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, April 16, 2019, 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 April 2, 2019 county board meeting and Summary for publication
F) Minutes of Boards, Reports and Correspondence
   Wellhead Protection Plan for the City of Brook Park Part II Plan
   City of Rock Creek Comprehensive Plan Notification from the City of Rock Creek - March 25, 2019
   Nemadji 1W1P Minutes and Bylaws
G) Approve Consent Items

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

1. Review March, 2019 Cash Balance (attached)

<table>
<thead>
<tr>
<th>Fund</th>
<th>March 31, 2018</th>
<th>March 31, 2019</th>
<th>Increase(Decrease)</th>
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<tr>
<td>General Fund</td>
<td>2,130,292</td>
<td>2,590,284</td>
<td>459,992</td>
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<td>Health and Human Services Fund</td>
<td>200,324</td>
<td>664,974</td>
<td>464,649</td>
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<td>Road and Bridge Fund</td>
<td>3,243,641</td>
<td>1,309,579</td>
<td>(1,934,062)</td>
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<td>Land Management Fund</td>
<td>2,094,576</td>
<td>1,883,122</td>
<td>(211,454)</td>
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<td>TOTAL (inc non-major funds)</td>
<td>9,833,007</td>
<td>8,433,728</td>
<td>(1,399,278)</td>
</tr>
</tbody>
</table>
2. **Application for Exempt Permit**  
Consider approval of an Application for Exempt Permit from Ruffed Grouse Society – Rum River Chapter to conduct Minnesota lawful gambling on August 3, 2019 at Wings North, 19379 Homestead Rd, Pine City, MN (Pokegama Township).

3. **Easement Over Tax Forfeit Land**  
Consider authorizing the Board Chair and County Administrator to sign an updated Quit Claim Deed granting Richard Dvorak, adjoining landowner to Pine County tax-forfeit parcel 20.0199.000, a 30’ x 208.13’ easement.

4. **Tank Removals – Henriette Gas Station**  
Consider approval to move forward to collect bids for removal of three underground gas tanks from tax-forfeit parcel 39.5030.000 with final Board approval to accept/award bid at a later date. The estimated cost is $10,000 to $15,000 from the tax-forfeit Property Blight Clean-Up/Demolition Fund. Funding may be available to compensate expenses.

5. **Well Sealing**  
Consider approval:  
A. To move forward to collect bids for the sealing of wells located at 1) 26912 Crooked River Road (Chengwatana Township), and 2) Section 23-43-17 (New Dosey Township), with final Board approval to accept/award the bid at a later date.  
B. Approve Land Commissioner/Forester Greg Beck or County Auditor-Treasurer Kelly Schroeder to administer grant applications through the Soil & Water Conservation District (SWCD). The estimated cost is $1,500 per well. With a SWCD grant requiring a 50% cost share, the total Land Department expense is estimated at $1,500 from the Tax Forfeit Property Blight Clean-Up/Demolition Fund.

6. **2019 Timber Auction**  
Consider approval of eight parcels, with over 6,400 cords, to be offered at an appraised value of $170,000+ at the timber auction on Tuesday, May 14, 2019, 10:00 a.m., Pine County Courthouse, Pine City, Minnesota.

7. **Donation**  
Consider acceptance of a $1,000 donation from the New Horizon Thrift Store in Pine City and designate to the Pine County Sheriff’s Office K-9 program; to be used to help offset expense of the canine program.

8. **Training**  
A. Consider County Assessor Kim Kylander to attend the Basic Appraisals Principles course, August 5-8, 2019 in St. Cloud, and the Basic Appraisal Procedures course, August 26-29, 2019 in St. Cloud. The course cost for each course is $450. Lodging: estimated $345 for each course. Meals: $121 per course. Mileage calculated at .58 per mile. Each course is $916 (excluding mileage) for an estimated total cost of $1,832. Funds are available in the 2019 Assessor’s budget.  
C. Consider Probation Director Terry Fawcett to attend the AMC Futures Advanced Leadership Academy and Task Force, phase two training, on May 9-10, 2019, St. Paul. Lodging: $150. Use of county vehicle as available. Funds are available in the 2019 Probation budget.
REGULAR AGENDA

1. SSTS Ordinance Amendment Public Hearing (to be heard at 10:00 a.m. or as soon thereafter is practicable)
   A. Presentation/comments
   B. Questions from the Board
   C. Open Public Hearing/Comments from the public
   D. Close Public Hearing
   E. Board -- additional discussion if necessary
   F. Consider adoption of Ordinance 2019-17 amending the Pine County Subsurface Sewage Treatment Systems Ordinance and approve summary for publication.

2. Health and Human Services
   The Health and Human Services Committee met April 2, 2019 (Minutes attached). Items reviewed at the April 2, 2019 board meeting. Informational only, no board action necessary.

3. Facilities Committee Report
   The Facilities Committee met April 3, 2019. (Minutes attached). Informational only, no board action necessary.

4. Personnel Committee Report
   The Personnel Committee met April 9, 2019. (Minutes attached). The Personnel Committee made the following recommendations:
   A. Health & Human Services
      i. Acknowledge the retirement of Public Health MnChoices Assessor Jan Chaffee, effective March 29, 2019, and approve backfilling the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
         (a) Approve the transfer of the MnChoices Assessor position from Public Health to Social Services. The position is Grade 10 with a minimum hourly wage of $23.98.
      ii. Acknowledge the resignation of Licensed Practical Nurse (LPN) Stephanie Larson, effective March 12, 2019, and approve backfilling the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
         (a) Approve the conversion of the position from a Licensed Practical Nurse to a Registered Nurse. The position is Grade 10 with a minimum hourly wage of $23.98.
      iii. Acknowledge the resignation of Licensed Practical Nurse (LPN) Wendy Bloom, effective March 28, 2019, and approve backfilling the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
         (a) Approve the conversion of the position from a Licensed Practical Nurse to a Health Educator. The position is Grade 10 with a minimum hourly wage of $23.98.
   B. Sheriff’s Office - Jail
      i. Acknowledge the retirement of Corrections Officer Don Miller, effective March 28, 2019 and approve backfilling the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. Position is a Grade 7 with a minimum hourly wage of $19.33.

Other items are for information only.

6. St. Croix State Park Rename
   Consider approval of Resolution 2019-20 requesting removal of the renaming of St. Croix State Park from HF 2209, the Omnibus Natural Resources Finance Bill, to allow opportunity for public comment on the proposal.

7. Grindstone River Hinckley Dam
   Consider approval of Resolution 2019-21 supporting the replacement of the Grindstone River dam.

8. DNR/MDHA Land Acquisition Approval
   Consider approval of Resolution 2019-19 approving the proposed land acquisition by the Minnesota Department of Natural Resources and the Minnesota Deer Hunters Association for including in the Pine County V & S 1 Wildlife Management area.

9. Scheduling a Special Meeting – Committee of the Whole
   Consider scheduling a Special Meeting-Committee of the Whole for Tuesday, May 28, 2019 at 9:00 a.m., at the Henriette City Hall, 119 Main St. S, Henriette, for the purpose of discussing University of Minnesota Extension programs and county investments and financial information.

10. First Quarter 2019 Financial Report and County Board Goals Update
    County budget update for the first three months of 2019.

11. Closed Meeting (Pursuant to M.S. §13D.05, Subd. 3(b) – Attorney Client Privilege
    Tricas vs. Pine County. Attorneys Erin Benson and Ann Goering from Ratwik, Roszak & Maloney will be in attendance to update the board on the case.

12. Commissioner Updates
    East Central Regional Library
    Pine County Chemical Health Coalition
    NE MN Area Transportation Partnership
    HRA Planning/Training
    Soil & Water Conservation District
    Lakes & Pines Executive Committee
    Other

13. Other

14. Upcoming Meetings (Subject to Change)
   a. Pine County Board Meeting, Tuesday, April 16, 2019, 10:00 a.m., Pine County History Museum, 6333 H C Anderson Alle, Askov, Minnesota.
   b. Arrowhead Counties Association, Wednesday, April 17, 2019, 6:00 p.m., Hampton Inn, Duluth, Minnesota.
   c. Extension Committee, Thursday, April 18, 2019, 3:00 p.m., Northern Hollows winery, 6916 Canary Road, Grasston, Minnesota.
   d. Rush Line Task Force, Thursday, April 18, 2019, 4:30 p.m., Maplewood Community Center, 2100 White Bear Avenue, Maplewood, Minnesota.
   e. Courthouse Security Meeting, Friday, April 19, 2019, 12:00 p.m., Jury Room B, Courthouse, Pine City, Minnesota.
f. **Snake River Watershed Joint Powers Board**, Monday, April 22, 2019, 9:00 a.m., Kanabec County Courthouse, 18 North Vine, Rooms 3 & 4, Mora, Minnesota.

g. **Lower St. Croix 1WIP Policy Committee**, Monday, April 22, 2019, 4:00 p.m., Wyoming Library, 26855 Forest Blvd, Wyoming, Minnesota.

h. **East Central Regional Development Commission**, Monday, April 22, 2019, 7:00 p.m., 100 Park St. So., Mora, Minnesota.

i. **Technology Committee**, Tuesday, April 23, 2019, 9:00 a.m., Commissioner Conference Room, Courthouse, Pine City, Minnesota.

j. **Special Meeting-Committee of the Whole (Body/Squad Cameras)**, Board Room, Courthouse, Pine City, Minnesota.

k. **NLX**, Wednesday, April 24, 2019, 10:00 a.m., Board Room, Courthouse, Pine City, Minnesota.

l. **Regional Advisory Committee (RAC) meeting**, Thursday, April 25, 2019, 10:00 a.m., St. Louis County EOC – Pike Lake, 5735 Old Miller Trunk Highway, Duluth, Minnesota.

m. **Special Meeting-Committee of the Whole (DNR Regional Commissioner)**, Tuesday, April 30, 2019, 9:00 a.m., St. Croix State Park Visitor Center, 30065 St. Croix Park Road, Hinckley, Minnesota.

n. **Facilities Committee**, Wednesday, May 1, 2019, 9:00 a.m., location to be determined.

o. **Soil & Water Conservation District**, Wednesday, May 1, 2019, 2:00 p.m., John Wright Building, 130 Oriole Avenue, Sandstone, Minnesota.

p. **Central Minnesota Council on Aging Advisory/Board meeting**, Thursday, May 2, 2019, 10:00 a.m., 250 Riverside Avenue North, Suite 300, Sartell, Minnesota.

q. **Pine County Board Meeting**, Tuesday, May 7, 2019, 10:00 a.m., Board Room, Courthouse, Pine City, Minnesota.

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

The Pledge of Allegiance was said.

Chair Mohr called for public comment.

Ailene Croup stated her opposition to the proposed resolution to support additional funding from the State of Minnesota to Minnesota’s statewide transportation system. (Regular Agenda Item #6).

Paul Dorow/Munch Township resident, and Joe Sharp/Munch Township Chairman, stated their concern with the condition of Mallard Road, located in Munch Township, and the need for additional funding for maintenance of that road for anticipated increased road usage.

Kelly Gribauval, Chengwatana Township resident, stated her concern with an adjoining landowner spreading liquid manure on a frozen field which adjoins her homestead.

Chair Mohr requested the following revisions to the Agenda:

1. Addition: Regular Agenda Item #9/Other
   Comprehensive Water Planning-BWSR Natural Resources Block Grant discussion.

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

Commissioner Ludwig moved to approve the Minutes of the March 19, 2019 Board Meeting and Summary for publication. Second by Commissioner Mikrot. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence

Pine County Chemical Health Coalition Minutes – March 11, 2019
Minnesota Department of Human Services Internal Audits Office – March 12, 2019
Minnesota Department of Human Services–2018 Financial Reporting – March 15, 2019
Pine County Land Surveyor Monthly Report – March 2019
2019 Special Primary Election Canvassing Board Minutes – March 6, 2019
2019 Special Election Canvassing Board Minutes – March 20, 2019

Motion by Commissioner Ludwig to acknowledge the Minutes of Boards, Reports and Correspondence. Second by Commissioner Hallan. Motion carried 5-0.

Chair Mohr recognized the Health & Human Services staff for their 2018 financial reporting accomplishments as mentioned in Department of Human Services Commissioner Lourey’s March 15, 2019 letter to the county board.

Commissioner Chaffee moved to approve the Consent Agenda. Second by Commissioner Hallan. Motion carried 5-0.
CONSENT AGENDA

1. **March 2019 Disbursements**

2. **Application for Abatement**
   Approve the application for abatement for Steven and Laura Saumer, 4532 Raspberry Road, Pine City, PID 29.0260.000, pay 2018 due to error when entering relative homestead.

3. **Application for Local-Option Disaster Abatement**
   Approve the application for local option disaster abatement for Lea Garza, 29351 St. Croix Road, Pine City, PID 26.0379.001, pay 2017 and 2018 due to fire.

4. **2019 Household Hazardous Waste Staffing Contract**
   Approve the Household Hazardous Waste Staffing Contract with Pine Habilitation and Supported Employment (PHASE). The term of the contract is May 15, 2019 through October 31, 2019; compensation for 2019 is $23,500 (an increase of $2,500 from 2018). Authorize Board Chair and County Administrator to sign.

5. **Personnel (Completion of Probationary Period)**
   Approve the regular employment status for Social Services Case Aide Cassandra Olson effective April 23, 2019.

6. **New Hire**
   A. Approve the hiring of Melissa Otten, social worker, effective April 22, 2019, Grade 10, Step 1, $23.98 per hour.
   B. Approve the hiring of Kelly Diggan, social worker, effective April 8, 2019, Grade 10, Step 1, $23.98 per hour.
   C. Approve the hiring of Dianne Johnson, Clerk III, effective April 9, 2019, Grade 4, Step 1, $16.90 per hour.

7. **Training**
   A. Approve Child Care Social Worker Nikki Wiener to attend the 2019 Association of MN Family Child Care Licensors Spring Workshop, May 1-2, 2019, in St. Cloud. Registration $120, Lodging $100. Total cost $220.
   B. Approve Child Care Social Worker Nikki Wiener to attend the Fire Code Requirements for Licensors training, June 4-5, 2019, in Little Falls. Lodging $32, Travel $104. Total cost $136.
   C. Approve Probation Director Terry Fawcett to attend the Janet Reno Forum and attend the awards ceremony for Capstone of the Year, July 15-16, 2019 at Georgetown University. There will be no financial impact to Pine County as airfare, lodging, meals and registration costs will be paid by the Center for Juvenile Justice Reform.
   D. Approve Probation staff Michelle Sellner, Jami Anderson, Christopher Stolan, Amber Chase, Denise Christensen, Sue Thompson and Terry Fawcett to attend the Minnesota Association of County Probation Officers’ 62nd Annual Spring Conference, May 15-17, 2019, at Breezy Point. Registration: $125/each for 5 staff (Amber Chase and Terry Fawcett’s fees are waived as they are on the Executive Board); Lodging: $2,176 (6 staff at 2 nights/1 staff at 1 night); Meals: included in registration. County vehicle will be used as available. Total Cost: $2,801.
   E. Approve IT Manager Ryan Findell to attend the 2019 MNCITLA Annual Conference, July 10-12, 2019, Walker. Registration: included with membership fee; Lodging: $268 + fees; Mileage: approx. $174. Total Cost: Approx. $442.
REGULAR AGENDA

1. Public Hearing – Social Host Ordinance

County Attorney Reese Frederickson explained the purpose of the social host ordinance is to prohibit, and establish penalties for, any person hosting an event or gathering where alcohol, marijuana or other controlled substances are present and being possessed or consumed by persons under 21 years of age within Pine County.

