

**MINUTES
OF THE
PINE COUNTY BOARD MEETING
Regular Meeting
Tuesday, August 15, 2023 - 10:00 a.m.
North Pine Government Center
1602 Hwy 23 No., Sandstone, Minnesota**

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

Commissioners JJ Waldhalm and Matt Ludwig were present, in person. Due to a personal commitment, Chair Steve Hallan joined the meeting via interactive technology, pursuant to Minnesota Statute 13D.02; Chair Hallan was seen and heard at the meeting via electronic means at a location open and accessible to the public, and participated from 21007 St. Croix Road, Pine City, Minnesota. Also present were 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.

Vice Chair Lovgren called for public comment. There was no public comment.

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

Motion by Commissioner Waldhalm to approve the Minutes of the August 1, 2023 County Board Meeting and Summary for publication. Second by Commissioner Ludwig. A Roll Call vote was called by Vice Chair Lovgren: District 3-Vice Chair Lovgren/Aye; District 4-Commissioner Waldhalm/Aye; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye. Motion carried 4-0.

Minutes of Boards, Committees and Correspondence

Pine City Annual Disclosure of Tax Increment Districts for the Year Ended December 31, 2022
Sandstone Annual Disclosure of Tax Increment Districts for the Year Ended December 31, 2022
Pine County Zoning Board Minutes – June 23, 2023

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

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

CONSENT AGENDA

1. Approve July, 2023 Cash Balance

Fund	July 31, 2022	July 31, 2023	Increase/Decrease
General Fund	6,668,937	6,600,242	(68,695)
Health and Human Services Fund	2,780,567	3,900,505	1,119,938
Road and Bridge Fund	8,551,748	8,530,677	(21,071)
Opioid Settlement	0	222,900	222,900
COVID Relief	4,694,479	2,572,692	(2,121,787)
Land	2,109,314	1,970,954	(138,361)
Self Insurance	136,274	1,015,471	879,197
TOTAL (inc non-major funds)	28,540,623	29,160,995	620,372

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

Approve the July 2023 disbursements including the individual listing of claims over \$2,000 and 508 claims under \$2,000 or not needing approval totaling \$713,009.77, as follows:
 Advanced Correctional Healthcare, Inc, 30,867.81; Ain Dah Yung Center, 7,520.00;
 AMAZON CAPITAL SERVICES, 5,276.21; Aml Cleaning Service, Inc, 4,000.00; Anoka Co Juv Ctr Main Res, 23,308.08; Anoka Co Juv Ctr-Shelter & Dia, 9,163.74; Beaudry Oil & Propane, 41,575.95; BLUE CROSS & BLUE SHIELD OF MINNESOTA, 218,825.10; C & T CONTRACTING, 16,840.00; Canon Financial Services, Inc, 2,066.26; Cavallin Inc, 5,125.54; CENTRAL PINE LUMBER CO, 47,492.48; Childrens Dental Services, 2,097.60; City Of Hinckley, 25,000.00; CLOQUET RIVERSIDE RECYCLING, INC, 10,162.50; DC GARAGE DOORS LLC, 12,500.00; DECKER/ROBERT & JENNIFER, 3,496.32; Department Of Natural Resources, 16,800.00; Dhs Maps Ccdtf, 2,532.96; Dhs Maps Mmis Cd Maxis 998, 22,598.74; DHS State Operated Services, 40,674.85; DIAMOND VOGEL, 4,952.00; Duluth Superior Communications, 2,231.29; East Central Energy Of Braham, 25,040.07; EAST CENTRAL REGIONAL LIBRARY, 177,850.50; East Central Solid Waste Comm, 4,750.84; Ecolab Food Safety Specialties, 2,101.56; Eide Auto Center Inc, 46,443.60; ERICKSON ENGINEERING CO LLC, 15,648.00; ESSENTIA HEALTH, 3,270.50; EVERGREEN RECYCLING LLC, 2,391.75; Family Alternatives, 7,916.40; Family Pathways - North Branch, 3,320.00; Grasston Excavating & Landscape LLC, 15,525.00; GUARDIAN 9,908.62; Hennepin County Dept of Accts Receivable, 2,252.13; INNOVATIVE OFFICE SOLUTIONS LLC, 2,322.38; Kanabec Co Family Serv Dept, 2,741.76; KNOWBE4 INC, 6,558.00; KRONOS SAASHR INC, 2,709.54; L&O INVESTMENTS LLC, 15,775.00; Lakes & Pines Comm Act Council, 37,350.00; Lakes Gas #41, 13,333.71; LETOURNEAU/PHILLIP & SAMANTHA, 3,644.64; Lutheran Social Service St Paul, 5,127.15; MADISON NATIONAL LIFE INS CO INC, 4,432.56; MATTHEW BENDER & CO INC, 2,195.04; MEDICAREBLUE RX, 6,493.50; MIKE'S SANITATION AND ROLL-OFF SERVICE, 3,673.80; MINNESOTA ENERGY RESOURCES CORP, 5,529.75; MINNESOTA POWER, 4,857.12; Minnesota Unemployment Ins, 10,924.54; MN COUNTIES COMPUTER COOP, 62,338.59; Mn Life Insurance Company, 4,583.70; Mohr Parts & Supplies, 2,511.13; Nexus-Kindred Family Healing, 8,490.80; North Homes Inc, 9,242.34; NORTHERN SALT INC, 86,208.46; Phase Inc (Pc Dac) Dac, 2,330.40; Port Group Home, 5,666.27; PROJECT

