

**MINUTES  
OF THE  
PINE COUNTY BOARD MEETING**

**Regular Meeting**

**Tuesday, February 21, 2017 - 10:00 a.m.**

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

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

The Pledge of Allegiance was said.

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

Chair Ludwig requested the following revisions to the Agenda:

1. MIECHV Grant: County Administrator David Minke stated grant documents have not been received and requests this item be moved to the next board meeting.
2. Correction: Regular Agenda Item #1: Revision to page 21 of the Comprehensive Plan. The Comprehensive Plan must be adopted by Ordinance. Proposed Motion: "I move to adopt Ordinance 2017-03, an ordinance adopting the Pine County Comprehensive Plan 2017-2030 and authorize the publication of a summary of the Ordinance."
3. Correction: Regular Agenda Item #2B: Acknowledge the resignation (not termination) of full-time Corrections Officer Elliot Johnson effective February 2, 2017 and request backfill of the position.
4. Regular Agenda Item #14: Set Special Meeting/Committee of the Whole (COW)
5. Addition: Regular Agenda Item #16A: Consideration of Memorandum of Understanding for the Community Coach between Pine County and the Mille Lacs Band of Ojibwe.
6. Addition: Regular Agenda Item #16B: Consideration of Resolution 2017-06 to authorize the County Administrator, on behalf of the county board, to sign Equitable Sharing Agreements with the Department of Justice.
7. Regular Agenda Item #17b, Upcoming Meetings: Cancellation of NLX meeting on February 22, 2017.

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

Commissioner Chaffee moved to approve the Minutes of the February 7, 2017 county 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 Minutes – regular meeting December 28, 2016

East Central Regional Library Board Minutes – January 9, 2017

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

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

**CONSENT AGENDA**

**1. Approve January, 2017 Cash Balance**

<b>Fund</b>	<b>January 31, 2016</b>	<b>January 31, 2017</b>	<b>Increase(Decrease)</b>
General Fund	4,072,451	4,042,127	(30,324)
Health and Human Services Fund	331,692	588,557	256,866
Road and Bridge Fund	609,281	(636,171)	(1,245,453)
Land Management Fund	1,010,728	2,156,298	1,145,570
TOTAL (inc non-major funds)	7,207,482	6,477,625	(729,858)

**2. Amended 2016 Budget Adjustments**

Approve the following 2016 budget adjustments:

01.105.6379	(4,000)	Assessor Tax Court	from \$4,000 to \$0	*from 2015 budget adj-disregard
01.107.6163	2,000	Zoning PERA	from \$1,901 to \$3,901	
01.107.6334	2,000	Zoning Mileage	from \$1,000 to \$3,000	
			from \$2,800 to \$800	
01.105.6202	(2,000)	Assessor Postage		
01.107.6163	2,000	Zoning FICA	from \$3,901 to \$5,901	

**Land Fund 22**

22.703.5883	1,100,000	FF Property Apport to Other	from \$776,538 to \$1,876,538	*s/b 825,000 to \$1,925,000
22.703.6906	700,000	Govts	from \$300,000 to \$1,000,000	
22.703.6940	400,000	Intergov't Pymts	from \$300,000 to \$700,000	

**Transfer In/Transfer Out**

01.801.6905	(500,000)	Transfers Out	from \$0 to \$500,000	*Adj of \$499,000 b/c
13.801.5990	500,000	Transfers In	from \$0 to \$500,000	13.801.5990 already had \$1k budgeted

**3. 2016 Gas Tax Distribution**

Approve the 2016 gas tax distribution to townships.

**4. 2017 Forfeit Land Auction**

Approve the February 10, 2017 recommendations of the Pine County Tax-Forfeit Land Advisory Committee:

**A. Withdrawal of Land Sale Parcels**

Approve Resolution 2017-03 and authorize Board Chair and County Auditor to sign. This will allow Pine County to withdraw all unsold parcels of land from prior year (effective July 14, 2017) and re-appraise and re-offer them in 2017.

**B. 2017 Tax Forfeit Land Classification (Non Conservation)**

Approve Resolution 2017-04 and authorize Board Chair and County Auditor to sign. This will classify the attached list of lands as non-conservation lands, allow the distribution of lands to local government for review, and requests approval from the Minnesota DNR for the sale of the attached list of non-conservation lands.

C. Homestead Repurchase Deadline

Approve Resolution 2017-05 and authorize Board Chair and County Auditor to sign. The resolution establishes the official finalization of the tracts of land to be offered at the 2017 Tax-forfeit Land Auction to be August 2, 2017. Thereafter, no written application for repurchase will be considered for those lands to be offered for sale.

