



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

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

**Tuesday, June 6, 2023, 10:00 a.m.**

**Courthouse Board Room  
635 Northridge Drive NW  
Pine City, Minnesota**

*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. Click [here](#) to request to participate in public forum prior to 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  
    May 16, 2023 county board Minutes and Summary for publication
- F) Minutes of Boards, Reports and Correspondence  
    Chemical Health Coalition Minutes – May 2023  
    Pine County Zoning Board Minutes – April 27, 2023  
    Pine County Land Surveyor Monthly Report – May 2023
- G) Approve Consent Items

**CONSENT AGENDA**

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

1. **Applications**

Consider approval of the following:

- A. 2023 Pine County Solid Waste Hauler License
  - i. Schmidt Lawn and Turf, LLC
- B. Exempt Permit – authorize County Auditor-Treasurer to sign the applications
  - 19201 Woodland Acres to conduct lawful gambling on August 13, 2023 at Sokol Camp, 19201 Woodland Acres So., Pine City (Chengwatana Township)
  - Kerrick Firefighters Relief Association to conduct lawful gambling on September 9, 2023 at Wild Horse Tavern, 88159 State Hwy. 23, Kerrick (Kerrick Township)

- Moose Lake Area Chamber of Commerce to conduct lawful gambling on October 19, 2023 at Moose Lake Golf Club, 35311 Parkview Dr., Sturgeon Lake (Windemere Township).
- Ruffed Grouse Society-Rum River Chapter to conduct lawful gambling on August 5, 2023 at Wings North, 19379 Homestead Road, Pine City (Pokegama Township).

C. Temporary Liquor License

- i. Jack Pine Riders ABATE of MN for July 7-9, 2023 at 27079 Lease Road, Finlayson, Minnesota

2. Donations

Accept the following donations:

- A. \$250 donation from the Pine City VFW for the Veterans Outreach Program.

3. Contracts / Agreements

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

A. Easement Agreement with the City of Rock Creek

Easement agreement between the City of Rock Creek and Pine County to allow county access through city property to remove and store material on county property. There is no financial impact. Authorize Board Chair and County Administrator to sign.

B. Brook Park Township Agreement

Prosecution Agreement between the Township of Brook Park and the Pine County Attorney's Office to prosecute misdemeanor ordinances within their jurisdiction.

Agreement is effective June 1, 2023 – December 31, 2023. The township will pay \$100 per case file submitted to the county for review or charging.

4. Final Payment

Consider approval of the final payment and authorize County Administrator to sign the Certificate of Final Contract Acceptance:

A. Contract #2102

Knife River in the amount of \$270,479.32 for Contract #2102 related to:

- SAP 058-614-018 Located on CSAH 14 from CSAH 61 to CSAH 10
- SAP 058-655-007 Located on CSAH 55 from CSAH 61 to CSAH 67
- SAP 058-661-030 Located on CSAH 61 from the N Cty Line to City of Rutledge
- SAP 058-667-002 Located on CSAH 67 from CSAH 55 to CSAH 9
- CP 058-021-001 Located on Parkview Dr. from Lords Lake Rd
- CP 058-127-001 Located on CR 127 from CSAH 61 to CSAH 14
- CP 058-143-001 Located on CR 143 from the W Cty Line to CSAH 28

5. New Hires

Consider approval of the hiring of:

- A. Daniel Burch, Assistant County Veterans Service Officer, effective June 12, 2023, Grade 9, non-union position, \$26.50 per hour
- B. Zachary Homan, Property Appraiser, effective June 14, 2023, Grade 8, Step 1, \$23.49 per hour
- C. Jennifer Gossen, full-time Corrections Officer, effective June 7, 2023, Grade 7, Step 1, \$23.16 per hour
- D. Luke Carlson, full-time Corrections Officer, effective June 7, 2023, Grade 7, Step 2, \$24.11 per hour

6. **Trainings**

Consider approval for:

- A. Participation of five county staff to attend the online National Association of Counties (NACO) High Performance Leadership Academy, and approval to use up to \$5,000 of funds from the Snake River Watershed Management Board allocation (01-613-6917) for payment of this training.
- B. Jolene Sievert to attend the following courses: Basic Appraisal Principles course from July 10-13, 2023, in St. Cloud, Minnesota; Basic Appraisal Procedures course from August 7-10, 2023, in St. Cloud, Minnesota; and Mass Appraisal Basics course from September 11-14, 2023, in St. Cloud, Minnesota. No lodging expenses will be incurred. Meals: approx. \$68. Mileage: approx. \$193.88. Total cost: \$1,455. Funds are available in the 2023 Assessor's budget.

**REGULAR**

1. **Pine County District Court Update**

Pine County District Court Update by Judge Krista Martin, and introduction of recently appointed Tenth Judicial District Judge Jason Steffen.

2. **Retirement Recognition**

Recognize the retirement of Extension Administrative Assistant Roxanne Orvis for her 30+ years of service to Pine County.

3. **Legislative Update by Representative Jeff Dotseth**

4. **Health Insurance Committee Report (Minutes attached)**

The Health Insurance Committee met May 18, 2023 and made the following recommendations:

- Allocate up to \$5,000 of the remaining UHC wellness fund for a county employee health fair.

5. **Technology Committee Report (Minutes attached)**

The Technology Committee met May 23, 2023. Information only.

6. **Property Forfeiture Cancellation**

Consider Resolution 2023-30 cancelling the forfeiture of the property described as Lot 60, Block 1, Pathfinder Village, 2<sup>nd</sup> Addition. Authorize Board Chair and County Administrator to sign.

7. **Jail State Capital Investment (Bonding) Request**

Consider approval of Resolution 2023-31, a resolution supporting an application to the state capital investment program for improvements at the Pine County Jail. Authorize Board Chair and County Administrator to sign.

8. **Commissioner Updates**

Arrowhead Counties Association

Mille Lacs Corporate Ventures Tribal Economy Summit

Snake River Watershed Management Board

Snake River Policy Committee-1W1P

Cancelled: Health & Human Services Advisory Committee (rescheduled to June 12)

NLX

ICWA Meeting

Managing Difficult Conversations Workshop  
Housing Redevelopment Authority/Economic Development Authority (HRA/EDA)  
AMC District 1 meeting  
East Central Regional Juvenile Advisory Committee  
Other

**9. Other**

**10. Upcoming Meetings (Subject to Change)**

- A. Pine County Board Meeting, Tuesday, June 6, 2023, 10:00 a.m., Board Room, Courthouse, 635 Northridge Drive NW, Pine City, Minnesota
- B. Facilities Committee, Wednesday, June 7, 2023, 9:00 a.m.
- C. Kettle River Policy Committee, Thursday, June 8, 2023, 9:00 a.m.
- D. Law Library Committee, Thursday, June 8, 2023, 12:00 p.m.
- E. Central Minnesota Jobs and Training Service (CMJTS), Friday, June 9, 2023, 12:15 p.m., CareerForce Monticello, 406 East 7<sup>th</sup> Street, Monticello, Minnesota
- F. East Central Solid Waste Commission, Monday, June 12, 2023, 9:00 a.m., 1756 180<sup>th</sup> Avenue, Mora, Minnesota
- G. Personnel Committee, Monday, June 12, 2023, 9:00 a.m., Commissioner Conference Room, Courthouse, Pine City, Minnesota
- H. East Central Regional Library Trustees Board, Monday, June 12, 2023, 9:30 a.m., Sandstone Library, Sandstone, Minnesota
- I. Health & Human Services Advisory Committee, Monday, June 12, 2023, 11:00 a.m., Board Room, Courthouse, Pine City, Minnesota
- J. Board of Equalization, Monday, June 12, 2023, 6:00 p.m., Board Room, Courthouse, Pine City, Minnesota
- K. Special Meeting-Committee of the Whole (Strategic Planning), Tuesday, June 13, 2023, 9:00 a.m., Courthouse Board Room, Pine City, Minnesota
- L. Soil & Water Conservation District, Wednesday, June 14, 2023, 3:00 p.m., 1602 Hwy 23 No., Sandstone, Minnesota
- M. Pine County Board Meeting, Tuesday, June 20, 2023, 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota

**11. Adjourn**

**MINUTES  
OF THE  
PINE COUNTY BOARD MEETING  
Regular Meeting  
Tuesday, May 16, 2023 - 10:00 a.m.  
North Pine Government Center  
1602 Hwy 23 No., Sandstone, Minnesota**

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

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

The meeting was live streamed on YouTube.

The Pledge of Allegiance was said.

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

Chair Hallan requested the following revision to the agenda:

Consent Agenda Item 10.B. – New Hire Correction Officer Makenna Moe

Correct spelling of first name; change of start date to June 5, 2023

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

**Motion** by Commissioner Lovgren to approve the Minutes of the May 2, 2023 regular county board meeting and Summary for publication, and May 9, 2023 Special Meeting-Committee of the Whole Minutes. Second by Commissioner Mohr. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

Pine County Zoning Board Minutes – March 23, 2023

Initiative Foundation correspondence – May 2, 2023

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

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

**CONSENT AGENDA**

**1. Approve April, 2023 Cash Balance**

<b>Fund</b>	<b>April 30, 2022</b>	<b>April 30, 2023</b>	<b>Increase/Decrease</b>
General Fund	2,010,412	1,835,102	(175,310)
Health and Human Services Fund	1,495,309	1,948,140	452,831
Road and Bridge Fund	2,290,932	2,722,449	431,517

Opioid Settlement	0	250,533	250,533
COVID Relief	2,341,124	3,230,518	889,393
Land	2,473,969	2,676,318	202,349
Self Insurance	307,869	700,090	392,221
TOTAL (inc non-major funds)	18,370,073	20,878,721	2,508,648

2. **April Disbursements/Claims Over \$2,000**

Approve the April 2023 disbursements including the individual listing of claims over \$2,000 and 448 claims under \$2,000 or not needing approval totaling \$494,801.23 as follows:

