



**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, December 21, 2021, 10:00 a.m.**

**North Pine Government Center  
 1602 Hwy. 23 No.  
 Sandstone, Minnesota**

*The public is invited to join the meeting in person or remotely: by phone call 1-312-626-6799, (access code): 913 8246 1935, (password): 5911400. Click the link on the county website ([www.co.pine.mn.us](http://www.co.pine.mn.us)) for more information and to watch a live stream broadcast of 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
  - December 9, 2021 county board Minutes and Summary for publication
  - December 9, 2021 Truth in Taxation Minutes
- 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 November, 2021 Cash Balance (attached)**

Fund	November 30, 2020	November 30, 2021	Increase/Decrease
General Fund	7,301,820	8,518,833	1,217,013
Health and Human Services Fund	2,652,111	3,352,256	700,145
Road and Bridge Fund	2,255,127	1,376,754	(878,372)
COVID Relief	750,997	2,571,371	1,820,374
Land	2,331,066	2,311,345	(19,721)
Self Insurance	0	595,106	595,106
<b>TOTAL (inc non-major funds)</b>	<b>18,219,099</b>	<b>21,608,740</b>	<b>3,389,641</b>

2. **November 2021 Disbursements/Claims Over \$2,000 (attached)**  
Consider approval of the November 2021 disbursements including the individual listing of claims over \$2,000 and 444 claims under \$2,000 totaling \$124,957.08.
3. **Donations**
  - A. Consider acceptance of a \$1,000 donation from VFW Post 4118 – Hinckley for veteran outreach.
4. **2021 Budget Adjustment**  
Consider approval of 2021 budget adjustments and recognition of spending of reserves.
5. **Pine County Commissioners' Expense Claim Forms**  
Review and consider approval of Commissioners' Expense Claim Forms.
6. **Septic Fix-Up Special Assessments**
  - A. Consider approval of Resolution 2021-76 extending a septic fix up special assessment to Larry Weidendorf, PID 12.0525.001, \$14,500; Stanley and Tracy Riley, PID 32.0081.000, \$5,350, and JoAnn and Dennis Venditto, PID 12.5138.000, \$6,860. Authorize Board Chair and County Administrator to sign.
7. **Low Income Septic Upgrade Grant Administration by Lakes & Pines**  
Consider approval of the Contract Agreement for Administration of the Local Septic Fix Up Fund between Pine County and Lakes and Pines CAC, Inc. 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. **Pine County Health & Human Services and Lighthouse Child and Family Services**  
This contract provides for community support program (CSP) services to eligible adults. Contract also allows HHS to make referrals to Lighthouse for newly mandated Qualified Individual Assessments/cost of assessments is \$50/hour. The cost for CSP services remains the same as 2021 (not to exceed \$78,000 annually), and \$1,000 stipend to purchase supplies for county drop-in center. One year contract (January 1, 2022 - December 31, 2022)
  - B. **Pine County Health & Human Services and Therapeutic Services Agency (TSA) 2022 Lead County Agreement**  
TSA provides numerous social services and they provide licensed therapeutic foster homes throughout the area; Pine County HHS historically serves as the county agency charged with negotiating a lead county agreement. Rates have increased two percent from 2021 to 2022. One year contract (January 1, 2022 – December 31, 2022)
  - C. **Pine County Health & Human Services and Resource Training and Solutions**  
Resource Training and Solutions provides services related to guardianship and conservatorships. Three year contract (January 1, 2022 – December 31, 2024). Cost of services is \$215.37 per client.
  - D. **Pine County and University of Minnesota**
    - i. Memorandum of Agreement for Agriculture Educator and 4-H Youth Development Educator for 2022, 2023 and 2024 in the annual amounts of \$119,449, \$123,136 and \$125,193.
    - ii. Addendum to Memorandum of Agreement with the University of Minnesota for Master Gardener Coordinator for 2022, 2023, 2024 in the annual amounts of

\$13,286, \$13,468, \$13,468; and Program Intern for 2022, 2023, 2024 in the annual amounts of \$4,500, \$4,602, \$4,716.

