

ADDITIONS/REVISIONS/CORRECTIONS

Regular Meeting
December 8, 2022

Add to Agenda

- A. Consent Agenda Item 3.1: Timber Auction-Sealed Bid (Storm Damaged)
Consider offering approximately 1,000-1,200 cords of wind-damaged timber by sealed bid. Due December 16, 2022 at 11:00 a.m. at the Land Department Office in Sandstone.
- B. Consent Agenda Item 5.1:
Consider change in status from full-time dispatcher to part-time dispatcher for Joshua Gusk, effective December 8, 2022.



AGENDA REQUEST FORM

Date of Meeting: December 8, 2022

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

Agenda Item: Timber Auction-Sealed Bid (Storm Damaged)

Department: Auditor-Treasurer

Department Head signature

Background information on Item:

Substantial storm damaged timber was recently discovered to an aspen stand in the E 1/2 - SE 1/4 of Section 9 of Munch Township and W 1/2 - SW 1/4 of Section 10 in Munch Township from the May 30th storm this year. It is important for this timber to be harvested as soon as possible to prevent further loss of value.

It is estimated that there are 1,000 -1,200 cords of wind damaged timber (85% aspen/15% misc. hardwoods) to be offered via sealed bid, at a discounted rate of \$8.00/cord on a consumer scale. Typically, the value of this timber would have been appraised at \$30.00/cord. The sale terms will include that the timber harvest must be completed by March 15, 2023.

Action Requested:

Consider offering approximately 1,000 - 1,200 cords of wind damaged timber by sealed bid, due December 16, 2022 11:00 AM at the Land Department Office in Sandstone.

Financial Impact:

The proceeds from the sale will be split 40% county general fund, 40% school, and 20% township after administrative costs and county authorized set asides.



AGENDA REQUEST FORM

Date of Meeting: December 8, 2022



County Board



Consent Agenda



Regular Agenda

5 mins.



10 mins.



15 mins.



Other



Personnel Committee



Other

Agenda Item: Full time to Part time Dispatch Position

Department: Pine County Sheriff's Office

Department Head signature

Background information on Item:

Full-time Dispatcher Josh Gusk has requested the position of Part time Dispatcher. Josh Gusk's effective PT employment date will be December 8th, 2022.

Action Requested:

The Pine County Sheriff's Office/Dispatch Center asks the County Board to approve Josh Gusk to change to the part-time Dispatcher position.

Financial Impact:

This position is budgeted for 2022.



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

Thursday, December 8, 2022, 10:00 a.m.
Board Room, Pine County Courthouse
635 Northridge Drive NW
Pine City, Minnesota

The public is invited to join the meeting in person or remotely: by phone call 1-312-626-6799, (Meeting ID): 989 3723 6982; (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 November 15, 2022 Regular County Board Meeting and Summary for publication
- F) Minutes of Boards, Reports and Correspondence
Pine County Land Surveyor Monthly Report – November 2022
General Canvassing Board Minutes – November 16, 2022
Joint Meeting of Pine County Board of Commissioners and Zoning Board – October 27, 2022
Pine County Zoning Board Minutes – October 27, 2022
- 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. Applications

Consider approval of the following:

A. Tobacco License Application

- i. Cage Hospitality, Inc, New Owner of The Squirrel Cages Bar, Grill & Motel, 8144 County Hwy 61, Willow River (had been approved at the November 1, 2022 board meeting under the previous owner, Acorn Hospitality, Inc.)

B. Tax Court Abatement

- i. Spire Credit Union, Pine City, for taxes payable 2021 and 2022. Agreed upon values to be adjusted as follows:

	2021 Assessed	2022 Assessed
Original	\$566,100	\$584,700
Amended	\$500,000	\$515,000
Difference	(\$66,100)	(\$69,700)

C. Repurchase Application

- i. Consider approval of Resolutions 2022-57 and 2022-58 authorizing Anthony P. Turi and Peggy L. Turi to repurchase parcels PID 09.5196.000 and 09.5197.000 on a 4-year repurchase contract. The properties forfeited for nonpayment of property taxes in 2022 due to waiting to be approved for disability. Authorize Board Chair and County Administrator to sign.

2. Septic Fix-Up Special Assessment

- i. Consider approval of Resolution 2022-56 extending special assessments as follows, and authorize Board Chair and County Administrator to sign:

Tammy Klar and David Nichols, PID. 03.0289.001, \$25,600

Mary Kruse, PID 33.0012.001, \$22,750

Christine and Dale Storebo, PID 07.0252.000, \$17,500

Patricia and Jeffrey Olson, PID 30.0643.000, \$17,700

Gloria and David Waisanen, PID 33.0035.000, \$20,700

Sean Gangl, PID 25.0198.001, \$13,800

Jeff Weisser, PID 16.0013.000, \$19,750

Rita Schumacher, PID 30.0591.002, \$25,000

3. Pine County Commissioner Expense Claim Form

Review and consider approval of Commissioner Waldhalm's October 2022 expense claim form.

4. Project Lifesaver Restricted Accounts

Consider assigning accounts 01-201-000-0000-5763 (Project Lifesaver Donations) and 01-201-000-0000-6863 (Project Lifesaver Expense).

5. Contracts/Agreements

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

A. Pine County Health & Human Services and Therapeutic Services Agency (TSA) 2023 Lead County Agreement

Lead County Agreement with TSA, for the period January 1, 2023 through December 31, 2023. Rates have increased 3% from 2022.

B. Pine County Health & Human Services and Kanabec County Family Services Contract

Contract for psychiatric medication management services to children and adults living with mental illness in the community. Contract term is January 1, 2023 through December 31, 2023. Rate is \$130.56 per hour, a 1.5% increase from 2022.

6. Training

- A. Consider approval for Public Health Supervisor Jessica Fehlen and Community Health Services Administrator Samantha Lo to attend the Workhuman Annual Conference, April 17-20, 2023, in San Diego, California. Cost per person: Registration \$895,

Flight \$250, Hotel \$500, Meals \$136. Total cost per person: \$1,781. Funds are available in the 2023 Public Health budget; an additional grant is also available to partially cover the cost.

- B. Consider ratification of Probation Senior Agent Michelle Sellner to attend the Foundation Skills for Trainers, December 5-8, 2022, in St. Cloud. Hotel \$365, Meals \$93. Total cost \$458. Funds are available in the 2022 Probation budget.
- C. Consider approval of Corrections Agent Shawnesy Smith to attend Motivational Interviewing I & II, January 23-24, 2023 at Camp Ripley. Registration \$0, Lodging \$34, Meals \$33.25. Total cost \$67.25. Funds are available in the 2023 Probation budget.
- D. Consider approval of County Engineer Mark LeBrun and Assistant County Engineer Aaron Gunderson to attend the MN County Engineers Annual Conference, January 17-20, 2023, in Brainerd, Minnesota. Lodging, meals and registration: total cost \$1,410. Funds are available in the 2023 Highway budget.

REGULAR

1. **Central Minnesota Jobs and Training Services, Inc. (CMJTS)**

Annual update by Executive Director for the Central Minnesota Jobs and Training Service Barbara Chaffee and staff. CMJTS is a partner in the Minnesota WorkForce Center System, serving 11 counties in Central Minnesota, including Pine County. Commissioner Hallan is the board's representative to CMJTS.

2. **Naming of Lake Petition**

Consider ordering a public hearing on January 17, 2023 at 10:00 a.m. or as soon as practical thereafter at the North Pine Government Center, and authorize the County Auditor-Treasurer to publish the notice of hearing in the newspaper for at least three weeks, serve a copy on the commissioner of natural resources, and serve the chair of the town board.

3. **Help America Vote Act (HAVA) Grant Agreement Signature**

Consider authorizing Board Chair and County Administrator to sign the Help America Vote Act Grant agreement and authorize County Auditor-Treasurer Kelly Schroeder to purchase two additional DS200 tabulators to be used in precincts during the 2024 election cycle. Total cost of the two additional tabulators is \$11,520. After applying this grant, election fund balance would pay the remaining \$7,233.06.

4. **Housing and Redevelopment Authority-Economic Development Authority (HRA-EDA) Commissioner Vacancy**

Declare vacancy in the HRA-EDA District 4 seat and consider appointment of Rick Lewis to fill the remaining term, until October 4, 2027, of the District 4 seat. This appointment follows the appointment process set forth in Resolution 2020-68.

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

Consider appointment of Mary Burmeister to the East Central Regional Library board, effective January 1, 2023 – December 31, 2025.

6. **Commissioner Updates**

Greater Minnesota Parks & Trails meeting
Arrowhead Counties Association

Broadband Boot Camp
 Extension Committee
 Lakes & Pines Community Action Council
 Technology Committee: Cancelled
 Legislative meeting w/Senator Rarick/Representative Nelson/Representative-Elect Dotseth
 Pine County Housing & Redevelopment Authority/Economic Development Authority
 (HRA/EDA)
 Snake River Watershed Management Board
 NLX
 Meeting with Iron Pine Solar
 AMC Annual Conference
 Other

7. **Other**

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

- a. Soil & Water Conservation District, Wednesday, December 7, 2022, 3:00 p.m., 1610 Hwy. 23 No., Sandstone, Minnesota (**rescheduled from December 14th**)
- b. Holiday Tree Event, Thursday, December 8, 2022, 9:00 a.m.; a quorum of commissioners may attend.
- c. Pine County Board of Commissioners, Thursday, December 8, 2022, 10:00 a.m., Board Room, Courthouse, 635 Northridge Drive NW, Pine City, Minnesota
- d. Law Library, Thursday, December 8, 2022, 12:00 p.m.
- e. Truth in Taxation, Thursday, December 8, 2022, 6:00 p.m., Board Room, Courthouse, 635 Northridge Drive NW, Pine City, Minnesota
- f. Central Minnesota Jobs and Training Services, Friday, December 9, 2022, 12:15 p.m., 406 East 7th Street, Monticello, Minnesota
- g. East Central Solid Waste Commission, Monday, December 12, 2022, 9:00 a.m., 1756 180th Avenue, Mora, Minnesota
- h. Personnel Committee, Monday, December 12, 2022, 9:00 a.m.
- i. East Central Regional Library Board of Trustees, Monday, December 12, 2022, 9:30 a.m., 111 Dellwood St. No., Cambridge, Minnesota
- j. Facility Committee, Monday, December 12, 2022, 10:00 a.m., Board Room, Courthouse, Pine City, Minnesota
- k. Special Meeting-Committee of the Whole, Tuesday, December 13, 2022, 9:00 a.m., Board Room, Courthouse, 635 Northridge Drive NW, Pine City, Minnesota
- l. East Central Regional Development Commission, Monday, December 19, 2022, 7:00 p.m., 100 Park Street So., Mora, Minnesota
- m. Pine County Board of Commissioners, Tuesday, December 20, 2022, 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota

9. **Adjourn**

**MINUTES
OF THE
PINE COUNTY BOARD MEETING
Regular Meeting
Tuesday, November 15, 2022 - 10:00 a.m.
North Pine Government Center
1602 Hwy. 23 North
Sandstone, Minnesota**

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

Present were Commissioners Josh Mohr, Terry Lovgren, J.J. Waldhalm and Matt Ludwig. County Administrator David Minke and County Attorney Reese Frederickson were present.

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. Gussie Croup commented on the election process and notification/access to county board meetings.

Chair Hallan requested the following revisions to the agenda:

Addition

1. Consent Agenda Item #3.1/Commissioner Claim Forms
Consider Commissioners' Expense Claim Forms

Revision

1. Move Consent Agenda Item #6C/New Hire of HHS Eligibility Worker to Regular Agenda Item 2.1

Motion by Commissioner Ludwig to adopt the amended agenda. Second by Commissioner Lovgren. Motion carried 5-0.

Motion by Commissioner Lovgren to approve the Minutes of November 1, 2022 County Board Meeting and Summary for publication, Minutes of Housing Redevelopment Authority/Economic Development Authority (HRA/EDA) and County Board Joint Meeting – October 26, 2022, and Minutes of Zoning Board/County Board Joint Meeting - October 27, 2022. Second by Commissioner Mohr. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence

Pine Co. Zoning Board Minutes – September 22, 2022

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

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

Commissioners thanked the election staff for their work on the 2022 elections.

CONSENT AGENDA

1. **Approve October 2022 Cash Balance**

Fund	October 31, 2021	October 31, 2022	Increase/Decrease
General Fund	4,583,590	4,345,728	(237,862)
Health and Human Services Fund	1,986,090	2,127,148	141,058
Road and Bridge Fund	1,358,884	2,846,247	1,487,363
COVID Relief	2,599,681	4,465,819	1,866,137
Land Management Fund	2,266,687	2,749,117	482,429
Self Insurance	573,935	44,593	(529,341)
TOTAL (inc non-major funds)	25,781,491	32,192,125	6,410,635

2. **October 2022 Disbursements/Claims Over \$2,000**

The following vendors with claims of \$2,000 or more, and 500 claims under \$2,000 or not needing approval totaling \$2,631,092.45 were paid during the period of October 1-October 31, 2022: ACCURATE CONTROLS INC, 8,117.60; Advanced Correctional Healthcare, Inc, 61,616.35; AMAZON CAPITAL SERVICES, 2,961.73; Aml Cleaning Service, Inc, 4,000.00; Anoka Co Juv Ctr-Shelter & Dia, 8,120.00; Askov Deep Rock, 12,959.86; Aspen Mills, 4,422.64; BLUE CROSS & BLUE SHIELD OF MINNESOTA, 5,040.50; BOARMAN KROOS VOGEL GROUP INC, 7,700.00; BUREAU OF CRIMINAL APPREHENSION, 3,480.00; Bureau Of Criminal Apprehension, 1,020.00; C & T CONTRACTING, 6,060.00; Cavallin Inc, 3,093.57; Central Mn Jobs & Training Services, 33,825.84; CIT, 5,000.00; CITY OF WILLOW RIVER, 15,000.00; CLOQUET RIVERSIDE RECYCLING, INC, 6,956.20; CONTECH ENGINEERED SOLUTIONS LLC, 22,918.71; DEPARTMENT OF CORRECTIONS, 2,526.50; Dhs Maps Ccdtf, 4,631.19; DHS State Operated Services, 14,451.75; DOOLEYS PETROLEUM INC, 55,303.36; East Central Energy Of Braham, 21,406.64; East Central Reg Juvenile Center, 8,678.18; East Central Solid Waste Comm, 3,483.75; Ehlers & Associates, Inc, 2,500.00; Emergency Automotive Technologies, Inc, 3,750.00; EMERGENCY SERVICES MARKETING CORP INC, 6,205.00; ERICKSON ENGINEERING CO LLC, 2,970.00; ESSENTIA HEALTH, 2,594.50; EVERBRIDGE INC, 10,910.49; Family Pathways - North Branch, 4,255.00; GUARDIAN, 9,179.02; Heartland Girls Ranch, 8,493.52; HOUSTON ENGINEERING INC, 5,313.50; Knife River Corp, 4,492,331.47; KRONOS SAASHR INC, 2,652.92; L&O INVESTMENTS LLC, 23,226.87; Lakes & Pines Comm Act Council, 141,534.36; LHB INC, 13,357.82; Lighthouse Child & Family Services, LLC, 6,513.68; MADISON NATIONAL LIFE INS CO INC, 4,167.73; MARK HAUG CONSTRUCTION INC, 16,887.20; Martin-Mcallister, Inc, 2,200.00; MCCOY CONSTRUCTION & FORESTRY INC, 2,230.81; MEDICAREBLUE RX, 5,975.50; MEDSURETY, LLC, 7,842.48; MESHAKWAD COMMUNITY CENTER, 4,700.00; Mille Lacs Band Family Services, 11,266.01; Minnesota Hoarding, 5,470.00; MINNESOTA POWER, 4,616.54; MN COUNTIES COMPUTER COOP, 14,890.95; Mn Depart Of Transportation, 11,294.69; Mn Life Insurance Company, 4,037.20; MONARCH PAVING, 6,264.38; North Homes Inc, 11,248.20; NORTHCOUNTRY CHEVROLET BUICK GMC, 37,331.40; NORTHSTAR MEDIA INC, 5,944.11; Nuss Truck Group Inc, 18,189.27; OFFICE OF MN.IT SERVICES, 5,124.08; OWENS COMPANIES INC, 6,500.00; Phase Inc (Pc Dac) Dac, 2,024.92; PHOENIX SUPPLY, 3,110.25; PREMIER OUTDOOR SERVICES OF

MINNESOTA, 2,745.00; PRIMARY PRODUCTS COMPANY, 3,741.04; Purchase Power, 4,035.00; Rabe Excavating, LLC, 17,700.00; Reliance Systems, 2,000.00; Roberts Excavating, 17,500.00; Ron's Roll-Off Service, 2,600.00; Rydberg & Sons, Inc., 9,882.90; S & R REINFORCING INC, 253,047.54; SANDBERG CONSTRUCTION INC, 38,000.00; Sanofi Pasteur Inc, 3,693.71; SEACHANGE PRINT INNOVATIONS, 16,793.66; SGI, 15,075.00; Slims Texaco Service, 4,206.54; Solid Oak Financial Services, LLC, 4,050.00; Streicher's Inc, 3,648.00; SUMMIT FOOD SERVICE MANAGEMENT LLC, 31,188.46; TEAMSTERS JOINT COUNCIL 32, 55,620.00; TENVORDE FORD, 34,513.38; Therapeutic Serv Ag Too Inc, 3,903.76; THRIFTY WHITE PHARMACY, 4,025.61; Uline, 10,015.47; UNITEDHEALTH GROUP, 314,799.89; Verizon Wireless, 10,369.01; Village Ranch Residential Facility, 5,869.80; Ziegler Inc., 10,893.14.

3. **Applications**

A. **Tobacco Applications**

- i. Acknowledge issuance of a tobacco license to WBE of Sandstone DBA Woody's Bar and Off Sale (previously issued to Rich's Bar, which was recently sold to WBE of Sandstone). Authorize Board Chair and County Auditor to sign.

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

Approve Commissioners' Expense Claim Forms.

4. **Donation**

- A. Accept a \$500 donation from the Pine County Township Officers Association designated to the Pine County Sheriff's Office K-9 fund.

5. **Contracts/Agreements**

- A. Approve the renewal of a Memorandum of Understanding (MOU) between the Pine County Sheriff's Office and the State of Minnesota by and through its Board of Trustees of the Minnesota State Colleges and Universities on behalf of Pine Technical and Community College relating to the investigation of crimes. The agreement expires December 31, 2024. Authorize Board Chair and County Administrator to sign.

6. **New Hire / Promotion / Transfer**

- A. Approve the internal transfer of social worker Heidi Burton to a MN Choices Assessor, effective November 28, 2022. No change in grade or pay.
- B. Approve the promotion of Highway Maintenance Worker Tom Lindstrom to Mechanic, Grade 7, Step 1, \$21.73 per hour, effective November 16, 2022.
- C. Eligibility Worker New Hire -- Moved to Regular Agenda Item 2.1

7. **Training**

- A. Approve Probation Director Terry Fawcett to attend the American Probation and Parole Association Winter Regional Institute, February 5-7, 2023, in Omaha, Nebraska. Registration: \$310, 3-nights Lodging: \$460. Total cost: \$770.

REGULAR AGENDA

1. **Public Hearing: 2022 Fee Update (at 10:00 a.m. or as soon thereafter as practicable)**

County Auditor-Treasurer Kelly Schroeder provided an overview of requested new and amended county fees. The board discussed how the fee amounts were determined and how they related to the cost of providing the service. The following fees were considered:

Department	Fee	Original Fee	Proposed Fee
Auditor-Treasurer	Certificate of Tax Forfeiture	\$0.00	\$50.00
Auditor-Treasurer	Data Research	\$0.00	\$50.00/hour
Auditor-Treasurer	Gambling License	\$10.00	\$20.00
Auditor-Treasurer	Liquor License Additional Fee (if apply within 30 days of expiration)	\$100.00	\$200.00
Auditor-Treasurer	3.2 and Temporary Liquor License Fees	\$50.00	\$100.00
Auditor-Treasurer	Tobacco License Fees	\$85.00	\$100.00
Health & Human Services	Child Care Applications	\$50.00	\$0.00
Health & Human Services	Child Care Renewal	\$100.00	Waive Fee through 4/30/2024
Sheriff	E911 Address Request	\$0.00	\$20.00
Sheriff	Gun Permits for Military/Veterans	\$100.00	\$10.00 (\$10 is the amount paid to the state of Minnesota)
Sheriff	Gun Permits Renewal for Military/Veterans	\$75-\$85	\$10.00
Solid Waste	Tires		
	• Small (motorcycle, ATV, Bicycle, Etc)	\$1.00	\$2.00
	• Passenger Car	\$2.00	\$3.50
	• Light Trucks/SUV	\$5.00	\$4.75
	• Skid Steer/Bobcat	N/A	\$8.50
Solid Waste	• Semi	N/A	\$14.00
	Waste Facility License	\$200.00	Affirm \$200 fee recently established
Zoning	Appeal of Zoning Decision	\$0.00	\$600.00

Chair Hallan opened the public hearing at 10:49 a.m. and called for public comment. Gussie Croup expressed opposition to increasing fees for current county-provided services and felt the proposed Appeal of Zoning Decision fee of \$600 was too high and would deter citizens from filing an appeal. Croup stated support for a reduction in gun permit fees for veterans and in establishing a fee for data research by companies (not individual landowners). There being no additional public comment, Chair Hallan closed the public hearing at 10:55 a.m. The board had further discussion regarding zoning fees and procedures if requested action not initially approved.

Motion by Commissioner Lovgren to set the Certificate of Tax Forfeiture fee at \$50, effective January 1, 2023. Second by Commissioner Ludwig. Motion carried 5-0.

Motion by Commissioner Mohr to set the Data Research fee at \$50 per hour, effective January 1, 2023. Second by Commissioner Lovgren. Motion carried 5-0.

Motion by Commissioner Lovgren to set the Gambling License fee at \$20, effective January 1, 2023. Second by Commissioner Mohr. Motion carried 5-0.

Motion by Commissioner Lovgren to set the Liquor License Additional Fee at \$200, effective January 1, 2023. Second by Commissioner Mohr. Motion carried 5-0.

Motion by Commissioner Mohr to set the 3.2 and Temporary Liquor License fee at \$100, effective January 1, 2023. Second by Commissioner Lovgren. Motion carried 5-0.

Motion by Commissioner Ludwig to set the Tobacco License fee at \$100, effective January 1, 2023. Second by Commissioner Waldhalm. Motion carried 5-0.

Motion by Commissioner Ludwig to reduce the Child Care Application fee and set it at \$0, effective January 1, 2023. Second by Commissioner Mohr. Motion carried 5-0.

Motion by Commissioner Ludwig to waive the Child Care Renewal fee through April 30, 2024, effective January 1, 2023. Second by Commissioner Mohr. Motion carried 5-0.

Motion by Commissioner Waldhalm to not establish a fee for the E911 Address. Second by Commissioner Ludwig. Motion carried 5-0.

Motion by Commissioner Waldhalm to set the Gun Permit fee for Military/Veterans at \$0. Motion died for a lack of a second.

Motion by Commissioner Lovgren to set the Gun Permit fee for Military/Veterans at \$10, effective January 1, 2023. Second by Commissioner Waldhalm. Motion carried 5-0.

Motion by Commissioner Lovgren to set the Gun Permit Renewal fee for Military/Veterans at \$10, effective January 1, 2023. Second by Commissioner Waldhalm. Motion carried 5-0.

Motion by Commissioner Ludwig to set the fee for tire disposal, effective January 1, 2023, as follows: Small (motorcycle, ATV, Bicycle, Etc) - \$2 each; Passenger Car - \$3.50 each; Light Trucks/SUV - \$4.75 each; Skid Steer/Bobcat - \$8.50 each; Semi - \$14 each. Second by Commissioner Lovgren. Motion carried 5-0.

Motion by Commissioner Lovgren to affirm the Waste Facility License fee of \$200. Second by Commissioner Mohr. Motion carried 5-0.

Motion by Commissioner Lovgren to establish a fee for Appeal of Zoning Decision in the amount of \$200, effective January 1, 2023. Second by Commissioner Ludwig. Motion carried 5-0.

2. **Personnel Committee Report**

Commissioner Ludwig provided an overview of the November 7, 2022 Personnel Committee meeting. The Personnel Committee made the following recommendation:

A. Health & Human Services

- i. Acknowledge the resignation of Eligibility Worker Angie Palmer, effective October 21, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
- ii. Acknowledge the retirement of Social Worker Mary Buck Swegle, effective January 6, 2023, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
- iii. Acknowledge the resignation of Social Worker Jenna Furlong, effective November 18, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

B. Pine County Sheriff's Department - Corrections

- i. Acknowledge the resignation of Corrections Officer Alex White, effective November 18, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

Motion by Commissioner Ludwig to approve the recommendations of the Personnel Committee for Health & Human Services A.i.-A.iii, and Sheriff's Department Corrections B.i., together with the hiring Jayla Schleret as an Eligibility Worker, effective November 16, 2022,

Grade 6, Step 1, \$20.49 per hour/position backfill approved at 2.A.i. above. Second by Commissioner Mohr. Motion carried 5-0.

2.1 **Hiring of Health & Human Services Eligibility Worker**

Item approved at Regular Agenda Item 2/Personnel Committee Report above.

3. **2023 Budget Update**

County Auditor-Treasurer Kelly Schroeder provided a 2023 budget update, reviewing that the preliminary levy was adopted September 20, 2022 in the amount of \$21,272,255. Schroeder reviewed the changes since the preliminary levy was set. Further discussion/direction will take place at the December 13, 2022 Special Meeting-Committee of the Whole. The final budget and levy will be set at the December 20, 2022 county board meeting.

4. **2022 Election Update**

County Auditor-Treasurer Kelly Schroeder updated the board on the November 8 election.

5. **Commissioner Updates**

Soil & Water Conservation District: Commissioner Waldhalm stated Laura Nelson has been hired as forester, however the ag technician position remains vacant.

Central MN Council on Aging: Chair Hallan stated this was a joint meeting with the Advisory Committee. There is a high demand for programs with less funding available.

Broadband Boot Camp: Commissioner Lovgren stated the importance of involvement with Minnesota Broadband organization and the funding that is available. The county should sign up with ACT for mapping, and Starlink is appealing its denial of RDOF funds.

East Central Solid Waste Commission: Chair Hallan stated the 2023 proposed budget was reviewed and submission of a new permit for expansion was discussed.

East Central Regional Library Board of Trustees: Commissioner Lovgren stated they are reviewing and updating policies.

