



## **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, November 1, 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](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  
Minutes of October 18, 2022 Regular County Board Meeting and Summary for publication
- F) Minutes of Boards, Reports and Correspondence  
Pine County Land Surveyor Monthly Report – October 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 and approve Board Chair and County Administrator to sign:

##### **A. 2023 Tobacco License**

Consider approval of the following 2023 tobacco licenses and authorize Board Chair and County Auditor to sign licenses:

BP – City of Pine City, Banning Junction Convenience Store-Finlayson Township, Bear Creek Tavern-Arlone Township, Bear's Den-City of Bruno, Beroun Crossing Country Store-Pokegama Township, Casey's General Store #3445-City of Sandstone, Casey's General Store #3520-City of Hinckley, Chris' Food Center-City of Sandstone,

Crossroads Convenience Store-Ogema Township, Daggett's Super Valu-City of Hinckley, Dave's Oil Corp-City of Willow River, Denham Run Bar & Grill-City of Denham, Dollar General-City of Hinckley, Dollar General-City of Sandstone, Dollar General-City of Willow River, Duquette General Store-Kerrick Township, Family Dollar Store-City of Hinckley, Family Dollar Store-City of Sandstone, Finlayson Municipal Liquor Store-City of Finlayson, Floppie Crappie-Pokegama Township, Froggies-City of Pine City, Hinckley Firehouse Liquor-City of Hinckley, Holiday Station-City of Hinckley, Holiday Station-City of Pine City, Holiday Station-City of Pine City, Kornerstore #900-Windemere Township, Kurt's Station-City of Hinckley, Kwik Trip-City of Hinckley, Lucky Seven General Store-City of Hinckley, Minit Mart-Windemere Township, Nickerson Bar & Motel-Nickerson Township, Petry's Bait Company-City of Finlayson, Pine City Tobacco-City of Pine City, Red's Liquor Box-Pokegama Township, Rich's Bar-City of Sandstone, Sandstone Petro Plus-City of Finlayson, Sidetracked-City of Brook Park, Slim's Service, Inc-City of Hinckley, Squirrel Cage-City of Willow River, Super Smokes-City of Hinckley, Speedway #4500-City of Pine City, Tobies Station, Inc-City of Hinckley, Wal-Mart Supercenter #2367-City of Pine City, Figueroa's-City of Askov, Marge's Pub & Grub-City of Brook Park, Mini Mart #1-City of Rock Creek

2. **Donations**

- A. Consider acceptance of the \$23,000 donation from Grand Casino Hinckley to the Sheriff's Office to help offset sheriff's office expenses for 4<sup>th</sup> Quarter 2022.

3. **Tax-Forfeit Conveyance Request – Pine City**

Consider approval of Resolution 2022-55 authorizing the conveyance/sale of tax-forfeit parcel #42.0238.003 to Pine City for the appraised value of \$1,000 plus miscellaneous sales fees as required. Authorize Board Chair and County Administrator to sign.

4. **New Hire**

Consider authorizing the hiring of the following:

- A. Thomas Lindstrom, Highway Maintenance Worker, effective November 7, 2022, Grade 6, Step 1, \$20.49/hour, contingent upon successful background check.
- B. Kenneth Behrens, Highway Maintenance Worker, effective November 7, 2022, Grade 6, Step 1, \$20.49/hour, contingent upon successful background check.
- C. Joesif Okerstrom, full time Corrections Officer, effective November 2, 2022, Grade 7, Step 1, \$21.77/hour.
- D. Emma Ellerman, full time Corrections Officer, effective November 2, 2022, Grade 7, Step 2, \$22.71/hour.
- E. Daniel Pardun, full time Corrections Officer, effective November 2, 2022, Grade 7, step 2, \$22.71/hour.

5. **Training**

Consider approval of the following training:

- A. Health Educator Samantha Burch, Public Health Supervisor Jessica Fehlen, and Community Health Services Administrator Samantha Lo to attend the Local Public Health Association Fall Conference and Annual Meeting, November 13-15, 2022 in Alexandria, Minnesota. Total Cost for all three attendees: Registration: \$350 (registration includes meals), Lodging: \$0, Mileage: \$100. As a member of the Local Public Health Association (LPHA), public health received one free registration and one free room. As a conference

planning committee member, Samantha Lo also receives an additional free room. Funds for the remaining costs are available in the 2022 HHS budget.

## **REGULAR**

1. **Lakes & Pines Community Action Council**

Introduction of Executive Director Denise Stewart and Lakes & Pines update.

2. **Project Lifesaver**

Presentation by Sergeant Patrick Ellstrom and Sheriff Jeff Nelson

<https://projectlifesaver.org/>

3. **Marketing Proposal**

A. Consider approval for County Administrator David Minke to enter into a professional service agreement with marketing consultant CivicBrand to develop a tagline, elevator pitch and website redesign. American Rescue Act Funding in the amount of \$28,100 has been allocated for this project.

B. Recommend the committee of jurisdiction to be the Personnel Committee to work with county staff and consultant through the seven-week process.

4. **Storm Damage Tax Relief Reimbursement**

Consider approval of Resolution 2022-54 requesting the reimbursement of the property tax relief for storm damage affected properties. Authorize Board Chair and County Administrator to sign.

5. **Snake River Comprehensive Watershed Management Plan Submission**

Consider approval of submission of the Snake River Comprehensive Watershed Management Plan to the Board of Water and Soil Resources for 90-day review and approval.

6. **Correction Officer/Dispatcher MOU Update**

7. **Commissioner Updates**

Arrowhead Counties Association

Snake River Watershed Management Board

Lower St. Croix Partnership 1W1P

East Central Regional Development Commission

Manufacturing Tours

Health Care Leaders Coalition Meeting

Greater Minnesota Parks & Trails Annual Meeting

NLX

Pine County Housing & Redevelopment Authority/Economic Development Authority

(HRA/EDA) Joint Meeting with County Board

School Districts / PTCC / Pine County Meeting

Zoning Board / County Board Joint Meeting

Other

8. **Other**

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

- a. Pine County Board of Commissioners, Tuesday, November 1, 2022, 10:00 a.m., Board Room, Courthouse, 635 Northridge Drive NW, Pine City, Minnesota
- b. Facility Committee, Wednesday, November 2, 2022, Commissioner Conference Room, Courthouse, Pine City, Minnesota
- c. Soil & Water Conservation District, Wednesday, November 2, 2022, 3:00 p.m., 1610 Hwy. 23 No., Sandstone, Minnesota.
- d. Central MN Council on Aging, Thursday, November 3, 2022, 10:00 a.m.
- e. Personnel Committee, Monday, November 7, 2022, 9:00 a.m.
- f. East Central Solid Waste Commission, Monday, November 14, 2022, 9:00 a.m., 1756 180<sup>th</sup> Avenue, Mora, Minnesota
- g. East Central Regional Library Board of Trustees, Monday, November 14, 2022, 9:30 a.m., 111 Dellwood St. No., Cambridge, Minnesota
- h. Chemical Health Coalition, Monday, November 14, 2022, 4:00 p.m.
- i. Pine County Board of Commissioners, Tuesday, November 15, 2022, 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota

10. **Adjourn**

**MINUTES  
OF THE  
PINE COUNTY BOARD MEETING  
Regular Meeting  
Tuesday, October 18, 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.

Chair Hallan announced that the Boardroom at the Courthouse was available for the public should they want to provide any input for the Solid Waste public hearing later in this meeting.

The Pledge of Allegiance was said.

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

Chair Hallan requested the following revisions to the agenda:

Additional Information

1. Consent Agenda Item #4/Commissioner Claim Forms:  
Inclusion of Commissioner Waldhalm's Claim Form

Revision

1. Consent Agenda Item #7/AMC Annual Conference  
Change date to reflect December 4 – December, 7, 2022
2. Regular Agenda Item #7/Budget Update:  
Remove and Replace with corrected Chart #4

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

**Motion** by Commissioner Mohr to approve the Minutes of the October 4, 2022 County Board Meeting and Summary for publication. Second by Commissioner Lovgren. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence

Department of Health & Human Services Audit Letter – October 6, 2022

Department of Natural Resources Notice of Land Acquisition in Arna Township –  
September 29, 2022

Commissioner Waldhalm inquired if the county could object to the sale of land to be purchased by the DNR which would remove the land from the county tax rolls (the county would receive payment in lieu of taxes payment). The county does not have authority to stop the sale. Additionally, the owner desires to sell to the DNR.

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

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

## **CONSENT AGENDA**

1. **Approve September, 2022 Cash Balance**

<b>Fund</b>	<b>September 31, 2021</b>	<b>September 31, 2022</b>	<b>Increase/Decrease</b>
General Fund	5,478,856	5,089,700	(389,156)
Health and Human Services Fund	2,668,365	2,516,948	(151,417)
Road and Bridge Fund	1,758,681	7,869,460	6,110,779
COVID Relief	2,853,674	4,522,476	1,668,802
Land Management Fund	2,218,255	2,693,955	475,701
Self Insurance	633,886	71,912.15	(561,974)
TOTAL (inc non-major funds)	20,365,773	27,709,938	7,344,165

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

The following vendors with claims of \$2,000 or more, and 597 claims under \$2,000 or not needing approval totaling \$663,614.40 were paid during the period of September 1-September 30, 2022: 4.0 SCHOOL SERVICES OF EAST CENTRAL, 2,416.95; AMAZON CAPITAL SERVICES, 4,907.09; Aml Cleaning Service, Inc, 4,000.00; Anderson Electric, 20,802.29; Anoka Co Juv Ctr-Shelter & Dia, 8,680.00; APCO INTERNATIONAL INC, 14,000.00; Askov Deep Rock, 23,540.61; Astech Corp, 83,580.00; BLAINE LOCK & SAFE INC, 4,320.00; BLUE CROSS & BLUE SHIELD OF MINNESOTA, 4,780.50; Blue Zones LLC, 32,500.00; BOARMAN KROOS VOGEL GROUP INC, 10,921.73; C & T CONTRACTING, 11,440.00; CARDINAL FINANCIAL COMPANY, L.P., 113,442.75; CARLSON/ANNE M, 3,982.50; CEM-CON CORPORATION, 6,183.36; Central Mn Jobs & Training Services, 19,305.62; Chamberlain Oil Co.,Inc, 8,964.70; Cleanitsupply.com-Cardmember Services, 3,010.73; CLOQUET RIVERSIDE RECYCLING, INC, 6,979.20; Daves Oil Corporation, 2,139.09; DEPARTMENT OF CORRECTIONS, 2,526.50; Deputy Registrar-Sandstone, 12,556.56; Dhs Maps Ccdtf, 2,051.96; DHS State Operated Services, 6,936.25; DOOLEYS PETROLEUM INC, 53,403.58; DSC Communications, 3,105.00; EAST CENTRAL DRUG TASK FORCE, 10,950.00; East Central Energy Of Braham, 27,867.93; East Central Reg Juvenile Center, 8,669.00; East Central School Dist 2580, 8,151.98; East Central Solid Waste Comm, 4,193.88; Election Systems & Software,Inc, 7,133.18; Emergency Automotive Technologies, Inc, 5,978.64; ERICKSON ENGINEERING CO LLC, 17,870.50; EVERGREEN RECYCLING LLC, 3,301.91; Family Pathways - North Branch, 2,450.00; GOBEL EXCAVATING & AGGREGATE INC, 26,742.00; Goebel Plumbing & Service Inc, 7,000.77; GUARDIAN, 18,251.62; Heartland Girls Ranch, 9,079.28; Impact Mailing of Minnesota, Inc, 9,574.50; Information Systems Corp-ISC, 2,200.00; JONES CONSTRUCTION SERVICES INC, 60,950.00; Knife River Corp, 3,197,331.30; KRONOS SAASHR INC, 2,726.15; Lakes & Pines Comm Act Council, 59,787.05; Lighthouse Child & Family Services, LLC, 6,755.81; MADISON NATIONAL LIFE INS CO INC, 4,058.81; MARK HAUG CONSTRUCTION INC, 185,956.80; MAVERICK DRONE SYSTEMS, 9,791.02; MEDICAREBLUE RX, 5,652.50; MEDSURETY, LLC, 6,510.13; MEND CORRECTIONAL CARE PLLC,

27,856.71; MIKE'S SANITATION AND ROLL-OFF SERVICE, 2,936.70; Mille Lacs Band Family Services, 10,533.05; MINNESOTA ENERGY RESOURCES CORP, 10,947.61; MINNESOTA POWER, 2,730.04; Mn Life Insurance Company, 8,979.75; Motorola Solutions Inc, 67,077.49; Nexus-Kindred Family Healing, 2,632.58; North Homes Inc, 11,623.14; Northwestern Mn Juvenile Center, 8,455.24; Nuss Truck Group Inc, 16,697.79; OFFICE OF MN.IT SERVICES, 5,124.08; OWENS COMPANIES INC, 4,815.31; PALMER LOGGING, 3,800.00; Pitney Bowes Global Financial Serv, 2,408.94; Pomp's Tire Service, Inc, 4,881.27; Port Group Home, 8,083.87; Prairie Lakes Youth Programs, 8,871.26; PREMIER OUTDOOR SERVICES OF MINNESOTA, 5,750.00; Purchase Power, 8,070.00; Regents Of The U Of Mn, 4,500.00; Roberts Excavating, 3,500.00; ROCON PAVING, 5,091.45; Ron's Roll-Off Service, 2,600.00; ROYAL TIRE, 3,542.80; Rydberg & Sons, Inc., 114,988.83; S & R REINFORCING INC, 480,180.87; SANDBERG CONSTRUCTION INC, 18,000.00; Schmitz/Cody Schmitz & Kaylee, 2,069.71; SCHNEIDER GEOSPATIAL LLC, 2,898.00; SHI INTERNATIONAL CORP, 5,449.42; Slims Texaco Service, 2,435.58; Solid Oak Financial Services, LLC, 4,050.00; Sue's Bus Service Inc, 5,382.00; SUMMIT FOOD SERVICE MANAGEMENT LLC, 32,568.14; TEAMSTERS JOINT COUNCIL 32, 59,985.00; Therapeutic Serv Ag Too Inc, 8,644.04; THRIFTY WHITE PHARMACY, 4,341.33; Traffic Marking Service Inc, 30,131.42; TYLER TECHNOLOGIES INC, 6,264.00; UNITEDHEALTH GROUP, 315,778.15; Verizon Wireless, 10,664.96; Walsh Marine-Cardmember Services, 2,920.00; Wellness in the Woods Inc, 4,513.82; WINDEMERE TOWNSHIP LAKES ASSOCIATION, 34,966.24; WSB AND ASSOCIATES, 1,649.59; Ziegler Inc., 2,474.94; ZOOM.US-Cardmember Services, 3,118.80.

