Additions/Revisions/Corrections

Pine County Board of Commissioners
Regular Meeting
June 18, 2024

Additions

1. F) Pine County Investment Committee Minutes – June 4, 2024

2. Consent Agenda Item #3.B.i. – Temporary On-Sale Application
   Consider approval of the application of the Temporary On Sale License for Jack Pine Riders, Abate of MN for their annual Shakedown event on July 11-14, 2024 at 27079 Leese Road, Finlayson (Finlayson Township). Authorize County Auditor-Treasurer Kelly Schroeder to sign the application.

Revision(s)

None.

Correction(s)

None.

Additional Information

Regular Item #10 – Cannabis Discussion

1. County Attorney Powerpoint Presentation
2. Planning/Zoning Powerpoint Presentation
3. County Auditor-Treasurer Powerpoint Presentation

CANNABIS LEGALIZATION AND PINE COUNTY

Reese Frederickson

County Attorney









Lots of viewpoints

But it's here! So, what is Pine County's role?

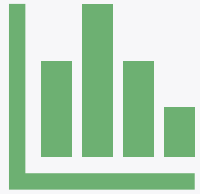
The bill (2023)



321 pages



Effective August 1, 2023



Comprehensive

The bill addresses

- Legalizing and limitations
- New state agency and advisory council
- Licensing
- Criminal law and penalties
- Expungements
- Tribal jurisdiction
- Drug schedule changes
- Substance abuse
- Labor standards
- Taxes
- Local options

Policy

- Safety of products
- Black market
- Impact on communities
- Accessibility to minors
- Role of “big marijuana”
- Rule of current medical companies

- Role of current hemp companies
- Road safety
- Employment
- Barriers to entry
- Local impacts
- Abuse of products

A person 21 or older may...

- Use, possess, or transport cannabis paraphernalia
- Possess 2 oz or less of cannabis flower in a public place
- Possess 2 lbs or less of cannabis flower in a person's residence
- Possess or transport 8 g or less of adult-use cannabis concentrate

A person 21 or older may...

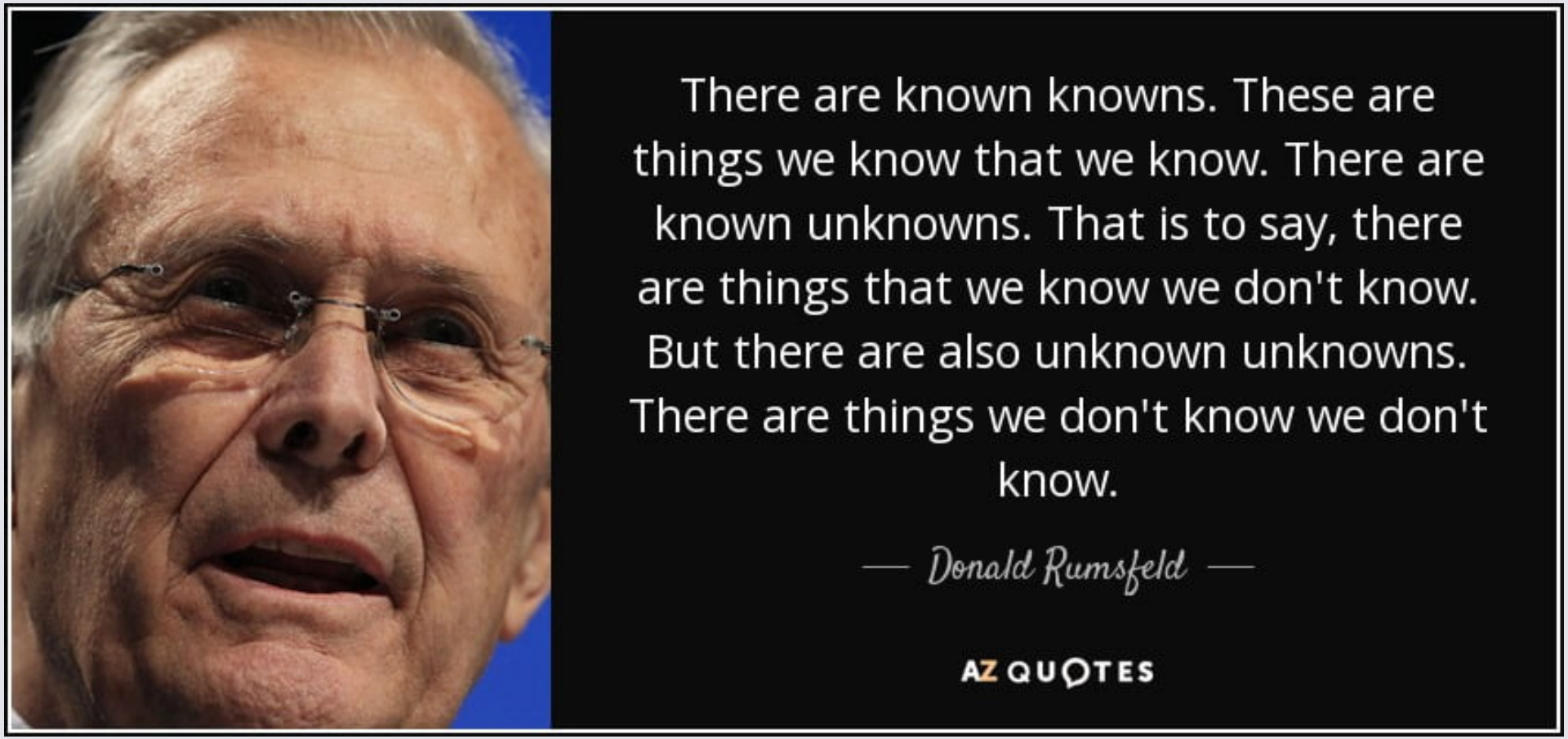
- Possess or transport edible products infused with a total of 800 mg or less of tetrahydrocannabinol
- Give away cannabis flower and products in an amount that is legal for a person to possess in public
- Use cannabis flower and products in private areas
- Cultivate up to 8 cannabis plants, of which 4 or fewer may be mature, flowering plants

As of August 1, 2023

Can you smoke	Answer
On a sidewalk?	Yes*
Outside a bar/restaurant?	Yes*
Outside in public?	Yes*
In indoor public places?	No (same Clean Indoor Air Act)
In transportation vehicles/facilities?	No
In workplaces?	No
In your vehicle?	No
Location where a minor could inhale?	No
Inside rental units?	Maybe
In a public or charter school, and any of its facilities?	No

Licenses

Cannabis microbusiness	Cannabis mezzobusiness	Cannabis cultivator	Cannabis manufacturer	Cannabis retailer	Cannabis wholesaler
Cannabis Transporter	Cannabis testing facility	Cannabis event organizer	Cannabis delivery service	Lower-potency hemp edible manufacturer	Lower-potency hemp edible retailer
	Medical cannabis cultivator	Medical cannabis processor	Medical cannabis retailer	Medical cannabis combination business	


There are known knowns. These are things we know that we know. There are known unknowns. That is to say, there are things that we know we don't know. But there are also unknown unknowns. There are things we don't know we don't know.
— Donald Rumsfeld —
AZ QUOTES

Local regulation don’t’s

May not prohibit the possession, transportation, or use of cannabis

May not prohibit the establishment of a licensed cannabis business*

May not impose cannabis-specific tax

Local regulation do's

May adopt reasonable restrictions on the time, place, and manner of the operation of a cannabis business

A cannabis business cannot be licensed if it doesn't meet local zoning ordinances.

May prohibit the operation of a cannabis business within 1,000 feet of a school, or 500 feet of a day care, residential treatment facility, or an attraction with a public park used by minors.

Local regulation do's

May, by ordinance, limit the number of licensed retailers to no fewer than one registration for every 12,500 residents

Local government complaints submitted to the Office of Cannabis Management about cannabis or hemp businesses receive priority for inspection

Local regulation do's

- Registration required for retailers
- Initial fee of $500 or up to half the initial license fee in statute, whichever is less
- Renewal up to $1,000 or up to half the amount of the renewal fee under statute.
- Issue registration if criteria met
- Compliance checks (much like alcohol)
- May suspend or cancel a registration for non-compliance with statute or is a threat to health or public safety
- Business cannot operate without registration
- Civil penalty $2,000

Local interim ban

- Allowed to pass interim ordinance regulating, restricting, or prohibiting cannabis businesses until January 1, 2025.
- Conduct a study
- Consider reasonable restrictions

Local regulation possibilities

- "Cannabis event" permits or license
- May adopt a petty misdemeanor ordinance prohibiting cannabis use in public (DONE)

Taxes

- State sales tax applies (cannabis is not food)
- General local sales taxes apply
- Additional 10% gross receipts tax (GRT) on retail sales
- Local jurisdictions are prohibited from imposing a cannabis specific tax

Tax breakdown

80% to the state general fund

20% to the Local Government Cannabis Aid Account

Local gov't cannabis aid account

- 50% goes to the counties
- 20% is distributed equally among counties
- 80% is distributed proportionally among counties based upon number of cannabis businesses in the county as compared to all counties
- 50% goes to cities
- 100% is distributed proportionally among cities based upon number of cannabis businesses in the city as compared to all cities

Possible sources for local funds

$10,000,000 in Y25 for grants to local and tribal health departments
$5,000,000 in Y25 for youth education grants
$2,000,000 in Y25 for education grants for pregnant/breastfeeding individuals
$6,000,000 in Y24 and Y25 for employment and economic development
$10,000,000 in Y24 and $5,000,000 in Y25 for DRE training
$1,500,000 in Y24 and Y25 for treatment courts

Employment

Law does not change anything with respect to CDL holders

Public safety employees who carry a firearm cannot use marijuana

Employees not affected by new law

- Safety-sensitive position
- Peace officer position
- Firefighter position
- Position funded by a federal grant
- Positions requiring testing of job applicant or employee for cannabis
- Positions requiring CDL or state/federal testing of an employee operating motor vehicle
- Position with face-to-face care, training, education, supervision, consultation, medical assistance to children, VAs, patients receiving healthcare services

Employer considerations

Policies prohibiting the use, possession and impairment of cannabis at work?

Collective bargaining changes?

Cannot refuse to hire an applicant simply because of positive cannabis test (for non-excepted positions)

Drug-Free Workplace Act still applies (federal grantees and contractors)

MN Clean Indoor Air Act

Tribes

- Acknowledges sovereign right for tribes to regulate cannabis industry
- May enter compacts with state
- Resolve jurisdictional issues
- Not subject to GRT
- Sales made in Indian country only
- May enter tax agreement with state
- Off reservation retail sales
- Not subject to state licensing program without agreement
- First mover advantage

Unknowns

- Workload impact?
- Attorney
- Sheriff
- HHS
- Zoning
- Licensing
- Substance use among children?
- Public safety?
- Treatment needs?

2024 bill

- Create early mover advantage for "social equity applicants"
- Preapproval process
- July 24 – August 12
- Social equity ownership change (100% to 65%)
- OCM consumer safety powers (recalls, regulation authority, packaging requirements)


QUESTIONS?

Cannabis Regulation in Pine County: Zoning

June 18, 2024

Cannabis Regulation and Zoning

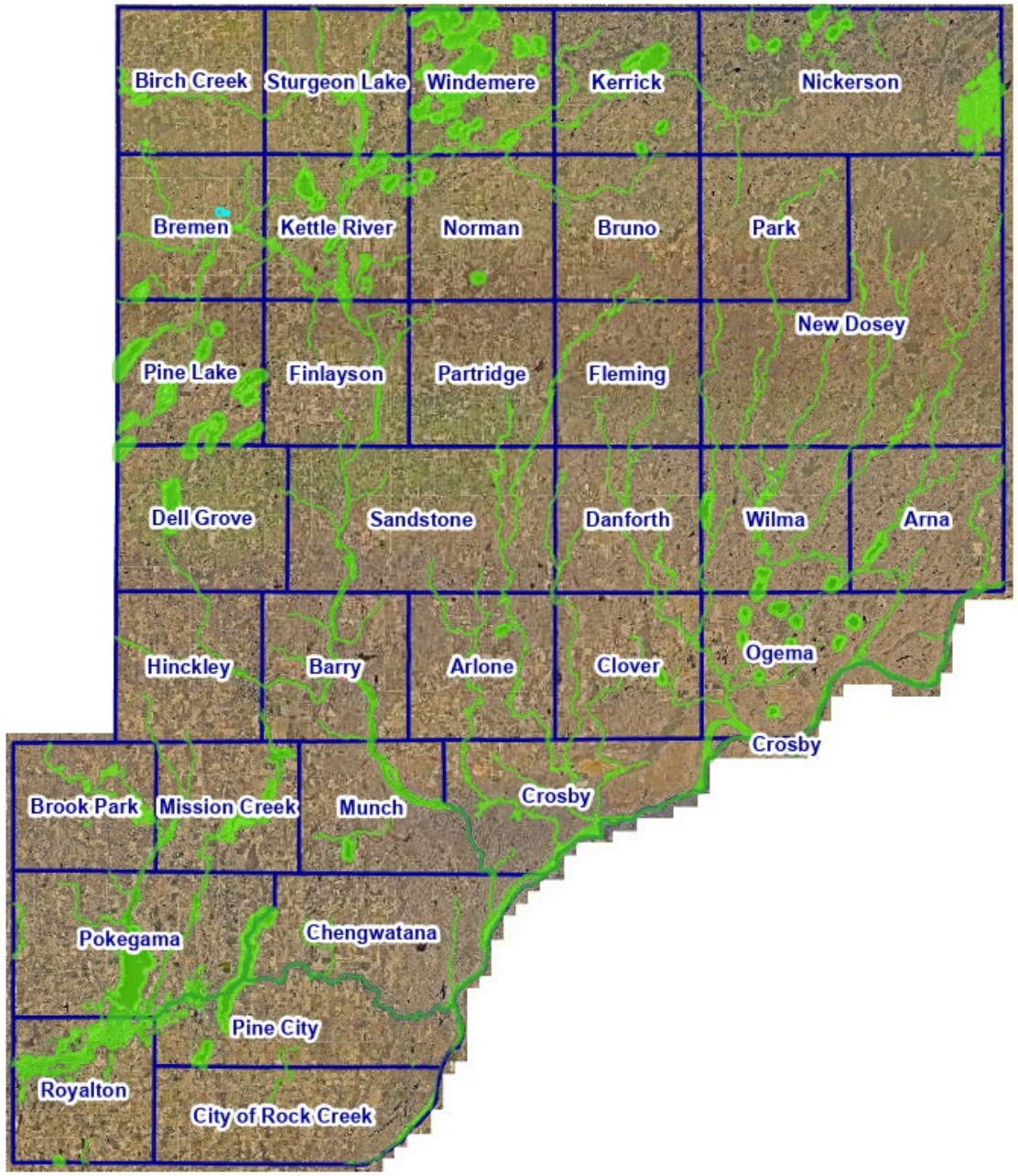
- Regulate Through Existing Zoning or New Ordinance?
- Zoning for Cannabis Production and Retail Sales
- Other areas and issues

Existing Zoning+ Ordinances

- Shoreland Management Ordinance
- Non-Shoreland Zoning Ordinance
- Floodplain Ordinance
- Subdivision Ordinance
- SSTS (Septic) Ordinance
- Solid Waste Ordinance

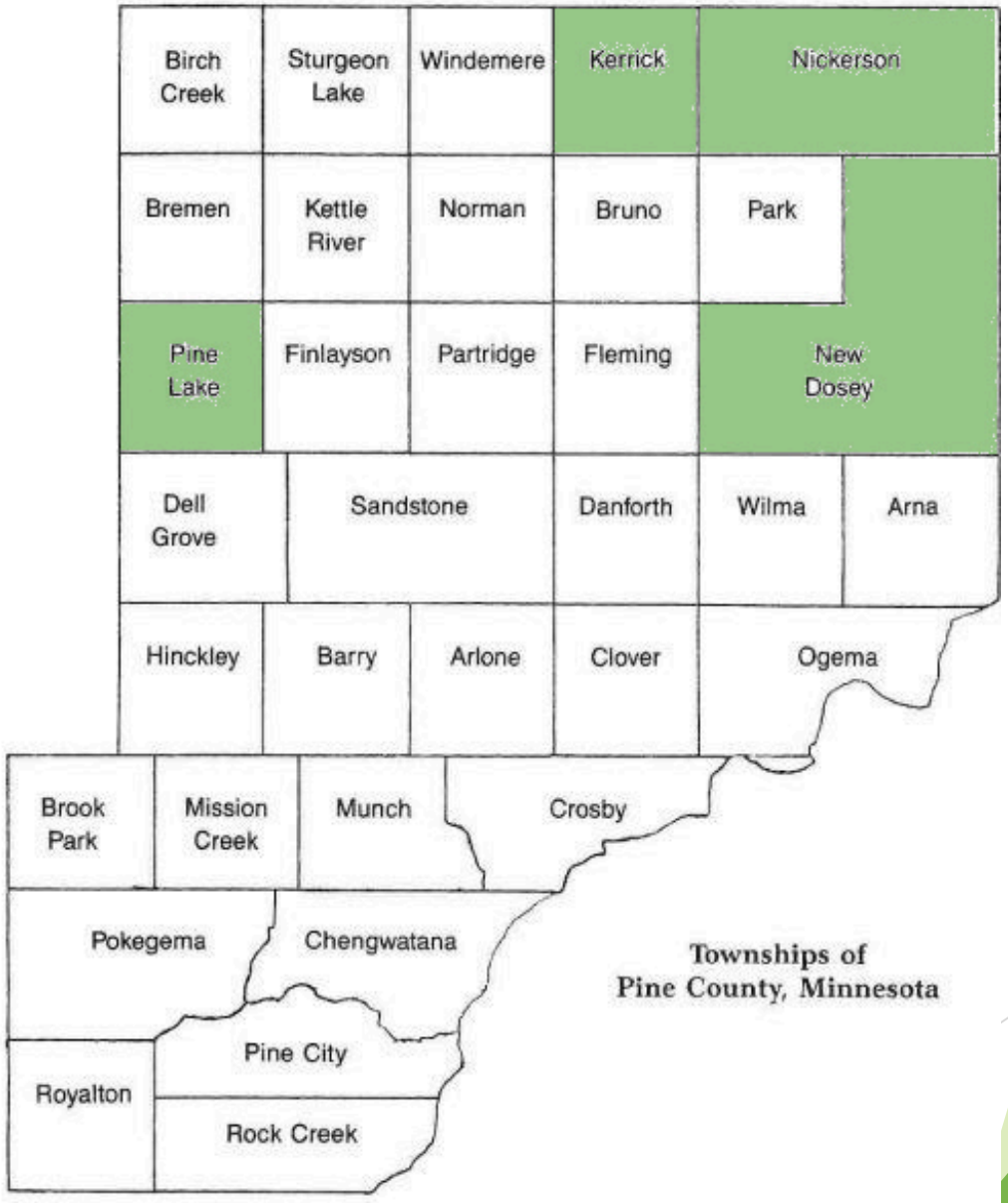
Shoreland Ordinance

- Guided by DNR
- Strong restrictions on agriculture, industry and retail businesses
- Unlikely that the shoreland will be an area targeted for cannabis production



Jurisdiction over Non-Shoreland Zoning

- Townships: Kerrick, New Dosey, Nickerson, Pine Lake
- Cities: Brook Park, Denham, Kerrick
- Non-shoreland township areas most likely to be focus of cannabis production
- Non-shoreland municipal areas most likely focus of cannabis retail sales
- Cannabis rules under this ordinance would not affect non-participating townships/cities



Reasonable Restrictions

Local governments may “adopt reasonable restrictions on the time, place, and manner of the operation of a cannabis business.” In jurisdictions in other states, counties and cities have established standards related to odor, security, lighting, and traffic management.

A local unit of government may prohibit the operation of cannabis or hemp businesses within:

- 1,000 feet of a school,
- 500 feet of a day care,
- 500 feet of a residential treatment facility, or
- 500 feet of an attraction within a public park that is regularly used by minors, including a playground or athletic field.

