

ADDITIONS/REVISIONS/CORRECTIONS

Regular Meeting

April 18, 2023

Addition:

A. Consent Agenda Item 2.1 – Septic Fix-Up Special Assessment

Consider approval of Resolution 2023-26, extending a special assessment to Edwin E. Hiler, Jr. and Jennifer M. Hiler, PID 28.0777.001, \$10,981.69, beginning in 2024 for 10 years at 3% interest. Authorize Board Chair and County Administrator to sign.

B. Regular Agenda Item 4.1 – Flood Update




AGENDA REQUEST FORM

Date of Meeting: April 18, 2023

- County Board**
- Consent Agenda**
- Regular Agenda** 5 mins. ___ 10 mins. ___ 15 mins. ___ Other ___
- Personnel Committee**
- Other** _____

Agenda Item: Septic Fix-Up Special Assessments

Department: Auditor-Treasurer



 Department Head signature

Background information on Item:

Beginning in 2016, Pine County has been extending loans to homeowners to upgrade their non-compliant septic systems through a Cleanwater Partnership Loan from the Minnesota Pollution Control Agency (MPCA). The loans are paid by as a special assessment on the property taxes of the benefiting property over a term that is determined by the amount of the loan (1 year per \$1,000, for example \$12,000 loan is paid by over 12 years.).

However, while the loans are paid as a special assessment, a loan document was recorded against the properties. It was discovered in 2019 that these recorded loan documents become an issue should the property owner refinance their mortgages and were preventing property owners from refinancing. Given this, our process was changed to have the county board pass a resolution to levy the assessment and not record the documents; however, all loans that were done prior to this still have the recorded documents attached to them. If requests come when property owners refinance, we have simply recorded a document satisfying the original loan and began a new assessment through resolution for the remaining term.

Action Requested:

Consider authorizing the County Board Chair and County Administrator to sign Resolution 2023-26 extending a special assessment as follows:

Edwin E Hiler Jr & Jennifer M Hiler, PID 28.0777.001, \$10,981.69, beginning in 2024 for 10 year at 3% interest.

Financial Impact:

Grant funds have been utilized to install the systems.

**PINE COUNTY RESOLUTION EXTENDING
SEPTIC FIX-UP SPECIAL ASSESSMENT
RESOLUTION No. 2023-26**

WHEREAS, the Pine County Board of Commissioners recognizes the public health and environmental benefits of upgrading non-compliant septic systems in the county;

WHEREAS, Pine County has Cleanwater Partnership Loan from the Minnesota Pollution Control Agency to fix-up non-compliant septic systems;

WHEREAS, the property owners have agreed to the terms of the special assessment for their already installed compliant septic systems; and,

NOW THEREFORE BE IT RESOLVED, that the County of Pine extends a special assessment for a term of 10 years, beginning in 2024, against Pine County Parcel 28.0777.001 in the amount of \$10,981.69 and 3% interest owned by Edwin E Hiler Jr & Jennifer M Hiler.

Dated this 18th day in April, 2023.

Stephen M. Hallan, Chair
Pine County Board of Commissioners

ATTEST:

David J. Minke
County Administrator



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, April 18, 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
April 4, 2023 county board Minutes and Summary for publication
- F) Minutes of Boards, Reports and Correspondence
None.
- 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 March, 2023 Cash Balance (attached)

Fund	March 31, 2022	March 31, 2023	Increase/Decrease
General Fund	3,642,423	3,246,163	(396,260)
Health and Human Services Fund	2,019,778	2,526,167	506,390
Road and Bridge Fund	2,569,131	2,946,948	377,816
Opioid Settlement	0	254,694	254,694
COVID Relief	2,413,212	3,261,118	847,906
Land	2,485,478	2,685,642	200,164
Self Insurance	412,917	570,802	157,886
TOTAL (inc non-major funds)	15,246,629	17,774,455	2,527,826

