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, August 21, 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 August 7, 2018 county board meeting and Summary for publication
F) Minutes of Boards, Reports and Correspondence
   Pine County Chemical Health Coalition Minutes – August 13, 2018
   East Central Regional Library Board Minutes – June 11, 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 July, 2018 Cash Balance (attached)

<table>
<thead>
<tr>
<th>Fund</th>
<th>July 31, 2017</th>
<th>July 31, 2018</th>
<th>Increase/Decrease</th>
</tr>
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<tr>
<td>General Fund</td>
<td>5,152,496</td>
<td>5,196,207</td>
<td>43,712</td>
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<td>Health and Human Services Fund</td>
<td>713,421</td>
<td>1,573,528</td>
<td>860,108</td>
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<td>Road and Bridge Fund</td>
<td>3,382,348</td>
<td>4,588,413</td>
<td>1,206,065</td>
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<tr>
<td>Land Management Fund</td>
<td>1,276,065</td>
<td>1,307,000</td>
<td>30,935</td>
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<tr>
<td>TOTAL (inc non-major funds)</td>
<td>12,560,773</td>
<td>15,191,260</td>
<td>2,630,487</td>
</tr>
</tbody>
</table>

2. Liquor License Approval
   Consider approval of the following Off/On/Sunday Liquor Applications/Licenses: Floppie Crappie, Chengwatana Country Club, Vannelli’s Landing, Bear Creek Tavern.
   Consider approval for 2:00 a.m. closing for Vannelli’s Landing.
3. **Temporary Liquor License**  
   Consider approval of a temporary liquor license for Audubon Center of the North Woods.

4. **Application for Repurchase**  
   Consider approval of Resolution 2018-47 for the repurchase of tax forfeited land in full for Richard D. Anderson and Michael J. Anderson. Authorize Board Chair and County Auditor to sign.

5. **Donation**  
   Consider acceptance of a $500 donation from Town and Country Insurance. The donation will be used for the Sheriff’s Office K-9 unit.

6. **Budget Adjustment Request**  
   Consider approval of the following Health & Human Services budget adjustments:  
   a. Line item 12-430-719-0006-5348 CP Grant: Reduce from $258,950 to $154,427 (less $104,523 in revenue as the ICWA aid will now go into its own line item)  
   b. Line item 12-430-719-0007-5350 ICWA aid from -0- to $104,523 (additional $104,523 to appropriately account for the new ICWA aid)  
   There is no financial impact to these changes. The amendment changes where the money is budgeted, not the amount.

7. **Tax Forfeit Conveyances**  
   A. Consider approval of Resolution 2018-45 for the conveyance of tax-forfeit lands to the City of Pine City (Conservation Deed), PIDs 42.0179.000 and 42.0205.000, for the value of $1. A Conservation Deed is appropriate to retain green space in preservation of the land in its natural state. Authorize Board Chair and County Auditor to sign.  
   B. Consider approval of Resolution 2018-46 to request release of tax-forfeit land (PID 23.0221.000 split) to the Minnesota Department of Natural Resources (DNR). The property must be released from tax forfeiture in order to be managed by the DNR. Authorize Board Chair and County Auditor to sign.

8. **MnCCC and TriMin Inc. Contract for Computer Services**  
   Consider approval of maintenance and support contract and ratification statement with TriMin for IFS for the period of January 1, 2019 through December 31, 2021 for the Auditor-Treasurer and Human Services departments. Authorize Board Chair and County Administrator to sign.

9. **Promotion**  
   Ratify the promotion of part-time Corrections Officer Brandon Koehnle to full-time corrections officer, effective August 14, 2018. No change in grade or wage.

10. **Training**  
    A. Authorize RN Team Lead Jessica Fehlen, PHN Dawn Moffett, RN Christina Schoeberl, and Public Health Case Aide Samantha Ekeroth to attend the Intro to Motivational Interviewing-A Counseling Approach that Fits with Native Values, September 26-28, 2018, in Minneapolis. Registration: $220/participant; Meals: approx. $81/participant; Accommodations: $182/participant; Travel: a county car will be used. Total: $1,932 for all participants. The family home visiting collaborative grant will pay for the expenses associated with this training.  
    B. Authorize RN Team Lead Jessica Fehlen, PHN Dawn Moffett, and RN Christina Schoeberl to attend the Zero to Three Conference, October 2-6, 2018 in Denver, Colorado. Registration: $770/participant; Meals: approx. $148/participant; Accommodations: $880/participant; Travel: $223/participant. Cost: $2,021 per person. Total cost: $6,063. The family home visiting collaborative grant will pay for the expenses associated with this conference.  
    C. Authorize Community Health Services Administrator Samantha Lo to attend the MN Community Health Conference, October 10-12, 2018, in Brainerd. Registration: $85; Accommodations/meals:
$335; Travel: approx. $120. Total: $540. Funds are available in the 2018 Health & Human Services budget.

REGULAR AGENDA

1. Personnel Committee Report
   The Personnel Committee met August 14, 2018 (Minutes attached) and made the following recommendations:
   A. **Health & Human Services**
      i. Acknowledge the resignation of Children’s Services Case Aide, Piper Sauter, effective August 18, 2018, and request backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. Position is Grade 5 with a minimum starting wage of $17.40 and is contained in the 2018 HHS budget.
   B. **County Attorney’s Office**
      i. Acknowledge the resignation of Assistant County Attorney Christopher Nippoldt, effective August 25, 2018, and request backfill of the position and any subsequent vacancies that may occur due to an internal promotion or lateral transfer. Position is a Grade 14 with a salary range of $62,962-$81,869 and is contained in the 2018 County Attorney’s Office budget.
   C. **Probation**
      i. Hosting Project Attend: Approve Pine County Probation to provide day-to-day supervision to a Project Attend employee; however, the employer/contractor relationship will remain with the St. Croix River Education District.
      ii. Approve the addition of a full-time Probation Agent and authorize recruitment.
   Other items are informational only.

2. **Request for Public Hearing for County to Provide Conduit Financing for the Audubon Center of the North Woods**
   Consider adoption of Resolution 2018-48 calling for the public hearing on a project by the Audubon Center of the North Woods under Minnesota Statutes, Chapter 469 to consider issuance of $80,000 in bank-qualified, tax-exempt conduit revenue bonds. Authorize Board Chair and County Administrator to sign.

3. **Pine County Historical Society Budget Presentation**

4. **Commissioner Updates**
   Mille Lacs Band Ojibwe meeting
   Law Library
   East Central Solid Waste Commission
   East Central Regional Library
   Pine County Chemical Health Coalition
   Resource Training & Solutions Insurance Advisory Committee
   Canvassing Board
   Zoning Initiative Public Meeting #2
   Other

5. **Other**
6. **Upcoming Meetings (Subject to Change)**
   a. Pine County Board Meeting, Tuesday, August 21, 2018, 10:00 a.m., Pine County History Museum, 6333 H C Anderson Alle, Askov, Minnesota.
   b. **Groundbreaking Ceremony for North Pine Government Center**, Tuesday, August 21, 2018, 1:30 p.m., 1602 Hwy. 23 No., Sandstone, Minnesota.
   c. NLX, Wednesday, August 22, 2018, 10:00 a.m., Board Room, Courthouse, Pine City, Minnesota.
   d. Central MN Council on Aging (Executive Committee), Wednesday, August 22, 2018, 1:30 p.m., 350 Riverside Avenue No., Suite 300, Sartell, Minnesota.
   e. Public Health Advisory Committee, Wednesday, August 22, 2018, 5:00 p.m., South Pine Government Center, 315 Main Street, Pine City, Minnesota.
   f. Special Meeting-Committee of the Whole (Budget Committee), Thursday, August 23, 2018, 9:00 a.m., Board Room, Courthouse, Pine City, Minnesota.
   g. Snake River Watershed Board, Monday, August 27, 2018, 9:00 a.m., Kanabec County Courthouse, 18 North Vine, Rooms 3 & 4, Mora, Minnesota.
   h. East Central Regional Development Commission, Monday, August 27, 2018, 7:00 p.m., 100 Park Street So., Mora, Minnesota.
   i. Special Meeting-Committee of the Whole (Budget Committee), Thursday, August 30, 2018, 9:00 a.m., Board Room, Courthouse, Pine City, Minnesota.
   j. Central MN EMS, Friday, August 31, 2018, 10:00 a.m., Stearns County Service Center, Waite Park, Minnesota.
   k. Pine County Board Meeting, Tuesday, September 4, 2018, 10:00 a.m., Board Room, Courthouse, Pine City, Minnesota.

7. **Adjourn**

Please Join the County Commissioners at 1:30 p.m. on August 21st for the Ground Breaking for the North Pine Government Center: 1602 Hwy 23 North, Sandstone.
Chair Hallan called the meeting to order at 10:00 a.m. Commissioners Josh Mohr, Steve Chaffee, John Mikrot and Matt Ludwig were present. Also present were County Administrator David Minke and County Attorney Reese Frederickson.

The Pledge of Allegiance was said.

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

Chair Hallan requested the following revisions to the Agenda:

1. Additional Information: Consent Agenda #9/VSO Operational Enhancement Grant CVSO Workplan, proposed Budget Expenditures Report, and Appendix G
2. Correction: Regular Agenda #3/Agency Agreement with MnDOT for Detours Correct resolution number to reflect 2018-44
3. Additional Information: Regular Agenda #6/ Housing Plan Pine County Strategic Housing Action Plan – final, CEDA Pine County Strategic Housing Action Plan (powerpoint presentation), Housing Institute (powerpoint presentation)
4. Addition: Regular Agenda #10A: Closed Meeting Pursuant to M.S. §13D.05, Subd. 3(b) Attorney Client Privilege – Memorial Forest Access in Munch Township

Commissioner Chaffee moved to adopt the amended Agenda. Second by Commissioner Mohr. Motion carried 5-0.

Commissioner Ludwig moved to approve the Minutes of the July 17, 2018 county board meeting and Summary for publication. Second by Commissioner Mikrot. Motion carried 5-0.

Commissioner Mikrot moved to approve the Minutes of the July 19, 2018 Special Meeting-Committee of the Whole. Second by Commissioner Chaffee. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence
Pine County Land Surveyor Monthly Report – July 2018
Commissioner Ludwig moved to acknowledge the Minutes of Boards, Reports and Correspondence. Second by Commissioner Mikrot. Motion carried 5-0.

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

Chair Hallan clarified Consent Agenda Item #2, Application for Abatement for Wal-Mart Real Estate, was the result of a tax court decision by Wal-Mart nationwide, not specific to the Pine City location. The amount to be reimbursed by Pine County to Wal-Mart is approximately $15,000.
CONSENT AGENDA

1. **July 2018 Disbursements**

2. **Application for Abatement**
   Approve the Application for Abatement for Wal-Mart Real Estate, 950 Evergreen Sq. SW, Pine City, PID 42.6191.000, pay 2017 & 2018.

3. **Application for Exempt Permit**
   Approve the Application for Exempt Permit for Pine Technical Community College Foundation to conduct Minnesota lawful gambling on October 26, 2018 at the Northwest Fur Post, 12551 Voyageur Lane, Pine City, MN (Pine City Township).

4. **Liquor License Approval**
   Approve the following liquor licenses for September 1, 2018 – August 31, 2019 subject to meeting all requirements: Wings North, 19379 Homestead Road, Pine City (On Sale and Sunday); Nickerson Bar & Motel, 94430 Main Street, Nickerson (On Sale, Off Sale and Sunday); Beroun Crossing Country Store, 18648 Beroun Crossing, Pine City (Off Sale Only, inc. Sunday); Pine City Country Club, 10413 Golf Course Road SW, Pine City (On Sale and Sunday); West Beroun Liquor, LLC, 18070 Beroun Crossing Road, Pine City (Off Sale Only, inc. Sunday); Doc’s Sports Bar & Grill, 34427 Majestic Pine Drive, Sturgeon Lake (On Sale, Off Sale and Sunday); Moose Lake Golf Club, 35311 Parkview Drive, Sturgeon Lake (On Sale and Sunday); The Tavern in Duquette, 88159 State Hwy. 23, Kerrick (On Sale, Off Sale and Sunday); Countryside Campground, 56283 Beaver Tail Road, Askov (On Sale, Off Sale and Sunday).

5. **2018 Tax-Forfeit Land Auction**

6. **Donation**
   Accept an $800 donation from the National Multiple Sclerosis Society, and an $150 donation from the Hinckley Chamber of Commerce, for time spent by the Pine County Sheriff’s Reserve volunteering during the MS 150 event and the Hinckley Corn and Clover Days. Funds are to be placed into the Pine County Sheriff’s Reserve Fund to help offset the cost for training, uniforms and equipment.

7. **School Resource Officer Contracts**
   Approve the Pine County School Resource Officer Contracts between the Pine County Sheriff’s Office and the Pine City Schools, the East Central Schools, and the Hinckley-Finlayson Schools. The rate for 2018-2019 will be $35.20 per hour. All other terms remain the same from previous years. Authorize Board Chair and County Administrator to sign.

8. **Affiliation Agreement with the University of South Dakota**
   Approve a one-year Affiliation Agreement with the University of South Dakota. Authorize Board Chair to sign.
9. **County Veterans Service Office Operational Enhancement Grant**

Approve Resolution 2018-43 and County Veterans Service Office Operational Enhancement Grant and authorize Board Chair and County Administrator to sign. This $10,000 grant will be put towards allowable expenses under the grant agreement. Authorize Board Chair and County Administrator to sign.

10. **Training**

A. Approve Lukas Olson, Environmental Technician, to attend Introduction to Onsite Systems, November 12-14, 2018 and Installing Onsite Systems November 15-16, 2018, both in Mankato. Costs are: Introduction course/$360 and Installing course/$265, for a total course cost of $625; Accommodations: $320 ($64/night plus tax); up to $135 in meals (lunch and supper only, hotel has continental breakfast); Mileage: approximately $178.76. Total cost: $1,259.

B. Approve Collections Officer Kari Sammis and Child Support Officer Christina Frey to attend the Minnesota Family Support and Recovery Council Conference, October 1-3, 2018 in St. Cloud. Registration $345 for both individuals, travel: county car will be used. Total cost: $345.

C. Approve Community Health Services Administrator Samantha Lo to attend the Minnesota Supervisor’s Conference, September 9-12, 2018 at Breezy Point. Registration $60, Accommodations (includes meals): $630, Travel: approx. $125. Total Cost: $815.

**REGULAR AGENDA**

1. **Public Hearing – Shoreland Management Ordinance Amendments**

Land Services Director Kelly Schroeder explained the proposed changes to the Shoreland Ordinance, including (1) adding language to issue Interim Use Permits, (2) update the definition of “bluff”, “top of bluff” and “toe of bluff”, and (3) adding language prohibiting the storage of junk and debris in the shore impact zones.