Question: Should Pine County regulate cannabis through existing zoning or through a new ordinance?

Cannabis Production: Agricultural Use or Industrial Use?

- **"Counties should note that many cultivation businesses will operate indoors rather than growing cannabis in open fields like other crops. Indoor cultivation practices have prompted some jurisdictions in other states to categorize cannabis cultivation as 'light industrial' rather than 'agricultural'. Regardless of cannabis cultivation as an agricultural operation, the business site will need to implement various performance standards, like security regulations, not typically applied to open-field crop operations."**
  Cannabis Planning & Zoning for Minnesota Counties - April 2024
- Traffic, odor, light and safety/security are common concerns for cannabis production facilities.
- "Cannabis Production" could be added as a use in the existing Zoning Ordinance and Shoreland Ordinance and/or regulated through a new Cannabis Ordinance.

Conditional Use Permit?

- Reviewed and approved/denied by Zoning Board after Public Hearing
- Continues with property and never expires
- What would be the conditions for approving/denying such a permit? Appear to be limited under State law.

Interim Use Permit?

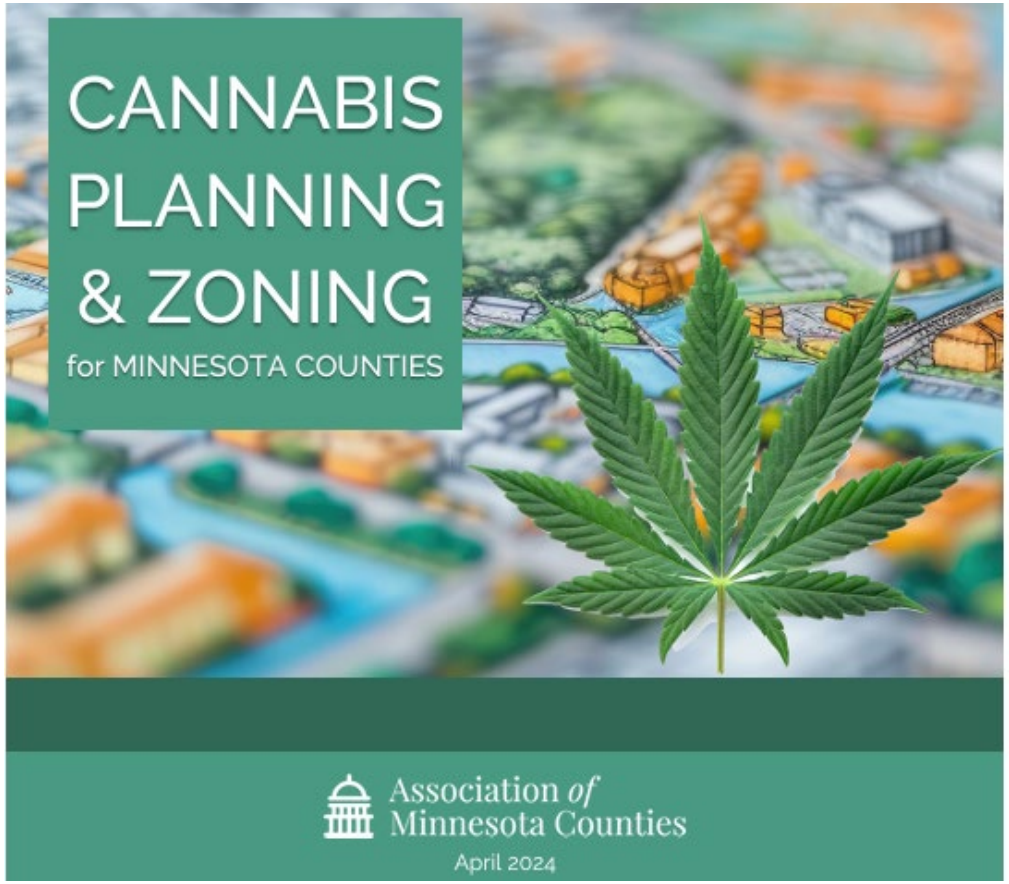
- Reviewed and approved/denied by Zoning Board after Public Hearing
- Continues until set date or until sale of the property

Administrative Permit?

- Reviewed and approved/denied by staff without public comment or input
- Continues until set date or until sale of the property

Setting standards

- Counties and cities have established standards related to odor, security, lighting, traffic management, wastewater, solid waste and temporary cannabis events.



Minnesota home growers file suit seeking to sell their marijuana without a license

By **MJBizDaily Staff**
May 10, 2024

SHARE

Just Released! Get realistic market forecasts, state-by-state insights and benchmarks with the new 2024 MJBiz Factbook member program, now with quarterly updates. Make informed decisions.

A group of home growers in Minnesota has filed the state's first cannabis-related lawsuit, contending a century-old provision allows them to sell their marijuana without a license.

ARTICLE XIII
MISCELLANEOUS SUBJECTS

Section 1. Uniform system of public schools. The stability of a republican form of government depending mainly upon the intelligence of the people, it is the duty of the legislature to establish a general and uniform system of public schools. The legislature shall make such provisions by taxation or otherwise as will secure a thorough and efficient system of public schools throughout the state.

Sec. 2. Prohibition as to aiding sectarian school. In no case shall any public money or property be appropriated or used for the support of schools wherein the distinctive doctrines, creeds or tenets of any particular Christian or other religious sect are promulgated or taught.

Sec. 3. University of Minnesota. All the rights, immunities, franchises and endowments heretofore granted or conferred upon the University of Minnesota are perpetuated unto the university.

Sec. 4. Lands taken for public way or use; compensation; common carriers. Land may be taken for public way and for the purpose of granting to any corporation the franchise of way for public use. In all cases, however, a fair and equitable compensation shall be paid for land and for the damages arising from taking it. All corporations which are common carriers enjoying the right of way in pursuance of the provisions of this section shall be bound to carry the mineral, agricultural and other productions of manufacturers on equal and reasonable terms.

Sec. 5. Lotteries. The legislature shall not authorize any lottery or the sale of lottery tickets, other than authorizing a lottery and sale of lottery tickets for a lottery operated by the state.

[Amended, November 8, 1988]

Sec. 6. Prohibition of combinations to affect markets. Any combination of persons either as individuals or as members or officers of any corporation to monopolize markets for food products in this state or to interfere with, or restrict the freedom of markets is a criminal conspiracy and shall be punished as the legislature may provide.

Sec. 7. No license required to peddle. Any person may sell or peddle the products of the farm or garden occupied and cultivated by him without obtaining a license therefor.

CANNABIS BUSINESS REGISTRATION

June 18, 2024

Kelly Schroeder
County Auditor-Treasurer

PINE COUNTY
MINNESOTA

Registration not a License

PINE COUNTY
MINNESOTA



State of MN licenses businesses, local government must register



Can charge a *registration fee*, but not an *application fee*



Only applies to retail businesses, cannot register non-retail businesses.

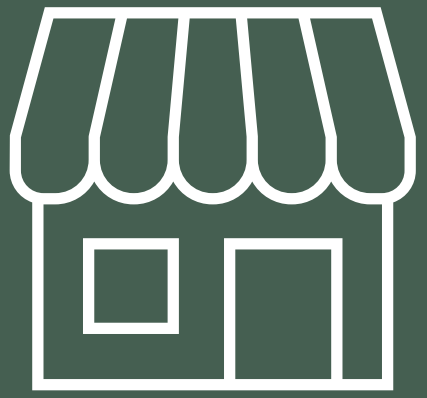
Who

County, Cities, Townships

Cities and Townships can delegate to the County if they wish (must take action to do this though!)

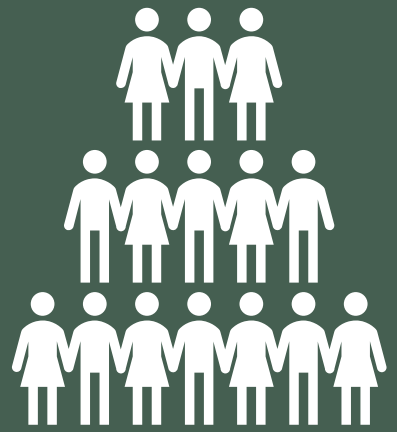
PINE COUNTY MINNESOTA

Limits – Must allow at least



One retail, mezzobusiness, microbusiness

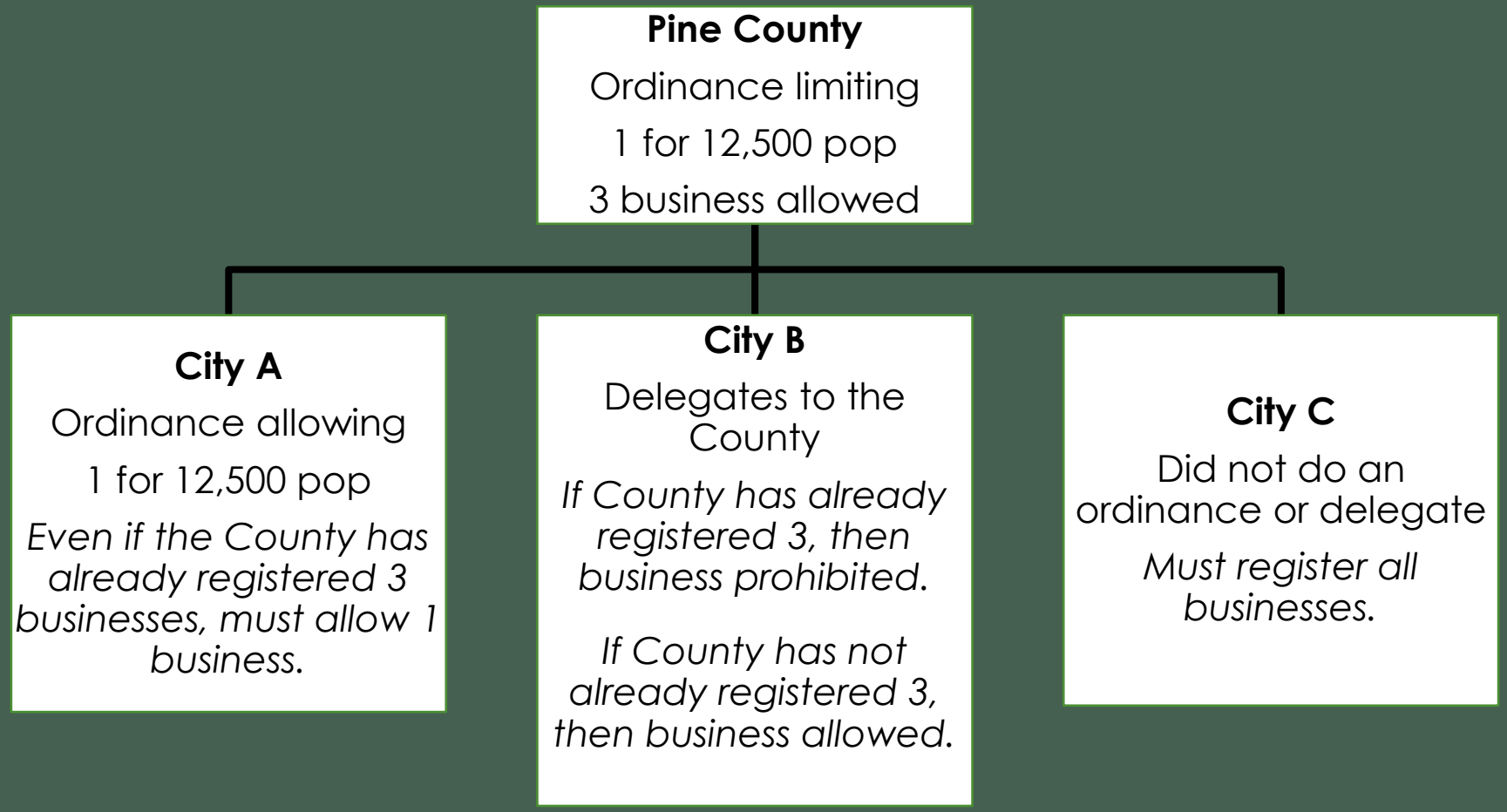
per



12,500 people

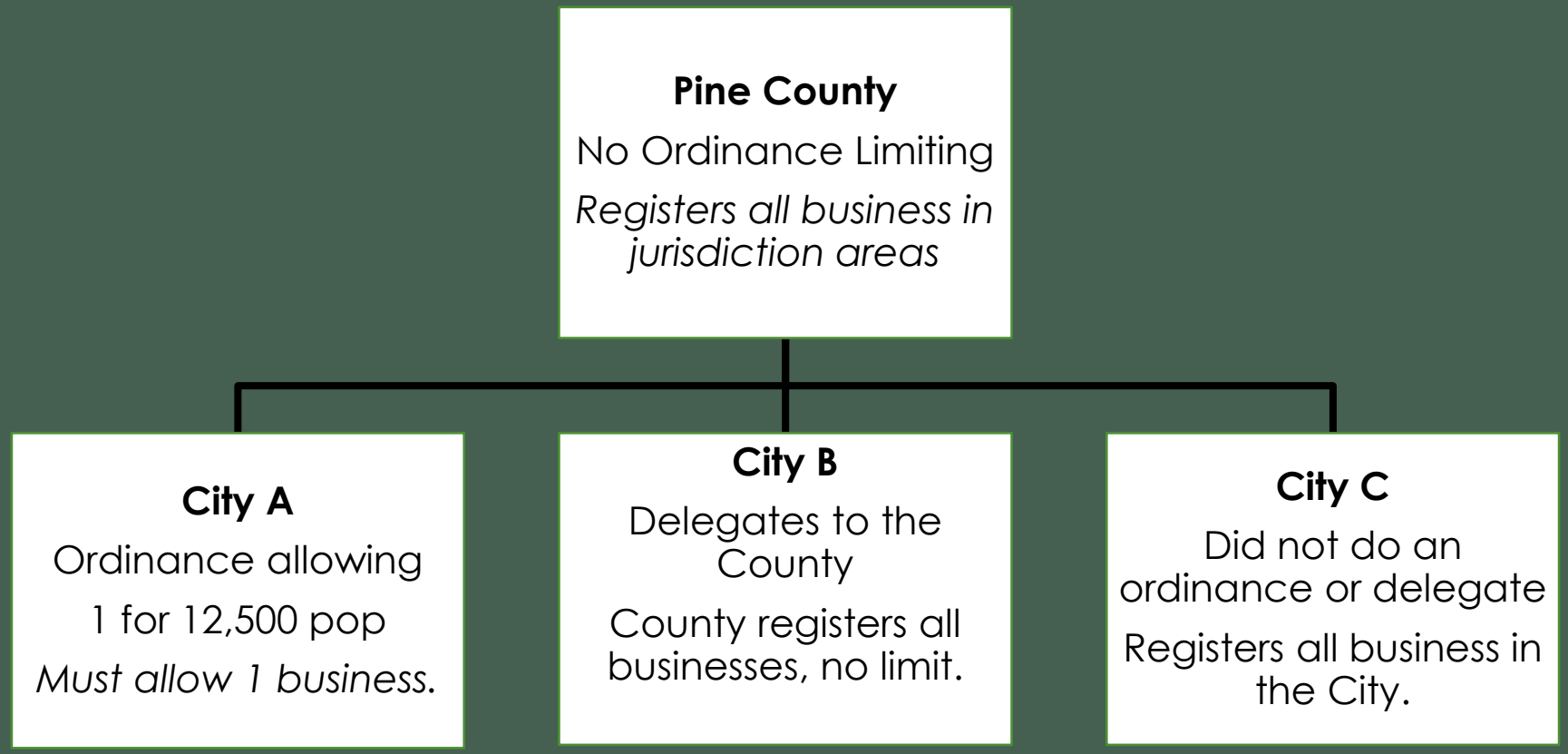
- Could be less restrictive
- Limits would be done through an ordinance
- If city/town is doing own registration, can set their own limits or use county limits

Limits – How they Work



All businesses must meet zoning requirements prior to registration.

Limits – How they Work



All businesses must meet zoning requirements prior to registration.

Annual Compliance Check

Age verification requirements

Operation requirements

Limits on the types of products being sold

PINE COUNTY
MINNESOTA

QUESTIONS?

PINE COUNTY
MINNESOTA

Agenda

Pine County Board Of Commissioners
Regular Meeting

District 1 Commissioner Hallan
District 2 Commissioner Mohr
District 3 Commissioner Lovgren
District 4 Commissioner Waldhalm
District 5 Commissioner Ludwig

Tuesday, June 18, 2024, 10:00 a.m.
North Pine Government Center
1602 Hwy 23 No.
Sandstone, Minnesota

Notice of Participation via Interactive Technology

Pine County Commissioner JJ Waldhalm will be attending the Pine County Board of Commissioners Regular Meeting on Tuesday, June 18, 2024 at 10:00 a.m. via interactive technology, pursuant to Minnesota Statute 13D.02. Commissioner Waldhalm will be seen and heard at the meeting via electronic means and will participate from 1517 SW 58th Street, Cape Coral, Florida, a location which is open and accessible to the public.

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, speakers should state their name and limit comments to three (3) minutes.

D) Adopt Agenda

E) Approve Minutes of June 4, 2024 regular county board Meeting and Summary for publication

F) Minutes of Boards, Committees 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 May, 2024 Cash Balance (attached)**

Fund	May 31, 2023	May 31, 2024	Increase/Decrease
General Fund	874,297	1,481,962	607,664
Health and Human Services Fund	1,979,658	2,293,874	314,216
Road and Bridge Fund	2,957,991	(918,059)	(3,876,050)
Opioid Settlement	241,148	218,616	(22,532)
COVID Relief	3,093,145	1,842,694	(1,250,451)
Land	2,705,721	2,691,497	(14,224)
Self Insurance	276,168	1,413,311	1,137,143
TOTAL	35,736,790	34,291,159	(1,445,632)

2. **May 2024 Disbursements/Claims Over $2,000 (attached)**
   Consider approving May 2024 disbursements including the individual listing of claims over $2,000, and 544 claims under $2,000 or not needing approval totaling $3,758,361.80.

3. **Applications**
   Consider approval of the following:
   A. Abatements
      i. Local Option Disaster – 2023 Taxes
         (a) Xai Lee, Parcel 01.0143.000, Arlone Township, house fire on November 24, 2023 and unable to inhabit home during the remainder of 2023.
         (b) Joshua & Amanda Cisar, Parcel 46.0056.001, Sturgeon Lake City, house fire on October 16, 2023 and unable to inhabit home during the remainder of 2023.
      ii. Abatements
         (a) Florence McGee, Parcel 46.8901.164, Sturgeon Lake City, 2023 taxes, personal property in a campground, value is less than $10,000, should not have been valued.
         (b) Craig & Carol Bostrom, Parcel 01.0064.000, Arlone Township, 2024 taxes, agricultural classification was not granted during property split and should have been.

4. **Septic Fix-Up Special Assessments**
   Consider approval of Resolution 2024-34 extending a special assessment as follows: Donald and Elizabeth Klug, PID 28.5462.000, $4,100. Authorize Board Chair and County Administrator to sign.

5. **Commissioner Expense Claims**
   Review and consider approval of commissioner expense claims.

6. **Donations**
   Consider approval of the following donations:
   A. $778.83 from Greg and Kaye Carson of Cruzin' with the Carsons, designated to offset the costs of the K-9 program.
   B. $450 from Town & Country Insurance, designated to offset the costs of the Benjamin Neel Gun Range.

7. **Personnel (Promotion)**
   Consider approval of the promotion of Corrections Officer Kenneth Larsen to Senior Corrections Officer, effective June 19, 2024. Change in pay and grade from Grade 7, Step 5, $28.82 to Grade 8, $30.54 per hour.

