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, March 20, 2018, 10:00 a.m.
Pine County History Museum
6333 H C Andersen Alle, Askov, 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 March 6, 2018 county board meeting and Summary for publication.
F) Minutes of Boards, Reports and Correspondence.
   Department of Human Services correspondence — February 23, 2018
   Pine County HRA Senior Housing minutes — January 24, 2018
G) Approve Consent Items.

CONSENT AGENDA

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

1. **Review February, 2018 Cash Balance (attached)**

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<th>February 28, 2017</th>
<th>February 28, 2018</th>
<th>Increase(Decrease)</th>
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<td>8,058,515</td>
<td>11,676,603</td>
<td>3,618,088</td>
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</table>
2. **Application for Repurchase**
   Consider approval of application for repurchase for Matthew Dennis, parcel 05.0262.002.

3. **Application for Exempt Permit**
   Consider approval of application for Exempt Permit from Mission Creek Duck Unlimited to conduct Minnesota lawful gambling on April 15, 2018 at Wings North Hunt Club, 19379 Homestead Road, Pine City, MN.

4. **2018 State Boat and Water Safety Grant**

5. **Training**
   A. Consider approval for Probation Director Terry Fawcett to present at the University of Wisconsin-Platteville’s Biannual Restorative Justice Conference, April 24, 2018 in Platteville. The conference costs are reimbursed up to $400 for expenses including lodging and mileage.
   B. Consider approval for Career Agent Sherry Johnson to attend the 2018 Janet Reno Forum at Georgetown University, May 21, 2018 in Washington D.C. Registration: $50; Lodging: $478/2 nights; Airfare: $400. Total cost: $1,030. Funds are available in the 2018 Probation budget.

   Consider approval of Resolution 2018-13 supporting East Central Regional Development Commission establishing regional transportation coordinating councils.

**REGULAR AGENDA**

1. **Facilities Committee Report**
   The Facilities Committee met March 7, 2018 (Minutes attached) and made the following recommendation:
   Approve the Proposal for Builders Risk Insurance from Zurich at an estimated amount of $5,632 and delegate to the County Administrator authority to sign the policy. The premium of the final policy may vary depending on the actual construction bids.

   Other items are informational only.

2. **Personnel Committee Report**
   The Personnel Committee met March 13, 2018 (Minutes attached) and made the following recommendations:
   **Health & Human Services**
   A. Acknowledge the resignation of full-time Child Support Officer Kellie Gillespie, effective March 6, 2018 and approve backfill of this position and any subsequent vacancies.
   B. Acknowledge the resignation of full-time Public Health Nurse Gretchen Erickson, effective March 2, 2018 and approve backfill of this position and any subsequent vacancies.
   **Public Works**
   A. Acknowledge the resignation of full-time Highway Maintenance employee James Long, effective February 9, 2018 and approve backfill of this position and any subsequent vacancies.
   **Auditor / Treasurer**
   A. Approve the updated Chief Deputy Auditor / Treasurer job description as presented, with the addition of election and customer service responsibilities.
   **Administration**
   A. Approve the new Auditor / Treasurer (Appointed) position as a grade 18. 2018 salary range $79,477-$103,355.

   Other items are informational only.
3. **Final Payment Contract #1701**  
   Consider approval of final payment in the amount $18,444.15 to MPJ Enterprises, LLC.

4. **Commissioner Updates**  
   Soil & Water Conservation District  
   Lakes and Pine Community Action  
   East Central Solid Waste Commission  
   East Central Regional Library  
   Pine County Chemical Health Coalition  
   Courthouse Security Committee  
   Township Annual Meetings  
   Other

5. **Upcoming Meetings (Subject to Change)**  
   a. **Arrowhead Counties Association Meeting**, Wednesday March 21, 6:00 p.m., Hampton Inn, Duluth, Minnesota.  
   b. **Arrowhead Transit meeting**, Thursday, March 22, 2018, 9:00 a.m., Board Room, Courthouse, Pine City, Minnesota.  
   c. **Northeast Emergency Communications Board**, Thursday, March 22, 2018, 10:00 a.m., ITV/Commissioners Conference Room, Courthouse, Pine City, Minnesota.  
   d. **Pine City Mill Site Redevelopment meeting**, Thursday, March 22, 2018, 2:00 p.m., South Pine Government Center, Pine City, Minnesota.  
   e. **Pine County Township Officers Association**, Saturday March 24, 9 a.m. Hinckley American Legion.  
   f. **Snake River Watershed Board**, Monday, March 26, 2018, 9:00 a.m., Kanabec County Courthouse, 18 North Vine, Rooms 3 & 4, Mora, Minnesota.  
   g. **NLX**, Wednesday, March 28, 2018, 10:00 a.m., Board Room, Courthouse, Pine City, Minnesota.  
   h. **Central MN EMS**, Friday, March 30, 2018, 10:00 a.m. Stearns County Service Center, Waite Park, Minnesota.  
   i. **East Central Schools Government Day at the Courthouse**, Tuesday, April 3, 2018, 9:00 a.m. - 2:30 p.m., Board Room, Courthouse, Pine City, Minnesota.  
   j. **Pine County Board Meeting**, Tuesday, April 3, 2018, 10:00 a.m., Board Room, Courthouse, Pine City, Minnesota.

6. **Joint Meeting with the Soil and Water Conservation Board (estimate 11:00 a.m. start)**  
   Discussion of administration of the Wetland Conservation Act. The county currently delegates the authority to the SWCD.

7. **Other**

8. **Adjourn**
Chair Hallan called the meeting to order at 10:00 a.m. Commissioners Josh Mohr, Steve Chaffee, and Matt Ludwig were present. Also present were County Administrator David Minke and County Attorney Reese Frederickson. Commissioner John Mikrot Jr. was absent (excused).

The Pledge of Allegiance was said.

Chair Hallan called for public comment. Arlone township resident Terry Croup stated his opposition to countywide zoning, and parks and trails.

Chair Hallan requested the following revisions to the Agenda:
1. **Addition: Regular Agenda Item #7A**
   - Opportunity Zones Discussion
     - Consider ranking of the census tracts for the Opportunity Zone Application.
     - Consider letter to support the Opportunity Zone Application submitted by Mille Lacs Corporate Ventures on behalf of the Mille Lacs Band of Ojibwe
2. **Correction: Regular Agenda Item #1**
   - Remove and Replace Ordinance 2018-06 (correction of signature block of Board Chair)

Commissioner Ludwig moved to adopt the amended Agenda. Second by Commissioner Chaffee. Motion carried 4-0.

Commissioner Ludwig moved to approve the Minutes of the February 20, 2018 county board meeting and Summary for publication. Second by Commissioner Mohr. Motion carried 4-0.

Minutes of Boards, Reports and Correspondence
- Pine County Chemical Health Coalition Minutes – February 12, 2018
- Pine County Land Surveyor Monthly Report – February 2018
- East Central Regional Library Board Minutes – January 8, 2018
- East Central Regional Library Correspondence – February 12, 2018
- Department of Natural Resources Correspondence – Boundary Change at St. Croix State Park

Commissioner Chaffee moved to acknowledge the Minutes of Boards, Reports and Correspondence. Second by Commissioner Mohr. Motion carried 4-0.

Commissioner Mohr moved to approve the Consent Agenda. Second by Commissioner Ludwig. Motion carried 4-0.

**CONSENT AGENDA**

1. **February 2018 Disbursements**
2. **Application for Abatement**  
   Approve application for abatement for RCS Properties of Finlayson LLC, 2220 State Hwy. 18, Finlayson, PID 38.5007.000, pay 2017.

3. **Approval of Tobacco License**  
   Approve new 2018 tobacco license for Walmart Inc. due to name change.

4. **Additional 2018 Waste Hauler Licenses**  
   Approve waste hauler licenses for Donna Tourville, PHASE, and Terry’s Disposal. Authorize Board Chair to sign.

5. **Donation**  
   Approve a $1,000 donation from the New Horizon Thrift Store, Pine City and designate to the Pine County Sheriff’s Office K-9 program.

6. **Jail Transportation Management System**  
   Approve the Criminal Justice Systems Agreement (between Dakota County / Criminal Justice Network) and the Pine County Sheriff’s Office; and approve the Transport Mutual Aid Agreement. Authorize Board Chair and Administrator to sign. Estimated annual maintenance fee of $600.

7. **Personnel (Completion of Probationary Status)**  
   Approve regular employment status to Social Worker Martine Root, effective March 7, 2018.

