

**MINUTES
OF THE
PINE COUNTY BOARD MEETING
Regular Meeting
Tuesday, August 16, 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 and Matt Ludwig. Also present was Acting County Administrator Kelly Schroeder. Due to an out-of-town commitment, Commissioner J.J. Waldhalm joined the meeting via interactive technology, pursuant to Minnesota Statute 13D.02. Commissioner Waldhalm was seen and heard at the meeting via electronic means at a location open and accessible to the public, and participated from 315 Aspen Circle, Valdez, Alaska. County Administrator David Minke was also present via electronic technology.

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:

Additions

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.

Consent Agenda Item 8.1: Full-Time Promotion 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 McMillure, Grade 7, Step 1, \$21.77; Hunter Kelash, Grade 7, Step 1, \$21.77.

Additional Information

Consent Agenda Item 4: Commissioner Expense Claims Forms

Commissioner Waldhalm Expense Claim Forms – March-July, 2022

Revision to Agenda

Remove Consent Agenda Item #5 (AED Donation) and placed on the Regular Agenda as Item #3.1

Motion by Commissioner Ludwig to adopt the amended Agenda. Second by Commissioner Mohr. A Roll Call vote was called by Chair Hallan: District 1-Chair Hallan/Aye; District 2-Commissioner

Mohr/Aye; District 3-Commissioner Lovgren/Aye; District 4-Commissioner Waldhalm/Aye; District 5-Commissioner Ludwig/Aye. Motion carried 5-0.

Motion by Commissioner Lovgren to approve the Minutes of the August 2, 2022 County Board Meeting and Summary for publication. Second by Commissioner Ludwig. A Roll Call vote was called by Chair Hallan: District 2-Commissioner Mohr/Aye; District 3-Commissioner Lovgren/Aye; District 4-Commissioner Waldhalm/Aye; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye. Motion carried 5-0.

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

Motion by Commissioner Ludwig to acknowledge the Minutes of Boards, Reports and Correspondence. Second by Commissioner Mohr. A Roll Call vote was called by Chair Hallan: District 3-Commissioner Lovgren; District 4-Commissioner Waldhalm/Aye; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Aye. Motion carried 5-0.

Motion by Commissioner Mohr to approve the amended Consent Agenda. Second by Commissioner Lovgren. A Roll Call vote was called by Chair Hallan: District 4-Commissioner Waldhalm; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Aye; District 3-Commissioner Lovgren/Aye. Motion carried 5-0.

CONSENT AGENDA

1. Approve July, 2022 Cash Balance

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

The following vendors with claims of \$2,000 or more, and 548 claims under \$2,000 or not needing approval totaling \$501,123.29, were paid during the period of July 1, 2022-July 31, 2022: 4.0 SCHOOL SERVICES OF EAST CENTRAL, 2,907.66; ALADTEC INC, 3,341.00; AMAZON CAPITAL SERVICES, 5,648.92; Aml Cleaning Service, Inc, 4,000.00; ANOKA COUNTY TREASURY OFFICE, 13,625.00; Askov Deep Rock, 4,979.92; AXON ENTERPRISE INC, 6,400.00; BLUE CROSS & BLUE SHIELD OF MINNESOTA, 4,780.50; Bond Trust Services Corporation, 288,401.25; C & T CONTRACTING, 9,090.00; Cavallin Inc, 10,963.64; CEM-CON CORPORATION, 17,556.00; Central Mn Jobs & Training

