

AGENDA

PINE COUNTY BOARD MEETING

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

Tuesday, May 21, 2013, 10:00 a.m.
Boardroom, Pine County Courthouse, Pine City, 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 May 7, 2013 board meeting and Summary for publication.
- F) Minutes of Boards, Committees and Correspondence
 - Pine County Soil & Water Conservation District Board Meeting Minutes – April 4, 2013
 - East Central Regional Library Board Minutes – April 8, 2013
- G) Approve Consent Agenda

CONSENT AGENDA

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

1. Review April, 2013 Cash Balance (attached)

Fund	April 30, 2012	April 30, 2013	Increase(Decrease)
General Fund	-\$1,142,806.89	-\$1,098,096.81	\$44,710.08
Health and Human Services Fund	\$1,316,896.90	\$833,714.10	(\$483,182.80)
Road and Bridge Fund	\$7,240,378.19	\$5,559,148.29	(\$1,681,229.90)

Land Management Fund	1,046,751.86	\$1,631,927.33	\$585,175.47
TOTAL (inc non-major funds)	12,649,034.22	10,248,547.10	(\$2,400,487.12)

2. Applications for Abatement:

Consider:

- a. Gregory Clark, 27966 Oak Bend Way, Sturgeon Lake, PID 31.0221.001, pay 2013
- b. Eunice Olson, 38396 Warloe Road, Moose Lake, PID 33.0104.000, pay 2013
- c. Marlen & Annette Anderson, 94132 Partridge Rd. No., Sturgeon Lake, PID 33.0004.000, pay 2013
- d. Western Bank, 608 Fire Monument Rd., Hinckley, PID 40.0005.024, pay 2011 & 2012
- e. Steve & Lisa Hosna, 45714 Dove Rd., Hinckley, PID 15.0030.000, pay 2013

3. Application for Premises Permit

Consider application for Pokegama Lake Association to conduct Minnesota lawful gambling at Beroun Saloon, 24715 Main St., Beroun (Mission Creek Twp.)

4. Donation

- A. Accept \$2,500 donation from Wal-Mart Foundation and designate to the Pine County Sheriff's Office K-9 program; to be used to help offset expense of canine program.
- B. Accept \$2,500 donation from Wal-Mart Foundation; to be used to help offset the expense of the volunteer posse.

5. Awards

The Pine County Sheriff presents the following awards:

- Dispatcher Marcella Danielson: Award of Merit
- Office Manager Denise Baran: Award of Commendation
- Chief Deputy Steve Blackwell: Medal of Merit

No board action required.

6. Training

Consider County Administrator David Minke to attend the Economic Development Association of Minnesota summer conference, June 26 – 28, 2013, Duluth. Registration \$395; lodging (2) nights, \$295; mileage \$98; total cost: \$788. Attendance at this conference will support the board's goal of increasing county activity with economic development. Funds are available in the 2013 Administrator's budget.

7. New Hire

- A. Authorize the hiring of 4-H Summer Assistant Jessica Fischer, effective June 3, 2013, \$11.62 per hour, grade A13, step 1 (at a cost not to exceed \$4,000).
- B. Authorize the hiring of part-time Corrections Officers Sara Anderson, effective May 23, 2013, pending completion of pre-employment screenings, \$16.04 per hour, B-23.

- C. Authorize the hiring of part-time Corrections Officers Michael Ledin, effective May 23, 2013, pending completion of pre-employment screenings, \$16.04 per hour, B-23.

REGULAR AGENDA

1. Personnel Committee

The Personnel Committee met May 14, 2013 and made the following recommendations (Minutes attached):

A. Sheriff's Office

- Accept the resignation of Deputy Sheriff Noah Heiller, effective May 11, 2013.
- Authorize promotion of two part-time deputy sheriffs to full-time.
- Authorize the backfill of two full-time deputy sheriff positions.
- Ratify the Pine County Sheriff's Office staffing levels for 2013 and 2014 at 31.

Sheriff Cole requested to address the board regarding personnel staffing levels.

B. Highway Department

- Accept the retirement of Highway Maintenance Worker Greg Museum, effective May 3, 2013, and authorize internal replacement and external backfill.
- Authorize the transfer of Maintenance Engineer Shawn Linnell to previous position of Engineer Technician III per AFSCME contract, effective May 27, 2013. Maintenance Engineer position will remain vacant.
- Authorize termination of probationary employee Engineer Technician III Richard Reineccius, effective May 24, 2013.
- Authorize internal advertisement for Highway Maintenance Supervisor, Sandstone.
- Authorize advertising for (2) vacant highway maintenance workers prior to August 1, 2013.

C. Land and Zoning Department

Approve reorganization structure of Land and Zoning Department:

- County forester: report to county auditor.
- Creation of Land Services Director position and promote Kelly Schroeder to position.
- Eliminate Land & Zoning Administrator position.
- Creation of Senior Environmental Technician/Zoning Administrator position– to report to Land Services Director.
- Eliminate one of two Environmental Technician positions (opportunity for promotion) remaining technician

- Creation of Senior Appraiser position.
- Reclassification of deputy assessor.

D. Administrator's Office

- Approve six month probationary period performance pay increase for Administrative Assistant Debbie Gray from \$15.12 per hour to \$16.87 per hour effective May 9, 2013.

Other items are for information only.

2. NLX

Presentation by Ken Buehler, Executive Director "The Depot"

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

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

4. East Central Solid Waste Commission

Approve Resolution 2013-21, approving contract between Pine County and East Central Solid Waste Commission; authorize Board Chair and County Administrator to sign. This will allow ECSWC, on Pine County's behalf, to update and resubmit our Solid Waste Management Plan.

5. Final Payment – Hardrives, Inc.

Approve final payment to Hardrives, Inc. in the amount of \$20,445.16 for Contract #1202 related to:

CP 058-040-001, located on CSAH 40; between CSAH 52 and CSAH 46

CP 058-051-001, located on CSAH 51; between CSAH 50 and Carlton CSAH 10

CP 058-052-001, located on CSAH 52; between CSAH 40 and Edgewood Road

6. Award Bid for Contract #1301

Award bid for Contract #1301 to Tri-City Paving, Inc. for the following:

SAP 058-611-013, located on CSAH 11, from County Line to CSAH 61.

7. Award Bid for Contract #1302

Award bid for Contract #1302 to lowest responsible bidder as determined by the County Engineer for the following:

SAP 058-641-016, located on CSAH 41, from Aitkin CSAH 2 to 2.5 miles east

8. Health and Human Services Director Position Recruitment

9. Veteran's Service Officer Vacancy

10. Commissioner Updates

11. Other

12. Upcoming Meetings

- a. **Technology Committee Meeting, Tuesday, May 21, 2013, 8:30 a.m.,**
Commissioner Conference Room, Pine County Courthouse, Pine City, Minnesota.
- b. **Pine County Board Meeting, Tuesday, May 21, 2013 10:00 a.m.,** Boardroom,
Pine County Courthouse, Pine City, Minnesota.
- c. **Pine County Health and Human Services Meetings, Tuesday, May 21, 2013,**
to commence after Pine County Board Meeting, Boardroom, Pine County
Courthouse, Pine City, Minnesota.
- d. **Highway 70 Road Tour, May 24, 2013, 10:00 a.m.,** Rock Creek City Hall.
- e. **Committee of the Whole – Economic Development, June 4, 2013, 10:00 a.m.,**
Public Health Building, Sandstone, Minnesota.
- f. **Pine County Board Meeting, Tuesday, June 4, 2013, 1:00 p.m.,** Public Health
Building, Sandstone, Minnesota.
- g. **Facilities Committee Meeting, Wednesday, June 5, 2013, 9:00 a.m.,**
Commissioner Conference Room, Pine City, Minnesota.

13. Adjourn

MINUTES OF PINE COUNTY BOARD MEETING

Regular Meeting

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

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

The Pledge of Allegiance was said.

Chair Hallan called for public comment. Charlie Rike and Jeanne Larson expressed their support of the Northern Lights Express.

Chair Hallan requested the following revisions to the Regular Agenda:

Remove #2

Add #5A: Addition of two parcels to 2013 Land Auction and authorization to conduct appraisals and miscellaneous preparations.

Add #5B: Resolution to classify tax forfeited land.

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

Commissioner Rossow moved to approve the Minutes of the April 16, 2013 board meeting and Summary for publication. Second by Commissioner Chaffee. Motion carried 4-0.

Commissioner Pangerl moved to approve the Minutes of the April 25, 2013 Special Meeting – Special Election. Second by Commissioner Rossow. Motion carried 4-0.

Minutes of Boards, Committees and Correspondence

East Central Regional Library Board Minutes – March 11, 2013

Pine County HRA Senior Housing Regular Meeting Minutes – February 27, 2013

Pine County HRA Senior Housing Special Meeting Minutes – March 15, 2013

Pine County HRA Senior Housing Regular Meeting Minutes – March 27, 2013

Pine County Land Surveyor Monthly Report – April, 2013

Commissioner Chaffee moved to acknowledge the Minutes of Boards, Committees and Correspondence. Second by Commissioner Rossow. Motion carried 4-0.

Commissioner Chaffee moved to approve the Consent Agenda. Second by Commissioner Pangerl. Motion carried 4-0.

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. **April 2013 Disbursements**

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

2. **Resolution for Repurchase of Tax Forfeited Land**

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

3. **Extension Committee**

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

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

4. **DOC Caseload/Workload Subsidy**

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

5. **DOC REAM Grant**

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

6. **Hazard Mitigation Program – Sturgeon Lake Township**

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

7. **New Hire**

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

8. **Training**

- A. Approve Administrative Assistant Roxanne to attend the 4H Northeast (NE) Regional Conference and FairPlus! Training, April 30 – May 1, 2013, Grand Rapids. No fee for training; hotel cost \$77.00 (1 night).
- B. Approve Deputy County Assessor Troy Stewart and Property Appraiser Jenny Mansavage to attend the Minnesota Association of Assessing Officers summer seminars May 22-23, 2013, St. Cloud. Total cost \$320 (funds available within the Assessor's 2013 budget).
- C. Approve Probation Agents Amber Chase, Jeremie Reinhart and Travis Fisher to attend the MACPO (Minnesota Association of County Probation Officers) training event, May 22-23, 2013, Breezy Point. Registration \$165 per person, Tuesday night accommodations \$53.44 per room, Wednesday/Thursday meal and accommodation package \$146 per person double occupancy. Total cost of \$986.44 plus any applicable taxes and mileage). Funds are available in the 2013 probation budget.

REGULAR AGENDA

1. **Facilities Committee.**

Pine County Facilities Committee (Special Meeting) met April 16, 2013. Board action taken at April 16, 2013 board meeting. No additional board action necessary.

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

Removed from Agenda.

3. **National Correctional Officers' Week**

The board recognized the correctional officers and employees for their excellent work in the supervision and operations of the jail.

Motion by Commissioner Pangerl to approve Resolution 2013-16 recognizing Correctional Officers and Correctional Employees in Pine County and authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 4-0.

4. **Equipment Rental Bids**

Discussion was had as to duration of equipment bids and change in rates for equipment rental from last year; Administrator Minke to follow up with information.

Motion by Commissioner Pangerl to accept the equipment rental bids as presented. Second by Commissioner Chaffee. Motion carried 4-0.

5. Land Purchase

Forester Greg Beck provided information as to the purchase of a 5-acre parcel from Crystal Hennein, purchase price of \$5,000 together with closing costs. The purchase of this property will improve the access to the 48 acres of county tax-forfeited land managed by Pine County along Dollar Lake Road, increasing the salability and value of the property. The assessor property value is \$5,700. Funds are available in the 2013 land budget.

Motion by Commissioner Rossow to purchase a 5-acre parcel from Crystal Hennein for a purchase price of \$5,000 together with closing costs. Second by Commissioner Pangerl. Motion carried 4-0.

5A. Addition to Land Auction

Forester Greg Beck requested the addition of two parcels to the 2013 land auction and for the authorization to conduct appraisals and miscellaneous preparations.

Motion by Commissioner Hallan to add Parcel 1: City of Rock Creek (PID 43.0375.000) and Parcel 2: Arna Township (PID 02.0298.001) to the 2013 land auction and to conduct appraisals and preparations. Second by Commissioner Chaffee. Motion carried 4-0.

5B. Tax Forfeit Land Sale Tract Classification and Distribution

Forester Beck provided information as parcel PID 43.0375.000 not having previously been offered for sale and requests to classify as non- conservation. Beck also indicated he would need to obtain approval from the DNR for the sale of said parcel.

Motion by Commissioner Chaffee to approve Resolution 2013-20, 2013 Pine County Tax-Forfeited Land Classification (Non Conservation) and Distribution, and authorize Board Chair and County Administrator to sign. Second by Commissioner Rossow. Motion carried 4-0.

6. County-Issued Credit Card Policy

Discussion was held regarding the lack of a written credit card policy. Auditor-Treasurer Cathy Clemmer stated a written policy would (1) ensure internal controls, (2) limit County liability for inappropriate issue, (3) provide a convenient credit method, (4) minimize the number of county-issued credit cards used in the county, and (5) increase productivity, flexibility and efficiency. Cards are not to be used for personal reasons. Any charges incurred must be submitted to Auditor-Treasurer's office with supporting documentation and receipts by pay date.

Motion by Commissioner Rossow to approve Resolution 2013-19 Approving Limited Use of County Issued Credit Cards and Policy. Second by Commissioner Chaffee. Motion carried 4-0.

7. Committee Vacancy

The following appointments were made to fill Commissioner Carlson’s committee vacancies (**bold** represents appointment as of May 7, 2013):

A. <u>Committee/Boards</u>	2013 Representative	2013 Alternate
AMC Committee – Transportation & Infrastructure	Hallan	
Central MN Jobs and Training Service	Hallan*	Rossow
Fiber-Optic Joint Power Board	Hallan	Pangerl
NLX	Chaffee*	Hallan
Rushline Corridor Task Force	Chaffee*	Hallan
Facilities Committee	Pangerl/ Rossow	
Government Operations	Rossow/ Chaffee	
Methamphetamine Task Force	Rossow/ Pangerl	
Negotiations (Labor Relations Committee)	Chaffee/ Rossow	
Transportation Committee	Rossow/ Hallan	

*Previously alternate

B. Strategic Planning Goal Assignment:

Goal: Legislative Affairs

Assigned to: Steve Hallan

Goal: Economic Development

Assigned to: Mitch Pangerl, Steve Hallan

C. Motion by Commissioner Pangerl to appointment Commissioner Rossow as vice-chair of the Pine County Board of Commissioners. Second by Commissioner Chaffee. Motion carried 4-0.

8. Economic Development Update

Chair Hallan provided an overview of the economic futures workshop and development meetings held and commented on the economic impact that agriculture has in our county. Discussion was held regarding Pine County’s future development and necessary staffing related to economic development and the role Pine County should play. Suggestion was made to schedule a Committee of the Whole meeting to discuss these topics further.

A Committee of the Whole meeting has been scheduled for June 4, 2013 at 10:00 a.m. at the Public Health Building, Sandstone. Commissioner Pangerl requested

that Jordan Zeller - ECRDC and Chisago County MRA-EDA Nancy Hoffman be present.

9. Commissioner Updates

None.

10. Other

Commissioner Chaffee inquired as to the possibilities of combining related board/committee meetings.

Commissioner Pangerl inquired as to the rescheduling of the facilities committee meeting to either immediately before or immediately after the county board meeting. Chair Hallan had no objection; committee can set the time.

11. Upcoming Meetings

- a. **Pine County Board Meeting, Tuesday, May 7, 2013, 1:00 p.m.**, Public Health Building, Sandstone, Minnesota.
- b. **Personnel Committee Meeting, Tuesday, May 14, 2013, 9:00 a.m.**, Commissioner Conference Room, Pine City, Minnesota.
- c. **Technology Committee Meeting, Tuesday, May 21, 2013, 8:30 a.m.**, Commissioner Conference Room, Pine County Courthouse, Pine City, Minnesota.
- d. **Pine County Board Meeting, Tuesday, May 21, 2013 10:00 a.m.**, Boardroom, Pine County Courthouse, Pine City, Minnesota.
- e. **Pine County Health and Human Services Meetings, Tuesday, May 21, 2013, to commence after Pine County Board Meeting**, Boardroom, Pine County Courthouse, Pine City, Minnesota.
- f. **NLX meeting, Wednesday, May 22, 2013, 9:30 a.m.** Boardroom, Pine County Courthouse, Pine City, Minnesota.
- g. **Committee of the Whole – Economic Development, June 4, 2013, 10:00 a.m.**, Public Health Building, Sandstone.

12. Adjourn

With no further business, Chair Hallan adjourned the county board meeting at 2:00 p.m. The next regular meeting of the county board is scheduled for May 21, 2013 at 10:00 a.m. at the Boardroom, Pine City, Minnesota.

David J. Minke, Administrator
Clerk to County Board

Stephen M. Hallan, Chair
Board of Commissioners

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

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

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

The Pledge of Allegiance was said.

Chair Hallan called for public comment. Charlie Rike and Jeanne Larson expressed their support of the Northern Lights Express.

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

Commissioner Rossow moved to approve the Minutes of the April 16, 2013 board meeting and Summary for publication. Second by Commissioner Chaffee. Motion carried 4-0.

