

# **ADDITIONS/REVISIONS/CORRECTIONS**

**Regular Meeting  
September 19, 2023**

## **Addition**

### **1. Consent Agenda Item 7.B: Contracts / Agreements**

Consider approval of the Office of Justice Programs Crime Victim Services 2024 Grant Agreement in the amount of \$70,000, and authorize Board Chair and County Administrator to sign. The grant is used to cover most of the costs of the Victim Services Coordinator's position and program. There is no match requirement.

### **2. Regular Agenda Item 7.1: Consideration of Scheduling Special Meeting**

Consider scheduling a special meeting for the purpose of touring the 49er Training Center, October 24, 2023, 10 a.m., at the 49er Training Center, 40276 Fishtail Road, Hinckley, Minnesota.

## **Revision**

### **1. Upcoming Meetings: 11G: September 26, 2023 Technology Committee meeting CANCELLED**



## AGENDA REQUEST FORM

Date of Meeting: September 19, 2023

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

Agenda Item: Victim Services OJP Grant – signature needed

Department: Pine County Attorney's Office

//s// Reese Frederickson  
Department Head signature

### Background information on Item:

The Pine County Attorney's Office receives a yearly federal grant administered through the MN DPS for \$70,000 to cover most of the costs of the Victim Services Coordinator's position and program. The office has received the grant for the last 5 years.

### Action Requested:

Board approval (board chair's signature in the "grantee" section).

### Financial Impact:

Positive! The county attorney's office will receive \$70,000 which will cover most of the Victim Services Coordinator's salary.



<b>Minnesota Department of Public Safety (“State”)</b> Office of Justice Programs 445 Minnesota Street, Suite 2300 St. Paul, MN 55101-2139	<b>Grant Program:</b> Crime Victim Services 2024 <b>Grant Contract Agreement No.:</b> A-CVS-2024-PCAO-108
<b>Grantee:</b> County of Pine Attorney’s Office 635 Northridge Drive NW, Suite 240 Pine City, Minnesota 55063	<b>Grant Contract Agreement Term:</b> <b>Effective Date:</b> 10/1/2023 <b>Expiration Date:</b> 9/30/2024
<b>Grantee’s Authorized Representative:</b> Reese Frederickson, County Attorney County of Pine Attorney's Office 635 Northridge Drive NW, Suite 310 Pine City, Minnesota 55063 (320) 591-1565 reese.frederickson@co.pine.mn.us	<b>Grant Contract Agreement Amount:</b> Original Agreement \$70,000.00 Matching Requirement \$0.00
<b>State’s Authorized Representative:</b> Alissa Hawks, Grant Manager Office of Justice Programs 445 Minnesota Street, Suite 2300 St. Paul, MN 55101-2139 (651) 276-1375 Alissa.hawks@state.mn.us	<b>Federal Funding:</b> CFDA/ALN: 16.575 <b>FAIN:</b> 15POVC-22-GG-00764-ASSI <b>State Funding:</b> None <b>Special Conditions:</b> Attached and incorporated into this grant agreement. See page 3.

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

**Term:** The creation and validity of this grant contract agreement conforms with Minn. Stat. § 16B.98 Subdivision 5. Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, Subdivision 7, whichever is later. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee, will:

Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved Crime Victim Services 2024 Application (“Application”) which is incorporated by reference into this grant contract agreement and on file with the State at 445 Minnesota Street, Suite 2300, St. Paul, Minnesota, 55101-2139. The Grantee shall also comply with all requirements referenced in the Crime Victim Services 2024 Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

**Budget Revisions:** The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

**Matching Requirements:** (If applicable.) As stated in the Grantee’s Application, the Grantee certifies that the matching requirement will be met by the Grantee.



**Payment:** As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

**Certification Regarding Lobbying:** (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

### 1. ENCUMBRANCE VERIFICATION

*Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### 3. STATE AGENCY

Signed: \_\_\_\_\_  
(with delegated authority)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Grant Contract Agreement No./ P.O. No. A-CVS-2024-PCAO-108 / 3-90490

Project No.(indicate N/A if not applicable): N/A

### 2. GRANTEE

*The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.*

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Distribution: DPS/FAS  
Grantee  
State's Authorized Representative





Special Conditions

1. Special Duties:

\$70,000 for prosecutor based crime victim services in Pine County.

Organization: Pine County

A-CVS-2024-PCAO-108

Budget Summary

Budget				
Budget Category	Federal	State	Match	
Personnel				
Victim Services Coordinator	\$52,346.02	\$0.00	\$0.00	
<b>Total</b>	\$52,346.02	\$0.00	\$0.00	
Payroll Taxes & Fringe				
Payroll Taxes & Fringe	\$17,653.98	\$0.00	\$0.00	
<b>Total</b>	\$17,653.98	\$0.00	\$0.00	
<b>Total</b>	\$70,000.00	\$0.00	\$0.00	



## **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, September 19, 2023, 10:00 a.m.**

**North Pine Government Center**

**1602 Hwy. 23 No.**

**Sandstone, Minnesota**

#### **Notice of Participation via Interactive Technology**

Pine County Commissioner JJ Waldhalm will be attending the Pine County Board of Commissioners Regular Meeting on Tuesday, September 19, 2023, at 10:00 a.m. via interactive technology, pursuant to Minnesota Statute 13D.02.

- Commissioner Waldhalm will be seen and heard at the meeting via electronic means and will participate from 801 Main Street, Deadwood, South Dakota, a location open and accessible to the public.

*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  
September 5, 2023 county board Minutes and Summary for publication
- F) Minutes of Boards, Reports and Correspondence  
Pine County Zoning Board Minutes – August, 2023  
Snake River Watershed Management Board Correspondence regarding dissolution
- G) Approve Consent Items

### **CONSENT AGENDA**

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

#### **1. Review August, 2023 Cash Balance (attached)**

<b>Fund</b>	<b>August 31, 2022</b>	<b>August 31, 2023</b>	<b>Increase/Decrease</b>
General Fund	5,890,474	6,435,533	545,059

Health and Human Services Fund	2,877,047	4,011,124	1,134,078
Road and Bridge Fund	11,898,639	8,315,845	(3,582,794)
Opioid Settlement	0	259,438	259,438
COVID Relief	4,625,725	2,592,865	(2,032,860)
Land	2,132,325	2,023,836	(108,489)
Self Insurance	93,401	1,104,629	1,011,228
TOTAL (inc non-major funds)	31,594,688	28,634,738	(\$2,959,950)

2. **August Disbursements/Claims Over \$2,000 (attached)**

Consider approval of the August 2023 disbursements including the individual listing of claims over \$2,000 and 448 claims under \$2,000 or not needing approval totaling \$595,828.47.

3. **Applications**

Consider acknowledgment of applications and authorize Board Chair and County Auditor-Treasurer to sign the following licenses:

A. **Liquor Licenses**

- i. **New On Sale & Sunday Liquor License** (license pending approval from the respective township and State of Minnesota):  
Dock's Lakeside Properties, LLC – Windemere Township
- ii. **Temporary On Sale Licenses**  
Moose Lake Brewing Co for an event on October 28, 2023 at the YMCA Camp, 89382 Frontage Road, Sturgeon Lake – Windemere Township

4. **Commissioner Claim Forms**

Review and consider approval of commissioners' expense claim forms.

5. **Donations**

Consider acceptance of the following donations:

- A. \$700 donation from the Pine County Fair Board designated to the Sheriff's Office K-9 fund to be designated to help offset expenditures for the K-9 program.
- B. \$50, diapers, and toys from the Pine Area Lions designated to the Pine County Family Resource Center, to be used to help offer services to the community.

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

Consider approval of Resolution 2023-43 extending a special assessment as follows, and authorize Board Chair and County Administrator to sign:

Scott Thompson, PID 07.0162.000, \$14,187  
Bradley McCulloch, PID 36.5083.000, \$24,000  
Marc Tvedt, PID 25.0228.000, \$21,495  
Julie Nelson, PID 15.0075.000, \$21,680

7. **Contracts / Agreements**

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

- A. Resolution 2023-44 and Agency Agreement #1054352 between Pine County and MnDOT to provide payment by the State to the County of the State's share of the costs of the bituminous surfacing and striping construction and other associated construction to be

performed on CSAH 15, southeast of Hinckley under State Project No. 5880-199AR. The state's estimated share of the costs of the contract construction is \$186,413.50.

8. **Training**

Consider approval for the following training:

- A. Senior Agent Michelle Sellner to deliver Carey Guides training at Camp Ripley, September 27, 2023. Lodging: paid for by the Department of Corrections; Meals: \$42; Mileage: \$240. Funds are available in the 2023 Probation budget.
- B. Human Resources Generalist Jennifer Frederickson to attend the Minnesota Counties Human Resources Management Association (MCHRMA) Fall Conference, October 4-6, 2023, in Deerwood, Minnesota. Registration \$175, Lodging/Meals \$481, Mileage \$78. Total cost: \$734.
- C. CHS Administrator Samantha Lo, Public Health Supervisor Jessica Fehlen, Health Educator Krista Jensen, and Health Educator Samantha Burch to attend the Local Public Health Association (LPHA) Conference, November 1-3, 2023 in Breezy Point, Minnesota. Registration \$525, Lodging meals \$500, Mileage \$150. Funds are available in the 2023 Health & Human Services budget.
- D. Registered Nurse Kelsi Ervin and Registered Nurse Mallory Wilder to attend the Maternal Early Childhood Sustained Home-Visiting Program (MECSH) model refresher course, October 3-4, 2023, in St. Paul, Minnesota. Lodging \$129, Meals \$60. Funds are available in the 2023 Health & Human Services budget.

**REGULAR**

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

The Health Insurance Committee met August 30, 2023. Information only, no board action necessary.

2. **Personnel Committee Report (Minutes attached)**

The Personnel Committee met Monday, September 11, 2023 and made the following recommendations:

- A. **Health & Human Services**
  - i. Acknowledge the resignation of Eligibility Worker Samanatha Kubesh, effective August 21, 2023, and approve the hiring of Eligibility Worker Katie Sawyer, effective September 20, 2023, \$20.90 per hour, Grade 6, Step 1.
  - ii. Approve the addition of two new Grade 10 social worker or registered nurse positions in the HHS Social Service's unit and authorize recruitment to meet a growing aged and disabled population in Pine County and to approve backfill of the positions and any subsequent vacancies that may occur due to internal promotion or lateral transfer. Positions are funded through program revenue.
- B. **Auditor-Treasurer**
  - i. Approve filling the vacant Accounting Case Aide position with an Account Technician position to meet the needs of the department and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
  - ii. Approve a job title change for the open Zoning & Solid Waste Technician position to Environmental Technician to better reflect the job duties and attract more qualified candidates.

Other items for information only.

3. **Uncollectable Accounts—Kelly Schroeder, Auditor/Treasurer**

Consider authorizing the write-off of uncollectable mobile home, personal property and health and human services accounts.

4. **Fair Housing Activity 2023**—Lezlie Sauter, Economic Development Coordinator  
The Small Cities Development Block Grant (SCDBG) requires the county to conduct a fair housing activity each year. Viewing the Fair Housing video and allowing public comments will fulfill this requirement.
5. **Shoreland Ordinance Amendment: Commercial Land Uses**—Caleb Anderson, Land and Resources Manager  
Discussion and consider draft amendment to the Pine County Shoreland Ordinance.
6. **Award Contract #2304**—Mark LeBrun, Hwy Engineer/Public Works Director  
Consider approval of the award of contract #2304 to the low bidder, Redstone Construction, LLC, in the amount of \$3,224,702 for the following: SAP 058-609-016 on CSAH 9, Bridge #58560 replacement over Snake River.
7. **Employee Wellness Fair Update**—Samantha Lo, Community Health Administrator
8. **Consider Preliminary 2024 Property Tax Levy and Budget**—David Minke, County Administrator & Kelly Schroeder, Auditor/Treasurer  
Consider adoption of preliminary property tax levy for 2024. The preliminary levy must be adopted by September 30, 2023.
9. **Commissioner Updates**  
Central Minnesota Jobs and Training Service  
East Central Solid Waste Commission  
East Central Regional Library  
AMC Fall Policy Committee  
Soil & Water Conservation District  
Kettle River Policy Committee  
SCHSAC Executive Committee  
Extension Committee  
Chemical Health Coalition  
Lakes & Pines Full Board  
ARPA – Funded Youth Development Project  
Iron Pine Solar  
Other
10. **Other**
11. **Upcoming Meetings (Subject to Change)**
  - A. Pine County Board of Commissioners, Tuesday, September 19, 2023, 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota
  - B. Labor Negotiations (AFSCME Highway Tech), Wednesday, September 20, 2023, 8:00 a.m.
  - C. Mille Lacs Band of Ojibwe, Wednesday, September 20, 2023, 11:00 a.m.
  - D. Arrowhead Counties Association, Wednesday, September 20, 2023, 6:00 p.m., Hampton Inn, Canal Park, Duluth, Minnesota
  - E. Snake River Watershed Management Board, Monday, September 25, 2023, 9:00 a.m., Kanabec County Courthouse, Mora, Minnesota
  - F. Snake River Watershed Policy Committee, Monday, September 25, 2023, 9:30 a.m., Kanabec County Courthouse, Mora, Minnesota
  - G. Technology Committee, Tuesday, September 26, 2023, 9:00 a.m.

- H. Legislative Bonding Committee, Tuesday, September 26, 2023, 11:15 a.m., Pine Technical and Community College, Pine City, Minnesota
- I. NLX, Wednesday, September 27, 2023, 10 a.m., Board Room, Courthouse, Pine City, Minnesota
- J. Housing Redevelopment Authority/Economic Development Authority (HRA/EDA), Wednesday, September 27, 2023, 1:00 p.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota
- K. Legislative Meeting, Thursday, September 28, 2023, 9:00 a.m., Board Room, Courthouse, Pine City, Minnesota
- L. Central Regional EMS, Friday, September 29, 2023, 10:00 a.m., Stearns County Service Center, Waite Park, Minnesota
- M. Labor Negotiations (Deputies), Monday, October 2, 2023, 9:00 a.m.
- N. Lakes & Pines Annual Board Meeting (Full Board), Monday, October 2, 2023, 4:30 p.m., 1700 Maple Avenue E, Mora, Minnesota
- O. Pine County Board of Commissioners, Tuesday, October 3, 2023, 10:00 a.m., Board Room, Courthouse, Pine City, Minnesota

**12. Adjourn**

**MINUTES  
OF THE  
PINE COUNTY BOARD MEETING  
Regular Meeting**

**Tuesday, September 5, 2023 - 10:00 a.m.  
Pine County Courthouse  
635 Northridge Drive NW, Pine City, Minnesota**

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

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

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 Agenda. Second by Commissioner Lovgren. Motion carried 5-0.

**Motion** by Commissioner Lovgren to approve:

August 15, 2023 regular county board meeting and Summary for publication

August 22, 2023 Special Meeting-Committee of the Whole (Budget)

August 29, 2023 Special Meeting-Committee of the Whole (Budget)

Second by Commissioner Waldhalm. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

Pine County Surveyor's Monthly Report – August 2023

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

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

**CONSENT AGENDA**

**1. Donations**

Accept the following donation:

- A. \$100 donation from the McColl Family designated to the Pine County Sheriff's Office K-9 program.
- B. \$121.75 donation from the Sandstone Women's Golf League to the Veterans Outreach Fund.
- C. \$50 donation from Mary Pogoalski to the Veterans Outreach Fund, in honor of Wayne Oak.
- D. 20 movie passes from Grand Cinema to be used as the agency deems appropriate.



- E. \$500 donation from the Sturgeon Lake Area Lions to go towards the costs of hosting the Pine County Operation Community Connect.

2. **Contracts / Agreements / Grants**

- A. Approve the Assessment Agreement with Mission Creek Township for assessment years 2024 and 2025.
- B. Ratify the \$10,000 grant agreement with the Minnesota Department of Veterans Affairs. The grant period is July 1, 2023 to June 30, 2024. This grant must be used to provide enhanced operations of the county veterans services office.

Authorize Board Chair and County Administrator to sign.

3. **New Hire**

Approve the hiring of:

- A. Highway Mechanic Jeremy Lemmons, effective September 11, 2023, \$22.16 per hour, Grade 7, Step 1, contingent upon successful background check.

4. **Training**

Approve the following:

- A. Commissioner Terry Lovgren to attend the State Community Health Services Advisory Committee (SCHSAC) Retreat, September 28-29, 2023, in Willmar, Minnesota. The State of Minnesota will cover the lodging and mileage expense.
- B. Health Educator Hailey Freedlund to attend the Statewide Health Improvement Partnership (SHIP) Annual conference, September 19-21, 2023, in Rochester, Minnesota. Meals: \$40; all other costs are covered by the SHIP program through the Minnesota Department of Health. Meal costs are budgeted for in the 2023 Public Health budget.
- C. Senior Agent Michelle Sellner and Senior Agent Jami Tuve Anderson to facilitate Decision Points Cognitive Skills training, November 1-3, 2023, in West St. Paul, Minnesota. Training: \$0; Lodging \$200 for two nights, double occupancy; Per diem: \$264.
- D. Commissioner Terry Lovgren to attend the Leading on Purpose with Professional Development Academy, October 16 – December 15, 2023. Commissioner Lovgren has received a scholarship which will cover the cost of registration.

## **REGULAR AGENDA**

1. **Cannabis Ordinance – Public Hearing (to be heard at 10:00 a.m. or as soon thereafter as practicable)**

County Administrator David Minke reviewed that the proposed ordinance limits the use of cannabis and cannabis derived products in public places and places of public accommodation. Violation is a petty misdemeanor.

Pine County Community Health Services Administrator Sam Lo spoke on concerns from a Public Health perspective focusing on secondhand exposure to smoke and normalizing behavior.

Chair Hallan opened the public hearing at 10:13 a.m. and called for public comment. There being no public comment, Chair Hallan closed the public hearing at 10:15 a.m.

**Motion** by Commissioner Mohr to approve Ordinance 2023-40 regulating the use of cannabis and cannabis derived products in public places and authorize Board Chair and County Administrator to sign. Second by Commissioner Lovgren. Motion carried 5-0.

**2. Health & Human Services Advisory Committee**

Commissioner Lovgren stated the Health & Human Services Advisory Committee met August 17, 2023, and provided an overview of the meeting.

It was **the consensus of the committee** to encourage continued support of mental health awareness for legislators.

**3. Operation Community Connect Update**

Health & Human Services Director Becky Foss stated Operation Community Connect was held August 23, 2023, at the Hinckley-Finlayson High School. The event was moved from October to August this year to be able to provide back-to-school resources. Over 300 community members and over 50 vendors were in attendance. Services provided included financial health, dental health, chemical health, free haircuts, child backpacks, cold weather clothing, among others. The Steering Committee this year was Pine County Health & Human Services led with help from the United Way of Carlton County. The event was sponsored by Pine City Lions, Pine Area Lions, Sturgeon Lake Lions, Finlayson Giese Lions, Essentia Health Sandstone, Medica, UCare, and Arrowhead Transportation.

**4. Essentia Health Fiscal Year 2023 Report**

EMS Supervisor Allen (AJ) Skochenski provided the Fiscal Year 2023 Annual Report, providing information as to financial status, staffing, projects, equipment and new purchases. Discussion was had regarding ambulance response times and the change from protocols to guidelines.

**5. Snake River Watershed Update:**

Pine County has been a member of the Snake River Watershed Management Board (SRWMB) since it was formed in 1993. Over the last three years the counties and Soil and Water Conservation Districts in the watershed have developed a new watershed management plan and drafted a new joint powers agreement—The Snake River Watershed Plan Partnership (SRWPP). Pine has joined the SRWPP.

**Motion** by Commissioner Lovgren to petition the SRWMB for dissolution under Section X of the Joint Powers Agreement. Second by Commissioner Mohr. Motion carried 5-0

**Motion** by Commissioner Ludwig to appoint Commissioner Lovgren as representative and Commissioner Mohr as alternate to the Snake River Watershed Planning Partnership. Second by Commissioner Lovgren. Motion carried 5-0.

**6. Commissioner Updates**

Cancelled: Technology Committee, NLX, and Lower St. Croix Watershed Partnership

Mille Lacs Band of Ojibwe meeting: Commissioner Lovgren reported they discussed legislation and qualified expert witnesses. There will be another meeting this month with Human Services to discuss an initiative program and probation department.

Snake River Watershed Management Board: Discussed at Regular Agenda #5 above.

Snake River Policy Committee-1W1P: Discussed at Regular Agenda #5 above.

Land Advisory Committee: Ludwig unable to attend, no update.

Housing Redevelopment Authority/Economic Development Authority (HRA/EDA):

Commissioner Ludwig stated the 2022 audit was completed and the auditor issued an

unmodified opinion. There were only two findings for lack of documentation and segregation of duties, and both related to the previous management company.  
Schools-County-PTCC meeting: Commissioner Lovgren stated discussion included legislative updates and funding requirements. School staffing remains a challenge.

Other:

- i. Kettle River One Watershed: Commissioner Ludwig stated they approved a new management structure with joint powers collaboration.

**7. Other**

- i. Commissioner Lovgren noted she has been asked to invite U.S. Representative Pete Stauber to a meeting with the group Minnesotans for the American Community Survey and 2030 Census (MACS). The meeting was held on August 22<sup>nd</sup>.

**8. Adjourn**

With no further business, Chair Hallan adjourned the meeting at 11:20 a.m. The next regular meeting of the county board is scheduled for Tuesday, September 19, 2023, at 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, 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  
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The meeting was live streamed on YouTube.

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### **Health & Human Services Advisory Committee**

It was **the consensus of the committee** to encourage continued support of mental health awareness for legislators.

**Motion** by Commissioner Lovgren to petition the Snake River Water Management Board for dissolution under Section X of the Joint Powers Agreement. Second by Commissioner Mohr. Motion carried 5-0

**Motion** by Commissioner Ludwig to appoint Commissioner Lovgren as representative and Commissioner Mohr as alternate to the Snake River Watershed Planning Partnership. Second by Commissioner Lovgren. Motion carried 5-0.

With no further business, Chair Hallan adjourned the meeting at 11:20 a.m. The next regular meeting of the county board is scheduled for Tuesday, September 19, 2023, at 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, 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



**MINUTES**  
**PINE COUNTY ZONING BOARD**  
**July 27, 2023, 5:30 p.m.**  
**North Pine Government Center**  
**1610 Hwy 23 N Sandstone, MN**

**Members Present:** Dirk Nelson, Patrick Schifferdecker, Nancy Rys, Les Orvis, Susan Grill, Skip Thomson, Ryan Clark,

**Members Absent:** Matt Ludwig (ex-officio)

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

**Others Present:** Luke & Leslie Hegge, Ryan Jones, Jennifer Alleman, Shaun Alleman, Ro Dozier, Ladaun Johnson, Bruce Johnson, Steve Fish, Stan Genadek, Brianna & Jacob Lambert, Richard and Terri Trask

**CALL TO ORDER**

Chair Orvis called the meeting to order at 5:30p.m.

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES- JUNE 22, 2023 MONTHLY ZONING MEETING**

**Motion** by Schifferdecker to approve the minutes of the June 22, 2023 monthly zoning meeting. Second by Grill. Motion carried, 7-0.

**HEGGE CUP/IUP REQUEST:** 17414 Cross Lake Rd, Pine City (PID: 08.5397.000)

*The applicants have requested a conditional/interim use permit to operate an event center, consistent with Section 4.4.3 of the Pine County Shoreland Management Ordinance.*

Anderson asked if any of the public came to hear about this project, other than the applicant. Nobody identified their interest, and therefore the summary of the June meeting, in which the project was initially discussed, was kept brief. The Zoning Board discussed the letter submitted by the Assistant County Engineer. Rys stated that several neighbors have contacted her expressing concern about traffic safety with the additional cars to be produced by the new event venue. The group agreed that the project may produce an additional safety risk, but as noted by the Assistant County Engineer, it is not expected to be substantial. Hegge added that he has removed significant brush on the east side of the road along the road curve, which has improved visibility along the road to improve safety.

Grill asked whether the height of the barn was a concern. Anderson responded that the Shoreland Ordinance has a height limit. It is expected that the existing barn is approximately at the height limit so a replacement structure will be negligibly taller, if at all. No condition is needed on this permit to address barn height, as it is regulated on all structures within the shoreland area.

Grill requested that the conditions on the vacation rental units mimic other such permits issued by the county. Anderson edited the conditions on the publicly viewed screen as requested.

The Board produced the following findings of fact based on the conditional use permit criteria from Section 3.7 of the Pine County Shoreland Management Ordinance:

- 1.) The applicant adequately demonstrates they will maintain safe and healthful conditions. The property is on city sewer.
- 2.) The project does not pose an increased risk of water pollution or sedimentation, provided the applicant will submit a county approved stormwater management plan and implement said plan prior to project commencement.
- 3.) The existing topographic and drainage features and vegetative cover on the site are adequate. The property is well screened, and the barn cannot be seen from the lake. The applicant will submit a county approved site plan with drainage plan prior to project commencement.
- 4.) 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.
- 5.) The site does not pose a risk to erosion potential of the site.
- 6.) The expected traffic increase associated with the project may pose additional safety risk but is not expected to be substantial. According to the Assistant County Engineer the access road experiences 1,450 cars per day. The estimated 150 additional cars expected from this project during wedding events will be a manageable change in road traffic. The applicant has removed some woody vegetation along the road curve to improve visibility.
- 7.) A shoreland location is needed because of the desire to get married near the lake.
- 8.) The visibility of the structures as viewed from the public water is limited due to this being a non-riparian lot with the event venue approximately 500' from the ordinary high-water level (OHWL). If the barn is to be rebuilt, it would be to the same or similar specifications.
- 9.) The site plan is adequate for water supply and on-site sewage treatment because the property is connected to public sewer.
- 10.) The types and number of watercrafts are suitable for the public water. No watercraft launching or mooring has been proposed as part of this project.
- 11.) The proposed use is not compatible with the uses on adjacent lands. Adjacent lands are residential while this is a commercial use.
- 12.) The proposed disposal system is adequate for the liquid waste to be generated.
- 13.) The project is a domestic use, which will not inherently be a pollution source.
- 14.) 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.
- 15.) The existing topographic and drainage features and vegetative cover on the site are adequate.
- 16.) The site plan provides adequate off-street parking.