4.0 SCHOOL SERVICES OF EAST CENTRAL, 7,549.83; Advanced Correctional Healthcare, Inc, 30,808.18; AMAZON CAPITAL SERVICES, 7,243.76; American Advisors Group, 292,709.76; AMITY GRAPHICS, 2,031.03; Aml Cleaning Service, Inc, 4,000.00; Ampersand Psychological Services, 2,000.00; Anoka Co Juv Ctr Main Res, 11,177.92; ANOKA COUNTY TREASURY OFFICE, 12,875.00; Askov Deep Rock, 9,061.14; Aspen Mills, 8,313.81; ATLAS OUTFITTERS, 2,450.00; BETTSCHEN/ZACHARY, 16,000.00; BLUE CROSS & BLUE SHIELD OF MINNESOTA, 216,615.18; CARLSON/ANNE M, 2,287.50; Central Mn Jobs & Training Services, 36,276.55; Chamberlain Oil Co.,Inc, 7,069.01; CLOQUET RIVERSIDE RECYCLING, INC, 10,150.00; Colors By Craig, 2,220.00; COMPUTER INTEGRATION TECHNOLOGIES, 15,884.00; Daves Oil Corporation, 2,887.58; DEPARTMENT OF TRANSPORTATION, 4,001.29; DEPT OF EMPLOYMENT & ECONOMIC DEV, 2,266.42; Dhs Maps Ccdtf, 5,192.64; DSC Communications, 3,617.10; East Central Reg Juvenile Center, 8,973.00; ERICKSON ENGINEERING CO LLC, 4,707.00; Family Alternatives, 8,180.28; Family Pathways - North Branch, 4,390.00; GUARDIAN, 10,021.07; Hero Industries, Inc, 3,450.00; HOUSTON ENGINEERING INC, 5,321.50; Initiative Foundation, 7,450.00; KRONOS SAASHR INC, 3,030.63; Lakes & Pines Comm Act Council, 25,750.00; LAWSON PRODUCTS INC, 2,177.02; LSS, 8,725.00; MADISON NATIONAL LIFE INS CO INC, 4,366.79; MEDICAREBLUE RX, 6,660.00; MEDSURETY, LLC, 2,062.58; Mille Lacs Band Family Services, 4,187.52; MINNESOTA ENERGY RESOURCES CORP, 2,538.19; MINNESOTA POWER, 3,690.73; Minnesota Unemployment Ins, 10,948.69; MN COUNTIES COMPUTER COOP, 13,966.08; Mn Counties Intergovernmental Trust, 2,500.00; Mn Life Insurance Company, 4,556.65; MONARCH PAVING, 2,433.03; MSA PROFESSIONAL SERVICES INC, 10,694.97; Nexus-Kindred Family Healing, 8,901.91; North Homes Inc, 9,242.34; Northbound Collision Center, 4,770.40; NOW MICRO INC, 30,441.30; Nuss Truck Group Inc, 65,482.36; OFFICE OF MN.IT SERVICES, 5,153.75; OMG MIDWEST INC, 23,394.90; OWENS COMPANIES INC, 3,108.40; Phase Inc, 4,067.52; Pine County Sheriff FPI Contract, 9,497.56; PREMIER SEALCOATING & SNOW REMOVAL, 5,830.00; RECYCLING ASSOCIATION OF MINNESOTA, 5,400.00; Regents Of The U Of Mn, 30,534.38; Reliance Systems, 2,000.00; Rydberg & Sons, Inc., 7,381.25; SEH INC, 7,174.44; Solid Oak Financial Services, LLC, 3,905.00; Sue's Bus Service Inc, 4,664.40; SUMMIT FOOD SERVICE MANAGEMENT LLC, 21,641.63; TEAMSTERS JOINT COUNCIL 32, 4,428.00; TYLER TECHNOLOGIES INC, 129,857.59; UNITED RIVERS LAW FIRM PLLC, 3,364.00; Verizon Wireless, 10,479.08; Village Ranch Residential Facility, 13,465.16; WCMP AM-FM, 2,000.00; West Group, 2,212.09; Ziegler Inc., 7,904.56.

3. **Applications**

Approve the following applications:

- A. **3.2 & Wine License**
  - i. Aufderhar & Aufderhar, LLC (Ray & Marge’s Resort), 36700 Lakeland Rd., Sturgeon Lake
- B. **3.2 License**
  - i. DGS Banderson LLC (Duquette General Store), 88235 State Hwy. 23, Kerrick
- C. **Temporary Wine and Beer**
  - i. Osprey Wilds Center, 54165 Audubon Dr., Sandstone for the Aaron Sundmark wedding June 30-July 2, 2023
- D. **2023 Pine County Solid Waste Hauler and Transportation License**
  - i. Curt’s Rolloffs 2.0 LLC. Authorize County Board chair to sign.

4. **Donations**

Approve the following donations:

- A. \$23,000 from Grand Casino Hinckley to the Pine County Sheriff’s Office, May 2, 2023 for second quarter. These donations help offset the expenses in the Sheriff’s Office.
- B. \$1,000 from the Sandstone Area Veterans Memorial designated to the Veterans Outreach Fund to help offset associated costs with additional veterans’ outreach expenses and activities.

5. **Commissioner Claim Forms**

Approve commissioners’ expense claim forms.

6. **DOTGOV Registration Letter**

Approve Chair Hallan to sign the DOTGOV registration letter.

7. **2023 Federal Supplemental Boating Safety Grant**

Approve the 2023 Federal Supplemental Boating Safety Patrol Grant, in the amount of \$4,000. The grant period is May 12, 2023 through September 4, 2023, to be used for enforcement hours only. There is no matching requirement. Authorize Board Chair and County Administrator to sign.

8. **Contracts / Agreements**

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

- A. **2024-2025 Assessment Contract**

Between Pine County and Bremen Township for assessment years 2024 and 2025. The contract assists in offsetting the cost of providing this service.
- B. **Kerrick Township Law Enforcement Agreement**

Between Pine County Sheriff’s Office and Kerrick Township to help enforce their ordinances, on an as needed basis. The Sheriff’s Office will bill for hours used to enforce ordinances. The 2023 rate is \$61.29.

9. **Final Payments**

Approve the following final payments and authorize County Administrator to sign Certificates of Final Contract Acceptance:

- A. **Contract #1703**

OMG Midwest, Inc DBA MN Paving in the amount of \$44,308.07 for Contract #1703

related to:

SAP 058-608-018, On CSAH 8, from 2<sup>nd</sup> Street to CSAH 65; SAP 058-613-020, On CSAH 13, from CSAH 11 to CSAH 14; SAP 058-614-017, On CSAH 14, from CSAH 13 to CSAH 54; CP 058-008-003, On CSAH 8, from CSAH 65 to 300 ft South of CSAH 65; CP 058-008-004, On CSAH 8, from CSAH 9 to CR 118; CP 058-009-001, On CSAH 9, from CSAH 8 to CSAH 10; CP 058-061-006, On CSAH 61, from South Pine City Limits to South Co Line; CP 058-061-007, On CSAH 61, from CSAH 61 to TH 48; CP 058-062-001, On CSAH 62, from CSAH 61 to CSAH 61; CP 058-065-001, On CSAH 65, from CSAH 61 to CSAH 8; CP 058-106-002; On CR 106, from TH 70 to CSAH 2.

B. Contract #1704

OMG Midwest, Inc DBA MN Paving in the amount of \$74,715.78 for Contract #1704 related to:

SAP 058-644-005, On CSAH 44, from TH 23 to CSAH 22; SAP 058-646-030, On CSAH 46, from CSAH 50 to CSAH 49; SAP 058-650-009, On CSAH 50, from CSAH 51 to CSAH 46; CP 058-046-002, On CSAH 46, from Sturgeon Island Road to CSAH 50; CP 058-017-001, On Twilight Lane, from CSAH 61 to 0.6 miles NE CP 058-017-003, On Warloe Road, from CSAH 51 to 0.5 miles East; CP 058-142-001, On CR 142, from CSAH 30 to CSAH 32; CP 058-175-001, On CR 175, from CSAH 44 to CSAH 44.

10. **New Hires**

Approve the hiring of:

- A. Christine Dillon, Eligibility Worker, effective May 24, 2023, \$20.90 per hour, Grade 6, Step 1
- B. Makenna Moe, full-time Corrections Officer, effective June 5, 2023, \$23.16 per hour, Grade 7, Step 1
- C. Andriana Booker, part-time Dispatcher, effective May 31, 2023, \$23.16 per hour, Grade 7, Step 1
- D. Cara Kuhn, part-time Dispatcher, effective May 31, 2023, \$23.16 per hour, Grade 7, Step 1

11. **Training**

Consider approval for:

- A. Senior Agent Taylor Gustafson to attend Decision Points training, May 21-24, 2023 in Grand Rapids, Minnesota. Registration \$500, Lodging \$103 x 3 nights/ \$325, Meals \$135. Total cost: \$960.
- B. Adult Protective Services Social Worker Austin Lessard to attend the National Adult Protective Services Association Conference, August 27-30, 2023, in Boston, Massachusetts. Registration \$799, Lodging \$1,230, Meals \$242, Travel \$899. Total cost \$3,170. All expenses will be paid by an adult protection grant received from the MN Department of Human Services.
- C. Commissioner Terry Lovgren to attend the Minnesota Association of Workforce Boards Summer Conference, August 2-4, 2023, in Duluth, Minnesota. There is no county cost for attendance at this conference other than mileage as Central Minnesota Jobs and Training Service will cover the cost of the hotel and event registration.

## REGULAR AGENDA

### 1. Personnel Committee Report

Commissioner Mohr stated the Personnel Committee met on May 8, 2023. The Personnel Committee made the following recommendations:

#### A. Highway

- i. Acknowledge the retirement of Maintenance Mechanic Derek Johnson, effective August 25, 2023, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

#### B. Sheriff's Office – Jail

- i. Acknowledge the resignations of Corrections Officer David Pangerl and Corrections Officer Hayden Brown, effective April 22, 2023, and approve backfill of the positions and any subsequent vacancies that may occur due to internal promotions or lateral transfers.

**Motion** by Commissioner Mohr to approve Personnel Committee Report items 1.A.i. and 1.B.i. Second by Commissioner Ludwig. Motion carried 5-0.