2. **March 2023 Disbursements/Claims Over \$2,000 (attached)**
Consider approval of the March 2023 disbursements including the individual listing of claims over \$2,000 and 584 claims under \$2,000 or not needing approval totaling \$900,944.18.
3. **Donations**
 - A. Consider acceptance of \$100 donation from Terry Stepan, designated to the Veterans Outreach Fund.
4. **Pine County Commissioners' Expense Claim Forms**
Review and consider approval of Commissioners' Expense Claim Forms.
5. **Contracts / Agreements**
Consider approval of the following contracts/agreements
 - A. **Remote Electronic Alcohol Monitoring (REAM) Grant for Fiscal Years 2024-2025**
Consider approval of the 2024-2025 Remote Electronic Alcohol Monitoring Grant from the Department of Corrections, in the amount of \$13,000 for the biennium at \$6,500 per year for fiscal years 2024-2025. The program assists indigent offenders with monitoring costs upon release from jail.
 - B. **Caseload/Workload Reduction Grant**
Consider acceptance of \$118,962 for fiscal years 2024-2025 for the Caseload/Workload grant. This will be paid at \$59,481 per year and pays for part of one agent's salary.
6. **Resolution to Cancel State Contracts**
Consider approval of Resolution 2023-25 cancelling state contracts where the 2022 annual payment and/or 2022 taxes have not been paid if the contracts and/or taxes remain unpaid 90 days after the service of notice of cancellation. Authorize Board Chair and County Administrator to sign.
7. **Final Contract Payment – OMG Midwest Inc dba Minnesota Paving & Materials**
Consider approval of final payment on Contract #1801 in the amount of \$23,394.90 to OMG Midwest Inc. dba Minnesota Paving & Materials, for the following:
SAP 058-647-007 Between CSAH 48 and TH 23 in Duquette
SAP 058-548-013 Between CSAH 47 and CR 164, NW of Duquette
Authorize County Administrator to sign Certificate of Final Contract Acceptance.
8. **North Pine Transfer Station Skid Loader**
Consider authorization for Fleet Services to purchase a used skid loader for the North Pine Transfer Station (Willow River), not to exceed \$50,000, using General Fund reserves.
9. **New Hires**
Consider approval of the hiring of:
 - A. Jason Knutson as a Property Appraiser, effective April 24, 2023, Grade 8, Step 1, \$23.49 per hour.
 - B. Joshua Alleman, temporary Watercraft Inspector, effective April 19, 2023, \$15.00 per hour.
 - C. Michelle Crandall, temporary Watercraft Inspector, effective April 19, 2023, \$16.00 per hour.
 - D. Steven Martin, part-time Hazardous Waste Recycling Attendant, effective April 18, 2023, pending successful baseline medical examination for working with hazardous waste, \$16.10 per hour, non-union, Grade 1.
 - E. Jay Kaelberer, temporary Watercraft Inspector, effective April 19, 2023, \$17.00 per hour.

F. Robert Sunstrom, temporary Watercraft Inspector, effective April 19, 2023, \$17.00 per hour.

10. **Training**

Consider approval for:

- A. Assessor/Recorder Lori Houtsma, Auditor-Treasurer Kelly Schroeder, Deputy Assessor Troy Stewart, and Property Appraiser Karen Stumne to attend the Minnesota Association of Assessing Officer's Summer Seminars, May 24-25, 2023, St. Cloud. Registration (including meals): \$250 per person. A county vehicle will be used so no mileage will be incurred. Total cost is \$1,000. Funds are available in the 2023 Assessor/Auditor/Treasurer budgets.
- B. Probation Director Terry Fawcett and Career Agent Sherry Johnson to attend a site visit and banquet, May 2-3, 2023, at Boys Town (Nebraska). The site visit, banquet, lodging and airfare are all being covered by Boys Town.
- C. Social Workers Esther Sereti, Ashley Gnat and Deanna Williams, Public Health Educators Hailey Freedlund, Krista Jensen, Jenae Hicks and Samantha Burch, Public Health RN Amber Stumne to attend the Wildookadadidaa Chinoojimoyang Conference, April 20-21, 2023, at Grand Casino Hinckley. There is no charge to attend the conference.
- D. Public Health Nurse Dawn Moffett to attend the Children & Youth with Special Health Care Needs Conference, May 4-5, 2023, St. Paul. All costs for registration and travel are paid by the Minnesota Department of Health.
- E. Human Resources Manager Jackie Koivisto to attend the Minnesota Counties Human Resources Management Association (MCHRMA) Spring Conference, May 4-5, 2023, at Waite Park. Registration: \$175, Meals: \$34 per day, Lodging: \$198.03 per night, Mileage: \$92.36. Total cost: \$731.42. Funds are available in the 2023 Administrator's budget.

