

**MINUTES  
OF THE  
PINE COUNTY BOARD MEETING  
Regular Meeting**

**Tuesday, September 21, 2021 - 10:00 a.m.**

**North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota**

Chair Steve Hallan called the meeting to order at 10:00 a.m. Present were Commissioners Josh Mohr, Terry Lovgren, and J.J. Waldhalm. Also present were County Administrator David Minke and County Attorney Reese Frederickson. Commissioner Ludwig was absent (excused).

The public was invited to join the meeting in person or by electronic means.

The Pledge of Allegiance was said.

Chair Hallan called for public comment. Tim Schmutzer, Executive Director of Pine Habilitation and Supported Employment (PHASE), provided background information for Consent Agenda Item #7. PHASE is selling one of their buildings and moving into their other building. The Department of Human Services requires the county consider a Determination of Need.

Chair Hallan requested the following revisions to the agenda:

ADDITIONS:

1. Consent Agenda Item 3.1: Pine County Commissioners' Expense Claim Forms  
Consider approval of Commissioners' August Expense Claim Forms.
2. Consent Agenda Item 4.1: Appointment of Veterans Services Officer  
Acknowledge the previous appointment of Mindy Sandell as a Pine County Veteran Services Officer (VSO) and designate VSO Mindy Sandell as the point of contact for the Minnesota Department of Veterans Affairs.

ADDITIONAL INFORMATION:

1. Regular Agenda Item 7: 2022 Budget Discussion  
Preliminary Levy information and 2022 Levy Impact Comparison Spreadsheet  
**Motion** by Commissioner Mohr to adopt the amended agenda. Second by Commissioner Lovgren. Motion carried 4-0.

**Motion** by Commissioner Lovgren to approve the Minutes of the September 7, 2021 County Board Meeting and Summary for publication, and Minutes of the September 14, 2021 Special Meeting-Committee of the Whole. Second by Commissioner Waldhalm. Motion carried 4-0.

Minutes of Boards, Reports and Correspondence

Pine County Chemical Health Coalition Minutes-September 13, 2021

- Commissioner Lovgren stated the Lion Heart Crew will be coming to Pine County schools next month.

**Motion** by Commissioner Lovgren to acknowledge the Minutes of Boards, Reports and Correspondence. Second by Commissioner Mohr. Motion carried 4-0.

**Motion** by Commissioner Lovgren to approve the amended Consent Agenda. Second by Commissioner Mohr. Motion carried 4-0.

## CONSENT AGENDA

### 1. Approve August, 2021 Cash Balance

<b>Fund</b>	<b>August 31, 2020</b>	<b>August 31, 2021</b>	<b>Increase/Decrease</b>
General Fund	5,144,065	6,583,603	1,439,538
Health and Human Services Fund	1,921,092	3,043,509	1,122,417
Road and Bridge Fund	6,088,312	6,026,608	(61,704)
COVID Relief	3,392,681	2,841,310	(551,371)
Land Management Fund	1,481,534	1,941,870	460,336
Self Insurance	N/A	545,363	545,363
<b>TOTAL (inc non-major funds)</b>	<b>21,185,456</b>	<b>23,934,996</b>	<b>2,749,540</b>

