

# **ADDITIONS/REVISIONS/CORRECTIONS**

**Regular Meeting  
March 15, 2022**

**Addition:**

**Consent Agenda Item 7.1**

**7.1 Personnel / Promotion**

- A. Consider approval of the promotion of part-time correction officers Kristi Arnoff and Andrew Degerstrom to full-time status effective March 16, 2022. Wage and grade remain unchanged.



# AGENDA REQUEST FORM

Date of Meeting: March 15, 2022

- County Board**
  - Consent Agenda
  - Regular Agenda

5 mins  10 mins  15 mins  Other

**Personnel Committee**

**Other** \_\_\_\_\_

Agenda Item: Part-Time Corrections Officers to Full-Time

Department: Pine County Sheriff's Office - Jail

*[Handwritten Signature]*  
\_\_\_\_\_  
Department Head signature

### Background information on Item:

Acknowledge the promotion of Corrections Officers Kristi Arnoff and Andrew Degerstrom, from part-time status to full-time status effective March 16, 2022, Wage and grade remain the same per 2022 Union Contract.

Kristi Arnoff - Grade 7 - Step 1 - \$21.77 per hour  
Andrew Degerstrom - Grade 7 - Step 4 - \$24.56 per hour

### Action Requested:

Acknowledge promotion of 2 part-time Corrections Officer to full-time status

### Financial Impact:

None. This position and wage is accounted for in the jails 2022 staffing plan and budget.



**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, March 15, 2022, 10:00 a.m.**

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

**The public is invited to join the meeting in person or remotely: by phone call 1-312-626-6799, (Meeting ID): 913 8246 1935; (password): 5911400. 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 March 1, 2022 County Board Meeting and Summary for publication.
- F) Minutes of Boards, Reports and Correspondence  
Pine County Zoning Board Minutes – January 27, 2022  
Pine County Land Surveyor Monthly Report – February 2022
- 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 February, 2022 Cash Balance (attached)**

<b>Fund</b>	<b>February 28, 2021</b>	<b>February 28, 2022</b>	<b>Increase/Decrease</b>
General Fund	4,279,954	4,462,588	182,634
Health and Human Services Fund	1,942,706	2,346,262	403,556
Road and Bridge Fund	1,845,418	2,817,201	971,783
COVID Relief	0.00	2,503,513	2,503,513
Land	2,374,934	2,461,114	86,180
Self Insurance	373,110	501,726	128,616

TOTAL (inc non-major funds)	11,973,765	17,387,406	5,413,641
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2. **February 2022 Disbursements/Claims Over \$2,000 (attached)**

Consider approval of the February 2022 disbursements including the individual listing of claims over \$2,000 and 423 claims under \$2,000 or not needing approval totaling \$450,597.

3. **Applications**

Consider approval of the following:

A. **Application for Premises Permit**

- i. Consider approval of Resolution 2022-15 approving the application for Northern Pine Riders to conduct lawful gambling at Banning Junction Bar, 60684 State Hwy. 23, Finlayson, MN (Finlayson Township) and authorize County Auditor-Treasurer Kelly Schroeder to sign the application.

B. **Consumption & Display License**

- i. Acknowledge application and authorize County Auditor-Treasurer Schroeder to sign the consumption and display license for Aufderhar & Aufderhar, LLC.

4. **Blandin Foundation Grant Agreement**

Ratify Grant Agreement with the Blandin Foundation accepting the \$75,000 grant for broadband, dated March 8, 2022.

5. **2021-2023 Off Highway Vehicle Enforcement Grant Program**

Consider approval of the 2021-23 Office Highway Vehicle Enforcement Grant in the total amount of \$17,824. The grant will be used for enforcement, equipment and training for the community. This grant does not require matching funds.

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

Review and consider approval of Commissioners' Expense Claim Forms.

7. **New Hire**

Consider approval of the hiring of:

- A. Highway Maintenance Worker Nathan Romanowski, effective April 4, 2022, Grade 6, Step 1, \$20.49 per hour.
- B. Full Time Deputy Sheriff David Moe, effective March 21, 2022, Grade 10, Step 1, \$26.65 per hour.
- C. Social Worker Austin Lessard, effective March 28, 2022, Grade 10, Step 1, \$25.88, subject to successful completion of background check.

8. **Training**

- A. Consider approval for Veterans Service Officer Michael Harshman to attend the 2022 National Association of County Veterans Service Officers training conference from June 4-10, 2022 in San Antonio, Texas. Registration \$450, Meals \$238, Travel and Accommodations \$1,506, Approximate total cost: \$2,194. Funds are available in the 2022 Veterans Service Office budget.
- B. Consider approval for Social Worker Samantha Maser to attend the Minnesota Social Services Association conference, March 16-18, 2022 in Minneapolis, Minnesota. Registration \$215. Funds are available in the 2022 Health & Human Services budget.

