

AGENDA
PINE COUNTY BOARD MEETING

District 1 Commissioner Hallan (Chair)
District 2 Commissioner Pangerl
District 3 Commissioner Chaffee
District 4 Commissioner Rossow
District 5 Vacant

Tuesday, May 7, 2013, 1:00 p.m.
Public Health Building, Sandstone, Minnesota

- 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 April 16, 2013 board meeting and Summary for publication.
- F) Approve Minutes of the April 25, 2013 Special Meeting – Special Election.
- G) Minutes of Boards, Committees and Correspondence
 - East Central Regional Library Board Minutes – March 11, 2013
 - Pine County HRA Senior Housing Regular Meeting Minutes – February 27, 2013
 - Pine County HRA Senior Housing Special Meeting Minutes – March 15, 2013
 - Pine County HRA Senior Housing Regular Meeting Minutes – March 27, 2013
 - Pine County Land Surveyor Monthly Report – April, 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. April 2013 Disbursements

Disbursements Journal Report, April 1, 2013 – April 30, 2013

2. Resolution for Repurchase of Tax Forfeited Land

Consider Resolution 2013-18 for Repurchase of Tax Forfeited Land on a 10-year contract, Tad & Tammy Fletcher, PID 29.0374.002 and authorize Board Chair and County Auditor to sign.

3. Extension Committee

- A. Approve reappointment of Mary Lange (representing District 3) as a committee member to the Pine County Extension Committee for a three-year term, January 1, 2013–December 31, 2015.
- B. Approve reappointment of David Durheim (representing District 4) as a committee member to the Pine County Extension Committee for a three-year term, January 1, 2013-December 31, 2015.

4. DOC Caseload/Workload Subsidy

Consider DOC Caseload/Workload Subsidy for fiscal years 2014 and 2015 for a total amount of \$118,962 and authorize Board Chair and County Administrator to sign Grant Agreement.

5. DOC REAM Grant

Consider DOC REAM (Remote Electronic Alcohol Monitor) grant funds in the amount of \$8,100 in fiscal year 2014 and \$8,100 in fiscal year 2015; authorize Board Chair and County Administrator to sign Grant Agreement. There are no county dollars utilized for this program.

6. Hazard Mitigation Program – Sturgeon Lake Township

Approve Joint Resolution 2013-17 with Sturgeon Lake Township and authorize Board Chair and County Administrator to sign.

7. New Hire

Authorize the hiring of Jacki Orr, HHS Supervisor, effective May 8, 2013, grade C51, step 1, at \$46,196.80 annual salary.

8. Training

- A. Consider Administrative Assistant Roxanne to attend the 4H Northeast (NE) Regional Conference and FairPlus! Training, April 30 – May 1, 2013, Grand Rapids. No fee for training; hotel cost \$77.00 (1 night).

- B. Consider Deputy County Assessor Troy Stewart and Property Appraiser Jenny Mansavage to attend the Minnesota Association of Assessing Officers summer seminars May 22-23, 2013, St. Cloud. Total cost \$320 (funds available within the Assessor's 2013 budget).
- C. Consider Probation Agents Amber Chase, Jeremie Reinhart and Travis Fisher to attend the MACPO (Minnesota Association of County Probation Officers) training event, May 22-23, 2013, Breezy Point. Registration \$165 per person, Tuesday night accommodations \$53.44 per room, Wednesday/Thursday meal and accommodation package \$146 per person double occupancy. Total cost of \$986.44 plus any applicable taxes and mileage). Funds are available in the 2013 probation budget.

REGULAR AGENDA

1. Facilities Committee

- A. Pine County Facilities Committee (Special Meeting) met April 16, 2013 (Minutes Attached). Action taken at April 16, 2013 board meeting.

2. Central Minnesota Jobs and Training Services, Inc. (CMJTS)

- Update by Barbara Chaffee. CMJTS is a partner in the Minnesota WorkForce Center System, serving 11 counties in Central Minnesota, including Pine County.

3. National Correctional Officers' Week

- Approve Resolution 2013-16 Recognizing Correctional Officers and Correctional Employees in Pine County and authorizing Board Chair and County Administrator to sign.

4. Equipment Rental Bids

- Accept Equipment Rental Bids.

5. Land Purchase

- Approve purchase of 5-acre parcel from Crystal Hennen, purchase price of \$5,000 together with closing costs. Property valuation is \$5,700. The purchase of this property will improve the access to the county tax-forfeited land managed by Pine County along the Dollar Lake Road, increasing the salability and value of the property.

6. Credit Card Policy

- Approve Resolution 2013-19 approving credit card policy.

7. Committee Vacancy

- Fill Commissioner Carlson committee vacancies.

8. Economic Development Update

- Schedule Committee of the Whole meeting to discuss future direction.

9. Commissioner Updates

10. Other

11. Upcoming Meetings

- a. **Pine County Board Meeting, Tuesday, May 7, 2013, 1:00 p.m.**, Public Health Building, Sandstone, Minnesota.
- b. **Personnel Committee Meeting, Tuesday, May 14, 2013, 9:00 a.m.**, Commissioner Conference Room, Pine City, Minnesota.
- c. **Technology Committee Meeting, Tuesday, May 21, 2013, 8:30 a.m.**, Commissioner Conference Room, Pine County Courthouse, Pine City, Minnesota.
- d. **Pine County Board Meeting, Tuesday, May 21, 2013 10:00 a.m.**, Boardroom, Pine County Courthouse, Pine City, Minnesota.
- e. **Pine County Health and Human Services Meetings, Tuesday, May 21, 2013, to commence after Pine County Board Meeting**, Boardroom, Pine County Courthouse, Pine City, Minnesota.
- f. **NLX meeting, Wednesday, May 22, 2013, 9:30 a.m.** Boardroom, Pine County Courthouse, Pine City, Minnesota.

12. Adjourn

MINUTES OF PINE COUNTY BOARD MEETING
Regular Meeting

Tuesday, April 16, 2013, 10:00 a.m.
Boardroom, Pine County Courthouse, Pine City, Minnesota

Chair Hallan called the meeting to order at 10:00 a.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. Jan and Denny Gertzen, Shirley and Bill Klossner, and Judy and Tom Koch expressed their concern with the progress of the flood mitigation buyout process. Patrice DeGray stated her opposition to the Northern Lights Express.

Chair Hallan requested the following revisions to the Consent and Regular Agenda:

Consent:

Addition #8: Authorize the hiring of Heidi Grissman-Burton, Social Worker (CMH), effective May 6, 2013, \$19.25/ hr, C42, Step 1.

Clarification of #1 – March, 2013 cash balance.

Regular:

Addition #7A: Termination of Temporary Flood Recovery Coordinator Tom Paull

Addition #7B: Hiring of Matt Fulton -- Temporary Flood Recovery Coordinator

Addition #10A: Quarterly Financial Report

Commissioner Rossow moved to approve the amended agenda. Second by Commissioner Pangerl. Motion carried 5-0.

Commissioner Chaffee moved to approve the Minutes of the April 2, 2013 board meeting and Summary for publication. Second by Commissioner Pangerl. Motion carried 5-0.

Commissioner Rossow moved to approve the Minutes of the April 9, 2013 Special Meeting -- Committee of the Whole. Second by Commissioner Carlson. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

Arrowhead Counties Association Meeting Minutes – February 20, 2013

Pine County Soil & Water Conservation District Board Meeting Minutes – March 14, 2013

GPS 45:93 Board of Directors – 2013-2014 Ballot

Pine County Methamphetamine Task Force Minutes – April 8, 2013

Commissioner Pangerl moved to acknowledge the Minutes of Boards, Committees and Correspondence. Second by Commissioner Chaffee. Motion carried 5-0.

Commissioner Pangerl moved to approve the amended Consent Agenda. Second by Commissioner Carlson. 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. March 2013 Cash Balance

Fund	March 1, 2012	March 1, 2013	Increase(Decrease)
General Fund	-\$592,027.30	-\$255,796.64	\$336,230.66
Health and Human Services Fund	\$1,717,665.97	\$1,249,302.88	(\$468,363.09)
Road and Bridge Fund	\$7,489,547.41	\$5,765,822.56	(\$1,723,724.85)
Land Management Fund	1,055,066.79	\$1,533,649.83	\$478,583.04
TOTAL (inc non-major funds)	\$10,938,034.59	\$8,570,379.07	(\$2,367,655.52)

2. Applications for Abatement

Danielle Derungs, 76404 Long Lake Road, Willow River, PID 17.0294.000, pay 2013
Charles Hecht, 14079 Cross Park Road, Brook Park, PID 18.0036.002, pay 2012 and 2013.

3. Application for Exempt Permit

Approve the Application for Exempt Permit for Immaculate Conception Church to conduct Minnesota lawful gambling on April 26, 2013 at Wings North Hunting Club, 19379 Homestead Road, Pine City (Pokegama Township).

4. Application for Premises Permit

Approve the Application for Premises Permit for the Pokegama Lake Association to conduct Minnesota lawful gambling at Beach Rocks, 10762 Lakeview Shore Drive, Pine City (Pokegama Township).

5. Temporary Liquor License

Approve 3.2 Temporary Liquor License for Sandstone Bulls and Barrels and two (2) for Finlayson-Giese Sportsman Club. Subject to approval of the Pine County Sheriff, Pine County Attorney and the township board of each applicant.

6. Transfer of Corrections Officers

A. Approve promotion of part-time Corrections Officer Sarah Carlson to full-time Corrections Officer, effective April 21, 2013. Classification to remain as B23 and wage to remain as \$16.04.

B. Approve promotion of part-time Corrections Officer Duane Begay to full-time Corrections Officer, effective April 21, 2013. Classification to remain as B23 and wage to remain as \$16.04.

7. Training

Approve attendance for Human Resources & Payroll Specialist Matt Christenson, Managing the Human Resource Conference, May 29-30, 2013, St. Cloud Holiday Inn, St. Cloud. Registration \$80 (includes materials and lunch for both days); hotel cost \$95.46 (1 night).

8. New Hire

Authorize the hiring of Heidi Grissman-Burton, Social Worker (CMH), effective May 6, 2013, \$19.25/ hr, C42, Step 1.

REGULAR AGENDA

1. Recognition of Retirement

The board recognized the retirement of the following and thanked them for their service to Pine County:

- Public Health Nurse Dixie Koch, over 9 years of service;
- Highway Maintenance Worker Greg Museus, over 19 years of service.

2. Personnel Committee

The Personnel Committee met April 9, 2013 and made the following recommendations:

- A. Ratify the termination of part-time Corrections Officer Tamara Wolter, effective March 8, 2013, and authorize filling the vacancy.
- B. Accept the resignation of full-time Corrections Officer Zak Vork, effective March 28, 2013, and authorize filling the position.
- C. Accept the resignation of Social Worker Abby Schaefer, effective April 12, 2013, and authorize the filling of the vacancy.
- D. Authorized filling the full-time correction officer position due to the promotion of Rod Williamson to sergeant. Authorize the filling of a part-time position if a vacancy is created to fill this position.
- E. Ratify the creation of a corrections officers eligibility list for filling the approved vacancies.
- F. Accept the resignation of Deputy Sheriff Tim Johnson effective March 30, 2013.
- G. Authorize filling a temporary summer 4-H assistant position at a cost not to exceed \$4,000.
- H. Approve annual performance pay increase for County Assessor Kelly Schroeder from \$31.72 per hour to \$32.99 per hour effective March 7, 2013.

Motion by Commissioner Chaffee to approve the recommendations of the Personnel Committee. Second by Commissioner Rossow. Motion carried 5-0.

Board Chair Hallan introduced Human Resources and Payroll Specialist, Matt Christenson.

3. Facilities Committee

Pine County Facilities Committee met April 3, 2013.

No board action necessary.

A Special Meeting of the Facilities Committee met April 16, 2013 at 9:00 a.m. The Facility Committee made the recommendation to award Karr Construction the tuckpointing, pressure washing and caulking of the Pine County Government Center. Karr will honor their August 2, 2011 proposal in the amount of \$98,758 for areas 1, 2 and 3, and \$10,740 for area 4. Commissioner Carlson requested the construction contract be reviewed by the county attorney.

Motion by Commissioner Pangerl to award Karr Construction the tuckpointing, pressure washing and caulking of the Pine Government Center according to the August 2, 2011

proposal, subject to approval of the contract by the Pine County Attorney. Said project not to exceed \$100,000. Second by Commissioner Carlson. Motion carried 5-0.

4. Health and Human Services Director

The Health and Human Services Director job description was discussed.

Discussion was held as to sharing of services with Kanabec County relating to public health and the timeframe of implementing any shared services. Commissioner Rossow stated that candidate(s) must be aware that the job description may change dependent upon any service-sharing with Kanabec County. Due to the broad salary range for this position, it was recommended that the Personnel Committee be involved with the setting of the salary.

Motion by Commissioner Chaffee to approve the revised job description for the Health and Human Services Director and authorize the filling of the position. Second by Commissioner Pangerl. Motion carried 5-0.

5. Congressman Nolan

Rick Olseen from Congressman Nolan's staff updated the board as to:

(1) Highway 70 reconditioning project (through direct appropriation may be able to receive additional funds); (2) Broadband (expansion); and (3) NLX (Congressman's support). Commissioner Carlson expressed his support of Jim Oberstar consideration as U.S. Secretary of Transportation.

6. Braham Community Center

Terry Lind and Marie Grundberg presented information as to the groundbreaking and use by the counties of Pine, Isanti, Chisago and Kanabec of the new Braham Community Center.

7. Flood Damage Reduction Grant Assistance Program Application

Motion by Commissioner Carlson to approve Resolutions 2013-13 and 2013-13A appointing County Administrator David Minke as the authorized official to act on behalf of Pine County to execute all grant agreements necessary to implement the Flood Damage Reduction project and the Hazard Mitigation Grant Project and authorize Board Chair and County Administrator to sign. Second by Commissioner Rossow. Motion carried 5-0.

7A. Termination of Temporary Flood Recovery Coordinator Tom Paull

Discussion was held regarding the termination of Temporary Flood Recovery Coordinator Tom Paull.

Motion by Commissioner Rossow to ratify the termination of the employment of Temporary Flood Recovery Coordinator Tom Paull. Second by Commissioner Chaffee. Motion carried 5-0.

7B. Hiring of Matt Fulton as Temporary Flood Recovery Coordinator

Discussion was held regarding the hiring of Matt Fulton as Temporary Flood Recovery Coordinator to continue the work on the property buyouts. County Assessor Kelly Schroeder explained the focus of the new coordinator and the timeframe for the mitigation process.

Motion by Commissioner Rossow to hire Matt Fulton as Temporary Flood Recovery Coordinator, effective April 17, 2013, \$26.00 per hour. Motion carried 5-0.

8. Flood Hazard Mitigation Grant Agreement, Pine County, Acquisition of Flood-Damaged Property

County Assessor Kelly Schroeder explained the Flood Hazard Mitigation Grant Agreement. This grant, in the amount of \$2,250,000, is for the reimbursement of costs associated with the acquisition of real property and disposal of structures impacted by the flooding. The grant represents the costs for seven properties that will be purchased through the DNR flood mitigation program and 25% of the costs associated with the 37 other property that may be proceeding through the Federal HMGP program. Numerous property owners discussed their frustration as to the progress being made. Schroeder commented on two upcoming deadlines: May 27, 2013 – disaster mitigation plan expires; July 1, 2013, deadline to remove affected real property from the tax rolls.

Motion by Commissioner Rossow to approve the Flood Hazard Mitigation Grant Agreement and authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 5-0.

9. Timber Auction

Forester Greg Beck stated the county has 11 parcels on the timber auction with 11,645 cords of timber to be offered for sale. Commissioner Pangerl stated that the timber revenue from the auction will be disbursed 40%/county, 40% /school district, and 10% /township.

Beck also stated that the owner of the private property necessary to access track PA-7-13 desires to sell the county property for permanent access. Beck requests authorization to start the process.

Chair Hallan recognized Beck for his hard work in the Land Department.

Inquiry was made as to the timber clean up from last year's storms. Beck stated 800 acres were affected, with most areas cleaned up.

Motion by Commissioner Pangerl to approve the 2013 Pine County Timber Auction be set for May 16, 2013 at 10:00 a.m., and the county to commence the action to purchase the real property for permanent access to track PA-7-13. Second by Commissioner Rossow. Motion carried 5-0.

10. Change in Accrual Period

County Auditor-Treasurer Clemmer explained the current 90-day accrual period is used to ensure that transactions are attributed to the year where the activity occurred.

Clemmer recommends the accrual period be shortened to 60 days so that the annual audit may be completed 30 days earlier.

Motion by Commissioner Rossow to approve Resolution 2013-14 to set end-of-year accrual period at 60 days rather than 90 days, effective with fiscal year ending December 31, 2013, and authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 5-0.

10A. Quarterly Financial Report

County Administrator David Minke gave an update on the budget for the first quarter of 2013.

11. Commissioner Updates

Auditor-Treasurer Clemmer requested that the Land Committee schedule a meeting. Chair Hallan indicated Clemmer and Forester Beck to schedule a Land Committee meeting within 30 days after the May 16, 2013 timber auction.

12. Other

None.

13. Upcoming Meetings

- a. **Special Meeting, Facilities Committee, April 16, 2013, 9:00 a.m.,** Commissioners' Conference Room, Pine County Courthouse, Pine City, Minnesota.
- b. **Pine County Board Meeting, Tuesday, April 16, 2013 10:00 a.m.,** Boardroom, Pine County Courthouse, Pine City, Minnesota.
- c. **Pine County Health and Human Services Meetings, Tuesday, April 16, 2013, to commence after Pine County Board Meeting,** Boardroom, Pine County Courthouse, Pine City, Minnesota.
- d. **Technology Committee Meeting, Tuesday, April 16, 2013, 1:00 p.m.,** Commissioner Conference Room, Pine County Courthouse, Pine City, Minnesota.
- e. **Arrowhead Counties Association, Wednesday, April 17, 2013, 6:00 p.m.,** Hampton Inn Conference Room, 310 Canal Park Drive, Duluth, Minnesota.
- f. **U of M Extension Service Economic Futures Workshop, Tuesday, April 22, 2013, 1:00 p.m.,** Jury Assembly Room, Pine County Courthouse, Pine City, Minnesota.
- g. **NLX meeting, Wednesday, April 24, 2013, 9:30 a.m.** Boardroom, Pine County Courthouse, Pine City, Minnesota.
- h. **City/County Economic Development Meeting, April 30, 2013, 3:00 p.m.,** Jury Assembly Room, Pine County Courthouse, Pine City, Minnesota.
- i. **Facilities Committee Meeting, Wednesday, May 1, 2013, 9:00 a.m.,** Commissioner Conference Room, Pine County Courthouse, Pine City, Minnesota.
- j. **Pine County Board Meeting, Tuesday, May 7, 2013, 1:00 p.m.,** Public Health Building, Sandstone, Minnesota.
- k. **Personnel Committee Meeting, Tuesday, May 14, 2013, 9:00 a.m.,** Commissioner Conference Room, Pine City, Minnesota.
- l. **Technology Committee Meeting, Tuesday, May 21, 2013, 8:30 a.m.,** Commissioner Conference Room, Pine County Courthouse, Pine City, Minnesota.
- m. **Pine County Board Meeting, Tuesday, May 21, 2013 10:00 a.m.,** Boardroom, Pine County Courthouse, Pine City, Minnesota.
- n. **Pine County Health and Human Services Meetings, Tuesday, May 21, 2013, to commence after Pine County Board Meeting,** Boardroom, Pine County Courthouse, Pine City, Minnesota.
- o. **NLX meeting, Wednesday, May 22, 2013, 9:30 a.m.** Boardroom, Pine County Courthouse, Pine City, Minnesota.

14. Adjourn

With no further business, Chair Hallan adjourned the county board meeting at 11:25 a.m. The next regular meeting of the county board is scheduled for May 7, 2013 at 1:00 p.m. at the Public Health Building, Sandstone, Minnesota.

David J. Minke, Administrator
Clerk to Conty Board

Stephen M. Hallan, Chair
Board of Commissioners

**SUMMARY
OF
MINUTES OF PINE COUNTY BOARD MEETING
*Regular Meeting***

**Tuesday, April 16, 2013, 10:00 a.m.
Boardroom, Pine County Courthouse, Pine City, Minnesota**

Chair Hallan called the meeting to order at 10:00 a.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. Jan and Denny Gertzen, Shirley and Bill Klossner, and Judy and Tom Koch expressed their concern with the progress of the flood mitigation buyout process. Patrice DeGray stated her opposition to the Northern Lights Express.

Commissioner Rossow moved to approve the amended agenda. Second by Commissioner Pangerl. Motion carried 5-0.

Commissioner Chaffee moved to approve the Minutes of the April 2, 2013 board meeting and Summary for publication. Second by Commissioner Pangerl. Motion carried 5-0.

Commissioner Rossow moved to approve the Minutes of the April 9, 2013 Special Meeting -- Committee of the Whole. Second by Commissioner Carlson. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

Arrowhead Counties Association Meeting Minutes – February 20, 2013

Pine County Soil & Water Conservation District Board Meeting Minutes – March 14, 2013

GPS 45:93 Board of Directors – 2013-2014 Ballot

Pine County Methamphetamine Task Force Minutes – April 8, 2013

Commissioner Pangerl moved to acknowledge the Minutes of Boards, Committees and Correspondence. Second by Commissioner Chaffee. Motion carried 5-0.

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

Approve March 2013 Cash Balance.

