

ADDITIONS/REVISIONS/CORRECTIONS

Regular Meeting

August 3, 2021

REVISION:

1. Consent Agenda Item 3: Low-Income Septic Upgrade Grant Administration

Additional Request to Consent Agenda Item 3: Authorize County Board Chair and County Administrator to sign the contract amendment with Lakes & Pines for their past administration of the low income septic grant program January 1, 2017-July 31, 2021.



AGENDA REQUEST FORM

Date of Meeting: August 3, 2021

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

Agenda Item: Low-Income Septic Upgrade Grant Administration

Department: Auditor-Treasurer

Department Head signature

Background information on Item:

Pine County regularly receives grant funds from the Minnesota Pollution Control Agency to provide septic upgrade grants to low-income families. The grant the County receives from the MPCA varies annually from \$18,000-\$50,000 (depending on the total amount available and the number of counties applying). This program has been administered through Lakes and Pines since its beginning in 2013 for a 10% administration fee. The existing agreement with Lakes and Pines expired on December 31, 2016; however, Lakes and Pines has continued to administer the program on behalf of Pine County.

Action Requested:

Authorize the County Board Chair and County Administrator to sign the contract amendment with Lakes & Pines for their past administration of the low income septic grant program January 1, 2017-July 31, 2021.

Authorize the County Board Chair and County Administrator to sign the agreement with Lakes & Pines to administer the low income septic grant program August 1, 2021-December 31, 2022.

Financial Impact:

None – MPCA grant funds are used to pay the administration fee.

**AMENDMENT NUMBER TWO
TO THE
CONTRACT AGREEMENT FOR ADMINISTRATION OF THE
LOCAL SEPTIC FIX UP FUND
BY AND BETWEEN THE PINE COUNTY, MINNESOTA
AND LAKES & PINES C.A.C., INC.**

I.

On August 26, 2013, Pine County and Lakes and Pines Community Action Council, Inc., of Mora, entered into a contract for the provision of administrative services to the Local Septic Fix Up Fund Program.

II.

WHEREAS, the original contract for services between Pine County and Lakes and Pines is scheduled to end on December 31, 2014 and was extended to December 31, 2016 on Amendment Number One.

III.

WHEREAS, the parties to the agreement have determined that it is in the interest of Pine County and Lakes and Pines to extend said agreement through July 31, 2021.

THEREFORE, IT IS AGREED that said contract between the parties is extended through July 31, 2021.

Pine County

Lakes and Pines C.A.C., Inc.

County Board Chair – Stephen M. Hallan

Bradley Larson, Board Chair

Dated

Date

County Administrator – David J. Minke

Executive Director – Robert Benes

Dated

Dated

**CONTRACT AGREEMENT FOR ADMINISTRATION OF THE
LOCAL SEPTIC FIX UP FUND
BY AND BETWEEN PINE COUNTY, MINNESOTA AND
LAKES AND PINES C.A.C., INC. OF MORA, MINNESOTA**

I. Identity of Parties:

The parties to this contract shall be Pine County, located within the state of Minnesota hereinafter referred to as "County" and Lakes and Pines Community Action Council, Inc. of Mora, Minnesota hereinafter referred to as "Lakes and Pines".

II. Duration:

The County agrees to contract with Lakes and Pines for services described in Section III below for a minimum of sixteen (16) months commencing on August 1, 2021 through December 31, 2022, unless the contract is extended by mutual agreement between the County and Lakes and Pines or project grant funding is exhausted, whichever may occur first.

III. Duties and Responsibilities:

This contract agreement provides for technical and administrative assistance to the County in carrying out the septic system improvement activities under the local Septic Fix-up Fund grant awarded to the County by the Minnesota Pollution Control Agency Subsurface Treatment Systems Program.

This technical and administrative assistance to be provided to the County by Lakes and Pines shall include the following:

1. Assistance to the County for the maintenance of all records.
2. Assistance to the County for compliance with all environmental, labor standards and civil rights requirements.
3. Preparation of correspondence, reports and applications to program applicants.
4. Completion of all the Septic Fix-Up Fund grant conditions and submitting required documentation of those conditions to the Minnesota Pollution Control Agency.
5. Preparation of all contracts for services of improvement.
6. Preparation of all documents and forms needed to make improvement loans and grants including the recording of forgivable liens against participating properties.
7. Applicant screening and determination of the eligibility of properties and property owners for improvement loans and grants.
8. Submission of progress reports to the County and the Minnesota Pollution Control Agency on the Pine County Septic Fix-up Fund activities, as requested.

