

MINUTES OF PINE COUNTY BOARD MEETING
Regular Meeting

Tuesday, August 20, 2013, 10:00 a.m.
Board Room, Pine County Courthouse, Pine City, Minnesota

Chair Hallan called the meeting to order at 10:00 a.m. Present were Commissioners Mitch Pangerl, Steve Chaffee, and Curt Rossow. Also present were County Attorney John Carlson and County Administrator David Minke.

The Pledge of Allegiance was said.

Chair Hallan called for public comment. Patrice DeGray stated her opposition to the NLX.

Chair Hallan requested the following revisions to the Agenda:

Consent:

Additional information #6.A.1 & 6.A.2: identification of personnel

Add #7: Application for Exempt Permit for Brook Park Fire Department Relief Association to conduct lawful gambling

Regular:

Add 4A: Preliminary Property Tax Levy

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

Commissioner Chaffee moved to approve the Minutes of the July 30, 2013 Special meeting – Wheelage Tax meeting. Second by Commissioner Rossow. Motion carried 4-0.

Commissioner Pangerl moved to approve the Minutes of the August 6, 2013 Committee of the Whole/Budget Committee meeting. Second by Commissioner Chaffee. Motion carried 4-0.

Commissioner Rossow moved to approve the Minutes of the August 6, 2013 board meeting and Summary for publication. Second by Commissioner Pangerl. Motion carried 4-0.

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

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

CONSENT AGENDA

The consent agenda is voted on without any discussion. Any commissioner may request an item be removed and added to the regular agenda.

1. Review July, 2013 Cash Balance

Approve:

Fund	July 31, 2012	July 31, 2013	Increase(Decrease)
General Fund	\$1,461,226	\$2,143,061	\$681,835
Health and Human Services Fund	\$1,914,321	\$1,425,550	(\$488,771)

Fund			
Road and Bridge Fund	\$7,916,025	\$7,901,318	(\$14,707)
Land Management Fund	\$1,130,256	\$1,524,927	\$394,671
TOTAL (inc non-major funds)	13,659,792	\$13,882,657	(\$222,864)

2. **Applications for Abatement:**

Approve: Thomas Barnes, 18210 Creekside Ct, Pine City, PID 28.5721.000, pay 2013.

3. **Donation**

- A. Accept \$1,000 donation from Pine County Agricultural Society and designate to the Pine County Sheriff's Office Volunteer Posse program; to be used to help offset expense of the volunteer posse program.
- B. Accept \$1,000 donation from Lake State Federal Credit Union; to be used to help offset the expense of the electronic investigative equipment.

4. **Premises Permit**

- A. Approve Premises Permit Application for Hanson/Anderson American Legion Post 361 to conduct Minnesota lawful gambling at Sturgeon Lake Golf Course, 86333 Rosewood Lane, Sturgeon Lake (Sturgeon Lake Township).
- B. Approve Premises Permit Application for Hinckley Lions to conduct Minnesota lawful gambling at Tank's Tavern, 39109 State Hwy. 48, Hinckley (Arlone Township).

5. **Resolution for Repurchase of Tax Forfeited Land**

- A. Approve Resolution 2013-35 for Repurchase of Tax Forfeited Land in full, Richard A. Taylor and Jill A. Taylor, PID 09.5769.000 and authorize Board Chair and County Auditor to sign.
- B. Approve Resolution 2013-36 for Repurchase of Tax Forfeited Land in full, Brian Scanlan, PID 25.0285.001 and authorize Board Chair and County Auditor to sign.

6. **New Hires**

- A.1. Approve the hiring of Office Support Specialist Jessica Steffen, effective September 9, 2013, pending completion of pre-employment screenings, \$12.44 per hour, step 1, A-13.
- A.2. Approve the hiring of Office Support Specialist Leslie Pavek, effective August 26, 2013, pending completion of pre-employment screenings, \$12.44 per hour, step 1, A-13.
- B. Approve the hiring of registered nurse Beth Lyon, effective September 4, 2013, pending completion of pre-employment screenings, \$19.25 per hour, step 1, C42.