Applications for Abatement

Danielle Derungs, 76404 Long Lake Road, Willow River

Charles Hecht, 14079 Cross Park Road, Brook Park

Approve the Application for Exempt Permit for Immaculate Conception Church to conduct Minnesota lawful gambling on April 26, 2013 at Wings North Hunting Club, 19379 Homestead Road, Pine City.

Approve the Application for Premises Permit for the Pokegama Lake Association to conduct Minnesota lawful gambling at Beach Rocks, 10762 Lakeview Shore Drive, Pine City.

Approve 3.2 Temporary Liquor License for Sandstone Bulls and Barrels and two (2) for Finlayson-Giese Sportsman Club. Subject to approval of the Pine County Sheriff, Pine County Attorney and the township board of each applicant.

Approve promotion of part-time Corrections Officer Sarah Carlson to full-time Corrections Officer, effective April 21, 2013. Classification to remain as B23 and wage to remain as \$16.04.

Approve promotion of part-time Corrections Officer Duane Begay to full-time Corrections Officer, effective April 21, 2013. Classification to remain as B23 and wage to remain as \$16.04.

Approve attendance for Human Resources & Payroll Specialist Matt Christenson. Managing the Human Resource Conference, May 29-30, 2013, St. Cloud Holiday Inn, St. Cloud. Registration \$80, hotel \$95.46.

Authorize the hiring of Heidi Grissman-Burton, Social Worker (CMH), effective May 6, 2013, \$19.25/ hr, C42, Step 1.

REGULAR AGENDA

The Personnel Committee met April 9, 2013 and made the following recommendations:

- A. Ratify the termination of part-time Corrections Officer Tamara Wolter, effective March 8, 2013, and authorize filling the vacancy.
- B. Accept the resignation of full-time Corrections Officer Zak Vork, effective March 28, 2013, and authorize filling the position.
- C. Accept the resignation of Social Worker Abby Schaefer, effective April 12, 2013, and authorize the filling of the vacancy.
- D. Authorized filling the full-time correction officer position due to the promotion of Rod Williamson to sergeant. Authorize the filling of a part-time position if a vacancy is created to fill this position.
- E. Ratify the creation of a corrections officers eligibility list for filling the approved vacancies.
- F. Accept the resignation of Deputy Sheriff Tim Johnson effective March 30, 2013.
- G. Authorize filling a temporary summer 4-H assistant position at a cost not to exceed \$4,000.
- H. Approve annual performance pay increase for County Assessor Kelly Schroeder from \$31.72 per hour to \$32.99 per hour effective March 7, 2013.

Motion by Commissioner Chaffee to approve the recommendations of the Personnel Committee. Second by Commissioner Rossow. Motion carried 5-0.

Motion by Commissioner Pangerl to award Karr Construction the tuckpointing, pressure washing and caulking of the Pine Government Center according to the August 2, 2011 proposal, subject to approval of the contract by the Pine County Attorney. Said project not to exceed \$100,000. Second by Commissioner Carlson. Motion carried 5-0.

Motion by Commissioner Chaffee to approve the revised job description for the Health and Human Services Director and authorize the filling of the position. Second by Commissioner Pangerl. Motion carried 5-0.

Motion by Commissioner Carlson to approve Resolutions 2013-13 and 2013-13A appointing County Administrator David Minke as the authorized official to act on behalf of Pine County to execute all grant agreements necessary to implement the Flood Damage Reduction project and the Hazard Mitigation Grant Project and authorize Board Chair and County Administrator to sign. Second by Commissioner Rossow. Motion carried 5-0.

Motion by Commissioner Rossow to ratify the termination of the employment of Temporary Flood Recovery Coordinator Tom Paull. Second by Commissioner Chaffee. Motion carried 5-0.

Motion by Commissioner Rossow to hire Matt Fulton as Temporary Flood Recovery Coordinator, effective April 17, 2013, \$26.00 per hour. Motion carried 5-0.

Motion by Commissioner Rossow to approve the Flood Hazard Mitigation Grant Agreement and authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 5-0.

Motion by Commissioner Pangerl to approve the 2013 Pine County Timber Auction be set for May 16, 2013 at 10:00 a.m., and the county to commence the action to purchase the real property for permanent access to track PA-7-13. Second by Commissioner Rossow. Motion carried 5-0.

Motion by Commissioner Rossow to approve Resolution 2013-14 to set end-of-year accrual period at 60 days rather than 90 days, effective with fiscal year ending December 31, 2013, and authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 5-0.

With no further business, Chair Hallan adjourned the county board meeting at 11:25 a.m. The next regular meeting of the county board is scheduled for May 7, 2013 at 1:00 p.m. at the Public Health Building, Sandstone, Minnesota.

David J. Minke, Administrator
Clerk to Conty 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 website (www.co.pine.mn.us). Copies may also be requested from the administrator's office.

MINUTES OF PINE COUNTY BOARD MEETING
Special Meeting

Thursday, April 25, 2013, 9:00 a.m.
Boardroom, Pine County Courthouse, Pine City, Minnesota

Chair Hallan called the meeting to order at 9:00 a.m. Present were Commissioners Mitch Pangerl, Steve Chaffee, and Curt Rossow. Also present were County Attorney John Carlson and County Administrator David Minke.

The Pledge of Allegiance was said.

Chair Hallan called for a moment of silence for Commissioner Doug Carlson, who passed away April 22, 2013.

Chair Hallan requested the following revisions to the Regular Agenda:

2. Other: In honor of Doug Carlson:

Addition: Planting of tree or memory bench

Lowering of flags to half mast on county governmental properties

Commissioner Chaffee moved to approve the amended agenda. Second by Commissioner Pangerl. Motion carried 4-0.

REGULAR AGENDA

1. Special Election – Filling of Vacancy in the Office of County Commissioner

County Auditor-Treasurer Cathy Clemmer provided information regarding the timeframe for a special election. Minnesota statute indicates a special election be held if one year or more remains in an unexpired term; the vacancy must be filled not less than 120 days following the vacancy is declared, but no later than 12 weeks prior to the date of the next regularly scheduled primary election.

Motion by Commissioner Rossow to approve Resolution 2013-15 Declaration of Vacancy in County Commissioner District 5 and Notice of Office to be Voted for at a Special Election for which Candidates File with the Pine County Auditor, and authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 4-0.

2. Other

- A. Discussion was held regarding a commemorative tree and/or bench in honor of Commissioner Carlson to be placed at the Pine County Courthouse through individual donations. This item was referred to the Wellness Committee.
- B. Discussion was held regarding the lowering of the flags on Pine County governmental properties to half mast. It was the consensus of the board that flags on Pine County government properties shall be lowered to half mast April 25 – 26, 2013 in memory of Commissioner Carlson.

With no further business, Chair Hallan adjourned the special meeting at 9:15 a.m. The next regular meeting of the county board is scheduled for May 7, 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

ECRL Library Board Minutes

Date: Monday, March 11, 2013

Time: 9:30 am

Place: ECRL Headquarters, Cambridge, MN

Present: All Board Members –Anderson, Gene (Kanabec); Carlson, Keith (Chisago); Chaffee, Steve (Pine); Goddard, Carol (Pine); Henderson, Ray (Chisago); Hommes, Linda (Aitkin); Kramersmeier, Charlotte (Mille Lacs); Lee, Karen (Isanti); McMahon, George (Chisago); Misiura, Audrey (Isanti); Niemi, Don (Aitkin); Raisanen, James (Aitkin); Reynolds, Genny (Mille Lacs); Sauer, Tom (Mille Lacs); Swanson, Margery (Pine); Warring, Mike (Isanti); Weaver, Sharon (Kanabec); Zaudtke, Wayne (Kanabec)

Staff: Misselt, Barbara (Director, ECRL); Anderson, Shelly (Admin Serv Mgr, ECRL); Carlson, Marlys (Office Clerk/Recorder, ECRL)

Call to Order:

President McMahon called the March 2013 meeting of the East Central Regional Library to order at 9:42 a.m.

Pledge of Allegiance & Introductions:

Misselt: Introduced Marlys Carlson, ECRL Office Clerk as new Recorder for the Board Meetings.

Misiura: Her two children are present today as guests.

Adopt/Amend Agenda:

M/S/P: unanimous

Raisanen/Hommes to adopt agenda, approved as presented.

Period for Public comment

None

Approval of Previous Minutes

M/S/P: unanimous

Carlson/Kramersmeier, approve minutes as presented.

Bills:

M/S/P: unanimous

Misiura/Goddard, motion to approved January 2013 bills.

Financial Reports:

M/S/P: unanimous

Misiura/Carlson to accept the January 2013 financial report as presented.

Bills:

M/S/P: unanimous

Misiura/Goddard, motion to approved February 2013 bills.

Financial Reports:

M/S/P: unanimous

Misiura/Goddard, to accept the February 2013 financial report as presented.

Zaudtke: Questioning amount due from Legacy Fund Account – FY2013 is unclear to him.

Anderson: Admin Service Mgr, ECRL: Explained the change made to separate Legacy as its own company. Clarified, vote, all say '1', motion carried.

ECRL Administrative Reports

A. Director's Organizational Report

Annual audit: here this week, looks good but not completed.

We received a call from the IRS, they will be here at Headquarters this Wednesday.

Terms of the audit: 2011 payroll compliance, looking over all forms - 1099's, W9, W4, W2.

Has been a quiet month but stressfully busy. The upgrade on automation system is successful. Adjustments are done, re-indexing the database took two weeks.

Work being done on upgrades, multi point server. Andy is working on a product from Microsoft, going to Mora tomorrow to install.

Carlson: Is video game use after school a problem?

Misselt: Computers are all full, internet is very busy.

The new cataloging standard called RDA (Resource Description Access), training staff on new cataloging went well and are keeping up with upgrade of system.

Ebook training has been done. Branch Librarian Sarah Biro did the training in all branches. In her absence, ECRL used subs in CL. The public is thrilled and want more training. Ebook use is way up.

Misselt continues: There is a Mascot name contest and the fox is finished. I would like to share with you a phone call from Pine County saying we shouldn't use a fox because they are mean, may scare children and there is too much violence in the world.

We have been dealing with an abusive patron who refused to return materials. Notices were sent, bill around \$1,000 went to collections. Per state statute was referred to the county of patron's residence for collection by the county attorney. Materials are returned, now we're working with Chisago County on their providing assistance to collect overdue fees. Will waive fees as appropriate and maintain patron privacy.

Zaudtke: Is a policy in place to stop patron from checking out so much material?

Carlson: Can Taylors Falls be held responsible?

McMahon: That's up to county board to negotiate with the City of Taylors Falls, if it should become necessary.

Misselt: 50 item check out is the current policy and works well, many reasons, example is home schooling.

B. Branch Highlights

Misselt directed members to read the written report and will answer any questions in Carla's absence.

McMahon: Has Sara finished e-book class?

Misselt: yes, with the public.

Other Reports

CMLE Board meeting report from 1/22/13

Sauer: At the meeting, are they duplicating what we do? I have had negative thoughts.

Misselt: CMLE's new Strategic Plan focuses on service to schools, which is more appropriate than their previous efforts. I had a meeting with ECMECC (service agency to area schools) about partnering for an eBook contract. They do not want to deal with CMLE on this issue.

Old Business

Legacy

Misselt: The Office of Legacy Auditor (OLA) inspected the Department of Education and the State Library on their management of Legacy funds. OLA didn't find anything wrong with how money was spent by libraries, but rather with how it was managed by the Department of Education. In previous years, we received 10 equal payments, and after projects are completed, we file reports. Department of Education will not send out money before anymore, we will need to file a request to be reimbursed. Regional Library Systems said that wouldn't be adequate for many regions, that the state would need to provide funds up front for programs. At least three regions said they will not have Legacy programs if they have to pay for them and wait for reimbursement. Barb is working on a committee to revamp forms on procedures, now easier to handle. There will be more paperwork to be reimbursed, Grant programs were funded by the legislature for 2012-2013. Will need to be re-authorized for 2014-2015.

Zaudtke: Concerned about money pulled from the book budget. Will money be put back?

McMahon: It's our choice to not use Legacy for 2013.

Anderson: We can request to be reimbursed monthly.

Misselt: We are still working with carry over of 2012 allocation, having up to a year after the end of a fiscal year to spend. They are working on a process. The legislative auditor brought this whole issue to light. We are part of the Department of Education.

McMahon: How much outstanding funds do we have on hand?

Anderson: We still have 2012 money to use.

Misselt: The ECRL Legacy Committee has approved programs for the end of the 2012 funds and many for 2013.

New Business

Misselt: Year end stats, numbers reported to state, service hours and percent per branch, library card holders. Questions?

Misiura: Number of card holders, is Princeton all Mille Lacs County?

Misselt: No, number of card holders is per branch, not county.

Sauer: We need totals on the chart.

Misselt: Will amend chart and put in next month's Board packet.

Zaudtke: Is computer usage based on number of people logging in and what about wireless use? The count may be wrong.

Misselt: We can't collect statistics on wireless users.

Kramersmeier: Recommended reading, passing around magazine article. "To Help Library Thrive."

McMahon: Recommends reading article in Minneapolis paper on how libraries are changing.

Trustee Issues

Misselt: Excerpts of the Minnesota Trustee Manual (Training and responsibilities) are in the packet. Most important, chart of responsibilities for board and staff, please read. The back page, challenges the Board to evaluate self.

Legislative Day: Vicki Sorn set up schedule and visited many legislators. Visited everybody, largely legislators believe in library as positive for communities. Always need for more funds. Noted items in the Legislative Platform - especially Minitex, which facilitates our connections with libraries beyond our region.

Future

Kramersmeier: Is the Legacy meeting this Wednesday in Cambridge? Need to know location.

Princeton will host Board meeting for June, Monday 10, 2013.

Next meeting, April 3, 2013, HQ in Cambridge.

M/S/P: unanimous

Lee/Misiura, motion to adjourn

McMahon adjourned the meeting at about 12:00 noon. Board members were asked to remain afterward for a group picture.

PINE COUNTY HRA SENIOR HOUSING

510 Fifth Street Office

Sandstone, MN 55072

(320) 245-5140

pinehra@ecenet.com

**Sandstone Manor
510 Fifth Street
Sandstone, MN 55072**

**Finlayson Manor
6524 Broadway Street
Finlayson, MN 55735**

The regular meeting of the Pine County HRA Senior Housing Board of Directors was held on February 27, 2013, at the Sandstone Manor. Commissioners of the HRA present were Board Chair Dorothy Stockamp, Cheri Drilling, Dean Dronen, and Jan Oak. Staff members present were Executive Director Janice Gustafson and Resident Manager Evelyn Yocum. Commissioner Arild Frederiksen and Resident Manager Susan Blake were absent. There were no residents present.

1. The meeting was called to order at 2:00 P.M. by Board Chair D. Stockamp.
2. The minutes from January 23, 2013, were reviewed by the Board members. A motion was made by D. Dronen was seconded by C. Drilling to accept the minutes. Motion carried: Yeas 4, Nays 0.
3. The monthly financial statements and the investment report were presented by J. Gustafson. A motion was made by J. Oak and was seconded by Board Chair D. Stockamp to approve the financial statements and the investment report. Motion carried: Yeas 4, Nays 0.
4. Executive Director's Report. The written Executive Director's report was reviewed by Board members.
5. Old Business. Vacancies. As of this date, there is one vacancy at the Sandstone Manor and three vacancies at the Finlayson Manor.
6. New Business.
 - a. The Board members inspected Sandstone Manor #15 because the vacating resident, Robert HarBoldt, is demanding the full return of his security deposit plus interest and the full return of his February rent. Robert HarBoldt's move-out notice was received January 14, 2013.
 - 1) The HRA received a voice mail call from Minnesota Housing and Finance Agency (MHFA) on February 1, 2013, and a follow-up call on February 4, 2013, informing the HRA Robert HarBoldt had registered a complaint with HUD that the HRA

was requesting one month move-out notice before the first of the month and that the HRA had refused to refund to him his full security deposit plus interest.

- 2) Based on the date of Robert Harboldt's move-out notice and in accordance with the documents he signed when he moved in, he was responsible for the payment of rent through February 28, 2013, and, therefore, would have possession until that date. Possession would return to the HRA on March 1, 2013. MHFA agreed the issue was not "ripe" and Robert Harboldt did not have a basis for his complaint. However, MHFA asked the HRA to expedite the move-out process with Robert Harboldt.
- 3) The move-out inspection was scheduled with Robert Harboldt for February 7, 2013. At that time, Robert Harboldt still had personal property on the HRA property and damage beyond normal wear and tear was noted and discussed with him. He stated he intended to remove his remaining personal property and he signed the move-out inspection which noted the personal property and the damage beyond normal wear and tear. After the move-out inspection was completed and signed, Robert Harboldt paid his February rent that was due on February 1, 2013. The check was dated February 7, 2013. However, the HRA waived the \$7.00 late fee in a good faith effort to work with him.
- 4) Robert Harboldt removed his personal property on February 14, 2013, and in the process he severely damaged the soffit outside the living room window.
- 5) At the time of the Board inspection of Robert Harboldt's apartment, the carpet had already been professionally cleaned and special cleaners were used to remove an extremely foul odor in the apartment. However, the extremely foul odor remained after cleaning and the Board agreed the entire carpet and pad would have to be replaced before a new tenant could be moved in.
- 6) The Board members reviewed professional contractor's estimates for the repair of damages which are beyond normal wear and tear. The contractors' estimated amount of damage is in far excess of Robert Harboldt's security deposit plus interest.
- 7) A motion was made by D. Dronen for the return of \$77.00 to Robert Harboldt. The motion failed for the lack of a second to the motion.

- 8) A motion was made by Board Chair D. Stockamp and was seconded by C. Drilling to withhold the entire amount of the security deposit plus earned interest on the security deposit for a total of \$187.32. Motion carried: Yeas 3, Nays 1.
- 9) The HRA has been furnished copies of two separate letters MHFA sent to Robert HarBoldt in response to his complaint to HUD. In both of these letters, MHFA informed Robert HarBoldt the HRA had followed HUD regulations regarding the payment of rent and the security deposit. MHFA stated they would not take any action in this matter.
- 10) In a good faith effort to work with Robert HarBoldt, the Board agreed to refund to him the rent he paid from February 15th through February 28th (\$103.04). Possession of the apartment was returned to the HRA on February 15, 2013.

- b) A motion was made by C. Drilling and was seconded by J. Oak to incorporate into the House Rules (an attachment to the HUD Lease) a paragraph regarding the disposal of smokeless tobacco on the Pine County HRA Senior Housing property. Motion carried: Yeas 4, Nays 0.

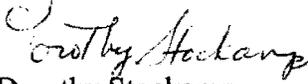
7. Resident Managers' Reports.

- a) Finlayson Manor. S. Blake was not available; however, she had requested that the Board discuss taking steps to address residents' complaints regarding the use and disposal of smokeless tobacco by one of the Finlayson Manor residents.
- b) Sandstone Manor. E. Yocum reported the Sandstone Quarry Lions hosted a very nice Valentine Day Party at the Sandstone Manor. The residents been enjoying lots of group activities—all of which focus around eating a large amount of food.

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

9. A motion was made by J. Oak and was seconded by Board Chair D. Stockamp to adjourn the meeting at 2:35 P.M. Motion carried: Yeas 4, Nays 0.

10. The next HRA Board meeting is scheduled for March 27, 2013, at the Finlayson Manor.


Dorothy Stockamp
HRA Board Chair


Janice S. Gustafson
Executive Director

PINE COUNTY HRA SENIOR HOUSING

510 Fifth Street Office

Sandstone, MN 55072

(320) 245-5140

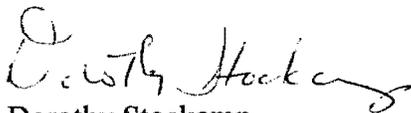
pinehra@ecenet.com

**Sandstone Manor
510 Fifth Street
Sandstone, MN 55072**

**Finlayson Manor
6524 Broadway Street
Finlayson, MN 55735**

The special meeting of the Pine County HRA Senior Housing Board of Directors was held on March 15, 2013, at the Sandstone Manor. Commissioners of the HRA present were Board Chair Dorothy Stockamp, Cheri Drilling, and Jan Oak. Staff member present was Executive Director Janice Gustafson. Commissioners Arild Frederiksen and Dean Dronen were absent. There were no residents present.

1. The meeting was called to order at 8:30 a.m. by Board Chair D. Stockamp.
2. The purpose of the special meeting was to discuss a "Request for Security Deposit" received on March 14, 2013, from Robert HarBoldt who vacated Sandstone Manor #15. Robert HarBoldt is demanding the return of his security deposit plus interest, a total of \$187.00. The letter states if the HRA does not return his security deposit in five days, he will take court action to recover the full amount of the security deposit and interest plus penalties and punitive damages—a total of \$874.00 plus court costs.
3. A motion was made by Board Chair D. Stockamp and was seconded by Cheri Drilling to take no action with regard to Robert HarBoldt's demand. The Board members agreed the issue would be resolved in court action. Motion carried: Yeas 3, Nays 0.
4. A motion was made by J. Oak and was seconded by Cheri Drilling to adjourn the meeting at 9:20 a.m. Motion carried: Yeas 3, Nays 0.



