

ADDITIONS/REVISIONS/CORRECTIONS

Regular / Organizational Meeting

January 3, 2023

Additional Information

- A. December 28, 2022 Unapproved Minutes of the Pine County Housing & Redevelopment Authority – Economic Development Authority

UNAPPROVED
Pine County Housing & Redevelopment / Economic Development Authority
Meeting Minutes – December 28, 2022 1:00 PM
North Pine Government Center - 1602 Hwy 23 No., Sandstone, Minnesota

Members present: Mary Kay Sloan, Henry Fischer, Leaha Jackson, Traver Gahler, Rick Lewis

Members absent: None

Pine County Commissioners present: J.J. Waldhalm, Matt Ludwig

Others present: Pine County Sheriff Jeff Nelson, Pine County Attorney Reese Frederickson, HRA/EDA Executive Director/County Administrator David Minke. Attending via video, President of SMR Management, Inc. Joleen Pfau (video), Economic Development Coordinator Lezlie Sauter (video), Pine County Auditor/Treasurer Kelly Schroeder (video).

1. Chair Sloan called the meeting to order at 1:00 PM.
2. The pledge of allegiance was said.
3. Newly appointed member Rick Lewis was introduced and Chair Sloan presented his certificate of appointment.
4. No public comments were received.
5. *Motion by Fischer to approve the agenda, seconded by Jackson. Motion carried 5-0.*
6. *Motion by Jackson, seconded by Gahler to approve minutes of the November 23, 2022 board meeting. Motion carried 5-0.*
7. There was no correspondence.
8. The HRA/EDA Commissioners' expense claims forms were reviewed. *Motion by Gahler, seconded by Fischer to approve expenses as presented. Motion carried 5-0.*
9. Operational Reports (SMR Management)
The management and financial reports were presented by Pfau, noting that the gutters have been installed. The account at Northview Bank has been closed. A cashier's check for \$116,781.30 was deposited in the Frandsen Bank account and then a check in the amount of \$100,000 was issued to the Wells Fargo investment account. The account at members credit union will remain open until august when the CD matures.
Motion by Fischer, seconded by Jackson to accept the reports as presented. Motion carried 5-0.
10. Audit Findings Follow up with County Attorney and County Sheriff
The board discussed the status of the investigation into undocumented and questionable expenses identified in the 2019, 2020, and 2021 audits. The consensus of the board was to continue the investigation.
11. Committee Reports
 - 11.1 Chair Sloan appointed Rick Lewis to the Housing and Development Projects Committee.
 - 11.2 Facility Management: The committee will meet in January to review the 10-year Capital Improvement Plan.

11.3 Board Policies: None

11.4 Housing and Development Projects

Sauter updated the board on various projects and reviewed the boards strategic plan. Fischer suggested reviewing the goals on a quarterly basis.

12. Adjourn With no further business, the meeting was adjourned at 2:25 PM

Next Regular Meeting, January 25, 2023 - 1:00 pm, North Pine Government Center, Sandstone, Minnesota.

ATTEST:

David J. Minke
Executive Director

Mary Kay Sloan
Board Chair



AGENDA

PINE COUNTY BOARD OF COMMISSIONERS ORGANIZATIONAL and REGULAR MEETING

District 1	Commissioner Hallan
District 2	Commissioner Mohr
District 3	Commissioner Lovgren
District 4	Commissioner Waldhalm
District 5	Commissioner Ludwig

Tuesday, January 3, 2023, 10:00 a.m.
Board Room, Pine County Courthouse
635 Northridge Drive NW
Pine City, Minnesota

Notice of Participation via Interactive Technology

Pine County Commissioner JJ Waldhalm will be attending the Pine County Board of Commissioners Regular and Organizational Meeting on Tuesday, January 3, 2023 at 10:00 a.m. via interactive technology, pursuant to Minnesota Statute 13D.02.

- **Commissioner Waldhalm will be seen and heard at the meeting via electronic means and will participate from 904 Calle Cruz Roja, Barrio Obreiro, Arecibo PR, a location open and accessible to the public.**

The public is invited to join the meeting in person or remotely: by phone call 1-312-626-6799 (access code): 989 3723 6982, (password): 5911400. Click the link on the county website (www.co.pine.mn.us) for more information and to watch a live stream broadcast of the meeting.

- A) Call meeting to order (County Administrator)
- B) Pledge of Allegiance
- C) Election of County Board Chair and Vice-Chair for 2023
- D) Public Forum. Members of the public are invited to speak. After being recognized by the Chair, each speaker should state his/her name and limit comments to three (3) minutes.
- E) Adopt Agenda
- F) 2023 Board and Committee Appointments
- G) 2023 County Board Schedule
- H) Approve Minutes of December 20, 2022 County Board Meeting and Summary for publication.
- I) Minutes of Boards, Committees and Correspondence
Pine County Land Surveyor Monthly Report – December, 2022
Pine County Zoning Board Minutes – November 17, 2022

J) Approve Consent Items

CONSENT AGENDA

The consent agenda is voted on without any discussion. Any commissioner may request an item be removed and added to the regular agenda.

