

**MINUTES  
OF THE  
PINE COUNTY BOARD MEETING  
Regular Meeting  
Tuesday, January 17, 2017 - 10:00 a.m.  
Board Room, Pine County Courthouse, Pine City, Minnesota**

Chair Ludwig called the meeting to order at 10:00 a.m. Present were Commissioners Steve Hallan, Josh Mohr, Steve Chaffee and John Mikrot, Jr. Also present were Assistant County Attorney Christopher Nippoldt and County Administrator David Minke.

The Pledge of Allegiance was said.

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

Chair Ludwig requested the following revisions to the Agenda:

1. Add Regular Agenda Item #6A, Extension Committee: Consider reappointment of Kari Holmberg (at large seat) and Thane Sheetz (representing District 4), each for a second term, January 1, 2017 through December 31, 2019.
2. Addition to Regular Agenda Item #7 Commissioner Update: East Central Housing Organization Planning Session meeting.
3. Upcoming Meetings Calendar
  - A. Add: Solid Waste Meeting, Thursday, January 19, 2017, 9:00 a.m., Commissioners' Conference Room, Courthouse, Pine City, Minnesota.
  - B. Correction to Date: Extension Committee, Thursday, January 26, 2017, 3:00 p.m.

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

Commissioner Hallan moved to approve the Minutes of the January 3, 2017 Organizational and Regular County Board meeting and Summary for publication. Second by Commissioner Chaffee. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

East Central Regional Library Board Minutes – December 12, 2016

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

Commissioner Mohr moved to approve the amended Consent Agenda. Commissioner Hallan inquired of County Auditor-Treasurer Cathy Clemmer if any future transfer in/transfer out adjustments would be made. Clemmer stated there would not. Second by Commissioner Chaffee. Motion carried 5-0.

**CONSENT AGENDA**

**1. Approve December, 2016 Cash Balance**

<b>Fund</b>	<b>December 31, 2015</b>	<b>December 31, 2016</b>	<b>Increase(Decrease)</b>
General Fund	5,429,219	5,223,442	(205,777)
Health and Human Services Fund	763,536	825,047	61,512
Road and Bridge Fund	1,220,274	(362,429)	(1,582,703)
Land Management Fund	957,993	2,149,920	1,191,928

TOTAL (inc non-major funds)	11,798,455	10,658,711	(1,139,744)
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**2. Confirm Bank Depositories**

Approve Frandsen Bank & Trust and Stearns Bank as Pine County's depositories.

**3. 2016 Budget Adjustments**

Approve 2016 budget adjustments as follow:

<b>Recorder Dept 101</b>	<b>Amount</b>		<b>Change in Budget</b>
01.101.5504	15,000	Recorder Fee County	from \$140,000 to \$155,000
01.101.5522	8,000	Recorder Compliance Fee	from \$68,000 to \$76,000
01.101.6666	23,000	Recorder Tech Equip Fund	from \$85,000 to \$108,000
<b>Planning &amp; Zoning Dept 107</b>			
01.107.5101	20,000	Zoning Permits	from \$30,000 to \$50,000
01.107.6803	20,000	Program Expense	from \$20,000 to \$40,000
<b>Sheriff Dept 201</b>			
01.201.5230	21,000	State Grants	from \$185,000 to \$206,000
01.201.6263	21,000	Prof/Tech Serv	from \$70,000 to \$91,000
<b>Sheriff's Canine Unit Dept 212</b>			
01.212.5751	25,000	Canine Unit Revenues	from \$0 to 25,000
01.212.6379	25,000	Canine Unit Expenditures	from \$0 to 25,000
<b>Jail Dept 251</b>			
01.251.5866	4,000	Booking Fees	from \$8,550 to \$12,550
01.251.6263	4,000	Other Prof/Tech Srvs	from \$15,750 to \$19,750
<b>Solid Waste Dept 391</b>			
01.391.5511	2,400	Waste Hauler Fee	from \$2,800 to \$5,200
01.391.6803	2,400	Program Expense	from \$14,000 to \$16,400
<b>Score - Recycling Dept 392</b>			
01.392.5051	(107,385)	Special Asmnts	from \$107,385 to \$0
01.392.5525	107,385	Tax Collections for Serv	from \$0 to \$107,385
<b>Cross Dept Transfers - General Fund</b>			
01.071.6243	(12,000)	Elections Ballots & Notices	from \$64,000 to \$52,000
01.074.6803	12,000	AIS Program Expense	from \$25,000 to \$37,000
01.105.6379	(4,000)	Assessor Tax Court	from \$4,000 to \$0
01.107.6163	2,000	Zoning PERA	from \$1,901 to \$3,901
01.107.6334	2,000	Zoning Mileage	from \$1,000 to \$3,000
01.105.6202	(2,000)	Assessor Postage	from \$2,800 to \$800
01.107.6163	2,000	Zoning FICA	from \$3,901 to \$5,901

