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

The Pledge of Allegiance was said.

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

Chair Rossow requested the following revisions to the Agenda:

Additions:
1. Consent Agenda Item #10E: Consider approval of the hiring of Amber Koski, Registered Nurse, effective January 3, 2017, grade C42, step 3, $23.91 per hour.
2. Upcoming Meetings: Law Library meeting, Wednesday, December 21, 2016, 12:00 p.m.
3. Commissioner Update: Kanabec-Pine Community Health Board and Pine County Public Health Planning Committee meetings.

Revision:
4. Regular Agenda Item #3B: Revision to the Hinckley Fire Hall Lease Agreement between the City of Hinckley and Pine County Sheriff’s Office.

Removal from Consent Agenda
5. Commissioner Ludwig requested Consent Agenda Item #8 (Memorandum of Agreement with AFSCME – HHS) be moved to the Regular Agenda as Item 4(i).

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

Commissioner Chaffee moved to approve Minutes of the December 7, 2016 County Board meeting and Summary for publication. Second by Commissioner Hallan. Motion carried 5-0.

Commissioner Ludwig moved to approve Minutes of the December 8, 2016 Truth in Taxation meeting for publication. Second by Commissioner Hallan. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence
Pine County HRA Senior Housing Annual Meeting Minutes – October 26, 2016
Pine County Chemical Health Coalition Minutes – November 14, 2016
Minnesota Department of Commerce correspondence – Environmental Impact Statement Preparation Notice Line 3 Pipeline Replacement Project dated December 5, 2016

Commissioner Hallan moved to acknowledge the Minutes of Boards, Committees and Correspondence. Second by Commissioner Mohr. Motion carried 5-0.

Commissioner Ludwig moved to approve the amended Consent Agenda. Second by Commissioner Chaffee. Motion carried 5-0.
CONSENT AGENDA

1. **Approve November, 2016 Cash Balance**

<table>
<thead>
<tr>
<th>Fund</th>
<th>November 30, 2015</th>
<th>November 30, 2016</th>
<th>Increase(Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>4,598,365</td>
<td>5,225,077</td>
<td>626,712</td>
</tr>
<tr>
<td>Health and Human Services</td>
<td>1,213,752</td>
<td>1,238,113</td>
<td>24,361</td>
</tr>
<tr>
<td>Road and Bridge Fund</td>
<td>1,751,761</td>
<td>774,398</td>
<td>(977,363)</td>
</tr>
<tr>
<td>Land Management Fund</td>
<td>2,718,203</td>
<td>2,107,352</td>
<td>(610,851)</td>
</tr>
<tr>
<td>TOTAL (inc non-major funds)</td>
<td>12,081,494</td>
<td>11,115,027</td>
<td>(966,467)</td>
</tr>
</tbody>
</table>

2. **Application for Local Option Disaster Abatement**
   Approve Application for Local Option Disaster Abatement for Janet and Jack Schaffer, 7211 Starlight Dr., Rutledge, PID 44.5090.000, pay 2016.

3. **Approval of Licenses**
   B. Approve the On/Off/Sunday liquor license for Nemadji Enterprises d/b/a Nickerson Bar & Motel (1/1/17-8/31/17).

4. **Memorandum of Understanding – Pine Technical and Community College**
   Approve the Memorandum of Understanding between Pine Technical and Community College and Pine County relating to the investigation of sexual assault. The term of this Agreement is January 1, 2017 through December 31, 2019. Authorize Board Chair and County Administrator to sign.

5. **Lead County Agreement between Therapeutic Services Agency (TSA) and Pine County Health & Human Services (HHS)**
   Approve the Lead County Agreement between Pine County Health & Human Services and Therapeutic Services Agency and authorize Board Chair and County Administrator to sign. This contract is effective for the period of January 1, 2017 through December 31, 2017.

