

# **ADDITIONS/REVISIONS/CORRECTIONS**

**Regular Meeting  
October 4, 2022**

## **Add to Agenda**

A. Regular Agenda Item 4.1: **Insurance Committee Report—Select Dental Insurance Carrier**

Pine County  
Dental | Fully-Insured Market Options | Effective 01/01/2023

				CURRENT				NEGOTIATED RENEWAL				MARKET OPTION 1				MARKET OPTION 2				MARKET OPTION 3				MARKET OPTION 4			
Carrier Name				Guardian				Guardian				Reliance Standard				Principal				MetLife				Standard			
Plan Name				Low plan		High plan		Low plan		High plan		Low Plan		High Plan		Low Plan		High Plan		Low Plan		High Plan		Low Plan		High Plan	
PLAN DESIGN*																											
Network				INN	OON	INN	OON	INN	OON	INN	OON	INN	OON	INN	OON	INN	OON	INN	OON	INN	OON	INN	OON	INN	OON	INN	OON
Calendar Year (CY) Deductible (Individual / Family)				\$0 / \$0		\$0 / \$0		\$0 / \$0		\$0 / \$0		\$0 / \$0		\$0 / \$0		\$50 / \$150		\$50 / \$150		\$50 / \$150		\$50 / \$150		\$0 / \$0		\$0 / \$0	
Annual Maximum				\$1,000		\$1,000		\$1,000		\$1,000		\$1,000		\$1,000		\$1,000		\$1,000		\$1,250		\$1,250		\$1,000		\$1,000	
Coinsurance																											
Preventive Services				100%		100%		100%		100%		100%		100%		100%		100%		100%		100%		100%		100%	
Cleaning Frequency				2 per year		2 per year		2 per year		2 per year		2 per year		2 per year		2 per year		2 per year		2 per year		2 per year		2 per year		2 per year	
Deductible Waived?				Yes		Yes		Yes		Yes		Yes		Yes		Yes		Yes		Yes		Yes		Yes		Yes	
Basic				80%		80%		80%		80%		80%		80%		80%		80%		80%		80%		80%		80%	
Periodontics				50%		80%		50%		80%		50%		80%		50%		80%		50%		80%		50%		80%	
Endodontics				50%		80%		50%		80%		50%		80%		50%		80%		50%		80%		50%		80%	
Major				50%		50%		50%		50%		50%		50%		50%		50%		50%		50%		50%		50%	
Implants				50%		50%		50%		50%		50%		50%		50%		50%		50%		50%		50%		50%	
Orthodontics				Not Covered		Not Covered		Not Covered		Not Covered		Not Covered		Not Covered		Not Covered		Not Covered		Not Covered		Not Covered		Not Covered		Not Covered	
OON Reimbursement Level				UCR 90th		UCR 90th		UCR 90th		UCR 90th		90th R&C		90th R&C		MAC Plan		90th R&C		MAC Plan		90th R&C		90th R&C		90th R&C	
COST ANALYSIS																											
PEPM Rates - Enrollment per Census				Plan 1	Plan 2	Low plan	High plan	Low plan	High plan	Low Plan	High Plan	Low Plan	High Plan	Low Plan	High Plan	Low Plan	High Plan	Low Plan	High Plan	Low Plan	High Plan	Low Plan	High Plan	Low Plan	High Plan	Low Plan	High Plan
Employee (EE) Only				52	19	\$25.76	\$49.89	\$28.85	\$55.88	\$27.60	\$53.40	\$24.98	\$48.38	\$27.69	\$53.63	\$33.96	\$38.94	\$27.69	\$53.63	\$33.96	\$38.94	\$27.69	\$53.63	\$33.96	\$38.94	\$27.69	\$53.63
EE + Spouse				22	8	\$49.31	\$91.58	\$55.23	\$102.57	\$52.80	\$98.04	\$47.82	\$88.81	\$53.01	\$98.45	\$68.25	\$78.27	\$53.01	\$98.45	\$68.25	\$78.27	\$53.01	\$98.45	\$68.25	\$78.27	\$53.01	\$98.45
EE + Family				36	11	\$91.89	\$142.48	\$102.92	\$159.58	\$98.36	\$152.48	\$89.11	\$138.18	\$98.78	\$153.16	\$121.65	\$140.13	\$98.78	\$153.16	\$121.65	\$140.13	\$98.78	\$153.16	\$121.65	\$140.13	\$98.78	\$153.16
Total Enrollment				110	38																						
Estimated Monthly Premium				\$5,732		\$3,248		\$6,420		\$3,638		\$6,138		\$3,476		\$5,559		\$3,150		\$6,162		\$3,491		\$7,647		\$2,907	
Estimated Annual Premium				\$68,789		\$38,974		\$77,045		\$43,652		\$73,653		\$41,714		\$66,708		\$37,796		\$73,946		\$41,896		\$91,762		\$34,889	
Dollar Difference from Current								\$8,256		\$4,678		\$4,865		\$2,740		-\$2,081		-\$1,178		\$5,158		\$2,922		\$22,973		-\$4,085	
Percent Change from Current								12.00%		12.00%		7.07%		7.03%		-3.03%		-3.02%		7.50%		7.50%		33.40%		-10.48%	
Total Combined Annual Cost																											
Estimated Annual Premium				\$107,763				\$120,696				\$115,368				\$104,504				\$115,842				\$126,651			
Dollar Difference from Current								\$12,934				\$7,605				-\$3,259				\$8,080				\$18,889			
Percent Change from Current								12.00%				7.06%				-3.02%				7.50%				17.53%			
PLAN PROVISIONS																											
Rate Guarantee				1 Year rate guarantee ending 12/31/2022				1 Year rate guarantee ending 12/31/2023				24 Month Contract				1 Year rate guarantee ending 12/31/2023				2nd year rate cap: 6% 3rd year rate cap: 8%				24 month Contract			



**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, October 4, 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 September 20, 2022 Regular County Board Meeting and Summary for publication
- F) Minutes of Boards, Reports and Correspondence  
Pine County Surveyor's Monthly Report – September, 2022  
Chemical Health Coalition Minutes - September 12, 2022  
Pine County Zoning Board Minutes – August 25, 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. **Repurchase Application**

- i. Consider Resolution 2022-49 authorizing US Bank Home Mortgage, mortgagee at the time of forfeiture, to repurchase the parcel at 27661 Pine Tree Dr., Pine City (PID 19.5052.000) in full.

- ii. Consider Resolution 2022-50 authorizing contract reinstatement for Green Mountain Properties, LLC, owner at the time of contract cancellation of the parcel at 73393 Markville Rd, Sandstone (PID 02.0292.003).

2. **Contracts/Agreements**

Consider approval of the following and authorize Board Chair and County Administrator to sign:

- A. Ratify entering into a three-year renewal agreement with Strategic Technologies Incorporated (STI) for the period January 1, 2023 through December 31, 2025. The per attorney cost is \$2,200 for 2023. Authorize the Board Chair and County Administrator to sign the Board Ratification Statement.
- B. Prosecution Agreement with Pine City Township to prosecute misdemeanor violations of their septic ordinances within their jurisdiction for the period of September 1, 2022 through December 31, 2023. The Township will pay \$100 per case file submitted to the county for review or charging.

3. **2022 Land Auction Results**

Acknowledge the 21 tracts offered for sale consisting of 973.51 acres at an appraised value of \$860,400; 17 tracts sold with bids totaling \$742,210.

4. **New Hire**

Consider authorizing the hiring of the following:

- A. Children's Mental Health Social Worker Jenna Furlong, effective October 10, 2022, \$25.88 per hour, Grade 10, Step 1.

5. **Training**

Consider approval of the following training:

- A. Human Resources Generalist Jessica Blesener to attend the Minnesota Counties Human Resource Management Association Fall Conference, October 5-7, 2022 in Deerwood, Minnesota. Lodging \$400, Mileage \$90. Total cost: \$490.

## **REGULAR**

1. **Probation Recognition in Support of the Guard and Reserve**

2. **2021 Audit and Financial Statements**

Consider formal acceptance of the 2021 Financial Statements and authorize summary for publication.

3. **Manufacturing Month Resolution**

Consider approval of Resolution 2022-51 proclaiming October as Manufacturing Month in Pine County. Authorize Board Chair and County Administrator to sign.

4. **Schedule Special Meeting-Committee of the Whole**

Consider setting a Special Meeting-Committee of the Whole for December 13, 2022, 9:00 a.m., Boardroom, Courthouse, Pine City for the purpose of considering the following topics: updates from the University of Minnesota Extension Program, Community Health, and Economic Development, and other topics that may be included on the agenda.

5. **Commissioner Updates**

Willow River Transfer Station Ribbon Cutting  
Arrowhead Counties Association  
NACO FCC Broadband mapping Effort webinar  
Snake River Watershed Management Board – Cancelled  
Snake River Watershed 1W1P Policy Committee  
Lower St. Croix Policy Committee  
Technology Committee – Cancelled  
NACP CHIPS Act Implementation Call  
NLX - Cancelled  
St. Croix River Education District Forum  
Pine County Housing & Redevelopment Authority/Economic Development Authority  
(HRA/EDA)  
Central MN EMS Joint Powers Board  
Soil & Water Conservation District Special Meeting  
Lakes & Pines Community Action Council Annual Meeting  
Other

6. **Other**

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

- a. Pine County Board of Commissioners, Tuesday, October 4, 2022, 10:00 a.m., Board Room, Courthouse, 635 Northridge Drive NW, Pine City, Minnesota
- b. MLBO/MLCV meeting, Tuesday, October 4, 2022, 1:30 p.m., Board Room, Courthouse, 635 Northridge Drive NW, Pine City, Minnesota
- c. Facility Committee, Wednesday, October 5, 2022, Commissioner Conference Room, Courthouse, Pine City, Minnesota
- d. SCHSAC Fall Retreat, Thursday/Friday, October 6-7, 2022, 1:00 p.m., St. Cloud MnDOT Training Center, St. Cloud, Minnesota.
- e. East Central Regional Juvenile Advisory Committee, Thursday, October 6, 2022, 12:30 p.m., 7565 Fourth Avenue, Lino Lakes, Minnesota
- f. East Central Solid Waste Commission, Monday, October 10, 2022, 9:00 a.m., 1756 180<sup>th</sup> Avenue, Mora, Minnesota
- g. Personnel Committee, Monday, October 10, 2022, 9:00 a.m.
- h. East Central Regional Library Board of Trustees, Monday, October 10, 2022, 9:30 a.m., 111 Dellwood St. No., Cambridge, Minnesota
- i. Soil & Water Conservation District, Wednesday, October 12, 2022, 3:00 p.m., 1610 Hwy. 23 No., Sandstone, Minnesota
- j. AMC District 1 Fall Meeting, Thursday, October 13, 2022, 8:00 a.m., Grand Portage, Minnesota
- k. Northeast MN Area Transportation Partnership, Thursday, October 13, 2022, 10:00 a.m.
- l. Law Library, Thursday, October 13, 2022, 12:00 p.m.
- m. Pine County Board of Commissioners, Tuesday, October 18, 2022, 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota

8. **Adjourn**

**MINUTES  
OF THE  
PINE COUNTY BOARD MEETING  
Regular Meeting  
Tuesday, September 20, 2022 - 10:00 a.m.  
North Pine Government Center  
1602 Hwy. 23 North  
Sandstone, Minnesota**

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

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

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

The Pledge of Allegiance was said.

