

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

**Tuesday, May 18, 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 may join the meeting remotely.

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

Chair Hallan and Commissioners J.J. Waldhalm and Matt Ludwig were present in the meeting room. Commissioners Josh Mohr and Terry Lovgren were present via electronic means. Also present in the meeting room was County Administrator David Minke. County Attorney Reese Frederickson was present via electronic means.

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:

**REVISION:**

1. Personnel Committee Report, Regular Agenda Item #3Ai – part-time Dispatcher Tiphannie Stromberg Resignation  
Last date of employment changed from June 15, 2021 to May 31, 2021.

**ADDITION/REVISION:**

1. Addition – Regular Agenda Item 4.1: Transportation Committee Report  
Revision: Regular Agenda Item #7/Award of Highway Contracts #2101 (#2101 bid abstract in packet) & 2102 (#2102 bid abstract provided as additional information) will be incorporated into the Transportation Committee Report.

**Motion** by Commissioner Ludwig to adopt the amended Agenda. Second by Commissioner Mohr. 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.

**Motion** by Commissioner Lovgren to approve the Minutes of the May 4, 2021 county board meeting and Summary for publication. 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/Aye; District 3-Commissioner Lovgren/Aye; District 4-Commissioner Waldhalm/Aye. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence

Pine County Housing and Redevelopment Authority Board of Directors Minutes

March 24, 2021 regular meeting, April 2, 2021 special meeting, April 16, 2021 special meeting

**Motion** by Commissioner Mohr to approve the Minutes of Boards, Reports and Correspondence. Second by Commissioner Lovgren. 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.

**Motion** by Commissioner Ludwig to approve the Consent Agenda. 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.

**CONSENT AGENDA**

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

<b>Fund</b>	<b>April 30, 2020</b>	<b>April 30, 2021</b>	<b>Increase/Decrease</b>
General Fund	916,637	2,169,872	1,253,235
Health and Human Services Fund	(27,295)	1,105,007	1,132,303
Road and Bridge Fund	4,616,220	1,442,986	(3,173,235)
Land Management Fund	2,439,647	2,629,059	189,413
Self Insurance	N/A	599,858	599,858
TOTAL (inc non-major funds)	14,248,713	16,344,366	2,095,652

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

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

3. **Applications**

Approve the following applications:

- A. 2021 Waste Hauler License: 2021 Solid Waste Collection and Transportation License for STEMM Enterprizes, LLC
- B. Exempt Permit: Moose Lake Fire Relief Association to conduct Minnesota lawful gambling on November 27, 2021 at Doc’s Sports Bar & Grill, 34427 Majestic Pine Dr., Sturgeon Lake, MN (Windemere Township)

4. **Liquor License Credit**

Approve Resolution 2021-35 providing a \$375 credit to all on-sale liquor license holders for the 2021 renewal cycle. Authorize Board Chair and County Administrator to sign. There are 13 on-sale license holders in the unincorporated areas of the county.

5. **Donations**

Accept a \$500 donation from Foster Transportation Services, designated to the Sheriff’s Office Reserve Program. The donation will be used to help offset the cost of training, uniforms, and equipment.

6. **2021 Timber Auction Results**

Acknowledge the results of the May 12, 2021 timber auction. Seven timber sales were offered consisting of 5,745 cords with an appraised value of \$144,000. All seven sold with bids totaling \$177,245. Down payments are collected at the auction with the remaining amounts due as the harvesting progresses.

7. **Grants**

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

A. **2021 MN Federal Boating Safety Supplemental Equipment Grant**

Amount: \$4,178. Grant term: March 2, 2021 – September 30, 2021. This grant may be used for only safety enforcement equipment purchases; 20 inflatable life jackets and 15 throw bags will be purchased. The grant does not require matching funds.

B. **2021 Federal Supplemental Boating Safety Patrol Grant**

Amount: \$4,500. Grant term: May 14, 2021 – September 6, 2021. This grant may be used for enforcement hours only and does not require matching funds.