Chemical Health Coalition: Commissioner Lovgren stated are three new members to the coalition. Baskets with chemical health information will be put together and available for first responders and deputies to distribute to families in need of chemical health referrals.

Vape wands were provided to East Central and Pine City schools. Meeting dates are being changed to the second Thursday of the month. Commissioner Lovgren stated there was a lot of discussion on the importance of having a location, sometimes available in jails in some facilities, where individuals can voluntarily go for a safe place to detoxify.

Other

A. Commissioner Lovgren stated Pine County received a 2-year \$275,000 grant from the Sauer Family Foundation to support the development of Family Resource Centers.

6. **Other**

A. Commissioner Mohr was contacted by Mission Creek Township regarding the small cemetery located south of the Hinckley Transfer Station (PID 180059002). The township has been providing maintenance for this cemetery and is inquiring if another entity is available to take over the maintenance.

7. **Upcoming Meetings**

Upcoming meetings were reviewed.

8. **Adjourn**

With no further business, Chair Hallan adjourned the meeting at 12:16 p.m. The next regular meeting of the county board is scheduled for Thursday, December 8, 2022 at 10:00 a.m., Pine County Courthouse, Board Room, 635 Northridge Drive NW, Pine City, 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, November 15, 2022 - 10:00 a.m.
North Pine Government Center
1602 Hwy. 23 North
Sandstone, Minnesota**

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

Present were Commissioners Josh Mohr, Terry Lovgren, J.J. Waldhalm and Matt Ludwig. County Administrator David Minke and County Attorney Reese Frederickson were present.

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. Gussie Croup commented on the election process and notification/access to county board meetings.

Motion by Commissioner Ludwig to adopt the amended agenda. Second by Commissioner Lovgren. Motion carried 5-0.

Motion by Commissioner Lovgren to approve the Minutes of November 1, 2022 County Board Meeting and Summary for publication, Minutes of Housing Redevelopment Authority/Economic Development Authority (HRA/EDA) and County Board Joint Meeting – October 26, 2022, and Minutes of Zoning Board/County Board Joint Meeting - October 27, 2022. Second by Commissioner Mohr. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence

Pine Co. Zoning Board Minutes – September 22, 2022

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

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

Fund	October 31, 2021	October 31, 2022	Increase/Decrease
General Fund	4,583,590	4,345,728	(237,862)
Health and Human Services Fund	1,986,090	2,127,148	141,058
Road and Bridge Fund	1,358,884	2,846,247	1,487,363
COVID Relief	2,599,681	4,465,819	1,866,137

Land Management Fund	2,266,687	2,749,117	482,429
Self Insurance	573,935	44,593	(529,341)
TOTAL (inc non-major funds)	25,781,491	32,192,125	6,410,635

The following vendors with claims of \$2,000 or more, and 500 claims under \$2,000 or not needing approval totaling \$2,631,092.45 were paid during the period of October 1-October 31, 2022: ACCURATE CONTROLS INC, 8,117.60; Advanced Correctional Healthcare, Inc, 61,616.35; AMAZON CAPITAL SERVICES, 2,961.73; Aml Cleaning Service, Inc, 4,000.00; Anoka Co Juv Ctr-Shelter & Dia, 8,120.00; Askov Deep Rock, 12,959.86; Aspen Mills, 4,422.64; BLUE CROSS & BLUE SHIELD OF MINNESOTA, 5,040.50; BOARMAN KROOS VOGEL GROUP INC, 7,700.00; BUREAU OF CRIMINAL APPREHENSION, 3,480.00; Bureau Of Criminal Apprehension, 1,020.00; C & T CONTRACTING, 6,060.00; Cavallin Inc, 3,093.57; Central Mn Jobs & Training Services, 33,825.84; CIT, 5,000.00; CITY OF WILLOW RIVER, 15,000.00; CLOQUET RIVERSIDE RECYCLING, INC, 6,956.20; CONTECH ENGINEERED SOLUTIONS LLC, 22,918.71; DEPARTMENT OF CORRECTIONS, 2,526.50; Dhs Maps Ccdtf, 4,631.19; DHS State Operated Services, 14,451.75; DOOLEYS PETROLEUM INC, 55,303.36; East Central Energy Of Braham, 21,406.64; East Central Reg Juvenile Center, 8,678.18; East Central Solid Waste Comm, 3,483.75; Ehlers & Associates, Inc, 2,500.00; Emergency Automotive Technologies, Inc, 3,750.00; EMERGENCY SERVICES MARKETING CORP INC, 6,205.00; ERICKSON ENGINEERING CO LLC, 2,970.00; ESSENTIA HEALTH, 2,594.50; EVERBRIDGE INC, 10,910.49; Family Pathways - North Branch, 4,255.00; GUARDIAN, 9,179.02; Heartland Girls Ranch, 8,493.52; HOUSTON ENGINEERING INC, 5,313.50; Knife River Corp, 4,492,331.47; KRONOS SAASHR INC, 2,652.92; L&O INVESTMENTS LLC, 23,226.87; Lakes & Pines Comm Act Council, 141,534.36; LHB INC, 13,357.82; Lighthouse Child & Family Services, LLC, 6,513.68; MADISON NATIONAL LIFE INS CO INC, 4,167.73; MARK HAUG CONSTRUCTION INC, 16,887.20; Martin-Mcallister, Inc, 2,200.00; MCCOY CONSTRUCTION & FORESTRY INC, 2,230.81; MEDICAREBLUE RX, 5,975.50; MEDSURETY, LLC, 7,842.48; MESHAKWAD COMMUNITY CENTER, 4,700.00; Mille Lacs Band Family Services, 11,266.01; Minnesota Hoarding, 5,470.00; MINNESOTA POWER, 4,616.54; MN COUNTIES COMPUTER COOP, 14,890.95; Mn Depart Of Transportation, 11,294.69; Mn Life Insurance Company, 4,037.20; MONARCH PAVING, 6,264.38; North Homes Inc, 11,248.20; NORTHCOUNTRY CHEVROLET BUICK GMC, 37,331.40; NORTHSTAR MEDIA INC, 5,944.11; Nuss Truck Group Inc, 18,189.27; OFFICE OF MN.IT SERVICES, 5,124.08; OWENS COMPANIES INC, 6,500.00; Phase Inc (Pc Dac) Dac, 2,024.92; PHOENIX SUPPLY, 3,110.25; PREMIER OUTDOOR SERVICES OF MINNESOTA, 2,745.00; PRIMARY PRODUCTS COMPANY, 3,741.04; Purchase Power, 4,035.00; Rabe Excavating, LLC, 17,700.00; Reliance Systems, 2,000.00; Roberts Excavating, 17,500.00; Ron's Roll-Off Service, 2,600.00; Rydberg & Sons, Inc., 9,882.90; S & R REINFORCING INC, 253,047.54; SANDBERG CONSTRUCTION INC, 38,000.00; Sanofi Pasteur Inc, 3,693.71; SEACHANGE PRINT INNOVATIONS, 16,793.66; SGI, 15,075.00; Slims Texaco Service, 4,206.54; Solid Oak Financial Services, LLC, 4,050.00; Streicher's Inc, 3,648.00; SUMMIT FOOD SERVICE MANAGEMENT LLC, 31,188.46; TEAMSTERS JOINT COUNCIL 32, 55,620.00; TENVORDE FORD, 34,513.38; Therapeutic Serv Ag Too Inc, 3,903.76; THRIFTY WHITE PHARMACY, 4,025.61; Uline, 10,015.47; UNITEDHEALTH GROUP, 314,799.89; Verizon Wireless, 10,369.01; Village Ranch Residential Facility, 5,869.80; Ziegler Inc., 10,893.14.

Acknowledge issuance of a tobacco license to WBE of Sandstone DBA Woody's Bar and Off Sale (previously issued to Rich's Bar, which was recently sold to WBE of Sandstone).

Approve Commissioners' Expense Claim Forms.

Accept a \$500 donation from the Pine County Township Officers Association designated to the Pine County Sheriff's Office K-9 fund.

Approve the renewal of a Memorandum of Understanding between the Pine County Sheriff's Office and the Board of Trustees of the Minnesota State Colleges and Universities on behalf of Pine Technical and Community College for the investigation of crimes.

Approve the internal transfer of social worker Heidi Burton to a MN Choices Assessor, effective November 28, 2022. No change in grade or pay.

Approve the promotion of Highway Maintenance Worker Tom Lindstrom to Mechanic, Grade 7, Step 1, \$21.73 per hour, effective November 16, 2022.

Approve Probation Director Terry Fawcett to attend the American Probation and Parole Association Winter Regional Institute. Cost: \$770.

Public Hearing: 2022 Fee Update

County Auditor-Treasurer Kelly Schroeder provided an overview of requested new and amended county fees to be effective January 1, 2023. The board discussed how the fee amounts were determined and how they related to the cost of providing the service.

Chair Hallan opened the public hearing at 10:49 a.m. and called for public comment. Gussie Croup expressed opposition to increasing fees for current county-provided services and the proposed Appeal of Zoning Decision fee of \$600. Croup supported reducing gun permit fees for veterans and establishing a fee for data research by companies. There being no additional public comment, Chair Hallan closed the public hearing at 10:55 a.m.

Fee	Original Fee	Proposed Fee	Approved Fee	Action
Certificate of Tax Forfeiture	\$0.00	\$50.00	\$50.00	Motion by Lovgren Second by Ludwig Motion carried 5-0
Data Research	\$0.00	\$50.00/hour	\$50.00/hour	Motion by Mohr Second by Lovgren Motion carried 5-0
Gambling License	\$10.00	\$20.00	\$20.00	Motion by Lovgren Second by Mohr Motion carried 5-0
Liquor License Additional Fee (if applying within 30 days of expiration)	\$100.00	\$200.00	\$200.00	Motion by Lovgren Second by Mohr Motion carried 5-0
3.2 and Temporary Liquor License Fees	\$50.00	\$100.00	\$100.00	Motion by Mohr Second by Lovgren Motion carried 5-0

Tobacco License Fees	\$85.00	\$100.00	\$100.00	Motion by Ludwig Second by Waldhalm Motion carried 5-0
Child Care Applications	\$50.00	\$0.00	\$0.00	Motion by Ludwig Second by Mohr Motion carried 5-0
Child Care Renewal	\$100.00	Waive Fee through 4/30/2024	Waive Fee through 4/30/2024	Motion by Ludwig Second by Mohr Motion carried 5-0
E911 Address Request	\$0.00	\$20.00	Not establish fee and remain at no cost	Motion by Waldhalm Second by Ludwig Motion carried 5-0
Gun Permits for Military/Veterans	\$100.00	\$10.00	\$10.00	Motion by Lovgren Second by Waldhalm Motion carried 5-0
Gun Permits Renewal for Military/Veterans	\$75-\$85	\$10.00	\$10.00	Motion by Lovgren Second by Waldhalm Motion carried 5-0
Tires <ul style="list-style-type: none"> • Small (motorcycle, ATV, Bicycle, Etc) 	\$1.00	\$2.00	\$2.00	Motion by Ludwig Second by Lovgren Motion carried 5-0
<ul style="list-style-type: none"> • Passenger Car 	\$2.00	\$3.50	\$3.50	
<ul style="list-style-type: none"> • Light Truck/SUV 	\$5.00	\$4.75	\$4.75	
<ul style="list-style-type: none"> • SkidSteer/Bobcat 	N/A	\$8.50	\$8.50	
<ul style="list-style-type: none"> • Semi 	N/A	\$14.00	\$14.00	
Waste Facility License	\$200.00	Affirm \$200 fee recently established	\$200.00	Motion by Lovgren Second by Mohr Motion carried 5-0
Appeal of Zoning Decision	\$0.00	\$600.00	\$200.00	Motion by Lovgren Second by Ludwig Motion carried 5-0

Personnel Committee Report

Commissioner Ludwig provided an overview of the November 7, 2022 Personnel Committee meeting. The Personnel Committee made the following recommendation:

A. Health & Human Services

- i. Acknowledge the resignation of Eligibility Worker Angie Palmer, effective October 21, 2022, and approve backfill of the position.
- ii. Acknowledge the retirement of Social Worker Mary Buck Swegle, effective January 6, 2023, and approve backfill of the position.

- iii. Acknowledge the resignation of Social Worker Jenna Furlong, effective November 18, 2022, and approve backfill of the position.
- B. Pine County Sheriff's Department - Corrections
 - i. Acknowledge the resignation of Corrections Officer Alex White, effective November 18, 2022, and approve backfill of the position.

Motion by Commissioner Ludwig to approve the recommendations of the Personnel Committee for Health & Human Services A.i.-A.iii, and Sheriff's Department Corrections B.i., and to hire Jayla Schleret as an Eligibility Worker, effective November 16, 2022, Grade 6, Step 1, \$20.49 per hour/position backfill approved at 2.A.i. above. Second by Commissioner Mohr. Motion carried 5-0.

With no further business, Chair Hallan adjourned the meeting at 12:16 p.m. The next regular meeting of the county board is scheduled for Thursday, December 8, 2022 at 10:00 a.m., Pine County Courthouse, Board Room, 635 Northridge Drive NW, Pine City, 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.



PINE COUNTY PUBLIC WORKS

HIGHWAY DEPARTMENT

405 Airport Road NE
Pine City, MN 55063

Telephone 320-216-4200

Fax: 320-629-6736

1-800-450-7463 Ext. 4200

Mark A. LeBrun, P.E.
County Engineer

Pine County Land Surveyor Monthly Report

Page 1 of 2 Pages

November 2022

T40N R20W Sections 4, 5, 9, 16 and 21, research records, calculated search areas, set GPS control, search for, locate, set, tie out and GPS PLSS corners. Update records.

CR 143, T42N R21W Section 6, search for, locate, set and GPS, private corners. Update records.

CSAH 67, T39N R21W Sections 2 and 11, search for, locate, set and GPS, private corners, ROW corners and PLSS corners. Update records.

CSAH 55, T39N R21W Section 10, search for, locate, set and GPS, private corners and PLSS corners. Update records.

CR 129, T40N R20W Section 6, research records, calculated search areas, set GPS control, search for, locate, set, tie out and GPS PLSS corners. Update records.

Draft and file PLSS corner certificates generated by the Pine County Surveyor Office.

Draft and file Certificates of Survey generated by the Pine County Surveyor Office.

Provide HARN coordinate data for GIS to County Recorder as needed.

November 2022

Draft and review legal descriptions for County Right of Way Dept. and County Land Dept. as needed.

Review Plats and Minor Subdivisions for County Zoning Dept. as needed.

Review and file PLSS corner certificates provided by private surveyors as needed.

Review, edit and file PLSS corner certificates created by County Surveyor as needed.

Review, edit and file Certificates of Survey created by County Surveyor as needed.

A handwritten signature in black ink, appearing to read 'R.T. Mathews', with a long horizontal flourish extending to the right.

Robin T. Mathews, Pine County Surveyor



PINE COUNTY AUDITOR-TREASURER

PINE COUNTY COURTHOUSE

635 Northridge Dr NW * Suite 240 * PINE CITY, MN 55063

Main Line
Melissa Berg
Cassandra Johnson
Janice Johnston

320-591-1670
320-591-1669
320-591-1624
320-591-1660

Alison Hughes
Pam Lawrence
Kathy Reiser
Kelly M. Schroeder
Fax

320-591-1666
320-591-1667
320-591-1664
320-591-1668
320-591-1671

2022 General Election Canvassing Board Minutes

Members Present:

Terry Lovgren, County Commissioner
JJ Waldhalm, County Commissioner
Kelly Schroeder, County Auditor-Treasurer
Billi Larson, designee for Carl Pederson – City of Pine City Mayor
Amy Willert, Court Administrator

Others Present:

Dean Carroll, Election Judge

The Canvassing Board convened at 9:00 a.m. on November 16, 2022 in the County Board Room at the Pine County Courthouse to review the results of November 8, 2022 General Election.

The oath of office was given.

No changes to the vote totals were required as all vote totals were accurate.

The drawing of precincts for the post-election review was conducted. JJ Waldhalm pulled Bremen Township. Amy Willert pulled Hinckley Township.

Adjourned at 1:32 p.m.

Respectfully submitted,

Kelly M. Schroeder
Pine County Auditor-Treasurer



**JOINT MEETING OF THE PINE COUNTY
BOARD OF COMMISSIONERS AND ZONING BOARD**
Thursday October 27, 2022
4:00 p.m. Doug Carlson Room, North Pine Gov. Center
1602 Highway 23 North, Sandstone, MN 55072

Pine County Commissioners present: Steve Hallan, Josh Mohr, Terry Lovgren, Matt Ludwig, JJ Waldhalm

Zoning Board Members present: Les Orvis, Dirk Nelson, Ryan Clark, Skip Thomson, Patrick Schifferdecker, and Susan Grill.

Zoning Board Members absent: Nancy Rys

The meeting was called to order by Chair Hallan at 4:00 p.m.

Land and Resources Manager Caleb Anderson reviewed current cases that have gone to the Zoning Board and presented information on emerging issues including short term rentals, solar farms, and junk storage.

Adjourn With no further business, the meeting was adjourned at 5:30 p.m.

Patrick Schifferdecker
Zoning Board Secretary

Skip Thomson
Zoning Board Chair



MINUTES
PINE COUNTY ZONING BOARD
October 27, 2022, 6:00 p.m.
North Pine Government Center
1602 Hwy 23 N Sandstone, MN

Members Present: Dirk Nelson, Patrick Schifferdecker, Susan Grill, Ryan Clark, Les Orvis, Skip Thomson, Matt Ludwig (ex-officio)

Members Absent: Nancy Rys

Staff Present: Caleb Anderson, Land & Resources Manager, Erin Hoxsie, Office Support Specialist

Others Present: Deborah and Mark Charpentier, Jim Milleon

CALL TO ORDER

Chair Skip Thomson called the meeting to order at 6:00p.m.

APPROVAL OF AGENDA

Motion by Shifferdecker to approve the agenda. Second by Clark. Motion carried, 6-0.

APPROVAL OF MINUTES

Minor typographical errors were noted. **Motion** by Nelson to approve the minutes of the September 22, 2022, meeting as amended. Second by Shifferdecker. Motion carried, 6-0.

CHARPENTIER VARIANCE REQUEST: 15790 Canyon Way, Pine City: 08.5068.001

The applicants have requested a variance from Sections 5.2.1A and 6.2.1 of the Pine County Shoreland Management Ordinance to construct a 790-square foot addition to a legally nonconforming 560-square foot dwelling that does not meet the required 75' setback from the ordinary high water level.

Anderson walked through the details provided in the staff report. He highlighted that if the project is to move forward the existing structure, as well as the proposed addition will need to be elevated 0.6' to the regulatory flood protection elevation.

Deb Charpentier stated that this project is her and her husband's retirement plan and needed the variance to see it to fruition. She expressed her care for the Snake River.

Clark asked about the Charpentier's plan to elevate the structure to meet the floodplain requirements and asked if it was to be lifted, whether it could be moved back 3' to meet the setback requirement. Milleon commented that this would add expense but can be done. Thomson added that cost alone cannot be justification for a variance.

Chair Thomson opened the public hearing at 6:18pm. No members of the public spoke. Public hearing closed at 6:18pm.

In review of the project the Board created the following findings based on MN Statute 394.27.

- 1.) The proposed use is allowed in the zoning district the property lies in. It is a residential property in the residential district.


- 2.) The variance is in harmony with the comprehensive plan and the intent of the Pine County Zoning Ordinance.
- 3.) The variance is consistent with the character of the locality.
- 4.) A practical difficulty unique to the property, not created by the landowner, does not exist that prevents them from complying with the ordinance. Any addition would need to be elevated to the regulatory flood protection elevation, so it would not be difficult to move the structure back to comply with the setback while the building was being elevated.
- 5.) The proposed use is reasonable.

Motion by Orvis to deny the variance to construct a 790-square foot addition to a legally nonconforming 560-square foot dwelling that does not meet the required 75' setback from the ordinary high water level.

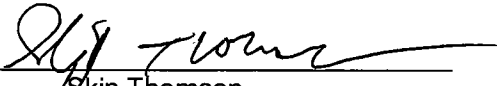
Second by Grill. Variance denied, 5-1, with Shifferdecker opposing.

ADJOURN

Chair Thomson adjourned the meeting at 6:27 p.m.



Patrick Schifferdecker
Zoning Board Secretary



Skip Thomson
Zoning Board Chair




AGENDA REQUEST FORM

Date of Meeting: December 8, 2022

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

Agenda Item: Applications

Department: Auditor-Treasurer


Department Head signature

Background information on Item:

Tobacco License Application: Cage Hospitality, Inc, New Owner of The Squirrel Cages Bar, Grill, & Motel, 8144 County Hwy 61, Willow River (had been approved at the November 1st board meeting under the previous owner, Acorn Hospitality, Inc)

Tax Court Abatement: Spire Credit Union filed a tax court petition regarding the 2020 and 2021 assessed values (2021 and 2022 taxes payable) for their property in Pine City. In negotiation with the property owner, it was agreed upon the values would be adjusted as follows:

	2021 Assessed	2022 Assessed
Original	\$566,100	\$584,700
Amended	\$500,000	\$515,000
Difference	(\$66,100)	(\$69,700)

Repurchase Application: Anthony P. Turi & Peggy L. Turi, owners at the time of forfeiture to repurchase the parcel at 98 Pathfinder Village, #A15, Hinkley, (PID 09.5196.000) on a 4-year repurchase contract. The property forfeited for nonpayment of property taxes in 2022 due to waiting to be approved for disability.

Repurchase Application: Anthony P. Turi & Peggy L. Turi, owners at the time of forfeiture to repurchase the parcel at 99 Pathfinder Village, #A15, Hinkley, (PID 09.5197.000) on a 4-year repurchase contract. The property forfeited for nonpayment of property taxes in 2022 due to waiting to be approved for disability.

Action Requested:

Acknowledge tobacco license application, approve abatement application per the tax court order/settlement, consider Resolution 2022-57 authorizing Anthony P. Turi & Peggy L. Turi, owners at the time of forfeiture to repurchase the parcel at 98 Pathfinder Village, #A15, Hinkley, (PID 09.5196.000) on a 4-year contract, and consider Resolution 2022-58 authorizing Anthony P. Turi & Peggy L. Turi, owners at the time of forfeiture to repurchase the parcel at 99 Pathfinder Village, #A15, Hinkley, (PID 09.5197.000) on a 4-year contract.

RESOLUTION 2022-57

WHEREAS, Anthony P. Turi & Peggy L. Turi, owners at the time of foreclosure, has 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 Ninety-Eight (98), Block One (1), Pathfinder Village 2nd Addition
Parcel 09.5196.000

WHEREAS, said applicant has submitted the required application for repurchase said property on a 4-year contract 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 Anthony P. Turi & Peggy L. Turi, owners at the time of foreclosure, for the repurchase on a 4-year contract 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 8th day of December, 2022.

Attest:

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

David J. Minke
Pine County Administrator

RESOLUTION 2022-58

WHEREAS, Anthony P. Turi & Peggy L. Turi, owners at the time of foreclosure, has 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 Ninety-Nine (99), Block One (1), Pathfinder Village 2nd Addition
Parcel 09.5197.000

WHEREAS, said applicant has submitted the required application for repurchase said property on a 4-year contract 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 Anthony P. Turi & Peggy L. Turi, owners at the time of foreclosure, for the repurchase on a 4-year contract 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 8th day of December, 2022.

Attest:

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

David J. Minke
Pine County Administrator



AGENDA REQUEST FORM

Date of Meeting: December 8, 2022

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

Agenda Item: Septic Fix-Up Special Assessments

Department: Auditor-Treasurer



Department Head signature

Background information on Item:

Beginning in 2016, Pine County has been extending loans to homeowners to upgrade their non-compliant septic systems through a Cleanwater Partnership Loan from the Minnesota Pollution Control Agency. A new loan cycle began August 1st with \$900,000 available at 1% interest. The loans are paid by as a special assessment on the property taxes of the benefiting property over a term that is determined by the amount of the loan (1 year per \$1,000, for example \$12,000 loan is paid by over 12 years.)

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

Action Requested:

Consider authorizing the County Board Chair and County Administrator to sign Resolution 2022-56 extending a special assessment as follows:

Tammy Klar and David Nichols, PID 03.0289.001, \$25,600.00

Mary Kruse, PID 33.0012.001, \$22,750.00

Christine and Dale Storebo, PID 07.0252.000, \$17,500.00

Patricia and Jeffrey Olson, PID 30.0643.000, \$17,700.00

Gloria and David Waisanen, PID 33.0035.000, \$20,700.00

Sean Gangl, PID 25.0198.001, \$13,800.00

Jeff Weisser, PID 16.0013.000, \$19,750.00

Rita Schumacher, PID 30.0591.002, \$25,000.00

Financial Impact:

Grant funds have been utilized to install the systems.

**PINE COUNTY RESOLUTION EXTENDING
SEPTIC FIX-UP SPECIAL ASSESSMENT
RESOLUTION No. 2022-56**

WHEREAS, the Pine County Board of Commissioners recognizes the public health and environmental benefits of upgrading non-compliant septic systems in the county;

WHEREAS, Pine County has Cleanwater Partnership Loan from the Minnesota Pollution Control Agency to fix-up non-compliant septic systems;

WHEREAS, the property owners have agreed to the terms of the special assessment for their already installed compliant septic systems; and,

NOW THEREFORE BE IT RESOLVED, that the County of Pine extends a special assessment for a term of 26 years, beginning in 2024, against Pine County Parcel 03.0289.001 in the amount of \$25,600.00 with equal principal payments and 1% interest owned by Tammy Klar and David Nichols.

NOW THEREFORE BE IT RESOLVED, that the County of Pine extends a special assessment for a term of 23 years, beginning in 2024, against Pine County Parcel 33.0012.001 in the amount of \$22,750.00 with equal principal payments and 1% interest owned by Mary Kruse.

NOW THEREFORE BE IT RESOLVED, that the County of Pine extends a special assessment for a term of 18 years, beginning in 2024, against Pine County Parcel 07.0252.000 in the amount of \$17,500.00 with equal principal payments and 1% interest owned by Christine and Dale Storebo.

NOW THEREFORE BE IT RESOLVED, that the County of Pine extends a special assessment for a term of 18 years, beginning in 2024, against Pine County Parcel 30.0643.000 in the amount of \$17,700.00 with equal principal payments and 1% interest owned by Patricia and Jeffrey Olson.

NOW THEREFORE BE IT RESOLVED, that the County of Pine extends a special assessment for a term of 21 years, beginning in 2024, against Pine County Parcel 33.0035.000 in the amount of \$20,700.00 with equal principal payments and 1% interest owned by Gloria and David Waisanen.