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

There were no revisions to the agenda; additional information had been provided to commissioners relating to circulation numbers of patrons using the East Central Regional Library system.

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

**Motion** by Commissioner Lovgren to approve the Minutes of the September 6, 2022 County Board Meeting and Summary for publication. Second by Commissioner Mohr. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence  
None.

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

**CONSENT AGENDA**

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

<b>Fund</b>	<b>August 31, 2021</b>	<b>August 31, 2022</b>	<b>Increase/Decrease</b>
General Fund	6,583,603	5,890,474	(693,129)
Health and Human Services Fund	3,043,509	2,877,047	(166,462)
Road and Bridge Fund	6,026,608	11,898,639	5,872,031
COVID Relief	2,841,310	4,625,725	1,784,415
Land Management Fund	1,941,870	2,132,325	190,455
Self Insurance	545,363	93,401	(451,963)
TOTAL (inc non-major funds)	23,934,996	31,594,688	7,659,691

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

The following vendors with claims of \$2,000 or more, and 488 claims under \$2,000 or not needing approval totaling \$515,518.14, were paid during the period of August 1, 2022-August 31, 2022: 4.0 SCHOOL SERVICES OF EAST CENTRAL, 3,056.85; AMAZON CAPITAL SERVICES, 17,007.62; Aml Cleaning Service, Inc, 4,000.00; Anoka Co Juv Ctr-Shelter & Dia, 7,840.00; Arlen Krantz Ford Inc, 3,314.44; Askov Deep Rock, 3,384.25; Atlas Outfitters - Cardmember Service, 3,112.00; BLUE CROSS & BLUE SHIELD OF MINNESOTA, 4,290.00; C & T CONTRACTING, 6,800.00; Central Mn Jobs & Training Services, 29,346.18; CLOQUET RIVERSIDE RECYCLING, INC, 6,967.70; Cps Technology Solutions, 4,649.00; D&M EXCAVATING INC, 15,925.00; DEPARTMENT OF CORRECTIONS, 7,701.75; Deutschland Fencing LLC, 8,907.90; DHS State Operated Services, 6,739.40; DOOLEYS PETROLEUM INC, 27,096.54; DSC Communications, 3,628.10; East Central Energy Of Braham, 28,908.54; East Central Reg Juvenile Center, 8,669.00; East Central Solid Waste Comm, 3,382.56; Emergency Automotive Technologies, Inc, 4,806.94; ENVIRONMENTAL TROUBLESHOOTERS INC, 2,100.00; ERICKSON ENGINEERING CO LLC, 5,134.50; EVERGREEN RECYCLING LLC, 3,826.91; Family Pathways - North Branch, 2,950.00; FURTHER, 5,159.08; Heartland Girls Ranch, 9,079.28; Interstate Power Systems Inc, 2,707.24; JONES CONSTRUCTION SERVICES INC, 48,300.00; Kanabec Co Family Serv Dept, 2,701.44; KRONOS SAASHR INC, 2,684.21; L&O INVESTMENTS LLC, 18,203.22; Lakes & Pines Comm Act Council, 29,009.23; Lakes Gas #41, 17,110.04; Lighthouse Child & Family Services, LLC, 5,431.62; Linwood Group Meetings LLC, 3,393.45; LITTLE FALLS MACHINE INC, 4,703.93; MADISON NATIONAL LIFE INS CO INC, 4,052.30; MEDICAREBLUE RX, 5,652.50; MEND CORRECTIONAL CARE PLLC, 26,256.71; MIDWEST CONTRACTING LLC, 47,965.48; Mille Lacs Band Family Services, 13,538.63; MINNESOTA ENERGY RESOURCES CORP, 9,707.45; Minnesota Hoarding, 2,755.00; MINNESOTA POWER, 2,714.55; Mn Life Insurance Company, 9,021.50; Mohr Parts & Supplies, 5,596.91; Mora Psychological Services PLLC, 2,392.50; Nexus-Kindred Family Healing, 4,033.26; North Homes Inc, 22,841.04; North Pine Aggregate Inc, 9,374.40; North Pine Aggregate Inc, 4,586.40; Northwestern Mn Juvenile Center, 8,411.65; NOW MICRO INC, 77,994.00; Nuss Truck Group Inc, 11,381.01; Office Depot - Cardmember Service, 2,147.46; OFFICE OF MN.IT SERVICES, 5,323.75; PDS, 44,777.00; POKEGAMA LAKE ASSOCIATION, 2,000.00; Port Group Home, 8,083.87; Prairie Lakes Youth Programs, 8,866.00; PRECISION GRADE LLC, 18,800.00; Roberts Excavating, 46,430.00; Ron's Roll-Off Service, 2,400.00; Rydberg & Sons, Inc., 16,918.50; Slims Texaco Service, 7,326.22; Solid Oak Financial Services, LLC, 4,050.00; Streicher's Inc, 16,015.00; Sue's Bus Service Inc, 9,687.80; SUMMIT FOOD SERVICE MANAGEMENT LLC, 29,674.59; SUPERIOR AUTOMOTIVE, 2,520.00; TEAMSTERS JOINT COUNCIL 32, 115,605.00; Therapeutic Serv Ag Too Inc, 8,644.04; THRIFTY WHITE PHARMACY, 3,260.27; TYLER TECHNOLOGIES INC, 2,078.00; UNITEDHEALTH GROUP, 333,660.08; UTILITY ASSOCIATES INC, 35,250.00; Verizon Wireless, 10,440.84; WELIA HEALTH, 19,906.78; WELIA HEALTH COMMUNITY PHARMACY, 2,976.53; WSB AND ASSOCIATES, 10,595.05.

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

Approve Commissioners' Expense Claim Forms.

4. **Contracts/Agreements**

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

- A. School Resource Officer – Willow River School: One-year contract between Pine County Sheriff's Office and East Central Schools for a part-time school resource officer (10 hours per week). Rate: \$39.97 for school year 2022/2023.
  - B. School Resource Officer – Hinckley-Finlayson Schools: Two-year contract between Pine County Sheriff's Office and Hinckley-Finlayson Schools for a part-time school resource officer (20 hours per week). Rate: \$39.97 for school year 2022/2023, and \$41.17 for 2023/2024.
  - C. Human Trafficking Investigators Task Force Joint Powers Agreement  
The Joint Powers Agreement will allow the county to receive funding and support to investigate cases involving suspected human trafficking; this does obligate an investigator to help on out-of-county cases as able.
5. **New Hires**  
Approve the hiring of the following:
- A. Property Appraiser Shona Hughes, effective September 26, 2022, \$23.03 per hour, Grade 8, Step 1.
6. **Training**  
Approve the following training:
- A. Probation Director Terry Fawcett to attend the Association of Minnesota Counties District 1 Fall Meeting, October 13, 2022, in Grand Portage, Minnesota.  
Meeting fee: \$35; Lodging: \$119. Total cost: \$154.
  - B. County Administrator and any commissioner desiring to attend the Association of Minnesota Counties District 1 Fall Meeting, October 13, 2022, in Grand Portage, Minnesota. Meeting fee: \$35 per attendee; Lodging: \$119 per attendee.
  - C. Commissioner Terry Lovgren to attend the State Community Health Services Advisory Committee Fall Retreat, October 6-7, 2022 in St. Cloud. Registration: \$0, Lodging: \$108.12 per night; Meals: \$34 per day, Mileage: \$108.

## **REGULAR AGENDA**

1. **Public Hearing – Snake River Comprehensive Watershed Management Plan (to commence at 10:00 a.m. or as soon thereafter as practicable)**

Land and Resources Manager Caleb Anderson provided an overview of the proposed Snake River Comprehensive Watershed Management Plan. Anderson stated no action is necessary by the county board -- this public hearing is to take public input for proposed changes to the Plan. Chair Hallan opened the public hearing at 10:02 a.m. and called for public comment. There being no public comment, Chair Hallan closed the meeting at 10:03 a.m. Discussion took place regarding the notification process for the public hearing, the streambank buffers, and the process to oversee the implementation decisions for the Plan.

2. **Health Insurance Committee Report**

Commissioner Lovgren provided an overview of the September 7, 2022 Health Insurance Committee meeting. Commissioner Lovgren stated a health insurance premium increase of 17% would leave the county fully insulated with no additional financial exposure and allow the county to build its reserve balance. The Health Insurance Committee voted to recommend a 17% premium increase, with the exception of AFSCME representative Sheila Pokorny and IBEW Representative Joshua Laven, who opposed. The committee also recommended changing the dental carrier from The Guardian to Met Life – Justin Kroeger, our insurance



broker, will perform a network analysis to review Met Life providers in our area and report back to the committee so that a final carrier selection may be made.

**Motion** by Commissioner Lovgren to recommend a 17% health insurance rate increase for 2023 and set the 2023 health insurance premiums with Blue Cross Blue Shield and the county contribution to the HSA and VEBA accounts as follows:

Health Insurance Plan	Monthly Premium	County Cost	Employee Cost	Annual HSA/VEBA
CMM-1500/Single	\$ 1,034.95	\$966.55	\$68.40	\$0.00
CMM-1500/Family	\$2,587.06	\$2,061.84	\$525.22	\$0.00
VEBA/Single	\$ 1,114.32	\$860.30	\$254.02	\$1,275.00
VEBA/Family	\$3,020.51	\$1,849.34	\$1,171.17	\$2,550.00
HSA/Single	\$ 966.74	\$898.33	\$68.40	\$818.53
HSA/Family	\$2,355.76	\$2,061.84	\$293.92	\$0.00

Second by Commissioner Mohr. Motion carried 5-0.

### 3. **Personnel Committee Report**

Commissioner Ludwig provided an overview of the September 12, 2022 Personnel Committee meeting. The Personnel Committee made the following recommendation:

#### A. Health & Human Services

- i. Acknowledge the resignation of Children's Mental Health Social Worker Cassie Peterson, effective August 26, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

#### B. Auditor-Treasurer

- i. Recommend authorization for a temporary increase from six (6) FTE Property Appraisers to seven (7) FTE Property Appraisers and approve backfill of any subsequent vacancies that may occur due to internal promotion or lateral transfer.

