

# **ADDITIONS/REVISIONS/CORRECTIONS**

**Regular Meeting  
December 20, 2022**

## **Correction**

- A. Consent Agenda Item 2: November 2022 Disbursements/Claims over \$2,000  
The correct number of claims under \$2,000 is 529 (not 500 as indicated on agenda)

## **Addition**

- A. Regular Agenda Item 4.1: Storm Event and Recovery Update  
Consider Resolution 2022-65 Declaring a Local Emergency




# AGENDA REQUEST FORM

**Date of Meeting:** December 15, 2022

- County Board**
- Consent Agenda**
- Regular Agenda**      5 mins. \_\_\_ 10 mins. \_\_\_ 15 mins. \_\_\_ Other \_\_\_
- Personnel Committee**
- Other** \_\_\_\_\_

**Agenda Item:** November 2022 Disbursements/Claims Over \$2,000

**Department:** Auditor-Treasurer

  
\_\_\_\_\_  
Department Head signature

### Background information on Item:

The attached report shows the totals for all disbursements paid in November 2022 (\$9,565,140.10) by fund. There were 618 total claims, 89 claims that were over \$2,000 to be approved and are individually detailed on the separate listing, and 529 claims under \$2,000 or not needing approval totaling \$6,785,558.37 (109 of these claims totaling \$6,438,082.33 were payments to taxing authorities and refunds of overpayments of property taxes).

### Action Requested:

Consider approving November 2022 disbursements including the individual listing of claims over \$2,000, and 529 claims under \$2,000 or not needing approval totaling of \$6,785,558.37.

### Financial Impact:

N/A

**DISBURSEMENTS JOURNAL REPORT** G/L Months: 11/2022 - 11/2022

RECAP BY FUND

FUND	AMOUNT	NAME
1	628,971.88	GENERAL REVENUE FUND
12	266,516.86	HEALTH & HUMAN SERVICES
13	1,596,281.33	ROAD & BRIDGE FUND
19	34,102.80	COVID-19 RELIEF FUND
22	9,095.79	LAND MANAGEMENT FUND
24	132,359.16	SSTS UPGRADES
29	9,405.72	CHILDREN'S COLLAB (H&HS) AGENCY FUND
38	541.50	BUILDING FUND
40	2,800.00	2020A G.O. REFUNDING COURTHOUSE BONDS
44	13,651.99	ELECTION EQUIPMENT
60	322,096.46	UNITED HEALTH CARE SELF INSURANCE 1/1/21
76	29,795.54	GROUP HEALTH INS FUND 5/1/95 (GEN)
80	19,316.58	COUNTY COLLECTIONS AGENCY FUND
82	6,438,082.33	TAXES AND PENALTIES AGENCY FUND
84	48,207.58	EAST CENTRAL DRUG TASK FORCE AGENCY F
89	13,914.58	H & HS COLLECTIONS AGENCY FUND
	9,565,140.10	Total Disbursements

RECAP BY TYPE

TYPE	AMOUNT	NAME
1	9,333,491.05	AUD
2	231,946.15	COM
3	297.10 -	MVC
	9,565,140.10	Total Disbursements