Dorothy Stockamp
HRA Board Chair



Janice S. Gustafson
Executive Director

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**Sandstone Manor
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**Finlayson Manor
6524 Broadway Street
Finlayson, MN 55735**

The regular meeting of the Pine County HRA Senior Housing Board of Directors was held on March 27, 2013, at the Finlayson Manor. Commissioners of the HRA present were Board Chair Dorothy Stockamp, Cheri Drilling, Dean Dronen, and Jan Oak. Staff members present were Executive Director Janice Gustafson and Resident Manager Susan Blake. Commissioner Arild Frederiksen and Resident Manager Evelyn Yocum were absent. Finlayson Manor resident Franklin Lewis was present.

1. The meeting was called to order at 2:00 P.M. by Board Chair D. Stockamp.
2. The minutes from February 27, 2013, were reviewed by the Board members. A motion was made by D. Dronen and was seconded by C. Drilling to accept the minutes. Motion carried: Yeas 4, Nays 0.
3. The minutes from a Special Board meeting held March 15, 2013, were reviewed by the Board members. A motion was made by J. Oak and was seconded by Board Chair D. Stockamp 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 C. Drilling and was seconded by J. Oak 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.
6. Old Business. Vacancies. As of this date, there is one vacancy at the Sandstone Manor and three vacancies at the Finlayson Manor. Paperwork is being processed on two prospective residents to determine eligibility for a subsidized apartment at the HRA.

7. New Business.

- a) The year-ended December 31, 2012, financial audit work papers have been submitted to Althoff and Nordquist, LLC. and the first quarter payroll tax returns have been filed with the Internal Revenue Service.
- b) Board members reviewed the invoice from Daryl Klocke Construction for the repairs and maintenance done in FM #9 and SM #15. The damage done by vacating residents and the resulting cost to repair the damage was extensive. It was agreed the HRA would ask the contractor to provide a more detailed invoice in the future.
- c) HRA Board Commissioner, Arild Frederiksen, is seriously ill and is currently in the Sandstone Nursing Home. Board members agreed to wait to hear from Mr. Frederiksen as to whether or not he is able to continue as a Board member.
- d) D. Dronen recently attended a Pine County Management meeting at which Pine County economic development was discussed. He reported he stated at the meeting the HRA would be willing to address any ideas coming from the Commissioners for future development.

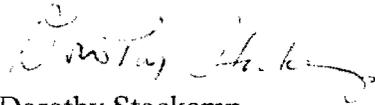
8. Resident Managers' Reports.

- a) Finlayson Manor. S. Blake was concerned about a dip in the new sidewalk between the screen house and the building. She stated it gets slippery in the winter. J. Gustafson will follow-up with Mark Guss who shovels and salts the sidewalks at the Finlayson Manor and with Daryl Klocke who poured the cement in the sidewalk. S. Blake also discussed a request from some residents who would like to have a garden area in the back yard.
- b) Sandstone Manor. In E. Yocum's absence, J. Gustafson presented her report. Everything is going well at the Sandstone Manor and there are no problems or issues to report.

9. Resident Comments/Questions. Resident F. Lewis had no comments or questions.

10. A motion was made by C. Drilling and was seconded by D. Dronen to adjourn the meeting at 2:50 P.M. Motion carried: Yeas 4, Nays 0.

11. The next HRA Board meeting is scheduled for April 24, 2013, at the Sandstone Manor.



Dorothy Stockamp
HRA Board Chair



Janice S. Gustafson
Executive Director



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

April 2013

Paint aerial targets for MNDOT LIDAR flight over Pine County.

CSAH 46, T45N R18W, research records, set GPS control, compute corner search areas, search for, set, tie out and GPS PLSS corners, update files.

T42N R17W Sections 17 and 18, compute corner search areas, search for, set, tie out and GPS PLSS corners, update files for County Land Department.

CSAH 22, T41N R18W section 3, research records, set GPS control, compute corner search areas, search for, set, tie out and GPS PLSS corners, set ROW corners, update files.

CSAH 21, T41N R19W Section 3, search for and verify ties for PLSS corner, update files.

CSAH 46, T45N R19W Section 20, search for and GPS ROW corners, update files.

CSAH 25, T42N R16W section 29, research records, set GPS control, compute corner search areas, search for, tie out and GPS PLSS corners, search for, set and GPS 40 corners and highway PIs, set POLs on 40 line, update files.

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

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

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

Review and file PLSS corner certificates provided by private surveyors.

Review, edit and file Certificates of Survey created by County Surveyor.

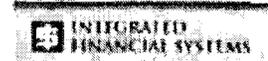
Robin T. Mathews, Pine County Surveyor

Monthly Report April 2013.doc

A handwritten signature in black ink, appearing to read "Robin T. Mathews", written over a horizontal line.

CATHYJ
4/29/13 1:12PM

***** Pine County *****



DISBURSEMENTS JOURNAL REPORT Specific Dates: 04/01/2013 - 04/30/2013

RECAP BY FUND

FUND	AMOUNT	NAME
1	421,372.52	GENERAL REVENUE FUND
13	188,263.99	ROAD & BRIDGE FUND
22	283.55	LAND MANAGEMENT FUND
76	299,477.59	GROUP HEALTH INS FUND 5/1/95 (GEN)
80	12,434.05	COUNTY COLLECTIONS AGENCY FUND
82	29,200.00	TAXES AND PENALTIES AGENCY FUND
84	1,840.32	EAST CENTRAL DRUG TASK FORCE AGENCY F
	952,872.02	Total Disbursements

RECAP BY TYPE

TYPE	AMOUNT	NAME
1	952,897.02	A/P
3	25.00	MVC
	952,872.02	Total Disbursements

PINE COUNTY REQUEST FOR
BOARD ACTION

Requested Board Date: May 7 th , 2013	Consent Agenda <i>(Please Circle)</i> Regular Agenda Estimated Time: <i>(Please Circle)</i> _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action: AUDITOR	 Department Head Signature Date <u>4-1-13</u>

<p>Item for Discussion: (one form per item)</p> <p><i>Resolution for Repurchase of Tax Forfeited Land on a 10 year contract. Tad & Tammy Fletcher PID 29.0374.002</i></p> <p>Board Action Requested: (Attach additional pages if needed)</p> <p><i>Approve Resolution.</i></p> <p align="right">Supporting Documents: Attached None</p>

RESOLUTION 2013-18

WHEREAS, Tad W. and Tammy M Fletcher, 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:

The East 1050 feet of the Southeast Quarter of the Southeast Quarter (SE1/4 of SE1/4), Section Thirty-five (35), Township Thirty-eight (38), Range Twenty-two (22) less the following: Beginning at the Southeast Corner of said SE1/4 of SE1/4; thence West along the South line of said SE1/4 of SE1/4 750 ft; thence NELY 1320 feet more or less to point on North line of SE1/4 of SE1/4 630 feet west from Northeast Corner thereof; Thence East along north line 630 feet to Northeast Corner; thence south along East line of SE1/4 of SE1/4 1317 feet more or less to point of beginning

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

and

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

NOW THEREFORE BE IT RESOLVED, that the application of Tad W. and Tammy M Fletcher, 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.

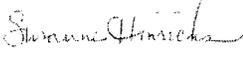
Dated at Sandstone, Minnesota, this 7th day of May, 2013.

Attest:

Chairman, Board of County Commissioners
Pine County, Minnesota

County Auditor

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: May 7, 2013	Consent Agenda <i>(Please Circle)</i> Regular Agenda Estimated Time: <i>(Please Circle)</i> <u>2</u> minutes 10 Min. 15 Min. <small>Time needed</small> 30 Min. 45 Min. 1 hour
Department Requesting Action: <u>Extension</u>	<div style="text-align: center;">  _____ Department Head Signature </div> <div style="text-align: right;"> _____ 4/12/2013 Date </div>

Historically, the Pine County board has appointed committee members to the Pine County Extension Committee, allowing them a 3-year renewable term. Authorization for the county board to make these appointments is stated in Minnesota State Statute 38.36 (attached).

Up for reappointment are the following two members:

Mary Lange, representing District 3. Was appointed in 2007, has served two-3 year terms. If reappointed, term would run January 2013 through December 2015.

David Durheim, representing District 4. Was appointed in 2004, has served three-3 year terms and is currently the chair of the Pine County Extension Committee. If reappointed, term would run January 2013 through December 2015.

The Extension Committee and I respectfully request these committee members be reappointed for another 3-year term. Both members are willing to participate for another term.

Respectfully,
Susanne Hinrichs
Regional Director, Northeast Region
UMN Extension

Board Action Requested: (Attach additional pages if needed)

2002 MINNESOTA COUNTY EXTENSION LAW

38.33 COORDINATION TO MAINTAIN COUNTY EXTENSION WORK.

Sections 38.33 to 38.38 coordinate the work of the federal, state and county government and the Minnesota extension service at the University of Minnesota to maintain county extension work.

History: (6121) 1923 c 423 s 1; 1953 c 202 s 1; 1990 c 376 s 1

38.331 DEFINITIONS.

Subdivision 1. Application. In sections 38.33 to 38.38, the definitions in this section apply.

Subd. 2. County Extension work. "County Extension work" means educational programs and services provided by extension educators in the areas of agriculture; agriculture finance; economic development; nutrition; youth leadership development including 4-H programs; leadership, and environment and natural resources;

Subd. 3. Director of extension. "Director of extension" means the dean and director of the Minnesota extension service of the University of Minnesota.

History: 1900 c 376 s 2

38.34 COUNTY BOARD MAY PAY FOR EXTENSION WORK.

A board of county commissioners may incur expenses and spend money for county extension work as provided in sections 38.33 to 38.38.

History: (6122) 1923 c 423 s 2; 1953 c 202 s 2; 1900 c 376 s 3

38.35 STATE APPROPRIATIONS; HOW SPENT.

Money appropriated by the state to maintain and pay expenses of county extension work must be spent under the direction of the director of extension, who, acting with the county extension committee, shall carry out sections 38.33 to 38.38.

History: (6124) 1923 c 423 s 4; 1953 c 202 s 3; 1986 c 444; 1990 c 376 s 4

38.36 COUNTY EXTENSION COMMITTEE

Subdivision 1. Committee composition. A county must have an extension committee. The committee must have nine members. Two members must be county commissioners appointed by the county board. The county auditor or the auditor's designee must be a member. If the county has no office of auditor, the county board shall appoint a member from the county administration. Six members must be appointed at large by the county board as provided in this section. The county board at its annual meeting shall appoint for a term of three years the number of members required to fill the memberships on that committee expiring at that time.

Subd. 2. Budget recommendations. In cooperation with the director of extension, or the director's designee, the county extension committee, each year, in accordance with county budgetary deadlines, shall prepare a budget showing the total funds available and needed and shall recommend to the county board the amount of county funds necessary to maintain, support, and pay the expenses of county extension work during the following year. A copy of the budget must be presented to the county board.

Subd. 3. County appropriations, how spent. The county board shall consider the recommended county share of money necessary to maintain, support, and pay the expenses of county extension work during the following year. For these purposes, the county board may appropriate money annually from its general revenue fund and may make a special levy for county extension purposes or both. The money set aside and appropriated by the county board for these purposes is the county extension fund. Money from the fund may be paid out by orders of the director of extension, or the director's designee, to pay a part of the compensation of the agents employed, to pay directly the compensation of county support employees, and to pay other expenses incident to the county extension work. An order to pay money from the fund must not be issued until the expenditure has been audited and signed by the county

auditor or other appropriate county official. A balance in the county extension fund at the end of a year must be carried over or reappropriated.

History: (6125) 1923 c 423 s 5; 1947 c 157 s 1; 1951 c 390 s 1; 1951 c 412 s 1; 1953 c 202 s 4; 1957 c 208 s 1; 1963 c 198 s 1; 1969 c 1081 s 1; 1973 c 528 s 1; 1973 c 583 s 5; 1986 c 444; 1990 c 376 s 5

38.37 COUNTY EXTENSION COMMITTEE; PROGRAM, COUNTY AGENTS

The county extension committee shall, annually, plan a program of county extension work in cooperation with the Minnesota extension service of the University of Minnesota and the United States Department of Agriculture. To run the program, the county extension committee, acting with the director of extension, or the director's designee, shall recommend for employment suitable and qualified persons to be known as extension agents. The extension agents must be employed according to university personnel procedures and must be university employees. The extension agents shall provide educational programs and services to enhance the quality and productivity of county extension work.

History: (6126) 1923 c 423 s 6; 1953 c 202 s 5; 1969 c 1081 s 2; 1986 c 444; 1990 c 376 s 6

38.37 COUNTY AGRICULTURAL SOCIETIES, FARMS, EXTENSION SERVICE

38.38 EXTENSION COMMITTEE; DUTY, OFFICERS, PAY

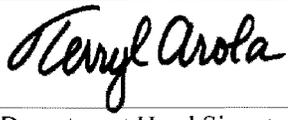
The county extension committee shall encourage all individuals and organizations to cooperate to make profitable use of extension activities. It shall elect its own chair and vice-chair, who shall serve for one year. The county auditor, the auditor's designee, or the appointee from the county administration is the secretary of the county extension committee. The secretary shall keep a record of all its proceedings and shall forward copies of all resolutions of the county board appropriating funds to the director of extension. County commissioners who are members of the committee may receive a per diem under section 375.055, subdivision 1, and may be reimbursed for their necessary expenses, including mileage under section 471.665. Other committee members may be reimbursed for expenses or may receive a per diem allowance under section 375.47.

History: (6127) 1923 c 423 s 7; 1953 c 202 s 6; 1957 c 208 s 2; 1969 c 1081 s 3; 1975 c 301 s 1; 1986 c 444; 1990 c 376 s 7

Issued in furtherance of cooperative extension work in agriculture and home economics, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Patrick J. Borich, Dean and Director of the Minnesota Extension Service, University of Minnesota, St. Paul, Minnesota 55108. The University of Minnesota, including the Minnesota Extension Service, is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, religion, color, sex, national origin, handicap, age, veteran status or sexual orientation.

March 1990

**PINE COUNTY
REQUEST FOR BOARD ACTION**

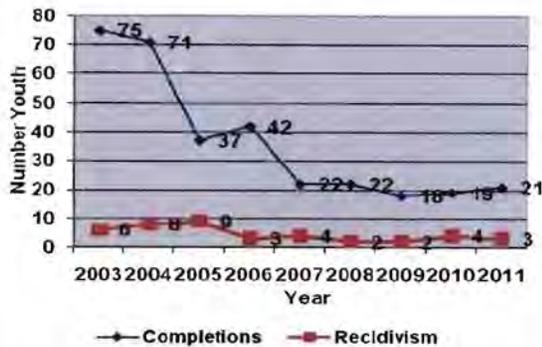
Requested Board Date: May 7, 2013 FLEXIBILITY: YES <u>NO</u>	Estimated Time: <u>Consent Agenda</u> 10 Min. 15 Min. 30 Min. 45 Min. 1 hour
<u>County Probation</u> . Department Requesting Action	 _____ April 26, 2013 Department Head Signature/Date

<p>Item for Discussion: (one form per item) <i>DOC Caseload/Workload subsidy for FY 2014 and FY 2015 for a total amount of \$ 118,962 for the next two fiscal years.</i></p> <p>Board Action Requested: (Attach additional pages if needed) <i>Accept Caseload/Workload grant for FY 2014-15</i></p> <p style="text-align: right;">Supporting Documents: <i>Diversion & RJ Outcomes</i> <i>Full Agreement and Grant proposal available upon request</i></p>
<p>Background/Previous Action: <i>The Pine County Board has accepted the Caseload/Workload Reduction subsidy since FY 1996 when the State first appropriated these funds for the purpose of reducing probation caseloads and workloads statewide.</i></p> <p>Budgetary Implications: <i>This is a second State revenue stream that offsets local levy costs for the county probation department. The other revenue stream is the CPO (county probation officer) reimbursement.</i></p> <p><i>The intended use of the funding follows:</i></p> <p style="text-align: center;"> <i>Probation Agent salary: \$ 37,398</i> <i>Case Aide salary: \$ 18,000</i> <i>Contract for Diversion & Restorative Justice: \$ <u>4,083</u></i> <i>\$ 59,481 per fiscal year</i> </p>

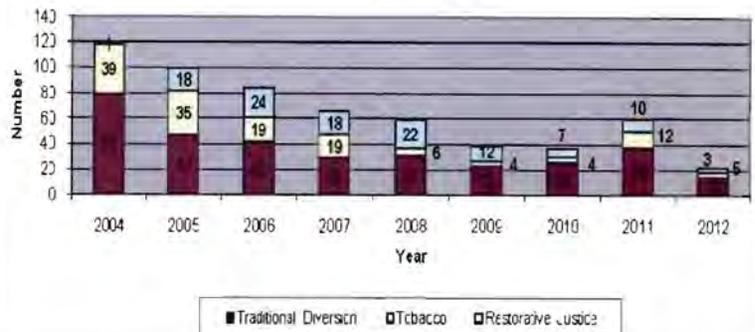
Juvenile Diversion

Goal	Strategy	Outcomes
Our traditional Diversion program will assist the first-time juvenile offender to change so as to lower the chances of the youth re-offending.	A. Track recidivism rates of juvenile diversion offenders B. Implement a pre and post-program survey that will measure whether diversion participants can identify healthy options versus criminal behavior.	1) Keep down the number of first-time offenders from entering the court system. 2) Youth who have been through the program can identify healthy options versus criminal behavior.

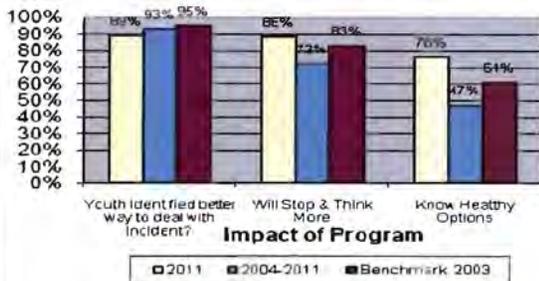
Traditional Diversion



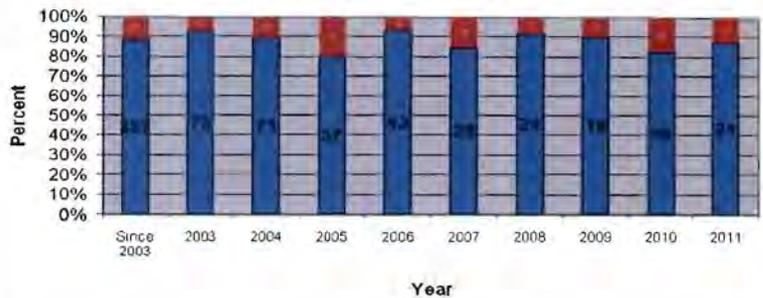
Diversion Program Referral Breakdown



Traditional Diversion Survey



Offenders with No New Offenses 6 months after Discharge



2012 Program Cost: \$ 2458 includes Restorative Justice

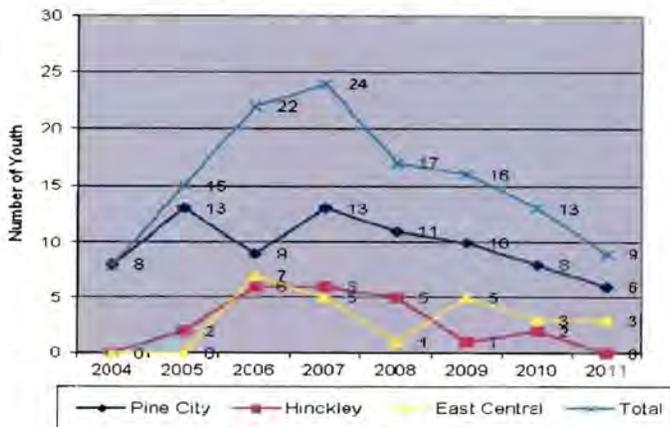
The Juvenile Diversion Program has been in existence in some shape or form since about 1976. At one point the program was administered by a full-time probation officer position. At that time the intervention was much more intensive than is given now. The 1996-99 recidivism rate, used as a benchmark, was based upon any new offenses up to five years or more. The Probation Advisory Committee set a narrower expectation based upon what was reasonable to expect for a one-time intervention. The Restorative Justice Project started in 2004 and has resulted in fewer referrals to the traditional diversion program.

Currently the Diversion program is administered through a contract with an independent contractor. The funding has been through the Caseload/Workload Reduction state subsidy since 2001. The amount of funding has impacted the number of hours dedicated to diversion programming. The current subsidy pays for 15 hours per month which includes both diversion and restorative justice programming.

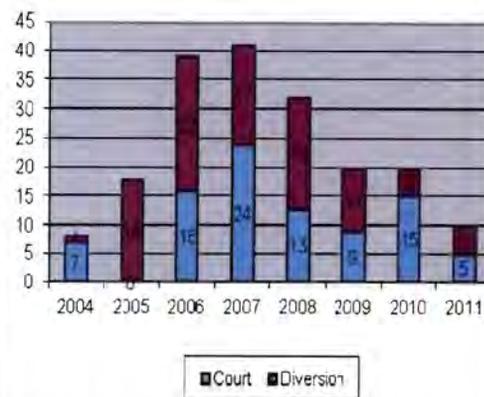
Restorative Justice Project

Goal	Strategy	Outcomes
Integrate juvenile offenders into the community while repairing harm.	<ol style="list-style-type: none"> 1) Panel meeting with community members 2) Panel consensus for appropriate consequences for youth's illegal behavior 	<ol style="list-style-type: none"> 1) Reduce recidivism rates for juvenile offenders. 2) Community panel members will feel that they have had a positive impact on the youth as a representative of their larger community. 3) Youth will repair harm to their community by successful completion of their panel contract. 4) Youth will feel that the community is interested in him/her.