8. **Training**  
   A. Approve Property Appraiser Molly Benoit to attend Basic Income Approach, August 13-17, 2018 and Income Approach to Valuation, August 27-31, 2018, both in Chanhassen. The cost of the Basic Income Approach course is $380 and the cost of the Income Approach to Valuation course is $480. Hotel accommodations for both courses at a rate of $109 per night (plus taxes) (5 nights for each course), and up to $75 in meal reimbursement expenses per course (dinner only, breakfast and lunch is included with the registration). A county vehicle will be used - no mileage will be incurred. Total cost for both courses is $2,100.
   B. Approve Probation Director Terry Fawcett to attend the 2018 International Conference on Restorative Practices, August 9-11, 2018 in St. Paul. Probation Director and County Attorney Reese Frederickson will be presenting at this conference. Conference fee: $335 for non-members, early registration; hotel: $135 per night (x2). Total cost: $605. County car will be used for travel.

**REGULAR AGENDA**

1. **Subdivision Ordinance Public Hearing**--to commence at 10:00 a.m. or as soon thereafter as practicable  
   Land Services Director Kelly Schroeder stated the Pine County Zoning Board recommended an amendment to the Pine County Subdivision and Platting Ordinance to remove lot line adjustments from the minor subdivision process.
The purpose of the amendment was discussed. Schroeder commented most lot line adjustments are between adjoining property owners to clean up encroachments and improper legal descriptions and do not create new parcels.

Chair Hallan opened the public hearing at 10:08 a.m. There being no public comment, Chair Hallan closed the public hearing at 10:09 a.m.

**Motion** by Commissioner Ludwig to adopt Ordinance 2018-06 amending the Pine County Subdivision and Platting Ordinance. Second by Commissioner Mohr. Motion carried 4-0.

**ORDINANCE 2018-06**
**AMENDING THE**
**PINE COUNTY SUBDIVISION AND PLATTING ORDINANCE**

The County Board of Pine County, Minnesota ordains that the Pine County Subdivision and Platting Ordinance shall be amended as follows:

Section 3.01 of the ordinance shall read:

**3.01 Exempt Subdivisions of Land**
The following subdivisions of land shall be exempt from the application of this Ordinance and may be recorded without Zoning Board review or approval:

A. A subdivision of land that does not result in a remaining parcel of less than forty (40) acres in size or a subdivision which results in a parcel less than forty (40) acres when such parcel is part of the government survey and equals a quarter-quarter section.

B. A subdivision of land by will, court order, or decree.

C. Government lots as designated by the original government survey.

D. The transfer of an easement interest in real estate.

E. A lot line adjustment as described in section 4.05 of this ordinance.

Section 4.01 (D) of the ordinance shall be removed in its entirety. Item E shall subsequently be renamed Item D.

Section 4.05 shall be added as follows:

**4.05 Lot Line Adjustments**
Lot line adjustments between adjacent properties shall not require a certificate of minor subdivision issued by the Department, nor shall be required to submit application to the County, provided one of the following conditions are met:

A. After enactment of the transfer, each affected parcel meets Township, City, and County minimum lot standards and road frontage.

B. Property transfer involving one or more nonconforming parcels results in reduced nonconformity.
C. Transfer is necessary to correct improper placement of site improvements. Transfers that will result in increased nonconformity must be minimum necessary for transfer of site improvement(s).

Passed and approved this 6th day of March, 2018 by the Pine County Board of Commissioners.

2. **Technology Committee**  
Commissioner Hallan stated the Technology Committee met February 27, 2018. Discussion of jail software and hardware upgrades, county document and email retention, project updates, SSIS migration for Health & Human Services, iRecord completion, remote offsite commissioner/open meeting attendance, and vitals software replacement in the recorder’s department were discussed.

3. **Health & Human Services Advisory Committee**  
Commissioner Chaffee stated the Health & Human Services Advisory Committee met February 27, 2018. Out-of-home placements, VISTA position obtained through the Initiative Foundation (one year, full-time position), and plans for Infant and Early Childhood Home Visiting (MIECHV) third party funds, to include the hiring of an additional supervisor, were discussed.

4. **Midwest Medical Examiner’s Office Annual Report**  
Medical Examiner Dr. A. Quinn Strobl presented the 2017 Medical Examiner’s Annual Report.

5. **2017 Juvenile Placement Report**  
Probation Director Terry Fawcett provided information regarding court-ordered juvenile placements in Pine County. Fawcett provided information regarding costs, budget busters, placements used, and trends.

6. **Environmental Assistance Grant**  
Land Services Director Kelly Schroeder stated an Environmental Assistance Grant is available through the Minnesota Pollution Control Agency (MPCA), which grant could provide funding for up to 75% of the cost of the implementation of a transfer station project in the Willow River area. **Motion** by Commissioner Ludwig to approve Resolution 2018-11 committing to implementing the transfer station project and Resolution 2018-12 committing to the 25% match funds. Second by Commissioner Chaffee. Motion carried 4-0.

7. **Health Insurance Policy Discussion**  
A health insurance policy change relating to insurance coverage for married couples who are both employees of Pine County and are considering retirement was discussed. Additional information has been requested from Justin Kroeger of Flexible Benefits Consulting.

7A. **Opportunity Zones**  
County Administrator David Minke explained that Opportunity Zones is a new community development program established by congress in the Tax Cut and Jobs Act of 2017. Census tracts are used to identify areas that meet the criteria of the program. The county is to rank and submit its top three priority tracts to the governor’s office prior to March 8, 2018. As the Mille Lacs Band of Ojibwe had identified the Hinckley tract as their top priority, the board discussed prioritizing the Pine City and Sandstone tracts. After discussion, the Sandstone tract was chosen.
as the top priority by a coin toss, with the city of Pine City ranked second, and the city of Hinckley, third.

**Motion** by Commissioner Chaffee to rank the priority of the census tracts for the Opportunity Zone application as: Sandstone/950400 first, Pine City/950700 second, and Hinckley/950500 third. Second by Commissioner Ludwig. Motion carried 4-0.

**Motion** by Commissioner Chaffee to approve the letter of support for Opportunity Zone Application submitted by Mille Lacs Corporate Ventures on behalf of the Mille Lacs Band of Ojibwe designating the Hinckley area as their area of priority for the application process. Second by Commissioner Mohr. Motion carried 4-0.

### 8. Commissioner Updates

**Meeting with Senator Smith’s Office:** Commissioner Ludwig stated the meeting was with Senator Smith’s field staff. The purpose of the meeting was a meet and greet. Topics of discussion were support of broadband, DACA, farm bill discussion, and background checks for the purchasing of firearms.

**Pine County Zoning Board:** Commissioner Ludwig stated countywide zoning and blight was discussed.

**State Community Health Services Advisory Committee (SCHSAC):** Kathy Filbert, Community Health Services Administrator, gave an overview of the SCHSAC meeting including presentations, introduction of the new commissioner of health, and discussion of the influenza outbreak.

**Snake River Watershed:** Commissioner Mohr stated the Cross Lake project was completed last fall, a tour will be upcoming. A second phase of this project (across the road) will commence this year. Discussion of the application for 1W1P was discussed.

**Initial Audit Conference:** Chair Hallan commented the 2017 audit field work has begun and the completed audit will be available in August.

**AMC Legislative Conference:** Chair Hallan stated AMC scheduled with legislators during the conference – great job. While at the capital Hallan testified to the House Property Tax And Local Government Finance Committee on HF 2406, a bill related to tax sharing agreement, increasing the county’s share from 10% to 20%.

**NLX:** Commissioner Ludwig stated NLX received the Finding of No Significant Impact (FONSI) letter, which was approved upon its first submission.

**Law Library meeting:** Commissioner Mohr stated replacement of missing material and possible installation of a surveillance camera was discussed. Also, the Law Library budget was approved ($1,000 increase from last year’s budget).

**Other:** Chair Hallan stated he has received concerns from citizens who have received flat tires with rocks stuck in the threads of their tires after driving gravel roads. Hallan stated the county engineer has indicated there has been no change in the material used.

### 9. Upcoming Meetings

Upcoming meetings were reviewed.

**Addition to Calendar:** Township Officer’s Meeting, Saturday, March 24, 2018, 9:00 a.m., American Legion Hall, 306 Lawler Avenue, Hinckley.
10. **Adjourn**

With no further business, Chair Hallan adjourned the meeting at 12:07 p.m. The next regular meeting of the county board is scheduled for March 20, 2018 at 10:00 a.m. at the Pine County History Museum, 6333 H C Andersen Alle, Askov, Minnesota.