<b>FUND</b>	<b>DATE</b>	<b>VENDOR</b>	<b>AMOUNT</b>
General	11/23/2022	Advanced Correctional Healthcare, Inc	30,808.18
General	11/10/2022	AMAZON CAPITAL SERVICES	6,832.33
General	11/4/2022	Aml Cleaning Service, Inc	4,000.00
General	11/10/2022	ANOKA COUNTY TREASURY OFFICE	12,875.00
General	11/10/2022	Cleanitsupply.com - Cardmember Service	2,090.99
General	11/10/2022	CLOQUET RIVERSIDE RECYCLING, INC	6,875.70
General	11/18/2022	DSC Communications	3,546.00
General	11/4/2022	East Central Energy Of Braham	17,968.03
General	11/10/2022	East Central Solid Waste Comm	4,037.02
General	11/10/2022	EVERGREEN RECYCLING LLC	3,931.67
General	11/4/2022	Federal National Mortgage Association	135,026.41
General	11/23/2022	LeadsOnline LLC	2,772.00
General	11/10/2022	Mactek Systems Inc	3,826.00
General	11/23/2022	MEMBERS COOPERATIVE CREDIT UNION	5,861.54
General	11/4/2022	MINNESOTA ENERGY RESOURCES CORP	10,158.28
General	11/23/2022	MINNESOTA ENERGY RESOURCES CORP	8,808.76
General	11/4/2022	MINNESOTA POWER	2,483.04
General	11/18/2022	Mn State Auditor	68,183.50
General	11/18/2022	OFFICE OF MN.IT SERVICES	6,779.08
General	11/4/2022	PennyMac Loan Services, LLC	73,797.63
General	11/10/2022	Pine City Water And Sewer	2,582.57
General	11/10/2022	Pine Co Agricultural Society	10,000.00
General	11/10/2022	Pine Co Highway Department	17,810.07
General	11/23/2022	PREMIER OUTDOOR SERVICES OF MINNESOTA	4,750.00
General	11/18/2022	Regents Of The U Of Mn	29,862.25
General	11/10/2022	Ron's Roll-Off Service	2,600.00
General	11/10/2022	Schools In-Cardmember Service	2,319.56
General	11/23/2022	SUMMIT FOOD SERVICE MANAGEMENT LLC	20,498.73
General	11/4/2022	SYLVESTER CUSTOM GRINDING INC	7,771.94
General	11/10/2022	TYLER TECHNOLOGIES INC	11,505.00
General	11/23/2022	Veolia Environmental Services	26,516.46
General	11/23/2022	Verizon Wireless	10,602.14
General	11/18/2022	West Group	2,162.46
HHS	11/23/2022	Anoka Co Juv Ctr-Shelter & Dia	8,120.00
HHS	11/23/2022	Central Mn Jobs & Training Services	19,119.82
HHS	11/10/2022	Dhs Maps Ccddf	4,974.55
HHS	11/10/2022	Dhs Maps Mmis Cd Maxis 998	6,105.30
HHS	11/10/2022	East Central Reg Juvenile Center	8,669.00
HHS	11/18/2022	Family Alternatives	10,495.66
HHS	11/23/2022	Family Pathways - North Branch	6,180.00
HHS	11/23/2022	JSB Construction Inc	13,872.06
HHS	11/10/2022	KY Interpreting Services	2,377.50
HHS	11/23/2022	Lighthouse Child & Family Services, LLC	6,598.20
HHS	11/23/2022	Mille Lacs Band Family Services	13,715.10
HHS	11/23/2022	Mn State Auditor	7,276.50
HHS	11/23/2022	Obi's Outdoor Maintenance	3,500.00

<b>FUND</b>	<b>DATE</b>	<b>VENDOR</b>	<b>AMOUNT</b>
HHS	11/10/2022	Phase Inc (Pc Dac) Dac	2,009.22
HHS	11/18/2022	Richards Transportation Service Inc	2,070.00
HHS	11/10/2022	Solid Oak Financial Services, LLC	4,050.00
HHS	11/18/2022	Sue's Bus Service Inc	4,843.80
HHS	11/18/2022	Village Ranch Residential Facility	6,065.46
R&B	11/10/2022	Arlen Krantz Ford Inc	2,854.17
R&B	11/4/2022	Askov Deep Rock	3,404.30
R&B	11/10/2022	Cavallin Inc	3,177.93
R&B	11/23/2022	Chamberlain Oil Co.,Inc	5,929.07
R&B	11/23/2022	DIAMOND SURFACE INC	3,721.60
R&B	11/4/2022	Emergency Automotive Technologies, Inc	5,039.56
R&B	11/18/2022	Emergency Automotive Technologies, Inc	4,623.64
R&B	11/10/2022	ERICKSON ENGINEERING CO LLC	7,040.50
R&B	11/10/2022	Knife River Corp	1,443,204.91
R&B	11/4/2022	LHB INC	4,987.50
R&B	11/23/2022	Mn Depart Of Transportation	13,625.50
R&B	11/10/2022	MSA PROFESSIONAL SERVICES INC	12,854.26
R&B	11/4/2022	Newman Traffic Signs	13,790.42
R&B	11/10/2022	Nuss Truck Group Inc	9,972.62
R&B	11/23/2022	QUALTEK	2,500.00
R&B	11/18/2022	Slims Texaco Service	2,635.67
R&B	11/23/2022	Slims Texaco Service	2,213.44
R&B	11/10/2022	WSB AND ASSOCIATES	16,715.63
R&B	11/18/2022	Ziegler Inc.	16,911.30
COVID-19	11/4/2022	DSC Communications	18,957.80
COVID-19	11/18/2022	DSC Communications	5,593.54
COVID-19	11/18/2022	Lakes & Pines Comm Act Council	6,258.59
Land	11/18/2022	Summerland Excavating, Inc	6,412.50
Septic Fix-up	11/4/2022	D. Schlomka, Inc.	25,600.00
Septic Fix-up	11/10/2022	Laveau's Excavating	18,900.00
Septic Fix-up	11/4/2022	MINNESOTA POLLUTION CONTROL AGENCY	50,459.16
Septic Fix-up	11/4/2022	PRECISION GRADE LLC	22,750.00
Septic Fix-up	11/4/2022	Roberts Excavating	13,800.00
Courthouse Bond	11/10/2022	Ehlers & Associates, Inc	2,800.00
Elections	11/4/2022	NORTHSTAR MEDIA INC	6,823.35
Elections	11/10/2022	SEACHANGE PRINT INNOVATIONS	4,566.78
Self-Insurance	11/18/2022	UNITEDHEALTH GROUP	36,882.10
Self-Insurance	11/10/2022	UNITEDHEALTH GROUP	284,206.86
Group Insurance	11/18/2022	BLUE CROSS & BLUE SHIELD OF MINNESOTA	4,420.00
Group Insurance	11/23/2022	GUARDIAN	9,460.01
Group Insurance	11/18/2022	MADISON NATIONAL LIFE INS CO INC	4,072.03
Group Insurance	11/4/2022	MEDSURETY, LLC	2,714.92
Group Insurance	11/10/2022	MEDSURETY, LLC	3,462.63
Group Insurance	11/4/2022	TEAMSTERS JOINT COUNCIL 32	4,365.00



