

**MINUTES
OF THE
PINE COUNTY BOARD MEETING
Regular Meeting
Tuesday, July 18, 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 Josh Mohr, Terry Lovgren, JJ Waldhalm and Matt Ludwig. Also present was County Administrator David Minke and County Attorney Reese Frederickson.

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 revisions to the agenda:

Additions:

1. Regular Agenda Item 2.1: Grindstone River Dam Removal Project DRAFT EIS Comments
2. Regular Agenda Item 7/add to meeting calendar: Land and Zoning Advisory Meeting, Monday, July 24, 2023, 1:00 p.m.

Revision:

1. Consent Agenda Item 4: Commissioner Claim Forms
Insertion of “Personnel Committee, Pine City” under the June 12, 2023 Purpose and Description of Expenses for Commissioner Josh Mohr.

Additional Information:

1. Regular Agenda Item 3: Second Quarter Budget Report
Updated Chart 5 to the quarterly budget report with two additional proposed adjustments.

Line #	Activity/Program Project	Allocation	Spent as of 6/30/23	Unspent	Proposed Adjustment
23	Sturgeon Lake Stormwater Study	25,000	24,551	55	-55
25	Broadband Consultant	25,000	24,435	565	-565

Motion by Commissioner Ludwig to adopt the amended Agenda. Second by Commissioner Waldhalm. Motion carried 5-0.

Motion by Commissioner Lovgren to approve the July 5, 2023 county board Minutes and Summary for publication. Second by Commissioner Mohr. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

Lessard-Sams Outdoor Heritage Council Notification Letter and Project List

Motion by Commissioner Mohr to acknowledge the minutes of Boards, Committees and Correspondence. Second by Commissioner Lovgren. Motion carried 5-0.

Motion by Commissioner Ludwig to approve the Consent Agenda. Second by Commissioner Lovgren. Motion carried 5-0.

CONSENT AGENDA

1. Approve June, 2023 Cash Balance

Fund	June 30, 2022	June 30, 2023	Increase/Decrease
General Fund	6,643,532	6,941,790	298,258
Health and Human Services Fund	2,767,009	3,592,419	825,410
Road and Bridge Fund	2,838,553	5,790,414	2,951,861
Opioid Settlement	0	241,148	241,148
COVID Relief	5,059,362	2,646,017	(2,413,345)
Land	1,922,071	1,962,504	40,433
Self Insurance	393,749	418,024	24,275
TOTAL (inc non-major funds)	22,743,276	24,907,901	2,164,625

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

Approve the June 2023 disbursements including the individual listing of claims over \$2,000 and 706 claims under \$2,000 or not needing approval totaling \$10,601,483.94, as follows: 4.0 SCHOOL SERVICES OF EAST CENTRAL, 2,809.92; ACCURATE CONTROLS INC, 11,217.21; Advanced Correctional Healthcare, Inc, 30,808.18; ADVANCED LAWN CARE & LANDSCAPING, 7,957.50; ALADTEC INC, 3,690.00; AMAZON CAPITAL SERVICES, 4,779.59; American Solutions For Business, 14,678.43; Aml Cleaning Service, Inc, 8,000.00; ANDERSON & KOCH FORD INC, 41,405.41; Askov Deep Rock, 16,023.59; Aspen Mills, 2,608.46; Auto Value-Hinckley, 2,977.12; Beaudry Oil & Propane, 60,778.53; BLUE CROSS & BLUE SHIELD OF MINNESOTA, 5,663.50; Blue Cross Blue Shield of Minnesota, 194,308.92; C & T CONTRACTING, 23,250.00; Cavallin Inc, 4,621.33; Central Mn Jobs & Training Services, 32,836.12; Chamberlain Oil Co., Inc, 2,121.64; CITY OF PINE CITY, 7,232.33; CivicBrand, 6,250.00; CLOQUET RIVERSIDE RECYCLING, INC, 10,162.50; CONTECH ENGINEERED SOLUTIONS LLC, 116,808.46; East Central Energy Of Braham, 15,643.66; East Central Reg Juvenile Center, 8,973.00; East Central Solid Waste Comm, 5,535.34; Eide Auto Center Inc, 150,335.95; ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE, 5,669.52; EVERGREEN RECYCLING LLC, 3,977.99; Family Alternatives, 8,180.28; Family Pathways - North Branch, 7,192.50; FEDERATED CO-OPS INC, 23,528.86; Government Management Group, 5,250.00; GREGORY WALDHALM UTILITY, 2,378.50; GUARDIAN, 9,919.45; HOUSTON ENGINEERING INC, 2,086.50; Information Systems Corp-ISC, 3,205.00; Knife River Corp, 271,092.58; KRONOS SAASHR INC, 2,659.31; Lakes & Pines Comm Act Council, 24,782.50; MADISON NATIONAL LIFE INS CO INC, 4,355.40; MEDICAREBLUE RX, 6,494.50; MICROTRACE LLC, 6,000.00; Mille Lacs Band Family Services, 2,369.58; MINNESOTA ENERGY RESOURCES CORP, 9,875.15; Minnesota Hoarding, 6,220.00; MINNESOTA POLLUTION CONTROL AGENCY, 50,459.16; MINNESOTA POWER, 3,994.12; MN COUNTIES COMPUTER COOP, 7,425.00; Mn Counties Intergovernmental Trust, 2,905.00; Mn Depart Of Transportation, 927,820.05; Mn Life Insurance Company, 4,612.35; MPJ ENTERPRISES LLC, 35,097.50; Nexus-Kindred Family Healing, 8,636.91; North Homes Inc, 43,654.92; Northbound Collision

