AGENDA
PINE COUNTY BOARD MEETING

District 1 Commissioner Hallan (Chair)
District 2 Commissioner Pangerl
District 3 Commissioner Chaffee
District 4 Commissioner Rossow
District 5 Commissioner Carlson (Vice-Chair)

Tuesday, February 5, 2013, 1:00 pm – Public Health Building, Sandstone, MN

A) Call meeting to order

B) Pledge of Allegiance

C) Public Forum. Members of the public are invited to speak on items not on the agenda. Each speaker should state his/her name and limit comments to three (3) minutes.

D) Approve Agenda

E) Approve Minutes of January 8, 2013 board and organizational meeting and Summary for publication.

F) Approve Minutes of January 15, 2013 board meeting and Summary for publication.

G) Minutes of Boards, Committees and Correspondence
- Pine County HRA Senior Housing Regular Meeting – November 29, 2012
- Pine County HRA Annual Meeting – November 29, 2012
- Pine County HRA Senior Housing Regular Meeting – December 27, 2012
- East Central Regional Library Board Minutes - December 2012
- Land Surveyor Monthly Report – January, 2013
- Pine County Soil & Water Board Minutes – January 10, 2013
- Pine County Methamphetamine Task Force Minutes - January 14, 2013

H) Approve Consent Agenda

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. **January 2013 Disbursements**
   a. Disbursements Journal Report (attached), January 1, 2013 – January 31, 2013

2. **Applications for Abatement**:
   a. Internal Revenue Service, 21207 Pioneer Road, Pine City, PID 28.0064.000, pay 2012 and 2013
   b. Jamie Pearson, 1390 Sherwood St., Braham, PID 29.0197.001, pay 2012
   c. Steve & Diane Jacobson, 18689 Autumn Cir, Pine City, PID 28.8900.015, pay 2012
   d. Gary Hartl, 42239 Elk Horn Rd, Hinckley, PID 01.0060.000, pay 2012
   e. Matt Gebhart, 39994 Mulling Rd, Askov, PID 25.0161.000, pay 2012
   f. Rachelle Dobosenski, 3268 Aspen Ln, Sturgeon Lake, PID 33.0546.000, pay 2012

3. **Application for Exempt Permit**
   Approve Finlayson Giese Sportsmen Club to conduct Minnesota lawful gambling on May 18, 2013 at the Finlayson Giese Sportsmen Club Building, 70172 Norway Spruce Rd., Finlayson (Pine Lake Twp).

4. **Liquor License – West Beroun Liquor**
   Approve liquor license for West Beroun Liquor under new ownership of Bruce and Lisa Westerman (formerly Double A Liquor owned by Mike Aderman) for the period of April 1, 2013 through August 31, 2013. Subject to approval of the Pine County Sheriff, Pine County Attorney and the township board.

5. **Tobacco License – West Beroun Liquor**
   Approve tobacco license for West Beroun Liquor under new ownership of Bruce and Lisa Westerman (formerly Double A Liquor owned by Mike Aderman) for the period of April 1, 2013 through December 31, 2013. Subject to approval of the Pine County Sheriff, Pine County Attorney and the township board.

6. **Donations**
   a. Joseph Hattenberger
   Accept $100 donation from Joseph Hattenberger and designate to the Pine County Sheriff's Office K-9 division. This donation will be used to help offset the expense of the canine program.

b. "Tuff Book" Laptop Computers

Accept the donation of 10 used 'Tuff Book" laptop computers, with mounting accessories. These computers will replace outdated or nonfunctioning computers currently in cars. These laptop computers were purchased with grant funds. Value $49,000.

7. **Amendment to Pine County Hazard Mitigation Plan**

Approve the Pine County Hazard Mitigation Plan Amendment and authorize Board Chair to sign. This will allow Pine County to move forward in the property acquisition process for flooded properties.

8. **Contracted Vendor Change - Probation**

Recognize Ravi Roelfs as the new agent for the Juvenile Diversion – Restorative Justice Contract through the end of fiscal year 2013 (June 30th).

9. **New Employee Hires**

Approve the hiring of Amber Stumne as Registered Nurse, effective February 11, 2013, C42, Step 2, $20.39 per hour, with grant funds.

REGULAR AGENDA

1. **Special Personnel Committee Report**

The Personnel Committee met on January 25, 2013 and recommends the following action(s) (minutes attached):

a. Accept the job description of the Human Resources and Payroll Specialist and authorize filling of position.
b. Setting the wages for the following non-union employees, retroactive to January 1, 2013:
   i. Mark LeBrun, County Engineer (E82), $44.96/hour; $93,517/annual
   ii. Tammy Tricas, County Recorder (C43), $28.99/hourly; $60,300/annual
   iii. Dean Dronen, Veterans Service Officer, (C42), $28.42/hourly; $51,724/annual (based on 1,820 hours/year)

2. **Repurchase of Forfeited Land in Full – Rodney Green and Cindy Vogel-Green, Parcel 18.0228.000**

Approve Resolution 2013-03 allowing for repurchase of tax forfeited land, parcel 18.0228.000 to Rodney Green and Cindy Vogel-Green, and authorize Board Chair and County Auditor to sign Resolution 2013-03.

3. **Repurchase of Forfeited Land With 10 Year Contract – Julie Wherley, Parcel 32.0061.000**

Approve Resolution 2013-04 allowing for repurchase of tax forfeited land (with 10 year contract), parcel 32.0061.000 to Julie Wherley, and authorize Board Chair and County Auditor to sign Resolution 2013-04.

4. **Legacy Trail Grant**
   Approve Terry Peterson to administer the Legacy Trail Grant on behalf of the county with the final agreement subject to review by the county attorney.

5. **Funding of County Probation Positions**
   Approve Resolution 2013-02, Pine County support of appropriation of funds by state legislature for 50% reimbursement of probation officer salaries, and authorize Board Chair and County Administrator to sign Resolution 2013-02. This reimbursement would allow the probation department to meet other unmet needs at little to no cost of the county.

6. **Minnesota Disaster Relief Grant Agreement**
   Approve $40,000 grant with Minnesota Disaster Relief Grant Agreement and authorize Board Chair and County Administrator to sign. Services to be provided by Pine County Health & Human Services, Lakes and Pines Community Action Council, Therapeutic Services Agency (TSA) and Riverwood Center.

7. **Letter of Support for Pine Technical College**
   Approve letter of support for Pine Technical College and authorize Board Chair to sign.

8. **Strategic Planning Results**

9. **Commissioner Updates**

10. **Other**

11. **Upcoming Meetings**
    a. **Facility Committee Meeting, Wednesday, February 6, 2013, 9:00 a.m.** Administrator's Conference Room, Pine County Courthouse, Pine City, Minnesota
    b. **Personnel Committee Meeting, Tuesday, February 12, 2013, 9:00 a.m.,** Administrator's Conference Room, Pine County Courthouse, Pine City, Minnesota
    c. **Technology Committee Meeting, Tuesday, February 19, 2013, 8:30 a.m.,** Administrator's Conference Room, Pine County Courthouse, Pine City, Minnesota
    d. **Pine County Board Meeting, Tuesday, February 19, 2013, 10:00 a.m.,** Boardroom, Pine County Courthouse, Pine City, MN
    e. **Pine County Health and Human Services Meetings, Tuesday, February 19, 2013, to commence after Pine County Board Meeting,** Boardroom, Pine County Courthouse, Pine City, MN
    f. **NLX meeting, Wednesday, February 27, 2013, 10:00 a.m.** Boardroom, Pine County Courthouse, Pine City, Minnesota

12. **Adjourn**

PINE COUNTY BOARD MEETING
Minutes of Organizational Meeting
Tuesday, January 8, 2013
Boardroom, Pine County Courthouse, 10:00 a.m.

Administrator David Minke called the meeting to order at 10:02 a.m. Commissioners Steve Hallan, Mitch Pangerl, Steve Chaffee, Curt Rossow and Doug Carlson were present, along with County Attorney John Carlson.

The Pledge of Allegiance was said.

Administrator Minke called for nominations for Chair.
Commissioner Chaffee nominated Commissioner Hallan for Chair. With no further nominations, Commissioner Hallan was unanimously elected as Chair.

Chair Hallan called for nominations for Vice-Chair.
Commissioner Pangerl nominated Commissioner Carlson for Vice–Chair. Commissioner Carlson thanked Commissioner Pangerl for the nomination and indicated his abstaining from voting. With no further nominations, Commissioner Carlson was elected Vice-Chair, 4-0, with Commissioner Carlson abstaining.

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

County Administrator Minke requested revisions to the Consent and Regular Agendas:

1. addition to Consent Agenda to authorize the hiring of Tamara Wolter as a part-time Corrections Officer, effective January 9, 2013, B23, $15.57 per hour.
2. addition to the Regular Agenda by adding item #9b, closed meeting to address a personnel issue.

Commissioner Rossow moved to adopt the amended agendas. Commissioner Chaffee seconded. Motion carried 5-0.

Chair Hallan announced the proposed Committee assignments for 2013, indicating that due to a conflict, he would be unable to remain on the East Central Regional Juvenile Center (ECRJC) Advisory Committee. Commissioner Pangerl indicated his willingness to participate in the ECRJC.

Chair Hallan approved, by unanimous consent, the 2013 Committee assignments as follows:

Outside Boards and Committees	**2013 Representative**	**2013 Alternate**
AMC Committee – Environment & Natural Resources	Pangerl	
AMC Committee – General Government	Rossow	
AMC Committee – Health & Human Services	Chaffee	
AMC Committee – Public Safety Policy Committee	Hallan	
AMC Committee – Transportation & Infrastructure	Carlson	
AMC Committee – Indian Affairs Advisory Council	Rossow	
Arrowhead Counties Association (ACA)	All	
Association of Minnesota Counties (AMC)	All	
Central MN Jobs and Training Service	Carlson	Hallan
Central Regional EMS Committee	Pangerl	Rossow
East Central Regional Development Commission (ECRDC)	Hallan	Rossow
East Central Regional Juvenile Center (ECRJC) Advisory Committee	Pangerl	Rossow
East Central Regional Library	Chaffee	Pangerl
East Central Solid Waste Commission (ECSWC)	Hallan	Chaffee
Extension Committee	Hallan	Pangerl
Fiber-Optic Joint Power Board	Hallan	Carlson
Five County Mental Health Committee	Chaffee	Pangerl
GPS 4593 Joint Powers Board	Pangerl	Hallan
Kanabec/Pine Board of Health	Chaffee	Pangerl
Lakes and Pines Community Action Council (CAC)	Pangerl	Hallan
Law Library	Pangerl	Chaffee
NE MN Regional Radio Board	Hallan	Rossow
NLX	Carlson	Chaffee
RC & D Committee	Rossow	Pangerl
Rushline Corridor Task Force	Carlson	Chaffee
Snake River Watershed Joint Powers Board	Pangerl	Hallan
Soil & Water Conservation District Liaison	Pangerl	Chaffee

County Established Committees	2013 Appointment	2013 Alternate
Budget Committee	All	
Facilities Committee	Carlson/Pangerl	
GIS Committee	Hallan/Pangerl	
Government Operations	Carlson/Rossow	
Insurance Committee	Chaffee/Pangerl	
Investment Committee	Chaffee/ Hallan	
Land/Zoning Advisory Committee	Chaffee/Rossow	
Legislative Committee	All	
Management Team Committee	All	
Methamphetamine Task Force	Carlson/Rossow	
Negotiations (Labor Relations) Committee	Carlson/Chaffee	
Personnel Committee	Chaffee/ Rossow	Hallan
Technology Committee	Hallan/Pangerl	
Transportation Committee	Carlson/Rossow	

Other Appointments	2013 Appointment	
Equal Employment Opportunity Coordinator required by section 3.2 of the County Policy and Procedure Manual	Ilene Haavisto	
AMC Delegate Appointments (county is authorized 1 delegate for each commissioner and three additional delegates)	Steve Hallan Mitch Pangerl Steve Chaffee Curt Rossow Doug Carlson Mark LeBrun Linda Cassman David Minke	

Chair Hallan presented a proposed schedule for the 2013 Board of Commissioners meetings. Commissioner Carlson requested a possible change of location/time of the board meetings due to potential lag-time between the 10:00 a.m. Human Services Board and 1:00 p.m. County Board meetings in Sandstone. Discussion was held regarding the rescheduling of the time of the County Board meetings as well as a change in time/location of the Human Services Board meeting. It was determined that Health & Human Services Director Linda Cassman should be involved prior to any change regarding the Human Services Board and that matter

be referred to the Health and Human Services Board scheduled for January 15, 2013 at 10:00 a.m.

After discussion, the 2013 Board of Commissioners regular meetings were set as follows:

- The meetings on the **first Tuesday** of the month begin at **1:00 p.m.** and are held at the Public Health Building, Conference Room, in **Sandstone**.
- The meetings on the **third Tuesday** of the month begin at **10:00 a.m.** and are held at the Pine County Courthouse, Boardroom, **Pine City**, unless otherwise noted below:

  January 8th (10:00 a.m. Pine City)
  January 15th (1:00 p.m. Sandstone)
  February 5th and 19th
  March 5th and 19th (both meetings at 7:00 p.m.)
  April 2nd and 16th
  May 7th and 21st
  June 4th and 18th
  July 2nd and 16th
  August 6th and 20th
  September 3rd and 17th
  October 1st and 15th
  November 5th and 19th
  December 3rd and 17th

  Board of Equalization, June 17, 2013 at 5:00 p.m., Pine County Courthouse, Boardroom, Pine City.

  Truth in Taxation, December 5, 2013, 7:00 p.m., Pine County Courthouse, Boardroom, Pine City.

Commissioner Chaffee moved to approve the Summary and Minutes of the December 18, 2012 board meeting. Commissioner Rossow seconded. Motion carried 5-0.

Commissioner Rossow moved to approve the amended Consent Agenda. Commissioner Pangerl seconded. Motion carried 5-0.

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. **December 2012 Disbursements** (attached).

2. **Applications for Abatement**:
   a. Robert and Jane Jones, 8th Avenue NE, Pine City, PID 42.5869.000, pay 2010-2012.
   b. Matt Gebhart, 39994 Mulling Road, Askov, PID 25.0161.000, pay 2012.

3. **Application for Exempt Permit for the Moose Lake Fire District Firefighters' Relief Association** to conduct Minnesota lawful gambling at the Sturgeon Lake public boat landing located off County Road 50 on February 16, 2013 (Windemere Township).

4. **Training Request**
   Authorize Robin Mathews, County Surveyor, to attend the MN Society of Professional Surveyors February 6, 2013 Annual Conference, Bloomington, Minnesota (conference dates February 6, 2013 through February 8, 2013). Total cost $465.00; no lodging costs; transportation to/from conference will be in a Pine County vehicle.

5. **Donations**
   Accept $2,500 donation from Mille Lacs Band of Ojibwae Corporate Commission and designate to the Pine County Sheriff's Office K-9 program.

6. **New Employee Hires**
   a. Approve hiring of Richard Reineccius as an Engineering Technician III, effective on or about January 28, 2013, B24, $16.11 per hour.
   b. Approve hiring of Tamara Wolter as a part-time Corrections Officer, effective January 9, 2013, B23, $15.57 per hour.

REGULAR AGENDA

1. **Personnel Committee**
   The Personnel Committee met January 8, 2013 at 9:00 a.m. and made the following recommendations:

A. Accept resignation of Assistant County Attorney John Bowen effective January 11, 2013 and authorize filling of position;
Motion by Commissioner Rossow to fill the position of assistant county attorney. Second by Commissioner Chaffee. Motion carried 5-0.

B. Acknowledge retirement of Social Service Supervisor George French and authorize filling of position;
Motion by Commissioner Pangerl to fill the position of the health and human services director. Second by Commissioner Chaffee. Motion carried 5-0.

C. Authorize the filling of a RN/PHN position due to promotion;
Motion by Commissioner Chaffee to fill the RN/PHN position, contingent on the MACV position being funded by grant monies. This will not be an additional position. Second by Commissioner Rossow. Motion carried 5-0.

