

**MINUTES  
OF THE  
PINE COUNTY BOARD MEETING  
Regular Meeting  
Tuesday, December 21, 2021 - 10:00 a.m.  
North Pine Government Center, 1602 Highway 23 No, Sandstone, Minnesota**

Chair Hallan called the meeting to order at 10:00 a.m. Present were Commissioners Josh Mohr, Terry Lovgren, J.J. Waldhalm and Matt Ludwig. Also present were County Administrator David Minke and County Attorney Reese Frederickson.

The public was invited to join the meeting in person, by phone, Zoom, or watch via live stream on YouTube.

The Pledge of Allegiance was said.

Chair Hallan called for public comment. Ailene Croup commented on 2022 Pine County wage increases and employee medical plans and cautioned against a levy increase.

Chair Hallan requested the following revisions to the agenda:

Addition to Consent Agenda Item 15: Consider Jail Steamer Oven purchase in the amount of \$30,666.14 plus installation.

Addition of Regular Agenda Item 7.1 Labor Negotiations Update: Consider approval of the collective Bargaining Agreement with the AFSCME Correction Officer-dispatcher unit for 2022-2024 and authorize Board Chair and County Administrator to sign.

Addition of Regular Agenda Item 10.1: Consider Special Meeting for County Board Strategic Planning.

**Motion** by Commissioner Lovgren to adopt the amended Agenda. Second by Commissioner Mohr. Motion carried 5-0.

**Motion** by Commissioner Ludwig to approve the Minutes of the December 9, 2021 County Board Meeting and Summary for publication and the December 9, 2021 Truth in Taxation Minutes. Second by Commissioner Lovgren. Motion carried 5-0.

**Motion** by Commissioner Mohr to approve the amended Consent Agenda. Second by Commissioner Ludwig. Motion carried 5-0.

**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. Approve November, 2021 Cash Balance**

<b>Fund</b>	<b>November 30, 2020</b>	<b>November 30, 2021</b>	<b>Increase/Decrease</b>
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
TOTAL (inc non-major funds)	18,219,099	21,608,740	3,389,641

