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, September 3, 2019, 10:00 a.m.
Board Room, Pine County Courthouse
Pine City, 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 August 20, 2019 county board meeting and Summary for publication
F) Approve Minutes of the August 21, 2019 Special Meeting-Committee of the Whole (Budget).
G) Approve Minutes of the August 27, 2019 Special Meeting-Committee of the Whole (Budget).
H) Minutes of Boards, Reports and Correspondence
   Chemical Health Coalition Minutes – August 12, 2019
   Pine County Housing and Redevelopment Authority Minutes – June 26, 2019
   Pine County Land Surveyor Monthly Report – August, 2019
I) 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. **August, 2019 Disbursements and Claims Over $2,000**
   Consider approval of August, 2019 Disbursements Journal and Claims over $2,000.

2. **Donations**
   A. Accept $1,000 donation from Mr. and Mrs. Peter Christian and designate to the Pine County Sheriff’s Office K-9 program; to be used to help offset expense of canine program.
   B. Accept $500 donation from Jens Jensen Post No. 243 and $100 from American Legion Post 151 for Veterans Outreach.
3. **Personnel**
   A. Consider promotion of part-time deputy sheriff Colin Waddle to full-time status, effective September 1, 2019. No change in pay rate or grade.
   B. Consider temporary, one-year transfer of deputy sheriff Cody LaRoue to DWI enforcement officer, effective October 1, 2019 through September 30, 2020; this position is funded by a $97,582.45 DWI enforcement grant. No change in pay rate or grade.

4. **New Hire**
   A. Authorize the hiring of Office Support Specialist Stacey N. Bisek, Grade 2, step 2, $15.69 per hour.

5. **Training**
   A. Consider Corrections Agent Michelle Sellner to attend the Minnesota Corrections Association Conference, October 22-25, 2019, in Nisswa, Minnesota. Registration $275, Lodging $300. Total cost: $575. Agent will use county vehicle, as available. Funds are available in the 2019 Probation budget.
   B. Consider Public Health Educator Hailey Freedlund to attend the Food Justice Summit, November 4-6, 2019, in Duluth, Minnesota. All funds are allocated through the regional SHIP grant, coordinated by Kanabec County. No impact on Pine County specific SHIP grant or county funds.
   C. Consider County Administrator David Minke to attend the Minnesota Association of County Administrators (MACA) annual conference, October 2-4, 2019, at Deerwood, Minnesota. Registration $175, Meals/lodging $482, Mileage $92. Total cost: $749. Funds are available in the 2019 Administrator’s budget.

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**REGULAR AGENDA**

1. **Insurance Committee Report**
   The Insurance Committee met August 19, 2019. Report was given at August 20, 2019 county board meeting. Minutes provided for information only.

2. **School Supply Drive / Shop with a Cop**
   A. Consider acceptance of various donations totaling $700 for the School Supply Drive.
   B. Pine County Sheriff’s Office Shop with a Cop update.

3. **Award Contract #1905**
   Consider award of contract #1905 to the lowest responsible bidder as determined by the County Engineer, Knife River Corp., in the amount of $1,288,145.31, for SAP 058-607-025 located on CSAH 7 between I-35 and CSAH 61 in Pine City.

4. **Commissioner Updates**
   Snake River Watershed Joint Powers Board
   Lower St. Croix 1W1P Policy Committee
   East Central Regional Development Commission
   Technology Committee: Cancelled
   NLX
   HRA Board meeting
   Central Regional EMS
   Other

5. **Other**
6. **Upcoming Meetings (Subject to Change)**
   a. Pine County Board Meeting, Tuesday, September 3, 2019, 10:00 a.m., Board Room, Courthouse, Pine City, Minnesota.
   b. Facilities Committee – RESCHEDULED to October 1, 2019 at 8:30 a.m.
   c. Soil & Water Conservation District, Wednesday, September 4, 2019, 2:00 p.m., 130 Oriole Avenue, Sandstone, Minnesota.
   d. MN Council on Aging (Board of Directors), Thursday, September 5, 2019, 10:00 a.m., 250 Riverside Avenue North, Suite 300, Sartell, Minnesota.
   e. Health Insurance Committee, Monday, September 9, 2019, 9:00 a.m., Board Room, Courthouse, Pine City, Minnesota.
   f. East Central Solid Waste Commission, Monday, September 9, 2019, 9:00 a.m., 1756 180th St., Mora, Minnesota.
   g. East Central Regional Library, Monday, September 9, 2019, 9:30 a.m., 244 South Birch Street, Cambridge, Minnesota.
   h. Chemical Health Coalition, Monday, September 9, 2019, 3:00 p.m., East Central High School, Finlayson, Minnesota.
   i. Personnel Committee, Tuesday, September 10, 2019, 9:00 a.m., Commissioner Conference Room, Courthouse, Pine City, Minnesota.
   j. Special Meeting-Committee of the Whole (Budget), Tuesday, September 10, 2019, 10:30 a.m., Board Room, Courthouse, Pine City, Minnesota.
   k. Technology Committee, Wednesday, September 11, 2019, 9:30 a.m., Commissioner Conference Room, Courthouse, Pine City, Minnesota.
   l. AMC Fall Policy Conference, September 11-13, 2019, Arrowwood Conference Center, Alexandria, Minnesota.
   m. Central Minnesota Workforce Development Board, Friday, September 13, 2019, 12:15 p.m., Workforce Center, 406 E. 7th St., Monticello, Minnesota.
   n. Lakes & Pines Community Action Council, Monday, September 16, 2019, 10:00 a.m., 1700 Maple Avenue E., Mora, Minnesota.
   o. Mille Lacs Band of Ojibwe meeting, Monday, September 16, 2019, 2:00 p.m., Meshakwad Community Center, Hinckley, Minnesota.
   p. HHS Committee meeting, Monday, September 17, 2019: CANCELLED
   q. House Capital Investment Committee (for Oberstar trail funding), Tuesday, September 17, 2019, 8:30 – 8:45 a.m., Pine Technical and Community College, Pine City, Minnesota (board House Capital Investment Committee bus and then 15 minutes to tour the trail route)
   r. Pine County Board Meeting, Tuesday, September 17, 2019, 10:00 a.m., North Pine Government Center, 1602 Highway 23 No., Sandstone, Minnesota.

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

The Pledge of Allegiance was said.

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

Chair Mohr requested the following revisions to the Agenda:

1. Remove Consent Agenda Item 5, Grant Agreement – DWI Officer, to Regular Agenda Item 3(A)
2. Regular Agenda Item #12: 2020 Preliminary Budget
   - Auditor-Treasurer Kelly Schroeder – powerpoint presentation

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

Commissioner Mikrot moved to approve the Minutes of the August 6, 2019 county board meeting and Summary for publication. Second by Commissioner Ludwig. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence

Chemical Health Coalition Minutes – July 8, 2019
Minnesota Public Utilities Commission Notice of Comment Period on Settlement

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

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

**CONSENT AGENDA**

1. **Approve July, 2019 Cash Balance**

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2. **July 2019 Disbursements/Claims Over $2,000**
   Approve Disbursements Journal Report, July 1, 2019 – July 31, 2019 and claims over $2,000.