#### B. Sheriff's Office – Jail (continuation)

- ii. Recommend negotiating a memorandum of understanding for the following:
  - **Elimination of Step 1 of the pay scale and re-number steps 1-5 / Year 9 / 15-Year Performance as show below:**

<b>Correction Officer / Dispatch Pay Scale</b>							
<b>Revised 2023 - if approved effective start of 1st pay period after approval</b>							
	Step 1	Step 2	Step 3	Step 4	Step 5	Year 9	15-Year Performance
7 - Correction Officer & Dispatcher	24.11	25.05	26.00	26.96	27.91	28.86	29.44
8 - Senior Correction Officer	25.54	26.56	27.57	28.57	29.58	30.59	31.20
9-Program Coordinator	27.07	28.14	29.21	30.29	31.36	32.43	33.08
10-Jail Sargent	28.70	29.84	30.97	32.11	33.23	34.36	35.05
<b>Revised 2024</b>							
	Step 1	Step 2	Step 3	Step 4	Step 5	Year 9	15-Year Performance
7 - Correction Officer & Dispatcher	24.89	25.87	26.84	27.83	28.82	29.80	30.39
8 - Senior Correction Officer	26.37	27.42	28.47	29.50	30.54	31.58	32.21
9-Program Coordinator	27.95	29.06	30.16	31.27	32.38	33.48	34.15
10-Jail Sargent	29.64	30.81	31.98	33.15	34.31	35.48	36.19

- **Offer a one-time retention bonus for Corrections Officers at the following years and amounts:**

Completed employment	Status	One-time bonus amount	# of correction employees
5 years	Full-time	\$2,000	5
5 years	Part-time	\$1,000	
10 years	Full-time	\$3,000	3
10 years	Part-time	\$1,500	1
15 years	Full-time	\$4,000	6
15 years	Part-time	\$2,000	1
20 years	Full-time	\$5,000	1
20 years	Part-time	\$2,500	

**Motion** by Commissioner Mohr to approve Personnel Committee Report item 1.B.ii and authorize the county administrator to negotiate a Memorandum of Understanding for implementation. Second by Commissioner Lovgren. Motion carried 5-0.

C. Assessor’s Office

- i. Acknowledge the resignation of Property Appraiser Shona Hughes, effective April 27, 2023, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotions or lateral transfers.

D. Health & Human Services

- i. Approve for the temporary staffing plan to assist with the increased workload from the end of peace time emergency waivers and to delegate to the administrator authority to adjust the plan if necessary and if within the total state allocation. The estimated cost for the one-year plan is \$158,500. The state has allocated \$225,301 to Pine County to cover associated costs.

E. Administration

- i. Acknowledge the retirement of Extension Administrative Assistant Roxanne Orvis, effective May 31, 2023, and authorize a full-time backfill of the position, and approve the updated job description, and authorize backfill of any subsequent vacancies that may occur due to internal promotion or lateral transfer.

F. Sheriff’s Office – Chief Deputy Pay

- i. Recommend an annual performance increase under section 10 of the county policy manual and set the chief deputy salary at \$110,552, effective May 26, 2023.

**Motion** by Commissioner Mohr to approve Personnel Committee Report items 1.C.i. through 1.F.i. Second by Commissioner Ludwig. Motion carried 5-0.

2. **2023 Timber Auction Results**

County Forester/Land Commissioner Greg Beck provided an overview of the 2023 timber sale held May 10, 2023. Seven timber sales were offered consisting of 7,020 cords with an appraised value of \$245,410. All seven sold with bids totaling \$322,867.80.

3. **Commissioner Updates**

Gallagher Health Insurance Meeting: Commissioner Lovgren stated this was an initial meeting with our new representatives from Gallagher to prepare for the May 18<sup>th</sup> health insurance committee meeting.

East Central Solid Waste Commission: Commissioner Hallan stated ECSWC continues to work on the plan for opening of a new cell at the solid waste landfill in 2024.

East Central Regional Library Trustees Board: Commissioner Lovgren stated the transition from the previous Sandstone library building to the new building is taking place. The East Central Regional Library Board received Naloxone training. The library has proposed to host the Central Minnesota Libraries Exchange meetings for one year.

Soil & Water Conservation District: Commissioner Waldhalm stated business as usual.

Kettle River Policy Committee: Meeting cancelled.

State Community Health Services Advisory Committee (SCHSAC): Commissioner Lovgren stated the COVID emergency declaration is now over. Discussion regarding the Mayo clinic/hospital possibly leaving the state.

Chemical Health Coalition: Commissioner Lovgren stated the opioid forum and CBD/cannabis usage were discussed.

Lakes & Pines Full Board: Chair Hallan stated contracts were approved.

Other: Commissioner Ludwig gave an update on the Probation Workgroup meeting, stating funding/fees were discussed. The Public Safety bill is waiting for approval/signature by the governor.

4. **Other**

None.

5. **Upcoming Meetings**

Upcoming meetings were reviewed.

6. **Adjourn**

With no further business, Chair Hallan adjourned the meeting at 10:54 a.m. The next regular meeting of the county board is scheduled for Tuesday, June 6, 2023 at 10:00 a.m., Board Room, Courthouse, 635 Northridge Drive NW, Pine City, Minnesota.

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Stephen M. Hallan, Chair  
Pine County Board of Commissions

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

**SUMMARY  
OF  
MINUTES  
OF THE  
PINE COUNTY BOARD MEETING  
Regular Meeting  
Tuesday, May 16, 2023 - 10:00 a.m.  
North Pine Government Center  
1602 Hwy 23 No., Sandstone, Minnesota**

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

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

The meeting was live streamed on YouTube.

The Pledge of Allegiance was said.

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

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

**Motion** by Commissioner Lovgren to approve the Minutes of the May 2, 2023 regular county board meeting and Summary for publication, and May 9, 2023 Special Meeting-Committee of the Whole Minutes. Second by Commissioner Mohr. Motion carried 5-0.

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

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

<b>Fund</b>	<b>April 30, 2022</b>	<b>April 30, 2023</b>	<b>Increase/Decrease</b>
General Fund	2,010,412	1,835,102	(175,310)
Health and Human Services Fund	1,495,309	1,948,140	452,831
Road and Bridge Fund	2,290,932	2,722,449	431,517
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COVID Relief	2,341,124	3,230,518	889,393
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Self Insurance	307,869	700,090	392,221
TOTAL (inc non-major funds)	18,370,073	20,878,721	2,508,648

Approve the April 2023 disbursements including the individual listing of claims over \$2,000 and 448 claims under \$2,000 or not needing approval totaling \$494,801.23 as follows:

4.0 SCHOOL SERVICES OF EAST CENTRAL, 7,549.83; Advanced Correctional Healthcare, Inc, 30,808.18; AMAZON CAPITAL SERVICES, 7,243.76; American Advisors Group, 292,709.76; AMITY GRAPHICS, 2,031.03; Aml Cleaning Service, Inc, 4,000.00; Ampersand Psychological Services, 2,000.00; Anoka Co Juv Ctr Main Res, 11,177.92; ANOKA COUNTY TREASURY OFFICE, 12,875.00; Askov Deep Rock, 9,061.14; Aspen Mills, 8,313.81; ATLAS OUTFITTERS, 2,450.00; BETTSCHEN/ZACHARY, 16,000.00; BLUE CROSS & BLUE SHIELD OF MINNESOTA, 216,615.18; CARLSON/ANNE M, 2,287.50; Central Mn Jobs & Training Services, 36,276.55; Chamberlain Oil Co.,Inc, 7,069.01; CLOQUET RIVERSIDE RECYCLING, INC, 10,150.00; Colors By Craig, 2,220.00; COMPUTER INTEGRATION TECHNOLOGIES, 15,884.00; Daves Oil Corporation, 2,887.58; DEPARTMENT OF TRANSPORTATION, 4,001.29; DEPT OF EMPLOYMENT & ECONOMIC DEV, 2,266.42; Dhs Maps Ccdtf, 5,192.64; DSC Communications, 3,617.10; East Central Reg Juvenile Center, 8,973.00; ERICKSON ENGINEERING CO LLC, 4,707.00; Family Alternatives, 8,180.28; Family Pathways - North Branch, 4,390.00; GUARDIAN, 10,021.07; Hero Industries, Inc, 3,450.00; HOUSTON ENGINEERING INC, 5,321.50; Initiative Foundation, 7,450.00; KRONOS SAASHR INC, 3,030.63; Lakes & Pines Comm Act Council, 25,750.00; LAWSON PRODUCTS INC, 2,177.02; LSS, 8,725.00; MADISON NATIONAL LIFE INS CO INC, 4,366.79; MEDICAREBLUE RX, 6,660.00; MEDSURETY, LLC, 2,062.58; Mille Lacs Band Family Services, 4,187.52; MINNESOTA ENERGY RESOURCES CORP, 2,538.19; MINNESOTA POWER, 3,690.73; Minnesota Unemployment Ins, 10,948.69; MN COUNTIES COMPUTER COOP, 13,966.08; Mn Counties Intergovernmental Trust, 2,500.00; Mn Life Insurance Company, 4,556.65; MONARCH PAVING, 2,433.03; MSA PROFESSIONAL SERVICES INC, 10,694.97; Nexus-Kindred Family Healing, 8,901.91; North Homes Inc, 9,242.34; Northbound Collision Center, 4,770.40; NOW MICRO INC, 30,441.30; Nuss Truck Group Inc, 65,482.36; OFFICE OF MN.IT SERVICES, 5,153.75; OMG MIDWEST INC, 23,394.90; OWENS COMPANIES INC, 3,108.40; Phase Inc, 4,067.52; Pine County Sheriff FPI Contract, 9,497.56; PREMIER SEALCOATING & SNOW REMOVAL, 5,830.00; RECYCLING ASSOCIATION OF MINNESOTA, 5,400.00; Regents Of The U Of Mn, 30,534.38; Reliance Systems, 2,000.00; Rydberg & Sons, Inc., 7,381.25; SEH INC, 7,174.44; Solid Oak Financial Services, LLC, 3,905.00; Sue's Bus Service Inc, 4,664.40; SUMMIT FOOD SERVICE MANAGEMENT LLC, 21,641.63; TEAMSTERS JOINT COUNCIL 32, 4,428.00; TYLER TECHNOLOGIES INC, 129,857.59; UNITED RIVERS LAW FIRM PLLC, 3,364.00; Verizon Wireless, 10,479.08; Village Ranch Residential Facility, 13,465.16; WCMP AM-FM, 2,000.00; West Group, 2,212.09; Ziegler Inc., 7,904.56.

Approve the following applications:

- A. 3.2 & Wine License
  - i. Aufderhar & Aufderhar, LLC (Ray & Marge's Resort), 36700 Lakeland Rd., Sturgeon Lake
- B. 3.2 License
  - i. DGS Banderson LLC (Duquette General Store), 88235 State Hwy. 23, Kerrick
- C. Temporary Wine and Beer
  - i. Osprey Wilds Center, 54165 Audubon Dr., Sandstone for the Aaron Sundmark wedding June 30-July 2, 2023
- D. 2023 Pine County Solid Waste Hauler and Transportation License
  - i. Curt's Rolloffs 2.0 LLC.

