

MINUTES OF PINE COUNTY BOARD MEETING
Regular Meeting

Tuesday, July 1, 2014, 1:00 p.m.
Public Health Building, Sandstone, Minnesota

County Administrator David Minke stated Chair Curt Rossow and Vice Chair Steve Chaffee were unable to attend today's meeting.

Motion by Commissioner Ludwig to nominate Commissioner Steve Hallan to conduct the meeting. Second by Commissioner Pangerl. Motion carried 3-0.

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

The Pledge of Allegiance was said.

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

Acting Chair Hallan requested the following revisions be made to the Agenda:

Additions to Consent Agenda:

Consideration of HHS contract

Additions to Regular Agenda:

Closed Session – Labor Negotiation Update

Commissioner Pangerl moved to approve the amended Agenda. Second by Commissioner Ludwig. Motion carried 3-0.

Commissioner Pangerl moved to approve the Minutes of the June 17, 2014 County Board Meeting and Summary for publication. Second by Commissioner Hallan. Motion carried 3-0.

Commissioner Pangerl moved to approve the Minutes of the June 24, 2014 Committee of the Whole meeting. Second by Commissioner Ludwig. Motion carried 3-0.

Minutes of Boards, Committees and Correspondence

ECRL Library Board Minutes – May 12, 2014

Commissioner Hallan moved to acknowledge the Minutes of Boards, Committees and Correspondence. Second by Commissioner Ludwig. Motion carried 3-0.

Commissioner Pangerl moved to approve the amended Consent Agenda. Second by Commissioner Ludwig. Motion carried 3-0.

CONSENT AGENDA

1. June, 2014 Disbursements

Approve Disbursements Journal Report, June 1, 2014 – June 30, 2014.

2. Board of Equalization

Approve Minutes of June 16, 2014 County Board of Equalization.

3. 2014 Solid Waste Hauler Licensure

Approve 2014 waste hauler license for Shamrock Trucking (Cloquet, MN), Jim's Mille Lacs Disposal (Milaca, MN), and Veit (Rogers, MN) and authorize Board Chair to sign license.

4. Donation

- A. Approve acceptance of \$52.59 donation from a citizen to a fund for payment of the care of seized animals.
- B. Approve acceptance of 450 stuffed teddy bears from the Mille Lacs Band (total value \$6,750).

5. Training

- A. Approve IT Supervisor Ryan Findell to attend the annual Minnesota County IT Leaders Association Conference, July 15-17, 2014, in St. Cloud. Registration paid for by MNCITLA. Hotel approximately \$200 for two-night stay.
- B. Approve Welfare Fraud Investigator Kari Rybak to attend the National Council on Welfare Fraud Conference, September 9-11, 2014, in Little Rock, Arkansas. Scholarship received for meals, accommodations and travel.

6. New Hire

Approve hiring of Social Worker Kristen Radzak-Schroeder, effective July 7, 2014, \$19.25 per hour, grade C-42.

7. Health and Human Services Contract

Approve Provider Agreement between PreferredOne Administrative Services, Inc. and Pine County Health and Human Services and authorize Board Chair to sign.

REGULAR AGENDA

1. Commissioner Updates

Snake River Watershed Joint Powers Board: Commissioner Pangerl stated the watershed district did not receive the grant they had applied for.

East Central Regional Development Commission: Acting Chair Hallan stated he was elected as vice-chair of the East Central Regional Development Commission.

AMC Subcommittee on Broadband: Acting Chair Hallan was unable to attend.

NLX: Commissioner Ludwig stated NLX formally acknowledged Pine County no longer in alliance.

Law Library: Commissioner Pangerl stated books were moved.

NE Regional Radio Board: Acting Chair Hallan stated that users and operators of the radios need to attend this meeting.

GPS 45:93: Commissioner Pangerl stated Sandstone Administrator Sam Griffith gave a hospital update.

Other: Acting Chair Hallan stated on June 25, 2014 Commissioner Pangerl, Administrator Minke, and he attended a public Pine City meeting to discuss options for the lease/purchase of the Pine Government Center by the City of Pine City.

2. Other

3. Upcoming Meetings

Upcoming meetings were reviewed.

