

ADDITIONS/REVISIONS/CORRECTIONS

Regular Meeting
August 17, 2021

1. **Consent Agenda Item 4: Pine County Commissioners' Expense Claim Forms**
 - i. Correction: Corrected mileage on Commissioner Claim Form/ Hallan and Waldhalm
 - ii. Addition: Consider approval of Commissioner Ludwig's Expense Claim Form

2. **Consent Agenda Item 6A: New Hire / PT Hazardous Waste Recycling Attendant**

Correction to reflect the hiring wage of James Melvin at \$15.47 per hour (wage scale increase effective July 1, 2021)

3. **Regular Agenda Item 2: Memorial Forest Ordinance/Public Hearing**

Correction of typographical error on Ordinance 2021-59 / Article 4C (Portable Stands and Blinds)

4. **Regular Agenda Item 4Ai: Health & Human Services/Retirement**

Correction to reflect the retirement of Office Manager Janet Schumacher, effective September 30, 2021, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

5. **Economic Development Committee Report**

The Economic Development Committee met on August 16, 2021 and makes the following recommendations:

 - A. Recommend hiring Hometown Fiber LLC as the county broadband consultant and request the county attorney draft a Professional Services Agreement based on the proposal in the amount of \$48,778; to be funded through a Blandin grant and ARPA funds. Authorize Board Chair and County Administrator to sign.
 - B. Recommend allocating up to \$851,200 to Lakes & Pines for the Countywide Building Rehabilitation Program (15 single-family owner occupied dwellings \$420,000; 7 rental units \$117,600, and 7 commercial buildings \$313,600) to be funded with ARPA funds. Request the county attorney to draft a Professional Services Agreement based on the proposal. Authorize Board Chair and County Administrator to sign.
 - C. Recommend establishing a study committee as provided for in Minnesota statutes 469.1082. The county has applied for a grant from the Minnesota Housing Partnership to provide technical assistance in this process. The study committee will consist of 11-15 members and must make its report within 90 days of its first meeting.

6. **Regular Agenda Item 8: Commissioner Updates (Other)**

Addition: Other: Housing and Redevelopment Authority (HRA) Update

PINE COUNTY EXPENSE CLAIM FORM

Expenses are to be claimed in accordance with Pine County Personnel Policy on travel and other reimbursements. Original receipts must be attached or the claim will not be reimbursed. There must be the signature of the claimant and the claimant's supervisor or department head indicating the expense was authorized. NO UNAUTHORIZED CLAIM WILL BE REIMBURSED.

MATT LUDWIG

MONTH: July 2021

Vendor#: 31317 Employee#: 5

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
7/6/2021	\$100					County Board Meeting	01-005-6111
7/20/2021	\$100					County Board Meeting	01-005-6111
7/21/2021	\$100					Committee of the Whole	01-005-6111
7-7-2021	\$100					FACILITIES COMMITTEE	
7-12-2021	100					PERSONNEL COMMITTEE	
7-13-2021	100					PUBLIC SAFETY COMMITTEE	
7-27-2021	100					CITY/TWP ARPA MEETING #2	
7-28-2021	100					HRA MEETING	
7-30-2021	100					CENTRAL REGION EMS MEETING	

MILEAGE EXPENSES

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
7/6/2021			44	\$0.560	\$24.64	County Board Meeting	01-005-6334
7/20/2021			44	\$0.560	\$24.64	County Board Meeting	01-005-6334
7-7-2021			44	\$0.560	\$24.64	Committee of the Whole - Pine City - M.W.L	01-005-6334
7-12-2021			44	\$0.560	\$24.64	FACILITIES COMMITTEE	
					\$24.64	PERSONNEL COMMITTEE	
					Total: 73.92		

YOU MUST FILL IN ODOMETER READINGS. IF ODOMETER READINGS ARE NOT PROVIDED a printout of the start and ending location of each destination and mileage as calculated by such programs as "Map Quest" will be acceptable.

If this expense reimbursement request includes personal automobile mileage my submission affirms that I possess a current valid driver's license and appropriate motor vehicle insurance.