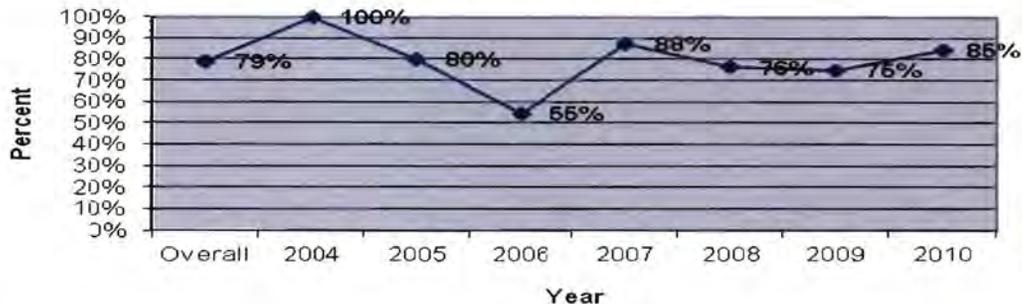
Restorative Justice Completions



Type of Referrals



Offenders without New Offenses 6 months after Discharge



2012 Program Cost: \$ 2458 includes Juvenile Diversion

The Restorative Justice Project's first panels began in June 2004 in the Pine City Community as organized by a sub-committee led by Probation Advisory Members. The Department of Corrections assisted in training and committee panel members are volunteers from within the community. The second community panel in Hinckley began in 2005 and the East Central (Sandstone) panel began in 2006. Referrals to the project can come as an alternative to traditional diversion for first-time offenders or as a disposition alternative in juvenile court.

The monetary cost of the program has been minimal to-date. Initial training costs were covered by a community donation. The volunteers give a donation of time. Agents coordinated the panels until July 2011 when the Diversion Contract Agent took over. She is funded by through caseload-workload subsidy dollars.

STATE OF MINNESOTA GRANT AGREEMENT

This grant agreement is between the State of Minnesota, acting through its commissioner of corrections (State), and **Pine County Probation** (Grantee), **635 Northridge Dr NW, Suite 290, Pine City, MN 55063**.

Recitals

1. Under § **Minn. Statute 244.22** the State is empowered to enter into this grant.
2. The State is in need of **Caseload/Workload** programming.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant agreement to the satisfaction of the State. Pursuant to Minnesota Statutes §16B.98 Subdivision 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

Grant Agreement

1 Term of Grant Agreement

- 1.1 **Effective date: July 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 under this grant agreement until this agreement is fully executed and the Grantee has been notified by the State's Authorized Representative to begin the work.
- 1.2 **Expiration date: June 30, 2015**, or until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant agreement: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction and Venue; and 15. Data Disclosure.

2 Grantee's Duties

The Grantee, who is not a state employee, will provide the programs and services described in **Exhibit A** which is attached and hereby incorporated by reference and made a term of this agreement.

3 Time

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

4 Consideration and Payment

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

This sum includes awards for the purposes listed below in accordance with applicable law and payable in the manner outlined in this provision. The total obligation of the STATE for all payments to GRANTEE will not exceed the annual amounts stated for each grant. Adjustments to decrease the amount of the grant award will not require an amendment to the grant agreement, however it will require that a revised budget be submitted to the STATE's authorized representative. Adjustments to increase the amount of the grant award will require an amended grant agreement, as well as submission of a revised budget. Decreases and increases in grant awards only apply to competitive funding streams such as Remote Electronic Alcohol Monitoring (REAM) and Sex Offender Programming.

Compensation. The Grantee will be paid:

Fiscal Year 2014 (Year 1)

\$59,481	Caseload/Workload
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Fiscal Year 2015 (Year 2)

\$59,481	Caseload/Workload
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Any unused grant funds from Year 1 of the grant agreement may be applied to Year 2 of the grant agreement. Any unused grant funds from Year 1 will be spent in Year 2 before Year 2 funds are utilized.

Grant agreements for REAM and Sex Offender Programming will be reviewed for fund usage six months into the second year of grant agreement. If the GRANTEE has not used all of Year 1 funds and an appropriate portion of Year 2 funds at the time of the review, the grant funding for Year 2 will be reduced accordingly.

- (1) **Travel Expenses.** Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant agreement will not exceed \$0; 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.
- (2) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant agreement will not exceed **\$118,962**.

4.2. **Payment**

- (1) **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 timely and according to the following schedule: The GRANTEE must submit Financial Status Report forms on a quarterly basis. Payment for expenditures will be on a reimbursement basis.

Any reduction in funding may be made via a revised budget. Any increase in funding will require an amended grant agreement.

- (2) **Federal funds.** (Where applicable, if blank this section does not apply) Payments under this grant agreement will be made from federal funds obtained by the State through Title _____ CFDA number _____ of the _____ Act of _____. The Grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Grantee's failure to comply with federal requirements.

5 Conditions of Payment

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

6 **Authorized Representative**

The State's Authorized Representative is **Nan Roberts, Grant Monitor, Minnesota Department of Corrections, 1450 Energy Park Drive, Suite 200, St. Paul, MN 55108**, or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is **Terryl Arola, Probation Director, Pine County Probation, 635 Northridge Dr NW, Suite 290, Pine City, MN 55063**. If the Grantee's Authorized Representative changes at any time during this grant agreement, the Grantee must immediately notify the State.

7 **Assignment, Amendments, Waiver, and Grant Agreement Complete**

- 7.1 **Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this grant agreement without the prior consent of the State, and approved by the same parties who executed and approved this grant agreement, or their successors in office.
- 7.2 **Amendments.** Any amendment to this grant agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant agreement, or their successors in office.
- 7.3 **Waiver.** If the State fails to enforce any provision of this grant agreement, that failure does not waive the provision or the State's right to enforce it.
- 7.4 **Grant Agreement Complete.** This grant agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant agreement, whether written or oral, may be used to bind either party.

8 **Liability**

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant agreement.

9 **State Audits**

Under Minn. Stat. § 16B.98, Subd. 8, the Grantee's books, records, documents, and accounting procedures and practices relevant to this grant agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this 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**

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

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

11 **Workers' Compensation**

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

12 **Publicity and Endorsement**

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

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

13 **Governing Law, Jurisdiction, and Venue**

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

14 **Termination**

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

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

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

15 **Data Disclosure**

Under Minn. Stat. § 270.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

16 Fiscal Reporting Requirements

All requests for funds by Grantee shall be submitted to State within thirty (30) days after the end of the reporting period utilizing the format identified.

17 Program Evaluation

State shall have the authority, during the course of this grant period, to conduct an evaluation of the performance of Grantee, which may include a site visit of Grantee or contact with other agencies in Grantee's service area, interviews with paid or volunteer staff and/or contact with service recipients of Grantee. State reserves the right to request additional information from Grantee to carry out its evaluation.

APPROVED:

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. §§16A.15 and 16C.05

Signed	<i>E. Thomas</i>
Date	04/10/2013
Encumbered: SWIFT Contract/PO No.	60840 / 3-26186

2. GRANTEE:

GRANTEE certifies that the appropriate person(s) have executed the agreement on behalf of the GRANTEE as required by applicable articles, by-laws, resolutions, or ordinances.

By
Title
Date

By
Title
Date

3. STATE AGENCY:

Agency signatory approves grant agreement

By
Title
Date

Distribution:
DOC Financial Services Unit
Grantee
State's Authorized Representative - Photo Copy

**STATEMENT OF PROBLEM
FY2014-FY2015**

PROGRAM NAME: PINE COUNTY PROBATION
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GRANT FUNDS: Probation Caseload/Workload Reduction

Briefly describe the impact caseload/workload funds have had on probation overcrowding in your jurisdiction.

These dollars have served an extremely important role in developing strategies to deal with the workload in Pine County especially as state revenue sources continue to decline. Without these dollars, we would not be able to implement evidence-based practice to focus resources on the highest risk offenders.

*The currently funded **agent position** is a pre-trial agent position supervising conditional release offenders; providing pre-trial programming (bail studies and PSI's); and takes the primary role in doing intakes for offenders newly placed on probation. This agent has a caseload that averages about 95 offenders. In addition, the Pine County Probation Department probation survey placed 630 additional offenders under probation supervision on 12-31-12. Probation agent staff compliment includes 2.5 FTE juvenile positions and 3.5 FTE adult positions.*

Utilizing elements of evidence-based best practices we have implemented a continuum of supervision across both adult and juvenile caseloads. We have an intensive juvenile agent who deals with a small caseload of high risk juvenile offenders. In addition, we have an intensive adult agent who deals with the repeat DWI offender and the very high offenders. Both an adult and juvenile agent have medium risk offender caseloads. Lastly, we have an agent that handles both low risk juvenile and adults. We also close out many minor adult cases as "inactive" when special conditions are met and the offender is not subject to restrictive conditions.

*The **support staff position** funding originally allowed us to develop a case aide position to assist with the lowest risk adult and juvenile offender, as well as provide other direct support services to agents. These dollars funded the original position at .8 FTE. The portion covered by state dollars has declined as salary and benefit costs went up and state cuts were passed on to counties.*

The case aide currently monitors approximately 250 low and very low risk adult offenders on unsupervised probation. She also monitors the juvenile traffic offenders and juvenile petty offenders (JPO) that are placed on probation. That caseload averages around 15 juvenile offenders.

*The **contract services** dollars allows us to contract with an individual contractor for juvenile diversion and restorative justice programming.*

Describe any problems you continue to have with probation overcrowding.

Both State and County budget deficits have required us to continually re-evaluate our supervision expectations to meet minimum standards and yet apply best-practice the best we can with existing resources. The burden on the county levy continues to grow as the county picks up the unfunded statutory CPO reimbursement and benefit /salary increases of the above positions.

Perhaps, in part because we are using assessment tools to identify high risk domains, we are finding a significant number of our offenders to have mental health problems. Our juvenile sex offender population is high as well. We have found evidence-based practice to be time consuming when implemented properly with motivational interviewing and case planning. Agents are finding coordination of resources, often limited in our rural county, and monitoring of treatment programs keeping them occupied. Our juvenile placements have seen spikes due to budget buster cases – sex offenders, mental health issues, EJJ and other serious offenders requiring long-term placement.

Although caseload numbers have seen a decline, state and county budget deficits are requiring us to continually re-evaluate our supervision expectation and available resources. We don't want to take any steps backward as we have put a priority on supervision under the framework of EBP.

**ACTIVITY PLAN
FY2014-FY2015**

PROGRAM NAME:	PINE COUNTY PROBATION
GRANT FUNDS:	Probation Caseload/Workload Reduction

Briefly describe caseload/workload staff positions and activities that: (a) will continue from previous year/s; (b) will change or be discontinued, and/or (c) will be new in FY2014-2015.

1) Traditional Probation

Continuing positions/activities:

One probation agent and a case aide position continue to receive partial funding from caseload/workload dollars.

Changes from last year:

We continue to fund the full salary portion of the agent position and as much of the support staff position possible from grant dollars. The available funding covers significantly less than originally funded. The county continues to pick up all fringe/benefits, more of the support staff salary, and all training and mileage. A small increase in the juvenile contract position also contributes to a reduction of available funding.

New positions/activities: *None*

2) Technology

Continuing activities: *None*

Changes from last year: *None*

New positions/activities: *None*

3) Governmental or Community-based Contract Services

Continuing positions/activities:

Our diversion and restorative justice programming is contract based.

Changes from last year: *A small increase in contract dollars.*

New positions/activities: *None*

ACTIVITY PLAN, continued

PROGRAM NAME:	PINE COUNTY PROBATION
GRANT FUNDS:	Probation Caseload/Workload Reduction

4) **Prevention and/or Diversion Services:**

Continuing activities: *The average hours per month for diversion and Restorative Justice programming by the individual contractor have increased over the past three years.*

Changes from last year: *The amount of monthly hours for Diversion and Restorative Justice will be increased from 15 to 19 per month. We are looking to build our community RJ panel involvement and enhance our program under the direction of a new individual contractor who was hired in January 2013. There was also an increase in the hourly rate in the contract. The hourly rate has always been based upon the current entry level agent wage.*

New positions/activities: *None*

**TOTAL ANNUAL BUDGET
FY2014-FY2015**

PROGRAM NAME:	PINE COUNTY PROBATION
GRANT FUNDS:	Probation Caseload/Workload Reduction

Unless you expect there to be significant differences in the budgets for FY2014 and FY2015, you need only submit one annual budget form. The budget should detail proposed expenditures for a one-year period. List the sources of all funds needed to meet your proposed budget. Because budgets are best-guess estimates, please **round to the nearest dollar**. Use only the space provided. Whenever possible general administrative costs (rent, audit, and bookkeeping) should be included in the appropriate line item. If you choose, you can indicate county support for CLWL positions in Column C.

Line Item Expense	A Total Proposed Budget (DOC & Other)	B Amount Requested From DOC	C Optional: County Funds
Salaries	\$ 74,409	\$ 55,398	\$ 19,011
Fringe Benefits	\$ 29,421	0	\$ 29,421
Contract Services	\$ 4,083	\$ 4,083	0
Travel			
Training			
Printing			
Postage			
Telephone			
Publicity/Advertising			
Rent			
Office Supplies			
Program Supplies			
Equipment			
Other (Specify):			
Totals	\$ 107,913	\$ 59,481	\$48,432

**ANNUAL PERSONNEL BUDGET
FY2014-FY2015**

PROGRAM NAME:	PINE COUNTY PROBATION
GRANT FUNDS:	Probation Caseload/Workload Reduction

This budget should detail personnel costs for a one-year period. List all staff paid partially or wholly with **DOC** sources for this program in the first column. In the second column, list the percentage of time each position spends providing services in the program. In the remaining column, list the amount that is paid for by DOC through this grant. Total the salaries at the bottom. The total should equal the personnel line item listed in the Total Annual Budget. If necessary this form can be reproduced.

Position/Title	*F.T.E. in this Program	DOC Funded Salary (Do NOT include fringe benefits)
Corrections Agent	1.0	\$ 37,398
Case Aide	.5	\$ 18,000
Total		\$ 55,398

*F.T.E. List the amount of staff time each position spends in this program. For example, if a full-time therapist works 40 percent time in this program and 60 percent time in another program, you would list only 40 percent.

**ANNUAL BUDGET NARRATIVE
FY2014-FY2015**

PROGRAM NAME:	PINE COUNTY PROBATION
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GRANT FUNDS:	Probation Caseload/Workload Reduction
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This narrative should detail proposed expenditures for a one-year period. Explain in detail each line item charged to DOC on the Total Annual Budget form and show how expenses are estimated. List the line items in order as they appear in the budget. Provide a narrative that includes an explanation of costs such as rates for mileage, fringe benefits (i.e., FICA, PERA, life and medical insurance, pension), contract service fees, and equipment, etc. You do not need to repeat information from the personnel budget.

Wages: \$ 55,398 total

Corrections Agent - \$ 37,398 per year – Step 1 on the 2013 grid

*Case Aide – Funded at about .5 FTE or \$ 18,000
Annual salary of \$ 37,011 per year – Step 10 on the 2013 contract*

Taxes/Fringe Benefits: \$ 0 all county funded

The available grant dollars have all been shifted into wages for the funded positions. In May 1999, the Pine County Board agreed to pick up the wage and benefit increases in order to continue receiving these Caseload/Workload dollars.

Contract

Services: \$ 4,083

*Diversion & Restorative Justice Contract Programming
19 hours per month @ \$ 17.91/ hour*

WORKSHEET for COUNTY CONTRIBUTIONS

WAGES: **\$ 19,001**

Case Aide wage balance unfunded by the grant: \$ 19,001

BENEFITS: **\$ 29,421 Total**

Corrections Agent- TF Based on an annual salary of \$ 37,398

1) Health Insurance	5,189	@ 2013 rates
2) PERA (7.25 %)	2,711	
3) FICA (7.65 %)	2,861	
4) Worker Comp	198	
5) Life Insurance	65	
6) HCSA	<u>708</u>	
Subtotal:	\$ 11,732	

Case Aide – DC Based on an annual salary of \$ 37,011

1) Health Insurance	11,259	@ 2013 rates
2) PERA (7.25 %)	2,683	
3) FICA (7.65 %)	2,831	
4) Worker Comp	196	
5) Life Insurance	65	
6) HCSA	<u>655</u>	
Subtotal:	\$ 17,689	

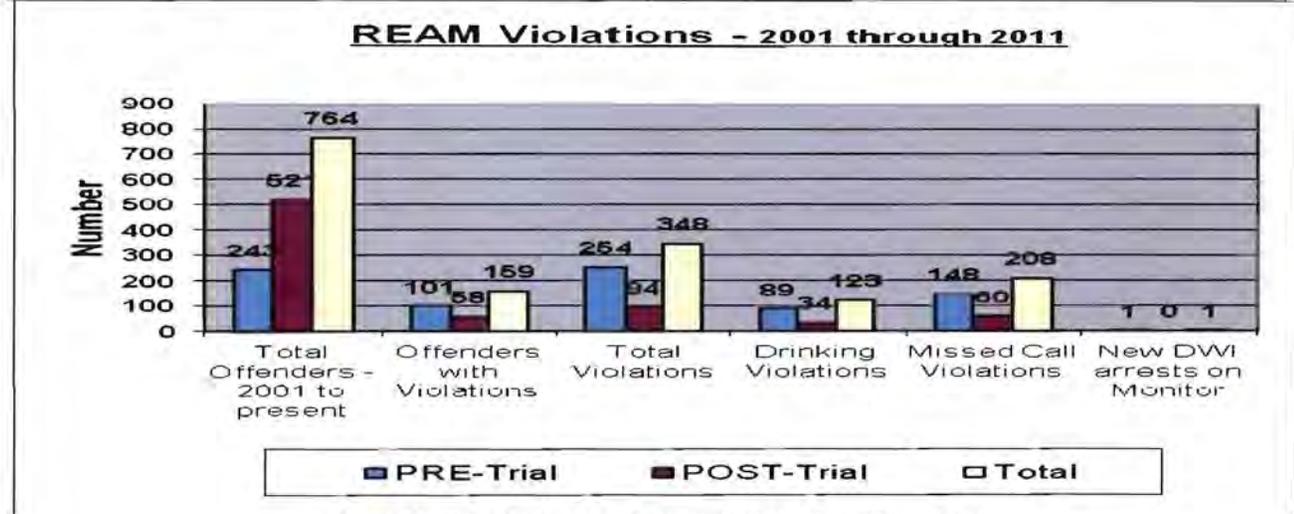
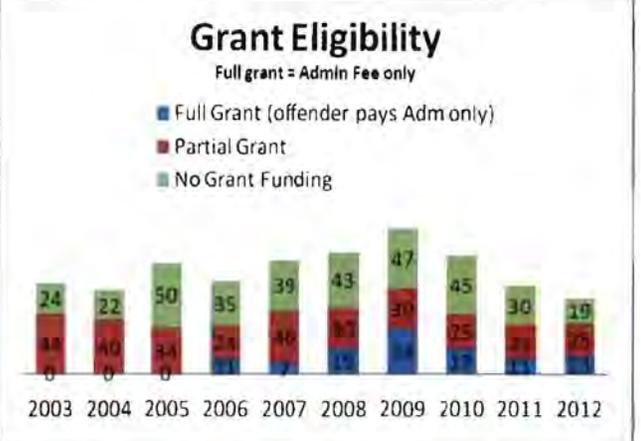
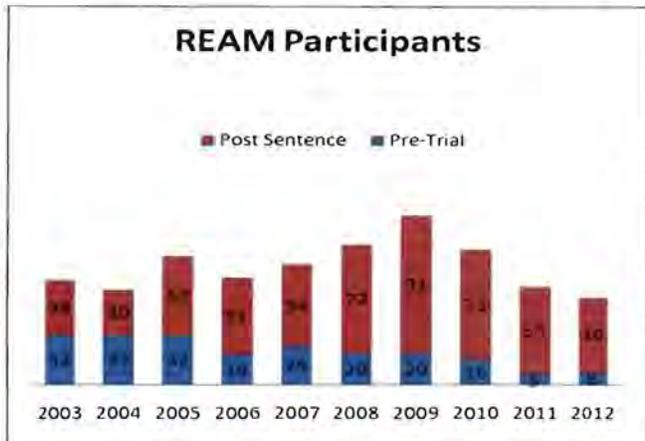
**PINE COUNTY
REQUEST FOR BOARD ACTION**

Requested Board Date: May 7 th , 2013 FLEXIBILITY: YES <u>NO</u>	Estimated Time: <u>Consent Agenda</u> 10 Min. 15 Min. 30 Min. 45 Min. 1 hour
<u>County Probation</u> Department Requesting Action	 _____ May 7 th , 2013 Department Head Signature/Date

<p>Item for Discussion: (one form per item) <i>Receipt of FY 14-15 Department of Corrections REAM – Remote Electronic Alcohol Monitor grant dollars</i></p> <p>Board Action Requested: (Attach additional pages if needed) <i>Acceptance of \$ 8100 for each of the next two fiscal years</i></p> <p style="text-align: right;">Supporting Documents: REAM Outcomes <i>Full Agreement and Grant proposal available upon request</i></p>
<p>Background/Previous Action: <i>Pine County has been receiving these pass through grant dollars that help to subsidize the cost of REAM for indigent DWI offenders since 1998.</i></p> <p>Budgetary Implications: <i>The REAM dollars are pass through dollars. There are no county dollars utilized for this program. We are reimbursed for the cost of the electronic monitoring of offenders who are eligible for assistance based upon a sliding fee scale that accounts for their income and number of dependents. The number of days of grant eligibility is also limited to allow the grant dollars to be accessible to more offenders throughout the grant period.</i></p>

Electronic Monitoring (REAM Grant)

Goal	Strategy	Outcomes
Reduce injury and fatalities caused by repeat DWI offenders in Pine County by preventing defendants from drinking while awaiting trial or serving out their sentence and/or probation.	<ol style="list-style-type: none"> 1) Provide required data to the Department of Corrections for their statewide study of the effectiveness of REAM. 2) Keep drunk drivers off the road. 3) Assist offenders with a drinking problem maintain sobriety at home so they can see that they don't need to depend on alcohol and allow them to make treatment work. 4) Allow individuals with jobs to work from home rather than being confined to jail where they are not eligible for huber release on pre-trial status. 5) Ensure that no use of alcohol conditions of release are monitored and reported. 	<ol style="list-style-type: none"> 1) Make the REAM available to individuals who otherwise could not afford this option. 2) Release on the REAM can free up already overcrowded jails for more serious offenses. 3) Offenders will comply with their REAM requirements



Percent with violations: Pre-Trial 44% - Post-Trial 17%

FY 2012 Grant: \$ 8100

From 1996 to September 30th, 1998 the Tenth Judicial District Court accepted the grant dollars and administrated the program on a district wide basis. In 1998 they encouraged local jurisdictions to pursue the grant funding. At that time the Pine County Sheriff's Department applied for the grant. Rick Boland, who had been the local program coordinator for District Court, took over full responsibility. For 2002, the county board approved a clerical position to coordinate the grant. However, in May 2002 the county board approved changing the administration of the program to Court Services. The DOC approved the grant amendment including half the position as administrative costs out of the grant award. Court Services took over July 1, 2002.

