

**MINUTES
OF THE
PINE COUNTY BOARD MEETING
Regular Meeting
Tuesday, December 20, 2016 - 10:00 a.m.
Board Room, Pine County Courthouse, Pine City, Minnesota**

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

The Pledge of Allegiance was said.

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

Chair Rossow requested the following revisions to the Agenda:

Additions:

1. Consent Agenda Item #10E: Consider approval of the hiring of Amber Koski, Registered Nurse, effective January 3, 2017, grade C42, step 3, \$23.91 per hour.
2. Upcoming Meetings: Law Library meeting, Wednesday, December 21, 2016, 12:00 p.m.
3. Commissioner Update: Kanabec-Pine Community Health Board and Pine County Public Health Planning Committee meetings.

Revision:

4. Regular Agenda Item #3B: Revision to the Hinckley Fire Hall Lease Agreement between the City of Hinckley and Pine County Sheriff's Office.

Removal from Consent Agenda

5. Commissioner Ludwig requested Consent Agenda Item #8 (Memorandum of Agreement with AFSCME – HHS) be moved to the Regular Agenda as Item 4(i).

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

Commissioner Chaffee moved to approve Minutes of the December 7, 2016 County Board meeting and Summary for publication. Second by Commissioner Hallan. Motion carried 5-0.

Commissioner Ludwig moved to approve Minutes of the December 8, 2016 Truth in Taxation meeting for publication. Second by Commissioner Hallan. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

Pine County HRA Senior Housing Annual Meeting Minutes – October 26, 2016

Pine County Chemical Health Coalition Minutes – November 14, 2016

Minnesota Department of Commerce correspondence – Environmental Impact Statement

Preparation Notice Line 3 Pipeline Replacement Project dated December 5, 2016

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

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

CONSENT AGENDA

1. Approve November, 2016 Cash Balance

Fund	November 30, 2015	November 30, 2016	Increase(Decrease)
General Fund	4,598,365	5,225,077	626,712
Health and Human Services Fund	1,213,752	1,238,113	24,361
Road and Bridge Fund	1,751,761	774,398	(977,363)
Land Management Fund	2,718,203	2,107,352	(610,851)
TOTAL (inc non-major funds)	12,081,494	11,115,027	(966,467)

2. Application for Local Option Disaster Abatement

Approve Application for Local Option Disaster Abatement for Janet and Jack Schaffer, 7211 Starlight Dr., Rutledge, PID 44.5090.000, pay 2016.

3. Approval of Licenses

A. Approve the 2017 tobacco licenses: Banning Junction, Bear's Den, Beroun Crossing Market, Casey's General Store #3520, Casey's General Store #3445, Chengwatana Country Club, Chipmunk Square Market, 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., Off the Road Bar & Grill, Petry's Bait Company, Pump N Munch, Quarry Store, Rich's Bar, Sandstone Petro Plus, Side Tracked, Slim's Service, Inc., Squirrel Cage, Stogies Discount Tobacco, SuperAmerica #4500, Super Smokes, Tank's Tavern, Thriftee Troll, Tobies Station, Inc., Wal-Mart Supercenter #2367, West Beroun Liquors, Family Dollar Store, Bohemian Mobile Wonderland, Pine City Tobacco, The Smoking Lamp.

B. Approve the On/Off/Sunday liquor license for Nemadji Enterprises d/b/a Nickerson Bar & Motel (1/1/17-8/31/17).

4. Memorandum of Understanding – Pine Technical and Community College

Approve the Memorandum of Understanding between Pine Technical and Community College and Pine County relating to the investigation of sexual assault. The term of this Agreement is January 1, 2017 through December 31, 2019. Authorize Board Chair and County Administrator to sign.

5. Lead County Agreement between Therapeutic Services Agency (TSA) and Pine County Health & Human Services (HHS)

Approve the Lead County Agreement between Pine County Health & Human Services and Therapeutic Services Agency and authorize Board Chair and County Administrator to sign. This contract is effective for the period of January 1, 2017 through December 31, 2017.

6. Lead County Agreement Between Jennifer White, MA, LP, LADC and Pine County Health & Human Services (HHS)

Approve the Lead County Agreement between Pine County Health & Human Services and Jennifer White, MA, LP, LADC for clinical supervision services, total cost per year is \$2,640 (\$110/hour – two hours per month). Authorize Board Chair and County Administrator to sign. This contract is effective for the period of January 1, 2017 through December 31, 2017.