2. **November 2021 Disbursements/Claims Over \$2,000**

The following vendors with claims of \$2,000 or more, and 444 claims under \$2,000 totaling \$124,957.08, were paid during the period of November 1, 2021 – November 30, 2021: ACMN Properties LLC, 2,094.32; Advanced Graphix Inc., 1,111.33; Am Indian Fam & Child Serv Inc, 2,639.96; Aml Cleaning Service, Inc, 4,000; ANOKA COUNTY TREASURY OFFICE, 12,500; Arlen Krantz Ford Inc, 2,975.25; Askov Deep Rock, 8,741.10; Aspen Mills, 2,097.09; ATLAS OUTFITTERS, 4,178; Barker Co,Inc/Bob, 2,394.25; BONKS SAND & GRAVEL, 6,978.72; Cdw Government Inc, 2,633.54; CELLEBRITE, 3,850; Central Mn Jobs & Training Services, 22,939; CLEANITSUPPLY.COM, 2,438.52; CLOQUET RIVERSIDE RECYCLING, INC, 6,497.75; CONTECH ENGINEERED SOLUTIONS LLC, 2,396.31; Dhs Maps Mmis Cd Maxis 998, 108,770.59; DHS State Operated Services, 4,491.90; East Central Energy Of Braham, 18,664.39; East Central Solid Waste Comm, 7,600.45; EMERGENCY SERVICES MARKETING CORP INC, 6,205; EVERBRIDGE INC, 10,910.49; EVERGREEN RECYCLING LLC, 3,268.10; GLENS TIRE, 7,100.51; GUARDIAN, 8,919.75; Henricksen Psg, 195,197.79; HERO INDUSTRIES, INC., 2,422.50; HOMETOWN FIBER LLC, 14,633.40; Information Systems Corp-ISC, 5,095; J A SMITH & COMPANY, 3,960; JONES CONSTRUCTION SERVICES INC, 20,225; Knife River Corp, 520,969.55; Kris Engineering, Inc, 31,386.16; KRONOS SAASHR INC, 7,707.18; L&O INVESTMENTS LLC, 19,982.36; LeadsOnline LLC, 2,590.45; LHB INC, 3,257.25; Lighthouse Child & Family Services, LLC, 12,857.44; LSS, 18,980.96; MADISON NATIONAL LIFE INS CO INC, 3,664.75; MEDICAREBLUE RX, 5,335.80; MEND CORRECTIONAL CARE PLLC, 27,310.50; Mille Lacs Band Family Services, 12,110.40; MINNESOTA ENERGY RESOURCES CORP, 9,141.95; MINNESOTA POLLUTION CONTROL AGENCY, 50,459.16; MINNESOTA POWER, 3,914.52; MN COUNTIES COMPUTER COOP, 2,682.45; Mn Life Insurance Company, 4,300.95; MSA PROFESSIONAL SERVICES INC, 18,005.45; NEWMAN DESIGNS, 2,625; Nexus-Gerard Family Healing LLC, 16,173.32; Nexus-Mille Lacs Family Healing, 11,878.55; North Homes Inc, 8,752.54; North Pine Aggregate Inc, 6,552; Northwestern Mn Juvenile Center, 7,325; Northwoods Children Home, 10,057.64; Nuss Truck Group Inc, 19,606.77; OFFICE OF MN.IT SERVICES, 5,124.08; OXYGEN SERVICE COMPANY, 6,909.50; Pine Co Agricultural Society, 10,000; Pine Co Court Admin., 12,500; Pine Co Highway Department, 11,989.58; Pine Co Treasurer, 36,273.60; Pine County Sheriff FPI Contract, 4,205.21; Pine/County Of, 19,118.24; Pomp's Tire Service, Inc, 15,681.18; Prairie Lakes Youth Programs, 6,468.85; Rabe Excavating, LLC, 17,000; Roberts Excavating, 18,500; Rolling Hills Hospital LLC, 14,880; ROYAL TIRE, 10,975.40; SEH INC, 7,485.89; Slims Texaco Service, 22,211.25;

Solid Oak Financial Services, LLC, 3,175; SUMMIT FOOD SERVICE MANAGEMENT LLC, 16,011.63; SUN CONTROL OF MN, 6,743; TEAMSTERS JOINT COUNCIL 32, 66,300; Todd Elliott Excavating Llc, 2,535; TRIPLE J EXCAVATING LLC, 15,000; UNITEDHEALTH GROUP, 233,498.13; Verizon Wireless, 10,817.01; Village Ranch Residential Facility, 6,065.46; WSB AND ASSOCIATES, 10,698.85.

3. **Donations**

Accept a \$1,000 donation from VFW Post 4118 – Hinckley for veteran outreach.

4. **2021 Budget Adjustment**

Approve the 2021 budget adjustments and recognition of spending of reserves.

5. **Pine County Commissioners' Expense Claim Forms**

Approve Commissioners' Expense Claim Forms.

6. **Septic Fix-Up Special Assessments**

Approve 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**

Approve 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**

Approve 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**  
Approve 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**  
Approve 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**  
Approve 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**  
Approval the hiring of Highway Maintenance Worker Adam Johnsen, effective January 3, 2022, \$20.49 per hour, Grade 6, Step 1.
14. **Training**  
Approve attendance at 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.
15. **Jail Kitchen Equipment Purchase**  
Approve jail steamer oven purchase in the amount of \$30,666.14 plus installation.

