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

The Pledge of Allegiance was said.

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

Chair Mohr requested the following revisions to the Agenda:

Additional Information
1. Regular Agenda Item #3: Transportation Committee Minutes
   - Informational only. No action necessary.
2. Regular Agenda Item #6: Bid Abstract 058-599-044
   - Consider award of Contract #1904 to Houle Excavating, LLC in the amount of $164,462.50. This amount is 12.73% over the engineer’s estimate.
3. Regular Agenda Item #7: Second Quarter Budget Report and Charts
4. Pine County Soil and Water Conservation District -- Final Strategic Plan 2019

Revision
1. Consent Agenda Item #4A: Authorize the hiring of Cynthia Woltjer and Brandon Borchardt, part-time Recycling Center Attendants, effective July 17, 2019, $14.62 per hour, non-union, non-exempt, pending satisfactory background check.
2. Remove Consent Agenda Item 4D, hiring of temporary Eligibility Worker Sabrina Robbins, to Regular Agenda Item 1(D)/Personnel Committee Report.
   Health & Human Services Director Becky clarified this action is to bring forward the name of a candidate for approval for the hiring of a temporary eligibility worker as interviews have been conducted for this position. The temporary position had been recommended for approval by the Personnel Committee on July 9, 2019.

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

Commissioner Mikrot moved to approve the Minutes of the July 2, 2019 county board meeting and Summary for publication. Second by Commissioner Hallan. Motion carried 5-0.

Commissioner Mikrot moved to approve the Minutes of the July 2, 2019 Special Meeting-Committee of the Whole (meeting with Congressman Stauber). Second by Commissioner Hallan. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence
Pine County Zoning Board Minutes – May 23, 2019
Pine County HRA Senior Housing Regular Meeting Minutes – April 24, 2019 & May 22, 2019
Motion by Commissioner Ludwig to acknowledge the Boards, Reports and Correspondence. Second by Commissioner Mikrot. Motion carried 5-0.

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

CONSENT AGENDA

1. **Approve June, 2019 Cash Balance**

<table>
<thead>
<tr>
<th>Fund</th>
<th>June 30, 2018</th>
<th>June 30, 2019</th>
<th>Increase(Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>4,773,033</td>
<td>5,516,800</td>
<td>743,767</td>
</tr>
<tr>
<td>Health and Human</td>
<td>1,439,038</td>
<td>1,490,610</td>
<td>51,572</td>
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<tr>
<td>Services Fund</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Road and Bridge Fund</td>
<td>4,806,273</td>
<td>4,207,368</td>
<td>(598,906)</td>
</tr>
<tr>
<td>Land Management Fund</td>
<td>2,196,179</td>
<td>2,002,082</td>
<td>(194,097)</td>
</tr>
<tr>
<td>TOTAL (inc non-major</td>
<td>15,143,301</td>
<td>15,389,309</td>
<td>246,009</td>
</tr>
<tr>
<td>funds)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. **Application for Exempt Permit**

A. Approve the Application for Exempt Permit from the MN Deer Hunters Association – Quad Rivers Chapter to conduct Minnesota lawful gambling on September 28, 2019 at Doc’s Sports Bar and Grill Pavilion, 34427 Majestic Pine Dr., Sturgeon Lake, MN (Windemere Township).

3. **Personnel (Promotion)**

A. Approve promotion of part-time Dispatcher Russel Janes to full-time Dispatcher, effective July 21, 2019, pay grade and wage remain unchanged.

4. **New Hire**

A. Authorize the hiring of Cynthia Woltjer and Brandon Borchardt, part-time Recycling Center Attendants, effective July 17, 2019, $14.62 per hour, Grade 1, non-union, non-exempt, pending satisfactory background check.

B. Authorize the hiring of Mallory Wilder, Registered Nurse, effective August 26, 2019, Grade 10, Step 3, $26.03 per hour.

C. Authorize the hiring of Jamey Silva, part-time Sheriff’s Secretary, effective July 17, 2019, Grade 4, Step 1, $16.90 per hour.

D. Hiring of part-time Eligibility Worker -- Moved to Regular Agenda #1D.

REGULAR AGENDA

1. **Personnel Committee Report**

Commissioner Chaffee stated the Personnel Committee met July 9, 2019. The Personnel Committee made the following recommendations:

A. Health & Human Services

   i. Approve the hiring of a temporary Eligibility Worker, Grade 6, minimum hourly wage of $18.99.

   ii. Acknowledge the resignation of Office Support Specialist Julia Larson, effective July 19, 2019 and approve backfilling the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
B. **Auditor-Treasurer**
   i. Acknowledge the resignation of Accounting Technician Ashley Eckdahl, effective July 15, 2019 and approve backfilling the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

C. **Building Maintenance**
   i. Approve to fill the Lead Maintenance Worker position from within the Courthouse Union with no additional staff added, approve the updated job description and the SAFE System ranking of Grade 5.

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

D. **Health & Human Services – Temporary Eligibility Worker**
   **Motion** by Commissioner Chaffee to authorize the hiring of Sabrina Robbins, temporary Eligibility Worker, effective July 17, 2019, Grade 6, Step 1, $18.99 per hour. Second by Commissioner Ludwig. Motion carried 5-0.

2. **Facilities Committee Report**
   Commissioner Ludwig provided an overview of the July 11, 2019 Facilities Committee meeting. The following items were discussed: project updates on the North Pine Government Center contractor “punch list,” soundproofing, financial/CIP Bond update; courthouse dedication plaque request and space availability; 1610 building (Sandstone) remodel update; and HHS storage space needs were discussed. The committee will explore how much space could be made available at the courthouse if space were used more efficiently to determine how many employees from the South Pine Government Center could be potentially relocated to the courthouse.

