

**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 20, 2013, 10:00 a.m.**  
**Board Room, Pine County Courthouse, Pine City, Minnesota**

- A) Call meeting to order
- B) Pledge of Allegiance
- C) Public Forum. Members of the public are invited to speak. Each speaker should state his/her name and limit comments to three (3) minutes.
- D) Approve Agenda
- E) Approve Minutes of July 30, 2013 Special Meeting – Wheelage Tax meeting for publication.
- F) Approve Minutes of the August 6, 2013 Committee of the Whole/Budget Committee meeting for publication.
- G) Approve Minutes of August 6, 2013 board meeting and Summary for publication.
- H) Minutes of Boards, Committees and Correspondence
- I) Approve Consent Agenda

**CONSENT AGENDA**

**1. Review July, 2013 Cash Balance (attached)**

<b>Fund</b>	<b>July 31, 2012</b>	<b>July 31, 2013</b>	<b>Increase(Decrease)</b>
General Fund	\$1,461,225.99	\$2,143,061.42	\$681,835.43
Health and Human Services Fund	\$1,914,320.74	\$1,425,549.80	(\$488,770.94)
Road and Bridge Fund	\$7,916,024.82	\$7,901,318.05	(\$14,706.77)
Land Management Fund	\$1,130,256.33	\$1,524,926.87	\$394,670.54
TOTAL (inc non-major funds)	13,659,792.42	\$13,882,655.98	(\$222,863.56)

2. **Application for Abatement:**

Consider:

Thomas Barnes, 18210 Creekside Ct, Pine City, PID 28.5721.000, pay 2013.

3. **Donation**

- A. Accept \$1,000 donation from Pine County Agricultural Society and designate to the Pine County Sheriff's Office Volunteer Posse program; to be used to help offset expense of the volunteer posse program.
- B. Accept \$1,000 donation from Lake State Federal Credit Union; to be used to help offset the expense of the electronic investigative equipment.

4. **Premises Permit**

- A. Consider Premises Permit Application for Hanson/Anderson American Legion Post 361 to conduct Minnesota lawful gambling at Sturgeon Lake Golf Course, 86333 Rosewood Lane, Sturgeon Lake (Sturgeon Lake Township).
- B. Consider Premises Permit Application for Hinckley Lions to conduct Minnesota lawful gambling at Tank's Tavern, 39109 State Hwy. 48, Hinckley (Arlone Township).

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

- A. Consider Resolution 2013-35 for Repurchase of Tax Forfeited Land in full, Richard A. Taylor and Jill A. Taylor, PID 09.5769.000 and authorize Board Chair and County Auditor to sign.
- B. Consider Resolution 2013-36 for Repurchase of Tax Forfeited Land in full, Brian Scanlan, PID 25.0285.001 and authorize Board Chair and County Auditor to sign.

6. **New Hires**

- A. Authorize hiring of two candidates to fill the Office Support Specialist positions as authorized by the board on June 18, 2013. The proposed names, salaries and start dates for these positions will be provided to the Board at the board meeting, or sooner, if possible.
- B. Authorize hiring of registered nurse Beth Lyon, effective September 4, 2013, pending completion of pre-employment screenings, \$19.25 per hour, step 1, C42.

**REGULAR AGENDA**

1. **Personnel Committee**

Pine County Personnel Committee met August 13, 2013 and made the following recommendations (Minutes attached):

**Auditor/Treasurer**

- A. Approve re-grade of Chief Deputy County Auditor/Treasurer Paul Johnson position to C51, \$22.34 - \$31.88. No performance increase at this time, to be revisited on Johnson's anniversary date.
- B. Approve appointment of County Forester Greg Beck as Land Commissioner.

Sheriff

- A. Approve/acknowledge unpaid military leave for Deputy Zach Motyl.
- B. Approve backfill deputy to replace Deputy Motyl who will be on active military duty for the next year with the condition of the 33<sup>rd</sup> deputy remaining within 2014 PCSO budget.

HHS

- A. Approve the extension of the temporary child support officer (B24 \$18.80) position until the permanent CSO position is filled.
- B. Accept withdrawal of resignation by Amber Stumne, RN.
- C. Accept resignation of Christina Blaiser, RN effective September 6, 2013 and authorize to back fill registered nurse position, C42 \$19.25 - \$26.45/hr.

Administrator

- A. Approve 3% wage increase (\$52,660.19) for IT Supervisor Lisa Blowers.
- B. Approve re-grade of Land Services Director position to E81 \$28.95 - \$40.77, and establish Kelly Schroeder's salary at \$70,678/year, both effective May 21, 2013 (date of position appointment).
- C. Approve amendment to employment contract with County Administrator David Minke to increase the severance allowance from three months to six months.

Other items are for informational purposes only.

**2. Off Highway Vehicle Safety Grant**

Approve 2014-15 Off Highway Vehicle Safety Grant in the amount of \$9,323 and authorize Board Chair and County Administrator to sign. No matching funds are required; grant will be used to buy equipment and provide off road patrol.

**3. Award Bid for Contract #1305**

Award bid for Contract #1305 to lowest responsible bidder as determined by the County Engineer for the following:

SAP 058-617-018, located on CSAH 17 over South Fork Grindstone River

SAP 058-599-040, located on South Fork road over South Fork Grindstone River

SAP 058-599-041, located on Cross Park Road over East Pokegama Creek

**4. Local Fix-Up Grant**

Approve the Contract Agreement for Administration of the Local Septic Fix Up Fund between Pine County, Minnesota and Lakes and Pines C.A.C., Inc of Mora, Minnesota and authorize Board Chair and County Administrator to sign.

**5. Closed Session – Reimbursement Claim, Property Damage of Dawn Christen**

**6. Commissioner Updates**

**7. Other**

**8. Upcoming Meetings**

- a. **Technology Meeting, Tuesday, August 20, 2013, 9:00 a.m.,** Commissioner Conference Room, Courthouse, Pine City, Minnesota.

- b. **Pine County Board Meeting, Tuesday, August 20, 2013, 10:00 a.m.**, Board Room, Pine County Courthouse, Pine City, Minnesota.
- c. **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.
- d. **NLX meeting, Wednesday, August 28, 2013, 9:30 a.m.**, Boardroom, Courthouse, Pine City, Minnesota.
- e. **Pine County Board Meeting, Tuesday, September 3, 2013, 1:00 p.m.**, Public Health Building, Sandstone, Minnesota.
- f. **Facilities Committee Meeting, September 4, 2013, 9:00 a.m.**, Commissioner Conference Room, Courthouse, Pine City, Minnesota.
- g. **Personnel Committee Meeting, September 10, 2013, 9:00 a.m.**, Commissioner Conference Room, Courthouse, Pine City, Minnesota.

9. **Adjourn**

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

**Tuesday, July 30, 2013, 9:00 a.m.**  
**Board Room, Pine County Courthouse, Pine City, Minnesota**

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

The Pledge of Allegiance was said.

Commissioner Chafee moved to approve the Agenda. Second by Chair Hallan. Motion carried 4-0.

Chair Hallan called for public comment. Randy Christenson requested a continuance of this meeting until a Commissioner was appointed for representation of District 5; Chair Hallan explained the August 1, 2013 deadline and the meeting proceeded forward.

The Commissioners voiced their support or opposition to the wheelage tax and the reasoning behind their position. County Engineer Mark LeBrun stated his support of the wheelage tax and commented as to the projects that the wheelage tax would be used for and the motor vehicles/trailers that the tax would affect. County Auditor-Treasurer Cathy Clemmer indicated a special, interest-bearing account would be created. County Attorney John Carlson questioned the road projects the fund would be used for and whether these projects could be modified. LeBrun stated the county board can amend the projects.

**Motion** by Commissioner Chaffee to adopt Resolution 2013-28 Authorizing Wheelage Tax. Second by Commissioner Rossow. Commissioner Pangerl requested a roll call vote: District 1/Commissioner Hallan – Yes; District 2/Commissioner Pangerl – No; District 3/Commissioner Chaffee – Yes; District 4/Commissioner Rossow – Yes. Motion carried 3-1.

With no further business, Chair Hallan adjourned the county board meeting at 9:27 a.m.

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

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

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

**Tuesday, August 6, 2013 9:30 a.m.  
Public Health Building Sandstone, Minnesota**

Chair Hallan called the meeting to order at 9:30 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.

Commissioner Rossow requested the addition of a funding request from the Onanegozie Resource Conservation and Development Council (RC&D).