## REGULAR AGENDA

### 1. Personnel Committee Report

Commissioner Mohr provided an overview of the December 13, 2021 Personnel Committee meeting. 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. Approve 2022 salary for County Sheriff Jeff Nelson. The Personnel Committee recommended \$125,014 effective January 1, 2022.
- ii. Approve 2022 salary for County Attorney Reese Frederickson. The Personnel Committee recommended \$137,536, effective January 1, 2022.
- iii. Approve Resolution 2021-83 Establishing County Commissioner Compensation as \$21,844 per year for Commissioners and \$23,044 for Board Chair (unchanged from 2021), Per Diem rate of \$100, and Mileage Reimbursement at the IRS rate for business mileage and authorize Board Chair and County Administrator to sign.

**Motion** by Commissioner Mohr to approve recommendations A – D of the Personnel Committee. Second by Commissioner Ludwig. Motion carried 5-0.

**Motion** by Commissioner Mohr to approve the recommendation of the Personnel Committee setting the 2022 salary for County Sheriff Jeff Nelson at \$125,014, effective January 1, 2022. Second by Commissioner Ludwig. Motion carried 5-0.

**Motion** by Commissioner Mohr to approve the recommendation of the Personnel Committee setting the 2022 salary for County Attorney Reese Frederickson at \$137,536, effective January 1, 2022. Second by Commissioner Ludwig. Motion carried 5-0.

**Motion** by Commissioner Mohr to adopt Resolution 2021-83 Establishing County Commissioner Compensation as \$21,844 per year for Commissioners and \$23,044 for Board Chair (unchanged from 2021), Per Diem rate of \$100, and Mileage Reimbursement at the IRS rate for business mileage. Second by Commissioner Lovgren. Motion carried 5-0.

2. **Opioid Litigation Settlement**

County Attorney Reese Frederickson and Attorney Jared Shepherd from Campbell Knutson, representing the county in the litigation, gave an update on the proposed settlement. The attorneys recommend the county approve the proposed settlement. Resolution 2021-81 approves the settlement and authorizes the County Administrator to execute all required documents. The resolution also includes support for amending Minnesota Statutes 256.043.

**Motion** by Commissioner Ludwig to approve Resolution 2021-81 supporting the settlement with the entities in the opioid state settlement and authorize the Board Chair and County Administrator to sign. Second by Commissioner Lovgren. Motion carried 5-0.

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

**Motion** by Commissioner Lovgren to reappoint Judy Scholin to the East Central Regional Library board, for a term effective January 1, 2022 – December 31, 2024. Second by Commissioner Mohr. Motion carried 5-0.

4. **Clean Water Partnership Loan Amendment**

County Auditor-Treasurer Kelly Schroeder provided an overview of Resolution 2021-80 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.

**Motion** Commissioner Lovgren to approve Resolution 2021-80 authorizing County Auditor-Treasurer Kelly Schroeder to execute the Minnesota Clean Water Partnership Project Implementation Loan Agreement Amendment No. 1 and authorize the Board Chair and County Administrator to sign. Second by Commissioner Mohr. Motion carried 5-0.

5. **Highway 23 Coalition**

**Motion** by Commissioner Mohr to join membership in the Highway 23 Coalition, replacing the membership in the Rural Counties Association. Dues are \$1,000 per year. Second by Commissioner Hallan. Motion carried 5-0.

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

**Motion** by Commissioner Lovgren to approve Resolution 2021-77 setting the 2022 Pine County Property Tax Levy at \$20,652,675 and authorize Board Chair and County Administrator to sign. Second by Commissioner Ludwig. Motion carried 5-0.

**Motion** by Commissioner Mohr to approve Resolution 2021-78 adopting the 2022 Pine County Budget and authorize Board Chair and County Administrator to sign. Second by Commissioner Lovgren. Motion carried 5-0.

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

**Motion** by Commissioner Ludwig to set 2022 Cost-of-Living Adjustment for Non-Union, Non-Elected Employees at 2% effective January 1, 2022. Second by Commissioner Mohr. Motion carried 5-0.

**Motion** by Commissioner Lovgren to set 2022 county contribution towards health insurance premiums for non-union employees and elected officials as shown in the “County Contribution” column below. Second by Commissioner Mohr. Motion carried 5-0.