Chair Mohr opened the public hearing at 10:14 a.m. and called for public comment. Ailene Croup inquired as to what responsibility is borne by a homeowner if a person under the age of 21, under the influence of alcohol or other controlled substance, comes to their property. County Attorney Frederickson stated this ordinance is directed at any person hosting an event/gathering where under 21 years of age individuals are using or possessing alcohol or controlled substances. Commissioner Chaffee asked if the ordinance has a mandatory reporting clause, Attorney Frederickson stated it does not. Health & Human Services Director Becky Foss and Public Health Educator Lynette Forbes-Cardey spoke in support of the ordinance. County Administrator David Minke presented a letter of support of the ordinance from Andrew Almos, Superintendent of the East Central School District.

There being no further comment, Chair Mohr closed the meeting at 10:22 a.m.

Discussion was held as public awareness this ordinance. This Ordinance will be effective upon publication.

Motion by Commissioner Hallan to approve Pine County Ordinance 2019-06, Pine County Social Host Ordinance, and authorize Board Chair and County Administrator to sign. Second by Commissioner Mikrot. Motion carried 5-0.

PINE COUNTY ORDINANCE #2019-06

PINE COUNTY
SOCIAL HOST ORDINANCE

ARTICLE 1. PURPOSE

The purpose of this Ordinance is to prohibit, and establish penalties for, any person hosting an event or gathering where alcohol, marijuana or other controlled substances are present and being possessed or consumed by persons under 21 years of age within Pine County.

ARTICLE 2. SCOPE

The intent of this Ordinance is to discourage underage possession and consumption of alcohol, marijuana or other controlled substances even if done within the confines of a private residence. The intent of this Ordinance is to also hold persons criminally responsible who host events or gatherings where persons under 21 years of age possess or consume alcohol, marijuana or other controlled substances regardless of whether the person hosting the event or gathering supplied the alcohol, marijuana or other controlled substances. The County Board of Commissioners finds that:

A. Events and gatherings held on private or public property where alcohol, marijuana or other controlled substances are possessed or consumed by persons under the age of 21 are harmful to those persons and constitute a potential threat to public health and public safety requiring prevention or abatement.

B. Prohibiting underage consumption acts to protect underage persons, as well as the public, from injuries related to alcohol, marijuana or other controlled substances consumption, such as overdose or alcohol/drug-related traffic crashes.

C. Alcohol, marijuana and other controlled substances are addictive drugs which, if used irresponsibly, could have drastic effects on those who use it as well as those who are affected by the actions of an irresponsible user.
D. Often, events or gatherings involving underage possession and consumption occur outside the presence of parents. However, there are times when the parent(s) is/are present and, condone the activity, and in some circumstances, provide the alcohol, marijuana or other controlled substances.

E. Even though giving or furnishing alcohol, marijuana or other controlled substances to an underage person is a crime, it is difficult to prove, and an ordinance is necessary to help further combat underage consumption.

F. A deterrent effect will be created by holding a person criminally responsible for hosting an event or gathering where underage possession or consumption occurs.

ARTICLE 3. AUTHORITY
This Ordinance is enacted pursuant to Minnesota Statutes section 145A.05, subdivision 1, and Minnesota Statutes section 340A.509.

ARTICLE 4. DEFINITIONS
For the purposes of this Ordinance, the following definitions apply:

A. ALCOHOL: Ethyl alcohol, hydrated oxide of ethyl, or spirits of wine, whiskey, rum, brandy, gin, or any other distilled spirits including dilutions and mixtures thereof from whatever source or by whatever process produced.

B. ALCOHOLIC BEVERAGE: Alcohol, spirits, liquor, wine, beer, and every liquid or solid containing alcohol, spirits, wine or beer, and which contains 0.5% or more of alcohol by volume and which is used for beverage purposes either alone or when diluted, mixed, or combined with other substances.

C. CONTROLLED SUBSTANCE: This term has the same meaning as in Minnesota Statutes section 152.01, subdivision 4. Such term does not include any drug or substance for which the individual found to have consumed such substance has a valid prescription issued by a licensed medical practitioner authorized to issue such a prescription.

D. EVENT or GATHERING: Any group of three or more persons who have assembled or gathered together for a social occasion or other activity.

E. HOST: To aid, conduct, allow, entertain, organize, supervise, control, or permit a gathering or event.

F. MARIJUANA: This term has the same meaning as in Minnesota Statutes section 152.01, subdivision 9.

G. PARENT: Any person having legal custody of a juvenile:
   a. As natural, adoptive parent, or step-parent;
   b. As a legal guardian; or
   c. As a person to whom legal custody has been given by order of the court.

H. PERSON: Any individual, partnership, co-partnership, corporation, or any association of one or more individuals.

I. RESIDENCE OR PREMISES: Any home, yard, farm, field, land, apartment, condominium, hotel or motel room, or other dwelling unit, or a hall or meeting room, park, or any other place of assembly, public or private, whether occupied on a temporary or permanent basis, whether occupied as a dwelling or specifically for a party or other social function, and whether owned, leased, rented, or used with or without permission or compensation.

J. UNDERAGE PERSON: Any individual under 21 years of age.

ARTICLE 5. PROHIBITED ACTS
It is unlawful for any person(s) to:
A. Host or allow an event or gathering at any residence, premises, or on any other private or public property where alcohol or alcoholic beverages, marijuana or controlled substances are present when the person knows or reasonably should know that an underage person will or does:
   a. Consume any alcohol or alcoholic beverage, marijuana or controlled substance; or
   b. Possess any alcohol or alcoholic beverage, marijuana or controlled substance with the intent to consume it; and
   c. The person fails to take reasonable steps to prevent possession or consumption by the underage person(s).

B. A person is criminally responsible for violating Article 5(A) above if the person intentionally aids, advises, hires, counsels, or conspires with or otherwise procures another to commit the prohibited act.

C. A person who hosts an event or gathering does not have to be present at the event or gathering to be criminally responsible.

ARTICLE 6. EXCEPTIONS
A. This section does not apply to conduct solely between an underage person and his or her parents while present in the parent's household.

B. This section does not apply to legally protected religious observances.

C. This section does not apply to retail intoxicating liquor or 3.2% malt liquor licensees, municipal liquor stores, or bottle club permit holders who are regulated by Minnesota Statutes section 340A.503, subdivision 1(a)(1).

D. This section does not apply to situations where underage persons are lawfully in possession of alcohol or alcoholic beverages, marijuana or controlled substances during the course and scope of employment.

ARTICLE 7. ENFORCEMENT
This Ordinance can be enforced by any licensed peace officer in Pine County.

ARTICLE 8. SEVERABILITY
The provisions of this Ordinance shall be severable. Should any section, paragraph, sentence, clause, phrase or portion of this Ordinance be declared invalid for any reason, the remainder of this Ordinance shall not be affected and the remainder of the provisions shall remain in full force and effect.

ARTICLE 9. PENALTIES
Any person who violates any of the provisions of this Ordinance, or fails to comply with any of the provisions of this Ordinance, shall be guilty of a misdemeanor and, upon conviction, shall be punished be punished as provided by the Laws of the State of Minnesota for misdemeanor violations. Each day that a violation continues shall constitute a separate offense.

ARTICLE 10. EFFECTIVE DATE
This Ordinance shall be and is hereby declared to be in full force upon passage, and to be published per law.

Passed by the Board of Commissioners of Pine County, Minnesota, this 2nd day of April, 2019.

2. **Health & Human Services Committee Report**

Commissioner Hallan provided an overview of the April 2, 2019 Health & Human Services Committee meeting. A presentation was given by Dawn Besemann, Outreach Program Manager with Lakes & Pines, relating to housing programs coordinated through their organization. The proposed moving of the MNCHOICES Assessor position from public health to social services, staff vacancies in public health, Home Visiting Grant Award (partnered with Mille Lacs County and the Mille Lacs Band of Ojibwe), and the creation of a social worker position within the jail were discussed.
3. **East Central Regional Development Commission Update**  
   East Central Regional Development Commission (ECRDC) Executive Director Robert Voss provided an update as to the services provided to Pine County by the ECRDC.

4. **Land Acquisition Application/Dunkley Property (Fee to Trust) Letter of Support**  
The land acquisition application fee to trust process was discussed in detail at the March 19, 2019 county board meeting; it was the consensus of the board at that meeting to submit a letter of support to the Bureau of Indian Affairs for the fee to trust transfer. A draft letter was submitted for consideration at this board meeting.  
**Motion** by Commissioner Ludwig to approve the letter of support to the Bureau of Indian Affairs for the application for land acquisition (fee to trust) from the Mille Lacs Band of Ojibwe. Second by Commissioner Hallan. Motion carried 5-0.

5. **Wetland Bank**  
   At the March 12, 2019 Special Meeting-Committee of the Whole, David Demmer, Wetlands Specialist with the Minnesota Board of Water and Soil Resources, presented an overview of wetland banking and the application process for creation of a wetland bank. The Land Advisory Committee had previously reviewed two potential sites--Hay Creek Headwaters property in Kerrick Township and Kettle River/Munch Township property. The Land Advisory Committee recommended the Hay Creek Headwaters property as it provides the potential for more credits; the Munch Township property is memorial forest and provides more opportunity for recreational use. The first phase in the process of establishing a wetland bank is to prepare a draft prospectus, which process can be completed by county staff.  
**Motion** by Commissioner Ludwig to direct county staff to complete a draft prospectus on the Kerrick Township, Hay Creek Headwaters property. Second by Commissioner Chaffee. Motion carried 5-0.

6. **Resolution in Support of Transportation Funding**  
   County Engineer Mark LeBrun stated the County Engineers Association and Association of Minnesota Counties are looking for general support for funding of Minnesota’s statewide transportation system; LeBrun requested the county’s support of Resolution 2019-18 in support of funding for adequate state road maintenance.  
**Motion** by Commissioner Hallan to approve Resolution 2019-18 in support of additional funding from the State of Minnesota to Minnesota’s statewide transportation system. Second by Commissioner Chaffee. Motion carried 5-0.

7. **2018 Highway Annual Report**  
   County Engineer Mark LeBrun reviewed the 2018 Public Works Department Annual Report, including a review of unaudited projects, assets, liabilities, account balances, and inventory. As of December 31, 2018 the unreserved Fund Balance was $1,218,991. Sales tax projects totaling $1,365,408 were completed in 2018.  
**Motion** by Commissioner Chaffee to approve the 2018 Highway Annual Report. Second by Commissioner Mikrot. Motion carried 5-0.

8. **Commissioner Updates**  
   Arrowhead Counties Association: Commissioner Mikrot stated St. Louis County is considering designing a recycle/landfill (on a 75-year plan) and is inquiring of interest in surrounding counties. Commissioner Ludwig commented St. Louis County utilizes an app on employees’
work devices where, in the event the device is lost/stolen, the app can be shut down so that no data can be accessed. Pine County has a similar management app on county devices.

Mille Lacs Band of Ojibwe meeting: Commissioner Hallan stated the new Mille Lacs Band Human Services Commissioner Nicole Anderson was introduced; topics discussed included the fee to trust application project and the mutual interest to rehire a cultural community coach.

Snake River Watershed: Chair Mohr stated it was a general meeting; the Cross Lake project is complete, another project has been started on Pokegama Lake. Kanabec County--manure pit closure.

Snake River Watershed Special Meeting—1W1P: Commissioner Hallan and County Administrator Minke attended. Every stakeholder county had a representative present. The three options available were discussed (separate, merged or linked). Separate or Merged options were the most popular choices. This was an informational meeting only, going forward into a planning phase.

Lower St. Croix 1W1P Policy Committee: Commissioner Hallan stated the Lower St. Croix basin has no wetland bank; looking to private property owners for wetland bank establishment.

NLX: meeting cancelled

HRA meeting: Commissioner Ludwig stated general business meeting, light discussion on housing.

Transit Advisory Committee: Commissioner Hallan stated ridership is increasing. Arrowhead is looking to expand transportation services in the city of Sandstone.

Central Regional EMS: Commissioner Ludwig stated the last of the opioid grant has been expended, however Commissioner Ludwig believes the grant will be renewed.

Other: Commissioner Hallan stated he has been approached by a citizen who purchased land with assumed access over a purported township road. That road had never been recorded as a township road. County Engineer LeBrun stated the highway department had been contacted on this matter and was able to provide some information to the landowner, but the landowner should seek the services of a private attorney.

Township Officer meeting: Mohr and Hallan attended.

9. Other

Comprehensive Water Plan Discussion

County Administrator Minke explained the county has delegated its water planning activities to the SWCD and provides SWCD with $13,500 in pass-through funding from a Natural Resources Block Grant from BWSR. The SWCD technician who has been the lead in water planning has resigned his position and is leaving employment with SWCD. Given the vacancy in the SWCD, it was the recommendation of the county board there should be further discussion on future water planning duties.

10. Upcoming Meetings

Upcoming meetings were reviewed.

MN Council on Aging Joint Board: Rescheduled from April 4, 2019 to May 2, 2019, 10 a.m., 250 Riverside Avenue North, Suite 300, Sartell, Minnesota.

11. Adjourn

With no further business, Chair Mohr adjourned the meeting at 11:49 a.m. The next regular meeting of the county board is scheduled for Tuesday, April 16, 2019 at 10:00 a.m. at the Pine County History Museum, 6333 H C Andersen Alle, Askov, Minnesota.

Joshua Mohr, Chair
Board of Commissioners

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

The Pledge of Allegiance was said.

Chair Mohr called for public comment.

Ailene Croup stated her opposition to the proposed resolution to support additional funding from the State of Minnesota to Minnesota’s statewide transportation system. (Regular Agenda Item #6).

Paul Dorow/Munch Township resident, and Joe Sharp/Munch Township Chairman, stated their concern with the condition of Mallard Road, located in Munch Township, and the need for additional funding for maintenance of that road for anticipated increased road usage.

Kelly Gribauval, Chengwatana Township resident, stated her concern with an adjoining landowner spreading liquid manure on a frozen field which adjoins her homestead.

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

Commissioner Ludwig moved to approve the Minutes of the March 19, 2019 Board Meeting and Summary for publication. Second by Commissioner Mikrot. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence

Pine County Chemical Health Coalition Minutes – March 11, 2019
Minnesota Department of Human Services Internal Audits Office – March 12, 2019
Minnesota Department of Human Services—2018 Financial Reporting – March 15, 2019
Pine County Land Surveyor Monthly Report – March 2019
2019 Special Primary Election Canvassing Board Minutes – March 6, 2019
2019 Special Election Canvassing Board Minutes – March 20, 2019

Motion by Commissioner Ludwig to acknowledge the Minutes of Boards, Reports and Correspondence. Second by Commissioner Hallan. Motion carried 5-0.

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


Approve the application for abatement for Steven and Laura Saumer, 4532 Raspberry Road, Pine City.
Approve the application for local option disaster abatement for Lea Garza, 29351 St. Croix Road, Pine City.

Approve the Household Hazardous Waste Staffing Contract with Pine Habilitation and Supported Employment (PHASE). The term of the contract is May 15, 2019 through October 31, 2019; compensation for 2019 is $23,500.

Approve the regular employment status for Social Services Case Aide Cassandra Olson effective April 23, 2019.

Approve the hiring of Melissa Otten, social worker, effective April 22, 2019, Grade 10, Step 1, $23.98 per hour.
Approve the hiring of Kelly Diggan, social worker, effective April 8, 2019, Grade 10, Step 1, $23.98 per hour.
Approve the hiring of Dianne Johnson, Clerk III, effective April 9, 2019, Grade 4, Step 1, $16.90 per hour.

Approve Child Care Social Worker Nikki Wiener to attend the 2019 Association of MN Family Child Care Licensors Spring Workshop. Total cost $220.
Approve Child Care Social Worker Nikki Wiener to attend the Fire Code Requirements for Licensors training. Total cost $136.
Approve Probation Director Terry Fawcett to attend the Janet Reno Forum at Georgetown University. Airfare, lodging, meals and registration costs will be paid by the Center for Juvenile Justice Reform.
Approve Probation staff Michelle Sellner, Jami Anderson, Christopher Stolan, Amber Chase, Denise Christensen, Sue Thompson and Terry Fawcett to attend the Minnesota Association of County Probation Officers’ 62nd Annual Spring Conference. Total Cost: $2,801.
Approve IT Manager Ryan Findell to attend the 2019 MNCITLA Annual Conference. Total Cost: approx. $442.