D. 2017 Forfeit Land Auction

Approve the list of lands to be offered for sale in 2017, authorize appraisals, re-appraisals and miscellaneous land sale preparation for the attached listing; set date for public land auction to September 15, 2017.

5. 2017 Waste Hauler Licenses

Approve the following businesses for waste hauler licenses for 2017: LePage & Sons, Matt's Sanitation, Nordstrom's Sanitation, Shamrock Trucking, Terry's Disposal, Vanderpoel Disposal and Veit Container Corporation and authorize Board Chair to sign.

6. Donations

- A. Accept a \$2,500 donation from the Sturgeon Lake Lions Club and designate to the Pine County Sheriff's Office K-9 program
- B. Accept a \$300 donation from the Askov Rutabaga Festival and Fair Association and designate to the Pine County Sheriff's Reserve Fund.

7. 2017 State Boat and Water Safety Grant

Approve the 2017 State Boat and Water Safety Grant in the amount of \$6,925 for the period of January 1, 2017 through June 30, 2018. This grant does not require matching funds. Authorize Board Chair and County Administrator to sign.

8. Personnel (Full Time Status/Completion of Probation Period)

Approve full-time employment status to the following probationary employees:

- Nancy Johnson, effective February 20, 2017,
- Dorinda Forbes-Cardey effective March 3, 2017
- Kristen Radzak-Schroeder effective March 9, 2017

9. New Hire

Approve the hiring of part-time Correction Officers:

- Cara Johnson, effective March 6, 2017, \$17.95 per hour, grade B23, step 4
- Colter Porter, effective March 6, 2017, \$17.11 per hour, grade B23, step 3
- Cassandra Matrious, effective March 6, 2017, \$17.11 per hour, grade 23, step 3

Wages are subject to change pending an accepted 2017 Union contract.

10. Training

- A. Approve Pre-Trial Agent Brenna Davidson and Senior Agent/Team Leader Laura Stylski to attend the Basic Sex Offender Supervision training, May 18-19 and May 24-25, 2017 in St. Paul. Registration: \$0, Lodging \$319.98 for two nights. Funds are available in the 2017 Probation budget.
- B. Approve Pre-Trial Agent Brenna Davidson to attend the 20<sup>th</sup> Annual Minnesota Association of Pretrial Services Agencies Conference training, April 26, 2017 in Prior Lake. Registration: \$75, Lodging: \$149. Total cost: approximately \$225. Funds are available in the 2017 Probation budget.

## REGULAR AGENDA

### **1. Public Hearing – Pine County Comprehensive Plan Update**

Land Services Director Kelly Schroeder provided an overview of the Pine County Comprehensive Plan 2017-2030 and stated the plan is a general vision, including goals, for Pine County. The board thanked Schroeder for her efforts. The board also noted this is a comprehensive plan, and although it could affect zoning, it is not a zoning plan. Schroeder stated another process will need to take place to engage city and township officials to consider a zoning ordinance.

Chair Ludwig opened the public hearing at 10:10 a.m. for public comment. Ailene Croup commented she would like it part of public record that public concerns have been raised and providing comprehensive plan information to the public did not happen in a timely fashion. Abe Mach, Windemere Township Supervisor, commented he wishes to see zoning authority at the township level. Richard Lindig, Township Planning member, supports maintaining zoning authority at a local level.

There being no additional public comment, the public hearing was closed at 10:15 a.m. The board thanked the Planning Commission, Steering Committee, and Land Services Department for working on the comprehensive plan.

**Motion** by Commissioner Chaffee to adopt Ordinance 2017-03, an ordinance adopting the Pine County Comprehensive Plan 2017-2030 and authorize the publication of a summary of the Ordinance. Second by Commissioner Mohr. Motion carried 4-0.

### **2. Personnel Committee Report**

Commissioner Chaffee gave an overview of the February 14, 2017 Personnel Committee meeting and made the following recommendations:

#### Jail

- A. Acknowledge the termination of full-time Corrections Officer Frank Jensen effective January 31, 2017 and request backfill of the position.
- B. Acknowledge the termination of full-time Corrections Officer Elliot Johnson effective February 2, 2017 and request backfill of the position.

#### Health & Human Services

- A. Recommend addition of one (1) part-time Case Aide (B22) in Public Health for 20-25 hours per week contingent upon grant funding. The current grant runs through June 30, 2021.
  - B. Acknowledge the retirement of full-time Eligibility Worker Mary Rogers effective June 16, 2017 and request backfill of the position in time to allow new hire time to train with incumbent.
- Other items are for information purposes only.

