

# ADDITIONS/REVISIONS/CORRECTIONS

Regular Meeting  
November 16, 2021

## ADDITIONS:

### 1. Consent Agenda Item 8 / New Hires

#### 8A. Sheriff's Office/Jail

- i. Consider approval of the hiring of Jaclyn Skalicky as an administrative assistant in the jail, effective November 29, 2021, grade 5, non-union, non-exempt position. Based on qualification and experience, starting wage is \$22.00 per hour.
- ii. Consider approval of the hiring of Chase Ableiter as part-time corrections officer, effective December 1, 2021, grade 7, step 1, \$21.34 per hour.

#### 8B. Health & Human Services

- i. Consider approval of the hiring of Jessica Nichols as a case aide, effective November 29, 2021, grade 5, step 1, \$18.96 per hour.

## ADDITIONAL Information and Request

### 1. Regular Agenda Item 6/Old Chengwatana Plat

Consider approval of Agreement Regarding Private Drive and Stormwater Pond Maintenance (in addition to approval of final plat of *Old Chengwatana*). Authorize Board Chair and County Administrator to sign.

## REVISIONS

### 1. Consent Agenda Item #4A – Septic Fix-Up Special Assessments

Consider approval of Resolution 2021-72 extending a special assessment to and authorize Board Chair and County Administrator to sign:

- i. Darrin Lange and April Lange, PID 28.0619.000, \$15,000
- ii. Joseph B. Long and Janette A. Long, PID 40.0123.000, \$17,300
- iii. Terry Jasinski, PID 22.0162.000, \$20,432.36
- iv. Richard R. Prihoda and Therese Marie Prihoda, PID 18.0219.000, \$20,225

**Added--** v. Larry Sederstrom and Judy Sederstrom, PID 15.0304.000, \$18,500

### 2. CANCELLATION of meetings

- (i) 11e & 11f: Snake River Watershed Management Board & Snake River Watershed Policy Committee, November 22, 2021
- (ii) 11i: Technology Committee, November 23, 2021



# AGENDA REQUEST FORM

Date of Meeting: November 16, 2021

- County Board**
  - Consent Agenda
  - Regular Agenda
- 5 mins.  10 mins.  15 mins.  Other
- Personnel Committee**
- Other** \_\_\_\_\_

**Agenda Item:** Approve hiring Jaclyn Skalicky - FT Administrative Assistant - Jail Admin. Office

**Department:** Pine County Sheriff's Office - Jail

\_\_\_\_\_  
Department Head signature

### Background information on Item:

Approve the hiring of Jaclyn Skalicky as Full-Time Administrative Assistant to the Jail Administration, effective November 29, 2021. This position is a grade 5, non-union, non-exempt position.

Based on qualifications and experience starting wage is \$22.00 per hour (approximately 50% of current scale)

### Action Requested:

Approve the hiring of Jaclyn Skalicky, replacing the current open position.

### Financial Impact:

None. This position and wage is accounted for in the jails 2021 and 2022 staffing plan and budget.



# AGENDA REQUEST FORM

Date of Meeting: November 16, 2021

- County Board**
  - Consent Agenda
  - Regular Agenda
- Personnel Committee
- Other \_\_\_\_\_

5 mins  10 mins  15 mins  Other

Agenda Item: Approve hiring PT Corrections Officer, Chase Ableiter

Department: Pine County Sheriff's Office - Jail

[Signature]  
Department Head signature

### Background information on Item:

Approve hiring Part-time Corrections Officer, Chase Ableiter effective December 1, 2021. Starting wage at 2021 Grade 7 - Step 1, \$21.34 per hour.

### Action Requested:

Approve the hiring of part time Corrections Officer

### Financial Impact:

None. This position and wage is accounted for in the jails 2021 and 2022 staffing plan and budget.