#### C. Sheriff's Office - Jail

- i. Acknowledge the resignation of Corrections Officer Kayla Wolf, effective September 8, 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 Joel Long, effective September 12, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
- iii. Move all three components of the Corrections staffing plan, with a maximum of four Corrections Officer 2 positions, to the County Board for consideration. If the concepts are approved by the county board, staff would be directed to negotiate the appropriate memorandum of understanding with the bargaining unit.

**Motion** by Commissioner Ludwig to approve Personnel items 3A through Cii. Second by Commissioner Lovgren. Motion carried 5-0.

Jail Administrator Rod Williamson stated that the jail is currently operating with 66% staff coverage and significant forced overtime for corrections officers.

Williamson presented three incentives to address corrections staffing, recruitment, retention and compensation including (1) temporary overtime incentive, (2) Adjust the pay scale to eliminate step 1 and rename the remaining steps making step 2 the new step 1 and (3) create a Correction Officer II position (with a maximum of four positions) to create a career path.

**Motion** by Commissioner Mohr to support the temporary overtime incentive, adjust the pay scale to eliminate step 1, and create a Corrections Officer II position; the job description to be brought before the county board for consideration. The county administrator is directed to

negotiate the appropriate memorandum of understanding with the bargaining unit and take such other actions as may be necessary to implement these changes. Second by Commissioner Lovgren. Motion carried 4-1 with Commissioner Waldhalm opposing.

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

**Motion** by Commissioner Waldhalm to reappointment Steve Oswald as a commissioner from District 4 to the Housing and Redevelopment Authority-Economic Development Authority Board for the period of October 5, 2022-October 4, 2027. Second by Commissioner Ludwig. Motion carried 5-0.

**5. Commissioner Updates**

Central Minnesota Jobs and Training Services (CMJTS): Chair Hallan unable to attend;

Commissioner Lovgren attended. DEED has pulled out of all CMJTS locations--they felt they were not able to reach enough people. The Cambridge CMJTS office was burglarized during the time they were moving to another location. CMJTS predicts approximately 69,000 people will use their facility should the country enter a recession.

East Central Solid Waste Commission: Commissioner Hallan stated a Certificate of Need is necessary for the ECSWC to open a new cell/recycling needs to increase. The Mora landfill will accept deer carcass/carcasses will be buried every day.

East Central Regional Library Trustees Board: Commissioner Lovgren stated the libraries will use Aspen Discovery Layer to help give users more access to all materials in one place. The book "It's Perfectly Normal" will be returned to the children's section.

Chemical Health Coalition: Commissioner Lovgren stated Kanabec County has placed a moratorium on the sale of cannabis until the state has determined how they are going to regulate the sale and taxing. Discussion of designating the use of opioid settlement money towards activities that would keep children actively involved in activities and away from experimenting with chemicals. Wellness baskets are being made for people currently in recovery.

DHS/SSIS Site Visit: Chair Hallan stated Department of Human Services and AMC staff were present at this meeting to discuss the SSIS (Social Services Information System) program difficulties. DHS staff had a hands-on opportunity to work with the program.

Soil & Water Conservation District: Commissioner Waldhalm stated it was business as usual. A forester has submitted his resignation.

Extension Committee: Commissioner Mohr was unable to attend; County Administrator did attend. Meeting held at the Joel & Megan Barr farm. Impressive operation. Enough produce is grown to deliver one box per week to 100 families.

AMC Fall Policy Conference: Chair Hallan and Commissioner Lovgren attended. An overview was given of the committees and panels attended.

Lakes & Pines Community Action Council: Chair Hallan stated new Lakes & Pines director Denise Stewart will be attending a November county board meeting.

Other:

A. NACo Telecommunication and Technology Committee: Commissioner Lovgren stated broadband mapping system is being completed. Mental Health facilities are in great demand.

B. NACO Conference: Commissioner Lovgren stated grants are available to help workforce development.

**6. Other**

None.

**7. Upcoming Meetings**

Upcoming meetings were reviewed.

**Chair Hallan called a recess at 11:42 a.m.**

**Meeting reconvened at 11:47 a.m. in a Committee of the Whole format.**

**8. 2023 Budget Discussion**

Commissioners discussed the preliminary 2023 budget and property tax levy. A preliminary levy of \$21,272,255 is a 3% increase from 2022. Commissioner Waldhalm stated he would like to see a reduction in the starting preliminary levy amount.

**Motion** by Commissioner Mohr to set the 2023 preliminary budget at \$21,272,255. Second by Commissioner Lovgren. Motion carried 4-1 with Commissioner Waldhalm opposing.

**9. Adjourn**

With no further business, Chair Hallan adjourned the meeting at 12:20 p.m. The next regular meeting of the county board is scheduled for Tuesday, October 4, 2022 at 10:00 a.m., Pine County Courthouse, Board Room, 635 Northridge Drive NW, Pine City, Minnesota.

---

Stephen M. Hallan, Chair  
Board of Commissioners

---

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

**SUMMARY  
OF  
MINUTES  
OF THE  
PINE COUNTY BOARD MEETING  
Regular Meeting  
Tuesday, September 20, 2022 - 10:00 a.m.  
North Pine Government Center  
1602 Hwy. 23 North  
Sandstone, Minnesota**

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

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

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

The Pledge of Allegiance was said.

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

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

**Motion** by Commissioner Lovgren to approve the Minutes of the September 6, 2022 County Board Meeting and Summary for publication. Second by Commissioner Mohr. Motion carried 5-0.

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

<b>Fund</b>	<b>August 31, 2021</b>	<b>August 31, 2022</b>	<b>Increase/Decrease</b>
General Fund	6,583,603	5,890,474	(693,129)
Health and Human Services Fund	3,043,509	2,877,047	(166,462)
Road and Bridge Fund	6,026,608	11,898,639	5,872,031
COVID Relief	2,841,310	4,625,725	1,784,415
Land Management Fund	1,941,870	2,132,325	190,455
Self Insurance	545,363	93,401	(451,963)
TOTAL (inc non-major funds)	23,934,996	31,594,688	7,659,691

The following vendors with claims of \$2,000 or more, and 488 claims under \$2,000 or not needing approval totaling \$515,518.14, were paid during the period of August 1, 2022-August 31, 2022: 4.0 SCHOOL SERVICES OF EAST CENTRAL, 3,056.85; AMAZON CAPITAL SERVICES, 17,007.62; Aml Cleaning Service, Inc, 4,000.00; Anoka Co Juv Ctr-Shelter &

Dia, 7,840.00; Arlen Krantz Ford Inc, 3,314.44; Askov Deep Rock, 3,384.25; Atlas Outfitters - Cardmember Service, 3,112.00; BLUE CROSS & BLUE SHIELD OF MINNESOTA, 4,290.00; C & T CONTRACTING, 6,800.00; Central Mn Jobs & Training Services, 29,346.18; CLOQUET RIVERSIDE RECYCLING, INC, 6,967.70; Cps Technology Solutions, 4,649.00; D&M EXCAVATING INC, 15,925.00; DEPARTMENT OF CORRECTIONS, 7,701.75; Deutschland Fencing LLC, 8,907.90; DHS State Operated Services, 6,739.40; DOOLEYS PETROLEUM INC, 27,096.54; DSC Communications, 3,628.10; East Central Energy Of Braham, 28,908.54; East Central Reg Juvenile Center, 8,669.00; East Central Solid Waste Comm, 3,382.56; Emergency Automotive Technologies, Inc, 4,806.94; ENVIRONMENTAL TROUBLESHOOTERS INC, 2,100.00; ERICKSON ENGINEERING CO LLC, 5,134.50; EVERGREEN RECYCLING LLC, 3,826.91; Family Pathways - North Branch, 2,950.00; FURTHER, 5,159.08; Heartland Girls Ranch, 9,079.28; Interstate Power Systems Inc, 2,707.24; JONES CONSTRUCTION SERVICES INC, 48,300.00; Kanabec Co Family Serv Dept, 2,701.44; KRONOS SAASHR INC, 2,684.21; L&O INVESTMENTS LLC, 18,203.22; Lakes & Pines Comm Act Council, 29,009.23; Lakes Gas #41, 17,110.04; Lighthouse Child & Family Services, LLC, 5,431.62; Linwood Group Meetings LLC, 3,393.45; LITTLE FALLS MACHINE INC, 4,703.93; MADISON NATIONAL LIFE INS CO INC, 4,052.30; MEDICAREBLUE RX, 5,652.50; MEND CORRECTIONAL CARE PLLC, 26,256.71; MIDWEST CONTRACTING LLC, 47,965.48; Mille Lacs Band Family Services, 13,538.63; MINNESOTA ENERGY RESOURCES CORP, 9,707.45; Minnesota Hoarding, 2,755.00; MINNESOTA POWER, 2,714.55; Mn Life Insurance Company, 9,021.50; Mohr Parts & Supplies, 5,596.91; Mora Psychological Services PLLC, 2,392.50; Nexus-Kindred Family Healing, 4,033.26; North Homes Inc, 22,841.04; North Pine Aggregate Inc, 9,374.40; North Pine Aggregate Inc, 4,586.40; Northwestern Mn Juvenile Center, 8,411.65; NOW MICRO INC, 77,994.00; Nuss Truck Group Inc, 11,381.01; Office Depot - Cardmember Service, 2,147.46; OFFICE OF MN.IT SERVICES, 5,323.75; PDS, 44,777.00; POKEGAMA LAKE ASSOCIATION, 2,000.00; Port Group Home, 8,083.87; Prairie Lakes Youth Programs, 8,866.00; PRECISION GRADE LLC, 18,800.00; Roberts Excavating, 46,430.00; Ron's Roll-Off Service, 2,400.00; Rydberg & Sons, Inc., 16,918.50; Slims Texaco Service, 7,326.22; Solid Oak Financial Services, LLC, 4,050.00; Streicher's Inc, 16,015.00; Sue's Bus Service Inc, 9,687.80; SUMMIT FOOD SERVICE MANAGEMENT LLC, 29,674.59; SUPERIOR AUTOMOTIVE, 2,520.00; TEAMSTERS JOINT COUNCIL 32, 115,605.00; Therapeutic Serv Ag Too Inc, 8,644.04; THRIFTY WHITE PHARMACY, 3,260.27; TYLER TECHNOLOGIES INC, 2,078.00; UNITEDHEALTH GROUP, 333,660.08; UTILITY ASSOCIATES INC, 35,250.00; Verizon Wireless, 10,440.84; WELIA HEALTH, 19,906.78; WELIA HEALTH COMMUNITY PHARMACY, 2,976.53; WSB AND ASSOCIATES, 10,595.05.