## **REGULAR**

### 1. **Recognition of Retirement**

Acknowledge Eligibility Worker Judith Tengwall's retirement after 25+ years of service to Pine County.

### 2. **Personnel Committee Report (Minutes Attached)**

The Personnel Committee met March 7, 2022. The Personnel Committee made the following recommendation:

#### A. **Sheriff's Office - Jail**

- i. Acknowledge the retirement of Jail Programmer Brent Jahnz, effective April 30, 2022 and request backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
- ii. Acknowledge the resignation of Corrections Officer Nicholas Marolt, effective February 23, 2022 and request backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
- iii. Acknowledge the resignation of Corrections Officer Duane Begay, effective March 13, 2022 and request backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

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

- i. Acknowledge the resignation of Dispatcher Jenny McClain, effective July 16, 2022 and request backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

Other items are for information only.

### 3. **Introduction of Extension Ag Educator**

Introduction of Katie Hagen, Extension Agriculture Educator, Pine and Isanti County.

### 4. **Presentation of Out-of-Home Placement Report**

Probation Director Terry Fawcett will present the 2021 Probation Out-of-Home Placement Report.

### 5. **Community Development Block Grant–Coronavirus (CDBG-CV): Shelter Rehabilitation – Architect Proposal**

Consider approval of a Professional Services Agreement with LHB, in the amount of \$82,306, for architectural services for A Place for You, and authorize Board Chair and County Administrator to sign. The project will be paid with CDBG-CV grant funds and potentially \$10,000 from the Initiative Foundation.

### 6. **Schedule Special Meetings**

Set the following upcoming Special Meetings:

- A. Special Meeting–Pine County Education Collaborative Leadership Network, March 23, 2022, 6:00 p.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota
- B. Special Meeting-Committee of the Whole a Special Meeting/Committee of the Whole, April 12, 2022 at 9:00 a.m. at the Pine County Courthouse, Board Room, Pine City, Minnesota.
- C. Special Meeting-Annual Road Tour, May 10, 2022, 9:00 a.m., commencing at the courthouse, followed by a road tour traveling/reviewing and discussing roads, bridges and transportation.
- D. Local Government Officials Meeting, date and location to be determined.

7. **Commissioner Updates**

AMC Legislative Conference / Legislative Update  
Central MN Council on Aging  
Soil & Water Conservation District  
Central Minnesota Jobs and Training Service  
East Central Solid Waste Commission  
East Central Regional Library Trustees Board  
Chemical Health Coalition  
Other

8. **Other**

9. **Upcoming Meetings (Subject to Change)—Contact the organization hosting the meeting to confirm meeting details and for call-in information.**

- a. Pine County Board of Commissioners, Tuesday, March 15, 2022, 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota
- b. Arrowhead Counties Association, Wednesday, March 16, 2022, 6:00 p.m., Hampton Inn, Duluth, Minnesota
- c. Lakes & Pines Community Action Council, Monday, March 21, 2022, 10:00 a.m., 1700 Maple Avenue East, Mora, Minnesota
- d. Technology Committee, Tuesday, March 22, 2022, 9:00 a.m., Commissioners Conference Room, Courthouse, Pine City, Minnesota
- e. NLX, Wednesday, March 23, 2022, 10:00 a.m.,
- f. Pine County Housing & Redevelopment Authority/Economic Development Authority (HRA/EDA), Wednesday, March 23, 2022, 1:00 p.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota
- g. Special Meeting—Pine County Education Collaborative Leadership Network, March 23, 2022, 6:00 p.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota
- h. Northeast Minnesota Emergency Communications Board/Radio Advisory Committee, Thursday, March 24, 2022, 10:00 a.m., St. Louis County EOC – Pike Lake, 5735 Old Miller Trunk Highway, Duluth, Minnesota
- i. Highway 23 Coalition Annual Meeting, Friday, March 25, 2022, 11:30 a.m., The Park Event Center, 500 Division St., Waite Park, Minnesota
- j. Snake River Watershed Management Board & Snake River 1W1P Policy Committee, Monday, March 28, 2022, 9:00 a.m., Kanabec County Courthouse, 18 North Vine, Mora, Minnesota
- k. AMC Legislative Update, Monday, April 4, 2022, 8:30 a.m.
- l. Pine County Board of Commissioners, Tuesday, April 5, 2022, 10:00 a.m., Board Room, Courthouse, 635 Northridge Drive NW, Pine City, Minnesota

10. **Adjourn**