I declare under the penalties of law that the account, claim and/or demand is just and correct and that no part of it has been paid.

Matt Ludwig
 Commissioner Signature

 Authorized Signature

PINE COUNTY ORDINANCE # 2021-59

PINE COUNTY MEMORIAL FOREST ORDINANCE

ARTICLE 1. PURPOSE

The purpose of this Ordinance is to establish rules and regulations for the use, enjoyment and management of Pine County Memorial Forest lands, and to establish penalties for violations of those rules and regulations.

ARTICLE 2. SCOPE

This Ordinance applies to lands which have been dedicated as a Memorial Forest per Minnesota Statutes section 459.06 subdivision 2 and through Pine County Board Resolutions, including but not limited to Resolutions 021610-02, 2013-10, and 2020-15 (Appendix A). The County Board of Commissioners finds that:

- A. Pine County Memorial Forest lands, while set aside for forest management, provide the public with recreational opportunities and bring economic benefits to the County.
- B. Rules and regulations are needed to minimize the impact to Pine County Memorial Forest lands caused by public use so that citizens have an equal opportunity to enjoy the natural environment in Memorial Forests and pursue recreational opportunities without impeding others' enjoyment or disturbing forest management activities.

ARTICLE 3. AUTHORITY

This Ordinance is enacted pursuant to Minnesota Statutes Chapter 282 and Minnesota Statutes section 375.18.

ARTICLE 4. DEFINITIONS

- A. **DAMAGE TO TIMBER** is defined as activities that cause tree mortality, decreased health, degraded aesthetics, degraded timber value, or damage to saws, wood processing, or manufacturing equipment.
- B. **DISPERSED CAMPING** is defined as camping overnight outside of an established campground or designated campsite.
- C. **PORTABLE STANDS AND BLINDS** are defined as a device or shelter designed to elevate or conceal a person for hunting, photography, or wildlife observation, which is lightweight in design and capable of being transported by up to two people without assistance of mechanical or motorized equipment, in a single trip to its destination.
- D. **TIMBER** is defined as trees with a stump diameter of 3-inches and greater or that will produce, or are being managed to produce, forest products of value, whether standing or down, and including but not limited to logs, bolts, pulpwood, firewood, posts, poles, cordwood, lumber, and decorative material.

PINE COUNTY PERSONNEL COMMITTEE

August 9, 2021 – 9:00 a.m.

Via Web-Ex Meeting

Pine City, Minnesota

Members present via electronic means were Commissioner Matt Ludwig and Commissioner Josh Mohr

Others present: Health and Human Services Director Rebecca Foss, County Attorney Reese Frederickson, Human Resources Generalist Jen Frederickson

Present via electric means was Probation Director (Acting County Administrator) Terry Fawcett

1. Commissioner Ludwig called the meeting to order at 9:00 a.m.
2. **Motion** by Commissioner Mohr to approve the Minutes of the July 12, 2021, Personnel Committee meeting. Second by Commissioner Ludwig. A Roll Call vote was called by Commissioner Ludwig. District 2 – Commissioner Mohr/Aye; District 5 – Commissioner Ludwig/Aye. Motion carried 2-0.
3. **Motion** by Commissioner Ludwig to approve the August 9, 2021 agenda. Second by Commissioner Mohr. A Roll Call vote was called by Commissioner Ludwig. District 2 – Commissioner Mohr/Aye; District 5 – Commissioner Ludwig/Aye. Motion carried 2-0.
4. Health and Human Services
 - a. Health & Human Services Director Rebecca Foss announced the retirement of Office Manager Janet Schumacher, effective September 30, 2021, and requested backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 8 with a minimum starting wage of \$23.24/hour and is contained in the 2021 Health and Human Services budget. Janet has been employed with the county for 50+ years.

