

ADDITIONS/REVISIONS/CORRECTIONS

**Regular Meeting
September 19, 2023**

Addition

1. Consent Agenda Item 7.B: Contracts / Agreements

Consider approval of the Office of Justice Programs Crime Victim Services 2024 Grant Agreement in the amount of \$70,000, and authorize Board Chair and County Administrator to sign. The grant is used to cover most of the costs of the Victim Services Coordinator's position and program. There is no match requirement.

2. Regular Agenda Item 7.1: Consideration of Scheduling Special Meeting

Consider scheduling a special meeting for the purpose of touring the 49er Training Center, October 24, 2023, 10 a.m., at the 49er Training Center, 40276 Fishtail Road, Hinckley, Minnesota.

Revision

1. Upcoming Meetings: 11G: September 26, 2023 Technology Committee meeting CANCELLED



AGENDA REQUEST FORM

Date of Meeting: September 19, 2023

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

Agenda Item: Victim Services OJP Grant – signature needed

Department: Pine County Attorney's Office

//s// Reese Frederickson
Department Head signature

Background information on Item:

The Pine County Attorney's Office receives a yearly federal grant administered through the MN DPS for \$70,000 to cover most of the costs of the Victim Services Coordinator's position and program. The office has received the grant for the last 5 years.

Action Requested:

Board approval (board chair's signature in the "grantee" section).

Financial Impact:

Positive! The county attorney's office will receive \$70,000 which will cover most of the Victim Services Coordinator's salary.



Minnesota Department of Public Safety (“State”) Office of Justice Programs 445 Minnesota Street, Suite 2300 St. Paul, MN 55101-2139	Grant Program: Crime Victim Services 2024 Grant Contract Agreement No.: A-CVS-2024-PCAO-108
Grantee: County of Pine Attorney’s Office 635 Northridge Drive NW, Suite 240 Pine City, Minnesota 55063	Grant Contract Agreement Term: Effective Date: 10/1/2023 Expiration Date: 9/30/2024
Grantee’s Authorized Representative: Reese Frederickson, County Attorney County of Pine Attorney's Office 635 Northridge Drive NW, Suite 310 Pine City, Minnesota 55063 (320) 591-1565 reese.frederickson@co.pine.mn.us	Grant Contract Agreement Amount: Original Agreement \$70,000.00 Matching Requirement \$0.00
State’s Authorized Representative: Alissa Hawks, Grant Manager Office of Justice Programs 445 Minnesota Street, Suite 2300 St. Paul, MN 55101-2139 (651) 276-1375 Alissa.hawks@state.mn.us	Federal Funding: CFDA/ALN: 16.575 FAIN: 15POVC-22-GG-00764-ASSI State Funding: None Special Conditions: Attached and incorporated into this grant agreement. See page 3.

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 Subdivision 5. Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, Subdivision 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 Crime Victim Services 2024 Application (“Application”) which is incorporated by reference into this grant contract agreement and on file with the State at 445 Minnesota Street, Suite 2300, St. Paul, Minnesota, 55101-2139. The Grantee shall also comply with all requirements referenced in the Crime Victim Services 2024 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-CVS-2024-PCAO-108 / 3-90490

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



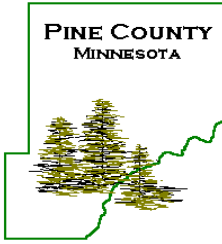
Special Conditions

1. Special Duties:

\$70,000 for prosecutor based crime victim services in Pine County.

Budget Summary

Budget			
Budget Category	Federal	State	Match
Personnel			
Victim Services Coordinator	\$52,346.02	\$0.00	\$0.00
Total	\$52,346.02	\$0.00	\$0.00
Payroll Taxes & Fringe			
Payroll Taxes & Fringe	\$17,653.98	\$0.00	\$0.00
Total	\$17,653.98	\$0.00	\$0.00
Total	\$70,000.00	\$0.00	\$0.00



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, September 19, 2023, 10:00 a.m.

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, September 19, 2023, 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 801 Main Street, Deadwood, South Dakota, a location open and accessible to the public.**

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. Click [here](#) to request to participate in public forum prior to 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
September 5, 2023 county board Minutes and Summary for publication
- F) Minutes of Boards, Reports and Correspondence
Pine County Zoning Board Minutes – August, 2023
Snake River Watershed Management Board Correspondence regarding dissolution
- 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 August, 2023 Cash Balance (attached)

Fund	August 31, 2022	August 31, 2023	Increase/Decrease
General Fund	5,890,474	6,435,533	545,059

Health and Human Services Fund	2,877,047	4,011,124	1,134,078
Road and Bridge Fund	11,898,639	8,315,845	(3,582,794)
Opioid Settlement	0	259,438	259,438
COVID Relief	4,625,725	2,592,865	(2,032,860)
Land	2,132,325	2,023,836	(108,489)
Self Insurance	93,401	1,104,629	1,011,228
TOTAL (inc non-major funds)	31,594,688	28,634,738	(\$2,959,950)

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

Consider approval of the August 2023 disbursements including the individual listing of claims over \$2,000 and 448 claims under \$2,000 or not needing approval totaling \$595,828.47.

3. **Applications**

Consider acknowledgment of applications and authorize Board Chair and County Auditor-Treasurer to sign the following licenses:

A. **Liquor Licenses**

- i. **New On Sale & Sunday Liquor License** (license pending approval from the respective township and State of Minnesota):
Dock's Lakeside Properties, LLC – Windemere Township
- ii. **Temporary On Sale Licenses**
Moose Lake Brewing Co for an event on October 28, 2023 at the YMCA Camp, 89382 Frontage Road, Sturgeon Lake – Windemere Township

4. **Commissioner Claim Forms**

Review and consider approval of commissioners' expense claim forms.

5. **Donations**

Consider acceptance of the following donations:

- A. \$700 donation from the Pine County Fair Board designated to the Sheriff's Office K-9 fund to be designated to help offset expenditures for the K-9 program.
- B. \$50, diapers, and toys from the Pine Area Lions designated to the Pine County Family Resource Center, to be used to help offer services to the community.

6. **Septic Fix-Up Special Assessment**

Consider approval of Resolution 2023-43 extending a special assessment as follows, and authorize Board Chair and County Administrator to sign:

- Scott Thompson, PID 07.0162.000, \$14,187
- Bradley McCulloch, PID 36.5083.000, \$24,000
- Marc Tvedt, PID 25.0228.000, \$21,495
- Julie Nelson, PID 15.0075.000, \$21,680

7. **Contracts / Agreements**

Consider approval of the following and authorize Board Chair and County Administrator to sign:

- A. Resolution 2023-44 and Agency Agreement #1054352 between Pine County and MnDOT to provide payment by the State to the County of the State's share of the costs of the bituminous surfacing and striping construction and other associated construction to be

performed on CSAH 15, southeast of Hinckley under State Project No. 5880-199AR. The state's estimated share of the costs of the contract construction is \$186,413.50.

8. **Training**

Consider approval for the following training:

- A. Senior Agent Michelle Sellner to deliver Carey Guides training at Camp Ripley, September 27, 2023. Lodging: paid for by the Department of Corrections; Meals: \$42; Mileage: \$240. Funds are available in the 2023 Probation budget.
- B. Human Resources Generalist Jennifer Frederickson to attend the Minnesota Counties Human Resources Management Association (MCHRMA) Fall Conference, October 4-6, 2023, in Deerwood, Minnesota. Registration \$175, Lodging/Meals \$481, Mileage \$78. Total cost: \$734.
- C. CHS Administrator Samantha Lo, Public Health Supervisor Jessica Fehlen, Health Educator Krista Jensen, and Health Educator Samantha Burch to attend the Local Public Health Association (LPHA) Conference, November 1-3, 2023 in Breezy Point, Minnesota. Registration \$525, Lodging meals \$500, Mileage \$150. Funds are available in the 2023 Health & Human Services budget.
- D. Registered Nurse Kelsi Ervin and Registered Nurse Mallory Wilder to attend the Maternal Early Childhood Sustained Home-Visiting Program (MECSH) model refresher course, October 3-4, 2023, in St. Paul, Minnesota. Lodging \$129, Meals \$60. Funds are available in the 2023 Health & Human Services budget.

REGULAR

1. **Health Insurance Committee Report (Minutes attached)**

The Health Insurance Committee met August 30, 2023. Information only, no board action necessary.

2. **Personnel Committee Report (Minutes attached)**

The Personnel Committee met Monday, September 11, 2023 and made the following recommendations:

A. **Health & Human Services**

- i. Acknowledge the resignation of Eligibility Worker Samanatha Kubesh, effective August 21, 2023, and approve the hiring of Eligibility Worker Katie Sawyer, effective September 20, 2023, \$20.90 per hour, Grade 6, Step 1.
- ii. Approve the addition of two new Grade 10 social worker or registered nurse positions in the HHS Social Service's unit and authorize recruitment to meet a growing aged and disabled population in Pine County and to approve backfill of the positions and any subsequent vacancies that may occur due to internal promotion or lateral transfer. Positions are funded through program revenue.

B. **Auditor-Treasurer**

- i. Approve filling the vacant Accounting Case Aide position with an Account Technician position to meet the needs of the department and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
- ii. Approve a job title change for the open Zoning & Solid Waste Technician position to Environmental Technician to better reflect the job duties and attract more qualified candidates.

Other items for information only.

3. **Uncollectable Accounts—Kelly Schroeder, Auditor/Treasurer**

Consider authorizing the write-off of uncollectable mobile home, personal property and health and human services accounts.

4. **Fair Housing Activity 2023**—Lezlie Sauter, Economic Development Coordinator
The Small Cities Development Block Grant (SCDBG) requires the county to conduct a fair housing activity each year. Viewing the Fair Housing video and allowing public comments will fulfill this requirement.
5. **Shoreland Ordinance Amendment: Commercial Land Uses**—Caleb Anderson, Land and Resources Manager
Discussion and consider draft amendment to the Pine County Shoreland Ordinance.
6. **Award Contract #2304**—Mark LeBrun, Hwy Engineer/Public Works Director
Consider approval of the award of contract #2304 to the low bidder, Redstone Construction, LLC, in the amount of \$3,224,702 for the following: SAP 058-609-016 on CSAH 9, Bridge #58560 replacement over Snake River.
7. **Employee Wellness Fair Update**—Samantha Lo, Community Health Administrator
8. **Consider Preliminary 2024 Property Tax Levy and Budget**—David Minke, County Administrator & Kelly Schroeder, Auditor/Treasurer
Consider adoption of preliminary property tax levy for 2024. The preliminary levy must be adopted by September 30, 2023.
9. **Commissioner Updates**
Central Minnesota Jobs and Training Service
East Central Solid Waste Commission
East Central Regional Library
AMC Fall Policy Committee
Soil & Water Conservation District
Kettle River Policy Committee
SCHSAC Executive Committee
Extension Committee
Chemical Health Coalition
Lakes & Pines Full Board
ARPA – Funded Youth Development Project
Iron Pine Solar
Other
10. **Other**
11. **Upcoming Meetings (Subject to Change)**
 - A. Pine County Board of Commissioners, Tuesday, September 19, 2023, 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota
 - B. Labor Negotiations (AFSCME Highway Tech), Wednesday, September 20, 2023, 8:00 a.m.
 - C. Mille Lacs Band of Ojibwe, Wednesday, September 20, 2023, 11:00 a.m.
 - D. Arrowhead Counties Association, Wednesday, September 20, 2023, 6:00 p.m., Hampton Inn, Canal Park, Duluth, Minnesota
 - E. Snake River Watershed Management Board, Monday, September 25, 2023, 9:00 a.m., Kanabec County Courthouse, Mora, Minnesota
 - F. Snake River Watershed Policy Committee, Monday, September 25, 2023, 9:30 a.m., Kanabec County Courthouse, Mora, Minnesota
 - G. Technology Committee, Tuesday, September 26, 2023, 9:00 a.m.

- H. Legislative Bonding Committee, Tuesday, September 26, 2023, 11:15 a.m., Pine Technical and Community College, Pine City, Minnesota
- I. NLX, Wednesday, September 27, 2023, 10 a.m., Board Room, Courthouse, Pine City, Minnesota
- J. Housing Redevelopment Authority/Economic Development Authority (HRA/EDA), Wednesday, September 27, 2023, 1:00 p.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota
- K. Legislative Meeting, Thursday, September 28, 2023, 9:00 a.m., Board Room, Courthouse, Pine City, Minnesota
- L. Central Regional EMS, Friday, September 29, 2023, 10:00 a.m., Stearns County Service Center, Waite Park, Minnesota
- M. Labor Negotiations (Deputies), Monday, October 2, 2023, 9:00 a.m.
- N. Lakes & Pines Annual Board Meeting (Full Board), Monday, October 2, 2023, 4:30 p.m., 1700 Maple Avenue E, Mora, Minnesota
- O. Pine County Board of Commissioners, Tuesday, October 3, 2023, 10:00 a.m., Board Room, Courthouse, Pine City, Minnesota

12. Adjourn