- E. Pine County Attorney's Office and Royalton Township  
Contract to prosecute misdemeanor zoning ordinances, effective November 1, 2021, for the period of one year. The township will pay \$100 per case file submitted to the county for review or charging of zoning ordinance violations.
9. **Designate Polling Places**  
Consider approval of Resolution 2021-79 declaring East Central Public School, Finlayson Elementary School, Hinckley-Finlayson High School, and Pine City High School as designated polling places for independent school district elections held in 2022. Authorize Board Chair and County Administrator to sign.
10. **2021 Assessment Clerical Corrections List**  
Acknowledge list of 2021 assessment clerical corrections.
11. **Final Contract #1705**  
Consider approval of final payment to MN Paving and Materials in the amount of \$81,060.24, for Contract #1705 related to: SP 058-643-009 located on CSAH 43 from Two Son Road to TH 23. Authorize County Administrator to sign Certificate of Final Contract Acceptance.
12. **Personnel / Promotion**  
A. Consider approval of the internal promotion of Samantha Kubesh from an Office Support Specialist to an Eligibility Worker, effective January 3, 2022. \$20.49 per hour, Grade 5, Step 1.
13. **New Hire**  
Consider approval of the hiring of:  
A. Highway Maintenance Worker Adam Johnsen, effective January 3, 2022, \$20.49 per hour, Grade 6, Step 1.
14. **Training**  
A. Consider approval to attend the Tribal/County Relations Training, February 3-4, 2022, for any commissioner desiring to attend, and County Administrator David Minke. Cost per attendee: Registration: \$200 per attendee; Lodging: \$69 per attendee/per night. Funds are available in the respective budgets.

## **REGULAR**

1. **Personnel Committee Report** (Minutes attached)  
The Personnel Committee met on December 13, 2021. The Personnel Committee made the following recommendations:  
A. **Health & Human Services**  
i. Acknowledge the resignation of Social Worker Nancy Johnson, effective December 14, 2021 and approve backfill of the position and any subsequent vacancies due to internal promotion or lateral transfer. The position is a Grade 10 with a minimum starting wage of \$25.88/hour.  
ii. Acknowledge the resignation of Eligibility Worker Denise Blesi, effective December 6, 2021 and approve backfill of the position and any subsequent vacancies due to internal promotion or lateral transfer. The position is a Grade 6 with a minimum starting wage of \$20.49/hour.

**B. Sheriff's Office – Jail**

- i. Acknowledge the resignation of Correction Officer David Ackermann, effective November 8, 2021, and the separation of part-time probationary Corrections Officer Brooklin Hooker effective November 11, 2021, and approve backfill of both positions and any subsequent vacancies due to internal promotion or lateral transfer. Positions are Grade 7 with a minimum starting wage of \$21.77/hour.

**C. Sheriff's Office**

- i. Acknowledge the resignation of probationary Deputy Sheriff Jorge Jimenez, effective November 30, 2021, and approve backfill of the position and any subsequent vacancies due to internal promotion or lateral transfer. The position is a Grade 10 with a minimum starting wage of \$26.65/hour.
- ii. Acknowledge the employment separation of Sergeant Robert Ouverson, effective December 3, 2021. The position was filled in September, 2021.

**D. County Attorney**

- i. Acknowledge the resignation of Assistant County Attorney John Lauer, effective December 21, 2021, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or later transfer. The position is a Grade 14 with a salary range of \$33.66 - \$43.76/hour.

**E. 2022 Elected Official Salaries**

- i. Consider 2022 salary for County Sheriff Jeff Nelson. The personnel committee recommended \$125,014 effective January 1, 2022.
- ii. Consider 2022 salary for County Attorney Reese Frederickson. The personnel committee recommended \$137,536, effective January 1, 2022.
- iii. Establish 2022 county commissioner compensation, per diems, and mileage. Consider Resolution 2021-83 and authorize Board Chair and County Administrator to sign. The resolution shows the 2021 rates.

**2. Opioid Litigation Settlement**

Consider approval of Resolution 2021-81 supporting the settlement with the entities in the state settlement. Authorize Board Chair and County Administrator to sign. The resolution will authorize the county administrator to execute all required documents. Jared Shepherd, Attorney representing the county from Campbell Knutson will join the meeting to provide an update on the proposed settlement.

**3. Appointment to the East Central Regional Library Board**

Consider reappointment of Judy Scholin to the East Central Regional Library board, effective January 1, 2022 – December 31, 2024.

**4. Clean Water Partnership Loan Amendment**

Consider approval of Resolution 2021-80 authorizing County Auditor-Treasurer Kelly Schroeder to execute the Minnesota Clean Water Partnership Project Implementation Loan Agreement Amendment No. 1 which will increase the funding under the program from \$900,000 to \$1,800,000. Authorize Board Chair and County Administrator to sign.

