

ADDITIONS/REVISIONS/CORRECTIONS

Regular Meeting
August 16, 2022

Add to Agenda

A. **Consent Agenda Item 5.1: 2021 Emergency Management Performance Grant**

Consider approval of the 2021 Emergency Management Performance Grant in the amount of \$21,783. 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.

B. **Consent Agenda Item 8.1: Full-Time Promotions of Part-Time Corrections Officers**

Consider ratification of the promotion to full-time for six part-time Correction Officers, retroactive to be effective on August 14, 2022:

Glen Heintz, Grade 7, Year 10	\$28.29
Kali Finch, Grade 7, Step 1	\$21.77
Missy Quisberg, Grade 7, Step 1	\$21.77
Daren Brackenbury, Grade 7, Step 1	\$21.77
Adam McLure, Grade 7, Step 1	\$21.77
Hunter Kelash, Grade 7, Step 1	\$21.77

ADDITIONAL INFORMATION

A. **Consent Agenda Item 4: Commissioner Expense Claims Forms**

Commissioner Waldhalm Expense Claim Forms – March-July, 2022



AGENDA REQUEST FORM

Date of Meeting: August 16th, 2022

- County Board**
 - Consent Agenda
 - Regular Agenda
- Personnel Committee
- Other _____

5 mins 10 mins 15 mins Other

Agenda Item: 2021 Emergency Management Performance Grant

Department: Pine County Sheriff's Office

Department Head signature

Background information on Item:

The Emergency Management Performance Grant (EMPG) has been used for equipment purchases in recent years. We have been updating our Emergency Operations Center and Alternate Emergency Operations Center each year. We have also completed multiple requirements through the state for emergency management. The grant helps alleviate the cost of training, conferences, and exercises, which are all mandatory for Emergency Management personnel.

Grant Agreement Amount: \$21,783.00

Action Requested:

The Pine County Sheriff's Office/EM respectfully asks for the approval and signing of the 2021 EMPG Grant.

Financial Impact:

This grant is a matching grant. Director, Deputy Director and Coordinator's salaries are used as a soft match for the matching requirement.



Minnesota Department of Public Safety (“State”) Homeland Security and Emergency Management Division 445 Minnesota Street, Suite 223 St. Paul, Minnesota 55101-2190	Grant Program: 2021 Emergency Management Performance Grant Grant Contract Agreement No.: A-EMPG-2021-PINECO-060
Grantee: Pine County 635 Northridge Drive NW Pine City, MN 55063-5980	Grant Contract Agreement Term: Effective Date: 01/01/2021 Expiration Date: 10/31/2022
Grantee’s Authorized Representative: Pine County Sheriff’s Office ATTN: Denise Anderson – Emergency Management Deputy Director 635 Northridge Drive NW Suite #100 Pine City, MN 55063-5981 Phone: 320-438-0309 E-mail: denise.anderson@co.pine.mn.us	Grant Contract Agreement Amount: Original Agreement \$ 21,783.00 Matching Requirement \$ 21,783.00
State’s Authorized Representative: Kyle Temme Homeland Security and Emergency Management 445 Minnesota St., Suite 223 St. Paul, Minnesota 55101-2190 Phone: 651-201-7420 E-mail: kyle.temme@state.mn.us	Federal Funding: CFDA/ALN 97.042 FAIN: EMC-2021-EP-00011 State Funding: None Special Conditions: None

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

Term: The creation and validity of this grant contract agreement conforms with Minn. Stat. § 16B.98 Subd. 5. Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, subd. 7, whichever is later. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee will:

Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved 2021 Emergency Management Performance Grant Application (“Application”) which is incorporated by reference into this grant contract agreement and on file with the State at Homeland Security and Emergency Management Division, 445 Minnesota Street, Suite 223, St. Paul, Minnesota 55101-2190. The Grantee shall also comply with all requirements referenced in the 2021 Emergency Management Performance Grant Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

Budget Revisions: The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.



Matching Requirements: (If applicable.) As stated in the Grantee’s Application, the Grantee certifies that the matching requirement will be met by the Grantee.

Payment: As stated in the Grantee’s Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.

