

**MINUTES
OF THE
PINE COUNTY BOARD MEETING
Regular Meeting
Tuesday, January 16, 2018 - 10:00 a.m.
6333 H C Andersen Alle, Askov, Minnesota**

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

The Pledge of Allegiance was said.

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

Chair Hallan requested the following revisions to the Agenda:

1. Additional information for Regular Agenda Item #2 – Facilities Committee Report
Design Development Site Plan drawings
2. Addition: Consent Item #13 – equivant Professional Services Agreement (RMS Data Conversion)
Consider approval of a Professional Services Agreement between CourtView Justice Solutions Inc. d/b/a equivant and the Pine County Sheriff's Office in the amount of \$12,062. The contract will be effective through July 31, 2018 or until the Agreement has been terminated. This contract had previously been approved by the county board September 19, 2017, however contract language has been revised to comply with Minnesota data laws. Contract billing amount has not changed. The revised contract has been reviewed by the County Attorney.
3. Addition: Consent Item #14 – Land Management Technician
Consider approval of the hiring of Joseph Kelash as Land Management Technician, effective January 22, 2018, at the rate of \$20.72 per hour (Grade 8, Step 1).

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

Commissioner Mohr moved to approve the Minutes of the January 2, 2018 Regular and Organizational County Board Meeting and Summary for publication. Second by Commissioner Mikrot. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence

Pine County HRA Senior Housing Minutes (regular meeting) – November 29, 2017

Pine County HRA Senior Housing Minutes (annual meeting) – November 29, 2017

East Central Regional Library Board Minutes – December 11, 2017

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

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

CONSENT AGENDA

1. **Approve December, 2017 Cash Balance**

Fund	December 31, 2016	December 31, 2017	Increase(Decrease)
General Fund	5,223,442	5,660,201	436,759
Health and Human Services Fund	825,047	1,378,148	553,101
Road and Bridge Fund	(362,429)	290,772	653,201
Land Management Fund	2,149,920	1,968,101	(181,819)
TOTAL (inc non-major funds)	10,658,711	12,318,200	1,659,489

2. **Application for Abatement**

Approve the Applications for Abatement for Jean Loucks, 13313 Sunset Trail, Pine City, PID 28.1113.000, pay 2017; Doris Waddel Johnson, 515 3rd St. No., Brook Park, PID 06.0063.000, pay 2017; Thomas Hartung, 8423 Alfalfa Lane, Grasston, PID 29.8900.109, pay 2015-2017.

3. **Tobacco License**

Approve the 2018 tobacco license for Bear Creek Tavern, Inc., 39109 State Highway 48, Hinckley.

4. **Bank Depositories**

Acknowledge the banks used by Pine County as its depositories: (1) primary checking and money market accounts are held at Frandsen Bank & Trust; (2) secondary checking and money market accounts are held at Stearns Bank; (3) individuals making their tax and other payments online are held at Stearns Bank.

5. **2017 Budget Adjustments**

Approve the following 2017 budget adjustments:

General Fund

Dept 281 - Civil Defense

01-281-5230 - State Grants

from \$21,026 to zero

01-281-5409 - Federal Grants

from zero to \$21,026

Dept 391 & 392 - Solid Waste & SCORE

01-392-5501 - Fees For Service

from \$0 to \$9,500

01-391-6803 - Transfer Station Recycling

from \$14,000 to \$23,500

Dept 605 - Economic Development

01-605-5281 - Local Grants

from \$0 to \$5,000

01-605-6263 - Professional & Tech Serv

from \$6,000 to \$11,000

HHS - Social Services

12-430-712-0000-5429

from \$79,088 to \$128,600

12-430-712-0000-5854

from \$45,000 to \$64,000

12-430-712-0030-5430

from \$48,788 to \$56,000

12-430-719-0000-5336

from \$18,000 to \$153,000

12-430-740-0000-5430	from \$0 to \$17,000
12-430-740-0000-5443	from \$48,000 to \$69,000
12-430-761-0000-5850	from \$90,000 to \$136,000
12-430-765-0000-5349	from \$80,000 to \$83,000
12-430-765-0000-5449	from \$80,000 to \$83,000
12-430-712-3811-6020	from \$130,000 to \$292,000
12-430-712-3811-6022	from \$140,000 to \$204,724
12-430-761-3410-6094	from \$1,000 to \$20,000
12-430-740-3831-6020	from \$325,000 to \$380,000