8. **Training**
   Consider approval of the following training:
   A. Appraisers Jason Knutson and Zachary Homan to attend the Basic Appraisal Procedures Course, August 26-29, 2024, in St. Cloud, Minnesota. Registration: $950; lodging: $642; Meals: $230; Mileage: none/county car used. Funds are available in the 2024 Assessor's Office budget.
   B. Any Commissioner desiring to attend the Association of Minnesota Counties and Strong & Starlike Consulting Leave a Legacy, Prepare for Change, two-part webinar series, July 31, 2024 and August 14, 2024. Registration (for each commissioner): $100 for both sessions or $60 per individual session. Funds are available in the 2024 Commissioner budget.
   C. Social Worker Bonnie Rediske and Child Welfare Chemical Health Resource Coordinator Adriane Wimmer to attend the Minnesota Prevention Sharing Conference, October 15-16, 2024 in St. Cloud. Registration: $200/person, total cost: $400. A county car will be used. Funds are available in the 2024 Health & Human Services budget.
   D. Social Services Case Aides Marady Koland, Laurie Plessel and Jessica Nichols to attend the annual Minnesota Counties Health and Human Services Accountants Conference, August 26-28, 2024 in Brainerd. Registration: $100/person ($300 total), Lodging and meals: $2,193, Travel: $140 total. Total cost: $2,633. Funds are available in the 2024 Health & Human Services budget.
   E. Senior Agent Devin Petersen to attend DOC Agent Academy, virtually and at Camp Ripley on the following dates: August 1, 2024/virtual, September 9-10, 2024/Camp Ripley, and October 16 and 17, 2024/virtual. Lodging: $35, Meals: $40.75, Mileage $170. Total $246. Funds are available in the 2024 Probation budget.

REGULAR AGENDA

1. **Facilities Committee Report (unapproved Minutes attached)**
   The Facilities Committee met June 5, 2024. The Facilities Committee made the following recommendations:
   A. Request BKV to provide an updated estimate of costs for the alternate jail renovation plan.

B. Request County Engineer LeBrun coordinate research on potential solar options and report back to the Facilities Committee.

Other items are for information only.

2. Personnel Committee Report (unapproved Minutes attached)

The Personnel Committee met June 10, 2024. The Personnel Committee made the following recommendations:

A. Sheriff's Office – Jail
   i. Acknowledge the resignation of Corrections Officer Daniel Pardun, effective July 9, 2024, and to approve backfill of the position and any subsequent vacancy that may occur due to internal promotion or lateral transfer.

B. Health & Human Services
   i. Acknowledge the resignation of Long-Term Care Specialist Jennifer Larson, effective June 7, 2024, and approve backfill of the position and any subsequent vacancy that may occur due to internal promotion or lateral transfer.
   ii. Acknowledge the resignation of Children's Mental Health Social Worker Esther Sereti, effective June 14, 2024, and approve backfill of the position and any subsequent vacancy that may occur due to internal promotion or lateral transfer.

C. Land & Zoning
   i. Acknowledge the resignation of Planning & Zoning Office Manager Erin Hoxie, effective June 18, 2024, and approve backfill of the position and any subsequent vacancy that may occur due to internal promotion or lateral transfer.

D. Probation
   i. Acknowledge the resignation of Probation Corrections Agent Shawnessy Smith, effective June 18, 2024, and approve backfill of the position and any subsequent vacancy that may occur due to internal promotion or lateral transfer.

Other items for information only.

3. Performance Management Program Participation

Consider approval of Resolution 2024-32 to continue participating in the Council on Local Results and Innovation Performance Measurement Program. Authorize Board Chair and County Administrator to sign.

4. Clean Water Partnership Loan Proposal

Consider approval of Resolution 2024-33 to authorize the submittal of a proposal to the Minnesota Pollution Control Agency for an additional Clean Water Partnership Loan and authorize County Auditor-Treasurer Kelly Schroeder to represent the County Board in all matters that do not specifically require action of the board in relation to the proposal. Authorize Board Chair and County Administrator to sign.

5. International Brotherhood of Electrical Workers Local Union 160 (Community Health Services Administrators) Collective Bargaining Agreement

Consider approval of the Labor Agreement between the County of Pine and the International Brotherhood of Electrical Workers Local Union 160 (Community Health Services Administrators). Authorize Board Chair and County Administrator to sign.

6. **2025 Budget Meeting Schedule**
   Consider setting the following dates for budget discussion: August 20, 2024/regular meeting; August 27, 2024/Special Meeting (9:00 a.m.); September 3, 2024/regular meeting; September 10, 2024/Special Meeting (if needed); September 17, 2024/regular meeting (set preliminary property tax levy).

7. **Commissioner Updates**
   East Central Regional Juvenile Center
   Congressman Stauber CSAH Bridge Event
   East Central Solid Waste Commission
   East Central Regional Library Trustees Board
   Cancelled - County Tribal Relations
   Soil & Water Conservation District
   Kettle River/Upper St. Croix One Watershed One Plan
   State Community Health Services Advisory Committee
   Law Library meeting
   Central Minnesota Jobs and Training Services
   State Tribal Partnership Committee
   Mille Lacs Band of Ojibwe
   Board of Equalization
   Other

8. **Other**

9. **Upcoming Meetings (Subject to Change) – Contact the hosting organization to confirm meeting time and location.**
   a. Pine County Board Meeting, Tuesday, June 18, 2024, 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota
   b. NACo Telecommunications & Technology, Wednesday, June, 19, 2024, 8:00 a.m.
   c. NACo Rural Action Caucus, Thursday, June 20, 2024, 12:00 p.m.
   d. AMC Board of Directors meeting, Friday, June 21, 2024, 10:00 a.m.
   e. Snake River Watershed Management Board, Monday, June 24, 2024, 9:00 a.m.
   f. Snake River Plan Partnership (1W1P), Monday, June 24, 2024, 10:00 a.m.
   g. East Central Regional Development Commission annual meeting, Monday, June 24, 2024, 5:30 p.m., Grandy Community Center, 2749 Co. Rd 6 NE, Grandy, Minnesota
   h. NLX, Wednesday, June 26, 2024, 10:00 a.m.
   i. Pine County Housing and Redevelopment Authority / Economic Development Authority, Wednesday, June 26, 2024, 1:00 p.m., North Pine Government Center, 1602 Hwy. 23 North, Sandstone, Minnesota
   j. Pine County Board Meeting, Tuesday, July 2, 2024, 10:00 a.m., Board Room, Courthouse, Pine City, Minnesota

Board to Recess for Lunch at the Chair's Discretion

10. **Reconvene at 1:00 p.m. as Committee of the Whole – Cannabis Presentation and Discussion**

    The intent of the meeting is to provide commissioners and other local government officials information on the implementation of the cannabis law. The county board can also give direction as to any ordinances or regulations it would like to consider.

11. **Adjourn**

Minutes
Of The
Pine County Board of Commissioners
Regular Meeting

Tuesday, June 4, 2024 - 10:00 a.m.
Pine County Courthouse Board Room, 635 Northridge Drive NW
Pine City, Minnesota

Chair Lovgren called the meeting to order at 10:00 a.m.

Present were Commissioners Steve Hallan, Josh Mohr, J.J. Waldhalm and Matt Ludwig. Also present was County Administrator David Minke and County Attorney Reese Frederickson.

The meeting was streamed on YouTube.

The Pledge of Allegiance was said.

Chair Lovgren called for public comment. There was no public comment.

Chair Lovgren requested the following revisions to the agenda:
Addition: Consent Agenda Item 1.D.i: Off-Site Gambling Application
Consider Resolution 2024-31 approving the application for off-site gambling for the Sturgeon Lake Lions to conduct Lawful Gambling on August 3, 2024 at Edelweiss Campground, 35650 Lakeland Road, Sturgeon Lake (Windemere Township).
Correction: Regular Agenda Item #2: Public Hearing-Shoreland Ordinance Amendment
Typographical error on agenda – correction for Ordinance number to reflect adoption of Ordinance 2024-28, not 2024-23.
Motion by Commissioner Hallan to adopt the amended Agenda. Second by Commissioner Mohr. Motion carried 5-0.

Motion by Commissioner Mohr to approve the Minutes of the May 21, 2024 regular county board meeting and Summary for publication. Second by Commissioner Ludwig. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence
- Initiative Foundation Correspondence – May 14, 2024
- Pine County Housing & Redevelopment/Economic Development Authority Minutes (draft) – May 22, 2024
- Pine County Surveyor's Report – May, 2024
- Pine County Zoning Board Minutes – April 25, 2024

Motion by Commissioner Ludwig to acknowledge the Minutes of Boards, Reports and Correspondence. Second by Commissioner Hallan. Motion carried 5-0.

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

CONSENT AGENDA

1. **Applications**
   Approve the following and authorize County Auditor-Treasurer to sign applications and licenses:
   A. Application for Exempt Permit
      i. Wings for Warriors to conduct raffles on August 14, 2024 and October 16, 2024 at Wings for Warriors, 26298 Tunnel Rd, Brook Park (Brook Park Township)
   B. 3.2, Wine and Sunday License
      i. Aufderhar & Aufderhar, LLC (Ray & Marge's Resort), 36700 Lakeland Rd, Sturgeon Lake
   C. 3.2 License
      i. DGS Banderson LLC (Duquette General Store), 88235 State Hwy 23, Kerrick
   D. Off-Site Gambling Application
      i. Resolution 2024-31 approving the application for off-site gambling for the Sturgeon Lake Lions to conduct Lawful Gambling on August 3, 2024 at Edelweiss Campground, 35650 Lakeland Road, Sturgeon Lake (Windemere Township). Authorize Board Chair and County Administrator to sign resolution.

2. **Training**
   Approve the following:
   A. Minnesota County Health & Human Services Accountants (MCHHSA) Conference
      Michelle Kelash, Fiscal Supervisor and Accounting Technicians Judy Billman and Roxanne Guthrie to attend the MCHHSA conference August 25/26 – 28, 2024 at Breezy Point. Registration: $100 each, lodging and meals $610 each for Michelle & Roxanne and $791.46 for Judy due to the additional day, and mileage of $135.34 for Judy and $112.43 for Roxanne, for a total cost of $2,559.23.
   B. David Minke, County Administrator to attend the Minnesota Association of County Administrators Summer Training Conference, July 18-19, 2024, in Duluth. Registration $150, Hotel $195 plus tax, Mileage est. $120.

REGULAR AGENDA

1. **Public Hearing - County Ordinance Amendment 2024-30 to Include Brook Park City to County Zoning**
   County Auditor-Treasurer Kelly Schroeder stated the Brook Park City Council passed a resolution to opt-in to the County Zoning Ordinance, rescind any previous ordinances, and provided the City's proposed zoning map. The ordinance will be effective June 15, 2024.
   Chair Lovgren opened the public hearing at 10:06 a.m. and called for public comment.
   There being no public comment, Chair Lovgren closed the public hearing at 10:06 a.m.
   Commissioner Waldhalm inquired if a township requested to opt in to county zoning, could they request to opt out as well; Schroeder stated they could opt out if desired.
   Motion by Commissioner Mohr to adopt Ordinance 2024-30 amending the Pine County Zoning Ordinance to include Brook Park City and incorporate the Brook Park City zoning map into the county zoning map. Second by Commissioner Hallan. Motion carried 5-0.

2. **Public Hearing - Shoreland Ordinance Amendment**

County Auditor-Treasurer Kelly Schroeder stated the Pine County Zoning Board has worked to update the Pine County Shoreland Ordinance to address discrepancies between the county's ordinance and state rules/stautes and to also provide clarity with definitions and to simplify the process for short term rentals. The Shoreland Ordinance will continue to be amended as clarifications arise. Ordinance Amendment 2024-28 will be effective June 15, 2024.

Commissioner Waldhalm requested clarification of the impervious surface definition. Chair Lovgren opened the public hearing at 10:39 a.m. and called for public comment. Sand Lake Resort owner Mark Lambert commented on his planned unit development (PUD) and his work with the DNR and Windemere township. Lambert would like the county to further amend the shoreland ordinance to create a water oriented commercial residential zone. Pokegama Township resident Mark LeBrun stated his concern about removing notification to neighbors within a specified distance when an application is being considered for a short-term rental.

There being no further public comment, Chair Lovgren closed the meeting at 10:49 a.m.

Motion by Commissioner Ludwig to approve Pine County Ordinance 2024-28 amending the Pine County Shoreland Ordinance. Second by Commissioner Hallan. Motion carried 5-0.

3. **County Zoning Map Amendment**

County Auditor-Treasurer Kelly Schroeder stated the Pine County Zoning Board denied a request for a zoning map amendment to the county zoning map for property at 19326 Parvey Line Road in Finlayson. The applicants were requesting to be rezoned from Rural Residential 10 (RR10) to Agricultural 4 (AG4). The proposed project they were seeking to complete is not allowable in RR10 but is allowable as a conditional use in the AG4 district. The Zoning Board stated the applicants' proposed project does not align with the purpose of generational farming as required in AG4.

Motion by Commissioner Ludwig to affirm the decision of the Zoning Board to deny the zoning map amendment for the property at 19326 Parvey Line Rd. in Finlayson. Second by Commissioner Hallan. Motion carried 5-0.

4. **Technology Committee Report**

Commissioner Mohr provided an overview of the May 28, 2024 Technology Committee meeting. Items discussed included the artificial intelligence (AI) policy, DOTGOV email/domain transition, website redesign update, and an update of the programs running on the AS400 system.

5. **Kettle River/Upper St. Croix (KR/USC) Watershed Plan and Budget**

Land and Resources Manager Mike Gainer stated a joint powers entity or collaborative is required to access the initial $1.4 million state funding dedicated to the Kettle River/Upper St. Croix project implementation. Resolution 2024-27 approves membership in the joint powers, adopts and begins implementation of the comprehensive watershed management plan and appoints Commissioner Ludwig as the representative and Commissioner Waldhalm as the alternate representative to the joint powers.

Motion by Commissioner Ludwig to approve Resolution 2024-27 to adopt and

implement the Kettle River and Upper St. Croix Comprehensive Watershed Management Plan and Joint Powers Agreement. Authorize Board Chair and County Administrator to sign Resolution 2024-27, and approve the first biennium budget for the Kettle River and Upper St. Croix Comprehensive Management Plan and authorize board chair and county administrator to sign. Second by Commissioner Mohr. Motion carried 5-0.

6. **Trunk Highway 123 Turnback Agreement and Resolution**

County Engineer Mark LeBrun stated the county will receive $5,390,625 from the State of Minnesota with the acceptance of 6.5 miles of Trunk Highway 123 beginning east of the Kettle River and extending east and north to the junction of TH 23.

Motion by Commissioner Hallan to approve Resolution 2024-29 approving Pine County and the Minnesota Department of Transportation to enter into an agreement for the jurisdictional transfer of a portion of MN 123, and approval of the Jurisdictional Transfer "Turnback" Agreement. Authorize Board Chair and County Administrator to sign. Second by Commissioner Mohr. Motion carried 5-0.

7. **Commissioner Updates**

Mille Lacs Tribal Economy Summit: Commissioner Hallan stated there was great attendance by location jurisdictions. The summit was focused on childcare.

County Tribal and State Leadership Meeting: Chair Lovgren stated the meeting centered around the Indian Child Welfare Act and Minnesota Indian Family Preservation Act.

Highway 23 Coalition: Commissioner Waldhalm stated he brought attention to the Coalition of the need for federal funds for highway updates to be used on Highway 23 in the northern region of the Highway 23 corridor.

NLX (Cancelled)

Pine County Housing and Redevelopment Authority / Economic Development Authority: Commissioner Ludwig stated SMR Management received a two-year contract extension. Updates were given on the Local Housing Trust Fund policy, and the recent $500,000 childcare grant award from DEED.

Pine County Zoning Board: Commissioner Ludwig stated two variance requests were approved; shoreland ordinance/planned unit development (PUD) was discussed.

Snake River Plan Partnership (1W1P): no meeting

AMC District 1 Meeting: Chair Lovgren stated she was re-elected as District Director. Cannabis, and the T*yler vs. Hennepin County* lawsuit/settlement were discussed.

State Tribal Partnership Committee Meeting: Chair Lovgren stated the State of Minnesota has received a federal grant to be used for Native American issues that arise such as programs to keep Native American families together.

Central Minnesota EMS Joint Powers Board: Commissioner Ludwig stated the Legislature created a new entity for only EMS ambulance. The funding the regions receive will be reduced; spending of training dollars was discussed.

National Association of Counties (NACo) Finance, Pensions & Intergovernmental Affairs: Chair Lovgren stated NACo is trying to get congress to sign the Safer Banking Act which would allow cannabis businesses to shift away from cash only businesses to other forms of payment which will help promote public safety for businesses to operate.

Finance & Investment Committee: Commissioner Hallan stated the county's reserve fund balances are good. A Request for Proposal is going to be submitted for a single broker to invest county funds for a 3-5 year investment period.

Other

Mille Lacs Band of Ojibwe: Discussion of how to maintain the relationship with the band during the transition to newly elected Chief Executive Virgil Wind who will take office in July.

East Central Solid Waste Commission: Commissioner Hallan stated the bid for the cell construction will be awarded soon; the new cell needs to be completed prior to October.

8. **Upcoming Meetings**

   Upcoming meetings were reviewed.

9. **CLOSED MEETING – LABOR NEGOTIATIONS UPDATE (IBEW representing the Community Health Services Administrator)**

   Motion by Commissioner Mohr to close the meeting in accordance with Minnesota Statutes 13D.03 to consider strategy for labor negotiations, including negotiation strategies and development, discussion, and review of labor negotiation proposals, pursuant to Minnesota Statute 179A.01 to 179A.25. Second by Commissioner Hallan. Motion carried 5-0.

Chair Lovgren called a 5-minute recess at 11:51 a.m.

The meeting reconvened at 11:55 a.m.

Present in the meeting room were Commissioners Steve Hallan, Josh Mohr, Terry Lovgren, JJ Waldhalm and Matt Ludwig.

Others present in the meeting room were County Attorney Reese Frederickson, County Auditor-Treasurer Kelly Schroeder, Health & Human Services Director Becky Foss, Human Resources Manager Jackie Koivisto and County Administrator David Minke

Motion by Commissioner Lovgren to open the meeting. Second by Commissioner Hallan. Motion carried 5-0.

The closed meeting ended at 12:15 p.m.

The open session reconvened at 12:15 p.m. Present were Commissioners Steve Hallan, Josh Mohr, Terry Lovgren, JJ Waldhalm and Matt Ludwig.

10. **Adjourn**

    With no further business, Chair Lovgren adjourned the meeting at 12:15 p.m.
    The next regular meeting of the county board is scheduled for June 18, 2024 at 10:00 a.m. at the North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota.

_____ _____

Terry Lovgren, Chair
Pine County Board of Commissioners

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

Summary
Of
Minutes
Of The
Pine County Board of Commissioners
Regular Meeting

Tuesday, June 4, 2024 - 10:00 a.m.
Pine County Courthouse Board Room, 635 Northridge Drive NW
Pine City, Minnesota

Chair Lovgren called the meeting to order at 10:00 a.m.

Present were Commissioners Steve Hallan, Josh Mohr, J.J. Waldhalm and Matt Ludwig. Also present was County Administrator David Minke and County Attorney Reese Frederickson.

The meeting was streamed on YouTube.

The Pledge of Allegiance was said.

Chair Lovgren called for public comment. There was no public comment.

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

Motion by Commissioner Mohr to approve the Minutes of the May 21, 2024 regular county board meeting and Summary for publication. Second by Commissioner Ludwig. Motion carried 5-0.

Motion by Commissioner Ludwig to acknowledge the Minutes of Boards, Reports and Correspondence. Second by Commissioner Hallan. Motion carried 5-0.

