

**MINUTES
OF THE
PINE COUNTY BOARD MEETING
Regular Meeting
Wednesday, December 6, 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 County Attorney Reese Frederickson and County Administrator David Minke.

The Pledge of Allegiance was said.

Chair Ludwig called for public comment. Ailene Croup inquired if updated Pictometry aerial photos would be used to monitor the buffer law. Chair Ludwig stated this would be addressed later in the board meeting, Regular Agenda item 5.

Chair Ludwig inquired if there were revisions to the Agenda. There were no revisions to the Agenda.

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

Commissioner Mikrot moved to approve the Minutes of the November 21, 2017 county board meeting and Summary for publication. Second by Commissioner Mohr. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence

Pine County Land Surveyor Monthly Report – November, 2017

Pine County Chemical Health Coalition Minutes – November 13, 2017

Commissioner Ludwig moved to acknowledge the Boards, Reports and Correspondence. Second by Commissioner Hallan. Motion carried 5-0.

Commissioner Hallan moved to approve the Consent Agenda. Second by Commissioner Mikrot. Motion carried 5-0.

CONSENT AGENDA

1. **November, 2017 Disbursements**

Approve the Disbursements Journal Report November 1, 2017 – November 30, 2017.

2. **Revised Federal Award Procurement and Conflict of Interest Policy**

Approve the Revised Federal Award Procurement and Conflict of Interest Policy.

3. **Agreement Between Health & Human Services and Therapeutic Services Agency (TSA) for Clinical and Reflective Practice Supervision**

Approve the Agreement between Health & Human Services and Therapeutic Services Agency (TSA) to provide required clinical supervision to children's mental health case managers,

public health nurses, and extend the service to child protection social workers. The term of this contract is January 1, 2018 through December 31, 2018. The total cost would be \$14,400 for 2018, with \$8,640 reimbursed by grants, leaving \$5,760 as an expense to Health & Human Services. Authorize Board Chair to sign.

4. **Agreement between Health & Human Services and Arrowhead Economic Opportunity Agency, Inc. (AEOA)**

Approve the Agreement between Health & Human Services and Arrowhead Economic Opportunity Agency, Inc. (AEOA) for transportation, for the period of December 1, 2017 through December 31, 2018. AEOA would be reimbursed at the IRS mileage rate plus an administrative fee of 38 cents per mile for social service trips provided by AEOA and authorized by Health & Human Services. Authorize Board Chair and County Administrator to sign.

5. **Contract Between State of Minnesota and Health & Human Services – Minnesota Family Investment Program (MFIP) & Work Diversionary Work Program**

Approve the contract between the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities (MnSCU), on behalf of Pine Technical and Community College Employment and Training Center and Pine County Health & Human Service. This contract allows PTCC Employment and Training Center to continue to deliver employment searching and training to participants who qualify. Health & Human Services is reimbursed from the State for billed services. This contract is effective January 1, 2018 through December 31, 2019. The amount to MnSCU shall not exceed a grand total of \$361,670 per contract year. Authorize Board Chair and County Administrator to sign.

6. **Contract Between State of Minnesota and Health & Human Services – Supplemental Nutrition Assistance Program (SNAP)**

Approve the contract between the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Pine Technical and Community College Employment and Training Center and Pine County Health & Human Service, to provide employment and training services to participants of the Supplemental Nutrition Assistance Program (SNAP). The contract will reimburse Pine Technical and Community College for expenses up to \$9,040. The contract is in effect from October 1, 2017 through September 30, 2018. Authorize Board Chair and County Administrator to sign.

7. **Renewal of State Health Improvement Partnership Agreement**

Approve the State Health Improvement Partnership Agreement and Business Associate Agreement. Pine County Public Health will receive \$62,250 from the grant agreement from November 1, 2017 to October 31, 2018 to work on state health improvement strategies. Authorize Board Chair to sign.

8. **Central Minnesota Health Care Preparedness Coalition**

Authorize Pine County to participate in the Central Minnesota Health Care Preparedness Coalition.

9. **Nightingale Notes Application Subscription Agreement -- Champ Software, Inc.**

Approve the Agreement between Champ Software, Inc. and Pine County Public Health for the Nightingale Notes Subscription. Pine County Public Health pays a yearly fee to use Nightingale Notes of \$8,121. Authorize Board Chair to sign.

10. **Central Minnesota Emergency Medical Services Region Advisory Committee**
Approve reappointment of Marge Fagerstrom as a committee member, and JoAnn Gray as an alternate committee member, to the Central Minnesota Emergency Medical Services Region Advisory Committee for a two-year term, January 1, 2018-December 31, 2019. Marge and JoAnn are agreeable to the reappointment.
11. **Police Officer Declaration - PERA**
Approve Resolution 2017-60 for the Public Employees Retirement Association Police Officer Declaration for part-time deputy sheriff Zachary Bettschen. This Resolution/Declaration indicates he has met all of the requirements of the Police and Fire Plan membership requirements from his date of hire. Authorize Board Chair and County Administrator to sign Resolution 2017-60.
12. **Completion of Probationary Status**
Approve the regular employment status to Social Worker Jessica Zirbes, effective November 24, 2017.
13. **Training**
Authorize County Engineer Mark LeBrun to attend the 73rd Annual MN County Engineers Conference at Cragun's Resort, January 16-18, 2018, in Brainerd. Registration: \$190, Lodging and Meals: \$664. Total cost: \$854.

