



**AGENDA**

***PINE COUNTY BOARD REGULAR MEETING***

- District 1      Commissioner Hallan
- District 2      Commissioner Mohr
- District 3      Commissioner Chaffee
- District 4      Commissioner Mikrot
- District 5      Commissioner Ludwig

**Tuesday, April 17, 2018, 10:00 a.m.**  
**Pine County History Museum**  
**6333 H C Andersen Alle, Askov, Minnesota**

- A) Call meeting to order.
- B) Pledge of Allegiance.
- C) Public Forum. Members of the public are invited to speak. After being recognized by the Chair, each speaker should state his/her name and limit comments to three (3) minutes.
- D) Adopt Agenda
- E) Approve Minutes of April 3, 2018 county board meeting and Summary for publication
- F) Minutes of Boards, Reports and Correspondence
  - Pine County HRA Senior Housing Minutes – February 28, 2018
  - Wellhead Protection Plan, Part 1, for the City of Brook Park
  - East Central Regional Library Minutes – February 12, 2018
- G) Approve Consent Items

**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 March, 2018 Cash Balance (attached)**

<b>Fund</b>	<b>March 31, 2017</b>	<b>March 31, 2018</b>	<b>Increase(Decrease)</b>
General Fund	1,705,171	2,130,292	425,121
Health and Human Services Fund	(58,426)	200,324	258,750
Road and Bridge Fund	1,148,724	3,243,641	2,094,918
Land Management Fund	2,104,743	2,094,576	(10,167)
<b>TOTAL (inc non-major funds)</b>	<b>6,100,435</b>	<b>9,833,007</b>	<b>3,732,572</b>

2. **Application for Abatement**

Consider Application for Abatement for Leon and Patrick Alden, Nickerson Twp DNR cabin lease, PID 21.9902.000, pay 2017 and 2018.

3. **Approval of Licenses**

- A. Consider approval of tobacco and off sale/Sunday liquor license for Beroun Crossing Country Store (f/k/a Marathon of Beroun). Sale and new owner.
- B. Consider approval of Walmart tobacco license. Requested the comma be removed from Walmart Inc as they previously had provided. Was previously approved.

4. **Application for Exempt Permit**

Consider Application for Exempt Permit from Ruffed Grouse Society – Rum River Chapter to conduct Minnesota lawful gambling on July 21, 2018 at Wings North, 19379 Homestead Road, Pine City. (Pokegama Township)

5. **New Hire**

- A. Authorize hiring the following four (4) temporary Watercraft Inspectors:
  - i. Jay Kaelberer/\$12 per hour (new applicant, substantial work experience)
  - ii. Mark Okun/\$11 per hour (new applicant, little work experience)
  - iii. David Russell/\$14 per hour (returning inspector, substantial work experience)
  - iv. Robert Sunstrom/\$14 per hour (returning inspector, substantial work experience)
- B. Authorize hiring Eli Grubbs as an Aquatic Invasive Species (AIS) and Land Use Intern, \$11 per hour.
- C. Authorize hiring Jennifer McClain as a part-time dispatcher, effective April 30, 2018, \$18.77 per hour, Grade 6, Step 1.
- D. Authorize hiring the following three (3) part-time deputy sheriffs, effective April 30, 2018:
  - i. Jeremiah Friday, \$23.39 per hour, Grade 10, Step 1
  - ii. Nathaniel George, \$23.39 per hour, Grade 10, Step 1
  - iii. Chad Wiener, \$25.84 per hour, Grade 10, Step 3
- E. Authorize hiring two (2) Environmental Technicians:
  - i. Leah Hart, effective May 1, 2018, \$20.72, Grade 8, Step 1
  - ii. Lukas Olson, effective May 1, 2018, Grade 8, Step 1. This position is contingent upon the County Board's approval of the Personnel Committee's recommendation (Regular Agenda Item #4) to add an additional Environmental Technician.

6. **Police Officer Declaration - PERA**

Consider approval of Resolutions 2018-17 and 2018-18 for the Public Employees Retirement Association Police Officer Declaration for Jeremiah Friday and Nathaniel George. These Resolutions/Declarations indicate the employees have met all of the requirements of the Police and Fire Plan membership requirements from their date of hire. Authorize Board Chair to sign Resolutions.