6. **Lead County Agreement Between Jennifer White, MA, LP, LADC and Pine County Health & Human Services (HHS)**
   Approve the Lead County Agreement between Pine County Health & Human Services and Jennifer White, MA, LP, LADC for clinical supervision services, total cost per year is $2,640 ($110/hour – two hours per month). Authorize Board Chair and County Administrator to sign. This contract is effective for the period of January 1, 2017 through December 31, 2017.
7. **Lead County Agreement between Therapeutic Services Agency (TSA) and Pine County Health & Human Services (HHS)**
   Approve the Lead County Agreement between Pine County Health & Human Services and Therapeutic Services Agency for clinical supervision services, total cost per year is $2,640 ($110/hour – two hours per month). Authorize Board Chair and County Administrator to sign. This contract is effective for the period of January 1, 2017 through December 31, 2017.

8. **Memorandum of Agreement with AFSCME – HHS**
   Item moved to Regular Agenda at request of Commissioner Ludwig.

9. **Memorandum of Agreement for Health Insurance**

10. **Personnel**
    A. Approve the promotion of part-time deputy sheriff Cody LaRoue to full-time deputy sheriff, effective December 26, 2016. Classification to remain C42, step 1, $21.84 per hour.
    B. Approve the hiring of Gretchen Erickson, PHN, effective December 22, 2016, grade C43, step 4, $25.52 per hour.
    C. Approve the hiring of Haeley Braden, Social Worker, effective December 21, 2016, grade C42, step 1, $20.74 per hour.
    D. Approve the lateral transfer of Sarah Norring, Social Worker, from the children’s services unit to the adult and disability unit. No change in grade, step or anniversary date.
    E. Approve the hiring of Amber Koski, Registered Nurse, effective January 3, 2017, grade C42, step 3, $23.91 per hour.

11. **Training**
    A. Approve Probation Director Terry Fawcett to attend the 5th Annual Leadership, Evidence, Analysis, Debate conference on “Moving from Research & Policy and Practice to Improve the Lives of Youth, in Washington D.C., April 6-7, 2017. Registration: $210; Lodging: $179 per night plus tax; Airfare: approximately $350 roundtrip.
    B. Approve Pine County Economic Development Coordinator Robert Musgrove to attend the 2017 Economic Development Association of Minnesota (EDAM) Winter Conference in Minneapolis, January 19-20, 2017. Registration: $140; Lodging: $145 plus tax; Meals: $30; Mileage: 142 round trip (@ $0.54 per mile), $76.68. Total cost: $391.68.

**REGULAR AGENDA**

1. **Recognition of Retirement**
   The board recognized the retirement of Health & Human Services Case Aide Gail Laugerman, effective December 9, 2016, and thanked her for 21+ years of service to Pine County.

2. **Certificate of Appreciation**
   Vice Chair Ludwig recognized Commissioner Rossw’s service as Chair of the Pine County Board of Commissioners for the year 2016 and his years nine years of service as a Pine County commissioner.
3. **Facilities Committee**
Commissioner Mohr provided an overview of the December 7, 2016 Facilities Committee meeting. County Engineer Mark LeBrun presented three options for space and building planning for Health & Human Services in Sandstone:

Option 1: Add 3,000 square feet to existing Health & Human Services (HHS) building, significant remodel of existing HHS building, and minor exterior improvements to the Land Building;

Option 2: Add approximately 11,500 square feet to existing Health & Human Services building, significant remodel of existing HHS building, and demolish of Land Building; or

Option 3: Build new, approximately 11,000 square foot Health & Human Services building, minor remodel of existing HHS building, and demolish Land building.

Discussion was held regarding the options.

**It was the consensus of the board** that County Engineer LeBrun prepare a Request for Proposal relating to Option 3 - the building of a new building, remodel of existing HHS and demolition of the Land building.

An updated lease with the City of Hinckley for heated storage was discussed.