**Motion by** Schifferdecker to approve the application as a Conditional Use Permit with the following conditions.

- 1) No structures or wedding event facilities are to be added to the riparian outlot of the subject parcel.
- 2) Total project area shall not exceed 10 acres in size. The applicant shall provide the County a legal description by a licensed surveyor prior to commencement of construction.
- 3) The applicant shall provide a site design and stormwater/drainage plan by a licensed engineer, approvable by the County, prior to any construction.
- 4) All parking shall maintain a minimum of a 20' setback from the road right-of-way and no on-street parking shall be allowed.



- 5) Music shall be prohibited from 11pm-7am, and wedding events must conclude no later than 12:00am.
- 6) Fireworks are prohibited and all pets must be leashed or contained.
- 7) Each event must be limited to 300 guests not including event staff or vendors.
- 8) The owner/operator must provide signage or other information to prevent pedestrian traffic across the road to the riparian outlot. The County authorizes small groups to assemble near the lake for photographs.
- 9) Guests may not use campers or tents for overnight occupancy on the property.
- 10) The house and garage apartment are authorized to be used as vacation rentals under the following conditions:
  1. Quiet hours from 11pm-7am.
  2. Owner must maintain a local property manager or be available for guests and complaints.
  3. Occupancy limited to 2 people per bedroom.
  4. A license from the MDH must be obtained before operating.
  5. No on-street parking.
  6. Limit of 3 ATVs/snowmobiles may launch from property.
  7. Guests may not use tents, campers, or similar devices on the property.
  8. Each rental party may not have more than one motorized boat in use at the property.
  9. Up to 2 dogs allowed, must be leashed or in fenced area.

Second by Thomson. Motion carried, 7-0.

**PETERSON CUP/IUP REQUEST:** 10006 Lakeside Drive, Finlayson (PID: 27.0091.000)

*The applicants have requested a conditional/interim use permit to operate a vacation rental, consistent with Section 4.4.3 of the Pine County Shoreland Management Ordinance.*

Anderson provided the details of the staff report. The applicant was not present to speak. Chair Orvis opened the public hearing at 6:04pm. No members of the public spoke and the public hearing was then closed at 6:04pm.

Grill asked whether the home was in the floodplain as indicated by the draft findings. Anderson responded that it was an error and the dwelling is not in the floodplain.

The Board produced the following findings of fact based on the conditional use permit criteria from Section 3.7 of the Pine County Shoreland Management Ordinance:

- 1) The applicant adequately demonstrates they will maintain safe and healthful conditions, provided that occupancy has limitations.
- 2) The project does not pose an increased risk of water pollution or sedimentation.
- 3) The use does not pose a risk due to floodplains and floodways of rivers and streams. The existing dwelling is not within the 100-year floodplain.
- 4) The site does not pose a risk to erosion potential of the site.
- 5) 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.
- 6) A shoreland location is needed because of the desire to rent a property on the lakeshore.
- 7) The visibility of the structures as viewed from the public water is limited due to mature tree coverage in the shore impact zone on the property.

- 8) The site plan is adequate for water supply and on-site sewage treatment because the septic system has a valid septic system certification, which was certified compliant in April 2021.
- 9) The types and number of watercraft are suitable for the public water, provided limitations are imposed.
- 10) The proposed use is compatible with the uses on adjacent lands, which is single family residential.
- 11) The proposed disposal system is adequate for the liquid waste to be generated.
- 12) The project is a domestic use, which will not inherently be a pollution source.
- 13) 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.
- 14) The existing topographic and drainage features and vegetative cover on the site are adequate.
- 15) The site plan provides adequate off-street parking.

Motion by Thomson to approve the interim use permit with the following conditions:

1. Quiet hours from 11pm-7am.
2. Owner must maintain a local property manager or be available for guests and complaints.
3. Occupancy limited to 2 people per bedroom, not to exceed septic system capacity.
4. A license from the MDH must be obtained before operating.
5. No on-street parking.
6. Limit of 3 ATVs/snowmobiles may launch from property.
7. Guests may not use tents, campers, or similar devices on the property.
8. Each rental party may not have more than one motorized boat in use at the property.
9. Up to 2 dogs allowed, must be leashed or in fenced area.
10. The interim use permit shall expire upon conveyance of the property.

Second by Schifferdecker. Motion carried, 7-0.

**THAO CUP/IUP REQUEST:** 16195 Par Circle, Pine City (PID: 26.5325.000)

*The applicants have requested a conditional/interim use permit to operate a vacation rental, consistent with Section 4.4.3 of the Pine County Shoreland Management Ordinance.*

Anderson described that the structure meets all required setbacks and is surrounded by trees, therefore, is well screened from adjacent properties. The applicant was not present to speak. Chair Orvis opened the public hearing.

Jennifer Alleman stated that she lives across the street. She said the covenant for the housing development prohibits commercial property uses. She asked that if the project is approved that guests not be allowed to launch boats at the shared access lot next door. She stated that ATVs would not be appropriate in this neighborhood, which is a small residential loop on a paved road.

Rod Dozier stated that he lives next door. He has concerns because the owners, as well as previous owners, have trespassed off of the driveway on to his property. He stated that due to topography the tree screening is not as effective as aerial photographs suggest. He said that dogs have been a nuisance at this property and he's concerned about the dogs of guests.

Chair Orvis closed the public hearing.

The Board produced the following findings of fact based on the conditional use permit criteria from Section 3.7 of the Pine County Shoreland Management Ordinance:

- 1) The applicant adequately demonstrates they will maintain safe and healthful conditions, provided that occupancy has limitations.
- 2) The project does not pose an increased risk of water pollution or sedimentation.
- 3) The use does not pose a risk due to floodplains and floodways of rivers and streams. The existing dwelling is not within the 100-year floodplain.
- 4) The site does not pose a risk to erosion potential of the site.
- 5) 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.
- 6) A shoreland location is needed because of the desire to rent a property on the lakeshore.
- 7) The visibility of the structures as viewed from the public water is limited due to mature tree coverage in the shore impact zone on the property.
- 8) The site plan is adequate for water supply and on-site sewage treatment because the septic system has a valid septic system certification, which was issued in June 2022.
- 9) The types and number of watercraft are suitable for the public water, provided limitations are imposed. No motorized boats are expected on this shoreland property.
- 10) The proposed use is compatible with the uses on adjacent lands, which is single family residential.
- 11) The proposed disposal system is adequate for the liquid waste to be generated.
- 12) The project is a domestic use, which will not inherently be a pollution source.
- 13) 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.
- 14) The existing topographic and drainage features and vegetative cover on the site are adequate.
- 15) The site plan provides adequate off-street parking.

Motion by Thomson to approve the interim use permit with the following conditions:

1. Quiet hours from 11pm-7am.
2. Owner must maintain a local property manager or be available for guests and complaints.
3. Occupancy limited to septic capacity, 6 people.
4. A license from the MDH must be obtained before operating.
5. No on-street parking.
6. Guest ATVs/snowmobiles shall be prohibited.
7. Guests may not use tents, campers, or similar devices on the property.
8. The interim use permit shall expire upon conveyance of the property.
9. No motorized watercrafts.
10. Up to 2 dogs are allowed and must be leashed or in fenced area.
11. A fence shall be installed on the west property line to make the west property boundary apparent to guests.
12. Guests are prohibited from using Outlot B for lake access.

Second by Schifferdecker. Motion carried, 7-0.

**JOHNSON VARIANCE REQUEST:** 67207 Michaelson Rd S, Finlayson (PID: 27.0140.000)

*The applicants have requested a variance from Section 5.2.1B and 6.2.1 of the Pine County Shoreland Management Ordinance to construct an enlarged replacement dwelling that does not meet the 20' road right-of-way setback.*

Anderson shared an aerial map of the subject property, with wetland areas displayed. Anderson stated there are limitations for building a replacement structure, to replace the current home, which experienced severe damage during the winter.

Ladaun Johnson spoke in support of her application. She stated that the replacement structure, to be purchased from Village Homes, can no longer be purchased at the same dimensions as the existing nonconforming structure so the replacement structure must be larger. Bruce Johnson stated that they can move the electrical utilities to enable the replacement structure to be setback 3.5' farther from the road right-of-way than the existing structure.

Chair Orvis opened the public hearing.

Steve Fish identified himself as a neighbor and stated that many of the neighbors are excited about the prospect of replacing the old mobile home with a new mobile home to improve the neighborhood. Many neighboring property owners have made similar updates to their properties and this proposal will fit the neighborhood. Fish supports the variance.

Jake Lambert identified himself as the owner of Village Homes, which is providing the new mobile home. He stated that the current 1970's model of 14' wide was typical at that time. Now they cannot be purchased any narrower than 15' 4".

Chair Orvis closed the public hearing.

The Board produced the following findings of fact based on the variance criteria of Section 3.6 of the Pine County Shoreland Management Ordinance and the variance worksheet from MN Statute 394.27.

- 1.) The proposed use is allowed in the zoning district that the property lies in.
- 2.) The variance is in harmony with the general purpose of the applicable ordinance and is consistent with the comprehensive plan.
- 3.) The variance would be consistent with the essential character of the locality. The home upgrade will be consistent with other properties in the neighborhood.
- 4.) A practical difficulty does exist on the property that prevents the owners from complying with the owners. There are large areas of wetlands and steep slopes and otherwise low lying area and therefore, no other suitable locations for a replacement structure.
- 5.) The applicant's proposed use is reasonable because the unit cannot be replaced at the same dimensions as the existing structure. 14' wide mobile homes are no longer manufactured.

Motion by Rys to approve the variance with the following conditions:

- 1.) The proposed deck may never be enclosed or roofed.
- 2.) The new structure shall be setback 3' farther from the road than the existing structure, if feasible with the utility requirements.

Second by Thomson. Motion carried, 7-0.

**GENADEK VARIANCE REQUEST:** 75540 Happy Valley Rd, Willow River (PID: 17.5143.000)

*The applicants have requested a variance from Section 5.2.1A and 6.2.1 of the Pine County Shoreland Management Ordinance to construct an enlarged replacement dwelling that does not meet the 100' Ordinary High Water Level setback from Long Lake.*

Anderson gave the Board a briefing of the staff report. He stated that there is room to build a replacement structure without variance between the storage building and septic system on the south end of the lot, however, the proposed replacement dwelling dimensions would not fit that area. Anderson noted that this replacement dwelling is larger than the dwelling that was previously demolished from the site. Genadek spoke in support of his application stating that he chose the proposed location because it is close to electrical utilities and the septic system. He shared that he is hopeful to use the location of the existing slab from the former dwelling, which was demolished. Chair Orvis opened the public hearing at 6:50pm.

Jake Lambert, owner of Village Homes, stated that his company can test the existing concrete and anchor the new structure to it if it proves to be of acceptable integrity. Chair Orvis then closed the public hearing.

Grill stated that Kettle River Township does not allow single-wide mobile homes and expressed concern that the variance, if approved, will conflict with township requirements.

Motion by Thomson to table the discussion to allow time for township requirements to be sorted out. Second by Schifferdecker. Motion carried 7-0.

Chair Orvis called for a recess of the meeting.

As the meeting reconvened Jake Lambert stated that Village Homes can provide a double-wide unit to satisfy township concerns.

**TRASK VARIANCE REQUEST:** 52468 West Grindstone Road, Sandstone (PID: 12.0345.000)

*The applicant has requested a variance from Section 5.2.1A and 6.2.1 of the Pine County Shoreland Management Ordinance to construct a dwelling addition to a structure that does not meet the Ordinary High Water Level setback from Grindstone Lake.*

Anderson shared the details of the staff report, highlighting that the proposed structural addition will not be visible from the lake or neighbors. He stated his concern that the lot has no place for a replacement septic system. He also commented that there is no variance mitigation provided with this application, however, the existing shoreline is well protected with vegetation and tree coverage.

Chair Orvis opened the public hearing at 7:14pm. No members of the public spoke and the public hearing was then closed at 7:14pm.

The Board produced the following findings of fact based on the variance criteria of Section 3.6 of the Pine County Shoreland Management Ordinance and the variance worksheet from MN Statute 394.27.

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

- 2.) The variance is in harmony with the purpose of the applicable ordinance and is consistent with the comprehensive plan because the proposed addition is outside of the shore impact zone and is not visible from the lake.
- 3.) The variance will not alter the essential character of the locality. The property has a natural vegetation buffer from adjacent properties and the lake.
- 4.) A practical difficulty, unique to the property, does not exist that prevents the owner from complying with the ordinance. If the owner instead constructs a detached garage a variance would not be needed and the new construction would all be compliant. The fact that they intend to attach the garage to the existing dwelling brings the property into greater nonconformity.
- 5.) The applicant's proposed use is reasonable.

Motion by Thomson to deny the variance. Second by Grill. Motion carried, 7-0.

**JONES APPEAL REQUEST: 11681 Snake River Dr, Pine City (PID: 28.5222.000),**

*The applicant has appealed a denial of an after-the-fact Conditional Use Permit for a structure constructed within the Floodway District, pursuant to Sections 4.3 and 10.32 of the Pine County Floodplain Management Ordinance.*

Anderson provided the details of the staff report. He highlighted that staff were recommended by the County Attorney to administratively deny the CUP request because the applicant was proposing a residential use, which is not allowed in the Floodway District. Anderson stated that received DNR feedback recommended denial as well. That letter is provided in the meeting packet. Anderson shared that though it happens very rarely, the Zoning Board is tasked to consider appeals of staff decisions and may affirm or reverse the staff decision, wholly or partially.

Ryan Jones, the applicant, stated that their family was not aware they needed a permit for the construction project. Sandy Pangerl, speaking on behalf of the applicant, stated that the property is seasonal recreational and is not residential. She stated that the existing bunkhouse was previously a garage but that the previous owner converted it to a bunkhouse. She pointed out that the associated dwelling is on the adjacent parcel and is not on this parcel of land.

Chair Orvis opened the public hearing at 7:34pm. No members of the public spoke and the public hearing was then closed at 7:34pm.

Rys asked whether the existing bunkhouse has bedrooms. Pangerl responded that it does not.

Chair Orvis read the DNR letter, the Cabak Law letter, and an additional DNR letter.

Thomson stated that the new construction does not have walls so will not be a risk in a flood.

Schifferdecker stated that he views this as an accessory structure that has been added on to.

Motion by Grill to wholly affirm the staff decision to deny the CUP and to order removal of the unpermitted structural addition.

Second by Rys.

Anderson asked them to state clearly the reason for affirming the staff decision. Orvis stated because the original structure was not permitted and the expansion is not authorized within the Floodway District.

Motion carried, 7-0.

**ADJOURN**

Chair Orvis adjourned the meeting at 7:58 pm.

Signed  
~~Nancy Rys~~ Susan Grill  
~~Zoning Board Secretary~~  
Zoning Board Vice chair

Nancy Rys  
~~Les Orvis~~ Nancy Rys  
~~Zoning Board Chair~~ Secretary



# SNAKE RIVER WATERSHED MANAGEMENT BOARD

903 Forest Ave. E • Mora, MN • 55051 • (320) 679-6456

*"Working to enhance and protect the water resources of the Snake River Watershed"*

September 7, 2023

Pine County Administrator  
Pine County Courthouse  
635 Northridge Dr. NW  
Pine City, MN 55063  
Attn: David Minke, County Administrator

Mr. Menke and Pine County Commissioners,

The Pine County petition for dissolution of the Snake River Watershed Management Board was received via email on September 6, 2023.

This petition is the start of the public hearing process under section X(B) of the Joint Powers Agreement and all Snake River Watershed Board members shall be notified.

Respectfully

*Teresa Wickham*

Teresa Wickham, Coordinator  
Snake River Watershed Management Board  
903 Forest Ave E  
Mora, MN 55051  
[teresa.wickeham@co.kanabec.mn.us](mailto:teresa.wickeham@co.kanabec.mn.us)  
320-679-6456

A JOINT POWERS WATERSHED BASED ORGANIZATION SPONSORED BY THE COUNTIES OF:

*Aitkin • Kanabec • Mille Lacs • Pine*





# Snake River Watershed Management Board

903 Forest Ave. E • Mora, MN • 55051 • (320) 679-6456

*"Working to enhance and protect the water resources of the Snake River Watershed"*

September 13, 2023

Pine County Administrator  
Pine County Courthouse  
635 Northridge Dr. NW  
Pine City, MN 55063  
Attn: David Minke, County Administrator

Mr. Menke and Pine County Commissioners,

The Snake River Watershed Board was notified and presented with a letter of petition for dissolution of the Snake River Watershed Management Board from Aitkin County.

On September 12, 2023 the Aitkin County Board of Commissioners voted unanimously to petition the Snake River Watershed Management Board to dissolve SRWMB under section X(B) of the Snake River Management Board Joint Powers Agreement.

This petition initiates the public hearing described under section X(B). A public hearing will be held within 90 days of written notice to each member governmental unit. This letter serves as your notice.

Respectfully

*Teresa Wickeham*

Teresa Wickeham, Coordinator  
Snake River Watershed Management Board  
903 Forest Ave E  
Mora, MN 55051  
[teresa.wickeham@co.kanabec.mn.us](mailto:teresa.wickeham@co.kanabec.mn.us)  
320-679-6456

A JOINT POWERS WATERSHED BASED ORGANIZATION SPONSORED BY THE COUNTIES OF:

*Aitkin • Kanabec • Mille Lacs • Pine*



## AGENDA REQUEST FORM

Date of Meeting: September 19, 2023

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

Agenda Item: August 2023 Cash Balance

Department: Auditor-Treasurer

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

### Background information on Item:

August 2023 Cash Balance Report

### Action Requested:

None- informational purposes only.

### Financial Impact:

N/A

## TREASURER'S CASH TRIAL BALANCE COMPARISON

YEAR-TO-YEAR COMPARISON			
FUND	August 2022 BALANCE	August 2023 BALANCE	DIFFERENCE
1 - GENERAL	5,890,473.60	6,435,532.91	545,059.31
12 - H&HS	2,877,046.75	4,011,124.35	1,134,077.60
13 - ROAD & BRIDGE	11,898,638.69	8,315,844.73	(3,582,793.96)
17 - OPIOID SETTLEMENT	0.00	259,438.37	259,438.37
19 - COVID RELIEF	4,625,725.10	2,592,865.27	(2,032,859.83)
22 - LAND	2,132,324.92	2,023,835.63	(108,489.29)
60 - SELF INSURANCE	93,400.79	1,104,629.00	1,011,228.21
TOTAL (incl non-major funds)	\$31,594,687.63	\$28,634,737.93	-\$2,959,949.70

The increase in the H&HS fund is due to grants & reimbursements and prudent spending.

The decrease in the Road & Bridge fund is not concerning as it is project related.

The decrease in COVID Relief Fund is due to the spending of funds over the last year and no additional funds received.

The increase in the self-insurance fund is due to lower claims, the \$300,000 transfer from the ARPA fund, and a refund from UHC Stop Loss Insurance. We have received an estimate for the terminal liability to UHC of \$331,956, therefore this balance should actually be considered as \$772,673.

MONTH-TO-MONTH COMPARISON			
FUND	July 2023 BALANCE	August 2023 BALANCE	DIFFERENCE
1 - GENERAL	6,600,241.51	6,435,532.91	(164,708.60)
12 - H&HS	3,900,504.75	4,011,124.35	110,619.60
13 - ROAD & BRIDGE	8,530,677.18	8,315,844.73	(214,832.45)
17 - OPIOID SETTLEMENT	222,899.79	259,438.37	36,538.58
19 - COVID RELIEF	2,572,692.13	2,592,865.27	20,173.14
22 - LAND	1,970,953.54	2,023,835.63	52,882.09
60 - SELF INSURANCE	1,015,471.22	1,104,629.00	89,157.78
TOTAL (incl non-major funds)	\$29,160,994.50	\$28,634,737.93	-\$526,256.57

All funds have been relatively stable month-to-month which is to be expect at this time of year.

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



TREASURER'S CASH TRIAL BALANCE

As of 08/2023

Page 2

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
<b>1</b> General Revenue Fund				
	7,114,548.75			
Receipts		789,706.10	5,420,931.75	
Disbursements		478,526.44-	5,494,039.24-	
Payroll		1,154,264.61-	10,001,979.29-	
Journal Entries		678,376.35	1,607,130.85	
Settlement		0.00	7,788,940.09	
<b>Fund Total . . . . .</b>		<b>164,708.60-</b>	<b>679,015.84-</b>	<b>6,435,532.91</b>
<b>12</b> Health & Human Services	<b>420</b>			
	2,498,667.45			
Receipts		330,937.10	1,639,348.97	
Disbursements		138,858.54-	759,151.83-	
Payroll		204,003.91-	1,693,357.00-	
Journal Entries		60,418.40	973,806.24	
<b>Dept Total . . . . .</b>		<b>48,493.05</b>	<b>160,646.38</b>	<b>2,659,313.83</b>
<b>12</b> Health & Human Services	<b>430</b>			
	601,215.04-			
Receipts		391,613.04	2,698,941.45	
Disbursements		23,065.57-	219,570.56-	
SSIS		244,727.83-	1,533,659.67-	
Payroll		301,693.49-	2,581,557.08-	
Journal Entries		71,169.77	2,043,213.64	
<b>Dept Total . . . . .</b>		<b>106,704.08-</b>	<b>407,367.78</b>	<b>193,847.26-</b>
<b>12</b> Health & Human Services	<b>440</b>			
	0.00			
<b>Dept Total . . . . .</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>12</b> Health & Human Services	<b>481</b>			
	1,195,301.71			
Receipts		226,196.02	988,735.13	
Disbursements		14,074.86-	155,509.03-	
Payroll		111,732.14-	933,351.49-	
Journal Entries		6,207.03	156,878.00	

HHS TOTAL:  
\$4,011,124.35

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

**TREASURER'S CASH TRIAL BALANCE**

As of 08/2023



Page 3

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
<b>Dept Total . . . . .</b>		<b>106,596.05</b>	<b>56,752.61</b>	<b>1,252,054.32</b>
<b>Fund Total . . . . .</b>	<b>3,092,754.12</b>	<b>48,385.02</b>	<b>624,766.77</b>	<b>3,717,520.89</b>
 <b>13</b> Road & Bridge Fund				
	1,475,062.66			
Receipts		225,386.15	11,303,052.47	
Disbursements		225,180.06-	4,271,238.61-	
Payroll		214,231.54-	1,811,668.40-	
Journal Entries		807.00-	392,972.67	
Settlement		0.00	1,227,663.94	
<b>Fund Total . . . . .</b>		<b>214,832.45-</b>	<b>6,840,782.07</b>	<b>8,315,844.73</b>
 <b>14</b> Ditch Maintenance (Sr) Fund				
	32,422.85			
<b>Fund Total . . . . .</b>		<b>0.00</b>	<b>0.00</b>	<b>32,422.85</b>
 <b>17</b> Opioid Settlement Funds				
	246,251.99			
Receipts		42,745.61	51,187.82	
Disbursements		0.00	2,923.97-	
Journal Entries		6,207.03-	35,077.47-	
<b>Fund Total . . . . .</b>		<b>36,538.58</b>	<b>13,186.38</b>	<b>259,438.37</b>
 <b>19</b> COVID-19 Relief Fund				
	4,124,476.48			
Receipts		50,000.00	60,729.00	
Disbursements		29,829.61-	511,519.63-	
Payroll		9,325.63-	78,190.35-	
Journal Entries		9,328.38	1,002,630.23-	
<b>Fund Total . . . . .</b>		<b>20,173.14</b>	<b>1,531,611.21-</b>	<b>2,592,865.27</b>
 <b>22</b> Land Management Fund				

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

**TREASURER'S CASH TRIAL BALANCE**

As of 08/2023



Page 4

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
	2,802,077.68			
Receipts		112,552.20	275,047.52	
Disbursements		71,871.89-	117,999.06-	
Payroll		13,966.14-	122,103.00-	
Journal Entries		26,167.92	813,187.51-	
<b>Fund Total . . . . .</b>		<b>52,882.09</b>	<b>778,242.05-</b>	<b>2,023,835.63</b>
<b>24</b> SSTS Upgrades	196,769.72			
Receipts		20,096.00	258,513.17	
Disbursements		62,945.00-	197,446.16-	
Settlement		0.00	73,164.49	
<b>Fund Total . . . . .</b>		<b>42,849.00-</b>	<b>134,231.50</b>	<b>331,001.22</b>
<b>29</b> Children's Collab (H&Hs) Agency Fund	<b>440</b>	Childrens Collaborative (H&HS)		
	218,863.02			
Receipts		44,598.00	120,821.00	
Disbursements		0.00	189,323.54-	
Journal Entries		325.51	1,278.43	
<b>Dept Total . . . . .</b>		<b>44,923.51</b>	<b>67,224.11-</b>	<b>151,638.91</b>
<b>Fund Total . . . . .</b>	<b>218,863.02</b>	<b>44,923.51</b>	<b>67,224.11-</b>	<b>151,638.91</b>
<b>31</b> GO Capital Improvement-Capital Projects	50,002.07-			
Receipts		0.00	50,002.07	
<b>Fund Total . . . . .</b>		<b>0.00</b>	<b>50,002.07</b>	<b>0.00</b>
<b>37</b> County Railroad Authority	5,055.07			
<b>Fund Total . . . . .</b>		<b>0.00</b>	<b>0.00</b>	<b>5,055.07</b>
<b>38</b> Building Fund	225,396.61			