D. Authorize the filling of the Land/Zoning Administrator position.
Commissioner Rossow indicated his approval of the revised land/zoning administrator job description and indicated that a representative of the Personnel Committee be included in the interviewing process for this position. It is anticipated this position will be filled within two months.
Motion by Commissioner Chaffee to approve the Land and Zoning Administrator job description and to fill the position. Second by Commissioner Rossow. Motion carried 5-0.

2. **Request for Bids**
County Administrator Minke presented sealed bids that were opened at 9:51 a.m. January 8, 2013 for the publication of the 2013 financial statement (first and second publication), proceedings of the County Board and such other notices as required by law. Askov American presented a bid of $7.25 per column inch for the first publication. Pine County Courier presented a bid of $7.25 per column inch for the second publication.
Motion by Commissioner Chaffee to accept and award the bids as presented. Second by Commissioner Carlson. Motion carried 5-0.

3. **Computer Aided Dispatch System and Report Management System (CAD/RMS)**
Sheriff Cole requested the removal of this from the Board Agenda. Commissioner Carlson thanked Administrator Minke for the in depth background information provided to the Commissioners.

4. **Health and Human Services Supervisor Contract (IBEW)**
   County Administrator Minke informed the Board of the settlement of the labor agreement with Health and Human Services Supervisors, represented by IBEW, effective January 1, 2012 through December 31, 2013.
   Motion by Commissioner Carlson to approve the Labor Agreement with Health and Human Services Supervisors represented by IBEW, effective January 1, 2012 through December 31, 2013, and authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 5-0.

5. **2013 Strategic Planning**
   Chair Hallan requested a date and time be scheduled to discuss strategic planning for Pine County. A special meeting has been scheduled for January 29, 2013 at 10:00 a.m. in the Boardroom, Pine County Courthouse, Pine City.

6. **Flood Response Update**
   County Administrator Minke provided an update regarding the meeting for local flood officials held January 2, 2013 indicating there was an apparent feeling of relief by those in attendance that assistance is in sight for those affected by the flood. Commissioner Rossow indicated he felt it was a very positive meeting with information being provided about the services provided by Lutheran Social Services, the Quick Start loan program, and Flood Recovery Coordinator Tom Paull, and hopes the flood recovery can be tied into Pine County's strategic planning. A meeting for officials and flood victims is scheduled for January 17, 2013 at 7 p.m. at the Rutledge Community Center. All commissioners were invited to attend this meeting if available.

At 10:45 a.m. Commissioner Carlson motioned to recess the Board meeting and to open the Regional Railroad Authority Annual Meeting. Second by Commissioner Pangerl. Motion carried 5-0.

7. **Pine County Regional Railroad Authority Annual Meeting**
   Chair Hallan presented the 2013 payment request, $6, 250, for the Northern Lights Express. Commissioner Carlson updated the board on the NLX project and recommended continued support. Commissioner Pangerl indicated his opposition to the project. Commissioner Rossow inquired to an anticipated completion date. Commissioner Carlson indicated a completion target date of 2015, possibly sooner. Discussion was held regarding Anoka County's dropping out of the project.

Commissioner Rossow requested a roll call vote.

District 1/Hallan – yes; District 2/Pangerl – no;
District 3/Chaffee – yes; District 4/Rossow – no;
District 5/Carlson – yes.

Motion carried 3-2.

County Attorney John Carlson explained that he is in discussions with the Department of Revenue as to taxes due on some railroad right-of-way purchased by Pine County.

The Regional Railroad Annual Meeting was adjourned at 10:55 a.m.

The County Board meeting reconvened at 10:55 a.m.

8. **Commissioner Updates**

Pine County Soil and Water Board Chair Skip Thomson and board member Tom Swaim were present for the board meeting and were introduced to the board.

9. **Upcoming Meetings**

Personnel Committee Meeting, Tuesday, January 8, 2013, 9:00 a.m., Administrator's Conference Room, Pine County Courthouse, Pine City, Minnesota

Pine County Board Organizational and Regular Meeting, Tuesday, January 8, 2013 10:00 a.m., Boardroom, Pine County Courthouse, Pine City, MN

Technology Committee Meeting, Monday, January 14, 2013, 9:30 a.m., Administrator's Conference Room, Pine County Courthouse, Pine City, Minnesota

Pine County Health and Human Services Meeting, Tuesday, January 15, 2013, 10:00 a.m., Public Health Building, Sandstone, Minnesota

Pine County Board Meeting, January 15, 2013, 1:00 p.m., Public Health Building, Sandstone, Minnesota

Flood Meeting, Thursday, January 17, 2013, 7:00 p.m., Rutledge Community Building

Strategic Planning Meeting, Tuesday, January 29, 2013, 10:00 a.m., Boardroom, Pine County Courthouse, Pine City, Minnesota

NLX meeting, Wednesday, January 23, 2013, 10:00 a.m., Boardroom, Pine County Courthouse, Pine City, Minnesota

9b. **Personnel Issue**

Chair Hallan called a five minute recess.

The board reconvened at 11:08 a.m.
Motion by Commissioner Pangerl to close the meeting in accordance with Minnesota Statutes §13D.05, Subd. 2(2) and §13D.05, Subd. 3(5). Second by Commissioner Rossow.

Motion by Commissioner Pangerl to open the meeting at 11:23 a.m.. Second by Commissioner Chaffee. Motion carried 5-0.
Motion by Commissioner Carlson to accept the settlement agreement as set forth in the Settlement Agreement and Release of All Claims between Jason Miller, the Teamsters, Local 320 and Pine County and to authorize the County Administrator to sign the Settlement Agreement. Seconded by Commissioner Chaffee. Motion carried 5-0.

10. **Adjournment**

With no further business, Chair Hallan adjourned the county board meeting at 11:25 a.m. The next county board meeting is scheduled for January 15, 2013 at 1:00 p.m. at the Public Health Building, Sandstone, Minnesota.

David J. Minke, Administrator Clerk to County Board	Stephen M. Hallan, Chair Board of Commissioners

SUMMARY
OF
PINE COUNTY BOARD MEETING
Minutes of Organizational Meeting
Tuesday, January 8, 2013
Boardroom, Pine County Courthouse, 10:00 a.m.

Administrator David Minke called the meeting to order. Commissioners Steve Hallan, Mitch Pangerl, Steve Chaffee, Curt Rossow and Doug Carlson were present, along with County Attorney John Carlson.

The Pledge of Allegiance was said.

Administrator Minke called for nominations for Chair.
Commissioner Chaffee nominated Commissioner Hallan for Chair. With no further nominations, Commissioner Hallan was unanimously elected as Chair.

Chair Hallan called for nominations for Vice-Chair.
Commissioner Pangerl nominated Commissioner Carlson for Vice–Chair.
With no further nominations, Commissioner Carlson was elected Vice-Chair, 4-0, with Commissioner Carlson abstaining.

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

County Administrator Minke requested revisions to the Agendas:

1. addition to Consent Agenda by adding #6b.
2. addition to the Regular Agenda by adding item #9b.

Commissioner Rossow moved to adopt the amended agendas. Commissioner Chaffee seconded. Motion carried 5-0.

Chair Hallan announced the proposed Committee assignments for 2013.
Chair Hallan accepted, by unanimous consent, the 2013 Committee assignments:

Outside Boards and Committees	**2013 Representative**	**2013 Alternate**
AMC Committee – Environment & Natural Resources	Pangerl	

AMC Committee – General Government	Rossow	
AMC Committee – Health & Human Services	Chaffee	
AMC Committee – Public Safety Policy Committee	Hallan	
AMC Committee – Transportation & Infrastructure	Carlson	
AMC Committee – Indian Affairs Advisory Council	Rossow	
Arrowhead Counties Association (ACA)	All	
Association of Minnesota Counties (AMC)	All	
Central MN Jobs and Training Service	Carlson	Hallan
Central Regional EMS Committee	Pangerl	Rossow
East Central Regional Development Commission (ECRDC)	Hallan	Rossow
East Central Regional Juvenile Center (ECRJC) Advisory Committee	Pangerl	Rossow
East Central Regional Library	Chaffee	Pangerl
East Central Solid Waste Commission (ECSWC)	Hallan	Chaffee
Extension Committee	Hallan	Pangerl
Fiber-Optic Joint Power Board	Hallan	Carlson
Five County Mental Health Committee	Chaffee	Pangerl
GPS 4593 Joint Powers Board	Pangerl	Hallan
Kanabec/Pine Board of Health	Chaffee	Pangerl
Lakes and Pines Community Action Council (CAC)	Pangerl	Hallan
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NE MN Regional Radio Board	Hallan	Rossow
NLX	Carlson	Chaffee
RC & D Committee	Rossow	Pangerl
Rushline Corridor Task Force	Carlson	Chaffee
Snake River Watershed Joint Powers Board	Pangerl	Hallan
Soil & Water Conservation District Liaison	Pangerl	Chaffee

County Established Committees	2013 Appointment	2013 Alternate
Budget Committee	All	
Facilities Committee	Carlson/Pangerl	
GIS Committee	Hallan/Pangerl	
Government Operations	Carlson/Rossow	
Insurance Committee	Chaffee/Pangerl	
Investment Committee	Chaffee/ Hallan	
Land/Zoning Advisory Committee	Chaffee/Rossow	
Legislative Committee	All	
Management Team Committee	All	
Methamphetamine Task Force	Carlson/Rossow	
Negotiations (Labor Relations) Committee	Carlson/Chaffee	
Personnel Committee	Chaffee/Rossow	Hallan
Technology Committee	Hallan/Pangerl	
Transportation Committee	Carlson/Rossow	

Other Appointments	2013 Appointment	
Equal Employment Opportunity Coordinator	Ilene Haavisto	
AMC Delegate Appointments	Steve Hallan Mitch Pangerl Steve Chaffee Curt Rossow Doug Carlson Mark LeBrun Linda Cassman David Minke	

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March 5th and 19th (both meetings at 7:00 p.m.)
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May 7th and 21st
June 4th and 18th
July 2nd and 16th
August 6th and 20th
September 3rd and 17th
October 1st and 15th
November 5th and 19th
December 3rd and 17th

Board of Equalization, June 17, 2013 at 5:00 p.m., Pine County Courthouse, Boardroom, Pine City.

Truth in Taxation, December 5, 2013, 7:00 p.m., Pine County Courthouse, Boardroom, Pine City.

Commissioner Chaffee moved to approve the Summary and Minutes of the December 18, 2012 board meeting. Commissioner Rossow seconded. Motion carried 5-0.

Commissioner Rossow moved to approve the amended Consent Agenda. Commissioner Pangerl seconded. Motion carried 5-0.

1. **December 2012 Disbursements.**

2. **Applications for Abatement**:
   a. Robert and Jane Jones, PID 42.5869.000, pay 2010-2012.
   b. Matt Gebhart, PID 25.0161.000, pay 2012.

3. **Application for Exempt Permit for the Moose Lake Fire District Firefighters' Relief Association** to conduct Minnesota lawful gambling at the Sturgeon Lake public boat landing located off County Road 50 on February 16, 2013 (Windemere Township).

4. **Training Request**
   Authorize Robin Mathews, County Surveyor, to attend the MN Society of Professional Surveyors Annual Conference, Bloomington, Minnesota. Total cost $465.00.

5. **Donations**
   Accept $2,500 donation from Mille Lacs Band of Ojibwae Corporate Commission and designate to the Pine County Sheriff's Office K-9 program.

6. **New Employee Hires**
   a. Approve hiring of Richard Reineccius as an Engineering Technician III, effective on or about January 28, 2013, B24, $16.11 per hour.
   b. Approve hiring of Tamara Wolter as a part-time Corrections Officer, effective January 9, 2013, B23, $15.57 per hour.

REGULAR AGENDA

1. **Personnel Committee**
   The Personnel Committee met January 8, 2013 at 9:00 a.m. and made the following recommendations:

   A. Accept resignation of Assistant County Attorney John Bowen effective January 11, 2013and authorize filling of position;
   Motion by Commissioner Rossow to fill the position of assistant county attorney. Second by Commissioner Chaffee. Motion carried 5-0.

   B. Acknowledge retirement of Social Service Supervisor George French and authorize filling of position;
   Motion by Commissioner Pangerl to fill the position of the health and human services director. Second by Commissioner Chaffee. Motion carried 5-0.

   C. Authorize the filling of a RN/PHN position due to promotion;
   Motion by Commissioner Chaffee to fill the RN/PHN position, contingent on the MACV position being funded by grant monies. This will not be an additional position. Second by Commissioner Rossow. Motion carried 5-0.

   D. Approve the Land and Zoning Administrator job description and authorize the filling of the position.
   Motion by Commissioner Chaffee to fill the Land/Zoning Administrator position. Second by Commissioner Rossow. Motion carried 5-0.

2. Motion by Commissioner Chaffee to accept and award publication bids as follows:

a. Askov American for the publication of the financial statement, proceedings of the County Board and such other notices as required by law, $7.25 per column inch.
b. Pine County Courier, second publication of the 2012 auditor's financial statement in the year 2013, $7.25 per column inch.

Second by Commissioner Carlson. Motion carried 5-0.

3. Sheriff Cole requested the removal of the Computer Aided Dispatch System and Report Management System (CAD/RMS) from the Board Agenda.

4. Motion by Commissioner Carlson to approve the Labor Agreement with Health and Human Services Supervisors represented by IBEW, effective January 1, 2012 through December 31, 2013. Second by Commissioner Chaffee. Motion carried 5-0.

5. A special meeting has been scheduled to discuss the strategic planning for Pine County for January 29, 2013 at 10:00 a.m. in the Boardroom, Pine County Courthouse, Pine City.

6. County Administrator Minke provided an update regarding the meeting for local flood officials held January 2, 2013. A meeting for officials and flood victims is scheduled for January 17, 2013 at 7:00 p.m. at the Rutledge Community Center.

At 10:45 a.m. Commissioner Carlson motioned to recess the Board meeting and to open the Regional Railroad Authority Annual Meeting. Second by Commissioner Pangerl. Motion carried 5-0.

7. Chair Hallan presented the 2013 payment request, $6, 250, for the Northern Lights Express.

Commissioner Rossow requested a roll call vote.

District 1/Hallan – yes; District 2/Pangerl – no;
District 3/Chaffee – yes; District 4/Rossow – no;
District 5/Carlson – yes.

Motion carried 3-2.

The Regional Railroad Annual Meeting was adjourned at 10:55 a.m.

The County Board meeting reconvened at 10:55 a.m.

8. Pine County Soil and Water Board Chair Skip Thomson and board member Tom Swaim were present for the board meeting and were introduced to the board.

9. Motion by Commissioner Pangerl to close the meeting in accordance with Minnesota Statutes §13D.05, Subd. 2(2) and §13D.05, Subd. 3(5). Second by Commissioner Rossow. Motion carried 5-0.

   Motion by Commissioner Pangerl to open the meeting at 11:23 a.m.. Second by Commissioner Chaffee. Motion carried 5-0.
   Motion by Commissioner Carlson to accept the settlement agreement as set forth in the Settlement Agreement and Release of All Claims between Jason Miller, the Teamsters, Local 320 and Pine County. Seconded by Commissioner Chaffee. Motion carried 5-0.

10. Chair Hallan adjourned the county board meeting at 11:25 a.m. The next county board meeting is scheduled for January 15, 2013 at 1:00 p.m. at the Public Health Building, Sandstone, Minnesota.

David J. Minke, Administrator Clerk to County Board	Stephen M. Hallan, Chair Board of Commissioners

The full text of the board's minutes are available at the county administrator's office and the county's web site (www.co.pine.mn.us). Copies can also be requested from the administrator's office.

