

# **ADDITIONS/REVISIONS/CORRECTIONS**

**Regular Meeting  
October 18, 2022**

## **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**

# PINE COUNTY EXPENSE CLAIM FORM

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

**JEFFREY J WALDHALM**

**MONTH: September 2022**

**Vendor#: 28025**

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
9/6/2022	\$100					County Board Meeting - Pine City	01-005-6111
9/20/2022	\$100					County Board Meeting - Sandstone	01-005-6111
9-14-22						Swed Room	01-005-6111


## MILEAGE EXPENSES

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
9/6/2022			81	\$0.625	\$50.63	County Board Meeting - Pine City	01-005-6334
9/20/2022			38	\$0.625	\$23.75	County Board Meeting - Sandstone	01-005-6334
				\$0.625			01-005-6334
				\$0.625			
				\$0.625			
				\$0.625			
				\$0.625			
				\$0.625			
				\$0.625			
				\$0.625			
				\$0.625			

**YOU MUST FILL IN ODOMETER READINGS. IF ODOMETER READINGS ARE NOT PROVIDED** a printout of the start and ending location of each destination and mileage as calculated by such programs as "Map Quest" will be acceptable.

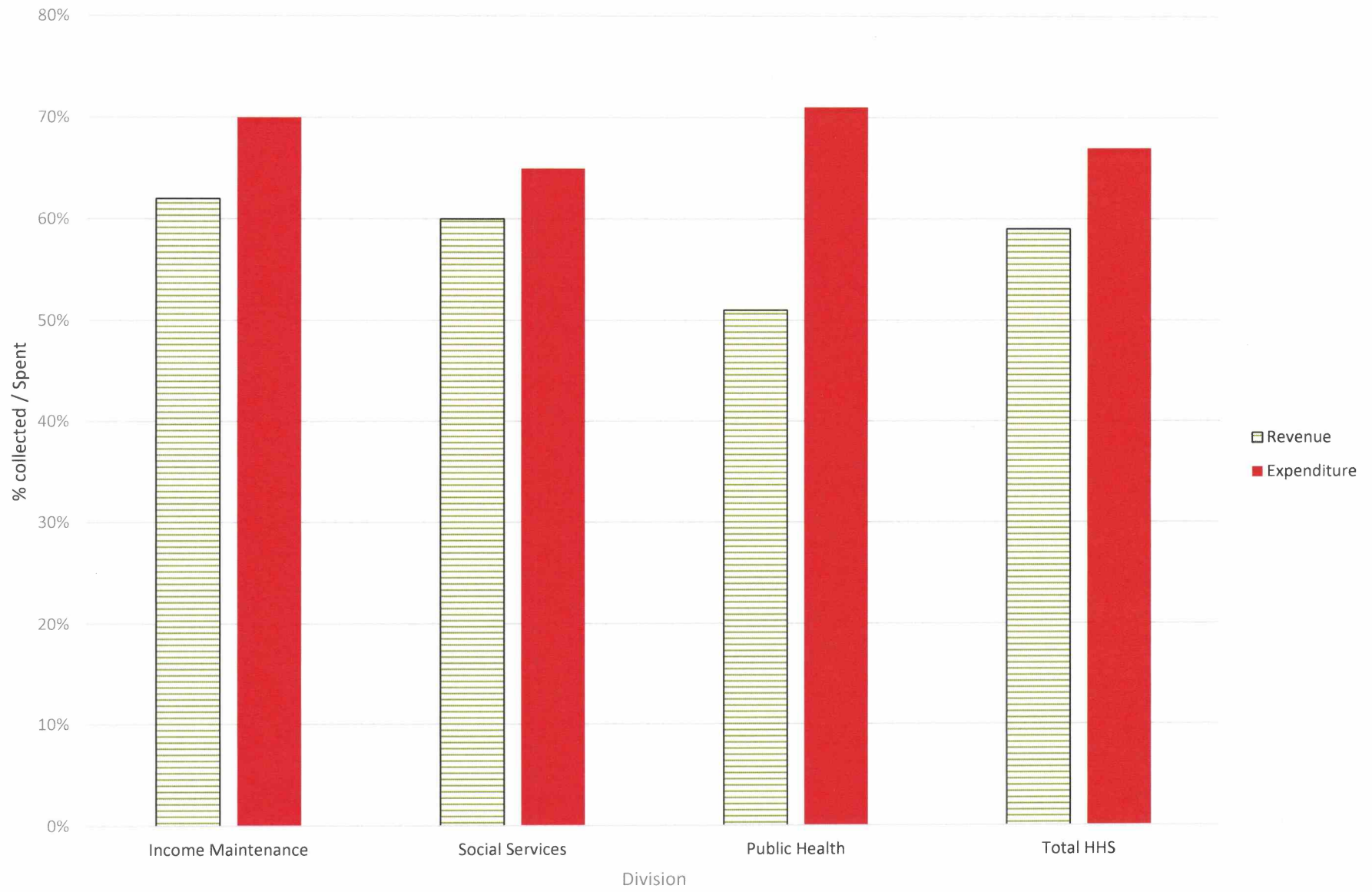
If this expense reimbursement request includes personal automobile mileage my submission affirms that I possess a current valid driver's license and appropriate motor vehicle insurance.

I declare under the penalties of law that the account, claim and/or demand is just and correct and that no part of it has been paid.

  
Commissioner Signature

Authorized Signature

**Chart 4**  
**HHS Revenue and Expenditures Through September 30, 2022**





**AGENDA**  
**PINE COUNTY BOARD REGULAR MEETING**

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

**Tuesday, October 18, 2022, 10:00 a.m.**

***Regular Meeting***

**North Pine Government Center**

**1602 Hwy. 23 No.**

**Sandstone, Minnesota**

**The public is invited to join the meeting in person or remotely: by phone call 1-312-626-6799, (Meeting ID): 91382461935; (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 4, 2022 County Board Meeting and Summary for publication
- F) 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
- G) Approve Consent Items

**CONSENT AGENDA**

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

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

<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 (attached)**

Consider approval of the September 2022 disbursements including the individual listing of claims over \$2,000, and 597 claims under \$2,000 or not needing approval totaling \$663,614.40.

3. **Applications**

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

- i. Consider approval of 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**

Review and consider approval of Commissioners' Expense Claim Forms.

5. **Donation**

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

6. **Contracts/Agreements**

Consider approval of 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. Consider approval for attendance at the AMC Annual Conference, December 5-7, 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**

1. **Public Hearing: Solid Waste Ordinance 2022-53 (to commence at 10:00 a.m. or as soon thereafter as practicable).**

- A. Presentation of the ordinance
- B. County Board questions and discussion
- C. Open Public Hearing and take public testimony
- D. Close Public Hearing
- E. County Board additional discussion if necessary

- F. **Consider adoption** of the Pine County Solid Waste Ordinance, Ordinance Number 2022-53, thereby repealing and replacing the existing Solid Waste Ordinance.
- G. **Consider adoption** of a \$200 fee for solid waste facility licenses.

2. **Personnel Committee (Minutes Attached)**

The Personnel Committee met on October 10, 2022. The Personnel Committee made the following recommendations:

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.

Other items for information only.

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

Update by North Pine Area Hospital District board members Bill Olson, Barb Fischer and Fran Levings.

4. **Initiative Foundation Impact Update**

Update by Initiative Foundation Grants & Development Manager Carl Newbanks.

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

Consider approval of submitting the Snake River Comprehensive Watershed Management Plan to the Minnesota Board of Water and Soil Resources (BWSR) for 90-day review and approval.

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

- A. Consider approval of 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.
- B. Consider approval to amend 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 by adding completed subwatershed assessments and inventories to Table 7-1 and Figure 7-1.

7. **2022 3rd Quarter Budget Update**

8. **Commissioner Updates**

MLBO/MLCV meeting  
Facility Committee – cancelled  
PCCI meeting  
SCHSAC Fall Retreat  
East Central Regional Juvenile Advisory Committee  
U of M Extension Naturalist Field Day  
East Central Solid Waste Commission  
East Central Regional Library Board of Trustees  
Tall Cop presentation/through Chemical Coalition  
Arrowhead Transit  
Soil & Water Conservation District  
AMC District 1 Fall Meeting  
Northeast MN Area Transportation Partnership  
Law Library  
Other

9. **Other**

10. **Correction Officer/Dispatch Labor Agreement Proposal Update**

This portion of the meeting may be closed pursuant to M.S. §13D.03. If the board desires to close the meeting, the following motion should be considered:

*“I move to close this meeting as provided by Minnesota Statute 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.”*

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

- a. Pine County Board of Commissioners, Tuesday, October 18, 2022, 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota
- b. Arrowhead Counties Association, Wednesday, October 19, 2022, 6:00 p.m., Hampton Inn, Duluth, Minnesota.
- c. Rush Line Task Force, Thursday, October 20, 2022, 4:30 p.m.
- d. Snake River Watershed Management Board & 1W1P, Monday, October 24, 2022, 9:00 a.m., Kanabec County Courthouse, Mora, Minnesota
- e. Lower St. Croix Policy Committee, Monday, October 24, 2022, 4:00 p.m.
- f. Pine County Candidate Forum, Monday, October 24, 2022, 6:00 p.m., Pine City High School Auditorium, Pine City, Minnesota
- g. East Central Regional Development Commission, Monday, October 24, 2022, 7:00 p.m., 100 Park St. So., Mora, Minnesota
- h. Manufacturing Tours, Tuesday, October 25, 2022, 9:00 a.m.
- i. Health Care Leaders Coalition Meeting, Tuesday, October 25, 2022, 3:00 p.m.
- j. Greater Minnesota Parks & Trails Annual meeting, Wednesday, October 26, 2022, 10:00 a.m.
- k. NLX, Wednesday, October 26, 2022, 10:00 a.m., Board Room, Courthouse, Pine City, Minnesota

- l. Housing Redevelopment Authority/Economic Development Authority (HRA/EDA) and County Board Joint Meeting, Wednesday, October 26, 2022, 1:00 p.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota.
- m. Pine County Education Leadership Network Meeting, Wednesday, October 26, 2022, 5:30 p.m., Pine City Schools, Pine City, Minnesota
- n. Northeast Minnesota Emergency Communications Board/Radio Advisory Committee, October 27, 2022, 10:00 a.m.
- o. Zoning Board/County Board Joint Meeting, Thursday, October 27, 2022, 4:00 p.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota
- p. Pine County Board of Commissioners, Tuesday, November 1, 2022, 10:00 a.m., Board Room, 635 Northridge Drive NW, Pine City, Minnesota

12. **Adjourn**

**MINUTES  
OF THE  
PINE COUNTY BOARD MEETING  
Regular Meeting  
Tuesday, October 4, 2022 - 10:00 a.m.  
Pine County Board Room  
635 Northridge Drive NW  
Pine City, 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. Rock Creek property owner Tony Samuel stated his neighbor's building does not have rain gutters and that allows rain to be diverted onto the county road. Mr. Samuel is concerned it will be a safety concern in the winter.

Chair Hallan requested the following revisions to the agenda:

Addition of Regular Agenda item #4.1: Health Insurance Committee Report-Selection of Dental Insurance Carrier

Addition of Regular Agenda item #1.1: Recognition of 10-year work anniversary of County Administrator David Minke

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

**Motion** by Commissioner Lovgren to approve the Minutes of September 20, 2022 Regular County Board Meeting and Summary for publication. Second by Commissioner Mohr. Motion carried 5-0.

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

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

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

**CONSENT AGENDA**

1. **Applications**

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

- A. **Repurchase Application**
  - i. 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. 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**

Approve the following:

  - A. Ratify the professional services agreement between Minnesota Counties Computer Cooperative (MCCC) and Strategic Technologies Incorporated (STI) for the period January 1, 2023 through December 31, 2025 for the maintenance and support of MCAPS. 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. Authorize Board Chair and County Administrator to sign.
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**

Authorize the hiring of Children's Mental Health Social Worker Jenna Furlong, effective October 10, 2022, \$25.88 per hour, Grade 10, Step 1.
5. **Training**

Approve 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 AGENDA**

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

Probation Career Agent Amber Chase, while employed with the county, was also a member of the Minnesota Air National Guard (MN ANG), 133<sup>rd</sup> Airlift Wing. Chase recently retired, after 20 years of service, from the MN ANG and stated her appreciation to the Probation Department for their support of her while she was actively serving with the MN ANG. Chase presented each member of the Probation Department with a military coin.
- 1.1 **Recognition of Years of Service**

Chair Hallan recognized County Administrator David Minke's 10 years of service with Pine County.
2. **2021 Audit and Financial Statements**

County Auditor-Treasurer Kelly Schroeder reviewed the 2021 audit and financial statements.

Schroeder stated the Office of the State Auditor issued the following findings to Pine County:

- Financial Statements – Unmodified Opinion
  - One material weakness identified
- Federal Awards – Unmodified/Qualified Opinion
  - Two significant deficiencies
  - One material weakness

Schroeder reviewed the Corrective Action Plans for weakness and deficiency items identified.

**Motion** by Commissioner Ludwig to accept the 2021 Audit, Financial Statements with Unmodified Opinion and one material weakness, and Federal Awards with Unmodified/Qualified Opinion with two significant deficiencies and one material weakness, and authorize Summary for publication. Second by Commissioner Lovgren. Motion carried 5-0.

3. **Manufacturing Month Resolution**

Economic Development Coordinator Lezlie Sauter stated the month of October has been designated as Manufacturing Month to promote manufacturing jobs and careers. Tours of four local manufacturers have been arranged for area high school students.

**Motion** by Commissioner Lovgren to approve Resolution 2022-51 proclaiming October as Manufacturing Month in Pine County. Second by Commissioner Mohr. Motion carried 5-0.

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

It was **the consensus of the board** to schedule a Special Meeting-Committee of the Whole for December 13, 2022, 9:00 a.m., Boardroom, Courthouse, Pine City, for the purpose of updates from the University of Minnesota Extension Program, Community Health, Economic Development, and other topics that may be included on the agenda.

4.1 **Health Insurance Committee Update – 2023 Dental Carrier**

Human Resources Manager Jackie Koivisto stated a dental carrier need to be chosen. Two dental provider options were identified: (1) remain with our current carrier, Guardian, with a 12% premium rate increase and guaranteed for one year, or (2) change to Reliance Standard, with a 7% premium rate increase for 2023, guaranteed for 24 months, with the same benefits as Guardian; however, there would be a loss of four dental providers.

**Motion** by Commissioner Ludwig to remain with Guardian as the county's dental carrier for 2023. Second by Commissioner Lovgren. Motion carried 5-0.

5. **Commissioner Updates**

Willow River Transfer Station Ribbon Cutting: Chair Hallan stated the Willow River Transfer Station is highly used.

Arrowhead Counties Association: Commissioner Ludwig stated Pine County's 2023 preliminary levy is lower than other member counties of the association. A special session at the state legislature may be scheduled after the November election to address the bonding bill.

NACO FCC Broadband Mapping Effort webinar: Commissioner Lovgren stated the FCC mapping is skewed indicating that some areas have better internet service than what is actually received. It will be necessary to correct the mapping discrepancies.

Snake River Watershed Management Board – Cancelled

Snake River Watershed 1W1P Policy Committee: Commissioner Lovgren stated public hearings have now been held and the Plan should be updated with the public suggestions – most suggestions deal with the Mille Lacs Band inclusion or removal. The full plan will be presented to the county board on October 18<sup>th</sup>.

Lower St. Croix (LSC) Policy Committee: Chair Hallan stated LSC is moving forward into their second year of doing projects.

Technology Committee – Cancelled

NACo Creating Helpful Incentives to Produce Semiconductors and Science Act of 2022 (CHIPS Act) Implementation Call: Commissioner Lovgren stated semiconductors are made overseas and there is a shortage in the United States. Discussion on how to manufacture them in the United States.

NLX - Cancelled

St. Croix River Education District Forum: Chair Hallan stated the county received an Ambassador of Education award for supporting the college initiative.

Pine County Housing & Redevelopment Authority/Economic Development Authority (HRA/EDA): Commissioner Waldhalm stated the 2023 budget was approved, an energy audit will be conducted on the housing units, and Bylaws were reviewed and no changes were recommended.

Central MN EMS Joint Powers Board: Commissioner Ludwig reviewed new staff recently hired; overview given as to grants available to purchase Naloxone.

Soil & Water Conservation District Special Meeting: Commissioner Waldhalm special meeting was held to discuss the recent resignation of two SWCD employees.

Lakes & Pines Community Action Council Annual Meeting: Chair Hallan stated Chad Sivigny/T-cam Plumbing received a humanitarian award for the work he performs for clients of Lakes and Pines.

Other

Childcare Group: Commissioner Lovgren stated a childcare group has been established to increase daycare providers in our county.

State Community Health Services Advisory Committee (SCHSAC): Commissioner Lovgren stated a Blue Zones team will be coming to Pine County to conduct a community assessment and will provide information as to next steps.

4-H Discussion with Mille Lacs Band of Ojibwe: Commissioner Lovgren stated that meeting went very well and there is a lot of enthusiasm for this program.

6. **Other**  
None.

7. **Upcoming Meetings**  
Upcoming meetings were reviewed.

8. **Adjourn**  
With no further business, Chair Hallan adjourned the meeting at 11:25 a.m. The next regular meeting of the county board is scheduled for Tuesday, October 18, 2022 at 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No, Sandstone, 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  
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Pine County Board Room  
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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. Rock Creek property owner Tony Samuel stated his neighbor's building does not have rain gutters and that allows rain to be diverted onto the county road. Mr. Samuel is concerned it will be a safety concern in the winter.

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

**Motion** by Commissioner Lovgren to approve the Minutes of September 20, 2022 Regular County Board Meeting and Summary for publication. Second by Commissioner Mohr. Motion carried 5-0.

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

Approve the following Applications:

Repurchase Application

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- ii. 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).

Approve the following Contracts/Agreements:

- A. Ratify the professional services agreement between Minnesota Counties Computer Cooperative (MCCC) and Strategic Technologies Incorporated (STI) for the period January 1, 2023 through December 31, 2025 for the maintenance and support of MCAPS. The per attorney cost is \$2,200 for 2023.
- 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.

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.

Authorize the hiring of Children's Mental Health Social Worker Jenna Furlong, effective October 10, 2022, \$25.88 per hour, Grade 10, Step 1.

Approve the following training: Human Resources Generalist Jessica Blesener to attend the Minnesota Counties Human Resource Management Association Fall Conference. Total cost: \$490.

**Motion** by Commissioner Ludwig to accept the 2021 Audit, Financial Statements with Unmodified Opinion and one material weakness, and Federal Awards with Unmodified/Qualified Opinion with two significant deficiencies and one material weakness, and authorize Summary for publication. Second by Commissioner Lovgren. Motion carried 5-0.

**Motion** by Commissioner Lovgren to approve Resolution 2022-51 proclaiming October as Manufacturing Month in Pine County. Second by Commissioner Mohr. Motion carried 5-0.

Schedule a Special Meeting-Committee of the Whole for December 13, 2022, 9:00 a.m., Boardroom, Courthouse, Pine City.

**Motion** by Commissioner Ludwig to remain with Guardian as the county's dental carrier for 2023. Second by Commissioner Lovgren. Motion carried 5-0.

With no further business, Chair Hallan adjourned the meeting at 11:25 a.m. The next regular meeting of the county board is scheduled for Tuesday, October 18, 2022 at 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No, Sandstone, 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.**



Washington, D.C 20201

2022-10-06

Report Number: A-05-23-50697

KELLY SCHROEDER  
PINE COUNTY  
635 NORTHRIDGE DRIVE NW  
PINE CITY, MN 55063-5985

Dear KELLY SCHROEDER:

We received the audit report on the Organization for the period 1/1/2021, through 12/31/2021. The report was accepted by the Federal Audit Clearinghouse on 9/29/2022 (Report ID: 943506).

There were no audit findings in this report that require formal resolution action by the Department of Health and Human Services (HHS). Please refer to the Attachment, where we have listed findings pertaining to other Federal departments and/or pass-through entities. Other Federal departments may contact you regarding audit findings and/or compliance with Federal audit requirements.

If the audit report has identified going concern issues and/or has adverse or disclaimer of opinions related to the financial statement, then we will recommend closer monitoring and increased attention by grants management staff to protect the Federal interest.

If you have any questions, please contact our office at [auditresolution@hhs.gov](mailto:auditresolution@hhs.gov).

Sincerely,

A handwritten signature in cursive script that reads "Robin Aldridge".

Robin Aldridge  
Director  
Audit Resolution Division



## Attachment

Page 1 of 1

Report Number: A-05-23-50697

The following single audit findings have been identified for resolution by a pass-through entity:

Resolution Agency	Finding Number
Pass Through Agency	2021-002



## Report Distribution Schedule

Page 1 of 1

Report Number: A-05-23-50697

List of agency names and addresses for Federal agencies that have findings listed in the Attachment and/or are affected by the findings.



Division of Forestry – Sandstone Area  
613 Highway 23 South  
Sandstone, MN 55072

September 29, 2022

David Minke, Pine County Administrator  
Pine County Board of Commissioners  
635 Northridge Drive NW  
Pine City, MN 55063

**Re: DNR Land Acquisition in Arna Township, Pine County**

This letter is notification to the Pine County Board that the Department of Natural Resources is considering acquisition of the following lands currently owned by Michael Kluthe in:

Section 35 in Twn 42 Rge 16 with an estimated total of 11 acres

In an effort to build on the good working relationship that the DNR has with county governments throughout the State, the DNR will be notifying county governments on all pending donations/sales of land or easements for State Forest purposes. As with all of our State Forest land, this new addition will fall under the "in-lieu-of-tax" county tax payment schedule.

Under state ownership, these lands will be protected from development and will provide habitat, recreation and economic benefits for many years to come.

Feel free to contact me at the above address or by telephone at 320-216-7550 with any questions or comments you may have concerning this acquisition. Baring valid concerns, we plan to proceed with this acquisition 15 days after the date of this letter.

Sincerely,

A handwritten signature in blue ink, appearing to read 'J. Fauskee'.

Jeremy Fauskee  
Sandstone Area Forest Supervisor

cc: Shelly Patten, Regional Director  
Lonnie Lilly, Regional Forest Manager



## AGENDA REQUEST FORM

Date of Meeting: October 18, 2022

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

Agenda Item: September 2022 Cash Balance

Department: Auditor-Treasurer

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

### Background information on Item:

September 2022 Cash Balance Report

### Action Requested:

None- informational purposes only.

### Financial Impact:

N/A

## TREASURER'S CASH TRIAL BALANCE COMPARISON

### YEAR-TO-YEAR COMPARISON

FUND	September 2021 BALANCE	September 2022 BALANCE	DIFFERENCE
1 - GENERAL	5,478,855.75	5,089,699.94	(389,155.81)
12 - H&HS	2,668,364.95	2,516,947.92	(151,417.03)
13 - ROAD & BRIDGE	1,758,681.35	7,869,460.40	6,110,779.05
19 - COVID RELIEF	2,853,673.85	4,522,475.88	1,668,802.03
22 - LAND	2,218,254.65	2,693,955.35	475,700.70
60 - SELF INSURANCE	633,885.88	71,912.15	(561,973.73)
 TOTAL (incl non-major funds)	 \$20,365,773.37	 \$27,709,938.00	 \$7,344,164.63

The significant increase in Road & Bridge is directly related to project revenues.

The significant increase in COVID Relief Fund is due to receiving the 2nd tranch of ARPA Funds.

The overall decrease in the self-insurance fund is due some very high claims in 2022.

### MONTH-TO-MONTH COMPARISON

FUND	August 2022 BALANCE	September 2022 BALANCE	DIFFERENCE
1 - GENERAL	5,890,473.60	5,089,699.94	(800,773.66)
12 - H&HS	2,877,046.75	2,516,947.92	(360,098.83)
13 - ROAD & BRIDGE	11,898,638.69	7,869,460.40	(4,029,178.29)
19 - COVID RELIEF	4,625,725.10	4,522,475.88	(103,249.22)
22 - LAND	2,132,324.92	2,693,955.35	561,630.43
60 - SELF INSURANCE	93,400.79	71,912.15	(21,488.64)
 TOTAL (incl non-major funds)	 \$31,594,687.63	 \$27,709,938.00	 -\$3,884,749.63

Minimal revenue is received during the month of September with the exception of the Land Fund due to the tax forfeit land auction. Given this, most funds saw overall decreases due to normal expenditures. The Road & Bridge Fund saw a significant decrease due to contract payments for projects.



\*\*\*\*\* Pine County \*\*\*\*\*



TREASURER'S CASH TRIAL BALANCE

As of 09/2022

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
<b>1</b> General Revenue Fund	7,845,482.87			
Receipts		550,415.78	6,031,216.53	
Disbursements		780,965.39-	6,239,712.79-	
Payroll		1,198,655.26-	10,918,857.38-	
Journal Entries		628,431.21	806,521.37	
Settlement		0.00	7,565,049.34	
<b>Fund Total . . . . .</b>		<b>800,773.66-</b>	<b>2,755,782.93-</b>	<b>5,089,699.94</b>
 <b>12</b> Health & Human Services <b>420</b>	 2,405,483.31	 H&HS-Income Maintenance		
Receipts		62,187.36	1,435,140.47	
Disbursements		76,303.82-	764,421.22-	
Payroll		193,959.49-	1,847,731.85-	
Journal Entries		109,166.45	1,087,482.92	
<b>Dept Total . . . . .</b>		<b>98,909.50-</b>	<b>89,529.68-</b>	<b>2,315,953.63</b>
 <b>12</b> Health & Human Services <b>430</b>	 1,221,288.88-	 H&HS-Social Services		
Receipts		193,369.65	2,976,860.57	
Disbursements		16,564.80-	287,680.85-	
SSIS		206,091.01-	1,872,102.63-	
Payroll		291,917.61-	2,726,554.62-	
Journal Entries		66,730.12	1,964,282.01	
<b>Dept Total . . . . .</b>		<b>254,473.65-</b>	<b>54,804.48</b>	<b>1,166,484.40-</b>
 <b>12</b> Health & Human Services <b>440</b>	 0.00	 Childrens Collaborative (H&HS)		
<b>Dept Total . . . . .</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
 <b>12</b> Health & Human Services <b>481</b>	 1,219,529.84	 Public Health (H&HS)		
Receipts		75,456.47	854,229.87	
Disbursements		41,199.55-	213,512.64-	
Payroll		100,308.48-	963,100.59-	
Journal Entries		4,892.76	162,658.64	

HHS TOTAL:  
\$2,516,947.92

\*\*\*\*\* Pine County \*\*\*\*\*



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TREASURER'S CASH TRIAL BALANCE

As of 09/2022

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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
<b>Dept Total . . . . .</b>		<b>61,158.80-</b>	<b>159,724.72-</b>	<b>1,059,805.12</b>
<b>12</b> Health & Human Services <b>801</b> Non-Departmental				
	0.00			
<b>Dept Total . . . . .</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Fund Total . . . . .</b>	<b>2,403,724.27</b>	<b>414,541.95-</b>	<b>194,449.92-</b>	<b>2,209,274.35</b>
<b>13</b> Road & Bridge Fund				
	1,177,956.59			
Receipts		276,799.14	14,933,973.31	
Disbursements		4,103,714.90-	7,641,738.34-	
Payroll		201,455.53-	1,921,235.05-	
Journal Entries		807.00-	91,575.50	
Settlement		0.00	1,228,928.39	
<b>Fund Total . . . . .</b>		<b>4,029,178.29-</b>	<b>6,691,503.81</b>	<b>7,869,460.40</b>
<b>14</b> Ditch Maintenance (Sr) Fund				
	32,311.18			
Settlement		0.00	111.67	
<b>Fund Total . . . . .</b>		<b>0.00</b>	<b>111.67</b>	<b>32,422.85</b>
<b>19</b> COVID-19 Relief Fund				
	2,550,242.21			
Receipts		486.00	2,969,074.83	
Disbursements		93,051.66-	860,273.58-	
Payroll		8,929.36-	83,879.54-	
Journal Entries		1,754.20-	52,688.04-	
<b>Fund Total . . . . .</b>		<b>103,249.22-</b>	<b>1,972,233.67</b>	<b>4,522,475.88</b>
<b>22</b> Land Management Fund				
	2,414,449.02			
Receipts		564,163.93	1,187,255.55	
Disbursements		15,231.37-	39,195.25-	

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**TREASURER'S CASH TRIAL BALANCE**

As of 09/2022

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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Payroll		13,385.10-	132,829.34-	
Journal Entries		26,082.97	735,724.63-	
<b>Fund Total . . . . .</b>		<b>561,630.43</b>	<b>279,506.33</b>	<b>2,693,955.35</b>
<b>24</b> SSTS Upgrades	310,627.35			
Receipts		19,826.00	305,208.61	
Disbursements		106,692.00-	444,097.26-	
Settlement		0.00	59,492.35	
<b>Fund Total . . . . .</b>		<b>86,866.00-</b>	<b>79,396.30-</b>	<b>231,231.05</b>
<b>29</b> Children's Collab (H&Hs) Agency Fund	<b>440</b>	Childrens Collaborative (H&HS)		
	286,481.20			
Receipts		0.00	100,002.00	
Disbursements		0.00	186,552.71-	
Journal Entries		144.04	544.58	
<b>Dept Total . . . . .</b>		<b>144.04</b>	<b>86,006.13-</b>	<b>200,475.07</b>
<b>Fund Total . . . . .</b>	<b>286,481.20</b>	<b>144.04</b>	<b>86,006.13-</b>	<b>200,475.07</b>
<b>31</b> GO Capital Improvement-Capital Projects	522,397.29-			
Receipts		0.00	522,399.00	
Disbursements		185,043.33-	404,253.96-	
<b>Fund Total . . . . .</b>		<b>185,043.33-</b>	<b>118,145.04</b>	<b>404,252.25-</b>
<b>37</b> County Railroad Authority	5,055.07			
<b>Fund Total . . . . .</b>		<b>0.00</b>	<b>0.00</b>	<b>5,055.07</b>
<b>38</b> Building Fund	326,686.38			
Receipts		1,500.00	19,096.78	
Disbursements		45,779.22-	207,458.81-	

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**TREASURER'S CASH TRIAL BALANCE**

As of 09/2022



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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Settlement		0.00	15,111.78	
<b>Fund Total . . . . .</b>		<b>44,279.22-</b>	<b>173,250.25-</b>	<b>153,436.13</b>
<b>39</b> 2015A G.O. Jail Bonds				
	1,498,069.87			
Disbursements		0.00	1,103,475.00-	
Settlement		0.00	701,696.77	
<b>Fund Total . . . . .</b>		<b>0.00</b>	<b>401,778.23-</b>	<b>1,096,291.64</b>
<b>40</b> 2020A G.O. Refunding Courthouse Bonds				
	1,281,774.89			
Disbursements		0.00	910,265.00-	
Journal Entries		0.00	19,814.00	
Settlement		0.00	601,028.91	
<b>Fund Total . . . . .</b>		<b>0.00</b>	<b>289,422.09-</b>	<b>992,352.80</b>
<b>41</b> 2017A G.O. CIP Bonds				
	117,947.88			
Disbursements		0.00	324,312.50-	
Settlement		0.00	204,607.04	
<b>Fund Total . . . . .</b>		<b>0.00</b>	<b>119,705.46-</b>	<b>1,757.58-</b>
<b>43</b> Equipment Fund				
	23,196.88			
Settlement		0.00	15,180.55	
<b>Fund Total . . . . .</b>		<b>0.00</b>	<b>15,180.55</b>	<b>38,377.43</b>
<b>44</b> Election Equipment				
	68,596.83			
Receipts		2,618.82	163,104.81	
Disbursements		7,716.40-	214,344.51-	
Payroll		0.00	8,634.19-	
Journal Entries		2,948.16-	5,505.63-	
Settlement		0.00	54,375.22	

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**TREASURER'S CASH TRIAL BALANCE**

As of 09/2022



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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
<b>Fund Total . . . . .</b>		<b>8,045.74-</b>	<b>11,004.30-</b>	<b>57,592.53</b>
<b>60</b> United Health Care Self Insurance 1/1/21				
	554,149.87			
Receipts		293,463.24	2,668,993.65	
Disbursements		315,778.15-	3,158,662.80-	
Journal Entries		826.27	7,431.43	
<b>Fund Total . . . . .</b>		<b>21,488.64-</b>	<b>482,237.72-</b>	<b>71,912.15</b>
<b>76</b> Group Health Ins Fund 5/1/95 (Gen)				
	567,946.78-			
Receipts		91,891.54	928,396.68	
Disbursements		113,336.81-	1,067,398.67-	
Journal Entries		6,487.30	59,789.20	
<b>Fund Total . . . . .</b>		<b>14,957.97-</b>	<b>79,212.79-</b>	<b>647,159.57-</b>
<b>80</b> County Collections Agency Fund				
	24,455.46			
Receipts		32,002.11	853,243.61	
Disbursements		11,541.50-	829,859.58-	
Journal Entries		0.00	696.60	
<b>Fund Total . . . . .</b>		<b>20,460.61</b>	<b>24,080.63</b>	<b>48,536.09</b>
<b>82</b> Taxes And Penalties Agency Fund				
	1,084,081.10			
Receipts		1,967,018.75	28,795,725.90	
Disbursements		118,969.75-	13,608,254.71-	
Journal Entries		660,908.77-	2,596,283.10-	
Settlement		0.00	10,445,582.02-	
<b>Fund Total . . . . .</b>		<b>1,187,140.23</b>	<b>2,145,606.07</b>	<b>3,229,687.17</b>
<b>84</b> East Central Drug Task Force Agency Fund				
	100,048.11			

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**TREASURER'S CASH TRIAL BALANCE**

As of 09/2022

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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Receipts		0.00	177,490.72	
Disbursements		0.00	163,865.83-	
<b>Fund Total . . . . .</b>		<b>0.00</b>	<b>13,624.89</b>	<b>113,673.00</b>
<b>89</b> H & Hs Collections Agency Fund	<b>801</b>	Non-Departmental		
	56,002.51			
Receipts		230,675.92	990,221.81	
Disbursements		30.39-	128,137.04-	
Journal Entries		176,346.45-	810,888.78-	
<b>Dept Total . . . . .</b>		<b>54,299.08</b>	<b>51,195.99</b>	<b>107,198.50</b>
<b>Fund Total . . . . .</b>	<b>56,002.51</b>	<b>54,299.08</b>	<b>51,195.99</b>	<b>107,198.50</b>
All Funds .....	21,070,995.47			
Receipts		4,361,874.71	65,911,634.70	
Disbursements		6,031,919.04-	38,797,473.05-	
SSIS		206,091.01-	1,872,102.63-	
Payroll		2,008,610.83-	18,602,822.56-	
Journal Entries		3.46-	293.93-	
<b>Total .....</b>		<b>3,884,749.63-</b>	<b>6,638,942.53</b>	27,709,938.00



## AGENDA REQUEST FORM

Date of Meeting: October 18, 2022

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

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

Department: Auditor-Treasurer

Department Head signature

### Background information on Item:

The attached report shows the totals for all disbursements paid in September 2022 (\$6,238,010.05) by fund. There were 722 total claims, 125 claims that were over \$2,000 to be approved and are individually detailed on the separate listing, and 597 claims under \$2,000 or not needing approval totaling \$663,614.40.

### Action Requested:

Consider approving September 2022 disbursements including the individual listing of claims over \$2,000, and 597 claims under \$2,000 or not needing approval totaling of \$663,614.40.

### Financial Impact:

N/A

RECAP BY FUND

FUND	AMOUNT	NAME
1	780,965.39	GENERAL REVENUE FUND
12	340,159.18	HEALTH & HUMAN SERVICES
13	4,103,714.90	ROAD & BRIDGE FUND
19	93,051.66	COVID-19 RELIEF FUND
22	15,231.37	LAND MANAGEMENT FUND
24	106,692.00	SSTS UPGRADES
31	185,043.33	GO CAPITAL IMPROVEMENT-CAPITAL PROJECTS
38	45,779.22	BUILDING FUND
44	7,716.40	ELECTION EQUIPMENT
60	315,778.15	UNITED HEALTH CARE SELF INSURANCE 1/1/21
76	113,336.81	GROUP HEALTH INS FUND 5/1/95 (GEN)
80	11,541.50	COUNTY COLLECTIONS AGENCY FUND
82	118,969.75	TAXES AND PENALTIES AGENCY FUND
89	30.39	H & HS COLLECTIONS AGENCY FUND
	6,238,010.05	Total Disbursements

RECAP BY TYPE

TYPE	AMOUNT	NAME
1	5,950,461.19	AUDITOR'S WARRANTS
2	291,165.54	COMMISSIONER'S WARRANTS
3	3,616.68-	MANUAL WARRANTS, VOIDS, CORRECTIONS
	6,238,010.05	Total Disbursements



<b>FUND</b>	<b>DATE</b>	<b>VENDOR</b>	<b>AMOUNT</b>
General	9/2/2022	Aml Cleaning Service, Inc	4,000.00
General	9/2/2022	DSC Communications	3,105.00
General	9/2/2022	East Central Energy Of Braham	27,867.93
General	9/2/2022	MINNESOTA POWER	2,730.04
General	9/2/2022	Purchase Power	4,035.00
General	9/9/2022	AMAZON CAPITAL SERVICES	4,907.09
General	9/9/2022	CARDINAL FINANCIAL COMPANY, L.P.	113,442.75
General	9/9/2022	CLOQUET RIVERSIDE RECYCLING, INC	6,979.20
General	9/9/2022	EVERGREEN RECYCLING LLC	3,301.91
General	9/9/2022	MAVERICK DRONE SYSTEMS	9,791.02
General	9/9/2022	MEND CORRECTIONAL CARE PLLC	27,856.71
General	9/9/2022	MIKE'S SANITATION AND ROLL-OFF SERVICE	2,936.70
General	9/9/2022	Motorola Solutions Inc	67,077.49
General	9/9/2022	SCHNEIDER GEOSPATIAL LLC	2,898.00
General	9/9/2022	SUMMIT FOOD SERVICE MANAGEMENT LLC	20,838.95
General	9/9/2022	TYLER TECHNOLOGIES INC	6,264.00
General	9/9/2022	WINDEMERE TOWNSHIP LAKES ASSOCIATION	34,966.24
General	9/16/2022	4.O SCHOOL SERVICES OF EAST CENTRAL	2,416.95
General	9/16/2022	CARLSON/ANNE M	3,982.50
General	9/16/2022	Cleanitsupply.com-Cardmember Services	3,010.73
General	9/16/2022	EAST CENTRAL DRUG TASK FORCE	10,950.00
General	9/16/2022	Impact Mailing of Minnesota, Inc	9,574.50
General	9/16/2022	MINNESOTA ENERGY RESOURCES CORP	10,947.61
General	9/16/2022	OFFICE OF MN.IT SERVICES	5,124.08
General	9/16/2022	Ron's Roll-Off Service	2,600.00
General	9/16/2022	SUMMIT FOOD SERVICE MANAGEMENT LLC	6,939.80
General	9/16/2022	Walsh Marine-Cardmember Services	2,920.00
General	9/16/2022	ZOOM.US-Cardmember Services	3,118.80
General	9/23/2022	East Central Solid Waste Comm	4,193.88
General	9/23/2022	SUMMIT FOOD SERVICE MANAGEMENT LLC	4,789.39
General	9/23/2022	THRIFTY WHITE PHARMACY	4,341.33
General	9/23/2022	Verizon Wireless	10,664.96
General	9/30/2022	KRONOS SAASHR INC	2,726.15
General	9/30/2022	PREMIER OUTDOOR SERVICES OF MINNESOTA	5,750.00
General	9/30/2022	Purchase Power	4,035.00
General	9/30/2022	Regents Of The U Of Mn	4,500.00
General	9/30/2022	SHI INTERNATIONAL CORP	5,449.42
HHS	9/9/2022	East Central Reg Juvenile Center	8,669.00
HHS	9/9/2022	East Central School Dist 2580	8,151.98
HHS	9/9/2022	Pitney Bowes Global Financial Serv	2,408.94
HHS	9/9/2022	Schmitz/Cody Schmitz & Kaylee	2,069.71
HHS	9/9/2022	Solid Oak Financial Services, LLC	4,050.00
HHS	9/9/2022	Therapeutic Serv Ag Too Inc	8,644.04
HHS	9/16/2022	Blue Zones LLC	32,500.00
HHS	9/16/2022	Dhs Maps Ccdtf	2,051.96
HHS	9/16/2022	Heartland Girls Ranch	9,079.28

FUND	DATE	VENDOR	AMOUNT
HHS	9/16/2022	Nexus-Kindred Family Healing	2,632.58
HHS	9/16/2022	Port Group Home	8,083.87
HHS	9/16/2022	Wellness in the Woods Inc	2,116.46
HHS	9/23/2022	Central Mn Jobs & Training Services	19,305.62
HHS	9/23/2022	DEPARTMENT OF CORRECTIONS	2,526.50
HHS	9/23/2022	DHS State Operated Services	6,936.25
HHS	9/23/2022	Family Pathways - North Branch	2,450.00
HHS	9/23/2022	Lighthouse Child & Family Services, LLC	6,755.81
HHS	9/23/2022	Mille Lacs Band Family Services	10,533.05
HHS	9/23/2022	Northwestern Mn Juvenile Center	8,455.24
HHS	9/23/2022	Prairie Lakes Youth Programs	8,871.26
HHS	9/23/2022	Sue's Bus Service Inc	5,382.00
HHS	9/30/2022	Anoka Co Juv Ctr-Shelter & Dia	8,680.00
HHS	9/30/2022	Information Systems Corp-ISC	2,200.00
HHS	9/30/2022	North Homes Inc	11,623.14
R&B	9/2/2022	Askov Deep Rock	2,894.53
R&B	9/2/2022	C & T CONTRACTING	3,440.00
R&B	9/2/2022	Deputy Registrar-Sandstone	5,339.28
R&B	9/2/2022	Deputy Registrar-Sandstone	2,221.28
R&B	9/2/2022	Deputy Registrar-Sandstone	2,859.00
R&B	9/2/2022	Deputy Registrar-Sandstone	2,137.00
R&B	9/2/2022	Pomp's Tire Service, Inc	4,881.27
R&B	9/2/2022	Rydberg & Sons, Inc.	108,480.51
R&B	9/2/2022	S & R REINFORCING INC	121,938.38
R&B	9/9/2022	Askov Deep Rock	5,716.71
R&B	9/9/2022	WSB AND ASSOCIATES	1,649.59
R&B	9/9/2022	Ziegler Inc.	2,474.94
R&B	9/16/2022	Askov Deep Rock	7,251.73
R&B	9/16/2022	DOOLEYS PETROLEUM INC	53,403.58
R&B	9/16/2022	ERICKSON ENGINEERING CO LLC	17,870.50
R&B	9/16/2022	Knife River Corp	3,197,331.30
R&B	9/16/2022	Nuss Truck Group Inc	16,697.79
R&B	9/23/2022	Askov Deep Rock	2,557.91
R&B	9/23/2022	C & T CONTRACTING	4,000.00
R&B	9/23/2022	Chamberlain Oil Co.,Inc	8,964.70
R&B	9/23/2022	Daves Oil Corporation	2,139.09
R&B	9/23/2022	Roberts Excavating	3,500.00
R&B	9/23/2022	ROCON PAVING	5,091.45
R&B	9/23/2022	Slims Texaco Service	2,435.58
R&B	9/23/2022	Traffic Marking Service Inc	30,131.42
R&B	9/30/2022	Askov Deep Rock	5,119.73
R&B	9/30/2022	Astech Corp	83,580.00
R&B	9/30/2022	C & T CONTRACTING	4,000.00
R&B	9/30/2022	Emergency Automotive Technologies, Inc	5,978.64
R&B	9/30/2022	ROYAL TIRE	3,542.80
R&B	9/30/2022	S & R REINFORCING INC	358,242.49

<b>FUND</b>	<b>DATE</b>	<b>VENDOR</b>	<b>AMOUNT</b>
COVID	9/9/2022	Lakes & Pines Comm Act Council	10,397.05
COVID	9/9/2022	Wellness in the Woods Inc	2,397.36
COVID	9/16/2022	APCO INTERNATIONAL INC	14,000.00
COVID	9/23/2022	BOARMAN KROOS VOGEL GROUP INC	10,921.73
COVID	9/23/2022	Lakes & Pines Comm Act Council	49,390.00
Land	9/2/2022	Rydberg & Sons, Inc.	6,508.32
Land	9/23/2022	PALMER LOGGING	3,800.00
Septic Fix-Up	9/16/2022	GOBEL EXCAVATING & AGGREGATE INC	26,742.00
Septic Fix-Up	9/23/2022	JONES CONSTRUCTION SERVICES INC	22,500.00
Septic Fix-Up	9/30/2022	JONES CONSTRUCTION SERVICES INC	38,450.00
Septic Fix-Up	9/30/2022	SANDBERG CONSTRUCTION INC	18,000.00
CIP	9/16/2022	MARK HAUG CONSTRUCTION INC	180,228.02
CIP	9/23/2022	OWENS COMPANIES INC	4,815.31
Building	9/9/2022	BLAINE LOCK & SAFE INC	4,320.00
Building	9/16/2022	Anderson Electric	20,802.29
Building	9/16/2022	CEM-CON CORPORATION	6,183.36
Building	9/16/2022	Goebel Plumbing & Service Inc	7,000.77
Building	9/16/2022	MARK HAUG CONSTRUCTION INC	5,728.78
Elections	9/9/2022	Election Systems & Software, Inc	3,637.55
Elections	9/30/2022	Election Systems & Software, Inc	3,495.63
Self Insurance	9/9/2022	UNITEDHEALTH GROUP	86,852.26
Self Insurance	9/16/2022	UNITEDHEALTH GROUP	131,493.64
Self Insurance	9/23/2022	UNITEDHEALTH GROUP	24,774.21
Self Insurance	9/30/2022	UNITEDHEALTH GROUP	72,658.04
Group Insurance	9/9/2022	MEDSURETY, LLC	4,274.95
Group Insurance	9/9/2022	Mn Life Insurance Company	4,449.05
Group Insurance	9/23/2022	BLUE CROSS & BLUE SHIELD OF MINNESOTA	4,780.50
Group Insurance	9/23/2022	MADISON NATIONAL LIFE INS CO INC	4,058.81
Group Insurance	9/23/2022	MEDSURETY, LLC	2,235.18
Group Insurance	9/30/2022	GUARDIAN	18,251.62
Group Insurance	9/30/2022	MEDICAREBLUE RX	5,652.50
Group Insurance	9/30/2022	Mn Life Insurance Company	4,530.70
Group Insurance	9/30/2022	TEAMSTERS JOINT COUNCIL 32	59,985.00



## AGENDA REQUEST FORM

**Date of Meeting:** October 18, 2022

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

**Agenda Item:** Septic Fix-Up Special Assessments

**Department:** Auditor-Treasurer

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

### Background information on Item:

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

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

### Action Requested:

Consider authorizing the County Board Chair and County Administrator to sign Resolution 2022-52 extending a special assessment as follows:

Doreen Johnson, PID 41.0024.000, \$26,742.00

Rachel Newman and Justin Tucheck, PID 33.0441.001, \$18,300.00

Erick & Katie Storebo, PID 07.0278.000, \$23,526.87

Ronald Engren, PID 28.5566.000, \$22,500.00

William & Karen Ackerson, PID 16.0048.000, \$19,000.00

Thomas & Jackie Hegge, PID 26.0170.001, \$38,450.00

### Financial Impact:

Grant funds have been utilized to install the systems.