3. **Applications**
   Approve the following:
   A. **Application for Liquor License On/Off Sale, and Sunday**
      The Tavern in Duquette – Kerrick Township; Doc’s Sports Bar & Grill, Inc. – Windemere Township; Floppie Crappie Lakeside Pub LLC (Pokegama Township); Wings North Inc. (Pokegama Township); Vannelli’s Landing Inc. (Pokegama Township); Nemadji Enterprises Inc. (Nickerson Township); Countryside Campground LLC (Sandstone Township); Rocking K Lazy E (Banning)/(Finlayson Township); West Beroun Liquor LLC (Pokegama Township); Bear Creek Tavern (Arlone Township); Moose Lake Golf Club (Windemere Township); Pine City Country Club Inc. (Pine City Township); Chengwatana Country Club LLC (Pokegama Township); Beroun Crossing Country Store (Pokegama Township).
      Pending approval from the State, Township, County Sheriff and County Attorney

4. **Restrict Donation Accounts/Accept Donations**
   A. Approve restricting account 01-255-001-0000-5751 for the Restitution Community Services Fund and accept $605 from various individuals.
   B. Approve restricting account 01-121-000-0000-5761 for Veterans Outreach activities and accept the following donations: $200 from Johnson Olson Post No. 563 and $500 from Cloverleaf Chapter No. 4 Disabled American Veterans.

5. **Grant Agreement – DWI Officer**
   Moved to Regular Agenda Item #3A.

6. **JPA Amendment – DOC Offenders**
   Approve Amendment 1 to the Joint Powers Agreement 155508 to increase the per diem rate, from $55.00 to $57.50 per day per offender participating in the work release program, effective September 1, 2019. The total obligation of the State under this agreement will not exceed $50,000. Authorize Board Chair and County Administrator to sign.

7. **Agreement with the Willow River Public Schools for Transportation of Children and Youth in Foster Care Placement**
   Approve the Agreement with the Willow River Public Schools for Transportation of Children and Youth in Foster Care Placement and authorize Board Chair and County Administrator to sign. The term of the agreement is July 1, 2019 – June 30, 2021.

8. **Parent Mentor Services Contract**
   Approve the contract between Monarch Counseling Service and Pine County Health & Human Services to provide parent mentor services to at-risk youth and families in the East Central School District, and authorize Board Chair and County Administrator to sign. This is a fee-for-service contract and Health & Human Services will be billed for completed services. The amount billed for services cannot exceed $12,000. Funding is available in the 2019 Health & Human Services budget.
9. **Personnel**
   A. Approve the transfer to Kari Dutcher, current Child Support Enforcement Aide to the
      Accounting Technician position effective September 2, 2019. This is a lateral transfer within the
      AFSCME Health & Human Services Unit. Grade 5, step 2. (No change in wage or grade).

10. **Training**
    A. Authorize Probation Director Terry Fawcett to attend the American Probation & Parole
        Association Winter Conference, January 5-8, 2020 in New Orleans, Louisiana. Lodging, air and
        registration all reimbursed by the Minnesota Association of County Probation Officers
        (MACPO). Cost to county: $30 for two meals.
    B. Authorize health educators Krista Jensen and Hailey Freedlund, and CHS Administrator
        Samantha Lo to attend the MN Community Health Services Conference, October 2-4, 2019, at
        Cragun’s Resort in Brainerd. Estimated expenses for all three attendees: Registration: $255,
        Lodging (including all meals): $733; Mileage: $130.
    C. Authorize Case Aide Samantha Burch to attend:
       i. Health and Human Services Conference, October 9-10, 2019, in Duluth. Registration:
          $60; Meals: $24. Total cost: $84.
            Lodging: $130; Meals: $15. Total cost: $250.
    D. Authorize Child Protection Supervisor Beth Jarvis and Child Protection Investigator Kristen
       Schroeder to attend the Birth to Three Conference, October 1-5, 2019, in Hollywood, Florida.
       Registration: $780/person; Meals: $150/person; Lodging $534/person; Travel/$200. Total cost:
       $3,128. All expenses will be paid by the Maternal, Infant, Early Childhood Home Visiting
       (MIECHV) third party funds.

**REGULAR AGENDA**

1. **Recognition of Retirement**
   The board recognized the retirement of Social Worker Vicki Hanson and thanked her for her 10
   years of service to Pine County.

2. **Health & Human Services Committee Report**
   Commissioner Hallan stated the Health & Human Services Committee met August 6, 2019; the
   overview of the HHS Committee meeting was provided at the August 6, 2019 county board
   meeting. The Minutes provided are only for information.

3. **Facilities Committee Report**
   Commissioner Ludwig stated the Facilities Committee met August 7, 2019. Items discussed
   included updates for the North Pine Government Center, 1610 Building remodel, and upcoming
   sale and closing scheduled for October 15, 2019 for the John Wright Building.

3A. **Grant Agreement – DWI Officer**
    Sheriff Nelson stated the Pine County Sheriff’s Office has been awarded a DWI Officer Grant in
    the amount of $97,582.45. This grant is effective from October 1, 2019 through September 30,
    2020, and will cover the operating cost and conference fees for the DWI Officer. The county match
    requirement will be met by the sheriff’s office’s administration of the grant.
    **Motion** by Commissioner Ludwig to accept the DWI Officer grant in the amount of $97,582.45.
    Second by Commissioner Hallan. Motion carried 5-0.
4. **Personnel Committee Report**  
Commissioner Chaffee stated the Personnel Committee met August 13, 2019. The Personnel Committee made the following recommendations:  

A. **Sheriff’s Office**  
  i. Approve filling of the DWI enforcement position and temporarily backfill the regular patrol position with current staff.  
  ii. Approve the resignation of full-time Deputy Sheriff Garret Munson, effective August 8, 2019, and authorize backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.  
  iii. Increase the number of part-time dispatchers to four to meet current staffing needs and continue to evaluate the total staffing level (currently 9 FT and 4 PT) as part of the 2020 budget process.  

B. **Probation**  
  i. Approve the resignation of Case Aide Denise Christiansen, effective August 6, 2019, and request backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.  

C. **Solid Waste**  
  i. Approve the hiring of two (2) part-time (14 hours/week) Recycle Center Attendants, Grade 1, non-union, minimum starting wage $14.62, to staff the Pine City pilot program canister transfer station.  

D. **Health & Human Services**  
  i. Acknowledge the retirement of Social Worker Vicki Hanson, effective August 30, 2019, and approve the backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.  
  ii. Approve the lateral transfer of MnCHOICES Assessor Brenda Danielson to the Developmental Disabilities Case Manager position, full-time, Grade 10, step 4 at an hourly wage of $27.06, and the backfill of the full-time MnCHOICES Assessor position, Grade 10, minimum hourly starting wage $23.98, and any other vacancies due to a lateral transfer or internal promotion.  
  iii. Acknowledge the resignation of Public Health Educator Lynette Forbes-Cardey, effective August 16, 2019, and approve the backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.  