4. Closed Session

Motion by Commissioner Ludwig to close the meeting in accordance with Minnesota Statutes §13D.03, Subd. 1(b) (labor negotiation). Second by Commissioner Hallan. Motion carried 3-0. The meeting was closed at 1:09 p.m. with the following present: Commissioners Hallan, Pangerl, and Ludwig; County Attorney Carlson; County Administrator Minke; Payroll and HR Specialist Matt Christenson; and County Engineer Mark LeBrun. Labor attorney Margaret Skelton and Commissioner Steve Chaffee were then contacted and in attendance via teleconference.

Motion by Commissioner Ludwig to open the meeting at 1:45 p.m. Second by Commissioner Pangerl. Motion carried 4-0.

5. Adjourn

With no further business, Acting Chair Hallan adjourned the county board meeting at 1:50 p.m. The next regular meeting of the county board is scheduled for July 15, 2014 at 10:00 a.m. at the Board Room, Pine County Courthouse, Pine City, Minnesota.

Stephen M. Hallan, Acting Chair
Board of Commissioners

David J. Minke, Administrator
Clerk to County Board

**SUMMARY
OF
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Stephen M. Hallan, Acting Chair
Board of Commissioners

David J. Minke, Administrator
Clerk to County Board

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

Sandstone Manor
510 Fifth Street
Sandstone, MN 55072

Finlayson Manor
6524 Broadway Street
Finlayson, MN 55735

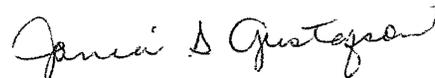
The special meeting of the Pine County HRA Senior Housing Board of Directors was held on May 22, 2014, at the Sandstone Manor. Commissioners of the HRA present were Board Chair Dorothy Stockamp, Cheri Drilling, Carl Steffen, and Greg Kvasnicka. Staff member present was Executive Director Janice Gustafson. Resident present was Michael Dickhausen and guest Marilyn Arnold (sister of Michael Dickhausen.) Commissioner Jan Oak was absent.

1. The meeting was called to order at 10:00 P.M. by Board Chair D. Stockamp.
2. Michael Dickhausen received a hand delivered letter dated May 15, 2014, in which he was informed his tenancy in Finlayson Manor #8 would be terminated on June 16, 2014. The eviction was a result of repeated lease violations which disrupted the livability at the Finlayson Manor and adversely affected the health, safety, and the rights of the other Finlayson Manor residents to peacefully enjoy the property. In accordance with HUD Regulations, M. Dickhausen had ten (10) days in which to request a meeting with the Board of Directors of the HRA to discuss his termination of tenancy. M. Dickhausen was entitled to be accompanied at the meeting by another person of his choice. The purpose of the special meeting was at M. Dickhausen's request to meet with the Board. M. Dickhausen's sister, Marilyn Arnold, was present.
3. J. Gustafson presented to the Board a written list of the dates starting on September 27, 2012, of issues that were discussed at the Board level regarding M. Dickhausen and the feeding of feral cats on the HRA property and the property owned by Dave Ristimaki which is adjacent to the HRA property. Ten dates between September 27, 2012, and April 23, 2014, were listed along with summarized details.
4. M. Dickhausen acknowledged feeding the cats in the past but was unable to admit to currently feeding the cats even though his termination letter included pictures dated May 8, 2014, of him feeding the cats. He apologized for causing so many problems and promised to stop feeding the cats but did not accept responsibility for having broken his word multiple times in the past and in the present. M. Dickhausen presented conflicting details of his releasing feral cats

from the live traps and of his continued feeding of the feral cats after he had guaranteed the HRA that he would not.

5. M. Arnold appeared to be unaware of the long term problems her brother was creating at the Finlayson Manor and indicated the City of Finlayson and the HRA were responsible for causing Michael to violate his lease. She admitted to buying the cat food for Michael and then denied he was feeding cats. She demanded evidence and was shown the pictures taken of Michael feeding the cats on the HRA property. At that point, she acknowledged the feral cat problem and the role her brother had in being responsible for the problem.
6. After extensive discussion, M. Arnold offered the HRA the following option— she would get power of attorney over Michael so she could manage his affairs and she would visit Michael once a week at the Finlayson Manor to ensure he was not violating his lease with the HRA. She said she would be at the HRA Board meeting on May 28, 2014, and would provide the power of attorney paperwork at that time. She offered this option in exchange for the HRA allowing Michael to continue to live at the Finlayson Manor.
7. M. Arnold and M. Dickhausen were asked to leave the room so the Board members could discuss the offer made by M. Arnold.
8. Two Board members agreed to accept the offer and allow M. Dickhausen to stay, one Board member was undecided and one Board member was against allowing him to stay. All Board members agreed a written agreement should be presented to M. Arnold and M. Dickhausen at the May 28, 2014, Board meeting for signature. The agreement would state the offer made by M. Arnold and the commitment made by M. Dickhausen to stop feeding feral cats on the HRA property in violation of his lease. The agreement would also state any further violation would result in final eviction; the HRA would show zero tolerance at that point.
9. M. Dickhausen and M. Arnold were told by Board Chair D. Stockamp the final decision was pending and would be made at the May 28, 2014, Board meeting.
10. A motion was made by Board Chair D. Stockamp and was seconded by C. Drilling to adjourn the meeting at 1:45 P.M. Motion carried: Yeas 4, Nays 0.