_______________________________  ________________________
Stephen M. Hallan, Chair        David J. Minke, Administrator
Board of Commissioners            Clerk to County Board of Commissioners
Chair Hallan called the meeting to order at 10:00 a.m. Commissioners Josh Mohr, Steve Chaffee, and Matt Ludwig were present. Also present were County Administrator David Minke and County Attorney Reese Frederickson. Commissioner John Mikrot Jr. was absent (excused).

The Pledge of Allegiance was said.

Chair Hallan called for public comment. Arlone township resident Terry Croup stated his opposition to countywide zoning and parks and trails.

Commissioner Ludwig moved to adopt the amended Agenda. Second by Commissioner Chaffee. Motion carried 4-0.

Commissioner Ludwig moved to approve the Minutes of the February 20, 2018 county board meeting and Summary for publication. Second by Commissioner Mohr. Motion carried 4-0.

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  Pine County Land Surveyor Monthly Report – February 2018
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  Department of Natural Resources Correspondence – Boundary Change at St. Croix State Park
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Commissioner Mohr moved to approve the Consent Agenda. Second by Commissioner Ludwig. Motion carried 4-0.

  Approve application for abatement for RCS Properties of Finlayson LLC, 2220 State Hwy. 18, Finlayson.
  Approve new 2018 tobacco license for Walmart Inc. due to name change.
  Approve waste hauler licenses for Donna Tourville, PHASE, and Terry’s Disposal.
  Approve a $1,000 donation from the New Horizon Thrift Store, Pine City and designate to the Pine County Sheriff’s Office K-9 program.
Approve the Criminal Justice Systems Agreement with Dakota County and the Transport Mutual Aid Agreement. Estimated annual maintenance fee of $600.

Approve regular employment status to Social Worker Martine Root, effective March 7, 2018.

Approve Property Appraiser Molly Benoit to attend Basic Income Approach, August 13-17, 2018 and Income Approach to Valuation, August 27-31, 2018. Total cost for both courses is $2,100.

Approve Probation Director Terry Fawcett to attend the 2018 International Conference on Restorative Practices. Total cost: $605.

**Subdivision Ordinance Public Hearing--to commence at 10:00 a.m. or as soon thereafter as practicable**

Land Services Director Kelly Schroeder stated the Pine County Zoning Board recommended an amendment to the Pine County Subdivision and Platting Ordinance to remove lot line adjustments from the minor subdivision process.

Chair Hallan opened the public hearing at 10:08 a.m. There being no public comment, Chair Hallan closed the public hearing at 10:09 a.m.

**Motion** by Commissioner Ludwig to adopt Ordinance 2018-06 amending the Pine County Subdivision and Platting Ordinance. Second by Commissioner Mohr. Motion carried 4-0.

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D. The transfer of an easement interest in real estate.

E. A lot line adjustment as described in section 4.05 of this ordinance.
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Motion by Commissioner Ludwig to approve Resolution 2018-11 committing to implementing the transfer station project and Resolution 2018-12 committing to the 25% match funds. Second by Commissioner Chaffee. Motion carried 4-0.

Motion by Commissioner Chaffee to rank the priority of the census tracts for the Opportunity Zone application as: Sandstone/950400 first, Pine City/950700 second, and Hinckley/950500 third. Second by Commissioner Ludwig. Motion carried 4-0.

Motion by Commissioner Chaffee to approve the letter of support for Opportunity Zone Application submitted by Mille Lacs Corporate Ventures on behalf of the Mille Lacs Band of Ojibwe. Second by Commissioner Mohr. Motion carried 4-0.

With no further business, Chair Hallan adjourned the meeting at 12:07 p.m. The next regular meeting of the county board is scheduled for March 20, 2018 at 10:00 a.m. at the Pine County History Museum, 6333 H C Andersen Alle, Askov, Minnesota.

_______________________________
Stephen M. Hallan, 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). Copies may also be requested from the administrator’s office.
February 23, 2018

Mr. Steve Hallan
Chair, Pine County Board of Commissioners
315 Main Street South, Suite 200
Pine City, MN 55063

Re: Calendar year 2017 financial reporting

Dear Commissioner Hallan:

It is my pleasure to commend you and your staff for perfect performance in meeting the Department of Human Services (DHS) financial reporting requirements for calendar year 2017. All key quarterly fiscal reports for programs your county participates in were submitted to our Financial Operations Division on or before the report deadlines and in perfect order. This effort required submission of 32 major reports covering the four calendar quarters of 2017. These reports are:

- Local Collaborative Time Study (LCTS)*
- MFIP Consolidated Fund
- Client Statistics
- SEAGR
- Income Maintenance Expense
- Social Service Fund
- Title IV-E
- BRASS-Based Grant Fiscal Report

*If your county participates in a “local collaborative,” submission of this report may require the collection of multiple local partner reports for consolidated submission to DHS.

I know this accomplishment requires planning, an efficient operation, and teamwork within your county Human Services Department. The result is timely revenue for your county and compliance with federal reporting for us at the State. Please congratulate your management and staff on this superb effort.

Sincerely,

Emily Piper
Commissioner

Cc: Rebecca Foss, Pine County Director
MONTHLY BOARD OF DIRECTORS MEETING PINE COUNTY HOUSING AND REDEVELOPMENT AUTHORITY.

The regular meeting of the Pine County HRA Senior Housing Board of Directors was held on January 24, 2018, at the Sandstone Manor. Commissioners of the HRA present were Board Chair Dorothy Stockamp, Jan Oak, Cherri Drilling, Greg Kvasnicka and Management Agents, Tammy Gehrke, Caretaker Richard Soens, Tenant Kathy Soens, Special Guest Eric Bratvold.

1. The meeting was called to order at 1:00 p.m. by Board Chair D. Stockamp and the Pledge of Allegiance was said.

2. The HRA Board minutes from the Monthly Meeting conducted December 27, 2017 were reviewed by the Board members. A motion was made by C. Drilling and seconded by J. Oak to accept the minutes. Motion carried: Yeas 4, Nays 0

3. The Management Agent Report and the monthly financial statements and investment report were presented by T. Gehrke. A motion was made by D. Stockamp and seconded by G. Kvasnicka to approve the financial statements and the investment report. Motion carried: Yeas 4, Nays 0

4. Eric Bratvold presented investment options, updated industry standard forms and reviewed current practices.

5. Vacancies, heating issues, staff training, extermination problems and future capital needs were discussed.

6. A motion was made by D. Stockamp and was seconded by J. Oak to adjourn the meeting at 2:18 p.m. Motion carried: Yeas 4, Nays 0

Dorothy Stockamp
HRA Board Chair

Tammy Gehrke
Management Agent
AGENDA REQUEST FORM

Date of Meeting: March 20, 2018

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

☐ Personnel Committee
☐ Other

Agenda Item: February, 2018 Cash Balance

Department: Auditor-Treasurer

Action Requested:

Financial Impact:
## Pine County

### TREASURER'S CASH TRIAL BALANCE

As of 02/2018

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<td>407,117.56</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disbursements</td>
<td>20,732.69</td>
<td>68,879.49</td>
<td></td>
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<tr>
<td>SSIS</td>
<td>210,064.34</td>
<td>441,596.78</td>
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<td></td>
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<tr>
<td>Payroll</td>
<td>212,630.01</td>
<td>434,574.20</td>
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<tr>
<td>Journal Entries</td>
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<td>44,125.83</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Dept Total</strong></td>
<td>174,198.76</td>
<td>493,807.08</td>
<td>2,471,283.59</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12 Health &amp; Human Services 440</th>
<th>Childrens Collaborative (H&amp;Hs)</th>
<th>0.00</th>
<th></th>
<th>0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dept Total</strong></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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</table>

<table>
<thead>
<tr>
<th>12 Health &amp; Human Services 481</th>
<th>Nursing-Community Health (H&amp;Hs)</th>
<th>872,479.30</th>
<th></th>
<th>264,955.28</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipts</td>
<td>165,788.44</td>
<td>264,955.28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disbursements</td>
<td>13,769.91</td>
<td>66,886.92</td>
<td></td>
<td></td>
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<tr>
<td>Payroll</td>
<td>106,545.32</td>
<td>213,668.16</td>
<td></td>
<td></td>
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<tr>
<td>Journal Entries</td>
<td>200.00</td>
<td>6,289.27</td>
<td></td>
<td></td>
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</tbody>
</table>

Copyright 2010-2017 Integrated Financial Systems
## TREASURER'S CASH TRIAL BALANCE

