

**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, August 6, 2013, 1:00 p.m.**  
**Public Health Building, Sandstone, Minnesota**

- A) Call meeting to order
- B) Pledge of Allegiance
- C) Public Forum. Members of the public are invited to speak. Each speaker should state his/her name and limit comments to three (3) minutes.
- D) Approve Agenda
- E) Approve Minutes of July 16, 2013 board meeting and Summary for publication.
- F) Approve Minutes of July 16, 2013 Committee of the Whole/Budget Committee meeting for publication.
- G) Minutes of Boards, Committees and Correspondence
  - Pine County Probation Advisory Committee Unapproved Minutes – May 28, 2013
  - Pine County HRA Senior Housing Board of Directors Minutes - June 26, 2013
  - Pine County Land Surveyor Monthly Report – July 2013
  - Pine County Methamphetamines Task Force Minutes – July 8, 2013
- H) Approve Consent Agenda

**CONSENT AGENDA**

1. **July, 2013 Disbursements**  
Disbursements Journal Report, July 1, 2013 – July 31, 2013
2. **Applications for Abatement:**  
Consider:  
Timothy Nelson & Jennifer Marx, 29174 Anderson Dr., Sandstone, PID 30.0483.002, pay 2012  
Robert & Kristen Althoff, 5 1<sup>st</sup> St. SE, Pine City, PID 42.5021.000, pay 2011  
Frandsen Bank & Trust, 340 Main St. So., Pine City, PID 42.5195.000 & 42.5200.000, pay 2013
3. **Resolution for Repurchase of Tax Forfeited Land**  
Consider Resolution 2013-30 for Repurchase of Tax Forfeited Land in full, PID 19.0157.000 and PID 19.0153.001, Kevin Steinert one-half interest and Kent and Marla Kvall one-half interest and authorize Board Chair and County Auditor to sign.

**4. Liquor License**

Consider 2013-2014 Liquor Licenses for:

Banning Junction (On/Sunday); Banning Junction (Off Sale); Beach Rocks (On/Off/Sunday); Beroun Saloon (On/Sunday); Chengwatana Country Club (On/Off/Sunday); Countryside Campground (Off Sale); Doc's Sports Bar (On/Off/Sunday); Kurtz' Muffies on the Lake (On/Off/Sunday); Marathon of Beroun (Off Sale); Moose Lake Golf Club (On/Sunday); Nickerson Bar & Motel (On/Off/Sunday); Pine City Country Club (On/Sunday); Tank's Tavern (On/Off/Sunday); Tavern in Duquette (On/Off/Sunday); West Beroun Liquor (Off Sale); Wing's North (On/Sunday).

Subject to approval of the Pine County Sheriff, Pine County Attorney and the township board of each applicant. Authorize signature on licenses by Board Chair and Auditor/Treasurer.

**5. Pine County Housing and Redevelopment Authority**

- A. Approve appointment of Carl Steffen to the Pine County Housing and Redevelopment Authority Board of Directors to fulfill the remaining term of Arild Frederiksen, term ending October 5, 2016.
- B. Approve appointment of Greg Kvasnicka to the Pine County Housing and Redevelopment Authority Board of Directors to fulfill the remaining term of Dean Dronen, term ending October 5, 2017.

**6. Promotion**

Approve the promotion of part-time Corrections Officer Elliot Johnson to full-time Corrections Officer effective August 11, 2013. No change in wages or classification.

**7. Training**

- A. Consider attendance by Property Appraisers Karen Stumne and Lorri Houtsma to the MCCC hosted Sidwell Legal Description workshop in St. Paul, October 2-3, 2013. The workshop is approved by the State Board of Assessors for 14 hours of continuing education training. Cost per person is \$150; hotel cost \$112.49 (share room), total cost: \$412.49. Funds are available in the 2013 assessor budget.
- B. Consider attendance by Sr. Property Appraiser Jenny Mansavage to the MAAO Assessment Administration course in Plymouth, October 7-10, 2013. The course is a requirement to obtain an accredited Minnesota Assessor license as needed by all appraisers in Minnesota by 2019 after this year's legislation. Thirty hours of continuing education will be awarded for the class. Cost of the course is \$380; hotel cost \$83.60 (per night). Total cost: \$630.80. Funds are available in the 2013 assessor budget.
- C. Consider attendance by Probation Director Terryl Arola to the Minnesota Corrections Association (MCA) Training Institute, October 23-24, 2013. Probation agents are required 40 hours of training each calendar year. Registration \$150; one night hotel, \$95 (before taxes); plus travel. Funds are available in the 2013 probation budget.
- D. Consider attendance by Welfare Fraud Investigator Kari Rybak to the United Council on Welfare Fraud National Conference in Des Moines, Iowa September 9-12, 2013. Rybak will attend the conference with scholarships received towards expenses; there will be no other costs other than training and travel hours not to exceed 37.5 hours for the week.

- E. Consider attendance by Veterans Service Officer Ben Wiener to the 2013 MN County Veteran Services Officer Conference in Nisswa, September 8-10, 2013. Total cost \$504 plus mileage. Lodging and meals are included in the cost. Funds are available in the 2013 Veteran Services Office budget.
- F. Consider attendance by Health & Human Services Director Patrick Bruflat to the 2013 regular monthly meetings for the MN Association of County Social Services Administrators (MACSSA). Dates of monthly meeting: August 22, 2013, September 19, 2013, November 7, 2013, and December 5, 2013. Cost: No registration cost; accommodations w/meals, \$99 plus tax; mileage \$79.10. Total monthly cost: \$178.10.

## **REGULAR AGENDA**

**1. Minnesota Housing Finance Agency's Family Homeless Prevention and Assistance Program**

Approve Resolution 2013-29 Authorizing Administration of Minnesota Housing Finance Agency's Family Homeless Prevention and Assistance Program and authorize Board Chair and County Administrator to sign.

**2. Sturgeon Lake Golf Course – Request for Public Hearing**

Approve request for date of public hearing, September 3, 2013, 1:00 p.m. or as soon thereafter as possible, for Sturgeon Lake Golf Course f/k/a Birch Creek Golf Course to obtain an On/Off/Sunday liquor license. Subject to approval of the Pine County Sheriff, Pine County Attorney, and the township board of applicant.

**3. One Heartland, Inc – Request for Public Hearing**

Approve Resolution 2013-31 calling for a public hearing, September 3, 2013, 1:00 p.m. or as soon thereafter as possible, by Tom Koerber, Northview Bank, on behalf of One Heartland, Inc. (f/k/a Camp Heartland Project, Inc.) for approval of the refinance of existing debt using the City of Willow River's Bonding Authority. The County does not assume any liability. Authorize Board Chair and Auditor/Treasurer to sign Resolution.

**4. 2013 Land Auctions: September 20, 2013, 10 a.m., Courthouse, Pine City**

Approve the Land/Zoning Advisory Committee's recommendation to set dates, terms, conditions, appraisals and parcels for the following:

- A. General Public Tax-Forfeit Land Auction – Resolution 2013-32
- B. General Public County Fee Land Auction – Resolution 2013-33
- C. Adjoining Land Owner Tax-Forfeit Land Auction – Resolution 2013-34

and authorize County Auditor-Treasurer to sign.

**5. Final Payment – Contract #1102**

Approve final payment to Robert R. Schroeder Construction, Inc. in the amount of \$19,322.47 for Contract #1102 related to SAP 58-641-14 – Located on CSAH 41 between CSAH 42 and Willow River, MN and authorize County Administrator to sign Certificate of Final Contract Acceptance.

**6. Easement Agreement**

Approve Easement Agreement with City of Rock Creek for ingress and egress to access county-owned land for removal of gravel, sand and earthen materials authorize Board Chair and County Attorney to sign.

**7. Commission Nominations/Appointments**

Approve reappointment of Richard Stepan as the District 4 member on the Board of Adjustment and the At-Large member on the Planning Commission. Both terms are effective January 1, 2013 – December 31, 2014. MS §394.27, Subd 2 requires “one member of such board of adjustment shall also be a member of any planning commission appointed under the provision of sections §394.21 to §394.37.” This appointment will satisfy this requirement.

**8. Award Bid for Phase 1 (DNR buyout properties) Flood Mitigation Demolition**

Award bid for Phase 1 demolition and site restoration of the DNR flood mitigation buyout properties to Buetow Trucking and Excavating, LLC, Moose Lake, total bid \$65,313.12.

**9. Probation Advisory 2013 Comprehensive Plan**

Approve formal acceptance of the 2013 Comprehensive Plan.

**10. Commissioner Updates**

**11. Other**

**12. Upcoming Meetings**

- a. **Pine County Budget Committee Meeting, August 6, 2013, 9:30 a.m.**, Public Health Building, Sandstone, Minnesota.
- b. **Pine County Board Meeting, August 6, 2013, 1:00 p.m.**, Public Health Building, Sandstone, Minnesota.
- c. **Personnel Committee Meeting, August 13, 2013, 9:00 a.m.**, Commissioner Conference Room, Courthouse, Pine City, Minnesota
- d. **Technology Meeting, Tuesday, August 20, 2013, 9:00 a.m.**, Commissioner Conference Room, Courthouse, Pine City, Minnesota.
- e. **Pine County Board Meeting, Tuesday, August 20, 2013, 10:00 a.m.**, Board Room, Pine County Courthouse, Pine City, Minnesota.
- f. **Pine County Health and Human Services Meetings, Tuesday, August 20, 2013, to commence after Pine County Board Meeting**, Boardroom, Pine County Courthouse, Pine City, Minnesota.
- g. **NLX meeting, Wednesday, August 28, 2013, 9:30 a.m.**, Boardroom, Courthouse, Pine City, Minnesota.

**13. Adjourn**

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

**Tuesday, July 16, 2013, 10:00 a.m.**  
**Board Room, Pine County Courthouse, Pine City, Minnesota**

Chair Hallan called the meeting to order at 10:00 a.m. Present were Commissioners Mitch Pangerl, Steve Chaffee, 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. Michael Kubesh expressed concern regarding how Pine County is handling a variety of issues within the county. Dave Ostenson stated his opposition to the NLX.

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

Consent:

Add #7: New Hire: David Anderson, Property Appraiser

Upcoming Meetings:

Change Technology Committee Meeting to July 23, 2013 at 10:00 a.m.

Commissioner Rossow moved to approve the amended Agenda. Second by Commissioner Pangerl. Motion carried 4-0.

Commissioner Chaffee moved to approve the Minutes of the July 2, 2013 Board Meeting and Summary for publication. Second by Commissioner Rossow. Motion carried 4-0.

Minutes of Boards, Committees and Correspondence

Pine County HRA Senior Housing Regular Meeting – May 22, 2013

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

Commissioner Chaffee moved to approve the amended Consent Agenda. Second by Commissioner Rossow. 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. **Review June 2013 Cash Balance**

**Approve:**

<b>Fund</b>	<b>June 30, 2012</b>	<b>June 30, 2013</b>	<b>Increase(Decrease)</b>
General Fund	\$2,029,025.95	\$1,944,263.05	(\$84,762.90)
Health and Human Services Fund	\$1,958,216.29	\$1,406,587.17	(\$551,629.12)
Road and Bridge Fund	\$7,270,815.90	\$7,437,294.47	\$166,478.57
Land Management Fund	\$605,799.89	\$1,463,743.39	\$857,943.50
TOTAL (inc non-major funds)	13,671,395.19	13,410,100.54	(\$261,294.65)

2. **Applications for Abatement:**

Approve:

- a. Gary Vink, 61077 Duxbury Road, Sandstone, PID 32.8800.001, pay 2012 & 2013
- b. Robert Armstrong, 225 Lark Street, Sandstone, PID 45.5574.000, pay 2013

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

Approve Resolution 2013-27 for Repurchase of Tax Forfeited Land with a 10-year contract, Bashir Moghul, PID 08.0079.000 and PID 08.0080.000 and authorize Board Chair and County Auditor to sign.

4. **Promotion**

Acknowledge and approve the trial-period promotion of Edward Melzark from Environmental Technician to Sr. Environmental Technician/Zoning Administrator, effective July 16, 2013, \$23.66/hr., proposed B31 pay grade.

5. **New Hires**

Approve the hiring of four (4) full-time deputies, effective July 28, 2013, at the stated pay rate:

Leah Schmidt	\$21.75/hr., step 3	seniority 07/28/2013-A
Brian Butler	\$19.68/hr., step 1	seniority 07/28/13-B
Thomas Nygard	\$19.68/hr., step 1	seniority 07/28/13-C
Casey Freund	\$19.68/hr., step 1	seniority 07/28/13-D

6. **Veteran Service Officer**

Approve the change of start date from July 16, 2013 to July 30, 2013, for Benjamin Wiener, Veteran Service Officer.

7. **Property Appraiser**

Approve the hiring of David Anderson, property appraiser, per Land Services Restructure Plan, effective July 22, 2013, pay \$16.34, grade B24.

**REGULAR AGENDA**

1. **Recognition of Retirement**

The board recognized the retirement of Ilene Haavisto, office manager in the Administrator's Office, effective July 31, 2013, and thanked her for over 23 years of service to Pine County.

2. **Personnel Committee**

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

Sheriff

- a. Approve a one-half time School Resources Officer contract with East Central School District, contingent upon approval by East Central School Board.
- b. Accept the resignation of Deputy Sheriff Daniel Adams effective July 3, 2013.
- c. Approve the back-fill of vacated deputy sheriff position to maintain authorized strength of 32 sworn peace officers.

Sheriff Cole stated the East Central School Board contract has not been finalized as of yet and that Hinckley Public Schools has expressed interest in a School Resource Officer.

Health & Human Services

- a. Approve the appointment of Russ Baron to previous Fiscal Supervisor position (C43) at previous rate of \$29.05/PfrMx, effective June 24, 2013, contingent upon County Board's public recognition of Russ Baron's service to the county as Interim HHS Director.

b. Approve the back-fill of Child Support Officer position.

**Motion** by Commissioner Rossow to approve the above recommendations of the Personnel Committee related to the Sheriff's Office and Health and Human Services. Second by Commissioner Chaffee. Motion carried 4-0.

Administration

Approve a 3% performance wage increase for Administrator Minke effective January 1, 2014.

Commissioner Pangerl stated he is not in support of a 3% performance increase for Administrator Minke based on increases given to other employees. Administrator Minke clarified differences in performance and COLA increases.

**Motion** by Commissioner Chaffee to approve a 3% wage increase for Administrator Minke effective January 1, 2014. Second by Commissioner Rossow. Motion carried 3-1 with Commissioner Pangerl voting nay.

3. **Final Payment – Midwest Contracting, LLC.**

County Engineer Mark LeBrun reported to the board regarding the completion of Contract #1203.

**Motion** by Commissioner Chaffee to approve final payment to Midwest Contracting, LLC in the amount of \$14,103.92 for Contract #1203 related to: SAP 058-598-025, located 1.0 mile south of CSAH 11 on CR 120 over Mud Creek and authorize County Administrator to sign Certificate of Final Contract Acceptance. Second by Commissioner Rossow. Motion carried 4-0.

4. **Award Bid for Contract #1303**

County Engineer Mark LeBrun states Contract #1303 has been awarded to Hardrive. Contract #1303 includes:

CP 058-167-002	Located on CR 167; between CSAH 61 and 1.25 miles East
CP 058-052-002	Located on CSAH 52; between CSAH 40 and 0.25 miles East
CP 058-061-004	Located on East Frontage Road
SAP 058-640-013	Located on CSAH 40; between CSAH 46 and 2.5 miles South
SAP 058-646-026	Located on CSAH 46; between CSAH 61 and I-35
SAP 058-651-005	Located on CSAH 51; between CSAH 46 and CSAH 10
SAP 058-661-022	Located on CSAH 61; between S County Line and S Limits of Pine City

The Hardrive bid came in 13% under the projected cost. LeBrun also commented that he is very satisfied with the new procedure of opening bids prior to the county board meeting.

Commissioner Pangerl states that he likes the transparency of opening bids in a public setting. Discussion was held and it was noted that the bid openings are open to the public and contractors regularly attend.

**Motion** by Commissioner Rossow to award bid for Contract #1303 to Hardrive, in the amount of \$3,928,641.45. Second by Chair Hallan. Motion carried 4-0.

5. **East Central Solid Waste Commission – Household Hazard Waste Programs**

Land Services Director Kelly Schroeder explained the purpose of the contract with East Central Solid Waste. This contract has been reviewed by the county attorney.

**Motion** by Commissioner Chaffee to approve the contract between Pine County and East Central Solid Waste Commission regarding the Household Hazardous Waste Programs and authorize Board Chair, County Administrator and County Attorney to sign. Second by Commissioner Pangerl. Motion carried 4-0.

6. **Second Quarter Financial Update**

Administrator Minke explained two graphs that were provided to the county board. A comparison chart between 2012 and 2013 was also provided and overall the county is where it should be. Commissioner Chaffee questioned the cost of the upcoming special election; County Auditor-Treasurer Cathy Clemmer stated the election may cost approximately \$10,000 - \$15,000.

7. **Updates**

- A. Commissioner Pangerl thanked County Engineer LeBrun for attending a meeting in Royalton Township regarding the upcoming CR 5 road project.
- B. Chair Hallan stated he would like to provide some answers to Michael Kubesh's questions from the public forum.
  - i. Chair Hallan explained the purpose of a three minute limit per person in the public forum and the public can ask to appear before the Committee of the Whole Members.
  - ii. Chair Hallan also stated there is no further discussion regarding the sale of the landfill in Kanabec County as it is done.
  - iii. Chair Hallan states the joint ventures with Kanabec County Health and Human Services is on hold at this time, there will be more discussion on this in the future.
  - iv. Chair Hallan stated the Economic Development discussion is ongoing.
  - v. Chair Hallan also stated the Transit Tax (Wheelage and ½% Sales Tax) meeting will be held in the future.