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

### **3. Midwest Medical Examiner's Office Annual Report**

Medical Examiner Dr. A. Quinn Strobl provided a summary of the medical examiner activity during 2016 and presented the annual report.

### **4. Northwoods and Waters of the St. Croix Heritage Area**

Marty Harding and Rick Olseen presented information on an effort to create a Heritage Area in portions of Minnesota and Wisconsin, which includes Pine County. Olseen informed the board he has sought support from various organizations to move this process forward. Congressional action is required to be designated as a National Heritage Area.

**5. Northern Lights Express (NLX)**

Francis (Frank) Loetterle, Project Manager – Passenger Rail Office with the Minnesota Department of Transportation provided an update on the Northern Lights Express, including the route, equipment, projected cost, and future plans.

**6. Planning Commission Appointment**

**Motion** by Chair Ludwig to appoint Richard Stepan to the Pine County Planning Commission as an at-large member, for a term of February 21, 2017 – December 31, 2020.

**7. Household Hazardous Waste Staffing Contract**

Land Services Director Kelly Schroeder stated the Pine Habilitation and Supported Employment, Inc. (a/k/a PHASE) contract worked well in 2016 and all parties are interested in a similar arrangement this season. Due to the volume of HHS, Schroeder requested two PHASE staff members in 2017. The contract amount of \$19,500 is within the 2017 Solid Waste budget.

**Motion** by Commissioner Mohr to approve the Household Hazardous Waste Staffing Contract with Pine Habilitation and Supported Employment, Inc. (a/k/a PHASE) for staffing of the Household Hazardous Waste Facility and authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 4-0.

**8. Introduction of New Probation Program**

Probation Director Terry Fawcett stated the probation office would like to implement a new cognitive program which targets offenders who drink or use drugs while driving. The program cost will be \$200 per offender.

**Motion** by Commissioner Chaffee to approve the implementation of the new cognitive program. Second by Commissioner Mikrot. Motion carried 4-0.

Commissioner Chaffee stepped out of the board meeting.

**9. Final Payment – KGM Contractors**

County Engineer Mark LeBrun provided an overview of the project area covered.

**Motion** by Commissioner Mikrot to approve final payment to KGM Contractors in the amount of \$48,028.90 for Contract #1501 related to SP 058-646-029, Located on CSAH 46 between CSAH 49 and TH 23 and authorize the County Administrator to sign Certificate of Final Contract Acceptance. Second by Commissioner Mohr. Motion carried 3-0.

**10. Final Payment – Robert R. Schroeder Construction, Inc.**

County Engineer Mark LeBrun provided an overview of the project area covered.

**Motion** by Commissioner Mohr to approve final payment to Robert R. Schroeder Construction, Inc. in the amount of \$38,426.28 for Contract #1503 related to SP 058-607-023, Located on CSAH 7; 0.1 miles east of CSAH 53 over Snake River and authorize County Administrator to sign Certificate of Final Contract Acceptance. Second by Commissioner Mikrot. Motion carried 3-0.

Commissioner Chaffee returned.

**11. Pine County Land Surveyor Update**

Pine County Land Surveyor Robin Mathews explained the duties of a land surveyor and the work he does locating section corners. County Engineer Mark LeBrun commented it is a benefit of Pine County to employ a land surveyor.

## **12. Corrections Officer-Dispatch Collective Bargaining Agreement**

County Administrator David Minke stated a tentative agreement has been reached with the Corrections Officer-Dispatch unit. The terms of the agreement are as agreed to by the Negotiating Committee in mediation on January 27, 2017.

**Motion** by Commissioner Mohr to approve labor agreement with the AFSCME MN Council 65 Local #1904, AFL-CIO Non-Licensed Employees of the Sheriff's Department (Correction Officers and Dispatchers) for January 1, 2017 through December 31, 2019. Second by Commissioner Chaffee. Motion carried 4-0.

## **13/14. Chair Ludwig moved Review Strategic Planning Goals from the January 24, 2017 Meeting And Set Special Meeting/Committee of the Whole and Topics to be considered later in the meeting.**

## **15. Commissioner Updates**

Law Library: Commissioner Chaffee stated it was an interesting meeting and noted that there are many self-help materials in the Law Library for those seeking legal information.

East Central Housing Organization meeting: No report.