### 3. **Applications**

#### A. **Septic Fix-Up Special Assessment**

- i. Approve Resolution 2022-52 extending the following special assessments:  
Doreen Johnson, PID 41.0024.000, \$26,742; Rachel Newman and Justin Tuchek, PID 33.0441.001, \$18,300; Erick and Katie Storebo, PID 07.0278.000, \$23,526.87; Ronald Engren, PID 28.5566.000, \$22,500; William & Karen Ackerson, PID 16.0048.000, \$19,000; Thomas and Jackie Hegge, PID 26.0170.001, \$38,450  
Authorize Board Chair and County Administrator to sign.

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

Approve Commissioners' Expense Claim Forms.

### 5. **Donation**

- A. Accept \$300 donation from the Pine City Area Lions designated to the Veterans Outreach program.

### 6. **Contracts/Agreements**

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

#### A. **2022-2024 City of Sturgeon Lake Prosecution Agreement**

Two-year agreement with the City of Sturgeon Lake to prosecute misdemeanor ordinances within their jurisdiction, commencing October 1, 2022. The City will pay \$100 per case file submitted to the County for review or charging of violations.

### 7. **Training**

- A. Approve attendance at the AMC Annual Conference, December 4-7, 2022 in Bloomington, Minnesota, for any commissioner desiring to attend, and county administrator David

Minke. Registration \$400 per attendee before November 1 and \$425 per attendee after November 1, Lodging/\$128 plus tax per night, Meals/\$34 per day.

## **REGULAR AGENDA**

### **1. Public Hearing: Solid Waste Ordinance 2022-53**

Land and Resources Manager Caleb Anderson stated the county adopted the current Solid Waste Ordinance in 1990. On October 5, 2021, the county board appointed an ad-hoc committee to review that ordinance and recommend any necessary changes. Proposed changes were presented to the county board in June 2022; those revisions have been incorporated into the ordinance. The county board discussed the storage of inoperable motor vehicles, machinery, tires, and residential and agricultural storage sites.

Chair Hallan opened the public hearing at 10:34 a.m. Gussie Croup stated she would like to see the county work with the townships on ordinance creation. With no further discussion, Chair Hallan closed the public hearing at 10:48 a.m. The board further discussed disposal of machinery and vehicle fluids and problems with large amounts of tire disposal.

**Motion** by Commissioner Mohr to approve adoption of the Pine County Solid Waste Ordinance, Ordinance Number 2022-53, thereby repealing and replacing the existing Solid Waste Ordinance. Second by Commissioner Lovgren. Motion carried 4-1 with Commissioner Waldhalm opposing.

Commissioner Waldhalm asked how the solid waste facility fee schedule amount was determined, Anderson stated it was in line with the fee paid by solid waste haulers.

**Motion** by Commissioner Lovgren to approve adoption of a \$200 fee for solid waste facility licenses. Second by Commissioner Mohr. Motion carried 5-0.

### **2. Personnel Committee Report**

Commissioner Ludwig provided an overview of the October 10, 2022 Personnel Committee meeting. The Personnel Committee made the following recommendation:

#### **A. Health & Human Services**

- i. Recommend the reclassification of a Social Worker position in the Children's Services unit to a Chemical Health Resource Coordinator position, Grade 11, \$27.43/hour.
- ii. Acknowledge the resignation of Social Worker Kelly Friday, effective December 16, 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 Kali Finch, effective October 14, 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 Corrections Officer Rebecca Blodgett, effective October 10, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
- iii. Recommend the Senior Corrections Officer position, Grade 8, and recommend authorizing up to four incumbents with promotion at the discretion of jail administration and in accordance with the labor agreement. No change in total FTE for corrections officers.

#### **C. Administration**

- i. Recommend the updated drafts of Section 31 – Lactation/Breastfeeding policy and Section 33 – Workplace Wellness policy.



**Motion** by Commissioner Ludwig to approve the recommendations of the Personnel Committee. Second by Commissioner Mohr. Motion carried 5-0.

3. **North Pine Area Hospital District Update**

North Pine Area Hospital District board members Barb Fischer and Fran Levings provided an overview of the operation of the North Pine Area Hospital District. The hospital campus is owned by the North Pine Area Hospital District—the Hospital District leases the space at the campus to Essentia Health.

4. **Initiative Foundation Impact Update**

Carl Newbanks, Initiative Foundations Grants & Development Manager, updated the board on programs offered and impacts on Pine County. The Initiative Foundation has contributed a total of \$6.5 million in grants. The Initiative Foundation 2023 funding request to the county is \$7,450, the same amount as the 2022 appropriation.

5. **Snake River Comprehensive Watershed Management Plan Submission**

Land and Resources Manager Caleb Anderson stated the One Watershed One Plan Policy Committee recommended the plan, and the watershed plan is now ready for each jurisdiction to consider approval to submit to the Minnesota Board of Water and Soil Resources for their 90-day review and consideration for approval.

**Motion** by Commissioner Lovgren to approve submission of the Snake River Comprehensive Watershed Management Plan to the Minnesota Board of Water and Soil Resources. Second by Commissioner Mohr. Motion carried 5-0.

6. **Lower St. Croix Watershed FY23 Grant Work Plan and Comprehensive Watershed Management Plan Amendment**

Land and Resources Manager Caleb Anderson stated the Lower St. Croix Policy Committee recommended the FY23 grant work plan. This plan must be approved by each partner board.

**Motion** by Commissioner Mohr to approve the FY23 Water Based Implementation Funding (WBIF) grant work plan as recommended by the Policy Committee, including

- \* authorizing the Planning Team to make non-substantive changes as required by the Minnesota Board of Water and Soil Resources (BWSR) and
- \* designating Chisago Soil & Water Conservation District (SWCD) as the fiscal agent authorized to submit the work plan and execute the grant; and
- \* approve the amendment of the Comprehensive Watershed Management Plan (CWMP) by adding Valley Creek and Kelle's Creek to the other regionally significant streams listed in Table 5-2 and Figure 5-2 and
- \* adding completed subwatershed assessments and inventories to Table 7-1 and Figure 7-1.

Second by Commissioner Lovgren. Motion carried 5-0.

7. **Third Quarter 2022 Budget Report**

County Administrator David Minke provided an update of the budget through September 30, 2022 by reviewing expenditure and revenue of the major funds. Minke noted the pressure on the budget for fuel and utility costs; otherwise, the revenue and expenditures are as expected.

8. **Commissioner Updates**

MLBO/MLCV meeting: Commissioner Lovgren representatives from the county, the city of Hinckley, MnDOT, and Mille Lacs Band/Corporate Ventures were present. Discussion of a potential additional freeway interchange / development took place.

Facility Committee – cancelled

PCCI meeting: Chair Hallan stated roundtable discussion including how to move forward with funding the college initiative for future years.

SCHSAC Fall Retreat: Commissioner Lovgren stated because Public Health was last looked at in the 70's, it needs a total transformation. A group is working on it now with counties and state employees to determine what it should look like in the future. A tour of the Veterans Affairs facility in St. Cloud was given.

East Central Regional Juvenile Advisory Committee: Commissioner Ludwig/Probation Director Terry Fawcett stated the rates for members/non-members has increased. The trend of non-member bed usage is up significantly. Bed usage is high.

U of M Extension Naturalist Field Day: Commissioners unable to attend.

East Central Solid Waste Commission: Chair Hallan stated this was a standard meeting.

East Central Regional Library Board of Trustees: Commissioner Lovgren stated this was a non-eventful meeting.

Tall Cop presentation/through Chemical Coalition: Commissioner Lovgren did not attend this presentation, however, did attend a special opioid event—middle aged, white men suicides have significantly increased however this oftentimes is not publicized.

Arrowhead Transit: Chair Hallan unable to attend.

Soil & Water Conservation District: Commissioner Waldhalm unable to attend.

AMC District 1 Fall Meeting: Chair Hallan, Commissioners Lovgren and Waldhalm attended. Legislative priorities were identified as #1 Payment In Lieu of Taxes, #2 County Program Aid, #3 SSIS paperwork reduction, #4 Housing, #5 tied - Solid Waste / Bonding Bill

Northeast MN Area Transportation Partnership: Chair Hallan stated that currently the city of Duluth receives 40% and the rest of the partnership divide up 60% of the funds allocated for MnDOT District 1. The formula has been revised such that the city of Duluth now receives 39% and the remainder of the partnership divide up 77% of the funds allocated.

Law Library: Commissioner Mohr stated bills paid, and discussion of obsolete library materials was discussed.

Other  
AMC Community Supervision Workgroup: Commissioner Ludwig commented on the workload that probation professionals have and that probation's role in public safety is not recognized. The legislature is not funding the probation system at the statutory level.

9. **Other**  
None.

10. **Upcoming Meetings**  
Upcoming meetings were reviewed.

Chair Hallan called a recess at 12:21 p.m.

Meeting reconvened at 12:25 p.m.

11. **Closed Meeting – Labor Negotiation -- Correction Officer/Dispatch Labor Agreement Motion** by Commissioner Mohr to close the meeting in accordance with Minnesota Statutes 13D.03 to consider negotiation strategies and develop, discuss and review labor negotiation proposals, for negotiations conducted pursuant to Minnesota Statute 179A.01 to 179A.25. Second by Commissioner Ludwig. Motion carried 5-0.

The meeting closed at 12:26 p.m. Present were Chair Hallan, Commissioners Mohr, Lovgren, Waldhalm and Ludwig. Also present were County Administrator David Minke, Jail Administrator Rod Williamson, Human Resources Manager Jackie Koivisto, Sheriff Jeff Nelson, Sheriff's Office Office Manager Denise Anderson and IT Manager Ryan Findell.

**Motion** by Commissioner Waldhalm to open the closed meeting. Second by Commissioner Mohr. Motion carried 5-0.

The open session reconvened at 1:06 p.m.

12. **Adjourn**

With no further business, Chair Hallan adjourned the meeting at 1:07 p.m. The next regular meeting of the county board is scheduled for Tuesday, November 1, 2022 at 10:00 a.m., Pine County Courthouse, Board Room, 635 Northridge Drive NW, Pine City, Minnesota.

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Stephen M. Hallan, Chair  
Board of Commissioners

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

**SUMMARY  
OF  
MINUTES  
OF THE  
PINE COUNTY BOARD MEETING  
Regular Meeting  
Tuesday, October 18, 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.

Chair Hallan announced that the Boardroom at the Courthouse was available for the public should they want to provide any input for the Solid Waste public hearing later in this meeting.

The Pledge of Allegiance was said.