**PINE COUNTY RESOLUTION EXTENDING  
SEPTIC FIX-UP SPECIAL ASSESSMENT  
RESOLUTION No. 2022-52**

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

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

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

NOW THEREFORE BE IT RESOLVED, that the County of Pine extends a special assessment for a term of 27 years, beginning in 2023, against Pine County Parcel 41.0024.000 in the amount of \$26,742.00 with equal principal payments and 1% interest owned by Doreen Johnson.

NOW THEREFORE BE IT RESOLVED, that the County of Pine extends a special assessment for a term of 18 years, beginning in 2023, against Pine County Parcel 33.0441.001 in the amount of \$18,300.00 with equal principal payments and 1% interest owned by Rachel Newman and Justin Tuckek.

NOW THEREFORE BE IT RESOLVED, that the County of Pine extends a special assessment for a term of 24 years, beginning in 2023, against Pine County Parcel 07.0278.000 in the amount of \$23,526.87 with equal principal payments and 1% interest owned by Erick and Katie Storebo.

NOW THEREFORE BE IT RESOLVED, that the County of Pine extends a special assessment for a term of 23 years, beginning in 2023, against Pine County Parcel 28.5566.000 in the amount of \$22,500.00 with equal principal payments and 1% interest owned by Ronald Engren.

NOW THEREFORE BE IT RESOLVED, that the County of Pine extends a special assessment for a term of 19 years, beginning in 2023, against Pine County Parcel 16.0048.000 in the amount of \$19,000.00 with equal principal payments and 1% interest owned by William and Karen Ackerson.

NOW THEREFORE BE IT RESOLVED, that the County of Pine extends a special assessment for a term of 38 years, beginning in 2023, against Pine County Parcel 26.0170.001 in the amount of \$38,450.00 with equal principal payments and 1% interest owned by Thomas and Jackie Hegge.

Dated this 18<sup>th</sup> day in October, 2022.

---

Stephen M. Hallan, Chair  
Pine County Board of Commissioners

ATTEST:

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David J. Minke  
County Administrator

## PINE COUNTY EXPENSE CLAIM FORM

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

**STEPHEN HALLAN**

**MONTH: September 2022**

**Vendor#: 2136 Employee#: 2**

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
9/6/2022	\$100					County Board Meeting - Pine City	01-005-6111
9/20/2022	\$100					County Board Meeting - Sandstone	01-005-6111
9/1/2022	\$100					Central Mn council on aging1	01-005-6111
9/13/2022	\$100					DHS SITE VISIT IN Sandstone	01-005-6111
9/15/2022	\$100					AMC fall conf.	01-005-6111
9/16/2022	\$100					AMC fall conf	01-005-6111
9/19/2022	\$100					Lakes and pines	01-005-6111
9/22/2022	\$100					NE emergency radio board	01-005-6111
9/26/2022	\$100					Lowerd st croix River watershed	01-005-6111
9/27/2022	\$100					SCRED meeting	01-005-6111

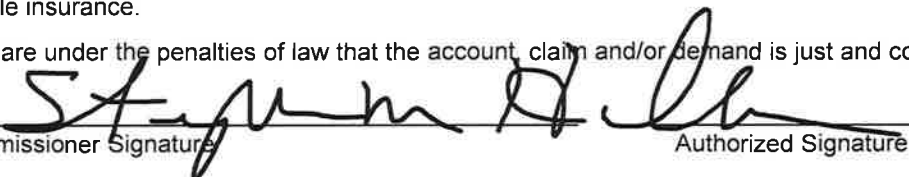
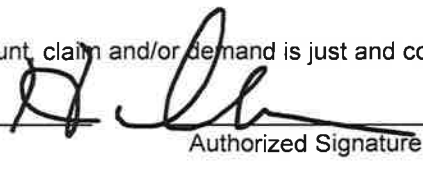
### MILEAGE EXPENSES

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
9/6/2022			-	\$0.625	-	County Board Meeting - Pine City	01-005-6334
9/20/2022			52	\$0.625	\$32.50	County Board Meeting - Sandstone	01-005-6334
9/13/22			52	\$0.625	\$32.50	DHS site visit Sandstone	01-005-6334
9/15 & 16/22			278	\$0.625	\$173.75	AMC arrowhead conference center alexandria	01-005-6334
9/19/2022			46	\$0.625	\$28.75	Lakes and pines	01-005-6334
9/26/2022			72	\$0.625	\$45.00	Lower st croix	01-005-6334
9/27/2022			19	\$0.625	\$11.88	SCRED Rush City	01-005-6334
				TOTAL	\$324.38		

**YOU MUST FILL IN ODOMETER READINGS. IF ODOMETER READINGS ARE NOT PROVIDED a printout of the start and ending location of each destination and mileage as calculated by such programs as "Map Quest" will be acceptable.**

If this expense reimbursement request includes personal automobile mileage my submission affirms that I possess a current valid driver's license and appropriate motor vehicle insurance.

I declare under the penalties of law that the account, claim and/or demand is just and correct and that no part of it has been paid.


  
 Commissioner Signature
 
  
 Authorized Signature

# PINE COUNTY EXPENSE CLAIM FORM

This form is to be utilized to claim any other expenses not related to mileage. Expenses are to be claimed in accordance with Pine County on travel and other reimbursements. Original receipts must be attached or the claim will not be reimbursed. There must be the signature of the claimant and the claimant supervisor or department head indicating the expense was authorized.

EMPLOYEES NAME: Josh Mohr

MONTH September 2022

Date	Per Diem	Meals	Lodging	Tuition and or books	Other	Purpose and description of expense	Account #
9/6/2022	\$100					Board meeting, Pine City	
9/12/2022	\$100					Personal committee, Pine City	
9/20/2022	\$100					Board Meeting, Sandstone	

ORIGINAL RECEIPTS MUST BE ATTACHED TO OBTAIN REIMBURSEMENT. ALL CLAIMS MUST BE AUTHORIZED BY SUPERVISOR, DEPARTMENT HEAD OR COUNTY BOARD IN ACCORDANCE WITH COUNTY POLICY. NO UNAUTHORIZED CLAIM WILL BE REIMBURSED

Date	Begin Odometer	End Odometer	Total Miles	Home Odometer	1st Stop Odometer	Last Stop Odometer	Home Odometer	Total Miles	Amount Paid	Destination and purpose of expense
9/6/2022			0					18	\$ 11.25	Board meeting, Pine City
9/12/2022			0					18	\$ 11.25	Personal committee, Pine City
9/20/2022			0					30	\$ 18.75	Board meeting, Sandstone
			0						\$ -	
			0						\$ -	
			0						\$ -	
			0						\$ -	
			0					0	\$ -	
TOTAL									\$ 41.25	

Account # 01-005-000-0000-6334

rate 0.625

YOU MUST FILL IN ODOMETER READINGS OR YOU WILL NOT BE REIMBURSED

I declare under the penalties of law that the account, claim and/or demand is just and correct and that no part of it has been paid

Employee Signature

Authorized Signature

Department Head Signature

## PINE COUNTY EXPENSE CLAIM FORM

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

**TERRY LOVGREN**

**MONTH: September 2022**

**Page 1**

**Vendor#: 30301 Employee#: 155**

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
10.01.22	\$100					NACo Membership Call	01-005-6111
10.06.22	\$100					County Board	01-005-6111
10.07.22	\$100					Insurance Committee	01-005-6111
10.08.22	\$100					SCHSAC - HHS AMC Zoom Pre Conf	01-005-6111
10.09.22	\$100					Central MN Jobs & Training	01-005-6111
10.12.22	\$100					Library & Chemical Coaliton	01-005-6111
10.13.22	\$100					HS - meeting with State and AMC	01-005-6111
10.14.22	\$100					T&T	01-005-6111
10.15.22	\$100					AMC Policy Confrence	01-005-6111
10.16.22	\$100					AMC Policy Confrence	01-005-6111
10.19.22	\$100					Implementing resilient and sustainable technoloty	01-005-6111

	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
9.6.22			28.7	\$0.625	\$17.94	County Board - Pine City	01-005-6334
9.7.22			28.7	\$0.625	\$17.94	Insurance - Pine City	01-005-6334
9.13.22			25.7	\$0.625	\$16.06	Sandstone - HHS & AMC	01-005-6334
9.14.22			302	\$0.625	\$188.75	AMC Confrence - Alexandria	01-005-6334
9.20.22			34.6	\$0.625	\$21.63	County Board - Sandstone Willow River Transit	01-005-6334
9.26.22			44.9	\$0.625	\$28.06	Snake River	01-005-6334
9.27.22			64	\$0.625	\$40.00	MLBO & 4-H and Rush City - award for County and Pine Tech	01-005-6334
					\$330.38		

**YOU MUST FILL IN ODOMETER READINGS. IF ODOMETER READINGS ARE NOT PROVIDED a printout of the start and ending location of each destination and mileage as calculated by such programs as "Map Quest" will be acceptable.**

If this expense reimbursement request includes personal automobile mileage my submission affirms that I possess a current valid driver's license and appropriate motor vehicle insurance.

I declare under the penalties of law that the account, claim and/or demand is just and correct and that no part of it has been paid.

Commissioner Signature

Authorized Signature

*page 1 of 2*



## PINE COUNTY EXPENSE CLAIM FORM

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

**TERRY LOVGREN**

**MONTH: September 2022 Page 2**

**Vendor#: 30301 Employee#: 155**

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
9.20.22	\$100					County Board and Willow River Transfer station ribbon cutting	01-005-6111
9.22.22	\$100					Child Care Meeting	01-005-6111
9.23.22	\$100					T&T w/ FCC membership call	01-005-6111
9.26.22	\$100					Snake River	01-005-6111
9.27.22	\$100					CHIPS Act Implemantation, MLBO w/4-H and SCRED meeting - Rush City	01-005-6111
9.30.22	\$100					PRE SCHSAC Confrence meeting with Sam - Pine County update	01-005-6111

### MILEAGE EXPENSES

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
					\$0.00		

**YOU MUST FILL IN ODOMETER READINGS. IF ODOMETER READINGS ARE NOT PROVIDED a printout of the start and ending location of each destination and mileage as calculated by such programs as "Map Quest" will be acceptable.**

If this expense reimbursement request includes personal automobile mileage my submission affirms that I possess a current valid driver's license and appropriate motor vehicle insurance.

I declare under the penalties of law that the account, claim and/or demand is just and correct and that no part of it has been paid.

  
\_\_\_\_\_  
Commissioner Signature

\_\_\_\_\_  
Authorized Signature

page 2 of 2

# PINE COUNTY EXPENSE CLAIM FORM

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

**MATT LUDWIG**

**MONTH: September 2022**

**Vendor#: 31317 Employee#: 5**

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
9/6/2022	\$100					County Board Meeting - Pine City	01-005-6111
9/20/2022	\$100					County Board Meeting - Sandstone	01-005-6111
9-7-2022	100					PINE CO. HEALTH INS COMMITTEE - PINE CITY	01-005-6111
9-12-2022	100					PERSONNEL COMMITTEE - PINE CITY	
9-21-2022	100					ARROWHEAD COUNTIES MEETING- VIRTUAL MEETING	
9-22-2022	100					ZONING BOARD - SANDSTONE	
9-28-2022	100					HRA/EDA BOARD - SANDSTONE	
9-30-2022	100					CENTRAL REGION EMS BOARD - VIRTUAL MEETING	

## MILEAGE EXPENSES

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
9/6/2022			44	\$0.625	\$27.50	County Board Meeting - Pine City	01-005-6334
9/20/2022				\$0.625		County Board Meeting - Sandstone	01-005-6334
<del>9-7-2022</del>			<del>44</del>	\$0.625	<del>27.50</del>	<del>PINE CO. HEALTH INS. COMMITTEE - PINE CITY</del>	01-005-6334
<del>9-12-2022</del>			<del>44</del>		<del>27.50</del>	<del>PERSONNEL COMMITTEE - PINE CITY</del>	
				TOTAL	\$82.50		

**YOU MUST FILL IN ODOMETER READINGS. IF ODOMETER READINGS ARE NOT PROVIDED a printout of the start and ending location of each destination and mileage as calculated by such programs as "Map Quest" will be acceptable.**

If this expense reimbursement request includes personal automobile mileage my submission affirms that I possess a current valid driver's license and appropriate motor vehicle insurance.

I declare under the penalties of law that the account, claim and/or demand is just and correct and that no part of it has been paid.

Commissioner Signature

Authorized Signature



## AGENDA REQUEST FORM

Date of Meeting: 10/18/2022



County Board



Consent Agenda



Regular Agenda

5 mins.

☐

10 mins.

☐

15 mins.

☐

Other

☐☐

Personnel Committee

☐

Other \_\_\_\_\_

Agenda Item: Accept donation

Department: VSO

*Rebecca Foss*

Department Head signature

### Background information on Item:

The Pine City Area Lions recently donated \$300 to go to Veterans Outreach Expenses.

### Action Requested:

Accept the \$300 donation from the Pine City Area Lions for Veterans Outreach Expenses.

### Financial Impact:

N/A



## AGENDA REQUEST FORM

Date of Meeting: October 18, 2022



**County Board**



**Consent Agenda**



**Regular Agenda**

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



**Personnel Committee**



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

Agenda Item: City of Sturgeon Lake 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 the City of Sturgeon Lake to prosecute misdemeanor ordinances within their jurisdiction. The city 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 two years.

### 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 CITY OF STURGEON LAKE, MINNESOTA, hereinafter referred to as the “City,” both political subdivisions of the State of Minnesota;

**WHEREAS**, Minnesota Statutes § 484.87 subdivision 3, allows for the City 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 City. These “prosecution services” under this Agreement include only the following: prosecuting misdemeanor violations of Sturgeon Lake Ordinances;

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

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

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

- a. The County will provide the City with the prosecution services for the above-referenced ordinance cases that occur within the jurisdiction of the City beginning October 1, 2022. This Agreement will continue for the term of two years. Any Agreement for prosecution services for future years will be finalized one month before the term of this Agreement ends. If such an Agreement is not reached, this Agreement will expire at the end of the term.
- b. Beginning October 1, 2022, the City 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 City 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 City 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 City on these cases, and shall advise as to the progress of the cases and the appropriateness of any agreements. The City will cover all costs associated with

the performance of the primary contact's duties. The primary contact is responsible for delivering a complete case file to the County for review.

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 City Clerk for the City 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 City's new attorney(s) will undertake representation of the City in all matters then filed, pending, or otherwise before the Court as a result of the County's representation of the City. On expiration or termination of this contract, at the City's request, the County will electronically duplicate and deliver files that were the subject of representation pursuant to this agreement to the City 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 City 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 City by the County which are civil in nature or outside the scope of 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 City, whether in federal or state court, if any, arising in relation to the any criminal prosecution undertaken by the County on behalf of City. ***The City 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 City, by motion duly adopted by its governing body, caused this Agreement to be signed by its Mayor and attested by its 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 Coordinator of said Board, and by the Pine County Attorney, effective on the date and for the duration as above-referenced.

Dated: 10-11-2022

**CITY OF STURGEON LAKE**

By:   
Mayor

Attest:   
City Clerk

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

**COUNTY OF PINE**

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

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

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

**PINE COUNTY ATTORNEY**

By: \_\_\_\_\_  
Reese Frederickson  
County Attorney





## AGENDA REQUEST FORM

Date of Meeting: October 18, 2022

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

**Agenda Item:** AMC Annual Conference

**Department:** Administration

Department Head signature

### Background information on Item:

The Association of Minnesota Counties (AMC) Annual Conference is December 5-7, 2022 in Bloomington. Registration is \$400 per attendee before November 1 and \$425 per attendee after November 1<sup>st</sup>. Lodging rates are \$128 plus tax per night.

### Action Requested:

Approve attendance at the AMC Annual Conference, December 5-7, 2022 for any commissioner desiring to attend.

Approve attendance at the AMC Annual Conference, December 5-7, 2022 for County Administrator David Minke.

### Financial Impact:



## AGENDA REQUEST FORM

Date of Meeting: October 18, 2022

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

Agenda Item: Solid Waste Ordinance 2022-53

Department: Solid Waste

Caleb Anderson  
Department Head signature

### Background information on Item:

Pine County adopted a Solid Waste Ordinance in 1990, which is currently in effect, regulating a variety of activities related to solid waste management, hauling, and storage within the county. In the late 2000's the [Minnesota Solid Waste Administrator's Association](#) (SWAA) released a new model solid waste ordinance to serve as a resource for counties. The model ordinance provided improved consistency with Minnesota statutory requirements.

In 2021 the Pine County Board of Commissioners appointed an ad-hoc committee to review the 1990 Pine County Solid Waste Ordinance, review the SWAA's model ordinance, and recommend a new solid waste ordinance. The committee consisted of a cross section of stakeholders from Pine County, including a licensed solid waste hauler.

County staff presented the content of the plan to the Pine County Board of Commissioners in June 2022. Since that time, minor edits have been made as identified by the Board in June (see attached presentation).

While the current Solid Waste Ordinances does require annual licenses and fees for solid waste facility licenses, the County does not have a currently adopted solid waste facility license fee.

### Action Requested:

- 1.) Presentation of the ordinance
- 2.) County Board questions and discussion
- 3.) Open Public Hearing and take public testimony
- 4.) Close Public Hearing
- 5.) County Board additional discussion if necessary
- 6.) **Consider adoption** of the Pine County Solid Waste Ordinance, Ordinance Number 2022-, thereby repealing and replacing the existing Solid Waste Ordinance.
- 7.) **Consider adoption** of a \$200 fee for solid waste facility licenses.

### Financial Impact:

All costs of the ordinance administration and enforcement are within the Planning, Zoning, and Solid Waste Department budget.

# Pine County Solid Waste Ordinance

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10/18/2022

PINE COUNTY SOLID WASTE DEPARTMENT

# Updated Solid Waste Ordinance Seeks to

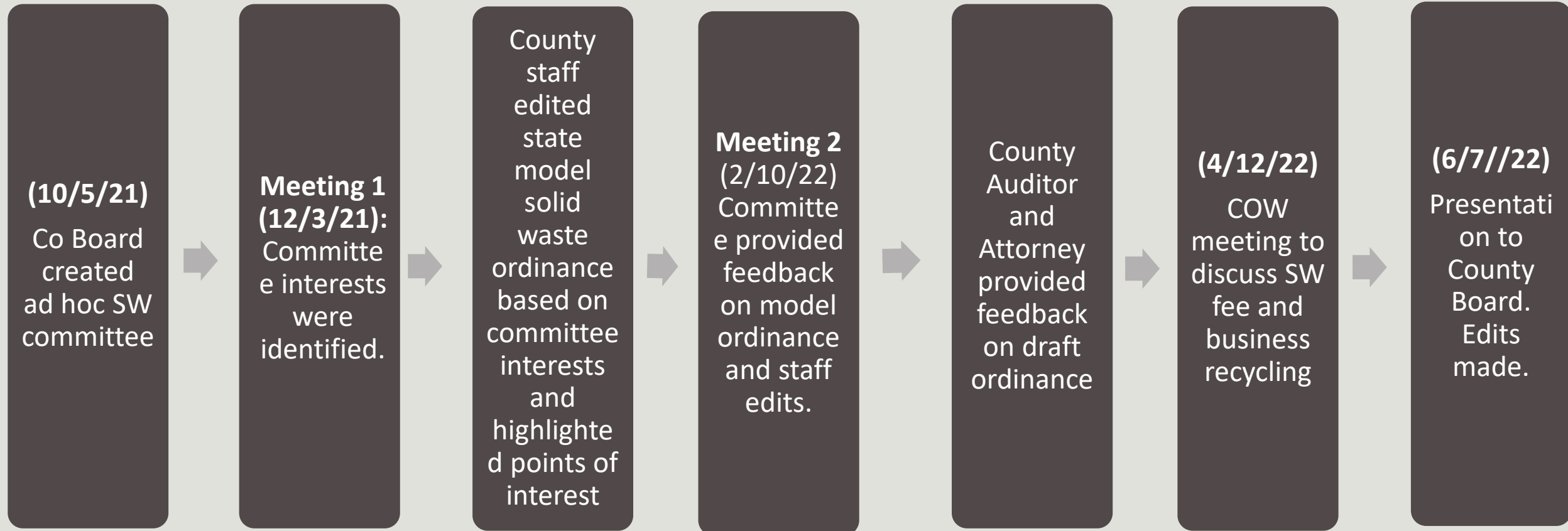
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- 1.) Correct issues deemed not enforceable by a court case involving a neighboring county
- 2.) Provide improved process for licenses, built upon statewide experience
- 3.) Reflect modern statutory requirements and authorizations
- 4.) Affirm policy positions of the County in 2022



# Ordinance Development Process

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# Edits since 6/7/2022

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## Article IV, Section 2.02A

### Residential Sites

No Person shall place or store in Open Areas of any Residential Site; inoperable motor vehicles, hazardous waste, machinery and vehicle fluids, machinery, appliances, fixtures or equipment so damaged, deteriorated or obsolete such that there is no substantial potential further use consistent with usual function or reasonable reuse; ~~lumber piles and building materials not being used in actual construction on the premises;~~ and Mixed Municipal Solid Waste including, but not limited to, Recyclable Materials, broken furniture, Tires and other debris. Dead or downed trees in brush shall not be placed or stored in Open Areas of a Residential Site within city limits of an incorporated city.

# Edits since 6/7/2022

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## Article VI, Section 1

### License required

No Person may **commercially** Collect, Transport or Dispose of Solid Waste generated within the County except in full compliance with this Ordinance after having obtained a license to do so by the Department as specified in this Article. This Article does not apply to Self-Haulers or to the Transportation of Solid Waste through the County.

# Additional Highlight

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## **Article VIII, Inspections, Violations and Enforcement**

**Appeals of enforcement actions are to be heard by the County Board**

**All staff generated Notices of Abatement or license suspensions must state appeal options (section 2.03, 2.05, and 2.08)**



# **SOLID WASTE ORDINANCE PINE COUNTY MINNESOTA**

Adopted by the Pine County Board of Commissioners on October 18, 2022.

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## **ARTICLE I    PURPOSE, AUTHORITY, & POLICY**

### **SECTION 1.0    PURPOSE & AUTHORITY**

An Ordinance establishing standards and procedures governing Solid Waste Management; establishing Solid Waste Management Charges and programs; requiring licenses and license fees; establishing penalties for lack of compliance; all in order to promote the health, welfare and safety of the public, and to protect the environment. This Ordinance is enacted pursuant to Minn. Stat. Chapters 400, 145, 115A and 116.

### **SECTION 2.0    POLICY**

The policy of Pine County is to provide for the management of Solid Waste in a manner that will protect the public health, welfare, and safety, prevent the spread of disease, prevent the creation of nuisances, conserve natural resources, and protect the State's water, air and land resources. It is also the policy of the County to conform to the purposes outlined in Minn. Stat. §115A.02 and to establish and implement a County Solid Waste Management Plan pursuant to Minn. Stat. §115A.46.

## ARTICLE II DEFINITIONS RULES & WORD USAGE

### SECTION 1.0 DEFINITIONS

Unless the context clearly indicates otherwise, the following words and phrases shall have the meanings ascribed to them in this Article. Unless specifically defined herein, terms used in this Ordinance shall have the same definition as provided in the Waste Management Act, Minn. Stat. § 115A.01 *et seq.* and if not defined there, shall have common usage meaning. For purposes of this Ordinance, the words "must" and "shall" are mandatory and not permissive.

**Acceptable Waste:** means those Solid Wastes that are not prohibited from Processing or Disposal as defined by a Solid Waste Management Facility pursuant to local, State and federal laws and the requirements of the Facility.

**Agency:** means the Minnesota Pollution Control Agency.

**Agricultural Site:** means land zoned and/or operated for agricultural purposes but excludes the Residential Site on said premises.

**Authorized Representative:** means an employee or agent of the County Solid Waste Department.

**Certificate of Need (CON):** an issuance from the State of Minnesota to certify needed Disposal capacity.

**City:** a statutory or home rule charter City or town located within the County.

**Charge:** means a Solid Waste Management Charge.

**Closure:** means actions to prevent or minimize the threat to public health and the environment posed by a closed Facility including removing contaminated soil and equipment, removing liners, applying final cover, grading and seeding final cover, installing monitoring devices, constructing ground water and surface water diversion structures, and installing gas control systems, as necessary.

**Collection or Collects:** means the aggregation of Solid Waste from the place at which it is generated and includes all activities up to the time the Solid Waste is delivered to a Solid Waste Management Facility.

**Commercial Site:** means any business, commercial, industrial, institutional, or governmental establishment. These include home-operated businesses, industries, commercial and institutional enterprises, and such non-residential institutions as churches, nursing homes, nonprofit associations, schools, and the like. If a Site has dwelling units, but also has one or more units not used for dwelling purposes, such as a store or a restaurant, then it is considered a Commercial Site.

**Compost or Composting:** means the controlled microbial degradation of organic waste to yield a humus-like product.

**Compost Facility:** means a site used to compost or co-compost Solid Waste, including all structures or Processing equipment used to control drainage, collect and treat Leachate, and storage areas for the incoming waste, the final product, and residuals resulting from the composting process.

**Construction and Demolition Debris:** means Solid Waste resulting from construction, remodeling, repair, erection and demolition of buildings, roads, and other artificial structures, including concrete, brick, bituminous concrete, untreated wood, masonry, glass, trees, rock, plastic building parts, plumbing fixtures, roofing materials, wallboard, and built-in cabinetry. Construction and Demolition Debris does not include: asbestos waste; auto glass; wood treated with chemical preservatives; furniture; lighting equipment; vermiculite; contaminated soil; firebrick; food waste; machinery; engine parts; liquid paints; paint thinners or solvents; varnishes; street sweepings; tar; carpet/padding if not affixed to a structure; mattresses; adhesives, caulking, sealants and applicators, brushes, containers, tubes, filters contaminated with these materials; sandblasting materials; agricultural chemicals or containers (including empty pesticide, herbicide, and insecticide containers); chemical containers; animal carcasses, parts, or rendering and slaughterhouse wastes; appliances (including white goods and brown goods); ashes or hot wastes that could spontaneously combust or ignite other wastes due to high temperatures; ash from incinerators, resource recovery facilities and power plants; batteries; carbon filters; fluorescent tubes and ballasts; high-intensity discharge lamps; foundry wastes; Hazardous Waste; household Refuse or garbage; infectious waste; liquids (any type), liquid non-hazardous materials; medical waste; mercury containing wastes (thermostats, switches); PCB contaminated wastes; petroleum products and their containers or filters (including oil, grease or fuel); radioactive waste (unless natural materials at normal background levels); septic tank pumpings; sludges (including ink, lime, wood, sewage or paper); live coal tar (including applicators, containers, and tubes); Waste Tires; vehicles; Yard Waste; and packaging materials, including cardboard, paper, shrink-wrap and styrofoam. Mixtures of Construction and Demolition Debris with other Solid Waste is not Construction and Demolition Debris.

**Construction and Demolition Debris Land Disposal Facility:** means a site used to Dispose of Construction and Demolition Debris.

**Construction Site:** means a place where the erection of buildings, roads or other improvements to real property is occurring.

**County:** means Pine County, Minnesota.

**County Board:** means the Pine County Board of Commissioners.

**Curbside Collection:** means a Mixed Municipal Solid Waste, Yard Waste, and/or Recyclable Materials Collection system whereby the Generators set Solid Waste containers at the curb adjacent to a roadway or, where this is not practical, in locations easily accessible for Collection by a Hauler.

**Department:** means the Pine County Solid Waste Department.

**Disposal or Dispose:** means the discharge, deposit, injection, Dumping, spilling, leaking, or placing of any waste into or on any land or water so that the waste or any constituent thereof may enter the environment or be emitted into the air, or discharged into any waters, including ground waters.

**Dumping:** means the illegal placement of any Solid Waste, including Construction and Demolition Debris, Hazardous Waste, Industrial Solid Waste, Mixed Municipal Solid Waste, or Recyclable Materials, anywhere other than in an approved container or at a Solid Waste Management Facility during hours of operation.

**Financial Assurance:** means monetary mechanisms that are used to assure proper Closure, post Closure care, and contingency action at a Site or Solid Waste Management Facility.

**Generator:** means any Person who generates or aggregates Solid Waste.

**Hauler:** means any Person who Collects or Transports Solid Waste, Recyclable Materials or Yard Waste, but does not include a Self-Hauler.

**Hazardous Waste:** means any Refuse, sludge, or other waste material or combinations of Refuse, sludge, or other waste materials in solid, semisolid, liquid, or contained gaseous form which because of its quantity, concentration, or chemical, physical, or infectious characteristics may:

- A. Cause or significantly contribute to an increase in mortality or an increase in serious irreversible, or incapacitating reversible illness; or
- B. Pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, or Disposed of, or otherwise managed. Categories of Hazardous Waste materials include, but are not limited to explosives, flammables, oxidizers, poisons, irritants, and corrosives. Hazardous Waste does not include source, special nuclear, or by-product material as defined by the Atomic Energy Act of 1954, as amended.

**Industrial Solid Waste:** means Solid Waste generated from an industrial or manufacturing process and Solid Waste generated from non-manufacturing activities that is Collected, Processed, or Disposed of as a separate waste stream. Industrial Solid Waste does not include office materials, restaurant and food preparation waste, discarded machinery, Construction and Demolition Debris, Mixed Municipal Solid Waste, or Mixed Municipal Solid Waste combustor ash.

**Industrial Solid Waste Land Disposal Facility:** means a site used to Dispose of Industrial Solid Waste in or on the land.

**Leachate:** means liquid that has contacted or percolated through Solid Waste and has extracted, dissolved, or suspended materials from it.

**Leachate Management System:** means the structures constructed and operated to contain, transport, and treat Leachate, including liners, collection pipes, detection systems, holding areas, and treatment Facilities.

**License:** means authorization by the County Board to conduct business services that may be limited to a specific period of time, specific person, and or a specific site in the County.

**Licensee:** means the Person who has been issued a license by the County to carry out any of the activities for which a license is required under the provisions of this Ordinance.

**Major Appliance:** means clothes washers and dryers, dishwashers, hot water heaters, heat pumps, furnaces, garbage disposals, trash compactors, conventional and microwave ovens, ranges and stoves, air conditioners, dehumidifiers, refrigerators, freezers, and other appliances designated by State law or this Ordinance.

**Medical Waste:** means biological waste originating from the diagnosis, care, or treatment of a Person or animal, or waste resulting from biological research, whether or not the waste has been rendered non-infectious.

**Mixed Municipal Solid Waste:** means,

- A. Garbage, Refuse, and other Solid Waste from residential, Non-Residential, industrial, and community activities that the Generator of the waste aggregates for Collection, except as provided in paragraph B.
- B. Mixed Municipal Solid Waste does not include auto hulks, street sweepings, ash, Construction and Demolition Debris, mining waste, sludges, tree and agricultural wastes, Waste Tires, lead acid batteries, motor and vehicle fluids and filters, and other materials collected, processed, and Disposed of as separate waste streams, but does include Source-Separated Compostable Materials.

**Mixed Municipal Solid Waste Land Disposal Facility:** means a Solid Waste Disposal Facility used for Mixed Municipal Solid Waste.

**Multi-Unit Residential Building:** means any building with four or more residential units.

**Municipality:** means an incorporated city or town within the County.

**Non-Residential Accounts:** means Solid Waste Management Services provided to any non-Residential Building or parcel.

**Non-Residential Property:** means all property that generates waste within the County that is not defined as a Residential Property as determined by the County.



**Open Area:** means areas outside of a building or structure.

**Open Burning:** means burning any Solid Waste whereby the resultant combustion products are emitted directly to the open atmosphere.

**Operating License:** means the license required by this Ordinance.

**Operator:** means the Person responsible for the operation of a Solid Waste Management Facility.

**Owner:** means any person or persons having a legal interest in real or personal property or any persons in possession or control of real or personal property including, but not limited to, mortgages, contract for deed vendees, and contract for deed vendors.

**Person:** means any human being, any municipality or other governmental or political subdivision or other public agency, any public or private corporation, any partnership, firm, association, or other organization, any receiver, trustee, assignee, agent, or other legal representative of any of the foregoing, or any other legal entity, unless exempted by statute or rule.

**Problem Material:** means a material that, when processed or disposed of with Mixed Municipal Solid Waste, contributes to one of the following results:

- A. The release of a hazardous substance, or pollutant or contaminant as defined in Minn. Stat. §115B.02;
- B. Pollution of water as defined in Minn. Stat. §115.01; 3) air pollution as defined in Minn. Stat. §116.06; or 4) a significant threat to the safe or efficient operation of a Solid Waste Management Facility.

**Processing:** means the treatment of Solid Waste after Collection and before Disposal. Processing includes but is not limited to reduction, separation, exchange, resource recovery, physical, chemical, or biological modification.

**Public Health Nuisance:** means any activity or failure to act that adversely affects the public health.

**Putrescible Material:** means Solid Waste that is capable of rotting or is in a foul state of decay or decomposition.

**Real Property:**

- A. For the purposes of taxation, "Real Property" includes the land itself, rails, ties, and other track materials annexed to the land, and all buildings, structures, and improvements or other fixtures on it, bridges of bridge companies, and all rights and privileges belonging or appertaining to the land, and all mines, iron ore and taconite minerals not otherwise exempt, quarries, fossils, and trees on or under it.

- B. A building or structure shall include the building or structure itself, together with all improvements or fixtures annexed to the building or structure, which are integrated with and of permanent benefit to the building or structure, regardless of the present use of the building, and which cannot be removed without substantial damage to itself or to the building or structure.
- C. Real Property does not include;
  - 1. Tools, implements, machinery, and equipment attached to or installed in Real Property for use in the business or production activity conducted thereon, regardless of size, weight or method of attachment, and mine shafts, tunnels, and other underground openings used to extract ores and minerals taxed under chapter 298 together with steel, concrete, and other materials used to support such openings.
  - 2. The exclusion provided in clause (1) shall not apply to machinery and equipment includable as real estate by paragraphs (A) and (B) even though such machinery and equipment is used in the business or production activity conducted on the Real Property if and to the extent such business or production activity consists of furnishing services or products to other buildings or structures which are subject to taxation under this chapter.
  - 3. The exclusion provided in clause (1) does not apply to the exterior shell of a structure, which constitutes walls, ceilings, roofs, or floors if the shell of the structure has structural, insulation, or temperature control functions or provides protection from the elements. Such an exterior shell is included in the definition of Real Property even if it also has special functions distinct from that of a building.
- D. The term Real Property does not include tools, implements, machinery, equipment, poles, lines, cables, wires, conduit, and station connections which are part of a telephone communications system, regardless of attachment to or installation in Real Property and regardless of size, weight, or method of attachment or installation. (Minn. Statute§ 272.03, subdivision 1)

**Recycling Facility:** means a facility used to aggregate, process, or market Recyclable Materials. Recycling Facility does not include an individual generator of Recyclable Materials, such as a homeowner or business and it does not include a manufacturer using Recyclable Materials as feedstock.

**Recyclable Materials:** means marketable materials that are separated from Solid Waste for the purpose of Recycling, including paper, glass, plastics, metals, automobile oil, and batteries. Refuse-derived fuel or other material that is destroyed by incineration is not a Recyclable Material. Recyclable Materials also refers to marketable materials separated from Industrial Solid Wastes and Construction and Demolition Debris for the purpose of recycling.

**Recycling:** means the process of Collecting and preparing Recyclable Materials and reusing the materials in their original form or using them in manufacturing processes that do not cause the destruction of Recyclable Materials in a manner that precludes further use.

**Refuse:** means putrescible and non-putrescible Solid Wastes, including garbage, rubbish, ashes, incinerator ash, incinerator residue, waste combustor ash, street cleanings, and Industrial Solid Wastes, and including municipal treatment wastes which do not contain free moisture.

**Release:** means any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, Dumping, or Disposing into the environment which occurred at a point in time or which continues to occur. Release does not include:

- A. Emissions from the engine exhaust of a motor vehicle, rolling stock, aircraft, watercraft, or pipeline pumping station engine;
- B. Release of source, by-product, or special nuclear material from a nuclear incident, as those terms are defined in the Atomic Energy Act of 1954, under United States Code, title 42, section 2014, if the Release is subject to requirements with respect to financial protection established by the federal Nuclear Regulatory Commission under United States Code, title 42, section 2210;
- C. Release of source, by-product or special nuclear material from any Processing site designated pursuant to the Uranium Mill Tailings Radiation Control Act of 1978, under United States Code, title 42, section 7912(a)(1) or 7942(a); or
- D. Any Release resulting from the application of fertilizer or agricultural or silvicultural chemicals, or Disposal of emptied pesticide containers or residues from a pesticide as defined in section 18B.01, subdivision 18.

**Residential Building:** means a single-family home, a duplex, a tri-plex, a four-plex, an apartment building, a mobile home, a condominium, a townhouse, a cooperative housing unit, or any other Residential Building as determined by the County.

**Residential Property:** means property on which a single-family home, a duplex, a tri-plex, a four-plex, an apartment building, a mobile home, a condominium, a townhouse, a cooperative housing unit, or any other Residential Building as determined by the County is located.

**Residential Site:** means any dwelling unit including: (a) detached single family residences, and (b) buildings or sites containing multiple residences including apartment buildings, condominiums, manufactured home parks, or townhomes, none of which are used solely for commercial purposes.

**Self-Hauler:** means a Person who transports their own Solid Waste for Solid Waste Management purposes.

**Service Area:** means a geographical area within the County, established by resolution of the County Board, to receive Solid Waste Management Services.

**Site:** means the spatial location of a proposed or actual Solid Waste Management Activity or Solid Waste Management Facility.

**Solid Waste:** means garbage, Refuse, sludge from a water supply treatment plant or air contaminant treatment Facility, and other discarded waste materials and sludges, in solid, semisolid, liquid, or contained gaseous form, resulting from industrial, mining, and agricultural operations and from Non-Residential Property, and from community activities, but does not include Hazardous Waste; animal waste used as fertilizer; earthen fill, boulders, rock; sewage sludge; solid or dissolved material in domestic sewage or other common pollutants in water resources, such as silt, dissolved or suspended solids in industrial waste water effluents or discharges which are point sources subject to permits under Section 402 of the federal Water Pollution Control Act, as amended; dissolved materials in irrigation return flows; or source, special nuclear, or by-product material as defined by the Atomic Energy Act of 1954, as amended.

**Solid Waste Administrator:** means the individual assigned by the County to oversee and direct Solid Waste Management Activities.

**Solid Waste Department or Department:** means the Pine County Solid Waste Department.

**Solid Waste Management Activity:** means an activity related to the Generation, storage, Collection, Transportation, Processing or reuse, conversion, or Disposal of Solid Waste.

**Solid Waste Management Facility:** means a Solid Waste Land Disposal Facility, a Construction and Demolition Debris Land Disposal Facility, an Industrial Solid Waste Land Disposal Facility, a Compost Facility, a Transfer Station, a Solid Waste Processing Facility, a Waste Tire Facility, a Waste Tire Collection Site, a Waste Tire Facility, a Waste Tire Processing Facility, or a Recycling Facility.

**Solid Waste Land Disposal Facility:** means a Solid Waste Land Disposal Facility permitted by the Agency that is designed or operated for the purpose of disposing of Solid Waste on or in the land, together with any appurtenant facilities.

**Solid Waste Management:** means activities that are intended to affect or control the Generation of Solid Waste and activities which provide for or control the Collection, Transportation, Processing, treatment, and Disposal of waste.

**Solid Waste Management Service Charge:** means a service charge imposed pursuant to Minn. Stat. § 400.08 or § 437.811, subd. 3a.

**Solid Waste Management Plan:** means the County Solid Waste Management Plan developed, adopted, and approved under Minn. Stat. §115A.46 or Minn. Stat. §473.149.