# AGENDA REQUEST FORM

Date of Meeting: 11/16/2021

- County Board**
    - Consent Agenda
    - Regular Agenda
  - Personnel Committee
  - Other \_\_\_\_\_
- 5 mins.  10 mins.  15 mins.  Other

Agenda Item: Approve hiring

Department: HHS

Rebecca Foss  
Department Head signature

### Background information on Item:

Due to Cassandra Olson's promotion to office manager, there was a vacancy for a case aide position in HHS. The job has recently been offered to and accepted by Jessica Nichols, contingent on board approval and an acceptable background check. If approved, Jessica would begin her employment with the county on November 29 (Grade 5, Step 1- \$18.96/hour).

### Action Requested:

Approve the hiring of Jessica Nichols as a case aide, effective November 29 (Grade 5, Step 1- \$18.96/hour).

### Financial Impact:

The position is contained in the 2021 and 2022 HHS budget.

**AGREEMENT REGARDING  
PRIVATE DRIVE AND STORMWATER POND MAINTENANCE**

THIS AGREEMENT REGARDING PRIVATE DRIVE AND STORMWATER POND MAINTENANCE (hereinafter, the "Agreement") is made and entered into this 7<sup>th</sup>, day of September, 2021, by **Landmaster Holdings LLC** (hereinafter "Developer"); **Old Chengwatana Development LLC** (hereinafter, the "Owner"); **Pine City Township** (hereinafter "Township") and **Pine County** (hereinafter "County"). Developer, Owner, Township, and County hereinafter may be collectively referred to as the "Parties".

**RECITALS**

Developer has preliminary plat approvals from the County to construct said plat described as "Old Chengwatana" development (hereinafter "Old Chengwatana" or "Development", legal description of which is attached as **Exhibit A**). The preliminary plat as approved has a private road and a Stormwater pond as part of its future construction (hereinafter "Preliminary Plat", a copy of which is attached hereto as **Exhibit B**). Old Chengwatana is to be an association-controlled development controlled by the Old Chengwatana Association (hereinafter "Association".) Developer and Owner will establish the Association prior to the conveyance of any lot in the Development. Preliminary Plat approval was given on August 27<sup>th</sup>, 2020 by the County. The Township set forth its preference that the road identified in the Preliminary Plat connect to a platted road to the west of the Development, but if the road does not connect to the road to the west in the final plat approved by the County, and it is not dedicated to the public in the final plat, the Township desires to enter into this Agreement to confirm that the road will not be dedicated to the public in the final plat and to set forth the understanding of the Parties that the road will not be maintained by the Township and will not be added to the Township's system of regularly maintained roads. The Township also does not wish to maintain the stormwater pond as approved by the County. The Developer and the Owner, through the Old Chengwatana Association, wish to keep the road and the stormwater pond identified in the Preliminary Plat private and maintained through this Agreement and separate, private recordable maintenance agreements with the owners of Old Chengwatana. It is intended by this Agreement that Old Chengwatana shall be subject to the conditions, limitations and reservations particularly related to the private road and stormwater pond as set forth within the Agreement as follows:

## AGREEMENT

1. **Term of Agreement.** Subject to the conditions, limitations or reservations contained herein, the Parties agree that this Agreement shall run with the land and bind the heirs, successors and assigns of the Developer, the Owner and the Old Chengwatana Association. All duties and obligations of the Developer, the Association and the Owner under this Agreement shall also be duties and obligations of Developer the Association and the Owners' successors and assigns, including future owners of individual lots within the Development.
  
2. **Final Plat Approval.** It is agreed by the Parties that the road identified in the preliminary and final plat approved by the County shall not be dedicated to the Township as a public road, shall be a private drive (hereinafter "Private Drive"), shall be non-exclusive and available for use in common with all of the owners of the Development, and shall apply to any family, friends, guests or invitees of the owners.
  
3. **Modification.** This Agreement may be modified in a writing signed by all parties.
  
4. **Recitals.** The recitals set forth above are incorporated by reference as part of this Agreement; and the terms of this Agreement are contractual and not a mere recital.
  
5. **Private Drive.** All members of the Old Chengwatana Association will benefit from the Private Drive and will share in the maintenance and upkeep of the Private Drive. The Private Drive is depicted on the Preliminary Plat attached hereto as Exhibit B. Developer shall obtain all necessary permits for the construction of the Private Drive.
  - a. Nothing in this Agreement shall be construed to impose any obligation on the Township or County to maintain, improve, correct, resurface, or provide any other maintenance to the Private Drive. The Private Drive shall not be dedicated to the public in the final plat approved by the County.
  
