ADDITIONS/REVISIONS/CORRECTIONS

Regular Meeting
June 21, 2022

Add to Agenda

Regular Agenda Item 5A: Resolution Designating Medsurety LLC and Matrix Trust as Health Reimbursement Arrangement Trustee

Consider approval of Resolution 2022-35 designating Medsurety LLC and Matrix Trust as Health Reimbursement Arrangement Trustee and authorize Board Chair and Acting County Administrator to sign.

Additional Information

Consent Agenda Item #11A/Name Provided: Consider approval of the hiring/lateral transfer of Jacqueline Ness from Clerk III in the Auditor's Office to Clerk III in the Assessor's Office, $19.02 per hour, Grade 4, Step 2 (no change in grade or wage). The original agenda requested stated the final candidate name would be provided prior to the county board meeting.

AGENDA REQUEST FORM

Date of Meeting: June 21, 2022

☒ **County Board**
- ☒ **Consent Agenda**
- ☐ **Regular Agenda** 5 mins.___ 10 mins.___ 15 mins.___ Other___

☐ **Personnel Committee**

☐ **Other** _____

Agenda Item: Clerk III

Department: Assessor

Lorri L. Houtsma

Department Head signature

Background information on Item:

On June 15, 2022, interviews were conducted with five (5) candidates for the Clerk III position resulting from the board approved backfill of this position in the Assessor's office. The interview panel consisted of County Assessor/Recorder Lorri Houtsma, Deputy Assessor Troy Stewart and Human Resources Generalist Jessica Blesener.

Jacqueline Ness proved to be the most qualified candidate through this process, and she has accepted an offer contingent upon board approval and background check. Jackie currently holds the position of Clerk III in the Auditor's office.

This position is a full-time (37.5 hours/week), non-exempt AFSME Courthouse union position.

Action Requested:

Consider hiring of Jacqueline Ness from Clerk III (Grade 4, Step 2 - $19.02 per hour) in the Auditor's office to a Clerk III (Grade 4, Step 2 - $19.02 per hour) in the Assessor's office effective July 5, 2022. This is a lateral transfer.

Financial Impact:

The Clerk III position is within the 2022 budget.

Resolution 2022-35
of the
Pine County Board of Commissioners

A Resolution Designating Medsurety LLC and Matrix Trust as Health Reimbursement Arrangement Trustee

WHEREAS, Pine County changed its vendor for its Health Reimbursement Arrangement (HRA) effective July 1, 2022 from Further/HealthEquity to MEDSURETY LLC;

WHEREAS, MG Trust/MATRIX, was the previous Trustee of Pine County HRA Trust administered by Further/HealthEquity; and

WHEREAS, Educator Benefits Consultants Health Reimbursement Arrangement with MATRIX as the successor Trustee of Pine County HRA Trust administered by Medsurety;

NOW, THEREFORE, BE IT RESOLVED That Pine County hereby designates MEDSURETY LLC as the administrator and Educator Benefits Consultants Health Reimbursement Arrangement with MATRIX as the successor Trustee of the Pine County HRA Trust effective July 1, 2022 and removes MG Trust/MATRIX under the Minnesota Healthcare Consortium as the designated Trustee.

Approved this this 21st day of June, 2022.

Attest:

Stephen M. Hallan, Chair
County Board of Commissioners

David J. Minke, Administrator
Clerk to Board of Commissioners

AGENDA

PINE COUNTY BOARD REGULAR MEETING

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

Tuesday, June 21, 2022, 10:00 a.m.