**Solid Waste Management Services:** means all activities provided by the County, by Persons under contract with the County, or by other Persons that support the waste management responsibilities described in Minn. Stat. Chapters 115A, 116, 400 and 473, including, but not limited to, waste reduction and reuse; waste recycling; composting of Yard Waste and food waste; Resource Recovery

through Mixed Municipal Solid Waste composting or incineration; land disposal; management of problem materials and household hazardous waste; Collection, Processing, and Disposal of Solid Waste, Closure and post-closure care of a Solid Waste Management Facility, and response, as defined in Minn. Stat. §115B.02, to Releases from a Solid Waste Management Facility.

**Solid Waste Ordinance or Ordinance:** means the Solid Waste Ordinance adopted by Pine County.

**Solid Waste Processing Facility:** means a facility for the Processing of Solid Waste.

**Source-Separated Compostable Material:** means Mixed Municipal Solid Waste that:

- A. Is separated at the source by Solid Waste generators for the purpose of preparing it for use as Compost.
- B. Collected separately from other Mixed Municipal Solid Wastes.
- C. Is comprised of food wastes, fish and animal waste, plant materials, diapers, sanitary products, and paper that is not recyclable because the Solid Waste Administrator has determined that no other person is willing to accept the paper for recycling; and
- D. Is delivered to a Facility to undergo controlled microbial degradation to yield a humus-like product meeting the Agency's class I or class II, or equivalent, Compost standards and where process residues do not exceed 15 percent by weight of the total material delivered to the Facility.

**Source-Separated Recyclable Material:** means Recyclable Materials separated by the Generator prior to Collection for Recycling.

**Special Wastes:** are nonhazardous Solid Wastes that have been prohibited from disposal with Mixed Municipal Solid Waste or have had other specific management requirements prescribed by statute.

**State:** means the State of Minnesota.

**Transfer Station:** means an intermediate Solid Waste Management Facility in which Solid Waste collected from any source is temporarily deposited to await Transportation to another Solid Waste Management Facility.

**Transportation or Transports:** means the conveying of Solid Waste from one place to another.

**Unacceptable Waste:** means those Solid Wastes that cannot be accepted for management at a Solid Waste Management Facility pursuant to local, State and federal laws, and the practices of the Solid Waste Management Facility.

**Waste Tire:** means a pneumatic tire or solid tire for motor vehicles that has been discarded or that can no longer be used for its original intended purpose because of wear, damage, or defect.

**Waste Tire Collection Site:** means a County-licensed and Agency permitted site, or a site exempt from such license or permit, used for the Collection and storage of Waste Tires.

**Waste Tire Dump:** means an unlicensed, unpermitted Site being maintained, operated, used, or allowed to be used for the Collection, storage, keeping, or depositing of unprocessed Waste Tires.

**Waste Tire Facility:** means a Site where more than fifty (50) Waste Tires or an equivalent amount of tire derived products are Collected, deposited, stored, or Processed. The incidental storage of tire-derived products at the site of final use does not make the site a Waste Tire Facility.

**Waste Tire Processing Facility:** means a licensed Solid Waste Management Facility used for the shredding, slicing, producing, or manufacturing of usable materials, including fuel, from Waste Tires including incidental temporary storage activity. Processing does not include the retreading of Waste Tires.

**Yard Waste:** means garden wastes, leaves, lawn cuttings, weeds, and prunings generated at Residential or Non-Residential Properties.

**Yard Waste Facility:** means a facility used to compost Yard Waste.

## **SECTION 2.0 RULES, WORD USAGE**

**Masculine and Feminine Gender:** The masculine gender includes the feminine and neuter genders.

**Normal Work Days:** The days that County Departments are open to the public for business.

**Singular and Plural:** Words used in the singular include the plural, and the plural includes the singular.

**Tenses:** Words used in the present tense include the future.

## **ARTICLE III GENERAL PROVISIONS**

### **SECTION 1.0 DEPARTMENT POWERS AND DUTIES**

The Pine County Solid Waste Department (Department) shall be responsible for the administration of this Ordinance. The Department's duties shall include, but shall not be limited to, the following:

**1.01** To implement this Ordinance and review and consider all initial license applications submitted to the Department for approval by the County Board for performance of Solid Waste Management Activities within the County, and after due consideration, the Department shall recommend in writing, with documentation to the County Board, that a license be granted or denied.

**1.02** To review and consider renewal license applications, except as otherwise provided in this Ordinance.

**1.03** To inspect Solid Waste Management Activities as herein provided, to investigate complaints, and to identify violations of this Ordinance.

**1.04** To recommend, when necessary, to the County Attorney's Office, that legal proceedings be initiated against a certain Person or Solid Waste Management Activity to compel compliance with the provisions of this Ordinance or to terminate the operation of the same.

**1.05** To encourage and conduct studies, investigations and research relating to aspects of Solid Waste Management such as methodology, chemical and physical considerations, and engineering.

**1.06** To advise, consult, and cooperate with other governmental agencies in the furtherance of the purposes of this Ordinance.

### **SECTION 2.0 BOUNDARIES OF SERVICE AREA**

Pursuant to Minn. Stat. § 400.08, subd. 2, the County establishes one Solid Waste Management Service Area, with its boundaries being coterminous with the boundaries of the County.

### **SECTION 3.0 HIGHEST STANDARDS PREVAIL**

Where the conditions imposed by any provision of this Ordinance are either more restrictive or less restrictive than comparable conditions imposed by any other provision of this Ordinance or any other applicable law, ordinance, rule and regulation, the provision that establishes the higher standard for the promotion and protection of the public health, safety and general welfare shall prevail.

### **SECTION 4.0 JURISDICTION OF THE SOLID WASTE MANAGEMENT PLAN**

Pursuant to Minn. Stat. § 115A.46, subd. 5, a public entity within the County may not enter into a binding agreement nor develop nor undertake a Solid Waste Management Activity that is inconsistent with the County Solid Waste Management Plan without the express consent of the

County.

## **SECTION 5.0 PLANNING & ZONING APPROVAL**

Any use of land for Solid Waste Management Activities within the County shall comply with the applicable Zoning requirements of the County Zoning Ordinance, or the requirements of applicable municipal land use ordinances.

## **SECTION 6.0 WAIVERS OR MODIFICATIONS**

Due to the great variability in the types of Solid Waste and their existing and potential management methods, the Solid Waste Administrator may in a written approval waive or modify the strict application of the provisions of this Ordinance by reducing or waiving certain requirements when, in the discretion of the Solid Waste Administrator, such requirements are unnecessary or impractical, provided such a waiver or modification will not endanger the health, safety, and welfare of the public, or the environment. The Department may impose additional requirements through specific license conditions on a Solid Waste Management Activity when deemed necessary to protect the health, safety, and welfare of the public, or the environment.

## **SECTION 7.0 AGENCY APPROVAL**

No modification or waiver may be granted if it would result in noncompliance with State and federal laws, unless such modification or waiver has been granted a variance by the Minnesota Pollution Control Agency.

## **SECTION 8.0 INDEMNIFICATION**

To the fullest extent permitted by law, a Licensee shall indemnify the County, its officers, employees, agents, and others acting on their behalf, to hold them harmless, and to defend and protect them, from and against any and all loss, damage, liability, cost and expense (specifically including attorneys' fees and other costs and expenses of defense), of any sort whatsoever, based upon, resulting from, or otherwise arising in connection with any actions, claims or proceedings (of any sort and from any source whatsoever) brought, or any loss, damage or injury of any type whatsoever sustained, by reason of any act or omission of a Licensee, its officers, employees or agents, or any other Person(s) or entity(ies) for whose acts or omissions a Licensee may be legally responsible, in the performance of any of a Licensee's obligations (whether expressed or implied) under this Ordinance

## **SECTION 9.0 FINANCIAL ASSURANCE**

A performance bond, letter of credit, or other financial assurance consistent with County policy shall be required prior to issuances of any Licenses to engage in Solid Waste Management Activity.

## **SECTION 10.0 NO CONSENT**

Nothing contained in this Ordinance shall be deemed to be a consent, license, or permit to locate, construct, operate, or maintain any Solid Waste Management Activity, or to carry on any Activity prior to issuance of a license, when a license is required hereunder.



**SECTION 11.0 FALSE INFORMATION**

Intentional submission of false information shall be deemed a violation of this Ordinance.

**SECTION 12.0 DATA PRIVACY**

The Department shall require that any data received by the Department or any entity acting on behalf of the Department shall be maintained in accordance with the provisions of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

**SECTION 13.0 SEVERABILITY**

It is hereby declared to be the intention of the County Board that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance shall be declared unconstitutional, invalid or unenforceable, such unconstitutionality, invalidity or unenforceability shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance.

## **ARTICLE IV WASTE ABATEMENT, STORAGE, COLLECTION, PROCESSING, & DISPOSAL**

### **SECTION 1.0 WASTE ABATEMENT**

#### **1.01 Purpose**

The purpose of this section is to abate the need for land disposal of Solid Waste by requiring the source-separation of Yard Waste to create a beneficial Compost product and for recovery of Recyclable Materials to conserve natural resources and meet the State-mandated Recycling goal. This section also requires the delivery of Recyclable Materials to a Recycling Facility and Yard Waste to a Yard Waste Facility when on-site composting is not practiced.

#### **1.02 Prohibition of Yard Waste and Recyclable Materials from the Mixed Municipal Solid Waste Stream; Management of Yard Waste and Recyclable Materials**

Yard Waste and Recyclable Materials, previously separated from Mixed Municipal Solid Waste by the generator shall not be placed in Mixed Municipal Solid Waste. When aggregated for Collection, Yard Waste and Recyclable Materials shall be placed in storage containers that are easily distinguishable from Mixed Municipal Solid Waste storage containers. Once source-separated, Yard Waste and Recyclable Materials shall not be recombined with Mixed Municipal Solid Waste.

##### **A. Yard Waste Management**

Generators must manage Yard Waste by one of the following methods:

1. Mulching it and spreading it on the ground,
2. Composting it on-site; or
3. Transporting it to a permitted Yard Waste Facility, either by Self-Hauling or by contract with a licensed Hauler.

##### **B. Ownership of Yard Waste and Recyclable Materials**

All Yard Waste and Recyclable Materials aggregated and offered for Collection shall remain the property and responsibility of the Generator until collected by a licensed or designated Hauler or self-hauled to a Yard Waste Facility or Recycling Facility, at which time they shall become the property of the licensed Hauler, Yard Waste Facility or Recycling Facility, respectively.

### **SECTION 2.0 STORAGE & COLLECTION**

#### **2.01 Purpose**

This section governs the storage, Collection, and Transportation of Solid Waste generated within the County, including but not limited to Mixed Municipal Solid Waste, Yard Waste and Recyclable Materials. This section also governs Curbside Collection and all Persons collecting and transporting Solid Waste within the County.

#### **2.02 Storage**

Property owners and managers shall maintain their Open Areas free of Solid Waste accumulations unless the Solid Waste is stored in an acceptable container as specified in this Ordinance, or unless otherwise specified by this Ordinance. Solid Waste shall be stored in a manner to prevent the loss of

Solid Waste to the environment and to preclude the development of vector, odor, and Public Health Nuisance problems.

A. Residential Sites

No Person shall place or store in Open Areas of any Residential Site; inoperable motor vehicles, hazardous waste, machinery and vehicle fluids, machinery, appliances, fixtures or equipment so damaged, deteriorated or obsolete such that there is no substantial potential further use consistent with usual function or reasonable reuse; and Mixed Municipal Solid Waste including, but not limited to, Recyclable Materials, broken furniture, Tires and other debris. Dead or downed trees in brush shall not be placed or stored in Open Areas of a Residential Site within city limits of an incorporated city.

B. Commercial Sites

No Person shall place or store upon the Open Areas of any Commercial Site inoperable motor vehicles, machinery, appliances, fixtures or equipment so damaged, deteriorated or obsolete such that there is no substantial potential further use consistent with usual function or reasonable reuse. Nothing in this section is designed to restrict activities of automobile, scrap iron, and metal Recycling or salvage businesses that are operating in accordance with State, County, and municipal or township laws, rules and regulations.

C. Agricultural Sites

No Person shall place or store upon the Open Areas of any Agricultural Site inoperable motor vehicles, appliances, fixtures, or equipment so damaged, deteriorated or obsolete such that there is no substantial potential further use consistent with usual function or reasonable reuse, unless such activity is otherwise permitted by the County.

D. Construction Sites

Any Solid Waste generated at Construction Sites shall be placed in acceptable containers as specified in this Ordinance. No burning, burying, or dumping of Solid Waste generated at Construction Sites shall occur at locations other than licensed Solid Waste Management Facilities, including brush and tree waste. Generators of Solid Waste at Construction Sites must ensure the separation of Mixed Municipal Solid Waste and Recyclable Materials either on-site or through the use of a service provider offering such separation.

E. Solid Waste Storage Containers

While being accumulated and stored for Collection and Transportation to a licensed Solid Waste Management Facility, Solid Waste shall be stored in reusable, covered containers (e.g., cans, dumpsters, compactors, roll-off containers, etc.) that are rust, impact, vermin, and leak resistant. When aggregated for Collection, Yard Waste and Recyclable Materials shall be placed in storage containers that are easily distinguishable from Mixed Municipal Solid Waste storage containers. Plastic bags designed for containing manageable quantities of Solid Waste shall only be used for temporary storage and may only be placed outdoors for Collection no sooner than the evening prior to the scheduled Collection Day.

F. Mixed Municipal Solid Waste Storage in Vehicles

Mixed Municipal Solid Waste shall be removed from Hauler Collection or Transportation vehicles at least every seventy-two (72) hours, except when allowed by the Solid Waste Administrator.

### **2.03 Collection**

Every Commercial and Residential Site in the County, except Self-Haulers, shall engage a licensed Hauler for the Collection of Mixed Municipal Solid Waste.

#### **A. Collection Charges**

Haulers shall establish charges for the Collection of Mixed Municipal Solid Waste on a volume or weight basis to provide Generators the financial incentive to reduce their production of Mixed Municipal Solid Waste.

#### **B. Secure all Loads**

A Person who collects or transports Solid Waste must do so in a safe and sanitary manner and must secure all loads so as to prevent escape of any waste material. Vehicles or containers used for the collection and transportation of garbage and similar putrescible wastes, or refuse containing such materials, must be covered, leakproof, durable, and of easily cleanable construction. They must be cleaned to prevent nuisances, pollution, or insect breeding, and must be maintained in good repair. Vehicles or containers used for the collection and transportation of any solid waste must be loaded and moved in a manner that does not allow the contents to fall, leak, or spill therefrom, and must be covered when necessary to prevent blowing of material.

#### **C. Collection Frequency**

Solid Waste aggregated for Collection must be collected regularly to preclude the development of odor, vector, and Public Health Nuisance problems. Putrescible Materials must be collected, at a minimum, every two weeks.

#### **D. Title to Non-Hazardous Mixed Municipal Solid Waste**

Title to non-hazardous Mixed Municipal Solid Waste shall remain with the Generator until released to a licensed Hauler or by Self-Hauling to a licensed Facility. In cases where a Generator chooses not to utilize a licensed Solid Waste Management Facility, title to the non-hazardous Mixed Municipal Solid Waste and its associated environmental liability shall remain with the Generator.

## **SECTION 3.0 PROCESSING & DISPOSAL**

### **3.01 Purpose**

This section governs the processing and disposal of Solid Waste and regulates Solid Waste accumulations within the County.

### **3.02 Yard Waste**

#### **A. On-Site Yard Waste Composting**

On-site Compost Sites are allowed if the site is managed in such a manner to prevent annoying odors, Public Health Nuisances, or unsafe conditions. Compostable organic materials suitable for backyard Compost Sites include Yard Waste, straw, vegetable

and fruit scraps, coffee grounds and filters, and eggshells. The County accepts the methods and guidelines published by the University of Minnesota Extension Service as suitable for on-site composting. On-site composting that does not comply with these methods and guidelines is not permitted.

**B. Permitted Yard Waste Facilities**

Yard Waste Facilities located in the County, except on-site Compost Sites, shall comply with the permit requirements of MN 7001.3050.

**3.03 Recyclable Materials**

Recycling Facilities must comply with the requirements of Minnesota Rules Part 7035.2845, as amended from time to time, and a License for Recycling Facilities is required by this Ordinance. Recycling Facilities must operate in accordance with the provisions outlined in this Ordinance and Minnesota statutes and regulations.

**3.04 Mixed Municipal Solid Waste**

Generators shall dispose of Mixed Municipal Solid Waste at a permitted Solid Waste Management Facility and if the Facility is within the County, licensed by the County. Generators shall either utilize the Collection services of a licensed Hauler or Self-Haul their own Mixed Municipal Solid Waste to a licensed and permitted Solid Waste Management Facility. Persons who Self-Haul their own Mixed Municipal Solid Waste must retain the current calendar quarter's receipts from the Solid Waste Management Facility utilized.

**3.05 Industrial Solid Waste**

Generators are responsible for identifying, characterizing, and properly managing the Industrial Solid Waste that they produce.

**3.06 Unacceptable Waste, Problem Materials and Special Waste**

State and federal laws or regulations prohibit the Processing and/or Disposal of some types of Solid Waste. Regulations also restrict the Processing of other materials or waste types because they may present an operational hazard to a Solid Waste Management Facility. Each Solid Waste Management Facility shall identify its own list of Unacceptable Wastes, Problem Materials and Special Wastes. This list shall identify which waste types cannot be accepted under any circumstances, as well as those waste types that may require special handling and/or need approval prior to delivery. This list shall be posted at the Facility and a copy provided to the County. Generators are responsible for identifying any Unacceptable Waste, Problem Materials, and/or Special Wastes, that they produce and for adhering to Facility-specific requirements for disposal.

**3.07 Delivery of Acceptable Waste**

Each Person shall deliver only Acceptable Waste to a Solid Waste Management Facility. A Facility shall not be required to accept any Solid Waste that constitutes Unacceptable Waste and may, at its discretion, inspect all vehicles delivering Solid Waste to determine whether or not the Solid Waste contains Unacceptable Waste. The obligation of each Person not to deliver Unacceptable Waste to a Facility shall not be removed or in any way limited by an inspection of such Person's Solid Waste.

Notwithstanding any prior acceptance of such Solid Waste as Acceptable Waste by a Facility, if the Facility, in the exercise of its reasonable judgment, identifies the presence of Unacceptable Wastes, Problem Materials, and/or Special Wastes, the Facility may reject the Solid Waste and the Person shall remove the rejected materials for proper management and Disposal at a permitted Facility. All costs of such removal, management, and Disposal shall be borne by the Person. Furthermore, if the presence of Unacceptable Wastes, Problem Materials and/or Special Wastes poses immediate operational difficulties for a Facility or if the Person fails to respond to a removal request, the Facility may remove and Dispose of the Unacceptable Wastes, Problem Materials, and/or Special Wastes and charge the costs of such removal, Disposal and special handling to the Person.

### **3.08 Prohibitions**

#### **A. Solid Waste Burning**

Open Burning of Solid Waste is prohibited by this Ordinance, except as the site, date and time of the fire is specifically authorized by the U.S. Forest Service or pursuant to Minn. Stat. Chapter 88.

#### **B. On-site Disposal of Solid Waste**

It is a violation of this Ordinance for any Person to Dispose of Solid Waste, excluding Residential Yard Waste, on their property without a license. The owner of any such Site shall prevent disposal of Solid Waste at the Site and if necessary take corrective actions to appropriately close and clean-up the Site, as determined by the County and/or the Agency. The existence of an unlicensed Solid Waste Site shall be reported to the Solid Waste Administrator upon discovery.

#### **C. No person shall cause, permit, or allow burying or open burning of Solid Waste in any portion of the county for which the County Board has determined by resolution that regularly scheduled pickup of solid waste is reasonably available.**

#### **D. Unauthorized Container Use**

It shall be illegal to use another Person's Solid Waste storage container, inspect its contents, or remove its contents unless provided prior authorization by the owner or lawful custodian of the container.

## **ARTICLE V SOLID WASTE MANAGEMENT SERVICE CHARGES**

The following provisions are enacted pursuant to Minn. Stat. §400.08, which authorizes the County to create and to impose Service Charges within the County's jurisdiction for Solid Waste Management Services.

### **SECTION 1.0 PURPOSE AND AUTHORITY**

The purpose of this Article is to establish methods of collection of Service Charges to fund certain Solid Waste Management Services intended to protect the public health and welfare and the environment pursuant to State mandates governing Solid Waste Management.

### **SECTION 2.0 SOLID WASTE MANAGEMENT FEE**

**2.01** Pine County may impose a service charge for waste management activities provided to properties in the County, and such charges may result in a special assessment payable with the real estate taxes.

**2.02** The charges shall be enforced and collected in the manner provided for the enforcement and collection of real property taxes in accordance with the provisions of the laws of the State. The charges, if not paid, shall become delinquent and be subject to the same penalties and the same rate of interest as the taxes under the general laws of the State.

**2.03** The County Board, by resolution, may establish or revise the rate schedule for solid waste management fee. If no new rate schedule for solid waste management fee is adopted in any year, the rate schedule for the previous year shall remain in effect.

#### **2.04 Right of Appeal**

Any Person or Generator aggrieved by a decision of the County in accordance with the provisions of this Article shall have the right to appeal the decision by serving the County Board with a request for hearing. The request for hearing must be received within thirty (30) days after the Person or Generator receives written notice of the decision. If the Person or Generator fails to request a hearing within the time prescribed, the Person or Generator shall forfeit any right to a public hearing. Upon receipt of a written request for a hearing, the Board shall follow the hearing procedures set forth in Article VIII, Section 3.

## **ARTICLE VI HAULER LICENSING PROVISIONS**

### **SECTION 1.0 LICENSE REQUIRED**

No Person may commercially Collect, Transport or Dispose of Solid Waste generated within the County except in full compliance with this Ordinance after having obtained a license to do so by the Department as specified in this Article. This Article does not apply to Self-Haulers or to the Transportation of Solid Waste through the County.

### **SECTION 2.0 LICENSE REQUIREMENTS**

Haulers shall comply with the following license requirements.

#### **2.01 License Application**

The Hauler shall submit a completed application to the County on a form provided by the Department.

#### **2.02 License Fees**

The Hauler shall pay all license fees to the County with the License application and the license renewal application. The amounts of such license fees and late fees for submittal of a late application shall be established by September 1<sup>st</sup> of each year by the County Board. No license fee shall be prorated for a portion of a year and no License fee shall be refunded.

#### **2.03 Incomplete or Non-Conforming Application**

An application will be deemed incomplete if information is omitted, incomplete, inaccurate, or does not comply with the application requirements, or if the required fees do not accompany the application. If a License application is incomplete or otherwise does not conform to the requirements set forth in this Ordinance, the Department shall advise the applicant of the reasons for non-acceptance and may request that the applicant resubmit, modify, or otherwise alter the application.

#### **2.04 License Term and Renewal**

- A. Unless otherwise provided by the County Board, the term of a Hauler License granted pursuant to the provisions of this Ordinance shall be up to one year but shall expire on December 31 of the year the license is granted, unless sooner renewed, suspended, or revoked.
- B. License renewal applications must be submitted to the Department by November 30<sup>th</sup> of each year. License renewal applications received after that date shall be subject to a late fee.

#### **2.05 License Non-Transferable**

Licenses granted by the Department under this Section are not transferable to other Persons.



## **2.06 Vehicles Licensed**

All vehicles used for the Collection and transportation of Solid Waste in the County shall be listed on the license application. The applicant shall specify the make, model, year, and capacity, in cubic yards, as well as the tare weight of each vehicle.

## **SECTION 3.0 INSURANCE REQUIREMENTS**

The Hauler shall obtain, maintain, and submit with the License application certificates of insurance issued by insurers duly licensed by the State of Minnesota providing the following coverage, or a self-insurance plan certified by the Department of Commerce providing equivalent coverage:

### **3.01 Worker's Compensation Insurance**

- A. Worker's compensation insurance shall be in compliance with all applicable State Statutes. Such policy shall include Employer's liability coverage in at least such amount(s) as are customarily issued in Minnesota and an All States or Universal Endorsement, if applicable.
- B. In the event a Licensee is a sole proprietor and has elected not to provide workers' compensation insurance, the Licensee shall be required to execute and submit to the Department an affidavit of sole proprietorship in a form acceptable to the Department.

### **3.02 General Liability**

- A. Commercial General Liability Coverage, providing coverage on an "occurrence", rather than on a "claims made" basis, which policy shall include, but shall not be limited to, coverage for bodily injury, property damage, personal injury, contractual liability (applying to this contract), independent Licensees, "XC&U" and products-completed operations liability (if applicable). Such coverage may be provided under an equivalent policy form (or forms), so long as such equivalent form (or forms) affords coverage that is at least as broad. An Insurance Services Office "Comprehensive General Liability" policy that includes a "Broad Form Endorsement", shall be considered to be an acceptable equivalent policy form.
- B. The Licensee shall maintain at all times during the period of the license a total combined general liability policy limit of at least \$1,000,000 for each occurrence and \$2,000,000 aggregate, applying to liability for bodily injury, personal injury, and property damage, which total limit may be satisfied by the limit afforded under its "Commercial General Liability" policy, or equivalent policy, or by such policy in combination with the limits afforded by an "Umbrella" or "Excess Liability" policy (or policies), provided, that the coverage afforded under any such "Umbrella" or "Excess Liability" policy is at least as broad as that afforded by the underlying "Commercial General Liability" policy (or equivalent underlying policy).
- C. Such commercial general liability policy and "Umbrella" or "Excess Liability" policy (or policies) may provide aggregate limits for some or all of the coverage afforded there under, so long as such aggregate limits have not, as of the beginning of the term or at any time during the term, been reduced to less than the total required limits stated above, and further, that the "Umbrella" or "Excess Liability" policy provides coverage from the point that such aggregate limits in the underlying comprehensive general liability policy become reduced or exhausted.

### **3.03      Automobile Liability**

Business Automobile liability insurance shall be obtained and shall cover liability for bodily injury and property damage arising out of the ownership, use, maintenance, or operation of all owned, non-owned and hired automobiles and other motor vehicles utilized by the Licensee in connection with performance under this license agreement. Such policy shall provide total liability limits for combined bodily injury and/or property damage in the amount of at least \$1,000,000 per accident, which total limits may be satisfied by the limits afforded under such policy, or by such policy in combination with the limits afforded by an "Umbrella" or "Excess Liability" policy(ies), provided, that the coverage afforded under any such "Umbrella" or "Excess Liability" policy(ies) shall be at least as broad with respect to such business automobile liability insurance as that afforded by the underlying policy. Unless included within the scope of the Licensee's commercial general liability policy, such business automobile liability policy shall also include coverage for motor vehicle liability assumed under contract.

### **3.04      Additional Insurance**

The County may require a Licensee to undertake an annual insurance evaluation, conducted by an independent evaluator selected by the County, which evaluator shall be reasonably acceptable to Licensee. The County may, at any time during the period of the license, require that Licensee secure any additional insurance, or additional feature to existing insurance, as is recommended by such evaluation as reasonably required for the protection of the County's interests or those of the public.

### **3.05      Evidence of Insurance**

A Licensee shall promptly provide the Department with evidence that the insurance coverage required hereunder is in full force and effect at least twenty (20) days prior to the granting of a license by the County Board. At least thirty (30) days prior to termination of any such coverage, Licensee shall provide the Department with evidence that such coverage will be renewed or replaced upon termination with insurance that complies with these provisions. Such evidence of insurance shall be in the form of a "Certificate of Insurance", or in such other form as the Department may reasonably request and shall contain sufficient information to allow the Department to determine whether there is compliance with these provisions. At the request of the Department, the Licensee shall, in addition to providing such evidence of insurance, promptly furnish the Department with a complete (and if so requested, insurer-certified) copy of each insurance policy intended to provide coverage required hereunder. All such policies shall be endorsed to require that the insurer provide at least a sixty (60) day notice to the Department prior to the effective date of policy cancellation, non-renewal, or material adverse change in coverage terms. The Licensee's insurance agent shall certify on the certificate of insurance, that he/she has error and omissions coverage.

### **3.06      Insurer Policies**

All policies of insurance required by this Ordinance shall be issued by financially responsible insurers licensed to do business in the State of Minnesota, and all such insurers must be acceptable to the Department. Such acceptance shall not be unreasonably withheld or delayed. An insurer with a current AM. Best Company rating of at least A: VII shall be conclusively deemed to be acceptable. In all other instances, the Department shall have twenty (20) business days from the date of receipt of a Licensee's evidence of insurance to advise the Licensee in writing of any insurer that is not acceptable to the County. If the Department does not respond in writing within such twenty (20) day period, the Licensee's insurer(s) shall be deemed to be acceptable to the County.

### **3.07 Loss Information**

At the request of the Department, the Licensee shall promptly furnish loss information concerning all liability claims brought against a Licensee (or any other Insured under Licensee's required policies) that may affect the amount of liability insurance available for the benefit and protection of the County under this Ordinance. Such loss information shall include such specifics and be in such form as the Department may reasonably require.

## **SECTION 4.0 EQUIPMENT & OPERATIONS REQUIREMENTS**

### **4.01 Equipment Requirements**

All Solid Waste Collection and Transportation vehicles shall be easily cleanable, leak-proof, and be covered with metal, canvas, or a fishnet type material while in transit.

### **4.02 Maintenance**

The Licensee shall maintain all Solid Waste Collection and Transportation vehicles in a safe and sanitary manner and provide brooms and shovels on each vehicle for the purpose of cleaning up spilled material. All safety equipment including, but not limited to, horns, lights, and reflectors shall be operable.

### **4.03 Inspection**

The Department may inspect and approve all Solid Waste Collection and transportation vehicles.

### **4.04 Storage**

The Licensee shall not allow Solid Waste, collected from the Generator, to remain or be stored in any Collection or Transportation vehicle, including roll-offs and other detachable containers, in excess of forty-eight (48) hours, except in the event of an emergency such as inclement weather, equipment breakdown or accident. Any storage of Solid Waste in containers must be done with a water impermeable cover.

### **4.05 Protecting Private Property**

The Licensee shall take reasonable care to protect the property of customers being served. The Licensee shall be responsible for any damage or spillage of Solid Waste as a result of the Licensee or the Licensee's employees or agent's actions.

### **4.06 Smoking, Smoldering or Burning Solid Waste**

The Licensee may not collect or transport Solid Waste that are smoking, smoldering, or burning.

### **4.07 Dumping in an Emergency**

The Licensee shall be responsible for the cleanup of any Solid Waste that must be dumped in an emergency. The operator of the vehicle shall immediately notify the Department and the appropriate law enforcement agency and emergency service of such emergency dumping and clean up the area within a time limit set by the Department.

#### **4.08 Hours of Operation**

The Licensee may not collect or transport Solid Waste from Residential Property or Residential Buildings before 6:00 a.m. or after 9:00 p.m.

#### **4.09 Yard Waste Collection**

Haulers shall only accept for Collection Yard Waste that meets the following criteria:

- A. Has been placed in paper bags or other containers that will decompose within the time period it takes to produce a finished Compost product out of the material held by the container; or
- B. Is in a container that is not collected with the Yard Waste.

#### **4.10 Prohibited Wastes**

Haulers shall not accept for Collection in the County any Mixed Municipal Solid Waste that contains Yard Waste, Christmas trees, dry cell batteries (as prohibited by Minn. Stat. § 1 15A.9 155), Solid Wastes containing mercury (as prohibited by Minn. Stat. § 1 15A.932), motor vehicle fluids and filters (as prohibited in Minn. Stat. § 1 15A.916), or any material that has been banned from Solid Waste or Mixed Municipal Solid Waste by any State statute. Banned items include, but are not limited to, Waste Tires, Major Appliances, telephone directories, and Medical Waste.

#### **4.11 Mixing of Mixed Municipal Solid Waste and Recyclables Prohibited**

Haulers shall not mix Source Separated Recyclable Materials with Mixed Municipal Solid Waste or handle Source-Separated Recyclable Materials in any way that reduces the reusability or marketability of the Source Separated Recyclable Materials.

#### **4.12 Hauler-Imposed Collection Fees**

- A. Hauler-imposed fees for the Collection of Mixed Municipal Solid Waste in the County shall increase with the volume or weight of the waste collected.
- B. Haulers of Mixed Municipal Solid Waste in the County are prohibited from imposing a greater Collection fee on residents who recycle than on residents, who do not recycle.
- C. Haulers shall offer a 64-gallon or less base container fee for Solid Waste generated at a Residential Building or at a Residential Property.
- D. If Collection of Yard Waste is provided, the Hauler-imposed fee for such Collection must be indicated as a separate line item on a customer's bill.

### **SECTION 5.0 REPORTING REQUIRED**

A Hauler must keep records and report to the Department information relating to the Collection, Processing and Disposal of Solid Waste collected by the Hauler. The information shall be reported to the Department on at least an annual basis (no later than 45 days after the end of each year) on a form provided by the Department.

### **5.01 Solid Waste Records**

A Hauler shall keep records of the following information for at least 3 years. For purposes of this Ordinance, "origin" means a general geographic description that, at a minimum, names the local governmental unit within the County. "Type" means a best estimate of the percentage of each truckload that consists of residential, commercial, industrial, construction and demolition debris or any other general type of Solid Waste.

- A. Types and Quantities of Solid Waste
- B. A Hauler shall maintain records regarding the volume or weight, type(s) and origin(s) of Solid Waste collected.
- C. Number of Residential and Non-Residential Accounts
- D. The Hauler shall maintain a record of the number of Residential and Non- Residential accounts serviced in each geographic origin. For reporting purposes, units in Multi-Unit Residential Buildings shall be considered residential accounts, and each individual unit shall be reported as a separate account.
- E. Total Weight of Solid Waste
- F. The Hauler shall maintain a record of the total weight of all Solid Waste collected from Residential accounts and Non-Residential accounts for each geographic region. The weight of the Solid Waste collected shall be reported and documented by scale or other County approved documentation method.
- G. Management of Solid Waste
- H. The Hauler shall maintain a record of the location(s) where Solid Waste was delivered, deposited, processed, or marketed and the total amount of waste delivered to each Solid Waste Management Facility or other location.

## **SECTION 6.0 ADDITIONAL RECYCLABLE MATERIALS REPORTING REQUIREMENTS**

In addition to the Solid Waste reporting requirements in Section 5.0, the Collection of Recyclable Materials are subject to the following requirements.

### **6.01 Weight of Individual Recyclable Materials**

The Hauler shall maintain a record of the weight of Recyclable Materials collected, from residential and non- residential accounts, for each of the following Recyclable Materials: newsprint, corrugated cardboard, mixed paper, magazines, metal cans, glass containers, plastic containers, boxboard, Major Appliances, scrap metal, telephone books, and additional materials as from time to time mandated by the County Board. The weight of each type of Recyclable Material collected may be estimated based upon the percentage of each material type recorded in previously documented Collections. The amount of Recyclable Materials collected from each geographic origin may be estimated based on the proportion of accounts in each community.

## **ARTICLE VII FACILITY REQUIREMENTS AND LICENSES**

### **SECTION 1.0 LICENSES REQUIRED**

It is unlawful for any Person to establish, operate, or maintain a Solid Waste Management Facility without a license from the County. No Person shall cause, permit, or allow land or property under that Person's control to be used for Solid Waste Processing, Disposal or Transfer Station purposes, except at a Site that complies with all County ordinances, regulations, local, State, and federal guidelines, statutes, rules, and regulations.

#### **1.01 Disposal of Solid Waste**

No Person shall make nor allow land or property under their control to be used for Disposal of any Solid Waste unless it is a Solid Waste Management Facility for which a license has been issued by the County Board or renewed by the Department, unless otherwise provided by this Ordinance. No Person shall dispose of any Solid Waste on any land or property, unless the County has issued a Solid Waste Management Facility license for that land or property, unless otherwise provided by this Ordinance.

#### **1.02 Facility Licenses**

The following types of Facilities shall obtain a Solid Waste Management Facility License from the County:

- A. Solid Waste Land Disposal Facilities
- B. Construction and Demolition Debris Land Disposal Facilities
- C. Industrial Solid Waste Land Disposal Facilities
- D. Transfer Stations
- E. Solid Waste Processing Facilities
- F. Waste Tire Facilities
- G. Recycling Facilities

### **SECTION 2.0 FACILITY LICENSE FEES**

#### **2.01 Application Fee**

An application fee, the amount to be determined by the Department and approved by the County Board, shall be established to process the Facility License Application and review all plans and specifications and shall accompany the application.

#### **2.02 Facility License Fees**

Facility License fees shall be determined by the Department and approved by the County Board. License fees shall be established each year for the subsequent calendar year. The Department shall collect license fees each year.

### **SECTION 3.0 LICENSE REQUIREMENTS**

An application for a License or License renewal shall be made to the Department on forms furnished by the Department. The application shall not be considered complete until the Department has received all information, materials, plans, Financial Assurance, certificates of insurance, and fees required under this Ordinance. Unless otherwise provided by the County Board, each License granted pursuant to the provisions of this Ordinance shall expire annually unless sooner revoked.

#### **3.01. Financial Assurance**

The County Board may require Financial Assurance as appropriate for any or all of those Solid Waste Management Facilities listed in Section 1.02, based on their size, operating life, operational practices, and types of waste accepted.

#### **3.02. Planning and Zoning Approval**

Any use of land for Solid Waste Management Facilities within the County shall comply with the applicable zoning requirements of the County Zoning Ordinance, or the zoning requirements of municipalities, if applicable.

#### **3.03 Application Requirements**

The application for initial License shall include:

- A. A complete copy of the permit application submitted to the MPCA, including a set of complete plans, specifications, design data, and ultimate land use; and
- B. A land use permit as required by the County Zoning Ordinance or the zoning authority having jurisdiction over the proposed site; and
- C. A written statement of how the proposed facility is consistent with the County Solid Waste Management Plan and current Agency Certificate of Need (CON), if applicable; and
- D. An application fee as established by the County Board; and
- E. The License application shall include two sets of complete plans, specifications, design data, ultimate land use plan if applicable, proposed operating procedures and such other information as may be required by the County, all prepared by a professional engineer registered in Minnesota.

#### **3.04 Licensed Facilities**

At any time the Licensee submits an application for renewal or modification of their Agency permit, a copy of that application and all supporting documentation must be submitted to the County and the process for License renewal shall be followed.

#### **3.05 License Holder**

In each application for a Solid Waste Management Facility License, the Owner and Operator shall be named as the proposed Licensees. Co-Licensees are jointly and severally liable for Ordinance violations.

## **SECTION 4.0 REVIEW OF FACILITY LICENSE APPLICATION**

After receiving a complete License application that includes all required information, the County shall have 60 days to either grant or deny the License. If any applicant is denied a License, the applicant shall be notified in writing by the County of the reasons for the denial of the License. A denial shall be without prejudice to the applicant's right to an appearance before the County Board or for filing a further application after revisions are made to meet objections specified as reasons for the denial.

### **4.01 Operational Conditions**

The Licensee shall comply with the operational conditions stated in the application as approved by the County. Failure of the Licensee to comply with such operational conditions is a violation of this Ordinance and the Licensee is subject to the penalties provided herein.

### **4.02 Contingent License/Special Conditions**

A License may be granted that is contingent upon compliance with special conditions specified in the License. Such conditions, if any, shall be designed to promote the health, welfare and safety of the public pursuant to this Ordinance. Failure of the Licensee to comply with such special conditions is a violation of this Ordinance and is subject to the penalties provided herein.

### **4.03 Sequencing**

No License application will be considered until written proof that the local governing body, if applicable, has considered the establishment of the Facility and the results of that consideration are provided to the Department.

## **SECTION 5.0 TERM OF FACILITY LICENSE; RENEWAL; LICENSE NOT TRANSFERABLE**

The term and renewal of Solid Waste Management Facility Licenses are governed by this section.

### **5.01 Term of License**

Unless otherwise provided by the County Board, the term of a Solid Waste Management Facility License granted pursuant to the provisions of this Ordinance shall be for up to one year but shall expire on December 31 of the year the License is granted, unless sooner renewed, suspended, or revoked.

### **5.02 Renewal of License**

Application for renewal of a License shall be made in writing to the Department by September 1 of the expiration year and shall be signed by an individual authorized to act on behalf of and bind the Licensee. Application for a License renewal shall contain a statement of any changes in the information submitted from the last approved License application. Application for a License renewal shall contain reports required by the Ordinance. If applicable, the Licensee shall submit Financial Assurance information including the Financial Assurance mechanism used, the amount of bond or letter of credit, cash on deposit, amount in a depository account or trust account and other information requested on a form provided by the Department. Failure to submit such information is



grounds for revocation or for not granting renewal of the License by the County Board. If there are no changes in Financial Assurance, it shall be so stated in the renewal application.

### **5.03 License Not Transferable**

Any license obtained under this Ordinance shall be nontransferable. Licenses issued to corporations, partnerships or associations shall be valid only so long as there is no change in the ownership. Corporations, partnerships, or associations holding licenses shall submit written notice to the Solid Waste Department of any such changes in ownership on or before thirty (30) days prior to the effective date of any such change. In the case of a corporation, the Licensee shall notify the Department when a Person or entity not listed in the application acquires an interest and shall give all information about such Person as is required pursuant to the provisions of this Article.

## **SECTION 6.0 INSURANCE REQUIREMENTS**

A Solid Waste Management Facility Licensee shall provide and maintain at all times during the term of the License such insurance coverage as set forth in this Section, and otherwise comply with the provisions that follow. Such policy(ies) of insurance shall apply to the extent of, but not as a limitation upon or in satisfaction of, the license indemnity provisions. The provisions of this Section shall also apply to all subcontractors, and independent contractors engaged by the Licensee with respect to the license. The Licensee shall be entirely responsible for securing the compliance of all such Persons or parties with these provisions.

### **6.01 Worker's Compensation Insurance**

- A. Worker's compensation insurance shall be in compliance with all applicable State Statutes. Such policy shall include employer's liability coverage in at least such amount(s) as are customarily issued in Minnesota and an All States or Universal Endorsement, if applicable.
- B. In the event a Licensee is a sole proprietor and has elected not to provide workers' compensation insurance, the Licensee shall be required to execute and submit to the Department an affidavit of sole proprietorship in a form acceptable to the Department.

### **6.02 General Liability**

- A. Commercial General Liability Coverage (Insurance Services Office form title), providing coverage on an "occurrence", rather than on a "claims made" basis, which policy shall include, but shall not be limited to, coverage for bodily injury, property damage, personal injury, contractual liability (applying to this contract), independent Licensees, "XC&U" and products-completed operations liability (if applicable). Such coverage may be provided under an equivalent policy form (or forms), so long as such equivalent form (or forms) affords coverage that is at least as broad. An Insurance Services Office "Comprehensive General Liability" policy that includes a "Broad Form Endorsement", GL 0404 (Insurance Services Office designation) shall be considered to be an acceptable equivalent policy form.
- B. The Licensee shall maintain at all times during the period of the license a total combined general liability policy limit of at least \$1,000,000 for each occurrence and \$2,000,000 aggregate, applying to liability for bodily injury, personal injury, and property damage, which total limit may be satisfied by the limit afforded under its

"Commercial General Liability" policy, or equivalent policy, or by such policy in combination with the limits afforded by an "Umbrella" or "Excess Liability" policy (or policies), provided, that the coverage afforded under any such "Umbrella" or "Excess Liability" policy is at least as broad as that afforded by the underlying "Commercial General Liability" policy (or equivalent underlying policy).

