

**MINUTES
OF THE
PINE COUNTY BOARD MEETING
Regular Meeting
Tuesday, June 21, 2022 - 10:00 a.m.
North Pine Government Center
1602 Hwy. 23 North
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. County Administrator David Minke was present via electronic means. County Attorney Reese Frederickson was absent.

The public was invited to join the meeting remotely by phone, 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:

Addition: Regular Agenda Item 5.1: Resolution Designating Medsurety LLC and Matrix Trust as Health Reimbursement Arrangement Trustee: Consider approval of Resolution 2022-35 designating Medsurety LLC and Matrix Trust as Health Reimbursement Arrangement Trustee.

Additional Information Provided for Consent Agenda Item #11A/Name Provided: Consider approval of the hiring/lateral transfer of Jacqueline Ness from Clerk III in the Auditor's Office to Clerk III in the Assessor's Office, \$19.02 per hour, Grade 4, Step 2 (no change in grade or wage). The original agenda requested stated the final candidate name would be provided prior to the county board meeting.

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

Motion by Commissioner Lovgren to approve the Minutes of the June 7, 2022 County Board Meeting and Summary for publication, and Minutes of the June 13, 2022 Board of Appeal & Equalization Meeting. Second by Commissioner Mohr. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence
None.

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

CONSENT AGENDA

1. Review May, 2022 Cash Balance

Fund	May 31, 2021	May 31, 2022	Increase/Decrease
General Fund	1,219,186	1,026,010	(193,176)
Health and Human Services Fund	1,074,192	1,421,799	347,606
Road and Bridge Fund	3,261,877	2,067,953	(1,193,925)
COVID Relief	2,872,569	2,273,453	(599,115)
Land	2,649,354	2,550,088	(99,265)
Self Insurance	602,861	321,504	(281,357)
TOTAL (inc non-major funds)	33,450,509	32,154,695	(1,295,814)

2. May 2022 Disbursements/Claims Over \$2,000

The following vendors with claims of \$2,000 or more, and 458 under \$2,000 or not needing approval totaling \$3,857,874.37, were paid during the period of May 1, 2022-May 31, 2022: Advanced Graphix Inc., 2,942.24; AMAZON CAPITAL SERVICES, 2,185.63; American Solutions For Business, 14,959.35; Aml Cleaning Service, Inc, 4,000.00; Askov Deep Rock, 6,547.10; Aspen Mills, 8,201.79; Auto Value-Hinckley, 3,725.04; BAUER CONSTRUCTION, 6,720.00; BETHLEHAM LUTHERAN CHURCH, 2,429.55; BLUE CROSS & BLUE SHIELD OF MINNESOTA, 5,040.50; Brett Paige Construction LLC, 7,932.50; BROCK WHITE COMPANY LLC, 12,478.00; Central Mn Jobs & Training Services, 24,508.39; Chamberlain Oil Co., Inc, 3,553.15; Changing Gaits Inc, 2,745.00; CLOQUET RIVERSIDE RECYCLING, INC, 13,909.53; COMPUTER INTEGRATION TECHNOLOGIES, 12,000.00; Dhs Maps Mmis Cd Maxis 998, 37,947.99; DHS State Operated Services, 7,044.00; DOOLEYS PETROLEUM INC, 61,256.85; East Central Energy Of Braham, 14,804.06; East Central Reg Juvenile Center, 8,669.00; East Central Solid Waste Comm, 3,401.59; EKLUNDS AG SERVICES INC, 2,480.00; Emergency Automotive Technologies, Inc, 8,039.30; ENVIRONMENTAL TROUBLESHOOTERS INC, 4,331.00; ERICKSON ENGINEERING CO LLC, 5,648.00; EVERGREEN RECYCLING LLC, 2,029.44; Family Pathways - North Branch, 3,970.00; FURTHER, 3,668.54; Government Management Group, 5,000.00; Hibbing Community College, 2,100.00; Initiative Foundation, 7,450.00; Kanabec Co Family Serv Dept, 2,701.44; KNOWBE4 INC, 5,466.00; LEWIS BRISBOIS BISGAARD & SMITH LLP, 6,392.00; LHB INC, 9,463.64; Lighthouse Child & Family Services, LLC, 6,544.31; LSS, 6,000.00; MADISON NATIONAL LIFE INS CO INC, 4,080.93; MATTHEW BENDER & CO INC, 2,082.93; MEDICAREBLUE RX, 5,975.50; MEND CORRECTIONAL CARE PLLC, 27,856.71; MIDWEST CONTRACTING LLC, 149,090.31; Mille Lacs Band Family Services, 27,732.76; MINNESOTA ENERGY RESOURCES CORP, 15,595.03; MINNESOTA POLLUTION CONTROL AGENCY, 50,459.16; Minnesota UI Fund, 2,374.98; MN COUNTIES COMPUTER COOP, 16,124.15; Mn Life Insurance Company, 4,532.35; Nexus-Gerard Family Healing LLC, 20,400.00; Nexus-Kindred Family Healing, 3,818.10; Nexus-Mille Lacs Family Healing, 14,388.00; North Homes Inc, 21,850.97; NORTHSTAR MEDIA INC, 3,168.33; Northwoods Children Home, 34,326.12; Nuss Truck Group Inc, 2,383.62; OFFICE OF MN.IT SERVICES, 5,294.08; OWENS COMPANIES INC, 2,208.38; Phase Inc (Pc Dac) Dac, 4,203.80; Pine County Sheriff FPI Contract, 8,580.99; POKEGAMA LAKE ASSOCIATION, 16,000.00; Prairie Lakes Youth Programs, 8,651.75; Project Lifesaver