8. **Personnel (Employment Status)/Promotion**

Approve the regular employment status to Adult Protection Social Worker Sarah Manor, effective April 28, 2021.

9. **Training**

A. Approve any interested commissioner, and County Administrator David Minke, to attend the in-person AMC District 1 Spring Meeting, June 2-3, 2021, Two Harbors, Minnesota. Costs are yet to be determined.

B. Approve the following Probation staff to attend the Minnesota Association of County Probation Officers 64<sup>th</sup> Annual Conference, September 15-17, 2021, Madden's on Gull Lake: Senior Agent Michelle Sellner (MACPO Board of Directors), Senior Agent Devin Petersen (MACPO Board of Directors), Senior Agent Jami Tuve, Senior Agent Christopher Stolan, Supervisor Kevin Glass, Administrative Assistant Sue Thompson, Case Aide Justine Ward. Registration \$1,000. Senior Agent Sellner and Senior Agent Petersen's registration is waived due to being MACPO Board members. Lodging/Meals: \$2,487.16. Total \$3,487. Staff to carpool and use county vehicle as available.

## **REGULAR**

1. **Health & Human Services Advisory Committee Report**

Commissioner Ludwig stated the Health & Human Services Advisory Committee met May 5, 2021. Items discussed included the mobile dental clinic and legislative issues with public health. Updates were provided on Public Health and the pandemic, and the courthouse transition.

2. **Facilities Committee Report**

Commissioner Waldhalm stated the Facilities Committee met May 6, 2021. The Household Hazardous Waste (HHW) location at the Pine City Highway location and the South Pine Recycling Center & Transfer Station were toured. In the fall of 2021, funds were included in the bond refunding to put towards solid waste/recycling/HHW and the construction of two buildings. HHW will continue at the highway shop and solid waste/recycling will continue at the site on the Henriette Road, therefore no building will be constructed in Pine City. A \$178,000 grant was received from MPCA to be used to construct a building at the Willow River site. Some of those funds will be used to improve the Pine City sites.

3. **Personnel Committee Report**

Commissioner Ludwig stated the Personnel Committee met May 10, 2021. The Personnel Committee made the following recommendations:

A. **Sheriff's Office – Dispatch**

- i. Acknowledge the resignation of part-time Dispatcher Tiphonie Stromberg, effective May 31, 2021 and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The effective date was changed from June 15, 2021 at the request of the employee.

B. **Health and Human Services**

- i. Acknowledge the resignation of Child Protection Investigator Haeley Newman, effective June 11, 2021, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

C. **Administration**

- i. Approve the following changes to the Personnel Policies and Procedures:
  - Section 8.6: Deferred Compensation Plans  
Specific vendor names were removed.
  - Section 25: Photo ID Proximity Card/Key Access  
Previous policy focused on the Courthouse location. Policy was updated to cover all areas of access. Language requiring supervisor and Human Resources notification for a lost card remained.
  - Section 26: Vacation Donation Program  
The term “catastrophic” was removed to allow employees more donation request opportunities for qualifying illness, injury, or medical condition.

**Motion** by Commissioner Ludwig to approve the Personnel Committee Report. 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.

4. **Public Safety Committee Report**

Commissioner Ludwig stated the Public Safety Committee met May 11, 2021. It was the consensus of the committee that its purpose was to work with the county's criminal justice partners to maintain clear communication, ensure good service delivery, and cooperation among the criminal justice partners. Sheriff Nelson provided an update on current operations and staffing -- the sheriff stated that current staffing is not providing enough service and would like add a fourth sergeant and eliminate two part-time deputy positions and create a single full-time deputy position.

4.1. **Transportation Committee Report**

County Engineer/Public Works Director Mark LeBrun stated the Transportation Committee met just prior to today's county board meeting.