**Land Fund 22**

22.703.5883	1,100,000	FF Property	from \$776,538 to \$1,876,538
22.703.6906	700,000	Apport to Other Govts	from \$300,000 to \$1,000,000
22.703.6940	400,000	Intergov't Pymts	from \$300,000 to \$700,000

**Transfer In/Transfer Out**

01.801.6905	(500,000)	Transfers Out	From \$0 to \$500,000
13.801.5990	500,000	Transfers In	From \$0 to \$500,000

In April, 2011, \$500,000 was transferred from the Highway Fund in order to pay for the required 800 Mhz system. Since that time, the Highway Fund has seen the effects and costs associated with a couple of floods together with the implementation of the GASB rule which affected how advanced highway dollars are recognized for financial statement reporting purposes and further impacted the Highway Fund Balance.

**THE COUNTY BOARD ACKNOWLEDGES AND APPROVES THE FOLLOWING EXPENDITURES:**

1. Spending down Recorder's Technology Equipment Fund
2. Awaiting grant reimbursement to offset Dept 206 – State Snowmobile Safety Grant expenditures
3. Awaiting grant reimbursement to offset Dept 208 ATV Grant expenditures
4. Awaiting grant reimbursement to offset Dept 281 Civil Defense expenditures
5. Due to timing of SWCD grant payments and requirement to pay within 30 days, the FY 2017 NRBG funds were sent in October, 2016
6. The Highway Fund saw an increase in expenditures due to the flooding in 2016 some of which was reimbursed by the State, along with two bridge projects not receiving the anticipated \$800,000 in bridge bonding money due to legislative inaction.
7. Prisoner boarding fees were \$312,000 less than budgeted due to being at or over capacity with our own inmates and therefore the number of State boarders were reduced accordingly. Because we were at capacity, it was necessary to board our prisoners at other locations.
8. Building Fund for Courthouse sun shades, new garage, boilers, etc. Balance at YE 2016 approx. \$50,000.

**2017 Budget Adjustments 1-17-17**

01.392.5051	(107,385)	Special Asmts	from \$107,385 to \$0
01.392.5525	107,385	Tax Collections for Serv	from \$0 to \$107,385

**4. Cancellation of 2014 Outstanding Warrants**

Approve cancellation of 2014 outstanding warrants.

**5. Donation**

Acknowledge a \$1,000 donation from the New Horizon Thrift Store in Pine City, to be used to help offset expense of K-9 program.

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

Approve the amendment to the 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 to provide employment and training services to clients who are recipients of Minnesota Family Investment Program (MFIP) and Diversionary Work Program (DWP). Authorize Board Chair and County Administrator to sign.

**7. Pine County Children’s Collaborative Agreement**

Approve the Pine County Children, Families and Learning Services Collaborative Agreement and authorize the Board Chair and County Administrator to sign.

**8. Personnel (Full-Time Status/Completion of Probationary Period)**

Approve the full-time status for Public Health Educator Hailey Freedlund, effective December 28, 2016.

**9. New Hire**

A. Approve the hiring of Jacqueline Smith, Registered Nurse, effective January 18, 2017, C42, Step 3, \$23.91 per hour.

B. Approve the hiring of Adriane Wimmer, Social Worker, effective January 18, 2017, C42, Step 1, \$21.36 per hour.

**10. Training**

A. Approve Joe Sanders, GIS/Environmental Technician, to attend Intermediate Design and Inspection, February 14-17, 2017 in St. Cloud. Course: \$440, Hotel accommodations: \$180 (\$60/night plus tax) and up to \$121 in meals for the three day training. Total cost: \$741. A county vehicle will be used/ no mileage incurred.

B. Approve Kelly Schroeder, Land Services Director, to attend the six-hour Soils Continuing Education course, June 22, 2017 in Little Falls, and 12-hour General Continuing Education course November 2-3, 2017 in Mankato. The cost of the Soils course is \$240 plus \$74 for mileage. The cost of the General Continuing Education course is \$265, \$127 for mileage and \$51 (plus tax) for hotel. Total cost of the two trainings is \$757.

**REGULAR AGENDA**

**1. Personnel Committee**

Commissioner Chaffee stated the Personnel Committee met January 11, 2017 and made the following recommendations:

Jail

A. Acknowledge the termination of full-time Corrections Officer Tracy Dixon effective December 18, 2016 and request backfill of position.

Pine County Sheriff’s Office

A. Acknowledge the resignation of full-time Deputy Sheriff Chad Wiener effective January 3, 2017 and request backfill of position.

Health & Human Services

A. Acknowledge the termination of full-time Social Worker Malisa Tollefson during her probationary period effective December 13, 2016 and request backfill of position.