MINUTES OF PINE COUNTY BOARD MEETING

Regular Meeting

Tuesday, January 15, 2013, 1:00 p.m.
Public Health Building, Sandstone, Minnesota

Chair Hallan called the meeting to order at 1:00 p.m. Present were Commissioners Mitch Pangerl, Steve Chaffee, Curt Rossow and Doug Carlson. Also present were County Attorney John Carlson and County Administrator David Minke.

The Pledge of Allegiance was said.

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

Chair Hallan requested Consent Agenda #3, Tax Forfeit Receipts for Timber Development Fund, be moved to the Regular Agenda, 3a. Commissioner Chaffee requested Regular Agenda Item #2, Human Resources Specialist position, be referred back to the Personnel Committee for further review.

Commissioner Rossow moved to approve the amended agenda. Commissioner Chaffee seconded. Motion carried 5-0.

Commissioner Rossow moved to approve the Minutes of Boards, Committees and Correspondence, Commissioner Carlson seconded. Motion carried 5-0.

Commissioner Chaffee moved to approve the Consent Agenda. Commissioner Carlson seconded. Motion carried 5-0.

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 December Cash Balance

Fund	December 31, 2011	December 31, 2012	Increase(Decrease)
Revenue Fund	$1,634,274.11	$2,495,333.06	$861,058.95
Health and Human Services Fund	$2,412,234.77	$1,855,366.42	-$556,868.35
Road and Bridge Fund	$5,839,814.23	$5,324,159.01	-$515,655.22

Land Management Fund	$1,192,118.54	$1,474,268.53	$282,149.99
TOTAL (inc non-major funds	$13,902,829.07	$13,375,860.67	-$526,968.40

2. Applications for Exempt Permits

Approve:

a. Kerrick Firefighters' Relief Association to conduct Minnesota lawful gambling on February 9, 2013 at the south end of Oak Lake, adjacent to the public access for the Annual Kerrick Fire and Rescue Department Ice Fishing Contest (Kerrick Twp).

b. Kerrick Firefighters' Relief Association to conduct Minnesota lawful gambling on February 23, 2013 at the Nickerson Bar, 94430 Main St., Nickerson (Nickerson Twp).

3. Donation

A. Pokegama Lake Association.

Accept $500 donation from Pokegama Lake Association and designate to the Pine County Sheriff's Office K-9 program to be used to help offset expense of canine program.

B. ARMER portable radios

Approve the Sheriff's Office donation of 10 ARMER portable radios and chargers and accessories to the following fire departments: Askov, Brook Park, Bruno, Duxbury, Finlayson, Hinckley, Kerrick, Pine City, Sandstone, Sturgeon Lake, Willow River. These radios were purchased with grant funds.

4. Training

Authorize County Forester Greg Beck to attend the Annual Minnesota Association of County Land Commissioners Meeting, February 26 and 27, 2013, at the Embassy Suites, St. Paul. No registration fee; room cost approximately $121 (plus parking and meals).

5. Amendment to Swift Contract

Approve Amendment 1 to SWIFT Contract 52973 and SWIFTPO #3000027577 and authorize Board Chair to sign the Amendment. This will allow an additional $1,857.60 to be allotted from the State to the Northern Pine Riders to provide grooming and maintenance of the Pine Snowmobile Trails 1, 2 and 3.

REGULAR AGENDA

1. **Recognition of Retirement**

The board recognized the retirement of Health & Human Services Supervisor George French and thanked him for his 13 years of service to Pine County.

2. **Personnel Committee Report**

The Human Resources Specialist position was referred back to the Personnel Committee for further review.

3. **2012 Budget Adjustment**

Auditor-Treasurer Cathy Clemmer reported to the board, and discussion was held, regarding the adjustment of the 2012 budget. Requested adjustments:

A. Dept 111 – Government Buildings (to account for the receipt of insurance settlement funds from MCIT for water damage)
01-111-5860 from $0 to $150,000;
01-111-6263 from $15,000 to $165,000.

Clemmer reported that Pine County has been fully reimbursed for the water damage in the sheriff's office.

B. Fund 21 – 800 MHz Project (to account for receipt of state grant funds)
21-201-5230 from $0 to $300,000;
21-201-6803 from $0 to $300,000

Clemmer also explained the County initially had not budgeted for the 800 MHz Project and the reimbursement received offset some expenditures.

Motion by Commissioner Rossow, seconded by Commissioner Carlson to approve the 2012 budget adjustments as presented. Motion carried 5-0.

Commissioner Carlson inquired if large claims affect our premiums. Clemmer replied they are not really affected because we are in a pool with a large number of other counties and claims are balanced out over the entire pool.

3a. **Tax Forfeit Receipts for Timber Development Fund**

Auditor-Treasurer Clemmer explained that a percentage of profits generated from tax forfeited lands should be apportioned into timber development to cover the expected costs of land management. Previously 20% had been apportioned for this. Because this has gone so well, Clemmer recommends

the apportionment be reduced to 10% of the tax forfeited receipts for the year 2013 for timber development of tax forfeited lands be set aside. Motion by Commissioner Rossow, seconded by Commissioner Chaffee to approve setting the annual allocation of tax forfeit receipts to the Timber Development Fund per M.S. §282.08 at 10% and to authorize the Board Chair and County Administrator to sign Resolution 2013-01. Motion carried 5-0.

4. Other

Commissioner Chaffee commented the Schmedeke Lane situation should be addressed and resolved.

County Administrator Minke reported that a tentative meeting with two Chisago County commissioners has been set for January 17, 2013, 1:00 p.m., to discuss boarding prisoners. Chief of Corrections Rick Boland will be present. Chair Hallan and Commissioner Pangerl each indicated their possible availability to attend this meeting.

County Administrator Minke reported that a tentative meeting with Congressman Nolan has been set for January 26, 2013 at 1:00 p.m. at the Grant House in Rush City. The main topic of this meeting will be the frac operation between Grantsburg and Harris and the additional hauling/traffic this will create.

Commissioner Pangerl inquired of Auditor-Treasurer Clemmer as to the current condition of the budget. Clemmer explained that the 2012 audit will commence soon and that September 30th is the deadline for the audit to be completed.

Auditor-Treasurer Clemmer also addressed the following:

1. Any invoices for payment presented now through March which are for 2012 expenditures will be applied to the 2012 budget. Any invoice submitted after April 1st will be applied to the 2013 budget.
2. The Small City Development Program expired at the end of 2012 with a balance of $45,000 remaining. Clemmer has contacted Dana Rauschnot of Lakes and Pines about the possibility to comingle for septic assistance.

Chair Hallan reported the change of location of the Health and Human Services board meetings:

Date/time (2012): Third Tuesday, Public Health Building, Sandstone, 10:00 a.m.

Date/time (2013): Third Tuesday, Boardroom, Pine County Courthouse, Pine City, to be held after the County Board Meeting

5. Commissioner Updates

Chair Hallan indicated he had been contacted by Lake County Commissioner Rick Sve regarding the AMC District 1 meeting and concerns we may want addressed. Hallan indicated PILT (payment in lieu of taxes) payments were a concern. Hallan also suggested that a top priority at the meeting should be the exemption of the sales tax for the 800 MHz project. Hallan suggested that this needs to be followed up with our legislators and possibly addressed at a future board agenda.

Commissioner Carlson plans to attend the Rush Line Task Force Meeting scheduled for January 17, 2013 at 3:00 p.m. in White Bear Lake.

An additional Personnel Meeting has been scheduled for January 25, 2013 at 10:00 a.m., Public Health Building, Sandstone, for the purpose of considering the human resources specialist position.

Commissioner Carlson would like the management team to be involved in the Strategic Planning Meeting, January 29, 2013 at 10:00 a.m. Chair Hallan requested each commissioner come to the meeting with one idea for topic for discussion at this meeting.

6. Upcoming Meetings

Personnel Committee Meeting, Tuesday, January 8, 2013, 9:00 a.m., Administrator's Conference Room, Pine County Courthouse, Pine City, Minnesota

Pine County Board Organizational and Regular Meeting, Tuesday, January 8, 2013 10:00 a.m., Boardroom, Pine County Courthouse, Pine City, Minnesota

Technology Committee Meeting, Tuesday, January 14, 2013, 1:30 p.m., Administrator's Conference Room, Pine County Courthouse, Pine City, Minnesota

Pine County Health and Human Services Meeting, Tuesday, January 15, 2013, 10:00 a.m., Public Health Building, Sandstone, Minnesota

Pine County Board Meeting, January 15, 2013, 1:00 p.m., Public Health Building, Sandstone, Minnesota

NLX meeting, Wednesday, January 23, 2013, 10:00 a.m. Boardroom, Pine County Courthouse, Pine City, Minnesota

7. **Adjourn**

With no further business, Chair Hallan adjourned the county board meeting at 1:26 p.m. The next regular county board meeting is February 5, 2013 at 1:00 p.m. at the Public Health Building, Sandstone, Minnesota.

David J. Minke, Administrator
Clerk to County Board

Stephen M. Hallan, Chair
Board of County Commissioners

SUMMARY
OF
MINUTES OF PINE COUNTY BOARD MEETING

Tuesday, January 15, 2013, 1:00 p.m.
Public Health Building, Sandstone, Minnesota

Chair Hallan called the meeting to order. Present were Commissioners Mitch Pangerl, Steve Chaffee, Curt Rossow and Doug Carlson. Also present were County Attorney John Carlson and County Administrator David Minke.

The Pledge of Allegiance was said.

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

Chair Hallan requested Consent Agenda item Tax Forfeit Receipts for Timber Development Fund be moved to the Regular Agenda. Commissioner Chaffee requested Regular Agenda item Human Resources Specialist position be referred back to the Personnel Committee for further review.

Commissioner Rossow moved to approve the amended agenda. Commissioner Chaffee seconded. Motion carried 5-0.

Commissioner Rossow moved to approve the Minutes of Boards, Committees and Correspondence, Commissioner Carlson seconded. Motion carried 5-0.

Commissioner Chaffee moved to approve the Consent Agenda. Commissioner Carlson seconded. Motion carried 5-0.

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2. **Applications for Exempt Permits**

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Approve Amendment 1 to SWIFT Contract 52973 and SWIFTPO #3000027577. This will allow an additional $1,857.60 to be allotted from the State to the Northern Pine Riders to provide grooming and maintenance of snowmobile trails.

REGULAR AGENDA

1. The board recognized the retirement of Health & Human Services Supervisor George French.

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Motion by Commissioner Rossow, seconded by Commissioner Carlson to approve the 2012 budget adjustments as presented. Motion carried 5-0.

3a. Motion by Commissioner Rossow, seconded by Commissioner Chaffee to approve Resolution 2013-01 setting the annual allocation of tax forfeit receipts to the Timber Development Fund per M.S. §282.08 at 10%. Motion carried 5-0.

4. Commissioner Chaffee commented the Schmedeke Lane situation should be addressed and resolved.

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An additional Personnel Meeting has been scheduled for January 25, 2013 for the purpose of considering the human resources specialist position.

6. **Chair Hallan adjourned the county board meeting at 1:26 p.m. The next regular county board meeting is February 5, 2013 at 1:00 p.m. at the Public Health Building, Sandstone, Minnesota.**

David J. Minke, Administrator
Clerk to County Board

Stephen M. Hallan, Chair
Board of County Commissioners

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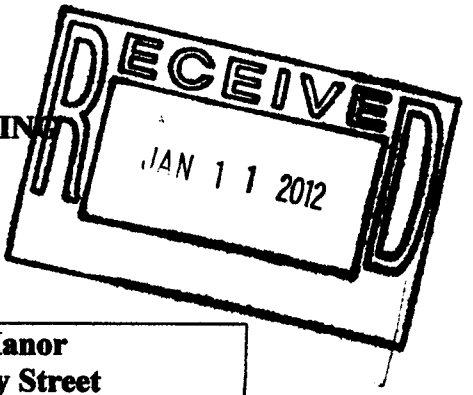
PINE COUNTY HRA SENIOR HOUSING
510 Fifth Street Office
Sandstone, MN 55072
(320) 245-5140
pinehra@ecenet.com



Sandstone Manor	Finlayson Manor
510 Fifth Street	6524 Broadway Street
Sandstone, MN 55072	Finlayson, MN 55735

ANNUAL MEETING
November 29, 2012

The annual meeting of Pine County HRA Senior Housing was held on November 29, 2012, at the Finlayson Manor. Commissioners of the HRA present were: Vice Chair Dean Dronen, Cheri Drilling, and Jan Oak. Staff members present were Executive Director Janice Gustafson and Resident Managers Susan Blake and Evelyn Yocum. Board Chair Dorothy Stockamp and Commissioner Arild Frederiksen were absent. Resident Irene Williams was present.

The meeting was called to order at 2:25 p.m. by Vice Chair D. Dronen.

Election of Officers: Nominations were opened. A motion was made by J. Oak and was seconded by C. Drilling to cast a unanimous vote for Dean Dronen to be the Vice Chair and C. Drilling to be the Secretary. Motion carried: Yeas 3, Nays 0.

Discussion of depositories: A motion was made by Vice Chair D. Dronen and was seconded by J. Oak the Northview Bank, Sandstone, MN; Northview Bank, Finlayson, MN; Lake State Federal Credit Union, Sandstone, MN; Woodlands National Banks of Hinckley, MN; and Sturgeon Lake, MN are the HRA's depositories. Motion carried: Yeas 3, Nays 0.

Discussion on the official newspaper: A motion was made by C. Drilling and was seconded by Vice Chair D. Dronen the HRA's official newspaper will be the Pine County Courier. Motion carried: Yeas 3, Nays 0.

Discussion on Financial Auditor: A motion was made by J. Oak and was seconded by C. Drilling that Althoff & Nordquist, LLC be appointed as the HRA's financial auditor. Motion carried: Yeas 3, Nays 0.

Discussion on signatures required on all financial documents (checks, certificates, savings, safe deposit box, etc.): A motion was made by J. Oak and was seconded by C. Drilling that Dean Dronen, Dorothy Stockamp, Arild Frederiksen, and Janice Gustafson are authorized to sign all financial documents and that any financial document—for withdrawal of funds on deposit or access to safe deposit box—shall contain the signatures of two authorized persons. Motion carried: Yeas 3, Nays 0.

Discussion on checks issued: A motion was made by J. Oak and was seconded by Vice Chair D. Dronen that checks will be issued for payments before approval and proper signatures can be obtained, if a discount is guaranteed in accordance with normal and customary billing. Motion carried: Yeas 3, Nays 0.

Discussion on legal counsel: A motion was made by Vice Chair D. Dronen and was seconded by J. Oak that the County Attorney be designated as the HRA's legal counsel/representative. Motion carried: Yeas 3, Nays 0.

A motion to adjourn at 2:37 was made by C. Drilling and was seconded by Vice Chair D. Dronen. Motion carried: Yeas 3, Nays 0.

Dean Dronen
HRA Vice Chair

Janice S. Gustafson
Executive Director

RECEIVED
JAN 11 2012

PINE COUNTY HRA SENIOR HOUSING
510 Fifth Street Office
Sandstone, MN 55072
(320) 245-5140
pinehra@ecenet.com

Sandstone Manor	Finlayson Manor
510 Fifth Street Office	6524 Broadway Street
Sandstone, MN 55072	Finlayson, MN 55735

The regular meeting of the Pine County HRA Senior Housing Board of Directors was held on November 29, 2012, at the Finlayson Manor. Commissioners of the HRA present were Cherie Drilling, Dean Dronen, and Jan Oak. Staff members present were Executive Director Janice Gustafson and Resident Managers Evelyn Yocum and Susan Blake. Board Chair Dorothy Stockamp and Commissioner Arild Frederiksen were absent. Resident Irene Williams was present.

1. The meeting was called to order at 2:00 P.M. by Vice Chair D. Dronen.

2. The minutes from October 24, 2012, were reviewed by the Board members. A motion was made by C. Drilling was seconded by J. Oak to accept the minutes. Motion carried: Yeas 3, Nays 0.

