



**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, August 20, 2019, 10:00 a.m.**  
**North Pine Government Center**  
**1602 Hwy. 23 No., Sandstone, 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 6, 2019 county board meeting and Summary for publication
- F) Minutes of Boards, Reports and Correspondence
  - Chemical Health Coalition Minutes – July 8, 2019
  - Minnesota Public Utilities Commission Notice of Comment Period on Settlement
- G) Approve Consent Items

**CONSENT AGENDA**

The consent agenda is voted on without any discussion. Any commissioner may request an item be removed and added to the regular agenda.

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

<b>Fund</b>	<b>July 31, 2018</b>	<b>July 31, 2019</b>	<b>Increase(Decrease)</b>
General Fund	5,188,145	6,284,036	1,095,890
Health and Human Services Fund	1,577,163	1,377,416	(199,748)
Road and Bridge Fund	4,590,379	5,785,522	1,195,143
Land Management Fund	1,307,000	1,410,794	103,794
<b>TOTAL (inc non-major funds)</b>	<b>15,191,260</b>	<b>17,145,721</b>	<b>1,954,461</b>

**2. July 2019 Disbursements/Claims Over \$2,000**

Consider approval of Disbursements Journal Report, July 1, 2019 – July 31, 2019 and claims over \$2,000.

3. **Applications**

Consider approval of 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. Consider restricting account 01-255-001-0000-5751 for the Restitution Community Services Fund and accept \$605 from various individuals.

B. Consider 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**

Consider acceptance of the 2020 Grant Agreement for an DWI Officer in the amount of \$97,582.45, effective October 1, 2019 through September 30, 2020. The grant will cover the DWI officer’s operating cost and conference fees. There is no match requirement.

6. **JPA Amendment – DOC Offenders**

Consider approval of 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**

Consider approval of 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**

Consider approval of a 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. Consider transferring 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. Consider authorization for 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. Consider authorization for 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. Funds are available in the 2019 Health & Human Services budget.
- C. Consider authorization for 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.
  - ii. Toward Zero Death (TZD) Conference, October 23-24, in St. Cloud. Registration: \$105; Lodging: \$130; Meals: \$15. Total cost: \$250.Funds for both trainings are available in the 2019 Public Health Budget.
- D. Consider authorization for 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. **Retirement**

Recognition of Health & Human Services Case Manager Vicki Hanson and her 10 years of service to Pine County.

2. **Health & Human Services Committee Report**

The Health & Human Services Committee met August 6, 2019 and the overview of the meeting was provided at the August 6, 2019 county board meeting; action taken at that meeting. Minutes are provided only for review of content. No additional board action is necessary.

3. **Facilities Committee Report**

The Facilities Committee met August 7, 2019 (Minutes attached). Minutes are informational only, no board action is required.

4. **Personnel Committee Report**

The Personnel Committee met August 13, 2019. (Minutes attached). 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 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.

Other items are informational only.

**5. Public Safety Committee Report**

The Public Safety Committee met on August 13, 2019 (Minutes attached). The Public Safety Committee recommend the Pine County Probation Department purchase two (2) X26P Tasers (\$895 each) and cartridges (\$5 each).

**6. Insurance Committee Report**

The Insurance Committee will meet on August 19, 2019. The committee will provide an update at the county board meeting. Minutes will be provided at the September 3<sup>rd</sup> board meeting.

**7. MCIT Annual Report**

Paul Hajduk, MCIT Risk Management Consultant, will present their annual report.

**8. Pine County Highway 23 Coalition**

Presentation by Board Member Holly Wilson and Aaron Backman, Executive Director of the Kandiyohi County and City of Willmar Economic Development Commission. The Highway 23 Coalition is focused on improving Highway 23 to support commerce and economic development.

**9. Commissioner Updates**

Law Library  
East Central Solid Waste Commission  
East Central Regional Library  
Pine County Chemical Health Coalition  
Soil & Water Conservation District  
Other

**10. Other**

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

- A. **Pine County Board Meeting (Regular), Tuesday, August 20, 2019, 10:00 a.m.**, North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota. **Budget Committee** will commence at **1:00 p.m.**
- B. **Special Meeting-Committee of the Whole (Budget), Wednesday, August 21, 2019, 9:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota.
- C. **Regional Advisory Board (RAC), Thursday, August 22, 2019, 10:00 a.m.**, St. Louis County EOC Pike Lake, St. Louis County EOC – Pike Lake, 5735 Old Miller Trunk Highway, Duluth, Minnesota.
- D. **Snake River Watershed Joint Board, Monday, August 26, 2019, 9:00 a.m.**, Kanabec County Courthouse, 18 North Vine, Mora, Minnesota.
- E. **Lower St. Croix IWIP Policy Committee, Monday, August 26, 2019, 4:00 p.m.**, Wyoming Library, 26855 Forest Blvd., Wyoming, Minnesota.
- F. **East Central Regional Development Commission, Monday, August 26, 2019, 5:00 p.m.**, 100 Park St. So., Mora, Minnesota.
- G. **Special Meeting-Committee of the Whole (Budget), Tuesday, August 27, 2019, 9:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota.
- H. **CANCELLED: Technology Committee, Tuesday, August 27, 2019, 9:00 a.m.**, Commissioner Conference Room, Courthouse, Pine City, Minnesota.
- I. **NLX, Wednesday, August 28, 2019, 10:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota
- J. **Housing and Redevelopment Authority (HRA) Board, Wednesday, August 28, 2019, 1:00 p.m.**, Sandstone Manor, 510 5<sup>th</sup> Street, Sandstone, Minnesota.
- K. **Central Regional EMS, Friday, August 30, 2019, 10:00 a.m.**, Stearns County Service Center, Waite Park, Minnesota.
- L. **Pine County Board Meeting, Tuesday, September 3, 2019, 10:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota.

**Board to Recess for Lunch and Reconvene at Chair’s Discretion**

12. **2020 Preliminary Budget (Estimated 1:00 p.m.)**

- A. Review 2020 budget environment and major revenue and expenditures —Auditor-Treasurer
- B. Preliminary Budget Requests
  - a) Pine County Historical Society
  - b) Pine County Soil and Water Conservation District
  - c) University of Minnesota Extension

13. **Labor Negotiations – This may be a closed session**

- A. Discussion of Labor Negotiation Strategies and development of labor negotiation proposals. The Labor Agreement with the Correction Officers and Dispatchers expires December 31, 2019. Additionally, the county’s health insurance proposal for 2020 is greater than 8% which triggers a reopener clause in many other labor agreements.

This portion of the meeting may be closed under Minnesota Statute 13D.03. If the board desires to close the meeting the following motion should be considered:

*“I move to close this meeting as provided 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.”*

14. **Adjourn**