Signed: _____

Date: _____

3. STATE AGENCY

Signed: _____
(with delegated authority)

Title: _____

Date: _____

Grant Contract Agreement No./ P.O. No. A-EMPG-2021-PINECO-060 / PO# 3000077501

Project No.(indicate N/A if not applicable): N/A

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State’s Authorized Representative



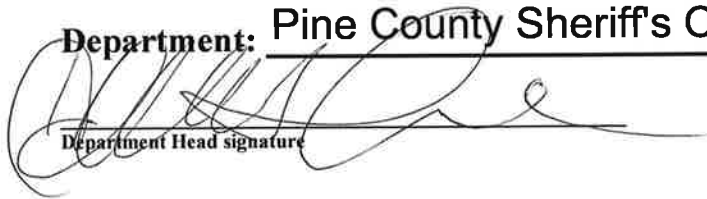
AGENDA REQUEST FORM

Date of Meeting: August 16, 2022

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

Agenda Item: Approve FT promotions of 6-PT Correction Officers

Department: Pine County Sheriff's Office - Jail


Department Head signature

Background information on Item:

Acknowledge the promotion to FT for 6-PT Correction Officers -retroactive to be effective on August 14th, 2022.

- Glen Heintz- Grade 7, Year 10 \$28.29
- Kali Finch- Grade 7, Step 1 \$21.77
- Missy Quisberg- Grade 7, Step 1 \$21.77
- Daren Brackenbury- Grade 7, Step 1 \$21.77
- Adam McLure- Grade 7, Step 1 \$21.77
- Hunter Kelash- Grade 7, Step 1 \$21.77

Action Requested:

Approve the promotion to FT for 6- PT Correction Officers.

Financial Impact:

None. Accounted for in the 2022 budget

PINE COUNTY EXPENSE CLAIM FORM

Expenses are to be claimed in accordance with Pine County Personnel Policy on travel and other reimbursements. Original receipts must be attached or the claim will not be reimbursed. There must be the signature of the claimant and the claimant's supervisor or department head indicating the expense was authorized. NO UNAUTHORIZED CLAIM WILL BE REIMBURSED.

JEFFREY J WALDHALM

MONTH: March 2022

Vendor#: 26025

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
3/1/2022	\$100					County Board Meeting - Pine City	01-005-6111
3/15/2022	\$100					County Board Meeting - Sandstone	01-005-6111
3/9/2022	\$100					SWCD - Zoom	01-005-6111
3/23/2022	\$100					HRA/EDA meeting - Sandstone, claiming no mileage	01-005-6111


MILEAGE EXPENSES

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
3/1/2022			81	\$0.585	\$47.39	County Board Meeting - Pine City	01-005-6334
3/15/2022			38	\$0.585	\$22.23	County Board Meeting - Sandstone	01-005-6334
							01-005-6334
							01-005-6334
			TOTAL 119.62				

YOU MUST FILL IN ODOMETER READINGS. IF ODOMETER READINGS ARE NOT PROVIDED a printout of the start and ending location of each destination and mileage as calculated by such programs as "Map Quest" will be acceptable.

If this expense reimbursement request includes personal automobile mileage my submission affirms that I possess a current valid driver's license and appropriate motor vehicle insurance.

I declare under the penalties of law that the account, claim and/or demand is just and correct and that no part of it has been paid.


 Commissioner Signature

 Authorized Signature

PINE COUNTY EXPENSE CLAIM FORM

Expenses are to be claimed in accordance with Pine County Personnel Policy on travel and other reimbursements. Original receipts must be attached or the claim will not be reimbursed. There must be the signature of the claimant and the claimant's supervisor or department head indicating the expense was authorized. NO UNAUTHORIZED CLAIM WILL BE REIMBURSED.

JEFFREY J WALDHALM

MONTH: April 2022

Vendor#: 26025

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
4/5/2022	\$100					County Board Meeting - Pine City	01-005-6111
4/19/2022	\$100					County Board Meeting - Sandstone	01-005-6111
4/6/2022	\$100					Facilities - Sandstone	
4/12/2022	\$100					Committee of the whole meeting-zoom	

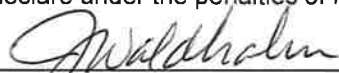
MILEAGE EXPENSES

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
4/5/2022			81	\$0.585	\$47.39	County Board Meeting - Pine City	01-005-6334
4/19/2022			38	\$0.585	\$22.23	County Board Meeting - Sandstone	01-005-6334
4/6/2022			38	\$0.585	\$22.23	Facilities - Sandstone	01-005-6334
				<i>TOTAL</i>	<i>91.85</i>		

YOU MUST FILL IN ODOMETER READINGS. IF ODOMETER READINGS ARE NOT PROVIDED a printout of the start and ending location of each destination and mileage as calculated by such programs as "Map Quest" will be acceptable.

