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, June 19, 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 June 5, 2018 Special Meeting-Committee of the Whole (Legislative Update)
F) Approve Minutes of June 5, 2018 county board meeting and Summary for publication
G) Minutes of Boards, Reports and Correspondence
   Pine County Chemical Health Coalition Minutes – June 11, 2008
H) 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 May, 2018 Cash Balance (attached)

<table>
<thead>
<tr>
<th>Fund</th>
<th>May 31, 2017</th>
<th>May 31, 2018</th>
<th>Increase(Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>(63,436)</td>
<td>258,530</td>
<td>321,966</td>
</tr>
<tr>
<td>Health and Human</td>
<td>(854,519)</td>
<td>(457,053)</td>
<td>397,466</td>
</tr>
<tr>
<td>Services Fund</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Road and Bridge Fund</td>
<td>1,720,978</td>
<td>4,125,032</td>
<td>2,404,053</td>
</tr>
<tr>
<td>Land Management Fund</td>
<td>2,196,401</td>
<td>2,203,225</td>
<td>6,824</td>
</tr>
<tr>
<td>TOTAL (inc non-major</td>
<td>18,576,286</td>
<td>25,309,348</td>
<td>6,733,062</td>
</tr>
<tr>
<td>funds)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2. **Premises Permit Application**  
Consider approval of a Premises Permit Application from the American Legion Post 51 to conduct Minnesota lawful gambling at the Floppie Crappie Lakeside Pub, 10762 Lakeview Shore Drive, Pine City, MN (Pokegama Twp).

3. **Application to Conduct Excluded Bingo**  
Consider approval of an Application to Conduct Excluded Bingo from the Kiwanis of Moose Lake to conduct Minnesota lawful gambling on August 30, 2018 at Doc’s Pavilion, 34427 Majestic Pine Dr., Sturgeon Lake, MN (Windemere Twp.).

4. **Approval of Licenses**  
Consider approval of the following licenses:  
   A. 3.2 licenses for July 1, 2018 through June 30, 2019  
      i. Duxbury Store  
      ii. Ray & Marge’s Resort  
      iii. Duquette General Store  
   B. Tobacco License -- through December 31, 2018  
      i. Dollar General Store #18905  
   C. 3.2 Temporary License  
      i. Jack Pine Riders  
   All subject to Pine County Sheriff, Pine County Attorney, Township and State approval.

5. **Tax Forfeit Conveyance Requests**  
Consider approval of  
   i. Resolution 2018-32 for the conveyance of tax forfeited land to the City of Sandstone  
   ii. Resolution 2018-31 for the conveyance of tax forfeited land to the City of Pine City  
for the purpose of demolition of structures and clean up to correct blight conditions. Authorize Board Chair and County Auditor to sign.

Consider approval of a Joint Powers Agreement between the State of Minnesota, acting through its Commissioner of Corrections, Department of Corrections, Work Release Unit and Pine County. The term of the agreement is July 1, 2018 through June 30, 2019. The State to pay $55 per day, per state offender, not to exceed $50,000. Authorize Board Chair and County Administrator to sign the Joint Powers Agreement.

7. **Agreement for Prosecution Services for Township Ordinance Violations—Township of Arlone**  
Consider approval of an Agreement for Prosecution Services for violation of township ordinances between the Township of Arlone and Pine County for a one-year term—May 1, 2018 through April 30, 2019; $100 per case file submitted to county attorney for review and/or charging of violations of township ordinances. Authorize Board Chair and County Auditor to sign.

8. **Training**  
A. Authorize Child Protection Social Workers Jenny Morrison and Nicole Hart to attend the Stand Against Child Abuse Conference, July 23-24, 2018, in Duluth. Registration: $200/each, Accommodations: $145, Mileage: county card will be used. Total Cost: $545. Funds are available in the 2018 Health & Human Services budget.
B. Authorize Assessor Office Clerk III Kim Kylander to attend the Summer Minnesota Association of Assessment Personnel (MAAP) workshop, August 16-17, 2018 in Duluth. Registration: $85, Accommodations: $129+ tax, Mileage: $81.64. Total Cost: approx. $295.64. Funds are available in the 2018 Assessor’s budget.

REGULAR AGENDA

1. Facilities Committee Report
   The Facilities Committee met June 6, 2018 (Minutes attached). Items are informational only.

2. Health & Human Services Advisory Committee Report
   The Health & Human Services Advisory Committee met June 6, 2018 (Minutes attached). Items are informational only.

3. Personnel Committee Report
   The Personnel Committee met June 12, 2018 (Minutes attached) and made the following recommendations:
   A. Jail
      Acknowledge the resignation of Corrections Officer Adam Zielinski, effective May 18, 2018, and request approval to backfill the open position and any subsequent vacancies that may occur due to an internal promotion or lateral transfer.
   Other items are informational only.

4. Vacation of County Road No. 2
   Consider approval of Resolution 2018-33 vacating the portion of Old County Highway No. 2 lying west of County State Aid Highway No. 9 located in Sections 27 and 34, Township 39 North, Range 21 West to Thomas L. Foster and Angela F. Foster. Authorize Board Chair and County Administrator to sign resolution.

5. Commissioner Updates
   Public Health Advisory Committee
   Soil & Water Conservation District
   Central MN Council on Aging
   East Central Regional Juvenile Center
   Fiber Optic
   Central MN Jobs and Training Service
   East Central Solid Waste Commission
   East Central Regional Library
   Pine County Chemical Health Coalition
   Pine City City Hall Open House
   Pine County Joint Boards
   Board of Equalization
   Other

6. Other

7. Upcoming Meetings (Subject to Change)
   a. Pine County Board Meeting, Tuesday, June 19, 2018, 10:00 a.m., Pine County History Museum, 6333 H C Anderson Alle, Askov, Minnesota.
b. Law Library, Thursday, June 21, 2018, 12:00 p.m., Law Library, Courthouse, Pine City, Minnesota.

c. Snake River Watershed Board, Monday, June 25, 2018, 9:00 a.m., Kanabec County Courthouse, 18 North Vine, Rooms 3 & 4, Mora, Minnesota.

d. St. Croix Policy Committee (IW1P), Monday, June 25, 2018, 4:00 p.m., Wyoming Public Library, Wyoming, Minnesota.

e. East Central Regional Development Commission (annual meeting), Monday, June 25, 2018, 5:00 p.m., 100 Park St. So., Mora, Minnesota.

f. Technology Committee, Tuesday, June 26, 2018, 9:00 a.m., Commissioner Conference Room, Courthouse, Pine City, Minnesota.

g. NLX, Wednesday, June 27, 2018, 10:00 a.m., Board Room, Courthouse, Pine City, Minnesota.

h. Insurance Committee, Wednesday, June 27, 2018, 1:00 p.m., Board Room, Courthouse, Pine City, Minnesota.

i. Central MN EMS, Friday, June 29, 2018, 10:00 a.m., Stearns County Service Center, Waite Park, Minnesota.

j. State Community Health Services Advisory Committee, Friday, June 29, 2018, 10:00 a.m., Amherst H. Wilder Foundation, 451 Lexington Parkway North, St. Paul, Minnesota.

k. Pine County Board Meeting, Tuesday, July 3, 2018, 10:00 a.m., Board Room, Courthouse, Pine City, Minnesota.

8. **Adjourn**
MINUTES OF PINE COUNTY BOARD MEETING  
Special Meeting – Local Government Meeting 
Tuesday, June 5, 2018, 9:00 a.m. 
Pine County Courthouse, Pine City, Minnesota

Chair Hallan called the meeting to order at 9:00 a.m. Present were Commissioners Josh Mohr, John Mikrot, Jr., and Matt Ludwig. Absent Commissioner Steve Chaffee (excused). Also present were State Senator Tony Lourey, Representative Jason Rarick, County Auditor-Treasurer Cathy Clemmer, Land Services Director Kelly Schroeder, Health and Human Services Director Becky Foss, Chief Deputy Paul Widenstrom, Probation Director Terry Fawcett, and County Administrator David Minke.

State Senator Tony Lourey and Representative Jason Rarick provided a legislative update and stated that although it was a challenging session, progress was made. Senator Lourey also commented on various MNDOT projects currently taking place in Pine County. Discussion was held with those in attendance.

With no further business, the meeting adjourned at 9:52 a.m.

____________________________________  
Stephen M. Hallan, Chair  
Pine County Board of Commissioners

____________________________________  
David J. Minke, County Administrator  
Clerk to the Pine County Board of Commissioners
MINUTES
OF THE
PINE COUNTY BOARD MEETING
Regular Meeting
Tuesday, June 5, 2018 - 10:00 a.m.
Board Room, Courthouse, Pine City, Minnesota

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

The Pledge of Allegiance was said.

Chair Hallan called for public comment. Gary Lindstrom commented regarding State Highway 70 and County Road 61 tree removal.

Chair Hallan requested the following revisions to the Agenda:

1. Consent Agenda
   a. Item 4E – Resolution 2018-30 for Repurchase of Tax Forfeited Land in full, Natasha Maskoski fka Natasha Taylor, PID 19.0262.000 and authorize Board Chair and County Auditor to sign.

2. Regular Agenda
   a. Additional information for Item 4, Probation 2018 Comprehensive Plan.
   b. Additional information for Item 5, North Pine Government Center.

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

Commissioner Mikrot moved to approve the Minutes of May 15, 2018 County Board Meeting and Summary for publication. Second by Commissioner Mohr. Motion carried 4-0.

Commissioner Ludwig moved to approve the Minutes of May 22, 2018 Special Meeting-Committee of the Whole. Second by Commissioner Mikrot. Motion carried 4-0.

Commissioner Mikrot moved to approve the Minutes of the May 23, 2018 Special Meeting. Second by Commissioner Mohr. Motion carried 4-0.

Commissioner Mohr moved to approve the Minutes of May 29, 2018 Special Meeting-Committee of the Whole (Local Government Officials). Second by Commissioner Mikrot. Motion carried 4-0.

Minutes of Boards, Reports and Correspondence
   East Central Regional Library Board Minutes – April 9, 2018
   Pine County Land Surveyor Monthly Report – May 2018
   Pine County Chemical Health Coalition – May 14, 2018

Motion by Commissioner Mohr to acknowledge the Boards, Reports and Correspondence. Second by Commissioner Ludwig. Motion carried 4-0.

