

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, September 17, 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 September 3, 2013 board meeting and Summary for publication.
- F) Minutes of Boards, Committees and Correspondence
- G) Approve Consent Agenda

CONSENT AGENDA

1. Review August, 2013 Cash Balance (attached)

Fund	August 31, 2012	August 31, 2013	Increase(Decrease)
General Fund	\$724,825.43	\$1,652,961.28	\$928,135.85
Health and Human Services Fund	\$2,137,495.27	\$1,475,975.97	(\$661,519.30)
Road and Bridge Fund	\$6,970,676.74	\$6,786,574.51	(\$184,102.23)
Land Management Fund	\$1,177,020.97	\$1,580,296.20	\$403,275.23
TOTAL (inc non-major funds)	\$12,357,431.35	\$12,751,596.78	\$394,165.43

2. Training

- A. Consider the following staff to attend the State WIC Conference, October 28-30, 2013, Bloomington. This is required training for all WIC nursing personnel. Funds are available in the 2013 Health & Human Services/WIC budget.

Pat Anderson, Nursing Team Leader/WIC Coordinator: Registration: \$0;
Meals/Accommodations: \$407; Travel: \$0 (using own car w/\$0 mileage)

- Wendy Bloom, LPN: Registration: \$0; Meals/Accommodations: \$165; Travel: \$0
 Stephanie Larson, LPN: Registration: \$0; Meals/Accommodations: \$165; Travel: \$0
 Toni Jensen, RN: Registration: \$0; Meals/Accommodations: \$165; Travel: \$56.50
 Amber Stumne, RN: Registration: \$0; Meals/Accommodations: \$165; Travel: \$56.50
- B. Consider Health & Human Services Director Patrick Bruflat to attend the MN Association of County Social Service Administrators Fall Conference, October 2-4, 2013, Nisswa. Registration \$125; Meals/Accommodations, \$348.41; Travel \$124.30; Total cost: \$597.71. Funds are available in the 2013 Health & Human Services/Staff Development budget.

3. New Hires

- A. Authorize the hiring of Social Worker (Children's Services) Chandra Clark, effective October 1, 2013, \$19.25/hr., C-42, step 1.
 B. Authorize the hiring of Social Worker (Adult Services) Kathleen Borowick, effective September 20, 2013, \$19.25/hr., C-42, step 1.

REGULAR AGENDA

1. Personnel Committee

Pine County Personnel Committee met September 10, 2013 and made the following recommendations (Minutes attached):

Jail:

Approve filling of full-time corrections officer vacancy created by the resignation of FT Corrections Officer Alexander White.

Administrator:

Approve 2.5% annual performance wage increase for Building Maintenance Supervisor Kevin Newman, March 5, 2013.

Health & Human Services:

Approve the combining of two part-time vacant public health nurse positions into one full-time RN position.

Other items are for informational purposes only.

2. Public Hearing – County Fees

Approve amended fee schedules for all Land Services offices: County Assessor, Recorder/Registrar of Titles, Planning, Zoning and Solid Waste. Effective January 1, 2014.

3. Central Minnesota Emergency Medical Services (EMS) Region Joint Powers Agreement

Approve Central Minnesota EMS Region Joint Powers Agreement and authorize Board Chair, County Attorney and County Auditor-Treasurer to sign the agreement.

4. Award Bid for Contract #1306 (bike path near CSAH 61)

Award bid for contract #1306 to lowest responsible bidder, Dresel Contracting, Inc., for the following:

SP 058-090-002, located on or near CSAH 61 from 0.37 miles south of Hurley Avenue to the junction of Johnson Avenue SE and 4th Street SE

5. **August 2013 Financial Report**

6. **Commissioner Updates**

7. **Other**

8. **Upcoming Meetings**

- a. **Pine County Board Meeting, Tuesday, September 17, 2013, 10:00 a.m.**, Board Room, Pine County Courthouse, Pine City, Minnesota.
- b. **Pine County Health and Human Services Meetings, Tuesday, September 17, 2013, to commence after Pine County Board Meeting**, Boardroom, Pine County Courthouse, Pine City, Minnesota.
- c. **Technology Meeting, Tuesday, September 24, 2013, 8:30 a.m.**, Commissioner Conference Room, Courthouse, Pine City, Minnesota.
- d. **NLX meeting, Wednesday, September 25, 2013, 9:30 a.m.**, Boardroom, Courthouse, Pine City, Minnesota.
- e. **Pine County Board Meeting, Tuesday, October 1, 2013, 1:00 p.m.**, Public Health Building, Sandstone, Minnesota.