7. **Application for Exemption Permit for Brook Park Fire Department**

Approve Application for Exempt Permit for the Brook Park Fire Department Relief Association to conduct Minnesota lawful gambling on September 21, 2013 at Wings North Hunt Club, 19379 Homestead Rd., Pine City, MN (Pokegama Twp).

REGULAR AGENDA

1. **Personnel Committee**

The Personnel Committee met August 13, 2013 and made the following recommendations:

Auditor/Treasurer

- A. Approve re-grade of Chief Deputy County Auditor/Treasurer Paul Johnson position to C51, \$22.34 - \$31.88. No performance increase at this time, to be revisited on Johnson's anniversary date.

B. Approve appointment of County Forester Greg Beck as Land Commissioner.

Sheriff

- A. Approve/acknowledge unpaid military leave for Deputy Zach Motyl.
- B. Approve backfill deputy to replace Deputy Motyl who will be on active military duty for the next year with the condition of the 33rd deputy remaining within 2014 PCSO budget.

HHS

- A. Approve the extension of the temporary Child Support Officer Anne Holmes (B24 \$18.80) position until the permanent CSO position is filled.
- B. Accept withdrawal of resignation by Amber Stumne, RN.
- C. Accept resignation of Christina Blaiser, RN effective September 6, 2013 and authorize to back fill registered nurse position, C42 \$19.25 - \$26.45/hr.

Administrator

- A. Approve 3% wage increase (\$52,660.19) for IT Supervisor Lisa Blowers, effective August 20, 2013.
- B. Approve re-grade of Land Services Director position to E81 \$28.95 - \$40.77, and establish Kelly Schroeder's salary at \$70,678/year, both effective May 21, 2013 (date of position appointment).
- C. Approve amendment to employment contract with County Administrator David Minke to increase the severance allowance from three months to six months.

Other items are for informational purposes only.

Commissioner Rossow provided an overview of the personnel committee meeting with the following comments:

- i. A performance increase was not given to Chief Deputy Auditor/Treasurer Paul Johnson due to the revisiting of his salary on his March, 2014 anniversary date;
- ii. There is no increase in salary to Greg Beck with his appointment as Land Commissioner;
- iii. The hiring of the backfill deputy due to Deputy Motyl's military leave is not to increase the number of deputies in the sheriff's office—the position must be within the 2014 budget. Commissioner Chaffee confirmed the backfill position will be eliminated by attrition with the return of Deputy Motyl.
- iv. The County Administrator's increase in severance pay is standard procedure. Rossow confirmed that a severance payment will not be paid if the Administrator leaves the county voluntarily or if the county terminates the Administrator's employment for just cause.
- v. The establishment of the Land Services Director's salary is a three percent increase.

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

2. Off Highway Vehicle Safety Grant

Sheriff Robin Cole explained the Off Highway Vehicle Safety grant in the amount of \$9,323 is a 2-year grant (2014-2015) which requires no county match. The grant has been amended this year to allow the purchase of equipment; historically it has been used for personnel overtime. The grant will be used to purchase equipment.

Motion by Commissioner Rossow to approve the 2014-2015 Off Highway Vehicle Safety Grant in the amount of \$9,323. Second by Commissioner Chaffee. Motion carried 4-0.

3. Award Bid for Contract #1305

County Engineer Mark LeBrun stated bid opening for Contract #1305 occurred August 19, 2013 and recommended the contract be awarded to the low responsible bidder, Midwest Contracting, LLC. Contract #1305 includes:

SAP 058-617-018, located on CSAH 17 over South Fork Grindstone River

SAP 058-599-040, located on South Fork road over South Fork Grindstone River

SAP 058-599-041, located on Cross Park Road over East Pokegama Creek

The Midwest Contracting, LLC bid came in 3% over the engineer's estimate.

Motion by Commissioner Chaffee to award the bid for Contract #1305 to Midwest Contracting, LLC in the amount of \$489,828. Second by Commissioner Rossow. Motion carried 4-0.