Dorothy Stockamp
HRA Board Chair


Janice S. Gustafson
Executive Director

PINE COUNTY HRA SENIOR HOUSING

510 Fifth Street Office

Sandstone, MN 55072

(320) 245-5140

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

The regular meeting of the Pine County HRA Senior Housing Board of Directors was held on May 28, 2014, at the Finlayson Manor. Commissioners of the HRA present were Board Chair Dorothy Stockamp, Jan Oak, Carl Steffen, and Greg Kvasnicka. Staff members present were Executive Director Janice Gustafson and Resident Manager Susan Blake. Commissioner Cheri Drilling and Resident Manager Evelyn Yocum were absent. Finlayson Manor residents present were Michael Dickhausen, Nancy Miller, Linda Noel, and Gretchen Harvey. Guest Marilyn Arnold, sister of Michael Dickhausen, was present.

1. A special closed session of the HRA Board of Directors was called to order at 1:45 P.M. by Board Chair D. Stockamp.
 - a) The Board went into closed session with Michael Dickhausen and Marilyn Arnold to discuss the eviction of Michael Dickhausen for repeated and continual lease violations regarding the feeding of feral cats on Finlayson Manor property.
 - b) On May 22, 2014, in a special meeting requested by Michael Dickhausen, Marilyn Arnold offered the HRA the option of her getting power of attorney over Michael and visiting Michael once a week at the Finlayson Manor to ensure he was not violating his lease with the HRA. She offered this option in exchange for the HRA allowing Michael to continue to live at the Finlayson Manor.
 - c) The HRA prepared a written agreement citing the options she had offered. However, when she read the written agreement she stated the options were unreasonable and demanded to know why the HRA was putting an undue burden on her. The Board members reminded her she offered these options—the HRA had not requested them.
 - d) M. Dickhausen and M. Arnold signed the agreement and then she stated she was unprepared. On May 22, 2014, she said she would present to the Board the power of attorney paperwork at the May 28, 2014, Board meeting. She now asked for an extension of time until June 30, 2014, to

obtain the power of attorney. The Board agreed to extend the deadline until June 15, 2014.

- e) The Board members and the Executive Director refused to sign the agreement until M. Arnold and M. Dickhausen fulfilled their part of the agreement. The eviction is still pending.
 - f) The Board adjourned the closed session 2:15 P.M.
2. The Board went into open session 2:16 P.M. and the Pledge of Allegiance was said.
 3. The HRA Board minutes from April 23, 2014, 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.
 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 G. Kvasnicka 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 two vacancies at the Sandstone Manor and one vacancy at the Finlayson Manor. Paperwork is being processed on a prospective resident for one of the vacancies at the Sandstone Manor.
 - b) Extensive clean-up work has taken place at the Finlayson Manor to resolve issues related to the feral cat problem. The parking lot, garbage shed and the sidewalks have been pressure washed and more lime has been spread on the lawn and the areas where the feral cats were being feed. Over thirty feral cats have been live trapped and removed from the property.
 - c) The revised Pet Policy has been distributed to all HRA residents.
 7. New Business.
 - a) The HUD REAC inspection is scheduled for July 16, 2014. This inspection is routine and is conducted by HUD every three years.

- b) The HRA has received the yearly contract paperwork from HUD. The posting to the residents of the proposed HUD change to the market rate of rent will be done June 1, 2014.

8. Resident Managers' Reports.

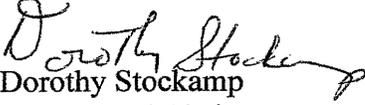
- a) Finlayson Manor. S. Blake reported the residents are pleased the feral cat problem is being resolved and everything is going well at the Finlayson Manor.
- b) Sandstone Manor. E. Yocum was unavailable.