If this expense reimbursement request includes personal automobile mileage my submission affirms that I possess a current valid driver's license and appropriate motor vehicle insurance.

I declare under the penalties of law that the account, claim and/or demand is just and correct and that no part of it has been paid.



 Commissioner Signature

 Authorized Signature

PINE COUNTY EXPENSE CLAIM FORM

Expenses are to be claimed in accordance with Pine County Personnel Policy on travel and other reimbursements. Original receipts must be attached or the claim will not be reimbursed. There must be the signature of the claimant and the claimant's supervisor or department head indicating the expense was authorized. NO UNAUTHORIZED CLAIM WILL BE REIMBURSED.

JEFFREY J WALDHALM

MONTH: May 2022

Vendor#: 26025

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
5/3/2022	\$100					County Board Meeting - Pine City	01-005-6111
5/17/2022	\$100					County Board Meeting - Sandstone	01-005-6111
5/25/2022	\$100					HRA/EDA Meeting-Sandstone (no mileage)	


MILEAGE EXPENSES

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
5/3/2022			81	\$0.585	\$47.39	County Board Meeting - Pine City	01-005-6334
5/17/2022			38	\$0.585	\$22.23	County Board Meeting - Sandstone	01-005-6334
			<i>TOTAL</i>		<i>69.62</i>		

YOU MUST FILL IN ODOMETER READINGS. IF ODOMETER READINGS ARE NOT PROVIDED a printout of the start and ending location of each destination and mileage as calculated by such programs as "Map Quest" will be acceptable.

If this expense reimbursement request includes personal automobile mileage my submission affirms that I possess a current valid driver's license and appropriate motor vehicle insurance.

I declare under the penalties of law that the account, claim and/or demand is just and correct and that no part of it has been paid.



 Commissioner Signature

 Authorized Signature

PINE COUNTY EXPENSE CLAIM FORM

Expenses are to be claimed in accordance with Pine County Personnel Policy on travel and other reimbursements. Original receipts must be attached or the claim will not be reimbursed. There must be the signature of the claimant and the claimant's supervisor or department head indicating the expense was authorized. **NO UNAUTHORIZED CLAIM WILL BE REIMBURSED.**

JEFFREY J WALDHALM

MONTH: July 2022

Vendor#: 26025

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
7/5/2022	\$100					County Board Meeting - Pine City	01-005-6111
7/19/2022	\$100					County Board Meeting - Sandstone	01-005-6111
							01-005-6111
7-7-22	\$100					Soil WATER mtg Zoom	


MILEAGE EXPENSES

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
7/5/2022			81	\$0.625	\$50.63	County Board Meeting - Pine City	01-005-6334
7/19/2022			38	\$0.625	\$23.75	County Board Meeting - Sandstone	01-005-6334
				\$0.625			01-005-6334
				\$0.625			
				\$0.625			
				\$0.625			
				\$0.625			
				\$0.625			
				\$0.625			
				\$0.625			
				\$0.625			
				\$0.625			
				\$0.625			
				\$0.625			
				\$0.625			
				\$0.625	74.38 TOTAL		

YOU MUST FILL IN ODOMETER READINGS. IF ODOMETER READINGS ARE NOT PROVIDED a printout of the start and ending location of each destination and mileage as calculated by such programs as "Map Quest" will be acceptable.

If this expense reimbursement request includes personal automobile mileage my submission affirms that I possess a current valid driver's license and appropriate motor vehicle insurance.

I declare under the penalties of law that the account, claim and/or demand is just and correct and that no part of it has been paid.



 Commissioner Signature

 Authorized Signature



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, August 16, 2022, 10:00 a.m.

Regular Meeting

North Pine Government Center

1602 Hwy. 23 No.

Sandstone, Minnesota

Notice of Participation via Interactive Technology

Pine County Commissioner JJ Waldhalm will be attending the Pine County Board of Commissioners Regular Meeting on Tuesday, August 16, 2022 at 10:00 a.m. via interactive technology, pursuant to Minnesota Statute 13D.02.

