

**MINUTES
OF THE
PINE COUNTY BOARD MEETING
Regular Meeting**

**Tuesday, April 20, 2021 - 10:00 a.m.
North Pine Government Center, Sandstone, Minnesota**

Chair Steve Hallan called the meeting to order at 10:00 a.m.

Chair Hallan 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. 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.

Commissioners Terry Lovgren, J.J. Waldhalm, and Matt Ludwig were present in the meeting room. Chair Hallan was present via electronic means. Commissioner Josh Mohr was absent (excused). Also present in the meeting room was County Administrator David Minke.

The Pledge of Allegiance was said.

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

Chair Hallan requested the following revisions to the agenda:

ADDITIONS:

1. Consent Agenda Item #8 New Hire:

8.C.i. Administration

Consider approval of the hiring of Lezlie Sauter, as Economic Development Coordinator, effective May 17, 2021, \$78,395 per year, non-union, FLSA exempt, Grade 12.

REVISIONS:

1. Agenda Item #F: Correction to Coalition Minutes 4a

CHIP acronym corrected to reflect Community Health Improvement Plan

2. Regular Agenda Item#11 Upcoming Meetings

Cancelled: 11.e. Snake River Watershed Management Board, April 26, 2021, 9:00 a.m.

Motion by Commissioner Ludwig to adopt the amended Agenda. Second by Commissioner Lovgren. 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/Absent; District 3-Commissioner Lovgren/Aye. Motion carried 4-0.

Motion by Commissioner Lovgren to approve the Minutes of the April 6, 2021 county board meeting and Summary for publication. Second by Commissioner Waldhalm. 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/Absent; District 3-Commissioner Lovgren/Aye. Motion carried 4-0.

Minutes of Boards, Reports and Correspondence

Pine County Zoning Board Minutes – February 25, 2021

Pine County Chemical Health Coalition Minutes revised – April 12, 2021

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

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

CONSENT AGENDA

1. **Approve March, 2021 Cash Balance**

Fund	March 31, 2020	March 31, 2021	Increase/Decrease
General Fund	2,075,874	3,387,467	1,311,593
Health and Human Services Fund	451,429	1,604,251	1,152,822
Road and Bridge Fund	4,077,887	1,497,473	(2,580,414)
Land Management Fund	2,430,719	2,571,571	140,852
Self Insurance	N/A	511,439	511,439
TOTAL (inc non-major funds)	10,286,607	11,286,696	1,000,089

2. **March 2021 Disbursements/Claims Over \$2,000**

Approve the March 2021 disbursements and claims over \$2,000.

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

Approve the following Septic Fix-Up Special Assessments, and authorize Board Chair and County Administrator to sign:

- A. Resolution 2021-26: Term of 20 years, beginning in 2022, against Pine County PID 18.0157.003 in the amount of \$19,800 with equal principal payments and 1% interest owned by Stephanie A. Toman.
- B. Resolution 2021-27: Rescinding Resolution 2021-03 which levied a special assessment against Pine County PID 25.0138.002; and approve extending a special assessment for a term of 10 years, beginning in 2022, against Pine County PID 03.0404.001 in the amount of \$21,116.40 with equal principal payments and 0% interest owned by Jolien Hager.

4. **Grants**

A. **Evening Reporting Center/Grant Renewal (Probation)**

Acknowledge award of \$166,181 from the Byrne Justice Assistance Criminal and Juvenile

Justice Intervention Grant for a two-year renewal for the Pine County Evening Reporting Center. The new award of \$166,181 will be added to any remaining amount in the current grant. The grant period is October 1, 2021 – September 30, 2023.

B. Caseload/Workload Grant (Probation)

Approve the Caseload/Workload grant for the Probation Department for FY 2022-2023 for a total of \$118,962 (\$59,481 per year). The grant period is July 1, 2021 – June 30, 2023.

Authorize Board Chair and County Administrator to sign.

C. 2020 Emergency Management Performance Grant (Sheriff's Office)

Approve the 2020 Emergency Management Performance Grant in the amount of \$21,767. The grant will be used to offset the costs of mandatory training, conferences and exercises for emergency management personnel. This is a matching grant--director, deputy director, and coordinator's salaries are used as a soft match for the matching requirement. Authorize Board Chair and County Administrator to sign.

5. Assignment of Funds for Wellness Activities

Approve the assignment of the \$55,000 implementation credit from UHC and accounts 01-801-000-0000-5817 and 01-0801-000-0000-6821 for wellness activities.

6. 2021 Equipment Rental

Award 2021 Equipment Rental Bids. Bids were opened April 5, 2021.

7. Personnel (Employment Status)/Promotion

A. Approve the promotion of Investigator Adam Kenow to sergeant, effective April 26, 2021, \$37.69 per hour, Grade 12, Step 10.