Commissioner Pangerl moved to approve the Minutes of the April 25, 2013 Special Meeting – Special Election. Second by Commissioner Rossow. Motion carried 4-0.

Minutes of Boards, Committees and Correspondence
East Central Regional Library Board Minutes – March 11, 2013
Pine County HRA Senior Housing Regular Meeting Minutes – February 27, 2013 and
March 27, 2013
Pine County HRA Senior Housing Special Meeting Minutes – March 15, 2013
Pine County Land Surveyor Monthly Report – April, 2013

Commissioner Chaffee moved to acknowledge the Minutes of Boards, Committees and Correspondence. Second by Commissioner Rossow. Motion carried 4-0.

Commissioner Chaffee moved to approve the Consent Agenda. Second by Commissioner Pangerl. Motion carried 4-0.

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

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

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

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

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

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

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

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

Approve Administrative Assistant Roxanne to attend the 4H Northeast (NE) Regional Conference and FairPlus! Training. No fee for training; hotel \$77.00.

Approve Deputy County Assessor Troy Stewart and Property Appraiser Jenny Mansavage to attend the Minnesota Association of Assessing Officers summer seminars. Total \$320.

Approve Probation Agents Amber Chase, Jeremie Reinhart and Travis Fisher to attend the MACPO training event. Registration \$165 per person, Total meal and accommodation cost \$986.44 plus any applicable taxes and mileage.

REGULAR AGENDA

Central Minnesota Jobs and Training Services, Inc. (CMJTS): removed from Agenda.

Motion by Commissioner Pangerl to approve Resolution 2013-16 recognizing Correctional Officers and Correctional Employees in Pine County and authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 4-0.

Motion by Commissioner Pangerl to accept the equipment rental bids as presented. Second by Commissioner Chaffee. Motion carried 4-0.

Motion by Commissioner Rossow to purchase a 5-acre parcel from Crystal Hennein for a purchase price of \$5,000 together with closing costs. Second by Commissioner Pangerl. Motion carried 4-0.

Motion by Commissioner Hallan to add Parcel 1: City of Rock Creek (PID 43.0375.000) and Parcel 2: Arna Township (PID 02.0298.001) to the 2013 land auction and to conduct appraisals and preparations. Second by Commissioner Chaffee. Motion carried 4-0.

Motion by Commissioner Chaffee to approve Resolution 2013-20, 2013 Pine County Tax-Forfeited Land Classification (Non Conservation) and Distribution, and authorize Board Chair and County Administrator to sign. Second by Commissioner Rossow. Motion carried 4-0.

Motion by Commissioner Rossow to approve Resolution 2013-19 Approving Limited Use of County Issued Credit Cards and Policy. Second by Commissioner Chaffee. Motion carried 4-0.

The following appointments were made to fill Commissioner Carlson's committee vacancies (**bold** represents appointment as of May 7, 2013):

<u>Committee/Boards</u>	<u>2013 Representative</u>	<u>2013 Alternate</u>
AMC Committee –		
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Fiber-Optic Joint Power Board	Hallan	Pangerl
NLX	Chaffee*	Hallan
Rushline Corridor Task Force	Chaffee*	Hallan
Facilities Committee	Pangerl/ Rossow	
Government Operations	Rossow/ Chaffee	
Methamphetamine Task Force	Rossow/ Pangerl	
Negotiations (Labor Relations Committee)	Chaffee/ Rossow	

*Previously alternate

Strategic Planning Goal Assignment:

Goal: Legislative Affairs

Assigned to: Steve Hallan

Goal: Economic Development

Assigned to: Mitch Pangerl, Steve Hallan

Motion by Commissioner Pangerl to appointment Commissioner Rossow as vice-chair of the Pine County Board of Commissioners. Second by Commissioner Chaffee. Motion carried 4-0.

A Committee of the Whole (Economic Development) meeting has been scheduled for June 4, 2013 at 10:00 a.m. at the Public Health Building, Sandstone.

With no further business, Chair Hallan adjourned the county board meeting at 2:00 p.m. The next regular meeting of the county board is scheduled for May 21, 2013 at 10:00 a.m. at the Boardroom, Pine City, Minnesota.

David J. Minke, Administrator
Clerk to County Board

Stephen M. Hallan, Chair
Board of Commissioners

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

The Pine County Soil and Water Conservation District Board of Supervisors held their monthly meeting on Thursday, April 4, 2013.

Members Present:

Doug Odegard
Jerry Telker
Tom Swaim
Joe Luedtke
Skip Thomson

Others Present:

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

Members Absent: *none*

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

PUBLIC COMMENT: *none*

APPROVAL OF AGENDA:

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

Motion carried

MARCH MINUTES:

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

Motion carried

FINANCIAL STATEMENTS AND PAYMENTS OF BILLS FOR MARCH:

Motion by Odegard seconded by Telker to approve the March financials and payment of bills, including a \$5,000 transfer.

Motion carried

STAFF/SUPERVISOR REPORTS:

Wetlands:

- MichElaine Rippentrop: Proposal to clean out ditch. Applicant is eligible for drainage exemption but exemption requires activity be conducted in compliance with other federal, state and local requirements. Applicant could be provided with feedlot registration factsheet.
Motion by Swaim, seconded by Luedtke to approve MichElaine's exemption, with the thought that MPCA can/will get involved if they need to.

Motion carried.

- Gary McCabe: Project involves installing culvert and constructing road across a type 6 wetland. Poppe recommends a de minimus exemption be issued for 1,800 square feet.
Motion by Luedtke, seconded by Telker to approve the exemption for Gary McCabe.

Motion carried.

Poppe left the meeting.

Water Management:

- There will be a PICKM meeting on April 29th in Cambridge.
- Martin sent a notice out to the lake associations and cities for projects using the Conservation Partners Legacy Grant. Applications are due on May 15.
- Martin set up the display at the Master Gardeners expo on March 23rd.

- SCRA has a grant to do a project that will be in Robinson Park in Sandstone. The grant will also cover a tour of forestry sites in the county.

Forestry:

- Telker was not able to attend the meeting on March 21st.

East Central Forest Landscape:

- No meeting this month

TSA III

- Meeting was March 27th. Workload with flood grants and cost share projects was discussed. TSA will hire an additional engineering tech to assist with the workload.

RC&D Onanaegozie:

- No meeting this month

Snake River Citizen Advisory Committee:

- No meeting this month.

Legislative:

- Nothing this month.

Personnel:

- No meeting last month.

Policy:

- No meeting last month.

Budget:

- No meeting last month.

Trees:

- Carlier stated tree sales are going very well. Currently have 210 orders. We have passed the break-even point for sales. Ads were placed in local papers. Carlier is looking for volunteers to help from Master Gardeners and possibly even supervisors.

Envirothon:

- Carlier stated we have 40 teams signed up. Trophies/medals and t-shirts are ready to go. Donations are very low, and Carlier is very concerned.

Newsletter:

- Nothing right now.

DISTRICT CONSERVATIONIST REPORT:

Salmon stated EQIP applications are due on April 19th. There may be another ranking date because of FSA's system. May 20-June 14 will be a CRP signup. Salmon and Bartsch attended pipeline training. May 2nd and May 14th will be soil health training. Salmon and the Kanabec County DC (Shannon Rasinski) interviewed for administrative help in the Pine and Kanabec NRCS offices.

Salmon and Martin left the meeting.

FLOOD RELIEF GRANT UPDATE:

Carlier stated there is no new news. We are still waiting to hear if the landowners on Cathedral Pines Drive have decided about the buyout program.

ANNUAL MEETING RECAP:

The annual meeting was held on Saturday, March 23rd at Tobies. We hosted about 110 people. The meeting ran longer than expected, but the audience asked lots of questions throughout the entire meeting. Lots of good feedback from people.

STATE COST SHARE:

Nothing this month.

FORESTRY ASSOCIATION PAYMENT:

Carlier received an email from the Forestry Association asking districts in Area III for \$72.00/district. The money is to reimburse members of the association for trips down to the Capitol to testify at hearings about not closing the DNR nurseries.

Motion by Telker, seconded by Luedtke to approve a \$72 payment to the Area III Forestry Association.

Motion carried

JULY VACATION SCHEDULE:

Carlier stated at the beginning of the year, the board discussed giving staff extra days off throughout the year in lieu of pay increases. Recently Thomson mentioned possibly closing the office the week of July 1-5. Thomson pointed out that the office is closed on Monday, and will be closed Thursday because of the actual holiday, so that leaves 3 days. Assuming the staff would take a day or two off that week as well; the district might be better off to just close the office that week completely. Or, the office could just be closed on Thursday and Friday. Workload would be considered, but Carlier stated with enough notice, schedules can be adjusted to accommodate those days. If something comes up that week requiring a staff member to come into work, they could take off other days in July to make up for it.

Motion by Telker, seconded by Odegard to approve closing the office July 1st – July 5th.

Motion carried.

PLATBOOK UPDATE:

Thomson stated he has been thinking about designating funds for the next platbook, if the board wants to do a new platbook. With the district budget the way it is, we don't/won't have funds to do the next book if we don't start planning for it now.

Consensus among the board is to continue to do the platbooks in the future, and discuss funding options for the book later on.

TRAINING:

Carlier stated that Martin was approved to attend training at the Cloquet Forestry Center in April. Poppe would also like to attend the training.

Motion by Swaim, seconded by Odegard to approve spending \$99.50 to send Poppe to the training at the Cloquet Forestry Center.

Motion carried

MISC ITEMS:

none

NEXT MEETING DATE & TIME:

The next district board meeting will be held on Thursday, May 9, 2013 at **4:00 p.m.**

ADJOURNMENT:

The meeting adjourned at 5:15 p.m.

Respectfully submitted,

Joe Luedtke, Secretary

ECRL Library Board Minutes

IV.1

Date: Monday, April 8, 2013

Time: 9:30 am

Place: ECRL Headquarters, Cambridge, MN

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

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

I. Call to Order:

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

Pledge of Allegiance & Introductions:

Misselt: Announcement of reorganizing the seating so the agenda can be projected for all to view so we are on the same page. Introduced the fox mascot who has been named 'Sherlock the Fox' in a public contest. Pictures were taken of Char Kramersmeier with Sherlock (Vickie Sorn in costume). For library programs we will be offering 'Sherlock The Fox' as a new position posted internally to our staff first per Personnel Policy. This is great for public relations. Press release is in April News Letter.

II. Adopt/Amend Agenda:

M/S/P: unanimous

Niemi/Kramersmeier - to adopt agenda, approved as presented.

III. Period for Public comment

None

IV. Approval of Previous Minutes

M/S/P: unanimous

Hommes/Lee, approve minutes as presented.

V. Bills:

M/S/P: unanimous

Misiura/Carlson, approve the bills as submitted.

VI. Financial Reports:

M/S/P: unanimous

Misiura/Goddard to accept financial report as presented.

Lee: Questioning Princeton van budget numbers. Anderson: Admin Service Mgr, ECRL: Explained the budget report, will decrease from last month. Clarified, vote, all say 'I', motion carried.

VII. ECRL Administrative Reports

a. Director's Organizational Report

Misselt: The new van still needs to have signage, old van parked in Oakview. The drivers are happy with the van, especially the remote control to adjust outside mirrors.

ECRL will host a mini-gala as part of The MN book awards, a Legacy project, with presentations by four authors on May 9th. We can use only Legacy funds for this project but not for food. North Branch community room will be used. We have asked the Friends groups to contribute for food. The following Friends groups have committed to co-hosting: Cambridge, Rush City, North Branch, Wyoming, and Chisago Lakes. Request for Board to approve spending regional funds for coffee and appetizers. Carlson: Is there enough in the budget? How much money is needed? Anderson: Yes.

Misselt: If we had 100 people, 3 – 5 dollars each, need up to \$500.

Raisanen/Carlson: Move to pay excess of bill of what Friends does not cover up to \$1000. All in favor, I, motion carried.

Misselt continues: The IRS came to Headquarters on March 13th for the employment tax compliance check. The submitted W2's and 941 with payment in 2011 didn't match, red flagging it. Shelly Anderson is redoing the 941. Shelly Anderson explains that it appears to her that there were manual changes made that didn't get up-dated in the computer program. Note: the discrepancy occurred before Shelly began employment with ECRL. Misselt: Fundraising goals - looking at 2 grants, working with ECMECC. Carla has been at meetings.

Lydon: Milacs county, broadband community, working with small grant projects. Need training for technological training and social network.

Misselt: Last, CRPLSA meeting, met 2 new State Library staff members which is positive growth since the positions have been vacant for over a year. The State Library allocates RLBS, Legacy Funds, RLTA, and LSTA.

b. Branch Highlights

Lydon: I am involved with a grant project with ECMECC and Pine Technical College. The grant would include ITV equipment for five of our branches, in order that they would be able to be training centers.

VIII. Other Reports

Discussion of meeting notes from ECRL Legacy Advisory Committee.

IX. Old Business

a. 2012 year end service statistics. Misselt: This month columns are totaled.

X. New Business

- a. (and b) McMahon: Review of proposed registration and circulation policies.
Lydon: points out proposed changes from current policy made on the draft. Proposed modifications or changes were highlighted in the policy presented to the Board. They included: all family members encouraged to have own card; one piece of ID is acceptable for card if it contains all necessary information (formerly 2 required); 3 week checkout for all circulating materials (currently 2 for new/current materials); reference materials may be checked out for 3 days (currently no checkout); 6 holds and 6 items checked out for digital books (currently 3 each); items to remain on hold shelf for pickup 7 days (currently 10 days); no refunds for charges paid after 105 days after due date (currently no limit in time); charge for interlibrary loan of materials beyond Minitex area to be \$15 (currently \$10). Discussed policy changes.

M/S/P: unanimous
Kramersmeier/Sauer

- c. Vehicle disposition: Misselt recommended to the Board to sell the old delivery van. Motion to sell the van, bottom price is \$5000.

M/S/P: unanimous
Carlson/Weaver

- d. Annual report submission

Vickie Sorn reported that ECRL's annual report is ready for official submission to fulfill state requirements and requires the Board President's signature.

M/S/P: unanimous
Kramersmeier/Sauer

- e. Cambridge Friends made presentation about new signage for the Cambridge Library. Current sign on the building says East Central Regional Library Headquarters. Raisanen: move to allow Friends: to pursue a new sign for Cambridge Library.

M/S/P: unanimous
Raisanen/Sauer

Misselt: Looked at buildings and talked to local developer Harold Lazey about a new location for headquarters. Talked about building and discussed space needs.
 McMahan: We need a facility committee. Would like to assign Barb, staff, Audrey to determine space needed. Misselt: Message to Harold Lasley that there is interest in a new building.

XI. Trustee Issues

- a. Misselt: Legislative session – committee deadlines have been met.
- b. Misselt: Trustee orientation – will talk after meeting about scheduling time. Also wants to schedule Personnel Committee meeting.

XII. Future

McMahan: Wants report from Misselt on space needs for moving headquarters to a new location.

Next meeting: May 13 2013, HQ in Cambridge.