- C. Such commercial general liability policy and "Umbrella" or "Excess Liability" policy (or policies) may provide aggregate limits for some or all of the coverage afforded there under, so long as such aggregate limits have not, as of the beginning of the term or at any time during the term, been reduced to less than the total required limits stated above, and further, that the "Umbrella" or "Excess Liability" policy provides coverage from the point that such aggregate limits in the underlying comprehensive general liability policy become reduced or exhausted

### **6.03      Automobile Liability**

Business Automobile liability insurance shall be obtained and shall cover liability for bodily injury and property damage arising out of the ownership, use, maintenance, or operation of all owned, non-owned and hired automobiles and other motor vehicles utilized by the Licensee in connection with the operation of the licensed Solid Waste Management Facility. Such policy shall provide total liability limits for combined bodily injury and/or property damage in the amount of at least \$1,000,000 per accident, which total limits may be satisfied by the limits afforded under such policy, or by such policy in combination with the limits afforded by an "Umbrella" or "Excess Liability" policy(ies), provided, that the coverage afforded under any such "Umbrella" or "Excess Liability" policy(ies) shall be at least as broad with respect to such business automobile liability insurance as that afforded by the underlying policy. Unless included within the scope of the Licensee's commercial general liability policy, such business automobile liability policy shall also include coverage for motor vehicle liability assumed under contract.

### **6.04      Additional Insurance**

The County may require a Licensee to undertake an annual insurance evaluation, conducted by an independent evaluator selected by the County, which evaluator shall be reasonably acceptable to Licensee. The County may, at any time during the period of the license, require that Licensee secure any additional insurance, or additional feature to existing insurance, as is recommended by such evaluation as reasonably required for the protection of the County's interests or those of the public.

### **6.05      Evidence of Insurance**

A Licensee shall promptly provide the Department with evidence that the insurance coverage required hereunder is in full force and effect at least twenty (20) days prior to the granting of a license by the County Board. At least thirty (30) days prior to termination of any such coverage, Licensee shall provide the Department with evidence that such coverage will be renewed or replaced upon termination with insurance that complies with these provisions. Such evidence of insurance shall be in the form of a "Certificate of Insurance," or in such other form as the Department may reasonably request and shall contain sufficient information to allow the Department to determine whether there is compliance with these provisions. At the request of the Department, the Licensee shall, in addition to providing such evidence of insurance, promptly furnish the Department with a complete (and if so requested, insurer-certified) copy of each insurance policy intended to provide coverage required hereunder. All such policies shall be endorsed to require that the insurer provide at least a sixty (60)

day notice to the Department prior to the effective date of policy cancellation, non-renewal, or material adverse change in coverage terms. The Licensee's insurance agent shall certify on the certificate of insurance, that he/she has error and omissions coverage. Insurer Policies. All policies of insurance required by this Ordinance shall be issued by financially responsible insurers licensed to do business in the State of Minnesota, and all such insurers must be acceptable to the Department. Such acceptance shall not be unreasonably withheld or delayed. An insurer with a current AM. Best Company rating of at least A: VII shall be conclusively deemed to be acceptable. In all other instances, the Department shall have twenty (20) business days from the date of receipt of a Licensee's evidence of insurance to advise the Licensee in writing of any insurer that is not acceptable to the County. If the Department does not respond in writing within such twenty (20) day period, the Licensee's insurer(s) shall be deemed to be acceptable to the County.

#### **6.06 Loss Information**

At the request of the Department, the Licensee shall promptly furnish loss information concerning all liability claims brought against a Licensee (or any other Insured under Licensee's required policies) that may affect the amount of liability insurance available for the benefit and protection of the County under this Ordinance. Such loss information shall include such specifics and be in such form as the Department may reasonably require.

### **SECTION 7.0 FACILITY RECORDS**

It shall be the obligation of the Operator of a Solid Waste Facility to maintain accurate operation records. To be considered for renewal the Licensee must maintain the following records and submit reports as required by the Department.

#### **7.01 Daily Records**

Accurate daily records of Solid Waste Management Facility operations shall be maintained and made available upon request to the County or Authorized Representative including:

- A. Receipt of Solid Waste in tons and cubic yards shall be recorded daily in a manner acceptable to the County. This information shall provide statistics on the types and quantities of Solid Waste received including, but not limited to Residential Solid Waste, Non-Residential/Institutional waste, and Industrial Solid Waste.
- B. General areas in which a particular type of Solid Waste disposal takes place within a Solid Waste Land Disposal Facility shall be recorded.
- C. Detailed information on waste composition received at the Facility derived from actual measurements. The County may require a specific waste composition analysis for any waste materials that may contain hazardous chemicals or that may pose a risk to health and safety. Once information on general or specific composition analysis is approved by the County, such information must be submitted with the annual report for a period of up to five years. If the composition of waste received by the Facility significantly changes, then the County may require an up to date composition analysis to be performed.
- D. Information that identifies the types and quantities of waste Released from the Site or transported to other Solid Waste Management Facilities. This information includes but is not limited to Solid Waste, ash, Leachate, and residual materials derived from waste Processing.

- E. Copies of reports and data related to environmental monitoring including but not limited to groundwater testing, Leachate analysis, methane monitoring, and air emission data.
- F. Disposal of Hazardous Waste is prohibited. All Hazardous Wastes Generated by the facility operation or delivered to the facility by other Persons must be recorded, and documentation of management in accordance with State and federal regulations and as set out in the facility's operations plan must be reported.

## **7.02 Facility's Annual Report**

The Licensee shall submit a copy of the Licensed facility's annual report required by the Agency to the Department by March 1 of each year.

## **7.03 Facility Service Area**

The Licensee shall submit records of population and areas served by the Licensed facility on an annual basis.

## **7.04 Emergency Incidents**

Within two (2) hours of an emergency incident that results in conditions that may be adverse to public or environmental health, the Licensee shall submit oral notification to the Solid Waste Administrator.

- A. This report shall be followed with written notification within 48 hours of the incident.
- B. When corrective actions are required by County, State or federal agencies, a report of the incident and actions taken shall be submitted to the Solid Waste Administrator within 15 days of completion of the action.

# **SECTION 8.0 GENERAL REQUIREMENTS FOR ALL FACILITIES**

The following items shall be established, constructed, or provided for at all Solid Waste Management Facilities, unless specifically exempted by the Department:

## **Design and Construction Requirements**

- A. Sanitary facilities and shelter shall be available at the Site.
- B. Effective litter control devices such as portable fences shall be utilized.
- C. Electrical service, as necessary for operations and repairs.
- D. Firefighting facilities on site adequate to ensure the safety of employees.
- E. Emergency first aid equipment to provide adequate treatment for all accidents.
- F. A potable water supply for Site Personnel.
- G. Shelter for maintenance and storage of Site equipment.
- H. Adequate facilities to ensure that no vehicle desiring entry into the Site may have to wait outside the perimeter of the Site.
- I. Adequate communication facilities shall be provided for emergency purposes.
- J. The Site shall be fenced or secured to prevent unauthorized entry and a gate shall be

provided at the entrance to the Site and kept locked when an attendant is not on duty.

- K. An all-weather haul road to the unloading area.
- L. Visual screening of the Site, as approved by the Department, shall be provided by use of natural objects, trees, plants, seeded soil berms, fences, or other suitable means.
- M. An area shall be designated to inspect and store Solid Waste to determine whether or not Unacceptable Waste is contained in the Solid Waste deposited at the Site.

### **8.01 Closure Requirements**

In addition to Closure procedures required by the Agency, the Licensee shall submit a detailed map to the Department upon Closure of the Licensed Solid Waste Land Disposal Facility. The map shall include the location of fill areas, buildings, roads, wells, hydro-geologic information, elevations, scales, and any other features of the site.

- A. Documents submitted must show the nature and location of the waste disposed at the facility.
  - 1. Complete location details of any regulated wastes such as asbestos shall be submitted to the Department and recorded on the property deed.
  - 2. A complete list of Industrial Solid Waste customers and associated waste characterization data and disposal locations shall be submitted.
- B. Documents submitted must show the property lines of the facility and all adjacent property ownership at the time of Closure.
- C. A letter from the Licensee shall be sent to all adjacent property owners notifying them of the Closure requirements and the ultimate use of the land on which the Facility is located. This letter must be sent by certified mail within 30 days of the completion of Closure requirements with a copy sent to the Solid Waste Administrator at the same time.

### **8.02 Facility Fee Authorized**

The County Board may establish Solid Waste Land Disposal Facility fees pursuant to Minn. Stat. § 115A.919 and may utilize fees received pursuant to Minn. Stat. § 115A.923.

- A. Any Solid Waste Management Facility subject to such fees shall file a monthly fee in the following manner:
  - 1. Monthly returns shall be on a reporting form prescribed by the Department
  - 2. The return shall be signed by the Facility Operator, or a Person authorized by the Facility Operator to do so.
  - 3. A check for the full amount of the fee and made out to the County Auditor must accompany the return form.
  - 4. The return shall be filed with the Department on or before the last day of the month immediately following the month in which the fee was incurred.
- B. Non-payment of fees shall be grounds for denial of a license application or renewal.

## **SECTION 9.0 MIXED MUNICIPAL SOLID WASTE LAND DISPOSAL FACILITIES**

This section applies to facilities designed, constructed, maintained, or operated as a Mixed Municipal Solid Waste Land Disposal Facility.

### **9.01 State Rule Adopted**

In addition to the general requirements provided for in this Ordinance and the specific requirements of this Section, the design, construction, and operation of Mixed Municipal Solid Waste Land Disposal Facilities shall be in accordance with Agency Solid Waste Management Rules (Minn. Rules Chapter 7035), which are hereby adopted by reference as part of this Ordinance. Licensing Requirements

The following additional information shall be submitted to the Department as part of the application process for a Mixed Municipal Solid Waste Land Disposal Facility License.

#### **A. Application and Fees**

An applicant for a Mixed Municipal Solid Waste Land Disposal Facility License shall complete and submit to the Department an application on a form provided by the Department. The application shall not be considered complete until the Department receives the signed and dated application form, all applicable fees, and all materials required by this Section.

#### **B. Existing Conditions Plan**

A current map or aerial photograph of the area showing land use and zoning within 1/4 mile of the Solid Waste Land Disposal Site. The map or aerial photography shall be of sufficient scale to show all homes, buildings, lakes, ponds, watercourses, wetlands, dry runs, rock outcroppings, roads, and other applicable details and shall indicate the general topography with contours and drainage patterns. Wells shall be identified on the map or aerial photography, U.S.G.S. datum shall be indicated, and a north arrow drawn. A location insert map shall be included.

#### **C. Plot Plan**

A plot plan that includes the legal description of the Site and immediate adjacent area showing dimensions, location of soil borings, present and planned pertinent features including but not limited to roads, fencing and cover stockpiles. The plan of development including any excavation, trenching and fill shall be shown progressively with time. Cross sections shall be included on the plot plan or on separate sheets showing progressively with time the original and proposed elevation of excavation, trenching and fill. The scale of the plot plan should not be greater than 200 feet per inch.

#### **D. Land Use Plan**

An ultimate land use plan, including intermediate stages, identifying the total and complete land use. The scale of the ultimate land use plan shall not be greater than 200 feet per inch.

#### **E. Report**

A report shall accompany the plans indicating:

1. Population and areas expected to be served by the proposed Site.
2. Anticipated type, quantity, and source of material to be Disposed of at the Site.

Geological formations and ground water elevations to a depth of at least ten (10) feet below proposed excavation and lowest elevation of the Site, including the high-water table. Such data shall be obtained by soil borings or other appropriate means.

3. Source and characteristic of cover material and method for protecting cover material for winter operation.
4. Type and amount of equipment to be provided at the Site for excavating, earth moving, spreading, compacting and other needs.
5. Area of Site in acres.
6. Owner of the Site.
7. Persons responsible for actual operation and maintenance of the Site and operating procedures.

## **9.02 Specific Design and Construction Requirements**

The following shall be established, constructed, maintained, or provided for at the Site:

- A. Equipment sufficient for spreading, compacting, and covering operations to include sufficient reserve equipment or arrangements to provide for all operations within 24 hours of equipment breakdown.
- B. At each entrance to the Site the Licensee shall erect and maintain a sign stating the name of the Solid Waste Management Facility, the schedule of days and hours the Mixed Municipal Solid Waste Management Facility is open to the public, prices for use of the Mixed Municipal Solid Waste Management Facility, the types of waste accepted, and Agency permit number and penalty for nonconforming Dumping. Plans and specifications for the sign wordage and its proposed placement shall be submitted to the Department for its approval prior to the sign's installation. Any changes to the sign after initial installation are also subject to approval by the Department.
- C. Suitable accommodations shall be provided for individuals who wish to Transport and Dispose of their own Mixed Municipal Solid Waste provided said Mixed Municipal Solid Waste has been determined by the Department to be acceptable at the Facility.

## **9.03 Specific Operating Procedures**

Any Person who has been granted a License by the Department to operate a Mixed Municipal Solid Waste Land Disposal Facility shall comply with the following specific operational requirements:

- A. Open Burning, Animal Feeding and Scavenging  
Open Burning of Mixed Municipal Solid Waste is prohibited. No scavenging shall be allowed. Salvaging shall be allowed only upon conditions approved in writing by the Department. Animal feeding within the Site is prohibited.
- B. Wind-Blown Material  
Unloading of Mixed Municipal Solid Waste shall be confined to as small an area as practicable and surrounded with appropriate materials to prevent wind-blown material within the area. At the conclusion of each day of operation, all wind-blown material resulting from the operation shall be collected and returned to the designated area by the Owner or Operator.

C. Cover and Compaction of Putrescible Material

Putrescible Material, which has reached a foul state of decay or decomposition, shall be immediately covered and compacted.

D. Public Nuisance Control

Control of vectors, such as rodents and flies, and of odors, dust, wind-blown material and other potential Public Nuisances shall be sufficient to prevent or eliminate any Public Nuisance. Should the Department so prescribe, an exterminator or pest control agent, at the Licensee's expense, shall be engaged to inspect the Mixed Municipal Solid Waste Land Disposal Facility on at least a monthly basis. A copy of each inspection report shall be sent to the Department immediately upon its receipt by the Licensee.

## **SECTION 10.0 CONSTRUCTION AND DEMOLITION DEBRIS LAND DISPOSAL FACILITIES LICENSE**

This section applies to all facilities designed, constructed, or operated for the land disposal of Construction and Demolition Debris, regardless of size or duration of operation.

### **10.01 State Rule Adopted**

In addition to the general requirements provided in this Ordinance and the specific requirements of this Section, the design, construction, and operation of Construction and Demolition Debris Land Disposal Facilities shall be in accordance with Agency regulations (Minn. Chap. 7035), which is hereby adopted by reference as part of this Ordinance.

### **10.02 Licensing Requirements**

The following information shall be submitted to the Department as part of the application process for a Construction and Demolition Debris Land Disposal Facility License.

A. Application and Fees

An applicant for a Construction and Demolition Debris Land Disposal Facility License shall complete and submit to the Department an application on a form provided by the Department. The application shall not be considered complete until the Department receives the signed and dated application form, all applicable fees and all materials required by this section.

B. Existing Conditions Plan

A current map or aerial photograph of the area showing land use and zoning within 1/4 mile of the Site. The map or aerial photography shall be of sufficient scale to show all homes, buildings, lakes, ponds, watercourses, wetlands, dry runs, rock outcroppings, roads, and other applicable details and shall indicate the general topography with contours and drainage patterns. Wells shall be identified on the map or aerial photography, U.S.G.S. datum shall be indicated, and a north arrow drawn. A location insert map shall be included.

C. Plot Plan

A plot plan including the legal description of the Site and immediate adjacent area showing dimensions, location of soil borings, present and planned pertinent features



including but not limited to roads, fencing and cover stockpiles. The plan of development including any excavation, trenching and fill shall be shown progressively with time. Cross sections shall be included on the plot plan or on separate sheets showing progressively with time the original and proposed elevation of excavation, trenching and fill. The scale of the plot plan should not be greater than 200 feet per inch.

**D. Land Use Plan**

An ultimate land use plan, including intermediate stages, identifying the total and complete land use. The scale of the ultimate land use plan shall not be greater than 200 feet per inch.

**E. Report**

A report shall accompany the plans indicating:

1. Population and areas expected to be served by the proposed Site.
2. Anticipated type, quantity, and source of material to be disposed of at the Site.
3. Geological formations and ground water elevations to a depth of at least ten (10) feet below proposed excavation and lowest elevation of the Site, including the high-water table. Such data shall be obtained by soil borings or other appropriate means. Source and characteristic of cover material and method for protecting cover material for winter operation.
4. Type and amount of equipment to be provided at the Site for excavating, earth moving, spreading, compacting and other needs.
5. Area of the Site in acres.
6. Owner of the Site.
7. Persons responsible for actual operation and maintenance of the Site and intended operating procedures.

**10.03 Specific Design and Construction Requirements**

The following shall be established, constructed, maintained, or provided for at the Site:

- A. Equipment sufficient for spreading, compacting, and covering operations to include sufficient reserve equipment or arrangements to provide for all operations within 24 hours of equipment breakdown.
- B. Specific requirements regarding liner requirements and waste screening shall be determined based upon the Site conditions and the projected composition of the Demolition and Construction Debris.

**10.04 Specific General Operating Procedures**

Any person who has been granted a License to operate a Construction and Demolition Debris Land Disposal Facility shall comply with the following specific operational requirements:

**A. Public Use Prohibited**

No public usage will be allowed except where specifically approved by the Department.

**B. Pest Eradication**

Before any materials from demolished structures may be deposited, the Licensee must submit proof acceptable to the Department that the demolished structure has been subjected to satisfactory pest eradication prior to demolition.

**C. Waste Acceptance and Prohibited Wastes**

Types of Construction and Demolition Waste accepted at the facility shall be pursuant to the Agency's Generic Template Industrial Solid Waste Management Plan for Demolition and Construction Landfills which is available on the Agency website.

## **SECTION 11.0 INDUSTRIAL SOLID WASTE LAND DISPOSAL FACILITIES**

This section applies to all facilities designed, constructed, maintained, or operated as an Industrial Solid Waste Land Disposal Facility.

### **11.01 State Rule Adopted**

In addition to the general requirements provided in this Ordinance and the specific requirements of this Section, the design, construction, and operation of Industrial Solid Waste Land Disposal Facilities shall be in accordance with Agency regulations (Minn. Rules Chap. 7035), which are hereby adopted by reference as part of this Ordinance.

### **11.02 Licensing Requirements**

The following information shall be submitted to the Department as part of the application process for an Industrial Solid Waste Land Disposal Facility License.

**A. Application and Fees**

An applicant for an Industrial Solid Waste Land Disposal Facility License shall complete and submit to the Department an application on a form provided by the Department. The application shall not be considered complete until the Department receives the signed and dated application form, all applicable fees and all materials required by this section.

**B. Existing Conditions Plan**

A current map or aerial photograph of the area showing land use and zoning within 1/4 mile of the Site. The map or aerial photography shall be of sufficient scale to show all homes, buildings, lakes, ponds, watercourses, wetlands, dry runs, rock outcroppings, roads, and other applicable details and shall indicate the general topography with contours and drainage patterns. Wells shall be identified on the map or aerial photography, U.S.G.S. datum shall be indicated, and a north arrow drawn. A location insert map shall be included.

**C. Plot Plan**

A plot plan including legal description of the Site and immediate adjacent area showing dimensions, location of soil borings, present and planned pertinent features including but not limited to roads, fencing and cover stockpiles. The plan of development including any excavation, trenching and fill shall be shown progressively with time. Cross sections shall be included on the plot plan or on separate sheets showing progressively with time the original and proposed elevation

of excavation, trenching and fill. The scale of the plot plan should not be greater than 200 feet per inch. Land Use Plan. An ultimate land use plan, including intermediate stages, identifying the total and complete land use. The scale of the ultimate land use plan shall not be greater than 200 feet per inch.

#### D. Report

A report shall accompany the plans indicating:

1. Population and areas expected to be served by the proposed Site.
2. Anticipated type, quantity, and source of material to be disposed of at the Site.
3. Geological formations and ground water elevations to a depth of at least ten (10) feet below proposed excavation and lowest elevation of the Site, including the high-water table. Such data shall be obtained by soil borings or other appropriate means.
4. Source and characteristic of cover material and method for protecting cover material for winter operation.
5. Type and amount of equipment to be provided at the Site for excavating, earth moving, spreading, compacting and other needs.
6. Area of the Site in acres.
7. Owner of the Site.
8. Persons responsible for actual operation and maintenance of the Site and intended operating procedures.

### **11.03 Specific Design and Construction Requirements**

The following shall be established, constructed, maintained, or provided for at the Site:

- A. Equipment sufficient for spreading, compacting, and covering operations to include sufficient reserve equipment or arrangements to provide for all operations within 24 hours of equipment breakdown.
- B. Specific requirements regarding liner requirements and waste screening shall be determined based upon the Site conditions and the projected composition of the Industrial Solid Waste.

### **11.04 Specific Operating Procedures**

Any person who has been granted a License to operate an Industrial Solid Waste Land Disposal Facility shall comply with the following specific operational requirements, unless otherwise waived in writing by the Department:

#### A. Public Use Prohibited

No public usage will be allowed, except where specifically approved.

#### B. Waste Acceptance and Prohibited Wastes

Types of Industrial Solid Waste accepted at the facility shall be pursuant to the Agency's Generic Template Industrial Solid Waste Management Plan which is available on the Agency website.

## **SECTION 12.0 TRANSFER STATIONS**

This section applies to all facilities designed, constructed, established, maintained and operated as a Solid Waste Transfer Station, regardless of size or category.

### **12.01 State Rule Adopted**

In addition to the general requirements of this Ordinance and the specific requirements of this Section, the design, construction, and operation of Solid Waste Transfer Stations shall be in accordance with Agency regulations (Minn. Rules Chapter 7035), which are hereby adopted by reference as part of this Ordinance.

### **12.02 License Required**

It is unlawful for any Person to establish, operate, or maintain a Solid Waste Transfer Station without first being licensed to do so by the Department.

#### **A. Licensing Requirements**

The following information shall be submitted to the Department as part of the application process for a Solid Waste Transfer Station License:

1. Designation of the Transfer Station Category: All Solid Waste Transfer Stations shall be categorized as to type and amount of Solid Waste transferred at the facility. The following categories are established:
  - a. Mixed Waste: This facility has an on-site storage capacity of greater than 120 cubic yards per day and handles a variety of Solid Waste types, to include Mixed Municipal Solid Waste.
  - b. Demolition Debris: This facility handles Construction and Demolition Debris only.
  - c. Application and Fees: An applicant for a Solid Waste Transfer Station License shall complete and submit to the Department an application on a form provided by the Department. The application shall not be considered complete until the Department receives the signed and dated application form, all applicable fees, and all materials required by this section, to include Location, size and ownership of the land upon which the Transfer Station will operate.
  - d. General description of property use in the immediate vicinity of the Transfer Station.
  - e. Complete plans and specifications and proposed operating procedures for the Transfer Station.
  - f. A fee schedule for the use of Transfer Station.
  - g. A statement of the ultimate Solid Waste Management Facility destination(s) of Solid Waste delivered to the Transfer Station.

### **12.03 Specific Design and Construction Requirements**

The following specific design and construction requirements shall apply:

A. Entrance Sign

At each entrance to the Site the Licensee shall erect and maintain a sign stating the name of the Transfer Station, the schedule of days and hours the Transfer Station is open to the public, prices for use of the facility and Agency permit number and penalty for nonconforming Dumping. Plans and specifications for the sign wordage and its proposed placement shall be submitted to the Department for approval prior to installation. Any changes to the sign after initial installation are also subject to approval by the Department.

B. Residential Disposal Facilities

For Transfer Stations open to the public, suitable facilities shall be provided for accepting Solid Waste from Self-Haulers.

C. Minimal Interference with Other Activities

The Transfer Station shall be so situated, equipped, operated, and maintained as to minimize interference with other activities in the area and not create a Public Nuisance.

## **12.04 Specific Operating Procedures**

Any Person who has been granted a license by the Department to operate a Transfer Station shall comply with the following specific operational requirements:

A. Waste Removal and Clean-up

Unless stated otherwise as a part of the License, the Licensee shall remove all Solid Waste, clean, and maintain the Transfer Station at the end of each day of use. Orderly Maintenance. The premises, entrances and exits shall be maintained in a clean, neat and orderly manner at all times.

B. Traffic Control

All incoming and outgoing traffic shall be controlled by the Licensee in such a manner as to provide orderly and safe ingress and egress.

C. Unloading

All unloading of Solid Waste from contributing vehicles shall be conducted in such a manner as to eliminate odor and litter outside the Transfer Station.

D. Liquids

All liquids shall be captured, contained, and treated without discharging to the environment.

## **SECTION 13.0 SOLID WASTE PROCESSING FACILITIES**

This section applies to all facilities designed, constructed, established, maintained, and operated as Solid Waste Processing Facilities.

### **13.01 State Rule Adopted**

In addition to the general requirements of this Ordinance and the specific requirements of this Section, the design, construction, and operation of Solid Waste Processing Facilities shall be in accordance with Agency regulations (Minn. Rules Chapter 7035). which are hereby adopted by

reference as part of this Ordinance.

### **13.02 Licensing Requirements**

The following information shall be submitted to the Department as part of the application process for a Solid Waste Processing Facility License.

#### **A. Application and Fees**

An applicant for a Solid Waste Processing Facility License shall complete and submit to the Department an application on a form provided by the Department. The application shall not be considered complete until the Department receives the signed and dated application form, all applicable fees, and all materials required by this section, to include:

1. Location, size, and ownership of the Site the Solid Waste Processing Facility will operate on.
2. General description of property use in the immediate vicinity of the Solid Waste Processing Facility.
3. Complete plans and specifications and proposed operating procedures for the Solid Waste Processing Facility.

### **13.03 Specific Design and Construction Requirements**

The following shall be established, constructed, maintained, or provided for at the Site:

- A. The Solid Waste Processing Facility shall be so situated, equipped, operated, and maintained as to minimize interference with other activities in the area.
- B. Storage facilities for by-products, to include residuals and recyclables, shall be provided to prevent vector intrusion.
- C. The Site shall be sized, or a separate area provided, for a location for Transportation vehicles to park while waiting to unload or load material without having to wait on a public thoroughfare.
- D. A Solid Waste delivery area shall be designated, and all Solid Waste delivered to the Solid Waste Processing Facility shall be confined to that area until incorporated into the Processing system.
- E. If the Processing Facility is a Solid Waste Composting Facility, a Leachate Management System shall be provided for the facility and shall be designed and constructed so to be able to handle any run-off or run-on water that has made contact with the composted waste, materials stored for Composting or residual waste.

### **13.04 Specific Operating Procedures**

Any Person who has been granted a License by the Department to operate a Solid Waste Processing Facility shall comply with the following specific operational requirements.

#### **A. Orderly Maintenance**

The premises, entrances and exits shall be maintained in a clean, neat, and orderly manner at all times.

**B. Traffic Control**

All incoming and outgoing traffic shall be controlled by the Licensee in such a manner as to provide orderly and safe ingress and egress.

**C. Unloading**

All unloading of Solid Waste from contributing vehicles shall be conducted in such a manner as to eliminate odor and litter outside the Processing Facility.

## **SECTION 14.0 WASTE TIRE FACILITIES**

All Waste Tire Collection Sites and Processing Facilities shall be designed, constructed, maintained, and operated in accordance with the following provisions.

### **14.01 State Rule Adopted**

In addition to the general requirements of this Ordinance and the specific requirements of this Section, the design, construction, and operation of Waste Tire Collection Sites and Processing Facilities shall be in accordance Agency regulations (Minn. Rules Chapter 9220), which are hereby adopted by reference as part of this Ordinance.

### **14.02 Licensing Requirements**

It is unlawful for any Person to establish, operate, or maintain a Waste Tire Collection Site or Processing Facility without first being licensed to do so by the Department, except that a License shall not be required for the following:

- A. A retail tire seller if no more than 500 Waste Tires are kept on the business premises.
- B. An Owner or Operator of a tire retreading business if no more than 3,000 Waste Tires are kept on the business premises.
- C. An Owner or Operator of a business who, in the ordinary course of business, removes tires from motor vehicles if no more than 500 Waste Tires are kept on the premises.
- D. A licensed and permitted Solid Waste Management Facility with less than 10,000 Waste Tires stored above ground at the licensed and permitted Site.
- E. A Person using Waste Tires for agricultural purposes if the Waste Tires are kept on the premises of use.

The following information shall be submitted to the Department as part of the application process for a Waste Tire Collection Site and/or Processing Facility License.

**1. Application and Fees**

An applicant for a Waste Tire Collection Site and/or Processing Facility License shall complete and submit to the Department an application on a form provided by the Department. The application shall not be considered complete until the Department receives all applicable fees and all materials required by this section, to include:

- a. Location, size, and ownership of the site on which the Waste Tire Collection Site and/or Processing Facility will operate. General description of property use in the immediate vicinity of the Waste Tire

Collection Site and/or Processing Facility.

- b. Complete plans and specifications and proposed operating procedures for the Waste Tire Collection Site and/or Processing Facility.

#### **14.03 Specific Design and Construction Requirements**

The following specific design and construction requirements shall be established, constructed, maintained, or provided for at the Site:

- A. The Licensee shall maintain a minimum distance of fifty (50) feet between the Waste Tire Collection Site or Processing Facility operations and the adjacent property line.
- B. The Licensee shall divert surface water drainage around and away from the Collection area.
- C. The Licensee shall provide adequate visual screening to reduce visibility of above-grade operations from housing or public right-of-ways by use of natural objects, trees, plants, seeded soil berms, fences, or other means deemed suitable by the Department.
- D. The Waste Tire Collection Site and/or Processing Facility shall be so situated, equipped, operated, and maintained as to minimize interference with other activities in the area.

#### **14.04 Specific Operating Procedures**

Any Person who has been granted a License by the Department to operate a Waste Tire Collection Site and/or Processing Facility shall comply with the following specific operational requirements:

- A. The Licensee shall accept only Waste Tires at the Collection Site and/or Processing Facility.
- B. The Licensee shall prohibit piling of Waste Tires within the following regions:
  - 1. Shoreland;
  - 2. Regional flood plain for a 100-year flood; and
  - 3. Wetlands.
- C. The Licensee shall:
  - 1. Confine Waste Tires to as small an area as practical with individual piles not more than 2500 square feet in area and 20 feet in height,
  - 2. Provide a minimum twelve (12) foot separation between the piles of Waste Tires to allow access for trucks and emergency vehicles,
  - 3. Provide trenching or other adequate measures to minimize the potential for fire spreading; and
  - 4. Construct piles of Waste Tires to minimize the accumulation of stagnant water.

#### **14.05 Waste Tire Reduction**

Waste Tire Collection Sites, Processing Facilities, and Waste Tire Dumps in existence prior to the effective date of this provision shall reduce the accumulation of Waste Tires by Processing and/or marketing such Waste Tires by an amount and within time limits established by the Department and



shall be approved by the local zoning authority.

#### **14.06 Cessation of Operation**

Upon cessation of Waste Tire Collection Site and/or Processing Facility operations, the Licensee, Owner, and Operator shall be responsible for removing all Waste Tires and tire products from the Site and ensure their proper management pursuant to this Ordinance and Minn. Stat. §§ 15A.90 to 15A.914.

## **ARTICLE VIII        INSPECTIONS, VIOLATIONS AND ENFORCEMENT**

### **SECTION 1.0    INSPECTIONS**

#### **1.01        Inspections**

Routine inspection of Solid Waste Management Activities, Facilities and/or a Licensee's premises shall be made by the Department in such frequency as to ensure consistent compliance by the Licensee with this Ordinance.

- A. The applicant or Licensee shall allow free access to Authorized Representatives of the Department at any reasonable time for the purpose of making such inspections as may be necessary to determine compliance with the requirements of this Ordinance.
- B. Failure of the applicant or Licensee to permit such inspection shall be grounds for denial, suspension, or revocation of a license. The Licensee shall be provided with written documentation of any deficiencies and the date by which the corrections shall be completed.
- C. Whenever necessary to enforce any provision of this Ordinance, or whenever the County has reasonable cause to believe that a violation of this Ordinance exists, the County may enter premises or vehicles to inspect the same or to perform any duty incumbent upon the Department, provided that if such premises or vehicles be occupied, the Authorized Representative shall first present proper credentials and request entry; and if such premises or vehicles be unoccupied, the Department shall first make a reasonable effort to locate the Operator or other Persons having charge or control of the premises or vehicle and request entry. If such entry is refused, the Department may suspend or revoke a license and shall have recourse to other remedies provided by law.
- D. Whenever the Department or its Authorized Representatives shall find in any building, vehicle, or on any premises any material, condition or activity endangering the health, welfare or safety of the public, the Department shall issue such orders as may be necessary for the enforcement of this or other applicable County ordinances governing and safeguarding the health, welfare, and safety of the public.
- E. Repeated violations of this Ordinance or failure to comply with any order of the Department, shall be grounds for summary suspension, suspension, or revocation of a license.
- F. Any order or notice issued or served by the Department shall be complied with by the Owner, Operator, or other Person responsible for the condition or violation to which the order or notice pertains. Every order or notice shall set forth a time limit for compliance depending on the nature of and the danger created by the violation. In cases of extreme danger to health, welfare and safety of the public, immediate compliance shall be required.
- G. If a building, premises or vehicle is owned by one Person and occupied or operated by another, under lease or otherwise, and the order or notice requires immediate compliance for the health, welfare and safety of the public, such order or notice shall be served on the Owner, Operator or occupant and the Owner, Operator or occupant shall ensure compliance with the order or notice.

## **1.02 Re-inspections**

Upon written notification from the Licensee that all the violations for which a suspension or summary suspension has been issued have been corrected, the Department shall re-inspect the Solid Waste Management Activity within\_ business days. If the Department finds upon such re-inspection that the violation has been corrected, the Department shall inform the Licensee of reinstatement of the License.

## **SECTION 2.0 ACTION AUTHORIZED**

For violations of this Ordinance, the County may take the following actions: issuance of a Warning Notice; issuance of a Notice of Violation; issuance of Citation(s); issuance of an Abatement Order; issuance an Embargo Order; issuance of an Administrative Penalty Order if authorized by law; suspension or revocation of a license issued under this Ordinance; execution of a Stipulation Agreement; and/or commencement of other civil proceedings.

### **2.01 Notice of Violation (NOV)**

The Department may issue a Notice of Violation (NOV) to any Person alleged to have committed a violation of this Ordinance. A NOV shall serve to place the Person alleged to have committed a violation on notice that compliance with specified Ordinance requirements must occur to avoid additional enforcement actions. The NOV shall be served by mail, certified mail or by personal service on the Person(s) alleged to have committed a violation of this Ordinance.

### **2.02 Citations**

Any Person who fails to comply with the provisions of this Ordinance is guilty of a misdemeanor, and upon conviction thereof, shall be punished as provided by law. A separate offense shall be deemed committed each day during or on which a violation occurs or continues. Upon failure of any Person to comply with a Notice of Violation issued by the Department. The Department shall request a Citation to be issued by the Pine County Sherriff's Department.

### **2.03 Abatement**

In the event of an emergency abatement by the County as described in Section 2.04(E) below, or if a property owner does not complete Corrective Actions within the timelines given in a NOV, a Stipulation Agreement or a court order, the Department may abate the violations and the Department has the authority to enter the property and perform the Corrective Actions and recover the costs of the same from the property owner through the following procedures:

#### **A. Abatement Notice**

##### **1. Contents of Abatement Notice**

An Abatement Notice shall include the following:

- a. Notice that the property owner has not completed the Corrective Actions within the time period required in the attached NOV(s), Stipulation Agreement or court order;
- b. Notice that the Department or its agent intends to enter the property and commence abatement of the conditions on the property that violate this Ordinance in thirty days;

- c. Notice that the property owner must correct the violation(s) before thirty days to avoid any civil liability for the costs of inspection and abatement that the County may incur; and
- d. A statement that if the property owner desires to appeal, the property owner must file a request for an appeal hearing with the County Board that meets the requirements of Section 2.04(B) below on the County within ten (10) County working days, exclusive of the day of service.

## 2. Service

The Abatement Notice must be served on a property owner by certified mail or personal service. Service by certified mail shall be deemed complete upon mailing. If the property owner is unknown or absent and has no known representative upon whom the Abatement Notice can be served, the Department shall post the Abatement Notice at the property. The Department must send a copy of the Abatement Notice to the County Attorney's Office.

## B. Right to Appeal the Abatement Notice

### 1. Request for Hearing

The property owner's request for a hearing must be in writing and must state the grounds for appeal and be served by certified mail on the County Board, with a copy to the Department by midnight of the 10<sup>th</sup> County working day following service of the Abatement Notice. Following receipt of a request for a hearing, the County Board shall set a time and place for the hearing to be held pursuant to Section 3.0 below.

### 2. Stay of Notice

Pending the appeal hearing and final determination by the County Board the Department shall take no further action on the Abatement Notice.

## C. Abatement by the County

In the event a property owner does not abate the Ordinance violations or does not appeal the Abatement Notice within the applicable time period, the Department may expend funds necessary to abate the violation(s) in accordance with applicable County policies and procedures:

## D. Recovery of Abatement Costs

- 1. The Department may pursue recovery of all costs, including enforcement costs, from the property owner for abatement incurred by the County, by any means allowable by law. The cost of any enforcement action may be assessed and charged against the Real Property on which the violations are located.
- 2. The Department shall keep a record of the costs of abatements done under this Ordinance and report all work done for which assessments are to be made, stating, and certifying the description of the land, lots or parcels involved and the amount assessable to each to the County Auditor by September 1 of each year.
- 3. On or before October 1 of each year, the County Auditor shall list the total unpaid charges for each abatement made against each separate lot or parcel to which they are attributable under this Ordinance to the County Board.
- 4. The County Board may then spread the charges or any portion thereof against

the property involved as a special assessment, for certification to the County Auditor and for collection the following year along with current taxes.

E. Emergency Abatement by County

Notwithstanding the requirements of Section 1.0 of this Article, in the event of an imminent threat to the public's health, welfare and safety, the Department shall have the authority to immediately enter property and abate the violations and recover the costs as set out in Section 2.04(D) above. The Department shall attempt to give verbal notice to the property owner immediately, if possible, and writing within 10 workdays. The property owner shall have the right to appeal the assessment of costs to the County Board pursuant to Section 3 of this Article.

## **2.04 Stipulation Agreement**

The Department and a Person alleged to have violated provision(s) of this Ordinance may voluntarily enter into a Stipulation Agreement, whereby the parties to the agreement: identify conditions on the property that require Corrective Action; agree on the Corrective Actions that must be performed by the Person; and agree on the timelines in which the Corrective Actions must be completed. If the timelines have not been met as agreed in the Stipulation Agreement, the County may abate the violations in accordance with Section 2.04 above. The parties may seek compliance with the terms of the Stipulation Agreement through a court of competent jurisdiction.

## **2.05 License Suspensions**

- A. Any license required under this Ordinance may be suspended by the County Board for violation of any provision of this Ordinance. Upon written notice to the Licensee a license may be suspended by the County Board for a period not longer than sixty (60) days or until the violation is corrected, whichever is shorter.
- B. Such suspension shall not occur earlier than ten County working days after written notice of suspension by the County Board has been served on the Licensee or, if a hearing is requested, until written notice of the determination of the County Board action has been served on the Licensee. Notice to the Licensee shall be served personally or by registered or certified mail at the address designated in the license application. Such written notice of suspension shall contain the effective date of the suspension, the nature of the violation or violations constituting the basis for the suspension, the facts which support the conclusion that a violation or violations has occurred, and a statement that if the Licensee desires to appeal, he must within ten (10) County working days, exclusive of the day of service, file a request for an appeal hearing with the County Board. The hearing request shall be in writing stating the grounds for appeal and served personally or by certified mail on the County Board, with a copy to the Department by midnight of the 10<sup>th</sup> County working day following service. Following receipt of a request for a hearing, the County Board shall set a time and place for the hearing to be held pursuant to Section 3.0 below.
- C. Continued Suspension
 

If said suspension is upheld and the Licensee has not demonstrated within the sixty (60) day period that the provisions of the Ordinance have been complied with, the County Board may serve notice of continued suspension for up to sixty (60) days or initiate revocation procedures.

## **2.06 Emergency Suspension**

- A. If the Department finds that the public health, safety, or welfare imperatively requires emergency action and incorporates a finding to that effect in its order, emergency suspension of a license may be ordered by the Department upon written notice to the facility, with a copy to the County Attorney's Office and the County Board. The County Board must make a determination if the emergency suspension should be ratified at its next board meeting. Written notice of such emergency suspension shall be personally served on the Licensee or shall be served by certified mail to said Licensee at the address designated in the license application. In addition, the Department may post copies of the notice of emergency suspension of the license at the licensed facility or property being used for the licensed activity. Said posting shall constitute the notice required under this Section.
- B. The written notice in such cases shall state the effective date of the emergency suspension and the nature of the violation requiring emergency action, the facts which support the conclusion that a violation or violations has occurred and a statement that if the Licensee desires to appeal, the Licensee must, within ten (10) County working days, exclusive of the day of service, file a request for a hearing with the County Board. The hearing request shall be in writing stating the grounds for appeal and served personally or by certified mail on the County Board, with a copy to the Department and the County Attorney's Office, by midnight of the 10th County working day following service. Following receipt of a request for an appeal, the County Board shall set a time and a place for the hearing to be held pursuant to Section 3.18 below.
- C. The emergency suspension shall not be stayed pending an appeal to the County Board or an informal review by the Department Head but shall be subject to dismissal upon a favorable re-inspection by the Department or favorable appeal to the County Board.

## **2.07 Suspension Re-Inspections**

Upon written notification from the Licensee that all violations for which a suspension or emergency suspension was invoked have been corrected, the Department shall re-inspect the facility or activity within a reasonable length of time, but in no case more than three (3) County working days after receipt of the notice from the Licensee. If the Department finds upon such re-inspection that the violations constituting the grounds for the suspension have been corrected, the Department shall immediately dismiss the suspension subject to County Board ratification at its next meeting, by written notice to the Licensee, served personally or by certified mail on the Licensee at the address designated in the license application, with a copy to the County Board and the County Attorney's Office. The County Board must make a determination at its next Board meeting about whether the violations have been corrected and whether the Department's decision to reinstate the license should be ratified.

## **2.08 License Revocation**

- A. Any license granted pursuant to this Ordinance may be revoked by the County Board for violation of any provision of this Ordinance.
- B. Revocation shall not occur earlier than ten (10) County working days from the time that written notice of revocation from the County Board is served on the Licensee or, if an appeal hearing is requested, until written notice of the County Board's action has

been served on the Licensee. Notice of revocation to the Licensee shall be served personally or by certified mail at the address designated in the license application. Such written notice of revocation shall contain the effective date of the revocation, the nature of the violation or violations constituting the basis for the revocation, the facts which support the conclusion that a violation or violations has occurred and a statement that if the Licensee desires to appeal, he must within ten (10) County working days, exclusive of the day of service, file a request for a hearing with the County Board. The hearing request shall be in writing stating the grounds for appeal and served personally or by certified mail on the County Board, with a copy to the Department and the County Attorney's Office, by midnight of the 10th County working day following service. Following receipt of a request for a hearing, the County Board shall set a time and a place for the hearing to be held pursuant to Section 3.0 below.

### **2.09 Status of Financial Assurance**

Financial Assurance issued for the facility shall remain in full force and effect during all periods of suspension, emergency suspension and revocation of the license and is subject to claim by the County in accordance with the provisions of this Article.