9. **Adjourn**

MINUTES OF PINE COUNTY BOARD MEETING
Regular Meeting

Tuesday, September 3, 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. There was no public comment.

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

Regular:

Public Hearing for Sturgeon Lake Golf Course will be addressed first.

Resource Training and Solutions – insurance pools will be addressed second.

Consent:

Add item 5D, name of new hire, promotion of Deb Lowe from LPN to RN.

Remove item 5E, 2 social worker vacancies. Recommendations will be presented at the September 17, 2013 board meeting.

Add item 6C, Fall Training Conference for David Minke and Matt Christenson.

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

Commissioner Chaffee moved to approve the Minutes of the August 20, 2013 board meeting and Summary for publication. Second by Commissioner Rossow. Motion carried 4-0.

Minutes of Boards, Committees and Correspondence

East Central Regional Library Board Minutes – June 10, 2013

Pine County Land Surveyor Monthly Report – August 2013

Pine County Soil & Water Conservation District Board Minutes – August 1, 2013

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

Commissioner Rossow moved to approve the amended Consent Agenda. Second by Commissioner Chaffee. 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. August, 2013 Disbursements

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

2. **Application for Abatement:**

Approve:

Daniel Hertz, 56501 Croix Lane E, Pine City, PID 43.5044.000 & 43.5045.000, pay 2011, 2012, and 2013.

3. **Application for Exempt Permit**

Approve Application for Exempt Permit for Pine Technical College Foundation to conduct Minnesota lawful gambling on November 22, 2013 at the NW Company Fur Post, 12551 Voyager Lane, Pine City (Pine City Twp.).

4. **Resolutions for Repurchase of Tax Forfeited Land**

A. Approve Resolution 2013-39 for Repurchase of Tax Forfeited Land in Full, Wells Fargo Bank, National Association, as Trustee for the Pooling and Servicing Agreement dated as of August 1, 2005 Morgan Stanley ABS Capital 1 Inc. Trust 2005-HE4 Mortgage Pass-Through Certificates, Series 2005-HE4, PID 28.5558.000 and authorize Board Chair and County Auditor to sign.

B. Approve Resolution 2013-40 for Repurchase of Tax Forfeited Land with a 10-Year Contract for Donald and Coral Hischer, PID 46.5080.000 and authorize Board Chair and County Auditor to sign.

5. **New Hires**

A. Approve hiring of Highway Maintenance Worker Darren Gibson, effective September 4, 2013, pending completion of pre-employment screenings, \$14.14 per hour, B-23.

B. Approve hiring of Highway Maintenance Worker Brandon Summerland, effective September 4, 2013, pending completion of pre-employment screenings, \$14.14 per hour, B-23.

C. Approve hiring of Deputy Sheriff Garret Munson, effective September 8, 2013, \$20.27 per hour, C-42, step 1. This position is a backfill position due to Deputy Sheriff Motyl on active military duty for the next year with the condition of the 33rd deputy remaining within 2014 PCSO budget.

D. Approve promotion of Deb Lowe from LPN to RN, effective September 9, 2013, \$21.55 per hour, C-42, to fill the vacant Registered Nurse position caused by Christina Blaiser's resignation; backfill of this position was authorized by the Board on August 20, 2013.

6. **Training**

A. Approve Land Services Director Kelly Schroeder to attend the "A Practical Guide to Variances in Shorelands & Floodplains" seminar presented by GTS Educational Events, October 16, 2013 in Little Falls. Course cost: \$70. Funds are available within the 2013 Zoning budget.

B. Approve Land Services Director Kelly Schroeder to attend the Minnesota Association of Minnesota Assessors Fall Conference September 22-24, 2013 in Rochester. Registration: \$230, hotel, \$99 per night plus tax (x2), and mileage. All expenses are within the 2013 Assessor budget.

- C. Approve County Administrator David Minke and Human Resource & Payroll Specialist Matt Christenson to attend the Minnesota Association of County Administrators (MACA) & Minnesota County Human Resources Management Association (MCHRMA) Fall Conference, October 2 – 4, 2013, Ruttger's Bay Lake Lodge. Costs are: Registration \$200; lodging (2) nights (double occupancy) and meals, \$630.56. Total cost \$830.56 (\$415/person) plus mileage. Funds are available in the 2013 Administrator's budget.

REGULAR AGENDA

1. Public Hearing for Sturgeon Lake Golf Course for Combination On and Off Sale and Sunday Liquor License

Chair Hallan opened the public hearing at 1:06 p.m.