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

County Engineer/Public Works Director LeBrun reviewed the department's 2014 budget request. The request includes an increase of \$135,000 of general fund support.

The budget includes a temporary employee (67 days) to assist with projects and a two percent COLA.

Director of Health and Human Services Patrick Bruflat reviewed the department's 2014 budget.

The board discussed the computer replacement program and the need to replace 60 computers in 2014.

The proposed budget, with no additional general fund support has a deficit of about \$750,000.

Commissioner Rossow reported that the Onanegozie RC&D is requesting funding support in the amount of \$10,000 for 2014 or it will be forced to fold. The RC&D is a 501(c)3 organization. The board was not supportive of the request.

With no further business, the meeting adjourned at 12:04 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

# MINUTES OF PINE COUNTY BOARD MEETING

## *Regular Meeting*

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

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

The Pledge of Allegiance was said.

Chair Hallan called for public comment. Dave Ostenson presented the board with a petition with signatures of parties opposed to the NLX, and stated his opposition to the NLX.

Chair Hallan requested the following revisions to the Regular Agenda:

Regular:

Remove #3: One Heartland, Inc. – Request for Public Hearing  
Add: Closed Session – Notice of Intent of lawsuit

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

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

Commissioner Chaffee moved to approve the Minutes of the July 16, 2013 Committee of the Whole/Budget Committee meeting for publication. Second by Commissioner Rossow. Motion carried 4-0.

### 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

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

Commissioner Chaffee moved to approve the 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. **July, 2013 Disbursements**

Approve Disbursements Journal Report, July 1, 2013 – July 31, 2013.

2. **Applications for Abatement:**

Approve:

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**

Approve 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**

Approve 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. Approve 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. Approve 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. Approve 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. Approve 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. Approve 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. Approve 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**

County Administrator David Minke explained that Lakes & Pines is required to obtain board approval by resolution to fully execute the contract with the State of Minnesota which will allow Lakes and Pines to distribute funds to grantees New Pathways, A Place for You and Rise, Inc.

**Motion** by Commissioner Chaffee to 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. Second by Commissioner Rossow. Motion carried 4-0.

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

County Auditor-Treasurer Cathy Clemmer explained the need for a public hearing to issue a liquor license to Sturgeon lake Golf Course f/k/a Birch Creek Golf Course due to Birch Creek only having a 3.2 liquor license.

**Motion** by Commissioner Pangerl to approve September 3, 2013, 1:00 p.m. or as soon thereafter as possible, at the location of the Public Health Building, Conference Room, 1610 Hwy. 23 N, Sandstone, Minnesota, as the date for a public hearing 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. Second by Commissioner Rossow. Motion carried 4-0.

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

Removed from board agenda.

**4. 2013 Land Auctions**

County Auditor-Treasurer Cathy Clemmer explained the Land/Zoning Advisory Committee met regarding the 2013 land auctions and made recommendations:

- 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

Clemmer stated adjoining land owners are required to combine the legal description of

the tax-forfeited land with their existing legal description and that their real estate taxes be current.

**Motion** by Commissioner Rossow to approve Resolution 2013-32 setting the land auction date (September 20, 2013, 10:00 a.m., Courthouse, Pine City), terms, conditions, appraisals and identification of parcels for the General Public Tax-Forfeit Land Auction. Second by Commissioner Chaffee. Motion carried 4-0.

**Motion** by Commissioner Pangerl to approve Resolution 2013-33 setting the land auction date (September 20, 2013, 10:00 a.m., Courthouse, Pine City), terms, conditions, appraisals and identification of parcels for the General Public County Fee Land Auction. Second by Commissioner Rossow. Motion carried 4-0.

**Motion** by Commissioner Chaffee to approve Resolution 2013-34 setting the land auction date (September 20, 2013, 10:00 a.m., Courthouse, Pine City), terms, conditions, appraisals and identification of parcels for the Adjoining Land Owner Tax-Forfeit Land Auction. Second by Commissioner Pangerl. Motion carried 4-0.

**5. Final Payment – Robert R. Schroeder Construction, Inc.**

County Engineer Mark LeBrun reported to the board regarding the completion of Contract #1102: SAP 58-641-14 – Located on CSAH 41 between CSAH 42 and Willow River, MN. LeBrun stated the project was within one-half percent of the original contract amount.

**Motion** by Commissioner Rossow for final payment to Robert R. Schroeder Construction, Inc. in the amount of \$19,322.47 and authorize County Administrator to sign the Certificate of Final Contract Acceptance. Second by Commissioner Chaffee. Motion carried 4-0.

**6. Easement Agreement**

County Engineer Mark LeBrun stated the county owns 80 acres of land within the City of Rock Creek and it is currently accessed by property owned by the City of Rock Creek by easement. The consideration given to the City by the County is that the City be allowed to remove sand and earthen materials without payment to the County for the cost of the material. LeBrun requests approval of the easement agreement (5-year term).

**Motion** by Commissioner Pangerl to approve the five-year Easement Agreement with City of Rock Creek for ingress and egress to access county-owned land for removal of gravel, sand and earthen materials and authorize Board Chair and County Attorney to sign. Second by Commissioner Chaffee. Motion carried 4-0.

**7. Commission Nominations/Appointments**

Land Services Director Kelly Schroeder indicated the appointment of Richard Stepan on the Board of Adjustment and Planning Commission expired December 31, 2012. Schroeder recommends his reappointment, Stepan has indicated his agreement. Chair Hallan acknowledged and thanked Mr. Stepan for his service.

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

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

Land Services Director Kelly Schroeder explained the bid process which originally included bid submission for Phase 1 (DNR) and Phase 2 (FEMA) properties. Schroeder explained Phase 2 is not ready to proceed forward at this time and will be re-let for bids in the future. Currently Phase 1 is ready to proceed to demolition and site restoration. Dave Chmielewski of Land Logic commented as to irregularities of the bid and difficulties in locating some of the properties. Comments were made by Chmielewski and by Mike Buetow of Buetow Trucking and Excavating, LLC as to why their respective companies should be awarded the bid.

**Motion** by Commissioner Rossow to award the bid for Phase 1, demolition and site restoration of the DNR flood mitigation buyout properties, to the low bidder of Phase 1, Buetow Trucking and Excavating, LLC, Moose Lake, for a total bid of \$65,313.12 and authorize entering into a professional services agreement.

**9. Probation Advisory 2013 Comprehensive Plan**

Probation Director Terryl Arola provided the board with the 2013 Probation Comprehensive Plan approved by the Probation Advisory Committee. Arola provided an overview of the Plan to the board.

**10. Commissioner Updates**

**11. Other**

County Administrator provided an update as to the arbitration award with regard to Minnesota Teamsters Public and Law Enforcement Employees' Union, Local No. 320:

- (a) Uniform Allowance: increase of \$25 per year for 2012 and 2013
- (b) Shift Differential: \$.95 per hour (no change from current)
- (c) Stipend for Travel to Assigned Patrol Fleet Locations: denied.

Wages were not arbitrated as an agreement had been previously reached.

**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.

**Recess called at 1:54 p.m.**

**Reconvened at 2:05 p.m.**

**Motion** by Commissioner Rossow to close the meeting pursuant to MS §13D.05, Subd. 3(b) to

discuss a notice of claim. Second by Commissioner Chaffee. Motion carried 4-0.  
Present at the closed meeting: Chair Hallan; Commissioners Chaffee, Pangerl, Rossow; Attorney Carlson; Sheriff Cole; and Administrator Minke.

**Motion** by Commissioner Chaffee to open the meeting. Second by Commissioner Rossow. Motion carried 4-0. The meeting was opened at 2:35 p.m.

**13. Adjourn**

With no further business, Chair Hallan adjourned the county board meeting at 2:35 p.m. The next regular meeting of the county board is scheduled for August 20, 2013 at 10:00 a.m. at the Board Room, Pine County Courthouse, Pine City, Minnesota.

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Stephen M. Hallan, Chair  
Board of Commissioners

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David J. Minke, Administrator  
Clerk to County Board

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

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

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

The Pledge of Allegiance was said.

Chair Hallan called for public comment. Dave Ostenson presented the board with a petition with signatures of parties opposed to the NLX, and stated his opposition to the NLX.

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

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

Commissioner Chaffee moved to approve the Minutes of the July 16, 2013 Committee of the Whole/Budget Committee meeting for publication. Second by Commissioner Rossow. Motion carried 4-0.