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

Approve the following:

A. Application for Exempt Permit
    i. Wings for Warriors to conduct raffles on August 14, 2024 and October 16, 2024 at Wings for Warriors, 26298 Tunnel Rd, Brook Park
B. 3.2, Wine and Sunday License
    i. Aufderhar & Aufderhar, LLC (Ray & Marge's Resort), 36700 Lakeland Rd, Sturgeon Lake
C. 3.2 License
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D. Off-Site Gambling Application
    i. Resolution 2024-31 approving the application for off-site gambling for the Sturgeon Lake Lions to conduct Lawful Gambling on August 3, 2024 at Edelweiss Campground, 35650 Lakeland Road, Sturgeon Lake

Approve the following training:

A. Minnesota County Health & Human Services Accountants (MCHHSA) Conference Michelle Kelash, Fiscal Supervisor and Accounting Technicians Judy Billman and Roxanne Guthrie to attend the MCHHSA conference. Total cost: $2,559.23.
B. David Minke, County Administrator to attend the Minnesota Association of County Administrators Summer Training Conference. Est. cost: $465.

Public Hearing - County Ordinance Amendment 2024-30 to Include Brook Park City to County Zoning

County Auditor-Treasurer Kelly Schroeder stated the Brook Park City Council passed a resolution to opt-in to the County Zoning Ordinance, rescind any previous ordinances, and provided the City's proposed zoning map. The ordinance will be effective June 15, 2024. Chair Lovgren opened the public hearing at 10:06 a.m. and called for public comment. There being no public comment, Chair Lovgren closed the public hearing at 10:06 a.m.
Motion by Commissioner Mohr to adopt Ordinance 2024-30 amending the Pine County Zoning Ordinance to include Brook Park City and incorporate the Brook Park City zoning map into the county zoning map. Second by Commissioner Hallan. Motion carried 5-0.

Public Hearing - Shoreland Ordinance Amendment

County Auditor-Treasurer Kelly Schroeder stated the Pine County Zoning Board has worked to update the Pine County Shoreland Ordinance to address discrepancies between the county's ordinance and state rules/stautes and to also provide clarity with definitions and to simplify the process for short term rentals. The Shoreland Ordinance will continue to be amended as clarifications arise. Ordinance Amendment 2024-28 will be effective June 15, 2024. Chair Lovgren opened the public hearing at 10:39 a.m. and called for public comment. Sand Lake Resort owner Mark Lambert commented on his planned unit development (PUD) and his work with the DNR and Windemere township. Lambert would like the county to further amend the shoreland ordinance to create a water oriented commercial residential zone. Pokegama Township resident Mark LeBrun stated his concern about removing notification to neighbors within a specified distance when an application is being considered for a short-term rental. There being no further public comment, Chair Lovgren closed the meeting at 10:49 a.m.
Motion by Commissioner Ludwig to approve Pine County Ordinance 2024-28 amending the Pine County Shoreland Ordinance. Second by Commissioner Hallan. Motion carried 5-0.

Motion by Commissioner Ludwig to affirm the decision of the Zoning Board to deny the zoning map amendment for the property at 19326 Parvey Line Rd. in Finlayson. Second by Commissioner Hallan. Motion carried 5-0.

Motion by Commissioner Ludwig to approve Resolution 2024-27 to adopt and implement the Kettle River and Upper St. Croix Comprehensive Watershed Management Plan and Joint Powers Agreement and approve the first biennium budget for the Kettle River and Upper St. Croix Comprehensive Management Plan. Second by Commissioner Mohr. Motion carried 5-0.

Motion by Commissioner Hallan to approve Resolution 2024-29 approving Pine County and the Minnesota Department of Transportation to enter into an agreement for the jurisdictional transfer of a portion of MN 123, and approval of the Jurisdictional Transfer "Turnback" Agreement. Second by Commissioner Mohr. Motion carried 5-0.

CLOSED MEETING – LABOR NEGOTIATIONS UPDATE (IBEW representing the Community Health Services Administrator)

Motion by Commissioner Mohr to close the meeting in accordance with Minnesota Statutes 13D.03 to consider strategy for labor negotiations, including negotiation strategies and development, discussion, and review of labor negotiation proposals, pursuant to Minnesota Statute 179A.01 to 179A.25. Second by Commissioner Hallan. Motion carried 5-0.

Chair Lovgren called a 5-minute recess at 11:51 a.m.

The meeting reconvened at 11:55 a.m.

Present in the meeting room were Commissioners Steve Hallan, Josh Mohr, Terry Lovgren, JJ Waldhalm and Matt Ludwig.

Others present in the meeting room were County Attorney Reese Frederickson, County Auditor-Treasurer Kelly Schroeder, Health & Human Services Director Becky Foss, Human Resources Manager Jackie Koivisto and County Administrator David Minke

Motion by Commissioner Lovgren to open the meeting. Second by Commissioner Hallan. Motion carried 5-0.

The closed meeting ended at 12:15 p.m.

The open session reconvened at 12:15 p.m. Present were Commissioners Steve Hallan, Josh Mohr, Terry Lovgren, JJ Waldhalm and Matt Ludwig.

With no further business, Chair Lovgren adjourned the meeting at 12:15 p.m.
The next regular meeting of the county board is scheduled for June 18, 2024 at 10:00 a.m. at the North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota.

_____	_____
Terry Lovgren, Chair	David J. Minke, Administrator
Pine County Board of Commissioners	Clerk to County Board of Commissioners

The full text of the board's Minutes are available at the County Administrator's Office and the county's website (www.co.pine.mn.us). Copies may also be requested from the administrator's office.

COUNTY BOARD AGENDA REQUEST

Date of Meeting: June 18, 2024

☒ **Consent Agenda** ☐ **Regular Agenda**

Item Title: May 2024 Cash Balance

Department: Auditor-Treasurer

Department Head signature

Background information on Item:

May 2024 Cash Balance Report

Action Requested:

None – informational purposes only.

Financial Impact:
N/A

TREASURER'S CASH TRIAL BALANCE COMPARISON

YEAR-TO-YEAR COMPARISON

FUND	May 2023 BALANCE	May 2024 BALANCE	DIFFERENCE
1 - GENERAL	874,297.32	1,481,961.61	607,664.29
12 - H&HS	1,979,657.56	2,293,873.70	314,216.14
13 - ROAD & BRIDGE	2,957,990.88	(918,059.09)	(3,876,049.97)
17 - OPIOID SETTLEMENT	241,148.30	218,615.94	(22,532.36)
19 - COVID RELIEF	3,093,145.25	1,842,694.06	(1,250,451.19)
22 - LAND	2,705,720.69	2,691,497.02	(14,223.67)
60 - SELF INSURANCE	276,168.03	1,413,311.32	1,137,143.29
TOTAL (incl non-major funds)	$35,736,790.47	$34,291,158.70	(1,445,631.77)

The increase in the General fund is due increased aids (Public Safety & Probation) and prudent spending.

The increase in the H&HS fund is due to grants & reimbursements and prudent spending.

The decrease in the Road & Bridge fund is related to projects and previous advances in state aid.

The decrease in COVID Relief fund is due to the spending of funds over the last year, including the completion of a large portion of approved items.

The increase in the self-insurance fund is due to lower claims and the $300,000 transfer from the ARPA fund.

MONTH-TO-MONTH COMPARISON

FUND	April 2024 BALANCE	May 2024 BALANCE	DIFFERENCE
1 - GENERAL	3,255,810.44	1,481,961.61	(1,773,848.83)
12 - H&HS	2,484,128.67	2,293,873.70	(190,254.97)
13 - ROAD & BRIDGE	251,312.08	(918,059.09)	(1,169,371.17)
17 - OPIOID SETTLEMENT	209,474.28	218,615.94	9,141.66
19 - COVID RELIEF	2,467,420.49	1,842,694.06	(624,726.43)
22 - LAND	2,494,220.65	2,691,497.02	197,276.37
60 - SELF INSURANCE	1,388,785.50	1,413,311.32	24,525.82
TOTAL (incl non-major funds)	$21,668,374.10	$34,291,158.70	12,622,784.60

The decrease in the General & H&HS funds are due to very little revenue received yet normal expenses.

The decrease in the Road & Bridge fund is due project payments.

The decrease in the COVID fund is due to some large payments for the APFY Shelter Retrofit Project that are pending reimbursement.

The overall increase month-over-month is due to the collection of the first half property taxes.

Fund		Beginning Balance	This Month	YTD	Current Balance
1	General Revenue Fund				
		8,856,165.65			
	Receipts		624,311.63	2,710,711.28	
	Disbursements		594,698.53-	3,563,851.94-	
	Payroll		1,795,055.54-	6,943,939.07-	
	Journal Entries		8,406.39-	52,042.97	
	Settlement		0.00	370,832.72	
	Fund Total		**1,773,848.83-**	**7,374,204.04-**	**1,481,961.61**
12	Health & Human Services **420** H&HS-Income Maintenance				
		2,696,371.78			
	Receipts		313,288.61	958,957.63	
	Disbursements		75,959.86-	411,098.92-	
	Payroll		318,897.77-	1,205,608.04-	
	Journal Entries		47,702.37	168,717.69	
	Dept Total		**33,866.65-**	**489,031.64-**	**2,207,340.14**
12	Health & Human Services **430** H&HS-Social Services				
		15,529.94			
	Receipts		355,450.27	1,334,276.79	
	Disbursements		20,504.98-	212,184.94-	
	SSIS		192,391.36-	784,514.57-	
	Payroll		496,955.15-	1,904,952.32-	
	Journal Entries		72,987.60	376,801.32	
	Dept Total		**281,413.62-**	**1,190,573.72-**	**1,175,043.78-**
12	Health & Human Services **440** Childrens Collaborative (H&HS)				
		0.00			
	Dept Total		**0.00**	**0.00**	**0.00**
12	Health & Human Services **481** Public Health (H&HS)				
		1,076,463.72			
	Receipts		272,100.02	670,118.14	
	Disbursements		22,434.90-	110,357.03-	
	Payroll		170,330.38-	658,854.87-	
	Journal Entries		11,245.35	48,979.25	

HHS TOTAL:
$2,293,873.70

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Fund		Beginning Balance	This Month	YTD	Current Balance
	Dept Total		**90,580.09**	**50,114.51-**	**1,026,349.21**
	Fund Total	**3,788,365.44**	**224,700.18-**	**1,729,719.87-**	**2,058,645.57**
13	Road & Bridge Fund				
		880,927.17-			
	Receipts		225,301.91	5,787,099.94	
	Disbursements		1,067,880.54-	4,646,932.41-	
	Payroll		326,175.04-	1,227,344.27-	
	Journal Entries		617.50-	2,587.50-	
	Settlement		0.00	52,632.32	
	Fund Total		**1,169,371.17-**	**37,131.92-**	**918,059.09-**
14	Ditch Maintenance (Sr) Fund				
		32,422.85			
	Fund Total		**0.00**	**0.00**	**32,422.85**
17	Opioid Settlement Funds				
		238,757.72			
	Receipts		29,749.32	53,671.75	
	Disbursements		9,362.31-	30,016.31-	
	Journal Entries		11,245.35-	43,797.22-	
	Fund Total		**9,141.66**	**20,141.78-**	**218,615.94**
19	COVID-19 Relief Fund				
		2,147,577.29			
	Receipts		290,423.02	1,740,982.10	
	Disbursements		901,336.55-	1,992,025.72-	
	Payroll		13,812.90-	53,339.61-	
	Journal Entries		0.00	500.00-	
	Fund Total		**624,726.43-**	**304,883.23-**	**1,842,694.06**
22	Land Management Fund				

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Fund		Beginning Balance	This Month	YTD	Current Balance
		2,485,018.26			
	Receipts		224,270.28	424,669.60	
	Disbursements		5,162.95-	40,780.93-	
	Payroll		21,830.96-	87,193.65-	
	Journal Entries		0.00	90,216.26-	
	Fund Total		**197,276.37**	**206,478.76**	**2,691,497.02**
24	SSTS Upgrades				
		304,042.11			
	Receipts		14,328.49	198,436.36	
	Disbursements		50,459.16-	87,527.86-	
	Settlement		0.00	4,957.99	
	Fund Total		**36,130.67-**	**115,866.49**	**419,908.60**
29	Children's Collab (H&Hs) Agency Fund		**440** Childrens Collaborative (H&HS)		
		193,322.94			
	Receipts		35,862.00	81,107.00	
	Disbursements		1,500.00-	69,905.24-	
	Journal Entries		369.47	1,068.93	
	Dept Total		**34,731.47**	**12,270.69**	**205,593.63**
	Fund Total	**193,322.94**	**34,731.47**	**12,270.69**	**205,593.63**
31	GO Capital Improvement-Capital Projects				
		0.00			
	Fund Total		**0.00**	**0.00**	**0.00**
37	County Railroad Authority				
		5,055.07			
	Fund Total		**0.00**	**0.00**	**5,055.07**
38	Building Fund				
		229,197.42			
	Disbursements		0.00	14,264.57-	

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Fund		Beginning Balance	This Month	YTD	Current Balance
	Settlement		0.00	706.59	
	Fund Total		**0.00**	**13,557.98-**	**215,639.44**
39	2015A G.O. Jail Bonds				
		1,647,841.23			
	Disbursements		0.00	988,450.00-	
	Settlement		0.00	30,400.34	
	Fund Total		**0.00**	**958,049.66-**	**689,791.57**
40	2020A G.O. Refunding Courthouse Bonds				
		1,453,035.09			
	Disbursements		0.00	892,795.00-	
	Settlement		0.00	25,945.86	
	Fund Total		**0.00**	**866,849.14-**	**586,185.95**
41	2017A G.O. CIP Bonds				
		155,464.90			
	Disbursements		0.00	289,056.25-	
	Settlement		0.00	8,694.58	
	Fund Total		**0.00**	**280,361.67-**	**124,896.77-**
43	Equipment Fund				
		77,285.38			
	Settlement		0.00	725.76	
	Fund Total		**0.00**	**725.76**	**78,011.14**
44	Election Equipment				
		83,005.91			
	Receipts		2,886.06	7,245.23	
	Disbursements		2,141.97-	69,218.68-	
	Payroll		204.36-	11,552.59-	
	Journal Entries		0.00	2,755.94-	
	Settlement		0.00	1,157.33	

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Fund		Beginning Balance	This Month	YTD	Current Balance
	Fund Total		**539.73**	**75,124.65-**	**7,881.26**
60	County Self Insurance				
		993,718.44			
	Receipts		365,579.12	1,852,293.52	
	Disbursements		342,023.12-	1,437,549.74-	
	Journal Entries		969.82	4,849.10	
	Fund Total		**24,525.82**	**419,592.88**	**1,413,311.32**
76	Group Health Ins Fund 5/1/95 (Gen)				
		620,020.16-			
	Receipts		108,287.12	621,705.01	
	Disbursements		117,365.15-	660,485.81-	
	Journal Entries		7,684.60	38,423.00	
	Fund Total		**1,393.43-**	**357.80-**	**620,377.96-**
80	County Collections Agency Fund				
		25,206.12			
	Receipts		9,151.29	674,925.38	
	Disbursements		12,257.60-	676,663.55-	
	Fund Total		**3,106.31-**	**1,738.17-**	**23,467.95**
82	Taxes And Penalties Agency Fund				
		1,356,179.39			
	Receipts		19,553,225.35	26,399,025.15	
	Disbursements		3,320,985.48-	3,976,317.25-	
	Journal Entries		0.00	105,883.77-	
	Settlement		0.00	496,053.49-	
	Fund Total		**16,232,239.87**	**21,820,770.64**	**23,176,950.03**
84	East Central Drug Task Force Agency Fund				
		164,130.23			
	Receipts		701.88	86,178.45	

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Fund		Beginning Balance	This Month	YTD	Current Balance
	Disbursements		32,934.45-	98,134.01-	
	Fund Total		**32,232.57-**	**11,955.56-**	**152,174.67**
85	HRA/EDA				
		124,317.72			
	Disbursements		217.96-	1,846.37-	
	Fund Total		**217.96-**	**1,846.37-**	**122,471.35**
86	Snake River 1W1P				
		0.00			
	Receipts		0.00	512,235.50	
	Disbursements		9,656.51-	9,656.51-	
	Fund Total		**9,656.51-**	**502,578.99**	**502,578.99**
89	H & Hs Collections Agency Fund		**801** Non-Departmental		
		79,254.55			
	Receipts		125,910.09	558,952.23	
	Disbursements		5,506.38-	163,430.71-	
	Journal Entries		120,689.97-	445,141.57-	
	Dept Total		**286.26-**	**49,620.05-**	**29,634.50**
	Fund Total	**79,254.55**	**286.26-**	**49,620.05-**	**29,634.50**
All Funds		22,938,416.38			
	Receipts		22,550,826.46	44,672,591.06	
	Disbursements		6,592,388.40-	20,442,549.75-	
	SSIS		192,391.36-	784,514.57-	
	Payroll		3,143,262.10-	12,092,784.42-	
	Total		**12,622,784.60**	**11,352,742.32**	34,291,158.70

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COUNTY BOARD AGENDA REQUEST

Date of Meeting: June 18, 2024

☒ **Consent Agenda** ☐ **Regular Agenda**

Item Title: May 2024 Disbursements/Claims Over $2,000

Department: Auditor-Treasurer

Department Head signature

Background information on Item:

The attached report shows the totals for all disbursements paid in May 2024 ($6,784,779.76) by fund. There were 655 total claims, 111 claims that were over $2,000 to be approved and are individually detailed on the separate listing, and 544 claims under $2,000 or not needing approval totaling $3,758,361.80 ($3,320,521.56 of this was property tax settlements to the School Districts and State of MN).

Action Requested:

Consider approving May 2024 disbursements including the individual listing of claims over $2,000, and 544 claims under $2,000 or not needing approval totaling of $3,758,361.80.