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

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

**Motion** by Commissioner Mohr to approve the Minutes of the October 4, 2022 County Board Meeting and Summary for publication. Second by Commissioner Lovgren. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence

Department of Health & Human Services Audit Letter – October 6, 2022

Department of Natural Resources Notice of Land Acquisition in Arna Township –  
September 29, 2022

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

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

<b>Fund</b>	<b>September 31, 2021</b>	<b>September 31, 2022</b>	<b>Increase/Decrease</b>
General Fund	5,478,856	5,089,700	(389,156)
Health and Human Services Fund	2,668,365	2,516,948	(151,417)
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Self Insurance	633,886	71,912.15	(561,974)
TOTAL (inc non-major funds)	20,365,773	27,709,938	7,344,165

The following vendors with claims of \$2,000 or more, and 597 claims under \$2,000 or not needing approval totaling \$663,614.40 were paid during the period of September 1-September 30, 2022: 4.0 SCHOOL SERVICES OF EAST CENTRAL, 2,416.95; AMAZON CAPITAL SERVICES, 4,907.09; Aml Cleaning Service, Inc, 4,000.00; Anderson Electric, 20,802.29; Anoka Co Juv Ctr-Shelter & Dia, 8,680.00; APCO INTERNATIONAL INC, 14,000.00; Askov Deep Rock, 23,540.61; Astech Corp, 83,580.00; BLAINE LOCK & SAFE INC, 4,320.00; BLUE CROSS & BLUE SHIELD OF MINNESOTA, 4,780.50; Blue Zones LLC, 32,500.00; BOARMAN KROOS VOGEL GROUP INC, 10,921.73; C & T CONTRACTING, 11,440.00; CARDINAL FINANCIAL COMPANY, L.P., 113,442.75; CARLSON/ANNE M, 3,982.50; CEM-CON CORPORATION, 6,183.36; Central Mn Jobs & Training Services, 19,305.62; Chamberlain Oil Co.,Inc, 8,964.70; Cleanitsupply.com-Cardmember Services, 3,010.73; CLOQUET RIVERSIDE RECYCLING, INC, 6,979.20; Daves Oil Corporation, 2,139.09; DEPARTMENT OF CORRECTIONS, 2,526.50; Deputy Registrar-Sandstone, 12,556.56; Dhs Maps Ccdtf, 2,051.96; DHS State Operated Services, 6,936.25; DOOLEYS PETROLEUM INC, 53,403.58; DSC Communications, 3,105.00; EAST CENTRAL DRUG TASK FORCE, 10,950.00; East Central Energy Of Braham, 27,867.93; East Central Reg Juvenile Center, 8,669.00; East Central School Dist 2580, 8,151.98; East Central Solid Waste Comm, 4,193.88; Election Systems & Software,Inc, 7,133.18; Emergency Automotive Technologies, Inc, 5,978.64; ERICKSON ENGINEERING CO LLC, 17,870.50; EVERGREEN RECYCLING LLC, 3,301.91; Family Pathways - North Branch, 2,450.00; GOBEL EXCAVATING & AGGREGATE INC, 26,742.00; Goebel Plumbing & Service Inc, 7,000.77; GUARDIAN, 18,251.62; Heartland Girls Ranch, 9,079.28; Impact Mailing of Minnesota, Inc, 9,574.50; Information Systems Corp-ISC, 2,200.00; JONES CONSTRUCTION SERVICES INC, 60,950.00; Knife River Corp, 3,197,331.30; KRONOS SAASHR INC, 2,726.15; Lakes & Pines Comm Act Council, 59,787.05; Lighthouse Child & Family Services, LLC, 6,755.81; MADISON NATIONAL LIFE INS CO INC, 4,058.81; MARK HAUG CONSTRUCTION INC, 185,956.80; MAVERICK DRONE SYSTEMS, 9,791.02; MEDICAREBLUE RX, 5,652.50; MEDSURETY, LLC, 6,510.13; MEND CORRECTIONAL CARE PLLC, 27,856.71; MIKE'S SANITATION AND ROLL-OFF SERVICE, 2,936.70; Mille Lacs Band Family Services, 10,533.05; MINNESOTA ENERGY RESOURCES CORP, 10,947.61; MINNESOTA POWER, 2,730.04; Mn Life Insurance Company, 8,979.75; Motorola Solutions Inc, 67,077.49; Nexus-Kindred Family Healing, 2,632.58; North Homes Inc, 11,623.14; Northwestern Mn Juvenile Center, 8,455.24; Nuss Truck Group Inc, 16,697.79; OFFICE OF MN.IT SERVICES, 5,124.08; OWENS COMPANIES INC, 4,815.31; PALMER LOGGING, 3,800.00; Pitney Bowes Global Financial Serv, 2,408.94; Pomp's Tire Service, Inc, 4,881.27; Port Group Home, 8,083.87; Prairie Lakes Youth Programs, 8,871.26; PREMIER OUTDOOR SERVICES OF MINNESOTA, 5,750.00; Purchase Power, 8,070.00; Regents Of The U Of Mn, 4,500.00; Roberts Excavating, 3,500.00; ROCON PAVING, 5,091.45; Ron's Roll-Off Service, 2,600.00; ROYAL TIRE, 3,542.80; Rydberg & Sons, Inc., 114,988.83; S & R REINFORCING INC, 480,180.87; SANDBERG CONSTRUCTION INC, 18,000.00; Schmitz/Cody Schmitz & Kaylee, 2,069.71; SCHNEIDER GEOSPATIAL LLC, 2,898.00; SHI INTERNATIONAL CORP, 5,449.42; Slims Texaco Service, 2,435.58; Solid Oak Financial

Services, LLC, 4,050.00; Sue's Bus Service Inc, 5,382.00; SUMMIT FOOD SERVICE MANAGEMENT LLC, 32,568.14; TEAMSTERS JOINT COUNCIL 32, 59,985.00; Therapeutic Serv Ag Too Inc, 8,644.04; THRIFTY WHITE PHARMACY, 4,341.33; Traffic Marking Service Inc, 30,131.42; TYLER TECHNOLOGIES INC, 6,264.00; UNITEDHEALTH GROUP, 315,778.15; Verizon Wireless, 10,664.96; Walsh Marine-Cardmember Services, 2,920.00; Wellness in the Woods Inc, 4,513.82; WINDEMERE TOWNSHIP LAKES ASSOCIATION, 34,966.24; WSB AND ASSOCIATES, 1,649.59; Ziegler Inc., 2,474.94; ZOOM.US-Cardmember Services, 3,118.80.

Approve Resolution 2022-52 extending the following special assessments: Doreen Johnson, PID 41.0024.000, \$26,742; Rachel Newman and Justin Tuchek, PID 33.0441.001, \$18,300; Erick and Katie Storebo, PID 07.0278.000, \$23,526.87; Ronald Engren, PID 28.5566.000, \$22,500; William & Karen Ackerson, PID 16.0048.000, \$19,000; Thomas and Jackie Hegge, PID 26.0170.001, \$38,450.

Approve Commissioners' Expense Claim Forms.

Accept \$300 donation from the Pine City Area Lions designated to the Veterans Outreach program.

Approve the 2022-2024 City of Sturgeon Lake Prosecution Agreement to prosecute misdemeanor ordinances within their jurisdiction, commencing October 1, 2022. The City will pay \$100 per case file submitted to the County for review or charging of violations.

Approve attendance at the AMC Annual Conference, December 4-7, 2022 in Bloomington, Minnesota, for any commissioner desiring to attend, and county administrator David Minke. Registration \$400 per attendee before November 1 and \$425 per attendee after November 1, Lodging/\$128 plus tax per night, Meals/\$34 per day.

### **Public Hearing: Solid Waste Ordinance 2022-53**

Land and Resources Manager Caleb Anderson stated the county adopted the current Solid Waste Ordinance in 1990. On October 5, 2021, the county board appointed an ad-hoc committee to review that ordinance and recommend any necessary changes. Proposed changes were presented to the county board in June 2022; those revisions have been incorporated into the ordinance. The county board discussed the storage of inoperable motor vehicles, machinery, tires, and residential and agricultural storage sites.

Chair Hallan opened the public hearing at 10:34 a.m. Gussie Croup stated she would like to see the county work with the townships on ordinance creation. With no further discussion, Chair Hallan closed the public hearing at 10:48 a.m. The board further discussed disposal of machinery and vehicle fluids and problems with large amounts of tire disposal.

**Motion** by Commissioner Mohr to approve adoption of the Pine County Solid Waste Ordinance, Ordinance Number 2022-53, thereby repealing and replacing the existing Solid Waste Ordinance. Second by Commissioner Lovgren. Motion carried 4-1 with Commissioner Waldhalm opposing. **Motion** by Commissioner Lovgren to approve adoption of a \$200 fee for solid waste facility licenses. Second by Commissioner Mohr. Motion carried 5-0.

### **Personnel Committee Report**

Commissioner Ludwig provided an overview of the October 10, 2022 Personnel Committee meeting. The Personnel Committee made the following recommendation:

A. Health & Human Services

- i. Recommend the reclassification of a Social Worker position in the Children's Services unit to a Chemical Health Resource Coordinator position, Grade 11, \$27.43/hour.
- ii. Acknowledge the resignation of Social Worker Kelly Friday, effective December 16, 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 Kali Finch, effective October 14, 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 Corrections Officer Rebecca Blodgett, effective October 10, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
- iii. Recommend the Senior Corrections Officer position, Grade 8, and recommend authorizing up to four incumbents with promotion at the discretion of jail administration and in accordance with the labor agreement. No change in total FTE for corrections officers.

C. Administration

- i. Recommend the updated drafts of Section 31 – Lactation/Breastfeeding policy and Section 33 – Workplace Wellness policy.

**Motion** by Commissioner Ludwig to approve the recommendations of the Personnel Committee. Second by Commissioner Mohr. Motion carried 5-0.

**Motion** by Commissioner Lovgren to approve submission of the Snake River Comprehensive Watershed Management Plan to the Minnesota Board of Water and Soil Resources. Second by Commissioner Mohr. Motion carried 5-0.

**Motion** by Commissioner Mohr to approve the FY23 Water Based Implementation Funding (WBIF) grant work plan as recommended by the Policy Committee, including

- \* authorizing the Planning Team to make non-substantive changes as required by the Minnesota Board of Water and Soil Resources (BWSR) and
- \* designating Chisago Soil & Water Conservation District (SWCD) as the fiscal agent authorized to submit the work plan and execute the grant; and
- \* approve the amendment of the Comprehensive Watershed Management Plan (CWMP) by adding Valley Creek and Kelle's Creek to the other regionally significant streams listed in Table 5-2 and Figure 5-2 and
- \* adding completed subwatershed assessments and inventories to Table 7-1 and Figure 7-1.

Second by Commissioner Lovgren. Motion carried 5-0.

**Third Quarter 2022 Budget Report**

County Administrator David Minke provided an update of the budget through September 30, 2022 by reviewing expenditure and revenue of the major funds. Minke noted the pressure on the budget for fuel and utility costs; otherwise, the revenue and expenditures are as expected.

Chair Hallan called a recess at 12:21 p.m.

Meeting reconvened at 12:25 p.m.

**Closed Meeting – Labor Negotiation -- Correction Officer/Dispatch Labor Agreement**

**Motion** by Commissioner Mohr to close the meeting in accordance with Minnesota Statutes 13D.03 to consider negotiation strategies and develop, discuss and review labor negotiation proposals, for negotiations conducted pursuant to Minnesota Statute 179A.01 to 179A.25. Second by Commissioner Ludwig. Motion carried 5-0.

The meeting closed at 12:26 p.m. Present were Chair Hallan, Commissioners Mohr, Lovgren, Waldhalm and Ludwig. Also present were County Administrator David Minke, Jail Administrator Rod Williamson, Human Resources Manager Jackie Koivisto, Sheriff Jeff Nelson, Sheriff's Office Office Manager Denise Anderson and IT Manager Ryan Findell.

**Motion** by Commissioner Waldhalm to open the closed meeting. Second by Commissioner Mohr. Motion carried 5-0.

The open session reconvened at 1:06 p.m.

With no further business, Chair Hallan adjourned the meeting at 1:07 p.m. The next regular meeting of the county board is scheduled for Tuesday, November 1, 2022 at 10:00 a.m., Pine County Courthouse, Board Room, 635 Northridge Drive NW, Pine City, Minnesota.

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Stephen M. Hallan, Chair  
Board of Commissioners

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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](http://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

October 2022

T42N R18W Section 30, research records, calculated search areas, search for, locate, set and GPS PLSS corners. Update records.

CSAH 14, T39N T40N, R20W R21W, search for, locate, set and GPS, private corners and PLSS corners. Update records.

T42N R18W Section 27, research records, calculated search areas, search for, locate, set and GPS PLSS corners. Update records.

T40N R20W Sections 9 and 16, research records, calculated search areas, set GPS control, search for, locate, set 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.

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.

Robin T. Mathews, Pine County Surveyor

Monthly Report October 2022.doc



## AGENDA REQUEST FORM

Date of Meeting: November 1, 2022



County Board



Consent Agenda



Regular Agenda

5 mins.

☐

10 mins.

☐

15 mins.

☐

Other

☐

Personnel Committee



Other \_\_\_\_\_

Agenda Item: Applications for Tobacco License

Department: Auditor-Treasurer

  
Department Head signature

Background information on Item:

See Attached

Action Requested:

Approve.