8. **Upcoming Meetings**

- a. **Pine County Board Meeting, Tuesday, July 16, 2013, 10:00 a.m.**, Board Room, Pine County Courthouse, Pine City, Minnesota.
- b. **Pine County Health and Human Services Meetings, Tuesday, July 16, 2013, to commence after Pine County Board Meeting**, Boardroom, Pine County Courthouse, Pine City, Minnesota.
- c. **Committee of the Whole – Budget Committee Meeting, Tuesday, July 16, 2013**, commencing after HHS Board Meeting, Courthouse, Pine City, Minnesota.
- d. **Technology Meeting, Tuesday, July 23, 2013, 10:00 a.m.**, Commissioner Conference Room, Courthouse, Pine City, Minnesota.
- e. **NLX Meeting, Wednesday, July 24, 2013, 9:30 a.m.**, Board Room, Courthouse, Pine City, Minnesota.
- f. **RDC Meeting, Thursday, July 25, 2013, 10:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota.
- g. **Budget Committee Meeting w/department heads, Tuesday, July 30, 2013, 9:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota.
- h. **Pine County Board Meeting, Tuesday, August 6, 2013, 1:00 p.m.**, Public Health Building, Sandstone, Minnesota.

9. **Adjourn**

With no further business, Chair Hallan adjourned the county board meeting at 10:48 a.m. The next regular meeting of the county board is scheduled for August 6, 2013 at 1:00 p.m. at the Public Health Building, Sandstone, Minnesota.

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David J. Minke, Administrator  
Clerk to County Board

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Stephen M. Hallan, Chair  
Board of Commissioners

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

**Tuesday, July 16, 2013, 10:00 a.m.  
Board Room, Pine County Courthouse, Pine City, Minnesota**

Chair Hallan called the meeting to order at 10:00 a.m. Present were Commissioners Mitch Pangerl, Steve Chaffee, 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. Michael Kubesh expressed concern regarding how Pine County is handling a variety of issues within the county. Dave Ostenson stated his opposition to the NLX.

Commissioner Rossow moved to approve the amended Agenda. Second by Commissioner Pangerl. Motion carried 4-0.

Commissioner Chaffee moved to approve the Minutes of the July 2, 2013 Board Meeting and Summary for publication. Second by Commissioner Rossow. Motion carried 4-0.

Minutes of Boards, Committees and Correspondence

Pine County HRA Senior Housing Regular Meeting – May 22, 2013

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

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

Approve June 2013 Cash Balance.

Approve Applications for Abatement:

- a. Gary Vink, 61077 Duxbury Road, Sandstone
- b. Robert Armstrong, 225 Lark Street, Sandstone

Approve Resolution 2013-27 for Repurchase of Tax Forfeited Land with a 10-year contract, Bashir Moghul, and authorize Board Chair and County Auditor to sign.

Approve the trial-period promotion of Edward Melzark from Environmental Technician to Sr. Environmental Technician/Zoning Administrator, effective July 16, 2013, \$23.66/hr., proposed B31 pay grade.

Approve the hiring of four (4) full-time deputies, effective July 28, 2013, at the stated pay rate:

Leah Schmidt	\$21.75/hr., step 3	seniority 07/28/2013-A
Brian Butler	\$19.68/hr., step 1	seniority 07/28/13-B
Thomas Nygard	\$19.68/hr., step 1	seniority 07/28/13-C
Casey Freund	\$19.68/hr., step 1	seniority 07/28/13-D

Approve the change of start date from July 16, 2013 to July 30, 2013, for Benjamin Wiener, Veteran Service Officer.

Approve the hiring of David Anderson, property appraiser, effective July 22, 2013, pay \$16.34, grade B24.

### **REGULAR AGENDA**

The board recognized the retirement of Ilene Haavisto, effective July 31, 2013.

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

#### **Sheriff**

- a. Approve a one-half time School Resources Officer contract with East Central School District.
- b. Accept the resignation of Deputy Sheriff Daniel Adams effective July 3, 2013.
- c. Approve the back-fill of vacated deputy sheriff position.

#### **Health & Human Services**

- a. Approve the appointment of Russ Baron to previous Fiscal Supervisor position at previous rate of \$29.05/PfrMx, effective June 24, 2013
- b. Approve the back-fill of Child Support Officer position.

**Motion** by Commissioner Rossow to approve the above recommendations of the Personnel Committee related to the Sheriff's Office and Health and Human Services. Second by Commissioner Chaffee. Motion carried 4-0.

**Motion** by Commissioner Chaffee to approve a 3% wage increase for Administrator David Minke effective January 1, 2014. Second by Commissioner Rossow. Motion carried 3-1 with Commissioner Pangerl voting nay.

**Motion** by Commissioner Chaffee to approve final payment to Midwest Contracting, LLC in the amount of \$14,103.92 for Contract #1203. Second by Commissioner Rossow. Motion carried 4-0.

**Motion** by Commissioner Rossow to award bid for Contract #1303 to Hardrive, in the amount of \$3,928,641.45. Second by Chair Hallan. Motion carried 4-0.

**Motion** by Commissioner Chaffee to approve the contract between Pine County and East Central Solid Waste Commission regarding the Household Hazardous Waste Programs. Second by Commissioner Pangerl. Motion carried 4-0.

With no further business, Chair Hallan adjourned the county board meeting at 10:48 a.m. The next regular meeting of the county board is scheduled for August 6, 2013 at 1:00 p.m. at the Public Health Building, Sandstone, Minnesota.

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David J. Minke, Administrator  
Clerk to County Board

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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](http://www.co.pine.mn.us)). Copies can also be requested from the administrator's office.

**MINUTES OF PINE COUNTY BOARD  
COMMITTEE OF THE WHOLE/BUDGET COMMITTEE MEETING**

**Tuesday, July 16, 2013 1:00 p.m.  
Pine County Courthouse, Pine City, MN**

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, County Auditor-Treasurer Cathy Clemmer, County Sheriff Robin Cole, and County Administrator David Minke.

The Pledge of Allegiance was said.

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

County Engineer Mark LeBrun gave a presentation on the county authority to levy a wheelage tax of \$10 per vehicle starting January 1, 2014, and the authority to levy a .05% sales tax for transportation starting January 1, 2014.

For the wheelage tax, the county must pass a resolution and notify the Minnesota Department of Revenue by August 1, 2013.

Five of seven metro counties currently have a wheelage tax. The proceeds from the tax require the funds to be used for transportation purposes.

It is estimated that the wheelage tax would generate approximately \$275,000 annually in Pine County, which is the equivalent of about a 2% levy increase.

For the transportation sales tax, the county must hold a public hearing and adopt a resolution. The .025% local transit tax for metro counties has been changed to a state-wide optional transportation tax of .05%. The proceeds of the tax must be dedicated to projects or transit and the uses must be identified at the public hearing.

It is estimated that the transportation sales tax would generate approximately \$750,000 in Pine County, which is the equivalent of approximately a 5.5% levy increase.

Engineer LeBrun explained approximately 80% of state aid roads have been built within the last 20 years and over 50% have been built in the last 10 years. LeBrun is concerned with the long-term needs of the roads in the next 10 years.

Current funding will not maintain the 57 miles of county-funded roads. The wheelage tax would be a way to generate revenue dedicated to these roads.

County Auditor Cathy Clemmer explained that the county could issue a bond for the improvements and then pay for the bonds using the wheelage tax to repay the bonds.

The board called a special meeting for July 30, 2013 at 8:30 a.m. in the board room.

The board reviewed fees in the Land Services Department and request a public hearing be scheduled for the second meeting in August.

A levy limit is in effect for 2014. With the limit, the county could increase the levy approximately \$65,000.

Future Budget Committee meetings:

July 30, 2013, 9:00 a.m., Commissioner Conference Room, Courthouse, Pine City.

August 6, 2013, 9:30 a.m., Conference Room, Public Health Building, Sandstone.

Chair Hallan called a 10-minute recess at 2:40 p.m.

The meeting reconvened at 2:50 p.m.

Commissioner Rossow moved to close the meeting as permitted by Minnesota Statute §13D.03 for the purpose of discussing labor negotiation strategy. Second by Commissioner Hallan. The motion passed 4-0.

Commissioner Pangerl moved to open meeting. Second by Commissioner Rossow. Motion passed 4-0. Meeting was opened at 3:35 p.m.

With no further business, Chair Hallan adjourned the meeting at 3:35 p.m.

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

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David J. Minke, County Administrator  
Clerk to Pine County Board of Commissioners

# Pine County Probation Advisory Committee

## UNAPPROVED MINUTES

Tuesday, May 28, 2013

**Present:** Terryl Arola, George Horbacz, Brent Jahnz, Bill Morgan, Bill Steele, Suzanne Thompson, Sarah Weikle, Lee Williams

**Excused:** Sgt. Ron Ouverson, Randy Tenge

Call to Order 6:00 pm

1) **Committee Business**

- Per Diems
  - Approve last minutes
- MOTION Passed: Bill M./Brent

2) **Presentation – 2012 Juvenile Placement Cost Summary**

- Terryl went over the annual juvenile placement report which was presented to the Health and Human Services Board (County Board). Some of the strategies being focused on this year include:
  - Tracking progress while juveniles are in placement:  
[www.placementprogress.com](http://www.placementprogress.com)
  - Putting strong emphasis on transitional planning from placement to begin at the time of placement with everything in place as the juvenile leaves placement.
  - Funding of cognitive skills education for indigent juveniles at risk of out-of-home placement.

Budgeting for placement costs each year is a moving target with expenditures anywhere from \$ 325,000 (2004) to over a \$ 1,000,000 (2001) from year to year. Questions were asked and answered regarding the juvenile placements this year and budget questions.

3) **General Updates**

- **County Probation News** – Terryl Arola/Sarah Weikle
  - There was no real news in the Probation Department.
  - Sarah talked about the Meth Drug Task Force. This year there will be a booth at the Pine County fair hosted by the Meth Drug Task Force and Health and Human Services. Education materials on a variety of topics will be available at the booth including things such as smoking, drugs, alcohol, synthetic drugs, and bath salts. There were questions regarding a smoke shop that had been busted in Pine City recently. Sarah talked about the laws coming to try and help make all synthetic drugs illegal and a blanket law that would help to cover all the ever changing synthetic formulas. She also talked about some of the symptoms, results and challenges she has been seeing with those using synthetic drugs and bath salts.
  - Terryl provided an update on the county board status with the unfortunate

passing of Commissioner Doug Carlson.

- DOC Probation news – Terryl Arola  
Terryl let the committee know about the staff changes in the DOC Pine County office and that there is currently an opening. Katie Couyer has moved into her new position in Isanti County. The Pine County office also has new phone numbers.

**4) Comprehensive Plan Review**

- There was considerable discussion about the presentation of the impact of technology on probation as presented in the comp plan. Committee members made recommendations for some modifications.
- Brent gave an example of how technology has allowed him to do much more with the same amount of time in calculating jail credits.
- MOTION passed: To approve the Comp Plan with additions discussed during the meeting.
- The next step will be to present the Plan to the county board, judicial bench, and DOC.

**5) Other – Next meeting presentation ideas**

- School Resource Officer

**6) Next Meeting: August 27<sup>th</sup> at 6pm – Public Health Building - Sandstone**

Motion to Adjourn 8:18pm MOTION passed: Bill S/Sarah Weikle

Minutes by: Suzanne Thompson

**PINE COUNTY HRA SENIOR HOUSING**

**510 Fifth Street Office**

**Sandstone, MN 55072**

**(320) 245-5140**

[pinehra@ecenet.com](mailto:pinehra@ecenet.com)

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

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

The regular meeting of the Pine County HRA Senior Housing Board of Directors was held on June 26, 2013, at the Sandstone Manor. Commissioners of the HRA present were Board Chair Dorothy Stockamp, Cheri Drilling, and Jan Oak. Staff members present were Executive Director Janice Gustafson and Resident Manager Evelyn Yocum. Resident Manager Susan Blake was absent. Guest Carl Steffen and Sandstone Manor resident Doris Nielsen were present.

1. The meeting was called to order at 2:00 P.M. by Board Chair D. Stockamp. Guest, Carl Steffen, was welcomed.
2. The minutes from May 22, 2013, were reviewed by the Board members. A motion was made by C. Drilling and was seconded by Board Chair D. Stockamp to accept the minutes. Motion carried: Yeas 3, Nays 0.
3. The monthly financial statements and the investment report were presented by J. Gustafson. A motion was made by J. Oak and was seconded by C. Drilling to approve the financial statements and the investment report. Motion carried: Yeas 3, Nays 0.
4. Executive Director's Report. The written Executive Director's report was reviewed by Board members.
5. Old Business.
  - a) Vacancies. As of this date, paperwork is being processed on three prospective residents. If these three prospective residents successfully complete the process and sign leases, then occupancy will be at 100%.
  - b) New Board Members. Dean Dronen's term expires 10/05/2017, and Greg Kvasnicka agreed to complete D. Dronen's term. A motion was made by Board Chair D. Stockamp and was seconded by C. Drilling to appoint Greg Kvasnicka to complete D. Dronen's term. Motion carried: Yeas 3, Nays 0. Arild Frederiksen's term expires 10/05/2016, and the Board requested Carl Steffen to consider completing A. Frederiksen's term. C. Steffen's decision is pending.

- c) The piano in the community room at the Sandstone Manor is very old and can no longer hold a tune. Substantial rehabilitation work would be required to make it useable once again. The HRA has tried unsuccessfully for the past two years to locate another donated or low cost piano. Since we have residents at the Sandstone Manor who play the piano and willingly provide entertainment for the other residents, the Board members agreed the HRA should pursue buying a new piano and will ask SM resident Margo Rising to assist in selecting the piano.

6. New Business.

- a) The Minnesota Housing Finance Authority HUD annual audit is scheduled for August 6, 2013.
- b) The HRA's annual contract paperwork with HUD has been completed, signed by Board Chair D. Stockamp, and will be mailed. The contract year is December 14, 2013 – December 14, 2014.
- c) TRACS 202D goes into effect on September 1, 2013. TRACS (Tenant Rental Assistance Certification System) is the software program used by the Contract Administrator (MHFA) to submit vouchers for payment to HUD in accordance with HUD 4350.3, Rev-1, Chg-3.
- d) The quarterly payroll tax returns have been completed and filed.
- e) Board members reviewed carpet and tile samples for the upgrade of the flooring in the community room, laundry room, bathrooms and hallways at both Manors. Discussion will continue at the next Board meeting.

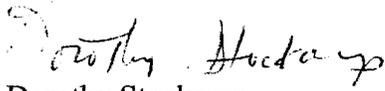
7. Resident Managers' Reports.

- a) Finlayson Manor. S. Blake was unavailable.
- b) Sandstone Manor. E. Yocum reported their coffee maker stopped working; however, they have a backup coffee maker they can use which was donated by a prior resident.

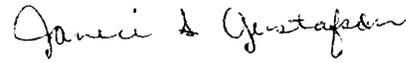
8. Resident Comments/Questions. Doris Nielsen was in the community room working on a puzzle during the Board meeting and had no comments.

9. A motion was made by J. Oak and was seconded by C. Drilling to adjourn the meeting at 3:35 P.M. Motion carried: Yeas 3, Nays 0.

10. The next HRA Board meeting is scheduled for July 24, 2013, at the Finlayson Manor.



Dorothy Stockamp  
HRA Board Chair



Janice S. Gustafson  
Executive Director



# PINE COUNTY PUBLIC WORKS

## HIGHWAY DEPARTMENT

405 Airport Road NE  
Pine City, MN 55063

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

Mark A. LeBrun, P.E.  
County Engineer

### Pine County Land Surveyor Monthly Report

July 2013

CSAH 61 T38N R21W, research records, compute corner search areas, search for, set, tie out and GPS PLSS corners, excavate with a backhoe for original PLSS corner evidence, update files.

T41N R19W Section 30, set, tie out and GPS PLSS corners, excavate with a backhoe for original PLSS corner evidence, update files.

CSAH 61 T45N R20W Section 6, research records, compute corner search areas, set GPS control, search for and GPS private corners and ROW corners, update files.

CSAH 47 T45N R18W Section 14, research records, compute corner search areas, search for and GPS private corners and ROW corners, update files.

T40N R21W Sections 7 and 8, research records, compute corner search areas, set GPS control, search for, set, tie out and GPS PLSS and ROW corners, update files.

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

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

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

Review and file PLSS corner certificates provided by private surveyors.

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

Robin T. Mathews, Pine County Surveyor

Monthly Report July 2013.doc

**Pine County Methamphetamine Task Force  
Minutes  
July 8, 2013**

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

**Attendance:** Steve Blackwell, Sheriff Cole, Lynette Kuzel, Gwen Lewis, Jerry Olson, Bonnie Rediske, Commissioner Curt Rossow, Sarah Weikle, Jackie Wicklund, Patrick Bruflat and Janet Schumacher

**Absent:** Troy Anderson, John Carlson, Sandy Korf, Judge Martin, Commissioner Mitch Pangerl, and Stephanie Youngberg

**Excused Absence:** Don Faulkner

**Others Present:** Deb Lowe

Meeting commenced at 3:00 pm by Patrick Bruflat/Sheriff Cole in the Conference Room at the Pine Government Center in Pine City.