M/S/P: unanimous
Carlson/Niemi motion to adjourn

XIII. Next Meeting

May 13 2013 in Cambridge

XIV. Mahon adjourned the meeting 12:05.

Wayne Zaudtke, Secretary
Marlys Carlson, Recorder

TREASURER'S CASH TRIAL BALANCE COMPARISON

FUND	April 30, 2012 BALANCE	April 30, 2013 BALANCE
1 - GENERAL	-1,142,806.89	-1,098,096.81
12 - H&HS	1,316,896.90	833,714.10
13 - ROAD & BRIDGE	7,240,378.19	5,559,148.29
22 - LAND	1,046,751.86	1,631,927.33
TOTAL (incl non-major funds)	\$12,649,034.22	\$10,248,547.10

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

CATHYI
5/15/13 12:23PM

TREASURER'S CASH TRIAL BALANCE As of 04/2013

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1 General Revenue Fund	2,477,387.17			
Receipts		296,336.68	1,137,372.90	
Disbursements		421,148.67	2,178,700.38	
Payroll		713,859.35	2,835,755.26	
Journal Entries		3,628.83	301,598.76	
Fund Total		842,300.17	3,575,483.99	1,098,096.81
12 Health & Human Services				
420 HR&HS-Income Maintenance	2,263,040.10			
Receipts		44,220.75	419,562.75	
Disbursements		58,101.14	229,814.29	
Payroll		136,588.95	543,064.40	
Journal Entries		30,621.30	139,338.45	
Dept Total		119,848.04	214,977.48	2,048,062.62
430 HR&HS-Social Services	742,605.35			
Receipts		101,996.98	648,004.72	
Disbursements		22,482.48	99,494.32	
SSIS		254,986.28	863,831.64	
Payroll		125,736.15	530,411.31	
Journal Entries		43,459.24	258,714.92	
Dept Total		257,748.69	567,017.63	1,309,622.98
440 Childrens Collaborative (HR&HS)	0.00			
Dept Total		0.00	0.00	0.00
12 Health & Human Services	294,466.40			
481 Nursing-Community Health (HR&HS)				
Receipts		84,982.27	194,495.46	
Disbursements		27,982.67	116,934.77	
Payroll		84,805.36	324,718.76	
Journal Entries		885.78	9,034.39	

833,714.10

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

CATHYJ
5/15/13

12:23PM

As of 04/20/13

TREASURER'S CASH TRIAL BALANCE

Fund	Beginning Balance	This Month	YTD	Current Balance
Dept Total	28,691.54-		238,123.68-	56,342.77
Fund Total	406,288.27-		1,020,118.79-	794,782.36
13 Road & Bridge Fund				
Receipts	5,324,159.01	141,656.52	1,983,198.65	
Disbursements		188,263.99-	1,162,879.84-	
Payroll		154,599.42-	609,321.88-	
Journal Entries		5,467.38-	23,992.35	
Fund Total		206,674.27-	234,989.28	5,559,148.29
14 Ditch Maintenance (SP) Fund				
Journal Entries	11,846.10	0.00	6.40	
Fund Total		0.00	6.40	11,852.50
20 County-Wide Rehab Cap Fund				
Receipts	39,842.08	0.00	603.34	
Journal Entries		13.39	39,568.67-	
Fund Total		13.39	36,965.33-	876.75
21 800 MHz Project Fund				
Disbursements	36,241.83-	0.00	99,426.20-	
Fund Total		0.00	99,426.20-	135,668.03
22 Land Management Fund				
Receipts	1,474,268.53	105,513.14	269,803.04	
Disbursements		283.55-	9,561.10-	
Payroll		6,952.09-	37,403.24-	

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

As of 04/2013

CATHYJ 5/15/13 12:23PM

TREASURER'S CASH TRIAL BALANCE

Fund	Beginning Balance	This Month	YTD	Current Balance
24	Journal Entries	0.00	55,179.90-	
	Fund Total	98,277.50	157,658.80	1,631,927.33
	Ambulance (50) Fund	0.00		
	Fund Total	0.00	0.00	0.00
29	Children's Collab (HSHso Agency) Fund	33,924.75		
	Receipts	0.00	48,275.00	
	Disbursements	35,428.81-	83,207.14-	
	Journal Entries	15.80	46.02	
	Dept Total	35,413.01-	34,886.12-	961.36-
	Fund Total	35,413.01-	34,886.12-	961.36-
	Lessee Bond Guarantee (fbs)	0.00		
	Fund Total	0.00	0.00	0.00
33	2002 Cap-Equip Bond (5%) Fund	0.00		
	Fund Total	0.00	0.00	0.00
35	2004 Street Reconstruct Bond Fund	61,884.57		
	Journal Entries	0.00	1,551.23	
	Fund Total	0.00	1,551.23	63,435.80
37	County Railroad Authority	5,606.76-		
	Disbursements	0.00	6,250.00-	

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



INTEGRATED FINANCIAL SYSTEMS

CATHY
5/15/13

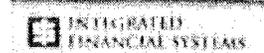
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TREASURER'S CASH TRIAL BALANCE

As of 04/2013

Fund	Journal Entries Fund Total	Beginning Balance	This Month	YTD	Current Balance
38	Building Fund	165,177.85	0.00	640.11	11,216.55 -
	Fund Total		0.00	5,609.89 -	
39	2003A G.O. Jail Bonds	840,613.35	0.00	885,930.63 -	
	Disbursements Journal Entries Fund Total		0.00	31,697.54	13,429.74 -
			0.00	854,043.09 -	
40	2012 G.O. Courthouse Bonds	0.00	0.00	639,000.00 -	
	Disbursements Fund Total		0.00	639,000.00 -	639,000.00 -
41	2003 Itra Bonds	627,689.37	0.00	24,941.29	
	Journal Entries Fund Total		0.00	24,941.29	652,630.66
76	Group Health Ins Fund 3/1/95 (6000)	474,292.53 -	236,596.89	942,657.61	
	Receipts Disbursements Journal Entries Fund Total		299,477.59 -	1,163,614.64 -	661,023.04 -
			7,561.88	29,216.52	
			55,318.82 -	186,730.51 -	
80	County Collections Agency Fund	23,009.69			

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



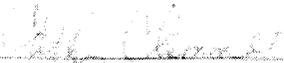
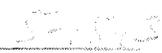
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TREASURER'S CASH TRIAL BALANCE

As of 04/2013

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Receipts		27,880.04	517,575.38	
Disbursements		12,434.05-	509,206.56-	
Journal Entries		1,505.14	3,379.58	
Fund Total		16,951.13	11,748.40	35,658.09
82 Taxes And Penalties Agency Fund	959,721.59			
Receipts		3,113,274.37	3,821,806.15	
Disbursements		29,200.00-	553,256.86-	
Journal Entries		0.00	417,698.85-	
Fund Total		3,084,074.37	2,850,850.44	3,810,572.03
84 East Central Drug Task Force Agency Fur	32,287.77			
Receipts		574.00	33,694.11	
Disbursements		1,840.32-	23,983.91-	
Fund Total		1,266.32-	9,700.20	41,987.97
89 H & Hs Collections Agency Fund	4,388.80			
801 Non-Departmental				
Receipts		111,499.82	400,721.83	
Disbursements		12,192.56-	24,688.43-	
Journal Entries		73,194.76-	340,529.10-	
Dept Total		26,112.50	35,504.30	39,893.10
Fund Total		26,112.50	35,504.30	39,893.10
All Funds	13,375,860.67			
Receipts		4,264,531.46	10,422,770.95	
Disbursements		1,108,835.83-	7,785,949.07-	
SSIS		254,986.28-	853,831.64-	
Payroll		1,222,541.32-	4,860,674.85-	
Journal Entries		0.00	39,628.96-	
Total		1,678,168.03	3,127,313.57-	10,248,547.10

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: May 21, 2013	<p align="center"><u>Consent Agenda (Please Circle)</u></p> Regular Agenda Estimated Time: (Please Circle) 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department requesting action: <u>Auditor/Treasurer</u>	<p align="center">   Department Head Signature Date </p>

<p>Item for Discussion:</p> <p><i>Application for Abatement –</i> Gregory Clark, 27966 Oak Bend Way, Sturgeon Lake, PID 31.0221.001, pay 2013 Eunice Olson, 38396 Warloe Rd, Moose Lake, PID 33.0104.000, pay 2013 Marlen & Annette Anderson, 94132 Partridge Rd N, Sturgeon Lake, PID 33.0004.000, pay 2013 Western Bank, 608 Fire Monument Rd, Hinckley, PID 40.0005.024, pay 2011 & 2012 Steve & Lisa Hosna, 45714 Dove Rd, Hinckley, PID 15.0030.000, pay 2013</p> <p>Board Action Requested: (Attach additional pages if needed)</p> <p align="right">Supporting Documents: Attached None</p>

APPLICATION FOR ABATEMENT - HOMESTEAD FORM

(M.S. 375.192)

DATE: 4/9/13

\$25 Fee Collected: YES NO

For Taxes Levied In: 2012

Abatement # ABB-08

And Payable In: 2013

Please Print Or Type

Applicants Name: <u>GREGORY CLARK</u>	Applicants Mailing Address: <u>27946 OAK BOND WOOD / SARGOOD LAKE, MN</u>
Applicant's SSN: <u>on file</u>	
Telephone (Home): <u>651-751-7521</u>	
Telephone (Work): _____	

Description Of Property: _____ Property ID or Parcel Number: 3100221001
 Street Address: 27946 OAK BOND WOOD
 Township/City: SARGOOD LAKE TWP
 School District: 577

Legal Description:

NORTH 418' of EAST 205' NE 1/4 SW 1/4 SEC 27 TWP 45 R1G 2C

OWNERSHIP DATA

I/We declare that: I/We owned and occupied the property described above for the purpose of homestead on January 2, 2012 or Dec. 1, _____ (mid-year homesteads) and that such occupancy began on October 13, 2010 and that my/our ownership is evidenced by a conveyance deed dated October 13, 2010 which provides for a sole/shared ownership interest by a total of 1 persons.

Minn. Stat., Sec. 375.192 Subd. 1 requires the names and social security numbers of all property owners claiming homestead to verify that they are not receiving more than one homestead. **Your social security number is private information.** If you fail to provide the social security numbers this property will not be eligible for the homestead classification. State law provides for county government to make social security numbers available only to the Minnesota Department of Revenue.

Owner's Name: GREGORY CLARK Social Security Number: on file
 Owner's Name: _____ Social Security Number: _____
 Owner's Name: _____ Social Security Number: _____
 Owner's Name: _____ Social Security Number: _____

Applicants Request:

Applicant Requests that the real estate described above be classified for the above year as real estate used for the purposes of a homestead and that the taxable value and the taxes for the above year be reduced accordingly. This statement is a true and full statement of all facts known to the applicant relative to this matter.

Applicant's Signature: [Signature]
Administrative Abatement

NOTE: Minnesota Statutes 1986, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000, or both."

REPORT OF INVESTIGATION:

I hereby report that I have investigated the statements made in the foregoing application and find the facts to be as follows:
we pulled the homestead prep to letting the borrower repay.

The applicant(s) has/have provided the following documentation as proof of occupancy:

[Signature] _____ 5/9/13
Signature of Investigator Date

Application for Local Option Disaster Abatements and Credits - Disaster Area

If your property has been damaged or destroyed as a result of the recent disaster or emergency, you may be eligible to receive some property tax relief on this year's property taxes as well as property taxes payable next year. The type of tax relief you receive will depend on whether your property is homesteaded, whether it is located within a declared disaster or emergency area, the amount of damage sustained, and a number of other factors. If an assessor has not already reassessed your property, you should contact your county assessor's office and request that a county assessor view the damage for the purpose of receiving disaster relief.

County of PINE

AB 13-07 July 2013

Applicant and Property Information

Applicant Information. Please type or print.

Name: ELNICE OLSON

Mailing address (street address): 38396 WARRICK RD City: MADISE LAKE State: MINN Zip: 55767

Telephone (work): () Telephone (home): (612) 485-9314

Property I.D. or Parcel number (found on your property tax statement): 330104000 School District number: 97

Address of damaged property (if different than mailing address): _____

Legal description of property (found on your property tax statement): A tract of land in GL Co. sec 4, town 45, range 19

Is the property usable? Yes No If no, date you left property: _____

Property Owner Signature

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

Signature: No Signature needed - special legislation Date: _____

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

STOP: The information below is for OFFICE USE ONLY

Investigator Statement of Facts and Signature

Check the appropriate box(es) for homestead or non-homestead property:

Homestead Property:
 This structure is over 50% damaged and qualifies for an abatement of property taxes payable THIS YEAR.
 Homestead Disaster Credits for taxes payable next year will be automatically calculated and shown on next year's tax statement.

Non-homestead Property:
 This structure is over 50% damaged and qualifies for an abatement of property taxes payable THIS YEAR.
 This structure is over 50% damaged and qualifies for a credit of property taxes payable NEXT YEAR.

Report of investigation: I hereby report that I have investigated the statements made in this application and find the facts to be as follows:
water 18" in guest house + boat house is off foundation and unusable.
95% damage on guest house, 100% boat house

Signature: [Signature] Date: 5/9/13

Application for Local Option Disaster Abatements and Credits - Disaster Area

If your property has been damaged or destroyed as a result of the recent disaster or emergency, you may be eligible to receive some property tax relief on this year's property taxes as well as property taxes payable next year. The type of tax relief you receive will depend on whether your property is homesteaded, whether it is located within a declared disaster or emergency area, the amount of damage sustained, and a number of other factors. If an assessor has not already reassessed your property, you should contact your county assessor's office and request that a county assessor view the damage for the purpose of receiving disaster relief.

County of: Pinellas

AB13-06

May 2013

Applicant and Property Information

Applicant Information. Please type or print.

Name: MARTIN & ANNETTE ANDERSON

Mailing address (street address): 94132 KATHIDGE RD NE City: STUYVESANT WOODS State: MINN Zip: 55702

Telephone (work): () Telephone (home): (218) 495-4046

Property ID or Parcel number (found on your property tax statement): 33-004-000 School District number: 097

Address of damaged property (if different than mailing address):

Legal description of property (found on your property tax statement)

part sub 4 NW/4 416x416' section 1 Township 45, Range 19

Is the property usable/ livable: Yes No — If no, date you left property:

Property Owner Signature

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

Signature: NO SIGNATURE NEEDED - SPECIAL LEGISLATION Date:

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

STOP: The information below is for OFFICE USE ONLY

Investigator Statement of Facts and Signature

Check the appropriate box(es) for homestead or non-homestead property:

Homestead Property:

- This structure is over 50% damaged and qualifies for an abatement of property taxes payable THIS YEAR.
- Homestead Disaster Credits for taxes payable next year will be automatically calculated and shown on next year's tax statement.

Non-homestead Property:

- This structure is over 50% damaged and qualifies for an abatement of property taxes payable THIS YEAR.
- This structure is over 50% damaged and qualifies for a credit of property taxes payable NEXT YEAR.

Report of investigation: I hereby report that I have investigated the statements made in this application and find the facts to be as follows:

water in basement during DR-41069 (federal disaster)
30% damaged! - (fully finished basement)

Signature: [Signature] Date: 5/9/13

APPLICATION FOR ABATEMENT - GENERAL FORM

(M.S. 375.192)

DATE: 5/2/13

For Taxes Levied In: 2710

And Payable In: 2711

Abatement # 11211-46

Please Print Or Type

Applicants Name: <u>WESTERN BANK</u>	Applicants Mailing Address: <u>1740 Rice St</u>
Applicant's SSN: <u>n/a</u>	<u>Maplewood, MN 55123</u>
Telephone (Home): <u>(612) 332-7030 ext 1040</u>	
Telephone (Work):	

Description Of Property: Property ID or Parcel Number: 40.0005 034

Street Address: 602 Fire Monument Rd - Hackensack

Township/City: City of Hackensack

School District: 2145

Legal Description:

Plot 1/2 NW/4 Section 30 Township 41 Range 20

ASSESSOR'S ESTIMATED MARKET VALUE:

Land 194,200 Structures 956,000 Total: 1,150,200 Classification: 2331-099

Applicants Statement of Facts:

Tax Court Stipulation

Applicants Request:

Adjust to stipulated values.

Applicant's Signature: [Signature]

Administrative Abatement

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

APPLICATION FOR ABATEMENT - GENERAL FORM

(M.S. 375.192)

DATE: 5/2/13

For Taxes Levied In: 2011

And Payable In: 2012

Abatement # AB12-45

Please Print Or Type

Applicants Name: <u>WESTERN BANK</u>	Applicants Mailing Address: <u>1740 Rice St</u>
Applicant's SSN: <u>none</u>	<u>Maplewood, MN 55113</u>
Telephone (Home): <u>(612) 332-1030 (work)</u>	
Telephone (Work):	

Description Of Property: Property ID or Parcel Number: 40.0005.034

Street Address: 608 Firemenway Rd - HOCKEY

Township/City: City of HOCKEY

School District: 2165

Legal Description:

Part E/2 NW/4 Section 30, Township 41, Range 20

ASSESSOR'S ESTIMATED MARKET VALUE:

Land: 178,000 Structures: 881,000 Total: 1,060,000 Classification: 233-0-099

Applicants Statement of Facts:

Tax Court Stipulation

Applicants Request:

Adjust to stipulated values.

Applicant's Signature: [Signature]

J. Administrative
Abatement

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

APPLICATION FOR ABATEMENT - GENERAL FORM

(M.S. 375.192)

DATE: 5/8/13

For Taxes Levied In: 2012
And Payable In: 2013

Abatement # AB13-05

Please Print Or Type

Applicants Name: <u>DAVID LISA HOSNER</u>	Applicants Mailing Address: <u>49126 SCAMBERG RD HACKBURY, MN 55837</u>
Applicant's SSN: <u>00000</u>	
Telephone (Home): <u>320-384-0200</u>	
Telephone (Work): <u>320-727-5183 (Lisa)</u>	

Description Of Property: Property ID or Parcel Number: 15 0030 000
 Street Address: 45714 DAVE RD - HACKBURY
 Township/City: HACKBURY TWP
 School District: 2125

Legal Description:
SE 1/4 of NW 1/4 & W 1/2 SW 1/4 SEC 9, Twp 211, Rng 21
 ASSESSOR'S ESTIMATED MARKET VALUE:

Land: 152600 Structures: 74600 Total: 327200 Classification: 1015-000
20150000

Applicants Statement of Facts:
Tax Court stipulation

Applicants Request:
Adjust values to stipulation

Applicant's Signature: [Signature]
Administrative Abatement

NOTE: Minnesota Statutes 1989, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000, or both."