Chair Hallan opened the public hearing at 10:12 a.m. and called for public comment. Greg Sorenson, Pine Lake Township Zoning Administrator, commented on the coverage area of blight and debris in the shoreland ordinance. Gordy Johnson, Pokegama and Pine City Townships Zoning Administrator, stated support with the addition of an interim use permit and bluff definitions and language, however would like to see an use list established for interim permit uses. Mr. Johnson also commented on the storage of junk and debris in the shore impact zone. There being no further comments, Chair Hallan closed the meeting at 10:20 a.m.

Discussion was held as to further changes of the ordinance; if at some point the Ordinance would need to be amended, requests may be brought back to the board for consideration. This Ordinance will be effective upon publication.

**Motion** by Commissioner Ludwig to approve Pine County Ordinance 2018-42 amending the Pine County Shoreland Management Ordinance and authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 5-0.

2. **Facilities Committee Report**

Commissioner Mohr and County Engineer Mark LeBrun provided an overview of the July 18, 2018 and August 1, 2018 Facilities Committees meetings. All bid categories for the North Pine Government Center construction, except for electrical and roofing, had been awarded at the July 19th special board meeting. Clarification was given to questions surrounding the electrical bid
and quotations for the roofing will be considered due to the anticipated roofing cost being under the bid threshold. The generator will be purchased by the county to take advantage of the county’s sales tax exemption. A groundbreaking ceremony will take place August 21, 2018 at 1:30 p.m. at the building site.

**Electrical**

**Motion** by Commissioner Mohr to award the electrical bid to Granite Ledge Electrical [accepting Alternate #2/light fixtures ($25,000) and Optional Deduct/lighting (24,000)], in the amount of $508,928. Second by Commissioner Ludwig. Motion carried 5-0.

**Roofing**

**Motion** by Commissioner Ludwig to reject the roofing bids. Second by Commissioner Mohr. Motion carried 5-0.

**Motion** by Commissioner Mohr to authorize the use of quotes for the roofing category and award the contract to North Tech Construction in the amount of $174,990. Second by Commissioner Mikrot. Motion carried 5-0.

**Masonry** (The masonry bid to include Alternate #1 had been previously accepted at the July 19, 2018 special county board meeting)

**Motion** by Commissioner Chaffee to reject bid category #4-masonry Alternate #1 (brick). Second by Commissioner Mohr. Motion carried 5-0.

3. **Agreement with MnDOT**

County Engineer Mark LeBrun reported to the board, and discussion was held, regarding the detour routes of CSAH 7, 61 and 23 for the Highway 35 detour. The payment amount from the state is estimated at $12,939.20.

**Motion** by Commissioner Ludwig to approve Resolution 2018-44 for payment by the State to Pine County for use and maintenance of CSAH 7, 61 and 23 as detour routes for the Highway 35 detour and authorize Board Chair and County Administrator to sign the Agreements. Second by Commissioner Chaffee. Motion carried 5-0.

4. **Discussion of Contract #1803 – Bridge Project - CSAH 61**

County Engineer Mark LeBrun provided an update on contract #1803 (Willow River bridge project). This project will not move forward this year pending resolution of permitting issues with the DNR.

**Motion** by Commissioner Mikrot to reject all bids received for Contract #1803. Second by Commissioner Mohr. Motion carried 5-0.

5. **Business Development Loan to EZ Box LLC**

EZ Box Electrical Systems Solutions founder Glen Liubekka provided an overview of his company and the electrical products that he has developed that are awaiting patents and/or production. Mr. Liubekka is part of a joint-venture incubator program supported by the Pine City Development Authority and has been working with local funders to secure financing, in the amount of $861,194 for the production of these products. Pine County’s financial commitment to the project would be $10,000; in 2017 the Pine Economic Development Corporation dissolved and transferred $18,662.98 to the county to establish a revolving loan fund for economic development. The $10,000 loan would come from those funds. Liubakka’s intent is to contract with another company to make the initial products but then to build a production facility in the Pine City industrial park.

**Motion** by Commissioner Chaffee to approve the county to participate in the loan in the amount of $10,000 and purchase a loan participation certificate from the Entrepreneur Fund using funds

Full Board Minutes – Pine County Board of Commissioners Page 4 of 6 August 7, 2018
6. **Housing Plan Presentation and Discussion**

Members of Pine County’s Housing Institute team, including Pine City Community Development Director Lezlie Sauter, Hinckley City Council Tim Burkhardt, Sandstone City Administrator Kathy George, and Pine City HRA representative Deb Robelia updated the board on the team’s housing activities within Pine City, Hinckley and Sandstone. Marty Walsh, CEDA Community and Business Development Specialist and Sean Allen, consultant with the Center for Innovative Communities, reviewed with the board the Pine County Strategic Housing Action Plan.

7. **Commissioner Updates**

- **Summer Food & Fun:** Chair Hallan commented on the great involvement by Extension staff and community volunteers with non-traditional 4-H events.
- **Land Advisory Committee:** Commissioner Ludwig stated the Land Advisory Committee has reviewed all of the tax-forfeit parcels for consideration for September 21, 2018 land auction.
- **Extension Committee:** Commissioners Mohr and Chaffee stated Summer Food & Fun, the county fair, and the extension budget were discussed. A presentation on the invasive buckthorn plant was given.
- **Snake River Watershed:** Commissioner Mohr stated MN Board of Water and Soil Resources (BWSR) gave a presentation on One Watershed One Plan. Recent flooding was also discussed.
- **NLX:** Commissioner Ludwig stated NLX is moving from a data-driven project to an advocacy-driven project. Fund raising efforts were discussed. An increase in their proposed budget was also discussed.
- **Meeting with City of Pine City (lease options):** Previous proposal for lease options with Pine City was reviewed; the county is open to a long-term lease.
- **Arrowhead Transit:** Chair Hallan stated usage is steady.
- **Northeast Emergency Communications Board:** Chair Hallan was unable to attend this meeting. Chief Deputy Paul Widenstrom attended. Standard meeting.
- **Soil & Water Conservation District:** Commissioner Ludwig stated the Island Lake Outlet project was discussed.
- **Other:** Chair Hallan recognized the excellent participation by county staff at the Pine County Fair.

8. **Other**

None.

9. **Upcoming Meetings**

Upcoming meetings were reviewed.

Chair Hallan called a five minute recess at 12:20 p.m.

The board reconvened at 12:25 p.m.
10. **Closed meeting**

**Motion** by Commissioner Mikrot to close the meeting in accordance with Minnesota Statutes §13D.05, Subd. 3(b) (attorney/client privilege) (*Tricas vs. Pine County*). Second by Commissioner Mohr. Motion carried 5-0. The meeting was closed at 12:20 p.m. 
Present: Chair Steve Hallan, Commissioners Josh Mohr, Steve Chaffee, John Mikrot, and Matt Ludwig; County Attorney Reese Frederickson, County Administrator David Minke, Auditor-Treasurer Cathy Clemmer, Land Services Director Kelly Schroeder, Jeff Hentges, Claims Representative with Minnesota Counties Intergovernmental Trust, and attorney Erin Benson with Ratwik, Roszak & Maloney. Attorney Ann Goering with Ratwik, Roszak & Maloney participated via telephone. 
Motion by Commissioner Ludwig to open the meeting at 1:05 p.m. Second by Commissioner Chaffee. Motion carried 5-0.

10A. **Closed Meeting**

**Motion** by Commissioner Chaffee to close the meeting in accordance with Minnesota Statutes §13D.05, Subd. 3(b) (attorney/client privilege). *County of Pine, State of Minnesota vs. James E. and Wilda Z. Obey, TOL Properties and Minnesota Land Trust*, (use of eminent domain to secure public access to Memorial Forest in Munch Township). Second by Commissioner Mohr. Motion carried 5-0. The meeting was closed at 1:06 p.m. 
Present: Chair Steve Hallan, Commissioners Josh Mohr, Steve Chaffee, John Mikrot, and Matt Ludwig; County Attorney Reese Frederickson, County Administrator David Minke, Auditor-Treasurer Cathy Clemmer, and Land Services Director Kelly Schroeder. 
**Motion** by Commissioner Mohr to open the meeting at 1:30 p.m. Second by Commissioner Chaffee. Motion carried 5-0.

11. **Adjourn**

With no further business, Chair Hallan adjourned the meeting at 1:30 p.m. The next regular meeting of the county board is scheduled for August 21, 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
Chair Hallan called the meeting to order at 10:00 a.m. Commissioners Josh Mohr, Steve Chaffee, John Mikrot and Matt Ludwig were present. Also present were County Administrator David Minke and County Attorney Reese Frederickson.

The Pledge of Allegiance was said.

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

Commissioner Chaffee moved to adopt the amended Agenda. Second by Commissioner Mohr. Motion carried 5-0.

Commissioner Ludwig moved to approve the Minutes of the July 17, 2018 county board meeting and Summary for publication. Second by Commissioner Mikrot. Motion carried 5-0.

Commissioner Mikrot moved to approve the Minutes of the July 19, 2018 Special Meeting-Committee of the Whole. Second by Commissioner Chaffee. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence
   Pine County Land Surveyor Monthly Report – July 2018
Commissioner Ludwig moved to acknowledge the Minutes of Boards, Reports and Correspondence. Second by Commissioner Mikrot. Motion carried 5-0.

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


Approve the Application for Abatement for Wal-Mart Real Estate, 950 Evergreen Sq. SW, Pine City.

Approve the Application for Exempt Permit for Pine Technical Community College Foundation to conduct Minnesota lawful gambling on October 26, 2018 at the Northwest Fur Post, 12551 Voyageur Lane, Pine City, MN.

Approve the following liquor licenses for September 1, 2018 – August 31, 2019 subject to meeting all requirements: Wings North, 19379 Homestead Road, Pine City (On Sale and Sunday); Nickerson Bar & Motel, 94430 Main Street, Nickerson (On Sale, Off Sale and Sunday); Beroun Crossing Country Store, 18648 Beroun Crossing, Pine City (Off Sale Only,
inc. Sunday); Pine City Country Club, 10413 Golf Course Road SW, Pine City (On Sale and Sunday); West Beroun Liquor, LLC, 18070 Beroun Crossing Road, Pine City (Off Sale Only, inc. Sunday); Doc’s Sports Bar & Grill, 34427 Majestic Pine Drive, Sturgeon Lake (On Sale, Off Sale and Sunday); Moose Lake Golf Club, 35311 Parkview Drive, Sturgeon Lake (On Sale and Sunday); The Tavern in Duquette, 88159 State Hwy. 23, Kerrick (On Sale, Off Sale and Sunday); Countryside Campground, 56283 Beaver Tail Road, Askov (On Sale, Off Sale and Sunday).


Accept an $800 donation from the National Multiple Sclerosis Society, and an $150 donation from the Hinckley Chamber of Commerce. Funds are to be placed into the Pine County Sheriff’s Reserve Fund.

Approve the Pine County School Resource Officer Contracts between the Pine County Sheriff’s Office and the Pine City Schools, the East Central Schools, and the Hinckley-Finlayson Schools. The rate for 2018-2019 will be $35.20 per hour. Other terms remain the same.

Approve a one-year Affiliation Agreement with the University of South Dakota.

Approve Resolution 2018-43 and County Veterans Service Office Operational Enhancement Grant.

Approve Lukas Olson, Environmental Technician, to attend Introduction to Onsite Systems and Installing Onsite Systems trainings. Total cost: $1,259.
Approve Collections Officer Kari Sammis and Child Support Officer Christina Frey to attend the Minnesota Family Support and Recovery Council Conference. Total cost: $345.
Approve Community Health Services Administrator Samantha Lo to attend the Minnesota Supervisor’s Conference. Total Cost: $815.

Public Hearing – Shoreland Management Ordinance Amendments

Land Services Director Kelly Schroeder explained the proposed changes to the Shoreland Ordinance, including (1) adding language to issue Interim Use Permits, (2) update the definition of “bluff”, “top of bluff” and “toe of bluff”, and (3) adding language prohibiting the storage of junk and debris in the shore impact zones.

Chair Hallan opened the public hearing at 10:12 a.m. and called for public comment. Greg Sorenson, Pine Lake Township Zoning Administrator, commented on the coverage area of blight and debris in the shoreland ordinance. Gordy Johnson, Pokegama and Pine City Townships Zoning Administrator, stated support with the addition of an interim use permit and bluff definitions and language, however would like to see an use list established for interim permit uses. Mr. Johnson also commented on the storage of junk and debris in the shore impact zone. There being no further comments, Chair Hallan closed the meeting at 10:20 a.m.

Motion by Commissioner Ludwig to approve Pine County Ordinance 2018-42 amending the Pine County Shoreland Management Ordinance. Second by Commissioner Chaffee. Motion carried 5-0.
Commissioner Mohr and County Engineer Mark LeBrun provided an overview of the July 18, 2018 and August 1, 2018 Facilities Committees meetings.

**Electrical**

Motion by Commissioner Mohr to award the electrical bid to Granite Ledge Electrical [accepting Alternate #2/light fixtures ($25,000) and Optional Deduct/lighting (24,000)], in the amount of $508,928. Second by Commissioner Ludwig. Motion carried 5-0.

**Roofing**

Motion by Commissioner Ludwig to reject the roofing bids. Second by Commissioner Mohr. Motion carried 5-0.

**Masonry** (The masonry bid to include Alternate #1 had been previously accepted at the July 19, 2018 special county board meeting)

Motion by Commissioner Chaffee to reject bid category #4-masonry Alternate #1 (brick). Second by Commissioner Mohr. Motion carried 5-0.

Motion by Commissioner Ludwig to approve Resolution 2018-44 for payment by the State to Pine County for use and maintenance of CSAH 7, 61 and 23 as detour routes for the Highway 35 detour. Second by Commissioner Chaffee. Motion carried 5-0.

Motion by Commissioner Mikrot to reject all bids received for Contract #1803. Second by Commissioner Mohr. Motion carried 5-0.

Motion by Commissioner Chaffee to approve the county to participate in the loan to EZ Box Electrical Systems Solutions in the amount of $10,000 and purchase a loan participation certificate from the Entrepreneur Fund using funds from the county’s Revolving Loan Fund with the provision that the business locate in Pine County. Second by Commissioner Mikrot. Motion carried 5-0.

Closed meeting

Motion by Commissioner Mikrot to close the meeting in accordance with Minnesota Statutes §13D.05, Subd. 3(b) (attorney/client privilege) (Tricas vs. Pine County). Second by Commissioner Mohr. Motion carried 5-0. The meeting was closed at 12:20 p.m. Present: Chair Steve Hallan, Commissioners Josh Mohr, Steve Chaffee, John Mikrot, and Matt Ludwig; County Attorney Reese Frederickson, County Administrator David Minke, Auditor-Treasurer Cathy Clemmer, Land Services Director Kelly Schroeder, Jeff Hentges, Claims Representative with Minnesota Counties Intergovernmental Trust, and attorney Erin Benson with Ratwik, Roszk & Maloney. Attorney Ann Goering with Ratwik, Roszk & Maloney participated via telephone.

Motion by Commissioner Ludwig to open the meeting at 1:05 p.m. Second by Commissioner Chaffee. Motion carried 5-0.

