AGENDA

PINE COUNTY BOARD REGULAR MEETING

District 1  Commissioner Hallan
District 2  Commissioner Mohr
District 3  Commissioner Chaffee
District 4  Commissioner Mikrot
District 5  Commissioner Ludwig

Tuesday, July 2, 2019, 10:00 a.m.
Board Room, Pine County Courthouse
Pine City, Minnesota

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 of June 18, 2019 county board meeting and Summary for publication

F) Minutes of Boards, Reports and Correspondence
   Pine County Land Surveyor Monthly Report
   Insurance Committee Meeting Minutes (report was given at the 6/18/19 meeting)

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. June 2019 Disbursements

2. Applications
   Consider approval of the following permits/applications:
   A. Application for Exempt Permit from the Pine Technical & Community College Foundation to conduct Minnesota lawful gambling on October 25, 2019 at Snake River Fur Post, 12551 Voyageur Lane, Pine City, MN (Pine City Township).
   B. Application for Temporary On-Sale Liquor License for the Pine City area Chamber of Commerce for an event July 18, 2019 at WCMP Radio, 15429 Pokegama Lake Road, Pine City (Pine City Township).
   C. Application for Local-Option Disaster Abatement for Michael and Annette Lewis, 48036 Olson Road, Hinckley, PID 12.0470.000, pay 2018, due to fire May 11, 2018 (returned to home September 14, 2018).
3. **DHS Resolution**  
Consider approval of resolution 2019-32 for DHS Request For Proposals to provide health care services to recipients of Families and Children and Minnesota Care. This resolution supports the recommendation of Pine County Health and Human Services approving Blue Plus and Health Partners as Managed Care Organizations providing managed health care services in Pine County. Authorize Board Chair to sign Resolution.

4. **New Hire**  
   A. Authorize the hiring of full-time Eligibility Worker Jill Koch, effective July 8, 2019, Grade 6, step 1, $18.99 per hour, pending satisfactory background check.  
   B. Authorize the hiring of part-time Corrections Officer Preston Oetterer, effective July 8, 2019, Grade 7, step 1, $19.33 per hour, pending satisfactory physical.  
   C. Authorize the hiring of full-time Children's Mental Health Social Worker Amber Andrews, effective July 15, 2019, Grade 10, step 2, $25.01 per hour, pending satisfactory background check.

5. **Training**  
   A. Consider Social Services Supervisor Pat Meacham and Financial Assistance Supervisor II Michelle Morgan to attend the MN Supervisor Conference from September 8-11, 2019, at Breezy Point. Registration: $60, Accommodations/Meals: $640, Travel: $179 (if no county car available). Total: $1,570. Funds are available in the 2019 Health & Human Services budget.  
   B. Consider Collections Officer Kari Sammis and Child Support Officer Christina Frey to attend the Minnesota Family Support and Recovery Council Annual Conference from October 7-9, 2019, in St. Cloud. Registration: $190. Total $380. Funds are available in the 2019 Health & Human Services budget.

6. **Donation**  
Consider acceptance of a $315.00 donation from the Walter Chryn family reunion and designate to the Pine County Sheriff’s Office K-9 program; to be used to help offset expense of the canine program.

**REGULAR AGENDA**

1. **Opioid Lawsuit**  
   County Attorney Reese Frederickson will provide an overview of the opioid lawsuits in Minnesota and across the country and discuss the benefits of participating in the litigation.

2. **Amendment to JPA Contract #144212**  
The Minnesota Department of Corrections is requesting an amendment including an increase to the per diem rate, from $55.00/day to $57.00/day per offender, effective July 1, 2019. This amendment also includes additional language to section 3.5 regarding reimbursement for offender bus tickets upon discharge up to $50.00 maximum per offender. Authorize Board Chair and County Administrator to sign.

3. **Update Pine County Security Incident Response Plan**  
   Approve the updated Incident Response Plan.
4. **Summary Performance Evaluation**  
Consider approval of summary of conclusions of the June 18, 2019 performance evaluation of County Administrator David Minke.

5. **Commissioner Updates**  
State Community Health Services Advisory Committee (SCHSAQ) Quarterly Meeting  
Snake River Watershed Cycle II Monitoring – Professional Judgment Team  
NLX  
HRA meeting  
RAC meeting  
Pine City Mill Site Committee  
Lower St. Croix 1W1P Policy Committee Meeting: CANCELLED  
GPS: 45:93 June meeting  
Central Regional EMS  
Census Partnership Meeting  
Other

6. **Other**

7. **Upcoming Meetings (Subject to Change)**
   a. **Personnel Committee, Tuesday, July 9, 2019, 9:00 a.m.,** Commissioner Conference Room, Courthouse, Pine City, Minnesota.
   b. **Facilities Committee, Wednesday, July 10, 2019, 9:00 a.m.,** Commissioner Conference Room, Courthouse, Pine City, Minnesota.
   c. **NE MN Area Transportation Partnership Meeting, Wednesday, July 10, 2019, 10:00 a.m.,** Mountain Iron Community Center, 8586 Enterprise Drive South, Mt. Iron, Minnesota.
   d. **Soil & Water Conservation District meeting, Wednesday, July 10, 2019, 2:00 p.m.,** Johns Wright Building, 130 Oriole Avenue, Sandstone, Minnesota.
   e. **Lakes & Pines Board Meeting, Monday, July 15, 2019, 10:00 a.m.,** 1700 Maple Avenue E, Mora, Minnesota.
   f. **Pine County Board Meeting, Tuesday, July 16, 2019, 10:00 a.m.,** North Pine Government Center, 1602 Highway 23 North, Sandstone, Minnesota.
   g. **Extension Committee, Thursday, July 18, 2019, 3:00 p.m.,** Jury Assembly Room, 2nd floor, Courthouse, Pine City, Minnesota.

8. **Adjourn**
MINUTES
OF THE
PINE COUNTY BOARD MEETING
Regular Meeting
Tuesday, June 18, 2019 - 10:00 a.m.
North Pine Government Center
1602 Hwy. 23 North, Sandstone, Minnesota

Chair Josh Mohr called the meeting to order at 10:00 a.m. Present were Commissioners Steve Hallan, Steve Chaffee, John Mikrot, Jr., and Matt Ludwig. Also present were County Administrator David Minke and County Attorney Reese Frederickson.

The Pledge of Allegiance was said.

Chair Mohr requested the following revisions to the Agenda:
1. Addition to Agenda: Regular Agenda Item #1 – Legislative Update
2. Addition to Agenda: Consent Agenda Item #2D – Approval of 3.2 Licenses
   • Approval of On/Off Sale 3.2 license for Duxbury Store
   • Approval of On/Off Sale 3.2 license for Ray & Marge’s Resort
   • Approval of On/Off Sale 3.2 license for Duquette General Store

Commissioner Ludwig moved to adopt the amended Agenda. Second by Commissioner Hallan. Motion carried 5-0.

Commissioner Hallan moved to approve the Minutes of the June 4, 2019 county board meeting and Summary for publication. Second by Commissioner Chaffee. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence
   Pine County Zoning Board Minutes – February 28, 2019
   East Central Regional Juvenile Center Advisory Board Minutes – June 6, 2019
   Pine County Chemical Health Coalition Minutes – June 10, 2019

Motion by Commissioner Chaffee to acknowledge the Boards, Reports and Correspondence. Second by Commissioner Mikrot. Motion carried 5-0.

Commissioner Ludwig moved to approve the amended Consent Agenda. Second by Commissioner Chaffee. Motion carried 5-0.

CONSENT AGENDA

1. Approve May, 2019 Cash Balance

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2. **Applications**
   Approve the following permits/applications:
   
   A. **Application for Exempt Permit** from the Moose Lake Fire District Firefighters Relief to conduct Minnesota lawful gambling on November 30, 2019 at Doc’s Sports Bar & Grill, 34427 Majestic Pine Drive, Sturgeon Lake (Windemere Township).
   
   B. **Application for Temporary On-Sale Liquor License** for the Rock Creek Lions Club for an event August 30-31 and September 1-2, 2019 at the Heidelberger Rodeo, 3923 State Highway 70, Pine City (Royalton Township). Authorize County Auditor-Treasurer Kelly Schroeder to sign application and forward to the state for approval.
   
   C. **Application for Temporary 3.2 Malt Beverage License** for the Jack Pine Riders for an event July 12-14, 2019 at Linda Dronen’s residence, 27079 Leese Road, Finlayson (Finlayson Township). Authorize County Auditor-Treasurer Kelly Schroeder to sign and issue liquor license.
   
   D. **Approval of On/Off Sale 3.2 License** for three locations. Duxbury Store, 61077 Duxbury Road, Sandstone (Wilma Township). Ray & Marge’s Resort, 36700 Lakeland Road, Sturgeon Lake. Duquette General Store, 88235 State Highway 23, Kerrick. The current licenses expires July 1, 2019. The new licenses are good for one year. Authorize County Auditor-Treasurer Kelly Schroeder to sign and issue liquor licenses.

3. **Family Home Visiting Account Restriction**
   Approve restriction of account 12-481-483-002-5857 (Family Home Visiting Account) to ensure any fund balance is used for home visiting programs.

4. **New Hire**
   Authorize the hiring of part-time Corrections Officer David Ackermann, effective June 24, 2019, Grade 7, Step 1, $19.33 per hour, contingent upon satisfactory physical.

5. **Training**
   Approve Community Health Services Administrator Samantha Lo and Public Health Supervisor Jessica Fehlen to attend the Minnesota Supervisor’s Conference from September 8-11, 2019, at Breezy Point. Registration: $60, Accommodations/Meals: $468, Travel: $130. Total: $658.

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**REGULAR AGENDA**

1. **Legislative Update**
   Legislative updates were provided by State Representative Mike Sundin, State Representative Nathan Nelson, State Senator Jason Rarick and Miranda Jensen from Congressman Stauber’s office. Topics covered include bipartisan collaboration, MN gas tax, funding for rural broadband, infrastructure funding, and county protection from utility tax assessment reversals. Pine County board legislative priorities for the upcoming year include state funding for of out-of-home placement costs for placements under the Indian Child Welfare Act (ICWA) and funding the Oberstar section of the Willard Munger State Trail.

2. **Facilities Committee Report**
   Commissioner Mohr provided an overview of the June 5, 2019 Facilities Committee meeting. Project updates on the North Pine Government Center exterior lettering, contractor “punch list,” landscaping, and the replacement of the front steps at the South Pine Government Center were discussed.
3. **Personnel Committee Report**
Commissioner Ludwig provided an overview of the June 11, 2019 Personnel Committee meeting. The Personnel Committee made the following recommendations:

**A. Sheriff’s Office**
1. Increase the total number of full-time dispatchers from eight to nine. The total number of dispatch employees will remain at twelve as budgeted for 2019. The remaining positions will be part-time.

**B. Sheriff’s Office - Jail**
1. Ratify the termination of part-time probationary Corrections Officer Jake Haseman, effective May 22, 2019 and approve backfilling the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
   ii. Acknowledge the resignation of Corrections Officer John Clair Kubesh, effective June 9, 2019 and approve backfilling the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

**C. Administration**
1. Approve the updated Pine County Organizational Chart
   ii. Probation Department - Corrections and Senior Corrections Agent’s SAFE System Job Grades and Job Descriptions
      a. Approve changing the SAFE System grades for Corrections Agent from Grade 8 to Grade 10 and Senior Correction Agent from Grade 9 to Grade 10, effective July 1, 2019. Career Agent will remain a Grade 11.
      b. Accept the “serving at the pleasure of the court” language recommended by Judge Martin.
      c. Accept the job description language added to further clarify use of force and defensive tactics.