1. **Introductions and Welcome** - to Patrick Bruflat , new Director in Health & Human Services; Lynette Kuzel, Program Director at Teen Focus and Jackie Wicklund, Child Protection Worker at the Mille Lacs Band.
2. **Review Minutes of 4/8/13** – Motion was made by Curt Rossow and seconded by Bonnie Rediske to approve the minutes. Motion carried.
3. **Updates from last meeting**
  - a) **Sheriff Robin Cole**
    - Robin indicated that they are currently working on some cases – info forthcoming. Street drugs seem to remain the same – nothing major. Precursor stuff is being controlled and meth continues to come from Mexico. They had another successful drug take back program – 80 lbs of prescription drugs were turned in and they do accept these at any time.
  - b) **Patrick Bruflat**
    - **Financial Report**

**\$2,408.51** - Unrestricted Balance on 3/31/13  
**\$ 268.33** - Revenue April, May, June  
**\$ 118.62** - Expenses April, May, June

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**\$2,558.22** – Unrestricted Balance as of 6/30/13
4. **Reports from Members**

At the recent CJI (Children’s Justice Initiative) meeting discussion was held regarding the possible use of DARE funds to educate the community on using chemicals and the effects on the fetus in the uterus. Bonnie told of a recent baby born with heroin and a premature baby born positive for meth. We seem to be getting newborns with drugs in their system once a week lately. She said that intake reports doubled in the month of June – reports are going up due to the economy and drug situations.

Steve indicated that deputies are seeing a lot of the same things going on in the same houses and deputies get discouraged by the repeat situations. On the enforcement side, they pay either way – people are introduced to take the drug and then they run. He made a suggestion of expansion of the MTF. Bonnie asked if we should combine with Kanabec County. Sara said there is a definite need for societal change as well as more money for treatment and the need for something to make people stay in treatment. Curt suggested bringing education into the homes.

Bonnie talked about the PSOP (Parent Support Outreach Program) that she is working with and the excellent results that it brings. She is currently working with 30 families. Pine Co will see a reduction in funding of about \$2,000 and Curt suggested that a request be made to the Pine Co Board of Commissioners to make up for this reduction.

Shared info with the committee on Synthetic Marijuana – common names for it are fake weed, spice, K2, thunder, genie, etc. It is dangerous, unpredictable, and addictive and many of the chemical compounds used to create it were made illegal through an emergency banning in 2011.

Patrick indicated that education is good and if we make some bit of difference that should help. We should continue to work on an improved climate of awareness and education. Reaching kids early is very important.

***The next meeting is scheduled for Monday, October 14, 2013 from 3:00 pm – 4:30 at the Pine County Health & Human Services/Public Health Building in Sandstone.***

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

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

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

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

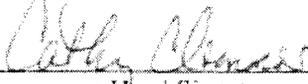
**Directions to the Pine County Health & Human Services/Public Health Building in Sandstone:**

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

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

P:\Word\Methamphetamine Task Force\Minutes\2013\July 8 min.doc

**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  August 6, 2013	<u>Consent Agenda</u> (Please Circle)  Regular Agenda Estimated Time: (Please Circle) 10 Min. 15 Min. <small>Time needed</small> 30 Min. 45 Min. 1 hour
Department Requesting Action:  <b><u>Auditor/Treasurer</u></b>	 Department Head Signature      7-29-13 Date

<p><b>Item for Discussion:</b></p> <p><i>July 2013 Disbursements</i></p>          <p><b>Board Action Requested:</b> (Attach additional pages if needed)</p>          <p align="right">Supporting Documents:    Attached    None</p>
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CATHYJ 7/29/13 10:01AM

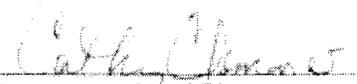
DISBURSEMENTS JOURNAL REPORT Specific Dates: 07/01/2013 - 07/31/2013

RECAP BY FUND	FUND	AMOUNT	NAME
	1	1,044,780.22	GENERAL REVENUE FUND
	13	2,348,393.84	ROAD & BRIDGE FUND
	22	5,471.62	LAND MANAGEMENT FUND
	39	334,680.63	2005A G.O. JAIL BONDS
	40	209,150.00	2012 G.O. COURTHOUSE BONDS
	76	225,246.89	GROUP HEALTH INS FUND 5/1/95 GEN
	80	14,253.47	COUNTY COLLECTIONS AGENCY FUND
	82	2,214.60	TAXES AND PENALTIES AGENCY FUND
	84	8,348.00	EAST CENTRAL DRUG TASK FORCE AGENCY F
		4,192,539.27	Total Disbursements

RECAP BY TYPE	TYPE	AMOUNT	NAME
	1	4,192,529.27	AUD
	3	90.00	MVC
		4,192,539.27	Total Disbursements

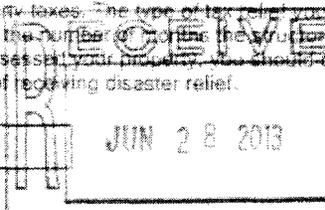
**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  August 6, 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><b>Auditor/Treasurer</b></u>	 Department Head Signature                      Date 7-30-13

<p><b>Item for Discussion:</b></p> <p><i>Application for abatement:</i>  <i>Timothy Nelson &amp; Jennifer Marx, 29174 Anderson Dr, Sandstone. PID 30.0483.002, pay 2012</i>  <i>Robert &amp; Kristen Althoff, 5 1<sup>st</sup> St SE, Pine City. PID 42.5021.000, pay 2011</i>  <i>Frandsen Bank &amp; Trust, 340 Main St S, Pine City. PID 42.5195.000 &amp; 42.5200.000, pay 2013</i></p> <p><b>Board Action Requested:</b> (Attach additional pages if needed)</p> <p align="right">Supporting Documents:    Attached    None</p>
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# Application for Local-Option Disaster Abatements and Credits

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



County of: Pine Abatement # AB12-50  
 Taxes Levied In: 2011  
 And Payable In: 2012

Applicant and Property Information

**Applicant Information.** Please type or print.

Name: Timothy Nelson + Jennifer Marx Social Security number: [REDACTED]

Mailing address (street address): 29174 Anderson Drive City: Sandstone State: MIN Zip: 55072

Telephone Home: [REDACTED] Cell: Tim (320) 279-3306 Telephone Home: [REDACTED] Cell: Jen (320) 279-3305

Property ID or Parcel number (found on your property tax statement): R30.0483.002 School District number: ISD 2580 East Central

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

Legal description of property (found on your property tax statement): North 1/2 of West 1/2 of Northwest 1/4 of Southwest 1/4 of Section 14 TWP 042 Range 020 9-24-06 Less West 50ft thereof Micro # 453473

Is the property homesteaded?  
 Yes  No

How many months was the property unable to be occupied or used?  
3 Date you left property: 8-6-12

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

Date you returned to property: NT

Statement of Facts and Signature

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

We experienced a house fire 8-6-12 of which we lost all of our belongings & our home was deemed a total loss. As of today we are still working with our insurance company + waiting on our mortgage co. as they are holding things up once again. We are still living in our garage on the property at this time. The house is still standing, however it should be demolished according to the contractors we had out to do estimates one said they wouldn't even touch it + the other had said it is not worth working with & would cost \$150,000 plus to make it livable.

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

Signature: Tim Nelson + Jen Marx Date: 6-21-13

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

APPLICATION FOR ABATEMENT - GENERAL FORM  
(M.S. 375.192)

DATE: 5/7/13

For Taxes Levied In: 2010  
And Payable In: 2011

Abatement # AB11-47

Please Print Or Type

Applicants Name: <u>Robert &amp; Kristin Althoff</u>	Applicants Mailing Address: <u>1558 140th Ave Ogish, MN 56258</u>
Applicant's SSN: <u>on file</u>	
Telephone (Home): <u>306-687-2529 (home)</u>	
Telephone (Work): <u>attorney</u>	
Description Of Property: Property ID or Parcel Number: <u>42.5021.000</u>	
Street Address: <u>5 1st St SE, Pine City</u>	
Township/City: <u>Pine City</u>	
School District: <u>578</u>	

Legal Description:

Lots 17 & 18, Block 3 Townsite of Pine City

ASSESSOR'S ESTIMATED MARKET VALUE:

Land: 130,500 Structures: 288,700 Total: 419,200 Classification: 201-1-000

Applicants Statement of Facts:

Property has no water frontage, but was valued to have.

Applicants Request:

Re-value property as a non-water frontage property

Applicant's Signature: Robert & Kristin Althoff

NOTE: Minnesota Statutes 1998, 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: May 30, 2013

For Taxes Levied In: 2012

And Payable In: 2013

Abatement # AB13-10

Please Print Or Type

Applicants Name: <u>Frandsen Bank + Trust</u>	Applicants Mailing Address: <u>PO Box 50</u>
Applicant's SSN: <u>N/A</u>	<u>Pine City, MN 55063</u>
Telephone (Home): <u>N/A</u>	
Telephone (Work): <u>(651) 407-5406-Jim Ertz</u>	

Description Of Property: Property ID or Parcel Number: 42.5195.000  
Street Address: 340 Main St S, Pine City  
Township/City: City of Pine City  
School District: # 578

Legal Description:  
West 50 ft of Lots 1 + 2 Block 24 less South 2 ft thereof  
Townsite of Pine City

ASSESSOR'S ESTIMATED MARKET VALUE:  
Land: \$33,800 Structures: \$601,000 Total: \$634,800 Classification: Commercial

Applicants Statement of Facts:  
New drive - thru addition added to this parcel for 2012 assessment, but is actually located on separate parcel to south (42.5200.000). Also, 25x98 portion of main bank building was mistakenly assessed twice on this parcel for the 2012 assessment.

Applicants Request:  
Remove valuation of new drive - thru addition from this parcel and add to parcel 42.5200.000. Also, remove mistaken valuation of 25x98 original bank building that was assessed twice. Finally, the added value for blactop should also be moved over to parcel 42.5200.000. Applicant's Signature: \_\_\_\_\_

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: May 30, 2013

For Taxes Levied In: 2012

Abatement # AB13-10A

And Payable In: 2013

Please Print Or Type

Applicants Name: <u>Frandson Bank &amp; Trust</u>	Applicants Mailing Address: <u>P.O. Box 50</u>
Applicant's SSN: <u>N/A</u>	<u>Pine City, MN 55063</u>
Telephone (Home): <u>N/A</u>	
Telephone (Work): <u>(651) 407-5406 - Jim Ertz</u>	

Description Of Property: Property ID or Parcel Number: 42.5200.000  
 Street Address: \_\_\_\_\_  
 Township/City: City of Pine City  
 School District: # 578

Legal Description:  
South 2 ft of west 75 ft of Lot 2 + all of Lots 3 thru 6, Block 24  
Townsite of Pine City

**ASSESSOR'S ESTIMATED MARKET VALUE:**

Land: \$80,300 Structures: \$164,500 Total: \$244,800 Classification: Commercial

**Applicants Statement of Facts:**

*Property owner removed old office building and attached drive thru for neighboring bank in 2011. A new addition was constructed that was attached to main bank building after the old building was removed. However, the value of the old office building and drive thru was never removed from the assessment.*

**Applicants Request:**

*Remove valuation of old office building and attached drive-thru. However, new drive-thru addition and plachtop value that was added to parcel 42.5195.000 should actually be here. Abatement processed on that parcel to correct that error.*

Applicant's Signature: \_\_\_\_\_

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."

**PINE COUNTY REQUEST FOR  
BOARD ACTION**

Requested Board Date:  August 6, 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:  <b>AUDITOR</b>	 Department Head Signature <span style="float: right;">           Date       </span>

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

*Approve Resolution for Repurchase of Tax Forfeited land in full (2 parcels) by Kevin Steinert 1/2 interest and Kent and Marla Kvall, 1/2 interest*

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

*Approve Resolution.*

Supporting Documents: **Attached** None

RESOLUTION 2013-30

WHEREAS, Kevin Steinert (½ interest) and Kent and Marla Kvall (½ interest), the former owner(s), has made and filed an application with the County Auditor for the repurchase of the hereinafter described parcel of tax forfeited land, in accordance with the provisions of Minnesota Statutes 1945, Section 282.241, as amended, which land is situated in the County of Pine, Minnesota, and described as follows, to-wit:

Southeast Quarter of the Southeast Quarter (SE1/4 of SE1/4) Section Twenty (20), Township Forty (40), Range Twenty (20). Parcel 19.0157.000

And

West Half of the Southeast Quarter (W1/2 of SE1/4); Southeast Quarter of the Northwest Quarter (SE1/4 of NW1/4) and North Half of the Northeast Quarter of the Southwest Quarter (N1/2 of NE1/4 of SW1/4), Section Twenty (20), Township Forty (40), Range Twenty (20). Parcel #19.0153.001

and

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

and

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

NOW THEREFORE BE IT RESOLVED, that the application of Kevin Steinert (½ interest) and Kent and Marla Kvall (½ interest), for the repurchase of the above described parcel(s) of tax forfeited land be and the same is hereby granted and the County Auditor is hereby authorized and directed to permit such repurchase according to the provisions of Minnesota Statutes 1945, Section 282.241, as amended.

Dated at Sandstone, Minnesota, this 6<sup>th</sup> day in August, 2013.

Attest:

\_\_\_\_\_  
Chairman, Board of County Commissioners  
Pine County, Minnesota

\_\_\_\_\_  
County Auditor

**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  <p align="center"><i>Aug 6, 2013</i></p>	<p align="center"><u>Consent Agenda</u> <i>(Please Circle)</i></p> Regular Agenda Estimated Time: <i>(Please Circle)</i> 10 Min.    15 Min. <hr/> <i>Time needed:</i> 30 Min.    45 Min.    1 hour
Department Requesting Action:  <u><b>Auditor</b></u>	<p align="center"><i>[Signature]</i>                      <i>7-29-13</i></p> <hr/> Department Head Signature                      Date

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

**Approval of liquor licenses for September 1, 2013- August 31, 2014**

See attached list and all licenses when approved must be signed by Chairperson and Auditor/Treasurer.

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

Approved by:

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

Supporting Documents:     Attached     None

**2013-2014 Liquor License**

Licensee Name	Township	License
Banning Junction	Finlayson	On/Sunday
Banning Junction	Finlayson	Off Sale
Beach Rocks	Pokegama	On/Off/Sunday
Beroun Saloon	Mission Creek	On/Sunday
Chengwatana Country Club	Pine City	On/Off/Sunday
Countryside Campground	Sandstone	Off Sale
Doc's Sports Bar	Sturgeon Lake	On/Off/Sunday
Kurtz' Muffies on the Lake	Pokegama	On/Off/Sunday
Marathon of Beroun	Pine City	Off Sale
Moose Lake Golf Club	Sturgeon Lake	On/Sunday
Nickerson Bar & Motel	Nickerson	On/Off/Sunday
Pine City Country Club	Pine City	On/Sunday
Tank's Tavern	Hinckley	On/Off/Sunday
Tavern in Duquette	Kerrick	On/Off/Sunday
West Beroun Liquor	Pokegama	Off Sale
Wing's North	Pine City	On/Sunday

## PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date:  <u>August 6, 2013</u>	<div style="border: 1px solid black; border-radius: 50%; width: fit-content; margin: 0 auto; padding: 2px;">             Consent Agenda <i>(Please Circle)</i> </div> Regular Agenda Estimated Time: <i>(Please Circle)</i> <u>5 Min.</u> 10 Min.      15 Min. <small>Time needed</small> 30 Min.    45 Min.    1 hour
Department Requesting Action: <u>Administration</u>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="display: flex; justify-content: space-between;"> <span>Department Head Signature</span> <span>Date</span> </div>

**Section 4 of the By-Laws of the Pine County Housing and Redevelopment Authority (Pine County HRA) provide that the Pine County Commissioners shall appoint five Commissioners to the Pine County HRA. The five-year terms begin October 5<sup>th</sup> of each year. Section 4a. provides that should a vacancy occur during a term, the Pine County Commissioners shall appoint a replacement Commissioner for the remainder of the term.**

**Due to health concerns, Arild Frederiksen, whose term expires 10/5/2016, is unable to complete his term. The HRA Board is requesting Carl Steffen from Sandstone to complete Mr. Frederiksen's term. Mr. Steffen has agreed.**

**Due to the death of Dean Dronen, who term expires 10/5/2017, the HRA Board is requesting Greg Kvasnicka from Bruno complete Mr. Dronen's term. Mr. Kvasnicka has agreed.**

**Board Action Requested:** (Attach additional pages if needed)  
**Approve appointment of Carl Steffen to the Pine County Housing and Redevelopment Authority Board of Directors, term ending October 5, 2016.**

**Approve appointment of Greg Kvasnicka to the Pine County Housing and Redevelopment Authority Board of Directors, term ending October 5, 2017.**

Supporting Documents: Attached: HRA letter of June 27, 2013 & HRA Bylaws.

PINE COUNTY HRA  
510 Fifth Street Office  
Sandstone, MN 55072  
(320) 245-5140  
[pinehra@ecenet.com](mailto:pinehra@ecenet.com)



Sandstone Manor  
510 Fifth Street Office  
Sandstone, MN 55072

Finlayson Manor  
6524 Broadway Street  
Finlayson, MN 55735

June 27, 2013

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

Subject: Pine County HRA SR Housing Board of Directors Positions

Dear Mr. Minke:

Pine County HRA Senior Housing currently has two vacant positions. Arild Frederiksen, whose term expires 10/2016, had a massive stroke and is in the Sandstone Nursing Home. He is not able to complete his term. The HRA Board of Directors has asked Carl Steffen from Sandstone to complete Mr. Frederiksen's term. Mr. Steffen has agreed.

