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 were County Administrator David Minke and County Attorney Reese Frederickson.

The Pledge of Allegiance was said.

Chair Mohr requested the following revisions to the Agenda:
1. Addition to Agenda: Regular Agenda Item #1 - Legislative Update
2. Addition to Agenda: Consent Agenda Item #2D - Approval of 3.2 Licenses
   - Approval of On/Off Sale 3.2 license for Duxbury Store
   - Approval of On/Off Sale 3.2 license for Ray & Marge’s Resort
   - Approval of On/Off Sale 3.2 license for Duquette General Store

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

Commissioner Hallan moved to approve the Minutes of the June 4, 2019 county board meeting and Summary for publication. Second by Commissioner Chaffee. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence
- Pine County Zoning Board Minutes – February 28, 2019
- East Central Regional Juvenile Center Advisory Board Minutes – June 6, 2019
- Pine County Chemical Health Coalition Minutes – June 10, 2019

Motion by Commissioner Chaffee to acknowledge the Boards, Reports and Correspondence. Second by Commissioner Mikrot. 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 May, 2019 Cash Balance**

<table>
<thead>
<tr>
<th>Fund</th>
<th>May 31, 2018</th>
<th>May 31, 2019</th>
<th>Increase(Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>250,468</td>
<td>512,251</td>
<td>261,783</td>
</tr>
<tr>
<td>Health and Human Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund</td>
<td>(453,418)</td>
<td>352,115</td>
<td>805,533</td>
</tr>
<tr>
<td>Road and Bridge Fund</td>
<td>4,126,998</td>
<td>769,482</td>
<td>(3,357,516)</td>
</tr>
<tr>
<td>Land Management Fund</td>
<td>2,203,225</td>
<td>1,990,318</td>
<td>(212,907)</td>
</tr>
<tr>
<td>TOTAL (inc non-major funds)</td>
<td>25,309,348</td>
<td>19,980,349</td>
<td>(5,328,998)</td>
</tr>
</tbody>
</table>
2. **Applications**
   Approve the following permits/applications:
   
   A. **Application for Exempt Permit** from the Moose Lake Fire District Firefighters Relief to conduct Minnesota lawful gambling on November 30, 2019 at Doc’s Sports Bar & Grill, 34427 Majestic Pine Drive, Sturgeon Lake (Windemere Township).
   
   B. **Application for Temporary On-Sale Liquor License** for the Rock Creek Lions Club for an event August 30-31 and September 1-2, 2019 at the Heidelberger Rodeo, 3923 State Highway 70, Pine City (Royalton Township). Authorize County Auditor-Treasurer Kelly Schroeder to sign application and forward to the state for approval.
   
   C. **Application for Temporary 3.2 Malt Beverage License** for the Jack Pine Riders for an event July 12-14, 2019 at Linda Dronen’s residence, 27079 Leese Road, Finlayson (Finlayson Township). Authorize County Auditor-Treasurer Kelly Schroeder to sign and issue liquor license.
   
   D. **Approval of On/Off Sale 3.2 License** for three locations. Duxbury Store, 61077 Duxbury Road, Sandstone (Wilma Township). Ray & Marge’s Resort, 36700 Lakeland Road, Sturgeon Lake. Duquette General Store, 88235 State Highway 23, Kerrick. The current licenses expire July 1, 2019. The new licenses are good for one year. Authorize County Auditor-Treasurer Kelly Schroeder to sign and issue liquor licenses.

3. **Family Home Visiting Account Restriction**
   Approve restriction of account 12-481-483-002-5857 (Family Home Visiting Account) to ensure any fund balance is used for home visiting programs.

4. **New Hire**
   Authorize the hiring of part-time Corrections Officer David Ackermann, effective June 24, 2019, Grade 7, Step 1, $19.33 per hour, contingent upon satisfactory physical.

5. **Training**
   Approve Community Health Services Administrator Samantha Lo and Public Health Supervisor Jessica Fehlen to attend the Minnesota Supervisor’s Conference from September 8-11, 2019, at Breezy Point. Registration: $60, Accommodations/Meals: $468, Travel: $130. Total: $658.