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

**TREASURER'S CASH TRIAL BALANCE**

As of 08/2023



Page 5

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Receipts		17,827.50	27,827.50	
Disbursements		0.00	18,379.96-	
Settlement		0.00	15,040.49	
<b>Fund Total . . . . .</b>		<b>17,827.50</b>	<b>24,488.03</b>	<b>249,884.64</b>
<b>39</b> 2015A G.O. Jail Bonds	1,569,069.96			
Disbursements		0.00	1,098,675.00-	
Settlement		0.00	703,788.71	
<b>Fund Total . . . . .</b>		<b>0.00</b>	<b>394,886.29-</b>	<b>1,174,183.67</b>
<b>40</b> 2020A G.O. Refunding Courthouse Bonds	1,394,661.00			
Disbursements		0.00	962,840.00-	
Journal Entries		0.00	19,341.00	
Settlement		0.00	600,782.08	
<b>Fund Total . . . . .</b>		<b>0.00</b>	<b>342,716.92-</b>	<b>1,051,944.08</b>
<b>41</b> 2017A G.O. CIP Bonds	133,749.33			
Disbursements		0.00	322,187.50-	
Settlement		0.00	205,541.95	
<b>Fund Total . . . . .</b>		<b>0.00</b>	<b>116,645.55-</b>	<b>17,103.78</b>
<b>43</b> Equipment Fund	52,103.83			
Settlement		0.00	15,063.11	
<b>Fund Total . . . . .</b>		<b>0.00</b>	<b>15,063.11</b>	<b>67,166.94</b>
<b>44</b> Election Equipment	58,255.02			
Receipts		0.00	8,643.21	
Disbursements		85.69-	9,171.19-	
Journal Entries		0.00	77.08-	

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

**TREASURER'S CASH TRIAL BALANCE**

As of 08/2023



Page 6

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Settlement		0.00	26,792.27	
<b>Fund Total . . . . .</b>		<b>85.69-</b>	<b>26,187.21</b>	<b>84,442.23</b>
<b>60</b> County Self Insurance				
	271,214.61			
Receipts		342,137.45	3,174,785.87	
Disbursements		253,878.00-	2,348,558.12-	
Journal Entries		898.33	7,186.64	
<b>Fund Total . . . . .</b>		<b>89,157.78</b>	<b>833,414.39</b>	<b>1,104,629.00</b>
<b>76</b> Group Health Ins Fund 5/1/95 (Gen)				
	569,429.51-			
Receipts		90,699.59	831,142.55	
Disbursements		79,715.39-	895,036.28-	
Journal Entries		6,504.10	52,032.80	
<b>Fund Total . . . . .</b>		<b>17,488.30</b>	<b>11,860.93-</b>	<b>581,290.44-</b>
<b>80</b> County Collections Agency Fund				
	23,734.82			
Receipts		24,558.50	607,558.66	
Disbursements		8,694.50-	588,871.79-	
<b>Fund Total . . . . .</b>		<b>15,864.00</b>	<b>18,686.87</b>	<b>42,421.69</b>
<b>82</b> Taxes And Penalties Agency Fund				
	903,772.45			
Receipts		403,982.47	27,724,949.39	
Disbursements		134,803.29-	13,969,040.23-	
Journal Entries		702,193.89-	2,710,629.27-	
Settlement		0.00	10,656,777.13-	
<b>Fund Total . . . . .</b>		<b>433,014.71-</b>	<b>388,502.76</b>	<b>1,292,275.21</b>
<b>84</b> East Central Drug Task Force Agency Fund				
	110,427.93			



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

**TREASURER'S CASH TRIAL BALANCE**

As of 08/2023



Page 7

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Receipts		2,100.00	139,043.43	
Disbursements		49,843.61-	140,089.33-	
Journal Entries		0.00	951.80-	
<b>Fund Total . . . . .</b>		<b>47,743.61-</b>	<b>1,997.70-</b>	<b>108,430.23</b>
<b>85</b> HRA/EDA	0.00			
Receipts		35,526.20	35,526.20	
Journal Entries		19,099.70-	19,099.70-	
<b>Fund Total . . . . .</b>		<b>16,426.50</b>	<b>16,426.50</b>	<b>16,426.50</b>
<b>89</b> H & Hs Collections Agency Fund	<b>801</b>	Non-Departmental		
	34,637.17			
Receipts		160,690.15	955,549.69	
Disbursements		12,290.91-	175,884.59-	
Journal Entries		131,088.17-	672,337.72-	
<b>Dept Total . . . . .</b>		<b>17,311.07</b>	<b>107,327.38</b>	<b>141,964.55</b>
<b>Fund Total . . . . .</b>	<b>34,637.17</b>	<b>17,311.07</b>	<b>107,327.38</b>	<b>141,964.55</b>
All Funds .....	23,465,873.49			
Receipts		3,311,352.08	56,372,336.85	
Disbursements		1,583,663.36-	32,447,455.62-	
SSIS		244,727.83-	1,533,659.67-	
Payroll		2,009,217.46-	17,222,206.61-	
Journal Entries		0.00	150.51-	
<b>Total .....</b>		<b>526,256.57-</b>	<b>5,168,864.44</b>	28,634,737.93



## AGENDA REQUEST FORM

**Date of Meeting:** September 19, 2023

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

**Agenda Item:** August 2023 Disbursements/Claims Over \$2,000

**Department:** Auditor-Treasurer



Department Head signature

### Background information on Item:

The attached report shows the totals for all disbursements paid in August 2023 (\$1,828,391.19) by fund. There were 526 total claims, 78 claims that were over \$2,000 to be approved and are individually detailed on the separate listing, and 448 claims under \$2,000 or not needing approval totaling \$595,828.47.

### Action Requested:

Consider approving August 2023 disbursements including the individual listing of claims over \$2,000, and 448 claims under \$2,000 or not needing approval totaling of \$595,828.47.

### Financial Impact:

N/A

**DISBURSEMENTS JOURNAL REPORT** G/L Months: 08/2023 - 08/2023

**RECAP BY FUND**

FUND	AMOUNT	NAME
1	478,526.44	GENERAL REVENUE FUND
12	420,726.80	HEALTH & HUMAN SERVICES
13	225,180.06	ROAD & BRIDGE FUND
19	29,829.61	COVID-19 RELIEF FUND
22	71,871.89	LAND MANAGEMENT FUND
24	62,945.00	SSTS UPGRADES
44	85.69	ELECTION EQUIPMENT
60	253,878.00	COUNTY SELF INSURANCE
76	79,715.39	GROUP HEALTH INS FUND 5/1/95 (GEN)
80	8,694.50	COUNTY COLLECTIONS AGENCY FUND
82	134,803.29	TAXES AND PENALTIES AGENCY FUND
84	49,843.61	EAST CENTRAL DRUG TASK FORCE AGENCY F
89	12,290.91	H & HS COLLECTIONS AGENCY FUND
	1,828,391.19	Total Disbursements

**RECAP BY TYPE**

TYPE	AMOUNT	NAME
1	1,459,048.13	AUD
2	369,643.86	COM
3	300.80 -	MVC
	1,828,391.19	Total Disbursements

Fund	Date	Vendor	Amount
General	8/4/2023	AMAZON CAPITAL SERVICES	8,979.89
General	8/4/2023	Aml Cleaning Service, Inc	4,000.00
General	8/4/2023	East Central Energy Of Braham	25,747.95
General	8/4/2023	East Central Reg Juvenile Center	8,973.00
General	8/4/2023	MINNESOTA POWER	4,648.99
General	8/4/2023	NORTON LAW LLC	2,300.00
General	8/4/2023	Streicher's Inc	2,021.30
General	8/11/2023	Advanced Correctional Healthcare, Inc	30,808.18
General	8/11/2023	AMAZON CAPITAL SERVICES	4,141.90
General	8/11/2023	CLOQUET RIVERSIDE RECYCLING, INC	10,175.00
General	8/11/2023	Cps Technology Solutions	4,853.00
General	8/11/2023	EVERGREEN RECYCLING LLC	3,477.26
General	8/11/2023	Goebel Plumbing & Service Inc	2,747.85
General	8/11/2023	MINNESOTA ENERGY RESOURCES CORP	6,611.16
General	8/11/2023	POKEGAMA LAKE ASSOCIATION	11,212.50
General	8/11/2023	Ron's Roll-Off Service	2,000.00
General	8/11/2023	SUMMIT FOOD SERVICE MANAGEMENT LLC	10,104.92
General	8/11/2023	UTILITY ASSOCIATES INC	35,250.00
General	8/18/2023	ALEX PRO FIREARMS LLC	5,300.00
General	8/18/2023	East Central Solid Waste Comm	3,937.93
General	8/18/2023	Egan Company	4,880.67
General	8/18/2023	Express Window Cleaning	2,000.00
General	8/18/2023	OFFICE OF MN.IT SERVICES	10,355.63
General	8/18/2023	OWENS COMPANIES INC	2,659.66
General	8/18/2023	West Group	2,025.57
General	8/25/2023	AFTERLIFE ELECTRONICS RECYCLABLE	5,647.15
General	8/25/2023	Aspen Mills	2,217.16
General	8/25/2023	KRONOS SAASHR INC	2,535.09
General	8/25/2023	PDS	45,615.53
General	8/25/2023	SUMMIT FOOD SERVICE MANAGEMENT LLC	15,420.60
General	8/25/2023	Verizon Wireless	10,996.08
HHS	8/4/2023	Pitney Bowes	11,164.89
HHS	8/4/2023	Anoka Co Juv Ctr Main Res	18,492.53
HHS	8/4/2023	Anoka Co Juv Ctr-Shelter & Dia	9,735.00
HHS	8/4/2023	Central Mn Jobs & Training Services	33,706.50
HHS	8/4/2023	Phase Inc (Pc Dac) Dac	2,378.16
HHS	8/11/2023	NOW MICRO INC	47,399.00
HHS	8/11/2023	Family Alternatives	8,303.97
HHS	8/11/2023	Jon Dorau Construction LLC	11,940.50
HHS	8/11/2023	Lakes & Pines Community Action Council	42,269.50
HHS	8/11/2023	Mille Lacs Band Family Services	2,266.18
HHS	8/11/2023	North Homes Inc	8,944.20
HHS	8/11/2023	Amazon.com-Cardmember Service	2,022.54
HHS	8/11/2023	4IMPRINT, Inc - Cardmember Service	2,904.72
HHS	8/18/2023	Sue's Bus Service Inc	4,126.20
HHS	8/18/2023	Central Mn Jobs & Training Services	13,239.17

<b>Fund</b>	<b>Date</b>	<b>Vendor</b>	<b>Amount</b>
HHS	8/18/2023	Family Pathways - North Branch	2,550.00
HHS	8/18/2023	Lutheran Social Service St Paul	2,826.89
HHS	8/18/2023	Nexus-Kindred Family Healing	8,506.21
HHS	8/18/2023	Port Group Home	10,332.61
HHS	8/25/2023	Central Mn Mental Health Ctr	3,000.00
HHS	8/25/2023	DHS State Operated Services	13,684.95
R&B	8/4/2023	C & T CONTRACTING	4,450.00
R&B	8/4/2023	Nuss Truck Group Inc	28,364.70
R&B	8/4/2023	Rydberg & Sons, Inc.	73,827.56
R&B	8/11/2023	Pomp's Tire Service, Inc	6,572.47
R&B	8/11/2023	Rydberg & Sons, Inc.	25,548.52
R&B	8/18/2023	C & T CONTRACTING	3,750.00
R&B	8/18/2023	ERICKSON ENGINEERING CO LLC	5,928.00
R&B	8/18/2023	GUARDIAN FLEET SAFETY	20,767.73
R&B	8/18/2023	M-R Sign Company, Inc.	18,695.15
R&B	8/18/2023	SEH INC	5,241.86
R&B	8/18/2023	WARNING LITES OF MINNESOTA INC	2,066.55
R&B	8/25/2023	Colors By Craig	3,420.00
COVID	8/18/2023	Lakes & Pines Comm Act Council	26,180.00
Land	8/4/2023	CARLSON TIMBER	13,250.00
Land	8/18/2023	Moose Lake Implement And Sport	11,400.00
Land	8/25/2023	ANDERSON & KOCH FORD INC	44,858.63
Septic-Fixup	8/4/2023	RAMBERG EXCAVATING	41,450.00
Septic-Fixup	8/18/2023	L&O INVESTMENTS LLC	21,495.00
Self Insurance	8/4/2023	BlueCross BlueShield of Minnesota	35,567.03
Self Insurance	8/11/2023	BlueCross BlueShield of Minnesota	124,138.28
Self Insurance	8/18/2023	BlueCross BlueShield of Minnesota	58,750.25
Self Insurance	8/25/2023	BlueCross BlueShield of Minnesota	35,422.44
Group Insurance	8/4/2023	Mn Life Insurance Company	4,666.00
Group Insurance	8/4/2023	TEAMSTERS JOINT COUNCIL 32	56,412.00
Group Insurance	8/18/2023	TEAMSTERS JOINT COUNCIL 32	4,428.00
Group Insurance	8/25/2023	MADISON NATIONAL LIFE INS CO INC	4,474.86



## AGENDA REQUEST FORM

Date of Meeting: September 19, 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:

#### New On Sale & Sunday Liquor License:

Dock's Lakeside Properties, LLC – Windemere Township

*Pending approval by the state and township*

#### Temporary On Sale License:

Moose Lake Brewing Co for an event on October 28, 2023 at the YMCA Camp, 89382 Frontage Rd – Sturgeon Lake - Windemere Township

### Action Requested:

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

## PINE COUNTY EXPENSE CLAIM FORM

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

**STEPHEN HALLAN**

**MONTH: August 2023**

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

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
8/1/2023	\$100					County Board Meeting - Pine City	01-005-6111
8/15/2023	\$100					County Board Meeting - Sandstone (on zoom)	
8/16/2023	\$100					MLBO meeting	
8/17/2023	\$100					HHS committee meeting	
8/22/2023	\$100					budget meeting	
8/29/2023	\$100					budget meeting	

### MILEAGE EXPENSES

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
8/1/2023				\$0.655	\$0.00	County Board Meeting - Pine City	01-005-6334
8/15/2023				\$0.655	\$0.00	County Board Meeting - Sandstone (on zoom)	01-005-6334
				\$0.655	\$0.00		
				\$0.655	\$0.00		
				\$0.655	\$0.00		
				\$0.655	\$0.00		
				\$0.655	\$0.00		
				\$0.655	\$0.00		
				\$0.655	\$0.00		
				\$0.655	\$0.00		
				\$0.655	\$0.00		
				<b>TOTAL</b>	<b>\$0.00</b>		

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

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

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



Commissioner Signature

Authorized Signature

# PINE COUNTY EXPENSE CLAIM FORM

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

EMPLOYEES NAME: Joshua Mohr

MONTH August 2023

Date	Per Diem	Meals	Lodging	Tuition and or books	Other	Purpose and description of expense	Account #
8/1/2023	\$100					Board Meeting, Pine City	
8/2/2023	\$100					Negotiations, Pine City	
8/7/2023	\$100					Personal committee, Pine City	
8/24/2023	\$100					Negotiations, Pine City	
8/22/2023	\$100					Budget meeting, Pine City	

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

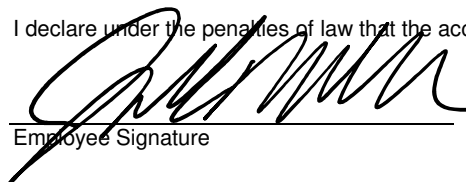
Date	Begin Odometer	End Odometer	Total Miles	Home Odometer	1st Stop Odometer	Last Stop Odometer	Home Odometer	Total Miles	Amount Paid	Destination and purpose of expense
			0						\$ -	
			0						\$ -	
			0						\$ -	
			0						\$ -	
			0						\$ -	
			0						\$ -	
			0						\$ -	
			0						\$ -	
			0					0	\$ -	
TOTAL									\$ -	

01-005-000-0000-6334

rate 0.625

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

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

  
Employee Signature

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

\_\_\_\_\_  
Department Head Signature



## PINE COUNTY EXPENSE CLAIM FORM

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

**TERRY LOVGREN**

**MONTH: August 2023**

**Page 1 of 2**

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

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
8.1.23	\$100					County Board	01-005-6111
8.3.23	\$100					Workforce Annual Conference	01-005-6111
8.4.23	\$100					Workforce Annual Conference	01-005-6111
8.8.23	\$100					ICWA	01-005-6111
8.9.23	\$100					Project Rise, NCPW (T&T) and ECHO - Lab Chemical Threats	01-005-6111
8.14.23	\$100					Library	01-005-6111
8.15.23	\$100					County Board and ICWA	01-005-6111
8.16.23	\$100					MLBO	01-005-6111
8.17-18.23	\$0					AMC District Meeting (AMC paid all expenses)	01-005-6111
8.21.23	\$100					Insurance Pre Meeting	01-005-6111
8.22.23	\$100					COW and Meeting with Pete Stauber	01-005-6111
	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
8.1.23			28.7	\$0.655	\$18.80	County Board - Pine City	01-005-6334
8.2 - 8.4.23			156.5	\$0.655	\$102.51	Duluth, CMJ&T Annual Conference	01-005-6334
8.15.23			25.7	\$0.655	\$16.83	County Board - Sandstone	01-005-6334
8.16.26			28.7	\$0.655	\$18.80	Pine City - MLBO and signing papers	01-005-6334
8.22.23			57.4	\$0.655	\$37.60	COW and Meeting with Pete Stauber - Pine City	01-005-6334
8.28.23			46.8	\$0.655	\$30.65	Snake River	01-005-6334
8.29.23			28.7	\$0.655	\$18.80	COW - Pine City	01-005-6334
8.30.23			28.7	\$0.655	\$18.80	Insurance	01-005-6334
			401.2		\$262.79		

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

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

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

See next page  
Commissioner Signature

Authorized Signature

## PINE COUNTY EXPENSE CLAIM FORM

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**TERRY LOVGREN**

**MONTH: August 2023 Page 2 of 2**

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

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
8.23.23	\$100					ECHO (Compasion and Compassion Fatigue) & ICWA	01-005-6111
8.28.23	\$100					Snake River Membership and SR 1W1P	01-005-6111
8.29.23	\$100					COW	01-005-6111
8.30.23	\$100					Insurance and FRC Hinckley	01-005-6111
8.31.23	\$100					AMC - MACSSA (Counties discussing ICWA policy)	


### MILEAGE EXPENSES

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

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

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 Commissioner Signature

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

## PINE COUNTY EXPENSE CLAIM FORM

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**MATT LUDWIG**

**MONTH: August 2023**

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

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
8/1/2023	\$100					County Board Meeting - Pine City	01-005-6111
8/15/2023	\$100					County Board Meeting - Sandstone	
8/22/2023	\$100					Budget Meeting - Pine City	
8/29/2023	\$100					Budget Meeting - Pine City	
<del>8-2-2023</del>	<del>100</del>					<del>NEGOTIATIONS COMMITTEE - PINE CITY</del>	
<del>8-7-2023</del>	<del>100</del>					<del>PERSONNEL COMMITTEE - PINE CITY</del>	
<del>8-10-2023</del>	<del>100</del>					<del>KETTLE RIVER / UPPER ST. CROIX IWIP - SANDSTONE</del>	
<del>8-17-2023</del>	<del>100</del>					<del>HHS COMMITTEE - PINE CITY</del>	
<del>8-21-2023</del>	<del>100</del>					<del>NEMADJI - IWIP MEETING: CARLTON SWCD</del>	
<del>8-23-2023</del>	<del>100</del>					<del>PINE CO. HRA/EDA MEETING: SANDSTONE</del>	
<del>8-24-2023</del>	<del>100</del>					<del>NEGOTIATION COMMITTEE - PINE CITY</del>	

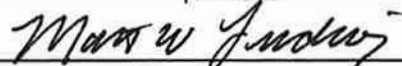
### MILEAGE EXPENSES

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
8/1/2023			44	\$0.655	\$28.82	County Board Meeting - Pine City	01-005-6334
8/15/2023				\$0.655		County Board Meeting - Sandstone	
8/22/2023			44	\$0.655	\$28.82	Budget Meeting - Pine City	
8/29/2023			44	\$0.655	\$28.82	Budget Meeting - Pine City	
<del>8-2-2023</del>			<del>44</del>	<del>\$0.655</del>	<del>28.82</del>	<del>NEGOTIATIONS COMMITTEE - PINE CITY</del>	
<del>8-7-2023</del>			<del>44</del>	<del>\$0.655</del>	<del>28.82</del>	<del>PERSONNEL COMMITTEE - PINE CITY</del>	
<del>8-17-2023</del>			<del>44</del>	<del>\$0.655</del>	<del>28.82</del>	<del>HHS COMMITTEE - PINE CITY</del>	
<del>8-21-2023</del>			<del>90</del>	<del>\$0.655</del>	<del>58.95</del>	<del>NEMADJI - IWIP MEETING: CARLTON SWCD</del>	
<del>8-21-2023</del>			<del>44</del>	<del>\$0.655</del>	<del>28.82</del>	<del>INSURANCE RENEWAL MEETING - PINE CITY</del>	
<del>8-24-2023</del>			<del>44</del>	<del>\$0.655</del>	<del>28.82</del>	<del>NEGOTIATION COMMITTEE - PINE CITY</del>	
<del>8-30-2023</del>			<del>44</del>	<del>TOTAL:</del>	<del>28.82</del>	<del>INSURANCE COMMITTEE - PINE CITY</del>	

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Commissioner Signature

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

Page 1 of 2

## PINE COUNTY EXPENSE CLAIM FORM

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**MATT LUDWIG**

**MONTH: August 2023**

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

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
8-30-2023	\$100					Kettle River / Upper St. Cany JWIP - Sandstone	01-005-6111
	\$100						
	\$100						
	\$100						

### MILEAGE EXPENSES

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
				\$0.655			01-005-6334
				\$0.655			
				\$0.655			
				\$0.655			
				\$0.655			
				\$0.655			
				\$0.655			
				\$0.655			
				\$0.655			
				\$0.655			
				\$0.655			
				<b>TOTAL:</b>			

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

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

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

  
 Commissioner Signature

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



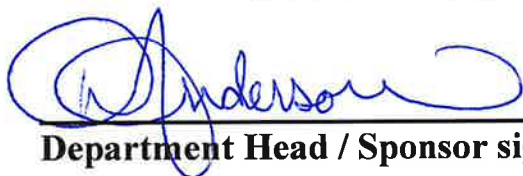
## COUNTY BOARD AGENDA REQUEST

Date of Meeting: September 19, 2023

☐ Consent Agenda    ☐ Regular Agenda

Item Title: K9 Fund Donation

Department: Sheriff's Office



Department Head / Sponsor signature

### Background information on Item:

The Pine County Sheriff's Office K9 Program received a donation of \$700 from the Pine County Fair Board.

### Action Requested:

The Pine County Sheriff's Office respectfully asks the County Board to acknowledge and accept the donations into the Pine County Sheriff's Office K9 fund.

### Financial Impact:

This donation will help offset expenditures for the K9 program.



## AGENDA REQUEST FORM

Date of Meeting: 09/19/2023



County Board



Consent Agenda



Regular Agenda

5 mins.

☐

10 mins.

☐

15 mins.

☐

Other

☐☐

Personnel Committee

☐

Other \_\_\_\_\_

Agenda Item: Accept donation

Department: HHS

*Rebecca Foss*

Department Head signature

### Background information on Item:

The Pine Area Lions recently donated \$50, along with toys and diapers, to the Pine County Family Resource Center.

### Action Requested:

Accept the donation of diapers, toys and \$50 from the Pine Area Lions to the Pine County Family Resource Center.

### Financial Impact:

The donation is specific to the Pine County Family Resource Center, and will be used to help offer services to the community.



## AGENDA REQUEST FORM

**Date of Meeting:** September 19, 2023

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

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

**Department:** Auditor-Treasurer

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

### Background information on Item:

Beginning in 2016, Pine County has been extending loans to homeowners to upgrade their non-compliant septic systems through a Cleanwater Partnership Loan from the Minnesota Pollution Control Agency. The loans are paid by as a special assessment on the property taxes of the benefiting property over a term that is determined by the amount of the loan (1 year per \$1,000, for example \$12,000 loan is paid by over 12 years.)

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

### Action Requested:

Consider authorizing the County Board Chair and County Administrator to sign Resolution 2023-43 extending a special assessment as follows:

Scott Thompson, PID 07.0162.000, \$14,187.00

Bradley McCulloch, PID 36.5083.000, \$24,000.00

Marc Tvedt, PID 25.0228.000, \$21,495.00

Julie Nelson, PID 15.0075.000, \$21,680.00

### Financial Impact:

Grant funds have been utilized to install the systems.

