

**MINUTES
OF THE
PINE COUNTY BOARD MEETING
Regular Meeting
Tuesday, October 16, 2018 - 10:00 a.m.
6333 H C Andersen Alle, Askov, Minnesota**

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

The Pledge of Allegiance was said.

Chair Hallan called for public comment.

The East Central Environmental Club was represented by Melody Kosbab, Belle Shervheim and Craig Feist. They presented a draft of their proposed Environmental Inheritance Resolution asking for county collaboration and eventual adoption.

Chair Hallan called for revisions to the Agenda.

Addition: Regular Agenda Item 3A: Cathy Clemmer, elected Auditor-Treasurer, retirement letter effective December 31, 2018.

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

Commissioner Ludwig moved to approve the Minutes of the October 2, 2018 board meeting and Summary for publication. Second by Commissioner Mikrot. Motion carried 5-0.

Commissioner Ludwig moved to approve the Minutes of the October 3, 2018 Special Meeting- Auditor/Treasurer Interviews. Second by Commissioner Chaffee. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence

East Central Library Board Minutes – September 10, 2018

Motion by Commissioner Mikrot to acknowledge the Minutes of Boards, Reports and Correspondence. Second by Commissioner Mohr. Motion carried 5-0.

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

CONSENT AGENDA

1. Review September, 2018 Cash Balance

Fund	September 30, 2017	September 30, 2018	Increase(Decrease)
General Fund	3,062,461	3,741,762	679,301
Health and Human Services Fund	268,491	1,232,488	963,997
Road and Bridge Fund	3,848,704	735,916	(3,112,788)
Land Management Fund	1,887,686	1,732,180	(155,506)
TOTAL (inc non-major funds)	12,531,348	12,970,515	439,167

2. **Tobacco Licenses**
Approve tobacco licenses for October 16 – December 31, 2018: Sandstone Arco (FKA: Sandstone Quarry), Minit Mart #564 (formerly TA associated), and Minit Mart #559 (formerly TA associated).
3. **Application for Repurchase**
Approve Resolution 2018-57 for the repurchase of tax forfeited land in full for Erin and Nicole Esterberg, PID 09.5954.000. Authorize Board Chair and County Auditor to sign.
4. **Demolition Bid**
Accept the bid from Ol' Heritage Contracting in the amount of \$15,255 and move forward with the demolition project located at 26912 Crooked River Road, Pine City.
5. **Donation**
Accept a \$300 donation from the Askov Rutabaga Festival Fair Board and designate to the Pine County Sheriff's Reserve Fund; this donation will be used to offset the cost of uniforms, training and equipment.
6. **2018 Emergency Management Performance Grant**
Approve the 2018 Emergency Management Performance Grant in the amount of \$21,615 for the period January 1, 2018 – December 31, 2018. This grant requires matching funds. Authorize Board Chair and County Administrator to sign.
7. **Personnel/Employment Status**
Approve granting regular employment status to Child Support Officer Christina Frey, effective October 17, 2018 and to Support Enforcement Aide Diane Lombard, effective November 5, 2018.
8. **New Hire**
 - A. Approve the hiring of Cassandra Olson as a case aide in HHS, effective October 22, 2018, grade 5, step 1, \$17.40 per hour.
 - B. Approve the hiring of John Lauer as an assistant county attorney, effective October 22, 2018, grade 14, \$62,962 per year (exempt position).

REGULAR AGENDA

1. **Facilities Committee**
Commissioner Mohr provided an overview of the October 4, 2018 Facilities Committee meeting. Information only. No board action necessary.
2. **Personnel Committee**
Commissioners Chaffee and Ludwig provided an overview of the October 9, 2018 Personnel Committee meeting. The Personnel Committee made the following recommendations:
 - A. **Sheriff's Office**
Ratify the termination of part-time probationary employee Deputy Nathaniel George, effective August 22, 2018 and to approve backfilling the position.
 - B. **Health & Human Services**
Ratify the termination of Social Worker Jenny Morrison, effective September 11, 2018 and to approve backfilling the position.

C. Highway Department

Approve the hiring of a part-time Building Maintenance Worker to cover a leave of absence that will begin in November and last 3-4 months. The position is a Grade 3 with a minimum starting wage of \$15.48 and is contained in the 2018 Highway budget.