Financial Impact:
N/A

DISBURSEMENTS JOURNAL REPORT G/L Months: 05/2024 - 05/2024

RECAP BY FUND	FUND	AMOUNT	NAME
	1	594,698.53	GENERAL REVENUE FUND
	12	311,291.10	HEALTH & HUMAN SERVICES
	13	1,067,880.54	ROAD & BRIDGE FUND
	17	9,362.31	OPIOID SETTLEMENT FUNDS
	19	901,336.55	COVID-19 RELIEF FUND
	22	5,162.95	LAND MANAGEMENT FUND
	24	50,459.16	SSTS UPGRADES
	29	1,500.00	CHILDREN'S COLLAB (H&HS) AGENCY FUND
	44	2,141.97	ELECTION EQUIPMENT
	60	342,023.12	COUNTY SELF INSURANCE
	76	117,365.15	GROUP HEALTH INS FUND 5/1/95 (GEN)
	80	12,257.60	COUNTY COLLECTIONS AGENCY FUND
	82	3,320,985.48	TAXES AND PENALTIES AGENCY FUND
	84	32,934.45	EAST CENTRAL DRUG TASK FORCE AGENCY F
	85	217.96	HRA/EDA
	86	9,656.51	SNAKE RIVER 1W1P
	89	5,506.38	H & HS COLLECTIONS AGENCY FUND
		6,784,779.76	Total Disbursements

RECAP BY TYPE	TYPE	AMOUNT	NAME
	1	6,505,084.10	AUD
	2	280,296.93	COM
	3	601.27 -	MVC
		6,784,779.76	Total Disbursements

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Fund	Date	Vendor	Amount
General	5/24/2024	Advanced Correctional Healthcare, Inc	23,944.92
General	5/17/2024	AMAZON CAPITAL SERVICES	2,370.01
General	5/3/2024	Aml Cleaning Service, Inc	4,000.00
General	5/31/2024	Aml Cleaning Service, Inc	4,000.00
General	5/10/2024	Breezy Point Resort (Cardmember Service)	2,349.98
General	5/10/2024	Cleanitsupply.com (Cardmember Service)	3,581.19
General	5/10/2024	CLOQUET RIVERSIDE RECYCLING, INC	10,454.80
General	5/17/2024	DEPARTMENT OF HUMAN SERVICES	11,345.00
General	5/17/2024	DSC Communications	3,617.10
General	5/31/2024	EAST CENTRAL DRUG TASK FORCE	4,383.32
General	5/3/2024	East Central Energy Of Braham	14,095.24
General	5/31/2024	East Central Energy Of Braham	15,278.12
General	5/3/2024	East Central Reg Juvenile Center	9,913.00
General	5/17/2024	East Central Solid Waste Comm	3,487.47
General	5/24/2024	ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE	10,927.05
General	5/10/2024	EVERGREEN RECYCLING LLC	3,000.63
General	5/17/2024	GERARD/DAVID	14,000.00
General	5/24/2024	Government Management Group	5,250.00
General	5/31/2024	Information Systems Corp-ISC	3,205.00
General	5/3/2024	INITIATIVE FOUNDATION	7,450.00
General	5/24/2024	INNOVATIVE OFFICE SOLUTIONS LLC	4,226.41
General	5/31/2024	KALM/CHRISTOPHER	3,259.40
General	5/3/2024	KRONOS SAASHR INC	2,656.36
General	5/31/2024	KRONOS SAASHR INC	4,043.07
General	5/10/2024	MINNESOTA ENERGY RESOURCES CORP	4,754.76
General	5/10/2024	MINNESOTA POWER	3,816.85
General	5/10/2024	MN COUNTIES COMPUTER COOP	5,500.00
General	5/31/2024	MN COUNTIES COMPUTER COOP	64,496.67
General	5/10/2024	Mora Psychological Services PLLC	2,300.00
General	5/17/2024	NUNAN CONSULTING LLC	3,500.00
General	5/17/2024	OFFICE OF MN.IT SERVICES	5,201.86
General	5/31/2024	POKEGAMA LAKE ASSOCIATION	16,054.77
General	5/3/2024	PREMIER SEALCOATING & SNOW REMOVAL	4,750.00
General	5/3/2024	RATWIK ROSZAK & MALONEY PA	3,091.24
General	5/10/2024	Ron's Roll-Off Service	2,000.00
General	5/31/2024	SCHNEIDER GEOSPATIAL LLC	3,324.00
General	5/3/2024	Streicher's Inc	48,157.15
General	5/3/2024	SUMMIT FOOD SERVICE MANAGEMENT LLC	4,534.41
General	5/24/2024	SUMMIT FOOD SERVICE MANAGEMENT LLC	13,870.23
General	5/31/2024	SUMMIT FOOD SERVICE MANAGEMENT LLC	8,711.32
General	5/17/2024	TALON SANITATION LLC	2,196.00
General	5/31/2024	TRIMIN SYSTEMS INC	24,484.00
General	5/17/2024	VC3 INC	3,616.00

Fund	Date	Vendor	Amount
General	5/31/2024	Verizon Wireless	10,952.44
General	5/10/2024	VIRCHOW CONSULTING SERVICES LLC	2,537.50
General	5/17/2024	West Group	2,032.75
HHS	5/10/2024	AndiSites Inc	9,112.50
HHS	5/17/2024	Anoka Co Juv Ctr-Shelter & Dia	9,781.50
HHS	5/3/2024	Central Mn Jobs & Training Services	32,071.12
HHS	5/24/2024	Central Mn Jobs & Training Services	27,381.98
HHS	5/3/2024	Dhs Maps Ccdtf	4,794.81
HHS	5/24/2024	Dhs Maps Mmis Cd Maxis 998	3,670.50
HHS	5/24/2024	DHS State Operated Services	12,214.50
HHS	5/17/2024	Family Alternatives	5,475.60
HHS	5/17/2024	Family Pathways - North Branch	2,935.00
HHS	5/24/2024	Haavisto Jr/Richard Gary	9,900.00
HHS	5/10/2024	Hilton Garden Inn (Cardmember Service)	3,169.10
HHS	5/17/2024	Kanabec Co Family Serv Dept	2,741.76
HHS	5/3/2024	MedCycle Solutions	2,042.25
HHS	5/17/2024	MedCycle Solutions	3,470.50
HHS	5/24/2024	MedCycle Solutions	2,908.25
HHS	5/17/2024	Mille Lacs Band Family Services	7,077.50
HHS	5/17/2024	Nexus-Kindred Family Healing	6,719.70
HHS	5/10/2024	North Homes Inc	14,860.47
HHS	5/24/2024	North Homes Inc	4,938.00
HHS	5/10/2024	Phase Inc (Pc Dac) Dac	2,451.00
HHS	5/10/2024	Scott County Treasurer	2,599.50
HHS	5/17/2024	Solid Oak Financial Services, LLC	3,760.00
HHS	5/17/2024	Village Ranch-Rochester	6,515.40
HHS	5/17/2024	Walmart Business	2,244.46
R&B	5/17/2024	Andersen,Inc/Earl F	2,430.00
R&B	5/3/2024	Auto Value-Hinckley	5,908.92
R&B	5/17/2024	Beaudry Oil & Propane	21,272.77
R&B	5/24/2024	Beaudry Oil & Propane	20,719.54
R&B	5/31/2024	Beaudry Oil & Propane	2,116.76
R&B	5/17/2024	C & T CONTRACTING	2,000.00
R&B	5/17/2024	Eide Auto Center Inc	28,293.84
R&B	5/10/2024	ERICKSON ENGINEERING CO LLC	2,496.56
R&B	5/17/2024	GRINDSTONE FORD INC	16,524.69
R&B	5/17/2024	Jensen Tractor Sales & Service	5,994.22
R&B	5/10/2024	LTG Power Equipment	23,426.40
R&B	5/24/2024	MONARCH PAVING	2,476.19
R&B	5/3/2024	Nuss Truck Group Inc	12,846.29
R&B	5/3/2024	O'REILLY AUTOMOTIVE STORES INC	2,413.25
R&B	5/3/2024	Pine Technical & Community College	2,470.00
R&B	5/10/2024	REDSTONE CONSTRUCTION LLC	826,800.66

Fund	Date	Vendor	Amount
R&B	5/24/2024	SEH INC	25,722.87
R&B	5/10/2024	Whitecap	6,886.00
R&B	5/10/2024	ZIEGLER INC	17,588.90
Opioid	5/24/2024	Pine City Youth Hockey Assn	2,400.00
ARPA	5/10/2024	FRERICHS CONSTRUCTION COMPANY	213,411.80
ARPA	5/24/2024	FRERICHS CONSTRUCTION COMPANY	574,804.15
ARPA	5/31/2024	KAMRAN CULINEX LLC	51,581.41
ARPA	5/10/2024	Lakes & Pines Comm Act Council	18,566.00
ARPA	5/10/2024	LHB INC	8,358.71
ARPA	5/31/2024	LHB INC	7,825.38
ARPA	5/10/2024	MIDCONTINENT COMMUNICATIONS	25,000.00
Land	5/10/2024	JONES CONSTRUCTION SERVICES INC	4,000.00
Septic Fix-Up	5/10/2024	MINNESOTA POLLUTION CONTROL AGENCY	50,459.16
Self Insurance	5/3/2024	BlueCross BlueShield of Minnesota	82,795.36
Self Insurance	5/10/2024	BlueCross BlueShield of Minnesota	155,577.74
Self Insurance	5/24/2024	BlueCross BlueShield of Minnesota	20,930.09
Self Insurance	5/31/2024	BlueCross BlueShield of Minnesota	82,719.93
Group Insurance	5/17/2024	BLUE CROSS & BLUE SHIELD OF MINNESOTA	4,448.00
Group Insurance	5/3/2024	GUARDIAN	11,671.59
Group Insurance	5/17/2024	MADISON NATIONAL LIFE INS CO INC	4,735.61
Group Insurance	5/3/2024	MEDICAREBLUE RX	5,832.00
Group Insurance	5/3/2024	Mn Life Insurance Company	5,394.75
Group Insurance	5/17/2024	NECA IBEW Family Medical Care Trust Fund	9,178.00
Group Insurance	5/3/2024	TEAMSTERS JOINT COUNCIL 32	58,793.00
Group Insurance	5/17/2024	TEAMSTERS JOINT COUNCIL 32	5,992.00

COUNTY BOARD AGENDA REQUEST

Date of Meeting: June 18, 2024

☒ **Consent Agenda** ☐ **Regular Agenda**

Item Title: Abatement Applications

Department: Auditor-Treasurer

Department Head signature

Background information on Item:

Local Option Disaster Abatement Applications – 2023 Taxes:

- Xai Lee, Parcel 01.0143.000, Arlone Township, house fire on November 24, 2023 and was unable to inhabit home during the remainder of 2023.
- Joshua & Amanda Cisar, Parcel 46.0056.001, Sturgeon Lake City, house fire on October 16, 2023 and was unable to inhabit home during the remainder of 2023.

Abatements:

- Florence McGee, Parcel 46.8901.164, Sturgeon Lake City, 2023 taxes, personal property in a campground, value is less than $10,000, should not have been valued.
- Craig & Carol Bostrom, Parcel 01.0064.000, Arlone Township, 2024 taxes, agricultural classification was not granted during property split and should have been.

Action Requested:

Consider approval of abatement applications.

Financial Impact:

N/A

County Board Agenda Request

Date of Meeting: June 18, 2024

☒ **Consent Agenda** ☐ **Regular Agenda**

Item Title: Septic Fix-Up Special Assessments

Department: Auditor-Treasuer



Department Head / Project Lead 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. 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 2024-34 extending a special assessment as follows:

Donald and Elizabeth Klug, PID 28.5462.000, $4,100.00

Financial Impact:

Grant funds have been utilized to install the systems.

PINE COUNTY RESOLUTION EXTENDING SEPTIC FIX-UP SPECIAL ASSESSMENT RESOLUTION No. 2024-34

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 4 years, beginning in 2025, against Pine County Parcel 28.5462.000 in the amount of $4,100.00 with equal principal payments and 3% interest owned by Donald and Elizabeth Klug.

Dated this 18th day in June 2024.

_____

Terry Lovgren, Chair
Pine County Board of Commissioners

ATTEST:

_____

David J. Minke
County Administrator

PINE COUNTY EXPENSE CLAIM FORM

Expenses are to be claimed in accordance with Pine County Personnel Policy on travel and other reimbursements. Original receipts must be attached or the claim will not be reimbursed. There must be the signature of the claimant and the claimant's supervisor or department head indicating the expense was authorized. NO UNAUTHORIZED CLAIM WILL BE REIMBURSED.

STEPHEN HALLAN **MONTH: May 2024**

Vendor#: 2136 Employee#: 2

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
5/7/2024	$100					County Board Meeting - Pine City	01-005-6111
5/14/2024	$100					Cow planning meeting	01-005-6111
5/1/2024	$100					Solid waste meeting	
5/2/2024	$100					MLBO missing woman meeting	
5/3/2024	$100					Pine tech ground breacking	
5/22/2024	$100					MLBO economic conference	
5/28/2024	$100					Tech committee	
5/29/2024	$100					IBEW negotiations MLBO meeting	
5/30/2024	$100					AMC district meeting	
5/16/2024	$100					CMCOA council on aging	

MILEAGE EXPENSES

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
				$0.670	$0.00	County Board Meeting - Pine City	01-005-6334
			52	$0.670	$34.84	County Board Meeting - Sandstone	01-005-6334
				$0.670	$0.00		01-005-6334
				$0.670	$0.00		01-005-6334
				$0.670	$0.00		
				$0.670	$0.00		
				$0.670	$0.00		
				$0.670	$0.00		
				$0.670	$0.00		
				$0.670	$0.00		
				TOTAL	**$34.84**		

YOU MUST FILL IN ODOMETER READINGS. IF ODOMETER READINGS ARE NOT PROVIDED a printout of the start and ending location of each destination and mileage as calculated by such programs as "Map Quest" will be acceptable.

If this expense reimbursement request includes personal automobile mileage my submission affirms that I possess a current valid driver's license and appropriate motor vehicle insurance.

I declare under the penalties of law that the account, claim and/or demand is just and correct and that no part of it has been paid.

Stephen M Hallan

Commissioner Signature Authorized Signature

PINE COUNTY EXPENSE CLAIM FORM

This form is to be utilized to claim any other expenses not related to mileage. Expenses are to be claimed in accordance with Pine County on travel and other reimbursements. Original receipts must be attached or the claim will not be reimbursed. There must be the signature of the claimant and the claimant supervisor or department head indicating the expense was authorized.

EMPLOYEES NAME: Joshua Mohr **MONTH May 2024**

Date	Per Diem	Meals	Lodging	Tuition and or books	Other	Purpose and description of expense	Account #
5/7/2024	$100					Board meeting, Pine City	
5/13/2024	$100					Personal committee, Pine City	
5/14/2024	$100					COW, Pine City	
5/21/2024	$100					Board Meeting, Sandstone	
5/28/2024	$100					Tech committee, Virtually	
5/29/2024	$100					Negotiations, Pine City	
5/3/2024	$100					PTCC groundbreaking	

ORIGINAL RECEIPTS MUST BE ATTACHED TO OBTAIN REIMBURSEMENT. ALL CLAIMS MUST BE AUTHORIZED BY SUPERVISOR, DEPARTMENT HEAD OR COUNTY BOARD IN ACCORDANCE WITH COUNTY POLICY. NO UNAUTHORIZED CLAIM WILL BE REIMBURSED

Date	Begin Odometer	End Odometer	Total Miles	Home Odometer	1st Stop Odometer	Last Stop Odometer	Home Odometer	Total Miles	Amount Paid	Destination and purpose of expense
			0						$ -	
			0						$ -	
			0						$ -	
			0						$ -	
			0						$ -	
			0						$ -	
			0						$ -	
			0						$ -	
			0						$ -	
TOTAL									$ -	

_____01-005-000-0000-6334_____

rate 0.585

YOU MUST FILL IN ODOMETER READINGS OR YOU WILL NOT BE REIMBURSED

I declare under the penalties of law that the account, claim and/or demand is just and correct and that no part of it has been paid

Employee Signature

Authorized Signature

Department Head Signature

PINE COUNTY EXPENSE CLAIM FORM

Expenses are to be claimed in accordance with Pine County Personnel Policy on travel and other reimbursements. Original receipts must be attached or the claim will not be reimbursed. There must be the signature of the claimant and the claimant's supervisor or department head indicating the expense was authorized. NO UNAUTHORIZED CLAIM WILL BE REIMBURSED.

TERRY LOVGREN

MONTH: May 2024 Page 1 of 2

Vendor#: 30301 Employee#: 155

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
5.2.24	$100					MMIR - MLBO	01-005-6111
5.3.24	$100					Stauber - Congressional Hearing	01-005-6111
5.6.24	$100					AMC W/Chairs in District 1 & ICWA Court Observing	01-005-6111
5.7.24	$100					County Board	01-005-6111
5.8.24	$100					SCHSAC membership	01-005-6111
5.9.24	$100					SCHSAC & ECRD NLX	01-005-6111
5.10.24	$100					CMJTS & PTCC Commencements	01-005-6111
5.13.24	$100					Library	01-005-6111
5.14.24	$100					COW	01-005-6111
5.15.24	$100					ICWA Training, T&T NACo & AMC ICWA updates	01-005-6111
5.16.24	$100					Project Rise, AMC Pre Tribal Meeting and Public Health	01-005-6111

3.21

	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
5.2.24			125.6	$0.670	$84.15	MMIR	01-005-6334
5.3.24			25.7	$0.670	$17.22	Pete Stauber Congressional Hearing	01-005-6334
5.7.24			28.7	$0.670	$19.23	County Board	01-005-6334
5.10.24			195.8	$0.670	$131.19	COJ & PTCC Commencements	01-005-6334
5.14.24			28.7	$0.670	$19.23	COW	01-005-6334
5.21.24			25.7	$0.670	$17.22	County Board	01-005-6334
5.22.24			458.1	$0.670	$306.93	MLBO, State/County/Tribal in Morton & Zoning (Wed/Thurs)	01-005-6334
5.30.24			149.7	$0.670	$100.30	AMC District 1 & Pine City	01-005-6334
					$695.46		

YOU MUST FILL IN ODOMETER READINGS. IF ODOMETER READINGS ARE NOT PROVIDED a printout of the start and ending location of each destination and mileage as calculated by such programs as "Map Quest" will be acceptable.

If this expense reimbursement request includes personal automobile mileage my submission affirms that I possess a current valid driver's license and appropriate motor vehicle insurance.

I declare under the penalties of law that the account, claim and/or demand is just and correct and that no part of it has been paid.

See Page 2

Commissioner Signature

Authorized Signature

PINE COUNTY EXPENSE CLAIM FORM

Expenses are to be claimed in accordance with Pine County Personnel Policy on travel and other reimbursements. Original receipts must be attached or the claim will not be reimbursed. There must be the signature of the claimant and the claimant's supervisor or department head indicating the expense was authorized. NO UNAUTHORIZED CLAIM WILL BE REIMBURSED.

TERRY LOVGREN

MONTH: May 2024 Page 2 of 2

Vendor#: 30301 Employee#: 155

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
5.17.24	$0					CMJTS - AI	01-005-6111
5.20.24	$100					Parks & Trails	01-005-6111
5.21.24	$100					County Board	01-005-6111
5.22.24	$100					State/Tribal/County & Mille Lacs Corporate Ventures	01-005-6111
5.23.24	$100					Zoning	01-005-6111
5.29.24	$100					MLBO	01-005-6111
5.30.24	$100					District 1 Meeting	01-005-6111
5.31.24	$100					ICWA Briefing and State Tribal Partnership	01-005-6111

MILEAGE EXPENSES

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #

YOU MUST FILL IN ODOMETER READINGS. IF ODOMETER READINGS ARE NOT PROVIDED a printout of the start and ending location of each destination and mileage as calculated by such programs as "Map Quest" will be acceptable.

If this expense reimbursement request includes personal automobile mileage my submission affirms that I possess a current valid driver's license and appropriate motor vehicle insurance.

I declare under the penalties of law that the account, claim and/or demand is just and correct and that no part of it has been paid.

Commissioner Signature

Authorized Signature

PINE COUNTY EXPENSE CLAIM FORM

Expenses are to be claimed in accordance with Pine County Personnel Policy on travel and other reimbursements. Original receipts must be attached or the claim will not be reimbursed. There must be the signature of the claimant and the claimant's supervisor or department head indicating the expense was authorized. NO UNAUTHORIZED CLAIM WILL BE REIMBURSED.

MATT LUDWIG **MONTH: May 2024**

Vendor#: 31317 Employee#: 5

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
5/7/2024	$100					County Board Meeting - Pine City	01-005-6111
5/2[illegible]/2024	$100					County Board Meeting - Sandstone	
5/14/2024	$100					Committee of the Whole - Strategic Planning	
5-3-2024	100					FIELD HEARING - CONGRESSMAN STAUBER - SANDSTONE	
5-9-2024	100					KETTLE RIVER/UPPER ST. CROIX IWLP - SANDSTONE	
5-13-2024	100					PERSONNEL COMMITTEE - PINE CITY	
5-14-2024	100					C.O.W - PINE CITY	
5-22-2024	100					HRA/EDA - MEETING - SANDSTONE	
5-23-2024	100					PINE CO. ZONING BOARD - SANDSTONE	
5-31-2024	100					CENTRAL EMS BOARD - WHITE PARK	

MILEAGE EXPENSES

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
5/7/2024			44	$0.670	$29.48	County Board Meeting - Pine City	01-005-6334
5/2[illegible]/2024				$0.670		County Board Meeting - Sandstone	
5/14/2024			44	$0.670	$29.48	Committee of the Whole - Strategic Planning	
5-13-2024			44	$0.670	29.48	PERSONNEL COMMITTEE - PINE CITY	
5-14-2024			44	$0.670	29.48	C.O.W - PINE CITY	
5-31-2024			200	$0.670	134.00	CENTRAL EMS BOARD - WHITE PARK	
				$0.670			
				$0.670			
				$0.670			
				TOTAL:	251.92		

YOU MUST FILL IN ODOMETER READINGS. IF ODOMETER READINGS ARE NOT PROVIDED a printout of the start and ending location of each destination and mileage as calculated by such programs as "Map Quest" will be acceptable.

If this expense reimbursement request includes personal automobile mileage my submission affirms that I possess a current valid driver's license and appropriate motor vehicle insurance.