**PINE COUNTY RESOLUTION EXTENDING  
SEPTIC FIX-UP SPECIAL ASSESSMENT  
RESOLUTION No. 2023-43**

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

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

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

NOW THEREFORE BE IT RESOLVED, that the County of Pine extends a special assessment for a term of 14 years, beginning in 2024, against Pine County Parcel 07.0162.000 in the amount of \$14,187.00 with equal principal payments and 1% interest owned by Scott Thompson.

NOW THEREFORE BE IT RESOLVED, that the County of Pine extends a special assessment for a term of 24 years, beginning in 2024, against Pine County Parcel 36.5083.000 in the amount of \$24,000.00 with equal principal payments and 3% interest owned by Bradley McCulloch.

NOW THEREFORE BE IT RESOLVED, that the County of Pine extends a special assessment for a term of 21 years, beginning in 2024, against Pine County Parcel 25.0228.000 in the amount of \$21,495.00 with equal principal payments and 1% interest owned by Marc Tvedt.

NOW THEREFORE BE IT RESOLVED, that the County of Pine extends a special assessment for a term of 22 years, beginning in 2024, against Pine County Parcel 15.0075.000 in the amount of \$21,680.00 with equal principal payments and 3% interest owned by Julie Nelson.

Dated this 19th day in September 2023.

---

Stephen M. Hallan, Chair  
Pine County Board of Commissioners

ATTEST:

---

David J. Minke  
County Administrator





## AGENDA REQUEST FORM

Date of Meeting: September 19, 2023



County Board

☐ Consent Agenda

☒ Regular Agenda

5 mins.



10 mins.



15 mins.



Other



Personnel Committee



Other \_\_\_\_\_

Agenda Item: Cooperative Construction Agreement w/MnDOT

Department: Pine County Public Works

Department Head signature

### Background information on Item:

State funds have been secured to repair pavement failure on CSAH 15 prior to State detour in 2024.

### Action Requested:

Approve agreement and pass Resolution

### Financial Impact:

Additional funds of \$186,413.50

**RESOLUTION FOR AGENCY AGREEMENT**

**#1054352**

**Resolution 2023- 44**

IT IS RESOLVED that Pine County enter into MNDOT Agreement no 1054352 with the State of Minnesota, Department of Transportation for the following purposes.

To provide for payment by the State to the County of the State's share of the costs of the bituminous surfacing and striping construction and other associated construction to be performed upon, along, and adjacent to County State Aid Highway No. 15 between 3,812.18 feet south of County Road No. 129 and 2,312.18 feet south of County Road No. 129, southeast of Hinckley under State Project No 5880-199AR.

BE IT FURTHER RESOLVED, the County Board Chair and the County Administrator are hereby authorized and directed for and on behalf of Pine County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation Agency Agreement No. 1054352", a copy of which said agreement was before the County Board and which is made a part hereof by reference.

**CERTIFICATION**

---

Stephen M. Hallan  
Chair of Pine County Board

---

David J. Minke  
County Administrator

STATE OF MINNESOTA)

ss.

County of Pine)

I, David J. Minke, County Administrator of Pine County, Minnesota, hereby certify that I have compared the foregoing copy of a resolution of the County Board of said County with the original record thereof in the minutes of the proceedings of said Board at a meeting duly held the 19<sup>th</sup> of September, 2023, and that same is a true and correct copy of said original record and that said resolution was duly adopted by said Board at said meeting.

Witness my hand and seal this \_\_\_\_\_.

**(SEAL)**

**STATE OF MINNESOTA  
DEPARTMENT OF TRANSPORTATION  
AND  
PINE COUNTY  
COOPERATIVE CONSTRUCTION  
AGREEMENT**

State Project Number (SP):	<u>5880-199AR</u>	Original Amount Encumbered
Trunk Highway Number (TH):	<u>35=001</u>	<u>\$186,413.50</u>
State Project Number (SP):	<u>5880-199</u>	
County Project Number (CP):	<u>058-015-003</u>	
Federal Project Number:	<u>NHPP I350(138)</u>	

This Agreement is between the State of Minnesota, acting through its Commissioner of Transportation (State) and Pine County, acting through its Board of Commissioners (County).

**Recitals**

1. The County will perform reclamation, geogrid, aggregate base, bituminous surfacing, and aggregate surfacing construction and other associated construction upon, along, and adjacent to County State Aid Highway (CSAH) No. 15 between 3,812.18 feet south of County Road (CR) No. 129 and 2,312.18 feet south of County Road No. 129, southeast of Hinckley, according to County-prepared plans, specifications, and special provisions designated by the County as County Project No. 058-015-003 and by the State as State Project No. 5880-199AR (TH 35=001) (Project); and
2. The State has an upcoming project, State Project No. 5880-199, where CSAH 15 may be used as an alternate Trunk Highway route. Improvements to CSAH 15 are needed for it to be able to support Trunk Highway traffic; and
3. The County requests the State participate in the costs of the bituminous surfacing and striping construction in preparation for the State's anticipated alternate route described above and the State is willing to participate in the costs of said construction; and
4. Minnesota Statutes § 161.20, subdivision 2 authorizes the Commissioner of Transportation to make arrangements with and cooperate with any governmental authority for the purposes of constructing, maintaining, and improving the trunk highway system.

**Agreement**

**1. Term of Agreement; Survival of Terms; Plans; Incorporation of Exhibits**

- 1.1. Effective Date.** This Agreement will be effective on the date the State obtains all signatures required by Minnesota Statutes § 16C.05, subdivision 2.
- 1.2. Expiration Date.** This Agreement will expire when all obligations have been satisfactorily fulfilled.
- 1.3. Survival of Terms.** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, without limitation, the following clauses: 2.4. State Ownership of Improvements; 5. Maintenance by the County; 10. Liability; Worker Compensation Claims; Insurance; 13. State Audits; 14. Government Data Practices; 15. Governing Law; Jurisdiction; Venue; and 17. Force Majeure.

- 1.4. Plans, Specifications, and Special Provisions.** County plans, specifications, and special provisions designated by the County as CP 058-015-003 and by the State as SP 5880-199AR (TH 35=001) are on file in the office of the County's Engineer and incorporated into this Agreement by reference (Project Plans).
- 1.5. Exhibits.** Preliminary Schedule "I" is attached and incorporated into this Agreement.

## **2. Right-of-Way Use**

- 2.1. Limited Right to Occupy.** The State grants to the County (and its contractors and consultants) the right to occupy Trunk Highway Right-of-Way as necessary to perform the work described in the Project Plans. This right is limited to the purpose of constructing the Project, and administering such construction, and may be revoked by the State at any time, with or without cause. Cause for revoking this right of occupancy includes, but is not limited to, breaching the terms of this or any other agreement (relevant to this Project) with the State, failing to provide adequate traffic control or other safety measures, failing to perform the construction properly and in a timely manner, and failing to observe applicable environmental laws or terms of applicable permits. The State will have no liability to the County (or its contractors or consultants) for revoking this right of occupancy.
- 2.2. State Access; Suspension of Work; Remedial Measures.** The State's District Engineer or assigned representative retains the right to enter and inspect the Trunk Highway Right-of-Way (including the construction being performed on such right-of-way) at any time and without notice to the County or its contractor. If the State determines (in its sole discretion) that the construction is not being performed in a proper or timely manner, or that environmental laws (or the terms of permits) are not being complied with, or that traffic control or other necessary safety measures are not being properly implemented, then the State may notify and require the County (and its contractors and consultants) to suspend their operations until the County (and its contractors and consultants) take all necessary actions to rectify the situation to the satisfaction of the State. The State will have no liability to the County (or its contractors or consultants) for exercising or failing to exercise its rights under this provision.
- 2.3. Traffic Control; Worker Safety.** While the County (and its contractors and consultants) are occupying the State's Right-of-Way, they must comply with the approved traffic control plan, and with applicable provisions of the Work Zone Field Handbook (<http://www.dot.state.mn.us/trafficeng/workzone/index.html>). All County, contractor, and consultant personnel occupying the State's Right-of-Way must be provided with required reflective clothing and hats.
- 2.4. State Ownership of Improvements.** The State will retain ownership of its Trunk Highway Right-of-Way, including any improvements made to such right-of-way under this Agreement, unless otherwise noted. The warranties and guarantees made by the County's contractor with respect to such improvements (if any) will flow to the State. The County will assist the State, as necessary, to enforce such warranties and guarantees, and to obtain recovery from the County's consultants and contractor (including its sureties) for non-performance of contract work, for design errors and omissions, and for defects in materials and workmanship. Upon request of the State, the County will undertake such actions as are reasonably necessary to transfer or assign contract rights to the State and to permit subrogation by the State with respect to claims against the County's consultants and contractors.
- 2.5. Utility Relocation.** The State authorizes the County to issue Notices and Orders for utility relocation in accordance with Minnesota Statutes §161.45 and Minnesota Rules Part 8810.3100 through 8810.3600.

## **3. Contract Award and Construction**

- 3.1. Bids and Award.** The County will receive bids and award a construction contract to the lowest responsible bidder (or best value proposer), subject to concurrence by the State in that award, according to the Project Plans. The contract construction will be performed according to the Project Plans.

- 3.2. Bid Documents Furnished by the County.** The County will, within seven days of opening bids for the construction contract, submit to the State's District Engineer a copy of the low bid and an abstract of all bids together with the County's request for concurrence by the State in the award of the construction contract. The County will not award the construction contract until the State advises the County in writing of its concurrence.
- 3.3. Rejection of Bids.** The County may reject and the State may require the County to reject any or all bids for the construction contract. The party rejecting or requiring the rejection of bids must provide the other party written notice of that rejection or requirement for rejection no later than 30 days after opening bids. Upon the rejection of all bids, a party may request, in writing, that the bidding process be repeated. Upon the other party's written approval of such request, the County will repeat the bidding process in a reasonable period of time, without cost or expense to the State.
- 3.4. Direction, Supervision, and Inspection of Construction.**
- A. The contract construction will be under the direction of the County and under the supervision of a registered professional engineer; however, the State participation construction covered under this Agreement will be open to inspection by the State District Engineer's authorized representatives. The County will give the District Engineer at Duluth five day's notice of its intention to start the contract construction.
  - B. Responsibility for the control of materials for the contract construction will be on the County and its contractor and will be carried out according to Specifications No. 1601 through and including No. 1609 in the State's current *Standard Specifications for Construction*.
- 3.5. Completion of Construction.** The County will cause the contract construction to be started and completed according to the time schedule in the construction contract special provisions. The completion date for the contract construction may be extended, by an exchange of letters between the appropriate County official and the State District Engineer's authorized representative, for unavoidable delays encountered in the performance of the contract construction.
- 3.6. Plan Changes.** The State will not participate in the cost of any contract construction that is in addition to the State participation construction covered under this Agreement unless the following conditions have been met:
- A. The necessary State funds have been encumbered.
  - B. All changes in the Project Plans and all addenda, change orders, supplemental agreements, and work orders entered into by the County and its contractor for State participation construction are approved in writing by the State District Engineer's authorized representative.
- 3.7. Compliance with Laws, Ordinances, and Regulations.** The County will comply and cause its contractor to comply with all Federal, State, and Local laws, and all applicable ordinances and regulations. With respect only to that portion of work performed on the State's Trunk Highway Right-of-Way, the County will not require the contractor to follow local ordinances or to obtain local permits.

#### **4. Right-of-Way; Easements; Permits**

- 4.1.** The County will obtain all rights-of-way, easements, construction permits, and any other permits and sanctions that may be required in connection with the local and trunk highway portions of the contract construction. Before payment by the State, the County will furnish the State with certified copies of the documents for rights-of-way and easements, construction permits, and other permits and sanctions required for State participation construction covered under this Agreement.

- 4.2. The County will convey to the State by quit claim deed, all newly acquired rights needed for the continuing operation and maintenance of the Trunk Highway, if any, upon completion of the Project, at no cost or expense to the State.
- 4.3. The County will comply with Minnesota Statutes § 216D.04, subdivision 1(a), for identification, notification, design meetings, and depiction of utilities affected by the contract construction.

## 5. Maintenance by the County

Upon completion of the Project, the County will provide the following without cost or expense to the State:

- 5.1. **Additional Drainage.** No party to this Agreement will drain any additional drainage volume into the storm sewer facilities constructed under the construction contract that was not included in the drainage for which the storm sewer facilities were designed, without first obtaining written permission to do so from the other party.

## 6. Basis of State Cost

- 6.1. **Schedule "I".** The Preliminary Schedule "I" includes anticipated State participation construction items covered under this Agreement.
- 6.2. **State Participation Construction.** The State will participate in the following at the percentages indicated.
  - A. 100 Percent will be the State's rate of cost participation in all of the SP 5880-199AR construction. The construction includes, but is not limited to, those construction items tabulated on Sheet No. 2 of the Preliminary Schedule "I".
- 6.3. **Addenda, Change Orders, Supplemental Agreements, and Work Orders.** The State will share in the costs of construction contract addenda, change orders, supplemental agreements, and work orders that are necessary to complete the State participation construction covered under this Agreement and are approved in writing by the State District Engineer's authorized representative.
- 6.4. **Liquidated Damages.** All liquidated damages assessed the County's contractor in connection with the construction contract will result in a credit shared by each party in the same proportion as their total construction cost share covered under this Agreement is to the total contract construction cost before any deduction for liquidated damages.

## 7. State Cost and Payment by the State

- 7.1. **State Cost.** \$186,413.50 is the State's estimated share of the costs of the contract construction as shown in the Preliminary Schedule "I". The Preliminary Schedule "I" was prepared using estimated anticipated construction items and estimated quantities and unit prices and may include any credits or lump sum costs. Upon review of the construction contract bid documents described in Article 3.2, the State will decide whether to concur in the County's award of the construction contract and, if so, prepare a Revised Schedule "I" based on construction contract construction items, quantities, and unit prices, which will replace and supersede the Preliminary Schedule "I" as part of this Agreement.
- 7.2. **Conditions of Payment.** The State will pay the County the State's total estimated construction cost share as shown in the Revised Schedule "I" after the following conditions have been met:
  - A. Encumbrance by the State of the State's total estimated construction cost share as shown in the Revised Schedule "I".
  - B. Execution of this Agreement and transmittal to the County, including a letter advising of the State's concurrence in the award of the construction contract.
  - C. The State's receipt of a written request from the County for the advancement of funds. The request will include certification by the County that all necessary parties have executed the construction contract.



**7.3. *Limitations of State Payment; No State Payment to Contractor.*** The State's participation in the contract construction is limited to the State participation construction shown in Article 7.1, and the State's participation will not change except by a mutually agreed written amendment to this Agreement. The State's payment obligation extends only to the County. The County's contractor is not intended to be and will not be deemed to be a third-party beneficiary of this Agreement. The County's contractor will have no right to receive payment from the State. The State will have no responsibility for claims asserted against the County by the County's contractor.

**7.4. *Construction Costs Exceeding Encumbered Amount.*** Whenever it appears the cost of the State participation construction covered under this Agreement is about to exceed the current amount of encumbered State funds, the County will notify the State District Engineer's authorized representative in writing prior to performance of the additional State participation construction. Notification will include an estimate in the amount of additional funds necessary to complete the State participation construction and the reason(s) why the current amount encumbered will be exceeded. The State will, upon its approval of the additional State participation construction, encumber the necessary additional funds. That action will have the effect of amending this Agreement so as to include the State's share of the costs of the additional construction.

Should the County cause the performance of additional contract construction which would otherwise qualify for State participation construction covered under this Agreement, but for which the State has not previously encumbered funds, that additional contract construction is done at the County's own risk. The County will notify the State District Engineer's authorized representative in writing of the additional State participation construction. Notification will include an estimate in the amount of additional funds necessary to cover the additional State participation construction and the reason(s) why the current amount encumbered was exceeded. If the State District Engineer's authorized representative approves the additional State participation construction, the County's claim for compensation along with a request for encumbrance of the necessary additional funds will be submitted to the State's Budget Section for review of compliance with Minnesota Statutes § 16A.15, subdivision 3, but no guarantee is made that the claim will be approved by the State's Budget Section. If the claim for compensation and the request for encumbrance of the necessary additional funds are approved by the State's Budget Section, that action will have the effect of amending this Agreement so as to include the State's share of the costs of the additional construction.

**7.5. *Records Keeping and Invoicing by the County.*** The State will provide the County with a Payment Processing Package containing a Modified Schedule "I" form, instructions, and samples of documents for processing final payment of the State participation construction covered under this Agreement.

The County will keep records and accounts that enable it to provide the State with the following prior to final payment:

- A. A copy of the Modified Schedule "I" which includes final quantities of State participation construction.
- B. Copies of the County contractor's invoice(s) covering all contract construction.
- C. Copies of the endorsed and canceled County warrant(s) or check(s) paying for final contract construction, or computer documentation of the warrant(s) issued, certified by an appropriate County official that final construction contract payment has been made.
- D. Copies of all construction contract change orders, supplemental agreements, and work orders.
- E. A certification form, attached to a copy of the Final Schedule "I", both provided by the State. The certification form will be signed by the County's Engineer in charge of the contract construction attesting to the following:

- i. Satisfactory performance and completion of all contract construction according to the Project Plans.
  - ii. Acceptance and approval of all materials furnished for the contract construction relative to compliance of those materials to the State's current *Standard Specifications for Construction*.
  - iii. Full payment by the County to its contractor for all contract construction.
- F. When requested, copies certified by the County's Engineer, of material sampling reports and material testing results for the materials furnished for the contract construction.
- G. A copy of the "as built" plan sent to the District Engineer.
- H. A formal invoice (original and signed) in the amount due the County as shown in the Final Schedule "I".

**7.6. Final Payment by the State.** Upon completion of all contract construction, the State will prepare a Final Schedule "I" according to the procedures detailed in the Payment Processing Package and submit a copy to the County. The Final Schedule "I" will be based on final quantities, and include all State participation construction items covered under this Agreement. If the final cost of the State participation construction exceeds the amount of funds advanced by the State, the State will pay the difference to the County without interest. If the final cost of the State participation construction is less than the amount of funds advanced by the State, the County will refund the difference to the State without interest.

The State and the County waive claims for any payments or refunds less than \$5.00 according to Minnesota Statutes § 15.415.

## 8. Authorized Representatives

Each party's Authorized Representative is responsible for administering this Agreement and is authorized to give and receive any notice or demand required or permitted by this Agreement.

### 8.1. The State's Authorized Representative will be:

Name, Title: Malaki Ruranika, Cooperative Agreements Engineer (or successor)  
 Address: 395 John Ireland Boulevard, Mailstop 682, Saint Paul, MN 55155  
 Telephone: (651) 366-4634  
 Email: malaki.ruranika@state.mn.us

### 8.2. The County's Authorized Representative will be:

Name, Title: Mark LeBrun, County Engineer (or successor)  
 Address: 405 Airport Road NE, Pine City, MN 55063  
 Telephone: (320) 216-4203  
 Email: mark.lebrun@co.pine.mn.us

## 9. Assignment; Amendments; Waiver; Contract Complete

**9.1. Assignment.** No party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other party and a written assignment agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office. The foregoing does not prohibit the County from contracting with a third party to perform County maintenance responsibilities covered under this Agreement.

**9.2. Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.



- 9.3. Waiver.** If a party fails to enforce any provision of this Agreement, that failure does not waive the provision or the party's right to subsequently enforce it.
- 9.4. Contract Complete.** This Agreement contains all prior negotiations and agreements between the State and the County. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

## **10. Liability; Worker Compensation Claims; Insurance**

- 10.1.** Each party is responsible for its own acts, omissions and the results thereof to the extent authorized by law and will not be responsible for the acts and omissions of others and the results thereof. Minnesota Statutes § 3.736 and other applicable law govern liability of the State. Minnesota Statutes Chapter 466 and other applicable law govern liability of the County. Notwithstanding the foregoing, the County will indemnify, hold harmless, and defend (to the extent permitted by the Minnesota Attorney General) the State against any claims, causes of actions, damages, costs (including reasonable attorney's fees), and expenses arising in connection with the Project covered by this Agreement, regardless of whether such claims are asserted by the County's contractor(s) or consultant(s) or by a third party because of an act or omission by the County or its contractor(s) or consultant(s).
- 10.2.** Each party is responsible for its own employees for any claims arising under the Workers Compensation Act.
- 10.3.** The County may require its contractor to carry insurance to cover claims for damages asserted against the County's contractor.

## **11. Nondiscrimination**

Provisions of Minnesota Statutes § 181.59 and of any applicable law relating to civil rights and discrimination are considered part of this Agreement.

## **12. Title VI/Non-discrimination Assurances**

The County agrees to comply with all applicable US DOT Standard Title VI/Non-Discrimination Assurances contained in DOT Order No. 1050.2A, and in particular Appendices A and E, which can be found at: [https://edocs-public.dot.state.mn.us/edocs\\_public/DMResultSet/download?docId=11149035](https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=11149035). If federal funds are included in this Agreement, the County will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. The State may conduct a review of the County's compliance with this provision. The County must cooperate with the State throughout the review process by supplying all requested information and documentation to the State, making County staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by the State.

## **13. State Audits**

Under Minnesota Statutes § 16C.05, subdivision 5, the County's books, records, documents, accounting procedures, and practices relevant to this Agreement are subject to examination by the State and the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

## **14. Government Data Practices**

The County and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the County under this Agreement. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the County or the State.

**15. Governing Law; Jurisdiction; Venue**

Minnesota law governs the validity, interpretation, and enforcement of this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

**16. Termination; Suspension**

**16.1. *By Mutual Agreement.*** This Agreement may be terminated by mutual agreement of the parties or by the State for insufficient funding as described below.

**16.2. *Termination for Insufficient Funding.*** The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the County. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the County will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if this Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds.

**16.3. *Suspension.*** In the event of a total or partial government shutdown, the State may suspend this Agreement and all work, activities, performance, and payments authorized through this Agreement. Any work performed during a period of suspension will be considered unauthorized work and will be undertaken at the risk of non-payment.

**17. Force Majeure**

No party will be responsible to the other for a failure to perform under this Agreement (or a delay in performance) if such failure or delay is due to a force majeure event. A force majeure event is an event beyond a party's reasonable control, including but not limited to, unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

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**STATE ENCUMBRANCE VERIFICATION**

Individual certifies that funds have been encumbered as required by Minnesota Statutes § 16A.15 and 16C.05.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

SWIFT Purchase Order: 3000722049

**PINE COUNTY**

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions, or ordinances.

By: \_\_\_\_\_

**Stephen M. Hallan**

Title: Board Chair

Date: September 19, 2023

By: \_\_\_\_\_

**David J. Minke**

Title: County Administration

Date: September 19, 2023

**DEPARTMENT OF TRANSPORTATION**

Recommended for Approval:

By: \_\_\_\_\_  
(District Engineer)

Date: \_\_\_\_\_

Approved:

By: \_\_\_\_\_  
(State Design Engineer)

Date: \_\_\_\_\_

**COMMISSIONER OF ADMINISTRATION**

By: \_\_\_\_\_  
(With Delegated Authority)

Date: \_\_\_\_\_

**INCLUDE COPY OF RESOLUTION APPROVING THE AGREEMENT AND AUTHORIZING ITS EXECUTION.**

**PRELIMINARY SCHEDULE "I"**  
**Agreement No. 1054352**  
**Pine County**

SP 5880-199AR (TH 35=001)	Preliminary: August 28, 2023
SP 5880-199	
CP 058-015-003	
Fed. Proj. NHPP 1350(138)	

Reclamation, geogrid, aggregate base, bituminous surfacing, and aggregate surfacing construction performed under County contract with \_\_\_\_\_ located on CSAH 15 between 3,812.18 feet south of CR 129 and 2,312.18 feet south of CR 129, southeast of Hinkley

STATE COST PARTICIPATION	
SP 5880-199AR Work Items (From Sheet No. 2)	186,413.50
(1) Encumbered Amount	<b>\$186,413.50</b>

(1) Amount of advance payment as described in Article 7.1 of the Agreement (estimated amount)

- 2 -



## AGENDA REQUEST FORM

Date of Meeting: September 19th, 2023



County Board



Consent Agenda



Regular Agenda

5 mins

☐

10 mins

☐

15 mins

☐

Other

☐

Personnel Committee



Other \_\_\_\_\_

Agenda Item: Request for Overnight Training

Department: Probation

Department Head signature

### Background information on Item:

Senior Agent Michelle Sellner will be delivering Carey Guides (Evidence-Based Practices) training at Camp Ripley on September 27th. She will arrive on the 26th and stay at the Country Inn & Suites in Fergus Falls, which will be paid for by the Department of Corrections. She has requested mileage, as our department vehicle will be gone to another training. Two meals have also been requested.

### Action Requested:

Authorization for overnight training at Camp Ripley, Mn and authorize mileage reimbursement and two meals.

### Financial Impact:

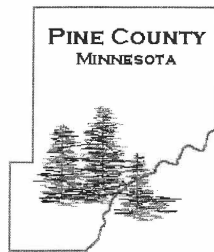
Lodging=\$0 (paid for by the DOC)

Mileage=366 round trip x 65.5 cents per mile \$239.73 total

Meals= two dinners \$42

\$281.73

Probation has allocated funds in their 2023 training budget and have funds available.