**Motion** by Commissioner Ludwig to approve the recommendation of the Personnel Committee. Second by Commissioner Mohr. Motion carried 5-0.

4. **Investment Committee**
Commissioner Hallan provided an overview of the June 11, 2019 Investment Committee meeting.

5. **Insurance Committee**
Commissioner Ludwig provided an overview of the June 17, 2019 Health Insurance Committee. Due to increased usage trends, the county is anticipating an increase in rates for 2020. To be proactive, the county will develop a Request For Proposals to better evaluate rates for 2020 and ensure competitive pricing.

6. **Award Contract #1902**
County Engineer Mark LeBrun stated bid opening for Contract 1902 occurred June 3, 2019 and he recommended the contract be awarded to the lowest responsible bidder, Midwest Contracting, LLC. Contract #1902 includes: SAP 058-652-010 located on CSAH 52; Between CR 157 and CSAH 42. **Motion** by Commissioner Hallan to award the bid for Contract #1902 to Midwest Contracting, LLC in the amount of $1,053,568.45. Second by Commissioner Chaffee. Motion carried 5-0.

7. **Award Contract #1903**
County Engineer Mark LeBrun stated bid opening for Contract 1903 occurred June 10, 2019 and he recommended the contract be awarded to the lowest responsible bidder, S & R Reinforcing, Inc. Contract #1903 includes: SAP 058-652-011, Bridge #58558 on CSAH 52; 0.5 miles West of CSAH 61 over Kettle River.
Motion by Commissioner Ludwig to award the bid for Contract #1903 to S & R Reinforcing, Inc. in the amount of $1,542,847.12. Second by Commissioner Mikrot. Motion carried 5-0.

8. Schedule Special Meeting-Committee of the Whole (Local Government Officials Meeting)
Motion by Commissioner Hallan to schedule a Special Meeting-Committee of the Whole (Local Government Officials meeting) for October 29, 2019 at 6:00 p.m., Jury Assembly Room, Courthouse, Pine City, Minnesota. Second by Commissioner Chaffee. Motion carried 5-0.

9. Review 2020 Budget Schedule
County Administrator David Minke went over the proposed 2020 Budget Schedule.

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10. Commissioner Updates
Soil & Water Conservation District: Commissioner Ludwig attended this meeting on 6/5/19. The new Water Technician was introduced.

Nemadji 1W1P Policy Committee: Commissioner Ludwig reported the committee hired a consultant on a $96,000 contract and bus tours would be scheduled shortly.

MN Council on Aging: Commissioner Hallan stated that Pine County Social Services Supervisor Pat Meacham recently served as a consultant. The Meals on Wheels program is piloting frozen dinner options in Mora.

East Central Regional Juvenile Center: Commissioner Ludwig reported that Pine County usage is on a downward trend (59 placed in 2017 and 41 placed in 2018). The average stay is 9.22 days. Similar facilities across the state might be closing and the possible impact was discussed.

East Central Solid Waste: Commissioner Hallan attended. An increasing amount of demolition material from individuals and small contractors has been hard on the equipment and landfill. To accommodate this, the price per ton will be $100 for the demolition material.

East Central Regional Library: Commissioner Mohr stated an insurance broker was hired and the group is focused on the building of a new library in Cambridge.

Pine County Chemical Health Coalition: Commissioner Mikrot attended and stated the Coalition is looking for volunteers for the upcoming local festivals and events. The upcoming training was discussed along with new billboards and new meeting hours (4 p.m. – 5 p.m.).

Law Library: Commissioner Mohr reported on the theft of materials estimated around $3,000. The items will be replaced and a new camera system was installed.

Joint Boards Meeting: Commissioner Hallan attended. He stated Pine Technical College is continuing to grow and space to house all programs is getting tight.

Central MN Workforce Development Board: Commissioner Hallan attended and reported some candidates have a challenge due to specialized skills.

Other: Commissioner Mohr presented a thank you from the Freshwater Fair held at the Pine County Fairgrounds. This year over 500 people attended including 408 fifth grade students.

11. Other
None.
12. **Upcoming Meetings**
Upcoming meetings were reviewed.

Chair Mohr called for a five-minute recess at 11:13 a.m.

The board reconvened at 11:22 a.m.

13. **Closed Meeting – performance evaluation**

*Motion* by Commissioner Hallan to close the meeting pursuant to Minnesota Statutes §13D.05, Subd. 3, to conduct the annual performance evaluation of County Administrator David Minke. Second by Commissioner Ludwig. Motion carried 5-0.

Meeting was closed at 11:22 a.m.

Present at the closed meeting were Commissioners Josh Mohr, Steve Chaffee, Steve Hallan, Matt Ludwig and John Mikrot. Also present was County Administrator David Minke.

*Motion* by Commissioner Hallan to open the meeting. Second by Commissioner Chaffee. Motion carried 5-0. The meeting was opened at 11:43 a.m.

A summary of the conclusions of the performance evaluation will be presented at the July 2, 2019 county board meeting.

Commissioners discussed a performance pay increase for Administrator Minke as provided for in Section 10.7 of the county’s policy manual.

*Motion* by Commissioner Mohr to set Administrator Minke’s salary at $130,579 per year effective on his anniversary date of July 2, 2019. Second by Commissioner Chaffee. Motion carried 5-0.

14. **Adjourn**

With no further business, Chair Mohr adjourned the meeting at 11:45 a.m. The next regular meeting of the county board is scheduled for Tuesday, July 2, 2019 at 10:00 a.m. at the Pine County Courthouse, 635 Northridge Drive NW, Pine City, Minnesota.

__________________________  __________________________
Joshua Mohr, Chair                David J. Minke, Administrator
Board of Commissioners            Clerk to County Board of Commissioners
Chair Josh Mohr called the meeting to order at 10:00 a.m. Present were Commissioners Steve Hallan, Steve Chaffee, John Mikrot, Jr., and Matt Ludwig. Also present were County Administrator David Minke and County Attorney Reese Frederickson.

The Pledge of Allegiance was said.

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

Commissioner Ludwig moved to adopt the amended Agenda. Second by Commissioner Hallan. Motion carried 5-0.

Commissioner Hallan moved to approve the Minutes of the June 4, 2019 county board meeting and Summary for publication. Second by Commissioner Chaffee. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence
- Pine County Zoning Board Minutes – February 28, 2019
- East Central Regional Juvenile Center Advisory Board Minutes – June 6, 2019
- Pine County Chemical Health Coalition Minutes – June 10, 2019

Motion by Commissioner Chaffee to acknowledge the Boards, Reports and Correspondence. Second by Commissioner Mikrot. Motion carried 5-0.

Commissioner Ludwig moved to approve the amended Consent Agenda. Second by Commissioner Chaffee. Motion carried 5-0.

**CONSENT AGENDA**

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Approve the following permits/applications:

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**Approval of On/Off Sale 3.2 License** for three locations. Duxbury Store, 61077 Duxbury Road, Sandstone (Wilma Township). Ray & Marge’s Resort, 36700 Lakeland Road, Sturgeon Lake. Duquette General Store, 88235 State Highway 23, Kerrick.

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Authorize the hiring of part-time Corrections Officer David Ackermann, effective June 24, 2019, Grade 7, Step 1, $19.33 per hour, contingent upon satisfactory physical.

Approve Community Health Services Administrator Samantha Lo and Public Health Supervisor Jessica Fehlen to attend the Minnesota Supervisor’s Conference from September 8-11, 2019, at Breezy Point. Registration: $60, Accommodations/Meals: $468, Travel: $130. Total: $658.

**REGULAR AGENDA**

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Commissioner Mohr provided an overview of the June 5, 2019 Facilities Committee meeting. Project updates on the North Pine Government Center exterior lettering, contractor “punch list,” landscaping, and the replacement of the front steps at the South Pine Government Center were discussed.

Commissioner Ludwig provided an overview of the June 11, 2019 Personnel Committee meeting. The Personnel Committee made the following recommendations:

Increase the total number of full-time dispatchers from eight to nine. The total number of Dispatch employees will remain at twelve as budgeted for 2019. The remaining positions will be part-time.
Ratify the termination of part-time probationary Corrections Officer Jake Haseman, effective May 22, 2019 and approve backfilling the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

Acknowledge the resignation of Corrections Officer John Clair Kubesh, effective June 9, 2019 and approve backfilling the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

Approve the updated Pine County Organizational Chart

Approve changing the SAFE System grades for Corrections Agent from Grade 8 to Grade 10 and Senior Correction Agent from Grade 9 to Grade 10, effective July 1, 2019. Career Agent will remain a Grade 11.

Accept the “serving at the pleasure of the court” language recommended by Judge Martin. Accept the job description language added to further clarify use of force and defensive tactics.

Motion by Commissioner Ludwig to approve the recommendation of the Personnel Committee. Second by Commissioner Mohr. Motion carried 5-0.

Commissioner Hallan provided an overview of the June 11, 2019 Investment Committee meeting.

Commissioner Ludwig provided an overview of the June 17, 2019 Health Insurance Committee.

Motion by Commissioner Hallan to award the bid for Contract #1902 to Midwest Contracting, LLC in the amount of $1,053,568.45. Second by Commissioner Chaffee. Motion carried 5-0.

Motion by Commissioner Ludwig to award the bid for Contract #1903 to S & R Reinforcing, Inc. in the amount of $1,542,847.12. Second by Commissioner Mikrot. Motion carried 5-0.

Motion by Commissioner Hallan to schedule a Special Meeting-Committee of the Whole (Local Government Officials meeting) for October 29, 2019 at 6:00 p.m., Jury Assembly Room, Courthouse, Pine City, Minnesota. Second by Commissioner Chaffee. Motion carried 5-0.

County Administrator David Minke reviewed the proposed 2020 Budget Schedule.

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Motion by Commissioner Hallan to close the meeting pursuant to Minnesota Statutes §13D.05, Subd. 3, to conduct the annual performance evaluation of County Administrator David Minke. Second by Commissioner Ludwig. Motion carried 5-0.

Meeting was closed at 11:22 a.m.
Present at the closed meeting were Commissioners Josh Mohr, Steve Chaffee, Steve Hallan, Matt Ludwig and John Mikrot. Also present was County Administrator David Minke.

**Motion** by Commissioner Hallan to open the meeting. Second by Commissioner Chaffee. Motion carried 5-0. The meeting was opened at 11:43 a.m.

A summary of the conclusions of the performance evaluation will be presented at the July 2, 2019 county board meeting.

**Motion** by Commissioner Mohr to set Administrator Minke’s salary at $130,579 per year effective on his anniversary date of July 2, 2019. Second by Commissioner Chaffee. Motion carried 5-0.

1. **Adjourn**

   With no further business, Chair Mohr adjourned the meeting at 11:45 a.m. The next regular meeting of the county board is scheduled for Tuesday, July 2, 2019 at 10:00 a.m. at the Pine County Courthouse, 635 Northridge Drive NW, Pine City, Minnesota.