FOR BOARD USE ONLY

Check # _____

\$ _____

Organization Information

1. Organization name Pokegama Lake Assoc License number 02999

2. Chief executive officer (CEO) Charles Boyer Daytime phone 552-693-235

3. Gambling manager Doreen Gray Daytime phone 552-237-6441

Gambling Premises Information

4. Current name of site where gambling will be conducted Berwin Saloon

5. List any previous names for this location C C's

6. Street address where premises is located 34715 Main St
(Do not use a P.O. box number or mailing address)

7. City Pine City OR Township Mission Creek County Pine Zip code 55063

8. Does your organization own the building where the gambling will be conducted?
 Yes No If no, attach LG215 Lease for Lawful Gambling Activity

9. Is any other organization conducting gambling at this site? Yes No Don't know

10. Has your organization previously conducted gambling at this site? Yes No

Gambling Bank Account Information (must be in Minnesota)

11. Bank name STEARNS BANK Bank account number 1004695

12. Bank street address Hillside Ave City Pine City State MN Zip code 55063

All Temporary and Permanent Off-site Storage Spaces

(for gambling equipment and records related to this site - must be stored in Minnesota)

13. Address (Do not use a P.O. box number) _____ City _____ State MN Zip code _____

Bingo Occasions (including bar bingo)

14. Enter day and beginning/ending hours of bingo occasions (A.M. or P.M.). An occasion may not exceed 8 hours.

Day	Beginning/Ending Hours	Day	Beginning/Ending Hours
_____	_____ to _____	_____	_____ to _____
_____	_____ to _____	_____	_____ to _____
_____	_____ to _____	_____	_____ to _____
_____	_____ to _____	_____	_____ to _____

Reset Form

Print Form

LG214 Premises Permit Application

Local Unit of Government Approval	
<p>CITY APPROVAL for a gambling premises located within city limits</p> <p>City name <u>PINE COUNTY</u></p> <p>Date approved by city council _____ / _____ / _____</p> <p>Resolution number _____</p> <p>Signature of city personnel _____</p> <p>Title _____ Date _____ / _____ / _____</p>	<p>COUNTY APPROVAL for a gambling premises located in a township</p> <p>County name _____</p> <p>Date approved by county _____ / _____ / _____</p> <p>Resolution number _____</p> <p>Signature of county personnel _____</p> <p>Title _____ Date _____ / _____ / _____</p>

Acknowledgment and Oath

1. I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter the premises to inspect it and enforce the law.
2. The Board and its agents, and the commissioners of revenue and public safety and their agents are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law.
3. I have read this application and all information submitted to the Board is true, accurate, and complete.
4. All required information has been fully disclosed.
5. I am the chief executive officer of the organization.
6. I assume full responsibility for the fair and lawful operation of all activities to be conducted.
7. I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them.
8. Any changes in application information will be submitted to the Board no later than 10 days after the change has taken effect.
9. I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license.

Signature of Chief Executive Officer (designee may not sign) Charles Royce Date 4-19-13

Print name CHARLES ROYCE

<p>Required Attachments</p> <ol style="list-style-type: none"> 1. If the premises is leased, attach a copy of your lease. Use LG215 Lease for Lawful Gambling Activity. 2. \$150 annual premises permit fee, for each permit. Make check payable to "State of Minnesota." <p>Mail to: Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call 651-639-4000 and ask for Licensing.</p>	<p>Monthly Regulatory Fee</p> <p>If you receive a premises permit for this site, there is a monthly regulatory fee of 0.1% (.001) of gross receipts from lawful gambling conducted at the site. The fee is reported on the G1 Lawful Gambling Monthly Summary and Tax Return and paid with the monthly tax report.</p> <hr/> <p>This form will be made available in alternative format (i.e. large print, Braille) upon request.</p>
---	---

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

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

Minnesota Lawful Gambling
LG215 Lease for Lawful Gambling Activity

Check applicable item:

1. **Lease for new application.** Submit with new premises permit application.

2. **Renewed lease.** Submit with premises permit renewal.

3. **New owner.** Effective date ____/____/____ Submit new or amended lease within 10 days after new lessor assumes ownership.

4. **Amended lease**

- Check the change(s) in the lease: ___ Rent ___ Premises name ___ Booth/bar ___ Activity change ___ Other
- Date that changes will be effective ____/____/____
- Both parties must initial and date all changes.
- Submit changes at least 10 days before the effective date of the change.

Organization name <i>Pokewama Lake Association</i>		License number <i>00993</i>		Daytime phone	
Name of leased premises <i>Beroun Suber</i>	Street address <i>24715 Minn St</i>	City <i>Pine City</i>	State <i>MN</i>	Zip <i>55049</i>	Daytime phone <i>310-89-9307</i>
Name of legal owner of premises <i>Cheryl Peil</i>	Business/street address <i>Same</i>	City <i>Same</i>	State <i>MN</i>	Zip <i>55049</i>	Daytime phone <i>763-69-0700</i>
Name of lessor (if same as legal owner, write in "SAME") <i>Same</i>	Business/street address <i>Same</i>	City <i>Same</i>	State <i>MN</i>	Zip <i>55049</i>	Daytime phone <i>Same</i>

Check (✓) all activities that will be conducted

Pull-tabs Pull-tabs with dispensing device Tipboards Paddlewheel Paddlewheel with table Bingo Bar bingo

Pull-tab, Tipboard, and Paddlewheel Rent (No lease required for raffles.)

Booth operation - sales of gambling equipment by an employee (or volunteer) of a licensed organization within a separate enclosure that is distinct from areas where food and beverages are sold.

Bar operation - sales of gambling equipment within a leased premises by an employee of the lessor from a common area where food and beverages are also sold.

Does your organization OR any other organization conduct gambling from a booth operation at this location? Yes No

If you answered **YES** to the question above, rent limits are based on the following combinations of operation:

- Booth operation
- Booth operation and pull-tab dispensing device
- Booth operation and bar operation
- Booth operation, bar operation, and pull-tab dispensing device

The maximum rent allowed may not exceed \$1,750 in total per month for all organizations at this premises.

If you answered **NO** to the question above, rent limits are based on the following combinations of operation:

- Bar operation
- Bar operation with pull-tab dispensing device
- Pull-tab dispensing device only

The maximum rent allowed may not exceed \$2,500 in total per month for all organizations at this premises.

COMPLETE ONE OPTION:

Option A: 0 to 10% of the gross profits per month. Percentage to be paid _____ %

Option B: When gross profits are \$4,000 or less per month, \$0 to \$400 per month may be paid. Amount to be paid \$ _____.

Option C: \$0 to \$400 per month on the first \$4,000 of gross profit. Amount to be paid \$ _____. Plus, 0% to 10% of the gross profits may be paid per month on gross profits over \$4,000. Percentage to be paid _____ %

COMPLETE ONE OPTION:

Option A: 0 to 20% of the gross profits per month. Percentage to be paid 20 %

Option B: When gross profits are \$1,000 or less per month, \$0 to \$200 per month may be paid. Amount to be paid \$ _____.

Option C: \$0 to \$200 per month on the first \$1,000 of gross profits. Amount to be paid \$ _____. Plus, 0% to 20% of the gross profits may be paid per month on gross profits over \$1,000. Percentage to be paid _____ %

Bingo Rent

Option D: 0 to 10% of the gross profits per month from all lawful gambling activities held during bingo occasions, excluding bar bingo. Percentage to be paid _____ %

Option E: A rate based on a cost per square foot, not to exceed 110% of a comparable cost per square foot for leased space, as approved by the director of the Gambling Control Board. No rent may be paid for bar bingo. Rate to be paid \$ _____ per square foot. The lessor must attach documentation, verified by the organization, to confirm the comparable rate and all applicable costs to be paid by the organization to the lessor.

Bar Bingo Rent

Option F: No rent may be paid for bingo conducted in a bar.

New Bingo Activity

For any new bingo activity not previously included in a Premises Permit Application, attach a separate sheet of paper listing the days and hours that bingo will be conducted.

LG215 Lease for Lawful Gambling Activity

Lease Term

The term of this lease agreement will be concurrent with the premises permit issued by the Gambling Control Board (Board).

Management of Gambling Prohibited

The owner of the premises or the lessor will not manage the conduct of gambling at the premises.

Participation as Players Prohibited

The lessor, the lessor's immediate family, and any agents or gambling employees of the lessor will not participate as players in the conduct of lawful gambling on the premises.
EXCEPTION: The lessor's immediate family and lessor's employees may participate in bar bingo if they are not involved in the sale or operation of bar bingo.

Illegal Gambling

- The lessor is aware of the prohibition against illegal gambling in Minnesota Statutes 609.75, and the penalties for illegal gambling violations in Minnesota Rules 7865.0220, Subpart 3. In addition, the Board may authorize the organization to withhold rent for a period of up to 90 days if the Board determines that illegal gambling occurred on the premises and that the lessor or its employees participated in the illegal gambling or knew of the gambling and did not take prompt action to stop the gambling. Continued tenancy of the organization is authorized without payment of rent during the time period determined by the Board for violations of this provision, as authorized by Minnesota Statutes 349.18, Subdivision 1(a).
- To the best of the lessor's knowledge, the lessor affirms that any and all games or devices located on the premises are not being used, and are not capable of being used, in a manner that violates the prohibitions against illegal gambling in Minnesota Statutes 609.75.
- Notwithstanding Minnesota Rules 7865.0220, Subpart 3, an organization must continue making rent payments under the terms of this lease, if the organization or its agents are found to be solely responsible for any illegal gambling, conducted at this site, that is prohibited by Minnesota Rules 7861.0260, Subpart 1, item H or Minnesota Statutes 609.75, unless the organization's agents responsible for the illegal gambling activity are also agents or employees of the lessor.
- The lessor must not modify or terminate the lease in whole or in part because the organization reported, to a state or local law enforcement authority or the Board, the conduct of illegal gambling activity at this site in which the organization did not participate.

Other Prohibitions

- The lessor will not impose restrictions on the organization with respect to providers (distributors) of gambling-related equipment and services or in the use of net profits for lawful purposes.
- The lessor, any person residing in the same household as the lessor, the lessor's immediate family, and any agents or employees of the lessor will not require the organization to perform any action that would violate statute or rule. The lessor must not modify or terminate this lease in whole or in part due to the lessor's violation of this provision. If there is a dispute as to whether a violation occurred, the lease will remain in effect pending a final determination by the Compliance Review Group (CRG) of the Gambling Control Board. The lessor agrees to arbitration when a violation of this provision is alleged. The arbitrator shall be the CRG.

Access to permitted premises

The Board and its agents, the commissioners of revenue and public safety and their agents, and law enforcement personnel have access to the permitted premises at any reasonable time during the business hours of the lessor. The organization has access to the permitted premises during any time reasonable and when necessary for the conduct of lawful gambling on the premises.

Lessor records

The lessor must maintain a record of all money received from the organization, and make the record available to the Board and its agents, and the commissioners of revenue and public safety and their agents upon demand. The record must be maintained for 3-1/2 years.

Rent all-inclusive

Amounts paid as rent by the organization to the lessor are all-inclusive. No other services or expenses provided or contracted by the lessor may be paid by the organization, including but not limited to trash removal, janitorial and cleaning services, snow removal, lawn services, electricity, heat, security, security monitoring, storage, other utilities or services, and in the case of bar operations, cash shortages.

Any other expenditures made by an organization that is related to a leased premises must be approved by the director of the Gambling Control Board. Rent payments may not be made to an individual.

Changes in lease

If the lease is amended with no change in ownership, the organization will submit the amended lease to the Board at least 10 days before the effective date of the change. If a change in ownership occurs, the organization will submit an amended lease to the Board within 10 days after the new lessor has assumed ownership.

Acknowledgment of Lease Terms I affirm that this lease is the total and only agreement between the lessor and the organization, and that all obligations and agreements are contained in or attached to this lease and are **subject to the approval of the director of the Gambling Control Board.**

Other terms _____

Signature of lessor <i>James A. Paul</i>	Date <i>4-19-13</i>	Signature of organization official (lessee) <i>Doreen Grace</i>	Date <i>4-19-13</i>
Print name and title of lessor <i>Charles A. Paul</i>		Print name and title of lessee <i>Doreen Grace Gambling Manager</i>	
		Lessee's business address <i>1565 Lake St, P.O. Box 65, Minn. 55003</i>	

Questions? Contact the Licensing Section, Gambling Control Board, at 651-639-4000. This publication will be made available in alternative format (i.e. large print, Braille) upon request. The information requested on this form will become public information when received by the Board, and used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.



PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: MAY 21, 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>	 Department Head Signature 5-15-2013 Date

<p>Item for Discussion: (one form per item)</p> <p>The Pine County Sheriff's Office K-9 division received a donation of \$2,500.00 from the Wal-Mart Foundation.</p> <p>These funds will be used to help offset the expense of the canine program.</p> <p>This donation will be placed in 2013 donations.</p> <p>Board Action Requested: (Attach additional pages if needed)</p> <p>Request the Pine County Board of Commissioners approve and except this donation.</p> <p>Supporting Documents: Attached None</p>

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: MAY 21, 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>	 5-15-2013 Department Head Signature Date

Item for Discussion: (one form per item)

The Pine County Sheriff's Office received a donation of \$2,500.00 from the Wal-Mart Foundation.
These funds will be used to help offset the expense of the volunteer posse.

Board Action Requested: (Attach additional pages if needed)

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

Supporting Documents: Attached None

TO: Dispatcher Marcella Danielson

FROM: Robin Cole, Pine County Sheriff



AMER

CITATION

The Pine County Sheriff's Award of Merit is presented to Dispatcher Marcella Danielson for acts that have positively impacted the operation of the Pine County Dispatch Center. Beginning in April of 2011 and continuing for the following two years Dispatcher Danielson acted in the capacity of the Dispatch Center Officer in Charge while continuing to fulfill her regular dispatch duties. Her vast experience and can do attitude were instrumental in the successful transition of a new Sheriff's Administration and the implementation of a new radio system. Her actions in the past two years are meritorious and have brought great credit to herself and the Pine County Sheriff's Office.

TO: Denise Baran, Office Manager

FROM: Robin Cole, Pine County Sheriff



ACOM
CITATION

The Pine County Sheriff's Award of Commendation is presented to Office Manager Denise Baran, for actions above and beyond normal duties that create a significant positive impact on the operations of the Sheriff's Office. On February 14, 2013 Office Manager Baran successfully completed the 300 hours of required training and was recognized as a Certified Emergency Manager by the State of Minnesota. This level of professional achievement is commendable and is a reflection of Denise Baran's commitment to the Pine County Sheriff's Office. Her achievement has brought great credit to herself and the Pine County Sheriff's Office.

TO: Chief Deputy Steven Blackwell

FROM: Robin Cole, Pine County Sheriff



AMER
M of MER
CITATION

The Pine County Sheriff's Medal of Merit with Uniform Bar is presented to Chief Deputy Steve Blackwell, for highly meritorious achievement in service to the Pine County Sheriff's Office. During the period of January 1 2013 through April 2013 Chief Deputy Blackwell's achievements are far above and beyond normal expectations and create an exceptionally positive impact on the operations of the Sheriff's Office.

On January 20, 2013 Chief Deputy Blackwell completed a graduate course of study and was awarded a Master of Arts degree in Public Safety Administration, by Saint Mary's University of Minnesota. This achievement was accomplished at no cost to Pine County.

On February 14, 2013 Chief Deputy Blackwell successfully completed the 300 hours of required training and was recognized as a Certified Emergency Manager by the State of Minnesota. He completed much of the course work through independent study during off duty hours.

On April 26, 2013 Chief Deputy Blackwell graduated from the Police Staff and Command course presented by Northwestern University. In the 90 year history of the nationally recognized course only 11,000 individuals have completed the 10 week course. Chief Blackwell commuted daily at his own expense to attend this off campus session of the course conducted at the Hudson Police Department.

This level of meritorious professional achievement is exceptional and is a reflection of Chief Deputy Blackwell's commitment to the Pine County Sheriff's Office.

His achievements have brought great credit to himself and the Pine County Sheriff's Office.

Conference Schedule

THURSDAY, OCTOBER 12, 2017

Noon to 3:45 p.m.

Positively Minnesota Quarterly Meeting

Katie Clark Sieben, DEED Commissioner, and Legislative Discussion

The Positively Minnesota Marketing Partnership is a group of professionals who support the vision of promoting State of Minnesota to corporate real-estate executives and site selection consultants involved in expansion and relocation decisions. Today you will hear from Minnesota-based Site Selectors, you will receive a legislative update, and you will hear from DEED leadership.

5 to 6 p.m.

President's Welcome Reception & Social

Featuring hors d'oeuvres and cash bar, and President's Award presented by Kristin Lukes, EDAM President

6:15 to 8:15 p.m.

Lake Superior Harbor Cruise & Dinner

8:30 p.m.

Canal Park Brewery Networking Event

FRIDAY, OCTOBER 13, 2017

8:15 to 9:15 a.m.

Economic Development through Energy Efficiency: Resources for Businesses

Katherine Blauvelt, Office of Senator Al Franken; Jill Curran, Minnesota Waste Wise, Energy Smart Program; Laura Babcock, Minnesota Technical Assistance Program (MnTAP)

Are you working with a business or organization that wants to reduce its expenses by installing energy efficiency technology, but don't know where to start? Learn about statewide programs that work with businesses to identify projects, analyze return on investment, and implement energy saving technologies. Learning how to connect businesses to technical assistance and financial incentives to fund energy projects is a valuable tool for today's economic developer!

Thank You Conference Sponsors

Canal Park Brewery Event Sponsor



Wireless Internet Sponsor



Thursday Coffee Break Sponsor



Friday Coffee Break Sponsor



In-Kind Sponsor



In-Kind Sponsor



9:15 to 10:15 a.m.