REGULAR

1. **Facilities Committee Report** (Minutes attached)

The Facilities Committee met April 5, 2023. The Facilities Committee made the following recommendation:

- Enter into a new, 5-year, Contract for Deed with the City of Sandstone for the sale of the property located at 130 Oriole Avenue, Sandstone. Payment terms are \$10,000 per year at 0% interest.

2. **Personnel Committee Report** (Minutes attached)

The Personnel Committee met on April 10, 2023. The Personnel Committee made the following recommendations:

A. **Probation**

- i. Acknowledge the resignation of Probation Supervisor Kevin Glass, effective April 14, 2023, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
- ii. Ratify the promotion of Sherry Johnson to Probation Supervisor, effective April 17, 2023.

B. **Health & Human Services**

- i. Acknowledge the resignation of Adult Mental Health Social Worker Jennifer Felland, effective April 10, 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 Jennifer Rowland, effective April 10, 2023, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

- C. Veterans Services
 - i. Approve the Job Description for Assistant Veterans Service Officer at Grade 9 and authorize recruitment for the part-time position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
 - ii. Approve Changes to the Job Description for the Veterans Service Officer. Position remains a Grad 10.
 - D. Sheriff's Office – Jail
 - i. Acknowledge the resignation of Corrections Officer Kristy Aronoff, effective April 13, 2023, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
 - E. Assessor
 - i. Approve updates to the Appraiser job description with no change in grade.
3. **Central Minnesota Council on Aging Update – Older American Act**
Presentation by Lori Vrolson, Executive Director, Central MN Council on Aging.
 4. **Award Bid for SAP 058-599-045/Sturgeon Island Bridge**
Award bid for SAP 058-599-045 to the lowest responsible bidder, S & R Reinforcing, Inc., in the amount of \$647,257.07.
 5. **National County Government Month**
Consider approval of Resolution 2023-24 designating April 2023 as National County Government Month in Pine County. Authorize Board Chair and County Administrator to sign.
 6. **2023 First Quarter Budget Report**
 7. **Schedule Special Meeting-Committee of the Whole (Sheriff's Office/Jail Discussion)**
Consider scheduling a Special Meeting-Committee of the Whole for sheriff's office/jail discussion, May 9, 2023, 9 a.m., Courthouse, Pine City, Minnesota.
 8. **Commissioner Updates**
East Central Schools Student Government Day
East Central Solid Waste Commission
East Central Regional Library Trustees Board
Northeast Minnesota Area Transportation Partnership
Law Library
Extension
Highway 23 Coalition Annual Meeting
Other
 9. **Other**
 10. **Upcoming Meetings (Subject to Change)**
 - a. Pine County Board of Commissioners, Tuesday, April 18, 2023, 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota
 - b. Arrowhead Counties Association, Wednesday, April 19, 2023, 6:00 p.m., Hampton Inn Canal Park, Duluth, Minnesota
 - c. Pine County Education Leadership Network, Wednesday, April 19, 2023, 6:00 p.m., East Central Schools, 61085 State Hwy. 23, Finlayson, Minnesota
 - d. Snake River Watershed Management Board & 1W1P, Monday, April 24, 2023, 9:00 a.m., Kanabec County Courthouse, 317 Maple Ave. E, Mora, Minnesota

- e. Snake River Policy Committee, Monday, April 24, 2023, 9:30 a.m., Kanabec County Courthouse, 317 Maple Ave. E, Mora, Minnesota
- f. Lower St. Croix Watershed Partnership, Monday, April 24, 2023, 4:00 p.m., Wyoming Area Library, Wyoming, Minnesota
- g. East Central Regional Development Commission, Monday, April 24, 2023, 7:00 p.m., 100 Park Street South, Mora, Minnesota
- h. Special Meeting-Committee of the Whole (Road Tour), Tuesday, April 25, 2023, 9:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota
- i. NLX, Wednesday, April 26, 2023, 10 a.m., Board Room, Courthouse, Pine City, Minnesota
- j. Housing Redevelopment Authority/Economic Development Authority (HRA/EDA), Wednesday, April 26, 2023, 1:00 p.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota
- k. Northeast Minnesota Radio Advisory Committee, Thursday, April 27, 2023, 10:00 a.m., grand Lake Township Community Center, 5297 Hwy. 53, Saginaw, Minnesota
- l. Pine County Board of Commissioners, Tuesday, May 2, 2023, 10:00 a.m., Board Room, Courthouse, Pine City, Minnesota

11. Adjourn