Pine County's grant award from the Minnesota Department of Corrections has declined significantly over the years. The current funding level for Fiscal Year 2011-12 is \$ 8100. The grant covers the cost of the equipment rental and monitoring. Offenders pay an extra \$ 1.50 per day to offset administrative costs.

STATE OF MINNESOTA GRANT AGREEMENT

This grant agreement is between the State of Minnesota, acting through its commissioner of corrections (State), and **Pine County Probation (REAM)** (Grantee), **635 Northridge Drive NW, Suite 290, Pine City, MN 55063**.

Recitals

1. Under § **Minn. Statute 241.31, Subd. 7** the State is empowered to enter into this grant.
2. The State is in need of **Remote Electronic Alcohol Monitoring** programming.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant agreement to the satisfaction of the State. Pursuant to Minnesota Statutes §16B.98 Subdivision 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

Grant Agreement

1 Term of Grant Agreement

- 1.1 **Effective date: July 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 under this grant agreement until this agreement is fully executed and the Grantee has been notified by the State's Authorized Representative to begin the work.

- 1.2 **Expiration date: June 30, 2015**, or until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant agreement: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.

2 Grantee's Duties

The Grantee, who is not a state employee, will provide the programs and services described in **Exhibit A** which is attached and hereby incorporated by reference and made a term of this agreement.

3 Time

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

4 Consideration and Payment

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

This sum includes awards for the purposes listed below in accordance with applicable law and payable in the manner outlined in this provision. The total obligation of the STATE for all payments to GRANTEE will not exceed the annual amounts stated for each grant. Adjustments to decrease the amount of the grant award will not require an amendment to the grant agreement, however it will require that a revised budget be submitted to the STATE's authorized representative. Adjustments to increase the amount of the grant award will require an amended grant agreement, as well as submission of a revised budget. Decreases and increases in grant awards only apply to competitive funding streams such as Remote Electronic Alcohol Monitoring (REAM) and Sex Offender Programming.

Compensation. The Grantee will be paid:

Fiscal Year 2014 (Year 1)

\$8,100	Remote Electronic Alcohol Monitoring
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Fiscal Year 2015 (Year 2)

\$8,100	Remote Electronic Alcohol Monitoring
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Any unused grant funds from Year 1 of the grant agreement may be applied to Year 2 of the grant agreement. Any unused grant funds from Year 1 will be spent in Year 2 before Year 2 funds are utilized.

Grant agreements for REAM and Sex Offender Programming will be reviewed for fund usage six months into the second year of grant agreement. If the GRANTEE has not used all of Year 1 funds and an appropriate portion of Year 2 funds at the time of the review, the grant funding for Year 2 will be reduced accordingly.

- (1) **Travel Expenses.** Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant agreement will not exceed \$0; 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.
- (2) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant agreement will not exceed **\$16,200**.

4.2. **Payment**

- (1) **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 timely and according to the following schedule: The GRANTEE must submit Financial Status Report forms on a quarterly basis. Payment for expenditures will be on a reimbursement basis.

Any reduction in funding may be made via a revised budget. Any increase in funding will require an amended grant agreement.

- (2) **Federal funds.** (Where applicable, if blank this section does not apply) Payments under this grant agreement will be made from federal funds obtained by the State through Title _____ CFDA number _____ of the _____ Act of _____. The Grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Grantee's failure to comply with federal requirements.

5 Conditions of Payment

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

6 Authorized Representative

The State's Authorized Representative is **Nan Roberts, Grant Monitor, Minnesota Department of Corrections, 1450 Energy Park Drive, Suite 200, St. Paul, MN 55108**, or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is **Terryl Arola, County Probation Director, Pine County Probation (REAM), 635 Northridge Drive NW, Suite 290, Pine City, MN 55063**. If the Grantee's Authorized Representative changes at any time during this grant agreement, the Grantee must immediately notify the State.

7 Assignment, Amendments, Waiver, and Grant Agreement Complete

- 7.1 **Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this grant agreement without the prior consent of the State, and approved by the same parties who executed and approved this grant agreement, or their successors in office.
- 7.2 **Amendments.** Any amendment to this grant agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant agreement, or their successors in office.
- 7.3 **Waiver.** If the State fails to enforce any provision of this grant agreement, that failure does not waive the provision or the State's right to enforce it.
- 7.4 **Grant Agreement Complete.** This grant agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant agreement, whether written or oral, may be used to bind either party.

8 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant agreement.

9 State Audits

Under Minn. Stat. § 16B.98, Subd. 8, the Grantee's books, records, documents, and accounting procedures and practices relevant to this grant agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this 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

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

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

11 Workers' Compensation

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

12 Publicity and Endorsement

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

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

13 Governing Law, Jurisdiction, and Venue

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

14 Termination

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

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

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

15 Data Disclosure

Under Minn. Stat. § 270.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

16 Fiscal Reporting Requirements

All requests for funds by Grantee shall be submitted to State within thirty (30) days after the end of the reporting period utilizing the format identified.

17 Program Evaluation

State shall have the authority, during the course of this grant period, to conduct an evaluation of the performance of Grantee, which may include a site visit of Grantee or contact with other agencies in Grantee's service area, interviews with paid or volunteer staff and/or contact with service recipients of Grantee. State reserves the right to request additional information from Grantee to carry out its evaluation.

APPROVED:

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. §§16A.15 and 16C.05

Signed	<i>Sydney Kuhlma</i>
Date	4/5/13
Encumbered: SWIFT Contract/PO No.	60601 / 3-25977

2. GRANTEE:

GRANTEE certifies that the appropriate person(s) have executed the agreement on behalf of the GRANTEE as required by applicable articles, by-laws, resolutions, or ordinances.

By
Title
Date

By
Title
Date

3. STATE AGENCY:

Agency signatory approves grant agreement

By
Title
Date

Distribution:
DOC Financial Services Unit
Grantee
State's Authorized Representative - Photo Copy

PROGRAM INFORMATION SHEET
 Remote Electronic Alcohol Monitoring
 FY 2014- FY 2015

This form is to be used as the cover sheet for your application. Submit one (1) original unstapled and 3 (3) stapled copies of the complete application. This form needs to be completed in its entirety.

APPLICANT ORGANIZATION - LEGAL NAME AND ADDRESS: This is the <u>fiscal agent</u> with whom the agreement will be executed.	Agreements will not be processed without the fiscal agent's Minnesota Tax ID Number and Federal Employer ID Number.
Pine County Probation Pine County Courthouse 635 Northridge Dr NW Ste 290 Pine City, MN 55063	MN Tax ID#: 8027416 Federal Employer ID#: 41-6005864 State Vendor # (If known):
PROGRAM NAME: (If different from applicant agency)	PROGRAM AUTHORIZED REPRESENTATIVE NAME AND TITLE: Terryl Arola, County Probation Director Telephone Number: 320-591-1547 E-mail address: terryl.arola@co.pine.mn.us FAX #: 320-591-1555

AMOUNT OF FUNDS REQUESTED: FY 2014: \$ 8100 FY 2015: \$ 8100	GRANT START DATE: 07-01-13	GRANT END DATE: 6-30-15
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SERVICE AREAS: List cities or counties you will be serving. PINE COUNTY ESTIMATED POPULATION OF SERVICE AREAS: 29,750
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I certify that the information contained herein is true and accurate to the best of my knowledge and that I submit this application on behalf of the applicant agency.	
AUTHORIZED SIGNATURE:  TITLE: Pine County Probation Director	DATE: 03-19-13

PROGRAM DESCRIPTION, Part I
Remote Electronic Alcohol Monitoring
FY 2014-2015

Use no more than 4 pages to describe your REAM program, addressing ALL (1 through 7) of the following:

1. REAM protocols/procedures

Provide a brief description of protocols/procedures for your REAM program, including procedures to ensure that violators of the no alcohol use condition receive swift consequences of the violation.

PROGRAM DESCRIPTION

DWI offenders may be placed on the Remote Electronic Alcohol Monitor – REAM to allow the offender to continue living in the community in lieu of incarceration post pre-trial and post-sentence. Necessary for monitoring are:

- 1) A Pine County Court Order*
- 2) A landline telephone free of additional services such as call waiting or a fax. Technology has now expanded and given flexibility to offenders who do not have land lines to use SCRAM or cellular units.*
- 3) Arrangements for funding.*

STEPS for HOOK-UP

- 1) Offenders must have the deposit in-hand.*
- 2) Offenders must meet with the EM Coordinator to gather referral information and determine grant eligibility.*
- 3) EM Coordinator will fax referral information to the monitoring company to dispatch a Field Service Officer for registration and orientation on the electronic monitor..*
- 4) The Field Service Officer will usually be out within six hours (24 hours max) to the jail (when the offender is in custody) or to the offender's home to take the deposit, provide payment instructions, and provide the equipment with necessary instruction.*

REAM REQUIREMENTS

Offenders will be expected to follow all requirements of their Court Order as it pertains to electronic monitoring:

- 1) Calls must be taken on time, usually three times per day.*
- 2) Phone lines must be open during call times.*
- 3) Calls cannot be more than 12 hours apart.*
- 4) Time changes can be made with the monitoring company as long as it does not become excessive. A change fee may be assessed.*
- 5) Any equipment problems should be directed to the monitor company.*

VIOLATIONS

A written violation protocol (Appendix A) instructs the Monitoring Company how to respond to different violations. Violations may consist of:

- 1) Consumption of alcohol*
- 2) Use of any products with alcohol in them*
- 3) Missed calls*
- 4) Failure to active the monitor*
- 5) Calls exceeding 12 hours from the last call*

- 6) *Tampering with equipment.*
- 7) *Failure to keep current with payments.*

Violators will risk termination from the monitor and will likely have additional consequences including a possible return to jail and/or increased bail. Failure to return equipment can result in continued costs assessed by the monitoring company and possible theft charges filed by the County Attorney's office.

2. Coordination and support of the court and law enforcement agencies

Briefly describe how your agency works together with the court and law enforcement agencies in running the REAM program.

Pine County has been a REAM grant recipient since 1998 when the Tenth Judicial District Court administered the program for multiple counties in the district. In 1998 the Pine County Jail took over the grant and in 2002 it was moved to Pine County Probation. This is a long standing collaboration between courts, our Sheriff department and the probation department.

Specifically, the court provides support by ordering the option of electronic monitoring in pre-trial cases as an alternative to maximum jail without conditions and by following statute with staggered sentences post-sentence.

Other than Mille Lacs Band Tribal Police, the Pine County Sheriff's Department is the only local law enforcement agency in Pine County. They have been responsive to violations when calls are placed to Pine County Dispatch. Jail staff has been extremely cooperative by providing preliminary information to offenders including informing them of the necessary deposit money they need before they can be hooked up.

3. Your agency's tasks and responsibilities

Briefly describe your agency's tasks and responsibilities in carrying out the REAM program.

County Probation Director:

- *Define program procedures, expectations and invoice requirements with approved vendor.*
- *Complete quarterly financial status reports to the DOC*
- *Monthly review of grant dollar expenditures to adjust grant funding limits and adjust sliding fee scale as needed.*
- *Annual preparation of REAM program outcomes for the Pine County Comprehensive Plan (See Appendix B)*

EM Coordinator:

- *Advise judges, jail program staff, probation agents, and county attorney's office of program guidelines.*
- *Coordinate new enrollments.*
- *Collect and enter REAM data for DOC website and for local statistical review*
- *Respond to pre-trial violations and request summons from the prosecuting attorney*
- *Review and reconcile vendor invoices*
- *Address questions and problems as they arise*

Agents

- *Agents respond to REAM violators under their supervision. The notification varies depending upon the type of violation in the Violation Response Protocol provided to the monitoring company.*

4. Vendor name and tasks and responsibilities

Provide the name(s) of your REAM vendor(s) if you are using vendors, and describe the services they provide for your REAM program.

Midwest Monitoring & Surveillance is our vendor. The vendor responsibilities include:

- *Responding to requests for program services in a timely manner*
- *Completing defendant orientation to alcohol monitoring including signing the contract and setting out payment directions/expectations.*
- *Providing case management*
- *Reporting pre-trial violations to the EM Coordinator*
- *Reporting post-trial violations to the supervising probation agent*
- *Providing documentation to support violations. We primarily use email notification. This also allows email information to be cut and pasted directly into CSTS chronos.*

5. Equipment

Provide a list of the kinds of equipment used (make or model), and a very brief description of each piece of equipment, including those that perform *breath* or *skin (dermal)* alcohol testing.

We are primarily using the MEMS 3000 equipment although the use of cellular units is coming close. SCRAM units are used under special circumstances, as approved by the agent, such as work-related travel and living in areas where there are reception issues such as landlines with copper wiring and lack of cell reception.

6. Per diem rate or cost of equipment and repair

What is the per diem rate or the cost to lease each type of equipment used, if you are using a vendor? If using your own equipment, how much do they cost to purchase and repair?

The cost is \$ 10.00 per day for the MEMS 3000. The equipment belongs to the vendor who provides all repair and maintenance. The cost for the SCRAM unit is \$14.00 per day and the cellular alcohol monitoring unit is \$ 15.50 per day. Of these amounts, \$ 1.50 per day is an administrative fee that comes back to Pine County. Grant funding does not cover the \$ 1.50 administrative fee portion which is assessed to the offender.

7. REAM grant subsidy method

REAM grants are specifically for DWI offenders who are unable to fully pay for the daily cost of remote electronic alcohol monitoring. How does your program determine whether someone can pay the full cost or should be subsidized by the grant? *(If using a sliding fee scale to determine an offender's ability to pay, please include the scale with your proposal).*

To receive assistance:

- *Offender must pay the required deposit.*
- *Eligibility is determined on a sliding fee scale based upon gross family income and number of dependents. (See Attachment C)*
- *Income will be verified by payroll stubs, income tax reports, or other relevant means.*
- *Grant dollars are based upon availability. Duration of assistance is also determined by available funds.*
- *Offenders will ~~lose~~ ^{lose} the grant funding after three violations.*

PROGRAM DESCRIPTION, Part II
Remote Electronic Alcohol Monitoring
FY 2014-2015

A. **For currently DOC-funded REAM programs only.** Please provide the number of offenders participating in the REAM program in the past two years: *(If your REAM program is new or has not been funded by the DOC in the last 2 years, go to part B)*

Calendar Year	Number of DWI offenders who paid in full (not subsidized by the REAM grant)	Number of DWI offenders who were partially subsidized by the REAM grant	Number of offenders who were fully subsidized by the REAM grant
2011	11	25	30
2012	13	25	19

B. **For new REAM programs or REAM programs that were not previously funded by the DOC,** please provide an estimated number of DWI offenders that will participate in the REAM program **per year:**

_____ DWI offenders who pay in full (**not subsidized** by the REAM grant)
 _____ DWI offenders who are **partially subsidized** by the REAM grant
 _____ DWI offenders who are **fully subsidized** by the REAM grant

C. What breath or blood alcohol level is considered a positive alcohol phone in (i.e., .02, .03, etc)?

We consider .03 a positive test, although we ask the vendor to report all positive tests.

D. What percentage of your REAM funds will be used to monitor DWI offenders who are ordered to abstain from the use of alcohol as a condition of:

Pretrial release? 14 %

This number has decreased over the years. We believe a significant factor is that more defense attorneys are recommending their clients pay full bail without conditions because it is cheaper in the long run than going on REAM pending resolution of their case. We have reduced the amount of grant money by limiting the duration of assistance over the years because of the smaller amount of grant money available to us than before.

Supervised release or probation (post sentence)? 86 %

TOTAL ANNUAL BUDGET
Remote Electronic Alcohol Monitoring
FY 2014 – 2015

PROGRAM NAME: PINE COUNTY PROBATION

Unless you expect significant differences in the budgets for FY2012 and FY2013, you need only submit one annual budget form. The budget should detail proposed expenditures for a one-year period. List the sources of all funds needed to meet your proposed budget. Because budgets are best-guess estimates, please round to the nearest dollar. Use only the space provided. Whenever possible, general administrative costs (rent, audit, bookkeeping) should be included in the appropriate line item.

Line Item Expense	A Total Proposal Budget	B Amount Requested from DOC For this Grant
Personnel		
Fringe Benefits		
Contract Services	\$ 8100	\$ 8100
Travel		
Training		
Printing		
Postage		
Telephone		
Publicity/Advertising		
Rent/Mortgage		
Utilities		
Insurance		
Maintenance/Repair		
Office Supplies		
Program Supplies		
Equipment		
Other (Specify)		
TOTALS	\$ 8100	\$ 8100

ANNUAL PERSONNEL BUDGET
Remote Electronic Alcohol Monitoring
FY 2014 - 2015

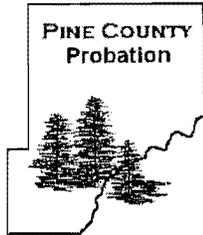
PROGRAM NAME: PINE COUNTY PROBATION

This budget should detail personnel costs for a one-year period. List all staff paid partially or wholly with DOC sources for this program in the first column. In the second column, list the percentage of time each position spends providing services in the program. In the remaining column, list the amount that is paid for by DOC through this grant. Total the salaries at the bottom. The total should equal the personnel line item listed in the Total Annual Budget.

If necessary this form can be reproduced.

Position/Title	FTE in this Program	DOC Funded Salary (Do NOT include fringe/benefits)
<i>NONE (county funded)</i>		
Total		

***F.T.E.** List the amount of staff time each position spends in this program. For example, if a full-time therapist works 40 percent time in this program and 60 percent time in another program, you would list only 40 percent. To figure the FTEs, divide the total number of hours worked in a year for this program by 2080. For example, if an employee works 32 hours a week in this program, multiply 32 hours x 52 weeks = 1664 hours, then divide by 2080 = .80 FTE.



