

**MINUTES
OF THE
PINE COUNTY BOARD MEETING
Regular Meeting
Tuesday, June 20, 2023 - 10:00 a.m.
North Pine Government Center
1602 Hwy 23 No., Sandstone, Minnesota**

Chair Hallan called the meeting to order at 10:00 a.m.

Present were Commissioners Terry Lovgren, JJ Waldhalm and Matt Ludwig. Also present was County Administrator David Minke and County Attorney Reese Frederickson. Commissioner Josh Mohr was absent (excused).

The meeting was live streamed on YouTube.

The Pledge of Allegiance was said.

Chair Hallan called for public comment. There was no public comment.

Chair Hallan requested the following revision to the agenda:

Corrections / Revisions

- A. June 6, 2023 Full Minutes should reflect next meeting location of June 20, 2023 meeting at the North Pine Government Center in Sandstone
- B. Remove June 13, 2023 Special Meeting-Committee of the Whole Minutes
- C. Consent Agenda Item 1:
 - i. Land Balance should reflect May 31, 2022/\$2,550,088, May 31, 2023/ \$2,705,721, difference \$155,632;
 - ii. Road & Bridge May 2023 Balance should reflect 2,957,991
- D. Consent Agenda 3B: Temporary 3.2 License for Sokol Camp (not Skol)
- E. Consent Agenda 6A: Highway Contract #2302 – move to Regular Agenda 9.1
Award Contract #2302 to New Look Contracting, Inc for \$2,274,362.25
- F. Personnel Committee Minutes, paragraph 2B – remove reference of acknowledgement of Property Appraiser Shona Hughes termination (duplicate from May 16, 2023 Minutes)

Additions

A. Consent Agenda Item 6E

Consider approval of 2024-2025 Assessment Contract with Sandstone Township. Authorize Board Chair and County Administrator to sign.

Motion by Commissioner Lovgren to adopt the amended Agenda. Second by Commissioner Waldhalm. Motion carried 4-0.

Motion by Commissioner Ludwig to approve:

Minutes of the June 6, 2023 regular county board meeting and Summary for publication, and June 12, 2023 County Board of Appeal and Equalization Minutes.

Second by Commissioner Lovgren. Motion carried 4-0.

Minutes of Boards, Committees and Correspondence
None.

Motion by Commissioner Lovgren to approve the amended Consent Agenda. Second by Commissioner Ludwig. Motion carried 4-0.

CONSENT AGENDA

1. Approve May, 2023 Cash Balance

Fund	May 31, 2022	May 31, 2023	Increase/Decrease
General Fund	\$1,026,010	\$874,297	(\$151,713)
Health and Human Services Fund	\$1,421,799	\$1,979,658	\$557,859
Road and Bridge Fund	\$2,067,953	\$2,957,991	\$890,038
Opioid Settlement	\$0	\$241,148	\$241,148
COVID Relief	\$2,273,453	\$3,093,145	\$819,692
Land	\$2,550,088	\$2,705,721	\$155,632
Self Insurance	\$321,504	\$276,168	(\$45,336)
TOTAL (inc non-major funds)	\$32,154,695	\$35,736,790	\$3,582,096

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

Approval the May 2023 disbursements including the individual listing of claims over \$2,000 and 486 claims under \$2,000 or not needing approval totaling \$3,820,940.63, as follows: 4.0 SCHOOL SERVICES OF EAST CENTRAL, 4,472.12; Advanced Correctional Healthcare, Inc, 30,808.18; Anoka Co Juv Ctr Main Res, 23,411.00; Askov Deep Rock, 8,626.23; Assoc Of Minn Counties, 3,775.00; Auto Value-Hinckley, 3,277.62; BLAINE BROTHERS INC, 2,073.22; Blue Zones LLC, 32,500.00; BLUE CROSS & BLUE SHIELD OF MINNESOTA, 292,652.85; BUETOW TRUCKING EXCAVATION LLC, 3,900.00; C & T CONTRACTING, 5,900.00; Calm.com Inc, 3,852.91; Cargill, Inc, 17,944.34; Cavallin Inc, 3,005.70; CELLEBRITE INC, 6,100.00; Central Mn Jobs & Training Services, 32,000.53; Chamberlain Oil Co., Inc, 5,969.29; CLOQUET RIVERSIDE RECYCLING, INC, 10,395.00; COMPASS MINERALS AMERICA, 45,840.07; Dales Heating & Appliances Llc, 2,694.00; Dhs Maps Ccdf, 2,701.03; DHS State Operated Services, 39,748.05; DIAMOND DRUGS INC, 5,541.03; East Central Energy Of Braham, 14,612.22; East Central Reg Juvenile Center, 8,973.00; Eide Auto Center Inc, 105,834.58; ERICKSON ENGINEERING CO LLC, 2,651.50; EVERGREEN RECYCLING LLC, 2,423.45; Family Alternatives, 7,916.40; Family Pathways - North Branch, 4,005.00; Grand Casino Hinckley, 5,052.04; GUARDIAN, 9,780.01; GUARDIAN FLEET SAFETY, 47,320.00; Kanabec Co Family Serv Dept, 2,741.76; KRONOS SAASHR INC, 2,533.07; Lakes & Pines Comm Act Council, 95,701.16; LHB INC, 9,941.10; LSQ FUNDING GROUP LC, 3,710.63; MADISON NATIONAL LIFE INS CO INC, 4,158.14; MEDICAREBLUE RX, 6,497.50; MEDSURETY, LLC, 2,318.67; MIKE'S SANITATION AND ROLL-OFF SERVICE, 2,328.30; Mille Lacs Band Family Services, 4,066.28; MINNESOTA ENERGY RESOURCES CORP, 6,684.09; MINNESOTA POWER, 4,126.15; Mn Depart Of Revenue, 49,840.69; MN Dept of Human Services, 2,560.64; Mn Life Insurance Company, 4,637.55; MONARCH PAVING, 4,919.40; Nexus-Kindred Family Healing, 8,623.30; NORTHERN PAWN SHOP, 13,500.00; NORTHSTAR MEDIA INC,

30,367.20; Nuss Truck Group Inc, 27,486.24; OFFICE OF MN.IT SERVICES, 5,153.75; OMG MIDWEST INC, 119,023.85; OWENS COMPANIES INC, 3,565.07; Phase Inc, 2,144.92; PRIMARY PRODUCTS COMPANY, 4,510.00; Purchase Power, 4,035.00; RIDGEWAY & ASSOCIATES, 2,078.00; Rydberg & Sons, Inc., 13,708.00; SCHNEIDER GEOSPATIAL LLC, 3,528.00; SCI BROADBAND, 24,573.00; Slims Texaco Service, 4,558.53; Solid Oak Financial Services, LLC, 3,905.00; STEPP MFG. INC, 2,079.50; Sue's Bus Service Inc, 3,767.40; SUMMIT FOOD SERVICE MANAGEMENT LLC, 24,069.10; TEAMSTERS JOINT COUNCIL 32, 114,118.00; TYLER TECHNOLOGIES INC, 8,466.00; UNITEDHEALTH GROUP, 470,057.86; Verizon Wireless, 11,506.16; Village Ranch Residential Facility, 10,859.00; WELIA HEALTH, 2,699.97; WOLF CREEK, 16,012.50; ZIEGLER INC, 2,392.54.

3. **Applications**

Approve the following applications:

- A. Temporary Wine License: Osprey Wild Center, 54165 Audubon Dr, Sandstone for Anna VonRueden event on August 12, 2023.
- B. Temporary 3.2 License: 19201 Woodland Acres, Sokol Camp, 19201 Woodland Acres, Pine City for annual Booya picnic on August 13 & 14.
- C. Temporary Liquor License: Rock Creek Lions, Heidelberg's, 3925 State Highway 70, Pine City for events on September 1-4, 2023 & September 9, 2023.

4. **Donations**

None

5. **Commissioner Claim Forms**

Approve commissioners' expense claim forms.

6. **Contracts / Agreements**

Approve the following contracts/agreements and authorize Board Chair and County Administrator to sign:

- A. Moved from Consent Agenda to Regular Agenda Item 9.1: Highway Contract #2302
- B. Brook Park Township Ordinance for Law Enforcement
Effective June, 2023 – December 31, 2023, on an as needed basis, at the 2023 rate of \$61.29 per hour
- C. City of Finlayson Ordinance for Law Enforcement
Effective June, 2023 – December 31, 2023, on an as needed basis, at the 2023 rate of \$61.29 per hour
- D. Local Option Sales Tax Administration with the State of Minnesota Department of Revenue
The Department of Revenue administers Pine County's local option sales tax. This updated contract will reflect a one-time per month payment, 40 days after the end of the month. The administration fee is changed to reflect a flat fee of 1.35%
- E. 2024-2025 Assessment Contract with Sandstone Township
Sandstone Township will pay the county the sum of the number of parcels times \$8.00 and \$7.00 for the respective assessment years.