**Motion** by Commissioner Mohr to approve the Hinckley Fire Hall Lease Agreement between the City of Hinckley and the Pine County Sheriff's Office, effective January 1, 2017 – December 31, 2017, in the amount of $540 per month. Second by Commissioner Ludwig. Motion carried 5-0.

Commissioner Chaffee left the meeting at 10:39 a.m.

4. **Personnel Committee**

1. Health & Human Services Director Becky Foss explained the enhanced requirement of on-call child protective services effective January 1, 2017 and the compensation to the social workers providing those services.

   **Motion** by Commissioner Ludwig to approve the Memorandum of Agreement between the County of Pine and AFSCME (HHS) for the provision of on-call services and compensation. Second by Commissioner Hallan. Motion carried 4-0.

Commissioner Chaffee returned to the meeting at 10:43 a.m.

Commissioner Ludwig stated the Personnel Committee met December 13, 2016 and made the following recommendations:

**Pine County Sheriff’s Office**
A. Acknowledge the termination of part-time dispatcher Amber Cessna effective November 18, 2016 during her probationary period and authorize backfill.

**Health & Human Services**
A. Acknowledge the retirement of full-time public health case aide Gail Laugerman effective December 9, 2016 and authorize backfill.

B. Acknowledge the resignation of full-time social worker Ericka (Taylor) Reil effective December 30, 2016 and authorize backfill and any subsequent vacancies that may occur from internal promotion.

C. Authorize the hiring of one (1) additional nurse, Public Health Nurse preferred, to work with the Healthy Families of America (HFA) program at Grade C42 for registered nurse or Grade C43 for public health nurse.

D. Authorize the hiring of one (1) registered nurse, Grade C42, or one (1) social worker, Grade C42, for the adult health team.

E. Authorize the hiring of one (1) additional adult protection social worker, Grade C42.

**Administration**
A. Authorize the regrade of the fiscal officer position to B31 and place current fiscal officer Michelle Kelash at step 7, $23.98 per hour, effective December 12, 2016.
B. Authorize Flexible Benefits Consulting, Inc. (FBC) to administer the county’s COBRA communications to our resigning employees as part of FBC’s service package effective January 1, 2017, and implement a two percent (2%) administration fee to employees electing COBRA coverage which will be included in the premium payment to Pine County.

C. Approve distribution of 2016 Total Benefit Statements in January 2017 to all full- and part-time employees who are actively employed as of December 31, 2016.

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

5. **Zoning Committee Per Diems**
Land Services Director Kelly Schroeder stated at the November 8, 2016 Personnel Committee meeting the per diem amount for the Planning Commission, Board of Adjustment and Comprehensive Plan Steering Committee members was discussed. These members receive a per diem and mileage; the Planning Commission and Board of Adjustment members also receive an additional $25 if a site visit is conducted/made. Schroeder requested an increase in the per diem to $75 and for the elimination of the separate additional per diem for site visits.

**Motion** by Commissioner Hallan to approve Resolution 2016-69 Establishing Zoning Committee $75 per diem and mileage reimbursement and authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 5-0.

6. **Salaries for Elected Officials**

**Motion** by Commissioner Chaffee to approve Resolution 2016-70 setting 2017 Salaries for Elected Officials as follows: County Auditor-Treasurer - $90,900, County Sheriff - $94,800, and County Attorney $102,000 and authorize Board Chair and County Administrator to sign. Second by Commissioner Ludwig. Motion carried 5-0.

7. **County Commissioner Compensation, Per Diem and Employee Mileage Reimbursement**
Commissioner Hallan recommended approval of the commissioner salary in the amount of $21,844 (unchanged from 2016), however, he commented that the chair of the board of commissioners should receive an additional stipend for the additional duties of the position. Commissioner Ludwig stated the Personnel Committee discussed this and recommended to not proceed with an additional stipend for the position at this time.