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

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

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

Approve Disbursements Journal Report, July 1, 2013 – July 31, 2013.

Approve applications for abatement:

Timothy Nelson & Jennifer Marx, 29174 Anderson Dr., Sandstone

Robert & Kristen Althoff, 5 1<sup>st</sup> St. SE, Pine City

Frandsen Bank & Trust, 340 Main St. So., Pine City

Approve 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.

Approve 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.

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.

Approve the promotion of part-time Corrections Officer Elliot Johnson to full-time Corrections Officer effective August 11, 2013.

Approve attendance by Property Appraisers Karen Stumne and Lorri Houtsma to the MCCC hosted Sidwell Legal Description workshop. Total cost: \$412.

Approve attendance by Sr. Property Appraiser Jenny Mansavage to the MAAO Assessment Administration course. Total cost: \$631.

Approve attendance by Probation Director Terryl Arola to the Minnesota Corrections Association (MCA) Training Institute. Total cost \$245 plus tax and mileage.

Approve attendance by Welfare Fraud Investigator Kari Rybak to the United Council on Welfare Fraud National Conference. No other costs other than regular wages.

Approve attendance by Veterans Service Officer Ben Wiener to the 2013 MN County Veteran Services Officer Conference Total cost \$504 plus mileage.

Approve attendance by Health & Human Services Director Patrick Bruflat to the 2013 regular monthly meetings for the MN Association of County Social Services Administrators (MACSSA). Total monthly cost: \$178.

**Motion** by Commissioner Chaffee to approve Resolution 2013-29 Authorizing Administration of Minnesota Housing Finance Agency's Family Homeless Prevention and Assistance Program. Second by Commissioner Rossow. Motion carried 4-0.

**Motion** by Commissioner Pangerl to approve September 3, 2013, 1:00 p.m. or as soon thereafter as possible, at the Public Health Building, 1610 Hwy. 23 N, Sandstone, Minnesota, as the date for a public hearing for Sturgeon Lake Golf Course f/k/a Birch Creek Golf Course to obtain an On/Off/Sunday liquor license. Second by Commissioner Rossow. Motion carried 4-0.

**Motion** by Commissioner Rossow to approve Resolution 2013-32 setting the land auction date (September 20, 2013, 10:00 a.m., Courthouse, Pine City), terms, conditions, appraisals and identification

of parcels for the General Public Tax-Forfeit Land Auction. Second by Commissioner Chaffee. Motion carried 4-0.

**Motion** by Commissioner Pangerl to approve Resolution 2013-33 setting the land auction date (September 20, 2013, 10:00 a.m., Courthouse, Pine City), terms, conditions, appraisals and identification of parcels for the General Public County Fee Land Auction. Second by Commissioner Rossow. Motion carried 4-0.

**Motion** by Commissioner Chaffee to approve Resolution 2013-34 setting the land auction date (September 20, 2013, 10:00 a.m., Courthouse, Pine City), terms, conditions, appraisals and identification of parcels for the Adjoining Land Owner Tax-Forfeit Land Auction. Second by Commissioner Pangerl. Motion carried 4-0.

**Motion** by Commissioner Rossow for final payment to Robert R. Schroeder Construction, Inc. in the amount of \$19,322.47. Second by Commissioner Chaffee. Motion carried 4-0.

**Motion** by Commissioner Pangerl to approve the five-year Easement Agreement with City of Rock Creek for ingress and egress to access county-owned land for removal of gravel, sand and earthen materials. Second by Commissioner Chaffee. Motion carried 4-0.

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

**Motion** by Commissioner Rossow to award the bid for Phase 1, demolition and site restoration of the DNR flood mitigation buyout properties, to the low bidder of Phase 1, Buetow Trucking and Excavating, LLC, Moose Lake, for a total bid of \$65,313.12 and authorize entering into a professional services agreement.

**Recess called at 1:54 p.m.**

**Reconvened at 2:05 p.m.**

**Motion** by Commissioner Rossow to close the meeting pursuant to MS §13D.05, Subd. 3(b) to discuss a notice of claim. Second by Commissioner Chaffee. Motion carried 4-0. Present at the closed meeting: Chair Hallan; Commissioners Chaffee, Pangerl, Rossow; Attorney Carlson; Sheriff Cole; and Administrator Minke.

**Motion** by Commissioner Chaffee to open the meeting. Second by Commissioner Rossow. Motion carried 4-0. The meeting was opened at 2:35 p.m.

With no further business, Chair Hallan adjourned the county board meeting at 2:35 p.m. The next regular meeting of the county board is scheduled for August 20, 2013 at 10:00 a.m. at the Board Room, Pine County Courthouse, Pine City, Minnesota.

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Stephen M. Hallan, Chair  
Board of Commissioners

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David J. Minke, Administrator  
Clerk to County Board

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



TREASURER'S CASH TRIAL BALANCE COMPARISON

FUND	July 31, 2012 BALANCE	July 31, 2013 BALANCE
1 - GENERAL	1,461,225.99	2,143,061.42
12 - H&HS	1,914,320.74	1,425,549.80
13 - ROAD & BRIDGE	7,916,024.82	7,901,318.05
22 - LAND	1,130,256.33	1,524,926.87
TOTAL (incl non-major funds)	\$13,659,792.42	\$13,882,655.98

CATHYJ  
8/13/13 2:17PM

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

TREASURER'S CASH TRIAL BALANCE

As of 07/2013



<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1 General Revenue Fund	2,477,387.17			
Receipts		1,267,624.79	3,646,361.77	
Disbursements		1,044,780.22-	4,276,046.05-	
Payroll		690,514.14-	5,166,997.73-	
Journal Entries		666,467.94	5,462,356.26	
Fund Total . . . . .		198,798.37	334,325.75-	2,143,061.42
12 Health & Human Services	420	H&Hs-Income Maintenance		
	2,263,040.10			
Receipts		51,676.26	706,885.29	
Disbursements		58,415.92-	405,625.07-	
Payroll		134,302.20-	993,802.96-	
Journal Entries		112,200.13	635,054.18	
Dept Total . . . . .		28,841.73-	57,488.56-	2,205,551.54
12 Health & Human Services	430	H&Hs-Social Services		
	742,605.35-			
Receipts		465,540.48	1,403,227.20	
Disbursements		24,048.55-	172,368.17-	
SSIS		353,520.40-	1,740,076.69-	
Payroll		125,584.28-	929,540.89-	
Journal Entries		93,114.63	1,212,706.76	
Dept Total . . . . .		55,501.88	226,051.79-	968,657.14-
12 Health & Human Services	440	Childrens Collaborative (H&Hs)		
	0.00			
Dept Total . . . . .		0.00	0.00	0.00
12 Health & Human Services	481	Nursing-Community Health (H&Hs)		
	294,466.40			
Receipts		102,446.94	435,106.55	
Disbursements		17,490.60-	182,535.22-	
Payroll		84,366.99-	609,986.74-	
Journal Entries		0.00	259,891.28	

*\$1,425,549.80*

CATHYJ  
8/13/13 2:17PM

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

TREASURER'S CASH TRIAL BALANCE

As of 07/2013



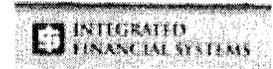
<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Dept Total . . . . .		589.35	97,524.13-	196,942.27
Fund Total . . . . .	1,814,901.15	27,249.50	381,064.48-	1,433,836.67
13 Road & Bridge Fund	5,324,159.01			
Receipts		2,969,549.74	6,853,616.83	
Disbursements		2,348,393.84-	3,974,554.16-	
Payroll		152,288.42-	1,129,898.35-	
Journal Entries		4,843.90-	827,994.72	
Fund Total . . . . .		464,023.58	2,577,159.04	7,901,318.05
14 Ditch Maintenance (Sr) Fund	11,846.10			
Journal Entries		0.00	121.84	
Fund Total . . . . .		0.00	121.84	11,967.94
20 County-Wide Rehab (Sr) Fund	39,842.08			
Receipts		0.00	603.34	
Journal Entries		0.00	39,568.67-	
Fund Total . . . . .		0.00	38,965.33-	876.75
21 800 MHz Project Fund	36,241.83-			
Disbursements		0.00	99,426.20-	
Fund Total . . . . .		0.00	99,426.20-	135,668.03-
22 Land Management Fund	1,474,268.53			
Receipts		42,893.40	394,951.80	
Disbursements		5,471.62-	16,306.12-	
Payroll		7,016.43-	62,044.56-	

