

**MINUTES OF THE
PINE COUNTY BOARD MEETING
Regular Meeting and Committee of the Whole (Kanabec-Pine Community Health Board)
Tuesday, December 15, 2015, 10:00 a.m.
Board Room, Pine County Courthouse, Pine City, Minnesota**

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

The Pledge of Allegiance was said.

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

Chair Hallan welcomed the members of the Kanabec County Board of Commissioner.

Chair Hallan requested the following revisions to the Agenda:

Add Consent Agenda, Item #10:

Consider approval of Agreement to Provide Professional Services Between Pine County and TriMin Systems, Inc.

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

Commissioner Chaffee moved to approve the Minutes of the December 1, 2015 board meeting and Summary for publication. Second by Commissioner Mohr. Motion carried 5-0.

Commissioner Ludwig moved to approve the Minutes of the December 3, 2015 Truth in Taxation meeting for publication. Second by Commissioner Chaffee. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

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

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

CONSENT AGENDA

1. Approve November, 2015 Cash Balance

Fund	November 30, 2014	November 30, 2015	Increase(Decrease)
General Fund	3,420,715	4,598,365	1,177,650
Health and Human Services Fund	526,038	1,213,752	687,714
Road and Bridge Fund	2,091,342	1,751,761	(339,581)
Land Management Fund	2,083,038	2,718,203	635,165
TOTAL (inc non-major funds)	9,661,450	12,081,494	2,420,043

2. Application for Abatement

Approve Application for Abatement for:

- a. Dennis Frandsen & Co., Inc., Pine City Twp., PID 26.0388.000, pay 2013, 2014 and 2015.
- b. Greg Waldhalm, 3263 Laketown Road, Sturgeon Lake, PID 46.0034.000, pay 2014 and 2015.

3. Approval of Tobacco Licenses for 2016

Approve 2016 tobacco licenses for the following vendors: Banning Junction, Beroun Crossing Market, Casey's, Chengwatana Country Club, Chris' Food Center (2), Crossroads Convenience Store, Daggett's Super Valu, Dave's Oil Corp., Denham Run Bar & Grill, Duquette General Store, Family Dollar Store-Sandstone, Finlayson Municipal Liquor Store, Froggies, Heidelberger's Rock Creek Motor Stop, Hinckley Firehouse Liquor, Holiday Station stores #6, 226, and 258 (3), Kurt's Station, Kwik Trip, Minit Mart (2), Main Street Grocery, Mainstreet Milkhouse, Murphy's, Nickerson Bar & Motel, Inc., Petry's Bait Company, Pine City Tobacco, Pump N Munch, Quarry Store, Rich's Bar, Sandstone Petro Plus, Side Tracked, Slim's Service, Inc., Smoking Lamp, Squirrel Cage, Stogies Discount Tobacco, Super America #4500, Super Smokes, Tank's Tavern, Thriftee Troll, Tobies Station, Inc., Wal-Mart Supercenter #2367, West Beroun Liquors.

4. Appointment to the Northeast Minnesota Regional Advisory Committee (RAC)

Approve reappointment of Sheriff Jeff Nelson to the Northeast Minnesota Regional Advisory Committee for 2016.

5. Contract Between State of Minnesota and Health & Human Services – MFIP & Work Diversionary Work Program

Approve contract between the State of Minnesota (MN State Colleges and Universities) on behalf of Pine Technical and Community College Employment and Training Center and Pine County Health & Human Services for services required to be offered through some of the Income Maintenance Programs in HHS. Contract effective January 1, 2016 through December 31, 2017. The amount to MnSCU shall not exceed a grand total of \$343,742 per contract year for all Consolidated Fund Employment Services. Authorize Board Chair and County Administrator to sign.

6. Sale of U.S. Bancorp Stock

Approve Resolution 2015-45 allowing for the sale of 934 shares of US Bancorp stock owned by Pine County Health & Human Services and authorize Board Chair and County Administrator to sign.