Inc, 4,300.00; PTS OF AMERICA LLC, 5,288.00; SEH INC, 4,925.01; Slims Texaco Service, 2,002.96; Solid Oak Financial Services, LLC, 4,250.00; Starwire Technologies, LLC, 45,427.00; Sue's Bus Service Inc, 5,202.60; SUMMIT FOOD SERVICE MANAGEMENT LLC, 32,161.36; SUNSET LAW ENFORCEMENT, 8,957.00; SWATMOD LLC, 2,065.76; TEAMSTERS JOINT COUNCIL 32, 115,605.00; Therapeutic Serv Ag Too Inc, 8,577.23; UNITEDHEALTH GROUP – VOID, 291,289.58; Verizon Wireless, 10,823.82; Ziegler Inc., 8,633.17.

3. **Applications**

Approve the following:

A. **Repurchase Application**

- i. Resolutions 2022-34 authorizing Stearns Bank, mortgagee to repurchase on behalf of Gail S. Mattson, prior owner, to repurchase Pine County parcels 42.0109.000 (315 10th St NW, Pine City) in full. The title of the property will be in place of Ms. Mattson's ownership.

B. **Temporary Liquor Licenses**

- i. Approve applications for Temporary 3.2 Percent Malt Liquor Licenses and authorize County Auditor-Treasurer Schroeder to sign 3.2 licenses and sign the liquor license application.

4. **Donations**

- A. Accept the donations for the Veterans Outreach Program: \$100 from Mary Pogozdski, \$500 from the Sandstone Area Veterans Memorial, and \$300 from the Sandstone American Legion.
- B. Accept the \$15,000 donation for the Sheriff's Office K9 Program from the Sturgeon Lake Area Lions.

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

Approve the Commissioners' Expense Claim Forms.

6. **Contracts**

Approve the 2022 State Boat and Water Safety Grant in the amount of \$5,630. This grant will be used for enforcement hours and annual maintenance. The grant period is January 1, 2022 – June 30, 2023 and does not require matching funds. Authorize Board Chair and County Administrator to sign.

