

**AGENDA**  
**PINE COUNTY BOARD MEETING**

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

**Tuesday, November 5, 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. Each speaker should state his/her name and limit comments to three (3) minutes.
- D) Approve Agenda
- E) Approve Minutes of October 15, 2013 board meeting and Summary for publication.
- F) Approve Minutes of October 30, 2013 Committee of the Whole Meeting/Budget Committee.
- G) Minutes of Boards, Committees and Correspondence
  - East Central Library Board Minutes – September 9, 2013
  - Pine County HRA Senior Housing Board of Directors Minutes – September 25, 2013
  - Pine County Land Surveyor Monthly Report – October 2013
  - Pine County Methamphetamine Task Force Minutes – October 14, 2013
- H) Approve Consent Agenda

**CONSENT AGENDA**

**1. October, 2013 Disbursements**

Disbursements Journal Report, October 1, 2013 – October 31, 2013

**2. Temporary Liquor License**

Consider temporary liquor license for the City of Pine City for an event to be held November 22, 2013, Northwest Company Fur Post, 12551 Voyageur Lane, Pine City. Subject to approval of the Pine County Sheriff, Pine County Attorney and the corresponding township board.

**3. Application for Exempt Permit**

Consider Application for Exempt Permit for the Pine County Thunderin' Toms Chapter of NWTF to conduct Minnesota lawful gambling on December 14, 2013 at Tank's Tavern, 39109 State Hwy 48, Hinckley (Arlone Township).

**4. Donations**

- A. Consider acceptance of \$722.41 in donations from various individuals and groups to a fund for payment of the care of seized animals.
- B. Consider acceptance of \$550 from the Hinckley Chamber of Commerce to the Pine County Sheriff's Volunteer Posse; to be used to help offset the expense of the volunteer posse.

**5. Training**

- A. Consider attendance by County Recorder Tamara Tricas to the 2013 Fall Torrens Workshop on November 6, 2013 in St. Cloud. Cost: \$25. Expenses are within the 2013 Recorder budget.
- B. Consider attendance by the following attendees at the Association of Minnesota Counties (AMC) Annual Conference, December 9 – 11, 2013 in Minneapolis:
  - Commissioners Steve Hallan, Mitch Pangerl, Curt Rossow and Matt Ludwig;
  - Administrator David Minke (AMC Delegate);
  - County Engineer Mark LeBrun (AMC Delegate)
  - Health & Human Services Director Patrick Bruflat (AMC Delegate).Registration: \$350 each (early bird registration): \$2,100  
Lodging: Hyatt Regency Hotel & Millennium Hotel: \$1,927 plus tax (early bird reservation)

**6. Personnel**

- A. Police Officer Declaration - PERA  
Consider the following Public Employees Retirement Association Police Officer Declaration for the following employees: Resolution 2013-42 Brian Butler; 2013-43 Casey Freund; 2013-44 Leah Schmidt; 2013-45 Thomas Nygard; and 2013-46 Garret Munson. These Resolutions/Declarations indicate that each employee has met all of the requirements of the Police and Fire Plan membership requirements from their dates of hire. Authorize Board Chair to sign Resolutions.
- B. Resignation/Back Fill  
Consider resignation of Registered Nurse Deb Lowe, effective October 31, 2013 and approve backfill of position.
- C. Hiring Registered Nurse  
Consider the hiring of a full-time registered nurse (created by combining two vacant part-time nursing positions approved at Sept. 17, 2013 board meeting). The proposed name, salary and start date for this position will be provide on or before the board meeting.
- D. Full-Time Status (completion of probationary period)  
Consider full-time status for Social Worker Heidi Grissman-Burton, effective November 6, 2013 and Social Services Supervisor Jaci Orr effective November 8, 2013.

**REGULAR AGENDA**

**1. Technology Committee**

The Technology Committee met October 15, 2013. Minutes Attached. Information only, no additional board action necessary.

**2. Medical Examiner Contract**

Presentation by Gary Alberts, Anoka County Medical Examiners Office.

3. **East Central Regional Housing Plan**  
Presentation by Cherre' Palenius, Housing Development Manager.
4. **Pine County Housing and Redevelopment Authority**  
Approve reappointment of Jan Oak for a 5-year term to the Pine County Housing and Redevelopment Authority Board of Directors, term ending October 4, 2018.
5. **Snow Plow Bid Award 2013/2014 & 2014/2015**
  - A. **Pine County Courthouse**  
Award snow plow contract for the courthouse for the 2013/14 & 2014/15 snow season to Premier Outdoor Services in the amount of \$26,000.
  - B. **John Wright Building**  
Award snow plow contract for the John Wright Building for the 2013/14 & 2014/15 snow season to MJP Enterprises in the amount of \$14,800.
6. **Property Record Information System of Minnesota (PRISM)**  
Approve PRISM Implementation Grant and authorize Board Chair to sign.
7. **Pine County Emergency Management**
  - A. Update by Denise Baran of emergency management plans for 2014.
  - B. Approve Emergency Management Performance Grant from State of Minnesota in the amount of \$23,288. A matching fund from Pine County in the amount of \$23,288 is required. The grant is intended to enhance emergency management in the county.
8. **Schmedeke Lane**  
Update and status of Schmedeke Lane.
9. **Commissioner Updates**
  - a. Arrowhead Counties Association, Wednesday, October 16, 2013
  - b. AMC district Meeting, Friday, October 18, 2013
  - c. Other
10. **Other**
11. **Upcoming Meetings (Subject to Change)**
  - a. **Committee of the Whole Meeting (SSTS Ordinance), Tuesday, November 5, 2013, 9:30 a.m.**, Public Health Building, Sandstone, Minnesota.
  - b. **Pine County Board Meeting, Tuesday, November 5, 2013, 1:00 p.m.**, Public Health Building, Sandstone, Minnesota.
  - c. **Committee of the Whole Meeting/Budget Committee Meeting (Highway Dept), Tuesday, November 5, 2013, to commence after Pine County Board Meeting**, Public Health Building, Sandstone, Minnesota.
  - d. **Facility Committee Meeting, Wednesday, November 6, 2013, 9:00 a.m.**, Commissioner Conference Room, Courthouse, Pine City, Minnesota.
  - e. **Soil & Water Conservation Board Meeting, Thursday, November 7, 2013, 4:00 p.m.**, 1602 Hwy 23 North, Sandstone, Minnesota.
  - f. **East Central Solid Waste Commission, Monday, November 11, 2013, 9:00 a.m.**, 1756 180<sup>th</sup>, Mora, Minnesota.

- g. **Personnel Committee Meeting, Tuesday, November 12, 2013, 9:00 a.m.,**  
Commissioner Conference Room, Courthouse, Pine City, Minnesota.
- h. **Transportation Committee Meeting, Wednesday, November 13, 2013, 9:00 a.m.,**  
Commissioner Conference Room, Courthouse, Pine City, Minnesota.
- i. **Lakes & Pines CAC, Monday, November 18, 2013, 10:00 a.m.,** 1700 Maple Avenue E,  
Mora, Minnesota.
- j. **Technology Meeting, Tuesday, November 19, 2013, 8:30 a.m.,** Commissioner  
Conference Room, Courthouse, Pine City, Minnesota.
- k. **Pine County Board Meeting, Tuesday, November 19, 2013, 10:00 a.m.,** Board Room,  
Pine County Courthouse, Pine City, Minnesota.
- l. **Pine County Health and Human Services Meetings, Tuesday, November 19, 2013, to  
commence after Pine County Board Meeting,** Boardroom, Pine County Courthouse,  
Pine City, Minnesota.
- m. **Arrowhead Counties Association Meeting, Wednesday, November 20, 2013, 6:00  
p.m.,** Hampton Inn Conference Room, Duluth, Minnesota.
- n. **Rushline Corridor Task Force, Thursday, November 21, 2013, 3:30 p.m.,** White Bear  
Lake City Hall, 4701 Hwy. 61 North, White Bear Lake, Minnesota.
- o. **GPS 45:93 Executive Committee, Friday, November 22, 2013, 10:00 a.m.,** City of  
Hinckley, Hinckley City Hall - 106 1st St. SE, Hinckley, Minnesota
- p. **Snake River Watershed Joint Powers Board, Monday, November 25, 2013,** time and  
location to yet be determined.
- q. **NLX meeting, Wednesday, November 27, 2013, 9:30 a.m.,** Boardroom, Courthouse,  
Pine City, Minnesota.
- r. **AMC Annual Conference, December 9-11, 2013,** Hyatt Regency Minneapolis,  
Minneapolis, Minnesota.

## 12. Adjourn

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

**Tuesday, October 15, 2013, 10:00 a.m.**  
**Board Room, 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 Matt Ludwig. Also present were County Attorney John Carlson and County Administrator David Minke.

The Pledge of Allegiance was said.

Chair Hallan called for public comment. Dave Ostenson welcomed Commissioner Ludwig and expressed his opposition to the NLX.

Commissioner Pangerl requested, due to District 5 now being represented by Commissioner Ludwig, a Committee of the Whole be scheduled to discuss the Northern Lights Express (NLX). Chair Hallan indicated NLX would be discussed as part of the Railroad Authority item at the Committee of the Whole/Budget Committee meeting on October 30, 2013.

Chair Hallan requested the following revisions to the Regular Agenda:

Regular:

Add #2 Jail iii:	Jeff Starr resignation and back fill.
Remove #2 Administrator:	Extended leave status - PH Nurse Beth Lyon Referred back to Personnel Committee.

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

Commissioner Rossow moved to approve the Minutes of the October 1, 2013 board meeting and Summary for publication. Second by Commissioner Ludwig. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

Pine County Land Surveyor Monthly Report – September, 2013

Pine County HRA Senior Housing Board of Director regular meeting Minutes/August 28, 2013

Pine County HRA Senior Housing Board of Director closed meeting Minutes/September 11, 2013

Pine County Health & Human Services Advisory Committee Minutes – September 4, 2013

Commissioner Pangerl commented as to previously requested meeting with the Pine County HRA. This meeting will be scheduled.

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

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

## CONSENT AGENDA

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

### **1. Review September, 2013 Cash Balance**

<b>Fund</b>	<b>September 30, 2012</b>	<b>September 30, 2013</b>	<b>Increase(Decrease)</b>
General Fund	\$426,889.47	\$880,846.81	\$453,957.34
Health and Human Services Fund	\$1,817,975.12	\$941,131.49	(\$876,843.63)
Road and Bridge Fund	\$5,901,730.83	\$7,564,446.33	\$1,662,715.50
Land Management Fund	\$1,303,741.79	\$1,995,822.25	\$692,080.46
TOTAL (inc non-major funds)	\$11,942,797.81	\$13,679,996.55	\$1,737,198.74

### **2. Applications for Abatement:**

Approve:

- A. Arrow Ministries, 70749 State Hwy. 23, Bruno, PID 25.0016.000, pay 2013
- B. Thomas Gadbois, 56037 Fleming Logging Road, Sandstone, PID 11.0048.000, pay 2013

### **3. Donations**

- A. Approve acceptance of \$350 donation from the National Multiple Sclerosis Society to the Pine County Sheriff's Volunteer Posse for their participation in the MS 150.
- B. Approve acceptance of \$653 in donations from various individuals to a fund for payment of the care of seized animals.
- C. Approve acceptance of \$300 donation from the Askov Rutabaga Festival and Fair Association to the Pine County Sheriff's Volunteer Posse for their participation in the 2013 Askov Rutabaga Day celebration.

### **4. Training**

- A. Approve attendance by Edward Melzark and Robert Fischer, Pine County Environmental Technicians to attend the General Continuing Education course through the U of M in St. Cloud, November 20-21, 2013. Cost of the course is \$250 each, for a total of \$500. All expenses are within the 2013 Planning and Zoning budget. The course is worth 12 direct credits. Each employee needs 18 credits prior to their license expirations in 2015.
- B. Approve the following staff to attend the St. Louis County Health & Human Services Conference, October 17-18, 2013, Duluth: Kathy Borowick/Social Worker, Vicki Hanson/Social Worker, Betty Kosloski/Case Aide, Jennifer Nelson/Social Worker, Ben Neubauer/Social Worker, and Jaci Orr/Social Service Supervisor. Total registration: \$300; total travel \$210. Funds are available in the 2013 Health & Human Services/Social Services Staff Development budget.

## REGULAR AGENDA

### 1. Facilities Committee

Commissioner Pangerl provided an overview of the Facilities Committee meeting which met October 2, 2013. The 2013/2014 & 2014/2015 snow plow bid process has started, tuckpointing of the PGC will begin in the spring of 2014, the energy wheel has been installed, discussion was held regarding the demolition of the old jail and boiler replacement at the PGC, and maintenance has been informed of the temperature situation in the conference room at the Public Health Building, Sandstone, and is looking into it. Commissioner Chaffee commented on the glare caused by the sun in the offices on the east side of the courthouse and the need for shades. Commissioner Rossow questioned if the demolition cost of the old jail will include the cost of the construction of the parking lot that will be in its place.

### 2. Personnel Committee

The Personnel Committee met October 8, 2013 with Chair Hallan in attendance due to the unavailability of Commissioner Rossow. The following recommendations were made:

#### Jail:

- i. Approve the hiring of two (2) full-time corrections officers.
- ii. Accept the resignation of part-time Dispatcher Donald Scullard and approve the back fill of position.
- iii. Item added at board meeting: Accept the resignation of Court Security Officer Jeff Starr effective October 14, 2013 and approve the back fill of position.

Commissioner Chaffee commented on the difficulty of keeping part-time correction officers on staff.

**Motion** by Commissioner Chaffee, with addition of item iii, to approve the recommendations of the Personnel Committee. Second by Commissioner Rossow. Motion carried 5-0.

#### Highway:

Accept the resignation of Survey Crew Chief Alex Larson and approve the back fill of position.

Comment was made that contractually this position starts at step 1 on the pay scale creating difficulty of keeping qualified personnel.

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

#### Administrator:

Extended leave status for Public Health Nurse Beth Lyon was removed from Agenda and referred back to November 12, 2013 Personnel Committee.

### 3. Small Cities Development Program Grant

Dana Rauschnot, Lakes and Pines Community Action Council was present. Rauschnot stated in 2012 the county approached Lakes & Pines to assist in applying to the SCDP for grant funds to fix up low to moderate income owner-occupied housing in Pine County. The Department of Employment & Economic Development is requesting a defined smaller target area for grant application that will make the most impact in the county. Rauschnot presented

three target areas: Yellow area: Brook Park, majority of Pokegama and Pine City townships and City of Pine City; Green area: Brook Park, approximately half of Pokegama Township and most of City of Pine City; and Orange area: Brook Park, approximately half of Pokegama, most of City of Pine City and north half of Pine City township.

**Motion** by Commissioner Pangerl to designate the “green area” of Brook Park, approximately half of Pokegama Township and most of City of Pine City as the target area, with the option that if all grant monies are not expended in the green area in the time allotted, the target area be opened up county-wide. Second by Chair Hallan. Motion carried 5-0.

Chair Hallan requested Rauschnot come back to the board with an update on the progression of the grant.

**4. Pine County All-Hazard Mitigation Plan**

County Administrator David Minke stated that FEMA and the State of Minnesota have approved the All-Hazard Mitigation Plan. The Plan has to be approved by Pine County and each city and township affected by the flood before the buy-out can proceed.

**Motion** by Commissioner Chaffee to approve Resolution 2013-41 for the Adoption of the Pine County All-Hazard Mitigation Plan. Second by Commissioner Rossow. Motion carried 5-0.

**5. Minnesota Department of Agriculture Cooperative Agreement**

Land Services Director Kelly Schroder explained the Minnesota Department of Agriculture holds a pesticide clean up each year and that Pine County also holds two household hazardous waste clean up days per year. Schroeder indicated that by entering into the Cooperative Agreement with the Department of Agriculture, (1) it will not be necessary for the Dept. of Agriculture to hold their pesticide clean up; and (2) the Dept. of Agriculture would reimburse Pine County the cost of pesticide collection at \$.25 per pound for pesticides gathered at our clean up days.

**Motion** by Commissioner Rossow to approve the Minnesota Department of Agriculture Cooperative Agreement and authorize Board Chair to sign. Second by Commissioner Pangerl. Motion carried 5-0.

