

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

Tuesday, July 20, 2021 - 10:00 a.m.

North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota

Chair Steve Hallan called the meeting to order at 10:00 a.m. Present were Commissioners Josh Mohr, Terry Lovgren, and J.J. Waldhalm. Also present were County Administrator David Minke and County Attorney Reese Frederickson. 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 WebEx or watch via live stream on YouTube.

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:

Addition:

1. **Consent Agenda Item 9B:** Consider the hiring of Office Support Specialist Samantha Kubesh, effective July 21, 2021, at Grade 2, Step 1, \$15.92 per hour, contingent upon a successful background check.

Motion by Commissioner Ludwig to adopt the amended Agenda. 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 Lovgren to approve the Minutes of the July 6, 2021 county board meeting and Summary for publication. 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.

Minutes of Boards, Reports and Correspondence

Pine County Housing and Redevelopment Authority (HRA) Regular Meeting Minutes-May 26, 2021

Pine County Chemical Health Coalition Minutes – July 12, 2021

Motion by Commissioner Mohr to acknowledge the Minutes of Boards, Reports and Correspondence. 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/Aye. Motion carried 5-0.

Motion by Commissioner Ludwig to approve the amended Consent 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.

CONSENT AGENDA

1. Approve June, 2021 Cash Balance

| Fund | June 30, 2020 | June 30, 2021 | Increase/Decrease |
|--------------------------------|----------------------|----------------------|--------------------------|
| General Fund | 5,542,757 | 7,460,603 | 1,917,847 |
| Health and Human Services Fund | 1,868,057 | 2,908,973 | 1,040,916 |
| Road and Bridge Fund | 4,346,288 | 5,893,517 | 1,547,228 |
| COVID Relief | N/A | 2,865,452 | 2,872,569 |
| Land Management Fund | 1,323,230 | 1,640,089 | 316,859 |
| Self Insurance | N/A | 587,862 | 587,862 |
| TOTAL (inc non-major funds) | 15,843,003 | 24,071,675 | 8,228,671 |

2. June 2021 Disbursements/Claims Over \$2,000

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

3. Applications

A. Repurchase Application

- i. Approve Resolution 2021-51 authorizing Ken Krause, son of the former owner, Leona Krause, now deceased, to repurchase the property described as 67262 Beaver Trail Road, Askov (Parcel ID 25.0096.000) on a contract. Due to probate not being complete, the property will be placed back in Leona's ownership. Authorize Board Chair and County Administrator to sign.

B. Temporary On-Sale Liquor License

- i. Approve a temporary on-sale liquor license for the Rock Creek Lions for an event on September 3-6, 2021 at the Heidelberger Rodeo, 3923 State Hwy. 70, Pine City, MN (Royalton Township).

4. Special Assessments

A. Septic Fix-Up

- i. Approve Resolution 2021-53 extending a septic fix-up special assessment to Thomas A. Stelter and Ginny L. Stelter in the amount of \$17,775 (PID 40.0004.008), and Jason T. Dufresne and Aimee R. Dufresne in the amount of \$14,741.87 (PID 20.0156.000). Authorize Board Chair and County Administrator to sign.

5. Pine County Commissioners' Expense Claim Forms

Approve Commissioners' Expense Claim Forms as submitted.

6. Donations

- A. Accept a \$500 donation from the Pine Area Lions Club to be used to help offset expense of the K-9 program.

7. **Agreement with Pine City School District**

Approve the Agreement for the Transportation of Children and Youth in Foster Care Placement with the Pine City School District. Authorize Board Chair and County Administrator to sign. Term of the Agreement is July 1, 2021 – June 30, 2023. Transportation expense payment responsibility is set forth in the agreement as situations arise.

8. **Personnel (Regular Employment Status)**

A. Approve the regular employment status to Social Worker Angela Ripley effective August 25, 2021.

9. **New Hire**

A. Approve the hiring of Social Worker Amy MacDonald, effective July 26, 2021, \$26.46 per hour. Grade 10, Step 2.

B. Approve the hiring of Office Support Specialist Samantha Kubesh, effective July 21, 2021, at Grade 2, Step 1, \$15.92 per hour, contingent upon a successful background check.

10. **Training**

A. Approve Public Health Director Sam Lo and Supervisor Jessica Fehlen to attend the MN Supervisor's Conference, September 12-15, 2021, at Breezy Point, Minnesota. Registration: \$120 total; Lodging/meals: \$948 total; Total cost for both: \$1,068.

B. Approve Veterans Services Officer Mindy Sandell to attend the annual MN Association of County Veterans Services Officers Fall Conference, September 12-15, 2021, Nisswa, Minnesota. Lodging: \$533. Total cost \$533.

