

**MINUTES
OF
SPECIAL MEETING –BUDGET COMMITTEE**

**Wednesday, September 9, 2020 - 9:00 a.m.
Held Via Electronic Means Due to Pandemic**

Commissioner Matt Ludwig called the meeting to order at 9:06 a.m.

Commissioner Ludwig stated the Governor of the State of Minnesota has issued Executive Order 20-01 Declaring a Peacetime Emergency and Coordinating Minnesota’s Strategy to Protect Minnesotans from COVID-19. On March 24, 2020, the Pine County Board of Commissioners declared a local emergency for Pine County.

Based on these conditions, the Chair of the Pine County Board of Commissioners has determined that the requirements of Minnesota Statute 13D.021, Subd. (1) have been met and it is not practical or prudent for all members of the county board to meet in person. All members of the county board joined by electronic means.

The public was invited to join the meeting remotely by phone, WebEx or watch via live stream on YouTube.

Members present via electronic means were Chair Hallan, Commissioner Josh Mohr, Commissioner John Mikrot and Commissioner Matt Ludwig. Commissioner Chaffee was absent (excused). Also present via electronic means were County Administrator David Minke, County Attorney Reese Frederickson, County Auditor-Treasurer Kelly Schroeder.

The Pledge of Allegiance was said.

Commissioner Ludwig asked for revisions to the agenda. There were none.

Motion by Chair Hallan to adopt the Agenda. Second by Commissioner Mohr. A Roll Call vote was called by Commissioner Ludwig: District 4-Commissioner Mikrot/Aye; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Aye. Motion carried 5-0.

1. The order of presentations was adjusted to move the Sheriff’s Office (Jail 251) budget to the beginning of the department presentations. The county board received presentations as to department budget status and preliminary requests from the following departments:

Sheriff’s Office – Jail.....Jail Administrator Rod Williamson

- 2021 Jail Operations /Court Security / Sentence to Serve

Jail budget	\$4,375,201	(11.4% increase)
Court Security	\$ 245,369	(6.7% increase)
STS budget	<u>\$ 88,275</u>	<u>(5.9% increase)</u>
Total Budget	\$4,708,845	11.03%

Sheriff’s Office.....Sheriff Jeff Nelson

- Operations
 - Maintain personnel levels. Budget increase is mostly personnel costs.

- Gun Permits
Request to change part-time administrative staff (records) to a full-time position. This one-half addition would be paid for from the gun permits budget.

Sheriff's Office.....Office Manager Denise Baran

- Dispatch
Maintain personnel levels / savings due to retirement of several employees and hiring at new employees at a lower step
Need for updated encryption technology in future years.
- Emergency Management

Information TechnologyIT Manager Ryan Findell

IT Manager Ryan Findell presented the Information Technology budget. Requesting 0% levy increase.

County AdministrationCounty Administrator David Minke

- 62 Central Services
 - 92 Contracted Attorney's
 - 249 Medical Examiner
 - 501 Library
 - 613 Snake River Watershed
 - 702 HRA
 - 05 Commissioners
 - 72 Administration
- Largest budget increase factor is the hiring of an additional HR Generalist and personnel related costs.

2. 2021 Budget General Discussion/Direction

Commissioners discussed the nearly \$1.3 million gap in the General Fund and potential cost savings. **It was the consensus** of the commissioners to discuss the budget at the September 15, 2020 regular board meeting.

3. Adjourn

With no further business, the meeting adjourned at 11:27 a.m. Budget discussion will take place as part of the regular agenda at the September 15, 2020 regular county board meeting.



Stephen M. Hallan, Chair
Board of Commissioners

Josh Mohr
Vice Chair



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