Services, 42,251.03; CENTRAL PINE LUMBER CO, 39,092.48; CLOQUET RIVERSIDE RECYCLING, INC, 8,046.40; CONTECH ENGINEERED SOLUTIONS LLC, 11,935.29; Cw Technology Group, 2,795.00; DC GARAGE DOORS LLC, 8,170.00; DHS State Operated Services, 14,322.80; DIAMOND MOWERS INC, 13,114.84; DODGE OF BURNSVILLE, 65,934.00; DOOLEYS PETROLEUM INC, 105,088.80; East Central Energy Of Braham, 30,054.24; East Central Reg Juvenile Center, 8,669.00; East Central School Dist 2580, 22,725.00; East Central Solid Waste Comm, 4,740.40; Election Systems & Software, Inc, 3,942.26; Emergency Automotive Technologies, Inc, 4,840.00; ENVIROTECH SERVICES INC, 84,221.25; Equinox Industries (Cardmember Service), 3,697.00; ERICKSON ENGINEERING CO LLC, 5,444.50; EVERGREEN RECYCLING LLC, 2,209.30; Exchange Events (Cardmember Service), 3,196.00; Family Pathways - North Branch, 4,465.00; FURTHER, 3,105.51; GALLS LLC, 10,454.02; Gerard Treatment Center, 3,661.30; Goebel Plumbing & Service Inc, 2,333.59; GOVERNMENT FORMS AND SUPPLIES, 7,733.61; GUARDIAN, 8,819.30; Heartland Girls Ranch, 8,786.40; HOUSTON ENGINEERING INC, 2,519.00; JONES CONSTRUCTION SERVICES INC, 85,150.00; KRONOS SAASHR INC, 5,407.53; L&O INVESTMENTS LLC, 26,921.88; Lakes & Pines Comm Act Council, 23,000.00; LHB INC, 40,856.41; Lighthouse Child & Family Services, LLC, 6,543.73; MACQUEEN EQUIPMENT INC, 2,040.90; MADISON NATIONAL LIFE INS CO INC, 3,966.86; MARK HAUG CONSTRUCTION INC, 136,991.00; MCCOY CONSTRUCTION & FORESTRY INC, 32,151.57; MEDICAREBLUE RX, 5,652.50; MEND CORRECTIONAL CARE PLLC, 23,856.71; Mercy, 6,197.50; Mille Lacs Band Family Services, 12,232.57; MINNESOTA ENERGY RESOURCES CORP, 9,426.07; MINNESOTA POWER, 3,754.15; MN COUNTIES COMPUTER COOP, 14,571.75; Mn Counties Intergovernmental Trust (H), 3,065.00; Nexus-Kindred Family Healing, 3,679.90; Nexus-Mille Lacs Family Healing, 11,990.00; North Homes Inc, 6,707.47; North Pine Aggregate Inc, 20,050.80; Northwestern Mn Juvenile Center, 8,100.00; Northwoods Children Home, 2,984.88; Nuss Truck Group Inc, 2,032.75; OWENS COMPANIES INC, 6,475.11; Pine Technical & Community College, 229,500.00; Prairie Lakes Youth Programs, 8,654.11; Purchase Power, 4,035.00; RCR Inc, 3,700.00; Regents Of The U Of Mn, 33,183.75; Roberts Excavating, 76,104.00; Ron's Roll-Off Service, 2,792.50; Rydberg & Sons, Inc., 39,793.90; SEACHANGE PRINT INNOVATIONS, 14,075.85; SEH INC, 3,309.99; SHAFFER PROFESSIONAL SERVICES, 7,175.00; Slims Texaco Service, 8,463.01; Solid Oak Financial Services, LLC, 4,050.00; STRAIGHTLINE SURVEYING INC, 5,600.00; SUMMIT FOOD SERVICE MANAGEMENT LLC, 24,526.37; SUNSET LAW ENFORCEMENT, 2,601.00; TEAMSTERS JOINT COUNCIL 32, 64,350.00; TENVORDE FORD, 34,513.38; Therapeutic Serv Ag Too Inc, 8,332.50; Town Of Pokegama, 4,100.00; UNITEDHEALTH GROUP – VOID; 550,496.14; UNITY BANK, 90,082.06; Verizon Wireless, 10,224.38; WELIA HEALTH, 4,073.62; WELIA HEALTH COMMUNITY PHARMACY, 2,752.25; Xybix Systems, Inc, 27,089.62.

3. **Applications**

A. **Repurchase Application**

- i. Approve 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 Acting County Administrator to sign.

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

Approve Commissioners' Expense Claim Forms.

5. **Donation – Lifepak CR2 Automated External Defibrillators and Trainer AED**

Removed from Consent Agenda and placed on Regular Agenda as item 3.1.

5.1 **2021 Emergency Management Performance Grant**

Approve 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 Acting County Administrator to sign.

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

Approve 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**

Approve the 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 Acting County Administrator to sign Certificate of Final Contract Acceptance.

8. **New Hires**

Approve 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.

8.1 **Full-Time Promotion of Part-Time Corrections Officers**

Ratify 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.

9. **Training**

- A. Approve 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.

REGULAR AGENDA

1. Facilities Committee Report

Commissioner Ludwig provided an overview of the August 3, 2022 Facilities Committee meeting. Discussion included the Soil & Water Conservation District demonstration garden and updates on the Willow River Household Hazardous Waste building, courthouse landscaping, and gun range mowing. The Facilities Committee made the recommendation to award the 2022/2023 and 2023/2024 snowplow contract to the lowest responsible quote.

Motion by Commissioner Ludwig to award the 2022/2023 and 2023/2024 snowplow contract to the lowest responsible quote, Premiere Outdoor Services, for a two-year total of \$38,000, and authorize Board Chair and Acting County Administrator to sign. Second by Commissioner Lovgren. A Roll Call vote was called by Chair Hallan: District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Aye; District 3-Commissioner Lovgren/Aye; District 4-Commissioner Waldhalm/Aye. Motion carried 5-0.

