

ADDITIONS/REVISIONS/CORRECTIONS

Regular Meeting

May 16, 2023

Revision:

1. Consent Agenda Item 10.B – New Hire / Correction Officer Moe
Correction in spelling of first name: Makenna (not Mekenna)
Change in hire date: June 5, 2023 (not May 17, 2023)



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, May 16, 2023, 10:00 a.m.
North Pine Government Center
1602 Hwy. 23 No.
Sandstone, Minnesota

Click the link on the county website (www.co.pine.mn.us) for more information and to watch a live stream broadcast of the meeting. Click [here](#) to request to participate in public forum prior to the meeting.

- A) Call meeting to order
- B) Pledge of Allegiance
- C) Public Forum. Members of the public are invited to speak. After being recognized by the Chair, each speaker should state his/her name and limit comments to three (3) minutes.
- D) Adopt Agenda
- E) Approve Minutes
 - May 2, 2023 county board Minutes and Summary for publication
 - May 9, 2023 Special Meeting-Committee of the Whole Minutes
- F) Minutes of Boards, Reports and Correspondence
 - Pine County Zoning Board Minutes – March 23, 2023
 - Initiative Foundation correspondence – May 2, 2023
- G) Approve Consent Items

CONSENT AGENDA

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

1. Review April, 2023 Cash Balance (attached)

Fund	April 30, 2022	April 30, 2023	Increase/Decrease
General Fund	2,010,412	1,835,102	(175,310)
Health and Human Services Fund	1,495,309	1,948,140	452,831
Road and Bridge Fund	2,290,932	2,722,449	431,517
Opioid Settlement	0	250,533	250,533
COVID Relief	2,341,124	3,230,518	889,393
Land	2,473,969	2,676,318	202,349

Self Insurance	307,869	700,090	392,221
TOTAL (inc non-major funds)	18,370,073	20,878,721	2,508,648

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

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

3. **Applications**

Consider approval of the following applications.

A. **3.2 & Wine License**

i. Aufderhar & Aufderhar, LLC (Ray & Marge’s Resort), 36700 Lakeland Rd., Sturgeon Lake

B. **3.2 License**

i. DGS Banderson LLC (Duquette General Store), 88235 State Hwy. 23, Kerrick

C. **Temporary Wine and Beer**

i. Osprey Wilds Center, 54165 Audubon Dr., Sandstone for the Aaron Sundmark wedding June 30-July 2, 2023

D. **2023 Pine County Solid Waste Hauler and Transportation License**

i. Curt’s Rolloffs 2.0 LLC. Authorize County Board chair to sign.

4. **Donations**

Consider approval of the following donations:

A. \$23,000 from Grand Casino Hinckley to the Pine County Sheriff’s Office, May 2, 2023 for second quarter. These donations help offset the expenses in the Sheriff’s Office.

B. \$1,000 from the Sandstone Area Veterans Memorial designated to the Veterans Outreach Fund to help offset associated costs with additional veterans’ outreach expenses and activities.

5. **Commissioner Claim Forms**

Review and consider approval of commissioners’ expense claim forms.

6. **DOTGOV Registration Letter**

Consider approval of Chair Hallan to sign the DOTGOV registration letter.

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

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

8. **Contracts / Agreements**

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

A. **2024-2025 Assessment Contract**

Between Pine County and Bremen Township for assessment years 2024 and 2025. The contract assists in offsetting the cost of providing this service.

B. **Kerrick Township Law Enforcement Agreement**

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

9. **Final Payments**

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

A. **Contract #1703**

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

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

B. **Contract #1704**

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

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

10. **New Hires**

Consider approval of the hiring of:

- A. Christine Dillon, Eligibility Worker, effective May 24, 2023, \$20.90 per hour, Grade 6, Step 1
- B. Mekenna Moe, full-time Corrections Officer, effective May 17, 2023, \$23.16 per hour, Grade 7, Step 1
- C. Andriana Booker, part-time Dispatcher, effective May 31, 2023, \$23.16 per hour, Grade 7, Step 1
- D. Cara Kuhn, part-time Dispatcher, effective May 31, 2023, \$23.16 per hour, Grade 7, Step 1

11. **Training**

Consider approval for:

- A. Senior Agent Taylor Gustafson to attend Decision Points training, May 21-24, 2023 in Grand Rapids, Minnesota. Registration \$500, Lodging \$103 x 3 nights/ \$325, Meals \$135. Total cost: \$960. Funds are available in the 2023 Probation budget.
- B. Adult Protective Services Social Worker Austin Lessard to attend the National Adult Protective Services Association Conference, August 27-30, 2023, in Boston, Massachusetts. Registration \$799, Lodging \$1,230, Meals \$242, Travel \$899. Total cost \$3,170. All expenses will be paid by an adult protection grant received from the MN Department of Human Services.

- C. Commissioner Terry Lovgren to attend the Minnesota Association of Workforce Boards Summer Conference, August 2-4, 2023, in Duluth, Minnesota. There is no county cost for attendance at this conference other than mileage as Central Minnesota Jobs and Training Service will cover the cost of the hotel and event registration.

REGULAR

1. Personnel Committee Report (Minutes attached)

The Personnel Committee met Monday, May 8, 2023 and made the following recommendations:

A. Highway

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

B. Sheriff's Office – Jail

- i. Acknowledge the resignations of Corrections Officer David Pangerl and Corrections Officer Hayden Pangerl, effective April 22, 2023, and approve backfill of the positions and any subsequent vacancies that may occur due to internal promotions or lateral transfers.
- ii. Recommend negotiating a memorandum of understanding for the following:
- Elimination of Step 1 of the pay scale and re-number steps 1-5 / Year 9 / 15 Year Performance as show below:

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

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

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

C. Assessor’s Office

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

D. Health & Human Services

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

E. Administration

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

F. Sheriff’s Office – Chief Deputy Pay

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

2. 2023 Timber Auction Results

Seven timber sales were offered consisting of 7,020 cords with an appraised value of \$245,410. All seven sold with bids totaling \$322,867.80.

3. Commissioner Updates

Gallagher Health Insurance Meeting
 East Central Solid Waste Commission
 East Central Regional Library Trustees Board
 Soil & Water Conservation District
 Kettle River Policy Committee
 State Community Health Services Advisory Committee (SCHSAC) Executive Committee
 Chemical Health Coalition
 Lakes & Pines Full Board
 Other

4. Other

5. Upcoming Meetings (Subject to Change)

- A. Pine County Board of Commissioners, Tuesday, May 16, 2023, 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota
- B. Arrowhead Counties Association, Wednesday, May 17, 2023, 6:00 p.m., Hampton Inn Canal Park, Duluth, Minnesota
- C. Health Insurance Committee meeting, Thursday, May 18, 2023, 10:00 a.m.
- D. Mille Lacs Corporate Venture Economy Summit, Monday, May 22, 2023, 8:00 a.m., Grand Casino Mille Lacs, 777 Grand Avenue, Onamia, Minnesota
- E. Snake River Watershed Management Board & 1W1P, Monday, May 22, 2023, 9:00 a.m., Kanabec County Courthouse, 317 Maple Ave. E, Mora, Minnesota
- F. Snake River Policy Committee, Monday, May 22, 2023, 9:30 a.m., Kanabec County Courthouse, 317 Maple Ave. E, Mora, Minnesota
- G. Technology Committee, Tuesday, May 23, 2023, 9:00 a.m.
- H. Health & Human Services Advisory Committee, Thursday, May 23, 2023, 10:30 a.m.
- I. NLX, Wednesday, May 24, 2023, 10 a.m., Board Room, Courthouse, Pine City, Minnesota
- J. Joint RAC/ECB Meeting, Thursday, May 25, 2023, 10:00 a.m., St. Louis County EOC – Pike Lake, 5735 Old Miller Trunk Highway, Duluth, Minnesota
- K. Managing Difficult Conversations Workshop, Tuesday, May 30, 2023, 1:00 p.m., MCIT 100 Empire Drive, St. Paul, Minnesota
- L. **Rescheduled to May 31, 2023 from May 24, 2023:** Housing Redevelopment Authority/Economic Development Authority (HRA/EDA), North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota
- M. AMC District 1 Meeting, Thursday, June 1, 2023, 8:00 a.m., Aitkin County Government Center, 307 2nd St. NW, Aitkin, Minnesota
- N. East Central Regional Juvenile Advisory Committee, Thursday, June 1, 2023, 12:30 p.m.
- O. Pine County Board of Commissioners, Tuesday, June 6, 2023, 10:00 a.m., Board Room, Courthouse, Pine City, Minnesota

6. Adjourn

**MINUTES
OF THE
PINE COUNTY BOARD MEETING
Regular Meeting
Tuesday, May 2, 2023 - 10:00 a.m.
Pine County Courthouse Board Room
635 Northridge Drive, 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. County Attorney Reese Frederickson arrived at 10:40 a.m.

The meeting was live streamed on YouTube.

The Pledge of Allegiance was said.

Chair Hallan called for public comment. Teresa Dawson stated her opposition to a bill in the state legislature related to the revision of Minnesota Statute 2022, Section 363A.03/Sexual Orientation. J.J. Waldhalm stated his opposition to Pine County's contribution to the East Central Regional Library above the required contribution, and his opposition to Narcan being provided at public libraries.

Chair Hallan requested the following revision to the agenda:

1. Consent Agenda Item 4.C. – New Hire
Consider approval of hiring of temporary part-time Hazardous Waste Recycling Attendant, Scott Pearson, non-union, Grade 1, \$16.10 per hour, effective May 2, 2023, pending successful baseline medical examination for working with hazardous waste and background check.
2. Regular Agenda Item 1.A – Central Minnesota Emergency Medical Services
Consider approval of Resolution 2023-29 Designating the Week of May 21-27, 2023 as *Emergency Medical Services (EMS) Week in Pine County*
3. Regular Agenda Item 3.1 – Jail Programs Volunteer Services - Recognition
Recognize all jail programs volunteers – special recognition given to Jim Hanson, Jack Sowers, David Larson and Jim Koppen.

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

Motion by Commissioner Ludwig to approve the Minutes of the April 18, 2023 regular county board meeting and Summary for publication, and April 25, 2023 Special Meeting-Committee of the Whole Minutes. Second by Commissioner Mohr. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

Pine County Zoning Board Minutes – January 26, 2023

Pine County Land Surveyor Monthly report – April 2023

Notice of Intent to Local Government Units and Workplan (amendment) – Hinckley Wellhead Protection Program – April 11, 2023

Motion by Commissioner Mohr to acknowledge the Minutes of Board, Committees and Correspondence. Second by Commissioner Ludwig. Motion carried 5-0.

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

CONSENT AGENDA

1. **Donations**

Accept the following donations:

- A. \$600 from the Bruno American Legion Auxiliary for the Veterans Outreach Fund.
- B. \$1,000 from the Pine City Lions for the Pine County Operation Community Connection Event, to be held August 23, 2023 at the Hinckley-Finlayson High School.

2. **Contracts / Agreements**

Approve the following contracts/agreements:

- A. **Surplus Medical Equipment to Pine Technical & Community College**
Contract between Pine County and the State of Minnesota Colleges and Universities for the benefit of Pine Technical and Community College. Authorize Board Chair and County Administrator to sign.
- B. **Mutual Aid Agreement with St. Louis County Law Enforcement**
Contract between Pine County and the St. Louis County Sheriff's Office for Law Enforcement Mutual Aid. Authorize Board Chair and County Administrator to sign.

3. **2023 Equipment Rental Bids**

Approve the 2023 Equipment Rental Bids. Bids were opened April 17, 2023.

4. **New Hires**

Approve the hiring of:

- A. Brenda Danielson, Social Worker, effective May 8, 2023, Grade 10, Step 6, \$32.05 per hour.
- B. Taylor Gustafson, Senior Corrections Agent, effective May 8, 2023, Grade 10, \$27.18 per hour, contingent upon a negative pre-employment urinalysis.
- C. Scott Pearson, temporary part-time Hazardous Waste Recycling Attendant, effective May 2, 2023, non-union, Grade 1, \$16.10 per hour, pending successful baseline medical examination for working with hazardous waste and background check

5. **Training**

Approve the following training:

- A. Probation Director Terry Fawcett to attend the Community-Led Juvenile Diversion: Building a New Paradigm in Youth Justice conference, and participate as a panelist for the Government & Law Enforcement Partners Section, in San Diego, California. Probation Director Fawcett will be gone June 2-5, 2023. Probation Director Fawcett will receive a stipend to attend and will apply it to the cost of transportation, lodging and meals. No county dollars will be spent.

