

# **ADDITIONS/REVISIONS/CORRECTIONS**

**Regular Meeting**

**April 20, 2021**

## **ADDITIONS:**

**1. Consent Agenda Item #8 New Hire:**

**8.C.i. Administration**

Consider approval of the hiring of Lezlie Sauter, as Economic Development Coordinator, effective May 17, 2021, \$78,395 per year, non-union, FLSA exempt, Grade 12.

## **REVISIONS:**

**1. Agenda Item #F: Correction to Coalition Minutes 4a**

CHIP acronym corrected to reflect Community Health Improvement Plan

**2. Regular Agenda Item#11 Upcoming Meetings**

Cancelled: 11.e. Snake River Watershed Management Board, April 26, 2021, 9:00 a.m.



# AGENDA REQUEST FORM

Date of Meeting: April 20, 2021

- County Board**
  - Consent Agenda**
  - Regular Agenda**      5 mins. \_\_\_ 10 mins. \_\_\_ 15 mins. \_\_\_ Other \_\_\_
- Personnel Committee**
- Other** \_\_\_\_\_

**Agenda Item: Appointment of Economic Development Coordinator**

**Department: Administration**

\_\_\_\_\_  
**Department Head signature**

**Background information on Item:**

The county board has authorized the recruitment of an Economic Development Coordinator.

Applications were solicited and interviews of the top five applicants were conducted on April 12th and 14th. Lezlie Sauter was identified as the most qualified applicant.

Lezlie is currently the Community Development Director for the City of Pine City; a position she has held since 2017. For the last several months she has also been serving as the Acting City Administrator.

Prior to her work at the City, she worked for nearly 12 years at Lakes and Pines Community Action Council. Throughout her career she has managed a complex portfolio of development projects including brownfield redevelopment, housing development and grant writing and administration. She has direct experience working for Economic Development Authorities and Housing and Redevelopment Authorities.

A contingent job offer has been extended with a start date of May 17, 2021, at a starting salary of \$78,395.

I look forward to working with Lezlie in her new role and am confident she will excel in the position at this critical time of economic recovery. Her deep roots and previous work in the community will allow for a rapid transition.

**Action Requested:**

Approve the hiring of Lezlie Sauter, effective May 17, 2021, at a starting salary of \$78,395.

**Financial Impact:**

The intent is to fund the position using American Recovery Plan Act funds to the extent allowed. General Fund fund balance is the secondary source of funding for 2021.

**Pine County Chemical Health Coalition Minutes**  
**April 12, 2021**  
**Online**

***Coalition Mission Statement***

*Pine County Chemical Health Coalition: Striving to prevent the misuse and abuse of alcohol, tobacco, and other drugs*

**Attendance:**

Reese Frederickson, *Pine Co Attorney*  
Stef Youngberg, *East Central HS Principal*  
Brian Miner, *East Central Regional Prevention Coordinator*  
Tanya Christopherson, *Essentia Health*  
Cara Keinanen, *Nystrom & Associates*  
Kevin Glass, *Pine Co Probation*  
Carly Anderson, *Ascertain Recovery Centre*  
Tim Burkhardt, *Hinckley City Council*  
Jamie Root-Larsen, *Positive Community Norms Media Specialist*  
Terry Lovgren, *Pine County Commissioner*  
Becky Foss, Jenae Hicks, Karen Jansen, Samantha Lo, *Pine Co Health & Human Services*

**1. Call to Order**

Meeting commenced at 4:02 pm by Reese Frederickson.

**2. Addition/Changes to the Agenda, Approval**

Reese moved to add Future of Coalition to Agenda.

*Motion to approve revised agenda by Tim Burkhardt, seconded by Becky Foss. Motion carried.*

**3. Review Minutes of March 8, 2021**

*Terry Lovgren moved to accept 3/08/21 meeting minutes. Jamie root-Larsen seconded the motion and minutes were accepted.*

**SPIRIT**

**1. Member Welcome**

New member, Riggins Hicks, was introduced. Congratulations Jenae!

**SCIENCE**

**1. Jenae Hicks**

**a. Alcohol Compliance Checks**

- We have \$4000 in funds to use for alcohol compliance checks before the grant ends.
- Email request to be sent to Scott Grice, Pine County Sheriff's office.
- Jamie and Cara have contacts interested in helping with event.

## **ACTION**

### **1. Jenae Hicks**

#### **a. Upcoming Member Training**

- Invited members to present a short 5-minute PowerPoint with her about our Ripple Effect Mapping at the PCN Training.
- Encouraged all to register for the training

#### ***PCN Training -***

#### ***Change & Transformation:***

#### ***Stories of Reflection to Create Energy for the Big Next***

This PCN Training will focus on the power of story to measure both change and transformation.