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**REGULAR AGENDA**

1. **Legislative Update**
   Legislative updates were provided by State Representative Mike Sundin, State Representative Nathan Nelson, State Senator Jason Rarick and Miranda Jensen from Congressman Stauber’s office. Topics covered include bipartisan collaboration, MN gas tax, funding for rural broadband, infrastructure funding, and county protection from utility tax assessment reversals. Pine County board legislative priorities for the upcoming year include state funding for of out-of-home placement costs for placements under the Indian Child Welfare Act (ICWA) and funding the Oberstar section of the Willard Munger State Trail.

2. **Facilities Committee Report**
   Commissioner Mohr provided an overview of the June 5, 2019 Facilities Committee meeting. Project updates on the North Pine Government Center exterior lettering, contractor “punch list,” landscaping, and the replacement of the front steps at the South Pine Government Center were discussed.
3. **Personnel Committee Report**
Commissioner Ludwig provided an overview of the June 11, 2019 Personnel Committee meeting.
The Personnel Committee made the following recommendations:

A. **Sheriff’s Office**
   i. Increase the total number of full-time dispatchers from eight to nine. The total number of dispatch employees will remain at twelve as budgeted for 2019. The remaining positions will be part-time.

B. **Sheriff’s Office - Jail**
   i. Ratify the termination of part-time probationary Corrections Officer Jake Haseman, effective May 22, 2019 and approve backfilling the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
   ii. Acknowledge the resignation of Corrections Officer John Clair Kubesh, effective June 9, 2019 and approve backfilling the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

C. **Administration**
   i. Approve the updated Pine County Organizational Chart
   ii. Probation Department - Corrections and Senior Corrections Agent’s SAFE System Job Grades and Job Descriptions
      (a) Approve changing the SAFE System grades for Corrections Agent from Grade 8 to Grade 10 and Senior Correction Agent from Grade 9 to Grade 10, effective July 1, 2019. Career Agent will remain a Grade 11.
      (b) Accept the “serving at the pleasure of the court” language recommended by Judge Martin.
      (c) Accept the job description language added to further clarify use of force and defensive tactics.

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

4. **Investment Committee**
Commissioner Hallan provided an overview of the June 11, 2019 Investment Committee meeting.

5. **Insurance Committee**
Commissioner Ludwig provided an overview of the June 17, 2019 Health Insurance Committee.
Due to increased usage trends, the county is anticipating an increase in rates for 2020. To be proactive, the county will develop a Request For Proposals to better evaluate rates for 2020 and ensure competitive pricing.

6. **Award Contract #1902**
County Engineer Mark LeBrun stated bid opening for Contract 1902 occurred June 3, 2019 and he recommended the contract be awarded to the lowest responsible bidder, Midwest Contracting, LLC. Contract #1902 includes: SAP 058-652-010 located on CSAH 52; Between CR 157 and CSAH 42.

**Motion** by Commissioner Hallan to award the bid for Contract #1902 to Midwest Contracting, LLC in the amount of $1,053,568.45. Second by Commissioner Chaffee. Motion carried 5-0.

7. **Award Contract #1903**
County Engineer Mark LeBrun stated bid opening for Contract 1903 occurred June 10, 2019 and he recommended the contract be awarded to the lowest responsible bidder, S & R Reinforcing, Inc. Contract #1903 includes: SAP 058-652-011, Bridge #58558 on CSAH 52; 0.5 miles West of CSAH 61 over Kettle River.
Motion by Commissioner Ludwig to award the bid for Contract #1903 to S & R Reinforcing, Inc. in the amount of $1,542,847.12. Second by Commissioner Mikrot. Motion carried 5-0.

8. Schedule Special Meeting—Committee of the Whole (Local Government Officials Meeting)
Motion by Commissioner Hallan to schedule a Special Meeting—Committee of the Whole (Local Government Officials meeting) for October 29, 2019 at 6:00 p.m., Jury Assembly Room, Courthouse, Pine City, Minnesota. Second by Commissioner Chaffee. Motion carried 5-0.