REGULAR AGENDA

1. **Technology Committee Report**
Commissioner Hallan stated the Technology Committee has reviewed the county's current website and gathered quotes from vendors to update the website. The cost is \$9,900 together with \$1,900 per year for maintenance.
Motion by Commissioner Hallan to approve a five-year contract with Revise as the vendor to redesign the Pine County website. Authorize Board Chair to sign. Second by Commissioner Mohr. Motion carried 5-0.
2. **Health & Human Services Committee Report**
Commissioner Chaffee stated the Health & Human Services Committee met November 21, 2017 and made the following recommendations:
 - A. Meeting length and frequency: it was the consensus of the Committee to keep the meetings to quarterly but to start 30 minutes earlier, at 8:30 a.m. rather than 9:00 a.m.
 - B. Health Equity: The consensus of the committee was to finalize the committee structure/bylaws and bring to the county board for approval at the December 19, 2017 county board meeting.Other items for information only.
3. **Facilities Committee Report**
The Pine County Facilities Committee met December 6, 2017. Commissioner Mohr stated County Engineer Mark LeBrun reviewed the timeline from the bidding process through completion of the Sandstone government building. Site layout, schematic key cards and placement, and parking was discussed. The final schematic drawing will be presented to the county board at the January 2, 2018 county board meeting.

4. **Introduction of Corrections Agent Michelle Sellner**

Probation Director Terry Fawcett introduced new employee, Corrections Agent Michelle Sellner.

5. **Aerial Photography Purchase**

Land Services Director Kelly Schroeder reviewed the use of the Beacon site by government departments and the public since its inception in 2010, stating one of the significant characteristics of Beacon is the aerial photos. The photos in Beacon have not been updated since the original photos were taken in 2011. Advantages, and the use, of Beacon were discussed. Pictometry representative Dean Larson was present to answer questions. The total cost of one flight is \$161,360.75, which will be paid from the Recorder's Compliance Fund (non-levy dollars). Photos will be taken in the Spring of 2018.

Motion by Commissioner Mohr to authorize the Board Chair to sign the Order Form with Pictometry International Corp. for aerial photos under the Minnesota Counties Computer Cooperative purchasing agreement. Second by Commissioner Hallan. Motion carried 5-0.

6. **Commissioner Updates**

Negotiations: County Administrator David Minke stated six of the seven bargaining units with contracts expiring in 2017 have been met with; tentative agreements have been reached with five of these.

Snake River Watershed: Commissioner Mohr stated the Minnesota Board of Water and Soil Resources (BWSR) gave a presentation on the One Water One Plan program. Commissioner Mohr stated the Watershed Outreach Project and Cross Lake project were discussed. It was proposed that a Committee of the Whole meeting could be scheduled in 2018 to discuss aquifers and a hydrogeologist could be invited to present.

Arrowhead Transit Meeting: Commissioner Hallan stated ridership within the county is steady. A Request for Proposal has been submitted for planning for transportation for the needs for people who are not able get to the doctor appointments and who reside outside of the city limits.

Pine County Fair Economic Impact Study: Commissioners Hallan and Mohr commented that a great amount of information was provided to the University of Minnesota (U of M) through the surveys obtained during the 2017 Pine County Fair. Preliminary information was provided by the University at the meeting; the University will analyze the information and provide a formal report at a later date.

Workforce & Economic Development Task Force: Commissioner Mohr stated additional members have been added to the task force; the task force is attempting to narrow its scope to make its goals easier to accomplish.

AMC Annual Conference: Administrator Minke and Commissioners Ludwig and Mohr provided overviews of the breakout sessions attended at the Association of Minnesota Counties Annual Conference.

MASWCD Work Group: Commissioner Hallan stated funding for soil and water conservation districts was a key topic of discussion.

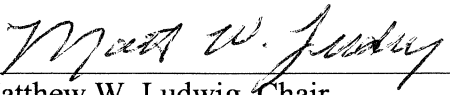
7. **Other**

None.

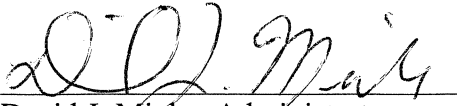
8. Upcoming meetings were reviewed.

9. **Adjourn**

With no further business, Chair Ludwig adjourned the meeting at 11:03 a.m. The next regular meeting of the county board is scheduled for Tuesday, December 19, 2017 at 10:00 a.m. at the Boardroom, Pine County Courthouse, 635 Northridge Drive NW, Pine City, Minnesota.



Matthew W. Ludwig, Chair
Board of Commissioners



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