Communities will share stories of the ripples created in their communities, engage in an activity to articulate their 5-year story in two minutes or less, look ahead to the Student Survey results, and reflect on their own personal and professional transformation.

These two days will be led by Dr. Jeff Linkenbach and Sara Thompson with cameo appearances by Valerie Roche and other members of the training team. Folks who would most benefit from attending this event include key coalition members, stakeholders, future partners, and community change-makers.

#### ***TWO-DAY ONLINE ZOOM EVENT***

***APRIL 20 & 21, 2021, 10:00 am – 3:00 pm***

### **2. Jamie Root-Larsen**

#### **a. Media Update**

- Working on post-prom party and graduation items:
- HF – joggers and PROM 2021 masks
- EC – shirts and photo booth back drop
- HF – 70 yard-signs for graduates and 5 banners for around town
- EC – 60 yard-signs for graduates and banners for town, water bottles for seniors, napkins, and glasses
- Both schools ordered water bottles

#### **b. Website – Prevention in Pine**

- 28 users in March, 48 page-views, most 18-34 yrs., most single-use, average time on page 41 seconds
- Jamie to send out short report to coalition

### **3. Teams – No reports**

### **4. Reese Frederickson**

#### **a. Future of Coalition**

- We will have funds from the courts to keep the coalition going. Karen gave 1<sup>st</sup> quarter Financial Report balance of \$15,166.44.
- Discussed what the coalition will look like post P & I grant. Please email thoughts and ideas, visions for going forward. What will our scope be? Send feedback before next meeting.
- Talk among the group included:
  - We've reached a fork in the road, what do we want to work on next? Some freedom to choose what's next for the coalition.
  - CHIP, Community Health Improvement Plan, has data from Pine County Public Health focus groups. Suggestion to look at raw data and where to go from there. Pre-pandemic it was determined that

economic issues, social connectedness, and mental health were main root causes to local PH issues. Plans are to work on this again post-COVID. That group has worked on how to transfer information to practical application. They identified some objectives and strategies, gathered data, prioritized, and went to work on. At the state level, when we get back to CHIP, will modify because of COVID and how it has impacted lives.

- MDH data telling us that substance use is up significantly since COVID and is suggesting that adolescent age group has also been hit hard. Recommendation to do community outreach.
- Last year Pine County had 15 overdose deaths, there were 4 the year before. As of April 6, we've had 19 overdose calls, 10 of those in Hinckley.
- Feeling that if adults are using, there is trickle down to adolescents.
- Focus on opioids and meth, if we get more information out – we can do good.
- Need to use our resources
- Focus on how mental health and substance abuse are related
- Ascertain Recovery currently putting something together for area schools
- In summary, a good discussion. We have the basis of a vision going forward. We'll work to translate into practical use for the group in meetings ahead.

## **RETURN**

### **1. News from the Schools**

- Stef – Has concerns about kids at home vaping during COVID, ETA youth group is active and meeting.

### **2. Training/Volunteer/Event Reports from Members**

- Jamie – Marketing Committee worked with WCMP on new radio ads, which are now on air.
- Carly – Ascertain Recovery is having an Open House on April 14<sup>th</sup>, Noon – 4 pm, at office space in the old Ben Franklin building in Sandstone.

### **3. Next Meeting – Monday, May 10, 2021, 4:00 pm, online**

### **4. Adjourned- 4:43 pm.** *Terry Lovgren made a motion, Jamie Root-Larsen seconded, and meeting was adjourned.*



## AGENDA

### **PINE COUNTY BOARD REGULAR MEETING**

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

**Tuesday, April 20, 2021, 10:00 a.m.**

**North Pine Government Center**

**1602 Hwy. 23 No.**

**Sandstone, Minnesota**

- **The Meeting Will be In Person and Via WebEx (video/phone conference) and streamed live on the internet.**
- **The public may join the meeting via WebEx, in person at the meeting room, or watch the livestream.**
- **If joining the meeting in person, the total number of persons (including commissioners) cannot exceed 10 and social distancing of at least 6 feet will be in effect.**

*The Governor of the State of Minnesota has issued Executive Order 20-01 Declaring a Peacetime Emergency and Coordinating Minnesota's Strategy to Protect Minnesotans from COVID-19. On March 24, 2020 the Pine County Board of Commissioners declared a local emergency for Pine County.*

*Based on these conditions, the Chair of the Pine County Board of Commissioners has determined that the requirements of Minnesota Statute 13D.021, Subd. (1) have been met and it is not practical or prudent for all members of the county board to meet in person.*