Commissioner Mikrot moved to approve the amended Consent Agenda. Second by Commissioner Mohr. Motion carried 4-0.
CONSENT AGENDA

1. **May 2018 Disbursements**

2. **Application for Exempt Permit**
   Approve Application for Exempt Permit from the Audubon Center of the North Woods to conduct Minnesota lawful gambling on October 13, 2018 at the Audubon Center of the North Woods, 54165 Audubon Drive, Sandstone, MN (Dell Grove Twp.).

3. **Approval of Licenses**
   A. Approve temporary liquor licenses for the Pine City Area Chamber of Commerce and Rock Creek Lion’s Club.
   B. Approve temporary 3.2 licenses for Finlayson Giese Sportsmen Club and Minnesota Sokol Camp Association.
   C. Approve tobacco license for Midwest Investment DBA Mini Mart #1

4. **Repurchase of Tax Forfeited Land**
   A. Approve Resolution 2018-25 for Repurchase of Tax Forfeited Land on a 10-year contract, Christine Granger fka Christine Kupsch, PID 18.0203.000. Authorize Board Chair and County Auditor to sign.
   B. Approve Resolution 2018-26 for Repurchase of Tax Forfeited Land on a 10-year contract, Jesse M. Curry, PID 26.0113.006. Authorize Board Chair and County Auditor to sign.
   C. Approve Resolution 2018-28 for Repurchase of Tax Forfeited Land on a 10-year contract, Kenneth Maslowski, PID 21.0245.000. Authorize Board Chair and County Auditor to sign.
   D. Approve Resolution 2018-29 for Repurchase of Tax Forfeited Land in full, Randy & Barb Vaughn, PID 29.0043.003. Authorize Board Chair and County Auditor to sign.
   E. Approve Resolution 2018-30 for Repurchase of Tax Forfeited Land in full, Natasha Maskoski fka Natasha Taylor, PID 19.0262.000. Authorize Board Chair and County Auditor to sign.

5. **Joint Powers Agreement – Contract for Housing Department of Corrections Offenders**
   Approve Joint Powers Agreement between the State of Minnesota, through its Commissioner of Corrections, Facilities Services Division, for the secure housing for offenders committed to the Commissioner of Corrections. The term of the agreement is July 1, 2018 through June 30, 2020. The State to pay $55 per day, per state offender, not to exceed $800,000 per two year contract. Authorize County Sheriff and Jail Administrator to sign the Joint Powers Agreement.

6. **2018 Timber Auction Results**
   Acknowledge results of the May 16, 2018 timber auction - $267,199.80, appraised value - $201,630. Total sale price was 32.5% over appraised value.

7. **Personnel/New Hire**
   A. Approve the regular employment status for Financial Worker Janessa Berberich, effective May 7, 2018.
   B. Approve the regular employment status for Office Support Specialist Angela Boelman, effective May 28, 2018.
   C. Approve the hiring of Support Enforcement Aide Kari Dutcher, effective June 25, 2018, $17.40 per hour. Grade 5, Step 1.
   D. Approve the hiring of part-time Court Security Officer Gary Frehse, effective June 6, 2018, $18.46 per hour, pending satisfactory background check and physical. Non-Union Grade 6.
   E. Approve the hiring of part-time Corrections Officer Lance Martens, effective June 12, 2018, $18.77
per hour, pending satisfactory background check and physical. Grade 6, Step 1.

F. Approve the hiring of part-time Corrections Officer Andrea Merrell, effective June 12, 2018, $19.52 per hour, pending satisfactory background check and physical. Grade 6, Step 2.

8. **Training**
   Approve Public Health Educator Lynette Forbes-Cardey, to attend the Montana Summer Institute, July 24-27, 2018, in Big Sky, Montana. Airfare, registration and accommodations: $4,584. All costs are reimbursed by the Planning and Implementation Grant, as attendance at the Montana Institute is a requirement of receiving the grant.

---

**REGULAR AGENDA**

1. **Preliminary Plat of Holler’s Point on Cross Lake**
   Land Services Director Kelly Schroeder reviewed the process of the preliminary plat approval of Holler’s Point on Cross Lake and conditions that need to be completed prior to the final plat approval.

   Commissioners reviewed the record including the application and minutes from the public hearing held on May 24, 2018.

   **Motion** by Commissioner Ludwig to approve the Preliminary Plat of Holler’s Point on Cross Lake contingent upon the following conditions are met:
   - a. Remove the garage which is located between Lots 4 & 5
   - b. Record the access easements across Lots 3 & 5
   - c. Draft driveway maintenance agreements to be recorded with the final plat
   - d. Record the sewer district easements which will be needed to service the lots
   - e. Vacate the small portion of Old County Rd 2 which lies across lots 9, 10, & 11
   - f. Finalize all Covenant and Restriction language to be recorded with the final plat

   **Second by Commissioner Mikrot. Motion carried 4-0.**

2. **Law Day 2018 – Separation of Powers**
   Pine County District Court Judge Heather Wynn gave an overview of the Pine County District Court. Judge Wynn stated three judges currently serve Pine County and reported on the duties and committees they serve.

3. **One Watershed, One Plan – Nemadji Watershed**
   **Motion** by Commissioner Ludwig to approve Resolution 2018-27 supporting the request to separate the Nemadji Watershed from the St. Louis River Watershed for the One Watershed, One Plan and allow Carlton County’s Soil & Water Consideration District to apply for a planning grant. **Second by Commissioner Mohr. Motion carried 4-0.**

4. **Probation 2018 Comprehensive Plan**
   Probation Director Terry Fawcett presented the Probation 2018 Comprehensive Plan. Fawcett gave an overview of the opportunities, challenges, goals, and funding of the Probation Office.

Chair Hallan called a recess at 10:58 a.m.

The board reconvened at 11:05 a.m.

5. **North Pine Government Center**
County Engineer Mark LeBrun provided information on the bids received for the North Pine Government Center. The original bid was $2.2 million, current construction estimate is approximately $3.3 million. Discussion was held regarding the building project. LeBrun recommends the county move forward with the North Pine Government Center building project while exploring ways to reduce construction costs to approximately $3 million.

Commissioner Mohr left the meeting at 11:31 a.m.

6. **Commissioner Updates**
   - Arrowhead Counties Association: Commissioner Mikrot attended and gave an update of projects neighboring counties are working on.
   - Lakes & Pines: Commissioner Hallan stated the audit was completed and turned out well.
   - Beyond the Basics of Planning & Zoning Training: Commissioners Hallan and Ludwig attended.
   - Arrowhead Transit: No report.
   - Mille Lacs Band of Ojibwe: The county continues to work with the band on various issues.

Commissioner Mohr returned to the meeting at 12:00 p.m.

   - NLX: Commissioner Ludwig stated Commissioner Chaffee attended this meeting who reported there is a reduced budget and a comp plan was presented.
   - AMC District 1 Spring Meeting: Commissioner Hallan attended and stated the meeting went well, he also commented that it was a good opportunity to connect with colleagues.
   - Rush Line Task Force: Commissioner Mikrot attended the meeting and stated they are currently in the environmental analyst phase.
   - Other: Commissioner Mohr stated there is a shooting range in the Chengwatana State Forest that is used by the public. Options are being explored to maintain and clean up this area.

7. **Upcoming Meetings**
   Upcoming meetings were reviewed.

8. **Adjourn**
   With no further business, Chair Hallan adjourned the meeting at 12:06 p.m. The next regular meeting of the county board is scheduled for Tuesday, June 19, 2018 at 10:00 a.m. at the Pine County Courthouse, 635 Northridge Drive NW, Pine City, Minnesota.
SUMMARY
OF
MINUTES
OF THE
PINE COUNTY BOARD MEETING
Regular Meeting
Tuesday, June 5, 2018 - 10:00 a.m.
Board Room, Courthouse, Pine City, Minnesota

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

The Pledge of Allegiance was said.

Chair Hallan called for public comment. Gary Lindstrom commented regarding State Highway 70 and County Road 61 tree removal.

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

Commissioner Mikrot moved to approve the Minutes of May 15, 2018 County Board Meeting and Summary for publication. Second by Commissioner Mohr. Motion carried 4-0.

Commissioner Ludwig moved to approve the Minutes of May 22, 2018 Special Meeting-Committee of the Whole. Second by Commissioner Mikrot. Motion carried 4-0.

Commissioner Mikrot moved to approve the Minutes of the May 23, 2018 Special Meeting. Second by Commissioner Mohr. Motion carried 4-0.

Commissioner Mohr moved to approve the Minutes of May 29, 2018 Special Meeting-Committee of the Whole (Local Government Officials). Second by Commissioner Mikrot. Motion carried 4-0.

Minutes of Boards, Reports and Correspondence
   East Central Regional Library Board Minutes – April 9, 2018
   Pine County Land Surveyor Monthly Report – May 2018
   Pine County Chemical Health Coalition – May 14, 2018
Motion by Commissioner Mohr to acknowledge the Boards, Reports and Correspondence. Second by Commissioner Ludwig. Motion carried 4-0.

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


Approve Application for Exempt Permit from the Audubon Center of the North Woods to conduct Minnesota lawful gambling on October 13, 2018 at the Audubon Center of the North Woods, 54165 Audubon Drive, Sandstone, MN.
Approve temporary liquor licenses for the Pine City Area Chamber of Commerce and Rock Creek Lion’s Club.
Approve temporary 3.2 licenses for Finlayson Giese Sportsmen Club and Minnesota Sokol Camp Association.
Approve tobacco license for Midwest Investment DBA Mini Mart #1

Approve Resolution 2018-26 for Repurchase of Tax Forfeited Land on a 10-year contract, Jesse M. Curry.
Approve Resolution 2018-29 for Repurchase of Tax Forfeited Land in full, Randy & Barb Vaughn.
Approve Resolution 2018-30 for Repurchase of Tax Forfeited Land in full, Natasha Maskoski fka Natasha Taylor.

Approve Joint Powers Agreement between the State of Minnesota, through its Commissioner of Corrections, Facilities Services Division, for the secure housing for offenders committed to the Commissioner of Corrections. The term of the agreement is July 1, 2018 through June 30, 2020. The State to pay $55 per day, per state offender, not to exceed $800,000 per two year contract.

Acknowledge results of the May 16, 2018 timber auction - $267,199.80, appraised value - $201,630. Total sale price was 32.5% over appraised value.