REGULAR AGENDA

1. **Facilities Committee Report**

Commissioner Waldhalm provided an overview of the Facilities Committee meeting which met on July 7, 2021. Updates and discussion took place regarding the courthouse remodel, moving of staff from the South Pine Government Center, termination of boiler maintenance contract, upgrades at the North Pine Government Center, and new Americans with Disabilities Act technology available in the county board room.

2. **Personnel Committee Report**

Commissioner Mohr provided an overview of the Personnel Committee which met on July 12, 2021. The Personnel Committee made the following recommendations:

A. **Health & Human Services**

- i. Acknowledge the resignation of Eligibility Worker Darcie Koecher, effective July 2, 2021, and approve backfill and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

B. **Sheriff's Office – Jail**

- i. Acknowledge the resignations of Correction Officers Timothy Ottum (effective June 14, 2021), Timmy McKellar (part-time, effective July 14, 2021) and Michelle Pickar (effective July 19, 2021), and approve backfills and any subsequent vacancies that may occur due to internal promotions or lateral transfers.
- ii. Approve Jail System Coordinator job description revision as proposed with regrade of position from grade 10, starting wage of \$25.42/hour, to a grade 9, starting wage of \$23.98/hour, based on redistribution of duties and change in educational requirements.

C. Sheriff's Office

- i. Approve the addition of a Sergeant position (four total) and backfill for any subsequent vacancies that may occur due to internal promotion or lateral transfer. The Sergeant position is a Grade 12 with a minimum starting wage of \$29.36/hour.
- ii. Approve to hire ahead one deputy to cover vacancies created by employee leaves of absences. This authorization will not increase the authorized staffing level but is intended to reduce the length of time positions are vacant. The Deputy Sheriff position is a Grade 10 with a minimum starting wage of \$26.13/hour.

Motion by Commissioner Mohr to approve the recommendations of the Personnel Committee. 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.

3. Public Safety Committee Report

Commissioner Waldhalm provided an overview of the Public Safety Committee which met on July 13, 2021. The Public Safety Committee made the recommendation to appoint Chief Deputy Scott Grice and Sheriff's Office Manager Denise Baran as Deputy Directors of Emergency Management, and to authorize Board Chair, Chief Deputy, Sheriff's Office Manager and County Administrator to sign Loyalty Oath cards.

The addition of a sergeant position in the Sheriff's Office, as well as a request for Emergency Management to provide annual updates to the county board were also discussed. County Attorney Reese Frederickson provided a staffing update for his office.

Motion by Commissioner Ludwig to approve the recommendation of the Public Safety Committee. 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.

4. Economic Development Committee Report

Commissioner Mohr provided an overview of the Economic Development Committee which met July 19, 2021. Updates were provided on the Housing and Redevelopment Authority and Economic Development activities. An update and discussion took place on the allocation of federal American Rescue Plan Act (ARPA) funds. The Economic Development Committee made the recommendation to award allocation of ARPA funds as follows: \$20,000/mini-grants/mental health; \$18,629.25/dispatch workstation renovation; \$35,985.76/upgrade to emergency medical dispatch software; and \$5,450/Carey Guides-probation supervision tools.

Motion by Commissioner Mohr to approve the recommendation of the Economic Development Committee. Second by Commissioner Ludwig. 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.

5. Land/Zoning Advisory Committee Report

Commissioner Lovgren provided an overview of the Land Advisory Committee meeting which met July 19, 2021. Items discussed include the upcoming 2021 land auction and sales, a land exchange request, and an update of the Memorial Forest Ordinance. Action on these items will be considered at the August 3, 2021 county board meeting.

6. **Personnel (Resignation Acknowledgement and Request for Backfill)**

Motion by Commissioner Mohr to acknowledge the resignation of part-time Household Hazardous Waste Attendance Kevin Ice, effective July 21, 2021, and authorize backfill of the position and any position that becomes vacant due to a promotion or lateral transfer. Second by Commissioner Ludwig. 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.

7. **Central MN Council on Aging**

Central MN Council on Aging Executive Director Lori Vrolson provided an update regarding the Council's activities over the past year during the pandemic. Information relating to the administration of Federal Older Americans Act, program development, and services provided through the Senior LinkAge line were provided. Pine County's match contribution for 2021 to Central MN Council on Aging is \$2,534.

Motion by Commissioner Lovgren to approve the 2022 contribution amount of \$2,534 to Central MN Council on Aging, approve the 2022 Memorandum of Agreement with Central MN Council on Aging, and Chair Hallan and Social Services Supervisor Patrick Meacham to serve as Pine County representatives to the Central MN Council on Aging Board of Directors. 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/Aye; District 3-Commissioner Lovgren/Aye. Motion carried 5-0.

8. **Pine County Recycling Contract Amendment**

Land and Resources Manager Caleb Anderson stated the recycling company servicing the county's recycling program, Cloquet Riverside Recycling, has stated that patrons have been misusing the recycling sites at the unmanned recycling stations in Finlayson and Bruno. Residents have not been sorting their recycling effectively and are leaving large amounts of garbage. Efforts have been made to correct the situation but have been unsuccessful.

Motion by Commissioner Mohr to approve an amendment to Attachment One of the Pine County Recycling Program Contract, eliminating the Finlayson recycling site. Authorize Board Chair and County Administrator to sign. 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.

9. **County Staff Appreciation Day**

Governor Walz has proclaimed July 27, 2021 as County Staff Appreciation Day. Commissioners expressed their thanks and gratitude to all county employees for their commitment to excellence during the pandemic.

Motion by Commissioner Lovgren to approve Resolution 2021-52 proclaiming July 27, 2021 as Pine County Staff Appreciation Day. Authorize Board Chair and County Administrator to sign. 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.

10. **Schedule Special Meeting-Committee of the Whole**

Motion by Commissioner Mohr to schedule a Special Meeting-Committee of the Whole, September 14, 2021, 9:00 a.m., at Nemadji Research, Bruno. 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.

11. **Commissioner Updates**

- Soil & Water Conservation District: Commissioner Waldhalm stated Jack Frechette was appointed SWCD District 2 supervisor. The Juneteenth federal holiday was discussed and whether implementation by the county/SWCD would take place. The SWCD budget was discussed. There is approximately \$160,000 undesignated funds, the SWCD plans to allocate \$50,000 annual into the budget over the next three years.
- East Central Solid Waste Commission: Chair Hallan stated garbage collection continue to increase in volume each month; the need to open a new cell will be earlier than originally projected. Collection of deer carcass at the landfill is still a contentious topic; Arthur Township may consider a moratorium on disposal of deer carcasses in the landfill.
- East Central Regional Library Trustees Board: Commissioner Lovgren stated discussion of the 2022 library budget was discussed. The preliminary increase is proposed at 7% (with a 8.8% increase to Pine County's contribution). The library board has direction to work to reduce the increase to a target of 4%.
- Pine County Chemical Health Coalition: Commissioner Lovgren stated the Coalition has received \$1,144 from statutory fees collected; the Coalition has a balance of \$15,311. Commissioner Lovgren participating in training through the Montana Institute.
- Mille Lacs Band of Ojibwe Meeting: Commissioner Lovgren stated there is interest by the Mille Lacs Band on how they can expand in Hinckley – would like another freeway interchange off the freeway; an impact study is being completed.
- AMC County Government 201: Summer Conference for Recently Elected officials: Commissioner Lovgren participated. Good speakers, talked about upcoming law changes, and team-working participation within your board.
- Northeast Minnesota Area Transportation Partnership-Cancelled
- Pine County Transit Advisory: Chair Hallan was unable to attend due to calendar conflict.
- Extension Committee: Commissioner Mohr stated the meeting was at the Pine City Community Garden. Topics discussed included the garden origination and involvement, program updates, 4-H involvement/upcoming county fair. Ag Educator discussed pasture management. Budget discussion: propose extension ag educator position to increase from a .5 FTE to .75 FTE for 2022.
- Lakes & Pines Community Action Council: Chair Hallan stated 22 items were submitted for grant consideration; most being mental health/house fix up related.
- Broadband Update (Consultant Recruitment): Commissioner Lovgren stated seven broadband proposals were received; three will be chosen for interviews. Action items should be available for county board consideration at the August 17th county board meeting.
- Other: Commissioner Lovgren attended virtually the 2021 NACO Annual Conference. Delegates from member counties cast their votes for a new leadership team. Mary Jo McGuire from Ramsey County was elected to the position of NACO second vice president.

12. **Other**

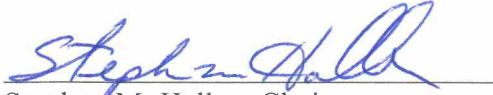
None.

13. **Upcoming Meetings**

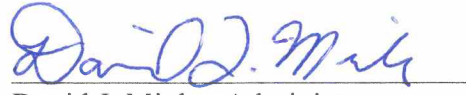
Upcoming meetings were reviewed.

14. **Adjourn**

With no further business, Chair Hallan adjourned the meeting at 11:45 a.m. The next regular meeting of the county board is scheduled for Tuesday, August 3, 2021 at 10:00 a.m., Board Room, Courthouse, 635 Northridge Drive NW, Pine City, Minnesota.



Stephen M. Hallan, Chair
Board of Commissioners



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