County Auditor-Treasurer Cathy Clemmer provided an overview of the purpose of the public hearing. Chair Hallan called for public comment. Alicia Vancil, owner of Sturgeon Lake Golf Course offered her support of the liquor license.

With no further public comments, the public hearing was closed at 1:08 p.m.

Motion by Commissioner Rossow to approve the Sturgeon Lake Golf Course Combination On and Off Sale and Sunday Liquor License. Second by Commissioner Pangerl. Motion carried 4-0.

2. Resource Training and Solutions – Insurance Pools

Dan Weir, Insurance/Risk Management Consultant, provided a power point presentation to the board regarding the county's health insurance.

3. Local Bridge Replacement Program Grant Agreement

County Engineer Mark LeBrun explained this \$127,425 grant provides funds for construction of County Bridge No. 58J30 over South Fork Grindstone River. The projected cost of the bridge replacement is \$245,000.

Motion by Commissioner Chaffee to approve the Local Bridge Replacement Program Grant Agreement and authorize Board Chair and County Administrator to sign. Second by Commissioner Pangerl. Motion carried 4-0.

Motion by Commissioner Pangerl to approve Resolution 2013-37 and authorize Board Chair and County Administrator to sign. Second by Commissioner Rossow. Motion carried 4-0.

4. County Veterans Service Office Enhancement Grant

Veteran's Service Officer Ben Wiener explained this \$10,000 grant will be used for CVSO training, automation equipment, outreach and marketing, veterans' transportation and other services. No matching funds are required.

Motion by Commissioner Rossow to approve Resolution 2013-38 and County Veterans Service Office Enhancement Grant and authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 4-0.

5. 2013 State of Minnesota Federal Boating Supplemental Equipment Grant Agreement

Chief Deputy Steve Blackwell explained the grant will be used to purchase two rescue poles and four carabiners. No matching funds are required.

Motion by Commissioner Rossow to approve the 2013 State of Minnesota Federal Boating Supplemental Equipment Grant Agreement in the amount of \$280 and authorize Board Chair and County Administrator to sign. Second by Commissioner Pangerl. Motion carried 4-0.

6. Communications Facility Use Agreement

Chief Deputy Steve Blackwell explained the Communications Facility Use Agreement will allow Pine County to place new paging equipment on the radio tower in Duxbury. The cost to Pine County per year is \$300.

Motion by Commissioner Rossow to approve the State of Minnesota Communications Facility Use Agreement between MnDOT and Pine County and authorize Board Chair and County Administrator to sign. Second by Commissioner Pangerl. Motion carried 4-0.

7. Leave Status – Chuck Moon

Human Resource & Payroll Specialist Matt Christenson stated Deputy Chuck Moon has requested an extension of his leave status.

Motion by Commissioner Rossow to approve the extension of leave status for 16 weeks for Deputy Chuck Moon. Second by Commissioner Chaffee. Motion carried 4-0.

8. Preliminary Property Tax Levy

Chair Steve Hallan provided a brief overview of monies levied in the past. Administrator David Minke provided information to the board related to the 2014 Preliminary Levy. The board must certify a preliminary property tax levy to the Auditor by September 15. Once certified, the preliminary levy can be lowered, but not increased. Auditor-Treasurer Cathy Clemmer and Land Services Director Kelly Schroeder provided information related to the General Fund and monies paid to the county. Auditor-Treasurer Cathy Clemmer recommends the county set the levy at no less than two percent. Commissioner Pangerl commented on the Wheelage Tax that Pine County recently put in place.

Motion by Commissioner Chaffee to set the 2014 preliminary levy at \$14,497,250, a 3% increase. Second by Commissioner Rossow, noting this is not the final levy. Motion carried 4-0.

9. Commissioner Updates

Auditor-Treasurer Cathy Clemmer stated that the District 5 election results will be posted on the Pine County website beginning September 17, 2013.