Approve the following donations:

- A. \$23,000 from Grand Casino Hinckley to the Pine County Sheriff's Office, May 2, 2023 for second quarter. These donations help offset the expenses in the Sheriff's Office.
- B. \$1,000 from the Sandstone Area Veterans Memorial designated to the Veterans Outreach Fund to help offset associated costs with additional veterans' outreach expenses and activities.

Approve commissioners' expense claim forms.

Approve Chair Hallan to sign the DOTGOV registration letter.

Approve the 2023 Federal Supplemental Boating Safety Patrol Grant, in the amount of \$4,000. The grant period is May 12, 2023 through September 4, 2023, to be used for enforcement hours only. There is no matching requirement.

Approve the following contracts/agreements:

- A. 2024-2025 Assessment Contract  
Between Pine County and Bremen Township for assessment years 2024 and 2025. The contract assists in offsetting the cost of providing this service.
- B. Kerrick Township Law Enforcement Agreement  
Between Pine County Sheriff's Office and Kerrick Township to help enforce their ordinances, on an as needed basis. The Sheriff's Office will bill for hours used to enforce ordinances. The 2023 rate is \$61.29.

Approve the following final payments:

- A. Contract #1703: OMG Midwest, Inc DBA MN Paving in the amount of \$44,308.07
- B. Contract #1704: OMG Midwest, Inc DBA MN Paving in the amount of \$74,715.78

Approve the hiring of:

- A. Christine Dillon, Eligibility Worker, effective May 24, 2023, \$20.90 per hour, Grade 6, Step 1
- B. Makenna Moe, full-time Corrections Officer, effective June 5, 2023, \$23.16 per hour, Grade 7, Step 1
- C. Andriana Booker, part-time Dispatcher, effective May 31, 2023, \$23.16 per hour, Grade 7, Step 1
- D. Cara Kuhn, part-time Dispatcher, effective May 31, 2023, \$23.16 per hour, Grade 7, Step 1

Consider approval for:

- A. Senior Agent Taylor Gustafson to attend Decision Points training in Grand Rapids, Minnesota. Total cost: \$960.
- B. Adult Protective Services Social Worker Austin Lessard to attend the National Adult Protective Services Association Conference, in Boston, Massachusetts. Total cost \$3,170. All expenses will be paid by an adult protection grant received from the MN Department of Human Services.
- C. Commissioner Terry Lovgren to attend the Minnesota Association of Workforce Boards Summer Conference in Duluth, Minnesota. There is no county cost for attendance at

this conference other than mileage as Central Minnesota Jobs and Training Service will cover the cost of the hotel and event registration.

Personnel Committee Report

Commissioner Mohr stated the Personnel Committee met on May 8, 2023. The Personnel Committee made the following recommendations:

A. Highway

- i. Acknowledge the retirement of Maintenance Mechanic Derek Johnson, effective August 25, 2023, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

B. Sheriff's Office – Jail

- i. Acknowledge the resignations of Corrections Officer David Pangerl and Corrections Officer Hayden Brown, effective April 22, 2023, and approve backfill of the positions and any subsequent vacancies that may occur due to internal promotions or lateral transfers.

**Motion** by Commissioner Mohr to approve Personnel Committee Report items 1.A.i. and 1.B.i. Second by Commissioner Ludwig. Motion carried 5-0.

B. Sheriff's Office – Jail (continuation)

- ii. Recommend negotiating a memorandum of understanding to eliminate step 1 and relabel the pay chart for correction officers and dispatchers Step 1- Step 5 / Year 9 / 15-year performance and to authorize a retention bonus in amounts from \$1,000 - \$5,000 based on years of service and part-time or full-time employment.

**Motion** by Commissioner Mohr to approve Personnel Committee Report item 1.B.ii and authorize the county administrator to negotiate a Memorandum of Understanding for implementation. Second by Commissioner Lovgren. Motion carried 5-0.

C. Assessor's Office

- i. Acknowledge the resignation of Property Appraiser Shona Hughes, effective April 27, 2023, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotions or lateral transfers.

D. Health & Human Services

- i. Approve the temporary staffing plan to assist with the increased workload from the end of peace time emergency waivers and to delegate to the administrator authority to adjust the plan as necessary and if within the total state allocation. The estimated one-year cost is \$158,500. The state has allocated \$225,301 to Pine County for these costs.

E. Administration

- i. Acknowledge the retirement of Extension Administrative Assistant Roxanne Orvis, effective May 31, 2023, and authorize a full-time backfill of the position, and approve the updated job description, and authorize backfill of any subsequent vacancies that may occur due to internal promotion or lateral transfer.

F. Sheriff's Office – Chief Deputy Pay

- i. Recommend an annual performance increase under section 10 of the county policy manual and set the chief deputy salary at \$110,552, effective May 26, 2023.

**Motion** by Commissioner Mohr to approve Personnel Committee Report items 1.C.i. through 1.F.i. Second by Commissioner Ludwig. Motion carried 5-0.

With no further business, Chair Hallan adjourned the meeting at 10:54 a.m. The next regular meeting of the county board is scheduled for Tuesday, June 6, 2023 at 10:00 a.m., Board Room, Courthouse, 635 Northridge Drive NW, Pine City, Minnesota.

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Stephen M. Hallan, Chair  
Pine County Board of Commissions

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

**The full text of the board's Minutes are available at the County Administrator's Office and the county's website ([www.co.pine.mn.us](http://www.co.pine.mn.us)). Copies may also be requested from the administrator's office.**

**Pine County Chemical Health Coalition Minutes**  
**May 11, 2023**  
**Online**

***Coalition Mission Statement***

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

**Attendance:**

Cara Keinanen, *Essentia Health*  
Tim Burkhardt, *Hinckley City Council*  
Sherry Johnson, *Pine Co Juvenile Probation*  
Terry Lovgren, *Pine County Commissioner*  
Melissa Johnson, *Willow River Schools*  
Jeff Nelson, *Pine County Sheriff*  
Loretta Monson, *Celebrate Recovery at Journey North Church*  
David Minke, *Pine County Administrator*  
Patti Miller, *Regional Prevention Coordinator*  
Becky Foss, Hailey Freedlund, Jenae Hicks, Karen Jansen, Samantha Lo, *Pine Co Health & Human Services*

**1. Call to Order**

The meeting commenced with Becky Foss at 4:01 pm. The group was welcomed and thanked for coming.

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

*Terry Lovgren motioned to approve the agenda, Sam Lo seconded, and the motion carried.*

**3. Review Minutes of March 9, 2023**

*Terry Lovgren moved to accept the 3/9/23 meeting minutes. Sam Lo seconded the motion, and the minutes were accepted.*

**4. Financial Report**

Karen Jansen reviewed the 1st quarter report from Michelle Kelash. The bottom-line balance was \$15,106.33. The coalition received \$728.81 in statutory fees from felony and gross misdemeanor drug convictions. There were no expenses.

*Becky Foss motioned to accept the financial report. Sam Lo seconded, and the information was approved.*

**5. Samantha Lo**

**a. Opioid Forum Recap**

- 200 people reserved a place at the forum: slightly fewer attended.
- Received great feedback; 4.8 out of 5 stars!
- Comments from attendees included: appreciation, happiness with speakers, liking the variety and the pace of the evening, and being interested in more events.

**b. Opioid Lawsuit Settlement**

- Public Health is thinking through the next steps.
- They are finding ways to support the Jail Administration through inmate education and planning a tablet that people can use to view information and resources.
- They have also been working on an overdose outreach strategy with the Sheriff's Office, offering help to 11 people and connecting with three with resources for individuals and families. One person shared that they had been sober for 100 days.

- It is time to address the 2024 budget needs. Will they keep these strategies and implement other ideas?
- PH will be meeting with municipalities for feedback on their communities.
- Terry L. recently had a meeting with the Mille Lacs band. Sam Moose expressed interest in the Opioid Settlement strategy. She will send his contact information to Sam Lo.
- The group has found that others who received settlement funds have not done much yet. Some are surveying. Others are not seeing overdose numbers show up as we have.
- Public Health could promote its successes for the budget season.

## 6. News from the Schools

### Melissa Johnson

- The year is flying by, and Willow River schools are busy wrapping up.

## 7. Training/Volunteer/Event Reports from Members

- Terry Lovgren** has been attending the ECHO series. A recent session discussed teens and opioids. She learned that when breweries inject THC into beer, it takes effect later. She appreciates the work of Public Health as things will most likely get more difficult in the future in Minnesota.
- Does this change the role of our coalition?** Concerns include cities having little local control over laws, what is in the products being sold, and proper testing for THC impairment in drivers. The idea was expressed that just because it's legal doesn't mean it's safe. The effect of endorsement from the government is that it's okay. There are concerns that misinformation will be a problem. Youth messaging needs to be pushed out. Teaching prevention in schools and encouraging active, busy kids and healthy adults will continue to be necessary. We will discuss our role more in July when we see what laws are passed.
- Patti Miller** presented upcoming training and resources. Email [Patti.Miller@co.kanabec.mn.us](mailto:Patti.Miller@co.kanabec.mn.us) for more details.
  - Let's Talk 101 & 102 Training
  - [Program Sharing Conference](#)
  - SUMN.org has MSS and other data. They will create a data set for Pine County and come to a coalition meeting.
  - MN Injury Data Access System (MIDAS)
    - Alcohol, Drug Overdose, Injury Data
  - [Chisago County Sextortion, Vaping/Drugs, Mental Health Resources](#)

## 8. Next Meeting – Thursday, July 13<sup>th</sup>, 4:00 pm, online

- Adjournment** – The meeting ended at 4:47 pm. *Terry Lovgren made a motion, Samantha Lo seconded, and the meeting was adjourned.*



**MINUTES  
PINE COUNTY ZONING BOARD  
April 27, 2023, 6:00 p.m.  
North Pine Government Center  
1610 Hwy 23 N Sandstone, MN**

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

**Staff Present:** Caleb Anderson, Land & Resources Manager; Erin Hoxsie, Office Support Specialist

**Others Present:** Ami Stenseth, Tanner Mikrot, Gordon Eaton, Jacob & Deanna Koenig (Zoom), Danielle Hoffman (Zoom), unidentified Zoom participant

**CALL TO ORDER**

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

**APPROVAL OF AGENDA**

**Motion** by Schifferdecker to approve the agenda. Second by Nelson. Motion carried, 7-0.

**APPROVAL OF MINUTES- MARCH 23, 2023 MONTHLY ZONING MEETING**

**Motion** by Thomson to approve the minutes of the March 23, 2023 monthly zoning meeting. Second by Rys. Motion carried, 7-0.