2. Personnel Committee Report

Commissioner Mohr provided an overview of the August 8, 2022 Personnel Committee meeting. The Personnel Committee made the following recommendation:

A. 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.

B. 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.

C. 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.

Motion by Commissioner Mohr to approve the recommendations of the Personnel Committee. Second by Commissioner Ludwig. A Roll Call vote was called by Chair Hallan: District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Aye; District 3-Commissioner Lovgren/Aye; District 4-Commissioner Waldhalm/Aye; District 5-Commissioner Ludwig/Aye. Motion carried 5-0.

Jail Administrator Rod Williamson provided an overview of a proposed pay incentive to correction officers forced to work mandatory overtime when required to meet minimum

staffing levels as required by the Department of Corrections. Three pay levels would be available dependent upon on the length of additional shift worked – 4.00-7.99 hour shifts paid at \$100, 8.00-11.99 hour shifts paid at \$150, and 12.00 or more hour shifts paid at \$200. Regular overtime rules would apply. The proposal received positive feedback from the county board and was referred back to the Personnel Committee for further discussion.

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

Jail Administrator Rod Williamson provided an overview of the jail and courthouse camera integration project. Minnesota Counties Intergovernmental Trust (MCIT) has recommended adding additional cameras and/or body cameras in the jail. After review of body cameras used by the county deputies, it was determined to be more cost effective to add cameras and audio in selected areas within the jail, together with integrating the entire courthouse camera system into the Avigilon system.

Motion by Commissioner Lovgren to approve the proposed projects with LifeSafety System to add cameras/audio in the jail and integrate the courthouse cameras into the Avigilon system, for a total project cost of \$33,725. Second by Commissioner Mohr. A Roll Call vote was called by Chair Hallan: District 2-Commissioner Mohr/Aye; District 3-Commissioner Lovgren/Aye; District 4-Commissioner Waldhalm/Aye; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye. Motion carried 5-0.

3.1 **Lifepak CR2 Automated External Defibrillators Donation**

Sheriff Jeff Nelson explained the sheriff's office received a donation of 45 Lifepak CR2 AEDs and one trainer AED through a grant from the Leona M. and Harry B. Helmsley Charitable Trust to the Center for Resuscitation Medicine at the University of Minnesota. The donation has an approximate value of \$84,000. The current AEDs used by the sheriff's office will be donated to various organizations in the Pine County communities.

Motion by Commissioner Ludwig to approve the donation of 45 AEDs and one trainer AED. Second by Commissioner Lovgren. A Roll Call vote was called by Chair Hallan: District 2-Commissioner Mohr/Aye; District 3-Commissioner Lovgren/Aye; District 4-Commissioner Waldhalm/Aye; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye. Motion carried 5-0.

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

A. **2023 Preliminary Budget**

Auditor-Treasurer Kelly Schroeder presented the 2023 Preliminary Budget and provided an overview of revenue and expenses based on the initial department requests. Based on the initial revenue projections and department requests, the gap is currently \$1,689,792, which would require \$1,681,800 levy dollars (8.1% levy increase) to balance the 2023 budget.

Chair Hallan called a recess at 11:15 a.m.

Meeting reconvened at 11:22 a.m.

B. **Preliminary Departmental Budget Request**

Auditor-Treasurer Kelly Schroeder presented the following budget requests:

- 41 Auditor/Treasurer
- 63 TNT
- 71 Elections

Planning / Zoning / Solid Waste
74 Aquatic Invasive Species
107 Zoning
392 Recycling
Assessor / Recorder
101 Recorder
105 Assessor
801 Non-departmental
Fund 22 (Land)
Fund 39 (2015A G.O. Jail Bonds)
Fund 40 (2012 G.O. Courthouse Bonds)
Fund 41 (2017A G.O. CIP Bonds)

5. **Commissioner Updates**

East Central Solid Waste Commission: Chair Hallan stated the new assistant director has presented a potential solution for the flare that has not been working correctly. ECSWC is reviewing what garbage/debris will be accepted at the landfill. Demolition landfills sites are located in Mora and Rush City.

East Central Regional Library Trustees Board: Commissioner Lovgren stated an ad hoc committee will determine the location in the library for the “It’s Perfectly Normal” book. Sheriff Nelson will view the book from a law enforcement perspective.

Soil & Water Conservation District: Commissioners unable to attend

Pine County Law Library: meeting date changed to August 18, 2022

Other: Gun Violence, Public Health & Safer Communities Act: Commissioner Lovgren attended this webinar relating to prevention of gun violence.

6. **Other**

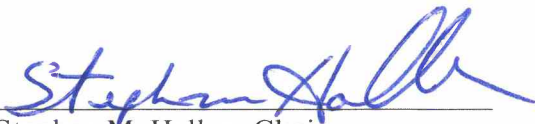
None.

7. **Upcoming Meetings**

Upcoming meetings were reviewed.

8. **Adjourn**

With no further business, Chair Hallan adjourned the meeting at 12:21 p.m. The next regular meeting of the county board is scheduled for Tuesday, September 6, 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