

**MINUTES
OF THE
PINE COUNTY BOARD MEETING
Regular Meeting
Tuesday, April 18, 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. Norman Township Chair Bruce Jensen asked the board to consider not selling tax forfeited land in Norman Township. (Resolution 2023-13 authorized the sale of approximately 120 acres in Norman Township). Jensen stated the potential costs to the township due to the sale of tax forfeited properties, such as the establishment of a cartway to gain access of a landlocked parcel, can be an expensive process to townships.

Chair Hallan requested the following revision to the agenda:

A. Consent Agenda Item 2.1 – Septic Fix-Up Special Assessment

Consider approval of Resolution 2023-26, extending a special assessment as follows: Edwin E. Hiler, Jr. and Jennifer M. Hiler, PID 28.0777.001, \$10,981.69, beginning in 2024 for 10 years at 3% interest. Authorize Board Chair and County Administrator to sign.

B. Regular Agenda Item 4.1 – Flood Update and Resolution 2023-27 Declaring a Local Emergency in Pine County.

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

Motion by Commissioner Ludwig to approve the Minutes of the April 4, 2023 regular county board meeting and Summary for publication. Second by Commissioner Mohr. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

None.

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

CONSENT AGENDA

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

Fund	March 31, 2022	March 31, 2023	Increase/Decrease
General Fund	3,642,423	3,246,163	(396,260)

Health and Human Services Fund	2,019,778	2,526,167	506,390
Road and Bridge Fund	2,569,131	2,946,948	377,816
Opioid Settlement	0	254,694	254,694
COVID Relief	2,413,212	3,261,118	847,906
Land	2,485,478	2,685,642	200,164
Self Insurance	412,917	570,802	157,886
TOTAL (inc non-major funds)	15,246,629	17,774,455	2,527,826

2. **March 2023 Disbursements/Claims Over \$2,000**

Approve the March 2023 disbursements including the individual listing of claims over \$2,000 and 584 claims under \$2,000 or not needing approval totaling \$900,944.18 as follows:
Advanced Correctional Healthcare, Inc, 30,808.18; AMAZON CAPITAL SERVICES, 2,562.87; Aml Cleaning Service, Inc, 4,000.00; Anoka Co Juv Ctr Main Res, 10,235.00; ARROWHEAD REGIONAL DEV COMMISSION, 2,750.00; Askov Deep Rock, 18,625.51; Auto Value-Hinckley, 5,801.30; Beaudry Oil & Propane, 45,629.93; Beaudry Oil & Propane, 39,189.63; BLUE CROSS & BLUE SHIELD OF MINNESOTA, 10,147.00; BlueCross BlueShield of Minnesota, 261,844.79; BONKS SAND & GRAVEL, 5,674.50; CALTOPO-Cardmember Service, 2,000.00; Cargill, Inc, 34,974.56; Central Mn Jobs & Training Services, 25,465.53; Chamberlain Oil Co.,Inc, 4,469.60; CLOQUET RIVERSIDE RECYCLING, INC, 10,112.50; Dales Heating & Appliances Llc, 2,809.00; Daves Oil Corporation, 4,873.32; Dhs Maps Mmis Cd Maxis 998, 5,708.79; DHS State Operated Services, 15,883.55; DIAMOND DRUGS INC, 2,522.14; EAST CENTRAL DRUG TASK FORCE, 6,250.00; East Central Energy Of Braham, 24,261.08; East Central Reg Juvenile Center, 17,946.00; Emergency Automotive Technologies, Inc, 10,250.14; ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE, 2,714.00; Family Alternatives, 15,568.92; Family Pathways - North Branch, 3,915.00; GUARDIAN, 23,542.07; Hennepin County Dept of Accts Receivable, 2,411.83; HOMETOWN FIBER LLC, 41,816.01; HOUSTON ENGINEERING INC, 3,499.90; Information Systems Corp-ISC, 40,345.00; KRONOS SAASHR INC, 2,531.44; League Of Minnesota Cities, 3,330.00; LHB INC, 14,592.15; LITTLE FALLS MACHINE INC, 22,343.60; Locators & Supplies Inc., 2,344.89; LSQ FUNDING GROUP LC, 37,429.00; LSS, 2,250.00; MADISON NATIONAL LIFE INS CO INC, 4,112.70; MEDICAREBLUE RX, 6,493.50; MEDSURETY, LLC, 4,813.57; METROPOLITAN LIFE INSURANCE COMPANY, 1,194.42; MIDWEST MONITORING & SURVEILLANCE, 2,259.50; Mille Lacs Band Family Services, 6,912.14; MINNESOTA ENERGY RESOURCES CORP, 16,656.01; MINNESOTA POWER, 4,295.32; Mn Counties Intergovernmental Trust, 23,066.00; Mn Life Insurance Company, 5,163.85; Mora Chevrolet Buick, 16,160.00; Nexus-Kindred Family Healing, 8,066.08; North Homes Inc, 18,005.86; Nuss Truck Group Inc, 10,305.78; OFFICE OF MN.IT SERVICES, 5,153.75; Pine Co Soil & Water Cons District, 88,049.00; Pine Technical & Community College, 4,635.00; Pitney Bowes Global Financial Serv, 2,408.94; Polk County Human Services Department, 2,650.00; PREMIER SEALCOATING & SNOW REMOVAL, 6,190.00; Pro-West & Associates Inc, 2,344.07; Purchase Power, 4,035.00; ROYAL TIRE, 2,775.76; SCHNEIDER GEOSPATIAL LLC, 3,078.00; SEH INC, 16,217.61; Solid Oak Financial Services, LLC, 3,905.00; Sue's Bus Service Inc, 4,466.80; SUMMIT FOOD SERVICE MANAGEMENT LLC, 48,578.83;