10. Upcoming Meetings

- a. **Pine County Board Meeting, Tuesday, September 3, 2013, 1:00 p.m.**, Public Health Building, Sandstone, Minnesota.
- b. **Facilities Committee Meeting scheduled for September 4, 2013, 9:00 a.m.**, Commissioner Conference Room, Courthouse, Pine City, Minnesota has been cancelled.
- c. **Personnel Committee Meeting, September 10, 2013, 9:00 a.m.**, Commissioner Conference Room, Courthouse, Pine City, Minnesota.
- d. **Technology Meeting, Tuesday, September 17, 2013, 9:00 a.m.**, Commissioner Conference Room, Courthouse, Pine City, Minnesota. (TIME CHANGE NEEDED DUE TO COMMISSIONER CARLSON TREE DEDICATION)
- e. **Pine County Board Meeting, Tuesday, September 17, 2013, 10:00 a.m.**, Board Room, Pine County Courthouse, Pine City, Minnesota.
- f. **Pine County Health and Human Services Meetings, Tuesday, September 17, 2013, to commence after Pine County Board Meeting**, Boardroom, Pine County Courthouse, Pine City, Minnesota.
- g. **Rushline Corridor Meeting, September 19, 3:30 p.m. White Bear Lake City Hall.**

The county board recessed at 2:10 p.m.

11. Closed Session – Labor Negotiation Strategy Pursuant to MS §13D.03, Subd 1(b)

Motion by Commissioner Chaffee to close the meeting in accordance with MS §13D.03, Subd 1(b) for the purpose of discussing labor negotiation strategy. Second by Commissioner Pangerl. Motion carried 4-0.

The meeting was closed at 2:25 p.m.

Motion by Commissioner Pangerl to open the meeting. Second by Commissioner Rossow. Motion passed 4-0. The meeting was opened at 3:42 p.m.

12. Adjourn

With no further business, Chair Hallan adjourned the county board meeting at 3:43 p.m. The next regular meeting of the county board is scheduled for September 17, 2013 at 10:00 a.m. at the Pine County Courthouse Board Room, Pine City, Minnesota.

Stephen M. Hallan, Chair
Board of Commissioners

David J. Minke, Administrator
Clerk to County Board

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

**Tuesday, September 3, 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. There was no public comment.

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

Commissioner Chaffee moved to approve the Minutes of the August 20, 2013 board meeting and Summary for publication. Second by Commissioner Rossow. Motion carried 4-0.

Minutes of Boards, Committees and Correspondence

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Pine County Land Surveyor Monthly Report – August 2013

Pine County Soil & Water Conservation District Board Minutes – August 1, 2013

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

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

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

Approve Application for Abatement: Daniel Hertz, 56501 Croix Lane E, Pine City.

Approve Application for Exempt Permit for Pine Technical College Foundation to conduct Minnesota lawful gambling on November 22, 2013 at the NW Company Fur Post, 12551 Voyager Lane, Pine City.

Approve Resolution 2013-39 for Repurchase of Tax Forfeited Land in Full, Wells Fargo Bank, National Association, as Trustee for the Pooling and Servicing Agreement dated as of August 1, 2005 Morgan Stanley ABS Capital 1 Inc. Trust 2005-HE4 Mortgage Pass-Through Certificates, Series 2005-HE4.

Approve Resolution 2013-40 for Repurchase of Tax Forfeited Land with a 10-Year Contract for Donald and Coral Hischer.

Approve hiring of Highway Maintenance Worker Darren Gibson, effective September 4, 2013, \$14.14 per hour, B-23.

Approve hiring of Highway Maintenance Worker Brandon Summerland, effective September 4, 2013, \$14.14 per hour, B-23.

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Approve promotion of Deb Lowe from LPN to RN, effective September 9, 2013, \$21.55 per hour, C-42.

Approve Land Services Director Kelly Schroeder to attend the "A Practical Guide to Variances in Shorelands & Floodplains" seminar . Total cost: \$70.

Approve Land Services Director Kelly Schroeder to attend the Minnesota Association of Minnesota Assessors Fall Conference. Registration: \$230, hotel, \$99 per night plus tax (x2), and mileage.

Approve County Administrator David Minke and Human Resource & Payroll Specialist Matt Christenson to attend the Minnesota Association of County Administrators (MACA) & Minnesota County Human Resources Management Association (MCHRMA) Fall Conference. Total cost \$831 plus mileage.

REGULAR AGENDA

Chair Hallan opened the public hearing for Sturgeon Lake Golf Course for Combination On and Off Sale and Sunday Liquor License at 1:06 p.m. The public hearing was closed at 1:08 p.m.

Motion by Commissioner Rossow to approve the Sturgeon Lake Golf Course Combination On and Off Sale and Sunday Liquor License. Second by Commissioner Pangerl. Motion carried 4-0.

Motion by Commissioner Chaffee to approve the Local Bridge Replacement Program Grant Agreement. Second by Commissioner Pangerl. Motion carried 4-0.