### **2.10 Commencement of a Civil Court Action**

In the event of a violation or a threat of violation of this Ordinance, the County Board may also institute other appropriate civil actions or proceedings in any court of competent jurisdiction, including requesting injunctive relief, to prevent, restrain, correct or abate such violations or threatened violations. The County may recover all costs, including reasonable attorney's fees, incurred for enforcement of this Ordinance through a civil action. If a property owner does not complete the Corrective Actions within the timelines in a court order, the Department may correct the violations and the Department has the authority to enter the property and perform the Corrective Actions. The Department may recover the costs of the same from the property owner through the court process or through the process set out in Section 2.04(D) above.

## **SECTION 3.0 HEARINGS**

A request for hearing on a denial, suspension, emergency suspension, non-renewal, or revocation of a license, or receipt of a Notice of Abatement shall be held before the County Board, or a hearing examiner as provided below, and shall be open to the public.

### **3.01 Timeframe for Hearing**

Unless an extension of time is requested by the appellant in writing directed to the Chair of the County Board and is granted, the hearing will be held no later than forty-five (45) calendar days after the date of service of request for a hearing, exclusive of the date of such service. In any event, such hearing shall be held no later than ninety (90) calendar days after the date of service of request for a hearing, exclusive of the date of such service.

### **3.02 Notice of Hearing**

The County Board shall mail notice of the hearing to the appellant, with a copy to the Department

and the County Attorney's Office, at least fifteen (15) working days prior to the hearing. Such notice shall include:

- A. A statement of time, place, and nature of the hearing.
- B. A statement of the legal authority and jurisdiction under which the hearing is to be held.
- C. A reference to the particular Section of the Ordinance and Agency Rules, if any, involved.

### **3.03 Hearing Examiner**

The County Board may by resolution appoint an individual, to be known as the hearing examiner, to conduct the hearing and to make findings of fact, conclusions, and recommendations to the County Board. The hearing examiner shall submit the findings of fact, conclusions, and recommendations to the County Board in a written report, and the County Board may adopt, modify or reject the report.

### **3.04 Conduct of the Hearing**

The appellant and the Department may be represented by counsel. The Department, the appellant, and additional parties, as determined by the County Board or hearing examiner, in that order, shall present evidence. All testimony shall be sworn under oath. All parties shall have full opportunity to respond to and present evidence, cross-examine witnesses, and present argument. The County Board or hearing examiner may also examine witnesses.

### **3.05 Burden of Proof**

The Department shall have the burden of proving its position by a preponderance of the evidence, unless a different burden is provided by substantive law, and all findings of fact, conclusions, and decisions by the County Board shall be based on evidence presented and matters officially noticed.

### **3.06 Admission of Evidence**

All evidence that possesses probative value, including hearsay, may be admitted if it is the type of evidence on which prudent Persons are accustomed to rely in the conduct of their serious affairs. Evidence that is incompetent, irrelevant, immaterial, or unduly repetitious may be excluded. The hearing shall be confined to matters raised in the Department's written notice of denial, suspension, emergency suspension, non-renewal or revocation of a license, denial of a variance, or Abatement Notice or in the appellant's written request for a hearing.

### **3.07 Pre-Hearing Conference**

At the request of any party, or upon motion of the County Board or hearing examiner, a pre-hearing conference shall be held. The pre-hearing conference shall be conducted by the hearing examiner, if the County Board has chosen to use one, or by a designated representative of the County Board. The pre-hearing conference shall be held no later than five (5) County working days before the hearing. The purpose of the pre-hearing conference is to:

- A. Clarify the issues to be determined at the hearing.
- B. Provide an opportunity for discovery of all relevant documentary, photographic or



other demonstrative evidence in the possession of each party. The hearing examiner or County Board's representative may require each party to supply a reasonable number of copies of relevant evidence capable of reproduction.

- C. Provide an opportunity for discovery of the full name and address of all witnesses who will be called at the hearing and a brief description of the facts and opinions to which each is expected to testify. If the names and addresses are not known, the party shall describe them thoroughly by job duties and involvement with the facts at issue.
- D. If a pre-hearing conference is held, evidence not divulged as provided above shall be excluded at the hearing unless the party advancing the evidence took all reasonable steps to divulge it to the adverse party prior to the hearing and:
  - 1. The evidence was not known to the party at the time of the pre-hearing conference; or
  - 2. The evidence is rebuttal to matters raised for the first time at or subsequent to the pre-hearing conference.

### **3.08 Failure to Appear**

If the appellant fails to appear at the hearing, they shall forfeit any right to a public hearing before the County Board or hearing examiner and their failure to appear shall be deemed their waiver of their right to appeal the decision made by the Department and the decision made by the Department will stand.

### **3.09 Appeal of County Board Decision**

Any appellant aggrieved by the decision of the County Board may appeal that decision to any Court with appropriate jurisdiction.

Passed and approved this 18th day of October 2022, by the Pine County Board of Commissioners.

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Stephen M. Hallan, Chair  
Pine County Board of Commissioners

ATTEST:

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David J. Minke  
Pine County Administrator

Notice of Public Hearing Published: 10/06/2022  
Public Hearing: 10/18/2022  
Adopted by County Board: 10/18/2022  
Publication of Ordinance: 10/27/2022  
Filed with County Recorder: 10/28/2022  
Effective Date: 10/28/2022

Drafted by:  
Pine County Planning & Zoning  
Department  
1610 Hwy 23 N  
Sandstone, MN 55072

**PINE COUNTY PERSONNEL COMMITTEE**

**October 10, 2022 – 9:00 a.m.**

**Board Room, Pine City Courthouse  
Pine City, Minnesota**

Members present: Commissioner Matt Ludwig and Commissioner Josh Mohr

Others present: County Administrator David Minke, County Attorney Reese Frederickson, Health and Human Services Director Becky Foss, Jail Administrator Rodney Williamson, Human Resources Generalist Jen Frederickson

1. Commissioner Ludwig called the meeting to order at 9:03 a.m.
2. **Motion** by Commissioner Mohr to approve the Minutes of the August 8, 2022, Personnel Committee meeting. Second by Commissioner Ludwig. Motion carried 2-0.
3. **Motion** by Commissioner Ludwig to approve the October 10, 2022, Personnel Agenda with the following additions:
  - 5C: Acknowledge the resignation of Corrections Officer Rebecca Blodgett and approve backfill of this position and any subsequent positions.Second by Commissioner Mohr. Motion carried 2-0.

4. Health and Human Services

- A. Health and Human Services Director Becky Foss requested to reclassify a Social Worker position in the Children's Services unit to a Chemical Health Resource Coordinator position. The Chemical Health Resource Coordinator position was reviewed through the Springstead SAFE Evaluation System resulting in an increase from Grade 10 to Grade 11. The minimum starting wage for Grade 11 is \$27.43/hour. The position will work with parents undergoing chemical health treatment. Parents with substance disorders are a significant barrier to Children's Services and having one worker trained and focused on the area will improve outcomes. Funding for the position will come from various staffing changes including planned retirements. There will be no change in total authorized FTE.

**Motion** by Commissioner Ludwig to recommend the reclassification of a Social Worker position in the Children's Services unit to a Chemical Health Resource Coordinator position. The Chemical Health Resource Coordinator position was reviewed through the Springstead SAFE Evaluation System resulting in an increase from Grade 10 to Grade 11. The minimum starting wage for Grade 11 is \$27.43/hour. Funding for the position will come from various staffing changes including planned retirements and an unpaid leave of absence. Second by Commissioner Mohr. Motion carried 2-0

- B. Health and Human Services Director Becky Foss announced the resignation of Social Worker Kelly Friday, effective December 16, 2022, and requested approval to backfill the position and subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 10 with a minimum starting wage of \$25.88/hour and is contained in the 2022 Health & Human Services budget.

**Motion** by Commissioner Mohr to 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. The position is Grade 10 with a

minimum starting wage of \$25.88/hour and is contained in the 2022 Health & Human Services budget. Second by Commissioner Ludwig. Motion carried 2-0.

5. Corrections

- A. Jail Administrator Rodney Williamson announced the resignation of Corrections Officer Kali Finch, effective October 14, 2022, and requested approval to backfill the position and subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 7 with a minimum starting wage of \$21.77/hour and is contained in the 2022 Corrections budget.
- B. Jail Administrator Rodney Williamson requested recommendation for a new Senior Corrections Officer job description. The Position was reviewed through the Springstead SAFE Evaluation System and rated as a Grade 8 with a minimum starting wage of \$23.07/hour. The position will be funded through revenue available in the 2022 and 2023 Corrections Personnel budgets.
- C. Jail Administrator Rodney Williamson announced the resignation of Corrections Officer Rebecca Blodgett, effective October 10, 2022, and requested approval to backfill the position and subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 7 with a minimum starting wage of \$21.77/hour and is contained in the 2022 Corrections budget.

**Motion** by Commissioner Ludwig to:

- Acknowledge the resignation of Corrections Officer Kali Finch, effective October 14, 2022, and Rebecca Blodgett, effective October 10, 2022, and approve backfill of the positions and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The positions are a Grade 7 with a minimum starting wage of \$21.77/hour and are contained in the 2022 Corrections budget.
- Recommend the Senior Corrections Officer position Grade 8 and recommend authorizing up to 4 incumbents with promotion at the discretion of jail administration and in accordance with the labor agreement. No change in total FTE for corrections officers Grade 7 and 8). The position is a Grade 8 with a minimum starting wage of \$23.07/hour. The position will be funded through revenue available in the 2022 and 2023 Corrections Personnel budgets.

Second by Commissioner Mohr. Motion carried 2-0.

D. Insurance Update

Open Enrollment has been scheduled for October 19, 2022.

E. Personnel Policy Updates

After reviewing two Pine County policy updates, it was the consensus of the Personnel Committee to recommend the updated drafts of Section 31 – Lactation/Breastfeeding policy and Section 33 – Workplace Wellness policy, to the full board.

- F. With no further business, the meeting was adjourned at 9:34 a.m.

## Section 31: Lactation / Breastfeeding Policy

**31.1 Purpose.** In recognition of the well documented health advantages of breastfeeding for infants and mothers, Pine County provides a supportive environment to enable breastfeeding employees to express their milk during work hours **for up to one year.** This includes a company-wide lactation support program administered by Health & Human Services Public Health.

**31.2 Company Responsibilities.** Breastfeeding employees who choose to continue providing their milk for their infants after returning to work shall receive:

**31.2.1. Milk Expression Breaks.** Breastfeeding employees are allowed to breastfeed or express milk during work hours using their normal breaks and mealtimes. For time that may be needed beyond the usual break times, **employee's compensation will not be reduced.**

~~employees may use PTO or Vacation time or may make up the time as agreed upon with their supervisors.~~

**31.2.2. A Place to Express Milk.** A private lactation room (not a toilet stall or restroom) shall be available for employees to breastfeed or express milk which includes a chair and small table. The room will be private and sanitary, located near a sink with running water for washing hands and rinsing out breast pump parts, and have an electrical outlet. If employees prefer, they may also breastfeed or express milk in their own private office, or in other comfortable locations agreed upon in consultation with the employee's supervisor. Expressed milk can be stored in the small fridge in the lactation room.

**31.2.3. Staff Support.** Supervisors are responsible for alerting pregnant and breastfeeding employees about the company's worksite lactation support program, and for discussing policies and practices that will help facilitate each employee's infant feeding goals. It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding employees.

### 31.3 Employee Responsibilities

**31.3.1 Communication with Supervisors.** Employees who wish to express milk during the work period shall keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the company. Access to the lactation room needs to be initiated by Supervisor to the Administration office to allow keycard access for designated employee.

**31.3.2. Maintenance of Milk Expression Areas.** Breastfeeding employees are responsible for keeping milk expression areas clean, using anti-microbial wipes to clean surface areas of the room including tables, counters, chairs, and other areas as needed. Employees are also responsible for keeping the general lactation room clean for the next user. This responsibility extends to both designated milk expression areas, as well as other areas where expressing milk will occur.

**31.3.3. Milk Storage.** Employees should label all milk expressed with their name and date collected so it is not inadvertently confused with another employee's milk. Each employee is responsible for proper storage of her milk using the refrigerator provided by Pine County. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration and tampering. Any nonconforming products stored in the refrigerator may be disposed of.

## Section 33: Workplace Wellness Activities Policy

33.1 **Background.** Counties have specific authority for an employee wellness program under Minn. Stat. § 15.46. This statute states that a county “may establish and operate a program of preventive health and employee recognition services for its employees and may provide necessary staff, equipment, and facilities and may expend funds as necessary to achieve the objectives of the program.”

**Purpose.** The purpose of this policy is to support workplace wellness activities by fostering a culture of wellness. Health improvement activities can be a significant factor in preventing disease, improving one’s outlook on life, and employee productivity.

33.2 **Purpose.** The purpose of this policy is to support workplace wellness activities that educate, empower, and support employees by fostering a culture of wellness. Health improvement activities can be a significant factor in preventing disease, improving one’s outlook on life, and employee productivity.

**Wellness Committee Responsibilities.** Wellness equipment will be maintained, upgraded, or disposed of at the Wellness Committee’s discretion. Appropriate safety equipment and information will be available to employees. Each area which contains wellness equipment will have a designated wellness committee member contact posted in the location the equipment is stored. Any employees wanting basic instruction on the use of wellness equipment shall contact the designated wellness committee member.

33.3 **Wellness Committee.** The Pine County Board authorizes the establishment of a Pine County Wellness Committee to oversee workplace wellness initiatives and activities. The County Administrator shall establish guidelines for committee operation.

33.3.1. **Waivers:** Any employee choosing to participate in wellness activities at work must sign a waiver prior to the use of any wellness equipment. This waiver will be placed into the employee’s personnel file.

33.3.2. **Equipment Usage:** Employees will return all wellness equipment to the proper locations and be courteous of other users. Employees are not allowed to permit non-employees (especially children) to use the equipment or be present in the fitness area at any time.

33.3.3. **Attire:** Employees shall wear appropriate attire for wellness activities they chose to participate in. Any damage that occurs to their attire while participating in wellness activities is the employee’s responsibility.

33.3.4. **Safety Equipment:** Safety equipment is provided; employees may choose which safety equipment they utilize at their own risk. Employees may also choose to utilize their own safety equipment.

33.3.5. **Pre/Post Use Inspections:** Employees are responsible for inspecting wellness equipment prior to and after use to ensure equipment is in working order. Any concerns regarding the equipment should be brought designated wellness committee member’s attention.

33.4 **Employee Responsibilities.** All workplace wellness activities are voluntarily in nature, and employees are not required to participate.

**Liability.** Pine County and its agents, employees, sponsors, and those whose facilities may be used for this wellness activities are not liable for any injuries or illness (including death), damages or loss which may accrue as a result of voluntary participation in workplace wellness activities by employees. This release from liability includes workers' compensation coverage, as employees are not performing work activities while participating in optional wellness activities. (This section just moved to 33.5 from 33.4)

**33.5 Liability.** Pine County and its agents, employees, sponsors, and those whose facilities may be used for any wellness activities are not liable for any injuries or illness (including death), damages or loss which may accrue as a result of voluntary participation in workplace wellness activities by employees. This release from liability includes workers' compensation coverage, as employees are not performing work activities while participating in optional wellness activities.

**33.6 Safety.** Physical exercise, sport, and recreational activities may cause injury. The employees should acknowledge that there is an inherent risk of injury when choosing to participate in any physical exercise, sport, wellness, and/or recreational activities. Employees are advised to consult with a physician before undertaking any new physical exercise program.



Saving Lives, Restoring Health



# Statutory Authority

- *MN Legislature created this authority to create a Hospital District in 1959*
- *2 or more cities and towns can establish*
- *Has levy authority to fund the work*
- *Can operate hospital or nursing home or lease the facilities*
- *Can borrow money and issue bonds*
- *Governed by a Board with one member from each city and township plus one 'at large' member*



# Hospital History

- **1956:** The original Sandstone Hospital was established in 1956 as a county hospital. The original hospital was a 27-bed facility. They increased their beds to 30 because of growing demand for acute care beds. The county also owned and operated a 46-bed nursing home which was built in 1962 and was located across the street from the Hospital.
- **1969:** The Hospital Corporation acquired the Sandstone Clinic and operated by a private physician from 1968 – 1977.
- **1977 - 1984:** The Sandstone Area Hospital and Nursing Home, Inc. was incorporated as a non-profit Hospital Corporation. The emergency room, intensive care unit, nursery and birthing rooms were remodeled in 1984. Another 40 nursing home beds were added in 1983, increasing the total nursing home beds to 86.
- **1987:** The Hospital Corporation transferred the Clinic to Sandstone Medical Group, Inc., a Minnesota non-profit corporation incorporated in 1987.

# Financially Struggling

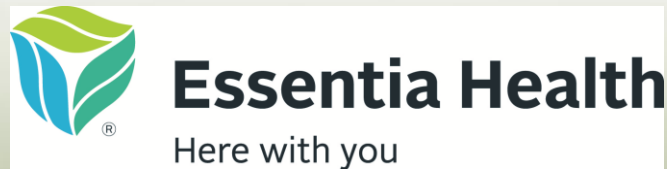
- At this point the hospital was struggling to survive financially.
- A group of leaders decided that local access to health care was essential and sought a solution.
- They took advantage of the law enabling rural communities to establish a Hospital District.
- This prevented closure of the hospital in Sandstone.

# North Pine Area Hospital District Created in 1989

- In 1989 the North Pine Area Hospital District was formed.
- 6 cities and 11 townships were the founding members and New Dosey Township joined in 2014.
- The Hospital District chose not to run the hospital but rather to lease the facility to an experienced hospital provider.
- The levy has been unchanged since 1999

# Hospital District Built New Pine Healthcare Campus

- Hospital District built the Pine Healthcare Campus to replace the aging hospital facility.
- It opened in May 2017.
- The Hospital District leases the space at the Pine Healthcare Campus to Essentia Health.
- Gateway Family Health Clinic and Thrifty White Pharmacy moved to the Pine Healthcare Campus.



# Ensuring Access to Quality Local Health Care

## **More Than Bricks and Mortar**



# Health Care Needs Assessment

**Essential Health - Sandstone conducted a health care needs assessment and released the following findings and strategies to address:**

- Mental and Social Wellbeing
  - Community education that supports social connection
  - Fresh food programs
  - Education on diet, physical activity, sleep
- Food Security
  - Support free or reduced-cost school meals in evening
  - Promote SNAP program
  - Support employer policies for employee volunteering

# Supporting Health Care Needs

- Education Forgivable Loan Program (recipients pursuing RN, BS Medical Imaging, Dr. of Psychology, paramedics)
- EMR Training Class - 11 graduates
- Newsletter - Health Information focus, health care job board, provider news, events
- Health Care Provider Directory
- Food Shelf Funding - Bruno Food Shelf, Family Pathways, etc.
- Mental Health Education - i.e Suicide Prevention Seminar
- Gateway COVID-19 Supplies Funding
- Essentia Health - Sandstone: Ambulance garage, Infusion Center Funding, technology funding
- Sponsoring Health Care Leadership Coalition - for area providers

# Board Members

Catherine Colsrud - Sandstone Township

Doug Driver - Hinckley

Debrah Hultman - District at Large

Gary Klein - Hincley Township

Brenda Langseth-Perrault - Dell Grove TS

Fran Levings - New Dosey Township

Edith Molgaard - Bruno

Jim Frye - Arlone Township

Open - Finlayson Township

Open - Clover Township

Andrew Degerstrom-Hanley - Askov

Barb Fischer - Danforth Township

Dr. Chris Ketchmark - Willow River

Linda Kvasnicka - Park Township

Ron Osladil - Sandstone

Dennis Liebelt - Finlayson

Myrna Neson - Partridge Township

Bill Olson - Pine Lake Township

Mike Waggoner - Ogema Township



# Questions



# HOSPITAL DISTRICT PULSE

## 988 Suicide & Crisis Lifeline Now Available

The 988 Suicide & Crisis Lifeline number is now available nationwide. This is much easier than the clunky, long 1-800-273-8255 number (it still works however). This crisis line is available 24/7 and is a confidential support service for people in suicidal crisis or emotional distress.

When people call, text, or chat 988, they will be connected to trained counselors that are part of the existing Lifeline network. These trained counselors will listen, understand how their problems are affecting them, provide support, and connect them to resources if necessary.

Suicide is a serious and growing public health concern across the United States and Minnesota. MN Department of Health data shows:

- From 2016 through 2020, there were more than 10,000 hospital visits for self-harm injuries (i.e., suicide attempts) in Minnesota.
- Each year about 75-80% of suicide deaths are among males.

**Veterans Crisis Line** is also connected to 988.



## Blood Pressure Clinics September 24<sup>th</sup> at Three Communities

The North Pine Area Hospital District (Hospital District) is sponsoring free blood pressure clinics in the three Hospital District member communities of Askov, Hinckley and Cloverton. The Hospital District is bringing this service to our member communities to help the Hospital District citizens better manage their health. The blood pressures are being given by recent graduates of the Hospital District sponsored EMR training.

**September 24, 10:00 am - 1:00 pm at these locations.**

Hinckley: Faith Baptist Church, 601 2<sup>nd</sup> St. SE, Hinckley, MN 55037

Askov: Pine County Historical Museum, 6333 H C Andersen Alle, Askov, MN 55704

Cloverton Town Hall: 78955 Highland Dr., Sandstone, MN 55072

## School Health Care Support

Our local schools offer a variety of services to help you manage your child's health care needs while at school. The following are some of these services and requirements.

**Immunizations:** Immunization records are required for all students or a signed and notarized exception form. These immunizations are typically required before entering kindergarten, 7th grade and 12th grade. An immunization schedule was provided in the July 2022 Hospital District Pulse newsletter.

### Special Health Care Paperwork:

Forms should be filled out if your child has diabetes, special medications, severe allergies, asthma, seizures, and/or special diet needs.

**Special Dietary Needs** (food allergies): Institutions or organizations who sponsor and operate a federally funded Child Nutrition Program must make reasonable substitutions to meals and/or snacks on a case-by-case basis for participants who are considered to have a disability that restricts their diet: School Nutrition Program. According to the ADA Amendments Act, most

physical and mental impairments that substantially limit or affect one or more major life activities or bodily functions will constitute a disability.

A form must be completed by a licensed physician, physician assistant, or an advanced practice registered nurse, such as a certified nurse practitioner. Updates to this form are required only when a participant's needs change. See below where to get these forms.

**Medication Administration at School:** When at all possible medications are to be administered at home. In certain cases, however, medications are administered at school but documentation needs to be completed by the parent and doctor. Designated school personnel are available to give the following medications:

1. Prescription medications required more frequently than three (3) times per day. **(Medications given three (3) times per day or less can usually be given entirely outside of the school day)**
2. Prescription medications specifically ordered by the physician to be given during the school day.
3. Over-the-counter medications, which the parent or legal guardian feels is necessary for their child to function optimally. Over-the-counter medications administered must comply with the label instructions on the bottle.

The health office must have written permission from the parent/guardian and physician approving the administration of the medication by designated school personnel. The '*Administering Prescription Medications*' form is for prescription medications. Over-the-counter medications need the '*Authorization for Administration of Medication at School*' form filled out.

**Illness:** Keep students home when ill. Review self-screening checklist for fever, vomiting, diarrhea, untreated rash, etc.

#### **Forms and contact information for the health offices to answer questions.**

Specific forms for the items listed above can be found on the Hinckley-Finlayson School's website: <https://www.hf.k12.mn.us/> under the Parents tab - Nurse's desk. The following are the phone numbers to reach the health office of each school.

Hinckley Finlayson High School Health Office: 320-384-6132

Hinckley Elementary School Health Office: 320-384-6443

Finlayson Elementary School Health Office: 320-233-7611

## **Local Community Health Needs Assessment 2023 - 2025**

Essentia Health - Sandstone has completed the Community Health Needs Assessment (CHNA) for our area. This is designed to help area health care organizations and others decide how we can best help improve the health of our community. The CHNA creates a detailed, comprehensive picture of our area based on:

- Existing data (such as birth rates, income, tobacco use, and other factors)
- Community surveys and conversations
- Input from health care professionals

### **GUIDING PRINCIPLES**

1. Collaborate towards solutions with multiple stakeholders (e.g. schools, work sites, medical centers, public health) to improve community health.
2. Build trust through collaboration with community members experiencing health disparities.

3. Prioritize sustainable evidence-based efforts around the greatest community good.
4. Create clear, specific, realistic, and action-oriented goals to improve priority health indicators.
5. Prioritize strategies that advance health equity, address structural barriers, or reduce health disparities



### ***Service Area Population: 10,805***

82 community members participated in a survey.

58 people provided lived experience stories.

6 organizations served on the CHNA committee.

## Two Key Health Care Need Areas Were Identified

### **Food Security**

Support schools programs that provide free or reduced-cost meals in the evening to families that identify as food insecure.

Collaborate with Pine County as it pursues Blue Zones activities.

Promote participation in the Supplemental Nutrition Assistance Program (SNAP).

Support employers who adopt policies that allow/require employees to volunteer in the community—with the goal of filling food-related volunteer needs in the area.

### **Mental and Social Well-being**

Provide attractive educational programming (e.g., after school programming, Community Ed classes) that supports social connections.

Support fresh food programs (i.e., agriculture programs, school pantries) within the schools.

Launch a public education campaign about holistic well-being and how diet, physical activity, sleep routines and more contribute to mental health.

## Jim Frye Joins Hospital District Board

Jim has lived his whole life in Arlone Township, raising his family of three children and working as a mechanic for the St. Croix State Park. He has a long history of community service, having been a member of the Pine County Township Association and Pine County Executive Committee.

Jim states that, ‘the work of the Hospital District is commendable and is important if we are to have good health care for our rural community. It is a thankless job but it is important to stand up and have a voice in the direction of health care for our area.’



## Test to Treat Available Locally for COVID-9 Paxlovid Treatment

COVID-19 medications are available through your doctor, local pharmacies, and health clinics as well as three 'Test to Treat' locations in the area. The oral Paxlovid treatment must be taken within 5 days of your first COVID-19 symptoms. COVID-19 therapeutics are not right for everyone, but they can reduce severe illness or risk of hospitalization among patients who are unvaccinated, elderly, or have other risk factors.

At these community test to treat sites, you can get tested for COVID-19 and, if positive and determined to be high-risk, receive a prescription for the Paxlovid medication at the same time, at no cost. The following are the 3 locations in the area.

**Mille Lacs Health System Hospital**, 200 N Elm St, Onamia, MN 56359

**Duluth-decc Paulucci Hall- T2t**, 350 Harbor Dr, Duluth, MN 55802

**St. Lukes Hospital**, 915 East 1St Street, Duluth, MN 55805

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## Job Board

### Golden Horizons

**1 DON, 2 FT NOC shift aides, and 1 - 2 FT dietary workers.** Call Steven Lawson, Executive Director at 320-216-7300 or email at [adminsandstone@goldenhorizons.org](mailto:adminsandstone@goldenhorizons.org).

Golden Horizons offers assisted living, memory care and independent living apartments. They are located next to the Pine Healthcare Campus, where Essentia Health, Gateway Family Health Clinic and Thrifty White Pharmacy are located.

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**Teen Focus Recover Center** in Rush City/Mora has an immediate opening for a full time **Licensed Alcohol Drug Counselor** to work with the adult population. Fax resume to 320-358-4297 or email to [teenfocus@hotmail.com](mailto:teenfocus@hotmail.com).

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### Essentia Health - Sandstone

Are you looking to make a healthy difference in someone's life? Essentia Health has a number of full-time, part-time, and casual openings in our Sandstone, Moose Lake, and Cloquet locations. Find your next career with us at [www.essentialcareers.org](http://www.essentialcareers.org)

Essentia Health is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, sexual identity, national origin, disability, protected veteran status, or any other characteristic protected by law.

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### Gateway Family Health Clinic

**Medical Lab Tech.** This busy family practice clinic has a full time, benefit eligible position available to assist in all aspects of the Lab. The position is primarily floating between Sandstone and Moose Lake. Hours vary Monday through Friday. Duties include but not limited to phlebotomy, QC of machines, running and reporting of all moderate complex and CLIA waived testing on all ages. For more information or to apply, [www.gatewayclinic.com](http://www.gatewayclinic.com)

**Clinic Nurse.** We are seeking a Licensed Practical Nurse or Certified Medical Assistant for a full time (64-80 hour pay period) "Nursing Staff" position working at one or more of our three clinic locations. For more information or to apply, [www.gatewayclinic.com](http://www.gatewayclinic.com)

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# Directory of Pine County Area Health Care Providers

North Pine Area Hospital District - November 2021

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## Introduction

This is a directory of local health care providers and other health related resources in the Pine County area. The Health Care Leaders Coalition suggested this project and the North Pine Area Hospital District enthusiastically took on the project to research and prepare this valuable resource for our citizens. The free Electronic version can be obtained at [www.PineHospitalDistrict.com](http://www.PineHospitalDistrict.com).



### About North Pine Area Hospital District

The North Pine Area Hospital District is a Minnesota political subdivision whose purpose is to ensure that area residents have access to local, high quality health care. The Hospital District built the Pine Healthcare Campus, which opened in May 2017. It contracts and leases space for hospital services to Essentia Health. The clinic services are provided by Gateway Family Health Clinic and the pharmacy is by Thrifty White Pharmacy. The Hospital District is governed by a Board of Directors composed of 19 appointed/elected individuals for four-year terms. For more information about the Hospital District and the Pine Healthcare Campus, go to [www.PineHospitalDistrict.com](http://www.PineHospitalDistrict.com).

### Pine Healthcare Campus

705 Lundorff Drive  
Sandstone, MN 55072

*Note: We have tried to verify all information provided but there may be contact information that is not currently correct.*

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## Pine County Area Health Care Resource Directory

### Addiction

#### Alcohol Anonymous

Pine City Evangelical Church ~ Sunday Evenings, 6:30 PM in the library  
Address: 625 Golf Ave SW, Pine City, MN 55063  
Phone: (320) 629-2584  
Website: [www.pcefc.com](http://www.pcefc.com)  
Services: AA Support Group.

Pine City Group ~ Our Redeemer Lutheran Church ~ Monday, 7:30 PM  
Address: 825 Golf Ave S W, Pine City, MN 55063  
Phone: (320) 629-2985  
Website: [www.orlcpc.com](http://www.orlcpc.com)  
Services: AA Support Group.

Sandstone Group ~ Sandstone City Hall ~ Saturdays, 10:30 AM and Sundays, 7:00 PM  
Address: 119 4th St, Sandstone, MN 55072  
Phone: (320) 216-5591  
Services: AA Support Group.

#### Ascertain Recovery Centre' LLC

Address: 413 Commercial Avenue, Sandstone, MN  
Phone: (320) 245-9966  
Website: [www.ascertainrecovery.org](http://www.ascertainrecovery.org)  
Services: Individual, group, family counseling, comprehensive assessments. Sandstone appointments from 9:00 - 5:00 M - F; Hinckley appointments on Mondays from 9:00 AM - 12:00 PM.

#### Celebrate Recovery - Journey North Church - Mondays, 6:00 PM

Address: 840 Main St South, Pine City, MN 55063  
Phone: (320) 629-6111  
Website: [www.iloveourchurch.com](http://www.iloveourchurch.com)  
Services: Christ-centered, 12 Step Program.

#### Changing Gaits, Inc.

Address: 27274 Monument Road, Brook Park, MN 55007  
Phone: (320) 438-4001  
Website: [www.changinggaits.org](http://www.changinggaits.org)  
Services: Faith based - Equine Assisted Addiction Services (EAAS).

#### Empower Recovery Services

Address: 509 3rd Ave. SW, Pine City, MN 55063  
Phone: (320) 629-0059  
Website: [www.empowerrecoveryservices.org](http://www.empowerrecoveryservices.org)  
Services: Assessments, outpatient treatment, mental health counseling.

#### Fraser

Phone: (612) 446-HOPE (4673). Phones available from Monday - Friday, 9 AM to 5 PM  
Email: [FraserHopeLine@fraser.org](mailto:FraserHopeLine@fraser.org)  
Website: [www.fraser.org](http://www.fraser.org)  
Services: Early beginnings and family consults for children and adults. Autism, career planning and employment, community living, mental health, neuropsychology, pediatric therapy. Tele-services available.

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**Greater Minnesota Family Services**

Phone: (320) 214-9692

Website: [www.greaterminnesota.org](http://www.greaterminnesota.org)

Services: In-home diagnostic assessments; individual and family therapy; individual and family skills; parent education; and supportive services to assist with issues pertaining to out of home placements (reunification and prevention).

**Meadow Creek**

Address: 17305 Meadow Creek Lane, Pine City, MN 55063

Phone: (877) 367-1715

Website: [www.meridianprograms.com](http://www.meridianprograms.com)

Services: Women's inpatient treatment center.

**Mille Lacs Band Government Center**

Contacts: Mark Watters, SUD Director, (320) 532-4181 x7795,  
(320) 630-4791, CD Assessor; D3, (320) 362-1431, (320) 385-7044

**Recovering Hope Treatment Center**

Address: 2031 Rowland Road, Mora, MN 55051

Phone: (844) 314-HOPE

Website: <https://recoveringhope.life/mental-health/>

Services: Mental health counseling for adults and teens. Includes assessments, testing, and individual, family and couples counseling. Adolescent individual therapy and assessments, substance use and outpatient services.

**Rise Up Psychological Services**

Address: 1100 Holstein Dr., Pine City, MN 55063

Phone: (320) 322-5122

Services: Mental health assessments and psychological therapy, specializing in children.

**Teen Focus Recovery Center, LLC**

Address: 209 East Maple Avenue, Mora MN 55051

Phone: (320) 679-2003

Website: [www.teenfocusrecoverycenterllc.com](http://www.teenfocusrecoverycenterllc.com)

Services: Chemical use assessments for adolescents and adults, and outpatient treatment for A=adolescents and adults.

Address: 475 South Dana Avenue, Rush City, MN 55069

Phone: (320) 358-4065

Website: [www.teenfocusrecoverycenterllc.com](http://www.teenfocusrecoverycenterllc.com)

Services: Outpatient treatment for adults and adolescents; chemical use assessment for adolescents and adults; and anger management.

## Ambulance

**Essentia Health Emergency Medical Services - Sandstone**

Address: 705 Lundorff Dr, Sandstone, MN 55072

Phone: (320) 245-2211 or 911

Website: <https://www.essentiahealth.org/find-facility/profile/essentia-health-sandstone/>

## Chiropractors

**Hinckley Chiropractic**

Address: 110 Main Street E, Hinckley, MN 55037

Phone: (320) 384-6790

Website: [www.hinckleychiropractic.com](http://www.hinckleychiropractic.com)

Services: Chiropractic services.

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**Nilsson Chiropractic**

Address: 253 5th St SE, Pine City, MN 55063  
Phone: (320) 629-2740  
Website: [www.chiropractorpinacityminnesota.com](http://www.chiropractorpinacityminnesota.com)  
Services: Chiropractic services & massage therapy.

**Northern Pine Chiropractic Center**

Address: 301 N Commercial Ave, Sandstone, MN 55072  
Phone: (320) 245-2499  
Website: [www.northernpinescc.com](http://www.northernpinescc.com)  
Services: Chiropractic services.

**Pine City Family Chiropractic**

Address: 805 2nd Street SE, Pine City, MN 55063  
Phone: (320) 629-6717  
Website: [www.dlchiropractors.com](http://www.dlchiropractors.com)  
Services: Chiropractic services, massage therapy, & acupuncture.

**Waxberg Clinic - Lyn Lake**

Address: 805 Main Street S, Pine City, MN 55063  
Phone: (320) 629-5288  
Website: [www.waxbergclinic.com](http://www.waxbergclinic.com)  
Services: Chiropractic services & massage therapy.

## Clinics

**Aazhoomog Clinic of the Mille Lacs Band**

Address: 45741 Grace Lake Road, Sandstone, MN 55072  
Phone: (320) 384-0149  
Website: [www.millelacsband.com](http://www.millelacsband.com)  
Services: Immunizations, physicals, dental screenings, and other services.

**Essentia Health Clinic - Moose Lake**

Address: 4572 County Road 61, Moose Lake, MN 55767  
Phone: (218) 485-2105  
Website: <https://www.essentiahealth.org/find-facility/profile/essentia-health-moose-lake-clinic/>  
Services: Primary care including family medicine, OB, cardiology, dermatology, gynecology, and urology.

**MHealth - Fairview Lakes Pine City Clinic**

Address: 100 Evergreen Square, Pine City, MN 55063  
Phone: (320) 629-6721  
Website: [www.fairview.org](http://www.fairview.org)  
Services: Family Medicine, Internal Medicine, & diabetes & kidney care.

**MHealth - Fairview Lakes Rush City Clinic**

Address: 760 West 4th Street, Rush City, MN 55069  
Phone: (320) 358-4784  
Website: [www.fairview.org](http://www.fairview.org)  
Services: Family medicine, pediatrics, podiatry, geriatrics, diabetes care.

**Wellia Health - Hinckley Clinic**

Address: 620 Sandy Lane, Hinckley, MN 55037  
Phone: (320) 384-6189

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Website: [www.firstlighthealthsystem.org](http://www.firstlighthealthsystem.org)

Services: Pregnancy care, dietician services, diabetes education and family practice.

**Welia Health - Pine City Clinic**

Address: 1425 Main Street North, Pine City, MN 55063

Phone: (320) 629-7505

Website: [www.firstlighthealthsystem.org](http://www.firstlighthealthsystem.org)

Services: Family practice.

**Gateway Family Health Clinic - Hinckley**

Address: 45 Lady Luck Dr, Hinckley, MN 55037

Phone: (320) 384-6618

Website: [www.gatewayclinic.com](http://www.gatewayclinic.com)

Services: Family and internal medicine, pediatrics.

**Gateway Family Health Clinic - Moose Lake**

Address: 4570 County Hwy. 61, Moose Lake, MN 55767

Phone: (218) 485-4491

Website: [www.gatewayclinic.com](http://www.gatewayclinic.com)

Services: Family and internal medicine, pediatrics, general surgery.

**Gateway Family Health Clinic - Sandstone**

Address: 204 Lundorff Drive, Sandstone, MN 55072

Phone: (320) 245-2250

Website: [www.gatewayclinic.com](http://www.gatewayclinic.com)

Services: Family and internal medicine, pediatrics, general surgery.

**Welia Health - Hinckley**

Address: 620 Sandy Ln., Hinckley, MN 55037

Phone: (320) 384-6189

Website: [www.weliahealth.org](http://www.weliahealth.org)

Services: Full clinic services, Monday - Friday from 8 - 5:00 PM.

**Welia Health - Pine City**

Address: 1425 Main Street N., Pine City, MN 55063

Phone: (320) 629-7505

Website: [www.weliahealth.org](http://www.weliahealth.org)

Services: Clinic, urgency services, pharmacy. Hours: 11:00 AM - 8:00 PM, Monday - Sunday.

## Dental

**Children's Dental Services - Delta Dental**

Appointment Phone: (612) 746-1530

Website: <http://childrensdentalservices.org>

Services: Cleanings, exams, fillings, extractions, fluoride, X-rays, sealant, oral health education, crowns.

**Embrace Orthodontics**

Address: 705 4th Ave SW, Pine City, MN 55063

Phone: (320) 629-9944

Website: [www.cambridgeorthomn.com](http://www.cambridgeorthomn.com)

Services: Orthodontic care.

**Midwest Dental**

Address: 210 Old Hwy. 61 S, Hinckley, MN 55037

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Phone: (320) 384-6118

Website: [www.midwest-dental.com](http://www.midwest-dental.com)

Services: Preventative care, cosmetic dentistry, perio treatment, pediatric dentistry, restorative care, & sedation dentistry.

**Oak Park Dental Clinic** (accepts medical assistance)

Address: 505 Johnson Ave SE, Pine City, MN 55063

Phone: (320) 629-2282

Website: [www.oakparkdentalclinic.com](http://www.oakparkdentalclinic.com)

Services: Preventative and cosmetic dental care.

**Pine City Family Dental**

Address: 1105 Hillside Ave SW, Pine City, MN 55063

Phone: (320) 629-2789

Website: [www.pinecitydental.com](http://www.pinecitydental.com)

Services: Preventive, general and emergency dental care by Dr. Uyen Pham, DDS.

**Sandstone Dental Office**

Address: 501 Commercial Ave N, Sandstone, MN 55072

Phone: (320) 245-2208

Services: Dental care.

## Domestic Violence/Abuse

**A Place for You**

Address: 220 3rd Ave SE, Pine City, MN 55063

Phone: (320) 438-7070

Website: [www.apfy.org](http://www.apfy.org)

Services: Shelter for females, males and singles over the age of 18 who are in distress. Offers basic needs and resources to help transition into a stable housing situation.

**Child Protective Services** ~ Pine County Health & Human Services

Address: 635 Northridge Dr. NW, Ste 220, Pine City, MN 55063

Phone: (320) 591-1570; Toll Free: (800) 450-7463 ext 1570

Website: [https://www.co.pine.mn.us/departments/health\\_and\\_human\\_services/child\\_protection.php](https://www.co.pine.mn.us/departments/health_and_human_services/child_protection.php)

Services: Report child maltreatment (abuse, neglect) during working hours.

**Family Pathways** - Domestic Violence & Sexual Assault Services

Address: 315 Main Street South, Suite B-100, Pine City, MN 55063

Pine Office Phone: (320) 629-1277

24/7 Hotline: 1(800) 338-7233

Website: <https://www.familypathways.org>

Services: Family Pathways provides advocacy, emotional support and court support services for victims of domestic violence and sexual assault. Our office hours are Monday through Friday from 8:30am to 4:30pm. Our shelter and crisis line are open and available 24/7.

**Mille Lacs Band - Advocates for Domestic Violence/Abuse**

Danielle Churchill: Shelter Advocate, (320) 495-3514

Petra Maurico: Sexual Assault Advocate, (320) 384-1646

**Mille Lacs Band - Family Violence Prevention Program**

Address: PO Box 518, 502 Weber Avenue, Hinckley, MN 55037

Phone: (320) 336-0214, Cell: (320) 630-2691

Contact: [Kala.Roberts@hhs.millelacsband-nsn.gov](mailto:Kala.Roberts@hhs.millelacsband-nsn.gov)

Kristen Allord, Shelter House Manager, (320) 630-2677, (320) 495-3514

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#### **Minnesota Domestic Violence Crisis Line**

Phone: (866) 223-1111

Email: [safety@dayoneservices.org](mailto:safety@dayoneservices.org)

Website: [www.dayoneservices.org](http://www.dayoneservices.org)

Services: Day One is a statewide network of domestic violence, sexual assault, human trafficking, youth- and community-advocacy programs in Minnesota. Hosts the Minnesota Day One Crisis Line which connects individuals seeking safety and resources to service agencies statewide via phone, text or chat message. The Day One Call Center also answers calls, texts and chat messages to the Minnesota Crime Victim Support Line.

#### **National Domestic Violence Hotline**

Phone: (800) 799-SAFE (7233)

Website: [www.thehotline.org](http://www.thehotline.org)

Services: 24 hours a day, seven days a week, 365 days a year, the National Domestic Violence Hotline provides essential tools and support to help survivors of domestic violence so they can live their lives free of abuse. Contacts to The Hotline can expect highly-trained, expert advocates to offer free, confidential, and compassionate support, crisis intervention information, education, and referral services in over 200 languages.

#### **Pine County Sheriff:**

Addresses:

Pine City: 635 Northridge Dr. NW, Suite 100, Pine City, MN 55063

Hinckley: Pine County Sheriff Office, 106 1st Street SE, Hinckley, MN 55037

Phone: (320) 629-8380. In Emergency dial 911.

Website: [www.co.pine.mn.us](http://www.co.pine.mn.us)

About: Provides a wide range of public safety services. Call to report a situation of suspected child maltreatment.

