

ADDITIONS/REVISIONS/CORRECTIONS

Regular Meeting

August 16, 2022

Add to Agenda

A. Consent Agenda Item 5.1: 2021 Emergency Management Performance Grant

Consider approval of the 2021 Emergency Management Performance Grant in the amount of \$21,783. The grant will be used to offset the costs of mandatory training, conferences and exercises for emergency management personnel. This is a matching grant--director, deputy director, and coordinator's salaries are used as a soft match for the matching requirement. Authorize Board Chair and County Administrator to sign.

B. Consent Agenda Item 8.1: Full-Time Promotions of Part-Time Corrections Officers

Consider ratification of the promotion to full-time for six part-time Correction Officers, retroactive to be effective on August 14, 2022:

Glen Heintz, Grade 7, Year 10	\$28.29
Kali Finch, Grade 7, Step 1	\$21.77
Missy Quisberg, Grade 7, Step 1	\$21.77
Daren Brackenbury, Grade 7, Step 1	\$21.77
Adam McMillure, Grade 7, Step 1	\$21.77
Hunter Kelash, Grade 7, Step 1	\$21.77

ADDITIONAL INFORMATION

A. Consent Agenda Item 4: Commissioner Expense Claims Forms

Commissioner Waldhalm Expense Claim Forms – March-July, 2022



AGENDA REQUEST FORM

Date of Meeting: August 16th, 2022



County Board



Consent Agenda



Regular Agenda

5 mins



10 mins



15 mins



Other



Personnel Committee



Other

Agenda Item: 2021 Emergency Management Performance Grant

Department: Pine County Sheriff's Office

Department Head signature

Background information on Item:

The Emergency Management Performance Grant (EMPG) has been used for equipment purchases in recent years. We have been updating our Emergency Operations Center and Alternate Emergency Operations Center each year. We have also completed multiple requirements through the state for emergency management. The grant helps alleviate the cost of training, conferences, and exercises, which are all mandatory for Emergency Management personnel.

Grant Agreement Amount: \$21,783.00

Action Requested:

The Pine County Sheriff's Office/EM respectfully asks for the approval and signing of the 2021 EMPG Grant.

Financial Impact:

This grant is a matching grant. Director, Deputy Director and Coordinator's salaries are used as a soft match for the matching requirement.



Minnesota Department of Public Safety (“State”) Homeland Security and Emergency Management Division 445 Minnesota Street, Suite 223 St. Paul, Minnesota 55101-2190	Grant Program: 2021 Emergency Management Performance Grant Grant Contract Agreement No.: A-EMPG-2021-PINECO-060
Grantee: Pine County 635 Northridge Drive NW Pine City, MN 55063-5980	Grant Contract Agreement Term: Effective Date: 01/01/2021 Expiration Date: 10/31/2022
Grantee’s Authorized Representative: Pine County Sheriff’s Office ATTN: Denise Anderson – Emergency Management Deputy Director 635 Northridge Drive NW Suite #100 Pine City, MN 55063-5981 Phone: 320-438-0309 E-mail: denise.anderson@co.pine.mn.us	Grant Contract Agreement Amount: Original Agreement \$ 21,783.00 Matching Requirement \$ 21,783.00
State’s Authorized Representative: Kyle Temme Homeland Security and Emergency Management 445 Minnesota St., Suite 223 St. Paul, Minnesota 55101-2190 Phone: 651-201-7420 E-mail: kyle.temme@state.mn.us	Federal Funding: CFDA/ALN 97.042 FAIN: EMC-2021-EP-00011 State Funding: None Special Conditions: None

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

Term: The creation and validity of this grant contract agreement conforms with Minn. Stat. § 16B.98 Subd. 5. Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, subd. 7, whichever is later. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee will:

Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved 2021 Emergency Management Performance Grant Application (“Application”) which is incorporated by reference into this grant contract agreement and on file with the State at Homeland Security and Emergency Management Division, 445 Minnesota Street, Suite 223, St. Paul, Minnesota 55101-2190. The Grantee shall also comply with all requirements referenced in the 2021 Emergency Management Performance Grant Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

Budget Revisions: The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.



Matching Requirements: (If applicable.) As stated in the Grantee's Application, the Grantee certifies that the matching requirement will be met by the Grantee.

Payment: As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.

Signed: _____

Date: _____

3. STATE AGENCY

Signed: _____
(with delegated authority)

Title: _____

Date: _____

Grant Contract Agreement No./ P.O. No. A-EMPG-2021-PINECO-060 / PO# 3000077501

Project No.(indicate N/A if not applicable): N/A

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State's Authorized Representative



AGENDA REQUEST FORM

Date of Meeting: August 16, 2022



County Board



Consent Agenda



Regular Agenda

5 mins.



10 mins.



15 mins.



Other



Personnel Committee



Other _____

Agenda Item: Approve FT promotions of 6-PT Correction Officers

Department: Pine County Sheriff's Office - Jail


Department Head signature

Background information on Item:

Acknowledge the promotion to FT for 6-PT Correction Officers -retroactive to be effective on August 14th, 2022.

Glen Heintz- Grade 7, Year 10 \$28.29

Kali Finch- Grade 7, Step 1 \$21.77

Missy Quisberg- Grade 7, Step 1 \$21.77

Daren Brackenbury- Grade 7, Step 1 \$21.77

Adam McLure- Grade 7, Step 1 \$21.77

Hunter Kelash- Grade 7, Step 1 \$21.77

Action Requested:

Approve the promotion to FT for 6- PT Correction Officers.

Financial Impact:

None. Accounted for in the 2022 budget

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.

JEFFREY J WALDHAM

MONTH: March 2022

Vendor#: 26025

[illegible]

MILEAGE EXPENSES

[illegible]

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.

JEFFREY J WALDHALM

MONTH: April 2022

Vendor#: 26025

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
4/5/2022	\$100					County Board Meeting - Pine City	01-005-6111
4/19/2022	\$100					County Board Meeting - Sandstone	01-005-6111
4/6/2022	\$100					Facilities - Sandstone	
4/12/2022	\$100					Committee of the whole meeting-zoom	


MILEAGE EXPENSES

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
4/5/2022			81	\$0.585	\$47.39	County Board Meeting - Pine City	01-005-6334
4/19/2022			38	\$0.585	\$22.23	County Board Meeting - Sandstone	01-005-6334
4/6/2022			38	\$0.585	\$22.23	Facilities - Sandstone	01-005-6334
				TOTAL	91.85		

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.

JEFFREY J WALDHAM

MONTH: May 2022

Vendor#: 26025

[illegible]

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.

JEFFREY J WALDHAM

MONTH: June 2022

Vendor#: 26025

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
6/7/2022	\$100					County Board Meeting - Pine City	01-005-6111
6/21/2022	\$100					County Board Meeting - Sandstone	01-005-6111
6/1/2022	\$100					Facilities Committee- Pine City	01-005-6111
6/22/2022	\$100					HRA/EDA Meeting-Sandstone (no mileage)	
6/27/2022	\$100					ECRDC Meeting - Mora	
6/28/2022	\$100					COW Meeting - Nemadji Research	
6/29/2022	\$100					Transportation Committee - Pine City	

MILEAGE EXPENSES

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
6/7/2022			81	\$0.585	\$47.39	County Board Meeting - Pine City	01-005-6334
6/1/2022			81	\$0.585	\$47.39	Facilities Committee- Pine City	01-005-6334
6/21/2022			38	\$0.585	\$22.23	County Board Meeting - Sandstone	01-005-6334
6/27/2022			98	.585	57.33	ECRDC Meeting - Mora	
6/28/2022			32	.585	18.72	COW Meeting - Nemadji Research	
6/29/2022			81	0.585	\$47.39	Transportation Committee - Pine City	
				TOTAL	240.45		

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.

JEFFREY J WALDHALM

MONTH: July 2022

Vendor#: 26025

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
7/5/2022	\$100					County Board Meeting - Pine City	01-005-6111
7/19/2022	\$100					County Board Meeting - Sandstone	01-005-6111
							01-005-6111
7-7-22	\$100					Soil WATER mtg Zoom	

MILEAGE EXPENSES

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
7/5/2022			81	\$0.625	\$50.63	County Board Meeting - Pine City	01-005-6334
7/19/2022			38	\$0.625	\$23.75	County Board Meeting - Sandstone	01-005-6334
				\$0.625			01-005-6334
				\$0.625			
				\$0.625			
				\$0.625			
				\$0.625			
				\$0.625			
				\$0.625			
				\$0.625			
				\$0.625			
				\$0.625			
				\$0.625	74.38 TOTAL		

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



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, August 16, 2022, 10:00 a.m.

Regular Meeting

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, August 16, 2022 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 315 Aspen Circle, Valdez, AK, a location open and accessible to the public.

The public is invited to join the meeting in person or remotely: by phone call 1-312-626-6799, (Meeting ID): 91382461935; (password): 5911400. 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.

- A) Call meeting to order
- B) Pledge of Allegiance
- C) Public Forum. Members of the public are invited to speak. After being recognized by the Chair, each speaker should state his/her name and limit comments to three (3) minutes.
- D) Adopt Agenda
- E) Approve Minutes
Minutes of August 2, 2022 County Board Meeting and Summary for publication
- F) Minutes of Boards, Reports and Correspondence
City of Sandstone Annual Disclosure of Tax Increment Districts for the Year Ended December 31, 2021
City of Pine City Annual Disclosure of Tax Increment Districts for the Year Ended December 31, 2021
- G) Approve Consent Items

CONSENT AGENDA

The consent agenda is voted on without any discussion. Any commissioner may request an item be removed and added to the regular agenda.

1. **Review July, 2022 Cash Balance (attached)**

Fund	July 31, 2021	July 31, 2022	Increase/Decrease
General Fund	7,437,675	6,668,937	(768,739)
Health and Human Services Fund	2,846,082	2,780,567	(65,515)
Road and Bridge Fund	6,499,761	8,551,748	2,051,987
COVID Relief	2,854,136	4,694,479	1,840,343
Land Management Fund	1,715,004	2,109,314	394,310
Self Insurance	573,945	136,274	(437,671)
TOTAL (inc non-major funds)	24,534,585	28,540,623	4,006,038

2. **July 2022 Disbursements/Claims Over \$2,000 (attached)**

Consider approval of the July 2022 disbursements including the individual listing of claims over \$2,000, and 548 claims under \$2,000 or not needing approval totaling \$501,123.29.

3. **Applications**

A. **Repurchase Application**

- i. Consider approval of Resolution 2022-45 authorizing Jose N. H. Gonzalez, the owner at the time of forfeiture, to repurchase the parcel at 100 Pathfinder Village, #11, Hinckley, (PID 09.6108.000) in full. Authorize Board Chair and County Administrator to sign.

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

Review and consider approval of Commissioners' Expense Claim Forms.

5. **Donation**

A. Consider acceptance of 45 Lifepak CR2 Automated External Defibrillators (AEDs) and one trainer AED. This donation was made possible by a grant from the Leona M. and Harry B. Helmsley Charitable Trust to the Center for Resuscitation Medicine (CRM) at the University of Minnesota. The donation has an approximate value of \$84,000. The lifepak's will be used by the sheriff's office and the current AEDs will be donated to the Pine County community.

6. **Lower St. Croix 1W1P Annual Work Plan Amendment**

Consider approval of the following:

- FY21 work plan be amended to add \$160,000 added to Activity 5 (Urban Structural BMP Implementation) and add \$66,326 to Activity 6 (Wetland Restoration Implementation).
- Authorize said FY21 budget amendment to be submitted to the MN Board of Water and Soil Resources.
- \$350,000 in Watershed Based Implementation Funds (WBIF) for the Trout Brook Project and \$300,449 (FY21 funds)
- \$80,449 of FY21 WBIF funds and \$220,000 in FY23 WBIF funds for the Sunrise River Wetland Restoration Project, for a total of \$300,449
- Find that the commitment of FY23 funds to the Sunrise River Wetland Restoration Project is prudent and justified to establish sufficient funding certainty for the project to commence in early 2023.

7. **Final Contract #2001**

Consider approval of final payment to Midwest Contracting, LLC in the amount of \$47,965.48 for Contract #2001 related to:

SAP 058-627-006 Located on CSAH 27, West of CSAH 17 over N Fork Grindstone River

SAP 058-630-014 Located on CSAH 30, 0.1 miles East of CSAH 22 over Wolf Creek

CP 058-150-001 Located on CR 150, 0.5 miles West of CSAH 40 over Pine River

Authorize County Administrator to sign Certificate of Final Contract Acceptance.

8. **New Hires**

Consider the authorizing the hiring of the following:

A. Part-time Correction Officers Donald Jamnick and Tyler Kehn, effective August 30, 2022, \$21.77 per hour. Grade 7, Step 1.

9. **Training**

A. Consider approval of Senior Agent Michelle Sellner to attend a Train-the-Trainer classroom curriculum training for Carey Guides and Brief Intervention Tools, September 7-8, 2022, in Stearns County. Registration/free; Lodging \$149+ tax. Funds are available in the 2022 Probation budget.

REGULAR

1. **Facilities Committee Report (Minutes Attached)**

The Facilities Committee met on August 3, 2022. The Facilities Committee recommended:

A. **Snow Plow Contract**

Awarding the 2022/2023 and 2023/2024 snow plow contract to the lowest responsible quote, Premiere Outdoor Services, for a two-year total of \$38,000. Authorize Board Chair and County Administrator to sign.

Other items for information only. No action required.

2. **Personnel Committee (Minutes Attached)**

The Personnel Committee met on August 8, 2022. The Personnel Committee made the following recommendations:

B. **Pine County Sheriff's Office - Jail**

- i. Acknowledge the following and approve backfill of the positions and any subsequent vacancies that may occur due to internal promotion or lateral transfer.:
 - (a) resignation of part-time Corrections Officer Amanda Torgerson, effective July 19, 2022,
 - (b) retirement of Corrections Officer/Jail Transport Officer Larry Pogones effective September 3, 2022,
 - (c) retirement of part-time Jail Matron Heidi Pogones, effective September 3, 2022
 - (d) resignation of part-time Corrections Officer Chase Ableiter, effective August 17, 2022
 - (e) resignation of Jail Systems Coordinator Ashley Luedtke, effective September 9, 2022.

C. **Probation**

- i. Acknowledge the resignation of Senior Corrections Agent Christopher Stolan, effective September 1, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

D. Public Works

- i. Acknowledge the resignation of Highway Maintenance Worker Kris Roeschlein, effective July 29, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

Other items for information only.

3. **Jail and Courthouse Camera Integration Project**

Consider approval of proposed projects with LifeSafety System to add cameras/audio in the jail and integrate the courthouse cameras into the Avigilon system. Total project cost is \$33,725 which will be paid by use of \$5,939 remaining from 2019 jail camera project and \$27,786 from \$75,000 ARPA funding allocated to jail body cameras.

4. **2023 Budget Discussion – Auditor/Treasurer Kelly Schroeder**

Overall Preliminary Budget Presentation and Auditor-Treasurer department budget presentations.

5. **Commissioner Updates**

East Central Solid Waste Commission
East Central Regional Library Trustees Board
Soil & Water Conservation District/Supervisor Field Day
Pine County Law Library
Snake River Water Management Board
Other
Gun Violence, Public Health & Safer Communities Act

6. **Other**

7. **Upcoming Meetings (Subject to Change)—Contact the Organization Hosting the Meeting to Confirm Meeting Details.**

- a. Pine County Board of Commissioners, Tuesday, August 16, 2022, 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota
- b. Snake River Watershed Management Board, Monday, August 22, 2022, 9:00 a.m., Kanabec County Courthouse, 18 North Vine, Mora, Minnesota
- c. East Central Regional Development Commission, Monday, August 22, 2022, 7:00 p.m., 100 Park Street So., Mora, Minnesota
- d. Special Meeting-Committee of the Whole (Budget), Tuesday, August 23, 2022, 9:30 a.m., Board Room, 635 Northridge Drive NW, Pine City, Minnesota
- e. NLX, Wednesday, August 24, 2022, 10:00 a.m., Board Room, Courthouse, Pine City, Minnesota
- f. Housing Redevelopment Authority/Economic Development Authority (HRA/EDA), Wednesday, August 24, 2022, 1:00 p.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota.
- g. Dedication of Steven D. Chaffee Conference Room, 9:00 a.m., atrium of Courthouse, Pine City, Minnesota
- h. Northeast Emergency Communications Board/ Radio Advisory Board, Thursday, August 25, 2022, 10:00 a.m.
- i. Special Meeting-Committee of the Whole (Budget), Tuesday, August 30, 2022, 9:00 a.m., Board Room, 635 Northridge Drive NW, Pine City, Minnesota
- j. City of Pine City, Pine City Schools, Pine County, PTCC, Wednesday, August 31, 2022, 11:30 a.m.
- k. Central MN Council on Aging, Thursday, September 1, 2022, 10:00 a.m., virtual

1. Pine County Board of Commissioners, Tuesday, September 6, 2022, 10:00 a.m., Board Room, 635 Northridge Drive NW, Pine City, Minnesota
8. **Adjourn**

**MINUTES
OF THE
PINE COUNTY BOARD MEETING
Regular Meeting
Tuesday, August 2, 2022 - 10:00 a.m.
Pine County Board Room
635 Northridge Drive NW
Pine City, Minnesota**

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

Present were Commissioners Josh Mohr, Terry Lovgren, and Matt Ludwig. County Administrator David Minke and County Attorney Reese Frederickson were present. Commissioner J.J. Waldhalm was absent (excused).