Center, 6,600.53; NORTHSTAR MEDIA INC, 1,678.50; NOW MICRO INC, 15,535.00; Nuss Truck Group Inc, 27,457.10; OFFICE OF MN.IT SERVICES, 5,153.75; OWENS COMPANIES INC, 3,297.00; Pine City Water And Sewer, 2,055.99; Pitney Bowes Global Financial Serv, 2,408.94; PIX4D INC, 2,211.00; PREMIER ASPHALT, 12,000.00; PROFESSIONAL DEVELOPMENT ACADEMY LLC, 5,000.00; Pump & Meter Service Inc, 7,964.33; Q-MEDIA PROPERTIES LLC, 3,000.00; Rabe Excavating, LLC, 2,170.00; RIDGEWAY & ASSOCIATES, 2,238.00; Ron's Roll-Off Service, 2,800.00; Rydberg & Sons, Inc., 118,577.51; SCHNEIDER GEOSPATIAL LLC, 3,078.00; SEH INC, 6,705.32; SNYDER/MARCIA, 3,312.17; Solid Oak Financial Services, LLC, 3,905.00; STAN'S EQUIPMENT CENTER, 10,719.00; Sue's Bus Service Inc, 10,046.40; SUMMIT FOOD SERVICE MANAGEMENT LLC, 29,888.41; TEAMSTERS JOINT COUNCIL 32, 62,407.00; Tech Know Systems, Inc., 3,959.00; TRIMIN SYSTEMS INC, 23,318.00; TYLER TECHNOLOGIES INC, 76,982.00; Veolia Environmental Services, 6,007.31; Verizon Wireless, 10,905.75; Village Ranch Residential Facility, 5,212.32; WALDOCH, 3,600.00; WETLAND CREDIT AGENCY LLC, 29,143.21; WIEDEMANN/JAMES & BARBARA, 2,069.92; WOLF CREEK, 3,717.50; ZIEGLER INC, 49,500.00

3. **Applications**

A. **Tax Forfeit Repurchase Application**

Approve the following Resolutions and authorize Board Chair and County Administrator to sign:

- i. Resolution 2023-33 authorizing Diane Gilbey to repurchase the property described as Lot 1, Block 5, Townsite of Denham (Parcel ID 37.5017.000) on a contract and placing the ownership in the name of Wesley Gilbey and Diane Gilbey.
- ii. Resolution 2023-34 authorizing Diane Gilbey to repurchase the property described as Lots 1 & 2, Block 12, Townsite of Denham (Parcel ID 37.5075.000) on a contract and placing the ownership in the name of Wesley Gilbey and Diane Gilbey.

4. **Commissioner Claim Forms**

Approve commissioners' expense claim forms.

5. **Personnel**

A. Approve the ratification of the status change for Corrections Officer, Troy Parker, from part-time to full-time status, effective July 18, 2023. No change in grade or pay.

6. **Training**

Approve the following training:

- A. Commissioner Terry Lovgren to attend the AMC District Director Meeting, August 17-18, 2023 in Bemidji. AMC will cover the cost of lodging, meals, mileage and provide a per diem. There is no financial impact to the county.
- B. Ratification for Senior Agent Taylor Gustafson to attend Motivational Interviewing I training at Camp Ripley, July 16-18, 2023. Lodging: \$34/night x2, \$68; Meals: \$10/per meal x6, \$60. Total cost: \$128.
- C. Approve Registered Nurse Kelsi Ervin, Public Health Educator Samantha Burch, Social Workers Ashley Gnat, Deanna Williams, Rona Duvall and Brenda Danielson, Community Support Technician Lisa Stoffel, and Case Aide Marady Koland to attend the St. Louis Health and Human Services Conference on October 11-13, 2023 in Duluth. Registration: \$100 per person, \$800 total; Lodging and Meals: \$1,450 total, Travel: \$183. Total Expense: \$2,433.