7. **Promotion**

Approve the promotion of Jessica Steffen, Case Aide for Financial Assistance, effective June 21, 2023, \$21.97/hour, Grade 5.

8. **New Hires**

Approve the hiring of Joanna Gechas, full-time Administrative Assistant, University of Minnesota Extension. Effective June 21, 2023 \$18.60 / hour, Grade 4, Step 1.

9. **Training**

Approve the following training:

- A. Case Aides Laurie Plessel and Jessica Nichols to attend the Minnesota Counties Health and Human Services Accountants Conference at Breezy Point, August 28-30, 2023. Registration \$100 each, Lodging \$610 each, Travel estimate \$150. Total cost estimate \$1,570.
- B. Child Support Supervisor Jodi Blesener to attend the Minnesota Family Support and Recovery Council Conference (Child Support Conference) October 1-4 Treasure Island Resort and Casino. Registration \$295, Lodging/Meals \$436.83, travel \$155. Total cost estimate \$887.

REGULAR AGENDA

1. **Public Hearing—Norman Township Opposing Classification of Tax Forfeited Property in Norman Township.**

County Auditor-Treasurer Kelly Schroeder stated that on March 14, 2023 the county board approved resolution 2023-13 classifying a number of tax-forfeited properties as non-conservation with the intent to sell the listed parcels, including parcels in Norman Township. Norman Township notified the county of its opposition to the reclassification and sale of the following parcels: 22.0296.000 & 22.0299.000 in Section 28, and parcels 22.0330.000-22.0333.000 & 22.0335.000-22.0350.

Chair Hallan opened the public hearing at 10:18 a.m. for public comment. Norman Township Chair Bruce Jensen, and property owner George Swanson, stated their opposition to the sale of these properties. Mr. Jensen stated a financial hardship to the township when landlocked land is sold and a cartway is necessary. Mr. Swanson stated the likely access to these lands would fragment his agricultural property adjacent to these tax forfeited parcels. Land Commissioner Greg Beck stated his recommendation would be to offer on sealed bid to adjacent landowners with a timeline of 12 months; if there is no sale, leave it to the recommendation of the Land Advisory Committee to adjust the price or offer it at public auction. With no further public comment, the public hearing was closed at 10:38 a.m.

Motion by Commissioner Ludwig to modify the listing to move the affected parcels to the sealed bid for adjoining landowner section with a timeline of 12 months. Second by Commissioner Waldhalm. Motion carried 4-0.

2. **Personnel Committee Report**

Commissioner Ludwig stated the Personnel Committee met on June 12, 2023. The Personnel Committee made the following recommendations:

A. **Highway**

- i. Ratify the termination of Fleet Supervisor Ed Eiffler, effective April 28, 2023. The position will not be backfilled and the duties will be reassigned within the department and to the proposed Highway Maintenance Supervisor.
- ii. Authorize the hiring of a Highway Maintenance Supervisor in place of the recently vacated Fleet Supervisor position. Grade 11, starting pay \$29.68 per hour.

B. Zoning & Solid Waste

Acknowledge the resignation of Zoning and Solid Waste Technician Jessica Sonstebly effective June 8, 2023 and authorize backfill of the position and any subsequent vacancies that may occur due to promotion or lateral transfer.

C. Assessor

Authorize the regrading of the Assessor Clerk position from grade 4 to grade 6 to reflect an increase in the job complexity, and to rename the position to Assessment Technician, and approve the updated job description.

D. Health & Human Services

- i. Ratify the termination of Social Worker Tally Staber, effective April 27, 2023, 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 Office Support Specialist Amber Koppy, effective June 2, 2023. Backfill of the position is not requested at this time.
- iii. Approve the revised job description of the HHS Office Manager to reflect supervisory responsibilities for the office support specialists and approve the regrade of the position from Grade 8 to Grade 9.

E. Administration

Amend Pine County Policy Section 6 – Holidays, to include the addition of the Juneteenth Holiday to be observed annually on June 19th

Motion by Commissioner Ludwig to approve Personnel Committee recommendations. Second by Commissioner Lovgren. Motion carried 4-0.

3. **New Hire (recommended at 6/12/23 personnel committee)**

Motion by Commissioner Lovgren to approve the hiring of Kellie McCord, Social Worker, effective June 26, 2023, \$26.40/hour, Grade 10, Step 1. Second by Commissioner Ludwig. Motion carried 4-0.