NOW THEREFORE BE IT RESOLVED, that the County of Pine extends a special assessment for a term of 14 years, beginning in 2024, against Pine County Parcel 25.0198.001 in the amount of \$13,800.00 with equal principal payments and 1% interest owned by Sean Gangl.

NOW THEREFORE BE IT RESOLVED, that the County of Pine extends a special assessment for a term of 20 years, beginning in 2024, against Pine County Parcel 16.0013.000 in the amount of \$19,750.00 with equal principal payments and 1% interest owned by Jeff Weisser.

NOW THEREFORE BE IT RESOLVED, that the County of Pine extends a special assessment for a term of 25 years, beginning in 2024, against Pine County Parcel 30.0591.002 in the amount of \$25,000.00 with equal principal payments and 1% interest owned by Rita Schumacher.

Dated this 8th day in December, 2022.

Stephen M. Hallan, Chair
Pine County Board of Commissioners

ATTEST:

David J. Minke
County Administrator

PINE COUNTY EXPENSE CLAIM FORM

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

JEFFREY J WALDHALM

MONTH: October 2022

Vendor#: 26025

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
10/4/2022	\$100					County Board Meeting - Pine City	01-005-6111
10/18/2022	\$100					County Board Meeting - Sandstone	01-005-6111
10/26/2022	\$100					HRA/EDA Meeting/Joint with County Board <i>did not attend</i>	01-005-6111
10/13	\$100					GRAND PORTAGE MN PMC District 1	
10-24	\$100					ECRDC MORA	
10-26						Pine City School	
10/26	\$100					Pine City School	
10/27	\$100					Joint meeting w/zoning Board	


MILEAGE EXPENSES

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
10/4/2022			81	\$0.625	\$50.63	County Board Meeting - Pine City	01-005-6334
10/18/2022			38	\$0.625	\$23.75	County Board Meeting - Sandstone	01-005-6334
10/26/2022			38	\$0.625	\$23.75	HRA/EDA Meeting/Joint with County Board - Sandstone <i>did not attend</i>	01-005-6334
10-26			87	\$0.625	54.38	PINE CITY School	
10-24			98.2	\$0.625	61.38	ECRDC MORA	
10-13			386	\$0.625	241.25	GRAND PORTAGE	
10/27			38	\$0.625	23.75	Joint meeting w/zoning Board	
				\$0.625			
				\$0.625			
				\$0.625			
				\$0.625			

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



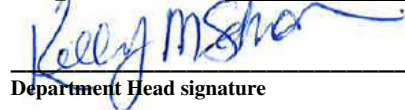
AGENDA REQUEST FORM

Date of Meeting: December 8, 2022

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

Agenda Item: Project Lifesaver Restricted Accounts

Department: Auditor-Treasurer



Department Head signature

Background information on Item:

The Pine County Board was presented with the information on Project Lifesaver at the November 1, 2022 County Board Meeting. It was discussed that there are expenses that will be incurred for participants; however Health & Human Services will work with the clients for reimbursement of these expenses through self-payment or specific programs within Human Services. It is anticipated there might be some participants that are unable to self-pay or qualify for a program through Human Services though and donations may be made to pay these costs.

Action Requested:

Consider assigning accounts 01-201-000-0000-5763 (Project Lifesaver Donations) and 01-201-000-0000-6863 (Project Lifesaver Expense).

Financial Impact:

This will allow the proper tracking of donations and expenses for Project Lifesaver.



AGENDA REQUEST FORM

Date of Meeting: 12/08/2022



County Board



Consent Agenda



Regular Agenda

5 mins.

☐

10 mins.

☐

15 mins.

☐

Other

☐☐

Personnel Committee

☐

Other _____

Agenda Item: Approve Lead County Agreement with TSA

Department: HHS

Rebecca Foss

Department Head signature

Background information on Item:

Pine County HHS historically holds the lead county agreement with Therapeutic Services Agency (TSA). Attached is the proposed lead county agreement with TSA. The biggest change in the 2023 lead county agreement is that TSA is no longer providing therapeutic foster care services. However, TSA's outpatient services will continue. The proposed rates have increased by 3%. Many of the services provided by TSA can be covered by medical insurance. The County Attorney has reviewed the lead county agreement.

Action Requested:

Approve the lead county agreement with TSA and authorize the county board chairperson and the county administrator to sign the agreement.

Financial Impact:

The proposed rates have increased by 3%, which is reasonable in the current economic climate. Most of TSA's services are covered by medical insurance.

**LEAD COUNTY AGREEMENT BETWEEN
PINE COUNTY HEALTH & HUMAN SERVICES
AND THERAPEUTIC SERVICES AGENCY (TSA, INC.)**

The County of Pine, acting through its Health & Human Services Department, 635 Northridge Dr. NW, Suite 220, Pine City, Minnesota, 55063, ("Agency"), and Therapeutic Services Agency, 220 Railroad Street SE, Pine City, Minnesota, 55063, ("Contractor"), enter into this Contract effective for the period of January 1, 2023 through December 31, 2023.

WHEREAS, Contractor is duly qualified to provide social services; and

WHEREAS, Agency, pursuant to Minnesota Statutes, Section 373.01, and 256M.60 may choose to purchase such program services from Contractor; and

WHEREAS, this contract will serve as a lead/host county agreement for other financially responsible agencies utilizing Contractor's services.

NOW THEREFORE, in consideration of the mutual understandings, and agreements set forth, the Agency and Contractor agree as follows:

1. Contractors Duties:

- a. Agency may agree to purchase and Contractor agrees to furnish services listed in the Rate Sheet and attached to this Contract.
- b. Financially responsible agencies can request the following as they deem necessary when accessing services through the lead county agreement:
 - (1) An explicit description of the services to be provided; and
 - (2) Billing Policy. Contractor also agrees to provide upon request:
 - a. An exposition of the staffing including job descriptions and professional qualifications of personnel;
 - b. An organization chart; and
 - c. Program budget
- c. Contractor shall, in writing within ten (10) days, notify Agency whenever it is unable to, or going to be unable to, provide the required quality or quantity of Purchased Services. Upon such notification, the Agency shall determine whether such inability will require modification or cancellation of said Contract.

2. Cost and Delivery of Purchased Services:

- a. Refer to attached Rate Sheet. The County of Financial Responsibility will determine the specific units of service(s) to be delivered for each client based on the county assessment of the need and scope of service(s).
- b. Contractor certifies that the services to be provided under this Contract are not available

PINE COUNTY HEALTH & HUMAN SERVICES
& TSA, INC.
2023

without cost to eligible clients. Contractor further certifies that payment claims for Purchased Services will be in accordance with rates of payment which do not exceed amounts reasonable and necessary to assure quality of service. Contractor certifies that rates of payment do not reflect any program costs assignable to private pay or third-party service recipients.

- c. Agency and Contractor agree that services for which the County are not charged are as follows:
1. Contractor Supervisor time in activity that facilitates the processing of referrals, case assignments, and supervision of staff relative to agency business in attending to job performance of staff, staff development etc.
 2. Expert consultation time not case related, focused on professional development of personnel.
 3. Secretarial and bookkeeping time.
 4. Any activities by officers of Contractor in dealing with case issues or other matters.

3. Eligibility for Services:

The parties understand and agree that the eligibility of the client to receive the Purchased Services is to be determined in accordance with eligibility criteria established by the Agency's Service Plan. The parties agree and understand that the Agency shall determine preliminary and final client eligibility.

- a. It is understood and agreed by the parties that, for fee eligible recipients, fees shall be charged and collected in accordance with fee policy and schedules adopted by the county board of commissioners and approved by the Commissioner of Human Services in accordance with the provisions of Minnesota Statutes, section 256M.60, subdivision 6.
- b. Contractor shall not charge any program or service fee to social service eligible clients except in accordance with paragraph (a) above.
- c. When Agency has determined that the client is no longer eligible to receive Purchased Services or that services are no longer needed or appropriate, Agency shall notify in writing the Contractor within five (5) days of the determination.
- d. Contractor shall notify Agency and the client in writing whenever Contractor proposes to discharge or terminate service(s) to a client. The notice must be sent at least five (5) working days prior to the proposed date of discharge or termination, and must include the specific grounds for discharge or termination of service(s). Contractor shall not discharge or terminate services to a client prior to the proposed date unless delay would seriously endanger the health, safety, or well being of other residents or service recipients.

PINE COUNTY HEALTH & HUMAN SERVICES
& TSA, INC.
2023

- e. Contractor shall establish written procedures for discharging a client or terminating services to a client. The written procedures shall include preparation of a summary of findings, processes, and plans to be transmitted with the client.

4. Individual Service Plan:

The parties understand and agree that all services provided to eligible recipients under the terms of this Contract shall be in accordance with the Individual Services Plan (ISP) and/or Out of Home Placement Plan (OHPP) developed with, for and on behalf of, the individual client. Performance of Contractor will be monitored in accordance with client outcomes as specified in the ISP goals and objectives. Agency shall not delegate the Development of the ISP's and/or the OHPP to Contractor.

Purchased Services are to benefit each Eligible Recipient in attaining the goals and objectives specified in the Eligible Recipient's ISP and/or OHPP.

- Financially Responsible Agencies will prepare an ISP and/or OHPP that includes stated short-term objectives having measurable behavioral criteria.
- Upon request, Contractor will assist the Referring County in developing the ISP or OHPP.
- Contractor will receive an ISP or OHPP within 30 days after an Eligible Recipient begins receiving Purchased Services.

Contractor agrees to provide Purchased Services in the type, amount and frequency authorized in writing by the Referring County and in accordance with an Eligible Recipient's ISP or OHPP.

Contractor agrees to submit progress reports on each Eligible Recipient to the Referring County and the Eligible Recipient or legal representative at least quarterly.

- Contractor will develop reports with enough specificity to enable the Referring County to determine progress made in relation to the Eligible Recipient's ISP or OHPP objectives.

5. Payment for Purchased Services:

a. Certification of expenditures:

Contractor shall, within 90 days following the last day of each calendar month, submit a standard invoice for social services purchased, to the financial responsible agency. Bills that do not meet internal county deadlines will be paid later. The Invoice shall show: (1) total program and administrative and administrative expenditures for the month, and (2) an itemized account of each social services eligible individual, identifying services to be provided, number of units and cost per unit, including administrative costs allocated to the provision of purchased services to reimbursement eligible clients.

b. Payment:

Per Minnesota Statutes, section 471.425 subdivision 2(a) Agency shall, within thirty-five (35) days of the date of receipt of the Invoice, make payment to Contractor for all reimbursement-eligible clients identified on the invoice.

PINE COUNTY HEALTH & HUMAN SERVICES
& TSA, INC.
2023

6. Audit and Record Disclosure:

Contractor shall:

- a. Maintain records, using generally accepted accounting principles that reflect all revenue received and all direct and indirect costs incurred in performing this Contract. Maintain records about Purchased Services provided. These records must include the name of the Eligible Recipient served, service type (by Brass Codes), service dates, and other information on an Eligible Recipient that is required by the Agency. Maintain any other records requested by Agency or a Financially Responsible Agency. Participate in the Minnesota Community Mental Health Reporting System
- b. Upon request, Contractor agrees to give Agency a report containing the following information:
 1. All revenue received.
 2. All direct and indirect costs incurred in performing Purchased Services.
 3. Purchased Services provided, including but not limited to:
 - a. Number of Eligible Recipients, age, race, sex, and target population served;
 - b. Type of service; and
 - c. Days of service.
- c. Upon request, Contractor agrees to furnish Agency quarterly reports for financial evaluation, reimbursement, and program management and evaluation purposes.
 1. Upon request, Contractor will assist the Agency (or a Referring County) with documentation needed to complete any form or report for a federal, state, or private agency.
 2. Upon request, Contractor will give Agency (or a Financially Responsible Agency) information on Eligible Recipient(s) that is needed for effective evaluation purposes, in a format approved by Agency of Financially Responsible Agency.
 - a. Information will include any reporting requirements included in the Eligible Recipients ISP or ITP, if applicable.
 3. Upon request, Contractor will give Agency a list of all Eligible Recipients and their Referring Counties.
 4. Agency or Financially Responsible Agency must receive information within 30 days following request.
- d. Allow personnel of Agency, the Minnesota Department of Human Services, and the Department of Health and Human Services, access to Contractor's facility and records at reasonable hours to exercise their responsibility to monitor Purchased Services and copy such materials as necessary.
- e. If the collection of social services fees is delegated to Contractor, Contractor shall provide

PINE COUNTY HEALTH & HUMAN SERVICES
& TSA, INC.
2023

Agency with information about fees collected and the fee source.

- f. Maintain all records pertaining to this Contract at 220 Railroad Street SE, Pine City, Minnesota, 55063 or other designated Agency business site intended for file maintenance and storage for three (3) years for audit purposes.
- g. Comply with policies of the Minnesota Department of Human Services regarding social services recording and monitoring procedures, as defined in the Department of Human Services Social Services Manual, and the administrative rules of the State Agency.

7. Safeguard of Client Information:

The use of disclosure by any party of information regarding an eligible client in violation of any rule of confidentiality provided for in Minnesota Statutes, Chapter 13, or for any purpose not directly connected with Agency's or Contractor's responsibility with respect to the Purchased Services hereunder is prohibited except on written consent of such eligible client, the client's attorney or the client's responsible parent or guardian. The program director of Agency is the designated person responsible to ensure that Agency is in compliance with the Minnesota Government Data Practices Act, Minnesota Statutes, section 13.46, subdivision 10(a) (4).

All data collected, created, received, maintained, or disseminated for any purposes during Contractor's performance of this Agreement is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Section 13.01 et. seq., or any other applicable State statutes, any State rules adopted to implement the Act, as well as Federal regulations on Data Privacy, including the Health Insurance Portability and Accountability Act (HIPAA). Contractor agrees to abide strictly by these statutes, rules, and regulations.

8. Compliance with Other Regulations:

Contractor further agrees to comply with the following:

- a. Minnesota Statutes, section 604.202 (Liability of Employer).
- b. Contractor agrees to comply with the Civil Rights Act of 1964, Title VII (42 USC 2000e); including Executive Order No. 11246, and Title VI (42 USC 2000d); and the Rehabilitation Act of 1973, as amended by Section 504. Title VI of the Civil Rights Act of 1964 (Title VI) requires service providers who receive federal funds to take reasonable steps to provide meaningful access to services for people with Limited English Proficiency (LEP). Most county and state funded services must meet LEP requirements. The requirements apply to health care and social service agencies, such as physicians, hospitals, nursing homes, home health agencies, managed care organizations, universities, and private non-profit agencies.
- c. (When applicable) Contractor certifies that it has received a certificate of compliance from the Commissioner of Human Services pursuant to Minnesota Statutes, section 363A.36.

PINE COUNTY HEALTH & HUMAN SERVICES
& TSA, INC.
2023

9. Fair Hearing and Grievance Procedures:

Agency agrees to provide for a fair hearing and grievance procedure conformance with Minnesota Statutes, section 256.045, and in conjunction with the Fair Hearing and Grievance Procedures established by administrative rules of the Department of Human Services.

10. Bonding, Indemnity, Insurance and Audit Clause:

a. Bonding:

Contractor shall obtain and maintain at all times, during the term of this Contract, a fidelity bond covering the activity of its personnel authorized to receive or distribute monies. Such bond shall be in the amount of \$10,000.

b. Indemnity:

Contractor agrees that it will at all times indemnify and hold harmless the Agency from any and all liability, loss, damages, costs or expenses which may be claimed against the Agency or Contractor.

1. By reason of any service client's suffering personal injury, death or property loss or damages either while participating in or receiving from Contractor the care and services to be furnished by Contractor under this Contract, or while on premises owned, leased or operated by Contractor, or while being transported to or from said premises in any vehicle owned, operated, chartered or otherwise contracted for by Contractor or its assignees: or (2) By reason of any service client's causing injury to, or damage to, the property of another person during any time when Contractor or its assignees, or employee thereof has undertaken or is furnishing the care and service called for under this Contract.

c. Insurance:

Contractor shall purchase and maintain such insurance as will protect Contractor from claims which may arise out of, or result from Contractor's operations under this Contract, whether such operations be by Contractor, or by any subcontractor, or by anyone directly employed by them, or by anyone for whose acts any one of them may be liable.

Contractor shall secure the following coverage and comply with all provisions noted. Certificate of Insurance shall be issued evidencing such coverage to the County.

1. General Liability Insurance:

Commercial General Liability Insurance (ISO CGL form)

Minimum Limits:

\$1,000,000 – each occurrence limit

\$2,000,000 – general aggregate

PINE COUNTY HEALTH & HUMAN SERVICES
& TSA, INC.
2023

\$2,000,000 – products/completed operations total limit
\$1,000,000 – personal injury and advertising liability

The policy is to be written on an occurrence basis. Certificates of Insurance must indicate if the policy is issued on a claims-made or Occurrence basis, and if coverage is provided for X, C, U hazards if Applicable. The policy will cover contractual liability. Pine County, its Officials and employees shall be added as additional insured with a cross liability/cross suits clause for the protection of the County.

Worker's Compensation and Employer's Liability:
Worker's Compensation: Per Minnesota State Statute

d. Audit:

Contractor agrees that within 120 days of the termination date of this Contract, either a financial review or an audit of said Contract will be conducted by a Certified Public Accounting Firm. Copy of such audit along with the Management Letter shall be provided to Agency when completed. Contractor agrees to provide the Agency information on the compensation ranges provided for each class of employee.

11. Conditions of the Parties' Obligations:

- a. It is understood and agreed that in the event the reimbursement to Agency from State and Federal sources is not obtained and continued at a level sufficient to allow for the purchase of the indicated quantity of Purchased Services, the obligations of each party hereunder shall thereupon be terminated.
- b. This Contract may be canceled by either party at any time, with or without cause, upon thirty (30) days notice, in writing, delivered by mail or in person.
- c. Before the termination date specified in Section I of this Contract, Agency may evaluate the performance of Contractor regarding the terms of this Contract to determine whether such performance merits renewal of this Contract.
- d. Any alterations, variations, modifications, or waivers of provisions of this Contract, shall be valid only when they have been reduced to writing, duly signed, and attached to the original of this Contract.
- e. No claim for services furnished by Contractor, not specifically provided in the Contract, will be allowed by Agency, nor shall Contractor do any work or furnish any material not covered by the Contract, unless this is approved in writing by Agency. Such approval shall be considered to be a modification of the Contract.
- f. In the event that there is a revision of federal regulations, which might make this Contract ineligible for federal financial participation, all parties will review the Contract and

PINE COUNTY HEALTH & HUMAN SERVICES
& TSA, INC.
2023

renegotiate those items necessary to bring the Contract into compliance with any new federal regulation.

12. Subcontracting:

Contractor shall not enter into subcontracts for any of the goods and services contemplated under this Contract without written approval of Agency. All subcontracts shall be subject to the requirements of this contract. Contractor shall be responsible for the performance of any subcontractor.

13. Miscellaneous:

a. Entire Agreement:

It is understood and agreed that the entire agreement of the parties is contained herein and that this Contract supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently in effect between Contractor and any county social services agency relating to the subject matter hereof.

b. Monitoring:

It is understood that Agency reserves the right to monitor the Contractor's performance under this contract by observation or direct service provision to client and/or survey of agencies or individuals purchasing or receiving services.

14. Third Party Beneficiary:

The Commissioner of the Minnesota Department of Human Services is named as a third party beneficiary to this contract.

PINE COUNTY HEALTH & HUMAN SERVICES
& TSA, INC.
2023

APPROVED AS TO FORM AND EXECUTION:

Pine County Attorney

Date

Director, Pine County Health & Human Services

Date

Chair, Pine County Board of Commissioners

Date

County Administrator, Pine County

Date

Therapeutic Services Agency, Inc.

Date

Host County Contract

Service		UNIT	2022 Rates	2023 Rates
				3.0%
FAMILY INTERVENTION PROGRAMS				
Professional Therapy		p/h	\$ 95.98	\$ 98.86
Family Skills		p/h	\$ 73.44	\$ 75.64
Group Therapy and Education		p/h	\$ 80.52	\$ 82.94
COMMUNITY BASED PROGRAMS				
Transportation		p/h	\$ 16.58	\$ 17.08
Summer Program		p/d	\$ 88.84	\$ 91.51
Family Skills		p/h	\$ 73.44	\$ 75.64
Supervised Visitation				
	Professional	p/h	\$ 78.54	\$ 80.90
	Skills	p/h	\$ 40.80	\$ 42.02
Social Skills Group		p/h	\$ 61.20	\$ 63.04
Psychological Testing		p/h	\$ 140.45	\$ 144.66
Day Treatment		p/d	\$ 195.78	\$ 201.65
Court Testifying and Preparation		p/h	\$ 156.52	\$ 161.22
Diagnostic Assessment		p/h	\$ 153.65	\$ 158.26
In-Home Family Based Services and Travel				
	Family Therapy	p/h	\$ 95.98	\$ 98.86
	Family Skills Training/Parenting Skills	p/h	\$ 73.44	\$ 75.64
	Individual Skills Training/Independent Living Skills	p/h	\$ 61.20	\$ 63.04
Family Support Team/Coordination of Care				
	Mental Health Professional/Clinical Trainee	Per Staff - p/h	\$ 95.98	\$ 98.86
	Mental Health Practitioner	Per Staff - p/h	\$ 73.44	\$ 75.64



AGENDA REQUEST FORM

Date of Meeting: 12/08/2022



County Board



Consent Agenda



Regular Agenda

5 mins.

☐

10 mins.

☐

15 mins.

☐

Other

☐

Personnel Committee



Other

Agenda Item: Approve Contract with Kanabec County Family Services

Department: HHS

Rebecca Foss

Department Head signature

Background information on Item:

HHS has contracted with Kanabec County Family Services for the last few years to provide psychiatric medication management services to the community. Through this contract, a psychiatric provider is available to Pine County clients, and the provider also makes herself available to appointments one day per month at the North Pine Government Center. Nearby psychiatric providers are difficult to find, and through this contract, HHS is able to provide a necessary service to children and adults living with mental illness. The attached contract runs from January 1, 2023 through December 31, 2023. Pine County HHS has agreed to pay for 7 hours of service per month, which is the same as previous years. The rate is \$130.56/hour, which is a 1.5% increase from 2022. The County Attorney's Office has reviewed the contract.

Action Requested:

Approve the contract with Kanabec County Family Services, and authorize the County Board Chairperson and the County Administrator to sign.

Financial Impact:

Services provided through this contract will cost approximately \$11,000 in 2023. Expenses are offset by allocations received from the state for the provision of children's and adult mental health services.

2023 Agreement between Pine County Health & Human Services and Kanabec County Family Services
Period of Agreement: January 1, 2023 through December 31, 2023

This Agreement is made and entered into by and between Pine County Health & Human Services, with the address of 315 Main St. S., Ste 200, Pine City, MN 55063 (hereinafter the "County") and Kanabec County Family Services, with the address of 905 Forest Avenue E., Suite 150, Mora, MN 55051 (hereinafter "Kanabec County").

WITNESSETH

WHEREAS, Minn. Stat. §§245.461 through 245.486 and Minn. Stat. §§ 245.487 through 245.488 establish the Minnesota Comprehensive Adult Mental Health Act and the Minnesota Comprehensive Children's Mental Health Act, respectively;

WHEREAS, the County wishes to secure the provision of Psychiatric services; and

WHEREAS, Kanabec County is suitably structured to provide Psychiatric services, and

WHEREAS, pursuant to Minn. Statute Ch. 402, the County wishes to purchase such services from Kanabec County; and

WHEREAS, Pine County Health & Human Services wishes to serve as the Contracting Entity with Kanabec County for its provision of Psychiatric services.

NOW, THEREFORE, in consideration of the mutual understanding and agreements set forth, the County and Kanabec County agree as follows:

SECTION 1. OBLIGATIONS OF KANABEC COUNTY

- 1.1 **PROVISION OF SERVICES:** Kanabec County shall provide uninsured or underinsured residents of Pine County with Psychiatric services per host county agreement; Client's eligibility to receive such services will be mutually agreed upon by the County and Kanabec County prior to providing such service; services shall not be provided to clients who are not determined to be eligible; Determine fee for clients that have no third-party insurance, including public programs on the sliding fee schedule. Clients will be eligible for sliding fee schedule when the applicable health plans including Medical Assistance, Medicare, Minnesota Care (or its successor program), PMAP or third party payers have denied payments or reached limitations.
- 1.2 **STANDARD OF PERFORMANCE:** Kanabec County shall provide services in conformance with applicable laws and regulations and within accepted standards of professional practice; specifically, services shall conform to standards set forth in the MHCP Provider Manual as applicable to services.
- 1.3 **CAPACITY:** Kanabec County agrees to provide Psychiatric services per Agreement approved by the Pine County Board. This request is hereby incorporated in to this Agreement by this reference.
- 1.4 **PROGRAM LICENSURE:** Kanabec County shall operate as a contracted vendor in compliance with Minnesota Department of Human Services Rules.

- 1.5 HIPAA COMPLIANCE: Kanabec County shall provide and execute services in conformance with applicable regulations and standards.
- 1.6 REPORTING: Kanabec County will provide reports on a quarterly basis of services rendered as requested by the County.
- 1.7 INSURANCE: Kanabec County shall maintain general and professional liability insurance in amounts mutually acceptable to Kanabec County and the County. Kanabec County shall provide evidence of such coverage to the County upon request and shall notify the County of any proposed change or cancellation in such coverage.
- 1.8 ACCESS TO RECORDS: Consistent with federal and state requirements, Kanabec County agrees to provide access to books and records related to the Services provided under this Agreement for at least ten (10) years after the Services have been provided, upon request by the Secretary, U.S. Department of Health and Human Services, and U.S. Controller General or their representatives.
- 1.9 DISPOSITION OF ASSETS: All supplies purchased through the AMHI for this program will be for the exclusive use of this program. The intellectual rights to processes, procedures, protocols, written materials, and other products developed during this project will be held by AMHI subject to relevant state and federal laws governing such matters.
- 1.10 REQUIRED AUDITS: Regular audits will be conducted as applicable to said agency with access as requested by the County.

SECTION 2. OBLIGATIONS OF THE COUNTY

- 2.1 PAYMENT FOR SERVICES: For Psychiatric services, the payments will be based on actual expenditures not to exceed current payment rate as indicated in Appendix A. Payments for services are on a cash basis.
- 2.2 INVOICES: Upon receipt of the invoice, the County will make payment to Kanabec County within 30 days, not to exceed the current approved and authorized rate.