9. Review 2020 Budget Schedule
County Administrator David Minke went over the proposed 2020 Budget Schedule.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 1st</td>
<td>Department requests due</td>
</tr>
<tr>
<td>August 20th</td>
<td>Budget Committee (following Board Meeting)</td>
</tr>
<tr>
<td>August 21st</td>
<td>Budget Committee Department Budget Requests</td>
</tr>
<tr>
<td>August 27th</td>
<td>Budget Committee Department Budget Requests</td>
</tr>
<tr>
<td>September 10th</td>
<td>Budget Committee (following Personnel Committee)</td>
</tr>
<tr>
<td>September TBD</td>
<td>Additional Meeting(s) if required to get preliminary budget and levy by September 30th</td>
</tr>
</tbody>
</table>

10. Commissioner Updates
Soil & Water Conservation District: Commissioner Ludwig attended this meeting on 6/5/19. The new Water Technician was introduced.
Nemadji 1W1P Policy Committee: Commissioner Ludwig reported the committee hired a consultant on a $96,000 contract and bus tours would be scheduled shortly.
MN Council on Aging: Commissioner Hallan stated that Pine County Social Services Supervisor Pat Meacham recently served as a consultant. The Meals on Wheels program is piloting frozen dinner options in Mora.
East Central Regional Juvenile Center: Commissioner Ludwig reported that Pine County usage is on a downward trend (59 placed in 2017 and 41 placed in 2018). The average stay is 9.22 days. Similar facilities across the state might be closing and the possible impact was discussed.
East Central Solid Waste: Commissioner Hallan attended. An increasing amount of demolition material from individuals and small contractors has been hard on the equipment and landfill. To accommodate this, the price per ton will be $100 for the demolition material.
East Central Regional Library: Commissioner Mohr stated an insurance broker was hired and the group is focused on the building of a new library in Cambridge.
Pine County Chemical Health Coalition: Commissioner Mikrot attended and stated the Coalition is looking for volunteers for the upcoming local festivals and events. The upcoming training was discussed along with new billboards and new meeting hours (4 p.m. – 5 p.m.).
Law Library: Commissioner Mohr reported on the theft of materials estimated around $3,000. The items will be replaced and a new camera system was installed.
Joint Boards Meeting: Commissioner Hallan attended. He stated Pine Technical College is continuing to grow and space to house all programs is getting tight.
Central MN Workforce Development Board: Commissioner Hallan attended and reported some candidates have a challenge due to specialized skills.
Other: Commissioner Mohr presented a thank you from the Freshwater Fair held at the Pine County Fairgrounds. This year over 500 people attended including 408 fifth grade students.

11. Other
None.
12. **Upcoming Meetings**
   Upcoming meetings were reviewed.

   Chair Mohr called for a five-minute recess at 11:13 a.m.

   The board reconvened at 11:22 a.m.

13. **Closed Meeting – performance evaluation**
    
    **Motion** by Commissioner Hallan to close the meeting pursuant to Minnesota Statutes §13D.05, Subd. 3, to conduct the annual performance evaluation of County Administrator David Minke. Second by Commissioner Ludwig. Motion carried 5-0.

    Meeting was closed at 11:22 a.m.

    Present at the closed meeting were Commissioners Josh Mohr, Steve Chaffee, Steve Hallan, Matt Ludwig and John Mikrot. Also present was County Administrator David Minke.

    **Motion** by Commissioner Hallan to open the meeting. Second by Commissioner Chaffee. Motion carried 5-0. The meeting was opened at 11:43 a.m.

    A summary of the conclusions of the performance evaluation will be presented at the July 2, 2019 county board meeting.

    Commissioners discussed a performance pay increase for Administrator Minke as provided for in Section 10.7 of the county’s policy manual.

    **Motion** by Commissioner Mohr to set Administrator Minke’s salary at $130,579 per year effective on his anniversary date of July 2, 2019. Second by Commissioner Chaffee. Motion carried 5-0.

14. **Adjourn**
    With no further business, Chair Mohr adjourned the meeting at 11:45 a.m. The next regular meeting of the county board is scheduled for Tuesday, July 2, 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