

**MINUTES
OF THE
PINE COUNTY BOARD MEETING
Regular Meeting
Tuesday, July 19, 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 J.J. Waldhalm and Matt Ludwig. County Administrator David Minke and County Attorney Reese Frederickson were present. Due to an out-of-town commitment, Commissioner Terry Lovgren joined the meeting via interactive technology, pursuant to Minnesota Statute 13D.02. Commissioner Lovgren was seen and heard at the meeting via electronic means at a location open and accessible to the public, and participated from 18078 E Ida Dr., Centennial, Colorado. Commissioner Josh Mohr was absent (excused).

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:

Remove from Agenda Regular Agenda Item #4: Land/Zoning Advisory Committee Report.
This committee report will be placed on the August 2, 2022 agenda.

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

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

Minutes of Boards, Reports and Correspondence

Lessard-Sams Outdoor Heritage Council Notification Letter and Project List

Pine County Chemical Health Coalition Minutes – July 11, 2022

Pine County Health Insurance Committee Minutes – June 30, 2022

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

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

CONSENT AGENDA

1. **Approve June, 2022 Cash Balance**

Fund	June 30, 2021	June 30, 2022	Increase/Decrease
General Fund	7,460,603	6,643,532	(817,072)
Health and Human Services Fund	2,908,973	2,767,009	(141,964)
Road and Bridge Fund	5,893,517	2,838,553	(3,054,964)
COVID Relief	2,865,452	5,059,362	2,193,910
Land	1,640,089	1,922,071	281,982
Self Insurance	587,862	393,749	(194,114)
TOTAL (inc non-major funds)	24,071,675	22,743,276	(1,328,399)

2. **June, 2022 Disbursements/Claims Over \$2,000**

The following vendors with claims of \$2,000 or more, and 618 claims under \$2,000, not needing approval, totaling \$10,337,942.44 were paid during the period of June 1, 2022-June 30, 2022: 4imprint, Inc., 5,723.57; AMAZON CAPITAL SERVICES, 4,813.12; Aml Cleaning Service, Inc, 4,000.00; Arlen Krantz Ford Inc, 5,527.03; Askov Deep Rock, 32,207.84; Aspen Mills, 2,718.23; BLUE CROSS & BLUE SHIELD OF MINNESOTA, 4,780.50; C & T CONTRACTING, 4,000.00; Cardmember Service-Calm.com Subscription, 2,485.88; Cardmember Service-CleanitSupply.com, 2,586.63; Cardmember Service-Grand Casino Hotel, 4,026.67; CELLEBRITE INC, 4,300.00; Central Mn Jobs & Training Services, 22,894.61; CENTRAL PINE LUMBER CO, 10,000.00; CLOQUET RIVERSIDE RECYCLING, INC, 5,915.00; COMPASS MINERALS AMERICA, 2,142.41; COMPUTER INTEGRATION TECHNOLOGIES, 2,450.00; CONTECH ENGINEERED SOLUTIONS LLC, 316,966.55; DEPARTMENT OF TRANSPORTATION, 3,970.99; DHS State Operated Services, 7,278.80; East Central Energy Of Braham, 16,538.72; East Central Reg Juvenile Center, 8,669.00; EAST CENTRAL REGIONAL LIBRARY, 176,301.50; Emergency Automotive Technologies, Inc, 104,900.92; ENVIRONMENTAL TROUBLESHOOTERS INC, 4,577.35; ERICKSON ENGINEERING CO LLC, 3,850.00; EVERGREEN RECYCLING LLC, 3,258.20; Family Pathways - North Branch, 3,600.00; FORTERRA PIPE AND PRECAST, 3,641.75; FURTHER, 9,119.74; Gerard Treatment Center, 4,979.52; GUARDIAN, 18,649.89; Heartland Girls Ranch, 9,079.28; Infinity Independent Living Services Llc, 2,109.16; Information Systems Corp-ISC, 3,115.00; JONES CONSTRUCTION SERVICES INC, 2,025.00; KRONOS SAASHR INC, 2,629.74; Lakes & Pines Comm Act Council, 55,550.00; LHB INC, 15,924.29; Lighthouse Child & Family Services, LLC, 6,459.71; MADISON NATIONAL LIFE INS CO INC, 4,079.25; MCDONOUGH/MARK, 7,500.00; McKesson Medical Surgical, 2,589.23; MEDICAREBLUE RX, 5,652.50; MEND CORRECTIONAL CARE PLLC, 27,856.71; Mille Lacs Band Family Services, 12,862.21; MINNESOTA ENERGY RESOURCES CORP, 7,079.46; MITSUBISHI ELECTRIC POWER PRODUCTS INC,