REGULAR AGENDA

1. **Central Minnesota Emergency Medical Services (CMEMS)**

Central Minnesota Emergency Medical Services Regional EMS Coordinator Marion Larson provided an update regarding services provided by Central Minnesota Emergency Medical Services to local first responders, fire departments, law enforcement agencies and ambulance services. Larson reported on funding struggles and decreasing funds available and stated without additional funding, CMEMS will be unable to provide EMS coordination and the current programming to stakeholders starting July 1, 2023.

A. **Central Minnesota Emergency Medical Services Week in Pine County / May 21-27, 2023**

Motion by Commissioner Ludwig to approve Resolution 2023-29 designating the week of May 21-27, 2023 as Emergency Medical Services (EMS) Week in Pine County. Second by Commissioner Lovgren. Motion carried 5-0.

2. **Solid Waste Certificate of Need Request**

Chair Hallan stated in 2016 the East Central Solid Waste Commission was granted a Certificate of Need from the Minnesota Pollution Control Agency for the existing landfill space. Due to greater use than projected, and the necessity of opening a new cell, another Certificate of Need forecasting garbage disposal needs for the next 10 years is necessary.

Motion by Commissioner Lovgren to authorize a letter be submitted to the East Central Solid Waste Commission requesting the following landfill tonnage for the next 10 years:

2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
22,412	22,861	23,318	23,784	24,260	24,745	25,240	25,745	26,260	26,785

Second by Commissioner Mohr. Motion carried 5-0.

3. **National Corrections Officers Week**

Jail Administrator Rod Williamson stated his appreciation to the professionalism and dedication of Pine County Correctional Officers and Correctional Employees and requested recognition of them during National Corrections Officers' Week, May 7-13, 2023.

Motion by Commissioner Ludwig to approve Resolution 2023-28 recognizing correctional officers and correctional employees in Pine County. Second by Commissioner Mohr. Motion carried 5-0.

3.1 **Jail Programs Volunteer Services Recognition**

Jail Administrator Rod Williamson recognized the dedication of the 80 jail programs volunteers, with special recognition to volunteers Jim Hanson, Jack Sowers, David Larson and Jim Koppen who have collectively given 83+ years of service to jail programs. Jim Hanson was present to receive a certificate of appreciation and years-of-service challenge coin, which will also be presented to Sowers, Larson & Koppen.

4. **National Center for Public Land Counties**

Chair Hallan stated the National Association of Counties and the Western Interstate Region have formed the National Center for Public Lands for the purpose of demonstrating how prosperous public lands counties create a prosperous America. National Center for Public Lands has requested a contribution equivalent to one percent of the Local Assistance and Tribal Consistency Fund (LATCF) allocation, which for Pine County would total \$1,000. Chair Hallan stated Lake County Commissioner Rich Sve is a board member of the Western Interstate Region and can provide additional information relating to this request. Board discussion took place, and it was requested this item be placed on the AMC District 1 Spring Meeting agenda, meeting June 1, 2023, for additional discussion.

5. **Schedule Special Meeting-Committee of the Whole (Strategic Planning)**

A Special Meeting-Committee of the Whole for strategic planning is scheduled for June 13, 2023, commencing at 9:00 a.m., at the Courthouse Board Room, Pine City.

7. **Commissioner Updates**

Arrowhead Counties Association: Commissioner Ludwig unable to attend meeting.

Pine County Education Leadership Network: Commissioner Mohr stated school district attendance/participation was good. Blues Zones and the State Student Survey were discussed. Sheriff Nelson provided a Narcan presentation.

Aligning Zoning Workshop: Commissioner Lovgren stated discussion of providing water/sewer further out of the city limits was discussed. A request was made for a slaughter facility in the county to aid in providing fresh local meat--three applications have recently been turned down at the township level.

Cancelled: Snake River Watershed Management Board & 1W1P

Cancelled: Snake River Policy Committee

Commissioner Lovgren stated Kanabec County called a special meeting the Friday prior to the Monday meeting, including the full Kanabec County board of commissioners and other counties were invited to the meeting; Commissioner Lovgren & Administrator Minke attended. Commissioner Lovgren stated governance structure for the Snake River 1W1P was discussed.

Lower St. Croix Watershed Partnership: Chair Hallan stated projects are going proceeding in the watershed. The group will revisit the entity versus collaborative governance this fall.

East Central Regional Development Commission: Commissioner Waldhalm stated MnDOT gave a presentation on electric vehicles/charging stations. Annual audit will be happening soon.

Cancelled: NLX

Commissioner Lovgren stated a request was received from NLX requesting a letter of support from the county to the legislative conference committee members in support for NLX funding.

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

Commissioner Ludwig stated a presentation was given on a proposal to convert the Old Rock school in Sandstone to housing. Also discussed was the possible future purchase of the North Court apartments.

Mille Lacs Band of Ojibwe meeting: Chair Hallan stated a meeting schedule was established.

Opioid Forum: Commissioner Mohr stated this was a very informative meeting with great presentations.

Zoning Board: Commissioner Ludwig reviewed items presented before the zoning board, and shoreland ordinance review and performance. Commissioner Ludwig requested that Vacation Rental by Owner be added to a Committee of the Whole meeting for discussion.

Other

Commissioner Ludwig stated if funding doesn't come through for Emergency Medical Services from the state, there will be a request for county funding.

Chair Hallan stated many legislative updates were given at the AMC meeting.

Chair Hallan attended the Northeast Minnesota Emergency Communications Board meeting.

Dispatch consoles, handheld radios and car radios will soon need to be updated and replaced.

NACO Telecommunications and Technology Committee: Commissioner Lovgren stated inexpensive digital equity was discussed; she informed the committee that universal broadband availability should be the priority.

State of Minnesota Indian Children Welfare Act Policy Committee: Commissioner Lovgren attended.

State Community Health Services Advisory Committee (SCHSAC): Commissioner Lovgren stated discussion of legislative county concerns were discussed; a local childcare meeting was held.

8. **Other**
None.

9. **Upcoming Meetings**
Upcoming meetings were reviewed.

10. **Adjourn**
With no further business, Chair Hallan adjourned the meeting at 11:35 a.m. The next regular meeting of the county board is scheduled for Tuesday, May 16, 2023 at 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota.

Stephen M. Hallan, Chair
Pine County Board of Commissions

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.

The Pledge of Allegiance was said.

Chair Hallan called for public comment. Teresa Dawson stated her opposition to a bill in the state legislature related to the revision of Minnesota Statute 2022, Section 363A.03/Sexual Orientation. J.J. Waldhalm stated his opposition to Pine County's contribution to the East Central Regional Library above the required contribution, and his opposition to Narcan being provided at public libraries.

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

Motion by Commissioner Ludwig to approve the Minutes of the April 18, 2023 regular county board meeting and Summary for publication, and April 25, 2023 Special Meeting-Committee of the Whole Minutes. Second by Commissioner Mohr. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

Pine County Zoning Board Minutes – January 26, 2023

Pine County Land Surveyor Monthly report – April 2023

Notice of Intent to Local Government Units and Workplan (amendment) – Hinckley Wellhead Protection Program – April 11, 2023

Motion by Commissioner Mohr to acknowledge the Minutes of Board, Committees and Correspondence. Second by Commissioner Ludwig. Motion carried 5-0.

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

Accept the following donations:

A. \$600 from the Bruno American Legion Auxiliary for the Veterans Outreach Fund.

B. \$1,000 from the Pine City Lions for the Pine County Operation Community Connection Event, to be held August 23, 2023 at the Hinckley-Finlayson High School.

Approve the following contracts/agreements:

- A. Surplus Medical Equipment to Pine Technical & Community College
Contract between Pine County and the State of Minnesota Colleges and Universities for the benefit of Pine Technical and Community College.
- B. Mutual Aid Agreement with St. Louis County Law Enforcement
Contract between Pine County and the St. Louis County Sheriff's Office for Law Enforcement Mutual Aid.

Approve the 2023 Equipment Rental Bids. Bids were opened April 17, 2023.

Approve the hiring of:

- A. Brenda Danielson, Social Worker, effective May 8, 2023, Grade 10, Step 6, \$32.05 per hour.
- B. Taylor Gustafson, Senior Corrections Agent, effective May 8, 2023, Grade 10, \$27.18 per hour, contingent upon a negative pre-employment urinalysis.
- C. Scott Pearson, temporary part-time Hazardous Waste Recycling Attendant, effective May 2, 2023, non-union, Grade 1, \$16.10 per hour, pending successful baseline medical examination for working with hazardous waste and background check

Approve Probation Director Terry Fawcett to attend the Community-Led Juvenile Diversion: Building a New Paradigm in Youth Justice conference, and participate as a panelist for the Government & Law Enforcement Partners Section, in San Diego, California.

Motion by Commissioner Ludwig to approve Resolution 2023-29 designating the week of May 21-27, 2023 as Emergency Medical Services (EMS) Week in Pine County. Second by Commissioner Lovgren. Motion carried 5-0.

Motion by Commissioner Lovgren to authorize a letter be submitted to the East Central Solid Waste Commission requesting the following landfill tonnage for the next 10 years:

2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
22,412	22,861	23,318	23,784	24,260	24,745	25,240	25,745	26,260	26,785

Second by Commissioner Mohr. Motion carried 5-0.

Motion by Commissioner Ludwig to approve Resolution 2023-28 recognizing correctional officers and correctional employees in Pine County. Second by Commissioner Mohr. Motion carried 5-0.

A Special Meeting-Committee of the Whole for strategic planning is scheduled for June 13, 2023, commencing at 9:00 a.m., at the Courthouse Board Room, Pine City.

With no further business, Chair Hallan adjourned the meeting at 11:35 a.m. The next regular meeting of the county board is scheduled for Tuesday, May 16, 2023 at 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota.

Stephen M. Hallan, Chair
Pine County Board of Commissions

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

**MINUTES
OF
PINE COUNTY BOARD MEETING
SPECIAL MEETING
and
COMMITTEE OF THE WHOLE**

**May 9, 2023 – 9:00 a.m.
Courthouse Board Room
635 Northridge Drive NW
Pine City, Minnesota**

Chair Steve Hallan called the meeting to order at 9:00 a.m. Present were Commissioners Josh Mohr, Terry Lovgren, J.J. Waldhalm, and Matt Ludwig Also present were County Administrator David Minke and County Attorney Reese Frederickson.

Others present: Sheriff Jeff Nelson, Jail Administrator Rod Williamson, Chief Deputy Scott Grice, Pine County/East Central Task Force Inv. Drew Abrahamson, Inv. Barry Sjodahl, Inv. Brad Carlson, Sgt. Patrick Ellstrom, and Inv. Zach Libra.

The pledge of allegiance was said.

Chair Hallan welcomed those present.

Sheriff's Office Updates

The following presentations were provided by sheriff's office personnel:

- Inv. Andrew Abrahamson.....Overview of sheriff's office investigations/
cases and the East Central Drug and Violent
Offenders Task Force
- Inv. Barry Sjodahl.....Special Weapons and Tactics (SWAT)

At 10:07 a.m. the county board meeting moved outdoors to the north parking lot of the Pine County Sheriff's Department where the Mine-Resistant Ambush Protected (MRAP) armored vehicle, SWAT van, and drones were available for viewing.

- Sgt. Patrick Ellstrom.....provided information on the MRAP vehicle
and equipment utilized by SWAT
- Inv. Brad Carlsonprovided information on the drones
currently used by the sheriff's office

At 10:55 a.m. the county board meeting returned indoors to the county board room.

- Inv. Brad Carlson.....provided additional information related to
the K-9 program, drone usage, as well as
other technology used in the investigation of
cases.

Chief Deputy Scott Grice.....Body Camera overview

Sheriff Jeff Nelson provided an overview on staffing, gun permits, and Emergency Management. Sheriff Nelson stated sheriff’s office personnel additions for future consideration by the board to include the addition of a lieutenant, analyst, system coordinator, and additional deputy. Current sheriff’s office budgetary concerns include staff overtime and the professional and technical services costs.

Jail Administrator Rod Williamson provided an overview of jail operations, jail medical budget, mental health services, staffing and budget.

With no further business, the meeting adjourned at 2:30 p.m.

Stephen M. Hallan, Chair
Board of Commissioners

David J. Minke, Administrator
Clerk to County Board



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

- Members Present:** Dirk Nelson, Patrick Schifferdecker Nancy Rys, Les Orvis, Ryan Clark, Susan Grill, Skip Thomson, Matt Ludwig (ex-officio)
- Staff Present:** Caleb Anderson, Land & Resources Manager; Erin Hoxsie, Office Support Specialist
- Others Present:** Kyle Allen, Colleen & Cassidy Vanvleet, Danielle Hoffman (Zoom)

CALL TO ORDER

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

APPROVAL OF AGENDA

Motion by Thomson to approve the agenda. Second by Grill. Grill corrected that the minutes to be approved within the meeting are from January 26, 2023. Motion carried, 7-0.