TEAMSTERS JOINT COUNCIL 32, 118,819.00; Town Of Windemere, 24,808.00; TRITECH SOFTWARE SYSTEMS, 81,134.49; TYLER TECHNOLOGIES INC, 46,825.00; UNITEDHEALTH GROUP, 9,577.37; UTILITY ASSOCIATES INC, 8,712.00; Verizon Wireless, 10,641.75; Village Ranch Residential Facility, 12,162.08; WCMP AM-FM, 2,016.00; WELIA HEALTH, 4,572.00; Ziegler Inc., 16,234.59

2.1. **Septic Fix-Up Special Assessment**

Approve Resolution 2023-26, extending a special assessment to Edwin E. Hiler, Jr. and Jennifer M. Hiler, PID 28.0777.001, \$10,981.69, beginning in 2024 for 10 years at 3% interest. Authorize Board Chair and County Administrator to sign.

3. **Donations**

Accept a \$100 donation from Terry Stepan, designated to the Veterans Outreach Fund.

4. **Pine County Commissioners' Expense Claim Forms**

Approve Commissioners' Expense Claim Forms.

5. **Contracts / Agreements**

A. **Remote Electronic Alcohol Monitoring (REAM) Grant for Fiscal Years 2024-2025**

Accept the 2024-2025 Remote Electronic Alcohol Monitoring Grant from the Department of Corrections, in the amount of \$13,000 for the biennium at \$6,500 per year for fiscal years 2024-2025. The program assists indigent offenders with monitoring costs upon release from jail.

B. **Caseload/Workload Reduction Grant**

Accept the \$118,962 for fiscal years 2024-2025 for the Caseload/Workload grant. This will be paid at \$59,481 per year and pays for part of one agent's salary.

6. **Resolution to Cancel State Contracts**

Approve Resolution 2023-25 cancelling state contracts where the 2022 annual payment and/or 2022 taxes have not been paid if the contracts and/or taxes remain unpaid 90 days after the service of notice of cancellation. Authorize Board Chair and County Administrator to sign.

7. **Final Contract Payment – OMG Midwest Inc dba Minnesota Paving & Materials**

Approve the final payment on Contract #1801 in the amount of \$23,394.90 to OMG Midwest Inc. dba Minnesota Paving & Materials, for the following:

SAP 058-647-007 Between CSAH 48 and TH 23 in Duquette

SAP 058-548-013 Between CSAH 47 and CR 164, NW of Duquette

Authorize County Administrator to sign Certificate of Final Contract Acceptance.

8. **North Pine Transfer Station Skid Loader**

Authorize Fleet Services to purchase a used skid loader for the North Pine Transfer Station (Willow River), not to exceed \$50,000, using General Fund reserves.

9. **New Hires**

Approve the hiring of:

A. Jason Knutson as a Property Appraiser, effective April 24, 2023, Grade 8, Step 1, \$23.49 per hour.

B. Joshua Alleman, temporary Watercraft Inspector, effective April 19, 2023, \$15.00 per hour.

- C. Michelle Crandall, temporary Watercraft Inspector, effective April 19, 2023, \$16.00 per hour.
- D. Steven Martin, part-time Hazardous Waste Recycling Attendant, effective April 18, 2023, pending successful baseline medical examination for working with hazardous waste, \$16.10 per hour, non-union, Grade 1.
- E. Jay Kaelberer, temporary Watercraft Inspector, effective April 19, 2023, \$17.00 per hour.
- F. Robert Sunstrom, temporary Watercraft Inspector, effective April 19, 2023, \$17.00 per hour.