9. Processing participant applications by coordinating and obtaining the collection of supplemental data.
10. Coordination and summation of property inspections to be carried out by county SSTS staff.
11. Preparation of final inspection write-ups completed improvement work and satisfaction of applicant requirements of completion.
12. Duplication of write-ups and other necessary papers for property owners, contractors and the County, as may be required.
13. Providing property owners with program applications, permit applications and listings of contractors that have State of Minnesota SSTS licenses.
14. Reviewing competitively obtained bids for completeness, accuracy and fair costs. Assisting and providing guidance to applicants with their competitive bid process. Identifying acceptable bid(s).
15. Obtaining appropriate signatures on required completion papers that will be delivered or mailed to person(s) authorized to make final payment.
16. Allowing appropriate annual audits and performing the close-out of the Pine County Septic Fix-Up Fund as required by the Minnesota Pollution Control Agency.

IV. Compensation:

Certain funds are available for administration purposes. Lakes and Pines agrees to perform all services for a cost not to exceed 10%, the amount designated by the Minnesota Pollution Control Agency for program administration.

V. General Terms:

1. Services specified in Section III of this contract may be subcontracted by Lakes and Pines with the prior approval of the County.
2. The contract shall be subject to modification at any time provided there is mutual agreement in writing between Lakes and Pines and the County on the proposed modifications.
3. The contract shall be subject to termination provided that the respective party (Lakes and Pines or the County) be given 60 days written notice.
4. Compliance with Regulations. Lakes and Pines and the County ensure that the applicable state and federal acts or regulations listed in the Grant Agreement with the State of Minnesota are complied with.

5. The County shall not be responsible for the activities of employees of Lakes & Pines, its agents, assigns, or contractors performing the work on the Septic Fix-Up Fund project.
6. Lakes & Pines shall defend, indemnify and hold harmless the County, its members, officers, and employees from all liability and claims for damages arising from bodily injury, death, property damage, sickness, disease, or loss and expenses resulting from or alleged to result from Lakes & Pines' operation under this contract.
7. Lakes & Pines shall not be responsible for the activities of employees of the County, its agents, assigns, or contractors performing the work on the Septic Fix-Up Fund project.
8. The County shall defend, indemnify and hold harmless Lakes & Pines, its members, officers, and employees from all liability and claims for damages arising from bodily injury, death, property damage, sickness, disease, or loss and expenses resulting from or alleged to result from the County's operation under this contract.

IN WITNESS, WHEREOF, Lakes and Pines has caused this contract to be duly executed in its behalf and the County has caused the same to be duly executed on its behalf;

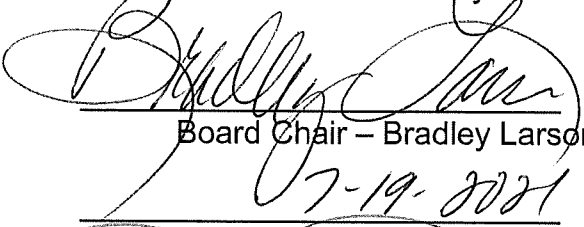
Pine County
 Inc.

 Board Chairperson-


 Date

 County Administrator- David Minke

 Date

Lakes and Pines Community Action Council,


 Board Chair – Bradley Larson
 7-19-2021

 Date


 Executive Director – Robert Benes
 7-19-21

 Date



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, August 3, 2021, 10:00 a.m.

**Pine County Courthouse
635 Northridge Drive NW
Pine City, Minnesota**

Notice of Participation via Interactive Technology

Pine County Commissioner Matt Ludwig will be attending the Pine County Board of Commissioners Regular Meeting on Tuesday, August 3, 2021 at 10:00 a.m. via interactive technology, pursuant to Minnesota Statute 13D.02. Commissioner Ludwig will be seen and heard at the meeting via electronic means and will participate from Staybridge Suites, 2350 Commerce Drive NW, Rochester, MN 55901, a location open and accessible to the public.

The public is invited to join the meeting in person or remotely: by phone call 1-650-215-5226, (access code): 152 752 4802, (password): PYmPkXki366. 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.

- A) Call meeting to order
- B) Pledge of Allegiance
- C) Public Forum. Members of the public are invited to speak. After being recognized by the Chair, each speaker should state his/her name and limit comments to three (3) minutes.
- D) Adopt Agenda
- E) Approve Minutes
 - Minutes of July 20, 2021 County Board Meeting and Summary for publication
 - Minutes of July 21, 2021 Special Meeting-Committee of the Whole
- F) Minutes of Boards, Reports and Correspondence
 - Pine County Land Surveyor Monthly Report – July 2021
- G) Approve Consent Items

CONSENT AGENDA

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

1. **Applications**

A. **Repurchase Application**

- i. Consider approval of Resolution 2021-58 authorizing Jesus Muchacho, former owner, to repurchase the property described as 67262 Beaver Tail Road, Askov, (PID 18.0112.000) on a 4-year contract. Authorize Board Chair and County Administrator to sign.