CATHYJ  
8/13/13 2:17PM

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

TREASURER'S CASH TRIAL BALANCE

As of 07/2013



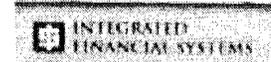
<u>Fund</u>		<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
	Journal Entries		30,778.13	265,942.78-	
	<b>Fund Total . . . . .</b>		<b>61,183.48</b>	<b>50,658.34</b>	<b>1,524,926.87</b>
24	Ambulance (Sr) Fund				
		0.00			
	<b>Fund Total . . . . .</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
29	Children's Collab (H&Hs) Agency Fund	<b>440</b>	Childrens Collaborative (H&Hs)		
		33,924.76			
	Receipts		0.00	62,769.00	
	Disbursements		25,601.86-	121,392.00-	
	Journal Entries		0.00	46.02	
	<b>Dept Total . . . . .</b>		<b>25,601.86-</b>	<b>58,576.98-</b>	<b>24,652.22-</b>
	<b>Fund Total . . . . .</b>	<b>33,924.76</b>	<b>25,601.86-</b>	<b>58,576.98-</b>	<b>24,652.22-</b>
32	Feswe Bond Guarantee (Ds)				
		0.00			
	<b>Fund Total . . . . .</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
33	2002 Cap-Equip Bond (Ds) Fund				
		0.00			
	<b>Fund Total . . . . .</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
35	2004 Street Reconstruct Bond Fund				
		61,884.57			
	Journal Entries		0.00	5,329.31	
	<b>Fund Total . . . . .</b>		<b>0.00</b>	<b>5,329.31</b>	<b>67,213.88</b>
37	County Railroad Authority				
		5,606.76-			
	Receipts		243.13	243.13	

CATHYJ  
8/13/13 2:17PM

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

TREASURER'S CASH TRIAL BALANCE

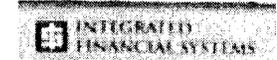
As of 07/2013



<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Disbursements		0.00	12,153.00-	
Journal Entries		0.00	9,290.39	
<b>Fund Total . . . . .</b>		<b>243.13</b>	<b>2,619.48-</b>	<b>8,226.24-</b>
38 Building Fund	165,177.85			
<b>Fund Total . . . . .</b>		<b>0.00</b>	<b>0.00</b>	<b>165,177.85</b>
39 2005A G.O. Jail Bonds	840,613.35			
Disbursements		334,680.63-	1,220,611.26-	
Journal Entries		0.00	741,015.32	
<b>Fund Total . . . . .</b>		<b>334,680.63-</b>	<b>479,595.94-</b>	<b>361,017.41</b>
40 2012 G.O. Courthouse Bonds	0.00			
Disbursements		209,150.00-	848,150.00-	
Journal Entries		0.00	1,197,398.25	
<b>Fund Total . . . . .</b>		<b>209,150.00-</b>	<b>349,248.25</b>	<b>349,248.25</b>
41 2005 Hra Bonds	627,689.37			
Journal Entries		0.00	627,689.37-	
<b>Fund Total . . . . .</b>		<b>0.00</b>	<b>627,689.37-</b>	<b>0.00</b>
76 Group Health Ins Fund 5/1/95 (Gen)	474,292.53-			
Receipts		233,013.93	1,653,129.28	
Disbursements		225,246.89-	1,800,061.33-	
Journal Entries		7,561.88	51,902.16	
<b>Fund Total . . . . .</b>		<b>15,328.92</b>	<b>95,029.89-</b>	<b>569,322.42-</b>

CATHYJ  
8/13/13 2:17PM

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



TREASURER'S CASH TRIAL BALANCE

As of 07/2013

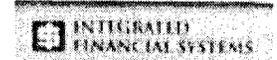
<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
80 County Collections Agency Fund	23,909.69			
Receipts		11,286.25	549,501.82	
Disbursements		14,253.47-	560,263.23-	
Journal Entries		2,306.62	5,686.20	
<b>Fund Total . . . . .</b>		660.60-	5,075.21-	18,834.48
82 Taxes And Penalties Agency Fund	959,721.59			
Receipts		989,387.06	19,242,637.66	
Disbursements		2,214.60-	10,757,594.02-	
Journal Entries		702,270.67-	8,863,212.17-	
<b>Fund Total . . . . .</b>		284,901.79	378,168.53-	581,553.06
84 East Central Drug Task Force Agency Fur	32,287.77			
Receipts		1,057.00	76,513.14	
Disbursements		8,348.00-	62,173.00-	
Journal Entries		0.00	1,501.00-	
<b>Fund Total . . . . .</b>		7,291.00-	12,839.14	45,126.91
89 H & Hs Collections Agency Fund				
	4,388.80			
Receipts		219,892.23	744,744.74	
Disbursements		16,366.71-	82,260.53-	
Journal Entries		205,314.76-	650,507.68-	
<b>Dept Total . . . . .</b>		1,789.24-	11,976.55	16,365.35
<b>Fund Total . . . . .</b>	4,388.80	1,789.24-	11,976.55	16,365.35
All Funds .....	13,375,860.67			
Receipts		6,354,611.21	35,770,291.55	
Disbursements		4,334,462.91-	24,591,519.36-	
SSIS		353,520.40-	1,740,076.69-	
Payroll		1,194,072.46-	8,892,271.23-	

CATHYJ  
8/13/13 2:17PM

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

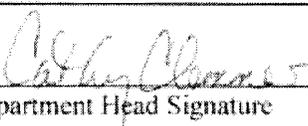
TREASURER'S CASH TRIAL BALANCE

As of 07/2013



<u>Fund</u>		<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
	Journal Entries		0.00	39,628.96-	
	Total .....		472,555.44	506,795.31	13,882,655.98

**PINE COUNTY REQUEST FOR BOARD ACTION**

<p>Requested Board Date:</p> <p>August 20, 2013</p>	<p><u>Consent Agenda (Please Circle)</u></p> <p>Regular Agenda                  Estimated Time: (Please Circle)                  _____ 10 Min. 15 Min.                  Time needed                  30 Min. 45 Min. 1 hour</p>
<p>Department Requesting Action:</p> <p><b><u>Auditor/Treasurer</u></b></p>	<p> 8-23-13                  _____                  Department Head Signature                      Date</p>

<p><b>Item for Discussion:</b></p> <p><i>Application for abatement:                  Thomas Barnes, 18210 Creekside Ct, Pine City, PID 28.5721.000, pay 2013</i></p> <p><b>Board Action Requested:</b> (Attach additional pages if needed)</p> <p align="right">Supporting Documents: Attached    None</p>
--

# APPLICATION FOR ABATEMENT - HOMESTEAD FORM

(M.S. 375.192)

DATE: Aug 5, 2013

\$25 Fee Collected: YES \_\_\_ NO X

For Taxes Levied In: 2012

Abatement # \_\_\_\_\_

And Payable In: 2013

Please Print Or Type

Applicants Name: <u>Thomas L Barnes</u>	Applicants Mailing Address: <u>18210 Creekside Ct Pine City MN 55063</u>
Applicant's SSN: <u>SS # on file</u>	
Telephone (Home): <u>(320) 629-6342</u>	
Telephone (Work): _____	

Description Of Property: \_\_\_\_\_ Property ID or Parcel Number: 28,5921,000  
 Street Address: 18210 Creekside Ct  
 Township/City: Pokegama Twp  
 School District: # 578

Legal Description: Lot 8 Blk 1  
Creekside

### OWNERSHIP DATA

We declare that  We owned and occupied the property described above for the purpose of homestead on January 2, 2012 (or Dec 1, \_\_\_\_\_ mid-year homestead) and that such occupancy began on May 31 2002 and that  my/our ownership is evidenced by a Warranty deed dated May 31 2002 which provides for a  sole/shared ownership interest by a total of 1 persons.

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

Owner's Name: Thomas L Barnes Social Security Number: SS# on File  
 Owner's Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
 Owner's Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
 Owner's Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

### Applicants Request:

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

Applicant's Signature: Thomas L Barnes

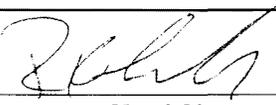
NOTE: Minnesota Statutes 1988, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement 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."