ATTACHMENT A

Pine County Protocols – Page 1

Protocol choices from the Pine County MMS EM Referral Form:

Pre-Trial
 Sentenced
 Intensive DWI

Pre-Trial Supervision

<u>Violation</u>	<u>Immediate / Next Day</u>	<u>Response Protocol</u>
<u>Alcohol Monitoring</u>		
Missed calls in excess of 12 hours and/or incomplete tests	Immediate	<p><u>For Immediate Reporting-</u> <i>(If no answer, leave message and move on to next number)</i></p> <p>During Business Hours (8 AM to 4:30 PM) – Call Travis Fisher Office: 320-591-1552 Cell: 763-913-8547 Main Office: 320-591-1550</p> <p>After hours/weekends – Call Travis Fisher Cell: 763-913-8547 Unavailable: 320-279-1282 <i>(This is the 24 / 7 office cell phone)</i> Still Unavailable: Call to Pine County Sheriff's Department at 320-629-8380. Dispatch has been instructed to send an officer as available for Pine County residents and teletype a MN County's Sheriff's Department where the offender resides to dispatch an officer if available.</p> <p><u>For next day reporting</u> - Email notification only.</p> <p><u>General Protocol</u> All response types include follow-up email notification to: 1) Denise Christiansen, Case Aide/EM Coordinator – denise.christiansen@co.pine.mn.us 2) Terryl Arola, Pine Co Probation Director – terryl.arola@co.pine.mn.us 3) Travis Fisher, Pine County Pre-Trial Adult Supervision – travis.fisher@co.pine.mn.us</p>
Deliberate attempts to deceive test – To include any attempt to falsify results or have someone else take tests	Immediate	
Positive BAC .03 and over	Immediate	
Positive BAC under .03	Next Day	
Calls not taken on schedule but under 12 hours from last call	Next Day	
Positive BAC that results in .000 on a follow up call.	<i>No notification necessary</i>	
<u>RF Bracelet Monitoring (House Restriction)</u>		
Transmitter out of range unscheduled	Next Day	
Did not return on time	Next Day	
Transmitter Open Strap	Next Day	
<u>GPS Monitoring</u>		
Inclusion Zone Violation - Client is not present in a "lockdown" location.	Next Day	
Exclusion Zone Violation Client entered a restricted area	Immediate	
Transmitter Open Strap	Next Day	

Sentenced / Probation

<u>Violation</u>	<u>Immediate / Next Day</u>	<u>Response Protocol</u>
<u>Alcohol Monitoring</u>		
Missed calls and/or incomplete tests	Next Day	<p><u>For Immediate Reporting-</u> 24/7 Call: Pine County Sheriff's Department at 320-629-8380. Dispatch has been instructed to send an officer as available for Pine County residents and teletype a MN County's Sheriff's Department where the offender resides to dispatch an officer if available. Exception: Wisconsin residents will result in next day notification.</p> <p><u>For Next Day Reporting</u> - Email notification only.</p> <p><u>General Protocol</u> All response types include follow-up email notification that includes confirmation that the Pine County Sheriff's Department was contacted to: 1) Denise Christiansen, Case Aide/EM Coordinator – denise.christiansen@co.pine.mn.us 2) Terryl Arola, Pine Co Probation Director – terryl.arola@co.pine.mn.us 3) Agent Handling the Case (per referral form)</p>
Deliberate attempts to deceive test – To include any attempt to falsify results or have someone else take tests	Next Day	
Positive BAC .03 and over	Immediate	
Positive BAC under .03	Next Day	
Positive BAC that results in .000 on a follow up call.	<i>No notification necessary</i>	
<u>RF Bracelet Monitoring (House Restriction)</u>		
Transmitter out of range unscheduled	Next Day	
Did not return on time	Next Day	
Transmitter Open Strap	Next Day	
<u>GPS Monitoring</u>		
Inclusion Zone Violation - Client is not present in a "lockdown" location.	Next Day	
Exclusion Zone Violation Client entered a restricted area	Immediate	
Transmitter Open Strap	Next Day	

ATTACHMENT A
Pine County Protocols – Page 2

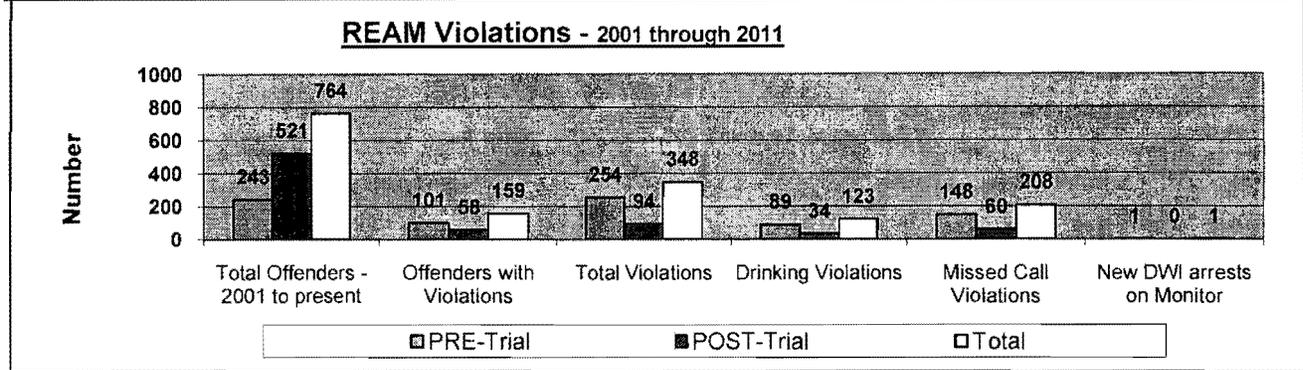
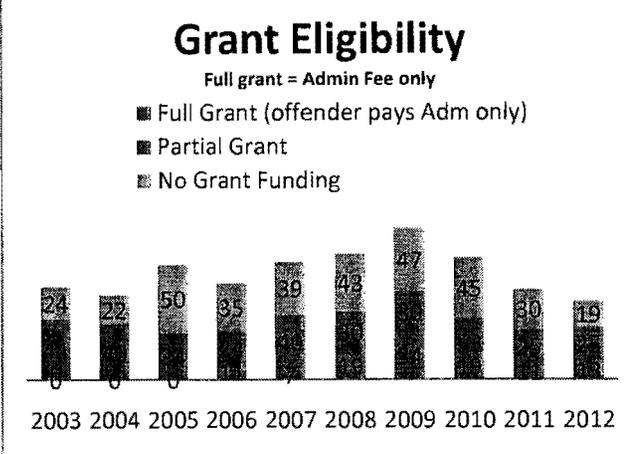
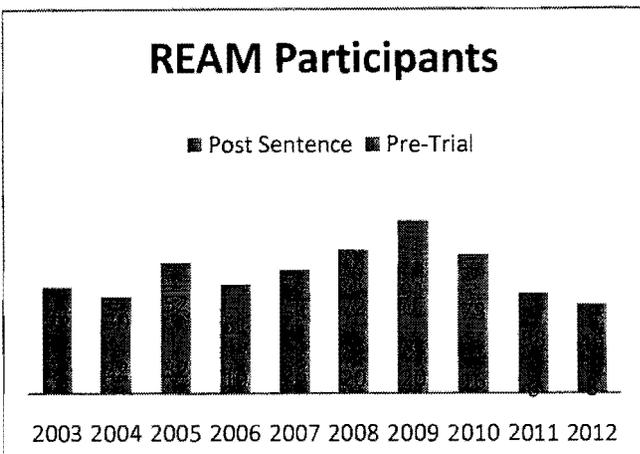
Intensive DWI Program

<u>Violation</u>	<u>Immediate / Next Day</u>	<u>Response Protocol</u>
Missed calls and/or incomplete tests	Immediate	<p><u>For Immediate Reporting-</u> <i>(If no answer, leave message and move on to next number)</i></p> <p>During Business Hours (8 AM to 4:30 PM) – Call Jeremie Reinhart Office: 320-591-1548 Cell: 612-309-2431 Main Office: 320-591-1550</p> <p>After hours/weekends – Call Jeremie Reinhart Cell: 612-309-2431 Unavailable: 320-279-1282 <i>(This is the 24 / 7 office cell phone)</i> Still Unavailable: Call to Pine County Sheriff's Department at 320-629-8380. Dispatch has been instructed to send an officer as available for Pine County residents and teletype a MN County's Sheriff's Department where the offender resides to dispatch an officer if available.</p> <p><u>For next day reporting</u> - Email notification only.</p> <p><u>General Protocol</u> All response types include follow-up email notification to: 1) Denise Christiansen, Case Aide/EM Coordinator – denise.christiansen@co.pine.mn.us 2) Terry Arola, Pine Co Probation Director – terryl.arola@co.pine.mn.us 3) Jeremie Reinhart, DWI ISP Agent – jeremie.reinhart@co.pine.mn.us</p>
Deliberate attempts to deceive test – To include any attempt to falsify results or have someone else take tests	Immediate	
Positive BAC .03 and over	Immediate	
Positive BAC under .03	Next Day	
Positive BAC that results in .000 on a follow up call.	No notification necessary	

ATTACHMENT B

Electronic Monitoring (REAM Grant)

Goal	Strategy	Outcomes
Reduce injury and fatalities caused by repeat DWI offenders in Pine County by preventing defendants from drinking while awaiting trial or serving out their sentence and/or probation.	<ol style="list-style-type: none"> 1) Provide required data to the Department of Corrections for their statewide study of the effectiveness of REAM. 2) Keep drunk drivers off the road. 3) Assist offenders with a drinking problem maintain sobriety at home so they can see that they don't need to depend on alcohol and allow them to make treatment work. 4) Allow individuals with jobs to work from home rather than being confined to jail where they are not eligible for huber release on pre-trial status. 5) Ensure that no use of alcohol conditions of release are monitored and reported. 	<ol style="list-style-type: none"> 1) Make the REAM available to individuals who otherwise could not afford this option. 2) Release on the REAM can free up already overcrowded jails for more serious offenses. 3) Offenders will comply with their REAM requirements



Percent with violations: Pre-Trial 44% - Post-Trial 17%

FY 2012 Grant: \$ 8100

From 1996 to September 30th, 1998 the Tenth Judicial District Court accepted the grant dollars and administrated the program on a district wide basis. In 1998 they encouraged local jurisdictions to pursue the grant funding. At that time the Pine County Sheriff's Department applied for the grant. Rick Boland, who had been the local program coordinator for District Court, took over full responsibility. For 2002, the county board approved a clerical position to coordinate the grant. However, in May 2002 the county board approved changing the administration of the program to Court Services. The DOC approved the grant amendment including half the position as administrative costs out of the grant award. Court Services took over July 1, 2002.

Pine County's grant award from the Minnesota Department of Corrections has declined significantly over the years. The current funding level for Fiscal Year 2011-12 is \$ 8100. The grant covers the cost of the equipment rental and monitoring. Offenders pay an extra \$ 1.50 per day to offset administrative costs.

ATTACHMENT C

PINE COUNTY SLIDING FEE SCALE

<p><u>Income Verification:</u> Total <u>Annual Gross Income</u> \$</p> <p><input type="checkbox"/> All income sources verified</p> <ul style="list-style-type: none"> - Payroll or other payment stubs (last four) - Income Tax form (self-employed) - Other receipts or documents 	Number of Dependents in the home (Name/relationship): - Defendant - - - -				
Sources of Income & Monthly Amount (Gross)- <input type="checkbox"/> Employment.... FT = 40 hr week <input type="checkbox"/> Social Security/VA Disability <input type="checkbox"/> Stocks & Bond dividends <input type="checkbox"/> Medicare <input type="checkbox"/> Pension <input type="checkbox"/> Other (describe)	Sliding Fee Scale - Gross Income & Number Dependents				
	<u>Daily Cost</u>	1	2	3	4 or more
	\$ 8.50 Grant \$ 1.50 Self <u>Deposit:</u> \$ 21.00	Below 10,400 wk mo hr FT	Below 14,000 wk mo hr FT	Below 17,600 wk mo hr FT	Below 21,200 wk mo hr FT
	\$ 8.00 Grant \$ 2.00 Self <u>Deposit:</u> \$ 28.00	10,401 to 12,806 wk mo hr FT	14,001 to 17,304 wk mo hr FT	16,501 to 21,720 wk mo hr FT	21,201 to 26,086 wk mo hr FT
<p>MIDWEST MONITORING For MEMS 3000 Alcohol Monitoring Equipment</p> <p>\$ 8.50 per day 1.50 ADMIN cost \$ 10.00 per day full cost</p> <p>The deposit payment is due to the Midwest Monitoring Field Service Officer during hooked up. The deposit will apply towards the daily fees and is equal to two weeks of the offender's daily fee cost. The offender must remain current on their bill each week.</p>	\$ 6.00 Grant \$ 4.00 Self <u>Deposit:</u> \$ 56.00	12,807 to 15,279 wk mo hr FT	17,305 to 20,643 wk mo hr FT	21,721 to 25,928 wk mo hr FT	26,087 to 31,110 wk mo hr FT
	\$ 4.00 Grant \$ 6.00 Self <u>Deposit:</u> \$ 84.00	15,280 to 17,416 wk mo hr FT	20,644 to 23,985 wk mo hr FT	25,929 to 30,135 wk mo hr FT	31,111 to 36,133 wk mo hr FT
	\$ 2.00 Grant \$ 8.00 Self <u>Deposit:</u> \$ 112.00	17,417 to 21,062 wk mo hr FT	23,986 to 27,324 wk mo hr FT	30,136 to 34,352 wk mo hr FT	36,134 to 40,556 wk mo hr FT
<p><u>CURRENT GRANT DURATION:</u> 30 day To re-visit amounts every 30 days</p>	No grant \$ 10.00 Self <u>Deposit:</u> \$ 140.00	Above 21,063	Above 27,325	Above 34,353	Above 40,557

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: May 7, 2013	Consent Agenda <i>(Please Circle)</i> Regular Agenda Estimated Time: <i>(Please Circle)</i> <u>5 min</u> 10 Min. 15 Min. <small>Time needed</small> 30 Min. 45 Min. 1 hour
Department Requesting Action: <u>Assessor</u>	 Department Head Signature <u>4/29/13</u> <small>Date</small>

Acknowledge and sign joint resolution 2013-17 with Sturgeon Lake Township stating any properties acquired through the hazard mitigation programs Pine County is administrating will become the property of the township.

Resolutions were signed with Willow River City, Sturgeon Lake City, Rutledge City, and Kettle River Township at the March 19, 2013 meeting.

Board Action Requested: (Attach additional pages if needed)
Acknowledge and sign resolution.

Supporting Documents: Attached None

PINE COUNTY RESOLUTION REQUESTING
PROPERTY OWNERSHIP ACKNOWLEDGEMENT
Resolution No. 2013-2 17

3:\Administrator\Share\Administrator\Flood2012\FloodMitigation(buyout)\township Resolutiondm.docx

WHEREAS, in June 2012 there was a significant rain event in Pine County which resulted in flooding and resulted in Pine County being declared a federal disaster area; and

WHEREAS, Pine County (hereafter County) is willing to serve as the local unit of government and administer certain federal and state mitigation programs within the boundaries of the Township of Sturgeon Lake (hereafter Township); and

WHEREAS, the mitigation programs are designed to purchase properties that are not suitable for development and place them in public ownership for perpetuity.

NOW, THEREFORE, BE IT RESOLVED and agreed to between the parties

1. Participation in the mitigation programs is voluntary on the part of the landowner and a landowner may back out of the program at any time up to closing.
2. The Township acknowledges that any property which is acquired through the hazard mitigation programs is required to be in public ownership, and Township is willing to take ownership of parcels acquired within its corporate limits.
3. The programs require certain restrictions on the Property which will be described in the deed and include:
 - a. Compatible uses. The property shall be dedicated and maintained in perpetuity as open space for the conservation of natural floodplain functions. Such uses may include: parks for outdoor recreational activities; wetlands management; nature reserves; cultivation; grazing; camping (except where adequate warning time is not available to allow evacuation); unimproved, unpaved parking lots; buffer zones; and other uses consistent with FEMA guidance for open space acquisition, Hazard Mitigation Assistance, Requirements for Property Acquisition and Relocation for Open Space.
 - b. Structures. No new structures or improvements shall be erected on the Property other than:
 - i. A public facility that is open on all sides and functionally related to a designated open space or recreational use;
 - ii. A public rest room; or
 - iii. A structure that is compatible with open space and conserves the natural function of the floodplain, including the uses described in Paragraph 3.a., above, and approved by the FEMA Administrator in writing before construction of the structure begins.
 - c. Disaster Assistance and Flood Insurance. No Federal entity or source may provide disaster assistance for any purpose with respect to the Property, nor may any application for such assistance be made to any federal entity or source. The Property is not eligible for coverage under the NFIP for damage to structures on the property occurring after the date of the property settlement, except for pre-existing structures being relocated off the property as a result of the project, and;

Any improvements on the Property shall be in accordance with proper floodplain management policies and practices. Structures built on the Property according to paragraph b. of this section shall be flood-proofed or elevated to at least the base flood level plus 1 foot of freeboard, or greater, if required by FEMA, or if required by any state, tribal, or local ordinance, and in accordance with criteria established by the FEMA Administrator.

4. The County shall pay for and manage staff to assist residents in applying for the mitigation programs. This work will be done at no direct cost to Township. Township agrees to work with County in the process, provide information, and approve and/or sign documents required to implement the program.

Adopted by Township of Sturgeon Lake on this 18th day of April, 2013.

Dave Alberg
Dave Alberg, Chairman

ATTEST:

Nedene Kuhlman
Nedene Kuhlman, Clerk

Adopted by the Pine County Board of Commissioners this _____ day of _____, 2013.

Stephen M. Hallan, Chair

ATTEST:

David J. Minke, Clerk to the Board
County Administrator

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: 5/7/2013	<p><u>Consent Agenda (Please Circle)</u></p> Regular Agenda Estimated Time: (Please Circle) _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action: Health and Human Services	<p><u>Richard S. Baw</u> 4/16/13 Date</p> Department Head Signature

Authorize the hiring of HHS Supervisor Jaci Orr. Effective May 8th, 2013. Starting salary \$46,196.80 C51.

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: May 7, 2013 U of MN Extension Office – Pine County	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: none;"><input checked="" type="radio"/></td> <td style="border: none;">Consent Agenda <i>(Please Circle)</i></td> </tr> <tr> <td style="border: none;"><input type="radio"/></td> <td style="border: none;">Regular Agenda</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;">Estimated Time: <i>(Please Circle)</i></td> </tr> <tr> <td style="border: none;"></td> <td style="border: none; text-align: right;">10 Min. 15 Min.</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;">Time needed</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none; text-align: right;">30 Min. 45 Min. 1 hour</td> </tr> </table>	<input checked="" type="radio"/>	Consent Agenda <i>(Please Circle)</i>	<input type="radio"/>	Regular Agenda		Estimated Time: <i>(Please Circle)</i>		10 Min. 15 Min.		Time needed		30 Min. 45 Min. 1 hour
<input checked="" type="radio"/>	Consent Agenda <i>(Please Circle)</i>												
<input type="radio"/>	Regular Agenda												
	Estimated Time: <i>(Please Circle)</i>												
	10 Min. 15 Min.												
	Time needed												
	30 Min. 45 Min. 1 hour												

Request for Roxanne Orvis, Administrative Assistant, to attend the 4H Northeast (NE) Regional Conference and FairPlus! Training, April 30-May 1, 2013, at Grand Rapids. No fee for training; hotel cost \$77.00 (1 night).

Board Action Requested: (Attach additional pages if needed)

Approve payment of \$77.00 (room), plus meals to attend 4H NE Regional Conference and FairPlus! Training for Roxanne Orvis April 30-May 1, 2013 and overnight stay.

Supporting Documents: Attached None

EDUCATION SEMINARS

Carefully choose one 8-hour seminar or two 4-hour seminars.



SS1 - REVIEWING RESIDENTIAL APPRAISAL REPORTS

8 hrs, Wednesday & Thursday, Instructor: Susanne Barkalow, IFA:

The objectives of this course are to: Categorize reviewers and reasons for reviews, understand the need for quality control, understand which parts of USPAP apply to reviews, apply topics discussed in the Dissecting book to appraisal practice, why/how assessors review appraisal reports, discuss how to evaluate the Neighborhood and Sales Comparison grid in a review, evaluate a residential appraisal report and complete a residential review. This seminar is Commerce Approved for 8 hours.



SS2 - VALUATION OF SELF-STORAGE PROPERTIES

8 hrs. Wednesday & Thursday. Instructor: Marion Johnson, CAE, Team Consulting, LLC:

Almost every assessment jurisdiction has some type of self-storage property on their assessment roll. The purpose of this workshop is to provide guidance and suggestions on the valuation process of self-storage properties. The workshop will look at the different classifications of self-storage and how all three approaches to value can be used to value these types of properties. Month-to-month leasing, the impact of new supply, reliance on external demand generators and management intensity all make analysis and valuation of these properties difficult. Also, included is some information on what authorities in the field say lies ahead for the industry. Several EXCEL spreadsheets and templates are included in this material to help in analysis and valuation.



SS3 – 2013 REVISED HOMESTEADS - TRUST and LIFE ESTATES

4 hrs. Wednesday, Instructors: MN Department of Revenue, Doug Spanier, Department of Agriculture, and Jennifer Lammers, Briggs and Morgan Attorney and Chair of the Agriculture and Homestead Subcommittees of the MSBA Probate and Trust Law Section's Legislative Committee:

This seminar is designed for individuals who work regularly with agricultural homesteads, special agricultural homesteads, and trust-held property. Topics will include some basic background information on trusts and entities such as LLCs, agricultural homesteads (including entity-owned homesteads), and may include brief introductory information regarding law changes from the 2013 legislative session if there are laws passed that would affect homestead eligibility. There will likely be an emphasis on trust homestead administration and various real-world examples provided.



SS4 - MASTERING THE HP12C

4hrs. Wednesday, Instructors: Daniel P. Blonigen, SAMA, City of Bloomington & Brad Prchal, CMA, Hennepin County: "This seminar is NOT approved for CEH hours by the State Board" Most appraisers acknowledge the Hewlett Packard HP-12C calculator as the standard of the appraisal industry. This seminar is designed to cover the basic operations and shortcuts of the HP12C, as well as, techniques used to solve real world financial and appraisal problems. Applications include: simple arithmetic, chain calculations, weighted averages time value of money calculations, and solving advanced appraisal problems. **DON'T FORGET TO BRING YOUR HP12C.**



SS5 - DESCRIBING AND MEASURING SINGLE-FAMILY RESIDENCES

4hrs. Wednesday, Instructors: Erik Skogquist, SAMA, City of Coon Rapids and Stephen Behrenbrinker, SAMA, CAE, City of St. Cloud Assessor:

This seminar is designed to be both demonstrative and hands on: to instruct basic residential construction terminology and descriptions, basic house plan reading and how to calculate square footages, including gross living area and all other areas of the gross building area. The instructors will also share their tips for making accurate measurements in the field. This is a hands on workshop with sample house plans and graph paper for sketching, so **BRING A CALCULATOR.**



SS6 - CROP PRODUCTIVITY INDEX (CPI)

4 hrs, Wednesday, Instructors: Al Heim, SAMA, Roseau County, Doug Bruns, SAMA, Renville County, Mark Koehn, CMA, Stearns County, and Rick Hauge, ARA, Rick Hauge Appraisals:

This seminar will provide participants with the tools to implement CPI ratings from the Natural Resources Conservation Service which provide relative ranking of soils based on their potential of intensive crop production. Many counties have or are in the process of converting from Crop Equivalent Ratings (CER), which are no longer supported by the University of Minnesota. Learn how the new CPI system can assist assessors in a more uniform and equitable assessment of agricultural land with a minimal transition cost. Examples of parcels that have been converted from the old CER or ABC methodology to the CPI method will be reviewed to help demonstrate the valuation impact it has on a property and how that translates into a more uniform assessment.