### **Financial Assistance for Health Care**

#### **Mille Lacs Band - Circle of Health**

Address: 18562 Minobimaadizi Loop, Onamia, Mn. 56359

Phone: (320) 532-4181 x7741 or 2581 (landline), (320) 532-4354 (fax)

Contact: Roberta Lemieux, Benefits Manager, (320) 532-4181 x7723 (landline)

#### **Minnesota Assistance Programs:**

##### **Medical Assistance**

Website: [www.mn.gov/dhs](http://www.mn.gov/dhs)

Phone: Request an application by calling MinnesotaCare at (651) 297-3862 (Twin Cities Metro) or 1-800-657-3672 (toll-free). For TTY call 711 or 1-800-627-3529.

Services: pays for a variety of services like doctor visits, alcohol and drug treatment, prescriptions, hospital stays and much more. It may also pay for medical bills going back three months from the date of application.

##### **MinnesotaCare**

Website: <https://www.mnsure.org/>

Hotline: (651) 539-2099.

Services: MinnesotaCare is a premium-based program for people who earn too much to qualify for Medical Assistance but make too little to pay for private insurance.

How to Apply: Most Minnesotans can apply for these programs online through MNsure, Minnesota's health insurance marketplace.

*Note: Some people **should not** apply through MNsure. These are typically seniors and people with disabilities.*

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**Pine County Health & Human Services**

Address: Pine City: 635 Northridge Dr. NW, Ste. 220, Pine City, MN 55063  
Sandstone: **Sandstone** North Pine **Government Center Pine County** Health and Human  
Services / Veterans Services 1602 Hwy. 23 N **Sandstone, MN 55072**  
Phone: Pine City: (320) 591-1570. Sandstone: (320) 216-4100  
Website: [www.co.pine.mn.us](http://www.co.pine.mn.us)  
Services: Financial assistance including: cash assistance, child care assistance,  
food support, and health care assistance for those who qualify.

**Food Assistance/Fresh Food**

(See Senior Services as well)

**Angels of Hope**

Address: 56395 Forest Blvd, Pine City, MN 55063  
Phone: (320) 336-9191  
Website: <https://angelsofhopefoodshelf.weebly.com>  
Hours: Monday - Thursday 9am - 1pm

**Bruno Food Shelf**

Address: Thrift store, Main Street, Bruno, MN  
Phone: (320) 838-3664  
Hours: Tues. & Thurs., 5 - 6 pm, Saturdays 1- 2 pm

**Catholic Charities; Askov - Meals on Wheels**

Location: Askov Community Center  
Address: 6369 Kobmagergade Street, Askov, MN 55704  
Phone: (320) 838-3616  
Website: [www.ccstcloud.org](http://www.ccstcloud.org)  
Services: Catholic Charities Meals on Wheels Program delivers nutritious noon-hour meals to the homes of at-risk, homebound, ill, and vulnerable persons age 60 and over in 44 communities across Central Minnesota or those under 60 who need service due to an illness, disability or injury. Call the number above for application instructions.

**Catholic Charities; Finlayson Senior Dining ~ Meals on Wheels**

Address: 2195 Finland Ave, Finlayson, MN 55735  
Phone: (320) 385-6557 Toll Free: (888) 496-5556  
Website: [www.ccstcloud.org](http://www.ccstcloud.org)  
Services: Catholic Charities Meals on Wheels Program delivers nutritious noon-hour meals to the homes of at-risk, homebound, ill, and vulnerable persons age 60 and over in 44 communities across Central Minnesota or those under 60 who need service due to an illness, disability or injury. Call the number above for application instructions.

**Catholic Charities; Hinckley Senior Dining ~ Meals on Wheels**

Location: Senior Citizens Center  
Address: 302 Main Street F, Hinckley, MN 55037  
Phone: (320) 384-6557  
Website: [www.ccstcloud.org](http://www.ccstcloud.org)  
Services: Catholic Charities Meals on Wheels Program delivers nutritious noon-hour meals to the homes of at-risk, homebound, ill, and vulnerable persons age 60 and over in 44 communities across Central Minnesota or those under 60 who need service due to an illness, disability or injury. Call the number above for application instructions.

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**Catholic Charities; Sandstone Senior Dining ~ Meals on Wheels**

Location: Sandstone Senior Center

Address: 206 N Main St., Sandstone, MN 55072

Phone: 320-384-6557

Website: [www.ccstcloud.org](http://www.ccstcloud.org)

Services: Catholic Charities Meals on Wheels Program delivers nutritious noon-hour meals to the homes of at-risk, homebound, ill, and vulnerable persons age 60 and over in 44 communities across Central Minnesota or those under 60 who need service due to an illness, disability or injury. Call the number above for application instructions.

**Catholic Charities; Willow River ~ Meals on Wheels Only**

Phone: (888) 496-5556

Website: [www.ccstcloud.org](http://www.ccstcloud.org)

Services: Catholic Charities Meals on Wheels Program delivers nutritious noon-hour meals to the homes of at-risk, homebound, ill, and vulnerable persons age 60 and over in 44 communities across Central Minnesota or those under 60 who need service due to an illness, disability or injury. Call the number above for application instructions.

**Everyone's Table**

Address: 134 Oriole Street East, Sandstone. [John Wright Building]

Website: [every1s.table@gmail.com](mailto:every1s.table@gmail.com)

Services: Free community meal the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday every month from 4:30 – 6:30 PM

**Family Pathways ~ Food Equity and Access; Sandstone Food Shelf**

Address: 314 Main Street, Sandstone, MN 55072

Phone: (320) 245-2485

Website: [www.familypathways.org](http://www.familypathways.org)

Hours: Tuesday, Wednesday, Thursday 9:00 AM – 6:00 PM

Services: Second Harvest Nutritional Assistance Program for Seniors (NAPS) distributed 3rd Wednesday, Thursday, and following Tuesday during open food shelf hours.  
Catholic Charity frozen Meals available for pick up at the food shelf during open hours.  
Mon. and Fri. 9am-1pm, Tues. and Wed. 9am-6pm, Saturday 9:00am- Noon

**Feed My Sheep ~ Memorial Drive Bible Fellowship**

Address: 67331 Hwy. 23, Askov, MN 55704

Phone: (320) 838-3733

Website: [www.memorialdrivebiblefellowship.com](http://www.memorialdrivebiblefellowship.com)

Cost: \$20 donation

Distribution dates/times: 1st Saturday of the Month; 8:30am

Services: Bring your own boxes and donate \$20 to receive food worth many times the amount of the \$20 donation.

**Mille Lacs Band**

Contacts: Jeff Aubele, Eligibility Tech, (320) 384-0149 x5

Kevin Pawlatsche, Coordinator, (320) 532-4181 x5850

**Osprey Wilds**

Address: 54165 Audubon Drive, PO Box 530, Sandstone (Formerly Audubon Center of the North Woods)

Phone: (320) 245-2648

Website: <https://ospreywilds.org>

Services: Farm fresh foods, every Friday during growing season (Also residential environmental learning center and conference & retreat center).



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**Pine Community Food Shelf**

Address: 220 7th St SW, Pine City, MN 55063

Phone: (320) 629-0128

Hours: Monday and Thursday 9:00 AM – 5:00 PM; Wednesday 11:00 AM – 5:00 PM

Services: \*Second Harvest Nutritional Assistance Program for Seniors (NAPS) distributed the 1st Wednesday, Thursday and following Monday during open food shelf hours.

\*Catholic Charity frozen Meals available for pick up at the food shelf during open hours Monday, Wednesday, Thursday at 9am-6pm, Tuesday and Friday 9:00 AM - Noon.

**Ruby's Pantry ~ Hinckley Community Center**

Address: 106 1st Street SE, Hinckley, MN 55037

Phone: (651) 674-0009

Website: [www.hinckleymn.com](http://www.hinckleymn.com)

Cost: \$15 donation

Distribution dates/times: 3rd Wednesday of the Month; 4:00 - 5:30 PM

About: No income limits, simply pay a \$15 donation, bring your own boxes, and receive \$100 or more worth of groceries.

**Ruby's Pantry ~ National Guard Armory, Pine City**

Address: 1305 Main Street S, Pine City, MN 55063

Phone: (651) 674-0009

Website: [www.rubyspantry.org](http://www.rubyspantry.org)

Distribution dates/times: 4th Thursday of the month; 5:00 - 6:30 PM

About: No income limits, simply pay a \$15 donation, bring your own boxes, and receive \$100 or more worth of groceries. Cost: \$15 donation.

**Second Harvest Heartland ~ Nutrition Assistance Program for Seniors (NAPS)**

Address: 220 7th St SW, Pine City, MN 55063

Phone: (651) 484-8241

Website: [www.2harvest.org](http://www.2harvest.org)

Services: Free food distribution for seniors 60+.

Distribution dates/times: Pine Community Food Shelf - 1st Wednesday of the Month; 4:30 - 5:30 PM

**SNAP ~ Supplemental Nutrition Assistance Program**

County Agency: Pine County Health & Human Services

Address: 635 Northridge Dr. NW, Ste. 220, Pine City, MN 55063 (Turn in applications at this location)

Phone: (800) 450-7463

Website: [www.co.pine.mn.us](http://www.co.pine.mn.us)

Contact the Community Services Department at 320-679-1800 or 800-832-6082 Option 4 or [snap@lakesandpines.org](mailto:snap@lakesandpines.org)

Services: Food assistance program for eligible, low income individuals and families so they can better meet their nutritional needs.

**Women, Infant, Children Program (WIC)**

Addresses: 315 Main St S, Suite 1, Pine City, MN 55063

1610 Hwy 23 N, Sandstone, MN 55072

Phone: (320) 591-1596; (320) 216-4150

Websites: [www.co.pine.mn.us](http://www.co.pine.mn.us) - [www.fns.usda.gov/wic](http://www.fns.usda.gov/wic)

About: WIC is a nutrition education and voucher issuance program for women, infant, and children. Participation is an opportunity to learn about nutrition and to achieve better health.

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## Government Health Care Agencies

### **Mille Lacs Band**

Address: 45741 Grace Lake Rd., Sandstone, MN 55072  
Phone: (320) 384-0149

### **Minnesota Department of Health**

Address:

St. Paul State Office: P.O. Box 64975, St. Paul, MN 55164-0975

Duluth District Office: Duluth Technology Village, 11 East Superior Street, Suite 290,

Duluth, MN 55802-2007; (218) 302-6166

Phone: (651) 201-5000; For Minnesota callers outside the metro area (toll-free) (888) 345-0823

Website: [www.health.state.mn.us](http://www.health.state.mn.us)

Services: MDH Divisions: Community Health; Child and Family Health; Health Regulation; Environmental Health; Health Policy; Health Promotion and Chronic Disease; Infectious Disease Epidemiology, Prevention and Control; Public Health Laboratory

### **Pine County Health and Human Services**

Locations and Phone numbers:

South Pine Government Center

635 Northridge Dr. NW, Ste. 220, Pine City, MN 55063

Phone: (320) 591-1570

FAX: (320) 591-1601 or 1602

Toll Free: (800) 450-7463

North Pine Government Center

1602 Hwy. 23 North, Sandstone MN 55072

Phone: (320) 216-4100 - (Sandstone)

Phone: 320-591- 1570 (Pine City)

Phone: (320) 216-4140 - Public Health

Phone: (320) 216-4210 WIC

Toll free: (800) 450-7463

Website: [www.co.pine.mn.us](http://www.co.pine.mn.us)

Services: Information and referral to various community resources is available through the department. Services can be provided directly or may be purchased for eligible clients.

Hours of Operation: All offices are open Monday thru Friday from 8:00 AM to 4:30 PM, excluding government holidays.

## Hearing

### **Gateway Family Health Clinics - Moose Lake and Sandstone**

Addresses: 4570 County Hwy. 61, Moose Lake, MN 55767 (218-485-4491)

204 Lundorff Drive, Sandstone, MN 55072 (320-245-2250)

Website: [www.gatewayclinic.com](http://www.gatewayclinic.com)

Services: Detailed patient history, physical exam and symptom review; comprehensive 4-part audiometry, video otoscopy, referral for ENT specialty consultation as needed, hearing Instrument selection and fitting, hearing Instrument programming and fine-tuning, and cleaning and repair.

### **Clarity Hearing Center**

Address: 501 Main Street, Sandstone, MN 55072

Phone: (800) 654-4296

Website: [www.clarityhearingcenter.com](http://www.clarityhearingcenter.com)

Services: Testing, consultation and hearing aid fitting and followup care

### **Therapeutic Services Agency, Inc. (TSA)**

Address: 220 Railroad Street SE, Pine City, MN 55063

Phone: (320) 629-7600

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Website: [www.hoperealized.com](http://www.hoperealized.com)

Services: Provides mental health services to children and teens who are hearing impaired or deaf with support from a grant from the MN Department of Human Services. This specialized service is cultural affirmative for persons who are deaf and hard of hearing. Mental health staff are experienced communicators with ASL skills and or work with interpreters to optimize language success to facilitate meaningful mental health service delivery.

## Home Visits

### Mille Lacs Band

Contacts: Lisa Blahosky-Oliverez, Public Health Director, (320) 532-4181 x7459  
Joanne Boyd, WIC Clerk, (320) 532-4181 x7821, (320) (320) 532-7524 (fax)  
Donna Sutton, RN, Home Care, (320) 630-2443

### Pine County Public Health

Address: 1610 Hwy. 23 N, Sandstone, MN 55072  
Phone: (320) 216-4140  
Website: [www.co.pine.mn.us](http://www.co.pine.mn.us)  
Services: Long-term care consultation, PCA assessments, & family home visiting.

## Hospice and Home Care

### Allina Home & Community Health

Phone: (651) 635-9173 Toll Free: (855) 227-5111  
Website: [www.allina.com/hospice](http://www.allina.com/hospice)  
Services: Hospice education for patients and families.

### Essentia Health - Moose Lake Home Care

Phone: (218) 485-5506  
Fax: (218) 485-5908  
Website: <https://www.essentiahealth.org/find-facility/profile/home-health-care-essentia-health-moose-lake/>  
Services: EHML Home Care is a Medicare Certified Comprehensive Home Care agency providing Nursing, Physical, Occupational, and Speech Therapies, Home Health Aides and Homemaking. Services are provided up to 30 miles from Moose Lake.

### Family Pathways- Aging Services

Address: 214 Railroad Ave NW, Mora MN  
Phone: (320) 364 1133  
Website: <https://www.familypathways.org>  
Services: Family Pathways Aging Services provides support and services to help older adults and caregivers to stay in their home. We offer homemaking, door-step delivery, caregiver consulting, caregiver support groups, and advocacy.

### Heartland PCA

Address: 2214 Hwy. 18, Suite C, Finlayson, MN 55735  
Phone: (320) 233-0119  
Website: <https://heartlandpca.com>  
Services: PCA services and home care.

### St. Croix Hospice

Phone: (763) 689-3735; Toll Free: (855) 278-2764  
Website: [www.stcroixhospice.com](http://www.stcroixhospice.com)  
Services: Hospice care, advanced planning, physical and occupational therapy, various other therapies.

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## Hospitals

### **Essentia Health - Sandstone**

Address: 705 Lundorff Dr, Sandstone, MN 55072

Phone: (320) 245-5600

Website: [www.essentiahealth.org](http://www.essentiahealth.org)

Services: Level IV Trauma Center and Acute Stroke Ready Hospital, 24/7 emergency room, urgent care.

### **Essentia Health - Moose Lake**

Address: 4572 Co Hwy. 61, Moose Lake, MN 55767

Phone: (218) 485-4481 Toll Free: (888) 322-4481

Website: [www.essentiahealth.org](http://www.essentiahealth.org)

Services: Level IV Trauma Center and Acute Stroke Ready Hospital, 24/7 emergency room, urgent care.

### **Welia Health**

Address: 301 S Hwy. 65, Mora, MN 55051

Phone: (320) 679-1212

Website: [www.firstlighthealthsystem.org](http://www.firstlighthealthsystem.org)

Services: From annual wellness visits to specialty services.

## Long-term Care - Assisted Living

### **Edgewater Assisted Living**

Address: 14856 Edgewater Road NE, Pine City, MN 55063

Phone: (320) 629-1447

Website: None

Services: Assisted living.

### **Elderwood of Hinckley**

Address: 710 Spring Lane, Hinckley, MN 55037

Phone: (320) 384-7373

Website: [www.elderwoodofhinckley.org](http://www.elderwoodofhinckley.org)

Services: Assisted living and memory care.

### **Golden Horizons**

Address: 1109 Lundorff Ave, Sandstone, MN 55072

Phone: (320) 216-7300

Website: [www.goldenhorizons.org](http://www.goldenhorizons.org)

Services: Assisted Living, independent living options, memory care, respite, hospice.

### **Lakeside Medical Center**

Address: 129 6th Ave SE, Pine City, MN 55063

Phone: (320) 629-2542

Website: [www.lmc-pcac.com](http://www.lmc-pcac.com)

Services: Long-term care and transitional services.

### **Mille Lacs Band of Ojibwe District III Assisted Living Unit**

Address: 38786 Hinckley Rd, Hinckley, MN 55037

Phone: (320) 384-0640

Website: [www.millelacsband.com](http://www.millelacsband.com)

Services: Assisted Living

### **Northern Pines Assisted Living and Dementia Care**

Address: 1305 8th St SW, Pine City, MN 55063

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Phone: (320) 629-7272  
Website: [www.northernpinesassisted.com](http://www.northernpinesassisted.com)  
Services: Assisted living and specialized memory care.

**Serenity Court**

Address: 109 Court Avenue South, Sandstone, MN 55072  
Phone: (320) 372-1340  
Website: [www.sandstonehealthcc.com](http://www.sandstonehealthcc.com)  
Services: Serenity Court - Independent and assisted living.

**S&O**

Address: 14856 Edgewater Rd NE, Pine City, MN 55063  
Phone: (320) 6291447  
Services: Assisted living and memory care.

**Sophie's Manor**

Address: 17500 Ranch Drive, Pine City, MN 55063  
Phone: (320) 629-2064  
Website: [www.sophiesmanor.com](http://www.sophiesmanor.com)  
Services: Assisted living.

## Long-term Care - Skilled Nursing

**Lakeside Medical Center**

Address: 129 6th Ave SE, Pine City, MN 55063  
Phone: (320) 629-2542  
Website: [www.lmc-pcac.com](http://www.lmc-pcac.com)  
Services: Skilled nursing and residential health care services.

**Sandstone Health Care Center**

Address: 109 Court Avenue South, Sandstone, MN 55072  
Phone: (320) 245-3150  
Website: [www.sandstonehealthcc.com](http://www.sandstonehealthcc.com)  
Services: Skilled nursing care, rehab, hospice, respite and wound care.

## Mental Health Crisis and Health Care Hotlines

**Adult Mental Health**

Crisis Hotline: (800) 523-3333  
Text: "MN to 741741"  
Website: <http://adultmentalhealth.org>  
Services: Information and resources related to mental health.

**Canvas Health**

About: The Region 7E Adult Mental Health Initiative is a coalition of Chisago, Isanti, Kanabec, Mille Lacs and Pine Counties and the Mille Lacs Band of Ojibwe. East Central Crisis Services  
Phone: (800) 273-8255  
Website: <https://www.canvashealth.org/crisis-support/poin>  
Services: East Central Crisis Services is a cooperative effort of Canvas Health, Therapeutic Services Agency, Lighthouse Child & Family Services LLC, and Avivo. It is offered in partnership with the Adult Mental Health Initiative in Region 7E.

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**Minnesota Poison Control Center**

Phone: (800) 222-1222

Website: [www.poisonhelp.org](http://www.poisonhelp.org)

Services: Poison Control tells you what to do if you swallow, splash, or get stung by something that may be harmful.

**National Alliance on Mental Illness (NAMI)**

Phone: (800) 950-6264

Website: [www.nami.org](http://www.nami.org)

Text: "NAMI" to 741741 (24/7)

Services: NAMI works to educate, advocate, listen and lead to improve the lives of people with mental illness and their loved ones. The NAMI Helpline provides crisis and confidential, free crisis counseling.

**National Suicide Prevention Lifeline**

Phone: (800) 273-8255

Website: <https://suicidepreventionlifeline.org>

Services: The Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals.

**Trans Lifeline**

Phone: 877-565-8860

Website: <https://translifeline.org/about/>

Services: Trans Lifeline is a grassroots hotline and micro-grants 501(c)(3) non-profit organization offering direct emotional and financial support to trans people in crisis – for the trans community, by the trans community.

**Trevor Lifeline for LGBTQ youth**

Phone: 1-866-488-7386

Website: <https://www.thetrevorproject.org>

Services: The Trevor Project is the leading national organization providing crisis intervention and suicide prevention services to lesbian, gay, bisexual, transgender, queer & questioning (LGBTQ) young people under 25.

**Txt4Life.com**

Phone: Text MN to 741 741

Services: Confidential crisis counseling (Affiliated with National Suicide Prevention Lifeline).

**United Way of Central MN**

Phone: 211 or (320) 252-0227

Website: [www.unitedwayhelps.org](http://www.unitedwayhelps.org)

Services: Confidential community helpline available 24/7 that helps connect people with an array of human services.

**Veterans Crisis Line**

Phone: (800) 273-8255 and press 1; Chat online by going to website; Text at 839255

Website: [www.veteranscrisisline.net](http://www.veteranscrisisline.net)

Services: Connect with the Veterans Crisis Line to reach caring, qualified responders with the Department of Veterans Affairs. Many of them are Veterans themselves. This is free and serves all veterans, all service members, National Guard and National Reserve and family members and friends.

## Mental Health Clinics

**Adult Mental Health**

Address: Pine County Health and Human Services Department

635 Northridge Dr. NW9 Ste 220, Pine City, MN 55063; Phone: 320-591-1570

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1610 Hwy. 23 North, Sandstone, MN 55072; Phone: 320-216-4100  
Website: [www.adultmentalhealth.org](http://www.adultmentalhealth.org)  
Services: Information and resources related to mental health.  
Area: The Region 7E Adult Mental Health Initiative is a coalition of Chisago, Isanti, Kanabec, Mille Lacs and Pine Counties and the Mille Lacs Band of Ojibwe.

**Children's Grief Connection**

Phone: (651)395-8177  
Email: [hope@childrensgriefconnection.com](mailto:hope@childrensgriefconnection.com)  
Website: <https://childrensgriefconnection.com>  
Services: Hearts of Hope Family Grief Camp help families come together to heal. At this weekend-long camp, every member of the family has the opportunity to participate in integrated yet separate programs. Go to the website for information regarding when the camp is held in the area.

**CSP Support Group - Lighthouse Child and Family Services.** 1st and 3rd Tuesdays 1pm-3pm

Address: 315 Main St S Ste 200, Pine City, MN 55063  
Phone: (320) 591-1570 (Pine County Health and Human Services)  
Website: [lighthousecfs.com](http://lighthousecfs.com)  
Services: Lighthouse Children and Family Services Support Group.

**Empower Recovery Services**

Address: 645 3rd Ave SW, Pine City, MN 55063  
Phone: (320) 629-0059  
Website: [www.empowerrecoveryservices.org](http://www.empowerrecoveryservices.org)  
Services: Mental health and substance abuse disorder assessments, outpatient treatment, mental health counseling.

**Legacy Counseling Services, LLC**

Address: 820 Howe Ave E, Suite 108, Mora, MN 55051  
Phone: (320) 679-2438 | Fax: (320)679-6906  
Website: <https://www.legacycounselingservices.org/services-provided>  
Services: Provides outpatient mental health services for individuals ages 4+, families, and couples experiencing depression, anxiety, trauma, relational issues, adolescent behavioral difficulties, spiritual issues, anger issues, and issues related to chemical dependency.

**Lighthouse Child & Family Services**

Address: 160 3rd Ave, NW, Milaca, MN 56353  
Phone: (320) 983-2335  
Website: [www.lighthousecfs.com](http://www.lighthousecfs.com)  
Services: Individual, couples, family, group and play therapies and child-parent psychotherapy, and more.

**Love The Journey**

Address: 23 Pine St. N., Mora, MN 55051  
Phone: (320) 678-6964 | Fax: (320)679-6906  
Website: <http://www.lovethejourneymn.com>  
Services: Individual, couples, family, and group counseling and anger management.

**Melissa Anderson Psychological Services**

Address: 451 Arrowhead Lane Moose Lake, MN 55767  
Phone: (218) 485-4445  
Website: [www.melissaandersonpsychologicalservices.com](http://www.melissaandersonpsychologicalservices.com)  
Services: Individual, couples, family, group and play therapies and psychological testing, clinical supervision.

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**Mille Lacs Band's Department of Health and Human Services - Aazhmoog Clinic**

Address: 45741 Grace Lake Rd, Sandstone MN 55702 (near Danbury)

Phone: (320) 384-0149

Website: [www.millelacsband.com](http://www.millelacsband.com)

Contacts: Behavioral/Mental Health, (320) 532-4181 x7773

Crissy Wade, Mental Health Supervisor, (320) 532-4181 x7771, (320) 674-4385

Crystal Weckert, Mental Health Therapist, (320) 532-4181 x2819, (320) 292-1942

About: The Mille Lacs Band's Department of Health and Human Services operates three clinics across the Reservation to make high-quality health care available to Band members. District III includes the Aazhoomog (Lake Lena) community near the St. Croix River east of Hinckley, as well as a large community of Band members living in Hinckley.

The Band offers public health services, behavioral health services, family services such as child welfare and foster care services, and community support services to assist Elders and Band members in need.

They also provides assisted living facilities to Elders in all three districts, as well as Circle of Health, and insurance program set up to help Band members with health care costs.

**Monarch Counseling Services**

Address: 72351 Pine River Rd, Willow River, MN 55795

Phone: (218) 372-3801

Website: [www.monarchcounselingservice.com](http://www.monarchcounselingservice.com)

Services: Counseling, consulting and therapy services.

**Nystrom and Associates**

Address: 817 N. Main Street, Cambridge, MN 55008

Phone: (844) 374-4068

Website: <https://www.nystromcounseling.com>

Services: Licensed Alcohol & Drug Counselors, Mental Health Professionals, and Psychiatry team work together to help patients struggling with Substance Use Disorders and co-occurring mental health conditions. To request an appointment go to: <https://intakeq.com/new/L4n5Cj>

**Pine County - Children's Mental Health**

Address: 635 Northridge Dr. NW9 Ste 220, Pine City, MN 55063

Phone: 320.591-1570 to make a referral

Website: [https://www.co.pine.mn.us/departments/health\\_and\\_human\\_services/mental\\_health.php](https://www.co.pine.mn.us/departments/health_and_human_services/mental_health.php)

Services: A variety of services available through Children's Mental Health. Case Management may be provided based on the individual needs of the child and family. Available services include: Referral to Children's Therapeutic Support Services (CTSS) and/or Community Skills Program; Referral for Diagnostic Assessment/Needs Assessment, Referral for Psychological Evaluations, Referral for Psychiatric Care/Medication Monitoring, Coordinated Treatment Planning, School Consultation and Support, Assistance in Securing Respite Care Services (examples include extended family, friends, or a paid provider), Referral for Individual or Family Therapy, Providing number for Crisis Assistance, Advocacy for Child and Family, Financial Assistance Referrals, Referrals to Workforce Programs and/or Vocational Assistance, Referral to Appropriate Support Groups, Referral for Personal Care Attendant (PCA), Assistance in Development of Independent Skills, Transitional and Adult Mental Health Referral and Support Coordination.

**Plum Behavioral Health Services**

Address: 208 Fire Monument Road, Hinckley, MN 55037

Telephone: (877) 758-6328

Website: [www.plumbhs.org](http://www.plumbhs.org)

Services: Therapy for depression and anxiety, couples counseling, family counseling, parenting support, work and career issues, stress management, and conflict resolution.

**Therapeutic Services Agency, Inc. (TSA)**

Address: 220 Railroad Street SE, Pine City, MN 55063



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Phone: (320) 629-7600

Website: [www.hoperealized.com](http://www.hoperealized.com)

Services: Psychological evaluations, diagnostic assessments and mental health services provided for children, teens, and adults, couples, and families. School linked mental health services, in-home Family Based Services, early childhood mental health services, Day Treatment and foster care services also provided.

#### **Under Blue Skies, LLC**

Address: 39766 Partridge Creek Rd, Askov, MN 55704

Phone: (320) 279-2707

Email: [jdomogalla@gmail.com](mailto:jdomogalla@gmail.com)

Website: [www.underblueskiesmn.com](http://www.underblueskiesmn.com)

Services: Grief serves, hermitage services and restorative sessions.

### **Pharmacies**

#### **Thrifty White Pharmacy - Sandstone**

Address: 707 Lundorff Dr #2, Sandstone, MN 55072

Phone: (320) 245-5500

Website: [www.thriftywhite.com](http://www.thriftywhite.com)

Services: In-store shopping, curbside pickup.

#### **Thrifty White Pharmacy - Hinckley**

Address: 45 Lady Luck Drive, Hinckley, MN 55037

Phone: (320) 384-6166

Website: [www.thriftywhite.com](http://www.thriftywhite.com)

Services: In-store shopping, curbside pickup.

#### **Thrifty White Pharmacy - Moose Lake**

Address: 60 Arrowhead Lane, Moose Lake, MN 55767

Phone: (218) 485-4401

Website: [www.thriftywhite.com](http://www.thriftywhite.com)

Services: In-store shopping, curbside pickup.

#### **Walmart Pharmacy**

Address: 950 11th St SW, Pine City, MN 55063

Phone: (320) 629-6225

Website: [cmcoa.org](http://cmcoa.org)

Services: Pharmacy offers over the phone, online, and in person filling of prescriptions.

#### **Welia Health - Pine City Community Pharmacy**

Address: 1425 Main St N, Pine City, MN 55063

Phone: (320) 322-5141

Website: <https://www.weliahealth.org/locations/pine-city-community-pharmacy/>

Services: In-person pick-up, with restrictions (please follow physical distancing guidelines), curbside pick-up, mail delivery, door-to-door delivery (limited to within Pine City limits).

### **Senior Services**

#### **Central Minnesota Council on Aging**

Address: 250 Riverside Avenue N, Suite 300, Sartell, MN 56377

Phone: (320)253-9349

Website: [cmcoa.org](http://cmcoa.org)

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Services: Central Minnesota Council on Aging (CMCOA) is a non-profit organization designated by the Minnesota Board on Aging (MBA) as the area agency on aging for a 14 county region that includes Pine County. In partnership with public and private organizations, CMCOA helps older adults age successfully by building community capacity, advocating for aging issues, maximizing service effectiveness, and networking people with information.

**Family Pathways - Aging Services**

Address: 214 Railroad Ave NW, Mora MN  
Phone: (320) 364 1133  
Website: [www.familypathways.org](http://www.familypathways.org)  
Services: Companionship, social respite gatherings, and advocacy.

**Retired Seniors Volunteer Program (RSVP)**

Address: 105 South Union Street, Mora, MN 55051  
Phone: (320) 679-1080  
Website: [www.voamn.org](http://www.voamn.org)  
About: Volunteer opportunities for people 55+.

**Senior LinkAge Line®**

Phone: (800) 333-2433  
Website: [mn.gov/senior-linkage-line](http://mn.gov/senior-linkage-line)  
Services: Senior LinkAge Line is a free, statewide service of the Minnesota Board on Aging in partnership with Minnesota's area agencies on aging. The Senior LinkAge Line helps older Minnesotans and caregivers find answers and connect to the services and support they need. Call them for housing resources, health insurance, legal assistance, home services, caregiver supports, and financial assistance.

**Seven County Senior Federation**

Address: 47 North Park Suite 7, Mora, MN 55051  
Phone: (320) 679-4700; Toll Free: (866) 679-4700  
Email: [admin@7countyseniors.com](mailto:admin@7countyseniors.com)  
Website: [www.7countyseniors.com](http://www.7countyseniors.com)  
Services: Serves those 50 years and older in Aitkin, Carlton, Chisago, Isanti, Kanabec, Mille Lacs, and Pine Counties. Benefits include (but are not limited to): Senior discount programs, Medicare counseling, legal services, medical and legal discounts, legislative and community advocacy, referral services, forms assistance, Federation newsletter - 10 issues annually

## Sexual Assault

**Family Pathways - Domestic Violence & Sexual Assault Services**

Address: 315 Main Street South, Suite B-100, Pine City, MN 55063  
Pine Office Phone: (320) 629-1277  
24/7 Hotline: 1(800) 338-7233  
Website: [www.familyppathways.org](http://www.familyppathways.org)  
Services: Provides advocacy, emotional support and court support services for victims of domestic violence and sexual assault. Our office hours are Monday through Friday from 8:30am to 4:30pm. Our shelter and crisis line are open and available 24/7.

**Mille Lacs Band - Advocates for Domestic Violence/Abuse**

Danielle Churchill: Shelter Advocate, (320) 495-3514  
Petra Maurico: Sexual Assault Advocate, (320) 384-1646

**Minnesota Domestic Violence Crisis Line**

Phone: (866) 223-1111  
Email: [safety@dayoneservices.org](mailto:safety@dayoneservices.org)

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Website: [www.dayoneservices.org](http://www.dayoneservices.org)

Services: Day One is a statewide network of domestic violence, sexual assault, human trafficking, youth- and community-advocacy programs in Minnesota. Hosts the Minnesota Day One Crisis Line which connects individuals seeking safety and resources to service agencies statewide via phone, text or chat message. The Day One Call Center also answers calls, texts and chat messages to the Minnesota Crime Victim Support Line.

#### **Pine County Sheriff:**

Addresses:

Pine City: 635 Northridge Dr. NW, Suite 100, Pine City, MN 55063

Hinckley: Pine County Sheriff Office, 106 1st Street SE, Hinckley, MN 55037

Phone: (320) 629-8380. In Emergency dial 911.

Website: [www.co.pine.mn.us](http://www.co.pine.mn.us)

About: Provides a wide range of public safety services. Call to report a situation of suspected child maltreatment.

## **Transportation**

#### **Arrowhead Transit**

Phone: (800) 862-0175 option 6

Website: [www.arrowheadtransit.com](http://www.arrowheadtransit.com)

Services: Serves Pine Co with scheduled bus services. Bus schedules by location - Pine City, Sandstone. Contact Arrowhead Transit at least an hour in advance to schedule a pick-up time and specific drop-off site. The dispatcher will ask for: time and exact location of pickup, destination address, number of people traveling with you, exact time of any appointments and return trip information. Cost is \$1.25 per ride or \$22.50 for an unlimited monthly pass. It runs: Monday through Friday, 8 a.m. – 6 p.m., Saturday, 9 a.m. – 5 p.m. and Sunday, 8 a.m. – 2 p.m.

#### **Attaboys' Taxi**

Phone: (866) 998-8294

Website: [www.attaboysautosales.com](http://www.attaboysautosales.com)

Services: Taxi service, medical transportation, and Safe Cab.

#### **Blue Ride ~ Blue Cross Blue Shield Members**

Phone: (866) 340-8648

Services: Free transportation to and from medical and dental appointments for BCBS members. Please call two days in advance to schedule a ride, same day rides can be arranged for emergency situations.

#### **Dial-A-Ride**

Phone: (800) 862-0175 option 6

Website: [www.arrowheadtransit.com](http://www.arrowheadtransit.com)

Services: Pine City: M, W, F 8am-4pm, Sat 9am-5pm, and Sun 8am-2pm

Sandstone: M, W, F 9:30am-2:30pm.

#### **Mille Lacs Band - Medical Transport**

CHR DIII, (320) 630-2683

#### **Provide-A-Ride ~ Medica Members**

Phone: (888) 347-3630 #1

Website: [www.medica.com](http://www.medica.com)

Services: No cost transportation services for Medica Choice members to and from medical, dental, mental health, and substance abuse visits.

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**Health Ride Service ~ UCare Members**

Phone: (800) 864-2157

Website: [www.ucare.org](http://www.ucare.org)

Services: Health Ride provides non-emergency transportation to and from doctor's office, physical therapy, mental health, and chemical dependency treatment. Call two days in advance.

## **Veterans Services**

**Pine County Veteran Services**

Address: 635 Northridge Dr. NW, Ste. 220, Pine City, MN 55063

Phone: Direct: (320) 216-4251 or (320) 216-4253

Website: <https://www.co.pine.mn.us/departments/veterans/index.php>

Services: Benefits counseling, dependent/survivor benefits, disability (Compensation), claims preparation, submission and follow up; dental/optical programs; and more.

**Veteran's Services Officer**

Address: North Pine Government Center, 1602 Hwy. 23 N, Sandstone, MN 55072

Phone: (320) 216-4250

Website: [www.co.pine.mn.us](http://www.co.pine.mn.us)

Services: Benefits counseling, dependent/survivor benefits, disability (Compensation), claims preparation, submission and follow up, dental/optical programs, and more.

**Veterans Crisis Line**

Phone: (800) 273-8255 and press 1; Chat online by going to website; Text at 839255

Website: [www.veteranscrisisline.net](http://www.veteranscrisisline.net)

Services: Connect with the Veterans Crisis Line to reach caring, qualified responders, with the Department of Veterans Affairs. Many of them are Veterans themselves. This is free and serves all veterans, all service members, National Guard and National Reserve and family members and friends.

## **Vision**

**Northern Minnesota Eye Clinic - Moose Lake**

Address: 312 Elm Avenue, Moose Lake, MN

Phone: (218) 485-8495

Website: <https://northernmneyecare.com>

Office Hours: 8:30 - 5:00 PM, Monday - Friday

Services: Optometrist, ophthalmologist, eyewear and opticians.

**Northern Minnesota Eye Care - Hinckley**

Address: 45 Lady Luck Dr, Hinckley, MN 55037

Phone: (320) 384-6361

Website: <https://northernmneyecare.com>

Services: Optometrist, ophthalmologist, eyewear and opticians.

**Pine Eye Associates**

Address: 110 Evergreen Square SW, Pine City, MN 55063

Phone: (320) 629-7262

Website: [www.pineeye.com](http://www.pineeye.com)

Services: Laser vision correction consultation (Lasik), Cataract evaluation and treatment, Glaucoma evaluation and treatment, Diabetic eye evaluation, Dry eye evaluation and treatment, Emergency eye care services, Eclectic and unique frames and lens designs, Complicated contact lens fitting, routine eye exams, InfantSEE providers, OCT and retinal imaging

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**Vision Pro Optical**

Address: 125 Arrowhead Lane, Moose Lake, MN55767

Phone: (320) 384-0123

Website: [www.visionprooptical.com](http://www.visionprooptical.com)

Services: Routine eye exams, contact lenses, hard-to-fit contact lenses fitting, prescription eyeglasses, frames, eye exams.

**Walmart Vision Center**

Address: 950 Evergreen Square SW, Pine City, MN 55063

Phone: (320) 629-7465

Website: <https://www.walmart.com/store/2367-pine-city-mn>

Services: Contact lenses, prescription glasses.

## Women & Children

**Family Pathways - Domestic Violence & Sexual Assault Services**

Address: 315 Main Street South, Suite B-100, Pine City, MN 55063

Pine Office Phone: (320) 629-1277

24/7 Hotline: 1(800) 338-7233

Website: [www.familyppathways.org](http://www.familyppathways.org)

Services: Provides advocacy, emotional support and court support services for victims of domestic violence and sexual assault. Our office hours are Monday through Friday from 8:30am to 4:30pm. Our shelter and crisis line are open and available 24/7.

**Outlook Clinic**

Address: 905 E Forest Avenue, Suite 127, Mora, MN 55051

Phone: (320) 679-6331, Open Mondays 3-7pm

Website: [www.outlookclinic.org](http://www.outlookclinic.org)

Services: Low cost birth control, STD testing & treatment, pregnancy testing, and women's exams.

**Pregnancy Resource Center**

Address: 315 Main Street S, Ste. 20, Pine City, MN 55063

Phone: (320) 629-2792; 24/7 Hotline: (800) 395-4357

Website: [www.pregornot.org](http://www.pregornot.org)

Services: Pregnancy testing, prenatal classes, and emotional support.

**Pregnancy Resource Center - Sandstone Options for Women**

Address: 927 Highway 23, Sandstone, MN 55072

Phone: (320) 216-7633

Website: [www.sandstoneoptions.org](http://www.sandstoneoptions.org)

Services: Pregnancy testing, STI testing, and peer counseling.

**Women, Infant, Children Program (WIC)**

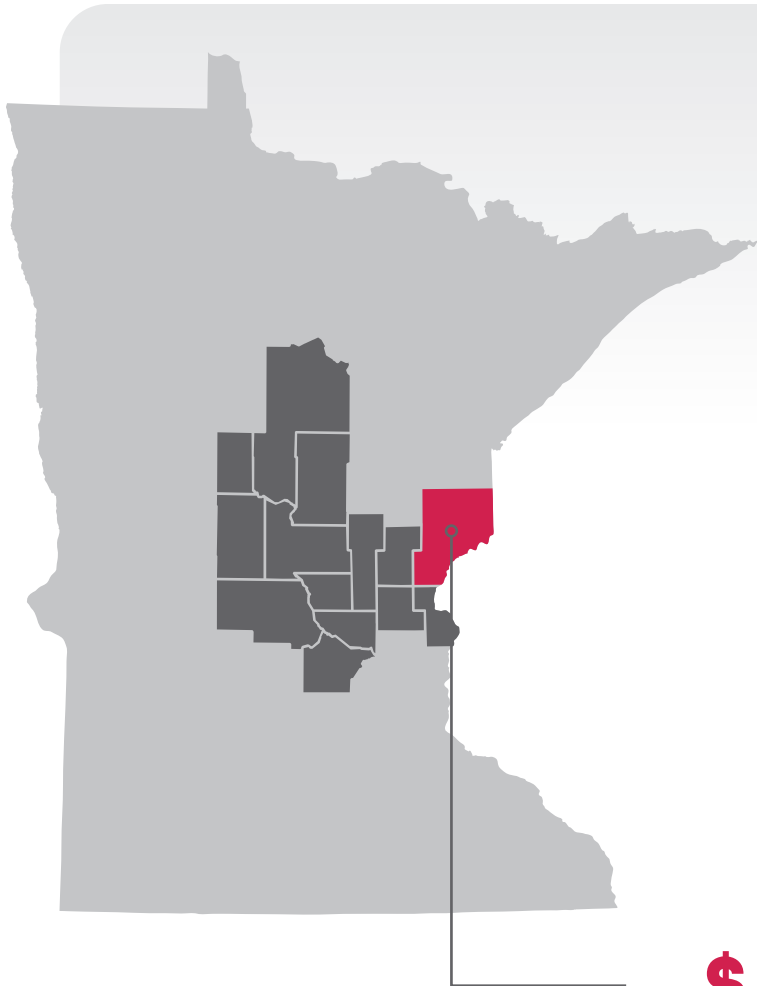
Address: 635 Northridge Dr. NW, Pine City, MN 55063

1602 Highway 23 N, Sandstone, MN 55072

Phone: (320) 591-1596

Website: [www.co.pine.mn.us](http://www.co.pine.mn.us)

About: WIC is a nutrition education and voucher issuance program for women, infant, and children. Participation is an opportunity to learn about nutrition and to achieve better health.



## Initiative Foundation at work in **PINE COUNTY**

**\$876,631**

in local donations to the Initiative Foundation.

**\$6.5 MILLION**

returned to Pine County in grants and loans.

### **Our Mission:**

To empower people throughout Central Minnesota to build a thriving economy, vibrant communities and a lasting culture of generosity.

405 First Street SE  
Little Falls, MN 56345  
(877) 632-9255  
**[ifound.org](http://ifound.org)**



**Powering Possible**

## **Return on Investment**

For every local dollar contributed, the Initiative Foundation has invested **\$7.40** back into Pine County.