**6. Commissioner Updates**

- A. Commissioner Pangerl provided an update from the Extension Committee meeting.
- B. Chair Hallan provided an update from the East Central Solid Waste Commission (ECSWC) meeting. Hallan stated that Pine County has not passed a resolution banning the open burning of garbage. Hallan also stated that Pine County is one of the largest volume counties that does not bring garbage to a center for recycling.
- C. Administrator Minke recognized County Financial Worker and Case Aide Day, October 16, 2013, and thanked the employees for their hard work.
- D. Administrator Minke acknowledged and thanked the Pine County Historical Society for the framed photos to be hung in the courthouse.
- E. Commissioner Rossow stated the Arrowhead Counties Association will be meeting October 16, 2013 at 6:00 p.m. in Duluth.

7. **Other**

- A. Inquiries were made of Land Services Director household hazardous waste clean up dates with the possibility of adding an additional day. Schroeder to gather budget information and report back to the board.
- B. Commissioner Pangerl requested that quorum meetings be held in the County Board Room to negate the appearance of impropriety.

8. **Upcoming Meetings**

- a. **Meth Task Force Meeting, Monday, October 14, 2013, 3:00 p.m.**, Public Health Building, Sandstone, Minnesota.
- b. **Technology Meeting, Tuesday, October 15, 2013, 8:30 a.m.**, Commissioner Conference Room, Courthouse, Pine City, Minnesota.
- c. **Pine County Board Meeting, Tuesday, October 15, 2013, 10:00 a.m.**, Board Room, Pine County Courthouse, Pine City, Minnesota.
- d. **Pine County Health and Human Services Meetings, Tuesday, October 15, 2013, to commence after Pine County Board Meeting**, Board Room, Pine County Courthouse, Pine City, Minnesota.
- e. **Arrowhead Counties Association, Wednesday, October 16, 2013, 6:00 p.m.**, Duluth, Minnesota.
- f. **AMC District Meeting, Friday, October 18, 2013, 8:00 a.m.**, Natural Resources Research Institute, 4th Floor Conference Room, 5013 Miller Trunk Highway, Duluth-Hermantown.
- g. **NLX meeting, Wednesday, October 23, 2013, 9:30 a.m.**, Board Room, Courthouse, Pine City, Minnesota.
- h. **Pine County Board Meeting, Tuesday, November 5, 2013, 1:00 p.m.**, Public Health Building, Sandstone, Minnesota.

9. **Adjourn**

With no further business, Chair Hallan adjourned the county board meeting at 10:45 a.m. The next regular meeting of the county board is scheduled for November 5, 2013 at 1:00 p.m. at the Public Health Building, Sandstone, Minnesota.

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Stephen M. Hallan, Chair  
Board of Commissioners

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David J. Minke, Administrator  
Clerk to County Board

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

**Tuesday, October 15, 2013, 10:00 a.m.  
Board Room, Pine County Courthouse, Pine City, Minnesota**

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The Pledge of Allegiance was said.

Chair Hallan called for public comment. Dave Ostenson welcomed Commissioner Ludwig and expressed his opposition to the NLX.

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

Commissioner Rossow moved to approve the Minutes of the October 1, 2013 board meeting and Summary for publication. Second by Commissioner Ludwig. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

Pine County Land Surveyor Monthly Report – September, 2013

Pine County HRA Senior Housing Board of Director regular meeting Minutes/August 28, 2013

Pine County HRA Senior Housing Board of Director closed meeting Minutes/September 11, 2013

Pine County Health & Human Services Advisory Committee Minutes – September 4, 2013

Commissioner Pangerl commented as to previously requested meeting with the Pine County HRA. This meeting will be scheduled.

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

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

Approve:

<b>Fund</b>	<b>September 30, 2012</b>	<b>September 30, 2013</b>	<b>Increase(Decrease)</b>
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TOTAL (inc non-major funds)	\$11,942,797.81	\$13,679,996.55	\$1,737,198.74

Approve:

Arrow Ministries, 70749 State Hwy. 23, Bruno

Thomas Gadbois, 56037 Fleming Logging Road, Sandstone

Approve acceptance of \$350 donation from the National Multiple Sclerosis Society to the Pine County Sheriff's Volunteer Posse for their participation in the MS 150.

Approve acceptance of \$653 in donations from various individuals to a fund for payment of the care of seized animals.

Approve acceptance of \$300 donation from the Askov Rutabaga Festival and Fair Association to the Pine County Sheriff's Volunteer Posse for their participation in the 2013 Askov Rutabaga Day celebration.

Approve attendance by Edward Melzark and Robert Fischer, Pine County Environmental Technicians to attend the General Continuing Education course through the U of M.

Total cost: \$500.

Approve the following staff to attend the St. Louis County Health & Human Services Conference: Kathy Borowick/Social Worker, Vicki Hanson/Social Worker, Betty Kosloski/Case Aide, Jennifer Nelson/Social Worker, Ben Neubauer/Social Worker, and Jaci Orr/Social Service Supervisor. Total registration: \$300; total travel \$210.

## **REGULAR AGENDA**

### **Facilities Committee**

The Facilities Committee met October 2, 2013. Informational only, no additional board action necessary.

### **Personnel Committee**

The Personnel Committee met October 8, 2013 and made the following recommendations:

#### **Jail:**

- i. Approve the hiring of two (2) full-time corrections officers.
- ii. Accept the resignation of part-time Dispatcher Donald Scullard and approve the back fill of position.
- iii. Item added at board meeting: Accept the resignation of Court Security Officer Jeff Starr effective October 14, 2013 and approve the back fill of position.

**Motion** by Commissioner Chaffee, with addition of item iii, to approve the recommendations of the Personnel Committee. Second by Commissioner Rossow. Motion carried 5-0.

#### **Highway:**

Accept the resignation of Survey Crew Chief Alex Larson and approve the back fill of position.

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

#### **Administrator:**

Extended leave status for Public Health Nurse Beth Lyon removed from Agenda and referred back to November 12, 2013 Personnel Committee.

**Motion** by Commissioner Pangerl to designate the “green area” of Brook Park, approximately half of Pokegama Township and most of City of Pine City as the target area, with the option that if all grant monies are not expended in the green area in the time allotted, the target area be opened up county-wide. Second by Chair Hallan. Motion carried 5-0. Chair Hallan requested Rauschnot come back to the board with an update on the progression of the grant.

**Motion** by Commissioner Chaffee to approve Resolution 2013-41 for the Adoption of the Pine County All-Hazard Mitigation Plan. Second by Commissioner Rossow. Motion carried 5-0.

**Motion** by Commissioner Rossow to approve the Minnesota Department of Agriculture Cooperative Agreement and authorize Board Chair to sign. Second by Commissioner Pangerl. Motion carried 5-0.

With no further business, Chair Hallan adjourned the county board meeting at 10:45 a.m. The next regular meeting of the county board is scheduled for November 5, 2013 at 1:00 p.m. at the Public Health Building, Sandstone, Minnesota.

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Stephen M. Hallan, Chair  
Board of Commissioners

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David J. Minke, Administrator  
Clerk to County Board

**The full text of the board’s Minutes are available at the County Administrator’s Office and the county’s website ([www.co.pine.mn.us](http://www.co.pine.mn.us)). Copies may also be requested from the administrator’s office.**

**MINUTES OF PINE COUNTY BOARD MEETING**  
**Special Meeting**  
**Committee of the Whole/Budget Committee**

**Wednesday October 30, 2013 8:00 a.m.**  
**Pine County Courthouse, Pine City, Minnesota**

Chair Hallan called the meeting to order at 8:00 a.m. Present were Commissioners Steve Chaffee, Curt Rossow and Matt Ludwig. Also present were County Attorney John Carlson, County Auditor-Treasurer Cathy Clemmer, County Sheriff Robin Cole, County Administrator David Minke and Human Services and Payroll Specialist Matt Christenson.

The pledge of allegiance was said.

Commissioner Chaffee moved, second by Commissioner Rossow, to adopt the Agenda. Motion passed 5-0.

Commissioner Mitch Pangerl arrived at 8:10 a.m.

The board discussed the 2014 general fund budget and reached a consensus to make the following changes to the preliminary 2014 general fund budget:

Budgeted Reserve	Add	\$500,000
Administrator (remodel)	Cut	\$ 20,000
IT (law library charge)	Add	\$ 1,500
Old Jail Demo	Cut	\$125,000
Jail Operations	Cut	\$128,087
Probation (agent)	Cut	\$ 57,879
Library	Cut	\$ 9,008
SWCD	Add	\$ 13,260
Economic Development	Cut	\$ 25,000
Historical Society	Add	\$ 5,000
Building Fund	Add	\$ 80,000
Contingency	Add	\$ 3,745

The board discussed the preliminary 2014 property tax levy. The preliminary levy is \$14,497,250, an increase of \$422,000 (3 percent) over the 2013 levy. It was the

consensus of the board to keep the levy at the proposed amount.  
The board further discussed the levy for various purposes and agreed to consider the following levy distribution:

REVENUE	\$ 7,901,861
HUMAN SERVICES	\$ 2,775,000
ROAD & BRIDGE	\$ 1,525,000
RAIL AUTHORITY	\$ 17,312
JAIL BOND	\$ 1,288,400
COURTHOUSE BOND	<u>\$ 989,677</u>
TOTAL	<u>\$14,497,250</u>

The Health & Human Services levy includes an increase of \$250,000 from 2013.

The Road and Bridge levy includes an increase of \$50,000 from 2013.

The Rail Authority levy includes \$8,000 to eliminate a deficit, \$6,250 for membership in the NLX Rail Alliance, and \$2,900 for the Rush Line advanced alternatives study.

The board discussed the 800 Mhz project. The project has an outstanding balance of about \$160,000. The board will need to transfer funds in 2013 to eliminate the deficit in this fund.

The board set a budget committee meeting for November 5, 2013 following the regular board meeting at the Health and Human Services building in Sandstone to review the Highway department budget.

The board set a budget committee meeting for November 12, 2013 11:00 a.m. at the courthouse to review the Health and Human Services department budget.

With no further business, the meeting was adjourned at 11:15 a.m.

## ECRL Library Board Minutes

**Time:** Monday, September 9, 2013

**Place:** Wyoming Library

**Present:** Board Members – Anderson, Gene (Kanabec); Carlson, Keith (Chisago); Goddard, Carol (Pine); Hommes, Linda (Aitkin); Kramersmeier, Charlotte (Mille Lacs); Lee, Karen (Isanti); McMahon, George (Chisago); Misirua, Audrey (Isanti); Niemi, Don (Aitkin); Raisanen, James (Aitkin); Reynolds, Genny (Mille Lacs); Zaudtke, Wayne (Kanabec), Pangerl, Mitch; (Alternate for Steve Chaffee, Pine)

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

Absent: Board Member: Chaffee, Steve (Pine); Henderson, Ray (Chisago)

### **Call to Order:**

President McMahon called the September 2013 meeting of the East Central Regional Library to order at 9:30 a.m.

### **Pledge of Allegiance**

### **Adopt/Amend Agenda:**

M/S/P: unanimous

Raisanen/Kramersmeier to adopt agenda as presented.

### **Introductions:** Lydon:

Rebecca Hostetler; Wyoming Librarian. Rebecca welcomes us all to the Wyoming Library and thanks the Friends of the Library for the set up and food for this meeting.

Lydon: Commissioner Mitch Pangerl is here as an alternate for Steve Chaffee today.

### **Period of Public Comment**

None

McMahon: Since Audrey Misiura is not present yet, we will move forward to the Administrative Reports.

### **ECRL Administrative Reports**

## **A. Director's Organizational Report**

Misselt: There have been several meetings on library expansions and building projects. Carla and Nancy spoke at Cambridge-Isanti Rotary last month, they are very supportive. Aitkins radio-thon to raise funds went well, per Linda Hommes. Aitkin voted to accept the state construction grant. Sandstone is moving forward but does not have an agreement on location. Princeton is re-carpeting.

Sara Hawkins from Chisago Lakes Library is here today for the presentation on digital magazines.

Last week we had a Minitex meeting with the leadership team. Next week we are going to Carver County for a library tour for Branch Librarians from Aitkin, Sandstone, Hinckley, and Cambridge (all in building planning projects). The Branch librarian meeting is Thursday. About half the librarians and Headquarters supervisors will be going to MLA in October.

## **B. Branch Highlights**

Lydon: The summer reading program is finished. Mixed Nuts comedy had good attendance. Sherlock went to the branches. Pictures taken are wonderful, promoting library cards.

McMahan: Do we have a permanent Sherlock? Lydon: yes

Misisura: Is he staff? Carla: yes

Raisanen: Do we have background checks on all hires? Misselt: No. There are budget concerns.

Raisanen: We need to be proactive with that for safety. Misselt: This is not in the budget for 2013 or 2014.

## **V. Bills:**

M/S/P: unanimous

Misiura/Holmes, motion to approve bills of August 2013 bills as presented.

## **Financial Reports:**

M/S/P: unanimous

Misiura/Carlson, move to accept August 2013 financial report as presented.

## **Finance Committee Report**

Misselt: Please look at the employee benefits spreadsheet. There is a proposed health insurance change for family coverage. There is full single coverage for the employee but will need employee to pay own family coverage. Flex and VEBA will not change. The change in

family coverage will effect two people who currently carry family coverage subsidized by ECRL and both have been talked to about this upcoming change.

M/S/P: unanimous

Misiura/Goddard move to accept change.

## **Other Reports**

Budget

Misselt: Viewing spreadsheets and explains how to read it. Two percent increase in overall budget; increase in state funds, reviewing through each topic, all sections of the report.

Pangerl: I move to take funding away for music CDs.

Zaudtke: I second the motion.

Kramersmeier/Reynolds: Vote no. There's a public demand for music.

McMahon: Vote on motion: show of hands – 3, oppose – everyone else. Motion failed.

Pangerl: I move to reduce funds for CDs and put to books.

Zaudtke: I second the motion.

Discussion: Raisanen: Librarians are on the front lines knowing what public wants. Kramersmeier: The survey showed the public wants music CDs. Lee: A lot of CDs and DVDs are very valuable and educational.

Pangerl: Motion to reduce funding of DVDs to focus on educational DVDs.

McMahon: Show of hands. Motion failed.

How future funds are divided can be discussed later. We are approving today the overall 2014 budget that the finance committee worked on.

M/S/P: All ayes except Pangerl/Zaudtke

Misiura/Niemi move to accept as presented

## **New Business**

Misselt: Is there a need to increase the board mileage rate to the IRS rate?

Zaudtke: Motion to increase the mileage reimbursement to the IRS rate.

Anderson: I can't support the increase when there are cuts in employee benefits for family insurance.

McMahon: Show of hands to increase to the IRS rate: 6, oppose: 7

Motion failed.

**Outreach grant:** Misselt: MNSure enrollment will begin October 1<sup>st</sup>., Like at tax time, we need to provide support to the public. Presented grant project for approval of accepting support for training.

M/S/P: unanimous

Misirua/Lee move to accept.

**Digital magazines:** Proposal to adjust 2013 budget allocations within materials category. Barb: presentation. (see printout)

Misselt/ Hawkins: Presentation showing Zinio service. This is a one year pilot. Q&A time.

Misselt: Change in 2013 Material budget adjustment will funding purchase of Zinio contract.

Discussion: Pangerl - doesn't feel money should be taken out for this. Lee – Need to recognize public needs. Rebecca Hoestettler – thinks we would service additional patrons.

McMahon: Is there a motion to accept adjustment to purchase Zinio one year pilot?

M/S/P: unanimous

Raisanen/Kramersmeier move to accept, motion carried.

McMahon: Misselt will sign contract.

**Legislative report:** no comments

Election: All received emails to vote for Carla!

**Future agenda:** McMahan: To have Finance Committee meet again. Will set meeting date at October meeting.

**Motion to Adjourn 11:35 am**

M/S/P: unanimous

Niemi/Kramersmeiere

Wayne Zaudtke, Secretary

Marlys Carlson, Recorder

**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 September 25, 2013, at the Finlayson Manor. Commissioners of the HRA present were Board Chair Dorothy Stockamp, Jan Oak, Carl Steffen, and Greg Kvasnicka. Commissioner Cheri Drilling was absent. Staff members present were Executive Director Janice Gustafson and Resident Manager Susan Blake. Staff member Evelyn Yocum was absent. Resident Franklin Lewis was present towards the end of the meeting.