4. **Health and Human Services Advisory Committee Report**

Commissioner Ludwig stated the Health & Human Services Advisory Committee met June 12, 2023. Ludwig provided an overview of the increased workload for Income Maintenance due to the ending of the pandemic emergency declaration and necessity of requalifying participants in medical assistance programs. An update was also given on the transition from Lighthouse and Ucare contracts to internal staff and the 2022 budget. The state has approved some funding for Community Resource Centers.

5. **Facilities Committee Report**

Commissioner Waldhalm stated the Facilities Committee met June 7, 2023. Waldhalm stated Jail Administrator Rod Williamson presented an update on jail facilities repairs for fixtures and equipment, and staffing. Building Maintenance Supervisor Pete Umbreit presented quotes for the installation of additional HVAC cooling for the main courthouse IT data closet.

Motion by Commissioner Ludwig to award the installation of additional HVAC cooling for the main courthouse IT data closet to Dale's Heating & Appliance in the amount of \$11,220.00, together with the cost of necessary additional electrical wiring. Second by Commissioner Waldhalm. Motion carried 4-0.

6. **Osprey Wilds Presentation**

To be rescheduled for a later date.

7. **Brand Audit Presentation – Civic Brand**

Brisa Byfor, Civic Brand provided a status update reviewing a summary of research and engagement, goals, key takeaways, SWOT, challenges, Brand Goals, timeline and next steps.

8. **2023 MCIT Report**

Tom Suppes, MCIT Risk Management Consultant presented the 2023 MCIT annual report and update, reviewing dividends, rates, cyber coverage, workers compensation, and property/casualty claims.

Commissioner Ludwig left the meeting at 11:27 a.m.

9. **Performance Management Report**

County Auditor-Treasurer Kelly Schroeder stated the county's participation in the Local Results and Innovation Performance Management Program highlights the results of many county programs and by participating, the county is eligible to receive approximately \$0.14 per resident (approximately \$4,075).

Motion by Commissioner Lovgren to approve Resolution 2023-32 to continue participating in the Council on Local Results and Innovation Performance Measurement Program. Second by Chair Hallan. Motion carried 3-0.

9.1. **Award Bid for Contract #2302**

County Engineer Mark LeBrun stated bid opening for Contract #2302 occurred on June 13, 2023. Four bids were received. LeBrun recommended the contract be awarded to the low responsible bidder, New Look Contracting, Inc., in the amount of \$2,274,362.24. Contract #2302 includes:

SAP 058-609-017 Located on CSAH 9 from Pearl Street to Government Road
The New Look Contracting bid came in 21% over the engineer's estimate.

Motion by Commissioner Lovgren to award Contract #2302 to New Look Contracting, Inc. in the amount of \$2,274,362.24. Second by Commissioner Waldhalm. Motion carried 3-0.

10. **Commissioner Updates**

East Central Solid Waste Commission: Chair Hallan stated the planning process for opening a new landfill cell is moving forward; ECSWC is purchasing some new equipment.

Kettle River 1W1P Policy Committee: Commissioner Ludwig not present to give update.

Law Library: Commissioner Mohr not present to give update.

Central Minnesota Jobs and Training Service (CMJTS): Commissioner Lovgren stated CMJTS will be holding an Artificial Intelligence (AI) education in the workforce workshop in January 2024. CMJTS is holding a wellness fair in September with a presentation on suicide prevention, and June 20th-23rd youth will attend the 49ers Training Center in Cloverdale. CMJTS will be storing their documents in the cloud so that data is more accessible.

East Central Regional Library Trustees Board: Commissioner Lovgren stated the Board's audit is complete. ECRL will receive approximately \$200,000 from the state. ECRL is hiring Bjorklund to do a salary study.

Soil & Water Conservation District: Commissioner Waldhalm stated an update was given on the Iron Pine solar project, which appears will be moving forward.

Other: Commissioner Lovgren attended a Juvenile Detention Alternatives Initiative (JDAI) debrief—Probation Director Terry Fawcett will be giving a full presentation to the board at a later date.

11. **Other**

None.

12. **Upcoming Meetings**

Upcoming meetings were reviewed.

13. **Adjourn**

With no further business, Chair Hallan adjourned the meeting at 11:49 a.m. The next regular meeting of the county board is scheduled for Wednesday, July 5, 2023 at 10:00 a.m., Board Room, Courthouse, 635 Northridge Drive NW, Pine City, Minnesota.



Stephen M. Hallan, Chair
Pine County Board of Commissions



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