7. Lead County Agreement between Therapeutic Services Agency (TSA) and Pine County Health & Human Services (HHS)

Approve the Lead County Agreement between Pine County Health & Human Services and Therapeutic Services Agency for clinical supervision services, total cost per year is \$2,640 (\$110/hour – two hours per month). Authorize Board Chair and County Administrator to sign. This contract is effective for the period of January 1, 2017 through December 31, 2017.

8. Memorandum of Agreement with AFSCME – HHS

Item moved to Regular Agenda at request of Commissioner Ludwig.

9. Memorandum of Agreement for Health Insurance

Approve Memorandums of Agreement for health insurance between Pine County and the following bargaining units: Corrections-Dispatchers (2017), Courthouse (2017), Health & Human Services (2017), Sheriff's Admin (2017), Road & Bridge Supervisors (2017), Road & Bridge Maintenance Unit 2 (2017), Legal Secretaries (2017 & 2018), and Social Services Supervisors (2017 & 2018).

10. Personnel

- A. Approve the promotion of part-time deputy sheriff Cody LaRoue to full-time deputy sheriff, effective December 26, 2016. Classification to remain C42, step 1, \$21.84 per hour.
- B. Approve the hiring of Gretchen Erickson, PHN, effective December 22, 2016, grade C43, step 4, \$25.52 per hour.
- C. Approve the hiring of Haeley Braden, Social Worker, effective December 21, 2016, grade C42, step 1, \$20.74 per hour.
- D. Approve the lateral transfer of Sarah Norrington, Social Worker, from the children's services unit to the adult and disability unit. No change in grade, step or anniversary date.
- E. Approve the hiring of Amber Koski, Registered Nurse, effective January 3, 2017, grade C42, step 3, \$23.91 per hour.

11. Training

- A. Approve Probation Director Terry Fawcett to attend the 5th Annual Leadership, Evidence, Analysis, Debate conference on "Moving from Research & Policy and Practice to Improve the Lives of Youth, in Washington D.C., April 6-7, 2017. Registration: \$210; Lodging: \$179 per night plus tax; Airfare: approximately \$350 roundtrip.
- B. Approve Pine County Economic Development Coordinator Robert Musgrove to attend the 2017 Economic Development Association of Minnesota (EDAM) Winter Conference in Minneapolis, January 19-20, 2017. Registration: \$140; Lodging: \$145 plus tax; Meals: \$30; Mileage: 142 round trip (@ \$.54 per mile), \$76.68. Total cost: \$391.68.

REGULAR AGENDA

1. Recognition of Retirement

The board recognized the retirement of Health & Human Services Case Aide Gail Laugerman, effective December 9, 2016, and thanked her for 21+ years of service to Pine County.

2. Certificate of Appreciation

Vice Chair Ludwig recognized Commissioner Rossow's service as Chair of the Pine County Board of Commissioners for the year 2016 and his years nine years of service as a Pine County commissioner.

3. Facilities Committee

Commissioner Mohr provided an overview of the December 7, 2016 Facilities Committee meeting. County Engineer Mark LeBrun presented three options for space and building planning for Health & Human Services in Sandstone:

Option 1: Add 3,000 square feet to existing Health & Human Services (HHS) building, significant remodel of existing HHS building, and minor exterior improvements to the Land Building;

Option 2: Add approximately 11,500 square feet to existing Health & Human Services building, significant remodel of existing HHS building, and demolish of Land Building; or

Option 3: Build new, approximately 11,000 square foot Health & Human Services building, minor remodel of existing HHS building, and demolish Land building.

Discussion was held regarding the options.

It was the consensus of the board that County Engineer LeBrun prepare a Request for Proposal relating to Option 3 - the building of a new building, remodel of existing HHS and demolition of the Land building.

An updated lease with the City of Hinckley for heated storage was discussed.

Motion by Commissioner Mohr to approve the Hinckley Fire Hall Lease Agreement between the City of Hinckley and the Pine County Sheriff's Office, effective January 1, 2017 – December 31, 2017, in the amount of \$540 per month. Second by Commissioner Ludwig. Motion carried 5-0.

