

**MINUTES  
OF THE  
PINE COUNTY BOARD MEETING  
Regular Meeting**

**Tuesday, July 18, 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, Josh Mohr, Steve Chaffee and John Mikrot, Jr. Also present were County Attorney Reese Frederickson and County Administrator David Minke.

The Pledge of Allegiance was said.

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

Chair Ludwig requested the following revision to the Agenda:

1. Consent Agenda Item #5A: Change in start date of Brenda Danielson, MNChoices Assessor Social Worker, effective August 1, 2017 (previous start date was July 31, 2017). All other information remains unchanged.
2. Regular Agenda Item #10D: Snake River Watershed/Location Change for July 24, 2017 meeting: Glen/Kimberly Town Hall, 32631 Dam Lake St., Aitkin, Minnesota.

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

Commissioner Hallan moved to approve the Minutes of the July 5, 2017 county board meeting and Summary for publication. Second by Commissioner Chaffee. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence  
None.

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

**CONSENT AGENDA**

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

<b>Fund</b>	<b>June 30, 2016</b>	<b>June 30, 2017</b>	<b>Increase(Decrease)</b>
General Fund	4,662,980	4,697,704	34,725
Health and Human Services Fund	1,033,897	733,232	(300,666)
Road and Bridge Fund	2,633,644	2,155,303	(478,341)
Land Management Fund	1,345,081	2,196,740	851,660
TOTAL (inc non-major funds)	16,485,641	11,274,893	(5,210,748)

**2. Application for Repurchase**

- A. Approve Resolution 2017-43 for repurchase of tax forfeited land on a 10-year contract for Michael Dilts.
- B. Approve Resolution 2017-44 for repurchase of tax forfeited land on a 10-year contract for Joyce Schultz.

**3. Application for Exempt Permit**

Approve Application for Exempt Permit from Pine Technical & Community College Foundation to conduct Minnesota lawful gambling on October 27, 2017 at the Northwest Fur Post, 12552 Voyageur Lane, Pine City, Minnesota (Pine City Township).

**4. Fraud Prevention Investigation Services Contract**

Approve the contract between Pine County Health & Human Services (HHS) and the Pine County Sheriff's Office (PCSO) to allow the PCSO to provide Fraud Prevention Investigation services to the region. The contract is effective August 1, 2017 through June 30, 2018 and will automatically renew for successive one-year terms unless either party gives notice of termination. Authorize Board Chair and County Administration to sign.

**5. New Hire**

- A. Authorize the hiring of Brenda Danielson, MNChoices Assessor Social Worker, effective August 1, 2017, \$22.63 per hour, grade 10 (C42, step 2).
- B. Authorize the hiring of Julia Larson, Office Support Specialist, effective August 1, 2017, \$13.81 per hour, grade 2 (A13).
- C. Authorize the hiring of Jared Knudson, Mechanic, effective July 24, 2017, \$16.73 per hour, grade 7.

**6. Personnel**

- A. Approve the promotion of Support Enforcement Aide Yvette Weis to Child Support Officer, effective July 18, 2017, \$22.22 per hour, grade 8 (B24).
- B. Consider approval of the transfer of MNChoices Assessor Social Worker Noelle McDeid to Adult Protection Social Worker, effective July 31, 2017, lateral transfer, no change in pay.

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

- A. Approve the full-time status for Social Worker Jenny Morrison, effective July 5, 2017.
- B. Approve the full-time status for Social Worker Adriane Wimmer, effective July 19, 2017.

**8. Training**

- A. Approve Economic Development Coordinator Robert Musgrove to attend the Community Venture Network (CVN) event, August 11, 2017 at the Southview Country Club in South St. Paul. Lodging: \$145+ tax; Meals: \$30; Mileage: \$76. Total Cost: \$251.
- B. Approve Kim Kylander, Assessor's Office Clerk III, to attend the Summer MAAP workshop August 17-18, 2017. Cost of the workshop: \$85; lodging: \$158+ tax; mileage: \$108. Total cost: \$351.
- C. Consider David Minke and Jackie Koivisto to attend the Minnesota Counties Human Resources Management Association (MCHRMA) and Minnesota Association of County Administrators (MACA) summer training conference on July 19-20, 2017 in St. Cloud. Estimated cost \$400 plus mileage.