LIVESAVER - Cardmember Services, 2,102.54; Purchase Power, 4,035.00; Regents Of The U Of Mn, 31,601.68; Reliance Systems, 4,000.00; RIDGEWAY & ASSOCIATES, 9,796.00; Ron's Roll-Off Service, 2,000.00; Rydberg & Sons, Inc., 78,653.50; SEH INC, 13,123.66; Sue's Bus Service Inc, 5,740.80; SUMMIT FOOD SERVICE MANAGEMENT LLC, 23,902.60; Swanson Funeral Chapel Inc, 3,056.00; TEAMSTERS JOINT COUNCIL 32, 4,428.00; TYLER TECHNOLOGIES INC, 9,987.00; Verizon Wireless, 10,652.80; West Group, 3,600.83; ZIEGLER INC, 3,590.43

3. **Applications**

Approve the following applications and authorize Board Chair and County Auditor-Treasurer to sign:

A. **On Sale, Off Sale & Sunday Liquor License**

Wild Horse Tavern – Kerrick Township

B. **Tobacco License**

Bruno Deep Rock, LLC – City of Askov (6335 Kobmagergade St, Askov)

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

Approve Resolution 2023-42, extending a special assessment to Brandon Pankey, PID 28.0450.000, \$21,950, and Samantha Kubesh and Jacob Scherer, PID 43.0518.000, \$19,500. Authorize Board Chair and County Administrator to sign.

5. **Commissioner Claim Forms**

Approve commissioners' expense claim forms.

6. **Contracts / Agreements**

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

A. Memorandum of Agreement Between Pine County through its Environmental Services Department and Carlton County through its Zoning and Environmental Services Department for Septic System Review and Design. This MOA will enable Pine County to contract advanced septic system review and permitting through Carlton County Environmental Services Department. Work will be billed by Carlton County at \$100 per hour. It is anticipated that application fees will cover the cost of the work.

7. **New Hires**

Approve the hiring of the following:

A. Health & Human Services Office Support Specialists Lola Nisley and Roxanne Guthrie, effective August 21, 2023, \$17.98 per hour, Grade 2, Step 3.

B. Health & Human Services Eligibility Worker Amanda Houska, effective August 22, 2023, contingent upon successful background check, \$21.81 per hour, Grade 6, Step 2.

C. Highway Mechanic Dan Slade, effective August 21, 2023, contingent upon successful background check, \$22.16 per hour, Grade 7, Step 1.

8. **Training**

Approve the following training:

A. Social Services Supervisor Patrick Meacham to attend the MN County Supervisors Conference, September 10-13, 2023, at Breezy Point. Registration: \$75, Lodging: \$630, Travel: \$150. Total Cost: \$855.

