

**MINUTES  
OF THE  
PINE COUNTY BOARD MEETING  
Regular Meeting  
Tuesday, May 16, 2023 - 10:00 a.m.  
North Pine Government Center  
1602 Hwy 23 No., Sandstone, Minnesota**

Chair Hallan called the meeting to order at 10:00 a.m.

Present were Commissioners Josh Mohr, Terry Lovgren, JJ Waldhalm and Matt Ludwig. Also present was County Administrator David Minke and County Attorney Reese Frederickson.

The meeting was live streamed on YouTube.

The Pledge of Allegiance was said.

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

Chair Hallan requested the following revision to the agenda:

Consent Agenda Item 10.B. – New Hire Correction Officer Makenna Moe

Correct spelling of first name; change of start date to June 5, 2023

**Motion** by Commissioner Ludwig to adopt the amended Agenda. Second by Commissioner Waldhalm. Motion carried 5-0.

**Motion** by Commissioner Lovgren to approve the Minutes of the May 2, 2023 regular county board meeting and Summary for publication, and May 9, 2023 Special Meeting-Committee of the Whole Minutes. Second by Commissioner Mohr. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

Pine County Zoning Board Minutes – March 23, 2023

Initiative Foundation correspondence – May 2, 2023

**Motion** by Commissioner Ludwig to acknowledge the Minutes of Boards, Committees and Correspondence. Seconded by Commissioner Mohr. Motion carried 5-0.

**Motion** by Commissioner Mohr to approve the amended Consent Agenda. Second by Commissioner Lovgren. Motion carried 5-0.

**CONSENT AGENDA**

**1. Approve April, 2023 Cash Balance**

<b>Fund</b>	<b>April 30, 2022</b>	<b>April 30, 2023</b>	<b>Increase/Decrease</b>
General Fund	2,010,412	1,835,102	(175,310)
Health and Human Services Fund	1,495,309	1,948,140	452,831
Road and Bridge Fund	2,290,932	2,722,449	431,517

Opioid Settlement	0	250,533	250,533
COVID Relief	2,341,124	3,230,518	889,393
Land	2,473,969	2,676,318	202,349
Self Insurance	307,869	700,090	392,221
TOTAL (inc non-major funds)	18,370,073	20,878,721	2,508,648

2. **April Disbursements/Claims Over \$2,000**

Approve the April 2023 disbursements including the individual listing of claims over \$2,000 and 448 claims under \$2,000 or not needing approval totaling \$494,801.23 as follows:

4.0 SCHOOL SERVICES OF EAST CENTRAL, 7,549.83; Advanced Correctional Healthcare, Inc, 30,808.18; AMAZON CAPITAL SERVICES, 7,243.76; American Advisors Group, 292,709.76; AMITY GRAPHICS, 2,031.03; Aml Cleaning Service, Inc, 4,000.00; Ampersand Psychological Services, 2,000.00; Anoka Co Juv Ctr Main Res, 11,177.92; ANOKA COUNTY TREASURY OFFICE, 12,875.00; Askov Deep Rock, 9,061.14; Aspen Mills, 8,313.81; ATLAS OUTFITTERS, 2,450.00; BETTSCHEN/ZACHARY, 16,000.00; BLUE CROSS & BLUE SHIELD OF MINNESOTA, 216,615.18; CARLSON/ANNE M, 2,287.50; Central Mn Jobs & Training Services, 36,276.55; Chamberlain Oil Co.,Inc, 7,069.01; CLOQUET RIVERSIDE RECYCLING, INC, 10,150.00; Colors By Craig, 2,220.00; COMPUTER INTEGRATION TECHNOLOGIES, 15,884.00; Daves Oil Corporation, 2,887.58; DEPARTMENT OF TRANSPORTATION, 4,001.29; DEPT OF EMPLOYMENT & ECONOMIC DEV, 2,266.42; Dhs Maps Ccdtf, 5,192.64; DSC Communications, 3,617.10; East Central Reg Juvenile Center, 8,973.00; ERICKSON ENGINEERING CO LLC, 4,707.00; Family Alternatives, 8,180.28; Family Pathways - North Branch, 4,390.00; GUARDIAN, 10,021.07; Hero Industries, Inc, 3,450.00; HOUSTON ENGINEERING INC, 5,321.50; Initiative Foundation, 7,450.00; KRONOS SAASHR INC, 3,030.63; Lakes & Pines Comm Act Council, 25,750.00; LAWSON PRODUCTS INC, 2,177.02; LSS, 8,725.00; MADISON NATIONAL LIFE INS CO INC, 4,366.79; MEDICAREBLUE RX, 6,660.00; MEDSURETY, LLC, 2,062.58; Mille Lacs Band Family Services, 4,187.52; MINNESOTA ENERGY RESOURCES CORP, 2,538.19; MINNESOTA POWER, 3,690.73; Minnesota Unemployment Ins, 10,948.69; MN COUNTIES COMPUTER COOP, 13,966.08; Mn Counties Intergovernmental Trust, 2,500.00; Mn Life Insurance Company, 4,556.65; MONARCH PAVING, 2,433.03; MSA PROFESSIONAL SERVICES INC, 10,694.97; Nexus-Kindred Family Healing, 8,901.91; North Homes Inc, 9,242.34; Northbound Collision Center, 4,770.40; NOW MICRO INC, 30,441.30; Nuss Truck Group Inc, 65,482.36; OFFICE OF MN.IT SERVICES, 5,153.75; OMG MIDWEST INC, 23,394.90; OWENS COMPANIES INC, 3,108.40; Phase Inc, 4,067.52; Pine County Sheriff FPI Contract, 9,497.56; PREMIER SEALCOATING & SNOW REMOVAL, 5,830.00; RECYCLING ASSOCIATION OF MINNESOTA, 5,400.00; Regents Of The U Of Mn, 30,534.38; Reliance Systems, 2,000.00; Rydberg & Sons, Inc., 7,381.25; SEH INC, 7,174.44; Solid Oak Financial Services, LLC, 3,905.00; Sue's Bus Service Inc, 4,664.40; SUMMIT FOOD SERVICE MANAGEMENT LLC, 21,641.63; TEAMSTERS JOINT COUNCIL 32, 4,428.00; TYLER TECHNOLOGIES INC, 129,857.59; UNITED RIVERS LAW FIRM PLLC, 3,364.00; Verizon Wireless, 10,479.08; Village Ranch Residential Facility, 13,465.16; WCMP AM-FM, 2,000.00; West Group, 2,212.09; Ziegler Inc., 7,904.56.

