

**MINUTES OF THE
PINE COUNTY BOARD MEETING
Regular Meeting and Committee of the Whole (Budget)
Tuesday, November 17, 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, 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. There was no public comment.

Chair Hallan requested the following revisions to the Agenda:

ADDITION to Consent Agenda, Item #4

c. Authorize the hiring of Leanne Shipka, Probation Agent, effective November 30, 2015, \$38,524 annually, step 1, pursuant to M.S. §244.19.

CORRECTION to Regular Agenda, Item 7

Resolution 2015-40: corrected amount is \$3,637 (Burns)

Resolution 2015-41: corrected amount is \$2,000 (Charchenko)

CORRECTION to Regular Agenda, Item 2

Inclusion of County Attorney Reese Frederickson in attendance.

Reschedule December 8th Personnel Committee.

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 November 3, 2015 board meeting and Summary for publication. Second by Commissioner Mohr. Motion carried 4-0.

Minutes of Boards, Committees and Correspondence

Pine County HRA Senior Housing Board of Directors Regular Meeting – September 23, 2015

East Central Regional Library Minutes – October 12, 2015

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

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

CONSENT AGENDA

1. Approve October, 2015 Cash Balance

Fund	October 31, 2014	October 31, 2015	Increase(Decrease)
General Fund	1,020,681	1,671,352	650,671
Health and Human Services Fund	(428,283)	(213,676)	214,607
Road and Bridge Fund	5,271,168	1,457,423	(3,813,745)
Land Management Fund	1,993,162	2,638,610	645,448
TOTAL (inc non-major funds)	17,114,675	14,973,167	(2,141,507)

2. Application for Abatement

Approve Application for Abatement for Jay & Bobbi Beaufeaux, 68150 Sunrise Road, Bruno, PID 25.0138.000, pay 2015.

3. Agreement for Prosecution Services – City of Sandstone

Approve Agreement for Prosecution Services (\$10,000) between the City of Sandstone and the Pine County Attorney’s Office for the period of January 1, 2016 through December 31, 2016 and authorize Board Chair and County Auditor to sign.

4. New Hire

- a. Approve the hiring of Samantha Ekeroth, Public Health Case Aide, effective November 30, 2015, \$13.91 per hour, B22, step 1.
- b. Approve the hiring of Keith Potter, Highway Maintenance Worker, effective December 2, 2015, \$14.78 per hour, B23, step 1.
- c. Approve the hiring of Leanne Shipka, Probation Agent, effective November 30, 2015, \$38,524 annually, step 1, pursuant to M.S. §244.19.

5. Training

- a. Approve Land and Resources Manager Caleb Anderson to attend the Initial Training for New County Agricultural Inspectors sponsored by the Minnesota Department of Agriculture, February 9 and 10, 2016 in St. Cloud. No cost for the training; hotel accommodations: \$100; meal reimbursement: up to \$39; mileage: no mileage expense-county car will be used. Total cost: approximately \$139.
- b. Approve Property Appraiser Molly Benoit to attend Assessment Laws & Procedures (the first course required to obtain her Certified Minnesota Assessor License), January 25-28, 2016 in Plymouth. Course cost, \$380; hotel accommodations: \$231 plus tax; meal reimbursement: up to \$45. Mileage: no mileage expense-county car will be used. Total cost: approximately \$656.

REGULAR AGENDA

1. Public Hearing – Business Subsidy Policy

Chair Hallan opened the public hearing at 10:03 a.m. for consideration of approval of fees for the following: Economic Development-Business Subsidy Application, Sewer Operating Permit, Type IV & V Septic System Installation Permits and Non-Resident/Non-Property Owner Household Hazardous Waste. County Administrator David Minke provided an overview of the requested fees. Chair Hallan called for public comment. There being no public comments, Chair Hallan closed the public hearing at 10:06 a.m.

Motion by Commissioner Rossow to approve the following fees:

- 1. **Application for business subsidies** - \$500 fee plus the cost of outside consultants
- 2. **Sewer Operating Permit** – \$50 fee
- 3. **Septic System Installation Permit – Type IV and V**
Fee: \$500 plus cost of any outside contractors needed to perform the system review.
- 4. **Household Hazardous Waste Disposal for Non-Residents/Non-Property Owners**
Fees: Base Visit - \$6;
All HHW Except as listed below-\$1.50 per pound;
4’ Fluorescent Bulbs - \$0.50 each; Compact Fluorescents - \$0.50 each
8’ Fluorescent Bulbs - \$1.00 each; and HID Bulbs - \$1.50 each

Second by Commissioner Mohr. Motion carried 4-0.

2. Personnel Committee

Pine County Personnel Committee met November 10, 2015 and made the following recommendations:

HHS

- a. Reclassify the Office Support Specialist (OSS) position to a Case Aide position based on county needs.
- b. Acknowledge the resignation of children's mental health social worker Stacy Rodd effective November 25, 2015 and authorize backfill.
- c. Acknowledge the resignation of Mickey VanVleet, RN, effective December 30, 2015 and authorize backfill.

Probation

- a. Acknowledge the resignation of part-time (.4 FTE) probation agent Ravi Roelfs effective November 20, 2015.
- b. Acknowledge the resignation of Probation Agent Travis Fischer effective November 25, 2015 and authorize backfill.

Sheriff

- a. Acknowledge the resignation of full-time Corrections Officer Eric Quigley effective October 31, 2015 and full-time Corrections Officer Cara Johnson effective November 21, 2015 and authorize backfill of both positions.