Approve Commissioners' Expense Claim Forms.

Approve the following contracts:

- A. School Resource Officer – Willow River School: One-year contract between Pine County Sheriff's Office and East Central Schools for a part-time school resource officer (10 hours per week). Rate: \$39.97 for school year 2022/2023.
- B. School Resource Officer – Hinckley-Finlayson Schools: Two-year contract between Pine County Sheriff's Office and Hinckley-Finlayson Schools for a part-time school resource officer (20 hours per week). Rate: \$39.97 for school year 2022/2023, and \$41.17 for 2023/2024.

C. Human Trafficking Investigators Task Force Joint Powers Agreement

The Joint Powers Agreement will allow the county to receive funding and support to investigate cases involving suspected human trafficking.

Approve the hiring of Property Appraiser Shona Hughes, effective September 26, 2022, \$23.03 per hour, Grade 8, Step 1.

Approve the following training:

- A. Probation Director Terry Fawcett to attend the Association of Minnesota Counties District 1 Fall Meeting. Cost: \$154.
- B. County Administrator and any commissioner desiring to attend the Association of Minnesota Counties District 1 Fall Meeting. Cost: \$154 per attendee.
- C. Commissioner Terry Lovgren to attend the State Community Health Services Advisory Committee Fall Retreat. Cost: \$250.

**Public Hearing – Snake River Comprehensive Watershed Management Plan (to commence at 10:00 a.m. or as soon thereafter as practicable)**

Land and Resources Manager Caleb Anderson provided an overview of the proposed Snake River Comprehensive Watershed Management Plan. Anderson stated no action is necessary by the county board -- this public hearing is to take public input for proposed changes to the plan. Chair Hallan opened the public hearing at 10:02 a.m. and called for public comment. There being no public comment, Chair Hallan closed the meeting at 10:03 a.m.

**Motion** by Commissioner Lovgren to recommend a 17% health insurance rate increase for 2023 and set the 2023 health insurance premiums with Blue Cross Blue Shield and the county contribution to the HSA and VEBA accounts as follows:

Health Insurance Plan	Monthly Premium	County Cost	Employee Cost	Annual HSA/VEBA
CMM-1500/Single	\$ 1,034.95	\$966.55	\$68.40	\$0.00
CMM-1500/Family	\$2,587.06	\$2,061.84	\$525.22	\$0.00
VEBA/Single	\$ 1,114.32	\$860.30	\$254.02	\$1,275.00
VEBA/Family	\$3,020.51	\$1,849.34	\$1,171.17	\$2,550.00
HSA/Single	\$ 966.74	\$898.33	\$68.40	\$818.53
HSA/Family	\$2,355.76	\$2,061.84	\$293.92	\$0.00

Second by Commissioner Mohr. Motion carried 5-0.

Commissioner Ludwig provided an overview of the September 12, 2022 Personnel Committee meeting. The Personnel Committee made the following recommendation:

A. Health & Human Services

- i. Acknowledge the resignation of Children's Mental Health Social Worker Cassie Peterson, effective August 26, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

B. Auditor-Treasurer

- i. Recommend authorization for a temporary increase from six (6) FTE Property Appraisers to seven (7) FTE Property Appraisers and approve backfill of any subsequent vacancies that may occur due to internal promotion or lateral transfer.

C. Sheriff's Office - Jail

- i. Acknowledge the resignation of Corrections Officer Kayla Wolf, effective September 8, 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 Joel Long, effective September 12, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
- iii. Move all three components of the Corrections staffing plan, with a maximum of four Corrections Officer 2 positions, to the County Board for consideration. If the concepts are approved by the county board, staff would be directed to negotiate the appropriate memorandum of understanding with the bargaining unit.

**Motion** by Commissioner Ludwig to approve Personnel items 3A through Cii. Second by Commissioner Lovgren. Motion carried 5-0.

**Motion** by Commissioner Mohr to support the temporary overtime incentive, adjust the pay scale to eliminate step 1, and create a Corrections Officer II position; the job description to be brought before the county board for consideration. The county administrator is directed to negotiate the appropriate memorandum of understanding with the bargaining unit and take such other actions as may be necessary to implement these changes. Second by Commissioner Lovgren. Motion carried 4-1 with Commissioner Waldhalm opposing.

**Motion** by Commissioner Waldhalm to reappointment Steve Oswald as a commissioner from District 4 to the Housing and Redevelopment Authority-Economic Development Authority Board for the period of October 5, 2022-October 4, 2027. Second by Commissioner Ludwig. Motion carried 5-0.

**Chair Hallan called a recess at 11:42 a.m.**

**Meeting reconvened at 11:47 a.m. in a Committee of the Whole format.**

### **2023 Budget Discussion**

**Motion** by Commissioner Mohr to set the 2023 preliminary budget at \$21,272,255. Second by Commissioner Lovgren. Motion carried 4-1 with Commissioner Waldhalm opposing.

With no further business, Chair Hallan adjourned the meeting at 12:20 p.m. The next regular meeting of the county board is scheduled for Tuesday, October 4, 2022 at 10:00 a.m., Pine County Courthouse, Board Room, 635 Northridge Drive NW, Pine City, Minnesota.

---

Stephen M. Hallan, Chair  
Board of Commissioners

---

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

**The full text of the board's Minutes are available at the County Administrator's Office and the county's website ([www.co.pine.mn.us](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

Page 1 of 2 Pages

September 2022

T42N R16W Section 32, calculated search areas, search for, locate, set and GPS PLSS corners, Reset PLSS corner ties. Update records.

CR 140 "loop", T41N R20W Section 20, calculated search areas, excavations at sites in roadway to search for original PLSS corner evidence. Update records.

CSAH 18, Hinckley, excavation at site in roadway to search for original PLSS corner evidence. Update records.

CR 127, Beroun, search for, locate, set and GPS, private corners and ROW corners. Update records.

CSAH 70, T38N R21W Section 16, search for, locate, set and GPS, private corners and ROW corners. Update records.

CR 109, T38N R21W Section 21, search for, locate, set and GPS, private corners and ROW corners. Update records.

CR 108, T38N R21W Section 21, search for, locate, set and GPS, private corners and ROW corners. Update records.

CSAH 27 bridge, T42N R21W Section 20, search for, locate, set and GPS, private corners and ROW corners. Update records.

T42N R18W Sections 19, 20, 30 and 31, research records, calculated search areas, set GPS control, search for, locate, set and GPS PLSS corners, Reset PLSS corner ties. Update records.



September 2022

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.

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

Robin T. Mathews, Pine County Surveyor

**Pine County Chemical Health Coalition Minutes**  
**September 12, 2022**  
**Online**

***Coalition Mission Statement***

*Pine County Chemical Health Coalition: Striving to prevent the misuse and abuse of alcohol, tobacco, and other drugs*

**Attendance:**

Reese Frederickson, *Pine Co Attorney*  
Tim Burkhardt, *Hinckley City Council*  
Kevin Glass, *Pine Co Probation*  
Terry Lovgren and Matt Ludwig, *Pine County Commissioners*  
Stef Youngberg, *Superintendent of East Central Schools*  
Carmen Carpenter, *EC High School Principal*  
Becky Foss, Jenae Hicks, Karen Jansen, *Pine Co Health & Human Services*

**1. Call to Order**

The meeting commenced by Reese Frederickson at 4:02 pm.

**2. Addition/Changes to the Agenda, Approval**

*Motion to approve agenda by Terry Lovgren, seconded by Becky Foss. Motion carried.*

**3. Review Minutes of July 11, 2022**

*Terry Lovgren moved to accept the 7/11/22 meeting minutes. Stef Youngberg seconded the motion, and the minutes were accepted.*

**4. Reese Frederickson**

**a. Coalition Direction for the Future**

- Jenae Hicks and members will discuss future projects throughout the meeting.

**b. Annual Officer Elections**

- Chair – Terry Lovgren moved to re-elect Reese Frederickson as coalition Chair, Stef Youngberg seconded the motion, and members all agreed.
- Vice President – Jenae Hicks offered to remain in this role. Terry Lovgren seconded, and the motion was approved.
- Secretary – Reese Frederickson motioned for Karen Jansen to continue as secretary. Matt Ludwig seconded, and the group approved.

**5. Terry Lovgren – SCHSAC Meeting, Cannabis Law Change**

- a.** New products are for sale now. There is concern about access for those under 21 and enforcement of the new law. Some counties are opting for policies that deal with these issues.

- Becky to check with David Minke and Hailey Freedlund to gauge interest in county policy. Hailey has worked with T21 projects pre-Covid. Interested in Public Health policy and what the PH department is doing now with this new information.
- Kevin talked about "Tall Cop", a public speaker about legal drugs in the community. Being a wealth of knowledge, it would be great to have him do a presentation geared toward Delta 8 and THC strains. It is possible to make it illegal to sell some products in the county, suggested we find out what is being sold and what local shops have.
- Matt would like to work on what is being sold and can talk to area retailers.

- Karen will send information out to the group. She mentioned that marijuana is included in the county Social Host Ordinance.
- Jenae noted that marijuana could be added to the T21 policy. Also, the settlement guidelines allow for hiring a speaker.

## **6. Jenae Hicks**

### **a. Coalition Survey Results**

- Meeting date and time – Most members preferred coalition meetings on Tuesday or Thursday at 4:00 pm. The group decided that going forward, meetings will be held on the second Thursday of the month.
- Areas to explore – Members are interested in heroin, meth, vaping, and marijuana.
- Funds from the Opioid Settlement – Pine County has registered to receive a \$40,673.26 payment for 2022. Becky has been talking to Sam Lo about ideas for youth activities to be paid up-front, so that money isn't a barrier to keeping kids busy in pro-social activities with healthy adults. Stef agreed that athletic fees can be difficult for families to pay. The ERC keeps kids busy after school and offers a variety of things to do; MN state parks, Changing Gaits center, and Dungeons & Dragons game. A challenge is funding to pay for staff. Terry thought that teaching budgeting to youth would be another activity. Reese would lead a Mock Trial group.

### **b. Wellness Baskets**

- The U of M gave guidance for wellness baskets. Karen to send this to members.
- Becky said the road to recovery can be long, hard, and lonely. Having encouragement to stay in recovery by being given something positive at graduation from treatment is helpful. Baskets are done in themes like nutrition, cleaning products, and personal well-being. Jenae said a towel, bath items, and a book can make people feel like we want them to succeed. Reese thought this helps restore a connection to the community. Maybe the coalition could provide something for the baskets in the future that invites them to join the group. Jenae to think of something.