3. The monthly financial statements and the investment report were presented by J. Gustafson. A motion was made by Vice Chair D. Dronen and was seconded by C. Drilling to approve the financial statements and the investment report. Motion carried: Yeas 3, Nays 0.

4. Executive Director's Report. The written Executive Director's report was reviewed by Board members.

5. Old Business.

    a) Vacancies. As of this date, there are no vacancies at the Sandstone Manor and three vacancies at the Finlayson Manor.

    b) The City of Sandstone and the City of Finlayson Fire Department Chiefs have been at the respective Manors to conduct the annual fire safety meeting with the residents.

    c) New Business. Vice Chair D. Dronen reported he requested at the Pine County Commissioners meeting that final documents be sent to the HRA regarding the HRA's $13,285,000 Public Project Revenue Bonds. Pine

County HRA acted as a conduit for the issuance and sale on December 13, 2005, of $13,285,000 revenue bonds required for the construction of the Pine County Courthouse.

6. Resident Managers' Reports.

   a) Finlayson Manor. S. Blake said she was pleased with the Christmas decorations and was looking forward to the residents Christmas party. She acknowledged the Manor was a lot more peaceful since the eviction of the resident that lived in #9.

   b) Sandstone Manor. E. Yocum reported the residents' Christmas party is scheduled for December 20th at 5:30 and a gift exchange is planned.

7. Resident Comments/Questions. Resident Irene Williams said she was feeling good and had no comments or questions but wanted to listen to the discussions at the Board meeting.

8. A motion was made by C. Drilling and was seconded by J. Oak to adjourn the meeting at 2:24 P.M. Motion carried: Yeas 3, Nays 0.

9. The next regular scheduled meeting is December 27, 2012, at the Sandstone Manor.

Dean Dronen/ds
Dean Dronen
HRAVice Chair

Janice S. Gustafson
Janice S. Gustafson
Executive Director

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510 Fifth Street Office
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The regular meeting of the Pine County HRA Senior Housing Board of Directors was held on December 27, 2012, at the Sandstone Manor. Commissioners of the HRA present were Board Chair Dorothy Stockamp, Cherie Drilling, Arild Frederiksen, and Jan Oak. Staff members present were Executive Director Janice Gustafson and Resident Manager Evelyn Yocum. Commissioner Dean Dronen and Resident Manager Susan Blake were absent.

1. The meeting was called to order at 2:00 P.M. by Board Chair D. Stockamp.

2. The minutes from November 29, 2012, were reviewed by the Board members. A motion was made by C. Drilling was seconded by A. Frederiksen to accept the minutes. Motion carried: Yeas 4, Nays 0.

3. The minutes from November 29, 2012, Annual Meeting was reviewed by the Board members. A motion was made by J. Oak was seconded by C. Drilling to accept the minutes. Motion carried: Yeas 4, Nays 0.

4. The monthly financial statements and the investment report were presented by J. Gustafson. A motion was made by Board Chair D. Stockamp and was seconded by A. Frederiksen to approve the financial statements and the investment report. Motion carried: Yeas 4, Nays 0.

5. Executive Director's Report. The written Executive Director's report was reviewed by Board members. The extent of the HRA's advertising was discussed. J. Gustafson will discuss the issue with the MHFA HUD auditor and, if possible, reduce the advertising costs.

6. Old Business. Vacancies. As of this date, there are no vacancies at the Sandstone Manor and three vacancies at the Finlayson Manor.

7. New Business.

    a) A motion was made by Board Chair D. Stockamp and was seconded by J. Oak for the HRA to cover the costs for J. Gustafson to attend the annual MHFA/Quadel HUD training scheduled in Bloomington, MN on March 5th and 6th, 2013. Motion carried: Yeas 4, Nays 0.

    b) The Board members discussed possible renovations for the upcoming year. J. Gustafson will follow up with viable options.

8. Resident Managers' Reports.

    a) Finlayson Manor. S. Blake is currently in the Pine City Nursing Home for a short-term stay.

    b) Sandstone Manor. E. Yocum reported a number of Christmas parties and carolers at the Manor.

9. Resident Comments/Questions. There were no residents present.

10. The Board of Directors went into closed session at 2:51 P.M. and went back into open session at 3:03 P.M. A motion was made by Board Chair D. Stockamp and was seconded by C. Drilling to give the Executive Director a 1.0% increase in pay effective January 1, 2013. Motion carried: Yeas 4, Nays 0.

11. A motion was made by J. Oak and was seconded by A. Frederiksen to adjourn the meeting at 3:05 P.M. Motion carried: Yeas 4, Nays 0.

12. The next HRA Board meeting is scheduled for January 23, 2013, at the Finlayson Manor.

Dorothy Stockamp
HRA Board Chair

Janice S. Gustafson
Executive Director

V - 1

ECRL Library Board Minutes

Date: Monday, December 10, 2012
Time: 9:30 am
Place: ECRL Headquarters, Cambridge, MN

Present: (Some were late arrivals due to adverse weather conditions.)
Board Members: Carlson, Keith (Chisago); Chaffee, Steve (Pine); Edmonds, Jack (Mille Lacs); Ellis, Kathi (Kanabec); Goddard, Carol (Pine); Henderson, Ray (Chisago); Kramersmeier, Char (Mille Lacs); Lee, Karen (Isanti); McMahon, George (Chisago); Misiura, Audrey (Isanti); Niemi, Don (Aitkin); Raisanen, James (Aitkin); Sauer, Tom (Mille Lacs); Warring, Mike (Isanti); Weaver, Sharon (Kanabec); Zaudtke, Wayne (Kanabec)

Staff: Misselt, Barbara (Director, ECRL); Lydon, Carla (Assistant Director, ECRL); Anderson, Shelly (Administrative Services Manager, ECRL); Larson, Donna (Rush City Branch Librarian/Recorder, ECRL); Carlson, Marlys (Office Clerk, ECRL)

Absent: Hommes, Linda (Aitkin); Swanson, Margery (Pine)

Call to Order:
President McMahon called the December 2012 meeting of the East Central Regional Library Board to order at 9:33 a.m.

Pledge of Allegiance & Introductions:
Misselt: Introduced Marlys Carlson, ECRL Office Clerk, who will assume the duties, in 2013, that Donna Larson had in 2012 as Recorder for the Board Meetings. Marlys has the needed skills and is already on-site at ECRL Headquarters.
Guest (late arrival): Patrick Christopherson, Kanabec County Coordinator.

Adopt/Amend Agenda
M/S/P: unanimous
Chaffee/Edmonds to adopt the agenda as amended.
Ellis: Move Bills, Financial Reports and Personnel Committee issues later in agenda since Treasurer Misiura will arrive late due to weather conditions.

Period for Public Comment
No comments.

Approval of Previous Minutes
M/S/P: unanimous
Ellis/Goddard to approve the minutes of the previous meeting as presented.
Corrections: None.

ECRL Administrative Reports
A. Director's Organizational Report.

1. Misselt directed members to the written report in packets, stating there was not much to add other than acknowledging the very successful Branch Meeting on December 6. Training was provided at that meeting by Eric Williamsen, Staff Attorney for Minnesota Legal Services and Liz Reppe, State Law Librarian.

2. Overburdening and understaffing at the State Library has caused applications for construction grants to be late which is difficult for the Aitkin focus group for the building expansion. 2013 Legacy funds have not yet been received by library regions, although they should have distributed about one-half of this year's funds by now.

B. Branch Highlights

1. Lydon has been busy with many meetings and presentations relating to the Aitkin construction project, as well as with the Library and Literacy Leadership Institute (L3) sponsored by the Bremer Foundation, of which the Milaca Branch is a participant. L3 has involved at least four training days and setting of goals for the Milaca Branch that will be shared later in 2013.
2. Lydon reported she is in the process of determining whether it will be necessary to hired another Branch Library Aide at McGregor. More communication is needed to determine whether one of the recently hired Aides plans to resign or merely needs time off to attend to a family emergency.

Other Reports

B. Legacy Committee

1. Kramersmeier reported on the December 5 meeting at which Vickie and Cortney shared regarding upcoming programs.
2. We are still using rollover funds from FY 2012. FY 2013 funds have not yet been disbursed by the State.
3. An assistant (Nancy) was hired as part-time assistant to Cortney, but Nancy later received an offer for full-time employment and resigned so we are again looking for a Legacy Assistant.
4. The Okee Dokee Brothers, who are already booked to provide the Opening for the 2013 Summer Reading Program, were just nominated for a Grammy Award!

Old Business

A. 2013 Budget

Misselt: The budget has been approved by all six counties. ECRL is in the process of reinstating Cambridge branch hours to what they were prior to 2012 cuts. This will create hiring opportunities; some interviews are already scheduled. Reinstatement of Cambridge hours will begin January 3, 2013 and its Friends Group may host a "grand reopening" event to draw attention to the change.

B. Delivery Van: Consideration of Responses

Misselt: Included in the board packets are the vehicle bids presented in October and the recently obtained bids for a gas engine van. Princeton Auto Center's Chevy bid appears to be the lowest bid. The State's list of contractors was just posted late last week. A quick preview indicates the base prices found there are close to the bid received from Princeton Auto Center but do not include equipment options we would require and which would add to the price. Pricing could be obtained from State contractors if the board wishes to table this until January.

M/S/P: passed by majority
Kramersmeier/Goddard to approve purchase of van from Princeton Auto Center.
Opposed: McMahon

New Business

A. 2013 Headquarters Lease

Misselt: A copy of the 2013 lease between the County of Isanti and ECRL is included in the board packet. It is identical to the 2012 lease including the rental amount.

M/S/P: unanimous
Raisanen/Kramersmeier to accept the lease as presented and authorize President's signature.

B. Re-allocate Materials Funds
Misselt: Explanation of this recommendation is included in the board packet (Agenda X.b.). Last year's budget cut $10,000 from the DVD budget yet they are one of our patrons' most requested items.
Discussion:
Zaudtke: Books are most important for the library; DVDs can be rented elsewhere at low cost. Perhaps these funds would be better spent on a system to prevent theft of library items.
Misiura: I'd like to see more non-fiction DVDs such as documentaries and classics.
Niemi: There are concerns that the library not attempt to "compete" in the entertainment field.
Sauer: "Entertainment" is different for each person.
Goddard: Because the funds are already set aside, this will not affect the book budget.

M/S/P: passed by majority
Kramersmeier/Lee to approve recommendation of Staff to move $12,000 to be available for DVD purchases.
Opposed: Raisanen, Zaudtke

Trustee Issues
A. Election of 2013 Officers
The Nominating Committee proposed the slate of candidates for ECRL Board offices as follows: President – George McMahon, Vice President – James Raisanen, Secretary – Wayne Zaudtke, Treasurer, Audry Misiura.

M/S/P: unanimous
Kramersmeier/Niemi to nominate the same people to serve in the same offices for 2013 as they did in 2012.

B. 2013 Legislative Platform & Common Funds
Misselt: A copy of the the 2013 proposed Legislative Platform is included in the board packet. Numbers 3 and 4 are shaded to indicate a request for Common Funds in addition to Regional Library Basic System Support (RLBSS) -- $1.2 million to be divided among the 12 regions specifically to offset basic administrative costs. Some regions in the state are so small and equalization has hurt them so much they have inadequate RLBSS to even keep regular offices open to do state-required functions. Whether we go forward with this initiative at this time will depend upon the advice of our lobbyist. The request is in two parts because the fund first has to be created and the second part puts monies into the fund.
Q/Niemi: Would this affect the County contribution? A/Misselt: Not necessarily, but that would be a local/county decision if the Finance Committee chose to reduce the county support requested.

M/S/P: passed by majority
Niemi/Chaffee to endorse the 2013 Legislative Platform as presented.
Opposed: Raisanen

Bills
M/S/P: unanimous
Misiura/Niemi to approve the October bills as submitted by the Treasurer.

M/S/P: unanimous
Misiura/Niemi to approve the November bills as submitted by the Treasurer.

Financial Reports
M/S/P: unanimous
Misiura/Weaver to accept the October financial reports as presented.

M/S/P: unanimous
Misiura/Lee to accept the November financial reports as presented.

Discussion:
Q/Niemi: On page 3 it appears we over-budgeted quite a bit; what is the reason? A/Misselt: As 2012 began, there were a number of questions that needed to be worked out during the year including paper, copiers, etc. Going into 2013 we will have a much tighter budget with those questions answered.
Q/Weaver: Are there any large payments due in December that could affect this? A/Anderson: Insurance is possible; we have not received a bill for insurance since I started with ECRL. Also note that Legacy and LSTA funds are both included in this report, but they will be pulled into separate accounts in the future since their funding comes from a different source.
Q/Weaver: On page 1 it appears medical insurance is reduced; what is the reason? A/Misselt: Anderson and Misselt will look into this and report.

Other Reports
A. Personnel Committee

1. Branch Librarian Classification: Information is included in board packet (Agenda VIII.a.i.). Pine City librarian requested review of classification and possible change from Class 6 to Class 7 for that branch. The Committee reviewed involved factors (circulation, computer usage, patron count, etc.) and determined the requested change is warranted.

M/S/P: unanimous
Ellis/Misiura to accept the new schedule as presented to determine classification of each library.

2. Holiday Schedule: Information is included in board packet (Agenda VIII.a.ii.).

M/S/P: unanimous
Ellis/Niemi to approve the 2013 Holiday and Branch Closing Dates schedule as presented.

3. Director's Evaluation: The meeting was closed at 11:15 a.m. while the board conducted the Director's evaluation. The closed session began upon motion by Goddard, 2nd by Kramersmeier.

President McMahon called the meeting back to order at 11:35 a.m. upon motion by Weaver, 2nd by Misiura, after the Director's evaluation was concluded in closed session. Kathy Ellis will meet with Director Misselt to discuss the specifics of the evaluation.

Trustee Issues

C. Outgoing Members Recognition

Outgoing board members Jack Edmonds and Kathy Ellis were recognized for their dedicated service on this board and were presented with coffee mugs sporting the ECRL logo.
Ellis: I will be turning over to the board a copy of a "Return on Investment" report conducted by an independent group from Duluth that shows the value of libraries based on economic and other contributions. I hope that it be reviewed and made available to others.

Future Agenda Items

- Misselt/Anderson report re reduction in medical insurance.
- Sauer: Use colored paper in future board packets to improve our ability to find and refer to various reports with greater ease.
- Zaudtke: Requests report on status of self-checkout.
- Misselt: CMLE Director will attend the January board meeting. Initially she was to be at today's meeting but it was felt the agenda was too full to give it proper attention.
- Kramersmeier: Put a system in place for notification of board members when weather is bad and there is a question as to whether or not the meeting will take place.

Next Meeting: Monday, January 14, 9:30 a.m. at ECRL Headquarters, Cambridge

M/S/P: unanimous
Ellis/Goddard to adjourn.

McMahon adjourned the meeting at about 12:00 noon. Board members were invited to remain afterward for a soup and sandwich lunch.

Wayne Zaudtke, Secretary
Donna Larson, Recorder

PINE COUNTY PUBLIC WORKS

HIGHWAY DEPARTMENT
405 Airport Road NE
Pine City, MN 55063

Telephone 320-216-4200
Fax: 320-629-6736
1-800-450-7463 Ext. 4200

Mark A. LeBrun, P.E.
County Engineer

Pine County Land Surveyor Monthly Report

January 2013

County Ditch No. 8, T42N and T43N R19W research records, compute previous ditch inventory items, search for previous inventory items and identify new inventory items, GPS and photograph inventory items, create a 2013 ditch inventory report, update files.

County Ditch No. 9, T42N R20W and R21W research records, compute previous ditch inventory items, search for previous inventory items and identify new inventory items, GPS and photograph inventory items, create a 2013 ditch inventory report, update files.

County Ditch No. 12, T43N and T44N R18W and T44N R17W research records, compute previous ditch inventory items, create a DRAFT 2013 ditch inventory report, update files.

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

Review legal descriptions for ROW Dept. and Land Dept. as needed.

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

Review and file PLSS corner certificates provided by private surveyors.