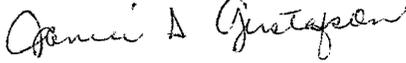
9. Resident Comments/Questions.

- a) Nancy Miller, FM #1, wants to know why there isn't a bench in the front of the building next to the flag pole. J. Gustafson responded the old bench was personally owned by FM #5 resident and was thrown away when it went into disrepair. The HRA then purchased four additional lawn chairs for resident use; however, the HRA doesn't have a problem with purchasing a bench.
- b) Linda Noel, FM #9, asked for an exception to the pet policy which states the pet leash cannot be retractable. A motion was made by Board Chair D. Stockamp and was seconded by C. Steffen the pet policy be changed to "leash no longer than six feet"—the word retractable will be removed. Motion carried: Yeas 4, Nays 0.
- c) Gretchen Harvey, FM #11, asked the pet policy be changed to allow for the feeding of birds. The pet policy prohibits residents from feeding or harboring any/all stray animals, fowl, etc. After extensive discussion, the Board informed G. Harvey the pet policy would remain as written.

10. Motion was made by C. Steffen and was seconded by G. Kvasnicka to adjourn the meeting at 3:05 P.M. Motion carried: Yeas 4, Nays 0.

11. The next HRA Board meeting is scheduled for June 25, 2014, 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

Page 1 of 2 Pages

June 2014

CSAH 21 T41N and T42N R19W, set GPS control, tie out and GPS PLSS corners, compute corner search area, excavate to search for original corner evidence, update files.

CSAH 30 T42N R19W, set GPS control, tie out and GPS PLSS corners and private corners, update files.

CSAH 29 T42N R20W Section 14, set GPS control, tie out and GPS PLSS corners, compute corner search areas, excavate to search for original corner evidence, update files.

CSAH 41 T44N R20W and R21W, set GPS control, set, tie out and GPS PLSS corners and private corners, compute corner search areas, excavate to search for original corner evidence, update files.

CSAH 23 T38N R21W, compute corner search area, excavate to search for original corner evidence, update files.

CR 171 T44N R17W, research records, set GPS control, set, tie out and GPS PLSS corners, update files.

CSAH 22 T43N R18W, excavate to search for original corner evidence, update files.

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

June 2014

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 as needed.

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

A handwritten signature in black ink, appearing to read "R. T. Mathews". The signature is stylized with a large, sweeping horizontal stroke at the end.

Robin T. Mathews, Pine County Surveyor

The Pine County Soil and Water Conservation District Board of Supervisors held their monthly meeting on Thursday, June 5, 2014.

Members Present:

Doug Odegard
Skip Thomson
Jerry Telker

Others Present:

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

Members Absent: Joe Luedtke, Tom Swaim

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

PUBLIC COMMENT: Don Slama talked about water testing for sediment and phosphorus after heavy rains.

APPROVAL OF AGENDA:

Motion by Telker, seconded by Odegard to approve the agenda.

Motion carried

MAY MINUTES:

Motion by Telker, seconded by Odegard to approve the May minutes.

Motion carried

MAY FINANCIAL STATEMENTS AND PAYMENTS OF BILLS:

Motion by Odegard, seconded by Telker to approve the May financials and payment of bills including a \$15,000 and a \$7,500 transfer.

Motion carried

STAFF/SUPERVISOR REPORTS:

Wetlands & Grants:

- Bob Bouten/Bob Korth: Is this two separate projects or a continuation of the first project?
Motion by Odegard, seconded by Telker to declare this two separate projects.
Motion carried.
- MLBO Laundry Facility: Motion by Odegard, seconded by Telker to approve the laundry facility delineation.
Motion carried
- MLBO Medical Building: Motion by Telker, seconded by Odegard to approve the medical building delineation.
Motion carried.

Water Management:

- Martin attended a meeting with staff from Snake River to discuss grants. They will apply for an accelerated implementation grant to the watershed.
- On May 30th, the Lions club planted plants in Robinson Park in Sandstone to replace the ones that were ripped out 1-2 years ago.
- Askov Rain Garden is part of our clean water grant. It appears this part of the grant will not be installed. A location was finally settled on, but maintenance of the rain garden is an issue that cannot seem to be resolved.