Public Hearing – Social Host Ordinance
County Attorney Reese Frederickson explained the purpose of the social host.
Chair Mohr opened the public hearing at 10:14 a.m. and called for public comment. Ailene Croup inquired as to what responsibility is borne by a homeowner if a person under the age of 21, under the influence of alcohol or other controlled substance, comes to their property. County Attorney Frederickson stated this ordinance is directed at any person hosting an event/gathering where under 21 years of age individuals are using or possessing alcohol or controlled substances. Commissioner Chaffee asked if the ordinance has a mandatory reporting clause, Attorney Frederickson stated it does not.
Health & Human Services Director Becky Foss and Public Health Educator Lynette Forbes-Cardey spoke in support of the ordinance. County Administrator David Minke presented a letter of support of the ordinance from Andrew Almos, Superintendent of the East Central School District. There being no further comment, Chair Mohr closed the meeting at 10:22 a.m.
Discussion was held as public awareness this ordinance. This Ordinance will be effective upon publication.

Motion by Commissioner Hallan to approve Pine County Ordinance 2019-06, Pine County Social Host Ordinance, and authorize Board Chair and County Administrator to sign. Second by Commissioner Mikrot. Motion carried 5-0.
ARTICLE 1. PURPOSE
The purpose of this Ordinance is to prohibit, and establish penalties for, any person hosting an event or gathering where alcohol, marijuana or other controlled substances are present and being possessed or consumed by persons under 21 years of age within Pine County.

ARTICLE 2. SCOPE
The intent of this Ordinance is to discourage underage possession and consumption of alcohol, marijuana or other controlled substances even if done within the confines of a private residence. The intent of this Ordinance is to also hold persons criminally responsible who host events or gatherings where persons under 21 years of age possess or consume alcohol, marijuana or other controlled substances regardless of whether the person hosting the event or gathering supplied the alcohol, marijuana or other controlled substances. The County Board of Commissioners finds that:

A. Events and gatherings held on private or public property where alcohol, marijuana or other controlled substances are possessed or consumed by persons under the age of 21 are harmful to those persons and constitute a potential threat to public health and public safety requiring prevention or abatement.

B. Prohibiting underage consumption acts to protect underage persons, as well as the public, from injuries related to alcohol, marijuana or other controlled substances consumption, such as overdose or alcohol/drug-related traffic crashes.

C. Alcohol, marijuana and other controlled substances are addictive drugs which, if used irresponsibly, could have drastic effects on those who use it as well as those who are affected by the actions of an irresponsible user.

D. Often, events or gatherings involving underage possession and consumption occur outside the presence of parents. However, there are times when the parent(s) is/are present and, condone the activity, and in some circumstances, provide the alcohol, marijuana or other controlled substances.

E. Even though giving or furnishing alcohol, marijuana or other controlled substances to an underage person is a crime, it is difficult to prove, and an ordinance is necessary to help further combat underage consumption.

F. A deterrent effect will be created by holding a person criminally responsible for hosting an event or gathering where underage possession or consumption occurs.

ARTICLE 3. AUTHORITY
This Ordinance is enacted pursuant to Minnesota Statutes section 145A.05, subdivision 1, and Minnesota Statutes section 340A.509.

ARTICLE 4. DEFINITIONS
For the purposes of this Ordinance, the following definitions apply:

A. **ALCOHOL:** Ethyl alcohol, hydrated oxide of ethyl, or spirits of wine, whiskey, rum, brandy, gin, or any other distilled spirits including dilutions and mixtures thereof from whatever source or by whatever process produced.

B. **ALCOHOLIC BEVERAGE:** Alcohol, spirits, liquor, wine, beer, and every liquid or solid containing alcohol, spirits, wine or beer, and which contains 0.5% or more of alcohol by volume and which is used for beverage purposes either alone or when diluted, mixed, or combined with other substances.

C. **CONTROLLED SUBSTANCE:** This term has the same meaning as in Minnesota Statutes section 152.01, subdivision 4. Such term does not include any drug or substance for which the individual found to have
consumed such substance has a valid prescription issued by a licensed medical practitioner authorized to issue such a prescription.

D. **EVENT or GATHERING:** Any group of three or more persons who have assembled or gathered together for a social occasion or other activity.

E. **HOST:** To aid, conduct, allow, entertain, organize, supervise, control, or permit a gathering or event.

F. **MARIJUANA:** This term has the same meaning as in Minnesota Statutes section 152.01, subdivision 9.

G. **PARENT:** Any person having legal custody of a juvenile:
   a. As natural, adoptive parent, or step-parent;
   b. As a legal guardian; or
   c. As a person to whom legal custody has been given by order of the court.

H. **PERSON:** Any individual, partnership, co-partnership, corporation, or any association of one or more individuals.

I. **RESIDENCE OR PREMISES:** Any home, yard, farm, field, land, apartment, condominium, hotel or motel room, or other dwelling unit, or a hall or meeting room, park, or any other place of assembly, public or private, whether occupied on a temporary or permanent basis, whether occupied as a dwelling or specifically for a party or other social function, and whether owned, leased, rented, or used with or without permission or compensation.

J. **UNDERAGE PERSON:** Any individual under 21 years of age.

**ARTICLE 5. PROHIBITED ACTS**

It is unlawful for any person(s) to:

A. Host or allow an event or gathering at any residence, premises, or on any other private or public property where alcohol or alcoholic beverages, marijuana or controlled substances are present when the person knows or reasonably should know that an underage person will or does:
   a. Consume any alcohol or alcoholic beverage, marijuana or controlled substance; or
   b. Possess any alcohol or alcoholic beverage, marijuana or controlled substance with the intent to consume it; and
   c. The person fails to take reasonable steps to prevent possession or consumption by the underage person(s).

B. A person is criminally responsible for violating Article 5(A) above if the person intentionally aids, advises, hires, counsels, or conspires with or otherwise procures another to commit the prohibited act.

C. A person who hosts an event or gathering does not have to be present at the event or gathering to be criminally responsible.

**ARTICLE 6. EXCEPTIONS**

A. This section does not apply to conduct solely between an underage person and his or her parents while present in the parent's household.

B. This section does not apply to legally protected religious observances.

C. This section does not apply to retail intoxicating liquor or 3.2% malt liquor licensees, municipal liquor stores, or bottle club permit holders who are regulated by Minnesota Statutes section 340A.503, subdivision 1(a)(1).

D. This section does not apply to situations where underage persons are lawfully in possession of alcohol or alcoholic beverages, marijuana or controlled substances during the course and scope of employment.

**ARTICLE 7. ENFORCEMENT**

This Ordinance can be enforced by any licensed peace officer in Pine County.

Summary Board Minutes – Pine County Board of Commissioners Page 4 April 2, 2019
ARTICLE 8. SEVERABILITY
The provisions of this Ordinance shall be severable. Should any section, paragraph, sentence, clause, phrase or portion of this Ordinance be declared invalid for any reason, the remainder of this Ordinance shall not be affected and the remainder of the provisions shall remain in full force and effect.

ARTICLE 9. PENALTIES
Any person who violates any of the provisions of this Ordinance, or fails to comply with any of the provisions of this Ordinance, shall be guilty of a misdemeanor and, upon conviction, shall be punished as provided by the Laws of the State of Minnesota for misdemeanor violations. Each day that a violation continues shall constitute a separate offense.

ARTICLE 10. EFFECTIVE DATE
This Ordinance shall be and is hereby declared to be in full force upon passage, and to be published per law.

Passed by the Board of Commissioners of Pine County, Minnesota, this 2nd day of April, 2019.

Motion by Commissioner Ludwig to approve the letter of support to the Bureau of Indian Affairs for the application for land acquisition (fee to trust) from the Mille Lacs Band of Ojibwe. Second by Commissioner Hallan. Motion carried 5-0.

Motion by Commissioner Ludwig to direct county staff to complete a draft prospectus on the Kerrick Township, Hay Creek Headwaters property. Second by Commissioner Chaffee. Motion carried 5-0.

Motion by Commissioner Hallan to approve Resolution 2019-18 in support of additional funding from the State of Minnesota to Minnesota’s statewide transportation system. Second by Commissioner Chaffee. Motion carried 5-0.

Motion by Commissioner Chaffee to approve the 2018 Highway Annual Report. Second by Commissioner Mikrot. Motion carried 5-0.

With no further business, Chair Mohr adjourned the meeting at 11:49 a.m. The next regular meeting of the county board is scheduled for Tuesday, April 16, 2019 at 10:00 a.m. at the Pine County History Museum, 6333 H C Andersen Alle, Askov, Minnesota.

Joshua Mohr, Chair
Board of Commissioners

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

The full text of the board’s Minutes are available at the County Administrator’s Office and the county’s website (www.co.pine.mn.us). Copies may also be requested from the administrator’s office.
PART II SUBMITTAL TO LGUs FOR COMMENT

Date: March 28, 2019

To: Joshua Mohr Chairperson, Pine County Board
Kelly Johnson, Clerk, Brook Park Township Board
Terry Lakin, Mayor, City of Brook Park
Skip Thomson, Chairperson, Pine County Soil and Water Conservation District
Bob Voss, Executive Director, East Central Development Commission
George Minerich, Planner, Minnesota Department of Health

From: Becky Conyers, Clerk, City of Brook Park

Re: Wellhead Protection Plan for the City of Brook Park Part II Plan

The City of Brook Park is in the process of developing a wellhead protection plan for its drinking water supply wells. Enclosed for your review and comment is the draft wellhead protection plan, Part II, for this system as required in the Minnesota Wellhead Protection Rule (part 4720.5350, subparts 1-3). This portion of the plan includes information pertaining to:

1. The inventory of potential contaminants of concern within the drinking water supply management area;
2. The data that was considered in this portion of the plan;
3. Issues, problems, and concerns within the drinking water supply management area;
4. Goals, objectives, and action strategies to address the issues and concerns within the drinking water supply management area;
5. A plan evaluation strategy; and
6. A contingency strategy in the event of water system disruption.

Your comments on this portion of the plan will be accepted through the 60-day comment period. Please send your written comments to Becky Conyers, Clerk, City of Brook by June 3, 2019.

Consistent with the Wellhead Protection Rule (part 4720.5350, subpart 4), a Public Hearing has been scheduled on June 3, 2019, approximately 7:00 PM at Brook Park City Hall, 206 3rd. Ave., Brook Park, MN 55007 to discuss issues and address all comments related to the enclosed document.

We look forward to your participation.

Becky Conyers
City Clerk/Treasurer
City of Brook Park
Phone/Fax (320) 679-1355
Address: P.O. Box 89 Brook Park MN 55007

Cc: Jill Carlier, Manager, Pine Soil and Water Conservation District
    David Meinke, Administrator, Pine County
    Trudi Witkowski, Minnesota Deptment of Health
March 25, 2019

Pine County Administrator  
Attn: David Minke  
635 Northridge Dr NW Ste 200  
Pine City, MN 55063

RE: City of Rock Creek Comprehensive Plan

Dear Mr. Minke:

The City of Rock Creek is about to begin the process of updating our Comprehensive Plan, last updated in 2006. We anticipate this project to take approximately six months to complete. When work on this updated Comprehensive Land Use Plan is nearing completion, prior to the public hearing we will send you a copy to review and comment on.

If you have any questions or wish to discuss this project, please do not hesitate to contact me at 320-629-2736. Office hours are Monday through Friday 8AM to noon.

Sincerely,

Nancy Runyan  
Deputy Clerk  
City of Rock Creek
Notice is hereby given that the City of Rock Creek shall hold an Open House of the Planning Commission and the City Council for the purpose of obtaining public input on revisions to the Comprehensive Plan for the City of Rock Creek on Monday April 15, 2019 at 7PM.

This comprehensive plan will set Rock Creek's land use, transportation, public facility and community visions and goals for the next ten years. All interested persons are invited and strongly encouraged to attend and be heard on this matter. Letters and other forms of correspondence are also welcome.

City of Rock Creek
PO Box 229
Rock Creek, MN 55067
320-629-2736
Nemadji One Watershed One Plan Policy Committee Meeting

4/4/2019

**Start time:** 9:00 AM  **End time:** 11:15 PM

**Location:** Carlton SWCD: 808 3rd St, Carlton, MN 55718

**Purpose:** To approve the committee’s by-laws, RFQ, 60-day planning letter and advisory committee list

**Invitees:**
- Jerry Telker, Pine SWCD Supervisor
- Matt Ludwig, Pine County Commissioner
- Rick Dalen, Carlton SWCD Supervisor
- Mark Thell, Carlton County Commissioner
- Steering Team

**Attendees:**
- Jerry Telker, Pine SWCD Supervisor
- Matt Ludwig, Pine County Commissioner
- Rick Dalen, Carlton SWCD Supervisor
- Mark Thell, Carlton County Commissioner
- Jill Carlier (Pine SWCD)
- Melanie Bomier (Carlton SWCD)
- Karola Dalen (Carlton County)
- Kaleb Anderson (Pine County)
- Brad Matlack (Carlton SWCD)

**Meeting Minutes**

The by-laws were discussed, and a list of ground rules and group norms were added. Language for policy relating to the Advisory Committee was removed except for what was recommended from the Pine County Attorney. Mark Thell was voted as the Chair, Rick Dalen as vice-chair and Jerry Telker as the secretary. It was suggested that the by-laws be presented to each member’s respective boards.

**M/S Approval of by-laws as presented Telker/Dalen. Motion carried.**

The RFQ for plan writer and facilitator was presented and discussed.

**M/S to support the RFQ process as presented Dalen/Ludwig. Motion carried.**

The 60-day comment letter was presented and discussed. It was suggested that we clarify the ways comments could be submitted (in writing, email etc.). The letter is required for state agency participation, but we discussed also sending to other watershed stakeholders. It was decided that a separate letter with additional clarifying information would be preferred for these stakeholders. It was also decided to wait and send the letter once the grant is executed.

**M/S to send 60-day comment letter to required state agencies after the grant is executed Telker/Thell. Motioned carried.**

We discussed invitees to the Advisory committee and the need for sub-committees for specific topics (forestry, culverts, fisheries etc.). A core advisory committee was presented that included required state agency participants along with citizen and user group representatives. We discussed ideas for keeping open correspondence and communication with citizens, including development of a newsletter.

**M/S to approve the Core Advisory Committee as presented Dalen/Thell.**

Brad Matlack provided a review of past planning efforts in the Nemadji Watershed.
The Kick-off meeting was discussed including using a bus tour to show different resource concerns in the watershed. We would like to hold the kick-off meeting at the end of the 60-day comment period but want to start planning after the grant agreement is finalized. The committee suggested that we start planning the kick-off meeting with a not to exceed budget of $2500.

M/S to approve Kick-off meeting planning with a budget not to exceed $2500 Ludwig/Telker.
M/S approval of the grant work plan, budget and timeline Dalen/Telker.
M/S Motion to adjourn Ludwig/Telker.

Next meeting is planned for Thursday June 6th 9:00 to 11:00 at the Carlton SWCD office.

Action Items

- Melanie will update by-laws and 60-day comment letter as presented. Both will be sent to the policy committee. The 60-day comment letter will be sent to required state agencies after the grant agreement is executed.
- Melanie will share RFQ with interested consultants and the Steering Team. The Steering team will meet and evaluate responses by 5/13/19. The results will be presented at the June Policy committee meeting.
- Melanie will update the Core Advisory Team list with required versus invited attendees.
- Melanie will work with the Steering Team to plan kick-off meeting.
- Melanie will send the updated by-laws to Carlton County auditor.
Policy Committee Bylaws of the Nemadji One Watershed One Plan
Policy Committee

Rick Dalen
Matt Ludwig
Jerry Telker
Mark Thell

ADOPTED April 4, 2019
These bylaws establish rules governing the conduct of business by the Policy Committee of the Nemadji One Watershed One Plan.

