



AGENDA
PINE COUNTY BOARD REGULAR MEETING
 District 1 Commissioner Hallan
 District 2 Commissioner Mohr
 District 3 Commissioner Lovgren
 District 4 Commissioner Waldhalm
 District 5 Commissioner Ludwig

Tuesday, June 20, 2023, 10:00 a.m.
North Pine Government Center
1602 Hwy. 23 N.
Sandstone, Minnesota

Click the link on the county website (www.co.pine.mn.us) for more information and to watch a live stream broadcast of the meeting. Click [here](#) to request to participate in public forum prior to the meeting.

- A) Call meeting to order
- B) Pledge of Allegiance
- C) Public Forum. Members of the public are invited to speak. After being recognized by the Chair, each speaker should state his/her name and limit comments to three (3) minutes.
- D) Adopt Agenda
- E) Approve Minutes
 - June 6, 2023 County Board Minutes and Summary for publication
 - June 12, 2023 County Board of Appeal and Equalization
 - June 13, 2023 Special Meeting
- F) Minutes of Boards, Reports and Correspondence
- 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, 2023 Cash Balance (attached)

Fund	May 31, 2022	May 31, 2023	Increase/Decrease
General Fund	\$1,026,010	\$874,297	(\$151,713)
Health and Human Services Fund	\$1,421,799	\$1,979,658	\$557,859
Road and Bridge Fund	\$2,067,953	\$1,957,991	\$890,038
Opioid Settlement	\$0	\$241,148	\$241,148
COVID Relief	\$2,273,453	\$3,093,145	\$819,692
Land	\$321,504	\$176,168	\$(45,336)

Self Insurance	\$321,504	\$276,168	\$(45,336)
TOTAL (inc non-major funds)	\$32,154,695	\$35,736,790	\$3,582,096

2. **May Disbursements/Claims Over \$2,000 (attached)**

Consider approval of the May 2023 disbursements including the individual listing of claims over \$2,000 and 486 claims under \$2,000 or not needing approval totaling \$3,820,940.63.

3. **Applications**

Consider approval of the following applications:

- A. Temporary Wine License: Osprey Wild Center, 54165 Audubon Dr, Sandstone for Anna VonRueden event on August 12, 2023.
- B. Temporary 3.2 License: 19201 Woodland Acres, Skol Camp, 19201 Woodland Acres, Pine City for annual Booya picnic on August 13 & 14.
- C. Temporary Liquor License: Rock Creek Lions, Heidelberger's, 3925 State Highway 70, Pine City for events on September 1-4, 2023 & September 9, 2023.

4. **Donations**

None

5. **Commissioner Claim Forms**

Review and consider approval of commissioners' expense claim forms.

6. **Contracts / Agreements**

Consider approval of the following contracts/agreements and authorize Board Chair and County Administrator to sign:

- A. Contract #2302 SAP 058-609-017 Located on CSAH 9 from Pearl Street to Government Road in the amount of \$2,274,362.25.
- B. Brook Park Township Ordinance Enforcement.
- C. City of Finlayson Ordinance Enforcement.
- D. Local Option Sales Tax Administration with the State of Minnesota Department of Revenue.

7. **Promotion**

Consider approval of the promotion of Jessica Steffen, Case Aid for Financial Assistance, effective June 21, 2023, \$21.97/hour, Grade 5.

8. **New Hires**

Consider approval of the hiring of hiring Joanna Gechas, full-time Administrative Assistant, University of Minnesota Extension. Effective June 21, 2023 \$18.60 / hour, Grade 4, Step 1.

9. **Training**

Consider approval for:

- A. Case Aides Laurie Plessel and Jessica Nichols to attend the Minnesota Counties Health and Human Services Accountants Conference at Breezy Point August 28-30. Registration \$100 each, Lodging \$610 each Travel estimate \$150. Total cost estimate \$1,570. Funds are available in the 2023 HHS budget.
- B. Child Support Supervisor Jodi Blesener to attend the Minnesota Family Support and Recovery Council Conference (Child Support Conference) October 1-4 Treasure Island Resort and Casino. Registration \$295, Lodging/Meals \$436.83, travel \$155. Total cost estimate \$887. Funds are available in the 2023 HHS budget.