7. Unpaid Health & Human Services Internship

Approve Jennifer Morrison to complete a 480-hour unpaid social work internship at Pine County Health & Human Services, commencing January 5, 2016.

8. Prosecution Agreement – City of Hinckley

Approve Agreement for Prosecution Services between the County of Pine and the City of Hinckley for the term January 1, 2016 through December 31, 2016. Consideration to be paid by the City of Hinckley is \$20,000. Authorize Board Chair and County Auditor to sign.

9. Training

Approve County Engineer Mark LeBrun to attend the 71st Annual MN County engineers Conference at Cragun's Resort in Brainerd, January 19-22, 2016. Total cost: \$833.

10. TriMin Systems, Inc. Contract with Health & Human Services

Approve Agreement to Provide Professional Services Between Pine County and TriMin Systems, Inc.. The term of the contract is for one year expiring December 31, 2016. The 2016 Annual Support contract calls for \$400 per quarter per system (\$3,200) with an hourly rate for services of \$150 per hour. Authorize Board Chair and County Administrator to sign.

REGULAR AGENDA

1. Public Hearing – Proposed Property Tax Abatement

Economic Development Coordinator Robert Musgrove explained the purpose of the public hearing was to consider approval of a proposal to allow the County to abate all or a portion of property taxes levied by the County to provide assistance to help construct a new medical center and campus within the North Pine Area Hospital District.

The Board asked for additional information from Sandstone City Administrator Sam Griffith and Gateway Family Health Clinic Administrator Eric Nielsen. Discussion held regarding the ‘but for’ clause and if Gateway met the statutory requirement for this, discussion of the status and use of the “old clinic”, opt out clause of the lease agreement, services provided, and school district and city abatement status.

Chair Hallan opened the public hearing at 10:26 a.m.

Chair Hallan called for public comment. There being no public comments, Chair Hallan closed the public hearing at 10:27 a.m.

Motion by Commissioner Ludwig to adopt Resolution 2015-46 approving Property Tax Abatement Related to Medical Clinic and Public Infrastructure Improvements in the City of Sandstone and Taking Other Actions Related Thereto. The amount of the abatement shall not exceed \$35,000 (not to exceed \$7,000 per year), the term shall not exceed five (5) years. Second by Commissioner Mohr. Motion carried 5-0.

2. Facilities Committee

Commissioner Mohr provided an overview of the December 2, 2015 Facilities Committee meeting. Six conference room tables were ordered for the board room. An update was provided on the proposed courthouse storage garage. Commissioner Ludwig stated discussion was had regarding the use of the John Wright building and long-term space options for Health & Human Services employees in Sandstone.

3. Personnel Committee

Pine County Personnel Committee met December 9, 2015 and made the following recommendations:

HHS

- a. Acknowledge resignation of FT Office Support Specialist Jennifer Knoll, effective December 3, 2015 and authorize backfill as Case Aide position.
- b. Acknowledge resignation of FT Registered Nurse Erin Mans, effective December 11, 2015 and authorize backfill.

Sheriff

- a. Acknowledge resignation of PT Dispatcher Casey Sandberg, effective November 13, 2015 and authorize backfill.
- b. Authorize increase for additional two (2) Investigators for a total of six (6) Investigators in which any Investigator may be assigned SRO duties and decreasing road deputies by two (2), for a total of 21 road deputies. The total number of POST licensed positions remains at 32.

Administrator

- a. Approve a 1.5% Cost-of-Living increase and a 1.5% market adjustment to non-union employees and 2016 non-union pay scale effective January 1, 2016.
- b. Approve of performance pay increases of up to 6 percent for non-union employees not at the top of their pay range. Performance increases above 6% or above the maximum of the pay range for the position require approval of the Personnel Committee.