APPROVAL OF MINUTES- JANUARY 26, 2023 MONTHLY ZONING MEETING

Motion by Grill to approve the minutes of the January 26, 2023 monthly zoning meeting. Second by Nelson. Motion carried, 7-0.

ZONING ADMINISTRATOR UPDATE

Anderson recapped the MACPZA Land Use Workshop that was attended by Anderson, Orvis, and Hoxsie. The main points discussed were what constitutes a practical difficulty when discussing variances. Anderson also informed the board there are two upcoming workshops; a contractor workshop with local contractors and a land use and economic development workshop to help facilitate discussions regarding aligning zoning policy with our community’s needs for housing, economic and community development.

VANVLEET VARIANCE REQUEST: 14549 River Crest Rd, Pine City PID: 08.0249.000

The applicants have requested a variance to expand a legally nonconforming structure that does not meet the ordinary high water level and bluff setbacks required by Section 5.2.1 of the Pine County Shoreland Management Ordinance.

Anderson walked through the details provided in the staff report. He stated the Vanvleets want to enclose the deck and add an attached garage. This would increase living space, but the ordinance does not allow the expansion of a legally nonconforming structure without variance. The Vanvleets proposed two building plans; one which doesn’t meet the 30-foot bluff setback and one that does.

Grill asked for clarification regarding the increased living space. The Vanvleets stated they were expanding living space by 7 feet by enclosing the deck, the garage would increase the square footage of the footprint of the structure.

Chair Orvis opened the public hearing at 6:11pm. No members of the public spoke. Public hearing closed at 6:12pm.

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

- 1.) The proposed use is allowed in the zoning district the property lies in because the use is residential which is allowed.
- 2.) The variance is not in harmony with the comprehensive plan and the intent of the Pine County Shoreland Management Ordinance. The structure is too far within the 150-foot setback, and expanding a nonconforming structure within the shore impact zone is not in harmony with the intent of the ordinance.
- 3.) The variance is consistent with the character of the locality. The structure is 40-feet above the river and blends in with the surroundings,
- 4.) A practical difficulty unique to the property, not created by the landowner, does exist that prevents them from complying with the ordinance because there isn't a way to increase the living space while conforming with the ordinance.
- 5.) The proposed use is reasonable. The structure will continue to be a residential dwelling.

Motion by Thomson to deny the variance to expand a legally nonconforming structure that does not meet the ordinary high water level and bluff setbacks required by Section 5.2.1 of the Pine County Shoreland Management Ordinance

Second by Grill. Variance denied 5-2, with Clark and Orvis opposing.

ALLEN VARIANCE REQUEST: 18465 N Lake Ln, Pine City (PID: 08.0372.000

The applicants have requested an after-the-fact variance from Section 5.2.1B(1) of the Pine County Shoreland Management Ordinance to construct an attached deck that does not meet the 30' top-of-bluff setback. They have also requested an after-the-fact variance to exceed the 25% impervious surface limit required in Section 5.5.2A of the Pine County Shoreland Management Ordinance.

This was a continuation of the discussion at the public hearing which was held regarding this application on 01/26/2023. The most notable outcomes of the January 26th meeting were that the Zoning Board approved the variance for the 30' top-of-bluff setback and voted to table a decision on granting a variance for the impervious surface exceedance. During that meeting, the Zoning Board recommended that the applicant pursue a more precise measurement of their impervious surface and consider additional strategies to bring the property into compliance with the impervious surface limit. Since the January 26, 2023 meeting the applicant did in fact work with staff, and a meeting was held on site to measure the impervious surface. Unfortunately, due to snow cover, a new measurement was not feasible. Anderson noted that Mr. Allen has not offered any additional impervious surface removal.

Staff requested that the Zoning Board either make a decision on the variance or mutually agree with Mr. Allen to extend the review period of the variance until the end of May to comply with MN 15.99.

Orvis spoke in support of approving the impervious surface variance because the lot is very small, the applicant has proposed a significant mitigation plan, and the water from the property drains away from the lake. Nelson agreed that the purpose of the impervious surface rule was to minimize runoff into the lake, but since the property drainage slopes away from the lake, enforcing the impervious surface rule seems unnecessary. Grill and Rys both stated the variance should be denied because it is an after-the-fact variance meaning the property currently does not comply, and the blacktop could be removed and replaced with an alternative

material. Clark stated the mitigation plan is so robust, the lake will benefit greatly from the implementation of said plan. Thomson stated the removal of 2,200 ft² of impervious surface was unlikely to be feasible, so making sure the mitigation plan is implemented is a more beneficial outcome.

Motion by Schifferdecker to approve the variance to exceed the 25% impervious surface limit required in Section 5.5.2A of the Pine County Shoreland Management Ordinance, as currently constructed, and to amend the findings to reflect that a practical difficulty, not created by the landowner, does exist due to the small size of the lot and the inability to re-design to meet ordinance standards.

Second by Thomson. Variance approved 5-2, with Grill and Rys opposing.

SHORELAND ORDINANCE DISCUSSION

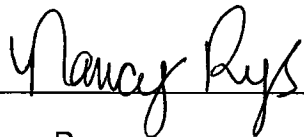
Anderson presented a proposed allowed use table for river shoreland districts which mimics the formatting of MN 6120.3200 as well as definitions for terms to be added to amended shoreland ordinance. Discussions were had about performance standards and how those would be tied to administrative permits for uses that were previous uses that required a conditional/interim use permits.

Anderson acknowledged that Mark Lambert submitted a letter commenting on the proposed shoreland ordinance language. Anderson described the conflict in MN 6120, in which resorts are considered both a permitted and a conditional use in the commercial zoning district. Chair Orvis provided Danielle Hoffman, Lambert's Attorney, an opportunity to speak, which was declined. Anderson suggested that this item be re-visited once the County has more information from the DNR on how to permit resorts.

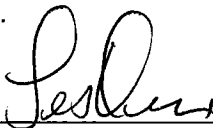
Anderson described that he plans to do a planning exercise with the Pine County Coalition of Lake Associations in April on this topic, to provide greater community input for the Zoning Board.

ADJOURN

Chair Orvis adjourned the meeting at 7:20 pm.



Nancy Rys
Zoning Board Secretary



Les Orvis
Zoning Board Chair

(320) 632-9255
405 First Street SE
Little Falls, MN 56345



May 2, 2023

David Minke, County Administrator
County of Pine
635 Northridge Dr NW
Pine City, MN 55063

ifound.org



Dear David,

We have received Pine County's 2023 payment to support the work of the Initiative Foundation in Central Minnesota. Please extend our appreciation to your board. Thank you!

Together, we work to build strong local economies and vibrant communities. Your investment supports economic development through business financing activities designed to create living-wage jobs, diversify economies and leverage private sector investment. Communities are strengthened through signature leadership training and capacity building programs, grants to local units of government and nonprofit organizations, early childhood initiatives, and scholarships. This year, we will continue to help our communities with needs related to the COVID-19 crisis. This work will provide lasting impact on the health of the region and the future of rural Minnesota.

We realize that the last several years have been difficult, and we encourage you to reach out to us if we can be of any additional assistance.

We truly value your partnership and your support.

Sincerely,

A handwritten signature in blue ink that reads 'Matt'.

Matt Varilek
President

A handwritten signature in blue ink that reads 'Carl'.

Carl Newbanks
Director of Development





AGENDA REQUEST FORM

Date of Meeting: May 16, 2023

- County Board**
 - Consent Agenda**
 - Regular Agenda** 5 mins. ___ 10 mins. ___ 15 mins. ___ Other ___
- Personnel Committee**
- Other** _____

Agenda Item: April 2023 Cash Balance

Department: Auditor-Treasurer

Kelly M. Shea
Department Head signature

Background information on Item:

April 2023 Cash Balance Report

Action Requested:

None- informational purposes only.

Financial Impact:

N/A

TREASURER'S CASH TRIAL BALANCE COMPARISON

FUND	YEAR-TO-YEAR COMPARISON		
	April 2022 BALANCE	April 2023 BALANCE	DIFFERENCE
1 - GENERAL	2,010,411.96	1,835,101.94	(175,310.02)
12 - H&HS	1,495,308.86	1,948,140.35	452,831.49
13 - ROAD & BRIDGE	2,290,931.76	2,722,448.78	431,517.02
17 - OPIOID SETTLEMENT	0.00	250,532.80	250,532.80
19 - COVID RELIEF	2,341,124.45	3,230,517.68	889,393.23
22 - LAND	2,473,969.02	2,676,317.90	202,348.88
60 - SELF INSURANCE	307,868.79	700,090.21	392,221.42
TOTAL (incl non-major funds)	\$18,370,073.49	\$20,878,721.43	\$2,508,647.94

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

The increase in the Road & Bridge fund is project related.

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

FUND	MONTH-TO-MONTH COMPARISON		
	March 2023 BALANCE	April 2023 BALANCE	DIFFERENCE
1 - GENERAL	3,246,163.10	1,835,101.94	(1,411,061.16)
12 - H&HS	2,526,167.31	1,948,140.35	(578,026.96)
13 - ROAD & BRIDGE	2,946,947.71	2,722,448.78	(224,498.93)
17 - OPIOID SETTLEMENT	254,694.20	250,532.80	(4,161.40)
19 - COVID RELIEF	3,261,117.60	3,230,517.68	(30,599.92)
22 - LAND	2,685,641.88	2,676,317.90	(9,323.98)
60 - SELF INSURANCE	570,802.33	700,090.21	129,287.88
TOTAL (incl non-major funds)	\$17,774,455.21	\$20,878,721.43	\$3,104,266.22

The decrease in the most funds is to be expected as minimal revenue are received during the month; however normal expenses and payroll are incurred.

The self-insurance fund contiued to rebound from 2022; however, this may be due to the lag in claim payment due to the changing of insurance companies; however, the lag should be getting caught up, therefore, it is too soon to tell, but the claims expearence might be leveling out.

***** Pine County *****



TREASURER'S CASH TRIAL BALANCE

As of 04/2023

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1 General Revenue Fund	7,114,548.75			
Receipts		630,877.08	1,839,232.16	
Disbursements		886,779.67-	3,274,470.73-	
Payroll		1,132,592.16-	4,774,067.95-	
Journal Entries		8,664.52-	682,292.18	
Settlement		0.00	247,567.53	
Fund Total		1,397,159.27-	5,279,446.81-	1,835,101.94
12 Health & Human Services 420 H&HS-Income Maintenance	2,498,667.45			
Receipts		64,284.56	655,782.75	
Disbursements		68,768.87-	349,783.97-	
Payroll		199,709.66-	814,320.78-	
Journal Entries		57,275.44	78,282.70	
Dept Total		146,918.53-	430,039.30-	2,068,628.15
12 Health & Human Services 430 H&HS-Social Services	601,215.04-			
Receipts		136,008.20	1,018,773.94	
Disbursements		29,855.19-	129,956.22-	
SSIS		169,458.89-	696,277.69-	
Payroll		304,591.71-	1,249,260.74-	
Journal Entries		127,495.39	182,325.08	
Dept Total		240,402.20-	874,395.63-	1,475,610.67-
12 Health & Human Services 440 Childrens Collaborative (H&HS)	0.00			
Dept Total		0.00	0.00	0.00
12 Health & Human Services 481 Public Health (H&HS)	1,195,301.71			
Receipts		64,451.81	453,049.52	
Disbursements		11,380.48-	64,921.71-	
Payroll		111,979.26-	441,806.69-	
Journal Entries		4,661.40	7,781.26	

HHS TOTAL:
\$1,948,140.35

***** Pine County *****



Kschroeder
5/9/2023 1:48:30PM

TREASURER'S CASH TRIAL BALANCE

As of 04/2023

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Dept Total		54,246.53-	45,897.62-	1,149,404.09
Fund Total	3,092,754.12	441,567.26-	1,350,332.55-	1,742,421.57
13 Road & Bridge Fund	1,475,062.66			
Receipts		177,447.36	3,267,871.45	
Disbursements		183,595.04-	1,168,733.70-	
Payroll		217,544.25-	884,728.95-	
Journal Entries		807.00-	3,228.00-	
Settlement		0.00	36,205.32	
Fund Total		224,498.93-	1,247,386.12	2,722,448.78
14 Ditch Maintenance (Sr) Fund	32,422.85			
Fund Total		0.00	0.00	32,422.85
17 Opioid Settlement Funds	246,251.99			
Receipts		0.00	8,442.21	
Journal Entries		4,161.40-	4,161.40-	
Fund Total		4,161.40-	4,280.81	250,532.80
19 COVID-19 Relief Fund	4,124,476.48			
Receipts		0.00	10,729.00	
Disbursements		36,575.13-	246,805.38-	
Payroll		9,325.63-	37,230.67-	
Journal Entries		1,398.95	620,651.75-	
Fund Total		44,501.81-	893,958.80-	3,230,517.68
22 Land Management Fund	2,802,077.68			