## **Economic Impact**

[1986 to present]

- Delivered 611 grants totaling **\$3.6 million**
- Partnered on 44 loans totaling **\$2.39 million**
- Created or retained **613 quality jobs**
- Leveraged **\$11.55 million** in outside capital
- Hosted **3** Partner Funds

Equal opportunity lender, provider and employer.

# PINE COUNTY Investment Highlights

For a full listing of Initiative Foundation investments in Pine County, contact us at (877) 632-9255.

## Grants Thriving Economy, Thriving Communities

Pine Technical and Community College	Accelerated Early Childhood Certificate
Pine Technical & Community College Foundation	General Operations - In Recognition of Tracy Tapani's Initiative Foundation Board of Trustees Service
Community Connection Allies	Senior Dining and Meals on Wheels
A Place for You	Staff Development
Hair Tech & Tan, LLC*	Small Business Relief Grant
Pine Eye Associates, P.A.*	Small Business Relief Grant

\* Indicates Minnesota Department of Employment and Economic Development grant administered by the Initiative Foundation.

## Business Financing Local Ownership, Quality Jobs

Early Years Academy, Cambridge	Child Care
EZ Box Electrical Systems Solutions, LLC, Pine City	Wholesale
Lake Superior Laundry, Inc., Pine City	Service

## Charitable Funds Activating Generosity

Greater Pine Area Endowment | Childcare & Early Childhood Education Fund | Tollefson Scholarship

## Community Action The Power of Partnership

→ Grants are sometimes a long-term investment. Take, for example, the Sandstone Library. As part of its 2013 participation in the Initiative Foundation's Thriving Communities Initiative, volunteers logged hundreds of hours on a host of projects, including the local library. During the summer of 2021, the library moved to the former Pine Habilitation and Supported Employment,

Inc., building on Main Street. The handicap-accessible renovation will offer space for community gatherings and children's activities.

→ Site selectors and business owners got a birds-eye view of East Central Minnesota during a spring 2021 virtual tour, backed by an Initiative Foundation grant. The tour displayed business parks and industrial sites in the GPS

45:93 region of Pine, Kanabec, Chisago and Isanti counties and the sovereign territory of the Mille Lacs Band of Ojibwe. Attendees agreed the proximity to the Twin Cities and the transportation and real estate opportunities at seven shovel-ready sites make the region well-positioned for growth.

## CARES Grants Delivering Aid

In late 2020 and early 2021, the Initiative Foundation partnered with Pine County to help deliver \$1.6 million in relief grants to 244 businesses and organizations. Some of the money from

the U.S. government's Coronavirus Aid, Relief, and Economic Security (CARES) Act went to counties to support local grants. Initiative Foundation staff also helped Pine County staff identify eligible

nonprofits that had expenses associated to adapting with the COVID-19 pandemic or had been closed. Businesses and organizations received grants ranging from \$700 to \$20,000.



## PROJECTS FUNDED IN PINE COUNTY

2019-2021

GRANT AWARDS	Project Title	Funding Source	Amount
Pine Technical & Community College Foundation	Scholarships	John & Bonnie Schlagel Endowment	\$2,000
Minnesota Safe Ride	Sober Cab Program	John & Bonnie Schlagel Endowment	\$2,000
A Place for You	2019 Fundraising Banquet - Housing for Homeless Individuals	John & Bonnie Schlagel Endowment	\$2,000
A Place for You	Staff Development	Innovation Fund	\$3,500
Fostering Families, Inc.	Sweet Dreams	Greater Pine Area Endowment	\$1,500
Snake River Valley Conservation Club	Pine City Water Treatment Ponds Birding Platform and Trail	Greater Pine Area Endowment	\$1,500
Pine City Area History Association	Replace Building Foundation of Rural School Museum	Greater Pine Area Endowment	\$5,000
City of Pine City	Outdoor Rink Facility Improvement	Greater Pine Area Endowment	\$25,000
Bogey's on Main	Bogey's on Main	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
AllBreed North Dog Training, LLC	AllBreed North Dog Training, LLC	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Brook Park Auto Recycling, LLC	Brook Park Auto Recycling, LLC	Central Minnesota Emergency Relief & Recovery Fund	\$15,000
Hancock Surveying, LLC	Hancock Surveying, LLC	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Knutson Real Estate, Inc.	Knutson Real Estate, Inc.	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Northland Apparel	Northland Apparel	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Osprey Wilds Environmental Learning Center	Osprey Wilds Environmental Learning Center	Central Minnesota Emergency Relief & Recovery Fund	\$15,000
Pine City Chiropractic, PLLC	Pine City Chiropractic, PLLC	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Shari Ripley	RSG Development	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Wapiti Labs, Inc.	Wapiti Labs, Inc.	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
St. Mary's Early Learning Academy	Support for Underserved Children Impacted by COVID-19	Central Minnesota Emergency Relief & Recovery Fund	\$11,197
Rock Creek Critters Childcare	Summer Programming	Central Minnesota Emergency Relief & Recovery Fund	\$5,000
Rock Creek Critters Childcare	Summer Enrichment and Advancement	Central Minnesota Emergency Relief & Recovery Fund	\$2,000
Early Years Academy Inc.	Early Years Academy Child Care Center in Pine City	Central Minnesota Emergency Relief & Recovery Fund	\$5,000
Arrow Heating and Air	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000



## PROJECTS FUNDED IN PINE COUNTY

2019-2021

Rock Creek Critters Childcare	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Arlen Krantz Ford	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Tobies Restaurant	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$20,000
William Bigler	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Bear Creek Tavern, Inc.	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
MSM Cleaning, LLC	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Nickerson Bar and Motel	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Pine Kids Care	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$6,000
Happy Hound Hotel	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$9,000
Heidelberger Farm Equipment, LLC	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Q-Media Properties	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Heidelberger Rock Creek Cafe	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Whistle Stop Cafe Hinckley, LLC	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Mikeys Denham Bar	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Early Years Academy, Inc.	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$20,000
Chubby Sports Bar and Grill, Pine City, LLC	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$15,000
Pine City Auto Sales, Inc.	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Hair Tech and Tan, LLC	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$7,500
MJC Equipment, Inc.	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Gourmet Products, Inc.	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$20,000
Cricket Bar, LLC	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Days Inn	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Diamond Dance Studio	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Floppie Crappie Lakeside Pub, LLC	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Central Property Services, LLC	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Dennis Burns Sign Maker	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000

## PROJECTS FUNDED IN PINE COUNTY

2019-2021

Lakeside Dining and Banquets, LLC	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Pokegama Pines Properties, LLC	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Oh La La Laser Services	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
The Village Bar & Grill	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Grandmas Thrift Store	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Furnishings For You, LLC	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$5,000
Wings North	Pine County Assistance Grant 9920	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Golden Horizons of Sandstone, LLC	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Doc's Sports Bar and Grill, Inc.	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$20,000
The Pine City Scrapbooking Co.	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Scrapbooking in the Pines Retreat Center	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Banning RV Park	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Mike Reilly Laundry	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$8,805
Colors By Craig	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Rock Creek Home Improvement, LLC	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Sandstone Lanes	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Country Garden Retreats, LLC	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Northwoods Embroidery	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$8,400
Sturgeon Lake Fas-Stop, Inc.	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Kettle River Grafix	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$8,794
Pine City Dental, PA	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Main Street Grocery & Video, LLC	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Kenyi & Sons	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Community Connection Allies	Senior Dining and Meals on Wheels	Central Minnesota Emergency Relief & Recovery Fund	\$1,000
Community Connection Allies	Senior Dining and Meals on Wheels	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Pine Area Lions - Lions Clubs International	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$5,000

## PROJECTS FUNDED IN PINE COUNTY

2019-2021

Jeff's Outdoor Services, Lawncare, LLC	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Changing Gaits, Inc.	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$5,000
St. Pauls Lutheran Church	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$3,661
Bethlehem Lutheran Church - Askov	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,454
Pine City Evangelical Free Church	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$5,000
Journey North Church	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$5,000
Community Worship Center	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,484
First Presbyterian Church Pine City	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$3,553
Bruno American Legion Auxiliary Unit 563	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$1,100
Hinckley Hockey Association	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$5,000
Dell Grove Emmanuel Lutheran Church	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,077
Zion Lutheran Church of Pine City	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$5,000
Our Redeemer Evangelical Lutheran Church	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,093
Bradley Douglas Klepsa	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$3,482
Therapeutic Services Agency, Inc.	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Children of Joy Preschool	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$5,000
Mane Attractions	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$5,142
Camp Nathanael	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$5,000
Country Garden Retreat, LLC	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Lori Haavisto	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$2,250
Three Twenty Brewing Company, LLC	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Sandell Holdings, LLC	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Craig A. Saari	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$6,006
Old School Arts Center	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$2,949
Daniel Lang	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$8,643
SBVM Hospitality, LLC	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000

## PROJECTS FUNDED IN PINE COUNTY

2019-2021

New Horizon Thrift Store	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$3,537
Currie, Pangerl & Associates, Ltd.	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
TreeHouse-Sandstone	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$5,000
St. Mary's Early Learning Academy	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$5,000
Pine City Civic Center Association	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$5,000
Kristen Waxberg	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$7,368
Family Pathways	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$5,000
Family Pathways	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$5,000
Independent Order of Odd Fellows	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$5,000
Hair Tech and Tan	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$7,534
Lee's Pro Shop	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Heath Perkins Post Corporation	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$5,000
Kevin J. Newman	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$8,681
Heidi A. Carlson	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$7,147
Heidelberger Farm Equipment, LLC	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Heidelberger's Rock Creek Cafe	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Kevin J. Newman	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Happy Hound Hotel	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$9,172
Sturgeon Lake Area Lions	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$5,000
Royalton Memorial Cemetery Association	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$956
Learn and Play	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$5,993
Kettle River Grafix, Inc.	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$2,195
Pine County Thunderin' Toms - Pine County Chapter of National Wild Turkey Federation	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,914
Mary Oetterer	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,368
TreeHouse-Sandstone	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$3,704

## PROJECTS FUNDED IN PINE COUNTY

2019-2021

Hinckley Area Chamber of Commerce	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$5,000
Advance Design & Systems, LLC	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Foster Transportation Services	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Bear Creek Tavern, Inc.	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Darin C. Schmidt	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,666
Lake Appeil, LLC	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Chubbys Sports Bar and Grill, Pine City, LLC	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Krystle Mix	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$5,948
K&G Logging, LLC	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$5,978
Blessed Properties, LLC	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$703
Plum Behavioral Health Services	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$3,766
Keith Kastonek	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$1,698
Melissa Sue Magdziarz	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$5,007
Central Property Services, LLC	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Atscott Manufacturing, Inc.	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Rock Creek Lions Club, Inc.	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$5,000
Tobies Station, Inc.	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Residential Services of Northeastern Minnesota, Inc.	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$3,268
Tobies Restaurant, Inc.	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Miriam Paver	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$1,550
Pine City Dental, PA	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Central Minnesota Jobs and Training Services, Inc.	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$2,616
American Legion Auxiliary Unit 51	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$3,142
Nickerson Bar and Motel	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Carlson Timber Products, Inc.	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Gateway Family Health Clinic, Ltd.	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000



## PROJECTS FUNDED IN PINE COUNTY

2019-2021

Timothy B. Davis	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Mercury Technologies of Minnesota, Inc.	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Pine Childrens Early Learning Center, LLC	Promote continued education of staff during demanding pandemic	Central Minnesota Emergency Relief & Recovery Fund	\$5,000
Methven Funeral and Cremation Services	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$2,929
Northern Pawn Shop	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,800
Pizza Pub	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Harvest Christian School	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$2,500
P&J, LLC	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Kettle River Grafix, Inc.	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$3,769
Donald J. Carlier	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Cassandra Vangorden	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$3,524
Early Years Academy, Inc., Pine City	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Steven E. Bartheidel	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,125
Grand Cinema Entertainment, LLC	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Tessa A. Hart	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,360
Sheryl T. Lemke	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,524
Grindstone Lake Bible Camp	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Lori Haavisto	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$1,963
Koppy Motors of Hinckley	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$9,322
Floppie Crappie Lakeside Pub, LLC	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
NorthStar Media, Inc.	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$5,527
Jenny's Daycare	Essential Worker & Child Care Relief	Central Minnesota Emergency Relief & Recovery Fund	\$1,000
Pine Childrens Early Learning Center, LLC	Essential Worker & Child Care Relief	Central Minnesota Emergency Relief & Recovery Fund	\$1,000
Early Years Academy, Inc., Pine City	Essential Worker & Child Care Relief	Central Minnesota Emergency Relief & Recovery Fund	\$1,500
Bright Lights Daycare	Essential Worker & Child Care Relief	Central Minnesota Emergency Relief & Recovery Fund	\$1,000

## PROJECTS FUNDED IN PINE COUNTY

2019-2021

Niki's Noodleboppers	Essential Workers & Child Care Relief	Central Minnesota Emergency Relief & Recovery Fund	\$1,000
Sheryl T. Lemke	Essential Worker & Child Care Relief	Central Minnesota Emergency Relief & Recovery Fund	\$1,000
St. Mary's Early Learning Academy (Immaculate Conception Church)	Essential Worker & Child Care Relief	Central Minnesota Emergency Relief & Recovery Fund	\$3,000
Mom's Parkside Cafe	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$6,957
Pine Center for the Arts, Inc.	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$2,259
Finlayson-Giese Lions Club	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$5,000
Pine City Youth Hockey Association	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$5,000
Sharper Image Salon, LLC	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$2,841
MINPACK, Inc.	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Gourmet Products, Inc.	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
East Central Regional Arts Council	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$5,000
Kroschel Agency	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Pine City Area Chamber of Commerce	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$5,000
Sandstone Lions Club	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$5,000
Minnesota Deer Hunters Association, Jim Jordan Chapter	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$5,000
Willow River Area School PTO	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,114
YMCA Camp Miller	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$5,000
Froggies	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Pine City Heritage Players	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$5,000
American Legion, Stenmark Farnsworth Post 388	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$5,000
Beyond The Yellow Ribbon, Pine City	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$1,125
Pine Center for the Arts, Inc.	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$2,258
Blaco Machine Company	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$5,037
Duxbury Volunteer Fire Department, Inc.	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$2,600
Everyone's Table	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$3,219

## PROJECTS FUNDED IN PINE COUNTY

2019-2021

East Central Minnesota Pride	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$1,930
Brian Gore	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Jennifer Barth	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,767
Empower Recovery Services, LLC	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$7,654
TDK Properties, LLC	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$5,404
TreeHouse-Sandstone	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$1,296
61 Motel	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$9,184
PET Enterprises & Motortechs, LLC	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$8,148
Kimberly Prachar	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$5,956
Grand Cinema Arts Group	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$5,000
Bruno American Legion Auxiliary Unit 563	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$1,700
Dr. Shirola and Associates, Optometrists PA	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,890
Community Connection Allies	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$5,000
Osprey Wilds Environmental Learning Center	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Ashley M. Sturgul	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$8,488
Pine Habilitation and Supported Employment, Inc.	Stemming the Tide during COVID-19	Central Minnesota Emergency Relief & Recovery Fund	\$5,000
Echo K. Yerke	Pine County Assistance Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Three Twenty Brewing Company, LLC	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Mary Oetterer	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Bear Creek Tavern, Inc.	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Country Garden Retreat, LLC	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Heath Perkins Post Corporation	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Kevin J. Newman	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000



## PROJECTS FUNDED IN PINE COUNTY

2019-2021

Daniel Lang	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Mom's Parkside Cafe	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Grand Cinema Entertainment, LLC	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Floppie Crappie Lakeside Pub, LLC	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant Program	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Jennifer Barth	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Osprey Wilds Environmental Learning Center	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Pizza Pub	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Tobies Restaurant, Inc.	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Lake Appeil, LLC	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant Program	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Amy's Country Cafe	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Bogey's on Main	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Wings North, Inc.	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Sandstone Area Golf Course, LLC	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Boondoggle Winery	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Cinema Pizza	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Off The Road Bar & Grill, Inc.	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Bigger Picture Solutions, LLC	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000

## PROJECTS FUNDED IN PINE COUNTY

2019-2021

Rich's Bar	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Diamond Dance Studio	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Bears Den, LLC	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Cricket Bar, LLC	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Dave's Oil Corp.	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Wild Horse Tavern, LLC	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Anytime Fitness	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Ryders Entertainment, LLC	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
The Pine City Scrapbooking Co., Inc.	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
TGS Investments, LLC	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
The Vintage Poppy & Hops, LLC	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Finlayson Fitness	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
James Fowler	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Nicoll's Cafe	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Pine County Historical Society	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Froggies	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant Program	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Kristen Waxberg	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000

## PROJECTS FUNDED IN PINE COUNTY

2019-2021

Pine City Civic Center Association	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Nickerson Bar and Motel	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Chubby's Sports Bar and Grill Pine City, LLC	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Acorn Hospitality, Inc.	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
James & Deanna Truehart	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
RCP Bar, Inc.	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Jillian Maki	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Side Tracked Enterprises Corp.	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Northland Subway, Inc.	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Warner Marketing & Consulting	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Joyce R. Sawatzky	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Mikey's Denham Bar	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Doc's Sports Bar & Grill, Inc.	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
Doc's on 23	Pine County Coronavirus Aid, Relief, and Economic Security Act Grant	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
The Vintage Poppy & Hops, LLC	Minnesota Department of Employment and Economic Development Emergency Business Relief Grants	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Jimmy L. Kroon	Minnesota Department of Employment and Economic Development Emergency Business Relief Grants	Central Minnesota Emergency Relief & Recovery Fund	\$10,000

## PROJECTS FUNDED IN PINE COUNTY

2019-2021

Alisa Joy Pahkala	Minnesota Department of Employment and Economic Development Emergency Business Relief Grants	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Rocking K Lazy E., LLC	Minnesota Department of Employment and Economic Development Emergency Business Relief Grants	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Robert Sikkink	Minnesota Department of Employment and Economic Development Emergency Business Relief Grants	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Tobies Station, Inc.	Minnesota Department of Employment and Economic Development Emergency Business Relief Grants	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Tobies Station, Inc.	Minnesota Department of Employment and Economic Development Emergency Business Relief Grants	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Ausmus Flooring & Furnishings, LLC	Minnesota Department of Employment and Economic Development Emergency Business Relief Grants	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Ausmus Flooring & Furnishings, LLC	Minnesota Department of Employment and Economic Development Emergency Business Relief Grants	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Myron C. Nelson	Minnesota Department of Employment and Economic Development Emergency Business Relief Grants	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
DGS Banderson, LLC	Minnesota Department of Employment and Economic Development Emergency Business Relief Grants	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
TGS Investments, LLC	Minnesota Department of Employment and Economic Development Emergency Business Relief Grants	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Nemadji Enterprises, Inc.	Minnesota Department of Employment and Economic Development Emergency Business Relief Grants	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Lakeside Dining and Banquets, LLC	Minnesota Department of Employment and Economic Development Emergency Business Relief Grants	Central Minnesota Emergency Relief & Recovery Fund	\$10,000

## PROJECTS FUNDED IN PINE COUNTY

2019-2021

David Johnson	Minnesota Department of Employment and Economic Development Emergency Business Relief Grants	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Hair Tech & Tan, LLC	Minnesota Department of Employment and Economic Development Emergency Business Relief Grants	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Pine Eye Associates, P.A.	Minnesota Department of Employment and Economic Development Emergency Business Relief Grants	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Sharper Image Salon, LLC	Minnesota Department of Employment and Economic Development Emergency Business Relief Grants	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Jennifer C. Barth	Minnesota Department of Employment and Economic Development Emergency Business Relief Grants	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
The Pine City Scrapbooking Co., Inc.	Minnesota Department of Employment and Economic Development Emergency Business Relief Grants	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Insight Printing and Apparel, LLC	Minnesota Department of Employment and Economic Development Emergency Business Relief Grants	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Tadpoles, LLC	Minnesota Department of Employment and Economic Development Emergency Business Relief Grants	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Three Twenty Brewing Company, LLC	Minnesota Department of Employment and Economic Development Emergency Business Relief Grants	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Three Twenty Brewing Company, LLC	Minnesota Department of Employment and Economic Development Emergency Business Relief Grants	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Nicoll's, Inc.	Minnesota Department of Employment and Economic Development Emergency Business Relief Grants	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
R S Kremer, Inc.	Minnesota Department of Employment and Economic Development Emergency Business Relief Grants	Central Minnesota Emergency Relief & Recovery Fund	\$10,000

## PROJECTS FUNDED IN PINE COUNTY

2019-2021

The Village Bar and Grill, LLC	Minnesota Department of Employment and Economic Development Emergency Business Relief Grants	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Warner Marketing & Consulting, LLC	Minnesota Department of Employment and Economic Development Emergency Business Relief Grants	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Doc's Sports Bar & Grill, Inc.	Minnesota Department of Employment and Economic Development Emergency Business Relief Grants	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Warner Marketing & Consulting, LLC	Minnesota Department of Employment and Economic Development Emergency Business Relief Grants	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
The Vintage Poppy & Hops, LLC	Minnesota Department of Employment and Economic Development Emergency Business Relief Grants	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Tammy Guss	Minnesota Department of Employment and Economic Development Emergency Business Relief Grants	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
TGS Investments, LLC	Minnesota Department of Employment and Economic Development Emergency Business Relief Grants	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
A Place For You	Housing for Homeless Individuals	John & Bonnie Schlagel Endowment	\$2,000
Pine Technical & Community College Foundation	Scholarships	John & Bonnie Schlagel Endowment	\$2,000
Pine Technical & Community College Foundation	Scholarships	John & Bonnie Schlagel Endowment	\$2,000
A Place for You	Housing for Homeless Individuals	John & Bonnie Schlagel Endowment	\$2,000
Pine Technical & Community College Foundation	Scholarship Program	Memorial Hospital Fund (Serving Greater Isanti County)	\$5,000
Pine Technical & Community College Foundation	Scholarship Program	Memorial Hospital Foundation (Serving Greater Isanti County)	\$5,000
Pine Technical & Community College Foundation	PTCC Foundation Student Support and Scholarships	Memorial Hospital Foundation (Serving Greater Isanti County)	\$5,000
Pine Technical and Community College	Childhood Development Associates Certification - Fall Cohort Scholarship	Greater Pine Area Endowment	\$400
Pine Technical & Community College Foundation	High-fidelity Simulation Mannequin Equipment	Greater Pine Area Endowment	\$5,000
Bombard Tech	Emergency Relief Grant	Greater Pine Area Endowment	\$250
Grindstone Lake Bible Camp	Emergency Relief Grant	Greater Pine Area Endowment	\$2,500
Pine Center for the Arts, Inc.	Technology Improvement	Greater Pine Area Endowment	\$645
City of Pine City	Hilltop Recreation Area Improvement Project	Greater Pine Area Endowment	\$3,250

## PROJECTS FUNDED IN PINE COUNTY

2019-2021

City of Pine City	Hilltop Recreation Area Improvement Project	Greater Pine Area Endowment	\$24,215
Family Pathways Pine Community Food Shelf	Emergency Relief Grant	Greater Pine Area Endowment	\$2,500
City of Pine City	Technology Park Highlight Video	Greater Pine Area Endowment	\$400
A Place for You	Emergency Relief Grant	Greater Pine Area Endowment	\$500
Grindstone Lake Bible Camp	Pine City Residents Scholarship	Greater Pine Area Endowmentment	\$2,500
Pine City Heritage Players	Sound Equipment	Greater Pine Area Endowmentment	\$5,000
Pine EMS	Operating Support	Greater Pine Area Endowmentment	\$5,000
Pine Dragons PTO	Pine City Elementary School - Sunshine Project	Greater Pine Area Endowmentment	\$3,300
New Horizon Thrift Store	Technology Project	Greater Pine Area Endowmentment	\$3,869
Pine Center for the Arts, Inc.	Energy Efficiency	Greater Pine Area Endowmentment	\$15,000
Changing Gaits, Inc.	The Power of YOU: A One Day Enrichment Program for Pine City High School Students	Greater Pine Area Endowmentment	\$2,000
GPS 45:93	East Central Minnesota Virtual Business Park Fam Tour	Economic Development/Technical Assistance	\$4,100
Pine Technical and Community College	Accelerated Early Childhood Certificate	Early Childhood	\$10,000
Community Connection Allies	Community Connection Allies - Sr. Dining & Meals on Wheels -	Innovation Fund	\$5,000
Pine Technical & Community College Foundation	In Recognition of Tracy Tapani's Initiative Foundation Board of Trustees Service	Innovation Fund	\$1,000

<b>BUSINESS FINANCE INVESTMENTS 2018-2021</b>	<b>Participating Lender</b>	<b>Business</b>
EZ Box Electrical Solutions, LLC, Pine City	Initiative Foundation	Wholesale
Lake Superior Laundry, Pine City	Initiative Foundation	Service
Terry & Debra Peterson, Pine City	Frandsen Bank & Trust	Service
EZ Box Electrical Solutions, LLC, Pine City	Entrepreneur Fund	Wholesale
Early Years Academy, Cambridge	Choice Bank	Service





## AGENDA REQUEST FORM

Date of Meeting: October 18, 2022

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

**Agenda Item:** Snake River Comprehensive Watershed Management Plan Submission

**Department:** Planning & Zoning

Caleb Anderson  
Department Head signature

### Background information on Item:

Section 6B of the Snake River Watershed One Watershed One Plan [Memorandum of Agreement](#) describes the process for submitting the completed watershed plan to the MN Board of Water and Soil Resources (BWSR). To date the 60-day state agency review and public hearings have been completed as provided in Section 6B of the MOA. On Monday 9/26/22 the Snake Policy Committee approved responses to all comments and applicable edits to the plan. The current draft of the plan is provided on the [Mille Lacs SWCD website](#).

Additional efforts in the planning process will be required of the partnership once the 10-year comprehensive watershed management plan is submitted for BWSR approval. Additional efforts will include formalizing a joint powers agreement for implementation of watershed based implementation funding, creating the first biennial workplan, contracting fiscal agency and any staffing determined by the Policy Committee.

### 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.





## AGENDA REQUEST FORM

Date of Meeting: October 18, 2022

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

**Agenda Item:** Lower St. Croix Watershed FY23 Grant Work Plan and Comprehensive Watershed Management Plan Amendment

**Department:** Planning & Zoning

Caleb Anderson  
Department Head signature

### Background information on Item:

At its September 26<sup>th</sup> meeting the [Lower St. Croix Policy Committee](#) recommended the FY23 grant work plan for approval by partner boards, authorized the Planning Team to make non-substantive changes as required by BWSR, designated Chisago SWCD as the fiscal agent authorized to submit the work plan and execute the grant. The grant work plan is attached to this agenda request form.

Additionally, at the request of the Valley Branch Watershed District, the Policy Committee recommended local approval to amend the [Comprehensive Watershed Management Plan](#) (CWMP) as follows:

- 1.) Add Valley Creek and Kelle's Creek to the other regionally significant streams listed in Table 5-2 and Figure 5-2.
- 2.) Add completed subwatershed assessments and inventories to Table 7-1 and Figure 7-1.

### Action Requested:

Consider the following:

- 1.) Approval of the FY23 WBIF grant work plan as recommended by the Policy Committee, including authorizing the Planning Team to make non-substantive changes as required by BWSR and designating Chisago SWCD as the fiscal agent authorized to submit the work plan and execute the grant.
- 2.) Amend the 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 by adding completed subwatershed assessments and inventories to Table 7-1 and Figure 7-1.

### Financial Impact:

No expenses or financial obligations will be incurred by Pine County as a result of these approvals.

FY23 Lower St. Croix 1W1P  
Watershed Based Implementation Funding  
Draft eLINK Work Plan (9/14/22)

Grant ID: TBD | Grant Expiration: December 31, 2025

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## Grant Activities

This section provides a description of each grant activity. The Lower St. Croix Comprehensive Watershed Management Plan (CWMP) identifies four categories for Watershed Based Implementation Funding (WBIF) use: [Implementation – BMPs/Restoration Activities](#), [Implementation – Shared Services](#), [Prioritization & Analysis](#), and [Administration](#) (CWMP, page 16). Additionally, the Board of Water and Soil Resources requires all WBIF grant work plans assign an eLINK activity category to each activity. Table 1 summarizes the ten grant activities and their associated eLINK categories and CWMP categories.

*Table 1. Grant Activities and Categories*

Activity #	Activity Name	eLINK Activity Category	CWMP Category
1	Structural Ag BMP Implementation	Agricultural Practices	Implementation – BMPs/Restoration Activities
2	Structural Urban BMP Implementation	Urban Stormwater Practices	
3	Non-Structural Ag/Urban Implementation	Non-Structural Management Practices	
4	Wetland Restoration Implementation	Wetland Restoration/Creation	
5	Agronomy Outreach Specialist	Project Development	Implementation – Shared Services
6	Shared Services Education	Education/Information	
7	Technical/Engineering	Technical/Engineering Assistance	
8	Internal Analyses	Planning and Assessment	Prioritization & Analysis
9	Targeting Analyses	Planning and Assessment	
10	Administration/Coordination	Administration/Coordination	Administration

## Implementation – BMPs/Restoration Activities

### Activity 1: Structural Ag BMP Implementation

**eLINK Activity Category:** Agricultural Practices

**Grant:** \$140,000

**Match:** \$37,500

**Match Source(s):** local or landowner funds

**Lead Agency:** Chisago SWCD, Craig Mell (also the lead for non-structural ag BMP implementation; subcontracts with local partners for specific projects).

**Co-lead Agency:** Washington Conservation District, Jay Riggs

**Priority areas:**

- Tier 1: Rock Lake, Rock Creek, Sunrise River, St. Croix River tributaries with direct discharge to the St. Croix River.
- Tier 2: lakes that drain to St. Croix tributaries:
  - Rush and Goose Lakes in Chisago County
  - Forest Lake in CLFLWD (drains to Sunrise River)
- Priority tiers were developed by LSC Planning Team members and submitted to the Policy Committee in the FY21 grant work plan. The Policy Committee approved the FY21 grant work plan containing this tier structure on January 25, 2021.
- The project ranking subcommittee will also consider CWMP Figure 5-1 Vulnerable Groundwater in Agricultural Areas when evaluating potential projects.

**CWMP Reference:** Page 61

**Activity Description:** Provide cost-share/incentives for installing or implementing structural agricultural best management practices (e.g., feedlot improvements, buffers, WASCObS, diversions, lined waterways, grade stabilization structures, vegetative swales, livestock water management, etc.). Project partners will check BWSR eligibility requirements and consult the BWSR Board Conservationist to ensure projects are eligible. NRCS or other BWSR accepted standards will be followed for all practices installed. For feedlot improvement projects, the project partner will complete the BWSR supplemental feedlot worksheet to ensure compliance with BWSR policy for using CWF funds for feedlot improvements. Projects to be chosen through targeting and prioritization process described in Section VII.B and Appendix C of the CWMP.

The target phosphorus load reduction for this Activity is 100 lb/yr.

**Subcommittee:** A subcommittee composed of LSC partners will meet on an as-needed basis in order to review projects and assist with project planning. Subcommittees may be grouped by implementation category. A subcommittee meeting is not required for all project requests; partners may submit project requests directly to the Steering Committee for consideration.

**Project Review & Grant Approval Process:** See project approval policies and procedures at [www.lsc1w1p.org](http://www.lsc1w1p.org).

## Activity 2: Structural Urban BMP Implementation

**eLINK Activity Category:** Urban Stormwater Practices

**Grant:** \$140,000

**Match:** \$37,500

**Match Source(s):** Local or landowner funds

**Lead Agency:** Carnelian-Marine-St. Croix WD, Mike Isensee (also the lead for nonstructural urban BMP implementation)

**Co-lead Agency:** Chisago SWCD, Craig Mell (subcontracts with local partners for specific projects)

**Priority areas:** St. Croix River direct drainage, Sunrise River watershed, Fish Lake, Big Carnelian, Big Marine, Forest Lake.

**CWMP Reference:** Page 65

**Activity Description:** Provide cost-share/incentives for implementing structural urban best management practices (e.g., vegetated swales, pervious pavement, gully stabilization, rain gardens, and other urban practices). BWSR accepted standards will be followed for all practices installed. Projects to be chosen through targeting and prioritization process described in Section VII.B and Appendix C of the CWMP.

The target phosphorus load reduction for this Activity is 100 lb/yr.

**Subcommittee:** A subcommittee composed of LSC partners will meet on an as-needed basis in order to review projects and assist with project planning. Subcommittees may be grouped by implementation category. A subcommittee meeting is not required for all project requests; partners may submit project requests directly to the Steering Committee for consideration.

**Project Review & Grant Approval Process:** See project approval policies and procedures at [www.lsc1w1p.org](http://www.lsc1w1p.org).

## Activity 3: Non-Structural Ag/Urban BMP Implementation

**eLINK Activity Category:** Non-Structural Management Practices

**Grant:** \$100,079

**Ag Lead Agency:** Chisago SWCD, Craig Mell (also the lead for Structural Ag BMP Implementation)

**Urban Lead Agency:** Carnelian-Marine-St. Croix WD, Mike Isensee (also the lead for Structural Urban BMP Implementation)

**Urban/Ag Co-lead Agency:** Chisago SWCD, Craig Mell (subcontracts with local partners for specific projects)

**Priority areas:**

- **Ag:**
  - Tier 1: Rock Lake, Rock Creek, Sunrise River, St. Croix River tribs with direct discharge.
  - Tier 2: lakes that drain to St. Croix tribs.
    - Rush and Goose Lakes in Chisago County
    - Forest and Comfort Lakes in CLFLWD (drain to Sunrise River)

- Projects may also occur at other priority waters as identified in Table 5-2 and Table 5-3 of the LSC CWMP. Partners will also consider CWMP Figure 5-1 Vulnerable Groundwater in Agricultural Areas when evaluating potential projects.
- **Urban:** Communities or roadways draining to the waterbodies listed in Table 5-2 and Table 5-3 of the LSC CWMP are priorities.

**CWMP Reference:** Pages 61 and 65

**Activity Description:** Provide cost-share/incentives for implementing non-structural **agricultural** best management practices (e.g., soil health BMPs, reduced tillage, cover crops, nutrient management planning, forage/biomass plantings). NRCS or other BWSR accepted standards will be followed for all practices installed. Projects to be chosen through targeting and prioritization process described in Section VII.B and Appendix C of CWMP.

Provide cost-share/incentives for implementing non-structural **urban** best management practices (e.g., enhanced street sweeping). BWSR accepted standards will be followed for all practices implemented. Projects to be chosen through targeting and prioritization process described in Section VII.B and Appendix C of CWMP. Specific enhanced street sweeping targeting analyses will be performed for priority areas.

View the Non-Structural Agricultural Practices Policy and Enhanced Street Sweeping Protocols at [www.lsc1w1p.org](http://www.lsc1w1p.org).

The target phosphorus load reduction for this Activity is 100 lb/yr.

Grant funds under this Activity will not be used to pay for staff time. See Implementation Category Budget Breakdown at the end of the Detail Work Plan Text.

**Subcommittee:** A subcommittee composed of LSC partners will meet on an as-needed basis in order to review projects and assist with project planning. Subcommittees may be grouped by implementation category. A subcommittee meeting is not required for all project requests; partners may submit project requests directly to the Steering Committee for consideration.

**Project Review & Grant Approval Process:** WBIF grant funding under this activity will be bifurcated between agricultural and urban practices.

**Agricultural Non-Structural:** Due to the urgent nature of implementing non-structural agricultural practices with landowner coordination, these practices do not require approval by the Steering Committee nor the Policy Committee. See project approval policies and procedures at [www.lsc1w1p.org](http://www.lsc1w1p.org).

**Urban Non-Structural:** Urban non-structural street sweeping incentive funding will only be available to communities with approved enhanced street sweeping plans. See project approval policies and procedures at [www.lsc1w1p.org](http://www.lsc1w1p.org).

## Activity 4: Wetland Restoration Implementation

**eLINK Activity Category:** Wetland Restoration/Creation

**Grant:** \$220,000

**Match:** \$50,000

**Match Source(s):** Local funds

**Lead Agency:** Chisago SWCD, Craig Mell (subcontracts with local partners for specific projects)

**Priority areas:** Priority wetland restorations will result in measurable improvements to rivers/streams in Table 5-2 and/or lakes in Table 5-3 of the LSC CWMP. Areas of particular concern include the St. Croix River direct drainage area, Sunrise River corridor, Rock Creek corridor and subwatersheds identified in Figure 5-5 of the LSC CWMP.

**CWMP Reference:** Page 70

**Activity Description:** The target phosphorus load reduction for this Activity is 81 lb/yr. This Activity will involve implementation of wetland restoration project(s) as needed to achieve the target phosphorus reduction. The primary purpose of the wetland restoration project(s) will be for the improvement of water quality in receiving lakes/streams. Secondary benefits of wetland restoration projects will be considered as well, such as floodplain storage and habitat creation/enhancement.

Wetland restorations will not be used to mitigate wetland impacts. Grant funds will not be used for fee title land acquisition (but may be used as match in accordance with WBIF Policy). LSC Partners will ensure proposed wetland restorations are consistent with WBIF eligibility requirements. LSC Partners will target specific restorations through utilization of existing studies and targeting analyses (e.g., drained wetland inventories, diagnostic studies, subwatershed assessments), performance of additional modeling analyses using existing data from said studies, and completion of additional targeting analyses as necessary to fill data gaps. Work pertaining to targeting strategies is included as part of other grant Activities. Wetland restoration phosphorus reduction will be dependent on a number of factors beyond acres restored (e.g., proximity to target waterbody, level of degradation, hydrology).

At its July 25, 2022 meeting, the Policy Committee recommended the Sunrise River Wetland Restoration Project for grant allocation, which was then approved by a 2/3 majority of partner organization boards. This project may utilize FY21 WBIF funds at a minimum of \$80,449 and FY23 WBIF funds at a maximum of \$220,000 for a total allocation of \$300,449. Depending on the outcome of other FY21 project initiatives, more FY21 dollars may be allocated to this project, resulting in less FY23 dollars being used. This project will divert flow from an existing drainage ditch system out of Heims Lake at the Highway 61 culvert and then diffuse the flow into a multi-cell wetland complex located on the Tax Forfeit property owned by the Comfort Lake-Forest Lake Watershed District. The proposed project will result in annual phosphorus reductions of approximately 81 lb/yr to the Sunrise River, a LSC CWMP priority watercourse. The full outcome will be reported to the FY23 WBIF grant reporting. Construction requires frozen conditions and is estimated to occur January/February 2023.

**Subcommittee:** A subcommittee composed of LSC partners will meet on an as-needed basis in order to review projects and assist with project planning. Subcommittees may be grouped by implementation category. A subcommittee meeting is not required for all project requests; partners may submit project requests directly to the Steering Committee for consideration.

**Project Review & Grant Approval Process:** See project approval policies and procedures at [www.lsc1w1p.org](http://www.lsc1w1p.org).

## Implementation – Shared Services

### Activity 5: Agronomy Outreach Specialist

**eLINK Activity Category:** Project Development

**Grant:** \$225,000

**Lead Agency:** Washington Conservation District, Jay Riggs (partnership with UMN Extension)

**Co-lead Agency:** Chisago SWCD, Craig Mell

**Priority areas:** Agronomy outreach specialist will focus on priority areas described in Structural Ag BMP Implementation and Non-Structural Ag/Urban Implementation

**CWMP Reference:** Page 61

**Activity Description:** Agronomy outreach specialist. (A) Shared Services: Work with an agricultural conservationist (one individual) for basin wide assistance with agronomy, outreach, and technical assistance to agricultural producers including conservation planning and nutrient management plans. Approximately 80% of this position's time will be directly working with agricultural producers in the LSC Watershed to identify economical farming practices with water quality benefits to make them a routine part of farm operations. See Attachment A – Agronomy Outreach Specialist Details & Milestones for more information.

This would allow for 1 full time agronomy outreach specialist to work basin-wide. Staff will work basin-wide and may have more than one office space. LSC partners will ensure duties assigned to this staff member will be in alignment with WBIF funding intent and requirements.

Costs billed to this item for the embedded Extension Agent will include the following: Staff salary, supervisory time (by University of MN), benefits, travel expenses, training expenses, and office supplies. As with all grant activities, LSC partners will ensure program expenses are eligible before billing to the grant/match. All costs will primarily benefit water quality in a priority resource as identified in the LSC CWMP. In addition to direct landowner outreach and technical assistance, as described above, staff time will also include program and work plan coordination: annual partner coordination meetings, updates to partners, interfacing with the shared services educator, coordinated planning efforts, regular basin-scale coordination meetings with LSC partners and other agencies as appropriate.

**Subcommittee:** A subcommittee composed of LSC partners will meet on an as-needed basis in order to review projects and assist with project planning. Subcommittees may be grouped by implementation category.

**Project Review & Grant Approval Process:** Not applicable. Approval for expenditure of grant dollars under this activity is inherent in work plan approval.



## Activity 6: Shared Services Education

**eLINK Activity Category:** Education/Information

**Grant:** \$270,500

**Match:** \$2,857.90

**Match Source:** Parties to the LSC JPC

**Lead Agency:** Washington Conservation District, Jay Riggs

**Co-lead Agency:** Chisago SWCD, Craig Mell (Subcontract with WCD to act as host entity)

**Priority areas:** Basin-wide

**CWMP Reference:** Page 65

**Activity Description:** Facilitate shared education and outreach program across basin to provide education; engage residents, businesses, and local officials; and promote and market programs and practices. Education and outreach tasks will serve the goals outlined in the LSC CWMP and may not always pertain to the implementation items described in this WBIF grant work plan, but will always have a primary benefit to water quality in priority resources.

- 90% = develop, distribute and implement outreach programs that result in behavioral changes achieving water quality benefits;
- 10% = solicit willing landowners to install BMPs that are goals within this plan. Promoted practices will be in line with BWSR eligibility requirements and will focus on water quality.

[0.5 FTE to expand EMWREP basin wide]. Outreach will specifically include MIDS promotion to communities. Outreach will also include preliminary work with LGUs to set shoreline "view corridors" to 25% of lot width or maximum 35' width and maximum vegetation clearing standards or adopt innovative shoreland standards to protect buffers, native ecosystems, and habitat corridors. This work will provide water quality benefits through their protection of shoreline and streambank buffers. LSC partners will ensure duties assigned to this staff member will be in alignment with WBIF funding intent and requirements. See Attachment B Education Details & Milestones for more information.

Costs billed to this item will include staff pay, program expenses, and contracted services for MIDS adoption initiative. As with all grant activities, LSC partners will ensure program expenses are eligible before billing to the grant/match. All costs will primarily benefit water quality in a priority resource as identified in the LSC CWMP. In addition to the outreach tasks described above, staff time will also include program and work plan coordination: annual partner coordination meetings, updates to partners, interfacing with the agronomy outreach specialist, coordinated planning efforts.

**Subcommittee:** A subcommittee composed of LSC partners will meet on an as-needed basis in order to review projects and assist with project planning. Subcommittees may be grouped by implementation category.

**Project Review & Grant Approval Process:** This activity is composed of three types of education & outreach expenditures.

**Shared Services Educator:** Approval for expenditure of grant dollars for this task is inherent in work plan approval.

**Education Materials/Expenses:** Approval for expenditure of grant dollars for this task is inherent in work plan approval.

**MIDS Adoption Initiative:** MIDS Adoption Initiative expenditures will be composed of professional services (technical assistance from a MIDS subject matter expert). See project approval policies and procedures at [www.lsc1w1p.org](http://www.lsc1w1p.org).

## Activity 7: Technical/Engineering

**eLINK Activity Category:** Technical/Engineering Assistance

**Grant:** \$40,000

**Lead Agencies:**

- Chisago SWCD, Craig Mell (lead agency for structural and non-structural ag implementation; subcontracts with local partners for specific projects)
- Carnelian-Marine-St. Croix WD, Mike Isensee (lead agency for structural and non-structural urban BMP implementation)

**Staff Qualifications:** This task will be completed by existing qualified staff members of LSC Partner organizations and/or third party consultants.