## REGULAR AGENDA

### **1. Health & Human Services Committee Report**

Commissioner Hallan provided an overview of the July 12, 2017 Health & Human Services Committee meeting. Department of Human Services (DHS) Assistant Commissioner James Koppel, DHS County Relations Director Wendy Underwood, Senator Tony Lourey, Rick Olseen from Congressman Nolan's Office and representatives from the Mille Lacs Band of Ojibwe, Association of Minnesota Counties, and Pine County Health & Human Services met to discuss county programs and funding.

The county, along with Mille Lacs County and the Mille Lacs Band of Ojibwe, has received a Maternal, Infant, and Early Childhood Home Visiting (MIECHV) grant in the amount of \$466,000 over the next two years.

HHS Director Becky Foss, County Attorney Reese Frederickson, Probation Director Terry Fawcett and representatives from the Hinckley-Finlayson School and Mille Lacs Band of Ojibwe will attend the School-Justice Partnership Certificate Program in Washington DC in September where they will be instructed on how to work with schools to create environments outside of the school settings to reduce truancies and reduce out-of-home placements.

### **2. Personnel Committee**

Commissioner Chaffee stated the Pine County Personnel Committee met July 11, 2017 and made the following recommendations:

#### **Probation**

- A. Acknowledge the resignation of full-time Senior Corrections Agent Laura Stylski effective June 21, 2017 and authorize backfill of position.

#### **Auditor-Treasurer**

- A. Authorize the filing of a joint petition with AFSCME to request BMS unit determination hearing for the County Forester/Land Commissioner position.

#### **Land-Services**

- A. Authorize the addition of one (1) Zoning and Environmental Technician Support position at grade 5 (old B23) in the AFSCME Road & Bridge Unit 1 group to assist with enforcement and implementation of the Buffer Law and perform the zoning duties performed by the Office Support Specialist position currently shared with Administrator's office. The addition of this position will have an approximate 2017 budget impact of \$7,500, which will be offset by Buffer Aid of \$48,207 in 2017 and \$60,259 in 2018.

#### **Jail**

- A. Acknowledge the transfer of full-time Corrections Officer James Long to the Highway department and authorize backfill of position.

#### **HHS**

- A. Acknowledge the resignation of full-time probationary Social Worker Anthony Klar effective July 17, 2017 and authorize backfill of the position and any subsequent vacancies that may occur due to internal transfers or promotions.
- B. Acknowledge the retirement of full-time Fraud Prevention Investigator Osten Berg effective October 27, 2017.

#### **Sheriff**

- A. Authorize the elimination of the Fraud Prevention Investigator in Health and Human Services and add one (1) full-time Fraud Prevention Investigator position to the Sheriff's office and authorize backfill of any internal transfers or promotions that may occur. This position is a four-county regional position and is funded through a grant from the Minnesota Department of Human Services.

**Administrator**

- A. Authorize the elimination of the full-time Office Support Specialist position at grade 2 and add a full-time Human Resources Generalist position at grade 5 to better capture additional human resource responsibilities and support.
- B. Approve the update to Section 9: Classification and Grading of the Pine County Policies and Procedures.

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

**3. Capital Improvement Plan Bond Presale Information**

Jason Aarsvold, CIPMA Municipal Advisor from Ehlers provided the Pre-Sale Report along with Resolution 2017-45 providing for the sale of \$4,100,000 General Obligation Capital Improvement Plan Bonds, Series 2017A. The purpose of the bonds is the construction of a new county administrative building in Sandstone and for the betterment and maintenance of existing county facilities. The proposed term of the bonds is 15 years. The award sale of the bonds is scheduled for the August 15, 2017 county board meeting.

**MOTION** by Chair Ludwig to approve the finance assumptions described in the Pre-Sale Report. Second by Commissioner Hallan. Motion carried 5-0.

**MOTION** by Commissioner Hallan to adopt Resolution 2017-45 Providing for the Sale of \$4,100,000 General Obligation Capital Improvement Plan Bonds, Series 2017A. Second by Commissioner Mohr. Motion carried 5-0.

**4. Planning and Implementation Grant One Year Recap**

Lynette Forbes-Cardey, Planning and Implementation (P & I) Grant Coordinator, and Jamie Root-Larsen, Media Consultant for the P & I Grant, provided a year-one recap of their activities with the P & I Grant. The program stresses positive norms and communication.

