

**MINUTES  
OF THE  
PINE COUNTY BOARD MEETING  
Regular Meeting  
Tuesday, November 16, 2021 - 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, J.J. Waldhalm and Matt Ludwig. Also present were County Administrator David Minke and County Attorney Reese Frederickson.

The public was invited to join the meeting in person, by phone, by Zoom or watch via live stream on YouTube.

The Pledge of Allegiance was said.

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

Chair Hallan requested the following revisions to the agenda:

ADDITIONS:

1. Consent Agenda Item 8 / New Hires

8A. Sheriff's Office/Jail

- i. Consider approval of the hiring of Jaclyn Skalicky as an administrative assistant in the jail, effective November 29, 2021, grade 5, non-union, non-exempt position. Based on qualification and experience, starting wage is \$22.00 per hour.
- ii. Consider approval of the hiring of Chase Ableiter as a part-time corrections officer, effective December 1, 2021, grade 7, step 1, \$21.34 per hour.

8B. Health & Human Services

- i. Consider approval of the hiring of Jessica Nichols as a case aide, effective November 29, 2021, grade 5, step 1, \$18.96 per hour.

ADDITIONAL Information and Request

1. Regular Agenda Item 6/Old Chengwatana Plat

Consider approval of Agreement Regarding Private Drive and Stormwater Pond Maintenance, in addition to approval of final plat of *Old Chengwatana*.

REVISIONS

1. Consent Agenda Item #4A – Septic Fix-Up Special Assessments

Consider approval of Resolution 2021-72 extending a special assessment to:

- i. Darrin Lange and April Lange, PID 28.0619.000, \$15,000
- ii. Joseph B. Long and Janette A. Long, PID 40.0123.000, \$17,300
- iii. Terry Jasinski, PID 22.0162.000, \$20,432.36
- iv. Richard R. Prihoda and Therese Marie Prihoda, PID 18.0219.000, \$20,225
- Added-- v. Larry Sederstrom and Judy Sederstrom, PID 15.0304.000, \$18,500

2. CANCELLATION of meetings: 11e & 11f: Snake River Watershed Management Board & Snake River Watershed Policy Committee, November 22, 2021, and 11i: Technology Committee, November 23, 2021.

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

**Motion** by Commissioner Lovgren to approve the Minutes of the November 2, 2021 County Board Meeting and Summary for publication. Second by Commissioner Mohr. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence

Pine County Zoning Board Minutes – September 23, 2021

**Motion** by Commissioner Ludwig to acknowledge the Minutes of Boards, Reports and Correspondence. Second by Commissioner Lovgren. Motion carried 5-0.

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

### CONSENT AGENDA

1. **Approve October, 2021 Cash Balance**

<b>Fund</b>	<b>October 31, 2020</b>	<b>October 31, 2021</b>	<b>Increase/Decrease</b>
General Fund	3,290,417	4,583,590	1,293,173
Health and Human Services Fund	1,023,356	1,986,090	962,734
Road and Bridge Fund	2,543,952	1,358,884	(1,185,068)
COVID Relief	1,974,633	2,599,681	625,049
Land Management Fund	2,124,543	2,266,687	142,144
Self Insurance	0	573,935	573,935
<b>TOTAL (inc non-major funds)</b>	<b>23,886,101</b>	<b>25,781,491</b>	<b>1,895,390</b>

2. **Approve October 2021 Disbursements/Claims Over \$2,000**

The following vendors with claims of \$2,000 or more, and 488 claims under \$2,000 totaling \$249,543.85, were paid during the period of October 1, 2021-October 31, 2021: 4.0 SCHOOL SERVICES OF EAST CENTRAL, 2,743.36; ABBOTT NORTHWESTER HOSPITAL, 5,603.27; Am Indian Fam & Child Serv Inc, 2,554.80; AMAZON CAPITAL SERVICES, 5,281.37; Aml Cleaning Service, Inc, 4,000; Anoka Co Juv Ctr Main Res, 19,978; Askov Deep Rock, 2,381.55; Aspen Mills, 2,742.04; BERGERSON ELECTRIC, INC, 2,500; BLAINE LOCK & SAFE INC, 3,652.62; BLUE CROSS & BLUE SHIELD OF MINNESOTA, 5,026; Cdw Government Inc, 3,467.52; Central Mn Jobs & Training Services, 26,815.68; Chamberlain Oil Co.,Inc, 8,704.26; CIT, 2,996.50; City Of Hinckley, 15,288; City Of Pine City, 15,288; CITY OF SAINT PAUL, 2,500; CITY OF SANDSTONE, 10,920; CleanItSupply.com, 2,483.25; CLOQUET RIVERSIDE RECYCLING, INC, 6,642; Department Of Finance, 27,057.33; Dhs Maps Mmis Cd Maxis