SECTION 3. DUTIES AND OBLIGATIONS OF BOTH PARTIES

- 3.1 DATA EXCHANGE: Both Parties acknowledge and agree that in order to deliver the Services, various types of data and confidential information will be shared between the Parties.
- 3.2 COMPLIANCE WITH LAW: Both Parties agree to take reasonable steps necessary to provide Services in accordance with all relevant federal, state and local laws and regulations including those federal and state laws and regulations relating to individuals that receive mental health services.
- 3.3 NON-DISCRIMINATION: Kanabec County will provide Services without discrimination on the basis of sex, race, creed, age, sexual orientation or nation origin.

SECTION 4. TERMINATION

- 4.1 TERMINATION WITH CAUSE: Either Party may terminate this Agreement for material breach, by written notice to the breaching Party; provided that such breach remains uncured for a period of thirty (30) days after receipt of written notice thereof from the non-breaching Party.
- 4.2 TERMINAATION DUE TO CHANGE IN FUNDING: In the event funding from the State is less than expected, decreased or terminated, the County reserves the right to give a 30-day notice of decrease or termination of this Agreement.
- 4.3 TERMINAATION WIATHOUT CAUSE: Either Party may terminate this Agreement without cause upon ninety (90) days written notice to the other Party.
- 4.4 CONDITIONS OF THE PARTIES OBLIGATIONS: It is understood and agreed that in the event the funding to the County from state and federal sources is not obtained and continued at an aggregate level sufficient to allow for the purchase of the indicated services, the obligations of each Party hereunder shall be terminated. Contractor shall neither assign nor transfer any rights or obligations under this Contract without the written consent of Pine County.
- 4.5 OBLIGATIONS UPON TERMINATION: Both Parties shall cooperate in any transition process necessary should the duties to be performed by Kanabec County under this Agreement be transferred to another entity.
- 4.6 NO DISSOLUTION ASSUMED: Termination of this Agreement, for any reason and at anytime, shall not be construed to terminate or in any way alter the relationship of the County with Kanabec County.

SECTION 5. CONFIDENTIAL INFORMATION

- 5.1 DEFINITION: "Confidential Information" means all proprietary or confidential information of any kind disclosed by either Party or its representatives or agents including but not limited to, any technical data or know-how, business plans, product plans or designs, products, services, client lists, provider lists, market strategies, clinical protocols, marketing information and strategies, or financial information.
- 5.2 EXCEPTIONS: Information will not be deemed to be Confidential Information hereunder if such information (i) becomes known, independently of disclosure by the receiving Party from a source other than one having an obligation of confidentiality toward the Confidential Information; (ii) becomes publicly known or otherwise ceases to be secret or confidential, except through a breach of this Agreement by the receiving Party; (iii) is in the possession of the receiving Party at the time of disclosure prior to disclosure by the disclosing Party (iv) become part of the public knowledge or literature, not as a result of any inaction or action of the receiving Party; or (v) is independently developed by the receiving Party without reference to the disclosing Party's Confidential Information.
- 5.3 NONDISCLOSURE OF CONFIDENTIAL INFORMATION: Each Party agrees that it will maintain and preserve the confidentiality of the other Party's Confidential Information, including, without limitation, taking such steps to preserve the confidentiality of the Confidential Information as it takes to preserve the confidentiality of its own Confidential Information. A

receiving Party will immediately notify the disclosing Party if it is aware of any unauthorized use or disclosure of any Confidential Information by the receiving Party, its employees or agents, or any other entity.

- 5.4 MANDATORY DISCLOSURE: In the event that any Party or its employees or Agents are required by legal process to disclose any of the Confidential Information of the other Party, the receiving Party shall give prompt notice to the other Party so that it may seek a protective order or other appropriate relief. In the event that such protective order is not obtained, the receiving Party shall disclose only that portion of the Confidential Information which its Counsel advises that it is legally required to disclose.
- 5.5 NO LICENSE GRANTED: Nothing in this Agreement is intended to grant any rights to either Party under any patent, copyright, trade secret or other intellectual property right, nor shall this Agreement grant to any Party any rights in or to the other Party's Confidential Information, except as provided herein.

SECTION 6. INDEMNIFICATION

- 6.1 BY KANABEC COUNTY: Kanabec County will indemnify, defend and hold the County, its director, agents, officer, and employees and assigns harmless from and against any and all costs, liabilities, losses and expenses (including , but not limited to, reasonable attorney's fees) resulting herein any claim, suit, action or proceeding against the County or its affiliates resulting from (i) a breach by Kanabec County of this Agreement; or (ii) the provision of Services by Kanabec County hereunder, including claims relating to patient care plans, protocols or standards, or (iii) violations by Kanabec County of any applicable federal, state, or local laws or regulations and any applicable terms and conditions of any contract between Kanabec County and agencies of the State of Minnesota and/or the United States of America.
- 6.2 BY THE COUNTY: The County will indemnify, defend and hold Kanabec County, its directors, agents, officers, and employees and assigns harmless from and against any and all costs, liabilities, losses, and expenses (including, but not limited to, reasonable attorney's fees) resulting from any claim. Suit, action, or proceeding against Kanabec County or its affiliates resulting from: (i) breach by the County of this Agreement, (ii) the provision of services, (iii) violations by the County of any applicable federal. State, or local laws or regulations and any applicable terms and conditions of any contract between the Counties and agencies of the State of Minnesota and/or the United States of America.
- 6.3 NOTICE: Each Party's indemnification obligations hereunder will be subject to (i) receiving prompt written notice of the existence of any potential claim, suit or action; (ii) being able to at its option, control the defense of any claim, suite or action; (iii) permitting the indemnified Party to participate in the defense of any claim, suite or action; and (iv) receiving full cooperation of the indemnified Party in the defense thereof in regards to Enhanced Psychiatric Services.

SECTION 7. MISCELLANEOUS

- 7.1 Governing Law. This Agreement shall be governed and construed in accordance with the laws of the State of Minnesota without giving effect to the conflicts of laws principles thereof.
- 7.2 Assignment of Responsibilities. Neither Party shall assign, transfer, or delegate its responsibilities

herein to any third party without the prior written consent of the other Party hereto.

- 7.3 Amendments. Neither this Agreement nor any of the terms or conditions hereof may be amended, or modified except by means of a written instrument duly executed by both Parties.
- 7.4 Entire Agreement. This Agreement, including the exhibits, constitutes the entire understanding between the Parties as to the subject matter hereof, and supersedes all prior discussions, agreements, and understandings of every kind between them as to such subject matter.
- 7.5 Independent Contractor. Notwithstanding Kanabec County and the County are independent contractors of each other. Nothing contained herein shall create or be deemed to create an employment, partnership or joint venture relationship between the Parties.
- 7.6 Assignment of rights. Neither Party shall assign, transfer or otherwise dispose of any of its rights, title or interest in, to, or under this Agreement without the prior written consent of the other Party.
- 7.7 Severability. If any provision of this Agreement is held to unenforceable for any reason, it will be modified rather than voided, if possible, in order to achieve the intent of the Parties to this Agreement to the extent possible.
- 7.8 Waiver. Any waiver will be limited to the provision hereof and the circumstance or event specifically made subject thereto and will not be deemed a waiver of any other term hereof or of the same circumstance or event upon any recurrence thereof.
- 7.9 Survival. Notwithstanding termination of this Agreement, for any reason and at any time, Sections 1.7, 6 & 7 shall survive termination.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be duly executed intending to be bound thereby.

APPROVED:

COUNTY OF KANABEC

Dated: 11-15-22



Kanabec County Chairperson

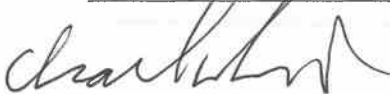
COUNTY OF PINE

Dated: _____

Pine County Chairperson

ATTEST:

Dated: 11-17-22



Director, ~~Health~~ & Human Services

Dated: _____

Pine County Administrator

APPROVED AS TO FORM AND EXECUTION:

Dated: _____

By: _____
Pine County Attorney

Appendix A: Service Description and Payment Rate per Service:

Psychiatry Services (Mental Health Medication Management) reimbursed

Pine County will pay for (7) hours of this service per month to Kanabec County at a rate of \$130.56 per hour. Kanabec County will bill quarterly for these services. Kanabec County will bill all available pay sources for service provided under this agreement and reduce the amount of the payment due from Pine County by 90 per cent of the revenues collected in the quarter for the contracted 7 hours of service per month. Kanabec County will retain 10 per cent of revenues from reimbursement collected during the quarter for the 7 hours of services for Pine County per month. A settle up will be done each quarter by a reduction in the full amount billed to Pine county for services provided under this agreement delivered in the previous quarter by subtracting 90 per cent of revenues under this agreement collected in that quarter from the total due.

Mental Health Medication Management

Medication management is a service to determine a recipient's needs for a prescribed drug, or to evaluate the effectiveness of the prescribed drug as noted in the recipient's written individual treatment plan. (ITP).

Medication Monitoring is a brief, face-to-face service to monitor a recipient's drug dosage or prescription.



AGENDA REQUEST FORM

Date of Meeting: _____

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

Agenda Item: _____

Department: _____

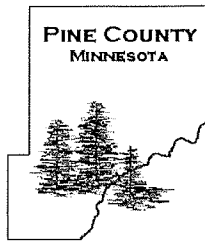


Department Head signature

Background information on Item:

Action Requested:

Financial Impact:



AGENDA REQUEST FORM

Date of Meeting: December 8th, 2022

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

Agenda Item: Ratification of Overnight Training

Department: Probation

Department Head signature

Background information on Item:

Probation Senior Agent is in the process of completing phases of the Foundation Skills for Trainers, as part of her acceptance as a statewide trainer in the Evidence-Based Practices Carey Guides.

As part of this training requirement, Sellner needs to complete training in St. Cloud December 5th-8th.

Action Requested:

Ratify allowance for Senior Agent Michelle Sellner to attend training in St. Cloud December 5th-8th, including three nights lodging

Financial Impact:

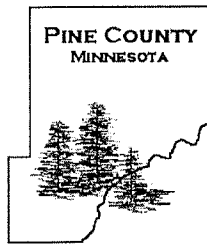
Hotel \$108 x 3 nights=\$364.71

Training \$0

Meals \$93 (4 lunches and 3 dinners; breakfast included)

Total= \$457.71

Probation has budgeted for this and has available funds in their 2022 training budget.



AGENDA REQUEST FORM

Date of Meeting: December 8th, 2022



County Board

☒ Consent Agenda

☐ Regular Agenda

5 mins. ☐

10 mins. ☐

15 mins. ☐

Other ☐



Personnel Committee



Other _____

Agenda Item: Authorization for Overnight Training

Department: Probation

Department Head signature

Background information on Item:

Corrections Agent Shawnesy Smith needs to complete Motivational Interviewing I & II as part of the Statewide Agent Academy at Camp Ripley. This would require one-night of lodging and several meals.

Action Requested:

Consider approval for Corrections Agent Shawnesy Smith to attend the Statewide Agent Academy at Camp Ripley January 23rd & January 24th, 2023 and consider authorization of one night's lodging and corresponding meals.

Financial Impact:

Training=Free

Lodging= \$34.00 single occupancy at Camp Ripley

Meals= \$16.50 (two lunches at Camp Ripley) , one dinner (\$8.50), & one breakfast (\$8.25)

Total= \$67.25

Probation has budgeted for this in their 2023 training & lodging budgets.



AGENDA REQUEST FORM

Date of Meeting: December 6, 2022



County Board



Consent Agenda



Regular Agenda

5 mins.

☐

10 mins.

☐

15 mins.

☐

Other

☐

Personnel Committee



Other _____

Agenda Item: MN County Engineer's Annual Conference

Department: Pine County Public Works


Department Head signature

Background information on Item:

Authorization for Mark LeBrun, County Engineer and Aaron Gunderson, Assistant County Engineer to attend MN County Engineers Annual Conference at Cragun's Resort in Brainerd, January 17-20, 2023

Action Requested:

Approve lodging, meals and registration for a total cost of \$1410.00

Financial Impact:

Within 2023 Budget



CMJTS

Central Minnesota Jobs and Training Services, Inc.

Workforce excellence is **CENTRAL** to all we do.

Year 2022

County Board of Commissioners Visits

Agenda

1. Business: Present CMJTS Annual Report to Counties for 2020-2021

- Annual Fiscal Audit—CliftonLarsonAllen (Independent Audit Report)
 - Under WIOA Law, County Board's have fiduciary accountability for Employment and Training federal funds
- Annual Program Performance Report (trifold); complete information available at www.cmjts.org
- 2022-2023 Commercial Insurance
- County Demographics (Luke Greiner, DEED LMI Regional Analyst)

2. What's Happening In Your County: *A Focus on Programs and Services*

- Public Assistance Programs – MFIP, DWP, SNAP (Federal)
- Adult and Dislocated Worker (Federal and State)
- Youth Programs (Federal and State)
- Business Services (Federal and State)

3. Q & A

Corporate Office

Monticello
406 East 7th Street
P.O. Box 720
Monticello, MN 55362-0720
763.271.3700
800.284.7425
763.271.3742 (TTY)

CareerForce Locations

Cambridge
763.279.4492

Hutchinson
320.587.4740

Litchfield
320.593.1056

Mora
320.679.6484

Specialized Centers

Elk River
763.765.3032

Forest Lake
651.275.7247

Milaca
800.284.7425

North Branch
651.243.5338

Olivia
320.523.3525

Pine City
800.284.7425

Sandstone
800.284.7425

Willmar - Ridgewater College
800.284.7425

www.cmjts.org



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CMJTS JOINT POWERS BOARD 1984–2022 (38 Years of Service)



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AGENDA

Staff Introductions

■ **Business: Present CMJTS Annual Report to Counties for 2020-2021**

- Annual Fiscal Audit: CliftonLarsonAllen (independent audit report)
 - Under WIOA Law, county boards have fiduciary accountability for Employment and Training federal funds.
- Annual Program Performance Report (tri-fold); complete information at www.cmjts.org.
- 2022-2023 Commercial Insurance
- County Demographics (Luke Greiner, DEED LMI Regional Analyst)

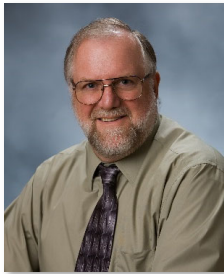
■ **What's Happening In Your County: A Focus on Programs and Services**

- Public Assistance Programs – MFIP, DWP, SNAP (federal)
- Adult and Dislocated Worker (federal and state)
- Youth Programs (federal and state)
- Business Services (federal and state)

■ **Q & A**

CMJTS Joint Powers Board

Years of Service



Chair
Chisago County
Commissioner
Rick Greene (15)



Vice Chair
Sherburne County
Commissioner
Lisa Fobbe (5)



Secretary
Isanti County
Commissioner
Mike Warring (11)



Kanabec County
Commissioner
Les Nielsen (20)



Kandiyohi County
Commissioner
Steve Gardner (2)



McLeod County
Commissioner
Nathan Schmalz (2)



Meeker County
Commissioner
Steve Schmitt (4)



Mille Lacs County
Commissioner
Tim Wilhelm (9)



Pine County
Commissioner
Steve Hallan (9)



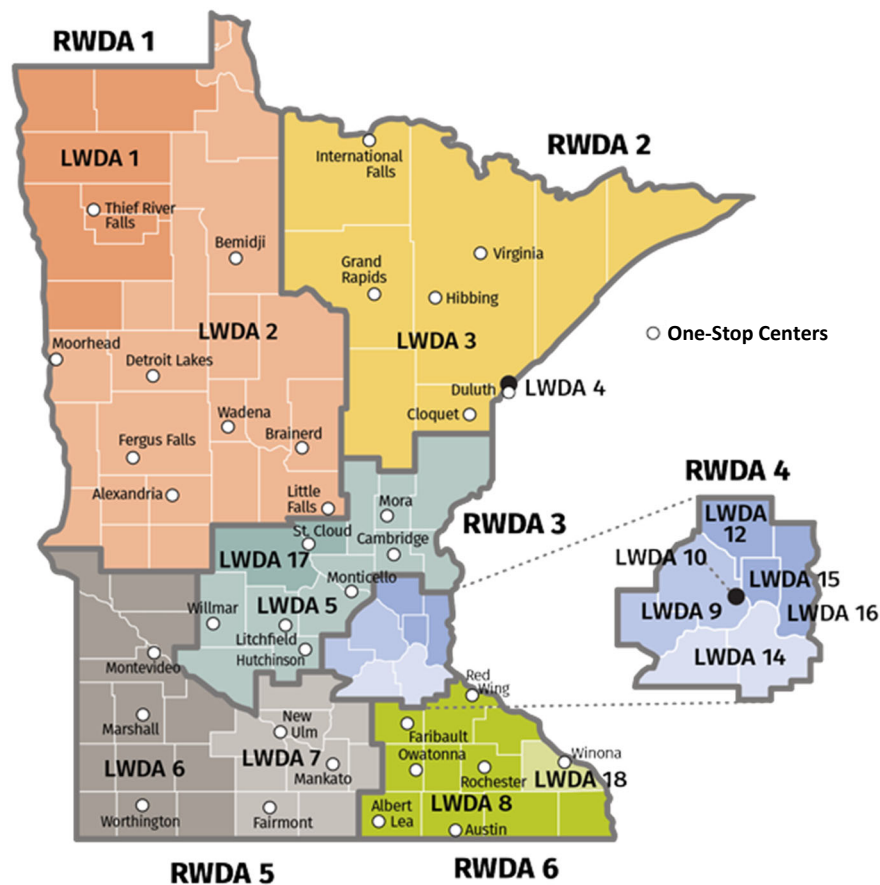
Renville County
Commissioner
Greg Snow (4)



Wright County
Commissioner
Christine Husom (9)



CMJTS
CEO
Barbara Chaffee (22)



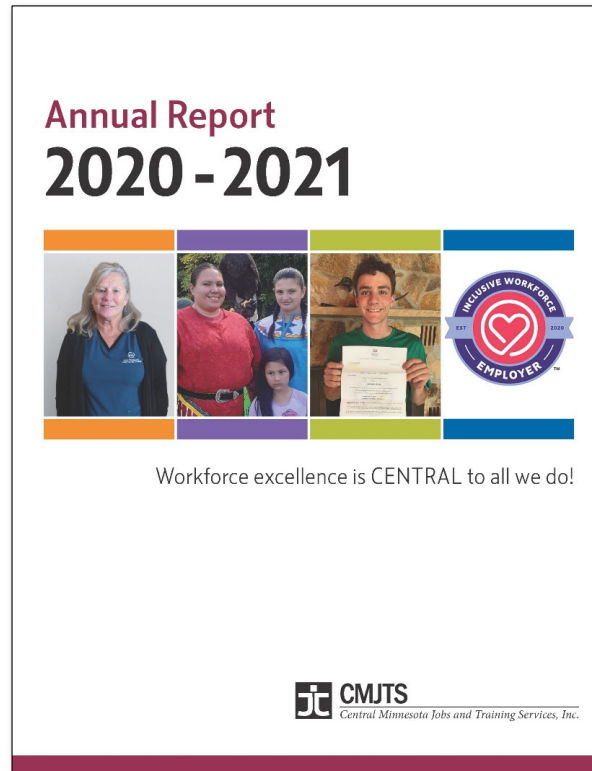
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- North Branch
- Olivia
- Pine City
- Sandstone
- Willmar – Ridgewater College

CMJTS Annual Report



To view the Annual Report, please visit: www.cmjts.org / About / Annual Report

2022-2023 Commercial Insurance

Central MN Jobs & Training Services Schedule of Insurance	
Policy Type: Commercial Package	Policy Number: PHPK2387071
Insurance Carrier: Philadelphia Insurance	Policy Term: April 20, 2022-2023
Coverage	Limit
Business Personal Property	\$ 788,000
Deductible	\$ 500
Valuation	Replacement Cost
Business Income	\$300,000
General Liability	\$ 1,000,000/\$2,000,000 aggregate
Professional Liability	\$ 1,000,000/\$2,000,000 aggregate
Automobile Liability	\$ 1,000,000
Policy Type: Workers Compensation	Policy Number: 112196.803
Insurance Carrier: Superior Point (Assigned Risk Pool)	Policy Term: April 20, 2022-2023
Coverage	Limit
Workers Compensation – MN	Statutory Limits
Employers Liability – Each Accident	\$ 500,000
Employers Liability – Disease (Policy Limit)	\$ 500,000
Employers Liability – Disease (Each Employee)	\$ 500,000
Policy Type: Commercial Umbrella	Number: PHUB805748
Insurance Carrier: Philadelphia Insurance	Policy Term: April 20, 2022-2023
Coverage	Limit
Umbrella Liability	\$2,000,000
Self-Insured Retention	\$ 10,000
Policy Type: Management Liability	Policy Number: DCP 1763904P1
Insurance Carrier: Carolina Casualty Insurance Comp	Policy Term: April 20, 2022-2023
Coverage	Limit
Directors' & Officers' Liability – per claim/aggregate	\$ 2,000,000
Directors' & Officers' Liability – deductible	\$ 2,500
Employment Practices Liability – per claim/aggregate	\$ 2,000,000
Employment Practices Liability – deductible	\$ 10,000
Policy Type: Crime – Third Party	Number: 41BDDHA5336
Insurance Carrier: The Hartford	Policy Term: April 20, 2022-2023
Coverage	Limit
Employee Theft – on Premise only	\$ 500,000
Deductible	\$ 4,000
Policy Type: ERISA Bond	Number: A270015864
Insurance Carrier: Capitol Indemnity	Policy Term: April 20, 2021-2024
Coverage	Limit
Bond Limit (with inflation guard)	\$ 225,000
Policy Type: Cyber	Number: W3228C220101
Insurance Carrier: Coverage	Policy Term: April 20, 2022-2023
Coverage	Limit
Liability	\$2,000,000

What Is Happening In Your County?

Central Minnesota Jobs and Training Services, Inc. Executive Staff



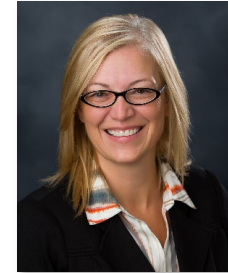
Tricia Bigaouette
Director
Finance Department
Economic Development
Corporate
tbigaouette@cmjts.org



Dina Wuornos
Manager
Adult
Public Assistance
Dislocated Worker
Central Region
dwuornos@cmjts.org



Diana Ristamaki
Manager
Youth Programs
Universal Team
North Region
dristamaki@cmjts.org



Leslie Wojtowicz
Manager
Workforce Development
Division
South Region
lwojtowowicz@cmjts.org

Finance Department and Economic Development



Tricia Bigaouette
Director

Annual Fiscal Audit

- **December of each year**, the JPB reviews the Annual Fiscal Audit with Fiscal Auditors (CLA).
- **What do they review?**
 - Select federal or state-funded programs to review
 - Pull designated case files
 - **Review Internal Controls Manual**
 - Look at cost categories/budgets and the laws that govern them
 - Evaluate all fiscal processes, including vendor lists



Annual Fiscal Audit


CENTRAL MINNESOTA JOBS AND TRAINING SERVICES SCHEDULE OF FINDINGS AND QUESTIONED COSTS YEAR ENDED JUNE 30, 2021	
<i>Section I – Summary of Auditors' Results</i>	
Financial Statements	
1. Type of Auditors' Report Issued:	<u>Unmodified</u>
2. Internal Control over Financial Reporting:	
• Material Weakness(es) Identified?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Significant Deficiency(ies) Identified?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> None reported
3. Noncompliance Material to Financial Statements Noted?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Federal Awards	
1. Internal Control over Major Programs:	
• Material Weakness(es) Identified?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Significant Deficiency(ies) Identified?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> None reported
2. Type of Auditors' Report Issued on Compliance for the Major Programs:	<u>Unmodified</u>
3. Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Identification of major programs:	
<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>
93.58	MFIP and TANF Youth
Dollar threshold used to distinguish between type A and type B programs:	\$750,000
Auditee qualified as low-risk auditee?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Youth Programs




Diana Ristamaki
Manager

Youth Program Chart of Eligibility



CMJTS
Central Minnesota Jobs and Training Services, Inc.