**Activity Description:** This Activity will include technical site assessment, surveys, preliminary analysis and design, final design, construction supervision, installation, inspection, and completion of projects. Funds may be used to contract with a third-party consultant for technical/engineering assistance. Funding allocation will be prioritized in areas where there are not local funds to support design work.

**Project Review & Grant Approval Process:** See project approval policies and procedures at [www.lsc1w1p.org](http://www.lsc1w1p.org).

## Prioritization & Analysis

### Activity 8: Internal Analyses

**eLINK Activity Category:** Planning and Assessment

**Grant:** \$18,000

**Lead Agency:** Chisago County, Susanna Wilson-Witkowski

**Co-lead Agency:** Chisago SWCD, Craig Mell (subcontracts with local partners for each subwatershed project)

**Staff Qualifications:** Work is likely to be performed by an outside consultant which will be vetted for staff qualifications.

**Activity Description:** Lakes will be awarded through the project evaluation process identified in the plan. The group will develop a timeline for evaluating internal load evaluation for lakes. Internal load evaluation should only occur after external loading is substantially addressed. Work under this activity will likely be performed by a contracted consultant.

Priority projects identified include:

- Linwood Lake and Martin Lake Anoka. Both are priority A for internal loading analysis in LSC CWMP Table 5-4.
- Goose Lake Washington. Priority B for internal loading analysis in CWMP Table 5-4. Water monitoring indicates watershed loads are addressed. Internal load reduction is the last step to delisting from MPCA Impaired waters list.
- Priority "A" lakes with Rush (E & W) and Goose Lakes as our preferred top three.
- Priority A Basin listed in Table 5-4, Downs Lake will be considered.
- Wallmark, Pioneer and North Goose Lakes in Chisago all priority A

**Subcommittee:** A subcommittee composed of LSC partners will meet on an as-needed basis in order to review projects and assist with project planning. Subcommittees may be grouped by implementation category. A subcommittee meeting is not required for all project requests; partners may submit project requests directly to the Steering Committee for consideration.

**Project Review & Grant Approval Process:** See project approval policies and procedures at [www.lsc1w1p.org](http://www.lsc1w1p.org).

### Activity 9: Targeting Analyses

**eLINK Activity Category:** Planning and Assessment

**Grant:** \$45,000

**Lead Agency:** Washington Conservation District, Jay Riggs

**Co-lead Agency:** Chisago SWCD, Craig Mell (subcontracts with local partners for each subwatershed project)

**Staff Qualifications:** This task will be completed by existing qualified staff members of LSC Partner organizations.

**Activity Description:** This Activity includes two general types of analyses: 1) Subwatershed Assessment (or similar analysis, not necessarily SWA protocols) and 2) Targeted Street Sweeping Analysis.

All priority waterbodies are listed in tables 5.2 and 5.3 Regionally Significant Lakes, Rivers and Streams for Pollutant Reductions. Subwatershed analysis requests will be reviewed by the Steering Committee and other committees as appropriate.

Communities or roadways draining to the waterbodies listed in Table 5-2 and Table 5-3 of the LSC CWMP are priorities for Targeted Street Sweeping Studies. Studies will follow the Tree Canopy Assessment Protocol which is available at [www.lsc1w1p.org](http://www.lsc1w1p.org).

**Subcommittee:** A subcommittee composed of LSC partners will meet on an as-needed basis in order to review projects and assist with project planning. Subcommittees may be grouped by implementation category. A subcommittee meeting is not required for all project requests; partners may submit project requests directly to the Steering Committee for consideration.

**Project Review & Grant Approval Process:** See project approval policies and procedures at [www.lsc1w1p.org](http://www.lsc1w1p.org).

## Administration

### Activity 10: Administration/Coordination

**eLINK Activity Category:** Administration/Coordination

**Grant:** \$80,000

**Lead Agencies:** Chisago SWCD, WCD

**Activity Description:** This Activity will include the following tasks. See Attachment C - Staff Assignments and Qualifications for specific assignments and qualifications.

- Grant and progress reporting – includes coordinating with Chisago SWCD and other partners to gather reporting information, compiling said information, and entering reports into eLINK; will also include assisting Chisago SWCD with any grant/work plan amendments as necessary. Progress reporting will include demonstration of progress toward measurable outcomes (i.e., nutrient load reductions seen at target waterbodies) – examples include pounds of phosphorus and tons of total suspended solids removed from existing loads. Partners may use local funding to perform effectiveness monitoring to demonstrate actual outcomes achieved by projects. Otherwise, modeled loads will be reported. Staff will also report on outputs achieved (i.e., the interim steps needed in order to achieve the ultimate outcomes) – examples include number of landowners contacted, number of projects completed, description of outreach activities performed. Progress reporting will include comparison of budget vs actual spend for each cost category, as described in the final section of this work plan and on page 16 of the LSC CWMP.
- Coordination among Policy Committee, Steering Committee, Advisory Committee, and work plan activity planning team (lead coordination of meetings, agendas, meeting material distribution)
- Website upkeep: This activity includes the use of grant funds to host and update the LSC interactive web map as necessary.
- Fiscal agent administration and contract coordination – includes coordinating with other partners to gather reporting information and reviewing draft report; will also include leading any grant/work plan amendments as necessary
- Agronomy Outreach Specialist and Educator payroll administration.

**Project Review & Grant Approval Process:** Approval for expenditure of grant dollars for administration activities, as described above, is inherent in work plan approval. Planning Team members will seek Steering Committee approval if expenditures are expected to exceed the grant amount indicated above.

## Budget

Table 2. Grant Budget

Activity #	Activity Name	Grant Budget	Match Budget	Total Budget
1	Structural Ag BMP Implementation	\$140,000.00	\$37,500.00	\$177,500.00
2	Structural Urban BMP Implementation	\$140,000.00	\$37,500.00	\$177,500.00
3	Non-Structural Ag/Urban Implementation	\$100,079.00		\$100,079.00
4	Wetland Restoration Implementation	\$220,000.00	\$50,000.00	\$270,000.00
5	Agronomy Outreach Specialist	\$225,000.00		\$225,000.00
6	Shared Services Education	\$270,500.00	\$2,857.90	\$273,357.90
7	Technical/Engineering	\$40,000.00		\$40,000.00
8	Internal Analyses	\$18,000.00		\$18,000.00
9	Targeting Analyses	\$45,000.00		\$45,000.00
10	Administration/Coordination	\$80,000.00		\$80,000.00
<b>Total</b>		<b>\$1,278,579.00</b>	<b>\$127,857.90</b>	<b>\$1,406,436.90</b>

Table 3. Shared Services Education Budget Breakout

Activity #	Activity Name	Grant	Match	Total
6	<b>Shared Services Education</b>	<b>\$270,500.00</b>	<b>\$2,857.90</b>	<b>\$273,357.90</b>
	Educator Compensation (half time, Mar '23 thru June '25)	\$180,500.00	\$2,857.90	\$183,357.90
	Education Materials/Equipment	\$30,000.00		\$30,000.00
	MIDS Adoption Initiative - Contracted Services	\$60,000.00		\$60,000.00

The Lower St. Croix Comprehensive Watershed Management Plan ([page 16](#)) provides an expected distribution of WBIFs across program areas. The following table compares the FY23 WBIF grant budget to the CWMP distribution.

Table 4. Grant Budget Distribution Across Program Areas

	LSC CWMP (Page 16)	Work Plan (Grant Funds)	Actual Grant Spend**
Implementation - BMPs/Restoration Activities*	45%	47%	TBD
Implementation - Shared Services	25%	42%	TBD
Prioritization & Analysis	25%	5%	TBD
Administration	5%	6%	TBD
	100%	100%	100%

\*Expenses billed to implementation (blue) line items will be for implementation only and will not include staff time/engineering. Staff/consultant time for project coordination/design/engineering/oversight etc. is covered by the remaining three categories (green, orange, yellow).

\*\*Progress reporting will include comparison of budget vs actual spend for each cost category.

## Measurable Outcomes/Outputs and Milestones

Activity #	Grant Activity	Overall Measurable Outcome/Output	Year 1 (2023) Milestones	Year 2 (2024) Milestones	Year 3 (2025) Milestones
A1	Structural Ag BMP Implementation	Outcome: reduce phosphorus loading to target waterbodies by 100 lb/yr	Meet with landowners	Implement projects to achieve a phosphorus reduction of 50 lb/yr	Implement projects to achieve a phosphorus reduction of 50 lb/yr
A2	Structural Urban BMP Implementation	Outcomes: reduce phosphorus loading to target waterbodies by 100 lb/yr	Meet with landowners	Implement projects to achieve a phosphorus reduction of 50 lb/yr	Implement projects to achieve a phosphorus reduction of 50 lb/yr
A3	Non-Structural Ag/Urban Implementation	Outcomes: reduce phosphorus loading to target waterbodies by 100 lb/yr	Meet with landowners	Implement enhanced street sweeping programs and non-structural best management practices to achieve a phosphorus reduction of 50 lb/yr	Implement enhanced street sweeping programs and non-structural best management practices to achieve a phosphorus reduction of 50 lb/yr
A4	Wetland Restoration Implementation	Outcomes: reduce phosphorus loading to target waterbodies by 81 lb/yr	Implement 1 wetland restoration to achieve a phosphorus reduction of 81 lb/yr		
A5	Agronomy Outreach Specialist	Output: Engage agricultural landowners (of both large and small operations) to implement structural and nonstructural BMPs as outlined in other Activities	See Attachment A	See Attachment A	See Attachment A

		See Attachment A – Agronomy Outreach Specialist Details & Milestones			
A6	Shared Services Educator	Output: 0.5 FTE to expand EMWREP basin-wide  See Attachment B – Education Details & Milestones	See Attachment B	See Attachment B	See Attachment B
A7	Technical/ Engineering				
A8	Internal Analyses	Outputs: Complete 1 internal loading analysis		Complete 1 internal loading analysis	
A9	Targeting Analyses	Outputs: Complete 2 enhanced street sweeping studies	Complete 2 enhanced street sweeping studies		
A10	Administration/ Coordination	Complete eLINK annual reporting as required	Complete annual report	Complete annual report	Complete annual report

## Phosphorus Reduction Goals and Progress

Phosphorus Reductions from CWMP	10-Year Phosphorus Reduction Goal (lb/yr)	2-Year Average (lb/yr)	FY21 WBIF Goal (lb/yr)	FY23 WBIF Goal (lb/yr)
Priority Streams (CWMP Table 5-2)	4,140	828	915	381
Priority Lakes (CWMP Table 5-3)	1,363	273		
<b>TOTAL</b>	<b>5,503</b>	<b>1,101</b>		

Phosphorus Reductions Proposed in this Work Plan	WBIF Proposed Reduction (lb/yr)
Activity 1: Structural Ag BMP Implementation	100
Activity 2: Structural Urban BMP Implementation	100
Activity 3: Non-Structural Ag/Urban BMP Implementation	100
Activity 4: Wetland Restoration Implementation	81
<b>TOTAL</b>	<b>381</b>

The tables above contain total priority streams and priority lakes phosphorus reduction goals from the LSC CWMP (see tables 5-2 and 5-3 on pages 81 and 82). If divided equally throughout the 10-year plan period, the average total lakes/streams phosphorus reduction goal would be 1,101 pounds/year achieved every 2-year period. The WBIF goal load reductions are below the CWMP 2-year average. The LSC partners estimated that the full basin-wide goal cannot be achieved solely with WBIF funds. Partners must leverage local dollars and other funding sources in order to meet the basin's goals.

LSC partners may utilize multiple calculation tools to estimate load reductions. Examples include MIDS calculator, PTMApp, BWSR Pollutant Reduction Estimator, estimation via outflow, and internal loading analysis. See CWMP page 99 for a full list of potential reduction tools and their general intended uses. LSC partners will choose the calculation tool best suited to the proposed BMP. Phosphorus reductions will be estimated at the target waterbody (not just at edge-of-field).

Phosphorus reductions achieved at specific priority waterbodies will be reported annually. LSC partners will also estimate, on an annual basis, the load reduction achieved at the St. Croix River as a result of implemented practices.



## Attachment A – Agronomy Outreach Specialist Details & Milestones

### Agronomy Outreach Specialist

**CWMP Reference:** Page 61

**Activity Description:** Facilitate a shared agronomy outreach program across the basin to provide education and technical assistance to agricultural producers; and support implementation of economical farming practices that have water quality and soil health benefits.

WBIF funded education and outreach will include:

- 80% = working directly with agricultural producers in the LSC Watershed to identify economical farming practices with water quality benefits to make them a routine part of farm operations.
- 20% = supporting implementation of BMPs led by others.

High priority and secondary priority actions that will be accomplished include (pg. 40 of CWMP):

- Provide agronomy, outreach, and technical assistance to agricultural producers including conservation planning and support to develop nutrient management plans.

### AGRONOMY OUTREACH

**Audience:** Agricultural producers and landowners

**Activity description:** Provide education and technical assistance to agricultural producers and landowners to support implementation of economical farming practices that have water quality and soil health benefits. This may include:

- Conducting site visits and assessing crop production on farms;
- Helping farmers to set up test-plots; develop conservation plans and nutrient management plans; evaluate and improve seed quality;
- Planning field days and creating farmer-led councils or similar learning networks;
- Promoting implementation of cover crops and alternative crops;
- Providing outreach support for implementation of structural and non-structural BMPs;
- Working in partnership with Discovery Farms and performing agronomy research including: laboratory tests of soil, seed, and crop samples; quality control for seed caliber and soil standards; keeping records of research, testing, and results; presenting results of data and analysis.

#### 2-year program goals (Table 5-1, Part A)

1. Conduct outreach to 200 operators of large and small farms, with a cumulative total of at least 3000 acres.
2. Provide technical support to help 20 farmers set up test plots on their land in order to evaluate the performance of practices such as cover crops, reduced tillage, and nutrient management.
3. Host six fields days.
4. Provide outreach support for installation or implementation of structural and nonstructural BMPs:

- 2,000 acres of non-structural best management practices, or enough to achieve a 400 lb/yr phosphorus reduction to target water bodies
  - 300 acres of structural or non-structural BMPs that improve soil health and/or reduce nitrogen and pesticide pollution to groundwater in locations where 1) DWSMA vulnerability is moderate, high, or very high; 2) Pollution sensitivity to wells is high or very high; 3) Pollution sensitivity to near surface materials is karst or high; or 4) Well testing show  $\geq 5$  mg/L nitrate
  - 300 acres of structural or non-structural BMPs near sensitive lakes or in direct lake catchments for significant lakes to reduce TP by 150 lbs
  - Structural or non-structural BMPs that reduce total phosphorus by 450 lbs/year to regionally significant rivers and streams
5. Create at least one farmer-led council or similar learning network

## Attachment B – Shared Services Educator Details & Milestones

### Shared Services Education (Basin Water Outreach Program)

**CWMP Reference:** Page 65

**Activity Description:** Facilitate a shared education and outreach program across the basin to provide education; engage residents, businesses, and local officials; and promote and market programs and practices. [0.5 FTE to expand EMWREP basin wide]

- WBIF funds will be combined with EMWREP local funds to fund a full-time education and outreach position.
- Shared services educator will work with EMWREP to conduct education and outreach basin-wide. Duties will be distributed so that all staff are able to work basin-wide.
- In addition to the education objectives listed below, this program will help to build social capacity, which is an over-arching goal of the LSC CWMP.

WBIF funded education and outreach will include:

- 90% = develop and implement outreach programs that result in behavioral changes achieving water quality benefits
- 10% = solicit willing landowners to install BMPs that are goals within this plan. Promoted practices will be in line with BWSR eligibility requirements and will focus on water quality.

High priority and secondary priority actions that will be accomplished include (pg. 41 and 42 of CWMP):

1. Facilitate a shared education and outreach program across the basin to provide education; engage residents, businesses, and local officials; and promote and market programs and practices.
2. Provide outreach, education and ordinance development on Minimal Impact Design Standards with local governments, developers, and others.
3. Work with LGUs to set shoreline "view corridors" to 25% of lot width or maximum 35' width and maximum vegetation clearing standards or adopt innovative shoreland standards to protect buffers, native ecosystems, and habitat corridors. This work will provide water quality benefits through the protection of shoreline and streambank buffers.
4. Actively promote best management practices and green infrastructure on developed or developing lands.
5. Provide outreach and education to lake associations and lake groups or shoreline owners to promote shoreline restoration projects.

Additional detail is provided on the following pages.

### EDUCATION AND OUTREACH FOR LOCAL DECISION MAKERS

**Audience:** Local government staff and elected/appointed officials

**Activity description:** Provide local decision makers (city councils, planning commissions, watershed boards, county commissioners, etc.) with information and training needed to implement policies, programs, and practices that protect and restore water resources. This includes, but is not limited to, Minimal Impact Development Standards (MIDS), Shoreland/Buffer rules, and wetland buffer rules.

**Education objectives:**

- Local decision makers will understand that stormwater runoff, erosion, and illicit discharge contaminate surface and groundwater resources and, also, that there are best management practices to reduce these causes of water pollution.
- Local decision makers will understand that land use impacts water quality and that there are a variety of policies, programs and practices cities, counties, and watershed management organizations can implement to protect their water resources, including MIDS, shoreland/buffer rules, and wetland buffer rules.
- Local staff and decision makers will understand the impacts of chlorides on water quality and that there are many ways to reduce these impacts.

**Program goals:**

1. MIDS (see Table 5-1, Part B)
  - **2-Year:** Establish relationships, build trust, provide education, and lay groundwork for in-depth ordinance review, revision, and adoption in years 5-8.
  - **10-Year:** Implement Minimal Impact Design Standards or more restrictive in 20 communities; including climate resiliency provisions or standards
2. Shoreline standards / “view corridors” (see Table 5-1, Part C)
  - **2-Year:** Establish relationships, build trust, provide education, and lay groundwork for in-depth ordinance review, revision, and adoption in years 3-6.
  - **10-Year:** Increase the number of LGUs (including counties) by 2 that adopt innovative shoreland standards
3. Wetland protection
  - **2-Year:** Increase by 1 the number of LGUs with adopted wetland protections including buffer requirements and setbacks for permanent structures.
  - **10-Year:** Increase by 5 the number of LGUs with adopted wetland protections including buffer requirements and setbacks for permanent structures.
4. Chlorides (see Table 5-1, Part B)
  - **2-year:** 15% of all cities have staff certified in MPCA’s Level 1 and Level 2 Smart Salting Training
  - **10-year:** 75% of all cities have staff certified in MPCA’s Level 1 and Level 2 Smart Salting Training

## **OUTREACH SUPPORT FOR BMP IMPLEMENTATION**

**Audience:** Urban and rural landowners, shoreland property owners

**Activity description:** Promote best management practices and green infrastructure on developed or developing lands. Provide outreach and education to lake associations, lake groups, and shoreline owners to promote shoreline restoration projects. Provide outreach support for existing cost-share programs and new projects funded with WBIF. Train and assist urban and rural residents to complete projects on their land that reduce runoff pollution, conserve groundwater, and increase infiltration.

This activity will build on and expand existing programs and activities offered through EMWREP and the Anoka WEP, including Blue Thumb – Planting for Clean Water.

### **Education objectives:**

- Landowners will learn that they can help to reduce runoff pollution, conserve groundwater, and increase infiltration by installing best management practices such as habitat plantings, raingardens, and shoreline plantings; repairing erosion; and managing drainage around homes, farms, and commercial buildings.
- Landowners will develop the knowledge and skills to complete habitat and water quality improvement projects on their land, including: native plantings, raingardens, and native shoreline buffers.
- Landowners will be aware of and utilize BMP, cost-share and other incentive programs to complete projects.

### **Program goals:**

1. Outreach support for large projects (Table 5-1, Part B)
  - **2-year:** Provide outreach support to retrofit 4 existing developments with infiltration, recharge and reuse projects
  - **10-year:** Provide outreach support to retrofit 20 existing developments with infiltration, recharge and reuse projects
2. Outreach support for small projects (Table 5-1, Part B)
  - **2-year:** Provide outreach support for approximately 40 BMP projects in priority locations
  - **10-year:** Provide outreach support for approximately 200 BMP projects in priority locations
3. Outreach to shoreland property owners (Table 5-1, Part B)
  - **2-year:** Provide outreach support to install 20 shoreline restoration projects.
  - **10-year:** Provide outreach support to install 100 shoreline restoration projects.
4. Outreach for Landscape Stewardship Planning (Table 5-1, Part C)
  - **2-year:** Provide outreach support to create 4 new Landscape Stewardship Plans and 4 Woodland Stewardship Plans
  - **10-year:** Provide outreach support to create 20 new Landscape Stewardship Plans and 23 Woodland Stewardship Plans

## **PUBLIC EDUCATION AND ENGAGEMENT**

**Audience:** General Public, Lake Associations

**Activity description:** Educate the public about nonpoint source water pollution, groundwater conservation, and basic watershed ecology and management. Build partnerships with state and local government, non-profit organizations, lake associations, and other community groups. Motivate the public to practice behaviors that protect water resources.

This activity will build on and expand existing programs and activities offered through EMWREP and the Anoka WEP.

### **Education objectives:**

Residents and visitors of the Lower St. Croix watershed will learn:

- That nonpoint source water pollution comes from a variety of land uses - residential, commercial, and agricultural.
- That common pollutants impacting surface and groundwater resources in the Lower St. Croix Watershed include phosphorus, sediment, nitrates, E. coli, chloride, and mercury.
- That a watershed includes all of the land draining to a lake, stream or river, and that Watershed Districts and Watershed Management Organizations are special-purpose local units of government charged with managing the resources of a given watershed to prevent flooding and protect water quality.
- That surface and groundwater resources interact.
- That the public can help to prevent nonpoint source water pollution through a variety of behaviors, including raking leaves and grass clippings out of the street, using less fertilizers and chemicals on lawns and gardens, covering bare soil during landscaping and construction, picking up pet poop, replacing failing septic systems, using less salt for winter maintenance and water softening, disposing of household waste properly, and using less electricity.

### **Program goals:**

1. Deliver information to at least 90,000 people per year through articles in local newspapers.
2. Deliver information to at least 30,000 people per year through online news services.
3. Deliver information to at least 120,000 people per year through social media platforms.
4. Provide educational instruction for at least 1000 people per year through webinars and workshops.
5. Recruit 500 new people to adopt storm drains through the Adopt a Drain program (2 year goal).

## Attachment C – Staff Assignments & Qualifications

### *Staff Qualifications & Billing (Listed Alphabetically)*

Name	Position Title	Organization	Qualifications	Work Plan Assignment	Billing Rate, Estimated Hours, Estimated Cost*
Jennifer Hahn	Extension Educator, Water Resources	University of Minnesota Extension	17 years of experience working with producers and landowners providing technical assistance including completing conservation planning and implementation, soil assessments, and education and outreach. Applicable JAA available on request.	Activity 5 Agronomy Outreach Specialist: Serve as agronomy outreach specialist.	\$64.04/hour; 3,513 hours
Barbara Heitkamp	Water Resources Education Specialist	East Metro Water Resource Education Program	1.5 years of experience implementing the East Metro Water Resource Education Program and education and outreach of the Lower St. Croix Watershed Partnership; 10 years as a communications specialist and water resources researcher at the University of Minnesota; M.S. in Water Resources Science and B.S. in Geology	Activity 6 Shared Services Education: Serve as shared services educator.	\$71.19/hour; 2,576 hours
Angie Hong	Water Education Senior Specialist	East Metro Water Resource Education Program	15 years of experience implementing the East Metro Water Resource Education Program, a partnership of 25 local government entities. M.S. in Natural Resource Science and Mgmt, with an emphasis on environmental education.	Activity 6 Shared Services Education: Assist with shared services education.  Activity 10 Administration: Coordinate Policy Committee meetings. Website upkeep.	\$79.39/hr 200 hours

Name	Position Title	Organization	Qualifications	Work Plan Assignment	Billing Rate, Estimated Hours, Estimated Cost*
Craig Mell	District Administrator	Chisago Soil and Water Conservation District	22 years of experience in water resources management	Activity 10 Administration: Fiscal agent administration and contract coordination.  Chisago SWCD is the intended fiscal agent/grantee. Craig will assist with fiscal agent responsibilities.	\$86/hr 483 hours
Jay Riggs	District Manager	Washington Conservation District	District Manager, Washington Conservation District, 2005 To Present. Urban Conservationist, Dakota County Soil And Water Conservation District, 1997 To 2005. Environmental Scientist, Westwood Professional Services, Inc., 1994 To 1997. Environmental Planner, Southeast Michigan Council of Governments (SEMCOG), 1993 to 1994. M.S. Degree, Michigan State University, May 1993, Major: Natural Resource Management, Minor: Watershed Ecology. B.S. Degree, University of WI-Eau Claire, Dec. 1989, Double Majors: Biology and Psychology. Certifications: Certified Wetland Delineator #1298; Certified Professional in Storm Water Quality, CPSWQ #0062; Certified Professional in Erosion and Sedimentation Control, CPESC #2059; NREMT #E2443774.	Activity 10 Administration: Agronomy Outreach Specialist and Educator payroll administration.	\$100.37/hr 50 hours



Name	Position Title	Organization	Qualifications	Work Plan Assignment	Billing Rate, Estimated Hours, Estimated Cost*
TBD	TBD	Washington Conservation District	A qualified WCD staff member will perform meeting coordination. The partnership will consult BWSR BC with selection.	Activity 10 Administration: Meeting coordination (Planning Team, Steering Committee, Advisory Committee)	TBD
TBD	TBD	TBD	A qualified LSC partner staff member or hired third party professional will perform progress reporting. The partnership will consult BWSR BC with selection.	Activity 10 Administration: Grant and Progress Reporting	TBD
TBD	TBD	TBD	A qualified LSC partner staff member or hired third party professional may utilize grant funds under Activity 7 for project technical/engineering work.	Activity 7 Technical/Engineering	TBD
Note: If A10 Administration staff do not require the full amount of hours listed, and spending under this activity is under budget, grant funds will be shifted to another work plan activity. Administrative spending will be evaluated after 6 months of implementation, and futures years planning will be adjusted if needed.					

\*Billing rates are determined following the BWSR Guidelines for Determining a Billing Rate in the Grants Administration Manual and include salary, benefits and overhead.



# PINE COUNTY

## Administrator's Office

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1-800-450-7463 Ext. 1620  
Fax: 320-591-1628

### Commissioners

Steve Hallan – Dist. 1  
Josh Mohr – Dist. 2  
Terry Lovgren – Dist. 3  
J.J. Waldhalm – Dist. 4  
Matt Ludwig – Dist. 5

### County Administrator

David J. Minke

TO: Pine County Commissioners  
FROM: David Minke, County Administrator  
DATE: October 12, 2022  
SUBJECT: Third Quarter 2022 Budget Report

At the end of September 2022, the county's budget is sound for nine months, or 75% into the year. The budget is experiencing some pressure due to higher than budgeted fuel and utility costs. Overall personnel costs are generally within budget with some vacancy savings.

**Chart 1** shows revenue and expenditure as a percentage of the budget for the county by the three major funds (General, Health & Human Services, and Road & Bridge) and the total of all funds. As of September 30, all major funds are below 70% spent while total expenditures are at 76%, which is identical to last year's total expenditures at this time. Total expenditures as a percentage are higher than the major funds because they include ARPA spending and bond payments which are not accounted for in the major funds.

Revenues are strong in all funds and at 81% of budget overall.

**Chart 2** compares the 2021 and 2022 revenue in the General Fund by budget department through September 30. Revenues are as expected at this point in the year. Overall revenue as a percent of budget continues to tie up slightly and is at 62% of budget for 2022. For comparison it was 59% in 2020 and 60% in 2021.

Recorder revenues are lower than a year ago as last year there were more real estate transactions. Zoning revenues are above budget due primarily to the \$97,000 grant for the Kettle River 1W1P. This grant was not included in the revenue budget.

Jail revenue is at 90% versus only 63% a year ago. However, the actual revenue is down year over year. For 2021 it was \$173,439 at this point in the year and for this year it is \$151,709.

**Chart 3** shows the expenditures of the larger departments in the General Fund through the end of September 2022 compared to the same period last year. All departments are at or below 75% spent except for the Recorder, Govt. Bldgs., and Sheriff's Office. The Recorder spending is due to the use of the Recorder Technology and Recorder Compliance Funds for server replacement and the TAX/CAMA system. Govt. Buildings is trending high due to utility costs, especially natural gas, for the courthouse and North Pine Government Center. The Sheriff's Office is trending high on fuel costs and over budget on auto insurance and overtime.

**Chart 4** shows the Health and Human Services revenues and expenditures which are where expected at this point in the year. Total spending is at 67% and total revenue is at 59%.

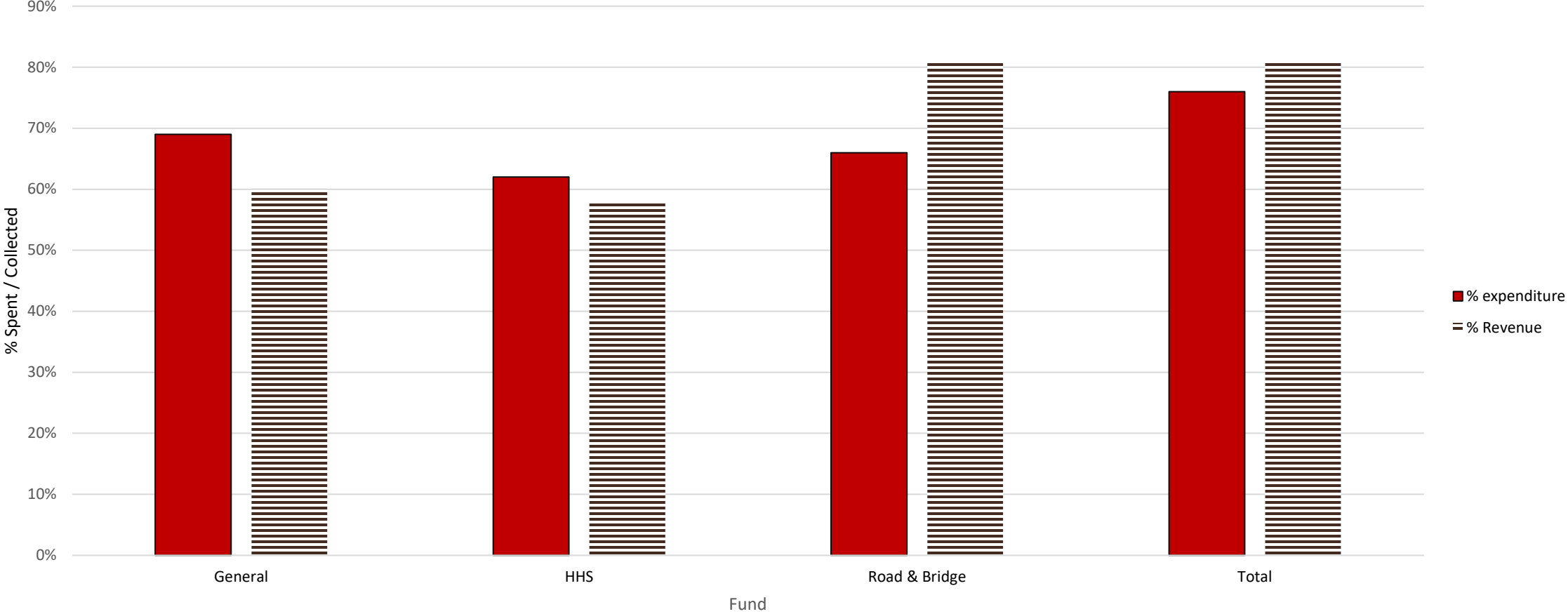


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# 3<sup>rd</sup> Quarter 2022 Budget Update

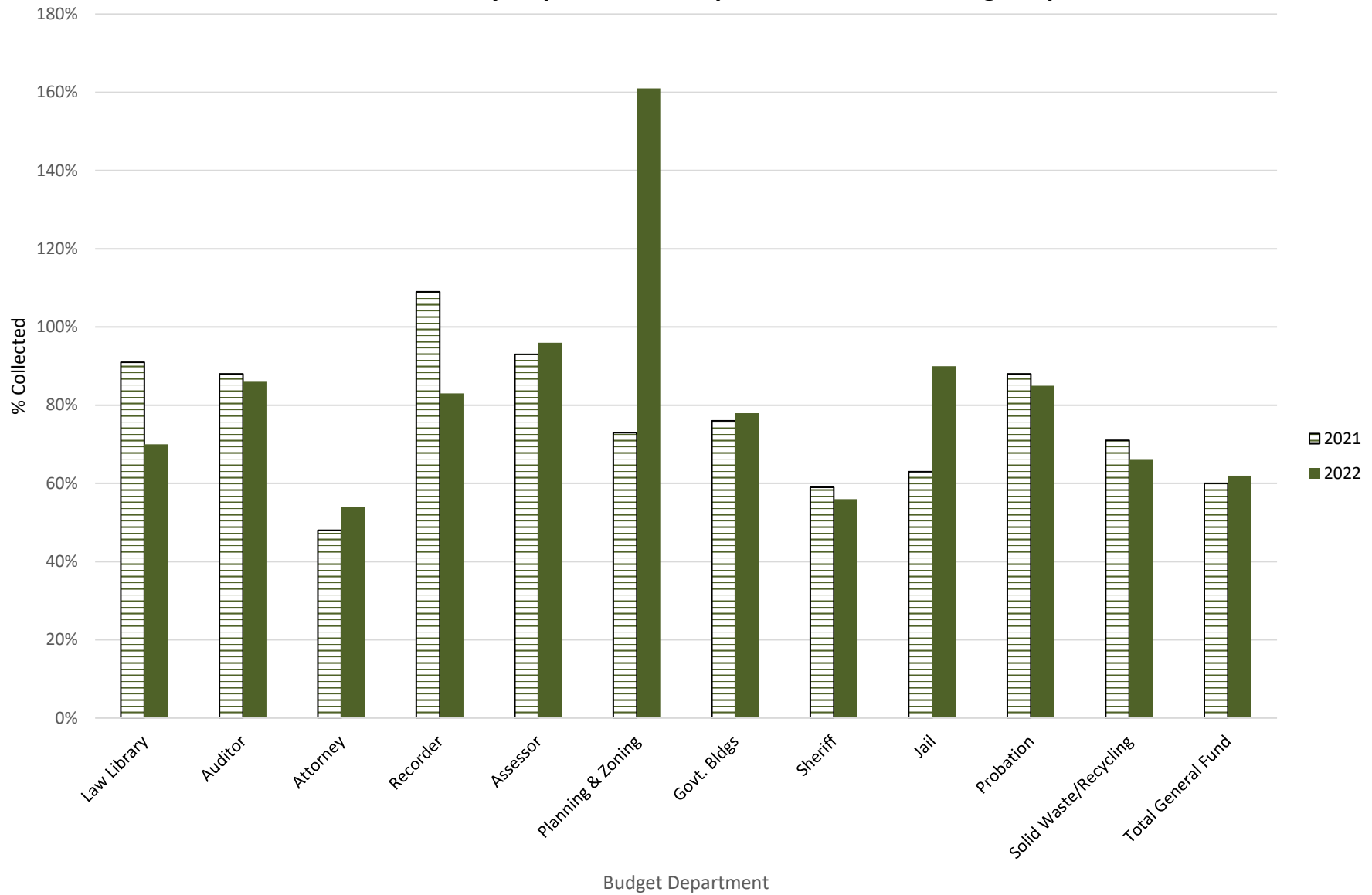
OCTOBER 18, 2022

Chart 1  
Revenue & Expenditure by Major Fund and County Total as of September 30, 2022

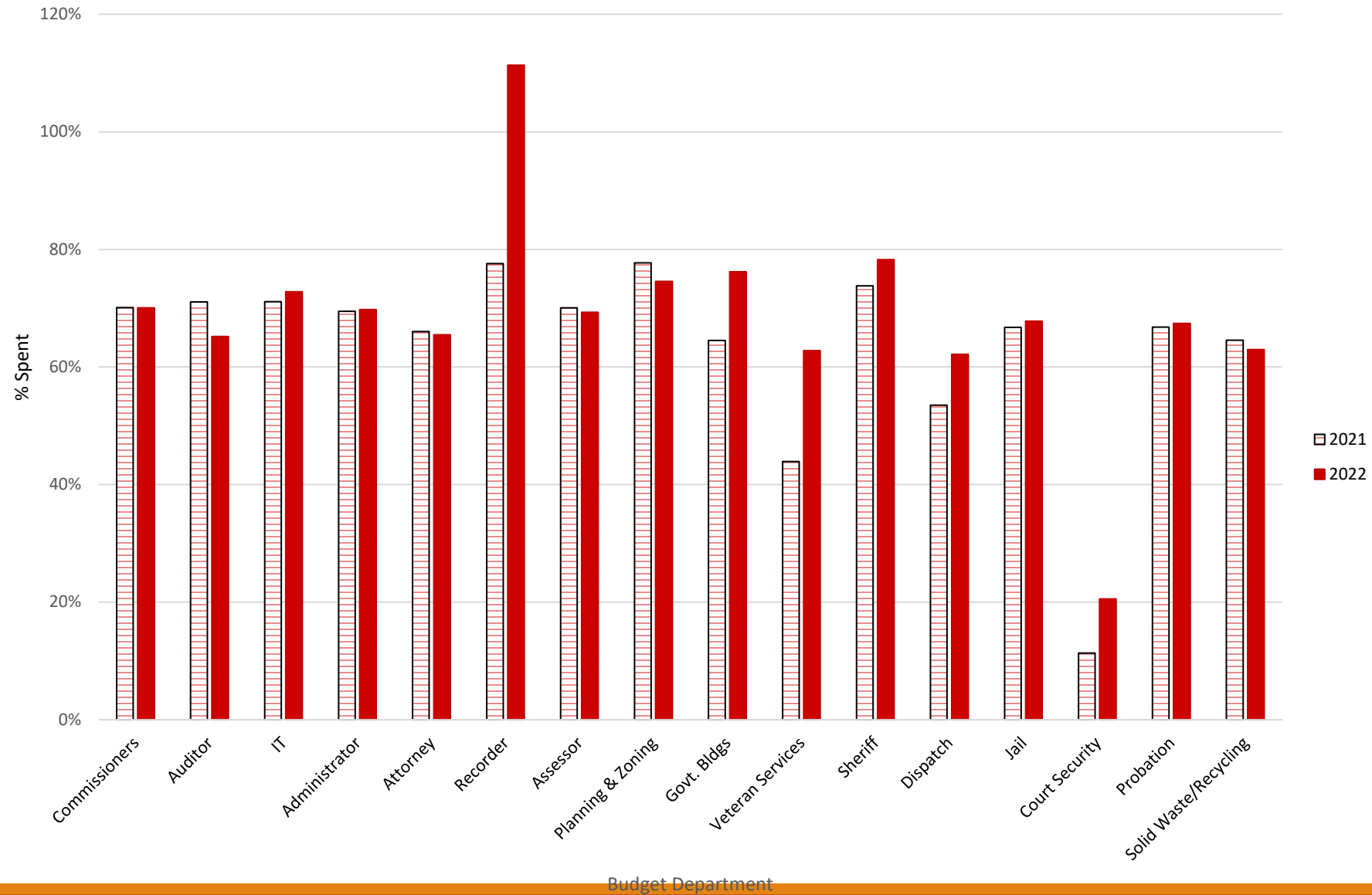




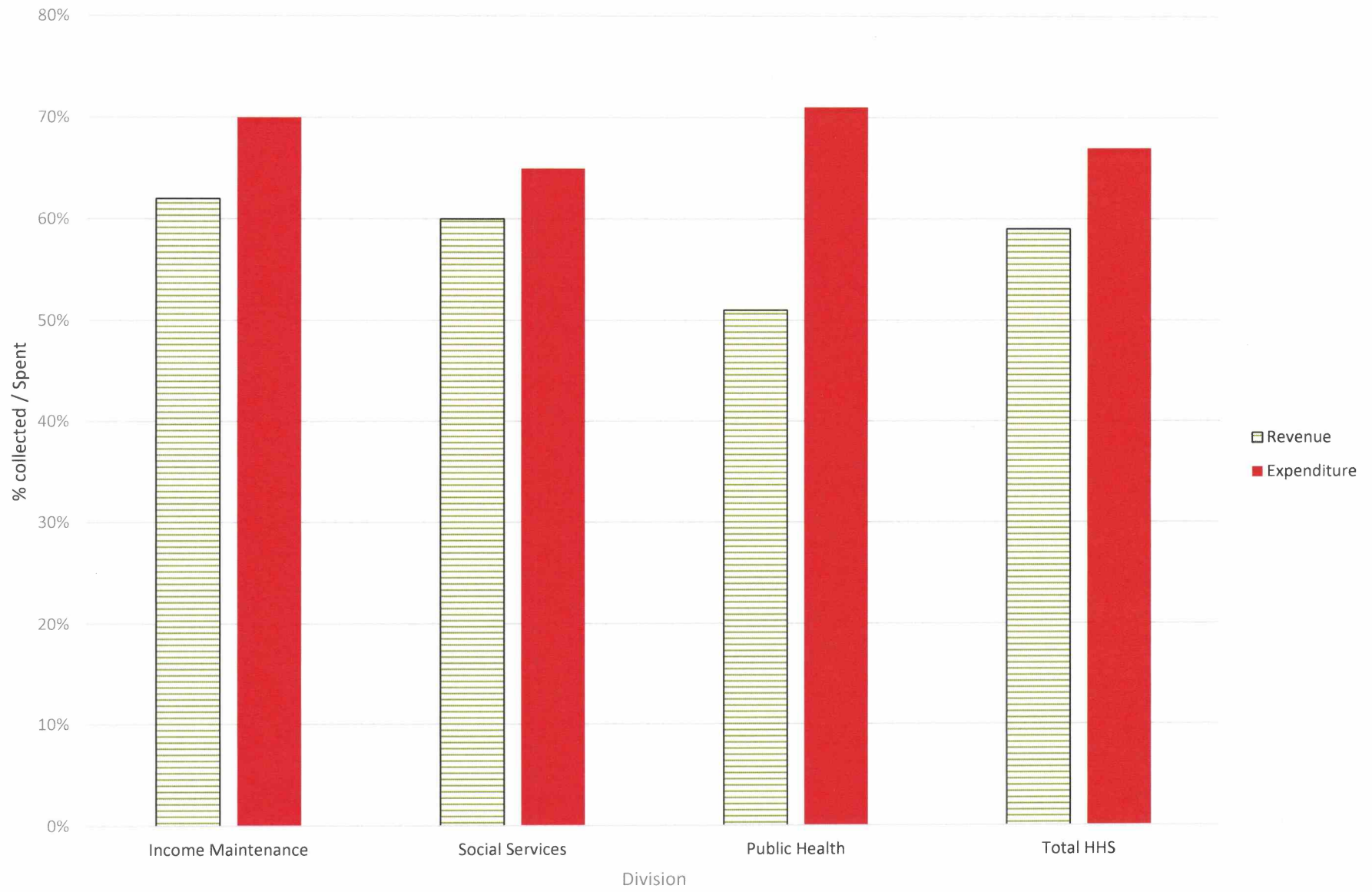
**Chart 2**  
**General Fund Revenue by Dept -- 2021 compared to 2022 -- Through September 30**



**Chart 3**  
**General Fund Expenditures by Budget Department Through September 30, 2022**



**Chart 4**  
**HHS Revenue and Expenditures Through September 30, 2022**



# Questions