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

5. **Public Safety Committee Report**  
Commissioner Hallan stated the Public Safety Committee met on August 13, 2019. The Public Safety Committee recommends the Pine County Probation Department purchase two (2) X26P Tasers ($895 each) and cartridges ($5 each). Taser policy and training for probation agents will be provided through the Pine County Sheriff’s Office.  

**Motion** by Commissioner Hallan to approve the recommendation of the Public Safety Committee.  
Second by Commissioner Ludwig. Motion carried 5-0.  

6. **Insurance Committee Report**  
Commissioner Hallan stated the Insurance Committee met August 19, 2019. Justin Kroeger, Flexible Benefit Consultants, stated Resource Training & Services (RTS) had provided an initial offer of a premium cap at 12%; Justin will request a Best and Final proposal from them for a better offer. Commissioner Hallan stated Health Partners came back with a Best and Final 2-year proposal of 8.82% for year one, and 8% for year two. Administrator Minke stated RTS is working
to create more price stability for its members and looking at longer-term relationships. Discussion was held as to how to reduce the premium increase, by either a plan redesign or an increase in insurance deductibles. Commissioner Hallan stated it may be possible to proceed with a Memorandum of Understanding with the employee bargaining units instead of renegotiation of contracts. The next Insurance Committee meeting is scheduled for Monday, September 9th; Health Partners and RTS will be invited to make a presentation.

7. **MCIT 2019 Annual Report**
   Paul Hajduk, MCIT Risk Management Consultant, presented the 2019 MCIT annual report and reviewed property/casualty claims and workers’ compensation claims, coverage enhancements, and consultation services available to the county and employees.

8. **Pine County Highway 23 Coalition**
   Aaron Backman, Executive Director of the Kandiyohi County and City of Willmar Economic Development Commission provided information on the Highway 23 Coalition. The Highway 23 Coalition is focused on infrastructure improvements along the Highway 23 corridor to support commerce and economic development.

9. **Commissioner Updates**
   Law Library: Commissioner Mohr stated a quorum was not present.
   East Central Solid Waste Commission: Commissioner Hallan stated the amount of garbage received by ECSWC is up 15% on a weekly basis. The flare which is used to burn off excess methane gas is currently not in operation/waiting on parts.
   East Central Regional Library: Commissioner Mohr was unable to attend the meeting, however stated the Financial Committee met, and Pine County’s requested 2020 contribution will be $338,061, an increase of $8,339 from last year.
   Pine County Chemical Health Coalition: Commissioner Mikrot stated vaping was discussed and educational videos on vaping will be provided to high school and middle school students.
   Soil & Water Conservation District: Commissioner Ludwig stated the Farm Bill Wildlife Biologist has resigned and SWCD is advertising for the position. County Administrator Minke added that SWCD’s Strategic Plan stated a goal for SWCD was to own their own office building; SWCD has indicated it would not be looking to move from its county office location until they have property levy authority.

10. **Other**
    None.

11. **Upcoming Meetings**
    Upcoming meetings were reviewed.

Chair Mohr called for a recess at 11:26 a.m.
The meeting reconvened at 11:31 a.m.

The order of presentations was adjusted to move the 2020 Preliminary Budget presentation to 11:31 a.m.

12A. **2020 Preliminary Budget**
    Auditor-Treasurer Kelly Schroeder presented the 2020 Preliminary Budget and provided an overview of revenue and expenses based on the initial department requests. Based on the initial revenue projections and department requests, the deficit is $990,322, which would require a
Chair Mohr called for a recess for lunch at 12:14 p.m.
The meeting reconvened at 1:00 p.m.

12B(a). Preliminary Budget Request/Pine County Historical Society
Larry Helwig, President of the Pine County Historical Society, presented the PCHS 2020 budget request. In 2019 the county appropriated $20,000 to the historical society. This year the society is requesting $25,000.

12B(b). Preliminary Budget Request/Pine Soil and Water Conservation District
Pine Soil and Water Conservation District Manager Jill Carlier presented the SWCD 2020 budget request. In 2019 the county appropriated $84,145, which included $13,855 in pass-through dollars to the SWCD. The district is requesting an increase of $30,000 to help fund an agricultural technician.

12B(c). Preliminary Budget Request/University of Minnesota Extension
Regional Director Susanne Hinrichs presented the Extension 2020 budget request. In 2019 the county appropriated $104,847 to Extension. This year’s request includes funding for a 0.5 FTE agricultural educator.

13. Labor Negotiations
Administrator Minke explained the labor agreement with the Correction Officers and Dispatchers expires at the end of 2019 and, based on the health insurance renewal proposals for 2020, the health insurance premium increase would trigger a reopener clause on most labor agreements.
Motion by Commissioner Ludwig to close the meeting pursuant by Minnesota Statute 13D.03 to consider negotiation strategies and develop, discuss, and review labor negotiation proposals, for negotiations conducted pursuant to Minnesota Statute 179A.01 to 179A.25. Second by Commissioner Hallan. Motion carried 5-0.
The meeting was closed at 2:00 p.m. with the following present: Chair Mohr, Commissioners Hallan, Chaffee, Mikrot and Ludwig; Auditor-Treasurer Kelly Schroeder and County Administrator David Minke.
Motion by Commissioner Hallan to open the meeting at 2:40 p.m. Second by Commissioner Chaffee. Motion carried 5-0.

14. Adjourn
With no further business, Chair Mohr adjourned the meeting at 2:40 p.m. The next regular meeting of the county board is scheduled for Tuesday, September 3, 2019 at 10:00 a.m. at the Pine County Courthouse, 635 Northridge Drive NW, Pine City, Minnesota.

Joshua Mohr, Chair  
Board of Commissioners

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

Full Board Minutes – Pine County Board of Commissioners  
Page 6  
August 20, 2019
Chair Josh Mohr called the meeting to order at 10:00 a.m. Present were Commissioners Steve Hallan, Steve Chaffee, John Mikrot, Jr., and Matt Ludwig. Also present was County Administrator David Minke.

The Pledge of Allegiance was said.

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

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

Commissioner Mikrot moved to approve the Minutes of the August 6, 2019 county board meeting and Summary for publication. Second by Commissioner Ludwig. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence
Chemical Health Coalition Minutes – July 8, 2019
Minnesota Public Utilities Commission Notice of Comment Period on Settlement
Motion by Commissioner Ludwig to acknowledge the Boards, Reports and Correspondence. Second by Commissioner Mikrot. Motion carried 5-0.

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

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Approve restricting account 01-255-001-0000-5751 for the Restitution Community Services Fund and accept $605 donation from various individuals.
Approve restricting account 01-121-000-0000-5761 for Veterans Outreach activities and accept the following donations: $200 from Johnson Olson Post No. 563 and $500 from Cloverleaf Chapter No. 4 Disabled American Veterans.

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Approve the Agreement with the Willow River Public Schools for Transportation of Children and Youth in Foster Care Placement. The term of the agreement is July 1, 2019 – June 30, 2021.

Approve the contract between Monarch Counseling Service and Pine County Health & Human Services to provide parent mentor services to at-risk youth and families in the East Central School District. This is a fee-for-service contract and Health & Human Services will be billed for completed services. The amount billed for services cannot exceed $12,000.