Land Advisory Committee: Chair Ludwig stated there was some discussion on changing the redemption period. Policies on public access to Memorial Forests were discussed.

East Central Solid Waste Commission: No report.

East Central Regional Library: Commissioner Mohr stated the current director is retiring and the former assistant director was appointed as director.

Pine County Chemical Health Coalition: Commissioner Mikrot stated a presentation on drug addiction was held.

Mille Lacs Band of Ojibwe meeting: Commissioner Chaffee stated topics included drug addiction and breaking the cycle, along with finding ways to connect better with the 4-H extension programs. Probation Director Terry Fawcett commented that he offered the services from his department to Commissioner Moose of the Mille Lacs Band of Ojibwe Health and Human Services.

Arrowhead Counties Association: No report.

AMC Legislative Conference: No report.

## **16A. Consideration of Memorandum of Understanding for the Community Coach between Pine County and the Mille Lacs Band of Ojibwe**

Probation Director Terry Fawcett offered information regarding the Community Coach position stating, if approved, this position would be filled in the near future.

**Motion** by Chair Ludwig to approve the Memorandum of Understanding for the Community Coach between Pine County and the Mille Lacs Band of Ojibwe. Second by Commissioner Chaffee. Motion carried 4-0.

## **16B. Consideration of Resolution 2017-06 to authorize the County Administrator, on behalf of the county board, to sign Equitable Sharing Agreements with the Department of Justice**

County Administrator David Minke stated the purpose of Resolution 2017-06 is a delegation of authority to allow the County Administrator, on behalf of the county board, to sign Equitable Sharing Agreements with the Department of Justice.

**Motion** by Chair Ludwig to approve Resolution 2017-06 to authorize the County Administrator, on behalf of the county board, to sign Equitable Sharing Agreements with the Department of Justice. Second by Commissioner Chaffee. Motion carried 4-0.

## **17. Upcoming Meetings**

Upcoming meetings were reviewed.

Chair Ludwig called for a recess at 12:06 p.m.

Chair Ludwig reconvened the meeting at 1:00 p.m. Present were Commissioners Steve Chaffee, Steve Hallan, John Mikrot, Jr., and Josh Mohr. Also present was County Administrator David Minke.

**18. Review and discussion of 2017 Aquatic Invasive Species Program**

Land and Resources Manager Caleb Anderson presented the AIS plan for 2017. The plan includes a total of \$197,702 of expenditures divided into six program areas: (1) Control (2) Planning (3) Youth (4) Prevention (5) Public Education (6) Administration.

It was the consensus of the commissioners to approve the plan and asked Mr. Anderson to make some further clarification with the Soil and Water Conservation District on long-term maintenance of the Island Lake Project.

**19. Review Strategic Planning Goals and Set Special Meeting/Committee of the Whole and Topics**

It was the consensus of the commissioners to endorse the strategic planning goals from the January 24, 2017 meeting with the addition of “parks” to the trail goal. The 2017 goals are:

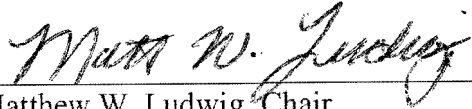
- Staff/Staffing
- Legislative work
- Parks and Trails master plan and Oberstar segment of the Munger Trail
- Garbage (municipal solid waste), recycling, and household hazardous waste
- Mille Lacs Band of Ojibwe relationships/partnerships
- Broadband
- Economic Development
- Sandstone Building Project
- Comprehensive Plan Implementation
- Prevention/Education
- Intergovernmental Relations (cities, townships, schools, others)

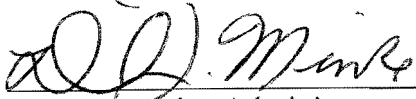
The commissioners set a Special Meeting/Committee of the Whole (COW) for February 28 at 10:00 a.m. at the Pine County Courthouse.

Suggested topics to consider for the special meeting include: MIECHV Grant; Discussion of Various Public Health Programs; Discussion of the Buffer Law implementation; Discussion of the Willow River Transfer Station Pilot Program; and resolution of support to make the Auditor-Treasurer office appointive.

**20. Adjourn**

With no further business, Chair Ludwig adjourned the meeting at 2:15 p.m. The next regular meeting of the county board is scheduled for March 7, 2017 at 10:00 a.m. at the Pine County History Museum, 6333 H C Andersen Alle, Askov, Minnesota.

  
Matthew W. Ludwig, Chair  
Board of Commissioners

  
David J. Minke, Administrator  
Clerk to County Board of Commissioners