998, 10,387.57; DHS State Operated Services, 4,429.95; DOOLEYS PETROLEUM INC, 46,017.80; DSC Communications, 3,456; East Central Energy Of Braham, 21,664.56; East Central Reg Juvenile Center, 29,172.56; East Central School Dist 2580, 5,654.28; ELLENA VELDHOUSE &TESCIA VELDHOUSE-JACKS, 176,716.11; Elwood Design and Sewer Installation LLC, 15,200; Emergency Automotive Technologies, Inc, 4,028.94; ERICKSON ENGINEERING CO LLC, 5,959.57; EVERGREEN RECYCLING LLC, 2,504; FEDERAL NATIONAL MORTGAGE ASSOCIATION, 51,682.13; FURTHER, 4,858.48; GUARDIAN, 17,736.46; Infinity Independent Living Services Llc, 3,604.46; JC Septic Systems, 14,650; JONES CONSTRUCTION SERVICES INC, 55,750, Kanabec Co Family Serv Dept, 2,958.72; Knife River Corp, 52,487.27; Landwehr Construction Inc, 144,835; LHB INC, 3,711; Lighthouse Child & Family Services, LLC, 6,372.72; MADISON NATIONAL LIFE INS CO INC, 3,574.79; Martin-Mcallister, Inc, 2,200; MEDICARE BLUE RX, 5,627.80; MEND CORRECTIONAL CARE PLLC, 27,310.50; MIDWEST CONTRACTING LLC, 19,018.52; Mille Lacs Band Family Services, 13,335.66; MINNESOTA ENERGY RESOURCES CORP, 8,911.17; MINNESOTA POWER, 3,143.96; MN COUNTIES COMPUTER COOP, 14,177; Mn Depart Of Health, 3,485; Mn Depart Of Revenue, 123,661.38; Mn Life Insurance Company, 4,214.25; Mn State Auditor, 39,160.75; Mn State Treasurer, 622,405.36; Mohr Parts & Supplies, 106.09; MONARCH PAVING, 4,994.14; Motorola Solutions Inc, 60,979.53; M-R Sign Company, Inc., 6,156.33; Nexus-Gerard Family Healing LLC, 9,789.60; Nexus-Kindred Family Healing, 11,919.40; Nexus-Mille Lacs Family Healing, 6,514.50; North Homes Inc, 8,470.20; NORTHERN NATURAL GAS, 73,116.44; NORTHSTAR MEDIA INC, 5,691.55; NORTHVIEW BANK, 12,738.80; Northwestern Mn Juvenile Center, 3,668; Northwoods Children Home, 9,733.20; Nuss Truck Group Inc, 5,015.61; OFFICE OF MN.IT SERVICES, 5,124.08; PHASE INC, 13,000; PHOENIX SUPPLY, 15,151.10; Pine Co Highway Department, 11,850.78; Pine County Sheriff FPI Contract, 17,319.21, Pine Technical & Community College, 229,500; Pine/County Of, 49,293.29; Pomp's Tire Service, Inc, 6,576; PRECISION GRADE LLC, 20,500; PREMIER ASPHALT, 136,563.96; Pro-West & Associates Inc, 8,613.69; Purchase Power, 4,035; Rabe Excavating, LLC, 17,800; Regents Of The U Of Mn, 24,172.63; ROCON PAVING, 5,083.81; Rolling Hills Hospital LLC, 14,400; Ron's Roll-Off Service, 2,325; SANDBERG CONSTRUCTION INC, 16,550; School District No. 97, 274,885.41; School District No. 139, 70,340.81; School District No. 2165, 701,336.46; SCHOOL DISTRICT NO. 2580, 818,023; School District No. 314, 60,881.57; School District No. 577, 292,678.65; School District No. 578, 1,368,329.72; SEH INC, 10,732.47; SHANE KORF, 11,000; Solid Oak Financial Services, LLC, 3,270; SUMMIT FOOD SERVICE MANAGEMENT LLC, 21,693.74; TEAMSTERS JOINT COUNCIL 32, 51,693; UNITEDHEALTH GROUP – VOID, 357,651.74; Verizon Wireless, 11,595.07; Village Ranch Residential Facility, 5,869.80; Volunteers Of America, 11,000.00; WSB AND ASSOCIATES, 20,957.03; Ziegler Inc., 14,092.71.