***** Pine County *****



Kschroeder
5/9/2023 1:48:30PM

TREASURER'S CASH TRIAL BALANCE

As of 04/2023

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Receipts		8,315.87	68,490.19	
Disbursements		3,673.71-	43,900.43-	
Payroll		13,966.14-	60,127.33-	
Journal Entries		0.00	90,222.21-	
Fund Total		9,323.98-	125,759.78-	2,676,317.90
24 SSTS Upgrades	196,769.72			
Receipts		288.00	226,158.00	
Disbursements		46.00-	84,042.00-	
Fund Total		242.00	142,116.00	338,885.72
29 Children's Collab (H&Hs) Agency Fund	440 218,863.02		Childrens Collaborative (H&HS)	
Receipts		0.00	38,530.00	
Disbursements		42,274.14-	67,558.86-	
Journal Entries		170.14	337.99	
Dept Total		42,104.00-	28,690.87-	190,172.15
Fund Total	218,863.02	42,104.00-	28,690.87-	190,172.15
31 GO Capital Improvement-Capital Projects	50,002.07-			
Receipts		0.00	50,002.07	
Fund Total		0.00	50,002.07	0.00
37 County Railroad Authority	5,055.07			
Fund Total		0.00	0.00	5,055.07
38 Building Fund	225,396.61			
Disbursements		378.60-	15,685.96-	
Settlement		0.00	469.83	

***** Pine County *****



Kschroeder
5/9/2023 1:48:30PM

TREASURER'S CASH TRIAL BALANCE

As of 04/2023

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Fund Total		378.60-	15,216.13-	210,180.48
39 2015A G.O. Jail Bonds				
	1,569,069.96			
Disbursements		0.00	964,750.00-	
Settlement		0.00	20,748.53	
Fund Total		0.00	944,001.47-	625,068.49
40 2020A G.O. Refunding Courthouse Bonds				
	1,394,661.00			
Disbursements		0.00	879,570.00-	
Settlement		0.00	17,760.75	
Fund Total		0.00	861,809.25-	532,851.75
41 2017A G.O. CIP Bonds				
	133,749.33			
Disbursements		0.00	282,656.25-	
Settlement		0.00	5,919.97	
Fund Total		0.00	276,736.28-	142,986.95-
43 Equipment Fund				
	52,103.83			
Settlement		0.00	482.38	
Fund Total		0.00	482.38	52,586.21
44 Election Equipment				
	58,255.02			
Receipts		806.85	815.26	
Disbursements		131.66-	1,660.50-	
Journal Entries		0.00	83.64-	
Settlement		0.00	1,569.82	
Fund Total		675.19	640.94	58,895.96

***** Pine County *****



Kschroeder
5/9/2023 1:48:30PM

TREASURER'S CASH TRIAL BALANCE

As of 04/2023

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
60 County Self Insurance	271,214.61			
Receipts		339,722.73	1,354,403.67	
Disbursements		211,333.18-	929,121.39-	
Journal Entries		898.33	3,593.32	
Fund Total		129,287.88	428,875.60	700,090.21
76 Group Health Ins Fund 5/1/95 (Gen)	569,429.51-			
Receipts		88,253.36	458,291.69	
Disbursements		42,615.43-	515,350.37-	
Journal Entries		6,504.10	26,016.40	
Fund Total		52,142.03	31,042.28-	600,471.79-
80 County Collections Agency Fund	23,734.82			
Receipts		7,077.97	553,870.94	
Disbursements		9,119.50-	556,202.29-	
Fund Total		2,041.53-	2,331.35-	21,403.47
82 Taxes And Penalties Agency Fund	903,772.45			
Receipts		5,133,581.42	6,114,074.00	
Disbursements		1,064.00-	396,937.06-	
Journal Entries		0.00	68,899.16-	
Settlement		0.00	330,724.13-	
Fund Total		5,132,517.42	5,317,513.65	6,221,286.10
84 East Central Drug Task Force Agency Fund	110,427.93			
Receipts		49,494.18	91,099.82	
Disbursements		0.00	40,181.54-	
Journal Entries		0.00	951.80-	

***** Pine County *****



Kschroeder
5/9/2023 1:48:30PM

TREASURER'S CASH TRIAL BALANCE

As of 04/2023

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Fund Total		49,494.18	49,966.48	160,394.41
89 H & Hs Collections Agency Fund	801	Non-Departmental		
	34,637.17			
Receipts		189,937.32	305,468.20	
Disbursements		99,522.19-	132,543.62-	
Journal Entries		184,770.83-	192,015.12-	
Dept Total		94,355.70-	19,090.54-	15,546.63
Fund Total	34,637.17	94,355.70-	19,090.54-	15,546.63
All Funds	23,465,873.49			
Receipts		6,890,546.71	16,515,084.87	
Disbursements		1,627,112.79-	10,144,831.98-	
SSIS		169,458.89-	696,277.69-	
Payroll		1,989,708.81-	8,261,543.11-	
Journal Entries		0.00	415.85	
Total		3,104,266.22	2,587,152.06-	20,878,721.43




AGENDA REQUEST FORM

Date of Meeting: May 16, 2023

- County Board**
- Consent Agenda**
- Regular Agenda** 5 mins. ___ 10 mins. ___ 15 mins. ___ Other ___
- Personnel Committee**
- Other** _____

Agenda Item: April 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 April 2023 (\$1,796,571.68) by fund. There were 535 total claims, 87 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 \$494,801.23.

Action Requested:

Consider approving April 2023 disbursements including the individual listing of claims over \$2,000, and 448 claims under \$2,000 or not needing approval totaling of \$494,801.23.

Financial Impact:

N/A

DISBURSEMENTS JOURNAL REPORT G/L Months: 04/2023 - 04/2023

RECAP BY FUND

FUND	AMOUNT	NAME
1	886,779.67	GENERAL REVENUE FUND
12	279,463.43	HEALTH & HUMAN SERVICES
13	183,595.04	ROAD & BRIDGE FUND
19	36,575.13	COVID-19 RELIEF FUND
22	3,673.71	LAND MANAGEMENT FUND
24	46.00	SSTS UPGRADES
29	42,274.14	CHILDREN'S COLLAB (H&HS) AGENCY FUND
38	378.60	BUILDING FUND
44	131.66	ELECTION EQUIPMENT
60	211,333.18	COUNTY SELF INSURANCE
76	42,615.43	GROUP HEALTH INS FUND 5/1/95 (GEN)
80	9,119.50	COUNTY COLLECTIONS AGENCY FUND
82	1,064.00	TAXES AND PENALTIES AGENCY FUND
89	99,522.19	H & HS COLLECTIONS AGENCY FUND
	1,796,571.68	Total Disbursements

RECAP BY TYPE

TYPE	AMOUNT	NAME
1	1,436,158.66	AUD
2	363,217.18	COM
3	2,804.16 -	MVC
	1,796,571.68	Total Disbursements

FUND	DATE	VENDOR	AMOUNT
General	4/7/2023	AMAZON CAPITAL SERVICES	4,426.24
General	4/14/2023	Advanced Correctional Healthcare, Inc	30,808.18
General	4/14/2023	AMAZON CAPITAL SERVICES	2,817.52
General	4/14/2023	BETTSCHEN/ZACHARY	16,000.00
General	4/14/2023	Mn Counties Intergovernmental Trust (H)	2,500.00
General	4/28/2023	Initiative Foundation	7,450.00
General	4/7/2023	AMITY GRAPHICS	2,031.03
General	4/7/2023	Aml Cleaning Service, Inc	4,000.00
General	4/7/2023	CARLSON/ANNE M	2,287.50
General	4/7/2023	MINNESOTA POWER	3,690.73
General	4/7/2023	NOW MICRO INC	6,143.20
General	4/7/2023	Regents Of The U Of Mn	30,534.38
General	4/7/2023	Reliance Systems	2,000.00
General	4/7/2023	TYLER TECHNOLOGIES INC	129,857.59
General	4/7/2023	UNITED RIVERS LAW FIRM PLLC	3,364.00
General	4/14/2023	American Advisors Group	292,709.76
General	4/14/2023	ANOKA COUNTY TREASURY OFFICE	12,875.00
General	4/14/2023	Aspen Mills	8,313.81
General	4/14/2023	ATLAS OUTFITTERS	2,450.00
General	4/14/2023	CLOQUET RIVERSIDE RECYCLING, INC	10,150.00
General	4/14/2023	DEPARTMENT OF TRANSPORTATION	4,001.29
General	4/14/2023	East Central Reg Juvenile Center	8,973.00
General	4/14/2023	Hero Industries, Inc	3,450.00
General	4/14/2023	MN COUNTIES COMPUTER COOP	13,966.08
General	4/14/2023	OWENS COMPANIES INC	3,108.40
General	4/14/2023	PREMIER SEALCOATING & SNOW REMOVAL	5,830.00
General	4/14/2023	RECYCLING ASSOCIATION OF MINNESOTA	5,400.00
General	4/14/2023	SUMMIT FOOD SERVICE MANAGEMENT LLC	11,612.10
General	4/14/2023	WCMP AM-FM	2,000.00
General	4/14/2023	West Group	2,212.09
General	4/21/2023	4.0 SCHOOL SERVICES OF EAST CENTRAL	7,549.83
General	4/21/2023	COMPUTER INTEGRATION TECHNOLOGIES	15,884.00
General	4/21/2023	KRONOS SAASHR INC	3,030.63
General	4/21/2023	Minnesota Unemployment Ins	10,948.69
General	4/21/2023	NOW MICRO INC	10,438.10
General	4/21/2023	OFFICE OF MN.IT SERVICES	5,153.75
General	4/21/2023	SUMMIT FOOD SERVICE MANAGEMENT LLC	5,102.41
General	4/21/2023	Verizon Wireless	10,479.08
General	4/28/2023	DSC Communications	3,617.10
General	4/28/2023	HOUSTON ENGINEERING INC	5,321.50
General	4/28/2023	NOW MICRO INC	13,860.00
General	4/28/2023	Rydberg & Sons, Inc.	4,650.00
General	4/28/2023	SUMMIT FOOD SERVICE MANAGEMENT LLC	4,927.12
HHS	4/7/2023	Pine County Sheriff FPI Contract	9,497.56
HHS	4/7/2023	Phase Inc (Pc Dac) Dac	4,067.52
HHS	4/14/2023	Family Alternatives	8,180.28

FUND	DATE	VENDOR	AMOUNT
HHS	4/21/2023	Sue's Bus Service Inc	4,664.40
HHS	4/21/2023	Central Mn Jobs & Training Services	36,276.55
HHS	4/21/2023	Family Pathways - North Branch	4,390.00
HHS	4/21/2023	Nexus-Kindred Family Healing	8,901.91
HHS	4/21/2023	Village Ranch Residential Facility	6,732.58
HHS	4/28/2023	Ampersand Psychological Services	2,000.00
HHS	4/28/2023	Anoka Co Juv Ctr Main Res	11,177.92
HHS	4/28/2023	Dhs Maps Ccddf	5,192.64
HHS	4/28/2023	Mille Lacs Band Family Services	4,187.52
HHS	4/28/2023	North Homes Inc	9,242.34
HHS	4/28/2023	Village Ranch Residential Facility	6,732.58
HHS	4/14/2023	Solid Oak Financial Services, LLC	3,905.00
R&B	4/14/2023	MINNESOTA ENERGY RESOURCES CORP	2,538.19
R&B	4/14/2023	MONARCH PAVING	2,433.03
R&B	4/14/2023	SEH INC	7,174.44
R&B	4/21/2023	Askov Deep Rock	9,061.14
R&B	4/21/2023	Chamberlain Oil Co.,Inc	3,891.92
R&B	4/21/2023	Daves Oil Corporation	2,887.58
R&B	4/21/2023	ERICKSON ENGINEERING CO LLC	4,707.00
R&B	4/21/2023	Nuss Truck Group Inc	65,482.36
R&B	4/21/2023	OMG MIDWEST INC	23,394.90
R&B	4/21/2023	Ziegler Inc.	7,904.56
R&B	4/28/2023	Chamberlain Oil Co.,Inc	3,177.09
R&B	4/28/2023	Colors By Craig	2,220.00
R&B	4/28/2023	DEPT OF EMPLOYMENT & ECONOMIC DEV	2,266.42
R&B	4/28/2023	LAWSON PRODUCTS INC	2,177.02
R&B	4/28/2023	MSA PROFESSIONAL SERVICES INC	10,694.97
R&B	4/28/2023	Northbound Collision Center	4,770.40
R&B	4/28/2023	Rydberg & Sons, Inc.	2,731.25
COVID RELIEF	4/14/2023	Lakes & Pines Comm Act Council	25,750.00
COVID RELIEF	4/14/2023	LSS	8,725.00
SELF INSURANCE	4/7/2023	BlueCross BlueShield of Minnesota	21,667.49
SELF INSURANCE	4/14/2023	BlueCross BlueShield of Minnesota	120,659.07
SELF INSURANCE	4/28/2023	BlueCross BlueShield of Minnesota	69,006.62
GROUP INSURANCE	4/14/2023	Mn Life Insurance Company	4,556.65
GROUP INSURANCE	4/21/2023	BLUE CROSS & BLUE SHIELD OF MINNESOTA	5,282.00
GROUP INSURANCE	4/21/2023	MADISON NATIONAL LIFE INS CO INC	4,366.79
GROUP INSURANCE	4/21/2023	TEAMSTERS JOINT COUNCIL 32	4,428.00
GROUP INSURANCE	4/28/2023	GUARDIAN	10,021.07
GROUP INSURANCE	4/28/2023	MEDICAREBLUE RX	6,660.00
GROUP INSURANCE	4/28/2023	MEDSURETY, LLC	2,062.58



AGENDA REQUEST FORM

Date of Meeting: May 16, 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:

3.2 & Wine License: Aufderhar & Aufderhar, LLC (Ray & Marge’s Resort), 36700 Lakeland Rd, Sturgeon Lake.