8. New Hire

Approve the hiring of:

A. Planning, Zoning & Solid Waste

- i. Erin Hoxsie, solid waste support specialist, effective April 29, 2021, \$17.66 per hour, Grade 4.
- ii. Rick Gross and Kevin Ice, part-time hazardous waste recycling attendants, effective May 3, 2021, pending successful baseline medical examination for working with hazardous waste, \$15.28 per hour, non-union, FLSA non-exempt, Grade 1.
- iii. Temporary Watercraft inspectors:
Jay Kaelberger, \$15.50 per hour, effective May 1, 2021; Kelly Saumer, \$15.50 per hour, effective May 1, 2021; Robert Sunstrom, \$16.25 per hour, effective May 1, 2021; and Klaus Rechelbacher, \$15 per hour, effective July 26, 2021

B. Jail

- i. David Pangerl, part-time corrections officer, effective May 4, 2021, \$21.34 per hour, Grade 7, Step 1.

C. Administration

- i. Lezlie Sauter, Economic Development Coordinator, effective May 17, 2021, \$78,395 per year, non-union, FLSA exempt, Grade 12.

9. Training

A. Approve Fraud Investigator Kari Rybak to attend the MN Fraud Investigator's Association Spring Conference, May 12-14, 2021 in Nisswa, Minnesota. Registration/\$175, Lodging/\$390. Total: \$565.

REGULAR AGENDA

1. Facilities Committee Report

Commissioner Waldhalm stated the Facilities Committee met on April 7, 2021. Updates and discussion of the following were given: remodeling of the courthouse, solar power opportunities, storage at the North Pine Government Center, and boiler maintenance provided by county staff at the city-owned South Pine Government Center. The next Facilities Committee meeting will be held at the Pine City Highway Shop, with a tour of the Household Hazardous Waste Site and the Pine City recycling site.

2. Personnel Committee Report

Commissioner Ludwig stated the Personnel Committee met on April 12, 2021. The Personnel Committee made the following recommendations:

A. Sheriff's Office – Court Security

Ratify the termination of part-time Court Security Officer Rodney Zacharias, effective April 1, 2021 and request backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. Based on reduced court activity, position will not be recruited for until necessary.

B. Health and Human Services

Authorize recruitment for a full-time case aide position (current case aide is anticipating retirement in October 2021), and request backfill of any subsequent vacancies that may occur due to internal promotion or lateral transfer. This request will allow for job shadowing and case load transfer over a period of approximately four months.

C. Highway

Acknowledge the retirement of Engineering Technician III Anthony Anderson, effective May 7, 2021. The position will not be filled at this time.

D. Administration

Approve the following updated sections of the Personnel Policies and Procedures as follows:

- i. Section 3.9: Veterans Preference
Corrections to the proper point scale numbers
- ii. Section 3.19: Personnel Board of Appeals
Corrections to statute numbers
- iii. Section 13.5.1: Removal of an honorably discharged veteran
The number of days to request a hearing was updated.

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

3. National Correctional Officer Week

The County Board thanked the correctional officers and correctional employees of the Pine County Sheriff's Office for their hard work and professionalism, and recognized National Correctional Officers Week.

Motion by Commissioner Ludwig to approve Resolution 2021-24 recognizing correctional officers and correctional employees in Pine County. Second by Commissioner Lovgren. 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/Absent. Motion carried 4-0.

4. **Tax Forfeit Contract Reinstatement**

County Auditor-Treasurer Kelly Schroeder stated Daniel Johnson has requested to repurchase tax forfeited property. Schroeder outlined Mr. Johnson's payment history and previous contract cancellations on this property. Because the previous reinstatement contract was less than 50% paid when cancelled, Schroeder stated the county board could decide to allow the reinstatement, require him to pay the contract in full, or not allow reinstatement. Schroeder noted that the property was Mr. Johnson's homestead, there was no mortgage on the property, and he had a recent improvement in his financial situation. Based on these factors, she recommended the reinstatement of Daniel Johnson's contract to repurchase the property at 29668 River Way E, Pine City.

Motion by Commissioner Waldhalm to approve Resolution 2021-28 approving the reinstatement of the repurchase contract with Daniel Johnson for homestead property located at 29668 River Way E, Pine City (PID 26.5317.000). 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/Absent; District 3-Commissioner Lovgren/Aye. Motion carried 4-0.

5. **One Watershed One Plan – Kettle River, Upper St. Croix**

Land and Resources Manager Caleb Anderson stated county staff have been in discussion with Aitkin, Carlton, and Kanabec counties and their respective soil & water conservation districts on applying for a grant to complete the One Watershed One Plan for the Kettle River Watershed and the Upper St. Croix Watershed. Resolution 2021-29 supports an application to the Board of Water and Soil Resources for a planning grant to develop a comprehensive watershed management plan and, pending selection as a recipient of a planning grant, enter into a Memorandum of Agreement with the counties, soil and water conservation districts, and watershed districts within Kettle River and Upper St. Croix Watershed to collaborate on this effort.

