

ADDITIONS/REVISIONS/CORRECTIONS

Regular Meeting

May 16, 2023

Revision:

1. Consent Agenda Item 10.B – New Hire / Correction Officer Moe
Correction in spelling of first name: Makenna (not Mekenna)
Change in hire date: June 5, 2023 (not May 17, 2023)



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, May 16, 2023, 10:00 a.m.
North Pine Government Center
1602 Hwy. 23 No.
Sandstone, Minnesota

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
 - May 2, 2023 county board Minutes and Summary for publication
 - May 9, 2023 Special Meeting-Committee of the Whole Minutes
- F) Minutes of Boards, Reports and Correspondence
 - Pine County Zoning Board Minutes – March 23, 2023
 - Initiative Foundation correspondence – May 2, 2023
- 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 April, 2023 Cash Balance (attached)

Fund	April 30, 2022	April 30, 2023	Increase/Decrease
General Fund	2,010,412	1,835,102	(175,310)
Health and Human Services Fund	1,495,309	1,948,140	452,831
Road and Bridge Fund	2,290,932	2,722,449	431,517
Opioid Settlement	0	250,533	250,533
COVID Relief	2,341,124	3,230,518	889,393
Land	2,473,969	2,676,318	202,349

Self Insurance	307,869	700,090	392,221
TOTAL (inc non-major funds)	18,370,073	20,878,721	2,508,648

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

Consider approval of the April 2023 disbursements including the individual listing of claims over \$2,000 and 448 claims under \$2,000 or not needing approval totaling \$494,801.23.

3. **Applications**

Consider approval of the following applications.

A. **3.2 & Wine License**

i. Aufderhar & Aufderhar, LLC (Ray & Marge’s Resort), 36700 Lakeland Rd., Sturgeon Lake

B. **3.2 License**

i. DGS Banderson LLC (Duquette General Store), 88235 State Hwy. 23, Kerrick

C. **Temporary Wine and Beer**

i. Osprey Wilds Center, 54165 Audubon Dr., Sandstone for the Aaron Sundmark wedding June 30-July 2, 2023

D. **2023 Pine County Solid Waste Hauler and Transportation License**

i. Curt’s Rolloffs 2.0 LLC. Authorize County Board chair to sign.

4. **Donations**

Consider approval of the following donations:

A. \$23,000 from Grand Casino Hinckley to the Pine County Sheriff’s Office, May 2, 2023 for second quarter. These donations help offset the expenses in the Sheriff’s Office.

B. \$1,000 from the Sandstone Area Veterans Memorial designated to the Veterans Outreach Fund to help offset associated costs with additional veterans’ outreach expenses and activities.

5. **Commissioner Claim Forms**

Review and consider approval of commissioners’ expense claim forms.

6. **DOTGOV Registration Letter**

Consider approval of Chair Hallan to sign the DOTGOV registration letter.

7. **2023 Federal Supplemental Boating Safety Grant**

Consider approval of the 2023 Federal Supplemental Boating Safety Patrol Grant, in the amount of \$4,000. The grant period is May 12, 2023 through September 4, 2023, to be used for enforcement hours only. There is no matching requirement. Authorize Board Chair and County Administrator to sign.

8. **Contracts / Agreements**

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

A. **2024-2025 Assessment Contract**

Between Pine County and Bremen Township for assessment years 2024 and 2025. The contract assists in offsetting the cost of providing this service.

B. **Kerrick Township Law Enforcement Agreement**

Between Pine County Sheriff’s Office and Kerrick Township to help enforce their ordinances, on an as needed basis. The Sheriff’s Office will bill for hours used to enforce ordinances.

9. **Final Payments**

Consider approval of the following final payments and authorize County Administrator to sign Certificates of Final Contract Acceptance:

A. **Contract #1703**

OMG Midwest, Inc DBA MN Paving in the amount of \$44,308.07 for Contract #1703 related to:

- SAP 058-608-018 On CSAH 8, from 2nd Street to CSAH 65
- SAP 058-613-020 On CSAH 13, from CSAH 11 to CSAH 14
- SAP 058-614-017 on CSAH 14, from CSAH 13 to CSAH 54
- CP 058-008-003 On CSAH 8, from CSAH 65 to 300 ft South of CSAH 65
- CP 058-008-004 On CSAH 8, from CSAH 9 to CR 118
- CP 058-009-001 On CSAH 9, from CSAH 8 to CSAH 10
- CP 058-061-006 On CSAH 61, from South Pine City Limits to South Co Line
- CP 058-061-007 On CSAH 61, from CSAH 61 to TH 48
- CP 058-062-001 On CSAH 62, from CSAH 61 to CSAH 61
- CP 058-065-001 On CSAH 65, from CSAH 61 to CSAH 8
- CP 058-106-002 On CR 106, from TH 70 to CSAH 2