I declare under the penalties of law that the account, claim and/or demand is just and correct and that no part of it has been paid.

Matt Ludwig

Commissioner Signature

Authorized Signature

PINE COUNTY
MINNESOTA

COUNTY BOARD AGENDA REQUEST

Date of Meeting: June 18, 2024

☐ **Consent Agenda** ☐ **Regular Agenda**

Item Title: K9 and Gun Range Donation

Department: Sheriff's Office

Department Head / Sponsor signature

Background information on Item:

The Pine County Sheriff's Office K9 Program received a donation of $778.83 from Greg and Kaye Carson of Cruzin' with the Carsons.

The Ben Neel Gun Range received a donation of $450.00 from Town & Country Insurance.

Action Requested:

The Pine County Sheriff's Office respectfully asks the County Board to acknowledge and accept the donation into the Pine County Sheriff's Office K9 fund and the Ben Neel Gun Range Fund.

Financial Impact:

The donations will help offset expenditures for the K9 program and the Ben Neel Gun Range.

PINE COUNTY MINNESOTA

County Board Agenda Request

Date of Meeting: June 18, 2024

☒ **Consent Agenda** ☐ **Regular Agenda**

Item Title: Promotion - Ken Larsen to Senior Corrections Officer

Department: Sheriff's Office - Jail Division

Department Head / Project Lead signature

Background information on Item:

Acknowledge the promotion of FT Corrections Officer, Kenneth Larsen to FT Senior Corrections Officer assignment, effective June 19, 2024. Change is in grade and wage from grade 7 step 5 $28.82 per hour to grade 8 step 5 $30.54 per hour.

Ken has developed himself over the last 8 years by attending numerous classes and attaining certifications in a number of jail operational skills. Ken is a very well respected and effective Field Training Officer (FTO), developing effective and skilled corrections officers. Ken is also a certified Taser Instructor, training corrections officers in the effective use of a Taser.

Action Requested:

Acknowledge promotion to Senior Corrections Officer - Assignment Grade 8, effective June 19, 2024.

Financial Impact:

None. This promotion fills one of 4 approved positions and is contained in the 2024 budget.

PINE COUNTY
MINNESOTA

COUNTY BOARD AGENDA REQUEST

Date of Meeting: June 18, 2024

☒ **Consent Agenda** ☐ **Regular Agenda**

Item Title: Assessor Licensing Courses

Department: Assessor

Corri L. Houtsma
Department Head/Project Lead Signature

Background information on Item:

The State Legislature passed Statute 270C.9901 stating any individual who appraises or physically inspects real property in determining its valuation or classification for property tax purposes must obtain licensure as an Accredited Minnesota Assessor.

To become an Accredited Minnesota Assessor, our staff must:

a) Complete one 30-hour assessment laws and procedures course and pass exam;
b) Complete one 30-hour residential appraisal principles course and pass exam;
c) Complete one 30-hour residential appraisal procedures course and pass exam;
d) Complete one 30-hour mass appraisal basics course and pass exam;
e) Complete two 30-hour income courses and pass exams;
f) Complete one 15-hour property type specific course and pass exam;
g) Complete one residential form appraisal report; and
h) Complete the residential case study exam.

Action Requested:

Consider attendance by Jason Knutson and Zachary Homan to attend the following:

Basic Appraisal Procedures Course from August 26-29, 2024, in St. Cloud, Minnesota.

Financial Impact:

The total for this course is $950.00. Lodging is estimated at $642.00. Breakfast and dinner are not included and are estimated at $230. A county car will be used, and no mileage will be incurred. All expenses are within the 2024 Assessor's office budget.

County Board Agenda Request

Date of Meeting: June 18, 2024

☐ **Consent Agenda** ☒ **Regular Agenda**

Item Title: **Commissioner Training – Leave a Legacy. Prepare for Change**

Department: **Administrator**



Department Head / Project Lead signature

Background information on Item:
This training, offered in collaboration between the Association of Minnesota Counties and Strong & Starlike Consulting, Inc., is a two-part webinar series for county officials and department heads.

Session 1: Succession & Transition Planning, Wednesday, July 31, 2024
Session 2: Building Buy-In & Collaborating for enterprise-Wide Change, August 14, 2024

Action Requested:
Consider approval for any Commissioner desiring to attend the Association of Minnesota Counties and Strong & Starlike Consulting Leave a Legacy, Prepare for Change, two-part webinar series, July 31, 2024 and August 14, 2024. Registration (for each commissioner): $100 for both sessions or $60 per individual session.

PINE COUNTY MINNESOTA

County Board Agenda Request

Date of Meeting: 06/18/2024

☒ **Consent Agenda** ☐ **Regular Agenda**

Item Title: Approve attendance at conference

Department: HHS

Rebecca Foss

Department Head / Project Lead signature

Background information on Item:

Social Worker Bonnie Rediske and Child Welfare Chemical Health Resource Coordinator Adriane Wimmer have requested to attend the annual Minnesota Prevention Program Sharing Conference from October 15th - 16th in St. Cloud.

Action Requested:

Approve Bonnie Rediske and Adriane Wimmer to attend the Minnesota Prevention Program Sharing Conference from October 15 to 16 in St. Cloud.

Registration: $200/person
County car will be used

Total cost: $400; There are funds in the 2024 HHS budget to cover the expenses asociated with attendance at the conference.

PINE COUNTY MINNESOTA

County Board Agenda Request

Date of Meeting: 06/18/2024

☒ **Consent Agenda** ☐ **Regular Agenda**

Item Title: Approve attendance at conference

Department: HHS

Rebecca Foss

Department Head / Project Lead signature

Background information on Item:

Social Services Case Aides Marady Koland, Laurie Plessel and Jessica Nichols have requested to attend the annual MN Counties Health and Human Services Accountants Conference from August 26th to 28th in Brainderd, MN.

Action Requested:

Approve Marady Koland, Laurie Plessel and Jessica Nichols to attend the annual MN Counties Health and Human Services Accountants Conference from August 26th to 28th in Brainderd, MN.

Registration: $100/person ($300 total)
Lodging and meals: $2,193
Travel: $140 total

Total cost: $2,633

There are funds in the HHS budget to cover the expenses associated with attendance at this conference.

PINE COUNTY
MINNESOTA

County Board Agenda Request

Date of Meeting: June 18th, 2024

☒ **Consent Agenda** ☐ **Regular Agenda**

Item Title: Request for Overnight Training

Department: Probation

Department Head / Project Lead signature

Background information on Item:

Senior Agent Devin Petersen needs Case Planning training as part of his requirements for advancement to Career Agent. This training is being offered as part of the DOC Agent Academy at Camp Ripley.

Action Requested:

I respectfully request that Senior Agent Petersen be granted authorization to attend this training as part of his career advancement. Probation has funds allocated for this in their 2024 training/lodging/mileage budget and funds are available.

Lodging @ Camp Ripley $35.00
Meals $40.75
Mileage approximately $170

Total= $245.75

PINE COUNTY PROBATION

REQUEST FOR TRAINING EVENT & VERIFICATION

NAME: Devin Petersen — **TRAINING HOURS TO DATE** (calendar year):

NAME OF TRAINING: Agent Academy – Case Planning

PROVIDED BY: DOC

LOCATION: Camp Ripley/Virtual

DATE(s):
8/1 – Virtual
9/9 & 9/10 – Camp Ripley
10/16 & 10/17 – Virtual

COST — Overnight: ☒ Yes ☐ No
Number of nights: 1

REGISTRATION FEE: N/A

HOTEL NAME: Camp Ripley

LODGING COST: $35

CHECK IN DATE: 9/9/2024 – just the one night

From Kelly Wheller with DOC:
The DOC pays for the academy initially and will bill back counties for their staff attending. The cost of lodging is $35 per night and meals are $10.00 breakfast, $10.25 lunch/dinner (subject to change at the vendors discretion).

*I believe it would be lunch and dinner ($10.25 *2 = $20.50) on 9/9 along with lodging ($35), and then breakfast and lunch ($10 + $.10.25 = $20.25 on 9/10).*

Total = $75.75

DESCRIPTION OF WORKSHOP:
Case Planning

TRANSPORTATION ARRANGEMENTS

☐ County Car
☑ MILEAGE Claim request

RIDING WITH:
Self – I can drive my own car ~~and will not claim mileage~~

DIRECTIONS FOR REGISTRATION:
I simply need to email Kelly Wheeler and sign up through the DOC registration system.

Registration completed on: *By:*

APPROVED

DIRECTOR:

☐ *N/A No cost/No overnight* ☐ *N/A as budgeted*

COUNTY BOARD Approved on:

TRAINING REPORT: ***Break down of training hours by course/topic content***

Pine County Facilities Committee Minutes
Wednesday, June 5, 2024, 10:00 a.m.
Pine City, Minnesota

Members present Commissioner J.J. Waldhalm and Commissioner Matt Ludwig.

Others present: Pete Umbreit, Building Maintenance Supervisor; Mark LeBrun, Public Works Director/County Engineer; Rod Williamson, Jail Administrator; Jodi Blesener, Child Support Supervisor; and David Minke, County Administrator.

1. Commissioner Ludwig called the meeting to order at 9:00 a.m.

2. Agenda
   Motion by Commissioner Ludwig to approve the agenda. Second by Commissioner Waldhalm. Motion carried 2-0.

3. Minutes.
   Motion by Commissioner Waldhalm to approve the minutes of the April 3, 2024 meeting. Second by Commissioner Ludwig. Motion carried 2-0.

4. Jail Updates
   A. Shower Repairs
      Jail Administrator Williamson updated that the one shower had been resealed and that they will continue to monitor for leaks and plan to reseal additional showers as necessary.
   B. Jail Renovations
      Jail Administrator Williamson reviewed alternate planning for updates in the jail. Since the county did not get any state bonding, the project scope will need to be reduced. The goal is to focus on increased segregation and inmate and employee safety. Current funding includes about $830,000 of ARPA funds and $200,000 of program revenue. The program revenue can be used for certain improvements related to inmate programming.

      The body scanner is a part of the plan and can be implemented separate from any architectural changes.

      Commissioner Ludwig stated the Delta unit can only access the recreation area through the Bravo unit. Housing females in the Bravo rather than Delta unit would allow females access to recreation and then D could be used for special management.

   Motion by Commissioner Ludwig to have BKV provide an updated estimate of costs for the alternate plan. Second by Commissioner Waldhalm. Motion carried 2-0.

5. Courthouse Solar Discussion
   County Engineer Mark LeBrun noted that there are federal programs available this fall that would assist funding for a solar project. Initial review suggests that the courthouse may not be the best site, but other county buildings might be.
   Motion by Commissioner Waldhalm to have Engineer LeBrun coordinate research on potential solar options and report back. Second by Commissioner Ludwig. Motion passed 2-0.

6. Other Projects
   Reroofing of the courthouse was discussed. There has been a delay in receiving an estimate for the reroofing of the courthouse due to staffing with Garland Company. Replacement of the roof is not urgent, but planned for the next few years.

7. Next meeting is August 7, 2024, at 9:00 a.m.

8. With no further business, the meeting was adjourned.

Personnel Committee
June 10, 2024 – 9:00 a.m.
Board Room, Pine City Courthouse
Pine City, Minnesota

Members present: Commissioner Matt Ludwig and Commissioner Josh Mohr

Others present: Acting Administrator Terry Fawcett, Health & Human Services Director Becky Foss, Human Resources Manager Jackie Koivisto, Human Resources Generalist Jen Frederickson

1. Commissioner Ludwig called the meeting to order at 9:00 a.m.

2. Motion by Commissioner Mohr to approve the Minutes of the May 13, 2024, Personnel Committee meeting. Second by Commissioner Ludwig. Motion carried 2-0.

3. Motion by Commissioner Ludwig to approve the June 10, 2024, Personnel Committee agenda. Second by Commissioner Mohr. Motion carried 2-0.

4. Sheriff's Office – Jail
    a. HR Generalist Jen Frederickson announced the resignation of Corrections Officer Daniel Pardun, effective July 9, 2024, and requested approval to backfill the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 7 with a minimum starting wage of $24.89/hour and is contained in the 2024 Jail budget.

    Motion by Commissioner Ludwig to recommend acknowledging the resignation of Corrections Officer Daniel Pardun, effective July 9, 2024, and to approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 7 with a minimum starting wage of $24.89/hour and is contained in the 2024 Jail budget. Second by Commissioner Mohr. Motion carried 2-0.

5. Health & Human Services
    a. Health & Human Services Director Becky Foss announced the resignation of Long-Term Care Specialist Jennifer Larson, effective June 7, 2024, and requested approval to backfill the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 7 with a minimum starting wage of $23.49/hour and is contained in the 2024 Health & Human Services budget.

    b. Health & Human Services Director Becky Foss announced the resignation of Children's Mental Health Social Worker Esther Sereti, effective June 14, 2024, and requested approval to backfill the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 10 with a minimum starting wage of $27.98/hour and is contained in the 2024 Health & Human Services budget.

Motion by Commissioner Mohr to recommend acknowledging:

- The resignation of Long-Term Care Specialist Jennifer Larson, effective June 7, 2024. The position is a Grade 7 with a minimum starting wage of $23.49/hour and is contained in the 2024 Health & Human Services budget.
- The resignation of Children's Mental Health Social Worker Esther Sereti, effective June 14, 2024. The position is a Grade 10 with a minimum starting wage of $27.98/hour and is contained in the 2024 Health & Human Services budget.

Also recommended was to approve backfill of the positions and any subsequent vacancies that may occur due to internal promotion or lateral transfer. Second by Commissioner Ludwig. Motion carried 2-0.

6. Land & Zoning
    a. HR Generalist Jen Frederickson announced the resignation Planning & Zoning Office Manager Erin Hoxsie, effective June 18, 2024, and requested approval to backfill the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 8 with a minimum starting wage of $24.90/hour and is contained in the 2024 Land & Zoning budget.

Motion by Commissioner Ludwig to recommend acknowledging the resignation of Planning & Zoning Office Manager Erin Hoxsie, effective June 18, 2024, and to approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 8 with a minimum starting wage of $24.90/hour and is contained in the 2024 Land & Zoning budget. Second by Commissioner Mohr. Motion carried 2-0.

7. Probation
    a. Probation Director Terry Fawcett announced the resignation of Probation Corrections Agent Shawnesy Smith, effective June 18, 2024, and requested approval to backfill the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 10 with a minimum starting wage of $28.81/hour and is contained in the 2024 Probation budget.

Motion by Commissioner Mohr to recommend acknowledging the resignation of Probation Corrections Agent Shawnesy Smith, effective June 18, 2024, and to approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 10 with a minimum starting wage of $28.81/hour and is contained in the 2024 Probation budget. Second by Commissioner Ludwig. Motion carried 2-0.

8. Recruitment Update for May

Human Resources Manager Jackie Koivisto presented the following update as of May 31, 2024:

Open positions (backfill & new)

# of positions	Title	Department / Office
1	Accounting Technician – HHS	Auditor-Treasurer
2	Part-time Dispatchers	PCSO – Dispatch
3	Full-time Corrections Officers	PCSO – Corrections
5	Part-time Corrections Officers	PCSO - Corrections
1	Eligibility Worker*	Health & Human Services
1	Public Health Case Aide*	Health & Human Services
13	TOTAL	

** Hired in April, starting in June*

New Hires

# of positions	Title	Department / Office
1	Property Appraiser	Auditor/Treasurer - Assessor
2	Full-time Corrections Officers	PCSO – Corrections
1	Public Health Educator	Health & Human Services
4	TOTAL	

Separations

# of positions	Title	Department
2	Full-time Corrections Officers	PCSO – Corrections
1	Environmental Technician	Auditor/Treasurer - Land & Zoning
3	TOTAL	

Exit Interviews

Exit interviews completed: 1

9. With no further business, the meeting was adjourned at 9:10 a.m.

COUNTY BOARD AGENDA REQUEST

Date of Meeting: June 18, 2024

☐ **Consent Agenda** ☒ **Regular Agenda**

Item Title: Performance Management Program Participation

Department: Auditor-Treasurer

Department Head signature

Background information on Item:
In 2019, Pine County began participating in the Local Results and Innovation Performance Management Program. Performance management highlights the results of many county programs. By participating in a standardized program, the results year-after-year can be reviewed and the information can be used to help plan, budget, manage and evaluate programs and processes. Counties need to adopt and measure at least ten of the suggested 27 measures and one measure from each applicable category. Many of the measures are data which is already known; therefore, the program is simple to begin with.

The 2018 results (reported in 2019), the 2019 results (reported in 2020), the 2020 results (reported in 2021), the 2021 results (reported in 2022), the 2022 results (reported in 2023), and the 2023 results (reported in 2024) are attached for review.

Action Requested:
Consider approving resolution 2024-32 to continue participating in the Council on Local Results and Innovation Performance Measurement Program.

Financial Impact:
By participating in the program, Pine County is eligible to receive $0.14 per capita reimbursement (approximately $4,075.12).

Pine County, Minnesota

Resolution 2024-32

RESOLUTION TO CONTINUE TO REPORT PERFORMANCE MEASURES

WHEREAS, Benefits to Pine County for participation in the Minnesota Council on Local Results and Innovation's comprehensive performance measurement program are outlined in MS 6.91 and include eligibility for a reimbursement as set by State statute; and

WHEREAS, Any city or county participating in the comprehensive performance measurement program is also exempt from levy limits for taxes, if levy limits are in effect; and

WHEREAS, The Pine County Board of Commissioners adopted and implemented at least 10 of the performance measures in 2023, as developed by the Council on Local Results and Innovation, and a system to use this information to help plan, budget, manage and evaluate programs and processes for optimal future outcomes; and

NOW THEREFORE LET IT BE RESOLVED THAT, The Pine County Board of Commissioners will continue to report the results of the performance measures to its citizenry by the end of the year through publication, direct mailing, posting on the city's/county's website, or through a public hearing at which the budget and levy will be discussed and public input allowed.

BE IT FURTHER RESOLVED, The Pine County Board of Commissioners will submit to the Office of the State Auditor the actual results of the performance measures adopted by the county.

Approved this 18th day of June, 2024 by the Pine County Board of Commissioners.

_____
Terry Lovgren, Chair

ATTEST:

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

PINE COUNTY MINNESOTA

Performance Management Program Results

Category	Measure	2018 Outcome	2019 Outcome	2020 Outcome	2021 Outcome	2022 Outcome	2023 Outcome
Public Safety	Total Number of accidents	*	*	*	3 Fatal 73 Injury	3 Fatal 41 Injury	3 Fatal 47 Injury
Public Works	Number of hours to plow complete system during snow event	**	**	**	**	**	9 hours
Public Health, Social Services	Percentage of low birth-weight births	7%	7%	7%	7%	7%	7%
Property Records, Valuation, Assessment	Level of Assessment Ratio	PT 06: 97.54% PT 91: 93.66% PT 93: 94.00% PT 95: 96.00%	PT 06: 96.81% PT 91: 92.87% PT 93: 93.59% PT 95: 96.91%	PT 06: 100.85% PT 91: 94.60% PT 93: 93.80% PT 95: 96.24%	PT 06: 96.31% PT 91: 92.52% PT 93: 92.94% PT 95: 93.82%	PT 06: 95.09% PT 91: 93.89% PT 93: 93.41% PT 95: 92.97%	PT 06: 96.11% PT 91: 94.13% PT 93: 94.66% PT 95: 95.26%
Property Records, Valuation, Assessment	Turn-around time for recording, indexing and returning real estate documents	7,102/7,103 or 99.99%	6,938/6,945 or 99.90%	7,886/7,893 or 99.91%	9,220/9,281 or 99.34%	7,444/7,444 or 99.96%	6,280/6,280 or 100.0%
Elections	Accuracy of post-election auditor (% of ballots counted accurately)	99.99%	100.00%	99.93%	N/A – no elections in 2021	100.00%	N/A – no elections in 2023
Veterans Services	Percentage of Veterans receiving federal benefits	39.8%	40.3%	43.3%	46.3%	45.82%	46.87%
Budget, Financial	Bond Rating	AA-	AA-	AA-	AA-	AA-	AA-
Budget, Financial	Debt service levy per capita; outstanding debt per capita	Levy Per Capita: $85.39 Debt Per Capita: $883.90	Levy Per Capita: $85.56 Debt Per Capita: $832.85	Levy Per Capita: $84.12 Debt Per Capita: $1,056.66 ***	Levy Per Capita: $86.34 Debt Per Capita: $755.17	Levy Per Capita: $85.39 Debt Per Capita: $682.82	Levy Per Capita: $83.70 Debt Per Capita: $594.10
Environmental	Recycling Percentage	28%	35.7%	17.6%	31.1%	36.5%	19.5%

*In 2018-2020 the number of Part I and Part II crimes were measured for public safety. This data is no longer available; therefore, a switch was made in 2021 to the number of accidents.