- D. Approve attendance at the AMC Fall Policy Conference, September 14-15, 2023 (pre-conference meeting on September 13, 2023) for County Administrator David Minke, and any commissioner desiring to attend. Registration: \$275 per attendee, Lodging: \$292 per night including tax; Meals: \$51 per day.

REGULAR AGENDA

1. Personnel Committee Report

Commissioner Ludwig stated the Personnel Committee met Monday, July 10, 2023. The Personnel Committee made the following recommendations:

A. IT Department

- i. Approve updated policy language for Personnel Policy Section 17: Electronic Communications Resources (ECR) Policy.

B. Health & Human Services

- i. Acknowledge the retirement of Adult Mental Health Social Worker Sheri Flesland, effective November 17, 2023, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
- ii. Acknowledge the resignation of Eligibility Worker Melanie Christy, effective June 22, 2023.
- iii. Approve the promotion of Karen Jansen from Case Aide at \$24.80/hour to Eligibility Worker at \$26.16/hour, effective July 24, 2023.
- iv. Approve backfill of the Case Aide position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The Case Aide position is a Grade 5 with a minimum starting wage of \$19.73/hour.
- v. Acknowledge the resignation of Eligibility Worker Scarlet Oquist, effective July 14, 2023, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
- vi. Approve backfill of the open Office Support Specialist position vacated in June. The position is a Grade 2 with a minimum starting wage of \$16.56/hour.

C. Sheriff's Office – Dispatch

- i. Acknowledge the resignation of part-time Dispatcher Jenny McClain effective August 31, 2023, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
- ii. Acknowledge the resignation of part-time Dispatcher Karla Pankow, effective August 9, 2023, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

D. Sheriff's Office – Jail

- i. Acknowledge the resignation of Corrections Officer Brandon Janssen, effective July 5, 2023.
- ii. Ratify the termination of part-time probationary Corrections Officer Kayla McKinney, effective June 15, 2023.
- iii. Approve backfill of the part-time and full-time Correction Officer positions and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

Motion by Commissioner Ludwig to approve Personnel Committee recommendations. Second by Commissioner Mohr. Motion carried 5-0.

2. Award Bid for Contract #2303

County Engineer Mark LeBrun stated bid opening for Contract #2303 occurred on July 11, 2023. Three bids were received. LeBrun recommended the contract be awarded to the low responsible bidder, Northland Constructors of Duluth, Inc., in the amount of \$4,856,203.82.

Contract #2303 includes:

- SAP 058-617-019 On CSAH 17, from CSAH 18 to CR 140 West
- SAP 058-618-008 On CSAH 18, from CSAH 61 to the West County Line
- CP 058-015-003 On CSAH 15, between Pelkey Creek and Cross Park
- CP 058-017-004 On CSAH 17 from BNSF railroad tracks to 0.25 miles north
- CP 058-140-002 On CR 140 from TH 48 to TH 48

The Northland Constructors of Duluth, Inc. bid came in 5.6% over the engineer’s estimate.

Motion by Commissioner Ludwig to award Contract #2303 to Northland Constructors of Duluth, Inc. in the amount of \$4,856,203.82. Second by Commissioner Lovgren. Motion carried 5-0.

2.1 Grindstone River Dam - Hinckley

Hinckley Administrator Leah Jackson was present and requested the county board’s continued support in opposition of the Department of Natural Resources (DNR) proposal to remove the Grindstone River dam in Hinckley. On April 16, 2019, the county board adopted Resolution 2019-21 stating its support of the City of Hinckley’s efforts to seek replacement of the Grindstone River dam or installation of a fish ladder structure to maintain the recreational features of the reservoir.

Motion by Commissioner Lovgren to authorize the County Administrator to draft a letter to the Department of Natural Resources supporting the City of Hinckley’s opposition to the removal of the Grindstone River dam, and reaffirm the county’s support to seek replacement of the Grindstone River dam or installation of a fish ladder structure. Second by Commissioner Mohr. Motion carried 5-0.

3. 2023 Second Quarter Budget Report

County Administrator David Minke provided an update of the budget for the first six months of 2023 reviewing the expenditure and revenue of the major funds, reviewed the American Rescue Plan Act funds allocations/spent and unspent funds, and reviewed the 2023 local sales tax collected.

Motion by Commissioner Lovgren to approve the following adjustments to the American Rescue Plan Act funds:

Line #	Activity/Program/Project	Allocation	Spent as of 6/30/23	Unspent	Adjustment
16	PCSO Jail Body Cameras	27,786	30,036	-2,250	2,250
21	PCSO Handheld Radios	24,496	24,551	-55	55
23	Sturgeon Lake Stormwater Study	25,000	24,808	192	-192
25	Broadband Consultant	25,000	24,435	565	-565
28	PCSO 40 masks w/CBRN filter	19,663	18,495	1,168	-1,168

Second by Commissioner Waldhalm. Motion carried 5-0.