3.2 License: DGS Banderson LLC (Duquette General Store), 88235 State Hwy 23, Kerrick.

Temporary Wine and Beer: Osprey Wilds Center, 54165 Audubon Dr, Sandstone for the Aaron Sundmark wedding June 30-July 2, 2023

Action Requested:

Acknowledge applications and authorize County Auditor-Treasurer Schroeder to sign licenses or applications.

Financial Impact:

N/A



COUNTY BOARD AGENDA REQUEST

Date of Meeting: 5/16/2023

Consent Agenda Regular Agenda

Item Title: 2023 Pine County Solid Waste Hauler License

Department: Solid Waste

Caleb Anderson

Department Head / Sponsor signature

Background information on Item:

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

Curt's Rolloffs recently sold to a new operator, who has applied for a license.

Action Requested:

Authorize the County Board Chair to sign the 2023 Solid Waste Collection and Transportation License for Curt's Rolloffs 2.0 LLC.

Financial Impact:

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



AGENDA REQUEST FORM

Date of Meeting: May 16, 2023

- County Board**
 - Consent Agenda**
 - Regular Agenda** 5 mins. ___ 10 mins. ___ 15 mins. ___ Other ___
- Personnel Committee**
- Other** _____

Agenda Item: Grand Casino Hinckley Donation

Department: Auditor-Treasurer

Kelly M. Shea
Department Head signature

Background information on Item:

For many years (at least prior to 2005), Grand Casino Hinckley provides a quarterly donation to the Sheriff's office in the amount of \$23,000. Minnesota Statute 465.03 requires that all grants, gifts or devise of real or personal property must be accepted by a two-thirds majority of the members of the County Board. This is not something we have done with this donation; however, the State Auditors are requesting that we begin doing so.

Action Requested:

Consider accepting the following donations from Grand Casino Hinckley to the Sheriff's office:

May 2, 2023 for 2nd Quarter 2023; \$23,000

Financial Impact:

These donations help offset the expenses in the Sheriff's office.



COUNTY BOARD AGENDA REQUEST

Date of Meeting: 05/16/2023

Consent Agenda Regular Agenda

Item Title: Accept Donation

Department: VSO

Rebecca Foss

Department Head / Sponsor signature

Background information on Item:

The Sandstone Area Veterans Memorial donated \$1,000 to the Veterans Outreach Fund.

Action Requested:

Accept the \$1,000 donation from the Sandstone Area Veterans Memorial.

Financial Impact:

The donation helps to offset costs associated with additional veterans' outreach expenses/activities.

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: April 2023

Vendor#: 2136 Employee#: 2

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
4/4/2023	\$100					County Board Meeting - Pine City	01-005-6111
4/18/2023	\$100					County Board Meeting - Sandstone	
4/6/2023	\$100					Rock Creek broadband update meeting	
4/12/2023	\$100					NE transportation with MnDot	
4/14/2023	\$100					Hwy 23 annual meeting	
4/17/2023	\$100					Greater Mn parks and trails	
4/20/2023	\$100					Zoning/ economic development	
4/21/2023	\$100					AMC St. Paul bd meeting	
4/24/2023	\$100					Lower st. Croix policy board	
4/25/2023	\$100					Road tour	
4/26/2023	\$100					Opioid forum	
4/27/2023	\$100			\$0.655	\$0.00	NE emergency communication board	

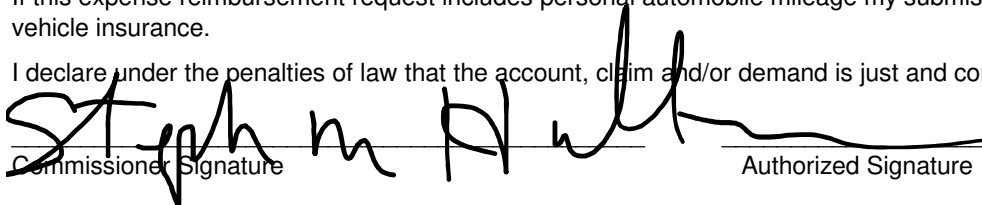
MILEAGE EXPENSES

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
4/4/2023				\$0.655	\$0.00	County Board Meeting - Pine City	01-005-6334
4/18/2023			52	\$0.655	\$34.06	County Board Meeting - Sandstone	
4/21/2023			130	\$0.655	\$85.15	AMC st paul	
4/25/2023			52	\$0.655	\$34.06		
				\$0.655	\$0.00		
				\$0.655	\$0.00		
				\$0.655	\$0.00		
				\$0.655	\$0.00		
				\$0.655	\$0.00		
				TOTAL	\$153.27		

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 April 2022

Date	Per Diem	Meals	Lodging	Tuition and or books	Other	Purpose and description of expense	Account #
4/4/2023	\$100					Board Meeting, Pine City	
4/10/2023	\$100					Personal committee, Pine City	
4/13/2023	\$100					Extension committee, Pine City	
4/18/2023	\$100					Board Meeting, Sandstone	
4/19/2023	\$100					County schools meeting, East Central school	
4/20/2023	\$100					Law library, virtually	
4/25/2023	\$100					Road tour, Sandstone	

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

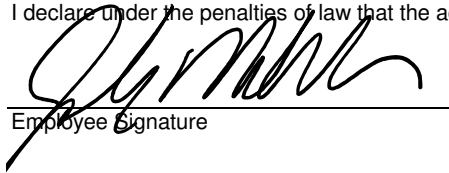
Date	Begin Odometer	End Odometer	Total Miles	Home Odometer	1st Stop Odometer	Last Stop Odometer	Home Odometer	Total Miles	Amount Paid	Destination and purpose of expense
			0						\$ -	
									\$ -	
			0						\$ -	
			0						\$ -	
			0						\$ -	
			0						\$ -	
									\$ -	
									\$ -	
						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

01-005-000-0000-6334

rate 0.585

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: April 2023

Page 1 of 2

Vendor#: 30301 Employee#: 155

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
4.4.23	\$100					County Board	01-005-6111
4.4.23	\$100					Narcan Training (Chem Coalition and Library)	01-005-6111
4.6.23	\$100					SCHSAC Training	01-005-6111
4.10.23	\$100					Library	01-005-6111
4.12.23	\$100					Womens Group and ICWA	01-005-6111
4.13.23	\$100					Clear Form Extension	01-005-6111
4.14.23	\$100					CMJTS & HWY 23	01-005-6111
4.17.23	\$100					Parks and Trails	01-005-6111
4.18.23	\$100					County Board & National Consumer Protection	01-005-6111
4.19.23	\$100					T&T & School Meeting	01-005-6111
4.20.23	\$100					Clear Gov and Aligning Zoining - Sandstone	01-005-6111

	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
4.4.23			28.7	\$0.655	\$18.80	County Board - Pine City	01-005-6334
4.5.23			25.7	\$0.655	\$16.83	Narcan Training - Sandstone	01-005-6334
4.13.23			28.7	\$0.655	\$18.80	Extension - Pine City	01-005-6334
4.14.23			47.5	\$0.655	\$31.11	Hwy 23 - Mora	01-005-6334
4.18.23			25.7	\$0.655	\$16.83	County Board - Sandstone	01-005-6334
4.19.23			52	\$0.655	\$34.06	School's	01-005-6334
4.20.23			25.7	\$0.655	\$16.83	Economic & Zoning Meeting - Sandstone	01-005-6334
4.21.23			46.8	\$0.655	\$30.65	Kanabac County Meeting - Mora	01-005-6334
4.26.23			9.6	\$0.655	\$6.29	MLBO & Opioid Meeting	01-005-6334
			290.4		\$190.21		

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

see next page

Authorized 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: April 2023 Page 2 of 2

Vendor#: 30301 Employee#: 155

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
4.21.23	\$100					SRW - Kanabec County Special Meeting	01-005-6111
4.24.23	\$100					T&T Digital Equity	01-005-6111
4.25.23	\$100					ICWA Policy Committee Meeting	01-005-6111
4.26.23	\$100					MLBO & Opioid Forum	01-005-6111
4.27.23	\$100					SCHSAC	01-005-6111
4.28.23	\$100					Internet for all T&T Digital Equity	01-005-6111
							01-005-6111

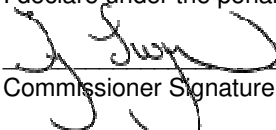
MILEAGE EXPENSES

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.

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: May 16th, 2023

Consent Agenda Regular Agenda

Item Title: DOTGOV Registration Letter

Department: IT Department

A handwritten signature in black ink is written over a horizontal line. The signature is cursive and appears to read "Ryan J. [unclear]".

Department Head / Sponsor signature

Background information on Item:

When government organizations use a .gov domain name to serve the public on the internet, they make it easy to know that their services are official. That is because every request for a .gov domain name is carefully examined by the DotGov program to ensure it is from a genuine U.S.-based government or public sector organization. It should be easy to identify governments on the internet and .gov is the top-level domain for U.S.-based government organizations.

The first steps in registering the new DotGov domain of PineCountyMN.gov is submitting the requested letter signed by the board chair to the DotGov program. Once the letter is signed and submitted the Pine County IT Department can begin working on the set up and implementation of the .gov domain.

Action Requested:

Board chair to sign registration letter

Financial Impact:

None



PINE COUNTY

Administrator's Office

635 Northridge Drive NW
Suite 200
Pine City, MN 55063
1-800-450-7463 Ext. 1620
Fax: 320-591-1628

Commissioners

Steve Hallan – Dist. 1
Josh Mohr – Dist. 2
Terry Lovgren – Dist. 3
J.J. Waldhalm – Dist. 4
Matt Ludwig – Dist. 5

County Administrator

David J. Minke

05/16/2023

.Gov Domain Registration
c/o Verisign, Inc.
12061 Bluemont Way
Reston, Virginia 20190

To the .gov Program:

As County Board Chair for Pine County, Minnesota. I formally request that responsibility for the domain name pinecountymn.gov be delegated to Pine County in Minnesota.

This domain name will be used for dissemination of general information to citizens of Pine County. This information will include meeting agendas and minutes and upcoming news and events. The .gov domain will also include election information to help avoid misinformation.

In order to obtain and maintain pinecountymn.gov Pine County will meet the general and specific requirements for federal agencies, found at <https://home.dotgov.gov/registration/requirements>.

The following will be listed as contacts for pinecountymn.gov, which Pine County will keep up to date in the .gov registrar.

Administrative contact

Ryan Findell
IT Manager
635 Northridge Drive NW, Pine City, MN 55063
320-591-1700
Ryan.Findell@co.pine.mn.us

Billing contact

Kelly Schroeder
County Auditor/Treasurer

635 Northridge Drive NW, Pine City, MN 55063
320-591-1670
Kelly.Schroeder@co.pine.mn.us

Technical contact

Kent Bombard
IT Support Specialist Sr.
635 Northridge Drive NW, Pine City, MN 55063
320-591-1700
Kent.Bombard@co.pine.mn.us

Security contact

helpdesk@co.pine.mn.us

I understand that if I wish to retire pinecountymn.gov, I must submit a written request to registrar@dotgov.gov.