Motion by Commissioner Ludwig to acknowledge the retirement of Office Manager Janet Schumacher, effective September 30, 2021, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 8 with a minimum starting wage of \$23.24/hour and is contained in the 2021 Health and Human Services budget. Second by Commissioner Mohr. A Roll Call vote was called by Commissioner Ludwig. District 2 – Commissioner Mohr/Aye; District 5 – Commissioner Ludwig/Aye. Motion carried 2-0.

- b. Health & Human Services Director Rebecca Foss announced the resignation of Social Worker Amanda Manley, effective October 7, 2021, and requested backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 10 with a minimum starting wage of \$25.37/hour and is contained in the 2021 Health and Human Services budget.



AGENDA

PINE COUNTY BOARD REGULAR MEETING

District 1	Commissioner Hallan
District 2	Commissioner Mohr
District 3	Commissioner Lovgren
District 4	Commissioner Waldhalm
District 5	Commissioner Ludwig

Tuesday, August 17, 2021, 10:00 a.m.

North Pine Government Center

1602 Hwy. 23 No.

Sandstone, Minnesota

Notice of Participation via Interactive Technology

Pine County Commissioners JJ Waldhalm and Matt Ludwig will be attending the Pine County Board of Commissioners Regular Meeting on Tuesday, August 17, 2021 at 10:00 a.m. via interactive technology, pursuant to Minnesota Statute 13D.02.

- Commissioner Waldhalm will be seen and heard at the meeting via electronic means and will participate from 315 Aspen Circle, Valdez, AK, a location open and accessible to the public.**
- Commissioner Ludwig will be seen and heard at the meeting via electronic means and will participate from Staybridge Suites, 2350 Commerce Drive NW, Rochester, MN 55901, a location open and accessible to the public.**

The public is invited to join the meeting in person or remotely: by phone call 1-312-626-6799, (Meeting ID): 970 4531 6830; (password): 5911400. Click the link on the county website (www.co.pine.mn.us) for more information and to watch a live stream broadcast of the meeting.

- A) Call meeting to order
- B) Pledge of Allegiance
- C) Public Forum. Members of the public are invited to speak. After being recognized by the Chair, each speaker should state his/her name and limit comments to three (3) minutes.
- D) Adopt Agenda
- E) Approve Minutes
Minutes of August 3, 2021 County Board Meeting and Summary for publication
- F) Minutes of Boards, Reports and Correspondence
Pine County Housing and Redevelopment Authority (HRA) Regular Meeting Minutes – June 23, 2021
2020 Annual Disclosure Report of Tax Increment Districts: City of Sandstone and City of Pine City
Pine County Chemical Health Coalition Minutes – August 9, 2021
- G) Approve Consent Items

CONSENT AGENDA

The consent agenda is voted on without any discussion. Any commissioner may request an item be removed and added to the regular agenda.

1. **Review July, 2021 Cash Balance (attached)**

Fund	July 31, 2020	July 31, 2021	Increase/Decrease
General Fund	5,379,413	7,437,675	2,058,263
Health and Human Services Fund	1,858,774	2,846,082	987,308
Road and Bridge Fund	6,489,061	6,499,761	10,700
COVID Relief	3,554,864	2,854,136	(700,728)
Land Management Fund	1,396,676	1,715,004	318,329
Self Insurance	N/A	573,945	573,945
TOTAL (inc non-major funds)	22,296,605	24,534,585	2,237,980

2. **July 2021 Disbursements/Claims Over \$2,000 (attached)**

Consider approval of the July 2021 disbursements and claims over \$2,000.

3. **Applications**

A. **Repurchase Application**

- i. Consider approval of Resolution 2021-60 authorizing Cheryl Paul, former owner, to repurchase the property described as 58931 Rutabaga Road, Sandstone (PID 20.0341.000) on a 4-year contract. Authorize Board Chair and County Administrator to sign.

B. **Temporary Liquor License**

- i. Consider approval of a temporary liquor license for Finlayson/Giese Sportsman's Club for an event on September 5, 2021 at the Sportsman's Club property, 70172 Norway Spruce Road, Finlayson, MN (Pine Lake Township).

