

**MINUTES OF PINE COUNTY BOARD MEETING  
Special Meeting -- Committee of the Whole  
SSTS, 2014 HHS Budget & 2014 General Fund Budget**

**Tuesday, November 19, 2013  
Pine County Courthouse, Pine City, Minnesota**

Chair Hallan called the meeting to order at 1:40 p.m. Present were Commissioners Mitch Pangerl, Curt Rossow and Matt Ludwig. Also present were County Administrator David Minke and Land Services Director Kelly Schroeder. Commissioner Chaffee was absent (excused).

The pledge of allegiance was said.

**Motion** by Commissioner Pangerl to adopt the Agenda. Second by Commissioner Ludwig. Motion carried 4-0.

**Subsurface Sewage Treatment Systems**

The board discussed the Subsurface Treatment Systems Ordinance.

**A. Compliance Inspections**

Schroeder indicated her office will be looking for three things: Watertightness of the tank, vertical separation from ground water, and no discharge to the surface.

**B. Subsurface Sewage Treatment System**

The board discussed the process for septic/sewage complaints made by the public. The SSTS Ordinance does not specify.

Recess taken at 1:45 p.m.

The meeting reconvened at 2:10 p.m. at the Pine Government Center conference room, 315 Main Street, Pine City, Minnesota.

Discussion continued regarding the public complaint process; Schroeder indicated the county attorney felt phone complaints were a necessary format.

It was determined that septic/sewer complaints made by the public will be received by the Land Services Office in both telephonic or written format. This procedure will be reviewed in six months for modification, if necessary.

**C. Point of Sale**

Schroeder indicated that additional option language was added to the SSTS Ordinance:

- Establish an escrow agreement with sufficient funds to bring SSTS up to compliance
- The buyer to accept all responsibility for the necessary inspection and upgrading of

SSTS. With this option, the county would still require the compliance inspection after the fact and the buyer will be responsible for necessary upgrades.

**D. City/Township Relations**

Schroeder also indicated that additional language was added to the Ordinance regarding 'City/Township Relations' to reflect that the cities/townships have to be at least as strict in their ordinance as the County for their sewer inspection.

Schroeder indicated a revised draft of the Subsurface Sewage Treatment Systems Ordinance will be sent out to township/cities on November 20, 2013 for their consideration.

Public Meeting scheduled for January 7, 2014.

Inquiry was made if the Land Services Department will have sufficient employees with this additional responsibility; Schroeder indicated that private businesses will do the inspection, her staff level is adequate at this point.

**2014 HHS BUDGET**

Present were Chair Steve Hallan, Commissioners Mitch Pangerl, Curt Rossow and Matt Ludwig. Also present were County Administrator David Minke, HR and Payroll Specialist Matt Christenson, HHS Director Patrick Bruflat and Fiscal Supervisor Russ Baron. Commissioner Chaffee was absent (excused).

Director Bruflat provided an overview for the 2014 proposed budget:

- Anticipated unbalanced 2014 HHS budget.
- Anticipated increase of \$250,000 tax levy for 2014.
- No anticipated increase in staffing level
- No decrease of out-of-home funding

Two big expenditures: (1) \$60,000 for 60 new computers due to no support available after 2013; suggest stagger replacement in the future (20/25 per year), anticipated 50% reimbursement; (2) \$140,000 purchase of software for workflow to be used by child support & income maintenance departments, anticipated 50% reimbursement.

Director Bruflat will have a better idea of overall 2013 budget in February/March 2014; the budget has been out of balance since 2009 and relied on reserves.

Proposed 2014 expenditures: \$8,885,056; Proposed 2014 Revenue: \$8,461,734 = -423,000±

County Administrator Minke asked historically what has been the expenditure in the last two months of the year? Fiscal Supervisor Baron indicated historically 1.2M.

Discussion held as to how to maintain/reduce budget: stay conservative on contracts, watch expenditure, efficiency, projected revenue. Bruflat indicated since August 2013 he has closed the budget by \$600,000. Baron stated a lot of HHS services are mandated – discussion was had

how to most efficiently provide for mandated services. Commissioner Pangerl inquired what the penalties are for not providing all mandated services.

Administrator Minke asked how to change year end fund balance downward curve -- Chair Hallan inquired if monies could be saved by joining services with other counties. Henry Fischer (media) commented other counties utilize grant writing as an additional source of payment for services provided. Administrator Minke indicated that revenue would need to be added or expenditures cut.

Two year target to balance the HHS budget.

Director Bruflat was asked to develop a plan for discussion for January that will decrease expenditures by \$200,000 in 2014 and 2015.

Recess taken at 3:40 p.m.

The meeting reconvened at 3:45 p.m.

### **2014 GENERAL FUND BUDGET**

Present were Chair Hallan, Commissioners Mitch Pangerl, Curt Rossow and Matt Ludwig. Also present were County Administrator David Minke and HR and Payroll Specialist Matt Christenson. Commissioner Chaffee was absent (excused).

Administrator Minke indicated the total levy has been reduced by approximately three percent as 100% had originally been levied and this is unrealistic due to uncollected taxes.

The jail budget has been adjusted to include an additional \$20,000 in medical expense, \$3,000 in equipment expense and \$23,000 in boarder revenue. These amounts are net neutral.

Office supplies have previously been accounted for in central services (Dept. 62), which is inefficient for tracking. The \$40,000 in this budget has been distributed to the individual departments. This change is a revenue neutral adjustment.

The General Fund, from the initial preliminary budget to the revised preliminary budget, expenditures were reduced \$244,444 and revenue was reduced \$339,399, leaving a positive balance of \$417, 696. This amount is below the \$500,000 target.

Discussion held regarding increased revenue. Chair Hallan suggested the sale of additional timber and the sale of a \$50,000 parcel of county land. Hallan commented he would like to see an additional \$100,000 in revenue. Administrator Minke suggested by reducing the amount budgeted for the building fund, additional revenue from the land fund could be dedicated to the building fund and increasing the general fund to the \$500,000 target amount.

Discussion held regarding the Minnesota Housing Partnership request for \$5,000 - \$10,000 for a regional housing study. It was the consensus of the board to not fund the housing study.

Commissioner Pangerl left the meeting at 3:55 p.m.

Commissioner Rossow questioned the designated use of \$16,940 in the SWCD budget.

A Committee of the Whole – Budget meeting is scheduled for December 3, 2013 between the 11:00 a.m. HRA meeting and the 1:00 p.m. board meeting at the Public Health Building, Sandstone.

The Truth-in-Taxation meeting is scheduled for December 5, 2013 at 7:00 p.m. The final levy needs to be certified by December 30, 2013. The last regular meeting of the year is December 17, 2013 -- adoption of the final budget and levy will be scheduled for that meeting.

With no further business, the meeting was adjourned at 4:15 p.m.

---

Stephen M. Hallan, Board Chair  
Pine County Board of Commissioners

---

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