Joshua Mohr, Chair
Board of Commissioners

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

The full text of the board’s Minutes are available at the County Administrator’s Office and the county’s website ([www.co.pine.mn.us](http://www.co.pine.mn.us)). Copies may also be requested from the administrator’s office.
June 2019

John Wright Building, Sandstone, T42N R20W Section 10, compute search areas, search for, set and GPS private corners. Update files.

CR 142, T42N and T43N R19W reset, tie out and GPS PLSS corners and private corners. Update files.

CSAH 47, T45N R18W Section 24, reset and GPS PLSS corners and private corners. Update files.

CR 103, T38N R22W and R21W, research records, set GPS control, compute search areas, search for, set, tie out and GPS PLSS corners. Update files.

West Rock Cemetery, T38N R21W Section 30, compute search areas, search for and GPS private corners and right of way corners. Update files.

T39N R20W, research records, set GPS control, compute search areas, search for, set, tie out and GPS PLSS corners. Update files.

Millborn Scandinavian Cemetery, T39N R20W Section 32, compute search areas, search for and GPS private corners. Update files.

CSAH 9, T39N R21W Section 34, search for and mark up private corners and right of way corners. Update files.

CSAH 44, T44N R18W, research records, set GPS control, compute search areas, search for, set and GPS PLSS corners. Update files.

Provide HARN coordinate data for GIS to County Recorder as needed.
June 2019

Draft and review legal descriptions for County Right of Way Dept. and County Land Dept. as needed.

Review Plats and Minor Subdivisions for County Zoning Dept. as needed.

Review and file PLSS corner certificates provided by private surveyors as needed.

Review, edit and file PLSS corner certificates created by County Surveyor as needed.

Review, edit and file Certificates of Survey created by County Surveyor as needed.

Robin T. Mathews, Pine County Surveyor
PINE COUNTY INSURANCE COMMITTEE
Minutes
June 17, 2019 - 10:00 AM
Board Room, Pine County Courthouse
Pine City, Minnesota

Members Present: Commissioner Ludwig
Commissioner Hallan

Others Present: David Minke, Jackie Koivisto, Jodi Blesener, Shawn Linnell, Sherry Johnson, Yvette Weis, Tim Ballis, Kathy Reiser, Todd Lindstrom, Jordan Jusczak, Darren Gibson, Julie Maser, Jennifer Christensen, Flexible Benefit Consultants Representative Justin Kroeger

1. Commissioner Ludwig called the meeting to order at 10:00 AM.

2. Motion by Commissioner Ludwig to approve the June 17, 2019 agenda. Second by Commissioner Hallan. Motion carried 2-0.

3. 2019 Health Insurance Claims Data Update
   a. Flexible Benefits Consultant Justin Kroeger opened the meeting with a review of paid claims by quarter. We have experienced an upward trend in claims over the last six quarters. Quarter 4 of 2018 was the second largest on record with claims paid of $848,856 (the largest was Quarter 2 of 2016 with $907,466 of paid claims).

   b. The committee reviewed quarterly and annual claims per member per month data (PMPM). This is a calculation based upon the total claims divided by the total number of people insured (employees and dependents). Insurance rates are based off the PMPM figures. $400 is the target PMPM for a favorable rate renewal and the County, unfortunately, has been trending above this number for several quarters (comparable to 2016). The Period 1 PMPM calculated for the County is $492.46.

   Claims data is reviewed in periods vs. years. Periods run from April to March. We use this cycle because this is what our renewal is based on. Period one of the current cycle is the highest utilization we have seen. Commissioner Hallan requested a utilization comparison for prior renewals. Justin will prepare a comparison of paid claims vs. premiums and bring it to our next meeting.

   c. Contributing to our poor claims experience is the dollar amounts of high claims. We have not had any claims exceed the $200,000 pooling threshold so we have not been able to receive any claims payment relief from the Stop Loss pool.

   Prescription drugs continue to be a major factor in our high claims experience. In 2018, we spent half a million dollars on just twenty types of drugs.

4. 2020 Renewal Outlook
   a. Based on claims experience and the Service Co-op’s methodology for renewal calculation, Justin is predicting a 2020 rate increase in the neighborhood of 18.5%. This amount could fluctuate up or down by 5-10%.

   b. Justin discussed several cost mitigation strategies for 2020:
• Increase deductibles or add additional co-insurance tier. A change such as this impacts everyone, even those who rarely use the insurance because everyone is in the same boat. It is possible to save 3-4% by implementing these changes.

• Remove “4th” quarter deductible carryover from the CMM 1500 and VEBA plans. We would not see much relief with this change as current deductibles are low enough that people meet them before the start of the fourth quarter. We could possible see .5%-1% reduction.

• Change Prescription Formulary to “Key RX”. This is a newer BCBS prescription drug plan that is highly managed. BCBS is more rigid with requiring generic options before allowing you to use name brand drugs. Our CMM and VEBA plans both use the Flex RX which is the lowest managed drug plan. The H.S.A. plans all use Gen RX which is also low managed but has a smaller list of approved drugs. We could potentially save 1.5% - 2% by switching to Key RX.

• Alternative Provider Networks. We could consider switching to a different provider network arrangement: 1) Accountable Care Organization (ACO) which requires members to get care from one specific care organization (Allina, Fairview, Essentia, etc.). 2) Tiered network arrangement – plans utilize an open access mode of care. The level of benefit is determined by the doctor/clinic/hospital that you choose. St. Louis County uses a tiered approach. We could tailor this model to our current H.S.A. plans. The state offers a tiered plan (PEIP). There are opportunities to gain savings by switching to a tiered plan. It important to note that members would need to choose a primary care clinic and would need a referral to treat anywhere else. Justin will put together some cost savings models for our next meeting.

• Health Insurance Carrier Alternatives. We could consider switching to a new health insurance carrier. There is another service Co-op we could consider joining called Sourcewell which was formerly known as NJPA.

• Spousal coverage restrictions, stacking plan designs and wellness programs tied to premiums were other cost mitigation strategies that we discussed. None of these options with the exception of stacking plan designs by requiring non-embedded deductibles would provide much premium relief.

A question was asked as to whether the Service Co-op would renegotiate an increase above what we are comfortable paying. The answer is yes but they need to have the reserves available to reduce the increase.

Justin was asked to provide us with the negatives of the PEIP plan. He stated that the first year is usually favorable from a rate standpoint. He pointed out that PEIP would pose a dramatic change to what people are used to with the tiered network model. PEIP has three plans to choose from – we can’t bring in our own plans. Our H.S.A. plan lines up closely with the one they offer if you can end up with a provider in tier 2.

Justin asked the group what options we would like to consider. Todd Lindstrom suggested rebidding and Justin said that his intention is to start the bidding process early in July. The question about dropping the current number of plans from five to four was still required and Justin responded that everything is negotiable. He commented that getting down to one or two plans could save a few percentage points off a rate increase.

Commissioner Hallan commented that he has heard that the PEIP referral process seems to work well. Justin responded that he has had varying reports on the PEIP plans and has often considered them the last resort.
A lengthy conversation was held regarding the possibility of leaving the Service Co-Op and buying our own individual and aggregate stop-loss coverage. We will continue to consider this possibility.

Justin will begin the bidding process in July and we will meet at the end of July to review the bids. We are still in a favorable position to negotiate with the Service Co-Op.

5. We reviewed feedback on the new Dental and Vision Plans. The only negative comment received was that Standard is sometimes slow to pay dental claims. We will keep an eye on this and contact Standard if necessary.

6. The next Insurance Committee meeting will be held on July 29th, 10:00 AM, Pine City County Board Room.

7. With no further business, the meeting adjourned at 12:15 PM.
AGENDA REQUEST FORM

Date of Meeting: July 2, 2019

☑ County Board
☑ Consent Agenda
☐ Regular Agenda
   5 mins.  10 mins.  15 mins.  Other

☐ Personnel Committee
☐ Other _____________

Agenda Item: June, 2019 Disbursements/Claims Over $2,000

Department: Auditor-Treasurer

Signature:

Background information on Item:

June, 2019 Disbursements and Claims over $2,000

Action Requested:

Approve

Financial Impact:
DISBURSEMENT APPROVAL LOG

TOTAL AMOUNT OF DISBURSEMENTS $7,373,587.46
INDIVIDUAL LISTING OF ALL DISBURSEMENTS OVER $2,000 PROVIDED

APPROVED BY ____________________________

BOARD MEETING DATE July 2, 2019
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Application for Exempt Permit from the Pine Technical & Community College Foundation to conduct Minnesota lawful gambling on October 25, 2019 at Snake River Fur Post, 12551 Voyageur Ln, Pine City, MN (Pine City Township).

Action Requested:
Acknowledged Applications.

Financial Impact:
N/A
An exempt permit may be issued to a nonprofit organization that:
- conducts lawful gambling on five or fewer days, and
- awards less than $50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be $1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

**Application Fee (non-refundable)**
Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is $100; otherwise the fee is $150.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

---

### ORGANIZATION INFORMATION

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Previous Gambling Permit Number</th>
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<tbody>
<tr>
<td>Pine Technical &amp; Community College Foundation</td>
<td>X36489</td>
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<tr>
<th>Minnesota Tax ID Number, if any</th>
<th>Federal Employer ID Number (FEIN), if any</th>
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<tr>
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<td>31-1666015</td>
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<tr>
<td>900 4th Street</td>
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<td>MN</td>
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<td>Pine</td>
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<tr>
<th>Name of Chief Executive Officer (CEO)</th>
<th>CEO Daytime Phone</th>
<th>CEO Email</th>
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</thead>
<tbody>
<tr>
<td>Joe Mulford</td>
<td>320-629-5140</td>
<td>use <a href="mailto:carlisles@pine.edu">carlisles@pine.edu</a></td>
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(permit will be emailed to this email address unless otherwise indicated below)

<table>
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<th>Type of Nonprofit Organization (check one):</th>
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<tr>
<td>Fraternal</td>
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<tr>
<td>Religious</td>
</tr>
<tr>
<td>Veterans</td>
</tr>
<tr>
<td>Other Nonprofit Organization</td>
</tr>
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</table>

**Attach a copy of one of the following showing proof of nonprofit status:**
(Do not attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- A current calendar year Certificate of Good Standing
  - Don’t have a copy? Obtain this certificate from:
    - MN Secretary of State, Business Services Division
    - Secretary of State website, phone numbers:
      - www.sos.state.mn.us
      - 651-296-2803, or toll free 1-877-551-6767

- IRS income tax exemption (501(c)) letter in your organization’s name
  - Don’t have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
  - If your organization falls under a parent organization, attach copies of both of the following:
    1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
    2. the charter or letter from your parent organization recognizing your organization as a subordinate.