**Ground Rules**

- We will stop the conversation if someone is off topic and using too much time. No one should be offended if this occurs.
- Start and end on time.
- Be an active listener, ask for clarification.
- Be Respectful and promote open communication.
- NO side bar conversations – save for break time or before or after the meeting
- Stay Engaged – cell phones are a distraction, computer use if looking up information that is requested.
- We will operate on a consensus basis – seek general agreements all can live with.

**Group Norms**

1. Members will complete pre-work, read materials and be prepared to meet.
2. Will identify clear deadlines for when tasks are assigned to members and strive to meet them (both in developing materials and responding/providing feedback).
3. If necessary, we will hold conference calls between in person meetings to report on progress.
4. Each member of the committees will report back to their respective Board and keep them informed of the progress and bring back questions and recommendations by that Board.
5. Note-taker will capture highlights of the discussion and decisions made, but not detailed minutes.

**ARTICLE I: PURPOSE**

1. The purpose of the Policy Committee is to collectively develop and adopt, as local government units, a coordinated watershed management plan for implementation per the provisions of the Plan pertaining to that area within the Nemadji watershed.

2. The Policy Committee operates under a Memorandum of Agreement. The Member local units of government are Carlton County, Carlton Soil and Water Conservation District, Pine County and Pine Soil and Water Conservation District.
ARTICLE II: MEMBERSHIP PROVISIONS

1. The membership of the Policy Committee shall be comprised of at least 4 members as designated by the governing board of each member local unit of government.

2. Members of the Policy Committee shall serve until the expiration of the Memorandum of Agreement to run concurrently with each Policy Committee member’s term on his/her respective board.

3. In the event that a member of the Policy Committee resigns or is otherwise unable to complete his or her term, the member shall notify his or her appointing authority of the vacancy as soon as practicable. The local unit of government shall appoint a replacement member as soon as possible.

4. A Policy Committee member shall not take any action that may materially benefit the financial interest of that member, a member’s family member, or a member’s close associate, unless and until that member first discloses that interest for the record. The member who so discloses an interest may be present to answer questions related to that interest, but shall not advocate for nor vote on the action. If a Policy Committee member concludes that his or her interest does not create a conflict, but that there may be an appearance of a conflict, he or she shall disclose the interest for the record before participating in discussion or voting on an action.

ARTICLE III: OFFICERS

1. The Officers of the Policy Committee shall consist of a Chairperson, Vice Chairperson, and a Secretary elected by members of the Policy Committee at their first meeting.

   a. The Chairperson shall:
      i. Serve as Chairperson for all meetings which is include ground rules; and
      ii. Sign and deliver in the name of the Partnership any correspondence pertaining to the business of the Partnership.

   b. The Vice Chairperson shall:
      i. Discharge the Chairperson’s duties in the event of the absence or disability of the Chairperson.

   c. The Secretary shall:
      i. Maintain records of the Partnership.
      ii. Certify records and proceedings of the Partnership.
      iii. Ensure that minutes of all Policy Committee meetings are recorded and made available in a timely manner to the Policy Committee, and maintain a file of all approved minutes including corrections and changes.
      iv. Provide for proper public notice of all meetings.
v. The Secretary may delegate a representative to record the minutes and perform other duties of the Secretary. The elected Secretary will sign the official minutes of all meetings following approval by the Policy Committee.

2. An Officer will serve until replaced by the election of a successor. No Policy Committee member may hold more than one office at a time.

3. In the event that an Officer cannot complete his or her term of office, the Policy Committee shall immediately elect from among its members an individual to fill the vacant position. The individual to be elected may not already be serving as an officer of the Policy Committee.

4. The Policy Committee will request the respective local unit of government participant to replace their representative member if that representative member misses two (2) consecutive meetings without notice to the Chairperson.

ARTICLE IV: MEETINGS

1. All meetings of the Policy Committee will comply with statutes and rules requiring open and public meetings.

2. The conduct of all meetings of the Policy Committee shall be generally governed by the most recent edition of Robert’s Rules of Parliamentary Law.

3. A quorum of the Policy Committee shall consist of a simple majority of the members.

4. All votes by Policy Committee members shall be made in person, and no member may appoint a proxy for any question coming before any meeting for a vote.

5. Notice of Policy Committee meetings and a proposed agenda shall be emailed to all Policy Committee members 7 days prior to the scheduled meeting date of the Policy Committee.

6. The minutes of any meeting shall be made available to all Policy Committee members prior to the next meeting.

ARTICLE V – VOTING

1. A motion or resolution shall be approved by a favorable vote of a simple majority of the members present, provided enough members are present to make a quorum.

2. A supermajority vote of 75 percent of those members present shall be required for final plan approval for submittal to review.

ARTICLE VI – COMPENSATION

1. Policy Committee members may be compensated by the member local unit of government they represent for meetings and expenses incurred, according to the policies of the local unit of government.
2. Policy Committee members may not be compensated for meeting time and expenses using funds granted by the state for the purpose of developing the *One Watershed, One Plan*.

ARTICLE VII – SUBCOMMITTEES OF THE POLICY COMMITTEE AND OTHER COMMITTEES

1. The Policy Committee may appoint subcommittees for the purpose of assisting the Policy Committee in the performance of its duties. Except for a Policy Committee member appointed to a subcommittee, no other member of a subcommittee shall be able to make motions for consideration to the Policy Committee, or vote on matters put before the Policy Committee.

2. The Policy Committee shall appoint an Advisory Committee and act to approve all Advisory Committee members. The Advisory Committee will routinely advise the Policy Committee on the content and development of the *One Watershed, One Plan*, on plan implementation, and on issues of policy and administration related to the plan.
   
   a. A member of the Policy Committee or an alternate will be assigned by the Chairperson to meet with the Advisory Committee as an ex-officio member.
   
   b. Each Partnership member local government unit shall designate a representative to the Advisory Committee.
   
   c. The Advisory Committee shall also include representatives from Minnesota’s principal water management or plan review state agencies (Board of Water and Soil Resources, Department of Agriculture, Department of Health, Department of Natural Resources, and Pollution Control Agency). Each agency will designate a lead contact person from its agency to participate on the Advisory Committee. Additional agency or other persons may participate as Advisory Committee members depending on the desire of the Policy Committee or the needs of the Advisory Committee.

3. The Advisory Committee will be appointed annually and will have a minimum of five members.

ARTICLE VIII: MEETING LOCATION

1. All regular meetings of the Policy Committee will be held at the Carlton Soil and Water Conservation District.

ARTICLE IX: MISCELLANEOUS

1. Portions of these bylaws may be suspended temporarily by a two-thirds vote of the Policy Committee.

2. Addition to, alteration, or repeal of any part of these bylaws by the Policy Committee may be made at any meeting by a majority of the full membership, provided that thirty (30) days advance written notice of the proposed change has been given to each member of the Policy Committee.
3. The Policy Committee’s official records and the requirements of the BWSR grant agreement shall be maintained by the fiscal agent, Carlton Soil and Water Conservation District. The maintenance and disposition of these records shall be in accordance with applicable laws.

4. All expenses incurred by the Policy Committee or the Advisory Committee must have prior approval of the Policy Committee, and include a signed claim form itemizing expenses that is submitted to the Policy Committee for approval at their next meeting. All claims must be submitted no more than thirty (30) days after the month in which they were incurred.

5. These bylaws are intended to be consistent with applicable provisions of Minnesota Statutes Chapters 103B, 103C, and 103D. In all cases of omission or error, Minnesota Statutes Chapters 103B, 103C, and 103D will govern.

ARTICLE X – CERTIFICATION

1. These By-laws were adopted by a vote of four ayes and zero nays by the members of the Policy Committee on April 4, 2019.

____________________________________________________
(Secretary signature & organization)
AGENDA REQUEST FORM

Date of Meeting: April 16, 2019

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

☐ Personnel Committee
☐ Other ____________

Agenda Item: _______ March 2019 Cash Balance

Department: _______ Auditor-Treasurer

Background information on Item:
March 2019 Cash Balance Report

Action Requested:

Financial Impact:
## Pine County
### TREASURER'S CASH TRIAL BALANCE

As of 03/2019

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**12 Health & Human Services 420 H&Hs- Income Maintenance**

| Receipts              | 56,151.65        | 425,518.01  |              |                 |
| Disbursements         | 61,292.43        | 188,761.56  |              |                 |
| Payroll               | 173,923.92       | 613,152.89  |              |                 |
| Journal Entries       | 228.62           | 28,561.04   |              |                 |
| **Dept Total**        | 179,293.32       | 347,835.40  |              | 1,957,885.10    |

**12 Health & Human Services 430 H&Hs- Social Services**

| Receipts              | 370,943.71       | 802,204.70  |              |                 |
| Disbursements         | 20,894.96        | 118,856.97  |              |                 |
| SSIS                  | 342,197.49       | 779,460.84  |              |                 |
| Payroll               | 222,096.06       | 805,904.16  |              |                 |
| Journal Entries       | 48,858.66        | 113,469.23  |              |                 |
| **Dept Total**        | 165,386.14       | 788,548.04  |              | 2,469,457.25    |

**12 Health & Human Services 440 Childrens Collaborative (H&Hs)**

| Receipts              | 0.00             | 0.00        | 0.00         | 0.00            |
| **Dept Total**        | 0.00             | 0.00        |              |                 |

**12 Health & Human Services 481 Nursing- Community Health (H&Hs)**

| Receipts              | 101,922.32       | 488,986.98  |              |                 |
| Disbursements         | 26,525.11        | 108,268.84  |              |                 |
| Payroll               | 116,909.42       | 392,610.09  |              |                 |
| Journal Entries       | 880.31           | 9,968.70    |              |                 |

Copyright 2010-2018 Integrated Financial Systems
### Pine County

**TREASURER'S CASH TRIAL BALANCE**

As of 03/2019

<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>Dept Total</td>
<td>40,631.90</td>
<td>1,923.25</td>
<td></td>
<td>932,635.34</td>
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<td>Fund Total</td>
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<td>385,311.36</td>
<td>1,138,306.69</td>
<td>421,063.19</td>
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<tr>
<td><strong>Road &amp; Bridge Fund</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receipts</td>
<td>122,870.73</td>
<td></td>
<td>2,484,627.06</td>
<td></td>
</tr>
<tr>
<td>Disbursements</td>
<td>343,443.97</td>
<td></td>
<td>905,729.08</td>
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</tr>
<tr>
<td>Payroll</td>
<td>210,633.55</td>
<td></td>
<td>688,748.10</td>
<td></td>
</tr>
<tr>
<td>Journal Entries</td>
<td>1,637.00</td>
<td></td>
<td>4,911.00</td>
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</tr>
<tr>
<td>Settlement</td>
<td>0.00</td>
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<td>48,741.56</td>
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<td>Fund Total</td>
<td>432,843.79</td>
<td></td>
<td>933,980.44</td>
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<tr>
<td><strong>Ditch Maintenance (Sr) Fund</strong></td>
<td>23,917.83</td>
<td></td>
<td></td>
<td>24,073.87</td>
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<tr>
<td>Settlement</td>
<td>0.00</td>
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<td>156.04</td>
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</tr>
<tr>
<td>Fund Total</td>
<td>0.00</td>
<td></td>
<td>156.04</td>
<td>24,073.87</td>
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<tr>
<td><strong>Land Management Fund</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receipts</td>
<td>70,460.36</td>
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<td>140,302.84</td>
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<td>Disbursements</td>
<td>1,942.77</td>
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<td>11,729.42</td>
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<tr>
<td>Payroll</td>
<td>11,915.84</td>
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<td>41,628.82</td>
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<td>Journal Entries</td>
<td>245.67</td>
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<td>90,245.67</td>
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<tr>
<td>Fund Total</td>
<td>56,356.08</td>
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<td>3,301.07</td>
<td>1,883,122.20</td>
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<tr>
<td><strong>SSTS Upgrades</strong></td>
<td>8,729.48</td>
<td></td>
<td></td>
<td>23,687.48</td>
</tr>
<tr>
<td>Receipts</td>
<td>50,198.55</td>
<td></td>
<td>50,294.55</td>
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</tr>
<tr>
<td>Disbursements</td>
<td>13,846.00</td>
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<td>35,336.55</td>
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<td>Fund Total</td>
<td>36,352.55</td>
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<td>14,958.00</td>
<td>23,687.48</td>
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<tr>
<td><strong>Children's Collab (H&amp;Hs) Agency Fund</strong></td>
<td>440</td>
<td></td>
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</tr>
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</table>

Copyright 2010-2018 Integrated Financial Systems
### Pine County Treasurer's Cash Trial Balance

**As of 03/2019**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Beginning Balance</th>
<th>This Month</th>
<th>YTD</th>
<th>Current Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fund Total</strong></td>
<td>111,433.98</td>
<td>18,051.92-</td>
<td>5,647.96</td>
<td>117,081.94</td>
</tr>
<tr>
<td><strong>County Railroad Authority</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disbursements</td>
<td>0.00</td>
<td>47.25-</td>
<td></td>
<td>5,202.81</td>
</tr>
<tr>
<td>Fund Total</td>
<td>0.00</td>
<td>47.25-</td>
<td></td>
<td>5,202.81</td>
</tr>
<tr>
<td><strong>Building Fund</strong></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Settlement</td>
<td>0.00</td>
<td>1,889.62</td>
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<td>90,743.73</td>
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<tr>
<td>Fund Total</td>
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<td>90,743.73</td>
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<td><strong>2015A G.O. Jail Bonds</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disbursements</td>
<td>0.00</td>
<td>904,050.00-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Settlement</td>
<td>0.00</td>
<td>30,520.60</td>
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</tr>
<tr>
<td>Fund Total</td>
<td>0.00</td>
<td>873,529.40-</td>
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<td>386,513.85</td>
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<td><strong>2012 G.O. Courthouse Bonds</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disbursements</td>
<td>0.00</td>
<td>796,375.00-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Settlement</td>
<td>0.00</td>
<td>26,118.57</td>
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<td></td>
</tr>
<tr>
<td>Fund Total</td>
<td>0.00</td>
<td>770,256.43-</td>
<td></td>
<td>331,935.57</td>
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<tr>
<td><strong>2017A G.O. CIP Bonds</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Receipts</td>
<td>2,059,145.74</td>
<td>0.00</td>
<td>870,053.20</td>
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<tr>
<td>Disbursements</td>
<td>526,561.04</td>
<td>569,879.50</td>
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<td></td>
</tr>
</tbody>
</table>

**Copyright 2010-2018 Integrated Financial Systems**
**Pine County**

**TREASURER'S CASH TRIAL BALANCE**

As of 03/2019  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>Settlement Fund Total</td>
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<td>526,561.04</td>
<td>1,268,524.49</td>
<td>790,621.25</td>
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<td>43 Equipment Fund</td>
<td>38,100.87</td>
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<td>116,851.48</td>
<td>24,134.00</td>
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<tr>
<td>Receipts</td>
<td>Disbursements</td>
<td>Settlement</td>
<td>Fund Total</td>
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</tr>
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<td>76 Group Health Ins Fund 5/1/95 (Gen)</td>
<td>440,076.08</td>
<td>344,952.90</td>
<td>1,023,197.41</td>
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<td>Receipts</td>
<td>Disbursements</td>
<td>Journal Entries</td>
<td>Fund Total</td>
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<tr>
<td>80 County Collections Agency Fund</td>
<td>24,205.51</td>
<td>9,256.54</td>
<td>534,911.25</td>
<td>24,134.00</td>
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<tr>
<td>Receipts</td>
<td>Disbursements</td>
<td>Fund Total</td>
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<td></td>
</tr>
<tr>
<td>82 Taxes And Penalties Agency Fund</td>
<td>1,076,799.48</td>
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<td>24,134.00</td>
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<tr>
<td>Receipts</td>
<td>Disbursements</td>
<td>Journal Entries</td>
<td>Settlement</td>
<td>Fund Total</td>
</tr>
<tr>
<td>84 East Central Drug Task Force Agency Fur</td>
<td>207,993.14</td>
<td>374,930.05</td>
<td>327,289.74</td>
<td>749,509.74</td>
</tr>
</tbody>
</table>