Dean Dronen's term expires 10/2017, and the HRA Board of Directors has asked Greg Kvasnicka from Bruno to complete Mr. Dronen's term. Mr. Kvasnicka has agreed.

Carl Steffen and Greg Kvasnicka each offer the HRA Board unique experience and diverse knowledge and will be excellent Commissioners on the HRA Board of Directors.

Mr. Steffen attended the June 26, 2013, Board of Directors' meeting and both men plan to attend the July 24, 2013, Board of Director's meeting.

The Pine County HRA SR Housing Board of Directors respectfully requests the Pine County Commissioners approve the appointment of Carl Steffen to fill the Board position vacated by Arild Frederiksen and Greg Kvasnicka to fill the Board position vacated by Dean Dronen.

Thank you,



Janice S. Gustafson  
Executive Director

**PINE COUNTY HRA SENIOR HOUSING**

**510 Fifth Street  
Sandstone, MN 55072  
(320) 245-5140  
E-mail: pinehra@ecenet.com**

<p><b>SANDSTONE MANOR 510 Fifth Street Sandstone, MN 55072</b></p>	<p><b>FINLAYSON MANOR 6524 Broadway Street Finlayson, MN 55735</b></p>
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**BY-LAWS**

**ARTICLE I – THE AUTHORITY**

**Section 1. Name of Authority.** The name of the Authority shall be the **PINE COUNTY HOUSING AND REDEVELOPMENT AUTHORITY (PINE COUNTY HRA)** of Pine County, Minnesota.

**Section 2. Seal of Authority.** The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

**Section 3. Office of Authority.** The office of the Authority shall be at the Sandstone Manor, 510 Fifth Street, Sandstone, Minnesota, 55072, in the County of Pine, State of Minnesota. However, the Authority may hold its meetings at such other place or places as it may designate by resolution.

**Section 4. Board of Commissioners.** The Pine County Commissioners shall appoint the five (5) Commissioners of the Pine County HRA in alternating years for a term of five (5) years, effective on October 5 for each Commissioner. Any Commissioner so appointed shall be a resident of Pine County, Minnesota.

**a. Vacancies.** Should a vacancy occur during a term of five (5) years, the Pine County Commissioners shall appoint a replacement Commissioner for the unexpired term.

**b. Meeting Attendance.** Should a Commissioner of the Pine County HRA be absent from twenty-five (25) percent of the meetings during a year (excluding extenuating circumstances), that Commissioner shall be dismissed from the Pine County HRA and the Pine County Commissioners shall appoint a replacement Commissioner with recommendation by the Authority for the unexpired term.

**ARTICLE II – COMMISSIONERS**

**Section 1. Officers.** The board members of the Authority shall consist of five (5) Commissioners. The officers of the Authority shall be a Board Chair and a Vice-Board Chair.

**Section 2. Board Chair.** The Board Chair shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the Board Chair shall sign all contracts, deeds, and other instruments made by the Authority. At each meeting, the Board Chair shall submit such recommendations and information as he/she may consider proper concerning the business, affairs and policies of the Authority.

**Section 3. Vice-Board Chair.** The Vice-Board Chair shall perform the duties of the Board Chair in the absence or incapacity of the Board Chair. In case of the resignation or death of the Board Chair, the Vice-Board Chair shall perform such duties as are imposed on the Board Chair until such time as the Authority shall select a new Board Chair.

**Section 4. Executive Director.** The Authority shall employ an Executive Director who shall have general supervision over the administration of its business and affairs, subject to the direction of the Authority. He/she shall be charged with the management of the housing projects of the Authority, subject to the direction of the Authority.

a. In his/her own name and title, the Executive Director shall act as the secretary for the Authority, shall keep the records of the Authority, shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to his/her office. He/she shall keep in safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Authority.

b. The Executive Director shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Authority may select. He/she shall sign all orders and checks for the payment of money and shall pay out and disburse such moneys under the direction of the Authority. Except as otherwise authorized by resolution of the Authority, all such orders and checks shall be counter-signed by a Board Commissioner.

c. He/she shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority at each regular meeting (or more often when requested), an account of his/her transactions and also of the financial condition of the Authority. He/she shall give such bond for the faithful performance of his/her duties as the Authority may determine.

d. The compensation of the Executive Director shall be determined by the Authority. No Commissioner of the Authority shall be eligible to hold this office.

**Section 5. Additional Duties.** The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Authority or the By-Laws or rules and regulations of the Authority.

**Section 6. Election or Appointment.** The Board Chair shall, pursuant to his/her appointment, serve in the capacity of Board Chair until the expiration of his/her term of office as Commissioner. The Vice-Board Chair shall be elected at the annual meeting of the Authority from among the Commissioners of the Authority, and shall hold office for one year or until their successors are elected and qualified.

**Section 7. Vacancies.** Should the office of Board Chair or Vice-Board Chair become vacant, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. When the office of Executive Director becomes vacant, the Authority shall employ a successor.

**Section 8. Additional Personnel.** The Authority may from time to time employ such personnel as it deems necessary to exercise its powers, duties and functions. The selection and compensation of such personnel shall be determined by the Authority.

### ARTICLE III – MEETINGS

**Section 1. Annual Meeting.** The annual meeting of the Authority shall be held on the fourth Thursday of October at two (2:00) o'clock p.m. or at a date and time voted on by the Authority at the meeting place designated by the Authority.

**Section 2. Regular Meetings.** Monthly meetings shall be held at the meeting place designated by the Authority, on the fourth Thursday of each month, at two (2:00) o'clock p.m. or a date and time voted on by the Authority.

**Section 3. Special Meetings.** Special meetings of the Authority may be called by the Board Chair or two members of the Authority for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered at any time prior to the time of the proposed meeting to each member of the Authority or may be mailed to the business or home address of each member of the Authority at least two (2) days prior to the date of such special meeting. At such special meeting no business shall be considered other than as designated in the call; however, if all of the members of the Authority are present at a special meeting, any and all business may be transacted at such special meeting.

**Section 4. Quorum.** The powers of the Authority shall be vested in the Commissioners thereof in office. Three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Authority upon a vote of a majority of the Commissioners present.

**Section 5. Order of Business.** At the regular meetings of the Authority the following shall be the order of business:

1. Call to order and the Pledge of Allegiance.
2. Reading and approval of the minutes of the previous meeting.
3. Financial Reports/Executive Director's Report
4. Old Business.
5. New Business.
6. Resident Managers' Reports.
7. Residents' Comments/Questions.
8. Adjournment.

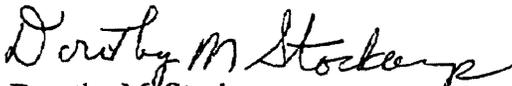
All resolutions shall be included in the journal of the proceedings of the Authority.

**Section 6. Manner of Voting.** The voting on all questions coming before the Authority shall be by vote, and the yeas and nays shall be entered in the minutes of such meeting.

**Section 7. Cancellation of Regular Meetings.** Regular meetings may be cancelled by a majority vote at a regular meeting at least one month prior to the canceled meeting. In the case of an act of God, the Executive Director will notify the Authority members of the cancellation.

#### ARTICLE IV – AMENDMENTS

**Amendments to By-Laws.** The By-Laws of the Authority shall be amended only with the approval of at least three of the members of the Authority at a regular or a special meeting.

  
Dorothy M. Stockamp  
Board Chair

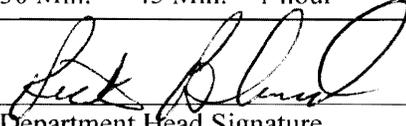
Revised and approved: November 18, 1996

Revised and approved: February 17, 1998

Revised and approved: October 19, 1999

Revised and approved: October 27, 2011

**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  August 6, 2013	Consent Agenda <i>(Please choose)</i>  Regular Agenda Estimated Time: <i>(Please Circle)</i> <u>5</u> 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department requesting action:  <b><u>Sheriff / Jail</u></b>	 Department Head Signature      7-30-13 Date

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

*Acknowledge the promotion of part time Correction's Officer Elliot Johnson to fulltime Correction's Officer effective August 11, 2013. No change in wages or classification.*

*Action was approved during the April 16, County Board meeting.*

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

Supporting Documents: Attached None

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

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

Chair Hallan called the meeting to order at 10:00 a.m. Present were Commissioners Mitch Pangerl, Steve Chaffee, Curt Rossow and Doug Carlson. Also present were County Attorney John Carlson and County Administrator David Minke.

The Pledge of Allegiance was said.

Chair Hallan called for public comment. Jan and Denny Gertzen, Shirley and Bill Klossner, and Judy and Tom Koch expressed their concern with the progress of the flood mitigation buyout process. Patrice DeGray stated her opposition to the Northern Lights Express.

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

**Consent:**

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

Clarification of #1 – March, 2013 cash balance.

**Regular:**

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

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

Addition #10A: Quarterly Financial Report

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

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

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

**Minutes of Boards, Committees and Correspondence**

Arrowhead Counties Association Meeting Minutes – February 20, 2013

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

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

Pine County Methamphetamine Task Force Minutes – April 8, 2013

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

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

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.

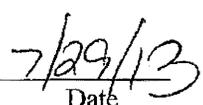
No board action necessary.

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 REQUEST FOR BOARD ACTION**

Requested Board Date:  August 6, 2013	<u>Consent Agenda (Please Circle)</u>  Regular Agenda Estimated Time: (Please Circle) _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action:  <u>Land Services</u>	 Department Head Signature <span style="margin-left: 100px;">           Date       </span>

*Consider attendance by property appraisers Karen Stumne and Lorri Houtsma October 2-3, 2013 to the MCCC hosted Sidwell Legal Description workshop in St. Paul. The workshop is approved by the State Board of Assessors for 14 hours of continuing education training. Cost per person is \$150; hotel costs \$112.49 (share room). Total Costs: \$412.49*

*All expenses are within the 2013 assessors budget*

**Board Action Requested:** (Attach additional pages if needed)  
*Approve attendance of the workshop*

Supporting Documents: Attached None

**PINE COUNTY REQUEST FOR BOARD ACTION**

<p>Requested Board Date:</p> <p>August 6, 2013</p>	<p><u>Consent Agenda</u> (Please Circle)</p> <p>Regular Agenda</p> <p>Estimated Time: (Please Circle)</p> <p>10 Min. 15 Min.</p> <p>Time needed</p> <p>30 Min. 45 Min. 1 hour</p>
<p>Department Requesting Action:</p> <p><b><u>Land Services</u></b></p>	<p> 7/29/13</p> <p>Department Head Signature Date</p>

*Consider attendance by Sr. Property Appraiser Jenny Mansavage October 7-10, 2013 to the MAAO Assessment Administration course in Plymouth. The course is a requirement to obtain an Accredited Minnesota Assessor License as needed by all appraisers in Minnesota by 2019 after this year's legislation. 30hours of continuing education will also be awarded for the class. Cost of the course is \$380; hotel costs \$83.60 (per night). Total Costs: \$630.80*

*All expenses are within the 2013 assessors budget*

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

*Approve attendance of the course*

Supporting Documents: Attached None

**PINE COUNTY  
REQUEST FOR BOARD ACTION**

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

<p><b>Item for Discussion:</b> (one form per item)  <i>Minnesota Corrections Association (MCA) Training Institute – October 23<sup>rd</sup> and 24<sup>th</sup>, 2013</i></p> <p><b>Board Action Requested:</b> (Attach additional pages if needed)  <i>Approval of MCA training for Terry Arola – one night hotel at \$ 95(before taxes), registration of \$ 150, plus travel.</i></p> <p style="text-align: right;">Supporting Documents: Attached None</p>
<p><b>Background/Previous Action:</b></p> <ul style="list-style-type: none"> <li>• <i>Probation agents are required 40 hours of training each calendar year.</i></li> </ul> <p><b>Budgetary Implications:</b>  <i>Cost provided for in the 2013 training budget.</i></p>



**Staff Development/Training Request Form**

Please complete for each training session, workshop, or conference you attend. You must have your Supervisor's approval along with the Director's approval. Requests that are going to Board must be sent at least one week ahead to Janet Schumacher to be placed on the agenda. Give to Janet Schumacher to be recorded in your staff development file after you have attended.

Employee's Name: Kari Rybak

Request To Attend The Following: United Council on Welfare Fraud National Conference

Location: Des Moines, Iowa

Date (S): From: 9/9/13 To: 9/12/13

Total Time Away From Work: 37.5 Hours (This is total time you will be paid for)

Required Training? Yes or  No CEU'S: (#) \_\_\_\_\_ Total Training Hours YTD: 37.5

Available On: DVD ITV VCR? Yes or  No

Others From Our Department Who Will Be Attending: None

Decisions on granting training requests will use the following criteria:

- a. Core training for new staff
- b. Training for mandated service changes
- c. Training for enhancing revenue streams or expense reduction
- d. Training paid by grants or other organizations
- e. Other pertinent training with registration costs less than \$100 and not requiring county paid overnight stays

COST:	<u>ESTIMATED</u>	<u>ACTUAL</u> (Complete After)
REGISTRATION	\$ <u>0</u>	\$ _____
MEALS	\$ <u>0</u>	\$ _____
ACCOMMODATIONS	\$ <u>0</u>	\$ _____
TRAVEL	\$ <u>0</u>	\$ _____
OTHER	\$ <u>0</u>	\$ _____

PAYMENT SOURCE: Scholarships through Minnesota Fraud Investigators Association and United Council on Welfare Fraud.

APPROVED BY: [Signature]  
Supervisor/Director 7-31-13

DATE: 7-30-13

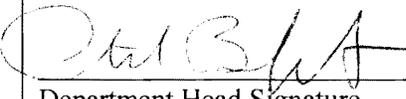
APPROVED BY: \_\_\_\_\_  
Board

DATE: \_\_\_\_\_

\*Indicate staff person's name that shared expenses with you and be sure to divide all costs between each employee and include those same amounts on each form. See other side for Policy & Procedure.



**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  <u>August 6, 2013</u>	<input checked="" type="radio"/> Consent Agenda <i>(Please Circle)</i>  Regular Agenda Estimated Time: <i>(Please Circle)</i> <input checked="" type="radio"/> 5 Min.      10 Min.      15 Min. <small>Time needed</small> <input type="radio"/> 30 Min. <input type="radio"/> 45 Min. <input type="radio"/> 1 hour
Department Requesting Action: Health & Human Services	 Department Head Signature <u>02-01-13</u> <small>Date</small>

Request to attend regular monthly meetings for 2013, for the NW Association of County Social Service Administrators (NACSSA). Cost would come out of training / staff development funds.

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

Supporting Documents:       Attached:



## Minnesota Association of County Social Service Administrators



### MACSSA Committee Meetings

2013 Dates	Committee	Chair	Meeting Time	Room
<del>January 23*</del>	Adult Services	Peg Heglund, Yellow Medicine Nancy Dahlin, Chisago	8:30 – 10:10 a.m.	Holiday Inn East, St. Paul
<del>February 27</del>	Children's Social Services	Stacy Hennen, Grant	8:30-10:10 a.m.	Holiday Inn East, St. Paul
<del>March 27</del>	Health Care Programs	Meghan Mohs, Ramsey Stephanie Radtke, Dakota	12:30-2:00 p.m.	Holiday Inn East, St. Paul
<del>April 24</del>	Self-Sufficiency	Daryl Bessler, Hubbard Beth Wilms, Winona & Fillmore	10:20 a.m.– 12:00 p.m.	Holiday Inn East, St. Paul
<del>June 26*</del>				
No July Meeting				
August 21 (locations TBD)	Child Support	Rhonda Antrim, Traverse Brad Thiel, Anoka	10:20 a.m.-12:00 p.m.	DHS: Rm 5242, Lafayette Bldg
September 18 (locations TBD)	SSIS Partnership	Gary Sprynczynatyk, McLeod	10:30 a.m.– 12:00 p.m.	DHS – 444 Lafayette Bldg.
November 6 (locations TBD)	Early Childhood Care & Education	Ruth Krueger, Dakota	10:00 a.m.-12:00 p.m. (3 <sup>rd</sup> Wednesday of the month)	AMC Minnesota Room
December 4 (locations TBD)	Technology	Gary Bork, Carver Brad Vold, Morrison	12:30 - 2:00 p.m.	Holiday Inn East, St. Paul
	Tribal Issues Committee	Tom Burke, Aitkin	As Needed	TBD
	Policy Committee	Dan Papin, Washington Jay Kieft, Kandiyohi	10:30 a.m.-12:00 p.m.	Holiday Inn East, St. Paul
	Legislative Committee	Kelly Harder, Dakota Judith Brumfield, Scott	2:00-3:30 p.m.	Holiday Inn East, St. Paul
	Executive Committee	Beth Wilms, Winona & Fillmore	3:30-5:00 p.m.	Holiday Inn East, St. Paul

Minnesota Association of County Social Service Administrators | 125 Charles Avenue, St. Paul, MN 55103-2108 | Main Line: 651-224-3344, Fax: 651-224-6540

## Minnesota Association of County Social Service Administrators



### MACSSA General Membership Meetings

#### **2013 Thursday General Meetings**

(9:00 a.m.-12:00 p.m., Holiday Inn East, St. Paul)

- ~~January 24~~
- ~~February 28~~
- ~~March 28~~
- ~~April 25~~
- ~~June 27~~
- ~~July 25 ITV only~~
- August 22
- September 19
- November 7
- December 5

Minnesota Association of County Social Service Administrators | 125 Charles Avenue, St. Paul, MN 55103-2108 | Main Line: 651-224-3344, Fax: 651-224-6540

## PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date:  <u>August 6, 2013</u>	Consent Agenda <i>(Please Circle)</i>  <div style="border: 1px solid black; border-radius: 50%; width: fit-content; margin: 0 auto; padding: 2px;">Regular Agenda</div> Estimated Time: <i>(Please Circle)</i> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 15px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">5 Min.</div> <span>10 Min.</span> <span>15 Min.</span> </div> <small>Time needed</small> 30 Min.   45 Min.   1 hour
Department Requesting Action: <u>Administration</u>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Department Head Signature                      Date

Lakes & Pines has received funding from MHFA’s FHPAP to prevent homelessness by providing case management, rental assistance, rental deposits, financial literacy, budget counseling, mortgage assistance and outreach. Lakes & Pines has three sub-grantees that the award will be shared with: New Pathways Inc. (a shelter program for adults with children in Cambridge); A Place for You (a shelter program for single adults in Pine City); and Rise, Inc. (a support program for persons with severe mental illnesses). It is projected approximately 612 households will be served over the next two years.