Note: Social Services received some revenues in 2017 attributable to prior years which will help offset out of home placement costs. The above adjustments total \$300,724 revenue and expenditures to net to zero for budget purposes.

GENERAL FUND – 01

County Board acknowledges the following expenditures in excess of budget:

Dept 020 - Law Library - \$5,442.00 (spending down reserve)

Dept 074 - Aquatic Invasive Species Program - \$26,811 (spending down reserve)

Dept 212 - Sheriff's Canine Unit - \$15,330 (spending down reserve).

Dept 227 - Enhance 911 - \$11,700 (spending down reserve)

Dept 253 - Court Security - \$16,000 (new department and over expenditures were offset by the jail and STS departments coming in under budget. This department was separated for the purpose of better tracking of court related expenses.)

Dept 281 - Civil Defense - \$70,000 (salaries and wages were budgeted in Sheriff's Dept 201 and mid-year a portion was delegated to the Civil Defense Department for reporting purposes.)

Dept 605 - Acknowledge receipt of restricted funds in the amount of \$18,663 from Initiative Foundation for future economic development projects.

Dept 801 - Non-Departmental (both Unemployment Cost and Workers Compensation Premium were higher than anticipated and primarily from an audit of prior year Workers Compensation Premium that was paid.)

HEALTH & HUMAN SERVICES FUND - 12

The County Board acknowledges the over expenditures in Dept 430 (Social Services) due to the high cost of out of home placements which cannot be predicted from year to year.

The County Board acknowledges the additional revenue received in Dept 481 (Public Health) as a result of the termination of the Kanabec-Pine Community Health Board and the return of Pine County share of revenues of approx. \$340,000 for home visiting.

EQUIPMENT FUND – 43

The County Board acknowledges the over expenditures in Fund 43 as being required for the Sheriff's Dept RMS System

6. **Prosecution Contract – City of Pine City (2018-2019)**
Approve the Agreement for Prosecution Services with the City of Pine City in the total amount of \$22,000 for calendar years 2018 and 2019. Authorize Board Chair and County Auditor to sign.
7. **Child Welfare/Juvenile Justice Screening Grant**
Accept the Pine County Child Welfare/Juvenile Justice Screening Grant and authorize Board Chair to sign.
8. **Department of Public Safety Grant Agreement (Crime Victim Services)**
Approve the Department of Public Safety Grant Agreement. For 2018 and 2019 the county will receive a total of \$140,000. There is a \$27,000 matching requirement from the county, however much of the match is in-kind and the county attorney's office has funds to cover remaining match expenses. Authorize Board Chair and County Administrator to sign.
9. **Fiscal Year 2018 and 2019 Natural Resources Block Grant**
Approve the Natural Resources Block Grant Agreement for fiscal years 2018 and 2019 with the State of Minnesota. This grant covers septic treatments systems and upgrades, shorelands, local water management and Wetland Conservation Action. Authorize Board Chair to sign.
10. **Cultural Community Coach**
Approve entering into a contract for services with Lawrence Staples as a Cultural Community Coach for 2018. The contract would be effective January 22, 2018, at a rate of \$21.36 per hour hour, 30-35 hours per week. Fifty thousand dollars, of which \$25,000 has been received from the Mille Lacs Band of Ojibwe as a grant. Authorize Board Chair and County Administrator to sign.
11. **New Hire**
Approve the hiring of Taylor Peterson, Andrew Dagerstrom-Hanley and Brandon Koehnle as part-time Correction Officers, effective January 23, 2018, at \$18.77 per hour, pending satisfactory completion of background checks and physicals.
12. **Training**
Approve Women's Infants' Children Coordinator Amber Koski, Registered Nurse Christina Schoeberl and Public Health Nurse Dawn Moffett to attend the Lactation Counselor Training Course, May 7-11, 2018 in Mora. The early tuition fee is \$575, application and exam are \$120 and books are \$55 with a total cost of \$750 x 3 staff to attend = \$2,250. Amber Koski's \$750 will be covered by the Women's Infant's Children Grant, Christian Schoeberl and Dawn Moffett's costs will be covered by the new evidence based home visiting grant.
13. **equivalent Professional Services Agreement (RMS Data Conversion)**
Approve the Professional Services Agreement between CourtView Justice Solutions Inc. d/b/a equivalent and the Pine County Sheriff's Office in the amount of \$12,062. The contract will be effective through July 31, 2018 or until the Agreement has been terminated. This contract had previously been approved by the county board September 19, 2017, however contract language has been revised to comply with Minnesota data laws. Contract billing amount has not changed. The revised contract has been reviewed by the County Attorney. Authorize Board Chair, County Administrator and County Sheriff to sign.