---

### GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted
(for raffles, list the site where the drawing will take place): NW Fur Post

<table>
<thead>
<tr>
<th>Physical Address (do not use P.O. box)</th>
<th>City</th>
<th>Zip</th>
<th>County</th>
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<tr>
<td>12551 Voyageur</td>
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<td>Pine</td>
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<th>Check one:</th>
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<tr>
<td>Township: Pine City</td>
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<tr>
<th>Date(s) of activity (for raffles, indicate the date of the drawing):</th>
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<tbody>
<tr>
<td>October 25, 2019</td>
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Check each type of gambling activity that your organization will conduct:

- Bingo
- Paddlewheels
- Pull-Tabs
- Tipboards
- Raffle

**Gambling equipment** for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on Distributors under the List of Licensees tab, or call 651-539-1900.
The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: _____________________________ Date: 6/18/19

Print Name: Joe Mulford

(Signature must be CEO's signature; designee may not sign)

REQUIREMENTS

Complete a separate application for:
- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:
- a copy of your proof of nonprofit status; and
- application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is $100; otherwise the fee is $150.

Make check payable to State of Minnesota.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer
AGENDA REQUEST FORM

Date of Meeting: _____ July 2, 2019

☐ County Board  ☑ Consent Agenda  
☐ Regular Agenda  5 mins.  10 mins.  15 mins.  Other ___

☐ Personnel Committee
☐ Other ____________

Agenda Item: __________ Temporary On-Sale Liquor License

Department: __________ Auditor-Treasurer

__________________________
Department/Signature

Background information on Item:

Application for Temporary Liquor License for the Pine City Area Chamber of Commerce for an event July 18, 2019 at the WCMP Radio, 15429 Pokegama Lake Rd, Pine City (Pine City Township).

Action Requested:

Authorize County Auditor-Treasurer Kelly Schroeder to sign application and forward to the state for approval.

Financial Impact:

N/A
# Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License

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<th>Name of person making application</th>
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<th>Home phone</th>
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<td>Rebecca Schueller</td>
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<th>Date(s) of event</th>
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<td>Joshua Miron</td>
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<td>Kiersten Pech</td>
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<td>Julie Samuelson</td>
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<tr>
<td>Joseph Dvorak</td>
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<th>Location where permit will be used</th>
<th>If an outdoor area, describe</th>
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<td>WCMR Radio, 15429 Pokegama Lake Rd, Pine City</td>
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If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

*None*

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

*Auto Owners Insurance, $500,000*

---

**APPROVAL**

**APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT**

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<th>City or County E-mail Address</th>
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<th>City or County Phone Number</th>
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**Signature City Clerk or County Official**

Approved Director Alcohol and Gambling Enforcement

**CLERKS NOTICE:** Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

**ONE SUBMISSION PER EMAIL, APPLICATION ONLY.**

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US
AGENDA REQUEST FORM

Date of Meeting: July 2, 2019

☐ County Board
☐ Consent Agenda
☐ Regular Agenda
☐ 5 mins.☐ 10 mins.☐ 15 mins.☐ Other☐

☐ Personnel Committee
☐ Other ______________

Agenda Item: Application for Local-Option Disaster Abatement

Department: Auditor-Treasurer

Background information on Item:

Michael & Annette Lewis, 48036 Olson Rd, Hinckley, PID 12.0470.000, pay 2018, due to fire May 11, 2018 (returned to home September 14, 2018).

Action Requested:

Approve local option disaster abatement per Pine County Abatement Policy.

Financial Impact:

N/A
Application for Local-Option Disaster Abatements and Credits

IMPORTANT: Application for property that is NOT located in a declared disaster or emergency area
If your property has been damaged or destroyed by a natural disaster, arson, or other type of accident, you may be eligible to receive some property tax relief on this year's and next year's property taxes. The type of tax relief you receive will depend on whether your property is homesteaded, the amount of damage sustained, the number of months the structure is unusable or uninhabitable, and a number of other factors. If an assessor has not already reassessed your property, you should contact your county assessor's office and request that an assessor view the damage for the purpose of receiving disaster relief.

County of: Pine

For Taxes Levied In: 2017
And Payable In: 2018

Abatement #: AB18-23

Applicant Information. Please type or print.

Name: Michael E. /hanna Lewis
Social Security number: on file
Mailing address (street address): 48036 Olson Road
City: Hinckley
State: MN
Zip: 55037
Telephone (work): () None
Telephone (home): (30) 229-3208
Property ID or Parcel number (found on your property tax statement): 19.04.10.002
School District number: 2165
Address of damaged property (if different than mailing address):

Legal description of property (found on your property tax statement):

PT SWINE, PT SE, 32-45-21

Is the property homesteaded?
- Yes  □ No

Is the property located in a county designated as a disaster or emergency area?
□ Yes  □ No

How many months was the property unable to be occupied or used?

Date you left property: 5-14-18
Date you returned to property: 9-14-18

Applicant's statement of facts. (Please list type of disaster, type of damage, and any other information you deem relevant.)

We had a house fire - lost everything - we built a 3-Room Small House.
Living Room, Kitchen & Bedroom all on one Room then we have the bathroom and Lavatory Utility Room.
We are going to try to Add more Rooms on at some point.

Signature of property owner: By signing below, I certify, to the best of my knowledge, that the above statements are true and correct.

Signature: Annette Lewis
Date: 5-13-19

Revised 10/10
Report of Investigation.

I hereby report that I have investigated the statements made in this application and find the facts to be as follows:

**House** Fire, Complete Loss, Owners Out

**Rebuilt**

Signature: [Signature]

Date: 6/8/19

The following accurately reflects both existing and proposed amounts.

<table>
<thead>
<tr>
<th>Land</th>
<th>Improvements</th>
<th>Total</th>
<th>Class</th>
<th>Tax capacity</th>
<th>Tax before credits</th>
<th>School tax</th>
<th>MV tax</th>
<th>Total payable</th>
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<tr>
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<td>71,800</td>
<td>15,000</td>
<td>111,800</td>
<td>111-0-99</td>
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<td>Reduction</td>
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<td>11,200</td>
<td>11,200</td>
<td>-</td>
<td>112</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☑ Tax is paid
☐ Tax is not paid

Certifications of approval. For this abatement to be approved, the assessor, county auditor and the county board of commissioners must all favorably recommend its adoption.

Assessor's Recommendation:
☑ Approved
☐ Denied

Signature: [Signature]

Date: 6/8/19

County Auditor's Recommendation:
☑ Approved
☐ Denied

Signature: [Signature]

Date: 6/24/19

County Board of Commissioner's Action (to be completed by the county auditor):
☐ Approved
☐ Denied

Signature

Date

I certify that at a meeting held on ____________________________ the County Board, took the above official action on this abatement. This action was duly adopted and entered upon the minutes of its proceedings as a public record, showing the name(s) of taxpayer(s), other concerned persons and the amounts involved.

Certifications of final approval (complete only for approved abatements). This section to be completed by the county auditor.

I further certify that the approval of this abatement has resulted in the following changes:

- Reduction of tax $______
- Reduction of penalty $______
- Reduction of interest $______
- Total reduction/refund $______
- Total payable $______

Signature

Date
AGENDA REQUEST FORM

Date of Meeting: 07/02/2019

☑ County Board
☐ Consent Agenda
☐ Regular Agenda
☐ Personnel Committee
☐ Other

5 mins □ 10 mins □ 15 mins □ Other □

Agenda Item: Approve resolution 2019-32

Department: HHS

Background information on Item:

Every five years, the MN Department of Human Services conducts a procurement for managed health care organizations. The proposals are scored by DHS, and a small proportion of the proposals are scored by the counties. For this procurement process, the individuals from HHS who were selected to review the request for proposals included Director Becky Foss, Child Support Supervisor Jodi Blesener, and Social Services Supervisor Beth Jarvis. After conducting the review, the highest ranking proposals came from Blue Plus and Health Partners. After reviewing and ranking the proposals, the county is then required to submit a resolution to DHS supporting the recommendation of the reviewers. The attached resolution offers the necessary documentation supporting the recommendation of the reviewing team.

Action Requested:

Authorize County Board Chair to sign the resolution.

Financial Impact:

There is no financial impact in signing the attached resolution.
WHEREAS, the Minnesota Department of Human Services (DHS) has published a Request For Proposals (RFPs) to provide health care services to recipients of Families and Children and Minnesota Care in eighty (80) Minnesota counties, including Pine County; and

WHEREAS, DHS has requested County evaluations and recommendations regarding the RFP proposals from each respective county; and

WHEREAS, Blue Plus, Health Partners, Medica, and UCare submitted proposals to provide managed health care services in Pine County; and

WHEREAS, representatives of Pine County Health and Human Services have reviewed and evaluated the proposals; and

WHEREAS, Blue Plus and Health Partners have submitted proposals suitable to meet our needs.

THEREFORE, BE IT RESOLVED that the Pine County Board of Commissioners supports the recommendation of Pine County Health and Human Services approving Blue Plus and Health Partners as Managed Care Organizations providing managed health care services in Pine County.

Dated this 2nd day of July, 2019

Pine County Board Chair: ____________________________

Attest: ____________________________
AGENDA REQUEST FORM

Date of Meeting: 07/02/2019

☐ County Board
☐ Consent Agenda
☐ Regular Agenda
☐ Personnel Committee
☐ Other

5 mins ☐ 10 mins ☐ 15 mins ☐ Other ☐

Agenda Item: Authorize Hiring

Department: HHS

Department Head signature

Background information on Item:
HHS was given authorization to backfill an eligibility worker position left vacant by Michelle Morgan's promotion to the Financial Assistance Supervisor. Interviews were recently held, and the position was offered to and accepted by Jill Koch. The offer is contingent on the background check and county board approval. If approved, Jill could begin employment with HHS on July 8 at $18.99/hr (Grade 6, Step 1).

Action Requested:
Authorize the hiring of Jill Koch as an eligibility worker effective July 8 at $18.99/hour (Grade 6, Step 1), contingent on the background check.

Financial Impact:
This position is contained in the 2019 HHS budget.
AGENDA REQUEST FORM

Date of Meeting: July 2, 2019

☑ County Board
☐ Consent Agenda
☐ Regular Agenda

☐ Personel Committee
☐ Other ______________

Agenda Item: Approve Hiring One - PT Corrections Officer

Department: Sheriff's Office - Jail

Department Head Signature

Background information on Item:
Approve the hiring of PT Corrections Officer, Preston Otterer - at Grade 7, Step 1 - $19.33 per hour, effective July 8, 2019. (pending satisfactory physical)

Action Requested:
Approve the hiring of one PT Corrections Officer - filling one of four vacant positions.

Financial Impact:
None, position is accounted for in the approved 2019 budget and staffing plan.
AGENDA REQUEST FORM

Date of Meeting: July 2, 2019

☑ County Board
☐ Consent Agenda
☐ Regular Agenda

☐ Personnel Committee
☐ Other

5 mins ☐ 10 mins ☐ 15 mins ☐ Other ☐

Agenda Item: Authorizing hiring

Department: Health & Human Services

Department Head signature

Background information on Item:

HHS was given authorization to backfill a Children's Mental Health Social Worker position as it was left vacant by Nancy Johnson who transferred to another position within HHS. Interviews were recently held and the position was offered to and accepted by Amber Andrews. The offer is contingent on the background check and county board approval. If approved, Amber could begin employment on July 15, 2019 at $25.01/hr (Grade 10, Step 2).

Action Requested:

Authorize the hiring of Amber Andrews as a Children's Mental Health Social Worker effective July 15, 2019 at $25.01/hr (Grade 10, Step 2), contingent on the background check.