Commissioner Chaffee left the meeting at 10:39 a.m.

4. Personnel Committee

i. Health & Human Services Director Becky Foss explained the enhanced requirement of on-call child protective services effective January 1, 2017 and the compensation to the social workers providing those services.

Motion by Commissioner Ludwig to approve the Memorandum of Agreement between the County of Pine and AFSCME (HHS) for the provision of on-call services and compensation. Second by Commissioner Hallan. Motion carried 4-0.

Commissioner Chaffee returned to the meeting at 10:43 a.m.

Commissioner Ludwig stated the Personnel Committee met December 13, 2016 and made the following recommendations:

Pine County Sheriff's Office

A. Acknowledge the termination of part-time dispatcher Amber Cessna effective November 18, 2016 during her probationary period and authorize backfill.

Health & Human Services

A. Acknowledge the retirement of full-time public health case aide Gail Laugerman effective December 9, 2016 and authorize backfill.

B. Acknowledge the resignation of full-time social worker Ericka (Taylor) Reil effective December 30, 2016 and authorize backfill and any subsequent vacancies that may occur from internal promotion.

C. Authorize the hiring of one (1) additional nurse, Public Health Nurse preferred, to work with the Healthy Families of America (HFA) program at Grade C42 for registered nurse or Grade C43 for public health nurse.

D. Authorize the hiring of one (1) registered nurse, Grade C42, or one (1) social worker, Grade C42, for the adult health team.

E. Authorize the hiring of one (1) additional adult protection social worker, Grade C42.

Administration

A. Authorize the regrade of the fiscal officer position to B31 and place current fiscal officer Michelle Kelash at step 7, \$23.98 per hour, effective December 12, 2016.

- B. Authorize Flexible Benefits Consulting, Inc. (FBC) to administer the county's COBRA communications to our resigning employees as part of FBC's service package effective January 1, 2017, and implement a two percent (2%) administration fee to employees electing COBRA coverage which will be included in the premium payment to Pine County.
- C. Approve distribution of 2016 Total Benefit Statements in January 2017 to all full- and part-time employees who are actively employed as of December 31, 2016.

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

5. **Zoning Committee Per Diems**

Land Services Director Kelly Schroeder stated at the November 8, 2016 Personnel Committee meeting the per diem amount for the Planning Commission, Board of Adjustment and Comprehensive Plan Steering Committee members was discussed. These members receive a per diem and mileage; the Planning Commission and Board of Adjustment members also receive an additional \$25 if a site visit is conducted/made. Schroeder requested an increase in the per diem to \$75 and for the elimination of the separate additional per diem for site visits.

Motion by Commissioner Hallan to approve Resolution 2016-69 Establishing Zoning Committee \$75 per diem and mileage reimbursement and authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 5-0.

6. **Salaries for Elected Officials**

Motion by Commissioner Chaffee to approve Resolution 2016-70 setting 2017 Salaries for Elected Officials as follows: County Auditor-Treasurer - \$90,900, County Sheriff - \$94,800, and County Attorney \$102,000 and authorize Board Chair and County Administrator to sign. Second by Commissioner Ludwig. Motion carried 5-0.

7. **County Commissioner Compensation, Per Diem and Employee Mileage Reimbursement**

Commissioner Hallan recommended approval of the commissioner salary in the amount of \$21,844 (unchanged from 2016), however, he commented that the chair of the board of commissioners should receive an additional stipend for the additional duties of the position. Commissioner Ludwig stated the Personnel Committee discussed this and recommended to not proceed with an additional stipend for the position at this time.

Motion by Commissioner Hallan to approve Resolution 2016-71 Establishing 2017 County Commissioner Compensation, Per Diem and Employee Mileage Reimbursement as follows:

County Commissioner Salary: \$21,844

Per diem rate per meeting: \$100

Commissioner and Employee mileage reimbursement rate for 2017: to follow the IRS federal rate for business mileage (currently 53.5 cents per mile).

Authorize Board Chair and County Administrator to sign. Motion carried 5-0.

8. **Non-Union Employee Cost-of-Living and Market Adjustment**

County Administrator Minke stated the proposed 1.5% cost-of-living increase and 1.5% market adjustment to non-union employees was recommended by the Personnel Committee and is consistent with the amounts provided to bargaining units. Classification and compensation study was discussed.