Robin T. Mathews, Pine County Surveyor

Monthly Report January 2013.doc

Pine County
Soil & Water
CONSERVATION DISTRICT

BOARD MEETING MINUTES
January 10, 2013

The Pine County Soil and Water Conservation District Board of Supervisors held their monthly meeting on Thursday, January 10, 2013.

Members Present:
Doug Odegard
Jerry Telker
Tom Swaim
Joe Luedtke
Skip Thomson

Others Present:
Jill Carlier, District Manager
Sam Martin, Water Management Specialist
Robin Poppe, Wetland Specialist
Julie Salmon, NRCS DC

Members Absent: *none*

CALL TO ORDER: Carlier called the meeting to order at 4:00 p.m.

PUBLIC COMMENT: *none*

ELECTION OF OFFICERS:
Motion by Odegard, seconded by Luedtke to nominate Thomson as chairman for 2013.
Motion carried
Motion by Telker, seconded by Swaim to leave all other officers as they were in 2012.
Motion carried
2013 officers are:
Chairman: Skip Thomson
Vice Chair: Doug Odegard
Secretary: Joe Luedtke
Treasurer: Tom Swaim
Public Relations: Jerry Telker

REVIEW OF COMMITTEE ASSIGNMENTS:
New Committee Assignments:
Snake River Watershed: Tom Swaim, alternate Doug Odegard
TSA III: Doug Odegard, alternate Skip Thomson
Onanegozie RC&D: Joe Luedtke, alternate Tom Swaim
MN Forestry: Jerry Telker, alternate Joe Luedtke
Legislative: Tom Swaim
Wetland TEP: Skip Thomson, alternate Jerry Telker
Personnel: Chair & Vice Chair
East Central Forest Landscape: Jerry Telker, alternate Doug Odegard
Policy Committee: Tom Swaim, Jerry Telker
Budget Committee: Jerry Telker, Skip Thomson
Traveling Board Mtg Committee: Joe Luedtke, Tom Swaim, alternate Jerry Telker
Exploratory Committee: Doug Odegard, Jerry Telker
Motion by Telker, seconded by Odegardto approve the 2013 Committee Assignments.
Motion carried

DESIGNATE DEPOSITORIES:

Carlier stated the current depositories are Woodlands National Bank and Northview Bank.
Motion by Swaim, seconded by Luedtke to designate the depositories for 2013 as Woodlands National Bank and Northview Bank.

Motion carried

APPROVAL OF AGENDA:

Motion by Odegard, seconded by Telker to approve the January agenda with additions.

Motion carried

DECEMBER MINUTES:

Motion by Odegard, seconded by Swaim, to approve the December minutes.

Motion carried

FINANCIAL STATEMENTS AND PAYMENTS OF BILLS FOR DECEMBER:

Motion by Odegard, seconded by Telker to approve the December financials and payment of bills, including a $7,500 and a $2,500 transfer.

Motion carried

STAFF/SUPERVISOR REPORTS:

Wetlands:

- Poppe's report was sent out in board packets with recommendations for the following projects.
    - Ralph Dalen: Propose to construct access through type 6 wetland. Proposed to impact 7998 square feet. Dalen is eligible for de minimus exemption
      Motion by Telker, seconded by Odegard to approve Ralph Dalen's de minimus exemption.
      Motion carried.

Poppe left the meeting

Water Management:

- Martin sprayed buckthorn at landowners property for the buckthorn grant we are partnering with Kanabec SWCD on.
- Martin met with Askov City Council about installing rain gardens on City property for the Community Partners Clean Water grant we received.
- Martin is looking at CWP grants
- Martin stated the Kettle River SWAG is completed, and handed out results from that to the board.

Forestry:

- No meeting last month.

East Central Forest Landscape:

- No meeting last month.

TSA III

- No meeting last month. The next meeting will be January 23rd.

RC&D Onanaegozie:

- No meeting last month.

Snake River Citizen Advisory Committee:

- No meeting last month. The next meeting will be January 28th.

Legislative:

- Nothing this month.

Personnel:

- No meeting last month.

Policy:

- No meeting last month.

Budget:

- No meeting last month.

Trees:

- Carlier stated the tree orders that are coming in are large. Most of the order received so far are 5-6-7 bundles. Orders are coming in at a nice pace. The form was completely changed, and everyone is paying in full with complaint so far.

Envirothon:

- Carlier is getting packets ready to be sent out, and is finalizing the list of judges and presenters.

Newsletter:

- The newsletter will go to the printer in late January. Carlier will start putting articles in the newsletter next week. Anticipated mailing date is mid-February.

CLEAN WATER GRANT APPLICATIONS FUNDED:

Carlier stated 2 of our Clean Water Grant applications were approved. The Sturgeon Lake Well Sealing grant, and the Robinson Park/Askov Rain Gardens grant. Carlier will meet with Ryan from BWSR to set up the workplans for the grants in e-link.

DISTRICT CONSERVATIONIST REPORT:

Salmon handed out a pamphlet on healthy soils. NRCS will be focusing on "healthy soils" this year. Salmon stated she has been working with US Fish & Wildlife, to build awareness and promote habitat for sharptail grouse. There is a corridor of Aitkin, Kanabec, Pine, Carlton, and Southern St Louis counties, heading over to Wisconsin. There will be a sharptail grouse tour on April 6th, and handed out a flyer on that.

Salmon & Martin left the meeting.

STATE COST SHARE:

Nothing this month.

ANNUAL MEETING:

Carlier stated the date has been set for our Annual Meeting. It will be held on March 23rd at Tobies in Hinckley. The meeting will be from 9:00am – 12:00 noon. Carlier has contacted Dana Raines for help in writing an article for the front page of the newsletter

LEGISLATIVE DAY AT THE CAPITOL:

Legislative Day at the Capitol has been set for February 25-26. Registration is $65.
Motion by Telker, seconded by Luedtke to approve sending 2 supervisors to the Legislative Day at the Capitol meeting, including hotel for whoever needs accommodations.

Motion carried

YEAR-END FINANCIALS:

Carlier stated last year the board approved hiring the CPA to complete the year-end financials for the district. The process is very time-consuming and cumbersome, and Carlier asked for the board to approve the CPA completing the financials again this year. The CPA was have always used retired, however he trained in Michael Peterson of Peterson Company Ltd. The cost for this is $850.
Motion by Odegard, seconded by Swaim to approve Michael Peterson, Peterson Company Ltd. to complete the year-end financials at a cost of $850.

Motion carried

2013 MASWCD DUES:

Carlier stated the dues for MASWCD for 2013 are $2,866.50
Motion by Telker, seconded by Luedtke to approve paying the 2013 MASWCD dues in the amount of $2866.50.

Motion carried

TIME CARDS:
Thomson stated that staff should no longer have to track their time minute-by-minute. Staff will continue to submit staff reports each month to the board.
Motion by Odegard, seconded by Telker to approve normal staff reports without minute-tracking in 2013.
Motion carried

MISC ITEMS:
Carlier stated January through the end of May is an extremely busy time for the District Manger, and is asking for approval to work extra hours when needed during this 5 month period.
Motion by Odegard, seconded by Swaim to approve the District Manger to work up to 40 hours/week from January through June 1st, as needed.
Motion carried
Carlier asked the board about keeping the board meetings on the first Thursday of the month. Consensus was to leave the monthly board meeting on the first Thursday as it is now. Carlier then informed the board that the board room is booked in March, and the first Thursday in July is July 4th. We will need to move these 2 meeting dates. The March board meeting will be held on March 14, and the July meeting will be held on July 11th.
Motion by Swaim, seconded by Telker to approve changing the March and July board meeting dates.
Motion carried

NEXT MEETING DATE & TIME:
The next district board meeting will be held on Thursday, February 7, 2012 at **4:00 p.m.**

ADJOURNMENT:
The meeting adjourned at 4:55 p.m.

Respectfully submitted,

Joe Luedtke, Secretary

Pine County Methamphetamine Task Force
Minutes
January 14, 2013

Task Force Mission – To reduce methamphetamine and other illegal drug use and manufacture in Pine County.

Attendance: Troy Anderson, Don Faulkner, Bonnie Rediske, Kristen Hodge, Gwen Lewis and Janet Schumacher
Absent: Commissioner Doug Carlson, John Carlson, Lori Carlson, Sheriff Cole, Ross Degerstrom, Steve Haavisto, Elaine Jensen, Susan Klapel, Judge Martin, Mike McEachran, Phil Perrine, Commissioner Curt Rossow, Gretchen Skalicky, and Stephanie Youngberg
Excused Absence: Linda Cassman and Sarah Weikle
Others Present:

Meeting commenced at 3:00 pm by Gwen Lewis in the Conference Room at the Pine Government Center in Pine City.

1. **Introductions and Welcome** - to Troy Anderson, Pine City Schools - Senior High School Principal replacing George Johnson.
2. **Review Minutes of 10/8/12 –** Motion was made by Don Faulkner and seconded by Bonnie Rediske to approve the minutes. Motion carried.
3. **Updates from last meeting**
   a) **Gwen Lewis**
      - **Financial Report**

$7,626.76 - Unrestricted Balance on 9/30/12
$ 468.08 - Revenue October, November, December
$ 63.59 - Expenses October, November, December

$8,031.25 – Unrestricted Balance as of 12/31/12

Motion was made by Bonnie Rediske and seconded by Don Faulkner to approve financial report and new total of $1,908.25 after school grant expenses made. Motion carried.

- **Grant Summaries, etc.**
  Shared information as to the grants awarded out to schools as well as their summaries. Total amount awarded $6,123.00 and amount schools spent $21,344.81. There was a variety of materials purchased, presentations by speakers, etc.
- **Membership**
  Reviewed the list of members and suggestion was made to send a letter to those members that are not attending our meetings asking them if they want to continue as a member or if they would rather have their name removed from our membership list. If they do not respond, names will be removed from the list.

  Don has suggested Jerry Olson, former Deputy with PCSO as a member and Bonnie suggested a representative from Teen Focus.

  Suggested names will be forwarded to Linda Cassman to take to HHS Board for approval of appointments.

Motion made by Gwen Lewis and seconded by Troy Anderson to send out a letter to people not attending meetings for them to respond to us by a certain date as to if they want to continue to be a member or not. Motion carried.

b) Reports from members

- **Bonnie Rediske –** Child Protection numbers have been high in November/December with a significant number of drugs involved and testing positive for meth in pregnant women as well as several drug affected babies recently born. The cooks from previous years are out now - have served their time and seem to be back at it. Heroin, cocaine, meth, prescription drug use are all up.

  The economy has hit families hard and they are struggling. Our PSOP (Parent Support Outreach Program) is doing wonderful things for families and families are willing to work with the program. We will have to reapply in five years for this program. Our long term hope is to see child protection numbers go down. Addiction seems to be starting at a younger age, we need to work with families in all units. Those that are cooking seem to always find new ways to cook it.
- **Kristen Hodge –** More drugs including marijuana seem to be on the rise in the high school at Hinckley/Finlayson. The committee feels that possibly we need to put additional education in the area of pot use.
- **Troy Anderson** - Indicates about one or two drug, etc. incidents a month, but not a huge increase. Alcohol seems to continue with often a better way of hiding it. Troy feels that meth use has gone down at PCHS due to the continuing education of it.

Motion by Don Faulkner and seconded by Bonnie Rediske to adjourn the meeting. Motion carried.

The next meeting is scheduled for Monday, April 8, 2013 from 3:00 pm – 4:30 at the Pine County Health & Human Services/Public Health Building in Sandstone.

Meeting adjourned at 4:10 pm. Minutes prepared by Janet Schumacher

Directions to the Pine Government Center in Pine City:

FROM NORTH – Take Interstate 35 South to the first Pine City Exit. At top of exit, take a left (Co Rd 11) and continue to Hwy 61 - turn right and continue to the first set of stop lights – the PGC is on the right – across from Frandsen Bank. Come up the north stairway/elevator to the HHS receptionist area.

FROM SOUTH – Take Interstate 35 North to the first Pine City exit. At top of exit, take a right (Hillside Ave) and continue to Hwy 61 - turn left and continue through the four way stop to the next set of stop lights – the PGC is on the left – across from Frandsen Bank. Come up the north stairway/elevator to the HHS receptionist area.

Directions to the Pine County Health & Human Services/Public Health Building in Sandstone:

FROM NORTH – Take Interstate 35 South to Askov/Finlayson exit. At top of exit, take a right and go to the stop sign, take a left (61/23) to Sandstone. As you approach the 61 Motel on the right, the HHS/Public Health Bldg is on the left.

FROM SOUTH – Take Interstate 35 North to Sandstone exit. At top of exit, take a right. Follow road (stay to the left of the BP Amoco Station) to stop sign; take a left (61/23) and go about 3 blocks – 61 Motel on the left, the HHS/Public Health Bldg is on the right.

P:\Word\Methamphetamine Task Force\Minutes\2013\January 14 min.doc

2012-2013 Meth Task Force Grants

SCHOOL	GRANT AMOUNT AWARDED	AMOUNT SCHOOL SPENT	SUMMARY	INVOICE
East Central **Willow River**	$1000.00 $1000.00	$1871.81 Total	X X	X X
Hinckley/Finlayson				
Elementary	$598.00 + up to $100.00 travel	$700.00	X	X
High School	$500.00	$12,400.00	X	X
Pine City	$1000.00	$4,800.00	X	X
Harvest Christian	$925.00	$925.00	X	X
St Mary's	$1000.00	$648.00	X	X
TOTAL	**$6123.00**	**$21344.81**		

Summary

East Central
Educational materials/promotional items for their open house in fall 2012, further curriculum & educational materials for student & classroom use, and guest speakers for student education in classrooms – grades 3rd – 12 = 558 students

Willow River
DVD's & curriculum from Hazelden Institute, cinch sacks with drug prevention slogans – 3rd – 12 = 340 students

Hinckley/Finlayson – Elementary
Climb Theatre to present lessons regarding refusal skills & peer pressure – 3rd – 6th = 285 students

Hinckley/Finlayson – High School
Rachel's Challenge – to start a chain reaction of kindness & compassion in classrooms and building into homes & communities to treat one another with respect. There will be curriculum provided, presentations & trainings – 7th – 12th = 480 students

Pine City School
Rachel's Challenge – 6th – 12th grade – 850 students

Harvest Christian School
Speakers, DVD's, booklets – K – 12

St Mary's School
Climb Theatre – K – 6th = 44 students

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date:	Consent Agenda *(Please Circle)*
February 5, 2013	Regular Agenda Estimated Time: *(Please Circle)* 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action: **Auditor/Treasurer**	Department Head Signature 1-29-13 Date

Item for Discussion:

January 2013 Disbursements

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None

DISBURSEMENTS JOURNAL REPORT Specific Dates: 01/01/2013 - 01/31/2013

RECAP BY FUND	FUND	AMOUNT	NAME
	1	623,385.40	GENERAL REVENUE FUND
	13	355,803.46	ROAD & BRIDGE FUND
	21	75,875.20	800 MHZ PROJECT FUND
	22	8,229.46	LAND MANAGEMENT FUND
	37	6,250.00	COUNTY RAILROAD AUTHORITY
	39	885,930.63	2005A G.O. JAIL BONDS
	40	639,000.00	2012 G.O. COURTHOUSE BONDS
	76	390,688.45	GROUP HEALTH INS FUND 5/1/95 (GEN)
	80	75,083.81	COUNTY COLLECTIONS AGENCY FUND
	82	516,566.90	TAXES AND PENALTIES AGENCY FUND
	84	2,500.00	EAST CENTRAL DRUG TASK FORCE AGENCY F
		3,579,313.31	Total Disbursements

RECAP BY TYPE	TYPE	AMOUNT	NAME
	1	3,579,313.31	AUD
		3,579,313.31	Total Disbursements

Copyright 2010 Integrated Financial Systems

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date:	Consent Agenda *(Please Circle)*
February 5, 2013	Regular Agenda Estimated Time: *(Please Circle)* 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action: **Auditor/Treasurer**	Cathy Clouse 1-29-13 Department Head Signature Date

Item for Discussion:

Applications for Abatement:
Internal Revenue Service, 21207 Pioneer Rd, Pine City, PID 28.0064.000, pay 2012 & 2013
Jamie Pearson, 1390 Sherwood St, Braham, PID 29.0197.001, pay 2012
Steve & Diane Jacobson, 18689 Autumn Cir, Pine City, PID 28.8900.015, pay 2012
Gary Hartl, 42239 Elk Horn Rd, Hinckley, PID 01.0060.000, pay 2012
Matt Gebhart, 39994 Mulling Rd, Askov, PID 25.0161.000, pay 2012
Rachelle Dobosenski, 3268 Aspen Ln, Sturgeon Lake, PID 33.0546.000, pay 2012

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None

APPLICATION FOR ABATEMENT - GENERAL FORM

(M.S. 375.192)

DATE: 1-28-13

For Taxes Levied In: 2012
And Payable In: 2013

Abatement # _____

Please Print Or Type

Applicants Name: IRS	Applicants Mailing Address: 201 Towers Park Dr Waterloo, IA 50701
Applicant's SSN:	
Telephone(Home):	
Telephone(Work): 515-491-1663	

Description Of Property:

Property ID or Parcel Number: 28-0064-000

Street Address: 21207 Pioneer Rd, Pine City

Township/City: Pokegama

School District: 578

Legal Description:

pt SE¼ of NE¼, 7-39-21

ASSESSOR'S ESTIMATED MARKET VALUE:

Land: _____ Structures: _____ Total: _____ Classification: _____

Applicants Statement of Facts:

IRS seized property in 1997. Tax system not changed to reflect ownership.