### REPORT OF INVESTIGATION:

I hereby report that I have investigated the statements made in the foregoing application and find the facts to be as follows:  
Change of address notification from Post Office came thru for entire family. Only Thomas son moved out of property, not Thomas. Immediately corrected with post office. But didn't realize we had already removed homestead status from property.  
 The applicant(s) has/have provided the following documentation as proof of occupancy:  
On 2012 Assessment homestead log noting address change. I feel property owner has never left property & has retained his homestead. Pine County  
 Signature of Investigator: [Signature] Date: 8/5/13  
 Abatement/Hmstd-No LMV.xls



**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  August 22, 2013	Consent Agenda <i>(Please choose)</i>  Regular Agenda Estimated Time: <i>(Please Circle)</i> _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department requesting action:  <b><u>Sheriff</u></b>	 8 6 2013 Department Head Signature Date

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

The Pine County Sheriff's Office Volunteer Posse received a donation of \$1000.00 from the Pine County Agricultural Society. These funds will be used to help offset the expense of Posse Operations.

This donation will be placed in 2013 Posse Fund.

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

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

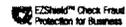
13409



**PINE COUNTY AGRICULTURAL SOCIETY**  
21007 ST. CROIX RD. SE  
PINE CITY, MN 55063

**FRANDSEN BANK & TRUST**

[www.frandsenbank.com](http://www.frandsenbank.com)  
75-120-919

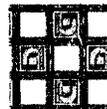


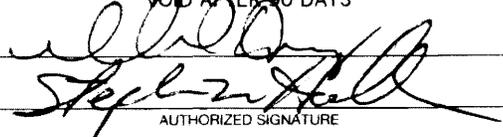
08/05/13

PAY TO THE ORDER OF sheriffs patrol \$ **\*\*1,000.00**

One Thousand and 00/100\*\*\*\*\* DOLLARS

sheriffs patrol



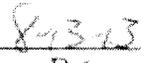
VOID AFTER 90 DAYS  
  
AUTHORIZED SIGNATURE

MEMO  
donation

⑈013409⑈ ⑈091901202⑈ ⑈110054724⑈

Security features. Details on back.

**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  August 20, 2013	<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/> Time needed 30 Min.    45 Min.    1 hour
Department Requesting Action:  <u><b>Auditor/Treasurer</b></u>	<p align="center">    <hr/>         Department Head Signature                      Date       </p>

<p><b>Item for Discussion:</b></p> <p><i>Premises Permit Application for Hanson/Anderson American Legion Post 361 to conduct Minnesota lawful gambling at Sturgeon Lake Golf Course, 86333 Rosewood Lane, Sturgeon Lake (Sturgeon Lake Township).</i></p> <p><b>Board Action Requested:</b> (Attach additional pages if needed)</p> <p align="right">Supporting Documents:    Attached    None</p>
--

**LG214 Premises Permit Application**

**Annual Fee \$150 (NON REFUNDABLE)**

**Required Attachments to LG214**

1. If the premises is leased, attach a copy of your lease. Use **LG215 Lease for Lawful Gambling Activity**.
2. \$150 annual premises permit fee, for each permit (non refundable).  
Make check payable to "State of Minnesota."

**Mail the application and required attachments to:**  
 Gambling Control Board  
 1711 West County Road B, Suite 300 South  
 Roseville, MN 55113

**Questions?** Call 651-639-4000 and ask for Licensing.

**Organization Information**

1. Organization name HANSON/ANDERSON American Legion Post 361 License number 02277
2. Chief executive officer (CEO) Gordon Jacobson Daytime phone 218-372-3585
3. Gambling manager Richard Good Daytime phone 218-658-4305

**Gambling Premises Information**

4. Current name of site where gambling will be conducted Sturgeon Lake Wolf Lounge
5. List any previous names for this location Bronn Creek Golf Course
6. Street address where premises is located 26305 Rosewood Lane  
Do not use a P.O. box number or mailing address.

7. City <u>Sturgeon Lake</u>	<b>OR</b>	Township	County <u>PINE</u>	Zip code <u>55783</u>
---------------------------------	-----------	----------	-----------------------	--------------------------

8. Does your organization own the building where the gambling will be conducted?

Yes  No If no, attach LG215 Lease for Lawful Gambling Activity.

A lease is not required if only a raffle will be conducted.

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

10. Has your organization previously conducted gambling at this site?  Yes  No  Don't know

**Gambling Bank Account Information. Must be in Minnesota.**

11. Bank name <u>Northview Bank</u>	Bank account number
12. Bank street address	City State Zip code
	<u>MN</u>

**All Temporary and Permanent Off-site Storage Spaces**

13. Address (Do not use a P.O. box number)	City	State	Zip code
<u>19403 County Rd. 41</u>	<u>Willow River</u>	<u>MN</u>	<u>55795</u>
14. Address (Do not use a P.O. box number)	City	State	Zip code
<u>City Hall</u>	<u>Sturgeon Lake</u>	<u>MN</u>	<u>55783</u>

**Acknowledgment by Local Unit of Government: Approval by Resolution**

<p><b>CITY APPROVAL</b> for a gambling premises located within city limits</p>	<p><b>Local unit of government must sign</b></p>	<p><b>COUNTY APPROVAL</b> for a gambling premises located in a township</p>
City name _____		County name _____
Date approved by city council _____		Date approved by county board _____
Resolution number _____		Resolution number _____
Signature of city personnel _____		Signature of county personnel _____
Title _____ Date signed _____		Title _____ Date signed _____
		TOWNSHIP NAME _____
		<b>Complete below only if required by the county.</b> On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. [A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.]
		Print township name _____
		Signature of township officer _____
		Title _____ Date _____

**Acknowledgment and Oath**

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter and inspect the premises.</li> <li>2. The Board and its agents, and the commissioners of revenue and public safety and their agents are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law.</li> <li>3. I have read this application and all information submitted to the Board is true, accurate, and complete.</li> <li>4. All required information has been fully disclosed.</li> <li>5. I am the chief executive officer of the organization.</li> </ol> | <ol style="list-style-type: none"> <li>6. I assume full responsibility for the fair and lawful operation of all activities to be conducted.</li> <li>7. I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them.</li> <li>8. Any changes in application information will be submitted to the Board no later than 10 days after the change has taken effect.</li> <li>9. I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license.</li> <li>10. I understand the fee is nonrefundable regardless of license approval/denial.</li> </ol> |
|---|---|

Signature of Chief Executive Officer (designee may not sign) \_\_\_\_\_

Date \_\_\_\_\_

Print name \_\_\_\_\_

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

Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public

Safety, Attorney General; Commission of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format, i.e. large print, Braille, upon request.



**LG214 Premises Permit Application****Annual Fee \$150 (NON REFUNDABLE)****Required Attachments to LG214**

1. If the premises is leased, attach a copy of your lease. Use **LG215 Lease for Lawful Gambling Activity**.
2. \$150 annual premises permit fee, for each permit (non refundable).  
Make check payable to "State of Minnesota."

**Mail the application and required attachments to:**  
 Gambling Control Board  
 1711 West County Road B, Suite 300 South  
 Roseville, MN 55113

**Questions?** Call 651-639-4000 and ask for Licensing.

**Organization Information**

1. Organization name HINCKLEY LIONS License number 01803
2. Chief executive officer (CEO) DWAINE PALMER Daytime phone (320) 282-7913
3. Gambling manager DAVD HOPKINS Daytime phone (320) 384-6353

**Gambling Premises Information**

4. Current name of site where gambling will be conducted TANK'S TAVERN
5. List any previous names for this location \_\_\_\_\_
6. Street address where premises is located 39109 STATE HIGHWAY 48  
Do not use a P.O. box number or mailing address.

7. City	<b>OR</b>	Township	County	Zip code
		<u>ARLONE</u>	<u>PINE</u>	<u>55037</u>

8. Does your organization own the building where the gambling will be conducted?  
 Yes  No If no, attach LG215 Lease for Lawful Gambling Activity.  
 A lease is not required if only a raffle will be conducted.