  - b. The Owner and the Association shall be responsible for any and all required maintenance, including ordinary and regular maintenance, improvements, rehabilitation, and all costs associated with said maintenance of the Private Drive.

- c. The Owner and the Association shall maintain the Private Drive in a good and passable condition consistent with its condition as built and in a manner that does not present an unsafe or dangerous condition for the owners and/or guests and invitees, and they shall make repairs as reasonably necessary, including all surfacing and snow removal, and the installation and maintenance of culverts and ditches to insure proper drainage.
  - d. If an unsafe or dangerous condition exists as a result of the use of the Private Drive, the Owner and the Association shall act within a reasonable time to restore the Private Drive to a safe and passable condition.
- 6. **Stormwater Pond.** The stormwater ponding area as depicted on the Preliminary Plat attached hereto as Exhibit B and surrounding the west side of the cul-de-sac located off the Private Drive ("Stormwater Pond") shall be maintained subject to the following terms and conditions:
  - a. The Owner shall grant to the Township drainage and utility easements over portions of the property in the Development as shown on the Preliminary Plat attached hereto as Exhibit B.
  - b. The Developer shall construct the Stormwater Pond in accordance with the plans and specifications approved by the Township and the County.
  - c. The Owner and the Association shall be responsible for all maintenance of the Stormwater Pond, including ordinary maintenance, improvements, and all related costs associated with the use and maintenance of the Stormwater Pond.
  - d. The Owner and the Association shall maintain the Stormwater Pond in a good condition consistent with its condition as built, shall maintain the Stormwater Pond in a manner that does not present an unsafe or dangerous condition for the owners and/or guests and invitees, and they shall make repairs as reasonably necessary. This shall include insuring that the Stormwater Pond adequately controls and drains storm water from the Development.
  - e. The Association shall conduct periodic inspections of the Stormwater Pond as may be needed. The Association shall keep records of all

inspections and maintenance activities, and upon request of the Township will submit such records to the Township.

- f. If an unsafe or dangerous condition exists, the Owner and the Association shall act within a reasonable time to restore the Stormwater Pond to a safe and adequate condition.
- g. The Township may, but is under no obligation to, maintain the Stormwater Pond, as provided in this paragraph, if the Township reasonably believes that the Owner and the Association have failed to maintain the Stormwater Pond in accordance with this Agreement, applicable drainage laws, or as is needed to maintain its designed function. The Township may perform the work and recover its costs through the imposition and collection of a tax levied on the properties within the Development. The costs recovered through a tax levy include, but are not necessarily limited to, all costs incurred with the contractor hired to perform the work and all administrative, engineering, legal, and other costs incurred to undertake and complete the work. Nothing herein shall be deemed a limitation on the Township's authority to recover its costs arising from or related to work performed to maintain, repair, or improve the Stormwater Pond. Prior to performing any such work, the Township shall give written notice to the Owner and the Association of any condition that fails to comply with this Agreement or applicable drainage laws or a condition that must be abated or corrected to maintain the Stormwater Pond's designed function. The written notice shall specify the condition and inform the Owner and the Association that if they do not correct said condition within sixty (60) days the Township will exercise its right to enter the Development and take all reasonable steps to abate or correct the condition, and charge the costs of said abatement or correction to the properties within the Development.
- h. Nothing in this Agreement shall be construed to obligate the Township or County to maintain, repair, or improve the Stormwater Pond.
- i. Prior to the written notice contained herein or any Township inspection or investigation of the Stormwater Pond, the Township shall make all reasonable attempts to inform a representative of the Owner and the Association, if applicable, of said inspection or investigation so that they may be present during the inspection or investigation.