Youth Programs



Services provided include:

- Comprehensive career-related guidance and planning
- Employment opportunities linked to academic and occupational learning
- Paid and unpaid work experience opportunities and internships
- Job shadowing
- Occupational skills training
- Apprenticeship and/or pre-apprenticeship opportunities
- Alternative secondary school options to complete high school
- Career pathway and post-secondary training exploration
- Tutoring, study skills training, instruction leading to secondary school completion, including dropout prevention strategies
- Leadership development opportunities
- Mentoring
- Supportive services (financial assistance with certain costs related to gaining employment or completing an educational goal)
- Follow-up services to ensure continued success
- Adult mentoring
- Financial literacy and budgeting assistance
- Entrepreneurial skills development
- Alternative secondary school services

Felicia Bliss
Youth Employment Specialist
fb bliss@cmjts.org • 320.372.0456

Serving Chisago • Isanti • Kanabec • Kandiyohi • McLeod • Meeker • Mille Lacs • Pine • Renville • Sherburne • Wright Counties

Central Minnesota Jobs and Training Services, Inc.
406 East 7th Street, Suite 100, P.O. Box 720, Monticello, MN 55362 • 763.271.3700 • 800.284.7425 • www.cmjts.org

Youth Program Eligibility

WIOA OUT-OF-SCHOOL YOUTH	WIOA IN-SCHOOL YOUTH	MINNESOTA YOUTH PROGRAM (MYP)	YOUTH AT WORK
<p>A WIOA Out-of-School Youth is an individual who is:</p> <p>Age 16–24</p> <p>Not attending any school (as defined by state law), including either secondary or post-secondary school.</p> <p>And one or more of the following:</p> <ul style="list-style-type: none"> A school dropout A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner An offender A homeless individual, a homeless child or youth, or a runaway An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care of kinship guardianship or adoption, a child eligible for assistance under Sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out of home placement Pregnant and/or parenting, or Low income who requires additional assistance to enter or complete an educational program or to secure/hold employment 	<p>A WIOA In-School Youth is an individual who is:</p> <p>Attending any school (as defined by state law), including secondary and post-secondary school, and</p> <p>Age 14–21 at time of enrollment. Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 21 once they are enrolled in the program, and</p> <p>A low-income individual, and</p> <p>One or more of the following:</p> <ul style="list-style-type: none"> Basic skills deficient An English language learner An offender A homeless individual, a homeless child or youth, or a runaway An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care of kinship guardianship or adoption, a child eligible for assistance under Sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out of home placement An individual who is pregnant or parenting, or An individual with a disability 	<p>Minnesota Youth must meet this criteria:</p> <p>Age 14–24 at time of enrollment, and</p> <p>Low-income or one or more of the following at-risk criteria:</p> <ul style="list-style-type: none"> Basic skills deficient An offender Chemically dependent Individual with a disability Homeless youth Pregnant or parenting youth Public assistance recipients Foster care youth Limited English proficient Potential or actual school dropout 	<p>Age 14–24, and</p> <p>Economically disadvantaged youth OR at-risk youth (as defined under MYP)</p>
<p>MINNESOTA YOUTH-BUILD PROGRAM</p> <p>Minnesota Youthbuild Program participants must meet this criteria:</p> <p>Age 16–24, and</p> <p>Economically disadvantaged (see Section IV for Income Guideline Information) or eligible for the high school graduation incentives program (Minnesota Statute 2011, 124D.68, subdivision 2), and one of the following:</p> <ul style="list-style-type: none"> Youth who are not attending any school and have not received a secondary school diploma or its equivalent, or Youth currently enrolled in a traditional or alternative school setting or a GED program that, in the opinion of an official of the school, are in danger of dropping out of school <p>Youth at-risk for dropping out of school may include:</p> <ul style="list-style-type: none"> Teen parents (male or female ages 16–19) Juvenile offenders/diversion program youth Chemically dependent youth or children of drug or alcohol abusers/dependents Youth receiving public assistance and/or group home services Youth with disabilities Homeless youth 			
<p>PRE-EMPLOYMENT TRANSITION SERVICES</p> <p>CMJTS is a Limited Use Vendor for the Pre-Employment Transition Services (Pre-ETS) provided under Vocational Rehabilitation Services (VRS). Pre-ETS services are available to students who are eligible and potentially eligible for VRS.</p> <p>Youth must be between grade 9 and age 21 and a student with disabilities, in a secondary, post-secondary, or other recognized education program who:</p> <ul style="list-style-type: none"> Are eligible for, and receiving, special education or related services under Part B of the Individuals with Disabilities Education Act (IDEA), or Is an individual with a disability for purposes of Section 504, or Otherwise have a documented disability 			
<p>TANF</p> <p>TANF Innovation Project participants must be:</p> <ul style="list-style-type: none"> Ages of 14–24 Teen parents, ages 16–24, who are receiving cash MFIP benefits, or Younger youth, ages 14–18, who are on the grant in MFIP households 			

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10-21

Youth Explore Careers in the Trades

- Operation Exploration Trades Camp
- Five-day, hands-on camp held at the Operating Engineers Local 49 Training Center
- Collaboration between the Union Training Centers, CMJTS, and Mille Lacs Band of Ojibwe



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EXPLORE CAREERS IN THE TRADES

Electrician Masonry	Carpentry Operating Engineers	Laborers and more
------------------------	----------------------------------	----------------------

Would you like to...

- Explore different career opportunities in trades?
- Learn more about the training, education, and skills needed to begin a career in the trades?
- Tour the Union Training Center and be exposed to potential apprenticeship opportunities?

June 13-17
9:00 am-3:00 pm

For more information on eligibility and the enrollment process, please contact:

Felicia Bliss
Youth Employment Specialist
fbloss@cmjts.org • 320.372.0456

For Ge-Niigaanizijig related questions, please contact:

Carlos Merrill
320.674.4347



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Youth Program Success Story

James (Jase) Stensrud-Eubanks, Jr.
Minnesota Youth Program (MYP)
and the Youthbuild Program



Public Assistance, Adult, and Dislocated Worker Programs



Dina Wuornos
Manager

Adult and Dislocated Worker Programs



- Did you know CMJTS delivers the Workforce Innovation and Opportunity Act Programs?
- Eligibility criteria
 - WIOA Adult – Priority of service for public assistance recipients
 - WIOA and State Dislocated Worker
- Services are tailored to the individual's unique needs and may include:
 - Career planning and counseling
 - Approved training services
 - Job search assistance
 - Support services

Workforce Development Division



Leslie Wojtowicz
Manager

Incumbent Worker Training Program

- There has been an influx in incumbent worker applications. CMJTS has funded several trainings in the service area to upskill employees, which included:
 - Lean training
 - Leadership training
 - Machining training (on specific machine)
 - Develop internal apprenticeship program
 - Train the trainer
 - Leadership effectiveness
- Business-driven program designed to provide direct financial assistance to train current employees and improve economic competitiveness of regional businesses.
- The program will provide reimbursements to eligible businesses for specific training costs accrued during the course of training.
- The program is intended to offset a portion of the businesses' costs to train and upgrade the skills of its incumbent workers.

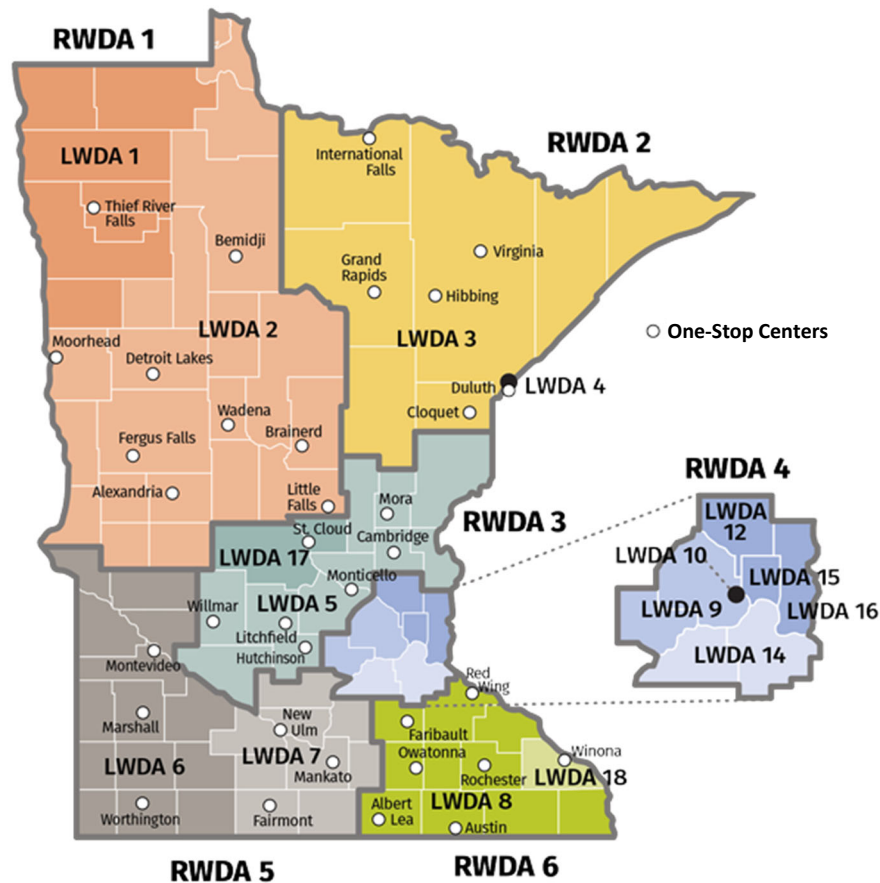
Questions & Answers

To LWDA 5's 11 counties:

Chisago, Isanti,
Kanabec, Kandiyohi,
Meeker, McLeod, Mille Lacs,
Pine, Renville, Sherburne,
and Wright

***Thank you for your
outstanding leadership and partnership
in workforce development!***





CareerForce™ (One-Stop Centers)

- Cambridge
- Hutchinson
- Litchfield
- Monticello
- Mora
- Willmar

Specialized Centers

- Elk River
- Forest Lake
- Milaca
- North Branch
- Olivia
- Pine City
- Sandstone
- Willmar – Ridgewater College

Central MN Jobs & Training Services

Schedule of Insurance

Policy Type: Commercial Package	Policy Number: PHPK2387071
Insurance Carrier: Philadelphia Insurance	Policy Term: April 20, 2022-2023
Coverage	Limit
Business Personal Property	\$ 788,000
Deductible	\$ 500
Valuation	Replacement Cost
Business Income	\$300,000
General Liability	\$ 1,000,000/\$2,000,000 aggregate
Professional Liability	\$ 1,000,000/\$2,000,000 aggregate
Automobile Liability	\$ 1,000,000

Policy Type: Workers Compensation	Policy Number: 112196.803
Insurance Carrier: Superior Point (Assigned Risk Pool)	Policy Term: April 20, 2022-2023
Coverage	Limit
Workers Compensation – MN	Statutory Limits
Employers Liability – Each Accident	\$ 500,000
Employers Liability – Disease (Policy Limit)	\$ 500,000
Employers Liability – Disease (Each Employee)	\$ 500,000

Policy Type: Commercial Umbrella	Number: PHUB805748
Insurance Carrier: Philadelphia Insurance	Policy Term: April 20, 2022-2023
Coverage	Limit
Umbrella Liability	\$2,000,000
Self-Insured Retention	\$ 10,000

Policy Type: Management Liability	Policy Number: DCP 1763904P1
Insurance Carrier: Carolina Casualty Insurance Comp	Policy Term: April 20, 2022-2023
Coverage	Limit
Directors' & Officers' Liability – per claim/aggregate	\$ 2,000,000
Directors' & Officers' Liability – deductible	\$ 2,500
Employment Practices Liability – per claim/aggregate	\$ 2,000,000
Employment Practices Liability – deductible	\$ 10,000

Policy Type: Crime – Third Party	Number: 41BDDHA5336
Insurance Carrier: The Hartford	Policy Term: April 20, 2022-2023
Coverage	Limit
Employee Theft – on Premise only	\$ 500,000
Deductible	\$ 4,000

Policy Type: ERISA Bond	Number: A270015864
Insurance Carrier: Capitol Indemnity	Policy Term: April 20, 2021-2024
Coverage	Limit
Bond Limit (with inflation guard)	\$ 225,000

Policy Type: Cyber	Number: W3228C220101
Insurance Carrier: Coverage	Policy Term: April 20, 2022-2023
Coverage	Limit
Liability	\$2,000,000

**CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2021**

Section I – Summary of Auditors' Results

Financial Statements

1. Type of Auditors' Report Issued: Unmodified
2. Internal Control over Financial Reporting:
- Material Weakness(es) Identified? Yes X No
 - Significant Deficiency(ies) Identified? Yes X None reported
3. Noncompliance Material to Financial Statements Noted? Yes X No

Federal Awards

1. Internal Control over Major Programs:
- Material Weakness(es) Identified? Yes X No
 - Significant Deficiency(ies) Identified? Yes X None reported
2. Type of Auditors' Report Issued on Compliance for the Major Programs: Unmodified
3. Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? Yes X No

Identification of major programs:

CFDA Number(s)

93.58

Name of Federal Program or Cluster

MFIP and TANF Youth

Dollar threshold used to distinguish between type A and type B programs:

\$750,000

Auditee qualified as low-risk auditee?

 X Yes No



CMJTS

Central Minnesota Jobs and Training Services, Inc.

Youth Programs



Services provided include:

- Comprehensive career-related guidance and planning
- Employment opportunities linked to academic and occupational learning
- Paid and unpaid work experience opportunities and internships
- Job shadowing
- Occupational skills training
- Apprenticeship and/or pre-apprenticeship opportunities
- Alternative secondary school options to complete high school
- Career pathway and post-secondary training exploration
- Tutoring, study skills training, instruction leading to secondary school completion, including dropout prevention strategies
- Leadership development opportunities
- Mentoring
- Supportive services (financial assistance with certain costs related to gaining employment or completing an educational goal)
- Follow-up services to ensure continued success
- Adult mentoring
- Financial literacy and budgeting assistance
- Entrepreneurial skills development
- Alternative secondary school services

Felicia Bliss

Youth Employment Specialist

fbliss@cmjts.org ■ 320.372.0456

Serving Chisago ■ Isanti ■ Kanabec ■ Kandiyohi ■ McLeod ■ Meeker ■ Mille Lacs ■ Pine ■ Renville ■ Sherburne ■ Wright Counties

Central Minnesota Jobs and Training Services, Inc.

406 East 7th Street, Suite 100, P.O. Box 720, Monticello, MN 55362 ■ 763.271.3700 ■ 800.284.7425 ■ www.cmjts.org

Youth Program Eligibility

WIOA OUT-OF-SCHOOL YOUTH

A WIOA Out-of-School Youth is an individual who is:

Age 16–24

Not attending any school (as defined by state law), including either secondary or post-secondary school.

And one or more of the following:

A school dropout

- A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter
- A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner
- An offender
- A homeless individual, a homeless child or youth, or a runaway
- An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care of kinship guardianship or adoption, a child eligible for assistance under Sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement
- Pregnant and/or parenting, or
- Individual with a disability, or
- Low income who requires additional assistance to enter or complete an educational program or to secure/hold employment

WIOA IN-SCHOOL YOUTH

A WIOA In-School Youth is an individual who is:

Attending any school (as defined by state law), including secondary and post-secondary school, and

Age 14–21 at time of enrollment. Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 21 once they are enrolled in the program, and

A low-income individual, and

One or more of the following:

- Basic skills deficient
- An English language learner
- An offender
- A homeless individual, a homeless child or youth, or a runaway
- An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under Sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement
- An individual who is pregnant or parenting, or
- An individual with a disability

TANF

TANF Innovation Project participants must be:

- Ages of 14–24
- Teen parents, ages 16–24, who are receiving cash MFIP benefits, or
- Younger youth, ages 14–18, who are on the grant in MFIP households

MINNESOTA YOUTH PROGRAM (MYP)

Minnesota Youth must meet this criteria:

Age 14–24 at time of enrollment, and

Low-income or one or more of the following at-risk criteria:

- Basic skills deficient
- An offender
- Chemically dependent
- Individual with a disability
- Homeless youth
- Pregnant or parenting youth
- Public assistance recipients
- Foster care youth
- Limited English proficient
- Potential or actual school dropout

PRE-EMPLOYMENT TRANSITION SERVICES

CMJTS is a Limited Use Vendor for the Pre-Employment Transition Services (Pre-ETS) provided under Vocational Rehabilitation Services (VRS). Pre-ETS services are available to students who are eligible and potentially eligible for VRS.

Youth must be between grade 9 and age 21 and a student with disabilities, in a secondary, post-secondary, or other recognized education program who:

- Are eligible for, and receiving, special education or related services under Part B of the Individuals with Disabilities Education Act (IDEA), or
- Is an individual with a disability for purposes of Section 504, or
- Otherwise have a documented disability

YOUTH AT WORK

Age 14–24, and

Economically disadvantaged youth OR at-risk youth (as defined under MYP)

MINNESOTA YOUTH-BUILD PROGRAM

Minnesota Youthbuild Program participants must meet this criteria:

Age 16–24, and

Economically disadvantaged (see Section IV for Income Guideline Information) or eligible for the high school graduation incentives program (Minnesota Statute 2011 124D.68, subdivision 2), and one of the following:

- Youth who are not attending any school and have not received a secondary school diploma or its equivalent, or
- Youth currently enrolled in a traditional or alternative school setting or a GED program that, in the opinion of an official of the school, are in danger of dropping out of school

Youth at-risk for dropping out of school may include:

- Teen parents (male or female ages 16–19)
- Juvenile offenders/diversion program youth
- Chemically dependent youth or children of drug or alcohol abusers/dependents
- Youth receiving public assistance and/or group home services
- Youth with disabilities
- Homeless youth

www.cmjts.org



Equal Opportunity Employer and Program Provider

Auxiliary aids and services are available upon request to individuals with disabilities by contacting Gina Cummings at 763-271-3700 or email at gcummings@cmjts.org.



CMJTS

Central Minnesota Jobs and Training Services, Inc.

www.cmjts.org



We Are An Equal Opportunity Employer/Program Provider

Upon request the information in this document can be made available in alternative formats for people with disabilities by calling 800-284-7425.



EXPLORE CAREERS IN THE TRADES

Electrician
Masonry

Carpentry
Operating Engineers

Laborers
and more

Would you like to...

- Explore different career opportunities in trades?
- Learn more about the training, education, and skills needed to begin a career in the trades?
- Tour the Union Training Center and be exposed to potential apprenticeship opportunities?

June 13-17

9:00 am–3:00 pm

For more information on eligibility
and the enrollment process,
please contact:

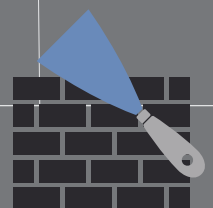
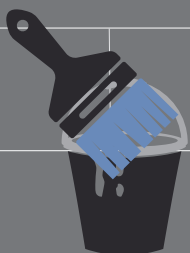
Felicia Bliss

Youth Employment Specialist
fbliss@cmjts.org ■ 320.372.0456

For Ge-Niigaanizijig related
questions, please contact:

Carlos Merrill

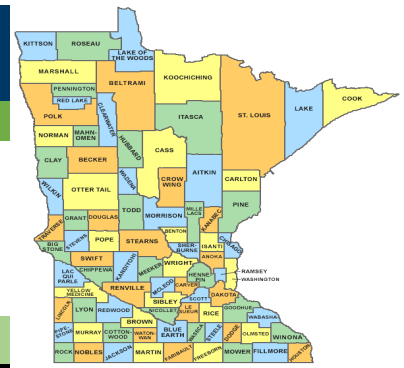
320.674.4347



COUNTY PROFILE

Pine Co.

Pine Co. is a part of Economic Development Region 7E, which is located in the Central Planning Region.



POPULATION CHARACTERISTICS

2021 population: **29,302 people**

Pine Co. suffered a negative natural increase - more deaths than births from 2020 to 2021, but also experienced net in-migration - meaning more people moved in than moved out. In addition to domestic in-migration, Pine Co. welcomed net international in-migration - gaining new Minnesotans from foreign countries (see Table 1).

Table 1. Cumulative Estimates of the Components of Population Change, 2020-2021

	Total Population Change	April 1, 2020 to July 1, 2021					
		Natural Increase	Vital Events		Net Migration		
			Births	Deaths	Total	International	Domestic
Pine Co.	426	-173	272	445	607	1	606
State of Minnesota	896	12,512	79,493	66,981	-11,734	4,213	-15,947

Source: U.S. Census Bureau, Population Estimates Program

Pine Co.'s population decreased over the past decade, ranking as the 70th fastest growing of the 87 counties in the state from 2010 to 2020. It is now the 37th largest in the state. Pine Co.'s population has an older median age than the state and a larger percentage of people aged 65 years and older. The population is aging, especially as the Baby Boom generation moves through the population pyramid (see Figure 1).

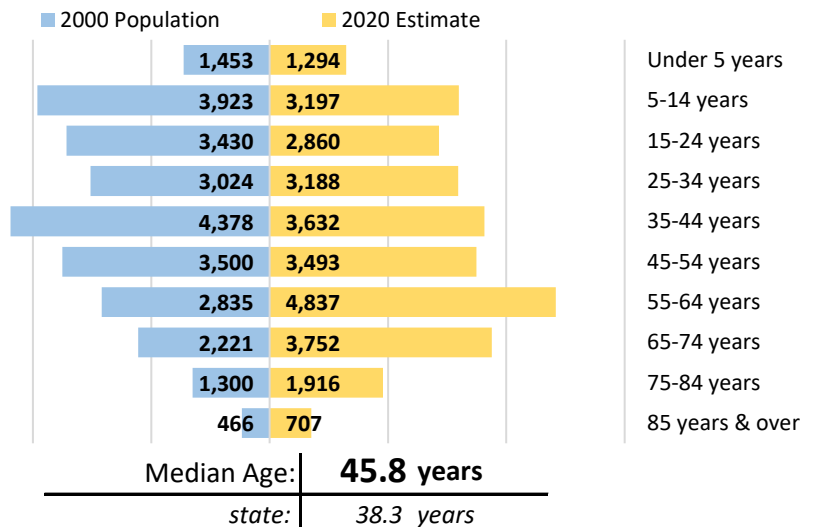
	Number	Percent
Under 5 years	1,294	4.5%
5-14 years	3,197	11.1%
15-24 years	2,860	9.9%
25-34 years	3,188	11.0%
35-44 years	3,632	12.6%
45-54 years	3,493	12.1%
55-64 years	4,837	16.8%
65-74 years	3,752	13.0%
75-84 years	1,916	6.6%
85 years & over	707	2.4%
Total Population	28,876	100.0%

Source: U.S. Census Bureau, Population Estimates

Population change,
2010-2020

-448 people
-1.5% decline

Figure 1. Population Pyramid, 2000-2020

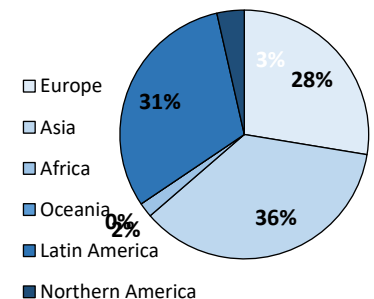


Compared to the state, Pine Co. has a smaller percentage of foreign-born residents. From 2010 to 2020, Pine Co. saw a decrease in the number of foreign-born residents, though it was slower than the statewide increase.

	Pine Co.		Change 2010-2020		Minnesota	
	Number	Percent	Number	Percent	Percent	Change
Foreign-born Population	366	1.3%	-84	-18.7%	8.2%	28.3%
Europe	101	27.6%	-78	-43.6%	9.7%	1.9%
Asia	132	36.1%	64	94.1%	37.1%	28.5%
Africa	7	1.9%	7	#DIV/0!	26.6%	78.2%
Oceania	0	0.0%	0	#DIV/0!	0.4%	15.4%
Americas:	126	34.4%	-77	-37.9%	26.1%	7.8%
Latin America	113	30.9%	-48	-29.8%	23.6%	9.6%
Northern America	13	3.6%	-29	-69.0%	2.5%	-6.3%

Source: U.S. Census Bureau, 2016-2020 American Community Survey

Figure 2. Place of Birth for the Foreign Born Population, 2020



COUNTY PROFILE

Pine Co.

Pine Co.'s population was becoming more racially diverse over time. Since 2010, the county's white population declined, but the number of people of other races increased (see Table 4).

Figure 3. Population by Race, 2020

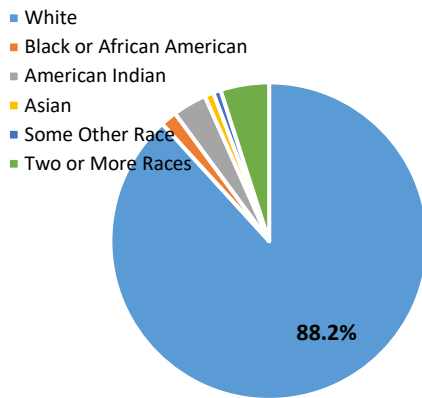


Table 4. Race and Hispanic Origin, 2020

	Pine Co.			Minnesota	
	Number	Percent	Change from 2010-2020	Percent	Change from 2010-2020
Total	28,876	100.0%	-1.8%	100.0%	8.9%
White	25,480	88.2%	-6.3%	77.5%	-2.6%
Black or African American	478	1.7%	-6.3%	7.0%	54.9%
American Indian or Alaska Native	998	3.5%	15.5%	1.2%	24.0%
Asian or Other Pac. Islanders	268	0.9%	87.4%	5.3%	46.4%
Some Other Race	224	0.8%	40.0%	3.0%	122.8%
Two or More Races	1,428	4.9%	169.4%	6.1%	221.3%
Hispanic or Latino origin	713	2.5%	2.9%	6.1%	47.9%

Source: U.S. Census Bureau

POPULATION PROJECTIONS

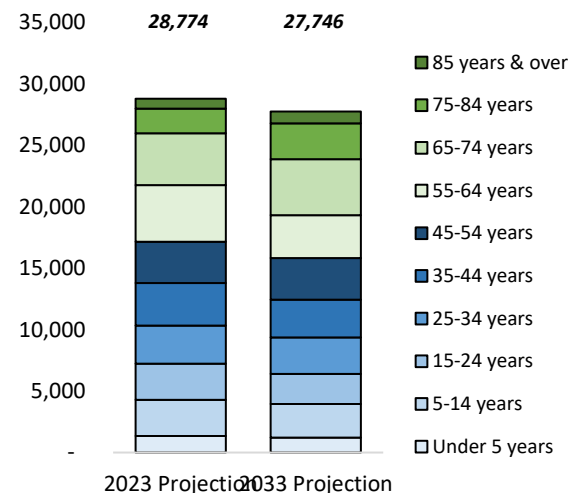
According to the Minnesota State Demographic Center, Pine Co.'s population is expected to decline from 2023 to 2033, with a rate of change that is slower than the projected statewide growth rate (5.6%). Despite the decline, the number of people aged 65 years and older is expected to increase over the next decade (see Figure 4 and Table 5).

Table 5. Population Projections by Age Group, 2023-2033

Pine Co.	2023 Projection	2033 Projection	Numeric Change	Percent Change
Under 5 years	1,357	1,218	-139	-10.2%
5-14 years	2,936	2,721	-215	-7.3%
15-24 years	2,923	2,463	-460	-15.7%
25-34 years	3,115	2,963	-152	-4.9%
35-44 years	3,455	3,083	-372	-10.8%
45-54 years	3,372	3,365	-7	-0.2%
55-64 years	4,598	3,486	-1,112	-24.2%
65-74 years	4,222	4,562	340	8.1%
75-84 years	2,007	2,923	916	45.6%
85 years & over	789	962	173	21.9%
Total Population	28,774	27,746	-1,028	-3.6%

Source: Minnesota State Demographic Center

Figure 4. Projections by Age Group, 2023-2033



EDUCATIONAL ATTAINMENT

Pine Co. has a lower percentage of adults (18 years & over) with at least a high school diploma than the state (92.8%), and a lower percentage of people with at least some college experience. Pine Co. also has a lower percentage of people with an Associate's degree and a lower percentage of people with a Bachelor's degree or higher.