B. Authorize backfill of full-time Social Worker in children’s service unit due to the transfer of Sarah Norring to the adult services unit.

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

**2. Pay Equity Report**

County Administrator David Minke explained the county is required to eliminate any gender-based wage inequities in compensation; a report is to be submitted to Minnesota Management and Budget every three years. The results of the 2016 reporting reflect the county is in compliance.

**Motion** by Commissioner Chaffee to approve the 2016 Pay Equity Report. Second by Commissioner Hallan. Motion carried 5-0.

**3. Increase of Inmate Boarding Fees**

Jail Administrator Rod Williamson explained the county currently charges a boarding rate of \$45 per day for out-of-county inmates; most counties' rates for boarding is \$55 per day. With the increased rate, Williamson projects an annual revenue increase of between \$10,940 to \$18,250.

**Motion** by Commissioner Hallan to increase inmate boarding fees in the jail for out-of-county boards to \$55 per day. Second by Commissioner Chaffee. Motion carried 5-0.

**4. Reliance Phone System Contract-Inmate Texting**

Jail Administrator Rod Williamson explained the jail is interested in entering into a contract with Reliance Phone, Inc for inmate texting services. Inmates would receive a secure Ipad device for texting capabilities to and from jail at .09 per text. The county will receive 35% of the revenue generated. Only inmates exhibiting good behavior would be eligible. The texting service would also provide an investigative tool. Projected annual revenue to the jail is \$31,000.

**Motion** by Commissioner Mohr to approve entering into an agreement with Reliance Telephone, Inc. for inmate texting and authorize the Board Chair to sign. Second by Commissioner Hallan. Motion carried 5-0.

**5. One Watershed, One Plan – Lower St. Croix**

Land Services Director Kelly Schroeder stated Pine County has been approached by the Washington County Conservation District to establish the One Watershed One Plan (1W1P) framework within the Lower St. Croix River Basin. Approval of Resolution 2017-01 would support an application to the Board of Water and Soil Resources (BWSR) for a planning grant to develop a watershed-scale implementation framework. The county anticipates entering into an Agreement with the counties, Soil & Water Conservation Districts and Watershed Management Organizations within the Lower St. Croix Planning Boundary to implement this effort and be eligible for plan-based implementation funding from BWSR. Erin Loffler, Board Conservationist, and Julie Westerlund, State 1W1P Coordinator, from the Board of Water and Soil Resources (BWSR) were present to answer questions. **Motion** by Commissioner Chaffee to approve Resolution 2017-01 to support a Lower St. Croix major watershed One Water One Plan implementation framework project. Second by Commissioner Hallan. Motion carried 5-0.

**6. Schedule 2017 Truth in Taxation Meeting**

**Motion** by Commissioner Chaffee to schedule the 2017 Truth in Taxation meeting for Thursday, December 7, 2017 at 6:00 p.m. in the Board Room, Courthouse, Pine City, Minnesota. Second by Commissioner Mohr. Motion carried 5-0.

**6A. Extension Committee Appointments**

**Motion** by Commissioner Mohr to re-appoint Kari Holmberg (at large member) and Thane Sheetz (District 4 seat) for a second, three-year term, January 1, 2017 – December 31, 2019. Second by Commissioner Mikrot. Motion carried 5-0.

**7. Commissioner Updates**

Soil & Water Conservation District: Chair Ludwig stated it was the organizational meeting. Skip Thomson was appointed Chair.

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. Roll offs have been ordered for replacement of the recycling sheds in Hinckley.

East Central Regional Library: Commissioner Mohr stated it was the organizational meeting. Discussion was held regarding the possible moving of the ECRL headquarters from Cambridge to Mora.

Pine County Chemical Health Coalition: Commissioner Mikrot stated grant applications were reviewed and awarded; a new logo was adopted.

State of the Band Address: Commissioners Hallan and Chaffee stated it was a good meeting and expressed appreciation to the band of the county's invitation to attend.  
East Central Housing Organization meeting: Commissioner Ludwig stated it was a well-attended meeting. The need for public, private, student, and work-force housing was discussed.

8. **Other**

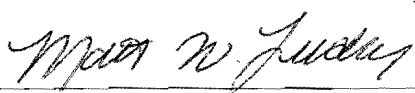
The vacancy, and hiring process, of the 4-H agent was discussed.

9. **Upcoming Meetings**

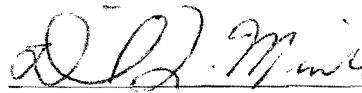
Upcoming meetings were reviewed.

10. **Adjourn**

With no further business, Chair Ludwig adjourned the meeting at 10:59 a.m. The next regular meeting of the county board is scheduled for February 7, 2017 at 10:00 a.m. at the Pine County History Museum, 6333 H C Andersen Alle, Askov, Minnesota.



Matthew W. Ludwig, Chair  
Board of Commissioners



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