Motion by Commissioner Chaffee to approve a 1.5% Cost-of-Living increase and a 1.5% market adjustment to non-union employees, effective January 1, 2017. Second by Commissioner Ludwig. Motion carried 5-0.

9. Health Insurance Contribution

Motion by Commissioner Hallan to set the 2017 non-union health insurance monthly contributions as follows:

Plan Type	Monthly Premium Contribution	Monthly VEBA or HSA Savings Contribution
CMM 1000 Single	\$ 672.50	NA
CMM 1000 Family	\$ 1,328.15	NA
CMM 1500 Single	\$ 615.50	NA
CMM 1500 Family	\$ 1,328.15	NA
VEBA Single	\$ 577.75	\$ 106.25
VEBA Family	\$ 1,115.65	\$ 212.50
H.S.A. Single	\$ 577.00	\$ 107.00
H.S.A. Family	\$ 1,328.15	\$ -

Second by Commissioner Mohr. Motion carried 5-0.

10. 2017 Pine County Property Tax Levy and Budget

County Administrator Minke presented the 2017 Pine County property tax levy at \$16,979,081 and 2017 operating budget.

DEPT #	REVENUE DEPARTMENT	REVENUES	EXPENDITURES
5	COUNTY BOARD	0	255,975
13	COURT ADMINISTRATION	2,500	64,000
20	LAW LIBRARY	26,500	22,450
41	COUNTY AUDITOR-TREASURER	103,000	673,203
61	MIS	15,000	652,373
62	CENTRAL SERVICES	34,000	34,000
63	TRUTH IN TAXATION	9,400	14,900
71	ELECTIONS ADMINISTRATION	3,000	8,000
72	COUNTY ADMINISTRATOR	0	387,930
74	AQUATIC INVASIVE SPECIES PROG	125,002	98,773
91	COUNTY ATTORNEY CONTRACTED	121,100	906,567
92	ATTNYS/CONSULTANTS	0	40,000
101	COUNTY RECORDER	294,000	362,307
105	COUNTY ASSESSOR	186,000	564,241
107	PLANNING AND ZONING	70,200	139,644
111	GOVT BUILDING OPERATIONS	244,700	719,046
121	VETERANS SERVICES	10,000	105,468
201	COUNTY SHERIFF	959,470	3,841,106
204	SHERIFF DISPATCH	0	588,618

205	BOAT & WATER	7,951	7,951
208	ATV GRANT	6,956	6,956
210	GUN PERMITS	30,000	30,000
212	CANINE UNIT	10,000	10,000
227	ENHANCE 911	100,000	100,000
249	MEDICAL EXAMINER	0	60,000
251	COUNTY JAIL	376,750	3,970,124
253	COURT SECURITY	0	136,128
255	PROBATION	292,206	794,248
256	SENTENCE TO SERVE	0	71,381
281	CIVIL DEFENSE	21,026	21,026
391	SOLID WASTE	2,800	48,522
392	SCORE RECYCLING	205,690	218,858
501	ECR LIBRARY	0	310,051
502	HISTORICAL SOCIETY	0	20,000
601	SOIL /WATER CONSERVATION	48,481	145,702
603	COUNTY EXTENSION	0	99,486
604	AGRICULTURE SOCIETY	0	10,000
605	ECONOMIC DEVELOPMENT	0	41,868
613	WATERSHED BOARD	0	9,968
702	PINE COUNTY HOUSING AUTHORITY	0	3,000
801	NON-DEPARTMENTAL	12,783,138	400,946
813	CENTRAL MN INITIATIVE	0	7,450
	TOTAL	16,088,870	16,002,266

DEPT #	HEALTH AND HUMAN SERVICES	REVENUES	EXPENDITURES
12-420	INCOME MAINTENANCE	2,936,955	2,936,955
12-430	SOCIAL SERVICES	5,414,116	5,414,116
12-481	NURSING	1,848,111	1,848,111
	TOTAL	10,199,182	10,199,182