7. **Training**

- A. Consider Social Worker Lori Jensen to attend the Permanency and Adoption Competency Certificate program at the University of MN-St. Paul Campus. The program begins on September 14, 2018 and ends on June 7, 2019, with students attending 1 to 2 days per month. Registration: \$485, Meals: up to \$140, Accommodations: \$0, Mileage: county car will be used. Total cost: \$625. Funds are available in the 2018 Health & Human Services budget.
- B. Consider Social Worker Nikki Wiener to attend the Association of MN Child Care Licensors Conference from May 9-10, 2018 in St. Cloud. Registration: \$90, Meals: included in cost of registration, Accommodations: \$95. Total cost: \$185. Funds are available in the 2018 Health & Human Services budget.

- C. Consider Financial Worker Donna Olsen to attend the Medical Assistance Legacy Systems training June 26-28, 2018 in St. Paul. Registration: \$0, Meals: up to \$81, Accommodations: \$200. Mileage: county car will be used. Total cost: \$281. Funds are available in the 2018 Health & Human Services budget.
- D. Consider Probation Director Terry Fawcett to attend the 2018 Montana Institute, July 24-27, 2018, in Big Sky, Montana. This conference is part of the Positive Community Norms campaign. No cost to Pine County as all travel, lodging and meals are paid for by the Positive Community Norms grant.
- E. Consider Public Health Supervisor Lori Fore, LPN Wendy Bloom, LPN Stephanie Larson, PHN Heidi Oehrlein and Case Aide Laurie Robinson to attend Incident Command System in a Local Public Health Response training, May 2-3, 2018 in St. Cloud. The training has no registration fees and the Minnesota Department of Health will cover the hotel cost. The Public Health Emergency Preparedness Grant will cover meals \$135 and mileage for one staff, \$75. There is no cost to the county.
- F. Consider Deputy Assessor Troy Stewart, Senior Property Appraisers Jennifer Christensen and Lorri Houtsma, and Property Appraiser Karen Stumne to attend the Minnesota Association of Assessing Officer's Summer Seminars May 23-24, 2018 in St. Cloud. The cost of the seminar is \$180 per person which includes meals, and a county vehicle will be used, so no mileage will be incurred. Total cost \$720. Funds are available within the 2018 Assessor's Office budget.

### **REGULAR AGENDA**

1. **Recognition of Retirement**

Recognize the retirement of Corrections Officer Rik Rarick and his over 15 years of service to Pine County.

2. **Insurance Committee Report**

The Insurance Committee met March 29, 2018. Minutes attached. Informational only, no board action necessary.

3. **Facilities Committee Report**

The Facilities Committee met April 4, 2018. Minutes attached. Informational only, no board action necessary.

4. **Personnel Committee Report**

The Personnel Committee met April 10, 2018 (Minutes attached) and made the following recommendations:

**Health & Human Services**

- a. Acknowledge the resignation of Veterans Service Office /Health & Human Services Office Support Specialist Lynn Thieman, effective March 22, 2018, and approve the backfill of this shared position and any subsequent vacancies that may occur due to an internal promotion or lateral transfer.
- b. Acknowledge the resignation of Community Health Services Administrator Kathy Filbert, effective April 20, 2018, and approve the backfill of the position and any subsequent vacancies that may occur due to an internal promotion or lateral transfer. Position is a non-union, Grade 16 with a minimum starting wage of \$34.01 per hour.
- c. Approve the updated Family Health Supervisor job description. Updates reflect family health and adult health division duties.
- d. Approve the ratification of Trysten Williamson's reversion from Support Enforcement Aide (SEA) to Office Support Specialist HHS-VSO, effective April 9, 2018.

- e. Approve the backfill of the Support Enforcement Aide position and any subsequent vacancies that may occur due to an internal promotion or lateral transfer. Position is a Grade 5 with a minimum starting wage of \$17.40 per hour.

Sheriff's Office - Jail

- a. Acknowledge the retirement of part-time Corrections Officer Rik Rarick, effective April 28, 2018 and request the backfill of the position and any subsequent vacancies that may occur due to an internal promotion or lateral transfer. Position is a Grade 7 with a minimum starting wage of \$18.77 per hour.
- b. Acknowledge the resignation of part-time Court Security Officer Magen Olsen, effective April 17, 2018, and request the backfill of the position and any subsequent vacancies that may occur due to an internal promotion or a lateral transfer. Position is a Grade 6 with a minimum starting wage of \$18.46 per hour.
- c. Acknowledge the resignation of part-time Corrections Officer Colter Porter, effective April 10, 2018 and request the backfill of the position and any subsequent vacancies that may occur due to an internal promotion or lateral transfer. Position is a Grade 7 with a minimum starting wage of \$18.77 per hour.