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

The Pledge of Allegiance was said.

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

Chair Hallan requested the following revisions to the Agenda:

Remove from Agenda Regular Agenda Item #7: 2023 Budget Discussion
This discussion will be placed on the August 16, 2022 agenda.

Addition: Regular Agenda Item #8.1: Consideration of Letter of Support
Consider approval for County Administrator to sign a letter of support for Frontier Communications, to the Office of Broadband Development, regarding the Border-to-Border grant application.

Addition: Consent Agenda Item #3C: New Hire PT Corrections Officer
Consider approval of the hiring of part-time Corrections Officer Kyle Miller, effective August 9, 2022, \$21.77 per hour, Grade 7, Step 1.

Addition: Consent Agenda Item #4C: AMC Fall Policy Conference
Approve attendance at the AMC Fall Policy Conference, September 14-16, 2022 (pre-conference meeting on September 14, 2022) for County Administrator David Minke, and any commissioner desired to attend. The meeting is at the Arrowwood Resort & Conference Center, Alexandria, MN. Registration \$250 per attendee, Lodging: \$149 per night; Meals: \$34 per day.

Motion by Commissioner Ludwig to adopt the amended Agenda. Second by Commissioner Lovgren. Motion carried 4-0.

Motion by Commissioner Lovgren to approve the Minutes of the July 19, 2022 County Board Meeting and Summary for publication. Second by Commissioner Mohr. Motion carried 4-0.

Minutes of Boards, Reports and Correspondence

Pine County Surveyor's Monthly Report – July 2022.

Motion by Commissioner Ludwig to acknowledge the Minutes of Boards, Reports and Correspondence. Second by Commissioner Mohr. Motion carried 4-0.

Motion by Commissioner Lovgren to approve the amended Consent Agenda. Second by Commissioner Mohr. Motion carried 4-0.

CONSENT AGENDA

The consent agenda is voted on without any discussion. Any commissioner may request an item be removed and added to the regular agenda.

1. Applications

Acknowledge applications and authorize Board Chair and County Auditor-Treasurer to sign the following licenses (all licenses pending approval from the respective townships, county sheriff, county attorney, and State of Minnesota):

A. On Sale, Off Sale & Sunday Liquor Licenses

Badland's Entertainment LLC (DBA Maverick's) – Chengwatana Township
Bear Creek Tavern – Arlone Township
Countryside Campground – Sandstone Township
Doc's Sports Bar & Grill – Windemere Township
Floppie Crappie Lakeside Pub – Pokegama Township
Nemadji Enterprises (DBA Nickerson Bar & Motel) – Nickerson Township
Lake Appeil – Pokegama Township **2AM Close**
Wild Horse Tavern – Kerrick Township
Wings North – Pokegama Township

B. On Sale & Sunday Liquor Licenses

Moose Lake Golf Club – Windemere Township
Pine City Country Club – Pine City Township
Rocking K Lazy E (DBA Banning Junction Lounge) – Finlayson Township

C. Off Sale & Sunday Liquor Licenses

Beroun Crossing Country Store – Pokegama Township
Red's Liquor Box – Pokegama Township
Rocking K Lazy E (DBA Banning Junction Off Sale) – Finlayson Township

2. Contracts/Agreements/Resolution

Approve the following resolution and authorize Board Chair and County Administrator to sign:

A. Resolution 2022-41 authorizing Veteran Services Officer Mindy Sandell to sign the grant contract with the Minnesota Department of Veterans Affairs and execute the duties within the grant agreement. The grant amount is \$10,000.

3. New Hire

Authorize the hiring of the following:

- A. Social Worker Jeremy Lindstrom, effective August 15, 2022, Grade 10, Step 2, \$26.99 per hour.
- B. Public Health Nurse Maria Bernhardt, effective August 22, 2022, Grade 11, Step 7, \$34.99 per hour.
- C. Part-time Corrections Officer Kyle Miller, effective August 9, 2022, \$21.77 per hour, Grade 7, Step 1.

4. **Training**

Approve the following training:

- A. Veterans Service Officers Michael Harshman and Mindy Sandell to attend the Minnesota Association of County Veterans Service Officer (MACVSO) Conference, September 11-14, 2022 at Nisswa, Minnesota. Lodging/Accommodations: \$532/person, travel: \$37.50 (ride share with another VSO), Total expenses: \$1,102.
- B. Child Protection Services Social Worker Angie Ripley to attend Exploring the Sexual Offender and Violent Offender, Understanding the Offender's Personality, Behavior and Typology training, August 8-9, 2022 at the Anoka County Sheriff's Office. Registration \$200, Lodging/meals \$160, Travel \$50. Total cost \$410.
- C. AMC Fall Policy Conference, September 14-16, 2022 (pre-conference meeting on September 14, 2022) for County Administrator David Minke, and any commissioner desired to attend. The meeting is at the Arrowwood Resort & Conference Center, Alexandria, MN. Registration \$250 per attendee, Lodging: \$149 per night; Meals: \$34 per day.

REGULAR AGENDA

1. **Public Hearing - Pine County Resolution 2022-10 to Consider Authorizing the Classification of Non-Conservation and Intent to Sell Listed Parcels (at 10:00 a.m. or as soon thereafter as practicable)**

Parcels Being Opposed are:

- PID 32.0089.000 – 80 acres
- PID 32.0089.001 – 40 acres
- PID 32.0089.002 – 40 acres
- PID 32.0089.003 - 40 acres

County Auditor-Treasurer Kelly Schroeder stated on March 1, 2022 the county board approved Resolution 2022-10 classifying a number of tax-forfeit properties as non-conservation and the intent to sell the parcels. This resolution was forwarded to local units of government for their review; Wilma Township opposes the sale of the four parcels that are located within their jurisdiction. In the case of opposition, MS 282.01 requires the county board to hold a public hearing to solicit comments and recommendations about the pending classification or reclassification of the tax-forfeit land.

Chair Hallan opened the public hearing at 10:15 a.m. and called for public comment.

Wilma Township Supervisor Michael McCullen spoke in opposition of the sale of these public parcels as the township would like to see these lands kept for future public use. With there being no further comment, Chair Hallan closed the public hearing at 10:19 a.m.

Commissioner Mohr inquired if the sale of these parcels would limit public access to other lands. Land Commissioner Beck stated it would not.

Motion by Commissioner Ludwig to reaffirm Pine County Resolution 2022-10 authorizing the classification of non-conservation and intent to sell listed parcels. Second by Commissioner Lovgren. Motion carried 4-0.

2. **Land and Zoning Advisory Committee Report**

Commissioner Ludwig provided an overview of the July 15, 2022 Land and Zoning Advisory Committee meeting. The Land and Zoning Advisory Committee made the following recommendations:

- A. Approve the public land sale, the adjoining owner land sale, and the county fee owned land sale, identified by the following Resolutions:

- i. Resolution 2022-42: 2022 Pine County Tax-Forfeit Land Auction Sale Terms and Conditions. Authorize Board Chair and County Administrator to sign.
- ii. Resolution 2022-43: Resolution for Tax-Forfeit Land Auction Limited to Adjoining Property Owners. Authorize Board Chair and County Administrator to sign.
- iii. Resolution 2022-44: 2022 Pine County Fee Land Auction: Sale Terms and Conditions. Authorize Board Chair and County Administrator to sign.

B. Notify the Department of Natural Resources of the county's interest to sell Parcel 08.0131.000 for \$26,400, the current appraised value.

At the March 1, 2022 county board meeting the board voted 4-1 to allow the county's 3/16th interest in Outlot A of Jackie's 1st Addition be offered for sale to the other owners in Jackie's 1st Addition. At the April 5, 2022 board meeting, the board voted 4-1 to reconsider its previous action and refer the issue back to the Land and Zoning Advisory Committee for further study and consideration. The Land and Zoning Advisory Committee reconsidered the issue at its July 15 meeting and recommended to proceed forward with offering the 3/16th interest in Outlot A for sale.

The county board discussed the 3/16ths interest in the Outlot; Chair Hallan restated that public winter access to Cross Lake is an important concern to many residents.

Motion by Commissioner Ludwig to approve Resolution 2022-42: 2022 Pine County Tax-Forfeit Land Auction Sale Terms and Conditions, Resolution 2022-43: Resolution for Tax-Forfeit Land Auction Limited to Adjoining Property Owners, and Resolution 2022-44: 2022 Pine County Fee Land Auction: Sale Terms and Conditions and authorize Board Chair and County Administrator to sign. Motion carried 3-1 with Chair Hallan opposing.

3. **Technology Committee Report**

Commissioner Josh Mohr stated the Technology Committee met July 26, 2022. The 2023 IT department budget and information security audit were discussed.

4. **Health Insurance Committee Report**

Chair Hallan provided an overview of the July 26, 2022 Health Insurance Committee meeting. At that meeting Justin Kroeger, Insurance Broker from Gallagher, reviewed an increase in claim usage and contract loss resulting in an unanticipated reduction to the plan fund. Kroeger also reviewed the Best and Final offers from three health insurance carriers: United Healthcare (UHC), Medica and BlueCross BlueShield (BCBS). UHC proposed an 18% premium increase with fixed costs up 17.3% and expected claims at 18.1%, Medica proposed a 17% premium increase, with fixed costs down 4.7% and expected claims at 20.4%, and BCBS proposed a 7.7% premium increase with fixed costs down 4.9% and expected claims at 9.7%. BCBS had the best rate cap on Best and Final Offers at a 10% stop-loss rate cap for 2024, administration fee guaranteed for 2023 and 2024 with a 3% cap for 2025, and BCBS also had the best implementation credit of \$50,000 for the first year. The additional financial considerations (return of funds to UHC) were discussed, which would result if the county would leave UHC as our health insurance carrier. The committee also reviewed vision carriers of Superior Vision, MetLife, VSP and EyeMed and the areas of the county that were served by these providers. Kroeger commented that the current ancillary benefit plans (dental, life/AD&D, and long/short-term disability) will remain the same for 2023.

Motion by Commissioner Ludwig to recommend changing the county's health insurance coverage to Blue Cross Blue Shield for 2023, and MetLife as the 2023 vision plan at the \$200 benefit level. Second by Commissioner Lovgren. Motion carried 4-0.

5. **Child Care Strategic Supply Plan Process**

Economic Development Coordinator Lezlie Sauter explained that First Children's Finance (FCF) conducted a childcare supply and demand gap study in 2021. FCF has inquired if the county would be the local leader of the next step, which will develop solutions to the childcare shortage within the county.

Motion by Commissioner Lovgren to approve County Administrator Minke to execute a Memorandum of Agreement between First Children's Finance (FCF) and Pine County, for the county to provide consulting services to conduct the childcare strategic supply plan process at no cost. Second by Commissioner Mohr. Motion carried 4-0.

6. **Rock Lake Monitoring Joint Powers Agreement**

County Auditor-Treasurer Kelly Schroeder stated the Minnesota Pollution Control Agency collects surface water quality from lakes and rivers on a 10-year cycle. Rock Creek and Rock lake are now slated for data collection.

Motion by Commissioner Mohr to approve a Joint Powers Agreement with the Minnesota Pollution Control Agency (MPCA) for water quality testing of Rock Lake tributaries with the assistance of county and Pine County Soil & Water Conservation District staff. Authorize Board Chair and County Administrator to sign. Second by Commissioner Lovgren. Motion carried 4-0.

7. **2023 Budget Discussion**

Removed from agenda and rescheduled to August 16, 2022 county board meeting.

8. **Set Time for August 30, 2022 Special Meeting**

Two county commissioners are unavailable for the August 25, 2022 budget meeting.

Motion by Commissioner Mohr to cancel the Special Meeting-Committee of the Whole budget meeting on August 25, 2022 and reschedule to August 30, 2022 at 9:00 a.m. at the Pine County Courthouse Board Room. Second by Commissioner Lovgren. Motion carried 4-0.

8.1 **Frontier Letter of Support for Border-to-Border Broadband Application**

Motion by Commissioner Lovgren to authorize County Administrator David Minke to write a Letter of Support to the Office of Broadband Development in support of Frontier Communications' application for a Border-to-Border broadband development grant. Second by Commissioner Mohr. Motion carried 4-0.

9. **Commissioner Updates**

Greater Minnesota Parks and Trails: the Zoom link was not available; Commissioner Waldhalm was unable to attend.

PTCC Scholarship: Chair Hallan and County Administrator Minke attended the scholarship event at PTCC.

School Districts / PTCC / County meeting: Chair Hallan stated a tour of PTCC was given.

Good opportunity to network with the new leadership of several schools in the county.

Central MN Council on Aging: Chair Hallan stated the budget was set and a review of the director was conducted. The reliance on home delivered meals in Pine County has increased.

Extension Committee: Commissioner Ludwig stated that 4-H Coordinator Sarah Odendahl gave a presentation on 4-H. The Kerrick Community Center is considering opening a daycare at its location.

Chair Hallan left the meeting at 11:00 a.m. Vice Chair Mohr chaired the remainder of the meeting.

Snake River Watershed Management Board & Snake River 1W1P Policy: Commissioner Lovgren stated there is no increase in the budget. A Kanabec County project will receive \$27,000 toward summer crop planting to reduce runoff into the watershed. A public hearing will be held at the September 6th county board meeting to allow Pine County residents an opportunity to give input into the management structure of the watershed.

NLX: Commissioner Lovgren stated NLX has a new billboard by North Branch. They are looking at a 30% budget increase to be assessed to all participants who financially contribute; this increase would be used for additional advertising as they believe the legislature is going to hold a special session after the August elections. Commissioner Lovgren abstained from voting as Pine County does not financially contribute. NLX believes they are one of the first shovel-ready projects and are looking for federal funding. Hennepin County is considering joining.

Pine County Housing & Redevelopment Authority/Economic Development Authority (HRA/EDA): Commissioner Ludwig stated it was a general meeting. Economic Development Coordinator Lezlie Sauter gave a presentation on short-term rentals. SMR Management explained the rent schedule increase (3.2%). County Administrator David Minke stated at the joint meeting held in January, the county board committed to meeting with the HRA/EDA annually. Targeting the HRA/EDA annual meeting, which is October 26th.

Central Regional EMS: Commissioner Ludwig stated 200 doses of Naloxone was used in July. The new medical director for the EMS was introduced. Discussion of the opioid settlement.

National Association of Counties (NACo) Conference: Commissioner Lovgren stated the Test It program is being promoted again (for broadband to analyze what our needs are). Cyber risks/ransomware was discussed. Mental Health was discussed; Commissioner Lovgren toured two family resource centers, and Health & Human Services would like to look further into setting them up locally. Commissioner Lovgren was appointed to the Rural Action Board--discussed different ways for the rural communities to survive.

Other

East Central Regional Library: Commissioner Lovgren has attended two budget meetings in the past month; the proposed increase for Pine County is .89%.

10. Other

Commissioner Ludwig suggested that board members should evaluate the committees that they attend to determine how valuable they are.

11. Upcoming Meetings

Upcoming meetings were reviewed.

12. Adjourn

With no further business, Chair Hallan adjourned the meeting at 11:26 a.m. The next regular meeting of the county board is scheduled for Tuesday, August 16, 2022 at 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No, Sandstone, Minnesota.

Stephen M. Hallan, Chair
Board of Commissioners

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

**SUMMARY
OF
MINUTES
OF THE
PINE COUNTY BOARD MEETING
Regular Meeting
Tuesday, August 2, 2022 - 10:00 a.m.
Pine County Board Room
635 Northridge Drive NW
Pine City, Minnesota**

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

Present were Commissioners Josh Mohr, Terry Lovgren, and Matt Ludwig. County Administrator David Minke and County Attorney Reese Frederickson were present. Commissioner J.J. Waldhalm was absent (excused).

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

The Pledge of Allegiance was said.

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

Motion by Commissioner Ludwig to adopt the amended Agenda. Second by Commissioner Lovgren. Motion carried 4-0.

Motion by Commissioner Lovgren to approve the Minutes of the July 19, 2022 County Board Meeting and Summary for publication. Second by Commissioner Mohr. Motion carried 4-0.

Minutes of Boards, Reports and Correspondence

Pine County Surveyor's Monthly Report – July 2022.

Motion by Commissioner Ludwig to acknowledge the Minutes of Boards, Reports and Correspondence. Second by Commissioner Mohr. Motion carried 4-0.

Motion by Commissioner Lovgren to approve the amended Consent Agenda. Second by Commissioner Mohr. Motion carried 4-0.