- c. Approve Resolution 2015-47 Setting 2016 Salaries for Elected Officials as follows: County Auditor/Treasurer, \$87,000; County Sheriff, \$92,000; and County Attorney, \$95,500. Authorize Board Chair and County Administrator to sign Resolution.
- d. Consider approval of Resolution 2015-48 Establishing 2016 County Commissioner Compensation, Per Diem, and Commissioner and Employee Mileage Reimbursement as follows: Salary \$21,844; Per Diem \$100, and Mileage Reimbursement rate for 2016 to follow Federal IRS rate. Authorize Board Chair and County Administrator to sign.
- e. Consider setting the 2016 health insurance monthly contributions as follows:

<u>Premium</u>		
CMM Plans:	Single: \$684.00	
	Family: \$1328.15	
		<u>VEBA Savings</u>
VEBA:	Single: \$577.75	Single: \$106.25
	Family: \$1,115.65	Family: \$212.50

Other items are for informational purposes only.

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

4. 2015 Budget Amendment

County Administrator David Minke and Auditor-Treasurer Cathy Clemmer provided an overview of amendments necessary for 2015 to account for items not budgeted for in the initial 2015 budget. The last four digits of the account numbers that are 5xxx are revenues and the 6xxx are expenditures.

Motion by Commissioner Ludwig to approve the following 2015 budget adjustments:

Aquatic Invasive Species -- Dept 074			
01.074.6803	10,000	Program Expense	From \$25,000 to \$35,000
01.041.6268	(10,000)	Independent Audit	From \$60,000 to \$50,000
Sheriff -- Dept 201			
01.201-5230	30,000	Police State Aid	From \$185,000 to \$215,000
01.201.6107	30,000	Overtime	From \$120,000 to \$150,000
Recorder--Dept 101			
01.101.5506	10,000	Tech Fees	From \$80,000 to \$90,000
01.101.5522	10,000	Compliance Fees	From \$65,000 to \$75,000
01.101.6666	20,000	Tech Equip Fund	From \$32,000 to \$52,000
			(Board approved use of recorder technology reserves approx \$60,000)
Planning/Zoning – Dept 107			
01.107.5101	14,000	Zoning Permits	From \$26,000 to \$50,000
01.107.6103	14,000	Salaries/Wages	From \$25,345 to \$49,345
01.107.5306	33,501	State Shoreland Grant	From \$24,499 to \$58,000
01.107.6803	33,501	Program Expense	From zero to \$33,501
Boat & Water – Dept 205			
01.205.5452	1,850	Federal Grant	From zero to \$1,850
01.205.6113	1,850	Salaries/Wages	From zero to \$1,850

ATV Grant – Dept 208			
01.208.5302	8,400	State Grant	From zero to \$8,400
01.208.6379	8,400	ATV Expense	From zero to \$8,400
Economic Dev – Dept 605			
01.605.5281	2,500	Local Grants	From zero to \$2,500
01.605.6105	2,500	Salaries/Wages	From zero to \$2,500
HHS Fund 12 – Public Health			
12.481.451.0002.5860	746,565	Refunds/Reimb	From \$353,435 to \$1,100,000
12.481.451.0002.6103	746,565	Salaries/Wages	From \$353,435 to \$1,100,000
Highway Funds 13			
13.801.5203	1,425,000	State Aid	From \$2,665,000 to \$4,090,000
13.320.6283	1,425,000	Construction	From \$4,075,000 to \$5,500,000
Land Funds 22			
22.703.5860	32,925	Refunds/Reimb	From zero to \$329,025 (Sandstone Creamery Wells)
22.703.6802	32,925	Public Lands Exp	From \$5,000 to \$37,925

Second by Commissioner Mohr. Motion carried 5-0.

5. 2016 Pine County Property Tax Levy and Budget

County Administrator Minke presented the 2016 Pine County property tax levy at \$15,942,799 and 2016 operating budget.