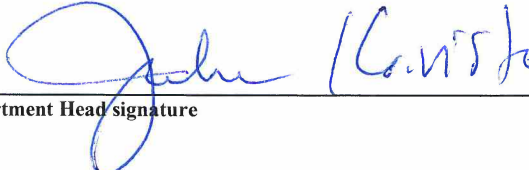
## AGENDA REQUEST FORM

Date of Meeting: 9/19/2023

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

**Agenda Item:** Minnesota Counties Human Resources Management Association Fall Conference

**Department:** Administration

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

### **Background information on Item:**

The Minnesota Counties Human Resources Management Association (MCHRMA) is a voluntary association of the Minnesota county human resources professionals. MCHRMA obtains educational and administrative services from the Association of Minnesota Counties.

### **Action Requested:**

Consider attendance by Human Resources Generalist Jennifer Frederickson to attend Minnesota Counties Human Resources Management Association (MCHRMA) Fall Conference, October 4-6, 2023, in Deerwood, MN.

### **Financial Impact:**

Registration: \$175, Meals & Lodging: \$481.48, Mileage \$78.00. Total cost: \$734.48.



## AGENDA REQUEST FORM

Date of Meeting: \_\_\_\_\_

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

**Agenda Item:** \_\_\_\_\_

**Department:** \_\_\_\_\_

  
Department Head signature

**Background information on Item:**

**Action Requested:**

**Financial Impact:**

All expenses are budgeted for in the 2023 public health staff development budget.





## AGENDA REQUEST FORM

Date of Meeting: \_\_\_\_\_

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

**Agenda Item:** \_\_\_\_\_

**Department:** \_\_\_\_\_

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

**Background information on Item:**

**Action Requested:**

**Financial Impact:**

**Pine County Insurance Committee  
Minutes  
Wednesday, August 30, 2023 – 1:00 p.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, Yvette Weis, Debbie Gray, Kathy Reiser, Josh Laven, IBEW Representative, Cheryl Anderson, AFSCME Representative, Gallagher Consultants: Jessica Nikunen, Austin Melnychuk

**1. Call to order**

Commissioner Ludwig called the meeting to order at 1:00 p.m.

**2. Review Agenda**

**3. Medical Claims**

Jessica reviewed 2023 claims and administrative costs through July. Total gross plan costs (claims plus administrative and stop loss costs) are \$1,509,849 compared to the budgeted amount of \$2,371,935 resulting in a positive funding variance of \$613,831, adding money to our reserves.

No claims have exceeded the \$200,000 stop loss limit so far in 2023 but there are two claimants that are close to the threshold.

Discussion was held regarding claims runout (terminal liability) that will be owed to United HealthCare (UHC) for ending our contract in 2022. The estimated amount due is between \$200,000-\$300,000. Gallagher will continue to monitor the situation and will advise the county of the final payout amount.

**4. Medical Renewal**

The Gallagher team presented the BCBS 2024 medical plan renewal:

- There are no changes in the benefits being offered.
- Imbedded plan deductibles will increase based on IRS requirements.
  - Single will increase from \$3,000 to \$3,200
  - Family will increase from \$6,000 to \$6,400
- Fixed costs are expected to increase 8%, total claims are expected to slightly decrease.
- No change in administrative costs.
- Committee reviewed the impact to reserves based on three different premium increase scenarios:
  - 8.5% increase    \$222,166 added to reserves
  - 9% increase     \$242,286 added to reserves
  - 10% increase    \$282,525 added to reserves
- Discussion held regarding the county's reserve funding goals.
- Committee reviewed funding options for 8.5%, 9% and 10% premium increases by plan along with the corresponding projected plan funding:
  - 8.5% increase results in additional cost of \$266,514 to county and \$80,602 to employees
  - 9% increase results in additional cost of \$280,065 to county and \$87,469 to employees
  - 10% increase results in additional cost of \$307,168 to county and \$101,204 to employees

The committee will meet again to set rates as soon as UHC finalizes the amount owed for claims run out.

**5. Dental Renewal**

Gallagher reviewed dental claims experience through July 2023. Plan utilization has remained high resulting in a negative plan funding variance of -14,786 and a 121.7% loss ratio. Based on claims experience and trend, Guardian is offering a 19% rate increase for 2024. High claims experience makes it difficult to market our group to other carriers. We called for bids in 2022 and only received one offer.

**6. Life Insurance Renewal**

Securian/Ochs has offered a 25% rate increase and a three-year rate guarantee on the county paid Basic Life and AD&D coverage. The increase is based solely on claims experience (4 claims paid in 2022). The proposed increase amounts to only .03 cents per 1,000 of coverage. Rates for voluntary supplemental and child life insurance will remain the same.

The recommendation was made to stay with Securian/Ochs due to their competitive rates and excellent customer service.

**7. VEBA Plan Discussion**

The committee discussed sunsetting the VEBA insurance plan due to low participation (9 contracts). There would be no financial incentive to end the plan since the VEBA savings accounts have to be maintained until all funds are expended and monthly service fees would continue during that time. We have not had any new enrollments in the VEBA plan in over seven years. We expect the plan to phase out over time as the enrolled employees leave the county or opt for a different insurance plan.

**8. Next Steps**

September-October

- UHC contract settlement
- Finalize 2024 rates
- Update benefit books with annual notices

October-November

- Open enrollment meetings

December

- Open enrollment data provided to insurance carriers

**9. Adjourn**

With no further business, the meeting was adjourned at 2:45 p.m.

**PINE COUNTY PERSONNEL COMMITTEE**

**September 11, 2023 – 9:00 a.m.**

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

Members present: Commissioner Matt Ludwig and Commissioner Josh Mohr.

Others present: County Administrator David Minke, County Auditor – Treasurer Kelly Schroeder, Jail Administrator Rodney Williamson, Health & Human Services Director Becky Foss, Human Resources Manager Jackie Koivisto, Human Resources Generalist Jen Frederickson

1. Commissioner Ludwig called the meeting to order at 9:00 a.m.
2. **Motion** by Commissioner Mohr to approve the Minutes of the August 7, 2023, Personnel Committee meeting. Second by Commissioner Ludwig. Motion carried 2-0.
3. **Motion** by Commissioner Ludwig to approve the August 7, 2023, Personnel Committee agenda with the following additions:
  - Removal of 4C: Approval to add a position of Licensed Independent Clinical Social Worker (LICSW).
  - Addition of 5B: Request to change the job title for the open Zoning & Solid Waste Technician position to Environmental Technician.Second by Commissioner Mohr. Motion carried 2-0.
4. Health & Human Services
  - a. Health & Human Services Director Becky Foss announced the resignation of Eligibility Worker Samantha Kubesh, effective August 21, 2023, and requested approval to backfill the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 6 with a minimum starting wage of \$20.90/hour and is contained in the 2023 Health & Human Services budget.

**Motion** by Commissioner Ludwig to acknowledge the resignation of Eligibility Worker Samantha Kubesh, effective August 21, 2023, and approve the hiring of Katie Sawyer, effective September 20, 2023, at Grade 6, Step 1 (\$20.90/hour). The position is contained in the 2023 Health & Human Services budget. Second by Commissioner Mohr. Motion carried 2-0.
  - b. Health & Human Services Director Becky Foss requested approval to add two new Grade 10 social worker or registered nurse positions in the HHS Social Service's unit and authorize recruitment to meet a growing aged and disabled population in Pine County — and the associated increase in service needs and caseload sizes. Request is also made to backfill any subsequent vacancies that may occur due to internal promotion or lateral transfer. The positions are Grade 10 with a minimum starting wage of \$26.40/hour and would be funded by third party revenues.

**Motion** by Commissioner Ludwig to recommend approval to add two new Grade 10 social worker or registered nurse positions in the HHS Social Service's unit and authorize recruitment to meet a growing aged and disabled population in Pine County and to approve backfill of the positions and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The positions are Grade 10 with a minimum starting wage of \$26.40/hour and would be funded by third party revenues. Second by Commissioner Mohr. Motion carried 2-0.

5. Auditor-Treasurer

- a. County Auditor-Treasurer Kelly Schroeder requested approval to fill the vacant Accounting Case Aide position with an Accounting Technician position. A Case Aide is a more client focused role, whereas an Accounting Technician is more finance focused and better meets the needs of the department. Request was also made to backfill any subsequent vacancies that may occur due to internal promotion or lateral transfer. Both positions are classified as Grade 5 with a minimum starting wage of \$19.73/hour and are contained in the 2023 Auditor-Treasurer budget.

**Motion** by Commissioner Mohr to recommend approval to fill the vacant Accounting Case Aide position with an Account Technician position to meet the needs of the department and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. Both positions are classified as Grade 5 with a minimum starting wage of \$19.73/hour and are contained in the 2023 Auditor-Treasurer budget. Second by Commissioner Ludwig. Motion carried 2-0.

- b. County Auditor-Treasurer Kelly Schroeder requested approval for a job title change for the open Zoning & Solid Waste Technician position to Environmental Technician to better reflect the job duties and attract more qualified candidates. Both positions are classified as Grade 8 with a minimum starting wage of \$23.49/hour and are contained in the 2023 Auditor-Treasurer budget.

**Motion** by Commissioner Mohr to recommend approval for a job title change for the open Zoning & Solid Waste Technician position to Environmental Technician to better reflect the job duties and attract more qualified candidates. Both positions are classified as Grade 8 with a minimum starting wage of \$23.49/hour and are contained in the 2023 Auditor-Treasurer budget. Second by Commissioner Ludwig. Motion carried 2-0.

6. Recruitment Update for July

Human Resources Manager Jackie Koivisto presented the following update as of August 31, 2023:

**Open positions**

# of positions	Title	Department / Office
1	Case Aide (Accounting Technician)**	Auditor-Treasurer
1	Eligibility Worker*	Health & Human Services
1	Highway Maintenance Mechanic*	Highway
3	FT Corrections Officer	Corrections
3	PT Corrections Officer	Corrections
1	Zoning & Solid Waste Technician	Zoning & Solid Waste
<b>10</b>	<b>TOTAL</b>	

(\*positions with accepted offers / \*\*positions being re-evaluated)

### **New Hires**

<b># of positions</b>	<b>Title</b>	<b>Department / Office</b>
1	Eligibility Worker	Health & Human Services
2	Office Support Specialists	Health & Human Services
1	Temporary Case Aide	Health & Human Services
1	Temporary Probation Case Aide	Probation
3	FT Corrections Officer	Corrections
3	PT Corrections Officer	Corrections
<b>11</b>	<b>TOTAL</b>	

### **Separations**

<b># of positions</b>	<b>Title</b>	<b>Department</b>
1	Highway Maintenance Mechanic (retired)	Highway
1	Eligibility Worker	Health & Human Services
2	PT Dispatchers	PCSO - Dispatch
<b>4</b>	<b>TOTAL</b>	

### **Exit Interviews**

Exit interviews completed: 3

7. **Jail Staffing Expense Review**

Jail Administrator Rodney Williamson presented the first half of 2023 Wage Expense Review for Corrections staff.

8. With no further business, the meeting was adjourned at 9:24 a.m.



## AGENDA REQUEST FORM

**Date of Meeting:** September 19, 2023

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

**Agenda Item:** Uncollectable Accounts

**Department:** Auditor-Treasurer



Department Head signature

### Background information on Item:

From time-to-time it is prudent to review the accounts receivable of an entity and determine if there are accounts that will not be collectable. The attached listings show accounts which have been determined to be not collectable. Once these accounts are written off, Pine County will no longer be able to collect them should the opportunity arise, however, that opportunity is very unlikely to arise.

The mobile home and personal property tax listing shows all accounts that are greater than 10 years old. There are not forfeiture abilities for mobile home or personal property taxes that go unpaid, only revenue recapture; however, revenue recapture is difficult with the minimal information we typically receive on these types of properties. Additionally, the information (such as address) that we do have is likely very outdated at this point. The total tax dollars of the 392 mobile home is \$33,402 and of the 20 personal property accounts is \$2,166.

The list of health & human services charges shows two types of accounts. The first are 37 accounts which are greater than three years old and have a balance of less than \$5.00 totaling \$97.01. The cost to collect these accounts outweighs the balances. The second are two accounts that are greater than 10 years old and have a balance of greater than \$5.00 totaling \$97.80.

### Action Requested:

Consider authoring the write-off of uncollectable mobile home, personal property and health and human services accounts.

### Financial Impact:

These revenues were budgeted years ago and have no impact on the current or future years' budgets. These balances do show in the accounts/taxes receivable on the financial statements and writing these charges off will reduce the receivable balances by their total (\$35,762.81), but as they are unlikely to be collect, the receivable balances are then more realistic.

# Mobile Home Taxes greater than 10 years old

SEP 12, 2023

04:33 PM

ROLLTYPE: MH

Pine, MN

PAID/UNPAID REPORT - TAX YEAR 2022/Pay Year 2023

Penalty and Interest as of 09/30/2023

PAGE: 1

TX180MN

YEAR	ROLL TYPE	PARCEL ID	TAX AND ASSESSMENTS	PEN, INT AND FEES	ADJUSTMENTS TO DATE	COLLECTIONS TO DATE	UNPAID	OWNER NAME
1994	MH	06.8900.008	40.00	127.40			167.40	MIKE CHRISTENSEN
1994	MH	18.8800.080	42.00	133.77			175.77	ROGER OLSON
1995	MH	18.8800.080	64.00	196.92			260.92	ROGER OLSON
1996	MH	12.8800.012	116.00	344.40			460.40	TAMMY L GAVITT
1996	MH	18.8800.080	62.00	184.08			246.08	ROGER OLSON
2000	MH	42.8900.324	138.00	193.13		-69.00	262.13	MICHAEL SILVA
2002	MH	28.8900.199	36.00	83.56			119.56	MARK RENNICK
2004	MH	42.8900.093	40.00	84.20			124.20	ERIK OLSON
2007	MH	02.8800.300	34.00	60.55			94.55	JOSHUA E CARLSON
2007	MH	08.8800.008	6.00	10.69			16.69	JOHN C & KAREN K CORNELIUS
2007	MH	13.8900.413	28.00	49.87			77.87	RANDY HAMMOND & DEBORAH LEMKE
2007	MH	15.8800.039	40.00	71.24			111.24	WAYNE & KIM LINDNER
2007	MH	15.8800.304	36.00	64.12			100.12	KIM KLEPPEN
2007	MH	15.8800.305	16.00	28.50			44.50	SUSIE GARBETT
2007	MH	16.8800.302	68.00	121.10			189.10	CLINT & ANGIE HORTON
2007	MH	16.8900.033	90.00	80.14		-45.00	125.14	SUSAN GAILBRAITH &
2007	MH	16.8900.109	168.00	299.20			467.20	YVONNE LUEBESMIER
2007	MH	17.8800.007	10.00	17.81			27.81	KARL P HEINZ
2007	MH	17.8800.009	30.00	53.43			83.43	MICHAEL BONKOWSKI
2007	MH	17.8800.303	20.00	35.62			55.62	SCOTT & PAULINE BEAR
2007	MH	17.8900.007	64.00	113.98			177.98	RICHARD MCCLANAHAN
2007	MH	17.8900.106	60.00	106.86			166.86	RANDALL & DIANE BOOGREN
2007	MH	17.8910.030	14.00	24.93			38.93	DANETTE BIELEFELD &
2007	MH	17.8910.102	236.00	420.32			656.32	MICHAEL & MARY RODRIGUEZ
2007	MH	18.8800.080	30.00	53.43			83.43	ROGER OLSON
2007	MH	18.8800.302	24.00	42.74			66.74	DOREEN POTTER
2007	MH	18.8800.307	16.00	28.50			44.50	JERRY PIGEON
2007	MH	22.8800.308	66.00	117.54			183.54	CLINT NELSON
2007	MH	25.8800.007	38.00	67.68			105.68	DUANE J & MAE ANN BEAUPRE
2007	MH	25.8800.033	26.00	46.31			72.31	DEAN PETRY
2007	MH	28.8800.309	2.00	3.56			5.56	BARBARA J NELSON
2007	MH	28.8800.347	50.00	89.05			139.05	KEVIN M BLOMKER
2007	MH	28.8900.077	132.00	174.27		-40.00	266.27	BETTY J KETTLER
2007	MH	28.8900.097	32.00	53.39		-7.20	78.19	ROBERT DERUSHA
2007	MH	28.8900.164	18.00	32.06			50.06	JEREMIAH A RENNICK &
2007	MH	28.8900.166	36.00	64.12			100.12	VICTOR B & DENISE J LINDBERG
2007	MH	30.8800.305	254.00	452.38			706.38	RUSSELL KUKUK
2007	MH	32.8800.300	8.00	14.25			22.25	RICK BALZUM &
2007	MH	33.8900.006	44.00	78.36			122.36	PENNY FULTON
2007	MH	33.8900.103	18.00	32.06			50.06	VERN & JENNIFER ANDERSON
2007	MH	33.8901.021	14.00	2.88		-14.00	2.88	ROBERT MARTINEZ
2007	MH	33.8902.020	156.00	277.84			433.84	TIMOTHY R JOHNSON & KERI WARD
2007	MH	33.8902.047	20.00	35.62			55.62	BRENDA M STEVENS
2007	MH	39.8800.307	56.00	99.74			155.74	SHELLY JOHNSON
2007	MH	42.8900.041	42.00	74.80			116.80	LAVINA PEREZ
2007	MH	42.8900.106	76.00	135.36			211.36	ADAM WILLIAMS
2007	MH	42.8900.190	152.00	270.72			422.72	JASON SCHNEIDMILLER
2007	MH	42.8900.209	48.00	85.49			133.49	RACHEL HURST
2007	MH	42.8900.300	90.00	160.28			250.28	TIMOTHY BASSETT
2007	MH	42.8900.306	160.00	284.96			444.96	SANDEEN PLUNKETT
2007	MH	42.8900.312	18.00	32.06			50.06	TONY & LEONA NOWLING
2007	MH	42.8900.333	134.00	238.66			372.66	KASSANDRA ODEGARD
2007	MH	42.8900.401	344.00	612.66			956.66	LUKE & CAREY SIMONSON



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2007	MH	42.8900.413	56.00	99.74		155.74	DOUGLAS & DEBRA KING
2007	MH	42.8900.500	52.00	92.62		144.62	BRIAN BASTA &
2007	MH	42.8900.504	620.00	1,104.22		1,724.22	DONALD HOEFT
2007	MH	42.8900.515	636.00	1,132.72		1,768.72	CHARLES CHRISTINE
2007	MH	42.8900.535	128.00	227.96		355.96	MARK & CINDY BOUCHA
2007	MH	42.8900.801	578.00	1,029.42		1,607.42	BERNICE BEASTERVOLD
2007	MH	42.8900.807	446.00	794.32		1,240.32	LINDA M PHILLIPS
2007	MH	45.8900.018	72.00	128.24		200.24	CHRISTOPHER M LABARRE &
2007	MH	45.8900.020	82.00	109.93	-50.00	141.93	DONALD & JANET LARSON
2007	MH	46.8901.014	126.00	224.40		350.40	TONY & PENNY JOHNSON
2008	MH	02.8800.300	24.00	40.15		64.15	JOSHUA E CARLSON
2008	MH	06.8800.307	36.00	8.68	-36.00	8.68	CHRISTINE MORSE
2008	MH	08.8800.042	16.00	26.77		42.77	MARTHA MEAD
2008	MH	10.8800.301	30.00	50.19		80.19	JENNIFER L WADHAMS
2008	MH	13.8900.114	24.00	40.15		64.15	DELBERT DELANEY
2008	MH	15.8800.039	32.00	53.54		85.54	WAYNE & KIM LINDNER
2008	MH	15.8800.305	16.00	26.77		42.77	SUSIE GARBETT
2008	MH	16.8800.301	56.00	93.68		149.68	STELLA TAYLOR
2008	MH	16.8800.302	60.00	100.38		160.38	CLINT & ANGIE HORTON
2008	MH	16.8900.033	86.00	143.88		229.88	SUSAN GAILBRAITH &
2008	MH	17.8800.007	8.00	13.38		21.38	KARL P HEINZ
2008	MH	17.8800.009	24.00	40.15		64.15	MICHAEL BONKOWSKI
2008	MH	17.8800.015	54.00	90.34		144.34	LAWRENCE & MARY ANN DERUNGS
2008	MH	17.8800.033	38.00	63.57		101.57	JOHN & SUSAN PACKER
2008	MH	17.8800.303	18.00	30.11		48.11	SCOTT & PAULINE BEAR
2008	MH	17.8900.106	50.00	83.65		133.65	RANDALL & DIANE BOOGREN
2008	MH	18.8800.080	26.00	43.50		69.50	ROGER OLSON
2008	MH	18.8800.302	24.00	40.15		64.15	DOREEN POTTER
2008	MH	18.8800.307	16.00	26.77		42.77	JERRY PIGEON
2008	MH	22.8800.305	24.00	40.15		64.15	NEIL NAYLOR
2008	MH	22.8800.306	36.00	60.23		96.23	CORY & BRIDGET NAYLOR
2008	MH	25.8800.007	36.00	60.23		96.23	DUANE J & MAE ANN BEAUPRE
2008	MH	25.8800.033	22.00	36.81		58.81	DEAN PETRY
2008	MH	28.8800.309	2.00	3.35		5.35	BARBARA J NELSON
2008	MH	28.8800.347	48.00	80.30		128.30	KEVIN M BLOMKER
2008	MH	28.8800.349	28.00	46.84		74.84	BARBARA J NELSON
2008	MH	28.8900.025	158.00	264.34		422.34	DAVID P MILLER
2008	MH	28.8900.077	152.00	254.30		406.30	BETTY J KETTLER
2008	MH	28.8900.091	66.00	110.42		176.42	TODD SECORD
2008	MH	28.8900.097	36.00	60.23		96.23	ROBERT DERUSHA
2008	MH	28.8900.164	20.00	33.46		53.46	JEREMIAH A RENNICK &
2008	MH	28.8900.166	38.00	63.57		101.57	VICTOR B & DENISE J LINDBERG
2008	MH	28.8900.198	44.00	73.61		117.61	TYLER HAWLEY &
2008	MH	28.8900.207	94.00	157.26		251.26	RONALD DARWIN JR
2008	MH	28.8900.539	458.00	766.24		1,224.24	DEANNA K ANDREWS
2008	MH	29.8900.019	36.00	60.23		96.23	LANCE RANDALL
2008	MH	30.8800.305	240.00	401.52		641.52	RUSSELL KUKUK
2008	MH	31.8800.012	20.00	33.46		53.46	KATHRYN NEWMAYER
2008	MH	32.8800.300	10.00	16.73		26.73	RICK BALZUM &
2008	MH	32.8900.003	12.00	20.08		32.08	TAMMY & CHRIS OHMAN
2008	MH	32.8900.008	34.00	6.73	-34.00	6.73	VIKKI L STETZLER
2008	MH	32.8900.063	24.00	40.15		64.15	LYNN M BENNETT
2008	MH	32.8900.101	102.00	170.64		272.64	MARION G STINNETT

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2008	MH	33.8900.103	66.00	110.42			176.42	VERN & JENNIFER ANDERSON
2008	MH	33.8902.027	36.00	60.23			96.23	CURT CALVERLY
2008	MH	39.8800.307	54.00	90.34			144.34	SHELLY JOHNSON
2008	MH	42.8900.007	342.00	517.81		-80.34	779.47	BRIAN WASCHE &
2008	MH	42.8900.019	118.00	197.42			315.42	JOHN E SCHERER
2008	MH	42.8900.023	22.00	36.81			58.81	CHRIS MILLER
2008	MH	42.8900.026	20.00	33.46			53.46	LAWRENCE ROUBINEK
2008	MH	42.8900.103	288.00	481.82			769.82	PATRICK GRAVES &
2008	MH	42.8900.177	188.00	314.52			502.52	DESSIE BELL
2008	MH	42.8900.312	18.00	30.11			48.11	TONY & LEONA NOWLING
2008	MH	42.8900.413	54.00	90.34			144.34	DOUGLAS & DEBRA KING
2008	MH	42.8900.500	48.00	80.30			128.30	BRIAN BASTA &
2008	MH	42.8900.504	572.00	956.96			1,528.96	DONALD HOEFT
2008	MH	42.8900.525	478.00	799.70			1,277.70	JOSH OLSON &
2008	MH	42.8900.535	118.00	197.42			315.42	MARK & CINDY BOUCHA
2008	MH	42.8900.575	52.00	87.00			139.00	DANIEL J & ROSEMARY J JISKRA
2008	MH	42.8900.706	150.00	250.94			400.94	JEANETTE HAMILTON
2008	MH	42.8900.807	414.00	692.62			1,106.62	LINDA M PHILLIPS
2008	MH	42.8900.901	550.00	920.14			1,470.14	WAYNE MORRISON
2008	MH	45.8900.018	68.00	113.76			181.76	CHRISTOPHER M LABARRE &
2008	MH	45.8900.020	76.00	127.16			203.16	DONALD & JANET LARSON
2008	MH	45.8900.329	48.00	80.30			128.30	LISA L MANESS
2008	MH	46.8901.014	120.00	200.76			320.76	TONY & PENNY JOHNSON
2009	MH	02.8800.300	22.00	34.43			56.43	JOSHUA E CARLSON
2009	MH	06.8800.307	34.00	53.21			87.21	CHRISTINE MORSE
2009	MH	07.8800.004	2.00	3.13			5.13	BUSTER C HART
2009	MH	10.8800.301	32.00	50.08			82.08	JENNIFER L WADHAMS
2009	MH	15.8800.039	32.00	50.08			82.08	WAYNE & KIM LINDNER
2009	MH	15.8800.304	30.00	46.95			76.95	KIM KLEPPEN
2009	MH	15.8800.305	16.00	25.04			41.04	SUSIE GARBETT
2009	MH	16.8800.302	56.00	87.64			143.64	CLINT & ANGIE HORTON
2009	MH	16.8900.033	96.00	150.24			246.24	SUSAN GAILBRAITH &
2009	MH	16.8900.083	220.00	344.30			564.30	ALLEN & PEGGY THOMAS
2009	MH	16.8900.152	86.00	134.58			220.58	JORY BOWEN
2009	MH	16.8900.507	208.00	325.52			533.52	SHAWN & LINDY MURPHY
2009	MH	16.8900.521	124.00	89.20		-75.14	138.06	VIRGINIA SCHNAKY
2009	MH	17.8800.007	6.00	9.39			15.39	KARL P HEINZ
2009	MH	17.8800.015	46.00	71.99			117.99	LAWRENCE & MARY ANN DERUNGS
2009	MH	17.8800.033	32.00	50.08			82.08	JOHN & SUSAN PACKER
2009	MH	17.8800.303	14.00	21.91			35.91	SCOTT & PAULINE BEAR
2009	MH	17.8900.001	8.00	12.52			20.52	CHRISTINA WEIGELT
2009	MH	17.8900.106	38.00	59.47			97.47	RANDALL & DIANE BOOGREN
2009	MH	17.8900.508	16.00	25.04			41.04	BRENDA GORDON
2009	MH	18.8800.080	26.00	40.69			66.69	ROGER OLSON
2009	MH	18.8800.302	22.00	34.43			56.43	DOREEN POTTER
2009	MH	18.8800.307	14.00	21.91			35.91	JERRY PIGEON
2009	MH	22.8800.306	26.00	40.69			66.69	CORY & BRIDGET NAYLOR
2009	MH	25.8800.007	30.00	46.95			76.95	DUANE J & MAE ANN BEAUPRE
2009	MH	25.8800.033	18.00	28.17			46.17	DEAN PETRY
2009	MH	25.8800.308	24.00	37.56			61.56	TESSA DOHSE
2009	MH	28.8800.309	2.00	3.13			5.13	BARBARA J NELSON
2009	MH	28.8800.347	44.00	68.86			112.86	KEVIN M BLOMKER
2009	MH	28.8800.349	26.00	40.69			66.69	BARBARA J NELSON