- j. The Developer, the Owner and the Association hereby agree to indemnify and hold harmless the Township and its agents and employees against any and all claims, demands, losses, damages, and expenses (including reasonable attorneys' fees) arising out of or resulting from the Developer, the Owner, the Association and their agents, employees, representatives, successors or assigns' negligent or intentional acts, or any violation of any safety law, regulation, or code in the performance of this Agreement, without regard to any inspection or review made or not made by the Township, its agents or employees or failure by the Township, its agents or employees to take any other prudent precautions. In the event the Township, upon the failure of the Developer, the Owner or the Association to comply with any conditions of this Agreement, performs said conditions pursuant to its authority in this Agreement, the Developer, the Owner and the Association shall indemnify and hold harmless the Township, its employees, agents and representatives for its own negligent acts in the performance of the required work under this Agreement, but this indemnification shall not extend to intentional or grossly negligent acts of the Township, its employees, agents and representatives.
7. **Right of Entry.** The Owner, the Association and the Developer hereby grant the Township, and their agents, employees and consultants, a permanent, non-exclusive easement for the purpose of accessing, inspecting, and maintaining the Stormwater Pond pursuant to the notice requirements and other terms of this Agreement. This easement shall include the rights, but not the obligation, of the Township, its contractors, agents, employees, and assigns, to access the Stormwater Pond to conduct any necessary inspections, maintenance, improvements in accordance with the notice requirements and other terms of this Agreement.
8. **Enforcement:** Enforcement of the terms and conditions contained herein may be by proceedings at law or in equity against any person or persons violating or attempting to, or threatening to, violate the terms and conditions contained herein, either to restrain or prevent the violation, or to obtain any other relief. If a suit is brought to enforce these terms and conditions contained herein, the prevailing Party shall be entitled to recover its costs, including reasonable attorney's fees, from the non-prevailing Party.

9. **Survival.** Any provisions of this Agreement which requires performance or grants a benefit after termination of the Agreement shall be deemed to survive the termination of the Agreement.

10. **Notice.** All notices required under this Agreement shall either be personally delivered or be sent by U.S. certified or registered mail, postage paid, and addressed as follows:

To the Town at: Pine City Township  
c/o Township Clerk  
21977 St. Croix Road  
Pine City, MN 55063

With a copy to: Jason M. Hill  
Kennedy & Graven, Chartered  
700 Fifth Street Towers  
150 South Fifth Street  
Minneapolis, MN 55402

To the Developer at: Landmaster Holdings, LLC  
P.O. Box 49  
Pine City, MN 55063

To the Owner at: Landmaster Holdings, LLC  
P.O. Box 49  
Pine City, MN 55063

To the Association at: Landmaster Holdings, LLC  
P.O. Box 49  
Pine City, MN 55063

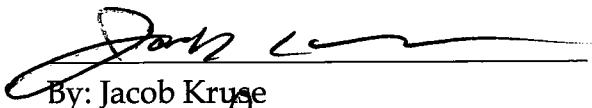
11. **Governing Law.** This Agreement will be construed and enforced in accordance with, and governed by, the laws of the State of Minnesota; provided that laws regarding conflict of laws will not defeat application of the substantive laws of the State of Minnesota. Any action commenced hereunder shall be venued in

Pine County District Court. The Parties agree to the personal jurisdiction of the State of Minnesota.

12. **Integration.** This Agreement and any express authorizations (which are incorporated herein by reference and made a part hereof) set forth the entire agreement and understandings of the Parties in respect to the transaction contemplated hereby and supersede all prior agreements, arrangements and understandings, whether written or oral, relating to the subject matter hereof.
  
13. **Counterparts.** This Agreement may be executed in any number of multiple counterparts, each of which shall constitute an original but all of which together shall constitute a single instrument.

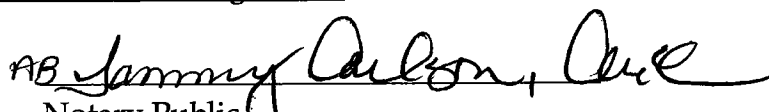
**DEVELOPER: Landmaster Holdings, LLC**

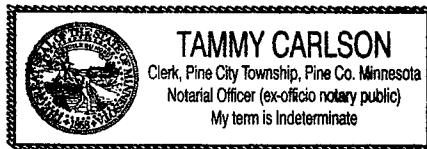
Dated: 9-15-21

  
By: Jacob Kruse  
Its: President

STATE OF MINNESOTA )  
  )ss.  
COUNTY OF PINE         )

Subscribed to and sworn before me this 15<sup>th</sup> day of September 2021, by Jacob Kruse, the President of Landmaster Holdings, LLC.