4. Local Fix-Up Grant

Land Services Director Kelly Schroeder explained Pine County was awarded a grant in 2012 in the amount of \$20,902 to complete septic system upgrades in the watershed areas of the Upper St. Croix, Lower St. Croix, Snake and Kettle Rivers. It was intended these funds would be administrated in a cooperative effort with Lakes and Pines, CAC. It is necessary for the county to enter into a contract with Lakes and Pines in order to allow Lakes and Pines to administer the grant.

Motion by Commissioner Rossow to approve the Contract Agreement for Administration of the Local Septic Fix Up Fund between Pine County, Minnesota and Lakes and Pines C.A.C., Inc. of Mora, Minnesota. Second by Commissioner Pangerl. Motion carried 4-0.

4A. Levy

The board agreed to consider the preliminary levy at the regular board meeting September 3, 2013.

Chair Hallan called a five minute recess at 10:39 a.m.

The board reconvened at 10:50 a.m.

5. Closed Session – Reimbursement Claim, Property Damage of Dawn Christen

Motion by Commissioner Pangerl to close the meeting to consider the claim of Dawn Christen. Second by Commissioner Rossow. Motion carried 4-0.

Present at the closed meeting were Commissioners Pangerl, Chaffee and Rossow; County Attorney John Carlson; Sheriff Robin Cole; and County Administrator David Minke.

Motion by Commissioner Pangerl to open the meeting. Second by Commissioner Rossow. Motion carried 4-0.

The County Attorney explained that under Article 1 Section 13 of the Minnesota Constitution, the county was liable for property damaged caused to an innocent third party if the sheriff's department is acting to arrest a felony suspect, which the department was doing in this case.

Motion by Commissioner Chaffee to approve payment of the claim of Dawn Christen in the amount of \$841.65. Second by Commissioner Rossow. Motion carried 4-0.

6. Commissioner Updates

None.

7. Other

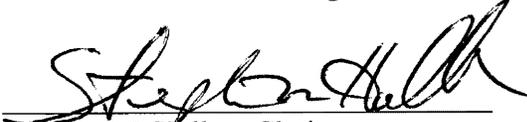
A video from the Henry J. Kaiser Family Foundation describing the impact of the Affordable Care Act (Obama Care) was shown.

8. Upcoming Meetings

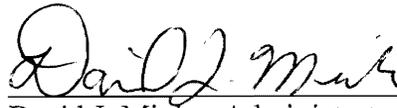
1. **Technology Meeting, Tuesday, August 20, 2013, 9:00 a.m.**, Commissioner Conference Room, Courthouse, Pine City, Minnesota.
2. **Pine County Board Meeting, Tuesday, August 20, 2013, 10:00 a.m.**, Board Room, Pine County Courthouse, Pine City, Minnesota.
3. **Pine County Health and Human Services Meetings, Tuesday, August 20, 2013, to commence after Pine County Board Meeting**, Boardroom, Pine County Courthouse, Pine City, Minnesota.
4. **NLX meeting, Wednesday, August 28, 2013, 9:30 a.m.**, Boardroom, Courthouse, Pine City, Minnesota.
5. **Pine County Board Meeting, Tuesday, September 3, 2013, 1:00 p.m.**, Public Health Building, Sandstone, Minnesota.
6. **Facilities Committee Meeting, September 4, 2013, 9:00 a.m.**, Commissioner Conference Room, Courthouse, Pine City, Minnesota.
7. **Personnel Committee Meeting, September 10, 2013, 9:00 a.m.**, Commissioner Conference Room, Courthouse, Pine City, Minnesota.

9. Adjourn

With no further business, Chair Hallan adjourned the county board meeting at 11:16 a.m. The next regular meeting of the county board is scheduled for September 3, 2013 at 1:00 p.m. at the Public Health Building, Sandstone, Minnesota.



Stephen M. Hallan, Chair
Board of Commissioners



David J. Minke, Administrator
Clerk to County Board