North Pine Government Center
1602 Hwy. 23 No.
Sandstone, Minnesota

The public is invited to join the meeting in person or remotely: by phone call 1-312-626-6799, (Meeting ID): 913 8246 1935; (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
Approve Minutes of June 7, 2022 County Board Meeting and Summary for publication.
Approve Minutes of June 13, 2022 Board of Appeal & Equalization Meeting

F) Minutes of Boards, Reports and Correspondence
None

G) Approve Consent Items

CONSENT AGENDA

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

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

Fund	May 31, 2021	May 31, 2022	Increase/Decrease
General Fund	1,219,186	1,026,010	(193,176)
Health and Human Services Fund	1,074,192	1,421,799	347,606
Road and Bridge Fund	3,261,877	2,067,953	(1,193,925)
COVID Relief	2,872,569	2,273,453	(599,115)
Land	2,649,354	2,550,088	(99,265)

Self Insurance	602,861	321,504	(281,357)
TOTAL (inc non-major funds)	33,450,509	32,154,695	(1,295,814)

2. **May 2022 Disbursements/Claims Over $2,000 (attached)**
Consider approval of the disbursements paid in May 2022 ($5,196,846.74) by fund. There were 550 total claims, 92 claims that were over $2,000 to be approved and are individually detailed on the separate listing, and 458 claims under $2,000 or not needing approval totaling $3,857,874.37. (3,335,227.39 of this were payments from the Taxes Fund to the School Districts).

3. **Applications**
Consider approval of the following:
   A. Repurchase Application
      i. Consider Resolutions 2022-34 authorizing Stearns Bank, mortgagee to repurchase on behalf of Gail S. Mattson, prior owner, to repurchase Pine County parcels 42.0109.000 (315 10th St NW, Pine City) in full. The title of the property will be in place of Ms. Mattson's ownership.
   B. Temporary Liquor Licenses
      i. Acknowledge applications for Temporary 3.2 Percent Malt Liquor Licenses and authorize County Auditor-Treasurer Schroeder to sign 3.2 licenses and sign the liquor license application.

4. **Donations**
   A. Consider accepting the donations for the Veterans Outreach Program: $100 from Mary Pogozdski, $500 from the Sandstone Area Veterans Memorial, and $300 from the Sandstone American Legion.
   B. Consider accepting the $15,000 donation for the Sheriff's Office K9 Program from the Sturgeon Lake Area Lions.

5. **Pine County Commissioners' Expense Claim Forms**
Review and consider approval of Commissioners' Expense Claim Forms.

6. **Contracts**
Consider approval of the 2022 State Boat and Water Safety Grant in the amount of $5,630. This grant will be used for enforcement hours and annual maintenance. The grant period is January 1, 2022 – June 30, 2023 and does not require matching funds. Authorize Board Chair and County Administrator to sign.

7. **Windemere Township Law Enforcement Agreement**
Consider approval of Windemere Township Law Enforcement agreement to allow the Sheriff's Office to provide ordinance enforcement on a case to case basis. Authorize Board Chair and Pine County Sheriff to sign.

8. **2022 Motorola Solutions Service Agreement**
Acknowledge the 2022 Motorola Solutions Service Agreement which covers maintenance, support, and other services for the Sheriff's Office radio system. The service agreement period if for September 01, 2022 – August 31, 2023.

9. **Establish and Appoint Ballot Board**
Consider Resolution 2022-33 establishing Ballot Board for the purposes of accepting or rejecting returned absentee, mail, or Military and Overseas Citizens ballots and tabulating the ballots on

election day.

10. **Personnel (Promotion/Transfer)**
    A. Consider approval of the promotion of Corrections Officer Samantha Miller to Jail Sergeant, effective June 22, 2022, $32.58 per hour, Grade 10, Step 7.

11. New Hire
    A. Consider approval of the hiring of a Clerk III position in the Assessor's Office, effective July 5, 2022, $18.24 per hour, Grade 4, Step 1. Interviews will be performed June 15, 2022. The name of the final candidate will be provided prior to the county board meeting.
    B. Consider approval of the hiring of Eligibility Worker Nikki Boese effective June 27, 2022, Grade 6, Step 1, $20.49 per hour.

12. **Training**
    Consider approval of the following training requests:
    A. Fiscal Supervisor Michelle Kelash and Case Aide Angela Boelman to attend the Minnesota County Health & Human Services Accountants Conference, August 24-26, 2022, in Alexandria, MN. Cost per person: Registration/$100, Lodging & meals/$548.05. Mileage $186.25. Total Cost of $1,482.35. Funds are available within the 2022 HHS Budget.
    B. Health Educator, Hailey Freedlund to attend the Statewide Health Improvement Partnership (SHIP) Annual Conference, July 18-20, in Eagan. All costs associated with attending are covered by the Statewide Health Improvement Partnership (SHIP) program, no financial impact.

