

PINE COUNTY BOARD MEETING
Minutes of Organizational and Regular Meeting
Tuesday, January 4, 2022, 10:00 a.m.
Board Room, Courthouse, Pine City, Minnesota

County Administrator David Minke called the meeting to order at 10:00 a.m.

Present were Commissioners Steve Hallan, Josh Mohr, Terry Lovgren and Matt Ludwig. Also present were County Administrator David Minke and County Attorney Reese Frederickson. Due to an out-of-town commitment, Commissioner J.J. Waldhalm joined the meeting via interactive technology, pursuant to Minnesota Statute 13D.02. Commissioner Waldhalm was seen and heard at the meeting via electronic means, at a location open and accessible to the public, and participated from 904 Calle Cruz Roja, Barrio Obrero, Arecibo PR.

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

The Pledge of Allegiance was said.

County Administrator Minke called for nominations for County Board Chair.

Commissioner Ludwig nominated Commissioner Hallan as County Board Chair. Second by Commissioner Mohr. There were no other nominations. A Roll Call vote was called on the motion to elect Commissioner Hallan as County Board Chair. District 1-Commissioner 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.

Commissioner Ludwig nominated Commissioner Mohr as Vice Chair of the County Board. Second by Commissioner Lovgren. There were no other nominations. A Roll Call vote was called on the motion to elect Commission Mohr Vice Chair of the County Board. 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.

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

Motion by Commissioner Lovgren to adopt the 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.

2022 Committee Assignments and Other Appointments

2022 Board and Committee Appointments		
OUTSIDE BOARDS AND COMMITTEES <i>County Board Appointment</i>	2022 Representative	2022 Alternate
AMC Committee – Environment & Natural Resources	Mohr	
AMC Committee – General Government	Waldhalm	
AMC Committee – Health & Human Services	Lovgren	
AMC Committee – Public Safety Policy Committee	Ludwig	
AMC Committee – Transportation & Infrastructure	Hallan	
AMC Committee – Indian Affairs Advisory Council	Hallan	Lovgren
AMC Delegate Appointments (county is authorized 1 delegate for each commissioner and three additional delegates)	Hallan, Mohr, Lovgren, Waldhalm, Ludwig, LeBrun, Foss, Minke	
1WIP Policy Committee – Kettle River & Upper St. Croix	Ludwig	Waldhalm
1WIP Policy Committee – Lower St. Croix	Hallan	Mohr
1WIP Policy Committee – Nemadji	Ludwig	Waldhalm
1WIP Policy Committee - Snake River	Lovgren	Mohr
1WIP Technical Committee – Lower St. Croix 1WIP Technical Committee - Nemadji 1WIP Technical Committee - Snake River	Land and Resources Manager	
Arrowhead Counties Association (ACA)	All	Ludwig
Central MN Jobs and Training Service	Hallan	Ludwig
Central Regional EMS Committee	Ludwig	Waldhalm
East Central Regional Development Commission (ECRDC)	Waldhalm	Hallan
East Central Regional Juvenile Center (ECRJC) Advisory Committee	Ludwig	Waldhalm
East Central Regional Library	Lovgren	Mohr
East Central Solid Waste Commission (ECSWC)	Hallan	Ludwig
Extension Committee	Lovgren/Mohr	
Fiber-Optic Joint Power Board	Hallan	Mohr
GPS 45:93 Joint Powers Board	Economic Development Coordinator Lezlie Sauter	County Administrator Minke
Greater Minnesota Parks and Trails (GMPT)	Waldhalm	All
Highway 23 Coalition	Lovgren/Waldhalm	
Lakes and Pines Community Action Council (CAC)	Hallan	Waldhalm