Approve the transfer to Kari Dutcher, current Child Support Enforcement Aide to the AFSCME Health & Human Services Unit. Grade 5, step 2. (No change in wage or grade).

Authorize the following trainings:
A. Probation Director Terry Fawcett to attend the American Probation & Parole Association Winter Conference in New Orleans, Louisiana. Lodging, air and registration all reimbursed by the Minnesota Association of County Probation Officers (MACPO). Cost to county: $30 for two meals.
B. Health educators Krista Jensen and Hailey Freedlund, and CHS Administrator Samantha Lo to attend the MN Community Health Services Conference. Estimated expenses for all three attendees: Registration: $255, Lodging (including all meals): $733; Mileage: $130.
C. Case Aide Samantha Burch to attend:
   i. Health and Human Services Conference. Total cost: $84.
D. Child Protection Supervisor Beth Jarvis and Child Protection Investigator Kristen Schroeder to attend the Birth to Three Conference in Hollywood, Florida. Total cost: $3,128. All expenses will be paid by the Maternal, Infant, Early Childhood Home Visiting (MIECHV) third party funds.

Motion by Commissioner Ludwig to accept the DWI Officer grant in the amount of $97,582.45. Second by Commissioner Hallan. Motion carried 5-0.

Commissioner Chaffee stated the Personnel Committee met August 13, 2019. The Personnel Committee made the following recommendations:
A. Sheriff’s Office
   i. Approve filling of the DWI enforcement position and temporarily backfill the regular patrol position with current staff.
ii. Approve the resignation of full-time Deputy Sheriff Garret Munson, effective August 8, 2019, and authorize backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

iii. Increase the number of part-time dispatchers to four to meet current staffing needs and continue to evaluate the total staffing level (currently 9 FT and 4 PT) as part of the 2020 budget process.

B. Probation
   i. Approve the resignation of Case Aide Denise Christiansen, effective August 6, 2019, and request backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

C. Solid Waste
   i. Approve the hiring of two (2) part-time (14 hours/week) Recycle Center Attendants, Grade 1, non-union, minimum starting wage $14.62, to staff the Pine City pilot program canister transfer station.

D. Health & Human Services
   i. Acknowledge the retirement of Social Worker Vicki Hanson, effective August 30, 2019, and approve the backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

   ii. Approve the lateral transfer of MnCHOICES Assessor Brenda Danielson to the Developmental Disabilities Case Manager position, full-time, Grade 10, step 4 at an hourly wage of $27.06, and the backfill of the full-time MnCHOICES Assessor position, Grade 10, minimum hourly starting wage $23.98, and any other vacancies due to a lateral transfer or internal promotion.

   iii. Acknowledge the resignation of Public Health Educator Lynette Forbes-Cardey, effective August 16, 2019, and approve the backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

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

Commissioner Hallan stated the Public Safety Committee met on August 13, 2019. The Public Safety Committee recommends the Pine County Probation Department purchase two (2) X26P Tasers ($895 each) and cartridges ($5 each). Taser policy and training for probation agents will be provided through the Pine County Sheriff’s Office.

Motion by Commissioner Hallan to approve the recommendation of the Public Safety Committee. Second by Commissioner Ludwig. Motion carried 5-0.

Chair Mohr called for a recess at 11:26 a.m.
The meeting reconvened at 11:31 a.m.

2020 Preliminary Budget
Auditor-Treasurer Kelly Schroeder presented the 2020 Preliminary Budget and provided an overview of revenue and expenses based on the initial department requests. Based on the initial revenue projections and department requests, the deficit is $990,322, which would require a 5.27% levy increase—2.27% greater than the 3% target. A 3% levy increase would generate $563,719 in new revenue leaving a deficit of $426,603. If the board wanted to budget a contingency, that amount would be on top of the deficit. The consensus of the commissioners was to work to reduce the deficit by approximately $500,000 to allow for a contingency.

Chair Mohr called for a recess for lunch at 12:14 p.m.
The meeting reconvened at 1:00 p.m.
Larry Helwig, President of the Pine County Historical Society, presented the PCHS 2020 budget request. In 2019 the county appropriated $20,000 to the historical society. This year the society is requesting $25,000.

Pine Soil and Water Conservation District Manager Jill Carlier presented the SWCD 2020 budget request. In 2019 the county appropriated $84,145, which included $13,855 in pass-through dollars to the SWCD. The district is requesting an increase of $30,000 to help fund an agricultural technician.

Regional Director Susanne Hinrichs presented the Extension 2020 budget request. In 2019 the county appropriated $104,847 to Extension. This year’s request includes funding for a 0.5 FTE agricultural educator.

**Labor Negotiations**

Administrator Minke explained the labor agreement with the Correction Officers and Dispatchers expires at the end of 2019 and, based on the health insurance renewal proposals for 2020, the health insurance premium increase would trigger a reopener clause on most labor agreements.

**Motion** by Commissioner Ludwig to close the meeting pursuant by Minnesota Statute 13D.03 to consider negotiation strategies and develop, discuss, and review labor negotiation proposals, for negotiations conducted pursuant to Minnesota Statute 179A.01 to 179A.25. Second by Commissioner Hallan. Motion carried 5-0.

The meeting was closed at 2:00 p.m. with the following present: Chair Mohr, Commissioners Hallan, Chaffee, Mikrot and Ludwig; Auditor-Treasurer Kelly Schroeder and County Administrator David Minke.

**Motion** by Commissioner Hallan to open the meeting at 2:40 p.m. Second by Commissioner Chaffee. Motion carried 5-0.

With no further business, Chair Mohr adjourned the meeting at 2:40 p.m. The next regular meeting of the county board is scheduled for Tuesday, September 3, 2019 at 10:00 a.m. at the Pine County Courthouse, 635 Northridge Drive NW, Pine City, Minnesota.

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Joshua Mohr, Chair  
Board of Commissioners  

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

The full text of the board’s Minutes are available at the County Administrator’s Office and the county’s website (www.co.pine.mn.us). Copies may also be requested from the administrator’s office.
Chair Josh Mohr called the meeting to order at 9:00 a.m. Present were Commissioners Steve Hallan, Steve Chaffee, John Mikrot, Jr. and Matt Ludwig. Also present were Auditor-Treasurer Kelly Schroeder, Probation Director Terry Fawcett, IT Manager Ryan Findell, and County Administrator David Minke.

The pledge of allegiance was said.

**Motion** by Commissioner Ludwig to approve the agenda. Second by Commissioner Hallan. Motion carried 5-0.

The county board received presentations as to department budget status and requests from the following departments:

- Probation ............................................................Probation Director Terry Fawcett
- Auditor/Treasurer ..............................................Auditor/Treasurer Kelly Schroeder
  - Auditor/Treasurer
  - TNT
  - Elections
- Planning / Zoning / Solid Waste ........................Auditor/Treasurer Kelly Schroeder
  - Aquatic Invasive Species
  - Zoning
  - Recycling/Solid Waste
    Discussion to schedule a public hearing to discuss (1) increase of solid waste fee, and (2) consider adding solid waste assessment on mobile homes.
- 801 Non-Departmental .................................Auditor/Treasurer Kelly Schroeder

Chair Mohr called a recess at 11:00 a.m.