  
Notary Public



OWNER: Old Chengwatana Development  
LLC

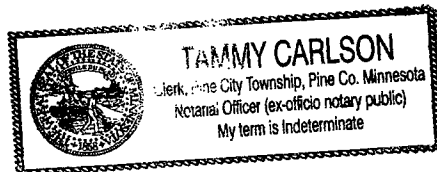
Dated: 9-15-21

Jacob Kruse  
By: Jacob Kruse  
Its: President

STATE OF MINNESOTA )  
                                      )ss.  
COUNTY OF PINE        )

Subscribed to and sworn before me this 15<sup>th</sup> day of September 2021, by Jacob Kruse, the President of Old Chengwatana Development LLC.

A.B. Tammy Carlson  
Notary Public



**COUNTY: Pine County**

Dated: \_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF MINNESOTA )  
                                  )ss.  
COUNTY OF PINE       )

Subscribed to and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by \_\_\_\_\_, the \_\_\_\_\_ of Pine County.

\_\_\_\_\_  
Notary Public

**TOWNSHIP: Pine City Township**

Dated: 9/16/2021

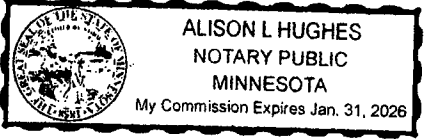
By: [Signature]  
Its Chairperson

By: [Signature]  
Clerk

STATE OF MINNESOTA )  
  )ss.  
COUNTY OF PINE )

Subscribed to and sworn before me this 16<sup>th</sup> day of Sept, 2021, by David Nordum, the Chairperson, and Tammy Carlson, the Clerk, of Pine City Township, a public corporation of the State of Minnesota, on behalf of the public corporation.

[Signature]  
Notary Public



**THIS INSTRUMENT DRAFTED BY:**  
Rinke Noonan  
1015 W. St. Germain St., Suite 300  
P.O. Box 1497  
St. Cloud, MN 56302-1497  
(320) 251-6700  
File No. 27684-0002

## EXHIBIT A

Lots 40 and 41, 2nd Rearrangement of Auditor's Subdivision of Lots 5, 6, 7, & Southeast Quarter of Southeast Quarter of Section 27, Township 39, Range 21, Pine County, Minnesota.

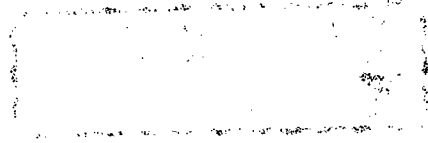
AND

Lot 13, Re-Arrangement of Auditor's Subdivision, Section 26, Township 39, Range 21, Pine County, Minnesota.

AND

That part of Lot 14, Re-Arrangement of Auditor's Subdivision, Section 26, Township 39, Range 21, Pine County, Minnesota, described as follows:

Commencing at the northeast corner of Government Lot 2 of said Section 26; thence on an assumed bearing of South 0 degrees 16 minutes 37 seconds West along the east line of said Government Lot 2 a distance of 120.68 feet; thence South 82 degrees 26 minutes 31 seconds West 66.62 feet to the point of beginning of the property to be described; thence north, parallel with said east line 287 feet, more or less, to the shore line of the Snake River; thence westerly along said shore line 435 feet, more or less, to the west line of said Lot 14; thence southerly along said west line 259 feet, more or less, to the intersection with a line that bears South 82 degrees 26 minutes 31 seconds West from the point of beginning; thence North 82 degrees 26 minutes 31 seconds East 430.12 feet to the point of beginning.










# AGENDA REQUEST FORM

**Date of Meeting:** November 16<sup>th</sup>, 2021

- 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. A new loan cycle began August 1<sup>st</sup> with \$900,000 available at 1% interest. 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.)