Law Library	Mohr	Waldhalm
Minnesota Counties Intergovernmental Trust (MCIT)	Minke/Hallan	
Northeast Minnesota Area Transportation Partnership	Hallan	Waldhalm
Northeast Minnesota Regional Emergency Communications Board	Hallan	Chief Deputy Scott Grice
Northeast Minnesota Regional Advisory Committee (RAC)	Sheriff Jeff Nelson	Chief Deputy Scott Grice
NLX	Ludwig	Lovgren
Rush Line Corridor Task Force	Waldhalm	Mohr
Snake River Watershed Joint Powers Board	Lovgren	Mohr
State Community Health Services Advisory Committee (SCHSAC)	Lovgren	Community Health Services Administrator Samantha Lo
OUTSIDE BOARDS AND COMMITTEES <i>County Board Chair Appointment</i>	2022 Representative	2022 Alternate
Pine County Housing and Redevelopment Authority/Economic Development Authority Liaison	Ludwig/Waldhalm	
Soil & Water Conservation District Liaison	Waldhalm	Mohr
COUNTY ESTABLISHED COMMITTEES <i>County Board Chair Appointment</i>	2022 Appointment	2022 Alternate
Canvassing Board	Hallan/Ludwig	Mohr
Facilities Committee	Ludwig/Waldhalm	
Finance and Investment Committee	Ludwig/Hallan	
Government Operations	Ludwig/Waldhalm	
Health & Human Services	Hallan/Ludwig	
Insurance Committee	Lovgren/Ludwig	
Land/Zoning Advisory Committee *Liaison to Planning Commission	Lovgren/Ludwig*	
Mille Lacs Band of Ojibwe Liaison	Hallan/Lovgren	
Negotiations (Labor Relations) Committee	Ludwig/Mohr	
Personnel Committee	Mohr/Ludwig	Hallan
Pine County Chemical Health Coalition	Ludwig/Lovgren	
Public Safety Committee	Waldhalm/Ludwig	
Technology Committee	Hallan/Mohr	
Transportation Committee	Hallan/Waldhalm	
Equal Employment Opportunity Coordinator required by section 3.2 of the County Policy and Procedure Manual	Jackie Koivisto	

Motion by Commissioner Lovgren to approve the appointment of commissioners to those boards and committees requiring county board approval. 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.

2022 Pine County Board of Commissioner Meeting Schedule

- Regular meetings of the Pine County Board of Commissioners are at 10:00 a.m. on the first and third Tuesday of the month except for December when the first meeting of the month will be held Thursday, December 8, 2022.
- The meetings on the first Tuesday of the month begin at 10:00 a.m. and are held at the Pine County Courthouse, Boardroom, Pine City.
- The meetings on the third Tuesday of the month begin at 10:00 a.m. and are held at the North Pine Government Center, 1602 Hwy 23 No., Sandstone.

2022 County Board Meetings:

January 4th and 18th

February 1st and 15th

March 1st and 15th

April 5th and 19th

May 3rd and 17th

June 7th and 21st

July 5th and 19th

August 2nd and 16th

September 6th and 20th

October 4th and 18th

November 1st and 15th

December 8th (This change of date is due to the Association of Minnesota Counties Annual Conference scheduled for December 5-7, 2022) and 20th

Board of Equalization, June 13, 2022 at 6:00 p.m., Pine County Courthouse, Boardroom, Pine City.

Truth in Taxation, December 8, 2022, at 6:00 p.m., Pine County Courthouse, Boardroom, Pine City. This meeting is required by MS 275.065 and must be held between November 25 and December 30. The meeting may not start before 6:00 PM.

County Board Committee Meetings

Facilities 1st Wednesday -- 9:00 a.m.

HHS As needed (typically 3-4 times per year) – 9:00 a.m.

Personnel Monday of the week prior to the 2nd board meeting -- 9:00 a.m.

Technology 4th Tuesday of odd numbered months (January, March, May, July, September, November)– 9:00 a.m.

Committee meetings may be held in person or via interactive technology.

All meetings subject to change. Contact the County Administrator's Office for further information.

Motion by Commissioner Ludwig, second by Commissioner Lovgren, to set the 2022 County Board regular meetings, Board of Equalization, and Truth in Taxation meeting as indicated above. 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.

County Administrator Minke stated that Resolution 2021-77 setting the 2022 Pine County Property Tax Levy, approved at the December 15, 2021 county board meeting, contained a clerical error in the jail bond of \$30. The total property tax levy amount set at \$20,652,675 was correct. The 2015A G.O. Jail Bond amount should have indicated \$1,170,225. The correction was made in the final resolution signed by the chair.

Motion by Commissioner Ludwig to approve the Minutes of the December 21, 2021 county board meeting and Summary for publication. 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.

Minutes of Boards, Reports and Correspondence

Pine County Land Surveyor Monthly Report – December, 2021

Zoning Board Minutes – November 18, 2021

Pine County Housing Redevelopment Authority (HRA) Minutes – December 22, 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 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.

Chair Hallan acknowledged the generous donations given for veteran outreach, county general operations, and the sheriff's office K-9 program and Benjamin Neel Gun Range.

The contract rate for the East Central Schools School Resource Officer was discussed.

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. Applications

Approve the following applications:

A. Pawn Brokers License

- i. Northern Pawn, 60622 State Highway 23, Finlayson, Minnesota

B. Tobacco License

- i. Lucky Seven General Store, 329 Fire Monument Dr., Hinckley (new owner of the Hinckley Minit Mart as of March 1, 2022)

2. Donations

Accept the following donations:

- A. Anonymous \$5,000 donation designated for veteran outreach
- B. \$23,000 donation for 4th quarter 2021 from Grand Casino Hinckley for general operations (October 2021)
- C. \$23,000 donation for 1st quarter 2022 from Grand Casino Hinckley for general operations (December 2021)
- D. \$250 donation from Cabak Law, LLC designated to the sheriff's office K-9 program
- E. \$500 donation from Cabak Law, LLC designated to the Benjamin Neel Gun Range

3. **Contracts**

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

A. **Solid Oak Financial Services**

Between Solid Oak Financial Services and Pine County Health & Human Services to provide guardianship and conservatorship services to adults who need a guardian. The term of the contract is January 1, 2022 through December 31, 2024. The cost of the service is increasing to \$200/month/client

B. **Law Enforcement Contract with Royalton Township**

Between Pine County Sheriff's Office and Royalton Township to enforce criminal ordinance violations. Contract is an "as needed" contract. Contract term is January 1, 2022 – December 31, 2023. Hourly rate: 2022-\$59.50/hr.; 2023-\$61.29/hr.

C. **2021-2022 School Year School Resource Officer – East Central Schools**

Between Pine County Sheriff's Office and East Central Schools for a part-time school resource officer for 2021-2022 school year. Rate: \$38.07 per hour.

4. **Bank Depositories**

Acknowledge the banks used by Pine County as its depositories:

A. Primary checking and money market accounts are held at Frandsen Bank & Trust;

B. Secondary checking and money market accounts are held at Stearns Bank; Stearns is the depository for individuals making their tax and other payments online. Additionally, due to the interest rate, much of the cash holdings are transferred into this money market account.

C. State and Federal payments are automatically deposited into the Minnesota Association of Governments Investing for Counties (MAGIC) account. These funds are held in this account until transferred to Frandsen for general use or Stearns for interest accumulation.

D. Due to the capital improvements projects planned during the 2020 bonding refunding, the county also has funds in escrow at Ehlers & Associates (which is invested through Ameritrade) until the projects are completed.

REGULAR AGENDA

1. **Public Hearing - Consider Creation of an Economic Development Authority and/or Assigning the Economic Development Authority (EDA) Powers to the Existing Housing and Redevelopment Authority (HRA)**

County Administrator David Minke stated the county is considering establishing a development authority to focus on economic development. In December the county board reviewed the report from the development authority study committee. The four options considered by the committee were: 1) Form a county Economic Development Authority; 2) Assign the EDA powers to the existing HRA; 3) Pursue special legislation, or 4) No change; assigning the EDA powers to the existing HRA was recommended by the Economic Development Study Committee. Resolution 2022-02 follows that recommendation and assigns the EDA powers to the existing HRA.

Chair Hallan opened the public hearing at 10:30 a.m. HRA board member Mary Kay Sloan stated that all members of the HRA board are in favor of proceeding with the assignment of EDA powers to the existing HRA. There being no additional comment, Chair Hallan closed the public hearing at 10:31 a.m.

Levy authority and appointment of commissioner liaison(s) were discussed.

Motion by Commissioner Lovgren to approve Resolution 2022-02 Assigning Powers of the Economic Development Authority to the Housing and Redevelopment Authority and authorize Board Chair and County Administrator to sign. 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.