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

10. Has your organization previously conducted gambling at this site?  Yes  No  Don't know

**Gambling Bank Account Information. Must be in Minnesota.**

11. Bank name	Bank account number		
<u>NORTHVIEW BANK</u>	<u>1100169</u>		
12. Bank street address	City	State	Zip code
<u>402 OLD HIGHWAY 61 S</u>	<u>HINCKLEY</u>	<u>MN</u>	<u>55037</u>

**All Temporary and Permanent Off-site Storage Spaces**

13. Address (Do not use a P.O. box number)	City	State	Zip code
<u>202 SULLIVAN AVE. S</u>	<u>HINCKLEY</u>	<u>MN</u>	<u>55037</u>
14. Address (Do not use a P.O. box number)	City	State	Zip code
		<u>MN</u>	

**Acknowledgment by Local Unit of Government: Approval by Resolution**

<p><b>CITY APPROVAL</b> for a gambling premises located within city limits</p>	<p>Local unit of government must sign</p>	<p><b>COUNTY APPROVAL</b> for a gambling premises located in a township</p>
City name _____		County name _____
Date approved by city council _____		Date approved by county board _____
Resolution number _____		Resolution number _____
Signature of city personnel _____		Signature of county personnel _____
Title _____ Date signed _____		Title _____ Date signed _____
		TOWNSHIP NAME _____
		<b>Complete below only if required by the county.</b> On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. [A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.]
		Print township name _____
		Signature of township officer _____
		Title _____ Date _____

**Acknowledgment and Oath**

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter and inspect the premises.</li> <li>2. The Board and its agents, and the commissioners of revenue and public safety and their agents are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law.</li> <li>3. I have read this application and all information submitted to the Board is true, accurate, and complete.</li> <li>4. All required information has been fully disclosed.</li> <li>5. I am the chief executive officer of the organization.</li> </ol> | <ol style="list-style-type: none"> <li>6. I assume full responsibility for the fair and lawful operation of all activities to be conducted.</li> <li>7. I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them.</li> <li>8. Any changes in application information will be submitted to the Board no later than 10 days after the change has taken effect.</li> <li>9. I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license.</li> <li>10. I understand the fee is nonrefundable regardless of license approval/denial.</li> </ol> |
|---|---|

<p><i>Dwaine Palmer</i> _____ Signature of Chief Executive Officer (designee may not sign)</p>	<p>8-11-13 _____ Date</p>
<p>Print name <u>DWAINE PALMER</u></p>	

<p><small>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application. Your organization's name and address will be public information when received by the</small></p>	<p><small>Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information, Minnesota's Department of Public</small></p>	<p><small>Safety; Attorney General, Commissioners of Administration, Minnesota Management &amp; Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given, and anyone with your written consent.</small></p>
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# LG215 Lease for Lawful Gambling Activity

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

**Management** - The owner of the premises or the lessor will not manage the conduct of lawful gambling at the premises.

The organization may not conduct any activity on behalf of the lessor on the leased premises.

**Participation as Players Prohibited** - The lessor will not participate directly or indirectly as a player in any lawful gambling conducted on the premises. The lessor's immediate family and any agents or gambling employees of the lessor will not participate as players in the conduct of lawful gambling on the premises, except as authorized by Minnesota Statutes 349.181.

**Illegal Gambling** - The lessor is aware of the prohibition against illegal gambling in Minnesota Statutes 609.75, and the penalties for illegal gambling violations in Minnesota Rules 7865.0220, Subpart 3. In addition, the Board may authorize the organization to withhold rent for a period of up to 90 days if the Board determines that illegal gambling occurred on the premises or that the lessor or its employees participated in the illegal gambling or knew of the gambling and did not take prompt action to stop the gambling. Continued tenancy of the organization is authorized without payment of rent during the time period determined by the Board for violations of this provision, as authorized by Minnesota Statutes 349.18, Subdivision 1(a).

To the best of the lessor's knowledge, the lessor affirms that any and all games or devices located on the premises are not being used, and are not capable of being used, in a manner that violates the prohibitions against illegal gambling in Minnesota Statutes 609.75.

Notwithstanding Minnesota Rules 7865.0220, Subpart 3, an organization must continue making rent payments under the terms of this lease, if the organization or its agents are found to be solely responsible for any illegal gambling, conducted at this site, that is prohibited by Minnesota Rules 7861.0260, Subpart 1, item H or Minnesota Statutes 609.75, unless the organization's agents responsible for the illegal gambling activity are also agents or employees of the lessor.

The lessor must not modify or terminate the lease in whole or in part because the organization reported, to a state or local law enforcement authority or the Board, the conduct of illegal gambling activity at this site in which the organization did not participate.

**Other Prohibitions** - The lessor will not impose restrictions on the organization with respect to providers (distributor or linked bingo game provider) of gambling-related equipment and services or in the use of net profits for lawful purposes.

The lessor, the lessor's immediate family, any person residing in the same residence as the lessor, and any agents or employees of the lessor will not require the organization to perform any action that would violate statute or rule. The lessor must not modify or terminate this lease in whole or in part due to the lessor's violation of this provision. If there is a dispute as to whether a violation occurred, the lease will remain in effect pending a final determination by the Compliance Review Group (CRG) of the Gambling Control Board. The lessor agrees to arbitration when a violation of this provision is alleged. The arbitrator shall be the CRG.

**Access to permitted premises** - Consent is given to the Board and its agents, the commissioners of revenue and public safety and their agents, and law enforcement personnel to enter and inspect the permitted premises at any reasonable time during the business hours of the lessor. The organization has access to the premises during any time reasonable and when necessary for the conduct of lawful gambling.

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

**Rent all-inclusive** - Amounts paid as rent by the organization to the lessor are all-inclusive. No other services or expenses provided or contracted by the lessor may be paid by the organization, including but not limited to:

- trash removal
- janitorial and cleaning services
- electricity, heat
- other utilities or services
- snow removal
- lawn services
- storage
- security, security monitoring
- cost of any communication network or service required to conduct electronic pull-tabs games or electronic bingo
- in the case of bar operations, cash shortages.

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

**Acknowledgment of Lease Terms**

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

**Other terms of the lease**

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Signature of lessor <i>William M. Frederick</i>	Date 08/10/2013	Signature of organization official (lessee) <i>David Hopkins</i>	Date 08/10/2013
Print name and title of lessor WILLIAM M. FREDERICK OWNER		Print name and title of lessee DAVID HOPKINS, GAMBLING MANAGER	

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



RESOLUTION 2013 35

WHEREAS, Richard A. Taylor and Jill A. Taylor, the former owner(s), have made and filed an application with the County Auditor for the repurchase of the hereinafter described parcel of tax forfeited land, in accordance with the provisions of Minnesota Statutes 1945, Section 282.241, as amended, which land is situated in the County of Pine, Minnesota, and described as follows, to-wit:

Lot Thirty-nine (39), Block One (1), Pathfinder Village 8<sup>th</sup> Addition

PID #09.5769.000

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

and

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

NOW THEREFORE BE IT RESOLVED, that the application of Richard A. Taylor and Jill A. Taylor, for the repurchase of the above described parcel of tax forfeited land be and the same is hereby granted and the County Auditor is hereby authorized and directed to permit such repurchase according to the provisions of Minnesota Statutes 1945, Section 282.241, as amended.

Dated at Pine City, Minnesota, this 20<sup>th</sup> day of August, 2013.

Attest:

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

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



RESOLUTION 2013-36

WHEREAS, Brian Scanlan, 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:

The Northeast Quarter of the Northwest Quarter (NE 1/4 of NW 1/4), Section Twenty-seven (27), Township Forty-three (43), Range Nineteen (19) Except the following piece of property: That part of NE 1/4 of NW 1/4 described as follows: Commencing at the NE corner of the NE 1/4 of the NW 1/4; thence West along the North line of the said Section 27 a distance of 660 feet; thence South and parallel to the East line of NE 1/4 of NW 1/4 of said section 27 a distance of 660 feet; thence East and parallel to the North line of NE 1/4 of NW 1/4 of said section 27 a distance of 660 feet; thence North a distance of 660 feet, along the East line of NE 1/4 of NW 1/4 of said section 27 to the point of beginning  
Parcel #25.0285.001

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

and

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

NOW THEREFORE BE IT RESOLVED, that the application of Brian Scanlan, 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 Pine City, Minnesota, this 20<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: August 20, 2013	<p align="center"><u>Consent Agenda</u> <i>(Please Circle)</i></p> Regular Agenda Estimated Time: <i>(Please Circle)</i> _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action:  <b>HHS</b>	<p align="center"> 08 12-13 Department Head Signature                      Date</p>

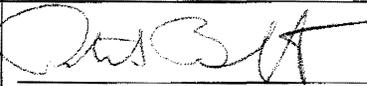
**Item for Discussion: (one form per item)**  
*Appointment of candidates to fill the two new Office Support Specialist positions as authorized by the Board on June 18, 2013. The proposed names, salaries and start dates for these positions will be provided to the Board at the meeting or sooner if possible.*

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

Approval of request.