### 2. August 2021 Disbursements/Claims Over \$2,000

The following vendors with claims of \$2,000 or more, and 415 claims under \$2,000 totaling \$23,810.22, were paid during the period of August 1, 2021-August 31, 2021: CD3 GENERAL BENEFIT CORPORATION, 34,250.00; EVERGREEN RECYCLING LLC, 2,739.95; MEND CORRECTIONAL CARE PLLC, 27,310.50; MINNESOTA POWER, 3,281.95; Mora Psychological Services PLLC, 2,212.50; SUMMIT FOOD SERVICE MANAGEMENT LLC, 3,906.02; Verizon Wireless, 6,074.72; AMAZON CAPITAL SERVICES, 2,473.72; CLOQUET RIVERSIDE RECYCLING, INC, 6,852.00; MINNESOTA ENERGY RESOURCES CORP, 5,017.89; PDS, 40,606.07; Pine Co Highway Department, 12,022.34; SUMMIT FOOD SERVICE MANAGEMENT LLC, 24,492.52; ANDREW G JACKSON, 3,291.00; CMC FUNDING INC, 171,708.92; East Central Solid Waste Comm, 3,319.74; KRONOS SAASHR INC, 2,535.96; Mn Depart Of Revenue, 142,035.25; OFFICE OF MN.IT SERVICES, 5,323.75; Reliance Systems, 2,000.00; SUMMIT FOOD SERVICE MANAGEMENT LLC, 10,502.15; Verizon Wireless, 8,039.45; Pine/County Of, 15,978.34; Verizon Wireless, 4,602.20; Pine County Sheriff FPI Contract, 12,362.44; Nexus-Gerard Family Healing LLC, 10,115.92; Nexus-Kindred Family Healing, 5,283.95; Rolling Hills Hospital LLC, 14,880.00; Solid Oak Financial Services, LLC, 3,115.00; Pine/County Of, 3,317.00; Reserve Account, 6,000.00; Central Mn Jobs & Training Services, 10,822.54; DHS State Operated Services, 4,264.05; Family Pathways - North Branch, 2,350.00; Lighthouse Child & Family Services, LLC, 6,118.34; Nexus-Mille Lacs Family Healing, 6,731.65; North Homes Inc, 4,720.99; Northwestern Mn Juvenile Center, 8,215.00; Northwoods Children Home, 7,462.12; Pine/County Of, 2,726.42; Village Ranch Residential Facility, 2,543.58; Dhs Maps Mmis Cd Maxis 998, 14,813.89; Anoka Co Juv Ctr Main Res, 6,650.00; ARROWHEAD TRANSIT, 2,164.82; Mille Lacs Band Family Services, 14,678.85; Volunteers Of America, 15,500.00; C & T CONTRACTING, 2,100.00; Emergency Automotive Technologies, Inc, 3,840.00; Nuss Truck Group Inc, 26,120.28; Power Transmission Inc, 2,748.32; Rydberg & Sons, Inc., 8,190.00; Arlen Krantz Ford Inc, 3,983.43; BROCK WHITE COMPANY LLC, 2,152.67; DIAMOND MOWERS INC, 4,329.72; DOOLEYS PETROLEUM INC, 21,421.08; GLENS TIRE, 2,396.00; Knife River Corp, 88,906.18; Lakes Gas #41, 13,382.62; Askov Deep Rock, 2,160.50; CONTECH ENGINEERED SOLUTIONS LLC, 41,609.66; ERICKSON ENGINEERING CO LLC, 3,762.60; Rydberg & Sons, Inc., 3,740.00; WSB AND ASSOCIATES, 11,861.71; Chamberlain Oil Co.,Inc, 2,481.14; Hopkins Sand & Gravel, 52,038.29; MUNCH ROCKS, LLC,

22,691.12; Ziegler Inc., 112,292.97; CAREY GROUP PUBLISHING, 5,450.00; Catholic Charities Senior Dining, 2,625.00; D. Schlomka, Inc., 16,000.00; L&O INVESTMENTS LLC, 14,486.77; PRECISION GRADE LLC, 12,800.00; Anderson Electric, 15,836.51; BUETOW TRUCKING EXCAVATION LLC, 2,500.00; HARTEL'S, 3,365.00; TIERNEY, 73,552.89; C&A Campbell Construction Llc, 4,404.00; Election Systems & Software, Inc, 13,097.26; UNITEDHEALTH GROUP, 30,403.59; UNITEDHEALTH GROUP, 164,552.44; UNITEDHEALTH GROUP, 38,605.29; UNITEDHEALTH GROUP, 93,637.37; FURTHER, 3,565.20; BLUE CROSS & BLUE SHIELD OF MINNESOTA, 4,636.00; Mn Life Insurance Company, 4,224.85; MADISON NATIONAL LIFE INS CO INC, 3,579.98; GUARDIAN, 8,687.01; MEDICAREBLUE RX, 4,897.80; TEAMSTERS JOINT COUNCIL 32, 48,736.00; Department Of Finance, 10,939.00; Straight Arrow Enduro Riders, 5,892.14; Town Of Chengwatana, 5,486.05; Town Of Sturgeon Lake, 3,910.15; Pine Co Treasurer, 45,844.02; Town Of Crosby, 11,667.98; Town Of Finlayson, 5,038.90; Town Of New Dosey, 9,506.60; TOWN OF NICKERSON, 8,207.73; Town Of Ogema, 5,172.55; Town Of Park, 2,579.39; Town Of Wilma, 2,157.65; Chisago County, 20,916.75; EAST CENTRAL DRUG TASK FORCE, 8,643.35; Pine Co Sheriff, 5,818.23.

3. **Drone Aircraft Accounts**

Approve committing accounts 01-216-000-0000-5761 (Drone Donations), and 01-216-000-0000-6862 (Drone Program Expense) to the purpose of the drone program.

3.1 **Pine County Commissioners' Expense Claim Forms**

Approve Commissioners' August 2021 expense claim forms.

4. **Donation**

Approve the acceptance of a \$1,000 donation from Mille Lacs Corporate Ventures to be designated to the drone program.

4.1 **Appointment of Veteran Services Officer (VSO)**

Acknowledge the previous appointment of Mindy Sandell as a Pine County Veteran Services Officer (VSO) and designate VSO Mindy Sandell as the point of contact for the Minnesota Department of Veterans Affairs.