14. **New Hire**

Approve the hiring of Joseph Kelash as a Land Management Technician, effective January 22, 2018, at the rate of \$20.72 per hour (Grade 8, Step 1).

REGULAR AGENDA

1. **Recycling Recognition**

Chair Hallan recognized and thanked Pine County businesses, 23 Hardware and Lumber and Finlayson Properties, LLC, as hosts of Pine County recycling sheds. Land Services Director Kelly Schroeder will present recognition plaques to these businesses.

2. **Facilities Committee Report**

Commissioner Mohr provided an overview of the January 3, 2018 Facilities Committee meeting. Changes to schematics of the Sandstone building were discussed including removal of the depressed ramp from the loading dock, change of location of the IT room, technology wiring, inclusion of a kitchenette, outside building construction, modular walls, and a clear story over the lobby and large meeting room. Commissioner Hallan asked about the cooling of the technology area and built-in features for future technology upgrades. Commissioner Ludwig stated Technology Director Ryan Findell had requested the change in location to the basement and felt this would be a better suited location than main level location. The board discussed if there were add-ons incorporated into the building plan in the event the plan needed to be downsized to keep within budget constraints; Commissioner Ludwig stated there were items that could be removed. The name of the building will be discussed at the February 7th Facilities Committee meeting. County Administrator Minke has been compiling a list of suggested names—commissioners may send their suggestions to him. After further discussion about the design and building budget, **it was the consensus** of the board to move forward with cost estimates based on the current design. February 6, 2018 is the target date for final presentation and board approval to let the project out for bids.

3. **Personnel Committee Report**

Commissioner Chaffee provided an overview of the January 3, 2018 Pine County Personnel Committee meeting. The Personnel Committee made the following recommendations:

Attorney's Office

- A. Approve Victim Services Coordinator Job Description.
- B. Authorize recruitment of the Victim Services Coordinator (Grade 8) to be paid for primarily through a 2-year grant from the State of Minnesota. Commissioner Chaffee stated this position will be eliminated if not supported by a grant from the State.

Health & Human Services Department

- A. Approve the hiring of a Public Health Nurse (Grade 11) or Registered Nurse (Grade 10) to backfill an existing vacancy. This position will work primarily in Family Home Visiting and Child and Teen Check-Up programs.

Sheriff's Office

- A. Authorize the hiring of a part-time secretary position (Grade 4). This position is funded in the 2018 budget from revenue from gun permits.
- B. Authorize the hiring of a full-time dispatch position (Grade 6) and backfill any vacancy caused by internal promotion. This position is funded in the 2018 budget.

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

4. **Joint Powers Agreement Amendment – Work Release Services**

Sheriff Jeff Nelson informed the board that an agreement had been entered into in June, 2017 with the State of Minnesota for the housing of in-transition inmates from the State of Minnesota. The original agreement set a cap of \$50,000 to be paid to Pine County. This amendment would increase the ceiling of the original agreement to \$100,000. The contract expires June 30, 2018.