Approve the regular employment status for Financial Worker Janessa Berberich, effective May 7, 2018.
Approve the regular employment status for Office Support Specialist Angela Boelman, effective May 28, 2018.
Approve the hiring of Support Enforcement Aide Kari Dutcher, effective June 25, 2018, $17.40 per hour. Grade 5, Step 1.
Approve the hiring of part-time Court Security Officer Gary Frehse, effective June 6, 2018, $18.46 per hour, pending satisfactory background check and physical. Non-Union Grade 6.
Approve the hiring of part-time Corrections Officer Lance Martens, effective June 12, 2018, $18.77 per hour, pending satisfactory background check and physical. Grade 6, Step 1.
Approve the hiring of part-time Corrections Officer Andrea Merrell, effective June 12, 2018, $19.52 per hour, pending satisfactory background check and physical. Grade 6, Step 2.

Approve Public Health Educator Lynette Forbes-Cardey, to attend the Montana Summer Institute, July 24-27, 2018, in Big Sky, Montana. **Total cost:** $4,584. All costs are reimbursed by the Planning and Implementation Grant, as attendance at the Montana Institute is a requirement of receiving the grant.

**Motion** by Commissioner Ludwig to approve the Preliminary Plat of Holler’s Point on Cross Lake contingent upon the following conditions are met:
  a. Remove the garage which is located between Lots 4 & 5
  b. Record the access easements across Lots 3 & 5
  c. Draft driveway maintenance agreements to be recorded with the final plat
  d. Record the sewer district easements which will be needed to service the lots
  e. Vacate the small portion of Old County Rd 2 which lies across lots 9, 10, & 11
  f. Finalize all Covenant and Restriction language to be recorded with the final plat

Second by Commissioner Mikrot. **Motion carried 4-0.**
Motion by Commissioner Ludwig to approve Resolution 2018-27 supporting the request to separate the Nemadji Watershed from the St. Louis River Watershed for the One Watershed, One Plan and allow Carlton County’s Soil & Water Consideration District to apply for a planning grant. Second by Commissioner Mohr. Motion carried 4-0.

Chair Hallan called a recess at 10:58 a.m.

The board reconvened at 11:05 a.m.

County Engineer Mark LeBrun provided information on the bids received for the North Pine Government Center. The original bid was $2.2 million, current construction estimate is approximately $3.3 million. Discussion was held regarding the building project. LeBrun recommends the county move forward with the North Pine Government Center building project while exploring ways to reduce construction costs to approximately $3 million.

Commissioner Mohr left the meeting at 11:31 a.m.

Commissioner Mohr returned to the meeting at 12:00 p.m.

With no further business, Chair Hallan adjourned the meeting at 12:06 p.m. The next regular meeting of the county board is scheduled for Tuesday, June 19, 2018 at 10:00 a.m. at the Pine County Courthouse, 635 Northridge Drive NW, Pine City, Minnesota.

______________________________
Stephen M. Hallan, Chair

______________________________
David J. Minke, Administrator

The full text of the board’s Minutes are available at the County Administrator’s Office and the county’s website (www.co.pine.mn.us). Copies may also be requested from the administrator’s office.
Pine County Chemical Health Coalition
Minutes
June 11, 2018
East Central High School, Finlayson

**Coalition Mission Statement**
Pine County Chemical Health Coalition:  Striving to prevent the misuse and abuse of alcohol, tobacco and other drugs

**Attendance:**
Jamie Root-Larsen, Positive Community Norms Media Specialist
Lynette Kuzel, Teen Focus
Amber Chase, Pine Co Probation
Stef Youngberg, East Central School
Paul Widenstrom, Pine Co Sheriff’s Dept
Richard Newman, Recovery Leader
Shawn Jensen, Media, Youth Group ETA
Commissioner John Mikrot Jr
Joe Newton, Essentia Health
Lynette Forbes-Cardey, Karen Jansen, Becky Foss, Danielle One’, and Janet Schumacher, Pine Co HHS

Meeting commenced at 3:00 pm by Becky Foss at East Central High School, Finlayson.

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

2. **Addition/Changes to the Agenda**
   Motion to accept agenda by Jamie Root-Larsen, seconded by Paul Widenstrom with addition of Drug Disposal.  
   Motion carried.

3. **Minutes of May 14, 2018**
   Motion to approve 5/14/18 minutes made by Stef Youngberg, seconded by Paul Widenstrom.  Motion carried.

4. **Becky Foss, Temporary Chair**
   a. **Pine County Fair – Coalition Booth (tent) – Volunteer Opportunity**
      Passed around a sign-up sheet for three hour shifts at the Pine County Fair – August 1st – August 5th, 
      please invite members not at the meeting to pick up a shift.  Lynette will have a talking points sheet and 
      informational items to pass out at the fair.  Several of the ETA & Positive Jags will already be in local 
      parades with their marching bands, etc., however, they could maybe help in our booth.

   b. **Drug Disposal**
      Paul indicated that about 175 lbs of unwanted drugs that have been dropped off at various sites that the 
      Sheriff’s Dept offers will be taken in and asked if the Coalition could take care of paying the invoice. 
      Becky asked him to submit at a future meeting.  Almost daily drugs are dropped off at the sites.
5. Lynette Forbes-Cardey, Grant Coordinator
   a. One-to-One Interviews
      The last time these were done we needed 50 and got about 47. This year we will need 25 and we would
      like to get different people than last year, these interviews are for those that live, work or serve in the
      Hinckley/Finlayson or East Central School District. It provides a great opportunity for data that feeds
      strategic planning. These would be due by July 10th. Lynette will email the One-on-One
      Conversation Packet out. We may also do some surveying at the local fairs.

   b. Discussion on Committees
      Shared information with members on how they can help the coalition by being involved in a developed
      committee. Becky wanted people to know what Committee they had originally signed up for as well as
      what they should be doing. Retail/Social Access could be one committee – this committee as well as
      Marketing/Messaging are currently active. Communication Committee could decide which fairs/festivals
      the coalition should participate in. We should get the word out to the members not at the meeting.

      RBST (Responsible Beverage Server Training) is scheduled for June 19th in Hinckley and June 25th
      in Sandstone – interested people can sign up thru Community Ed or email Lynette.

   c. Volunteer Opportunities
      ID Booth - Will work on emailing out to the Coalition an opportunity for members to volunteer to sign up
      to help the Pine Co Fair Board with carding and banding – let Amber know if you are interested in signing
      up, she will develop a schedule.

      Lynette shared a list of several upcoming festivals in Pine County that the Coalition could make a
      presence at.

   d. Other P&I Grant Updates
      Lynette and Shawn shared information of the recent retreat June 7th at St Croix State Park and the
      activities provided, ie. Group building, understanding the coalition data, canoeing, cooking lunch,
      climbing fire tower, etc. – it provided a great time and a lot of good discussion.

      Nate LaFond will be the new Youth Advisor next year at Hinckley/Finlayson School and Natasha
      Mykkanen, Counselor has resigned from Hinckley/Finlayson.

      ETA continue to work on Summer Fest n’ Fair activities, developing their own version of the 7 Ps
      Principles and pilot testing fun giveaways for students.

      Positive Jags continue to work on their own version of the 7 Ps Principles, fun giveaways for students,
      and Summer Fest n’ Fair activities.

      PCN training recently held at Ruttger’s – Lynette, Cara Keinanen, Kristie Yoder, Jamie Root-Larsen,
      Lorelei Finley and Terry Fawcett attended. Training included review of The Science of the Positive theory
      and examples of use and results of the Parent Survey. Survey showed that most parents communicate
      with their children and parents do not allow friends of their children to drink alcohol.
Training opportunities for members include one additional seat available to go with Lynette to CADCA in Florida – July 29th – August 2. SAPST in St Cloud – three people to be trained this year – Sept 17th – 20th and Prevention Ethics Sept 21st in St Cloud.

6. Break up into Committees

NEXT MEETING DATE:
MONDAY, JULY 9TH @ 3:00 PM
HINCKLEY-FINLAYSON HIGH SCHOOL, HINCKLEY
AGENDA REQUEST FORM

Date of Meeting: June 19, 2018

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

Agenda Item: May, 2018 Cash Balance

Department: Auditor-Treasurer

Background information on Item:

Action Requested:

Financial Impact:
### Pine County

#### TREASURER'S CASH TRIAL BALANCE

As of 05/2018

<table>
<thead>
<tr>
<th>Fund</th>
<th>Beginning Balance</th>
<th>This Month</th>
<th>YTD</th>
<th>Current Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 General Revenue Fund</td>
<td>5,660,201.40</td>
<td>529,363.33</td>
<td>2,202,456.63</td>
<td>258,530.12</td>
</tr>
<tr>
<td></td>
<td>Receipts</td>
<td>539,022.81</td>
<td>2,893,596.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Disbursements</td>
<td>921,336.61</td>
<td>5,018,018.76</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Payroll</td>
<td>5,448.30</td>
<td>307,486.22</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Journal Entries</td>
<td>936,444.39</td>
<td>5,401,671.28</td>
<td></td>
</tr>
<tr>
<td>Fund Total</td>
<td>936,444.39</td>
<td>5,401,671.28</td>
<td>258,530.12</td>
<td></td>
</tr>
</tbody>
</table>

| 12 Health & Human Services | 2,339,408.70 | 209,795.02 | 580,990.25 |
| H&Hs-Income Maintenance | 55,837.74 | 298,135.78 |
|   | 168,260.27 | 927,537.94 |
|   | 25,358.34 | 85,557.49 |
| Dept Total | 70,055.35 | 559,125.98 | 1,780,282.72 |

| 12 Health & Human Services | 1,977,476.51 | 366,574.57 | 1,216,044.67 |
| H&Hs-Social Services | 34,175.44 | 164,853.46 |
|   | 239,524.74 | 1,245,074.38 |
|   | 210,783.35 | 1,162,707.00 |
| Dept Total | 122,688.73 | 1,151,003.98 | 3,128,480.49 |

| 12 Health & Human Services | 0.00 | 0.00 | 0.00 |
| Childrens Collaborative (H&Hs) | 0.00 | 0.00 | 0.00 |

| 12 Health & Human Services | 872,479.30 | 125,589.12 | 587,975.34 |
| Nursing-Community Health (H&Hs) | 29,058.71 | 140,842.83 |
|   | 105,249.19 | 568,676.12 |
|   | 18.35 | 7,639.11 |