Copyright 2010-2018 Integrated Financial Systems
### Pine County

**TREASURER'S CASH TRIAL BALANCE**

As of 03/2019

<table>
<thead>
<tr>
<th>Fund</th>
<th>Receipts</th>
<th>Disbursements</th>
<th>Journal Entries</th>
<th>Fund Total . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This Month</td>
<td>YTD</td>
<td>Current Balance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Balance</td>
<td></td>
<td>Balance</td>
<td></td>
</tr>
<tr>
<td>89 H &amp; Hs Collections Agency Fund</td>
<td>55,727.79</td>
<td>165,106.54</td>
<td>178,071.58</td>
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</tr>
<tr>
<td></td>
<td>57,539.95-</td>
<td>49,231.70-</td>
<td>55,727.79</td>
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</tr>
<tr>
<td>Dept Total . . .</td>
<td>58,334.89</td>
<td>71,100.69</td>
<td>126,828.48</td>
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</tr>
<tr>
<td>Fund Total . . .</td>
<td>55,727.79</td>
<td>71,100.69</td>
<td>126,828.48</td>
<td></td>
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</tbody>
</table>

All Funds ........ 15,613,070.16

<table>
<thead>
<tr>
<th>Receipts</th>
<th>Disbursements</th>
<th>SSIS</th>
<th>Payroll</th>
<th>Journal Entries</th>
<th>Total .......</th>
</tr>
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<tbody>
<tr>
<td>2,109,069.73</td>
<td>2,438,474.40-</td>
<td>342,197.49-</td>
<td>1,720,265.81-</td>
<td>104.62</td>
<td>2,391,763.35-</td>
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<td>8,788,540.35</td>
<td>9,285,814.71-</td>
<td>779,460.84-</td>
<td>5,901,881.99-</td>
<td>724.75-</td>
<td>8,433,728.22</td>
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</tbody>
</table>

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## TREASURER'S CASH TRIAL BALANCE COMPARISON

<table>
<thead>
<tr>
<th>FUND</th>
<th>March 2018 BALANCE</th>
<th>March 2019 BALANCE</th>
<th>DIFFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - GENERAL</td>
<td>2,130,291.89</td>
<td>2,590,284.10</td>
<td>459,992.21</td>
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<tr>
<td>12 - H&amp;HS</td>
<td>200,324.16</td>
<td>664,973.61</td>
<td>464,649.45</td>
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<tr>
<td>13 - ROAD &amp; BRIDGE</td>
<td>3,243,641.18</td>
<td>1,309,578.80</td>
<td>(1,934,062.38)</td>
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<tr>
<td>22 - LAND</td>
<td>2,094,576.08</td>
<td>1,883,122.20</td>
<td>(211,453.88)</td>
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<tr>
<td><strong>TOTAL (incl non-major funds)</strong></td>
<td><strong>$9,833,006.55</strong></td>
<td><strong>$8,433,728.22</strong></td>
<td><strong>(1,399,278.33)</strong></td>
</tr>
</tbody>
</table>
AGENDA REQUEST FORM

Date of Meeting: April 16, 2019

☑ County Board
☒ Consent Agenda
☐ Regular Agenda

☐ Personnel Committee
☐ Other

Agenda Item: Application for Exempt Permit

Department: Auditor-Treasurer

背霜 information on Item:

Application for Exempt Permit from Ruffed Grouse Society – Rum River Chapter to conduct Minnesota lawful gambling on August 3, 2019 at Wings North, 19379 Homestead Rd, Pine City, MN (Pokegama Township Township).

Action Requested:

Acknowledge Application.

Financial Impact:

N/A
**MINNESOTA LAWFUL GAMBLING**

**LG220 Application for Exempt Permit**

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than $50,000 in prizes during a calendar year.

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

**Application Fee (non-refundable)**

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is $100; otherwise the fee is $150.

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

### ORGANIZATION INFORMATION

<table>
<thead>
<tr>
<th>Organization Name:</th>
<th>Ruffed Grouse Society - Rum River Chapter</th>
<th>Previous Gambling Permit Number:</th>
<th>X-31251-19-016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minnesota Tax ID</td>
<td></td>
<td>Federal Employer ID</td>
<td></td>
</tr>
<tr>
<td>Number, if any:</td>
<td></td>
<td>Number (FEIN), if any:</td>
<td>46-3768127</td>
</tr>
<tr>
<td>Mailing Address:</td>
<td>33480 Jackson St NE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>Cambridge</td>
<td>State: MN</td>
<td>Zip: 55008</td>
</tr>
<tr>
<td>County:</td>
<td>Isanti</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of Chief Executive Officer (CEO):</td>
<td>James Govednik</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CEO Daytime Phone:</td>
<td>612-282-2349</td>
<td>CEO Email:</td>
<td><a href="mailto:james@gorillacomputersupport.com">james@gorillacomputersupport.com</a></td>
</tr>
<tr>
<td>Email permit to (if other than the CEO):</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### NONPROFIT STATUS

Type of Nonprofit Organization (check one):

- □ Fraternal
- □ Religious
- □ Veterans
- □ Other Nonprofit Organization

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

(Do NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- □ A current calendar year Certificate of Good Standing
- □ IRS income tax exemption (501(c)) letter in your organization’s name
- □ IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. The charter or letter from your parent organization recognizing your organization as a subordinate.

### GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted

(for raffles, list the site where the drawing will take place):

- Wings North

Physical Address (do not use P.O. box):

19379 Homestead Rd

Check one:

- □ City:                                Zip: 55063                County: Pine

- ☑ Township: Pokegama Township          Zip: 55063                County: Pine

Date(s) of activity (for raffles, indicate the date of the drawing):

August 3rd, 2019

Check each type of gambling activity that your organization will conduct:

- □ Bingo
- □ Paddleswheels
- □ Pull-Tab
- □ Tipboards
- □ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddleswheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on Distributors under the List of Licensees tab, or call 651-539-1900.

Scanned by CamScanner
LG220 Application for Exempt Permit

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

CITY APPROVAL

for a gambling premises located within city limits

☐ The application is acknowledged with no waiting period.
☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
☐ The application is denied.

Print City Name: ______________________________
Signature of City Personnel: ____________________
Title: __________________ Date: ________________

COUNTY APPROVAL

for a gambling premises located in a township

☐ The application is acknowledged with no waiting period.
☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
☐ The application is denied.

Print County Name: ____________________________
Signature of County Personnel: __________________
Title: __________________ Date: ________________

TOWNSHIP (if required by the county)

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

Print Township Name: __________________________
Signature of Township Officer: __________________
Title: __________________ Date: ________________

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: __________________ Date: ________________
Print Name: James Govednik

MAIL APPLICATION AND ATTACHMENTS

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

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

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

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

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: April 16, 2019

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

☐ Personnel Committee
☐ Other ______________

Agenda Item: __________________ Easement over Tax Forfeit Land

Department: ___________________ Auditor-Treasurer

_________________________
Department Head's Signature

Background information on Item:

At the February 5, 2019 County Board meeting, the County board approved selling a road easement across unsold tax-forfeit land to an individual under Minnesota Statute 282.04 Subd. 4a. Since this approval, the legal description of the easement has changed resulting a new deed needing to be drafted. The legal description which was originally approved 40’ x 288.13’; however, after the approval, the requesting landowner modified his request to a smaller easement (over the same portion of property).

Action Requested:

Consider authorizing County Board Chair and County Administrator to sign the updated Quit Claim Deed granting Richard Dvorak, adjoining land owner to Pine County Tax-Forfeit Parcel 20.0199.000 a 30’ x 208.13’ easement.

Financial Impact:

The easement requestor is responsible for all costs associated with the recording of the document.
Extract of Page 1 of Quit Claim Deed

(Top 3 inches reserved for recording data)

QUIT CLAIM DEED
Business Entity to Individual(s)

Minnesota Uniform Conveyancing Blanks
Form 10.3.4 (2016)

eCRV number: n/a

DEED TAX DUE: $1.65

DATE: 04/10/2019 (month/day/year)

FOR VALUABLE CONSIDERATION, Arthur C. Woodford, a single person, and Pine County

(Insert name of Grantor)

a governmental subdivision under the laws of Minnesota

(Insert name of each Grantee)

hereby conveys and quitclains to Richard A. Dvorak & Kathleen M. Dvorak

("Grantee"), as

(Check only one box.) □ tenants in common, □ joint tenants,

(If more than one Grantee is named above and either no box is checked or both boxes are checked,
this conveyance is made to the named Grantees as tenants in common.)

real property in Pine County County, Minnesota, legally described as follows:

A 30 foot wide easement along the westerly line of Section 25, Township 43. Range 16 for the purposes of ingress and egress beginning at a point 821.08 feet North of the Southwest Corner said Section thence continuing southerly 208.13 feet more or less to the northerly terminus of Coveau Lane.

For the benefit of The East Half of the Southeast Quarter of Section 26, Township 43, Range 16.

This easement reverts to the State of Minnesota in trust for the taxing district in the event of non-use.

Check here if all or part of the described real property is Registered (Torrens) □

together with all hereditaments and appurtenances belonging thereto.
AGENDA REQUEST FORM

Date of Meeting: April 16, 2019

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

Agenda Item: Tank Removals - Henriette Gas Station

Department: Auditor/Land

Background information on Item:
Tax-Forfeit Parcel 39.5030.000 (A.K.A. "The Old Henriette Gas Station")

Three underground gas tanks exist on the site, requiring removal. Per Minnesota Pollution Control Agency: the County may sell property as is with the new owner assuming all current and future liability. With the County removing the tanks, the property may be sold and the State will assume future responsibility. The County to assume the cost of removals, if a contamination problem exists (i.e. a leaking tank) the State will assume the responsibility of clean-up costs.

Action Requested:
Approval to move forward to collect bids with final Board approval to accept/award bid at a later date.

Financial Impact:
Estimate at $10,000 to $15,000 from the Tax-Forfeit Property Blight Clean-Up/Demolition Fund. Based on current proposed legislation, some funding may be available to compensate expenses.
AGENDA REQUEST FORM

Date of Meeting: April 16, 2019

☑ County Board
☐ Consent Agenda
☐ Regular Agenda

☐ Personnel Committee
☐ Other

Agenda Item: Well Sealing

Department: Auditor/Land

Background information on Item:
The Minnesota Department of Health requires abandoned wells to be sealed. There are two wells on county managed property that need to be sealed:

1. 26912 Crooked River Road (Chengwatana Township). This is the tax forfeit property that the structure was eroding into the River and demolition occurred in 2018. It is possible that the well may eventually erode into the river with future use of the well highly unlikely.

2. Section 23-43-17 (New Dosey Township). This property was obtained in a land exchange and the property has been classified as Memorial Forest, future use of the well is unlikely.

Action Requested:
Approval to move forward to collect bids with final Board approval to accept/award bid at a later date. Approval for Greg Beck; County Land Commissioner/Forester or Kelly Schroeder; County Auditor/Treasurer to administer grant applications through SWCD.

Financial Impact:
Estimated at $1,500 per well for a total of $3,000. With a SWCD grant requiring a 50% cost share; the total Land Department expense estimated at $1,500 from the Tax-Forfeit Property Blight Clean-Up/Demolition Fund.
AGENDA REQUEST FORM

Date of Meeting:  April 16, 2019

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

☐ Personnel Committee
☐ Other ______________

Agenda Item:  2019 Timber Auction

Department:  Auditor/Land

[Signature]

Department Head signature

Background information on Item:
Set the date of the 2019 Timber Auction as Tuesday, May 14, 2019, 10 AM at the Pine County Courthouse, Pine City.

There are eight parcels with approximately 6,400 cords to be offered at an appraised value of $170,000+.

Action Requested:
Set date of timber auction, approve auction tracts, and auction terms and conditions.

Financial Impact:
N/A
Pursuant to the order of the County Board of Pine County and under the provisions of Minnesota Statutes 282.04, as amended, and others that may apply, the following timber will be offered for sale WITHOUT the sale of land on **TUESDAY, MAY 14, 2019 at 10:00 a.m. at the Pine County Courthouse; 635 Northridge Drive NW, Pine City, Minnesota.** Timber will be sold to the highest bidder, but at not less than the appraised value and in conformity with the forestry practices as outlined in the contract. Bidding will be on a percentage basis in minimum increments of 1% of the sales’ appraised value, with the bid increase to be added to the sales’ appraised value. **All species will be affected by bid increase.** The right to accept or reject any or all bids is reserved.

**General terms and conditions:**

Sales require a down payment of 15% of the appraised value, with no down payment being less than $250.00. Down payments must be paid immediately following the auction and are non-refundable in the event that the purchaser forfeits the sale.

Sales must be paid in full before cutting operations begin, unless otherwise noted. With the exception of Tract 4, all sale tracts are **SOLD AS APPRAISED** (payments are based on estimated timber volume); Tract 4 sold on consumer scale agreement. Purchase of sale tracts also includes all top and undersized material of timber species as outlined within the individual timber sale contracts.

If a block payment option applies: Each block must be paid in full before harvesting of that block, and the down payment will be retained and applied toward payment of the final block.

The Land Department will be notified before cutting begins and prior to sale completion. All trails and landings must be approved by Pine County Land Department.

**Sale duration and extensions:**

All tracts expire December 31, 2021; an additional 2-year sale extension is available for purchase if needed.

**Sale extension fee:** Sale must be paid in full before an extension is granted. Two year extension fee is at 5% of the uncut timber value bid price as determined by Pine County.

In circumstances beyond the control of the purchaser (weather, health, markets, etc.), the Land Commissioner may grant hardship extensions at no charge.

Auction tracts that do not sell the day of the sale may be purchased at the appraised value, under the terms and conditions as outlined above.

**Further information on access, cutting regulations, sale location and other details for each tract may be obtained by contacting the Pine County Land Department at (320) 216-4225**

Pine County Land Department  
130 Oriole St. East  
Sandstone, MN 55072
2019 PINE COUNTY TIMBER AUCTION TRACTS

NOTE: - Except for tract 4, all tracts are sold as appraised. Tract 4 sold on consumer scale agreement.
- Seasonal cutting restrictions exist on most summer accessible sales. These restrictions are listed in the timber sale contracts.
- Tracts retaining a high volume of residual timber have been identified as thinnings or selective cuts, requiring equipment and harvest methods that keep damage to residual timber minimal.

PA-1-19
Section 26 - T43N - R18W
(Fleming Township); 12.5 acres

<table>
<thead>
<tr>
<th>Description</th>
<th>Volume</th>
<th>Price/cord</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>64 cords Red Oak Pulp/Logs</td>
<td>64</td>
<td>$20.00/cord</td>
<td>$1,280.00</td>
</tr>
<tr>
<td>20 cord Misc. Pulp</td>
<td>20</td>
<td>$8.00/cord</td>
<td>$160.00</td>
</tr>
<tr>
<td><strong>APRAISED VALUE</strong></td>
<td></td>
<td></td>
<td><strong>$1,440.00</strong></td>
</tr>
</tbody>
</table>

Down payment: $250.00

- Marked Thinning.

Note: Winter/Dry Summer Access

PA-2-19
Section 17 - T41N - R17W
(Ogema Township); Approx. 6 acres

<table>
<thead>
<tr>
<th>Description</th>
<th>Volume</th>
<th>Price/cord</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>78 cords Red Oak Pulp/Logs</td>
<td>78</td>
<td>$20.00/cord</td>
<td>$1,560.00</td>
</tr>
<tr>
<td>9 cord Misc. Pulp</td>
<td>9</td>
<td>$8.00/cord</td>
<td>$72.00</td>
</tr>
<tr>
<td><strong>APRAISED VALUE</strong></td>
<td></td>
<td></td>
<td><strong>$1,632.00</strong></td>
</tr>
</tbody>
</table>

Down payment: $250.00

- Marked Thinning.