Financial Impact:

This position is contained in the 2019 budget.
AGENDA REQUEST FORM

Date of Meeting: 07/02/2019

✓ County Board
☐ Consent Agenda
☐ Regular Agenda 5 mins ☐ 10 mins ☐ 15 mins ☐ Other ☐
☐ Personnel Committee
☐ Other __________

Agenda Item: Authorize attendance at conference

Department: HHS

Background information on Item:
Social Services Supervisor Pat Meacham and Financial Assistance Supervisor II Michelle Morgan have requested to attend the MN Supervisor Conference in Breezy Point from September 8 -11, 2019. Historically, this has been an excellent conference that has provided a variety of breakout sessions that are pertinent to each supervisor’s daily work.

Action Requested:
Authorize Supervisors Pat Meacham and Michelle Morgan to attend the MN Supervisor Conference in Breezy Point from September 8 - 11, 2019.

Financial Impact:
Registration: $60/person
Accommodations: about $640/person
Travel: $170 total (if no county car is available)
Total: $1,570
There are funds in the social services and income maintenance staff development line items to cover the expenses associated with attendance at this conference.
AGENDA REQUEST FORM

Date of Meeting: 7/2/2019

☑ County Board
☐ Consent Agenda
☐ Regular Agenda
☐ Personnel Committee
☐ Other

5 mins ☐ 10 mins ☐ 15 mins ☐ Other ☐

Agenda Item: Authorize attendance at conference

Department: HHS

Jodi M. Blesener
Department Head signature

Background information on Item:
Collections Officer Kari Sammis and Child Support Officer Christina Frey have requested to attend the Minnesota Family Support and Recovery Council (MFSRC) Annual Conference in St Cloud from October 7 - 9, 2019. This conference is an excellent conference that provides a variety of breakout sessions pertinent to collections and child support job duties.

Action Requested:
Authorize Kari Sammis and Christina Frey to attend the MFSRC Annual Conference in St Cloud from October 7 - 9, 2019.

Financial Impact:
Registration: $190/person
Total: $380
There are funds in the income maintenance and child support staff development line items to cover the expenses associated at this conference.
AGENDA REQUEST FORM

Date of Meeting: July 2, 2019

☑ County Board
☐ Consent Agenda
☑ Regular Agenda 5 mins ☐ 10 mins ☐ 15 mins ☐ Other ☐

☐ Personnel Committee
☐ Other __________

Agenda Item: Donation

Department: Sheriff

Background information on Item:

A donation was received for the K-9 program. The donation was received via Walter Chryn and multiple family members who meet in Pine Co for a family reunion yearly.

Action Requested:

Acknowledge a donation of $315.00 collected during the event and authorize to the K-9 fund.

Financial Impact:
PINE COUNTY
MINNESOTA

AGENDA REQUEST FORM

Date of Meeting: 7/2/2019

☑ County Board
☐ Consent Agenda
☑ Regular Agenda  5 mins.  10 mins. ☑ 15 mins.  ☐ Other

☐ Personnel Committee
☐ Other _____________

Agenda Item: Opioid litigation

Department: County Attorney

//s// Reese Frederickson
Department Head signature

Background information on Item:

Many counties and cities in Minnesota and across the country are joining lawsuits against pharmaceutical companies to recover costs from the opioid epidemic. Law firms have reached out to Pine County to join these suits. County Attorney Reese Frederickson will provide an overview of the litigation and discuss the benefits of participating in the litigation.

Action Requested:

Reese will present an overview, answer questions and determine if there is interest in adding Pine County as a plaintiff.

Financial Impact:

None.
The amount of prescription opioids sold in the United States quadrupled between 1999 and 2011.

Since 2000, the rate of fatal overdoses involving opioids has increased 200 percent.

More people died in Minnesota from overdose of prescription painkillers than any other opioids between 1999 and 2014.

Nearly 48,000 people died of opioid overdoses in 2017, about 68 percent of the total overdose deaths, according to the Centers for Disease Control and Prevention.

Approximately 401 Minnesotans died of opioid overdoses in 2017.

Drug makers spent nearly $40 million from Aug. 1, 2013, until the end of 2015 on marketing to 67,500 doctors across the country.

A recent study, published in JAMA Network Open, looked at county-specific federal data and found that the more opioid-related marketing dollars were spent in a county, the higher the rates of doctors who prescribed those drugs and, ultimately, the more overdose deaths occurred in that county.
ESTIMATED DAMAGES CAUSED BY THE OPIOID EPIDEMIC

In addition to pain caused to individuals and families, communities across the U.S. have shouldered billions in real costs trying to combat the opioid epidemic.

In 2016, researchers from the Centers for Disease Control and Prevention estimated the annual economic burden of prescription opioid abuse in the United States at 78.4 billion, consisting of:

Lost Productivity $42.0 billion
- Government employee absenteeism
- Employee assistance programs
- Job placement and unemployment dropout prevention

Increased Health Insurance Costs $26.1 billion
- Prescription opioids for government employees
- Medical costs associated with treating addiction, including clinics
- Treatments for children of opioid addicts
- Administrative burden for processing opioid-relating claims

Increased Criminal Justice Costs $7.6 billion
- Increase in policing opioid-related crimes
- Opioid-related crimes clogging court dockets and operation of drug court
- Increased police and fire calls for opioid overdoses
- Drug testing and probation
- First responder training, including on overdose reversal drugs
- Overcrowding in jails
- Substance abuse treatment for prisoners

Increased Substance Abuse Treatment and Other Social Programs $2.8 billion
- Homeless programs
- Foster care
- Opioid reduction programs

Miscellaneous Unknown
- Reduced property and sales tax revenues
- Child welfare services
- Blight abatement
HOW COUNTIES ARE HARMED:

**Lost Productivity**
- Government employee absenteeism
- Employee assistance programs
- Job placement and unemployment dropout prevention

**Health Insurance Costs**
- Prescription opioids for government employees
- Medical costs associated with treating addiction, including clinics
- Treatments for children of opioid addicts
- Administrative burden for processing opioid-related claims

**Criminal Justice Costs**
- Increase in law enforcement of opioid-related crimes
- Increased prosecution costs for Opioid-related crimes
- Increased law enforcement and fire calls for opioid overdoses and other opioid-related incidents
- Drug testing and probation
- First responder training, including on overdose reversal drugs

**Miscellaneous**
- Reduced property and sales tax revenues
- Blight abatement
- Narcan and other necessary equipment and training
- Child Welfare Services
AGENDA REQUEST FORM

Date of Meeting: July 2, 2019

☑ County Board
☐ Consent Agenda
☐ Regular Agenda
☐ 5 mins
☐ 10 mins
☐ 15 mins
☐ Other

☐ Personnel Committee
☐ Other

Agenda Item: JPA Amendment - Housing DOC Offenders

Department: Sheriff's Office - Jail

Background information on Item:
The Minnesota Department of Corrections is requesting a contract amendment for JPA Contract number 144212, (see attached).

1. This amendment includes an increase to the per diem rate, from $55.00 to $57.50 per day per offender, effective July 1, 2019.

2. This amendment also includes additional language to section 3.5 regarding reimbursement for offender bus tickets upon discharge up to $50.00 maximum per offender.

MNDOC has reimbursed all transportation costs at offender release. They are now adding it to contract language. Costs for bus tickets run between $28.00 and $42.00 depending on destination.

Action Requested:
Request board approval and signatures.

Financial Impact:

1. Increase MNDOC boarding rate from $55.00 to $57.50 per day for the remainder of contract ending 06/30/2020. (est. an average of 15 boarders per day = $6,825 increase to boarding revenue for the remainder of 2019 budget year) Note: MNDOC boarding revenue expectations are considerably down for the first half of 2019.

2. Language regarding transportation costs - No impact on 2019 budget.
AMENDMENT COVER SHEET
JOINT POWERS AGREEMENT AMENDMENTS
(Minn. Stat. §§ 16C.05, subd. 2(e), 16C.08, subd. 2 and 3)

Instructions:
1. Complete this form for contract amendments that extend the end date of a contract, add/reduce work and money, or change any other term or condition of the contract.
2. Attach this form to the amendment when it is presented to the Department of Administration for approval. Please always include copies of the original certification form, the original contract, and any previous amendments as these are used for reference.
3. Make sure that you are using the updated amendment template where the State Agency signature block reaffirms applicable sections of 16C.08, subdivisions 2 and 3.
4. Admin will retain this cover sheet for its files.

<table>
<thead>
<tr>
<th>Agency:</th>
<th>Name of Contractor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>P78 Corrections</td>
<td>Pine County Sheriff's Department</td>
</tr>
<tr>
<td>Current contract term:</td>
<td>Project Identification:</td>
</tr>
<tr>
<td>7/1/2018 thru 6/30/2020</td>
<td></td>
</tr>
</tbody>
</table>

Amendments to contracts must entail tasks that are substantially similar to those in the original contract or involve tasks that are so closely related to the original contract that it would be impracticable for a different contractor to perform the work. The commissioner or an agency official to whom the commissioner has delegated contracting authority under section 16C.03, subdivision 16, must determine that an amendment would serve the interest of the state better than a new contract and would cost no more. An amendment should be in effect before the contract expires.

Complete Appropriate Box (es) for the amendment submitted.

1. **Amendment to the end date of the agreement**

   Proposed New End Date: __________

   Why is it necessary to amend the end date?

2. **Amend Duties and Cost**

   - Amend Duties Only

   2a. If cost is amended, insert amount of original agreement AND amount of each amendment below:

   2b. Describe the amendment:

3. **Amendment to change other terms and conditions of the agreement**

   Describe the changes that are being made:
   
   Language added to Payment 3.1:
   The state will pay $55.00 57.50 per day per offender, not including the date of departure from the Governmental Unit facility, beginning July 1, 2019.
   
   Language added to Payment 3.5:
   However, with prior approval, the State agrees to pay (up to a $50.00 maximum per offender) the Governmental Unit for the purposes of arranging and purchasing available transportation for offenders released at their termination date from the custody of the Governmental Unit. The Governmental unit shall make the request on behalf of the offender in advance of the termination date. Once transportation has been completed, The Governmental Unit shall submit receipts for expenses incurred as part of the monthly invoices submitted for payment.

Rev. 1/15
AMENDMENT 1 TO SWIFT #

Agreement Start Date: 07/01/2018  Total Agreement Amount: 800,000.00  
Original Agreement Expiration Date: 06/30/2020  Original Agreement: 800,000.00  
Current Agreement Expiration Date: 06/30/2020  Previous Amendment(s) Total: $0  
Requested Agreement Expiration Date: 06/30/2020  This Amendment: $0  

This amendment is by and between the State of Minnesota, through its Commissioner of Corrections ("State") and Pine County Sheriff’s Department – 635 Northridge Drive NW Suite 130 Pine City MN 55063 ("Governmental Unit").

Recitals

1. The State has an agreement with the Governmental Unit identified as SWIFT contract # 144212 ("Original Agreement") to provide secure housing for offenders committed to the Commissioner of Corrections.

2. An extension of this JPA is required due to continued population pressures within the DOC facilities.

3. The State and the Governmental Unit are willing to amend the Original Agreement as stated below.

Agreement Amendment

In this Amendment, changes to pre-existing Agreement language will use strike-through for deletions and underlining for insertions.