D. Auditor-Treasurer

Table the request for the reclassification of the Deputy Auditor position (from a Grade 7 to Grade 8) and readdress at the November 13, 2018 Personnel Committee meeting.

E. Administration

Combine the current functions of the Auditor-Treasurer Office with those of the Land Services Department. This change will be accomplished by using the existing/planned supervisors – Caleb Anderson (Zoning & Solid Waste), Greg Beck (Land) and Michelle Kelash (HHS Accounting), Melissa Berg (Auditor/Treasurer), and Assessor/Recorder (to be filled by an internal promotion, with a backfill for an appraiser position).

As permitted by Resolution 2017-40, consider the appointment of Kelly Schroeder as the Auditor-Treasurer, effective January 7, 2019 or sooner if there is a vacancy in the elected auditor-treasurer position.

Direct the Administrator and Human Resources:

- Review the job classification of the Auditor-Treasurer position.
- Create a job description for the County Assessor/Recorder and determine a job classification.
- Update the job description of the Chief Deputy Auditor-Treasurer to include supervisory responsibilities and evaluate the job classification.
- Update the job description of the Fiscal Officer to include supervisory responsibilities and evaluate the job classification.
- Review the job descriptions of the Land and Resources Manager and ensure they are descriptive of the contemplated duties.
- Review any other positions/structures that may be impacted and make recommendations if warranted.

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

3. Health & Human Services – Waivered Services

Health & Human Services Supervisor Pat Meacham provided information on waivered services provided to county residents.

3A. Auditor – Treasurer Retirement Notice

Motion by Commissioner Chaffee to accept Cathy Clemmer retirement date of December 31, 2018. Second by Commissioner Ludwig. Motion carried 5-0.

4. Third Quarter Budget Update

County Administrator David Minke provided an update of the budget for the first three quarters of 2018 reviewing the expenditure and revenue of the major funds. The budget is on track. Service hours provided by Sentence-to-Serve and the updates on Highway projects were reviewed.

5. Commissioner Updates

Central Minnesota Council on Aging: Chair Hallan stated the upcoming budget and director positons were reviewed.

East Central Regional Juvenile Center: Probation Director Terry Fawcett was in attendance. The budget was reviewed.

East Central Solid Waste Commission: Chair Hallan attended and covered a recent accident and financial impacts that tighten the removal schedule.

East Central Regional Library: Commissioner Mohr stated strategic planning took place along with a legislative update.

Pine County Chemical Health Coalition: Commissioner Ludwig stated grant awards for individual schools will be dispersed, the social host ordinance is being created, and coalition members are looking for trends to provide proactive prevention.

Northeast Minnesota Area Transportation Partnership: Chair Hallan stated MNDOT covered the 2019 plan. The importance of attending and being involved was highlighted.

District 1 Fall Meeting: Chair Hallan, Commissioner Ludwig, and County Administrator Minke attended. The cost of personnel and healthcare insurance was discussed as universal county cost drivers. The Pipeline value assessment and court case was discussed with impact on other utilities using a similar process in the future.

Law Library: Commissioner Mohr attended and stated they discussed replacing missing materials.

Joint Boards Meeting: Meeting cancelled and rescheduled for December 13, 2018.

Pine County Coalition of Lake Associations: Land Services Director Kelly Schroeder attended. She stated that the MN DNR Fisheries presented along with a discussion on a Service Water Ordinance in Pine County.

Lakes & Pines Community Action Council: Chair Hallan reported that an update was provided at the last board meeting and there was nothing further to report at this time.

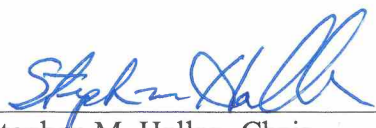
6. **Other:** At the County Board's request, Land Services Director Kelly Schroeder reported on township meetings and lake association meetings she attended.

7. **Upcoming Meetings**

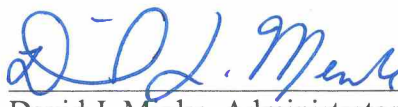
Upcoming meetings were reviewed.

8. **Adjourn**

With no further business, Chair Hallan adjourned the meeting at 11:32 a.m. The next regular meeting of the county board is scheduled for Tuesday, November 6, 2018 at 10:00 a.m. at the Pine County Courthouse, 635 Northridge Drive NW, Pine City, Minnesota.



Stephen M. Hallan, Chair
Board of Commissioners



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