10. **Training**

Approve the following training:

- A. Assessor/Recorder Lori Houtsma, Auditor-Treasurer Kelly Schroeder, Deputy Assessor Troy Stewart, and Property Appraiser Karen Stumne to attend the Minnesota Association of Assessing Officer’s Summer Seminars, May 24-25, 2023, St. Cloud. Registration (including meals): \$250 per person. A county vehicle will be used so no mileage will be incurred. Total cost is \$1,000.
- B. Probation Director Terry Fawcett and Career Agent Sherry Johnson to attend a site visit and banquet, May 2-3, 2023, at Boys Town (Nebraska).
- C. Social Workers Esther Sereti, Ashley Gnat and Deanna Williams, Public Health Educators Hailey Freedlund, Krista Jensen, Jenae Hicks and Samantha Burch, Public Health RN Amber Stumne to attend the Wildookadadidaa Chinoojimoyang Conference, April 20-21, 2023, at Grand Casino Hinckley.
- D. Public Health Nurse Dawn Moffett to attend the Children & Youth with Special Health Care Needs Conference, May 4-5, 2023, St. Paul.
- E. Human Resources Manager Jackie Koivisto to attend the Minnesota Counties Human Resources Management Association (MCHRMA) Spring Conference, May 4-5, 2023, at Waite Park. Registration: \$175, Meals: \$34 per day, Lodging: \$198.03 per night, Mileage: \$92.36. Total cost: \$731.42.

REGULAR AGENDA

1. **Facilities Committee Report**

Commissioner Waldhalm provided an overview of the April 5, 2023 Facilities Committee meeting. Discussion included the signage at county facilities and on county vehicles and its relationship to the branding initiative, a review of building capital projects and maintenance items, and a review of proposed jail improvements. The Facilities Committee made the recommendation to enter into a new, 5-year, Contract for Deed with the City of Sandstone for the sale of the property located at 130 Oriole Avenue, Sandstone. Payment terms are \$10,000 per year at 0% interest.

Motion by Commissioner Lovgren to enter into a new, 5-year Contract for Deed, with the City of Sandstone for the sale of property located at 130 Oriole Avenue, Sandstone and authorize Board Chair and County Administrator to sign the contract for deed. Second by Commissioner Waldhalm. Motion carried 5-0.

2. **Personnel Committee Report**

Commissioner Mohr stated the Personnel Committee met on April 10, 2023. The Personnel Committee made the following recommendations:

A. Probation

- i. Acknowledge the resignation of Probation Supervisor Kevin Glass, effective April 14, 2023, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
- ii. Ratify the promotion of Career Agent Sherry Johnson to Probation Supervisor, effective April 17, 2023.

Motion by Commissioner Mohr to approve the resignation of Probation Supervisor Kevin Glass, effective April 14, 2023 and approve the backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer; and ratify the promotion of Career Agent Sherry Johnson to Probation Supervisor, effective April 17, 2023. Second by Commissioner Ludwig. Motion carried 5-0.

B. Health & Human Services

- i. Acknowledge the resignation of Adult Mental Health Social Worker Jennifer Felland, effective April 10, 2023, 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 Eligibility Worker Jennifer Rowland, effective April 10, 2023, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

C. Veterans Services

- i. Approve the Job Description for Assistant Veterans Service Officer at Grade 9 and authorize recruitment for the part-time position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
- ii. Approve Changes to the Job Description for the Veterans Service Officer. Position remains a Grad 10.

D. Sheriff's Office – Jail

- i. Acknowledge the resignation of Corrections Officer Kristy Aronoff, effective April 13, 2023, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

E. Assessor

- i. Approve updates to the Appraiser job description with no change in grade.

Motion by Commissioner Mohr to approve the Personnel Committee Report items 2B through 2E. Second by Commissioner Ludwig. Motion carried 5-0.

3. Central Minnesota Council on Aging Update – Older American Act

Central MN Council on Aging Executive Director Lori Vrolson provided an update regarding changes with the Interstate Funding Formula with the Older Americans Act. Currently Pine County receives \$321,295 Older Americans Act funding; funding is being reallocated toward the metro area and away from the rural counties. Vrolson stated the Minnesota Board on Aging is taking public comment through May 3, 2023 and requested the county consider submitting a letter to the Minnesota Board on Aging regarding concern for the equitable distribution of funding for aging services in Minnesota.

Motion by Commissioner Mohr to submit a letter to the Minnesota Board on Aging regarding concern for the equitable distribution of funding for aging services in Minnesota. Second by Commissioner Lovgren. Motion carried 5-0.