**STENSETH CUP REQUEST:** 22927 Rosebush Dr, Pine City (PID: 08.5181.000)

*The applicant has requested a conditional/interim use permit to operate a vacation rental, consistent with Section 4.43 of the Pine County Shoreland Management Ordinance.*

Anderson walked through the details provided in the staff report. He stated that the Minnesota Department of Health requires licenses for short-term rentals. The County permit is a prerequisite to receive the license. The MDH monitors the health and safety of these rentals. Anderson read a letter of support from Julie Berglund, who lives on Cross Lake.

The applicant stated the house is a 2-bedroom house but operates as a 3-bedroom because of the large loft. Anderson asked if she had a maximum occupancy. Ms. Stenseth stated she would limit occupancy to 6 people but would allow 7 as an occasional exception. She is not interested in renting to large groups or partiers. Rys asked if there was a dock and if renters would be allowed to bring their own motorized boats. Ms. Stenseth stated there is a dock and she would allow renters to bring 1 motorized boat that would need to be launched from the public launch.

Chair Orvis opened the public hearing at 6:10pm. No members of the public spoke. Public hearing closed at 6:10pm.

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

- 1.) The applicant adequately demonstrates they will maintain safe and healthful conditions. The house is on a large lot, meets all setbacks, and will have limited occupancy.
- 2.) The use does not pose a risk due to floodplains and floodways of rivers and streams. The project is outside of the mapped 100-year floodplain.

- 3.) The site does not pose a risk to erosion potential of the site.
- 4.) The location of the site is acceptable with respect to existing or future access roads. The volume of traffic shouldn't be any different than if the property was owner occupied.
- 5.) A shoreland location is needed because of the desire to rent a property on the lakeshore.
- 6.) The visibility of the structures as viewed from the public water is limited due to tree coverage.
- 7.) The site plan is adequate for water supply and on-site sewage treatment. The property is connected to public sewer.
- 8.) The types and number of watercraft are suitable for the public water as long as they're limited. Watercraft is limited to one motorized guest boat.
- 9.) The proposed use is compatible with the uses on adjacent lands.
- 10.) The proposed disposal system is adequate for the liquid waste to be generated.
- 11.) The proposed use will not be detrimental to the use and enjoyment or property values of other properties within 500' of the subject property, under appropriate conditions.
- 12.) The site plan provides adequate off-street parking.

**Motion by Rys** to approve an interim use permit to use an existing seasonal recreational dwelling as a vacation rental by owner as proposed, with the following conditions:

1. Quiet hours from 11pm-7am.
2. Limit of 1 motorized guest boat.
3. Owner must maintain a local property manager or be available for guests and complaints.
4. Occupancy limited to 6 people, 7 occasionally.
5. A license from the MDH must be obtained before operating.
6. No on-street parking.
7. Limit of 3 ATVs/snowmobiles may launch from property.
8. The interim use permit shall expire upon conveyance of the property.

Second by Thomson. Motion carried, 7-0.

### **GORDON EATON SUBDIVISION DISCUSSION**

Zoning board input was requested regarding a minor subdivision in Kettle River Township on parcel 17.0078.002. On 4/6/2023 Gordon Eaton applied for a minor subdivision to divide a 10.3-acre parcel from a 126.1-acre parcel. The 10.3-acre parcel is shoreland property on an unnamed stream. The property two non-wetland areas sized at 0.8 acre and 1.0 acre, and approximately 8.5 acres of wetlands. The 1.0 acre non-wetland area is not accessible on the property as it is bisected by a creek and wetland area. The 0.8-acre non-wetland area has an existing storage building. Staff feel that due to the fact there is not room to build a dwelling, well, and septic system it is questionable whether this subdivision should be approved.

Staff have two concerns for approving this minor subdivision:

- 1.) Section 4.01.03 of the Pine County Subsurface Sewage Treatment Systems Ordinance requires two locations where a Type I septic system can be installed. There are two locations, however, once a well is installed on this property it will be extremely difficult, if not impossible, to install an SSTS while meeting all setbacks including the well setback.
- 2.) Section 7.1 of the Pine County Shoreland Management Ordinance states that each lot created through subdivision "must be suitable in its natural state for the proposed use with

minimal alteration. The land suitability analysis shall consider susceptibility to flooding, existence of wetlands..."

Thomson asked the applicant why he wanted to split the lot if it was non-buildable. Mr. Eaton responded that he has no use for the land with the building on it, so would like to sell it to an interested buyer, while keeping the remaining lot as hunting land. Kettle River Township requires 1-acre of high-ground, which the parcel has, even though it is not all accessible.

The zoning board discussed whether it was appropriate to attach a deed restriction to the property at the time of sale stating a house with a septic system could not be built. It was agreed that calling it "non-buildable" achieved the same outcome.

**Motion by Thomson** to recommend approval to Zoning staff to approve the minor subdivision as a non-buildable lot.

Second by Schifferdecker. Motion carried, 7-0.

### **SHORELAND ORDINANCE DISCUSSION**

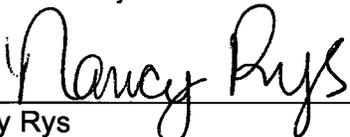
Anderson presented findings from the discussion with the Pine County Coalition of Lake Associations regarding proposed shoreland ordinance updates. The findings are filed with the Pine County Zoning Department. In review of the findings the Zoning Board provided the following feedback:

- 1.) The group felt tent site camping (rather than RV camping), should be allowed in the residential zone with more lenient requirements than RV parks.
- 2.) Limiting the number of vacation rentals on each lake could be problematic. Some operators may only intend to rent their properties on a very limited basis. There could be fairness issues with denying applications once the density limit is hit. Rivers would not have a similar standard. The group prefers language that does not limit density of vacation rentals on each lake.
- 3.) Wedding/event venues could be allowed as a permitted use for wedding venues that have fewer than six events per year, however, it seems like a cleaner process would be to have all wedding/event venues require a CUP/IUP. Additionally, some events might be more problematic than others. Requiring a CUP allows the Zoning Board to look at specifics on the type of events.
- 4.) The group prefers that home-based business be allowed as a permitted use, provided that certain standards are met. The county currently allows them as CUP but has not processed a CUP application in the last seven years for this type of use. It is likely to be a fairly sedate issue.

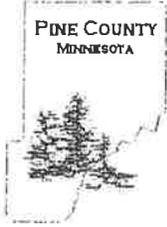
Staff will bring draft language reflective of this direction to the next Zoning Board meeting.

### **ADJOURN**

Chair Orvis adjourned the meeting at 7:30 pm.

  
\_\_\_\_\_  
Nancy Rys  
Zoning Board Secretary

  
\_\_\_\_\_  
Les Orvis  
Zoning Board Chair



# PINE COUNTY PUBLIC WORKS

## HIGHWAY DEPARTMENT

405 Airport Road NE  
Pine City, MN 55063

Telephone 320-216-4200  
Fax: 320-629-6736  
1-800-450-7463 Ext. 4200

Mark A. LeBrun, P.E.  
County Engineer

### Pine County Land Surveyor Monthly Report

May 2023

CSAH 61, T39N R21W Section 33, Snake River bridge, research records, calculate road centerline and road right of ways. Locate and GPS road centerlines and right of way monuments. Update records.

CSAH 61, T39N R21W Section 28, research records, calculate road centerline and road right of ways. Locate and GPS road centerlines and right of way monuments. Update records.

CSAH 2, T38N R21W Section 23, Rock Creek bridge, research records, calculate road right of ways. Set GPS Control. Locate and GPS road right of way monuments. Update records.

Draft and file PLSS corner certificates generated by the Pine County Surveyor Office.

Draft and file Certificates of Survey generated by the Pine County Surveyor Office.

Provide HARN coordinate data for GIS to County Recorder as needed.

Draft and review legal descriptions for County Right of Way Dept. and County Land Dept. as needed.

Review Plats and Minor Subdivisions for County Zoning Dept. as needed.

Review and file PLSS corner certificates provided by private surveyors as needed.

Review, edit and file PLSS corner certificates created by County Surveyor as needed.

Review, edit and file Certificates of Survey created by County Surveyor as needed.

Robin T. Mathews, Pine County Surveyor

Monthly Report May 2023.doc



## COUNTY BOARD AGENDA REQUEST

Date of Meeting: 6/6/2023

Consent Agenda     Regular Agenda

Item Title: 2023 Pine County Solid Waste Hauler License

Department: Solid Waste

Caleb Anderson

Department Head / Sponsor signature

### Background information on Item:

Article VI of the Pine County Solid Waste Ordinance requires that commercial haulers of solid waste obtain a license from the County and provides that licenses are not transferrable.

Schmidt Lawn and Turf, LLC has applied for a license and staff have verified that they meet ordinance requirements.

### Action Requested:

Authorize the County Board Chair to sign the 2023 Solid Waste Collection and Transportation License for Schmidt Lawn and Turf, LLC.

### Financial Impact:

Any expenses relating to the regulation and licensing of the waste hauler is covered by the licensing fee of \$200.



# AGENDA REQUEST FORM

Date of Meeting: June 6, 2023

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

Agenda Item: Applications

Department: Auditor-Treasurer

  
 Department Head signature

### Background information on Item:

Application for Exempt Permits:

- 19201 Woodland Acres to conduct lawful gambling on August 13, 2023 at Skol Camp, 19201 Woodland Acres S, Pine City (Chengwatana Township)
- Kerrick Firefighters Relief Association to conduct lawful gambling on September 9, 2023 at Wild horse Tavern, 88159 State Hwy 23, Kerrick (Kerrick Township).
- Moose Lake Area Chamber of Commerce to conduct lawful gambling on October 19, 2023 at Moose Lake Golf Club, 35311 Parkview Dr, Sturgeon Lake (Windemere Township).
- Ruffed Grouse Society – Rum River Chapter to conduct lawful gambling on August 5, 2023 at Wings North, 19.79 Homestead Rd, Pine City (Pokegama Township)

Application for Temporary Liquor License:

- Jack Pine Riders ABATES of MN for an event on July 7-9, 2023 at 27079 Leese Rd, Finlayson, MN (Finlayson Township)

### Action Requested:

Acknowledge applications and authorize County Auditor-Treasurer to sign the applications.