Sincerely,

Stephen M. Hallan
Board Chair
Pine County, Minnesota




AGENDA REQUEST FORM

Date of Meeting: May 16th, 2023

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

Agenda Item: 2023 Federal Supplemental Boating Safety Grant

Department: Pine County Sheriff's Office



Department Head signature

Background information on Item:

The 2023 Federal Supplemental Boating Safety Patrol Grant will be used for enforcement hours only.

This grant period is for May 12, 2023 through September 4, 2023.

Action Requested:

The Pine County Sheriff's Office respectfully asks for the approval and signing of the 2023 Federal Supplemental Boating Safety Patrol Grant.

Financial Impact:

The grant amount is \$4,000 and does not require matching funds.



DEPARTMENT OF NATURAL RESOURCES

2023 STATE OF MINNESOTA FEDERAL BOATING SAFETY SUPPLEMENTAL PATROL GRANT CONTRACT AGREEMENT

ENCUMBRANCE WORKSHEET

Contract #: 227990

PO #: 3-228637

State Accounting Information

Dept. ID R29	PC Bus. Unit R2901	Fiscal Year 2023	Source Type REIMB	Vendor Number 0000197310-001
Total Amount \$4000	Project ID R29CG70CBLA21	Billing Location R297000221	UEI EBKNTEMJPLD6	

Accounting Distribution

Fund 3000	Fin. Dept. ID R2937715	Approp. ID R297227	Category 84101501	Account 441302	Activity A7CG002
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Grant Begin Date May 12, 2023	Grant End Date September 4, 2023
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Grantee Name and Address:

Pine County Sheriff's Office
635 Northbridge Dr. NW, Ste. 100
Pine City, MN 55063

Payment Address:
(where DNR sends the check)

Pine Co. Treasurer
635 Northridge Dr. NW #230
Pine City, MN 55063

**2023 STATE OF MINNESOTA
FEDERAL BOATING SAFETY SUPPLEMENTAL PATROL
GRANT CONTRACT AGREEMENT**

This grant contract agreement is between the State of Minnesota, acting through its Commissioner of Natural Resources, Enforcement Division (“State”) and Pine County Sheriff’s Office, 635 Northbridge Dr. NW, Ste. 100, Pine City, MN 55063 (DUNS EBKNTEMJPLD6) (“Grantee”). The payment address for this grant contract agreement is Pine Co. Treasurer, 635 Northridge Dr. NW #230, Pine City, MN 55063.

Recitals

1. Under Minnesota Statute [§84.026](#), [§86B.101](#) and Department of Homeland Security – through the Recreational Boating Safety Financial Assistance program to states, commonwealth and territories (FAIN 3319FAS190127), (CFDA number 97.012) in U.S.C. 13101-13110 the State is empowered to enter into this grant contract agreement. This grant contract agreement is a non-research and non-developmental grant.
2. The State will make available supplementary funding in the amount noted in this grant contract agreement to cover the cost of additional boating safety patrol of lakes and rivers in the county.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract agreement to the satisfaction of the State. Pursuant to [Minn.Stat. §16B.98](#), Subd.1, the Grantee agrees to minimize administrative costs as a condition of this grant contract agreement.

Grant Contract Agreement

1 Term of Grant Contract Agreement

- 1.1 **Effective date:** May 12, 2023. Per [Minn. Stat. §16B.98](#), Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per [Minn.Stat. §16B.98](#) Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed. Reimbursements will only be made for expenditures made according to the terms of this grant contract agreement.
- 1.2 **Expiration date:** September 4, 2023 or until all obligations have been satisfactorily fulfilled, whichever occurs first. The Grantee shall submit a final billing invoice within 30 days of the expiration of the grant contract agreement as specified herein.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant contract agreement: 8. Liability; 9. State and Single Audits; 10. Government Data Practices; 14. Publicity and Endorsement; 15. Governing Law, Jurisdiction, and Venue; and 17. Data Disclosure.

2 Grantee's Duties

The Grantee, who is not a state employee, will comply with required grants management policies and procedures set forth through [Minn.Stat. §16B.97](#), Subd. 4 (a) (1). The Grantee will provide additional boating safety patrol hours during high watercraft use periods through the payment of overtime or the addition of enforcement personnel. The Grantee will submit to the State a written plan to carry out the provisions of this grant contract agreement. Provisions of Chapter 86B, the provisions of Chapter 169A pertaining to motorboats and the Boat and Water Safety Rules, hereinafter referred to as the “Minn. Rules” will be enforced. Refer to Exhibit A which is attached and incorporated into this grant contract agreement for more information on allowable expenses. The Grantee is responsible for maintaining an adequate conflict of interest policy throughout the term of this grant contract agreement. The Grantee shall monitor and report any actual, potential or perceived conflicts of interest to the State’s Authorized Representative.

Reporting Requirements: The Grantee is bound to financial and performance requirements as noted in this grant contract agreement and Exhibit A which is attached and incorporated into this grant contract agreement.

3 Time

The Grantee must comply with all the time requirements described in this grant contract agreement. In the performance of this grant contract agreement, time is of the essence.

4 Consideration and Payment

4.1 **Consideration.** Consideration for all services performed by Grantee pursuant to this grant contract agreement shall be paid by the State as follows:

- (a) **Compensation.** The Grantee will be paid for all boat and water safety activities performed by the Grantee during the term of the grant contract agreement up to four thousand dollars.
- (b) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract agreement will not exceed four thousand dollars.

4.2 **Payment**

- (a) **Invoice.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State’s Authorized Representative accepts the invoiced services. Submit one invoice at the end of the grant period or when all obligations have been satisfactorily fulfilled, whichever occurs first. The invoice shall be accompanied by log sheets and narrative report as described in Exhibit A. The invoice, log sheets and required narrative report must be submitted to the State not later than October 4, 2023.

- unless an extension is requested in writing from the Grantee and approved in writing from the State.
- (b) **Federal funds.** Payments under this grant contract agreement will be made from federal funds obtained by the State through the U.S. Coast Guard, Department of Homeland Security – through the Recreational Boating Safety Financial Assistance program to states, commonwealth and territories (FAIN 3319FAS190127), (CFDA number 97.012) in U.S.C. 13101-13110. Exhibit B is attached and incorporated into this grant contract agreement for specific federal requirements that affect this grant contract agreement. The Grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Grantee's failure to comply with federal requirements.

4.3 **Contracting and Bidding Requirements**

Per Minn. Stat. §471.345, grantees that are municipalities as defined in Subd. 1 must follow the law.

- (a) The grantee must not contract with vendors who are suspended or debarred in MN:
<https://mn.gov/admin/osp/government/suspended-debarred/index2.jsp>

5 **Conditions of Payment**

All services provided by the Grantee under this grant contract agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 **Authorized Representative**

The State's Authorized Representative is Adam Block, Boating Law Administrator, Enforcement Division – Central Office, Minnesota Department of Natural Resources (DNR), 500 Lafayette Rd., St. Paul, MN 55155-4047, adam.block@state.mn.us or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Sheriff Jeff Nelson, Pine County Sheriff's Office, 635 Northbridge Dr. NW, Ste. 100, Pine City, MN 55063, or his/her successor. If the Grantee's Authorized Representative changes at any time during this grant contract agreement, the Grantee must immediately notify the State.

7 **Assignment, Amendments, Waiver, and Grant Contract Agreement Complete**

- 7.1 **Assignment.** The Grantee shall neither assign nor transfer any rights or obligations under this grant contract agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant contract agreement, or their successors in office.
- 7.2 **Amendments.** Any amendments to this grant contract 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 grant contract agreement, or their successors in office.
- 7.3 **Waiver.** If the State fails to enforce any provision of this grant contract agreement, that failure does not waive the provision or the State's right to enforce it.
- 7.4 **Grant Contract Agreement Complete.** This grant contract agreement, including Exhibits A and B which are attached and incorporated into this grant contract agreement, contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract agreement, whether written or oral, may be used to bind either party.

8 **Liability**

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract agreement by the Grantee or the Grantee agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract agreement.

9 **Audits (State and Single)**

Under Minn. Stat. §16B.98, subd. 8 and 2 CFR 200.331, the Grantee books, records, documents, and accounting procedures and practices relevant to this grant contract agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant contract agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

All state and local governments, colleges and universities, and non-profit organizations that expend \$750,000 or more of Federal awards in a fiscal year must have a single audit according to the OMB Uniform Guidance: Cost Principles, Audit, and Administrative Awards Requirements for Federal Awards. This is \$750,000 total Federal awards received from all sources. If an audit is completed, forward a copy of the report to both the State's Authorized Representative and the State Auditor.

10 **Government Data Practices**

- 10.1 **Government Data Practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant contract

agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract agreement. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

11 American Disabilities Act

The Grantee is subject to complying with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.) and all applicable regulations and guidelines.

12 Non-Discrimination Requirements

No person in the United States must, on the ground of race, color, national origin, handicap, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity receiving Federal financial assistance. Including but not limited to:

- (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and DOC implementing regulations published at 15 C.F.R. Part 8 prohibiting discrimination on the grounds of race, color, or national origin under programs or activities receiving Federal financial assistance; Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) prohibiting discrimination on the basis of sex under Federally assisted education programs or activities;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), and DOC implementing regulations published at 15 C.F.R. Part 8b prohibiting discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance.
- (c) The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.), and DOC implementing regulations published at 15 C.F.R. Part 20 prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (d) Title II of the Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against qualified individuals with disabilities in services, programs, and activities of public entities.
- (e) Any other applicable non-discrimination law(s).

13 Workers' Compensation

The Grantee certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

14 Publicity and Endorsement

- 14.1 **Publicity.** Any publicity regarding the subject matter of this grant contract agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors with respect to the program, publications, or services provided resulting from this grant contract agreement. All projects primarily funded by state grant appropriations must publicly credit the State of Minnesota, including on the grantee's website when practicable.
- 14.2 **Endorsement.** The Grantee must not claim that the State endorses its products or services.

15 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract agreement. Venue for all legal proceedings out of this grant contract agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

16 Termination

- 16.1 **Termination by the State.** The State may immediately terminate this grant contract agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- 16.2 **Termination for Cause.** The State may immediately terminate this grant contract agreement if the State finds that there has been a failure to comply with the provisions of this grant contract agreement that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.
- 16.3 **Termination for Insufficient Funding.** The State may immediately terminate this grant contract agreement if:
 - (a) It does not obtain funding from [U.S. Coast Guard, Department of Homeland Security – through the Recreational Boating Safety Financial Assistance program to states, commonwealth and territories \(FAIN 3319FAS190127\)](#). (CFDA number 97.012) in U.S.C. 13101-13110 is withdrawn.
 - (b) 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 Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee 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 the grant contract agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

17 Data Disclosure

Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

18 Invasive Species Prevention

The DNR requires active steps to prevent or limit the introduction, establishment, and spread of invasive species during contracted work. The contractor shall prevent invasive species from entering into or spreading within a project site by cleaning equipment prior to arriving at the project site.

If the equipment, vehicles, gear, or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by contractor furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The contractor shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Contract Administrator. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

The contractor shall ensure that all equipment and clothing used for work in infested waters has been adequately decontaminated for invasive species (ex. zebra mussels) prior to being used in non-infested waters. All equipment and clothing including but not limited to waders, tracked vehicles, barges, boats, turbidity curtain, sheet pile, and pumps that comes in contact with any infested waters must be thoroughly decontaminated.

19 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

19.1 The prospective lower tier participant certifies, by submission of this grant contract agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

19.2 Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this grant contract agreement.

20 Whistleblower Protection Rights

41 USC §4712, Enhancement of Recipient and Subrecipient Employee Whistleblower Protection

(a) This award and employees working on this financial assistance agreement will be subject to the whistleblower rights and remedies in the pilot program on Award Recipient employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub.L. 112-239).

(b) Recipients, their subrecipients, and their contractors awarded contracts over the simplified acquisition threshold related to this award, shall inform their employees in writing, in the predominant language of the workforce, of the employee whistleblower rights and protections under 41 USC 4712.

(c) The recipient shall insert this clause, including this paragraph (c), in all subawards and in contracts over the simplified acquisition threshold related to this award.

Attachments:

- _____ A. Federal Boat Patrol Grant Contract Agreement
- _____ B. Exhibit A
- _____ C. Exhibit B
- _____ D. Conflict of Interest Disclosure

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Statutes 16A.15 and 16B.98.

Signed: **Pamela D. Brisson** Digitally signed by Pamela D. Brisson
Date: 2023.04.20 12:44:06 -05'00'

Date: 4/20/2023

SWIFT Contract # 227990

Purchase Order # 3-228637

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.

By: _____

Title: County Sheriff

Date: _____

By: _____

Title: Chairperson of County Board

Date: _____

3. STATE AGENCY: NATURAL RESOURCES

By: _____
(With delegated authority)

Title: Director, Enforcement Division – Central Office

Date: _____

Distribution:
Agency
Grantee
State's Authorized Representative



AGENDA REQUEST FORM

Date of Meeting: May 16, 2023

- County Board**
 Consent Agenda
 Regular Agenda 5 mins. X 10 mins. ___ 15 mins. ___ Other ___
- Personnel Committee**
- Other** _____

Agenda Item: 2024-2025 Assessment Contracts

Department: Assessor

Lorri L. Houtsma

Department Head signature

Background information on Item:

In Pine County, each Township or City has the authority to hire their own assessor. Some jurisdictions within the County choose to employ a private individual to conduct their assessments while others employ the County Assessor’s office to conduct their assessment. The agreements with these jurisdictions are for a term of three years. The work for the 2024 assessment began early May of 2023. Bremen Township now wishes the County to conduct their assessment. To catch up to the other jurisdictions, this contract represents the remaining two assessment years as they signed a contract for only assessment year 2023 in 2022.

Action Requested:

Consider authorizing the County Board Chairman and County Administrator to sign the assessment agreement for the following jurisdiction: Bremen Township for assessment years 2024 and 2025.

Financial Impact:

This contract assists in offsetting the cost of providing this service.

ASSESSMENT AGREEMENT BETWEEN LOCAL UNIT AND COUNTY

THIS AGREEMENT is made and entered into by and between the Township of **BREMEN** and the County of Pine, State of Minnesota.

WHEREAS, the Township of **BREMEN** wishes to enter into an agreement with the County of Pine to provide for the assessment of the property, located in Pine County in said Township of **BREMEN**, by the County Assessor; and

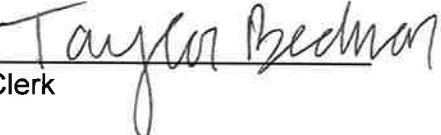
WHEREAS, it is the wish of said County to cooperate with said Township of **BREMEN** to provide for a fair and equitable assessment of the property;

1. That the Township of **BREMEN**, which lies within the County of Pine and constitutes a separate assessment district, shall have its property assessed by the County Assessor of Pine County for assessment years 2024 and 2025.
2. In consideration for said assessment services, the Township of **BREMEN** hereby agrees to pay the County of Pine the sum of the number of parcels times **\$7.00** and **\$6.00** for the respective assessment years listed above, and payment to be made to the County Treasurer on or before **September 1st** of the assessment year.

IN WITNESS THEREOF, the parties have executed this agreement this 17th day of April, 2023.

Township of Bremen

By 
Chairperson

Attest 
Clerk

COUNTY OF PINE

By _____
Pine County Board Chairperson

Attest _____
Pine County Administrator

Approval of Content and Form by Reese Frederickson, Pine County Attorney



COUNTY BOARD AGENDA REQUEST

Date of Meeting: 05-16-23

Consent Agenda Regular Agenda

Item Title: Kerrick Township law enforcement agreement

Department: Sheriff



Department Head / Sponsor signature

Background information on Item: Kerrick Township is requesting an agreement to help enforce their ordinances. The Sheriff's Office has an "as needed" contract that allows us to bill for hours used to enforce ordinances in other jurisdictions.

Action Requested: Approve and sign the agreement.

Financial Impact: This will allow us to bill for extra services to the Township.

2023
PINE COUNTY
AND
KERRICK TOWNSHIP
AGREEMENT FOR LAW ENFORCEMENT SERVICES

THIS AGREEMENT, made and entered into this ____ day of _____, 2023, by the Pine County Sheriff, hereinafter referred to as the “Sheriff” and approved by the County of Pine, a Minnesota political subdivision, hereinafter referred to as the “County Board” and the Kerrick Township, hereinafter referred to as the “Township”.

WITNESSETH

WHEREAS, the Sheriff is agreeable to providing additional law enforcement services within the Township boundaries, beyond that which is customarily and regularly provided to the Township, and the County Board approves the allocation of additional law enforcement services to the Township; and

WHEREAS, such contracts are authorized and provided for by the provisions of Minnesota Statutes § 471.59 and § 436.05.

NOW THEREFORE, pursuant to the terms of the aforesaid Statutes it is agreed as follows:

1. **Services to be provided.** The Sheriff and County Board agree to provide law enforcement services for the Township, within the corporate limits of the Township, from May ___, 2023 through December 31st, 2023. The law enforcement services shall be provided to the Township on an “as needed” basis and said services shall only be provided upon the request of the Township Board via the Township Board Zoning Supervisor. The County Sheriff’s Office may, at the discretion of the Sheriff, investigate all violations of state law and Township ordinance violations within the Township except for ordinance violations that the Township Zoning Administrator is investigating and has not requested a criminal investigation. The law enforcement services provided by the County Sheriff’s Office to the Township shall be comparable to the level and delivery of services provided elsewhere in the County by its Sheriff’s Office.
2. **Administrative Responsibility.** All decisions concerning the implementation and performance of law enforcement service, including the disciplining of deputies, shall remain with the Sheriff’s Office. If the County Sheriff is unable to comply with the

Township's request concerning the assignment of a deputy, he shall explain the reasons to the Township Board.

3. **Township's Responsibilities.** In order to provide satisfactory law enforcement services to the Township, the County Sheriff's Office shall have the full and complete cooperation from the Township and its officials, agents and employees.
4. **Information to be provided to the Township.** The County Sheriff's Office shall supply the Township Board a summary of the deputies' activities for all law enforcement services that were requested by the Township and provided by the County Sheriff's Office to the Township during the past month with the billing statement. This information must contain sufficient detail so that the Township can understand the nature of the investigations or calls the deputies performed each month.
5. **Dispute Resolution.** The Township Board Zoning Supervisor shall act as liaison between the Township and the Sheriff with respect to this Agreement. The Township and the Sheriff should attempt to resolve all problems related to the law enforcement services on the basis of mutual interest and understanding. If the Township has concerns about a particular investigation or performance of the deputy, the Township Board Zoning Supervisor shall report the concerns directly to the Chief Deputy. If the Township Board Zoning Supervisor does not receive a satisfactory response from the Chief Deputy, the Township Board Zoning Supervisor shall report the concerns to the County Sheriff. In either event, the Township Board Zoning Supervisor shall report the Chief Deputy or Sheriff's responses to the Township's questions or concerns to the Township Board. The Chief Deputy or Sheriff shall attend Township Board meetings, as requested for the purpose of addressing any concerns or questions of the Township Board.
6. **Payment.** The Township has requested and the County Sheriff's Office has agreed to provide law enforcement services, as outlined above in paragraph 1, to the Township during the term of this Agreement. In consideration for the law enforcement services being provided by the County Sheriff's Office to the Township, the County Sheriff's Office shall bill the Township an hourly basis for services provided. The hourly rate for the law enforcement services shall be billed in half hour increments. The County Sheriff's Office will submit its itemized billing statement and summary of activity within 30 days of providing requested services to the Township for payment. Payment shall be made to the County and is due 30 days from the date of statement.
7. **Terms of this Agreement; Renewal.** The term of this Agreement shall be from May ____, 2023 through December 31st, 2023 and shall automatically renew for additional one-year terms. The County Sheriff's Office shall notify the Township by August 1st of each year the hourly rate for the law enforcement services for the following year.

The Township Board Zoning Supervisor shall be designated by the Township Board to meet with the County Sheriff to discuss any concerns or changes needed to the Agreement for the next term. The Sheriff or Chief Deputy shall attend a regular Township Board meeting in August (July or September if a time conflict exists) of each year if a conflict of the terms of the agreement exists. Any changes or modifications with respect to this agreement shall be agreed to by the parties no later than September 15th of each year. If either party chooses to terminate this Agreement, it may do so for any reason so long as 60 days written notice is provided to the other party.

8. **Employees of the County.** All County Sheriff's Office employees performing services for the Township pursuant to this Agreement are employees of the County, therefore, all obligations with regard to wages, workers compensation, PERA, withholding tax, insurance and similar benefits shall be the obligation of the County. The Township shall not be required to assume any liability of employment for any County employee, including but not limited to, for injuries or sickness arising out of their employment hereunder. The County agrees to hold harmless, indemnify, and defend the Township from any such claims.
9. **Indemnification.** The County, its officials and employees shall not be deemed to assume any liability for the intentional or negligent acts or omissions of the Township, or any official, agent, or employee thereof, and the Township agrees to hold harmless, indemnify, and defend the County, its officials and employees from any and all claims for damages arising out of this Agreement. The Township shall hold harmless, indemnify and defend the County, its officials and employees from any and all claims for damages resulting from the County's enforcement of any ordinance of the Township pursuant to this Agreement except for any claim arising as a result of intentional or negligent acts or omissions of the County.

The Township, its officials and employees, shall not be deemed to assume any liability for the intentional or negligent acts or omissions of the County or liability incurred as a result of the actions of the County under this Agreement, or any official, agent, or employee thereof, and the County agrees to hold harmless, indemnify and defend the Township, its officials and employees from any and all claims for damages or otherwise arising out of this Agreement.

10. **Fine and Forfeiture Revenues.** All fines collected by the courts, the County or the Township for violations that occurred in the Township shall be disbursed according to the State Statute. All proceeds recovered from the sale of forfeited property from a violation that occurred in the Township shall be disbursed to the Sheriff's Office.

11. Hourly rates:
2023-\$61.29/hour

IN WITNESS THEREOF, the Township, by motion of its governing body, caused this Agreement to be signed by the Windemere Township Board Chair and the Windemere Township Clerk, and the Sheriff of Pine County, and the Pine County Board of Commissioners, has caused these presents to be subscribed by the County on the day and year first above written.

County of Pine

By: _____
Pine County Sheriff

By: _____
Chairman of the Pine County Board
Of Commissioners

By: _____
Pine County Administrator

By: _____
Mark Sagvold, Kerrick Township Board Chair

By: _____
Cindy Darwin, Kerrick Township Clerk



COUNTY BOARD AGENDA REQUEST

Date of Meeting: May 16, 2023

Consent Agenda Regular Agenda

Item Title: Final Payment #1703

Department: Pine County Public Works


Department Head / Sponsor signature

Background information on Item:

Final Payment to OMG Midwest, Inc DBA MN Paving in the amount of \$44,308.07

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

Action Requested:

Approve final payment to OMG Midwest, Inc DBA MN Paving in the amount of \$44,308.07.

Financial Impact:

Budgeted in 2017 state aid funds.




COUNTY BOARD AGENDA REQUEST

Date of Meeting: May 16, 2023

Consent Agenda Regular Agenda

Item Title: Final Payment #1704

Department: Pine County Public Works


Department Head / Sponsor signature

Background information on Item:

Final Payment to OMG Midwest, Inc DBA MN Paving in the amount of \$74,715.78

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

Action Requested:

Approve final payment to OMG Midwest, Inc DBA MN Paving in the amount of \$74,715.78

Financial Impact:

Budgeted in 2017 state aid funds.



COUNTY BOARD AGENDA REQUEST

Date of Meeting: 05/16/2023

Consent Agenda Regular Agenda

Item Title: Approve New Hire

Department: HHS

Rebecca Foss

Department Head / Sponsor signature

Background information on Item:

HHS recently held interviews for a vacant eligibility worker position. The position was offered to and accepted by Christine Dillon, contingent on the background check and board approval. If approved, Christine would begin her employment with Pine County on May 24, 2023, at Grade 6, Step 1 (\$20.90/hour).

Action Requested:

Approve the hiring of Christine Dillon as an Eligibility Worker, effective May 24 at Grade 6, Step 1 (\$20.90/hour).

Financial Impact:

The position is contained in the 2023 HHS budget.



AGENDA REQUEST FORM

Date of Meeting: 05/16/2023

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

Agenda Item: Approve hiring Makenna Moe- FT Corrections Officer

Department: Pine County Sheriff's Office- Jail

Heather S. Immel, 05/01/2023
Department Head signature

Background information on Item:

Approve hiring Makenna Moe as full-time corrections officer effective May 17th, 2023.
Position is a Grade 7- Step 1 with starting wage of \$23.16 per hour.

Action Requested:

Acknowledge the hiring of new Corrections Officer as listed above.

Financial Impact:

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

Update
Date:

Approved or
Denied:

Updater
Sign:



COUNTY BOARD AGENDA REQUEST

Date of Meeting: MAY 16th, 2023

Consent Agenda Regular Agenda

Item Title: Part-time Dispatcher Positions

Department: Sheriff's Office

Department Head / Sponsor signature

Background information on Item:

Cara Kuhn and Andriana Booker have accepted positions as Part-time Dispatchers.

Cara Kuhn's effective employment date will be May 31st, 2023, at \$23.16, Grade 7, Step 1.

Andriana Booker's effective employment date will be May 31st, 2023, at \$23.16, Grade 7, Step 1.

Action Requested:

The Pine County Sheriff's Office/Dispatch Center asks the County Board to approve Cara Kuhn and Andriana Booker for Part-time Dispatcher positions.

Financial Impact:

These positions are budgeted for 2023.




**COUNTY BOARD (or Personnel Committee) AGENDA
REQUEST**

Date of Meeting: May 16th, 2023

Consent Agenda **Regular Agenda**

Item Title: Request for Overnight Training

Department: Probation



Department Head / Sponsor signature

Background information on Item: Senior Agent Taylor Gustafson has a seat in the Decision Points Facilitator training, as offered by the Department of Corrections. This training will be held May 22-24th in Grand Rapids, Mn.

Action Requested: Consider allowing Senior Agent Taylor Gustafson to attend Decision Points training in Grand Rapids, Mn. and allow for three nights lodging from May 21st-24th, 2023. Pine County Probation has allocated monies from their training/lodging budget for this.

Financial Impact:

Training: \$500

Lodging: \$108.33 x three nights=\$324.99

Meals: Dinner x 4 nights=\$84.00

Lunch x 3 days=\$51.00

Meal total= \$135.00

Total= \$959.99



COUNTY BOARD AGENDA REQUEST

Date of Meeting: May 16, 2023

Consent Agenda Regular Agenda

Item Title: Authorize Attendance at Conference

Department: HHS

Rebecca Foss

Department Head / Sponsor signature

Background information on Item:

Adult Protective Services Social Worker Austin Lessard has requested to attend the National Adult Protective Services Association Conference in Boston, MA, from August 27 – 30.

Action Requested:

Authorize Adult Protective Services Social Worker Austin Lessard to attend the National Adult Protective Services Association Conference in Boston, MA, from August 27th – 30th.

Financial Impact:

Registration = \$799

Meals = \$242

Accommodations = \$1,230

Travel = \$899

Total expenses = \$3,170

All expenses will be paid by an adult protection grant received by the MN Department of Human Services.

PINE COUNTY PERSONNEL COMMITTEE

May 8, 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 Attorney Reese Frederickson, Jail Administrator Rod Williamson, Health & Human Services Director Becky Foss, Public Works Director / County Engineer Mark LeBrun, County Sheriff Jeff Nelson, Human Resources Manager Jackie Koivisto, County Assessor – Recorder Lorri Houtsma, Financial Assistance Supervisor Michelle Greuel, 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 April 10, 2023, Personnel Committee meeting. Second by Commissioner Ludwig. Motion carried 2-0.
3. **Motion** by Commissioner Ludwig to approve the May 8, 2023, Personnel Committee agenda with the following additions:
 - Removal of 8B: the turnover discussion will be held at a later date.Second by Commissioner Mohr. Motion carried 2-0.

4. Highway

- a. Public Works Director / County Engineer Mark LeBrun announced the retirement of Highway Mechanic Derek Johnson, effective August 25, 2023, and requested approval to backfill the position and subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is Grade 7 with a minimum starting wage of \$22.16/hour and is contained in the 2023 Public Works budget. Derek has worked for Pine County for over eighteen years.

Motion by Commissioner Ludwig to acknowledge the retirement of Maintenance Mechanic Derek Johnson, effective August 25, 2023, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 7 with a minimum starting salary of \$22.16/hour and is contained in the 2023 Public Works budget. Second by Commissioner Mohr. Motion carried 2-0.

5. Sheriff's Office - Jail

- a. Jail Administrator Rod Williamson announced the resignation of Corrections Officer David Pangerl, effective April 22, 2023, and requested approval to backfill the position and subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is Grade 7 with a minimum starting wage of \$23.16/hour and is contained in the 2023 Corrections budget.
- b. Jail Administrator Rod Williamson announced the resignation of Corrections Officer Hayden Pangerl, effective April 28, 2023, and requested approval to backfill the position and subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is Grade 7 with a minimum starting wage of \$23.16/hour and is contained in the 2023 Corrections budget.
- c.

Motion by Commissioner Mohr to:

- Acknowledge the resignation of Corrections Officer David Pangerl, effective April 22, 2023.
- Acknowledge the resignation of Corrections Officer Hayden Pangerl, effective April 28, 2023.
- Approve backfill of the positions and any subsequent vacancies that may occur due to internal promotions or lateral transfers. Both positions are Grade 7 with a minimum starting wage of \$23.16/hour and are contained in the 2023 Corrections budget.

Second by Commissioner Ludwig. Motion carried 2-0.

- d. Jail Administrator Rodney Williamson presented for consideration the adoption of a retention bonus plan to incentivize recruitment of new staff and recognize experienced staff. Williamson presented options for the retention bonus and how to implement it. The bonus plan would be within the 2023 Corrections budget.

Motion by Commissioner Mohr to recommend negotiating a memorandum of understanding for the following:

- Elimination of Step 1 of the pay scale and re-number steps 1-5 / Year 9 / 15 Year Performance as show below:

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

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

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

Second by Commissioner Ludwig. Motion carried 2-0.

6. Assessor

- a. County Assessor – Recorder Lorri Houtsma announced the resignation of Property Appraiser Shona Hughes, effective April 27, 2023, and requested approval to backfill the position and subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 8 with a minimum starting wage of \$23.49/hour and is contained in the 2023 Assessor’s budget.

Motion by Commissioner Mohr to acknowledge the resignation of Property Appraiser Shona Hughes, effective April 27, 2023, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 8 with a minimum starting salary of \$23.49/hour and is contained in the 2023 Assessor’s budget. Second by Commissioner Ludwig. Motion carried 2-0.

7. Health & Human Services

- a. Health & Human Services Director Becky Foss and Financial Assistance Supervisor Michelle Greuel presented a plan to utilize a one-time funding allocation for Medical Assistance (MA) renewals and requested approval for a temporary staffing plan to assist with the increased workload. Waivers for certain medical programs were enacted during the peacetime emergency. These waivers end with the ending of the peace time emergency and all medical assistance cases will need to be requalified resulting in a significant increase in workload. The estimated cost for the one-year plan is \$158,500. The state has allocated \$225,301 to Pine County to cover associated costs.

Temporary Staffing Plan:

1. Hire two temporary case aid positions in Financial Assistance.
2. Temporarily promote one Office Support Specialist to a Case Aid position and backfill OSS position.
3. Temporarily promote an Eligibility Worker to a Team Lead Position.

Motion by Commissioner Ludwig to recommend approval for the temporary staffing plan to assist with the increased workload from the end of peace time emergency waivers and to delegate to the administrator authority to adjust the plan if necessary and if within the total state allocation. The estimated cost for the one-year plan is \$158,500. The state has allocated

\$225,301 to Pine County to cover associated costs. Second by Commissioner Mohr. Motion carried 2-0.

8. Administration

- a. County Administrator David Minke announced the retirement of Extension Administrative Assistant Roxanne Orvis, effective May 31, 2023 (currently a part-time 30 hour/week position) and requested approval to backfill the position to full-time (based on workload) and backfill subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 4 with a minimum starting wage of \$18.60/hour and could be kept a county position or staffed through a Memorandum of Understanding (MOU) with the University of Minnesota.

Motion by Commissioner Mohr to acknowledge the retirement of Extension Administrative Assistant Roxanne Orvis, effective May 31, 2023, and authorize a full-time backfill of the position, keep the position a county position and review and update the job description, and authorize backfill of any subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 4 with a minimum starting salary of \$18.60/hour and is contained in the 2023 Administrator's budget. Second by Commissioner Ludwig. Motion carried 2-0.

9. Other: Sheriff's Office – Chief Deputy pay discussion

- a. Sheriff Nelson led a discussion regarding Chief Deputy pay and requested the annual performance increase reflect the performance and current market conditions.

Motion by Commissioner Mohr to recommend an annual performance increase under section 10 of the county policy manual and set the chief deputy salary at \$110,552 effective May 26, 2023. Second by Commissioner Ludwig. Motion carried 2-0.

10. With no further business, the meeting was adjourned at 10:55 a.m.

Administrative Assistant - Extension

Dept/Div: *Extension*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate skilled administrative support work providing office support to the University of Minnesota Extension service, and related work as apparent or assigned. Work is performed under the limited supervision of the County Administrator.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Responsible for daily office management and coordination; provide reception for volunteers and visitors, consumer inquiries, and office requests; relay requests to staff, volunteers and others as needed; handle multiple competing demands.
- Maintain County Extension webpage and social media presence.
- Assists Pine County Extension staff with administrative tasks and supports programming as needed.
- Assists with county fair including 4-H records and files (animal ID's); compile and enters pre- and post-fair data; issue checks for County Fair; provides reports to county Ag Society following County Fair.
- Work with Master Gardener Coordinator and Extension Master Gardener Volunteers with events such as Hort Day, Plant Sale, Farmer's Market, and County Fair.
- Maintains positive relationships with other organizations and individuals to support extension programs.
- Draft and edit correspondence including email, business documents, press releases, educational materials, reports, presentations, brochures, and announcements.
- Provides coordination for and administrative support to the County Extension Committee including preparation of meeting agendas, meeting materials and meeting minutes.
- Understanding of the Minnesota Government Data Practices Act and maintains appropriate classification of data and records.
- Provide general clerical support to support team efforts; maintain filing system; copy, fax, preparing mailings, compiling packets, and other general office duties as needed; maintain computer files and mailing lists; open and distribute mail; maintain office supplies and equipment, including ordering supplies. Maintains U of M and US Department of Agriculture publication files and orders supplies and publications as needed; schedule equipment checkout.
- Receive and account for money at the office; authorize bills for payment by Auditor's Office; monitor budget throughout the year and periodic reporting to Regional Extension Director and others as needed.
- Serves as backup to County Administrator's Office, including but not limited to drafting agendas, county board minutes and providing support to County Administrator as required.

Administrative Assistant – Extension

Dept/Div: *Extension*

FLSA Status: *Non-Exempt*

Knowledge, Skills and Abilities

Thorough knowledge of County and department policies, practices and procedures; general ability to prepare correspondence, general ability to communicate effectively both orally and in writing with judges and volunteers; general knowledge of standard office equipment and software; general knowledge of 4-H programs and U of M Extension policies; general knowledge of billing statements, attendance records presentation and brochure creation; thorough knowledge of 4-H Online Confidential.

Education and Experience

High school diploma or GED with coursework in office administration, or related field and moderate experience with office management, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent lifting up to 25 pounds with occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

None.



AGENDA REQUEST FORM

Date of Meeting: May 16, 2023

- County Board**
 - Consent Agenda
 - Regular Agenda 5 mins. ___ 10 mins. ___ 15 mins. ___ Other ___
- Personnel Committee**
- Other** _____

Agenda Item: 2023 Timber Auction Results

Department: Auditor/Land



Department Head signature

Background information on Item:

The Land Department held a Timber Auction on May 10, 2023 at 10:00am in Sandstone. Seven timber sales were offered consisting of 7,020 cords with an appraised value of \$245,410 All even sold with bids totaling \$322,867.80. Down payments of \$37,087 were collected the day of the auction and the remaining amounts due are paid throughout the harvest. See attached report for additional information.

Action Requested:

None – Information Only

Financial Impact:

The revenues from timber sales are split between the county, township, and the school districts just as they are for sales of tax forfeit properties.

Pine County Land Department Timber Auction Results

May 10th, 2023

<u>Product</u>	<u>Value</u>	<u>Cords</u>	<u>\$/Cord</u>
Ash Pulp/Logs	\$1,155.00	125	\$9.24
Aspen Pulp	\$293,385.50	5,335	\$54.99
Balsam Fir Pulp	\$280.00	20	\$14.00
Basswood Pulp/Logs	\$485.00	55	\$8.82
Birch Pulp	\$10,022.80	565	\$17.74
Maple Pulp	\$8,664.50	585	\$14.81
Oak Pulp/Logs	\$5,500.00	160	\$34.38
Misc. Pulp	\$3,375.00	175	\$19.29
Total	\$322,867.80	7,020	\$45.99

Sale	Purchaser	Appraised Value	Bid	Sale Value
PA-1-23	Duane Glienke	\$4,110.00	50%	\$6,165.00
PA-2-23	True North	\$3,385.00	A.V.	\$3,385.00
PA-3-23	Carlson Timber	\$5,250.00	A.V.	\$5,250.00
PA-4-23	Carlson Timber	\$39,300.00	30%	\$51,090.00
PA-5-23	Sappi	\$36,600.00	25%	\$45,750.00
PA-6-23	Carlson Timber	\$29,440.00	12%	\$32,972.80
PA-7-23	Sappi	\$127,325.00	40%	\$178,255.00
Totals		\$245,410.00		\$322,867.80