**2018-2022 the average bridge sufficiency rating was measured for public works. This data is no longer available; therefore, a switch was made in 2023 to number of hours to plow complete system during snow even.t

*** Per capita debt for 2020 appears inflated because the county borrowed money in 2020 to refinance the courthouse debt so that on 12/31/20 the county held both the “old” debt and the “new” debt. The “old” debt was repaid with the new bond proceeds and the effective debt per capita for 2020 is $760.51.

COUNTY BOARD AGENDA REQUEST

Date of Meeting: June 18, 2024

☐ **Consent Agenda** ☒ **Regular Agenda**

Item Title: Clean Water Partnership Loan Proposal

Department: Auditor-Treasurer

Department Head signature

Background information on Item:
Since 2016, Pine County has replaced 188 non-compliant septic systems through Clean Water Partnership Loans ($3,077,537.82). Pine County's current loan that was issued in 2020 expired June 2, 2024. The Minnesota Pollution Control Agency does have additional funding through this loan program available and there is still need to assist with the finances of replacing non-compliant septic systems.

Action Requested:
Consider approving resolution 2024-33 to authorize the submittal of a proposal to the Minnesota Pollution Control Agency for an additional Clean Water Partnership Loan and authorize Kelly Schroeder County Auditor-Treasurer to represent the County Board in all matters that do not specifically require action of the board in relation to the proposal.

Financial Impact:
None. If the loan is awarded, the board will need to take action to accept the loan. If the loan is accepted, all costs associated with the replacement of septic systems are charged to the loan and administrative costs are reimbursed with the application fee and interest above the state's interest rate that is charged to the property owners.

Pine County, Minnesota
Resolution #2024-33

Resolution for 2024 Clean Water Partnership Application

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 executed Clean Water Partnership Loans in 2016 and 2020 with the Minnesota Pollution Control Agency and used those fund to replace 188 failing septic systems;

WHEREAS, Pine County's 2020 Clean Water Partnership Loan expired June 2, 2024; and

WHEREAS, there is still a significant need for the replacement of non-compliant septic systems and the program has proves the financial ability to replace the systems.

NOW, THEREFORE, BE IT RESOLVED, Pine County intends to submit a proposal with the Minnesota Pollution Control Agency to conduct the following Project: Replacement of Non-Compliant Septic Systems;

BE IT FURTHER RESOLVED, that Kelly Schroeder, County Auditor-Treasurer or her designee be authorized to submit the proposal for the above-mentioned Project and shall have the authority to represent this body in all matters that do not specifically require the action of this body; and

BE IT FURTHER RESOLVED, the submittal of the proposal does not obligate this body to accept a loan if so offered.

Approved this 18th day of June, 2024 by the Pine County Board of Commissioners.

_____
Terry Lovgren, Chair

ATTEST:

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

County Board Agenda Request

Date of Meeting: June 18, 2024

☐ **Consent Agenda** ☒ **Regular Agenda**

Item Title: Collective Bargaining Agreement with IBEW for Community Health Administrator

Department: Administrator

Department Head / Project Lead signature

Background information on Item:

The Labor Negotiations Committee met on May 29 and reached a tentative agreement with IBEW representing the Community Health Administrator. An update was provided to the county board at the June 4th county board meeting.

A redline copy of the Collective Bargaining Agreement (CBA) is attached which incorporates the tentative agreement and which has been reviewed by the union. The basic CBA is the same as the one with the Social Services Supervisors and allows the employee to move to the NECA/IBEW health insurance plan. Two differences to note are (1) the inclusion of a tiered rate structure for health insurance (the actual county contribution does not change) and (2) the inclusion of a provision to split the premium (beginning in 2026) for paid family medical leave 50/50 between the employee and the county. Additionally, these two changes will be incorporated into a Memorandum of Understanding with the social services supervisors.

Action Requested:

Consider approval of the Collective Bargaining Agreement with IBEW representing the Community Health Administrator.

IBEW

LABOR AGREEMENT

BETWEEN

THE COUNTY OF PINE

AND THE

INTERNATIONAL BROTHERHOOD OF

ELECTRICAL WORKERS LOCAL UNION 160

(Community Health Services Administrators)

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Commented [DM1]: To be updated once language is finalized.

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DRAFT

AGREEMENT

This Agreement, effective Month, Day, 2024 through Month, Day. 2026, between the County of Pine, hereinafter referred to as the Employer, and Local Union #160 of Plymouth, Minnesota, of the International Brotherhood of Electrical Workers affiliated with the AFL-CIO, who may be hereinafter referred to as the Local Union.

ARTICLE I

PURPOSE OF AGREEMENT

Section A. It is the intent and purpose of the parties hereto set forth herein the basic Agreement covering rates of pay, hours of work and conditions of employment to be observed between the parties hereto.

Deleted: all other

Section B. The provisions of this Agreement constitute the sole procedure for the processing and settlement of any claims by the employee or Local Union 160, IBEW of a violation by the Employer of this Agreement. As the representative of the employees, the Local Union may process grievances through the grievance procedure, including arbitration, in accordance with this Agreement or adjust or settle the same.

Section C. Any rules, policies or procedures promulgated by the County Board shall only apply if not addressed in this Agreement. Language and provisions of this Agreement take precedent over other policies, rules and regulations, which exist in other County documents. If there are provisions, which are not covered in this Agreement, then County Policy shall be used.

DRAFT

ARTICLE II

DEFINITIONS

Section A. EMPLOYER: ~~The Pine County Board of Commissioners.~~ The County of Pine.

Section B. EMPLOYEE: Any person employed by the Employer in a position included in the bargaining unit described in Article III, Section A, including a person who is serving their probationary period.

Section C. FULL-TIME EMPLOYEE: An employee who is assigned by the Employer to work forty (40) hours per week.

Section D. PROBATIONARY PERIOD: The first six (6) months of continuous work for the Employer.

Section E. SUPERVISORY EMPLOYEE: An employee who meets the definition as provided in Minnesota Statutes 179A as may be amended from time to time.

Section F. ANNIVERSARY DATE: The definition of an anniversary date shall be the first day of employment in a classification covered in this Agreement regardless of the date on which an employee has completed his/her probationary period. However, the anniversary date and seniority date may be altered for periods of time when the Employee is on an unpaid leave of absence not to include leaves covered under the Family and Medical Leave Act of 1993 (FMLA).

Section G. PART-TIME EMPLOYEE: An employee who works less than forty (40) hours per week as agreed to by the Employer and employee.

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ARTICLE III

RECOGNITION

Section A. The Employer hereby recognizes Local Union #160 of Plymouth, Minnesota, of the International Brotherhood of Electrical Workers, as the exclusive representative for All Community Health Services Administrators who meet the definition of supervisory within the meaning of Minn. Stat. 179A.03, subd. 17, employed by the Pine County Department of Human Services, Pine City, Minnesota, who are public employees within the meaning of Minn. Stat. 179A.03, subd. 14, excluding all other employees as described in BMS Case No. 24PCE0783.

Section B. It has been agreed that the Employer, during and for the duration of this Agreement, will not enter into, establish or promulgate any Resolution, Agreement or Compact with or affecting such employees as are defined either individually or collectively which in any way conflicts with the terms and conditions of this Agreement or with the role of the Local Union as the exclusive collective bargaining agency for such employees.

ARTICLE IV

RESPONSIBILITIES OF PARTIES

Section A. Each of the parties of this Agreement thereby acknowledges the rights and responsibilities of the other party and agrees to discharge its responsibilities under this Agreement.

Section B. The Employer, including its managerial, supervisory and representatives at all levels, is firmly bound to observe the conditions of this Agreement.

Section C. Local Union 160, IBEW, including its officers and representatives and all employees, are firmly bound to observe the conditions of this Agreement.

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Section D. In addition to the responsibilities that may be provided elsewhere in this Agreement, the following shall be observed.

1. The applicable procedures of this Agreement will be followed for the settlement of all grievances. All grievances shall be considered carefully and processed promptly in accordance with such procedures.

2. There shall be no interference with the rights of employees to become or continue as members of the Local Union 160, IBEW.

Section E. Upon written request of a union employee, the employer agrees to deduct such authorized sums as the Union and the employee may specify for the purpose of dues to the Union. The employer will remit such deductions to a designated officer of the Union on a monthly basis. The Union may designate an employee (1) from the bargaining unit to act as Union steward and shall inform the employer in writing of the designation of such a Union steward on an annual basis.

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ARTICLE V

EMPLOYER AUTHORITY

The Employer retains the right to operate and manage all manpower, facilities, and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct and determine the number of personnel; determine the classification of positions; to establish work schedules and, to perform any inherent managerial functions. All rights and authority which the Employer has not specifically abridged, delegated, or modified by expressed provisions in the Agreement shall be retained by the Employer.

ARTICLE VI

LOCAL UNION RESPONSIBILITY

Section A. Local Union 160, IBEW agrees to represent all members of the unit fairly without regard to Local Union membership or non-membership or other factors.

Section B. Local Union 160, IBEW agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of this Article.

ARTICLE VII

HOURS OF WORK

Section A. The normal hours of work shall typically follow County recognized hours of 8:00 a.m. to 4:30 p.m., Monday through Friday for full-time employees. The normal hours per week shall be forty (40) hours for full-time employees. A part-time employee shall be required to work less than forty (40) hours per week; the specific number of hours per week as agreed upon between the Employer and employee.

Section B. Compensatory time

Members of this Union are considered exempt employees. Exempt employees are not eligible to accrue compensatory time or dollar compensation in lieu of compensatory time. It is also understood and recognized that members of this Union may need to devote time outside the normal office hours to accomplish the business of the department and the County. To that end,

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members are allowed to take informal time off as may be appropriate and as operations permit, with the member providing notification to the Department Head or designee.

ARTICLE VIII
SENIORITY, LAYOFF, PROMOTION

Section A. Seniority, for the purposes of this article, shall be based on the original date of hire in the classification covered by this Agreement.

Section B. Employees shall lose their seniority standing upon voluntary resignation from employment, upon discharge, or demotion to a classification not covered by this Agreement. The seniority of an employee on temporary layoff or absence due to illness shall continue to accumulate for a period of one (1) year. The seniority of an employee on authorized leave of absence shall be frozen at the date leave of absence is granted unless such leave allows for the continuation of accumulation of benefits under the Family Medical Leave act. Such employee shall again acquire seniority upon return to employment.

Section C. An employee being laid off from the bargaining unit retains seniority in the bargaining unit for a period of one (1) year. Employees shall be recalled from layoff according to their seniority. No new employees shall be hired in a classification where employees are on layoff, demotion, or reduction status until all employees on such status in the classification desiring to return to the classification have been recalled or upgraded. Notice of recall shall be sent to an employee at his/her last known address by certified or registered mail. If an employee fails to return to work within two (2) weeks the employee shall be considered as having resigned and be taken off the recall list. Should an employee be offered a recall to another position and the employee rejects the offer to return to work in the position offered, he/she shall be removed from the recall list and be considered to have terminated employment with the County.

Section D. All newly created or vacant positions in the Local Union shall be posted internally for five (5) days. Interested Local Union members who are qualified for the position may apply to be considered for the position. This posting does not obligate the Employer from promoting or transferring any internal candidate to the new or vacant position. The Employer is committed

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to hiring the most qualified persons for positions. This may require an external search for additional candidates. However, if all things are equal, the Employer shall consider internal promotions over external candidates.

ARTICLE IX

HOLIDAYS

Section A. The following days shall be considered paid holidays:

New Year's Day	Martin Luther King Day	President's Day
Memorial Day	Juneteenth	Independence Day
Labor Day	Veterans Day	Thanksgiving Day
Friday After Thanksgiving	Christmas Eve	Christmas Day

If an official paid holiday falls on a Saturday, the preceding Friday shall be considered the holiday. If an official paid holiday falls on a Sunday, the following Monday shall be considered the holiday.

It is hereby agreed that the employee, at their option and their own time, shall be permitted time off to attend church services during normal working hours on Good Friday.

Holiday pay of benefit-eligible part-time employees shall be pro-rated.

Section B. When Christmas Eve falls on a Saturday and when Christmas Day falls on a Sunday, then the preceding Friday will be observed as the Christmas Eve holiday and the Monday as the Christmas Day holiday. When Christmas Eve falls on a Sunday and Christmas Day on a Monday, then the preceding Friday will be observed as the Christmas Eve Holiday. When Christmas Day falls on a Saturday, the preceding Friday will be observed as Christmas Day and the preceding Thursday will be observed as the Christmas Eve holiday.

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Section C. To qualify for a paid holiday, an employee must work their last scheduled workday immediately prior to holiday and first schedule work day immediately following the holiday unless failure to do so is for reason such as; PTO, funeral leave, or other authorized time off.

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ARTICLE X

PAID TIME OFF (PTO)

Section A. Paid Time Off (PTO)

PTO shall be granted to all benefit eligible employees. Schedules as shown are for full-time employees and must be pro-rated for benefit-eligible employees less than full-time. PTO shall accrue beginning with the first month of employment.

Section B. PTO Accrual

Date of hire through year 4	20 hours per month
Start of year 5 through year 9	22 hours per month
Start of year 10 through year 14	24 hours per month
Start of year 15 through year 19	26 hours per month
Start of year 20 and beyond	28 hours per month

(Maximum PTO accrual amount shall not exceed 640 hours)

Section C. Anniversary Date

Increases in PTO are based on the employee's anniversary date of original employment during a period of continuous employment.

Section D. Availability of PTO

PTO is earned and credited each pay period. PTO is available for use as it is earned.

Section E. Maximum Accrual

An employee shall not accrue more than six hundred forty (640) hours into his/her PTO account. Hours earned in excess of six hundred forty (640) hours shall automatically be forfeited.

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Section F. Personal Days

All Full-time employees on the PTO program will receive five (5) Personal Days on January 1st of each year. Personal Days must be used by December 1st or they will be forfeited ~~unused days will be deposited into a Health Care Savings Account to be used following separation of County service~~. Part-time employees will not be entitled to Personal Days.

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Section G. Payment for Unused PTO

The County will pay up to six hundred forty (640) hours of unused PTO to all unit employees at the employee's then current level of compensation. Up to six hundred forty (640) hours of PTO at time of resignation or retirement shall be paid as cash. ~~50% as cash and 50% deposited into a Health Care Savings Account administered by the Minnesota State Retirement System as a severance to be used following separation of County service~~. Upon the death of an employee the payment will be made to the employee's estate or designated beneficiary.

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Section H. PTO Cash out

Employees will be allowed to cash out ~~or move into their Health Care Savings Plan (HCSP)~~ a total of eighty (80) hours two (2) times per year. If the Cadillac Tax provision of the Affordable Care Act is triggered by this provision of the Collective Bargaining Agreement, the Employer and the Union will meet and confer to develop a MOU to avoid the Cadillac Tax.

ARTICLE XI

FUNERAL LEAVE

A maximum of three (3) days may be taken with compensation in the event of a death of an employee's brother, sister, brother-in-law, sister-in-law, spouse, children, parents (step and biological), grandchildren, grandparents, father-in-law, mother-in-law, son-in-law, daughter-in-law, or ward of the employee's household. An employee may use ~~vacation time~~ PTO ~~for time off~~ after the three (3) days of funeral leave with the approval of the Director or designee.

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ARTICLE XII

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OTHER TYPES OF LEAVES OF ABSENCE

Section A. Military Leave

Every employee shall be entitled to military leave as provided by state and federal law including Minnesota Statute § 192.26, Minnesota Statute § 191.261 and USERRA, 38 U.S.C. § 4317(a)(2). The employee shall immediately inform their respective Department Head regarding the military duty and need for military leave as soon as known by the employee.

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Section B. Court Duty

Any employee shall be granted a leave of absence with pay for service upon jury, appearance before a court, legislative committee, or other body as a witness in a proceeding involving the federal government, the State of Minnesota, or a political subdivision thereof in response to a subpoena or other direction by proper authority; or attendance in court in connection with the employee's official duties. In the case of jury duty, the employee's compensation from the County during his/her leave shall equal the difference between the employee's regular compensation and compensation paid for jury duty. The employee shall provide the County Auditor with a record of any fees received. The employee's pay shall be adjusted accordingly, or the amount of fees (excluding mileage and day care payments) shall be paid to the County. Employees shall return to their regular work duties if released from court duty during their scheduled hours of work if time permits. The employee shall immediately inform the Department Head regarding the court duty as soon as known by the employee.

Section C. Election Judge

An individual who is selected to serve as an election judge pursuant to Minnesota Statute § 204B.21, subdivision 2 must provide the employee's Department Head with at least twenty (20) days written notice.

Section D. School Conference And Activities Leave

In accordance with Minnesota Statute 181.9412 as may be amended, an employee may use up to a total of sixteen (16) hours without pay during any school year to attend school related activities for an employee's child, provided the activities cannot be scheduled during non-work

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hours. When leave cannot be scheduled during non-work hours and the need for leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave. An employee may substitute PTO for any part of the leave under this section.

Section E. Parental Leave

Every employee that works an average of twenty (20) hours or more per week ~~and has been an employee of the County for at least one year~~ is eligible for parental leave upon the birth or adoption of a child consistent with Minnesota Statute § 181.941. Unpaid parental leave shall be granted for six (6) weeks to eligible employees and shall run concurrent with any family medical leave. An employee must use ~~banked sick leave~~ accrued PTO down to a balance of 40 hours or less before utilizing ~~hours until sick leave reaches forty (40) hours or~~ unpaid parental leave. When an employee has exhausted all ~~but forty (40)~~ but 40 hours of PTO hours ~~or less of sick leave for a portion of parental leave~~, the employee may request an additional period of unpaid parental leave to be granted so that the total of paid and unpaid leave provided does not exceed six (6) weeks.

An employee is required to give at least thirty-(30) days' notice to Human Resources in the event of a foreseeable leave. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable.

Section F. Earned Safe and Sick

Employees shall be entitled to Earned Sick and Safe Leave as provided for in Minnesota Statute 181.9143.

Section G. Family/Medical Leave

Subsection 1. Coverage

The Family and Medical Leave act entitles eligible employees to take up to twelve (12) weeks of unpaid leave during any twelve (12) month period as a result of the birth or placement for adoption or foster care of a child, to care for an immediate family member with a serious health condition, or when an employee is unable to work due to a serious health condition. The twelve (12) month period shall be calculated, using a rolling period measured backward from the date the employee uses FMLA leave, and

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may be taken at one time, intermittently, or on a reduced leave schedule depending on the circumstances.

Subsection 2. Eligibility/Entitlement

FMLA applies to all County employees who have been employed by Pine County for at least twelve (12) months and who have worked at least 1,250 hours for Pine County during the twelve (12) months preceding the leave request. Hours worked will be determined under the terms of the Fair Labor Standards Act. Employees who are considered exempt under that Act and who have worked for Pine County for twelve (12) months will be presumed to have met the 1,250 hours of service requirements.

A. Family Leave: The birth of the employee's child or the placement of a child with the employee for adoption or foster-care.

B. Medical Leave: To provide care for a family member (child, spouse, or parent) experiencing a serious health condition.