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2009	MH	28.8900.025	150.00	234.74			384.74	DAVID P MILLER
2009	MH	28.8900.198	42.00	65.73			107.73	TYLER HAWLEY &
2009	MH	28.8900.207	90.00	140.84			230.84	RONALD DARWIN JR
2009	MH	30.8800.305	208.00	325.52			533.52	RUSSELL KUKUK
2009	MH	30.8900.204	172.00	269.18			441.18	MARK SAARI
2009	MH	31.8800.012	14.00	21.91			35.91	KATHRYN NEWMAYER
2009	MH	32.8900.025	36.00	56.34			92.34	MARY & GERALD GILLE
2009	MH	32.8900.035	10.00	15.65			25.65	TAMMY & CHRIS OHMAN
2009	MH	32.8900.063	22.00	34.43			56.43	LYNN M BENNETT
2009	MH	32.8900.101	88.00	137.72			225.72	MARION G STINNETT
2009	MH	33.8901.013	98.00	153.36			251.36	ROBERT E DAHLMAN
2009	MH	33.8901.021	12.00	18.78			30.78	ROBERT MARTINEZ
2009	MH	33.8902.025	10.00	15.65			25.65	BRUCE CALVERLEY
2009	MH	33.8902.095	240.00	375.60			615.60	MIKE MAUNU
2009	MH	33.8902.127	6.00	9.39			15.39	JIM CEDARSTROM
2009	MH	33.8902.200	80.00	125.20			205.20	TERRY ALDRICH
2009	MH	39.8800.307	52.00	81.38			133.38	SHELLY JOHNSON
2009	MH	42.8900.019	82.00	128.32			210.32	JOHN E SCHERER
2009	MH	42.8900.023	22.00	34.43			56.43	CHRIS MILLER
2009	MH	42.8900.089	36.00	56.34			92.34	BARBARA JACOBSON
2009	MH	42.8900.103	270.00	422.54			692.54	PATRICK GRAVES &
2009	MH	42.8900.177	160.00	250.40			410.40	DESSIE BELL
2009	MH	42.8900.312	18.00	28.17			46.17	TONY & LEONA NOWLING
2009	MH	42.8900.413	54.00	84.50			138.50	DOUGLAS & DEBRA KING
2009	MH	42.8900.500	46.00	71.99			117.99	BRIAN BASTA &
2009	MH	42.8900.504	432.00	486.05		-450.00	468.05	DONALD HOEFT
2009	MH	42.8900.525	440.00	688.60			1,128.60	JOSH OLSON &
2009	MH	42.8900.575	48.00	75.12			123.12	DANIEL J & ROSEMARY J JISKRA
2009	MH	42.8900.615	528.00	826.32			1,354.32	MARCUS AMMERMAN
2009	MH	42.8900.901	496.00	776.24			1,272.24	WAYNE MORRISON
2009	MH	45.8900.020	68.00	106.42			174.42	DONALD & JANET LARSON
2009	MH	45.8900.329	42.00	65.73			107.73	LISA L MANESS
2009	MH	46.8901.002	16.00	25.04			41.04	KEVIN & NANCY ZUEHLKE
2009	MH	46.8901.044	80.00	24.92		-80.00	24.92	STEVE & PATTY MATERNOWSKI
2009	MH	46.8901.181	182.00	284.82			466.82	JAMES & LAURA WILBUR
2010	MH	01.8800.001	90.00	131.12			221.12	LAURA A SOENS
2010	MH	02.8800.300	14.00	20.40			34.40	JOSHUA E CARLSON
2010	MH	02.8800.303	94.00	136.96			230.96	TRACY ERICKSON
2010	MH	06.8800.307	32.00	46.62			78.62	CHRISTINE MORSE
2010	MH	10.8800.301	30.00	43.71			73.71	JENNIFER L WADHAMS
2010	MH	15.8800.039	32.00	46.62			78.62	WAYNE & KIM LINDNER
2010	MH	15.8800.305	16.00	23.31			39.31	SUSIE GARBETT
2010	MH	15.8800.308	98.00	142.78			240.78	MICHAEL KLAR JR
2010	MH	16.8800.302	52.00	75.76			127.76	CLINT & ANGIE HORTON
2010	MH	16.8900.033	80.00	116.56			196.56	SUSAN GAILBRAITH &
2010	MH	16.8900.506	108.00	157.36			265.36	LYNN HETLAND
2010	MH	16.8900.521	108.00	157.36			265.36	VIRGINIA SCHNAKY
2010	MH	17.8800.007	6.00	8.74			14.74	KARL P HEINZ
2010	MH	17.8800.303	16.00	23.31			39.31	SCOTT & PAULINE BEAR
2010	MH	17.8900.001	8.00	11.66			19.66	CHRISTINA WEIGELT
2010	MH	17.8900.106	34.00	49.54			83.54	RANDALL & DIANE BOOGREN
2010	MH	17.8900.201	38.00	55.37			93.37	RANDALL & DIANE BOOGREN
2010	MH	17.8900.508	14.00	20.40			34.40	BRENDA GORDON

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2010	MH	18.8800.080	26.00	37.88		63.88	ROGER OLSON
2010	MH	18.8800.302	20.00	29.14		49.14	DOREEN POTTER
2010	MH	18.8800.307	12.00	17.48		29.48	JERRY PIGEON
2010	MH	22.8800.306	24.00	34.97		58.97	CORY & BRIDGET NAYLOR
2010	MH	22.8800.308	24.00	34.97		58.97	CLINT NELSON
2010	MH	25.8800.007	22.00	32.05		54.05	DUANE J & MAE ANN BEAUPRE
2010	MH	25.8800.033	16.00	23.31		39.31	DEAN PETRY
2010	MH	25.8800.308	20.00	29.14		49.14	TESSA DOHSE
2010	MH	25.8800.313	2.00	2.91		4.91	GERALD JR AMAN
2010	MH	28.8800.038	4.00	5.83		9.83	DONALD R & DEBRA A HARRON
2010	MH	28.8800.097	8.00	11.66		19.66	JEAN ANN ANDERSON
2010	MH	28.8800.347	40.00	32.05	-18.00	54.05	KEVIN M BLOMKER
2010	MH	28.8800.349	24.00	34.97		58.97	BARBARA J NELSON
2010	MH	28.8900.025	146.00	212.72		358.72	DAVID P MILLER
2010	MH	28.8900.207	88.00	128.22		216.22	RONALD DARWIN JR
2010	MH	30.8800.025	34.00	49.53		83.53	ROD LANGERUD
2010	MH	30.8800.305	176.00	256.44		432.44	RUSSELL KUKUK
2010	MH	30.8900.210	128.00	186.50		314.50	BRETT SCHELER
2010	MH	31.8800.002	6.00	8.74		14.74	ANTHONY & BRANDYMAY HERRING
2010	MH	31.8800.012	12.00	17.48		29.48	KATHRYN NEWMAYER
2010	MH	32.8900.025	30.00	43.71		73.71	MARY & GERALD GILLE
2010	MH	32.8900.035	8.00	11.66		19.66	TAMMY & CHRIS OHMAN
2010	MH	32.8900.043	8.00	5.47	-4.98	8.49	ERIK JODOCK
2010	MH	32.8900.101	66.00	96.16		162.16	MARION G STINNETT
2010	MH	33.8900.020	14.00	20.40		34.40	JACOB J HENNES
2010	MH	33.8902.066	56.00	81.60		137.60	JEFF KALM
2010	MH	33.8902.095	214.00	311.80		525.80	MIKE MAUNU
2010	MH	33.8902.200	68.00	99.08		167.08	TERRY ALDRICH
2010	MH	38.8800.003	18.00	26.23		44.23	CRAIG S ROBERTS
2010	MH	42.8900.002	42.00	61.19		103.19	JEREMY WIBERG
2010	MH	42.8900.007	316.00	460.42		776.42	BRIAN WASCHE &
2010	MH	42.8900.019	80.00	116.56		196.56	JOHN E SCHERER
2010	MH	42.8900.023	22.00	32.05		54.05	CHRIS MILLER
2010	MH	42.8900.103	260.00	378.82		638.82	PATRICK GRAVES &
2010	MH	42.8900.177	156.00	227.30		383.30	DESSIE BELL
2010	MH	42.8900.413	50.00	72.85		122.85	DOUGLAS & DEBRA KING
2010	MH	42.8900.525	438.00	638.16		1,076.16	JOSH OLSON &
2010	MH	42.8900.575	48.00	69.94		117.94	DANIEL J & ROSEMARY J JISKRA
2010	MH	42.8900.905	64.00	93.24		157.24	LANCE BACHMEIER &
2010	MH	45.8900.020	44.00	64.11		108.11	DONALD & JANET LARSON
2010	MH	45.8900.025	60.00	87.42		147.42	BRIAN & DIANE PUCKETT
2010	MH	45.8900.118	56.00	81.60		137.60	LISA L MANESS
2011	MH	02.8800.303	86.00	116.00		202.00	TRACY ERICKSON
2011	MH	02.8800.304	22.00	29.68		51.68	CONSTANCE BAILEY
2011	MH	06.8800.018	26.00	35.07		61.07	MADONNA PANKONIN
2011	MH	06.8800.307	32.00	43.17		75.17	CHRISTINE MORSE
2011	MH	09.8800.006	48.00	64.75		112.75	GLORIA & PERRY JOHNSON
2011	MH	15.8800.039	32.00	43.17		75.17	WAYNE & KIM LINDNER
2011	MH	15.8800.305	16.00	21.58		37.58	SUSIE GARBETT
2011	MH	15.8800.308	54.00	72.84		126.84	MICHAEL KLAR JR
2011	MH	16.8800.302	50.00	67.45		117.45	CLINT & ANGIE HORTON
2011	MH	16.8900.060	42.00	56.66		98.66	GREG & LORI REINERS
2011	MH	16.8900.152	56.00	75.54		131.54	JORY BOWEN

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YEAR	ROLL TYPE	PARCEL ID	TAX AND ASSESSMENTS	PEN, INT AND FEES	ADJUSTMENTS TO DATE	COLLECTIONS TO DATE	UNPAID OWNER NAME
2011	MH	16.8900.506	102.00	137.60		239.60	LYNN HETLAND
2011	MH	16.8900.602	226.00	304.88		530.88	GLEN & BARB HIBBARD
2011	MH	17.8800.303	18.00	24.28		42.28	SCOTT & PAULINE BEAR
2011	MH	17.8900.004	8.00	10.79		18.79	PEARL SAMSON
2011	MH	17.8900.106	32.00	43.17		75.17	RANDALL & DIANE BOOGREN
2011	MH	17.8900.201	40.00	53.96		93.96	RANDALL & DIANE BOOGREN
2011	MH	17.8900.508	14.00	18.89		32.89	BRENDA GORDON
2011	MH	17.8910.200	18.00	24.28		42.28	JOSEPH & LAUREN SVOBODA
2011	MH	18.8800.080	26.00	35.07		61.07	ROGER OLSON
2011	MH	18.8800.302	20.00	26.98		46.98	DOREEN POTTER
2011	MH	18.8800.307	14.00	18.89		32.89	JERRY PIGEON
2011	MH	22.8800.306	22.00	29.68		51.68	CORY & BRIDGET NAYLOR
2011	MH	22.8800.308	26.00	35.07		61.07	CLINT NELSON
2011	MH	23.8900.072	22.00	29.68		51.68	KYLE BALE
2011	MH	23.8900.073	14.00	18.89		32.89	THOMAS L & STEPHANIE SEVERSON
2011	MH	25.8800.007	24.00	32.38		56.38	DUANE J & MAE ANN BEAUPRE
2011	MH	25.8800.033	16.00	21.58		37.58	DEAN PETRY
2011	MH	25.8800.308	20.00	26.98		46.98	TESSA DOHSE
2011	MH	25.8800.313	2.00	2.70		4.70	GERALD JR AMAN
2011	MH	26.8800.309	212.00	285.98		497.98	BERT WILLIAMS
2011	MH	27.8900.028	58.00	78.24		136.24	SHAWN GINDT
2011	MH	28.8800.038	4.00	5.40		9.40	DONALD R & DEBRA A HARRON
2011	MH	28.8800.097	8.00	10.79		18.79	JEAN ANN ANDERSON
2011	MH	28.8800.347	42.00	35.07	-16.00	61.07	KEVIN M BLOMKER
2011	MH	28.8800.349	24.00	32.38		56.38	BARBARA J NELSON
2011	MH	28.8900.025	152.00	205.04		357.04	DAVID P MILLER
2011	MH	28.8900.054	238.00	160.53		279.53	MELLISSA MILLIMAN
2011	MH	28.8900.060	90.00	68.63		113.63	GERY F & DIANE E GUENTHER
2011	MH	28.8900.080	56.00	75.54		131.54	JULIE A BARR
2011	MH	28.8900.207	90.00	121.40		211.40	RONALD DARWIN JR
2011	MH	30.8800.305	166.00	223.94		389.94	RUSSELL KUKUK
2011	MH	30.8900.102	70.00	94.42		164.42	ROGER C & CATHERINE M GESLIN
2011	MH	30.8900.113	138.00	186.16		324.16	DERRICK G & ROBIN MARINE
2011	MH	30.8900.210	130.00	175.36		305.36	BRETT SCHELER
2011	MH	31.8800.002	6.00	8.09		14.09	ANTHONY & BRANDYMAY HERRING
2011	MH	31.8800.012	14.00	18.89		32.89	KATHRYN NEWMAYER
2011	MH	32.8900.025	30.00	40.47		70.47	MARY & GERALD GILLE
2011	MH	32.8900.043	10.00	13.49		23.49	ERIK JODOCK
2011	MH	32.8900.101	62.00	83.64		145.64	MARION G STINNETT
2011	MH	33.8901.103	82.00	110.62		192.62	TOM KIPPELS
2011	MH	33.8902.068	74.00	99.82		173.82	DAVE SIMS
2011	MH	38.8800.003	28.00	37.77		65.77	CRAIG S ROBERTS
2011	MH	42.8900.002	38.00	51.26		89.26	JEREMY WIBERG
2011	MH	42.8900.007	334.00	450.56		784.56	BRIAN WASCHE &
2011	MH	42.8900.019	80.00	107.92		187.92	JOHN E SCHERER
2011	MH	42.8900.051	126.00	128.72		133.63	LISA JOHNSON
2011	MH	42.8900.113	266.00	179.42	-121.09	312.42	GREEN TREE SERVICING
2011	MH	42.8900.177	140.00	188.86	-133.00	328.86	DESSIE BELL
2011	MH	42.8900.213	396.00	534.20		930.20	CHERYL A PALMER &
2011	MH	42.8900.514	588.00	793.22		1,381.22	PINE TERRACE LTD PTNSHP
2011	MH	42.8900.525	472.00	636.72		1,108.72	JOSH OLSON &
2011	MH	42.8900.575	48.00	64.75		112.75	DANIEL J & ROSEMARY J JISKRA
2011	MH	42.8900.905	44.00	59.36		103.36	LANCE BACHMEIER &

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YEAR	ROLL TYPE	PARCEL ID	TAX AND ASSESSMENTS	PEN, INT AND FEES	ADJUSTMENTS TO DATE	COLLECTIONS TO DATE	UNPAID OWNER NAME
2011	MH	43.8800.303	154.00	207.74			361.74 PATRICK GRAVES &
2011	MH	45.8900.025	56.00	75.54			131.54 BRIAN & DIANE PUCKETT
2011	MH	45.8900.118	36.00	48.56			84.56 LISA L MANESS
2011	MH	46.8901.027	36.00	48.56			84.56 JAMES E COLE
2011	MH	46.8901.092	40.00	53.96			93.96 THEODORE HECHT
2011	MH	46.8901.144	40.00	53.96			93.96 MATTHEW J HOLLAND
2011	MH	46.8901.202	264.00	356.14			620.14 BRUCE A MICHAUD
2012	MH	01.8800.001	80.00	99.28			179.28 LAURA A SOENS
2012	MH	02.8800.303	76.00	94.32			170.32 TRACY ERICKSON
2012	MH	02.8800.304	2.00	2.48			4.48 CONSTANCE BAILEY
2012	MH	06.8800.018	24.00	29.78			53.78 MADONNA PANKONIN
2012	MH	06.8800.307	28.00	34.75			62.75 CHRISTINE MORSE
2012	MH	06.8800.312	40.00	49.64			89.64 BETTE LARSON &
2012	MH	15.8800.300	4.00	4.96			8.96 ALEXIS & MICHAEL JR KLAR
2012	MH	16.8800.302	50.00	62.05			112.05 CLINT & ANGIE HORTON
2012	MH	16.8900.027	222.00	137.75		-111.00	248.75 KURT & KATHY ENGEN
2012	MH	16.8900.125	202.00	131.05		-111.00	222.05 MELANIE SPENCER
2012	MH	16.8900.152	60.00	5.37		-60.00	5.37 JORY BOWEN
2012	MH	16.8900.610	248.00	307.76			555.76 PATRICK CASEY
2012	MH	16.8910.006	8.00	9.93			17.93 JOHN & MARCIE BISSELL
2012	MH	17.8800.303	20.00	24.82			44.82 SCOTT & PAULINE BEAR
2012	MH	17.8900.106	32.00	39.71			71.71 RANDALL & DIANE BOOGREN
2012	MH	17.8900.201	40.00	49.64			89.64 RANDALL & DIANE BOOGREN
2012	MH	17.8900.508	18.00	22.34			40.34 BRENDA GORDON
2012	MH	17.8910.020	140.00	173.74			313.74 WILDERNESS CAMPGROUNDS INC
2012	MH	17.8910.107	8.00	9.93			17.93 POLLY DEUTSCH
2012	MH	17.8910.130	12.00	14.89			26.89 WILDERNESS CAMPGROUNDS INC
2012	MH	18.8800.013	42.00	52.12			94.12 DONALD A & BEVERLY C NELSON
2012	MH	18.8800.080	26.00	32.27			58.27 ROGER OLSON
2012	MH	18.8800.302	20.00	24.82			44.82 DOREEN POTTER
2012	MH	18.8800.307	14.00	17.37			31.37 JERRY PIGEON
2012	MH	22.8800.306	20.00	24.82			44.82 CORY & BRIDGET NAYLOR
2012	MH	22.8800.308	24.00	29.78			53.78 CLINT NELSON
2012	MH	25.8800.007	24.00	29.78			53.78 DUANE J & MAE ANN BEAUPRE
2012	MH	25.8800.033	28.00	34.75			62.75 DEAN PETRY
2012	MH	25.8800.313	10.00	12.41			22.41 GERALD JR AMAN
2012	MH	27.8900.028	60.00	74.46			134.46 SHAWN GINDT
2012	MH	28.8800.038	4.00	4.96			8.96 DONALD R & DEBRA A HARRON
2012	MH	28.8800.097	8.00	9.93			17.93 JEAN ANN ANDERSON
2012	MH	28.8800.349	2.00	2.48			4.48 BARBARA J NELSON
2012	MH	28.8800.351	174.00	15.60		-174.00	15.60 ALLEN E NELSON
2012	MH	28.8900.015	186.00	134.02	-78.00		242.02 STEVE & DIANE JACOBSON
2012	MH	28.8900.025	148.00	183.66			331.66 DAVID P MILLER
2012	MH	28.8900.054	234.00	290.40			524.40 MELLISSA MILLIMAN
2012	MH	28.8900.060	88.00	21.98		-83.20	26.78 GERY F & DIANE E GUENTHER
2012	MH	28.8900.080	64.00	79.42			143.42 JULIE A BARR
2012	MH	28.8900.207	88.00	109.20			197.20 RONALD DARWIN JR
2012	MH	28.8900.256	38.00	47.16			85.16 JOYCE BLEESS
2012	MH	30.8900.210	138.00	171.26			309.26 BRETT SCHELER
2012	MH	31.8800.002	12.00	14.89			26.89 ANTHONY & BRANDYMAY HERRING
2012	MH	31.8800.012	16.00	19.86			35.86 KATHRYN NEWMAYER
2012	MH	32.8900.029	8.00	9.93			17.93 RAY F DAVIS
2012	MH	32.8900.043	8.00	9.93			17.93 ERIK JODOCK

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YEAR	ROLL TYPE	PARCEL ID	TAX AND ASSESSMENTS	PEN, INT AND FEES	ADJUSTMENTS TO DATE	COLLECTIONS TO DATE	UNPAID OWNER NAME
2012	MH	32.8900.101	46.00	57.09			103.09 MARION G STINNETT
2012	MH	33.8901.010	58.00	71.98			129.98 ROBERT PRATT
2012	MH	33.8901.014	46.00	57.09			103.09 PAUL & KELLY KENDLE
2012	MH	33.8901.113	10.00	12.41			22.41 HOLLY SULLIVAN
2012	MH	33.8902.003	50.00	62.05			112.05 JEFF KALM
2012	MH	33.8902.005	226.00	280.46			506.46 MIKE MAUNU
2012	MH	38.8800.003	22.00	27.30			49.30 CRAIG S ROBERTS
2012	MH	42.8900.002	36.00	44.68			80.68 JEREMY WIBERG
2012	MH	42.8900.007	306.00	379.74			685.74 BRIAN WASCHE &
2012	MH	42.8900.019	78.00	96.80			174.80 JOHN E SCHERER
2012	MH	42.8900.051	114.00	141.48			255.48 LISA JOHNSON
2012	MH	42.8900.113	254.00	315.22			569.22 GREEN TREE SERVICING
2012	MH	42.8900.177	126.00	156.36			282.36 DESSIE BELL
2012	MH	42.8900.525	436.00	541.08			977.08 JOSH OLSON &
2012	MH	42.8900.575	46.00	57.09			103.09 DANIEL J & ROSEMARY J JISKRA
2012	MH	42.8900.594	96.00	119.14			215.14 DAVID FRENZEL
2012	MH	42.8900.905	42.00	52.12			94.12 LANCE BACHMEIER &
2012	MH	43.8800.303	184.00	228.34			412.34 PATRICK GRAVES &
2012	MH	45.8900.025	50.00	62.05			112.05 BRIAN & DIANE PUCKETT
2012	MH	45.8900.118	32.00	39.71			71.71 LISA L MANESS
2012	MH	46.8901.153	120.00	148.92			268.92 KEVIN & NANCY ZUEHLKE

