

**PINE COUNTY BOARD MEETING**  
**Minutes of Organizational and Regular Meeting**  
**Tuesday, January 5, 2021, 10:00 a.m.**  
**Board Room, Courthouse, Pine City, Minnesota**

County Administrator David Minke called the meeting to order at 10:00 a.m.

County Administrator Minke 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 Pine County Administrator 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. Members of the county board will join the meeting remotely.

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

Commissioner Terry Lovgren and Commissioner JJ Waldhalm were present in the board room. Members present via electronic means were Chair Steve Hallan, Commissioner Josh Mohr, and Commissioner Matt Ludwig. Also present in the board room was County Administrator David Minke and present via electronic means was County Attorney Reese Frederickson.

Administrator Minke welcomed newly elected commissioners Lovgren and Waldhalm.

The Pledge of Allegiance was said.

County Administrator Minke called for nominations for County Board Chair.

Commissioner Ludwig nominated Commissioner Hallan as Chair and Commissioner Mohr as Vice Chair. With no further nominations, a unanimous white ballot was cast to elect Commissioner Hallan as Chair and Commissioner Mohr as Vice Chair. A Roll Call vote was called by County Administrator Minke: District 3-Commissioner Lovgren/Aye; District 4-Commissioner Waldhalm/Aye; District 5-Commissioner Ludwig/Aye; District 1-Commissioner Hallan/Aye; District 2-Commissioner Mohr/Aye. Motion carried 5-0.

Chair Hallan called for public comment. There was no public comment.

Chair Hallan requested the following revisions to the Agenda:

**Addition to Regular Agenda Item 10 (Commissioner Update)**

Other: Minnesota Rural Counties meeting update by Commissioner Hallan.

**Updated Information for Agenda Item 9B (Coronavirus Response Update)**

Updated draft grant guidelines for pandemic business and non-profit relief.

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

Board and Committee Assignments for 2021:

Discussion took place of appointments to the boards and committees. Chair Hallan will distribute a list of representatives/alternates to commissioners for review and adjustment.

Discussion was held to consider scheduling evening county board meetings. The subject will be discussed at the Strategic Planning county board meeting on January 12, 2021.

**Motion** by Commissioner Ludwig, second by Commissioner Mohr, to set the 2021 County Board regular meetings and Board of Equalization as set forth below. A Roll Call Vote was called by Chair Hallan: District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Aye; District 3- Commissioner Lovgren/Aye; District 4-Commissioner Waldhalm/Aye. Motion carried 5-0.

**2021 Pine County Board of Commissioner Meeting Schedule**

- Regular meetings of the Pine County Board of Commissioners are at 10:00 a.m. on the first and third Tuesday of the month except for December when the first meeting of the month will be held Thursday, December 9, 2021. Due to the pandemic, and as allowed by Minnesota Statutes 13D.021, Subd. (1), regular meetings will be conducted in person and via electronic means. The in-person portion of the meeting will be held at the North Pine Government Center, 1602 Hwy. 23 No., Sandstone. Information to join electronically will be posted on the county website.
- The meetings on the first Tuesday of the month begin at 10:00 a.m. and are held at the Pine County Courthouse, Boardroom, Pine City;
- The meetings on the third Tuesday of the month begin at 10:00 a.m. and are held at the North Pine Government Center, 1602 Hwy 23 No., Sandstone, unless otherwise noted:

**County Board Meeting Dates:**

January 5<sup>th</sup> and 19<sup>th</sup>

February 2<sup>nd</sup> and 16<sup>th</sup>

March 2<sup>nd</sup> and 16<sup>th</sup>

April 6<sup>th</sup> and 20<sup>th</sup>

May 4<sup>th</sup> and 18<sup>th</sup>

June 1<sup>st</sup> and 15<sup>th</sup>

July 6<sup>th</sup> and 20<sup>th</sup>

August 3<sup>rd</sup> and 17<sup>th</sup>

September 7<sup>th</sup> and 21<sup>st</sup>

October 5<sup>th</sup> and 19<sup>th</sup>

November 2<sup>nd</sup> and 16<sup>th</sup>

December 9<sup>th</sup> (This change of date is due to the Association of Minnesota Counties Annual Conference scheduled for December 6-8, 2021) and 21<sup>st</sup>

Board of Equalization, June 14, 2021 at 6:00 p.m., Pine County Courthouse, Boardroom, Pine City.

Truth in Taxation, December 9, 2021, at 6:00 p.m., Pine County Courthouse, Boardroom, Pine City. This meeting is required by MS 275.065 and must be held between November 25 and December 30. The meeting may not start before 6:00 PM.

#### County Board Committee Meetings

Facilities 1<sup>st</sup> Wednesday -- 9:00 a.m.

HHS February 8, May 10, August 9, November 8 – 10:30 a.m.

Personnel Monday of the week prior to the 2<sup>nd</sup> board meeting -- 9:00 a.m.

Technology 4<sup>th</sup> Tuesday of odd numbered months (January, March, May, July, September, November)– 9:00 a.m.