REVISION 1. Clause 3 “Payment”, sub-clause 3.1 outlining other reimbursements is amended as follows:

3.1 The state will pay $57.50 per day per offender, not including the date of departure from the Governmental Unit facility, beginning July 1, 2019.

REVISION 2. Clause 3 “Payment”, sub-clause 3.5 outlining the total obligation is amended as follows:

3.5 This agreement does not include any additional reimbursement for travel, subsistence, clothing issue or other such items. However, with prior approval, the State agrees to pay (up to a $50.00 maximum per offender) the Governmental Unit for the purposes of arranging and purchasing available transportation for offenders released at their termination date from the custody of the Governmental Unit. The Governmental unit shall make the request on behalf of the offender in advance of the termination date. Once transportation has been completed, The Governmental Unit shall submit receipts for expenses incurred as part of the monthly invoices submitted for payment.

Except as amended herein, the terms and conditions of the Original Agreement and all previous amendments remain in full force and effect.

Rev. 1/15
1. STATE ENCUMBRANCE VERIFICATION

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

Signed: Mary Myers
Date: 5/04/19
SWIFT Contract No. C-144212
PD 3-112952

2. GOVERNMENTAL UNIT

By:
Title:
Date:

By:
Title:
Date:

3. STATE AGENCY

Individual certifies the applicable provisions of Minn. Stat. §16C.08, subdivisions 2 and 3 are reaffirmed.

By: Michelle Smith
(with delegated authority)
Title: Deputy Commissioner
Date: 6/17/19

4. COMMISSIONER OF ADMINISTRATION

As delegated to Materials Management Division

By:
Title:
Date:

Distribution:
Agency
Governmental Unit
State's Authorized Representative - Photo Copy
STATE OF MINNESOTA

JOINT POWERS AGREEMENT

This agreement is between the State of Minnesota, acting through its Commissioner of Corrections, Facility Services Division, 1450 Energy Park Drive, Suite 200, St. Paul, MN 55108 ("State") and Pine County Jail – 635 North Ridge Dr. Suite 130, Pine City, MN 55063 ("Governmental Unit")

Recitals

Under Minnesota Statute § 471.59, subdivision 10, the State is empowered to engage such assistance as deemed necessary. The State is in need of secure housing for offenders committed to the Commissioner of Corrections.

Agreement

1 Term of Agreement
1.1 Effective date: July 1, 2018, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
1.2 Expiration date: June 30, 2020, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2 Agreement between the Parties
2.1 The Governmental Unit Duties:
   a) The Governmental Unit will provide lodging, meals, and supervision for State offenders in accordance with established jail policies and procedures.
   b) Health Care for Offenders. The Governmental Unit will provide basic medical, mental health and dental care. The cost of basic medical, mental health and dental care shall be included in the offender per diem rate. Basic medical, mental health and dental care is defined as any care the Governmental Unit provides on-site to its general population. Any care beyond basic medical, mental health and dental care must be approved by the State’s Health Services representative (Mike Hermerding or his designee, 651-361-7287), prior to services being provided. The Governmental Unit will pay all costs for all off-site non-emergency services that have not received prior approval from the State. Emergency care may be provided without State approval. The Governmental Unit will notify the State’s Health Services representative within 24 hours if any State offender received emergency care and/or hospitalization.
   c) Urinalysis/Drug Screening. The Governmental Unit will provide random/suspicion urinalysis/drug screening as mutually agreed between parties.
   d) Offender Money. The Governmental Unit will be responsible for individual offender money accounts.
   e) Offender Discipline. The Governmental Unit will apply its policies, procedures, rules and regulations to offenders from the State. Offenders who have violated the Governmental Unit’s rules and regulations will be subject to the same discipline as other offenders housed by the Governmental Unit. However, nothing contained herein shall be construed to authorize or permit the imposition of a type of discipline prohibited by the law applicable to the State.

The Governmental Unit shall have physical control and power to exercise disciplinary authority over all offenders from the State provided: 1) the disciplinary action is reasonable and proportionate in relation to the violation; 2) the action taken is impartial and not discriminatory; 3) the action is neither arbitrary nor retaliatory; 4) the Governmental Unit shall notify the State within five days whenever any disciplinary action has been taken against a State offender.
The Governmental Unit shall notify the State Office of Special Investigations (651-248-8341, alternative phone 651-642-0419) immediately if a State offender is alleged to have committed a serious violation, including escape or attempted escape, felony assault, riot, holding hostage, and homicide. In cases of serious violation, the State may transfer the State offender to a State facility for disciplinary processing.

f) **Custody Status.** The Governmental Unit will not lower the custody status of State offenders (e.g., work assignments outside the perimeter of the correctional facility, minimum custody, etc.) unless specifically approved by the State.

g) **Return of Offenders.** The Governmental Unit will surrender any State offender(s) to the proper officials of the State upon demand made to the Governmental Unit and presentation of official written authority to receive the offender(s). As mutually agreed between parties, the State will retake any offender within five calendar days after receipt of a request from the Governmental Unit. If the Governmental Unit requests return of an offender to the State and the State does not concur with the reasons for return, the Governmental Unit will return the offender to the Minnesota Correctional Facility-St. Cloud or the Minnesota Correctional Facility-Shakopee at its own expense. The Governmental Unit will give a minimum of three hours notice, and return of an offender must occur during regular business hours (8:00 a.m. to 4:00 p.m.).

h) **Escapes.** The Governmental Unit shall notify the State immediately if a State offender escapes and shall take all appropriate action necessary to apprehend the escaped offender. In the case of an escape to a jurisdiction other than the State of Minnesota, the State shall be responsible for the cost of extradition or rendition proceedings, but nothing construed to prevent or affect the activities of the officers or agencies of any jurisdiction directed toward the apprehension and return of the escapee.

i) **Death of an Offender.** In the event of the death of any State offender, the Governmental Unit shall immediately notify the State Office of Special Investigations (651-248-8341, alternative phone 651-642-0419). The Governmental Unit shall assume responsibility for the investigation of the death and for working with law enforcement, county medical examiner, county attorney, and local emergency staff. Upon completion of the death investigation, a copy of the final report will be provided to the State Office of Special Investigations.

j) **Offender Clothing.** The Governmental Unit will provide or provide for offender clothing. All State-issued clothing must be returned to the State upon intake of the offender in the Governmental Unit facility. The Governmental Unit will provide offenders with appropriate winter clothing if offenders are released between November and May 1.

k) **Offender Programming.** The Governmental Unit will provide programming as mutually agreed between parties. The Governmental Unit will provide written documentation to the State of all offender program completions.

l) **Transition Programming.** The Governmental Unit will provide transitional programming to the State offenders. Transitional programming curriculum will be provided as mutually agreed between parties.

m) **Telephone Monitoring.** If the Governmental Unit utilizes offender telephone monitoring, the Governmental Unit will allow the State access to the system for the purposes of investigation.

n) **Transportation.** Transportation of offenders to and from the Governmental Unit will be provided by the State of Governmental Unit as mutually agreed between parties.

o) **Offender Property.** Offender property will be stored at the Governmental Unit as mutually agreed between parties.
Contract No. __________

p) Licensure Requirements. The Governmental Unit will be fully licensed and compliant with regulatory requirements involving safety and operations.

q) Continuity of Operations. The Governmental Unit will have a documented emergency action plan that includes state offenders in their custody in case of an emergency requiring evacuation or other circumstance resulting in the inability to provide services.

2.2 The State will:
   a) Place offenders at the Governmental Unit who:
      (1) are Release Violators who, following a hearing by the Minnesota Department of Corrections Hearings and Release Unit, are determined to be confined until their expiration of sentence date or are awaiting a return to a Minnesota Department of Corrections facility; or
      (2) are serving their initial term of incarceration or are awaiting their admittance into a Minnesota Department of Corrections facility as a new commitment; and
      (3) are mutually accepted and placed by the State and the Governmental Unit.

b) Provide case management assistance in establishing program plan and release planning.

c) Provide consultation on the development and/or implementation of transition programming.

d) Provide information packets for each offender. Packets will consist of the information relating to the case history, chemical dependency and sex offender treatment records, judicial and administrative rulings, orders relating or pertinent to the offender, and the sentences pursuant to which confinement is to be had or continued, identification data, and photographs.

e) Provide the offender’s medical, mental health and dental records to the Governmental Unit. The Governmental Unit is responsible for the care and maintenance of the records and the prompt return of the records to the State upon the release of the offender. The health care staff of the Governmental Unit will document the provision of health care services to the State’s offenders in a manner consistent with generally accepted standards of professional practice. The Governmental Unit will promptly provide all documentation related to the provision of care to the State’s offenders upon release of each offender.

f) Upon notification by the Governmental Unit of an emergency requiring evacuation or inability to provide services, the State will make arrangements to take custody of all state offenders within 24 hours of the notification. The State may be available to offer additional assistance upon request in case of such an emergency.

3 Payment

3.1 The State will pay $55.00 (fifty-five dollars) per day per offender, not including the date of departure from the Governmental Unit facility. The State will not pay for offenders who are out on writ status to other governmental units.

3.2 The State will reimburse the Governmental Unit for approved medical/dental expenses of offenders when these expenses are more than routine medical/dental services provided by the Governmental Unit and as approved by the State.

3.3 The Governmental Unit shall pay provider of medical services and request compensation monthly for pre-approved qualifying services per Clause 2, part 2.1, sub-parts b and c) provided to State offenders. The State will reimburse the amount paid by the Governmental Unit to the service provider.

3.4 Requests for compensation for pre-approved qualifying medical services shall include an invoice from the original provider for those services and a separate summary document that lists the name(s) of the offender(s), the name(s) of the providing service entity (ies), and the total amount corresponding to services for the offender(s) on the invoice(s).

3.5 This agreement does not include any additional reimbursement for travel, subsistence, clothing issue, or other such items.
3.6 Payments will be made by the State promptly after the Governmental Unit's presentation of invoices for services performed and acceptance of such services by the State's Authorized Representative. Invoices must be submitted monthly to the State's Authorized Representative by the seventh working day of each month following the month service is provided.

3.7 The total obligation of the State under this agreement will not exceed $800,000.00.

4 Authorized Representatives

The State's Authorized Representative is Tracy Hosking (651-361-7225) or her successor.

The Governmental Unit's Authorized Representative is Rodney Williams (320-591-1458) or his successor.

5 Assignment, Amendments, Waiver, and Contract Complete

5.1 Assignment. The Governmental Unit may neither assign nor transfer any rights or obligations under this agreement without the prior consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this agreement, or their successors in office.

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

5.3 Waiver. If the State fails to enforce any provision of this agreement, that failure does not waive the provision or its right to enforce it.

5.4 Contract Complete. This agreement contains all negotiations and agreements between the State and the Governmental Unit. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.

6 Indemnification

In the performance of this contract by the Governmental Unit, or Governmental Unit’s agents or employees, the Governmental Unit must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney’s fees incurred by the state, to the extent caused by Governmental Unit’s:

1) Intentional, willful, or negligent acts or omissions; or

2) Actions that give rise to strict liability, or

3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State’s sole negligence. This clause will not be construed to bar any legal remedies the Governmental Unit may have for the State’s failure to fulfill its obligation under this contract.

7 State Audits

Under Minnesota Statute § 16C.05, subdivision 5, the Governmental Unit’s books, records, documents, and accounting procedures and practices relevant to this 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 agreement.