Closed Meeting

Motion by Commissioner Chaffee to close the meeting in accordance with Minnesota Statutes §13D.05, Subd. 3(b) (attorney/client privilege). County of Pine, State of Minnesota vs. James E. and Wilda Z. Obey, TOL Properties and Minnesota Land Trust, (use of eminent domain to secure
public access to Memorial Forest in Munch Township). Second by Commissioner Mohr. Motion carried 5-0. The meeting was closed at 1:06 p.m.
Present: Chair Steve Hallan, Commissioners Josh Mohr, Steve Chaffee, John Mikrot, and Matt Ludwig; County Attorney Reese Frederickson, County Administrator David Minke, Auditor-Treasurer Cathy Clemmer, and Land Services Director Kelly Schroeder.

**Motion** by Commissioner Mohr to open the meeting at 1:30 p.m. Second by Commissioner Chaffee. Motion carried 5-0.

With no further business, Chair Hallan adjourned the meeting at 1:30 p.m. The next regular meeting of the county board is scheduled for August 21, 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

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.
Attendance:
Jamie Root-Larsen, Positive Community Norms Media Specialist
Brian Masterson, Hinckley/Finlayson School
Jen Telander, Regional Prevention Coordinator
Amber Chase, Pine Co Probation
Cara Keinanen, MN Teen Challenge
Lynette Kuzel, Teen Focus
Paul Widenstrom, Pine Co Sheriff’s Dept
Commissioner Matt Ludwig, Commissioner John Mikrot Jr and his son – Student at Willow River School
Kelly Ketchum, Willow River School
Reese Frederickson, Pine Co Attorney
Lynette Forbes-Cardey, Lori Fore, Becky Foss, Karen Jansen, Samantha Lo, Danielle One’, Bonnie Rediske and Janet Schumacher, Pine Co HHS

Meeting commenced at 3:00 pm by Becky Foss at Hinckley/Finlayson High School, Hinckley.

1. **Introductions and Welcome**
   Welcome to all, introductions were made and thanks for coming – greatly appreciated.

2. **Addition/Changes to the Agenda**
   Motion to approve agenda as amended by Commissioner Ludwig, seconded by Sam Lo. Motion carried.

3. **Minutes of July 9, 2018**
   Motion to approve 7/9/18 minutes made by Sam Lo, seconded by Bonnie Rediske. Motion carried.

4. **Hailey Freedlund, SHIP/Partners in Healthy Living Coordinator with Pine County Public Health and Lori Swanson, SHIP/Partners in Healthy Living Coordinator with Kanabec County Community Health**

   Hailey and Lori shared results of the recent Health Equity Data Analysis (HEDA) that Partners in Healthy Living (PiHL) started working on in the Fall of 2017 for Isanti, Kanabec, Mille Lacs and Pine County – HEDA is a health assessment process that:
   - Looks at overall health outcomes and how health varies between population groups within a county
   - Looks at individual behavior as well as at social and economic conditions that impact health
   - Examines policies and systems that influence health through social and economic conditions
   - Engages populations that experience health inequities in the assessment process

   Input was gathered from Local PH Directors in all four counties as well as members of PiHL’s Community

Page 1

Pine County Chemical Health Coalition
Leadership Team (CLT). After reviewing various data sources, PiHL’s HEDA team members chose to focus on e-cigarette usage among youth in the four counties and looking at usage rates in low vs. high income youth.

2016 MN Student Survey data was shared of e-cig usage among high vs. low income 11th grade students and out of all the 8th, 9th, and 11th, grade students, only 11th grade students from Mille Lacs Co indicated a higher e-cig usage rate among high income youth vs. low income.

Students in the ALC of Cambridge, East Central, Isle, Mora Pine City and Princeton were surveyed in Feb 2018 with 16 questions – 107 surveys were collected. This survey was to gain stronger youth perspective regarding e-cig use among youth and to identify possible causes as to why there are differences in e-cig usage rates among youth from low income families vs. high income families.

From those 16 questions, 3 questions gathered the most responses that identified individual factors for youth e-cig use and conditional factors for use. Questions were:

Question #1 - Why do you think youth start using e-cigs?

Question #2 - Some studies show that youth from lower income families use e-cigs more than youth from higher income families – why do you think that might be? Do youth from different backgrounds have different reasons for using e-cigs?

Question #3 - Why did you start using e-cigs and what was appealing about them?

Some of the quotes of responses to the above questions from students that identified that they receive free/reduced price lunch and have used e-cigs included:

Question #1 - “E-cigs are very advertised because so many people use them and flavored e-cigs are very popular”

Question #1 – “They think it is better for them and it is easier to get them online”

Question #1 – “They see others doing it. It’s cheaper than cigarettes. It tastes better. Stress relief”

Question #2 - “Lower income means that life is rough and they would use for stress”

Question #2 – “People’s backgrounds have a lot of difference outcomes. Wealthy kids don’t live in the crappy part of town or the “ghetto” or the trailer park, so they don’t have bad influences around them and their friends are most likely wealthy also, so they don’t smoke either”

Question #3 – “I started because all my friends were”

Key factors/themes –

Individual Factors/Themes:
- Fun-play tricks (blow clouds)
- Flavoring is appealing
- Friends’ use has impact on personal use
- Stress
- Identifies difference in use between low vs. high income households

Page 2

Pine County Chemical Health Coalition
Factors/Themes Related to Living Conditions:
Less expensive than traditional cigarettes
Think using e-cigs are cool because of advertising
Viewed as safer than traditional tobacco products because of advertising

The next steps are to present the results to PiHL’s Community Leadership Team and discuss strategies to inform future work plan as well as present the results back to the ALCs that participated in the HEDA.

Youth tobacco use has risen for the first time in 17 years. Over 26% of high school students surveyed reported using tobacco products in the past 30 days.
What’s driving this trend – explosion of e-cig use
Why the rise – flavors appeal to kids, easy access, aggressive marketing (social media), changing landscape
The good news – less youth smoking – proven strategies to decrease tobacco use

Spoke of the toolkit that the state created – Hailey will work with Becky about bringing to the PCCHC.

Couple of questions from coalition members – is there any data that the above data lead to other tobacco products or chemicals, what were the data numbers for male/females, and will there be follow-up to HEDA – Hailey will look into this.

5. Becky Foss, Temporary Chair

a. Elections – to be held in August with new group of officers to take over in September
Chair –
Becky called for nominations for Chair –
Commissioner Ludwig nominated Reese Frederickson for Chair. No further nominations.
Motion was made by Commissioner Ludwig, seconded by Becky Foss to elect Reese Frederickson as Chair, motion carried.

Vice-Chair –
Becky called for nominations for Vice-Chair –
Becky Foss nominated Stef Youngberg for Vice-Chair. No further nominations.
Motion was made by Becky Foss, seconded by Brian Masterson to elect Stef Youngberg as Vice-Chair, motion carried.

Secretary –
Becky called for nominations for Secretary –
Lynette Forbes-Cardey nominated Karen Jansen for Secretary. No further nominations
Motion was made by Lynette Forbes-Cardey, seconded by Cara Keinanen to elect Karen Jansen as Secretary, motion carried.
6. Lynette Forbes-Cardey, Grant Coordinator

a. Strategic Planning Process
Lynnette shared updated information from a recent meeting.

Some of the updated strategies for:

Retail Access: increase compliance checks to 2 or 3 times/year, contact retailers via phone/US mail to invite them to Responsible Beverage Server Training, work with alcohol outlets and student groups to conduct a Retail Sticker Project (Sticker Shock) with a PCN message about not providing alcohol to minors – passed a sample around, continue to work with County Attorney’s office to create a plan for campaigning of a Social Host Ordinance.

Enforcement: work with Sheriff to begin writing citations for Compliance Check failures.

Community Norms: series of multi-media messages to support parents/guardians.

Discussed some consequences for those that fail compliance checks – tap into business checkbook, perform additional checks on that business, require owner/employees to take RBST.

b. Reports etc.

Volunteer Opportunities
Askov Rutabaga Days – Aug 24-25 –

Upcoming Training Opportunities for Coalition Members
SAPST – 3 people to be trained this year – Sept 17-20 in St Cloud and Prevention Ethics Sept 21 in St Cloud

PCN Training – 2 seats available – Oct 2-3 in Deerwood – Lynette F-C and Jamie will attend

Program Sharing Conference is in October.

News from Schools
ETA will be at Askov Rutabaga Days and are developing their version of 7 Ps Principles. They did Sandstone Quarry Days and passed out to adults - water bottles/insulated cups, flying discs to youth and did the 9 Square in the Air Game

Positive Jags are working on their own version of the 7 Ps Principles.

Report Volunteer Opportunities for Coalition Members
Pine County Fair - ID Booth/Coalition Tent – About 50 people visited the tent and Amber did a great job of getting us into the booths to ID. Amber indicated that two other people and Probation Staff
volunteered. Need to improve structure and organization for next year. Should be more collaborated and requirements to go through training.

Hinckley National Night Out – Aug 7 – met with local Hinckley residents and visitors from out-of-state. Distributed information, etc. and did about 5 one-to-one conversations.

Training Report from Coalition Members
Nate, Lynette Forbes-Cardey and Shawn Jansen attended Youth Engagement: Take it and Make It Local with Deborah Moore Aug 8th – a hands on workshop for youth workers with activities.

CADCA Mid-Year in Florida – Lynette F-C attended and was very good, learned about bringing a proposed ordinance to city hall, the value of celebrating as a coalition and more.

Montana Summer Institute – Terry, Reese, Cara and Lynette F-C - received a clearer understanding of the Science of the Positive, some brain science and success stories from other prevention teams from around the country. Formed some great connections with others in attendance.

7. Jamie Root-Larsen, Media Consultant
Passed out several items that will be given out at school activities, billboards were approved, working on theatre ads, bottle hangars. Jamie and Lynette are working on annual report, 52 cases of labeled bottled water for the schools will be arriving soon. Amber suggested to collaborate RBST/Sticker Shock with local establishments.

8. Adjourn - 4:10 pm

NEXT MEETING DATE:
MONDAY, SEPTEMBER 10TH @ 3:00 PM
EAST CENTRAL HIGH SCHOOL, FINLAYSON

Minutes prepared by Janet Schumacher. \PCCHC\Minutes\2018\Aug 13 min.doc
Date: Monday, June 11, 2018

Time: 9:30 a.m.

Place: Hinckley Public Library

Present: Board Members: Don Niemi (Aitkin); Rebecca May (Aitkin); Keith Carlson (Chisago); Patricia Frank (Chisago); George McMahon (Chisago); Barbara Kruschel (Isanti); Karen Lee (Isanti); Mike Warring (Isanti); Gene Anderson (Kanabec); Robert Jensen (Kanabec); Karen Rasmusson (Kanabec); Linda Boettcher (Mille Lacs); Carol Goddard (Pine); Josh Mohr (Pine); Judy Scholin (Pine).

Staff: Shelly Anderson (Administrative and Finance Manager); Amelia Birkholz (Hinckley Branch Librarian); Sandy Buckingham (Human Resources Coordinator); Rachel Howell (Assistant Director); Carla Lydon (Executive Director).

Absent: Wendy Kafka (Mille Lacs); Genny Reynolds (Mille Lacs)

Call to Order

Board President Anderson called the June, 2018 meeting of the East Central Regional Library Board to order at 9:30 a.m.

Pledge of Allegiance

Introductions

Lydon introduced Hinckley Branch Librarian Amelia Birkholz. Birkholz told a bit about the Hinckley Library — "we’re one of the smallest ECRL branches but small doesn’t mean lack of quality." She stated that the library brings a lot of value to the community in Hinckley.

Adopt/Amend Agenda

Jensen/McMahon to adopt agenda

M/S/P: unanimous

Period for Public comment

None

Approval of Previous Minutes

No additions or corrections.

Niemi/Rasmusson to approve minutes

M/S/P: unanimous

Bills

Lee clarified expenses on several of the larger, unfamiliar bills and these items were discussed.
Lee/McMahon to approve bills as presented

M/S/P: unanimous

Financial Reports
Reviewed and discussed Financial Reports.

Lee/Goddiard to accept the Financial Report as presented
M/S/P: unanimous

ECRL Administrative Reports
A. Director's Organizational Report
   • Lydon updated the Board on the status of the Strategic Plan. A survey of patrons is going live today and will be promoted in all the branches.
   • Lydon reviewed an incident that took place in the Chisago Lakes Branch recently. The Branch Librarian found a disposable cell phone which had a substance inside the phone. The police were called – apparently the library might have been used as a drop site for drugs.
   • We received a notice of retirement from Sue Monroe, North Branch Librarian. She will be leaving at the end of July.
   • Lydon stated that she received a notice from Donna Rae Asp, resigning her position on the Board, so Aitkin County will need another member on the Board.

B. Branch Highlights
   • Things have been pretty quiet as everyone was gearing up for summer reading program. Katherine Jordan, new Branch Librarian, just finished her first month in Mora. Most vacancies have now been filled.

Other Reports
A. Personnel Committee
   • Lee addressed the new Dress Code Policy and stated that the Personnel Committee has reviewed it and recommends that it be approved. Discussed the policy and guidelines.

Lee/Jensen to approve Dress Code Policy
M/S/P: unanimous

   • Compensation and Classification Study: Lydon explained that we received three responses to the Comp and Class RFP that was sent out and the bids came back at $21,000, $14,000 and $13,000 – we are looking at the two lowest bids. The Personnel Committee interviewed both firms, had a good discussion and did reference checks on both. There was a motion to engage into a contract not to exceed a maximum of $14,000 and the Board allow leeway on selecting one of the two firms. McMahon asked that we wait on approving this until the Finance Committee meets again. Much discussion on the ECRL wages, where the money would come from to pay for the study, what’s involved in the study.

Carlson/Niemi to approve spending up to $14,000 on Comp and Class Study
M/S/P: Opposed: McMahon

B. Strategic Plan Timeline: The strategic Planning Committee met and went over timeline, budget. Lee showed proposed timeline for getting the Strategic Planning completed and have a proposed plan ready for the December Board Meeting, making it effective on 1/1/19. Includes a survey, a public focus group in each county and with the Board and library staff. Lee stated that the survey is ready to be launched. Jensen requested that the Board members get the Plan a month in advance of the December Board Meeting so they can have time to review. Lydon will send out 30 days before December meeting.

Lee/Carlson to Accept Timeline

M/S/P: unanimous

C. CMLE: Lydon is the Board Chair, Bob Jensen and Wendy Kafka are appointees to the Board. CMLE is a multi-type region and Lydon is the public library appointee. They serve libraries and librarians and ECRL is a member – statutorily we have to be part of the board. They also serve our schools and academic libraries. We have taken advantage of some grant money that was available.

Old Business

None

New Business

A. Step Increases: Some staff are due for step increases first pay period in July. The money for these increases were included in the 2018 budget but it requires Board approval.

Jensen/Kruschel to Approve Step Increases

M/S/P: unanimous

B. Approve June Bills:

Lee/McMahon to approve June Bills

M/S/P: Unanimous

C. RLBSS Application: Lydon is recommending and needs approval of this application, allowing Gene Anderson to sign it. She will bring for review at the next Board Meeting.