SS7 - TAX COURT UPDATE

4 hrs. Wednesday, Instructors: MAAO Tax Court and Valuation Committee Members:

The focus of this seminar will be to discuss the new procedures implemented by the Minnesota Tax Court. We will also dive into explanations and implications of recent Tax Court and Supreme Court decisions that affect petition filing, personal property vs. real estate, value transfers and classification.



SS8 - RESIDENTIAL GRADING, QUALITY, QUANTITY, LAYOUT AND DESIGN

4 hrs. Thursday, Instructor: Scott Johnson, Vanguard Appraisals:

The focus of this seminar is to discuss several different components of a residential structure that affect the quality or grade of the dwelling. Discussion will include how the size and shape of a structure can have a major impact on the grading process as well as what to consider when comparing older vs. newer homes. In addition there will be discussion about what an experienced contractor feels are the most important things to consider in new home construction.



SS9 - THE 2013 AG MARKET: WHAT YOU NEED TO KNOW

4hrs. Thursday, Instructors: Greg Thomas and Denny Schmidt, Upper Midwest Management:

This seminar will cover a broad range of subjects relating to the cause and effect behind the forces pushing rapidly changing agricultural property values. Discussion will include farm rents and how they are being determined in this aggressive market; the Farm Program and how it affects the marketability of a farm; and what are the contributory values of ag buildings to a farm sale. In addition, there will be discussion about the trends in Ag since last year – what has changed and what has stayed the same.



SS10 - ELEMENTS OF LAKESHORE VALUATION

4 hrs. Thursday, Instructors: Gary Griffin, SAMA, Crow Wing County Assessor and Brian Connors, SAMA, Itasca County Assessor:

The objective of this seminar is demonstration of the different variables that contribute to lakeshore value: shoreline types and quality adjustments and quantity or excess lake frontage adjustments. There will be examples of lakeshore valuation by extraction, use of aerials and Geographic Information System (GIS) for access, footage and shore quality.



SS11 COMMERCIAL GRADING AND CONSTRUCTION

4 hrs. Thursday, Instructor: Robert Ehler, CMA, ASA, Vanguard Appraisals:

Did you know that when you are calculating the replacement cost of a Class C office building just by changing the grade from "Average" to "Good" can change the replacement cost outcome by 41%. This is significant! This seminar will focus on construction components that can affect the grade of a structure, both the obvious and the not so obvious. We will discuss how the different types and quality of materials can impact the replacement cost of any structure. We will also examine how the location and building codes can have a significant impact on replacement cost. These issues, and more, in this in-depth presentation.



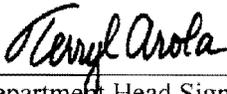
SS12 CELL TOWERS, BILLBOARDS, WIND TURBINES - RELOADED

4 hrs. Thursday, Instructors: Justin Massmann, SAMA, Hennepin County and James Atchison, SAMA, CAE, Hennepin County Assessor

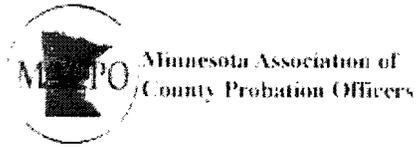
This seminar is designed to discuss land use rights in regards to cell towers, antennas, billboards, wind turbines and more. The discussions will include the valuation of the entire bundle or rights, is it real estate or equipment, what is taxable and why, classification and valuation methodologies used to estimate market value.

This registration fee will include; three breaks, a Wednesday noon meal, Wednesday evening *The Grands at Mulligans* and Thursday breakfast.

**PINE COUNTY
REQUEST FOR BOARD ACTION**

Requested Board Date: <i>May 7, 2013</i> FLEXIBILITY: YES NO	Estimated Time: Consent Agenda 10 Min. 15 Min. 30 Min. 45 Min. 1 hour
<u>County Probation</u> Department Requesting Action	<div style="text-align: right;">  _____ 04-26-13 Department Head Signature/Date </div>

<p>Item for Discussion: (one form per item) TRAINING EVENT: <i>MACPO (Minnesota Association of County Probation Officers) on May 22-23, 2013 for Amber Chase, Jeremie Reinhart, and Travis Fisher.</i></p> <p><i>Full registration is \$ 165 per person Tuesday night accommodations are \$ 53.44 per room Weds/Thursday meal and accommodation package is \$ 146 per person double occupancy</i></p> <p>Board Action Requested: (Attach additional pages if needed)</p> <p>Approval of overnight training @ a total cost of \$ 986.44 plus any applicable taxes and mileage.</p> <p style="text-align: right;">Supporting Documents: <i>Attached</i> None</p>
<p>Background/Previous Action: <i>Probation agents are required to have 40 hours training each year.</i></p> <p>Budgetary Implications: <i>As budgeted.</i></p>



CONFERENCE SCHEDULE

Wednesday, May 22, 2013

- 7:30-8:45AM** **Registration and Check-in** **Whitebirch Room**
Vendor Resource Fair
Continental Breakfast
- 8:45-9:00AM** **Welcome: MACPO President, Todd Eustice** **Minnesota I/II**
- 9:00-11:30AM** **Keynote Address: From Death to Life: A Story of Reconciliation and Forgiveness** **Minnesota I/II**
Presenters: Mary Johnson & Oshea Israel, From Death to Life
"From Death to Life" was founded by Mary Johnson in 2005, shortly before she came to forgive Oshea Israel, the young man who took her only son's life in 1993. She now claims Oshea as her "spiritual son." Together they share their inspiring story of healing and reconciliation in the community. The group's mission is to end violence through healing and reconciliation between families that have been impacted by murder.
- 11:30-12:30PM** **Lunch & Address from the Commissioner of Corrections, Tom Roy** **Lakeside Ballroom**
- 12:30-2:30PM** **Concurrent Sessions**
- Federal Firearms Laws** **Pelican Room**
Presenter: Theresa Hummel, Attorney-Bureau of Alcohol, Tobacco, Firearms, Explosives
This presentation will provide a summary of the federal laws that prohibit possession of firearms by certain categories of persons. Additionally, the impact of specific judicial proceedings, such as juvenile proceedings, protective orders, and restoration of civil rights will be addressed. A general discussion of the ATF's jurisdiction will also be provided, which includes areas such as federal oversight of highly regulated firearms (NFA weapons), regulation of federal firearms licensees, and criminal enforcement authority.
- Boys & Mental Health: Challenges in Correctional Settings** **Heartland I/II**
Presenter: Dr. Timothy Wright, Program Director-Village Ranch Child & Family Services
Working with boys who have mental health issues is challenging, especially in a corrections setting. This interactive workshop will discuss the risk factors, stereotypes, and symptoms associated with mental illness in boys. **This session is limited to the first 30 participants.**

Level of Service/Case Management Inventory Booster **Heartland III/IV**
Presenters: Debbie Wiome-Isanti County Probation & Eric Johnson-Carver County Probation
This session is a refresher session for agents on the Level of Service/Case Management Inventory risk assessment tool. It is intended ONLY for those who have already completed the LS/CMI Conversion training. It will discuss common scoring errors and will involve practice with the LS/CMI assessment.

- | | | |
|----------------------|--|--------------------------|
| 2:30-3:00PM | Vendor Resource Fair
Prize Drawings | Whitebirch Room |
| 3:00-5:00PM | Keynote Address: Sex Trafficking 101 & Introduction to Breaking Free
Presenter: Joy Friedman-Breaking Free
Joy Friedman, "Breaking Free" Education/Outreach Manager will provide an overview of sex trafficking, the scope of the issue locally, what victims need to get out of the life, and how Breaking Free helped her personally escape over 20 years of commercial sexual exploitation. | Minnesota I/II |
| 6:00-7:30PM | Formal Dinner & Banquet
Awards Reception
Business Meeting & By-Laws Vote
Legislative Update
Officer Elections | Lakeside Ballroom |
| 8:00-Midnight | Vendor Hospitality | MACPO Tent |
| 9:00-Midnight | Live Entertainment | MACPO Tent |

Thursday, May 23, 2013

7:00-8:00AM

Breakfast

Marina II

8:00-10:00AM

Concurrent Sessions

Dynamics of Sex Trafficking & Working with Victims

Pelican Room

Presenter: Joy Friedman-Breaking Free

Joy Friedman, "Breaking Free" Education/Outreach Manager and survivor of over 20 years of commercial sexual exploitation will help participants dig deeper into the dynamics of sexual exploitation and best practices in working with victims.

Overview of Methadone Assisted Treatment

Heartland I/II

Presenter: Matt Blissenbauch-St. Cloud Metro

This session will give general information on methadone treatment programs and the benefits of methadone.

Working in Collaboration with the Minnesota BCA

Heartland III/IV

Presenters: John Nordberg & Doug Henning, Special Agents & Scott Mueller, Senior Special Agent-MN Bureau of Criminal Apprehension

Agents will identify investigative sections/services provided by the Bureau of Criminal Apprehension. Agents will provide some case synopsis that have occurred which illustrate interagency cooperation and success between the BCA and probation agents.

Youth Level of Service/Case Management Inventory 2.0: Part A

Governor's Room

Presenters: Brian Stoll & Carter Diers-Wright County Probation & Jennifer Baker-Sherburne County Probation

Pre-registration is required for this session and is limited to 22 participants. The YLS/CMI 2.0 is the updated version of what MN is currently using for juvenile risk/need assessments—YLS/CMI 1.0. The entire state of MN will be converting to the YLS/CMI 2.0, and the S3 online version of the tool will be modified to fit the new format. Once you have completed this conversion training, you will be certified to use the new YLS/CMI 2.0. Participants must attend both A/B sessions to complete the training.

10:00-10:30AM

**Vendor Resource Fair
Prize Drawings**

Whitebirch Room

10:30-12:30PM

Concurrent Sessions

Catalyst to Staying Safe and Connected

Pelican Room

Presenter: *Ed Lemon, Sergeant-St. Paul Police Department, Training Unit*

This session will discuss command presence and “the zone” in sports. are they the same thing? Compassion and listening to an individual without thinking about what they are saying, are they the same thing? We will also take a look at feelings as an indicator of mental flexibility.

A Guide to Recognizing Progress & Deterioration in Sex Offenders

Heartland I/II

Presenter: *Frank Weber (MS/LP), Clinical Director-CORE Professional Services, PA*

This presentation will cover four factors that are important to have in place to demonstrate progress in working with sex offenders. General risk factors, and specific risk factors related to personality and mental health concerns will also be addressed.

Interstate: The Only Way to Go

Heartland III/IV

Presenter: *Rose Ann Bisch, Corrections Interstate Deputy Compact Administrator-DOC*

This training will cover the rules of the Interstate Compact on Adult Offender Supervision along with the use of the Interstate Compact Offender Tracking System (ICOTS). We will also cover the rules in more detail than the initial interstate training with an emphasis on supervision to include the violation process.

Youth Level of Service/Case Management Inventory 2.0: Part B

Governor’s Room

Presenters: *Brian Stoll & Carter Diers-Wright County Probation & Jennifer Baker-Sherburne County Probation*

Pre-registration is required for this session and is limited to 22 participants. The YLS/CMI 2.0 is the updated version of what MN is currently using for juvenile risk/need assessments—YLS/CMI 1.0. The entire state of MN will be converting to the YLS/CMI 2.0, and the S3 online version of the tool will be modified to fit the new format. Once you have completed this conversion training, you will be certified to use the new YLS/CMI 2.0. Participants must attend both A/B sessions to complete the training.

12:30-1:30PM

Lunch

Marina II

1:30-4:30PM

Keynote Address: How Can You Help Them If They Don’t Want Your Help?

Minnesota I/II

Presenter: *Stevie Ray, Executive Director-Stevie Ray’s Improv Company*

Stevie Ray is an expert at helping people think on their feet and handle tough on-the-spot challenges more easily. In a fun and hands-on workshop you will learn techniques that can be used every day to command a situation, especially when dealing with difficult people. Get ready to laugh and have fun, but this session is also full of valuable information. Using current research in neuroscience, Stevie can help you understand what triggers the brain to either accept or reject input: an essential tool for probation officers.

To print this page properly - use Print icon located on the page.



MINNESOTA ASSOCIATION OF COUNTY PROBATION OFFICERS

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56th Annual MACPO Spring Conference

Start: Wednesday, May 22, 2013

End: Thursday, May 23, 2013

Location: Breezy Point Resort

Registration

- Full Registration - \$165.00 (USD)
**Includes \$40 MACPO membership fee
 - General Registrant - \$125.00 (USD)
**Does not include \$40 MACPO membership fee
 - Membership Fee Only - \$40.00 (USD)
 - One Day Fee - \$80.00 (USD)
**Does not include \$40 MACPO membership fee
- (See Breezy Point Registration form if interested in meals)
- Student/Retiree Fee - \$50.00 (USD)
***Includes \$10 MACPO membership fee.



56th Annual MACPO Spring Conference

May 22nd and 23rd, 2013

Breezy Point Resort

[Conference Schedule](#)

[WBCOM Trade](#)

[Breezy Point Lodging Registration](#)

[May 21st Early Arrival Form](#)

[AG Event](#)

[Vendor Marketing Opportunities](#)

[Resource Fee Registration](#)

Conference related questions can be answered by Jason Vande Kamp at 763-689-8379 or Debbie Lawrence at 763-689-8328.

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MN Association of County Probation Officers
May 22-23, 2013
GROUP #2483

**PREFERRED LODGING HELD UNTIL
May 10, 2013**

Name _____
Street _____
City _____ St _____ Zip _____
Day Phone & Cell Phone _____
Email Address _____

Arrival Date: ____ / ____ / ____ Depart Date: ____ / ____ / ____ #Nights _____

Check-In Time 5:00 PM Check-Out Time 12:00 PM
People per room: _____ Adults

Special Requests: _____
(i.e. Room Accessibility, Dietary, Etc.)
Explain: _____

ROOMMATES

If you circle double occupancy you must list your roommate(s) below and mail or fax your forms **TOGETHER**, otherwise your reservation will be changed to the single occupancy rate. If not received together, Breezy Point Resort cannot guarantee your specific roommate requests. List name of the roommate(s) below:

METHOD OF PAYMENT:

_____ Check – **Must be sent with form**
_____ Purchase Order – **Must be complete and sent with form**
_____ Credit Card – **Card Charged Upon Receipt of form**
Please circle below
Visa MasterCard Discover American Express

Card # _____
Exp date _____

Cardholder's Name: _____

Signature: _____

CANCELLATION POLICY:

NO REFUNDS on reservations cancelled less than 30 days prior to arrival. Prior to 30 days before arrival, a \$25.00 processing fee will be deducted from your pre-payment.

NO RESERVATIONS ACCEPTED WITHOUT FORM GROUP PACKAGE: (Circle One)

\$197.00 – Single Occupancy/per person/entire stay
\$146.00 – Double Occupancy/per person/entire stay

Package includes: Wed. night lodging, Wed. AM break, Lunch, Afternoon Break and Dinner on Wednesday, Breakfast, Morning Break, and Lunch, on Thursday, Use of meeting rooms both days, Sales Tax and Service Charge.

COMMUTER MEAL PACKAGE:

_____ \$95.00 per person
Includes: AM Break, Lunch, Afternoon Break, and Dinner on Wednesday, Breakfast, Morning Break Lunch Sales Tax and Service Charge.

MEALS ONLY (PER PERSON)

Wednesday:
_____ Lunch & Breaks \$30.00 _____ Dinner \$32.00

Thursday:
_____ Breakfast \$12.00 _____ Lunch & Breaks \$30.00

NO REFUNDS FOR ANY PORTION OF THE MEAL PACKAGE. PREPAYMENT REQUIRED FOR COMMUTER MEALS.

MAIL OR FAX ENTIRE FORM TO:

**BREEZY POINT RESORT
9252 BREEZY POINT DRIVE
BREEZY POINT MN 56472
FAX: 218-562-4510 Mary's e-mail:
groups@breezypointresort.com**

**Pine County Facility Committee
Special Meeting
April 16, 2013 9:00 a.m.
Commissioner Conference Room**

1. The meeting was called to order at 9:00 a.m. Present were Commissioners Carlson, Pangerl, Administrator Minke and Maintenance Supervisor Newman.
2. Discussion of tuckpointing/recommendation for board

The committee had requested proposals for an owner's representative and received one proposal from Kraus Anderson.

The committee also reviewed the August 2011 proposal from Karr Tuckpointing. Newman updated the committee that Karr would honor its proposal and pricing and could schedule the work for completion this year. After discussion the committee recommended the county enter into a services agreement with Karr Tuckpointing for the work contained in the August 2011 proposal at an amount not to exceed \$100,000.

This recommendation will be presented to the County Board at its regular meeting April 16 at 10:00 a.m.

3. Other--none
4. With no other business the committee adjourned at 9:30 a.m.

RESOLUTION #2013-16

**RECOGNIZING CORRECTIONAL OFFICERS AND
CORRECTIONAL EMPLOYEES
IN PINE COUNTY**

WHEREAS, the week of May 5, 2013 through May 11, 2013, has been designated as National Correctional Officers' Week; and

WHEREAS, this week is devoted to increasing the public awareness of the excellent job performance by the Pine County correctional officers and jail staff; and

WHEREAS, the Pine County Board of Commissioners is honored to have a group of men and women who are trained professionals and who serve on a daily basis in the County's jail; and

WHEREAS, these professionals serve to provide humane conditions of confinement while ensuring public safety, maintaining facility security, and contributing to offender rehabilitation; and

WHEREAS, the daily management of inmates requires special training, sound judgment, and courage; and

WHEREAS, these correctional officers, employees, and supervisory staff provide essential services and exemplify the highest professional standards by their commitment to protecting the public and the offenders.

NOW, THEREFORE, BE IT RESOLVED that the Pine County Board of Commissioners honor these dedicated professionals who supervise inmates in the Pine County jail and give special recognition to them during National Correctional Officers' Week.

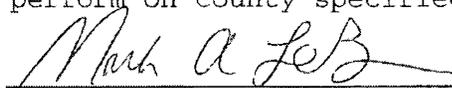
Stephen M. Hallan, Chair

Attest:

David J. Minke
County Administrator

PINE COUNTY PUBLIC WORKS
ABSTRACT OF 2013 EQUIPMENT RENTAL BIDS

RECOMMENDATION: Accept all bids. Opportunities to be offered to bidders who provide the bid resulting in least cost to the County and subject to their ability to perform on County specified dates and the available County Funds.