DEPT #	HIGHWAY DEPARTMENT	REVENUES	EXPENDITURES
13-310	ADMINISTRATION	0	345,192
13-320	ENGR/CONSTRUCTION	0	9,512,115
13-330	EQUIPMENT	0	2,045,020
13-340	REPAIR AND SHOP	0	1,760,986
13-801	NON-DEPARTMENTAL	14,241,222	577,909
	TOTAL	14,241,222	14,241,222

DEPT #	RESOURCE DEVELOPMENT DEPARTMENT	REVENUES	EXPENDITURES
22-703	LAND USE	857,600	845,100
22-704	RESOURCE DEVELOPMENT	0	7,500

22-705	ROAD FUND GAS TAX	3,500	3,500
22-707	TIMBER DEVELOPMENT		5,000
	TOTAL	861,100	861,100
DEPT #	BUILDING FUND DEPARTMENT	REVENUES	EXPENDITURES
38-801	BUILDING FUND	75,000	75,000
DEPT #	2015 JAIL BONDS DEPARTMENT	REVENUES	EXPENDITURES
39-810	2015A JAIL BONDS	1,174,425	1,104,625
DEPT #	2012A CTHSE BONDS DEPARTMENT	REVENUES	EXPENDITURES
40-810	2012A COURTHOUSE BONDS	1,004,010	939,100
DEPT #	EQUIPMENT DEPARTMENT	REVENUES	EXPENDITURES
43-801	EQUIPMENT	100,000	100,000
TOTAL ALL FUNDS		43,743,809	43,522,495

Motion by Commissioner Mohr to approve Resolution 2016-72 Establishing the 2017 Pine County Property Tax Levy at \$16,979,081 and authorize Board Chair and County Administrator to sign. Second by Commissioner Hallan. Motion carried 5-0.

Motion by Commission Hallan to approve Resolution 2016-73 Adopting the 2017 Pine County Operating Budget and authorize Board Chair and County Administrator to sign. Second by Commissioner Mohr. Motion carried 5-0.

11. Commissioner Updates

Central Minnesota Council on Aging: Commissioner Hallan stated he was elected Chair; discussion held as to services/programs provided to the aging population.

Soil & Water Conservation District: Commissioner Ludwig stated the SWCD forestry program is growing and a lot of acreage has been added to their program; they are reaching out to cities for urban forestry.

Central Minnesota Jobs and Trainings: Commissioner Hallan stated Rick Green was elected as Chair; an economic development coordinator has been hired.

East Central Solid Waste Commission: Commissioner Hallan commented on the necessity of recycling and of the large amount of homes that are not using waste haulers or landfill services.

East Central Regional Library: Commissioner Chaffee stated Director Barb Misselt will be retiring.

Pine County Chemical Health Coalition: Commissioner Ludwig stated discussion was held regarding the community forum relating to alcohol and drugs. Still working on the campaign slogan.

Mille Lacs Band of Ojibwe: Commissioner Hallan stated the community coach position was discussed and are working to get a Memorandum of Agreement in place. The county and the band are each contributing \$25,000 towards funding of this position.

AIS Annual Meeting: Commissioner Ludwig commended Land and Resources Manager Caleb Anderson for his work with the AIS program. Administrator Minke stated a local grant is available – grant deadline is January 13, 2017.

East Central Regional Development Commission: Commissioner Hallan did attend.

Kanabec-Pine Community Health Board/Pine County Public Health Planning Committee Meeting: Commissioner Chaffee stated Pine County attended the last combined meeting with Kanabec County for the Community Health Board. Future public health meetings will be incorporated into the county board meetings. A Memorandum of Understanding (MOU) will be entered into with Kanabec County as to the closing out of the combined HHS accounts. The MOU will be presented at the January 3, 2017 county board meeting. The county may establish a public health committee with two commissioners being appointed to that committee.

12. **Other**

None.

13. **Upcoming Meetings**

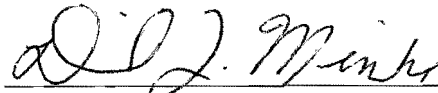
Upcoming meetings were reviewed.

14. **Adjourn**

With no further business, Chair Rossow adjourned the meeting at 11:13 a.m. The next regular and organizational meeting of the county board is scheduled for January 3, 2017 at 10:00 a.m. at the Pine County History Museum, 6333 H C Andersen Alle, Askov, Minnesota.



Curtis H. Rossow, Chair
Board of Commissioners



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