3. **Application for Abatement**

Approve the Application for Abatement for Alex and Lois Okun, 63558 State Hwy. 18, Finlayson, Parcel 13.0249.000 and authorize Auditor-Treasurer to process a refund.

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

Approve Resolution 2021-72 extending special assessments as follow: Darrin Lange and April Lange, PID 28.0619.000, \$15,000; Joseph B. Long and Janette A. Long, PID 40.0123.000, \$17,300; Terry Jasinski, PID 22.0162.000, \$20,432.36; Richard R. Prihoda and Therese Marie Prihoda, PID 18.0219.000, \$20,225; and Larry Sederstrom and Judy Sederstrom, PID 15.0304.000, \$18,500. Authorize Board Chair and County Administrator to sign.

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

Approve Commissioners' Expense Claim Forms.

6. **2022-2023 Prosecution Agreement with City of Sandstone**

Approve a two-year Agreement between the Pine County Attorney's Office and the City of Sandstone for the prosecution of crimes and ordinances within the city of Sandstone. The City of Sandstone will pay a total of \$20,000; one-quarter each on May 15, 2022, October 15, 2022, May 15, 2023 and October 15, 2023. Authorize Board Chair and County Administrator to sign.

7. **Personnel / Promotion**

A. Approve the internal transfer of Angela Ripley from an Adult Protection Social Worker to a Child Protection Social Worker, effective December 1, 2021, Grade 10, Step 1, wage will remain unchanged.

B. Approve the promotion of dispatcher Jasmine Ploub from part-time to full-time status, effective November 21, 2021. Wage will remain unchanged.

8. **New Hire**

Approve the hiring of the following:

A. **Sheriff's Office/Jail**

i. Jaclyn Skalicky as an administrative assistant in the jail, effective November 29, 2021, grade 5, non-union, non-exempt position. Based on qualification and experience, starting wage is \$22.00 per hour.

ii. Chase Ableiter as part-time corrections officer, effective December 1, 2021, grade 7, step 1, \$21.34 per hour.

B. **Health & Human Services**

i. Jessica Nichols as a case aide, effective November 29, 2021, grade 5, step 1, \$18.96 per hour.

**REGULAR AGENDA**

1. **Facilities Committee Report**

Commissioner Waldhalm provided an overview of the November 3, 2021 Facilities Committee meeting. Updates were given on the courthouse remodel and transition, North Pine Campus improvements including 1610 building improvements and parking lot paving, extension of the snow plow contract with Premier Outdoor Services, and IT projects including door readers, duress buttons, TV in the board room, and UPS update.

## 2. **Personnel Committee Report**

Commissioner Ludwig provided an overview of the November 8, 2021 Personnel Committee meeting. The Personnel Committee made the following recommendations:

### A. **Health and Human Services**

- i. Approve the recruitment of a new Eligibility Worker position (included in the 2022 HHS budget proposal) and backfill of any subsequent vacancies due to promotion or lateral transfer. The position is a Grade 6 with a minimum starting wage of \$20.49/hour.
- ii. Approve the recruitment of a new Social Worker/Case Manager position (included in the 2022 HHS budget proposal) and backfill of any subsequent vacancies due to promotion or lateral transfer. The position may be filled by a licensed social worker or a registered nurse. The position is a Grade 10 with a minimum starting wage of \$25.88/hour.

Recruitment of both positions is dependent on an approved county budget and will not be filled until January 2022.

### B. **Sheriff's Office**

- i. Approve a regrade of the current Sheriff's Office Manager position from a Grade 8 to a Grade 9 based on review of current job duties; approve a new job description and new job title of Sheriff's Office Supervisor.