Per the award notice from the Minnesota Housing Finance Agency, Lakes & Pines is required to obtain county approval via a resolution to fully execute the contract with the State of Minnesota.

**Board Action Requested:** (Attach additional pages if needed)  
*Approve Resolution 2013-29 Authorizing Administration of Minnesota Housing Finance Agency’s Family Homeless Prevention and Assistance Program and authorizing the Board Chair and County Administrator to sign.*

Supporting Documents: Memorandum from Lakes & Pines, Award letter from MHFA, and Resolution

# Office Memorandum

1700 Maple Avenue East - Mora, MN 55051 - 320-679-1800

*An Equal Opportunity Employer/Contractor*



TO: Pine County Board  
FROM: Lezlie Sauter, Community Services Director  
SUBJECT: **FHPAP Resolution**

## MESSAGE:

**Family Homelessness Prevention & Assistance Program (FHPAP)  
Minnesota Housing Finance Agency (MHFA)  
Contract Period: July 1, 2013 to June 30, 2015  
Award Amount: \$674,100**

Lakes & Pines received funding from MHFA's FHPAP to prevent homelessness by providing case management, rental assistance, rental deposits, financial literacy, budget counseling, mortgage assistance and outreach. Lakes & Pines has three sub-grantees that the award will be shared with: New Pathways Inc. a shelter program for adults with children in Cambridge, A Place For You, a shelter program for single adults in Pine City and Rise, Inc. a support program for persons with severe mental illnesses. It is projected that approximately 612 households will be served over the next two years through this program.

During the past biennium from July 1, 2011 to June 30, 2013, 96 households from Pine County were served utilizing approximately \$78,000 of the direct assistance funding.

Per the award notice attached, Lakes & Pines is required to obtain county approval via a resolution to fully execute the contract with the State of Minnesota.

Date: 7/17/13

Signed:

A handwritten signature in black ink, appearing to read "Lezlie Sauter", written over a horizontal line.



400 Sibley Street | Suite 300 | Saint Paul, MN 55101-1998 | 651.296.7608  
800.657.3769 | fax: 651.296.8139 | tty: 651.297.2361 | [www.mnhousing.gov](http://www.mnhousing.gov)  
*Equal Opportunity Housing and Equal Opportunity Employment*

June 20, 2013

Robert Benes  
Lakes and Pines Community Action Council, Inc.  
1700 Maple Avenue East  
Mora, MN 55051

**RE: Family Homelessness Prevention and Assistance Program Funding**

Dear Mr. Benes:

Congratulations, I am pleased to inform you that your proposal under the Family Homelessness Prevention and Assistance Program (FHPAP) was approved for funding by the Minnesota Housing Board of Directors on June 20, 2013. Your proposal will be awarded **\$674,100**, effective July 1, 2013 through June 30, 2015. Your proposal was one of 20 FHPAP grants selected for approval, representing a total of \$15,421,200 to assist households statewide to obtain and/or maintain permanent housing.

**The following documents must be submitted to Minnesota Housing (Attn: Erin Schwarzbauer) in order to execute a Grant Agreement:**

1. FHPAP Project Work Plan including Total Budget reflecting the awarded grant amount and updated Outputs Table.
2. Resolutions from each County Board within the service area, if not submitted with the application.
3. Proof of Fidelity Bond, Forgery Bond, Crime Coverage Insurance or other similar coverage in the amount of at least one-third of the total amount of the Grant.
4. Two signed copies of the enclosed Grant Agreement.

Also, please note that there are conditions outlined in the Grant Agreement that must be met **within 90 days** of the Grant Agreement execution. Please implement these conditions as soon as possible, as second year funding is contingent upon these conditions being met.

The funding process will follow these steps:

1. Each Grantee will meet with Agency staff to review the FHPAP Project Work Plan.
2. The Agency issues the Grant Agreements to the Grantees.
3. Grant Agreements are executed and returned to the Agency.
4. Upon receipt and approval of the executed Grant Agreement, the Agency will disburse one-eighth of the total grant award.
5. The remaining funds will be disbursed at the beginning of each quarter (October, January, April, July) providing the grantee is meeting the terms of the Grant Agreement.

June 20, 2013

Page 2

Your community's past and continued efforts to prevent and end homelessness in Minnesota are greatly appreciated and we look forward to working together with you throughout the SFY2014-2015 biennium.

If you have any questions about the grant award or contract process, please feel free to contact Erin Schwarzbauer at (651) 284-3176 or [Erin.schwarzbauer@state.mn.us](mailto:Erin.schwarzbauer@state.mn.us)

Sincerely,

A handwritten signature in cursive script that reads "Marcia A. Kolb". The signature is written in black ink and is positioned above the typed name and title.

Marcia A. Kolb

Assistant Commissioner, Multifamily

Enclosures: Grant Agreement & Project Work Plan

CC: Lezlie Sauter, Lakes & Pines

**RESOLUTION 2013-29 AUTHORIZING ADMINISTRATION OF  
MINNESOTA HOUSING FINANCE AGENCY'S  
FAMILY HOMELESS PREVENTION AND ASSISTANCE PROGRAM**

**July 1, 2013 - June 30, 2015**

WHEREAS, the Minnesota Housing Finance Agency, State of Minnesota, has been authorized to undertake a program to provide assistance to low-income families and youth to prevent homelessness; and

WHEREAS, Lakes and Pines Community Action Council, Inc. has developed an application as an Administering Entity for the Minnesota Housing Finance Agency's Family Homeless Prevention and Assistance program; and

WHEREAS, Lakes and Pines Community Action Council, Inc. has demonstrated the ability to perform the required activities of the Minnesota Housing Finance Agency's Family Homeless Prevention and Assistance Program.

NOW, THEREFORE BE IT RESOLVED, that Lakes and Pines Community Action Council, Inc. is hereby authorized as an entity to be charged with the administration of funds made available through the Minnesota Housing Finance Agency's Family Homeless Prevention and Assistance Program, in the County of Pine.

Dated this 6<sup>th</sup> day of August, 2013.

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Stephen M. Hallan, Chair  
Pine County Board of Commissioners

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David J. Minke, County Administrator  
Clerk to Board of Commissioners



James and Alicia Vancil  
Sturgeon Lake Golf Course  
86333 Rosewood Lane  
Sturgeon Lake, MN 55783  
(218) 260-7432 & (808) 250-1026

July 22, 2013

Pine County Board of Commissioners  
Pine County Courthouse  
635 Northridge Drive NW Suite 240  
Pine City, MN 55063

To the Honorable Pine County Board of Commissioners:

We are requesting a public hearing regarding an on/off-sale/ Sunday liquor license for our business. We have just purchased the Birch Creek Golf Course, which we have renamed to the Sturgeon Lake Golf Course, and we are excited about opening to the public.

The legal description of our property is: Section 30 Twp. 45 Range 20  
Our property ID is R 31 . 0236 .000.

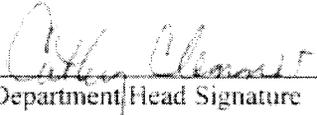
EAST 1/2 of NE 1/4 (80 Acres)

We are very excited to start this new business venture and we would be extremely appreciative if you could help us get our hearing as soon as it's convenient for you as we would like to get everything up and running before the season ends if possible. I understand this is a timely process and a serious one. Thank you again for taking the time to review our request.

Sincerely,  
James and Alicia Vancil  
Sturgeon Lake Golf Course



**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  August 6, 2013	Consent Agenda (Please Circle)  <u>Regular Agenda</u> Estimated Time: (Please Circle) _____ 10 Min. <u>15 Min.</u> Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action:  <b><u>Auditor/Treasurer</u></b>	 _____ Department Head Signature      7-29-13 Date

<p><b>Item for Discussion:</b></p> <p><i>Request by Tom Koerber, Northview Bank, on behalf of One Heartland, Inc. (f/k/a Camp Heartland Project, Inc.) to call for a Public Hearing for approval of the refinance of existing debt using the City of Willow River's bonding authority. Requires approval by the County and the County does not assume any liability.</i></p> <p><b>Board Action Requested:</b> (Attach additional pages if needed)</p> <p align="right">Supporting Documents:    Attached    None</p>
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## RESOLUTION NO. 2013-31

### RESOLUTION CALLING FOR A PUBLIC HEARING ON A PROJECT BY ONE HEARTLAND, INC.

BE IT RESOLVED, by the Board of Commissioners of Pine County, Minnesota (the "County"), as follows:

1. Authority. Fryberger, Buchanan, Smith & Frederick, P.A. ("Bond Counsel") has informed the County that Minnesota Statutes, Sections 469.152 through 469.165, as amended (the "Act"), authorizes the issuance of revenue obligations to finance a project consisting of any properties, real or personal, used or useful in connection with a revenue producing enterprise to refund obligations previously issued under the Act and pay, purchase or discharge all or any part of the outstanding indebtedness of an organization that is primarily engaged in educational and social services.
2. The Project.
  - a. Representatives of One Heartland, Inc., f/k/a Camp Heartland Project, Inc. (the "Borrower") have represented to the County that the Borrower is a Wisconsin nonprofit corporation qualified to do business in the State of Minnesota and an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, engaged in providing educational activities and social services.
  - b. The representatives of the Borrower have further advised the County that Borrower desires to (i) refinance the outstanding amount of the \$1,175,000 Economic Development Revenue Note, Series 2000 issued by the County on June 1, 2000, to (a) refinance the existing taxable debt of the Borrower incurred to pay the costs of acquiring, constructing and equipping the Borrower's existing facilities located at 26001 Heinz Road, Willow River, Minnesota (the "Existing Facilities") and (b) the rehabilitation of the Existing Facilities; (ii) finance the cost of capital improvements to the Existing Facilities; (iii) refinance taxable debt incurred to pay the Borrower's working capital expenses; and (iv) pay certain costs of issuance in connection with financing the forgoing.
3. Financing; Cooperation Agreement.
  - a. The Borrower desires to finance the Project through the issuance of tax-exempt and taxable revenue obligations (the "Notes") by the City of Willow River (the "Issuer").
  - b. The Borrower has further requested that the County cooperate with the Issuer, through a cooperation agreement, to finance the Project through the issuance of the Notes by the Issuer pursuant to the Act.

4. Public Hearing.
  - a. As the Project is located within the County, the County will conduct a public hearing on the proposal to undertake and finance the Project as requested by the Borrower.
  - b. Bond Counsel is authorized and directed to cause the notice substantially in the form attached hereto as Exhibit A, to be published in the official newspaper of the County and a newspaper of general circulation in the County not less than 14 days nor more than 30 days prior to the date set for the public hearing; provided that if the official newspaper of the County is a newspaper of general circulation in the County, the notice may be published only once.
5. County Costs. The Borrower has agreed that it will pay, or, upon demand, reimburse the County for payment of, any and all costs and expenses incurred by the County in connection with the Project and the issuance of the Notes, whether or not the Project is carried to completion, or the Notes are issued.
6. Rights Reserved. Nothing in this resolution shall be construed as an indication of an intent to approve this Project and issue the proposed obligations. The County specifically reserves the right to approve or disapprove the request after said public hearing.

Adopted: August 6, 2013.

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Chair

Attest:

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Auditor-Treasurer

## EXHIBIT A

### NOTICE OF PUBLIC HEARING ON PROPOSED PROJECT AND THE ISSUANCE OF PRIVATE ACTIVITY BONDS

#### PINE COUNTY, MINNESOTA

Notice is hereby given that the Board of Commissioners of Pine County, Minnesota (the "County") will meet on Tuesday, September 3, 2013, at 1:00p.m., or as soon thereafter as reasonably possible in the Public Health Building, Conference Room, 1610 Highway 23 N., Sandstone, Minnesota, for the purpose of conducting a public hearing to consider giving host approval to the issuance by the City of Willow River (the "Issuer") of revenue obligations, in one or more series, under Minnesota Statutes, Sections 469.152 through 469.165 (the "Act"), in order to finance and refinance the cost of a project located in the County. The project is owned and operated by One Heartland, Inc., f/k/a Camp Heartland Project, Inc., a Wisconsin nonprofit corporation qualified to do business in the State of Minnesota and an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Borrower"). The project will consist of (i) refinancing the outstanding amount of the \$1,175,000 Economic Development Revenue Note, Series 2000 issued by the County on June 1, 2000, to (a) refinance the existing taxable debt of the Borrower incurred to pay the costs of acquiring, constructing and equipping the Borrower's existing facilities located at 2601 Heinz Road, Willow River, Minnesota (the "Existing Facilities") and (b) the rehabilitation of the Existing Facilities; (ii) finance the cost of capital improvements to the Existing Facilities; (iii) refinance taxable debt incurred to pay the Borrower's working capital expenses; and (iv) pay certain costs of issuance in connection with financing and refinancing the forgoing, in the maximum amount of \$1,250,000 (the "Project"). The obligations and interest thereon shall not be payable from nor charged against any funds of the County or the Issuer (together, the "Host Municipalities") other than revenue pledged for the payment thereof, nor shall the Host Municipalities be subject to any liability thereon. No holder of the obligations shall ever have the right to compel any exercise of the taxing power of the Host Municipalities to pay the obligations or the interest thereon, nor to enforce payment against any property of the Host Municipalities. Such obligations shall not constitute a charge, lien or encumbrance, legal or equitable, upon any property of the Host Municipalities, nor shall the same constitute a debt of the Host Municipalities within the meaning of any constitutional or statutory limitations.

A draft copy of the proposed Application to the Minnesota Department of Employment and Economic Development for approval of the project, together with all attachments and exhibits thereto, is available for public inspection at the office of the Auditor-Treasurer at the Pine County Courthouse, 635 Northridge Drive, NW, Pine City, Minnesota between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday, except legal holidays.

All persons interested may appear and be heard at the time and place set forth above or may submit written comments to the Administrator in advance of the hearing.

**EXTRACT OF MINUTES OF A REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS OF  
PINE COUNTY, MINNESOTA**

Pursuant to due call and notice thereof, a regular meeting of the Board of Supervisors of Pine County, Minnesota, was duly called and held at the Pine County Courthouse located at 635 Northridge Drive NW, Pine City, Minnesota, on Tuesday, September 3, 2013, at 1:00p.m.

The following members were present: \_\_\_\_\_

and the following members were absent: \_\_\_\_\_

MOTION: Member \_\_\_\_\_ moved to adopt Resolution No. \_\_\_\_\_, entitled "Resolution Calling for a Public Hearing on a Project by OneHeartland, Inc.," the reading of which had been dispensed with by unanimous consent.

SECOND: Member \_\_\_\_\_

RESULT: On a roll call vote the motion was carried.

Ayes:  
Nays:  
Not Voting:  
Absent:

**COOPERATION AGREEMENT  
One Heartland, Inc. Project**

This COOPERATION AGREEMENT dated as of \_\_\_\_\_, 2013 (this "Agreement") is being entered into between:

i. the City of Willow River, Pine County, a municipal corporation and political subdivision organized and existing under the laws of the State of Minnesota (the "Issuer"); and

ii. Pine County, a body politic and corporate and political subdivision organized and existing under the laws of the State of Minnesota ("Pine County"). (The Issuer and Pine County are collectively referred to herein as the "Parties.")

1. Recitals.

- a. This Agreement is being entered into to satisfy the requirements of Minnesota Statutes, Sections 471.59 and 471.656 (collectively, the "Act"), relating to the issuance of bonds for extraterritorial projects.
- b. One Heartland, Inc., f/k/a Camp Heartland Project, Inc., a Wisconsin nonstock, nonprofit corporation qualified to do business in the State of Minnesota and an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Corporation"), wishes to finance the costs of refinancing the outstanding amount of the \$1,175,000 Economic Development Revenue Note, Series 2000 issued by Pine County, Minnesota on June 1, 2000, to (a) refinance the existing taxable debt of the Corporation incurred to pay the costs of acquiring, constructing and equipping the Corporation's existing facilities located at 2601 Heinz Road, Willow River, Minnesota (the "Existing Facilities"); and (b) the rehabilitation of the Existing Facilities; (ii) finance the cost of capital improvements to the Existing Facilities; (iii) refinance taxable debt incurred to pay the Corporation's working capital expenses; and (iv) pay certain costs of issuance in connection with financing the forgoing, (the "Project"), all on behalf of and owned and operated by the Corporation.
- c. The Corporation has requested that the Parties cooperate to finance the Project through the issuance of Revenue Notes, Series 2013 (One Heartland, Inc. Project) in an amount not to exceed \$1,250,000 (said obligations along with any obligations issued by the Issuer to refund said obligations are referred to herein as the "Obligations") pursuant to Minnesota Statutes, Sections 469.152 through 469.165 (the "Municipal Industrial Development Act").
- d. Northview Bank, with an office in Finlayson, Minnesota (the "Purchaser") has agreed to purchase the Obligations on the condition that the Obligations be designated by the Issuer as "qualified tax-exempt obligations" under

Section 265(b)(3)(C)(iii) of the Internal Revenue Code of 1986 (the "Code") as amended.