Mark A. LeBrun, P.E
County Engineer

5-1-13

Date

Equipment Rental Abstract of Bid

		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Bonk's Sand and Gravel 78865 Bonk Road Willow River, MN 55795	218-380-3132 218-380-3132															
Dave Rybak Company 27646 Twin Ponds Loop Sturgeon Lake, MN 55783	218-658-4888 218-485-1613															
Doenz Excavating 10600 Country Drive Pine City, MN 55063	320-629-3819 320-980-4178	B		SM												
Fjosne Construction 8062 South Willow Street Willow River, MN 55795	218-372-3995 218-522-0362	BC		SM LG												
Hopkins Sand & Gravel 27760 Highway 35 Webster, WI 54893	715-866-4157 715-566-1016 rhopkinssg@yahoo.com			LG												
Les Anderson Construction 404-2nd Street NW Hinckley, MN 55037	320-384-6002 612-390-4982			LG												
Rabe Excavating, LLC 20726 King Rail Drive Hinckley, MN 55037	320-384-7805 320-980-4019 tlrabe@hotmail.com	B														
Randy Rabe Construction, LLC 43309 Hwy 61 N, PO Box 454 Hinckley, MN 55037	320-384-7509 320-630-1672 brabe@scicable.net	BC		SM LG												
Roberts Excavating, LLC 37175 Rutabaga Road Askov, MN 55704	320-838-3464 320-237-4594 robertsexcavating@yahoo.com	AB														
Rocon Paving 20826-220 th Street McGrath, MN 56350	320-592-3581 218-838-1209 Brianroth99@yahoo.com	B		SM LG												
Ron Rabe Sand & Gravel, LLC 20373 Rabe Drive Hinckley, MN 55037	320-384-6168 612-390-4712															
Rydberg and Sons, Inc PO Box 63 Pine City, MN 55063	320-629-2503 612-390-9042 kiprydberg@yahoo.com	BC		SM LG												
Summerland Excavating, Inc. 43107 Cloverdate Road Hinckley, MN 55037	320-384-7938 320-630-7809	BC		SM LG												

EQUIPMENT RENTAL PRICES - ABSTRACT OF BIDS

Contractor	Make	Model	Digging Depth	Bucket Size	RATE Per Hour
#1A BACKHOE/LOADER-RUBBER TIRED, w/operator					
Name	Make	Model	Capacity		Per Hour
Robert's Excavating, LLC	CAT	416	12	36"	\$ 75.00

#1B BACKHOE-2 cu.yd. or less, w/operator

Name	Make	Model	Capacity		Per Hour
Doenz Excaving	CAT	312BL	20'	1.5 cy	\$ 100.00
Fjosne Construction	Komatsu	200 LC	20'	1.75 cy	\$ 85.00
Fjosne Construction	CAT	320 LC	20'	1.75 cy	\$ 85.00
Rabe Excavating, LLC	JD	120C	20'	1 c.y	\$ 100.00
Rabe Excavating, LLC	CAT	304 CR	10'	24"	\$ 85.00
Randy Rabe Const	JD	200 CLC	20'	1.75 cy	\$ 125.00
Rocon Paving	Link Belt	3400CII	47'	.75 cy	\$ 145.00
Rocon Paving	Komatsu	PC200	19'	1.75 cy	\$ 125.00
Robert's Excavating, LLC	JD	120	20'	1.5 cy	\$ 100.00
Robert's Excavating, LLC	JD	690ELC	22'	1.75 cy	\$ 125.00
Ryberg & Sons, Inc.	JD	792	22'	2 cy	\$ 83.50
Summerland Excavating	Hitachi	120	15'	1 cy	\$ 120.00

#1C BACKHOE-2 cu.yd. or larger, w/operator

Name	Make	Model	Capacity		Per Hour
Fjosne Construction	Komatsu	220 LC6	22'	2 1/2 cy	\$100.00
Randy Rabe Construction	Hitachi	400		3 1/2 cy	\$150.00
Rydberg & Sons, Inc.	JD	792	22'	2 1/2 cy	\$97.50
Rydberg & Sons, Inc.	JD	892	25'	3 1/4 cy	\$135.00
Summerland Excavating	Hitachi	ZX200LC	20'	2 cy	\$135.00

#2 PULL-TYPE SCRAPER & TRACTOR, w/oper

Self-propelled, w/operator (Note what type)

Name	Make	Model	Capacity		Per Hour
Anderson, Les	CAT	463&D8	22-24 cy		\$ 155.00
Anderson, Les	CAT	435&D7	14-18 cy		\$ 140.00
Fjosne Construction	Steiger	310	14 cy		\$ 100.00
Rydberg & Sons, Inc.	Terex	TS14	14 cy Self Propelled		\$ 195.00
Rydberg & Sons, Inc.	Terex	TS24	24 cy Self Propelled		\$ 275.00

EQUIPMENT RENTAL PRICES - ABSTRACT OF BIDS

Contractor	Make	Model	Digging Depth	Bucket Size	RATE Per Hour
#3	DOZER,w/oper		A.small (e.gD5 or smaller		
Name	Make	Model	Capacity		Per Hour
Doenz Excavating	CAT	D5G			\$ 95.00
Fjosne Construction	CAT	D5MLGP	Six Way Blade		\$ 90.00
Fjosne Construction	CAT	D4HLGP			\$ 90.00
Randy Rabe Cont	JD	450 JLGP			\$ 100.00
Rocan Paving	JD	550J			\$ 95.00
Rocan Paving	JD	550G			\$ 95.00
Ron Rabe Sand & Gravel,LLC	CAT	D5CXL			\$ 100.00
Rydberg & Sons, Inc.	JD	550			\$ 83.50
Summerland Excavating	CAT	D4HLGP			\$ 125.00

#3	DOZER,w/oper		B.large (e.gD6 or larger		
Name	Make	Model	Capacity		Per Hour
Fjosne Construction	CAT	D6HLGP			\$ 100.00
Hopkins Sand & Gravel	CAT	D6HXL			\$ 154.00
Hopkins Sand & Gravel	CAT	D8N			\$ 210.00
Les Anderson	CAT	D7F			\$ 140.00
Les Anderson	CAT	D8H			\$ 155.00
Randy Rabe Const	JD	700J			\$ 125.00
Robert's Excavating, LLC	CAT	D4HXL			\$ 100.00
Rocan Paving	CAT	D8H			\$ 165.00
Rocan Paving	CAT	D8H			\$ 165.00
Rydberg & Sons, Inc.	JD	750			\$ 97.50
Rydberg & Sons, Inc.	JD	850 LGP			\$ 175.00
Summerland Excavating	CAT	D6RXW			\$ 155.00

#4	DUMP TRUCK w/driver				
Name	Make	Model	Capacity		Per Hour
Doenz Excavating	Ford	9000	10 cy		\$ 85.00
Doenz Excavating	Ford	9000	10 cy		\$ 85.00
Fjosne Const	Peterbuilt	379	12 cy		\$ 80.00
Rabe Excavating, LLC	Ford	L9000	12 cy		\$ 80.00
Randy Rabe Construction	Ford	L9000	12 cy		\$ 80.00
Robert's Excavating, LLC	Ford	9000	12 cy		\$ 80.00
Robert's Excavating, LLC	Ford	9000	12 cy		\$ 80.00
Rocan Paving	Freightliner	M2	14 cy		\$ 85.00
Rocan Paving	Mack	CH613	14 cy		\$ 85.00
Ron Rabe Sand & Gravel,LLC	Peterbuilt	357	12 cy		\$ 85.00
Rydberg & Sons, Inc.	Mack	CH	12 cy		\$ 84.00
Rydberg & Sons, Inc.	Ford	L9000	12 cy		\$ 74.00
Summerland Excavating	Ford	LTL 9000	12 cy		\$ 85.00
Summerland Excavating	Freightliner	9000	12 cy		\$ 85.00

EQUIPMENT RENTAL PRICES - ABSTRACT OF BIDS

Contractor	Make	Model	Digging Depth	Bucket Size	RATE Per Hour
------------	------	-------	---------------	-------------	---------------

#5 TRACTOR/BELLY DUMP w/driver

Name	Make	Model	Capacity	Per Hour
Fjosne Construction	Freightliner		18 yd	\$ 90.00
Rocan Paving	International	9400	18 cy	\$ 95.00
Rocan Paving	International	9400	18 cy	\$ 95.00
Rydberg & Sons, Inc.	Mack		18 cy	\$ 89.50

#6 TRACTOR/LOWBOY TRAILER w/driver

Name	Make	Model	Capacity	Per Hour
Fjosne Construction	Freightliner		50T	\$ 90.00
Rocan Paving	Kenworth	T800	50T	\$ 150.00
Rocan Paving	International	9400	35T	\$ 130.00
Rydberg & Sons, Inc.	International	Eagle		\$ 125.00

#7 HAY BALE MULCHER w/operator

Name	Make	Model	Capacity	Per Hour
Fjosne Construction	Finlay		Square Bale	\$ 100.00

#8 FRONT END LOADER 4 cy or lgr., w/operator

Name	Make	Model	Capacity	Per Hour
Doenz Excavating,	CAT	926	3 cy	\$ 90.00
Rydberg & Sons, Inc.	Komatsu	500	8 CY	\$ 135.00
Rydberg & Sons, Inc.	Volvo	L220	8 CY	\$ 135.00
Summerland Excavating	CAT	966C	5 cy	\$ 100.00

#9 MOTOR GRADER, w/operator

Name	Make	Model	Capacity	Per Hour
Fjosne Cont.	CAT	140G		\$ 80.00
Rocan Paving	CAT	140G		\$ 92.50
Ron Rabe Sand & Gravel,LLC	CAT	140G		\$ 90.00
Rydberg & Sons, Inc.	JD	770		\$ 74.95
Summerland Excavating	CAT	140G		\$ 100.00
Summerland Excavating	CAT	12F		\$ 90.00

#10 Compactor Tow-Type

Name	Make	Capacity	Per Hour
Rydberg & Sons, Inc.	American	60"	\$ 70.00

Compactor Self-Propelled

Name	Make	Capacity	Per Hour
Fjosne Construction	RayGo	84"	\$ 70.00
Randy Rabe Construction	IR	54"	\$ 70.00
Rocan Paving	Case	72"	\$ 65.00
Rocan Paving	Benford	72"	\$ 65.00
Rydberg & Sons, Inc.	RayGo	96"	\$ 69.50

EQUIPMENT RENTAL PRICES - ABSTRACT OF BIDS

#11	CRUSHING SALVAGED BITUMINOUS	Per Cubic Yard
Dave Rybak	\$ 0.990 per CY LCY Pit Run	
Hopkins Sand & Gravel	\$ 3.390 per CY	
Rydberg & Sons, Inc.	\$ 2.580 per CY	

#12	BITUMINOUS CRUSHING	Per Cubic Yard
Crushing & Loading or Stockpiling		
Fjosne Construction	\$ 4.000 per CY	
Rydberg & Sons, Inc.	\$ 3.840 per CY	

#13	Type SPWEB240B Wear Mixture	Per Ton
Dave Rybak	\$ 0.990 per T Pit Run Only	
Rocan Paving	\$ 102.500 per T N of TH 48	
Rocan Paving	\$ 112.500 per T S of TH48	

#14	CRUSHING SALVAGED CONCRETE	Per Cubic Yard
Fjosne Construction	\$ 5.000	
Rydberg & Sons, Inc.	\$ 5.970	

#15	WINTER MAINTENANCE SAND	Per Cubic Yard
Specification for Winter Sand 3126 Mod.		
3/8"	100%	#30 10 - 60%
#4	85 - 100%	#50 3 - 60%
#8	50 - 100%	#100 9 - 10%
#16	25 - 85%	#200 0 - 2%
1000 C.Y. more or less		F.O.B. Your Pit Location
Bonk's Sand & Gravel	\$ 2.95	
Dave Rybak	Pit Run LCY \$ 0.99	
Hopkins Sand & Gravel	\$ 3.25	
Rydberg & Sons, Inc.	\$ 3.24	

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: <p align="center">May 7,2013</p>	Consent Agenda <i>(Please Circle)</i> Regular Agenda Estimated Time: <i>(Please Circle)</i> <u>5 minutes</u> Time needed
Department Requesting Action: <p align="center">Land</p>	<hr/> Department Head Signature Date

<p>Item for Discussion: (one form per item)</p> <p><u>Land Purchase</u></p> <p>(Parcel # 32.0151.000) Part of the E ½ of the NE ¼ described as follows: commencing at the northeast corner, then west along north line 5 rods, thence at right angles south 160 rods, more or less to the south line of NE ¼, thence east along said line 5 rods to SE corner of NE ¼, thence north along east line to point of beginning (5 acres). Section 18 - Township 42 - Range 17\$5,000.</p> <p>Board Action Requested: (Attach additional pages if needed) <i>Approval</i></p> <p align="center">Supporting Documents: Attached</p>

Land Purchase Request

Hennen Property Description:

(Parcel # 32.0151.000) Part of the E ½ of the NE ¼ described as follows: commencing at the northeast corner, then west along north line 5 rods, thence at right angles south 160 rods, more or less to the south line of NE ¼, thence east along said line 5 rods to SE corner of NE ¼, thence north along east line to point of beginning (5 acres).

Section 18 - Township 42 - Range 17

Owner: Crystal Hennen

Asking Price: \$5,000.00 with closing cost being paid for by the purchaser.

Property Valuation: \$5,700.00

Purpose:

The parcel of interest is of unique dimensions and location. At 82 ½ feet wide by ½ mile in length, it lies westerly of the Dollar Lake Road, running parallel to it. Immediately adjoining the property to the west is roughly 48 acres of County managed tax-forfeited property. Plans for the sale of 290 cords of aspen stumpage from the County property will be followed by a land sale. Legal access to the County property does exist off County Road #30, however steep embankments along with some 200 feet of wetlands limits accessibility. The purchase of the Hennen property will improve the access to the County land along the Dollar Lake Road, increasing the salability and value of the property.



OFFICE OF
PINE COUNTY ASSESSOR

Pine County Courthouse, 635 Northridge Dr NW #260, Pine City, MN
320-591-1632 1-800-450-7463 Ext. 1632 Fax: 320-591-1640

MEMO

To: Pine County Board of Commissioners

From: Kelly Schroeder, County Assessor

Date: April 22, 2013

Re: Pine County Parcel 32.0151.000, Crystal Hennen, owner

My valuation of the above referenced property is currently \$5,700. This is a fair and equitable valuation based on the sales of comparable properties within Wilma Township and the adjoining areas. The value was arrived at as follows:

1-acre valued at \$3,500 for the site
2-acres valued at \$1,100 for upland acres
2-acres not valued for the road-of-way

The county's purchase of this property would be beneficial as it would increase the value of the county's adjoining parcel 32.0150.001. The increase in value is due to the gaining easier and better access to our parcel.

NORTH

5200 B-100

C. R. A. V. 100

C. R. A. = 30%

48 AC

800 264

MIN DND 5 AC

Section 18-42-17



RESOLUTION NO. 2013-19
AUTHORIZING LIMITED USE OF COUNTY ISSUED
CREDIT CARDS AND POLICY

I. PURPOSE

The purpose of this policy is to provide detailed information regarding the use of County issued credit cards authorized by the Pine County Board of Commissioners and assigned to selected Pine County employees or elected officials to purchase goods and services for Pine County.

II. SCOPE

This policy applies to all County Departments, funds and agencies that have selected employees or elected county officials, including county commissioners, to use county-issued credit cards.

III. GENERAL

A County issued credit card is to be used for County business only. Personal use of County issued credit cards is prohibited. The Request for a County issued credit card will be made by the Department Head and submitted to the County Auditor-Treasurer's Office for approval by the County Auditor-Treasurer and County Administrator. Upon approval, the County Auditor-Treasurer's Office will process the request for County issued credit cards for the selected employee(s).

IV. BACKGROUND

The County has used various methods to purchase goods and services for Pine County. Pine County is enhancing the existing methods of reimbursements for merchandise purchases to provide an effective and efficient tool to allow selected Pine County employees to improve methods of requisitioning, purchasing, and payment for transactions. Purchase information will be provided in sufficient detail to allow verification by the approving official.

V. STATUTORY AUTHORITY

Minnesota Statute 375.171 Credit Cards. "A county board may authorize the use of a credit card by any county officer or employee otherwise authorized to make a purchase on behalf of the county. If a county officer or employee makes a purchase by credit card that is not approved by the county board, the officer or employee is personally liable for the amount of the purchase. A purchase by credit card must otherwise comply with all statutes, rules or county policy applicable to county purchases."

HIST: 2000 c 328 s 1 Copyright 2000 by the Office of Revisor of Statutes, State of Minnesota.

VI. CREDIT CARD POLICY AND PROCEDURES

A. Intended Accomplishments.

This policy is intended to ensure that county issued credit cards are used in accordance with Pine County policies; ensure internal controls for authorized credit; ensure that the County bears no legal liability from inappropriate use; to provide a convenient credit method; minimize the number of County issued credit cards used in the County; and to empower employees to increase productivity, flexibility, and efficiency.

B. Credit Card Authorization.

County issued credit cards will have the County's name, employee's name and the expiration date. The credit card vendor will have no personal credit records, social security numbers or other personal information maintained. Without exception, all County issued credit cards require approval by the Pine County Auditor-Treasurer and Pine County Administrator and will be processed by the Pine County Auditor-Treasurer or as delegated to Deputy Auditor-Treasurers.

C. Request for a County Issued Credit Card.

A request for a County issued credit card will be done by submitting a Request for County Issued Credit Card form (Exhibit A) and a County Issued Credit Card User Agreement (Exhibit B). A request for a County issued credit card must be made by the Department Head. In the event the request is from a county commissioner, the request must be made by the County Administrator. Any Department Head wanting an employee to have a County issued credit card for official business purposes must fill out a Request for County Issued Credit Card form. The Department Head shall complete the appropriate sections of the Request for County Issued Credit Card form and submit it to the County Auditor-Treasurer's Office. The County Auditor-Treasurer and County Administrator will approve or deny the request based upon the information presented on the form. There must be a compelling reason for the County Auditor-Treasurer and County Administrator to approve issuance of a County issued credit card. The County may run a background credit check on the employee's personal credit history. Upon approval, the County Auditor-Treasurer will process the request for County issued credit cards for the selected employee(s). The County Auditor-Treasurer will distribute the County issued credit card(s) and add it to the inventory of County issued credit cards list. Upon issuance of the County issued credit card, the cardholder will personally sign for their County issued credit card.

D. County Issued Credit Card Account Limit.

Without exception the County Auditor-Treasurer and County Administrator will establish all account limits. Any purchase exceeding the cardholder limit will not be allowed on the County issued credit card.

Any request for deviation from the designated account limits MUST be submitted in writing by the Department Head. The reason(s) why the limit is not sufficient MUST be stated in detail in the written request.

E. Use of County Issued Credit Card.

County issued credit cards are to be used only for conducting officially approved County business. **They are not to be used under any circumstances for personal reasons.** Any cardholder who makes a purchase with a County issued credit card that is not authorized by the County Board becomes personally liable for the amount of the purchase, as well as any fees or penalties associated with the purchase. Official County business includes approved travel (hotels, meals, travel expenses) and registration fees per County policy and any other items approved, per County policies, prior to actual purchase. No alcoholic beverages may be charged to a County issued credit card. All items purchased over the counter must be immediately available and cannot be back ordered. **Any charges incurred must be submitted to the County Auditor-**

Treasurer's Office with supporting documentation and receipts attached by the pay date determined by the Auditor-Treasurer's Office. Repeated violations of this section will result in the forfeiture of the County issued credit card.

F. Documentation, Reconciliation, and Payment of County Issued Credit Cards.

Documentation must be retained as proof of purchase whenever using the credit card. For purchases over the counter, the cardholder must obtain a customer copy of the charge slip, and submit it to the County Auditor-Treasurer's Office. If, for some reason, the cardholder is missing documentation of the transaction, the cardholder must contact the vendor for a duplicate receipt. Lost receipts or where no duplicate receipt is available will be immediately reimbursed to the County by the cardholder. It is the responsibility of the cardholder to resolve any dispute with a vendor. Customer copies of charge slips and receipts will be reconciled by the department and forwarded to the County Auditor-Treasurer's Office for payment by the pay date determined by the Auditor-Treasurer's Office. The Department Head must review all documentation and ensure that all purchases are valid and appropriate prior to approve the claims for payment. **Any "over limit" fee will be the responsibility of the cardholder. Repeated violations of this section will result in the forfeiture of the County issued credit card.**

PINE COUNTY
REQUEST FOR COUNTY ISSUED CREDIT CARD

TO: COUNTY AUDITOR-TREASURER

FROM: _____

DEPARTMENT _____

RE: Request for County Issued Credit Card for (Place an X in the applicable box)

- Commissioner
- Department Head
- Employee

Department Head Portion:

I request the following employee be issued a Pine County Credit Card.

Employee Full Name (print): _____

Employee Sample Signature: _____

Title: _____

Department: _____

Requested Authorized Credit Card Limit: _____

Without exception the County Auditor-Treasurer and County Administrator will determine all account limits.

Use of County Issued Credit Card:

County provided credit cards are to be used only for conducting officially approved County business. Official County business includes approved travel (hotels, meals, travel expenses) and registration fees per County policy and any other items approved, per County policies, prior to actual purchase. No alcoholic beverages may be purchased with said card.

Reason why credit card is needed: _____

**PINE COUNTY
COUNTY ISSUED CREDIT CARD USER AGREEMENT**

I agree to the following regarding use of the Pine County credit card.

- 1) I understand that I am making financial commitments on behalf of the County of Pine and will strive to obtain the best value for the County.
- 2) I understand that under no circumstances will I use the credit card to make personal purchases, either for myself or for others.
- 3) I understand that no alcoholic beverages may be charged to a county-issued credit card.
- 4) I understand that it is my responsibility to provide a receipt for all charges made by me on the Pine County credit card. I will reimburse Pine County for expenses if I do not submit a receipt or have lost my receipt and cannot obtain a copy.
- 5) I will follow the established procedures for use of the County issued credit card. Failure to do so may result in either loss of privileges or other disciplinary actions, including termination of employment from Pine County.
- 6) I agree that should I willfully violate the terms of this Agreement, I will reimburse the County of Pine for all incurred charges and any fees related to the collection of those charges.

Fund and Department: _____

Employee Name and Phone Number (print): _____

Employee Signature: _____

Date: _____

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	

**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: Steve Chaffee, Curt Rossow

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: Mitch Pangerl

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: Steve Hallan, David Minke

4. **Goal:** Legislative Affairs

Assigned to: Doug Carlson

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: Doug Carlson, Steve Hallan

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

Assigned to: Steve Hallan, David Minke

7. **Goal:** Improve labor relations

Assigned to: Negotiations Committee



PINE COUNTY

**County Administrator
David J. Minke**

Administrator's Office

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Fax: 320-591-1628

Commissioners

Steve Hallan – Dist. 1
Mitch Pangerl – Dist. 2
Steve Chaffee – Dist. 3
Curt Rossow – Dist. 4
Vacant – Dist. 5

To: Pine County Commissioners
From: David J. Minke, County Administrator
Date: May 7, 2013
Subject: Economic Development Update

A handwritten signature in black ink, appearing to read "D. Minke", is placed to the right of the "From:" line in the header.

In January the board established Economic Development as one of its goals for 2013. Towards that goal, the county has sponsored an economic impact workshop and facilitated two meetings of a city/county economic development collaboration.

The minutes for the two meetings are attached and at the April 7 meeting, the group unanimously passed the following resolution:

The Committee strongly urges the Pine County Board to develop the capacity to conduct economic development activities in the county in order to strengthen existing businesses, to attract new industries, to create high-wage jobs and to enhance and diversify in general the economy in the area.

The board should consider scheduling a Committee of the Whole meeting in May to further discuss its direction.

The next meeting of the city/county collaboration group is May 28.