B. **Contract #1704**

OMG Midwest, Inc DBA MN Paving in the amount of \$74,715.78 for Contract #1704 related to:

- SAP 058-644-005 On CSAH 44, from TH 23 to CSAH 22
- SAP 058-646-030 On CSAH 46, from CSAH 50 to CSAH 49
- SAP 058-650-009 On CSAH 50, from CSAH 51 to CSAH 46
- CP 058-046-002 On CSAH 46, from Sturgeon Island Road to CSAH 50
- CP 058-017-001 On Twilight Lane, from CSAH 61 to 0.6 miles NE
- CP 058-017-003 On Warloe Road, from CSAH 51 to 0.5 miles East
- CP 058-142-001 On CR 142, from CSAH 30 to CSAH 32
- CP 058-175-001 On CR 175, from CSAH 44 to CSAH 44

10. **New Hires**

Consider approval of the hiring of:

- A. Christine Dillon, Eligibility Worker, effective May 24, 2023, \$20.90 per hour, Grade 6, Step 1
- B. Mekenna Moe, full-time Corrections Officer, effective May 17, 2023, \$23.16 per hour, Grade 7, Step 1
- C. Andriana Booker, part-time Dispatcher, effective May 31, 2023, \$23.16 per hour, Grade 7, Step 1
- D. Cara Kuhn, part-time Dispatcher, effective May 31, 2023, \$23.16 per hour, Grade 7, Step 1

11. **Training**

Consider approval for:

- A. Senior Agent Taylor Gustafson to attend Decision Points training, May 21-24, 2023 in Grand Rapids, Minnesota. Registration \$500, Lodging \$103 x 3 nights/ \$325, Meals \$135. Total cost: \$960. Funds are available in the 2023 Probation budget.
- B. Adult Protective Services Social Worker Austin Lessard to attend the National Adult Protective Services Association Conference, August 27-30, 2023, in Boston, Massachusetts. Registration \$799, Lodging \$1,230, Meals \$242, Travel \$899. Total cost \$3,170. All expenses will be paid by an adult protection grant received from the MN Department of Human Services.

- C. Commissioner Terry Lovgren to attend the Minnesota Association of Workforce Boards Summer Conference, August 2-4, 2023, in Duluth, Minnesota. There is no county cost for attendance at this conference other than mileage as Central Minnesota Jobs and Training Service will cover the cost of the hotel and event registration.

REGULAR

1. Personnel Committee Report (Minutes attached)

The Personnel Committee met Monday, May 8, 2023 and made the following recommendations:

A. Highway

- i. Acknowledge the retirement of Maintenance Mechanic Derek Johnson, effective August 25, 2023, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

B. Sheriff's Office – Jail

- i. Acknowledge the resignations of Corrections Officer David Pangerl and Corrections Officer Hayden Pangerl, effective April 22, 2023, and approve backfill of the positions and any subsequent vacancies that may occur due to internal promotions or lateral transfers.
- ii. Recommend negotiating a memorandum of understanding for the following:
- Elimination of Step 1 of the pay scale and re-number steps 1-5 / Year 9 / 15 Year Performance as show below:

Proposed Correction Officer / Dispatch Pay Scale							
Revised 2023 - if approved effective start of 1st pay period after approval							
	Step 1	Step 2	Step 3	Step 4	Step 5	Year 9	15-Year Performance
7 - Correction Officer & Dispatcher	24.11	25.05	26.00	26.96	27.91	28.86	29.44
8 - Senior Correction Officer	25.54	26.56	27.57	28.57	29.58	30.59	31.20
9-Program Coordinator	27.07	28.14	29.21	30.29	31.36	32.43	33.08
10-Jail Sargent	28.70	29.84	30.97	32.11	33.23	34.36	35.05
Revised 2024							
	Step 1	Step 2	Step 3	Step 4	Step 5	Year 9	15-Year Performance
7 - Correction Officer & Dispatcher	24.89	25.87	26.84	27.83	28.82	29.80	30.39
8 - Senior Correction Officer	26.37	27.42	28.47	29.50	30.54	31.58	32.21
9-Program Coordinator	27.95	29.06	30.16	31.27	32.38	33.48	34.15
10-Jail Sargent	29.64	30.81	31.98	33.15	34.31	35.48	36.19