1. The meeting was called to order at 2:00 P.M. by Board Chair D. Stockamp.
2. The minutes from August 28, 2013, were reviewed by the Board members. A motion was made by J. Oak and was seconded by C. Steffen to accept the minutes. Motion carried: Yeas 4, Nays 0.
3. The minutes from September 11, 2013, Special Meeting, were reviewed by the Board members. A motion was made by C. Steffen and was seconded by G. Kvasnicka to accept the minutes. Motion carried: Yeas 4, Nays 0.
4. The monthly financial statements and the investment report were presented by J. Gustafson. A motion was made by Board Chair D. Stockamp and was seconded by C. Steffen 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.
  - a) Vacancies. As of this date, there are no vacancies at either Manor.
  - b) At the recommendation of the HUD Auditor, the Repairs and Maintenance Policy and Procedure and the House Rules have been amended. These documents are an addendum to the HUD Lease and are effective November 28, 2013. A motion was made by J. Oak and was seconded by G. Kvasnicka to approve the Repairs and Maintenance

Policy and Procedure and the House Rules. Motion carried: Yeas 4, Nays 0.

7. New Business.

a) The camera security system at the Finlayson Manor currently has two cameras which are not functioning properly and the current DVR system does not allow for any expansion of cameras. A motion was made by Board Chair D. Stockamp and was seconded by C. Steffen to upgrade the current system with a digital system. Motion carried: Yeas 4, Nays 0.

b)

8. Resident Managers' Reports.

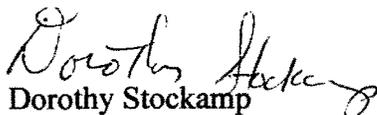
a) Finlayson Manor. S. Blake is home from the hospital and doing better. The Finlayson Manor residents continue to be irritable and confrontational with each other.

b) Sandstone Manor. E. Yocum was unavailable.

9. Resident Comments/Questions. Finlayson Manor resident, Franklin Lewis, complained to the Board that the resident in #11 has been allowing her visitors to enter the Manor through the back entrance. He was informed the HRA did not consider this to be a problem and residents could either door to enter/exit the building as long as they or their visitors did not come close to the other resident's windows. This is not the case in this situation.

10. A motion was made by C. Steffen and was seconded by G. Kvasnicka to adjourn the meeting at 3:15 P.M. Motion carried: Yeas 4, Nays 0.

11. The next HRA Board meeting is scheduled for October 23, 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

October 2013

CSAH 40, T44N R21W Sections 14 and 23, compute ROW, set, tie out and GPS PLSS corner, set GPS control, set ROW point, update files.

T43N R16W Section 24 research records, compute corner search areas, search for, set, tie out and GPS PLSS corners, GPS GLO topography calls, update files.

T42N R16W Section 26 set, tie out and GPS PLSS corner, set GPS control, update files.

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

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

**Pine County Methamphetamine Task Force  
Minutes  
October 14, 2013  
Public Health Building, Sandstone**

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

**Attendance:** Don Faulkner, Lynette Kuzel, Gwen Lewis, Commissioner Matt Ludwig, Jerry Olson, Commissioner Curt Rossow, Patrick Bruflat and Janet Schumacher

**Absent:** John Carlson, Sheriff Cole, Judge Martin, and Stephanie Youngberg

**Excused Absence:** Troy Anderson, Sandy Korf/Kristen Hodge, Bonnie Rediske, Sarah Weikle, and Jackie Wicklund

**Others Present:**

Meeting commenced at 3:15 pm by Patrick Bruflat in the Conference Room at the Public Health Building in Sandstone.

1. **Introductions and Welcome** - to Commissioner Matt Ludwig from District 5 replacing the late Commissioner Doug Carlson.
2. **Review Minutes of 7/8/13** – Motion was made by Commissioner Rossow and seconded by Jerry Olson to approve the minutes. Motion carried.
3. **Updates from last meeting**
  - a) **Patrick Bruflat**
    - **Financial Report**

**\$2,558.22** - Unrestricted Balance on 6/30/13

**\$ 662.52** - Revenue July, August, September

**\$1,219.98** - Expenses July, August, September

---

**\$2,000.76** – Unrestricted Balance as of 9/30/13

Motion was made by Jerry Olson and seconded by Commissioner Ludwig to approve the financial report. Motion carried.

- **Interest from SHIP (Statewide Health Improvement Program) Representative & Wellness First Staff from Firstlight Health System on Pine County Meth Task Force Committee**

Lori Swanson, Health Educator for Kanabec County Public Health has contacted staff and expressed an interest in joining the Pine County Meth Task Force Committee. She has been working with SHIP and indicated that Wellness First Staff from Firstlight Health System has expressed an interest as well. Both SHIP and Wellness First serve the Pine County area. Lori has experience in working with the Substance Abuse Coalition of Kanabec County and would like the opportunity to contribute to the Meth Task Force.

The Committee felt that it would be good to get other perspectives from these entities.

Motion was made by Commissioner Rossow and seconded by Jerry Olson to approve the request from Lori Swanson, Health Educator from Kanabec County Public Health and Wellness First Staff from Firstlight Health System to join our Meth Task Force Committee. Motion carried.

•

Motion was made by Commissioner Ludwig and seconded by Don Faulkner to send a letter to Essentia Health in Sandstone inviting representation from them as well on the Meth Task Force Committee. Motion carried.

4. **Reports from Members**

**Gwen Lewis – Report on Pine County Fair presence**

Gwen indicated the Meth Task Force Committee and Public Health Staff had booths and that it was very successful with a lot of brochures and educational items given away to fair attendees. The educational materials included preventative brochures and other items on drug prevention, common drugs being used, information on treatment and follow-up. A sign was donated by Colors by Craig that will be useful for future public events and Patrick indicated that the fair was well received with a lot of hard work put into the booths by Public Health/Health & Human Services staff as well as Bonnie Rediske and Sarah Weikle from the MTF Committee. The remaining pencil pouches went out to the elementary schools in Pine Co.

**Child Protection**

In the absence of Bonnie Rediske, it was reported that there are currently 12 drug babies open in the CP system. These babies have tested positive for meth, heroin, amphetamines, and pot and are mostly from the Hinckley area.

Commissioner Ludwig expressed concern with the flow of information from the Pine Co Sheriff's Dept to the Pine Co HHS/Child Protection Unit and would like to be assured that Social Workers are receiving information for all Child Protection reports of alleged abuse and/or neglect of a child.

In the past, drug use and pertinent information of pregnant moms would automatically be shared with CP from the Pine Co SO and Commissioner Ludwig does not want us to be missing out on any.

Patrick indicated that there are two babies currently in placement. He also spoke of heroin in the northern areas and the high traffic going to the methadone clinic in the Brainerd area. Commissioner Ludwig spoke of the high grade of heroin and easy to overdose on. Gwen continues to see the need for laws to be changed for the pregnant moms that are actively using and possibly someone from the County Attorney's office could present at one of our future meetings.

**Commissioner Rossow** – recently heard of a new designer drug that is highly addictive called krokodil (pronounced crocodile) – it turns your skin different colors namely black and green and is considered a flesh eating zombie drug. With looking into further information about it, so far there are no officially confirmed American cases of krokodil abuse. It's not clear how widely used it is in the U.S.; however, there have been many confirmed cases of krokodil abuse in Russia and the Ukraine. Krokodil is cheaper than heroin and can be easily cooked up in someone's home much like meth.

Commissioner Ludwig will share this information with the Sheriff's Dept as well as the local Drug Task Force.

***The next meeting is scheduled for Monday, January 13, 2014 from 3:00 pm – 4:30 at Pine County Health & Human Services/Pine Government Center in Pine City.***

Meeting adjourned at 4:00 pm. Minutes prepared by Janet Schumacher

**Directions to the Pine Government Center in Pine City:**

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

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

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

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

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

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

**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  November 5, 2013	<u>Consent Agenda (Please Circle)</u>  Regular Agenda Estimated Time: (Please Circle) 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action:  <b><u>Auditor/Treasurer</u></b>	 Department Head Signature      11/5/13 Date

<b>Item for Discussion:</b>  <i>October 2013 Disbursements</i>
<b>Board Action Requested:</b> (Attach additional pages if needed)
Supporting Documents:    Attached    None

CATHYJ  
10/29/13 9:52AM

\*\*\*\*\* Pine County \*\*\*\*\*



DISBURSEMENTS JOURNAL REPORT Specific Dates: 10/01/2013 - 10/31/2013

RECAP BY FUND

FUND	AMOUNT	NAME
1	412,926.86	GENERAL REVENUE FUND
13	1,058,727.93	ROAD & BRIDGE FUND
22	2,296.62	LAND MANAGEMENT FUND
38	16,094.00	BUILDING FUND
76	235,871.24	GROUP HEALTH INS FUND 5/1-95 (GEN)
80	35,861.41	COUNTY COLLECTIONS AGENCY FUND
82	1,947,527.01	TAXES AND PENALTIES AGENCY FUND
84	190.00	EAST CENTRAL DRUG TASK FORCE AGENCY F
	3,709,495.07	Total Disbursements

RECAP BY TYPE

TYPE	AMOUNT	NAME
1	3,715,165.02	AUD
3	5,659.95	MVC
	3,709,495.07	Total Disbursements

**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  <p align="center">11-5-13</p>	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:  <b><u>Auditor</u></b>	 Department Head Signature                      Date: 11-5-13

**Item for Discussion: (one form per item)**

**APPROVAL OF TEMPORARY LICENSE FOR PINE CITY FOR AN EVENT ON: 11-22-13 HELD AT THE NORTHWEST FUR POST**

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

Approved by:

**Board Action Requested: (Attach additional pages if needed)**

Supporting Documents:   X Attached    None



Minnesota Department of Public Safety  
**ALCOHOL AND GAMBLING ENFORCEMENT DIVISION**  
 444 Cedar Street Suite 133, St. Paul MN 55101-5133  
 (651) 201-7507 Fax (651) 297-5250 TTY (651) 282-6555  
 WWW.DPS.STATE.MN.US



APPLICATION AND PERMIT  
 FOR A 1 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE

TYPE OR PRINT INFORMATION

NAME OF ORGANIZATION <i>City of Pine</i>		DATE ORGANIZED <i>10/24/12</i>	TAX ID NUMBER	
STREET ADDRESS <i>100 N 3rd St</i>		CITY <i>Pine</i>	STATE <i>MN</i>	ZIP CODE <i>55055</i>
NAME OF PERSON MAKING APPLICATION <i>Scott Peterson</i>		BUSINESS PHONE <i>507-237-1111</i>		HOME PHONE <i>507-237-1111</i>
DATES LIQUOR WILL BE SOLD <i>10/24-27/12</i>		TYPE OF ORGANIZATION <i>Political Subdiv</i>		
ORGANIZATION OF OFFICER'S NAME		ADDRESS		
ORGANIZATION OF OFFICER'S NAME		ADDRESS		
ORGANIZATION OF OFFICER'S NAME		ADDRESS		

Location license will be used: If an outdoor area, describe

*100 N 3rd St, Pine, MN 55055*  
*100 N 3rd St, Pine, MN 55055*

Will the applicant contract for intoxicating liquor service? If so, give the name and address of the liquor licensee providing the service

Will the applicant carry liquor liability insurance? If so, please provide the carrier's name and amount of coverage

*Yes, Royal Indemnity Co, \$1,000,000*

**APPROVAL**

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL & GAMBLING ENFORCEMENT

CITY/COUNTY Pine DATE APPROVED \_\_\_\_\_

CITY FEE AMOUNT 50.00 LICENSE DATES \_\_\_\_\_

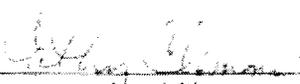
DATE FEE PAID 10/24/12

SIGNATURE CITY CLERK OR COUNTY OFFICIAL

APPROVED DIRECTOR ALCOHOL AND GAMBLING ENFORCEMENT

NOTE: Submit this form to the city or county 30 days prior to event. Forward application signed by city and/or county to the address above. If the application is approved the Alcohol and Gambling Enforcement Division will return this application to be used as the license for the event

**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  November 5, 2013	<input checked="" type="radio"/> Consent Agenda (Please Circle)  Regular Agenda Estimated Time: (Please Circle) 10 Min.    15 Min. Time needed 30 Min.    45 Min.    1 hour
Department requesting action:  <u><b>Auditor/Treasurer</b></u>	 Department Head Signature                      Date

<p><b>Item for Discussion:</b></p> <p><i>Application for Exempt Permit for the Pine County Thunderin' Toms Chapter of NWTF to conduct Minnesota lawful gambling on December 14, 2013 at Tank's Tavern, 39109 State Hwy 48, Hinckley (Arlone Twp).</i></p> <p><b>Board Action Requested:</b> (Attach additional pages if needed)</p> <p align="right">Supporting Documents:    Attached    None</p>
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# LG220 Application for Exempt Permit

For Board Use Only

An exempt permit may be issued to a nonprofit organization that

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

**Fee is \$50 for each event**

Check # \_\_\_\_\_  
\$ \_\_\_\_\_

## ORGANIZATION INFORMATION

Organization name <u>PINE CO THUNDER &amp; LIGHT</u>		Previous gambling permit number <u>X-05911</u>	
Type of nonprofit organization. Check (N) one: <input type="checkbox"/> Fraternal <input type="checkbox"/> Religious <input type="checkbox"/> Veterans <input checked="" type="checkbox"/> Other nonprofit organization		<u>NATIONAL WIND TURBINE FEDERATION</u>	
Mailing address <u>9605 PINE SHORES DR</u>	City <u>PINE CITY</u>	State/Zip Code <u>MINNESOTA</u>	County <u>PINE</u>
Name of chief executive officer (CEO) <u>WARREN DUFRESNE</u>		Daytime phone number <u>320 492 7774</u>	

## ATTACH A COPY OF ONE OF THE FOLLOWING FOR PROOF OF NONPROFIT STATUS

- ★ Do not attach a sales tax exempt status or federal ID employer numbers as they are not proof of nonprofit status.
- Nonprofit Articles of Incorporation OR a current Certificate of Good Standing**  
Don't have a copy? This certificate must be obtained each year from Secretary of State, Business Services Div. 180 State Office Building, St. Paul, MN 55155. Phone: 651-296-2803
- Internal Revenue Service - IRS income tax exemption [501(c)] letter in your organization's name.**  
Don't have a copy? To obtain a copy of your federal income tax exempt letter, send your federal ID number and the date your organization initially applied for tax exempt status to: IRS, P.O. Box 2508, Room 401C, Cincinnati, OH 45201
- Internal Revenue Service - Affiliate of national, statewide, or international parent nonprofit organization (charter)**  
If your organization falls under a parent organization, attach copies of both of the following:  
a. IRS letter showing your parent organization is a registered nonprofit 501(c) organization with a group ruling  
b. the charter or letter from your parent organization recognizing your organization as a subordinate
- Internal Revenue Service - proof previously submitted to Gambling Control Board**  
If you previously submitted proof of nonprofit status from the Internal Revenue Service, no attachment is required

## GAMBLING PREMISES INFORMATION

Name of premises where gambling activity will be conducted (for raffles, list the site where the drawing will take place):  
TANKS TOWER!!