Forestry:

- Telker stated the meeting was held on May 15th. Jason Weinerman (BWSR) is looking for a grant for a forester for Areas 3 & 8.

ECRL:

- The meeting was postponed.

TSA III

- No meeting in May. The next meeting will be in June.

Snake River Citizen Advisory Committee:

- No meeting.

Exploratory

- There will be a meeting to discuss forestry on June 10th.

Personnel/ Policy

- No meetings in April.

Budget

- Discussed platbooks and vehicles

Trees/Envirothon/Newsletter:

- Nothing at this time.

DISTRICT CONSERVATIONIST REPORT:

Have 15-16 applications in EQIP. Finished CSP signup, but had 0 applications. CRP signup starts June 9th. Have a number of soil temp sensors that will gather data throughout the growing season. There are about 40 in our area. At the end of the summer, they will retrieve the data. By that time they should have about 90 days worth of data.

FLOOD RELIEF GRANT UPDATE:

Carlier stated there is nothing new at this time.

DISTRICT COST SHARE PROGRAM POLICY:

Carlier stated she brought this in back in February. The FY2014-2015 state cost share program has a new stipulation in the grant that each district must approve their own cost share policy before any monies can be encumbered. The draft was discussed with minor changes made to it.

Motion by Telker, seconded by Odegard to approve the Cost Share Program Policy as edited.

Motion carried.

STATE COST SHARE:

Wewers: FY13-1 Shoreline stabilization project on Island Lake. Engineers cost estimate is \$8,638.00. 75% cost share = \$6,478.50.

Motion by Telker, seconded by Odegard to approve FY13-1 Bob Weweres shoreline stabilization project at an estimated cost of \$6,478.50.

Motion carried

Jorgenson: FY13-2 Shoreline and roadside stabilization on Net Lake. Engineer's cost estimate is \$6000. 75% cost share = \$4,500.00.

Motion by Odegard, seconded by Telker to approve FY13-2 Steve Jorgenson's shoreline and roadside stabilization project at an estimated cost of \$4,500.00.

Motion carried

Pearson: A project was approved and installed last fall. Carlier received an email a couple weeks ago that part of the project failed. Carlier provided a brief summary with pictures of the project. Carlier gave background information on the project and its failure. The question to the board is: does the district want to cost share on repairing the project? Or does the district want Pearson to pay for the repairs himself? Per the original cost share contract, the project does need to be repaired per the engineer's design. If we choose to enter into another contract with the landowner, we do not have to cost share at 75%; we can cost share at a lesser percentage if the board chooses to do so.

Motion by Odegard, seconded by Telker to approve cost sharing on the Pearson repair project at a rate of 65%.

Motion carried.

CLEAN WATER GRANTS:

Nothing this month.

PLATBOOKS:

Carlier is recommending the district drop the price on platbooks. They are currently selling for \$50 each. The books are 2011, and there are currently no plans to do a new book. The older they get, the less they sell. Carlier is recommending \$30, but would happily accept anything lower than that as well. Carlier also recommends this price change being effective immediately.

Motion by Odgard, seconded by Telker to approve dropping the price of the 2011 platbook to \$25, effective immediately.

Motion carried.

MISC ITEMS:

- **Cross Lake:** The situation has come up again. Carlier has been onsite with the lake association to see the impact of all the heavy rains. Carlier will be talking with the 2 landowners on the lake, as well as trying to meet with the farmer to discuss options. Carlier is just letting the board know that this is popping up again, and she is working on it.
- **Policy Change:** There is a policy that says registration fees are paid for by supervisors to attend meetings like the resolution meeting. Carlier recommends that we switch it back to the district paying for the registrations for meetings. However if the district pays for a registration fee and the supervisor doesn't attend the meeting, the supervisor will reimburse the district.
Motion by Odegard, seconded by Telker to approve changing the policy to say the district will pay for registration fees for supervisors, however if a fee is paid and the supervisor does not attend the meeting, the supervisor will reimburse the district.

Motion carried.

- Last fall the board discussed going out in the field to view some projects that have been worked on. We will try to set up a site visit at the July meeting that works for all supervisors.

NEXT MEETING DATE & TIME:

The next district board meeting will be held on Thursday, July 10, 2014 at **5:02 p.m.**

ADJOURNMENT:

The meeting adjourned at 5:17 p.m.

Respectfully submitted,

Joe Luedtke, Secretary