<b>United Health Care Plans for 2022</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

7.1 **Collective Bargaining Agreement with AFSCME Correction Officer Dispatcher Unit**

**Motion** by Commissioner Ludwig to approve the Collective Bargaining Agreement with the AFSCME Correction Officer-Dispatcher unit for 2022-2024 and authorize Board Chair and County Administrator to sign. Second by Commissioner Mohr. Motion carried 5-0.

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

**Motion** by Commissioner Mohr to approve Resolution 2021-82 establishing per diems for various board and committees (does not apply to county commissioners) for 2022 (unchanged from 2021) and authorize Board Chair and County Administrator to sign. Second by Commissioner Lovgren. Motion carried 5-0.

9. **Coronavirus Response Update**

Community Health Services Administrator Sam Lo presented an informative public health update focusing on the recent COVID-19 statistics and vaccine mandate.

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

A Special Meeting for the purpose of joint strategic planning with the county Housing and Redevelopment Authority is scheduled for January 11, 2022, 10 a.m., Board Room, Courthouse, Pine City, Minnesota.

**10.1 Schedule Strategic Planning Session**

A Special Meeting for the purpose of county board strategic planning is scheduled for January 12, 2022, 10:00 a.m., Board Room, Courthouse, Pine City, Minnesota.

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

The organizational meeting required by Minnesota Statute 275.07 is scheduled for January 4, 2022 at 10 a.m., board room, Courthouse, Pine City. The statute requires that the board meet at the county seat on the first Tuesday after the first Monday in January.

**12. Commissioner Updates**

Pine County Law Library: Commissioner Mohr stated inventory was reviewed and discussion of replacing items where needed.

Central Minnesota Jobs and Training Services: Chair Hallan stated the annual audit report was reviewed.

East Central Solid Waste Commission: Chair Hallan stated the need for a new packer and that alternatives to the creation of excess waste are needed.

East Central Regional Library Trustees Board: Commissioner Lovgren stated they reviewed the recent system hack and lessons learned.

St. Croix River Education District, 28<sup>th</sup> Annual Legislative Forum: Commissioner Lovgren stated Community Services Administrator Samantha Lo was awarded an “Ambassador in Education”. The state surplus and payment of funds towards special education were discussed.

State Community Health Advisory Council: Commissioner Lovgren stated the group discussed COVID-10 developments and communications. Small groups met to discuss ways to better serve public health and how to attract qualified candidates.

**13. Other**

Commissioner Lovgren provided an overview of the Agricultural Educator interviews on December 16, 2021. Several candidates will be moving forward in the process.

**14. Upcoming Meetings**

Upcoming meetings were reviewed.

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

Motion by Commissioner Ludwig to move into closed session as allowed by Minnesota Statutes 13D.05, Subd. (3)(b), Attorney/Client privilege to discuss pending litigation for property values payable 202 and 2021, in the case *Walmart Inc. vs. County of Pine*. Second by Commissioner Lovgren. Motion carried 5-0.

The meeting was closed at 11:59 a.m.

Present were Commissioners Hallan, Mohr, Lovgren, Waldhalm and Ludwig; County Administrator David Minke; County Attorney Reese Frederickson; County Auditor-Treasurer Kelly Schroeder; and County Assessor-Recorder Lorri Houtsma.

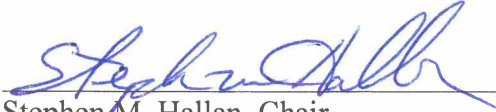
The closed session adjourned at 12:13 p.m.



The open session reconvened at 12:15 p.m.

16. **Adjourn**

With no further business, Chair Hallan adjourned the meeting at 12:17 p.m. The next regular meeting of the county board is scheduled for Tuesday, January 4, 2022 at 10:00 a.m., Pine County Courthouse, 635 Northridge Drive NW, Pine City, Minnesota.



Stephen M. Hallan, Chair  
Board of Commissioners



David J. Minke, Administrator  
Clerk to County Board of Commissioners