1. Applications

Consider approval of the following applications:

A. Temporary Wine/Beer License Application

- i. Erica Roy-Nyline for an event at Osprey Wilds Environmental Center, 54165 Audubon Dr, Sandstone for an event on January 28, 2023

B. Abatement Application

- i. Minnesota DNR, PID 13.0330.000, Finlayson Township.

2. Pine County Commissioners' Expense Claim Forms

Review and consider approval of commissioner expense claim form.

3. Donations

Consider acceptance of the following donations:

A. Anonymous \$150 donation designated for veteran outreach

B. \$23,000 donation / December 16, 2022 for 1st quarter 2023 from Grand Casino Hinckley for Sheriff's Office general operations

4. Contracts

Consider approval of the following contracts and authorize Board Chair and County Administrator to sign:

A. Microsoft 365 Contract

Consider approval of a three-year Microsoft 365 contract and authorize payment in the amount of \$356,774.40, annually, for three years starting in 2023.

B. 2023 Central Minnesota Jobs and Training Services Contract

Consider contract with Central Minnesota Jobs & Training Services to provide jobs and training services to eligible Pine County clients. Funds expended will not exceed \$285,865.

5. 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.

C. State and Federal payments are automatically deposited into the Minnesota Association of Governments Investing for Counties (MAGIC) account. The cash assets not needed for immediate use are transferred to and held in this account due to it having the highest interest rate of all liquid accounts. These funds are held in this account until transferred to Frandsen for general use.

D. Due to the capital improvements projects planned during the 2020 bonding refunding, Pine County also has funds in escrow at Ehlers & Associates (which is invested through Ameritrade). This account is set to close on January 3, 2023 as all projects have been completed.

6. Personnel (Transfer)

A. Consider the internal transfer of Sara Drexl to the Child Support Office Support Specialist position, effective January 4, 2023. No change in grade or pay.

7. New Hire

A. Consider approval of the hiring of Children’s Mental Health Social Worker Deanna Williams, effective January 9, 2023, \$27.53 per hour, grade 10, step 2, contingent upon successful background check.

8. Training

A. Consider attendance at the AMC Legislative Conference for David Minke, county administrator and any commissioner who desires to attend, February 21-23, 2023, St. Paul, Minnesota. Registration: \$350 per attendee, Lodging \$175 per night plus tax, Meals: \$34 per day. Funds are available in the 2023 Administrator and Commissioner budget respectively.

REGULAR AGENDA

1. Consider Bid for Official Publication for 2023

Award bid.

2. Extension Committee Board Appointment

Consider appointing/reappointing two individuals to serve on the Extension Committee for 3-year terms effective January 3, 2023 – December 31, 2025.

3. Resolution in Support of Equitable and Sustainable Funding for County Probation

Consider approval of Resolution 2023-01 supporting the Community Supervision Work Group and requesting the Legislature to pass a new funding formula and significant appropriation. Authorize Board Chair and County Administrator to sign.

Recess Regular Board meeting and Convene Rail Authority meeting.

4. Pine County Regional Railroad Authority Annual Meeting

Appoint Chair, Vice Chair, Secretary and Treasurer

(2022 appointments were Chair: Steve Hallan; Vice Chair: Josh Mohr;

Secretary: County Administrator David Minke/non-voting; and Treasurer: Auditor/Treasurer Kelly Schroeder/non-voting)

Discussion of Regional Rail Authority business (if any).

Adjourn Rail meeting and Reconvene County Board meeting.

5. Commissioner Updates

Arrowhead Counties Association

Snake River Watershed Management Board & 1W1P

NLX: Cancelled

Housing Redevelopment Authority/Economic Development Authority (HRA/EDA)

Northeast Emergency Communications Board/Radio Advisory Committee

Central MN EMS Joint Powers Board

Other

6. **Other**

7. **Upcoming Meetings (Subject to Change) – Contact the hosting organization to confirm meeting time and location.**

- a. Pine County Organizational and Regular Board Meeting, Tuesday, January 3, 2023, 10:00 a.m., Board Room, Courthouse, Pine City, Minnesota
- b. Personnel Committee, Monday, January 9, 2023, 9:00 a.m.
- c. Soil & Water Conservation District, Wednesday, January 11, 2023, 1610 Hwy. 23 No, Sandstone
- d. Chemical Health Coalition, Thursday, January 12, 2023, 4:00 p.m.
- e. Pine County Board Meeting, Tuesday, January 17, 2023, 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota

8. **Adjourn**