As of 02/2018 Page 3

<table>
<thead>
<tr>
<th>Fund</th>
<th>Beginning Balance</th>
<th>This Month</th>
<th>YTD</th>
<th>Current Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dept Total</strong></td>
<td>45,673.21</td>
<td>9,310.53-</td>
<td>863,168.77</td>
<td></td>
</tr>
<tr>
<td><strong>Fund Total</strong></td>
<td>1,234,411.49</td>
<td>240,475.07-</td>
<td>784,812.44-</td>
<td>449,599.05</td>
</tr>
</tbody>
</table>

### Road & Bridge Fund

<table>
<thead>
<tr>
<th>Receipts</th>
<th>290,771.87</th>
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</thead>
<tbody>
<tr>
<td>Disbursements</td>
<td>3,359,947.14</td>
<td>144,498.61-</td>
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<tr>
<td>Payroll</td>
<td>17,097.32</td>
<td>197,225.94-</td>
</tr>
<tr>
<td>Journal Entries</td>
<td>1,637.00-</td>
<td>1,637.00-</td>
</tr>
<tr>
<td><strong>Fund Total</strong></td>
<td>3,016,585.59</td>
<td>3,296,134.01</td>
</tr>
</tbody>
</table>

### Ditch Maintenance (Sr) Fund

| Fund Total        | 0.00           | 0.00         | 17,097.32   |

### County-Wide Rehab (Sr) Fund

| Fund Total        | 0.00           | 0.00         | 0.00        |

### Land Management Fund

<table>
<thead>
<tr>
<th>Receipts</th>
<th>1,968,100.93</th>
<th>27,567.87-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disbursements</td>
<td>4,989.48-</td>
<td>4,989.48-</td>
</tr>
<tr>
<td>Payroll</td>
<td>27,052.71-</td>
<td>27,052.71-</td>
</tr>
<tr>
<td><strong>Fund Total</strong></td>
<td>13,525.68</td>
<td>219,674.96</td>
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### SSTS Upgrades

<table>
<thead>
<tr>
<th>Receipts</th>
<th>1,506.90</th>
<th>28,762.00-</th>
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</thead>
<tbody>
<tr>
<td>Disbursements</td>
<td>17,275.00-</td>
<td>17,275.00-</td>
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<tr>
<td><strong>Fund Total</strong></td>
<td>11,487.00</td>
<td>446.00</td>
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</table>

Copyright 2010-2017 Integrated Financial Systems
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<thead>
<tr>
<th>Fund</th>
<th>Description</th>
<th>Beginning Balance</th>
<th>This Month</th>
<th>YTD</th>
<th>Current Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>29</td>
<td>Children's Collab (H&amp;Hs) Agency Fund</td>
<td>107,377.73</td>
<td>32,064.00</td>
<td>32,064.00</td>
<td>118,552.08</td>
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<tr>
<td></td>
<td>Receipts</td>
<td>0.00</td>
<td>20,987.53-</td>
<td>20,987.53-</td>
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<td></td>
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<td>77.88</td>
<td>77.88</td>
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<td>Dept Total</td>
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<td>11,174.35</td>
<td>11,174.35</td>
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<tr>
<td></td>
<td>Fund Total</td>
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<td>32,077.65</td>
<td>11,174.35</td>
<td>118,552.08</td>
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<tr>
<td>37</td>
<td>County Railroad Authority</td>
<td>5,250.06</td>
<td>0.00</td>
<td>0.00</td>
<td>5,250.06</td>
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<td>38</td>
<td>Building Fund</td>
<td>90,348.15</td>
<td>0.00</td>
<td>49,584.72-</td>
<td>42,198.59</td>
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<td>Disbursements</td>
<td>0.00</td>
<td>49,584.72-</td>
<td>49,584.72-</td>
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<td>Journal Entries</td>
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<td>1,435.16</td>
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<td>Fund Total</td>
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<td>48,149.56-</td>
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<td>39</td>
<td>2015A G.O. Jail Bonds</td>
<td>1,197,717.44</td>
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<td>899,250.00-</td>
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<tr>
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<td>0.00</td>
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<td>875,826.92-</td>
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<td>Journal Entries</td>
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<td>23,423.08</td>
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<td></td>
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<td>321,890.52</td>
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<tr>
<td>40</td>
<td>2012 G.O. Courthouse Bonds</td>
<td>1,042,955.57</td>
<td>0.00</td>
<td>783,100.00-</td>
<td>279,783.39</td>
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<td></td>
<td>Disbursements</td>
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<td>763,172.18-</td>
<td>763,172.18-</td>
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<td></td>
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<td>Fund Total</td>
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<td>279,783.39</td>
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<tr>
<td>41</td>
<td>2017A G.O. CIP Bonds</td>
<td>183,113.45-</td>
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<td></td>
<td></td>
</tr>
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</table>
### Pine County

**TREASURER'S CASH TRIAL BALANCE**

As of 02/2018

<table>
<thead>
<tr>
<th>Fund</th>
<th>Beginning Balance</th>
<th>This Month</th>
<th>YTD</th>
<th>Current Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>43</strong> Equipment Fund</td>
<td>11,298.47</td>
<td>85,616.74</td>
<td></td>
<td>268,730.19</td>
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<tr>
<td><strong>76</strong> Group Health Ins Fund 5/1/95 (Gen)</td>
<td>697,832.95</td>
<td></td>
<td>638,250.03</td>
<td></td>
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<tr>
<td><strong>80</strong> County Collections Agency Fund</td>
<td>41,923.98</td>
<td>533,753.14</td>
<td></td>
<td>534,105.29</td>
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<tr>
<td><strong>82</strong> Taxes And Penalties Agency Fund</td>
<td>1,450,956.01</td>
<td>853,313.05</td>
<td></td>
<td>1,476,002.31</td>
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<tr>
<td><strong>84</strong> East Central Drug Task Force Agency Fund</td>
<td>118,978.54</td>
<td>25,632.48</td>
<td>25,632.48</td>
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</table>

Copyright 2010-2017 Integrated Financial Systems
<table>
<thead>
<tr>
<th>Fund</th>
<th>Beginning Balance</th>
<th>This Month</th>
<th>YTD</th>
<th>Current Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>H &amp; Hs Collections Agency Fund</td>
<td>36,359.25</td>
<td>26,622.66</td>
<td>1,366.80</td>
<td>61,615.11</td>
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<tr>
<td>Non-Departmental</td>
<td>6,258.79</td>
<td>25,255.86</td>
<td>61,615.11</td>
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<tr>
<td>All Funds</td>
<td>12,318,200.03</td>
<td>8,216,507.94</td>
<td>1,167,603.26</td>
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</tr>
</tbody>
</table>
## TREASURER'S CASH TRIAL BALANCE COMPARISON

<table>
<thead>
<tr>
<th>FUND</th>
<th>February 28, 2017 BALANCE</th>
<th>February 28, 2018 BALANCE</th>
<th>DIFFERENCE</th>
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</thead>
<tbody>
<tr>
<td>1 - GENERAL</td>
<td>3,088,090.29</td>
<td>3,318,663.76</td>
<td>230,573.47</td>
</tr>
<tr>
<td>12 - H&amp;HS</td>
<td>554,102.32</td>
<td>629,766.24</td>
<td>75,663.92</td>
</tr>
<tr>
<td>13 - ROAD &amp; BRIDGE</td>
<td>1,317,827.04</td>
<td>3,586,905.88</td>
<td>2,269,078.84</td>
</tr>
<tr>
<td>22 - LAND</td>
<td>2,097,214.71</td>
<td>2,187,775.89</td>
<td>90,561.18</td>
</tr>
<tr>
<td><strong>TOTAL (incl non-major funds)</strong></td>
<td><strong>$8,058,515.17</strong></td>
<td><strong>$11,676,603.26</strong></td>
<td><strong>3,618,088.09</strong></td>
</tr>
</tbody>
</table>
AGENDA REQUEST FORM

Date of Meeting: March 20, 2018

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

Agenda Item: Application for Repurchase

Department: Auditor-Treasurer

Action Requested:
Approve Resolution

Financial Impact:
None
RESOLUTION

WHEREAS, Matthew Dennis, the former owner, has made and filed an application with the County Auditor for the repurchase of the hereinafter described parcel of tax forfeited land, in accordance with the provisions of Minnesota Statutes 1945, Section 282.241, as amended, which land is situated in the County of Pine, Minnesota, and described as follows, to-wit:

West Half of the Northwest Quarter of the Northwest Quarter (W1/2 of NW1/4 of NW1/4) Section Thirty-two (32), Township Forty-four (44), Range Twenty-one (21) less the S1/2 of W1/2 of NW1/4 of NW1/4 Section Thirty-two (32), Township Forty-four (44), Range Twenty-one (21) Parcel 05.0262.002

and WHEREAS, said applicant has submitted the required application for repurchase to the Pine County Auditor:

and

and WHEREAS, this Board is of the opinion that said application should be granted for such reasons,

NOW THEREFORE BE IT RESOLVED, that the application of Matthew Dennis, for the repurchase of the above described parcel of tax forfeited land be and the same is hereby granted and the County Auditor is hereby authorized and directed to permit such repurchase according to the provisions of Minnesota Statutes 1945, Section 282.241, as amended.