The Importance of Partnerships and Collaboration: Leveraging Unique Resources to Drive Growth in Minnesota - Part 1

Brian Hanson, Area Partnership for Expansion (APEX); Michael Langley, Greater MSP; Jonathan Zierdt, Greater Mankato Growth; Dawn Hegland, Upper Minnesota Valley Regional Development Commission; John Kramer, Greater St. Cloud Development Corporation; Vicki Markussen, 7 Rivers Alliance; Moderator: Cathy Mehelich, City of St. Cloud

Today, economic development successes require more collaboration and unique partnerships. Whether you are a private or public, local, regional, or state practitioner, this session will leave you with many ideas and tactical take-aways. This two-part session will detail how six different economic development organizations successfully leverage public and private resources, engage many out-of-the-box partnerships, and create unique solutions. Speakers will discuss success stories, lessons learned, and engage with the audience to further discuss how together we can accomplish great projects in Minnesota resulting in job growth and capital investment.

10:15 to 10:30 a.m.

Break

10:30 to 11:15 a.m.

The Importance of Partnerships and Collaboration: Leveraging Unique Resources to Drive Growth in Minnesota - Part 2

See description above.

11:15 a.m. to 12:15 p.m.

Recycling Funds

Carol Pressley, DEED; Cheryl Seanoa, USDA Rural Development; Dan Dorman, Albert Lea Economic Development Agency

Do you have old DEED, DTED, DEED or USDA type funds relaxing in your account? Are you looking to put these funds back to good use for the benefit of your community, town, and region? Let's do it! At this session Carol Pressley, Senior Loan Officer of the Department of Employment and Economic Development and Cheryl Seanoa, Business & Cooperative Programs Director of USDA Rural Development will discuss utilizing your RLFs and local LDOs (local development organizations) as a conduit to put these funds back to good use—for everyone's gain. They will provide insight as to how much funding is "relaxing" in MN, how the funds can be used, de-federalizing the CDBG "strings" and what we, as members of EDAM, can do to put this money back to good use. To push the conversation home, we will hear from Dan Dorman, Director of Albert Lea Economic Development Agency, who has repurposed such funds. They will talk about funneling funds and projects through your LDO providing you, the practitioner or fund recipient, more flexibility and less burden.

12:15 to 1:30 p.m.

Keynote and Lunch — The Theater of Public Policy

The Theater of Public Policy Improv Group and Special Guest

The Theater of Public Policy is a unique improv comedy show from Minneapolis that makes civics fun again. Using conversations with leading thinkers on big issues as inspiration, the T2P2 cast crafts entirely unscripted comedy sketches about questions of politics and policy. Shows offer a fun, honest avenue for audiences to think and discuss real debates, without the standard political bickering.

The magic of improv theater allows the performers to follow the issue or solutions in interesting, unexpected directions. With lots of opportunities for audience interaction and a healthy mixture of serious thinking and lighthearted humor, there's no other show quite like it.

1:45 to 3:45 p.m.

Minnesota's Port Authorities...Our Gateway to the World!

Lucy McMartin, City of Winona; Louis Jambois, St. Paul Port Authority; Jeff Borling, Duluth Seaway Port Authority, Randy Olson, Red Wing Port Authority

As a follow up to the morning sessions regarding partnerships and collaboration, this session will include presentations from four Port Authorities (Duluth, Red Wing, St. Paul & Winona) which represent distinctly different regions from across our great state. Join us in the atrium for a fantastic view of the aerial lift bridge and harbor and learn how each port is similar or different to each other, what each Port means to economic development in Minnesota and how each port collaborates with other ports, partners, businesses and/or entities to enhance economic development at the local, state, regional, national and global level.

3:45 to 6 p.m.

Break

6 p.m.

Canal Park Lodge Shoreline Event, Dinner and Social

After an insightful day of programming, join your colleagues for dinner and networking, all while taking in the sights and sounds of Lake Superior! Please join us for a BBQ, live music, lawn games and a campfire with s'mores. And the location couldn't be anymore convenient, as it will be held on the grounds of the Canal Park Lodge.

August 22, 2013

EDAM Rooftop Summer Social

Cowboy Jack's | Downtown Minneapolis

8:30 to 9 a.m.

Minnesota Economic Development Foundation Presentation

Tim Clawson, Minnesota Economic Development Foundation Chair

9 to 10 a.m.

Idea Interchange, Part 1

Have the opportunity to engage in up to four different topics. Each round table will have a leader to start the process, with those who are present determining how the discussion unfolds.

Every 30 minutes you will be able to move to a new, fun and invigorating topic/discussion.

Tax Incentives — Good Development or Just Giving Away the Store?

Martha Ingram, Kennedy & Graven

How to Market Your Community

Adam Kienberger, City of Lakeville

Tips for Easy City Approval on Projects

Annie Deckert, Decklan Group

Be Prepared for Development Inquiries

Mark Lofthus, Dakota Electric Association

Integrating Economic Competitiveness into the Metropolitan Council's Thrive MSP 2040 Plan

Janna King, Economic Development Services, Inc.; Libby Starling, Metropolitan Council

Government Support for Selling Goods and Services Overseas

David Edmiston, U.S. Commercial Service

Encouraging Entrepreneurs as an Economic Development Strategy

Christy Clay, Entrepreneur Fund

Legislative Issues Facing Minnesota Economic Developers

Gary Carlson, League of Minnesota Cities

Opportunities with Freight

Rail Economic Development

Libby Ogard, Prime Focus, LLC

10 to 10:15 a.m.

Break

10:15 to 11:15 a.m.

Idea Interchange, Part 2

See description above.

11:15 a.m. to Noon

Legislative Update

Lorrie Louder, St. Paul Port Authority, EDAM Legislative Committee Co-Chair;
Todd Schultz, City of Sauk Rapids, EDAM Legislative Committee Co-Chair

Get the latest on the outcomes of the 2013 legislative session.

Noon to 1 p.m.

Lunch & Keynote

Keynote Presentation

George Goldfarb, President of Maurices

1:15 p.m.

Adjourn

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: 5/21/2013	Consent Agenda <i>(Please Circle)</i> Regular Agenda Estimated Time: <i>(Please Circle)</i> <u>5 min</u> 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action: Extension	<u>Laurel Finley</u> 5-13-13 Department Head Signature Date

Board Action Requested: (Attach additional pages if needed) Approve the hiring of Jessica Fischer as the 4-H Summer Assistant (A13).

Supporting Documents: Attached None

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: May 21, 2013	<u>Consent Agenda</u> (Please choose) Regular Agenda Estimated Time: (Please Circle) _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department requesting action: <u>Sheriff / Jail</u>	 5-10-13 Department Head Signature Date

Item for Discussion: (one form per item)

*Acknowledge and approve the hiring of part time Correction's Officer Sara Anderson effective May 23, 2013 pending completing of pre-employment screenings.
Classification B-23, starting wage \$16.04*

Position was approved at the April 16, 2013 County Board meeting.

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: May 21, 2013	<u>Consent Agenda</u> (Please choose) Regular Agenda Estimated Time: (Please Circle) _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department requesting action: <u>Sheriff / Jail</u>	 5-10-13 Department Head Signature Date

Item for Discussion: (one form per item)

*Acknowledge and approve the hiring of part time Correction's Officer Michael Ledin effective May 23, 2013 pending completing of pre-employment screenings.
Classification B-23, starting wage \$16.04*

Position was approved at the April 16, 2013 County Board meeting.

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None

2013, \$19.25/ hr, C42, Step 1.

REGULAR AGENDA

1. Recognition of Retirement

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

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

2. Personnel Committee

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

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

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

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

3. Facilities Committee

Pine County Facilities Committee met April 3, 2013.

No board action necessary.

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

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

4. Health and Human Services Director

PINE COUNTY PERSONNEL COMMITTEE**Minutes****May 14, 2013****9:00 a.m. – Pine County Courthouse-Commissioner's Conference Room**

Members: **Commissioner Chaffee**
 Commissioner Rossow
 County Administrator David Minke, HR and Payroll Specialist Matt Christenson,
 Sheriff Robin Cole, County Engineer Mark LeBrun, County Assessor Kelly
 Schroeder, County Auditor Cathy Clemmer, Chief Deputy Blackwell

1. Commissioner Chaffee called the meeting to order at 9:01 am
2. The agenda was approved
3. The minutes of the April 9th, 2013 meeting were approved
4. Sheriff's Department
 - a. Resignation of Deputy Heiller - Commissioner Chaffee moved to recommend for approval, Commissioner Rossow seconded. Motion passed 2-0.
 - b. Promotion of (2) PT Deputies to FT- Commissioner Chaffee moved to recommend for approval, Commissioner Rossow seconded. Motion passed 2-0.
 - c. Back fill of (3) open FT positions - Commissioner Rossow moved to recommend for approval to fill (2) FT positions, Commissioner Chaffee seconded. Motion carried 2-0.
 - d. Setting of PCSO staffing levels for 2013 and 2014 - Committee approved PCSO staffing at 31.
 - i. Sheriff Cole has requested to discuss the unfilled vacancies at the upcoming board meeting.
5. Highway Department
 - a. Accept retirement of Greg Museus, Highway Maintenance Worker effective May 3, 2013 and authorize internal replacement and external backfill- Commissioner Rossow moved to recommend for approval of both items, Commissioner Chaffee seconded. Motion carried 2-0.
 - b. Request to transfer Maintenance Engineer Shawn Linnell to previous position of Eng Tech III per AFSCME contract effective May 27, 2013. – Commissioner Chaffee moved to recommend for approval, Commissioner Rossow seconded. Motion carried 2-0.
 - i. Rich Reineccius current Tech III, is probationary and will be terminated, effective May 24, 2013 – Commissioner Chaffee motioned to recommend for approval, Commissioner Rossow seconded. Motion carried 2-0.
 - ii. Request to advertise internally for Hwy Maintenance Supervisor for Sandstone, Maintenance Engineer position to remain vacant – Commissioner Chaffee motioned to recommend for approval, Commissioner Rossow seconded. Motion carried 2-0.
 - c. Request to recruit for two vacant Hwy Maintenance Workers by August 1. Mark LeBrun expressed concern over staffing levels for the next plowing season and having proper experienced staffing. Commissioner Chaffee motioned to recommend for approval, Commissioner Rossow seconded. Motion carried 2-0.
6. Organizational Structure
 - o Approve reorganization of Land & Zoning- County administrator David Minke presented proposed organizational re-structure along with added benefits and budget impacts. Commissioner Chaffee asked about employee perception of the reorganization. County Administrator David Minke and County Auditor Kelly Schroeder shared employee perceptions of re-organization so far to be positive. Commissioner Rossow motioned to

present reorganized structure to the County Board, Commissioner Chaffee approved. Motion carried 2-0.

- County Forester will now report to the county Auditor
- Create Land Services Director Position and promote Kelly Schroeder
- Eliminate Land & Zoning Administrator position
- Create position of Sr. Environmental Tech./Zoning Administrator. Will report to Land Services Director
- Eliminate one of two Environmental Tech. Positions (opportunity for promotion) remaining tech. position will report to Land Services Director
- Create Sr. Appraiser position
- Reclassify Deputy Assessor

No employees are eliminated due to the restructure and pay will not be reduced. Overall there will be about a \$10,000 annual savings, with most of the benefit going to the Land Fund.

7. IT Department

- a. Approve IT Supervisor job description. This is the first job description for the IT supervisor position. Matt Christenson will evaluate the grade of the position and make a recommendation. The committee discussed the likelihood that the grade would be increased. Commissioner Rossow motioned to recommend for approval, Commissioner Chaffee seconded. Motion carried 2-0.

8. Review HHS Director Hiring Process.

Minke presented an outline of the hiring process: Interviews would be scheduled for June 3. There would be at least three “stations” including a traditional panel, a presentation on an HHS-related topic by the candidates, and an interview with the board chair and county administrator. The committee discussed ideas and suggested the involvement of all commissioners in the process. Staff will continue to refine the process and report to the board.

9. Committee approved Debbie Gray 6 month probationary period and potential wage increase to \$16.87/hr, \$1.75 increase, effective May 9, 2013.
10. Commissioner Rossow motioned to adjourn the meeting at 11:31am, Commissioner Chaffee seconded motion carried 2-0.

Resolution 2013-21

AUTHORIZATION
FOR EAST CENTRAL SOLID WASTE COMMISSION
UPDATING AND SUBMISSION OF SOLID WASTE MANAGEMENT PLAN

WHEREAS, Minnesota Statutes, Chapters 115A and 400 authorize counties to provide for management of solid waste and requires counties to develop Solid Waste Management Plans (SWMP). This plan reviews the past and present solid waste management systems of the region. It is also written to provide guidance for the future and goal volume tables are used to indicate Certificate of Need (CON) for landfills.

WHEREAS, the member counties assigned responsibility of SWMP to East Central Solid Waste Commission (ECSWC) and ECSWC was responsible for preparation of the regional SWM, which was approved in 2006.

WHEREAS, the regional current SWMP approved in 2006 requires update and resubmission.

NOW, THEREFORE, BE IT RESOLVED, Pine County, as a member county of ECSWC, authorizes and assigns responsibility to ECSWC for updating and resubmitting SWMP in their behalf.

May 21, 2013
Date

Stephen M. Hallan, Board Chair

May 21, 2013
Date

David J. Minke, County Administrator

**Contract between
East Central Solid Waste Commission (SO) and Pine County (CO)
for the Operation of a Household Hazardous Waste Management Program**

RECITALS

1. The Minnesota Pollution Control Agency is required by Minn. Stat. §115A.96 to establish a statewide program to manage household hazardous wastes (HHW).

2. Minn. Stat. § 115A.96, subdivision 3, provides that the statewide program may be provided directly by the Minnesota Pollution Control Agency (MPCA) or by contract with public or private entities.

3. The Sponsoring Organization has established a contract with the MPCA. The Co-Sponsoring Organization wishes to participate in the statewide household hazardous waste program in order to further the goals of protecting the environment and the public health as articulated in the Waste Management Act and the Co-Sponsoring Organization's Solid Waste Plan.

4. A Management Facility will accept HHW and may also accept VSQG wastes and Other Program Wastes in accordance with the terms set forth in this Contract.

5. The parties wish to allocate the duties, risks and responsibilities resulting from operation of the Local and Regional Programs.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the East Central Solid Waste Commission (Sponsoring Organization) and Pine County (Co-Sponsoring Organization) enter into the following Contract:

1. PARTIES

The parties to this Contract are:

1.1. The Sponsoring Organization, the East Central Solid Waste Commission (hereinafter "SO").

1.2. Co-Sponsoring Organization, Pine County (hereinafter "CO").

INTRODUCTION

This is a Contract between the SO and CO describing the terms under which a Local Program and a Regional Program shall be established and operated according to guidelines and procedures established by the Minnesota Pollution Control Agency (MPCA) and all other laws, rules, and regulations. The Local Program shall be funded within the limitations and conditions of this Contract.

2. DEFINITIONS

Terms as used in this Contract shall have the following meanings:

- 2.1. Authorized Facility or Authorized Facilities. A facility or facilities authorized by the MPCA to store, blend, treat, reclaim, recycle, incinerate or dispose of Program Waste in accordance with the MPCA/SO Contract.
- 2.2. Authorized Transporter or Authorized Transporters. A transporter or transporters authorized by the MPCA to transport Program Wastes to Authorized Facilities in accordance with Section 4.4.3. of the MPCA/SO Contract.
- 2.3. Co-Sponsoring Organization ("CO"). The political subdivision or other entity listed in Section 1.2 of this Contract.
- 2.4. EPA ID Number. The site-specific number a generator must obtain from the Environmental Protection Agency (EPA) prior to transportation, treatment, storage, or disposal of any hazardous waste.
- 2.5. Event Collection. A method intended to collect Program Waste from eligible persons and to educate participants on proper Household Hazardous Waste management. An Event Collection involves a site temporarily designed and set up to safely and efficiently collect and package waste for disposal or exchange.
- 2.6. Hazardous Waste. Waste as defined in Minnesota Statutes, Section 116.06, subdivision 11.
- 2.7. Household. A single detached dwelling unit or a single unit of a multiple dwelling unit and appurtenant structures.
- 2.8. Household Hazardous Waste (HHW). Waste as defined in Minnesota Statutes, Section 115A.96, subdivision 1(b).
- 2.9. Local Management Facility (Local Household Hazardous Waste Management Facility). The portion of the Local Program that consists of one or more Management Facilities operated by the CO, whether directly or by contract.

- 2.10. Local Program (Local Household Hazardous Waste Management Program). The household hazardous waste program operated by a CO, which includes a household hazardous waste education and waste reduction program for Local Program residents and which may include a Local Management Facility.
- 2.11. Local Service Area. The area within which the CO provides a Local Program, which shall be as the statutory boundaries of the County.
- 2.12. Management Facility. One or more permanent, temporary, mobile, satellite, or event collection sites that accept Program Waste for collection, management and storage. A Management Facility may be publicly or privately owned and/or operated.
- 2.13. MPCA/SO Contract. The Contract between the Minnesota Pollution Control Agency and the Sponsoring Organization for the Operation of a Household Hazardous Waste Management Program for the period ending December 31, 2017, included as Attachment 1 and made a part of this Contract, together with any subsequent amendments.
- 2.14. Program Wastes. Wastes generated within the Local Service Area which may be accepted at a Management Facility. These wastes shall include Household Hazardous Wastes, and may include Other Program Wastes' and/or VSQG wastes.
- 2.15. Operations Manual. The manual developed in accordance with the MPCA/SO Contract, which provides guidance and procedures for establishing and operating the Local and the Regional Programs.
- 2.16. Other Program Wastes. Wastes, other than HHW and VSQG Waste, which are managed separately from solid waste and which the CO desires to accept at a Management Facility and commingle with HHW pursuant to Section 6 of this Contract.
- 2.17. Agreements and Reciprocal Use Agreements. Agreements entered into by the SO allowing use of a Regional Management Facility for Program Waste generated outside the Regional Service Area, or by the CO allowing use of a Local Management Facility for Program Waste generated outside the Local Service Area. Such Agreements shall provide the terms and conditions of the use of the Management Facilities, including any fees charged.
- 2.18. Regional Management Facility (Regional Household Hazardous Management Facility). The portion of the Regional Program that consists of one or more Management Facilities operated by the SO, whether directly or by Contract.
- 2.19. Regional Program (Regional Household Hazardous Waste Management Program).