Copyright 2010-2017 Integrated Financial Systems
<table>
<thead>
<tr>
<th>Fund</th>
<th>Dept Total</th>
<th>This Month</th>
<th>YTD</th>
<th>Current Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pine County</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TREASURER'S CASH TRIAL BALANCE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>As of 05/2018</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Page 3</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fund</strong></td>
<td><strong>Beginning</strong></td>
<td><strong>This</strong></td>
<td><strong>YTD</strong></td>
<td><strong>Current</strong></td>
</tr>
<tr>
<td><strong>Balance</strong></td>
<td><strong>Balance</strong></td>
<td><strong>Month</strong></td>
<td><strong>Balance</strong></td>
<td><strong>Balance</strong></td>
</tr>
<tr>
<td>13 Road &amp; Bridge Fund</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fund Total</strong></td>
<td>1,234,411.49</td>
<td>121,333.81</td>
<td>1,824,034.46</td>
<td>589,622.97</td>
</tr>
<tr>
<td>14 Ditch Maintenance (Sr) Fund</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fund Total</strong></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>17,097.32</td>
</tr>
<tr>
<td>20 County-Wide Rehab (Sr) Fund</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fund Total</strong></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>22 Land Management Fund</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fund Total</strong></td>
<td>1,968,100.93</td>
<td>93,457.92</td>
<td>235,123.87</td>
<td>2,203,224.80</td>
</tr>
<tr>
<td>24 SSTS Upgrades</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fund Total</strong></td>
<td>1,506.90</td>
<td>96.00</td>
<td>29,050.00</td>
<td>1,840.90</td>
</tr>
</tbody>
</table>

---

Copyright 2010-2017 Integrated Financial Systems
## Pine County Treasurer's Cash Trial Balance

As of 05/2018

<table>
<thead>
<tr>
<th>Fund</th>
<th>Fund Name</th>
<th>Beginning Balance</th>
<th>This Month</th>
<th>YTD Balance</th>
<th>Current Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>29</td>
<td>Children's Collab (H&amp;Hs) Agency Fund</td>
<td>107,377.73</td>
<td>34,439.00</td>
<td>66,503.00</td>
<td>121,297.86</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>12,852.00</td>
<td>52,707.32</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>46.57</td>
<td>124.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dept Total</td>
<td>21,633.57</td>
<td>13,920.13</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fund Total</td>
<td>107,377.73</td>
<td>21,633.57</td>
<td>13,920.13</td>
<td>121,297.86</td>
</tr>
<tr>
<td>37</td>
<td>County Railroad Authority</td>
<td>5,250.06</td>
<td>0.00</td>
<td>0.00</td>
<td>5,250.06</td>
</tr>
<tr>
<td>38</td>
<td>Building Fund</td>
<td>90,348.15</td>
<td>0.00</td>
<td>55,074.72</td>
<td>36,708.59</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>1,435.16</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fund Total</td>
<td>0.00</td>
<td>0.00</td>
<td>53,639.56</td>
<td>36,708.59</td>
</tr>
<tr>
<td>39</td>
<td>2015A G.O. Jail Bonds</td>
<td>1,197,717.44</td>
<td>0.00</td>
<td>899,250.00</td>
<td>321,890.52</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>23,423.08</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fund Total</td>
<td>0.00</td>
<td>0.00</td>
<td>875,826.92</td>
<td>321,890.52</td>
</tr>
<tr>
<td>40</td>
<td>2012 G.O. Courthouse Bonds</td>
<td>1,042,955.57</td>
<td>0.00</td>
<td>783,100.00</td>
<td>279,783.39</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>19,927.82</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fund Total</td>
<td>0.00</td>
<td>0.00</td>
<td>763,172.18</td>
<td>279,783.39</td>
</tr>
</tbody>
</table>

Copyright 2010-2017 Integrated Financial Systems
### Pine County

**TREASURER'S CASH TRIAL BALANCE**

As of 05/2018  
Page 5

<table>
<thead>
<tr>
<th>Fund</th>
<th>Beginning Balance</th>
<th>This Month</th>
<th>YTD</th>
<th>Current Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>43 Equipment Fund</td>
<td>183,113.45</td>
<td>105,464.65</td>
<td>105,464.65</td>
<td>321,999.61</td>
</tr>
<tr>
<td></td>
<td>Receipts</td>
<td>105,464.65</td>
<td>105,464.65</td>
<td>321,999.61</td>
</tr>
<tr>
<td></td>
<td>Disbursements</td>
<td>65,591.38</td>
<td>244,350.81</td>
<td>321,999.61</td>
</tr>
<tr>
<td></td>
<td>Fund Total</td>
<td>39,873.27</td>
<td>138,886.16</td>
<td>321,999.61</td>
</tr>
<tr>
<td>76 Group Health Ins Fund 5/1/95 (Gen)</td>
<td>64,810.21</td>
<td>68,307.20</td>
<td>73,043.20</td>
<td>135,952.17</td>
</tr>
<tr>
<td></td>
<td>Receipts</td>
<td>68,307.20</td>
<td>73,043.20</td>
<td>135,952.17</td>
</tr>
<tr>
<td></td>
<td>Disbursements</td>
<td>0.00</td>
<td>1,901.24</td>
<td>135,952.17</td>
</tr>
<tr>
<td></td>
<td>Journal Entries</td>
<td>5,136.90</td>
<td>25,694.50</td>
<td>135,952.17</td>
</tr>
<tr>
<td></td>
<td>Fund Total</td>
<td>68,307.20</td>
<td>71,141.96</td>
<td>135,952.17</td>
</tr>
<tr>
<td>80 County Collections Agency Fund</td>
<td>41,923.98</td>
<td>10,284.90</td>
<td>125,364.16</td>
<td>572,468.79</td>
</tr>
<tr>
<td></td>
<td>Receipts</td>
<td>10,284.90</td>
<td>1,605,711.08</td>
<td>572,468.79</td>
</tr>
<tr>
<td></td>
<td>Disbursements</td>
<td>9,648.50</td>
<td>564,504.34</td>
<td>572,468.79</td>
</tr>
<tr>
<td></td>
<td>Journal Entries</td>
<td>5,136.90</td>
<td>25,694.50</td>
<td>572,468.79</td>
</tr>
<tr>
<td></td>
<td>Fund Total</td>
<td>636.40</td>
<td>21,709.99</td>
<td>20,213.99</td>
</tr>
<tr>
<td>82 Taxes And Penalties Agency Fund</td>
<td>1,450,956.01</td>
<td>14,480,288.28</td>
<td>21,807,467.89</td>
<td>19,278,487.01</td>
</tr>
<tr>
<td></td>
<td>Receipts</td>
<td>14,480,288.28</td>
<td>21,807,467.89</td>
<td>19,278,487.01</td>
</tr>
<tr>
<td></td>
<td>Disbursements</td>
<td>3,136,070.14</td>
<td>3,594,361.73</td>
<td>19,278,487.01</td>
</tr>
<tr>
<td></td>
<td>Journal Entries</td>
<td>0.00</td>
<td>385,575.16</td>
<td>19,278,487.01</td>
</tr>
<tr>
<td></td>
<td>Fund Total</td>
<td>11,344,218.14</td>
<td>17,827,531.00</td>
<td>19,278,487.01</td>
</tr>
</tbody>
</table>

Copyright 2010–2017 Integrated Financial Systems
## Pine County

**TREASURER'S CASH TRIAL BALANCE**  
As of 05/2018

<table>
<thead>
<tr>
<th>Fund</th>
<th>Beginning Balance</th>
<th>This Month</th>
<th>YTD</th>
<th>Current Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>H &amp; H Collections Agency Fund</td>
<td>36,359.25</td>
<td>28,390.53</td>
<td>271,866.08</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>7,718.42</td>
<td>67,005.39</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>23,476.74</td>
<td>229,947.52</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2,804.63</td>
<td>25,086.83</td>
<td></td>
</tr>
<tr>
<td><strong>Fund Total</strong></td>
<td><strong>36,359.25</strong></td>
<td><strong>28,390.53</strong></td>
<td><strong>271,866.08</strong></td>
<td><strong>11,272.42</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fund</th>
<th>Beginning Balance</th>
<th>This Month</th>
<th>YTD</th>
<th>Current Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Funds</td>
<td>12,318,200.03</td>
<td>17,877,100.79</td>
<td>35,452,746.86</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>4,476,234.74</td>
<td>12,475,198.23</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>239,524.74</td>
<td>1,245,074.38</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1,606,491.12</td>
<td>8,743,430.22</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>218.35</td>
<td>2,103.47</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>11,555,068.54</strong></td>
<td><strong>12,991,147.50</strong></td>
<td><strong>25,309,347.53</strong></td>
<td></td>
</tr>
</tbody>
</table>
## TREASURER'S CASH TRIAL BALANCE COMPARISON

<table>
<thead>
<tr>
<th>FUND</th>
<th>May 31, 2017 BALANCE</th>
<th>May 31, 2018 BALANCE</th>
<th>DIFFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - GENERAL</td>
<td>(63,435.59)</td>
<td>258,530.12</td>
<td>321,965.71</td>
</tr>
<tr>
<td>12 - H&amp;HS</td>
<td>(854,518.58)</td>
<td>(457,052.69)</td>
<td>397,465.89</td>
</tr>
<tr>
<td>13 - ROAD &amp; BRIDGE</td>
<td>1,720,978.41</td>
<td>4,125,031.66</td>
<td>2,404,053.25</td>
</tr>
<tr>
<td>22 - LAND</td>
<td>2,196,400.85</td>
<td>2,203,224.80</td>
<td>6,823.95</td>
</tr>
<tr>
<td><strong>TOTAL (incl non-major funds)</strong></td>
<td><strong>$18,576,286.47</strong></td>
<td><strong>$25,309,347.53</strong></td>
<td><strong>6,733,061.06</strong></td>
</tr>
</tbody>
</table>
AGENDA REQUEST FORM

Date of Meeting: June 19, 2018

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

Agenda Item: Premises Permit Application

Department: Auditor-Treasurer

Background information on Item:
Premises Permit Application from American Legion, Post 51 to conduct Minnesota lawful gambling at the Floppie Crappie Lakeside Pub, 10762 Lakeview Shore Drive, Pine City, MN (Pokegama Twp).

Action Requested:

Financial Impact:
MINNESOTA LAWFUL GAMBLING
LG214 Premises Permit Application

REQUIRED ATTACHMENTS TO LG214

1. If the premises is leased, attach a copy of your lease. Use LG215 Lease for Lawful Gambling Activity.

2. $150 annual premises permit fee, for each permit (non-refundable). Make check payable to "State of Minnesota."

Annual Fee $150 (NON-REFUNDABLE)

Mail the application and required attachments to:
Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions? Call 651-539-1900 and ask for Licensing.