Address (do not use PO box) <u>39109 ST. HWY 46</u>	City <u>HINCKLEY</u>	Zip Code <u>55037</u>	County <u>PINE</u>
--	-------------------------	--------------------------	-----------------------

Date(s) of activity (for raffles, indicate the date of the drawing):  
DEC 14, 2013

Check the box or boxes that indicate the type of gambling activity your organization will conduct

- \*Bingo  Raffles  \*Paddiewheels  \*Pull Tabs  \*Tipboards

\* **Gambling equipment** for pull-tabs, tipboards, paddiewheels, and bingo (bingo paper, hard cards, and bingo number selection device) must be obtained from a distributor licensed by the Gambling Control Board. To find a licensed distributor, go to [www.gcb.state.mn.us](http://www.gcb.state.mn.us) and click on List of Licensed Distributors, or call 651-639-4076

**LG220 Application for Exempt Permit**

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT**

<p><b>If the gambling premises is within city limits, the city must sign this application.</b></p> <p>Check (✓) the action that the city is taking on this application.</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period</p> <p><input type="checkbox"/> The application is acknowledged with a 30 day waiting period and allows the Board to issue a permit after 30 days (50 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied</p> <p>Print city name _____</p> <p>On behalf of the city I acknowledge this application Signature of city personnel receiving application _____</p> <p>Title _____ Date _____</p>	<p><b>If the gambling premises is located in a township, both the county and township must sign this application.</b></p> <p>Check (✓) the action that the county is taking on this application.</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period</p> <p><input type="checkbox"/> The application is acknowledged with a 30 day waiting period and allows the Board to issue a permit after 30 days</p> <p><input type="checkbox"/> The application is denied</p> <p>Print county name _____</p> <p>On behalf of the county I acknowledge this application Signature of county personnel receiving application _____</p> <p>Title _____ Date _____</p> <p><b>TOWNSHIP:</b> On behalf of the township I acknowledge that the organization is applying for exempted gambling activity within the township limits. [A township has no statutory authority to approve or deny an application [Minnesota Statute 349.212 subc 2]]</p> <p>Print township name _____</p> <p>Signature of township official acknowledging application _____</p> <p>Title _____ Date _____</p>
---	---

**CHIEF EXECUTIVE OFFICER'S SIGNATURE**

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

Chief executive officer's signature  Date 10/16/13

**Complete an application for each gambling activity**

- one day of gambling activity
- two or more consecutive days of gambling activity
- each day a raffle drawing is held

**Send application with**

- a copy of your proof of nonprofit status, and
- \$50 application fee for each event

Make check payable to "State of Minnesota"

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

**Financial report and recordkeeping required**

A financial report form and instructions will be sent with your permit. Within 30 days of the activity date, complete and return the financial report form to the Gambling Control Board.

**Questions?**

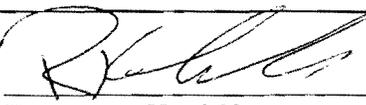
Call the Licensing Section of the Gambling Control Board at 651-639-4076

**Data privacy.** This form will be made available in alternative format (i.e. large print, Braille) upon request. The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your qualifications to be involved in lawful gambling activities in Minnesota. You have the right to refuse to supply the information requested, however, if you refuse to supply this information, the Board may not be able to determine your qualifications and, as a consequence, may refuse to issue you a permit. If you supply the information requested

the Board will be able to process your application. Your name and your organization's name and address will be public information when received by the Board. All the other information you provide will be private data until the Board issues your permit. When the Board issues your permit, all of the information provided to the Board will become public. If the Board does not issue a permit, all information provided remains private with the exception of your name and your organization's name and address, which will remain public. Private data are available to Board members

Board staff whose work requires access to the information. Minnesota's Department of Public Safety, Attorney General, Commissioners of Administration, Finance and Revenue, Legislative Auditor, national and international gambling regulatory agencies, anyone pursuant to court order, other individuals and agencies that are specifically authorized by state or federal law to have access to the information, individuals and agencies for which law or legal order authorizes a new use or sharing of information after the Notice was given, and anyone with your consent.

## PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date:  November 5, 2013	Consent Agenda <i>(Please choose)</i>  Regular Agenda Estimated Time: <i>(Please Circle)</i> _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department requesting action:  <b><u>Sheriff</u></b>	 _____ Department Head Signature                      10-22-2013 Date

**Item for Discussion:** (one form per item)

The Pine County Sheriff's office has received donations of \$722.41 from various citizens and groups. These funds will be used to help offset the expense of, recently seized, abused animals.

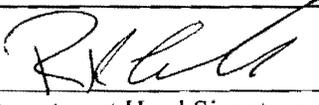
This donation will be placed in 01-201-5764.

**Board Action Requested:** (Attach additional pages if needed)

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

Supporting Documents:    Attached    None

**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  November 5, 2013	Consent Agenda <i>(Please choose)</i>  Regular Agenda Estimated Time: <i>(Please Circle)</i> _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department requesting action:  <b><u>Sheriff</u></b>	 10-17-2013 Department Head Signature Date

**Item for Discussion:** (one form per item)

The Pine County Sheriff's Volunteer Posse received a donation of \$550.00 from the Hinckley Chamber of Commerce. These funds will be used to help offset the expense of Posse Operations.

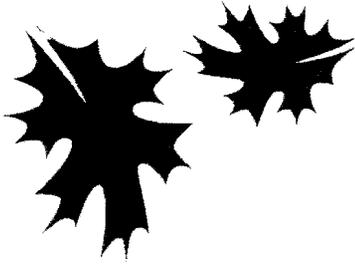
This donation will be placed in 2013 Posse Fund.

**Board Action Requested:** (Attach additional pages if needed)

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

Supporting Documents: Attached None





# Agenda:

10:20-10:40 - Registration

10:40-10:50 - Introductions

10:50 - 11:45 - Certificates of Possessory Title, David Meyers

11:45 - 12:30 - Current Court Case Updates, Matthew Foley

12:30 - 1:00 - LUNCH

1:00 - 2:00 - MN Bar Potpourri, Rick Little

- *Safe at Home Updates, Same Sex Marriage Documents, New Power of Attorney, Receiverships, Manufactured Home Statute Changes*

2:00 - 2:45 - eRecording Torrens Documents, Dulce Brand

2:45 - 4:00 - Registrar Panel

- *Questions/Answer, Policy/Procedures & Best Practices*
  - *Sherburne, Ramsey & Hubbard County*

4:00 - 4:30 - Breakdown

## Registration Info:

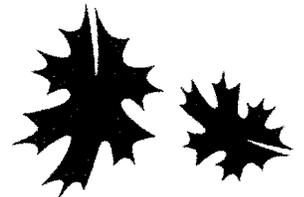
Contact Pat Brown

Register by October 25, 2013

[pat.brown@co.dakota.mn.us](mailto:pat.brown@co.dakota.mn.us)

651-438-4334

- Checks payable to MCRA or
  - Minnesota County Recorder Association
- Payment can be submitted at the workshop or paid in advance by mail:
  - Dakota County Property Taxation & Records
  - Attn: Pat Brown
  - 1590 Highway 55
  - Hastings, MN 55033
- Hotel Information:
  - <http://www.yellowbook.com>
  - Search for Hotels in St. Cloud, MN



### 2013-2014 Torrens Committee Members

Pat Brown > Dakota County, Kristine Basilici > Carlton, Cathy Racek > St. Louis, Eric Jorgenson > Hennepin, Marsha DeGroot > Rice, Michelle Ashe > Sherburne, Cyndy Boyce > Washington, Kathy Dietz > Sibley, Kathy Conlon > Nicollet, Nicole Lueth > Hubbard, Diane Grundhoefer > Stearns & Rick Little

## PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date:  November 5, 2013	<div style="border: 1px solid black; border-radius: 50%; width: fit-content; margin: 0 auto; padding: 2px;">                     Consent Agenda <i>(Please Circle)</i> </div> Regular Agenda Estimated Time: <i>(Please Circle)</i> <div style="text-align: right; margin-left: 100px;">                     10 Min.    15 Min.                 </div> <hr style="width: 50%; margin-left: 0;"/> Time needed 30 Min.    45 Min.    1 hour
Department: Administrator's	Date: October 30, 2013

For over 100 years, members of the Association of Minnesota Counties' (AMC) have gathered at the AMC Annual Conference each December. This is the only event where more than 600 county elected officials, department heads, and staff from across the Minnesota come together to learn more about and discuss the important topics and trends affecting county government.

Minnesota's 87 counties have always explored finding better ways to deliver services, perform more efficiently, and improve overall service to their constituents. Change is ever-present in modern life and there are certainly a variety of challenges and uncertainties ahead for all counties. That's exactly why there is great strength and value in counties remaining united. By continuing to learn, share ideas and work together, counties are well-positioned to make positive strides forward for all counties and citizens

AMC registration: Early Bird Rate: \$350 per attendee  
 Lodging (AMC Group Rate): Hyatt Regency - \$121 per night plus tax; Millennium \$112 per night plus tax

Total Registration: \$2,450  
 Total Lodging: \$1,927 plus tax

**Board Action Requested:** (Attach additional pages if needed)  
 Approve attendance and lodging at the AMC Annual Conference, December 9 – 11, 2013 by the following attendees: Commissioners Steve Hallan, Mitch Pangerl, Curt Rossow, Matt Ludwig; and AMC Delegates: David Minke (county administrator), Mark LeBrun (county engineer), and Patrick Bruflat (HHS Director).

Supporting Documents:    Attached    None

Signature: _____ David J. Minke, County Administrator	Date: October 30, 2013
---	------------------------



**Public Employees Retirement Association  
Police Officer Declaration 2013-42**



WHEREAS, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

WHEREAS, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire plan for eligible employees of police or sheriff departments whose position duties meet the requirements stated therein and listed below.

BE IT RESOLVED that the Sheriff's Department of Pine County hereby declares that the position of Part-time Deputy Sheriff currently held by Brian Butler, meets all of the following Police and Fire Plan membership requirements:

1. Said position requires a license by the Minnesota peace officer standards and training board under sections 626.84 to 626.863 and this employee is so licensed;
2. Said position's primary (over 50%) duty is to enforce the general criminal laws of the state;
3. Said position charges this employee with the prevention and detection of crime;
4. Said position gives this employee the full power of arrest, and
5. Said position is assigned to a designated police or sheriff's department.

BE IT FURTHER RESOLVED that this governing body hereby requests that the named employee be accepted as a member of the Public Employees Police and Fire Plan effective the date of this employee's initial Police and Fire Plan salary deduction by the governmental subdivision.

Board Chair: \_\_\_\_\_ Date: \_\_\_\_\_

STATE OF MINNESOTA  
COUNTY OF PINE

I, David J. Minke, clerk of Pine County Board of Commissioners, do hereby certify that this is a true and correct transcript of the resolution that was adopted at a meeting held on the 5th day of October, 2013; the original of which is on file in this office. I further certify that \_\_\_ members voted in favor of this resolution and that \_\_\_ members were present and voting.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Public Employees Retirement Association  
Police Officer Declaration 2013-43**



WHEREAS, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

WHEREAS, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire plan for eligible employees of police or sheriff departments whose position duties meet the requirements stated therein and listed below.

BE IT RESOLVED that the Sheriff's Department of Pine County hereby declares that the position of Part-time Deputy Sheriff currently held by Casey Freund meets all of the following Police and Fire Plan membership requirements:

1. Said position requires a license by the Minnesota peace officer standards and training board under sections 626.84 to 626.863 and this employee is so licensed;
2. Said position's primary (over 50%) duty is to enforce the general criminal laws of the state;
3. Said position charges this employee with the prevention and detection of crime;
4. Said position gives this employee the full power of arrest, and
5. Said position is assigned to a designated police or sheriff's department.

BE IT FURTHER RESOLVED that this governing body hereby requests that the named employee be accepted as a member of the Public Employees Police and Fire Plan effective the date of this employee's initial Police and Fire Plan salary deduction by the governmental subdivision.

Board Chair: \_\_\_\_\_ Date: \_\_\_\_\_

STATE OF MINNESOTA  
COUNTY OF PINE

I, David J. Minke, clerk of Pine County Board of Commissioners, do hereby certify that this is a true and correct transcript of the resolution that was adopted at a meeting held on the 5th day of October, 2013; the original of which is on file in this office. I further certify that \_\_\_ members voted in favor of this resolution and that \_\_\_ members were present and voting.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Public Employees Retirement Association  
Police Officer Declaration 2013-44**



WHEREAS, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

WHEREAS, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire plan for eligible employees of police or sheriff departments whose position duties meet the requirements stated therein and listed below.

BE IT RESOLVED that the Sheriff's Department of Pine County hereby declares that the position of Part-time Deputy Sheriff currently held by Leah Schmidt meets all of the following Police and Fire Plan membership requirements:

1. Said position requires a license by the Minnesota peace officer standards and training board under sections 626.84 to 626.863 and this employee is so licensed;
2. Said position's primary (over 50%) duty is to enforce the general criminal laws of the state;
3. Said position charges this employee with the prevention and detection of crime;
4. Said position gives this employee the full power of arrest, and
5. Said position is assigned to a designated police or sheriff's department.

BE IT FURTHER RESOLVED that this governing body hereby requests that the named employee be accepted as a member of the Public Employees Police and Fire Plan effective the date of this employee's initial Police and Fire Plan salary deduction by the governmental subdivision.

Board Chair: \_\_\_\_\_ Date: \_\_\_\_\_

STATE OF MINNESOTA  
COUNTY OF PINE

I, David J. Minke, clerk of Pine County Board of Commissioners, do hereby certify that this is a true and correct transcript of the resolution that was adopted at a meeting held on the 5th day of October, 2013; the original of which is on file in this office. I further certify that \_\_\_ members voted in favor of this resolution and that \_\_\_ members were present and voting.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Public Employees Retirement Association  
Police Officer Declaration 2013-45**



WHEREAS, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

WHEREAS, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire plan for eligible employees of police or sheriff departments whose position duties meet the requirements stated therein and listed below.

BE IT RESOLVED that the Sheriff's Department of Pine County hereby declares that the position of Part-time Deputy Sheriff currently held by Thomas Nvgard, meets all of the following Police and Fire Plan membership requirements:

1. Said position requires a license by the Minnesota peace officer standards and training board under sections 626.84 to 626.863 and this employee is so licensed;
2. Said position's primary (over 50%) duty is to enforce the general criminal laws of the state;
3. Said position charges this employee with the prevention and detection of crime;
4. Said position gives this employee the full power of arrest, and
5. Said position is assigned to a designated police or sheriff's department.

BE IT FURTHER RESOLVED that this governing body hereby requests that the named employee be accepted as a member of the Public Employees Police and Fire Plan effective the date of this employee's initial Police and Fire Plan salary deduction by the governmental subdivision.

Board Chair: \_\_\_\_\_ Date: \_\_\_\_\_

STATE OF MINNESOTA

COUNTY OF PINE

I, David J. Minke, clerk of Pine County Board of Commissioners, do hereby certify that this is a true and correct transcript of the resolution that was adopted at a meeting held on the 5th day of October, 2013; the original of which is on file in this office. I further certify that \_\_\_ members voted in favor of this resolution and that \_\_\_ members were present and voting.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Public Employees Retirement Association  
Police Officer Declaration 2013-46**



WHEREAS, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

WHEREAS, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire plan for eligible employees of police or sheriff departments whose position duties meet the requirements stated therein and listed below.

BE IT RESOLVED that the Sheriff's Department of Pine County hereby declares that the position of Part-time Deputy Sheriff currently held by Garret Munson, meets all of the following Police and Fire Plan membership requirements:

1. Said position requires a license by the Minnesota peace officer standards and training board under sections 626.84 to 626.863 and this employee is so licensed;
2. Said position's primary (over 50%) duty is to enforce the general criminal laws of the state;
3. Said position charges this employee with the prevention and detection of crime;
4. Said position gives this employee the full power of arrest, and
5. Said position is assigned to a designated police or sheriff's department.

BE IT FURTHER RESOLVED that this governing body hereby requests that the named employee be accepted as a member of the Public Employees Police and Fire Plan effective the date of this employee's initial Police and Fire Plan salary deduction by the governmental subdivision.