## **7. Karen Jansen – Upcoming Training**

### **Foundations in Prevention Intensive Training Course**

Oct 6, 13, 17, 20, 24, 27, 31, and Nov 3 from 10:30 AM–12:00 pm CT

This 8-session intensive training course offers a uniquely interactive online introduction to the foundations of substance misuse prevention. Participants examine the key concepts of substance misuse prevention and the Strategic Prevention Framework. Participants build basic knowledge and skills necessary to identify prevention priorities and develop a plan to implement and evaluate evidence-based interventions. This course offers structured, skill-based learning opportunities, readings, and learning assignments to complete between sessions, along with group activities and discussions to enhance the application of the new skills.

More details and registration are available through Great Lakes PTTC.

### **Substance Abuse Prevention Skills Training (SAPST) (*virtual version*)**

Nov. 7, 10, 14, and 17 from 9:00-3:00 CT

This virtual version of the Substance Abuse Prevention Skills Training (SAPST) blends a pre-requisite, self-paced online course with a combination of live, interactive sessions conducted over video conferencing and individual homework assignments completed before and between the live sessions. Grounded in

current research and SAMHSA's Strategic Prevention Framework (SPF), the Virtual SAPST provides foundational knowledge and skills necessary to implement effective, data-driven prevention interventions that improve substance-related outcomes, reduce behavioral health disparities, and improve wellness.

More details and registration are available through Great Lakes PTTC.

#### **8. News from the Schools**

- a.** Stef reported that EC schools are off to a good start with zero vapes. Roberta Dunkley has been fabulous as Community Cultural Coach. There is still room to do more, they are looking for a part-time individual from the American Indian community. This person may have something cultural to share, such as a craft or language.
- b.** Carmen is connecting with some parents about recovery. Jenae will give her five wellness baskets.

#### **9. Training/Volunteer/Event Reports from Members**

- a.** Becky – Some counties are applying for Family Resource Center approval. A letter of interest from Pine County has been submitted and approved. The next step is development, which is due September 30. East Central School would be a great site as would Family Pathways in Pine City and Sandstone. This is an exciting opportunity for families in Pine County.
- b.** Terry went on an FRC tour in Colorado. She learned that families step up to have schools active and that kids are saying what the family needs.
- c.** Jenae – Hailey is planning to give results from the Minnesota Student Survey next meeting.
- d.** Kevin – The Youth Fishing Event didn't happen in August. The ice fishing day will be held in January. Stef asked if they could have the summer event in June next year. More kids may be available with summer school going and school recently out. Kevin will look at the second week after school is out for 2023.
- e.** Kevin has two new Probation staff working with youth and adults, Devin Petersen and Shawnesy Smith. Also noted, the county is seeing more fentanyl use.

#### **10. Next Meeting – Thursday, November 10<sup>th</sup>, 4:00 pm, online**

#### **11. Adjournment, 4:58 pm – Stef Youngberg made a motion, Matt Ludwig seconded, and the meeting was adjourned.**



**MINUTES**  
**PINE COUNTY ZONING BOARD**  
**August 25, 2022 6:00 p.m.**  
**North Pine Government Center**  
**1602 Hwy 23 N Sandstone, MN**

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

**Members Absent:** Les Orvis

**Staff Present:** Caleb Anderson, Land & Resources Manager

**Others Present:** John Meyer, Theresa Dawson

**CALL TO ORDER**

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

**APPROVAL OF AGENDA**

**Motion** by Shifferdecker to approve the agenda, revised to eliminate the presentation by Reese Frederickson with the addition of a Zoning Board discussion of development concerns. Second by Nelson. Motion carried, 6-0.

**APPROVAL OF MINUTES**

**Motion** by Rys to approve the minutes of the July 28, 2022 meeting with two typographical corrections. Second by Shifferdecker. Motion carried, 6-0.

**MEYER VARIANCE REQUEST:** 91202 Range Line Rd, Kerrick, PID: 21.0184.000

*The applicant has requested a variance from Section 3.3.1 of the Pine County Zoning Ordinance to construct a seven hundred twenty square foot shed that does not meet the 100' setback from the road centerline.*

Anderson walked through the details provided in the staff report. Anderson mentioned that the homeowner installed the slab for the building without a permit. The County Zoning Ordinance does not require slabs to meet a road or property line setback.

John Meyer spoke in support of his application, stating that to move the structure back to the required setback will require approximately 5' of fill, due to the topography of the land. Grill asked whether there were other locations on the property to construct the garage. She stated the intent of the ordinance was to keep structures farther back from the road in the Ag District.

Chair Thomson opened the public hearing at 6:10pm. No one from the public spoke. The public hearing was closed at 6:10pm.

Anderson asked Mr. Meyer whether it would be possible to plant trees or shrubs between the storage building and the road. Mr. Meyer said that due to a powerline trees would not be possible but shrubs would be.

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

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

- 2.) The variance is in harmony with the comprehensive plan and the intent of the Pine County Zoning Ordinance.
- 3.) The variance is consistent with the character of the locality.
- 4.) It is not conclusive that a practical difficulty exists on this property, not created by the landowner, that prevents them from complying with the ordinance.
- 5.) The proposed use is reasonable.

**Motion by Clark to approve the variance to construct a storage building within the 100' road centerline setback, as proposed, with the added condition that shrubs be planted between the structure and the road right-of-way to better blend the building into the property.**

Second by Rys. Motion failed, 3-3, with Schifferdecker, Thomson, and Grill opposing.

Thomson suggested tabling the proposal until the September meeting to re-discuss with a full board. Anderson added that he would look more closely at the site with the applicant in the interim to bring back more information at the September meeting

**Motion by Rys to table a decision on the variance. Second by Nelson, 6-0.**

#### **ZONING BOARD DISCUSSION- Development and Ordinance concerns**

Anderson solicited the Zoning Board for any concerns they've observed within the county ordinances or any development patterns that they are interested in exploring as a board.

Clark commented that many new lakeshore owners are unaware of the shoreland regulations and that contacting them in some fashion might get improved compliance

Grill suggested working closer with realtors to convey ordinance requirements.

Rys shared that several landowners in southern Pine County have been contacted by solar developers for the possibility of developing solar farms. Rys questioned whether it makes sense to use prime farmland for solar energy production. Anderson added that much of the soil survey is now complete in southern Pine County that can help with better land use planning for such topics. The group discussed concerns about decommissioning solar panels at the end of their useful life. Anderson added that the Pine County Zoning Ordinance provides the County authority to require a surety bond for decommissioning the solar energy equipment.

#### **ADJOURN**

Chair Thomson adjourned the meeting at 6:50p.m.

Patrick Schifferdecker  
Zoning Board Secretary

Skip Thomson

Zoning Board Chair

Susan Grill  
Vice Chair



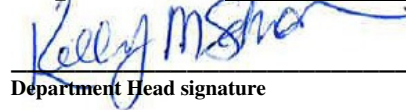
## AGENDA REQUEST FORM

Date of Meeting: October 4, 2022

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

Agenda Item: Applications

Department: Auditor-Treasurer

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

### Background information on Item:

Repurchase Application: US Bank Home Mortgage, mortgagee at the time of forfeiture to repurchase the parcel at 27661 Pine Tree Dr, Pine City (PID 19.5052.000) in full. The property forfeited for non-payment of property taxes in 2022 while the foreclosure process was underway.

Contract Reinstatement: Green Mountain Properties, LLC owner at the time of contract cancellation of the parcel at 73393 Markville Rd, Sandstone (PID 02.0292.003). The contract was canceled due to nonpayment of the second half 2021 property taxes. The contract is less than 50% paid, which would normally require a payment in full of the contract; however, it is recommended in this situation that the contract be reinstated as they have been prompt with making their contract payments, the unpaid taxes were just an oversight.

### Action Requested:

Consider Resolution 2022-49 authorizing US Bank Home Mortgage, mortgagee at the time of forfeiture to repurchase the parcel at 27661 Pine Tree Dr, Pine City (PID 19.5052.000) in full.

Consider Resolution 2022-50 authorizing contract reinstatement for Green Mountain Properties, LLC, owner at the time of contract cancellation of the parcel at 73393 Markville Rd, Sandstone (PID 02.0292.003)

## RESOLUTION 2022-49

**WHEREAS**, US Bank Home Mortgage, mortgagee at the time of foreclosure, has filed an application with the County Auditor for the repurchase of the hereinafter described parcel of tax forfeited land in accordance with the provisions of Minnesota Statutes 1945, Section 282.241, as amended, which land is situated in the County of Pine, Minnesota, and described as follows, to-wit:

Lot Eight (8), Block Two (2), Pine Tree Park, Section Thirty-Two (32), Township Forty (40),  
Range Twenty (20)  
Parcel 19.5052.000

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

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

**NOW THEREFORE BE IT RESOLVED**, that the application of US Bank Home Mortgage, mortgagee at the time of forfeiture, for the repurchase of the above described parcel of tax forfeited land be and the same is hereby granted. The County Auditor is hereby authorized and directed to permit such repurchase, according to the provisions of Minnesota Statutes 1945, Section 282.241, as amended.

Dated this 4<sup>th</sup> day of October, 2022.

Attest:

---

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

---

David J. Minke  
Pine County Administrator



**RESOLUTION 2022-50**

Commissioner \_\_\_\_\_ offered the following resolution and moved its adoption:

WHEREAS, less than 50% of the original repurchase contract amount between the County of Pine, on behalf of the State of Minnesota, dated October 14, 2019 to Green Mountain Properties, and filed for record October 14, 2019 as Document #549260 in the office of the County Recorder of Pine County, Minnesota, has been paid;

WHEREAS, said contract was cancelled due to non-payment of the second half 2021 property taxes on June 23, 2022, and filed for record June 23, 2022 as Document #570461 in the office of the County Recorder of Pine County, Minnesota;

WHEREAS, payment of the full amount of the default on the repurchase contract together with all costs, interest, penalties and fees is presented for consideration by the County Board;

WHEREAS, the Pine County Auditor-Treasurer recommends acceptance of the offer to reinstate the repurchase contract.

BE IT RESOLVED, pursuant to M.S. 282.341, subd. 1; 559.21, to approve reinstatement of the repurchase contract with Green Mountain Properties, LLC, hereinbefore referenced.

Commissioner \_\_\_\_\_ seconded the motion for adoption of the resolution which carried by unanimous vote.

Dated this 4<sup>th</sup> day of October, 2022.