B. **Exempt Permit**

- i. Consider approval of an exempt permit for Minnesota Deer Hunters Association-Quad Rivers for an event on October 9, 2021 at the Doc's Sports Bar & Grill, 34427 Majestic Pine Drive, Sturgeon Lake, MN (Windemere Township).

C. **Liquor License – ON/OFF Sale Sundays (and/or/all)**

Wild Horse Tavern-Kerrick Township; Doc's Sports Bar & Grill Inc.-Windemere Township; Floppie Crappie Lakeside Pub LLC-Pokegama Township; Wings North Inc.-Pokegama Township; Lake Appeil-Pokegama Township; Nemadji Enterprises Inc.-Nickerson Township; Country Side Campground LLC-Sandstone Township; Rocking K Lazy E (Banning Lounge)-Finlayson Township; Rocking K Lazy E (Banning Off Sale)-Finlayson Township; Red's Liquor Box-Pokegama Township; Bear Creek Tavern-Arlone Township; Moose Lake Golf Club-Windemere Township; Pine City Country Club Inc.-Pine City Township; Badlands Entertainment LLC (DBA Maverick's)-Chengwatana Township; Beroun Crossing Country Store-Pokegama Township. Pending approval from the State, Township, County Sheriff and County Attorney.

2. **Special Assessments**

A. **Septic Fix-Up**

- i. Consider approval of Resolution 2021-57 extending a special assessment to Joseph Kamath and Hannah Kamath, PID 25.0333.000, \$17,345; Chad Staber and Tally Jo Staber, PID 43.5086.000, \$8,526.34; Jason A. Rehn and Valarie M. Rehn, PID 09.0007.000, \$17,250. Authorize Board Chair and County Administrator to sign.

3. **Low-Income Septic Upgrade Grant Administration**

Consider approval of a Contract Agreement for Administration of the Local Septic Fix Up Fund between Pine County and Lakes and Pines C.A.C. Authorize Board Chair and County Administrator to sign. The term of the grant program is August 1, 2021 – December 31, 2022.

4. **County Veterans Service Office Operational Enhancement Grant Program**

Consider approval of Resolution 2021-54 entering into a \$10,000 grant agreement program with the Minnesota Department of Veterans Affairs. Authorize Board Chair and County Administrator to sign the resolution and the Grant Agreement.

5. **Donations**

- A. Consider acceptance of a \$1,000 donation from the family of David Gernier and designate to the Benjamin Neel Gun Range.

6. **Personnel (Promotion / Change From Part-time to Full-time Status)**

- A. Consider approval of the promotion of Office Support Specialist Stacey Bisek to the Eligibility Worker position effective August 16, 2021. Grade 6, Step 1, \$20.09 per hour.
B. Consider approval of the promotion of Corrections Officer Ashley Luedtke to Systems Coordinator effective August 15, 2021. Grade 9, Step 5, \$28.08 per hour.
C. Consider approval of the promotion of Deputy Sheriff Tom Nygard to Investigator effective August 29, 2021. Grade 11, Step 7, \$35.17 per hour.
D. Consider approval of the promotion of part-time Corrections Officer David Pangerl to full-time Corrections Officer effective August 15, 2021. Wage and grade remain unchanged.

7. **New Hire**

- A. Consider approving the hiring of Karla Pankow and Kevin Stibbe as part-time dispatchers, effective August 9, 2021, Grade 7, Step 1, \$21.34 per hour.

8. **Training**

- A. Consider approval of Child Support Supervisor Jodi Blesener to attend the MN Supervisor's Conference, September 12-15, 2021, at Breezy Point, Minnesota. Registration \$60; Lodging/meals \$636. Total cost: \$696. Funds are available in the 2021 Health & Human Services budget.
- B. Consider approval of Case Aide Angela Boelman to attend the Minnesota County Health & Human Services Accountants' conference, August 30-September 1, 2021, at Alexandria, Minnesota. Registration \$100; Lodging/meals \$548; Mileage \$158. Total cost: \$806. Funds are available in the 2021 Health & Human Services budget.
- C. Consider approval of IT Manager Ryan Findell to attend the 2021 MNCITLA Annual Conference, September 21-24, 2021, Red Wing, Minnesota. Registration is included with the membership fee; Lodging \$373; Mileage \$104. Total cost: \$477. Funds are available in the 2021 IT budget.
- D. Consider approval of Human Resources Manager Jackie Koivisto to attend the Minnesota Public Employer Labor Relations Association conference, August 11-13, 2021, in Duluth, Minnesota. Registration: \$250. Total cost: \$250. Funds are available in the 2021 Administrator's Office budget.