McMahon/Carlson to approve submission of RLBSS Application

M/S/P: Unanimous
D. **Legacy Application**: Also need Board approval for the Legacy Application for fiscal year '19, allowing Anderson to sign.

Jensen/Scholin to approve submission of Legacy Application

*M/S/P: Unanimous*

**Trustee Issues**

A. **2018 Legislative Session**: Lydon stated that all issues have now been addressed for 2018. Supplemental budget was vetoed by the governor. The bill allowing unspent RLTA funds to be used for other telecom purposes for libraries was part of the veto so those unspent funds will go back to general fund. Bonding bill was signed – million dollars for library construction grants. The City of Cambridge might look at applying for some money if the referendum is passed this fall. The pension reform bill was also signed into law and we will wait for implications (if any) through PERA.

B. **60th Anniversary Committee**: 2019 will be ECRL’s 60th anniversary. A committee is being formed with both Board members and library staff. Genny Reynolds, Judy Scholin and Keith Carlson were appointed from the Board; the staff members will be identified at a later date.

**Future Agenda Items**

Special Funds.

Next meeting Monday, August 13, 2018, 9:30 a.m. in Princeton.

*McMahon/Carlson to adjourn at 11:30 am*

*M/S/P: unanimous*

Josh Mohr, Secretary

Sandy Buckingham, Recorder
AGENDA REQUEST FORM

Date of Meeting: August 21, 2018

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

Agenda Item: July, 2018 Cash Balance

Department: Auditor-Treasurer

Department Head signature

Background information on Item:

Action Requested:

Financial Impact:
## Treasurer's Cash Trial Balance Comparison

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# Pine County Treasurer's Cash Trial Balance

As of 07/2018

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## Pine County

### Treasurer's Cash Trial Balance

As of 07/2018

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#### 14 Ditch Maintenance (Sr) Fund

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| Disbursements  | 11,043.84-        | 77,139.82- |           |                 |
| Payroll        | 931,608.91-       | 1,021,895.52-|         |                 |
| Journal Entries| 889,179.29-       | 661,101.05-| 1,306,999.88|                 |
| Fund Total     | 1,988,100.93      |            |           |                 |

#### 24 SSTS Upgrades

|                |                   | 96.00       | 29,242.00 |                 |
|----------------|-------------------|------------|-----------|                 |
| Receipts       | 1,506.90          |            |           |                 |
| Disbursements  | 0.00              | 50,508.00- |           |                 |

Copyright 2010–2017 Integrated Financial Systems
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<tr>
<th>Fund Description</th>
<th>Beginning Balance</th>
<th>This Month</th>
<th>YTD</th>
<th>Current Balance</th>
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<td>47.78</td>
<td>39,503.04</td>
<td>67,874.69</td>
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<td>38 Building Fund</td>
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<td>4,015.00</td>
<td>31,669.42</td>
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<td>160,900.00</td>
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<td>342,506.80</td>
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Copyright 2010–2017 Integrated Financial Systems
#### Pine County

**TREASURER'S CASH TRIAL BALANCE**

As of 07/2018

<table>
<thead>
<tr>
<th>Fund</th>
<th>Beginning Balance</th>
<th>This Month</th>
<th>YTD</th>
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<tbody>
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<td>41</td>
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Copyright 2010-2017 Integrated Financial Systems
## Pine County

**TREASURER'S CASH TRIAL BALANCE**  
As of 07/2018  
Page 6

<table>
<thead>
<tr>
<th>Fund</th>
<th>Beginning Balance</th>
<th>This Month</th>
<th>YTD</th>
<th>Current Balance</th>
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<tr>
<td><strong>84</strong> East Central Drug Task Force Agency Fund</td>
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<td>1,728,933.08</td>
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<td>200.00</td>
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<td>Total</td>
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<td>15,191,259.83</td>
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AGENDA REQUEST FORM

Date of Meeting: August 21, 2018

☑ County Board
☐ Consent Agenda
☐ Regular Agenda

☐ Personnel Committee
☐ Other _______

Agenda Item: Approval of Liquor Licenses

Department: Auditor

Background information on Item:
Approval of Off/On/Sunday Liquor Applications/Licenses for:

Floppie Crappie
Chengwatana Country Club
Vannelli's Landing
Bear Creek Tavern

Approval for 2:00 AM closing for Vannelli's Landing

All subject to: State, County Attorney, County Sheriff, Township and County Board

Action Requested:

Financial Impact:
AGENDA REQUEST FORM

Date of Meeting: August 21, 2018

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

Agenda Item: Approval of Temp License

Department: Auditor

Background information on Item:
Approval of Temp License for the Audubon Center
Subject to State, PCSO and Pine County Board

Action Requested:

Financial Impact:
**Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License**

Name of organization: Audubon Center of the North Woods  
Date organized: 06/10/1969  
Tax exempt number: 23-7044464

Address: 54165 Audubon Dr, PO Box 530  
City: Sandstone  
State: Minnesota  
Zip Code: 55072

Name of person making application: Bryan Wood

Date/des of event: 08-25-18 - 08-26-18

Date of event: 08-25-18 - 08-26-18

Name of person making application: Bryan Wood, Executive Director

Name of person making application: Bryan Wood, Executive Director

Date of event: 08-25-18 - 08-26-18

Location: Main Dining Hall at 54165 Audubon Dr, Sandstone, MN

**West Bend Insurance**

**APPROVAL**

**Pine County**

Date Approved: Aug 25 26 2018

Signature: Maddy Amundson

County Official Phone Number: 320-591-1670

City/County approving the license: Pine County

Date: 08-25-18

Total Fee: $50.00

Date Fee Paid: 08-25-18

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

Please provide a valid email address for the city/county as all temporary permit approvals will be sent back via email. Email the application signed by city/county to age_temporaryapplication@state.mn.us.
NOTICE

Pursuant to Laws of Minnesota, 1984, Chapter 502, Article 8, Section 2 (270.72) Tax Clearance; Issuance of Licenses), the licensing authority is required to provide to the Minnesota Commissioner of Revenue your Minnesota business tax identification number and the social security number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information:

1. This information may be used to deny the issuance or renewal of your license in the event you owe Minnesota sales, employer’s withholding or motor vehicle excise taxes;

2. Upon receiving this information, the licensing authority will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement the Department of Revenue may supply this information to the Internal Revenue Service;

3. FAILURE TO SUPPLY THIS INFORMATION MAY JEOPARDIZE OR DELAY THE PROCESSING OF YOUR LICENSE ISSUANCE OR RENEWAL APPLICATION.

Please supply the following information and return along with your application to the licensing authority. ALL REQUESTED INFORMATION MUST BE PROVIDED.

<table>
<thead>
<tr>
<th>NAME OF LICENSE FOR WHICH YOU ARE APPLYING</th>
<th>Temporary On-Sale Liquor License</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant's Last Name</td>
<td>First Name</td>
</tr>
<tr>
<td>Wood</td>
<td>BRYAN</td>
</tr>
<tr>
<td>Applicant's Address City State Zip Code</td>
<td>29622 295TH LN LINDSTROM MN 55045</td>
</tr>
<tr>
<td>Applicant's Social Security Number Position (Officer, Partner, etc.)</td>
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</tr>
<tr>
<td>EXECUTIVE DIRECTOR</td>
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<tr>
<td>Business Name</td>
<td>AUDUBON CENTER OF THE NORTH WOODS</td>
</tr>
<tr>
<td>Business Address City State Zip Code</td>
<td>54145 AUDUBON DR. SANDBORNE MN 55372</td>
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<td>MN Tax Identification Number Federal tax identification number</td>
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<td>If a Minnesota tax identification number is not required, please explain on the reverse side of this form</td>
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<td>Signature Date</td>
<td>Sign Wood 09/16/18</td>
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AGENDA REQUEST FORM

Date of Meeting: AUGUST 21

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

Action Requested:
Approve Application

Financial Impact:
None
RESOLUTION No. 2018-47

WHEREAS, Richard D. Anderson and Michael J. Anderson, 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:

North Half of North Half of North Half of Southeast Quarter (N1/2 of N1/2 of N1/2 of SE1/4) Section Thirty (30), Township Forty-four (44), Range Twenty-one (21) PID #05.0247.007

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 Richard D. Anderson and Michael J. Anderson, 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 Sandstone, Minnesota, this 21st Day of August, 2018.

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

County Auditor
AGENDA REQUEST FORM

Date of Meeting: August 21, 2018

☑ County Board
☐ Consent Agenda
☐ Regular Agenda

☐ Personnel Committee
☐ Other

Agenda Item: Donation

Department: Sheriff

Background information on Item:
A donation in the amount of $500.00 was received from Town and Country Insurance. The donation was directed to the Sheriff's Office K-9 unit.

Action Requested:
Acknowledge the donation and authorize to the Sheriff's Office K-9 unit.

Financial Impact:
AGENDA REQUEST FORM

Date of Meeting: 08/21/2018

☑ County Board

☐ Consent Agenda

☐ Regular Agenda

☐ Personnel Committee

☐ Other

Agenda Item: Budget adjustment request

Department: HHS

Background information on Item:

As the 2018 HHS budget was prepped last year, the child protection grant revenue and the new ICWA aid were combined into one line item as there was uncertainty at that time how the new ICWA aid would be required to be tracked and classified. We have just recently received the first ICWA aid, and need to add a line item specific to that source of aid in the HHS budget. Therefore, the budget revision request is this:

Line item 12-430-719-0006-5348 CP grant: From $258,950 to $154,427 (less $104,523 in revenue, as the ICWA aid will now go into its own line item)

Line item 12-430-719-0007-5350 ICWA aid from -0- to $104,523 (additional $104,523 to appropriately account for the new ICWA aid)

Action Requested:

Approve the following budget adjustment: Line item 12-430-719-0006-5348 CP grant: From $258,950 to $154,427; Line item 12-430-719-0007-5350 ICWA aid from -0- to $104,523 (as explained above)

Financial Impact:

There is no financial impact to these changes, it is merely accounting for the aid in the appropriate places in the HHS budget.
AGENDA REQUEST FORM

Date of Meeting: August 21, 2018

☐ County Board
☐ Consent Agenda
☐ Regular Agenda

☐ Personnel Committee
☐ Other

5 mins ☐ 10 mins ☐ 15 mins ☐ Other ☐

Agenda Item: Tax Forfeit Conveyances

Department: Auditor/Land

Department Head signature

Background information on Item:

CITY OF PINE CITY
-A previous request of conveyance of property through a conditional use deed by Pine City has been denied by the Minnesota Department of Revenue, stating that a Conservation Deed be appropriate to retain green space in the preservation of the land in its natural state. Recommend a conveyance through a conservation deed to Pine City for the value of $1.00, plus applicable fees as required.

DNR
-A previous attempt to convey property to the DNR Fisheries has been postphoned, as the property needs to be released from tax forfeiture inorder for the property to be managed by the DNR. Recommend a request to have the parcel of land released from the tax-forfeiture trust.

Action Requested:
- Approval by Resolution: (2) Two Resolutions Required (see attachments).

Financial Impact:
N/A
Resolution for Conveyance of Tax-Forfeit Lands
To the City of Pine City (Conservation Deed)
Resolution No. 2018-45

WHEREAS, The Pine County Board of Commissioners previously approved a conveyance through a conditional use deed (Resolution 2018-31) of the following listed tax-forfeited parcels to the City of Pine City for use of parks and open green space along with possible storm water and utility related infrastructure:

CITY OF PINE CITY (42.0179.000 and 42.0205.000)
That part of Government Lot 1 east of Right-Of-Way of Highway 35 in 32-39-21; AND That part of Government Lot 2 described as follows: Beginning at northwest corner of section 33; thence East 20 feet, thence South parallel with west line of section 33 to the Snake River, said point being point "A"; thence commencing again at northwest corner of section 33; thence south along west line of section 33 to the Snake River; thence easterly along the Snake River to point "A" in 33-39-21.
32 & 33 of 39-21 2.91 acres

WHEREAS, The Minnesota Department of Revenue has denied the conditional use application due to not meeting the statutory requirements of a park, stating a conveyance through a conservation deed be appropriate for preserving green space.

WHEREAS, the City of Pine City, in resolving the conditional use denial, has requested a conservation deed for the above listed properties to retain green space in the preservation of the land in its natural state.

WHEREAS, Minnesota State Statue 282.01, subd. 1a. para (h) allows for conservation tax-forfeited land to be sold to a governmental subdivision of the State for less than market value for the preservation of land in its natural state; a 30-year restrictive covenant limiting the use of the land to this purpose required.

BE IT HEREBY RESOLVED, that the above stated parcels of land, previously classified as non-conservation, be reclassified as conservation; being offered to the City of Pine City, in accordance to Minnesota Statute 282.01, for the value of $1.00; in addition to applicable fees, recording fees, deed tax, deed fee and State assurance fees as may be required.

Date

By: Stephen M. Hallan, Chairman Pine County Board of Commissioners

Attest: Cathy J. Clemmer, Pine County Auditor
Resolution: Request for the Release of Tax-Forfeit Land to the Minnesota Department of Natural Resources
Resolution No. 2018-46

WHEREAS, the following listed tax-forfeited property has been classified as conservation by the Pine County Board of Commissioners (Resolution 2018-07):

OGEMA TOWNSHIP (23.0221.000 split)
South 100 feet of the SW¼ of the SW¼, less the east 500 feet thereof. Reserving for Pine County, its successors and assigns, a highway easement over, under and across all that part of the described parcel which lies between lines run parallel with and 50 feet easterly and 50 feet westerly of the centerline of Pine County State Aid Highway 24 as constructed in 2006.
20-41-17 approximately 1.88 acres

WHEREAS, utilizing the provisions of Minnesota State Statue 282.01, subd. 1a. para (h), the Pine County Board of Commissioners previously approved the conveyance of the above listed property to Minnesota Department of Natural Resources Fisheries (DNR) at the value of $1.00, for the continued stocking of trout and to maintain public angling access to Crooked Creek and Bang’s Brook (Resolution 2017-49)

WHEREAS, The Minnesota Department of Natural Resources cannot accept the conveyance utilizing Minnesota State Statue 282.01, subd. 1a. para (h); as it only applies to governmental subdivisions of the State and does not apply to the State of Minnesota.

WHEREAS, Minnesota State Statue 282.01, subd. 2 allows tax-forfeited conservation lands to be released from the trust in favor of taxing districts; the title to be held by the State free from any trust in favor of any and all taxing districts and the lands shall be devoted thereafter to the purposes of forestry, water conservation, flood control, parks, game refuges, controlled game management areas, public shooting grounds, or other public recreational or conservation uses, and managed, controlled, and regulated under the jurisdiction of the commissioner of natural resources and the divisions of the department.

BE IT HEREBY RESOLVED, that the Pine County Board of Commissioners, in accordance to Minnesota State Statue 282.01, subd. 2, wishes to have the above listed parcel of land released from the trust in favor of taxing districts, to be devoted to conservation uses, and managed by the Minnesota Department of Natural Resources.