\*\* Final Totals

33,402.00

Total Records Processed: 392

Total Mobile Home Taxes greater than 10 years old

# Personal property taxes greater than 10 years

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YEAR	ROLL TYPE	PARCEL ID	TAX AND ASSESSMENTS	PEN, INT AND FEES	ADJUSTMENTS TO DATE	COLLECTIONS TO DATE	UNPAID OWNER NAME
1998	PP	38.9907.000	630.00	1,666.35		2,296.35	APPRAISALS UNLIMITED
1999	PP	21.9915.000	8.00	21.87		29.87	MARK LEVERTY, ROBERT C HAAG &
1999	PP	40.9905.000	22.00	55.81		77.81	TSR WIRELESS, LLC
2000	PP	40.9905.000	20.00	48.58		68.58	TSR WIRELESS, LLC
2001	PP	40.9905.000	16.00	37.14		53.14	TSR WIRELESS, LLC
2001	PP	42.9914.000	480.00	1,114.08		1,594.08	PINE CITY FUEL CO
2002	PP	21.9915.000	8.00	19.13		27.13	MARK LEVERTY, ROBERT C HAAG &
2002	PP	40.9905.000	16.00	35.41		51.41	TSR WIRELESS, LLC
2002	PP	40.9911.000	464.00	1,026.83		1,490.83	PERRY KESTER
2003	PP	21.9915.000	8.00	18.22		26.22	MARK LEVERTY, ROBERT C HAAG &
2003	PP	40.9911.000	440.00	926.20		1,366.20	PERRY KESTER
2004	PP	21.9915.000	8.00	17.31		25.31	MARK LEVERTY, ROBERT C HAAG &
2005	PP	21.9915.000	6.00	12.30		18.30	MARK LEVERTY, ROBERT C HAAG &
2006	PP	21.9915.000	6.00	11.61		17.61	MARK LEVERTY, ROBERT C HAAG &
2007	PP	21.9915.000	4.00	7.29		11.29	MARK LEVERTY, ROBERT C HAAG &
2008	PP	21.9915.000	4.00	6.83		10.83	MARK LEVERTY, ROBERT C HAAG &
2009	PP	21.9915.000	4.00	6.37		10.37	MARK LEVERTY, ROBERT C HAAG &
2009	PP	24.9902.000	10.00	15.93		25.93	TIM BISCHOFF, GREG SCHAD -
2010	PP	21.9915.000	4.00	5.92		9.92	MARK LEVERTY, ROBERT C HAAG &
2010	PP	24.9902.000	8.00	11.84		19.84	TIM BISCHOFF, GREG SCHAD -

\*\* Final Totals

2,166.00

Total Records Processed: 20

Total Personal property taxes greater than 10 years



# HHS Accounts greater than 3 years old and less than \$5.00

BATCH2 /KDUTCHER PINE COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES COUNTY 58  
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 13:39:10 A/R ACTIVITY EXCEPTION REPORT --- By Client Name/Category

The following accounts satisfy all of the following criteria:

07-DB in 01/19/80-12/31/20	09-Bal over	\$ .10	10-Bal under	\$5.00
CLIENT NAME	CLIENT ID	MAX INSTL CC-CL RPM WNO	ACCOUNT BALANCE	EXCEPTION CODES
	2036-33	..... N N 255 66-00 Y N N 255 Int. 66-00 Y N N 255 1 Accounts	\$2.55 \$ .00	07 09 10 07 09 10
	4450-55	..... N N 255 66-00 Y N N 255 Int. 66-00 Y N N 255 1 Accounts	\$2.95 \$ .00	07 09 10 07 09 10
	19301-90	..... N N 255 66-00 Y N N 255 Int. 66-00 Y N N 255 1 Accounts	\$3.15 \$ .00	07 09 10 07 09 10
	14047-77	..... N N 100 66-00 Y N N 100 Int. 66-00 Y N N 100 1 Accounts	\$3.10 \$ .00	07 09 10 07 09 10
	51380-03	..... Y N 66-00 Y N N Int. 66-00 Y N N 1 Accounts	\$3.35 \$ .00	07 09 10 07 09 10
	49899-95	..... N N 255 66-00 Y N N 255 Int. 66-00 Y N N 255 1 Accounts	\$2.95 \$ .00	07 09 10 07 09 10
	5144-88	..... N N 255 66-00 Y N N 255 Int. 66-00 Y N N 255 1 Accounts	\$2.55 \$ .00	07 09 10 07 09 10
	2375-20	..... N N 255 66-00 Y N N 255 Int. 66-00 Y N N 255 1 Accounts	\$.30 \$ .00	07 09 10 07 09 10

The following accounts satisfy all of the following criteria:

07-DB in 01/19/80-12/31/20	09-Bal over	\$ .10	10-Bal under	\$5.00
CLIENT NAME	CLIENT ID	MAX INSTL CC-CL RPM WNO	ACCOUNT BALANCE	EXCEPTION CODES
	27862-22	..... Y N 255 66-00 Y N N 255 Int. 66-00 Y N N 255 1 Accounts	\$3.35 \$ .00	07 09 10 07 09 10
	5280-25	..... N N 66-00 Y N N Int. 66-00 Y N N 1 Accounts	\$.30 \$ .00	07 09 10 07 09 10
	3372-93	..... N N 255 66-00 Y N N 255 Int. 66-00 Y N N 255 1 Accounts	\$2.55 \$ .00	07 09 10 07 09 10
	22707-61	..... N N 255 66-00 Y N N 255 Int. 66-00 Y N N 255 1 Accounts	\$2.55 \$ .00	07 09 10 07 09 10
	58936-49	..... N N 66-00 Y N N Int. 66-00 Y N N 1 Accounts	\$3.20 \$ .00	07 09 10 07 09 10
	1430-38	..... N N 255 66-00 Y N N 255 Int. 66-00 Y N N 255 1 Accounts	\$2.75 \$ .00	07 09 10 07 09 10
	17893-04	..... N N 255 66-00 Y N N 255 Int. 66-00 Y N N 255 1 Accounts	\$1.40 \$ .00	07 09 10 07 09 10
	56160-02	..... N N 66-00 Y N N Int. 66-00 Y N N 1 Accounts	\$3.20 \$ .00	07 09 10 07 09 10

The following accounts satisfy all of the following criteria:

07-DB in 01/19/80-12/31/20	09-Bal over	\$ .10	10-Bal under	\$5.00
CLIENT NAME	CLIENT ID	MAX INSTL CC-CL RPM WNO	ACCOUNT BALANCE	EXCEPTION CODES
██████████	7361-59	..... N N 100 66-00 Y N N 100 Int. 66-00 Y N N 100 1 Accounts	..... \$3.15 07 09 10 \$.00 07 09 10	
██████████	27115-85	..... N N 100 63-00 Y N N 100 Int. 63-00 Y N N 100 1 Accounts	..... \$.36 07 09 10 \$.00 07 09 10	████████████████████
████████████████████	2472-79	..... N N 100 66-00 Y N N 100 Int. 66-00 Y N N 100 1 Accounts	..... \$3.10 07 09 10 \$.00 07 09 10	
██████████	52281-35	..... Y N 255 66-00 Y N N 255 Int. 66-00 Y N N 255 1 Accounts	..... \$3.35 07 09 10 \$.00 07 09 10	████████████████████
██████████	59149-07	..... N N 66-00 Y N N Int. 66-00 Y N N 1 Accounts	..... \$3.35 07 09 10 \$.00 07 09 10	████████████████████
████████████████████	31105-98	..... N N 66-00 Y N N 255 Int. 66-00 Y N N 255 1 Accounts	..... \$3.20 07 09 10 \$.00 07 09 10	████████████████████
████████████████████	17990-31	..... N N 255 66-00 Y N N 255 Int. 66-00 Y N N 255 1 Accounts	..... \$2.75 07 09 10 \$.00 07 09 10	████████████████████
████████████████████	14567-52	..... N N 66-00 Y N N Int. 66-00 Y N N 1 Accounts	..... \$3.20 07 09 10 \$.00 07 09 10	

The following accounts satisfy all of the following criteria:

07-DB in 01/19/80-12/31/20	09-Bal over	\$ .10	10-Bal under	\$5.00
CLIENT NAME	CLIENT ID	MAX INSTL CC-CL RPM WNO	ACCOUNT BALANCE	EXCEPTION CODES
	23546-88	..... N N 255 66-00 Y N N 255 Int. 66-00 Y N N 255 1 Accounts	\$2.65 \$ .00	07 09 10 07 09 10
	2074-30	..... N N 66-00 Y N N Int. 66-00 Y N N 1 Accounts	\$2.65 \$ .00	07 09 10 07 09 10
	16118-46	..... N N 100 66-00 Y N N 100 Int. 66-00 Y N N 100 1 Accounts	\$3.15 \$ .00	07 09 10 07 09 10
	12419-76	..... N N 255 66-00 Y N N 255 Int. 66-00 Y N N 255 1 Accounts	\$2.55 \$ .00	07 09 10 07 09 10
	4519-15	..... N N 66-00 Y N N Int. 66-00 Y N N 1 Accounts	\$2.95 \$ .00	07 09 10 07 09 10
	26999-01	..... N N 600 66-00 Y N N 600 Int. 66-00 Y N N 600 1 Accounts	\$2.65 \$ .00	07 09 10 07 09 10
	28819-13	..... Y N 255 63-00 Y N N 255 Int. 63-00 Y N N 255 1 Accounts	\$ .70 \$ .00	07 09 10 07 09 10
	16160-51	..... Y N 255 63-00 Y N N Int. 63-00 Y N N 1 Accounts	\$1.00 \$ .00	07 09 10 07 09 10

The following accounts satisfy all of the following criteria:

07-DB in 01/19/80-12/31/20	09-Bal over	\$ .10	10-Bal under	\$5.00	
CLIENT NAME	CLIENT ID	MAX INSTL CC-CL RPM WNO	ACCOUNT BALANCE	EXCEPTION CODES	
	34543-16	..... Y N 66-00 Y N N Int. 66-00 Y N N 1 Accounts	\$3.35 \$ .00	07 09 10 07 09 10	
	28921-15	..... N N 255 66-00 Y N N 255 Int. 66-00 Y N N 255 1 Accounts	\$3.15 \$ .00	07 09 10 07 09 10	
	11003-62	..... N N 100 66-00 Y N N 100 Int. 66-00 Y N N 100 1 Accounts	\$3.15 \$ .00	07 09 10 07 09 10	
	52938-66	..... N N 100 66-00 Y N N 100 Int. 66-00 Y N N 100 1 Accounts	\$3.20 \$ .00	07 09 10 07 09 10	
	36825-89	..... N N 100 66-00 Y N N 100 Int. 66-00 Y N N 100 1 Accounts	\$3.20 \$ .00	07 09 10 07 09 10	
Totals.....	37 Clients	37 Accounts	\$97.01	Prin/Claim	\$ .00 Interest

Total HHS Accounts greater than 3 years old and less than \$5.00

# HHS Accounts greater than 10 years old and more than \$5.00

BATCH2 /KDUTCHER PINE COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES COUNTY 58  
 8/24/23 AGENCY COLLECTION SYSTEM 1/2023 - 1/2023 AC0870 PAGE 1  
 10:12:42 CLIENT ACCOUNT BALANCE REPORT--- By Client Name/Category

A/R MONTH	TRAN DATE	TRAN AMOUNT	CLM/PRN BALANCE	INTEREST BALANCE	TRANSACTION	DESCRIPTION
30713-05			69 DENTAL CLIENT RESP	12-481-460-0002-5501		
	ADDRESS: [REDACTED]		CITY: [REDACTED]	STATE: [REDACTED]	ZIP: [REDACTED] 0000	COUNTRY:
	TELEPHONE: [REDACTED]			STATEMENT CODE: N		
	WORKER NOTE: 01/12/2012 DENTAL					
	1/01/2023	\$57.70		-- Bal Fwd (Clm 00 0/00/0000	\$ .00	Wrk:100 )
	1/31/2023	\$57.70	*.....	-- Bal Due -- (Claim 00)		
				Report Comment:		
30713-05	-----	\$57.70	** Total Due	[REDACTED]		1 Accounts
10964-35			69 DENTAL CLIENT RESP	12-481-460-0002-5501		
	ADDRESS: [REDACTED]		CITY: [REDACTED]	STATE: [REDACTED]	ZIP: [REDACTED] 0000	COUNTRY:
	TELEPHONE: [REDACTED]			STATEMENT CODE: N		
	WORKER NOTE: 05/01/2012 DENTAL			UNKNOWN ADDRESS PER USPS 120919 KD		
	1/01/2023	\$40.10		-- Bal Fwd (Clm 00 0/00/0000	\$ .00	Wrk:100 )
	1/31/2023	\$40.10	*.....	-- Bal Due -- (Claim 00)		
				Report Comment: UNKNOWN ADDRESS PER USPS 120919 KD		
10964-35	-----	\$40.10	** Total Due	[REDACTED]		1 Accounts
Total Due.....		\$97.80	**	2 Clients	2 Accounts	

Total HHS Accounts greater than 10 years old and more than \$5.00



## AGENDA REQUEST FORM

Date of Meeting: \_\_\_\_\_

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

**Agenda Item:** \_\_\_\_\_

**Department:** \_\_\_\_\_

\_\_\_\_\_  
Department Head signature *Lezlie Sauter*

**Background information on Item:**

**Action Requested:**

**Financial Impact:**



## COUNTY BOARD AGENDA REQUEST

Date of Meeting: 9/19/2023

☐ Consent Agenda    ☒ Regular Agenda

Item Title: Shoreland Ordinance Amendment: Commercial Land Uses

Department: Planning & Zoning

Caleb Anderson  
Department Head / Sponsor signature

### Background information on Item:

In recent years there has been an increase in the number of permit requests for commercial businesses within shoreland areas. The ordinance language that guides these developments has not been comprehensively reviewed or amended since adoption in 1993. Since November 2022 the Pine County Zoning Board has been working through the commercial land use standards in shoreland area to improve areas of contradiction, ambiguity, inefficient procedure, and inconsistency with state rule.

At the direction of the Zoning Board, the attached draft ordinance amendment has been sent to the MN DNR and County Attorney for review. The Zoning Board also seeks County Board feedback in order to prepare a final draft to be put forward for a public hearing.

### Action Requested:

Receive a staff presentation on the proposed draft amendment to the Pine County Shoreland Management and provide any feedback.

### Financial Impact:

The proposed ordinance amendment will not require additional levy allocation for administration and enforcement.



**Pine County Ordinance 2023-\_\_**

**Amending the Pine County Shoreland Management Ordinance**

**Section 1:**

**Sections 4.3- 4.7 shall be struck in their entirety and replaced with the following:**

**Section 4.3: Districts and Purposes**

**4.3.1 Special Protection (SP) District Purpose**

The Special Protection District (SP) is intended to be used for two basic purposes. The first purpose is to limit and properly manage development in areas that are generally unsuitable for development or uses due to flooding, erosion, limiting soil conditions, steep slopes, or other major physical constraints. A second purpose is to manage and preserve areas with special historical, natural or biological characteristics.

**4.3.2 Residential Recreational District (RR) Purpose**

The purpose of the Residential-Recreational District (RR) is primarily intended to allow low to medium density seasonal and year around residential uses on lands suitable for such uses. It is also intended to prevent establishment of various commercial, industrial, and other uses in these areas that cause conflicts or problems for residential uses. Some non-residential uses with minimal impacts on residential uses are allowed if properly managed under conditional use procedures.

**4.3.3 High Density Residential District (HD) Purpose**

The purpose of the High Density Residential District (HD) is intended for use on lands with heterogeneous mixes of soils, vegetation, and topography that are not well suited to residential development using standard, lot-block subdivisions. This approach enables such areas to be developed, often even with higher than lot-block densities, while also avoiding and preserving unsuitable terrain and soils. Other compatible uses such as residential planned unit development, surface water-oriented commercial, multiple unit, single family, parks, historic sites, and semi-public are also allowed, primarily as conditional uses.

**4.3.4 Water-Oriented Commercial District Purpose**

The purpose of the Water-oriented Commercial District (WC) is intended to be used only to provide for existing or future commercial uses adjacent to water resources that are functionally dependent on such close proximity.

**4.3.5 General Use District (G) Purpose**

The purpose of the General Use District (G) is intended to be used only for lands already developed or suitable for development with concentrated urban, particularly commercial land uses. It should not generally be used on natural environment lakes or remote river classes. Several other intensive urban uses such as industrial and commercial planned unit developments are allowed in this district if handled as conditional uses.

#### Section 4.4 **Allowed Uses**

Allowed uses for each district are shown in Section 4.4.1 Table 2. Uses not specifically listed as allowed uses in a district shall be prohibited in that district, unless granted under the provisions of Section \_\_\_\_\_. All uses shall comply with all applicable state and federal regulations, and shall meet the applicable setbacks for the district in which the use is located. For the lake classes, districts, and uses in this subpart, P = permitted uses, C = conditional uses, and N = prohibited uses.

##### Section 4.4.1 **Lake Class in Special Protection District**

Use	General development	Recreational development	Natural environment
Forest management	P	P	P
Sensitive resource management	P	P	P
Agricultural: cropland and pasture	P	P	P
Agricultural feedlots	C	C	C
Parks and historic sites	C	C	C
Extractive use	C	C	C
Mining of metallic minerals and peat	P	P	P
Single residential	C	C	C
Essential Services	P	P	P
Short-term Rental	C	C	C
Event Venue	C	C	C
Low-Impact Campground	C	C	C

##### Section 4.4.2 **Lake Classes in Residential Recreational District**

Use	General development	Recreational development	Natural environment
Single residential	P	P	P
Duplex, triplex, quad residential	P	P	C
Semipublic	C	C	C
Parks and historic sites	C	C	C
Extractive use	C	C	C

Forest management	P	P	P
Mining of metallic minerals and peat	P	P	P
Essential Services	P	P	P
Short-term Rental	P	P	P
Home Occupations	P	P	P
Event Venue	C	C	C
Low-Impact Campground	C	C	C

#### Section 4.4.3 Lake Classes in High Density Residential District

Use	General development	Recreational development	Natural environment
Single residential	P	P	P
Duplex, triplex, quad residential	P	P	P
Residential planned unit developments	C	C	C
*Surface water oriented commercial	C	C	C
Semipublic	C	C	C
Parks and historic sites	C	C	C
Forest management	P	P	P
Essential Services	P	P	P
Short-term Rental	P	P	P
Home Occupations	P	P	P
Event Venue	C	C	C
Low-Impact Campground	C	C	C

#### Section 4.4.4 Lake Classes in Water-Oriented Commercial District

Use	General development	Recreational development	Natural environment
Surface water-oriented commercial	P	P	C
**Commercial planned unit development	C	C	C
Public, semipublic	C	C	C
Parks and historic sites	C	C	C
Forest management	P	P	P
Essential Services	P	P	P
Self-Storage Garage	C	C	C
Event Venue	C	C	C

Low-Impact Campground	C	C	C
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#### Section 4.4.5 Lake Classes in General Use District

Use	General development	Recreational development	Natural environment
Commercial	P	P	C
**Commercial planned unit development	C	C	C
Industrial	C	C	N
Public, semipublic	P	P	C
Extractive use	C	C	C
Parks and historic sites	C	C	C
Forest management	P	P	P
Mining of metallic minerals and peat	P	P	P
Essential Services	P	P	P
Self-Storage Garage	C	C	C
Event Venue	C	C	C
Low-Impact Campground	C	C	C

#### Section 4.4.6 River Classes in Special Protection District

Use	remote	forested	transition	tributary
Forest management	P	P	P	P
Sensitive resource management	P	P	P	P
Agricultural: cropland and pasture	P	P	P	P
Agricultural feedlots	C	C	C	C
Parks and historic sites	C	C	C	C
Extractive use	C	C	C	C
Mining of metallic minerals and peat	P	P	P	P
Single residential	C	C	C	C
Essential Services	P	P	P	P
Short-term Rental	C	C	C	C
Home Occupations	C	C	C	C
Event Venue	N	N	N	N
Low-Impact Campground	C	C	C	C

#### Section 4.4.7 River Classes in Residential Recreational District

Use	remote	forested	transition	tributary
Single residential	P	P	P	P
Duplex, triplex, quad residential	C	C	C	C
Semipublic	C	C	C	P
Parks and historic sites	C	C	C	P
Extractive use	C	C	C	C
Forest management	P	P	P	P
Mining of metallic minerals and peat	P	P	P	P
Essential Services	P	P	P	P
Short-term Rental	P	P	P	P
Home Occupations	P	P	P	P
Event Venue	C	C	C	C
Low-Impact Campground	C	C	C	C

#### Section 4.4.8 River Classes in High Density Residential District

Use	remote	forested	transition	tributary
Single residential	P	P	P	P
Duplex, triplex, quad residential	P	P	P	P
Residential planned unit developments	C	C	C	C
*Surface water oriented commercial	C	C	C	C
Semipublic	C	C	C	C
Parks and historic sites	C	C	C	C
Forest management	P	P	P	P
Essential Services	P	P	P	P
Short-term Rental	P	P	P	P
Home Occupations	P	P	P	P
Event Venue	C	C	C	C
Low-Impact Campground	C	C	C	C

#### Section 4.4.9 River Classes in Water-Oriented Commercial District

Use	remote	forested	transition	tributary
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Surface water-oriented commercial	C	C	C	C
**Commercial planned unit development	C	C	C	C
Public, semipublic	C	C	C	P
Parks and historic sites	C	C	C	C
Forest management	P	P	P	P
Essential Services	P	P	P	P
Self-Storage Garage	C	C	C	C
Event Venue	C	C	C	C
Low-Impact Campground	C	C	C	C

#### Section 4.4.10 River Classes in General Use District

Use	remote	forested	transition	tributary
Commercial	C	C	C	C
**Commercial planned unit development	C	C	C	C
Industrial	N	C	N	C
Public, semipublic	C	C	C	C
Extractive use	C	C	C	C
Parks and historic sites	C	C	C	C
Forest management	P	P	P	P
Mining of metallic minerals and peat	P	P	P	P
Essential Services	P	P	P	P
Self-Storage Garage	C	C	C	C
Event Venue	C	C	C	C
Low-Impact Campground	C	C	C	C

\*As accessory to a residential planned unit development

\*\* Limited expansion of a commercial planned unit development involving up to six additional dwelling units or sites may be allowed as a permitted use provided the provisions of part Section 8, are satisfied

## **Section 2**

**Section 2.7 shall be amended as follows:**

~~**Animal Feedlot.** "Animal Feedlot" means a lot or building or a group of lots or buildings intended for the confined feeding, breeding, raising or holding of animals. It includes areas specifically designed for~~

~~confinement in which manure may accumulate or any area where the concentration of animals is such that a vegetative cover cannot be maintained.~~

**Agricultural Feedlot** a lot or building or a group of lots or buildings intended for the confined feeding, breeding, raising or holding of animals. It includes areas specifically designed for confinement in which manure may accumulate or any area where the concentration of animals is such that a vegetative cover cannot be maintained. New feedlots are prohibited in shorelands per Minnesota Rules, part 7020. Minnesota statute 116.0711 allows the resumption of existing feedlots.

**Agricultural** A category of uses that includes, but is not limited to production, sale or lease of crops (plants), livestock, horses, poultry, fish, bees, and pets including the breeding and grazing of animals.

**Campground** any area, whether privately or publicly owned, used on a daily, nightly, weekly, or longer basis for the accommodation of five or more tents or recreational camping vehicles free of charge or for compensation. Does not include youth camps, industrial camps, U.S. Forest Service Camps, state forest service camps, state wildlife management areas or state owned public access areas which are restricted in use to picnicking and boat landing, and temporary holding areas for self contained recreational vehicles created adjacent to motor sports facilities.

~~**Commercial Hospitality or Event Center**~~ Typically, for-profit wedding venues, retreats, arts and entertainment venues, and vacation rentals by owner.

**Event Venue** Typically, for-profit wedding venues, retreats, and arts and entertainment venues

**Historic Site** Any archaeological site, standing structure, or other property that meets the criteria for eligibility to the National Register of Historic Places or is listed in the State Register of Historic Sites, or is determined to be an unplatted cemetery that falls under the provisions of Minnesota Statutes Section 307.08. A historic site meets these criteria if it is presently listed on either register or if it is determined to meet the qualifications for listing after review by the Minnesota State Archaeologist or the Director of the Minnesota Historical Society. All unplatted cemeteries are automatically considered to be significant historic sites.

~~**Home Occupation** "Home Occupation" means any use customarily conducted entirely within a dwelling, which use is clearly incidental and secondary to the use of the dwelling for residential purposes, and which does not change the character thereof. No home occupation may exceed one-third (1/3) of the total floor area of the dwelling and not more than one (1) full time nonresident employee shall be engaged on the premises for home occupation related services. No activity shall be permitted that will create a nuisance or be otherwise incompatible with adjacent residential use.~~

**Home Occupation** A use of non-residential nature conducted entirely within the dwelling or accessory structures and carried on only by the inhabitants thereof, which use is clearly incidental and secondary to the use of the dwelling for residential purposes, and which does not include an operational activity that is or may be a nuisance to or otherwise incompatible with the surrounding area.

**Hotel or Motel** a building, structure, enclosure, or any part thereof used as, maintained as, advertised as, or held out to be a place where sleeping or housekeeping accommodations are supplied for pay to guests for transient occupancy. Includes bed and breakfasts

**Low-Impact Campground** Campgrounds consisting of 15 or fewer campsites, meeting the performance standards of section 5.6.8.

**Manufactured home** means a structure, transportable in one or more sections, which in the traveling mode, is eight body feet or more in width or 40 body feet or more in length, or, when erected on site, is 320 or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems contained therein. Includes park models.

**Manufactured Home Park** any site, lot, field or tract of land upon which two or more occupied manufactured homes are located, either free of charge or for compensation, and includes any building, structure, tent, vehicle or enclosure used or intended for use as part of the equipment of the manufactured home park

**Marina** either an inland or offshore commercial mooring facility for the concentrated mooring of seven or more watercraft or seaplanes wherein commercial ancillary services common to marinas are provided.

**Metallic Minerals and Peat** the meaning given under Minnesota Statutes, Sections 93.44 to 93.51.

**Park** an area or portion of an area dedicated or designated by any Federal, State, or local agency primarily for public recreational use, whether or not such use is limited to certain times or days, including any land leased, reserved, or held open to the public because of that use

**Public/Semipublic Use** The use of land by a public or private organization to provide a public service that is ordinarily open to some persons outside the regular constituency of the organization.