### Financial Impact:

N/A



## COUNTY BOARD AGENDA REQUEST

Date of Meeting: June 6, 2023

Consent Agenda     Regular Agenda

Item Title: Accept Donation

Department: VSO

*Rebecca Foss*

Department Head / Sponsor signature

### Background information on Item:

The Pine City VFW donated \$250 to the Veteran's Outreach Program.

### Action Requested:

Accept the \$250 donation for the Veterans Outreach Program from the Pine City VFW.

### Financial Impact:

All donations go toward outreach activities or events for the Veterans Service Office.



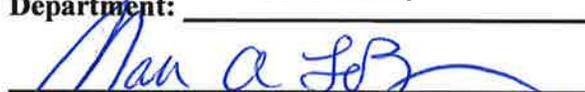
## COUNTY BOARD AGENDA REQUEST

Date of Meeting: June 6, 2023

Consent Agenda     Regular Agenda

Item Title: Easement Agreement with the City of Rock Creek

Department: Public Works

  
Department Head / Sponsor signature

### Background information on Item:

Easement agreement allows county access thru city property and the City of Rock Creek to remove and store material on county property.

Long standing agreement that has worked well for both parties.

### Action Requested:

Approve Easement

### Financial Impact:

None

## EASEMENT AGREEMENT

This agreement is made and entered into this 1st day of August, 2023 between the City of Rock Creek, a municipal corporation location in the County of Pine, State of Minnesota, hereinafter referred to as "City" and the County of Pine, State of Minnesota a municipal corporation, hereinafter referred to as "County"

1. It is agreed that the County owns the following described land, to wit:  
The North one-half of the Southeast one-quarter (N  $\frac{1}{2}$  of the SE  $\frac{1}{4}$ ), Section 28, Township 38 North, Range 20 West.  
Said being land located in the City of Rock Creek, County of Pine, State of Minnesota.
2. It is agreed that the City owns property adjacent to the above-described property over which it is necessary for the County to use for ingress and egress to the above-described property for the removal of gravel, sand, and earthen materials, described as follows to wit:  
The Southwest one-quarter of the Southeast one quarter (SW  $\frac{1}{4}$  of the SE  $\frac{1}{4}$ ), Section 28, Township 38 N, Range 20 West.
3. The City by this agreement grants to the County an easement over, though and across said property owned by the city for the purposes deemed necessary by the County for trucks and other equipment to have the right of ingress and egress over a route as agreed to by the parties for the hauling of gravel, sand and earthen materials from the first described parcel of land over the second described parcel of land to the public road bordering the south periphery of the last described parcel of land. It is further agreed that the right of use granted herein to the County by the City will apply equally to agents and contractors using said easement for the furtherance of the purpose of the County of Pine.
4. The mutual consideration in this contract is that the City will be allowed to remove from the land owned by the County sand and earthen materials without payment to the County of Pine for the cost of the material. It is not the intention of this contract to require the City to remove any material.
5. It is contemplated by both parties that at certain time it may be necessary to stock pile some of the material taken, and therefore, it is agreed that said stock piles shall be retained separately and identified separately.
6. The term of the easement agreement is for five (5) years, after which it shall automatically expire unless the parties agree to extend the easement and the right of the City to remove and store material.

IN WITNESS WHEREOF, the parties have executed this agreement.

CITY OF ROCK CREEK

By: *Ronnie Berdan*  
Ronnie Berdan, Acting Mayor

Date 4-6-23

By: *Sandra Pangerl*  
Sandra Pangerl, City Clerk Administrator

Date 4-6-2023

COUNTY OF PINE

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

Date June 6, 2023

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

Date \_\_\_\_\_

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

Date: **June 6, 2023**



# AGENDA REQUEST FORM

Date of Meeting: June 6, 2023

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

Agenda Item: Brook Park Township 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 Township of Brook Park to prosecute misdemeanor ordinances within their jurisdiction. The township receives prosecution services at a reduced rate because of economies of scale, and the county attorney's office receives revenue to help offset the costs. The contract is for the remainder of 2023.

### 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 BROOK PARK TOWNSHIP, MINNESOTA, hereinafter referred to as the “Township,” both political subdivisions of the State of Minnesota;

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

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

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

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

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

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

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

## 2. **MODIFICATION**

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

## 3. **TERMINATION OF AGREEMENT**

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

## 4. **INTEGRATION**

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

## 5. **SERVICES SPECIFICALLY EXCLUDED**

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

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

6. **PROSECUTORIAL DISCRETION**

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

7. **RELEASE AND INDEMNIFICATION**

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

8. **DATA PRACTICES**

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

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

Dated: 5-9-23

**BROOK PARK TOWNSHIP**

By: Dave Kadous  
Dave Kadous KADOUS  
Township Chair

By: Kelly Johnson  
Kelly Johnson  
Township Clerk

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

**COUNTY OF PINE**

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

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

Dated: 5-25-23

**PINE COUNTY ATTORNEY**

By: Reese Frederickson  
Reese Frederickson  
County Attorney



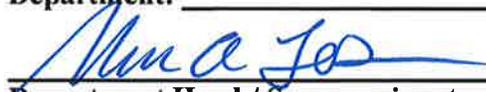
## COUNTY BOARD AGENDA REQUEST

Date of Meeting: June 6, 2023

Consent Agenda    Regular Agenda

Item Title: Final Contract #2102

Department: Pine County Public Works

  
Department Head / Sponsor signature

### Background information on Item:

Final Contract #2102 to Knife River in the amount of \$270,479.32

SAP 058-614-018	Located on CSAH 14 from CSAH 61 to CSAH 10
SAP 058-655-007	Located on CSAH 55 from CSAH 61 to CSAH 67
SAP 058-661-030	Located on CSAH 61 from the N Cty Line to City of Rutledge
SAP 058-667-002	Located on CSAH 67 from CSAH 55 to CSAH 9
CP 058-021-001	Located on Parkview Dr. from Lords Lake Rd
CP 058-127-001	Located on CR 127 from CSAH 61 to CSAH 14
CP 058-143-001	Located on CR 143 from the W Cty Line to CSAH 28

### Action Requested:

Final Contract to Knife River in the amount of \$270,479.32

### Financial Impact:

Budgeted in 2021



## COUNTY BOARD AGENDA REQUEST

Date of Meeting: June 6, 2023

Consent Agenda     Regular Agenda

Item Title: Approve new hire

Department: VSO

*Rebecca Foss*

Department Head / Sponsor signature

### Background information on Item:

Interviews were recently held for the part-time Assistant County Veterans Service Officer position. The position was offered to Daniel Burch, contingent on County Board approval. If approved, Daniel would start his employment with the county on June 12. This is a Grade 9, non-union position. Daniel's starting wage is \$26.50/hour.

### Action Requested:

Approve the hiring of Daniel Burch as the part-time Assistant County Veterans Service Officer, effective June 12 at \$26.50/hour.

### Financial Impact:

The position is budgeted in the 2023 VSO budget.



# AGENDA REQUEST FORM

Date of Meeting: June 6, 2023

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

Agenda Item: Property Appraiser

Department: Assessor

**Lorri L. Houtsma**

Department Head signature

### Background information on Item:

On May 22, 2023, interviews were conducted with two (2) candidates for the Property Appraiser’s position in the Assessor’s office. The interview panel consisted of County Assessor/Recorder Lorri Houtsma, Deputy Assessor Troy Stewart, and Human Resources Generalist Jessica Blesener.

Zachary Homan proved to be the most qualified candidate through this process and has accepted an offer contingent upon board approval. This position is a full-time (37.5 hours/week), non-exempt AFSME Courthouse union position.

### Action Requested:

Consider the hiring of Zachary Homan, Property Appraiser, in the Assessor’s office (Grade 8, Step 1 - \$23.49 per hour) effective June 14, 2023.

### Financial Impact:

This is a budgeted position with cost savings on the initial starting wage of the new hire.



# AGENDA REQUEST FORM

Date of Meeting: 06/06/2023

- County Board**
  - Consent Agenda
  - Regular Agenda
- Personnel Committee
- Other \_\_\_\_\_

5 mins.  10 mins.  15 mins.  Other

**Agenda Item:** Approve hiring Jennifer Gossen- FT Corrections

**Department:** Sheriff's Office- Jail

Heather S. Immel, 06/01/2023  
Department Head signature

### Background information on Item:

Approve hiring Jennifer Gossen as full-time Corrections Officer, effective June 7th 2023. Position is Grade 7-Step 1 with wage of \$23.16 per hour.

### Action Requested:

Acknowledge the hiring of new Corrections Officer Jennifer Gossen.

### Financial Impact:

None. Position is contained in the 2023 budget and staffing plan.

Update Date:

Approved or Denied:

Updater Sign:



# AGENDA REQUEST FORM

Date of Meeting: 06/06/2023

- County Board**
  - Consent Agenda
  - Regular Agenda
- Personnel Committee
- Other \_\_\_\_\_

5 mins.  10 mins.  15 mins.  Other

**Agenda Item:** Approve the hiring of Luke Carlson- FT Corrections

**Department:** Sheriff's Office- Jail

Heather S. Immel, 06/01/2023  
Department Head signature

### Background information on Item:

Approve hiring Luke Carlson as full-time Corrections Officer, effective June 7th 2023. Position is grade 7- Step 2 with starting wage of \$24.11 per hour.

### Action Requested:

Acknowledge the hiring of new Corrections Officer, Luke carlson.

### Financial Impact:

None. Position is contained in the 2023 budget and staffing plan.

Update  
Date:

Approved or  
Denied:

Updater  
Sign:



## COUNTY BOARD AGENDA REQUEST

Date of Meeting: June 6, 2023

Consent Agenda     Regular Agenda

Item Title: Approve Participation in the NACo High Performance Leadership Academy

Department: Administration

A handwritten signature in black ink, which appears to read "Darrell Mink". The signature is written in a cursive style and is positioned above a horizontal line.

Department Head / Sponsor signature

### Background information on Item:

The National Association of Counties sponsors the High Performance Leadership Academy (HPLA). The program is a 12-week online course designed for county leaders. Commissioner Terry Lovgren, HR Manager Jackie Koivisto and IT Manager Ryan Findell have previously completed the program. The request is to enroll up to five county staff in the program at a cost of up to \$5,000. Unused funds from the Snake River Watershed Management Board appropriation can be used for this training.

### Action Requested:

Approve the use of up to \$5,000 of funds from the Snake River Watershed Management Board (SRWMB) allocation (01-613-6917) to enroll up to five county staff in the online NACo High Performance Leadership Academy.