**Motion** by Commissioner Hallan to approve Resolution 2016-71 Establishing 2017 County Commissioner Compensation, Per Diem and Employee Mileage Reimbursement as follows:

- County Commissioner Salary: $21,844
- Per diem rate per meeting: $100
- Commissioner and Employee mileage reimbursement rate for 2017: to follow the IRS federal rate for business mileage (currently 53.5 cents per mile).

Authorize Board Chair and County Administrator to sign. Motion carried 5-0.

8. **Non-Union Employee Cost-of-Living and Market Adjustment**

County Administrator Minke stated the proposed 1.5% cost-of-living increase and 1.5% market adjustment to non-union employees was recommended by the Personnel Committee and is consistent with the amounts provided to bargaining units. Classification and compensation study was discussed.

**Motion** by Commissioner Chaffee to approve a 1.5% Cost-of-Living increase and a 1.5% market adjustment to non-union employees, effective January 1, 2017. Second by Commissioner Ludwig. Motion carried 5-0.
9. **Health Insurance Contribution**

**Motion** by Commissioner Hallan to set the 2017 non-union health insurance monthly contributions as follows:

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Monthly Premium Contribution</th>
<th>Monthly VEBA or HSA Savings Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMM 1000 Single</td>
<td>$672.50</td>
<td>NA</td>
</tr>
<tr>
<td>CMM 1000 Family</td>
<td>$1,328.15</td>
<td>NA</td>
</tr>
<tr>
<td>CMM 1500 Single</td>
<td>$615.50</td>
<td>NA</td>
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<tr>
<td>CMM 1500 Family</td>
<td>$1,328.15</td>
<td>NA</td>
</tr>
<tr>
<td>VEBA Single</td>
<td>$577.75</td>
<td>$106.25</td>
</tr>
<tr>
<td>VEBA Family</td>
<td>$1,115.65</td>
<td>$212.50</td>
</tr>
<tr>
<td>H.S.A. Single</td>
<td>$577.00</td>
<td>$107.00</td>
</tr>
<tr>
<td>H.S.A. Family</td>
<td>$1,328.15</td>
<td>$-</td>
</tr>
</tbody>
</table>

Second by Commissioner Mohr. Motion carried 5-0.

10. **2017 Pine County Property Tax Levy and Budget**

County Administrator Minke presented the 2017 Pine County property tax levy at $16,979,081 and 2017 operating budget.

<table>
<thead>
<tr>
<th>DEPT</th>
<th>REVENUE</th>
<th>REVENUES</th>
<th>EXPENDITURES</th>
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<td>DEPARTMENT</td>
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<tr>
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<td>13</td>
<td>COURT ADMINISTRATION</td>
<td>2,500</td>
<td>64,000</td>
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<tr>
<td>20</td>
<td>LAW LIBRARY</td>
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<td>41</td>
<td>COUNTY AUDITOR-TREASURER</td>
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<td>61</td>
<td>MIS</td>
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<td>62</td>
<td>CENTRAL SERVICES</td>
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<tr>
<td>63</td>
<td>TRUTH IN TAXATION</td>
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<td>ELECTIONS ADMINISTRATION</td>
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<td>101</td>
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<td>PLANNING AND ZONING</td>
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<td>VETERANS SERVICES</td>
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<td>105,468</td>
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<td>COUNTY SHERIFF</td>
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<td>SHERIFF DISPATCH</td>
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<td>HEALTH AND HUMAN SERVICES</td>
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<td>EXPENDITURES</td>
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<tr>
<td>------</td>
<td>---------------------------</td>
<td>----------</td>
<td>--------------</td>
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<tr>
<td>12-420</td>
<td>INCOME MAINTENANCE</td>
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<td>NURSING</td>
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<tr>
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<th>EXPENDITURES</th>
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<tr>
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<td>13-330</td>
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<tr>
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<tr>
<td>13-801</td>
<td>NON-DEPARTMENTAL</td>
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<td>577,909</td>
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<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>14,241,222</strong></td>
<td><strong>14,241,222</strong></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPT</th>
<th>RESOURCE DEVELOPMENT</th>
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<th>EXPENDITURES</th>
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<tr>
<td>22-703</td>
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<td>845,100</td>
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<tr>
<td>22-704</td>
<td>RESOURCE DEVELOPMENT</td>
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<td>7,500</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL** | | **16,088,870** | **16,002,266** |
22-705  ROAD FUND GAS TAX  3,500  3,500
22-707  TIMBER DEVELOPMENT  5,000