**5. County Veterans Service Officer**

**Motion** by Commissioner Hallan to appoint Ben Wiener as the Pine County Veterans Service Officer for a second 4-year term, effective July 30, 2017. Second by Commissioner Ludwig. Motion carried 5-0.

**6. Award Contract #1704**

County Engineer Mark LeBrun stated bid opening for Contract #1704 occurred July 17, 2017 and recommended the contract be awarded to the low responsible bidder, Hardrives Inc. Contract #1704 includes:

- SAP 058-644-005 On CSAH 44, from TH 23 to CSAH 22
- CP 058-046-002 On CSAH 46, from Sturgeon Island Road to CSAH 50
- SAP 058-646-030 On CSAH 46, from CSAH 50 to CSAH 49
- SAP 058-650-009 On CSAH 50, from CSAH 51 to CSAH 46
- CP 058-142-001 On CR 142, from CSAH 30 to CSAH 32
- CP 058-175-001 On CR 175, from CSAH 44 to CSAH 44
- CP 058-017-001 On Twilight Lane, from CSAH 51 to 0.6 miles NE
- CP 058-017-003 On Warloe Road, from CSAH 51 to 0.5 miles East

The Hardrives Inc. bid came in 6% under the engineer's estimate.

**Motion** by Commissioner Chaffee to award the bid for Contract #1704 to Hardrives Inc. in the amount of \$3,462,178.56. Second by Commissioner Mikrot. Motion carried 5-0.

7. **Schedule Meetings**

**Motion** by Commissioner Ludwig to schedule a Special Meeting-Committee of the Whole (Land Services/Environmental Update) for August 22, 2017, 1:00 p.m. at the Audubon Center of the North Woods. Second by Commissioner Chaffee. Motion carried 5-0.

8. **Commissioner Updates**

Soil & Water Conservation District: Commissioner Ludwig stated the Cross Lake project is going forward in September; forester is busy; and the DNR is monitoring the water quality in seven observation wells.

East Central Solid Waste Commission: Commissioner Hallan stated the purchasing of equipment and the start up of a new garbage hauler was discussed.

Pine County Chemical Health Coalition: Commissioner Mikrot thanked Lynette Forbes-Cardey for her presentation at today's board meeting, and stated the Coalition billboard is now in place on Interstate 35 north of Hinckley.

Housing Meeting: Chair Ludwig stated Housing will be addressed at the special board meeting on July 25<sup>th</sup>.

Land Advisory: Commissioner Chaffee stated the parcels being offered for sale were reviewed, and blight was discussed. Commissioner Hallan commented he would like to see some of the land fund money used for reforestation.

Lakes & Pines: Commissioner Hallan stated Lakes & Pines are involved in many purposeful programs.

9. **Other**

None.

10. **Upcoming Meetings**

Upcoming meetings were reviewed.

Chair Ludwig called for a short recess at 11:03 a.m.; the Board will reconvene as a Committee of the Whole.

**Committee of the Whole**

The Board reconvened at 11:10 a.m. as a Committee of the Whole.

Present were Chair Ludwig, Commissioners Steve Hallan, Josh Mohr, Steve Chaffee and John Mikrot, Jr, County Administrator David Minke, County Attorney Reese Frederickson, and Chief Deputy Paul Widenstrom.

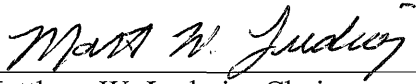
Discussion was held regarding the possibility of operating mini-trucks and golf carts on county roads, and if allowed, the permitting process, authority, and associated fees. Minnesota statute §169.045 states local governments may, by ordinance, allow for the operation of mini-trucks and golf carts on county roads. Operation of these vehicles would require a special permit from the county.

The County Attorney was requested to draft an ordinance to allow operation of Mini-Trucks on county roads. The County Attorney was also requested to further research the operation of golf carts on county roads. These two items will be brought back to a future Committee of the Whole meeting for further discussion.

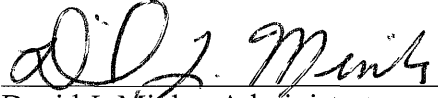
11. **Adjourn**

With no further business, Chair Ludwig adjourned the meeting at 12:10 p.m. The next regular

meeting of the county board is scheduled for Tuesday, August 1, 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