Acknowledge applications and authorize Board Chair and County Auditor-Treasurer to sign the following licenses (all licenses pending approval from the respective townships, county sheriff, county attorney, and State of Minnesota):

A. On Sale, Off Sale & Sunday Liquor Licenses

Badland's Entertainment LLC (DBA Maverick's) – Chengwatana Township

Bear Creek Tavern – Arlone Township

Countryside Campground – Sandstone Township

Doc's Sports Bar & Grill – Windemere Township

Floppie Crappie Lakeside Pub – Pokegama Township

Nemadji Enterprises (DBA Nickerson Bar & Motel) – Nickerson Township
Lake Appeal – Pokegama Township **2AM Close**
Wild Horse Tavern – Kerrick Township
Wings North – Pokegama Township

B. On Sale & Sunday Liquor Licenses

Moose Lake Golf Club – Windemere Township
Pine City Country Club – Pine City Township
Rocking K Lazy E (DBA Banning Junction Lounge) – Finlayson Township

C. Off Sale & Sunday Liquor Licenses

Beroun Crossing Country Store – Pokegama Township
Red's Liquor Box – Pokegama Township
Rocking K Lazy E (DBA Banning Junction Off Sale) – Finlayson Township

Approve Resolution 2022-41 authorizing Veteran Services Officer Mindy Sandell to sign the grant contract with the Minnesota Department of Veterans Affairs and execute the duties within the grant agreement. The grant amount is \$10,000.

Authorize the hiring of the following:

- A. Social Worker Jeremy Lindstrom, effective August 15, 2022, Grade 10, Step 2, \$26.99 per hour.
- B. Public Health Nurse Maria Bernhardt, effective August 22, 2022, Grade 11, Step 7, \$34.99 per hour.
- C. Part-time Corrections Officer Kyle Miller, effective August 9, 2022, \$21.77 per hour, Grade 7, Step 1.

Approve the following training:

- A. Veterans Service Officers Michael Harshman and Mindy Sandell to attend the Minnesota Association of County Veterans Service Officer (MACVSO) Conference, September 11-14, 2022 at Nisswa, Minnesota. Lodging/Accommodations: \$532/person, travel: \$37.50 (ride share with another VSO), Total expenses: \$1,102.
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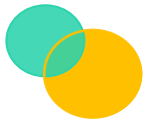
Chair Hallan left the meeting at 11:00 a.m. Vice Chair Mohr chaired the remainder of the meeting.

With no further business, Chair Hallan adjourned the meeting at 11:26 a.m. The next regular meeting of the county board is scheduled for Tuesday, August 16, 2022 at 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No, Sandstone, Minnesota.

Stephen M. Hallan, Chair
Board of Commissioners

David J. Minke, Administrator
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.



DDA

David Drown Associates, Inc.
Public Finance Advisors

Minneapolis Office:
5029 Upton Avenue South
Minneapolis, MN 55410-2244
(612)920-3320 xtn 107 | fax (612) 605-2375
www.daviddrown.com

July 8, 2022

Pine County Board of Commissioners
Pine County Courthouse
635 Northridge Dr. NW
Pine City, MN 55063

**RE: City of Sandstone
2021 TIF Disclosure**

Dear County Commissioners:

Enclosed please find a copy of Sandstone's TIF Annual Disclosure Report as it pertains to their 2021 TIF Report. Please direct any questions or concerns to this office.

On behalf of the City,

Sonya Bubany
David Drown Associates, Inc.
sonya@daviddrown.com

**ANNUAL DISCLOSURE REPORT
CITY OF SANDSTONE, MINNESOTA**

Annual Disclosure of Tax Increment Districts for the Year Ended December 31, 2021

Name of TIF District:	TIF 1 - 4
Current net tax capacity	22,759
Original net tax capacity	538
Captured net tax capacity	22,221
Principal and interest payment due in 2022	37,500
Tax increment received in 2021	39,028
Tax increment expended in 2021	38,636
First tax increment receipt	June, 2018
Date of required decertification	Dec. 31, 2043
Increased property taxes to be paid from outside the district if fiscal disparities Option A applies	0

Additional information regarding each district may be obtained from:

Kathy George
City of Sandstone
119 4th Street
Sandstone, MN 55072
Phone: 320-245-5241
administrator@sandstonemn.com

Pine City

Annual Disclosure of Tax Increment Districts for the Year Ended December 31, 2021

TIF District Name:	TIF District 1-11 [Golden Horizons]	TIF District 1-12 [Bottlecap Condos]	TIF District 1-13 [Pine City Senior Living]
Current net tax capacity	26,121	16,579	2,678
Original net tax capacity	373	2,342	2,678
Captured net tax capacity	25,748	14,237	0
Principal and interest payments due during current year	21,700	0	0
Tax increment received	27,955	15,173	0
Tax increment expended	22,550	6,893	3,500
Month and year of first tax increment receipt	July 2005	July 2005	July 2021
Date of required decertification	12/31/2030	12/31/2030	12/31/2046

TIF District Name:	TIF District 1-14 [Hilltop Cottages]	TIF District 2-1 [Northridge Appartments (DMC)]
Current net tax capacity	0	16,719
Original net tax capacity	0	883
Captured net tax capacity	0	15,836
Principal and interest payments due during current year	0	9,888
Tax increment received	0	16,516
Tax increment expended	0	22,793
Month and year of first tax increment receipt	July 2022	July 2006
Date of required decertification	12/31/2047	12/31/2031

Additional information regarding each district may be obtained from:

Scott Hildebrand, City Administrator
315 Main Street S, Ste 100 Pine City, MN 55063
(320) 438-1002
administrator@pinecitygov.com



AGENDA REQUEST FORM

Date of Meeting: August 16, 2022

- ☒ **County Board**
☒ **Consent Agenda**
☐ **Regular Agenda** 5 mins.____ 10 mins.____ 15 mins.____ Other____
- ☐ **Personnel Committee**
- ☐ **Other** _____

Agenda Item: July 2022 Cash Balance

Department: Auditor-Treasurer



Department Head signature

Background information on Item:

July 2022 Cash Balance Report

Action Requested:

None- informational purposes only.

Financial Impact:

N/A

TREASURER'S CASH TRIAL BALANCE COMPARISON

YEAR-TO-YEAR COMPARISON			
FUND	July 2021 BALANCE	July 2022 BALANCE	DIFFERENCE
1 - GENERAL	7,437,675.43	6,668,936.90	(768,738.53)
12 - H&HS	2,846,081.73	2,780,566.94	(65,514.79)
13 - ROAD & BRIDGE	6,499,761.00	8,551,747.96	2,051,986.96
19 - COVID RELIEF	2,854,135.88	4,694,478.96	1,840,343.08
22 - LAND	1,715,004.31	2,109,314.23	394,309.92
60 - SELF INSURANCE	573,944.87	136,274.09	(437,670.78)
TOTAL (incl non-major funds)	\$24,534,585.17	\$28,540,622.73	\$4,006,037.56

The significant increase in Road & Bridge is directly related to project revenues.

The significant increase in COVID Relief Fund is due to receiving the 2nd tranch of ARPA Funds.

The overall decrease in the self-insurance fund is due some very high weekly claims in 2022.

MONTH-TO-MONTH COMPARISON			
FUND	June 2022 BALANCE	July 2022 BALANCE	DIFFERENCE
1 - GENERAL	6,643,531.60	6,668,936.90	25,405.30
12 - H&HS	2,767,009.11	2,780,566.94	13,557.83
13 - ROAD & BRIDGE	2,838,552.87	8,551,747.96	5,713,195.09
19 - COVID RELIEF	5,059,362.14	4,694,478.96	(364,883.18)
22 - LAND	1,922,071.02	2,109,314.23	187,243.21
60 - SELF INSURANCE	393,748.97	136,274.09	(257,474.88)
TOTAL (incl non-major funds)	\$22,743,275.65	\$28,540,622.73	\$5,797,347.08

Most funds were stable in July. Road & Bridge saw a significant increase due to State Aids being received. COVID saw a significant decrease due to the 2nd/final payment to Pine Technical & Community College for their programming. Weekly claims to our health insurance have continued to be extremely high and outpaced the contributions into the fund.

***** **Pine County** *****



TREASURER'S CASH TRIAL BALANCE

As of 07/2022

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1 General Revenue Fund	7,845,482.87			
Receipts		1,734,699.83	4,642,060.82	
Disbursements		493,861.62-	4,984,510.86-	
Payroll		1,186,158.54-	8,586,206.66-	
Journal Entries		29,274.37-	187,061.39	
Settlement		0.00	7,565,049.34	
Fund Total		25,405.30	1,176,545.97-	6,668,936.90
 12 Health & Human Services	420	H&HS-Income Maintenance		
	2,405,483.31			
Receipts		61,414.18	1,048,265.80	
Disbursements		93,196.66-	592,310.88-	
Payroll		193,538.79-	1,459,882.38-	
Journal Entries		52,195.98	926,601.88	
Dept Total		173,125.29-	77,325.58-	2,328,157.73
 12 Health & Human Services	430	H&HS-Social Services		
	1,221,288.88-			
Receipts		726,269.48	2,401,212.21	
Disbursements		33,294.34-	233,212.32-	
SSIS		229,348.69-	1,434,073.10-	
Payroll		285,241.84-	2,144,920.84-	
Journal Entries		89,510.72	1,795,565.50	
Dept Total		267,895.33	384,571.45	836,717.43-
 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)		
	1,219,529.84			
Receipts		50,720.79	645,807.91	
Disbursements		20,918.08-	153,232.29-	
Payroll		95,630.14-	768,776.03-	
Journal Entries		6,994.47	151,051.20	

HHS TOTAL:
\$2,780,566.94

***** Pine County *****



Kschroeder
8/10/2022 9:29:59AM

TREASURER'S CASH TRIAL BALANCE

As of 07/2022

Page 3

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Dept Total		58,832.96-	125,149.21-	1,094,380.63
12 Health & Human Services 801 Non-Departmental				
	0.00			
Dept Total		0.00	0.00	0.00
Fund Total	2,403,724.27	35,937.08	182,096.66	2,585,820.93
13 Road & Bridge Fund				
	1,177,956.59			
Receipts		6,540,439.54	10,868,963.76	
Disbursements		624,659.57-	3,292,331.67-	
Payroll		201,777.88-	1,524,958.61-	
Journal Entries		807.00-	93,189.50	
Settlement		0.00	1,228,928.39	
Fund Total		5,713,195.09	7,373,791.37	8,551,747.96
14 Ditch Maintenance (Sr) Fund				
	32,311.18			
Settlement		0.00	111.67	
Fund Total		0.00	111.67	32,422.85
19 COVID-19 Relief Fund				
	2,550,242.21			
Receipts		16,635.83	2,968,588.83	
Disbursements		367,417.34-	711,595.00-	
Payroll		8,929.36-	66,020.82-	
Journal Entries		5,172.31-	46,736.26-	
Fund Total		364,883.18-	2,144,236.75	4,694,478.96
22 Land Management Fund				
	2,414,449.02			
Receipts		204,978.70	583,465.90	
Disbursements		4,350.39-	20,733.95-	

Kschroeder
8/10/2022 9:29:59AM

***** **Pine County** *****



TREASURER'S CASH TRIAL BALANCE

As of 07/2022

Page 4

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Payroll		13,385.10-	106,059.14-	
Journal Entries		0.00	761,807.60-	
Fund Total		187,243.21	305,134.79-	2,109,314.23
24 SSTS Upgrades	310,627.35			
Receipts		480.00	93,858.59	
Disbursements		116,471.88-	219,877.04-	
Settlement		0.00	59,492.35	
Fund Total		115,991.88-	66,526.10-	244,101.25
29 Children's Collab (H&Hs) Agency Fund	440	Childrens Collaborative (H&HS)		
	286,481.20			
Receipts		0.00	60,792.00	
Disbursements		0.00	185,939.76-	
Journal Entries		74.16	313.86	
Dept Total		74.16	124,833.90-	161,647.30
Fund Total	286,481.20	74.16	124,833.90-	161,647.30
31 GO Capital Improvement-Capital Projects	522,397.29-			
Receipts		0.00	522,399.00	
Disbursements		2,707.37-	219,210.63-	
Fund Total		2,707.37-	303,188.37	219,208.92-
37 County Railroad Authority	5,055.07			
Fund Total		0.00	0.00	5,055.07
38 Building Fund	326,686.38			
Receipts		1,500.00	16,096.78	
Disbursements		154,959.59-	161,679.59-	

Kschroeder
8/10/2022 9:29:59AM

***** **Pine County** *****



TREASURER'S CASH TRIAL BALANCE

As of 07/2022

Page 5

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Settlement		0.00	15,111.78	
Fund Total		153,459.59-	130,471.03-	196,215.35
39 2015A G.O. Jail Bonds				
	1,498,069.87			
Disbursements		150,225.00-	1,103,475.00-	
Settlement		0.00	701,696.77	
Fund Total		150,225.00-	401,778.23-	1,096,291.64
40 2020A G.O. Refunding Courthouse Bonds				
	1,281,774.89			
Disbursements		95,045.00-	910,265.00-	
Journal Entries		19,814.00	19,814.00	
Settlement		0.00	601,028.91	
Fund Total		75,231.00-	289,422.09-	992,352.80
41 2017A G.O. CIP Bonds				
	117,947.88			
Disbursements		43,131.25-	324,312.50-	
Settlement		0.00	204,607.04	
Fund Total		43,131.25-	119,705.46-	1,757.58-
43 Equipment Fund				
	23,196.88			
Settlement		0.00	15,180.55	
Fund Total		0.00	15,180.55	38,377.43
44 Election Equipment				
	68,596.83			
Receipts		0.00	157,514.56	
Disbursements		26,590.64-	201,286.57-	
Payroll		3,719.43-	4,158.64-	
Journal Entries		0.00	2,557.47-	
Settlement		0.00	54,375.22	

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***** **Pine County** *****



TREASURER'S CASH TRIAL BALANCE

As of 07/2022

Page 6

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Fund Total		30,310.07-	3,887.10	72,483.93
60 United Health Care Self Insurance 1/1/21				
	554,149.87			
Receipts		292,194.99	2,085,569.90	
Disbursements		550,496.14-	2,509,224.57-	
Journal Entries		826.27	5,778.89	
Fund Total		257,474.88-	417,875.78-	136,274.09
76 Group Health Ins Fund 5/1/95 (Gen)				
	567,946.78-			
Receipts		91,729.50	744,674.75	
Disbursements		96,057.23-	806,764.73-	
Journal Entries		6,487.30	46,814.60	
Fund Total		2,159.57	15,275.38-	583,222.16-
80 County Collections Agency Fund				
	24,455.46			
Receipts		9,857.40	801,360.54	
Disbursements		13,033.13-	801,829.78-	
Journal Entries		696.60	696.60	
Fund Total		2,479.13-	227.36	24,682.82
82 Taxes And Penalties Agency Fund				
	1,084,081.10			
Receipts		1,079,989.42	26,365,385.18	
Disbursements		32,682.69-	13,489,210.96-	
Journal Entries		0.00	1,935,374.33-	
Settlement		0.00	10,445,582.02-	
Fund Total		1,047,306.73	495,217.87	1,579,298.97
84 East Central Drug Task Force Agency Fund				
	100,048.11			

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***** **Pine County** *****



TREASURER'S CASH TRIAL BALANCE

As of 07/2022

Page 7

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Receipts		4,372.70	132,875.28	
Disbursements		0.00	110,713.19-	
Fund Total		4,372.70	22,162.09	122,210.20
89 H & Hs Collections Agency Fund	801	Non-Departmental		
	56,002.51			
Receipts		146,876.65	575,830.88	
Disbursements		28,123.36-	117,893.33-	
Journal Entries		141,206.70-	480,841.35-	
Dept Total		22,453.41-	22,903.80-	33,098.71
Fund Total	56,002.51	22,453.41-	22,903.80-	33,098.71
All Funds	21,070,995.47			
Receipts		10,962,159.01	54,714,722.69	
Disbursements		2,947,221.28-	31,149,609.62-	
SSIS		229,348.69-	1,434,073.10-	
Payroll		1,988,381.08-	14,660,983.12-	
Journal Entries		139.12	429.59-	
Total		5,797,347.08	7,469,627.26	28,540,622.73



AGENDA REQUEST FORM

Date of Meeting: August 16, 2022

- ☒ **County Board**
☒ **Consent Agenda**
☐ **Regular Agenda** 5 mins.____ 10 mins.____ 15 mins.____ Other____
- ☐ **Personnel Committee**
- ☐ **Other** _____

Agenda Item: July 2022 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 July 2022 (\$3,176,569.97) by fund. There were 671 total claims, 123 claims that were over \$2,000 to be approved and are individually detailed on the separate listing, and 548 claims under \$2,000 or not needing approval totaling \$501,123.29.

Action Requested:

Consider approving July 2022 disbursements including the individual listing of claims over \$2,000, and 548 claims under \$2,000 or not needing approval totaling of \$501,123.29.