Note: Summer Access

PA-3-19
Section 22 - T43N - R18W
(Fleming Township); 19.0 acres

<table>
<thead>
<tr>
<th>Description</th>
<th>Volume</th>
<th>Price/cord</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>120 cords Aspen Pulp</td>
<td>120</td>
<td>$20.00/cord</td>
<td>$2,400.00</td>
</tr>
<tr>
<td>10 cord Maple Pulp</td>
<td>10</td>
<td>$10.00/cord</td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>APRAISED VALUE</strong></td>
<td></td>
<td></td>
<td><strong>$2,500.00</strong></td>
</tr>
</tbody>
</table>

Down payment: $375.00

- Selective Cut.

Note: Winter Access (Due to soil conditions)
**PA-4-19**
Section 13- T44N – R18W  
(Bruno Township); Approx. 21 acres

<table>
<thead>
<tr>
<th>175 cords Red Pine Pulp-Posts-Bolts</th>
<th>$ 8.00/cord</th>
<th>$ 1,400.00</th>
</tr>
</thead>
</table>

**APPRaised VALUE**  
Down payment: $250.00  
**Note: Summer Access**

- Logger Select Thinning.

**PA-5-19**
Section 1 and 2 of T43N - R18W  
(Fleming Township); 14.7 acres

<table>
<thead>
<tr>
<th>215 cords Birch Pulp</th>
<th>$ 12.00/cord</th>
<th>$ 2,580.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 cords Oak Pulp/Logs</td>
<td>$ 20.00/cord</td>
<td>$ 600.00</td>
</tr>
<tr>
<td>80 cords Maple Pulp</td>
<td>$ 8.00/cord</td>
<td>$ 640.00</td>
</tr>
<tr>
<td>25 cords Aspen Pulp</td>
<td>$ 15.00/cord</td>
<td>$ 375.00</td>
</tr>
<tr>
<td>25 cords Misc. Pulp</td>
<td>$ 5.00/cord</td>
<td>$ 125.00</td>
</tr>
</tbody>
</table>

**APPRaised VALUE**  
Down payment: $648.00  
**Note: Summer Access**

- This sale must be cut between July 1\textsuperscript{st} and October 15\textsuperscript{th}.

**PA-6-19**
Section 10 and 11 of T42N - R17W  
(Wilma Township); 46.6 acres

<table>
<thead>
<tr>
<th>370 cords Aspen Pulp</th>
<th>$ 25.00/cord</th>
<th>$ 9,250.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>330 cords Maple Pulp</td>
<td>$ 10.00/cord</td>
<td>$ 3,300.00</td>
</tr>
<tr>
<td>45 cords Basswood Pulp</td>
<td>$ 3.00/cord</td>
<td>$ 135.00</td>
</tr>
<tr>
<td>10 cords Misc. Pulp</td>
<td>$ 10.00/cord</td>
<td>$ 100.00</td>
</tr>
</tbody>
</table>

**APPRaised VALUE**  
Down payment: $1,917.75  
**Note: Winter Access**

- Township requires a $500 damage deposit for township road use.
**PA-7-19**
Section 6 - T41N - R19W and Section 31 - T42N - R19W  
(Arlone & Sandstone Township); 78.6 acres

<table>
<thead>
<tr>
<th>2,215 cords Aspen Pulp</th>
<th>$ 28.00/cord</th>
<th>$62,020.00</th>
</tr>
</thead>
</table>

**APPRAISED VALUE**  
Down payment: $9,303.00

*Note: Winter Access*

- Adjoining landowner may have additional stumpage for sale.

---

**PA-8-19**
Section 1 - T41N - R19W  
(Arlone Township); 134.6 acres

<table>
<thead>
<tr>
<th>1,820 cords Aspen Pulp</th>
<th>$ 40.00/cord</th>
<th>$72,800.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>335 cords Birch Pulp</td>
<td>$ 15.00/cord</td>
<td>$ 5,025.00</td>
</tr>
<tr>
<td>410 cords Maple Pulp</td>
<td>$ 15.00/cord</td>
<td>$ 6,150.00</td>
</tr>
</tbody>
</table>

**APPRAISED VALUE**  
Down payment: $12,596.25

*Note: Dry Summer Access*

Additional road work is required above the standard operating/logging procedures (see contract).
AGENDA REQUEST FORM

Date of Meeting: April 16, 2019

☐ County Board
☐ Consent Agenda
☐ Regular Agenda

☐ Personnel Committee
☐ Other _________

Agenda Item: Donation

Department: Sheriff

[Signature]
Department Head signature

Background information on Item:
A donation of $1,000.00 was received from the New Horizon Thrift Store in Pine City. The donation was noted to the K-9 program to help offset expenses of the program.

Action Requested:
Acknowledge donation and authorize to the K-9 account.

Financial Impact:
AGENDA REQUEST FORM

Date of Meeting: April 16, 2019

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

☐ Personnel Committee
☐ Other __________

Agenda Item: Assessor Licensing Courses

Department: Assessor

Background information on Item:

In 2013, the State Legislature passed Statute 270C.9901 stating that any individual who appraises or physically inspects real property in determining its valuation or classification for property tax purposes to obtain licensure as an Accredited Minnesota Assessor by July 1, 2022.

To become an Accredited Minnesota Assessor our staff must:

a) Complete one 30-hour assessment laws and procedures course with ethics;

b) Complete one 30-hour Minnesota assessment administration course;

c) Complete one 30-hour residential appraisal principles course;

d) Complete one 30-hour residential appraisal procedures course;

e) Complete one 30-hour mass appraisal course;

f) Complete two 30-hour income courses;

g) Complete one 30-hour elective course;

h) Complete one 15-hour uniform standards of professional appraisal practices course;

i) Complete a residential form appraisal report; and

j) Complete the residential case study exam.

Action Requested:

Consider attendance by Kim Kylander to attend the Basic Appraisal Principles course from August 5-8, 2019 in St. Cloud, Minnesota and the Basic Appraisal Procedures course from August 26-29, 2019 in St. Cloud, Minnesota.

Financial Impact:

The course cost for each course is $450.00. Lodging expenses are estimated at $345 for each course. Meals are not included with either course and are estimated at $121 per course. Mileage will be calculated at .58 per mile. Each course is $916.00 (excluding mileage) for a total of $1,832.00. All expenses are within the 2019 Assessor’s office budget.
AGENDA REQUEST FORM

Date of Meeting: 04/16/2019

☑ County Board
□ Consent Agenda
□ Regular Agenda

☐ Personnel Committee
☐ Other

5 mins ☐ 10 mins ☐ 15 mins ☐ Other ☐

Agenda Item: Authorize attendance at training

Department: HHS

Background information on Item:
Child Protection Investigator Kristen Schroeder has requested to attend the BCA training entitled "Child Pornography and Child Sexual Abuse" in St. Paul from July 15 - July 16, 2019. Kristen conducts the majority of the department's sexual abuse interviews, and this training would be very pertinent to her job duties.

Action Requested:

Financial Impact:

Registration: $395
Lodging: About $120
Meals: About $40
Total estimated cost: $555

There are funds in the social services staff development line item to cover the expenses associated with attendance at this training.
AGENDA REQUEST FORM

Date of Meeting: April 16th, 2019

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

Agenda Item: Request for Overnight Training
Department: Probation

Department Head signature

Background information on Item:
Probation Director Terry Fawcett has been appointed to the AMC Futures Advanced Leadership Academy & Task Force. The second phase of training will take place at AMC on May 9th-10th, 2019.

Action Requested:
Consider Probation Director to attend AMC Futures training in St. Paul, and authorize one night's lodging.

Financial Impact:
$150.00 lodging. Use of county vehicle as available.

*Terry was excused from the February training due to a schedule conflict, therefore, no money was spent at that time.*
AGENDA REQUEST FORM

Date of Meeting: April 16, 2019

☑ County Board
☐ Consent Agenda
☑ Regular Agenda

☐ Personnel Committee
☐ Other

5 mins. ☐ 10 mins. ☑ 15 mins. ☐ Other ☐

Agenda Item: SSTS Ordinance Amendment Public Hearing

Department: Planning & Zoning

Department Head signature

Background information on Item:

The Pine County Zoning Board has recommended the following amendments to the Subsurface Sewage Treatment Systems Ordinance:

- Section 4.02.04: mitigation requirements of systems determined to be imminent threats to public health and safety.
- Section 5.02.04: compliance criteria for holding tanks.
- Sections 6.01 and 6.02: description of when permits are required and not required.

The updated Ordinance has been reviewed by key local stakeholders including: SSTS contractors, private SSTS inspectors, and township zoning administrators.

The current amendment, as well as SSTS Ordinance amendments from November 2017 and February 2016, have been incorporated into the April 2014 SSTS Ordinance for a fully updated ordinance to be recorded.

Action Requested:

1.) Presentation of the ordinance
2.) County Board questions and discussion
3.) Open Public Hearing and take public testimony
4.) Close Public Hearing
5.) County Board additional discussion if necessary
6.) Consider adoption of the ordinance 2019-17 amending the Pine County Subsurface Sewage Treatment Systems Ordinance and approve summary for publication.

Financial Impact:

None.
ORDINANCE 2019-17
AMENDING THE
PINE COUNTY SUBSURFACE SEWAGE TREATMENT SYSTEMS ORDINANCE

The County Board of Pine County, Minnesota ordains that the Pine County Subsurface Sewage Treatment Systems Ordinance shall be amended as follows:

Section 4.02.04 Imminent Threat to Public Health or Safety

An SSTS that is determined to be an imminent threat to public health or safety in accordance with Minnesota Rules Chapter 7080.1500, subpart 4, item A, shall be upgraded, repaired, replaced, or abandoned by the owner in accordance with the provisions of this Ordinance within 10 months of receipt of a Notice of Noncompliance. However, the imminent public health threat must be removed within 15 days. This may include but is not limited to the following.

a.) Disconnecting malfunctioning drainfields for the septic tank to function as a holding tank.
b.) Discontinuation of electrical hazards.
c.) Repair of damaged maintenance hole covers.

Section 5.02.04 Holding Tanks

A. Holding Tanks may be allowed in any of the following applications:
   i. For legal lots of record where it can be shown conclusively that a Type I SSTS permitted under this Ordinance cannot be feasibly installed.
   ii. Where there is limited water use such as seasonal properties, sensitive sites, parks, playgrounds, etc;
   iii. As temporary disposal method to alleviate an imminent threat to public heath or during construction, repair, or replacement of new and existing systems.
   iv. For a 2nd dwelling on a property which is mobile and temporary in nature for the occupancy of a spouse, parent, grandparent, child, grandchild, sibling, uncle, aunt, nephew, or niece of the property owner whom is elderly or mentally or physically impaired as defined in Minnesota Statute 462.3593 Subdivision 1 (d).

B. Holding tanks must be used under the following conditions.

   i. The owner shall install a holding tank in accordance with Minnesota Rules Section 7080.2290;
ii. The owner shall install a water meter to continuously record indoor water use;

iii. The owner shall maintain a valid contract with a licensed maintainer to pump and dispose of septage according to the applicable standards in Code of Federal Regulations, title 40, part 503; and

iv. The owner of a holding tank installed after April 1, 2014 must maintain current and historical records of maintainer pumping; volume of liquid removed; and the water meter reading at the time of pumping; all for Department review upon request.

v. The owner of a holding tank installed prior to April 1, 2014 must maintain current and historical records of maintainer pumping; and volume of liquid removed; all for Department review upon request.

6.01 Permit Required

It is unlawful for any person to construct, install, modify or replace a SSTS without the appropriate permit from the Land Services Planning and Zoning Department, Pine County. The issuing of any permit, variance, or conditional use under the provisions of this Ordinance shall not absolve the applicant of responsibility to obtain any other required permit.

6.02 Construction Permit

A construction permit must be obtained by the property owner or an agent of the property owner from the County prior to the installation, construction, replacement, modification, alteration, repair, or capacity expansion of a SSTS. Installation or construction of an SSTS, or the repair, modification, or replacement of a major SSTS component such as the tank or soil treatment area or any other component that alters the original function, design, or layout of the system. The purpose of this permit is to ensure that the proposed construction activity is sited, designed, and constructed in accordance with the provisions of this Ordinance by appropriately certified and/or licensed practitioner(s).

6.02.01 Activities Requiring a Construction Permit

A construction permit is required for installation of a new SSTS, for replacement of an existing SSTS, or for any repair or replacement of components that will alter the original function of the system, change the treatment capacity of the system, change the location of the system, or otherwise change the original system’s design, layout, or function.

6.02.02 Activities Not Requiring a Permit

A construction permit is not required for minor repairs or replacements of system components that do not alter the original function of the system, change the treatment capacity of the system, change the location of the system, or otherwise change the original system’s design, layout or function. The servicing or replacement of minor SSTS components provided that the activity will not change the system’s capacity, function, or layout. Minor components may include but are not limited to baffles, risers, manhole lids, inspection pipes, cleanouts, effluent screens, alarms, wiring or pump.
PINE COUNTY ORDINANCE 2019-17 SUMMARY

An ordinance adopted pursuant to amend Sections 4.02.04, 5.02.094, 6.01, and 6.02 of the Pine County Subsurface Sewage Treatment Systems Ordinance as follows:

- Updates the mitigation requirements of systems determined to be imminent threats to public health and safety.
- Updates the compliance criteria for holding tanks
- Updates the language describing when permits are required and not required.

Passed and approved this 16th day of April, 2019, by the Pine County Board of Commissioners.

Joshua C. Mohr, Chair, Board of Commissioners
David J. Minke, Administrator, Clerk to the County Board

A full text document of the ordinance is available at www.co.pine.mn.us

Published April 25, 2019

****Invoice and affidavit to: Pine County Planning and Zoning, 635 Northridge Dr NW, Suite 250, MN 55063
Minutes
of the
Health and Human Services Committee
April 2, 2019
Pine County Courthouse
Pine City, Minnesota

Members Present: Commissioners Steve Hallan and Commissioner Steve Chaffee.

Others Present: Health and Human Services Director Becky Foss, Community Health Administrator Samantha Lo, County Administrator David Minke, and Dawn Besemann, Outreach Program Manager from Lakes & Pines Community Action Council.

1. Commissioner Hallan called the meeting to order at 8:30 a.m.

2. Approve Agenda

3. Motion by Commissioner Chaffee to approve the Minutes of June 6, 2018 Health and Human Services Committee meeting. Second by Commissioner Hallan. Motion carried 2-0.

4. Housing Presentation—Lakes & Pines
   Dawn provided an overview of housing programs administered by Lakes and Pines. If someone needs housing, Lakes and Pines will conduct an intake and use a vulnerability index to determine what services they may qualify for. The state and the federal definition of homelessness are different, which can add to confusion.

   Research has shown that those with most barriers to housing are costing communities the most. Those with a higher score on index (those with most barriers) are rated highest on the list. Funding includes state and federal funds. Assistance can be for a few months to 24 months. Some funds can continue as long as appropriations continue.

   Most people go to Lakes and Pines because of the energy assistance program.

5. MNCHOICES Assessor Vacancy
   Becky explained that Jan Chaffee has retired and she was the MNCHOICES Assessor in Public Health. Becky would like to move all MNCHOICES assessors under Patrick in Social Services. Currently, assessments for individuals over 65 are done by public health and those for individuals under 65 are done by social services. This change would place all assessors in one unit and allow one intake person.

6. Vacant Positions in Public Health
   Becky stated that Stephanie Larson and Wendy Bloom (both Licensed Practical Nurses) have resigned. Becky would like to restructure to a Registered Nurse to handle the WIC and other nursing activities and a Health Educator for the Public Health Emergency Preparedness (PHEP) and other public health education tasks.
7. **Home Visiting Grant**
   Pine County has partnered with Mille Lacs County and the Mille Lacs Band of Ojibwe for a home visiting grant. The grant of approximately $2 million has been awarded and will fund the program through 2022.

8. **Gaps in Services**
   Jail Administrator Rod Williamson joined the meeting to discuss the concept of adding a social worker to focus on jail inmates. This position could assist with discharge planning, mental health issues, chemical dependency, etc.