Applicants Request:

Exempt from taxation

Administrative Applicant's Signature: [signature]

NOTE: Minnesota Statutes 1968, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than $3,000, or both."

APPLICATION FOR ABATEMENT - GENERAL FORM

(M.S. 375.192)

DATE: 1-28-13

For Taxes Levied In: 2011
And Payable In: 2012

Abatement # _____

Please Print Or Type

Applicants Name: IRS	Applicants Mailing Address: 201 Tower Park Dr Waterloo, IA 50701
Applicant's SSN:	
Telephone(Home):	
Telephone(Work): 515-491-1663	

Description Of Property:

Property ID or Parcel Number: 28-0264-002
Street Address: 21202 Pioneer Rd, Pine City
Township/City: Pokegama
School District: 578

Legal Description: Pt SE¼ of NE¼, 7-39-21

ASSESSOR'S ESTIMATED MARKET VALUE:

Land: _____ Structures: _____ Total: _____ Classification: _____

Applicants Statement of Facts:

IRS seized property in 1997. Tax System not changed to reflect ownership.

Applicants Request: Exempt from taxation

Administrative Applicant's Signature: Cathy Clemens

NOTE: Minnesota Statutes 1988, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than $3,000, or both."

Form LODA-3

Application for Local-Option Disaster Abatements and Credits

IMPORTANT: Application for property that is NOT located in a declared disaster or emergency area

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

Abatement # AB12-39

County of: Pine

For Taxes Levied In: 2011

And Payable In: 2012

Applicant and Property Information

Applicant Information. Please type or print.

Name: Jamie Pearson	Social Security number:		
Mailing address (street address): 3649 Tower Pond Dr.	City: Anoka	State: MN	Zip: 55303
Telephone (work): (763) 670-7417	Telephone (home): ( )		
Property I.D. or Parcel number (found on your property tax statement): 29.0197.001	School District number:		

Address of damaged property (if different than mailing address): 1390 Sherwood St. Braham MN 55006

Legal description of property (found on your property tax statement): 1/2 North half of NW quarter 18/38/22

Is the property homesteaded? ☑ Yes ☐ No

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

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

Date you left property: July 7th

Date you returned to property:

Statement of Facts and Signature

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

Police Investigation underway.

Arson - Pine County

RECEIVED JAN 22 2013

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

Signature: [signature] Date: 1/22/13

Note: Minnesota Statutes, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than $3,000.00, or both."

Revised 10/10

Form LODA-3

Application for Local-Option Disaster Abatements and Credits

IMPORTANT: Application for property that is NOT located in a declared disaster or emergency area

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

Abatement # AB12-38

County of PINE

For Taxes Levied In: 2012

And Payable In: 2012

Applicant and Property Information

Applicant information. Please type or print.

Name	Social Security number
Steve & Diane Jacobson	SS# on file

Mailing address (street address)	City	State	Zip
200 Park St S, Apt 317	Mora	MN	55051

Telephone (work)	Telephone (home)
( ) —	(320) 496-5964

Property I.D. or Parcel number (found on your property tax statement)	School District number
M 28.8900.015	578

Address of damaged property (if different than mailing address)
18689 Autumn Cir, Pine City, MN 55063

Legal description of property (found on your property tax statement)
1985 26x48 Friendship
Lot 3B Weischkes

Is the property homesteaded?
☒ Yes ☐ No

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

How many months was this property unable to be occupied or used?
Date you left property: 5/24/12
Date you returned to property: Did Not Return

Statement of Facts and Signature

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

Mobile home destroyed by fire on 5/24/12 and was never replaced.

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

Signature: [signature] Administrative Abatement Date: 1/22/13

Note: Minnesota Statutes, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, knowingly makes any statement or in any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than $3,000.00, or both."

Revised 10/10

JAN 25 2013

Form LODA-3

Application for Local-Option Disaster Abatements and Credits

IMPORTANT: Application for property that is NOT located in a declared disaster or emergency area

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

Abatement # AB12-40

County of: PINE

For Taxes Levied In: 2011

And Payable In: 2012

Applicant and Property Information

Applicant Information. Please type or print.

Name	Social Security number
GARY A. HARTL	on file

Mailing address (street address)	City	State	Zip
42239 ELK HORN RD.	HINCKLEY	MINN	55037

Telephone (work)	Telephone (home)
(651) 491-1078	(320) 384-6824

Property I.D. or Parcel number (found on your property tax statement)	School District number
01.0060.000	2165

Address of damaged property (if different than mailing address)

Legal description of property (found on your property tax statement)
Pt E1/2 of NE1/4 14-41-19

Is the property homesteaded?
☒ Yes ☐ No

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

How many months was the property unable to be occupied or used?
Date you left property: 1-21-12
Date you returned to property: 12-23-12

Statement of Facts and Signature

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

The house burned to the ground
The builder was 3 months late delivering new home

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

Signature: Gary A. Hartl

Date: 1-24-13

***Note:** Minnesota Statutes, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than $3,000.00, or both."*

Revised 10/10

Commissioner of Revenue Abatement Form 4 (Rev 5/90)

APPLICATION FOR ABATEMENT - GENERAL FORM

(M.S. 375.192)

DATE: 12/13/12

For Taxes Levied In: 2011
And Payable In: 2012

Abatement # AB12-36

Please Print Or Type

Applicants Name:	Matt Gebhart	Applicants Mailing Address: 39994 Mailing Rd Askov, MN
Applicant's SSN:	on file	
Telephone (Home):		
Telephone (Work):	320-679-2692	

Description Of Property:
Property ID or Parcel Number: 250161.000
Street Address: 39994 Mailing Rd - Askov
Township/City: Partridge Twp
School District: 2580

Legal Description:
W/2 NE/4 Section 15, Twp 43, Range 19

ASSESSOR'S ESTIMATED MARKET VALUE:

Land: 126,200 Structures: 174,300 Total: 300,500 Classification: 101-1-000

Applicants Statement of Facts:
Local Assessor physically reviewed property 1/2/11, noted no flooring, heating system, most plumbing fixtures not installed, no light fixtures, no kitchen cabinets, but still valued at 100% complete.

Applicants Request:
Value at 70% complete.

Applicant's Signature: [signature] Admin Abatement

NOTE: Minnesota Statutes 1988, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than $3,000, or both."

Form LODA-3

Application for Local-Option Disaster Abatements and Credits

IMPORTANT: Application for property that is NOT located in a declared disaster or emergency area

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

Abatement # AB12-37

County of: PINE

For Taxes Levied In: 2011

And Payable In: 2012

Applicant and Property Information

Applicant Information. Please type or print.

Name: Rachelle Dobosenski	Social Security number: SS# on file		
Mailing address (street address): 3268 Aspen Ln	City: Sturgeon Lake	State: MN	Zip: 55783
Telephone (work): (218) 348-7620	Telephone (home): (218) 372-8413		
Property I.D. or Parcel number (found on your property tax statement): 33.0546.000	School District number: #577		

Address of damaged property (if different than mailing address): 34963 Laketown Rd, Sturgeon Lake

Legal description of property (found on your property tax statement): South 300 ft of East 300 ft of SE1/4 of SE1/4 less East 200 ft of North 100 ft Sect 18 Twp 45 Rng 19

Is the property homesteaded?
☐ Yes ☒ No

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

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

Date you left property: 9-22-11

Date you returned to property: Never rebuilt

Statement of Facts and Signature

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

Dobo's Bar destroyed by fire in September of 2011. Business has yet to be rebuilt as of 12/26/12. Partial year abatement was previously processed for Payable 2011. This abatement will remove from valuation the entire building value since it did not exist on the property for the entire year of 2012.

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

Signature: [signature] Administrative Aprate Date: 1/10/13

Note: *Minnesota Statutes, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made or as a basis of reporting, reducing, or pleading any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than $3,000.00, or both."*

Revised 10/09

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date:	Consent Agenda *(Please Circle)*
February 5, 2013	Regular Agenda Estimated Time: *(Please Circle)* 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action: **Auditor/Treasurer**	1-29-13 Department Head Signature Date

Item for Discussion:

Application for Exempt Permit for Finlayson Giese Sportsmen Club to conduct Minnesota lawful gambling on May 18, 2013 at the Finlayson Giese Sportsmen Club Building, 70172 Norway Spruce Rd, Finlayson (Pine Lake Twp).

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None

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 prize value for the year will be $1,500 or less, contact the licensing specialist assigned to your county.

Application fee (non refundable)
If application posted or received:

less than 30 days before the event	more than 30 days before the event
$100	**$50**

ORGANIZATION INFORMATION

Organization name: Finlayson Giese Sportsmen Club
Previous gambling permit number: X-03622

Minnesota tax ID number, if any: 7817580
Federal employer ID number (FEIN), if any: 41-1749326

Type of nonprofit organization. Check one.

____ Fraternal ____ Religious ____ Veterans X Other nonprofit organization

Mailing address: PO Box 18 | City: Finlayson | State: MN | Zip code: 55735 | County: Pine

Name of chief executive officer [CEO]: Ronald Malloy
Daytime phone number: (320) 233-7825
E-mail address: —

NONPROFIT STATUS

Attach a copy of ONE of the following for proof of nonprofit status.

X **Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.**
Don't have a copy? This certificate must be obtained each year from:
Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103
Phone: 651-296-2803

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

____ **IRS - Affiliate of national, statewide, or international parent nonprofit organization [charter]**
If your organization falls under a parent organization, attach copies of **both** of the following:
a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
b. 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.
Finlayson Giese Sportsmen Club Building

Address [do not use PO box]: 70172 Norway Spruce Rd | City or township: Finlayson | Zip code: 55735 | County: Pine

Date[s] of activity. For raffles, indicate the date of the drawing.
May 18, 2013

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

____ Bingo* X Raffle ____ Paddlewheels* ____ Pull-tabs* ____ Tipboards*

***Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to ***www.gcb.state.mn.us*** and click on ***Distributors*** under the ***WHO'S WHO? LIST OF LICENSEES***, or call 651-639-4000.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

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_____

Local unit of government must sign

COUNTY APPROVAL for a gambling premises located in a township

_X_ 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 Pine

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 Minnesota Statutes 349.166.]

Print township name _____

Signature of township officer _____

Title _____ Date _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

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 Ronald Melloy Date 1-11-13

Print name Ronald Melloy

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.
  Only one application is required if one or more raffle drawings are conducted on the same day

Send application with:

___ a copy of your proof of nonprofit status, and
___ application fee (non refundable). Make check payable to "State of Minnesota."

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

Financial report and recordkeeping required
A financial report form and instructions will be sent with your permit, or use the online fill-in form available at www.gcb.state.mn.us.

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board.

Questions?
Call the Licensing Section of the Gambling Control Board at 651-639-4000.

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

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board.

All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date:	Consent Agenda *(Please Circle)* Regular Agenda Estimated Time: *(Please Circle)* 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action: **Auditor**	Department Head Signature — Date: 1-30-13

2-5-13

Item for Discussion: (one form per item)

Liquor license approval for **West Beroun Liquor under new ownership Bruce & Lisa Westerman (FKA: Double A Liquor owned by Mike Aderman) for the period of 4-1-13 thru 8-31-13**

Tobacco license approval for **the same from the period of 4-1-13 thru 12-31-13**
Upon approval please sign and date the attached license applications.

Subject to approval of the Pine County Sheriff, Pine County Attorney and the township board of each applicant.

Approved by:

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: X Attached None

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date:	Consent Agenda *(Please Circle)* Regular Agenda Estimated Time: *(Please Circle)* 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action: **Auditor**	Department Head Signature 1-30-13 Date

2-5-13

Item for Discussion: (one form per item)

Liquor license approval for **West Beroun Liquor under new ownership Bruce & Lisa Westerman (FKA: Double A Liquor owned by Mike Aderman) for the period of 4-1-13 thru 8-31-13**

Tobacco license approval for **the same from the period of 4-1-13 thru 12-31-13**
Upon approval please sign and date the attached license applications.

Subject to approval of the Pine County Sheriff, Pine County Attorney and the township board of each applicant.

Approved by:

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: X Attached None

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date:	Consent Agenda *(Please choose)*
Feb 5, 2013	Regular Agenda Estimated Time: *(Please Circle)* _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department requesting action: **Sheriff**	1-17-2013 Department Head Signature Date

Item for Discussion: (one form per item)

The Pine County Sheriff's Office K-9 division received a donation of $100.00 from Joseph Hattenberger. These funds will be used to help offset the expense of the canine program.

This donation will be placed in 2013 donations.

Board Action Requested: (Attach additional pages if needed)

Request the Pine County Board of Commissioners approve and except this donation.

Supporting Documents: Attached None

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date:	Consent Agenda *(Please choose)*
Feb 5, 2013	Regular Agenda Estimated Time: *(Please Circle)* _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department requesting action: **Sheriff**	1-17-2013 Department Head Signature Date

Item for Discussion: (one form per item)

The Pine County Sheriff's Office negotiated with the Minnesota Department of Public Safety for a grant of 10 used "Tuff Book" laptop computers, with mounting accessories. These computers will replace outdated or nonfunctioning computers currently in our cars. Value $49,000.00.

Board Action Requested: (Attach additional pages if needed)

Request the Pine County Board of Commissioners approve and except this donation.

Supporting Documents: Attached None

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date:	**Consent Agenda** *(Please Circle)*
February 5, 2013	Regular Agenda Estimated Time: *(Please Circle)* _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour

In recent discussion with Minnesota Homeland Security and Emergency Management, it has come to fruition that in order for Pine County to move forth in the flood acquisition program our Pine County Hazard Mitigation Plan has to address property acquisition for flood prone properties. In reviewing our plan with HSEM, we have drawn the amendment to address property acquisition for flood prone properties.

Board Action Requested:

I respectfully ask the County Board accepts and signs the Pine County Hazard Mitigation Plan amendment to move forth in the property acquisition process for its flood victims.

Supporting Documents: (Attached) None

Pine County Hazard Mitigation Plan Amendment

During June 19–21, 2012, heavy rainfall, as much as 10 inches locally reported, caused severe flooding across northeastern Minnesota. The floods were exacerbated by wet antecedent conditions from a relatively rainy spring. Widespread flash and river flooding that resulted from the heavy rainfall caused evacuations of residents, and damages to residences, businesses, and infrastructure. Pine County was declared a Federal disaster as a result of the flooding.