3. **Applications**

Approve the following applications:

- A. **3.2 & Wine License**
  - i. Aufderhar & Aufderhar, LLC (Ray & Marge’s Resort), 36700 Lakeland Rd., Sturgeon Lake
- B. **3.2 License**
  - i. DGS Banderson LLC (Duquette General Store), 88235 State Hwy. 23, Kerrick
- C. **Temporary Wine and Beer**
  - i. Osprey Wilds Center, 54165 Audubon Dr., Sandstone for the Aaron Sundmark wedding June 30-July 2, 2023
- D. **2023 Pine County Solid Waste Hauler and Transportation License**
  - i. Curt’s Rolloffs 2.0 LLC. Authorize County Board chair to sign.

4. **Donations**

Approve the following donations:

- A. \$23,000 from Grand Casino Hinckley to the Pine County Sheriff’s Office, May 2, 2023 for second quarter. These donations help offset the expenses in the Sheriff’s Office.
- B. \$1,000 from the Sandstone Area Veterans Memorial designated to the Veterans Outreach Fund to help offset associated costs with additional veterans’ outreach expenses and activities.

5. **Commissioner Claim Forms**

Approve commissioners’ expense claim forms.

6. **DOTGOV Registration Letter**

Approve Chair Hallan to sign the DOTGOV registration letter.

7. **2023 Federal Supplemental Boating Safety Grant**

Approve the 2023 Federal Supplemental Boating Safety Patrol Grant, in the amount of \$4,000. The grant period is May 12, 2023 through September 4, 2023, to be used for enforcement hours only. There is no matching requirement. Authorize Board Chair and County Administrator to sign.

8. **Contracts / Agreements**

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

- A. **2024-2025 Assessment Contract**

Between Pine County and Bremen Township for assessment years 2024 and 2025. The contract assists in offsetting the cost of providing this service.
- B. **Kerrick Township Law Enforcement Agreement**

Between Pine County Sheriff’s Office and Kerrick Township to help enforce their ordinances, on an as needed basis. The Sheriff’s Office will bill for hours used to enforce ordinances. The 2023 rate is \$61.29.