# AGENDA REQUEST FORM

Date of Meeting: December 20th, 2022

- County Board**
  - Consent Agenda
  - Regular Agenda
- 5 mins.  10 mins.  15 mins  Other
- Personnel Committee
- Other \_\_\_\_\_

Agenda Item: Resolution Declaring Local Emergency - Winter storm event

Department: Pine County Sheriff's Office

/s/ Denise Anderson  
Department Head signature

### Background information on Item:

On December 13th and continuing Pine County had a winter storm event resulting in thousands without power due to heavy snowfall, wind, and debris.

Pine County has reached 50% of its damage threshold for State Disaster Declaration, therefore requesting a local emergency declaration be signed to move forward in disaster assistance for public infrastructure process.

### Action Requested:

The Pine County Sheriff's Office Emergency Management requests the County Board sign and approve the Resolution Declaring a Local Emergency for Pine County.

### Financial Impact:

# **Pine County Resolution 2022-65**

## **Resolution Declaring a Local Emergency for Pine County**

WHEREAS, Pine County experienced a winter storm event starting on December 13, 2022;

WHEREAS, the storm caused significant damage and required significant local resources to respond to;

WHEREAS, Minnesota Statutes Chapter 12.29 authorizes the County Board of Commissioners to declare a local emergency; and

WHEREAS, the Pine County Office of Emergency Management requests the Pine County Board of Commissioners to declare a local emergency for Pine County for the December 2022 winter storm event and continuing;

NOW, THEREFORE, BE IT RESOLVED, that the Pine County Board of Commissioners declares a local emergency for Pine County in response to the conditions resulting from the winter storm event of December 2022 and continuing.

Adopted by the Pine County Board of Commissioners on this 20<sup>th</sup> day of December 2022.

---

Stephen M. Hallan, Chair

---

David J. Minke, County Administrator

ATTEST:

I, David J. Minke, County Administrator, hereby attest that the foregoing resolution was duly adopted by the Pine County Board of Commissioners on this 20<sup>th</sup> day of December, 2022.

---

David J, Minke, County Administrator

## Disaster Assistance for Public Infrastructure

In 2014 Governor Mark Dayton signed legislation establishing the state's Disaster Assistance Contingency Account to assist local communities after a natural disaster, even when federal aid is not available. The legislation also requires the state to cover the full FEMA match in federally declared disasters.

### Damage Thresholds

The state and/or county must meet a certain damage threshold in order to qualify for state or federal disaster assistance.