4. **Pine County Commissioners' Expense Claim Forms**

Review and consider approval of Commissioners' Expense Claim Forms.

5. **Personnel (Regular Employment Status / Promotion / Leave of Absence)**

- A. Consider approval of the promotion of Deputy Josh Matson to the position of Sergeant, effective August 29, 2021, \$38.16 per hour, Grade 12, Step 10.
- B. Consider approval of Zoning and Solid Waste Office Support Specialist Erin Hoxsie to take an unpaid leave of absence, pursuant to AFSCME, AFL-CIO Road and Bridge Unit contract, Article VIII, Section J, from September 10, 2021 through September 16, 2021, which includes five work days.

6. **New Hire**

- A. Consider approval of the hiring of part-time Hazardous Waste Recycling Attendant James Melvin, effective August 18, 2021, pending successful baseline medical examination for working with hazardous waste. Non-union, FLSA non-exempt, Grade 1, \$15.28 per hour.

7. **Training**

- A. Consider approval of Environmental Technician Jeremy Williamson to attend the Basic Wetland Delineation and Regulation Course, October 4-8, 2021 and exam, Arden Hills,

Minnesota. Registration and exam: \$425; Lodging: None; Mileage: \$330. Total cost: \$755. Funds are available in the 2021 Planning and Zoning budget.

- B. Consider any commissioner who desires, to attend the AMC Fall Policy Conference, September 16-17, 2021 (pre-conference meeting on September 15, 2021), at Alexandria, Minnesota. Registration: \$250 per attendee; Lodging: \$149 per night; Meals: \$34 per day. Funds are available in the 2021 Commissioner budget.
- C. Consider approval of Child Support Supervisor Jodi Blesener, Child Support Officers Yvette Weis and Tiffanie Anderson, and Child Support Office Support Specialist Donna Olsen to attend the virtual MN Family Support and Recovery Conference, October 4-6, 2021. Registration: \$50/person; \$400 total. Funds are available in the 2021 Health & Human Services budget.

REGULAR

1. **Public Hearing -- Ordinance 2021-43, Amending the County Land Use Ordinances -- to be heard at 10:00 a.m. or as soon thereafter as practicable**
 - A. Presentation of Ordinance 2021-43
 - B. County Board questions and discussion
 - C. Open Public Hearing
 - D. Take public testimony
 - E. Close Public Hearing
 - F. County Board additional discussion if necessary
 - G. Consider adoption of Pine County Ordinance 2021-43 Amending Pine County Ordinances
2. **Public Hearing -- Memorial Forest Ordinance -- to be heard at 10:00 a.m. or as soon thereafter as practicable**
 - A. Presentation of Ordinance 2021-59
 - B. County Board questions and discussion
 - C. Open Public Hearing
 - D. Take public testimony
 - E. Close Public Hearing
 - F. County Board additional discussion if necessary
 - G. Consider adoption of Ordinance 2021-59 and summary for publication
3. **Public Hearing -- Sales Tax Projects 2022-2035 -- to be heard at 10:00 a.m. or as soon thereafter as practicable**
 - A. Presentation of new Local Option Sales Tax for Transportation
 - B. County Board questions and discussion
 - C. Open Public Hearing
 - D. Take public testimony
 - E. Close Public Hearing
 - F. County Board additional discussion if necessary
 - G. Consider adoption of Resolution 2021-61 Establishing a New Sales Tax for Pine County
4. **Personnel Committee (Minutes Attached)**

The Personnel Committee met on August 9, 2021. The Personnel Committee made the following recommendations:

 - A. **Health & Human Services**
 - i. Acknowledge the resignation of Office Manager Janet Schumacher, effective September 30, 2021, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

- ii. Acknowledge the resignation of Social Worker Amanda Manley, effective October 7, 2021, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

B. Administration

- i. Incorporate the Right to Access Public Data policy into the full Pine County Policies and Procedures manual.

Other items for information only.

5. **Health & Human Services Advisory Committee (Minutes Attached)**

The Health & Human Services Advisory Committee met on August 9, 2021. Information only. No county board action necessary.

6. **Economic Development Committee**

The Economic Development Committee will meet Monday, August 16, 2021 at 12:00 p.m. An update will be provided at the county board meeting.

7. **Department of Natural Resources**

Informal conversation with NE MN Regional DNR Manager Patty Thielen.

8. **Commissioner Updates**

Soil & Water Conservation District
East Central Solid Waste Commission
East Central Regional Library Trustees Board
Pine County Chemical Health Coalition
Mille Lacs Band of Ojibwe Meeting
LTD Meeting
Pine County Law Library
Snake River Water Management Board
Other

9. **Other**

Break for Lunch at Discretion of the Chair

10. **2022 Budget Discussion – Auditor/Treasurer Kelly Schroeder**

A. Overall Preliminary Budget Presentation

B. Department Budgets

41 Auditor/Treasurer
63 TNT
71 Elections

Planning / Zoning / Solid Waste
74 Aquatic Invasive Species
107 Zoning
392 Recycling

Assessor / Recorder
101 Recorder
105 Assessor

801 Non-departmental

Fund 22 (Land)

Fund 39 (2015A G.O. Jail Bonds)

Fund 40 (2012 G.O. Courthouse Bonds)

Fund 41 (2017A G.O. CIP Bonds)

11. **Upcoming Meetings (Subject to Change)—All meetings to be conducted remotely unless otherwise indicated. Contact the organization hosting the meeting for call-in information.**
- a. Pine County Board of Commissioners, Tuesday, August 17, 2021, 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota
 - b. State Community Health Advisory Council (SCHAC), Friday, August 20, 2021, 1:00 p.m.
 - c. Snake River Watershed Management Board, Monday, August 23, 2021, 9:00 a.m., Kanabec County Courthouse, 18 North Vine, Mora, Minnesota
 - d. Snake River Watershed Policy Committee, Monday, August 23, 2021, 10:30 a.m., Kanabec County Courthouse, 18 North Vine, Mora, Minnesota
 - e. East Central Regional Development Commission, Monday, August 23, 2021, 7:00 p.m.
 - f. Special Meeting-Committee of the Whole (Budget), Tuesday, August 24, 2021, 9:00 a.m., Board Room, 635 Northridge Drive NW, Pine City, Minnesota
 - g. Health Insurance Committee, Wednesday, August 25, 2021, 9:00 a.m., location TBD.
 - h. NLX, Wednesday, August 25, 2021, 10:00 a.m., Board Room, Courthouse, Pine City, Minnesota
 - i. Housing Redevelopment Authority (HRA), Wednesday, August 25, 2021, 1:00 p.m.
 - j. Radio Advisory Board, Thursday, August 26, 2021, 10:00 a.m.
 - k. Special Meeting-Committee of the Whole (Budget), Tuesday, August 31, 2021, 9:00 a.m., Board Room, 635 Northridge Drive NW, Pine City, Minnesota
 - l. Facilities Committee, Wednesday, September 1, 2021, 9:00 a.m.
 - m. Central MN Council on Aging, Thursday, September 2, 2021, 10:00 a.m.
 - n. Pine County Board of Commissioners, Tuesday, September 7, 2021, 10:00 a.m., Board Room, 635 Northridge Drive NW, Pine City, Minnesota

Procedure for Conducting a Closed Meeting via Electronic Means

During the open meeting, the county board will consider a motion to close the meeting. If passed, the commissioners will leave the public electronic meeting and enter a separate electronic closed meeting. Once the closed meeting business is concluded, the commissioners will rejoin the public electronic meeting. The public will be able to stay on the public electronic meeting until the commissioners reconvene the public meeting. It is likely that no additional business will be conducted at the public meeting and the public meeting will be immediately adjourned.

12. **Labor Negotiations**

This portion of the meeting may be closed pursuant to M.S. §13D.03 to consider negotiation strategies and develop, discuss and review labor negotiation proposals for negotiations conducted pursuant to Minnesota Statutes §179A.01 to §179A.25.

13. **Adjourn**