**Recreational Camping Vehicle** (1) any vehicular, portable structure built on a chassis, designed to be used as a temporary dwelling for travel, recreational, and vacation uses;  
(2) any structure designed to be mounted on a truck chassis for use as a temporary dwelling for travel, recreation, and vacation;  
(3) any portable, temporary dwelling to be used for travel, recreation, and vacation, constructed as an integral part of a self-propelled vehicle; and  
(4) any folding structure, mounted on wheels and designed for travel, recreation, and vacation use.

**Residential Planned Unit Development** a use where the nature of residency is nontransient and the major or primary focus of the development is not service-oriented. For example, residential apartments, manufactured home parks, time-share condominiums, townhouses, cooperatives, and full fee ownership residences would be considered as residential planned unit developments. ~~To qualify as a residential planned unit development, a development must contain at least five (5) dwelling units or sites.~~

**Resort** A building, structure, enclosure, or any part thereof located on, or on property neighboring any lake, stream, skiing or hunting area, or any recreational area for purposes of providing convenient access thereto, kept, used, maintained, or advertised as, or held out to the public to be a place where sleeping accommodations are furnished to the public, and primarily to those seeking recreation for



periods of one day, one week, monthly, or longer, and having for rent five or more cottages, rooms, or enclosures.

**Restaurant** means a food and beverage service establishment, whether the establishment serves alcoholic or nonalcoholic beverages, which operates from a location for more than 21 days annually. Restaurant does not include a food cart or a mobile food unit.

**Short-Term Rental** Any home, cabin, condominium, or similar building represented to the public as a place where sleeping accommodations are furnished to the public on a nightly or weekly basis and for less than thirty days for compensation and is not a bed and breakfast, resort, hotel, or motel.

**Surface water-oriented commercial use** the use of land for commercial purposes, where access to and use of surface water feature is an integral part of the normal conductance of business. Marinas, ~~resorts,~~ and restaurants ~~with transient docking facilities~~ are examples of such use.

### **Section 3**

**Section 5.6 shall be amended to include the following:**

#### **Section 5.6.6 HOME OCCUPATION PERFORMANCE STANDARDS**

Home occupations shall not require a permit from the county but shall be subject to the following standards.

- A. The home-based business must be co-located on the property with a principal residence and the home-based business must be owned and operated by a tenant or owner of the residence. No more than two (2) home-based businesses are permitted with any residence.
- B. A separate property description may not be created for the home-based business. The principal residence and the home-based business must be co-located on the same parcel of land. In the event that more than one (1) parcel exists, a lot combination agreement or other legal mechanism must be executed to effectively combine the residential parcel and business parcel as one parcel as long as the home-based business exists.
- C. A home-based business may be located wholly or partially within a structure accessory to the principal residence and may be partially located within the principal residence. Accessory structures associated with the home-based business may not exceed 6000 square feet in area. Except for greenhouses, no more than two (2) accessory buildings may be associated with any home-based business.
- D. Outside storage of materials or equipment of the home-based business shall not occur unless the storage area is screened from adjacent properties, public rights-of-way, and shoreland areas. Screening shall consist of decorative fencing, berming, solid vegetative barriers, or a combination of fencing, berming, and vegetation.
- E. Driveway access to home-based businesses must be adequate to support the type of business allowed. Access locations shall not be unsafe or be obscured by vegetation, topography, signage, horizontal roadway curves, or vertical roadway curves.

- F. No activity shall be permitted that will create a public hazard or public nuisance or otherwise be incompatible with adjacent residential uses.
- G. Home-based businesses requiring plumbing shall be consistent the provisions of Pine County SSTs Ordinance.
- H. Security lighting shall be directed away from adjacent roadways and properties.
- I. Home-based businesses shall be allowed a single advertising sign not to exceed 64 square feet in area or be located closer than ten (10) feet from any property line or roadway easement for each permitted business.

#### Section 5.6.7 **VACATION RENTAL PERFORMANCE STANDARDS**

Vacation rentals may only be operated under a valid permit issued by the county, and shall be subject to the following standards:

- A. An application shall be submitted on a form furnished by the county, providing adequate information for the county to ensure that all ordinance requirements are met.
- B. Permits shall expire 3 years after issuance and will be eligible for renewal with a new application demonstrating compliance with all requirements.
- C. The applicant shall demonstrate compliance with Minnesota Department of Health licensing requirements prior to project commencement.
- D. The property must maintain a valid certificate of septic compliance performed by a licensed septic inspector throughout its time of operation.
- E. Rental units on chassis (tiny house, RV, etc), must provide direct connection to a septic system with valid compliance certificate.
- F. Camping outside of the permitted dwelling unit in tent, camper, or similar device shall not be permitted by guests.
- G. Occupancy will be limited to septic system capacity and the number of overnight guests cannot exceed two persons per bedroom.
- H. Applicant shall not advertise the property as available to more guests than the occupancy limit identified on the permit.
- I. On-street parking is prohibited.
- J. Guests shall be limited to one motorized boat per rental party on the premises.
- K. Guests must abide quiet hours from 11pm-7am.
- L. Launching of motorized boats from the premises shall be prohibited where the public waterbody provides a public launch.
- M. Aquatic invasive species prevention guidelines must be posted in the rental unit for watercraft use.
- N. Properties are limited to one dwelling unit, except that additional units may be provided consistent with duplex, triplex, and quad standards in Section 5.1. Non-primary dwelling units may not exceed 700 square feet. Properties proposing five or more vacation rental units shall be processed as resorts, and subject to all applicable standards.
- O. The owner of a Vacation Rental operation shall designate and provide information to the County and each renter for a point of contact that would be available 24-hours a day, seven days a week to respond to issues that may arise regarding the Vacation Rental.

- P. The Vacation Rental Permit expires upon sale or transfer of the property or after three years.
- Q. All guest pets shall be leashed or otherwise contained.

#### Section 5.6.8 Campgrounds

- A. Campgrounds not meeting the definition of a “low impact campground,” are only allowed as Commercial PUD, within districts allowing Commercial PUDs as a conditional use.
- B. Low Impact Campgrounds shall be exempt from the Planned Unit Development standards of section 8 and must comply with the following standards:
  - 1. The applicant shall demonstrate compliance with Minnesota Department of Health licensing requirements prior to project commencement.
  - 2. All sewage and wastewater must be discharged into an approved municipal sewage system if one is available or an individual on-site sewage treatment system that meets the requirements of the Minnesota Pollution Control Agency rules, Chapter 7080. Properly constructed privies may be provided for toilet facilities, meeting the requirements of the Pine County Subsurface Sewage Treatment Systems Ordinance.
  - 3. Tent sites shall have a setback of 150’ from the ordinary high water level.
  - 4. Projects shall enhance or maintain vegetation to provide screening of campsites and facilities as viewed from the public water.
  - 5. Not exceed a density of 1 campsite per 15,000 square feet of lot or project area.
  - 6. Provide at least 50% open space consistent with Section 8.6.2 of this ordinance.
  - 7. Fire rings shall be provided for each campsite.
  - 8. Maintain impervious surface area no greater than 15% of lot area.
  - 9. Must not provide boat slips or mooring spaces.
  - 10. Structures, parking areas, and other facilities must be treated to reduce visibility as viewed from public waters and adjacent shoreland properties by vegetation, topography, increased setbacks, color, or other means acceptable to the local unit of government, assuming summer, leaf-on conditions. Vegetative and topographic screening must be preserved if existing, or may be required to be provided.
  - 11. RVS are prohibited within low-impact campgrounds
  - 12. All sites must be provided for guest stays not to exceed thirty (30) consecutive days. Season-long rentals are prohibited.
  - 13. ATV and snowmobile use is prohibited on the property by guests.
  - 14. Quiet hours of 10pm-7am must be maintained.
  - 15. Maximum of two tents per campsite or rental party



# Commercial Land Use in Shoreland Areas

Caleb Anderson, Land & Resources Manager  
Pine County Planning & Zoning Department



# Review topics

- Conform to Minnesota Rules, Chapter 6120
- Re-structure allowed uses to be more clear
- Consider adding performance standards for certain commercial uses
- Add definitions, particularly for commercial land uses

Process began in November 2022

# Cooperators

- Pine County Zoning Board
- Pine County Coalition of Lake Associations
- Shoreland Business Owners
- MN DNR
- Pine County Attorney



Pine County Coalition of Lake Associations



# Allowed Uses

## Current Approach

### 4.4 Residential Recreational District (RR)

#### 4.4.1 Purpose

The purpose of the Residential-Recreational District (RR) is primarily intended to allow low to medium density seasonal and year around residential uses on lands suitable for such uses. It is also intended to prevent establishment of various commercial, industrial, and other uses in these areas that cause conflicts or problems for residential uses. Some non-residential uses with minimal impacts on residential uses are allowed if properly managed under conditional use procedures.

#### 4.4.2 Permitted Uses

- A. All Permitted Uses in the Special Protection District as specified in Section 4.3.2
- B. Forestry, forest management, and sensitive resources management
- C. Single family seasonal or year around residential uses
- D. Duplex, triplex and quad residential multi-family dwellings
- E. Agricultural uses, including buildings
- F. Essential services
- G. Mining of metallic minerals and peat as regulated in Minnesota Statutes 93.44 to 93.51
- H. Nature areas, hiking and riding trails, wildlife preserves and designated official wetland areas

#### 4.4.3 Conditional Uses

- A. All Conditional Uses in the Special Protection District as specified in Section 4.3.3
- B. All approved aerial or underground utility line crossings such as electrical, telephone, telegraph, or gas lines
- C. Parks, historic sites, and camping facilities
- D. Non-residential structures used solely in conjunction with raising of wild animals and fish

## Proposed Approach

### Section 4.4.2 Lake Classes in Residential Recreational District

Use	General development	Recreational development	Natural environment
Single residential	P	P	P
Duplex, triplex, quad residential	P	P	C
Semipublic	C	C	C
Parks and historic sites	C	C	C
Extractive use	C	C	C
Forest management	P	P	P
Mining of metallic minerals and peat	P	P	P
Essential Services	P	P	P
Short-term Rental	P	P	P
Home Occupations	P	P	P
Event Venue	C	C	C
Low-Impact Campground	C	C	C



# Allowed Uses

## Key Changes

- Vacation Rentals being proposed as permitted use rather than conditional. Performance Standards are included to mimic boiler plate conditions currently used.
- Home Occupations being proposed as permitted use rather than conditional, no actual permit required. Performance Standards are included
- Low-Impact Campgrounds added as a new land use, allowed under CUP in residential districts
- RV parks and Campgrounds are more clearly prescribed





# Definitions



- Definitions added so that nearly every use in the allowed use table is defined.
- Home Occupation now allows business operation in accessory buildings.
- Resorts were previously included in the definitions of both “surface water oriented commercial,” (permitted), and “commercial planned unit development” (conditional). It has been removed from the definition of “surface water oriented commercial,” and is clearly a conditional use.
- Low-Impact Campground campgrounds consisting of 15 or fewer sites



# Performance Standards

- Vacation Rental Performance Standards
  - Administrative permits every 3 years
  - Requires MDH compliance.
  - Occupancy limit of 2/bedroom or septic system capacity
  - One motorized boat per rental party
  - No outside tents or RVs.
  - Additional dwelling units allowed on larger lots



# Performance Standards



- Campgrounds
- Campgrounds not meeting the definition of a “low impact campground,” are only allowed as Commercial PUD, within districts allowing Commercial PUDs as a conditional use.
- Low Impact Campgrounds
  - Tents only
  - 150' OHWL setback
  - Density limit: 1 campsite/15k sq ft
  - No boat slips
  - Quiet hours 10pm-7am

# Questions





## COUNTY BOARD AGENDA REQUEST

Date of Meeting: September 19, 2023

☐ Consent Agenda ☒ Regular Agenda

Item Title: Award Contract #2304

Department: Pine County Public Works

  
Department Head / Sponsor signature

### Background information on Item:

Contract #2304

SAP 058-609-016      On CSAH 9, Bridge #58560 Replacement over Snake River

### Action Requested:

Award contract #2304 to Redstone Construction, LLC in the amount of \$3,224,702.00

### Financial Impact:

Project funded in 2023 Budget



**Pine County  
Public Works Department  
405 Airport Road NE  
Pine City, MN 55063**

**(320)216-4200  
(320)629-6736fax**

# Memo

**To:** Pine County Board of Commissioners  
David J. Minke, County Administrator

**From:** Mark A. LeBrun, Public Works Director/County Engineer *MA*

**Date:** 9/12/2023

**Re:** Bid Opening - Contract #2304

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Bids for SAP 058-609-016 CSAH 9 bridge replacement were opened on Tuesday, September 12th. The engineer's estimate was \$3,616,367.25 and the following 3 bids were received:

Redstone Construction, LLC	\$3,224,702.00	10.8% under
Lunda Construction Company	\$3,268,829.20	9.6% under
Robert R. Schroeder Construction, Inc	\$4,508,763.75	24.7% over

I recommend awarding to low bidder Redstone Construction, LLC



# WELLNESS *Fair*

**October 5th, 2023**

**9am – 4pm**

**Pine County Courthouse**

635 Northridge Dr NW

Pine City, MN 55063



**Food Trucks**

**11am – 2pm**

# BREAKOUT SESSIONS

## 9:00 AM

- Foundations For Optimal Health
- Mindfulness & Journaling

## 10:00 AM

- Creating a Positive Work Life Balance
- Yoga with Cherri

## 11:00 AM

- Finding Joy with Comedian Todd
- Desk Exercises with Peachy Queens

## 1:00 PM

- Resiliency
- Desk Exercises with Peachy Queens

## 2:00 PM

- Finding Joy with Comedian Todd
- Yoga with Cherri

## 3:00 PM

- Mindful & Intuitive Eating
- Mindfulness & Journaling

## ALL DAY EVENTS

### HEALTH SCREENING

Public Health Room

### BLOOD TYPING

Public Health Room

### CHAIR MASSAGES

Commissioner's Conference Room

### FINANCIAL ADVICE

Chaffee Conference Room

### HYGGE HANG OUT

Break Room

### HUMAN RESOURCES

Administrator's Office

### PRIZE HALL

Probation Conference Room

### INTERACTIVE ART

Outside

### FOOD TRUCKS

Outside

### LAWN GAMES

Outside

### THERAPY DOGS

Outside 11:00-1:00

### WALKING TRAIL

Outside





## COUNTY BOARD AGENDA REQUEST

Date of Meeting: September 19, 2023

☐ Consent Agenda    ☒ Regular Agenda

Item Title: 2024 Budget and Property Tax Levy

Department: Administration

\_\_\_\_\_  
Department Head / Sponsor signature

### Background information on Item:

The county board has held three budget meetings, with most of the time dedicated to presentation and discussion of department requests. Based on the initial requests, the budget was out of balance by about \$1.2 million. Since that time, Auditor/Treasurer Kelly Schroeder and the department heads and staff have worked to refine the numbers and reduce the deficit.

The Health & Human Services budget is currently balanced with the planned use of \$78,000 of reserves for social services.

The Highway budget is balanced with no additional levy for operating expenses and a \$150,000 levy increase for vehicle purchases. The vehicle amount does not include the armored van for the Sheriff's Office which would require an additional \$100,000.

In the General Fund, total revenue is now at \$22,347,003 (an increase of \$5,600 from the initial budget) and expenditures are at \$23,006,733 (a decrease of \$139,941). The deficit in the General Fund is \$659,730.

The most significant changes were:

1. Elimination of one-half year of the School Resource Officer (SRO) contract revenue (\$65,000). [The 2023 budget will be impacted by a similar \$65,000 loss for the first one-half of the school year.]
2. Addition of \$65,000 of timber sale revenue.
3. Elimination of the sheriff's office lieutenant position.
4. Elimination of the armored van.

All other requests are funded. Included in the Sheriff's budget are: \$50,000 handguns, \$50,000 less lethal weapons, \$35,000 ATV, and \$50,000 range improvements. Three staff position changes are:

1. addition of (1) Assistant Attorney and (1) Probation Agent
2. change in the Auditor/Treasurer clerk position from part time to full time.

### **Wages**

The budget includes a wage adjustment of 5% comprised of COLA and market adjustments, and step or performance increases for employees not at the top of their scale. Wage adjustments do not need to be finalized at the September 19th meeting; however, if final wage adjustments are greater than 5%, they will need to be funded out of the approved levy amount.

### **Health Insurance**

Gallager has provided the initial assessment of rates for 2024 and ran projections at increases of 8.5%, 9% and 10%. A 10% increase in the county contribution is included in the budget. The August 31<sup>st</sup> Health Insurance Fund balance is \$1,104,629 and the runout claims amount due to UHC is \$331,956. Subtracting the amount of the runout claims from the fund balance leaves \$772,673.

### **Local and Tribal Consistency Fund (LATCF)**

As part of the American Rescue Plan Act (ARPA), Pine County has received \$100,000 in LATCF funds. The amount of funding was based on federal PILT lands in the county. These one-time funds can be used for virtually any legal purpose. Possible uses include applying to the jail remodel project, purchase an armored van, or to reduce the levy.

### **Property Tax Levy**

To balance the budget with no further changes would require a levy of \$867,400 or a 4.08% increase from 2023. The individual components of the levy increase are:

\$659,730	General
\$150,000	Highway
\$ 50,000	Tech
\$ 4,670	Debt
\$ 3,000	Elections
<b>\$867,400</b>	<b>Total Levy Increase (4.08% increase)</b>

### **General Fund Spending Compared to 2023**

Below is a chart showing General Fund expenditures by budget department comparing the 2023 budget amounts to 2024 preliminary budget amounts.

<b>Department</b>	<b>2023</b>	<b>2024</b>	<b>change</b>	<b>%</b>	<b>Notes</b>
Commissioner	282,492	288,576	6,084	2.2%	
Auditor/Treasurer	811,398	895,397	83,999	10.4%	1 staff moved from PT to FT
Information Tech	995,332	1,055,779	60,447	6.1%	
Administrator	602,004	598,394	-3,610	-0.6%	Position moved to Extension
Attorney	1,284,656	1,592,693	308,037	24.0%	New assistant attorney position
Recorder	432,596	434,642	2,046	0.5%	
Assessor	867,098	951,734	84,636	9.8%	Staff to 40 hrs/week vs. 37.5
Planning & Zoning	323,041	343,543	20,502	6.3%	
Facilities	802,610	808,610	6,000	0.7%	
Veteran Services	174,020	155,689	-18,331	-10.5%	
Sheriff	5,257,793	5,880,050	622,257	11.8%	Additional equipment

Dispatch	789,046	903,087	114,041	14.5%	Personnel cost budgeted at 100% vs. 95%
Jail	4,622,237	5,119,232	496,995	10.8%	Personnel cost budgeted at 100% vs. 95%
Probation	1,205,295	1,287,260	81,965	6.8%	New probation agent
Solid Waste / Recycling	487,282	550,351	63,069	12.9%	Recycling contract increase
Library	357,501	371,400	13,899	3.9%	
SWCD	88,049	88,049	0	0.0%	
U of M Extension	162,815	209,232	46,417	28.5%	Position moved from administrator budget

Attached is a chart showing the levy for various years.

### **Action Requested:**

Adopt the preliminary property tax levy for 2024. The preliminary budget does not need to be adopted, but commissioners should be confident that the preliminary levy is sufficient to fund the budget that will be approved in December.

The preliminary levy must be adopted by September 30.

## Levy Worksheet

<b>2016</b>	<b>LEVY</b>	<b>change from 2015</b>	
REVENUE	8,283,158	245,863	
HUMAN SERVICES	3,156,694	265,069	
Public Health	360,504		
ROAD & BRIDGE	1,779,821	254,821	
BUILDING FUND	75,000	-21,000	
JAIL BOND	1,165,752	-124,448	
COURTHOUSE BOND	996,870	-2,047	
TECH EQUIPMENT FUND	125,000	125,000	
<b>TOTAL</b>	<b>15,942,799</b>	<b>743,258</b>	4.8900%

<b>2017</b>	<b>LEVY</b>	<b>change from 2016</b>	
REVENUE	9,270,161	987,003	
HEALTH & HUMAN SERVICES	3,475,664	-41,534	
ROAD & BRIDGE	1,879,821	100,000	
BUILDING FUND	75,000	0	
JAIL BOND	1,174,425	8,673	
COURTHOUSE BOND	1,004,010	7,140	
TECH EQUIPMENT FUND	100,000	-25,000	
<b>TOTAL</b>	<b>16,979,081</b>	<b>1,036,282</b>	6.5000%

<b>2018</b>	<b>LEVY</b>	<b>change from 2017</b>	
REVENUE	9,486,276	216,115	2.3%
HEALTH & HUMAN SERVICES	3,854,162	378,498	10.9%
ROAD & BRIDGE	1,879,821	0	0.0%
BUILDING FUND	75,000	0	0.0%
JAIL BOND	1,168,755	-5,670	-0.5%
COURTHOUSE BOND	1,004,640	630	0.1%
CIP Bonds (\$344,276)	344,276	344,276	
TECH EQUIPMENT FUND	100,000	0	0.0%
<b>TOTAL</b>	<b>17,912,930</b>	<b>933,849</b>	5.5%

<b>2019</b>	<b>Levy</b>	<b>Change from 2018</b>	
REVENUE	10,309,148	822,872	8.67%
HEALTH & HUMAN SERVICES	3,854,162	0	0.00%
ROAD & BRIDGE	1,929,821	50,000	2.66%
BUILDING FUND	75,000	0	0.00%
JAIL BOND	1,171,065	2,310	0.20%
COURTHOUSE BOND	1,009,470	4,830	0.48%
CIP Bonds	341,998	-2,278	-0.66%
TECH EQUIPMENT FUND	100,000	0	0.00%
<b>TOTAL</b>	<b>18,790,664</b>	<b>877,734</b>	4.90%

<b>2020</b>	<b>Levy</b>	<b>Change from 2019</b>	
REVENUE	10,653,141	343,993	
HEALTH & HUMAN SERVICES	3,983,214	129,052	
ROAD & BRIDGE	1,929,821	0	
BUILDING FUND	75,000	0	
JAIL BOND	1,177,365	6,300	
COURTHOUSE BOND	1,018,290	8,820	
CIP Bonds	340,318	-1,680	
TECH EQUIPMENT FUND	100,000	0	
ELECTION	77,234	47,234	
<b>TOTAL</b>	<b>19,354,383</b>	<b>563,719</b>	3.00%

## Levy Worksheet

<b><u>2021</u></b>	<b>Levy</b>	<b>Change from 2020</b>	
REVENUE	11,331,441	678,300	
HEALTH & HUMAN SERVICES	3,983,214	0	
ROAD & BRIDGE	1,979,821	50,000	
BUILDING FUND	25,000	-50,000	
JAIL BOND	1,171,695	-5,670	
COURTHOUSE BOND	997,878	-20,412	
CIP Bonds	343,731	3,413	
TECH EQUIPMENT FUND	25,000	-75,000	
ELECTION	<u>77,234</u>	0	
<b>TOTAL</b>	<b>19,935,014</b>	<b>580,631</b>	<b>3.0%</b>

<b><u>2022</u></b>	<b>Levy</b>	<b>Change from 2021</b>	
REVENUE	12,038,104	706,663	6.2%
HEALTH & HUMAN SERVICES	3,903,214	-80,000	-2.0%
ROAD & BRIDGE	2,054,821	75,000	3.8%
BUILDING FUND	25,000	0	0.0%
JAIL BOND	1,170,225	-1,470	-0.1%
COURTHOUSE BOND	1,002,733	4,855	0.5%
CIP Bonds	341,578	-2,153	-0.6%
TECH EQUIPMENT FUND	25,000	0	0.0%
ELECTION	<u>92,000</u>	<u>14,766</u>	19.1%
	<b>20,652,675</b>	<b>717,661</b>	<b>3.6%</b>

<b><u>2023</u></b>	<b>Levy</b>	<b>Change from 2022</b>	<b>% Change</b>
REVENUE	12,460,974	422,870	3.5%
HEALTH & HUMAN SERVICES	4,136,918	233,704	6.0%
ROAD & BRIDGE	2,054,821	0	0.0%
BUILDING FUND	25,000	0	0.0%
JAIL BOND	1,177,995	7,770	0.7%
COURTHOUSE BOND	1,005,029	2,296	0.2%
CIP Bonds	344,518	2,940	0.9%
TECH EQUIPMENT FUND	25,000	0	0.0%
ELECTION	<u>42,000</u>	<u>-50,000</u>	-54.3%
<b>Total</b>	<b>21,272,255</b>	<b>619,580</b>	<b>3.0%</b>

<b><u>2024 (Proposed)</u></b>	<b>Levy</b>	<b>Change from 2023</b>	<b>% Change</b>
REVENUE	13,120,704	659,730	5.3%
HEALTH & HUMAN SERVICES	4,136,918	0	0.0%
ROAD & BRIDGE	2,204,821	150,000	7.3%
BUILDING FUND	25,000	0	0.0%
JAIL BOND	1,178,835	840	0.1%
COURTHOUSE BOND	1,011,484	6,455	0.6%
CIP Bonds	341,893	-2,625	-0.8%
TECH EQUIPMENT FUND	75,000	50,000	200.0%
ELECTION	<u>45,000</u>	<u>3,000</u>	7.1%
<b>Total</b>	<b>22,139,655</b>	<b>867,400</b>	<b>4.08%</b>