- Commissioner Waldhalm will be seen and heard at the meeting via electronic means and will participate from 315 Aspen Circle, Valdez, AK, a location open and accessible to the public.

The public is invited to join the meeting in person or remotely: by phone call 1-312-626-6799, (Meeting ID): 91382461935; (password): 5911400. Click the link on the county website (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
Minutes of August 2, 2022 County Board Meeting and Summary for publication
- F) Minutes of Boards, Reports and Correspondence
City of Sandstone Annual Disclosure of Tax Increment Districts for the Year Ended December 31, 2021
City of Pine City Annual Disclosure of Tax Increment Districts for the Year Ended December 31, 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 July, 2022 Cash Balance (attached)**

Fund	July 31, 2021	July 31, 2022	Increase/Decrease
General Fund	7,437,675	6,668,937	(768,739)
Health and Human Services Fund	2,846,082	2,780,567	(65,515)
Road and Bridge Fund	6,499,761	8,551,748	2,051,987
COVID Relief	2,854,136	4,694,479	1,840,343
Land Management Fund	1,715,004	2,109,314	394,310
Self Insurance	573,945	136,274	(437,671)
TOTAL (inc non-major funds)	24,534,585	28,540,623	4,006,038

2. **July 2022 Disbursements/Claims Over \$2,000 (attached)**

Consider approval of the July 2022 disbursements including the individual listing of claims over \$2,000, and 548 claims under \$2,000 or not needing approval totaling \$501,123.29.

3. **Applications**

A. **Repurchase Application**

- i. Consider approval of Resolution 2022-45 authorizing Jose N. H. Gonzalez, the owner at the time of forfeiture, to repurchase the parcel at 100 Pathfinder Village, #11, Hinckley, (PID 09.6108.000) in full. Authorize Board Chair and County Administrator to sign.

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

Review and consider approval of Commissioners' Expense Claim Forms.

5. **Donation**

A. Consider acceptance of 45 Lifepak CR2 Automated External Defibrillators (AEDs) and one trainer AED. This donation was made possible by a grant from the Leona M. and Harry B. Helmsley Charitable Trust to the Center for Resuscitation Medicine (CRM) at the University of Minnesota. The donation has an approximate value of \$84,000. The lifepak's will be used by the sheriff's office and the current AEDs will be donated to the Pine County community.

6. **Lower St. Croix 1W1P Annual Work Plan Amendment**

Consider approval of the following:

- FY21 work plan be amended to add \$160,000 added to Activity 5 (Urban Structural BMP Implementation) and add \$66,326 to Activity 6 (Wetland Restoration Implementation).
- Authorize said FY21 budget amendment to be submitted to the MN Board of Water and Soil Resources.
- \$350,000 in Watershed Based Implementation Funds (WBIF) for the Trout Brook Project and \$300,449 (FY21 funds)
- \$80,449 of FY21 WBIF funds and \$220,000 in FY23 WBIF funds for the Sunrise River Wetland Restoration Project, for a total of \$300,449
- Find that the commitment of FY23 funds to the Sunrise River Wetland Restoration Project is prudent and justified to establish sufficient funding certainty for the project to commence in early 2023.

7. **Final Contract #2001**

Consider approval of final payment to Midwest Contracting, LLC in the amount of \$47,965.48 for Contract #2001 related to:

SAP 058-627-006 Located on CSAH 27, West of CSAH 17 over N Fork Grindstone River

SAP 058-630-014 Located on CSAH 30, 0.1 miles East of CSAH 22 over Wolf Creek

CP 058-150-001 Located on CR 150, 0.5 miles West of CSAH 40 over Pine River

Authorize County Administrator to sign Certificate of Final Contract Acceptance.

8. **New Hires**

Consider the authorizing the hiring of the following:

A. Part-time Correction Officers Donald Jamnick and Tyler Kehn, effective August 30, 2022, \$21.77 per hour. Grade 7, Step 1.

9. **Training**

A. Consider approval of Senior Agent Michelle Sellner to attend a Train-the-Trainer classroom curriculum training for Carey Guides and Brief Intervention Tools, September 7-8, 2022, in Stearns County. Registration/free; Lodging \$149+ tax. Funds are available in the 2022 Probation budget.

