

PINE COUNTY BOARD MEETING
Minutes of Organizational and Regular Meeting
Tuesday, January 3, 2023, 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 at the commencement of the meeting were Commissioners Steve Hallan, Josh Mohr, Terry Lovgren and Matt Ludwig. Also present were County Administrator David Minke and County Attorney Reese Frederickson.

Commissioner J.J. Waldhalm joined the meeting at 10:05 a.m. via interactive technology due to an out-of-town commitment, 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 Mohr nominated Commissioner Hallan as County Board Chair. With no further nominations, a unanimous white ballot was cast to elect Commissioner Hallan as Chair. Motion carried 4-0.

Commissioner Ludwig nominated Commissioner Lovgren as Vice Chair of the County Board. With no further nominations, a unanimous white ballot was cast to elect Commissioner Lovgren as Vice-Chair. Motion carried 4-0.

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

Chair Hallan requested the following revision to the agenda:

Added to Agenda Item I: Minutes of Boards, Committees and Correspondence:

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

Motion by Commissioner Ludwig to adopt the amended Agenda. Second by Commissioner Mohr. Motion carried 4-0.

Commissioner Waldhalm electronically joined the meeting at 10:05 a.m.

2023 Committee Assignments and Other Appointments

2023 Board and Committee Appointments		
OUTSIDE BOARDS AND COMMITTEES <i>County Board Appointment</i>	2023 Representative	2023 Alternate
AMC Committee – Environment & Natural Resources	Waldhalm	
AMC Committee – General Government	Mohr	
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	Lovgren	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)	Hallan	Lovgren
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	Lovgren	Ludwig
Pine County Housing and Redevelopment Authority/Economic Development Authority Liaison	Ludwig/Waldhalm	
Snake River Watershed Joint Powers Board	Lovgren	Mohr
Soil & Water Conservation District Liaison	Waldhalm	Mohr
State Community Health Services Advisory Committee (SCHSAC)	Lovgren	Community Health Services Administrator Samantha Lo
COUNTY ESTABLISHED COMMITTEES	2023	2023
<i>County Board Chair Appointment</i>	Appointment	Alternate
Canvassing Board		
Facilities Committee	Ludwig/Waldhalm	
Finance and Investment Committee	Ludwig/Hallan	
Health & Human Services	Hallan/Ludwig	
Insurance Committee	Lovgren/Ludwig	
Land Advisory Committee	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	
Liaison to Zoning Board	Ludwig	
Equal Employment Opportunity Coordinator required by section 3.5 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.

2023 Pine County Board of Commissioner Regular Meeting Schedule

- The first meeting of the month begins at 10:00 a.m. and is held at the Pine County Courthouse, Pine City.
- The second meeting of the month begins at 10:00 a.m. and is held at the North Pine Government Center, 1602 Hwy 23 No., Sandstone.

January 3rd and 17th

February 7th and 21st

March 7th and 21st

April 4th and 18th

May 2nd and 16th

June 6th and 20th

July 5th and 18th (July 4th is the Independence Day Holiday. Wednesday, July 5th is the next business day.)

August 1st and 15th

September 5th and 19th

October 3rd and 17th

November 7th and 21st

December 7th and 19th (The December 7th date is due to the Association of Minnesota Counties Annual Conference scheduled for December 4-6, 2023.)

Board of Equalization, June 12, 2023 at 6:00 p.m., Pine County Courthouse, Boardroom, Pine City.

Truth in Taxation, December 7, 2023, 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 of even numbered months (February, April, June, August, October, December) – 9 a.m.

HHS As needed (typically 3-4 times per year)

Personnel Monday the week prior to the third Tuesday of the month -- 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 to set the 2023 County Board regular meetings, Board of Equalization, and Truth in Taxation meeting as indicated above. 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 Mohr to approve the Minutes of the December 20, 2022 county board meeting and Summary for publication. 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.