The meeting reconvened at 11:05 a.m. Auditor-Treasurer Kelly Schroeder provided information for the following funds:

- Fund 22 (Land) .................................Auditor/Treasurer Kelly Schroeder
- Fund 41 (2017A G.O. CIP Bonds) ..........................Auditor/Treasurer Kelly Schroeder
The order of presentations was adjusted to move the Administration budget presentation to 11:30 a.m.

Administration .................................County Administrator David Minke
- Central Services
- Contracted Attorneys
- Medical Examiner
- Library
- Snake River Watershed
- Housing and Redevelopment Authority (HRA)

Chair Mohr called a recess at 11:50 a.m. for lunch

The meeting reconvened at 1:05 p.m.

The following departments presented their budget status and requests:

Sheriff’s Office – Jail ............................Jail Administrator Rod Williamson
- Jail Operations
  The proposed budget includes $40,000 for camera replacements and budgets boarder revenue at $200,000.
- Court Security
- Sentence to Service
  Review of the sentence to serve program was requested.
Sheriff’s Office....................................Office Manager Denise Baran
- Dispatch
- Gun Permits
- Emergency Management
Sheriff’s Office....................................Sheriff Jeff Nelson
- Operations
  The request includes eliminating two of the part-time positions and creating one full-time position.

The next Special Meeting-Committee of the Whole (Budget) meeting is scheduled for Tuesday, August 27, 2019, at 9:00 a.m., Board Room, Courthouse, Pine City, Minnesota.

With no further business, the meeting adjourned at 2:55 p.m.

Joshua C. Mohr, Chair                                      David J. Minke, County Administrator
Board of Commissioners                                 Clerk to County Board
MINUTES
OF
PINE COUNTY BOARD MEETING
SPECIAL MEETING
and
COMMITTEE OF THE WHOLE/BUDGET COMMITTEE

August 27, 2019 – 9:00 a.m.
Pine County Courthouse, Pine City Minnesota

Chair Josh Mohr called the meeting to order at 9:00 a.m. Present were Commissioners Steve Hallan, Steve Chaffee, John Mikrot, Jr. and Matt Ludwig. Also present were County Attorney Reese Frederickson, IT Manager Ryan Findell, Auditor-Treasurer Kelly Schroeder and County Administrator David Minke.

The pledge of allegiance was said.

Motion by Commissioner Ludwig to approve the agenda. Second by Commissioner Hallan. Motion carried 5-0.

County Attorney: County Attorney Reese Frederickson presented the budget request for the law library, victim services and county attorney’s office.

Health & Human Services and Veterans Services: Health & Human Services Director Becky Foss and Health & Human Services Fiscal Officer Michelle Kelash presented the Veteran Services and Health and Human Services budgets.

- Additional staff time to support veterans services would include 12 hours/week of office support from an existing case aide position. The case aide position will go from part time to full time and will assist in areas of P & I Grant, long-term care in social services, and the VSO. The full-time hours and benefits were split between the VSO and HHS budget. One public health supervisor position was not backfilled in 2019 and is not contained in 2020 budget. The long-term care unit in public health is now organized under social services.
- The tax levy increase needed for HHS is $129,052. This is the result of increasing the out of home placement budget by $250,000.

The order of presentations was adjusted to move Administration (as time permits), Information Technology (IT) and Highway presentations to the morning session.

Chair Mohr called a recess at 10:23 a.m.

The meeting reconvened at 10:30 a.m.

Administration
County Administrator David Minke stated the budget for the commissioner salaries will increase $1,200 for additional pay budgeted for the board chair for additional chair responsibilities. Presentation to be continued after lunch.
**Information Technology**
IT Manager Ryan Findell presented the Information Technology budget. Largest budget increase factors are wages and health insurance. The committee discussed squad/body cameras ($200,000) and jail cameras ($100,000) budgeted in Fund 43.

**Building Maintenance/Highway**
County Engineer and Public Works Director Mark LeBrun presented the department budget status and programs for Building Maintenance and Public Works. Budget includes planned purchases of six marked squads, six fleet vehicles and one motor grader. The county could reduce the overall property tax levy by reducing the building fund from $75,000 to $25,000. If reduced, the preliminary budget for Building Maintenance, the Building Fund, and Road and Bridge has an overall reduction of $3,094 in tax levy. LeBrun proposes to use $1,230,000 from the sales tax funds for designated projects.

Chair Mohr called a recess for lunch at 11:54 a.m.

The meeting reconvened at 1:00 p.m.

**Court Administration**
Court Administrator LuAnn Blegen and Courts Operations Supervisor Amy Isaacson presented the Court Administration budget. Requested allocation is $60,000 (unchanged from last year).

**County Administrator (continued from morning session)**
Administrator Minke noted an increase in conference/training and membership fees and subscriptions. Membership in the Hwy. 23 Coalition was discussed. After discussion, it was the consensus of the board not to join the Hwy. 23 Coalition.

The next Special Meeting – Committee of the Whole (Budget Committee) meeting is scheduled for September 10, 2019, at 10:30 a.m. in the Board Room, Courthouse, Pine City, Minnesota.

With no further business, the meeting adjourned at 1:45 p.m.

_____________________________ _____________________________
Joshua C. Mohr, Chair David J. Minke, Administrator
Board of Commissioners Clerk to County Board
Pine County Chemical Health Coalition
Minutes
August 12, 2019
Hinckley-Finlayson High School, Hinckley

Coalition Mission Statement
Pine County Chemical Health Coalition: Striving to prevent the misuse and abuse of alcohol, tobacco and other drugs

Attendance:
Jamie Root-Larsen, Positive Community Norms Media Specialist
Commissioners John Mikrot Jr and Matt Ludwig
Grace Mikrot, East Central High School Student
Jenilee Telander, Regional Prevention Coordinator
Reese Frederickson, Pine Co Attorney
Richard Newman, Recovery Leader
Paul Widenstrom, Pine Co Sheriff’s Dept
Michael Perry, East Central Crisis Services
Amber Chase, Pine Co Probation
Brian Masterson, Hinckley-Finlayson High School
Kara Christoperson, Essentia Health
Cara Keinanen, MN Teen Challenge
Lynette Forbes-Carney, Karen Jansen, Becky Foss, Samantha Lo, Hailey Freedlund, Krista Jensen, Pine Co HHS

1. Call to Order
Meeting commenced at 3:07 pm by Reese Frederickson.

2. Addition/Changes to the Agenda
Karen Jansen added topics from the recent Strategic Planning session. Samantha Lo motioned to approve revised agenda. This was seconded by Cara Keinanen. Motion carried.

3. Review Minutes of July 8, 2019
John Mikrot Jr. moved to approve 7/08/19 minutes, Cara Keinanen seconded. Motion carried.