*The public is invited to join the meeting in person or remotely: by phone call 1-650-215-5226, (access code): 163 416 5903, (password): Yrj3PxFAG43. Click the link on the county website ([www.co.pine.mn.us](http://www.co.pine.mn.us)) for more information and to watch a live stream broadcast of the meeting.*

- A) Call meeting to order
- B) Pledge of Allegiance
- C) 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.
- D) Adopt Agenda
- E) Approve Minutes  
Approve Minutes of April 6, 2021 County Board Meeting and Summary for publication.
- F) Minutes of Boards, Reports and Correspondence  
Pine County Zoning Board Minutes – February 25, 2021  
Pine County Chemical Health Coalition Minutes – April 12, 2021
- G) 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. **Review March, 2021 Cash Balance (attached)**

<b>Fund</b>	<b>March 31, 2020</b>	<b>March 31, 2021</b>	<b>Increase/Decrease</b>
General Fund	2,075,874	3,387,467	1,311,593
Health and Human Services Fund	451,429	1,604,251	1,152,822
Road and Bridge Fund	4,077,887	1,497,473	(2,580,414)
Land Management Fund	2,430,719	2,571,571	140,852
Self Insurance	N/A	511,439	511,439
TOTAL (inc non-major funds)	10,286,607	11,286,696	1,000,089

2. **March 2021 Disbursements/Claims Over \$2,000 (attached)**

Consider approval of the March 2021 disbursements and claims over \$2,000.

3. **Septic Fix-Up Special Assessments**

Consider approval of the following Septic Fix-Up Special Assessments, and authorize Board Chair and County Administrator to sign:

- A. Resolution 2021-26: Term of 20 years, beginning in 2022, against Pine County PID 18.0157.003 in the amount of \$19,800 with equal principal payments and 1% interest owned by Stephanie A. Toman.
- B. Resolution 2021-27: Rescinding Resolution 2021-03 which levied a special assessment against Pine County PID 25.0138.002; and approve extending a special assessment for a term of 10 years, beginning in 2022, against Pine County PID 03.0404.001 in the amount of \$21,116.40 with equal principal payments and 0% interest owned by Jolien Hager.

4. **Grants**

A. **Evening Reporting Center/Grant Renewal (Probation)**

Consider acknowledgment of an award of \$166,181 from the Byrne Justice Assistance Criminal and Juvenile Justice Intervention Grant for a two-year renewal for the Pine County Evening Reporting Center. The new award of \$166,181 will be added to any remaining amount in the current grant. The grant period is October 1, 2021 – September 30, 2023.

B. **Caseload/Workload Grant (Probation)**

Consider approval of the Caseload/Workload grant for the Probation Department for FY 2022-2023 for a total of \$118,962 (\$59,481 per year). The grant period is July 1, 2021 – June 30, 2023. Authorize Board Chair and County Administrator to sign.

C. **2020 Emergency Management Performance Grant (Sheriff's Office)**

Consider approval of the 2020 Emergency Management Performance Grant in the amount of \$21,767. The grant will be used to offset the costs of mandatory training, conferences and exercises for emergency management personnel. This is a matching grant--director, deputy director, and coordinator's salaries are used as a soft match for the matching requirement. Authorize Board Chair and County Administrator to sign.

5. **Assignment of Funds for Wellness Activities**

Consider assigning the \$55,000 implementation credit from UHC and accounts 01-801-000-0000-5817 and 01-0801-000-0000-6821 for wellness activities.

6. **2021 Equipment Rental**

Consider award of 2021 Equipment Rental Bids. Bids were opened April 5, 2021.

7. **Personnel (Employment Status)/Promotion**

A. Consider approval of promotion of Investigator Adam Kenow to sergeant, effective April 26, 2021, \$37.69 per hour, Grade 12, Step 10.

8. **New Hire**

Approve the hiring of:

A. **Planning, Zoning & Solid Waste**

- i. Erin Hoxsie, solid waste support specialist, effective April 29, 2021, \$17.66 per hour, Grade 4.
- ii. Rick Gross and Kevin Ice, part-time hazardous waste recycling attendants, effective May 3, 2021 pending successful baseline medical examination for working with hazardous waste, \$15.28 per hour, non-union, FSLA non-exempt, Grade 1.
- iii. Temporary Watercraft inspectors:  
Jay Kaelberger, \$15.50 per hour, effective May 1, 2021; Kelly Saumer, \$15.50 per hour, effective May 1, 2021; Robert Sunstrom, \$16.25 per hour, effective May 1, 2021; and Klaus Rechelbacher, \$15 per hour, effective July 26, 2021

B. **Jail**

- i. David Pangerl, part-time corrections officer, effective May 4, 2021, \$21.34 per hour, Grade 7, Step 1.

