

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

Tuesday, August 17, 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 and Terry Lovgren. Also present were County Administrator David Minke and County Attorney Reese Frederickson. Due to out-of-town commitments, Commissioner Matt Ludwig and Commissioner J.J. Waldhalm joined the meeting via interactive technology, pursuant to Minnesota Statute 13D.02. Commissioners Ludwig and Waldhalm were seen and heard at the meeting via electronic means, at locations open and accessible to the public, and participated as follows:
Commissioner Ludwig: Staybridge Suites, 2350 Commerce Drive NW, Rochester, MN 55901
Commissioner Waldhalm: 315 Aspen Circle, Valdez, AK 99686

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:

1. **Consent Agenda Item 4: Pine County Commissioners' Expense Claim Forms**
Corrected mileage on Commissioner Claim Forms/Hallan and Waldhalm, and consider approval of Expense Claim Form for Commissioner Ludwig.
2. **Consent Agenda Item 6A: New Hire / PT Hazardous Waste Recycling Attendant**
Correction to reflect the hiring wage of James Melvin at \$15.47 per hour (wage scale increase effective July 1, 2021)
3. **Regular Agenda Item 2: Memorial Forest Ordinance/Public Hearing**
Correction of typographical error on Ordinance 2021-59/Article 4C (Portable Stands and Blinds)
4. **Regular Agenda Item 4Ai: Health & Human Services/Retirement**
Correction to reflect the retirement of Office Manager Janet Schumacher, effective September 30, 2021.
5. **Economic Development Committee Report**
The Economic Development Committee met on August 16, 2021 and made the following recommendations:
 - A. Recommend hiring Hometown Fiber LLC as the county broadband consultant and request the county attorney draft a Professional Services Agreement based on the proposal in the amount of \$48,778; to be funded through a Blandin grant and ARPA funds. Authorize Board Chair and County Administrator to sign.
 - B. Recommend allocating up to \$851,200 to Lakes & Pines for the Countywide Building Rehabilitation Program (15 single-family owner occupied dwellings \$420,000; 7 rental units \$117,600, and 7 commercial buildings \$313,600) to be funded with ARPA funds. Request the county attorney to draft a Professional Services Agreement based on the proposal. Authorize Board Chair and County Administrator to sign.

C. Recommend establishing a study committee as provided for in Minnesota statutes 469.1082.

D. **Regular Agenda Item 8: Commissioner Updates (Other)**

Addition: Other: Housing and Redevelopment Authority (HRA) Update

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/Aye. Motion carried 5-0.

Motion by Commissioner Lovgren to approve the Minutes of the August 3, 2021 County Board Meeting and Summary for publication. 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.

Minutes of Boards, Reports and Correspondence

Pine County Housing and Redevelopment Authority (HRA) Regular Meeting Minutes – June 23, 2021

2020 Annual Disclosure Report of Tax Increment Districts: City of Sandstone and City of Pine City

Pine County Chemical Health Coalition Minutes – August 9, 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 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 amended Consent Agenda. 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.

CONSENT AGENDA

1. **July, 2021 Cash Balance**

Fund	July 31, 2020	July 31, 2021	Increase/Decrease
General Fund	5,379,413	7,437,675	2,058,263
Health and Human Services Fund	1,858,774	2,846,082	987,308
Road and Bridge Fund	6,489,061	6,499,761	10,700
COVID Relief	3,554,864	2,854,136	(700,728)
Land Management Fund	1,396,676	1,715,004	318,329
Self Insurance	N/A	573,945	573,945
TOTAL (inc non-major funds)	22,296,605	24,534,585	2,237,980