Dated at Askov, Minnesota, this 20th day in March 2018.

Attest: Chairman, Board of County Commissioners
Pine County, Minnesota

County Auditor
AGENDA REQUEST FORM

Date of Meeting: March 20, 2018

☑ County Board
☐ Consent Agenda
☐ Regular Agenda

☐ Personnel Committee
☐ Other ___________

Agenda Item: Application for Exempt Permit

Department: Auditor-Treasurer

Background information on Item:
Application for Exempt Permit from Mission Creek Ducks Unlimited to conduct Minnesota lawful gambling on April 15, 2018 at Wings North Hunt Club, 19379 Homestead Rd, Pine City, MN (Pokegama Twp).

Action Requested:

Financial Impact:
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>Mission Creek DU</th>
<th>Previous Gambling Permit Number:</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minnesota Tax ID Number, if any:</td>
<td></td>
<td>Federal Employer ID Number (FEIN), if any:</td>
<td>62-4566614</td>
</tr>
<tr>
<td>Mailing Address:</td>
<td>1741 Terrace Drive, Shoreview, MN 55126</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City or Township:</td>
<td>Shoreview</td>
<td>State: MN</td>
<td></td>
</tr>
<tr>
<td>Zip:</td>
<td>55126</td>
<td>County: Ramsey</td>
<td></td>
</tr>
<tr>
<td>Name of Chief Executive Officer (CEO):</td>
<td>Ross McGough</td>
<td>Email:</td>
<td><a href="mailto:ross@datastreet.com">ross@datastreet.com</a></td>
</tr>
<tr>
<td>Daytime Phone:</td>
<td>320-309-4144</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### NONPROFIT STATUS

**Type of Nonprofit Organization (check one):**
- [ ] Fraternal
- [ ] Religious
- [ ] Veterans
- [x] Other Nonprofit Organization

**Attach a copy of one of the following showing proof of nonprofit status:**

- [x] A current calendar year Certificate of Good Standing
  - 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

- [x] 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.

- [x] IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
  - If your organization falls under a parent organization, attach copies of both 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): | Wings North Hunt Club |
| Address (do not use P.O. box): | 19379 Homestead Rd. |
| City or Township: | Pine City | Zip: 55063 | County: Pine |
| Date(s) of activity (for raffles, indicate the date of the drawing): | 4-15-14 |

**Check each type of gambling activity that your organization will conduct:**
- [ ] Bingo*
- [ ] Paddlewheels*
- [ ] Pull-Tabs*
- [ ] Tipboards*
- [x] Raffle (total value of raffle prizes awarded for the calendar year: $___________)

* Gambling equipment for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on Distributors under LIST OF LICENSEES, or call 651-539-1900.
**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT** (required before submitting application to the Minnesota Gambling Control Board)

<table>
<thead>
<tr>
<th>CITY APPROVAL for a gambling premises located within city limits</th>
<th>COUNTY APPROVAL for a gambling premises located in a township</th>
</tr>
</thead>
<tbody>
<tr>
<td>The application is acknowledged with no waiting period.</td>
<td>The application is acknowledged with no waiting period.</td>
</tr>
<tr>
<td>The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</td>
<td>The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</td>
</tr>
<tr>
<td>The application is denied.</td>
<td>The application is denied.</td>
</tr>
</tbody>
</table>

Print City Name: ___________________________
Signature of City Personnel: ___________________________
Title: ___________________________ Date: ____________

Print County Name: ___________________________
Signature of County Personnel: ___________________________
Title: ___________________________ Date: ____________

**TOWNSHIP (if required by the county)**
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: ___________________________
Signature of Township Officer: ___________________________
Title: ___________________________ Date: ____________

**CHIEF EXECUTIVE OFFICER’S SIGNATURE** (required)
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: ____________
Print Name: ___________________________
(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**
Mall 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: 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.
AGENDA REQUEST FORM

Date of Meeting: March 20th, 2018

☑ County Board
☐ Consent Agenda
☐ Regular Agenda

☐ Personel Committee
☐ Other

5 mins ☑ 10 mins ☐ 15 mins ☐ Other ☐

Agenda Item: 2018 State Boat and Water Safety Grant

Department: Pine County Sheriff's Office

Background information on Item:

The State Boat and Water Safety Grant will be used for enforcement hours and annual maintenance.

The grant period is for January 1, 2018 - June 30, 2019.

Action Requested:

The Pine County Sheriff's Office respectfully asks for the approval and signing of the 2018-19 State Boat and Water Safety Grant.

Financial Impact:

The grant amount is $7,525 and does not require matching funds.
ENCUMBRANCE WORKSHEET

Contract #: 138039
PO#: 3000127777

State Accounting Information:

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<tr>
<th>Dept. ID</th>
<th>PC Bus. Unit</th>
<th>Fiscal Year</th>
<th>Source Type</th>
<th>Vendor Number</th>
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<tbody>
<tr>
<td>R29</td>
<td>R2901</td>
<td>2018</td>
<td>State</td>
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<table>
<thead>
<tr>
<th>Total Amount</th>
<th>Project ID</th>
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| DUNS | 019066948 |

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Grant Begin Date
January 1, 2018

Grant End Date
June 30, 2019

Grantee Name and Address:

Pine County Sheriff's Office
635 Northbridge Drive NW, Suite 100
Pine City, MN 55063

Payment Address:
(where DNR sends the check)

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

Recitals
1. Under Minnesota Statutes § 86B.701 & .705 the State is empowered to enter into this grant.
2. The State is in need of Sheriff's duties to carry out the provisions of Chapter 86B and the Boat and Water Safety Rules, hereinafter referred to as the "Minnesota Rules", including patrol, enforcement, search and rescue, watercraft inspection, issuance of temporary structure & event permits, waterway marking and accident investigation, all hereinafter referred to as the "Sheriff's Duties".
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant agreement to the satisfaction of the State. Pursuant to Minnesota Statute §16B.98 Subdivision 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

1 Term of Grant Agreement
1.1 Effective date: January 1, 2018. Per Minnesota Statutes Section 16B.98, subdivision 7, no payments will be made to the Grantee until this grant agreement is fully executed.
1.2 Expiration date: June 30, 2019. Pursuant to Minnesota Statute §16A.28, Subdivision 6, the encumbrance may be certified for one year beyond the year in which funds were appropriated. The Grantee shall submit a final billing invoice within 30 days of the expiration of the grant as specified herein.

2 Grantee's Duties
The Grantee, who is not a state employee, will provide county sheriff services for boat and water safety activities. As stated in Minnesota Statute § 86B.701, the Grantee will submit to the State a spending plan (Exhibit "A", which is attached and incorporated into this grant) along with this form to carry out the Sheriff's Duties. Boat and water safety activities are those outlined in Minnesota Statutes § 86B, Minnesota Rules, Chapter 6110, search and recovery operations in the waters of the State and the portions of Chapter 169A that are applicable to motorboats. Exhibit "B", which is attached and incorporated into this grant further defines the allowable expenditures. The Grantee is responsible for maintaining an adequate conflict of interest policy throughout the term of this grant contract. The Grantee shall monitor and report any actual, potential or perceived conflicts of interest to the State's Authorized Representative.

Reporting Requirements: The Grantee must satisfactorily submit all activity and financial reports by the date(s) requested by the State, unless the State grants an extension in writing. Exhibit "B", which is attached and incorporated into this grant further defines reporting requirements.