Board Chair: \_\_\_\_\_ Date: \_\_\_\_\_

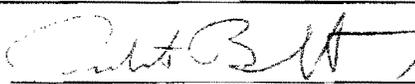
STATE OF MINNESOTA  
COUNTY OF PINE

I, David J. Minke, clerk of Pine County Board of Commissioners, do hereby certify that this is a true and correct transcript of the resolution that was adopted at a meeting held on the 5th day of October, 2013; the original of which is on file in this office. I further certify that \_\_\_ members voted in favor of this resolution and that \_\_\_ members were present and voting.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  <b>November 5, 2013</b>	<input checked="" type="radio"/> 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:  <b>HHS</b>	 _____ Department Head Signature                      Date

**Item for Discussion: (one form per item)**

*Authorize the hiring of a qualified candidate to fill the RN position that was created by combining two vacant part-time nursing positions as approved by the Board on September 17, 2013. The proposed name, salary, and start date for this position will be provided on or before the November 5, 2013, Board meeting.*

**Board Action Requested: (Attach additional pages if needed)**

**Supporting Documents:    Attached    None**



## TECHNOLOGY COMMITTEE TASKS

10-15-13

Present: David M, Kent B, Lisa B, Matt C, Russ B, Ryan F, Steve H, Terryl A, Kelly S

### NEW BUSINESS:

- 1) Disaster Recovery Plan - discussed and Lisa asked for input
- 2) SANS Institute Online Training - for all users
- 3) Phone System Paging Groups - created by IT and finished up this week

### OLD BUSINESS:

- 1) Charge Law Library a yearly fee for support - discussion from Budget meeting
- 2) ZIX Email Encryption - numbers from Departments (Prob 9), (Atty 4), (Sher 8), (HS 43) - quote was low. \$60/year/user. - Installation January 2014
- 3) Senior Linkage Line Software - Revation - paperwork to fill out. Staff changed at SLL.
- 4) ISC Demo– Human Services –workflow - budgeted for 2014
- 5) Quote from Identisys – Card Key System
  - a. 2014 IT Budget
  - b. Wireless Readers at PGC and 2 in Sandstone
- 6) IT Policy on Email - August 1st
  - a. Set Exchange Policies
    - i. Require pw, Remote wipe,
    - ii. Email box size limit, Email message date limit
  - b. User accounts and email deletion time frame –policy  
-Set it up to automatically empty the trash after 7 days.
- 7) Software:
  - a. Sophos – laptop encryption

### OTHER DISCUSSION:

- 1) Russ is trying out the Verizon E-Track (panic buttons) - Reports the GPS is off a few blocks.

***NEXT MEETING NOVEMBER 19th at 830am***



# PINE COUNTY

## Administrator's Office

635 Northridge Drive NW  
Pine City, MN 55063  
320-591-1621  
1-800-450-7463 Ext. 1620  
Fax: 320-591-1628

**David J. Minke**  
County Administrator

### Commissioners

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

**To: Pine County Board of Commissioners**  
**From: David J. Minke, County Administrator**   
**Date: November 5, 2013**  
**Subject: Medical Examiner Contract**

In March 2007 the county entered into a contract with M.B. McGee, PA for medical examiner services. That contract expired on December 31, 2010, however, the services have continued on a year to year basis with the presumed consent of the parties.

The driving force of the cost of the services is the number of autopsies performed. The costs for the last several years are:

2009	2010	2011	2012
61,653	80,760	48,049	95,411

As a way to help stabilize and predict the annual cost, the county has requested fixed rate proposal from the Anoka County Medical Examiner.

The Anoka County Medical Examiner operates out of a state of the art facility in the city of Ramsey and provides Medical Examiner services for 18 counties in Minnesota and 3 counties in Wisconsin. The office has three full-time forensic pathologists and is accredited by the national Association of Medical Examiners.

Attached is the 2-year fixed-rate proposal. The rate for 2014 is \$52,000 and the rate for 2015 is \$55,000. This price includes autopsies and lab work. The price does not include court testimony if required, or catastrophic events of 5 or more deaths from a single event.

Sheriff Cole and I met with the Dr. Quinn Strobl and believe the contract represents an opportunity to lock in 2-year pricing at less cost than recent years under the current arrangement.

**Recommend Action:**

Consider the contract with Anoka County for Medical Examiner Services for 2014 at a cost of \$52,000 and 2015 at a cost of \$55,000.



# Midwest Medical Examiner's Office

14341 Rhinestone Street NW, Ramsey, MN 55303

Phone: 763-323-6400 • Fax: 763-323-6479

A. Quinn Strobl M.D. Chief Medical Examiner

Anne Bracey M.D. • Michael Madsen M.D.

Accredited by



September 10, 2013

Sheriff Robin Cole  
Pine County Sheriff's Office  
635 Northridge Dr. N.W., Suite 100  
Pine City, MN 55063

Dear Sheriff Cole:

Midwest Medical Examiners is pleased to provide you a proposal for Medical Examiner services for Pine County. Midwest Medical Examiners is owned by Anoka County and is located along highway # 10 just north of Anoka in the city of Ramsey. Our office has 3 board certified forensic pathologists on staff, one of whom is on call 24/7 to the counties that we serve. We currently provide Medical Examiner services to several counties in Minnesota and Wisconsin. Our office is also accredited by the National Association of Medical Examiners. We provide autopsy service 7 days per week and training to law enforcement agencies in the counties that we work with at no charge.

We have various fee arrangements depending on the level of service you wish. We have, however, proposed a fee contract for next year which provides a fixed rate per autopsy and includes lab work. We have also included for your review a fixed rate agreement which is normally based on the number of autopsies conducted in the prior two years. Given the fluctuation in your volume, we would prefer to discuss this arrangement with you before establishing a contract number. This arrangement would give the county a fixed rate for the contract period for autopsies performed, with some exceptions. Billing for this is done quarterly.

We have enclosed references, proposal for services, sample agreement, and additional information about our office. We appreciate your consideration of our proposal and look forward to meeting with you to answer questions or discuss options for Pine County.

Yours truly,

Gary Alberts  
Administrator  
763-323-6411

GA/ac

Cc: David Minke  
Administrator

## **MIDWEST MEDICAL EXAMINERS**

### **PROPOSAL FOR SERVICES**

Midwest Medical Examiners is pleased to provide a proposal for Medical Examiner services to Pine County. Midwest Medical Examiners is conveniently located just north of Anoka along Highway 10, in the city of Ramsey, in a newer facility that was constructed by Anoka County and opened in the late fall of 2008. At this location we maintain an administrative staff, office Investigators, prosecutors, support staff, physicians and we coordinate with law enforcement and other agencies in the counties that we serve.

#### **FACILITY:**

- Convenient location and easy access
- Separate room to accommodate infectious or decomposed cases
- Large Autopsy suite to accommodate multiple cases
- Sterile Tissue procurement room for use by donor agencies
- Lodox full body digital imaging system which greatly enhances rapid diagnostic capabilities
- Family viewing room to provide a dignified manner to view loved ones
- Anthropology laboratory provided in conjunction with Hamline University and available for studies when needed.
- Amphitheatre for use by law enforcement and students to view autopsies and interact with the pathologist without needing to be in the actual autopsy suite.
- Enclosed garage for delivery and pickup.
- Training room to provide onsite training of death investigators and law enforcement.

#### **MEDICAL STAFF:**

Midwest Medical Examiners has three full-time forensic pathologists. In addition, we are accredited by the National Association of Medical Examiners. We have a pathologist on-call 24 hours per day and we provide autopsy service 7 days per week if needed.

#### **HAMLIN UNIVERSITY:**

Midwest Medical Examiners has an agreement with Hamline University to provide onsite forensic Anthropology services as well as internships for students entering the anthropology field. Hamline maintains an anthropology laboratory and offices at this location.

#### **DONOR SERVICES:**

Procurement agencies utilize a separate room for donor bequests and have access to the facility 24 hours a day to ensure prompt completion of donor harvests.

## **SERVICES:**

Midwest Medical Examiners works to honor those who have died by providing scientific, consistent and compassionate investigation into the circumstances of death: every death investigation every time.

We coordinate with police departments, and sheriff's offices for death scene investigations.

- All autopsies are performed by a board certified forensic pathologist
- We provide assistance in special techniques for positive identification
- Toxicology is performed by an accredited forensic laboratory
- Weekend and holiday coverage
- Timely communication with family and attending physician
- Personalized letter to family on non-criminal cases
- Court appearance for grand juries and trials
- Provisional diagnosis and summary are faxed to law enforcement and county attorney per guidelines determined by county
- Educational in-services for law enforcement, as needed.
- Option to perform autopsies while the funeral home or transportation company waits
- Forensic Pathologist on-call 24 hours per day, 7 days per week

## **QUALITY:**

- In a suspicious death a forensic pathologist may respond to the scene
- Training is provided, as needed, to investigative personnel
- Prompt turnaround time with compassionate care and consideration of the decedent and funeral home to facilitate viewing at the funeral services.

## **FEES:**

The fee structures that could be used by Pine County are as follows:

- Fee basis only - under this arrangement each case is billed individually according to the examination performed. A complete autopsy is \$2000.00. We do not charge additional fees for consult time, lab testing, phone calls etc. The only time there would be additional charges would be for Cardiac and Neuropathology studies and if court testimony was needed.
- Fee agreement- the investigation work is normally provided by the local law enforcement. With this arrangement a fee is established for the coming year based on the average number of autopsies performed in prior years. The enclosed sample contract would be used for this arrangement. This allows the county to generally budget a fixed amount for the contract year. Billing is done quarterly

### **TRAINING:**

The Midwest Medical Examiner's Office provides training for all Law Enforcement personnel participating in death investigation. This is a training program that highlights the death investigation process and is tailored to departmental needs. These educational sessions are also used to review cases from individual counties for use as teaching tools.

### **SUMMARY:**

Midwest Medical Examiners provide high quality services and works to be very responsive to the needs of those that we serve. We would welcome the opportunity to meet with you to discuss our proposal and answer any questions that you may have.



# Midwest Medical Examiner's Office

14341 Rhinestone Street NW, Ramsey, MN 55303

Phone: 763-323-6400 • Fax: 763-323-6479

A. Quinn Strobl M.D. Chief Medical Examiner

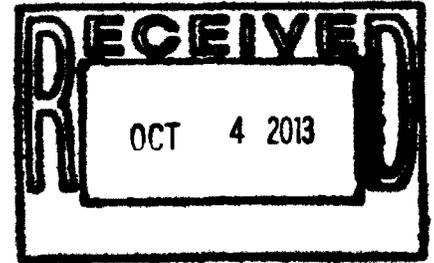
Anne Bracey M.D. • Michael Madsen M.D.

Accredited by



October 1, 2013

David Minke  
Administrator Pine County  
635 Northridge Drive NW  
Pine City, MN 55063-1694



Dear Mr. Minke:

Enclosed please find two copies of a contract between Pine County and Anoka County for Medical Examiner services. This is a two year agreement which would begin Jan 1, 2014 and end on December 31, 2015. As we discussed the rate for 2014 is \$52,000 and the rate of 2015 is \$55,000.

If the agreement is approved please have both copies signed and return to me. Once signed by Anoka we return a signed copy to you. In addition, once approved, the County Board would need to appoint Dr. Strobl as the Medical Examiner and we would need a copy of the minutes for that appointment.

It was nice to see you and if you have any further questions please let me know.

Yours truly,

Gary Alberts  
Administrator  
763-323-6411

**Contract for  
Medical Examiner Services**

This CONTRACT is entered into by and between **Anoka County, Minnesota**, 14341 Rhinestone St NW, Ramsey, MN 55303 and **Pine County, Minnesota**, 635 Northridge Drive NW, Pine City, MN 55063.

RECITALS:

- 1.) Anoka County has appointed Dr. A. Quinn Strobl, Medical Examiner, who is a doctor of medicine licensed to practice medicine in the state of Minnesota and a forensic pathologist certified by the American Board of Pathology, as Medical Examiner for Anoka County pursuant to Minn. Stat. § 390.33.
- 2.) Dr. Quinn Strobl, with assistance of county staff in the Anoka County Medical Examiner's Office, provides Medical Examiner services as set forth in Minn. Stat. Chap. 390.
- 3.) Anoka County is willing to provide autopsy services to other counties upon terms and conditions as authorized by Minn. Stat. § 390.252.
- 4.) Pine County wishes to contract with Anoka County for the provision of autopsy services to Pine County.

THEREFORE, IT IS MUTUALLY AGREED:

1. TERM.
  - 1.1 This Agreement will commence on January 1, 2014, and will terminate on December 31, 2015.
  - 1.2 This Agreement may be renewed for one additional year upon the written agreement of both parties.
  - 1.2 This Agreement may be terminated early as provided in Section 6. TERMINATION.
2. SERVICES.
  - 2.1 Upon request, Anoka County will provide services as described in Attachment A, which is incorporated into and made a part of this Agreement.
3. COMPENSATION.
  - 3.1 Pine County will pay Anoka County, as compensation for autopsy services provided annually, during the term of this Agreement for 2014, the amount of **\$52,000.00**, to be billed and paid quarterly in the amount of **\$13,000** as compensation for autopsy services

provided during the calendar year of 2014. For calendar year of 2015, Pine County will pay Anoka County as compensation for autopsy services provided the amount of **\$55,000** to be billed and paid quarterly in the amount of **\$13,750**.

- 3.2 The agreed upon compensation is based upon an average of twenty- six (26) autopsies per year at \$2,000.00 per autopsy.
- 3.3 If a catastrophic event occurs that requires significantly more than the normal services, Pine County will reimburse Anoka for the actual cost of additional expenses incurred in performing the duties herein. Catastrophic event shall be defined as one where multiple deaths (5 or more) occur from a single event. If the parties dispute the amount of additional expenses, they hereby agree to (1) use mediation to resolve their difference, and if that fails, (2) to submit in binding arbitration in accordance with the practices and terms of the American Arbitration Association. Mediators and Arbitrators shall be picked by agreement, or failing that, each party shall choose one, who shall then meet and choose the actual arbitrator or mediator. Each party shall pay one-half the cost of the entire process.
- 3.4 In addition to the base amount, Anoka County may also charge for legal time incurred, as a result of cases processed, according to its standard fee schedule. This fee may include preparation time, meetings with attorneys and actual court time.

#### 4. AUDITS, REPORTS, RECORDS, DISCLOSURES, AND MONITORING.

- 4.1 Anoka County will maintain appropriate records related to services provided under this Agreement.
- 4.2 Anoka County agrees to allow Pine County, the State Auditor or legislative authority, or any of their duly authorized representatives at any time during normal business hours, and as often as they may deem reasonably necessary, access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., and accounting procedures and practices of Anoka County that are relevant to this Agreement, pursuant to Minn. Stat. § 16C.05, subd. 5.

#### 5. STANDARDS AND LICENSES

- 5.1 Anoka County will provide services only with those personnel who are properly licensed by the State of Minnesota (or other regulatory authority).
- 5.2 Anoka County will comply with all applicable federal and state statutes and regulations as well as local ordinances now in effect or hereafter adopted.

#### 6. TERMINATION.

- 6.1 This Contract will terminate under the following circumstances:
  - 6.1.1 by the parties' mutual written agreement;

- 6.1.2 upon at least 3 months written notice specifying the termination date, given by either party, with or without cause;
  - 6.1.3 if a party is in breach of a material obligation under this Agreement and has not cured the breach within 15 days of written notice specifying the breach, this Agreement will terminate immediately unless the other party consents to extend the cure period, which consent will not be unreasonably withheld so long as the breaching party has commenced cure during the 15 day notice period and pursues cure of the breach in good faith.
  - 6.1.4 automatically without notice on December 31, 2015.
- 6.2 Termination of this Agreement shall not limit either party from pursuing any other remedies available to it, including injunctive relief, nor shall termination relieve Pine County of its obligation to pay all charges that accrued prior to such termination.
- 6.3 The parties' rights and obligations under this Agreement shall survive termination of this Agreement.
7. DATA PRACTICES.
- 7.1 Anoka County is required to comply with the provisions of the Minnesota government data practices act, Minn. Stat. Ch. 13, in collecting creating, receiving, maintaining, disseminating, or using data for any purpose in the course of its performance of this Agreement.
- 7.2 The parties both agree to abide by applicable statutes, rules, and regulations related to data privacy and as they may be amended.
8. NON-DISCRIMINATION.
- 8.1 The parties agree to comply with applicable federal or state laws and regulations and county policies related to affirmative action and non-discrimination.
9. INDEMNIFICATION.
- 9.1 Anoka County agrees that it will defend, indemnify, and hold harmless Pine County against any and all liability, loss, damages, costs, and expenses which Pine County may hereafter sustain, incur, or be required to pay by reason of any negligent act or omission or intentional act of Anoka County, its agents, officers, or employees which causes bodily injury, death, personal injury, property loss, or damage to another during the performance of services under this Agreement.
- 9.1.1 This duty to defend, indemnify and hold harmless by Anoka County shall exclude any and all negligent or intentional acts of Pine County, its employees, servants or agents.

9.1.2 Nothing in this Agreement waives any limitation on liability provided by Minn. Stat. Chap. 466 or Minn. Stat. §§ 3.732 et seq. or any other applicable law.

10. INDEPENDENT CONTRACTOR.

10.1 Nothing in this Agreement is intended or should be construed in any manner as creating or establishing a co-partner relationship between Anoka County and Pine County or as constituting Anoka County or its employees as the agent, representative, or employee of Pine County for any purpose.