Attest:

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

\_\_\_\_\_  
David J. Minke  
Pine County Administrator



## AGENDA REQUEST FORM

Date of Meeting: 10/4/22

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

**Agenda Item:** Board Ratification Statement of agreement between MnCCC and STI

**Department:** Pine County Attorney's Office

//s// Reese Frederickson  
Department Head signature

### Background information on Item:

The Pine County Attorneys Office uses MCAPS as its practice management software. Strategic Technologies Incorporated (STI) is the development and support vendor for MCAPS. The Minnesota Counties Computer Cooperative (MnCCC) is a joint powers organization that does, among other things, negotiate and enter contracts on software systems (including MCAPS) that benefit multiple counties. MnCCC has renewed STI's support agreement on MCAPS for three years (the current agreement expires on December 31, 2022). Individual counties may join this agreement by the county board formally ratifying the agreement by October 15, 2022.

### Action Requested:

Board approval to ratify the agreement and for the Chair to sign the Board Ratification Statement.

### Financial Impact:

Per attorney cost is \$2,200 for 2023. This is a decrease from the 2022 rate of \$2,385 per attorney. Therefore, the impact is positive (these costs are always budgeted for). Joining the agreement is recommended.

## BOARD RATIFICATION STATEMENT

The Board of **Pine County Board of Commissioners** has ratified the PROFESSIONAL SERVICES AGREEMENT BETWEEN MINNESOTA COUNTIES COMPUTER COOPERATIVE And STRATEGIC TECHNOLOGIES INCORPORATED for the maintenance and support of MCAPS.

The Agreement will be effective January 1, 2023 through December 31, 2025. This Agreement commits the participating members for the term of the contract and the financial obligations associated with this contract.

Signed: \_\_\_\_\_  
Board Chair **Stephen M. Hallan**

Date: **October 4, 2022**

Attest: \_\_\_\_\_  
**David J. Minke**  
County Administrator

Title: \_\_\_\_\_  
Date: **October 4, 2022**

## COUNTY ATTORNEY USER GROUP MCAPS SUPPORT INSTRUCTIONS

**August 16, 2022**

MnCCC's current support agreement with Strategic Technologies Inc. ("STI") will expire on December 31, 2022. The new contract allows participating end users to receive support and other services at a fixed, annual, per-attorney rate of \$2,200, and the BETA testing fee will remain at \$150 per office. A new option is a Licensing Fee that is available to licensees at the rate of \$2,300 per attorney.

The User Group and MnCCC Board recently approved a new support agreement with Strategic Technologies, Inc. ("STI"), which will become effective as of January 1, 2023. Each User Group member who wishes to participate in this new support agreement will be asked to obtain formal ratification within the next 60 days, as the initial aggregate Year 1 STI quarterly support payments (\$118,772.50) will become payable in January.

The rollout of the new Web Version of MCAPS continues. We currently have 3 counties using the new web-based program with 2 other counties in the process of completing training, in preparation for conversion in August. If you have not yet completed the questionnaire regarding conversion please, do so at your earliest convenience so your office can be added to the conversion list and your conversion date can be scheduled.

Other exciting news is that the new website is now available: [MCAPS-mn.gov](http://MCAPS-mn.gov). Feel free to visit the website and let us know if you have suggestions for the site. Additionally, training on the MCAPS Web Version is now available on the STI website.

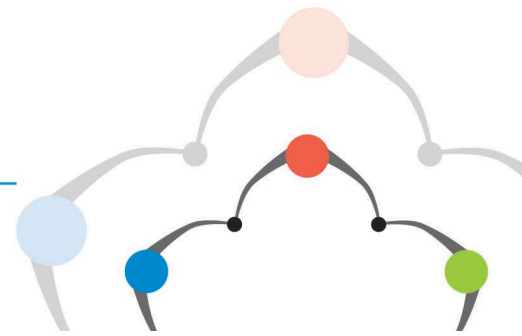
We continue to work on the cloud storage option. As soon as that option is available members will be given information regarding how the process of converting to cloud storage works and the costs associated with that option.

Sincerely,



Lisa C. Meredith  
MnCCC Executive Director

cc: MnCCC Executive Committee  
MnCCC County Attorney User Group Contract Committee



## Renewal Agreement

Pursuant to Article VII.A.2, the parties hereby enter into this Agreement to Renew with the following terms. Except for the terms stated herein, all terms of the original agreement and its attachments shall remain in effect.

- A. Term of Agreement.** The term of this Agreement shall be 3 years, from January 1, 2023 through December 31, 2025.
- B. Development Hours.** Enhancements and Modernization activities shall be accomplished through the use of Development Hours, with priority given to Modernization of software infrastructure projects. The Executive Committee shall authorize the use of Development Hours for projects, unless they otherwise delegate that authority.
- C. Support Hours.** If the total support hours in any quarter exceeds one-quarter of the total support hours, STI will be compensated for the additional hours on a time and materials basis in quarter-hour increments computed at the hourly rate for billable work for that year. At the discretion of the MCAPS Executive Committee, support overages may also be charged against the Development Hours. If the total support hours in any quarter is less than one-quarter of the total support hours, MnCCC will receive an hour-for-hour credit up to 20% of the quarterly support hours rounded up to the next whole hour. These hours will be banked and may be used toward future support overages, converted to Development Hours, or the value at the hourly rate for billable work for the year in which they were accumulated may be applied to reduce the first quarter support payment in the following year.
- D. Attorney Count.** The attorney count for each year shall be based on the survey count from the preceding year.
- E. Fee Schedule.** The parties agree to the following fee schedule during the term of this Agreement, which may be further modified by mutual written agreement of the parties at any time during the term of the agreement:

### 2023 – Hourly Rate for Billable Work: \$192.50

Attorney Count	FEES		HOURS			
	Annual Support	Quarterly Support	Total	Annual Support	Quarterly Support	Annual Development
200 – 249	\$475,090.00	\$118,772.50	2,468	1,648	412	820
250 – 299	\$522,445.00	\$130,611.25	2,714	1,808	452	906
300 – 349	\$555,555.00	\$138,888.75	2,886	1,924	481	962

### 2024 – Hourly Rate for Billable Work: \$200.00

Attorney Count	FEES		HOURS			
	Annual Support	Quarterly Support	Annual Total	Annual Support	Quarterly Support	Annual Development

200 – 249	\$493,600.00	\$123,400.00	2,468	1,648	412	820
250 – 299	\$542,800.00	\$135,700.00	2,714	1,808	452	906
300 – 349	\$577,200.00	\$144,300.00	2,886	1,924	481	962

**2025 – Hourly Rate for Billable Work: \$207.50**

	FEES		HOURS			
Attorney Count	Annual Support	Quarterly Support	Annual Total	Annual Support	Quarterly Support	Annual Development
200 – 249	\$512,110.00	\$120,027.50	2,468	1,648	412	820
250 – 299	\$563,155.00	\$140,788.75	2,714	1,808	452	906
300 – 349	\$598,845.00	\$149,711.25	2,886	1,924	481	962

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed in duplicate or counterpart originals, all of which when taken together shall constitute a single original agreement, entered into by their respective undersigned duly authorized representatives, and intending to be bound thereby.

VENDOR SYSTEMS

MnCCC

By: Carl J. Thelen  
Title: President - Strategic Technologies Inc.  
Date: 7/27/2022

By: T. Pat. Paquin  
Title: Board Chair  
Date: 07/12/2022

By: [Signature]  
Title: Executive Director

Date: 7/7/2022

Diane Roseen  
By: \_\_\_\_\_

Title: User Group Chair

Date: July 14, 2022



## AGENDA REQUEST FORM

Date of Meeting: October 4, 2022

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

Agenda Item: Pine City Township Prosecution Agreement

Department: Pine County Attorney's Office

//s// Reese Frederickson  
Department Head signature

### Background information on Item:

The Pine County Attorney's Office contracts with Pine City Township to prosecute misdemeanor violations of their septic ordinance within their jurisdiction. The township receives prosecution services at a reduced rate because of economies of scale, and the county attorney's office receives revenue to help offset the costs. The contract is also for one year.

### Action Requested:

Board approval.

### Financial Impact:

Positive! The county attorney's office will receive revenue per case.

## **AGREEMENT FOR PROSECUTION SERVICES**

**THIS AGREEMENT** is made and entered into by and between the COUNTY OF PINE and the PINE COUNTY ATTORNEY, hereinafter referred to as the "County," and the TOWNSHIP OF PINE CITY, MINNESOTA, hereinafter referred to as the "Township," both political subdivisions of the State of Minnesota;

**WHEREAS**, Minnesota Statutes § 484.87 subdivision 3, allows for the Township to enter into an Agreement with the County Board and the County Attorney for the County to provide such prosecution services for criminal offenses that occur within the Township. These "prosecution services" under this Agreement include only the following: prosecuting misdemeanor violations of the Township's septic ordinance;

**WHEREAS**, logistically, functionally and financially such an Agreement is mutually beneficial to both the County and Township.

**NOW, THEREFORE**, in consideration of the mutual covenants and understandings contained herein, the County and Township enter into the following Agreement:

### **1. TERM AND COST OF THE AGREEMENT**

- a. The County will provide the Township with the prosecution services for the above-referenced ordinances that occur within the jurisdiction of the Township beginning September 1, 2022. This Agreement will continue until December 31, 2023. Any Agreement for prosecution services for future years will be finalized by January 1 of the year such service is to commence. If such an Agreement is not reached, this Agreement will expire at the end of the term.
- b. Beginning September 1, 2022, the Township will pay \$100.00 per case file submitted to the County for review or charging of violations of the above-referenced ordinances, said money to be used to fulfill this Agreement, including the payment of the salary, benefits, and other costs incurred by the County in performance of its obligations. The County will bill the Township for services.
- c. The County will provide all prosecution services, administrative services, overhead, secretary and paralegal support in fulfilling its obligations under and for the term of this Agreement. The Township will designate an official as the primary contact under the ordinance, and shall investigate, conduct follow-up and provide the County with all evidence so that the matter may be appropriately prosecuted. The primary contact shall remain the County's point of contact with the Township on these cases, and shall advise as to the progress of the cases and the appropriateness of any agreements. The Township will cover all costs



associated with the performance of the primary contact's duties and cover any witness fees should the case proceed to a court trial or jury trial. The primary contact is responsible for delivering a complete case file to the County for review.

- d. This Agreement does not include costs for criminal citation of municipal ordinances and service of those citations. The Township is responsible for contracting with and paying the Pine County Sheriff's Office for these services.

## 2. **MODIFICATION**

Any alteration, modification, amendment or waiver of provisions of the Agreement shall be valid only when it has been reduced to writing and signed by representatives of all parties.