REGULAR

1. Public Hearing—Norman Township Opposing Classification of Tax Forfeited Property in Norman Township. To be held at 10:00 AM or as soon thereafter as practicable.

- A. Presentation by staff regarding the tax forfeit land sale process and county land management philosophy
- B. County Board questions and discussion
- C. Open Public Hearing and take public testimony
- D. Close Public Hearing
- E. County Board additional discussion if necessary
- F. Consider reaffirming Pine County Resolution 2023-13 authorizing the classification of nonconservation and intent to sell listed parcels; consider modifying the sale to be via sealed bid to adjoining landowner; withdraw the parcels from the sale.

2. Personnel Committee Report (Minutes attached)

The Personnel Committee met Monday, June 12, 2023, and made the following recommendations:

A. Highway

- i. Ratify the termination of Fleet Supervisor Ed Eiffler, effective April 28, 2023. The position will not be backfilled and the duties will be reassigned within the department and to the proposed Highway Maintenance Supervisor.
- ii. Authorize the hiring of a Highway Maintenance Supervisor (Grade 11)

B. Zoning & Solid Waste

Acknowledge the resignation of Zoning and Solid Waste Technician Jessica Sonstebly effective June 8, 2023 and authorize backfill of the position and any subsequent vacancies that may occur due to promotion or lateral transfer. The position is a grade 8 with a minimum starting wage of \$23.49/hour and is contained in the 2023 Zoning & Solid Waste budget. Property Appraiser Shona Hughes, effective April 27, 2023, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotions or lateral transfers.

C. Assessor

Authorize the regrading and renaming of the Assessor Clerk position from Grade 4 to grade 6 to reflect an increase in the job complexity and to Assessment Technician and to approve the updated job description.

D. Health & Human Services

- i. Ratify the termination of Social Worker Tally Staber, effective April 27, 2023, and request 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 \$25.40/hour and is contained in the 2023 Health & Human Services budget.
- ii. Acknowledge the resignation of Office Support Specialist Amber Kopyy, effective June 2, 2023. Backfill of the position is not requested at this time.
- iii. Approve the revised job description of the HHS Office Manager to reflect supervisory responsibilities for the office support specialists and approve the regard of the position from Grade 8 to Grade 9.

E. Administration

Amend Pine County Policy Section 6 – Holidays, to include the addition of the Juneteenth Holiday to be observed on June 19, 2023.

3. **New Hire (recommended at 6/12/23 personnel committee)**

Kellie McCord, Social Worker, effective June 26, 2023, \$26.40/hour, Grade 10, Step 1.

4. **Health and Human Services Advisory Committee Report**

The Health and Human Services Advisory Committee met on June 12. Information only.

5. **Facility Committee Report**

The Facility Committee met on June 7, 2023 and made the following recommendation:

Accept the lowest negotiated price to install HVAC cooling for the main IT data closet at the courthouse.

6. **Osprey Wilds Presentation**

Bryan Wood, Executive Director will present.

7. **Brand Audit Presentation – Civic Brand**

Brisa Byfor, Civic Brand will present the Brand Audit.

8. **2023 MCIT Report**

Tom Suppes, MCIT Risk Management Consultant will present the 2023 MCIT report.

9. **Performance Management Report**

Kelly Schroeder, Auditor / Treasurer will present the report.

10. **Commissioner Updates**

East Central Solid Waste Commission

Kettle River 1W1P Policy Committee

Law Library

Central Minnesota Jobs and Training Service (CMJTS)

East Central Regional Library Trustees Board

Soil & Water Conservation District

11. **Other**

12. **Upcoming Meetings (Subject to Change)**

A. Pine County Board of Commissioners, Tuesday, June 20, 2023, 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota.

B. Snake River Watershed Management Board, Monday June 26 Mora, Minnesota.

C. NLX, Wednesday June 28, 10 a.m. Board Room, Courthouse, Pine City Minnesota.

D. Pine County HRA/EDA, Wednesday June 28, 1:00 p.m. North Pine Government Center, Sandstone Minnesota.

E. Central Regional EMS, Friday June 30, 10:00 a.m. Stearns County Service Center, Waite Park, Minnesota.

13. Adjourn