BUDGET SUMMARY 2016			
DEPT	REVENUE		
#	DEPARTMENT	REVENUES	EXPENDITURES
5	COUNTY BOARD	0	252,512
13	COURT ADMINISTRATION	2,500	64,000
20	LAW LIBRARY	26,500	22,500
41	COUNTY AUDITOR-TREASURER	100,000	630,868
61	MIS	15,000	550,690
62	CENTRAL SERVICES	34,000	34,000
63	TRUTH IN TAXATION	9,200	14,700
71	ELECTIONS ADMINISTRATION	7,900	81,150
72	COUNTY ADMINISTRATOR	1,000	352,249
74	AQUATIC INVASIVE SPECIES PROG	130,635	96,919
91	COUNTY ATTORNEY	120,050	881,972
92	CONTRACTED ATTNYS/CONSULTANTS	0	40,000
101	COUNTY RECORDER	295,000	440,569
105	COUNTY ASSESSOR	178,500	539,049
107	PLANNING AND ZONING	60,100	109,207

111	GOVT BUILDING OPERATIONS	242,200	705,062
121	VETERANS SERVICES	10,000	109,114
201	COUNTY SHERIFF	952,000	3,620,820
204	SHERIFF DISPATCH	0	601,422
205	BOAT & WATER	7,951	7,951
208	ATV GRANT	6,956	6,956
210	GUN PERMITS	20,000	7,800
227	ENHANCE 911	100,000	100,000
249	MEDICAL EXAMINER	0	55,000
251	COUNTY JAIL	775,250	3,938,552
255	PROBATION	285,772	774,962
256	SENTENCE TO SERVE	0	71,387
281	CIVIL DEFENSE	21,026	21,026
391	SOLID WASTE	2,800	41,664
392	SCORE RECYCLING	188,285	216,558
501	ECR LIBRARY	0	302,225
502	HISTORICAL SOCIETY	0	15,000
601	SOIL /WATER CONSERVATION	48,481	145,702
602	EXTENTION COMMITTEE	0	1,800
603	COUNTY EXTENTION	0	95,621
604	AGRICULTURE SOCIETY	0	10,000
605	ECONOMIC DEVELOPMENT	0	36,073
613	WATERSHED BOARD	0	11,168
702	PINE COUNTY HOUSING AUTHORITY	0	3,000
801	NON-DEPARTMENTAL	11,705,390	228,078
813	MEED-CENTRAL MN INITIATIVE	0	7,300
	TOTAL	15,346,496	15,244,626
DEPT	HEALTH AND HUMAN SERVICES	REVENUES	EXPENDITURES
#			
12-420	INCOME MAINTENANCE	2,752,791	2,752,021
12-430	SOCIAL SERVICES	5,055,260	5,055,260
12-440	CHILDREN'S COLLABORATIVE	0	0
12-481	NURSING	360,504	360,504
	TOTAL	8,168,555	8,167,785
DEPT	HIGHWAY	REVENUES	EXPENDITURES
#	DEPARTMENT		
13-310	ADMINISTRATION	0	332,234
13-320	ENGR/CONSTRUCTION	0	4,909,224
13-330	EQUIPMENT	0	2,060,297
13-340	REPAIR AND SHOP	0	1,830,068
13-801	NON-DEPARTMENTAL	9,401,855	270,032
	TOTAL	9,401,855	9,401,855

DEPT	RESOURCE DEVELOPMENT	REVENUES	EXPENDITURES
#	DEPARTMENT		
22-703	LAND USE	857,600	831,631
22-704	RESOURCE DEVELOPMENT	0	7,500
22-705	ROAD FUND GAS TAX	5,500	5,500
22-707	TIMBER DEVELOPMENT		5,000
	TOTAL	863,100	849,631
DEPT	BUILDING FUND	REVENUES	EXPENDITURES
#	DEPARTMENT		
38-801	BUILDING FUND	75,000	
DEPT	2015 JAIL BONDS	REVENUES	EXPENDITURES
#	DEPARTMENT		
39-810	2015A JAIL BONDS	1,165,752	1,147,256
DEPT	2012A COURTHOUSE BONDS	REVENUES	EXPENDITURES
#	DEPARTMENT		
40-810	2012A COURTHOUSE BONDS	996,870	944,175
DEPT	EQUIPMENT	REVENUES	EXPENDITURES
#	DEPARTMENT		
43-801	EQUIPMENT	125,000	125,000
TOTAL ALL FUNDS		36,142,628	35,880,328