REGULAR

1. **Personnel Committee Report (Minutes Attached)**
   The Personnel Committee met June 13, 2022. The Personnel Committee made the following recommendation:
   A. Health & Human Services
      i. Acknowledge the resignation of Social Worker Nicholas Louden, effective May 25, 2022, and approved backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
   B. Sheriff's Office
      i. Acknowledge the resignation of part-time, probationary Dispatcher Coltin Brown, effective May 18, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer
      ii. Acknowledge the resignation of full-time Corrections Officer Andrew Degerstrom-Hanley, effective June 18, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
   C. Auditor/Treasurer
      i. Modify the current Appraiser job description to reflect the current supervisor as County Assessor and to update the licensing and continuing education requirements with no change to the grade.
   D. Probation
      i. Acknowledge the resignation of Probation Case Aide Justine Ward, effective June 13, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
   E. Public Works

i. Acknowledge the resignation of Highway Maintenance Worker Adam Johnsen, effective May 12, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

Other items are for information only.

2. **Introduction of 4-H Educator and SNAP-Ed Educator**
   Introduction of Sarah Odendahl, 4-H Educator and Kristin Riley, SNAP-Ed Educator.

3. **Schedule Special Meeting – Pine County Education Collaborative Leadership Network**
   Schedule next meeting: July 27, 2022, 6:00 p.m., Pine Technical & Community College

4. **MN DOT and NE MN Area Transportation Partnership Presentation**
   MN DOT and NE MN Area Transportation Partnership Presentation

5. **Lower St. Croix 1W1P Annual Work Plan**
   Consider approval of the Lower St. Croix Watershed 2022-2023 Annual Work Plan

6. **Commissioner Updates**
   Pine County TAC Meeting (Arrowhead Transit)
   Soil & Water Conservation District
   Law Library
   Central Minnesota Jobs and Training Services
   East Central Solid Waste Commission
   East Central Regional Library Trustees Board
   Board of Equalization
   NACo Telecommunications and Technology Committee
   State Community Health Services Advisory Committee (SCHSAC)
   Other

7. **Other**

8. **Upcoming Meetings (Subject to Change)—Contact the Organization Hosting the Meeting to Confirm Meeting Details**
   a. Pine County Board of Commissioners, Tuesday, June 21, 2022, 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota
   b. NLX, Wednesday, June 22, 2022, 10:00 a.m.
   c. Pine County Housing & Redevelopment Authority/Economic Development Authority (HRA/EDA), Wednesday, June 22, 2022, 1:00 p.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota
   d. Northeast Minnesota Emergency Communications Board/Radio Advisory Committee, Thursday, June 23, 2022, 10:00 a.m., St. Louis County EOC – Pike Lake, 5735 Old Miller Trunk Highway, Duluth, Minnesota
   e. Extension 4-H Open House, Monday, June 27, 2022, 5:00 p.m., Hinckley Community Center (city hall), Hinckley, Minnesota
   f. Snake River Watershed Management Board & Snake River 1W1P Policy, Monday, June 27, 2022, 9:00 a.m., Kanabec County Courthouse, 18 North Vine, Mora, Minnesota - CANCELED
   g. East Central Regional Development Annual Meeting, Monday, June 27, 2022, 5:30 p.m., 100 Park Street South, Mora, Minnesota.
   h. Special Meeting-Committee of the Whole (Nemadji Research), Tuesday, June 28, 2022, 10:00 a.m., Bruno, Minnesota
   i. Transportation Committee, Wednesday, June 29, 2022, 1:00 p.m.

j. Pine County Board of Commissioners, Tuesday, July 5, 2022, 10:00 a.m., Board Room, Courthouse, 635 Northridge Drive NW, Pine City, Minnesota

9. **Adjourn**