



**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**