Motion by Commissioner Lovgren to approve Resolution 2021-29 to support the Kettle River & Upper St. Croix Watershed One Watershed, One Plan Project. Second by Commissioner Ludwig. A Roll Call vote was called by Chair Hallan: District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Absent; District 3-Commissioner Lovgren/Aye; District 4-Commissioner Waldhalm/Aye. Motion carried 4-0.

6. **Coronavirus / Public Health Update**

A. i. Community Health Services Administrator Sam Lo provided an update on the current public health situation related to the COVID-19 pandemic and vaccine distribution. Currently 36% of residents over age 16 in Pine County have received at least one dose. Public Health will be providing education and outreach clinics to answer vaccination questions to help residents in their vaccination decision.

ii. Resumption of in-person county board meetings was discussed. Public Health encouraged continued remote meetings if possible, however, in the event of an in-person meeting, encouraged all attendees wear a mask if everyone in the meeting room is not fully vaccinated.

iii. An in-person Special Meeting-Committee of the Whole will be scheduled for June. Agenda topics will include 1) continued discussion of the 2nd Amendment, 2) sales tax/transportation/roads; 3) broadband, 4) American Rescue Plan, and 5) Economic Development Coordinator Update. The purpose of this meeting will be for discussion only, no action will be taken by the county board. The public will be invited to participate in this meeting in person following CDC recommendations, via web-ex, or view live streamed.

B. American Rescue Plan Update

- i. County Administrator David Minke stated the county has not yet received distribution guidance from the Treasury Department.
- ii. The Economic Development Committee will meet on May 3, 2021 at 9:00 a.m.

7. First Quarter 2021 Budget Report

County Administrator David Minke provided an update of the budget through March 31, 2021 by reviewing the expenditure and revenue of the major funds. At the end of the first quarter revenue and expenditures are as expected.

8. Legislative Update

Social Services Supervisor Pat Meacham provided information on Omnibus Human Services Reform Budget Bill (Senate File 0383). The requested language would require 10% county funding responsibility for residential support services, effective July 1, 2021, with an estimated \$340,000 becoming county cost share. County Administrator Minke provided information on House File 1104-Peace officer civil and criminal liability immunity prohibited.

9. Commissioner Updates

Soil & Water Conservation District: Commissioner Waldhalm stated this was a general meeting. The resignation of SWCD Supervisor Jerry Weis was received. Several homeowners have contacted Commissioner Waldhalm about the potential high water situation on Sturgeon Lake, however these homeowners have not contacted SWCD.

Pine County Law Library: Commissioner Mohr absent/no update given.

Housing discussion with HRA Commissions Sloan & Bloom: Chair Hallan stated the HRA is looking at two projects—housing choice voucher expansion, and possible purchase of North Court Apartments. Special Meeting is scheduled for May 16, 2021.

CBR: Accelerate Program: Commissioner Lovgren stated a broadband survey is being circulated county-wide and encouraged all county residents to take the survey and associated speed test.

East Central Solid Waste Commission: Chair Hallan stated due to chronic wasting disease, deer carcass disposal and the receipt of carcass from other counties continues to be discussed.

East Central Regional Library Trustees Board: Commissioner Lovgren stated an open access pilot program in Hinckley is moving forward; also, the libraries are offering a program to check out board games.

Minnesota Rural Counties: Chair Hallan unable to attend due to scheduling conflict.

Chemical Health Coalition: Commissioner Lovgren stated a new resource/business has opened in Sandstone – Ascertain – which provides chemical and mental health intervention services. Commissioner Lovgren also said the P&I funding grant is expiring but new revenue is becoming available.

Northeast Minnesota Area Transportation Partnership: Chair Hallan stated road maintenance/construction costs continue to increase, but revenue remains flat.

Mille Lacs Band of Ojibwe: Commissioner Lovgren stated the Mille Lacs Band continues to strive for an Initiative Tribe status by 2023.

Extension Committee: Commissioner Lovgren stated agriculture tools are available to check out. Farm Family of the Year / Farm Woman of the Year deadlines are approaching.

Ag Educator – currently Pine County shares our ag educator 50/50 with Isanti County; looking to increase Pine County's share to 75%.

Lakes & Pines Community Action Council: No meeting.

Other: Chair Hallan attended the AMC District 1 Board meeting.

10. **Other**

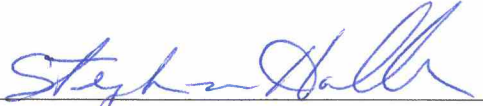
None.

11. **Upcoming Meetings**

Upcoming meetings were reviewed.

12. **Adjourn**

With no further business, Chair Hallan adjourned the meeting at 11:49 a.m. The next regular meeting of the county board is scheduled for Tuesday, May 4, 2021 at 10:00 a.m., North Pine Government Center, 1602 Hwy 23. No., Sandstone, Minnesota.



Stephen M. Hallan, Chair
Board of Commissioners



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