9. **Training**

A. Consider approval of Fraud Investigator Kari Rybak to attend the MN Fraud Investigator's Association Spring Conference, May 12-14, 2021 in Nisswa, Minnesota. Registration/\$175, Lodging/\$390. Total: \$565. Funds are available in the 2021 Health & Human Services budget.

**REGULAR**

1. **Facilities Committee Report (Minutes attached)**

The Facilities Committee met April 7, 2021. Information only, no board action necessary.

2. **Personnel Committee Report (Minutes attached)**

The Personnel Committee met April 12, 2021. The Personnel Committee made the following recommendations:

A. **Sheriff's Office – Court Security**

Ratify the termination of part-time Court Security Officer Rodney Zacharias, effective April 1, 2021 and request backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. Based on reduced court activity, position will not be recruited for until necessary.

B. **Health and Human Services**

Authorize recruitment for a full-time case aide position (current case aide is anticipating retirement in October 2021), and request backfill of any subsequent vacancies that may occur due to internal promotion or lateral transfer. This request will allow for job shadowing and case load transfer over a period of approximately four months.

C. **Highway**

Acknowledge the retirement of Engineering Technician III Anthony Anderson, effective May 7, 2021. The position will not be filled at this time.

D. **Administration**

Approve the following updated sections of the Personnel Policies and Procedures as



follows:

- i. Section 3.9: Veterans Preference  
Corrections to the proper point scale numbers
- ii. Section 3.19: Personnel Board of Appeals  
Corrections to statute numbers
- iii. Section 13.5.1: Removal of an honorably discharged veteran  
The number of days to request a hearing was updated.

3. **National Correctional Officer Week**

Consider approval of Resolution 2021-24 recognizing correctional officers and correctional employees in Pine County. Authorize Board Chair and County Administrator to sign.

4. **Tax Forfeit Contract Reinstatement**

Consider approval of Resolution 2021-28 approving the reinstatement of the repurchase contract with Daniel Johnson for property located at 29668 River Way E, Pine City, PID 26.5317.000. Authorize Board Chair and County Administrator to sign.

5. **One Watershed One Plan – Kettle River, Upper St. Croix**

Consider adoption of Resolution 2021-29 supporting the Kettle River and Upper St. Croix Watershed One Watershed One Plan project. Authorize Board Chair and County Administrator to sign.

6. **Coronavirus / Public Health Update**

- A. Public Health
- B. American Rescue Plan Update

7. **First Quarter 2021 Budget Report**

8. **Legislative Update**

9. **Commissioner Updates**

Soil & Water Conservation District  
Pine County Law Library  
Housing discussion with HRA Commissioners Sloan & Bloom  
CBR: Accelerate Program  
East Central Solid Waste Commission  
East Central Regional Library Trustee Board  
Minnesota Rural Counties  
Chemical Health Coalition  
Northeast Minnesota Area Transportation Partnership  
Mille Lacs Band of Ojibwe  
Extension Committee  
Lakes & Pines Community Action Council  
Other

10. **Other**

11. **Upcoming Meetings (Subject to Change)—All meetings to be conducted remotely unless otherwise indicated. Contact the organization hosting the meeting for call-in information.**

- a. Pine County Board of Commissioners, Tuesday, April 20, 2021, 10:00 a.m., 1602 Hwy. 23 No., Sandstone, Minnesota
- b. Bridging Divides/New Commissioner Training, Wednesday, April 21, 2021, 9:30 a.m.

- c. Arrowhead Counties Association, Wednesday, April 21, 2021, 6:00 p.m.
- d. CBR: Accelerate Program, Friday, April 23, 2021, 9:00 a.m.
- e. Snake River Watershed Management Board, Monday, April 26, 2021, 9:00 a.m.
- f. AMC Futures Past Presenters, Monday, April 26, 2021, 10:00 a.m.
- g. Snake River Watershed Policy Committee, Monday, April 26, 2021, 10:30 a.m.
- h. East Central Regional Development Commission, Monday, April 26, 2021, 7:00 p.m.
- i. NLX, Wednesday, April 28, 2021, 10:00 a.m.
- j. CBR: Accelerate Program, Friday, April 30, 2021, 9:00 a.m.
- k. Central Region EMS, Friday, April 30, 2021, 10:00 a.m.
- l. MN Rural Counties, Monday, May 3, 2021, 10:00 a.m.
- m. Pine County Board of Commissioners Regular Meeting, Tuesday, May 4, 2021, 10:00 a.m.,  
1602 Hwy. 23 No., Sandstone, Minnesota

12. **Adjourn**