### Presidential Disaster Declaration

- State must have at least \$7.7 million in damage; and
- Counties must meet individual county threshold (County population x \$3.68)

### State Disaster Declaration – NEW

- County incurred eligible damages that equal or exceed 50 percent of countywide per capita impact indicator

## How Does My County Apply for Disaster Assistance?

<p><b>Presidential Disaster Declaration:</b></p>	<p><b>State Disaster Declaration:</b> When the Governor approves state disaster assistance, the state will assist eligible applicants (counties, cities, townships) with costs to repair and replace public infrastructure damaged in the disaster.</p>
<p><b>STEP 1:</b> If HSEM believes Minnesota may qualify for a Presidential disaster declaration, HSEM requests FEMA to conduct a preliminary damage assessment to make the determination.</p>	<p><b>STEP 1:</b> County declares a local state of emergency and does an initial damage assessment.</p>
<p><b>STEP 2:</b> If a Presidential Disaster Declaration is granted, assistance from FEMA's Public Assistance program would include:</p> <ul style="list-style-type: none"> <li>— Debris Removal</li> <li>— Emergency Protective Services</li> <li>— Roads and Bridges</li> <li>— Water Control Facilities</li> <li>— Buildings and Equipment</li> <li>— Utilities</li> <li>— Parks, Recreational Facilities</li> </ul>	<p><b>STEP 2:</b> County requests a preliminary damage assessment. HSEM officials meet with local officials to identify the cost of debris removal and emergency measures and to review the damage to public infrastructure. Damages must meet the following criteria:</p> <ul style="list-style-type: none"> <li>— Damage and costs are the direct result of the disaster;</li> <li>— Federal assistance is not available; and</li> <li>— Applicant incurred eligible damages that meet the damage threshold.</li> </ul>
<p><b>STEP 3:</b> Applicants apply to HSEM for reimbursement of eligible costs.</p> <p><i>Under legislation signed in 2014, the state will now provide 100 percent of the non-federal share when a presidential disaster declaration is made.</i></p>	<p><b>STEP 3:</b> A county's board chair, elected official or designee submits a letter requesting state disaster assistance.</p> <p><i>Applicants assume responsibility for 25 percent of total eligible costs.</i></p>





