

**MINUTES  
OF THE  
PINE COUNTY BOARD MEETING**

**Regular Meeting**

**Tuesday, March 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 Steve Hallan, Steve Chaffee and John Mikrot, Jr. Also present were Assistant County Attorney Steve Cundy and County Administrator David Minke. Commissioner Josh Mohr 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. Regular Agenda Item #2: Personnel Committee Report (Administration)  
Additional information provided for Springsted Classification and Compensation Study
2. Regular Agenda Item #9: Capital Improvement Bonds/Capital Improvement Plan  
Replace Resolution 2017-11 and Notice of Public Hearing with revised documents reflecting a not to exceed bond amount of \$4,250,000.

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

Commissioner Hallan moved to approve the Minutes of the March 7, 2017 county board meeting and Summary for publication. Second by Commissioner Mikrot. Motion carried 4-0.

Minutes of Boards, Committees and Correspondence

Pine County Health Coalition Minutes – February 13, 2017

East Central Regional Library Board Minutes – February 13, 2017

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

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

**CONSENT AGENDA**

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

<b>Fund</b>	<b>February 28, 2016</b>	<b>February 28, 2017</b>	<b>Increase(Decrease)</b>
General Fund	3,365,877	3,088,090	(277,786)
Health and Human Services Fund	138,047	554,102	416,056
Road and Bridge Fund	2,964,255	1,317,827	(1,646,428)
Land Management Fund	929,004	2,097,215	1,168,210
TOTAL (inc non-major funds)	(9,247,184)	\$8,058,515	(1,188,669)

**2. Application for Abatement**

- A. Approve application for abatement for Bradley Morse, 3951 Meadow Lark Curve, Grasston, PID 28.5532.000, pay 2017.
- B. Approve application for abatement for Timothy & Tammy Sward, 19405 Liberty Rd SE, Pine City, PID 26.0257.000, pay 2017.

**3. Cancellation of Tax Forfeited Contracts**

Approve Resolution 2017-09 Cancellation of Tax-Forfeited Lands and Tax-Forfeited Repurchase Contracts where the 2016 annual payment and/or 2016 taxes have not been paid. Authorize Board Chair and County Administrator to sign.

**4. Personnel (Full-Time Status/Completion of Probationary Period)**

Approve full-time status for Social Workers Noelle McDeid, effective March 14, 2017, and Marjanae Zerehi, effective March 21, 2017.

**5. Training**

- A. Approve Fraud Investigator Kari Rybak to attend the Fraud Investigator's Association Spring Conference, May 10-12, 2017, in Walker. Registration: \$125, Accommodations: \$315. Total cost: \$440.
- B. Approve Social Worker Damien Louis to attend the 22<sup>nd</sup> Annual MN Autism Conference, April 27-28, 2017, in Minneapolis. Registration: \$280, Meals: \$60, Travel: \$78. Total cost: \$418.
- C. Approve Veterans Service Officer Ben Wiener to attend the MN Department of Veterans Affairs Spring Training, April 4-6, 2017 in Mankato. Registration: \$0; Lodging: \$241.72; Meal reimbursement; and Mileage: approximately \$165. Total approximate cost: \$450.
- D. Approve Veterans Service Officer Ben Wiener to attend the MN Association of County Veteran Services Officers Fall Conference, September 11-13, 2017 in Nisswa. Registration, three nights' lodging, and meals: \$550. Mileage: approximately \$100. Total approximate cost: \$650.
- E. Approve Registered Nurse Jessica Fehlen to attend the Early Hearing Detection and Intervention Birth Defects (EDHI) Conference, March 30-31, 2017 in Brooklyn Park. Registration: \$0. Lodging and meals are paid through the Maternal Child Health Grant. No employee mileage reimbursement as a county vehicle will be used.
- F. Approve Community Health Services Administrator Kathy Filbert, Registered Nurse Christina Schoeberl, and Registered Nurse Jessica Fehlen to attend the Healthy Families of America Community of Practice training, April 14, 2017, in Annandale. The total cost of lodging, meals and travel: \$409.
- G. Approve Probation Director Terry Fawcett, Senior Agent Amber Chase and Corrections Agent Jami Tuve to attend the 60<sup>th</sup> Annual Minnesota Association of County Probation Officers conference, May 24-26, 2017, at Breezy Point. \$1,181, plus mileage if necessary (includes lodging and meals for three staff and registration for one). Terry Fawcett and Amber Chase's registration costs are waived as they are on the Board of Directions.

**REGULAR AGENDA**

**1. Health & Human Services (HHS) Committee Report**

Commissioner Hallan provided an overview of the March 7, 2017 Health & Human Services Committee. The committee will meet quarterly, the next scheduled meeting is June 6, 2017 at 9:00 a.m. Departments within HHS will make presentations to the county board to keep commissioners informed as to programs and services offered.

## **2. Personnel Committee Report**

Commissioner Chaffee provided an overview of the March 14, 2017 Personnel Committee meeting relating to the Highway and Health & Human Services departments, and County Administrator Minke provided an overview of the Springsted Classification and Compensation Study.

Commissioner Chaffee stated the Personnel Committee made the following recommendations:

### Highway

- A. Acknowledge the retirement of full-time Sign and Traffic Technician Jeffry Wimmer effective March 31, 2017 and request backfill of the position upon job description review and recommendation by administration as to which union defining the job most closely falls under.

### Health & Human Services

- A. Acknowledge the retirement of part-time Registered Nurse (RN) Patricia Anderson effective March 17, 2017 and request backfill of the position as full-time (37.5 hours).

