

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

**Tuesday, August 3, 2021 - 10:00 a.m.  
Board Room, Pine County Courthouse, Pine City, Minnesota**

Chair Steve Hallan called the meeting to order at 10:00 a.m. Present were Commissioners Josh Mohr and Terry Lovgren. Also present was County Administrator David Minke. Due to an out-of-town commitment, Commissioner Matt Ludwig joined the meeting via interactive technology, pursuant to Minnesota Statute 13D.02. Commissioner Ludwig was seen and heard at the meeting via electronic means and participated from Staybridge Suites, 2350 Commerce Drive NW, Rochester, MN 55901, a location open and accessible to the public. County Attorney Reese Frederickson was present via electronic means. Commissioner Waldhalm was absent (excused).

The public was invited to join the meeting in person, by phone, by WebEx or watch via live stream on YouTube.

The Pledge of Allegiance was said.

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

Chair Hallan requested the following revisions to the agenda:

**Addition to Consent 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.

**Motion** by Commissioner Lovgren to adopt the amended Agenda. Second by Commissioner Mohr. A Roll Call vote was called by Chair Hallan: District 2-Commissioner Mohr/Aye; District 3-Commissioner Lovgren/Aye; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye. Motion carried 4-0.

**Motion** by Commissioner Mohr to approve the Minutes of the July 20, 2021 county board meeting and Summary for publication and Minutes of July 21, 2021 Special Meeting-Committee of the Whole. Second by Commissioner Lovgren. A Roll Call vote was called by Chair Hallan: District 3-Commissioner Lovgren/Aye; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Aye. Motion carried 4-0.

Minutes of Boards, Reports and Correspondence

Pine County Land Surveyor Monthly Report – July 2021

**Motion** by Commissioner Lovgren to acknowledge the Minutes of Boards, Reports and Correspondence. Second by Commissioner Mohr. A Roll Call vote was called by Chair Hallan: District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Aye; District 3-Commissioner Lovgren/Aye. Motion carried 4-0.

**Motion** by Commissioner Ludwig to approve the amended Consent Agenda. Second by Commissioner Lovgren. A Roll Call vote was called by Chair Hallan: District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Aye; District 3-Commissioner Lovgren/Aye. Motion carried 4-0.

## CONSENT AGENDA

### 1. Applications

#### A. Repurchase Application

- i. Approve 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. Approve 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. Approve 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

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

- A. Contract Agreement for Administration of the Local Septic Fix Up Fund between Pine County and Lakes and Pines C.A.C. The term of the grant program is August 1, 2021 – December 31, 2022.
- B. Contract Amendment with Lakes & Pines for their past administration of the low income septic grant program January 1, 2017-July 31, 2021.

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

Approve 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. Accept 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. Approve 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. Approve the promotion of Corrections Officer Ashley Luedtke to Systems Coordinator effective August 15, 2021. Grade 9, Step 5, \$28.08 per hour.
  - C. Approve the promotion of Deputy Sheriff Tom Nygard to Investigator effective August 29, 2021. Grade 11, Step 7, \$35.17 per hour.
  - D. Approve 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. Approve 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. Approve 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.
  - B. Approve 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.
  - C. Approve 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.
  - D. Approve 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.

## **REGULAR AGENDA**

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

County Auditor-Treasurer Kelly Schroeder stated the land auction is scheduled for September 17, 2021. Two types of auctions will be held, a public auction and a sealed bid adjoining landowner auction. Additionally, Schroeder stated the Land Committee has recommended scheduling a public hearing to receive public comment relating to an ordinance to manage public uses within the memorial forests.

**Motion** by Commissioner Lovgren to approve Resolution 2021-55 approving the terms and conditions and the 2021 Public Land Sale listing, and Resolution 2021-56 approving the terms and conditions and the 2021 Sealed Bid Adjoining Landowner Land Sale listing. Second by Commissioner Mohr. A Roll Call vote was called by Chair Hallan: District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Aye; District 3-Commissioner Lovgren/Aye; District 5-Commissioner Ludwig/Aye. Motion carried 4-0.

**Motion** by Commissioner Lovgren to scheduling a public hearing for August 17, 2021 to consider an ordinance to manage public uses within the memorial forests. Second by Commissioner Mohr. A Roll Call vote was called by Chair Hallan: District 2-Commissioner Mohr/Aye; District 3-Commissioner Lovgren/Aye; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye. Motion carried 4-0.

### 2. **Technology Committee Report**

Commissioner Mohr provided an overview of the July 27, 2021 Technology Committee meeting. Topics discussed included the 2022 IT budget, the county’s transition to the .gov domain, e-faxing for Health & Human Services, and the Property Tax/CAMA Request for Proposals. County Auditor-Treasurer Kelly Schroeder provided an overview of the Property Tax/CAMA RFP award -- Tyler Technologies was identified as the preferred vendor. Tyler Technologies, however, uses

their own internal methodology and does not offer the Marshall and Swift module which the county currently uses for commercial properties. The Technology Committee recommends the purchase of the commercial module from Marshall and Swift for an additional \$23,000.

**Motion** by Commissioner Mohr to approve the purchase of the commercial module from Marshall and Swift for \$23,000 and approve 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 (Tax/CAMA program and Marshall and Swift module) are anticipated to be paid out of the Recorder Compliance Fund. Second by Commissioner Lovgren. A Roll Call vote was called by Chair Hallan: District 3-Commissioner Lovgren/Aye; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Aye. Motion carried 4-0.

