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:

Revision
1. Remove Consent Agenda Item 5, Grant Agreement – DWI Officer, to Regular Agenda Item 3(A)

Additional Information
1. 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

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

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 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

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