Financial Impact:

## **2023 Tobacco Vendors List**

BP – City of Pine City  
Banning Junction Convenience Store – Finlayson Township  
Bear Creek Tavern – Arlone Township  
Bear's Den – City of Bruno  
Beroun Crossing Country Store – Pokegama Township  
Casey's General Store #3445 – City of Sandstone  
Casey's General Store #3520 – City of Hinckley  
Chris' Food Center - City of Sandstone  
Crossroads Convenience Store – Ogema Township  
Daggett's Super Valu – City of Hinckley  
Dave's Oil Corp – City of Willow River  
Denham Run Bar & Grill – City of Denham  
Dollar General - City of Hinckley  
Dollar General – City of Sandstone  
Dollar General – City of Willow River  
Duquette General Store – Kerrick Township  
Family Dollar Store – City of Hinckley  
Family Dollar Store – City of Sandstone  
Finlayson Municipal Liquor Store – City of Finlayson  
Floppie Crappie – Pokegama Township  
Froggies – City of Pine City  
Hinckley Firehouse Liquor – City of Hinckley  
Holiday Station – City of Hinckley  
Holiday Station – City of Pine City  
Holiday Station – City of Pine City  
Kornerstore #900 – Windemere Township  
Kurt's Station – City of Hinckley  
Kwik Trip – City of Hinckley  
Lucky Seven General Sore – City of Hinckley  
Minit Mart – Windemere Township  
Nickerson Bar & Motel – Nickerson Township  
Petry's Bait Company- City of Finlayson  
Pine City Tobacco – City of Pine City

Red's Liquor Box – Pokegama Township  
Rich's Bar – City of Sandstone  
Sandstone Petro Plus – City of Finlayson  
Sidetracked – City of Brook Park  
Slim's Service, Inc – City of Hinckley.  
Squirrel Cage – City of Willow River  
Super Smokes – City of Hinckley  
Speedway #4500 – City of Pine City  
Tobies Station, Inc – City of Hinckley  
Wal-Mart Supercenter #2367 - City of Pine City  
Figueroa's – City of Askov  
Marge's Pub & Grub – City of Brook Park  
Mini Mart #1 – City of Rock Creek



## AGENDA REQUEST FORM

Date of Meeting: November 1, 2022

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

Agenda Item: Grand Casino Hinckley Donation

Department: Auditor-Treasurer

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

### Background information on Item:

For many years (at least prior to 2005), Grand Casino Hinckley provides a quarterly donation to the Sheriff's office in the amount of \$23,000. Minnesota Statute 465.03 requires that all grants, gifts or devise of real or personal property must be accepted by a two-thirds majority of the members of the County Board. This is not something we have done with this donation; however, the State Auditors are requesting that we begin doing so.

### Action Requested:

Consider accepting the following donations from Grand Casino Hinckley to the Sheriff's office:

September 23, 2022 for 4<sup>th</sup> Quarter 2022; \$23,000

### Financial Impact:

These donations help offset the expenses in the Sheriff's office.



## AGENDA REQUEST FORM

Date of Meeting: November 1, 2022

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

**Agenda Item:** Tax-Forfeiture Conveyance Request- Pine City

**Department:** Auditor/Land

Department Head signature

### Background information on Item:

Pine City requests to obtain tax-forfeiture property (#42.0238.003) for the purpose of city streets and utilities. With the current location of Johnson Avenue and associated utilities on part of the parcel and the possibility of future expansion of utilities on the remainder, the parcel appraises at \$1,000.00.

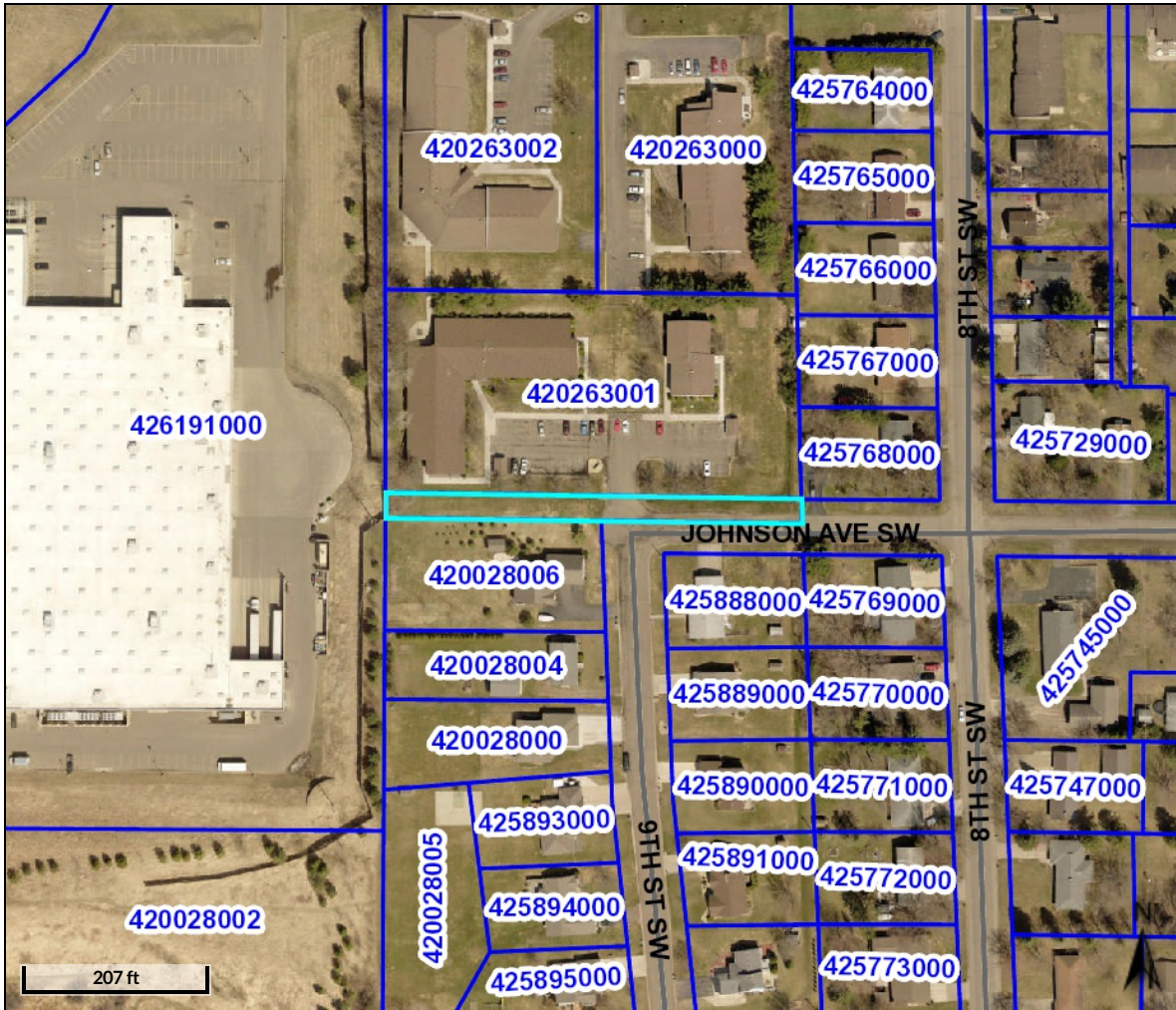
### Action Requested:

Consider Resolution 2022-55 authorizing the conveyance/sale of tax-forfeiture parcel #42.0238.003 to Pine City for the appraised value of \$1,000.00 (plus misc. sale fees as required).

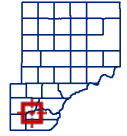
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### Financial Impact:

N/A



#### Overview



#### Legend

- Townships
- Roads
  - <all other values>
  - Interstate
  - Hwy
  - Parcels

<b>Parcel ID</b>	420238003	<b>Alternate ID</b>	n/a	<b>Owner Address</b>	FORFEITED
<b>Sec/Twp/Rng</b>	33-039-021	<b>Class</b>	975 - Tax Forfeit-PRIVATE		
<b>Property Address</b>		<b>Acreage</b>	0.27		
<b>District</b>	4202 - CLAWSSD				
<b>Brief Tax Description</b>	Sect-33 Twp-039 Range-021 .27 AC THAT PART OF LOT 19 AUD SUB DESC AS FOLL: COM AT INTER- SECTION OF SOUTH LINE OF SAID LOT 19 AND WEST LINE OF RECORDED PLAT OF ELLIG'S 1ST ADDN, SAID PT OF BEG; THEN CE NORTH 1D21' WEST ALONG WEST LINE OF ELLIG'S 1ST ADDN 27.01 FT; THENCE WEST 441.08 FT TO A POINT 27 FT NORTH OF SW CORNER OF LOT 19; THENCE SOUTH ON SAID WEST LINE OF LOT 19 27 FT TO SOUTH LINE OF SAID LOT 19; THENCE EAST ON SOUTH LINE THERE OF 441.08 FT MORE OR LESS TO POINT OF BEGINNING MICRO #561389 (Note: Not to be used on legal documents)				

Date created: 7/21/2022  
 Last Data Uploaded: 7/21/2022 4:56:24 AM

Developed by **Schneider**  
 GEOSPATIAL

**Pine County Resolution for Conveyance of Tax Forfeit Land  
To Pine City  
Resolution No. 2022-55**

**WHEREAS**, the following parcel has forfeited to the State of Minnesota for non-payment of taxes:

**CITY OF PINE CITY (42.0238.003)**

That part of Lot 19 Auditor's Subdivision of Section 33, Township 39 North, Range 21 West, Pine County, Minnesota described as follows: Commencing at the intersection of the South line of said Lot 19 and the West line of the Recorded Plat of Ellig's 1<sup>st</sup> Addition, thence North 1 degree, 21 minutes, west along west line of Ellig's 1<sup>st</sup> Addition 27.01 feet, thence West 441.08 feet to a point 27 feet North of the Southwest Corner of Lot 19, thence South on said West line of Lot 19 27 feet to the South line of Lot 19, thence East on the South line 441.08 feet more or less to the point of beginning.  
33-39-21        .27 acres

**WHEREAS**, Minnesota Statute 282.01 (Subd. 1a) allows for townships and cities to have priority to acquire tax forfeited parcels for certain and specific purposes; and

**WHEREAS**, Pine City has requested the above stated parcel, for the purpose of city streets and utilities.

**WHEREAS**, the parcel was created for public street and utility infrastructure; a conveyance to Pine City will assure that those interests remain.

**BE IT HEREBY RESOLVED**, that the above listed parcel of land, as provided in Minnesota Statute 282.01, shall be offered for sale by the County Auditor to the City of Pine City for the total appraised value of \$1,000.00, plus recording, deed tax, deed fee, and State assurance fees as may be required.

**PASSED AND APPROVED** this 1<sup>st</sup> day of November, 2022 by the Pine County Board of Commissioners.

\_\_\_\_\_  
Stephen M. Hallan, Chair  
Pine County Board of Commissioners

**ATTEST:** \_\_\_\_\_  
David J. Minke, Pine County Administrator





## AGENDA REQUEST FORM

Date of Meeting: November 1, 2022



**County Board**



**Consent Agenda**



**Regular Agenda**

5 mins.

☐

10 mins.

☐

15 mins.

☐

Other

☐

**Personnel Committee**



**Other** \_\_\_\_\_

**Agenda Item:** Highway Maintenance Worker

**Department:** Pine County Public Works

Department Head signature

### Background information on Item:

Authorize hiring of Kenneth Behrens, effective November 7, 2022, Grade 6 Step 1 @ \$20.49/hour, contingent upon successful background check.

### Action Requested:

Approve New Hires

### Financial Impact:

Budgeted



## AGENDA REQUEST FORM

Date of Meeting: November 1, 2022



County Board



Consent Agenda



Regular Agenda

5 mins

☐

10 mins

☐

15 mins

☐

Other

☐


Personnel Committee



Other \_\_\_\_\_

Agenda Item: Highway Maintenance Worker

Department: Pine County Public Works

  
Department Head signature

### Background information on Item:

Authorize hiring of Thomas Lindstrom, effective November 7, 2022, Grade 6 Step 1 @ \$20.49/hour, contingent upon successful background check.

### Action Requested:

Approve New Hires

### Financial Impact:

Budgeted



## AGENDA REQUEST FORM

Date of Meeting: November 1, 2022



County Board



Consent Agenda



Regular Agenda

5 mins

☐

10 mins

☐

15 mins

☐

Other

☐

Personnel Committee



Other \_\_\_\_\_

Agenda Item: Approve hiring 3-FT Corrections Officers

Department: Pine County Sheriff's Office - Jail

  
Department Head signature

### Background information on Item:

Acknowledge the hiring of FT Corrections Officer Joesif Okerstrom, effective November 2nd, 2022. Starting wage is Grade 7, Step 1 (\$21.77 per hour)

Acknowledge the hiring of FT Corrections Officer Emma Ellerman and Daniel Pardun, effective November 2nd, 2022. Per contract language and based on education level starting wage is Grade 7, Step 2 (\$22.71 per hour)

### Action Requested:

Approve hiring above named Corrections Officers effective November 02, 2022

### Financial Impact:

None. Positions are accounted for in the 2022 staffing plan and budget.



## 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:**

Lakes and Pines Community Action Council

Pine County Service Data Fiscal Year 2022

**Energy Assistance**

Energy Assistance: 1,340 households \$1,432,583.48 total primary heat benefit

Energy Crisis: 517 households \$580,956.33 total benefit

Water Program: 32 households \$15,798.00 total benefit

Energy Related Repair (Furnaces): 56 households \$155,850.23

Total of all benefits: **\$2,185,188.04**

**Weatherization**

Full Weatherization: 18 homes completed \$184,424.53 with an estimated \$42,900 for 6 additional homes in progress.