Financial Impact:

N/A

DISBURSEMENTS JOURNAL REPORT G/L Months: 07/2022 - 07/2022

RECAP BY FUND

FUND	AMOUNT	NAME
1	493,861.62	GENERAL REVENUE FUND
12	376,757.77	HEALTH & HUMAN SERVICES
13	624,659.57	ROAD & BRIDGE FUND
19	367,417.34	COVID-19 RELIEF FUND
22	4,350.39	LAND MANAGEMENT FUND
24	116,471.88	SSTS UPGRADES
31	2,707.37	GO CAPITAL IMPROVEMENT-CAPITAL PROJEC
38	154,959.59	BUILDING FUND
39	150,225.00	2015A G.O. JAIL BONDS
40	95,045.00	2020A G.O. REFUNDING COURTHOUSE BONDS
41	43,131.25	2017A G.O. CIP BONDS
44	26,590.64	ELECTION EQUIPMENT
60	550,496.14	UNITED HEALTH CARE SELF INSURANCE 1/1/21
76	96,057.23	GROUP HEALTH INS FUND 5/1/95 (GEN)
80	13,033.13	COUNTY COLLECTIONS AGENCY FUND
82	32,682.69	TAXES AND PENALTIES AGENCY FUND
89	28,123.36	H & HS COLLECTIONS AGENCY FUND
	3,176,569.97	Total Disbursements

RECAP BY TYPE

TYPE	AMOUNT	NAME
1	2,823,925.57	AUD
2	353,166.54	COM
3	522.14 -	MVC
	3,176,569.97	Total Disbursements

Fund	Date	Vendor	Amount
GENERAL	7/15/2022	4.0 SCHOOL SERVICES OF EAST CENTRAL	2,907.66
GENERAL	7/8/2022	AMAZON CAPITAL SERVICES	5,648.92
GENERAL	7/22/2022	ALADTEC INC	3,341.00
GENERAL	7/8/2022	Aml Cleaning Service, Inc	4,000.00
GENERAL	7/8/2022	ANOKA COUNTY TREASURY OFFICE	13,625.00
GENERAL	7/29/2022	AXON ENTERPRISE INC	6,400.00
GENERAL	7/15/2022	CLOQUET RIVERSIDE RECYCLING, INC	5,892.00
GENERAL	7/29/2022	CLOQUET RIVERSIDE RECYCLING, INC	2,154.40
GENERAL	7/22/2022	Cw Technology Group	2,795.00
GENERAL	7/8/2022	East Central Energy Of Braham	30,054.24
GENERAL	7/15/2022	East Central Solid Waste Comm	4,740.40
GENERAL	7/15/2022	Equinox Industries (Cardmember Service)	3,697.00
GENERAL	7/15/2022	EVERGREEN RECYCLING LLC	2,209.30
GENERAL	7/15/2022	HOUSTON ENGINEERING INC	2,519.00
GENERAL	7/1/2022	KRONOS SAASHR INC	2,681.14
GENERAL	7/22/2022	KRONOS SAASHR INC	2,726.39
GENERAL	7/15/2022	MEND CORRECTIONAL CARE PLLC	23,856.71
GENERAL	7/15/2022	MINNESOTA ENERGY RESOURCES CORP	9,426.07
GENERAL	7/8/2022	MINNESOTA POWER	3,754.15
GENERAL	7/15/2022	MN COUNTIES COMPUTER COOP	14,571.75
GENERAL	7/22/2022	Mn Counties Intergovernmental Trust (H)	3,065.00
GENERAL	7/22/2022	OWENS COMPANIES INC	6,475.11
GENERAL	7/29/2022	Purchase Power	4,035.00
GENERAL	7/1/2022	Regents Of The U Of Mn	33,183.75
GENERAL	7/15/2022	Ron's Roll-Off Service	2,792.50
GENERAL	7/1/2022	SUMMIT FOOD SERVICE MANAGEMENT LLC	9,223.06
GENERAL	7/15/2022	SUMMIT FOOD SERVICE MANAGEMENT LLC	4,614.66
GENERAL	7/29/2022	SUMMIT FOOD SERVICE MANAGEMENT LLC	10,688.65
GENERAL	7/22/2022	SUNSET LAW ENFORCEMENT	2,601.00
GENERAL	7/22/2022	UNITY BANK	90,082.06
GENERAL	7/22/2022	Verizon Wireless	10,224.38
GENERAL	7/1/2022	WELIA HEALTH	4,073.62
GENERAL	7/29/2022	WELIA HEALTH COMMUNITY PHARMACY	2,752.25
GENERAL	7/22/2022	Xybix Systems, Inc	3,677.67
HHS	7/29/2022	Central Mn Jobs & Training Services	42,251.03
HHS	7/29/2022	DHS State Operated Services	14,322.80
HHS	7/15/2022	East Central Reg Juvenile Center	8,669.00
HHS	7/15/2022	Exchange Events (Cardmember Service)	3,196.00
HHS	7/22/2022	Family Pathways - North Branch	4,465.00
HHS	7/29/2022	Gerard Treatment Center	3,661.30
HHS	7/15/2022	Heartland Girls Ranch	8,786.40
HHS	7/22/2022	Lighthouse Child & Family Services, LLC	6,543.73
HHS	7/15/2022	Mercy	6,197.50
HHS	7/29/2022	Mille Lacs Band Family Services	12,232.57
HHS	7/15/2022	Nexus-Kindred Family Healing	3,679.90
HHS	7/1/2022	Nexus-Mille Lacs Family Healing	9,112.40

Fund	Date	Vendor	Amount
HHS	7/22/2022	Nexus-Mille Lacs Family Healing	2,877.60
HHS	7/1/2022	North Homes Inc	6,707.47
HHS	7/15/2022	Northwestern Mn Juvenile Center	8,100.00
HHS	7/29/2022	Northwoods Children Home	2,984.88
HHS	7/22/2022	Prairie Lakes Youth Programs	8,654.11
HHS	7/1/2022	RCR Inc	3,700.00
HHS	7/15/2022	Solid Oak Financial Services, LLC	4,050.00
HHS	7/15/2022	Therapeutic Serv Ag Too Inc	8,332.50
R&B	7/15/2022	Askov Deep Rock	4,979.92
R&B	7/1/2022	C & T CONTRACTING	6,590.00
R&B	7/8/2022	C & T CONTRACTING	2,500.00
R&B	7/8/2022	Cavallin Inc	10,963.64
R&B	7/22/2022	CENTRAL PINE LUMBER CO	39,092.48
R&B	7/22/2022	CONTECH ENGINEERED SOLUTIONS LLC	11,935.29
R&B	7/1/2022	DC GARAGE DOORS LLC	8,170.00
R&B	7/1/2022	DIAMOND MOWERS INC	13,114.84
R&B	7/22/2022	DODGE OF BURNSVILLE	65,934.00
R&B	7/1/2022	DOOLEYS PETROLEUM INC	34,968.08
R&B	7/8/2022	DOOLEYS PETROLEUM INC	36,684.12
R&B	7/22/2022	DOOLEYS PETROLEUM INC	33,436.60
R&B	7/15/2022	Emergency Automotive Technologies, Inc	4,840.00
R&B	7/29/2022	ENVIROTECH SERVICES INC	84,221.25
R&B	7/22/2022	ERICKSON ENGINEERING CO LLC	5,444.50
R&B	7/15/2022	LHB INC	6,664.50
R&B	7/29/2022	LHB INC	3,404.25
R&B	7/1/2022	MACQUEEN EQUIPMENT INC	2,040.90
R&B	7/15/2022	MCCOY CONSTRUCTION & FORESTRY INC	32,151.57
R&B	7/15/2022	North Pine Aggregate Inc	13,003.20
R&B	7/22/2022	North Pine Aggregate Inc	7,047.60
R&B	7/22/2022	Nuss Truck Group Inc	2,032.75
R&B	7/8/2022	Roberts Excavating	18,119.00
R&B	7/15/2022	Roberts Excavating	21,920.00
R&B	7/22/2022	Roberts Excavating	20,790.00
R&B	7/29/2022	Roberts Excavating	15,275.00
R&B	7/29/2022	Rydberg & Sons, Inc.	39,793.90
R&B	7/22/2022	SEH INC	3,309.99
R&B	7/1/2022	Slims Texaco Service	2,426.65
R&B	7/8/2022	Slims Texaco Service	3,390.13
R&B	7/29/2022	Slims Texaco Service	2,646.23
R&B	7/29/2022	STRAIGHTLINE SURVEYING INC	5,600.00
R&B	7/8/2022	TENVORDE FORD	34,513.38
COVID	7/22/2022	East Central School Dist 2580	22,725.00
COVID	7/8/2022	GALLS LLC	8,248.35
COVID	7/22/2022	GALLS LLC	2,205.67
COVID	7/22/2022	Lakes & Pines Comm Act Council	23,000.00
COVID	7/1/2022	LHB INC	15,393.83

Fund	Date	Vendor	Amount
COVID	7/22/2022	LHB INC	15,393.83
COVID	7/1/2022	Pine Technical & Community College	229,500.00
COVID	7/1/2022	SHAFFER PROFESSIONAL SERVICES	7,175.00
COVID	7/22/2022	Xybix Systems, Inc	23,411.95
SEPTIC FIX-UP	7/8/2022	JONES CONSTRUCTION SERVICES INC	37,750.00
SEPTIC FIX-UP	7/15/2022	JONES CONSTRUCTION SERVICES INC	22,500.00
SEPTIC FIX-UP	7/29/2022	JONES CONSTRUCTION SERVICES INC	24,900.00
SEPTIC FIX-UP	7/8/2022	L&O INVESTMENTS LLC	26,921.88
SEPTIC FIX-UP	7/29/2022	Town Of Pokegama	4,100.00
CIP	7/8/2022	MARK HAUG CONSTRUCTION INC	2,091.00
BUILDING FUND	7/29/2022	CEM-CON CORPORATION	17,556.00
BUILDING FUND	7/29/2022	Goebel Plumbing & Service Inc	2,333.59
BUILDING FUND	7/29/2022	MARK HAUG CONSTRUCTION INC	134,900.00
JAIL BOND	7/15/2022	Bond Trust Services Corporation	150,225.00
COURTHOUSE BOND	7/15/2022	Bond Trust Services Corporation	95,045.00
CIP BOND	7/15/2022	Bond Trust Services Corporation	43,131.25
ELECTIONS	7/1/2022	Election Systems & Software,Inc	3,942.26
ELECTIONS	7/1/2022	GOVERNMENT FORMS AND SUPPLIES	7,733.61
ELECTIONS	7/8/2022	SEACHANGE PRINT INNOVATIONS	14,075.85
SELF INSURANCE	7/1/2022	UNITEDHEALTH GROUP - VOID	184,258.25
SELF INSURANCE	7/15/2022	UNITEDHEALTH GROUP - VOID	216,977.08
SELF INSURANCE	7/22/2022	UNITEDHEALTH GROUP - VOID	135,836.28
SELF INSURANCE	7/29/2022	UNITEDHEALTH GROUP - VOID	13,424.53
GROUP INSURANCE	7/22/2022	BLUE CROSS & BLUE SHIELD OF MINNESOTA	4,780.50
GROUP INSURANCE	7/1/2022	FURTHER	355.80
GROUP INSURANCE	7/29/2022	FURTHER	2,749.71
GROUP INSURANCE	7/22/2022	GUARDIAN	8,819.30
GROUP INSURANCE	7/22/2022	MADISON NATIONAL LIFE INS CO INC	3,966.86
GROUP INSURANCE	7/22/2022	MEDICAREBLUE RX	5,652.50
GROUP INSURANCE	7/1/2022	TEAMSTERS JOINT COUNCIL 32	59,985.00
GROUP INSURANCE	7/22/2022	TEAMSTERS JOINT COUNCIL 32	4,365.00

TOTAL: 2,672,539.02



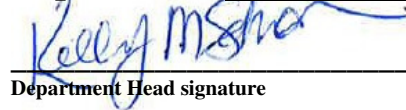
AGENDA REQUEST FORM

Date of Meeting: August 16, 2022

- ☒ **County Board**
☒ **Consent Agenda**
☐ **Regular Agenda** 5 mins.____ 10 mins.____ 15 mins.____ Other____
- ☐ **Personnel Committee**
- ☐ **Other** _____

Agenda Item: Tax Forfeit Repurchase Application

Department: Auditor-Treasurer



Department Head signature

Background information on Item:

Repurchase Application: Jose N. H. Gonzalez, owner at the time of forfeiture to repurchase the parcel at 100 Pathfinder Village, # 11, Hinkley, (PID 09.6108.000) in full. The property forfeited for non-payment of property taxes in 2022 due to Mr. Gonzalez thinking his escrow company was paying the taxes.

Action Requested:

Consider Resolution 2022-45 authorizing Jose N. H. Gonzalez, owner at the time of forfeiture to repurchase the parcel at 100 Pathfinder Village, # 11, Hinkley, (PID 09.6108.000) in full.

RESOLUTION 2022-45

WHEREAS, Jose N. H. Gonzalez, owner at the time of foreclosure, has made and filed an application with the County Auditor for the repurchase of the hereinafter described parcel of tax forfeited land in accordance with the provisions of Minnesota Statutes 1945, Section 282.241, as amended, which land is situated in the County of Pine, Minnesota, and described as follows, to-wit:

Lot One Hundred (100), Block One (1), Pathfinder Village 10th Addition, Section Twenty-Nine (29), township Forty-one (41), Range Eighteen (18)
Parcel 09.6108.000

WHEREAS, said applicant has submitted the required application for repurchase said property in full to the Pine County Auditor;

WHEREAS, this Board is of the opinion that said application should be granted to remedy an undue hardship or injustice caused by for forfeiture and it is in the interest of the public to do so;

NOW THEREFORE BE IT RESOLVED, that the application of Jose N. H. Gonzalez for the repurchase of the above described parcel of tax forfeited land be and the same is hereby granted. The County Auditor is hereby authorized and directed to permit such repurchase, according to the provisions of Minnesota Statutes 1945, Section 282.241, as amended.

Dated this 16th day of August, 2022.

Attest:

Stephen M. Hallan
Chair, Board of County Commissioners
Pine County, Minnesota

Kelly M. Schroeder
Acting Pine 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: July 2022

Vendor#: 2136 Employee#: 2

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
7/5/2022	\$100					County Board Meeting - Pine City	01-005-6111
7/19/2022	\$100					County Board Meeting - Sandstone	01-005-6111
7/13/2022	\$100					North east mndot transportation	
7/18/2022	\$100					Lakes and pines	
7/21/2022	\$100					Council on aging exc. committee	
7/25/2022	\$100					Lower st croix	
7/27/2022	\$100					Piccolo scholarship and joint school meeting	
7/28/2022	\$100					Council on aging full board	

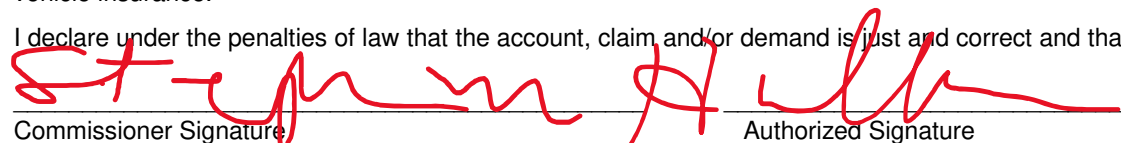
MILEAGE EXPENSES

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
7/5/2022				\$0.625		County Board Meeting - Pine City	01-005-6334
7/19/2022			52	\$0.625	\$32.50	County Board Meeting - Sandstone	01-005-6334
				\$0.625			01-005-6334
				\$0.625			01-005-6334

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

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 July 2022

Date	Per Diem	Meals	Lodging	Tuition and or books	Other	Purpose and description of expense	Account #
7/5/2022	\$100					board meeting, Pine City	
7/11/2022	\$100					Personal committee, Pine City	
7/26/2022	\$100					Tech committee, Virtually	

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
7/5/2022								18	\$ 11.25	Board meeting, Pine City
7/11/2022			0					18	\$ 11.25	Personal committee, Pine City
			0						\$ -	
			0						\$ -	
			0						\$ -	
			0						\$ -	
			0					0	\$ -	
			0					0	\$ -	
			0					0	\$ -	
			0							
TOTAL									\$ 22.50	

01-005-000-0000-6334

rate 0.625

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: July 2022

Page 1

Vendor#: 30301 Employee#: 155

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
7.5.22	\$100					County Board	01-005-6111
7.7.22	\$100					NACo Pre Conf	01-005-6111
7.11.22	\$100					Library - Budget & Leadership	01-005-6111
7.13.22	\$100					NACo T&T	01-005-6111
7.14.22	\$100					Leadership	01-005-6111
7.15.22	\$100					Land Dept & Leadership	01-005-6111
7.18.22	\$100					Leadership	01-005-6111
7.19.22	\$100					County Board	01-005-6111
7.20.22	\$100					Tour Family Resource Center AMC	01-005-6111
7.21.22	\$100					NACo Conf	01-005-6111
7.22.22	\$100					NACo Conf	01-005-6111