Date

By: Stephen M. Hallan, Chairman Pine County Board of Commissioners

Attest: Cathy J. Clemmer, Pine County Auditor
AGENDA REQUEST FORM

Date of Meeting: August 21st, 2018

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

Agenda Item: MnCCC & Trimin Systems Inc Contract for Computer Services

Department: Auditor-Treasurer / IT

Background information on Item:

The Maintenance and Support Contract with TriMin for IFS has been approved by the Joint IFS committee and the MnCCC Board for the period of 01/01/2019 through 12/31/2021. The support is for the Auditor-Treasurer and Human Services departments.

The IFS system is already integrated with the existing financial systems of the County and I am requesting acceptance of the contract and execution of the Board Ratification Statement.

Action Requested:

Acceptance of the contract and execution of the Board Ratification Statement

Financial Impact:
BOARD RATIFICATION STATEMENT

The Board of ____________________________ has ratified the Professional Services Agreement between TriMin Systems Inc. and the Minnesota Counties Computer Cooperative (MnCCC) for the maintenance and support of IFS. The Agreement will be effective January 1, 2019 through December 31, 2021. This Agreement commits the participating members for the term of the contract and the financial obligations associated with this agreement.

Signed: _____________________________________________________________

                             Board Chair

Date:  _______________________________________________________

Attest:  _______________________________________________________

Title:  _______________________________________________________

Date:  _______________________________________________________

AGREEMENT TO PROVIDE PROFESSIONAL SERVICES BETWEEN
MINNESOTA COUNTIES COMPUTER COOPERATIVE

And

TRIMIN SYSTEMS, INC.

January 1, 2019

This Agreement dated and to be effective as of the date set forth above by and between the Minnesota Counties Computer Cooperative (MnCCC), a joint powers organization, 100 Empire Drive, Suite 201, St. Paul, Minnesota, 55103, for the benefit of and use by its participating end user members ("MnCCC") and TriMin Systems, Inc., 2277 Highway 36 West, Suite 250, Roseville, Minnesota, 55113 ("TriMin").

WITNESSETH

WHEREAS, MnCCC wishes to retain professional services to obtain computer programming and technical assistance for the maintenance and support of computer software system known as IFSpi, solely owned by MnCCC; and

WHEREAS, TriMin has and will be expected to render substantial service hereunder.

NOW THEREFORE, in consideration of the mutual promises and agreements contained herein, and for other good and valuable consideration, the parties agree as follows:

I. Systems to be Supported

TriMin agrees to provide computer programming, technical assistance, and related services to support and maintain the systems and systems components of the Integrated Financial System Platform Independent version (IFSpi), which for purposes of these and related agreements includes the Cash Drawer module, in exchange for MnCCC's payment of certain fees pursuant to the support fee summary attached and incorporated by reference as Attachment A.

II. Definition of Included Support Services

The fees paid by MnCCC under this Agreement and identified in Attachment A shall fully compensate TriMin for the following Services:

A. General IFSpi Support Activities

These activities are in support of all IFSpi users:

1. Track IFSpi support incidents and report out to Joint IFSpi Committee (JIC) per the IFSpi Service Level Agreement (SLA) attached and incorporated by reference as Attachment B.
2. Provide supporting documentation for JIC meetings (up to 6 times per year) with respect to IFSpi bugs/fixes and open Enhancement Requests (including categories Approved, Completed, New, Committee, Tabled, Denied, Withdrawn and Study statuses).
3. Provide any IFSpi revisions necessitated by changes in applicable Minnesota statutes, laws or regulations. MnCCC will advise TriMin of any requested changes to IFSpi as necessitated by changes in Minnesota statutes, laws, or regulations and provide sufficient details to support TriMin in making the
changes. Further, these changes will be subject to the same enhancement scope limitation as listed in section III-H.

B. Level 1 Support

Logging of, and responding to, email and phone support requests from IFSpi users regarding IFSpi application usage. Each support request to be logged as to nature of the request/issue and county/agency/department that originated the request. Level 1 support will resolve basic user issues for the IFSpi users and escalate more complex issues to Level 2 support. Also described in Attachment B.

Level 1 support will be performed by TriMin for participating MnCCC counties and agencies and other applicable independent users as approved by MnCCC, and only these users are to be charged for Level 1 support. See Attachment C.

C. Level 2 Support

Engage with IFSpi users on more complex support issues as escalated from Level 1 support. Will resolve issues that can be addressed via ad hoc training, provide alternate approaches to resolving issue, or by documenting the issue more fully so that it can be addressed by Level 3 support as an MnCCC bug, or enhancement request. Level 2 support will provide direction to IFSpi users and to Level 3 support in terms of whether or not the IFSpi functionality is working as designed, or appearing to be a “bug” in the code that needs to be addressed by Level 3. If it is determined that the code is functioning as designed, then the IFSpi user will be instructed to submit an enhancement request to MnCCC (via their logical support organization). Level 2 support will also perform functional application testing prior to new release of updates to applications.

Level 2 support will be performed by TriMin and chargeable to MnCCC as listed in Attachment C. These fees are included and part of this contract pricing. No additional charges will be allowed without prior authorization by MnCCC.

D. Level 3 Support

Perform IFSpi code analysis, programming, testing and project management related to bugs as escalated from Level 2 support.

Level 3 support will also include the following:

1. Estimating of IFSpi Functional Enhancement Requests, based on the documented requirements as submitted by MnCCC and Level 2 support.
2. Technical Design of approved Functional Enhancement Requests, with review and sign-off by MnCCC prior to coding activities on projects over 20 hours.
4. On-going design, development, technical testing and deployment as described in “IFSpi Infrastructure Modernization” Section II-E below.

Level 3 support will be performed by TriMin and chargeable to MnCCC. These fees are included and part of this contract pricing. No additional charges will be allowed without prior authorization by MnCCC.
E. Installation Support

For counties/agencies not able or interested in performing their own IFSpi product updates or installation of new releases, or who do not have another provider (i.e. MSCC), TriMin will perform the installations as part of this optional support element. A minimum hourly fee will be charged per installation per the fee table in Attachment A.

Installation support will be performed by TriMin and chargeable only to counties who choose this option.

F. IFSpi Analyst Services

In addition to Level 2 Support activities, the TriMin staff assigned the IFSpi Analyst workload will proactively engage in the following:

1. On-going updates to IFSpi end user documentation. TriMin to develop and manage a “plan” for on-going user documentation updates that will be prioritized and based on analysis of frequent support topics and the need to replace legacy (green screen) documentation over time.
2. Develop training materials and training videos for use by IFSpi community. Provide web and/or “live” training quarterly at events mutually agreed upon with MnCCC.
3. Serve as primary liaison to the Joint IFS Committee (JIC), JIC Subcommittees and work directly with MnCCC and individual MnCCC end users as appropriate, to fully define and document requirements for IFSpi functional enhancements prior to submission to Level 3 for estimates, or coding activities.
4. Provide communication from MnCCC to Level 3 technical staff regarding functional requirements for IFSpi and Cash Drawer and support end users needs and desires with respect to the software.

IFSpi Analyst role will be performed by TriMin and chargeable to MnCCC. These fees are included and part of this contract pricing. No additional charges will be allowed without prior authorization by MnCCC.

G. IFSpi Infrastructure Modernization

With the specific activity as agreed to and approved by MnCCC, Level 3 support will work continuously on the underlying architecture of IFSpi with the goal of remaining current with respect to the “code stack” that supports the functional capabilities of IFSpi, and which will take up to 3,000 person hours to complete. The code stack refers to, but is not limited to: security layer, web browser, web server, framework, software and scripting language, web services and other interfaces. In addition to this activity, also includes new capabilities to support a more automated installation of product updates and new releases, and on-going technical documentation of same. Technical documentation requirements to be defined with MnCCC and prioritized along with code update activity. Examples of technical documentation:

1. Detailed documentation on the database structure and core application design, interfaces and Microsoft AD integration.
2. Documentation on all application module usage and code levels, including any registrations or licensing. Develop a plan to keep these current, patched and up to date.

TriMin will develop and maintain an IFSpi Infrastructure Modernization report document, to include: descriptions of specific modernization activities – including the rationale for why it was needed and hours logged by resource to support activities.

The IFSpi infrastructure modernization fund is to include 3,000 person hours during this agreement, initially allocated at 1,000 hours for each calendar year, with bi-monthly report out on specific progress made against approved plans and hours logged. Should 1,000 hours not be sufficient for the demand/needs in...
this area, then additional hours may be authorized by MnCCC during a calendar year, including the allocation of hours from future years, and/or new hours chargeable at time and materials rates, per Attachment A.

Should TriMin fail to utilize 1,000 hours in support of IFSpi infrastructure modernization during a given calendar year, then any unused hours will be rolled into the next calendar year(s). During year 3 of this agreement, if the balance of hours required for IFSpi infrastructure support, based on actual activity in year 1 and year 2, is projected to be greater than remaining hours required to support known modernization activities then hours may be shifted to IFSpi functional enhancement activity to “consume” available hours. At this contract’s end (December 31, 2021) any unused hours will not be recoverable.

IFSpi modernization will be performed by TriMin only and associated costs are included in this Agreement.

H. Additional Requirements

1. TriMin must obtain written permission from MnCCC to add any plug ins or third party code incorporated into the IFSpi system. This includes, but is not limited to, any "Freeware" or "Shareware", Once approved, those plugins will be maintained and updated as part of this Agreement without any additional fees, unless a special support addendum is executed and attached to this Agreement. TriMin will continue to provide MnCCC a detailed list specifying all third party code and plugins, used in the existing IFSPI application. The listing to be updated and provided to MnCCC annually, or more frequently if any significant changes made. MnCCC acknowledges and agrees that pre-existing plug ins and third party code incorporated into the IFSpi system are accepted, and shall remain subject to support hereunder.

2. TriMin shall provide current, full and detailed database and application design and programming documentation for all parts of the IFS application including 3rd party add ons, per provision in Section II — G above.

3. TriMin shall follow the MnCCC policy on submission of source code and documentation to MnCCC.

4. TriMin shall maintain and provide to MnCCC annually, or more frequently as requested by MnCCC, the following Version Control documents:
   i. County/Agency Listing — identifying version level of IFSpi and Cash Drawer (if installed) for each county/agency.
   ii. The latest release notes documentation to include functions added to IFSpi and Cash Drawer in latest release.

I. Service Level Agreement, Priorities and Escalation — See Attachment B.

J. Virus, Malware, Unapproved and/or Unauthorized Code

1. The current business practice in today’s world is the electronic distribution of application software, data, help files, etc. from TriMin. This can be achieved either via an electronic download of information through the internet, or through the receipt of electronic media (e.g. DVD, CD, tape, etc.). It is imperative that TriMin take responsibility for delivering their electronic files with no virus, malware or unapproved/unauthorized code to MnCCC. TriMin warrants and represents that any data, programs, hardware or firmware provided, or sourced, by TriMin to MnCCC shall be free, at the time of shipment, of any computer virus, malware, unapproved and/or unauthorized code.

2. “Virus, Malware, Unapproved and/or Unauthorized Code” shall be defined as any harmful or hidden programs or data incorporated therein with malicious or mischievous intent, including any code, program or device that would shut off or otherwise allow unrestricted access and use by MnCCC, its members and other licensees. This would also include, but not limited to, the entering of any illegal,
virus, malware, unapproved and/or any unauthorized code containing or triggering any copyright, insane, mentally disturbing, vulgar, adult or porn type, virus, malware, trojans, bugs, tracking or reporting code or device, or politically motivating data into MnCCC and/or member systems or networks.

K. Compliance with Laws

The parties shall each abide by all Federal, State or local laws, statutes, ordinances, rules and regulations now in effect, or here after adopted, pertaining to this Agreement or the subject matter of this Agreement. This shall include obtaining all licenses, permits or other rights required for the provision of services contemplated by this Agreement. This Agreement shall be governed by and construed in accordance with the internal substantive and procedural laws of the State of Minnesota, without giving effect to the principles of conflict of laws. All proceedings related to this Agreement, to be commenced by TriMin or MnCCC, shall be venued in the applicable federal or state courts located in Ramsey County, Minnesota, and TriMin and MnCCC each hereby irrevocably consents to the jurisdiction and venue of such courts.

L. Ownership, Proprietary Considerations and Data Security

1. TriMin agrees to ensure confidentiality of all work performed pursuant to this Agreement, including source code development and all MnCCC/TriMin documentation pertaining to the system design to avoid pirating of this information and subsequent software license disputes. TriMin shall assign to MnCCC, and MnCCC shall solely own any data, databases, programs, or interfaces developed by TriMin as a result of this Agreement.
2. MnCCC and TriMin agree that all materials and information developed under this Agreement shall become the sole property of MnCCC.
3. TriMin agrees to protect the security of and to keep confidential all data received or produced under the provisions of this Agreement, and shall not disclose them without the prior written consent of MnCCC.
5. Procedures and software created by TriMin pursuant to this Agreement, or modifications made to existing software to meet the specifications herein, shall be proprietary to MnCCC. TriMin shall not disclose or otherwise make said software available to third parties, or utilize in any other non-related applications without prior written consent of MnCCC.
6. TriMin shall not disclose to any party any information identifying, characterizing, or relating to any risk, threat, vulnerability, weakness or problem regarding data security in users’ computer systems, or to any safeguard, countermeasure, contingency plan, policy or procedure for data security contemplated or implemented by MnCCC and/or MnCCC members, without express written authorization of the other party. The provisions of this Section, shall survive the expiration or termination of this Agreement.

III. Items Not Included

This Agreement does not include support for non-IFSpi issues. Below are some examples of items not included in this support agreement, which will be identified and disclosed by TriMin to MnCCC as non-included services, in order to provide an opportunity for MnCCC (and in certain cases, MnCCC's end user) to accept or decline such services in writing and prior to initial performance by TriMin in each case:

A. Any third party software (fees or support), this does not include any 3rd party code or plugins used in the application.
B. Server migrations and server setup.
C. Operating System updates or troubleshooting (IBM i or Windows servers).
D. Applying application server and/or web server updates.
E. Networking issues internal to county or agency.
F. Local PC operating system support or troubleshooting.
G. Remote connection issues.
H. IFSpi functional enhancements greater than 20 hours, without additional approval and funding by MnCCC.
I. Other support for non-IFSpi / non-Cash Drawer applications or county systems.
J. Future third party fees (if any) for what is currently “freeware” embedded within IFSpi (i.e. Crystal Reports viewer, xls converter, PDF viewer, etc.).

IV. Billings of Charges and Costs

A. TriMin shall bill MnCCC the charges and costs for all support services, and at the rates set forth in Attachment A.

The minimum fee to be paid to TriMin for support services for IFSpi support over the duration of this Agreement shall be $650,000 in 2019, $674,400 in 2020, and $699,576 in 2021, with support fees as defined in Attachment A. Any expenditure in addition to those specified above must be pre-authorized in writing by MnCCC. Additional services will be provided at the hourly rates and specifications defined in Sections C and D below.