ORGANIZATION INFORMATION

Organization Name: American Legion, Post 57
License Number: 00097

Chief Executive Officer (CEO): Dewayne Wilkinson
Daytime Phone: 612-791-0358

Gambling Manager: Larry Engemann
Daytime Phone: 320-420-9728

GAMBLING PREMISES INFORMATION

Current name of site where gambling will be conducted: Floppie Crapappi Lakeside Place
10762 Lakeview Shore Drive
Pine City, MN 55063

List any previous names for this location:

Street address where premises is located: 10762 Lakeview Shore Drive

City: Pine City OR Township: (Do not use a P.O. box number or mailing address.)
County: Pine Zip Code: 55063

Does your organization own the building where the gambling will be conducted?

[ ] Yes [ ] No If no, attach LG215 Lease for Lawful Gambling Activity.

A lease is not required if only a raffle will be conducted.

Is any other organization conducting gambling at this site? [ ] Yes [ ] No [ ] Don't know

Note: Bar bingo can only be conducted at a site where another form of lawful gambling is being conducted by the applying organization or another permitted organization. Electronic games can only be conducted at a site where paper pull-tabs are played.

Has your organization previously conducted gambling at this site? [ ] Yes [ ] No [ ] Don't know

GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA

Bank Name: Stearns Bank
Bank Account Number: 1002080

Bank Street Address: P.O. Box 190 City: Albany State: MN Zip Code: 56302

ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES

Address (Do not use a P.O. box number): City: State: Zip Code:

MN

MN

MN
**LG214 Premises Permit Application**

**ACKNOWLEDGMENT BY LOCAL UNIT OF GOVERNMENT: APPROVAL BY RESOLUTION**

<table>
<thead>
<tr>
<th>CITY APPROVAL for a gambling premises located within city limits</th>
<th>COUNTY APPROVAL for a gambling premises located in a township</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>City Name:</strong></td>
<td><strong>County Name:</strong> Pine</td>
</tr>
<tr>
<td><strong>Date Approved by City Council:</strong></td>
<td><strong>Date Approved by County Board:</strong></td>
</tr>
<tr>
<td><strong>Resolution Number:</strong> (If none, attach meeting minutes.)</td>
<td><strong>Resolution Number:</strong> (If none, attach meeting minutes.)</td>
</tr>
<tr>
<td><strong>Signature of City Personnel:</strong></td>
<td><strong>Signature of County Personnel:</strong></td>
</tr>
<tr>
<td><strong>Title:</strong> [Title] Date Signed: [Date Signed]</td>
<td><strong>Title:</strong> [Title] Date Signed: [Date Signed]</td>
</tr>
</tbody>
</table>

**TOWNSHIP NAME:**

Local unit of government must sign.

**ACKNOWLEDGMENT AND OATH**

1. I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter and inspect the premises.

2. The Board and its agents, and the commissioners of revenue and public safety and their agents, are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law.

3. I have read this application and all information submitted to the Board is true, accurate, and complete.

4. All required information has been fully disclosed.

5. I am the chief executive officer of the organization.

6. I assume full responsibility for the fair and lawful operation of all activities to be conducted.

7. I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them.

8. Any changes in application information will be submitted to the Board no later than ten days after the change has taken effect.

9. I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license.

10. I understand the fee is non-refundable regardless of license approval/denial.

**Signature of Chief Executive Officer (designee may not sign)**

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

An equal opportunity employer

This form will be made available in alternative format, i.e. large print, braille, upon request.
MINNESOTA LAWFUL GAMBLING
LG215 Lease for Lawful Gambling Activity

LEASE INFORMATION

<table>
<thead>
<tr>
<th>Organization:</th>
<th>License/Site Number:</th>
<th>Daytime Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Legion, Post 57</td>
<td>00009</td>
<td>320-629-2021</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
<th>City:</th>
<th>State:</th>
<th>Zip:</th>
</tr>
</thead>
<tbody>
<tr>
<td>525 Main St. N.</td>
<td>Pine City</td>
<td>MN</td>
<td>55063</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Leased Premises:</th>
<th>Street Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fleppie Crappie Lakeside Pub</td>
<td>10762 Lakeside Ave.</td>
</tr>
</tbody>
</table>

Name of Legal Owner:

<table>
<thead>
<tr>
<th>Business/Street Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stein Cunningham 10762 Lakeside Ave. Pine City MN</td>
</tr>
</tbody>
</table>

Name of Lessor (if same as legal owner, write "SAME"):

City:                  | State:         | Zip: | Daytime Phone: |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Same</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Check applicable item:

- New or amended lease. Effective date: July 1, 18 Submit changes at least ten days before the effective date of the change.

- New owner. Effective date: ______________________. Submit new lease within ten days after new lessor assumes ownership.

CHECK ALL ACTIVITY THAT WILL BE CONDUCTED (no lease required for raffles)

- Pull-Tabs (paper)
- Pull-Tabs (paper) with dispensing device
- Electronic Pull-Tabs
- Bar Bingo
- Electronic Linked Bingo
- Tipboards
- Paddlewheel
- Electronic games may only be conducted:
  1. at a premises licensed for the on-sale of intoxicating liquor or the on-sale of 3.2% malt beverages; or
  2. at a premises where bingo is conducted as the primary business and has a seating capacity of at least 100.

PULL-TAB, TIPBOARD, AND PADDLEWHEEL RENT (separate rent for booth and bar ops)

BOOTH OPERATION: Some or all sales of gambling equipment are conducted by an employee/volunteer of a licensed organization at the leased premises.

ALL GAMES, including electronic games: Monthly rent to be paid: ______ %, not to exceed 10% of gross profits for that month.
- Total rent paid from all organizations for only booth operations at the leased premises may not exceed $1,750.
- The rent cap does not include BAR OPERATION rent for electronic games conducted by the lessor.

BAR OPERATION: All sales of gambling equipment conducted by the lessor or lessor's employee.

ELECTRONIC GAMES: Monthly rent to be paid: ______ %, not to exceed 15% of the gross profits for that month from electronic pull-tab games and electronic linked bingo games.

ALL OTHER GAMES: Monthly rent to be paid: ______ %, not to exceed 20% of gross profits from all other forms of lawful gambling. If any booth sales conducted by a licensed organization at the premises, rent may not exceed 10% of gross profits for that month and is subject to booth operation $1,750 cap.

BINGO RENT (for leased premises where bingo is the primary business conducted, such as bingo hall)

Bingo rent is limited to one of the following:
- Rent to be paid: ______ %, not to exceed 10% of the monthly gross profit from all lawful gambling activities held during bingo occasions, excluding bar bingo.
- OR - Rate to be paid: $ ___________ per square foot, not to exceed 110% of a comparable cost per square foot for leased space, as approved by the director of the Gambling Control Board. The lessor must attach documentation, verified by the organization, to confirm the comparable rate and all applicable costs to be paid by the organization to the lessor.
  - Rent may not be paid for bar bingo.
  - Bar bingo does not include bingo games linked to other permitted premises.

LEASE TERMINATION CLAUSE (must be completed)

The lease may be terminated by either party with a written ______ day notice. Other terms:
**ACKNOWLEDGMENT OF LEASE TERMS**

I affirm that this lease is the total and only agreement between the lessor and the organization, and that all obligations and agreements are contained in or attached to this lease and are subject to the approval of the director of the Gambling Control Board.

**Other terms of the lease:**

---

**Questions?** Contact the Licensing Section, Gambling Control Board, at 651-539-1900. This publication will be made available in alternative format (i.e., large print, braille) upon request. **Data privacy notice:** The information requested on this form and any attachments will become public information when received by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.

**Mail or fax lease to:**

Minnesota Gambling Control Board  
1711 W. County Road B, Suite 300 South  
Roseville, MN 55113  
Fax: 651-639-4032
AGENDA REQUEST FORM

Date of Meeting: June 19, 2018

[ ] County Board
[ ] Consent Agenda
[ ] Regular Agenda

[ ] Personnel Committee
[ ] Other ____________

Agenda Item: Application to Conduct Excluded Bingo

Department: Auditor-Treasurer

Background information on Item:

Application to Conduct Excluded Bingo from Kiwanis of Moose Lake to conduct Minnesota lawful gambling on August 30, 2018 at Doc's Pavilion, 34427 Majestic Pine Dr, Sturgeon Lake, MN (Windemere Twp).

Action Requested:

Financial Impact:
ORGANIZATION INFORMATION

Organization Name: Kiwanis of Moose Lake
Previous Gambling Permit Number: X8-94066-18-001

Minnesota Tax ID Number, if any: ____________________________
Federal Employer ID Number (FEIN), if any: ____________________________

Mailing Address: PO Box

City: Moose Lake State: MN Zip: 55767 County: CARLTON

Name of Chief Executive Officer (CEO): Tina Czechowski
Daytime Phone: 218-486-4497 Email: Tina.Czechowski@ArrowJanes.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):
☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

☐ Current calendar year Certificate of Good Standing
   Don’t have a copy? This certificate must be obtained each year from:
   MN Secretary of State, Business Services Division
   60 Empire Drive, Suite 100
   St. Paul, MN 55103
   Secretary of State website, phone numbers:
   www.sos.state.mn.us
   651-296-2803, or toll free 1-877-551-6767

☐ Internal Revenue Service-IRS income tax exemption 501(c) letter in your organization’s name
   Don’t have a copy? Obtain a copy of your federal income tax exempt letter by having an organization officer contact
   the IRS at 877-829-5500.

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

EXCLUDED BINGO ACTIVITY

Has your organization held a bingo event in the current calendar year? ☒ Yes ☐ No

If yes, list the dates when bingo was conducted: JAN 27, 2018

The proposed bingo event will be:
☒ one of four or fewer bingo events held this year. Dates: AUGUST 30, 2018
☐ conducted on up to 12 consecutive days in connection with a:
   ☐ county fair Dates: ____________________________
   ☐ civic celebration Dates: ____________________________
   ☐ Minnesota State Fair Dates: ____________________________

Person in charge of bingo event: Denise Burghgraft Daytime Phone: 218-486-8001

Name of premises where bingo will be conducted: Doc’s Pavilion
Premises street address: 34427 MAJORIE AVE QZ
City: STEVENS LAKE If township, township name: WINNEMUCCA County: Pine
LG240B Application to Conduct Excluded Bingo

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

<table>
<thead>
<tr>
<th>CITY APPROVAL for a gambling premises located within city limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.</td>
</tr>
<tr>
<td>Print City Name:</td>
</tr>
<tr>
<td>Signature of City Personnel:</td>
</tr>
<tr>
<td>Title: Date:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COUNTY APPROVAL for a gambling premises located in a township</th>
</tr>
</thead>
<tbody>
<tr>
<td>On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.</td>
</tr>
<tr>
<td>Print County Name: Pine County</td>
</tr>
<tr>
<td>Signature of County Personnel:</td>
</tr>
<tr>
<td>Title: Date:</td>
</tr>
</tbody>
</table>

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

| Print Township Name: |
| Signature of Township Officer: |
| Title: Date: |

CHIEF EXECUTIVE OFFICER’S SIGNATURE (required)

The Information provided in this application is complete and accurate to the best of my knowledge.