Beginning in 2013, Pine County has been assisting low and moderate income homeowners to upgrade their non-compliant septic systems through funds received from the Minnesota Pollution Control Agency. This program is facilitated through a partnership with Lakes & Pines. Low income homeowners receive a no-interest, no payment loan which if they live in the home for 10 is forgiven, and moderate income homeowners receive a no-interest, 10-year special assessment.

### Action Requested:

Consider authorizing the County Board Chair and County Administrator to sign Resolution 2021-72 extending a special assessment as follows:

Darrin Lange and April Lange, PID 28.0619.000, \$15,000.00

Joseph B. Long and Janette A. Long, PID 40.0123.000, \$17,300.00

Terry Jasinski, PID 22.0162.000, \$20,432.36

Richard R. Prihoda and Therese Marie Prihoda, PID 18.0219.000, \$20,225.00

Larry Sederstrom and Judy Sederstrom, PID 15.0304.000, \$18,500.00

### Financial Impact:

Grant funds have been utilized to install the systems.

**PINE COUNTY RESOLUTION EXTENDING  
SEPTIC FIX-UP SPECIAL ASSESSMENT  
RESOLUTION No. 2021-72**

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 15 years, beginning in 2022, against Pine County Parcel 28.0619.000 in the amount of \$15,000.00 with equal principal payments and 1% interest owned by Darrin Lange and April Lange.

NOW THEREFORE BE IT RESOLVED, that the County of Pine extends a special assessment for a term of 17 years, beginning in 2022, against Pine County Parcel 40.0123.000 in the amount of \$17,300.00 with equal principal payments and 1% interest owned by Joseph B. Long and Janette A. Long.

NOW THEREFORE BE IT RESOLVED, that the County of Pine extends a special assessment for a term of 20 years, beginning in 2022, against Pine County Parcel 22.0162.000 in the amount of \$20,432.36 with equal principal payments and 1% interest owned by Terry Jasinski.

NOW THEREFORE BE IT RESOLVED, that the County of Pine extends a special assessment for a term of 20 years, beginning in 2022, against Pine County Parcel 18.0219.000 in the amount of \$20,225.000 with equal principal payments and 1% interest owned by Richard R. Prihoda and Therese Marie Prihoda.

NOW THEREFORE BE IT RESOLVED, that the County of Pine extends a special assessment for a term of 19 years, beginning in 2022, against Pine County Parcel 15.0304.000 in the amount of \$18,500.000 with equal principal payments and 1% interest owned by Larry Sederstrom and Judy Sederstrom.

Dated this 16<sup>th</sup> day in November, 2021.

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Stephen M. Hallan, Chair  
Pine County Board of Commissioners

ATTEST:

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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, November 16, 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, (Meeting ID): 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  
 Minutes of November 2, 2021 County Board Meeting and Summary for publication
- F) Minutes of Boards, Reports and Correspondence  
 Pine County Zoning Board Minutes – September 23, 2021
- 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 October, 2021 Cash Balance (attached)**

Fund	October 31, 2020	October 31, 2021	Increase/Decrease
General Fund	3,290,417	4,583,590	1,293,173
Health and Human Services Fund	1,023,356	1,986,090	962,734
Road and Bridge Fund	2,543,952	1,358,884	(1,185,068)
COVID Relief	1,974,633	2,599,681	625,049
Land Management Fund	2,124,543	2,266,687	142,144
Self Insurance	0	573,935	573,935
<b>TOTAL (inc non-major funds)</b>	<b>23,886,101</b>	<b>25,781,491</b>	<b>1,895,390</b>