Administrator

- a. Approve a temporary pay increase for Debbie Gray in the amount of \$1.50/hour for the hours worked during the period October 15, 2015 through November 13, 2015. The committee requested a policy be developed to cover similar situations that might come up in the future and include: work is done above the classification for the position, work is done at the direction of the supervisor, and the work is done for a limited duration.

Highway

- a. Acknowledge the resignation of Highway Maintenance Worker Jerry Kunze effective November 13, 2015 and authorize backfill.

Commissioner Rossow provided an overview of the Personnel Committee, stating the Case Aide position will be eligible for reimbursement for the paraprofessional work that will offset the increase in wages; and there is not an immediate request for the backfill of the .4 probation agent position as the Probation Director plans to bring forward a discussion of increasing the .4 FTE to 1 FTE position in 2016.

Motion by Commissioner Rossow to approve the recommendations of the Personnel Committee. Second by Commissioner Ludwig. Motion carried 4-0.

3. Introduction of Connie Mikrot, HR Manager

Chair Hallan introduced Human Resources Manager Connie Mikrot.

4. U of M Extension Memorandum of Agreement

Regional Director Susanne Hinrichs explained the Memorandum of Agreement for extension services between the University of Minnesota and Pine County. The Memorandum was negotiated at the AMC Conference.

Motion by Commissioner Mohr to approve the Agreement Between the University of Minnesota and Pine County for Providing Extension Programs Locally and Employing Extension Staff and authorize Board Chair and County Administrator to sign. Second by Commissioner Ludwig. Motion carried 4-0.

5. Snowmobile Safety Enforcement Grant Program

Motion by Commissioner Ludwig to approve the 2016-2017 Snowmobile Safety Enforcement Grant, grant amount not to exceed \$12,622 (\$6,311 for 2016 and \$6,311 in fiscal year 2017) and authorize Board Chair and County Administrator to sign. Second by Commissioner Rossow. Motion carried 4-0.

6. Comprehensive Planning Consultant Contract

Land Services Director Kelly Schroeder explained the Zoning Office applied for and received a grant

from the Initiative Foundation to hire a consultant to assist with the public input portion of updating the county's Comprehensive Plan. Schroeder stated the Great Plains Institute was selected as the most qualified and fitting consultant for the county's project. The cost of the contract is \$7,500.

Motion by Commissioner Ludwig to approve the contract with Great Plains Institute and authorize the Board Chair to sign. Second by Chair Hallan. Motion carried 4-0.

7. Low-Income Septic Fix-Up Program

Land Services Director Kelly Schroeder explained Pine County partners with Lakes and Pines, CAC to administer the program to assist moderate to low income households upgrade their non-compliant septic systems. Resolutions are necessary to certify assessment amounts to respective property taxes for repayment.

Motion by Commissioner Rossow to approve the following resolutions to certify assessment amounts to property taxes for repayment:

2015-40: Dennis Burns, Chengwatana Township, \$3,637;

2015-41: Gabriel & Angela Charchenko, Hinckley Township, \$2,000;

2015-42: Toni Johnson, Windemere Township, \$8,000;

2015-43: Ronald & Crescence Scharmer, Rock Creek City, \$3,000; and

2015-44: Odey Wicklander, Partridge Township, \$9,395

and authorize Board Chair and County Administrator to sign. Second by Commissioner Mohr. Motion carried 4-0.

8. Commissioner Updates

Comprehensive Plan Steering Committee: Chair Hallan stated this is a good committee with members representing the entire Pine County area.

Soil & Water Conservation District: Commissioner Ludwig stated this was a general meeting; SWCD has hired a forester who is certified to do forestry management plans on private property/acreage.

East Central Solid Waste Commission: Commissioner Mohr stated this was a general meeting; a household hazardous waste contract was signed; discussion of the new facility at transfer station took place; and the 2016 budget was approved.

Lakes & Pines Community Action Council: Commissioner Rossow stated a variety of grants in the approximate amount of \$275,000 were approved.

Other:

Technology Committee: Chair Hallan stated discussion of a new records management system (RMS) for the sheriff's office was discussed; the Committee authorized an Request For Proposal for Pine County to look at new systems (stand alone or joint venture). An update of the server crash (and lost emails) was given.

Bridge on Highway 7: County Engineer Mark LeBrun stated the county road 7 bridge should be open by Thursday, November 19, 2015.

9. Other

a. Due to the December 8, 2015 Personnel Committee meeting conflicting with the Annual AMC Conference, the December 8, 2015 will be rescheduled, the date to be determined.

b. Addition of Negotiations with Highway Tech – December 1, 2015 after the regular board meeting in Sandstone.

10. Upcoming meetings were reviewed.

Chair Hallan called for a recess at 10:50 a.m. and the Board will reconvene as a Committee of the Whole.

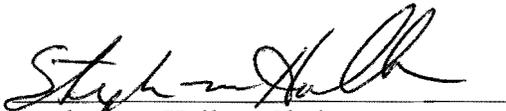
The Board reconvened at 11:00 a.m.

Committee of the Whole

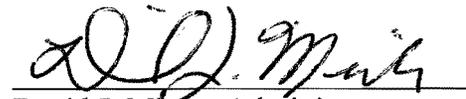
The Board discussed the 2016 budget. The consensus was to make no changes.

11. Adjourn

With no further business, Chair Hallan adjourned the county board meeting at 11:25 a.m. The next regular meeting of the county board is scheduled for December 1, 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