Motion by Commissioner Rossow to approve Resolution 2015-49 Establishing the 2016 Pine County Property Tax Levy at \$15,942,799 and authorize Board Chair and County Administrator to sign. Second by Commissioner Mohr. Motion carried 5-0.

Motion by Commission Ludwig to approve Resolution 2015-50 Adopting the 2016 Pine County Operating Budget and authorize Board Chair and County Administrator to sign. Second by Commissioner Mohr. Motion carried 5-0.

6. Final Payment on Contract #1405

County Engineer Mark LeBrun reported to the board regarding the completion of Contract #1405:

- CP 058-014-005 Located on Angle Avenue, City of Sandstone
- CP 058-014-006 Located on Commercial Avenue and 8th Street, City of Sandstone
- SAP 058-609-015 Located on CSAH 9; between CSAH 10 and CSAH 14
- SAP 058-623-008 Located on CSAH 23; between S Co. Line and TH 70
- SAP 058-629-002 Located on CSAH 29; between CSAH 20 and TH 123
- SAP 058-630-013 Located on CSAH 30; between TH 123 and CSAH 21
- SAP 058-641-017 Located on CSAH 41; between W. Co. Line and 2.5 mi W of CSAH 40
- SAP 058-641-018 Located on CSAH 41; between 2.5 mi W of CSAH 40 and CSAH 61
- SAP 058-660-002 Located on CSAH 60; between TH 18 and CSAH 18

Motion by Commissioner Chaffee to approve final payment to Tri-City Paving, Inc., in the amount of \$118,818.13. Second by Commissioner Ludwig. Motion carried 5-0.

7. 2015 Ditch Report

County Engineer Mark LeBrun presented the 2015 Ditch Report. LeBrun indicated that a comprehensive report will be completed every 5 years, with a summary provided in the intervening years. Judicial Ditch #1 and County Ditch #2 were inspected in 2015. In addition to inspections, questions and information requests were made to the County on County Ditch #7 and County Ditch #12. All ditch funds are sufficient for 2016 and no assessments were recommended.

Motion by Commissioner Rossow to accept the 2015 Ditch Report. Second by Commissioner Ludwig. Motion carried 5-0.

8. East Central Violent Offender Drug Task Force Grant Amendment

Motion by Commissioner Ludwig to approve the East Central Violent Offender Drug Task Force Grant Amendment, amended language reads as follows:

\$102,217.57 available from January 1, 2015 through June 30, 2016, \$157,782.43 is available from July 1, 2015 through December 31, 2016. \$20,000 is available from July 1, 2016 through December 31, 2016. Exhibit A of the Original Grant is replaced by Revised Exhibit A.

Second by Commissioner Chaffee. Motion carried 5-0.

9. Planning Commission/Board of Adjustment Appointments

Chair Hallan made the following appointments to the Planning Commission and Board of Adjustment:

A. Planning Commission:

Patrick Schifferdecker (District 1) January 1, 2016 to December 31, 2019

Pat McCarthy (District 3) January 1, 2016 to December 31, 2019

B. Board of Adjustment:

Gary Valvoda (District 2) January 1, 2016 to December 31, 2019

Richard Stepan (District 4) January 1, 2016 to December 31, 2019

David Koland (District 5) January 1, 2016 to December 31, 2019

10. Reappointment to HRA Board of Directors

Motion by Commissioner Chaffee to reappointment Cheri Drilling to the Pine County Housing and Redevelopment Authority Board of Directors, term October 5, 2015 to October 4, 2020. Second by Commissioner Ludwig. Motion carried 5-0.