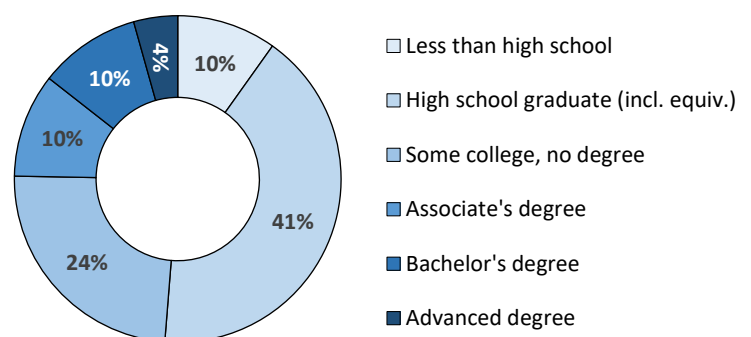
Percentage of the adult population (18 years & over) with at least a high school diploma:

90.1%

College-educated: **48.7%**
state: 68.0%

Associate's Degree: **10.3%**
Bachelor's Degree: **10.1%**
Advanced Degree: **4.4%**

Figure 5. Educational Attainment, 2020



Source: U.S. Census Bureau, 2016-2020 American Community Survey

LABOR FORCE TRENDS

At 5%, Pine Co. had a higher unemployment rate than the state in 2021. After the pandemic recession Pine Co.'s unemployment rate decreased compared to 8.9% in 2020, and declined compared to the 5.8% rate posted in 2019, pre-pandemic. The number of unemployed workers actively seeking work in Pine Co. declined over the past year, and is down compared to 2019.

13,970 available workers

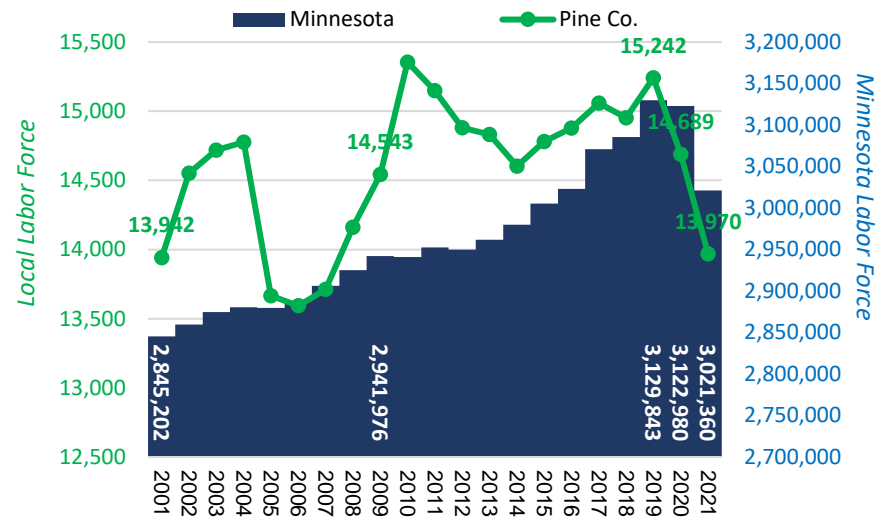
Labor Force change,
2006-2021 **377 workers**
2.8% increase

5.0% unemployment rate

3.4% state

699 unemployed workers

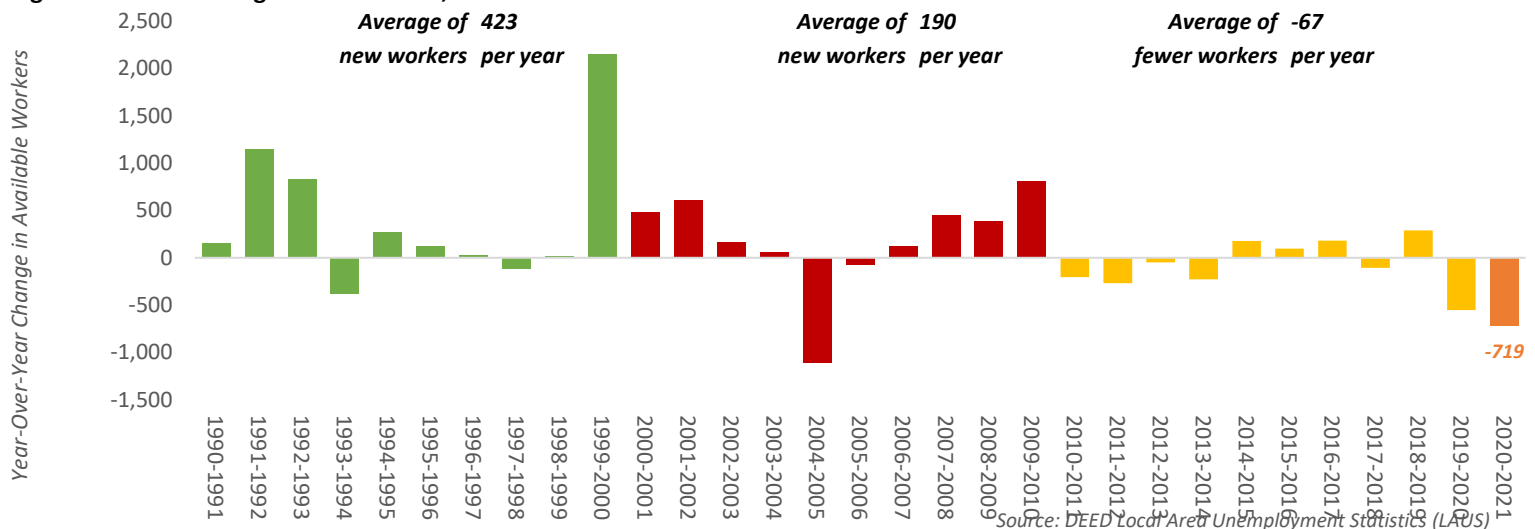
Figure 6. Annual Labor Force Estimates



Source: DEED Local Area Unemployment Statistics

Labor force growth has slowed in recent years. After experiencing a net gain of 422.5 workers each year from 1990 to 2000, Pine Co. averaged an annual gain of 189.9 new workers from 2000 to 2010, and most recently a loss of -66.6 fewer workers since 2010 (see Figure 7). Moving forward, Pine Co. is expected to see a labor force decline from 2023 to 2033 (see Table 6).

Figure 7. Annual Change in Labor Force, 1990-2021



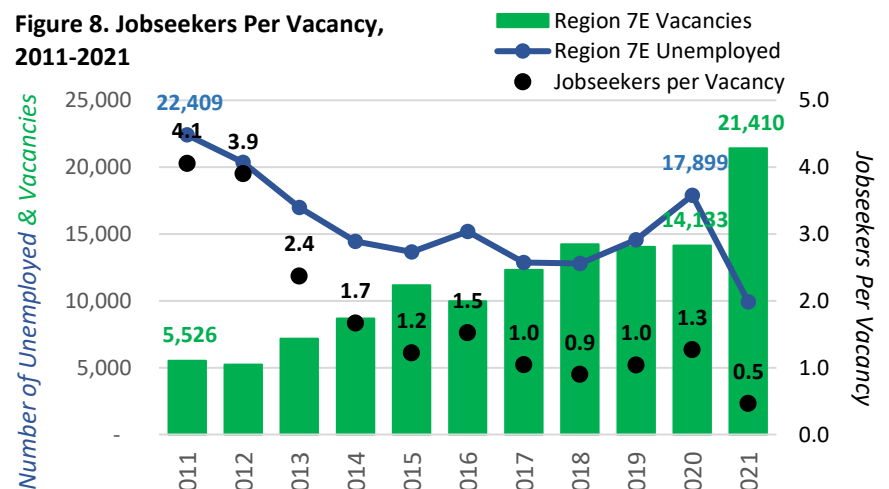
Source: DEED Local Area Unemployment Statistics (LAUS)

Table 6. Labor Force Projections, 2023-2033	Labor Force Projection	
	2023	2033
16 to 24 years	1,701	1,441
25 to 54 years	7,535	7,131
55 to 64 years	2,727	2,067
65 years & over	1,213	1,369
Total Labor Force	13,177	12,008

Source: Minnesota State Demographic Center

The labor market had grown extremely tight in recent years, with less than 1 jobseeker per vacancy until the pandemic recession intervened in early 2020 and the number of unemployed workers spiked. Job vacancies in Central reached new highs in the 4th quarter of 2021, quickly bringing back challenges in finding new workers and the lowest jobseeker-per-vacancy ratio on record (see Figure 8).

Figure 8. Jobseekers Per Vacancy, 2011-2021



Source: DEED Job Vacancy Survey, LAUS program

LABOR FORCE CHARACTERISTICS

Pine Co. had a lower labor force participation rate than the state. The labor force in Pine Co. is less racially diverse than the state (where 84.8% of workers are white alone), but is becoming more diverse over time.

Table 7. Employment Characteristics, 2020

	Pine Co.			Minnesota		Labor Force by Gender	
	In Labor Force (available workers)	Labor Force Partic. Rate	Unemp. Rate	Labor Force Partic. Rate	Unemp. Rate	Male	Female
Total Labor Force	13,705	56.6%	6.1%	69.7%	3.6%	7,325	6,376
16 to 19 years	732	53.7%	12.0%	53.2%	11.0%	357	375
20 to 24 years	1,030	76.3%	11.5%	84.6%	6.0%	553	477
25 to 44 years	5,105	76.2%	6.6%	88.8%	3.2%	2,764	2,341
45 to 54 years	2,944	75.0%	4.6%	87.6%	2.7%	1,551	1,394
55 to 64 years	2,877	59.3%	3.6%	73.0%	2.8%	1,452	1,424
65 to 74 years	842	24.3%	6.1%	27.9%	2.2%	543	298
75 years & over	172	6.7%	0.6%	6.6%	2.4%	105	67

Employment Characteristics by Race & Hispanic Origin

White alone	12,788	57.7%	5.7%	69.3%	3.0%
Black or African American	190	27.9%	10.5%	71.3%	8.8%
American Indian & Alaska Native	180	42.7%	16.1%	58.9%	12.6%
Asian or Other Pac. Islanders	112	61.8%	3.6%	71.2%	4.3%
Some Other Race	123	75.0%	10.6%	77.7%	6.1%
Two or More Races	304	50.5%	12.2%	73.6%	7.4%
Hispanic or Latino	278	42.2%	21.9%	76.5%	6.1%

Employment Characteristics by Disability

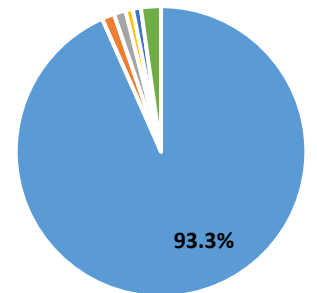
With Any Disability	1,199	47.7%	6.4%	53.0%	8.6%
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Employment Characteristics by Educational Attainment

Population, 25 to 64 years	10,926	70.6%	5.3%	84.5%	3.0%
Less than H.S. Diploma	591	50.1%	5.4%	66.3%	4.2%
H.S. Diploma or Equivalent	3,787	62.1%	8.8%	78.5%	2.6%
Some College or Assoc. Degree	4,552	78.0%	5.4%	85.3%	3.0%
Bachelor's Degree or Higher	1,996	84.5%	1.9%	90.0%	1.7%

Source: 2016-2020 American Community Survey, 5-Year Estimates

Figure 9. Labor Force by Race, 2020

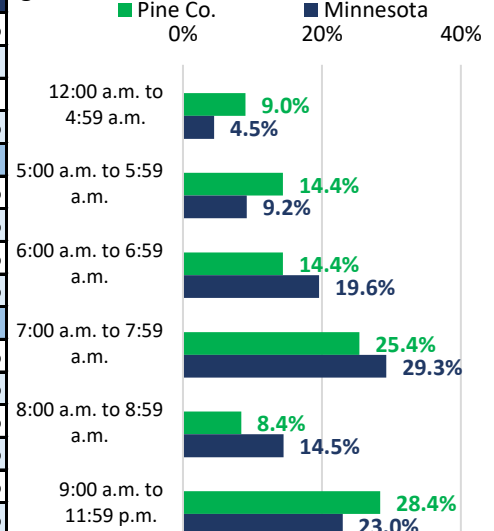


- White alone
- Black or African American
- American Indian & Alaska Native
- Asian or Other Pac. Islanders
- Some Other Race
- Two or More Races

A smaller percentage of workers in Pine Co. worked in the same county in which they live compared to the state. Pine Co. also had a longer average commute time than the state.

Table 8. Commuting Characteristics, 2020	Pine Co.		Minnesota	
	Number	Percent	Number	Percent
Worked in state of residence	12,361	98.1%	2,833,431	97.6%
Worked in county of residence	7,308	58.0%	1,872,503	64.5%
Worked out of county of residence	5,053	40.1%	960,928	33.1%
Worked outside state of residence	239	1.9%	69,675	2.4%
MEANS OF TRANSPORTATION TO WORK				
Car, truck, or van	11,227	89.1%	2,441,512	84.1%
Public transportation (excl. taxicab)	25	0.2%	92,899	3.2%
Other method (walk, bike, taxi, etc.)	428	3.4%	119,027	4.1%
Worked at home	907	7.2%	249,667	8.6%
TRAVEL TIME TO WORK				
Less than 10 minutes	1,877	14.9%	455,788	15.7%
10 to 19 minutes	3,465	27.5%	873,835	30.1%
20 to 29 minutes	1,991	15.8%	644,490	22.2%
30 to 44 minutes	1,865	14.8%	574,815	19.8%
45 to 59 minutes	1,058	8.4%	194,508	6.7%
60 or more minutes	2,344	18.6%	162,574	5.6%
Mean travel time to work (minutes)	32.3 minutes		23.8 minutes	

Figure 10. Time Leaving Home to go to Work, 2020



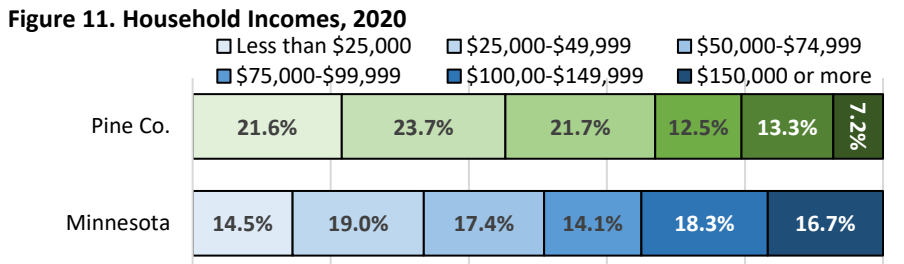
Source: 2016-2020 American Community Survey, 5-Year Estimates

INCOMES, COST OF LIVING, & HOUSING

Pine Co. had a lower median household income than the state, and a higher percentage of households with incomes below \$50,000. Overall, Pine Co. had the 81st highest median household income of the 87 counties in the state.

Median Household Income	\$55,606
state	\$73,382
Median Family Income	\$68,972
state	\$92,692
Per Capita Income	\$27,607
state	\$38,881

Source: 2016-2020 American Community Survey



The cost of living has increased over the past year with costs up in many areas. Pine Co. had a lower cost of living than the state, with a required hourly wage of \$15.81 for a single person living alone to meet a basic needs cost of living, and an hourly wage requirement of \$17.63 for a typical family with 2 adults and 1 child (see Table 9).

Table 9. Basic Needs Cost of Living Estimates, 2022

Single Adult, 0 children	Single Yearly Cost of Living	Hourly Wage Required	Monthly Costs						
			Child Care	Food	Health Care	Housing	Transportation	Other	Taxes
Pine Co.	\$32,895	\$15.81	\$0	\$350	\$152	\$619	\$963	\$265	\$392
State of Minnesota	\$33,708	\$16.21	\$0	\$359	\$157	\$903	\$663	\$345	\$382
Typical Family: 2 Adults (1 working full-time, 1 part-time), 1 child	Family Yearly Cost of Living	Hourly Wage Required	Monthly Costs						
			Child Care	Food	Health Care	Housing	Transportation	Other	Taxes
Pine Co.	\$55,017	\$17.63	\$299	\$801	\$538	\$830	\$1,146	\$446	\$525
State of Minnesota	\$60,540	\$19.40	\$579	\$822	\$561	\$1,151	\$772	\$540	\$620

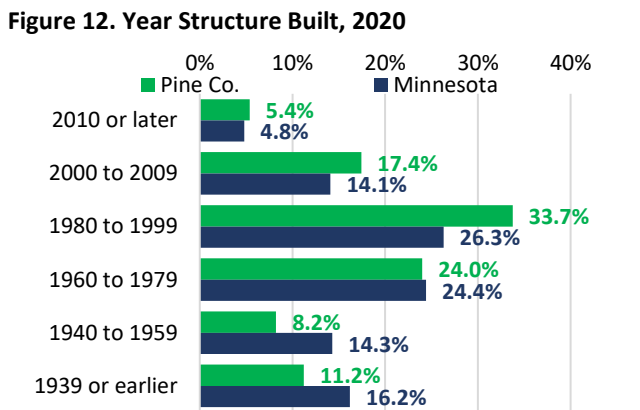
Source: DEED Cost of Living tool

Pine Co. had a lower median house value than the state, having the 42nd highest value of the 87 counties in 2020. Pine Co.'s housing stock was newer than the state's, with a higher percentage of units built since 2000 (see Figure 12).

Table 10. Estimated Value of Owner-occupied Housing Units, 2020

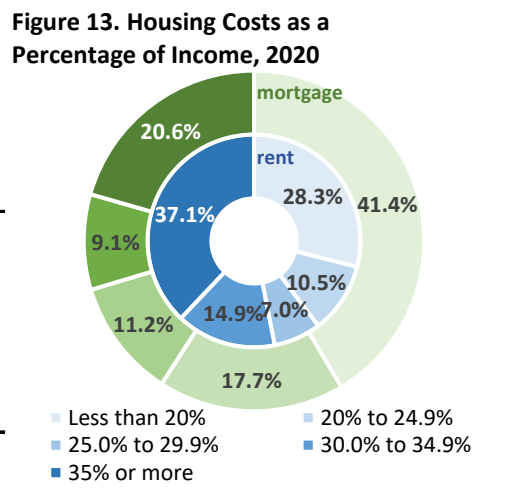
	Pine Co.		Minnesota
	Total	Percent	Percent
Total	9,105	100.0%	100.0%
Less than \$50,000	546	6.0%	4.3%
\$50,000 to \$99,999	1,357	14.9%	7.0%
\$100,000 to \$149,999	1,638	18.0%	10.9%
\$150,000 to \$199,999	1,915	21.0%	16.6%
\$200,000 to \$299,999	2,195	24.1%	28.8%
\$300,000 to \$499,999	1,188	13.0%	23.6%
\$500,000 or more	266	2.9%	8.9%
Median (dollars)	\$170,700		\$235,700

Source: 2016-2020 American Community Survey, 5-Year Estimates



Median monthly owner costs, owner-occupied units with a mortgage	\$1,316
state	\$1,606
Percentage of households with a mortgage spending 30% or more of their income on housing costs	29.6%
state	21.6%
Median monthly rent costs	\$770
state	\$1,010
Percentage of renters spending 30% or more of their household income on rent	52.0%
state	44.8%

Source: 2016-2020 American Community Survey, 5-Year Estimates



OCCUPATIONS

At \$21.95 in 2021, wages were lower in Region 7E than the state. Overall, Region 7E had the 6th highest median hourly wage level of the 13 economic development regions in the state. Wages were highest for management occupations (\$40.74) and lowest for food preparation and serving related jobs (\$14.53) (see Table 11).

Table 11. Occupational Employment & Wage Statistics, 2021

Occupational Group	Region 7E				State of Minnesota		
	Median Hourly Wage	Estimated Regional Jobs	Share of Total Jobs	Regional Location Quotient	Median Hourly Wage	State-wide Jobs	Share of Total Jobs
Total, All Occupations	\$21.95	45,770	100.0%	1.0	\$23.81	2,695,450	100.0%
Management	\$40.74	2,350	5.1%	0.8	\$50.51	181,090	6.7%
Business & Financial Operations	\$30.77	1,380	3.0%	0.4	\$38.08	192,700	7.1%
Computer & Mathematical	\$34.07	340	0.7%	0.2	\$48.34	101,560	3.8%
Architecture & Engineering	\$39.22	660	1.4%	0.7	\$39.39	51,970	1.9%
Life, Physical & Social Science	\$33.47	280	0.6%	0.6	\$37.30	26,140	1.0%
Community & Social Service	\$24.73	1,500	3.3%	1.6	\$24.68	53,670	2.0%
Legal	\$30.87	200	0.4%	0.6	\$40.08	19,860	0.7%
Education, Training & Library	\$26.79	3,470	7.6%	1.4	\$24.48	149,990	5.6%
Arts, Design, Entertainment & Media	\$24.10	310	0.7%	0.5	\$26.08	36,710	1.4%
Healthcare Practitioners & Technical	\$38.08	3,290	7.2%	1.0	\$38.73	190,180	7.1%
Healthcare Support	\$15.62	3,280	7.2%	1.2	\$15.37	162,530	6.0%
Protective Service	\$26.58	1,270	2.8%	1.8	\$25.07	40,580	1.5%
Food Preparation & Serving Related	\$14.53	4,570	10.0%	1.4	\$14.65	198,800	7.4%
Building, Grounds Cleaning & Maint.	\$18.30	1,270	2.8%	1.0	\$17.98	75,850	2.8%
Personal Care & Service	\$15.27	1,180	2.6%	1.2	\$15.24	56,580	2.1%
Sales & Related	\$14.83	4,640	10.1%	1.1	\$17.25	245,390	9.1%
Office & Administrative Support	\$22.51	4,890	10.7%	0.9	\$23.12	334,550	12.4%
Farming, Fishing & Forestry	\$19.92	100	0.2%	1.4	\$18.55	4,350	0.2%
Construction & Extraction	\$28.43	2,230	4.9%	1.2	\$30.09	107,180	4.0%
Installation, Maintenance & Repair	\$24.22	1,620	3.5%	1.0	\$25.34	96,660	3.6%
Production	\$20.60	3,690	8.1%	1.1	\$19.59	198,940	7.4%
Transportation & Material Moving	\$18.96	3,270	7.1%	0.9	\$19.30	209,780	7.8%

Source: DEED Occupational Employment & Wage Statistics, Qtr. 1 2021

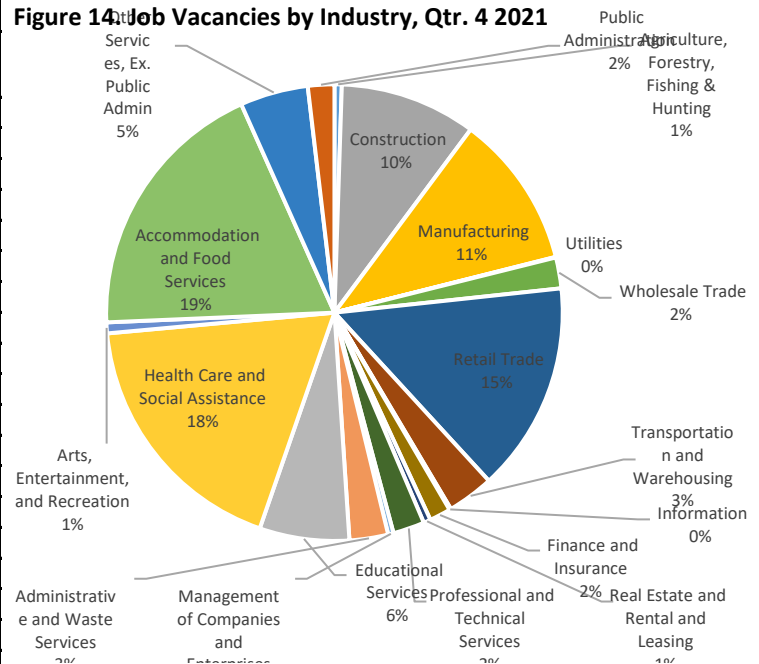
JOB VACANCY SURVEY

Pine Co. is a part of the Central planning region. There were 21410 job vacancies posted by employers in the 4th Quarter of 2021, indicating extensive opportunity in the region, with openings across several occupations and industries (see Figure 14).

Table 12. Central Job Vacancy Survey Results, Qtr. 4 2021

Occupational Group	Number of Vacancies	Wage Offer
Total, All Occupations	21,410	\$17.26
Management	442	\$28.11
Business & Financial Operations	422	\$26.82
Computer & Mathematical	79	\$29.29
Architecture & Engineering	258	\$20.98
Life, Physical & Social Sciences	79	\$30.71
Community & Social Service	494	\$18.61
Education, Training & Library	894	\$17.28
Healthcare Practitioners & Technical	2,021	\$25.51
Healthcare Support	973	\$15.69
Protective Service	197	\$22.39
Food Preparation & Serving Related	4,417	\$13.19
Building, Grounds Cleaning & Maint.	612	\$14.72
Personal Care & Service	620	\$11.49
Sales & Related	2,028	\$13.02
Office & Administrative Support	865	\$16.78
Construction & Extraction	1,653	\$22.92
Installation, Maintenance & Repair	816	\$18.49
Production	2,175	\$20.13
Transportation & Material Moving	1,922	\$19.18

Figure 14. Job Vacancies by Industry, Qtr. 4 2021



Source: DEED Job Vacancy Survey, Qtr. 4 2021

OCCUPATIONS IN DEMAND

Table 13. Central Occupations in Demand, 2022

Less than High School	High School or Equivalent	Some College or Assoc. Deg.	Bachelor's Degree or Higher
Retail Salespersons \$28,817/yr	Nursing Assistants \$36,077/yr	Registered Nurses \$84,325/yr	Elementary School Teachers, Except Special Education \$58,958/yr
Fast Food and Counter Workers \$25,851/yr	Licensed Practical and Licensed Vocational Nurses \$48,600/yr	Police and Sheriff's Patrol Officers \$67,134/yr	Secondary School Teachers, Except Special and Career/Technical \$64,053/yr
Home Health and Personal Care Aides \$29,471/yr	Machinists \$53,178/yr	Clinical Laboratory Technologists and Technicians \$55,350/yr	General and Operations Managers \$88,723/yr
Heavy and Tractor-Trailer Truck Drivers \$50,278/yr	Automotive Service Technicians and Mechanics \$44,146/yr	Dental Hygienists \$74,817/yr	Accountants and Auditors \$65,308/yr
Cashiers \$27,062/yr	Hairdressers, Hairstylists, and Cosmetologists \$34,024/yr	Radiologic Technologists and Technicians \$69,032/yr	Construction Managers \$92,471/yr
First-Line Supervisors of Retail Sales Workers \$46,230/yr	Medical Assistants \$40,779/yr	Computer Network Support Specialists \$61,398/yr	Project Management Specialists and Business Operations \$61,390/yr
Stockers and Order Fillers \$29,612/yr	Computer User Support Specialists \$53,048/yr	Industrial Engineering Technologists and Technicians \$51,275/yr	Substance abuse, behavioral disorder, and mental health \$52,515/yr
Janitors and Cleaners, Except Maids and \$35,947/yr	Electricians \$64,458/yr	Respiratory Therapists \$73,109/yr	Middle School Teachers, Except Special and Career/Technical \$62,214/yr
Customer Service Representatives \$35,525/yr	Heating, Air Conditioning, and Refrigeration Mechanics and Installers \$53,036/yr	Veterinary Technologists and Technicians \$36,602/yr	Substitute Teachers, Short-Term \$34,900/yr
Teaching Assistants, Except Postsecondary \$33,541/yr	Industrial Machinery Mechanics \$61,862/yr	Library Technicians \$40,330/yr	Preschool Teachers, Except Special Education \$38,097/yr

Source: DEED Occupations in Demand

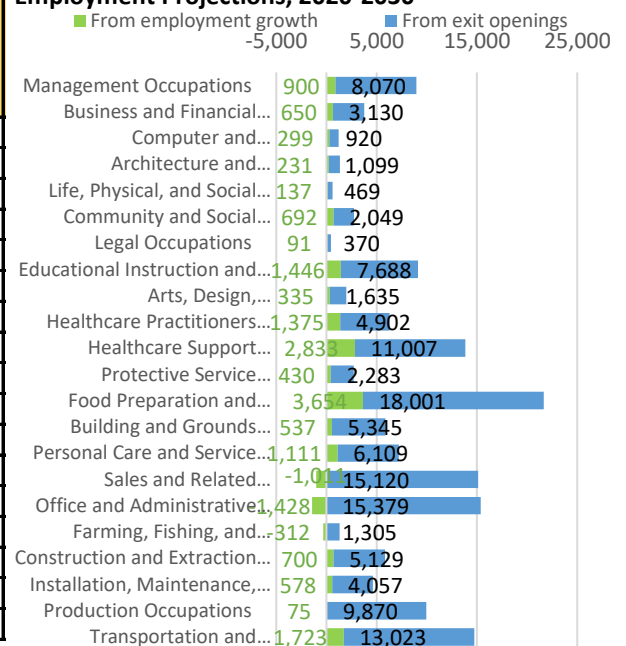
Pine Co. is a part of the Central planning region, which is projected to see a 5% increase in employment levels over the next decade. In addition to new jobs created, there will be a much larger number of exit openings (see Figure 15).