Motion by Commissioner Pangerl to approve Resolution 2013-37. Second by Commissioner Rossow. Motion carried 4-0.

Motion by Commissioner Rossow to approve Resolution 2013-38 and County Veterans Service Office Enhancement Grant. Second by Commissioner Chaffee. Motion carried 4-0.

Motion by Commissioner Rossow to approve the 2013 State of Minnesota Federal Boating Supplemental Equipment Grant Agreement in the amount of \$280. Second by Commissioner Pangerl. Motion carried 4-0.

Motion by Commissioner Rossow to approve the State of Minnesota Communications Facility Use Agreement between MnDOT. Second by Commissioner Pangerl. Motion carried 4-0.

Motion by Commissioner Rossow to approve the extension of leave status for 16 weeks for Deputy Chuck Moon. Second by Commissioner Chaffee. Motion carried 4-0.

Motion by Commissioner Chaffee to set the 2014 preliminary levy at \$14,497,250, a 3% increase. Second by Commissioner Rossow, noting this is not the final levy. Motion carried 4-0.

The county board recessed at 2:10 p.m.

Motion by Commissioner Chaffee to close the meeting in accordance with MS §13D.03, Subd 1(b) for the purpose of discussing labor negotiation strategy. Second by Commissioner Pangerl. Motion carried 4-0.

The meeting was closed at 2:25 p.m.

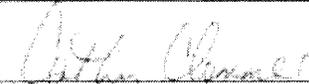
Motion by Commissioner Pangerl to open the meeting. Second by Commissioner Rossow. Motion passed 4-0. The meeting opened at 3:42 p.m.

With no further business, Chair Hallan adjourned the county board meeting at 3:43 p.m. The next regular meeting of the county board is scheduled for September 17, 2013 at 10:00 a.m. at the Pine County Courthouse Board Room, Pine City, Minnesota.

Stephen M. Hallan, Chair
Board of Commissioners

David J. Minke, Administrator
Clerk to County Board

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: September 17, 2013	<u>Consent Agenda (Please Circle)</u> Regular Agenda Estimated Time: (Please Circle) 10 Min. 15 Min. <small>Time needed</small> 30 Min. 45 Min. 1 hour
Department Requesting Action: <u>Auditor/Treasurer</u>	 Department Head Signature 9-9-13 Date

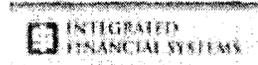
Item for Discussion: <i>August, 2013 Cash Balance</i>
Board Action Requested: (Attach additional pages if needed)
Supporting Documents: Attached None

TREASURER'S CASH TRIAL BALANCE COMPARISON

FUND	August 31, 2012 BALANCE	August 31, 2013 BALANCE
1 - GENERAL	724,825.43	1,652,961.28
12 - H&HS	2,137,495.27	1,475,975.97
13 - ROAD & BRIDGE	6,970,676.74	6,786,574.51
22 - LAND	1,177,020.97	1,580,296.20
 TOTAL (incl non-major funds)	 \$12,357,431.35	 \$12,751,596.78

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



TREASURER'S CASH TRIAL BALANCE

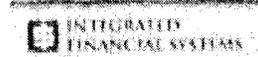
As of 08/2013

<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		552,429.45	4,198,791.22	
Disbursements		353,352.48-	4,629,398.53-	
Payroll		684,152.51-	5,851,150.24-	
Journal Entries		5,024.60-	5,457,331.66	
Fund Total		490,100.14-	824,425.89-	1,652,961.28
12 Health & Human Services	420	H&Hs-Income Maintenance		
	2,263,040.10			
Receipts		186,128.34	893,013.63	
Disbursements		48,512.45-	454,137.52-	
Payroll		133,452.24-	1,127,255.20-	
Journal Entries		3,677.74	638,731.92	
Dept Total		7,841.39	49,647.17-	2,213,392.93
12 Health & Human Services	430	H&Hs-Social Services		
	742,605.35-			
Receipts		369,542.86	1,772,770.06	
Disbursements		22,110.96-	194,479.13-	
SSIS		262,415.23-	2,002,491.92-	
Payroll		126,124.26-	1,055,665.15-	
Journal Entries		45,054.12	1,257,760.88	
Dept Total		3,946.53	272,105.26-	964,710.61-
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		38,100.87	473,207.42	
Disbursements		18,191.27-	200,726.49-	
Payroll		84,082.39-	694,069.13-	
Journal Entries		0.00	259,891.28	