Motion by Commissioner Ludwig to approve the Joint Powers Agreement Amendment-Work Release Services to increase the total obligation amount from \$50,000 to the new amount of up to \$100,000. Second by Commissioner Mohr. Motion carried 5-0.

5. **Use of Dissolution Funds Returned to Pine County Public Health in 2017**

Community Health Services Administrator Kathy Filbert informed the board of Public Health's priority areas for use of funds received from the dissolution of the joint Kanabec-Pine Community Health Board. Filbert stated the three priorities were (1) the hiring of a Family Health Supervisor, as the county is preparing for Healthy Families Accreditation in mid-2019, (2) hiring of a home visitor nurse to support the Healthy Families America model, and (3) continue to support staff positions through training and new technology in the family home visiting program.

After discussion, **it was the consensus** of the board for Public Health to proceed forward to use the funds to meet the priority areas in Public Health.

6. **Sex Trafficking Symposium**

Social Worker Bonnie Rediske, a member of the Pine County Multi-Disciplinary Team member, provided an update to the board on a symposium held January 10, 2018 on sex trafficking. Multiple speakers from across the country contributed, with over 320 participants in attendance. Chair Hallan thanked Bonnie for spearheading this project.

7. **Minimum Salary for County Sheriff and County Attorney**

County Administrator David Minke stated Minnesota Statutes §388.18 (county attorney) and §387.20 Subd. 2(b) (county sheriff) require the county board to set a minimum salary for elected positions in January of the year proceeding the election for those offices. The County Sheriff and County Attorney elections take place in 2018.

Motion by Commissioner Ludwig to set the 2019 minimum salary at \$77,000 for county sheriff and \$80,000 for county attorney. Second by Commissioner Chaffee. Motion carried 5-0.

8. **2017 End of Year Budget Report**

County Administrator David Minke provided an update of the budget through end-of-year 2017, reviewing the expenditure and revenue of the major funds. The county appears to have ended the year in a positive position; the numbers, however, will adjust as the year is closed out.

9. **Commissioner Updates**

Soil & Water Conservation District: Commissioner Ludwig stated the soil survey field work will be completed by this summer; SWCD is accepting tree orders; as to buffer enforcement, there are only two non-compliant landowners in the county.

East Central Solid Waste Commission: Commissioner Hallan stated a garbage packer was purchased. Funds were available for this purchase, no outside funding was necessary.

East Central Regional Library: Commission Mohr stated hours of operation of the libraries will be reduced to keep expenses low. For 2018 the library is spending reserves for operating expenses.

Pine County Chemical Health Coalition: Commissioner Mikrot stated the social host ordinance for underage drinking is in the process of being edited; grant applications from school districts to use for drug and alcohol lifestyle promotion (\$750 for each school) are being reviewed; bylaws are being created for the Chemical Health Coalition.

State of the Band Address: Great presentation by the band, their leadership has a deep concern for their members/children. Large county representation in attendance.

Other: None.

10. **Other**

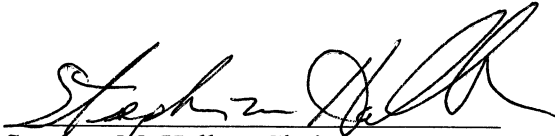
None.

11. **Upcoming Meetings**

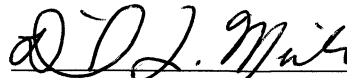
Upcoming meetings were reviewed.

12. **Adjourn**

With no further business, Chair Hallan adjourned the meeting at 11:18 a.m. The next regular meeting of the county board is scheduled for Tuesday, February 6, 2018 at 10:00 a.m. at the Pine County Courthouse, 635 Northridge Drive NW, Pine City, Minnesota.



Stephen M. Hallan, Chair
Board of Commissioners



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