### Financial Impact:

\$5,000

This is a 12-week online program with content provided by industry leading executives. The curriculum provides best practices in leadership, organizational development and change management, negotiation and collaboration, effective business communication, and how to deliver increased value from high performance county management.

## Example Schedule and Course Content

### Course 1: Leadership Mindset & Positive Engagement

This course provides insights from members of the program's National Leadership Board on the ways leaders shift their mindset from being excellent individual contributors to becoming highly effective leaders. The course also focuses on increasing empowerment and engagement to achieve individual, team and enterprise success. The second half of this course demonstrates how leaders enable "positively deviant" performance and engender positive culture and communication.

### Course 2: Leading Effective Change

The emphasis of this course is to prepare participants to engage in change initiated by others and to drive effective change as an active change agent. This course illustrates three facets of organizational change, including planning, executing and sustaining successful change. A balance of theoretical and pragmatic insights allows participants to understand the strategic, financial or market-based reasons for change and drive toward breakthrough results.

### Course 3: Communication and Collaboration

Participants learn and practice the skills needed to improve the quality of interpersonal communication in a variety of contexts. Participants will learn how to effectively speak the language of business and convey information across diverse stakeholder groups, as well as break down silos between business divisions to drive better decision making. Each participant will understand effective communication as it relates to leading others, managing conflict, providing and receiving feedback, and negotiating with the Mutual Gains Approach.

### Course 4: Leading High Performance Teams

This closing course focuses on measures, metrics, and practices used across the enterprise to achieve high performance. Participants learn that business results – values and benefits – may differ from one company to the next and even from department to department within a single company, but the consistent variable is It's All About People.

### COURSE 1: July 31<sup>st</sup> – August 25<sup>th</sup>

Module 1: Your Leadership Mindset  
Module 2: Your Potential as a Positive Leader  
Module 3: Positive Leadership and Your Team: Empowerment & Engagement  
Module 4: Leadership Rules and Your Oath

### COURSE 2: August 28<sup>th</sup> – September 29<sup>th</sup>

Module 1: The Process of Change: Planning  
Break Week: September 4<sup>th</sup> – September 8<sup>th</sup>  
Module 2: The Process of Change: Executing  
Module 3: The Process of Change: Sustaining  
Module 4: Leadership Rules and Your Oath

### COURSE 3: October 2<sup>nd</sup> – October 27<sup>th</sup>

Module 1: Speaking the Language of Business  
Break Week: October 9<sup>th</sup> – October 13<sup>th</sup>  
Module 2: Positive Communications  
Module 3: Mutual Gains Approach

### COURSE 4: October 30<sup>th</sup>- November 3<sup>rd</sup>

Module 1: It's All About People  
Graduation: November 3<sup>rd</sup>



“Many frontline managers are exactly the people we cannot afford to lose. The NACo High Performance County Leadership Academy helps to retain these vital employees and helps enable them to be better leaders.”

Matt Chase, Executive Director, NACo



# AGENDA REQUEST FORM

Date of Meeting: June 6, 2023

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

Agenda Item: Assessor Licensing Courses

Department: Assessor

**Lorri L. Houtsma**

Department Head/Supervisor Signature

### Background information on Item:

The State Legislature passed Statute 270C.9901 stating any individual who appraises or physically inspects real property in determining its valuation or classification for property tax purposes must obtain licensure as an Accredited Minnesota Assessor.

To become an Accredited Minnesota Assessor our staff must:

- a) Complete one 30-hour assessment laws and procedures course;
- b) Complete one 30-hour residential appraisal principles course;
- c) Complete one 30-hour residential appraisal procedures course;
- d) Complete one 30-hour mass appraisal basics course;
- e) Complete two 30-hour income courses;
- f) Complete one 15-hour property type specific course;
- g) Complete one residential form appraisal report; and
- h) Complete the residential case study exam.

### Action Requested:

Consider attendance by Jolene Sievert to attend the following courses:

Basic Appraisal Principles course from July 10-13, 2023, in St. Cloud, Minnesota;  
Basic Appraisal Procedures course from August 7-10, 2023, in St. Cloud, Minnesota; and  
Mass Appraisal Basics course from September 11-14, 2023, in St. Cloud, Minnesota.

### Financial Impact:

The total for these courses is \$1,455. No lodging expenses will be incurred. Meals are not included and are estimated at \$68. Mileage is estimated at \$193.88. All expenses are within the 2023 Assessor's office budget.

**Pine County Insurance Committee  
Minutes  
Monday, May 18, 2023 – 10:00 a.m.  
Pine County Courthouse**

Members present: Commissioner Lovgren, Commissioner Matt Ludwig

Others present: David Minke, Kelly Schroeder, Jackie Koivisto, Jennifer Frederickson, Jessica Blesener, Jodi Blesener, Shawn Linnell, Yvette Weis, Samantha Lo, Debbie Gray, Josh Laven, IBEW Representative, Gallagher Consultants: Jessica Nikunen, Austin Melnychuk, Sue Frick

**1. Call to order**

Commissioner Ludwig called the meeting to order at 10:00 a.m.

**2. Review Agenda**

**3. Gallagher Team Introduction**

The new Gallagher consulting team was introduced to the committee: Area Vice President, Jessica Nikunen, Employee Benefits Consultant, Austin Melnychuk, and Sue Frick, Senior Client Manager.

**4. Pine County Health Fair**

Community Health Services Administrator Samantha (Sam) Lo led a discussion on a proposed health fair for county employees. Public Health conducted an employee survey earlier in the year to gauge interest in this event. Survey response was high with over 50% of employees responding. Half of the respondents said they would attend the event and 30% said they would consider attending depending on what activities were offered. Possible activities include: food trucks, healthy snacks, on-site chair messages, mental health resilience speaker, health screenings, yoga, local vendors. Gallagher will contact our insurance vendors to see if they will donate swag. The tentative date for the health fair is October 5, 2023.

Sam asked if the committee would consider dedicating \$5,000 in funds to the health fair from the remaining United HealthCare (UHC) funds ear-marked for wellness activities.

**Motion** by Commissioner Lovgren to recommend using up to \$5,000 of the remaining UHC wellness fund for a county employee health fair. Second by Commissioner Ludwig. Motion passed unanimously.

**5. National Health Emergency Ended**

- a. National Emergency Ends – Special enrollment periods will end on July 10, 2023, 60 days after the end of the National Emergency. Special enrollment periods include: HIPPA enrollments, COBRA election periods and claim filing deadlines.
- b. Public Health Emergency Ended – The public health emergency ended May 11, 2023. Effective May 12, 2023, standard medical insurance coverage will apply to: COVID testing and related office visits and labs, over-the-counter COVID testing will not be covered, COVID vaccine/booster will be subject to preventive benefit coverage.

Sam Lo commented that Public Health is not planning vaccination clinics since the federal government will no longer provide funding.

**6. Claims Update**

Jessica reviewed 2022 claims and administrative costs. Total gross plan costs were \$4,396,915 compared to the budgeted amount of \$3,583,569 resulting in a shortfall of \$813,346.00 (122.7% loss ratio).

There were 4 large claims that exceeded the \$200,000 stop loss limit and are covered by the stop loss insurance resulting in a credit to the county in the amount of \$347,060.

The county will owe \$200,000-\$300,000 to UHC in claims runout (terminal liability) due to exiting the plan. Gallagher will continue to monitor the situation and will advise the county of the final payout.

Jessica reviewed first-quarter BCBS claims. Total plan costs are approximately \$100,000 less than expected resulting in a favorable loss ratio of 89.9%. This favorable loss ratio is expected in the beginning of the year.

Austin reviewed first-quarter dental claims. Total plan costs exceed premiums by approximately \$8,000 resulting in an unfavorable loss ratio of 126.8%.

## **7. Benefit Review**

The Gallagher team provided a 2023 benefit overview:

- Medical & Dental: Will continue to monitor claims. Employee feedback was positive regarding the change from UHC to BCBS. We have experienced fewer service issues and prescription drug out-of-pocket costs seem to be less. Dental rates are guaranteed through 2023. We will request bids for 2024 coverage.
- Vision: Rates are guaranteed through 2024. The change from Superior Vision to MetLife in 2023 has given more local provider options.
- Voluntary Life Insurance: Rates are guaranteed through 2023. We will request bids for 2024 coverage.
- Long and Short-Term disability rates are guaranteed through 2024. We will review coverage levels to make sure they are adequate.
- FSA/VEBA/HSA: Discussion held regarding the transition from Further to MedSurety. There were initial start-up issues with fund withdrawals/repayments and procedural changes that included providing receipts for Flexible Spending and VEBA account reimbursements. These issues appear to have been resolved. Customer Service has been excellent.

## **8. 2023 Timeline**

June-July 2023

- Deliver medical plan renewal
- Determine next steps on life/dental insurance renewal

August-November 2023

- Update benefit books with annual notices
- Open enrollment meetings

December 2023

- Open enrollment data provided to carriers

## **9. Adjourn**

With no further business, the meeting was adjourned at 11:00 a.m.



**MINUTES**  
**PINE COUNTY TECHNOLOGY COMMITTEE**

District 1      Commissioner Hallan  
District 2      Commissioner Mohr

**Tuesday May 23rd, 2023 9:00 a.m.**  
**Steve Chaffee Conference Room**  
**Pine City, MN**

Present: Commissioner Hallan, Commissioner Mohr, IT Manager Ryan Findell, IT Specialist Sr. Kent Bombard, County Administrator David Minke, Child Support Supervisor Jodi Blesener, Jail Administrator Rodney Williamson, HR Manager Jackie Koivisto, County Auditor/Treasurer Kelly Schroeder

1. Called meeting to order at 9:00am
2. Tax and CAMA Project Update
  - County Auditor/Treasurer Kelly Schroeder gave an update on the new Tax and CAMA software implementation that went live on March 21<sup>st</sup>, 2023. The data conversion and go live of the project was successful. The new system will speed up many processes but will take time to learn and implement. Pine County had been using the previous system since 1989.
3. April Internet Outage
  - IT Manager Ryan Findell gave a presentation of the incident report for an internet outage that occurred on April 6<sup>th</sup>. The presentation included lessons learned with a follow up with the State of MN and Midco service providers. The incident occurred due to an issue with a fiber strand between the courthouse and Pine Technical and Community College. The committee discussed what happened and what we were able to learn and plan to implement to keep operations running in the future. The service provider has updated their system to better identify the local fiber route. The courthouse remained up due to the redundant state internet connections while the satellite buildings were out. A redundant connection in sandstone would eliminate the single point of failure.