REGULAR

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

The Facilities Committee met on August 3, 2022. The Facilities Committee recommended:

A. **Snow Plow Contract**

Awarding the 2022/2023 and 2023/2024 snow plow contract to the lowest responsible quote, Premiere Outdoor Services, for a two-year total of \$38,000. Authorize Board Chair and County Administrator to sign.

Other items for information only. No action required.

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

The Personnel Committee met on August 8, 2022. The Personnel Committee made the following recommendations:

B. **Pine County Sheriff's Office - Jail**

- i. Acknowledge the following and approve backfill of the positions and any subsequent vacancies that may occur due to internal promotion or lateral transfer.:
 - (a) resignation of part-time Corrections Officer Amanda Torgerson, effective July 19, 2022,
 - (b) retirement of Corrections Officer/Jail Transport Officer Larry Pogones effective September 3, 2022,
 - (c) retirement of part-time Jail Matron Heidi Pogones, effective September 3, 2022
 - (d) resignation of part-time Corrections Officer Chase Ableiter, effective August 17, 2022
 - (e) resignation of Jail Systems Coordinator Ashley Luedtke, effective September 9, 2022.

C. **Probation**

- i. Acknowledge the resignation of Senior Corrections Agent Christopher Stolan, effective September 1, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

D. Public Works

- i. Acknowledge the resignation of Highway Maintenance Worker Kris Roeschlein, effective July 29, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

Other items for information only.

3. **Jail and Courthouse Camera Integration Project**

Consider approval of proposed projects with LifeSafety System to add cameras/audio in the jail and integrate the courthouse cameras into the Avigilon system. Total project cost is \$33,725 which will be paid by use of \$5,939 remaining from 2019 jail camera project and \$27,786 from \$75,000 ARPA funding allocated to jail body cameras.

4. **2023 Budget Discussion – Auditor/Treasurer Kelly Schroeder**

Overall Preliminary Budget Presentation and Auditor-Treasurer department budget presentations.

5. **Commissioner Updates**

East Central Solid Waste Commission
East Central Regional Library Trustees Board
Soil & Water Conservation District/Supervisor Field Day
Pine County Law Library
Snake River Water Management Board
Other
 Gun Violence, Public Health & Safer Communities Act

6. **Other**

7. **Upcoming Meetings (Subject to Change)—Contact the Organization Hosting the Meeting to Confirm Meeting Details.**

- a. Pine County Board of Commissioners, Tuesday, August 16, 2022, 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota
- b. Snake River Watershed Management Board, Monday, August 22, 2022, 9:00 a.m., Kanabec County Courthouse, 18 North Vine, Mora, Minnesota
- c. East Central Regional Development Commission, Monday, August 22, 2022, 7:00 p.m., 100 Park Street So., Mora, Minnesota
- d. Special Meeting-Committee of the Whole (Budget), Tuesday, August 23, 2022, 9:30 a.m., Board Room, 635 Northridge Drive NW, Pine City, Minnesota
- e. NLX, Wednesday, August 24, 2022, 10:00 a.m., Board Room, Courthouse, Pine City, Minnesota
- f. Housing Redevelopment Authority/Economic Development Authority (HRA/EDA), Wednesday, August 24, 2022, 1:00 p.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota.
- g. Dedication of Steven D. Chaffee Conference Room, 9:00 a.m., atrium of Courthouse, Pine City, Minnesota
- h. Northeast Emergency Communications Board/ Radio Advisory Board, Thursday, August 25, 2022, 10:00 a.m.
- i. Special Meeting-Committee of the Whole (Budget), Tuesday, August 30, 2022, 9:00 a.m., Board Room, 635 Northridge Drive NW, Pine City, Minnesota
- j. City of Pine City, Pine City Schools, Pine County, PTCC, Wednesday, August 31, 2022, 11:30 a.m.
- k. Central MN Council on Aging, Thursday, September 1, 2022, 10:00 a.m., virtual

1. Pine County Board of Commissioners, Tuesday, September 6, 2022, 10:00 a.m., Board Room, 635 Northridge Drive NW, Pine City, Minnesota

8. **Adjourn**