5. **2022-2023 Victim Services Coordinator Grant**

Approve a two-year grant for a Victim Services Coordinator, effective October 1, 2021 through September 30, 2023. The county will receive a total of \$140,000 which will be used to cover payroll, taxes, fringe benefits, travel, training and indirect expenses. Authorize Board Chair and County Administrator to sign.

6. **Fiscal Year 2022-2026 SCORE Grant Agreement**

Approve the FY2022-2026 SCORE Grant Agreement with Minnesota Pollution Control Agency (MPCA). Authorize Board Chair and County Administrator to sign.

7. **Determination of Need Applications Forms**

Approve Board Chair and County Administrator to sign Form DHS-4960A/Determination of Need Application to Expand Day Services, and Form DHS-4960B/Determination of Need Application for Proprietary Changes, Reductions and Closures.

8. **Personnel (Regular Employment Status / Promotion)**
  - A. Approve of the lateral transfer of Social Worker Shelly Anderson from the child protection unit to the aging and disabilities unit effective September 22, 2021. No change in grade or pay.
  - B. Approve the internal promotion of Case Aide Cassandra Olson to HHS Office Manager effective September 22, 2021, non-union position, starting wage \$25.00 per hour, Grade 8.
  - C. Approve the regular employment status to Social Worker Jessica Brown, effective November 18, 2021.
  
9. **New Hire**
  - A. Approve the hiring of the following full-time deputy sheriffs, effective October 4, 2021:
    - i. Jorge Jimenez, \$28.75 per hour, Grade 10, Step 3, due to experience
    - ii. Mark Farand, \$26.13 per hour, Grade 10, Step 1
    - iii. Abbey Sculley, \$26.13 per hour, Grade 10, Step 1
  - B. Approve the hiring of the following part-time correction officers, effective September 22, 2021:
    - i. Brooklin Hooker, \$21.34 per hour, Grade 7, Step 1
    - ii. Hunter Greicar, \$21.34 per hour, Grade 7, Step 1
    - iii. Kali Finch, \$21.34 per hour, Grade 7, Step 1
    - iv. Kristy Aronoff, \$21.34 per hour, Grade 7, Step 1.
  
10. **Training**

Approve Social Workers Heidi Burton and Angela Ripley to attend the St. Louis County Health and Human Services Conference, October 13-15, 2021, Duluth. Registration: \$75/person; Meals: \$36/person; Travel/mileage: \$74. Total expenses for both to attend the conference: \$296

## **REGULAR AGENDA**

1. **Personnel Committee Report**

Commissioner Mohr provided an overview of the Personnel Committee which met September 13, 2021. The Personnel Committee made the following recommendations:

  - A. **Health and Human Services**
    - i. Acknowledge the resignation of Social Worker Sarah Manor, effective September 3, 2021, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
  - B. **Sheriff's Office**
    - i. Recommend the approval of filling the fourth Sergeant position on a "hire ahead" basis and approve backfill of any subsequent vacancies that may occur due to internal promotion or lateral transfer. Any internal promotion would be contingent upon return to original position if Sergeant on leave returns to Pine County.
  - C. **Sheriff's Office – Dispatch**
    - i. Acknowledge the resignation of Dispatcher Gina Lindahl, effective August 20, 2021, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
  - D. **Sheriff's Office – Jail**
    - i. Acknowledge the resignation of Jail Administrative Assistant Darnelle Van Hale, effective September 8, 2021, 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 Lead County Security Officer Steve Olson, effective September 21, 2021, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. Recruitment will be considered at a later date based on need.

E. Veteran's Services

- i. Ratify the separation of Veterans Service Officer Benjamin Wiener, effective September 3, 2021, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

**Motion** by Commissioner Mohr to approve the recommendations of the Personnel Committee. Second by Commissioner Lovgren. Motion carried 4-0.

2. **Promotion (Action Authorized at Regular Agenda Item #1Bi above)**

County Administrator David Minke explained this action was authorized at Regular Agenda Item #1Bi, and this internal promotion is contingent upon return to the deputy's original position if the Sergeant on leave returns to Pine County.

**Motion** by Commissioner Mohr to approve the promotion of deputy sheriff Joe Workman to the position of Sergeant effective September 26, 2021, \$36.71 per hour, Grade 12, Step 6. The promotion is temporary pending the final status of the incumbent sergeant. Second by Commissioner Waldhalm. Motion carried 4-0.

3. **Establishment of Pine County Personnel Administration System**

County Administrator David Minke stated Resolution 2021-65 is the final action required for the county to exit the Minnesota Merit System on December 31, 2021.