## 3. **TERMINATION OF AGREEMENT**

Either party may terminate this Agreement at any time, with or without cause, upon 90 days' notice, in writing, delivered by certified mail or in person to the Township Administrator for the Township or the County Attorney for the County. During the term of this Agreement, the County will not increase the fees stipulated in this Agreement. Unless a separate written agreement is reached, on expiration or termination of this contract, the Township's new attorney(s) will undertake representation of the Township in all matters then filed, pending, or otherwise before the Court as a result of the County's representation of the Township. On expiration or termination of this contract, at the Township's request, the County will electronically duplicate and deliver files that were the subject of representation pursuant to this agreement to the Township in the electronic format that suits the business needs and practices of the County.

## 4. **INTEGRATION**

It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter.

## 5. **SERVICES SPECIFICALLY EXCLUDED**

The Parties acknowledge and agree that as a term or condition of this contract, the County will not provide representation to the Township of criminal prosecution related matters, if any, venued in any federal district, federal appellate court, or state appellate court. Further, the Agreement does not include any services for the Township by the

County which are civil in nature or outside the ordinances, or otherwise not related to the prosecutorial function.

6. **PROSECUTORIAL DISCRETION**

The County agrees that the County Attorney and Assistant County Attorneys shall provide the prosecution services in the same manner as other criminal prosecutions delegated to the County Attorney by law. The County Attorney shall have full discretion to assign cases for prosecution by Assistant County Attorneys, and utilize the services of non-attorney personnel of the County Attorney's office in preparation, processing and management of cases. The County Attorney shall exercise complete prosecutorial discretion on all matters pertaining to the prosecutions, including charging of violations, plea negotiations, trial, or dismissal of cases. The prosecutorial discretion of the County Attorney shall be coextensive with that provided by the Constitution and the Statutes of the State of Minnesota in all other prosecutions within the jurisdiction of the County Attorney's Office. The County may decline a case file for charging; however, the County will coordinate with the primary contact on cases that are declined.

7. **RELEASE AND INDEMNIFICATION**

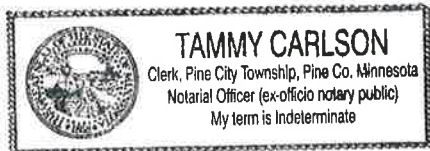
The Parties further acknowledge and agree that the County will not indemnify in any way or defend civil claims for damages or any other causes(s) of action alleging wrongdoing by the County on behalf of the Township, whether in federal or state court, if any, arising in relation to the any criminal prosecution undertaken by the County on behalf of Township. **The Township remains solely responsible for defense of such claims, including but not limited to civil litigation expenses, settlement costs, and court ordered awards.**

8. **DATA PRACTICES**

The provisions of the Minnesota Government Data Practices Act, Minnesota Statutes § 13.01 et. seq. and other applicable provisions of state and federal law pertaining to disclosure and retention of data, and confidentiality shall apply to their full extent in all matters delegated to the Pine County Attorney under this Agreement.

**IN WITNESS WHEREOF**, the Township, by motion duly adopted by its governing body, caused this Agreement to be signed by its Township Board Chair and attested by its Township Clerk; and the County of Pine, by resolution of the Pine County Board of Commissioners, has caused this Agreement to be signed by the Chair Person and Administrator of said Board, and by the Pine County Attorney, effective on the date and for the duration as above-referenced.

Dated: 9/26/2022



Dated: \_\_\_\_\_

Dated: 9/27/22

**TOWNSHIP OF PINE CITY**

By: Bradley Buys  
Bradley Buys  
Township Chair

By: Tammy Carlson  
Tammy Carlson  
Township Clerk

**COUNTY OF PINE**

By: \_\_\_\_\_  
Stephen M. Hallan, Chair  
Pine County Board

By: \_\_\_\_\_  
David J. Minke  
County Administrator

**PINE COUNTY ATTORNEY**

By: Reese Frederickson  
Reese Frederickson  
County Attorney



## AGENDA REQUEST FORM

Date of Meeting: October 4, 2022

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

Agenda Item: 2022 Land Auction Results

Department: Auditor/Land

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

### Background information on Item:

The 2022 Land Auction was on held September 16, 2022 at 10:00am. Twenty-one tracts were offered consisting of 973.51 acres at an appraised value of \$860,400. All but four tracts sold with bids totaling \$742,210. The four properties that did not sell are available to be purchased over the counter from the Auditor's office at their appraised value until they are withdrawn from the sale for reappraisal next July. See attached report for additional information.

### Action Requested:

None – Information Only

### Financial Impact:

The revenues from these land sales are split between the county, township, and the school districts.

Tract	Township or City	PID	Description	S-T-R	Acres	Acres Sold	Timber Value (does not include proportionate bid increase)	Appraised Value	Sold Price	Sold Price minus Appraised Value	Sold Date
# 1	BREMEN TOWNSHIP	05.0298.000	NE ¼ of SW ¼	35-44-21	40		\$10,800	\$24,900			
# 2	MUNCH TOWNSHIP	19.0186.003	S ½ of NW ¼	27-40-20	80	80		\$15,900	\$15,905	\$5	9/16/2022
#3	MUNCH TOWNSHIP	19.0192.000	SW ¼ of NE ¼	28-40-20	40	40		\$7,900	\$7,905	\$5	9/16/2022
#4	CITY OF BRUNO	36.0009.001	That part of Lot 1, of Auditor's Subdivision of Section 19, Township 44 North, Range 18 West, Pine County, Minnesota lying East of the following described line: Commencing at the Northwest corner of said Lot 1, Auditor's Subdivision of Section 19, Township 44 North, Range 18 West, Pine County, Minnesota, thence East along the North line of said Lot 1, a distance of 265.00 feet to the actual point of beginning of the line to be described, thence South parallel with the West line of Said Lot 1 to the South line of said Lot 1, Auditor's Subdivision of Section 19, Township 44 North, Range 18 West, and there terminating.	19-44-18	2.67	2.67		\$1,700	\$4,100	\$2,400	9/16/2022
#5	BRUNO TOWNSHIP	07.0311.000	NE ¼ of SE ¼, reserving a public road and utility easement over, under, and across the east 50 feet thereof.	26-44-18	40	40		\$63,900	\$63,900	\$0	9/16/2022
#6	BRUNO TOWNSHIP	07.0311.001	SE ¼ of SE ¼, reserving a public road and utility easement over, under, and across the east 50 feet thereof.	26-44-18	40	40		\$51,900	\$51,900	\$0	9/16/2022
#7	DANFORTH TOWNSHIP	11.0198.001	SE ¼ of SE ¼	32-42-18	40			\$34,400			
#8	KERRICK TOWNSHIP	16.0042.000 16.0058.000 16.0059.000	S ½ of SE ¼ in 5-45-18; <b>AND</b> NE ¼ of NE ¼ and NW ¼ of NE ¼ in Section 8-45-18	5-45-18 8-45-18	160	160		\$149,600	\$149,600	\$0	9/16/2022
#9	KERRICK TOWNSHIP	16.0039.000	S ½ of NE ¼ and NE ¼ of SE ¼	5-45-18	120		\$13,000	\$117,900			
#10	KERRICK TOWNSHIP	16.0037.000	S ½ of SW ¼	4-45-18	80		\$17,500	\$69,000			
#11	PINE LAKE TOWNSHIP	27.0456.000	S ½ of SW ¼	30-43-21	82.2	82.2		\$19,900	\$19,900	\$0	9/16/2022

Tract	Township or City	PID	Description	S-T-R	Acres	Acres Sold	Timber Value (does not include proportionate bid increase)	Appraised Value	Sold Price	Sold Price minus Appraised Value	Sold Date
#12	WILMA TOWNSHIP	32.0097.003	SW ¼ of SW ¼, reserving for Pine County, it's successors and assigns, a highway easement which extends 50 feet north of the centerline of Pine County Road 141	11-42-17	40	40	\$9,100	\$64,900	\$90,000	\$25,100	9/16/2022
#13	WILMA TOWNSHIP	32.0089.002	N ½ of N ½ of SE ¼, reserving a public ingress, egress, roadway, and utility easement over, under, and across the east 100 feet thereof.	10-42-17	40	40	\$5,900	\$44,200	\$69,000	\$24,800	9/16/2022
#14	WILMA TOWNSHIP	32.0089.001	S ½ of N ½ of SE ¼, reserving a public easement on existing State Recreational Trail pursuant to State of Minnesota regulations <b>AND</b> reserving a public ingress, egress, roadway, and utility easement over, under, and across the east 100 feet thereof.	10-42-17	40	40	\$4,800	\$45,900	\$62,000	\$16,100	9/16/2022
#15	WILMA TOWNSHIP	32.0089.000	S ½ of SE ¼, reserving a public easement on existing State Recreational Trail pursuant to State of Minnesota regulations; <b>AND</b> reserving a public ingress, egress, roadway, and utility easement over, under, and across the east 100 feet thereof; <b>AND</b> reserving for Pine County, it's successors and assigns, a highway easement which extends 50 feet north of the centerline of Pine County Road 141.	10-42-17	80	80		\$56,900	\$56,900	\$0	9/16/2022
#16	WINDEMERE TOWNSHIP	33.5938.000	Wild Acres, Outlot B, less the west 66 feet; reserving a public easement for ditch maintenance along the northerly 4 rods thereof bordering public roadway.	28-45-19	19	19		\$4,400	\$26,000	\$21,600	9/16/2022
#17	WINDEMERE TOWNSHIP	33.6075.000	Wild Acres East, Lot 13, Block 3.	28-45-19	0.475	0.475		\$21,900	\$25,200	\$3,300	9/16/2022
#18	WINDEMERE TOWNSHIP	33.6100.000	Wild Acres East, Lot 7, Block 4.	28-45-19	0.459	0.459		\$4,500	\$10,000	\$5,500	9/16/2022
#19	WINDEMERE TOWNSHIP	33.6114.000 33.6115.000	Wild Acres East, Lots 3 and 4, Block 5.	28-45-19	0.906	0.906		\$19,900	\$34,000	\$14,100	9/16/2022
#20	BROOK PARK TOWNSHIP	06.5019.000	Sportman's Retreat, Lot 9, Block 2	8-40-22	7.8	7.8		\$5,900	\$21,000	\$15,100	9/16/2022

Tract	Township or City	PID	Description	S-T-R	Acres	Acres Sold	Timber Value (does not include proportionate bid increase)	Appraised Value	Sold Price	Sold Price minus Appraised Value	Sold Date
#21 County Fee Parcel	PINE LAKE TOWNSHIP	27.0208.000	S ½ of SE ¼ of SE ¼; subject to Highway Easement; Book 93/Page 506 AND reserving for Pine County, it's successors and assigns, a highway easement which extends 50 feet west of the centerline of Pine County State Aid Highway 36.	16-43-21	20	20		\$34,900	\$34,900	\$0	9/16/2022
				<b>TOTALS</b>	<b>973.51</b>	<b>693.5</b>	<b>\$61,100</b>	<b>\$860,400</b>	<b>\$742,210</b>	<b>\$128,010</b>	



## AGENDA REQUEST FORM

Date of Meeting: 10/04/2022



County Board



Consent Agenda



Regular Agenda

5 mins.