REGULAR

1. **Land/Zoning Advisory Committee Report**

The Land/Zoning Advisory Committee met on July 19, 2021. An overview of the meeting was discussed at the July 20, 2021 county board meeting. The following action items are a result of that discussion:

A. **2021 Land Auction/Sales**

- i. Consider approval of Resolution 2021-55 approving the terms and conditions and the 2021 Public Land Sale listing. Authorize Board Chair and County Administrator to sign.
- ii. Consider approval of Resolution 2021-56 approving the terms and conditions and the 2021 Sealed Bid Adjoining Landowner Land Sale listing. Authorize Board Chair and County Administrator to sign.

B. **County Memorial Forest Ordinance**

- i. Consider scheduling a public hearing on August 17, 2021 to consider an ordinance to manage uses within the memorial forest.

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

The Technology Committee met on July 27, 2021.

A. **Property Tax/CAMA SaaS Agreement**

Consider approval of the Software as a Service (SaaS) Agreement with Tyler Technologies and authorize Board Chair and County Administrator to sign. The one-time \$310,100 costs are anticipated to be paid out of the Compliance Fund.

3. **L&L Hegge Estates Final Plat**

Consider approval of the Final Plat of L&L Hegge Estates and authorize Board Chair, County Administrator, and County Attorney to sign the plat.

4. **Appointments to the Pine County Personnel Board of Appeals**

Consider the following appointments to the Personnel Board of Appeals: Connie Mikrot, one-year term, January 1, 2022-December 31, 2022; Amy Kruse, two-year term, January 1, 2022-December 31, 2023; Lynda Wolfe, three-year term, January 1, 2022 – December 31, 2024.

5. **Medical Examiner Contract with Anoka County**

Consider approval to enter into 2022-2025 contract with Anoka County for Medical Examiner services. The base fee of \$50,000 per year remains unchanged; the contract adds a \$125 per month fee for training, coordination, and response to information requests. Authorize Board Chair and County Administrator to sign.

6. **Commissioner Updates**

Snake River Watershed Management Board
Snake River Watershed Policy Committee
Opioid Settlement Listening Session
Lower St. Croix Policy Committee
County Staff Appreciation Ice Cream Social
City/Township ARPA Coordination Meeting #2
NLX-Cancelled
Housing and Redevelopment Authority (HRA) Meeting
MN Council on Aging/Board of Directors
Central Region EMS
Other

7. **Other**

8. **Upcoming Meetings (Subject to Change)—All meetings to be conducted remotely unless otherwise indicated. Contact the organization hosting the meeting for call-in information.**

- a. Viewing of Public Health Van prior to county board meeting, Tuesday, August 3, 2021, 9:30 a.m. – 10:00 a.m., Courthouse, 635 Northridge Drive NW, Pine City, Minnesota.
- b. Pine County Board of Commissioners, Tuesday, August 3, 2021, 10:00 a.m., Pine County Courthouse, 635 Northridge Drive NW, Pine City, Minnesota.
- c. Pine County Fair, August 3-8, 2021, Fairgrounds, Pine City, Minnesota.
- d. CANCELLED: Facilities Committee, Wednesday, August 4, 2021, 9:00 a.m.
- e. Negotiations Committee, Wednesday, August 4, 2021, 1:00 p.m., Board Room, Courthouse, Pine City, Minnesota.
- f. Soil & Water Conservation District, Wednesday, August 4, 2021, 3:00 p.m.
- g. East Central Solid Waste Commission, Monday, August 9, 2021, 9:00 a.m.
- h. Personnel Committee, Monday, August 9, 2021, 9:00 a.m.
- i. East Central Regional Library Trustees Board, Monday, August 9, 2021, 9:30 a.m.
- j. Health & Human Services Advisory Committee, Monday, August 9, 2021, 10:30 a.m.
- k. Pine County Chemical Health Coalition, Monday, August 9, 2021, 4:00 p.m.
- l. Mille Lacs Band of Ojibwe Meeting, Tuesday, August 10, 2021, 1:30 p.m.
- m. LTD Meeting, Thursday, August 12, 2021, 9:00 a.m.
- n. Pine County Law Library, Thursday, August 12, 2021, 12:00 p.m.
- o. Economic Development Committee, Monday, August 16, 2021, 12:00 p.m.
- p. Pine County Board of Commissioners, Tuesday, August 17, 2021, 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota.

9. **Adjourn**