SPIRIT

1. Introductions
All were welcomed, introductions made.

2. Videos
Viewed Make Your Bed – Change the World speech by Admiral William McRaven.

SCIENCE

1. Lynette Forbes-Carney

   a. Strategic Plan, 2019 – Proposed
      • Increase frequency of Compliance Checks from one to two times per year
      • Continue to provide Responsible Beverage Server Training, late spring and fall

Page 1
Pine County Chemical Health Coalition
• Work with alcohol outlets to conduct Retail Sticker Project (Sticker Shock) two times per year
• Drop coalition volunteering to check IDs at events
• Continue campaign to promote county’s Social Host Ordinance and work with cities to pass similar ordinances
• Collaborate with partners to address vaping in our schools and work toward passing T21 for county licenses
• Work with Sheriff’s Department to continue writing citations for Compliance Check failures
• Continue with PCN (Positive Community Norms) approach focusing on parents, caregivers, other adults and youth about alcohol among students
• Add vaping among students to PCN and Parent Educations
• Provide PCN education for Teachers
• Conduct Community Education regarding actual numbers of alcohol and vaping use by youth
• Update PreventionInPine.com website to include vaping information
• Add vaping curriculum in school

Reese thanked all that attended the planning session.  *Amber Chase made a motion to adopt the proposed Strategic Plan for fiscal year 2019.  Matt Ludwig seconded and motion passed.*

2. **Hailey Freedlund**

   a. **Tobacco and Other Drugs**
   - Viewed peer-to-peer vaping video from Essentia Health.  This is work-in-progress.  A pre and post survey are planned for students and instructors.  Had discussion and feedback.
   - Vaping sub-committee is not necessary at this point.  Hailey will bring related Minnesota Student Survey information to coalition to review and discuss.

3. **Reese Fredrickson**

   a. **Coalition Meeting Times**
   Based on a recent survey of coalition members, results revealed that more members may attend meetings given a later start time; 4:00-5:30 pm, continuing second Monday of the month.  *Amber chase motioned to adopt the change for a three-month period and Cara Keinanen seconded.  Motion carried.*

**ACTION**

1. **Lynette Forbes-Cardey**

   a. **Upcoming Member Training**
   - Marijuana Prevention Workshop, Sept. 25, Maple Grove
   - SAPST – Substance Abuse Prevention Skills Training, Sept. 16-19, Mankato
   - Minnesota Prevention Program Sharing Conference, Oct. 24-25, Duluth
   Conference information was discussed and a handout given to members, which included breakout sessions offered.  Up to 3 people may attend.
   
   Email Karen Jansen if interested in attending.

   b. **Volunteer Opportunities**

Page 2

Pine County Chemical Health Coalition
• August 24-25 Rutabaga Festival and Fair, Askov. Information booth, set and take down.
• November 14 Mental Health education for students (Essentia Health), East Central High School

2. Becky Foss
   a. Changing Gaits Event 9/28
      Fundraising event from Noon – 7:00 pm. Coalition information to be distributed from SHIP table.
   b. Coalition Information to Annual Liquor Licensees
      • Social Host Ordinance awareness flyer and Coalition one-sheet to be given to each licensee at August annual registration
      • Interest in developing a ‘partners’ window cling, also a letter from the coalition
      • Acknowledged that information will need to be provided to cities in the future

3. Jamie Root-Larsen
   a. Media Update
      • Volunteered at Pine County Fair booth
      • Creating Annual Report
      • Finalized new theater ads
      • Ordered Hinckley-Finlayson PJs hoodies, a 2’ x 3’ banner, additional pens
      • Making new billboard designs into bottled water labels

RETURN

1. News from the Schools
   • Eagle Teens in Action
      Recently: Breakfast with ETA
      On-Going or Up-Coming: Continue work on Photo Voice Project, volunteer at Rutabaga Days
   • Positive Jags
      Did not meet this summer

2. Training/Volunteer/Event Reports from Members
   • Several coalition members volunteered at booth for Corn & Clover Carnival. It was suggested that a student group would be more appropriate for this event in the future.

3. Lynette Forbes-Cardey
   Resigning her position, last day is Friday, 8/16. Expressed that it has been an honor to grow with the coalition and thanked all. Group expressed gratitude to Lynette and wished her the best.

3. Next Meeting – Monday, September 9, 2019, 4:00 pm at East Central High School

4. Adjourned- 4:25 pm. Samantha Lo motioned, Cara Keinanen seconded and meeting was adjourned.

Minutes prepared by Karen Jansen. \PCCHC\Minutes\2019\Aug 12 min.doc
MONTHLY BOARD OF DIRECTORS MEETING PINE COUNTY HOUSING AND REDEVELOPMENT AUTHORITY.

The regular meeting of the Pine County HRA Senior Housing Board of Directors was held on June 26, 2019 at 1:00 p.m. at the Sandstone Manor. Commissioners of the HRA present were Board Chair Dorothy Stockamp, Jan Oak, Dennis Korpi, Greg Kvasnicka, Cheri Drilling, Cammy Robbins, Resident Manager, Richard Soens, and Tenant, Kathy Soens, Pine County Commissioner, Matt Ludwig.

1. The meeting was called to order at 1:00 p.m. by Board Chair D. Stockamp and the Pledge of Allegiance was said.

2. The HRA Board minutes from the Monthly Meeting conducted May 22, 2019 were reviewed by the Board members. A motion was made by J. Oak and seconded by D. Korpi to accept the minutes. Motion carried: Yeas 5, Nays 0

3. The Management Agent Report and the monthly financial statements and investment report were prepared by T. Gehrke. A motion was made by D. Stockamp and seconded by G. Kvasnicka to approve the financial statements and the investment report. Motion carried: Motion carried: Yeas 5, Nays 0

4. The Board will contact Tyron at MHP to attend the next meeting.

5. Tammy Gehrke will contact Althoff and Associates to review annual audit report at the August 2019 Board meeting. Each member received a copy of this report to review individually prior to the August Meeting.

6. Dorothy will contact Tyrone and Caleb to attend July 2019 Meeting.

7. A motion was made by C. Drilling and was seconded by J. Oak to adjourn the meeting at 2:58 p.m. Motion carried: Motion carried: Yeas 5, Nays 0

Dorothy Stockamp  
HRA Board Chair  

Tammy Gehrke  
Management Agent
August 2019

CR 103, T38N R22W and R21W, reset, tie out and GPS PLSS corners after excavations. Update files.

CR 150, T44N R21W Section 27, reset, tie out and GPS PLSS corner after excavation. Update files.

CSAH 40, T44N R21W Section 26, reset, tie out and GPS PLSS corners after excavations. Update files.

CSAH 45, T44N R18W, reset, tie out and GPS PLSS corners after excavations. Update files.

CR 171, T44N R18W, reset, tie out and GPS PLSS corners after excavations. Update files.

CR 153, T44N R18W, reset, tie out and GPS PLSS corners after excavations. Update files.

CSAH 44, T44N R18W search for and GPS PLSS corners. Excavate with a backhoe for original PLSS corner evidence. Update files.

Sunnyside Road, T39N R20W Section 31, reset, tie out and GPS PLSS corner after excavation. Update files.

Cemetery Road, T39N R20W Section 31, reset, tie out and GPS PLSS corner after excavation. Update files.

Edgewater Road, T39N R21W Section 11, reset, tie out and GPS PLSS corners after excavations. Update files.
August 2019

Provide HARN coordinate data for GIS to County Recorder as needed.