### C. **Highway**

- i. Approve the backfill of the open Highway Engineer Technician III position, and any subsequent vacancies that may occur due to internal promotion or lateral transfer. Position is a grade 9 with a minimum starting salary of \$23.94/hour.

**Motion** by Commissioner Ludwig to approve the recommendations of the Personnel Committee. Second by Commissioner Lovgren. Motion carried 5-0.

## 3. **Economic Development Committee Report**

Commissioner Lovgren provided an overview of the November 8, 2021 Economic Development Committee meeting. Hinckley Administrator Kyle Morrell was present to explain the City of Hinckley infrastructure feasibility study and engineering funding request. It was the consensus of the committee to approve \$25,000 of American Rescue Plan Act (ARPA) funds for the City of Hinckley toward the design and engineering of sewer/water infrastructure. Commissioner Lovgren stated other items discussed included funding for a mental health education program through the University of MN Extension, federal flexibility legislation and potential projects, and a broadband update was provided. The building rehabilitation program application process, Housing Redevelopment Authority, and Development Authority Study process were discussed.

**Motion** by Commissioner Lovgren to approve \$25,000 of American Rescue Plan Act funds to the City of Hinckley to be designated toward the design and engineering of sewer/water infrastructure. Second by Commissioner Waldhalm. Motion carried 5-0.

## 4. **Health & Human Services Advisory Committee Report**

Commissioner Ludwig provided an overview of the November 9, 2021 Health & Human Services Advisory Committee meeting. Commissioner Ludwig stated several years ago the Minnesota Department of Human Services did an outreach on the Group Residential Homes

program -- Pine County has access to funding for 16 beds that date back to when the State Hospital at Cambridge was closed; the county will explore how to leverage this program with other housing projects. Updates were given on the completion of the move of HHS from the South Pine Government Center, hiring progress for a part-time Veteran Services Officer, HHS/MLBO access to the SSIS program, and the childcare assistance budget.

5. **Essentia Health 2021 Annual Report**

Essentia Health-Sandstone EMS Senior Director Joe Newton provided the Fiscal Year 2021 Annual Report. Newton provided information on the service area, coverage, personnel and the sign-on bonuses for hiring, training/education activities for first responders and EMTs/paramedics, and new transportation vehicles and equipment. Commissioners invited Mr. Newton to the next Public Safety Committee meeting to discuss services in more detail.

6. **Old Chengwatana Final Plat**

Land and Resources Manager Caleb Anderson stated the Pine County Zoning Board and Pine City Township have reviewed and approved the proposed final plat of Old Chengwatana. The Zoning Board recommends its approval as the final plat conforms to the requirements set forth in the Pine County Shoreland Ordinance and the Pine County Platting and Subdivision Ordinance and is substantially similar to the preliminary plat. Anderson also recommended the approval of the maintenance agreement regarding the private drive and stormwater pond maintenance. The county is a party to the agreement, but has no obligations under the agreement.

**Motion** by Commissioner Ludwig to approve the Maintenance Agreement Regarding the Private Drive and Stormwater Pond Maintenance and approve the final plat of Old Chengwatana and authorize the Board Chair, County Administrator, County Surveyor, County Attorney, County Auditor-Treasurer and County Recorder to sign. Second by Commissioner Lovgren. Motion carried 5-0.

7. **Subdivision Approval Resolution**

County Auditor-Treasurer Kelly Schroeder requested approval of Resolution 2021-70 requiring subdivision approvals or exemptions be attached to deeds which result in the subdivision of parcels covered by the Pine County Subdivision and Platting Ordinance, effective December 1, 2021. This ordinance does not apply to the townships of Arna, Pokegama, Windemere or any city with their own ordinance.

**Motion** by Commissioner Lovgren to approve Resolution 2021-70 requiring subdivision approvals or exemptions be attached to deeds which result in the subdivision of parcels covered by the Pine County Subdivision and Platting Ordinance. Second by Commissioner Mohr. Motion carried 5-0.

Commissioner Mohr left the meeting at 11:26 a.m.