7. **Windemere Township Law Enforcement Agreement**

Approve the Windemere Township Law Enforcement agreement to allow the Sheriff's Office to provide ordinance enforcement on a case to case basis. Authorize Board Chair and Pine County Sheriff to sign.

8. **2022 Motorola Solutions Service Agreement**

Approve the 2022 Motorola Solutions Service Agreement which covers maintenance, support, and other services for the Sheriff's Office radio system. The service agreement period is for September 01, 2022 – August 31, 2023.

9. **Establish and Appoint Ballot Board**

Approve Resolution 2022-33 establishing Ballot Board for the purposes of accepting or rejecting returned absentee, mail, or Military and Overseas Citizens ballots and tabulating the ballots on election day.

10. **Personnel (Promotion/Transfer)**

A. Approve the promotion of Corrections Officer Samantha Miller to Jail Sergeant, effective June 22, 2022, \$32.58 per hour, Grade 10, Step 7.

11. **New Hire**

A. Approve the hiring/lateral transfer of Jacqueline Ness from Clerk III in the Auditor's Office to Clerk III in the Assessor's Office, \$19.02 per hour, Grade 4, Step 2 (no change in grade or wage).

B. Approve the hiring of Eligibility Worker Nikki Boese effective June 27, 2022, Grade 6, Step 1, \$20.49 per hour.

12. **Training**

Approve the following training requests:

A. Fiscal Supervisor Michelle Kelash and Case Aide Angela Boelman to attend the Minnesota County Health & Human Services Accountants Conference, August 24-26, 2022, in Alexandria, MN. Cost per person: Registration/\$100, Lodging & meals/\$548.05. Mileage \$186.25. Total Cost of \$1,482.35.

B. Health Educator, Hailey Freedlund to attend the Statewide Health Improvement Partnership (SHIP) Annual Conference, July 18-20, in Eagan. All costs associated with attending are covered by the Statewide Health Improvement Partnership (SHIP) program, no financial impact.

REGULAR AGENDA

1. **Personnel Committee Report**

Commissioner Mohr provided an overview of the June 13, 2022 Personnel Committee meeting. The Personnel Committee made the following recommendation:

A. **Health & Human Services**

i. Acknowledge the resignation of Social Worker Nicholas Loudon, effective May 25, 2022, and approved backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

B. **Sheriff's Office**

i. Acknowledge the resignation of part-time, probationary Dispatcher Coltin Brown, effective May 18, 2022, 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 full-time Corrections Officer Andrew Degerstrom-Hanley, effective June 18, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

C. **Auditor/Treasurer**

i. Modify the current Appraiser job description to reflect the current supervisor as County Assessor and to update the licensing and continuing education requirements with no change to the grade.

D. Probation

- i. Acknowledge the resignation of Probation Case Aide Justine Ward, effective June 13, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

E. Public Works

- i. Acknowledge the resignation of Highway Maintenance Worker Adam Johnsen, effective May 12, 2022, 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 Ludwig. Motion carried 5-0.

2. **Introduction of 4-H Educator and SNAP-Ed Educator**

Sarah Odendahl, 4-H Educator and Kristin Riley, SNAP-Ed Educator, introduced themselves to the county board.

3. **Pine County Education Collaborative Leadership Network Meeting**

Motion by Commissioner Mohr to schedule the next meeting of the Pine County Education Collaborative Leadership Network for July 27, 2022, 6:00 p.m., Pine Technical & Community College. Second by Commissioner Ludwig. Motion carried 5-0.

4. **MN DOT and NE MN Area Transportation Partnership Presentation**

MN Department of Transportation (MnDOT) Planning Director Bryan Anderson, Arrowhead Regional Development Commission Senior Planner Paige Melius, and District State Aid Engineer Krysten Foster reviewed District 1 MnDOT road and trail projects, Pine County Transportation Alternatives, and funding. Pine County has only one District 1 Carryover Project which is the Hwy 123 pavement resurface and ADA improvement in Sandstone.

