

**PINE COUNTY BOARD MEETING**  
**Minutes of Organizational and Regular Meeting**  
**Tuesday, January 8, 2019, 8:00 a.m.**  
**Board Room, Courthouse, Pine City, Minnesota**

County Administrator David Minke called the meeting to order at 8:00 a.m. Commissioners Steve Hallan, Josh Mohr, Steve Chaffee, John Mikrot, Jr. and Matt Ludwig were present, along with County Attorney Reese Frederickson.

The Pledge of Allegiance was said.

County Administrator Minke called for nominations for Chair.

Commissioner Chaffee nominated Commissioner Mohr for Chair. With no further nominations, a unanimous white ballot was cast to elect Commissioner Mohr as Chair. Motion carried 5-0.

Chair Mohr called for nominations for Vice-Chair.

Commissioner Hallan nominated Commissioner Chaffee for Vice-Chair. With no further nominations, a unanimous white ballot was cast to elect Commissioner Chaffee as Vice-Chair. Motion carried 5-0.

Chair Mohr called for public comment. Aileen Croup asked the board consider the dates of the special primary election (January 22<sup>nd</sup>) and special election (February 5) when setting the 2019 board dates.

Chair Mohr requested the following additions to the Agenda:

1. Regular Agenda Item #2A

Personnel

- A. Ratify the termination of Health & Human Services Office Support Specialist David David effective January 4, 2019 (during probationary period).
- B. Authorize one full-time and one part-time Veteran Service Officer position with Ben Wiener to fill the part-time position and authorize recruitment of a full-time Veteran Service Officer.
- C. Ratify the promotion of part-time Corrections Officer Taylor Breauchy to full time status, effective December 31, 2018. Grade and wage remain the same.
- D. Ratify the hiring of full-time corrections officers John Kubesh, Gillian Kolling and Joel Long, effective January 7, 2019, Grade 7, Step 1, \$19.33 per hour.

Commissioner Ludwig moved to adopt the amended Agenda. Second by Commissioner Chaffee. Motion carried 5-0.

Chair Mohr made the following Board and Committee assignments for 2019:

<b>Outside Boards and Committees</b>	<b>2019 Representative</b>	<b>2019 Alternate</b>
AMC Committee – Environment & Natural Resources	Mohr	
AMC Committee – General Government	Mikrot	

AMC Committee – Health & Human Services	Chaffee	
AMC Committee – Public Safety Policy Committee	Ludwig	
AMC Committee – Transportation & Infrastructure	Hallan	
AMC Committee – Indian Affairs Advisory Council	Hallan	Chaffee
1W1P Policy Committee - Carlton	Ludwig	Mikrot
1W1P Policy Committee - Lower St. Croix	Hallan	Mohr
1W1P Technical Committee - Lower St. Croix	Land and Resources Manager Caleb Anderson	
Arrowhead Counties Association (ACA)	All	
Association of Minnesota Counties (AMC)	All	
Central MN Jobs and Training Service	Hallan	Ludwig
Central Regional EMS Committee	Ludwig	Mikrot
East Central Regional Development Commission (ECRDC)	Mikrot	Hallan
East Central Regional Juvenile Center (ECRJC) Advisory Committee	Ludwig	Mikrot
East Central Regional Library	Mohr	Chaffee
East Central Solid Waste Commission (ECSWC)	Hallan	Ludwig
Extension Committee	Chaffee/Mohr	
Fiber-Optic Joint Power Board	Hallan	Mohr
GPS 45:93 Joint Powers Board	County Administrator David Minke	Hallan
Insurance Committee	Hallan	Ludwig
Lakes and Pines Community Action Council (CAC)	Hallan	Mikrot
Law Library	Mohr	Chaffee
Northeast Minnesota Area Transportation Partnership	Hallan	Mikrot
Northeast Emergency Communication Board (f/k/a NE MN Regional Radio Board)	Hallan	Chief Deputy Paul Widenstrom
NLX	Ludwig	Chaffee
Rush Line Corridor Task Force	Mikrot	Mohr
Snake River Watershed Joint Powers Board	Mohr	Hallan
Soil & Water Conservation District Liaison	Ludwig	Mohr
State Community Health Services Advisory Committee (SCHSAC)	Chaffee	Community Health Board Administrator Samantha Lo