Chair Hallan requested Administrator Minke to contact the Pine County Housing and Redevelopment Authority to schedule a joint meeting.

11. Collective Bargaining Agreements

County Administrator Minke stated the county has reached tentative agreements with the deputies, highway supervisors and highway technicians. Administrator Minke provided a summary of the agreements. The only unsettled bargaining unit remaining is IBEW-HHS Supervisors.

Motion by Commissioner Ludwig to approve the Collective Bargaining Agreements with AFSCME Road and Bridge Techs, January 1, 2016-December 31, 2017, Road and Bridge Supervisors, January 1, 2016-December 31, 2017, and Teamsters-Deputies, January 1, 2016-December 31, 2018.

Second by Commissioner Rossow. Motion carried 5-0.

12. Special Meetings

The following Special Meetings have been scheduled for January 26, 2016:

Soil Survey – 9:00 a.m.; Strategic Planning – 10:00 a.m.

13. Commissioner Updates

Soil & Water Conservation District: Commissioner Ludwig stated SWCD will no longer be selling plat books. Aitkin County utilizes Extension for their plat books--inquiry has been made with the Pine County Extension Office to see if they have interest.

Association of Minnesota Counties Annual Conference: Commissioners stated it was an excellent conference. Commissioner Ludwig attended a Transportation meeting – increase of the truck weight on roads was discussed.

Central MN Jobs and Training: No report given.

East Central Solid Waste Commission: Chair Hallan stated discussion on recycling was held.

East Central Regional Library: Commissioner Chaffee stated an election of officers took place. A request was made by the Chisago County Administrator to meet with the ECRL Administrator for informational meetings. All Commissioners in attendance will talk with their respective county administrator to see if they will meet with Barb Misselt.

Other:

Vice Chair Chaffee presented Chair Hallan with a Certificate of Appreciation in recognition and appreciation of Commissioner Hallan's service as Chair of the Pine County Board of Commissioners for the year 2015.

14. Upcoming meetings were reviewed.

Chair Hallan called for a recess at 11:40 a.m. and the Board will reconvene as a Committee of the Whole.

Committee of the Whole

The Board reconvened at 11:50 a.m. as a Committee of the Whole.

Present were Chair Hallan, Commissioners Josh Mohr, Steve Chaffee, Curt Rossow, and Matt Ludwig, County Administrator David Minke, County Attorney Reese Frederickson, and Health & Human Services Director Becky Foss. Also present were representatives Deb Burns, Dee Finley and Janelle Schroeder from the Minnesota Department of Health, Health Partnership Division.

Also present were Kanabec County Health & Human Services Director Wendy Thompson, Kanabec County Commissioner Kathi Ellis, Kanabec County Coordinator Patrick Christopherson and Henry Fischer, Pine City Pioneer.

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

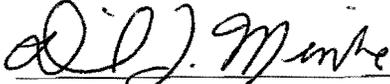
Discussion regarding continued participation in the Kanabec-Pine County Health Board took place. **Motion** by Commissioner Rossow to approve Resolution 2015-51 for Withdrawal from the Kanabec-Pine Community Health Board. Second by Commissioner Chaffee. Commissioners Mohr, Chaffee, Rossow and Ludwig voted in favor, Chair Hallan opposed. Motion carried 4-1.

The commissioners discussed the 2016 committee appointments.

15. Adjourn

With no further business, Chair Hallan adjourned the county board meeting at 1:12 p.m. The next regular and organizational meeting of the county board is scheduled for January 5, 2016 at 10:00 a.m. at the Public Health Building, Sandstone, Minnesota.


Stephen M. Hallan, Chair
Board of Commissioners


David J. Minke, Administrator
Clerk to County Board