Calendar quarter shall mean three (3) consecutive calendar months and the quarter shall commence with, respectively, the months of January, April, July, and October, of each calendar year. TriMin shall invoice MnCCC, and MnCCC shall invoice and collect quarterly support fees from its users.

B. Invoices pursuant to Section III-A, above, shall be billed in advance to MnCCC on a quarterly basis and shall be paid by MnCCC within sixty (60) days of the date of the invoice, other than any portion(s) disputed in good faith by MnCCC.

C. The chargeable hourly rates by TriMin during the duration of this Agreement for project management, technical work and training personnel shall be those as defined in Attachment A.

D. For any and all services pre-authorized by MnCCC, the breakdown of the actual hours worked shall be reported by TriMin to MnCCC, which reserves the right to inspect TriMin’s time records to substantiate charges and costs.

E. Direct Support (projects outside of this support Agreement) will also be available to users at the annual rates specified in Attachment A. Direct Support services will be billed to MnCCC, who will then bill the requesting county. Both requesting county and MnCCC to sign any related Statement of Work (SOW).

F. For services pre-authorized and performed pursuant to this Agreement, TriMin is authorized to bill for time incurred in actual travel, and for all transportation and overnight expenses except automobile mileage as per the US General Services Administrative Schedule.

G. Non-payment and remedies of TriMin: In the event that MnCCC does not pay TriMin within sixty (60) days of the date of the invoice (other than any portion disputed in good faith), TriMin shall have the option to terminate its obligation to render further services to MnCCC upon at least ninety (90) days’ written notice thereof.
V. Representations, Warranties and Indemnifications of the Parties

A. Each party represents and warrants that it has the right to enter into this agreement.

B. Except as expressly provided in this Agreement, neither party makes any warranty, either express or implied, with respect to the IFSpi computer software system or software support services provided herein, their quality, merchantability, or fitness for a particular purpose. Except as expressly provided in this Agreement, there are no warranties, either express or implied, regarding the IFSpi computer software system or software support services provided hereunder, and any and all such warranties are hereby disclaimed and negated. No oral or written information or advice given by either party or its employees shall create a warranty or make any modification, extension or addition to this warranty.

C. In no event whatsoever shall either party be liable to the other or to third parties for any damages caused, in whole or in part, by the use of the IFSpi computer software system or the software support services provided hereunder, or for any lost revenues, lost profits, lost saving or other direct or indirect, incidental, special, statutory or consequential damages incurred by any person, even if advised of the possibility of such damages or claims.

D. TriMin further represents, warrants and agrees as follows:

1. TriMin represents and warrants that any modifications, enhancements, or related products furnished pursuant to Section I above will be designed and developed in a skilled, ethical, professional and lawful manner, and are designed to and will meet the functional and performance specifications and standards to be agreed upon by the parties and will execute on the IBM iSeries, Current Microsoft Server and SQL, PC networks, and Websphere Application server (or mutually agreed upon future modernizations).

2. TriMin further warrants that these services will not alter or diminish the underlying performance of the existing IFSpi software system.

3. TriMin represents and warrants that the modifications or enhancements and related products are, or shall be when completed and delivered hereunder, original work products, that are each hereby irrevocably assigned to and shall be owned by MnCCC, that neither the modifications, enhancements, and related products nor any of their elements nor the use thereof shall violate or infringe upon any patent, copyrights, trade secret or other third party legal rights.

4. TriMin will provide true, correct and complete copies of the IFSpi source code to MnCCC and at no charge at least twice per calendar year, and at other times upon MnCCC’s reasonable request. MnCCC will provide TriMin with written media, logistics, and delivery instructions.

5. TriMin agrees to perform background checks on any new hires that may provide services to MnCCC during the term of this Agreement, and to have all employees providing services hereunder as of or after January 1, 2019, bonded to work on a financial system by a bonding company authorized by the State of Minnesota. If MnCCC desires to increase the bonding amount beyond the amount TriMin has secured then any additional fees associated with the increase in bonding amount will be paid for by MnCCC over and above the fees listed in section IV above.

E. MnCCC further represents, warrants and agrees as follows:

1. MnCCC represents, warrants, and covenants that it will provide the cooperation and assistance of its personnel, as reasonably required, and as would be necessary for the completion of TriMin’s services hereunder, to the extent that the services are being rendered for MnCCC and for the
MnCCC activity or system involved.

2. MnCCC represents and warrants that it will make prompt and full disclosure to TriMin of any unpublished information it receives regarding the government requirements and regulations related to the government program which the system services, in order to assist TriMin with its ongoing contractual obligations to monitor Minnesota legislative and administrative activities, and to update IFSpi, in order to accommodate applicable changes in Minnesota laws.

VI. Other Conditions

A. Entire Agreement

Requirement of a Writing: It is understood and agreed that the entire agreement of the parties is contained herein, and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreement presently in effect between the parties relating to the subject matter hereof.

Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the authorized representatives of the parties.

B. Non-Assignment

TriMin shall not assign any interest in the Agreement without the prior written consent of MnCCC thereto, provided, however, that claims for money due or to become due to TriMin from MnCCC under this Agreement may be assigned to a bank, trust company, or other financial institutions without such approval.

C. Conflicts of Interest

TriMin covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance under this Agreement. TriMin further covenants that in the performance of this Agreement, no persons having any such conflicting interest shall be employed.

D. Subcontracting

None of the work or services covered by this Agreement, and properly authorized by MnCCC, shall be subcontracted without prior written approval of MnCCC. TriMin shall provide MnCCC with written notification requesting the use of subcontract resource ahead of engaging the resource. MnCCC shall respond in writing, in a timely manner, with approval or denial of request.

Said written consent shall not be unreasonably withheld in the event that TriMin shall reasonably request the authority to delegate or subcontract or consult regarding services to be provided hereunder and shall do so in writing except in the event of emergency, and shall request such authority only as to qualified personnel or entities, all of which shall be without any release of the full responsibility and liability of TriMin hereunder to MnCCC.

Furthermore, such third party subcontractor(s) shall produce an expressed agreement acknowledging receipt of a copy of this Agreement and such third party’s agreement to be bound by its provisions, as well as any nondisclosure agreements or other obligations in force between TriMin and MnCCC.
E. Expenses Incurred

No payment shall be made under this Agreement for any expenses incurred in a manner contrary to any provision contained herein or in a manner inconsistent with any federal, state, or local law, rule, or regulation.

F. Independent Contractor

For the purpose of this Agreement, TriMin is an independent contractor. Any and all employees, members, or associates or other persons, while engaged in the work or services required to be performed by TriMin under this Agreement, shall be considered employees of TriMin; and any and all claims that may or might arise on behalf of said employees or other persons as a consequence of any act or omission on the part of said employees or TriMin, shall in no way be the obligation, liability or responsibility of MnCCC.

G. Insurance. TriMin, for the benefit of itself and MnCCC, at all times during the term of this Agreement, shall maintain and keep in full force and effect the following:

1. A single limit, combined limit, or excess umbrella automobile liability insurance policy, if applicable, covering agency-owned, non-owned, and hired vehicles used regularly in the provision of services under this Agreement, in an amount of not less than one million five hundred thousand dollars ($1,500,000) per accident for combined single limit.

2. A single limit or combined limit or excess umbrella general liability insurance policy of an amount of not less than one million dollars ($1,000,000) for property damage arising from one (1) occurrence, one million dollars ($1,000,000) for total bodily injury including death and/or damages arising from one (1) occurrence, and one million dollars ($1,000,000) for total personal injury and/or damages arising from one (1) occurrence. Such policy shall also include contractual liability coverage.

3. Statutory Worker's Compensation Insurance.

4. Professional liability (errors and omissions) insurance in an amount of not less than two million dollars ($2,000,000).

5. TriMin will provide MnCCC with certificates of insurance by the end of the first month of the Agreement. The certificate of insurance shall provide that the insurance carrier will notify MnCCC in writing at least thirty (30) days prior to any reduction, cancellation, or material alteration in TriMin's required minimum insurance coverage. MnCCC shall be named as an additional insured party in each policy.

H. Local Alterations

For the system supported under this Agreement, the version maintained by TriMin shall be designated the "Base System". The parties to this Agreement agree to accept the base system and modifications to the base system as approved by the MnCCC. TriMin shall not be liable for claims arising from any and all versions that include local alterations. The term "Local Alterations" shall include, but not be limited to, any software modification, and any modification to system operations contrary to those specified in the system documentation.

I. Data Practices

All data collected, created, received, maintained, disseminated or used for any purposes in the course
of TriMin's performance of this Agreement is governed by the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13, and any other applicable state statutes and rules adopted to implement the Act as well as other applicable state and federal laws, including those on data privacy. TriMin agrees to abide by these statutes, rules and regulations currently in effect and as they may be amended. TriMin designates Director of Services, as its "responsible authority" pursuant to the Minnesota Government Data Practices Act for purposes of this Agreement, the individual responsible for the collection, reception, maintenance, dissemination, and use of any data on individuals and other government data including summary data. Any replacement of TriMin's responsible authority will be effective on MnCCC's receipt of written notice thereof given by TriMin.

J. Force Majeure

TriMin shall not be held responsible for delay or failure to perform when such delay or failure is due to any of the following uncontrollable circumstances: fire, flood, epidemic, strikes, wars, acts of God, unusually severe weather, acts of public authorities, or delays or defaults caused by public carriers.

K. Severability

The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause, or other phrase of this Agreement is, for any reason, held to be contrary to the law or contrary to any rule or regulation having the force and effect of law, such decision shall not affect the remaining provisions of this Agreement.

L. Governing Laws

The internal laws of the State of Minnesota shall govern as to the interpretation, validity, and effect of this Agreement, without regard for applicable conflicts of law principles.

M. Non-Discrimination

In carrying out the terms of this Agreement, TriMin shall not discriminate against any employee, applicant for employment, or other person, supplier, or contractor, because of race, color, religion, sex, marital status, national origin, disability, or public assistance.

N. Document Examination

All books, records, documents and accounting procedures and practices of TriMin relative to this Agreement are subject to examination by MnCCC, and either the legislative auditor or the state auditor as appropriate in accordance with the provisions of Minn. Stat. Section 16B.06, Subd. 4.

VII. Term and Termination

The term of this Agreement shall be January 1, 2019, to December 31, 2021, inclusive, unless earlier terminated prior to expiration as provided by herein.

This Agreement may be terminated prior to expiration by MnCCC or by TriMin for default, and by written notice of default given by the non-breaching party, and to be effective upon expiration of a designated cure period of not less than thirty (30) days, unless the party alleged to be in default has cured such default(s) within such thirty (30) day cure period.
IN WITNESS WHEREOF, the parties have caused this Agreement to be executed intending to be bound thereby.

TriMin Systems
By: [Signature]
Title: [JF - Director of Service]
Date: 8/6/2018

MnCCC
By: [Signature]
Title: Chair
Date: August 9, 2018
MnCCG
By:
Title: Executive Director
Date: 8/7/2018

MnCCG
By:
Title: JIC Chair
Date: 8-10-18
IFS Analyst role fees are included in Level 2/3 Support in the Fee Summary above, as the IFS Analyst role is primarily responsible for Level 2 Support, in addition to other duties for IFS Analyst role as listed earlier in this document.

<table>
<thead>
<tr>
<th>IFSpi Release Update Fees</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly Rates</td>
<td>$165</td>
<td>$170</td>
<td>$175</td>
</tr>
</tbody>
</table>
ATTACHMENT B

Service Level Agreement (SLA) Obligations and Procedures — IFSpi Support

This Attachment defines the SLA requirements referenced in the master agreement.

Severity Levels, Prioritization, and Response Time Requirements

- Each Support request will be logged into TriMin’s support tracking system (JIRA) and assigned a unique tracking number.
- New Support Requests will be given a label regarding Severity:
  - **Severity 1: Critical Business Impact** - IFSpi system is not accessible
  - **Severity 2: Significant Business Impact** – An IFSpi component is unavailable to users
  - **Severity 3: Some Business Impact** - IFSpi system is fully available, but a significant issue is causing delays or workarounds
  - **Severity 4: Minimal Business Impact** - IFSpi system is fully available, but minor issue requires assistance
- Highest priority will be given to Severity 1 issues, with Severity 2, 3, and 4 in descending priority sequence.
- End user will assign severity, TriMin can adjust severity label with MnCCC approval.
- Response Time Goals:
  - **Severity 1** — Within 1 hour for initial response, with all available TriMin resources to support until IFSpi system is up and running again. TriMin resources will work 7 days a week, 24 hours a day until the issue is solved. TriMin will provide regular updates to the client personnel on the status and resolution of the issue. MnCCC and the affected client personnel shall be notified if the issue is not resolved in 4 hours. The notification shall include an expected time to resolution. This update shall occur every 4 hours until the issue is resolved.
  - **Severity 2** — Within 2 hours for initial response, subject to Severity 1 priorities, with all available resources to support issue resolution until the issue is solved. Regular updates (at least at every 20 hour work interval) will be provided by TriMin to client designated staff. Escalation to designated MnCCC and client-personnel is required after 20 working hours if the issue has not been resolved. TriMin will work on these issues during normal business hours.
  - **Severity 3** — Within 4 hours for initial response, subject to Severity 1 and 2 priorities. Regular updates (at least at every 40 hour work interval) will be provided by TriMin to client designated staff. Escalation to designated MnCCC and client-personnel is required after 60 working hours if the issue has not been resolved. TriMin will work on these issues during normal business hours.
  - **Severity 4** — within 8 hours for initial response, subject to Severity 1, 2 and 3 priorities. TriMin will work on during normal business hours. These issues are expected to be resolved within a commercially reasonable time. No escalation of these types of issues is required unless the issue has not been resolved within 3 months. After 3 months escalation of the issue must be made to MnCCC, and the affected client designated staff.
**Hours of Service**

TriMin Support for IFSpi will be staffed and available from 8:00 A.M. to 4:30 P.M. central time, Monday through Friday, excluding TriMin holidays.

**Boundaries of Service**

The focus of TriMin's support is the IFSpi application and while many other factors can affect the availability and performance of IFSpi, TriMin will engage and assist in problem determination until an acceptable resolution is reached. Issues not covered by IFSpi support may include:

- Internal county/agency IT responsible systems
- Another vendor/application support not related to IFSpi
- IBM core operating systems, except as related to IBM standard updates that IFSpi must operate under/or with.
- Microsoft core operating systems, except as related to Microsoft standard updates that IFSpi must operate under/or with.
- Billable services from TriMin (for a project outside of IFSpi Support Agreement)

Examples of services not covered under the IFSpi Support Agreement:

- 3rd party software fees or support unless the 3rd party software is part of the IFSpi application.
- Server migrations and server setup.
- Operating System updates or troubleshooting (IBM or Windows servers), except as related to Microsoft or IBM standard updates that IFSpi must operate under/or with.
- Applying OS updates to application and/or web server updates.
- Networking issues internal to county or agency.
- PC issues or PC troubleshooting, except as related to Microsoft or IBM standard updates that IFSpi must operate under/or with.
- Remote connection issues.
- Issues controlled by State of MN.
- Issues caused or initiated by county/agency that impact IFSpi or Cash Drawer that require TriMin assistance to resolve (i.e. user error - approving budget prematurely and needing to manually “fix” data).
- Support for non-IFSpi / non-Cash Drawer applications or county systems.
- Future 3rd party fees (if any) for what is currently “freeware” embedded within IFSpi (i.e. Crystal Report’s viewer, xls converter, PDF viewer, etc.) These must be identified ASAP and a written report supplied to MnCCC within 90 days of contract signing.