The household hazardous waste program serving the Regional Service Area, which includes the following: (1) a household hazardous waste education and waste reduction program; and (2) a Management Facility or facilities; and (3) the Local Programs. Any or all components of the Regional Program may be provided by the SO directly or by the COs through the Local Programs within the Regional Service Area.

- 2.20. Regional Service Area. The area within which the SO provides a Regional Program as defined in Section 3.15 of the MPCA/SO Contract.
- 2.21. Sponsoring Organization (SO). The political subdivision or other entity listed in Section 1.1. of this Contract.
- 2.22. State Contractor. The primary and/or secondary contractor that provide goods and services in accordance with the terms of the State of Minnesota Hazardous Waste Management Contract administered by the Minnesota Department of Administration.
- 2.23. State Contractor Services. Hazardous waste management services which are performed for Local Program and/or Regional Program activities and made available by the MPCA through its contracts with hazardous waste management firms, Hazardous waste management services include supplying materials, receiving and sorting Program Waste, packaging, repackaging, consulting, training, sampling, analysis, treatment, transportation, storage, recycling, processing and disposal.
- 2.24. State Hazardous Waste Rules. The Minnesota Pollution Control Agency Rules, Chapters 7045 and 7001, as applicable.
- 2.25. VSQG or Very Small Quantity Generator. A Hazardous Waste generator who is classified as a VSQG in accordance with Minn. Rules pt. 7045.0206, and who has not lost VSQG status due to quantity of generation or overaccumulation (see Minn. Rules pt. 7045.0206, subp. 6, item B concerning quantity of generation; and Minn. Rules pt 7045.0192, subp. 5, item H, concerning overaccumulation). In determining whether a person has VSQG status, the provisions of Minn. Rules pts. 7045.0206 and 7045.0292, subp. 5, item H shall govern. However, the following narrative is provided as an aid to understanding the portions of this Contract relating to VSQGs. A generator who, in a calendar month, generates the following quantities or less has VSQG status: 100 kilograms of hazardous waste; or one kilogram of acute hazardous waste; or 100 kilograms of any residue or contaminated soil, water or other debris resulting from the cleanup of a spill of any acute hazardous waste. Exceeding these quantities results in loss of VSQG status. VSQG status is also lost if the generator accumulates on-site more than 1,000 kilograms of hazardous waste. A VSQG who has lost VSQG status due to quantity of generation must satisfy the criteria in Minn. Rules pt. 7045.0206, subp. 6 to regain VSQG status.

3. GENERAL HOUSEHOLD HAZARDOUS WASTE PROGRAM REQUIREMENTS

- 3.1. Goal. The goal of the Regional Program is to provide environmentally sound and safe management options for Program Wastes and to encourage, to the extent feasible, reuse, recycling or safe home disposal of Program Wastes.
- 3.2. Local Program Requirements. The CO agrees to establish and operate a Local Program in accordance with the conditions and requirements set forth in this Contract and all applicable statutes, rules, and regulations. In addition, the CO shall operate the Local Program according to the terms of the MPCA/SO Contract and the Operations Manual (Attachment 1).
- 3.3. Regional Program Requirements. The SO agrees to establish and operate a Regional Program in accordance with the conditions and requirements set forth in this Contract and all applicable statutes, rules, and regulations. In addition the SO shall operate the Regional Program according to the terms of the MPCA/SO Contract and the Operations Manual.
- 3.4. Notification of Program Changes. The CO shall notify the MPCA and the SO within 30 days of changing of the Program elements listed below. Notification requirements for all temporary and event collection activities shall be submitted at least 30 days prior to the event. Compliance with this section shall satisfy the requirements of Minn. Rules Part 7045.0310, Subp. 2. The CO may use Exhibit B, Notification to the MPCA, attached to the MPCA/SO Contract, to provide notification information. The notification shall describe any changes in the following:
 - a. The name, address, telephone number of the staff person responsible for the operation of the Local Management Facility and of the staff person responsible for the education and waste reduction program, as well as the staffing arrangements for providing the Program services;
 - b. The location of each Local Management Facility;
 - c. A significant change in the duration and operating hours of the program;
 - d. The intended Local Program service area;
 - e. The manner in which waste will be collected, stored, treated, transported, and disposed of;
 - f. The amount of time the operator intends to store collected waste at individual collection sites;
 - g. A description of a significant change to the physical structures to be used to collect and store collected waste;
 - h. A description of personnel safety training to be given;
 - i. A description of the safety and emergency procedures established for the program;
 - j. The EPA ID Number used for manifesting shipments of waste from the

Management Facility(ies); and

k. The name and address of all waste transporters and the facilities which will treat or dispose of the waste.

3.5. Annual Reporting. In addition to any other reports required under other agreements, the CO shall submit to the SO annual report information by March 1 of each year. The report shall include Local Program information related to the operational, financial and educational aspects of the CO's HHW Program. Attachment A, "Annual HHW Program Report", attached to the MPCA/SO Contract, contains specific reporting requirements and a form which must be used to report the information.

3.6. Record Keeping. The CO shall maintain records concerning the Local Program in accordance with the MPCA/SO Contract and the Operations Manual and make such records accessible to the SO and the MPCA. The CO shall have available for inspection for a minimum of three (3) years following expiration or cancellation of this Contract, complete and accurate records of the work funded by state funds disbursed under this Contract, including personnel time sheets, data and quality control information. Upon receipt of a request from the state's authorized agent, the CO shall, in addition, retain the records for such longer period as requested during the time of any administrative, judicial, or other proceeding for which the records may be needed. The retention period shall continue until the administrative, judicial, or other proceeding for which the records may be needed is finally completed or until the state's authorized agent notifies the contractor in writing that the records need no longer be kept.

4. EDUCATION AND WASTE REDUCTION PROGRAM

4.1. Education and Waste Reduction Program. An education and waste reduction program shall be provided in accordance with the Solid Waste Management Plan for the Local Service Area, the MPCA/SO Contract, the Operations Manual and this Contract. The purpose of the program is to assist and inform the public concerning the proper management, identification and reduction of Program Wastes. The education program shall include the following elements:

4.1.1. Public Information. The education and waste reduction program shall promote identification and proper management of Program Wastes and methods of waste reduction, utilizing local media, public presentations, classroom education, solid waste haulers, retailers or other avenues the CO and the SO deem appropriate.

4.1.1.1. Allocation of Duties for Public Information.

SO Duties:

- Ensure that materials and activities developed by the MPCA and SO will be made available to the entire Regional Program.

CO Duties:

- Continue to make fact sheets and brochures available in public libraries, other public places, and find other outlets for distribution;
- Annually provide at least one news article or column to each weekly newspaper in the county concerning waste reduction of HHW;
- Promote availability of speakers on HHW to civic, school and other groups and respond to speaking requests; and
- Annually arrange to have a display on HHW at the county fair or other public events.
- Provide telephone advice for the Local Service Area.

- 4.1.2. Promotional Materials. Promotional materials shall be provided for the Local Service Area which describe Management Facility operational information, including: location; collection dates and hours; wastes accepted; and local contact numbers.

4.1.2.1. Allocation of Duties for Promotional Materials.

SO Duties:

- Ensure that materials and activities developed by the MPCA and SO will be made available to the entire Regional Program.

- 4.1.3. Sample Public Education Materials. The CO may request from the MPCA, or may obtain from the SO, sample public education materials which the CO can adapt for distribution, including: press releases; newspaper articles; mailing inserts; public service announcement scripts; brochures; and fact sheets.

5. Operation of Management Facilities.

- 5.1. Waste Acceptance and Management. Management Facilities shall be operated to accept and manage Program Wastes in accordance with all applicable rules, regulations, standards, permit requirements and the Operations Manual. If a Management Facility is privately owned or operated, the private owner or operator shall be required to meet the conditions and requirements set forth in this Contract and the Operations Manual.

5.1.1. Operation of Local Management Facilities.

- 5.1.1.1. VSQG and Other Program Wastes. The CO may collect, store or otherwise handle the VSQG wastes and Other Program Wastes

listed below upon obtaining all applicable governmental approvals. The CO may commingle said wastes with HHW and manage said wastes under the EPA ID Number acquired by the State, if the wastes are managed in accordance with all applicable rules, regulations, permits, policies and the Operations Manual. The Operations Manual shall be amended to address any additional hazards or safety concerns related to the management of these additional wastes.

5.1.1.1.1. VSQG Wastes. The following quantities of wastes may be accepted as VSQG waste, commingled with HHW and shipped under the MPCA's EPA ID Number: (a) up to 660 pounds per VSQG per year; and (b) up to 2200 pounds on a one-time basis from a VSQG who is a first-time participant in a HHW collection program.

5.1.1.1.2. Other Program Wastes. The following Other Program Wastes may be accepted, commingled with HHW, and shipped under the MPCA's EPA ID Number: HHW collected outside the Local Service Area and which is accepted in accordance with Minn. Rules pt. 7045.0310, subp. 6, and pursuant to an Agreement or Reciprocal Use Agreement; Abandoned wastes which the CO agrees to manage; Special wastes, as determined by the MPCA, including but not limited to: fluorescent or high-intensity discharge lamps, mercury-containing devices, cathode ray tubes, PCB ballasts or capacitors, and batteries; and Non-household waste pesticides as defined in Minn. Stat. § 18B.01, subd. 31a, provided that the CO has received approval from the Minnesota Department of Agriculture for waste pesticide management.

5.1.1.2. Non-Household Hazardous Waste. The Local Program shall not accept non-household Hazardous Waste, except for VSQG wastes or Other Program Wastes set forth in Section 6.1.1.1.2. of this Contract. Nothing in this Contract is intended to preclude the collection, management or storage of waste other than Program Waste at the Local Management Facility, provided that the CO neither commingles the waste with Program Waste nor uses the MPCA's EPA ID Number when shipping said waste.

- 5.1.1.3. Agreements or Reciprocal Use Agreements. The CO may enter into an Agreement or Reciprocal Use Agreements with other Minnesota counties or governmental entities to allow the use of the Local Management Facilities. The CO may enter into a Reciprocal Use Agreement with a county or governmental entity outside of the State of Minnesota only with the prior approval of the MPCA and the SO
- 5.1.2. Approval to Store Waste More than 90 Days or Receive Waste from Another Management Facility. The CO, in consultation with the SO and in accordance with the MPCA/SO Contract, may apply to the MPCA for approval to store waste for greater than 90 days or receive waste from another management facility at a Local Management Facility with proper governmental approvals. The CO shall not store Program Waste for more than 90 days and/or accept Program Waste from other management facilities until approval has been received from the MPCA.
- 5.1.3. Alternative Management of Program Waste. The CO, in consultation with the SO and in accordance with Section 11 of the MPCA/SO Contract, may apply to the MPCA for approval to treat Program Waste on-site at a Local Management Facility or manage Program Waste at a facility not regulated pursuant to Minn. Rules pts. 7045.0208, subp. 1, or 7045.0310 (alternative management facility). The CO shall not treat Program Waste on-site or deliver Program Waste to an alternative management facility unless authorized pursuant to this section or until approval has been received from the MPCA. Treatment and alternative facility management methods which do not require approval of the MPCA are:
- a. bulking of paints (including paint in aerosol containers), solvents, fuels, adhesives, used or waste oil and antifreeze;
 - b. management of any waste that does not exhibit the characteristics of or is not listed as a hazardous waste under MPCA rules; and
 - c. any specific management method previously approved by the MPCA for the Program.
- 5.1.4. Required Equipment and Inspections. In accordance with all applicable regulations, the MPCA/SO Contract and the Operations Manual, the CO shall arrange for the provision, inspection, maintenance and record keeping for all the safety equipment, personal protective equipment and other equipment necessary for Local Management Facility operations.
- 5.1.5. Closure. The CO is responsible for proper closure of a Local Management Facility in accordance with all applicable rules and regulations, the Operations Manual, and Sections 14 of the MPCA/SO Contract. If approval

to accept and store waste has been received pursuant to this Contract, the CO shall arrange for the proper closure of the Local Management Facility in accordance with the terms of said approval.

5.1.6. Allocation of Specific Duties

SO Duties:

- Serve as the liaison between the CO and the MPCA.

CO Duties:

- Operate the Local Facility according to the Operations Manual;
- Procurement of all necessary safety equipment, personal protective equipment and other equipment for Local Facility operations, as required herein and as outlined in the Operations Manual;
- Designate Staff for Local Facility Activities;
- Ensure that all staff performing duties related to Local Facility activities are properly qualified and trained. The CO shall provide the MPCA with the names, qualifications and duties of all staff involved in Local Facility activities before they begin performing such activities; and
- Encourage the exchange of usable products. The MPCA provides guidelines on product exchange procedures.

5.2. Management and Disposal of Program Waste.

5.2.1. State Provision of EPA ID Numbers for Management Facilities.

5.2.1.1. MPCA Acquisition of EPA ID Numbers and Tracking. Upon request, the MPCA shall complete the "EPA Notification of Regulated Waste Activity" form and acquire the EPA ID Number solely in the name of the MPCA for each Local Management Facility that requires an EPA ID Number. The EPA ID Number shall be used for transportation and disposal of all Program Wastes collected, at a Management Facility. The MPCA shall track the uniform hazardous waste manifests. The MPCA hereby authorizes the CO's Authorized Representative, or his or her designee, to sign manifests on behalf of the MPCA. The CO's Authorized Representative shall inform the MPCA in writing of all personnel designated to sign manifests under this section.

5.2.1.2. Contract Termination. If this Contract is not renewed or terminates and the CO continues to operate a Local Management Facility, the CO or its contractor shall cease to

use the EPA ID Number acquired by the MPCA and shall obtain its own EPA ID Number. Within 30 days of nonrenewal of the Contract or of permanent closure of a Local Management Facility, the CO shall notify the MPCA of the Local Management Facility's EPA ID Number and the location of the Local Management Facility.

5.2.2. Contractor Services.

5.2.2.1. State Contractor Services. Pursuant to the MPCA/SO Contract, the MPCA makes available State Contractor Services and requires the State Contractor to meet the conditions and requirements set forth in the State Contract, the MPCA/SO Contract and the Operations Manual. The MPCA notifies the State Contractors that the CO is authorized to act on the MPCA's behalf under the State Contract. Except as may be provided in other agreements between the parties, the CO shall pay for the cost of State Contractor Services in accordance with the terms of the State Contract.

5.2.2.2. On-site Contractor Services. The CO may use Non-State Contractor services for the operation of a Management Facility,

5.2.3. Hazardous Waste Management, Transportation, Recycling and Disposal Facility Use and Authorization.

5.2.3.1. Waste Transportation and Disposal. Pursuant to the MPCA/SO Contract, the MPCA, through the State Contractor, provides for the management, transportation and disposal of Program Wastes from the time that the Program Wastes come into the possession of the State Contractor. Said management, transportation and disposal is required to be in accordance with all applicable rules, regulations, standards, permit requirements, this Contract and the Operations Manual. It is intended by the parties that the MPCA shall manage all risks associated with the management, transportation and disposal of Program Wastes, from the time that Program Wastes come into possession of the State Contractor or an MPCA Authorized Transporter or Authorized Facility and any time thereafter, to avoid liability to the CO.

5.2.3.2. Authorized Facilities and Transporters. Program Waste collected pursuant to the Contract shall be transferred only by

transporters and stored, blended, treated, reclaimed, recycled, incinerated, or disposed of only at facilities evaluated and authorized by the MPCA.

5.3. MPCA Technical Assistance.

5.3.1. The CO may request the MPCA to provide the following technical assistance:

5.3.1.1. Training Program.

5.3.1.1.1. Education and Waste Reduction Program Training. The SO shall notify the CO of training activities provided by the MPCA. The MPCA has agreed to establish a basic training program and an annual update for all persons who will participate in the education and waste reduction program. This program provides staff with guidance for the following: what is a hazardous waste; which wastes are acceptable at Management facilities, including guidelines to identify commercial and agricultural wastes; waste reduction through reuse and recycling; alternatives to household hazardous products; and safe home treatment, storage and transportation methods.

5.3.1.1.2. Management Facility Operations Training. The SO shall provide notification to the CO of the training requirements and opportunities for all persons who will operate Management Facilities. A training program provided by the MPCA on at least 24 hours, annual safety refresher training, and hazard categorization and packaging training.