11. MINNESOTA LAW

11.1 Minnesota laws govern all questions related to the Contract.

11.2 The parties will venue any proceedings related to this Agreement in the Anoka County District Court, State of Minnesota.

12. NOTICE

12.1 Notice is to be given in writing and either sent by mail or delivered in person.

12.1.1 Notice for Pine County will be directed to David J. Minke, County Administrator, 635 Northridge Drive NW, Pine City, MN 55063.

12.1.2 Notice for Anoka County will be directed to Don Ilse, Human Services Division Manager, 2100 Third Avenue, Anoka, MN 55303.

12.2 Notice served by mail is deemed received 3 days after mailing.

13. MODIFICATIONS

13.1 Material alterations, modifications or variations of the terms of this Agreement, shall be valid and enforceable only when they have been reduced to writing as an amendment and signed by the parties.

14. MERGER

14.1 It is understood and agreed that the entire agreement of the parties is contained here and that this contract supersedes all oral agreements and negotiations between the parties relating to this subject matter. All items referred to in this contract are incorporated or attached and deemed to be part of the contract.

The parties have entered into this Agreement as of the date first written above.

**County of Anoka, Minnesota**

**County of Pine, Minnesota**

By: \_\_\_\_\_  
Rhonda Sivarajah  
Chair, Board of Commissioners

By: \_\_\_\_\_  
Stephen M. Hallan  
Chair, Board of Commissioners

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attest:

Attest:

By: \_\_\_\_\_  
Jerry Soma  
County Administrator

By: \_\_\_\_\_  
David J. Minke  
County Administrator

Approved as to form:

Approved as to form:

\_\_\_\_\_  
Nancy Norman Sommer  
Assistant County Attorney

\_\_\_\_\_  
John K. Carlson  
County Attorney

## **Attachment A- fixed rate agreement**

### **Services to be Provided**

1. Reliable and issue-focused forensic autopsy services on a timely basis.
2. Autopsies performed by forensic pathologist.
3. Compliance with Joint Commission on Accreditation of Hospitals Organization, College of American Pathology, National Association of Medical Examiner guidelines for autopsy procedures. *Accreditation by the National Association of Medical Examiners.*
4. Assistance in special techniques for positive identification.
5. Toxicology performed by an accredited forensic toxicology laboratory.
6. Record maintenance of photographs, toxicology and basic radiographs.
7. Timely communication with family, including notification of legal next of kin, and notification to identified attending physician when autopsy is completed.
8. Weekday, weekend, and holiday coverage
9. Faxed copies of medical examiner summary to one or more of the following; law enforcement, county attorney, and county coroner per guidelines determined within county.
10. Participate in multi-agency debriefing or emotional/complex cases when appropriate.
11. Record hospice deaths.
12. Facilitate tissue donation
13. Cremation approvals.
14. Annual statistical review with county commissioners/boards
15. Cardiac and Neuropathology referral exams included.

## PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date:  November 5, 2013	Consent Agenda <i>(Please Circle)</i>  <u>Regular Agenda</u> Estimated Time: <i>(Please Circle)</i> <u>20 min.</u> 10 Min.    15 Min. <small>Time needed</small> 30 Min.    45 Min.    1 hour
Department: <b>Administrator's</b>	Date: October 31, 2013

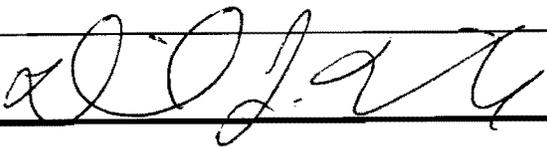
Minnesota Housing Partnership (MHP) and Lakes and Pines Community Action Council is proposing a Joint Regional Housing Study.

Cherre' Palenius, MHP, will make a presentation to the board requesting a financial contribution of \$5,000 - \$10,000.

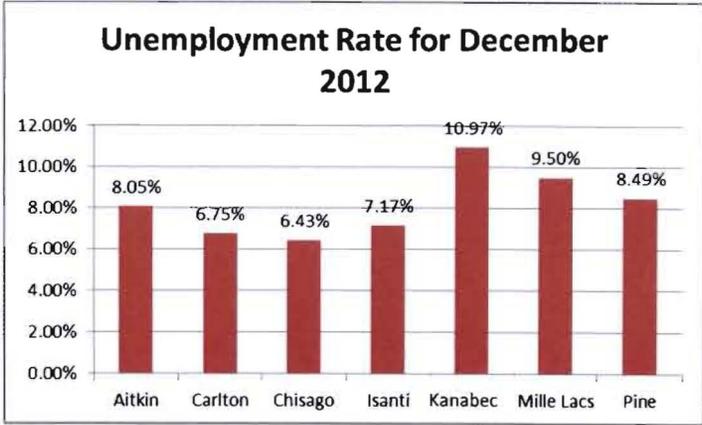
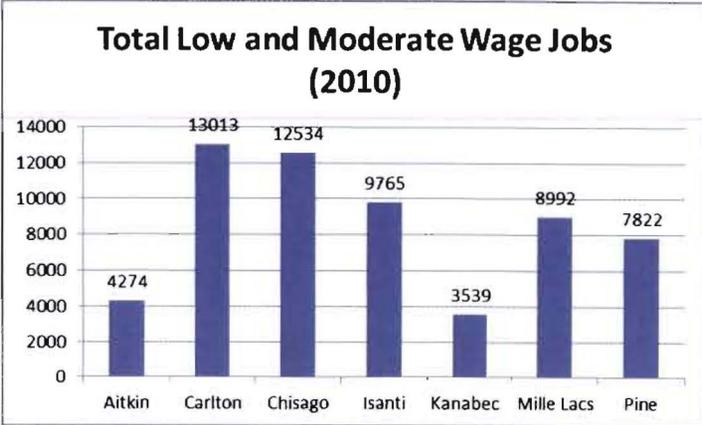
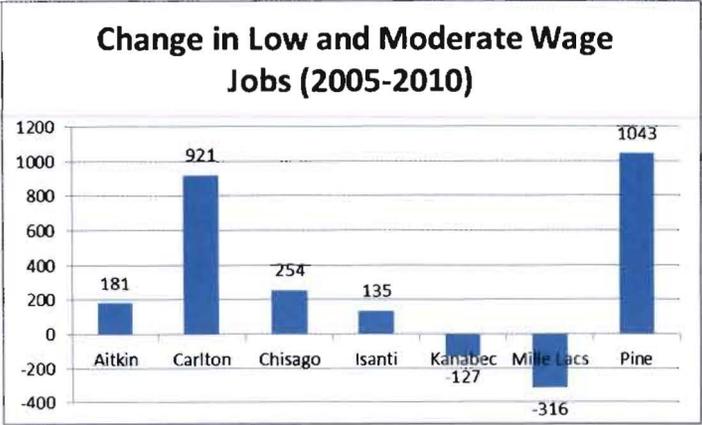
**Board Action Requested:** (Attach additional pages if needed)

Consider contribution.

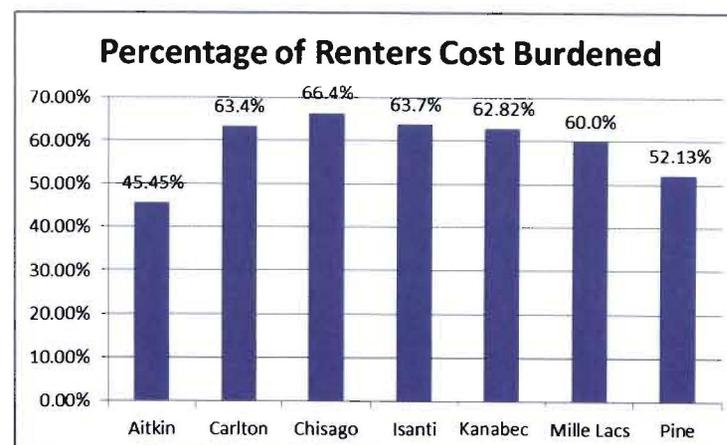
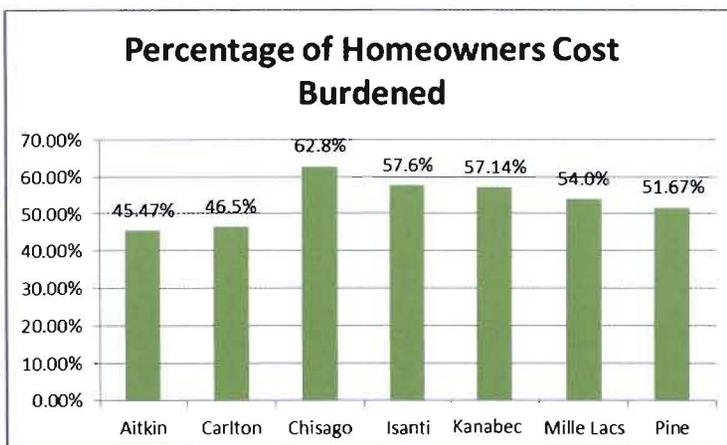
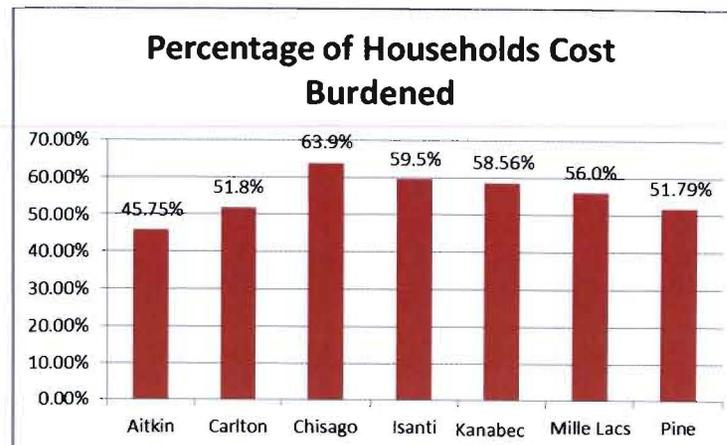
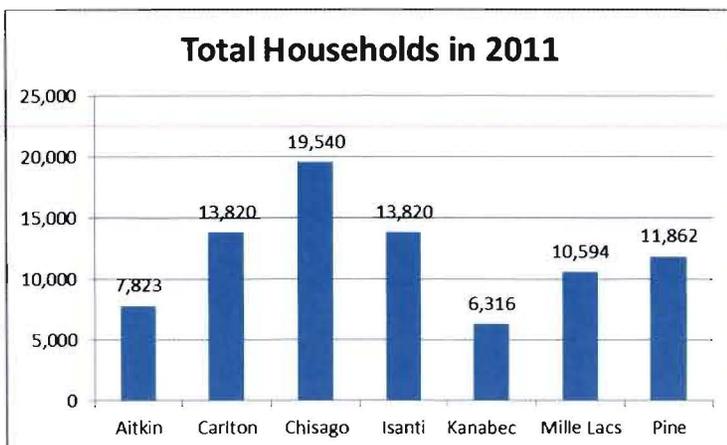
Supporting Documents:    Attached    None

Signature: 

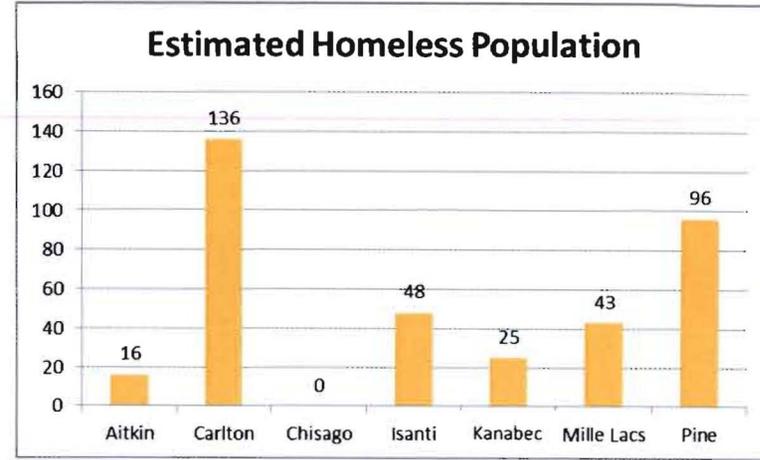
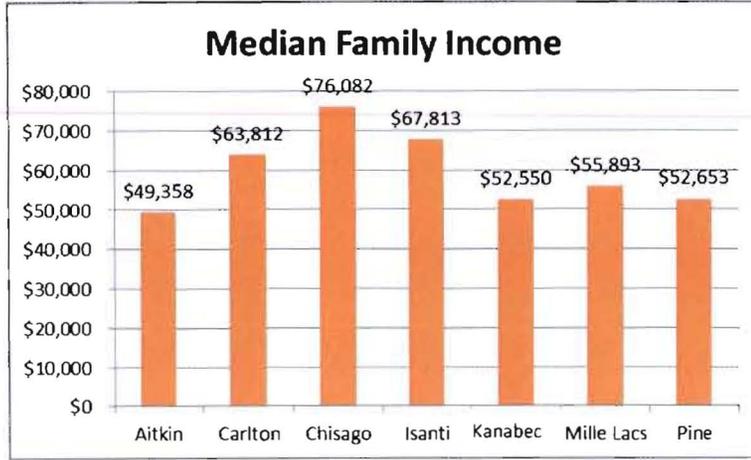
# Economic Demographics in East Central Minnesota



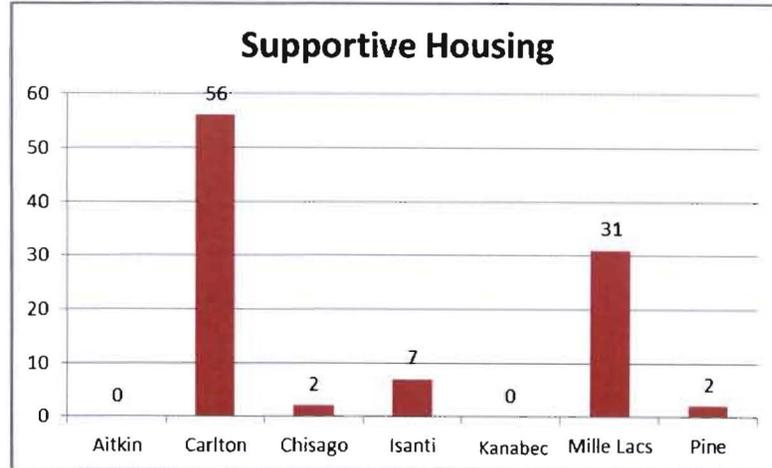
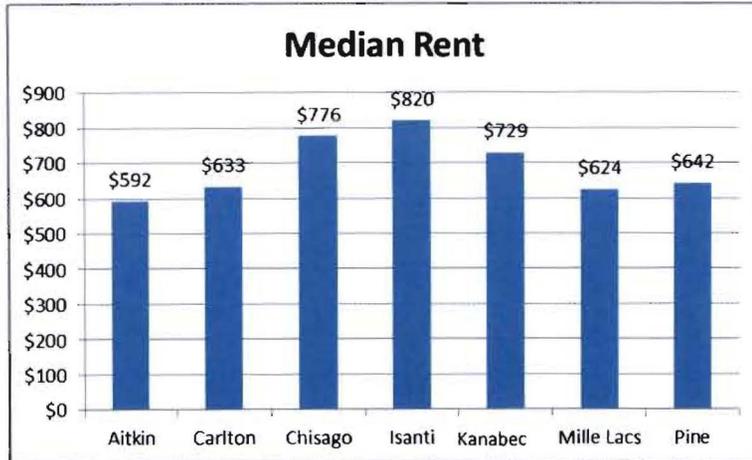
## Household Demographics in East Central Minnesota