# FEMA PUBLIC ASSISTANCE PROGRAM

## Per Capita Damage Indicators

Fiscal Year October 1, 2017 – September 30, 2018

MINNESOTA	Census 2010	Multiplier	Indicator	Fire Mgmt Assistance Calendar Year 2017	Individual \$379,231	Cumulative \$1,137,692	
	5,303,925	\$1.46	<b>\$7,743,730.50</b>				
COUNTY	Population	Multiplier	Indicator	COUNTY	Population	Multiplier	Indicator
Aitkin	16,202	\$3.68	\$59,623.36	Morrison	33,198	\$3.68	\$122,168.64
Anoka	330,844	\$3.68	\$1,217,505.92	Mower	39,163	\$3.68	\$144,119.84
Becker	32,504	\$3.68	\$119,614.72	Murray	8,725	\$3.68	\$32,108.00
Beltrami	44,442	\$3.68	\$163,546.56	Nicollet	32,727	\$3.68	\$120,435.36
Benton	38,451	\$3.68	\$141,499.68	Nobles	21,378	\$3.68	\$78,671.04
Big Stone	5,269	\$3.68	\$19,389.92	Norman	6,852	\$3.68	\$25,215.36
Blue Earth	64,013	\$3.68	\$235,567.84	Olmsted	144,248	\$3.68	\$530,832.64
Brown	25,893	\$3.68	\$95,286.24	Otter Tail	57,303	\$3.68	\$210,875.04
Carlton	35,386	\$3.68	\$130,220.48	Pennington	13,930	\$3.68	\$51,262.40
Carver	91,042	\$3.68	\$335,034.56	Pine	29,750	\$3.68	\$109,480.00
Cass	28,567	\$3.68	\$105,126.56	Pipestone	9,596	\$3.68	\$35,313.28
Chippewa	12,441	\$3.68	\$45,782.88	Polk	31,600	\$3.68	\$116,288.00
Chisago	53,887	\$3.68	\$198,304.16	Pope	10,995	\$3.68	\$40,461.60
Clay	58,999	\$3.68	\$217,116.32	Ramsey	508,640	\$3.68	\$1,871,795.20
Clearwater	8,695	\$3.68	\$31,997.60	Red Lake	4,089	\$3.68	\$15,047.52
Cook	5,176	\$3.68	\$19,047.68	Redwood	16,059	\$3.68	\$59,097.12
Cottonwood	11,687	\$3.68	\$43,008.16	Renville	15,730	\$3.68	\$57,886.40
Crow Wing	62,500	\$3.68	\$230,000.00	Rice	64,142	\$3.68	\$236,042.56
Dakota	398,552	\$3.68	\$1,466,671.36	Rock	9,687	\$3.68	\$35,648.16
Dodge	20,087	\$3.68	\$73,920.16	Roseau	15,629	\$3.68	\$57,514.72
Douglas	36,009	\$3.68	\$132,513.12	St. Louis	200,226	\$3.68	\$736,831.68
Faribault	14,553	\$3.68	\$53,555.04	Scott	129,928	\$3.68	\$478,135.04
Fillmore	20,866	\$3.68	\$76,786.88	Sherburne	88,499	\$3.68	\$325,676.32
Freeborn	31,255	\$3.68	\$115,018.40	Sibley	15,226	\$3.68	\$56,031.68
Goodhue	46,183	\$3.68	\$169,953.44	Stearns	150,642	\$3.68	\$554,362.56
Grant	6,018	\$3.68	\$22,146.24	Steele	36,576	\$3.68	\$134,599.68
Hennepin	1,152,425	\$3.68	\$4,240,924.00	Stevens	9,726	\$3.68	\$35,791.68
Houston	19,027	\$3.68	\$70,019.36	Swift	9,783	\$3.68	\$36,001.44
Hubbard	20,428	\$3.68	\$75,175.04	Todd	24,895	\$3.68	\$91,613.60
Isanti	37,816	\$3.68	\$139,162.88	Traverse	3,558	\$3.68	\$13,093.44
Itasca	45,058	\$3.68	\$165,813.44	Wabasha	21,676	\$3.68	\$79,767.68
Jackson	10,266	\$3.68	\$37,778.88	Wadena	13,843	\$3.68	\$50,942.24
Kanabec	16,239	\$3.68	\$59,759.52	Waseca	19,136	\$3.68	\$70,420.48
Kandiyohi	42,239	\$3.68	\$155,439.52	Washington	238,136	\$3.68	\$876,340.48
Kittson	4,552	\$3.68	\$16,751.36	Watsonwan	11,211	\$3.68	\$41,256.48
Koochiching	13,311	\$3.68	\$48,984.48	Wilkin	6,576	\$3.68	\$24,199.68
Lac qui Parle	7,259	\$3.68	\$26,713.12	Winona	51,461	\$3.68	\$189,376.48
Lake County	10,866	\$3.68	\$39,986.88	Wright	124,700	\$3.68	\$458,896.00
Lake of the Woods	4,045	\$3.68	\$14,885.60	Yellow Medicine	10,438	\$3.68	\$38,411.84
Le Sueur	27,703	\$3.68	\$101,947.04				
Lincoln	5,896	\$3.68	\$21,697.28	<b>TRIBAL</b>	<b>Population</b>	<b>Multiplier</b>	<b>Indicator</b>
Lyon	25,857	\$3.68	\$95,153.76	Bois Forte	657	\$3.68	\$2,417.76
McLeod	36,651	\$3.68	\$134,875.68	Fond du Lac	3,728	\$3.68	\$13,719.04
Mahnomen	5,413	\$3.68	\$19,919.84	Grand Portage	557	\$3.68	\$2,049.76
Marshall	9,439	\$3.68	\$34,735.52	Leech Lake	10,205	\$3.68	\$37,554.40
Martin	20,840	\$3.68	\$76,691.20	Lower Sioux	335	\$3.68	\$1,232.80
Meeker	23,300	\$3.68	\$85,744.00	Mille Lacs	4,548	\$3.68	\$16,736.64
Mille Lacs	26,097	\$3.68	\$96,036.96	Prairie Island	177	\$3.68	\$651.36
				Red Lake	5,162	\$3.68	\$18,996.16
				Shakopee	266	\$3.68	\$978.88
				Mdewakanton Sioux			
				Upper Sioux	57	\$3.68	\$209.76
				White Earth	9,188	\$3.68	\$33,811.84