**5. Highway 23 Coalition**

Consider membership in Highway 23 Coalition. Dues are \$1,000 per year. Funds are available in the 2022 budget.

**6. 2022 Pine County Property Tax Levy and Budget**

Consider approval of:

- A. Resolution 2021-77 Setting the 2022 Pine County Property Tax Levy at \$20,652,675 and authorize Board Chair and County Administrator to sign.

B. Resolution 2021-78 Adopting the 2022 Pine County Budget as shown on the attached budget summary and authorize Board Chair and County Administrator to sign.

**7. Establish 2022 Non-Union Cost-of-Living Adjustments (COLA)**

- A. Consider 2022 Cost-of-Living Adjustment for Non-Union, Non-Elected Employees at 2%, effective January 1, 2022.
- B. Consider 2022 county contribution towards health insurance premiums for non-union employees and elected officials as show in the “County Contribution” Column:

<b><u>United Health Care Plans for 2022</u></b>				
<u>Pine County 2022</u>		<u>Monthly Premium</u>	<u>County Contribution</u>	<u>Employee Cost</u>
\$1,500-80% CMM	Single	\$884.57	\$864.82	\$19.75
	Family	\$2,211.16	\$1,798.71	\$412.45
\$2,150-80% VEBA	Single	\$952.41	\$814.57	\$137.84
	Family	\$2,581.63	\$1,586.21	\$995.42
\$3,000-100% HSA	Single	\$826.27	\$821.27	\$5.00
	Family	\$2,013.47	\$1,798.71	\$214.76

**8. Establish Citizen Board and Committee Per Diems**

Consider approval of Resolution 2021-82 establishing per diems for various board and committees (this resolution does not apply to county commissioners). Authorize Board Chair and County Administrator to sign.

**9. Coronavirus Response Update**

Public Health Update

**10. Call Special Meeting for County Board /HRA Strategic Planning Session**

Set a Special Meeting for the purpose of joint strategic planning with the county HRA for January 11, 2022 at 10:00 a.m. at the courthouse.

**11. January 4, 2022 Organizational Meeting**

Minnesota Statutes 275.07 requires that the board meet at the county seat on the first Tuesday after the first Monday in January. This is known as the “organizational” or “annual” meeting. That meeting will be January 4, 2022. Traditionally the board has met at 10:00 a.m. The board should establish a time to meet on that day.

**12. Commissioner Updates**

- Pine County Law Library
- Central Minnesota Jobs and Training Services
- East Central Solid Waste Commission
- East Central Regional Library Trustees Board
- St. Croix River Education District, 28<sup>th</sup> Annual Legislative Forum
- Arrowhead Counties Association Annual Dinner
- State Community Health Advisory Council
- East Central Regional Development Commission
- Other

**13. Other**

**14. Upcoming Meetings (Subject to Change)—All meetings to be conducted remotely unless otherwise indicated. Contact the organization hosting the meeting for call-in information.**

- a. Pine County Board of Commissioners, Tuesday, December 21, 2021, 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota
- b. Kettle 1W1P Policy Meeting, Tuesday, December 21, 2021, 1:00 p.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota
- c. Pine County HRA, Wednesday, December 22, 2021, 1:00 p.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota
- d. Northeast Emergency Communications Board/Radio Advisory Committee, Thursday, December 23, 2021, 10:00 a.m.
- e. Snake River Watershed Management Board, Monday, December 27, 2021, 9:00 a.m., Kanabec County Courthouse, 18 North Vine, Mora, Minnesota
- f. Snake River Watershed Policy Committee, Monday, December 27, 2021, 10:30 a.m., Kanabec County Courthouse, 18 North Vine, Mora, Minnesota
- g. Pine County Board of Commissioners Organizational Meeting, Tuesday, January 4, 2022, 10:00 a.m., Board Room, Courthouse, Pine City, Minnesota

**15. Closed Meeting Pursuant to M.S. §13D.05, Subd. 3(b) – Tax Court Litigation Update (Walmart Inc. vs. County of Pine)**

To go into closed session, a commissioner would make a motion similar to “I move to go into closed session as allowed by Minnesota Statutes 13D.05, Subd. (3)(b), Attorney/Client privilege to discuss pending litigation for property values payable 2020 and 2021, in the case *Walmart Inc. vs. County of Pine*”

**16. Adjourn**