**Customer Responsibilities**

- IFSpi Users will support their own requests for support with timely communication during and after problem resolution.
- IFSpi users will provide a high speed remote access capability to TriMin, as needed, to help resolve support issues. TriMin agrees to follow the individual agencies / counties requirements for this connectivity.
- IFSpi users will work with their local IT staff to rule out local issue before contacting TriMin.
• IFSpi users are encouraged to consult the TriMin IFS Portal and/or IFS Golden for additional help information.

• Users need to supply as much detail of the issue to the TriMin help desk as possible. Examples of information needed is:
  o Knowing if they are running IE in compatibility mode, and what IE version they are on.
  o Knowing if the issue is isolated, or happening multiple time and to different IFSpi users.
  o If the problem can readily be recreated, knowing the specific steps that cause the issue.
  o Knowing if any changes have occurred in the local system/network environment (new levels of operating system, or hardware, or web server, etc.).
  o If any local diagnostics were run, being able to share them with TriMin.
  o Sharing screen shots of issue, or error code.

Reporting

• TriMin will provide MnCCC approved reports to MnCCC concerning the following aspects of IFSpi Support, These reports shall be supplied bi-monthly or on a schedule mutually agreed to by MnCCC, and TriMin
  o Volume of Support Issues (new vs. resolved).
  o Resolution Type for Support Issues.
  o Volume of Issues by reporting agencies.
  o Trends in support.
  o Severity 1, 2, 3, 4 issues reported/resolved.
  o “Bugs” fixed/pending.
  o Enhancements completed/pending.
  o Modernization activities status and hours usage.
ATTACHMENT C

Levels of support will be maintained by the JIC Contract Committee and a list will be provided to TriMin upon commencement of the contract and when any changes are made.
RULES AND REGULATIONS

OF THE

JOINT IFS COMMITTEE

Adopted June 2013
Amended June 2018
Introduction

Membership in the Minnesota Counties Computer Cooperative (MnCCC) is defined as a Minnesota county or other Minnesota governmental subdivision that is eligible to enter into a joint powers agreement under Minnesota Statute 471.59, and that has ratified and executed the Joint Powers Agreement and has paid those membership Dues and other Charges established by MnCCC from time to time.

The MnCCC Board may adopt Rules and Regulations to govern the business and operation of User Groups. Such Rules and Regulations shall be considered supplementary and cannot conflict with or be inconsistent with MnCCC Bylaws and may at any time be modified, replaced or repealed. The Board shall also adopt, maintain, and from time to time update a set of core contract principles and minimum standards that must be included within any software or service agreements. Any deviation from such core principals or minimum standards will require the Board’s prior written consent.

In accordance with Article V, Section 1, of the Minnesota Counties Computer Cooperative Bylaws, the following supplemental rules and regulations governing the business of JIC are promulgated.

Joint IFS Committee (JIC)

Mission: To develop and maintain integrated data systems that support agencies in complying with the duties and obligations of auditor/treasurer and health and human services departments, and to be in a position to exchange information with our partners.

Vision: Create, implement and enhance an effective and efficient financial software system through active cooperation of the membership.

JIC shall:
• Provide direction to the MnCCC Executive Committee regarding vendor selection and vendor contracts
• Determine and approve modifications or enhancements to existing software applications
• Identify the need for and requirements of new applications
• Conduct business necessary to the operation of the group
• Share financial obligations and ownership as defined in Bylaws
• Share knowledge
• Sustain membership
• Ensure compliance with rules and regulations related to financial data
• Improve efficiencies for users
• Participate in the administration and functions necessary to sustain the group and software systems
• Develop software systems to meet the needs of JIC and all IFS users
• Actively solicit representation and input from all members
• Maintain integrity of the software

The structure and relationship between JIC and the MnCCC Joint Powers Organization shall be as illustrated below and allowed by MnCCC By-laws Article V, Section 1.

Article I
Purpose

The Joint IFS Committee, hereafter referred to as JIC, exists to collectively oversee the Integrated Financial System, hereafter referred to as IFS or IFS/IFSpi, financial software system collectively owned by IFS Users that are members of IFS User Groups that agree to cooperate for the purpose of providing coordination, ensuring continuity of software maintenance and county financial operations using IFS. The purpose of these JIC Rules and Regulations is to define the manner in which JIC shall operate, the rights, privileges and obligations of each IFS User Group and their respective members to JIC, to provide direction to the staff of MnCCC and to conduct business necessary to the operation of JIC as directed by the elected representatives serving on JIC.

Article II
Definitions

1. JIC shall mean the Joint IFS Committee.
2. IFS/IFSpi shall mean the financial software system collectively owned and managed through JIC.
3. **IFS User Groups** shall mean organizations established by commonality among IFS Users governed by by-laws with formalized processes to collectively evaluate Change Requests or Development Projects that relate to IFS.

4. **JIC Representatives** shall mean individuals elected and/or alternates appointed or elected to represent their IFS User Group on JIC.

5. **JIC Members** shall mean JIC Representatives and ex officio members

6. **Change/Enhancement Requests** shall mean requests to modify and/or enhance IFS.

7. **Development Project** shall mean significant changes that would go beyond the scope and/or funding available through the services agreements in effect at the time of the Development Project.

8. **Enhancement Fund** shall mean funds being held by MnCCC under the direction of JIC.

9. **CMHS** shall mean Computer Management for Human Services, an organization of IFS users representing all Human Service IFS users.

10. **MnCCC** shall mean Minnesota Counties Computer Cooperative, a joint powers organization representing Auditor-Treasurer IFS users and also acting in an administrative capacity under the terms of these Rules and Regulations.

11. **MSCC** shall mean Mid-State Computer Cooperative, an organization of IFS users representing Auditor-Treasurer IFS users.

12. **MCIS** shall mean Minnesota Counties Information Systems, a joint powers organization representing Auditor-Treasurer IFS users.

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**Article III**

**Organization and Structure**

**Section 1.** Each IFS user group shall conduct business in accordance with their by-laws and negotiate agreements separately with vendors for installation, training and other support services on behalf of their respective members. It is the intention of the IFS user groups that their respective vendors shall perform said services in support of these Rules and Regulations and in a manner consistent with the cooperative intent of these Rules and Regulations.

**Section 2.** Each IFS user group shall elect annually one (1) JIC Representative for each ten (10) entities represented from among their voting members in the following number. These elected JIC Representatives shall be the voting members of JIC. Each IFS user group shall appoint or elect at least one alternate from among their voting members.

**Section 3.** JIC shall have three officers: Chair, Vice Chair, and Recording Officer. At the annual business meeting in June, JIC shall elect from among the JIC Representatives a Recording Officer and a Vice Chair. The Vice Chair from the previous year shall move to the Chair position. The Vice Chair and Chair positions shall rotate between an Auditor-Treasurer and Human Service voting member. If for any reason the Recording Officer or Vice Chair cannot finish their term, the Chair shall call for an election at the earliest available meeting, or by electronic means, if deemed necessary. If for any reason the Chair cannot finish their term, the Vice Chair shall move to the Chair position and call for an election for the Vice Chair at the earliest available
meeting, or by electronic means if deemed necessary. The Chair may appoint JIC Representatives to fill these positions at any time for temporary absences.

**Section 4.** The Chair shall preside over all JIC meetings. The Vice Chair shall preside over JIC meetings in the absence of the Chair.

**Section 5.** The Recording Officer shall be responsible for taking minutes at all JIC meetings.

**Section 6.** The Chair shall be responsible to call meetings. The Chair shall provide JIC members with a written agenda and meeting minutes from the prior meeting ten (10) days prior to a scheduled meeting date. Any Advisory Committee meeting minutes shall also be included.

**Section 7.** The Chair shall have the ability to establish Advisory Committees from among JIC Representatives and members of IFS User Groups as deemed necessary and authorized by JIC. One of the Advisory Committee members shall be assigned to lead the Advisory Committee and shall appoint a recording officer from among the Advisory Committee members. Minutes of these Advisory Committee meetings shall be forwarded to the current JIC Chair.

**Section 8.** In accordance with MnCCC Information Services Support Group-ISSG, a Technical Liaison shall serve on JIC as a non-voting member in an advisory capacity. This individual will serve as a communication link between MnCCC’s Finance and General Government User Group and County IT staff. He/She Technical Liaison will find an alternate if he/she unable to attend a JIC meeting.

### Article IV
**JIC Fees and Expenses**

**Section 1.** MnCCC shall act as fiscal agent for JIC. Fees established under these Rules and Regulations, or by action of JIC, shall be held by MnCCC and be under the sole direction of JIC Representatives. No funds may be used for any purpose other than those directed by JIC Representatives. No individual or collective IFS User Group approval shall be required for such expenditures.

**Section 2.** Subject to review and change by JIC Representatives during the duration of each IFS User Group and their respective member’s participation in these Rules and Regulations, each IFS user group shall pay to the MnCCC organization the current membership, (as of approval of this document $1500.00) for each elected representative position on JIC regardless if the representative position is vacant or filled. This amount is payable to MnCCC and covers the administrative costs associated with JIC. Each IFS User Group shall distribute these fees to their respective members as directed within their user group.

**Section 3.** JIC shall establish a fee for purchase of the IFS/IFSpi software. Any governmental entity wishing to acquire IFS/IFSpi software shall pay this fee to the MnCCC organization.
Section 4. If, within two (2) years of termination in accordance with Article VII Sections 1 & 2, a former IFS User Group member chooses to rejoin an IFS User Group and execute the current services agreement and obtain the current release of the IFS/IFSpi software, a fee equal to the amount that would have been paid had they remained a member of the IFS User Group shall be payable to the JIC Enhancement Fund. Additional fees may be considered and assessed by JIC should there be any extenuating circumstances with IFS User Group member’s data and records resulting from the termination.

Article V
Business Rules

Section 1. JIC shall meet a minimum of four (4) times each year.

Section 2. A quorum shall exist when at least two (2) Auditor-Treasurer representatives from two (2) IFS User Groups and two (2) Human Service representatives are present at a duly called meeting. A quorum shall be required to conduct business at a JIC meeting.

Section 3. Change/Enhancement requests may be submitted by any IFSpi user to TriMin. TriMin will assign an enhancement number and post the request to an updated list on the IFSpi portal. TriMin will contact the IFSpi user submitting the request to verify the details of the request. Enhancement requests will be recommended for approval, denial, or forwarded to another Advisor Committee by the Enhancement Committee. The Enhancement Committee will present their recommendations to JIC for all enhancement requests submitted. JIC will approve to implement, deny, or send to an Advisory Committee enhancement requests that have been presented. Change Requests can also be initiated from within JIC. JIC Representatives shall set priorities for the next quarter.

Section 4. Development Projects shall be considered by JIC from time to time. JIC Representatives shall be responsible for disseminating information about the Development Projects under consideration to their respective IFS User Group, present Development Project proposals at their respective IFS User Group meetings, provide information to and answer questions about the Development Project proposal, obtain the consensus of their respective IFS User Group on the Development Project proposal, and take the appropriate action at the JIC meeting based on direction from their respective IFS User Group’s consensus. Costs for a Development Project may be split in a variety of methods including, but not limited to:

- Payment out of the Enhancement Fund
- Payment by IFS User Group members equally split
- Payment by IFS User Group members based on population
- Payment by one IFS User Group if for their sole benefit of their respective members, but made available to all IFS User Group members.

Any combination of the above methods of cost distribution or another developed by JIC or IFS User Groups or their respective members and approved by JIC Representatives.
Section 5. JIC Representatives shall be the final authority to allow or disallow Change/Enhancement Requests and/or Development Projects.

Section 6. IFS User Group members shall agree to these Rules and Regulations as long as they are using the IFS/IFSpi software.

Section 7. Changes to the Rules and Regulations of the Joint IFS Committee will require a sixty (60) day notice to the full membership before they can be put to a vote.

Section 8. Each IFS user group agrees to pay the dues established by the MnCCC Joint Powers Organization as provided for in Article IV, Section 2. In addition, the Maintenance and Support Contract shall be ratified by the Governing Board of each member agency within 90 days after signing by the MnCCC Joint Powers Organization and the JIC Chair. Voting rights and enhancement rights will be placed on hold for agencies without a ratification statement on file after the 90-day period unless this is waived by the JIC Chair due to extenuating circumstances. Member agencies may not submit requests for participatory enhancements without a contract ratification on file with the MnCCC Joint Powers Organization. Member agencies must promptly pay their assigned rates for Maintenance and Support when billed by the MnCCC Joint Powers Organization.

Article VI
Ownership

JIC, on behalf of the IFS User Groups and their respective members, agrees to designate the MnCCC Joint Powers Organization as the owner of IFS/IFSpi for purposes of establishing ownership and copyright on behalf of JIC and the IFS User Groups and their respective members for the duration of the arrangement between JIC and the IFS User Groups and their respective members and MnCCC in an administrative capacity as outlined in these Rules and Regulations.

Article VII
Termination

Section 1. IFS User Group Member Termination. Termination of Services Agreement with the current vendor, termination of membership in an IFS User Group, and termination of use of IFS/IFSpi software shall release the individual IFS User Group member from these Rules and Regulations forfeiting all interest in and rights to IFS/IFSpi software. The IFS User Group Member will retain the right and license to use the IFS software system in its current form at the time of termination. They will not be entitled to any further upgrades or enhancements unless they have already paid for the upgrades prior to termination.

Section 2. IFS User Group Member Termination Notification. An individual IFS User must send a written notification to their respective IFS User Group who will notify MnCCC by April 1st in
order to terminate use of IFS/IFSpi software at midnight on December 31st of that same year. Other notifications may be required by the IFS User and the current vendor.

**Section 3. IFS User Group Termination.** Termination of participation in these Rules and Regulations by an IFS User Group and their respective members shall be allowed when all respective members of the IFS User Group have executed termination as set forth in Article VII, Sections 1 and 2. Should an IFS User Group terminate under this Section, a respective IFS User Group member can choose to become a member of another IFS User Group that is participating in these Rules and Regulations.

**Section 4. IFS User Group Termination Notification.** An IFS User Group must send written notification to MnCCC by April 1st in order to terminate participation in this agreement at midnight on December 31st of that same year.

Upon approval by majority vote of all IFS users that have ratified the current contract and approval by the MnCCC Board, these Rules and Regulations shall become effective and replace any previous versions.