56,313.50; Mn Life Insurance Company, 4,498.45; Motorola Solutions Inc, 13,901.89; Nexus-Kindred Family Healing, 3,528.73; North Homes Inc, 19,443.11; Northwestern Mn Juvenile Center, 3,510.00; Northwoods Children Home, 11,566.41; NOW MICRO INC, 15,428.00; Nuss Truck Group Inc, 6,212.52; OFFICE OF MN.IT SERVICES, 5,124.08; Pitney Bowes Global Financial Serv, 2,408.94; Prairie Lakes Youth Programs, 8,934.85; Purchase Power, 3,985.00; Ron's Roll-Off Service, 3,600.00; SCHNEIDER GEOSPATIAL LLC, 2,898.00; Solid Oak Financial Services, LLC, 4,166.10; Sue's Bus Service Inc, 5,561.40; SUMMIT FOOD SERVICE MANAGEMENT LLC, 18,149.96; Tech Know Systems, Inc., 3,825.00; Therapeutic Serv Ag Too Inc, 8,610.25; TRIMIN SYSTEMS INC, 22,208.00; TYLER TECHNOLOGIES INC, 77,447.00; UNITEDHEALTH GROUP, 231,016.72; Verizon Wireless, 10,197.12; Walmart Stores, 3,000.00; WCMP AM-FM, 2,000.00; Wellness in the Woods Inc, 2,401.39; ZAUHAR/DEBORA, 8,841.31.

3. Applications

A. Repurchase Application

Approve Resolution 2022-40 authorizing Brandon Vork, owner at the time of forfeiture, to repurchase the parcel at 46109 Government Rd., Hinckley (PID 03.0023.006) in full. The property forfeited for non-payment of taxes in 2022 due to Mr. Vork being laid off of work. Authorize Board Chair and County Administrator to sign.

Approve the following applications and authorize County Auditor-Treasurer Kelly Schroeder to sign the applications referenced at #3B/Abatement, #3C/Exempt Permit, and #3D/Liquor Licenses:

B. Abatement Application

- i. 2020, 2021, & 2022: Steve & Carol Downhour, Pine County Parcel 43.0005.001. They applied for and were granted the 2C Managed Forest Classification, however it was not added.

C. Exempt Permit

- i. Moose Lake Chamber of Commerce to conduct Minnesota lawful gambling on October 12, 2022, at Moose Lake Golf Club, 35311 Parkview Dr., Sturgeon Lake, MN (Windemere Township).

D. Temporary Liquor License

- i. Brett Phillips for a wedding to be held on August 13, 2022 at Osprey Wilds Environmental Learning Center, 54165 Audubon Dr., Sandstone (Dell Grove Township)
- ii. Tonya Olson for a wedding to be held September 9-11, 2022 at Osprey Wilds Environmental Learning Center, 54165 Audubon Dr., Sandstone (Dell Grove Township).

4. Septic Fix-Up Special Assessments

Approve Resolution 2022-39 extending the following special assessments, and authorize Board Chair and County Administrator to sign:

Jeffrey and Linda Friedrich, PID 18.5118.000, \$22,500
Armon and Nancy Roschen, PID 25.0011.003, \$17,246.88
Jesse and Kelly Spinler, PID 28.0011.000, \$18,500
Marc and Rachel Frogner, PID 28.0258.000, \$19,200
Erik and Cheryl Turbin, PID 44.5022.000, \$9,975

5. Pine County Commissioners' Expense Claim Forms

Approve Commissioners' Expense Claim Forms.