Stand-Alone (Furnace or Hot Water Heater Replacement): 5 completed \$26,201 with an estimated \$3,340 for one additional home in progress

Conservation Improvement Program: 25 homes completed \$30,413

Total of all benefits: **\$287,278.53**

**Head Start**

17 families currently enrolled in Child Care Partnership; 24 enrolled in PY22

3 families currently enrolled in Center-Based Head Start, Mora; 0 enrolled in PY22

18 families currently enrolled in Home-Based Head Start (9 are Early Head Start)

PY 22 Enrolled: 21 Head Start and 16 Early Head Start

10 families currently enrolled in We Rally Around Parents; 10 enrolled in PY22

## **Housing Rehabilitation**

Minnesota Housing Finance Agency: 12 homes complete \$326,000, 8 homes in progress

Pine City Small Cities Development: 3 commercial buildings \$96,375 and 7 homes \$15,850 complete; 1 commercial building and 2 homes in progress

Hinckley Small Cities Development: 2 commercial buildings complete \$76,850; 2 commercial buildings in progress

Pine County ARPA: 3 commercial buildings \$116,890 and 2 homes \$31,950 complete; 5 commercial buildings, 3 rental homes, 5 owner occupied homes and 1 four-unit apartment building in progress

**\$663,915** total investment with 27 projects yet to be completed

## **Community Services**

Grocery Delivery: 6 households

Senior Chore Service: 7 households

Senior Respite Program: 7 households

MNSure Applications: 39 households

SNAP Applications: 43 households

SNAP Employment & Training: 3 households

Social Security Applications: 6 households

Volunteer Income Tax Assistance Program: 157 households

## **Emergency Housing**

\$22,332.18 Family Homeless Prevention Assistance Program

\$22,528.65 Housing & Urban Development

\$8,137.00 Homeless Youth Act

\$10,661.00 Transitional Housing Program

\$28,835.57 Emergency Shelter Program

\$41,188.28 Housing Supports (GRH)

\$3,016.88 Housing Supports for Adults with Serious Mental Illness

\$17,661.00 Housing & Urban Development, Domestic Violence

**\$154,360.56** Total Emergency Housing benefit



### Did You Know?

Lakes & Pines Community Action Council, Inc. was established in 1965 in response to the Economic Opportunity Act of 1964 and the call to eliminate poverty. We are part of a nationwide Community Action network, and are one of 24 Community Action agencies in the state of Minnesota.

We are funded mainly by state and federal funding directly delivered to area residents.

We employ roughly 116 people from all over the service area and provide approximately \$9 million of economic activity annually to the area in the form of payroll, vendor payments and direct assistance to clients (2018).

Updated 8/2022



**Give Back!**  
Donate to what you value!  
Volunteer your time, talents or resources, help us reach more people.  
Visit our website:  
[www.lakesandpines.org](http://www.lakesandpines.org) or call  
800.832.6082 to help with:

**Volunteer Income Tax Preparation**

**Grocery Delivery Services**

**Energy Assistance Fuel Fund**

**Classroom Activities with Kids**

**Respite Services**



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To Stay Updated on Events & Information

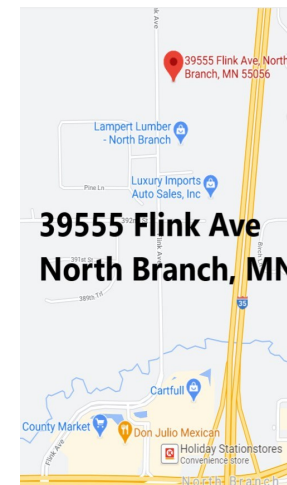
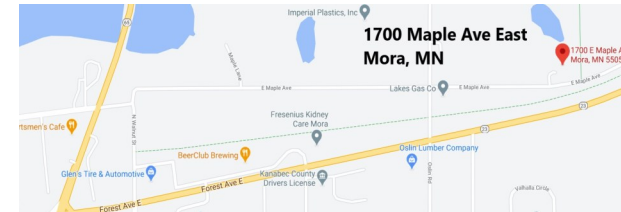


### Offices Now Located at:

1700 Maple Avenue East  
Mora, MN 55051

39555 Flink Avenue  
North Branch, MN 55056

221 Elm Avenue  
Moose Lake, MN 55767



320.679.1800 or 800.832.6082

[lap@lakesandpines.org](mailto:lap@lakesandpines.org)

[www.lakesandpines.org](http://www.lakesandpines.org)

Fax: 320.679.4139

**Mission: To build prosperous communities by serving local families and individuals in their pursuit of self-reliance.**

*Partnering to End Poverty*

**Serving the Counties of: Aitkin, Carlton, Chisago, Isanti, Kanabec, Mille Lacs & Pine**  
**An Equal Opportunity Employer/Contractor**  
**Special Accommodations Upon Request**



### **Energy Assistance Program:**

Helps to pay a portion of heating costs for low-income households. Can help people facing utility shut-off or disconnection and help homeowners with furnace repairs.

**Call 800.832.6082 - Option #2**

### **Weatherization Program:**

Helps reduce energy costs for low-income households by providing and installing insulation, weather-stripping and caulking. Households must apply for Energy Assistance to be considered for Weatherization services.

**Call 800.832.6082 - Option #2**

### **Small Cities**

#### **Development Programs:**

Helps small communities address area needs (i.e. housing repairs for low-income homeowners/renters) through a Community Development Block Grant.

This program can only be applied for by cities, townships or counties.  
Call for details.

**Housing Rehabilitation Loans** - Helps low and moderate income homeowners make basic permanent repairs to their home (includes accessibility & emergency improvements).

**Call 800.832.6082 - Option #2**

### **Head Start:**

Family Focused Early Childhood Program that promotes the school readiness of children from birth to age five from families with low-income by enhancing their cognitive, social, and emotional development. Home based and center based options are available.

We also serve pregnant parents by providing prenatal and postpartum information, education, and services. Head Start services are no cost.

#### **We Rally Around Parents (WRAP):**

No cost programs for caregivers which offers parental support & community resource connections, designed to help lead to self-sufficiency by building better relationships. Services currently available in Aitkin, Chisago, and Pine Counties.

**Call 800.832.6082 - Option #3**

[lap@lakesandpines.org](mailto:lap@lakesandpines.org)

### **Senior Respite Program:**

Senior care receivers enjoy a day outing to visit others and participate in activities while their caregivers take a break.

**Friendly Calling** - Regular calls to people 60 & older per their preferred frequency to connect, conduct a wellness check-in, and/or provide service information.

**Call 800.832.6082 - Option #4**

### **Housing Programs:**

#### **Emergency Housing Assistance** -

Helps households with low-income maintain housing while experiencing a crisis (job loss, injury, domestic violence, etc.). Can assist with mortgage, rent, deposits, utility, & emergency shelter costs.

**Homeless Youth Act:** - Helps homeless youth aged 16 - 24 with transitional housing search & placement, provides support services. Can assist with deposit, rent, utility deposit, & certain basic needs.

**Eviction Prevention** - A navigator will work with customers & landlords to resolve differences, make referrals, & help complete paperwork when necessary.

**Housing Navigation** - Navigators will help customers without housing or who are about to lose their housing identify options, provide resources, offer classes such as budgeting, & complete assessments needed to be placed on housing lists.

**Call 800.832.6082 - Option #4**

### **Grocery Delivery Service:**

Allows seniors, 65 and older, to stay in their home longer through staff and volunteers providing grocery ordering & delivery services. Funding provided in part by the MN Department of Human Services Live Well At Home.

**Call 800.832.6082 - Option #4**

### **Financial Programs:**

**Volunteer Income Tax Assistance** - Income tax preparation by volunteers for low-income families & individuals at no cost.

**Financial Fitness** - Interactive one-on-one or group sessions on budgeting, saving, debt-reduction and consumer protection.

#### **SNAP Employment & Training** -

Assists participants receiving SNAP Benefits to learn skills for a new or better paying job.

**Family Assets for Independence in MN (FAIM)** - Low-income households improve their financial fitness & can have savings matched \$3 to \$1 for purchasing a home or vehicle, furthering their education, or starting a business.

**Call 800.832.6082 - Option #4**

[www.lakesandpines.org](http://www.lakesandpines.org)

### **Application Assistance:**

**Social Security** - Helps those with a long-term disability on state assistance or at-risk of homelessness apply for Social Security.

#### **Food Support & Health Insurance** -

Helps individuals applying for the Supplemental Nutrition Assistance Program (SNAP) and health insurance through MNsure.

**Call 800.832.6082 - Option #4**



## AGENDA REQUEST FORM

Date of Meeting: 11/01/2022



County Board



Consent Agenda



Regular Agenda

5 mins.

☐

10 mins.

☐

15 mins.

☐

Other

☐

Personnel Committee



Other \_\_\_\_\_

Agenda Item: Project Lifesaver

Department: PCSO/HHS

*Rebecca Foss*

Department Head signature

### Background information on Item:

The Pine County Sheriff's Office was recently trained on Project Lifesaver. Project Lifesaver is a rescue program designed to quickly locate individuals who are prone to wander. PCSO will be providing brief information on how the rescue program works. HHS was able to finicially assist in bringing Project Lifesaver to Pine County by using an adult protection grant provided by the MN Dept. of Human Services.

### Action Requested:

None- for informational purposes only.

### Financial Impact:

Households that register to use Project Lifesaver would be responsible for paying the initial \$300 cost of the bracelet and an on-going \$15 monthly fee. However, HHS has access to various funding sources that can help cover the costs associated with the program if households are unable to manage the costs of the program.



## 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:**

**CivicBrand**

**PINE COUNTY, MN**

# BRANDING PROPOSAL

---

**CivicBrand**  
508 W. Lookout Dr  
Suite #14-1030  
Richardson, Texas 75080

**CivicBrand.com**  
214.586.0795

**Ryan Short**  
ryan@civicbrand.com





**20**

Episodes and counting of our podcast 'Eyes On The Street' where we have conversations on community branding, engagement and placemaking. Give it a listen!



**200**

Gallons of paint on a recent placemaking project.



**15**

Awards won. It's not why we do this but it's nice to see clients recognized on a national & global stage.



**26,000+**

Photos taken. It's probably more but that's what we have in our company Google Photos account.



## CIVICBRAND BY THE NUMBERS

We're both design junkies and data nerds. We love witnessing the power design has on communities and proving that value with real metrics. Whether it's measuring the economic impact of a project or counting the number of people holding hands on a street after a placemaking activation, we are here for it and love doing what we do.

**14**

Years in business. Here's the original crew in 2008. Starting in a recession you really learn how to trim the fat and deliver value.



**83,924**

Miles traveled - it's an educated guess based on google maps - but we're on the road a lot.



**52**

Number of communities we've worked with. We'd love to make you number 53 but let's be honest you're much more than a number to us.

# PROJECT UNDERSTANDING

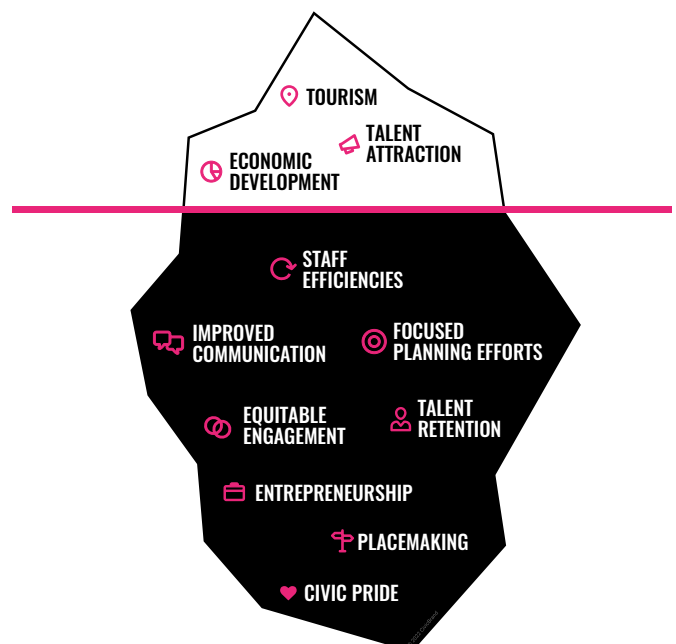
## DEVELOPING AND IMPLEMENTING A BRAND STRATEGY FOR PINE COUNTY

With this project the Pine County is looking to develop a brand strategy that is authentic, resonates with numerous stakeholders, and that can be implemented across multiple partner organizations. As mentioned in our intro letter, county and regional branding requires a unique approach and brand platform deliverables that CivicBrand is uniquely qualified to deliver. It is vital that there is a cohesive county brand that visitors, residents, businesses, and stakeholders can buy into but at the same time allows for individual townships, boroughs, and assets to maintain their own identity.

CivicBrand is excited about the potential to partner with the County to bring this identity to life and lay out a creative yet data-driven implementation plan for driving more tourism, economic development and ultimately civic pride to your community.

While a key goal is to attract visitors, talent, and investment to your community, this all starts with locals first. A brand must ring true to locals to be authentic. To that point, we rarely call a city branding project like this a “re-brand”. We believe it is about uncovering the identity that is already there, even if it just lies in potential, and packaging it in a way that allows you to tell your story more effectively. When that story is authentic and built for locals first, that’s what makes a place attractive to outsiders. They want to be part of it.

When we look at all the many benefits of county branding, tourism is just the tip of the iceberg.



# MEET THE TEAM



**RYAN SHORT**  
**FOUNDER / ACCOUNT LEAD**

Ryan is a founder and the CEO of CivicBrand and would be the project lead. Ryan is passionate about three things - design, cities and fly fishing. With over 20 years of experience, Ryan has led the agency for over a decade and won numerous awards in design, branding, citizen engagement and digital strategy.



**BANNER SHORT**  
**FOUNDER**

Banner is a founder of CivicBrand and brings over 20 years of experience to the agency. As a leader of the agency, she helps direct the vision, strategy, and approach to community projects. Banner has experience with both the latest digital tools as well as traditional branding efforts.