IHP \$34,000  
 Large Project \$125,500  
 Project Threshold \$3,140



**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, December 20, 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, (access code): 913 8246 1935, (password): 5911400. Click the link on the county website ([www.co.pine.mn.us](http://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
  - December 8, 2022 county board Minutes and Summary for publication
  - December 8, 2022 Truth in Taxation Minutes
  - December 13, 2022 Special Meeting-Committee of the Whole Minutes
- F) Minutes of Boards, Reports and Correspondence
  - Pine County Chemical Health Coalition Minutes – November 10, 2022
  - Department of Human Services correspondence – December 6, 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. Review November, 2022 Cash Balance (attached)**

<b>Fund</b>	<b>November 30, 2021</b>	<b>November 30, 2022</b>	<b>Increase/Decrease</b>
General Fund	8,518,833	8,070,120	(448,713)
Health and Human Services Fund	3,352,256	3,870,057	517,801
Road and Bridge Fund	1,376,754	2,069,312	692,558
COVID Relief	2,571,371	4,483,628	1,912,258
Land	2,311,345	2,781,741	470,396
Self Insurance	595,106	4,166	(590,941)

TOTAL (inc non-major funds)	21,608,740	24,603,732	2,994,992
-----------------------------	------------	------------	-----------

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

Consider approval of the November 2022 disbursements including the individual listing of claims over \$2,000 and 500 claims under \$2,000 or not needing approval totaling \$6,785,558.37.

3. **Applications**

Consider approval of the following:

A. **Temporary Wine License**

- i. Minnesota Climbers Association for an event at Ospry Wilds Environmental Center, 54165 Audubon Dr, Sandstone, January 6-8, 2023.

B. **Tobacco License**

- i. Rocking K Lazy E LLC DBA Banning Junction Off Sale, 60684 State Highway 23, Finlayson

C. **Pawnshop License**

- i. Gerald Phillips DBA Northern Pawn Shop, 60622 State Highway 23, Finlayson

D. **Disaster Abatement**

- i. Philip & Kathy Sheppard, PID 01.0112.000, 39998 Barry Ln, Arlone Twp.
- ii. Evergreen Park, LLC, PID 15.113.000, 330 Night Heron Dr, Hinckley Twp.
- iii. Kenneth Stachowski, PID 28.0147.000, 21624 Aubrecht Shores Dr, Pokegama Twp
- iv. Hughes Land & Property, PID 28.0198.000, 19072 Homestead Rd, Pokegama Twp
- v. Alison Hall & Chad Hughes, PID 28.0646.000, 18709 Bay Ln S, Pokegama Twp
- vi. Dale & Elaine Krueger, PID 28.0647.000, 18691 Bay Ln S, Pokegama Twp
- vii. Scott & Mary Lou Olson, PID 28.5100.000, 15590 Edgewater Rd NE, Pokegama Twp
- viii. Donald & Donna Siebendaler, PID 28.5208.000, 18904 Edgewater Rd NE, Pokegama Twp
- ix. Renee St. Louis & Andrew Edgell, PID 28.5210.000, 18990 Edgewater Rd NE, Pokegama Twp
- x. Kelly Byrkit, PID 28.5511.000, 17438 Peggy Ln, Pokegama Twp
- xi. Forever Herky, LLC, PID 28.5726.000, 23097 Freeway Blvd, Pokegama Twp
- xii. Dennis & Sandra Bonk, PID 43.0328.000, 5363 State Highway 70, Rock Creek

E. **2023 Waste Hauler Licenses**

Cloquet Sanitary Service, Quality Disposal Systems Inc, Jim's Mille Lacs Disposal Inc, Curt's Rolloffs, STEMM Enterprizes DBA Holdt's Disposal LLC, LePage & Sons, Matt's Sanitation, Mike's Sanitation, Nordstrom's Sanitation, LLC, Hartl Enterprises, LLC DBA Ron's Roll Offs, SKB Environmental Cloquet Landfill, Inc, Talon Sanitation LLC, Tri-Township Disposal District, Vanderpoel Disposal, Veit Disposal Systems, O'Brien Transport

4. **Donations**

Consider acceptance of the following donations:

- A. \$7,000 donation from the Rock Creek Lions to be put towards the purchase of a new veteran's van.
- B. \$500 donation from Cabak Law, LLC designated to the Benjamin Neel Gun Range.
- C. \$1,000 donation from the Askov American Legion designated to the Veterans Service Office for veteran outreach expenses.