2. **October 2021 Disbursements/Claims Over \$2,000 (attached)**  
Consider approval of October 2021 disbursements including the individual listing of claims over \$2,000 and 488 claims under \$2,000 totaling \$249,543.85.
3. **Application for Abatement**  
A. Consider approval of an Application for Abatement for Alex and Lois Okun, 63558 State Hwy. 18, Finlayson, Parcel 13.0249.000 and authorize Auditor-Treasurer to process a refund.
4. **Septic Fix-Up Special Assessments**  
A. Consider approval of Resolution 2021-72 extending special assessments as follow:
  - i. Darrin Lange and April Lange, PID 28.0619.000, \$15,000
  - ii. Joseph B. Long and Janette A. Long, PID 40.0123.000, \$17,300
  - iii. Terry Jasinski, PID 22.0162.000, \$20,432.36
  - iv. Richard R. Prihoda and Therese Marie Prihoda, PID 18.0219.000, \$20,225
 Authorize Board Chair and County Administrator to sign.
5. **Pine County Commissioners' Expense Claim Forms**  
Review and consider approval of Commissioners' Expense Claim Forms.
6. **Contracts / Agreements**  
A. **2022-2023 Prosecution Agreement with City of Sandstone**  
Consider approval of a two-year Agreement between the Pine County Attorney's Office and the City of Sandstone for the prosecution of crimes and ordinances within the city of Sandstone. The City of Sandstone will pay a total of \$20,000; one-quarter each on May 15, 2022, October 15, 2022, May 15, 2023 and October 15, 2023. Authorize Board Chair and County Administrator to sign.
7. **Personnel / Promotion**  
A. Consider approval of the internal transfer of Angela Ripley from an Adult Protection Social Worker to a Child Protection Social Worker, effective December 1, 2021, Grade 10, Step 1, wage will remain unchanged.  
B. Consider approval of dispatcher Jasmine Ploub, from part-time to full-time status, effective November 21, 2021. Wage will remain unchanged.

## **REGULAR**

1. **Facilities Committee Report (Minutes Attached)**  
The Facilities Committee met November 3, 2021. Minutes are for information only. No board action is necessary.
2. **Personnel Committee Report (Minutes Attached)**  
The Personnel Committee met November 8, 2021. The Personnel Committee made the following recommendations:
  - A. **Health and Human Services**
    - i. Approve the recruitment of a new Eligibility Worker position (included in the 2022 HHS budget proposal) and backfill of any subsequent vacancies due to promotion or lateral transfer. The position is a Grade 6 with a minimum starting wage of \$20.49/hour.
    - ii. Approve the recruitment of a new Social Worker/Case Manager position (included in the 2022 HHS budget proposal) and backfill of any subsequent vacancies due to

promotion or lateral transfer. The position may be filled by a licensed social worker or a registered nurse. The position is a Grade 10 with a minimum starting wage of \$25.88/hour.

Recruitment of both positions is dependent on an approved county budget and overall board approval and will not be filled until January 2022.

B. Sheriff's Office

- i. Approve a regrade of the current Sheriff's Office Manager position from a Grade 8 to a Grade 9 based on review of current job duties, approve a new job description and new job title of Sheriff's Office Supervisor.

C. Highway

- i. Approve the backfill of the open Highway Engineer Technician III position, and any subsequent vacancies that may occur due to internal promotion or lateral transfer. Position is a grade 9 with a minimum starting salary of \$23.94/hour.

Other items are for information only.

3. **Economic Development Committee (Minutes Attached)**

The Economic Development Committee met November 8, 2021. It was the consensus of the committee to approve \$25,000 of American Rescue Plan Act (ARPA) funds for the City of Hinckley toward the design and engineering of sewer/water infrastructure.

Other items are for information only.

4. **Health & Human Services Advisory Committee Report (Minutes Attached)**

The Health & Human Services Advisory Committee met November 9, 2021. Minutes are for information only. No board action is necessary.

5. **Essentia Health 2021 Annual Report**

Presentation by Essentia Health-Sandstone EMS Senior Director Joe Newton.

6. **Old Chengwatana Final Plat**

Consider approval of the Final Plat of Old Chengwatana and authorize the Board Chair, County Administrator, County Surveyor, County Attorney, County Auditor-Treasurer and County Recorder to sign.

7. **Subdivision Approval Resolution**

Consider approval of Resolution 2021-70 requiring subdivision approvals or exemptions be attached to deeds which result in the subdivision of parcels covered by the Pine County Subdivision and Platting Ordinance beginning December 1, 2021. This ordinance does not apply to the townships of Arna, Pokegama, Windemere or any city with their own ordinance. Authorize Board Chair and County Administrator to sign.