County Established Committees	2019 Appointment	2019 Alternate
Budget Committee	All	
Economic Development	Mikrot/Mohr	
Facilities Committee	Ludwig/Mohr	
GIS Committee	Hallan/Mohr	
Government Operations	Ludwig/Mikrot	
Health & Human Services	Hallan/Chaffee	
Investment Committee	Ludwig/Hallan	
Land/Zoning Advisory Committee/ *Liaison to Zoning Board	Chaffee/Ludwig*	
Legislative Committee	All	
Mille Lacs Band of Ojibwe Liaison	Hallan/Chaffee	
Negotiations (Labor Relations) Committee	Chaffee/Mohr	
Personnel Committee	Chaffee/Ludwig	Mohr
Pine County Chemical Health Coalition	Ludwig/Mikrot	
Public Safety Committee	Hallan/Ludwig	
Technology Committee	Hallan/Mohr	
Transportation Committee	Hallan/Mikrot	

Other Appointments	2019 Appointment
Equal Employment Opportunity Coordinator required by section 3.2 of the County Policy and Procedure Manual	Jackie Koivisto
AMC Delegate Appointments (county is authorized 1 delegate for each commissioner and three additional delegates)	Steve Hallan      Matt Ludwig Josh Mohr      Mark LeBrun Steve Chaffee      Becky Foss John Mikrot, Jr.      David Minke
Northeast Minnesota Regional Advisory Committee	Sheriff Jeff Nelson

**Motion** by Commissioner Hallan, second by Commissioner Mikrot, to set the 2019 County Board regular meetings, and Committee meetings, as indicated below. Motion carried 5-0.

2019 County Board regular meeting dates and locations:

- The meetings on the first Tuesday of the month (except as noted below) begin at 10:00 a.m. at the Board Room, Pine County Courthouse, Pine City, Minnesota.
- The meetings on the third Tuesday of the month (except as noted below) begin at 10:00 a.m. at the Pine County History Museum, 6333 H C Andersen Alle, Askov, Minnesota (and at the North Pine Government Center, 1610 Hwy. 23 No., Sandstone, upon completion).

January 8<sup>th</sup> and 22<sup>nd</sup> (January 8<sup>th</sup> meeting is the first Tuesday after the first Monday; the 22<sup>nd</sup> date is the Tuesday/2 weeks later)

February 5<sup>th</sup> and 19<sup>th</sup>

March 5th and 19th

April 2nd and 16th

May 7th and 21st

June 4th and 18th

July 2nd and 16<sup>th</sup>

August 6th and 20th

September 3rd and 17th

October 1st and 15th

November 5th and 19th

December 3<sup>rd</sup> and 17<sup>th</sup>

Board of Equalization, June 17, 2019 at 6:00 p.m., Pine County Courthouse, Boardroom, Pine City.

Truth in Taxation, December 5, 2019, at 6:00 p.m., Pine County Courthouse, Boardroom, Pine City.

This meeting is required by MS 275.065 and may not be held before 6:00 PM.

Committee Meetings. Generally held in the Commissioners' Conference Room, Courthouse, Pine City, Minnesota.

Facilities 1<sup>st</sup> Wednesday -- 9:00 a.m.

Personnel 2<sup>nd</sup> Tuesday -- 9:00 a.m. (January Personnel Meeting scheduled for January 14, 2019 at 9:00 a.m., Commissioner Conference Room, Courthouse, Pine City)

Technology 4<sup>th</sup> Tuesday of even numbered months (February, April, June, August, October, December) -- 9:00 a.m.

All meetings subject to change. Contact the County Administrator's Office for further information.

Commissioner Chaffee left the meeting at 8:10 a.m.

Chair Mohr stated he was unable to attend the December 18, 2018 county board meeting, however fully supports the 2019 county budget and levy adopted.

Commissioner Hallan moved to approve the Minutes of the December 18, 2018 county board meeting and Summary for publication. Second by Commissioner Ludwig. Motion carried 4-0.

Minutes of Boards, Reports and Correspondence

Pine County Land Surveyor Monthly Report -- December 2018

Pine County Housing and Redevelopment Authority Regular Meeting Minutes -- November 21, 2018

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



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

### **CONSENT AGENDA**

**1. December, 2018 Disbursements**

Approve Disbursements Journal Report, December 1, 2018 – December 31, 2018.

**2. Application for Exempt Permit**

Approve the Application for Exempt Permit from W.I.N.D.O.W. (Women in Need Depending on Other Women) to conduct Minnesota lawful gambling on January 31, 2019 at Doc's Sports Bar and Grill, 34427 Majestic Pine Drive, Sturgeon Lake, MN (Windemere Township).

**3. Application for Local-Option Disaster Abatement**

Approve the Local-Option Disaster Abatement Application for Shawn Roos, 77807 Stepan Road, Willow River, PID 17.0216.000, pay 2018 due to fire 02/05/18.

**4. Donation**

Accept the following donations and designate to the Pine County Sheriff's Office K-9 program:

- A. \$255.64 - received through a fundraiser held at the Voyageur Bottle Shop in Pine City
- B. \$245 - received through a fundraiser held at the Firehouse Liquor Store in Hinckley in conjunction with the Minnesota Municipal Beverage Association.

**5. Addendum to MEnD Medical Services Agreement**

Approve the Addendum to MEnD Medical Services Agreement to add 60 hours of health technician services. There is no financial impact as health technician services costs are included in the 2019 jail budget. Authorize Board Chair and County Administrator to sign.

**6. Child Welfare/Juvenile Justice Screening Grant**

Approve the Child Welfare/Juvenile Justice Screening Grant in the amount of \$16,279. Authorize Board Chair to accept and sign the Acceptance of Pine County Award.

**7. Health & Human Services Contract with Arrowhead Transit**

Approve the Arrowhead Transit contract with Health & Human Services for transportation services to eligible social service clients. The agreement is from January 1, 2019 through December 31, 2020; the administrative rate for the service is 38 cents per mile; mileage reimbursement rate is set according to the IRS mileage rate. Authorize Board Chair and County Administrator to sign.

**8. Health & Human Services Contract with Jennifer White for Clinical Supervision Services**

Approve a one-year contract (January 1 – December 31, 2019) between Pine County Health & Human Services and Jennifer White for clinical supervision services. The cost is \$120 per hour for a maximum of four hours per month. Authorize Board Chair and County Administrator to sign.

**9. New Hire**

Approve the hiring of Social Worker Nicholas Loudon, effective January 23, 2019, contingent upon successful background check. Grade 10, step 2, \$25.01 per hour.

**10. Training**

- A. Approve Probation Corrections Agent Devin Petersen to attend multiple trainings at Camp Ripley: (1) Predatory Offender Registration training and Core Correctional Practices: January 1, January 10-11, 2019: Lodging: \$32.50; Meals: \$31.80. (2) Motivational Interviewing Level II – Part I and LS/CMI Risk Assessment: February 4-7, 2019: Lodging: \$32.50 x 3 = \$97.50; Meals: \$71.55 (four meals). (3) Motivational Interviewing Level II (Part II); Agent Safety/Search & Seizure/Critical Incident Stress Management; ICOTS): March 4-6, 2019: Lodging: \$32.50 x 2 = \$65; Meals: \$55.65 (seven meals). Agency vehicle used for all travel. Total cost: \$354.
- B. Approve County Administrator David Minke, Commissioner Steve Hallan and any other commissioner who desires, to attend the AMC Legislative Conference, February 13-14, 2019 at the InterContinental Hotel, St. Paul. Per attendee: Registration/\$300; Lodging/\$183.33 per night. Parking fee/\$21 per day.
- C. Approve Environmental Technician Lukas Olson to attend (1) Basic Design of Onsite Systems in Alexandria, MN on February 11-15, 2019; (2) Soils class in New Ulm on May 22-24, 2019, and (3) Inspecting Onsite Systems in Alexandria, MN on June 4-6, 2019. Registration: \$465 for the Design Course, \$320 for the Soils course, and \$290 for the Inspecting Onsite Systems course. Lodging: 8 nights, estimated at \$900. Meals: for 10 days of travel, estimated at \$475. Total cost: \$2,450.

Commissioner Chaffee returned at 8:13 a.m.

**REGULAR AGENDA**

At 8:13 a.m. Chair Mohr recessed the County Board meeting and opened the Regional Railroad Authority annual meeting.

**1. Pine County Regional Railroad Authority Annual Meeting**

**Motion** by Commissioner Hallan to approve the Regional Railroad Authority officer appointments: Chair: Commissioner Josh Mohr; Vice-Chair: Commissioner Steve Chaffee; Secretary: Administrator David Minke (non-voting); and Treasurer: Auditor/Treasurer Kelly Schroeder (non-voting). Second by Commissioner Chaffee. Motion carried 5-0.

Other business: County Administrator Minke stated information would be provided at a future Regional Railroad Authority meeting regarding the appropriate venue to address ordinance amendments concerning the Soo Line Trail, and ownership and maintenance responsibility of bridges which cross the Soo Line trail. These items had been discussed at previous meetings.

A resident has previously requested permission to place Kestrel nesting boxes along the Soo Line Trail. Auditor-Treasurer Kelly Schroeder stated the Land Department has been in contact with the resident.

There being no further business, the Regional Railroad Authority meeting was adjourned at 8:18 a.m. and the County Board meeting was reconvened.