4. Cannabis Law Update

County Attorney Reese Frederickson provided an update on the new cannabis law, effective

August 1, 2023. The county board requested further information and discussion on (1) restrictions on the time, place, and manner of a cannabis business, (2) minimum distance from schools and daycares, residential treatment facilities or an attraction with a public park used by minors, (3) a limit on the total number of retailers in the county (no fewer than one for every 12,500 residents), and (4) cannabis events. Further discussion and direction on public use of cannabis to take place at the August 1, 2023 county board meeting.

5. Commissioner Updates

East Central Solid Waste Commission: Chair Hallan stated ECSWC Executive Director Janelle Troupe will be transitioning into phased retirement in January of 2024. Discussion took place as to keeping equipment up to date to capture the methane gas generated at the landfill.

Northeast Minnesota Area Transportation Partnership: Chair Hallan stated additional funds were allocated in the transportation budget. Discussion of what projects to fund, as well as whether there will be enough funds to keep up with the costs of transportation.

Cancelled: Greater Minnesota Parks & Trails

Soil & Water Conservation District: Commissioner Waldhalm stated an update was given on the Iron Pine solar project. Discussion of the Snake River Watershed Joint Powers Agreement progress.

Kettle River 1W1P Policy Committee: Commissioner Ludwig stated the Committee is reviewing priorities to establish goals and governance.

State Community Health Services Advisory Committee Executive Committee: Commissioner Lovgren stated the upcoming retreat was discussed. A clean water availability presentation was given.

Extension Committee: Commissioner Mohr stated a presentation was given on the Discovery Garden. The upcoming county fair was discussed. The Extension budget was discussed.

Chemical Health Coalition: Commissioner Lovgren attended an opioid training, stating an 8-week training will soon be available.

Lakes & Pines: Chair Hallan stated grants were reviewed and approved. Older American Act dollars are not as available as they have historically been to assist programs for aging seniors.

Other: None.

6. Other

Commissioner Ludwig gave an update on the Probation Workgroup, stating they reviewed legislative implementation process. Funds distribution was discussed. This meeting was the last meeting for the group.

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. Also discussed were what trades could help with the construction at the solar farm in Willow River and the possibility of CMJTS being able to align workers.

7. Upcoming Meetings

Upcoming meetings were reviewed.

Chair Hallan called for a recess at 11:42 a.m.

Meeting reconvened at 11:47 a.m.

8. Closed Meeting – Labor Negotiation

Motion by Commissioner Lovgren to close the meeting in accordance with Minnesota Statutes

13D.03 to consider strategy for labor negotiations, including negotiation strategies and development, discussion, and review of labor negotiation proposals, pursuant to Minnesota Statute 179A.01 to 179A.25. Second by Commissioner Mohr. Motion carried 5-0.

The meeting closed at 11:49 a.m. Present in the meeting room were Commissioners Hallan, Mohr, Lovgren, Waldhalm and Ludwig. Also present were County Administrator David Minke, County Attorney Reese Frederickson, Human Resources Manager Jackie Koivisto, and IT Manager Ryan Findell.

Motion by Commissioner Mohr to open the closed meeting. Second by Commissioner Ludwig. Motion carried 5-0.

The open session reconvened at 12:12 p.m.

9. Closed Meeting – County Administrator Annual Performance Review

Motion by Commissioner Lovgren to close the meeting in accordance with Minnesota Statutes 13D.05, Subd 3, to conduct the annual performance evaluation of County Administrator David Minke. Second by Commissioner Mohr. Motion carried 5-0.

The meeting closed at 12:13 p.m. Present in the meeting room were Commissioners Hallan, Mohr, Lovgren, Waldhalm, and Ludwig. Also present was County Administrator David Minke. The board reviewed County Administrator's Minke performance for the past year.

Motion by Commissioner Ludwig to open the closed meeting. Second by Commissioner Waldhalm. Motion carried 5-0.


The open session reconvened at 12:38 p.m.

Motion by Commissioner Mohr to set the annual salary of County Administrator Minke at \$155,000, effective July 2, 2023, as provided by County Policy 10.7 (Compensation). This amount represents an annual increase of \$1,034 and will place Administrator Minke at the top of the pay scale. Second by Commissioner Ludwig. Motion carried 5-0.

A summary of the conclusions regarding the evaluation will be provided at the next regular board meeting.

10. Adjourn

With no further business, Chair Hallan adjourned the meeting at 12:39 p.m. The next regular meeting of the county board is scheduled for Tuesday, August 1, 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