A. LeBrun stated the following projects had been placed for bids:

- i. **Contract #2101**: bid opening occurred May 10, 2021 with three bids received. LeBrun stated all bids came in over the engineer's estimate, however recommended the contract be awarded to the low responsible bidder, Landwehr Construction, Inc. in the amount of \$145,987.25. Contract #2101 includes: SAP 058-599-047 -- Windemere Twp. box culvert located on Rush Blvd 0.7 mi. W. of Military Road. Landwehr Construction's bid was 19.01% over the engineer's estimate but was competitive based on existing conditions.
- ii. **Contract #2102**: bid opening occurred May 17, 2021 with four bids received. LeBrun

stated all four bids were good bids, and recommended the contract be awarded to the low responsible bidder, Knife River, in the amount of \$5,173,709.95. Contract #2102 includes:

- SAP 058-614-018 Located on CSAH 14 from CSAH 61 to CSAH 10; 6.0 miles
- SAP 058-655-007 Located on CSAH 55 from CSAH 61 to CSAH 67; 0.6 miles
- SAP 058-661-030 Located on CSAH 61 from the North County Line to City of Rutledge; 11.0 miles
- SAP 058-667-002 Located on CSAH 67 from CSAH 55 to CSAH 9; 1.9 miles
- CP 058-021-001 Located on Parkview Dr. from Lords Lake Rd to 2017 FT East
- CP 058-127-001 Located on CR 127 from CSAH 61 to CSAH 14; 0.6 miles
- CP 058-143-001 Located on CR 143 from the West County Line to CSAH 28; 1.8 miles

The Knife River bid came in 20.55% under the engineer's bid.

**Motion** by Commissioner Ludwig to award Contract #2101 to Landwehr Construction, Inc. in the amount of \$145,987.25, and Contract #2102 to Knife River in the amount of \$5,173,709.95. Second by Commissioner Waldhalm. 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.

- B. LeBrun provided information regarding upcoming 2021 highway projects, reviewed the 2022-2026 Highway Improvement Plan, and reviewed a proposed list of 2022-2035 sales tax projects.
- C. On August 16, 2016 the county authorized a 0.5% sales tax for the purpose of funding transportation improvements on non-CSAH county roads; this tax shall continue until the sooner of \$8,450,000 has been collected or December 31, 2026. The county is approximately 2.5 years ahead of schedule in total sales tax collections. A Special Meeting-Committee of the Whole is scheduled for June 29<sup>th</sup> to discuss the 0.5% sales tax.

5. **Introduction of Economic Development Coordinator**

Lezlie Sauter, Economic Development Coordinator, was introduced to the county board.

6. **Tax/CAMA RFP Award**

County Auditor-Treasurer Kelly Schroeder stated five proposals were received for consideration for property tax/computer-aided mass appraisal software. The top two vendors, based on the criteria within the Request For Proposals, provided a demonstration of their software. Tyler Technologies was determined to be the preferred vendor. Schroeder reviewed the Tyler Technologies costs—a one-time cost of \$287,100 for the initial purchase of the Property Tax/Computer-Aided Mass Appraisal (CAMA) software, and three years maintenance at \$76,982 per year.

**Motion** by Commissioner Lovgren to authorize County Auditor-Treasurer Kelly Schroeder and IT Manager Ryan Findell to negotiate a contract with Tyler Technologies for the purchase of software and three years of maintenance and support, not to exceed \$518,046 (plus travel expenses up to \$25,000). 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.

7. **Award Highway Contracts**

This item was moved to Regular Agenda Item 4.1/Transportation Committee Report.

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

Land and Resources Manager Caleb Anderson stated a Request for Proposals (RFP) has been released for a comprehensive watershed management plan through the One Watershed One Plan program. The RFP gives funding preference to applicants that have an executed Memorandum of Agreement (MOA); through the MOA, Pine County will serve as Fiscal Agent for the grant.

**Motion** by Commissioner Ludwig to approve the Kettle & Upper St. Croix Watershed Memorandum of Agreement and authorize Board Chair and County Administrator to sign. 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.

Contingent upon award of grant funding, Commissioner Ludwig is designated as the county's representative to the policy committee under section 6 of the MOA.

9. **Housing and Redevelopment Authority (HRA) Commissioner Vacancy**

HRA Commissioner Jan Oak submitted her resignation from the HRA Board of Commissioners. The county board expressed its appreciation to Ms. Oak for her years of service to the HRA. The appointment to fill this vacancy is pursuant to the terms outlined in Resolution 2020-68.

**Motion** by Commissioner Lovgren to appointment Traver Gahler as District 3 representative to the Pine County Housing and Redevelopment Authority to fill the remaining term, expiring October 4, 2023, due to the resignation of HRA Commissioner Jan Oak. 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.

It was a **consensus** of the board to send a letter of thanks and appreciation to Ms. Oak.

10. **Legislative Update**

County Administrator David Minke stated the legislature adjourned May 19, 2021. There will be a special session in June. The receipt of funds from the American Rescue Plan was discussed. County Auditor-Treasurer Schroeder submitted the paperwork and the county should expect the first tranche soon.

11. **Public Health Update**

County Health Services Administrator Samantha Lo stated the Pfizer vaccine has been recently approved for children over the age of 12 years. The Centers for Disease Control (CDC) has changed the masking guidance to reflect if a person is fully vaccinated, they do not have to wear a mask in most situations, however, unvaccinated people should continue to mask.

Masking is still required in health care, schools, and district court. County employees may continue to be required to wear a mask based on their specific duties and work locations.

Pine County has given 7,000 vaccines and is changing focus to targeted outreach. Based on the improving situation, Lo will transition to written updates to the county board.

12. **Commissioner Updates**

AMC Coffee and Conversation: Commissioner Lovgren stated broadband was a major conversation piece. Redistricting was also discussed.

Central MN Council on Aging: Chair Hallan stated grants are available for food support. Health & Human Services will be utilizing grant funds with pop-up food distribution sites.

Meeting with Congressman Stauber: Chair Hallan stated Congressman Stauber has submitted the Mille Lacs Broadband project and it made his cut for community projects.

CBR: Accelerate Program: Cohort meetings continue through June; the team will make a final presentation in July. Commissioner Lovgren attended a communications committee meeting with Blandin. Kanabec County has informational videos available for presentations to the public.

East Central Solid Waste Commission: Chair Hallan stated due to chronic wasting disease, Kanabec County strongly opposes deer carcass disposal at the ECSWC location or the receipt of carcass from other counties. The ECSWC board voted 4-1 to approve the receipt of carcasses in the landfill. Carcasses will be placed in a sealed container and when full, it will go in a special area and be immediately covered.

Chemical Health Coalition: Commissioner Lovgren stated alcohol compliance checks are upcoming. There was a strong uptick of drug overdose in the state in 2020.

East Central Regional Library Trustees Board: Commissioner Lovgren stated a good audit was received. The ECRL has job openings available. The libraries are offering state park passes that can be checked out. The Mora location is going to host a food bank at their library.

Soil & Water Conservation District: Commissioner Waldhalm stated internet connectivity was lost during the meeting and he was unable to reconnect. A representative will be appointed to fill the vacancy due to the resignation of Supervisor Weis. Commissioner Waldhalm stated there will be a lake association meeting with Houston Engineering on June 12<sup>th</sup> regarding the high water levels on Sturgeon Lake.

Lakes & Pines Community Action Council: Chair Hallan stated the Auditor was present at this meeting. Lakes & Pines expressed concern with the need for services outweighing the available funds for areas.

Other: None.

13. **Other**

None.

14. **Upcoming Meetings**

Upcoming meetings were reviewed.

Correction of date of Technology Committee: May 25, 2021

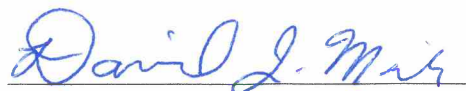
Additional Meeting: Special Meeting Committee of the Whole (Public Hearing) - May 24, 2021 at 10:00 a.m., in person at 1602 Hwy. 23 No., Sandstone via webex and streaming, and for public comment and direction of the board on the Community Development Block Grant Applications (broadband project and improvements for A Place For You).

15. **Adjourn**

With no further business, Chair Hallan adjourned the meeting at 11:43 a.m. The next regular meeting of the county board is scheduled for Tuesday, June 1, 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