Land Services

- a. Approve the hiring of a second Environmental Technician, Grade 8, minimum starting wage of \$20.72 per hour. The Board voted on April 3, 2018, to begin administration of the Wetland Conservation Act. It is anticipated this apportionment will be prorated between Planning & Zoning and SWCD based on the April 13, 2018 effective date.
- b. Approve the updated Environmental Technician job description. Updates include wetland duties.

Other items are informational only.

5. **Pine County Chemical Health Coalition**

Invitation to attend a community supper hosted by the Pine County Chemical Health Coalition, April 25, 2018, 5:30 – 7:30 p.m., East Central High School, 61085 State Hwy. 23, Finlayson.

6. **Final Payment Contract #1702**

Consider approval of final payment to Midwest Contracting, LLC in the amount of \$19,580.55 for Contract #1702 related to:

SAP 058-613-019 on CSAH 13, 0.3 miles North of CSAH 11 over Griffith Creek.  
And authorize County Administrator to sign Certificate of Final Contract Acceptance.

7. **2017 Highway Annual Report**

Consider approval of 2017 Highway Annual Report.

8. **County Zoning Outline and Workplan**

Consider staff outline and workplan for County Zoning Ordinance.

9. **Island Lake Outlet Update**

10. **First Quarter 2018 Financial Report**

County budget update for the first three months of 2018.

11. **2018 Strategic Plan Update**

12. **Commissioner Updates**

Soil & Water Conservation District  
Central MN Council on Aging  
MN Secretary of State visit  
East Central Solid Waste Commission  
East Central Regional Library  
Pine County Chemical Health Coalition  
NE Minnesota Area Transportation Partnership Meeting  
Law Library  
Extension Committee  
Other

13. **Upcoming Meetings (Subject to Change)**

- a. **Pine County Board Meeting, Tuesday, April 17, 2018, 10:00 a.m.**, Pine County History Museum, 6333 H C Anderson Alle, Askov, Minnesota.
- b. **Arrowhead Counties Association Meeting, Wednesday April 18, 2018, 6:00 p.m.**, Canal Park Lodge, Duluth, Minnesota. (Note change in location)
- c. **Mille Lacs Band of Ojibwe, Friday, April 20, 2018, 11:30 a.m.**, Grand Casino-Hinckley, 777 Lady Luck Drive, Hinckley, Minnesota.
- d. **Snake River Watershed Board, Monday, April 23, 2018, 9:00 a.m.**, Kanabec County Courthouse, 18 North Vine, Rooms 3 & 4, Mora, Minnesota.
- e. **East Central Regional Development Commission, Monday, April 23, 2018, 7:00 p.m.**, 100 Park St. So., Mora, Minnesota
- f. **Technology Committee, Tuesday, April 24, 2018, 9:00 a.m.**, Commissioner Conference Room, Courthouse, Pine City, Minnesota.
- g. **State Community Health Services Advisory Committee Interactive Video Conference for Local Elected Officials, Tuesday, April 24, 2018, 12:00 p.m.**
- h. **NLX, Wednesday, April 25, 2018, 10:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota.
- i. **Pine County Chemical Health Coalition Community Dinner, Wednesday, April 25, 2018, 5:30 p.m.**, East Central School, 61085 State Hwy. 23, Finlayson, Minnesota.
- j. **Rush Line Task Force, Thursday, April 26, 2018, 3:30 p.m.**, White Bear Lakes BoatWorks Commons Community Room, White Bear Lake, Minnesota.
- k. **Zoning Board, Thursday, April 26, 2018, 5:30 p.m.**, Board Room, Courthouse, Pine City, Minnesota.
- l. **Lower St. Croix – 1<sup>st</sup> Policy Committee Meeting, Monday, April 30, 2018, 4:00 p.m.**, location to be determined.
- m. **Pine County Board Meeting and Road Tour, Tuesday, May 1, 2018, 10:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota. Road Tour will commence at 1:00 p.m.

14. **Other**

15. **Adjourn**