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
7.5.22			28.7	\$0.625	\$17.94	County Board - Pine City	01-005-6334
7.15.22			25.7	\$0.625	\$16.06	Land Meeting - Sandstone	01-005-6334
7.20.22			42.27	\$0.625	\$26.42	Travel to NACo Conf	01-005-6334
7.21.22			42.27	\$0.625	\$26.42	Travel to NACo Conf	01-005-6334
7.22.22			42.27	\$0.625	\$26.42	Travel to NACo Conf	01-005-6334
7.23.22			42.27	\$0.625	\$26.42	Travel to NACo Conf	01-005-6334
7.24.22			42.27	\$0.625	\$26.42	Travel to NACo Conf	01-005-6334
7.26.22			28.7	\$0.625	\$17.94	Insurance Meeting Pine City	01-005-6334
7.27.22			33.2	\$0.625	\$20.75	Schools at Pine Tech	01-005-6334
					\$204.78		

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

Page 1 of 2

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: July 2022 Page 2

Vendor#: 30301 Employee#: 155

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
7.23.22	\$100					NACo Confrence	01-005-6111
7.24.22	\$100					NACo Confrence	01-005-6111
7.25.22	\$100					Snake River	01-005-6111
7.26.22	\$100					Insurance	01-005-6111
7.27.22	\$100					NLX & School Districts - Pine Tech	01-005-6111
7.28.22	\$100					Library Budget & Leadership	01-005-6111
7.29.22	\$100					Leadership - Graduation	
7.20-7.25	\$435.20					In Lieu Travel Cost (Driving vs Flying)	
7.24.22	\$155.99					Lodging - Traveling from CO	

MILEAGE EXPENSES

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
					\$0.00		

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

Page 2 of 2

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: July 2022

Vendor#: 31317 Employee#: 5

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
7/5/2022	\$100					County Board Meeting - Pine City	01-005-6111
7/19/2022	\$100					County Board Meeting - Sandstone	01-005-6111
7-11-2022	100					County Board Meeting - Sandstone	01-005-6111
7-13-2022	100					PERSONNEL COMMITTEE - PINE CITY	
7-14-2022	100					KETTLE RIVER IN IP MEETING - SANDSTONE	
7-15-2022	100					LAND ADVISORY COMMITTEE - SANDSTONE	
7-21-2022	100					EXTENSION COMMITTEE - KERRICK	
7-26-2022	100					INSURANCE COMMITTEE - PINE CITY	
7-27-2022	100					HRM - EDA MEETING - SANDSTONE	
7-28-2022	100					PLANNING & ZONING BOARD - SANDSTONE	
7-29-2022	100					CENTRAL MN EMLS BOARD - VIRTUAL	

MILEAGE EXPENSES

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
7/5/2022			44	\$0.625	\$27.50	County Board Meeting - Pine City	01-005-6334
7/19/2022				\$0.625		County Board Meeting - Sandstone	01-005-6334
7-11-2022			44	\$0.625	27.50		01-005-6334
7-21-2022			50	\$0.625	31.25	EXTENSION COMMITTEE - KERRECK COMM. CENTER	
7-26-2022			44	\$0.625	27.50	INSURANCE COMMITTEE - PINE CITY	
				\$0.625			
				\$0.625			
				\$0.625			
				\$0.625			
			TOTAL =		113.75		

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.

Matthew Ludwig
Commissioner Signature

Authorized Signature



AGENDA REQUEST FORM

Date of Meeting: August 16th, 2022



County Board



Consent Agenda



Regular Agenda

5 mins.



10 mins.



15 mins.



Other



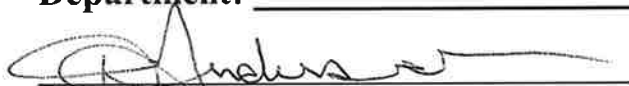
Personnel Committee



Other

Agenda Item: AED donation

Department: Pine County Sheriff's Office


Department Head signature

Background information on Item:

The Pine County Sheriff's Office received a donation of 45 Lifepak CR2 AEDs and one trainer AED. This donation was made possible by a grant from the Leona M. and Harry B. Helmsley Charitable Trust to the Center for Resuscitation Medicine (CRM) at the University of Minnesota.

This donation has an approximate value of \$84,000.00

Current AEDs used by the Sheriff's Office will be donated to the Pine County community.

Action Requested:

The Pine County Sheriff's Office respectfully asks the County Board to acknowledge and accept the AED donation and the donation of the current AEDs to the community.

Financial Impact:

There are no matching funds needed for this donation.



AGENDA REQUEST FORM

Date of Meeting: August 16, 2022

- ☒ **County Board**
☒ **Consent Agenda**
☐ **Regular Agenda** 5 mins. ___ 10 mins. ___ 15 mins. ___ Other ___
- ☐ **Personnel Committee**
- ☐ **Other** _____

Agenda Item: Lower St. Croix 1W1P Annual Work Plan Amendment

Department: Planning & Zoning

Caleb Anderson
Department Head signature

Background information on Item:

On June 21, 2022 the Pine County Board of Commissioners approved the 2022-2023 Lower St. Croix Watershed Annual Work Plan, as required by the associated Joint Powers Agreement.

Since that time two relatively higher cost projects have arisen that require budget amendments to come to fruition. They include the [Sunrise River Wetland Restoration](#), proposed by Comfort Lake-Forest Lake Watershed District at a cost of \$300,449 as well as the [Trout Brook](#) stream restoration project proposed by South Washington Watershed District at a cost of \$350,000.

On July 25th, 2022, the Lower St. Croix Watershed Partnership Policy Committee voted 11-4 to recommend budget revisions to be approved by the boards of local partners to authorize these projects.

Under the Lower St. Croix Join Powers Agreement individual participating boards are required to act on amendments to the Comprehensive Watershed Management Plan, annual work plans, budgets and amendments thereto.

Action Requested:

Consider approval of the following:

- FY21 work plan be amended to add 160,000 added to Activity 5 (Urban Structural BMP Implementation) and add \$66,326 to Activity 6 (Wetland Restoration Implementation). See attached FY 21 budget table.
- Authorize said FY21 budget amendment to be submitted to the MN Board of Water and Soil Resources

- \$350,000 in Watershed Based Implementation Funds (WBIF) for the Trout Brook Project and \$300,449 (FY21 funds)
- \$80,449 of FY21 WBIF funds and \$220,000 in FY23 WBIF funds for the Sunrise River Wetland Restoration Project, for a total of \$300,449.00.
- Find that the commitment of FY23 funds to the Sunrise River Wetland Restoration Project is prudent and justified to establish sufficient funding certainty for the project to commence in early 2023.

Financial Impact:

No expenses or financial obligations will be incurred by Pine County as a result of these approvals.



AGENDA REQUEST FORM

Date of Meeting: August 16, 2022



County Board

☒ Consent Agenda

☐ Regular Agenda

5 mins ☐

10 mins ☐

15 mins ☐

Other ☐



Personnel Committee



Other _____

Agenda Item: Final Contract #2001

Department: Pine County Public Works


Department Head signature

Background information on Item:

Final Contract #2001

SAP 058-627-006 Located on CSAH 27, West of CSAH 17 over N Fork Grindstone River

SAP 058-630-014 Located on CSAH 30, 0.1 miles East of CSAH 22 over Wolf Creek

CP 058-150-001 Located on CR 150, 0.5 miles West of CSAH 40 over Pine River

Action Requested:

Final contract #2001 payment to Midwest Contracting, LLC in the amount of \$47,965.48

Financial Impact:

Projects funded in 2020 budget

Contract Number: 2001
Final Pay Request Number: 3

Project Number	Project Description
CP 058-150-001	Culvert 58J51 and Approach Grading
SAP 058-627-006	Culvert 58J46 and approach grading
SAP 058-630-014	Culvert 58J48 and Approach Grading

Contractor: Midwest Contracting, LLC 2948 271st Avenue Marshall, Mn 56258	Vendor Number: 3826 Up to Date: 04/07/2022 Warrant #: _____ Date: _____
--	--

Contract Amount**Funds Encumbered**

Original Contract	\$963,059.50	Original	\$963,059.50
Contract Changes	\$0.00	Additional	N/A
Revised Contract	\$963,059.50	Total	\$963,059.50

Work Certified to Date

Base Bid Items	\$959,309.50
Contract Changes	\$0.00
Material on Hand	\$0.00
Total	\$959,309.50

Project	Work Certified This Request	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid to Date
CP 058-150-001	\$0.00	\$319,044.50	\$0.00	\$303,092.27	\$15,952.23	\$319,044.50
SAP 058-627-006	\$0.00	\$354,856.75	\$0.00	\$337,113.91	\$17,742.84	\$354,856.75
SAP 058-630-014	\$0.00	\$285,408.25	\$0.00	\$271,137.84	\$14,270.41	\$285,408.25

Work Certified This Request	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid to Date
\$0.00	\$959,309.50	\$0.00	\$911,344.02	\$47,965.48	\$959,309.50
Percent: Retained: 0%			Percent Complete: 99.61%		
Amount Paid this Final Pay Request: \$47,965.48					

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract are as shown in this Final Voucher.

Approved By

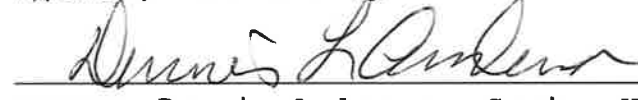


County/City/Project Engineer

7-21-22

Date

Approved By Midwest Contracting, LLC



Contractor Dennis Anderson, Senior Vice President

7-26-2022

Date

Pine County
Project No.: SAP 058-627-006
Final Pay Request No.: 3
Contract No.: 2001

Certificate of Final Contract Acceptance
Final Voucher Number: 3

This is to certify that to the best of my knowledge, the items of work shown in the Statement of Work Certified herein have actually furnished in accordance with the Plans and Specifications. This Project has been completed in accordance with the Laws, Standards and Procedures of as they apply to projects in this category, and if applicable, approved by the Federal Highway Administration.

Dated 8/2/22 Signature [Signature] County/City/Project Engineer

The undersigned Contractor hereby certifies that the work described has been performed in accordance with the terms of the Contract, and agrees that the Final Value of Work Certified on this Contract is \$959,309.50 and agrees to the amount of \$47,965.48 as Final Payment on this Contract in accordance with this Final Voucher.

Contractor: Midwest Contracting, LLC

By [Signature]
Dennis Anderson, Senior Vice President
And _____ And _____ State of, Minnesota

On This 26th Day July, 2022, Before me appeared Dennis Anderson To me known to

(Individual Acknowledgment)

be the person who executed the foregoing Acceptance and Acknowledged that he/she executed the same as _____ a _____ free to act and deed

(Corporate Acknowledgment)

_____ And _____, to me personally known, who, being each by me duly sworn

each did say that they are respectively the _____ and _____ of the

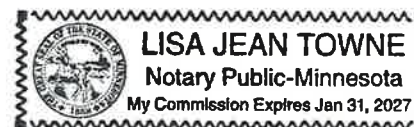
_____ Corporation named in the foregoing instrument, and that the seal affixed to said instrument is the Corporate Seal of said Corporation, and the said instrument was signed and sealed in behalf of said Corporation by authority of its

_____ and said _____ and _____

acknowledged said instrument to be the free act and deed of said Corporation.

Notarial My Commission as Notary Public in Lyon County

Seal Expires Jan. 31, 2027 Signature [Signature]



I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, the terms of the Contract is as shown in this Final Voucher.

This Contract is hereby accepted in accordance with the Specification 1516. Final acceptance of the Contract will be effective upon full Execution, by the Contractor and the Department, of the "Certificate of Final Acceptance" included with the Final Voucher.

Dated _____ Signature _____ District Engineer

Pine County
Project No.: SAP 058-627-006
Contract No: 2001
Final Pay Request No. 3

**Pine County
Certificate of Final Contract Acceptance
County Board Acknowledgment**

Contract Number: 2001
Contractor: Midwest Contracting, LLC
Date Certified: 4/07/2022
Payment Number: 3

Whereas; Contract No. **2001** has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and in behalf of Pine County and authorize final payment as specified herein.

Pine County Public Works

State of Minnesota

I, David J. Minko, County Administrator within and for said county do hereby certify that the foregoing resolution is a true and correct copy of the resolution on file in my office.

Dated this 16TH day of August, 2022

At Sandstone MN,

Signed By _____

County Administrator

Contract Payment Summary				
Payment Number	Up to Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2020-11-16	\$939,290.00	\$46,964.50	\$892,325.50
2	2021-10-11	\$20,019.50	\$1,000.98	\$19,018.52
3	2022-04-07	\$0.00	(\$47,965.48)	\$47,965.48

Contract Funding Category Summary						
Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
Participating		\$959,309.50	\$0.00	\$911,344.02	\$47,965.48	\$959,309.50

Contract Funding Source Summary					
Accounting Number	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
Participating	Local Pine County	\$47,965.48			\$959,309.50

Project Payment Summary					
Project	Payment Number	Up to Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
CP 058-150-001	1	2020-11-16	\$309,995.00	\$15,499.75	\$294,495.25
CP 058-150-001	2	2021-10-11	\$9,049.50	\$452.48	\$8,597.02
CP 058-150-001	3	2022-04-07	\$0.00	(\$15,952.23)	\$15,952.23
SAP 058-627-006	1	2020-11-16	\$349,375.75	\$17,468.79	\$331,906.96
SAP 058-627-006	2	2021-10-11	\$5,481.00	\$274.05	\$5,206.95
SAP 058-627-006	3	2022-04-07	\$0.00	(\$17,742.84)	\$17,742.84
SAP 058-630-014	1	2020-11-16	\$279,919.25	\$13,995.96	\$265,923.29
SAP 058-630-014	2	2021-10-11	\$5,489.00	\$274.45	\$5,214.55
SAP 058-630-014	3	2022-04-07	\$0.00	(\$14,270.41)	\$14,270.41

Project Funding Category Summary						
Project	Funding Category Name	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
CP 058-150-001	Participating	\$319,044.50	\$0.00	\$303,092.27	\$15,952.23	\$319,044.50
SAP 058-627-006	Participating	\$354,856.75	\$0.00	\$337,113.91	\$17,742.84	\$354,856.75
SAP 058-630-014	Participating	\$285,408.25	\$0.00	\$271,137.84	\$14,270.41	\$285,408.25

Project Funding Source Summary					
Project	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
CP 058-150-001	Participating	\$15,952.23			\$319,044.50
SAP 058-627-006	Participating	\$17,742.84			\$354,856.75
SAP 058-630-014	Participating	\$14,270.41			\$285,408.25

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity to Date	Amount to Date
CP 058-150-001	1	2021.501	MOBILIZATION	LS	\$20,000.00	1	0	\$0.00	1	\$20,000.00
CP 058-150-001	2	2101.501	CLEARING & GRUBBING	LS	\$2,000.00	1	0	\$0.00	1	\$2,000.00
CP 058-150-001	3	2104.503	REMOVE PIPE CULVERTS	L F	\$6.00	24	0	\$0.00	24	\$144.00
CP 058-150-001	4	2105.504	GEOTEXTILE FABRIC TYPE 5	S Y	\$1.00	760	0	\$0.00	760	\$760.00
CP 058-150-001	5	2105.507	COMMON EXCAVATION	C Y	\$4.00	57	0	\$0.00	57	\$228.00
CP 058-150-001	6	2105.507	COMMON BORROW (LV)	C Y	\$4.00	112	0	\$0.00	161	\$644.00
CP 058-150-001	7	2105.601	TEMPORARY STREAM DIVERSION SYSTEM	LS	\$3,500.00	1	0	\$0.00	1	\$3,500.00
CP 058-150-001	8	2118.507	AGGREGATE SURFACING (CV) CLASS 5	C Y	\$20.00	106	0	\$0.00	92	\$1,840.00
CP 058-150-001	9	2412.502	16X6 PRECAST CONCRETE BOX CULV END SEC	EACH	\$14,000.00	4	0	\$0.00	4	\$56,000.00
CP 058-150-001	10	2412.502	16X8 PRECAST CONCRETE BOX CULV END SEC	EACH	\$18,000.00	2	0	\$0.00	2	\$36,000.00
CP 058-150-001	11	2412.503	16X6 PRECAST CONCRETE BOX CULVERT	L F	\$1,300.00	72	0	\$0.00	72	\$93,600.00
CP 058-150-001	12	2412.503	16X8 PRECAST CONCRETE BOX CULVERT	L F	\$1,350.00	36	0	\$0.00	36	\$48,600.00
CP 058-150-001	13	2442.501	REMOVE EXISTING BRIDGE	LS	\$2,500.00	1	0	\$0.00	1	\$2,500.00