5.3.1.2. On-Site Operation and Safety Consultations. The CO may request the MPCA to perform on-site evaluations of conformance with operational and safety standards applicable to Management Facilities. The MPCA, in consultation with the CO, develops a schedule and procedures for conducting evaluations and follow up. The CO shall provide copies of the results of the evaluation to the SO.

5.3.1.3. General Technical Assistance.

5.3.1.3.1. The CO may request the MPCA to provide the following assistance related to the medical monitoring of management Program personnel: assistance in determining the applicability of medical monitoring requirements for management Program personnel; guidelines and forms for

scheduling appointments; assistance in managing the contractor providing medical monitoring services; and maintenance of personnel medical monitoring records.

5.3.1.3.2. At the request of the CO and subject to available resources, the MPCA may provide additional technical assistance.

6. FINANCIAL ARRANGEMENTS

The SO is responsible for fulfilling its reporting and financial obligations to the CO and to the MPCA in accordance with the MPCA/SO Contract and the MPCA Regional HHW Program Sponsoring Organization Grant Contract.

A CO is responsible for fulfilling reporting and financial obligations to its SO as agreed to by the parties.

7. GENERAL CONDITIONS

7.1. Legal Authority. This Contract is made under the County authority of Minn. Stat. §§ 375.21, 473.801 through 473.834 and 471.59 and Minn. Stat. Ch. 400.

7.2. Authorized Representative and Administrator. The SO's authorized representative for administering this Contract is its Executive Director. The CO's authorized representative for administering this Contract is the Solid Waste Administrator or his/her designee. Each party agrees to notify the other party in writing if their authorized agent is changed.

7.3. Interpretation of Contract. This Contract and all statutes and rules cited herein shall be interpreted pursuant to the laws of the State of Minnesota.

7.4. Term of Contract. This Contract shall be effective upon such date as it is fully executed and shall remain in effect until December 31, 2017, unless earlier terminated as provided herein. It is the intent of the parties that termination or expiration of this Contract shall not relieve the parties of the obligations assumed under this Contract that occur after termination or expiration, including without limitation, the obligations to properly close the Management Facility or Facilities, to pay costs incurred during the term of this Contract and to defend, indemnify and hold harmless the other party pursuant to Section 2.2 of the MPCA/SO.

7.5. Cancellation. This Contract may be canceled by the SO or the CO with or without cause in writing given not less than sixty (60) days before the effective date of the cancellation. If this Contract is canceled, the financial arrangements outlined in Sections 8.0 will prevail for all expenses incurred prior to the effective date of the cancellation, and the CO shall repay to the SO within sixty (60) days after cancellation all unspent or improperly spent funds.

- 7.6. Funding. In the unlikely event that there are insufficient funds appropriated by the Legislature to allow the MPCA to perform each of its duties and obligations under this Contract, the MPCA shall use its best efforts to obtain an increased appropriation from the Minnesota Legislature in sufficient amounts to allow it to fulfill said duties and obligations.
- 7.7. Assignment. The parties shall neither assign nor transfer any rights or obligations under this Contract without the prior consent of the other party.
- 7.8. Compliance with Laws. All acts performed by the parties under this Contract shall be performed in accordance with all applicable federal, state and local laws.
- 7.9. Dispute Resolution. In the event of noncompliance with the terms of this Contract or a dispute arising under this Contract, the CO and SO agree to attempt to resolve said noncompliance or dispute by the process set forth in Attachment B.
- 7.10. Affirmative Action. Both parties shall comply with the affirmative action provision of Minn. Stat. § 363.073 and any applicable rules promulgated thereunder.
- 7.11. Amendments. Any amendments to this Contract shall be in writing and shall be executed by both parties.
- 7.12. Liability. It is the intent of the parties that any liability which may arise as a result of activities contemplated by this Contract be governed according to the following provisions:
- 7.12.1. Liability to third persons. The parties intend that any claims or causes of action by third persons are subject to the limitations upon liability provided by law. Further, nothing in this Contract is intended to create a cause of action with respect to any third person, except for rights granted to Co-Sponsoring Counties as third party beneficiaries of this section 8.12.
- 7.12.2. Liability between the SO and the CO. The parties agree that they each will be responsible for their own acts and the results thereof and shall not be responsible for the acts of the other party and the results thereof. The SO therefore agrees that it is responsible for itself, its agents, employees, or contractors for any injury to persons or property resulting in any manner from the conduct of its own operations, and operations of its agents, employees or contractors. The SO shall defend, indemnify and hold harmless the CO and their employees, agents and elected officials from all liability, obligations, claims, demands, loss, costs and expense, including reasonable attorneys and other professional fees, resulting from the acts of the SO, its agents, employees or contractors, or obligations assumed by the SO in this Contract. For purposes of

this paragraph, the CO, the MPCA and the State Contractor shall not be considered to be agents, employees or contractors of the SO.

The CO agrees that it is responsible for itself, its agents, employees, or contractors for any injury to persons or property resulting in any manner from the conduct of its own operations, and operations of its agents, employees or contractors. The CO shall defend, indemnify and hold harmless the SO and the MPCA and their employees, agents and elected officials from all liability, obligations, claims, demands, loss, costs and expense, including reasonable attorneys and other professional fees, resulting from the acts of the CO, its agents, employees or contractors, or obligations assumed by the CO in this Contract. For purposes of this paragraph, the SO, the MPCA and the State Contractor shall not be considered to be agents, employees or contractors of the CO.

Additionally, the parties intend that the CO shall be considered a third party beneficiary of the obligation of the MPCA to defend, indemnify and hold harmless the SO and the CO, as a third party beneficiary of the MPCA/SO Contract, and their employees, agents, elected officials from all liability, obligations, claims, demands, loss, costs and expense, including reasonable attorneys and other professional fees, related to or resulting in any manner from the transportation, management or disposal of Program Waste occurring at the time the Program Waste comes into the possession of the State Contractor or an MPCA authorized transporter and, any time thereafter, including without limitation the Resources Conservation and Recovery Act, the Comprehensive Environmental Response, Compensation and Liability Act and the Minnesota Environmental Response and Liability Act, all as amended from time to time, or any other environmental protection or toxic waste or hazardous substance handling, treatment, storage or disposal laws, statutes, ordinances, rules or regulations.

The parties acknowledge that the MPCA shall provide legal counsel for defense of claims asserted against the CO and the SO if those claims are indemnified by the MPCA under the applicable section of the contract between the MPCA and the SO and/or any CO. In its sole discretion, the MPCA may choose to provide legal representation through common counsel or separate counsel. The CO agrees that: (1) it will not claim or assert that, based solely on common counsel's past or present representation of the CO, said counsel has a conflict of interest in performing legal services under this section; (2) it will not claim or assert that, based solely on common counsel's representation under the terms of this Contract, said counsel has a conflict of interest in connection with any representation of any other person or entity in a matter pending; and (3) in the event that any conflict develops in the representation of the CO under this section, the CO may consent to that common counsel's continued representation

of the CO or the CO may retain, at the CO's sole expense, its own counsel for the defense of claims indemnified by the CO under this section, Nothing in this Section 8.12.2 is intended to act as a waiver or limitation of any law, as provided in Section 8.12.1 above. Further, nothing in this Section shall bar any legal remedies that one party may have against another for failure to fulfill its obligations pursuant to this Contract.

7.12.3. No Waiver. Nothing in this Contract is intended to waive or limit the provisions of the Tort Claims Act, Minn. Stat, § 3.736, or Minn. Stat. § 466.02, or any other law, legislative or judicial, which limits governmental liability.

IN WITNESS WHEREOF, the parties hereto have executed this Contract, intending to be bound hereby:

**EAST CENTRAL SOLID WASTE
COMMISSION**

COUNTY OF PINE

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

ATTEST:

ATTEST:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

General Counsel:

County Attorney:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

LIST OF ATTACHMENTS

1. MPCA/SO Contract
2. Attachment A. - Annual HHW Program Reporting Instructions
3. Attachment B. - MPCA Dispute Resolution Procedure
4. Attachment C. - Annual HHW Program Reporting Certification Form
5. Attachment D. - Annual HHW Program Reporting Forms

ATTACHMENT A

ANNUAL REPORTING INSTRUCTIONS AND FORMS

RESPONSIBILITIES

MPCA RESPONSIBILITIES: The MPCA will utilize the completed and certified financial and participation reports submitted by the Sponsoring Organization's Authorized Representative to make timely payments of the Regional Program Operation and Waste Management Stipend and the Supplemental Stipend (Stipends).

SPONSORING ORGANIZATION'S RESPONSIBILITIES: The Sponsoring Organization will send forms and instructions to all counties listed in Part 1.3 of the Agreement that have data to report. The Sponsoring Organization will collect reports from all counties in each region and verify that the reports are complete and correct. The Sponsoring Organization will complete the Participation Certification Form and submit the Participation Certification Form and all collected reports to the MPCA by April 15th of each year. If a county or counties within the Regional Program do not submit the required reporting information by the submittal date, the amount of the Stipends received by the Sponsoring Organization will be reduced based on the formulas listed in Part 3 of the Agreement.

REPORTING PERIOD

January 1 - December 31

REPORT SUBMITTAL DEADLINE

April 15, annually

REPORT REQUIREMENTS AND MANDATORY ANNUAL REPORTING VALUES

Reports shall be submitted on the forms included as part of this Attachment. At the request of the Sponsoring Organization and at the discretion of the State's Authorized Representative, other report formats that contain the mandatory annual reporting values may be approved. The Sponsoring Organization is required to submit the applicable Participation Report form(s), the Participation Certification Form, the Program Cost and Utilization Report and the Waste Management Report.

The mandatory annual reporting values are:

For each permanent facility:

- Monthly household participation, January-December.
- Total participating households.

For each event, temporary or mobile facility collection:

- Dates, hours and location of the collection
- Total participating households for each collection location.

For each participating county:

- Total operational cost and total capital cost for each county and Sponsoring Organization within the Regional Program. If a county did not collect any waste at a facility or event, these are the only two numbers that are required.
- Total waste accepted, treated, reused through product exchange and shipped for final management for: Latex paint, Oil paint, Bulk Flammables, Aerosols and Lab Packs. Indicate the unit of measurement used for each waste stream (gallons or pounds). The State also requests that each county report quantities for all of the waste streams listed on the Waste Management page of the Annual Report Forms.

For each region:

- Total participating households for all permanent facilities and event, temporary or mobile collections conducted in the Regional Program for the calendar year.

PROCEDURES FOR DETERMINING AND DOCUMENTING TOTAL HOUSEHOLD PARTICIPATION IN A REGIONAL PROGRAM

Definitions

For a permanent facility:

“Total participating households” means the total number of households that deliver household hazardous waste to a permanent facility in a calendar year.

For event, temporary or mobile facility collections:

“Total participating households” means the total number of households that deliver household hazardous waste to each event, temporary or mobile facility collection.

Qualified Participating Households

- Only participants delivering residential Household Hazardous Waste generated within Minnesota to qualified HHW Programs will be counted as households.
- One participant will be credited for the waste from one household. If more than one household is included in a delivery to a facility or collection, the actual number of households may be counted, provided proper documentation is kept.
- Each of the multiple deliveries from the same participant within a calendar year may be counted.
- Business Waste will not be counted.
- Participants that deliver only one or more of the following wastes will not be counted: batteries, elemental mercury containing devices, antifreeze, circuit boards, PCB ballasts, CRTs and other electronic devices, fluorescent lamps, used motor oil and filters, mercury thermometers from dedicated thermometer exchange events, compressed gas cylinders, pharmaceuticals, sharps, ammunition and/or fireworks.
- Participants that only come to remove items from product exchange shelves will not be counted.
- Waste that is abandoned at a facility or collection may be counted as one participant if properly documented. No more than 5% of total participation may be accounted for in this manner.
- Participants from HHW collection efforts related to natural disasters will be evaluated by the State for qualification on a case-by-case basis.

Minimum Required Documentation

Required documentation includes:

- surveys filled out by participants;
- an operational log showing each qualifying delivery of waste and the number of households included in each delivery to a facility or collection;
- electronically scanned participation data; or
- other documentation authorized in writing by the State’s Authorized Representative.

All records must be completed when the waste is delivered to the facility or event.

For audit purposes, all logs, surveys and other documentation of participation must be retained for at least six years beyond the end of the MPCA-Sponsoring Organization Agreement to which this Attachment is attached, in accordance with Part 23 of the Agreement. The Sponsoring Organization shall insure that each county in the Regional Program maintains the required documentation.

Attachment B

DISPUTE RESOLUTION PROCEDURES

Terms

1. Negotiation: Two or more people meet voluntarily to discuss an issue.
2. Mediation: A negotiation process involving a third party neutral who facilitates the discussion. The facilitator has no decision-making authority.
3. Arbitration: A more formal process involving a neutral third party. The arbitrator has decision-making authority and the parties are commonly represented by attorneys.

Proposed Procedures

In the event of a dispute arising under the Contract, the parties agree to attempt to resolve their dispute by following the process described below.

1. A party shall provide written notice to the State or County describing the perceived conflict, positions and underlying reasons.
2. The State or County shall provide a written response to the notice within 7 days of receipt of notice.
3. The parties shall meet within 14 days of receipt of response with a neutral facilitator. The neutral facilitator will be a representative from the Minnesota Office of Dispute Resolution.
4. At the first meeting, the neutral facilitator will assist the parties in identifying the appropriate parties and participants in the dispute resolution process, their concerns, a meeting agenda and design for any subsequent meetings. The parties shall agree on a process for resolving the problem that would involve additional negotiations, mediation or arbitration.
5. In developing the process, the parties will be guided by the following principles:
 - a. The parties will attempt in good faith to reach a negotiated settlement.
 - b. The parties agree that there must be fair representation of the parties directly involved in the dispute.
 - c. The parties will use legal proceedings as a last resort.
 - d. In the event the parties are unable to resolve the dispute, each party retains all rights, remedies or defenses it had prior to entering the process.

6. The parties will report to the State and County within 60 days of their first meeting on the resolution of the dispute or a recommendation to commence legal proceedings.

MINNESOTA POLLUTION CONTROL AGENCY
 REGIONAL HOUSEHOLD HAZARDOUS WASTE PROGRAM
 PARTICIPATION CERTIFICATION FORM

STATE FISCAL YEAR:
 REPORTING PERIOD: January 1, 20xx to December 31, 20xx

LIST COUNTIES IN REGIONAL PROGRAM
 and
 TOTAL PARTICIPATION FOR EACH COUNTY:

County Name	Total Participation (event and facility)
TOTAL OF ALL PARTICIPATING HOUSEHOLDS IN REGION:	0

NUMBER OF SHEETS ATTACHED (INCLUDING THIS SHEET):

I certify that all data accompanying this form is:

1. True and correct,
2. Supported by all required documentation, and
3. Prepared in accordance with the definitions in the Joint Powers Agreement for determining and reporting total household participation in a Regional Program.

Regional Program SIGNATURE	TITLE
Name	DATE

**Attachment A
Greater Minnesota Annual Reporting**

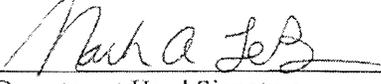
Permanent Local and Regional Facility Participation

Instructions: For each facility, enter monthly participant totals OR the annual total in the "Totals" column													
PERMANENT FACILITY NAME	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	Totals
													0
													0
													0
													0
													0
													0
													0
													0
													0
													0
													0
Grand Total All Permanent Facility Participation in Region													0

Event totals must be entered on the "Event Log" only

CY _____ Region Name: _____

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: May 21, 2013	Consent Agenda <i>(Please Circle)</i> Regular Agenda Estimated Time: <i>(Please Circle)</i> 10 Min. 15 Min. _____ Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action: <u>Pine County Public Works</u>	 5/14/13 Department Head Signature Date

<p>Item for Discussion: (one form per item)</p> <p>Final Payment-</p> <p>Contract #1202</p> <p>CP 058-040-001 Located on CSAH 40; Between CSAH 52 and CSAH 46 CP 058-051-001 Located on CSAH 51; Between CSAH 50 and Carlton CSAH 10 CP 058-052-001 Located on CSAH 52; Between CSAH 40 and Edgewood Road</p> <p>Board Action Requested: (Attach additional pages if needed) Final Payment for above contract to Hardrives, Inc. in the amount of \$20,445.16</p> <p align="right">Supporting Documents: Attached None</p>
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PINE COUNTY HIGHWAY

405 Airport Road NE
 Pine City, MN 55063
 Project CP 058-040-001 - Culvert Replacement
 Project CP 058-051-001 - Culvert Replacement
 Project CP 058-052-001 - Culvert Replacement
 Contract Final Pay Request No. 4

Contractor: Hardrives, Inc.
 14475 Quiram Drive
 Rogers, MN 55374

Contract No. 1202
 Vendor No. 2170
 For Period: 12/7/2012 - 5/8/2013
 Warrant # _____ Date _____

Contract Amounts

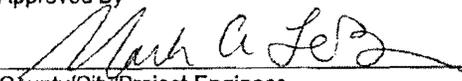
Original Contract	\$419,878.39
Contract Changes	\$669.46
Revised Contract	\$420,547.85

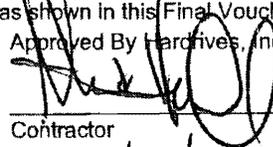
Funds Encumbered

Original	\$419,878.39
Additional	\$0.00
Total	\$419,878.39

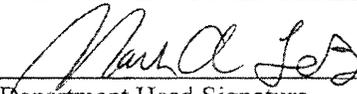
	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
CP 058-040-001	\$0.00	\$137,490.47	\$0.00	\$130,615.95	\$6,874.52	\$137,490.47
			Percent Retained: 0%			
CP 058-051-001	\$69.13	\$204,764.67	\$0.00	\$194,460.76	\$10,303.91	\$204,764.67
			Percent Retained: 0%			
CP 058-052-001	\$0.00	\$65,334.69	\$0.00	\$62,067.96	\$3,266.73	\$65,334.69
			Percent Retained: 0%			
Contract 1202	\$69.13	\$407,589.83	\$0.00	\$387,144.67	\$20,445.16	\$407,589.83
			Percent Retained: 0%			
Amount Paid This Contract Final Pay Request					\$20,445.16	

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By

 County/City/Project Engineer
 Date 5/8/13

Approved By Hardrives, Inc.

 Contractor
 Date 5/14/13

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: May 21, 2013	Consent Agenda <i>(Please Circle)</i> <u>Regular Agenda</u> Estimated Time: <i>(Please Circle)</i> <u>5 min</u> 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action: <u>Pine County Public Works</u>	 _____ Department Head Signature Date <u>5/16/13</u>

<p>Item for Discussion: (one form per item)</p> <p>Contract #1301</p> <p>SP 058-611-013 Located on CSAH 11; From County Line to CSAH 61</p> <p>Board Action Requested: (Attach additional pages if needed) Award bid to Tri-City Paving, Inc.</p> <p align="right">Supporting Documents: Attached None</p>
<hr/> <hr/>

PCPW
Project Bid Abstract

Project Name: CSAH 11; Between W Cty Line and CSAH 61 Contract No.: 1301
 Client: Pine County Highway Project No.: SP 058-611-013
 Bid Opening: 04/29/2013 9:45 AM Owner: Pine County Highway

Item No.	Item	Units	Quantity	Engineers Estimate		Tri-City Paving, Inc.		Central Specialties, Inc.		Hardrives, Inc.	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	2021.501 MOBILIZATION	LUMP SUM	1	\$50,000.00	\$50,000.00	\$30,000.00	\$30,000.00	\$60,000.00	\$60,000.00	\$52,338.77	\$52,338.77
2	2031.602 PORTABLE TOILETS	EACH	1	\$500.00	\$500.00	\$500.00	\$500.00	\$250.00	\$250.00	\$123.49	\$123.49
3	2051.501 MAINT & RESTORATION OF HAUL ROADS	LUMP SUM	1	\$500.00	\$500.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00
4	2105.533 SALVAGED AGGREGATE IN STOCKPILE (EV) (P)	CU YD	2330	\$5.00	\$11,650.00	\$8.00	\$18,640.00	\$18.00	\$41,940.00	\$9.24	\$21,529.20
6	2105.602 CONSTRUCT TURN LANES	EACH	4	\$6,000.00	\$24,000.00	\$4,800.00	\$19,200.00	\$7,000.00	\$28,000.00	\$7,348.00	\$29,392.00
5	2105.602 CONSTRUCT BYPASS LANES	EACH	2	\$8,000.00	\$16,000.00	\$6,500.00	\$13,000.00	\$8,000.00	\$16,000.00	\$3,813.79	\$7,527.58
7	2105.609 SALVAGED AGGREGATE FROM STOCKPILE	TON	4189	\$5.00	\$20,945.00	\$7.00	\$29,323.00	\$12.00	\$50,268.00	\$12.31	\$51,566.59
8	2112.619 SHOULDER PREPARATION	ROAD STA	431.5	\$125.00	\$53,937.50	\$25.00	\$10,787.50	\$40.00	\$17,280.00	\$60.19	\$25,971.99
9	2123.610 DOZER	HOUR	5	\$100.00	\$500.00	\$150.00	\$750.00	\$140.00	\$700.00	\$107.22	\$536.10
10	2123.610 1.5 CU YD BACKHOE	HOUR	5	\$125.00	\$625.00	\$150.00	\$750.00	\$150.00	\$750.00	\$144.75	\$723.75
11	2231.501 BITUMINOUS PATCHING MIXTURE	TON	100	\$80.00	\$8,000.00	\$75.00	\$7,500.00	\$75.00	\$7,500.00	\$108.84	\$10,884.00
12	2232.501 MILL BITUMINOUS SURFACE (1.5")	SQ YD	7339	\$1.00	\$7,339.00	\$1.00	\$7,339.00	\$0.70	\$5,137.30	\$2.00	\$14,678.00
13	2232.501 MILL BITUMINOUS SURFACE (2.5")	SQ YD	12671	\$1.15	\$14,571.65	\$1.25	\$15,838.75	\$1.25	\$15,838.75	\$2.59	\$32,817.89
14	2232.501 MILL BITUMINOUS SURFACE (3.0")	SQ YD	130585	\$1.25	\$163,231.25	\$1.25	\$163,231.25	\$1.50	\$195,877.50	\$1.44	\$188,042.40
15	2331.604 BITUMINOUS PAVEMENT RECLAMATION	SQ YD	6977	\$2.00	\$13,954.00	\$1.50	\$10,465.50	\$1.80	\$12,558.60	\$1.30	\$9,070.10
16	2357.502 BITUMINOUS MATERIAL FOR TACK COAT	GALLONS	18104	\$2.00	\$36,208.00	\$2.50	\$45,260.00	\$0.01	\$181.04	\$2.81	\$50,872.24
17	2360.501 TYPE SP 12.5 WEARING COURSE MIXTURE (2,B)	TON	37691	\$50.00	\$1,884,550.00	\$45.79	\$1,725,870.89	\$45.15	\$1,701,748.65	\$47.86	\$1,803,891.26
18	2540.602 MAIL BOX SUPPORT	EACH	68	\$150.00	\$10,200.00	\$100.00	\$6,800.00	\$84.00	\$5,712.00	\$90.07	\$6,124.76
19	2563.601 TRAFFIC CONTROL	LUMP SUM	1	\$35,000.00	\$35,000.00	\$10,000.00	\$10,000.00	\$4,500.00	\$4,500.00	\$4,076.14	\$4,076.14
20	2575.555 TURF ESTABLISHMENT	LUMP SUM	1	\$10,000.00	\$10,000.00	\$4,000.00	\$4,000.00	\$3,500.00	\$3,500.00	\$3,752.79	\$3,752.79
21	2580.603 INTERIM PAVEMENT MARKING	LIN FT	11008	\$0.10	\$1,100.80	\$0.35	\$3,852.80	\$0.45	\$4,953.60	\$0.19	\$2,091.52
23	2582.501 PAVEMENT MESSAGE(RIGHT ARROW) WHITE EPOXY	Each	20	\$500.00	\$10,000.00	\$120.00	\$2,400.00	\$120.00	\$2,400.00	\$128.67	\$2,573.40
22	2582.501 PAVEMENT MESSAGE(RAILROAD CROSSING) WHITE EPOXY	Each	2	\$500.00	\$1,000.00	\$650.00	\$1,300.00	\$650.00	\$1,300.00	\$696.95	\$1,393.90
25	2582.502 4" SOLID LINE YELLOW EPOXY	LIN FT	35903	\$0.35	\$12,566.05	\$0.20	\$7,180.60	\$0.20	\$7,180.60	\$0.21	\$7,539.63
26	2582.502 4" BROKEN LINE YELLOW EPOXY	LIN FT	7647	\$0.35	\$2,676.45	\$0.20	\$1,529.40	\$0.20	\$1,529.40	\$0.21	\$1,605.87

SP 058-611-013 - Project Bid Abstract

Project: SP 058-611-013 - CSAH 11; Between W Cty Line and CSAH 61				Engineers Estimate		Tri-City Paving, Inc		Central Specialties, Inc.		Hardrives, Inc.		
Item No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
24	2582.502	24" STOP LINE, WHITE EPOXY	LIN.FT	72	\$50.00	\$3,600.00	\$7.00	\$504.00	\$7.00	\$504.00	\$7.51	\$540.72
27	2582.603	6" SOLID LINE, WHITE EPOXY (WR)	LIN FT	97006	\$2.00	\$194,012.00	\$0.63	\$61,113.78	\$0.63	\$61,113.78	\$0.68	\$65,964.08
28	2582.603	8" DOTTED LINE, WHITE EPOXY (WR)	LIN FT	60	\$10.00	\$600.00	\$4.00	\$240.00	\$4.00	\$240.00	\$4.29	\$257.40
Totals for Project SP 058-611-013						\$2,587,266.70		\$2,197,377.47		\$2,246,944.22		\$2,395,986.57
% of Estimate for Project SP 058-611-013								-15.07%		-13.15%		-7.39%

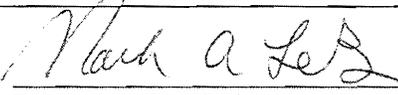
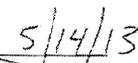
SP 058-611-013 - Project Bid Abstract

Project: SP 058-611-013 - CSAH 11; Between W Cty Line and CSAH 61				Engineers Estimate		Knife River Corporation	
Item No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price
1	2021.601 MOBILIZATION	LUMP SUM	1	\$50,000.00	\$50,000.00	\$15,000.00	\$15,000.00
2	2031.602 PORTABLE TOILETS	EACH	1	\$500.00	\$500.00	\$350.00	\$350.00
3	2051.501 MAINT & RESTORATION OF HAUL ROADS	LUMP SUM	1	\$500.00	\$500.00	\$1.00	\$1.00
4	2105.533 SALVAGED AGGREGATE IN STOCKPILE (EV) (P)	CU YD	2330	\$5.00	\$11,650.00	\$15.70	\$36,581.00
6	2105.602 CONSTRUCT TURN LANES	EACH	4	\$6,000.00	\$24,000.00	\$13,000.00	\$52,000.00
5	2105.602 CONSTRUCT BYPASS LANES	EACH	2	\$8,000.00	\$16,000.00	\$16,000.00	\$32,000.00
7	2105.609 SALVAGED AGGREGATE FROM STOCKPILE	TON	4189	\$5.00	\$20,945.00	\$11.00	\$46,079.00
8	2112.619 SHOULDER PREPARATION	ROAD STA	431.5	\$125.00	\$53,937.50	\$57.00	\$24,595.50
9	2123.610 DOZER	HOUR	5	\$100.00	\$500.00	\$125.00	\$625.00
10	2123.610 1.5 CU YD BACKHOE	HOUR	5	\$125.00	\$625.00	\$200.00	\$1,000.00
11	2231.501 BITUMINOUS PATCHING MIXTURE	TON	100	\$80.00	\$8,000.00	\$100.00	\$10,000.00
12	2232.501 MILL BITUMINOUS SURFACE (1.5")	SQ YD	7339	\$1.00	\$7,339.00	\$1.36	\$9,981.04
13	2232.501 MILL BITUMINOUS SURFACE (2.5")	SQ YD	12671	\$1.15	\$14,571.65	\$1.40	\$17,739.40
14	2232.501 MILL BITUMINOUS SURFACE (3.0")	SQ YD	130585	\$1.25	\$163,231.25	\$1.42	\$185,430.70
15	2331.604 BITUMINOUS PAVEMENT RECLAMATION	SQ YD	6977	\$2.00	\$13,954.00	\$3.70	\$25,814.90
16	2357.502 BITUMINOUS MATERIAL FOR TACK COAT	GALLONS	18104	\$2.00	\$36,208.00	\$2.36	\$42,725.44
17	2360.501 TYPE SP 12.5 WEARING COURSE MIXTURE (2,B)	TON	37691	\$50.00	\$1,884,550.00	\$47.85	\$1,803,514.35
18	2540.602 MAIL BOX SUPPORT	EACH	68	\$150.00	\$10,200.00	\$84.00	\$5,712.00
19	2563.601 TRAFFIC CONTROL	LUMP SUM	1	\$35,000.00	\$35,000.00	\$4,000.00	\$4,000.00
20	2575.555 TURF ESTABLISHMENT	LUMP SUM	1	\$10,000.00	\$10,000.00	\$3,500.00	\$3,500.00
21	2580.603 INTERIM PAVEMENT MARKING	LIN FT	11008	\$0.10	\$1,100.80	\$0.14	\$1,541.12
23	2582.501 PAVEMENT MESSAGE(RIGHT ARROW) WHITE EPOXY	Each	20	\$500.00	\$10,000.00	\$100.00	\$2,000.00
22	2582.501 PAVEMENT MESSAGE(RAILROAD CROSSING) WHITE EPOXY	Each	2	\$500.00	\$1,000.00	\$750.00	\$1,500.00
25	2582.502 4" SOLID LINE YELLOW EPOXY	LIN FT	35903	\$0.35	\$12,566.05	\$0.21	\$7,539.63
26	2582.502 4" BROKEN LINE YELLOW EPOXY	Lin Ft	7647	\$0.35	\$2,676.45	\$0.21	\$1,605.87
24	2582.502 24" STOP LINE, WHITE EPOXY	LIN FT	72	\$50.00	\$3,600.00	\$6.50	\$468.00
27	2582.603 6" SOLID LINE, WHITE EPOXY (WR)	LIN FT	97006	\$2.00	\$194,012.00	\$0.69	\$66,934.14
28	2582.603 8" DOTTED LINE, WHITE EPOXY (WR)	LIN FT	60	\$10.00	\$600.00	\$2.00	\$120.00
Totals for Project SP 058-611-013						\$2,587,266.70	\$2,398,358.09
% of Estimate for Project SP 058-611-013							-7.30%

I hereby certify that this is an exact reproduction of bids received.

Certified By: Maha Kiz License No. 40478
 Date: 4/29/13

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: May 21, 2013	Consent Agenda <i>(Please Circle)</i> Regular Agenda Estimated Time: <i>(Please Circle)</i> 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action: <u>Pine County Public Works</u>	  Department Head Signature Date

Item for Discussion: (one form per item)	
Contract #1302	
SAP 058-641-016	Located on CSAH 41, From Aitkin CSAH 2 to 2.5 miles East
Board Action Requested: (Attach additional pages if needed) Award to the lowest responsible bidder as determined by the County Engineer	
Supporting Documents: Attached None	



PINE COUNTY

County Administrator
David J. Minke

Administrator's Office

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

Commissioners

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

To: Pine County Board of Commissioners
From: David J. Minke, County Administrator 
Date: May 21, 2013
Subject: Health and Human Services Director Position Recruitment

The Health and Human Services Director Position closes on May 17. This position is a critical hire and I want to be sure all commissioners have an opportunity to be involved in the process and feel they have enough information to make a hiring decision.

The interviews will be June 3, 2013 at the Pine Government Center and will start at 8:00 a.m. and likely run most of the day.

1. **Meet and Greet.** All candidates and everyone involved in the interview gather for introductions and an explanation of the day's events.
2. **Interview Stations.** The candidates will rotate through the following stations:

Station A: Interview panel. Matt Christenson (organizer), Nancy Dahlin (Chisago County HHS Director), Pine County HHS supervisor and commissioner(s). This will be a traditional question and answer interview format.

Station B: Presentation. The candidates will be given a topic in advance to prepare and will make a presentation to a panel and answer questions of the panel. The panel will consist of Mark LeBrun (organizer), HHS supervisor, commissioner(s), and HHS staff.

Station C: Personal interview. Board chair and county administrator.

Station D: Building Tour. Janet Schumacher will take each candidate on a tour of the Pine Government Center.

3. **Debriefing.** Each station organizer will collect the feedback from their team and report to the county board.

4. **County Board (special) Meeting.** The board can meet and discuss the candidates. Possible outcomes:
 - a. Identify the top candidate and direct a conditional offer of employment contingent upon successful background and reference checks.
 - b. Decide to take some time to make a decision, either at the June 4 (the day after the interviews) board meeting or a later date if desired.
 - c. Identify two candidates for follow-up interviews.
 - d. Determine that none of the candidates are the right choice.
 - e. Other?

It is contemplated that commissioners will participate in one of the interview stations. However, we can adjust the format and schedule to accommodate other scenarios—i.e. commissioner-only interview panel. Commissioners should review the schedule and confirm what role they would like for themselves. Commissioners can also be involved in screening the applicants to select the finalists, if desired.

Assuming a large enough pool of qualified applicants, the number of candidates invited to interview will be at least three, but likely not more than five. Matt will do the preliminary scoring and then I (or commissioners if desired) will review.

Hiring Timeline

- 5/17 Position closes
- 5/20 Review/Score applications (Matt)
- 5/22 Select finalists for interview (David)
- 6/3 Interviews (all)
- 6/3 Identify next step (board)
- TBD Background and reference checks (Matt & David)
- TBD Other as determined by county board

DRAFT Interview-day schedule

- 8:00-8:30 Meet and greet—all candidates and others involved in the interview
- 8:30-2:00 Interviews
- 2:00-2:30 Panels debrief
- 2:30-3:30 Organizers present panel feedback to the board, and commissioners consider candidates. (This portion will be posted as a special board meeting)

Requested Action:

The board should review the process and provide direction to move forward to complete the hiring process. Once there is a consensus on the process, staff can develop interview questions for review by the board.

cc: Matt Christenson, HR & Payroll Specialist