Chief Executive Officer’s Signature: (Signature must be CEO’s signature; designee may not sign)

Print Name: Tia Cruikshank

Date: 6/18/18

MAIL OR FAX APPLICATION & ATTACHMENTS

Mail or fax application and a copy of your proof of nonprofit status to:
Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113
Fax: 651-639-4032

An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.

Questions?
Call a Licensing Specialist at 651-539-1900.

Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. To find a licensed distributor, go to www.mn.gov/gcb and click on Distributors under the LIST OF LICENSEES, or call 651-539-1900.

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

An equal opportunity employer
AGENDA REQUEST FORM

Date of Meeting: JUNE 19, 2018

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

☐ Personnel Committee
☑ Other

Agenda Item: APPROVAL OF LICENSES

Department: AUDITOR

Department Head Signature

Background information on Item:

APPROVAL OF 3.2 LICENSES FOR JULY 1, 2018-JUNE 30, 2019 FOR:
   DUXBURY STORE
   RAY & MARGE'S RESORT
   DUQUETTE GENERAL STORE
APPROVAL OF TOBACCO LICENSE GOOD THRU DECEMBER 31, 2018 FOR:
   DOLLAR GENERAL STORE #18905
APPROVAL FOR 3.2 TEMPORARY LICENSE FOR:
   JACK PINE RIDERS

ALL SUBJECT TO: PINE COUNTY SHERIFF, PINE COUNTY ATTORNEY, TOWNSHIP AND STATE APPROVAL

Action Requested:

Financial Impact:
AGENDA REQUEST FORM

Date of Meeting: June 19, 2018

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

☐ Personnel Committee
☐ Other

Agenda Item: Tax Forfeit Conveyance Requests

Department: Auditor/Land

Department Head signature

Background information on Item:

CITY OF SANDSTONE
The City wishes to obtain five homes for demolition of structures and clean-up to correct blight conditions. Expenses are expected to exceed the value of the properties. Recommend conveyance/sale of all five properties for $1.00 (plus misc. sale fees as required).

CITY OF PINE CITY
- City request conveyance of property through a conditional use deed for use of parks and open green space along with possible storm water and utility related infrastructure. Recommend a no charge conditional use conveyance (except for misc. fees as required).
- The City wishes to obtain the old feed mill for demolition of structures and clean-up to correct blight conditions. Expenses are expected to exceed the value of the properties. Recommend conveyance/sale of $1.00 (plus misc. sale fees as required).

Action Requested:

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

Financial Impact:

N/A
WHEREAS, the following parcels have forfeited to the State of Minnesota for non-payment of taxes:

CITY OF SANDSTONE:
329 Minnesota Street (P.I.D. 45.5093.001)
1114 Birch Avenue (P.I.D. 45.5250.001, 45.5251.002, and 45.5251.000)
605 Park Avenue (P.I.D. 45.5434.000)
313 Park Avenue (P.I.D. 45.5327.000)
310 Park Avenue (P.I.D. 45.5341.000)

WHEREAS, Minnesota Statute 282.01 allows for townships and cities to have first priority to acquire tax forfeited parcels for certain and specific purposes; and

WHEREAS, the City of Sandstone has requested the above stated parcels, for the purpose of demolition of structures and clean-up to correct blight conditions.

WHEREAS, demolition and clean-up expenses are expected to exceed the value of the properties.

BE IT HEREBY RESOLVED, that the above listed parcels of land, as provided in Minnesota Statute 282.01, shall be offered for sale by the County Auditor to the City of Sandstone for the total appraised value of $1.00, plus recording, 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 for Conveyance of Tax-Forfeit Lands
To the City of Pine City
2018
Resolution No. 2018-31

WHEREAS, the following parcels have forfeited to the State of Minnesota for non-payment of taxes:

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

CITY OF PINE CITY (42.5188.000 - Old Feed Mill)
Townsite of Pine City, Lots 3, 4, 5, and 6 of Block 23 33-39-21

WHEREAS, Minnesota Statute 282.01 allows townships and cities to have first priority to acquire tax forfeited parcels for certain and specific purposes; and

WHEREAS, the City of Pine City has requested conveyance of parcels 42.0179.000 and 42.0205.000 through a conditional use deed, for use of parks and open green space along with possible storm water and utility related infrastructure AND of parcel 42.5188.000, through purchase, the purpose of demolition of structures and clean-up to correct blight conditions.

WHEREAS, adjoining parcels 42.0179.000 and 42.0205.000 occur along the floodplains of the Snake River and do not have buildable sites due to excessively saturated soils. Associated and actual expenses for demolition and clean-up of parcel 42.5188.000 are expected to exceed the value of the property.

BE IT HEREBY RESOLVED, as provided in Minnesota Statute 282.01, the above stated parcels of land shall be offered to the City of Pine City as follows- parcels 42.0179.000 and 42.0205.000 through a no charge conditional use deed for use of parks and open green space along with possible storm water and utility related infrastructure; parcel 42.5188.000 for the appraised value of $1.00. Also, any application fees, recording fees, deed taxes, deed fees, well certificate fee, and State assurance fees to be included as required.

Date

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

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

Date of Meeting: June 19, 2018

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

☐ Personnel Committee
☐ Other ____________

Agenda Item: Joint Powers Agreement - Work Release Services

Department: Sheriff’s Office - Jail Division

Background information on Item:
Annually the Pine County Jail enters into a Joint Powers Agreement with the Minnesota Department of Corrections for Work Release Services. Pine County Jail will provide work release services under the rules and regulations of the Minnesota Department of Corrections Work Release Program Manual as provided by the State authorized representative.

see attached DOC Pine County Work Release Agreement FY2018/19
see attached PREA Audit Report dated 06/13/2016 (3 year certification effective to 6/13/2019)

Action Requested:
Request Board approval, and appropriate two individuals sign agreement. Require documentation from the county board approving the agreement.

Financial Impact:
State to pay $55 per day per State offender participating in the Pine County Jail work release program, not to exceed $50,000.
May 15, 2018

Rod Williamson, Jail Administrator

Pine County Sheriff's Office
635 Northridge Drive NW
Suite 130
Pine City, MN 55063

Dear Mr. Williamson,

Enclosed is the Joint Powers Agreement between your facility and the Department of Corrections for Work Release services for the fiscal year 2019.

Please have the appropriate two individuals sign all of the copies of the enclosed agreement (and if available, documentation from the county board approving the agreement) and return to the Work Release Unit.

Please note that the total amount listed in the Joint Powers Agreement is an inflated estimate.

Also, please include a copy of your PREA audit if you have had one completed. If not, please let me know when you have one scheduled to occur.

If you have any questions, please contact me at (651) 361-7127.

Thank you for your attention to this matter.

Sincerely,

Terry Byrne
Work Release Director

Enclosure
STATE OF MINNESOTA
JOINT POWERS AGREEMENT

This agreement is between the State of Minnesota, acting through its commissioner of corrections, Department of Corrections, Work Release Unit, 1450 Energy Park Drive, Suite 200, St. Paul, MN 55108 ("State") and Pine County - Pine County Sheriff's Office, 635 Northridge Drive NW, Suite 130, Pine City, MN 55063 ("Governmental Unit").

Recitals

Under Minnesota Statute § 471.59, subdivision 10, the State is empowered to engage such assistance as deemed necessary. The State is in need of work release services.

Agreement

1 Term of Agreement

1.1 Effective date: July 1, 2018, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.

1.2 Expiration date: June 30, 2019, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2 Agreement between the Parties

2.1 The State will refer State offenders who:
   a) meet the criteria and screening for work release as established in Minn. Stat. § 241.26 and State policy 205.120 located at www.doc.state.mn.us, which is incorporated by reference;
   b) have security requirements that are met by the Governmental Unit’s work release program, and;
   c) have a release plan that incorporates the geographical area of the Governmental Unit.

2.2 The Governmental Unit and State must mutually agree on the State offender placement in the Governmental Unit’s work release program.

2.3 The Government Unit will provide work release services under the rules and regulations of the Minnesota Department of Corrections Work Release Program Manual, as provided by the State authorized representative.

3 Payment

The State will pay Fifty-Five and 00/100 dollars ($55.00) per day per State offender participating in the Governmental Unit’s work release program inclusive of date of arrival and not inclusive of date of departure. Payment will be consistent with the fiscal section in the Work Release Program Guidelines Manual. This agreement does not include any additional reimbursement for travel and subsistence expenses incurred by the Governmental Unit in the performance of this agreement.

The total obligation of the State under this agreement will not exceed Fifty Thousand dollars and 00/100 ($50,000.00).

4 Authorized Representatives

The State's Authorized Representative is Terry Byrne, 1450 Energy Park Drive, Suite 200, St. Paul, MN 55108, Phone 651-361-7127, or his successor.

The Governmental Unit's Authorized Representative is Rod Williamson, Jail Administrator, 635 Northridge Drive NW, Suite 130, Pine City, MN 55063, Phone: 320-591-1458 or his/her successor.
5 Assignment, Amendments, Waiver, and Contract Complete
5.1 Assignment. The Governmental Unit may neither assign nor transfer any rights or obligations under this agreement without the prior consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this agreement, or their successors in office.
5.2 Amendments. Any amendment to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.
5.3 Waiver. If the State fails to enforce any provision of this agreement, that failure does not waive the provision or its right to enforce it.
5.4 Contract Complete. This agreement contains all negotiations and agreements between the State and the Governmental Unit. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.

6 Indemnification
In the performance of this contract by the Governmental Unit, or Governmental Unit’s agents or employees, the Governmental Unit must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney’s fees incurred by the state, to the extent caused by Governmental Unit’s:
1) Intentional, willful, or negligent acts or omissions; or
2) Actions that give rise to strict liability; or
3) Breach of contract or warranty.

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

7 State Audits
Under Minnesota Statute § 16C.05, subdivision 5, the Governmental Unit’s books, records, documents, and accounting procedures and practices relevant to this agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this agreement.

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

If the Governmental Unit receives a request to release the data referred to in this Clause, the Governmental Unit must immediately notify the State. The State will give the Governmental Unit instructions concerning the release of the data to the requesting party before the data is released.