Minutes of Boards, Reports and Correspondence

Pine County Land Surveyor Monthly Report – December, 2022

Pine County Zoning Board Minutes – November 17, 2022

Unapproved December 28, 2022 Pine County Housing & Redevelopment Authority – Economic Development Authority Minutes

Motion by Commissioner Lovgren to acknowledge the Minutes of Boards, Reports and Correspondence. Second by Commissioner Ludwig. 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.

Commissioner Lovgren asked County Auditor-Treasurer Schroeder if there was a fund balance in the Escrow Account at Ehlers & Associates. Schroeder stated there was a \$50,000 balance but the account is set to close as all the projects have been completed.

Motion by Commissioner Lovgren 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. Temporary Wine/Beer License Application

- i. Erica Roy-Nyline for an event at Ospry 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

Approve Commissioner Mohr expense claim form.

3. Donations

Accept 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

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

A. Microsoft 365 Contract

Three-year Microsoft 365 contract and authorize payment in the total amount of \$356,774.40 (\$118,924.80 per year for a three-year period).

B. 2023 Central Minnesota Jobs and Training Services Contract

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. Escrow account at Ehlers & Associates (which is invested through Ameritrade) related to the 2020 bond refunding.
6. **Personnel (Transfer)**
- A. Approve 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. Approve the hiring of Children’s Mental Health Social Worker Deanna Williams, effective January 9, 2023, \$27.53 per hour, grade 10, step 2.
8. **Training**
- A. Approve the attendance at the AMC Legislative Conference for County Administrator David Minke 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.

REGULAR AGENDA

1. **Official Publication Award for 2023**

The Pine City Pioneer submitted the sole bid for the publication of the county financial statements, proceedings of the county board and such other notices as required by law. The rate is \$9.00 per inch with a 7-point type and 9 lines per inch.

Motion by Commissioner Lovgren to designate the Pine City Pioneer as the official newspaper and award the bid for the publication of the county financial statements, proceedings of the county board and such other notices as required by law, to the Pine City Pioneer at the rate of \$9.00 per inch.

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.

2. **Extension Committee Appointment**

Extension Committee members Chad Dipman and Barbara Videen’s term expired at the end of 2022.

Motion by Commissioner Mohr to appoint Traci LeBrun, and reappoint Chad Dipman, to the Extension Committee, each for a three-year term, January 3, 2023 – December 31, 2025. 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. **Resolution in Support of Equitable and Sustainable Funding for County Probation**
Probation Director Terry Fawcett stated the Association of Minnesota Counties (AMC) has made probation funding a priority for the 2023 legislative session. In 2022 AMC formed a work group to review and make recommendations for funding for county probation. Commissioner Ludwig is a member of the work group.
Motion by Commissioner Ludwig to approval of Resolution 2023-01 supporting the Community Supervision Work Group and requesting the Legislature to pass a new funding formula and significant appropriation. 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. Motion carried 5-0.

4. **Pine County Regional Railroad Authority Annual Meeting**
At 10:30 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 Terry Lovgren; 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 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.

With there being no further business, the Regional Railroad Authority meeting was adjourned at 10:34 a.m. and the County Board meeting was reconvened.

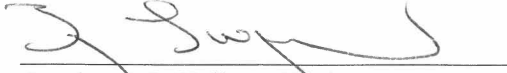
5. **Commissioner Updates**
Arrowhead Counties Association: cancelled
Snake River Watershed Management Board & 1W1P: no meeting
NLX: Cancelled
Housing Redevelopment Authority/Economic Development Authority (HRA/EDA):
Commissioner Ludwig stated the account at Northview Bank has been closed. Discussion took place as to the status of the investigation into undocumented and questionable expenses identified in the 2019-2021 audits. Commissioner Waldhalm stated that Rick Lewis attended, replacing Steve Oswald.
Central MN EMS Joint Powers Board: Commissioner Ludwig was unable to attend.
Other: None.

6. **Other**
None.

7. **Upcoming Meetings**
Upcoming meetings were reviewed.

8. **Adjourn**

With no further business, Chair Hallan adjourned the meeting at 10:38 a.m. The next regular meeting of the county board is scheduled for January 17, 2023 at 10:00 a.m. at the 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