9. **Final Payments**

Approve the following final payments and authorize County Administrator to sign Certificates of Final Contract Acceptance:

- A. **Contract #1703**

OMG Midwest, Inc DBA MN Paving in the amount of \$44,308.07 for Contract #1703

related to:

SAP 058-608-018, On CSAH 8, from 2<sup>nd</sup> Street to CSAH 65; SAP 058-613-020, On CSAH 13, from CSAH 11 to CSAH 14; SAP 058-614-017, On CSAH 14, from CSAH 13 to CSAH 54; CP 058-008-003, On CSAH 8, from CSAH 65 to 300 ft South of CSAH 65; CP 058-008-004, On CSAH 8, from CSAH 9 to CR 118; CP 058-009-001, On CSAH 9, from CSAH 8 to CSAH 10; CP 058-061-006, On CSAH 61, from South Pine City Limits to South Co Line; CP 058-061-007, On CSAH 61, from CSAH 61 to TH 48; CP 058-062-001, On CSAH 62, from CSAH 61 to CSAH 61; CP 058-065-001, On CSAH 65, from CSAH 61 to CSAH 8; CP 058-106-002; On CR 106, from TH 70 to CSAH 2.

B. Contract #1704

OMG Midwest, Inc DBA MN Paving in the amount of \$74,715.78 for Contract #1704 related to:

SAP 058-644-005, On CSAH 44, from TH 23 to CSAH 22; SAP 058-646-030, On CSAH 46, from CSAH 50 to CSAH 49; SAP 058-650-009, On CSAH 50, from CSAH 51 to CSAH 46; CP 058-046-002, On CSAH 46, from Sturgeon Island Road to CSAH 50; CP 058-017-001, On Twilight Lane, from CSAH 61 to 0.6 miles NE CP 058-017-003, On Warloe Road, from CSAH 51 to 0.5 miles East; CP 058-142-001, On CR 142, from CSAH 30 to CSAH 32; CP 058-175-001, On CR 175, from CSAH 44 to CSAH 44.

10. **New Hires**

Approve the hiring of:

- A. Christine Dillon, Eligibility Worker, effective May 24, 2023, \$20.90 per hour, Grade 6, Step 1
- B. Makenna Moe, full-time Corrections Officer, effective June 5, 2023, \$23.16 per hour, Grade 7, Step 1
- C. Andriana Booker, part-time Dispatcher, effective May 31, 2023, \$23.16 per hour, Grade 7, Step 1
- D. Cara Kuhn, part-time Dispatcher, effective May 31, 2023, \$23.16 per hour, Grade 7, Step 1

11. **Training**

Consider approval for:

- A. Senior Agent Taylor Gustafson to attend Decision Points training, May 21-24, 2023 in Grand Rapids, Minnesota. Registration \$500, Lodging \$103 x 3 nights/ \$325, Meals \$135. Total cost: \$960.
- B. Adult Protective Services Social Worker Austin Lessard to attend the National Adult Protective Services Association Conference, August 27-30, 2023, in Boston, Massachusetts. Registration \$799, Lodging \$1,230, Meals \$242, Travel \$899. Total cost \$3,170. All expenses will be paid by an adult protection grant received from the MN Department of Human Services.
- C. Commissioner Terry Lovgren to attend the Minnesota Association of Workforce Boards Summer Conference, August 2-4, 2023, in Duluth, Minnesota. There is no county cost for attendance at this conference other than mileage as Central Minnesota Jobs and Training Service will cover the cost of the hotel and event registration.

## REGULAR AGENDA

### 1. Personnel Committee Report

Commissioner Mohr stated the Personnel Committee met on May 8, 2023. The Personnel Committee made the following recommendations:

#### A. Highway

- i. Acknowledge the retirement of Maintenance Mechanic Derek Johnson, effective August 25, 2023, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

#### B. Sheriff's Office – Jail

- i. Acknowledge the resignations of Corrections Officer David Pangerl and Corrections Officer Hayden Brown, effective April 22, 2023, and approve backfill of the positions and any subsequent vacancies that may occur due to internal promotions or lateral transfers.

**Motion** by Commissioner Mohr to approve Personnel Committee Report items 1.A.i. and 1.B.i. Second by Commissioner Ludwig. Motion carried 5-0.

#### B. Sheriff's Office – Jail (continuation)

- ii. Recommend negotiating a memorandum of understanding for the following:

- **Elimination of Step 1 of the pay scale and re-number steps 1-5 / Year 9 / 15-Year Performance as show below:**

<b>Correction Officer / Dispatch Pay Scale</b>							
<b>Revised 2023 - if approved effective start of 1st pay period after approval</b>							
	Step 1	Step 2	Step 3	Step 4	Step 5	Year 9	15-Year Performance
7 - Correction Officer & Dispatcher	24.11	25.05	26.00	26.96	27.91	28.86	29.44
8 - Senior Correction Officer	25.54	26.56	27.57	28.57	29.58	30.59	31.20
9-Program Coordinator	27.07	28.14	29.21	30.29	31.36	32.43	33.08
10-Jail Sargent	28.70	29.84	30.97	32.11	33.23	34.36	35.05
<b>Revised 2024</b>							
	Step 1	Step 2	Step 3	Step 4	Step 5	Year 9	15-Year Performance
7 - Correction Officer & Dispatcher	24.89	25.87	26.84	27.83	28.82	29.80	30.39
8 - Senior Correction Officer	26.37	27.42	28.47	29.50	30.54	31.58	32.21
9-Program Coordinator	27.95	29.06	30.16	31.27	32.38	33.48	34.15
10-Jail Sargent	29.64	30.81	31.98	33.15	34.31	35.48	36.19