9 Venue
Venue for all legal proceedings out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

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

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

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

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

Signed

Date 5/30/18

CFMS Agreement No. A-142444/3-99014

2. GOVERNMENTAL UNIT
The Governmental Unit certifies that the appropriate person(s) have executed the Agreement on behalf of the Governmental Unit as required by applicable articles, bylaws, resolutions, or ordinances.

By
Title
Date

By
Title
Date

3. STATE AGENCY
With delegated authority

By
Title
Date

4. Commissioner of Administration
As delegated to Materials Management Division

By
Date

Distribution
DOC Financial Services Unit – Original (fully executed) Agreement
Governmental Unit
State’s Authorized Representative
Budget Officer of Authorized Representative
Department of Administration – Materials Management Division
I certify that:

X The contents of this report are accurate to the best of my knowledge.

X No conflict of interest exists with respect to my ability to conduct an audit of the agency under review, and

X I have not included in the final report any personally identifiable information (PII) about any inmate or staff member, except where the names of administrative personnel are specifically requested in the report template.

Auditor Signature

06/13/2016

Date

*Prior to the execution of this report, the auditor communicated with the PCJ Jail Administrator and the PREA Coordinator to confirm their commitment to implementation of all of the corrective actions that have been accomplished to satisfaction for full PREA compliance. The PCJ PREA Team responded effectively and efficiently with language changes in policy, procedural changes and revisions to the inmate handbook and other supportive documents and forms. Most of the revisions have already been implemented and currently in practice, and the auditor has been assured with confidence that the remaining improvements are in the process of implementation. DAZ
AGENDA REQUEST FORM

Date of Meeting: June 19, 2018

☐ County Board
☐ Consent Agenda
☐ Regular Agenda

☐ Personnel Committee
☐ Other

5 mins ☐ 10 mins ☐ 15 mins ☐ Other ☐

Agenda Item: Agreement for Prosecution Services

Department: County Attorney

Background information on Item:

The Pine County Attorney’s Office and Arlone Township have come to an agreement for prosecution services beginning May 1, 2018 and continuing for a term of one year. The agreement is that Arlone Township will pay $100.00 per case file submitted to the County Attorney for review and/or charging of violations of township ordinances. This agreement is only for County Attorney services and does not include other agencies involved in ordinance violations.

Action Requested:

Board approval of Agreement

Financial Impact:

The financial impact is unknown but there will be no loss to the County for approval of this Agreement.
AGREEMENT FOR PROSECUTION SERVICES

THIS AGREEMENT is made and entered into by and between the COUNTY OF PINE and the PINE COUNTY ATTORNEY, hereinafter referred to as the “County,” and the TOWNSHIP OF ARLONE, MINNESOTA, hereinafter referred to as the “Township,” both political subdivisions of the State of Minnesota;

WHEREAS, Minnesota Statutes § 484.87 subdivision 3, allows for the Township to enter into an Agreement with the County Board and the County Attorney for the County to provide such prosecution services for criminal offenses that occur within the Township. These “prosecution services” under this Agreement include only the following: prosecuting misdemeanor violations of the Township of Arlone’s municipal ordinances;

WHEREAS, logistically, functionally and financially such an Agreement is mutually beneficial to both the County and Township.

NOW, THEREFORE, in consideration of the mutual covenants and understandings contained herein, the County and Township enter into the following Agreement:

1. TERM AND COST OF THE AGREEMENT

   a. The County will provide the Township with the prosecution services for the above-referenced ordinances that occur within the jurisdiction of the Township beginning May 1, 2018. This Agreement will continue for the term of one year. Any Agreement for prosecution services for future years will be finalized by January 1 of the year such service is to commence. If such an Agreement is not reached, this Agreement will expire at the end of the term.

   b. Beginning May 1, 2018, the Township will pay $100.00 per case file submitted to the County for review or charging of violations of the above-referenced ordinances, said money to be used to fulfill this Agreement, including the payment of the salary, benefits, and other costs incurred by the County in performance of its obligations. The County will bill the Township for services.

   c. The County will provide all prosecution services, administrative services, overhead, secretary and paralegal support in fulfilling its obligations under and for the term of this Agreement. The Township will designate an official as the primary contact under the ordinance, and shall investigate, conduct follow-up and provide the County with all evidence so that the matter may be appropriately prosecuted. The primary contact shall remain the County’s point of contact with the Township on these cases, and shall advise as to the progress of the cases and the appropriateness of any agreements. The Township will cover all costs
associated with the performance of the primary contact’s duties. The primary contact is responsible for delivering a complete case file to the County for review.

d. This Agreement does not include costs for criminal citation of municipal ordinances and service of those citations. The Township is responsible for contracting with and paying the Pine County Sheriff’s Office for these services.

2. **MODIFICATION**

Any alteration, modification, amendment or waiver of provisions of the Agreement shall be valid only when it has been reduced to writing and signed by representatives of all parties.

3. **TERMINATION OF AGREEMENT**

Either party may terminate this Agreement at any time, with or without cause, upon 90 days notice, in writing, delivered by certified mail or in person to the Township Administrator for the Township or the County Attorney for the County. During the term of this Agreement, the County will not increase the fees stipulated in this Agreement. Unless a separate written agreement is reached, on expiration or termination of this contract, the Township’s new attorney(s) will undertake representation of the Township in all matters then filed, pending, or otherwise before the Court as a result of the County’s representation of the Township. On expiration or termination of this contract, at the Township’s request, the County will electronically duplicate and deliver files that were the subject of representation pursuant to this agreement to the Township in the electronic format that suits the business needs and practices of the County.

4. **INTEGRATION**

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.

5. **SERVICES SPECIFICALLY EXCLUDED**

The Parties acknowledge and agree that as a term or condition of this contract, the County will not provide representation to the Township of criminal prosecution related matters, if any, venued in any federal district, federal appellate court, or state appellate court. Further, the Agreement does not include any services for the Township by the
County which are civil in nature or outside the municipal ordinances, or otherwise not related to the prosecutorial function.

6. **PROSECUTORIAL DISCRETION**

The County agrees that the County Attorney and Assistant County Attorneys shall provide the prosecution services in the same manner as other criminal prosecutions delegated to the County Attorney by law. The County Attorney shall have full discretion to assign cases for prosecution by Assistant County Attorneys, and utilize the services of non-attorney personnel of the County Attorney’s office in preparation, processing and management of cases. The County Attorney shall exercise complete prosecutorial discretion on all matters pertaining to the prosecutions, including charging of violations, plea negotiations, trial, or dismissal of cases. The prosecutorial discretion of the County Attorney shall be coextensive with that provided by the Constitution and the Statutes of the State of Minnesota in all other prosecutions within the jurisdiction of the County Attorney’s Office. The County may decline a case file for charging; however, the County will coordinate with the primary contact on cases that are declined.

7. **RELEASE AND INDEMNIFICATION**

The Parties further acknowledge and agree that the County will not indemnify in any way or defend civil claims for damages or any other causes(s) of action alleging wrongdoing by the County on behalf of the Township, whether in federal or state court, if any, arising in relation to the any criminal prosecution undertaken by the County on behalf of Township. *The Township remains solely responsible for defense of such claims, including but not limited to civil litigation expenses, settlement costs, and court ordered awards.*

8. **DATA PRACTICES**

The provisions of the Minnesota Government Data Practices Act, Minnesota Statutes § 13.01 et. seq. and other applicable provisions of state and federal law pertaining to disclosure and retention of data, and confidentiality shall apply to their full extent in all matters delegated to the Pine County Attorney under this Agreement.

**IN WITNESS WHEREOF,** the Township, by motion duly adopted by its governing body, caused this Agreement to be signed by its Mayor and attested by its Administrator; and the County of Pine, by resolution of the Pine County Board of Commissioners, has caused this
Agreement to be signed by the Chair Person and Coordinator of said Board, and by the Pine County Attorney, effective on the date and for the duration as above-referenced.

Dated: May 14, 2018

TOWNSHIP OF ARLONE

By:

Attest:

COUNTY OF PINE

By: Stephen M. Hallan, Chair
    Pine County Board

By: Cathy J. Clemmer
    County Auditor

Dated: ______________________

PINE COUNTY ATTORNEY

By: Reese Frederickson
    County Attorney
Date of Meeting: 06/19/2018

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

Agenda Item: Authorize attendance at training

Department: HHS

Background information on Item:
Jenny Morrison and Nicole Hart, child protection social workers, have requested to attend the Stand Against Child Abuse Conference in Duluth from July 23-24, 2018.

Action Requested:
Authorize Social Workers Jenny Morrison and Nicole Hart to attend the Stand Against Child Abuse Conference in Duluth from July 23-24, 2018.

Financial Impact:
Registration: $200/individual
Accommodations: $145
Mileage: County car will be used
Total cost: $545; There are funds in the 2018 HHS staff development budget to cover the cost associated with attendance at this training.
AGENDA REQUEST FORM

Date of Meeting: June 19, 2018

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

☐ Personnel Committee
☐ Other ____________

Agenda Item: Summer Workshop Attendance

Department: Land Services

Background information on Item:

The Minnesota Association of Assessment Personnel (MAAP) holds two workshops each year for assessor’s office staff who are not required to have a Minnesota State Assessor’s License. These are very useful workshops covering the current topics relating to assessment administration.

Action Requested:

Consider Kim Kylander, Assessor’s Office Clerk III, to attend the Summer MAAP workshop August 16 & 17 in Duluth, MN.

Financial Impact:

The cost of the workshop is $85, plus $129.00 (plus tax) for one night lodging, and $81.64 for mileage. All costs are within the 2018 Assessor’s office budget.
MINUTES
of
Pine County Facilities Committee Meeting
Wednesday, June 6, 2018, 9:00 a.m.
Pine County Courthouse
Pine City, Minnesota

Members present: Commissioner Matt Ludwig, Commissioner Josh Mohr

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

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

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

Motion by Commissioner Mohr to approve the Minutes of the April 4, 2018 meeting. Second by Commissioner Ludwig. Motion carried 2-0.

1. North Pine Government Center Update
   LeBrun updated the committee on the status of the project:
   
   A. The original construction budget was about $2.2 million (Feb. 2018-Haug)
   
   B. The current construction estimate is about $3.3 million.
   • The goal is to get the construction cost down to about $3 million. The committee believes that is possible without significantly changing the functionality of the building.
   • The carpentry bid will be due in three weeks. During that time, LeBrun will be working with Troy Haug to evaluate the design and specifications to determine what areas can be reduced. The Facility Committee will meet July 11th to review the remaining bids. The committee will present its recommendation to the county board at the regular meeting on July 17th.
   