6. **Donations**
Accept the \$50 donation from Richard Hopkins to the Veterans Services Office for outreach expenses.
7. **New Hire**
Approve of the hiring of Adult Mental Health Social Worker, Jennifer Felland, effective August 1, 2022, Grade 10, Step 2, \$26.99 per hour.
8. **Training**
Approve the following training:
 - A. IT Manager Ryan Findell to attend the 2022 Minnesota County IT Leaders Association Annual Conference, September 21-23, 2022, in Bemidji, Minnesota. Registration is included with membership fee, Lodging/\$309; Mileage/approx. \$220.
 - B. Child Support Supervisor Jodi Blesener to attend the Minnesota Supervisors Conference, September 11-14, 2022 at Breezy Point. Registration \$75, Accommodations (includes lodging and meals) \$645. Total cost: \$720.

REGULAR AGENDA

1. **Broadband Committee Report / Grant Award Recommendations**
Chair Hallan provided an overview of the July 5, 2022 Broadband Committee meeting. The Broadband Committee made the recommendation to award the following American Rescue Plan Act-Broadband Grant awards:
 - A. \$300,000 to East Central Energy (East Central Energy Regional Broadband Project – total project cost \$67M)
 - B. \$200,000 to Starwire Technologies (City of Rock Creek – total project cost \$4.3M)
 - C. \$75,000 to Savage Communications (Partridge Township Broadband Expansion – total project cost \$1.5M)
 - D. \$25,000 to Midcontinent Communications (Midco Cross Lake Trail – total project cost \$67k)

County Administrator David Minke stated the county board had originally contemplated multiple rounds of grants and had allocated \$250,000 of the \$750,000 ARPA funds for the first round of applications. The Broadband Committee felt that the applications received in the first round were the projects the board would want to support and recommended increasing the allocation to award \$600,000 in grants rather than the \$250,000 originally proposed. The remaining \$150,000 of the \$750,000 would be held in reserve for any future county costs to implement the projects, or possibly a second round of grant applications.

Motion by Chair Hallan to approve the following grant awards subject to technical review and authorize the County Administrator to enter grant agreement awards with the selected firms subject to legal review by the county attorney: \$300,000 to East Central Energy, \$200,000 to Starwire Technologies, \$75,000 to Savage Communications, and \$25,000 to Midcontinent Communications. Second by Commissioner Lovgren. A Roll Call vote was called by Chair Hallan: District 1-Chair Hallan/Aye; District 3-Commissioner Lovgren/Aye; District 4-Commissioner Waldhalm/Aye; District 5-Commissioner Ludwig/Aye. Motion carried 4-0.

2. **Personnel Committee Report**
Commissioner Ludwig provided an overview of the July 11, 2022 Personnel Committee meeting. The Personnel Committee made the following recommendation:

A. Health & Human Services

- i. Acknowledge the resignation of Registered Nurse Amber Koski, effective June 20, 2022, 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 Child Protection Social Worker Amy MacDonald, effective July 15, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
- iii. Acknowledge the resignation of Social Worker Amber Andrews, effective August 12, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
- iv. Reduce a 1.0 full time employee (FTE) to .5 FTE effective on or before October 1, 2022.

B. Sheriff's Office - Jail

- i. Acknowledge the resignation of Corrections Officer Troy Parker, effective July 14, 2022, and approve backfill of the positions and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
- ii. Acknowledge the resignation of part-time, probationary Corrections Officer Kay Wimmer, effective June 30, 2022, and approve backfill of the positions and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

C. Auditor-Treasurer

- i. Reduce the vacant full-time Auditor Clerk III position from a 1.0 full time employee (FTE) to .5 FTE (22.5 hours per week).
- ii. Hire an additional Property Appraiser in the Assessor's office to cover additional workload. The position is a Grade 8 with a minimum starting wage of \$23.03/hour.