**Motion** by Commissioner Lovgren to approve Resolution 2021-65, Establishment of Merit System of Personnel Administration and authorize Board Chair and County Administrator to sign. Second by Commissioner Mohr. Motion carried 4-0.

4. **Juvenile Detention Alternatives Initiative (JDAI) Participation**

Probation Director Terry Fawcett provided an overview, and benefit to the county, of being a participant of the Juvenile Detention Alternatives Initiative with the Department of Corrections.

**Motion** by Commissioner Lovgren to approve Resolution 2021-64 to allow Pine County Probation to work collaboratively with the Department of Corrections to commence a Juvenile Detention Alternatives Initiative. Authorize Board Chair and County Administrator to sign. Second by Commissioner Waldhalm. Motion carried 4-0.

5. **2020 Audit and Financial Statements**

County Auditor-Treasurer Kelly Schroeder reviewed the 2020 audit and financial statements which were finalized on September 7, 2021.

**Motion** by Commissioner Mohr to accept the unmodified opinion on the 2020 Financial Statements, with one material weakness, and the qualified opinion regarding internal controls for federal awards, and authorize Summary for publication. Second by Commissioner Lovgren. Motion carried 4-0.

6. **Appointment of Housing and Redevelopment Authority Commissioner**

**Motion** by Commissioner Waldhalm to appoint Steve Oswald as the District 4 representative to the Pine County Housing and Redevelopment Authority to fill the

remaining term, expiring October 4, 2022; and appoint Leaha Jackson as the District 5 representative to the Pine County Housing and Redevelopment Authority to a 5-year term, October 5, 2021-October 4, 2026. Second by Commissioner Mohr. Motion carried 4-0.

7. **2022 Budget Discussion**

Commissioners discussed the preliminary 2022 budget and property tax levy. A preliminary levy of \$20,652,675 is a 3.6% increase from 2021.

**Motion** by Commissioner Mohr to set the 2022 preliminary budget at \$20,652,675. Second by Commissioner Lovgren. Motion carried 4-0.

8. **Commissioner Updates**

Soil & Water Conservation District: Commissioner Waldhalm stated the wildlife position remains vacant; the board discussed 2022 per diems; and SWCD was informed that BWSR employees will be working from home.

State and Local Officials Webinar: Commissioner Lovgren unable to attend.

Central Minnesota Jobs and Training Services: Chair Hallan stated the unemployment rate in central Minnesota is 3.4%, Pine County's unemployment rate is 3.7%. Hallan stated the county's unemployment rate is extremely low.

East Central Solid Waste Commission: Chair Hallan stated the meeting was held at the Cambridge transfer station, which recently had a fire. The plan is to rebuild and expand the site.

East Central Regional Library Trustees Board: Commissioner Lovgren stated the new Sandstone library and funding process were discussed.

MN Rural Counties: Chair Hallan and Commissioner Lovgren attended. The meeting had a vendor presentation to the group.

Pine County Chemical Health Coalition: Commissioner Lovgren stated Lion Heart will present to local schools.

AMC Fall Policy Conference: Chair Hallan and Commissioner Lovgren reviewed the policy committees attended and related discussions.

Introducing Positive Norm: Reducing Mental Health Stigma Webinar: Commissioner Lovgren stated this training was to educate on how to reduce the stigma of mental health.

State Community Health Advisory Council: Commissioner Lovgren stated the meeting was held at the AMC Conference and reviewed policies.

Negotiations Committee: Commissioner Mohr stated it was a good negotiation session with the Correction Officers and Dispatch.

Lakes & Pines Community Action Council: Chair Hallan stated this was the annual meeting.

Other:

None.

9. **Other**

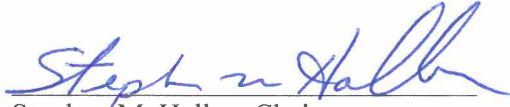
Commissioner Waldhalm stated the Northern Pine Riders Snowmobile Club and city of Willow River have received approval for a trail grant for improvements to the Soo line trail, which is owned by the county. The grant requires a \$30,000 local match; Northern Pine Riders is requesting the county to provide \$15,000 of matching funds, the remaining \$15,000 would be funded by the club. The county board referred the request to the Land Use & Zoning Advisory Committee for discussion.

10. **Upcoming Meetings**

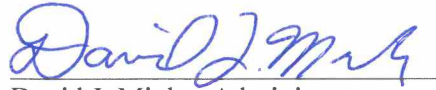
Upcoming meetings were reviewed.

11. **Adjourn**

With no further business, Chair Hallan adjourned the meeting at 11:36 a.m. The next regular meeting of the county board is scheduled for Tuesday, October 5, 2021 at 10:00 a.m., Board Room, Courthouse, 635 Northridge Drive NW, Pine City, Minnesota.



Stephen M. Hallan, Chair  
Board of Commissioners



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