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Signature: ___________________________ Date: 8/7/2018
Printed Name: John Thompson
Minnesota Counties Computer Cooperative (MnCCC)
Board Chair

Signature: ___________________________ Date: 8/7/2018
Printed Name: Lisa C. MecCord
Minnesota Counties Computer Cooperative (MnCCC)
Executive Director

Signature: ___________________________ Date: 8/7/2018
Printed Name: Heather Lemieux
JIC Chair
AGENDA REQUEST FORM

Date of Meeting: 8/14/2018

- County Board
- Consent Agenda
- Regular Agenda

5 mins □ 10 mins □ 15 mins □ Other □

☑ Personnel Committee

☑ Other

Agenda Item: Approve promotion of PT-CO Brandon Koehnle to FT-CO

Department: Sheriff's Office - Jail

Background information on Item:
Approve promoting Part Time Corrections Officer Brandon Koehnle to Full Time effective August 14, 2018. Grade and wage remain the same.

Action Requested:
Approve promoting Part Time Corrections Officer Brandon Koehnle to Full Time

Financial Impact:
None. Position is accounted for in the approved 2018 staffing plan and budget.
AGENDA REQUEST FORM

Date of Meeting: 08/21/2018

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

☐ Personnel Committee
☐ Other

Agenda Item: Approve attendance at training

Department: HHS

Rebecca [Signature]

Department Head signature

Background information on Item:

Pine County HHS works collaboratively with the Mille Lacs Band and Mille Lacs County in a family home visiting grant that is provided by the MN Department of Health. As part of this work, several nursing staff have requested to attend the Introduction to Motivational Interviewing- A Counseling Approach That Fits With Native Values, from September 26-28, 2018, in Minneapolis, MN. The following nursing staff have requested to attend: Jessica Fehlen, Samantha Ekeroth, Christina Schoeberl, and Dawn Moffett.

Action Requested:


Financial Impact:

Registration: $220/participant ($880 total)
Meals: About $81/participant ($324 total)
Accommodations: $182/participant ($728 total)
Travel: A county car will be used
Total: $1,932 for all participants

The family home visiting collaborative grant will pay for the expenses associated with attendance at the training.
AGENDA REQUEST FORM

Date of Meeting: 08/21/2018

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

Agenda Item: Authorize attendance at conference

Department: HHS

[Signature]

Department Head signature

Background information on Item:
There are three nurses who work in the family home visiting collaborative grant with Mille Lacs County and Mille Lacs Band. Training is built into the grant expenses so that those who are involved in the grant can receive the most up-to-date training on best practices with young families. The nurses who are working in the grant have requested to attend the Zero to Three Conference in Denver, Colorado from October 2-6, 2018. All expenses incurred would be paid by the grant.

Action Requested:
Authorize RN Team Lead Jessica Fehlen, PHN Dawn Moffett, and RN Christina Schoeberl to attend the Zero to Three Conference in Denver, Colorado from October 2-6, 2018.

Financial Impact:
Registration: $770/person
Meals: About $148/person
Accommodations: $880/person
Travel: $223
Total: $2,021/person
All conference expenses will be paid through the collaborative grant.
AGENDA REQUEST FORM

Date of Meeting: 08/21/2018

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

☐ Personnel Committee
☐ Other

Agenda Item: Approve attendance at community health conference

Department: HHS

[Signature]

Department Head signature

Background information on Item:

The Minnesota Community Health Conference is scheduled from October 10-12, 2018, in Brainerd, MN. Community Health Services Administrator Samantha Lo has requested to attend the conference.

Action Requested:

Authorize Community Health Services Administrator Samantha Lo to attend the MN Community Health Conference in Brainerd, MN from October 10-12, 2018.

Financial Impact:

Registration: $85
Accommodations: $335 (includes meals)
Travel: About $120
Total: $540

There are staff development funds in the public health nursing administration line item to cover the expenses associated with attendance at the conference.
PINE COUNTY PERSONNEL COMMITTEE
Minutes
August 14, 2018, 9:00 a.m.
Commissioners’ Conference Room, Pine County Courthouse
Pine City, Minnesota

Members present: Commissioner Ludwig, Commissioner Chaffee

Others Present: County Administrator David Minke, Health and Human Services Director Rebecca Foss, Probation Director Terry Fawcett, County Auditor/Treasurer Cathy Clemmer, Human Resources Manager Jackie Koivisto

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

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

Commissioner Chaffee moved to approve the minutes of the July 10, 2018, Personnel Committee. Second by Commissioner Ludwig. Motion carried 2-0.

1. Health & Human Services
   a. HHS Director Rebecca Foss announced the resignation of Children Services Case Aide Piper Sauter, effective August 18, 2018 and requested approval to backfill the open position and any subsequent vacancies that may occur due to an internal promotion or lateral transfer. The position is a Grade 5 with a minimum starting wage of $17.40 and is funded in the 2018 HSS budget.

   Motion by Commissioner Chaffee to acknowledge the resignation of Piper Sauter and approve the hiring of a full-time Children Services Case Aide. Second by Commissioner Ludwig. Motion carried 2-0.

2. County Attorney’s Office
   a. Human Resources Manager Jackie Koivisto announced the resignation of Assistant County Attorney Christopher Nippoldt, effective in August and requested approval to backfill the open position and any subsequent vacancies that may occur due to an internal promotion or lateral transfer. The position is a Grade 14 with a salary range of $62,962-$81,869 and is contained in the 2018 County Attorney’s budget.

   Motion by Commissioner Chaffee to acknowledge the resignation of Christopher Nippoldt and approve the hiring of a full-time Assistant County Attorney. Second by Commissioner Ludwig. Motion carried 2-0.

3. Probation
   a. Probation Director Terry Fawcett discussed a request to shift the hosting of Project Attend from St. Croix River Education District (SCRED) to Pine County. Pine County Probation would supervise the one employee and Local Collaborative Time Study (LCTS) revenue would continue to fund the position. After discussion, the county is open to the probation department assuming day to day supervision, but the
preference is to leave the contract position with SCRED. A similar example would be how the drug taskforce operates. The deputies remain employees of their home county, but receive day to day supervision by the taskforce commander.

**Motion** by Commissioner Ludwig to host Project Attend by providing day to day supervision to the employee. The employer/contractor relationship will remain with the St. Croix River Education District. Second by Commissioner Chaffee. Motion carried 2-0.

b. The request to add a full-time Probation Officer (Corrections Agent) to assist with supervision of pre-trial and high-risk clients and Agent of the Day rotation was revisited. The committee has been in favor of adding the position but a funding source was not identified. Administrator Minke reported that the MCIT dividend will be approximately $70,000 more than budgeted. Since the rest of the County budget is solid, we could use some of this funding (approximately $15,000 if we hired someone in October) to fund the position in 2018.

**Motion** by Commissioner Chaffee to add a full-time Probation Officer (Corrections Agent) position to the Probation department and to begin recruitment. Second by Commissioner Ludwig. Motion carried 2-0.

4. **Administration**
   a. Administrator Minke and HR Manager Koivisto reviewed the recruiting process and timeline for the new appointed Auditor/Treasurer position. The position will be posted at the end of August and interviews held the first week of October. November is the anticipated employment start date.

   All applicants will be required to complete a pre-interview questionnaire. Finalists will be required to give a presentation to the interview panel based on a pre-selected project. They will also be required to complete a pre-selected written exercise. The interview will be conducted by the County Board during an open meeting. Other County employee will be asked to participate in the interview.

With no further business, the meeting was adjourned at 10:09 a.m.
AGENDA REQUEST FORM

Date of Meeting: August 21, 2018

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

☐ Personnel Committee

☐ Other __________

Agenda Item: Request for Public Hearing for the County to Provide Conduit Financing for the Audubon Center of the North Woods

Department: Administration

[Signature]
Department Head signature

Background information on Item:

The Audubon Center of the North Woods has requested the county assist with financing through bank-qualified tax-exempt conduit revenue bonds. This type of financing is permitted under Minnesota Statutes 469 and is a way to allow qualified, nonprofit corporations to access lower interest rate loans. The amount of the loan is $80,000. Northview Bank in Sandstone has agreed to provide financing.

This financing is like the financing for the 2016 Camp Heartland project the county assisted with.

There is no financial risk to the county. The county has an annual limit of $10 million in bank-qualified debt. The county is not intending to issue any additional debt this year so the limit is not an issue. The county’s bond attorney, Jennifer Hanson with the Dorsey Law Firm, will review the documents to ensure the project meets the legal requirements. The Audubon Center will pay the county’s legal costs.

The county can also charge up to a one percent (1% of principal) administrative fee to cover the county time and effort; $800, in this case.

Resolution 2018-48, attached, calls for the public hearing which will be held September 18, 2018 at the regular county board meeting.

Action Requested:

By Roll-Call Vote
Adopt Resolution 2018-48 calling for the public hearing on a project by the Audubon Center of the North Woods under Minnesota Statutes, Chapter 469.
RESOLUTION NO. 2018-48

RESOLUTION CALLING FOR A PUBLIC HEARING ON A PROJECT
BY AUDUBON CENTER OF THE NORTH WOODS UNDER
MINNESOTA STATUTES, CHAPTER 469

BE IT RESOLVED, by the County Board (the “Board”) of Pine County, Minnesota (the “Issuer”),
as follows:

1. Authority. Fryberger, Buchanan, Smith & Frederick, P.A. (“Bond Counsel”) has informed
the Board that Minnesota Statutes, Sections 469.152 through 469.1655, as amended (the
“Act”) authorizes the Issuer to issue revenue obligations to finance a project consisting of
any properties, real or personal, used or useful in connection with a revenue producing
enterprise.

2. The Project.
   a. Representatives of Audubon Center of the North Woods, a Minnesota nonprofit
corporation and an organization described in Section 501(c)(3) of the Internal
Revenue Code of 1986, as amended (the “Borrower”), have advised the Issuer that
the Borrower desires to undertake the following project: (i) constructing and
equipping improvements to the Borrower’s facilities, including a new high ropes
course, located at 54165 Audubon Road, Sandstone, Minnesota; and (ii) pay certain
costs of issuance in connection with financing the forgoing (the “Project”).

   b. Bond Counsel has advised the Issuer that the proposed Project qualifies for
financing under the Act.

3. The Obligations.
   a. The Borrower’s representatives have represented that the economic feasibility of
the Project will be greatly enhanced through the issuance of revenue obligations by
the Issuer and therefore requests that the Issuer declare its present intent to issue its
revenue obligations to provide funds to finance a portion of the Project.

   c. The Borrower has requested that the Issuer issue such obligations, in an amount not
to exceed $80,000, in one or more series, in order to finance the cost of the Project
(the “Note”).

4. Issuance of Obligations.
   a. The Note, when, as and if issued, shall not constitute a charge, lien or encumbrance,
legal or equitable, upon any property of the Issuer, and the Note, when, as and if
issued, shall recite in substance that the Note, including interest thereon, is payable
solely from the revenues received from the Borrower and the property pledged to
the payment thereof and shall not constitute a debt of the Issuer within the meaning
of any constitutional or statutory limitation.
b. All details of and conditions precedent to the issuance of the Note and the provisions for payment thereof shall be subject to final approval of the Issuer.

5. **Public Hearing.** The Issuer will conduct a public hearing on the issuance of the Note and the proposal to undertake and finance the Project.

6. **Authorization to Staff.**
   a. Bond Counsel is authorized and directed to cause the notice substantially in the form attached hereto as Exhibit A to be published in the official newspaper of the Issuer and a newspaper of general circulation in the jurisdiction of the Issuer not less than 14 days nor more than 30 days prior to the date set for the public hearing; provided that if the official newspaper of the Issuer is a newspaper of general circulation in the jurisdiction of the Issuer, the notice may be published only once.
   
   b. The administrative staff of the Issuer and their agents are hereby authorized to take such further action necessary to carry out the intent and purpose of this resolution and the requirements of the Act.

7. **Issuer Costs.** Delivery of the Note to the purchaser thereof is subject to the agreement by the Borrower that it will pay, or, upon demand, reimburse the Issuer for payment of, any and all costs incurred by the Issuer in connection with the Project and the issuance of the Note, whether or not the Project is carried to completion, or the Note is issued.

8. **Rights Reserved.** Nothing in this resolution shall be construed as an indication of the intent to approve this Project and issue the proposed Note. The Board specifically reserves the right to approve or disapprove the request after said public hearing.

    Adopted: August 21, 2018

    ___________________________________________________________
    Stephen M. Hallan, Chairman
    Pine County Board of Commissioners

    Attest:

    ___________________________________________________________
    David J. Minke
    Pine County Administrator
EXHIBIT A
NOTICE OF PUBLIC HEARING
ON PROPOSED PROJECT
AND THE ISSUANCE OF PRIVATE ACTIVITY BONDS
PINE COUNTY, MINNESOTA

NOTICE IS HEREBY GIVEN that the County Board of Pine County, Minnesota (the “Issuer”) will meet on September 18, 2018, at 10:00 a.m., or as soon thereafter as reasonably possible at the Pine County Board Room at the Pine County History Museum; 6333 H.C. Anderson Alle; Askov, MN, for the purpose of conducting a public hearing on the proposal that the Issuer issue its revenue obligations, in one or more series, under Minnesota Statutes, Sections 469.152 through 469.1655, in order to undertake and finance the cost of a project. The proposed project will be owned by Audubon Center of the North Woods, a Minnesota nonprofit corporation qualified to do business in the State of Minnesota and an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the “Borrower”), and will consist of (i) constructing and equipping improvements to the Borrower’s facilities, including a new high ropes course, located at 54165 Audubon Road, Sandstone, Minnesota; and (ii) pay certain costs of issuance in connection with financing the forgoing (the “Project”). The estimated total amount of the proposed revenue obligations will not exceed $80,000.

The obligations and the interest thereon shall be limited obligations of the Issuer and shall not be payable from nor charged upon any funds other than the revenue pledged to their payment, nor shall the Issuer be subject to any liability on them. No holder of the obligations shall ever have the right to compel any exercise of the taxing power of the Issuer to pay the obligations or the interest thereon, nor to enforce payment of them against any property of the Issuer except those projects, or portions thereof, mortgaged or otherwise encumbered.

A draft copy of the proposed Application to the Minnesota Department of Employment and Economic Development for approval of the project, together with all attachments and exhibits thereto, is available for public inspection at the office of the County Administrator at 635 Northridge Drive NW, Suite 200, Pine City, Minnesota between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday.

All persons interested may appear and be heard at the time and place set forth above or may submit written comments to the County Administrator in advance of the hearing.
Pursuant to due call and notice thereof, a regular meeting of the Board of Pine County, Minnesota, was duly called and held at Pine County History Museum; 6333 H.C. Anderson Alley; Askov, MN, on Tuesday, August 21, 2018, at 10:00 a.m.

The following members were present: ________________________________

and the following members were absent: ________________________________

MOTION: Member _______________ moved to adopt Resolution No. 2018-48, entitled “Resolution Calling for a Public Hearing on a Project by Audubon Center of the North Woods under Minnesota Statutes, Chapter 469.”

SECOND: Member ________________

RESULT: On a roll call vote the motion was carried.

Ayes:

Nays:

Not Voting:

Absent: