

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

**Tuesday, June 15, 2021 - 10:00 a.m.
North Pine Government Center, Sandstone, Minnesota**

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

The Pledge of Allegiance was said.

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.

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

Present in the meeting room were Chair Steve Hallan, Commissioners Josh Mohr, Terry Lovgren, JJ Waldhalm and Matt Ludwig. Also present in the meeting room were County Administrator David Minke and County Attorney Reese Frederickson.

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 Item 2.1 / Application for Premises Permit

Consider approval of Resolution 2021-45 approving the application for Premises Permit for the Pine City Youth Hockey Association to conduct lawful gambling at Floppie Crappie Lakeside Pub, 10762 Lakeview Shore Drive, Pine City MN (Pokegama Township).

2. Consent Item 7B / Training

7B. Approve any interested commissioner to attend the virtual NACO Annual Conference, July 9-12, 2021. Early bird full conference cost is \$515 per person, 2-day option is \$350 per person. Funds are available in the 2021 Commissioners' budget.

Additional Information:

1. Regular Agenda Item 2: Pine County Economic Development Committee Minutes – June 14, 2021

Motion by Commissioner Lovgren to adopt the amended Agenda. Second by Commissioner Ludwig. Motion carried 5-0.

Motion by Commissioner Mohr to approve the Minutes of the June 1, 2021 county board meeting and Summary for publication. Second by Commissioner Lovgren. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence

Pine County Housing and Redevelopment Authority (HRA) Senior Housing Board of Directors
Minutes – April 28, 2021

Motion by Commissioner Ludwig to approve the Minutes of Boards, Reports and Correspondence. Second by Commissioner Mohr. Motion carried 5-0.

Motion by Commissioner Lovgren to approve the amended Consent Agenda. Second by Commissioner Waldhalm. Motion carried 5-0.

CONSENT AGENDA

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

Fund	May 31, 2020	May 31, 2021	Increase/Decrease
General Fund	(177,625)	1,219,186	1,396,811
Health and Human Services Fund	13,651	1,074,192	1,060,541
Road and Bridge Fund	3,802,922	3,261,877	(541,045)
COVID Relief	N/A	2,872,569	2,872,569
Land Management Fund	2,480,123	2,649,354	169,230
Self Insurance	N/A	602,861	602,861
TOTAL (inc non-major funds)	26,545,738	33,450,509	6,904,772

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

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

2.1. **Application for Premises Permit**

Approve Resolution 2021-45 approving the application for Premises Permit for the Pine County Youth Hockey Association to conduct lawful gambling at Floppie Crappie Lakeside Pub, 10762 Lakeview Shore Drive, Pine City MN (Pokegama Township).

3. **State Assessed Tax Abatement**

Approve the 2020 Tax Court Abatement: Minnesota Energy Resources Corp, multiple parcels, tax court ordered. The refund is \$24,766.

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

Approve Resolution 2021-44 extending a septic fix-up special assessment against PID 13.0112.000, owned by Scott Carlson. The term of the assessment is 16 years, beginning in 2022, in the amount of \$16,234.88 with equal principal payments and 1% interest. Authorize Board Chair and County Administrator to sign.

5. **Grant Contracts**

- A. Approve the Violent Crime Enforcement Teams 2020 Grant Contract Agreement Amendment. Funding for this grant has increased \$15,833 for the period of July 1, 2020 through December 31, 2021. No matching funds are necessary. Authorize Board Chair and County Administrator to sign.
- B. Approve the State of Minnesota Department of Human Services Multi-County Grant Contract to allow Pine County Health & Human Services (HHS) to continue to deliver fraud prevention investigative services to the counties of Aitkin, Carlton, Kanabec and Pine and authorize signature by the Board Chair and County Attorney. The contract is for the period of July 1,

2021 through June 30, 2023. The grant provides reimbursement up to \$91,000 per state fiscal year.

6. **Personnel**

- A. Approve the lateral transfer of Martine Root to the child protection investigator position effective June 21, 2021. Current hourly wage would remain the same, \$28.27 per hour (Grade 10, Step 4).
- B. Approve the internal promotion of Office Support Specialist Angela Boelman to case aide position, effective June 21, 2021. Grade 5, Step 1, \$18.73 per hour.

7. **Training**

- A. Approve Auditor-Treasurer Kelly Schroeder to attend the Minnesota Association of County Auditor-Treasurer Finance Officer (MACATFO) Summer conference, June 22-25, 2021 at Breezy Point. Registration: \$30; Meals: \$70; Mileage: \$118.72. Total cost \$218.72. No lodging is needed.
- B. Approve any interested commissioner to attend the virtual NACO Annual Conference, July 9-12, 2021. Early bird full conference cost is \$515 per person, 2-day option is \$350 per person.

REGULAR AGENDA

1. **Personnel Committee Report**

Commissioner Ludwig stated the Personnel Committee met on June 7, 2021. The Personnel Committee made the following recommendations:

A. **Pine County Sheriff's Office – Restructure**

- i. approve the hiring of a full-time Deputy Sheriff
 - approve backfill of any subsequent vacancies that may occur due to internal promotion or lateral transfer
- ii. eliminate two part-time Deputy Sheriff positions
- iii. eliminate the Sentence-To-Serve (STS) program and the Sentence-To-Serve Crew Leader position, effective August 31, 2021

B. **Administrator's Annual Review**

It was the consensus of the committee the county board review the Administrator's performance at today's county board meeting. Administrator Minke's annual performance review is Regular Agenda item #9 below.

Discussion took place as to what the restructure of the sheriff's office deputies would look like and the funding to support the requested changes. The requested authorization for a new sergeant position and any backfill of vacancies was referred back to the Personnel Committee for additional discussion.

Motion by Commissioner Ludwig to approve (1) the hiring of a full-time deputy sheriff and approve backfill of any subsequent vacancies that may occur due to internal promotion or lateral transfer, and (2) elimination of two part-time deputy sheriff positions. Second by Commissioner Mohr. Motion carried 5-0.

Discussion took place regarding the elimination of the Sentence-To-Service program. The board stated the elimination of the program was based on the reduction in participants and funding considerations. The program had a budget in 2021 of \$87,641.

Motion by Commissioner Ludwig to eliminate the Sentence-To-Serve (STS) program and the Sentence-To-Serve Crew Leader position, effective August 31, 2021. Second by Commissioner Mohr. Motion carried 5-0.

2. **Economic Development Committee Report**

Commissioner Mohr stated the Economic Development Committee met June 14, 2021.

The proposed use of American Rescue Plan Act (ARPA) funds were discussed. Pine Technical and Community College (PTCC) and Lakes and Pines Community Action Council gave presentations and county priorities were discussed. PTCC presented three proposals: (1) WorkFast programs, (2) Business Development, and (3) Pine County College Initiative scholarships to high school students who graduated from Pine County schools in 2020, 2021, or 2022. The requested county funding for these three programs totals \$459,000 with an additional \$250,000 investment from PTCC. Also discussed was the possibility of townships/cities' cooperation within the county who may be interested in contributing township or city ARPA funds toward these projects.

Motion by Commissioner Mohr to allocate \$459,000 of American Rescue Plan Act funds to Pine Technical and Community College for the WorkFast program (estimate \$140,000), Business Development (estimate \$104,000), and Pine County College Initiative scholarships (estimate \$215,000). The county attorney is requested to draft an agreement with Pine Technical and Community College setting the terms and conditions and authorize the county administrator to sign. Second by Commissioner Lovgren. Motion carried 5-0.

3. **Probation Comprehensive Plan**

Presentation by Probation Director Terry Fawcett of the 2021 Probation Comprehensive Plan.

4. **Legislative Update**

Lawmakers recently returned to the Capitol for a special session to finalize Minnesota's two-year budget which is required to be passed prior to July 1 in order to avoid a government shutdown.

5. **Commissioner Updates**

AMC District 1 Spring Meeting: Commissioner Lovgren and Chair Hallan attended.

East Central Regional Juvenile Center: Commissioner Ludwig stated the Joint Powers Agreement was reviewed and amendments to the document discussed.

CBR Accelerate Meeting: The collaboration is coming to a conclusion. Pine County will be proceeding with projects to provide approximately 1000 homes in Pine County with broadband service.

Soil & Water Conservation District: Commissioner Waldhalm was unable to attend a portion of the meeting due to technical difficulty. Jack Frechette was appointed SWCD District 2 supervisor. Paul Swanson successfully completed his probationary period as district manager.

Pine County Law Library: Meeting rescheduled to June 17th.

Central Minnesota Jobs & Training Services: Chair Hallan stated discussion was held of the impact of services provided by CMJTS if the state does not approve its budget. Unemployment rates remain high.

East Central Solid Waste Commission: Chair Hallan stated a report of Chronic Wasting Disease has been reported in Kanabec County.

East Central Regional Library Trustee Board: Commissioner Lovgren stated the library is issuing state park passes for checkout by library users. Pine City Library has a backpack program which includes activities for children to check out and utilize. The library board will be using calculations from 2019 in their upcoming budget projections as 2020 numbers will not be accurate.

Pine County Chemical Health Coalition: Commissioner Lovgren stated the Lion Heart Crew will be presenting at schools in Pine County. The grants for the Chemical Health Coalition end this month. A committee was formed regarding the direction the Coalition will take moving forward.

Pine County Board of Equalization: A single property owner presented his tax concerns to the Board of Equalization.

Other:

1. Administrator Minke stated the City/Township American Rescue Plan amounts are capped at 75% of their budget. If the amount is great than 75% of what is the actual budget, the lesser amount will be received.
2. A Special Meeting-Committee of the Whole is scheduled for July 21, 2021 at 9:00 a.m. in the Board Room at the Pine County Courthouse, 635 Northridge Drive, Pine City. Topics will include an update from the Soil & Water Conservation District, discussion of the county's role with the high water level situation on Sturgeon Lake, a review and discussion of the East Central Regional Juvenile Center Joint Powers Agreement, and a mid-year budget update and 2022 budget discussion.

6. **Other**

None.

7. **Upcoming Meetings**

Upcoming meetings were reviewed.

County Administrator Minke reviewed the procedure for conducting a closed meeting

Motion by Commissioner Mohr to close the meeting pursuant to Minnesota Statute 13D.05, Subd. 3(b) (attorney/client privilege) for the purpose of discussing ongoing litigation and consideration of a settlement offer in the case of *County of Pine, State of Minnesota vs. James E. and Wilda Z. Obey, TOL Properties and Minnesota Land Trust*. Second by Commissioner Lovgren. Motion carried 5-0.

Chair Hallan called for a five-minute recess at 12:10 p.m.

The closed session for the lawsuit update convened at 12:15 p.m. Present were Commissioners Hallan, Mohr, Lovgren, Waldhalm and Ludwig. Also present were Attorney Frederickson and County Administrator Minke.

The open session reconvened at 12:50 p.m.

Motion by Commissioner Lovgren to approve a settlement agreement with James E. and Wilda Z. Obey and Minnesota Land Trust. The agreement provides for a payment by the county in the amount of \$27,500 (\$19,000 for the monetary award and \$8,500 for appraisal fees) and a seven-year moratorium on taking gravel across the easement if it is extracted from the Memorial Forest. Second by Commissioner Ludwig. Motion carried 5-0.

Motion by Commissioner Ludwig to close the meeting pursuant to Minnesota Statute 13D.05 for the purpose of evaluating the performance of County Administrator David Minke. Second by Commissioner Mohr. Motion carried 5-0.

The meeting was closed at 12:55 p.m. for the annual performance review of Administrator Minke. Present were Commissioners Hallan, Mohr, Lovgren, Waldhalm and Ludwig, and County Administrator Minke.

The open session reconvened at 1:25 p.m.

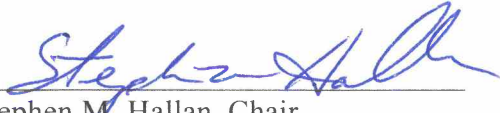
Chair Hallan summarized the performance review by stating that the board is very satisfied with David's work performance over the last year and especially his leadership responding to the COVID-19 pandemic.

Motion by Commissioner Mohr to set the top of the Non-Union Wage Scale, Grade 22 to \$155,000. Second by Commissioner Ludwig. Motion carried 5-0.

Motion by Commissioner Ludwig to approve a three percent (3%) performance increase for County Administrator Minke, and set his annual salary at \$142,292.80 effective on his work anniversary date of July 2, 2021. Second by Commissioner Mohr. Motion carried 5-0.

8. **Adjourn**

With no further business, Chair Hallan adjourned the meeting at 1:27 p.m. The next regular meeting of the county board is scheduled for Tuesday, July 6, 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