Chair Hallan appointed Commissioner Waldhalm and Commissioner Ludwig as liaisons to the Pine County and Housing Redevelopment Authority/Economic Development Authority.

2. **Help America Vote Act (HAVA) Grant Application**

County Auditor-Treasurer Kelly Schroeder explained Resolution 2022-01 authorizes the application for the 2022 Help America Vote Act grant to replace Pine County's electronic election tabulation devices and possibly replace the assistive voting devices if funding allows. There is a 50% grant match requirement in the amount of \$25,596.98. Pine County may receive a second allocation if not all counties apply for the HAVA grant.

Motion by Commissioner Ludwig to approve Resolution 2022-01 Authorizing the Help America Vote Act Grant Application. 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.

3. **Extension Committee Appointment**

Motion by Commissioner Lovgren to reappoint the following individuals to the Extension Committee:

Mary Lange, representing District 3, January 1, 2022 – December 31, 2024

Chad Dipman, representing District 4, January 1, 2022 – December 31, 2022, filling the remainder of the term of Thane Sheetz.

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.

4. **Zoning Board Appointment**

Motion by Commissioner Lovgren to reappointment Skip Thomson to the Zoning Board, representing District 5, for the term January 1, 2022-December 31, 2025. Second by Commissioner Waldhalm. A Roll Call vote was 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.

5. **Official Publication Award for 2022**

Sealed bids were opened December 27, 2021 for the publication of the county financial statements, proceedings of the county board and such other notices as required by law. The Pine City Pioneer presented a bid of \$8.85 per column inch for the first publication and the Pine County Courier presented a bid of \$8.85 per column inch for the second publication. These publication rates are a \$.10 per column inch increase over 2021.

Motion by Commissioner Lovgren to award the first publication of the financial statement, proceedings of the County Board and such other notices as required by law to the Pine City Pioneer at \$8.85 per column inch, as the official county newspaper, and the second publication of the financial statement and other such notices to the Pine County Courier at \$8.85 per column

inch. 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.

6. **Pine County Regional Railroad Authority Annual Meeting**

At 10:44 a.m. Chair Hallan recessed the County Board meeting and opened the Regional Railroad Authority annual meeting.

Chair Hallan stated the chair and vice chair appointments have in the past mirrored the county board chair/vice-chair appointments.

Motion by Commissioner Ludwig to approve the following Regional Railroad Authority officer appointments: Chair: Commissioner Steve Hallan; Vice-Chair: Commissioner Josh Mohr; Secretary: Administrator David Minke (non-voting); and Treasurer: Auditor/Treasurer Kelly Schroeder (non-voting). 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.

With there being no further business, the Regional Railroad Authority meeting was adjourned at 10:46 a.m. and the County Board meeting was reconvened.

7. **Commissioner Updates**

Kettle 1W1P Policy Meeting: Commissioner Ludwig stated officers were elected. The meeting will include the upper St. Croix and Kettle River water districts.

Pine County HRA: Chair Hallan attended as Commissioner Ludwig was unable to attend. Chair Hallan stated this is a high functioning committee with a solid rehabilitation program.

Snake River Watershed Management Board/Policy Committee: Commissioner Mohr stated projects were approved and discussion of the one watershed one plan took place.

Other:

- A. Commissioner Lovgren provided an update on the hiring process for the agriculture educator.
- B. Commissioner Lovgren provided a Blandin update which included discussion of the \$100,000 grant, outreach and committee discussion, and how to continue moving forward with this project.

8. **Other**


None.

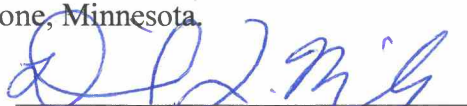
9. **Upcoming Meetings**

Upcoming meetings were reviewed. The Public Safety Committee meeting scheduled for January 11, 2022 is cancelled.

10. **Adjourn**

With no further business, Chair Hallan adjourned the meeting at 10:54 a.m. The next regular meeting of the county board is scheduled for January 18, 2022 at 10:00 a.m. at the North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota.


Stephen Hallan, Chair
Board of Commissioners


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