2. **July 2021 Disbursements/Claims Over \$2,000**
Approve the July 2021 disbursements and claims over \$2,000.
3. **Applications**
 - A. **Repurchase Application**
Approve Resolution 2021-60 authorizing Cheryl Paul, former owner, to repurchase the property described as 58931 Rutabaga Road, Sandstone (PID 20.0341.000) on a 4-year contract. Authorize Board Chair and County Administrator to sign.
 - B. **Temporary Liquor License**
Approve a temporary liquor license for Finlayson/Giese Sportsman's Club for an event on September 5, 2021 at the Sportsman's Club property, 70172 Norway Spruce Road, Finlayson, MN (Pine Lake Township).
4. **Pine County Commissioners' July Expense Claim Forms**
Approve the corrected expense forms for Commissioners Hallan and Waldhalm, and approve the submitted expense forms for Commissioners Mohr, Lovgren and Ludwig.
5. **Personnel (Regular Employment Status / Promotion / Leave of Absence)**
 - A. Approve the promotion of Deputy Josh Matson to the position of Sergeant, effective August 29, 2021, \$38.16 per hour, Grade 12, Step 10.
 - B. Approve Zoning and Solid Waste Office Support Specialist Erin Hoxsie to take an unpaid leave of absence, pursuant to AFSCME, AFL-CIO Road and Bridge Unit contract, Article VIII, Section J, from September 10, 2021 through September 16, 2021, which includes five work days.
6. **New Hire**
Approve the hiring of part-time Hazardous Waste Recycling Attendant James Melvin, effective August 18, 2021, pending successful medical examination for working with hazardous waste. Non-union, FLSA non-exempt, Grade 1, \$15.47 per hour.
7. **Training**
 - A. Approve Environmental Technician Jeremy Williamson to attend the Basic Wetland Delineation and Regulation Course, October 4-8, 2021 and exam, Arden Hills, Minnesota. Registration and exam: \$425; Lodging: None; Mileage: \$330. Total cost: \$755.
 - B. Approve any commissioner who desires to attend the AMC Fall Policy Conference, September 16-17, 2021 (pre-conference meeting on September 15, 2021), at Alexandria, Minnesota. Registration: \$250 per attendee; Lodging: \$149 per night; Meals: \$34 per day.
 - C. Approve Child Support Supervisor Jodi Blesener, Child Support Officers Yvette Weis and Tiffanie Anderson, and Child Support Office Support Specialist Donna Olsen to attend the virtual MN Family Support and Recovery Conference, October 4-6, 2021. Registration: \$50/person; Total cost: \$400.

REGULAR AGENDA

1. **Ordinance 2021-43, Amending the County Land Use Ordinances – Public Hearing**
Land and Resources Manager/Zoning Administrator Caleb Anderson provided an overview of Ordinance 2021-43 and the proposed amendments to the Kettle River Wild and Scenic River Ordinance and the Shoreland Management Ordinance.

- A. Kettle River Wild and Scenic River Ordinance: include vacation rental by owner (VRBO) usage along the Kettle River through a conditional use permit.
- B. Shoreland Management Ordinance: (i) clarify standards for permitting guest quarters in accessory buildings; (ii) clarify language for when structures may have an altered ordinary high water level (OHWL) setback due to the presence of structures on both adjacent lots; (iii) variance mitigation requirements for expansion of structures that do not conform to the OHWL setback requirement of the ordinance; (iv) shoreland map amendments near First Lake, Devils Lake, and Unnamed Basin 58-146; (v) amend minimum lot widths for recreational and general development lakes with public sewer; (vi) additional standards for riprap and beach sand blank installation; (vii) additional language for nonconforming uses, to align with state requirements; and (viii) requirement for mitigation and scoring of the mitigation when applying for a variance.

Chair Hallan opened the public hearing at 10:46 a.m. Sand Lake Resort owner Mark Lambert stated his opposition to the mitigation point activities scale/points allotment. Ailene Croup stated her concern that the proposed shoreland management ordinance amendments would discourage commercial business within the county. There being no additional comment, Chair Hallan closed the public hearing at 11:00 a.m.

Discussion of clarification and re-evaluation of the mitigation point system took place. The proposed amendment does not change when or if a variance is required. The proposed amendment requires the applicant propose mitigation measures to achieve a score of at least 100 on the point system. In addition to the point system, the applicant must meet the other ordinance and statute requirements to get a variance.

Motion by Commissioner Waldhalm to refer the shoreland ordinance amendment back to the Zoning Board for review/clarification on the mitigation point system, and bring back to the county board for reconsideration. 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.

2. Memorial Forest Ordinance – Public Hearing

County Auditor-Treasurer Kelly Schroeder provided an overview of the Memorial Forest Ordinance. The county has worked to increase public access and use of the memorial forest lands. The proposed ordinance is intended to reduce impacts to the forest by regulating uses such as tree cutting, placement of permanent structures, excavation, and long-term camping.

Chair Hallan opened the public hearing at 11:29 a.m. Ailene Croup stated she would like lands removed from the Memorial Forest and sold, to be put back on the tax rolls. There being no additional comment, Chair Hallan closed the meeting at 11:32 a.m.

Commissioner Waldhalm stated he would also like to see land removed from the Memorial Forest and placed back on the tax rolls. Commissioner Lovgren stated this ordinance is to address protection of the lands that are currently included in the Memorial Forest.

Motion by Commissioner Lovgren to adopt Pine County Ordinance 2021-59, Memorial Forest Ordinance, 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.