TOTAL  861,100  861,100

DEPT  BUILDING FUND
#  DEPARTMENT
38-801  BUILDING FUND  75,000  75,000

DEPT  2015 JAIL BONDS
#  DEPARTMENT
39-810  2015A JAIL BONDS  1,174,425  1,104,625

DEPT  2012A CTHSE BONDS
#  DEPARTMENT
40-810  2012A COURTHOUSE BONDS  1,004,010  939,100

DEPT  EQUIPMENT
#  DEPARTMENT
43-801  EQUIPMENT  100,000  100,000

TOTAL ALL FUNDS  43,743,809  43,522,495

Motion by Commissioner Mohr to approve Resolution 2016-72 Establishing the 2017 Pine County Property Tax Levy at $16,979,081 and authorize Board Chair and County Administrator to sign. Second by Commissioner Hallan. Motion carried 5-0.

Motion by Commissioner Hallan to approve Resolution 2016-73 Adopting the 2017 Pine County Operating Budget and authorize Board Chair and County Administrator to sign. Second by Commissioner Mohr. Motion carried 5-0.

11. Commissioner Updates
Central Minnesota Council on Aging: Commissioner Hallan stated he was elected Chair; discussion held as to services/programs provided to the aging population.
Soil & Water Conservation District: Commissioner Ludwig stated the SWCD forestry program is growing and a lot of acreage has been added to their program; they are reaching out to cities for urban forestry.
Central Minnesota Jobs and Trainings: Commissioner Hallan stated Rick Green was elected as Chair; an economic development coordinator has been hired.
East Central Solid Waste Commission: Commissioner Hallan commented on the necessity of recycling and of the large amount of homes that are not using waste haulers or landfill services.
East Central Regional Library: Commissioner Chaffee stated Director Barb Misselt will be retiring.
Pine County Chemical Health Coalition: Commissioner Ludwig stated discussion was held regarding the community forum relating to alcohol and drugs. Still working on the campaign slogan.
Mille Lacs Band of Ojibwe: Commissioner Hallan stated the community coach position was discussed and are working to get a Memorandum of Agreement in place. The county and the band are each contributing $25,000 towards funding of this position.
AIS Annual Meeting: Commissioner Ludwig commended Land and Resources Manager Caleb Anderson for his work with the AIS program. Administrator Minke stated a local grant is available – grant deadline is January 13, 2017.

East Central Regional Development Commission: Commissioner Hallan did attend.

Kanabec-Pine Community Health Board/Pine County Public Health Planning Committee Meeting:
Commissioner Chaffee stated Pine County attended the last combined meeting with Kanabec County for the Community Health Board. Future public health meetings will be incorporated into the county board meetings. A Memorandum of Understanding (MOU) will be entered into with Kanabec County as to the closing out of the combined HHS accounts. The MOU will be presented at the January 3, 2017 county board meeting. The county may establish a public health committee with two commissioners being appointed to that committee.

12. Other
None.

13. Upcoming Meetings
Upcoming meetings were reviewed.

14. Adjourn
With no further business, Chair Rossow adjourned the meeting at 11:13 a.m. The next regular and organizational meeting of the county board is scheduled for January 3, 2017 at 10:00 a.m. at the Pine County History Museum, 6333 H C Andersen Alle, Askov, Minnesota.

Curtis H. Rossow, Chair
Board of Commissioners

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