5. **Lower St. Croix 1W1P Annual Work Plan**

Land and Resource Manager Caleb Anderson stated that on April 25, 2022 the Lower St. Croix Watershed Policy Committee approved the 2022-2023 annual work plan. The partnership now requires local board approvals.

Motion by Commissioner Lovgren to approve the Lower St. Croix Watershed 2022-2023 Annual Work Plan. Second by Commissioner Mohr. Motion carried 5-0.

5.1 **Designation of Medsurety LLC and Matrix Trust as Health Reimbursement Arrangement Trustee**

County Administrator David Minke reviewed that Pine County changed its vendor for its Health Reimbursement Arrangement effective July 1, 2022 from Further/HealthEquity to MEDSURETY LLC, and that MG Trust/MATRIX was the previous Trustee of Pine County HRA Trust administered by Further/Health Equity. Administrator Minke stated that to complete the change, it is necessary to approve a resolution designating MEDSURETY LLC as the administrator and Educator Benefits Consultants Health Reimbursement Arrangement with MATRIX as the successor Trustee of the Pine County HRA Trust effective July 1, 2022.

Motion by Commissioner Ludwig to approve Resolution 2022-35 Designating MEDSURETY LLC and MATRIX Trust as Health Reimbursement Arrangement Trustee. Second by Commissioner Lovgren. Motion carried 5-0.

6. **Commissioner Updates**

Soil & Water Conservation District: Commissioner Waldhalm was unable to attend the meeting, however stated the meeting was business as usual.

Law Library: Commissioner Mohr stated bills were paid.

Central Minnesota Jobs and Training Services: Chair Hallan stated unemployment in Minnesota is at a historic low, and that the people not currently working are the hardest to train for work.

East Central Solid Waste Commission: Chair Hallan stated contractors are using the ECSWC site to get rid of their demo material; ECSWC will be reviewing what garbage/debris will be accepted at the landfill. ECSWC is working with the MPCA to get the next cell approved.

East Central Regional Library Trustees Board: Commissioner Lovgren stated the library has funds available and is considering extension of hours, not staffed. The library is going to place a book pick up box at the Event Center in Braham. Members of the public were present at the meeting in support of the book "It's Perfectly Normal"/book purchase policy/review was discussed.

Board of Equalization: Commissioner Ludwig expressed his appreciation to assessor staff for their professionalism with the public.

NACo Telecommunications and Technology Committee: Commissioner Lovgren stated broadband was the main topic of discussion, with discussion of the wording of resolutions that will be submitted during the NACo convention.

State Community Health Services Advisory Committee (SCHSAC): Commissioner Lovgren stated water/well systems and education related to those systems was discussed.

Other

There are 11 requests from five different broadband providers vying for grant funds.

Chair Hallan acknowledged the death of Brandon Houtsma, son of County Recorder/Assessor Lorri Houtsma .

7. **Other**

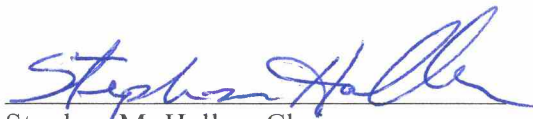
None.

8. **Upcoming Meetings**

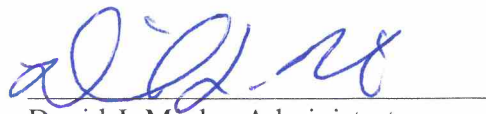
Upcoming meetings were reviewed.

9. **Adjourn**

With no further business, Chair Hallan adjourned the meeting at 11:02 a.m. The next regular meeting of the county board is scheduled for Tuesday, July 5, 2022 at 10:00 a.m., Pine County Courthouse, Board Room, 635 Northridge Drive NW, Pine City, Minnesota.



Stephen M. Hallan, Chair
Board of Commissioners



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