8 Government Data Practices

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

If the Governmental Unit receives a request to release the data referred to in this Clause, the Governmental Unit must immediately notify the State. The State will give the Governmental Unit instructions concerning the release of the data to the requesting party before the data is released.
9 Venue
Venue for all legal proceedings out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

10 Termination
10.1 Termination. The State or the Governmental Unit may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party.

10.2 Termination for Insufficient Funding. The State may immediately terminate this agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Governmental Unit. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Governmental Unit 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 agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Governmental Unit notice of the lack of funding within a reasonable time of the State's receiving that notice.

11 E-Verify Certification (In accordance with Minn. Stat. §16C.075)
For services valued in excess of $50,000, Governmental Unit certifies that as of the date of services performed on behalf of the State, Governmental Unit and all its subcontractors will have implemented or be in the process of implementing the federal E-Verify program for all newly hired employees in the United States who will perform work on behalf of the State. Governmental Unit is responsible for collecting all subcontractor certifications and may do so utilizing the E-Verify Subcontractor Certification Form available at http://www.mnd.admin.state.mn.us/doc/EverifySubCertForm.doc. All subcontractor certifications must be kept on file with Governmental Unit and made available to the State upon request.

12 Accessibility
To ensure that person with disabilities have access to all programming provided under this Agreement, the Governmental Unit will either 1) make any necessary physical or structural modifications to allow disabled persons to participate; 2) deliver services at an alternate accessible site; or 3) employ other methods approved by the State that result in making the program accessible.

13 Bloodborne Pathogen Notice
Governmental Unit is hereby notified and agrees to assume full responsibility for notifying all of its employees of the remote possibility that they may be at risk for exposure to a bloodborne pathogen such as the hepatitis B virus (HBV). Governmental Unit further agrees to provide training for all its employees and to offer vaccinations to those who could reasonably anticipate an exposure resulting from the performance of this Agreement.

14 Prison Rape Elimination Act Compliance
Governmental Unit must comply with the Prison Rape Elimination Act (PREA) of 2003 (Federal Law 42 U.S.C. 15601 et. seq.), with all applicable Federal PREA standards, and with all State policies and standards related to PREA for preventing, detecting, monitoring, investigating, and eradicating any form of sexual abuse within facilities/programs/offices owned, operated, or contracted. Governmental Unit acknowledges that, in addition to self-monitoring requirements, the State will conduct compliance monitoring and PREA standards require an outside independent audit.
1. STATE ENCUMBRANCE VERIFICATION
   Individual certifies that funds have been encumbered as
   required by Minnesota Statute §§ 16A.15 and 16C.05.

Signed: Parker Sutton
Date: 7/16/2018
CFMS Contract No. A-144212

2. GOVERNMENTAL UNIT
   By: Stigler
   Title: Chair
   Date: June 5, 2018

   By: D.D. Mox
   Title: County Administrator
   Date: June 5, 2018

   By: N.W. Miller
   Title: Jail Administrator
   Date: June 6, 2018

   By: Br. Sheriff
   Title: Sheriff
   Date: 06-07-18

3. STATE AGENCY
   By: Allen McChesney
   (with delegated authority)
   Title: Assistant Comptroller
   Date: 6-28-18

4. COMMISSIONER OF ADMINISTRATION
   As delegated to Materials Management Division
   By: 7/12/2018

Distribution:
Agency
Governmental Unit
State’s Authorized Representative - Photo Copy
AGENDA REQUEST FORM

Date of Meeting: July 2, 2019

☑ County Board
☐ Consent Agenda
☒ Regular Agenda

☐ 5 mins. ☒ 10 mins. ☐ 15 mins. ☐ Other

☐ Personnel Committee
☐ Other __________________

Agenda Item: Update Pine County Security Incident Response Plan

Department: Auditor-Treasurer

Kelly Schroeder
Department Head signature

Background information on Item:

In 2018, Pine County adopted an Incident Response Plan to ensure all security incidents are managed in an efficient and time effective manner. A security incident includes any unauthorized access to, use, disclosure, modification, or destruction of data or services used by Pine County.

The following revisions are recommended:

• Remove Cathy Clemmer as County Auditor-Treasurer and add Kelly Schroeder
• Remove the specific name of the County Board Chair since it changes annually.
• Move communications responsibility to County Administrator from County Board Chair.
• Include legislative leadership, decision making, and oversight as the responsibility of the County Board Chair/County Board.
• Remove Redfin, Priority, and DCS Holdings as external contacts
• Add CoCard as an external contact.

Action Requested:

Approve updated Incident Response Plan.

Financial Impact:

N/A
Pine County - Security Incident Response Plan

Introduction

All security incidents must be managed in an efficient and time effective manner to make sure that the impact of an incident is contained and the consequences for your business and your customers are limited. This document sets out the Pine County plan for reporting and dealing with security incidents.

What is a Security Incident?

A Security Incident means any incident that occurs by accident or deliberately that impacts your communications or information processing systems. An incident may be any event or set of circumstances that threatens the confidentiality, integrity or availability of information, data or services in Pine County.

This includes unauthorized access to, use, disclosure, modification, or destruction of data or services used or provided by Pine County.

An ‘Account Data Compromise’ is a security incident specific to payment card data. It is an event that results in unauthorized access to or exposure of payment card data (cardholder data or sensitive authentication data). If an unauthorized person obtains payment card data from your business, they can use this data to commit fraud.

How to Recognize a Security Incident

A security incident may not be recognized straightaway; however, there may be indicators of a security breach, system compromise, unauthorized activity, or signs of misuse within your environment, or that of your third-party service providers.

You need to look out for any indications that a security incident has occurred or may be in progress, some of which are outlined below:

- Monitor excessive or unusual log-in and system activity from any inactive user IDs (user accounts)
- Watch out for excessive or unusual remote access activity into your business. This could be relating to your staff or your third-party providers
- The occurrence of any new wireless (Wi-Fi) networks visible or accessible from your environment
- The presence of or unusual activity in relation to malware (malicious software), suspicious files, or new/unapproved executables and programs. This could be on your networks or systems and includes web-facing systems.
- Hardware or software key-loggers found connected to or installed on systems
- Suspicious or unusual activity on, or behaviour of, Web-facing systems, such on as your ecommerce website
- Point-of-Sale (POS) payment devices, payment terminals, chip & PIN/signature devices or dip/swipe card readers showing signs of tampering
- Any card-skimming devices found in your business
- Lost, stolen, or misplaced merchant copy receipts or any other records that display the full payment card number or card security code (the 3- or 4-digit number printed on the card)
- Lost, stolen, or misplaced computers, laptops, hard drives, or other media devices that contain payment card data or other sensitive data

Roles and Responsibilities

Your security incident response plan must be followed by all personnel in your business. This includes all employees, temporary staff, consultants, contractors, suppliers and third parties operating on behalf of Pine County, working with Pine County’s or your customers’ data or on Pine County premises. For simplicity, these personnel are referred to as ‘staff’ within this plan.
<table>
<thead>
<tr>
<th>Role*</th>
<th>SIRT Responsibility</th>
<th>Name</th>
<th>Email</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT Manager</td>
<td>Incident Response Lead</td>
<td>Ryan Findell</td>
<td><a href="mailto:Ryan.findell@co.pine.mn.us">Ryan.findell@co.pine.mn.us</a></td>
<td>320-591-1702</td>
</tr>
<tr>
<td>IT Senior Technician</td>
<td>Incident Response Technical Lead</td>
<td>Kent Bombard</td>
<td><a href="mailto:Kent.bombard@co.pine.mn.us">Kent.bombard@co.pine.mn.us</a></td>
<td>320-591-1701</td>
</tr>
<tr>
<td>County Auditor</td>
<td>Incident Response Financial lead</td>
<td>Kelly Schroeder</td>
<td><a href="mailto:Kelly.Schroeder@co.pine.mn.us">Kelly.Schroeder@co.pine.mn.us</a></td>
<td>320-591-1668</td>
</tr>
<tr>
<td>County Administrator</td>
<td>Executive Officer/Risk Owner, Communications</td>
<td>David Minke</td>
<td><a href="mailto:David.Minke@co.pine.mn.us">David.Minke@co.pine.mn.us</a></td>
<td>320-591-1621</td>
</tr>
<tr>
<td>County Commissioner - Board Chair</td>
<td>Legislative leadership, decision making, and oversight</td>
<td>Rotates Annually</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Resources</td>
<td>Handling of any personnel and disciplinary issues relating to security incidents</td>
<td>Jackie Koivisto</td>
<td><a href="mailto:Jackie.Koivisto@co.pine.mn.us">Jackie.Koivisto@co.pine.mn.us</a></td>
<td>320-591-1622</td>
</tr>
<tr>
<td>County Attorney</td>
<td>Handling of any legal questions/issuex relating to security incidents</td>
<td>Reese Frederickson</td>
<td><a href="mailto:Reese.Frederickson@co.pine.mn.us">Reese.Frederickson@co.pine.mn.us</a></td>
<td>320-591-1565</td>
</tr>
</tbody>
</table>

**Roles**

The Pine County Security Incident Response Team (SIRT) is comprised of:

*note: select the personnel and roles appropriate to the size and operations of your business. Staff may hold more than one role.

**Responsibilities**

The Incident Response Lead is responsible for:
• Making sure that your Security Incident Response Plan and associated response and escalation procedures are defined and documented. This is to make sure that the handling of security incidents is timely and effective.

• Making sure that the Security Incident Response Plan is up-to-date, reviewed and tested, at least once each year.

• Making sure that staff with Security Incident Response Plan responsibilities are properly trained, at least once each year.

• Leading the investigation of a suspected breach or reported security incident and initiating the Security Incident Response Plan, as and when needed.

• Reporting to and liaising with external parties, including the acquirer and card brands, legal representation, law enforcement, etc. as is required.

• Authorising on-site investigations by appropriate law enforcement or payment card industry security/forensic personnel, as required during any security incident investigation. This includes authorising access to/removal of evidence from site.

Security Incident Response Team (SIRT) members are responsible for:

• Making sure that all staff understand how to identify and report a suspected or actual security incident.

• Advising the Incident Response Lead of an incident when they receive a security incident report from staff.

• Investigating each reported incident.

• Taking action to limit the exposure of sensitive or payment card data and to reduce the risks that may be associated with any incident.

• Gathering, reviewing and analysing logs and related information from various central and local safeguards, security measures and controls.

• Documenting and maintaining accurate and detailed records of the incident and all activities that were undertaken in response to an incident.

• Reporting each security incident and findings to the appropriate parties. This may include the acquirer, card brands, third party service providers, business partners, customers, etc., as required.

• Assisting law enforcement and card industry security personnel during the investigation processes. This includes any forensic investigations and prosecutions.

• Resolving each incident to the satisfaction of all parties involved, including external parties.

• Initiating follow-up actions to reduce likelihood of recurrence, as appropriate.

• Determining if policies, processes, technologies, security measures or controls need to be updated to avoid a similar incident in the future. They also need to consider whether additional safeguards are required in the environment where the incident occurred.

All staff members are responsible for:

• Making sure they understand how to identify and report a suspected or actual security incident.