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

4 Consideration and Payment
4.1 Consideration. The State will pay for all services performed by the Grantee under this grant agreement as follows:
(a) Compensation. The Grantee will be paid for all boat and water safety activities performed by the Grantee during the term of the grant up to Seven thousand five hundred twenty-five dollars ($7,525).
(b) Total Obligation. The total obligation of the State for all compensation and reimbursements to the Grantee under this grant agreement will not exceed Seven thousand five hundred twenty-five dollars ($7,525).
4.2 Payment
(a) Invoices. The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices shall be submitted in a form prescribed by the State within the dates previously noted in "Term of Grant Agreement" in this contract.
(b) Federal funds. (Where applicable, if blank this section does not apply) Payments under this grant agreement will be made from federal funds obtained by the State through Title NA, CPDA number of the Act of . The Grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Grantee's failure to comply with federal requirements.
4.3 Contracting and Bidding Requirements per Minn. Stat. §471.345, grantees that are municipalities as defined in Subd. 1 must do the following: if contracting funds from this grant contract agreement for any supplies, materials, equipment or the rental thereof, or for the construction, alteration, repair or maintenance of real or personal property:

(a) If the amount of the contract is estimated to exceed $100,000, a formal notice and bidding process must be conducted in which sealed bids shall be solicited by public notice. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat. §16C.28, Subd. 1, paragraph (a), clause (2).

(b) If the amount of the contract is estimated to exceed $25,000 but not $100,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat. §16C.28, Subd. 1, paragraph (a), clause (2) and paragraph (c).

(c) If the amount of the contract is estimated to be $25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the governing body. If the contract is made upon quotation it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt. Alternatively, municipalities may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat. §16C.28, Subd. 1, paragraph (a), clause (2).

(d) Support documentation of the bidding process utilized to contract services must be included in the grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.

(e) For projects that include construction work of $25,000 or more, prevailing wage rules apply per Minn. Stat. §§177.41 through 177.44 consequently, the bid request must state the project is subject to prevailing wage. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

5 Conditions of Payment

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

6 Authorized Representative

The State's Authorized Representative is Rodmen Smith, Director, Enforcement Division - Central Office, Minnesota Department of Natural Resources (DNR), 500 Lafayette Rd., St. Paul, MN 55155-4047, (651) 259-5361, rodmen.smith@state.mn.us or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Sheriff Jeff Nelson, Pine County, 635 Northbridge Drive NW, Suite 100, Pine City, MN 55063, (320) 629-8380. If the Grantee's Authorized Representative changes at any time during this grant agreement, the Grantee must immediately notify the State.

7 Assignment, Amendments, Waiver, and Grant Agreement Complete

7.1 Assignment. The Grantee shall neither assign nor transfer any rights or obligations under this grant agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant agreement, or their successors in office.

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

7.3 Waiver. If the State fails to enforce any provision of this grant agreement, that failure does not waive the provision or the State's right to enforce it.

7.4 Grant Agreement Complete. This grant agreement, including Exhibits "A" and "B," contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant agreement, whether written or oral, may be used to bind either party.

8 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant agreement.
9 **State Audits**
Under Minnesota Statute § 16B.98, Subdivision 8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

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

If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee’s response to the request shall comply with applicable law.

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

12 **Publicity and Endorsement**
12.1 **Publicity.** Any publicity regarding the subject matter of this grant agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors with respect to the program, publications, or services provided resulting from this grant agreement.

12.2 **Endorsement.** The Grantee must not claim that the State endorses its products or services.

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

14 **Termination**
14.1 **Termination by the State.** The State may immediately terminate this grant agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

14.2 **Termination for Cause.** The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14.3 **Termination for Insufficient Funding.** The State may immediately terminate this grant contract if:

- a) It does not obtain funding from the Minnesota Legislature
- b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

15 **Data Disclosure**
Under Minnesota Statute § 270C.65, Subdivision 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.
Invasive Species Prevention

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

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

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

1. STATE ENCUMBRANCE VERIFICATION

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

Signed: [Signature]

Date: 2/13/18

SWIFT Contract # 138039

Purchase Order # 3000 121111

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

By: ___________________________

Title: County Sheriff

Date: __________________________

By: ___________________________

Title: Chairperson of County Board

Date: __________________________

By: ___________________________

Title: County Auditor or Administrator

Date: __________________________

3. STATE AGENCY: NATURAL RESOURCES

By: ___________________________

(With delegated authority)

Title: Director, Enforcement Division – Central Office

Date: __________________________

Attachments: Exhibits “A” & “B”

Distribution:
1. DNR - OMBS
2. Grantee - 2 (Sheriff's Office & Co. Board)
3. State's Authorized Representative
AGENDA REQUEST FORM

Date of Meeting: March 20th, 2018

☑ County Board
☐ Consent Agenda
☐ Regular Agenda

☐ Personnel Committee
☐ Other

5 mins ☐ 10 mins ☐ 15 mins ☐ Other ☐

Agenda Item: Request for Overnight Training

Department: Probation

Background information on Item:
Probation Director Terry Fawcett & County Attorney Reese Frederickson have been selected to present at the University of Wisconsin-Platteville's BiAnnual Restorative Justice Conference on April 24th, 2018. UW-Platteville will reimburse for the mileage, as well as lodging.

Action Requested:
Consider Probation Director Terry Fawcett's attendance at UW-Platteville's RJ Conference. Mr. Fawcett & Reese Frederickson are presenters at the conference.

Financial Impact:
None, other than salary, as UW-Platteville will reimburse up to $400 for expenses, including lodging and mileage.
AGENDA REQUEST FORM

Date of Meeting: March 20th, 2018

- County Board
- Consent Agenda
- Regular Agenda

- Personnel Committee
- Other

Agenda Item: Request for Overnight Training

Department: Probation

Background information on Item:
The Center for Juvenile Justice Reform at Georgetown University will be hosting the 2018 Janet Reno Forum: Transforming Juvenile Justice Systems, May 21st in Washington D.C. This forum features a White Paper, as well as a networking session facilitated by the co-authors of the White Paper from both CJJR and the Council of State Governments. This networking session will be either the night before the forum, or the evening of. This forum will highlight six broad-based transformational strategies for restructuring juvenile justice systems to more effectively enhance public safety and improve outcomes for youth. This forum is a continuation of the work that Pine County Probation is involved with in developing their capstone project, and Sherry Johnson is a member of the Project R.I.S.E. team.

Action Requested:
Consider Career Agent Sherry Johnson to attend the 2018 Janet Reno Forum at Georgetown University.

Financial Impact:
There is no cost to attend the forum. Lodging is $239 per night x two nights at Georgetown University Hotel & Convention Center = $478. Airfare is approximately $400. Meals $102.

Total = $980.00. Probation has training dollars available in its 2018 training budget.

$1,030
SAVE THE DATE

Event: 2018 Janet Reno Forum: Transforming Juvenile Justice Systems

When: Monday, May 21, 2018, 9:00 a.m. to 4 p.m.

Where: Georgetown University, Washington, DC
Details: The forum will highlight six broad based transformational strategies for restructuring juvenile justice systems to more effectively enhance public safety and improve outcomes for youth.

CJJR and the Council of State Governments (CSG) Justice Center conducted interviews and focus groups with almost 50 researchers, national experts, and system leaders to identify their ideas for transforming juvenile justice systems. The forum will feature presentations and panels with national experts and leading jurisdictions to share the strategies that emerged from these discussions, as well as the release of a paper by CJJR and the CSG Justice Center advancing key policy, practice, and funding changes.

Presenters will discuss innovative strategies for reducing the footprint of the juvenile justice system; reorienting court, supervision, and service processes to better promote public safety, equity, and a developmentally appropriate approach; and using data to improve system decisions and performance.

In addition, the forum will feature the presentation of the second annual Janet Reno Endowment Women's Leadership Award.
Resolution #2018-13 RESOLUTION IN SUPPORT OF EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION CONDUCTING PHASE 1 PLANNING FOR ESTABLISHING REGIONAL TRANSPORTATION COORDINATING COUNCILS

WHEREAS, The Minnesota Departments of Transportation (MnDOT) and the Minnesota Department of Human Services (DHS), in collaboration with other state agencies through the Minnesota Council on Transportation Access (MCOTA), are working with local governments and organizations to create Regional Transportation Coordination Councils (RTCCs) as appropriate through Greater Minnesota,

WHEREAS, the goal of RTCCs is to improve the mobility of “transportation disadvantaged” (i.e. older adults, disabled, low income, and/or military veterans) by coordinating transit providers, service agents, and the private sector to fill transportation gaps, streamline access to transportation and provide individuals more options of where and when to travel,

WHEREAS, the MnDOT Office of Transit will provide financial and technical support for eligible organizations to develop a structure and operations plan for the establishment of an RTCC, and

WHEREAS, the East Central Regional Development Commission (ECRDC) is an eligible organization and has by resolution agreed to conduct the Phase 1 RTCC Organizational Planning on behalf of jurisdictions and stakeholders in East Central Minnesota,

NOW THEREFORE BE IT RESOLVED, that Pine County supports the goals of the RTCCs and the ECRDC’s application to the State of Minnesota to conduct Phase 1 Planning for Regional Transportation Coordinating Councils.