Supporting Documents:    **Attached**    None

**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  <b>August 20, 2013</b>	Consent Agenda <i>(Please Circle)</i>  Regular Agenda Estimated Time: <i>(Please Circle)</i> _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action:  <b>HHS</b>	 <b>08-13-13</b> Department Head Signature Date

Item for Discussion: (one form per item)

***Appointment of Beth Lyon to backfill the vacant RN position that was created when JaNet Manning was promoted to Nursing Supervisor as authorized by the Board on October 16, 2012. This is a grade C42 position, the salary step is one - \$19.25 per hour, start date is September 4, 2013.***

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached  None

**PINE COUNTY PERSONNEL COMMITTEE**

**Minutes**

**August 13, 2013**

**9:00 a.m. – Public Health Building – Sandstone, MN**

**Members: Commissioner Chaffee  
Commissioner Rossow**

**Attendees: County Auditor/Treasurer Cathy Clemmer, Sheriff Robin Cole, HHS Director Patrick Bruflat, Public Health Supervisor Gwen Lewis**

1. Commissioner Chaffee called the meeting to order at 8:59 a.m.
2. Commissioner Chaffee requested an amendment to the agenda to accept RN Amber Stumne's withdrawal of her employment resignation. Commissioner Chaffee motioned to approve the amended agenda, Commissioner Rossow seconded. Motion carried 2-0.
3. Approve Minutes from July 9, 2013 Personnel Meeting. Commissioner Rossow motioned to approve, Commissioner Chaffee seconded. Motion carried 2-0.
4. Auditor/Treasurer
  - a. Approve re-grade of Chief Deputy County Auditor/Treasurer position to C51, \$22.34 - \$31.88, along with a 5% wage increase to \$30/hr, effective January 1, 2014. County Auditor/Treasurer Cathy Clemmer shared information on justification for the re-grade of the position and the wage increase. Commissioners expressed concern over wage increases effect on 2014 budgeting. Commissioner Rossow motioned to recommend for approval the re-grade of the Chief Deputy County Auditor/Treasurer position to C51 with no performance increase at this time and to be revisited on the employee's anniversary date, Commissioner Chaffee seconded. Motion carried 2-0.
  - b. Discuss Land Commissioner designation. County Auditor/Treasurer Cathy Clemmer presented information that County Forester Greg Beck should be named Land Commissioner. Commissioner Rossow motioned to recommend the appointment of Greg Beck to be designated Land Commissioner, Commissioner Chaffee seconded. Motion carried 2-0.
5. Sheriff
  - a. Acknowledge unpaid military leave for Deputy Zach Motyl. Committee acknowledged unpaid military leave for Deputy Motyl.
  - b. Approve a backfill deputy to replace Deputy Motyl who will be on active military duty for the next year. Sheriff Cole presented information on current staffing levels within the PCSO. Commissioner Chaffee motioned to recommend backfill for approval with the condition of the 33<sup>rd</sup> deputy remaining within 2014 budget, Commissioner Rossow seconded. Motion carried 2-0.
6. HHS
  - a. Recommend for approval the extension of temporary the child support officer (B24 \$18.80) position until the permanent CSO position is filled. HHS Director Patrick Bruflat shared justification for the temporary position and potential duration. Commissioner Rossow motioned to recommend for approval, Commissioner Chaffee seconded. Motion carried 2-0.
  - b. Accept withdrawal of RN Amber Stumne's resignation. Commissioner Rossow motioned to recommend withdrawal of resignation for approval, Commissioner Chaffee seconded. Motion carried 2-0.

- c. Accept resignation of Christina Blaiser, RN effective September 6, 2013 and authorize to back fill registered nurse position, C42 \$19.25 - \$26.45/hr. Commissioner Chaffee motioned to recommend for approval, Commissioner Rossow seconded. Motion carried 2-0.

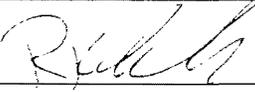
7. Administrator

- a. Approve a market adjustment for IT Supervisor Lisa Blowers and approve her salary at \$60,000 annually, effective August 20, 2013. Discussion was held on the potential market adjustment for the IT Supervisor position. Commissioner Rossow motioned to recommend a 3% wage increase (\$52,660.19) for approval, Commissioner Rossow seconded. Motion carried 2-0.
- b. Approve re-grade of Land Services Director position to E81 \$28.95 - \$40.77, and establish Kelly Schroeder's salary at \$70,678/year, both effective May 21, 2013 (date of position appointment). Commissioner Rossow motioned to recommend re-grade and a 3% wage increase (\$70,678) for approval, effective May 21, 2013, Commissioner Rossow seconded. Motion carried 2-0.
- c. Amendment to the employment contract with the County Administrator. Commissioner Chaffee motioned to recommend an amendment to the employment contract with the County Administrator to increase the severance allowance from 3 months to 6 months. Commissioner Rossow seconded. Motion carried 2-0.

8. Other

9. Meeting adjourned 10:28 a.m.

**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  August 22, 2013	Consent Agenda <i>(Please choose)</i>  Regular Agenda Estimated Time: <i>(Please Circle)</i> _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department requesting action:  <b><u>Sheriff</u></b>	 _____ Department Head Signature                      8-6-2013 Date

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

To the County Board of Commissioners

The Pine County Sheriff requests the Pine County Board of Commissioners approve the 2014-15 "Off Highway Vehicle Safety Grant." In the amount of 9,323.00.

This grant will be used to buy equipment and provide off road patrol.

No matching funds are required.

Request Board approval to accept this grant.

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

Supporting Documents: Attached    None

**STATE OF MINNESOTA  
ENCUMBRANCE WORKSHEET  
FOR OFF HIGHWAY VEHICLE  
ENFORCEMENT GRANTS**

State Accounting Information:

Contract No. *66308*

*PJ# 300004 3662*

Agency Contract Identification No.: R2901

Agency: R29	Fiscal Year: 2014	Vendor Number: <i>0000197310-001</i>
Total Amount of Contract: 18,646.00	Amount of Contract First FY:	
Category: 84101501	Category:	Category:
Account: 441302	Account:	Account:
Amount: \$ 9,323.00	Amount:	Amount:

Accounting Distribution 1:	Accounting Distribution 2:	Accounting Distribution 3:
Fund: <i>2102</i>	Fund:	Fund:
Appr: <i>R297401</i>	Appr:	Appr:
FinDeptID: <i>R2937714</i>	FinDeptID:	FinDeptID:
CCI: <i>27822</i>	CCI:	CCI:
Amount: \$9,323.00	Amount:	Amount:

Contract Start Date: July 15, 2013

Expiration Date: June 30, 2015

Contractor Name and Address: Pine County  
c/o Denise Baran  
Pine County Sheriff's Office  
635 Northridge Drive NW, Suite 100  
Pine City, MN 55063

# STATE OF MINNESOTA GRANT AGREEMENT

This grant agreement is between the State of Minnesota, acting through its Commissioner of Natural Resources ("STATE") and Pine County, 635 Northridge Drive NW, Pine City, MN 55063 ("GRANTEE").

## Recitals

1. Under Minn. Stat. 84.024 the State is empowered to enter into this grant.
2. The State, under Laws of Minnesota 2013 Chapter 114, Article 3, Section 4, Subdivision 7, is authorized to provide reimbursement grants to counties to cover costs related to labor and equipment in the enforcement of off highway vehicle laws, rules and regulations, as well as holding staff training in the same, and providing local youth training classes, in the manner described in the Grantee's Proposed Budget.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant agreement to the satisfaction of the State. Pursuant to Minnesota Statutes §16B.98 Subdivision 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

## Grant Agreement

### 1 Term of Grant Agreement

1.1 **Effective date:** July 15, 2013, or the date the State obtains all required signatures under Minnesota Statutes §16C.05, subdivision 2, whichever is later.

**The Grantee must not begin work under this grant agreement until this agreement is fully executed and the Grantee has been notified by the State's Authorized Representative to begin the work.**

1.2 **Expiration date:** June 30, 2015, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant agreement: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.

