental Equipment Grant**

Pine County Sheriff's Office Office Manager Denise Baran requested approval of the 2015 Federal Boating Safety Supplemental Equipment Grant Agreement in the amount of \$5,105. The equipment will be used for swift water recreational boating safety activities. There is no match necessary for this grant. **Motion** by Commissioner Chaffee to approve the 2015 Federal Boating Safety Supplemental Equipment Grant Agreement in the amount of \$5,105 and authorize the Board Chair, County Sheriff and County Administrator to sign. Second by Commissioner Ludwig. Motion carried 5-0.

**7. Emergency Medical Services Funding**

County Administrator David Minke explained the Central EMS Region is requesting support from counties for funding of emergency medical services. Pine County Resolution 2015-34 is in support of raising funds for state activities that impact the need for EMS interventions and dedicate a portion of the funding to support Regional EMS Services.

**Motion** by Commissioner Ludwig to approve Resolution 2015-34 and authorize Board Chair and County Administrator to sign. Second by Commissioner Rossow. Motion carried 5-0.

**8. End of September 2015 Financial Report**

County Administrator David Minke provided an update of the budget through September, 2015 reviewing the expenditure and revenue of the major funds through September. The budget is on track.

**9. Commissioner Updates**

East Central Solid Waste Commission: Chair Hallan stated the new cell is open; provided information relating to leachate and how to control it.

East Central Regional Library: Commissioner Chaffee was unable to attend meeting. Commissioner Mohr stated this was a regular business meeting—discussion was held regarding the budget as well as employment opportunities within the ECRL system.

Methamphetamine Task Force: Commissioner Ludwig stated funding was approved relating to drug education in the schools--Commissioner Ludwig also indicated HHS will be applying for a \$125,000 federal grant. DHS will release the request for proposal.

Insurance Committee: The Insurance Committee has met twice. Health insurance is a big cost to employees/employer and the county is trying to determine a way to contain the cost. Pine County has a high utilization rate.

Comprehensive Plan Steering Committee: Chair Hallan stated the Committee may have found a vendor to help with facilitation of the public's input relating to the comprehensive plan.

Other:

**10. Other**

10A. East Central Regional Library Budget: County Administration Minke stated the East Central Regional Library Board has approved the Library budget for 2016, however it requires 4 of the 6 member counties to approve the budget before it can become the formal budget. Pine County has an approximate \$5,000 decrease in funding from 2015 to 2016.

**Motion** by Commissioner Chaffee to approve the 2016 East Central Regional Library Board budget. Second by Commissioner Mohr. Motion carried 5-0.

**11. Upcoming meetings were reviewed.**

Chair Hallan called for a recess at 11:00 a.m. and stated the Board will reconvene as a Committee of the Whole.

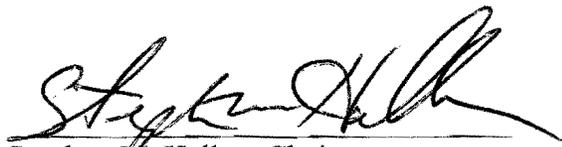
The Board reconvened at 11:10 a.m.

### Committee of the Whole

Discussion/review of the General Fund and options for the property tax levy were discussed.

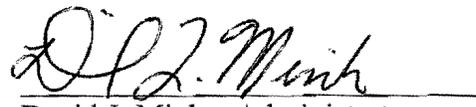
#### **12. Adjourn**

With no further business, Chair Hallan adjourned the county board meeting at 12:20 p.m. The next regular meeting of the county board is scheduled for November 3, 2015 at 10:00 a.m. at the Public Health Building, Sandstone, Minnesota.



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Stephen M. Hallan, Chair  
Board of Commissioners



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David J. Minke, Administrator  
Clerk to County Board