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity to Date	Amount to Date
CP 058-150-001	14	2451.507	GRANULAR BACKFILL (CV)	C Y	\$16.00	190	0	\$0.00	190	\$3,040.00
CP 058-150-001	15	2451.507	COARSE AGGREGATE BEDDING (CV)	C Y	\$35.00	564	0	\$0.00	493	\$17,255.00
CP 058-150-001	16	2501.502	24" GS PIPE APRON	EACH	\$150.00	2	0	\$0.00	2	\$300.00
CP 058-150-001	17	2501.503	24" CS PIPE CULVERT	L F	\$30.00	38	0	\$0.00	38	\$1,140.00
CP 058-150-001	18	2511.504	GEOTEXTILE FILTER TYPE 7	S Y	\$3.00	650	0	\$0.00	650	\$1,950.00
CP 058-150-001	19	2511.507	RANDOM RIPRAP CLASS III	C Y	\$50.00	263	0	\$0.00	272	\$13,600.00
CP 058-150-001	20	2563.601	TRAFFIC CONTROL	LS	\$1,250.00	1	0	\$0.00	1	\$1,250.00
CP 058-150-001	21	2573.503	SILT FENCE; TYPE MS	L F	\$3.50	444	0	\$0.00	521	\$1,823.50
CP 058-150-001	22	2573.503	FLOTATION SILT CURTAIN TYPE MOVING WATER	L F	\$26.00	80	0	\$0.00	80	\$2,080.00
CP 058-150-001	23	2573.602	TEMPORARY SEDIMENT TRAP	EACH	\$200.00	1	0	\$0.00	0	\$0.00
CP 058-150-001	24	2575.501	TURF ESTABLISHMENT	LS	\$2,000.00	1	0	\$0.00	1.72	\$3,440.00
CP 058-150-001	25	2575.505	RAPID STABILIZATION METHOD 1	ACRE	\$2,500.00	0.3	0	\$0.00	0	\$0.00
CP 058-150-001	26	2575.604	ROLLED EROSION PREVENTION CATEGORY 20	S Y	\$3.00	1422	0	\$0.00	2450	\$7,350.00
SAP 058-627-006	1	2101.501	CLEARING & GRUBBING	LS	\$2,500.00	1	0	\$0.00	1	\$2,500.00
SAP 058-627-006	2	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	\$4.00	50	0	\$0.00	110	\$440.00
SAP 058-627-006	3	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	\$2.00	546	0	\$0.00	573	\$1,146.00
SAP 058-627-006	4	2105.507	COMMON EXCAVATION	C Y	\$4.00	181	0	\$0.00	110	\$440.00
SAP 058-627-006	5	2105.507	COMMON BORROW (LV)	C Y	\$4.00	338	0	\$0.00	278	\$1,112.00

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity to Date	Amount to Date
SAP 058-627-006	6	2118.507	AGGREGATE SURFACING (CV) CLASS 1	C Y	\$75.00	21	0	\$0.00	0	\$0.00
SAP 058-627-006	7	2211.507	AGGREGATE BASE (CV) CLASS 5	C Y	\$26.00	222	0	\$0.00	104	\$2,704.00
SAP 058-627-006	8	2357.506	BITUMINOUS MATERIAL FOR TACK GAL COAT	GAL	\$3.00	28	0	\$0.00	34	\$102.00
SAP 058-627-006	9	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2;B)	TON	\$125.00	139	0	\$0.00	155.37	\$19,421.25
SAP 058-627-006	10	2442.501	REMOVE EXISTING BRIDGE	LS	\$2,500.00	1	0	\$0.00	1	\$2,500.00
SAP 058-627-006	11	2451.507	GRANULAR BACKFILL (CV)	C Y	\$15.00	113	0	\$0.00	113	\$1,695.00
SAP 058-627-006	12	2573.503	SILT FENCE; TYPE MS	L F	\$3.50	525	0	\$0.00	325	\$1,137.50
SAP 058-627-006	13	2573.503	FLOTATION SILT CURTAIN TYPE MOVING WATER	L F	\$26.00	135	0	\$0.00	135	\$3,510.00
SAP 058-627-006	14	2575.501	TURF ESTABLISHMENT	LS	\$2,000.00	1	0	\$0.00	1.73	\$3,460.00
SAP 058-627-006	15	2575.505	RAPID STABILIZATION METHOD 1	ACRE	\$2,500.00	0.34	0	\$0.00	0	\$0.00
SAP 058-627-006	16	2575.604	ROLLED EROSION PREVENTION CATEGORY 25	SQ YD	\$3.50	1628	0	\$0.00	2820	\$9,870.00
SAP 058-627-006	17	2021.501	MOBILIZATION	LS	\$27,500.00	1	0	\$0.00	1	\$27,500.00
SAP 058-627-006	18	2105.504	GEOTEXTILE FABRIC TYPE 5	S Y	\$1.00	1044	0	\$0.00	1000	\$1,000.00
SAP 058-627-006	19	2105.601	TEMPORARY STREAM DIVERSION SYSTEM	LS	\$3,500.00	1	0	\$0.00	1	\$3,500.00
SAP 058-627-006	20	2412.502	16X8 PRECAST CONCRETE BOX CULV END SEC	EACH	\$18,000.00	4	0	\$0.00	4	\$72,000.00
SAP 058-627-006	21	2412.503	16X8 PRECAST CONCRETE BOX CULVERT	L F	\$1,250.00	130	0	\$0.00	130	\$162,500.00
SAP 058-627-006	22	2451.507	GRANULAR BACKFILL (CV)	C Y	\$15.00	341	0	\$0.00	341	\$5,115.00
SAP 058-627-006	23	2451.507	COARSE AGGREGATE BEDDING (CV)	C Y	\$35.00	574	0	\$0.00	340	\$11,900.00

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity to Date	Amount to Date
SAP 058-627-006	24	2511.504	GEOTEXTILE FILTER TYPE 7	S Y	\$3.00	583	0	\$0.00	168	\$504.00
SAP 058-627-006	25	2511.507	RANDOM RIPRAP CLASS III	C Y	\$50.00	237	0	\$0.00	391	\$19,550.00
SAP 058-627-006	26	2563.601	TRAFFIC CONTROL	LS	\$1,250.00	1	0	\$0.00	1	\$1,250.00
SAP 058-627-006	27	2573.602	TEMPORARY SEDIMENT TRAP	EACH	\$200.00	1	0	\$0.00	0	\$0.00
SAP 058-630-014	1	2021.501	MOBILIZATION	LS	\$25,000.00	1	0	\$0.00	1	\$25,000.00
SAP 058-630-014	2	2105.504	GEOTEXTILE FABRIC TYPE 5	S Y	\$1.00	785	0	\$0.00	500	\$500.00
SAP 058-630-014	3	2105.601	TEMPORARY STREAM DIVERSION SYSTEM	LS	\$3,500.00	1	0	\$0.00	1	\$3,500.00
SAP 058-630-014	4	2412.502	12X8 PRECAST CONCRETE BOX CULV END SECT	EACH	\$17,000.00	4	0	\$0.00	4	\$68,000.00
SAP 058-630-014	5	2412.503	12X8 PRECAST CONCRETE BOX CULVERT	L F	\$1,000.00	112	0	\$0.00	112	\$112,000.00
SAP 058-630-014	6	2451.507	AGGREGATE BACKFILL (CV)	C Y	\$14.00	215	0	\$0.00	215	\$3,010.00
SAP 058-630-014	7	2451.507	COARSE AGGREGATE BEDDING (CV)	C Y	\$35.00	273	0	\$0.00	391	\$13,685.00
SAP 058-630-014	8	2511.504	GEOTEXTILE FILTER TYPE 7	S Y	\$3.00	513	0	\$0.00	448	\$1,344.00
SAP 058-630-014	9	2511.507	RANDOM RIPRAP CLASS III	C Y	\$50.00	205	0	\$0.00	205	\$10,250.00
SAP 058-630-014	10	2563.601	TRAFFIC CONTROL	LS	\$1,300.00	1	0	\$0.00	1	\$1,300.00
SAP 058-630-014	11	2573.602	TEMPORARY SEDIMENT TRAP	EACH	\$200.00	1	0	\$0.00	0	\$0.00
SAP 058-630-014	12	2101.501	CLEARING & GRUBBING	LS	\$2,500.00	1	0	\$0.00	1	\$2,500.00
SAP 058-630-014	13	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	\$4.00	56	0	\$0.00	56	\$224.00
SAP 058-630-014	14	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	\$2.00	864	0	\$0.00	535	\$1,070.00

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity to Date	Amount to Date
SAP 058-630-014	15	2105.507	COMMON EXCAVATION	C Y	\$4.00	243	0	\$0.00	175	\$700.00
SAP 058-630-014	16	2105.507	COMMON BORROW (LV)	C Y	\$4.00	192	0	\$0.00	47	\$188.00
SAP 058-630-014	17	2118.507	AGGREGATE SURFACING (CV) CLASS 1	C Y	\$75.00	22	0	\$0.00	0	\$0.00
SAP 058-630-014	18	2211.507	AGGREGATE BASE (CV) CLASS 5	C Y	\$26.00	277	0	\$0.00	162	\$4,212.00
SAP 058-630-014	19	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$3.00	45	0	\$0.00	34	\$102.00
SAP 058-630-014	20	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2;B)	TON	\$125.00	201	0	\$0.00	151.69	\$18,961.25
SAP 058-630-014	21	2442.501	REMOVE EXISTING BRIDGE	LS	\$2,500.00	1	0	\$0.00	1	\$2,500.00
SAP 058-630-014	22	2451.507	GRANULAR BACKFILL (CV)	C Y	\$14.00	50	0	\$0.00	50	\$700.00
SAP 058-630-014	23	2573.503	SILT FENCE; TYPE MS	L F	\$3.50	720	0	\$0.00	562	\$1,967.00
SAP 058-630-014	24	2573.503	FLOTATION SILT CURTAIN TYPE MOVING WATER	L F	\$26.00	65	0	\$0.00	65	\$1,690.00
SAP 058-630-014	25	2575.501	TURF ESTABLISHMENT	LS	\$2,000.00	1	0	\$0.00	1.84	\$3,680.00
SAP 058-630-014	26	2575.505	RAPID STABILIZATION METHOD 1	ACRE	\$2,500.00	0.32	0	\$0.00	0	\$0.00
SAP 058-630-014	27	2575.604	ROLLED EROSION PREVENTION CATEGORY 20	SQ YD	\$3.00	1508	0	\$0.00	2775	\$8,325.00
Base Bid Totals:								\$0.00		\$959,309.50

Project Category Totals			
Project	Category	Amount This Request	Amount to Date
SAP 058-627-006	Participating	\$0.00	\$304,819.00
SAP 058-627-006	Non-Participating	\$0.00	\$50,037.75
CP 058-150-001	Participating	\$0.00	\$319,044.50
SAP 058-630-014	Participating	\$0.00	\$238,589.00
SAP 058-630-014	Non Participating	\$0.00	\$46,819.25

Contract Change Item Status												
Project	CC	CC#	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity to Date	Amount to Date
Contract Change Totals:										\$		\$

Contract Total	\$959,309.50
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Contract Change Totals			
Number	Description	Amount This Request	Amount to Date

Material on Hand Additions					
Line	Item	Description	Date	Added	Comments

Material on Hand Balance						
Line	Item	Description	Date	Added	Used	Remaining



AGENDA REQUEST FORM

Date of Meeting: August 16th, 2022



County Board

☒ Consent Agenda

☐ Regular Agenda

5 mins. ☐

10 mins. ☐

15 mins. ☐

Other ☐



Personnel Committee



Other _____

Agenda Item: Request for Overnight Training

Department: Probation


Department Head signature

Background information on Item:

Senior Agent Michelle Sellner has been selected to attend a Train-the-Trainer classroom curriculum training for Carey Guides and BITS (Brief Intervention Tools) September 7th & 8th in Stearns County. This is an Evidence-Based Practices training, and this is the first phase of said training.

Action Requested:

Consider approval of Michelle Sellner to attend training in St. Cloud at one night's lodging.

Financial Impact:

Lodging is \$149.00, plus tax at the Country Inn & Suites by Radisson, St. Cloud West.

The training is free

Probation has budgeted for lodging and is within their 2022 budget.

Pine County Facilities Committee Minutes
Wednesday, August 3, 2022, 9:00 a.m.
Pine County Courthouse
Pine City, Minnesota

Members:

Commissioner J.J. Waldhalm

Commissioner Matt Ludwig

Commissioner Steve Hallan (Alternate)

Members Present: Commissioner Hallan, Commissioner Ludwig

Others Present: Ryan Findell, IT Manager; Pete Umbreit, Building Maintenance Supervisor; Mark LeBrun, County Engineer; Jodi Blesener, Child Support Supervisor; and David Minke, County Administrator; Troy Haug, Mark Haug Construction; Paul Swanson, SWCD District Manager.

1. Commissioner Ludwig called the meeting to order at 9:00 a.m.
2. There were no changes to the agenda.
3. **Motion** by Commissioner Ludwig to approve the June 1, 2022 Minutes. Second by Commissioner Hallan. Motion carried 2-0.

4. SWCD Demonstration Garden/Native Plantings

Paul Swanson, SWCD District Manager reviewed a plan to construct a demonstration garden of native plantings in front of the 1610 building. The garden would include information on the plants and would serve as a way to encourage landowners to consider native plantings in their landscapes. Paul explained that the SWCD would pay for and maintain the plantings. The committee is in favor of the project and suggested the SWCD consider a demonstration garden and pollinator garden at the courthouse. Paul thought they could consider it as a phase 2.

Mark asked Paul how the office space was working since collocating in the 1610 building with the county land, zoning, and solid waste staff. Paul thought it was going well and that the collaboration with Caleb Anderson's team was helpful.

5. Willow River Household Hazardous Waste (HHW) Building

Troy gave update on the construction of the HHW building. The overhead doors are installed and substantial completion could be as early as the end of August. Troy noted that all materials have been available and they had preordered some of the items to ensure availability.

The committee was in support of adding a concrete apron across the front and to the pedestrian door on the south side of the building. The estimated cost is about \$6,000.

The committee discussed adding a gravel drive to access the building. Mark thought highway could do that work without too much cost.

6. Snowplow contract

The county received two quotes for the 2022/23 and 2023/24 snow plowing season at the courthouse: Jones Construction/\$39,600 and Premier Outdoor Services/\$38,000.

Consensus of the committee was to accept the lowest responsible quote from Premier Outdoor Services for 2022/23 & 2023/24, for a two-year total of \$38,000.

7. Courthouse Landscaping

Pete reviewed the plan to remove the overgrown plants/weeds and replace with crushed rock. Pete reviewed the two quotes and the estimated cost of \$6,000. The consensus of the committee was to have Pete finalize the scope and proceed with the lowest responsible quote.

8. Project Updates

- Gun Range Mowing. Pete contacted PHASE, but PHASE is not interested in contracting. Its cost prohibitive to hire another contractor due to the remoteness of the gun range.
- UPS upgrade. Ryan reviewed the project to replace the Uninterruptable Power Supply (UPS) at the courthouse. The upgrade may require several hours of outage as the original install did not include a bypass. The project is planned for September or October.
- Two picnic tables have been ordered—one for the courthouse and one for the NPGC.

With no further business meeting adjourned at 9:54 a.m.

Snow Removal Contract

Pine County, Minnesota

THIS CONTRACT is made and entered into between the County of Pine, a political subdivision of the State of Minnesota, 635 Northridge Dr. N.W., Pine City, Minnesota 55063, hereinafter referred to as "County," and Premiere Outdoor Services, hereinafter referred to as "Contractor," pursuant to Minnesota Statutes section 373.01 subdivision 1(5).

1. TERM

This Contract shall commence upon its signing and shall continue in effect for two years from the date of approval by the County Board. Specifically, this Contract encompasses services for the 2022/2023 and 2023/2024 snow seasons.

2. SERVICES

The County agrees to purchase, and the Contractor agrees to furnish, snow and/or ice removal services on an on-call, as-needed basis for the Pine County Courthouse, located at 635 Northridge Dr., Pine City, Minnesota 55063. Snow removal services include, but are not limited to, all hard surface areas such as parking and driving areas, roads, access ways, loading docks and sidewalks (see attached diagram).

The Contractor will provide all equipment, transportation of personnel and equipment, tools, parts, fuel, supervision, salt and any necessary incidentals to provide snow and/or ice removal services for the Pine County Courthouse.

3. PERFORMANCE REQUIREMENTS

- A. The Contractor's equipment shall be in good repair and operating condition, and meet OSHA standards.
- B. The Contractor will provide a continuous operation once work has begun. Upon commencement of services, services will continue without interruption until the site is clear of all frozen precipitation (i.e. snow, sleet, and frozen rain) that may present a hazard to vehicles, pedestrians, or interfere with the normal operations of the building and site.
- C. Work hours are completely dependent upon the timing of the storm and the needs of the County. Operational timing will be determined for each event in consultation with the County.
- D. The Contractor is responsible for supervising and directing the work of its employees.
- E. The Contractor will be responsible for any and all damages which are a result of the Contractor's performance of any work under this Contract. Damages will include, but are not limited to, curbing, sidewalks, parking bumpers, asphalt, parking lot light poles, guard rails, damaged grass/lawn/landscaping, and parked personal or County

vehicles. The County reserves the right to withhold payment in the event the Contractor fails to make repairs.