8. **Community Development Block Grant Coronavirus (CDBG-CV) Start-Up Policies and Grant Contract**

Consider adoption of the following plans and policies, and authorize Board Chair and/or County Administrator to sign as applicable:

- a. Residential Anti-Displacement and Relocation Assistance Plan (Section 104(d) of the Housing and Community Development Act of 1974)
- b. Excessive Force Policy (Section 519 of the 1990 HUD Appropriations Act)
- c. Certification of a Drug-Free Workplace (HUD Form 50070)
- d. Section 3 and Women or Minority Owned Business Certification Plan
- e. Fair Housing Plan & Annual Fair Housing Activities
- f. Program Income Plan

9. **Commissioner Updates**

Central MN Council on Aging / Board of Directors  
East Central Solid Waste Commission  
East Central Regional Library Trustees Board  
Pine County Chemical Health Coalition  
Soil & Water Conservation District  
County/School District Meeting  
Lakes and Pines Community Action Council  
Blandin Broadband Community  
Other

10. **Other**

11. **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, November 16, 2021, 10:00 a.m., Legislative Update with Senator Rarick and Representative Nelson, at 1:00 p.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota.
- b. Arrowhead Counties Association, Wednesday, November 17, 2021, 6:00 p.m., Hampton Inn, Canal Park, Duluth, Minnesota.
- c. Extension Committee, Thursday, November 18, 2021, 3:00 p.m., Jury Assembly Room, Courthouse, Pine City, Minnesota and via Zoom
- d. State Community Health Advisory Council, Friday, November 19, 2021, 1:00 p.m.
- e. Snake River Watershed Management Board, Monday, November 22, 2021, 9:00 a.m., Kanabec County Courthouse, 18 North Vine, Mora, Minnesota.
- f. Snake River Watershed Policy Committee, Monday, November 22, 2021, 10:30 a.m., Kanabec County Courthouse, 18 North Vine, Mora, Minnesota.
- g. Blandin Broadband Community Meeting, Monday, November 22, 2021, 10:30 a.m.
- h. Development Authority Study Committee Meeting, Monday, November 22, 2021, 3:00 p.m., via Zoom
- i. Technology Committee, Tuesday, November 23, 2021, 9:00 a.m., Commissioner Conference Room, Courthouse, Pine City, Minnesota
- j. NLX, Wednesday, November 24, 2021, 10:00 a.m., Board Room, Courthouse, Pine City, Minnesota
- k. Housing and Redevelopment Authority (HRA), Wednesday, November 24, 2021, 1:00 p.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota
- l. Finance and Investment Committee, Monday, November 29, 2021, 8:15 a.m., Commissioner Conference Room, Courthouse, Pine City, Minnesota
- m. Mediation, Monday, November 29, 2021, 9:30 a.m., Commissioners Conference Room, Courthouse, Pine City, Minnesota
- n. Northeast Emergency Communications Board/Radio Advisory Committee, Monday, November 29, 2021, 10:00 a.m. via technology or in person at the Pike Lake Campus, 5735 Old Miller Trunk Highway, Duluth, Minnesota
- o. Cancelled: Facilities Committee, December 1, 2021
- p. Mille Lacs Band of Ojibwe, Wednesday, December 1, 2021, 1:00 p.m. via Zoom
- q. Solid Waste Ordinance Committee, Friday, December 3, 2021, 9:00 a.m., North Pine Government Center, 1602 Highway 23 No., Sandstone, Minnesota
- r. AMC Annual Conference, December 5-8, 2021, Double Tree Hotel, Bloomington, Minnesota
- s. Soil & Water Conservation District, Wednesday, December 8, 2021, 3:00 p.m.

- t. Pine County Board of Commissioners, Thursday, December 9, 2021, 10:00 a.m., Pine County Courthouse, 635 Northridge Drive NW, Pine City, Minnesota
- u. Pine County Law Library, Thursday, December 9, 2021, 12:00 p.m.
- v. Truth in Taxation, Thursday, December 9, 2021, 6:00 p.m., Board Room, Courthouse, Pine City, Minnesota

**RECESS until 1:00 p.m. and Reconvene for Legislative Update**

Senator Jason Rarick and Representative Nathan Nelson will be present for discussion of legislative issues.

12. **Adjourn**