- e. The Project is located within the jurisdictional limits of Pine County; however, Pine County is unable to designate the Obligations as "qualified tax-exempt obligations." The Issuer is willing to issue the Obligations and so designate them under the Code.

2. Findings.

- a. It is in the best interests of the Parties to cooperate with and facilitate the issuance of the Obligations by the Issuer as requested by the Corporation.
- b. The Issuer will receive substantial benefit from the Project which will provide services and facilities accessible and available on an equal basis to residents of each of the Parties.

3. Statement of Purpose and Authority. This Agreement is entered into for the purpose of providing for the consent of Pine County to the issuance of the Obligations by the Issuer to finance the Project pursuant to the Municipal Industrial Development Act.

4. Consent and Authorization. Pine County consents to and authorizes the issuance of the Obligations by the Issuer and approves the issuance of the Obligations by the Issuer, subject to the terms and conditions set forth herein.

5. Special Limited Obligations. The Obligations shall be special, limited obligations of the Issuer and shall not be payable from nor charged against any funds of any of the Parties, nor shall any of the Parties be subject to any liability thereon, nor shall any holder of the Obligations ever have the right to compel any exercise of the taxing power of any of the Parties to pay the Obligations or the interest thereon, nor to enforce payment against any property of any of the Parties, nor shall the Obligations constitute a charge, lien or encumbrance, legal or equitable, upon any property of any of the Parties, nor shall the Obligations constitute a debt of any of the Parties within the meaning of any constitutional or statutory limitation.

6. Bank Qualification. The entire amount of the Obligations will be designated by the Issuer as "qualified tax-exempt obligations" under Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

7. Term. This Agreement shall terminate upon the earlier of:

- a. defeasance of the Obligations;
- b. final maturity and payment of the Obligations; or
- c. payment in full of the Obligations prior to their final maturity.

8. Distribution of Assets. Upon termination of this Agreement, any property acquired pursuant to this Agreement and any surplus moneys shall be distributed: first, according to the documents entered into by the Issuer in connection with its issuance of the Obligations, second according to the Municipal Industrial Development Act and third, to the Issuer.
9. Amendments. This Agreement may not be amended while any portion of the Obligations remains outstanding, unless such amendment has been requested by the Corporation, the Parties agree to such amendment in writing, and the Issuer has received the opinion of nationally-recognized bond counsel that such amendment will not adversely affect the tax-exempt status of the Obligations.
10. Counterparts. This Agreement may be executed in counterparts, each of which will be an original, but which together will constitute one and the same instrument.

(remainder of page left intentionally blank)

IN WITNESS WHEREOF, the Parties have caused their names to be signed by their respective officers thereunto duly authorized, as of the day and year first above written.

CITY OF WILLOW RIVER

By \_\_\_\_\_  
Mayor

By \_\_\_\_\_  
Clerk-Treasurer

(Signature page to Cooperation Agreement – One Heartland, Inc. Project)

PINE COUNTY, MINNESOTA

By \_\_\_\_\_  
Chair

By \_\_\_\_\_  
\_\_\_\_\_

BY (314) 3106485 000036 4000 10551800 (1/18/17)



# 2013 Pine County Tax-Forfeit Land Auction

10:00 A.M., September 20, 2013  
Courthouse  
635 Northridge Drive N.W., Pine City, MN

NOTICE IS HEREBY GIVEN that I shall sell to the highest bidder (but at not less than the appraised value), at the County Board Room in the Courthouse in the City of Pine City, in the County of Pine, the following described parcels of land, or lots with buildings or structures forfeited to the State for non-payment of taxes, by resolution of the County Board, authorizing the same, and will commence at 10:00 A.M. on the 20<sup>th</sup> day of September, 2013.

That the following is a true and correct copy of the aforementioned resolution passed by the County Board of Pine County on August 6, 2013, which shall govern said sale.

## 2013 Pine County Tax-Forfeit Land Auction Sale Terms and Conditions

### RESOLUTION 2013-32

BE IT HEREBY RESOLVED, that the parcels of land forfeited to the State for non-payment of taxes, appearing on the attached list filed with the County Auditor, which have been classified and appraised as provided by M.S.A. 282.01 to 282.13, shall be offered for sale by the County Auditor; said sale to commence at 10:00 A.M. on the 20<sup>th</sup> day of September, 2013, and the County Auditor is hereby directed to publish the notice of sale as provided by law.

BE IT FURTHER RESOLVED, that the terms of sale shall be cash up to \$1,000.00 on any tract or combination of tracts or a minimum down payment thereon of 10%, whichever is greater, with no down payment being less than the appraised timber value plus the proportioned bid increase. The balance is to be paid in ten equal annual principal payments, provided that no payment on principal, except the last payment shall be less than \$1,000.00. Interest shall be computed from the day of the sale at the rate set by M.S. 549.09. Both principal and interest are payable annually on or before the Anniversary date of purchase.

BE IT FURTHER RESOLVED, that all sales are subject to 3% state assurance, as required by state law.

BE IT FURTHER RESOLVED, that all sales are subject to recording fees, a state deed fee, state deed tax, well certificate fee, if applicable and an annual billing fee.

BE IT FURTHER RESOLVED, that all parcels of said land shall be offered for sale subject to existing leases, easements or tax liens, if any.

BE IT FURTHER RESOLVED, that certain tax-forfeited lands may have unpaid special assessments for improvements that were canceled at the time of forfeiture. Upon sale of this land, the municipality may establish an assessment schedule for payment of a portion or all of the unpaid special assessments.

BE IT FURTHER RESOLVED, that, except for land in platted subdivisions and lands conveyed for correcting legal descriptions, all deeds requested will contain the following statement, "This property is not eligible for enrollment in a state funded program providing compensation for conservation of marginal land or wetlands".

Any parcel of land or lots not sold at the auction may be purchased at any time thereafter at not less than the appraised value until such time as the County Board may order a re-appraisal of the same or withdraw said land or lots from sale.

Given under my hand and seal  
this 6<sup>th</sup> day of August, 2013.

(Auditors' Seal)

/s/ Cathy J. Clemmer, Auditor  
Pine County, Minnesota

## 2013 Pine County Tax-Forfeit Land Auction List

### Previously Offered Last Year

#### TOWNSHIP PROPERTIES

1. ARLONE TOWNSHIP (01.0019.000, 01.0020.000, 01.0022.000);  
NE ¼ of NE ¼, NW ¼ of NE ¼, and NE ¼ of NW ¼, fractional; (\$11,300 timber value)\*  
5-41-19      150.72 acres      **Appraised Value: \$69,900**
  
2. ARNA TOWNSHIP (02.0110.000 & 02.0112.000);  
N ½ of NE ¼ and SW ¼ of NE ¼;  
13-42-16      120 acres      **Appraised Value: \$62,900**
  
3. ARNA TOWNSHIP (02.0260.000);  
SE ¼ of NE ¼ of NW ¼ of SW ¼, TORRENS  
26-42-16      2.5 acres      **Appraised Value: \$690**
  
4. ARNA TOWNSHIP (02.0263.000);  
SW ¼ of NW ¼ of NW ¼ of SW ¼, subject to road easement, TORRENS  
26-42-16      2.5 acres      **Appraised Value: \$690**
  
5. BREMEN TOWNSHIP (05.0297.000 split);  
SE ¼ of SW ¼;  
35-44-21      40 acres      **Appraised Value: \$5,900**
  
6. BREMEN TOWNSHIP (05.0299.000);  
NW ¼ of SW ¼; (\$6,400 timber value)\* TORRENS  
35-44-21      40 acres      **Appraised Value: \$24,600**
  
7. BRUNO TOWNSHIP (07.0050.000 split);  
W ½ of SW ¼ of SW ¼; reserving a public access easement on the north 100 feet thereof; and subject to a 33  
foot roadway easement along the west and south sides thereof  
3-44-18      20 acres      **Appraised Value: \$19,900**
  
8. CLOVER TOWNSHIP (09.0123.000);  
N ½ of NE ¼; reserving a 66-foot easement, to the State of Minnesota, from the centerline on each side of Hay  
Creek for the purpose of riparian protection and angler access. (\$16,500 timber value)\*  
15-41-18      80 acres      **Appraised Value: \$39,900**
  
9. DANFORTH TOWNSHIP (11.0198.000 split);  
SE ¼ of SE ¼. (\$2,400 timber value)\*  
32-42-18      40 acres      **Appraised Value: \$15,900**
  
10. DANFORTH TOWNSHIP (11.0118.002);  
W ½ of SE ¼  
19-42-18      80 acres      **Appraised Value: \$49,900**
  
11. DELL GROVE TOWNSHIP (12.0428.000);  
SW ¼ of NW ¼. (\$3,600 timber value)\*  
26-42-21      40 acres      **Appraised Value: \$15,900**
  
12. DELL GROVE TOWNSHIP (12.0452.000);  
N ½ of NE ¼  
30-42-21      80 acres      **Appraised Value: \$29,900**
  
13. FLEMING TOWNSHIP (14.0102.000 split);  
E ½ of NE ¼; reserving for Pine County, its successors and assigns, a highway easement over, under and across  
the east 50 feet of said East Half of Northeast Quarter, TORRENS  
17-43-18      80 acres      **Appraised Value: \$39,900**
  
14. FLEMING TOWNSHIP (14.0139.000 split);  
SE ¼ of SE ¼; reserving for Pine County, its successors and assigns, a highway easement over, under and across  
the south 50 feet of said Southeast Quarter of Southeast Quarter, TORRENS  
20-43-18      40 acres      **Appraised Value: \$36,800**
  
15. FLEMING TOWNSHIP (14.0260.000);  
E ½ of SW ¼ of SE ¼ of NE ¼ SUBJ TO ROAD EASE  
35-43-18      5 acres      **Appraised Value: \$490**
  
16. MUNCH TOWNSHIP (19.0186.000 split);  
SE ¼ of SW ¼ and SW ¼ of SE ¼  
27-40-20      80 acres      **Appraised Value: \$34,900**

17. NORMAN TOWNSHIP (22.0353.000)  
SW ¼ of NE ¼, less the W ½ of W ½ of SW ¼ of NE ¼ (\$3,400 timber value)\*  
33-44-19 30 acres **Appraised Value: \$4,500**
18. NORMAN TOWNSHIP (22.0360.000)  
N ½ of S ¼ of N ½ of NE ¼ of SE ¼ &  
S ½ of N ½ of N ½ of NE ¼ of SE ¼  
33-44-19 10 acres **Appraised Value: \$990**
19. NORMAN TOWNSHIP (22.0371.000)  
W ½ of W ½ of E ½ of NW ¼ of SE ¼  
33-44-19 5 acres **Appraised Value: \$490**
20. NORMAN TOWNSHIP (22.0375.000)  
W ½ of W ½ of W ½ of NW ¼ of SE ¼  
33-44-19 5 acres **Appraised Value: \$490**
21. NORMAN TOWNSHIP (22.0382.000)  
NE ¼ of NW ¼  
34-44-19 40 acres **Appraised Value: \$3,900**
22. NORMAN TOWNSHIP (22.0387.000)  
That part of the SW ¼ of NW ¼ described as follows: start at NW corner, then 1320 feet east, then 330 feet south, then 1320 feet west, then 330 feet north to beginning  
34-44-19 10 acres **Appraised Value: \$990**
23. PINE LAKE TOWNSHIP (27.0447.000 split)  
NE ¼ of SW ¼, (\$4,700 timber value)\*  
29-43-21 40 acres **Appraised Value: \$17,900**
24. PINE LAKE TOWNSHIP (27.0447.000 split)  
SE ¼ of SW ¼  
29-43-21 40 acres **Appraised Value: \$14,900**
25. PINE LAKE TOWNSHIP (27.0523.000)  
Govt. Lot 2; (\$4,000 timber value)\*  
35-43-21 34.26 acres **Appraised Value: \$17,800**
26. SANDSTONE TOWNSHIP (30.0165.00)  
South 132 ft. of NE ¼ of NW ¼  
17-42-19 4 acres **Appraised Value: \$1,900**
27. WITHDRAWN

**CITY PROPERTIES**

28. CITY OF BRUND (36.0009.001)  
All that part of Lot 1, Auditor's Subdivision Lying East of the following described line: Commencing at the Northwest corner of said Lot 1, Auditor's Subdivision of Section 19, Township 44 North, Range 18 West, thence East along the North line of said Lot 1 a distance of 265 feet to the actual point of beginning of line to be described, thence South parallel with the West line of said Lot 1 to the South line of said Lot 1, Auditor's Subdivision of Section 19, Township 44 North, Range 18 West, and there terminating.  
19-44-18 2.67 acres **Appraised Value: \$1,490**
29. CITY OF PINE CITY (42.5582.002)  
North 90 ft of South 190 feet of Block 20 Prince's Addition to Pine City.  
33-39-21 **Appraised Value: \$12,900**

## New Offerings

### TOWNSHIP PROPERTIES

- 30 ARNA TOWNSHIP (02.0243.001 split)  
W ½ of NE ¼ of SE ¼, subject to Highway easement recorded as document 352495 at the office of the Pine County Recorder  
26-42-16 20 acres **Appraised Value: \$19,200**
- 31 BRUNO TOWNSHIP (07.0176.000)  
NE ¼ of NE ¼ and S ½ of NE ¼  
10-44-18 120 acres **Appraised Value: \$42,500**
- 32 BRUNO TOWNSHIP (07.0329.000)  
NE ¼ of NE ¼ and S ½ of NE ¼, reserving for Pine County, its successors and assigns, a highway easement over, under and across the north 50 feet of said Northeast Quarter of Northeast Quarter. (\$17,500 timber value)\*  
29-44-18 120 acres **Appraised Value: \$72,500**
- 33 DANFORTH TOWNSHIP (11.0054.000)  
NE ¼ of NE ¼  
10-42-18 40 acres **Appraised Value: \$22,400**
- 34 HINCKLEY TOWNSHIP (15.0004.000)  
S ½ of NE ¼ lying Westerly of railroad  
1-41-21 16.6 acres **Appraised Value: \$2,900**
- 35 KERRICK TOWNSHIP (16.0395.000)  
NW ¼ of SE ¼  
40 acres **Appraised Value: \$32,900**
- 36 KERRICK TOWNSHIP (16.0217.000)  
All that part of the Southeast one quarter of the Southeast one quarter of Section 20, Township 45 North, Range 18 West, of the Fourth Principal Meridian, Pine County, Minnesota to wit: Beginning at the Southwest corner of said Southeast one quarter of the Southeast one quarter; thence North along the West line of said Southeast one quarter of the Southeast one quarter to the Northwest corner of said Southeast one quarter of the Southeast one quarter; thence East along the North line of said Southeast one quarter of the Southeast one quarter, a distance of 330 feet; thence South, parallel to said West line of said Southeast one quarter of the Southeast one quarter, to the South line of said Southeast one quarter of the Southeast one quarter; thence West along said South line of said Southeast one quarter of the Southeast one quarter to the Point of beginning.  
10 acres **Appraised Value: \$11,500**
- 37 KETTLE RIVER TOWNSHIP (17.5054.000)  
First Lake Estates Lot 14, Block 1 & an undivided 1/33rd Interest in Outlot A, First Lake Estates  
1-44-20 **Appraised Value: \$23,700**
- 38 NEW DOSEY TOWNSHIP (20.5036.000)  
Townsite of Cloverton Lot 6, Block 1  
36-43-16 **Appraised Value: \$200**
- 39 NEW DOSEY TOWNSHIP (20.5042.000)  
Townsite of Cloverton Lot 2, Block 2  
36-43-16 **Appraised Value: \$400**
- 40 NORMAN TOWNSHIP (22.0013.000)  
Starting from the Northeast corner of the NW1/4 of NW1/4, 660 feet South to a point of beginning, thence 1320 feet west to a point, thence 330 feet South to a point, thence 1320 feet East to a point, thence 330 feet North back to point of beginning.  
1-44-19 10.22 acres **Appraised Value: \$5,200**
- 41 POKEGAMA TOWNSHIP (28.5558.000)  
Pokegama Meadows Lot 6, Block 2  
29-39-22 **Appraised Value: \$8,700**
- 42 SANDSTONE TOWNSHIP (30.0132.000)  
NW ¼ of SE ¼  
13-42-19 40 acres **Appraised Value: \$23,500**
- 43 SANDSTONE TOWNSHIP (30.0194.000)  
W ½ of SW ¼, fractional, Subject to a 66 foot easement  
19-42-19 88.01 acres **Appraised Value: \$48,300**

44. SANDSTONE TOWNSHIP (30.0229.000 split);  
NW ¼ of NE ¼  
24-42-19 40 acres  
**Appraised Value: \$21,600**
45. SANDSTONE TOWNSHIP (30.0229.000 split);  
SW ¼ of NE ¼  
29-42-19 40 acres  
**Appraised Value: \$24,100**
46. SANDSTONE TOWNSHIP (30.0236.000);  
SW ¼ of SE ¼  
24-42-19 40 acres  
**Appraised Value: \$23,500**
47. SANDSTONE TOWNSHIP (30.0291.000 split);  
NW ¼ of NW ¼  
29-42-19 40 acres  
**Appraised Value: \$15,500**
48. SANDSTONE TOWNSHIP (30.0291.000 split);  
SW ¼ of NW ¼  
29-42-19 40 acres  
**Appraised Value: \$17,900**
49. SANDSTONE TOWNSHIP (30.0291.000 split);  
NW ¼ of SW ¼  
29-42-19 40 acres  
**Appraised Value: 25,300**
50. SANDSTONE TOWNSHIP (30.0295.000 split);  
NE ¼ of SE ¼  
30-42-19 40 acres  
**Appraised Value: \$17,600**
51. SANDSTONE TOWNSHIP (30.0295.000 split);  
SE ¼ of SE ¼  
30-42-19 40 acres  
**Appraised Value: \$17,600**