Draft and review legal descriptions for County Right of Way Dept. and County Land Dept. as needed.

Review Plats and Minor Subdivisions for County Zoning Dept. as needed.

Review and file PLSS corner certificates provided by private surveyors as needed.

Review, edit and file PLSS corner certificates created by County Surveyor as needed.

Review, edit and file Certificates of Survey created by County Surveyor as needed.

Robin T. Mathews, Pine County Surveyor
AGENDA REQUEST FORM

Date of Meeting: September 3, 2019

☐ County Board
☒ Consent Agenda
☐ Regular Agenda

☐ Personnel Committee
☐ Other __________

5 mins. ___ 10 mins. ___ 15 mins. ___ Other ___

Agenda Item: August, 2019 Disbursements/Claims Over $2,000

Department: Auditor-Treasurer

Kelly

Department Head signature

Background information on Item:

August, 2019 Disbursements and Claims over $2,000

Action Requested:

Approve

Financial Impact:
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AGENDA REQUEST FORM

Date of Meeting: September 3, 2019

☑ County Board
☐ Consent Agenda
☐ Regular Agenda
☐ 5 mins
☐ 10 mins
☐ 15 mins
☐ Other

☐ Personnel Committee
☐ Other

Agenda Item: Donation

Department: Sheriff

Background information on Item:
A donation to the K-9 program in the amount of $1,000.00 was received from Mr. and Mrs Peter Christian on 08/14/19.

Action Requested:
Acknowledge donation and authorize to the K-9 account.

Financial Impact:
AGENDA REQUEST FORM

Date of Meeting: September 3, 2019

- County Board
- Consent Agenda
- Regular Agenda

☐ Personnel Committee
☐ Other ________________

Agenda Item: __________ Veteran Outreach Donations

Department: __________ Auditor-Treasurer

Background information on Item:

Donations have been received for the upcoming Veterans Outreach Event.

Action Requested:

Consider accepting the following donations: $500 from Jens Jensen Post No. 243 and $100 from American Legion Post 151 for veteran outreach.

Financial Impact:

N/A
AGENDA REQUEST FORM

Date of Meeting: September 3, 2019

☑ County Board
☐ Consent Agenda
☐ Regular Agenda
☐ Personnel Committee
☐ Other

5 mins ☐ 10 mins ☐ 15 mins ☐ Other ☐

Agenda Item: Deputy backfill

Department: Sheriff

Background information on Item:
At the August 13, 2019 personnel committee meeting, the resignation of full time Deputy Garret Munson was approved, along with backfill from the current part time deputy pool.

Action Requested:
Acknowledge the transfer of part time Deputy Colin Waddle to full time status effective as of September 1, 2019 as per personnel committee and Co Board approval to backfill at the August 20, 2019 meeting.

Financial Impact:
Funds are in the 2019 budget.
AGENDA REQUEST FORM

Date of Meeting: 09-03-19

☑ County Board
■ Consent Agenda
□ Regular Agenda
5 mins □ 10 mins □ 15 mins □ Other □

□ Personnel Committee
□ Other __________

Agenda Item: DWI enforcement assignment

Department: Sheriff’s Office

Department Head signature

Background information on Item:
The board has approved the grant funded DWI enforcement position at the August 20th board meeting. The Sheriff has assigned Deputy Cody LaRoue to the position. The position will be funded from October 1, 2019 until September 30, 2020.

Action Requested:
Approve assignment of Deputy LaRoue.

Financial Impact:
None - grant funded
AGENDA REQUEST FORM

Date of Meeting: September 3, 2019

- [ ] County Board
- [ ] Consent Agenda
- [ ] Regular Agenda

5 mins [ ] 10 mins [ ] 15 mins [ ] Other [ ]

- [ ] Personnel Committee
- [ ] Other

Agenda Item: Approve Hiring

Department: HHS

Jodi M. Blesener
Department Head signature

Background information on Item:
The department recently held interviews for the vacant Office Support Specialist (OSS) in the Child Support Unit, previously held by Julia Larson. The department was authorized to backfill the OSS position. The position has been offered and accepted by Stacey N Bisek, who can begin her employment with HHS effective September 9, 2019 at Grade 2 (Step 2, $15.69/hour).

Action Requested:
Authorize the hiring of Stacey N Bisek at Grade 2 (Step 2 $15.69/hour).

Financial Impact:
Position has been budgeted in the 2019 HHS budget.
AGENDA REQUEST FORM

Date of Meeting: September 3rd, 2019

☑ County Board
☐ Consent Agenda
☐ Regular Agenda  5 mins ☐ 10 mins ☐ 15 mins ☐ Other ☐

☐ Personnel Committee
☐ Other ___________

Agenda Item: Request for Overnight Training

Department: Probation

Background information on Item:

The Minnesota Correction's Association will hold its annual Fall Institute at Grandview Lodge October 22nd-October 25th, 2019.

Action Requested:

Consider authorization for Corrections Agent Michelle Sellner to attend the MCA Conference 10/22-10/25. Probation has funds available in their 2019 lodging/training budget.

Financial Impact:

$275.00 registration
$300.00 lodging

$575.00 total

**meals are included** Agent will use county vehicle, as available.
AGENDA REQUEST FORM

Date of Meeting: 9/3/2019

- County Board
- Consent Agenda
- Regular Agenda 5 mins □ 10 mins □ 15 mins □ Other □
- Personnel Committee
- Other __________

Agenda Item: Approval for Training

Department: HHS

Background information on Item:

Hailey Freedlund to attend the Food Justice Summit, in Duluth from 11/4/2019-11/6/2019. The Food Justice Summit provides education on food systems work, including connecting farming communities and restoring healthy food systems.

Action Requested:

Approval of Hailey Freedlund to attend the Food Justice Summit, from 11/4-11/6 in Duluth MN.

Financial Impact:

All funds are allocated through our regional SHIP grant, coordinated by Kanabec County. No impact on our Pine specific SHIP grant or county funds.
AGENDA REQUEST FORM

Date of Meeting: __ September 3, 2019

☐ County Board
☒ Consent Agenda
☐ Regular Agenda 5 mins. ___ 10 ___ 15 mins. ___ Other ___

☐ Personnel Committee
☐ Other _____________

Agenda Item: __Request for Training

Department: ____ Administration

[Signature]

Department Head signature

Background information on Item:

The Minnesota Association of County Administrators annual conference is scheduled for October 2-4, 2019 at Ruttgers Bay Lake Lodge in Deerwood. Estimated costs are: conference registration $175; meals/lodging $482; mileage $92.00. Total $749.

Action Requested:

Approve the attendance of County Administrator David Minke at the Minnesota Association of County Administrators Annual Conference.
PINE COUNTY INSURANCE COMMITTEE
Minutes
August 19, 2019 - 10:00 AM
Board Room, Pine County Courthouse
Pine City, Minnesota

Members Present: Commissioner Ludwig
Commissioner Hallan

Others Present: David Minke, Shawn Linnell, Yvette Weis, Tim Ballis, Todd Lindstrom, Jordan Jusczak, Darren Gibson, Jennifer Christensen, Terry Lovgren, Debbie Gray, AFSCME Council Representative Sheila Pokorny, and Flexible Benefit Consultants Representative Justin Kroeger

 Commissioner Hallan called the meeting to order at 10:00 AM.