REGULAR AGENDA

1. Personnel Committee Report

Commissioner Ludwig stated the Personnel Committee met Monday, August 7, 2023. The Personnel Committee made the following recommendations:

Administration

- A. Add Section 21.2.6 to the county policy manual to prohibit the use of all forms of cannabis at county facilities including office buildings and grounds, public works buildings and maintenance shops and grounds, recycling/solid waste sites and all similar county operated grounds and buildings.

Motion by Commissioner Ludwig to approve the Personnel Committee recommendation.

Second by Chair Hallan. A Roll Call vote was called by Vice Chair Lovgren: District 1-Chair Hallan/Aye; District 3-Vice Chair Lovgren; District 4-Commissioner Waldhalm/Aye; District 5-Commissioner Ludwig/Aye. Motion carried 4-0.

2. 2024 Budget Discussion – Auditor/Treasurer Kelly Schroeder

A. 2024 Preliminary Budget

Auditor-Treasurer Kelly Schroeder presented the 2024 Preliminary Budget and provided an overview of revenue and expenses based on the initial department requests and legislative changes. Based on the initial revenue projections and department requests, the gap is currently \$1,196,127. To close this gap with no other changes would require a 5.6% levy increase to balance the 2024 budget.

B. Preliminary Departmental Budget Request

Auditor-Treasurer Kelly Schroeder presented the following budget requests:

- General Fund, Department 041 - Auditor/Treasurer
- General Fund, Department 063 - Truth In Taxation (TNT)
- General Fund, Department 074 - Aquatic Invasive Species
- General Fund, Department 101 – Recorder
- General Fund, Department 105 – Assessor
- General Fund, Department 107 – Planning & Zoning
- General Fund, Department 392 – Solid Waste
- General Fund, Department 801 – Non Departmental Fund 22 – Land
- Funds 39, 40, 41 – Debt Service
- 2015A G.O. Jail Bonds, 2021 G.O. Courthouse Bonds, 2017A G.O. CIP Bonds
- Fund 44 - Elections

3. Commissioner Updates

Cancelled: Facilities Committee

Labor Negotiations: Commissioner Ludwig stated negotiations continue.

Soil & Water Conservation District: Commissioner Waldhalm stated the Pheasants Forever Wildlife Biologist was introduced to the board. Chair Hallan stated an event will be held at the Hinze Farm in Pine City on August 17, 2023, demonstrating some of the projects that have been implemented there as a direct result of the Lower St. Croix Watershed Partnership.

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

Law Library: Commissioner Mohr not present to give update.

East Central Solid Waste Commission: Chair Hallan stated permitting for the new cell is moving forward. Several pieces of equipment were struck by lightning during a recent storm.

East Central Regional Library: Vice Chair Lovgren stated the budget was approved, with a 3.94% increase for Pine County; Pine County's share will be \$369,600 above the statutory amount. The Sandstone Library will be opening September 15th at its new location.

Other:

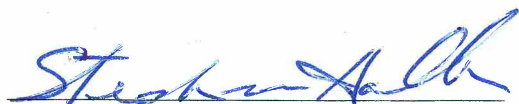
- i. Vice Chair Lovgren attended a recent RISE meeting. Probation Director Terry Fawcett gave a presentation on the work the probation and county attorney's office have been doing together.
- ii. Vice Chair Lovgren attended a Juvenile Detention Alternatives Initiative (JDAI) meeting. Transferring the justice to the Metro State Education. We may be able to get more grants.
- iii. Vice Chair Lovgren attended a two-day seminar in Duluth hosted by the Central Minnesota Jobs and Training Service, learning how we can work better. Discussion on staffing.

4. **Upcoming Meetings**

Upcoming meetings were reviewed.

5. **Adjourn**

With no further business, Vice Chair Lovgren adjourned the meeting at 11:50 a.m. The next regular meeting of the county board is scheduled for Tuesday, September 5, 2023 at 10:00 a.m., Board Room, Courthouse, 635 Northridge Drive NW, Pine City, Minnesota.



Stephen M. Hallan, Chair
Terry Lovgren, Vice Chair
Pine County Board of Commissioners



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