**CITY PROPERTIES**

52. CITY OF KERRICK (41.0036.000);  
S ½ of NW ¼ of SE ¼, except North 375 feet of West 350, reserving for Pine County, its successors and assigns, a highway easement over, under and across the west 50 feet of said parcel.  
35-45-18 17 acres  
**Appraised Value: \$15,900**
53. CITY OF KERRICK (41.0038.000 split);  
SE ¼ of SE ¼, reserving for Pine County, its successors and assigns, a highway easement over, under and across the south 50 feet of said Southeast Quarter of Southeast Quarter  
35-45-18 40 acres  
**Appraised Value: \$5,800**
54. CITY OF KERRICK (41.0038.000 split);  
SW ¼ of SE ¼, reserving for Pine County, its successors and assigns, a highway easement lying between lines run parallel with and 50.00 feet on each side of the centerline of Pine County State Aid Highway 46 and on each side of the centerline of Pine County Road 154  
35-45-18 40 acres  
**Appraised Value: \$5,500**
55. CITY OF KERRICK (41.5020.000);  
All that part of Section 35, Township 45 North, Range 18 West, of the Fourth Principal Meridian, Pine County, Minnesota to wit: Beginning at a point 106 feet South of the Northeast corner of Block 7, Town Site of Kerrick, as measured along the East line of said Block 7; Thence South along said East Line of said Block 7, 71 feet; thence West at a right angle to said East Line of said Block 7, 70 feet; thence North 71 feet; thence East 20 feet; thence North 30 feet; thence East to said East Line of said Block 7; thence South along said East Line of said Block 7 to the Point of Beginning. Excepting and reserving to the State of Minnesota, in trust for taxing district concerns, all minerals and mineral rights, as provided by law.  
35-45-18  
**Appraised Value: \$400**
56. CITY OF PINE CITY (42.6043.000 thru 42.6047.000 & 42.6054.000 thru 42.6061.000);  
Fawn Meadows Lots 1-5, Block 2 and Lots 1-6, Block 3.  
21-39-21  
**Appraised Value: \$45,500**
57. CITY OF PINE CITY (42.6068.000 thru 42.6073.000);  
Fawn Meadows Lots 7-12, Block 4  
21-39-21  
**Appraised Value: \$45,000**
58. CITY OF PINE CITY (42.6074.000 and 42.6075.000);  
Fawn Meadows Lots 13 and 14, Block 4  
21-39-21  
**Appraised Value: \$15,000**
59. CITY OF PINE CITY (42.6076.000 and 42.6079.000);  
Fawn Meadows Lots 15-18, Block 4  
21-39-21  
**Appraised Value: \$30,000**

60. CITY OF PINE CITY (42.6080.000 thru 42.6083.000)  
Fawn Meadows Lots 19-22, Block 4  
21-39-21 **Appraised Value: \$30,000**
61. CITY OF PINE CITY (42.6099.000 thru 42.6104.000)  
Fawn Meadows 2<sup>nd</sup> Addition Lots 1-6, Block 3  
21-39-21 **Appraised Value: \$21,000**
62. CITY OF ROCK CREEK (43.0375.000)  
All that part of the Southeast  $\frac{1}{4}$  of Southwest  $\frac{1}{4}$ , described as follows, To-wit: Commencing at the Southeast corner of the SE  $\frac{1}{4}$  of SW  $\frac{1}{4}$ ; thence due West on and along the South section line of said SE  $\frac{1}{4}$  of SW  $\frac{1}{4}$  a distance of 19 rods to the point of beginning; thence North at right angles to said section line a distance of 10 rods; thence East parallel with said section line a distance of 9 rods; thence North at right angles to said section line a distance of 6 rods; thence West parallel with said section line a distance of 10 rods; thence south at right angles to said section line a distance of 16 rods to a point on said section line; thence East on and along said section line a distance of 1 rod to the point of beginning.  
21-38-21 **Appraised Value: \$1,900**
63. CITY OF ROCK CREEK (43.0567.001)  
That part of the SW  $\frac{1}{4}$ , described as beginning at the southwest corner of said SW  $\frac{1}{4}$  of Section 32; thence on an assumed bearing of east along the south line of said SW  $\frac{1}{4}$  a distance of 680.0 feet; thence North 0D39'30" West parallel with the west line of said SW  $\frac{1}{4}$  a distance of 320.0 feet; thence on a bearing of West parallel with said south line 680.0 feet to the west line of said SW  $\frac{1}{4}$ ; thence South 0D39'30" East along said west line 320 feet to the point of beginning. Subject to County Highway 23, subject to Highway easement recorded as document 310544 at the office of the Pine County Recorder  
32-38-21 5 acres **Appraised Value: \$10,900**
64. CITY OF SANDSTONE (45.6118.00)  
Townsite of Sandstone Lots 8 -11, Block 16  
15-42-20 **Appraised Value: \$6,900**

**2013 Pine County Fee Land Auction**  
**Following Tax-Forfeit Land Auction**  
**10:00 A.M., September 20, 2013**  
**Courthouse**  
**635 Northridge Drive N.W., Pine City, MN**

NOTICE IS HEREBY GIVEN that I shall sell to the highest bidder (but at not less than the appraised value), at the County Board Room in the Courthouse in the City of Pine City, in the County of Pine, the following described parcels of land, or lots with buildings or structures forfeited to the State for non-payment of taxes, by resolution of the County Board, authorizing the same, and will commence at 10:00 A.M. on the 20<sup>th</sup> day of September, 2013.

That the following is a true and correct copy of the aforementioned resolution passed by the County Board of Pine County on August 6, 2013, which shall govern said sale.

**2013 Pine County Fee Land Auction**  
**Sale Terms and Conditions**

**RESOLUTION 2013-33**

BE IT HEREBY RESOLVED, that the parcels of land owned by Pine County, appearing on the attached list, which have been classified and appraised as provided by M.S.A. 282.01 to 282.13, shall be offered for sale by the County Auditor, said sale to commence at 10:00 A.M. on the 20<sup>th</sup> day of September, 2013, and the County Auditor is hereby directed to publish the notice of sale as provided by law.

BE IT FURTHER RESOLVED, that immediately following the auction, payment in full or a nonrefundable minimum down payment of 10% of the purchase price will be paid, with the balance due 30 days from the date of sale.

BE IT FURTHER RESOLVED, that all sales are subject to recording fees, state deed tax, and well certificate fee, if applicable.

BE IT FURTHER RESOLVED, that all parcels of said land shall be offered for sale subject to easements or tax liens, if any.

Any parcel of land or lots not sold at the auction may be purchased at any time thereafter at not less than the appraised value until such time as the County Board may order a re-appraisal of the same or withdraw said land or lots from sale.

(Auditors' Seal)  
/s/ Cathy J. Clemmer, Auditor  
Pine County, Minnesota

Given under my hand and seal  
this 6<sup>th</sup> day of August, 2013.

## 2013 County Fee Land Auction List

1. Arna Township (02.0296.001)  
NW ¼ of SE 1/4, subject to county road easements  
29-42-16 40.0 acres  
**Appraised Value: \$41,900**
  
2. Arna Township (02.0306.001); TORRENS  
All that part of the following described tract: Northeast Quarter of Southwest Quarter, Section 29, Township 42, Range 16, Which lies South of the centerline of County State Aid Highway 25, hereinafter called Line "A". Said tract containing 2.60 acres more or less. Including the existing highway right of way.  
Description of Line "A":  
Commencing on the East Quarter Corner of Section 29, Township 42, Range 16, Pine County, Minnesota, thence North 89° 32' 38" West 1904.33 feet along the South line of the Northeast Quarter of said Section 29, thence South 39° 57' 03" West 1699.90 feet, thence North 89° 28' 58" West 950.22 feet to the beginning of Line "A" to be described; thence South 89° 26' 58" East 407.03 feet; thence Northeasterly 1014.93 feet along a circular curve concave to the North having a radius of 1150.00 feet and a central angle of 50° 33' 59", thence North 39° 57' 03" East 500.00 feet and Line "A" there terminating.  
Subject to the following:
  - 1) A 50.00 foot highway easement which lies between said Line "A", and a line run parallel with and 50.00 feet South of said Line "A".
  - 2) A highway and utility easement over, under and across the South 33.00 feet of said Northeast Quarter of Southwest Quarter, Section 29.
  - 3) A highway and utility easement over, under and across all that part of the described tract which lies easterly of a line run parallel with and 33.00 westerly of the centerline of Arna Township Road 816, A.K.A. Witt Lane**Appraised Value: \$1,800**
  
3. Clover Township (09.0032.000 split)  
That part of the Southwest Quarter of the Southwest Quarter (SW1/4 SW1/4), Section 3, Township Forty-one (41), Range Eighteen (18), Pine County, which lies west of the following described centerline of Pine County State Aid Highway 22  
  
Less that parcel of land recorded as document 286876 in the office of the Pine County Recorder  
  
Pine County State Aid Highway 22 Centerline  
Assuming that the South line of the Southwest Quarter of Section 3 Township 41 North, Range 18 West of the 4<sup>th</sup> Principal Meridian, Pine County, Minnesota to bear North 88° 47' 15" East and commencing at the Southwest corner of said Section 3, thence North 88° 47' 15" East along said South line a distance of 705.07 feet to the point of beginning of the centerline of Pine County State Aid Highway No. 22 to be described; thence North 14° 24' 12" East along the centerline of said Highway No. 22 a distance of 1387.45 feet to the North line of the Southwest Quarter and said Southwest Quarter and said centerline there terminating.  
  
Excepting and reserving to the State of Minnesota, in trust for the taxing districts concerned, all minerals and mineral rights, as provided by law.  
  
Reserving for Pine County, its successors and assigns, a highway easement which lies east of a line run parallel with and 75.00 feet west of the centerline of County State Aid Highway 22.  
  
Said tract containing 20.33 acres more or less.  
**Appraised Value: \$25,200**
  
4. Clover Township (09.0032.000 split)  
That Part of the Southwest Quarter of the Southwest Quarter (SW1/4 SW1/4), Section Three (3), Township Forty-one (41) Range Eighteen (18), Pine County, Minnesota, which lies east of the following described center line of Pine County State Aid Highway 22  
  
Pine County State Aid Highway 22 Centerline  
Assuming that the South line of the Southwest Quarter of Section 3, Township 41 North, Range 18 West of the 4<sup>th</sup> Principal Meridian, Pine County, Minnesota to bear North 88° 47' 15" East and commencing at the Southwest corner of said Section 3, thence North 88° 47' 15" East along said South line a distance of 705.07 feet to the point of beginning of the centerline of Pine County State Aid Highway No. 22 to be described; thence North 14° 24' 12" East along the centerline of said Highway No. 22 a distance of 1387.45 feet to the North line of the Southwest Quarter and said Southwest Quarter and said centerline there terminating  
  
Excepting and reserving to the State of Minnesota, in trust for the taxing districts concerned, all minerals and mineral rights, as provided by law.  
  
Reserving for Pine County, its successors and assigns, a highway easement which lies east of a line run parallel with and 75.00 feet west of the centerline of County State Aid Highway 22.  
  
Said tract containing 13.35 acres more or less.  
**Appraised Value: \$15,700**

**2013 Pine County Tax-Forfeit Land Auction  
Limited To Adjoining Property Owners Only**

**RESOLUTION 2013-84**

WHEREAS, the following parcels of land have forfeited to the State for non-payment of taxes and cannot be improved upon because of minimal size and the highest and best use of the parcels would be achieved by combining them with an adjoining property.

1. CITY OF HINCKLEY (40,5031,000)  
Original Townsite of Hinckley Lot 6, Block 92  
24-41-21      **Appraised Value: \$1,990**

2. CITY OF PINE CITY (42,5355,000)  
Original Townsite of Pine City Lot 13, Block 45  
33-39-21      **Appraised Value: \$1,990**

BE IT HEREBY RESOLVED, that the above listed parcels of land, which have been classified and appraised as provided by M.S. 282 shall be offered for sale by the County Auditor, to adjoining landowners in accordance to M.S. 282.01 (Subd. 7a), by oral bid following the 2013 Pine County Tax-Forfeit Land Auction, 10:00 A.M., September 20, 2013 at the County Board Room in the Courthouse in the City of Pine City, and shall not be sold for less than their appraised value.

BE IT FURTHER RESOLVED, that the terms of sale shall be payment in full and that the purchased properties will be attached to the adjoining property. As a condition of combining the two parcels, the real estate taxes of the adjoining property must be paid in full.

Any parcel not sold at the auction may be purchased at any time thereafter, by an adjoining property owner, at not less than the appraised value until such time as the County Board may order a re-appraisal or withdraw parcel from sale.

BE IT FURTHER RESOLVED, that all sales are subject to 3% state assurance, as required by state law and that all sales are subject to recording fees, a state deed fee, state deed tax, and a well certificate fee, if applicable.

BE IT FURTHER RESOLVED, that all parcels of said land shall be offered for sale subject to existing leases, easements or tax liens, if any.

BE IT FURTHER RESOLVED, that certain tax-forfeited lands may have unpaid special assessments for improvements that were canceled at the time of forfeiture. Upon sale of this land, the municipality may establish an assessment schedule for payment of a portion or all of the unpaid special assessments.

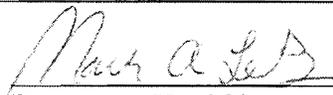
BE IT FURTHER RESOLVED, that, except for land in platted subdivisions and lands conveyed for correcting legal descriptions, all deeds requested will contain the following statement, "This property is not eligible for enrollment in a state funded program providing compensation for conservation of marginal land or wetlands".

Given under my hand and seal this 6<sup>th</sup> day of August, 2013.

(Auditor's Seal)

/s/ Cathy J. Clemmer, Auditor  
Pine County, Minnesota

**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  August 6, 2013	Consent Agenda <i>(Please Circle)</i> <input checked="" type="radio"/> Regular Agenda Estimated Time: <i>(Please Circle)</i> <u>5 min</u> 10 Min.    15 Min. <small>Time needed</small> 30 Min.    45 Min.    1 hour
Department Requesting Action:  <b><u>Pine County Public Works</u></b>	 Department Head Signature                      Date <u>7/29/13</u>

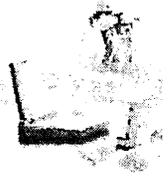
Item for Discussion: (one form per item)  Contract #1102  SAP 58-641-14                      Located on CSAH 41 between CSAH 42 and Willow River, MN  Board Action Requested: (Attach additional pages if needed)  Approve final payment to Robert R. Schroeder Construction, Inc. in the amount of \$19,322.47.  <p align="center">Supporting Documents:    Attached    None</p>
---

PINE COUNTY HIGHWAY

COPY

405 Airport Road NE  
Pine City, MN 55063

Project SAP 058-641-014 - Bridge Replacement #58551, Approach Grading and Bituminous Surfacing  
Final Pay Request No. 7



Contractor: Robert R. Schroeder Const., Inc.  
23948 North Lakeshore Drive  
Glenwood, MN 56334

Contract No. 1102  
Vendor No. 400  
For Period: 4/13/2013 - 7/19/2013  
Warrant # \_\_\_\_\_ Date \_\_\_\_\_

**Contract Amounts**

Original Contract	\$962,346.77
Contract Changes	\$0.00
Revised Contract	\$962,346.77

**Work Certified To Date**

Base Bid Items	\$966,123.72
Change Orders	\$0.00
Backsheets	\$0.00
Supplemental Agreements	\$0.00
Work Orders	\$0.00
Material On Hand	\$0.00
Total	\$966,123.72

**Funds Encumbered**

Original	\$962,346.77
Additional	\$0.00
Total	\$962,346.77

	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
SAP 058-641-014	\$0.00	\$966,123.72	\$0.00	\$946,801.25	\$19,322.47	\$966,123.72
				Percent Retained: 0%		
<b>Amount Paid This Final Pay Request</b>					<b>\$19,322.47</b>	

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

*Mark A. LeB*  
\_\_\_\_\_  
County/City/Project Engineer

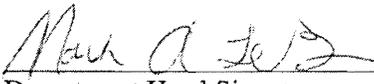
7/22/13  
\_\_\_\_\_  
Date

Approved By Robert R. Schroeder Const., Inc.

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  August 6, 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:  <b><u>Pine County Public Works</u></b>	 Department Head Signature      7/29/13 Date

<p><b>Item for Discussion: (one form per item)</b></p> <p>Easement Agreement with the City of Rock Creek</p>  <p><b>Board Action Requested: (Attach additional pages if needed)</b></p> <p>Approve and sign</p>  <p align="right"><b>Supporting Documents:    Attached    None</b></p>
--

## EASEMENT AGREEMENT

This agreement is made and entered into this 6<sup>th</sup> day of August, 2013 between the City of Rock Creek, a municipal corporation located in the County of Pine, State of Minnesota, hereinafter referred to as "City", and the County of Pine, State of Minnesota, a municipal corporation, hereinafter referred to as "County".

