

**MINUTES
OF
PINE COUNTY BOARD MEETING
SPECIAL MEETING
and
COMMITTEE OF THE WHOLE/BUDGET COMMITTEE**

**August 24, 2021 – 9:00 a.m.
Pine County Courthouse, Pine City Minnesota**

Chair Steve Hallan called the meeting to order at 9:00 a.m. Present were Commissioners Josh Mohr, Terry Lovgren, and J.J. Waldhalm. Also present were County Administrator David Minke, County Attorney Reese Frederickson, and County Auditor-Treasurer Kelly Schroeder. Due to an out-of-town commitment, Commissioner Matt Ludwig joined the meeting via interactive technology, pursuant to Minnesota Statute 13D.02. Commissioner Ludwig was seen and heard at the meeting via electronic means and participated from Staybridge Suites, 2350 Commerce Drive NW, Rochester, MN 55901, a location open and accessible to the public.

The public was invited to join the meeting in person, by phone, by Zoom or watch via live stream on YouTube.

Chair Hallan asked for revisions to the agenda. There were none.

Motion by Commissioner Lovgren to approve the agenda. Second by Commissioner Waldhalm. A Roll Call vote was called by Chair Hallan: District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Aye; District 3-Commissioner Lovgren/Aye; District 4-Commissioner Waldhalm/Aye; District 5-Commissioner Ludwig/Aye. Motion carried 5-0.

The county board received presentations as to department budget status and requests from the following:

Court Administration.....Court Administrator Amy Willert

County AttorneyCounty Attorney Reese Frederickson

- Law Library
- County Attorney’s Office
 - County board considered the need for additional legal assistant staffing
- Victim Services

Soil & Water Conservation DistrictDistrict Manager Paul Swanson

- Requesting \$4,879 increase.

- ExtensionRegional Director Susanne Hinrichs
- Hiring of 4-H Coordinator (due to resignation) \$76,949
 - Requesting to increase agriculture educator from a .5 FTE (shared position with Isanti County) to either a .75 FTE (\$63,750) or 1.0 FTE (\$85,000)
 - ❖ Current ag educator position is .5 FTE Pine County and .4 FTE Isanti County. County Administrator Minke will follow up with Isanti County.
 - Software: \$300
 - Requesting ARPA funds of \$25,000 per year for 2022, 2023, and 2024 to collaborate with HHS for mental health services for schools, agencies and community members

Chair Hallan called a recess at 10:05 a.m.

The meeting reconvened at 10:12 a.m.

- VeteransSocial Services Supervisor Barbara Schmidt
- No increase requested
- Health & Human ServicesHealth & Human Services Director Becky Foss
- Additional staff request: Income Maintenance -- eligibility worker
 - Additional staff request: Social Services Nurse (caseload size for 65+)
 - Additional staff request: Child Protection Social Worker/proposed fill halfway through 2022. This has been a position which has been left vacant for the last year.
 - Funds necessary to balance HHS budget: \$92,265

- Sheriff's Office – JailJail Administrator Rod Williamson
- Jail Operations
 - Budget revenue has decreased significantly.
 - Personnel budgeted at 95%
 - Court Security
 - Sentence to Service (program eliminated in 2021)

- Sheriff's OfficeSheriff Jeff Nelson
- Operations
 - The request includes addition of a lieutenant position (\$113,000)
 - Additional camera / \$26,000
 - Additional radios/2 mobile, 2 portable
 - Boat & Water
 - Snowmobile Safety
 - ATV Grant
 - Gun Permits (commissioners requested additional information on the use of permit fees)
 - Canine Unit
 - Gun Range
 - Civil Defense

County Probation..... Probation Director Terry Fawcett

- ❖ Tax levy request of \$76,556 (10.8% 2022 budget increase request from 2021), including \$57,931 in personnel costs
- ❖ No new personnel request

Information Technology IT Manager Ryan Findell

- ❖ Tax levy request \$160,819 (21% 2022 budget increase request from 2021),
- ❖ Increases in computers, repair and maintenance and cost shift to IT from Recorder funds.

Chair Hallan called a recess at 10:09 a.m.

The meeting reconvened at 10:15 a.m.

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
- ❖ County Commissioners – increase in per diem and health insurance
- ❖ County Administrator – 4% budget increase. Includes 5 FT and 1 PT staff. The economic development coordinator is paid with ARPA funds.
- ❖ Snake River Watershed allocation will probably be eliminated once the 1W1P is implemented/grant funded
- ❖ HRA – per diems in county budget; everything else in HRA budget
- ❖ Medical Examiner – additional \$1,500 administrative fee

General Budget Discussion/Direction

- ❖ Currently budget is approximately \$1.4 million out of balance
- ❖ Can American Rescue Plan Act (ARPA) funds be used to offset anything in the budget?
- ❖ Departments to re-evaluate revenue sources
- ❖ Health & Human Services: planned use of reserves to balance budget
- ❖ Sheriff's Office – no strong support for lieutenant position
- ❖ Continue with .5 FTE for agriculture educator
- ❖ Further budget discussion at September 14, 2021 Special Meeting-Committee of the Whole (at Nemadji)
- ❖ The preliminary levy must be adopted by September 30, 2021

With no further business, the meeting adjourned at 11:18 a.m.


Stephen M. Hallan, Chair
Board of Commissioners


David J. Minke, County Administrator
Clerk to County Board