- F. The designated areas are to be completely cleared to the surface, and dumpsters, loading docks, and fire hydrants must be accessible.
- G. The work may include the removal of frozen precipitation (i.e. snow, sleet, and frozen rain) by plowing.
- H. Equipment shall be mobilized to start as soon as the frozen precipitation can be plowed or accumulation reaches a depth greater than two inches, and must be kept clear for the duration of the storm event.
- I. Areas must be ready for use by the start of the business on the first regular working day following the termination of each storm or based on the operational needs of the County at that time.
- J. The Contractor shall stockpile the snow in a centralized location on the lot as designated by the County. The stockpiled snow will not block entrances, exits, gates, generators, dumpsters, or parking spaces. The Contractor will not push the snow so it presses against any fencing. The County will not guarantee empty parking lots or that the areas/lots will be cleared as thoroughly as possible. The Contractor must take precautions not to damage any parked vehicles.
- K. The Contractor is expected to be on County grounds and actively plowing within two hours of notification to mobilize and/or no later than the predetermined mobilization time set by the County for each snow event.
- L. The Contractor will establish a designated representative who will be thoroughly familiar with the Contract, and have the authority to make day-to-day business decisions on behalf of the Contractor. The Contractor will provide the County with the representative's name and emergency contact information, as well as additional personnel names and phone numbers in case of emergency. The Contractor will have an operational cellular telephone onsite.
- M. Salt will be applied as directed by the County.

4. AUTHORIZED REPRESENTATIVE

The County Facility Supervisor or designee is the County's Authorized Representative who shall have general authority to administer this contract, provide direction to the Contractor, and to stop work when necessary to ensure the proper execution of the contract.

5. COMPENSATION

Compensation shall consist of a two-year total of \$ 38,000.00. Payment to the Contractor shall be made in four equal installments each contract year on or about December 1,

January 1, February 1, and April 1. Thirty days prior to the payment dates, the Contractor shall submit an invoice to the County for 1/8th of the total contract amount. Such payment shall be the total obligation of the County for the work performed. The County shall promptly pay received invoices pursuant to the terms of this Contract and Minnesota Statutes section 471.425.

6. INDEMNIFICATION

The Contractor shall hold harmless from and indemnify the County against all claims, suits, actions, costs, counsel fees, expenses, damages, judgments, or decrees by reason of any person or persons or property being damaged or injured by the Contractor or by any of his/her subcontractors, in any capacity during the progress of the work, whether by negligence or otherwise.

7. INSURANCE

The Contractor shall obtain and maintain in full force for the duration of the contract the insurance designated as follows:

Workers' Compensation: The Contractor shall take out and maintain during the life of the contract workers' compensation insurance for all of his/her employees employed at the work site. If any employees are engaged in hazardous work not covered by workers compensation insurance, the Contractor shall provide adequate protection from employer's liability insurance for protection of employees not otherwise protected.

Liability Insurance Requirements (Liability and Auto): Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, the general aggregate limit shall be not less than \$2,000,000 and the aggregate limit shall apply on a per-project basis. The CGL insurance shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and contractually-assumed liability. Pine County shall be named as an additional insured under the CGL.

Contractor shall maintain automobile liability insurance and, if necessary, umbrella liability insurance with a limit of not less than \$1,000,000 each accident. If such insurance contains a general aggregate limit, the general aggregate limit shall be not less than \$2,000,000. The insurance shall cover liability arising out of any auto, including owned, hired, and non-owned autos.

A Certificate of Insurance acceptable to the County shall be filed with the County prior to the commencement of the work and the policies of insurance shall be kept current and in effect during the duration of the work. The certificate and the required insurance shall contain a provision that the coverage afforded under the contract will not be canceled or allowed to expire until at least 30 days prior written notice has been given to the County.

8. SERVICES NOT PROVIDED FOR

No claim for services furnished by Contractor not specifically provided for herein shall be honored by the County.

9. INDEPENDENT CONTRACTOR

It is agreed by the parties that at all times and for all purposes, the relationship of the Contractor to the County is that of an independent contractor and not an employee or agent of the County.

10. COMPLIANCE WITH LAWS

In providing all services pursuant to this contract, the Contractor shall abide by all statutes, ordinances, rules and regulations pertaining to or regulating the provision of such services, including those now in effect and hereafter adopted. Any violation of said statutes, ordinances, rules, or regulations shall constitute a material breach of this contract and shall entitle the County to terminate this contract immediately upon delivery of written notice of termination to the Contractor.

11. SUBCONTRACTING AND ASSIGNMENTS

Subcontracting of any portion of the work requires the prior written approval of the County.

12. ASSIGNMENT

Neither party to the contract shall assign the contract in whole or in part without the written consent of the other, nor shall the Contractor assign any moneys due or to become due to them without the previous written consent of the Authorized Representative .

13. RIGHT OF THE COUNTY TO TERMINATE CONTRACT

If the Contractor should be adjudged bankrupt, or if Contractor should make a general assignment for the benefit of his/her creditors, or if a receiver should be appointed on account of his/her insolvency, or if he/she should persistently or repeatedly refuse or should fail, to make satisfactory progress, the County may terminate the contract.

This contract may also be terminated by the County at any time, with or without cause, upon at least seven (7) written days' notice delivered by mail or in person. Notice to the Contractor shall be delivered to the Contractor at the address first written above. If notices are delivered by mail, they shall be effective two (2) days after mailing. Upon early termination by the County, the Contractor shall only be entitled to payment for services satisfactorily performed through the date of termination and shall not be entitled to any other payment and/or damages.

14. DEFAULT AND REMEDY

The County will periodically inspect the work and notify the Contractor of any unsafe or unsatisfactory conditions, and provide a reasonable timeframe to correct the condition. Failure of the Contractor to correct unsatisfactory or incomplete work in the allotted timeframe will result in a deduction from the fee for services at an amount equal to the County's hourly rate for similar services or the County's actual cost to correct the work.

Additionally, failure of the Contractor (including the failure of any employee or agent of the Contractor) to abide by any of the terms, conditions, or requirements expressed in this contract, shall constitute a default if not properly corrected by the Contractor upon receipt of a notice of deficiency and a request for compliance from the County. In the event of a default by the Contractor, the County may cancel this contract by sending a written notice of cancellation to the Contractor at the address stated above, and may recover from the Contractor any damages sustained by the County which may directly or consequently arise out of the breach of this contract by the Contractor.

15. ENTIRE CONTRACT


It is understood and agreed by the parties that the entire contract of the parties is contained within and that this contract supersedes all oral contracts and negotiations between the parties relating to the contract subject matter as well as any previous contracts presently in effect between the County and Contractor relating to the subject matter. The parties revoke any prior oral or written contract between themselves and agree that this contract is the only and complete contract regarding the subject hereof.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed as of the ____ day of _____, 2022, notwithstanding the date of the signatures of the parties.

COUNTY OF PINE

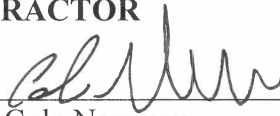
By: _____
Stephen M. Hallan, Chair
Pine County Board of Commissioners

Dated: _____

By:  _____
David J. Minke
County Administrator


Dated: _____

CONTRACTOR

By:  _____
Cole Newman

Dated: 8/5/22

APPROVED AS TO FORM

By:  _____
Reese Frederickson
County Attorney

Dated: 8/9/22



Pine City

PINE COUNTY PERSONNEL COMMITTEE

August 8, 2022 – 9:00 a.m.

**Board Room, Pine City Courthouse
Pine City, Minnesota**

Members present: Commissioner Matt Ludwig and Commissioner Josh Mohr

Others present: County Administrator David Minke, County Attorney Reese Frederickson, Probation Director Terry Fawcett, Jail Administrator Rodney Williamson, County Sheriff Jeff Nelson, Public Works Director / County Engineer Mark LeBrun, 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 July 11, 2022, Personnel Committee meeting. Second by Commissioner Ludwig. Motion carried 2-0.
3. **Motion** by Commissioner Ludwig to approve the August 8, 2022, agenda with the following additions:
 - 4D: Acknowledge the resignation of Part-Time Corrections Officer Chase Ableiter and approve backfill of this position and any subsequent positions.
 - 4E: Acknowledge the resignation of Corrections Officer Ashley Luedtke and approve backfill of this position and any subsequent positions.
 - 4F: Review and discuss short term response to current staff shortage in jail with a mandatory minimum shift coverage incentive pay.

Second by Commissioner Mohr. Motion carried 2-0.

4. Sheriff's Office - Corrections

Jail Administrator Rodney Williamson announced the following staffing changes:

- A. Resignation of probationary part-time Corrections Officer Amanda Torgerson effective July 19, 2022.
- B. Retirement of Corrections Officer / Jail Transport Officer Larry Pogones, effective September 3, 2022.
- C. Retirement of part-time Jail Matron Heidi Pogones, effective September 3, 2022.

Request made to backfill the positions and subsequent vacancies that may occur due to internal promotion or lateral transfer. The part-time Corrections Officer and Corrections Officer / Jail Transport Officer are Grade 7 with a minimum starting wage of \$21.77/hour. The part-time Jail Matron is Grade 4 with a minimum starting wage of \$18.79/hour. All positions are contained in the 2022 Corrections budget.

Motion by Commissioner Ludwig to acknowledge the resignation of part-time Corrections Officer Amanda Torgerson, effective July 19, 2022, the retirement of Corrections Officer / Jail Transport Officer Larry Pogones effective September 3, 2022, and the retirement of part-time Jail Matron Heidi Pogones, effective September 3, 2022, and approve backfill of the positions and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The part-time Corrections Officer and Corrections Officer / Jail Transport Officer are Grade 7 with a minimum starting wage of \$21.77/hour. The part-time Jail Matron is

Grade 4 with a minimum starting wage of \$18.79/hour. All positions are contained in the 2022 Corrections budget. Second by Commissioner Mohr. Motion carried 2-0.

Jail Administrator Rodney Williamson requested the following agenda additions:

- D. Resignation of part-time Corrections Officer Chase Ableiter effective August 17, 2022.
- E. Resignation of Jail Systems Coordinator Ashley Luedtke, effective September 9, 2022.

Request made to backfill the positions and subsequent vacancies that may occur due to internal promotion or lateral transfer. The part-time Corrections Officer is a Grade 7 with a minimum starting wage of \$21.77/hour. The Jail Systems Coordinator is Grade 9 with a minimum starting wage of \$24.46/hour. All positions are contained in the 2022 Corrections budget.

Motion by Commissioner Ludwig to acknowledge the resignation of part-time Corrections Officer Chase Ableiter, effective August 17, 2022, and Jail Systems Coordinator Ashley Luedtke, effective September 9, 2022, and approve backfill of the positions and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The part-time Corrections Officer is a Grade 7 with a minimum starting wage of \$21.77/hour. The Jail Systems Coordinator is Grade 9 with a minimum starting wage of \$24.46/hour. All positions are contained in the 2022 Corrections budget. Second by Commissioner Mohr. Motion carried 2-0.

- F. Jail Administrator Rodney Williamson reviewed the current Jail staff shortage and the impact to current staff due to the need to fill shifts. Williamson provided an incentive pay proposal overview to be paid to staff working when required to meet minimum staffing as required by the Department of Corrections (DOC). The added incentive pay would be paid when a staff member is required to cover a shift, for minimum coverage. The following proposed rules would apply:

- Shift must be approved by Jail Administration to be eligible for Incentive Pay.
- Shift coverage pay is:
 - Paid out for minimum coverage shifts only
 - Not eligible for switched shifts
 - Applied to the corresponding pay period
 - Must be taken as pay, can not be added to comp time
- Paid out as follows:
 - Up to 3.99 hour shifts — incentive pay does not apply
 - 4.00 – 7.99 hour shifts — paid at \$100
 - 8.00 – 11.99 hour shifts — paid at \$150
 - 12.00 or more hour shifts — paid at \$200
- Regular overtime rules will apply

The committee discussed the incentive pay proposal, along with the current pay scale and step system. The consensus of the committee is to present the information to the county board for feedback before the committee makes a recommendation.

5. Probation

- a. Probation Director Terry Fawcett announced the resignation of Senior Corrections Agent Christopher Stolan, effective September 1, 2022, and requested approval to backfill the position and subsequent vacancies that may occur due to internal

promotion or lateral transfer. The position is a Grade 10 with a minimum starting wage of \$26.65/hour and is contained in the 2022 Probation budget.

Motion by Commissioner Mohr to acknowledge the resignation of Senior Corrections Agent Christopher Stolan, effective September 1, 2022, and 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 \$26.65/hour and is contained in the 2022 Probation budget. Second by Commissioner Ludwig. Motion carried 2-0.

6. Public Works

- a. Public Works Director / County Engineer Mark LeBrun announced the resignation of Highway Maintenance Worker Kris Roeschlein, effective July 29, 2022, and requested approval to backfill the position and subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 6 with a minimum starting wage of \$20.49/hour and is contained in the 2022 Public Works budget.

Motion by Commissioner Mohr to acknowledge the resignation of Highway Maintenance Worker Kris Roeschlein, effective July 29, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 6 with a minimum starting wage of \$20.49/hour and is contained in the 2022 Public Works budget. Second by Commissioner Ludwig. Motion carried 2-0.

7. Insurance Update

The insurance committee received updated rate information and will meet shortly to discuss setting the health insurance rates for 2023.

8. Other

The county has four firms which offer 457 Deferred Compensation plans. Of the four, only Orion Portfolio Solutions is permitted by the county to offer a ROTH IRA through payroll deduction. It is unclear what criteria was used to limit the ROTH IRA offering to this firm.

Two firms use electronic fund transfers for the payroll deduction — Orion Portfolio Solutions and Wenzel Financial Services. The other two firms, Minnesota Deferred Compensation Plan (MNDC) and Nationwide, require manual input and/or manual checks each pay period.

Motion by Commissioner Ludwig to recommend opening ROTH IRA options to any of the four firms which offer electronic fund transfers (at this time Orion Portfolio Solutions and Wenzel Financial Services). Second by Commissioner Mohr. Motion carried 2-0.

9. With no further business, the meeting was adjourned at 10:25 a.m.



AGENDA REQUEST FORM

Date of Meeting: August 16, 2022

- ☒ **County Board**
☐ **Consent Agenda**
☒ **Regular Agenda** 5 mins.____ 10 mins.____ 15 mins.____ Other____
- ☐ **Personnel Committee**
- ☐ **Other** _____

Agenda Item: 2023 Budget

Department: Auditor-Treasurer



Department Head signature

Background information on Item:

Department heads have been working on their 2023 budget proposals over the course of the last several months. These budget proposals have been compiled and a presentation of the overall 2023 County Budget outlook will be given.

An individual review of the Auditor-Treasurer budgets will be given as follows:

General Fund, Department 041 – Auditor Treasurer
General Fund, Department 063 – Truth in Taxation
General Fund, Department 074 – Aquatic Invasive Species
General Fund, Department 101 – Recorder
General Fund, Department 105 – Assessor
General Fund, Department 107 – Planning & Zoning
General Fund, Department 392 – Solid Waste
General Fund, Department 801 – Non Departmental
Fund 22 – Land
Funds 39, 40, 41 – Debt Service
Fund 44 – Elections

Action Requested:

None – Informational Purposes Only



Kelly Schroeder
County Auditor-Treasurer
August 16, 2022

Budget Process

- August 16, 2022 County Board meeting
 - *Initial budget request overview*
 - *Auditor-Treasurer budgets*
- August 23, 2022 Budget meeting
 - *Department budget presentations*
- August 30, 2022 Budget meeting
 - *Department Budget presentations*
- September 6, 2022 County Board meeting
 - *Budget Discussion*
- September 20, 2022 County Board meeting
 - ***Adopt Preliminary 2022 Budget & Levy***
- October-November 2022
 - *Additional budget meetings as necessary*
- December 8, 2022
 - *Truth in Taxation meeting*
- December 20, 2022 County Board meeting
 - ***Adopt Final 2022 Budget & Levy***



Budget vs. Levy

- The budget is the total revenue & expenses of the county.
 - 2022:
Revenue \$50,368,619
Expenses \$50,608,179
- Most county revenue is not from tax levy such as fees, charges, grants, donations, & interest.