Table 14. Regional Industry Employment Projections, 2020-2030

Central Planning Region	Estimated Employment 2020	Projected Employ- ment 2030	Percent Change 2020-2030
Total, All Industries	301,170	316,216	5.0%
Natural Resources & Mining	5,416	4,879	-9.9%
Utilities	1,952	1,686	-13.6%
Construction	18,984	19,792	4.3%
Manufacturing	39,543	40,646	2.8%
Wholesale Trade	10,123	10,516	3.9%
Retail Trade	35,588	33,781	-5.1%
Transportation & Warehousing	10,098	10,685	5.8%
Information	2,639	2,842	7.7%
Finance & Insurance, Real Estate	9,550	9,649	1.0%
Professional Services & Mgmt. of Companies	8,562	9,119	6.5%
Admin. Support & Waste Mgmt.	9,545	10,066	5.5%
Educational Services	23,734	24,976	5.2%
Health Care & Social Assistance	46,672	52,213	11.9%
Leisure & Hospitality	21,963	26,961	22.8%
Other Services	10,108	11,290	11.7%
Public Administration	19,239	20,198	5.0%

Source: DEED 2020-2030 Employment Outlook

Figure 15. Regional Occupational Employment Projections, 2020-2030



ECONOMIC CHARACTERISTICS

Coming out of the pandemic recession, after gaining jobs over the past year, Pine Co. had the 45th largest economy of the 87 counties in the state. Pine Co. was the 37th fastest growing in the past year and the 85th fastest growing since 2019, prior to the pandemic. From 2019 to 2021, employment in Pine Co. is still down from the pandemic recession.

676 business establishments

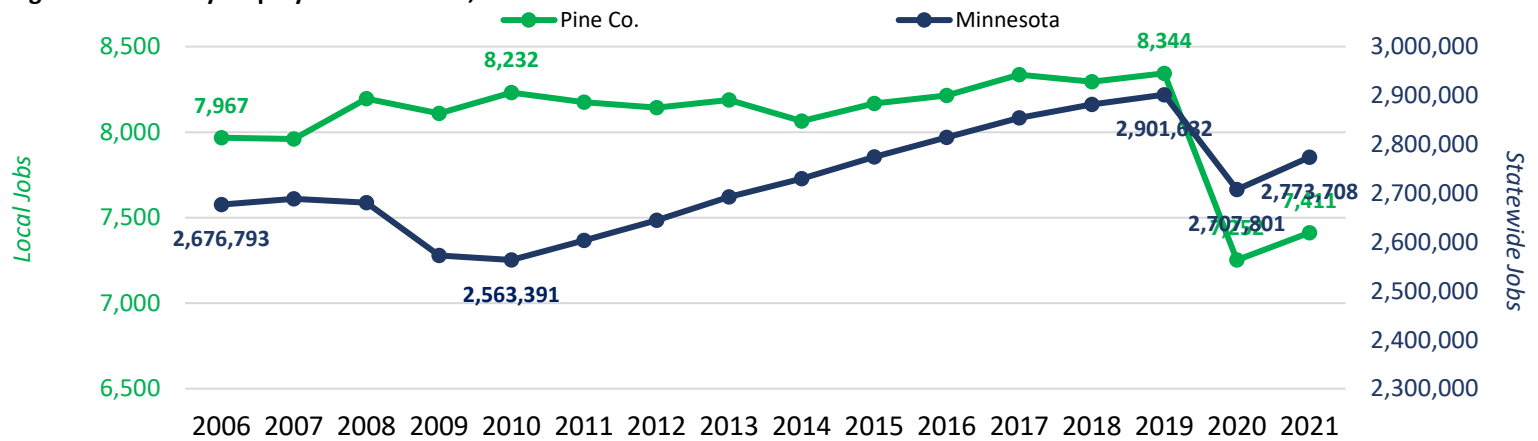
\$38,566 annual average wage

7,411 jobs

\$285,813,404 total industry payroll

Job change,
2019-2021-933 jobs
-11.2% decline

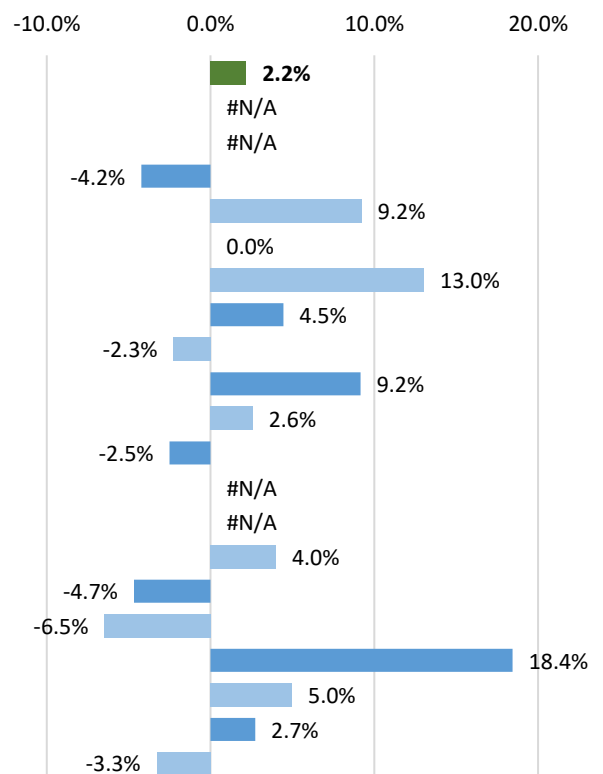
Figure 16. Industry Employment Statistics, 2006-2021



Source: DEED QCEW program

Table 15. Pine Co. Industry Employment Statistics, 2021	Number of Jobs	Percent of Total Jobs	Average Annual Wage
Total, All Industries	7,411	100.0%	\$38,566
Agriculture, Forestry, Fish & Hunt	#N/A	#N/A	#N/A
Mining	#N/A	#N/A	#N/A
Construction	521	7.0%	\$47,286
Manufacturing	319	4.3%	\$47,248
Utilities	31	0.4%	\$87,705
Wholesale Trade	104	1.4%	\$32,891
Retail Trade	1,056	14.2%	\$28,545
Transportation & Warehousing	173	2.3%	\$40,671
Information	131	1.8%	\$56,535
Finance & Insurance	159	2.1%	\$53,325
Real Estate & Rental & Leasing	39	0.5%	\$25,384
Professional & Technical Services	#N/A	#N/A	#N/A
Management of Companies	#N/A	#N/A	#N/A
Admin. Support & Waste Mgmt. Svcs.	182	2.5%	\$31,962
Educational Services	848	11.4%	\$45,861
Health Care & Social Assistance	808	10.9%	\$37,095
Arts, Entertainment, & Recreation	122	1.6%	\$23,924
Accommodation & Food Services	1,579	21.3%	\$28,977
Other Services	226	3.0%	\$25,837
Public Administration	793	10.7%	\$55,240

Figure 2. Change in Jobs, 2020-2021



Source: DEED Quarterly Census of Employment & Wages (QCEW)

For more information on Pine Co.'s population, labor force, and economic trends, contact:

Luke Greiner | Regional Analyst, Central & Southwest
 CareerForce St. Cloud | 1542 Northway Dr. Door 2 | St. Cloud MN 56303
 Office: 320-308-5378 | E-mail: luke.greiner@state.mn.us
 web: www.mn.gov/deed/data/regional-lmi/

Data updated: August 1, 2022

Annual Report 2020 - 2021



Workforce excellence is CENTRAL to all we do!



CMJTS

Central Minnesota Jobs and Training Services, Inc.



Central Minnesota Jobs and Training Services, Inc.

Workforce Development Board



Loren Nelson

Chair, CMJTS Workforce Development Board

President, Aurelius Mfg. Co., Inc.

A year ago, I opened my report with:
Life has changed for all of us in 2020, the COVID-19 pandemic has disrupted life at home and the way the world

operates around us. We grieve with those that have suffered and lost loved ones and we are weary from the stress of trying to do our part to stem the spread. We look for reassurances that things will get better soon but unfortunately good answers are hard to come by. As we look to our supervisors and community leaders for answers they look to regional and national leaders, and they (hopefully) look to the developing science. It is hard to accept that sometimes we just have to work with what we have today and make our best efforts, understanding that we may need to redirect tomorrow as conditions and understanding continue to evolve.

When that was written, none of us could have imagined how current it would remain a year later. We all assumed that by now we would be well on our way to settling into "life after the pandemic." It is still a battle and systems are still being developed, tried, and re-developed. The need for services is great but the way to deliver them is still not clear. The leadership and staff at CMJTS have shown amazing resilience and ingenuity in continuing to function at a high level, often faced with non-existent or conflicting directives. I do believe that it will get better but that it will take more time. Unfortunately, that means that the dedicated people that really do the work to make life-changing impacts on people's lives are faced with a challenge in the months ahead. Together we can help workers and employers find, and take advantage of, ways to move individuals into opportunities to grow jobs into family, and employer, sustaining careers.

I hope community, workers, and employers understand the depth of gratitude they owe to the staff and management of CMJTS.



Barbara Chaffee

Executive Director, CMJTS Workforce Development Board

CEO, Central Minnesota Jobs and Training Services, Inc. (CMJTS)

Year 2022 marks CMJTS' 38th year as leaders in workforce development services. Our Local Workforce

Development Board (LWDB), Joint Powers Board (JPB), and CMJTS staff provide leadership, vision, and advocacy for a thriving workforce in Central Minnesota's 11-county area. While LWDB and JPB members are the voice and ambassadors in the community promoting equity and inclusion, continuous improvement practices, focusing on sector strategies, and providing workforce oversight, CMJTS staff pilot initiatives to cutting-edge service delivery to our communities, focused on ensuring that jobseekers and employers in the area have access to a skilled workforce and support for a robust regional economy.

Many lessons were learned during the past two years of the pandemic—we *are resilient and our services to our community do not stop even for a pandemic*. CMJTS staff continued serving Central Minnesota youth, adults, dislocated workers, public assistance clients, individuals with disabilities, BIPOC communities, and local businesses through virtual and appointment-only service delivery during COVID-19. The boards and committees went to virtual meetings, CMJTS staff worked from home reaching out to jobseekers and businesses remotely, and technology became a key resource to serving local area businesses and jobseekers.

We continue our mission "to strengthen Minnesota communities through leadership in workforce excellence" and our dedication to provide customer-focused employment and training services throughout Local Workforce Development Area 5's 11 counties matching jobseekers, including youth, adults, and seniors, with job training resources that prepare them for self-sufficient jobs and matching businesses with qualified workers. This work is carried out through funding from federal and state employment and training grants, supplemented by discretionary grants that support our mission, and by donations from individuals and foundations.

Mission: To strengthen Minnesota communities through leadership in workforce excellence.

Serving Chisago, Isanti, Kanabec, Kandiyohi, McLeod, Meeker, Mille Lacs, Pine, Renville, Sherburne, and Wright Counties

Adult Programs



CMJTS believes in an individualized approach to serving jobseekers and career-changers. Fear and lack of knowledge tend to be a person's biggest obstacle to making a career change. After an individual experiences job loss or unemployment, they often have no idea where to start or how to go about the career change process. This is where CMJTS can help. Services are tailored to the unique needs of the individual and include assessment of current skills and interests, help in determining choices in career options, access to earn-while-you-learn training opportunities, and tuition assistance for employment specialist-approved classroom training that supports the career goal.

Carol is an inspiration—never give up and go after what you want. At 61, she is accomplishing her goals and finishing her degree as a medical assistant.

Carol started this journey 15 years ago, attending school for LPN, but could not finish. She returned to Pine Technical Community College (PTCC) in 2019 to complete her degree; however, she switched goals. Her previous LPN courses transferred, allowing her to complete the medical assistant AAS program in one year. Carol was referred to Janelle by PTCC, and she was enrolled in the WIOA Adult Program to help her finish her training.

Carol is thankful for everyone that has helped: CMJTS, PTCC instructors and staff, and her clinical sites.

"CMJTS has been great, they had a lot of resources that a job seeker can use to find employment. As a dislocated worker, the clothes voucher and gas cards really helped when interviewing. They [CMJTS] offered many different job fairs and put you in front of employers. Overall, I was very happy with the amount of work that they put into me."

– Andrew, Dislocated Worker

WORKFORCE INNOVATION AND OPPORTUNITIES ACT (WIOA) ADULT PROGRAM



Total Served
62



Credential Attainment
94%



Entered Employment
73.9%



Average Wage
\$24.21

WIOA DISLOCATED WORKER PROGRAM



Total Served
137



Credential Attainment
86%



Entered Employment
89.5%



Average Wage
\$26.81

MINNESOTA DISLOCATED WORKER PROGRAM



Total Served
348



Credential Attainment
90%



Entered Employment
90.1%



Average Wage
\$25.44

Public Assistance Programs



CMJTS provides employment services to individuals eligible for county assistance through DWP, MFIP, and SNAP Employment and Training. Participants are referred to CMJTS by their county of residence. Professional staff deliver comprehensive, work-focused services to participants designed to encourage and enable job-skill building, work experience, and employment. Various supports are provided, allowing participants to go to work and realize its benefit. This proven approach effectively increases income and reduces poverty while promoting self-esteem and independence.

"I feel my girls give me the purpose to maintain employment, and I want to provide financial stability and afford extracurricular activities for them. My girls like to be in basketball and gymnastics, and I enjoy having the funds to watch them at their meets or games.

"Since I obtained employment at Coborn's, I have continued to receive support and motivation from my CMJTS employment specialist Monica. As a result, I have continued to maintain employment and have a vehicle to get back and forth to work.

"Monica wanted me to be successful at my Coborn's job and assisted me with work clothes so that I wasn't trying to hide the holes in my shirt and feel more confident while at work. She also coaches me, motivates me, and recognizes my success with maintaining employment—even when I want to throw my hands in the air and am overwhelmed."

– Dancina, MFIP Participant,
Kanabec County

MINNESOTA FAMILY INVESTMENT PROGRAM (MFIP)



Total Served
1,855



Total Exited during Program Year
930



Employed
229



Average Wage
\$15.41

SUPPLEMENTAL NUTRITION AND ASSISTANCE PROGRAM (SNAP)



Total Served
13



Total Exited during Program Year
9



Employed
5



Average Wage
\$20.46

DIVERSIONARY WORK PROGRAM (DWP)

During the state COVID-19 peacetime emergency declared by Governor Tim Walz on March 13, 2020, the Minnesota Department of Human Services flexed many requirements so essential programs and services could continue safely and remain available and accessible.

One of those responses included suspension of referral to the Diversionary Work Program for new families applying for cash assistance and being immediately referred to the Minnesota Family Investment Program instead. This waiver ended on September 1, 2021.

Youth Programs



Youth programs provide leadership in building a skilled workforce—workers who can do the jobs of today and learn the jobs of tomorrow.

Through career counseling, job training, and strong business relationships, CMJTS helps prepare young adults for career pathways and the world of work that leads to meaningful employment.

Through an individualized approach, CMJTS' goal is to assist youth in overcoming barriers to employment and economic disparities that make them self-sufficient.

"Since working with Mel in the CMJTS Youth Program, I have been able to graduate from high school, complete my CNA certification, and register for the fall semester at college.

"My plans are to complete the RN program at Ridgewater College. With Mel's support of assisting with the steps on how to register for the CNA program, as well as other questions I have had about college, has helped me to stay on track and not be overwhelmed. Mel also helped me with support with gas and a car repair I was not expecting. This has helped me to continue to make progress toward my future goals.

"I have appreciated Mel's willingness to answer my questions and provide the guidance I have needed along the way. She will also help me connect with the right support at college. This extra support and resource has been very helpful to me and my success.

"Thank you, Mel!"

– Duncan

WIOA YOUTH PROGRAM



Total Served

129



Youth with Disabilities

60



Youth Offenders

11



Basic Skills Deficient

108



Received Work Experience

32



Received On-the-Job Training

3

MINNESOTA YOUTH PROGRAM



Total Served

172



Youth with Disabilities

98



Youth Offenders

6



Basic Skills Deficient Training

116



Economically Disadvantaged

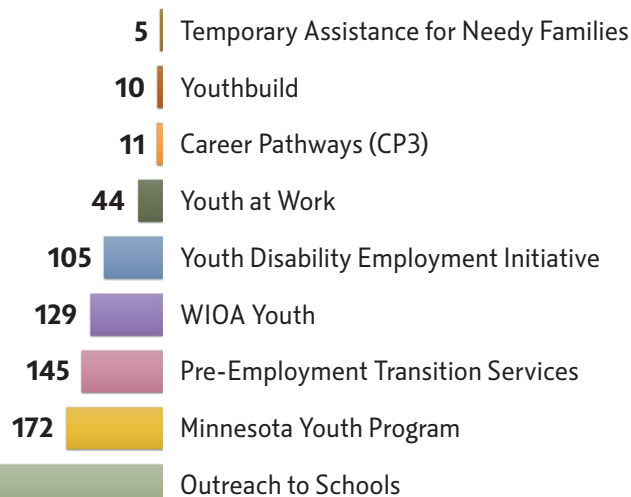
117



Received Work Experience

64

YOUTH PROGRAM ENROLLMENT



Business Services



A new initiative launched this year is the Inclusive Workforce Employer (I-WE) Designation to make central MN a welcoming and inclusive area for all people to live and work. The I-WE designation supports and recognizes employers in Central Minnesota committed to advancing diversity, equity, and inclusion (DEI) in their workplace cultures and communities. Guiding principles to obtain the designation are: commit to an inclusive and equitable workplace in their organization's mission, values, or policies; assess company DEI; provide DEI education for staff and leadership; and support and sustain an inclusive and equitable workplace and/or community. This will increase the diverse workforce in Central Minnesota.

One-on-One Consultation Services

"Hi Tim, or should I call you the infinite power of information. I learned more in one hour about the county and the resources that were available than I could have ever googled! Thank you so much.

"I intend to reach out to and join many of the referrals you suggested. Once we have some things nailed down with the building and wage, I will definitely want to participate in the career fair and the radio opportunity.

"Again, your time was much appreciated. I know I will have some more questions in the future, but you have given me a HUGE head start." – Pat

Hiring Event Services

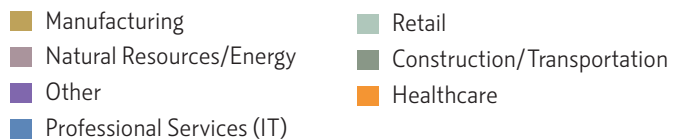
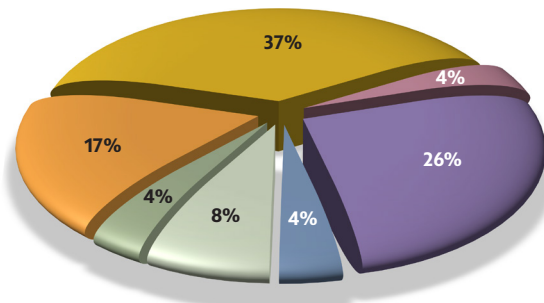
"Thank you again for inviting me to the hiring event yesterday! I have worked with many workforce centers in the past and you and your team have simply blown me away with the efforts and partnerships you have!" – Ashley

Business Visits: 483

Individual Business Visits: 292

Businesses Participating in Hiring Events/Job Fairs: 191

BUSINESS VISITS BY SECTORS



On-the-Job Training
(OJT) Contracts
Written

29



OJT
Average Wage

\$22.35



Work Experience
Opportunities
Provided

84



Incumbent
Worker Training
Participants

155





AGENDA REQUEST FORM

Date of Meeting: December 8, 2022

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

Agenda Item: Petition to Name an Unnamed Lake in Nickerson Township and call for a Public Hearing

Department: Auditor-Treasurer



Department Head signature

Background information on Item:

Rick Bloom has filed a petition with the County Auditor-Treasurer under Minnesota Statutes 83A.05-83A.06 to name a previously unnamed lake in Pine County "Bloom Lake" after the late Walter L. Bloom. The petition is attached along with supplemental information from Mr. Bloom.

The statute requires the petition to be signed by at least 15 legal voters from the county. I have reviewed the petition and determined that it does contain the names and addresses of at least 15 registered voters from Pine County.

The statute requires that the board must call for a public hearing to be held in not less than 30 days. Notice of the public hearing must be published in the newspaper for at least three weeks and a copy served on the commissioner of natural resources and the chair of the town board.

Action Requested:

Consider ordering a public hearing for January 17, 2023 at 10:00a.m. or as soon as practical thereafter at the North Pine Government Center and direct the County Auditor-Treasurer to publish the notice of hearing in the newspaper for at least 3 weeks, serve a copy on the commissioner of natural resources and chair of the Nickerson town board and to complete any other related tasks.

Financial Impact:

The petitioner is required to provide for full payment of reasonable expenses incurred by the county for the proceeding and has done so.

Pine County Board of Commissioners

This is a petition to formally name a previously *“unnamed”* lake located in Nickerson Township of Pine County, Minnesota.

The lake is approximately nine (9) acres in size, fed by the Upper Nemadji River, and located primarily within parcel 210205000 of Nickerson Township (Section 08 – Township 045 – Range 017), just south of Maheu Lake; about 1½ miles south of the town of Nickerson.

- Definition of a Lake: *“If the water is deep enough that light does not penetrate to the bottom, and photosynthesis is limited to the top layer, the body of water is considered a lake.”* This lake is eight (8) feet deep, river fed, and has no stagnant water.

Proposed Name: Bloom Lake

Nearby lakes – Maheu Lake, DeLong Lake, and Wolf Lake, are all named after families that owned property around those lakes. Maheu’s Lake was named long before the family died out and the DeLong family still owns a large parcel of property on the lake bearing their name.

- **Propose approval of the name:** *“Bloom Lake”* in honor of Walter L. Bloom (deceased), family patriarch and property owner. Born in Nickerson Township, he settled and held property around the lake for 40 years until his passing on 30 June 2006. His son Rick now owns and lives on the same property. The only foot-passage to the lake is through this property. The Bloom family has fished this lake for 87 years. There are no buildings or cabins on the lake.

The naming of a lake is guided by Minnesota Statute 83A.04 – 83A.07

The process begins at the county where the lake is located (Pine County). Fifteen (15) or more voters registered in that county must petition the county board of commissioners for a public hearing. If the county board agrees on the proposed name, the board adopts a resolution in support of the name.

The resolution is forwarded to the Department of Natural Resources Commissioner for approval. The Commissioner will not approve a name that commemorates or may be seen to commemorate, a living person. Approved names are submitted to the US Board on Geographic Names for federal approval and use.

Attached is the required signed petition of Pine County registered voters requesting action as well as aerial images to help identify the *“unnamed”* lake in question.