9. **Other**
   The committee discussed the Tobacco 21 (T-21) program. Under the program, the county would adopt an ordinance requiring individuals to be at least 21 to purchase tobacco products.

With no further business, the meeting adjourned at 9:45.

The next meeting is June 3, 2019 at 9:00 a.m.
Minutes of Pine County Facilities Committee
Wednesday, April 3, 2019, 9:00 a.m.
1610 Hwy 23 North
Sandstone, Minnesota

Members:
Commissioner Josh Mohr
Commissioner Matt Ludwig

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

   Members present: Commissioner Mohr and Commissioner Ludwig

   Others Present: Ryan Findell, IT Manager; Pete Umbreit, Building Maintenance Supervisor; Jodi Blesener, Child Support Supervisor; Mark LeBrun, County Engineer; David Minke, County Administrator; and Troy Haug, Construction Manager.

2. **Motion** by Commissioner Ludwig to move the discussion of the John Wright building to the end of the meeting and approve the agenda. Second by Commissioner Mohr. Motion carried 2-0.

3. **Motion** by Commissioner Ludwig to approve the minutes of the March 13, 2019 meeting. Second by Commissioner Mohr. Motion carried 2-0.

4. John Wright Building Update--moved to later in meeting.

5. **1610 Building (HHS/Silver building) Remodel/Transition**
   A. County Engineer LeBrun updated the committee on the design and planning for transitioning the building from HHS to SWCD, Land (Forestry), and Sheriff’s Office. The concept is to construct an 8-foot high wall—either furniture wall or construction—to separate the SWCD / Land (Forestry) part of the building. The SWCD space will have a lockable door.
   B. The SWCD space will contain several private offices and cube space for SWCD as well as office space for Land and a workspace for zoning. The sheriff’s office will be towards the north end of the building and have a window/counter. The existing conference room will be available for use by all building occupants as needed.
   C. The county can do some of the work in-house. The construction schedule and move will be contingent upon HHS moving into the new building, but it is anticipated that work could begin in June and finished by August 30.

6. **NPGC Construction Update**
   A. Construction Manager Haug updated the committee on the progress. Most of the inside work is expected to be finished by the end of the month. Interior signs will be installed mid-month and the mural should be finished by end of month.
B. Training for Pine County staff on the mechanical systems will be done towards the end of April. Training will include Pete Umbreit, Jim Danielson, and Ryan Findell.

C. Construction Manager Haug will check on salt protection for the columns at the front entry. The county will coordinate the final landscaping—adding trees, seeding, and mulch.

D. The furniture is scheduled to start to arrive next week. IT Manager Findell has a phone call with the state on Friday to discuss relocating the switch from the John Wright Building to the NPGC. May need to add analog phone lines for the fire system.

E. Child Support Supervisor Blesener will begin work on a monument sign for the campus.

7. NPGC Transition
   The exact schedule of the move will be determined by the construction schedule. Preliminary estimate is that the move will occur in late May.

8. Grand Opening
   Current plan is to have the June 18th county board meeting at the NPGC and have a grand opening ceremony at 9:00 a.m. prior to the meeting.

9. AMC District 1 Meeting
   The Association of Minnesota Counties’ District 1 meeting is May 30, 2019. There will be a pre-meeting the evening of May 29th. Both events will be held at the North Pine Government Center. The program on May 29th will include tours of the new building and a discussion of county structure.

10. John Wright Building Update
    The committee discussed the terms and conditions for a possible sale to the City of Sandstone. Administrator Minke will follow up with Kathy George, the Sandstone city administrator.

With no further business, the meeting adjourned at 10:30 a.m. The next meeting is May 1, 2019.
Members present: Commissioner Ludwig, Commissioner Chaffee.

Others Present: County Administrator David Minke, Health & Human Services Director Becky Foss, County Attorney Reese Frederickson, Jail Administrator Rodney Williamson, Probation Director Terry Fawcett, Human Resources Manager Jackie Koivisto.

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

2. **Motion by** Commissioner Chaffee to approve the amended agenda (Administrator Job Description and Job Grade to be discussed at the end of the meeting under “Other” category #7). Second by Commissioner Ludwig. Motion carried 2-0.

3. **Motion by** Commissioner Chaffee to approve the Minutes of the March 12, 2019 Personnel Committee meeting. Second by Commissioner Ludwig. Motion carried 2-0.

4. **Health and Human Services**
   a. Health and Human Services Director Rebecca Foss announced the retirement of Public Health MnChoices Assessor Jan Chaffee, effective March 29, 2019, and requested to backfill the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. Director Foss also requested to transfer the position from Public Health to Social Services under the supervision of Patrick Meacham. Currently, Public Health conducts assessments on clients 65 and over and those under 65 are assessed by Social Services. Transferring the position creates convenience for clients since they will no longer have to bounce between the two units based upon their age. Patrick already supervises three MnChoices Assessors so this change would add one more assessor to his unit, allowing for greater efficiencies within the department. Position is Grade 10 with a minimum hourly wage of $23.98 and is contained in the 2019 HHS budget.

   **Motion by** Commissioner Chaffee to acknowledge the retirement of Public Health MnChoices Assessor Jan Chaffee, effective March 29, 2019, and approve backfilling the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The transfer of the position from Public Health to Social Services was also approved. The position is Grade 10 with a minimum hourly wage of $23.98 and is contained in the 2019 HHS budget. Second by Commissioner Ludwig. Motion carried 2-0.

   b. Health and Human Services Director Rebecca Foss announced the resignation of Licensed Practical Nurse (LPN) Stephanie Larson, effective March 12, 2019, and request backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. Stephanie worked primarily with Women, Infants, Children Food and Nutrition Service (WIC) and Child and Teen Check-Up Outreach (CTC). The department would like to convert the LPN position to a
Registered Nurse (RN) position. LPN’s must be supervised in WIC which has restricted service delivery. Utilizing an RN will allow for more services to be provided in WIC since the same level of supervision is not required. This would also allow the Public Health Department to have two WIC clinics running at the same time (Sandstone and Pine City) creating enhanced service delivery options in the community. The RN position is Grade 10 with a minimum hourly wage of $23.98, an increase over the $18.99 starting wage for an LPN. The department can bill out two grants to cover the increase (WIC and CTC) and anticipates that the restructuring would be cost neutral to the 2019 HHS budget.

**Motion** by Commissioner Ludwig to acknowledge the resignation of Licensed Practical Nurse (LPN) Stephanie Larson, effective March 12, 2019, and approve backfilling the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The request to convert the position from a LPN to a RN was also approved. The position is Grade 10 with a minimum hourly wage of $23.98 and is contained in the 2019 HHS budget. Second by Commissioner Chaffee. Motion carried 2-0.

c. Health and Human Services Director Rebecca Foss announced the resignation of Licensed Practical Nurse (LPN) Wendy Bloom, effective March 28, 2019, and requested backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. Wendy worked in the Public Health unit, primarily with Emergency Preparedness (PHEP) and WIC. The department would like to convert this position from a LPN to a Health Educator. This would change the focus of the position from WIC to PHEP and Health Promotion programming. The new Health Educator would also assist the Community Health Services Administrator with delivering community health improvement programming, Community Health Assessment and the Community Health Improvement Plan (CHA/SHIP). The Health Educator position is a Grade 10 with a minimum hourly wage of $23.98, an increase over the $18.99 minimum hourly wage for the Grade 6 LPN position. Wendy was at the top of the LPN scale earning $24.69 per hour. Initially, the financial impact will be minimal. The $37,000 PHEP grant the department receives will be used to offset the increased cost of the position. The Health Educator will also be able to capture reimbursements from other grants to cover a portion of the educator duties.

Additional conversation held regarding pending improvements to be made by the State in the MnChoices Assessment program and accreditation for the Healthy Family America program, both of which occur in 2020. Director Foss commented that we are doing well with the accreditation program and expect a site visit in 2020.

**Motion** by Commissioner Chaffee to acknowledge the resignation of Licensed Practical Nurse (LPN) Wendy Bloom, effective March 28, 2019, and approve backfilling the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The request to convert the position from a LPN to a Health Educator was also approved. The position is Grade 10 with a minimum hourly wage of $23.98 and is contained in the 2019 HHS budget. Second by Commissioner Ludwig. Motion carried 2-0.
5. **Sheriff’s Office - Jail**
   a. Jail Administrator Rodney Williamson announced the retirement of Corrections Officer Don Miller, effective March 28, 2019, and requested to backfill the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. Position is Grade 7 with a minimum hourly wage of $19.33 and is contained in the 2019 Sheriff’s Department budget.

   **Motion** by Commissioner Chaffee to acknowledge the retirement of Corrections Officer Don Miller, effective March 28, 2019 and approve backfilling the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. Position is a Grade 7 with a minimum hourly wage of $19.33 and is contained in the 2019 Sheriff’s Department budget. Second by Commissioner Ludwig. Motion carried 2-0.

6. **Administration**
   Administrator Minke explained the recent Minnesota State Courts Judicial Council’s approval of the new policy on CPO (County Probation Office) counties. County probation agents in CPO counties like Pine have operated as both court employee’s and county employees. This situation has created some confusion and the courts have adopted a policy to clarify that probation agents are county employees. The new policy is effective on July 1, 2019. To implement the policy, Pine County will need to adopt job descriptions and assign grades through the (Springsted) SAFE system. Probation Director Terry Fawcett commented that he is in favor of the new policy.

   The committee reviewed draft job descriptions for each of the Probation Office positions. Human Resources will work with Director Fawcett to finalize these job descriptions and will present them at the May 2019 Personnel Committee meeting for final review.

7. **Other**
   Administrator Minke discussed the grading of the County Administrator position. The current grade is 21 on the SAFE system scale (Springsted). After review of the job description, it seems logical to consider an increase in the minimum years of experience required to perform the job from three-five years to six. Increasing the minimum years of experience would more accurately reflect the current expectations and duties of the position.

   Updating the experience requirement would change the position grade from 21 to 22.

   The committee requested a formal review of the position be presented at the May Personnel Committee Meeting for consideration.

With no further business, the meeting adjourned at 10:30 a.m.
AGENDA REQUEST FORM

Date of Meeting: ______ April 16, 2019

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

☐ Personnel Committee
☐ Other _____________

Agenda Item: __Legislative Update, Representative Nathan Nelson

Department: Administration

____________________________________
Department Head signature

Background information on Item:

The Minnesota Legislature Easter Break is April 13-April 22, 2019. Representative Nelson has requested to meet with the county board to provide an update on legislative issues.

The legislature must adjourn sine die by May 20th, leaving less than one month when they reconvene on April 23, 2019.
AGENDA REQUEST FORM

Date of Meeting: ___April 16, 2019___

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

5 mins. ___X___ 10 mins. ___ 15 mins. ___ Other ___

Agenda Item: Resolution to Support Public Input to the Minnesota Legislative Proposal to Rename St. Croix State Park

Department: _____________________________

________________________________________

Department Head signature

Background information on Item:

On March 4, 2019, HF 1963, a bill to rename Interstate State Park to Walter F. Mondale State Park, was introduced in the Minnesota House of Representatives. The bill’s primary author is Representative Ryan Winkler. The bill had a hearing in the Environment and Natural Resources Policy Committee on March 13, 2019. The mayor of Taylors Falls and a member of the EDA testified against changing the name of Interstate State Park.

Between that March 13th hearing and April 4, 2019, Interstate State Park was dropped and St. Croix State Park was proposed as the park to have the name change.

On April 4, 2019 the House Environment and Natural Resources Finance Committee discussed the proposed name change to St. Croix State Park as a part of HF 2209 (the Omnibus Environment and Natural Resources Bill). Representative Nelson proposed an amendment to remove the renaming from the bill. The amendment failed on a party line vote.

HF 2209 was heard in the Ways and Means Committee on April 10, 2019.

The process to rename St. Croix State Park has been done without any public meetings or opportunity for public input.

Attached is a resolution supporting a public input process before renaming the state park.
PINE COUNTY RESOLUTION #2019-20

OPPOSING THAT PORTION OF HF 2209 RENAMING ST. CROIX STATE PARK

WHEREAS, HF 2209, the Omnibus Natural Resources Finance Bill contains a provision to rename St. Croix State Park in Pine County;

WHEREAS, there has been no opportunity for public comment on the proposed name change;

WHEREAS, St. Croix State Park is a significant natural, cultural, historical and recreational asset for Pine County and the State of Minnesota; and

WHEREAS, many individuals and organizations would like an opportunity to provide public comment on the proposed renaming of the park.

NOW, THEREFORE BE IT RESOLVED the Pine County Board of Commissioners request the renaming language be deleted from the bill to allow an opportunity for public input before renaming the park.

Passed this 16th day of April, 2019

ATTEST:

Joshua Mohr, Chair
Pine County Board of Commissioners

David J. Minke, County Administrator
Clerk to the County Board of Commissioners
A bill for an act
relating to state government; appropriating money for environment and natural resources; modifying fees and surcharges; creating accounts and providing for disposition of certain receipts; modifying bough buyer provisions; modifying certain permit and reimbursement provisions; reestablishing citizen board of Pollution Control Agency; providing for carpet stewardship; modifying game and fish law; modifying forestry provisions; designating state bee; creating natural resource programs; modifying solid waste provisions; providing for voluntary certification of salt applicators; creating Minnesota Outdoor Recreation Office; modifying certain consumer protection provisions; amending Minnesota Statutes 2018, sections 16A.151, subdivision 2; 16A.152, subdivision 2; 17.035, subdivision 1; 84.0895, by adding a subdivision; 84.788, subdivision 2; 84D.15; 85.012, subdivision 49; 85.42; 85.47; 86B.415, subdivisions 1, 1a, 2, 3, 4, 5, 7; 88.642, subdivisions 1, 3; 88.6435; 89.37, subdivision 3; 90.01, by adding a subdivision; 90.195; 97A.055, subdivision 4; 97A.065, subdivision 6; 97A.075, subdivision 1; 97A.126, subdivision 2; 97A.405, by adding a subdivision; 97A.475, subdivisions 3a, 4, 41; 97C.605, subdivisions 1, 2c, 3; 103G.301, subdivision 2; 115A.142; 115A.51; 115B.421; 116.02; 116.03, subdivisions 1, 2a; 116.155, subdivisions 1, 3, by adding a subdivision; 127A.353, subdivision 1; 325F.071; Laws 2016, chapter 189, article 3, section 6, as amended; Laws 2017, chapter 93, article 1, section 9; proposing coding for new law in Minnesota Statutes, chapters 1; 84; 89; 97B; 103F; 115A; 115B; 116; 116U; repealing Minnesota Statutes 2018, section 97C.605, subdivisions 2, 2a, 2b, 5; Laws 2015, First Special Session chapter 4, article 4, section 149; Minnesota Rules, part 6256.0500, subparts 2, 2a, 2b, 4, 5, 6, 7, 8.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

ARTICLE 1

ENVIRONMENT AND NATURAL RESOURCES APPROPRIATIONS

Section 1. ENVIRONMENT AND NATURAL RESOURCES APPROPRIATIONS.

The sums shown in the columns marked "Appropriations" are appropriated to the agencies and for the purposes specified in this article. The appropriations are from the general fund, or another named fund, and are available for the fiscal years indicated for each purpose.
of trail connecting the cities of Mountain Iron, Virginia, Eveleth, and Gilbert to the Laurentian Divide, County Road 303, the Taconite State Trail, and Biwabik and from Pfeiffer Lake Forest Road to County Road 361. This is a onetime appropriation. (n) $250,000 the first year and $250,000 the second year are for grants for natural-resource-based education and recreation programs under Minnesota Statutes, section 84.976. This is a onetime appropriation. (o) $50,000 the first year is from the state parks account in the natural resources fund for signs and other activities necessary to rename St. Croix State Park to Walter F. Mondale State Park. (p) $260,000 the first year is from the state parks account in the natural resources fund for the operation of Hill-Annex Mine State Park in fiscal years 2020 to 2023. In fiscal years 2020 to 2023, the commissioner must operate the park to at least the level of service and hours of operation as in fiscal year 2019, including care and maintenance of park facilities consistent with the purposes for which the park was originally established. This is a onetime appropriation, is in addition to funds budgeted by or otherwise available to the commissioner for this park, and is available until June 30, 2023. (q) $150,000 the first year is from the all-terrain vehicle account in the natural resources fund for a grant to Crow Wing County to plan and design a multipurpose
each surcharge on watercraft licenses under section 86B.415, subdivision 7, must be used
for grants to lake associations to manage aquatic invasive plant species.

Subd. 4. Use of money in invasive species research account. Money credited to the
invasive species research account in subdivision 2, paragraph (b), must be used for grants
to the Board of Regents of the University of Minnesota for the Minnesota Aquatic Invasive
Species Research Center to research aquatic invasive species.

Sec. 10. Minnesota Statutes 2018, section 85.012, subdivision 49, is amended to read:


Sec. 11. Minnesota Statutes 2018, section 85.42, is amended to read:

85.42 USER FEE; VALIDITY.

(a) The fee for an annual cross-country-ski pass is $24 for an individual age 16 and
over. The fee for a three-year pass is $69 for an individual age 16 and over. This fee
shall must be collected at the time the pass is purchased. Three-year passes are valid for
three years beginning the previous July 1. Annual passes are valid for one year beginning
the previous July 1.

(b) The cost for a daily cross-country skier pass is $9 for an individual age 16 and
over. This fee shall must be collected at the time the pass is purchased. The daily pass is
valid only for the date designated on the pass form.

(c) A pass must be signed by the skier across the front of the pass to be valid and becomes
nontransferable on signing when signed.

(d) The commissioner and agents shall must issue a duplicate pass to a person whose
pass is lost or destroyed, using the process established under section 97A.405, subdivision
3, and rules adopted thereunder. The fee for a duplicate cross-country-ski pass is $2.

Sec. 12. Minnesota Statutes 2018, section 85.47, is amended to read:

85.47 SPECIAL USE PERMITS; FEES.

Fees collected for special use permits to use state trails not on state forest, state park, or
state recreation area lands and for use of state water access sites must be deposited in the
natural resources fund and are appropriated to the commissioner of natural resources for
operating and maintaining state trails and water access sites.
AGENDA REQUEST FORM

Date of Meeting: ___April 16, 2019___

☒ County Board
☐ Consent Agenda
☒ Regular Agenda
☐ Other

☐ Personnel Committee
☐ Other ____________

Agenda Item: Resolution to Support the City of Hinckley in Maintaining the Grindstone River Dam

Department: ___Administration______________________

[Signature]

Department Head signature

Background information on Item:

The City of Hinckley has been working with the DNR for several years on the Grindstone River dam in the city of Hinckley. The attached resolution supports replacement of the Grindstone River dam or installation of a fish ladder structure to maintain the recreational features of the reservoir.

Commissioner Steve Chaffee has requested consideration of a resolution of support.

Mayor Don Zeman and City Administrator Kyle Morell are planning to attend the meeting.
RESOLUTION #2019-21

A RESOLUTION SUPPORTING THE REPLACEMENT OF THE GRINDSTONE RIVER DAM

WHEREAS, the Grindstone River dam in the City of Hinckley is valued by the community for its historic and recreational significance;

WHEREAS, the first dam across the Grindstone River in Hinckley was constructed in 1870 and was instrumental in the economic growth of the City of Hinckley as a logging town;

WHEREAS, the hydroelectric dam installed on the site in 1908 provided electricity to the City of Hinckley for the first time;

WHEREAS, the existing dam has been providing the residents of Hinckley and Pine County recreational opportunities since its installation in 1931;

WHEREAS, the dam provides flood control for the City of Hinckley and areas downstream;

WHEREAS, the City of Hinckley applied for, and received, $232,500 in State Park Road Account Grant funds in 2010 to improve a City street that provides access to a public waterway;

WHEREAS, in 2017 the City spent $50,000 in engineering and construction oversite costs and the County oversaw $194,486 in construction costs for the improvement of Dunn Ave. North in Hinckley as part of the State Park Road Account Grant funded project;

WHEREAS, the improvement of Dunn Ave. North has increased traffic to the Grindstone River dam and reservoir it creates;

WHEREAS, the City of Hinckley is opposed to the removal of the dam across Grindstone River without replacement or installation of a structure maintaining the reservoir at current levels; and

WHEREAS, the installation of a fish ladder structure maintains the reservoir and allows for the free passage of fish along the river.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS FOR PINE COUNTY that the Board is in support of the City of Hinckley’s efforts to seek replacement of the Grindstone River dam or installation of a fish ladder structure to maintain the recreational features of the reservoir that has served city and county residents for over a century.

ADOPTED by the Pine County Board of Commissioners this 16th day of April, 2019.

ATTEST:

Joshua C. Mohr, Chair
Pine County Board of Commissioners

David J. Minke, County Administrator
Clerk to the County Board of Commissioners
AGENDA REQUEST FORM

Date of Meeting: April 16, 2019

☐ County Board
☐ Consent Agenda
☒ Regular Agenda

☐ Personnel Committee
☐ Other

5 mins. 10 mins. 15 mins. Other

Agenda Item: DNR/MDHA Land Acquisition Approval

Department: Auditor-Treasurer

Background information on Item:

Joshua Koelsch, Assistant DNR Area Wildlife Manager, Christian Balzer, DNR Wildlife Supervisor and Brent Thompson, Minnesota Deer Hunters Association will be discussing the proposed land acquisition for inclusion in the Pine County V & S Wildlife Management Area.

Action Requested:

Consider resolution 2019-19 approving proposed Land Acquisition by the Minnesota Department of Natural Resources and the Minnesota Deer Hunters Association for inclusion in the Pine County V & S Wildlife Management Area.

Financial Impact:

If approved, this property will become exempt from property taxes (2019 local property taxes are $1,712), however a PILT payment will be received in the amount of $606.57 to help offset the property taxes. The difference between these two amounts ($1,105.43) would normally be shifted to the other taxpayers of Royalton Township, School District 578, and Pine County; however there is enough new construction (greater than $83,400) to offset this loss.
March 1st, 2019

Kelly Schroeder
Pine County Auditor – Treasurer
635 Northridge Drive NW
Suite 240
Pine City, MN 55063

Re: County Board review of proposed land acquisition for V & S W Wildlife Management Area

Dear Ms. Schroeder and Pine County Commissioners,

The Minnesota Department of Natural Resources (DNR) and Minnesota Deer Hunters Association (MDHA) are in the process of acquiring a parcel in Pine County adjacent to the Pine County V & S 1 Wildlife Management Area (WMA). The parcel is owned by Great River Energy totaling 118.17 deeded acres in Royalton Township. The funding for the acquisition is being provided by MDHA through a Conservation Partners Legacy Grant.

In accordance with Minnesota Statutes 97A.145, Subd. The DNR is required to notify the county board of the lands it intends to purchase, and obtain a county board resolution approving the acquisition. The purpose of this letter is to provide the Pine County Board of Commissioners with information concerning the parcel(s) that the DNR and MDHA are proposing to acquire and to schedule a time when we could meet with the board to answer any questions if desired by the board. Below is some summarized background information for the parcel.

Pine County V & S 1 WMA:

- The Pine County V & S 1 WMA is currently 589.75 acres.
- The Great River Energy Tract would add 118.17 acres to this WMA for a total of 707.92 acres.
- The Pine County V & S 1 WMA contains high quality wetlands and bottomland hardwood forest.
- Pine County V & S 1 WMA is mostly used for hunting, fishing, canoeing, trapping, and bird watching.
- It provides good opportunity for hunting deer, bear, waterfowl, and turkeys close to Pine City

Great River Energy Tract:

- This tract totals 118.17 acres in Section 2 in T.38N. R.22W. Parcel ID’s: 290031000, 290028000, 290024000, 290025000, 290027000
- It contains or abuts approximately 0.8 miles of the Snake River. It contains a large complex of diverse riparian wetlands, old river channels, and floodplain forest. This habitat supports diverse fish, wildlife, and mussel populations.
- The tract will expand upon the recreation opportunities already provide by the Pine County V & S 1 WMA.

Kelly Schroeder
Pine County Auditor – Treasurer
635 Northridge Drive NW
Suite 240
Pine City, MN 55063
• This tract will further connect the Pine County V & S 1 WMA as the tract shares a common boundary with the WMA and other state administered land on all but a ¼ mile section where it abuts private land.

Currently there are 17 WMA’s in Pine County for a total of 6632.96 acres. These WMA’s provide significant outdoor recreation for the people of Pine County as well as those living statewide and beyond. Every year wildlife staff in Pine County have inquiries from residents of other states looking to come to the area to recreate. The hunters, trappers, wild rice harvesters, berry pickers, bird watchers, hikers, and others who use the WMA’s in Pine County; as well as the contractors whom we hire to develop and improve access facilities and wildlife habitat on them, all provide revenue and economic benefits for the local economy.

Please contact me if you have any questions or need additional information on this acquisition. If desired please let me know if the County Board would like to meet to discuss this project in more detail. Thank you for considering our request.

Sincerely,

Chris Balzer
MN DNR Area Wildlife Manager
1604 S Hwy 33
Cloquet, MN 55720
218-878-5665

Enclosure: Pine County V & S WMA Tract 5 Map
Pine County Resolution 2019-19
Resolution to Approve Proposed State Land Acquisition
by the Minnesota Department of Natural Resources
and the Minnesota Deer Hunters Association

WHEREAS, Minnesota Statutes 84.944, Subd. 3 and 97A.145, Sub. 2 requires the Commissioner of the Department of Natural Resources to seek County’s approval to acquire critical natural habitat within its jurisdictional boundaries;

WHEREAS, Department of Natural Resources and Minnesota Deer Hunters Association on have identified a property in Pine County which meets the criteria outlined in Minnesota Statute 84.944 Subd. 1 and has provided the county board with the required notifications on March 22, 2019;

WHEREAS, such lands to be acquired by Minnesota Deer Hunters Association and hence conveyed to the State of Minnesota for inclusion in the Pine County V&S 1 WMA are described as:

The East half of Northwest Quarter Section 2 AND Northwest Quarter of the Northeast Quarter Section 2 lying West of River AND Northwest Quarter of the Northeast Quarter Section 2 lying East of River ALL In Township 38 North, Range 22 West, Pine County, Minnesota

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Pine County that the State’s proposed acquisition of the above described property be approved for inclusion in the Pine County V&S 1 WMA.

PASSED AND APPROVED this 16th day of April, 2019 by the Pine County Board of Commissioners.

Joshua C. Mohr, Chairman
Pine County Board of Commissioners

ATTEST:

David J. Minke
Pine County Administrator
AGENDA REQUEST FORM

Date of Meeting: ___April 16, 2019___

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

☐ Personnel Committee
☐ Other _____________

Agenda Item: Schedule Special Meeting-Committee of the Whole

Department: Administration

______________________________
Department Head signature

Background information on Item:

The county board has considered a Special Meeting-Committee of the Whole meeting for discussing the University of Minnesota Extension Services and County Investments and other financial matters.

I request the county board set a Special Meeting-Committee of the Whole for Tuesday, May 28, 2019 at 9:00 a.m. at the Henriette City Hall, 119 Main St. So., Henriette, Minnesota. The purpose of the meeting is to discuss University of Minnesota Extension Services programs and County Investments and other financial matters.
TO: Pine County Commissioners  
FROM: David Minke, County Administrator  
DATE: April 16, 2019  
SUBJECT: First Quarter Budget Report

At the end of March, the county’s budget is sound for three months into the year.

Chart 1 shows revenue and expenditure as a percent of the budget for the county by the three major funds (General, Health & Human Services, and Road & Bridge) and the total of all funds. As of March 31, all funds are below 25% spent. Revenues are all below expenditures, but this is expected. Most county revenues lag as they are reimbursements for services, or like the property tax settlement, happen only once or twice per year.

Chart 2 compares expenditures by major fund for 2018 and 2019. All 2019 expenditure levels for this year are below last year. One reason for this is that expenditures made in 2019 that are attributed to 2018 have already been accrued back to 2018. Previously these accruals were not processed until later in the year.

Chart 3 shows the revenue in the General Fund departments which receive a significant portion of revenue from department-specific revenue—i.e. fees for service, grants, contracts for service, etc. The 2018 and 2019 are compared.

As most revenues lag, most departments are below 25 percent at this point in the year. The exception is the Auditor’s Office and Government Buildings. Most of the Auditor’s Office revenue is from inter-departmental transfers which are done in the first quarter. In Government Buildings, Pine City has paid 100% of the rent payment for the SPGC for 2019.

Chart 4 shows the expenditures of the larger departments in the General Fund for 2018 and 2019. All departments are below the 2018 expenditure rate, and all departments, except IT, are below 25%. The expenditure level in IT is expected and attributed to the timing of payments for annual contracts that are paid in the first quarter for the entire year. The change in accrual timing noted in Chart 2 applies here as well.

Chart 5 shows the Health and Human Services revenues and expenditures. All divisions are below 25% on expenditures, and revenues are where expected at the end of the first quarter.

Please let me know if you have any questions.
Chart 1
2019 Revenue & Expenditure by Major Fund and Total through March 31, 2019
Chart 2
Expenditures by Fund 2018 v 2019 through March 31, 2019

Chart showing expenditures by fund for 2018 and 2019 through March 31, 2019, with specific data points for General, HHS, Road & Bridge, and Total.
Chart 3
General Fund Revenue by Department 2018 vs. 2019 through 3/31
Chart 4
General Fund Department Expenditures 3/31/18 vs 3/31/19
Chart 5
Percent Expenditures HHS through March 31, 2019
Pine County Mission Statement
To provide quality services to the citizens of Pine County in a cost-effective, courteous and efficient manner.

Pine County Board of Commissioner 2019 Goals
Adopted January 22, 2019

- Fund agricultural educator through U of M Extension
  County has been working with BWSR to leverage legacy grant funds to create a joint ag. Educator/environmental educator position. The county is also working with extension to find a neighboring county to potentially share an educator with. The annual cost of a FT ag. Educator is approximately $100,000. The Extension Committee will be discussing options at its April meeting.

- Marketing the county / Economic Development “sell the county” as a great place to live work and play

- Consider the establishment of a wetland bank
  Phase 1 prospectus authorized by county board on April 2nd. The draft prospectus should take approximately 3-6 months for completion and review by BWSR.

- Recognize achievements of Pine County/Pine County Employees
  HR has gathered data from other counties and will present to department heads for discussion.

- Improve recycling
  Willow River Transfer station construction in progress. Facility will be open by June 1. Conversations are happening regarding a Pine City facility.

- Improve communication to the public

- Continue to develop the relationship with Mille Lacs Band of Ojibwe

- Housing—work with the HRA to increase the role of the HRA
  Meeting with the HRA are ongoing. Minnesota Housing Partnership presented information to the HRA on April 10.

- John Wright Building—phase out county use
  Negotiations for the sale of the building to the City of Sandstone are in progress.

- Levy 3 percent or less

- Outdoor recreation
AGENDA REQUEST FORM

Date of Meeting: __April 16, 2019__

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

☐ Personnel Committee
☐ Other _____________

Agenda Item: **Tricas vs. Pine County Update**

Department: __Administration________

__Department Head signature__

**Background information on Item:**

The case is scheduled for trial starting June 24, 2019. Attorneys Erin Benson and Ann Goering from Ratwik, Roszak & Maloney will be in attendance to update the board on the case.

Commissioners can close the meeting pursuant to Minnesota Statutes §13D.05, Subd. 3(b) – attorney client privilege.

To close the meeting a motion such as: I move to close the meeting pursuant to Minnesota Statutes §13D.05, Subd. 3(b) – Attorney Client Privilege for the purpose of discussing the case **Tricas vs. Pine County**.