• Reporting a suspected or actual security incident to the Incident Response Lead (preferable) or to another member of the Security Incident Response Team (SIRT);

• Reporting any security related issues or concerns to line management, or to a member of the SIRT;

• Complying with the security policies and procedures of Pine County. This includes any updated or temporary measures introduced in response to a security incident (e.g. for business continuity, incident recovery or to prevent recurrence of an incident).
External Contacts

<table>
<thead>
<tr>
<th>External Party</th>
<th>Contact Name (if known)</th>
<th>Email</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>CoCard</td>
<td>Nichole Nelson</td>
<td><a href="mailto:admin@cocardmerchantservices.com">admin@cocardmerchantservices.com</a></td>
<td>952.358.7867</td>
</tr>
<tr>
<td>MCIT</td>
<td></td>
<td><a href="mailto:info@mcit.org">info@mcit.org</a></td>
<td>651.209.6400</td>
</tr>
<tr>
<td>Pine County Sheriff’s Office</td>
<td>Jeff Nelson</td>
<td><a href="mailto:Jeffery.Nelson@co.pine.mn.us">Jeffery.Nelson@co.pine.mn.us</a></td>
<td>320-591-1409</td>
</tr>
<tr>
<td>For use if you are unable to contact MCIT:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visa Inc Incident Response - US</td>
<td>-</td>
<td><a href="mailto:usfraudcontrol@visa.com">usfraudcontrol@visa.com</a></td>
<td>(650) 432-2978</td>
</tr>
</tbody>
</table>

Payment Card Brands:

The payment card brands have specific requirements for reporting and responding to suspected or confirmed breaches of payment card data. As a merchant business, your primary contact if an incident occurs should always be your acquirer. It is worthwhile referring to the links below to familiarize yourself with the detail of the card brands’ recommendations around how to respond to Account Data Compromises and what their specific requirements are.

MasterCard:

Visa Global:

American Express:

Discover Card:

Security Incident Response Plan
Incident Response Plan Steps

There are several steps and stages that you must be taken to make sure that you protect your business by reacting to a security incident appropriately.

Report

1. Information security incidents must be reported, without delay, to the Incident Response Lead (preferable) or to another member of the Security Incident Response Team (SIRT). The member of the SIRT receiving the report will advise the Incident Response Lead of the incident.
   In the event that a security incident or data breach is suspected to have occurred, we recommend the staff member discuss their concerns with their line manager, who in turn may raise the issue with a member of the SIRT.

Investigate

2. After being notified of a security incident, the SIRT will perform an initial investigation and determine the appropriate response, which may be to initiate the Security Incident Response Plan.
   If the Security Incident Response Plan is initiated, the SIRT will investigate the incident and initiate actions to limit the exposure of cardholder data and in mitigating the risks associated with the incident.
   Initial incident containment and response actions

Make sure that no-one can access or alter compromised systems.

- Isolate compromised systems from your network and unplug any network cables – without turning the systems off.
- If using a wireless network, change the SSID (Service Set Identifier) on the wireless access point and other systems that may be using this wireless network (but not on any of the systems believed to be compromised).
- Preserve all logs and similar electronic evidence, e.g. logs from your firewall, anti-virus tool, access control system, web server, application server, database, etc.
- Perform a back-up of your systems to preserve their current state – this will also facilitate any subsequent investigations.
- Keep a record of all actions you and all members of the SIRT take.
- Stay alert for further indications of compromise or suspicious activity in your environment, or that of your third parties.
- Seek advice before you process any further payment card transactions.
- If you can, gather details of all compromised or potentially compromised payment card numbers (the 'accounts at risk').

Inform

Once the SIRT has carried out their initial investigation of the security incident:

3. The Incident Response Lead will alert the SIRT’s senior management primary contact.
4. The Incident Response Lead and / or the SIRT personnel responsible for communications / PR will inform all relevant parties. This includes your acquirer and local law enforcement, and other parties that may be affected by the compromise such as your customers, business partners or suppliers. This also includes the personal data breach notification contacts, as applicable to the incident under investigation.

Maintain Business Continuity

5. The SIRT will engage with operational teams in your business to make sure that your business can continue to operate while the security incident is being investigated.

Plan Ahead!

Be prepared - in advance of any security incident that may impact your business, you should make sure you have a plan for how your business would operate if your systems and processes were unable to operate as normal.
For example:
- Make sure you have system and data backups available in the event of loss of data, system corruption/virus infection or hardware failure.

Security Incident Response Plan
• Consider what offline or alternative payment acceptance methods you could use if you were unable to take card payments on your ecommerce website, in-store or over the telephone using your usual methods.

Resolve

6. The SIRT will liaise with external parties, including your acquirer, law enforcement, etc., to ensure appropriate incident investigation (which may include on-site forensic investigation) and gathering of evidence, as is required.
7. The members of the SIRT will take action to investigate and resolve the problem to the satisfaction of all parties and stakeholders involved. This will include confirmation that the required controls and security measures are operational.
8. The Incident Response Lead will report the investigation findings and resolution of the security incident to the appropriate parties and stakeholders (including your acquirer, local law enforcement, etc.) as is needed.

Recovery

9. The Incident Response Lead will authorize a return to normal operations once satisfactory resolution is confirmed.
10. The SIRT will notify the rest of the business that normal business operations can resume. Normal operations must adopt any updated processes, technologies or security measures identified and implemented during incident resolution.

Review

The SIRT will complete a post-incident review after every security incident. The review will consider how the incident occurred, what the root causes were and how well the incident was handled. This will help to identify recommendations for better future responses and to avoid a similar incident in the future.

Changes and updates that may be required include:
• Updates to the Security Incident Response Plan and associated procedures.
• Updates to your business’ security or operational policies and procedures.
• Updates to technologies, security measures or controls (for example, improved measures to inspect payment terminals for card skimmers).
• The introduction of additional safeguards in the environment where the incident occurred (for example, more effective malware protection).

11. The SIRT Executive Officer/Risk Owner (the senior management primary contact) will ensure that the required updates and changes are adopted or implemented as necessary.

Specific Incident Response Types

Plan for Your Business!
This Security Incident Response Plan provides the generic steps that must be followed when dealing with a security incident. You must update the plan to include security incident types and responses that are specific to your business environment and operational activities.

Some specific incident types requiring additional response actions are provided below.

Malware (or Malicious Code)

i. Disconnect devices identified with malware from the network immediately.
ii. Examine the malware to identify the type (e.g. rootkit, ransomware, etc.) and establish how it infected the device. This will help you to understand how to remove it from the device.
iii. Once the malware has been removed a full system scan must be performed using the most up-to-date signatures available, to verify it has been removed from the device.
iv. If the malware cannot be removed from the device (as is often the case with rootkits) it should be rebuilt using original installation media or images. Prior to restoration from back-up media/images you must verify that the back-up media/images are not infected by the malware.
v. Protect the system(s) to prevent further infection by implementing fixes and/or patches to prevent further attack.
Tampering of payment terminals, chip & PIN/signature devices or card readers detected, Card-skimming devices found, or devices substituted

i. Stop using the substituted/tampered devices
ii. Report the substitution/tampering to your device provider and your acquirer
iii. Follow your device provider or acquirer’s advice to ensure the security of all future card payments, e.g. inspect and confirm the integrity of your remaining devices, deploy replacement devices, etc.
iv. Follow your device provider or acquirer’s guidance to investigate the incident e.g. send the substitute/tampered devices to them, allow on-site investigations, etc.

Unauthorized Wireless Access Points

If unauthorized wireless access points are detected, or reported by staff, these must be recorded as a security incident.

i. SIRT will investigate to identify the location of the unauthorized wireless access point/device.
ii. The SIRT will investigate as to whether or not the unauthorized wireless access point/device is being used for a legitimate business purpose/need. If a legitimate business reason is identified, then this wireless access point or device must be reviewed and go through the correct management approval process. This is to make sure that the business justification is documented and the wireless access point/device is securely configured (e.g. change default passwords and settings, enable strong authentication and encryption, etc.).
iii. All other unauthorized wireless access points/devices must be located, shutdown and removed.

Loss of Equipment

i. The theft or loss of an asset, such as a PC, laptop or mobile device, must be reported immediately to a member of the SIRT and local law enforcement. This includes losses/thefts outside of business hours and at weekends.
ii. If the device that is lost or stolen contained sensitive or payment card data, and the device is not encrypted, SIRT will complete an analysis of the sensitivity, type and volume of data stolen, including any potentially exposed payment card numbers.
iii. Where possible, SIRT will use available technology/software to lock down/disable lost or stolen mobile devices (e.g. smart phones, tablets, laptops, etc.) and initiate a remote wipe. Evidence should be captured to confirm this was successfully completed.

Non Compliance with your Security Policy

This covers incidents resulting from deliberate or accidental actions that are in breach of your security policy and which put sensitive and payment card data at risk. This includes any systems or data misuse, unauthorized exposure of data to external parties, unauthorized changes to systems or data.

i. SIRT will engage with the relevant business area to establish an audit trail of events and actions. They will determine who is involved in the policy violation and the extent of the violation.
ii. SIRT and/or line managers will notify Human Resources of the incident.
iii. SIRT will liaise with Human Resources and line managers to determine whether disciplinary action is needed.
iv. SIRT will undertake an assessment of the impact and provide advice and guidance to the business area to prevent reoccurrence, for example re-training of staff.

Testing and Updates

Annual testing of the Incident Response Plan using walkthroughs and practical simulations of potential incident scenarios is necessary to ensure the SIRT are aware of their obligations, unless real incidents occur which test the full functionality of the process.

1. The Incident Response Plan will be tested at least once annually.

Security Incident Response Plan
2. The Incident Response Plan Testing will test your business response to potential incident scenarios to identify process gaps and improvement areas.
3. The SIRT will record observations made during the testing, such as steps that were poorly executed or misunderstood by participants and those aspects that need improvement.
4. The Incident Response Lead will ensure the Security Incident Response Plan is updated and distributed to SIRT members.
<table>
<thead>
<tr>
<th>Document Name:</th>
<th>Security Incident Response Plan</th>
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</thead>
<tbody>
<tr>
<td>Current Version:</td>
<td>Version 1.0</td>
</tr>
<tr>
<td>Plan Owner:</td>
<td>Ryan Findell</td>
</tr>
<tr>
<td>Plan Approver:</td>
<td>Melissa Berg</td>
</tr>
<tr>
<td>Date of Last Review:</td>
<td>06-25-2019</td>
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</table>
AGENDA REQUEST FORM

Date of Meeting: July 2, 2019

☐ County Board
☐ Consent Agenda
☒ Regular Agenda

☐ Personnel Committee
☐ Other

Department: Administration

Background Information on Item:

On June 18, 2019, the county board held a closed meeting to evaluate the performance of the county administrator as allowed by Minnesota Statutes 13D.05. The statute requires that “At its next open meeting, the public body shall summarize its conclusions regarding the evaluation.”

The following is a proposed summary:

Commissioners evaluated the performance of Administrator Minke in the following areas:

- County Board Relationship
- Staff Leadership
- External Relationships
- Professional Development
- Accomplishments, Priority Projects/Initiatives

Commissioners concluded that Administrator Minke exceeded expectations in these areas.

Action Requested
Approve summary of the conclusions of the June 18, 2019 performance evaluation.