Adopted this 20th day of March, 2018

Attest:

________________________________________   ________________________________
David J. Minke, County Administrator               Stephen M. Hallan, Chair
Clerk to the County Board                          Pine County Board of Commissioners
MINUTES
of
Pine County Facilities Committee Meeting
Wednesday, March 7, 2018, 9:00 a.m.
Pine County Courthouse
Pine City, Minnesota

Members present: Commissioner Matt Ludwig, Commissioner Josh Mohr

Staff present: Child Support Supervisor Jodi Blesener, IT Manager Ryan Findell, Building Maintenance Supervisor Pete Umbreit and County Administrator David Minke.

Commissioner Mohr called the meeting to order at 9:00 a.m.

Motion by Commissioner Ludwig to approve the agenda. Second by Commissioner Mohr. Motion passed 2-0.

Motion by Commissioner Ludwig to approve the Minutes of the February 7, 2018 meeting. Second by Commissioner Mohr. Motion passed 2-0.

Nate Jackson, Town & County Insurance was present to discuss builders risk insurance. Minnesota Counties Intergovernmental Trust (MCIT) provides coverage for projects of $500,000 or less. Counties can purchase builders risk insurance for projects more than $500,000 from private vendors.

Nate Jackson, Town & County Insurance was present to discuss builders risk insurance. He had secured quotes from Travelers, Liberty Mutual, and Aurich and also used deductible amounts of $2,500 and $5,000.

Zurich provided the lowest price at the $5,000 deductible. Motion by Ludwig, 2nd by Mohr to approve the Zurich proposal at $5,632 and to delegate to the administrator to sign the policy. Motion passed 2-0. The price may vary slightly based on the actual construction bids.

Ryan updated the committee that we are still waiting on the price quote from Tiereny the technology vendor. Also, Identisis, the county’s card reader vendor, no longer services the software. Ryan is looking for alternative vendors.

Ryan reviewed the placement of duress buttons which will be located in the interview rooms, glass conference room, reception desks, and portable units for the large meeting room.

HHS is exploring the potential to have some of the furniture reimbursed from program funds.

The committee requested that a plan be made for cleaning out the former HHS space at the courthouse. Currently the room is being use so store items, including documents, that may not be needed.

Storage space/courthouse storage space. Will always have a problem with the sheriff’s office.

Garage

Pine County Facility Committee Minutes 1 March 7, 2018
Pete noted that the pluming is being installed in the new highway building in Hinckly and that a well and septic system will be installed this spring.

With no further business the meeting adjourned at 9:55.

Next meeting, April 4th.

With no further business, the meeting was adjourned.
Members present: Commissioner Chaffee, Commissioner Ludwig

Others Present: County Administrator David Minke, County Attorney Reese Frederickson, County Engineer/Public Works Director Mark LeBrun, County Auditor/Treasurer Cathy Clemmer, Health & Human Services Director Rebecca Foss, Human Resources Manager Jackie Koivisto

Commissioner Ludwig called the meeting to order at 9:00 a.m.

Commissioner Chaffee moved to approve the agenda. Second by Commissioner Ludwig. Motion carried 2-0.

Commissioner Ludwig moved to approve the Minutes of the February 13, 2018, Personnel Committee. Second by Commissioner Chaffee. Motion carried 2-0.

1. **Health & Human Services**
   a. Health & Human Services Director Rebecca Foss announced the resignation of full-time Child Support Officer Kellie Gillespie, effective March 6, 2018. Director Foss requested approval to backfill this position and any subsequent vacancies that may occur due to an internal promotion or lateral transfer. The position is a Grade 8 with a minimum starting wage of $20.72 and is funded in the 2018 HHS budget. **Motion** by Commissioner Chaffee to acknowledge Ms. Gillespie’s resignation and approve backfilling the open position and any subsequent vacancies. Second by Commissioner Ludwig. Motion carried 2-0.
   b. Director Foss also announced the resignation of full-time Public Health Nurse Gretchen Erickson, effective March 2, 2018. Director Foss requested approval to backfill this position and any subsequent vacancies that may occur due to an internal promotion or lateral transfer. The position is a Grade 11 with a minimum starting wage of $24.68 and is funded in the 2018 budget. Discussion was held regarding future licensing requirements for PCA assessments. At some point in time, the State may not require the PHN certification for these assessments. Director Foss is not certain when this transition will occur. **Motion** by Commissioner Ludwig to acknowledge Ms. Erickson’s resignation and to approve backfilling the open position and any subsequent vacancies. Second by Commissioner Chaffee. Motion carried 2-0.

2. **Public Works**
   a. County Engineer/Public Works Director Mark LeBrun announced the resignation of full-time Highway Maintenance employee James Long, effective February 9, 2018. Director LeBrun requested approval to backfill the position and any subsequent vacancies that may occur due to an internal promotion or lateral transfer. The position is a Grade 6 with a minimum starting wage of $17.26 and is funded in the 2018 Public Works budget.
Motion by Commissioner Ludwig to acknowledge Mr. Long’s resignation and to approve backfilling the open position and any subsequent vacancies. Second by Commissioner Chaffee. Motion carried 2-0.

3. Auditor/Treasurer
A request was made to adopt the updated Chief Deputy Auditor/Treasurer job description. The job description was modified to include election and customer service responsibilities. The position will remain a Grade 13.
Motion by Commissioner Chaffee to adopt the updated Chief Deputy Auditor/Treasurer job description. Second by Commissioner Ludwig. Motion carried 2-0.

4. Administration
a. A request was made to approve the grade assigned to the new Auditor/Treasurer-Appointed position. The position was reviewed through the SAFE system which resulted in a Grade 18 with a 2018 salary range of $79,477-$103,355. Commissioner Chaffee asked County Auditor/Treasurer Cathy Clemmer if she felt the salary was competitive and she answered in the affirmative.
Motion by Commissioner Chaffee to approve the SAFE system Grade 18 rating for the new Auditor/Treasurer-Appointed position. Second by Commissioner Ludwig. Motion carried 2-0.

b. Discussion was held regarding the recruitment process for the new Auditor/Treasurer position. Auditor/Treasurer Clemmer stated that a target employment date of December 1st would work best in light of a busy fourth quarter with it being an election year. Administrator Minke mentioned including a project or exercise for the candidates to complete during the interview process as this type of activity has worked well in the past. Human Resources will decide on a job posting date, most likely to be around the 1st of October. Commissioner Ludwig suggested reviving the Investment Committee in order to provide investment and banking oversight for the Board. It was agreed that the Investment Committee will meet in July or August.

With no further business, the meeting was adjourned at 9:25 a.m.
AGENDA REQUEST FORM

Date of Meeting: March 20, 2018

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

5 mins ☑ 10 mins ☐ 15 mins ☐ Other ☐

Agenda Item: Final Payment Contract #1701

Department: Pine County Public Works

Background information on Item:
Final Contract #1701 in the amount of $18,444.15 to MPJ Enterprises, LLC
SAP 058-600-013 On Dunn Avenue, from CSAH 18 to Grindstone River Dam
State funded project for the City of Hinckley

Action Requested:
Final payment in the amount $18,444.15 to MPJ Enterprises, LLC.

Financial Impact:
Pay Request Page 1 of 7

PINE COUNTY HIGHWAY
405 Airport Road NE
Pine City, MN 55063
Project SAP 058-600-013 - Dunn Avenue; From CSAH 18 to Grindstone River Dam
Final Pay Request No. 3

Contractor: MPJ Enterprises, LLC
PO Box 684
Sandstone, MN 55072

Contract No. 1701
Vendor No. 550
For Period: 8/2/2017 - 2/26/2018
Warrant # Date

Contract Amounts
Original Contract $194,486.10
Contract Changes $21,407.54
Revised Contract $215,893.64

Work Certified To Date
Base Bid Items $204,502.74
Backsheet $1,081.14
Change Order $0.00
Supplemental Agreement $0.00
Work Order $6,282.00
Material On Hand $0.00
Total $211,875.88

Funds Encumbered
Original $194,486.10
Additional N/A
Total $194,486.10

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Percent Retained: 0.0000%

Amount Paid This Final Pay Request $18,444.15

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By
County/City/Project Engineer
Date 2/26/18

Approved By
Contractor
Date 3/1/18
Pine County Public Works
Certificate of Final Contract Acceptance
Final Voucher No.: 3
Contract No.: 1701

This is to certify that to the best of my knowledge, the items of work shown in the Statement of Work Certified herein have actually furnished in accordance with the Plans and Specifications. This Project has been completed in accordance with the Laws, Standards and Procedures of as they apply to projects in this category, and if applicable, approved by the Federal Highway Administration.