Fund	2022 Budget	2022 Levy
General	\$19,885,996	\$12,038,104
Health & Human Services	\$12,032,940	\$3,903,214
Road & Bridge	\$15,119,354	\$2,054,821
COVID Relief	\$115,033	\$0
Land	\$957,539	\$0
Building	\$35,000	\$25,000
Jail Bond	\$1,100,675	\$1,170,225
Courthouse Bond	\$911,469	\$1,002,733
CIP Bonds	\$324,838	\$341,578
Technology	\$25,000	\$25,000
Elections	\$99,100	\$92,000
TOTAL	\$50,608,179	\$20,652,675

Budget Format

<u>Account Number</u>		<u>Account Description</u>
005	DEPT	County Commissioners
01-005-000-0000-6103		Salaries & Wages - Permanent
01-005-000-0000-6111		Per Diems
01-005-000-0000-6152		County Contribution
01-005-000-0000-6155		Veba County Contribution
01-005-000-0000-6163		Pera - County Share
01-005-000-0000-6175		Fica - County Share
01-005-000-0000-6201		Telephone
01-005-000-0000-6241		Amc & Naco Dues, & Conference Reg.
01-005-000-0000-6243		Publications, Subscriptions & Mtg Supp
01-005-000-0000-6331		Travel Expense - Room & Board
01-005-000-0000-6334		Travel Expenses - Mileage

Funds

- *General (01)*
- *HHS (12)*
- *Road & Bridge (13)*
- *COVID Relief (19)*
- *Building (38)*
- *Debt (39, 40, 41)*
- *Technology (43)*
- *Elections (44)*

Departments

Line-Item Budgets

Budget Assumptions

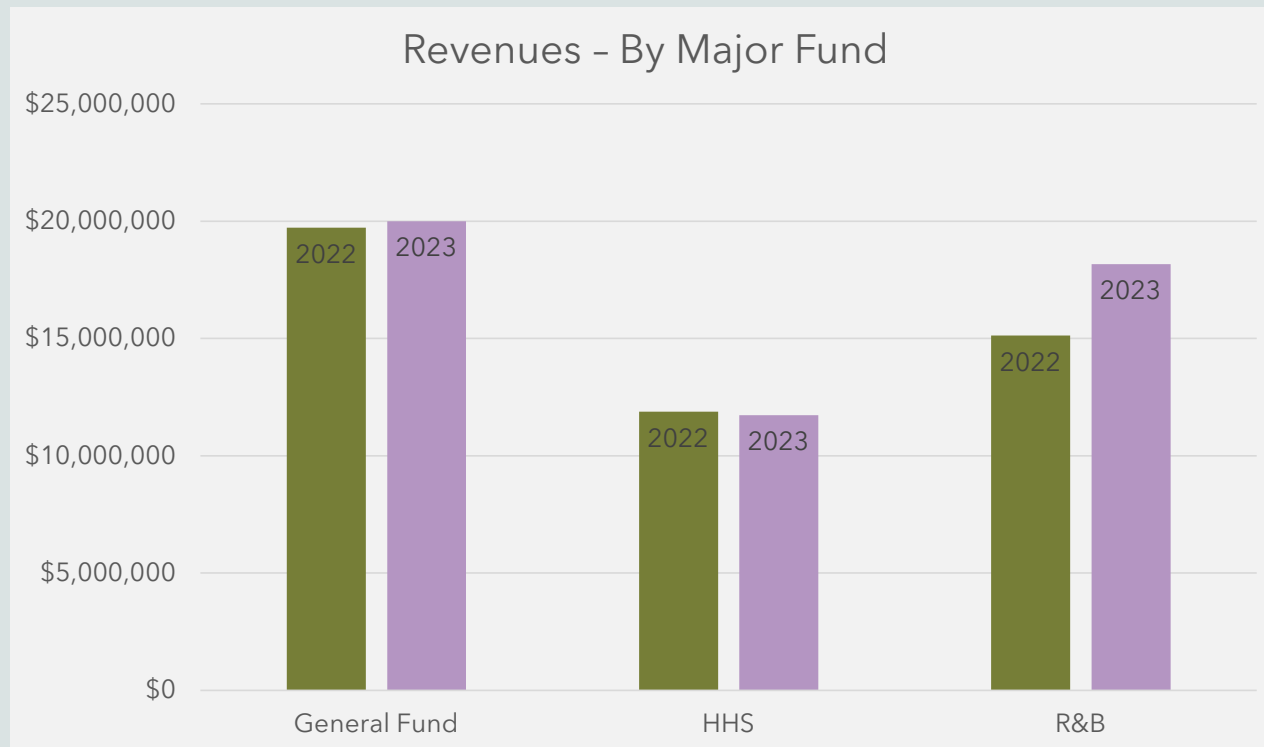


Estimates of revenues & expenses

- Revenues
 - ✓ *County Program Aid/Other Aids*
 - ✓ *Reimbursements*
 - ✓ *Contracts*
- Expenses
 - ✓ *Wages*
 - ✓ *Health Insurance 8-10%*

Overview - Revenue

- 2022 Revenue \$50,386,619
 - 2023 Revenue \$53,929,595
- } Increase of \$3,542,976



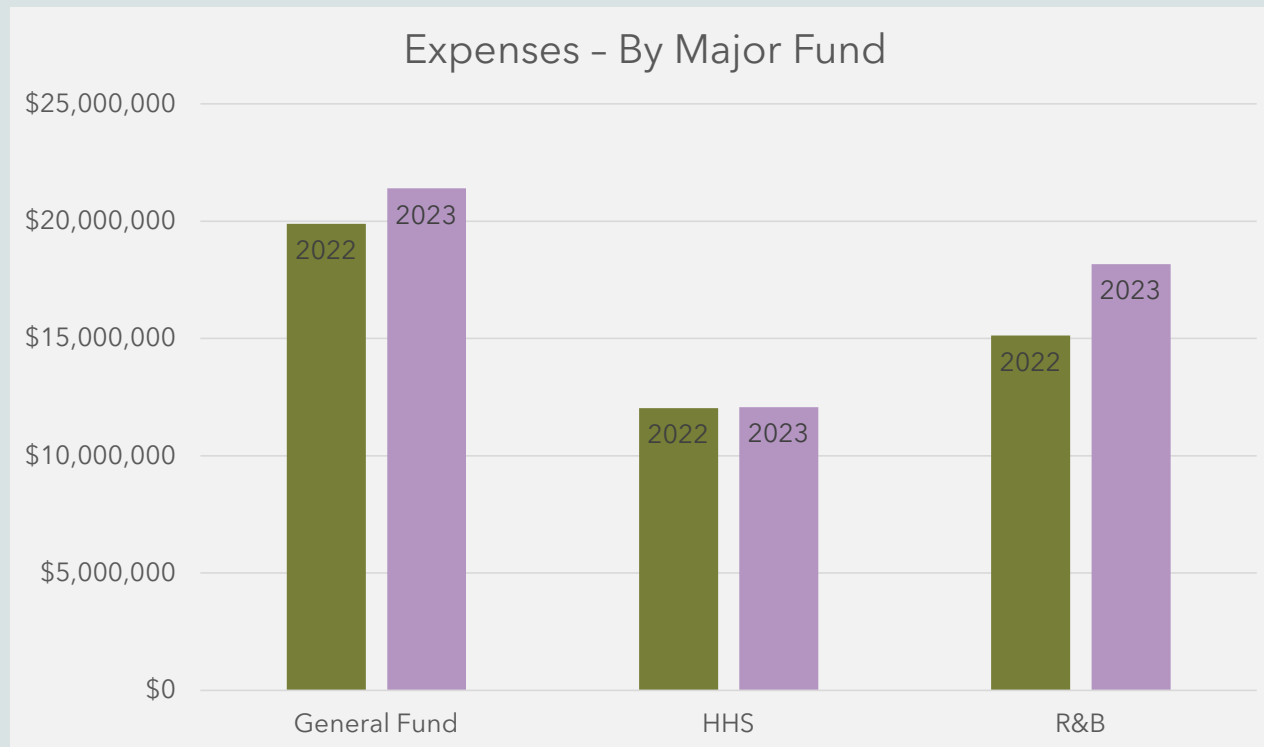
Top General Fund Revenues

Item	2022	2023
County Program Aid	\$2,047,234	\$1,949,712
Police Contracts	\$694,428	\$717,408
PILT	\$640,000	\$700,000
Police Aid	\$300,000	\$300,000
Forfeited Property Sales	\$300,000	\$250,000
Solid Waste Assessment	\$199,550	\$199,550
Penalties & Interest	\$185,000	\$195,000
Probation Aid	\$178,000	\$175,000
Assessor Contracts	\$175,310	\$192,209
Recorder Fees	\$165,000	\$165,000



Overview - Expenses

- 2022 Revenue \$50,608,179
 - 2023 Revenue \$55,538,847
- } Increase of \$4,930,668



Top Non-Debt Expenses

Item	2022	2023	Difference
Salaries/Benefits	\$25,744,781	\$27,088,806	\$1,344,025
Road & Bridge Construction	\$9,250,000	\$12,125,000	\$2,875,000
Out of Home Placements	\$1,434,000	\$1,503,000	\$69,000
Major Equipment Purchases	\$770,000	\$670,000	(\$100,000)
Medical Services to Prisoners	\$415,000	\$455,698	\$40,698
Library Appropriation	\$352,603	\$355,701	\$3,098

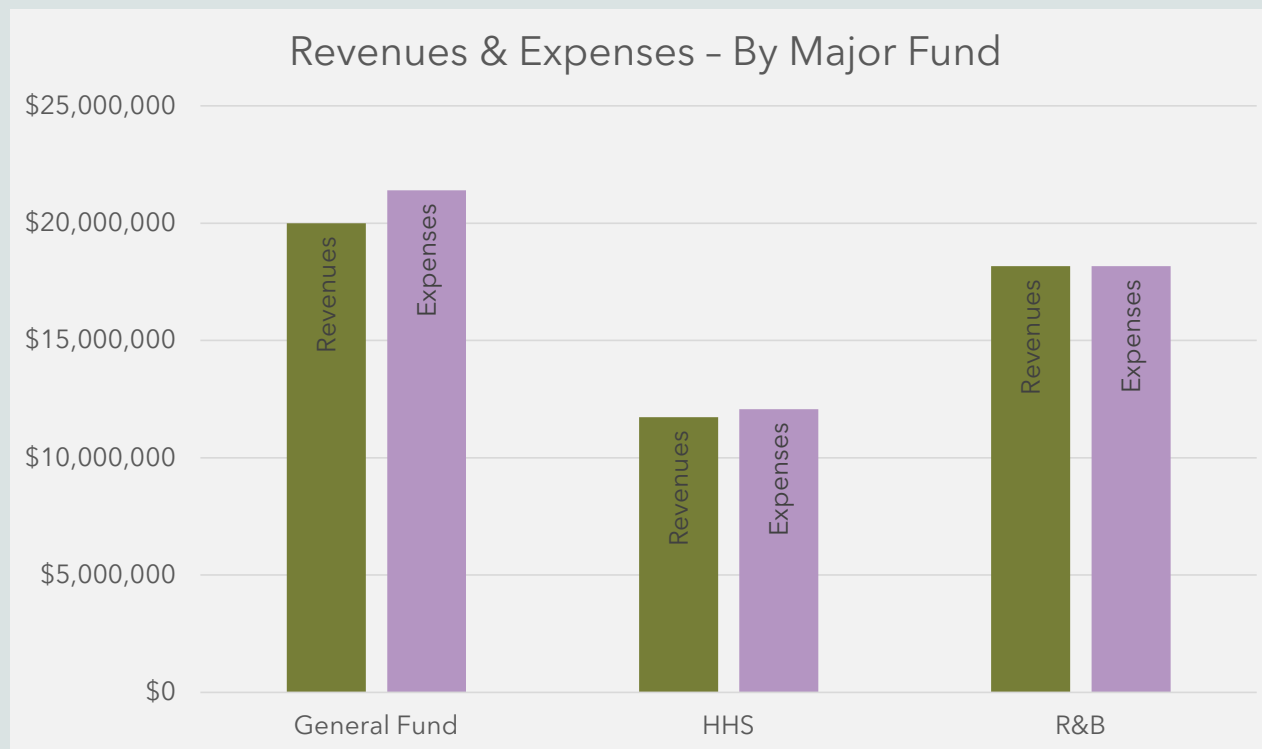


Debt

Bond	Beginning Balance	12/31/22 Balance	Interest Rate	2023 Payment	2023 Principal Portion	Payoff Year
2015 Jail	\$13,430,000	\$9,130,000	3%-4%	\$1,098,200	\$815,000	2031
2017 CIP	\$3,905,000	\$3,050,000	2.25%-3%	\$321,713	\$240,000	2033
2020 Courthouse	\$8,310,000	\$7,600,000	1%-3%	\$962,365	\$785,000	2031
TOTALS	\$25,645,000	\$19,780,000		\$2,382,278	\$1,840,000	

Overview – Entire Budget

- Revenue \$53,849,055
 - Expenses \$55,538,847
- } Gap of \$1,689,792



County Department Overview

Additional staff included:

- 1 Lieutenant
- 1 Deputy
- 1PT Dispatcher
- VSO from PT to FT

NOTE: An unbudgeted property appraiser was added in 2022 which is included in the 2023 budget.

*Some of the cost of these employees are included in multiple departments.

Department	New Levy \$	Salary/Benefits	# of Employees
Sheriff	\$595,540	\$480,520	44
Jail	\$301,127	\$198,613	46
HHS	\$264,099	\$248,205	92
Probation	\$179,270	\$68,270	10
Assessor	\$116,630	\$131,429	10
IT	\$50,669	\$16,537	4
Dispatch	\$36,260	\$38,960	13
Auditor-Treasurer	\$34,072	\$7,572	8
Attorney	\$31,968	\$39,117	10
Administrator	\$26,026	\$24,526	6
Zoning	\$19,727	\$26,901	5*
Solid Waste	\$9,988	\$10,777	7
Veterans Services	\$9,002	\$9,302	2
Recorder	\$7,577	\$7,577	3
Emergency Mgmt	\$5,224	\$3,674	0*
Victim Services	\$2,601	\$2,201	1
Building Maint	\$357	\$14,657	3
Court Security	\$210	\$210	6
Public Works	\$0	\$26,968	25

2023 Tax Levy

- Certified 2022 Levy = \$20,652,675 (1% levy increase = \$206,527)

If balances the budget today with only levy increases.....

$$\begin{array}{ccccc} \$1,404,695 & + & \$264,099 & + & \$13,006 \text{ Debt} \\ \text{General Fund} & & \text{HHS} & & \\ & & = & & \\ & & \$1,681,800 & & \\ & & (8.1\% \text{ Levy Increase}) & & \end{array}$$

Levy History

Year	Levy	% Change	12/31 Unrestricted General Fund Balance
2011	\$14,289,330	0%	\$801,693
2012	\$14,075,000	-1.5%	\$931,948
2013	\$14,075,000	0%	\$1,166,814
2014	\$14,497,250	3%	\$2,538,180
2015	\$15,199,541	4.84%	\$3,643,893
2016	\$15,942,799	4.89%	\$3,285,438
2017	\$16,979,081	6.5%	\$3,842,810
2018	\$17,912,930	5.5%	\$4,284,310
2019	\$18,790,664	4.9%	\$4,421,510
2020	\$19,354,383	3%	\$5,018,178
2021	\$19,935,014	3%	\$5,182,077
2022	\$20,652,675	3.6%	-

The State Auditor's recommend local governments maintain an unrestricted fund balance in their general fund of 35%-50% of operating expenses.

In 2012, due to the low unassigned fund balance (6% as of 12/31/11), the Pine County Board of Commissioners adopted a policy to have an unrestricted fund balance goal of 20%-35%, an attainable goal.

As of 12/31/21 the unrestricted fund balance is approx. 26% of operating expenses.

**2021 unrestricted fund balance & fund balance percentage is unaudited.*

Restricted Funds

- Some funds can only be spent for specific purposes as they have statutory or grant requirements, or the county board has committed them to a specific purposes
- As of 12/31/2021 the restricted fund balances increased by \$472,521 to a total of \$2,613,372 (unaudited)
- Those with larger balances are as follows:

AIS	\$171,073	Attorney Forfeitures	\$94,391	E911	\$233,198
Gun Permits	\$152,858	Jail Canteen	\$164,459	Land*	\$708,176
MIECHV	\$256,459	Recorder Compliance	\$379,306	Recorder Tech	\$188,933

*Land Fund includes Blight Clean-up \$222,926; Roads \$65,210; Parks/Recreation \$307,507 & Timber Development \$123,504

[illegible]

*also pays a "countywide tax rate" on their distribution lines, which is not part of our property tax levy. In 2022, this equated to an additional \$123,499 in taxes paid to the county.

2022 County Portion:

- 1.) BNSF Railway \$252,718
- 2.) Mille Lacs Band \$251,849
- 3.) Mille Lacs Corp Ventures \$222,958
- 4.) Great River Energy \$141,392
- 5.) Xcel Energy \$89,367
- 6.) Northern Natural Gas \$85,224
- 7.) Wal-Mart \$77,968
- 8.) I.U.O.E. 49 \$64,091
- 9.) Corp Comm of Mille Lacs Band \$60,998
- 10.) Allete \$59,024*

TOTAL: \$1,305,589 or
6.5% of the County's Levy



Considerations

- Detailed department level reviews
- ARPA
- Added Staff
- Use of Restricted Funds