Committee meetings will be held virtually until post-pandemic and then will generally held in the Commissioner Conference Room, Courthouse, Pine City, Minnesota.

All meetings subject to change. Contact the County Administrator’s Office for further information.

**Motion** by Commissioner Mohr to approve the Minutes of the December 15, 2020 county board meeting and Summary for publication. Second by Commissioner Ludwig. 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.

#### Minutes of Boards, Reports and Correspondence

Pine County Chemical Health Coalition Minutes – December 14, 2020

Pine County Land Surveyor Monthly Report – December, 2020

**Motion** by Commissioner Ludwig to acknowledge the Minutes of Boards, Reports and Correspondence. Second by Commissioner Mohr. A Roll Call Vote was called by Chair Hallan: District 2-Commissioner Mohr/Aye; District 3-Commissioner Lovgren/Aye; District 4-Commissioner Waldhalm/Aye; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye. Motion carried 5-0.

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

### CONSENT AGENDA

#### **1. Donations**

Accept a \$500 donation from Atscott Manufacturing for the annual Pine County Sheriff’s Office Toy Drive.

#### **2. Contracts**

Approve the following contracts and authorize Board Chair and County Administrator to sign:

##### **A. Soil & Water Conservation District (SWCD) Administrative Support Contract**

Provide temporary administrative support to the Soil & Water Conservation District by the County Zoning Department. The county shall bill SWCD for work performed at the rate

of \$26 per hour which shall apply to time worked by county staff and include travel time, if necessary. The term of the contract is January 5, 2021 through December 31, 2021.

**B. Rise Up Psychological Services Contract**

Between Rise Up Psychological Services and Pine County Health & Human Services (HHS) for Rise Up Psychological Services to provide clinical supervision to HHS's children's mental health case managers at a rate of \$125 per hour (three hours per month; \$4,500/year), and reflective practice supervision to HHS staff including public health family home visiting staff and child protection staff, at a rate of \$100 per hour (maximum of \$15,600/year). The term of the contract will be January 1, 2021 through December 31, 2021.

**C. Medication Management Services**

Between Kanabec County Family Services (KCFS) and Pine County Health & Human Services (HHS) for KCFS to provide medication management services. The term of the contract is January 1, 2021 through December 31, 2021. The rate is \$128.64 per hour, not to exceed \$10,805 annually.

**D. Solid Oak Financial Services**

Between Solid Oak Financial Services and Pine County Health & Human Services to provide guardianship services to adults who need a guardian. The term of the contract is January 1, 2021 through December 31, 2021. The cost of the service is increasing from \$130/month per individual to \$155/month per individual.

**3. Septic Fix-Up Special Assessment**

Approve Resolution 2021-01 extending septic fix-up special assessments as follows:

- A. Paul E. Jerry, PID 17.0256.000, \$13,280
- B. Shawn Kilpela and Stacie Mix, PID 43.0552.000, \$11,496.21
- C. Ralph O. Baker and Gloria J. Baker, PID 26.0049.000, \$5,750
- D. Michael T. Belland and Michelle M. Belland, PID 26.8800.300, \$5,750
- E. Clifford McCann, PID 31.0020.001, \$15,800
- F. Kevin W. Dahl and Paula K. Dahl, PID 43.0608.001, \$24,500

Authorize Board Chair and County Administrator to sign.

**4. Final Payment Contract #1901**

Approve final payment to S. R. Reinforcing Inc. in the amount of \$33,066.93 for Contract #1901 related to SAP 058-632-018 / Bridge #58557 on CSAH 32, 2.4 miles Northwest of CSAH 31 over Hay Creek, and authorize County Administrator to sign the Certificate of Final Contract Acceptance.

**5. Training**

- A. Approve Jacqueline Ness, Clerk III in the Auditor-Treasurer's Office, to attend the virtual Pro-West Legal Description Training hosted by the Minnesota Counties Computer Cooperative. Registration: \$180; no travel expenses.

**REGULAR AGENDA**

**1. Recognition of 50 Years of County Employment**

The County Board acknowledged and thanked Health & Human Services Office Manager Janet Schumacher for her 50 years of service to Pine County.