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

Land and Resources Manager Caleb Anderson stated the Pine County Zoning Board on July 22, 2021 reviewed the final plat of L&L Hegge Estates and recommended its approval. The final plat is substantially similar to the preliminary plat and all necessary Pine County Shoreland Ordinance and Pine County Platting and Subdivision Ordinance requirements have been met. Commissioner Lovgren asked if the legal description would permanently link the lot and corresponding outlot so that they would not be inadvertently separated in a sale. Landowner Luke Hegge confirmed that the legal descriptions would be written that way.

**Motion** by Commissioner Mohr to approve the Final Plat of L&L Hegge Estates and authorize Board Chair, County Administrator, and County Attorney to sign the plat. Second by Commissioner Lovgren. A Roll Call vote was called by Chair Hallan: District 5-Commissioner Ludwig/abstained from voting; District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Aye; District 3-Commissioner Lovgren/Aye. Motion carried 3-0 with Commissioner Ludwig abstaining.

4. **Pine County Personnel Board of Appeals**

County Administrator David Minke stated as part of the exit process from the Minnesota Merit System the county needs to create a Personnel Board of Appeals and appoint three individuals to that Board.

**Motion** by Commissioner Ludwig to appoint the following individuals 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; and Lynda Wolfe, three-year term, January 1, 2022-December 31, 2024. Second by Commissioner Lovgren. A Roll Call vote was called by Chair Hallan: District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Aye; District 3-Commissioner Lovgren/Aye; District 5-Commissioner Ludwig/Aye. Motion carried 4-0.

5. **2022-2025 Medical Examiner Contract with Anoka County**

County Administrator David Minke stated the current medical examiner contract with Anoka County expires at the end of the year. The proposed contract is for four years. The base fee of \$50,000 remains unchanged, however the proposal includes an increase of \$125 per month for an administrative fee to cover training, coordination, and response to information requests.

**Motion** by Commissioner Mohr to enter into a 4-year contract with Anoka County for Medical Examiner services. Authorize Board Chair and County Administrator to sign. Second by Commissioner Lovgren. A Roll Call vote was called by Chair Hallan: District 2-Commissioner Mohr/Aye; District 3-Commissioner Lovgren/Aye; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye. Motion carried 4-0.

6. **Commissioner Updates**

Snake River Watershed Management Board: Commissioner Mohr unable to attend meeting.

Snake River Watershed Policy Committee: Commissioner Mohr unable to attend meeting.

Opioid Settlement Listening Session: Commissioner Lovgren stated there are many lawsuits against different companies--suggestions were made to drop personal lawsuits and join with the state lawsuit. Commissioner Lovgren would like a recommendation from County Attorney Frederickson.

Lower St. Croix Policy Committee: Chair Hallan stated projects have started—a local project/Rock Lake drainage, will start this fall.

County Staff Appreciation Ice Cream Social: Great attendance. Commissioners are very appreciative of county staff.

City/Township ARPA Coordination Meeting #2: 50+ in attendance at meeting.

NLX-Cancelled

Housing and Redevelopment Authority (HRA) Meeting: Commissioner Ludwig stated HUD inspections of the Finlayson and Sandstone locations will be happening in the next couple of weeks--funding received is dependent upon the success of the inspections. There was a lot of discussion of the HRA structure: Commissioner Ludwig stated the HRA is in a transition phase.

MN Council on Aging/Board of Directors: Chair Hallan stated Health & Human Services and the Council on Aging continue to work together to provide for food support. Senior Linkage Line is a great service for older adults and their families to find resources available to them.

Central Region EMS: Commissioner Ludwig stated Central Region EMS will receive an extra \$100,000 per year for the next two years on top of designated monies. There is an increase demand for Naloxone/80 of 87 counties use mapping so the state can track areas of opioid/Naloxone use.

Other:

- A. The Public Health Mobile Outreach van was available for viewing prior to today's county board meeting.
- B. Commissioner Lovgren attended the State Community Health Services Advisory Committee (SCHSAC) meeting. SCHSAC will receive America Rescue Plan Act funds to be used with counties; the award amount to each county is to be determined.
- C. East Central Regional Library Finance Committee: Commissioner Lovgren stated the Finance Committee met and was able to reduce the proposed 2022 budget increase from 6.45% down to 4.27%. If the proposed budget is approved, this would reduce Pine County's contribution from \$359,952 to \$352,603. The request for ECRL to keep a six month reserve of 50% was also reduced to 45%. These proposals will be presented to the next full East Central Regional Library board for consideration.

7. **Other**

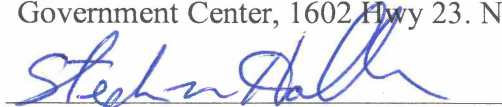
None.


8. **Upcoming Meetings**

Upcoming meetings were reviewed.

9. **Adjourn**

With no further business, Chair Hallan adjourned the meeting at 11:00 a.m. The next regular meeting of the county board is scheduled for Tuesday, August 17, 2021 at 10:00 a.m., North Pine Government Center, 1602 Hwy 23. No., Sandstone, Minnesota.

  
 Stephen M. Hallan, Chair  
 Board of Commissioners

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