Due to the events of June 2012, the following amendment to the Pine County Hazard Mitigation Plan will enable the county and cities to be eligible for the Hazard Mitigation Grant Program.

The action item below is being included in this amendment to address the impacts of the flash flood. It is the goal of Pine County and affected cities to protect its property owners from future damages by acquiring flood damaged homes in the flood plain from future flooding.

Hazard: Flash flood						
Goal 1: Acquire Flood Damaged Properties						
Objectives	Strategies	Time Frame	Coordinating Responsibility	Estimated Costs	Hazard Location Priority	State Strategy
Minimize Flood Impact by acquiring flood prone properties	Acquire properties	Ongoing	County	10 Million	Sturgeon Lake City, Willow River City, Rutledge City, and County	Property Protection

To date over 75 homeowners have indicated interest in having their flood damaged homes bought out. Currently the county is in process of developing application for State and Federal Hazard Mitigation Buyout programs.

By signing this amendment the Pine County Hazard Mitigation Plan will be updated to include flash flooding and property acquisition in order to make Pine County eligible for grant funding.

_____

Sturgeon Lake City, Mayor Date

_____

Willow River, Mayor Date

_____

Rutledge, Mayor Date

_____

Pine County Board of Commissioners, Chair Date

PINE COUNTY
REQUEST FOR BOARD ACTION

Requested Board Date: 2-5-13 FLEXIBILITY: YES **NO**	Estimated Time: **Consent Agenda** 10 Min. 15 Min. 30 Min. 45 Min. 1 hour
County Probation Department Requesting Action	Cheryl Arola 1/29/2013 Department Head Signature/Date

Item for Discussion: (one form per item)
Juvenile Diversion- Restorative Justice Contract.

Board Action Requested: (Attach additional pages if needed)
Recognition of contracted vendor change

Supporting Documents: None

Background/Previous Action:
The County Board approved the DOC Caseload-Workload subsidy for the current biennium on June 7, 2011. These subsidy dollars have funded our juvenile diversion program since FY 2000 and restorative justice coordination since FY 2011. The current plan designates $ 3161 each fiscal year for a contracted individual to provide these services. This is averages out to 15 hours per month.

In November Tia Lartch gave contract notice to take a full-time position in the metro. Effective January 15, 2013 Ravi Roelfs took over a contract through the end of FY 2013 (June 30th). It would be our plan to continue to fund this contract as part of this DOC subsidy plan for the next biennium period.

We are pleased to have Mr. Roelfs provide this service for us. He also works 30 hours per month for the Wisconsin Courts as their Restorative Justice Program Coordinator. His education and experience meets minimum qualifications of a corrections agent.

Budgetary Implications:
No changes to current budget or grant parameters. No county dollars are expended for this program.

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: **February 5, 2013**	**Consent Agenda** *(Please Circle)* Regular Agenda Estimated Time: *(Please Circle)* _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action: **HHS**	1/30/13 Department Head Signature Date

Item for Discussion: (one form per item)

Request approval to appoint Amber Stumne, RN, to one of the new positions with grant funds effective February 11, 2013 at C42, Step 2, $20.39/hr.

(Approval was received at Personnel Committee for two RNs, 1 PH Supervisor, 1 Case Aide position with the MIECHV (Maternal Infant & Early Childhood Home Visiting Program) grant – the positions were then approved at HHS Board – this is one of the RN positions).

Personnel Committee at the January 8, 2013 approved the filling of the RN/PHN position, contingent on grant funding. The County Board, at the January 8, 2013 board meeting, approved the filling of the RN/PHN position contingent on the position be funded by a grant.

Board Action Requested: (Attach additional pages if needed)

Approval

Supporting Documents: Attached **None**

Human Resources and Payroll Specialist (2013)

B31 (2013 Pay Range--$34,940-$49,149) FLSA Exempt

Department: Administration
Supervisor: County Administrator

Position Objective: To administer a wide variety of human resources programs and services including payroll, benefit administration, compensation, classification, workers' compensation, staffing and organizational development and to provide county-wide consultation and assistance on human resources matters. The position works closely with the county administrator to ensure the successful implementation of all human resources-related tasks.

General Requirements:

- Serves as the organization's expert on human resources management
- Performs all tasks in a courteous and professional manner
- Maintains the appropriate level of confidentiality for all information
- Represents the county administrator to staff, citizens and board members and maintains positive working relationships

Tasks Duties and Responsibilities:
Responsible for all aspects of the county human resources program including:

- Administer the county benefit program
  - Work with county benefit providers
  - Conduct open enrollment

- Maintain the compensation and classification program
  - Evaluate positions and make recommendations
  - Ensure compliance with the pay equity law

- Maintain the county personnel policy manual
  - Ensure timely updates
  - Train employees on policies

- Supervise payroll
  - Ensure payroll is completed
  - Assist payroll clerk as needed

- Supervise maintenance of the county personnel files

- Assist with labor negotiations and relations
  - Provide research and analysis in preparation for negotiations
  - Attend negotiation sessions
  - Review grievances
  - Recommend contract language

- Primary staff support to the personnel committee
  - Prepare agenda and staff reports
  - Analyze staff reports/requests and make recommendations

- Administer Human Resources Program
  - Consult with department heads and supervisors
  - Develop training program(s)
  - Implement requirements of federal and state labor laws including: FLSA, FMLA, PLRA, etc.

- Manage recruitment and selection of employees
  - Develop and lead the employee orientation and "on boarding" process
  - Assist in developing the review and selection process
  - Attend interviews
  - Perform reference and background checks

Minimum Qualifications:
Bachelors degree in Human Resources, Labor Relations, Public Administration or a related field and 3 years experience in human resource administration or an equivalent combination of training and experience.

Knowledge Skills and Abilities:

Knowledge of:
- Public employment law including FLSA, FMLA, PLRA, etc.
- Health insurance and benefit administration
- Workers compensation program
- Labor relations
- Minnesota Data Practices Act
- Payroll requirements and process

Skills in:
- Working with employees
- Mediating disputes
- Standard office procedures and use of computers and office equipment
- Data analysis and report writing

Ability to:
- Meet with others, gather information, and make reports
- Evaluate and interpret relevant laws and policies
- Work with other organizations
- Investigate complaints or concerns
- Read write and speak English
- Make presentations
- Manage consultants

SPECIAL MEETING
PINE COUNTY PERSONNEL COMMITTEE
MINUTES
January 25, 2013
8:00 a.m. – Pine County Health and Human Services Building, Sandstone, Minnesota

Members Present: Commissioner Chaffee
Commissioner Rossow
Also present, County Administrator David Minke, Office Manager Ilene Haavisto.

1. Commissioner Chaffee called the meeting to order at 8:00 a.m.

2. The Agenda was approved.

3. Consider Performance Increases for Eligible Non-union Employees
   Non- union employees do not receive step increases, but are eligible for annual performance increases based upon performance.

   Section 10.5 of the Personnel Policy allows the Personnel Committee to set wages for non-union employees based upon performance,

   Based upon performance, the committee set the following wages for the indicated employees retroactive to January 1, 2013.

	Hourly Basis	Annual Amount
Mark LeBrun, County Engineer (E82)	$44.96	$93,517
Tammy Tricas, County Recorder (C43)	$28.99	$60,300
Dean Dronen, Veterans Service Officer (C42)	$28.42	$51,724 (based on 1,820 hours/year)

4. Human Resources Staffing
   The Committee reviewed the job description for the position and discussed the duties.

   The committee recommends changing the title of the position to Human Resources and Payroll Specialist and recruiting for the position.

5. Other (none)

6. With no other business, the committee adjourned at 9:50 a.m.

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date:	Consent Agenda *(Please Circle)*
February 5, 2013	Regular Agenda Estimated Time: *(Please Circle)* 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action: **AUDITOR**	Cathy Chaves 1-29-13 Department Head Signature Date

Item for Discussion: (one form per item)

Repurchase of forfeited land in full Rodney Green and Cindy Vogel-Green

Parcel 18.0228.000

Board Action Requested: (Attach additional pages if needed)

Approve the above repurchase in full.

Supporting Documents: **Attached** None

Resolution 2013-03

Form No. 528 – Resolution of County Board Authorizing Repurchase of Tax Forfeited Land

RESOLUTION

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

South ½ of North ½ of Southeast ¼ of Southeast ¼ and Southeast ¼ of Southeast ¼ of Southeast ¼, Section 26, Township 40, Range 21

PID #18.0228.000

and WHEREAS, said applicants have submitted to the required application for repurchase to the Pine County Auditor:

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

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

Dated at Sandstone, Minnesota, this 5th day of February, 2013.

Attest:

Chairman, Board of County Commissioners
Pine County, Minnesota

County Auditor

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date:	Consent Agenda *(Please Circle)*
February 5, 2013	Regular Agenda Estimated Time: *(Please Circle)* 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action: **AUDITOR**	Department Head Signature Date

Item for Discussion: (one form per item)

Repurchase of forfeited land with a 10 year contract – Julie Wherley

Parcel 32.0061.000

Board Action Requested: (Attach additional pages if needed)

Approve the above repurchase with a 10 year contract.

Supporting Documents: **Attached** None

Resolution 2013-04

Form. No. 528 – Resolution of County Board Authorizing Repurchase of Tax Forfeited Land.

RESOLUTION

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

South Half of the Southwest Quarter of the Southwest Quarter (S1/2 of SW1/4 of SW1/4), Section Eight (8) Township Forty-two (42) Range Seventeen (17), Subject to Easement

PID #32.0061.000

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

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

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

Dated at Sandstone, Minnesota, this 5th day of February, 2013.

Attest:

Chairman, Board of County Commissioners
Pine County, Minnesota

County Auditor

PINE COUNTY
MINNESOTA

PINE COUNTY

Administrator's Office
635 Northridge Drive NW
Suite 200
Pine City, MN 55063
1-800-450-7463 Ext. 1620
Fax: 320-591-1628

Commissioners
Steve Hallan – Dist. 1
Mitch Pangerl – Dist. 2
Steve Chaffee – Dist. 3
Curt Rossow – Dist. 4
Doug Carlson – Dist. 5

County Administrator
David J. Minke

To: **Pine County Commissioners**
From: **David J. Minke, County Administrator**
Date **February 5, 2013**
Subject **Legacy Trail Grant**

In October, 2010 the county, with the assistance of the Northern Pine Riders Snowmobile Club, applied for a Legacy Grant through the Minnesota Department of Natural Resources. The purpose of the grant is to provide restoration work on the Soo Line Trail including inspection of bridge trestles, surface improvements, culvert replacement, signing, debris removal, trail widening, and improvements to bridge approaches.

The total estimated cost is $80,000 with a 10 percent local match. The $72,000 grant was awarded in December 2012. The local match is being shared equally ($4,000 each) between the Northern Pine Riders Snowmobile Club and the county. The county now needs to implement the grant.

Mr. Terry Peterson, as a member of the Northern Pine Riders, has worked on the project and has offered to administer the grant on behalf of the county. The county attorney is drafting a professional services agreement with Terry Peterson. The total cost is not to exceed $4,000.

REQUESTED ACTION:
Approve a contract with Terry Peterson to administer the grant on behalf of the county with the final agreement subject to review by the county attorney.

Cc: Management Team

PINE COUNTY
REQUEST FOR BOARD ACTION

Requested Board Date: 2-5-13 FLEXIBILITY: YES NO	Estimated Time: Consent Agenda **10 Min.** 15 Min. 30 Min. 45 Min. 1 hour
Probation Department Requesting Action	Cheryl Arola January 29, 2013 Department Head Signature/Date

Item for Discussion: (one form per item)
Resolution for use at the State Legislature to advocate for the full 50% funding of county probation positions.

Board Action Requested: (Attach additional pages if needed)
Request approval of the attached Resolution with a copy to MACPO (MN Association of County Probation Officers) for legislative funding initiatives.

Supporting Documents: *Attached* None

Background/Previous Action:
Minnesota Statute244.19 Subd. 6 sets out 50% reimbursement of county probation officer position salary and benefits. However, the same statute states "Reimbursement shall be prorated if the appropriation is insufficient." The State has not appropriated sufficient dollars since 1996. In 2012 this shortfall was approximately $ 80,000 for Pine County.

Of note, local correctional fees have helped to fill the void. Although by law the fees cannot supplant local dollars, they have been offsetting the State budget cuts since implementation in 2003. In 2012 the fee revenue brought in $ 57,085 to Pine County. Other cost savings have included teaching cognitive skills class in-house, training budget cuts, reduction in lab testing of drug screens, and general fiscal conservatism.

Budgetary Implications:
Full reimbursement would allow the department to meet other unmet needs at little to no cost to the county.

RESOLUTION 2013-02

WHEREAS, Minnesota Statutes 244.19subdivision 6 outlines a process for state reimbursement to participating counties of 50% of the previous year's expenditure for their probation officer salaries, and

WHEREAS, 27 County Probation Officer counties and 28 Department of Corrections Contract counties participate in this process, and

WHEREAS, appropriations from the state have steadily decreased from 50% in 1996 to an all-time low of 31% in FY 2012, and

WHEREAS, the 55 counties participating in this process have been forced to absorb the $2,963,000 deficit in the FY 2012 reimbursement funding for their probation officers, and

WHEREAS, the 2013 legislative session will be establishing the FY 14 and FY15 appropriation for probation officer salary reimbursement for these 55 counties, and

WHEREAS, the Minnesota Association of County Probation Officers has been working with the Department of Corrections and legislative staff to ensure that an accurate FY 14 and FY 15 appropriation amount is determined, and

NOW, THEREFORE, BE IT RESOLVED, that the **PINE** County Board of Commissioners strongly requests the 2013Minnesota Legislature to appropriate sufficient funds to reimburse the 55 participating counties for the full 50% of the cost of their probation officer salaries.

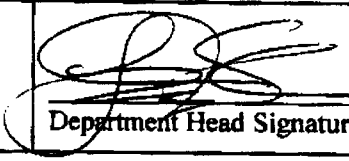
Dated: February 5, 2013

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

Dated: February 5, 2013

_____
David J. Minke
County Administrator

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: **February 5, 2013**	**Consent Agenda** *(Please Circle)* **Regular Agenda** Estimated Time: *(Please Circle)* _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action: **HHS**	 Department Head Signature 1/29/13 Date

Item for Discussion: (one form per item)

Authorize Board signature to accept grant funds in the amount of $40,000 for Mental Health Services for flood victims.

Services to be provided by Pine County Health & Human Services, Lakes & Pines, TSA, Inc. (Therapeutic Services Agency), and Riverwood Center.

(Normally, agreements/contracts/etc. would go to HHS Board, however, this particular agreement should be sent in asap – thus the reason we would like to take it to County Board on 2/5 vs HHS Board on 2/19 – it was just received from the state within the last few days).

Board Action Requested: (Attach additional pages if needed)

Approval

Supporting Documents: **Attached** **None**

MINNESOTA
MDH
DEPARTMENT OF HEALTH

Protecting, maintaining and improving the health of all Minnesotans

TIME SENSITIVE
Immediate Action Required

January 23, 2013

Re: Minnesota Disaster Relief Grant Agreement

Dear Grantee:

Enclosed please find three (3) copies of the Minnesota Disaster Relief Grant Agreement.

Please return all three (3) copies of this contract bearing original signatures as quickly as possible. Once the signed grant contracts are received at OEP they will be sent to MDH finance for final state signatures. Once this final signature is obtained, we will send you a copy of the final agreement.

Under state law, Grantees may not begin work or incur cost to be billed under the grant until all required signatures have been obtained and the agreements are fully executed at the STATE. Any expenses incurred prior to the effective date of the agreement (date last required STATE signature is obtained) can not be billed against the grant and remain the sole responsibility of the grantee.

A return envelope has been enclosed for your use. If you are unsure as to the actual time required for mail delivery, you may want to send your documents by courier or same day delivery.