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

3. New Hire

Motion by Commissioner Ludwig to approve the hiring of Children's Mental Health Social Worker Ashley Gnat, effective July 25, 2022, Grade 10, Step 2, \$26.99 per hour. Second by Commissioner Waldhalm. A Roll Call vote was called by Chair Hallan: District 4-Commissioner Waldhalm/Aye; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye; District 3-Commissioner Lovgren/Aye. Motion carried 4-0.

4. Land/Zoning Advisory Committee Report

Removed from Agenda and rescheduled to August 2, 2022 county board meeting.

5. Wetland Conservation Act (WCA) Administration

Wetland Specialist David Demmer with the Minnesota Board of Water and Soil Resources presented on Local Government duties, Wetland Conservation Act administration and functions of the Technical Evaluation Panel.

6. Sandstone Township Request to Replace Culverts Under Township Road

Sandstone Township Supervisor Gary Hinsch requested the county replace two culverts under Dupuis Road in Sandstone Township. Hinsch stated erosion around the culverts is due to flowage of the county's Friesland Ditch. Sandstone Township referenced a legal case which they felt supported their request. County Attorney Reese Frederickson stated his legal opinion

that the case they referenced is not relevant to this situation. Assistant County Engineer Aaron Gunderson responded that Friesland Ditch is not responsible for the erosion and that Dupuis Road has widened over time. Gunderson stated the gravel along the road should be reclaimed to reduce the width of the road. Hinsch stated the township does not have the equipment nor the funds to do this, and also stated that there are too many utilities in the ditch to be able to accomplish this. Gunderson stated there is a process through the Public Utilities Commission to assist with the moving of utilities and offered to assist the Township in a consultant capacity. No further action was taken by the county board.

7. **Second Quarter 2022 Budget Report**

County Administrator David Minke provided an update of the budget through June 30, 2022 by reviewing expenditure and revenue of the major funds. At the end of the second quarter revenue and expenditures are as expected.

8. **Summary of Conclusions Regarding County Administrator Review**

The annual performance review of County Administrator David Minke took place during closed session during the July 5, 2022 county board meeting. Minnesota statute 13D.05, Subd. 3(a) states that at the next open meeting, the county board is to summarize its conclusions regarding the evaluation. Chair Hallan stated that County Administrator David Minke has met or exceeded the goals established by the county board.

9. **Commissioner Updates**

Cancelled: Facilities Committee

Soil & Water Conservation District: Commissioner Waldhalm stated the meeting was business as usual.

East Central Solid Waste Commission: Chair Hallan stated the new assistant director started on Monday. ECSWC is reviewing what garbage/debris will be accepted at the landfill.

Chair Hallan stated the county should consider the need for a demolition landfill.

Chemical Health Coalition: Commissioner Ludwig stated the opioid settlement distribution and overdose deaths were discussed. Probation has requested funds towards payment for messaging bobbers to be given away at the Probation sponsored Youth Fishing Event in August.

Northeast MN Area Transportation Partnership: Chair Hallan attended via technology. Good involvement from regional partners.

Cancelled: Pine City / Pine City Schools / PTCC / Pine County

Lakes & Pines Community Action Council: Chair Hallan stated the second round of interviews is taking place for the director position (due to retirement). A \$67,000 was grant was approved which funds will be used towards applicants who have lost their job and are looking for a place to live.

Other:

Kettle River 1W1P: Commissioner Ludwig gave a watershed meeting update. Work is progressing.

10. **Other**

None.

11. **Upcoming Meetings**

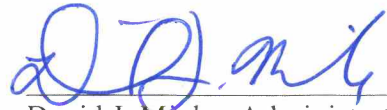
Upcoming meetings were reviewed.

12. **Adjourn**

With no further business, Chair Hallan adjourned the meeting at 11:48 a.m. The next regular meeting of the county board is scheduled for Tuesday, August, 2, 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