- Offer a one-time retention bonus for Corrections Officers at the following years and amounts:

Completed employment	Status	One-time bonus amount	# of employees
5 years	Full-time	\$2,000	5
5 years	Part-time	\$1,000	
10 years	Full-time	\$3,000	3
10 years	Part-time	\$1,500	1
15 years	Full-time	\$4,000	6
15 years	Part-time	\$2,000	1
20 years	Full-time	\$5,000	1
20 years	Part-time	\$2,500	

C. Assessor’s Office

- i. Acknowledge the resignation of Property Appraiser Shona Hughes, effective April 27, 2023, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotions or lateral transfers.

D. Health & Human Services

- i. Approve for the temporary staffing plan to assist with the increased workload from the end of peace time emergency waivers and to delegate to the administrator authority to adjust the plan if necessary and if within the total state allocation. The estimated cost for the one-year plan is \$158,500. The state has allocated \$225,301 to Pine County to cover associated costs.

E. Administration

- i. Acknowledge the retirement of Extension Administrative Assistant Roxanne Orvis, effective May 31, 2023, and authorize a full-time backfill of the position, keep the position a county position and review and update the job description, and authorize backfill of any subsequent vacancies that may occur due to internal promotion or lateral transfer.

F. Sheriff’s Office – Chief Deputy Pay

- i. Recommend an annual performance increase under section 10 of the county policy manual and set the chief deputy salary at \$110,552, effective May 26, 2023.

2. 2023 Timber Auction Results

Seven timber sales were offered consisting of 7,020 cords with an appraised value of \$245,410. All seven sold with bids totaling \$322,867.80.

3. Commissioner Updates

Gallagher Health Insurance Meeting
 East Central Solid Waste Commission
 East Central Regional Library Trustees Board
 Soil & Water Conservation District
 Kettle River Policy Committee
 State Community Health Services Advisory Committee (SCHSAC) Executive Committee
 Chemical Health Coalition
 Lakes & Pines Full Board
 Other

4. Other

5. Upcoming Meetings (Subject to Change)

- A. Pine County Board of Commissioners, Tuesday, May 16, 2023, 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota
- B. Arrowhead Counties Association, Wednesday, May 17, 2023, 6:00 p.m., Hampton Inn Canal Park, Duluth, Minnesota
- C. Health Insurance Committee meeting, Thursday, May 18, 2023, 10:00 a.m.
- D. Mille Lacs Corporate Venture Economy Summit, Monday, May 22, 2023, 8:00 a.m., Grand Casino Mille Lacs, 777 Grand Avenue, Onamia, Minnesota
- E. Snake River Watershed Management Board & 1W1P, Monday, May 22, 2023, 9:00 a.m., Kanabec County Courthouse, 317 Maple Ave. E, Mora, Minnesota
- F. Snake River Policy Committee, Monday, May 22, 2023, 9:30 a.m., Kanabec County Courthouse, 317 Maple Ave. E, Mora, Minnesota
- G. Technology Committee, Tuesday, May 23, 2023, 9:00 a.m.
- H. Health & Human Services Advisory Committee, Thursday, May 23, 2023, 10:30 a.m.
- I. NLX, Wednesday, May 24, 2023, 10 a.m., Board Room, Courthouse, Pine City, Minnesota
- J. Joint RAC/ECB Meeting, Thursday, May 25, 2023, 10:00 a.m., St. Louis County EOC – Pike Lake, 5735 Old Miller Trunk Highway, Duluth, Minnesota
- K. Managing Difficult Conversations Workshop, Tuesday, May 30, 2023, 1:00 p.m., MCIT 100 Empire Drive, St. Paul, Minnesota
- L. **Rescheduled to May 31, 2023 from May 24, 2023:** Housing Redevelopment Authority/Economic Development Authority (HRA/EDA), North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota
- M. AMC District 1 Meeting, Thursday, June 1, 2023, 8:00 a.m., Aitkin County Government Center, 307 2nd St. NW, Aitkin, Minnesota
- N. East Central Regional Juvenile Advisory Committee, Thursday, June 1, 2023, 12:30 p.m.
- O. Pine County Board of Commissioners, Tuesday, June 6, 2023, 10:00 a.m., Board Room, Courthouse, Pine City, Minnesota

6. Adjourn