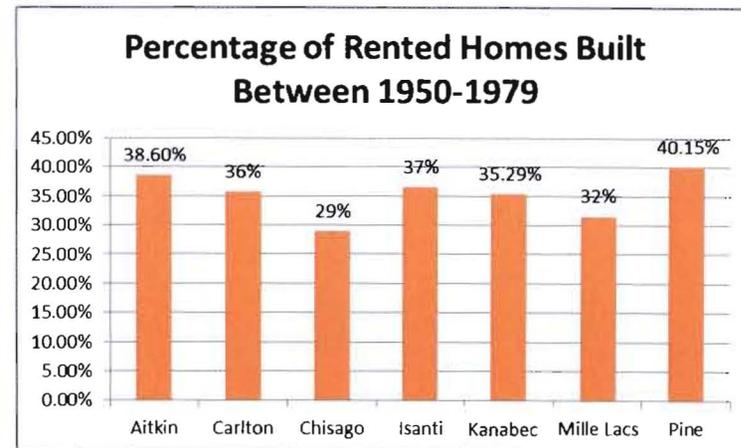
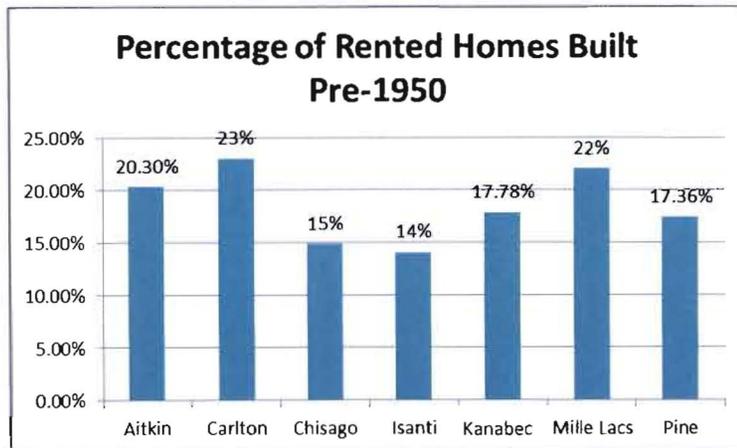
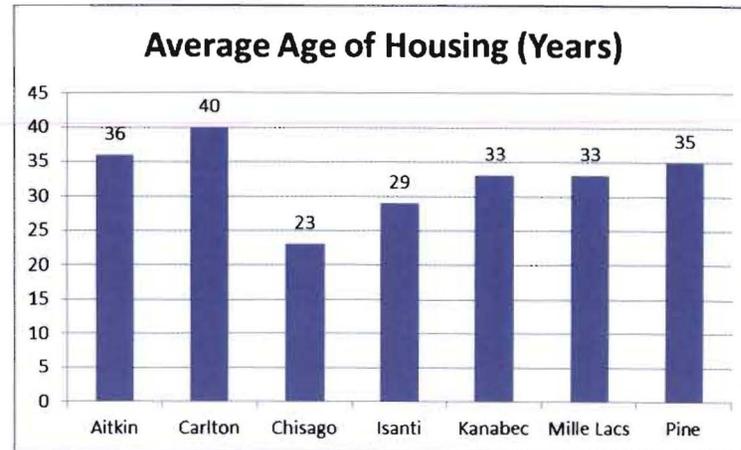
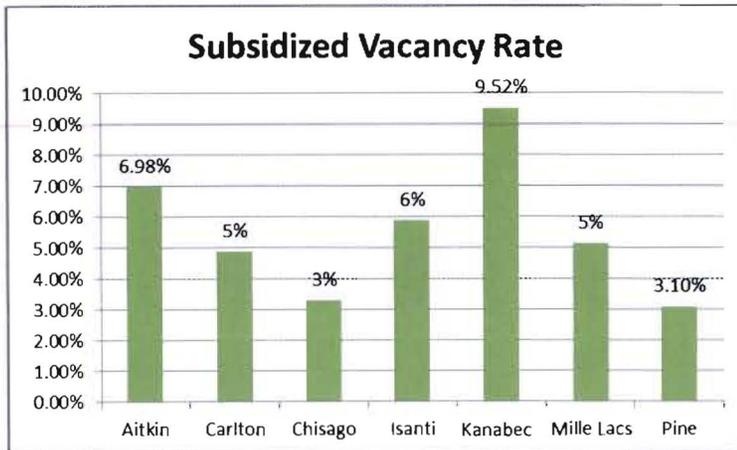
## Household Demographics in East Central Minnesota (Continued)



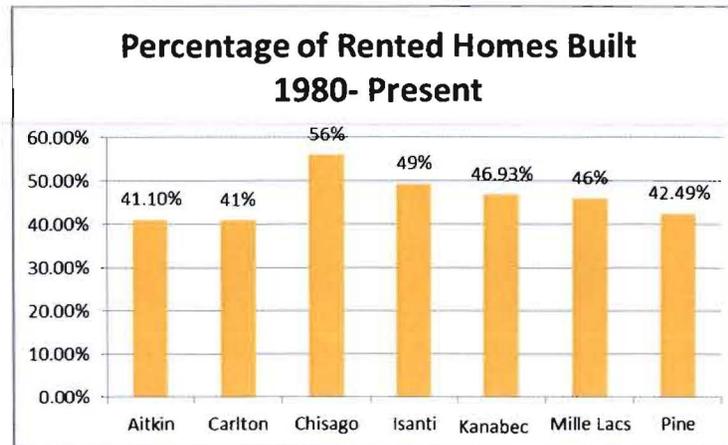
## Rental Market Demographics in East Central Minnesota



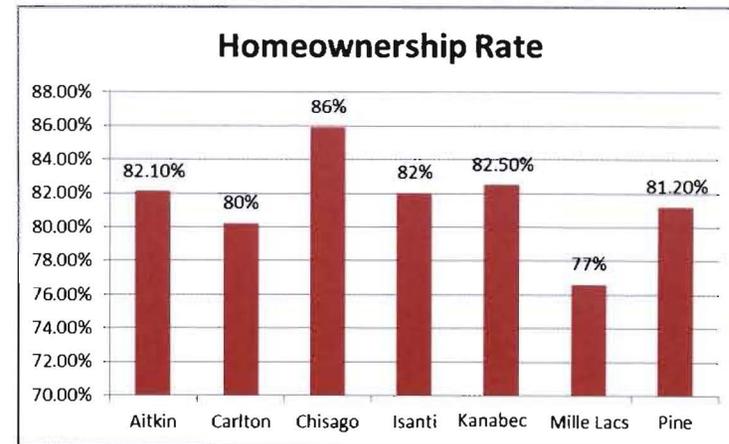
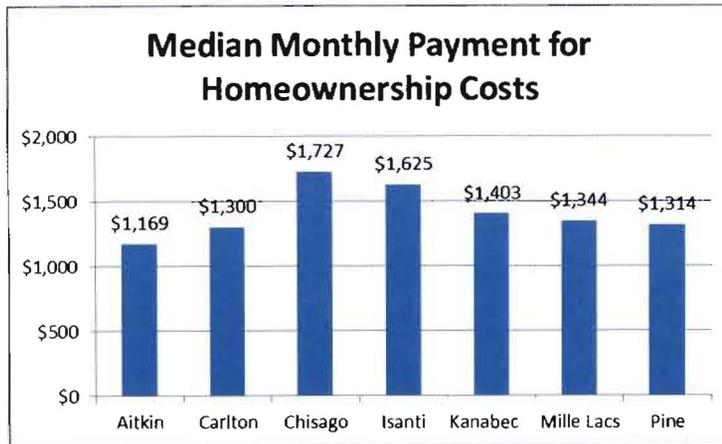
## Rental Market Demographics in East Central Minnesota (Continued)



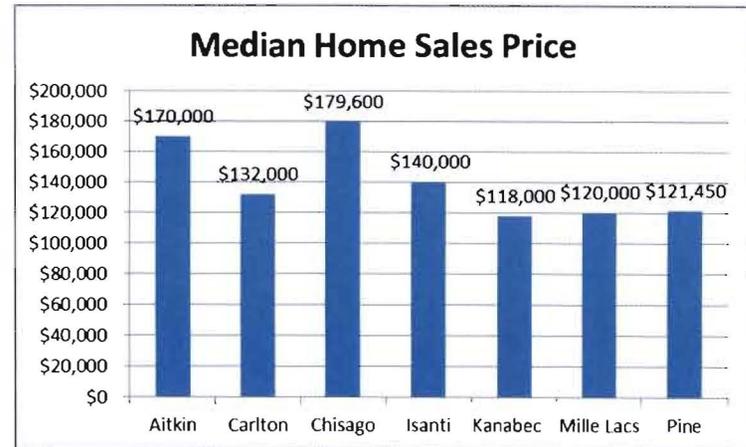
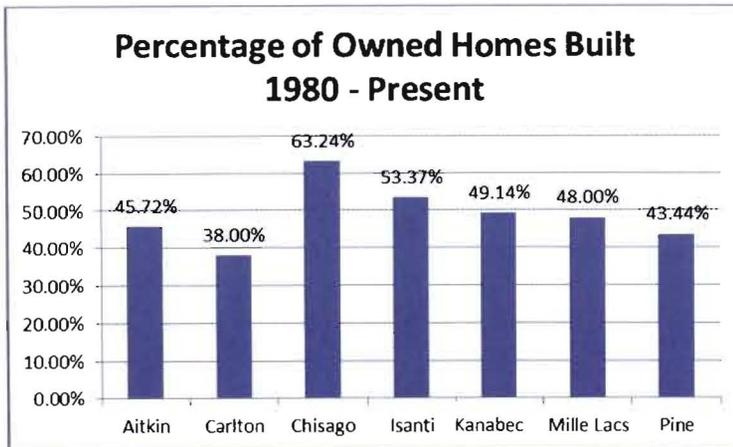
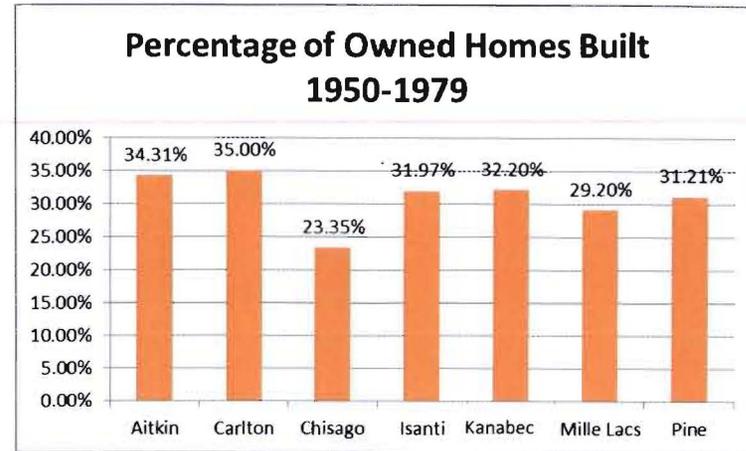
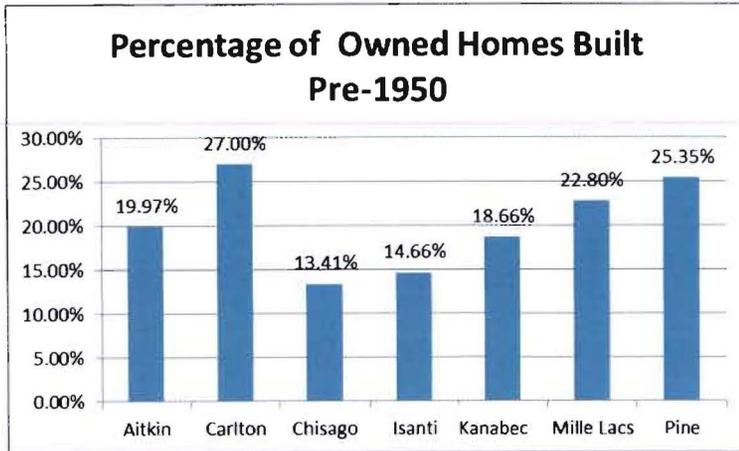
## Rental Market Demographics in East Central Minnesota (Continued)



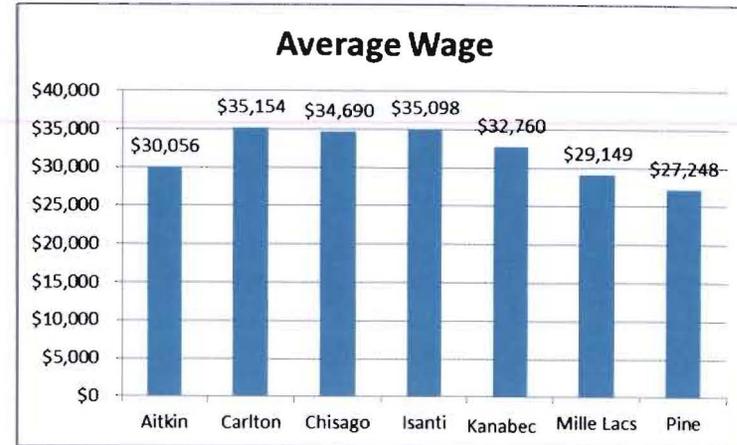
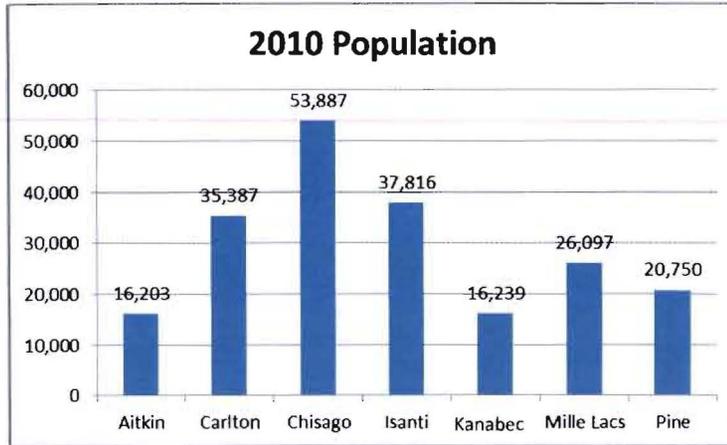
## Homeownership Demographics in East Central Minnesota

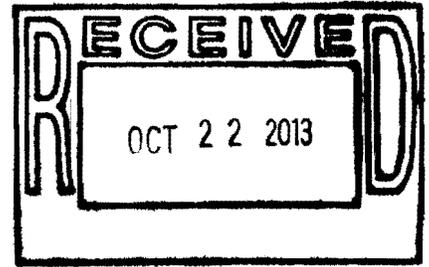


## Homeownership Demographics in East Central Minnesota (Continued)



## Demographics in East Central Minnesota





**PINE COUNTY HRA**  
**510 Fifth Street**  
**SANDSTONE, MN 55072**  
e-mail: [pinehra@ecenet.com](mailto:pinehra@ecenet.com)

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

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

October 17, 2013

David Minke  
Pine County Courthouse  
635 Northridge Drive NW #200  
Pine City, MN 55063

Subject: Reappointment of Pine County HRA Board of Directors Commissioner

Dear Mr. Minke:

Jan Oak's term will expire in October 2013. We respectfully request, with her approval, she be approved for reappointment to the Pine County HRA Board of Directors.

If there is anything else that you need please contact me at 320-245-5140.

Thank you,

  
Janice S. Gustafson  
Executive Director

## PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date:  November 5, 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: <b>Administrator's</b>	Date: October 30, 2013

On October 28, bids were open for snow plowing at the courthouse and John Wright building in Sandstone. The bids are for a 2-year term (2013/14 and 2014/15). The bid price represents the two-year total.

**Courthouse:**

1. Premier Outdoor Services--\$36,000
2. T&T sports & Lawn--\$45,000
3. Jones Construction--\$70,000
4. Jeff's Outdoor Services--\$39,900 (non-complaint, no addendum)

**John Wright Building**

1. MJP Enterprises--\$14,800

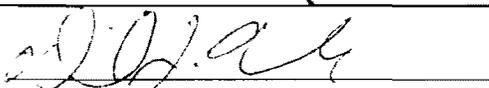
**Board Action Requested:** (Attach additional pages if needed)

Award the snowplow contract for the courthouse for the 2013/14 & 2014/15 snow season to Premier Outdoor Services in the amount of \$36,000 in accordance with the bid documents.

Award the snowplow contract for the John Wright building for the 2013/14 & 2014/15 snow season to MJP Enterprises in the amount of \$14,800 in accordance with the bid documents.