2. **Introduction to Soil & Water Conservation District Interim District Manager**  
Interim Soil & Water Conservation District Manager Paul Swanson was introduced to the county board.
3. **University of Minnesota Extension / Ag Educator Program Update**  
Pine County Extension Ag Educator Rod Greder, U of M Extension Program Leader Nathan Winter, and U of M Extension Regional Director Susanne Hinrichs provided an update on the Pine County ag educator program.
4. **Property Clean-Up Special Assessment**  
**Motion** by Commissioner Mohr to approve Resolution 2021-02 extending a special assessment to Marcus Ammerman (PID 28.0520.005) for \$28,500 for a term of 20 years at 0% interest and authorize Board Chair and County Administrator to sign. Second by Commissioner Ludwig. A Roll Call Vote was called by Chair Hallan: District 4-Commissioner Waldhalm/Aye; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Aye; District 3-Commissioner Lovgren/Aye. Motion carried 5-0.
5. **Proposed 2021 Legislative Priorities – Arrowhead Counties Association**  
2021 legislative priorities were discussed. Clarification was made that the Community Correction Act includes County Probation Agent (CPO) funding; and, the funding received as a result of the Moose Lake Regional Treatment Center closure in 1993 is not a high priority.
6. **Request for Bids for Official Publication for 2021**  
Sealed bids were opened December 29, 2020 for the publication of the county financial statements, proceedings of the county board and such other notices as required by law. The Pine City Pioneer presented a bid of \$8.75 per column inch for the first publication and the Pine County Courier presented a bid of \$8.75 per column inch for the second publication. These publication rates are the same as 2020. PICK News Editor Ailene Croup requested that legal notices which are submitted to the newspaper for publication also be provided to her.  
**Motion** by Commissioner Ludwig to award the first publication of the financial statement, proceedings of the County Board and such other notices as required by law to the Pine City Pioneer at \$8.75 per column inch, as the official county newspaper, and the second publication of the financial statement and other such notices to the Pine County Courier at \$8.75 per column inch. Second by Commissioner Mohr. A Roll Call Vote was called by Chair Hallan: District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Aye; District 3-Commissioner Lovgren/Aye; District 4-Commissioner Waldhalm/Aye. Motion carried 5-0.
7. **Labor Negotiations Update**  
County Administrator David Minke stated the Collective Bargaining Agreements with Social Services Supervisors represented by the International Brotherhood of Electrical Workers and the Deputies represented by Minnesota Teamsters Public & Law Enforcement Employees Union have been approved by the bargaining units.  
**Motion** by Commissioner Ludwig to approve the 2021-2023 Collective Bargaining Agreements with Social Services Supervisors represented by the International Brotherhood of Electrical Workers and Deputies represented by Minnesota Teamsters Public & Law Enforcement Employees Union. Second by Commissioner Mohr. 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.

At 11:17 a.m. Chair Hallan recessed the County Board meeting and opened the Regional Railroad Authority annual meeting.

#### **8. Pine County Regional Railroad Authority Annual Meeting**

Chair Hallan stated the chair and vice chair appointments have in the past mirrored the county board chair/vice-chair appointments.

**Motion** by Commissioner Ludwig to approve the following Regional Railroad Authority officer appointments: Chair: Commissioner Steve Hallan; Vice-Chair: Commissioner Josh Mohr; Secretary: Administrator David Minke (non-voting); and Treasurer: Auditor/Treasurer Kelly Schroeder (non-voting). Second by Commissioner Lovgren. A Roll Call Vote was called by Chair Hallan: District 2-Commissioner Mohr/Aye; District 3-Commissioner Lovgren/Aye; District 4-Commissioner Waldhalm/Aye; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye. Motion carried 5-0.

With there being no further business, the Regional Railroad Authority meeting was adjourned at 11:22 a.m. and the County Board meeting was reconvened.

#### **9. Coronavirus Response Update**

##### **A. Public Health Update**

Community Health Services Administrator Sam Lo stated there is misinformation being circulated-she provided factual information relating to the coronavirus vaccine.

##### **B. State Business Relief Program Update**

Administrator Minke provided an overview of the pandemic business relief program. Pine County is eligible to receive \$568,598.97 to be used for grants to eligible business and non-profits for operation expenses incurred during the pandemic. The Initiative Foundation will administer the grants. The board reviewed the eligibility requirements and funding priority criteria.

#### **10. Commissioner Updates**

Welding/Business Computer/Auto Tech Workfast PTCC Graduations: Chair Hallan and Commissioner Mohr spoke to the graduating classes of the welding and auto tech programs. Students were very appreciative of these programs which were provided through the CARES Act funds.

Arrowhead Counties Association: cancelled

East Central Regional Development Commission (ECRDC) / ECRDC Legislative Roundtable:

The priorities are currently unclear for the next legislation session. Broadband was discussed as well as county program aid and local government aid.

NLX: cancelled

Pine County Housing and Redevelopment Authority telephone conference: Financial planning and assets were discussed.

Other: Nemadji 1W1P: Main purpose of the meeting was to review and approve the Memorandum of Agreement; 2-year plan was voted in.

#### **11. Other**

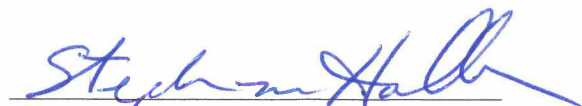
Rural Minnesota Counties meeting: Chair Hallan the meeting is an affiliate of AMC. Transportation funding was discussed and presentations were given.

**12. Upcoming Meetings**

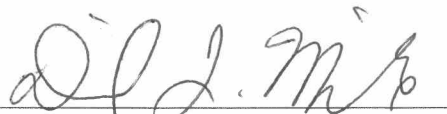
Upcoming meetings were reviewed.

**13. Adjourn**

With no further business, Chair Hallan adjourned the meeting at 12:20 p.m. The next regular meeting of the county board is scheduled for January 19, 2021 at 10:00 a.m. at the North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota.



Stephen Hallan, Chair  
Board of Commissioners



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