1. **2020 Renewal – Resource Training Solutions Service Cooperative**
   A. Justin Kroeger, Flexible Benefit Consultants, reviewed the renewal proposal from Resource Training Solutions (RTS). The calculated renewal increase for 2020 was 14.4%. However the RTS cap for an increase is 12%. Justin reviewed the premium analysis from the vendors:
      i. PreferredOne: 11.90% projected increase
      ii. Health Partners: 15.22% projected increase
      iii. PEIP: 16.42% projected increase
      iv. BlueCross Fully-Insured (BCBS direct without the service cooperative): 18.84% projected increase
      v. Medica: 27.14% projected increase
      vi. UnitedHealth Group: 29.46% projected increase
   B. Other Discussion – Teamsters Plan
      Justin had stated that RTS, Preferred One and Health Partners were similar in core benefits provided. The Teamsters plan is appealing because it is very comprehensive -- low deductibles, offers life, dental and vision built in the plan, however Justin feels it is not a good fit for Pine County employees because the out of pocket maximum exposure for employees on the Teamsters plan is much greater than what we currently have. It starts at an earlier threshold with a $500 deductible but the window of exposure on the back end is much higher (double or triple the plans we have through the county). If there is interest, Justin will contact the other carriers and get quotes and match it to the Teamsters’ plan to do a fair comparison.

2. **2020 Best and Final Offers**
   A. Resource Training & Solutions Coop (Initial Renewal Offer – 12.00%)
      • Justin will contact RTS for a Best and Final
   B. PreferredOne: (Initial proposal was 11.90% increase, including a 12% second year cap)
      • 9.72% proposed increase, includes 11.5% second year cap
      • Enhancement: allowing us Open Access 300 Network (compares to narrow access we have currently) in addition to full access network. (OA 300 is a replica of their full open access network but excludes in network access to Mayo Clinic.) Typical for PreferredOne to not allow groups to have open access network and network that excludes Mayo Clinic, but on Best and Final they are allowing us to do that.
   C. Health Partners: (Initial proposal was 15.22%)
      • 8.82% projected increase
      • Includes a 2nd year, 2-way 8% cap; second year is contractual, if county would exit before the end of the second year there would be a substantial penalty to the county
      • Limited value network plans would revert back to full open access plan (we would go down to three plans)
3. **2020 Alternative Carrier Proposal Considerations**
   
   A. If the county left RTS, would we be allowed to back in? Justin stated that the service cooperative wants “good risks” and doesn’t want to take back a higher risk group. We could be accepted back in if we were a good risk.
   
   B. Justin had requested Preferred One and Health Partners to provide their formularies status, to do a plan/carrier disruption analysis, and provide orthopedic protocols. Neither carrier would provide that until they are sure there is some interest from the county.
   
   C. Prevention/wellness was discussed. Neither plan offers much for wellness other than the $20 fitness discount. Any other wellness plans would by county funded.
   
   D. Justin recommendation that we back away from Key RX Formulary due to the number of drugs excluded that are currently used by employees.
   
   E. Plan redesigns to lower our premium to below an 8% increase was discussed. These changes could include increasing deductibles, reduction of co-insurance, removing fourth quarter carryover, changing from the Flex formulary to Key formulary, and increasing out of pocket maximums. Justin recommends:
      
      i. Increasing the deductibles on the HSA plans
      
      ii. Justin does not recommend changing from Flex Rx to Key Rx
         
         ▪ Justin did a comparison of the top 80 drugs utilized by employees
            
            If it is a non-preferred drug, an employee may still be able to get the drug but will have to go through some additional steps to get the medication
      
      iii. Would request RTS to change our out of pocket to $3200/$5400 from $3000/$5000.
      
      iv. Remove 4th quarter carryover
   
   F. Justin stressed that with a change in provider such as Health Partners, he is able to match up the deductibles, out of packet maximums, analysis on the networks, but there is going to be disruptive pieces.

4. **Renewal Plan and Timeline**
   
   A. Justin Kroeger outlined his next steps in the renewal process including:
      
      i. Contact RTS for a Best and Final
         
         ▪ Increase has to be 8% or less
         
         ▪ Increase of deductible in order to lower premium ($300 single/$600 family)
      
      ii. Contact Health Partners for a plan redesign to bring the increase to less than 8%, including increase in deductible ($300 single/$600 family)
      
      iii. Invite Health Partners and RTS to make a presentation to the Insurance Committee at the September 9th Insurance Committee meeting.
      
      iv. Request from Health Partners their prescription drug formularies, plan/carrier network disruption analysis, orthopedic protocol and a general contract comparison
      
      v. Provide list of network providers from HealthPartners and RTS to Insurance Committee for comparison with plans we currently have

5. The next Insurance Committee meeting will be September 9, 2019, 10:00 a.m., Pine City County Board Room.

6. With no further business, the meeting adjourned at 11:40 a.m.
AGENDA REQUEST FORM

Date of Meeting: September 3, 2019

☑ County Board
☐ Consent Agenda
☒ Regular Agenda 5 mins ☑ 10 mins ☐ 15 mins ☐ Other ☐

☐ Personnel Committee
☐ Other __________

Agenda Item: Donation for School Supply Drive/SWAC - Update

Department: Pine County Sheriff’s Office

Background information on Item:

The Pine County Sheriff’s Office received donations of $700 for the School Supply Drive.

Shop with a Cop information/update to share with the Pine County Board.

Action Requested:

The Pine County Sheriff's Office respectfully asks the County Board to acknowledge and accept the donation into the Pine County Sheriff's Office Backpack fund for the School Supply Drive.

Financial Impact:

Donations for the School Supply Drive are not supplemented with any department funding.
AGENDA REQUEST FORM

Date of Meeting: September 3, 2019

☑ County Board
☐ Consent Agenda
☐ Regular Agenda

☐ Personnel Committee
☐ Other

Agenda Item: Award Contract #1905

Department: Pine County Public Works

Background information on Item:

Contract #1905
SAP 058-607-025 Located on CSAH 7 Between I-35 and CSAH 61 in Pine City

Action Requested:

Award contract #1905 to Knife River Corp. the lowest responsible bidder in the amount of $1,288,145.31 as determined by the County Engineer

Financial Impact:

Projects funded in 2019 budget
# PCPW
## Project Bid Abstract

**Project Name:** Located on CSAH 7 from I35 to Main Street  
**Contract No.:** 1905  
**Client:** Pine County Highway  
**Project No.:** SAP 058-607-025  
**Bid Opening:** 08/26/2019 10:00 AM  
**Owner:** Pine County Highway

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SAP 058-607-025 - Project Bid Abstract

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Totals for Project SAP 058-607-025: $1,255,700.85

% of Estimate for Project SAP 058-607-025: 2.58%

I hereby certify that this is an exact reproduction of bids received.

Certified By: [Signature]
License No. 40478
Date: 8/16/19

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