Supporting Documents: Attached None

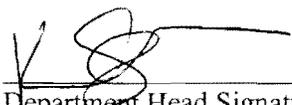
Signature:



David J. Minke, County Administrator

Date: October 30, 2013

## PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date:  November 5, 2013	Consent Agenda <i>(Please Circle)</i>  Regular Agenda Estimated Time: <i>(Please Circle)</i> <u>15 Min.</u> 10 Min.    15 Min. <small>Time needed</small> 30 Min.    45 Min.    1 hour
Department Requesting Action:  <b><u>Land Services</u></b>	<div style="display: flex; justify-content: space-between; align-items: center;">  <div style="text-align: right;">                         10/23/13  <small>Date</small> </div> </div> Department Head Signature

*In the upcoming years the Minnesota Department of Revenue will be requiring the Assessor and Auditor's offices to submit required information to them through a new "Property Record Information System of Minnesota (PRISM).*

*There will be costs associated with the computer software changes that will be necessary to accommodate this requirement. The Minnesota Legislature has authorized a grant in the amount of \$300,000 to be divided equally among the approved grantees to help with the implementation costs. Our specific cost at this time is unknown. The costs of the changes will be divided among the counties in the Minnesota Counties Computer Cooperative using our software, however the receipt of this grant will assist with those costs.*

**Board Action Requested:** (Attach additional pages if needed)  
*Authorize Board chair to sign grant application.*

Supporting Documents:    Attached    None

# MINNESOTA • REVENUE



## PRISM Implementation Grant Application

---

The Minnesota Legislature has authorized a grant to help counties pay their costs to implement PRISM. The total grant amount is \$300,000, to be equally divided among the approved grantees. [Minnesota Laws 2013, Chapter 142, Section 14]

### To qualify for the grant your county must:

- Complete the form below, signed by the county's board chairperson.
- Return the completed application to [PRISM.mdor@state.mn.us](mailto:PRISM.mdor@state.mn.us) by **Dec. 20, 2013**. (We will not accept, or consider, late applications for this grant.)
- Be current on all property tax data submissions at the time of application.

If you have questions, contact us at [PRISM.mdor@state.mn.us](mailto:PRISM.mdor@state.mn.us) or call 651- 556-6091.

County Name: Pine County  
Contact Person: Kelly Schroeder  
Title/Position: Land Services Director  
Phone Number: (320) 591-1634  
Email: Kelly.Schroeder@co.pine.mn.us

Describe how you plan to use these funds to implement PRISM.

The funds will be used to help offset costs that Pine County will incur from our software provider (Xerox) due to the programming changes necessary to implement PRISM.

County Board Chairperson

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

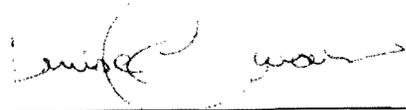
## PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date:  November 5, 2013	<b>Consent Agenda</b> <i>(Please Circle)</i>  Regular Agenda Estimated Time: <i>(Please Circle)</i> Time needed: 10 Min. 15 Min. 30 Min. 45 Min. 1 hour
---	--

Pine County Emergency Management would like to update the board on annual duties and recent information from HSEM.

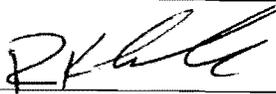
**Board Action Requested:**

I respectfully ask the Board for a few minutes to update them on Emergency Management plans and duties for the upcoming year.



Supporting Documents: Attached None

**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  November 5, 2013	Consent Agenda <i>(Please choose)</i>  Regular Agenda Estimated Time: <i>(Please Circle)</i> _____ 10 Min.    15 Min. Time needed 30 Min.    45 Min.    1 hour
Department requesting action:  <u>Sheriff</u>	<div style="text-align: center;">    <span style="font-size: 1.2em;">10-29-2013</span> </div> <hr/> Department Head Signature                      Date

**Item for Discussion:** (one form per item)

The Pine County Sheriff requests the Pine County Board of Commissioners approve and accept the yearly Emergency Management Performance Grant, from the State of Minnesota, in the amount of \$23,288.00.

The grant is intended to enhance Emergency Management in the County.

Matching funds in the amount of 23,288.00 are required. The match is provided through in-kind donation, of the percentage of time/task provided by the Sheriff, Chief Deputy and EM Coordinator on a daily basis.

Request the Pine County Board of Commissioners approve and accept this grant.

**Board Action Requested:** (Attach additional pages if needed)

Supporting Documents: Attached None

# MINNESOTA DEPARTMENT OF PUBLIC SAFETY



Alcohol  
and Gambling  
Enforcement

Bureau of Criminal  
Apprehension

Driver  
and Vehicle  
Services

Emergency  
Communication  
Networks

Homeland  
Security and  
Emergency  
Management

Minnesota  
State Patrol

Office of  
Communications

Office of  
Justice Programs

Office of  
Pipeline Safety

Office of  
Traffic Safety

State Fire  
Marshal



## Homeland Security and Emergency Management

445 Minnesota Street, Suite 223 • Saint Paul, Minnesota 55101-6223

Phone: 651.201.7400 • Fax: 651.296.0459

<http://hsem.dps.mn.gov>

October 28, 2013

COPY

Robin Cole, Sheriff and Emergency Management Director

Pine County

635 North Ridge Drv.N.W., Suite 100

Pine City, MN 55063,

Re: Grant # A-EMPG-2013-PINECO-00245

Dear Robin Cole:

I am pleased to announce that Pine County has been awarded a 2013 Emergency Management Performance Grant (EMPG) in the amount of \$23,288.00.

The grant agreement can be downloaded from your 2013 EMPG grant file in E-grants by using the following process: click on the "VIEW FORMS" button in the HSEM Application Menu page, scroll down to under the "Grant" heading and click on "Grant Agreement and Amendments" link, then follow the directions to print three copies of your county's 2013 EMPG grant contract.

Please have the authorized official(s) of your agency who have the legal authority to sign grant agreements sign each of the copies in "Box 2. Grantee", on page 2. A notice is attached that describes the contract signature requirements in MN Statutes. Please include any pertinent County Board Resolutions with the 3 signed grant agreements.

Please return the documents to:

Ann Kuzj, Grants Specialist  
Homeland Security & Emergency Management  
445 Minnesota Street, Suite 223  
St. Paul, Minnesota 55101-6223

If your grant award is \$100,000 or more, please sign and return the Certification Regarding Lobbying form that is attached.

If you have questions, please contact me by e-mail at [ann.kuzj@state.mn.us](mailto:ann.kuzj@state.mn.us), or by phone at 651-201-7422. Thank you.

Sincerely,

Ann Kuzj  
Grants Specialist

Attachments

EQUAL OPPORTUNITY EMPLOYER

# PLEASE READ

## Important Signature Requirements

**Legal authority for signing contracts for cities and counties is identified in statute.** If not signed by the office/official(s) identified in statute, the authority may be delegated by resolution from the city council or county board. If a resolution delegates to more than one person and if the word “**and**” is used between the names, then **all named individuals must sign**. If a resolution uses the word “**or**” between the names, then **either individual may sign** the contract.

**Statutory Cities:** MS. 412.201 Execution of instruments

“Every contract, conveyance, license or other written instrument shall be executed on behalf of the city by the mayor and clerk, with the corporate seal affixed, and only pursuant to authority from the council.”

<https://www.revisor.leg.state.mn.us/statutes/?id=412.201>

**Home Rule Charter Cities:** MS. 410. Minneapolis, St. Paul and Duluth are the three Home Rule Charter Cities, sometimes referred to as “Cities of the First Class”. All three cities pass Resolutions that name an office/official(s) as authorized to sign a contract.

**County Board:** MS. 375.13 Chair

“The county board, at its first session in each year, shall elect from its members a chair and a vice-chair. The chair shall preside at its meetings and sign all documents requiring signature on its behalf. The chair’s signature, attested by the clerk of the county board, shall be binding as the signature of the board. In case of the absence or incapacity of the chair, the vice-chair shall perform the chair’s duties. If the chair or the vice-chair are absent from any meeting, all documents requiring the signature of the board shall be signed by a majority of it and attested by the clerk.”

<https://www.revisor.leg.state.mn.us/statutes/?id=375.13>



<b>Minnesota Department of Public Safety ("State")</b> Homeland Security and Emergency Management Division 445 Minnesota Street, Suite 223 St Paul, Minnesota 55101	<b>Grant Program:</b> Emergency Management Performance Grant 2013  <b>Grant Agreement No.:</b> A-EMPG-2013-PINECO-00245
<b>Grantee:</b> Pine County 635 North Ridge Drv.N.W., Suite 100 Pine City, MN 55063	<b>Grant Agreement Term:</b> <b>Effective Date:</b> January 1, 2013 <b>Expiration Date:</b> December 31, 2013
<b>Grantee's Authorized Representative:</b> Robin Cole, Sheriff and Emergency Management Director 635 North Ridge Drv.N.W., Suite 100 Pine City, MN 55063 Phone: (320) 438-0273 Email: robin.cole@co.pine.mn.us	<b>Grant Agreement Amount:</b> Original Agreement \$23,288.00 Matching Requirement \$23,288.00
<b>State's Authorized Representative:</b> Ann Kuzj, Grants Specialist Homeland Security and Emergency Management Division 445 Minnesota Street, Suite 223 St Paul, Minnesota 55101 Phone: 651-201-7422 Email: Ann.Kuzj@state.mn.us	Federal Funding: CFDA 97.042 State Funding: None Special Conditions: None

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant agreement.

**Term:** Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2, whichever is later. Once this grant agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee will:  
Perform and accomplish such purposes and activities as specified herein and in the Grantee's approved Emergency Management Performance Grant 2013 Application ("Application") which is incorporated by reference into this grant agreement and on file with the State at 445 Minnesota Street, Suite 223, St Paul, Minnesota 55101. The Grantee shall also comply with all requirements referenced in the Emergency Management Performance Grant 2013 Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant agreement.

**Budget Revisions:** The breakdown of costs of the Grantee's Budget is contained in Exhibit A, which is attached and incorporated into this grant agreement. As stated in the Grantee's Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

**Matching Requirements:** (If applicable.) As stated in the Grantee's Application, the Grantee certifies that the matching requirement will be met by the Grantee.



**Payment:** As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

**Certification Regarding Lobbying:** (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

**1. ENCUMBRANCE VERIFICATION**

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

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**3. STATE AGENCY**

By: \_\_\_\_\_  
(with delegated authority)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Grant Agreement No. A-EMPG-2013-PINECO-00245 / PO # 3000023716

**2. GRANTEE**

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

By: \_\_\_\_\_

Title: Board Chair

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: County Administrator

Date: \_\_\_\_\_

Distribution    DPS/FAS  
                          Grantee  
                          State's Authorized Representative

Organization: Pine County

Budget Summary

EMPG: 2013 EMPG				
Budget Category	Award	Match		
Planning				
Communications	\$3,200.00	\$3,200.00		
<b>Total</b>	<b>\$3,200.00</b>	<b>\$3,200.00</b>		
Training				
Conferences and Training	\$3,000.00	\$3,000.00		
<b>Total</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>		
Equipment				
Equipment	\$17,088.00	\$17,088.00		
<b>Total</b>	<b>\$17,088.00</b>	<b>\$17,088.00</b>		
<b>Total</b>	<b>\$23,288.00</b>	<b>\$23,288.00</b>		
<b>Allocation</b>	<b>\$23,288.00</b>	<b>\$23,288.00</b>		
<b>Balance</b>	<b>\$0.00</b>	<b>\$0.00</b>		



**Pine County  
Public Works Department  
405 Airport Road NE  
Pine City, MN 55063**

**(320)216-4200  
(320)629-6736fax**

# Memo

**To:** Cathy Clemmer, County Auditor/Treasurer  
**From:** Mark A. LeBrun, County Engineer *MAL*  
**Date:** 9/26/2013  
**Re:** Schmedeke Lane

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Per your request I have put together the following estimates for improvements to Schmedeke Lane in Wilma Township.

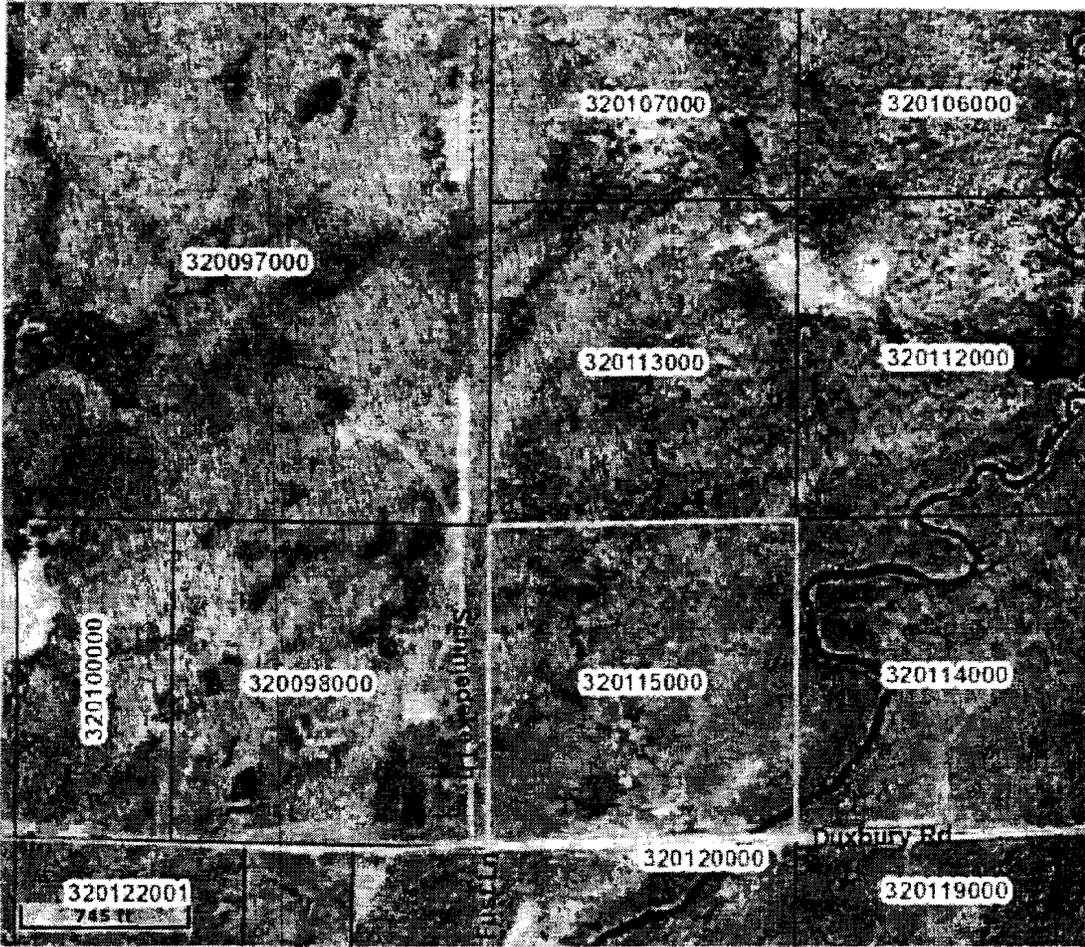
Estimate to improve the road to the requirements of Wilma Township:

Class 5	1,200 CY @ \$10/CY =	\$12,000
Culvert Repair/RipRap =		\$1,000
Pit Run	1,000 CY @ \$5/CY =	\$5,000
Equipment	80 hours @ \$100/hr =	<u>\$8,000</u>
	Total =	\$26,000

Estimate to improve the road as is with gravel:

Class 5	800 CY @ \$10/CY =	\$8,000
Culvert Repair/RipRap =		\$1,000
Misc. Ditch/Rock cleanup		<u>\$1,000</u>
	Total =	\$10,000

Date Created: 10/30/2013



Overview

Legend

- Roads**
- <all other values>
  - Interstate
  - Hwy
- Townships**
- Parcels**
- Parcels w/o Labels

<b>Parcel ID</b>	320115000	<b>Alternate ID</b>	n/a	<b>Owner Address</b>	GREENLY, BRUCE R VALERIE A BROWN-GREENLY 1724 121ST AVE NW #2 COON RAPIDS, MN 55448
<b>Sec/Twp/Rng</b>	12-42-17	<b>Class</b>	151 - SEASONAL RES REC		
<b>Property Address</b>	67249 DUXBURY RD SANDSTONE	<b>Acreage</b>	40.00		
<b>District</b>	n/a				
<b>Brief Tax Description</b>	Sect-12 Twp-042 Range-017 40.00 AC SOUTHWEST 1/4 OF SOUTHWEST 1/4 MICRO #399910,453213 (Note: Not to be used on final documents.)				

Last Data Update: 10/30/2013 10:54:00 AM

Beacon