☐

10 mins.

☐

15 mins.

☐

Other

☐☐

Personnel Committee

☐

Other

\_\_\_\_\_

Agenda Item: Approve new hire

Department: HHS

*Rebecca Foss*

Department Head signature

### Background information on Item:

Interviews were recently held for a children's mental health social worker position. The position was offered to, and accepted by, Jenna Furlong. This is contingent on board approval. If approved, Jenna would begin her employment with Pine County on October 10 at Grade 10, Step 1 (\$25.88/hour).

### Action Requested:

Approve the hiring of Jenna Furlong to the children's mental health social worker position, effective October 10 at Grade 10, Step 1 (\$25.88/hour).

### Financial Impact:

The position is contained in the 2022 and 2023 HHS budgets.





## AGENDA REQUEST FORM

Date of Meeting: 10/4/2022

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

**Agenda Item:** Training for Jessica Blesener, Human Resources Generalist

**Department:** Administration

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

### Background information on Item:

Minnesota Counties Human Resource Management Association Fall conference October 5-7, 2022, in Deerwood, Minnesota.

### Action Requested:

Approve lodging and mileage for Jessica Blesener.

### Financial Impact:

Lodging \$400.00, mileage \$90.00 for a total of \$490.00.



## AGENDA REQUEST FORM

Date of Meeting: October 4, 2022

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

Agenda Item: 2021 Audit & Financial Statements

Department: Auditor-Treasurer

  
Department Head signature

### Background information on Item:

The 2021 Audited Financial Statements were finalized on September 22, 2022. Pine County received an unmodified opinion on the financial statements, meaning that in the State Auditor's professional opinion the financial statements are fairly presented and conform with generally accepted accounting principals (GAAP). There was one material weakness of the financial statements noted due not recognizing payments to Pine Technical and Community College as being "prepaid" rather than a current year expense.

Pine County received an unmodified opinion of the major federal awards, except for a qualified opinion regarding ARPA Funds. A qualified opinion means that the program is fairly represented, except for a specific issue. The specific issue was related to the Pine Technical and Community College payments being listed as an expense on the US Treasury Annual Report instead of an obligation because the college had not actually expended all the funds. There were also two significant deficiencies noted within the federal awards; however, they did not cause any misstatements within the financial statements. One of these deficiencies occurred in the Medical Assistance program where four of the tested cases were missing applications within the file. The other deficiency occurred within the ARPA fund, where the vendors whom are being paid more than \$25,000 must be verified that they are not suspended or debarred from receiving federal funds. This process did not occur for Pine Technical and Community College or Lakes and Pines.

### Action Requested:

Consider formal acceptance of the 2021 Financial Statements and authorize summary for publication.

### Financial Impact:

N/A



# ***PINE COUNTY AUDITOR-TREASURER***

**PINE COUNTY COURTHOUSE**

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

Melissa Berg  
Emeri Hagfors  
Alison Hughes  
Cassandra Johnson

320-591-1669  
320-591-1670  
320-591-1666  
320-591-1624

Janice Johnston  
Pam Lawrence  
Kathy Reiser  
Kelly M. Schroeder  
Fax

320-591-1660  
320-591-1667  
320-591-1664  
320-591-1668  
320-591-1671

## **2021 Financial Statement of Pine County for Fiscal Year Ending December 31, 2021**

TO THE PINE COUNTY BOARD OF COMMISSIONERS: I herewith submit to you a full and accurate statement of the revenues and expenditures for the year ending December 31, 2021 together with an accurate statement of the finances of the County at the end of the year, including all debts and liabilities and the assets to discharge the same.

Respectfully submitted,

Kelly M. Schroeder  
Pine County Auditor-Treasurer

The foregoing statement as prepared by the County Auditor-Treasurer is hereby approved by the Pine County Board of Commissioners on the 4<sup>th</sup> day of October, 2022 and respectfully submitted to the taxpayers of Pine County.

1<sup>st</sup> District Stephan M. Hallan  
2<sup>nd</sup> District Joshua C. Mohr  
3<sup>rd</sup> District Terry Lovgren  
4<sup>th</sup> District J.J. Waldhalm  
5<sup>th</sup> District Matt Ludwig

Attest:

---

David J. Minke  
County Administrator and Clerk of the County Board



## 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:**

**Resolution 2022-51**  
**A resolution Proclaiming October 2022**  
**as Manufacturing Month in Pine County**

**WHEREAS**, manufacturing is crucial to the health and strength of the Pine County economy;

**WHEREAS**, in 2021 the annual average wage for manufacturing jobs in Pine County was \$47,248, which is 23% higher than the average of all industries and the third highest weekly wages among private sector industries;

**WHEREAS**, in 2021 the manufacturing sector added 27 jobs to the Pine County economy;

**WHEREAS**, workers took home over \$15 million in wages from Pine County manufacturing jobs in 2021; and

**WHEREAS**, manufacturing in Pine County provides 319 highly skilled, well-paying jobs which significantly contribute to Pine County's quality of life and economic vitality.

**NOW, THEREFORE, BE IT RESOVLED** the Pine County Board of Commissioners recognizes the importance of manufacturing to the local economy; and

**BE IT FUTHER RESOVLED THAT** the month of October 2022 is declared Manufacturing Month in Pine County.

Approved this 4<sup>th</sup> day of October 2022

---

Stephen M. Hallan, Chair  
Pine County Board of Commissioners

Attest:

---

David J. Minke, County Administrator



# AGENDA REQUEST FORM

**Date of Meeting:**

☒ **County Board**

☐ **Consent Agenda**

☒ **Regular Agenda**

5 mins. X 10 mins. \_\_\_\_ 15 mins. \_\_\_\_ Other \_\_\_\_

☐ **Personnel Committee**

☐ **Other** \_\_\_\_\_

**Agenda Item:** Consider Setting a Special Meeting / Committee of the Whole

**Department:** Administration

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

## **Background information on Item:**

Periodically the county board holds committee of the whole meetings for the purpose of discussing one or more topics in greater depth. The following have been identified as potential topics.

1. University of Minnesota Extension Program updates including:
  - a. 4H Program including the expanded (ARPA-Funded) work
  - b. Agriculture Education Program
  - c. Mental Health / Community Well Being Program
2. Community Health Update
3. Economic Development update (broadband, housing, economic development)
4. Other topics that are included on the agenda

Proposed meeting date / time: December 13, 2022 9:00 AM; Courthouse Board Room

## **Action Requested:**

Consider setting a special meeting for December 13 in the County Board Room at 9:00 a.m. for the purpose of considering the following topics:

University of Minnesota Extension Program updates; Community Health Update; Economic Development update; Other topics that may be included on the agenda.

**UNAPPROVED**  
**Pine County Housing & Redevelopment / Economic Development Authority**  
**Regular Meeting Minutes – September 28, 2022 1:00 PM**  
**North Pine Government Center - 1602 Hwy 23 No., Sandstone, Minnesota**

**Members present:** Henry Fischer, Leah Jackson, Traver Gahler, Steve Oswald

**Members absent:** Mary Kay Sloan

**Others present:** HRA/EDA Executive Director/County Administrator David Minke, President of SMR Management, Inc. Joleen Pfau, County Commissioner Matt Ludwig, County Commissioner JJ Waldhalm, Economic Development Coordinator Lezlie Sauter

1. Vice Chair Gahler called the meeting to order at 1:02 pm.
2. The pledge of allegiance was said.
3. No public comments were received.
4. *Motion by Jackson to approve the agenda, seconded by Fischer. Motion carried 4-0.*
5. *Motion by Fischer, seconded by Jackson to approve minutes of the August 24, 2022 board meeting. Motion carried 4-0.*
6. There was no correspondence.
7. Operational Reports (SMR Management)
  - 7.1 The management report was reviewed by Pfau, including some discussion on painting and floor covering replacement in Finlayson. Fischer asked about taking a tour of the properties and Pfau indicated that the property manager is on-site Thursdays and could line that up directly with her.
  - 7.2 The financial report from SMR Management was presented by Pfau and reviewed by the board members.
  - 7.3 The proposed 2023 budget was duly presented by Pfau noting that a line for staff and board training and travel was added and that operating funds are being used for capital improvements, rather than using the reserve funds. Jackson asked to have the facilities committee meet soon and add a specific line in the annual budget for capital reserve.  
*Motion by Jackson, seconded by Fischer to approve the proposed budget as presented. Motion carried 4-0.*  
*Motion by Fischer, seconded by Oswald to accept the financial and management reports as presented. Motion carried 4-0.*
8. Committee Reports
  - 8.1 Facility Management (Jackson, Gahler, Pfau) Gahler asked that the committee meet soon to discuss lighting, an energy audit, capital budget.
  - 8.2 Board Policies (Sloan, Fischer, Minke) The committee reviewed the bylaws and have no recommended changes. Minke mentioned that per diems will be added to the board agenda moving forward.
  - 8.3 Housing and Development Projects (Oswald, Fischer, Sauter)
    - 8.3.1 Sauter presented the Minnesota Cities Participation Program usage report
    - 8.3.2 Sauter presented an opportunity for the Pine County HRA-EDA to apply for a rural business development grant through the United States Department of

**UNAPPROVED**

**Pine County Housing & Redevelopment / Economic Development Authority**

**Regular Meeting Minutes – September 28, 2022 1:00 PM**

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

Agriculture – Rural Development office this next year. It would allow for business loans/grants to be offered to businesses looking to start-up or expand and create a revolving loan fund from which additional loans could be made.

- 8.3.3 Sauter shared an article on co-warehousing which is becoming a trend in commercial real estate.
9. Strategic Planning Preparation Minke presented a suggested plan of the upcoming annual meeting, its structure, and topics for a strategic planning session. Tentatively, the group will review accomplishments, brainstorm goals for 2023 and then prioritize the goals. Fischer noted that members should look specifically at pages 11, 12, 15 and 16 of the County's Comprehensive Plan before the meeting.
10. Member Reports / Updates
11. Adjourn *Motion to adjourn by Fischer, seconded by Jackson. Motion passed 4-0. Meeting adjourned at 1:47 pm.*

Next Regular Meeting, October 26, 2022 - 1:00 pm, North Pine Government Center, Sandstone, Minnesota.

ATTEST:

---

David J. Minke  
Executive Director

---

Mary Kay Sloan  
Board Chair