### 2 Grantee's Duties

The Grantee, who is not a state employee, will be reimbursed once annually, for only eligible OHV Safety Enforcement Grants, including one or more of the following:

- Grantee staff time to participate in OHV/ATV activities, including attendance at training classes, also holding local safety training education programs for local riders. Training of grantee staff working to enforce any OHV related law, rule or regulation is **MANDATORY**.
- Purchase of ATVs for use in patrolling;
- ATV maintenance, fuel and enforcement related costs;
- Trailers, trailer maintenance and repair (not costs related to towing vehicle repair);
- Helmets and other related protective gear (no standard uniforms or equipment);
- Other equipment dedicated solely to Off Highway Vehicle Enforcement work.

2.1.1 **ANNUAL Performance Reports and Reimbursement Requests** for each year of participation in this Program. All needed documents to accomplish this are posted on the DNR website. The Grantee will be responsible for the administration, supervising, management, record keeping and program evaluation of all work performed under this agreement. Further, the Grantee is responsible for maintaining an adequate conflict of interest policy. Throughout the term of this agreement, the Grantee shall immediately report any actual, potential or perceived conflict of interest to the State's Authorized Representative.

for payment.

The Grantee's Authorized Representative is Denise Baran, Pine County Sheriff's Office, 635 Northridge Drive NW, Pine City, MN 55063, (320) 629-8385, denise.baran@co.pine.mn.us. If the Grantee's Authorized Representative changes at any time during this grant agreement, the Grantee must immediately notify the State.

## 7 **Assignment, Amendments, Waiver, and Grant Contract Complete**

7.1 **Assignment.** The Grantee shall neither assign nor transfer any rights or obligations under this grant agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant agreement, or their successors in office.

7.2 **Amendments.** Any amendments to this grant agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant agreement, or their successors in office.

7.3 **Waiver.** If the State fails to enforce any provision of this grant agreement, that failure does not waive the provision or the State's right to enforce it.

7.4 **Grant Agreement Complete.** This grant agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant agreement, whether written or oral, may be used to bind either party.

## 8 **Liability**

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

## 9 **State Audits**

Under Minn. Stat. §16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

## 10 **Government Data Practices and Intellectual Property**

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

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

## 11 **Workers' Compensation**

The Grantee certifies that it is in compliance with Minn. Stat. § 62A.01, subd. 2, providing for the compensation insurance coverage. The Grantee's compliance is not to be construed as a

**1. STATE ENCUMBRANCE VERIFICATION**

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

Signed: Brenda Medel

Date: 7/26/13

SWIFT Contract PO No(s). 64308 / 3000043662 -  
(Both yrs)

**3. STATE AGENCY**

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

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

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

**2. GRANTEE**

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

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

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

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

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

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

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

Distribution:  
Agency  
Grantee  
State's Authorized Representative - Photo Copy



## PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date:  August 20, 2013	Consent Agenda <i>(Please Circle)</i>  Regular Agenda Estimated Time: <i>(Please Circle)</i> <div style="text-align: center;"> <input checked="" type="radio"/> 10 Min.    <input type="radio"/> 15 Min.         </div> Time needed 30 Min.    45 Min.    1 hour
Department Requesting Action:  <u>Land Services</u>	<div style="text-align: center;">           Department Head Signature       </div> <div style="text-align: right; margin-top: 10px;">         8/13/13          Date       </div>

*Pine County was awarded a Local Fix-up Grant in 2012 in the amount of \$20,902 to complete septic system upgrades in the watershed areas of the Upper St. Croix, Lower S. Croix, Snake, and Kettle rivers. Based on our application, it was intended these funds would be administrated in a cooperative effort with Lakes and Pines, CAC.*

*The attached contract allows Lakes and Pines, CAC to provide the technical and administrative assistance needed to actually carry out the septic system improvement activities.*

*This contract has been reviewed by Pine County Attorney, John K. Carlson.*

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

*Approve and sign contract to allow Lakes and Pines, CAC to administer the Local Fix-Up grant funds awarded to Pine County in 2012.*

Supporting Documents:  Attached     None

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**CONTRACT AGREEMENT FOR ADMINISTRATION OF THE  
LOCAL SEPTIC FIX UP FUND  
BY AND BETWEEN PINE COUNTY, MINNESOTA AND  
LAKES AND PINES C.A.C., INC. OF MORA, MINNESOTA**

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**I. Identity of Parties:**

The parties to this contract shall be Pine County, located within the state of Minnesota hereinafter referred to as "County" and Lakes and Pines Community Action Council, Inc. of Mora, Minnesota hereinafter referred to as "Lakes and Pines".

**II. Duration:**

The County agrees to contract with Lakes and Pines for services described in Section III below for a minimum of fifteen (15) months commencing on September 1, 2013 through December 31, 2014, unless the contract is extended by mutual agreement between the County and Lakes and Pines or project grant funding is exhausted, whichever may occur first.

**III. Duties and Responsibilities:**

This contract agreement provides for technical and administrative assistance to the County in carrying out the septic system improvement activities under the local Septic Fix-up Fund grant awarded to the County by the Minnesota Pollution Control Agency Subsurface Treatment Systems Program.

This technical and administrative assistance to be provided to the County by Lakes and Pines shall include the following:

1. Assistance to the County for the maintenance of all records.
2. Assistance to the County for compliance with all environmental, labor standards and civil rights requirements.
3. Preparation of correspondence, reports and applications to program applicants.
4. Completion of all the Septic Fix-Up Fund grant conditions and submitting required documentation of those conditions to the Minnesota Pollution Control Agency.
5. Preparation of all contracts for services of improvement.
6. Preparation of all documents and forms needed to make improvement loans and grants including the recording of forgivable liens against participating properties.
7. Applicant screening and determination of the eligibility of properties and property owners for improvement loans and grants.

8. Submission of progress reports to the County and the Minnesota Pollution Control Agency on the Pine County Septic Fix-up Fund activities, as requested.
9. Processing participant applications by coordinating and obtaining the collection of supplemental data.
10. Coordination and summation of property inspections to be carried out by county SSTS staff.
11. Preparation of final inspection write-ups completed improvement work and satisfaction of applicant requirements of completion.
12. Duplication of write-ups and other necessary papers for property owners, contactors and the County, as may be required.
13. Providing property owners with program applications, permit applications and listings of contractors that have State of Minnesota SSTS licenses.
14. Reviewing competitively obtained bids for completeness, accuracy and fair costs. Assisting and providing guidance to applicants with their competitive bid process. Identifying acceptable bid(s).
15. Obtaining appropriate signatures on required completion papers that will be delivered or mailed to person(s) authorized to make final payment.
16. Allowing appropriate annual audits and performing the close-out of the Pine County Septic Fix-Up Fund as required by the Minnesota Pollution Control Agency.

#### **IV. Compensation:**

Certain funds are available for administration purposes. Lakes and Pines agrees to perform all services for a cost not to exceed 10%, the amount designated by the Minnesota Pollution Control Agency for program administration.

#### **V. General Terms:**

1. Services specified in Section III of this contract may be subcontracted by Lakes and Pines with the prior approval of the County.
2. The contract shall be subject to modification at any time provided there is mutual agreement in writing between Lakes and Pines and the County on the proposed modifications.
3. The contract shall be subject to termination provided that the respective party (Lakes and Pines or the County) be given 60 days written notice.

4. Compliance with Regulations. Lakes and Pines and the County ensure that the applicable state and federal acts or regulations listed in the Grant Agreement with the State of Minnesota are complied with.
5. The County shall not be responsible for the activities of employees of Lakes & Pines, its agents, assigns, or contractors performing the work on the Septic Fix-Up Fund project.
6. Lakes & Pines shall defend, indemnify and hold harmless the County, its members, officers, and employees from all liability and claims for damages arising from bodily injury, death, property damage, sickness, disease, or loss and expenses resulting from or alleged to result from Lakes & Pines' operation under this contract.
7. Lakes & Pines shall not be responsible for the activities of employees of the County, its agents, assigns, or contractors performing the work on the Septic Fix-Up Fund project.
8. The County shall defend, indemnify and hold harmless Lakes & Pines, its members, officers, and employees from all liability and claims for damages arising from bodily injury, death, property damage, sickness, disease, or loss and expenses resulting from or alleged to result from the County's operation under this contract.

IN WITNESS, WHEREOF, Lakes and Pines has caused this contract to be duly executed in its behalf and the County has caused the same to be duly executed on its behalf;

Pine County

Lakes and Pines Community Action Council, Inc.

\_\_\_\_\_  
Board Chairperson- Stephan M. Hallan

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Executive Director- Robert Benes

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Date

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Date

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County Administrator- David J. Minke

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Energy-Housing Director- Richard Fuchs

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Date

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Date