Thank you for your cooperation.

Carolyn Hoel
Minnesota Department of Health
OEP Grant Management
651-201-4209

RECEIVED

JAN 2 9 2013

PINE COUNTY
HEALTH & HUMAN SERVICES

Encumbrance Worksheet

(Attach to all contracts, grants, and amendments)

Vendor Name:	Vendor Number:
Pine County Health and Human Services	0000197310 LOC 003
Address: 130 Oriole Street E. Suite 1	Federal Employer I.D. or Social Security #: 41-1278204
City, State, Zip: Sandstone, MN 55072	Minnesota Tax I.D. No. *(If applicable)*:

Starting Fiscal Year:	2013	Total Amount of Agreement:	$ 40,000.00
Start Date:	02/01/13	End Date: 6/30/2015	

Accounting Information

Fiscal Year 1					
Fund	Dept ID	Appr ID	Project ID	Activity ID	Amount
1000	H123 08FL	H12FLDT			$ 40,000.00
	H123				$
	H123				$
CFDA # (if Federal $)					

Fiscal Year 2					
Fund	Dept ID	Appr ID	Project ID	Activity ID	Amount
	H123				$
	H123				$
	H123				$
CFDA # (if Federal $)					

Fiscal Year 3					
Fund	Dept ID	Appr ID	Project ID	Activity ID	Amount
	H123				$
	H123				$
	H123				$
CFDA # (If Federal $)					

Financial Management Only

Authorized Signature for Encumbrance	Jessica K	Date	1-22-13
Contract Number	57606	Origin Code	1650
Purchase Order Number	3000012206	Source Type	—
Category Code	84101501	Account ID	441302

NOTE: This page of the Agreement Contract contains confidential information and should not be reproduced or distributed externally without written permission from the Vendor. Internal circulation of this page should only be to individuals/offices signing this Agreement Contract and those that require access to the tax identification number.

7/26/11

Financial Management (651) 201-4622

If you circulate this grant agreement internally, only offices that require access to the tax identification number AND all individuals/offices signing this grant agreement should have access to this page.

Minnesota Department of Health
Grant Agreement

This grant agreement is between the State of Minnesota, acting through its Commissioner of the Department of Health ("State") and *Pine County Health and Human Services* ("Grantee"). Grantee's address is *130 Oriole Street E. Suite 1, Sandstone, MN 55072*].

Recitals

1. Under Minnesota Statutes § 12A.08; Laws 2012, First Special Session article 1, the State is empowered to enter into this grant agreement.

2. The State is in need of behavioral health recovery services for the residents who were affected by the June 2012, Northeast MN flooding incident.

3. The Grantee represents that it is duly qualified and will perform all the duties described in this agreement to the satisfaction of the State. Pursuant to Minnesota Statutes section 16B.98, subdivision 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

Grant Agreement

1. Term of Agreement

1.1 ***Effective date*** *February 1, 2013*, or the date the State obtains all required signatures under Minnesota Statutes section 16C.05, subdivision 2, whichever is later.
The Grantee must not begin work until this contract is fully executed and the State's Authorized Representative has notified the Grantee that work may commence.

1.2 Expiration date *June 30, 2015*, or until all obligations have been fulfilled to the satisfaction of the State, whichever occurs first.

1.3 Survival of Terms The following clauses survive the expiration or cancellation of this grant contract: 8. Liability; 9. State Audits; 10.1 Government Data Practices; 10.2 Data Disclosure; 12. Intellectual Property; 14.1 Publicity; 14.2 Endorsement; and 16. Governing Law, Jurisdiction, and Venue.

2. Grantee's Duties The Grantee, who is not a state employee, shall: Grantee shall:

A. Coordinate with and support costs to Therapeutic Services Agency, (TSA) for the following activities as described in the 12/4/2012 Request for Assistance from the Minnesota Recovers Task Force; DR-4069.
   1. Community Recovery Forums; $10,000.
   2. Outreach Services Specific to Children; $10,000.

B. Coordinate with and support costs to Therapeutic Services Agency (TSA), Lakes and Pines Community Action Center (CAC), and Riverwood Centers Community Behavioral Healthcare for the activities as described in the 12/04/2012 Request for Assistance from the Minnesota Recovers Task Force; DR-4069.

1. Community Outreach (Feet-on-the-street); $20,000.

*3. **Time*** The Grantee must comply with all the time requirements described in this grant agreement. In the performance of this grant agreement, time is of the essence, and failure to meet a deadline may be a basis for a determination by the State's Authorized Representative that the Grantee has not complied with the terms of the grant.

The Grantee is required to perform all of the duties recited above within the grant period. The State is not obligated to extend the grant period.

*4. **Consideration and Payment***

*4.1 **Consideration*** The State will pay for all services performed by the Grantee under this grant agreement as follows:

*(a) **Compensation*** The Grantee will be paid forty thousand dollars ($40,000.00) according to the breakdown of costs contained listed in the Grant Duties above.

*(b) **Travel Expenses*** Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this agreement will not exceed *0.00* , provided that the Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget ("MMB"). The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

*(c) **Total Obligation*** The total obligation of the State for all compensation and reimbursements to the Grantee under this agreement will not exceed forty thousand dollars ($40,000.00).

*4.2 **Terms of Payment***

*(a) **Invoices*** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted in a timely fashion and according to the following schedule:

Quarter End Date	Invoice Due
March 31	April 30
June 30	July 30
September 30	October 30
December 31	January 30
Final Invoice	On or before July 30, 2015

1. Invoices shall be submitted in a form prescribed by the STATE on a quarterly basis.
2. The invoice must clearly identify costs to Therapeutic Services Agency, (TSA) for Community Recovery Forums, Community Outreach (feet-in-the-street), or Outreach Services Specific to Children.

3. The invoice must clearly identify costs to Lakes and Pines Community Action Center (CAC) for costs for Outreach (feet-on-the-street) services.
4. The invoice must clearly identify costs to Riverwood Centers Community Behavioral Healthcare for costs for Outreach (feet-on-the-street) services.
5. The invoice must include a copy of the invoice for services paid to the above agencies.

5. Conditions of Payment All services provided by Grantee pursuant to this agreement must be performed to the satisfaction of the State, as determined in the sole discretion of its Authorized Representative. Further, all services provided by the Grantee must be in accord with all applicable federal, state, and local laws, ordinances, rules and regulations. The Grantee will not be paid for work that the State deems unsatisfactory, or performed in violation of federal, state or local law, ordinance, rule or regulation.

6. Authorized Representatives

6.1 State's Authorized Representative The State's Authorized Representative for purposes of administering this agreement is Jane E. Braun, Director of Emergency Preparedness, Minnesota Department of Health, 625 Robert Street N, St. Paul, MN 55164, 651-201-4829, jane.braun@state.mn.us, or *her* successor, and has the responsibility to monitor the Grantee's performance and the final authority to accept the services provided under this agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

6.2 Grantee's Authorized Representative The Grantee's Authorized Representative is George French, Pine County Health and Human Services, 130 Oriole Street E. Suite 1, Sandstone, MN 55072, Telephone: 320-216-4100 Fax: 320-216-4104, george.french@co.pine.mn.us. The Grantee's Authorized Representative has full authority to represent the Grantee in fulfillment of the terms, conditions, and requirements of this agreement. If the Grantee selects a new Authorized Representative at any time during this agreement, the Grantee must immediately notify the State.

7. Assignment, Amendments, Waiver, and Merger

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

7.2 Amendments If there are any amendments to this agreement, they must be in writing. Amendments will not be effective until they have been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.

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

7.4 Merger This agreement contains all the negotiations and agreements between the State and the Grantee. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.

*8. **Liability*** The Grantee must indemnify and hold harmless the State, its agents, and employees from all claims or causes of action, including attorneys' fees incurred by the State, arising from the performance of this agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this agreement. Nothing in this clause may be construed as a waiver by the Grantee of any immunities or limitations of liability to which Grantee may be entitled pursuant to Minnesota Statutes Chapter 466, or any other statute or law.

*9. **State Audits*** Under Minnesota Statutes section 16B.98, subdivision 8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee, or any other relevant party or transaction, are subject to examination by the State, the State Auditor, and the Legislative Auditor, as appropriate, for a minimum of six (6) years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

*10. **Government Data Practices and Data Disclosure***

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

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

*10.2 **Data Disclosure*** Pursuant to Minnesota Statutes section 270C.65, subdivision 3, and all other applicable laws, the Grantee consents to disclosure of its social security number, federal employee tax identification number, and Minnesota tax identification number, all of which have already been provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

*11. **Ownership of Equipment***

The State shall have the right to require transfer of all equipment purchased with grant funds (including title) to the State or to an eligible non-State party named by the State. This right will normally be exercised by the State only if the project or program for which the equipment was acquired is transferred from one grantee to another.

*12. **Ownership of Materials and Intellectual Property Rights***

*12.1 **Ownership of Materials*** The State shall own all rights, title and interest in all of the materials conceived or created by the Grantee, or its employees or subgrantees, either individually or jointly with others and which arise out of the performance of this grant agreement, including any inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer

based training modules, electronically, magnetically or digitally recorded material, and other work in whatever form ("materials").

The Grantee hereby assigns to the State all rights, title and interest to the materials. The Grantee shall, upon request of the State, execute all papers and perform all other acts necessary to assist the State to obtain and register copyrights, patents or other forms of protection provided by law for the materials. The materials created under this grant agreement by the Grantee, its employees or subgrantees, individually or jointly with others, shall be considered "works made for hire" as defined by the United States Copyright Act. All of the materials, whether in paper, electronic, or other form, shall be remitted to the State by the Grantee. Its employees and any subgrantees shall not copy, reproduce, allow or cause to have the materials copied, reproduced or used for any purpose other than performance of the Grantee's obligations under this grant agreement without the prior written consent of the State's Authorized Representative.

12.2 Intellectual Property Rights Grantee represents and warrants that materials produced or used under this grant agreement do not and will not infringe upon any intellectual property rights of another including but not limited to patents, copyrights, trade secrets, trade names, and service marks and names. Grantee shall indemnify and defend the State, at Grantee's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or parts of the materials infringe upon the intellectual property rights of another. Grantee shall be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages including, but not limited to, reasonable attorney fees arising out of this grant agreement, amendments and supplements thereto, which are attributable to such claims or actions. If such a claim or action arises or in Grantee's or the State's opinion is likely to arise, Grantee shall at the State's discretion either procure for the State the right or license to continue using the materials at issue or replace or modify the allegedly infringing materials. This remedy shall be in addition to and shall not be exclusive of other remedies provided by law.

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

14. Publicity and Endorsement

14.1 Publicity Any publicity given to the program, publications, or services provided resulting from this grant agreement, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee or its employees individually or jointly with others, or any subgrantees shall identify the State as the sponsoring agency and shall not be released without prior written approval by the State's Authorized Representative, unless such release is a specific part of an approved work plan included in this grant agreement.

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

15. Termination

15.1 Termination by the State The State or Grantee may cancel this grant agreement at any time, with or without cause, upon thirty (30) days written notice to the other party.

15.2 Termination for Cause If the Grantee fails to comply with the provisions of this grant agreement, the State may terminate this grant agreement without prejudice to the right of the State to recover any money previously paid. The termination shall be effective five business days after the State mails, by certified mail, return receipt requested, written notice of termination to the Grantee at its last known address.

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

16. Governing Law, Jurisdiction, and Venue This grant agreement, and amendments and supplements to it, shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this grant agreement, or for breach thereof, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

IN WITNESS WHEREOF, the parties have caused this grant agreement to be duly executed intending to be bound thereby.

APPROVED:

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

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

2. State Agency
Grant Agreement approval and certification that State funds have been encumbered as required by Minn. Stat. §§16A.15 and 16C.05.

By: _____
(with delegated authority)

Title: _____

Date: _____

Distribution:

Agency - Original (fully executed) Grant Agreement
Grantee
State Authorized Representative

PINE COUNTY
MINNESOTA

PINE COUNTY

Administrator's Office
635 Northridge Drive NW
Suite 200
Pine City, MN 55063
1-800-450-7463 Ext. 1620
Fax: 320-591-1628

Commissioners
Steve Hallan – Dist. 1
Mitch Pangerl – Dist. 2
Steve Chaffee – Dist. 3
Curt Rossow – Dist. 4
Doug Carlson – Dist. 5

County Administrator
David J. Minke

To: **Pine County Commissioners**
From: **David J. Minke, County Administrator**
Date **February 5, 2013**
Subject **Letter of Support for Pine Technical College**

Pine Technical College (PTC) is pursuing changes which would allow it to offer the associates of arts degree and allow more ability to transfer credits to 4-year colleges.

These changes would improve PTC's ability to serve residents in the region. As part of the application process, PTC is accepting letters of support.

Commissioners know the value of PTC to the community. The attached letter of support is one way the commissioners can support the college.

REQUESTED ACTION:
Motion to approve the letter of support for Pine Technical College.

Cc: Management Team

PINE COUNTY
MINNESOTA

PINE COUNTY

Administrator's Office
635 Northridge Drive NW
Suite 200
Pine City, MN 55063
1-800-450-7463 Ext. 1620
Fax: 320-591-1628

Commissioners
Steve Hallan – Dist. 1
Mitch Pangerl – Dist. 2
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Curt Rossow – Dist. 4
Doug Carlson – Dist. 5

County Administrator
David J. Minke

February 5, 2013

Dr. Robert Musgrove
Pine Technical College
900 Fourth Street SE
Pine City, MN 55063

Re: Letter of Support for Pine Technical College

Dear Dr. Musgrove:

Pine Technical College is a valuable educational resource in the region providing practical education and certification in areas needed for residents of Pine County and the region.

The county is excited to learn of your effort to expand the college's mission to include transfer education and the granting of the Associates degree.

Pine County residents have lower educational attainment than the state average and having convenient access to expanded and more flexible higher education is a significant need for the region.

I want to convey the county's support of your effort. Please let me know if there is anything else we can do.

Sincerely,

Stephen M. Hallan
Chair, County Board

SMH/dg

cc: Pine County Board of Commissioners

PINE COUNTY
MINNESOTA

PINE COUNTY

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635 Northridge Drive NW
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Doug Carlson – Dist. 5

County Administrator
David J. Minke

To: **Pine County Commissioners**
From: **David J. Minke, County Administrator**
Date: **February 5, 2013**
Subject: **Strategic Planning Update**

On January 25 the county board conducted a strategic planning session. The board began by hearing department heads present the Strengths, Weaknesses, Opportunities, and Threats of their departments. The board then identified seven goals it wanted to make progress on during the year.

Chair Hallan was assigned the task of assigning a champion to each of the goals.

The goals are attached.

This meeting is an opportunity to share the goals with the public.

Pine County Board of Commissioners
January 29, 2013 Strategic Planning Session

1. **Goal:** Examine the organizational structure for both functional and structural changes to improve the customer experience and better align department heads and supervisors with regards to span of control.

   Assigned to: Personnel Committee

2. **Goal:** Improve collaboration with
   a. Townships
   b. Cities
   c. Mille Lacs Band
   d. Counties
   e. Non profits and other quasi-units of government (i.e. soil and water)

   Consideration can be given to improving communication, sharing services, pursuing joint projects, etc.

   Assigned to:

3. **Goal:** Hire consultant to explore options for collaboration and consolidation of some or all functions in Health and Human Services and Public Health. This exploration may involve Kanabec and possibly other counties.

   Assigned to: Commissioner Hallan and Administrator Minke

4. **Goal:** Legislative Affairs

   Assigned to:

5. **Goal**: Economic Development. Explore ways to improve economic development in the county including:
   a. Development of memorial forest lands
   b. Coordination with DEED
   c. Coordination with the Mille Lacs Band
   d. Coordination with other units of government

   Assigned to:

6. **Goal:** Improve media relations for Pine County to develop better communication with residents, employees, and constituent groups.

   Assigned to:

7. **Goal:** Improve labor relations

   Assigned to: