

**MINUTES  
OF THE  
PINE COUNTY BOARD MEETING  
Regular Meeting  
Tuesday, February 18, 2020 - 10:00 a.m.  
North Pine Government Center  
1602 Hwy. 23 No., Sandstone, Minnesota**

Vice Chair Josh Mohr called the meeting to order at 10:00 a.m. Present were Commissioners Steve Chaffee, John Mikrot, Jr. and Matt Ludwig. Due to Commissioner Steve Hallan traveling out of state, Commissioner Hallan was present via Interactive TV, pursuant to Minnesota Statute 13D.02 and MN Department of Administration Advisory Opinions 08-034 and 13-009. Commissioner Hallan was seen and heard at the meeting via electronic means and participated from Fort Pickens National Park, 1400 Fort Pickens Road, Loop C, Site 2, Pensacola Beach, FL 32561, a location open and accessible to the public. Also present were County Administrator David Minke and County Attorney Reese Frederickson.

The Pledge of Allegiance was said.

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

Vice Chair Mohr requested the following revisions to the Agenda:

1. Correction--Consent Agenda 5: Cancel State Contracts-Purchase or Repurchase of Tax-Forfeit Properties. Corrections: Terence Gullette, correction of parcel to reflect 08.0124.008; Craig Williams, correction of date of purchase to November 20, 2018; Daniel Johnson, correction of legal description to reflect Lot 11, Block 2.
2. Addition--Consent Agenda 5A: 2019 State of Minnesota Federal Boating Safety Supplemental Equipment Grant Agreement. Consider approval of 2019 State of Minnesota Federal Boating Safety Supplemental Equipment Grant Agreement in the amount of \$29,550.
3. Additional Information--Regular Agenda #6: End-of-Year Budget Update
4. Change in Meeting Date and Location--Regular Agenda #10n: Health & Human Services Advisory Board. Meeting rescheduled to March 11, 2020, 8:30 a.m., Commissioner Conference Room, Courthouse, Pine City, Minnesota.

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

Commissioner Chaffee moved to approve the Minutes of the January 30, 2020 Special Meeting-Committee of the Whole (Strategic Planning). Second by Commissioner Mikrot. Motion carried 5-0.

Commissioner Mikrot moved to approve the Minutes of the February 4, 2020 county board meeting and Summary for publication. Second by Commissioner Chaffee. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence

Pine County Housing and Redevelopment Authority (HRA) Board of Directors regular meeting  
Minutes – December 18, 2019 and December 18, 2019 Annual Meeting  
Children’s Dental Services correspondence to Health & Human Services – January 30, 2020  
Pine County Historical Society correspondence – February 5, 2020

Motion by Commissioner Ludwig to acknowledge the Minutes of Boards, Reports and Correspondence. Second by Commissioner Mikrot. Motion carried 5-0.

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

**CONSENT AGENDA**

**1. January, 2020 Cash Balance**

<b>Fund</b>	<b>January 31, 2019</b>	<b>January 31, 2020</b>	<b>Increase(Decrease)</b>
General Fund	4,507,285	4,457,256	(50,029)
Health and Human Services Fund	1,053,948	824,733	(229,214)
Road and Bridge Fund	(95,298)	2,089,094	2,184,392
Land Management Fund	1,917,480	2,473,617	556,138
TOTAL (inc non-major funds)	10,455,612	10,728,457	272,845

**2. January 2020 Disbursements/Claims Over \$2,000**

Approve the January 2020 disbursements and claims over \$2,000.

**3. Cancellation of 2017 Warrants**

Approve the cancellation of uncashed 2017 warrants.

**4. 2019 Gas Tax Distribution**

Approve the 2019 gas tax distributions to townships.

**5. Cancel State Contracts – Purchase or Repurchase of Tax-Forfeit Properties**

Approve Resolution 2020-16 cancelling state contracts where the 2019 annual payment and/or 2019 taxes have not been paid. Authorize Board Chair and County Administrator to sign.

**5A. 2019 State of Minnesota Federal Boating Safety Supplemental Equipment Grant**

Approve the 2019 State of Minnesota Federal Boating Safety Supplemental Equipment Grant Agreement in the amount of \$29,550, effective March 2, 2020 through August 14, 2020. The grant will be used to purchase a 17’ patrol boat, 115 hp motor, trailer, LE package, and two cold water rescue suits. This grant does not require matching funds.

**6. Donation**

Accept a \$6,492.50 donation from the Pine County Veterans Council for the Veterans Van.

**7. Personnel**

A. Authorize regular employment status for Accounting Technician Kari Dutcher, effective March 3, 2020.

B. Authorize regular employment status for HHS employees Stacey Bisek, effective March 10, 2020, and Mallory Wilder, effective March 27, 2020.

8. **New Hire**
  - A. Approve the hiring of part-time deputy sheriff Blake Richert, effective February 24, 2020, grade 10, \$25.44 per hour.
  
9. **Public Employees Retirement Association Police Officer Resolution/Declaration**

Approve Public Employees Retirement Association Police Officer Resolution/Declaration 2020-09 for part-time deputy sheriff Blake Richert. This Resolution/Declaration indicates that the employee will meet 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.
  
10. **Training**
  - A. Approve Probation employees Terry Fawcett, Jami Tuve-Anderson, Sue Thompson, Devin Petersen, Justine Ward and Kevin Glass to attend the Minnesota Association of County Probation Officers (MACPO) Conference, May 27-29, 2020, at Madden's Resort. Registration: \$1,000 (\$200 per attendee, minus Fawcett, who is free due to being on the Board). Meals are included in registration price. Lodging: \$2,098 (\$332 per person, multiple occupancy for two nights per attendee. An additional \$106 for Director Fawcett for Tuesday night for Board business. Total: \$3,098. Most staff to carpool to conference in county vehicle.
  - B. Approve Health & Human Services employees Jessica Fehlen, Samantha Lo, Samantha Burch, Christina Schoeberl, Dawn Moffett, and Mallory Wilder to attend the National Perinatal Association's annual conference, March 25-27, 2020, in Denver, Colorado. Cost for 6 attendees: Registration: \$900; lodging: \$2,711; airfare/baggage: \$1,422; meals: \$774; mileage/parking: \$200. Total costs: \$6,007. All costs will be covered by carryover grant funds from the Evidenced-Based Home Visiting Grant (EBHV Grant), administered in partnership with Mille Lacs Band of Ojibwe and Mille Lacs County.
  - C. Approve Health & Human Services employees Samantha Lo, Krista Jensen and Jessica Fehlen to attend a medical countermeasures emergency preparedness training, March 3-4, 2020, in St. Cloud. This training is in preparation for the statewide full-scale public health emergency preparedness exercise in June. Hotel: \$250; Meals \$138; Mileage: \$150. Total cost: \$538.

## **REGULAR AGENDA**

1. **Body Camera Public Comment Opportunity**

Pursuant to Minnesota Statute 626.8473 the county must have a written Body Worn Camera (BWC) policy and provide the public with an opportunity to comment on the proposed policy at a regularly scheduled board meeting. Sheriff Nelson provided an overview of the BWC policy. Board discussion included BWC data retention, handling of the data, when the officers are to activate the BWC, camera installation in squad cars, and whether the drug task force would utilize BWCs. The next step in the BWC process is to send out Request for Proposals (RFP). Vice Chair Mohr opened the public comment period at 10:15 a.m. There was no in-person public comment. Sheriff Nelson stated that he has received five emails in support of body-worn cameras. There being no further comments, Vice Chair Mohr closed the public comment period at 10:16 a.m. Sheriff Nelson reviewed the process for the public and for subjects of the data to review the data.
  
2. **Land and Zoning Advisory Committee**

Commissioner Ludwig stated the Land and Zoning Advisory Committee met February 5, 2020. The Land and Zoning Advisory Committee made the following recommendations:

I. Land Auction/Sales

A. 2020 proposed list of land auction parcels

**Motion** by Commissioner Ludwig to approve the 2020 land auction for September 18, 2020, accept the identified listing of parcels to be offered for sale, and approve Resolution 2020-10 for 2020 Pine County Tax-Forfeited Land Classification (Non-Conservation). Second by Commissioner Chaffee. Motion carried 5-0.

B. Withdraw Previously Offered Parcels from the Public Land Sale List

**Motion** by Commissioner Ludwig to approve Resolution 2020-11 to withdraw previously offered parcels from the public land sale list on July 20, 2020 and to reappraise and offer those parcels at the 2020 land auction. Second by Commissioner Mikrot. Motion carried 5-0.

C. Homestead Repurchase/Contract Reinstatement Deadline

**Motion** by Commissioner Ludwig to approve Resolution 2020-12 which establishes that all application requests for repurchases and contract reinstatements must be submitted to the Auditor's Office by July 28, 2020. Second by Commissioner Mikrot. Motion carried 5-0.

II. Blight/Demolition

**Motion** by Commissioner Ludwig to request the Minnesota Pollution Control Agency (MPCA) to facilitate the clean up of contaminated soil on parcel PID 39.5030.000, the former Henriette Gas Station. Second by Commissioner Mikrot. Motion carried 5-0.

III. Land Fund

A. The board affirmed the balance of \$42,648 in the Restricted Timber Development account as of December 31, 2019.

B. **Motion** by Commissioner Ludwig to approve Resolution 2020-13 to set aside 5% of tax forfeit land sales for blight to ensure continued funds to address blighted tax forfeit properties; 5% of tax forfeit land and timber sales for timber development to ensure necessary improvements to tax forfeited land can be made for the management of timber on said lands; and 10% of tax forfeit land and timber sales for acquisition and/or maintenance of county parks and recreational areas. Second by Commissioner Chaffee. Motion carried 5-0.

IV. Lease Agreement for Tax-Forfeited Lands Being Farmed by Jeff Peterson

**Motion** by Commissioner Ludwig to approve the county to enter into a lease with Jeff Peterson for tax-forfeited parcels 08.0079.000 and 08.0080.000 for the 2020 growing season at the rate of \$60 per acre on 88 acres and authorize Land Commissioner Greg Beck to sign said lease. Second by Commissioner Chaffee. Motion carried 5-0.

V. Pine County Memorial Forest Lands

**Motion** by Commissioner Ludwig to approve Resolution 2020-15 to designate an additional 2,796 acres of tax-forfeited land as Pine County Memorial Forest. Second by Commissioner Mikrot. Motion carried 5-0.

3. Personnel Committee Report

Commissioner Chaffee provided an overview of the February 11, 2020 Personnel Committee meeting. The Personnel Committee made the following recommendations:

A. Health & Human Services

- i. acknowledge the resignation of Child Protection Social Worker Kelly Diggan effective February 28, 2020 and authorize backfill of the position and any subsequent vacancies due to internal promotion or lateral transfer.
- ii. acknowledge the retirement of Social Worker Michael Swegle effective March 31, 2020 and authorize backfill of the position and any subsequent vacancies due to internal promotion or lateral transfer.

B. Sheriff's Department

- i. acknowledge the vacancy in the Deputy position held by Deputy Benjamin Neel, effective January 8, 2020 and authorize backfill of the position and any subsequent vacancies due to internal promotion or lateral transfer.

C. Sheriff's Department - Jail

- i. approve the regrade of the Jail Systems Coordinator position from Grade 9 to Grade 10 based on the Springsted grading analysis.

D. Administration

- i. recommend the addition of an Human Resources Generalist, non-union position, grade 5, (wage range \$18.65-\$24.26) and authorize the recruitment. Commissioner Chaffee stated this position, which is not contained in the 2020 budget will be funded from HHS for 2020 and then addressed when considering the 2021 budget.

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

4. Mille Lacs Corporate Ventures

Dustin Goslin, Vice President of Business & Economic Development with Mille Lacs Corporate Ventures, gave a presentation on the proposed 44-unit workforce housing project to be built in Hinckley and asked for the board's support for Lady Luck Estates II.

**Motion** by Commissioner Hallan to approve a letter of support on behalf of the county board for Lady Luck Estates II. Second by Commissioner Chaffee. Motion carried 5-0.

5. 2020 Aquatic Invasive Species (AIS) Plan

Land and Resources Manager Caleb Anderson provided an overview of the 2020 Aquatic Invasive Species Plan with proposed activities. Allotted areas for funding include AIS control, planning, youth, prevention, education and administration. In 2020, the county will receive \$123,549 in AIS funding, with an additional \$168,675.79 left unspent from previous years' funding, leaving a total available for the 2020 AIS Plan of \$292,224.79.

**Motion** by Commissioner Ludwig to approve Resolution 2020-14 Adopting the 2020 Aquatic Invasive Species Plan. Second by Commissioner Chaffee. Motion carried 5-0.

6. Preliminary 2019 End-of-Year Budget Update

County Administrator Minke provided an update of the budget through end-of-year 2019 reviewing the revenue and expenditures and major funds. The county appears to have ended the year in a positive position; the numbers, however, will adjust during the accrual period and during the audit.

7. East Central Regional Library Board Appointment

**Motion** by Commissioner Mohr to appoint Becky Gaede to a three-year term, January 1, 2020 through December 31, 2022, to the East Central Regional Library Board as a citizen representative. Second by Commissioner Chaffee. Motion carried 5-0.

8. Commissioner Updates

1W1P – Nemadji: Commissioner Ludwig stated a priority list was voted on; 1W1P planning stage to be completed by fall; presentation was given on beavers; and culvert sizing was discussed.

Central MN Council on Aging: Commissioner Hallan not able to attend, however had been provided information from the meeting stating that the shortage of volunteer drivers and community development to make people aware of dementia-friendly cities was discussed.

East Central Regional Juvenile Center: Commissioner Ludwig not personally able to attend due to conflicting meeting schedule, however, Probation Director Terry Fawcett attended the annual meeting. Fawcett stated an update was given on the camera project such that the facility is PREA compliant. The Joint Powers Agreement expires December 31, 2021. Issues to consider include the cost formula for members versus non-members, the county's costs for one bed usage, and the benefits of membership versus non-membership.

East Central Solid Waste Commission: Chair Hallan attend this meeting by telephone. There has been continued problems with the flare which now seemed to be fixed with the replacement of a part. Discussion took place as to the filling of the cell faster than anticipated and when a new cell will need to be opened.

East Central Regional Library: Commissioner Mohr stated this was a general meeting. The new headquarters in Cambridge is expected to be completed in May.

Pine County Chemical Health Coalition: Commissioner Mikrot stated new billboards are going up. The Coalition is assisting the sheriff's office in the payment of costs associated with the medication disposal bins; and the Tobacco 21 ordinance will be a topic for discussion at an upcoming county board commissioner of the whole meeting.

Northeastern Minnesota Area Transportation Partnership (NEMATP): County Auditor-Treasurer Kelly Schroeder stated NEMATP offered \$300,000 (\$600,000 was original request) for the James L. Oberstar Trail Segment project (high school to Rock Creek City Center). Schroeder stated there are currently DNR grants available and she will be bringing this item to an upcoming board meeting.

South Pine Transfer Station meeting: Commissioner Hallan stated the county owns property east of the highway garage in Pine City (the old gun range); are considering moving the transfer station to this location. Expanding the hours of operation was discussed.

Soil & Water Conservation District: Commissioner Ludwig stated the following items were discussed: SWCD received \$126,603 in capacity funds and \$10,000 in buffer funding; tree sales are almost sold out; and the state is having conversation at the forestry level on the creation of carbon credits in timber. The county is 100% buffer compliant.

Other: None.

9. **Other**

None.

10. **Upcoming Meetings**


Upcoming meetings were reviewed.

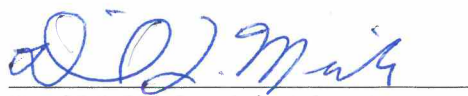
10n: Health and Human Services Advisory Committee date/location changed to March 11, 2020, 8:30 a.m., Commissioner Conference Room, Courthouse, Pine City, Minnesota.

10g: Lower St. Croix 1W1P: Commissioner Hallan unable to attend this meeting, looking for an alternate to attend.

11. **Adjourn**

With no further business, Vice Chair Mohr adjourned the meeting at 11:25 a.m. The next regular meeting of the county board is scheduled for Tuesday, March 3, 2020 at 10:00 a.m. at the Pine County Courthouse, 635 Northridge Drive NW, Pine City, Minnesota.

  
Joshua C. Mohr, Vice Chair  
Board of Commissioners

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