8. **Community Development Block Grant Coronavirus (CDBG-CV) Start-Up Policies and Grant Contract**

Economic Development Coordinator Lezlie Sauter stated the county was awarded \$3,743,390 for broadband infrastructure, and to retrofit A Place for You, using Community Development Block Grant–CoronaVirus (CDBG-CV) funding. Sauter stated it is necessary

to adopt federally required plans and policies as part of the initial steps of the grant contract. **Motion** by Commissioner Ludwig to adopt the following plans and policies: Residential Anti-Displacement and Relocation Assistance Plan (Section 104(d) of the Housing and Community Development Act of 1974), Excessive Force Policy (Section 519 of the 1990 HUD Appropriations Act), Certification of a Drug-Free Workplace (HUD Form 50070), Section 3 and Women or Minority Owned Business Certification Plan, Fair Housing Plan & Annual Fair Housing Activities, and Program Income Plan. Authorize Board Chair and/or County Administrator to sign as applicable. Second by Commissioner Lovgren. Motion carried 4-0.

Commissioner Mohr returned at 11:29 a.m.

9. **Commissioner Updates**

Central MN Council on Aging / Board of Directors: Chair Hallan stated Central MN Council on Aging has a printed guide that provides information and programs for seniors. Hallan stated there is an increase in the demand for food support, but a decrease in funding.

East Central Solid Waste Commission: Chair Hallan stated the amount of garbage being brought to the landfill is still increasing. It is anticipated that the opening of a new cell will be sooner than projected.

East Central Regional Library Trustees Board: Commissioner Lovgren stated a written agreement has been signed which will allow the Sandstone library to start to move to its new location at 106 Main Avenue North, Sandstone.

Pine County Chemical Health Coalition: Commissioner Lovgren stated because the Coalition is no longer funded by the P & I grant, the Coalition is able to expand inclusion outside of the Hinckley-Finlayson and East Central Schools. The Coalition is looking to include the Pine City and Willow River schools. In 2022, Chemical Health Coalition meetings will be held quarterly rather than monthly.

Soil & Water Conservation District: Commissioner Waldhalm stated the new biologist was introduced. Pine County will be handling a Kanabec County wetland conversation act violation.

County/School District Meeting: Chair Hallan stated this was a productive meeting -- discussion took place on how to continue with the PTCC scholarships after ARPA funds are unavailable.

Lakes and Pines Community Action Council: Chair Hallan stated numerous contracts were approved, including community development grants for Sandstone and Hinckley.

Blandin Broadband Community: Commissioner Lovgren stated websites are available with broadband information however people can't use them because they don't have broadband. Chair Hallan stated East Central Electric has an upcoming board meeting to discuss approving a feasibility study for ECE to offer broadband to its members.

Other:

Chair Hallan stated Governor Walz, , Commissioner of Department of Natural Resources Sarah Strommen, Commissioner of the Department of Agriculture Thom Petersen, Chair of the Environment and Natural Resources Committee Representative Rick Hansen, and a University of Minnesota representative were in Pine City on the opening day of deer hunting at the Chronic Wasting Disease testing site at the Pine City Armory.

Commissioner Lovgren stated the Mille Band of Ojibwe will become an Initiative Tribe in 2024.

The deadline for submission of applications for the agriculture educator position is December 1, 2021.

10. **Other**

None.

11. **Upcoming Meetings**

Upcoming meetings were reviewed.

Chair Hallan called a recess at 11:48 a.m. and stated the meeting will reconvene at 1:00 p.m. for a Legislative Update with State Senator Jason Rarick and State Representative Nathan Nelson.

The meeting reconvened at 1:00 p.m.

In attendance: State Senator Jason Rarick, State Representative Nathan Nelson, Chair Hallan, Commissioners Josh Mohr, Terry Lovgren, J.J. Waldhalm, and Matt Ludwig; County Administrator David Minke, and County Attorney Reese Frederickson.

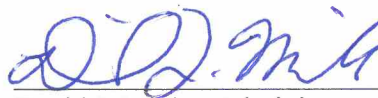
Discussion included Chronic Wasting Disease (CWD); Payment in Lieu of Taxes (PILT); county probation funding; SSIS paper work reduction; out-of-home placement aid; behavioral health continuum of care; and MnChoices.

12. **Adjourn**

With no further business, Chair Hallan adjourned the meeting at 2:20 p.m. The next regular meeting of the county board is scheduled for Thursday, December 9, 2021 at 10:00 a.m., Board Room, Pine County 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