3. **Transportation Committee Report**
   Commissioner Mikrot provided an overview of the July 11, 2019 Transportation Committee meeting. A possible road exchange between the county and Sturgeon Lake Township (Dago Lake Road and County Road 166/portion located in northeast corner of Sturgeon Lake Township) was discussed. Other topics discussed include the speed limit on CSAH 51/Sturgeon Lake Frontage Road, participation in the Towards Zero Deaths project, Walkability concepts/ideas for incorporation into road projects, sales tax project updates, and a review of future road projects. Commissioner Hallan suggested the public should contact the highway department if a road is in need of repair and is not included on the highway department’s upcoming project list.

4. **Wind/Solar Presentation – Great Plains Institute**
   Jessi Wyatt and Jenna Green from the Great Plains Institute gave a presentation on wind and solar development, the SolSmart Program, and opportunities for Pine County to prepare the county for solar and wind development.

5. **Clean Water Partnership Loan Amendment**
   Land and Resources Manager Caleb Anderson stated in 2016 the county entered into a three-year agreement with the Minnesota Pollution Control Agency for a $600,000 Clean Water Partnership Loan. Authorizing this amendment will extend the program for one year and have an additional $300,000 available to the program for replacement of non-compliant septic systems.

   **Motion** by Commissioner Hallan to approve Resolution 2019-33 authorizing the amendment of the Clean Water Partnership Loan and authorizing Chair Mohr to sign the amendment to extend the Clean Water Partnership Loan program for one year and an additional $300,000 available to the program. Second by Commissioner Chaffee. Motion carried 5-0.
6. **Award Bid for Contract #1904**
County Engineer Mark LeBrun stated bid opening for Contract #1904 occurred on July 15, 2019, and recommended the contract be awarded to the lowest responsible bidder, Houle Excavating LLC, Little Falls, for the following: SAP 058-599-044, located on Balsam Road, 0.2 miles East of Lake 12 Road over an unnamed tributary. The Houle Excavating LLC bid came in 12.73% over the engineer’s estimate.

**Motion** by Commissioner Chaffee to award the bid for Contract #1904 to Houle Excavating LLC in the amount of $164,462.50. Second by Commissioner Hallan. Motion carried 5-0.

County Administrator David Minke provided an update of the budget through June, 2019 reviewing the expenditure and revenue of the major funds through June. Revenues and expenditures are as expected at the end of the second quarter. Out-of-home placements will probably be over budget.

8. **Commissioner Updates**
   - **East Central Solid Waste Commission**: Commissioner Hallan stated the amount of garbage received by ECSWC is up 15% on a weekly basis. ECSWC has raised the rate for demolition debris and is encouraging individuals/contractors to use the Rush City demolition landfill for construction debris.
   - **Pine County Chemical Health Coalition**: Commissioner Mikrot stated new coalition billboards are up and sticker shock at off-sale events are occurring. The Coalition was present at Freedom Fest and monitored wristband sales.
   - **NE MN Area Transportation Partnership meeting**: Commissioner Hallan stated walkability concepts/ideas for incorporation into road projects was discussed. It appeared the county was not participating in the Towards Zero Death program; the county is participating, however it is administered through another MNDOT district.
   - **Soil & Water Conservation District**: Commissioner Ludwig stated it was a general meeting. Discussion of the move/transfer to the North Pine Government building. The soil survey is continuing; data will be provided to Commissioner Ludwig when received.
   - **Lakes & Pines Communication Action Council**: Commissioner Hallan stated Lakes and Pines will be changing its business hours to 6:30 a.m. to 6:30 p.m. this fall to accommodate their clients’ work schedules.
   - **Other**: Commissioner Ludwig attended the Nemadji One Watershed One Plan (1W1P) kickoff meeting. A good number of local business owners were in attendance, a smaller number of the general public were present. Very engaging conversation.

9. **Other**
    None.

10. **Upcoming Meetings**
Upcoming meetings were reviewed.

   Chair Mohr called for a recess at 11:18 a.m. for lunch until 1:00 p.m.

   The board reconvened at 1:00 p.m.

   Those present introduced themselves.
Pine County Soil and Water Conservation District (SWCD) Strategic Plan
Pine County Soil and Water Conservation District Manager Jill Carlier reviewed the SWCD’s Strategic and Long-Term Planning Final Report. Carlier reviewed the SWCD’s goals:
1. viable and sustainable partnership with county staff and the county board.
2. District to have taxing authority to fund programs
3. Increase in employment longevity of SWCD staff to a minimum of 5-7 years/adequate pay compensation/advanced training
4. Not be reliant on Minnesota Board of Water & Soil Resources (BWSR) funding
5. Own its own office building
6. Better inter-agency coordination of activities. Serve as the hub for conservation policy, programs and activities.
7. Sufficient staff resources to maximize operation efficiency.

One Watershed One Plan (1W1P)
Minnesota Board Conservationist Erin Loeffler from the Minnesota Board of Water & Soil Resources reviewed implementation of the 1W1P. There will be variation within each watershed as to how they implement the plan and funding will be available on a watershed basis. Pine County’s Local Water Management Plan funded by the Natural Resources Block Grant expires in one year. Appropriate documentation by the county to extend the current plan will need to be submitted to maintain funding.

11. **Adjourn**
With no further business, Chair Mohr adjourned the meeting at 2:00 p.m. The next regular meeting of the county board is scheduled for Tuesday, August 6, 2019 at 10:00 a.m. at the Pine County Courthouse, 635 Northridge Drive NW, Pine City, Minnesota.

Joshua Mohr, Chair  
Board of Commissioners  

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