5. **Pine County Commissioners' Expense Claim Forms**  
Review and consider approval of Commissioners' Expense Claim Forms.
  
6. **Contracts / Agreements**  
Consider approval of the following contracts/agreements and authorize Board Chair and County Administrator to sign:
  - A. **2023-2025 Assessor Contracts**  
Arlone Township, Barry Township, Birch Creek Township, Bremen Township, Brook Park Township, Bruno Township, Chengwatana Township, Clover Township, Crosby Township, Danforth Township, Dell Grove Township, Finlayson Township, Fleming Township, Kerrick Township, Kettle River Township, Munch Township, New Dosey Township, Nickerson Township, Norman Township, Ogema Township, Park Township, Partridge Township, Pine Lake Township, Pokegama Township, Royalton Township, Sturgeon Lake Township, Wilma Township, Windemere Township, Askov City, Brook Park City, Bruno City, Denham City, Finlayson City, Henriette City, Hinckley City, Kerrick City, Pine City, Rock Creek, Rutledge City, Sandstone City, Sturgeon Lake City, and Willow River City.
  
7. **Designate Polling Places**  
Consider approval of Resolution 2022-60 declaring East Central Public School, Finlayson Elementary School, Hinckley-Finlayson Fitness Center at the High School 2<sup>nd</sup> Floor Lobby, and Pine City High School as designated polling places for independent school district elections held in 2023. Authorize Board Chair and County Administrator to sign.
  
8. **2022 Assessment Clerical Corrections**  
Acknowledge list of 2022 assessment clerical corrections.
  
9. **Sauer Family Foundation Restricted Account**  
Consider restricting accounts 12-481-485-0002-5761 (Sauer Family Foundation grant) and 12-481-485-000x-6xxx (various expense accounts related to the grant).
  
10. **2022 Budget Adjustment**  
Consider approval of 2022 budget adjustments, transfer \$50,000 from the General Fund/IT to the Technology Fund, and recognition of spending of reserves.
  
11. **New Hire**  
Consider approval of the hiring of:
  - A. Kimberly Baxter, Social Worker, effective December 21, 2022, Grade 10, Step 1, \$25.88 per hour.
  - B. Esther Sereti, Children's Mental Health Social Worker, effective December 27, 2022, Grade 10, Step 1, \$25.88 per hour.
  - C. Andrew Beith, Highway Maintenance Worker, effective January 12, 2023, Grade 6, Step 1, \$20.49 per hour, contingent upon successful background check.
  
12. **Training**
  - A. Consider approval for Land and Resources Manager Caleb Anderson to attend the Septic System Certification training through the University of Minnesota Onsite Sewage Treatment Program, January 17-18, 2023 in Waite Park. Registration \$355, Lodging \$100, Meals \$46, Mileage, \$105. Total cost \$560. Funds are available in the 2023 Zoning budget.

## REGULAR

### 1. Personnel Committee Report (Minutes attached)

The Personnel Committee met on December 12, 2022. The Personnel Committee made the following recommendations:

#### A. Health & Human Services

- i. acknowledge the retirement of Eligibility Worker Julie Cox, effective March 11, 2023, 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 Office Support Specialist Brittney Hemsworth, effective November 28, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
- iii. approve the job description for the Family Resources Center Coordinator, with the position grade of Grade 9, and authorize the recruitment for the position and approve backfill of any subsequent vacancies that may occur due to internal promotion or lateral transfer.
- iv. approve the job description for the Community Support Technician, with the position grade of Grade 7, and authorize recruitment for the position and the backfill of any subsequent vacancies that may occur due to internal promotion or lateral transfer.

#### B. Assessor

- i. acknowledge the resignation of Clerk III Jackie Ness, effective December 16, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

#### C. Sheriff's Office

- i. approval to update the job descriptions for Sheriff Deputy, Sheriff Investigator, Sheriff Sergeant, and Chief Deputy to include :
  - Ability to provide credible court testimony.
  - Ability to lawfully possess and use firearms.

#### D. Sheriff's Office – Jail

- i. acknowledge the resignation of Corrections Officer Courtney Hart, effective November 19, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

#### E. Administration

- i. recommend changes to update and simplify the Pine County Purchasing Policy — Procurements for Non-Federal Funding to simplify the policy and include more explicit information related to credit cards.

#### F. 2023 Elected Official Salaries

- i. Consider 2023 salary for County Attorney Reese Frederickson. The Personnel Committee recommended \$145,788 effective January 1, 2023.
- ii. Consider 2023 salary for County Sheriff Jeff Nelson. The Personnel Committee recommended \$132,515 effective January 1, 2023.
- iii. Discussion 2023 county commissioner compensation.

### 2. Facilities Committee Report (Minutes attached)

The Facilities Committee met December 12, 2022. Information only, no board action necessary.

### 3. Pine County Personnel Board of Appeals Appointment

Consider reappointment of Connie Mikrot to the Personnel Board of Appeals for a three-year term, January 1, 2023 – December 31, 2025.

**4. 2024 Hazard Mitigation Plan Update**

Consider approval of Resolution 2022-59 authorizing Participation in a Hazard Mitigation Planning Process and Letter of Commitment of Funds regarding the update of the Pine County Hazard Mitigation Plan and authorize Board Chair and County Administrator to sign. The county will provide a minimum of 25% of all eligible project costs or a minimum of \$13,093.65 in matching in-kind effort to comply with all grant cost share requirements.

**5. ARPA Update**

Consider approving the proposed adjustments, authorize transfer of \$300,000 from Fund 19 (Covid Relief) to Fund 60 (Self Insurance Fund), and authorize the transfer of \$621,263 from Fund 19 (Covid-19 Relief Fund) to Fund 01 (General Revenue Fund) for use in the 2023 operating budget.

**6. 2023 Pine County Property Tax Levy and Budget**

Consider approval of:

- A. Resolution 2022-61 Setting the 2023 Pine County Property Tax Levy at \$21,272,255 and authorize Board Chair and County Administrator to sign.
- B. Resolution 2022-62 Adopting the 2023 Pine County Budget as shown on the attached budget summary and authorize Board Chair and County Administrator to sign.

**7. Establish 2023 Non-Union Cost-of-Living Adjustments (COLA)**

Consider 2023 Cost-of-Living Adjustment for Non-Union, Non-Elected Employees at 2%, effective January 1, 2023.

**8. County Commissioner Compensation, Per Diems, and Mileage**

Consider Resolution 2022-64 establishing county commissioner salary, per diem and mileage. The amounts are unchanged from 2022. Authorize Board Chair and County Administrator to sign.

**9. Establish Citizen Board and Committee Per Diems**

Consider approval of Resolution 2022-63 establishing per diems for various board and committees. The amounts are unchanged from 2022. This resolution does not apply to county commissioners. Authorize Board Chair and County Administrator to sign.

**10. January 3, 2023 Organizational Meeting**

Minnesota Statutes 275.07 requires that the board meet at the county seat on the first Tuesday after the first Monday in January. This is known as the “organizational” or “annual” meeting. That meeting will be January 3, 2023. Traditionally the board has met at 10:00 a.m. The board should confirm the meeting start time.

**11. Commissioner Updates**

- Holiday Tree Event / Courthouse Potluck
- Pine County Law Library
- Central Minnesota Jobs and Training Services
- East Central Solid Waste Commission
- East Central Regional Library Trustees Board
- Pine County Zoning Board
- East Central Regional Development Commission
- Other

## **12. Other**

### **13. Upcoming Meetings (Subject to Change)**

- a. Pine County Board of Commissioners, Tuesday, December 20, 2022, 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota
- b. Arrowhead Counties Association, Wednesday, December 21, 2022, 6:00 p.m., Black Woods Grill and Bar, 195 US 2, Proctor, Minnesota
- c. Snake River Watershed Management Board & 1W1P, Monday, December 26, 2022, 9:00 a.m., Kanabec County Courthouse, 317 Maple Ave. E, Mora, Minnesota
- d. (Tentative) NLX, Wednesday, December 28, 2022, 10 a.m.
- e. Housing Redevelopment Authority/Economic Development Authority (HRA/EDA), Wednesday, December 28, 2022, 1:00 p.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota.
- f. (Tentative) Northeast Emergency Communications Board/Radio Advisory Committee, Thursday, December 29, 2022, 10:00 a.m.
- g. Central MN EMS Joint Powers Board, Friday, December 30, 2022, 10:00 a.m.
- h. Pine County Board of Commissioners Organizational Meeting, Tuesday, January 3, 2023, 10:00 a.m., Board Room, Courthouse, Pine City, Minnesota

## **14. Adjourn**