### Administration

- A. Recommend approval of the Springsted Classification and Compensation Study including:
  - i. Approve final job classifications
  - ii. Approve the Systematic Analysis and Factor Evaluation (SAFE) system of job evaluations
  - iii. Approve the updated non-union pay scale (approving the scale does not change the pay of any incumbent)

**Motion** by Commissioner Chaffee to acknowledge the retirements of Patricia Anderson and Jeffry Wimmer and approve the backfill requests. Second by Commissioner Ludwig. Motion carried 4-0.

**Motion** by Commissioner Chaffee to approve the Springsted Classification and Compensation Study, final job classifications, the Systematic Analysis and Factor Evaluation (SAFE) system, and updated 2017 non-union pay scale. Second by Commissioner Ludwig. Motion carried 4-0.

## **3. Developmental Disabilities Awareness Month**

HHS Adult and Disabilities Supervisor Barbara Schmidt stated March is Developmental Disabilities Awareness month. Schmidt thanked the county board for their support of her department and the programs they work with. Schmidt highlighted the abilities of individuals with disabilities, and a handmade planter, made by PHASE participants, was presented to the board.

## **4. Federal Funding Update**

MN Department of Transportation (MnDOT) Planning Director Bryan Anderson and Arrowhead Regional Development Commission Representative Andy Hubley reviewed District 1 MnDOT road projects, Pine County Transportation Alternatives, and funding.

## **5. Health & Human Services Out-of-Home Placements**

Health & Human Services Director Becky Foss provided an overview of out of home placements for 2016 and projections for 2017.

## **6. Records Management System (RMS)**

Sheriff Jeff Nelson stated an updated Records Management System (RMS) system for the Pine County Sheriff's Office has been discussed for several years; after a request for proposal was administered, Zuercher Technologies, LLC was awarded the contract. The project is anticipated to be completed in approximately 9 to 12 months. Total contract cost to Pine County is \$359,250 (\$125,000 from 2016 funds, \$100,000 from 2017 funds, and \$139,000 from reserves).

**Motion** by Commissioner Hallan to approve the Zuercher Software License and Service Agreement for a new records management system for the Pine County Sheriff's Office and authorize Board Chair to sign. Second by Commissioner Chaffee. Motion carried 4-0.

**7. Willow River Pilot Project – Memorandum of Agreement**

Due to the northern part of Pine County not having a conveniently located transfer station for solid waste and recycling, the County has proposed a canister transfer station pilot project (June 1, 2017 – October 31, 2017) to be located at the Willow River Highway Garage. As the city of Willow River does not have a zoning ordinance to regulate the use or management of the site, Land Services Director Kelly Schroeder stated a desire to enter into a Memorandum of Agreement between the City of Willow River and Pine County to address management concerns of the canister transfer station.

**Motion** by Commissioner Hallan to approve the Memorandum of Agreement between the County of Pine and the City of Willow River and authorize the Board Chair and County Administrator to sign. Second by Commission Mikrot. Motion carried 4-0.

**8. Safe and Secure Courthouse Initiative Grant Application**

County Administrator David Minke stated the legislature has earmarked \$1 million to fund a grant program for safe and secure courthouses in Minnesota. Approval of Resolution 2017-10 would show support for the Courthouse Security Committee and the application to the Safe and Secure Grant program. The estimated cost of the courthouse assessment is \$5,000; the grant will pay \$2,500, leaving the county to pay \$2,500, together with any additional funds if the Pine Government Center is included.

**Motion** by Commissioner Ludwig to approve Resolution 2017-10 supporting the Courthouse Security Committee and the application to the Safe and Secure Grant program for a security assessment of the courthouse and the commitment of \$2,500 as matching funds, together with any additional funds if the Pine Government Center is included. Second by Commission Chaffee. Motion carried 4-0.

**9. Capital Improvement Bonds/Capital Improvement Plan**

County Administrator David Minke and Auditor-Treasurer Cathy Clemmer explained the necessity of a Capital Improvement Plan addressing new construction of a building in Sandstone and the need for additional capital improvements at the silver/HHS building (Sandstone), Pine Government Center and the courthouse (Pine City). A public hearing is scheduled for April 18, 2017, 10 a.m., at the Pine County Courthouse, Pine City.

**Motion** by Commissioner Ludwig to approve Resolution 2017-11 calling for a public hearing on the Capital Improvement Plan and Authorizing the Issuance and Sale of General Obligation Capital Improvement Plan Bonds, and authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 4-0.

**10. Commissioner Updates**

Gypsy Moth Treatment Meeting: General question and answer meeting.

East Central Solid Waste Commission: Commissioner Hallan stated ways to improve garbage collection and recycling rates was discussed.

East Central Regional Library: No report.

Arrowhead Counties Association: Commissioner Mikrot stated the progress of the Indian Child Welfare Act was discussed.

Lakes & Pines Community Action Council: Commissioner Hallan stated funding was discussed.

SWCD Forestry Meeting: Chair Ludwig stated the county's enforcement responsibility relating to buffers was discussed. The SWCD is working on mapping and outreach; a presentation will be made to the county board in April.

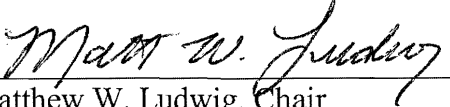
Public Health meeting: Chair Ludwig inquired as to programs available to allow the elderly to remain in their homes.

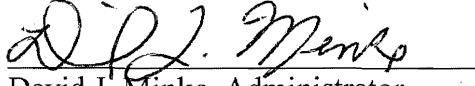
**11. Upcoming Meetings**

Upcoming meetings were reviewed.

**12. Adjourn**

With no further business, Chair Ludwig adjourned the meeting at 11:34 a.m. The next regular meeting of the county board is scheduled for April 4, 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