   C. Major costs outside of the construction bids include:
      Furniture, estimated at about $400,000, technology estimated at about $150,000, along with the architect and construction management. The total project cost will be nearly $4 million which will consume the remaining CIP Bonds.
   
   D. Funding for improvements at the South Pine Government Center will take additional funds. The two primary options are to consider additional debt or push the project further into the future and look at cash funding. The committee will continue to explore these options.

2. John Wright Building Lease to East Central School
   The school district would like to extend their lease from the current June 30, 2018 expiration into the 2018/2019 school year. The consensus of the committee is to work with the district to allow them to continue using the John Wright building until the end of the 2018/2019 school year and to have them pay a reasonable rent.

3. Guardian ad Litem Program
   Effective May 31, 2018 the guardian ad litem program no longer leases space at the courthouse.

The August 1st meeting will be held at the highway shop in Hinckley.
With no further business, the meeting adjourned at 10:00 a.m.
Minutes of the
Health and Human Services Committee
June 6, 2018
Pine County Courthouse
Pine City, Minnesota

Members Present: Commissioners Steve Hallan and Commissioner Matt Ludwig. Commissioner Steve Chaffee absent (excused).

Others Present: Health and Human Services Director Becky Foss, Public Health Supervisor Lori Fore, and County Administrator David Minke.

Commissioner Hallan called the meeting to order at 10:05 a.m.

It was the consensus of the committee to approve the agenda as presented.

Motion by Commissioner Ludwig to approve the minutes of the February 27, 2018 Health and Human Services Committee meeting. Second by Commissioner Hallan. Motion carried 2-0.

The following public health annual reports were reviewed:

- Women, Infants and Children (WIC Program)
- Car Seat Program
- Public Health Emergency Preparedness (PHEP)
- Follow Along Program
- Maternal Child Health Program
- Statewide Health Improvement (SHIP)
- Long-Term Care: Elderly Waiver (EW) & Alternative Care (AC)
- Disease Prevention and Control
- Child and Teen Check ups

Commissioner Hallan requested that the annual reports be presented to the complete board at a regular meeting for the purpose of keeping all commissioners updated with regards to the operations and requirements of public health.

The committee discussed the general activities and direction of public health of the last year. The committee is satisfied. Health and Human Services Director Foss noted that funding and programs are working well and we are actually spending less levy funds. The relationships with the state is also going well.

The committee reviewed the inquiries from Mille Lacs and Kanabec counties with regards to a joint Community Health Board. Commissioner Ludwig posed the question, “how can we make ourselves better by being a joint board with other counties?” It was the consensus of the committee that Pine County is not interested at this time in joining with other counties in a joint community health board. The committee did express interest in evaluating partnerships on a
case-by-case program basis. Foss will contact the directors for Mille Lacs and Kanabec Counties to let them know.

Foss reported that the county received a donation for the veterans’ van.

Foss reported that the budget was looking good for this point in the year. No significant revenues are typically received until into the second quarter.

The committee discussed the May 29, 2018 letter sent to DHS Assistant Commissioner James Koppel regarding out-of-home placements with the Mille Lacs Band of Ojibwe. No response has been received.

The county is working on a grant to purchase mobile dental equipment to provide dental services to children. Five of the school districts in the county are interested.

Foss updated that the Accreditation of the Healthy Families America program (HFA) is currently focused on developing policies and standards. The county will be hiring a family health supervisor who will be a driving force to complete the accreditation process. The accreditation site visit would likely be late 2019 or early 2020. Most organizations do not meet all standards the first time.

With no further business, the committee adjourned at 11:30 a.m.
Commissioner Ludwig called the meeting to order at 9:00 a.m.

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

Commissioner Chaffee moved to approve the Minutes of the May 8, 2018, Personnel Committee. Second by Commissioner Ludwig. Motion carried 2-0.

1. **Probation**
   a. Probation Director Terry Fawcett requested the addition of a full-time Probation Officer (Corrections Agent) at the May Personnel Committee meeting. The new position would assist with the supervision of pre-trial and high-risk clients and the Agent of the Day rotation. The Department of Corrections (DOC) has approved the position and would reimburse the County approximately 30% of the salary and benefits. The request was put on hold until the June meeting to allow more time to identify a source of funding.

   Administrator Minke discussed future spending needs including the new building in Sandstone and possible requests for additional staffing that will be brought forward during the 2019 budgeting process. If the committee agrees to fund the position in 2018, it becomes a priority position for 2019. Both Commissioners understand Director Fawcett’s need for additional staffing but find it hard to adjust the budget mid-year and to commit 2019 funds prior to the budgeting process. Probation Supervisor Kevin Glass noted that the Department of Correction’s (DOC) funding offer is good for 90 days. The department will need to submit a new study and position request to DOC after 90 days.

   Judge Krista Martin voiced her support of the new position. She noted the need for bail and releasing accused persons pre-trial and the importance of supervising those individuals. Current workload is making it difficult for field supervision which creates a public safety concern.

   The direction of the committee is for Probation to renew the staffing request as part of the 2019 budget process and that other commissioners would have an opportunity to
participate in the discussion/decision. Commissioners would then also have an opportunity to evaluate all position requests for the County and consider the total costs and impacts on the 2019 budget and property tax levy. The committee also asked about the feasibility of a part-time position.

2. **Sheriff’s Office - Jail**
   a. Jail Administrator Rodney Williamson announced the resignation of Corrections Officer Adam Zielinski, effective May 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 6 with a minimum starting wage of $18.77 and is funded in the 2018 Corrections budget.

   **Motion** by Commissioner Ludwig to approve the hiring of a full-time Corrections Officer. Second by Commissioner Chaffee. Motion carried 2-0.

   b. Jail Recruitment Strategies
   HR Manager Jackie Koivisto and Jail Administrator Rodney Williamson gave a report on jail staffing and recruitment strategies. Our average turnover rate for the past 3 years is 21%. We are losing staff to planned retirements, involuntary terminations, promotions to Deputy Sheriff positions, other agencies and to new careers. We have found that it is becoming more and more difficult to recruit qualified candidates. We have heard that other counties are experiencing this same difficulty. We currently have 4 open full-time Correction Officer positions and 2 part-time positions. Our turnover trend has resulted in more labor hours to perform recruiting and training functions, increased advertising costs and increased overtime costs for Corrections Officers.

   The County was recently approached by Dayta Marketing, a digital marketing firm that provides solutions for recruitment and retention. Dayta is interested in partnering with the County to help us develop a digital presence (Facebook, LinkedIn, etc.), create awareness of our brand, and to help us attract and retain talent. We are exploring funding sources before we decide if we want to ask the Committee and then County Board for approval to pursue this partnership. Commissioner Ludwig asked if there is grant money available for this type of project. We will research this option.

3. **Administration**
   a. Consider regrade of Deputy Auditor position from Grade 7 to Grade 8.
   County Auditor/Treasurer Cathy Clemmer explained the reason for this request. She compared the Deputy Auditor position (Grade 7) to the Deputy Treasurer position (Grade 8) and described both as integral parts of her department. One position should be able to cover for the other. This is not currently possible due to the difference in grades. Ms. Clemmer feels that at Grade 7, the Deputy Auditor is underrated. She believes that more experience in real estate transactions and legal descriptions is required than what is currently represented on the job description and reflected in the job grading. Ms. Clemmer also pointed out that the Deputy Auditor will take on more elections duties due to her retirement at the end of the year.

   Commissioner Ludwig asked how this position fits with other positions in relation to grading. Ms. Clemmer responded that it is similar to the Deputy Treasurer position.
Ms. Koivisto pointed out that the Deputy Treasurer position calls for a two-year technical degree and moderate experience (or combination of education experience) and the Deputy Auditor position calls for High School Diploma or GED with considerable experience.

The direction of the committee is to table the request for now.

With no further business, the meeting was adjourned at 10:35 a.m.
AGENDA REQUEST FORM

Date of Meeting: June 19, 2018

☐ County Board
☐ Consent Agenda
☒ Regular Agenda  5 mins._ 10 mins._ 15 mins._ Other__

☐ Personnel Committee
☐ Other ____________

Agenda Item: Road Vacation Request

Department: Land Services

Kelly Schroeder
Department Head signature

Background information on Item:

Pine County has received a request from Thomas L. Foster & Angela F. Foster to vacate a portion of Old County Highway No. 2 which lies entirely on their property. This road is not currently established and County Engineer Mark LeBrun has determined no future need for it. As part of the preliminary plat recommendations for Hollers Point on Cross Lake, this portion of the road must be vacated prior to the final plat approval as it lies over the proposed lots 9, 10, and 11 of the plat.

Action Requested:

Consider Resolution 2018-33 vacating the portion of Old County Highway No. 2 lying west of County State Aid Highway No. 9 located in Sections 27 and 34, Township 39 North, Range 21 West to Thomas L. Foster & Angela F. Foster.

Financial Impact:

None.
Pine County Resolution 2018-33
To Vacate a Portion of Old Highway No 2

WHEREAS, the Pine County Board of Commissioners has received a request from Thomas L. Foster & Angela F. Foster to vacate the unestablished portion of Old County Highway No. 2 lying west of County State Aid Highway No. 9 located in Sections 27 and 34, Township 39 North, Range 21 West; and

WHEREAS, this portion of the road remains unbuilt and inhibits development of said tract of land; and

WHEREAS, upon the review and determination of the County Engineer there is no viable use or need for this additional roadway; and

WHEREAS, to clear the parcel of the burden of an unbuilt and unestablished roadway and any associated restrictions,

NOW, THEREFORE, BE IT RESOLVED THAT the Pine County Board hereby vacates the portion of Old County Highway No. 2 described as follows:

The north 33 feet of that part of Lot 1, Auditor's Subdivision of Government Lot 1, Section 34, Township 39, Range 21, Pine County, Minnesota lying westerly of the right of way of CSAH No. 9.

AND

That part of the south 33 feet of Lot 1, Second Rearrangement of Auditor's Subdivision of Government Lots 5,6 and 7, and the Southeast Quarter of the Southeast Quarter of Section 27, Township 39, Range 21, Pine County, Minnesota lying westerly of the right of way of CSAH No. 9 and lying easterly of the northerly extension of the east line of Lot 2, Auditor's Subdivision of Government Lot 1, Section 34, Township 39, Range 21, Pine County, Minnesota.

PASSED AND APPROVED this 19th day of June, 2018 by the Pine County Board of Commissioners.

________________________________________
Stephen M. Hallan, Chair
Pine County Board of Commissioners

ATTEST:

________________________________________
David J. Minke
Pine County Administrator