3. **Local Option Sales Tax for Transportation/Sales Tax Projects 2022-2035 – Public Hearing**

County Engineer Mark LeBrun stated effective January 1, 2017 the board authorized a 0.5% sales tax for funding identified road and bridge improvements. The current 0.5% sales tax collection will cease upon collection of \$8,450,000, or December 31, 2026, whichever occurs sooner. At the current collection rate, the tax will end in approximately three years. LeBrun stated Resolution 2021-61 would end the current sales tax collection on December 31, 2021 and would start a new 0.5% sales tax collection on January 1, 2022. The new sales tax collection will cease upon collection of \$17,400,000 or December 31, 2035, whichever occurs sooner.

Chair Hallan opened the public hearing at 11:41 a.m. Ailene Croup stated her support for the new 0.5% sales tax collection dedicated to roads. There being no additional comment, Chair Hallan closed the public hearing at 11:42 a.m. County Administrator David Minke suggested a title modification to Resolution 2021-61 to reflect “Resolution Establishing a New Sales Tax for Pine County And Rescinding the Existing Sales Tax”.

Motion by Commissioner Ludwig to adopt Pine County Ordinance 2021-61, Resolution Establishing a New Sales Tax for Pine County And Rescinding the Existing Sales Tax. 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.

4. **Personnel Committee Report**

Commissioner Mohr provided an overview of the Personnel Committee which met on August 9, 2021. The Personnel Committee made the following recommendations:

A. **Health & Human Services**

- i. Acknowledge the retirement of Office Manager Janet Schumacher, effective September 30, 2021, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
- ii. Acknowledge the resignation of Social Worker Amanda Manley, effective October 7, 2021, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

B. **Administration**

- i. Incorporate the Right to Access Public Data policy into the full Pine County Policies and Procedures manual.

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

Chair Hallan provided an overview of the Health & Human Services Advisory Committee which met on August 9, 2021. A pandemic update was given. Health & Human Services Director Becky Foss provided a review of the proposed preliminary 2022 HHS budget.

6. **Economic Development Committee Report**

Commissioner Mohr provided an overview of the Economic Development Committee

which met on August 16, 2021. The Economic Development Committee made the following recommendations:

- A. Hire Hometown Fiber LLC as the county broadband consultant and request the county attorney draft a Professional Services Agreement based on the proposal in the amount of \$48,778; to be funded through a Blandin grant and ARPA funds. Authorize Board Chair and County Administrator to sign.

Motion by Commissioner Mohr to approve the hiring of Hometown Fiber LLC as the county broadband consultant and request the county attorney draft a Professional Services Agreement based on the proposal in the amount of \$48,778; to be funded through a Blandin grant and ARPA funds. Authorize Board Chair and County Administrator to sign. 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/Aye; District 3-Commissioner Lovgren/Aye; District 4-Commissioner Waldhalm/Aye. Motion carried 5-0.

- B. Allocate up to \$851,200 to Lakes & Pines for the Countywide Building Rehabilitation Program (15 single-family owner occupied dwellings \$420,000; 7 rental units \$117,600, and 7 commercial buildings \$313,600) to be funded with American Rescue Plan Act (ARPA) funds. Request the county attorney to draft a Professional Services Agreement based on the proposal. Authorize Board Chair and County Administrator to sign.

Motion by Commissioner Mohr to allocate up to \$851,200 to Lakes & Pines for the Countywide Building Rehabilitation Program to be funded with ARPA funds. Request the county attorney to draft a Professional Services Agreement based on the proposal. Authorize Board Chair and County Administrator to sign. 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.

- C. Establish a study committee as provided for in Minnesota statutes 469.1082. The Study Committee is to study the formation of a development agency such as Economic Development Authority (EDA) or adding EDA powers to the existing HRA or establish a Port Authority. The county has applied for a grant from the Minnesota Housing Partnership to provide technical assistance in this process. The study committee will consist of 11-15 members appointed by the county board and must make its report within 90 days of its first meeting.

Motion by Commissioner Mohr to establish a Study Committee. 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. Motion carried 5-0.

County Administrator David Minke acknowledged receipt by the county of two DEED grants--\$3.1 Million for the broadband expansion east of Hinckley, and approximately \$600,000 for A Place for You homeless shelter renovation.

7. **NE MN Regional DNR Director Patty Thielen**

Patty Thielen, NE MN Regional DNR Director provided an update on the chronic wasting disease (CWD) and its local impact. Other items discussed included the request by the

Fond Du Lac Band for relocation of elk to areas of Carlton and St. Louis Counties, and the DNR management of land/online sale of lands in the local area. Also discussed was the Oberstar segment of the Munger Trail. Thielen stated a meeting will be set up between the DNR and county for further discussion of the trail.

8. **Commissioner Updates**

Soil & Water Conservation District: Commissioner Waldhalm was unable to attend the meeting, however stated it was business as usual. The SWCD did submit a letter in support of the proposed amendments to the county's Land Use Ordinance 2021-43. Discussion of 2022 per diems took place/no action taken.

East Central Solid Waste Commission: Chair Hallan stated garbage collection continue to increase in volume each month. There was a fire at the transfer station in Cambridge—the site is closed until inspections are completed. They will need to rebuild and expand the site.

East Central Regional Library Trustees Board: Commissioner Lovgren stated the City of Sandstone applied for/received a grant which will be used to build a new library. The library budget was approved, which will increase Pine County's contribution by 4.5% (an increase of approximately \$15,000-\$20,000).

Pine County Chemical Health Coalition: Commissioner Lovgren was unable to attend.

Mille Lacs Band of Ojibwe Meeting: Meeting cancelled.

LTD Meeting – Commissioner Lovgren stated the meeting was a meet-and-greet.

Pine County Law Library: meeting date changed to August 19, 2021.

Snake River Water Management Board: Commissioner Mohr unable to attend.

Other:

Housing and Redevelopment Authority (HRA) Update: Two members have resigned. Vacancies will be filled with a representative from District 2 and District 4.

9. **Other**

None.

Chair Hallan called a break for lunch at 12:45 p.m.

The meeting reconvened at 1:17 p.m.

10. **2022 Budget Discussion – Auditor/Treasurer Kelly Schroeder**

A. **2022 Preliminary Budget**

Auditor-Treasurer Kelly Schroeder presented the 2022 Preliminary Budget and provided an overview of revenue and expenses based on the initial department requests. Based on the initial revenue projections and department requests, the gap is \$1,520,680, which would require \$1,418,881 levy dollars (7.1% levy increase) to balance the 2022 budget.

B. **Preliminary Departmental Budget Request**

Auditor-Treasurer Kelly Schroeder presented the following budget requests:

41 Auditor/Treasurer

63 TNT

71 Elections

- Request to add two temporary election staff
- By 2024 all election equipment has to be replaced (at an estimated cost of \$250,000)

Planning / Zoning / Solid Waste
74 Aquatic Invasive Species
107 Zoning
392 Recycling

Assessor / Recorder
101 Recorder
105 Assessor

- Request to add one full-time appraiser/June 1, 2022

801 Non-departmental

Fund 22 (Land)
Fund 39 (2015A G.O. Jail Bonds)
Fund 40 (2012 G.O. Courthouse Bonds)
Fund 41 (2017A G.O. CIP Bonds)

11. **Upcoming Meetings**

Upcoming meetings were reviewed.

County Administrator Minke reviewed the procedure for conducting a closed meeting via electronic means.

12. **Closed Meeting – Labor Negotiations**

Motion by Commissioner Mohr to close the meeting in accordance with Minnesota Statutes 13D.03 to consider negotiation strategies and develop, discuss and review labor negotiation proposals for negotiations with the Correction Officer/Dispatch Unit represented by AFSCME, conducted pursuant to Minnesota Statutes 179A.01 to 179A.25. 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/Aye; District 3-Commissioner Lovgren/Aye; District 4-Commissioner Waldhalm/Aye; District 5-Commissioner Ludwig/Aye. Motion carried 5-0.

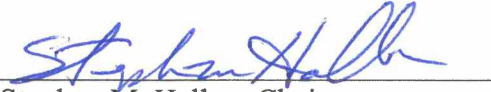
The meeting was closed at 2:38 p.m. Present were Commissioners Hallan, Mohr, Lovgren, Waldhalm and Ludwig; County Administrator David Minke; County Attorney Reese Frederickson; Jail Administrator Rod Williamson; and Human Resources Manager Jackie Koivisto. Hallan, Mohr, Lovgren, Minke and Frederickson were present in the meeting room. All others joined via electronic means.

The closed session adjourned at 3:18 p.m.

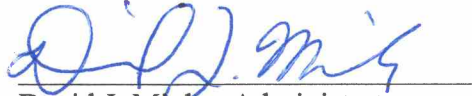
The open session reconvened at 3:20 p.m.

13. **Adjourn**

With no further business, Chair Hallan adjourned the meeting at 3:21 p.m. The next regular meeting of the county board is scheduled for Tuesday, September 7, 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