Dated __________________________ Signature __________________________ County/City/Project Engineer

The undersigned Contractor hereby certifies that the work described has been performed in accordance with the terms of the Contract, and agrees that the Final Value of Work Certified on this Contract is $211,875.88 and agrees to the amount of $18,444.15 as Final Payment on this Contract in accordance with this Final Voucher.

Contractor MPJ Enterprises, LLC By __________________________

And __________________________ And __________________________

State of , Pine County Public Works
On This 1 Day __________________________ Before me appeared __________________________ To me known to be the person who executed the foregoing Acceptance and Acknowledged that he/she executed the same as MPJ Enterprises free to act and deed (Corporate Acknowledgment)

And __________________________ And __________________________, to me personally known, who, being each by me duly sworn each did say that they are respectively the President and __________________________ of the MPJ Enterprises Corporation named in the foregoing instrument, and that the seal affixed to said instrument is the Corporate Seal of said Corporation, and the said instrument was signed and sealed in behalf of said Corporation by authority of its President and said Mike Johnson and __________________________ acknowledged said instrument to be the free act and deed of said Corporation.

Notarial Seal

My Commission as Notary Public in Pine County Expires Jan 31, 2021 Signature LANA KAY PLUNKETT

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, the terms of the Contract is as shown in this Final Voucher.

This Contract is hereby accepted in accordance with the Specification 1516. Final acceptance of the Contract will be effective upon full Execution, by the Contractor and the Department, of the "Certificate of Final Acceptance" included with the Final Voucher.

Dated __________________________ Signature __________________________ District Engineer
 Whereas; Contract No. 1701 has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and in behalf of the Pine County Public Works and authorize final payment as specified herein.

Pine County Public Works
Certificate of Final Acceptance
County Board Acknowledgment
1701
550 - MPJ Enterprises, LLC
2/26/2018
3

Whereas; Contract No. 1701 has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and in behalf of the Pine County Public Works and authorize final payment as specified herein.

Pine County Public Works
State of

I, __________________________, County ____________ within and for said county do hereby certify that the foregoing resolution is a true and correct copy of the resolution on file in my office.

Dated this ______ day of ____________________, 20__

At __________________________.

Signed By __________________________
County _______________
(SEAL)
### SAP 058-600-013 Payment Summary

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<th>No.</th>
<th>From Date</th>
<th>To Date</th>
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**Totals:** $211,875.88 $0.00 $211,875.88

### SAP 058-600-013 Funding Category Report

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**Totals:** $211,875.88 $0.00 $193,431.73 $18,444.15 $211,875.88

### SAP 058-600-013 Funding Source Report

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**Totals:** $18,444.15 $215,893.64 $194,486.10 $211,875.88
## SAP 058-600-013 Project Item Status

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### Totals For Section Participating:
- **$1,743.30**
- **$204,502.74**

### Backsheet 1

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<th>Description</th>
<th>Units</th>
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<th>Contract Quantity</th>
<th>Quantity This Request</th>
<th>Amount This Request</th>
<th>Quantity To Date</th>
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### Totals For Backsheet 1:
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- **$999.91**
### SAP 058-600-013 Project Item Status

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<th>Item</th>
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### SAP 058-600-013 Contract Changes

<table>
<thead>
<tr>
<th>No.</th>
<th>Type</th>
<th>Date</th>
<th>Explanation</th>
<th>Estimated Amount</th>
<th>Amount Paid To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>BK1</td>
<td>Backsheet</td>
<td>6/30/2017</td>
<td>Incentive for density on spweb240c</td>
<td>$999.91</td>
<td>$999.91</td>
</tr>
<tr>
<td>BK2</td>
<td>Backsheet</td>
<td>7/13/2017</td>
<td>Out of tolerance paving surface.</td>
<td>($147.00)</td>
<td>($147.00)</td>
</tr>
<tr>
<td>WO1</td>
<td>Work Order</td>
<td>7/28/2017</td>
<td>Prior to construction it has been determined that Geotextile Fabric Type V shall be added to the project to improve the road core strength and separate soils throughout the project. The Geotextile Fabric Type V shall be placed at the bottom of the core cut and covered with Select Granular Borrow. This work shall consist of supplying the fabric throughout the project at a cost of $2,100.00, gluing the fabric sections at a cost of $1,300.00, and installing the fabric at a cost of $2,100.00. Therefore it has been agreed this work will be paid for as a one time Lump Sum payment of $5,500.00 with no further compensation hereafter.</td>
<td>$5,500.00</td>
<td>$5,500.00</td>
</tr>
<tr>
<td>CO1</td>
<td>Change Order</td>
<td>8/3/2017</td>
<td>During the course of construction it has been determined that additional Common Excavation will need to be excavated from the road core to remove poor and unstable soils from sta. 13+50 - 21+50 and boat ramp area at end of project. The additional excavated area shall then be backfilled with additional Select Granular Borrow. Therefore an additional quantity of 662 Cu. Yd. of</td>
<td>$14,034.40</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
### SAP 058-600-013 Contract Changes

<table>
<thead>
<tr>
<th>No.</th>
<th>Type</th>
<th>Date</th>
<th>Explanation</th>
<th>Estimated Amount</th>
<th>Amount Paid To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>CO2</strong> Change Order 8/3/2017 Common Excavation shall be added to and paid for under item 2105.501 Common Excavation and an additional quantity of 662 Cu. Yd. (CV) of Select Granular Borrow shall be added to and paid for under item 2105.522 Select Granular Borrow (CV).</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>BK3</strong> Backsheet 1/3/2018 During construction while excavating the road core it was discovered that a large rock was within the limits of the planned excavation. Therefore the rock will need to be removed to construct the project as planned. The rock was measured at 8.5 cu. yds. and therefore shall be paid as Rock Excavation/Boulders per specification 2105.2.A.3 of the Standard Specifications for Construction. The unit price for Rock Excavation/Boulders shall be determined and paid for per specification 2105.5.D.2 of the Standard Specifications for Construction. Common Excavation price $6.85 + $20.00 = $26.85/cu. yd.</td>
<td>228.23</td>
<td>228.23</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>WO2</strong> Work Order 1/5/2018 During Construction it has been determined that the valve boxes for two gate valves and one manhole casting will need to be adjusted to match the finished bituminous surface. And it has been discovered that the upper section of the valve box on one of the gate valves has damage and needs to be replaced. It has also been determined to place 1-1/2&quot; washed rock for the driving surface of the boat landing on the north end of the project. Therefore it has been agreed to pay for this work at the contractor's proposed unit prices with no further compensation hereafter.</td>
<td></td>
<td>792.00</td>
</tr>
</tbody>
</table>

**Contract Change Totals:** $21,407.54 $7,373.14
The Pine SWCD has notified the county that Robin Poppe, the wetland specialist for the district, plans to retire in April 2018. The SWCD has requested a meeting to discuss the future of the wetland program. That meeting has been scheduled for 11:00 a.m. on March 20, 2018 as part of the county’s regular board meeting. Presumably, the future would be either the county continues to delegate the administration of the Wetland Conservation Act (WCA) to the Pine SWCD or the county takes the authority back.

Wetlands in Minnesota are regulated under three broad programs with overlapping jurisdiction: (1) Minnesota Department of Natural Resources Public Waters Work Permit Program (2) The Wetland Conservation Act (WCA) (MS 103G.222-.2372 and MN Rules Chapter 8420) and (3) Federal Section 404 permit administered by the Army Corps of Engineers.

Minnesota Rules 8420.0200 subpart 1A assigns responsibility for implementing the WCA to the county or city where the activity is located. Section E of that rule provides that the county or city may delegate the implementation to the Soil and Water Conservation District or to another unit of government if each organization passes a resolution.

Pine County has delegated WCA administration to the Pine SWCD. On April 21, 1992, the county board approved a motion stating “that Pine County accept responsibility to serve as Local Governmental Unit and to assign administrative and technical responsibility to the Pine Soil and Water Conservation District. . .”

The county board meeting minutes from November 3, 1992 further state “The County Board confirmed that it is the Board’s intent to have Pine SWCD administer the wetlands program for Pine County. . . .”

Members of the SWCD board will be present to discuss the topic.