If you have any questions, I may be reached at 218-496-0575 or rickindra@hotmail.com

Sincerely,

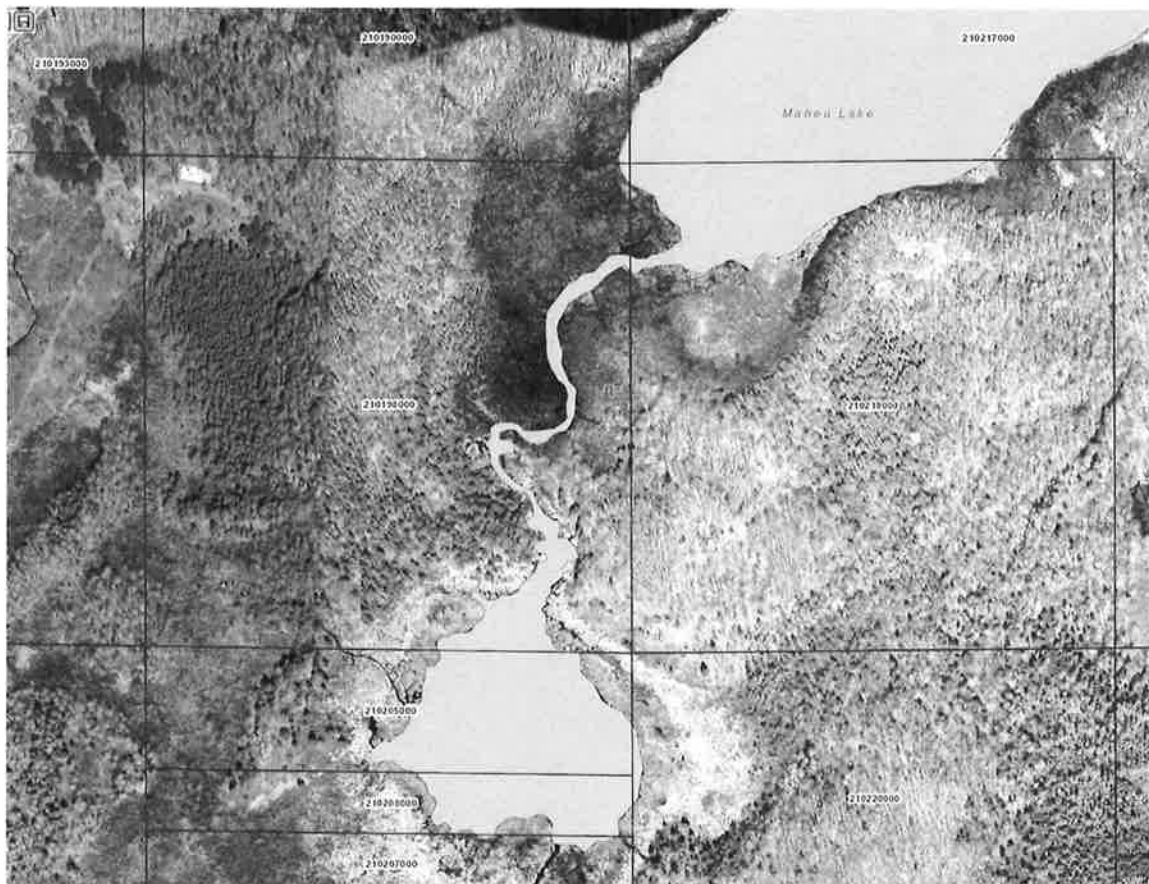


Rick R. Bloom
92112 State Highway 23
Nickerson, MN 55749

Images of Lake to be named - *Bloom Lake*



*"Unnamed" lake at bottom left with Maheu Lake to the North (Upper Nemadji River in between) – and DeLong Lake to the Northeast
This area is about 1 ½ miles South of the town of Nickerson, Pine County, Minnesota*





Looking South across the proposed "Bloom Lake"



Looking West across the proposed "Bloom Lake" – fish include northern pike, crappie, and bullheads



The surrounding woodlands are a mix of hardwood and pines





The lake supports wildlife to include Trumpeter Swans, Ducks, Geese, Beaver and Otter

PETITION to Name Lake - Bloom Lake


The naming of a lake is guided by Minnesota Statute 83A.04 - 83A.07 which requires the signatures of at least 15 registered voters from the county where the lake is located (Pine County). Other supporting documents are attached.


The undersigned are registered voters from Pine County, Minnesota and support passage of this proposal to name this previously unnamed lake in Nickerson Township - Bloom Lake


Name:	Rick R. Bloom	Signature:	
Address:	92112 state Hwy 23 Nickerson, MN 55749	Phone:	
		Date:	17 Sep 2021

Name:	Hannah Hjelmberg	Signature:	
Address:	42306 Birchview Rd Sturgeon Lake, MN 55783	Phone:	
		Date:	9/17/2021

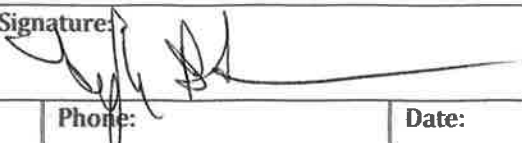
Name:	Al Hjelmberg	Signature:	
Address:	42306 Birchview Rd Sturgeon Lake, MN 55783	Phone:	
		Date:	9-17-21


Name:	Robert Riley	Signature:	
Address:	70640 Co. Hwy 61 Finlayson, MN 55735	Phone:	
		Date:	9-17-21


Name:	LARRY Bloom	Signature:	
Address:	93536 Dehong Rd NICKERSON, MN.	Phone:	
		Date:	9-17-21


Name:	LOREL V. Bloom	Signature:	
Address:	59001 FIRETOWER RD WRENSHALL MN. 55797 (Nickerson)	Phone:	
		Date:	9-17-21

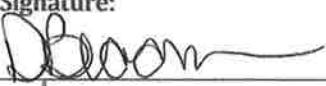
Petition to Name Lake – Bloom Lake (page 2 - signatures continued)
IAW Minnesota Statute 83A.04 – 83A.07


Name: <u>Lyle Bloom</u>	Signature: 	
Address: <u>90780 SHADY OAK LN</u> <u>KERRICK MN 55756</u>	Phone:	Date: <u>9/17/21</u>

Name: <u>Randy Riley</u>	Signature: 	
Address: <u>718 Angle Avenue</u> <u>Sandstone, MN 55072</u>	Phone:	Date: <u>9/17/21</u>

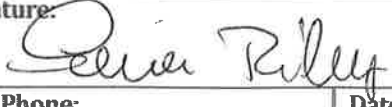
Name: <u>Amanda Bloom</u>	Signature: 	
Address: <u>2102 County Line Rd</u> <u>Nickerson MN 55749</u>	Phone:	Date: <u>9/17/21</u>


Name: <u>Katelyn Bloom</u>	Signature: 	
Address: <u>92351 Island Lake Rd</u> <u>Sturgeon Lake Rd 55783</u>	Phone:	Date: <u>9/17/21</u>

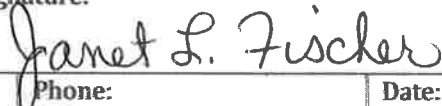
Name: <u>DIANE BLOOM</u>	Signature: 	
Address: <u>90780 SHADY OAK LN.</u> <u>KERRICK, MN 55756</u>	Phone:	Date: <u>9/17/21</u>


Name: <u>Neil Beise</u> <u>92109 St Hwy 23 Wendell MN</u>	Signature: 	
Address: <u>92109 St Hwy 23 (Nickerson)</u> <u>Wendell MN 55749</u>	Phone:	Date: <u>9/19/21</u>

Petition to Name Lake – Bloom Lake (page 3 – signatures continued)
IAW Minnesota Statute 83A.04 – 83A.07


Name: Sonia Riley	Signature: 	
Address: 70640 County Highway 61 Finlayson, MN	Phone: _____	Date: 9-21-21

Name: Kip Crutchfield	Signature: 	
Address: 33703 Duxbury Rd Sandstone, MN	Phone: _____	Date: 9-22-21

Name: Janet Fischer	Signature: 	
Address: 65908 North Pine Rd Askov, MN	Phone: _____	Date: 9/29/21

Name: Marita Beuse	Signature: 	
Address: 92109 State Hwy 23	Phone: _____	Date: 11-21-22

Name: Kristi Griffin	Signature: 	
Address: 58840 ERICKSON Rd	Phone: _____	Date: 11-21-22

Name: HUGH GRIFFIN	Signature: 	
Address: 58840 ERICKSON RD	Phone: _____	Date: 11-21-22



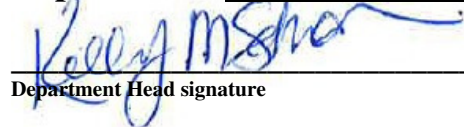
AGENDA REQUEST FORM

Date of Meeting: December 8, 2022

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

Agenda Item: Help America Vote Act Grant Agreement

Department: Auditor-Treasurer


Department Head signature

Background information on Item:

In the Spring of 2022, Pine County was been awarded an initial allotment of \$26,596.98 from the Help American Vote Act (HAVA) appropriation authorized during the 2021 1st Special Session, the Minnesota Legislature, via Chapter 11, Article 1, Sec. 41. These funds were be used towards the purchase of the new election equipment used during the 2022 election cycle. Not all counties applied for this initial allotment, thus the remaining funds have now been divided into a "Phase 2" grant. Pine County's award is \$4,286.94.

Pine County has five jurisdictions hand count their ballots and three jurisdictions transport their ballots to the Courthouse to be ran through a tabulator. Several of these jurisdictions have expressed interest in having a tabulator at their polling places beginning in 2024. The cost of each tabulator is \$5,760.

Action Requested:

Approve authorizing County Board Chair Hallan and County Administrator Minke to sign the HAVA Grant agreement and authorize County Auditor-Treasurer Schroeder to purchase two additional DS200 tabulators to be used in precincts during the 2024 election cycle.

Financial Impact:

The total cost of the two additional tabulators is \$11,520. After applying this grant, elections fund balance would pay for the remaining \$7,233.06. Additional tabulators are contemplated for the 2024 election cycle; however, Schroeder is hopeful additional grant opportunities will arise to assist with the purchases.

STATE OF MINNESOTA
2022 ELECTION SECURITY GRANT (PHASE 2) AGREEMENT

This Agreement (hereinafter "Agreement") is made between the State of Minnesota, (hereinafter, "State") acting through its Secretary of State, 180 State Office Building, 100 Rev. Dr. Martin Luther King Jr. Boulevard, Saint Paul, MN 55155-1299 ("State") and Pine County, 635 Northridge Dr NW, Suite 240, Pine City, MN 55063 ("Grantee").

Recitals

- 1 Under Minnesota Laws 2021, First Special Session, Chapter 12, article 1, section 41, Grantor is authorized to distribute funds to political subdivisions for activities authorized by Public Law 115-141, Title V, Public Law 116-93, Title V, Laws 2019, First Special Session chapter 10, article 1, section 40, and Laws 2020, chapter 77, section 3, (hereinafter the "federal and state purposes"). Grantee is a political subdivision of the State and thus empowered to apply for the funds requested in this Agreement. Grantee submitted a grant application and State is empowered to enter into this grant.
- 2 Grantee represents that it is duly qualified and agrees to perform all services described in this Agreement to the satisfaction of State and in accordance with all federal and state laws authorizing this grant. Pursuant to Minn.Stat. §16B.98, Subd.1, Grantee agrees to minimize administrative costs as a condition of this grant.
- 3 Federal funds for this agreement are provided pursuant to grants from the United States Election Assistance Commission under the provisions cited in paragraph 1. State match funds are provided under the same provisions.
- 4 State is in need of assistance to improve election security and the administration of federal elections as provided for in the provisions cited in paragraph 1.
- 5 Grantee is responsible for the administration of elections in the area under their jurisdiction.

Agreement

1 Effectiveness of Agreement

1.1 Effective Date: October 31, 2022, or the date all required signatures, including those required by Minnesota Statutes, § 16B.98, Subd. 5, have been affixed to the agreement by Grantee and State, whichever is later. Grantee agrees to use the funds provided under this agreement only for the authorized federal and state purposes. Grantee submitted, and State approved, a Grant Application, incorporated herein. Per Minnesota Statutes §16B.98 Subd. 7, no payments will be made to Grantee until this Agreement is fully approved and executed, and Grantee has been notified by State's Authorized Representative that they are in compliance with the terms of this Agreement.

1.2 Expiration date: March 23, 2027, or until all funds have been expended.

1.3 Survival of Terms. The following clauses survive the fulfillment of this Agreement: 2.5. Reporting Requirements; 4. Consideration and Payment; 8. Liability; 9. Audits and Reports; 10. Government Data Practices; 12. Property and Casualty Insurance; 13. Governing Law, Jurisdiction, and Venue; and 14. Data Disclosure.

2 Grantee's Duties

2.1 Activities. Grantee, who is not a state employee, will comply with required grants management policies and procedures set forth through Minn.Stat. §16B.97, Subd. 4 (a) (1) and will use all funds provided as a

result of this Agreement for the authorized federal and state purposes, which are incorporated into this Agreement, and as further set forth in the Grant Application submitted by Grantee, incorporated herein, and attached hereto. The Chief Election Official of Grantee is responsible for fulfilling all requirements of Grantee under this agreement.

2.2 Award. Grantee is hereby awarded **\$4,286.94** for the federal and state purposes.

2.3 Expenditures. Grantee will expend the funds only for the federal and state purposes, except as set forth in paragraph 2.4 of this Agreement.

2.4 Municipalities. Grantee, if not a municipality, may work with municipalities within Grantee's jurisdiction to establish a system to reimburse municipalities for expenditures that are within the scope of this agreement. Grantee may establish additional restrictions on eligible expenditures, and may in its discretion establish a match requirement, cap or other limit on reimbursement. Grantee and municipalities must agree in advance on the expenditure to be made, and municipalities must demonstrate that the goods or services were performed and provide documentation to Grantee prior to receiving reimbursement. By accepting reimbursement, the municipality is subject to the terms set forth in paragraphs 9, 10, 13, and 14 of this Agreement as if it were the Grantee.

2.5 Reporting Requirements. Grantee shall report to the State as specified in this Agreement.

2.5.1 Progress Reporting. Grantee shall submit, each year, a financial reporting form to State utilizing the format identified by State, stating the amount spent from this grant by Grantee and any municipalities within the jurisdiction of the Grantee to whom Grantee has provided funds in the preceding federal fiscal year or in the first six months of the current federal fiscal year for the authorized federal and state purposes. Grantee shall also list all interest earned on these funds.

2.5.2 Other Requirements. Grantee must maintain financial records for each grant sufficient to satisfy audit standards or other reporting requirements and must transmit those records to the secretary of state upon request of the secretary of state. Grantee must also retain and hold for expenditures only on the federal and state purposes, all interest earned on these funds. Grantee agrees to hold State harmless and to pay any fines or penalties, should the expenditures of Grantee be found to be improper in an audit of any kind.

2.5.3 Evaluation. State shall have the authority to conduct an evaluation of the performance of Grantee.

2.5.4 Requirement Changes. State may modify or change all reporting forms at their discretion.

2.5.5 Special Requirements. The State reserves the right to append to the Agreement terms, at any time before all grant funds have been expended, special administrative requirements deemed necessary to assure Grantee's successful implementation. The State will notify the Grantee in writing of any special administrative requirements.

2.6 Accounting Requirements - Fiscal Control and Accounting Procedures.

Grantee's fiscal control and accounting procedures must be sufficient to:

(a) Permit preparation of reports required by this Agreement,

(b) Permit the tracing of funds to a level of expenditures adequate to determine that funds have not been used in violation of this agreement, and

(c) Support accounting records through source documents, such as: cancelled checks, invoices and paid bills, agreement and sub award documents, and records sufficient to detail history of procurements.

3 Time

Grantee must comply with all the time requirements described in this Agreement.

4 Consideration and Payment

4.1 Consideration. The State will make an award to Grantee under this Agreement as follows:

- (1) **Grant Award.** Grantee will be awarded the amount listed in paragraph 2.2 of this Agreement.
- (2) **Total Obligation.** The total obligation of State to Grantee under this Agreement will not exceed the amount listed in paragraph 2.2 of this Agreement.

4.2 Fiscal Requirements. Grantee shall report to the State as provided by paragraph 2.5 of this Agreement.

4.2.1 Financial Guidelines. Grantee's eligible expenditures under this Agreement must be specifically incurred by Grantee or by municipalities with a sub-agreement with Grantee. Grantee will report on all expenditures pertaining to this Agreement as provided in paragraph 2.5.

4.2.2 Records. Grantee must retain all financial records for a minimum of six (6) years after all funds have been expended, or until completion of an audit which has commenced before the expiration of this six-year period, or until any audit findings and/or recommendations from prior audit(s) have been resolved between the Grantee and State, whichever is later, and comply with all other retention and access requirements for records provided in the jurisdiction's retention schedules. Grantee must cooperate with any audits related to the use of these funds conducted by the United States Election Assistance Commission, Office of the Inspector General, or its successor. In addition, Grantee must maintain records sufficient to report expenditures made during the term of this Agreement upon request of the State.

4.3 Payment Invoices. State will pay the grant amount to an account of Grantee within 30 days after the effective date of this Agreement.

4.4 Conditions.

- (1) Payments under this Agreement will be made from federal and state match funds appropriated by Minnesota Laws, First Special Session, Chapter 10, Article 1, section 40, and Minnesota Laws, 2020, Chapter 77, section 3. Grantee is responsible for compliance with all requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by Grantee's failure to comply with statutory or Agreement requirements.
- (2) Grant funds must be used only to increase the funds that would, in the absence of this grant, be made available for the federal and state purposes.

5 Satisfaction

All duties required of and agreements or assurances provided by Grantee in this Agreement must be performed to State's satisfaction, as determined at the sole discretion of State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations.

6 Authorized Representative

State's Authorized Representative is David Maeda, Director of Elections, 180 State Office Building, 100 Rev.

Dr. Martin Luther King Jr. Boulevard, Saint Paul, MN 55155-1299, 651-556-0612, or his successor, and has the responsibility to monitor Grantee's performance and compliance with this Agreement.

Grantee's Authorized Representative is:

Kelly Schroeder
County Auditor-Treasurer
635 Northridge Dr NW, Suite 240
Pine City, MN 55063

Telephone Number: **320-591-1668**

Email Address: **kelly.schroeder@co.pine.mn.us**

Grant payment will be made to: **Pine County**

Federal ID Number: **41-6005864**

Grantee must be registered as a vendor in the SWIFT system, or must provide a W-9 form with this executed agreement, in order for State to register Grantee in the SWIFT system.

If Grantee's Authorized Representative changes at any time before the funds provided for Pine in this Agreement are fully expended, Grantee must immediately notify the State.

7 Assignment Amendments, Waiver, and Agreement Complete

7.1 Assignment. Grantee shall neither assign nor transfer any rights or obligations under this Agreement without the prior written consent of State, approved by the same parties who executed and approved this Agreement, or their successors in office.

7.2 Amendments. Any amendments to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.

7.3 Waiver. If State fails to enforce any provision of this Agreement, that failure does not waive the provision or State's right to enforce it.

7.4 Agreement Complete. This Agreement contains all negotiations and agreements between State and Grantee. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

8 Liability

Grantee must indemnify, save, and hold State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by State, arising from the expenditures of the funds provided by this Agreement by Grantee or Grantee's agents or employees. Grantee agrees to hold State harmless and to pay any fines or penalties, should the expenditures of Grantee be found to be improper in an audit of any kind.

9 Audits and Reports

Under Minnesota Statutes, § 16C.05, subd. 5, and 16B.98, subd. 8, Grantee's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the expenditure of all funds provided under this Agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later. Grantee must cooperate with any audits related to the use of these funds conducted by the United States Election Assistance Commission, Office of the Inspector General, or its successor. In addition, Grantee must report expenditures made during

the term of this Agreement upon request of the State, and must make the annual and semi-annual reports described in this agreement stating expenditures during the current or most recently ended periods as directed by State.

10 *Government Data Practices*

Grantee and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes, Ch. 13, as it applies to all data provided by the State under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by Grantee under this Agreement. The civil remedies of Minnesota Statutes, § 13.08 apply to the release of the data referred to in this clause by either Grantee or State.

If Grantee receives a request to release the data referred to in this Clause, Grantee must immediately notify State. State will give Grantee instructions concerning the release of the data to the requesting party before the data is released. Grantee's response to the request shall comply with applicable law.

11 *Workers' Compensation*

Grantee certifies that it is in compliance with Minnesota Statutes, § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12 *Property and Casualty Insurance*

Grantee is required to maintain a property and casualty insurance policy covering "All Risk" (or equivalent) of direct physical loss or damage, including, but not limited to, the perils of transit (if applicable), theft, and flood for devices or systems acquired using funds granted under the Agreement. The insurance limit shall be equal to the replacement cost of any equipment purchased with funds from this grant. Any deductible shall be the sole responsibility of Grantee.

13 *Governing Law, Jurisdiction, and Venue*

Minnesota law, without regard to its choice-of-law provisions, governs this Agreement. Venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 *Data Disclosure*

Under Minnesota Statutes, § 270.66, and other applicable law, Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring Grantee to file state tax returns and pay delinquent state tax liabilities, if any, or pay other state liabilities.

15 *Termination*

State may immediately terminate this Agreement with or without cause, upon 30 days' written notice to Grantee. Grantee may terminate this agreement by returning all unexpended funds to State upon 30 days written notice to State. Reporting requirements will continue as necessary to complete reporting for the period in which the funds are returned. No partial return of funds is permitted under this agreement.

16 *Grantee Procurement*

Grantee certifies that it will use the procurement processes applicable in Grantee's jurisdiction in purchasing items or equipment with funds subject to this Agreement.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes, §§ 16A.15 and 16C.05.

Signed: [Signature]

Date: 11/18/2022

Agreement No. 221437/P04242

2. GRANTEE (County)

Grantee certifies that the appropriate person(s) have executed the Agreement on behalf of Grantee as required by applicable resolutions or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

3. STATE (Office of the Secretary of State)

By: [Signature]

(with delegated authority)

Title: Director of Elections

Date: 11/20/22

Distribution: Grantee
State's Authorized Representative



AGENDA REQUEST FORM

Date of Meeting: December 8, 2022

☒ **County Board**

☐ **Consent Agenda**

☒ **Regular Agenda**

5 mins. ____ 10 mins. ____ 15 mins. ____ Other ____

☐ **Personnel Committee**

☐ **Other** ____

Agenda Item: Declare Vacancy and Consider Appointment of HRA-EDA Member

Department: Administration

Department Head signature

Background information on Item:

District 4 HRA-EDA Commissioner Steve Oswald has moved out of state and submitted the attached notice of resignation. Appointments to the HRA-EDA are made by the county board under Minnesota Statutes 469.006 and Pine County Resolution 2020-68. In summary, each of the five HRA-EDA members is from one of the five commissioner districts and each county commissioner may recommend someone from their district to fill their district's vacancy.

Terms are five years and vacancies are filled for the unexpired term. This vacancy expires in October 2027.

Commissioner Waldhalm recommends Rick Lewis. Lewis is a city council member for the city of Sturgeon Lake and works as a realtor.

Action Requested:

Declare a vacancy in the HRA-EDA District 4 Seat and consider appointment of Rick Lewis to fill the remaining term, until October 4, 2027, of the District 4 seat.

From: [steve oswald](#)
To: [David J. Minke](#)
Subject: Oswald Resignation
Date: Wednesday, November 23, 2022 2:58:28 PM

David,

I regret to inform you that I am resigning from HRA/EDA board. I have accepted a position as Project Engineer in Fairbanks Alaska which requires me to be a resident of Alaska. I am therefore unable to meet the requirements to be a board member.

I am currently in Alaska and have informed Commissioner Waldhalm of my situation.

I want to thank everyone on the board, it truly has been a pleasure working with all of you!

Sincerely,
Steve Oswald



AGENDA REQUEST FORM

Date of Meeting: December 8, 2022

☒ **County Board**

☐ **Consent Agenda**

☒ **Regular Agenda**

5 mins. ____ 10 mins. ____ 15 mins. ____ Other ____

☐ **Personnel Committee**

☐ **Other** ____

Agenda Item: Consider Appointment of Library Board Trustee

Department: Administration

Department Head signature

Background information on Item:

Becky Gaede's term on the East Central Regional Library Board is up at the end of the year and she is unable to serve another term.

Pine County is a member of the East Central Regional Library (ECRL). The ECRL is a Joint Powers Association between Aitkin, Chisago, Isanti, Kanabec, Mille Lacs, and Pine Counties. Each member county appoints three trustees, one of whom can be a county commissioner. The terms of appointment are for three years and a trustee may not serve more than three consecutive terms. Commissioner Lovgren is the Commissioner Trustee and Judy Scholin is the other Citizen Trustee.

Commissioner Lovgren recommends the appointment of Mary Burmeister of Askov.

Action Requested:

Consider appointment of Mary Burmeister as Citizen Trustee to the East Central Regional Library for the term January 1, 2023 to December 31, 2025.

Pine County Housing & Redevelopment / Economic Development Authority
Meeting Minutes – November 23, 2022 1:00 PM
North Pine Government Center - 1602 Hwy 23 No., Sandstone, Minnesota

Members present: Mary Kay Sloan, Henry Fischer, Leah Jackson, Traver Gahler
Commissioner Sloan joined via interactive technology due to an out-of-town commitment.

Members absent: Steve Oswald

Pine County Commissioners present: Matt Ludwig, JJ Waldhalm

Others present: HRA/EDA Executive Director/County Administrator David Minke, President of SMR Management, Inc. Joleen Pfau, Economic Development Coordinator Lezlie Sauter, County Auditor/Treasurer Kelly Schroeder, Andy Hering of Redpath & Co.

1. Chair Sloan called the meeting to order at 1:00 pm.
2. The pledge of allegiance was said.
3. No public comments were received.
4. *Motion by Gahler to approve the agenda, seconded by Fischer. Motion carried by roll call vote 4-0.*
5. *Motion by Fischer, seconded by Jackson to approve minutes of the October 26, 2022 annual meeting. Motion carried by roll call vote 4-0.*
6. There was no correspondence.
7. The HRA/EDA Commissioners' expense claims forms were reviewed. *Motion by Gahler, seconded by Fischer to approve expenses as presented. Motion carried by roll call vote 4-0.*
8. Operational Reports (SMR Management)

The management and financial reports were presented by Pfau, noting that all units are full with one termination coming at the end of the month due to the tenant not following the property rules. Gutter have been installed at both properties. Pfau intends to transfer the funds from the Northview account this week into the operating fund at Frandsen.

Motion by Jackson to close the Northview and Members accounts and move those funds into the operating fund with \$100,000 of the total going into the Wells Fargo investment account, seconded by Fischer. Motion carried by roll call vote 3-0 with Gahler abstaining. Motion by Fischer, seconded by Gahler to accept the reports as presented. Motion carried by roll call vote 4-0.

Pfau asked for direction on the 2022 audit. Minke indicated that she would continue to work with Redpath & Co.

UNAPPROVED

9. Andy Hering with Redpath & Co presented the 2021 Audit. Discussion regarding the findings ensued, with a request to have County Attorney Reese Fredrickson to come to the next meeting. *Motion by Gahler, seconded by Fischer to accept the 2021 Audit as presented. Motion carried by roll call vote 4-0.*
10. Committee Reports
 - 10.1 Facility Management
 - 10.2 Board Policies
 - 10.3 Housing and Development Projects
 - 10.3.1 Sauter reviewed the strategic planning outcomes with the board.
 - 10.3.2 Sauter updated the board on the application process to continue participation in the Minnesota Cities Participation Program. *Motion by Fischer to adopt the resolution to continue participation, seconded by Jackson. Motion carried by roll call vote 4-0.*
 - 10.3.3 Sauter presented the proposal to partner with the North Central Small Business Development Center.
11. Member Reports/Updates – Steve Oswald has moved to Alaska creating a vacancy. Commissioner Waldhalm is recommending Rick Lewis to fill the vacancy. The appointment will be made by the County Board at an upcoming meeting.
12. Adjourn *Motion to adjourn by Jackson, seconded by Fischer. Motion passed by roll call vote 4-0. Meeting adjourned at 2:14 pm.*

Next Regular Meeting, December 28, 2022 - 1:00 pm, North Pine Government Center, Sandstone, Minnesota.

ATTEST:

David J. Minke
Executive Director

Mary Kay Sloan
Board Chair