4. Award Bid for Contract #2301

County Engineer Mark LeBrun stated bid opening for Contract #2301 occurred on April 5, 2023 and recommended the contract be awarded to the low responsible bidder, S & R Reinforcing,

Inc., in the amount of \$647,257.07. Contract #2301 includes:

SAP 058-599-045 Sturgeon Island Bridge

The S & R Reinforcing, Inc. bid came in 27% under the engineer's estimate.

Motion by Commissioner Ludwig to award Contract #2301 to S & R Reinforcing, Inc., in the amount of \$647,257.07. Second by Commissioner Lovgren. Motion carried 5-0.

4.1 **Flood Update / Resolution 2023-27 Declaring a Local Emergency**

County Highway Engineer Mark LeBrun and Sheriff's Office Supervisor Denise Anderson provided a flood update from the April 12, 2023 and continuing flood event. A declaration of a local emergency invokes necessary portions of the response and recovery aspects of applicable local or interjurisdictional disaster plans and may authorize aid and assistance under those plans. Disaster abatements can be pursued through the assessor's office for properties with structure damage.

Motion by Commissioner Lovgren to approve Resolution 2023-27 Declaring a Local Emergency. Second by Commissioner Mohr. Motion carried 5-0.

5. **National County Government Month**

Motion by Commissioner Ludwig to approve Resolution 2023-24 designating April 2023 as National County Government Month in Pine County. Authorize Board Chair and County Administrator to sign. Second by Commissioner Mohr. Motion carried 5-0.

6. **2023 First Quarter Budget Report**

County Administrator David Minke provided an update of the budget for the first three months of 2023 reviewing the expenditure and revenue of the major funds, and reviewed the American Rescue Plan Act funds allocations/spent and unspent funds. The budget is on tract, however there is inflationary pressure to stay within the 2023 budget.

7. **Schedule Special Meeting-Committee of the Whole (Sheriff's Office/Jail Discussion)**

Motion by Commissioner Lovgren to schedule a Special Meeting-Committee of the Whole for sheriff's office/jail discussion, May 9, 2023, 9:00 a.m., at the Courthouse, Pine City, Minnesota. Second by Commissioner Mohr. Motion carried 5-0.

8. **Commissioner Updates**

East Central Schools Student Government Day: Chair Hallan stated there has been interest from other schools in participating in Student Government Day. Will need to consider logistics due to the number of students attending.

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. ECSWC purchased a new semi tractor.

East Central Regional Library Trustees Board: Commissioner Lovgren stated the Sandstone library will be opening soon. Pine City library will be working jointly with the Rush City library. Library aides will be receiving a change in grade which will increase their wage. Naloxone will be available to the public at the libraries.

Northeast Minnesota Area Transportation Partnership: Commissioner Hallan a \$300,000 award was received by the county for parks and trails. Freeway road construction (north of Hinckley) is slated for 2024. Transportation funding is underfunded and not kept up with inflation.

Law Library: Meeting rescheduled to April 19, 2023.

Extension: Commissioner Lovgren stated a presentation on programs was given by 4-H; Farm

Family of the Year has been chosen; Extension is taking applications for Farm Woman of the Year. An update was given on the Discovery Garden in Pine City.
Highway 23 Coalition Annual Meeting: Commissioner Lovgren and Chair Hallan were interviewed as to why they feel a 4-lane road should proceed through Pine County.
Congressman Stauber was the guest speaker.

Other

- A. Commissioner Lovgren participated in a ClearForms webinar, which program could be utilized to handle all of the counties' permitting processes. Commissioner Lovgren stated this is an expensive program.
- B. Commissioner Lovgren and Chair Hallan participated in a Parks and Trails membership meeting.
- C. Commissioner Lovgren was invited to participate in a tribal workgroup to discuss 2024 legislative areas of focus relating to Indian Child Welfare Act (ICWA) and Minnesota Indian Family Preservation Act (MIFPA).
- D. Chair Hallan spoke at the City of Rock Creek Council Meeting on broadband.

9. Other

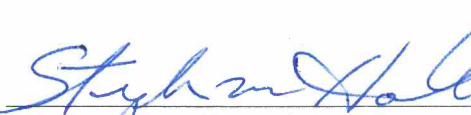
- A. Commissioner Lovgren was contacted by a constituent who was unhappy with the public's misuse of the recycling facilities.

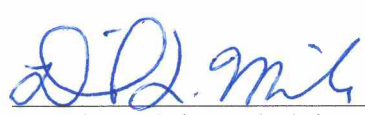
10. Upcoming Meetings

Upcoming meetings were reviewed.

11. Adjourn

With no further business, Chair Hallan adjourned the meeting at 11:25 a.m. The next regular meeting of the county board is scheduled for Tuesday, May 2, 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