#### 4. Pine County Fiber Connection Overview

- IT Manager Ryan Findell presented a current location and route map of all county fiber connections, including dark fiber and leased fiber from the State of MN.

#### 5. Courthouse Networking Project Review

- Discussion was held on network switch upgrades. The proposed project would replace the internal networking equipment used by all county devices and would upgrade aging equipment and facilitate a more robust disaster recovery. Due to the complexity and amount of equipment, the project could be split into three phases. Discussion on funding will be held during the 2024 budget meetings.

#### 6. Cyber Security Review

- IT Specialist Sr. Kent Bombard and IT Manager Ryan Findell will be presenting the current cyber security risks and how the county approaches cyber security incidents at the May 2023 Management Team meeting. The presentation is to update management staff and provide tabletop exercises to better the county's response during a cyber security incident.

#### 7. Disaster Recovery

- Discussion was held on the current disaster recovery policy and implementation.

#### 8. Payroll Project

- HR Manager Jackie Koivisto and County Auditor/Treasurer Kelly Schroeder gave an update to the migration from our current payroll system on the AS400 to the existing HR management system.

#### 9. Dotgov Domain Name Change

- IT Manager Ryan Findell submitted the registration letter to secure the domain of pinecountymn.gov. The county will run both the co.pine.mn.us and pinecountymn.gov domains simultaneously and plan to change the website domain during the website rebranding at the completion of the marking project.

#### 10. Adjourned at 10:41 am



# COUNTY BOARD AGENDA REQUEST

Date of Meeting: June 6, 2023

Consent Agenda     Regular Agenda

Item Title: Property Forfeiture Cancellation

Department: Auditor-Treasurer

  
Department Head / Sponsor signature

### Background information on Item:

On May 10, 2023 the forfeiture of property due to unpaid 2019 property taxes was completed in accordance with Minnesota Statute 281.23. Unfortunately, one of the property owners facing forfeiture paid in time to halt the forfeiture; however, due to administrative error (applying the payment to their 2023 property taxes instead of the delinquent years) the property forfeited.

Minnesota Statute 279.33 and 279.34 provide a framework for the County to cancel the forfeiture via County Board Resolution.

### Action Requested:

Consider Resolution 2023-30 cancelling the forfeiture of the property described as Lot 60, Block 1, Pathfinder Village, 2<sup>nd</sup> Addition.

### Financial Impact:

N/A

**Pine County Resolution  
Cancelling Property Tax Forfeiture  
Resolution No. 2023-30**

**WHEREAS**, the Pine County Auditor-Treasurer's Office completed the property tax forfeiture process in accordance with Minnesota Statute 281.23 on which land is situated in the County of Pine, Minnesota, and described as follows, to-wit:

Lot Ninety-Nine (60), Block One (1), Pathfinder Village 2<sup>nd</sup> Addition  
Parcel 09.5158.000

**WHEREAS**, the property owners had paid their delinquent taxes which should have prevented the forfeiture of said property; however, due to administrative error the property was forfeited;

**WHEREAS**, the Auditor's Certificate was executed on May 10, 2023 and recorded as Document 575802 in the Office of the Pine County Recorder on May 11, 2023 including the said described property;

**NOW THEREFORE BE IT RESOLVED**, that the Pine County Board of Commissioners recognizes the administrative error and requests the cancellation of the property tax forfeiture in accordance with Minnesota Statutes 279.33 & 279.34.

**DATED** this 6<sup>th</sup> day of June, 2023.

Attest:

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

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



## COUNTY BOARD AGENDA REQUEST

Date of Meeting: June 6, 2023

Consent Agenda     Regular Agenda

Item Title: Jail State Capital Investment (Bonding) Request

Department: Sheriff's Office / Administration

A handwritten signature in black ink, which appears to read "Dan L. Menke". The signature is written in a cursive style.

Department Head / Sponsor signature

### Background information on Item:

Construction on the current Pine County jail began in 2006 and the facility became operational in 2008. Over time, demographics and regulatory requirements have changed resulting in the need to conduct a comprehensive evaluation of the facility and its operations.

The county contracted with the BKV group to review and assess the following primary issues:

- Lack of adequate intake area
- Lack of adequate classification and separations in the male housing units
- Lack of adequate separations and the need for recreation in the female unit
- Improved observation into the kitchen

The BKV group presented their recommendations in January 2023. Based on these recommendations, the county has worked to develop a cost-effective plan for implementation. The initial cost estimated was approximately \$5 million. Based on reducing the scope to essential items, the cost has been reduced to about \$3 million.

The deadline for the preliminary application to be considered as part of the capital investment program in the 2024 legislative session is June 16, 2023.

Attached is a resolution authorizing and supporting the application.

### Action Requested:

Consider Resolution 2023-31, a resolution supporting an application to the state capital investment program for improvements at the Pine County Jail.

## **Pine County RESOLUTION 2023-31**

### **A Resolution Supporting an Application to the State Capital Investment Program**

**WHEREAS**, the Pine County jail was opened in 2008 as a Class III secure detention facility designed to confine adult male and female pre-trial, pre-sentence, and sentenced inmates and juveniles temporarily up to prescribed limits;

**WHEREAS**, legal requirements, demographics, and best management practices have changed since 2008 when the jail was opened. In 2022, Pine County completed an assessment of the jail to review facilities and operations and make recommendations; and

**WHEREAS**, Pine County desires to implement recommended changes to ensure compliance with current legal requirements, improve inmate management, and enhance correction officer and inmate safety.

**NOW, THEREFORE, BE IT RESOLVED** the Pine County Board of Commissioners authorizes and supports an application to the Minnesota Capital Investment Program to help fund needed improvements at the Pine County jail.

Approved this 6<sup>th</sup> day of June, 2023 at Pine County Minnesota

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Stephen M. Hallan, Chair  
Pine County Board of Commissioners

ATTEST:

---

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

**UNAPPROVED**  
**Pine County Housing & Redevelopment / Economic Development Authority**  
**Meeting Minutes – May 31, 2023 1:00 PM**  
**North Pine Government Center - 1602 Hwy 23 No., Sandstone, Minnesota**

**Members present:** Mary Kay Sloan, Traver Gahler, Henry Fischer

Members absent: Rick Lewis, Leaha Jackson

**Pine County Commissioners present:** JJ Waldhalm

**Others present:** HRA/EDA Executive Director/County Administrator David Minke, Economic Development Coordinator Lezlie Sauter. Attending via video, President of SMR Management, Inc. Joleen Pfau (video), County Auditor/Treasurer Kelly Schroeder, Senior Municipal Advisor with Ehlers, Todd Hagan.

1. Chair Sloan called the meeting to order at 1:00 PM.
2. The pledge of allegiance was said.
3. Public comments. Rebecca (Becky) Niedzielski, a resident at Sandstone Manor, noted a concern with the security/entry/buzzer system at Sandstone manor. It was reported that several apartments are unable to use the phone system and/or buzz visitors in. a Maintenance request was submitted on February 17, 2022. Niedzielski submitted a repair request to the board on behalf of those residents and also submitted an additional list of maintenance concerns. Chair Sloan directed that Pfau and Minke review the items and report back to the board at the June meeting.
4. *Motion by Fischer to approve the agenda, seconded by Gahler. Motion carried 3-0.*
5. *Motion by Gahler, seconded by Fischer to approve minutes of the April 26, 2023 board meeting. Motion carried 3-0.*
6. There was no correspondence.
7. The HRA/EDA Commissioners' expense claims forms were reviewed. *Motion by Gahler, seconded by Fischer to approve expenses as presented. Motion carried 3-0.*
8. Operational Reports (SMR Management)
  - 8.1 The management and financial reports for April were presented by Pfau, noting the amount in the operating and reserve accounts as well as the positive cash flow. There are two vacancies at Finlayson Manor. Pfau noted the seal coating that was done last fall is deteriorating and is covered under the contractor warranty and will be replaced by the contractor. SMR will get additional bids on the boiler work. *Motion by Fischer to accept the reports as presented, seconded by Gahler. Motion carried 3-0.*
  - 8.2 The investment report was given by Schroder, with a request to consider investment options as presented. *Motion by Fischer, seconded by Sloan to reinvest the approximately \$95,000 in the money market into a six-month certificate of deposit.*
9. Tax Increment Financing / Tax Abatement Overview

Todd Hagan, Senior Municipal Advisor from Ehlers gave an overview of Tax Increment Financing and Tax Abatement, how they are similar and how they are different and used as tools to help spur development and accomplish projects.

10. Public Officials Liability Insurance Coverage

Executive Director Minke gave a brief overview of the quote from the existing carrier with its renewal cost of \$968.00 in August 2023. *Motion by Gahler, seconded by Fischer to approve renewing the insurance coverage. Motion carried 3-0.*

11. Tax Forfeit and Redevelopment Properties Review

Auditor/Treasurer Schroeder and Economic Development Coordinator Sauter gave an overview of the properties that are on the tax-forfeit auction list for September 2023, noting the redevelopment potential of certain properties. Sauter identified the old creamery building (PID 38.5040.000) in Finlayson as a property to consider for redevelopment. Staff have had preliminary discussion with the city of Finlayson on the property which is dilapidated. *Sloan made a motion to contact the City of Finlayson and propose that if the city were interested in working with the county HRA/EDA to redevelop the property, the city should request the county board remove the property from the auction to allow time to collaboratively develop a plan to achieve the City's goals and vision for the property. Motion carried 3-0.*

12. Development Project Updates

Sauter reviewed the development project update with the Board, including a report from the Minnesota Cities Participation Program and upcoming events and training opportunities.

13. Committee Reports

- 13.1 Facility Management: Gahler reported on the review that was conducted on the North Court property. They have additional information to obtain, but everything looks positive.
- 13.2 Board Policies: Sloan acknowledged that within the Commissioner training over 40 policies were noted as being highly important. Sauter will send the list to Minke for cross referencing with County policies.
- 13.3 Housing and Development Projects: Sauter gave an update on a home in Kerrick that could have been an opportunity for acquisition/rehabilitation or acquisition/demolition.

14. Member Reports/Updates

No updates to report.

15. Adjourn With no further business, the meeting was adjourned at 3:15 PM

Next regularly scheduled HRA-EDA board meeting will be on June 28 at 1PM at the North Pine Government Center, Sandstone, Minnesota.

ATTEST:

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David J. Minke  
Executive Director

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Mary Kay Sloan  
Board Chair