**2. Facilities Committee Report**

Commissioner Ludwig provided an overview of the January 2, 2019 meeting. Items of discussion include the Clean Air Policy at county buildings, Sandstone Sportsman Club Shooting Range transfer of ownership to the county, City of Pine City Sublease at the South Pine Government Center to the Pine City Chamber of Commerce, and updates of the North Pine Government Center building project, security camera installation at the South Pine Government Center, and the transfer of ownership of the John Wright building. It was the recommendation of the Facilities Committee to approve the sublease from the City of Pine City to the Chamber of Commerce for 2019. The transfer of the John Wright Building is addressed at Regular Agenda Item 3. The other items were informational only.

**Motion** by Commissioner Ludwig to approve the sublease from the City of Pine City to the Pine City Chamber of Commerce for 2019. Second by Commissioner Hallan. Motion carried 5-0.

**2A. Personnel**

**Motion** by Commissioner Chaffee, second by Commissioner Mikrot, and carried 5-0 to:

- A. Ratify the termination of Health & Human Services Office Support Specialist David David effective January 4, 2019 (during probationary period).
- B. Authorize one full-time and one part-time Veteran Service Officer position with Ben Wiener to fill the part-time position and authorize recruitment of a full-time Veteran Service Officer.
- C. Ratify the promotion of part-time Corrections Officer Taylor Breauchy to full time status, effective December 31, 2018. Grade and wage remain the same.
- D. Ratify the hiring of full-time corrections officers John Kubesh, Gillian Kolling and Joel Long, effective January 7, 2019, Grade 7, Step 1, \$19.33 per hour.

**3. John Wright Building Resolution**

County Administrator Minke explained the process to complete the transfer of ownership of the John Wright Building from the East Central School District to Pine County.

**Motion** by Commissioner Ludwig to enter into a Joint Resolution (Pine County Resolution 2019-02) between the East Central School Board of Education and Pine County Board of Commissioners transferring to Pine County the John Wright Collaborative Building, property, and all other structures on site. Authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 5-0.

**4. Per Diems and Mileage Reimbursement for Citizen Members of Boards and Committees**

**Motion** by Commissioner Mikrot to approve Resolution 2019-03 establishing per diems and mileage reimbursement for citizen members of various board and committees. Authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 5-0.

**5. Request for Bids for Official Publication for 2019**

Sealed bids were opened January 2, 2019 for the publication of the financial statements, proceedings of the County Board and such other notices as required by law. Franklin

Newspapers Inc., dba the Hinckley News presented a bid of \$7.50 per column inch for the first publication. Franklin Newspapers Inc. will subcontract to the Pine County Courier, Askov American and the Pine City Pioneer these legal publications. The Pine City Pioneer presented a bid of \$8.75 per column inch for the second publication.

**Motion** by Commissioner Chaffee to award the first publication of the financial statement, proceedings of the County Board and such other notices as required by law to Franklin Newspapers Inc. dba the Hinckley News at \$7.50 per column inch, as the official county newspaper, and the second publication of the financial statement and other such notices to the Pine City Pioneer at \$8.75 per column inch. Second by Commissioner Ludwig. Motion carried 5-0.

**6. Commissioner Updates**

Arrowhead Counties Association: Commissioner Mikrot attended. Discussion of Tony Lourey's appointment as the Commissioner of the Department of Human Services.

Northeast Emergency Communications Board (NEECB): Chief Deputy Widenstrom attended.

NLX: Meeting cancelled.

Zoning Board: Meeting cancelled.

AIS Annual Stakeholder meeting: Commissioner Ludwig unable to attend. Auditor-Treasurer Kelly Schroeder stated 2018 projects were reviewed. 2019 project will be presented at the February meeting.

Other: Commissioner Hallan stated a pilot project for a recycling and solid waste facility is being considered for the Pine City area. If the pilot project is successful, the proposed permanent location would be on property next to the Highway Department on Airport Road NE in Pine City.

**7. Upcoming Meetings**

Upcoming meetings were reviewed.

The January Personnel Committee meeting was scheduled for Monday, January 14, 2019 at 9:00 a.m.

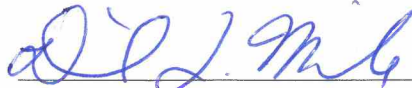
**8. Adjourn**

With no further business, Chair Mohr adjourned the meeting at 8:42 a.m. The next regular meeting of the county board is scheduled for January 22, 2019 at 10:00 a.m. at the Pine County History Museum, 6333 H C Andersen Alle, Askov, Minnesota.



Joshua Mohr, Chair  
Board of Commissioners

*Steve Chaffee, Vice Chair*



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