- **Offer a one-time retention bonus for Corrections Officers at the following years and amounts:**

Completed employment	Status	One-time bonus amount	# of correction employees
5 years	Full-time	\$2,000	5
5 years	Part-time	\$1,000	
10 years	Full-time	\$3,000	3
10 years	Part-time	\$1,500	1
15 years	Full-time	\$4,000	6
15 years	Part-time	\$2,000	1
20 years	Full-time	\$5,000	1
20 years	Part-time	\$2,500	

**Motion** by Commissioner Mohr to approve Personnel Committee Report item 1.B.ii and authorize the county administrator to negotiate a Memorandum of Understanding for implementation. Second by Commissioner Lovgren. Motion carried 5-0.

C. Assessor’s Office

- i. Acknowledge the resignation of Property Appraiser Shona Hughes, effective April 27, 2023, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotions or lateral transfers.

D. Health & Human Services

- i. Approve for the temporary staffing plan to assist with the increased workload from the end of peace time emergency waivers and to delegate to the administrator authority to adjust the plan if necessary and if within the total state allocation. The estimated cost for the one-year plan is \$158,500. The state has allocated \$225,301 to Pine County to cover associated costs.

E. Administration

- i. Acknowledge the retirement of Extension Administrative Assistant Roxanne Orvis, effective May 31, 2023, and authorize a full-time backfill of the position, and approve the updated job description, and authorize backfill of any subsequent vacancies that may occur due to internal promotion or lateral transfer.

F. Sheriff’s Office – Chief Deputy Pay

- i. Recommend an annual performance increase under section 10 of the county policy manual and set the chief deputy salary at \$110,552, effective May 26, 2023.

**Motion** by Commissioner Mohr to approve Personnel Committee Report items 1.C.i. through 1.F.i. Second by Commissioner Ludwig. Motion carried 5-0.

2. **2023 Timber Auction Results**

County Forester/Land Commissioner Greg Beck provided an overview of the 2023 timber sale held May 10, 2023. Seven timber sales were offered consisting of 7,020 cords with an appraised value of \$245,410. All seven sold with bids totaling \$322,867.80.

3. **Commissioner Updates**

Gallagher Health Insurance Meeting: Commissioner Lovgren stated this was an initial meeting with our new representatives from Gallagher to prepare for the May 18<sup>th</sup> health insurance committee meeting.

East Central Solid Waste Commission: Commissioner Hallan stated ECSWC continues to work on the plan for opening of a new cell at the solid waste landfill in 2024.

East Central Regional Library Trustees Board: Commissioner Lovgren stated the transition from the previous Sandstone library building to the new building is taking place. The East Central Regional Library Board received Naloxone training. The library has proposed to host the Central Minnesota Libraries Exchange meetings for one year.

Soil & Water Conservation District: Commissioner Waldhalm stated business as usual.

Kettle River Policy Committee: Meeting cancelled.

State Community Health Services Advisory Committee (SCHSAC): Commissioner Lovgren stated the COVID emergency declaration is now over. Discussion regarding the Mayo clinic/hospital possibly leaving the state.

Chemical Health Coalition: Commissioner Lovgren stated the opioid forum and CBD/cannabis usage were discussed.

Lakes & Pines Full Board: Chair Hallan stated contracts were approved.

Other: Commissioner Ludwig gave an update on the Probation Workgroup meeting, stating funding/fees were discussed. The Public Safety bill is waiting for approval/signature by the governor.

4. **Other**

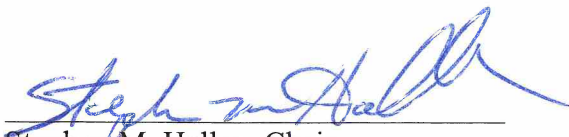
None.

5. **Upcoming Meetings**

Upcoming meetings were reviewed.

6. **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 Tuesday, June 6, 2023 at 10:00 a.m., Board Room, Courthouse, 635 Northridge Drive NW, Pine City, Minnesota.



Stephen M. Hallan, Chair  
Pine County Board of Commissions



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