1. It is agreed that the County owns the following described land, to wit:

The North one-half of the Southeast one-quarter (N ½ of the SE ¼), Section 28, Township 38 North, Range 20 West.

said land being located in the City of Rock Creek, County of Pine, State of Minnesota.

2. It is agreed that the City owns property adjacent to the above described property over which it is necessary for the County to use for ingress and egress to the above described property for the removal of gravel, sand and earthen materials, described as follows, to wit:

The Southwest one-quarter of the Southeast one-quarter (SW ¼ of the SE ¼), Section 28, Township 38 North, Range 20 West.

3. The City by this agreement grants to the County an easement over, through and across said property owned by the City for the purposes deemed necessary by the County for trucks and other equipment to have the right of ingress and egress over a route as agreed to by the parties for the hauling of gravel, sand and earthen materials from the first described parcel of land over the second described parcel of land to the public road bordering the south periphery of the last described tract of land. It is further agreed that the right of use granted herein to the County by the City will apply equally to agents and contractors using said easement for the furtherance of the purpose of the County of Pine.

4. The mutual consideration in this contract is that the City will be allowed to remove from the land owned by the County sand and earthen materials without payment to the County of Pine for the cost of the material. It is not the intention of this contract to require the City to remove any material.

5. It is contemplated by both parties that at certain times it may be necessary to stock pile some of the material taken, and therefore, it is agreed that said stock piles shall be retained separately and identified separately.

6. The term of the easement is for 5 years, after which it shall automatically expire unless the parties agree to extend the easement and the right of the city to remove and store material.

IN WITNESS WHEREOF, the parties have executed this agreement.

CITY OF ROCK CREEK

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

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

Mayor, City of Rock Creek

COUNTY OF PINE

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

Date: August 6, 2013

Stephen M. Hallan  
Chairman, Pine County Board of Commissioners

Approved as to form and execution:

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

Date: August 6, 2013

John K. Carlson  
Pine County Attorney

**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  August 6, 2013	Consent Agenda <i>(Please Circle)</i>  Regular Agenda Estimated Time: <i>(Please Circle)</i> _____ 10 Min. 15 Min. <small>Time needed</small> 30 Min. 45 Min. 1 hour
Department Requesting Action:  <b><u>Land Services</u></b>	 Department Head Signature <span style="float: right;">           Date       </span>

*Bids for the demolition and site restoration of the flood mitigation buyout properties were opened on July 26. Four bidders submitted bids. The project consists of Phase I (demolition of the DNR buyout properties) and Phase II (demolition of the Homeland Security and Emergency Management (HSEM) buyout properties).*

*After reviewing the bids, I recommend awarding the bid for Phase 1 demolition to Buetow Trucking and Excavating, LLC of Moose Lake. Of the four bids for the project, Buetow was the lowest responsible bidder for Phase 1 only.*

*We are awaiting approval from HSEM for the county's hazard mitigation plan. Until that plan is approved, the phase II buy outs cannot proceed. Therefore, I recommend we re-bid phase II once the Hazard Mitigation Plan is approved and we have a timeline for moving forward..*

*The county is also proceeding with selecting a hazardous material mitigation specialist who will inspect each property to determine if asbestos or other hazardous materials are present.*

**Board Action Requested:** (Attach additional pages if needed)  
*Award bid for Phase I Flood Mitigation Demolition*

Supporting Documents: Attached None

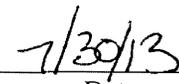
**PHASE 1**

Last Name	First Name	Property Address	City	Zip		Land Logic	Beutow	Bjorkland	Jones
Hyska	Roger & Lin	79394 Long Lake Rd	Willow River	55795	PRIVATE	\$ 10,442.00	\$ 21,897.96	\$ 13,200.00	\$ 20,000.00
Kroon	Burton & Ri	72xx Bald Eagle Ln	Rutledge	55795	PRIVATE	\$ 11,103.00	\$ 1,000.00	\$ 13,200.00	\$ -
Wolf	Tyrone	8116 Willow St	Willow River	55795	CITY	\$ 10,796.00	\$ 15,792.03	\$ 13,200.00	\$ 43,200.00
Wasmund	Tim & Linda	8793 Cathedral Pines Dr	Sturgeon Lake	55783	PRIVATE	\$ 12,205.00	\$ 15,420.35	\$ 13,200.00	\$ 20,000.00
Daniel	Tracey	8811 Cathedral Pines Dr	Sturgeon Lake	55783	PRIVATE	\$ 12,265.00	\$ 3,000.00	\$ 13,200.00	\$ -
Fotland	Jay	8875 Cathedral Pines Dr	Sturgeon Lake	55783	NONE	\$ 9,688.00	\$ 7,202.78	\$ 13,200.00	\$ 21,600.00
Williams	John	8895 Cathedral Pines Dr	Sturgeon Lake	55783	NONE	\$ 3,841.00	\$ 1,000.00	\$ 13,200.00	\$ 19,200.00
<b>TOTALS</b>						<b>\$ 70,340.00</b>	<b>\$ 65,313.12</b>	<b>\$ 92,400.00</b>	<b>\$ 124,000.00</b>

**PHASE 2**

Last Name	First Name	Property Address	City	Zip	W/S	Land Logic	Beutow	Bjorkland	Jones
Huber	Diann	2750 Central Avenue	Rutledge	55795	PRIVATE	\$ 13,926.00	\$ 9,305.26	\$ 13,200.00	\$ 20,800.00
Olson	Glen & Gloria	2994 Farm to Market Rd	Sturgeon Lake	55783	CITY	\$ 13,756.00	\$ 17,029.24	\$ 13,200.00	\$ 46,400.00
Orth	Janel	7150 Bald Eagle Ln	Rutledge	55795	PRIVATE	\$ 9,460.00	\$ 6,794.24	\$ 13,200.00	\$ 23,360.00
LaMere	Joyce	7166 Bald Eagle Ln	Rutledge	55795	PRIVATE	\$ 9,145.00	\$ 5,964.80	\$ 13,200.00	\$ 20,000.00
LeMire	Darryl & Sa	7210 Bald Eagle Ln	Rutledge	55795	PRIVATE	\$ 11,335.00	\$ 7,070.72	\$ 13,200.00	\$ 24,000.00
LaMere	Bruce	7218 Bald Eagle Ln	Rutledge	55795	PRIVATE	\$ 12,955.00	\$ 18,945.54	\$ 13,200.00	\$ 24,000.00
Seelhammer	Keith	7226 Bald Eagle Ln	Rutledge	55795	PRIVATE	\$ 11,155.00	\$ 15,131.84	\$ 13,200.00	\$ 46,400.00
Monroe	David & Na	7230 Bald Eagle Ln	Rutledge	55795	PRIVATE	\$ 11,448.00	\$ 13,296.81	\$ 13,200.00	\$ 24,000.00
Manias	Kevin & Da	7254 Bald Eagle Lane	Rutledge	55795	PRIVATE	\$ 12,575.00	\$ 19,506.52	\$ 13,200.00	\$ 46,400.00
Anthony	Dennis & M	7288 Bald Eagle Ln	Rutledge	55795	PRIVATE	\$ 13,230.00	\$ 7,457.14	\$ 13,200.00	\$ 46,400.00
Lund	Duane & Be	74080 County Hwy 61	Willow River	55795	PRIVATE	\$ 15,272.00	\$ 44,255.93	\$ 13,200.00	\$ 46,400.00
Koivisto	Greg & Dee	74290 County Hwy 61	Rutledge	55795	PRIVATE	\$ 11,103.00	\$ 20,482.91	\$ 13,200.00	\$ 46,400.00
Dochniak	William & T	76782 Debbie Ridge Rd	Willow River	55795	PRIVATE	\$ 6,070.00	\$ 4,668.76	\$ 13,200.00	\$ 23,360.00
Phaller	Donald & D	8079 Willow St	Willow River	55795	PRIVATE	\$ 11,621.00	\$ 24,141.21	\$ 13,200.00	\$ 46,400.00
Hughes	Constance	8081 Willow St	Willow River	55795	PRIVATE	\$ 5,997.00	\$ 16,366.41	\$ 13,200.00	\$ 20,000.00
Smitham	Wayne	8085 Willow St	Willow River	55795	PRIVATE	\$ 7,555.00	\$ 6,397.08	\$ 13,200.00	\$ 14,400.00
Prokasky	Preston	8092 Willow St	Willow River	55795	CITY	\$ 9,792.00	\$ 23,580.59	\$ 13,200.00	\$ 46,400.00
Hofford	Karla & Ant	87137 Kettle Shores Loop	Sturgeon Lake	55783	PRIVATE	\$ 9,003.00	\$ 27,168.15	\$ 13,200.00	\$ 24,800.00
Pfaller	Ruth	87311 Kettle Shores Loop	Sturgeon Lake	55783	PRIVATE	\$ 13,800.00	\$ 24,094.55	\$ 13,200.00	\$ 46,400.00
Anderson	Sandy & Gr	8759 Cathedral Pines Dr	Sturgeon Lake	55783	PRIVATE	\$ 9,182.00	\$ 7,693.90	\$ 13,200.00	\$ 12,000.00
Bradshaw	Ardith & Cl	8761 Cathedral Pines Dr	Sturgeon Lake	55783	PRIVATE	\$ 10,723.00	\$ 21,109.89	\$ 13,200.00	\$ 51,200.00
Redpath	Kathleen	8765 Cathedral Pines Dr	Sturgeon Lake	55783	PRIVATE	\$ 10,815.00	\$ 19,171.70	\$ 13,200.00	\$ 46,400.00
Holder	Mike	8771 Cathedral Pines Dr	Sturgeon Lake	55783	PRIVATE	\$ 12,451.00	\$ 24,672.35	\$ 13,200.00	\$ 51,200.00
Zeestraten	Bruce	8777 Cathedral Pines Dr	Sturgeon Lake	55783	PRIVATE	\$ 12,265.00	\$ 21,874.54	\$ 13,200.00	\$ 46,400.00
Grey	Kenneth &	8779 Cathedral Pines Dr	Sturgeon Lake	55783	PRIVATE	\$ 12,305.00	\$ 22,658.99	\$ 13,200.00	\$ 51,200.00
Nyholm	David & JoA	8785 Cathedral Pines Dr	Sturgeon Lake	55783	PRIVATE	\$ 12,500.00	\$ 16,716.80	\$ 13,200.00	\$ 20,800.00
Sorensen	Dwight	8797 Cathedral Pines Dr	Sturgeon Lake	55783	PRIVATE	\$ 10,578.00	\$ 11,312.66	\$ 13,200.00	\$ 19,200.00
Klossner	Shirley & B	8825 Cathedral Pines Dr	Sturgeon Lake	55783	PRIVATE	\$ 12,282.00	\$ 32,774.82	\$ 13,200.00	\$ 51,200.00
Berowski	Martha & R	8833 Cathedral Pines Dr	Sturgeon Lake	55783	PRIVATE	\$ 10,424.00	\$ 10,291.86	\$ 13,200.00	\$ 20,800.00
Gertzen	Denny & Ja	8843 Cathedral Pines Dr	Sturgeon Lake	55783	PRIVATE	\$ 11,822.00	\$ 30,006.34	\$ 13,200.00	\$ 51,200.00
Klingensmit	Kent	8859 Cathedral Pines Dr	Sturgeon Lake	55783	PRIVATE	\$ 8,952.00	\$ 16,522.19	\$ 13,200.00	\$ 20,800.00
Grey	Richard & P	8879 Cathedral Pines Dr	Sturgeon Lake	55783	PRIVATE	\$ 5,357.00	\$ 1,086.96	\$ 13,200.00	\$ 14,400.00
<b>TOTALS</b>						<b>\$ 348,854.00</b>	<b>\$ 547,550.70</b>	<b>\$ 422,400.00</b>	<b>\$ 1,093,120.00</b>

## PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date:  August 6, 2013	Consent Agenda <i>(Please Circle)</i>  Regular Agenda Estimated Time: <i>(Please Circle)</i> 5 min      10 Min.      15 Min. <small>Time needed</small> 30 Min.      45 Min.      1 hour
Department Requesting Action:  <b><u>Land Services</u></b>	 Department Head Signature <span style="float: right; margin-right: 50px;">                       Date                 </span>

*Re-appoint Richard Stepan as the District 4 member on the Board of Adjustment and the At-Large member on the Planning Commission. Both terms are effective January 1, 2013-December 31, 2014.*

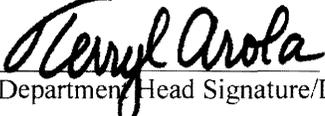
*Per Minnesota State Statute 394.27 Subd. 2 requires "that one member of such board of adjustment shall also be a member of any planning commission appointed under the provisions of sections 394.21 to 394.37." Richard's appointment will satisfy this requirement.*

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

*Appoint Richard Stepan to the Board of Adjustment and Planning Commission*

Supporting Documents:    Attached    None

**PINE COUNTY  
REQUEST FOR BOARD ACTION**

Requested Board Date: August 6, 2013  FLEXIBILITY: YES <u>NO</u>	Estimated Time: Consent Agenda    10 Min.    15 Min. <u>30 Min.</u> 45 Min.    1 hour
<u>County Probation</u> Department Requesting Action	 7/30/2013 Department Head Signature/Date

**Item for Discussion:** (one form per item)  
*Probation Advisory 2013 Comprehensive Plan*

**Board Action Requested:** (Attach additional pages if needed)  
*Formal acceptance of the 2013 Plan.*

- 1) *Request that the Goals & Objectives with the content to be taken under advisement during the 2014 Budget process*
- 2) *Invite the board to charge or direct the committee to research or review of probation-related issues relevant to them.*

Supporting Documents: *Full Report will be provided at the Board meeting*

**Background/Previous Action:**  
*Since 1999 the Probation Advisory Committee has presented an annual Comprehensive Plan to the Pine County Board, Department of Corrections (DOC), and PICK Judicial Bench. The document provides policy and decision makers with a solid review and evaluation of existing probation services and programming, as well as providing some strategic planning and direction for future probation practices. The County Board, PICK Judicial Bench and DOC are invited to add additional goals and objectives for the committee to add to the existing agenda.*

**Budgetary Implications:**  
*Approval of the Comprehensive Plan Goals & Objectives does not result in any financial commitments. The annual plan provides the County Board with a document in which to evaluate how probation dollars are being used to provide quality services to the citizens of Pine County in a cost-effective, courteous and efficient manner. The content of the report and recommendations also provide a basis for future funding decisions.*

**Highlights:**

- Probation Caseload Numbers slightly go up
  - *Juvenile numbers saw the greatest increase at 11% - the first time in six years.*
  - *Gross misdemeanor offenders on supervision appropriately outnumber misdemeanor level offenses on supervision.*
- Changing Probation Demographics
  - *Repeat alcohol (DWI) and drug offenses top the type of offenses on probation.*
  - *Identification and further assessment of MI and CD issues is necessary to appropriate rehabilitation of offenders and thus recidivism reduction.*
  - *More than half (54%) of the highest risk offenders have a mental illness (MI) diagnosis.*
  - *Almost three-quarters (71%) of the highest risk offenders have a chemical dependency (CD) diagnosis.*
  - *Additional supervision responsibilities come into the picture when offenders have MI and CD diagnoses.*

- *A Foundation Built on Evidence-Based Practice (EBP)*
  - *We have been bringing our probation services into line with nationally identified key elements of EBP success which includes:*
    - *Give your Organization a Physical - continual assessment of current practice*
    - *Creating a Strategic Plan*
    - *Building the Capacity for Leaders at all Levels*
    - *Aligning all Business Practices*
    - *Developing a Continuum to Address Risk, Need, and Responsivity*
    - *Use Data to Drive Decisions*
    - *Communicate, Communicate, Communicate*
  
- *Probation Evolves*
  - *Alignment of EBP principles continues to be a paradigm shift.*
  - *Using more case planning to facilitate change and reduce offender risk.*
  - *Probation agent's responsibilities and the number of offenders have grown by leaps and bounds in recent decades.*
  - *Technology has been instrumental to how probation is delivered and increased expectations.*
  - *Technology provides many advantages to the delivery of probation.*
  
- *Correctional Fees*
  - *Annual fee collection increased in 2012 after four years of level revenue.*
  - *2012 Probation costs split between offender fees (10.5%), State (31.2%) and County levy (58.3%).*
  - *The current collection rate is 63.7% on closed cases.*
  - *Other fees defray programming costs including: Cognitive Skills classes, electronic monitoring administrative fee, workbooks, and positive UA drug screens.*
  
- *Probation Advisory Committee Recommendations*
  - *Supports the EBP direction and implementation by both county and state probation.*
  - *Believes that implementing EBP programs puts dollars where there is the most benefit based on proven effectiveness.*
  - *Supports staffing with is consistent with EBP practice and needs.*
  - *Supports the current Cognitive Skills program and would like to promote and see as many offenders as possible exposed to this research supported intervention.*
  - *Believes it is important to continue to evaluate programs. There is special interest in comparison of outcomes of the current Cognitive Skills program to the previous one.*
  
- *Focus for the Probation Advisory Committee next year:*
  - *Continued application of EBP*
  - *Ongoing review of local correctional needs and available resources and interventions*
  - *Review and evaluation of current technology trends*
  - *Track correctional costs and funding levels*
  - *Monitor outcome measures for county correctional programs*

**Meetings are open meetings and Commissioners are welcome to attend:**

Tues, Aug 27<sup>th</sup>, 2013 6-8 PM Sandstone

Tues, Nov 26<sup>th</sup>, 2013 6-8 PM Pine City

Tues, Feb 25<sup>th</sup>, 2014 6-8 PM Sandstone

Tues, May 27<sup>th</sup>, 2014 6-8 PM Pine City