**BRISA BYFORD**  
**SENIOR STRATEGIST / ENGAGEMENT LEAD**

Brisa is a strategist that has led numerous citywide and district branding projects. She understands how to reach and engage stakeholders to create a brand story that is authentic and leads to buy-in. With expertise in brand architecture, engagement, statistics and messaging, she uses both data and creative to tell the story of communities.



**LAYNE FERGUSON**  
**BRAND STRATEGY & PLACEMAKING**

Layne has a Master of Science in Architecture and professional experience in Urban Design and Placemaking. Before joining the CivicBrand team, Layne worked at Better Block where he led numerous placemaking activations. Layne's role is incorporating the brand into the built environment and creating places people love.



**CONNOR COX**  
**PROJECT MANAGEMENT**

Connor has worked as an Analyst and Manager for local and state level economic development organizations. He has expertise in facilitating relationships with local and state planning organizations, advocacy groups, and the general public to advocate for innovative design and policy solutions. His role is to ensure the project meets the client's goals and provides an economic impact.

**“CITIES HAVE THE CAPABILITY OF PROVIDING SOMETHING FOR EVERYBODY, ONLY BECAUSE, AND ONLY WHEN, THEY ARE CREATED BY EVERYBODY.”**

**-JANE JACOBS**



**COLIN COOLIDGE**  
**DESIGN & DEVELOPMENT**

Colin brings over 20 years of experience to the agency. Colin understands designing for both print and digital and how design shapes people and their places. Colin has crafted brands and marketing materials for a number of cities, districts and organizations.



**TIFFANY OWENS**  
**BRAND STRATEGY**

Tiffany loves thinking about how to make cities more people-centric, beautiful and financially resilient. A New Yorker at heart, she currently lives in Waco, Texas. Outside of work she reads and writes about cities, attends public meetings and makes content for her educational platform, Cities Decoded.



**LANDON FERGUSON**  
**DESIGN**

Landon is a brand artist and creative strategist who understands how to bring big ideas to life. He has experience in building and directing brands from start to finish for multiple businesses and organizations. Landon has expertise in creating brand strategies, comprehensive brand platforms and guidelines, and engagement and messaging platforms to engage communities.



**MATT HENRY**  
**PHOTO / VIDEO**

Matt's love for film-making and telling stories stems from his roots in photography. When he's not making films with CivicBrand, you can find him outdoors exploring with friends and family with a camera in hand. Matt brings a community's story to life through photography and video.



**CLAY HERVEY**  
**PHOTO / VIDEO**

Clay has been making films professionally since 2007. Combine his love for building with Lego and curiosity of photography as a child, and a career in film-making is no surprise. Community branding is all about story telling and Clay uses photography and video to create emotional films about communities.



# RECENT AWARDS



2021 Finalist for  
**BEST USE OF DATA**  
7TH STREET PEDESTRIAN PLAZA - WACO, TX

2019 Finalist for  
**BEST USE OF DESIGN**  
CITY & CVB BRANDING - WAUPACA, WI

2018 Finalist for  
**BEST CITIZEN ENGAGEMENT**  
HEARTLAND LAKES - PARK RAPIDS, MN



2020 Gold Winner for  
**INTERACTIVE ITINERARY BUILDER**  
CITY OF ROWLETT, TX

2018 Gold Winner for  
**BRAND IDENTITY**  
HEARTLAND LAKES - PARK RAPIDS, MN

2018 Platinum Winner for  
**SOCIAL MEDIA STRATEGY**  
OLD TOWN LEWISVILLE - LEWISVILLE, TX

2017 Platinum Winner for  
**BRAND IDENTITY"**  
BENIOFF OCEAN INITIATIVE / UNIVERSITY  
OF CALIFORNIA AT SANTA BARBARA.



2017 Silver Winner for  
**WEBSITE DESIGN**  
JHP ARCHITECTURE

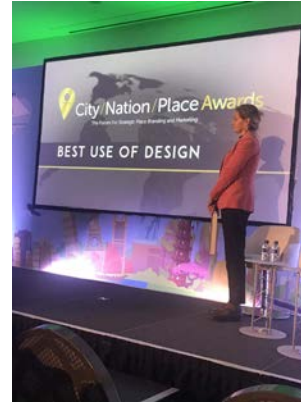
2017 Silver Winner for  
**WEBSITE DESIGN**  
AIRWAYS SERVICES



2020 - American Planning Association NM  
**1ST PLACE - LONG RANGE PLANNING**  
ELEVATE LAS CRUCES

2018 - American Planning Association TX  
**COMPREHENSIVE PLANNING AWARD**  
RENEW TEXARKANA

2017 - American Planning Association TX  
**LONG RANGE PLANNING AWARD**  
EAST SIDE FARMERS BRANCH, TX





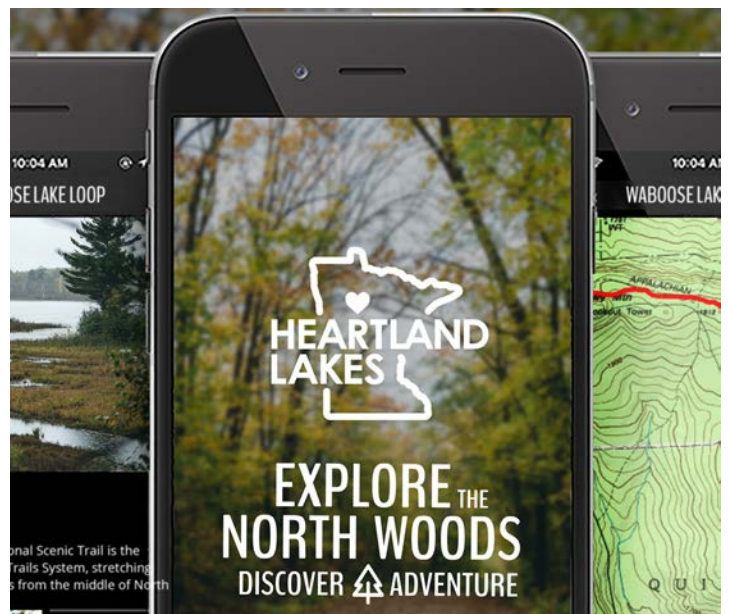
# HEARTLAND LAKES

## DEVELOPING A MULTI-CITY REGIONAL BRAND

The community branding work that we did in Park Rapids, MN in creating the Heartland Lakes brand was nominated as a finalist in the 2018 City / Nation / Place Awards held in London, UK. We were the only agency from the U.S. that was named a finalist in this global competition. The CivicBrand approach of deeply engaging the public and producing a video documentary not only made this an award winning project but also created a sense of pride, ownership, and buy-in by pulling back the curtain and inviting everyone into the process.

- ♥ Community Branding
- ♥ Public Engagement
- ♥ Project Websites
- ♥ Website Design
- ♥ Banners & Signage

- ♥ Video Production
- ♥ Photography
- ♥ Promotional Products
- ♥ Content Strategy
- ♥ Implementation Plan



# CLACKAMAS COUNTY, OR

## REBRANDING CLACKAMAS COUNTY, OR

Clackamas County has been impacted by political divisiveness, massive forest fires, social unrest, and COVID. CivicBrand has been working with the county to develop a comprehensive county rebranding initiative. The branding initiative includes county government brand strategy, implementation plan, Made-in Clackamas County brand strategy, and developing photography and video assets for the county. We are currently developing the rollout plan for the new branding.



- ♥ County Branding
- ♥ Public Engagement
- ♥ Made-In Brand Strategy
- ♥ Photography & Video
- ♥ Implementation Plan

## COLLECTION OF FOOTAGE

[vimeo.com/480063163](https://vimeo.com/480063163)







City  
Nation  
Place  
Awards

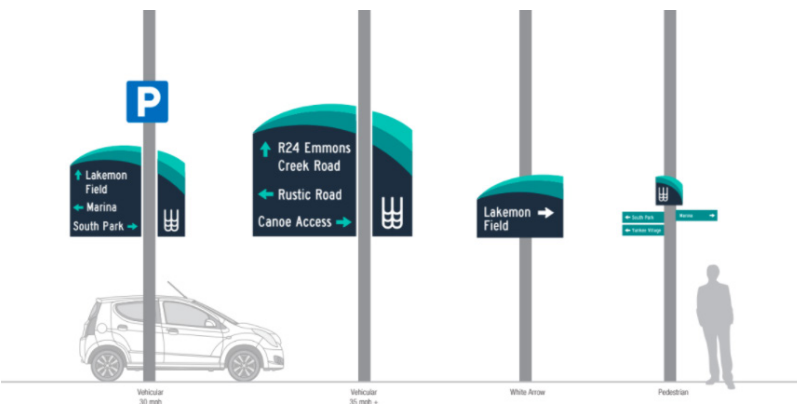
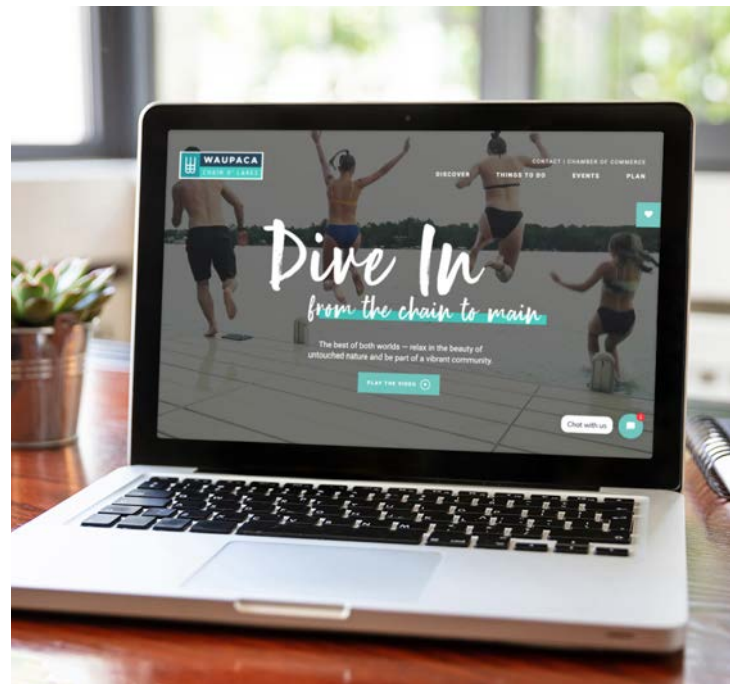
# WAUPACA, WI

## COMBINING TOURISM WITH COMMUNITY

Like all CivicBrand projects, we deeply engaged the public and developed a complete brand platform that included a city brand, visit brand, and made-in brand. We developed a “Chain to Main” messaging strategy that combined the natural amenities that the Chain O’Lakes brings to the area while emphasizing the story of a strong main street community that is being revitalized to attract talent and investment.

- ♥ City & CVB Branding
- ♥ Public Engagement
- ♥ Project Websites
- ♥ Website Design
- ♥ Wayfinding & Signage

- ♥ Video Production
- ♥ Photography
- ♥ Promotional Products
- ♥ Content Strategy
- ♥ Implementation Plan



# BURLESON, TX

## MANAGING GROWTH WITH BRANDING

With extreme growth across all of North Texas, the City of Burleson recognized the role that branding could play in helping get ahead of that growth and ensure that they remain true to who they are, maintain their hometown feel, and continue to foster civic pride. CivicBrand worked with the city on a public engagement driven branding initiative that went far beyond just logos and design. We developed a brand platform that will cut across residents, visitors and business, designed monument signage for the new plaza in Old Town and even created a BTX Made brand that will be used to foster civic pride and locally made products.

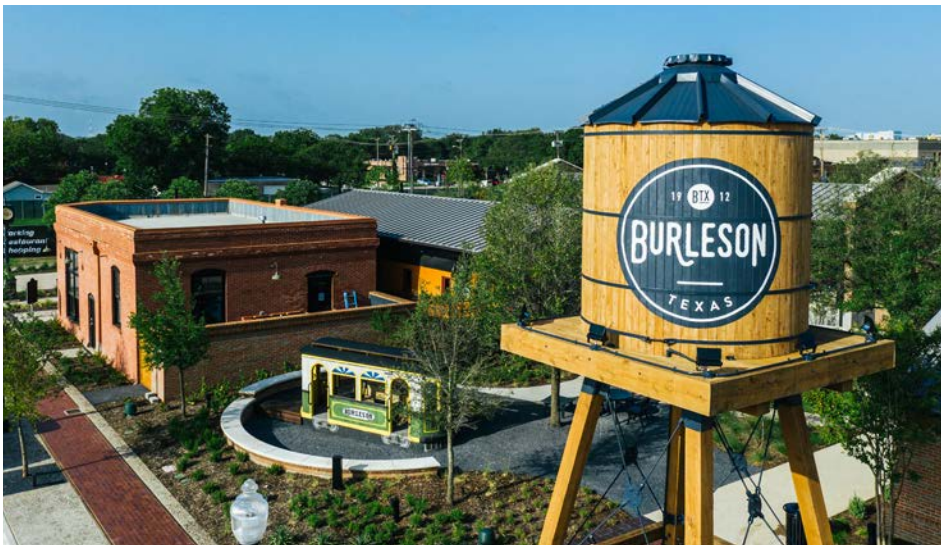
- ♥ City Branding
- ♥ Public Engagement
- ♥ Project Website
- ♥ Plaza signage design
- ♥ Made-In brand strategy

- ♥ Video Production
- ♥ Photography
- ♥ Brand Management
- ♥ Youth & Student Events
- ♥ Implementation Plan

**BURLESON**  
TEXAS



**BTX**  
MADE



# RECENT PROJECTS

- Clackamas County, OR - County Branding
- Breckenridge, CO - Open Space & Trails branding
- Richardson, TX - District Brand & Placemaking
- Burleson, TX - Community Branding
- Two Rivers, WI - Community Branding
- Ike Hike Trail, Denison, TX - Naming & Branding
- Stearns County, MN - Branding & Engagement
- Washington County, MN - Branding & Engagement
- Embrace Dallas - Branding & Video Production
- Park Rapids, MN - Regional Community Branding
- Sachse, TX - Comprehensive Plan Branding
- Downtown Plano, TX - Branding & Placemaking
- Downtown Waco, TX - Placemaking
- Santa Fe, NM - District Branding
- Las Cruces, NM - Comp Plan Branding & Engagement
- Texarkana, TX - Comprehensive Plan
- Lewisville, TX - Old Town Lewisville Marketing Strategy
- Waupaca, WI - Community Branding
- Little Elm, TX - Lakefront District Brand Strategy
- Snohomish County, WA - Visitor Website Design
- Broken Arrow, OK - Comprehensive Plan
- Kerrville, TX - Comp Plan Branding & Engagement
- Prince George's County, MD - Public Engagement
- Farmers Branch, TX - District Branding

# REFERENCES

## ANNE LOWE

Town of Breckenridge, CO  
annel@townofbreckenridge.com  
970.406.8614

## RICH BROWN

City of Santa Fe, NM - Economic Development  
rdbrown@santafenm.gov  
505. 955-6625

## TERRI SCHULTZ

Waupaca, WI - CVB President  
terri@waupacaareachamber.com  
(715) 513-0100

## TONIA HOLOWETZKI

Clackamas County, Oregon  
THolowetzki@clackamas.us  
503.250.1381

## DEANNA PHILLIPS

City of Burleson, TX  
dphillips@burlesontx.com  
(817) 416-9600

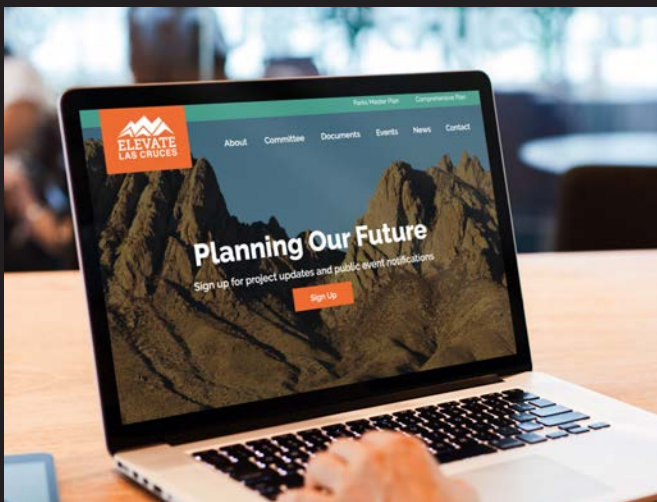
## CURT ANDREWS

City of Two Rivers, WI  
candrews@two-rivers.org  
214.215.4642



# PHASE I

## RESEARCH & ENGAGEMENT



# 1/

## KICK-OFF & PROJECT WEBSITE

We kick-off the project with staff and committee meetings to set the stage project process and timelines. Shortly after kick-off we launch the project website which will serve as the 24/7 hub of information for the project. The project website will allow us to keep the public and stakeholders informed about the process as well as invite them to participate in online surveys and interactive style diagnostics.

- Custom project URL & hosting
- Fully responsive for all devices
- 24/7 hub of project information
- Newsletter sign-up

# 2/

## COMMUNITY VISIT & PUBLIC ENGAGEMENT

It's essential to experience a community first hand and communicate directly with stakeholders. This proposal includes 1 visits and in those visits we engage with the committee, staff, stakeholders and residents as well as tour key attractions and businesses to conduct a place brand audit.

In addition to in-person engagement there is a series of digital engagement tactics including focus groups, workshops, surveys and interviews throughout the project.

- Site visits & tours
- In-person engagement
- Interactive virtual engagement
- Project podcast

# PHASE II

## STRATEGY & DESIGN



# 1/

## BRAND STRATEGY

Branding is not just a logo and design is not about personal taste. Therefore we will use all of the information and data we collect to develop a comprehensive brand strategy. These elements become the guide for all design work and messaging and is what all deliverables will be measured against.

This allows us to create a true brand platform built on shared values and brand principles and a brand architecture that meets the various needs of the community.

- Brand Principles
- Brand Story
- Brand Statement
- Brand Architecture

# 2/

## DESIGN SYSTEM

The identity design will be based off of all we learned in phase one. The design process includes numerous internal revisions, as well as revisions with your team to develop the visual brand identity.

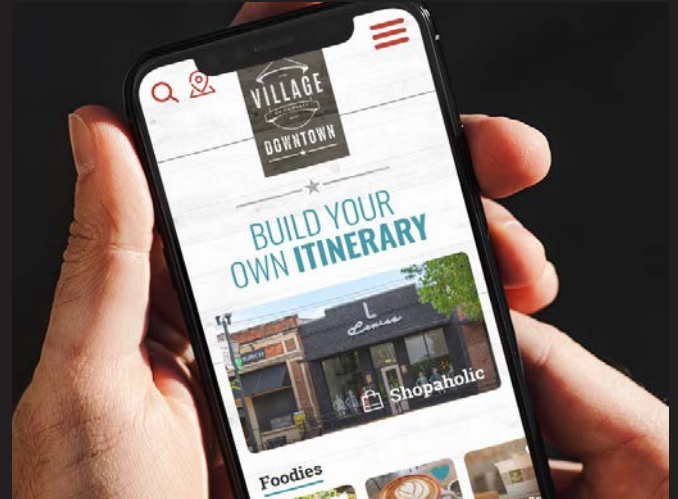
This is where the brand visually comes to life. As this is a community brand with diverse needs and goals, we focus on a brand platform with multiple assets that all work together rather than a single identity as well as sub marks that make up the brand system..

- Primary, Sub Brand and Endorsement Marks
- Visual Language



# PHASE III

## LAUNCH & IMPLEMENTATION



# 1/

## IMPLEMENTATION PLAN & ASSETS

CivicBrand will develop an multi-phase implementation plan for implementing, managing and measuring the brand. The plan will include a phased approach that organizes and prioritizes implementation tactics so that your community can forecast and effectively roll out the brand.

All brand asset files, a brand portal, and a brand guidelines document are included.

- Implementation Plan
- Priority Matrix
- Brand Guidelines
- Brand Portal

# 2/

## CATALYST PROJECTS

Within the Implementation Plan there will be a couple of identified catalyst projects. These are tasks we believe play a key role in launching the brand and therefore will have an extra layer of detail as they are seen as key milestones in launching and growing the brand.

Catalyst projects can include additional mock-ups and designs as well as more detailed language on key tasks. This gives those key implementation projects a head start.

- Additional Mock-ups
- Key Brand Launch Tactics
- Additional Implementation Detail

# TIMELINE & BUDGET

TIMELINE (ESTIMATED)	1	2	3	4	5	6	7
BRAND AUDIT							
COMMUNITY VISITS							
STAKEHOLDER ENGAGEMENT							
VIRTUAL FOCUS GROUPS							
BRAND IDENTITY & MESSAGING							
TESTING							
CATALYS PROJECTS							
IMPLEMENTATION PLAN							

## FEE STRUCTURE & DELIVERABLES

### \$25,000 Base Proposal

Project fee includes one visits to the community by CivicBrand. Travel expenses would be expensed and in addition to the base fee. Base proposal includes the following deliverables:

- ♥ Project Website
- ♥ Brand Audit
- ♥ Numerous 1:1 interviews
- ♥ 6 Virtual Focus Groups
- ♥ Online Community Survey
- ♥ \$500 ad budget for survey
- ♥ Brand Identity Design
- ♥ Brand Assets & Templates
- ♥ Messaging Platform
- ♥ Brand Standards Guide
- ♥ Implementation Plan
- ♥ 3 Catalyst Projects

## OPTIONAL ADD-ONS

- + Additional visits by CivicBrand
- + Brand Video
- + Additional Campaign Assets
- + Ongoing Implementation Support
- + Implementation Audits



## AGENDA REQUEST FORM

Date of Meeting: November 1, 2022

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

Agenda Item: Storm Damage Tax Relief Reimbursement

Department: Assessor

Lorri L. Houtsma

Department Head signature

### Background information on Item:

When disasters strike, Minnesota Statutes § 273.1231-273.1235 provide for property tax relief for affected property owners. Typically, the County Board approves abatements for properties under these statutes for fires when their properties are over 50% damaged for example. When natural disasters occur and reach the magnitude of at least the average damage for the buildings that are damaged is at least \$5,000, and either at least 25 taxable buildings were damaged or the total dollar amount of damage to all taxable buildings equals or exceeds one percent of the total taxable market value of buildings, the process is also triggered; however, counties can request the reimbursement of the abatements and credits.

### Action Requested:

Consider approving resolution 2022-54 requesting the reimbursement of the property tax relief for storm damage affected properties.

### Financial Impact:

If reimbursement is received, there will be no financial impact. If reimbursement is not received, the county, township/cities and school districts would carry the burden.

**RESOLUTION NO. 2022-54**

**PINE COUNTY RESOLUTION  
REQUESTING REIMBURSEMENT OF PROPERTY TAX RELIEF  
PROVIDED UNDER SECTIONS 273.1231-273.1235**

**WHEREAS**, the County of Pine experienced a disaster on May 30, 2022; and

**WHEREAS**, said disaster caused extensive property damage to residential, seasonal, and agricultural properties in the County of Pine; and

**WHEREAS**, the County of Pine has been declared a disaster area by the Governor of Minnesota declaration; and

**WHEREAS**, Minnesota Statutes, Sections 273.1231-273.1235 provide for property tax relief upon reassessment of properties damaged by disaster and upon application to the Governor of the State of Minnesota and the Executive Council; and

**WHEREAS**, the minimum requirements of the aforementioned statutes have been met as demonstrated in the attached damage assessment reports.

**NOW THEREFORE, BE IT RESOLVED**, by the County of Pine that the County of Pine hereby requires the property tax abatements and credits granted to property owners under Sections 273.1231-273.1235 for the disaster that occurred on May 30, 2022, be reimbursed pursuant to the provisions of Minnesota Statutes, Sections 273.1231-273.1235.

**WHEREUPON**, the above resolution was adopted at a regular county board meeting this 1<sup>st</sup> day of November, 2022.

ATTEST:

---

Stephen M. Hallan, Chairman  
Pine County Board of Commissioners

---

David J. Minke  
Pine County Administrator

# Homestead Property Damage Assessment Report

## Pine County

30-May-22 (DATE OF DISASTER)

8/31/2022 (DATE REPORT COMPLETED)

					Pre-Disaster	Post-Disaster				
	PID	Classification	Description of Building	Is it a Homestead Dwelling (House/Garage)? Y/N	Building 2022 Asmt.	Building Reassessment	Total Loss in Value Due to Disaster	Qualifies for Local Option Abatement/Credit?	Has the County Received a Completed Local Option Application? (Yes/No)	Brief Description of Damage
1	01.0115.000	1a Residential Homestead	Pole Garage	Y	\$ 15,700.00	\$ 11,000.00	\$ 4,700	No	N/A / Owner Agrees	One side of building & portion of roof ripped off
2	01.0115.000	1a Residential Homestead	Shed	N	\$ 400.00	\$ 300.00	\$ 100	No		Portion of Roof Destroyed
3	03.0205.000	2a Agricultural Homestead	Shed (Ag Outbuilding)	N	\$ 3,300.00	\$ -	\$ 3,300	Yes	Won't meet \$25 minimum	Total Loss
4	03.0262.000	2a Agricultural Homestead	Milk House (Ag Outbuilding)	N	\$ 200.00	\$ -	\$ 200	Yes	Won't meet \$25 minimum	Total Loss
5	03.0262.000	2a Agricultural Homestead	Shed (Ag Outbuilding)	N	\$ 1,200.00	\$ -	\$ 1,200	Yes	Won't meet \$25 minimum	Total Loss
6	03.0262.000	2a Agricultural Homestead	Pole Garage/Lean-to's	N	\$ 12,500.00	\$ 7,800.00	\$ 4,700	No		Damage to Lean-to's and Portion of Roof ripped off
7	03.0267.000	1a Residential Homestead	House	Y	\$ 124,900.00	\$ 99,900.00	\$ 25,000	No		Holes in Roof from Tree falling on it.
8	03.0282.000	1a Residential Homestead	House (mobile home)	Y	\$ 23,800.00	\$ 19,000.00	\$ 4,800	No		Holes in Roof from Tree falling on it.
9	08.0394.000	1a Residential Homestead	House	Y	\$ 159,900.00	\$ 127,900.00	\$ 32,000	No		Tree Fell on House (soffit/fascia damage-assumed roof damage)
10	08.0396.000	1a Residential Homestead	House/Attached Deck	Y	\$ 247,600.00	\$ 196,900.00	\$ 50,700	No		Tree Fell on House (soffit/fascia damage-assumed roof damage)
11	15.0110.000	1a Residential Homestead	House	Y	\$ 115,300.00	\$ 92,200.00	\$ 23,100	No	N/A / Owner Agrees	Tree Fell on Roof of House
12	15.0110.001	2a Agricultural Homestead	Garage	Y	\$ 10,600.00	\$ 10,400.00	\$ 500	No		Tree Fell on Garage - slight damage
13	15.0110.002	1a Residential Homestead	Garage	Y	\$ 13,300.00	\$ 13,000.00	\$ 300	No		Slight roof damage
14	15.0116.000	1a Residential Homestead	Open Porch on House	Y	\$ 4,500.00	\$ 3,600.00	\$ 900	No		Slight roof damage to open porch
15	18.0097.000	2a Agricultural Homestead	Old Barn and Milk House	N	\$ 2,800.00	\$ -	\$ 2,800	Yes	Won't meet \$25 minimum	Old Barn and Milk House Completely Destroyed
16	26.0235.001	1a Residential Homestead	3 Sided	N	\$ 500.00	\$ -	\$ 500	Yes	Won't meet \$25 minimum	3 Sided Structure in Pasture Destroyed
17	26.0447.000	1a Residential Homestead	House	Y	\$ 324,600.00	\$ 259,700.00	\$ 64,900	No		Roof damage/ soffit/fascia damage/ central a/c destroyed
18	28.0042.001	1a Residential Homestead	House	Y	\$ 309,300.00	\$ 247,400.00	\$ 61,900	No		Roof damage/ soffit/fascia damage/ central a/c destroyed
19	28.0042.001	1a Residential Homestead	Garage	Y	\$ 15,300.00	\$ 14,800.00	\$ 500	No		Minor roof damage/soffit/fascia
20	28.0068.000	2a Agricultural Homestead	House	Y	\$ 71,500.00	\$ 65,800.00	\$ 5,700	No		Minor roof damage/missing shingles
21	28.0068.000	2a Agricultural Homestead	Barn	N	\$ 9,700.00	\$ 6,700.00	\$ 3,000	No		Second story of barn destroyed
22	28.0208.000	2a Agricultural Homestead	Pole Building (40x72)	N	\$ 20,500.00	\$ 18,900.00	\$ 1,600	No		Roof leakage per owner
23	28.0208.000	2a Agricultural Homestead	Pole Building (60x120)	N	\$ 44,800.00	\$ 43,900.00	\$ 900	No		Portion of sliding door blew off
24	28.0647.000	1a Residential Homestead	House	Y	\$ 205,500.00	\$ 102,700.00	\$ 102,800	Yes	Yes	Tree through bedroom portion of home/substantial damage
25	28.0913.000	1a Residential Homestead	House	Y	\$ 203,100.00	\$ 121,900.00	\$ 81,200	No		Holes in Roof and some interior water damage to walls/ceiling
26	28.5082.002	1a Residential Homestead	House	Y	\$ 390,400.00	\$ 312,300.00	\$ 78,100	No		Gutter/Soffit/Fascia Damage
27	28.5100.000	1a Residential Homestead	House	Y	\$ 523,600.00	\$ -	\$ 523,600	Yes		Tree through roof/collapsed trusses/water damage throughout home
28	28.5102.000	1a Residential Homestead	House	Y	\$ 140,400.00	\$ 112,300.00	\$ 28,100	No		Tree on roof/slight damage to interior ceiling
29	28.5172.000	1a Residential Homestead	Boathouse	N	\$ 44.00	\$ -	\$ 44	Yes	Won't meet \$25 minimum	Complete loss
30	28.5208.000	1a Residential Homestead	House	Y	\$ 150,000.00	\$ 15,000.00	\$ 135,000	Yes		Tree on roof/damage to roof, trusses, deck, interior water damage
31	28.5210.000	1a Residential Homestead	House	Y	\$ 208,600.00	\$ 20,900.00	\$ 187,700	Yes	Yes	Tree on roof/damage to roof, trusses and deck (interior unknown)
32	28.5328.000	1a Residential Homestead	Garage	Y	\$ 15,800.00	\$ 15,500.00	\$ 300	No		Minor shingle damage to roof of garage
33	28.5511.000	1a Residential Homestead	Garage/Bonus Room	Y	\$ 71,100.00	\$ 35,500.00	\$ 35,600	Yes	Yes	Hole in roof/ceiling-water damage
34	29.0083.004	1a Residential Homestead	House	Y	\$ 319,100.00	\$ 293,600.00	\$ 25,500	No		Minor damage to roof/OPR/soffit/fascia & small portion of siding
35	29.0085.002	1a Residential Homestead	Pole Garage	Y	\$ 9,500.00	\$ 9,300.00	\$ 200	No		Tree Fell on Garage - slight damage
36	30.0608.001	1a Residential Homestead	Garage	Y	\$ 13,200.00	\$ 12,900.00	\$ 300	No		Tree Fell on Garage - slight damage
37	42.0001.003	1a Residential Homestead	House	Y	\$ 326,100.00	\$ 260,900.00	\$ 65,200	No		Roof damage from fallen trees
38	43.0328.000	1a Residential Homestead	House	Y	\$ 210,800.00	\$ 105,400.00	\$ 105,400	Yes	Yes	Damage to roof, holes in ceiling, damage to soffits/fascia, etc.

Total Pre-Disaster Value: Total Post-Disaster Value: Total Loss in Value Due to Disaster:

\$ 4,319,444.00 \$ 2,657,400.00 \$ 1,662,344.00

Number of damaged or destroyed buildings = 38  
Average value of damaged or destroyed buildings = 43745.89474

Non-Homestead Property Damage Assessment Report

Pine County

30-May-22 (DATE OF DISASTER)

8/31/2022 (DATE REPORT COMPLETED)

				Pre-Disaster	Post-Disaster					
	Property ID Number	Description of Building	Classification	Building 2022 Asmt.	Building Reassessment	Loss in Value Due to Disaster	Qualifies for Local Option Abatement/Credit?	Has the County Received a Completed Local Option Application? (Yes/No)	Brief Description of Damage	
1	01.0112.000	Travel Trailer (no tabs)	4c(12) SRR	\$ 3,500.00	\$ -	\$ 3,500	Yes		Travel Trailer Completely Destroyed	
2	01.0115.001	Shed	4c(12) SRR	\$ 5,900.00	\$ 5,600.00	\$ 300	No		Damage to Portion of Roof	
3	08.0357.000	Rambler/Cabin	4c(12) SRR	\$ 53,300.00	\$ 32,000.00	\$ 21,300	No		Holes in Roof/Foundation Shifted/Stress Crack	
4	15.0113.000	Rental House	4a Apartment	\$ 76,600.00	\$ 7,700.00	\$ 68,900	Yes		Tree went through rental home	
5	15.0113.000	Rental Mobile Home	4c(5) Manufactured Home Park	\$ 4,500.00	\$ 400.00	\$ 4,100	Yes		Tree landed on East side of mobile home	
6	15.0113.000	Rental Mobile Home	4c(5) Manufactured Home Park	\$ 2,800.00	\$ 300.00	\$ 2,500	Yes		Tree landed on East side of mobile home	
7	15.0113.000	Rental Mobile Home	4c(5) Manufactured Home Park	\$ 3,200.00	\$ 2,900.00	\$ 300	No		Some windows damaged	
8	15.0113.000	Rental Mobile Home	4c(5) Manufactured Home Park	\$ 4,000.00	\$ 400.00	\$ 3,600	Yes		Tree went through/landed on	
9	15.0116.000	Commercial Shop	3a Commercial	\$ 111,500.00	\$ 102,600.00	\$ 8,900	No		Partial Roof Damage to Shop	
10	28.0145.000	Rambler/Cabin	4c(12) SRR	\$ 123,400.00	\$ 74,000.00	\$ 49,400	No		Trees through main level of home	
11	28.0147.000	Rambler/Cabin	4bb Residential Non-Homestead	\$ 63,500.00	\$ -	\$ 63,500	Yes	Yes	Several trees through house/total loss	
12	28.0198.000	Hunting Club (Open Porch)	3a Commercial	\$ 4,700.00	\$ 2,300.00	\$ 2,400	Yes		Soffit/fascia damage to open porch	
12a	28.0198.000	Hoop Arch Shelter	3a Commercial	\$ 5,200.00	\$ -	\$ 5,200	Yes		Completely destroyed	
13	28.0299.000	Rambler/Cabin	4c(12) SRR	\$ 103,900.00	\$ 10,400.00	\$ 93,500	Yes		Multiple trees through house/knocked off foundation	
14	28.0367.000	House	4c(12) SRR	\$ 300,100.00	\$ 240,100.00	\$ 60,000	No		Tree on roof causing soffit/fascia damage, shingle damage and interior water damage to one room	
15	28.0646.000	Rambler/Cabin	4c(12) SRR	\$ 84,800.00	\$ -	\$ 84,800	Yes	Yes	Total Loss	
16	28.0680.000	Restaurant/Bar	3a Commercial	\$ 215,200.00	\$ 198,000.00	\$ 17,200	No		Minor roof damage	
17	28.0810.001	Garage	4bb Residential Non-Homestead	\$ 12,700.00	\$ 12,100.00	\$ 600	No		Soffit/fascia damage/two roof trusses twisted/damaged	
18	28.5004.000	Pole Garage	4c(12) SRR	\$ 10,500.00	\$ 9,700.00	\$ 800	No		Minor roof damage	
19	28.5056.000	Shed	4c(12) SRR	\$ 900.00	\$ -	\$ 900	Yes	Won't meet \$25 minimum	Total Loss	
20	28.5084.000	House	4c(12) SRR	\$ 203,000.00	\$ 162,400.00	\$ 40,600	No		Soffit/facia/gutter/siding/window damage	
21	28.5250.000	Garage	4c(12) SRR	\$ 10,200.00	\$ 8,200.00	\$ 2,000	No		holes in roof/minor damage to soffit/fascia	
22	28.5726.000	Mini Storage Unit	3a Industrial	\$ 208,500.00	\$ 2,100.00	\$ 206,400	Yes	Yes	Total Loss	
23	40.5330.000	Hardees (Fast Food Chain Rest)	3a Commercial	\$ 354,700.00	\$ 326,300.00	\$ 28,400	No		Solarium window damage	
24	42.9924.000 (P)	VFW	4c(3)(i) PP Vet's Comm. Service	\$ 68,000.00	\$ 54,400.00	\$ 13,600	No		roof/soffit/fascia/wall damage-Northwest corner	
				Total Pre-Disaster Value	Total Post-Disaster Value	Total Loss in Value Due to Disaster				
				\$ 2,034,600.00	\$ 1,251,900.00	\$ 782,700.00				

Number of damaged or destroyed buildings = 25  
Average value of damaged or destroyed buildings = 31308

This discussion was important because it was the Committee’s strategy to address BWSR’s formal comment on the previous draft of the plan, which stated the plan did not comply with BWSR Content Requirements and [2021 MN statutes, section 10.65](#).

**Action Requested:**

Consider approval of submitting the plan to the BWSR for 90-day review and approval.

**Financial Impact:**

No expenses or financial obligations will be incurred by Pine County as a result of submitting the Plan for BWSR review and approval.



## Options for Snake Watershed Organization:

Entity Structure	Considerations
1. New entity including mix of counties and SWCDs	<ul style="list-style-type: none"> <li>Elected officials from counties and SWCDs meet and implement the new watershed plan jointly with WBIF</li> <li>Continuity of existing policy committee members into new entity</li> <li>Up to 8 voting members (possible 9 with the SRWMB)</li> <li>Entity would not be able to tax, invoke eminent domain, and enact ordinances <ul style="list-style-type: none"> <li>Ordinance language removed and later reinstated into the plan per policy committee motion</li> </ul> </li> <li>For capital improvement projects, entity would have to request counties to levy funds if no other partnering funds are available</li> <li>SRWMB may potentially join entity</li> </ul>
2. Policy Committee merges with the SRWMB	<ul style="list-style-type: none"> <li>Need to have SRWMB approve merger</li> <li>Elected officials from counties and SWCDs meet and implement the new watershed plan jointly with WBIF and locally allocated funds</li> <li>Continuity of existing policy committee members into new entity</li> <li>8 voting members</li> <li>New entity would <b>not</b> have ability to tax, eminent domain, enact ordinances <ul style="list-style-type: none"> <li>Ordinance language removed and later reinstated into the plan per policy committee motion</li> </ul> </li> </ul>
3. Policy Committee delegates management of WBIF to SRWMB	<ul style="list-style-type: none"> <li><del>New Entity retains powers to tax, invoke eminent domain, and enact ordinances</del></li> <li>BWSR likely to require subcontracts with SWCDs for implementation of WBIF funds.</li> <li>SWCD partners unable to vote on the implementation of the plan, though SWCDs are expected to play a large part in the plan's implementation activities</li> <li>May jeopardize funding</li> </ul>
4. SWCDs form new entity to administer WBIF	<ul style="list-style-type: none"> <li>New Entity does <b>not</b> have the powers to tax, invoke eminent domain, and enact ordinances</li> <li>County partners unable to vote on implementation of the plan</li> <li>New Entity would have to request counties or other agencies for additional funding on capital improvement projects</li> <li>May jeopardize funding</li> </ul>