C. Medical Leave: For the employee's own serious health condition that makes the employee unable to perform the essential functions of his/her position.

Subsection 3. Other Leave Must be Used First

The County requires the employee to use accrued paid time off (as appropriate) until the employee has exhausted all but forty (40) hours or less of paid time off, and any other paid leave before any unpaid portion of FMLA leave is granted. The FMLA does not broaden the instances for which paid sick leave can be used. Pine County requires an employee to exhaust all but forty (40) hours or less of banked leave before going into an unpaid status. When an employee has used all but forty (40) hours or less of accrued leave for a portion of family medical leave, the employee may request an additional period of unpaid leave to be granted so that the total of paid and unpaid leave provided does not exceed twelve (12) weeks.

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Any other type of leave, whether paid or unpaid, taken for a reason covered by the FMLA will be considered part of the twelve (12) weeks granted.

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Subsection 4. Medical Certification

For leaves taken because of the employee's or a covered family member's serious health condition, employees must provide medical certification before the leave begins, or if the leave is unforeseeable, the County must allow fifteen (15) calendar days for the employee to comply with the medical certification. If no medical certification is returned within twenty (20) calendar days and the employee has not returned to duty, the employee will be considered to have voluntarily resigned.

The County has the right to question the validity of any certification and may require the employee, at the County's expense, to be seen by a County designated physician. The County may require periodic reports on the employee's status and intent to return to work and a fitness for duty report prior to return to work.

An employee that cannot return to work upon the expiration of the twelve (12) week FMLA leave may request a leave of absence in accordance with Section G, Subsection 1 below.

Subsection 5. Benefits

Pine County will maintain health care, dental insurance, and life insurance coverage for an eligible employee for the duration of the FMLA leave and during the period of any paid leave as if the employee continued in employment. Employee contributions will be required either through payroll deduction or by direct payment. The employee will be advised in writing at the beginning of the leave period as to the amount and method of payment. All payments for the employee's share of any benefits must be made to the County Auditor's department by the first (1st) of each month. Employee contribution amounts are subject to any change in rates that occurs while the employee is on leave. If an employee's contribution is more than thirty (30) days late, the employee's coverage will lapse.

Any employee on unpaid leave will not accrue benefits.

Pine County will seek to recover its share of health coverage premiums paid for an

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employee on FMLA leave if the employee fails to return to work after FMLA leave unless the failure to return to work is due to the continuation, recurrence, or onset of a serious health condition or for other circumstances beyond the control of the employee. Not returning from certified leave is a qualifying event for COBRA purposes.

If the employee is no longer in paid status at the expiration of the FMLA leave, the County will not pay any portion of the employee's health care, dental insurance, and life insurance coverage.

Subsection 6. Job Protection

If an employee returns to work following the approved family medical leave period, the employee will be reinstated to the employee's former position or an equivalent position with the equivalent pay, benefits, status, and authority.

The employee's restoration rights are the same as they would have been had the employee not been on leave. Thus, if the employee's position would have been eliminated or the employee would have been terminated but for the leave, the employee would not have the right to be reinstated upon return from leave.

Subsection 7. Definitions

*A **serious health condition*** is defined by the Act as an illness, injury, impairment, or physical or mental condition that involves: inpatient care in a hospital, hospice or a residential medical care facility, or continuing treatment by a qualified health care provider, and/or treatment for substance abuse.

> A *serious health condition* would generally last for more than three (3) days, require the intervention of a qualified health care provider, result in subsequent care for the same condition, and must involve treatment of two (2) or more times by a qualified health care provider; a nurse or physician's assistant under the direct supervision of a qualified health care provider; or a provider of health care services (physical therapy) under orders, or referral by a qualified health care provider.

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A ***parent*** *is* defined as the biological parent of an employee or as an individual who was responsible for the day-to-day care of the employee when the employee was a son or daughter.

A ***spouse*** is defined as a husband or wife. A spouse does not include unmarried domestic partners.

A ***son or daughter*** is defined as a biological, adopted or foster child, a stepchild, legal ward, or a child of a person having the day-to-day responsibility for the child. Includes a child over 18 years of age who is "incapable of self-care because of a mental or physical disability."

Subsection 8. Notice

An employee is required to give at least thirty (30) days' notice in the event of foreseeable leave. A Request for Family Medical Leave form should be completed by the employee and returned to Human Resources. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable.

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Section H. Paid Family and Medical Leave.

Beginning January 1, 2026, the county and the employee shall equally split the cost of Paid Family and Medical Leave under Minnesota Statutes 268B.14. The employee portion shall be paid through a payroll deduction.

~~Section H.~~ Section I. Request For Other Leave of Absence Without Pay

Any employee who has forty (40) hours or less of paid time or who has no banked sick leave is not otherwise entitled to another type of leave may request a leave of absence without pay in accordance with Subsection 1 below. Such leave shall be granted only with approval from the employee's department head, and it is deemed to be in the best interest of the County and shall in no circumstances be granted in excess of one (1) year.

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Subsection 1. Procedures for Requesting Other Leaves of Absences

All requests for leaves of absence shall be made by the employee and require a thirty

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(30) day notice. An employee may obtain a county provided request form from their respective department head.

Any employee's request for an unpaid leave of absence shall be answered by the employees Department Head and the Pine County Board of Commissioners and shall only be granted when deemed to be in the best interest of the County.

Subsection 2. Employee Must Pay Total Cost of Benefits while on Leave of Absence

Seniority will accrue while the employee is on an approved leave of absence. Other benefits including holidays, vacation or sick leave shall not be earned or paid during an approved leave of absence without pay or while employee is in an unpaid status.

A. Insurance: Pine County will not pay any portion of the employee's health care, dental insurance, and life insurance coverage during unpaid leave. The employee is responsible for the entire cost of the health care, dental insurance, and life insurance premiums.

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Subsection 3. Re-employment After Leave of Absence

After an approved leave of absence, an employee shall be returned to the same or similar position.

ARTICLE XIII

INSURANCE

Section A. Health Insurance

The county agrees to allow all IBEW represented bargaining unit employees to move to the NECA/IBEW Family Medical Plan 16 (FMCP 16). All IBEW bargaining unit employees desiring insurance coverage must join the FMCP as a group. This permission shall be through December 31, 2026, and may be extended by the mutual agreement of the parties.

For 2024 the county shall contribute towards the monthly premium as shown below:

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Coverage Option	NECA/IBEW Premium	Pine County Contribution	Employee Contribution
Employee	$1,116.00	$1,044.17	$71.83
Employee + Spouse	$2,236.00	$2,224.82	$11.18
Employee + Child(ren)	$1,942.00	$1,942.00	$0.00
Family	$3,257.00	$2,224.82	$1,032.18

For 2025 the county will pay the premium cost up to the amount paid for other bargaining units for the low-cost single and family plans.

Coverage Option	NECA/IBEW Premium	Pine County Contribution	Employee Contribution
Employee	$1,142.78		
Employee + Spouse	$2,289.66		
Employee + Child(ren)	$1,988.61		
Family	$3,335.17		

For 2026 the county will pay the premium cost up to the amount paid for other bargaining units for the low-cost single and family plans.

Coverage Option	NECA/IBEW Premium	Pine County Contribution	Employee Contribution
Employee	$1,169.33		
Employee + Spouse	$2,242.33		
Employee + Child(ren)	$2,034.35		
Family	$3,411.88		

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Section B. Life Insurance

Group term life insurance benefits shall be $30,000. The premium shall be paid by the employer.

ARTICLE XIV

RETIREMENT INSURANCE

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Employees who retire and are at least 55 years of age with a minimum of ten (10) years of consecutive Pine County service or who meet the eligibility requirements in Minn. Stat. §~~471.66~~ 471.61, sub. 2 b, may elect to continue to participate in the group health insurance plan they participated in immediately before their retirement provided said employee pays the full cost of the premium of the plan selected and an administrative fee not to exceed 2%.

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ARTICLE XV

PROBATIONARY PERIODS

Section A. All newly hired or rehired employees shall serve a probationary period. The probationary period is defined in Article II, Section D.

Section B. The Employer, at its sole discretion, may discipline or discharge a probationary employee. Such action shall not cause a breach of this Agreement or constitute a grievance hereunder.

Section C. All employees promoted or transferred to a new position shall serve a six (6) month probationary period.

Section D. The Employer may return an employee who is currently serving their probationary period to a position in their former classification and to their rate of pay immediately previous to transfer or promotion.

Section E. A probationary period employee shall have the right to revert to a position in their former classification, and to their rate of pay immediately previous to transfer or promotion.

ARTICLE XVI

DISCIPLINE

Section A. The Employer will discipline employees for just cause only.

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Discipline will be given in response to the seriousness of the violation. The county shall practice the philosophy of progressive discipline where practicable. The levels of discipline will be in one or more of the following forms:

1. Oral reprimand;
2. Written reprimand;
3. Suspension;
4. Demotion; or
5. Discharge

Section B. The suspension, demotion, or termination of an employee who has successfully completed the required probationary period may be grieved in accordance with the grievance procedure outlined in Article XVII of this Agreement. Any unpaid suspension shall be for periods of not less than one (1) work week.

Section C. An employee may view their personnel file at reasonable times and under supervision, and in accordance with the policies established, by the County Administrator and the Human Resources Manager. Employees shall also be able to view the performance file kept in the Human Resources Department at reasonable times and under the supervision of the Human Resources Manager or designee.

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Section D. All notices of suspension, demotion, or discharge shall be presented to the employee and be in writing providing the reasons for the action, the date the action is effective and if a discharge, the date which County property is to be returned.

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ARTICLE XVII

GRIEVANCE PROCEDURE

Section A. Definition of a Grievance

A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Agreement.

Section B. Processing a Grievance

It is recognized and accepted by Local Union 160, IBEW and the Employer that the processing of a grievance hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and the Local Union representatives shall be allowed a reasonable amount of time, without loss of pay, when a grievance is investigated and presented to the Employer during normal working hours provided that the employee and the Local Union representative have notified and received the approval of the Health and Human Services Director who has determined that such absence is reasonable and would not be detrimental to the work program of the Employer.

Section C. Resolving a Grievance

Grievances shall be resolved in conformance with the following procedure:

Step 1. An employee claiming a violation concerning the interpretation or application of this Agreement shall, within fifteen (15) working days, after such alleged violation has occurred, present such grievance in writing to the Department Head. The written grievance shall set forth the following: the nature of the grievance; the facts on which it is based; the specific provisions of the Agreement allegedly violated; and the remedy requested. The Department Head will discuss and give in writing an answer to such Step 1 grievance within ten (10) working days after receipt.

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A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or

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provisions of this Agreement allegedly violated, the remedy requested, and shall be appealed to Step 2 within ten (10) working days after the Employer-designated representative's final answer to Step 1. Any grievance not appealed in writing to Step 2 by the Local Union within ten (10) working days shall be considered waived.

Step 2. If appealed, the written grievance shall be presented by the Local Union and discussed with the County Administrator or designee. The County Administrator or designee shall review the grievance and may meet with the Local Union and Department Head to further discuss the grievance. If such a meeting takes place, it shall be within ten (10) working days of receipt of the Step 2 grievance. The County Administrator or designee shall prepare a written response to the grievance either supporting or denying the grievance. Such will be discussed with the Board, however in no case shall it be longer than ten (10) working days from receipt of the Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within five (5) working days following the Employer's final answer in Step 2. Any grievance not appealed in writing to Step 3 by the Local Union within five (5) working days, after receipt of the answer (or after the answer is due), shall be considered waived.

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Step 3. In the event the grievance is not settled in Step 2, either party may submit the matter to the Minnesota Bureau of Mediation Services for mediation assistance in resolution of the grievance prior to proceeding to arbitration.

Step 4. A grievance unresolved in Step 2 and appealed to Step 3 by the Local Union shall be submitted to arbitration subject to the provisions of the Public Employment Labor Relations Act of 1971 as amended. The selection of an arbitrator shall be made in accordance with the "Rules Governing the Arbitration of Grievances" as established by the Bureau of Mediation Services.

Section D. Arbitrator's Authority

The arbitrator shall not have the right to amend, modify, nullify, ignore, add to, subtract from the terms and, conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Local Union and shall have no authority to make a decision on any other issue not so submitted. The arbitrator shall be

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without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules, or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the Employer and the Local Union and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the Local Union, provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the records. If both parties desire a verbatim record of the proceedings, the cost shall be borne equally.

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Section E. Waiver

If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the Local Union may elect to treat the grievance as denied and move the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the Employer and the Local Union in each step.

ARTICLE XVIII

COMPENSATION

Section A. Wages shall be paid in accordance with schedule Appendix A, which is attached hereto and made part of this Agreement.

Section B. Employees are eligible for a performance increase on their anniversary date following a review with the Department Head unless they are at the top of their scale

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Section C. Performance Increase Pay

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Performance pay increases shall be based on the following range:

Fully Competent	1% - 3.4%
Exceeds Expectations	3.5% - 6%
Significantly Exceeds Expectations	6.1% - 7%

Section D. Performance Pay at 15 Years

Employees who have reached 15 years of service with the county and who are at the top of the scale are eligible for up to a 2% performance increase on their 15-year anniversary. The increase shall be awarded following a satisfactory performance review by the department head or designee. Any employee not awarded a 2% performance increase at 15 years will be reconsidered at future anniversary dates.

ARTICLE XIX

PROMOTIONS AND RECLASSIFICATION

Section A. Employees who are promoted to a higher paid position shall receive a minimum of a 4% increase (but not above the top of the new scale) and the pay anniversary date shall be the date of the promotion. The employee shall serve a six (6) month trial period.

Deleted: position,

Section B. Employees who are demoted voluntarily to a lower paid position shall have no pay change if the employee's pay is in the range of the new position. If the employee's pay is above the top of the range for the position, pay will be negotiated and agreed to at the time of the demotion. Involuntary demotions shall have pay reduced 4% and frozen until in line with the new (lower) pay scale. The pay anniversary date of the employee shall not change because of the demotion; however, the employee shall serve a six (6) month trial period.

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Section C. Employees whose position is reclassified to a higher grade shall have no pay change if the employee's pay is within the range for the new grade. Movement shall be effective the first pay period following final Board action and following exhaustion of all appeals.

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Section D. Employees whose position is reclassified, which results in a lower grade placement shall retain their current pay. However, if the employee's pay is above the top of the new pay scale, pay shall be frozen until in line with the new pay scale. Movement shall be effective the first pay period following final Board action and following exhaustion of all appeals.

ARTICLE XX

VACATION DONATION PROGRAM POLICY

Employees shall comply with the Pine County Paid Time Off and Vacation Donation Program Policy in effect on _____ (date of contract approval), for the donation of leave to other employees.

Deleted: June 30, 2006

ARTICLE XXI

DRESS CODE POLICY

Employees shall comply with the Pine County Dress Code Policy effective upon ratification of the contract.

In the event of any proposed changes to the County Appearance and Dress Policy, the County will form a committee with membership from all Unions, non-contract management, and the County Personnel Committee. The committee will make a joint recommendation to the County Board regarding any changes to the policy.

ARTICLE XXII

SAVINGS CLAUSE

This Agreement is subject to the laws of the United States, the State of Minnesota, and the

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County of Pine. In the event any provision of this Agreement shall be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, such provisions shall be voided. All other provisions of this Agreement shall continue in full force and effect.

ARTICLE XXIII

NO STRIKE

Neither the Local Union, its officers or agents, nor any of the employees covered by this Agreement will engage in any strike as defined in Minnesota Statutes §179.63, Subd. 12 (1978). In the event that any employee violates this Article, the Local Union shall immediately notify any such employees in writing to cease and desist from such action and shall instruct them to immediately return to their normal duties. Any or all employees who violate any of the provisions of this Article will be subject to discharge or other discipline. **ARTICLE XXIV**

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RIGHT OF SUBCONTRACT

Nothing in this Agreement shall prohibit or restrict the right, of the Employer to subcontract work actually performed by employees covered by this Agreement. In the event that the Employer determines to contract out or subcontract such work performed by employees covered by this Agreement, the Employer shall notify the Local Union when such determination is made, but in no case less than twenty (20) calendar days in advance of the implementation of such determination. During said period, the Employer shall meet and confer with the Local Union to discuss practical options to minimize the elimination of current employees.

ARTICLE XXV

COMPLETE AGREEMENT AND WAIVER OF BARGAINING

This Agreement shall represent the agreement between the Local Union and the Employer. The

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parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make request and proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Local Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered by this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both parties at the time they negotiated or signed this Agreement.

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ARTICLE XXVI

DURATION

This Agreement shall be effective from Month, Day, 2024 through Month, Day, Year. This Agreement may be opened by either party giving to the other party ninety-(90) days' notice prior to the expiration of the Agreement. Such notice must be given in writing and delivered by mail.

ARTICLE XXVII

NON-DISCRIMINATION

The Employer and the Local Union believe all employees have a right to work in an atmosphere free of illegal discrimination and defined by state and/or federal law. No employee shall be discriminated against in an unlawful manner. The parties recognize sexual harassment as

defined by state and/or federal law to be unlawful discrimination within the meaning of this Article. An employee subjected to illegal discrimination may proceed pursuant to the grievance procedure in Article XVII of this Agreement or pursue any available remedies under state or federal law. An employee who proceeds pursuant to the grievance procedure does not waive any statutory rights under state or federal law.

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In witness whereof, the parties have set their hands this ___ day of _____ , 20 .

BOARD OF COUNTY
COMMISSIONERS,
PINE COUNTY, MINNESOTA

By:_____
Terry Lovgren, Chair

By:_____
David J. Minke
County Administrator

INTERNATIONAL BROTHERHOOD
OF ELECTRICAL WORKERS, LOCAL UNION #160

By:_____
President

By:_____
Business Manager

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APPENDIX A: Schedule of Wages

2024

Grade	Position	Low	High	2% -15 year performance
16	Community Health Services Administrator	$40.87	$53.15	$54.21

2025-
5%

Grade	Position	Low	High	2% -15 year performance
16	Community Health Services Administrator	$42.91	$55.81	$56.92

2026-
3%

Grade	Position	Low	High	2% -15 year performance
16	Community Health Services Administrator	$44.20	$57.48	$58.63

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County Board Agenda Request

Date of Meeting: June 18, 2024

☐ Consent Agenda ☒ Regular Agenda

Item Title: 2025 Budget Meeting Schedule

Department: Administrator

Department Head / Project Lead signature

Background information on Item:

The county board typically schedules two or three meetings to receive and discuss the budget requests from the various county departments and organizations which receive funding. Below is a proposed schedule for consideration.

Meeting #1	Tuesday, August 20 Regular Meeting	Kelly to present budget overview and recess/reconvene at 1:00PM for external organizations (SWCD, Extension, Historical Society, etc).
Meeting #2	Tuesday, August 27 Special Meeting (9AM)	Department presentations
Meeting #3	Tuesday, September 3 Regular Meeting	Department presentations and any organization not able to meet on 8/20.
	Tuesday, September 10 Special Meeting if needed	Board can call a special meeting at the 9/3 regular meeting if another budget meeting is necessary
	Tuesday, September 17 Regular Meeting	Set preliminary property tax levy

Action Requested:

Establish the schedule for the first three budget meetings.

County Board Agenda Request

Date of Meeting: June 18, 2024

☐ **Consent Agenda** ☒ **Regular Agenda**

Item Title: Cannabis Presentation and Discussion

Department: Administration



Department Head / Project Lead signature

Background information on Item:

At the May 21, 2024 board meeting, the consensus of the board was to conduct an informational session with the cities and townships on cannabis on June 18th.

For this meeting, County Attorney Reese Frederickson will provide an overview of the law and options for the county. Land and Resources Manager Mike Gainor will present on zoning related to the cannabis law, and Auditor/Treasurer Kelly Schroeder will present on the potential registration of cannabis businesses.

The intent of this meeting is to provide commissioners and other local government officials information on the implementation of the cannabis law. The county board can also give direction as to any ordinances or regulations that it would like to consider.