\$1,495,975.97

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



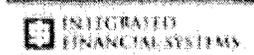
TREASURER'S CASH TRIAL BALANCE

As of 08/2013

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Dept Total		64,172.79-	161,696.92-	132,769.48
Fund Total	1,814,901.15	52,384.87-	433,449.35-	1,381,451.80
 13 Road & Bridge Fund	 5,324,159.01			
Receipts		106,362.29	6,959,979.12	
Disbursements		1,066,842.86-	5,041,397.02-	
Payroll		151,725.69-	1,291,624.04-	
Journal Entries		2,537.28-	825,457.44	
Fund Total		1,114,743.54-	1,462,415.50	6,786,574.51
 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	 36,241.93-			
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		64,313.20	459,265.00	
Disbursements		1,927.48-	18,233.58-	
Payroll		7,016.41-	69,060.97-	

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



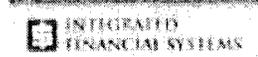
TREASURER'S CASH TRIAL BALANCE

As of 08/2013

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Journal Entries		0.00	265,942.78-	
Fund Total		55,369.33	106,027.67	1,580,296.20
24 Ambulance (Sr) Fund	0.00			
Fund Total	0.00	0.00	0.00	0.00
29 Children's Collab (H&Hs) Agency Fund	440 33,924.76	Childrens Collaborative (H&Hs)		
Receipts		43,710.00	106,479.00	
Disbursements		7,750.00-	129,142.00-	
Journal Entries		0.00	46.02	
Dept Total		35,960.00	22,616.98-	11,307.78
Fund Total	33,924.76	35,960.00	22,616.98-	11,307.78
32 Ersw- Bond Guarantee (DS)	0.00			
Fund Total	0.00	0.00	0.00	0.00
33 2002 Cap-Equip Bond (DS) Fund	0.00			
Fund Total	0.00	0.00	0.00	0.00
35 2004 Street Reconstruct Bond Fund	61,884.57			
Journal Entries		0.00	5,329.31	
Fund Total		0.00	5,329.31	67,213.88
37 County Railroad Authority	5,606.76-			
Receipts		0.00	243.13	

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9/9/13 12:18PM

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



TREASURER'S CASH TRIAL BALANCE

As of 08/2013

<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	
Fund Total		0.00	2,619.48-	8,226.24-
38 Building Fund	165,177.85			
Disbursements		3,464.40-	3,464.40-	
Fund Total		3,464.40-	3,464.40-	161,713.45
39 2005A G.O. Jail Bonds	840,613.35			
Disbursements		0.00	1,220,611.26-	
Journal Entries		0.00	741,015.32	
Fund Total		0.00	479,595.94-	361,017.41
40 2012 G.O. Courthouse Bonds	0.00			
Disbursements		0.00	848,150.00-	
Journal Entries		0.00	1,197,398.25	
Fund Total		0.00	349,248.25	349,248.25
41 2005 Hra Bonds	627,689.37			
Journal Entries		0.00	627,689.37-	
Fund Total		0.00	627,689.37-	0.00
75 Group Health Ins Fund 5/1/95 (Gen)	474,292.53-			
Receipts		231,538.01	1,884,667.29	
Disbursements		223,366.74-	2,023,428.07-	
Journal Entries		7,561.88	59,464.04	
Fund Total		15,733.15	79,296.74-	553,589.27-

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9/9/13 12:18PM

*** Pine County ***

TREASURER'S CASH TRIAL BALANCE

As of 08/2013

Page 6



Fund	Beginning Balance	This Month	YTD	Current Balance
80 County Collections Agency Fund	23,909.69			
Receipts		16,860.71	566,362.53	
Disbursements		15,721.45-	575,984.68-	
Journal Entries		0.00	5,686.20	
Fund Total		1,139.26	3,935.95-	19,973.74
82 Taxes And Penalties Agency Fund	959,721.59			
Receipts		408,293.47	19,650,931.13	
Disbursements		69,810.01-	10,826,404.03-	
Journal Entries		0.00	8,963,212.17-	
Fund Total		339,483.46	39,685.07-	921,036.52
84 East Central Prog Task Force Agency Fund	32,287.77			
Receipts		39,486.93	115,999.97	
Disbursements		24,389.32-	86,562.32-	
Journal Entries		0.00	1,501.00-	
Fund Total		15,097.51	27,936.65	60,224.47
89 H & Hs Collections Agency Fund	4,398.90			
Receipts		115,657.96	960,402.64	
Disbursements		75.00-	82,335.53-	
Journal Entries		49,731.86-	699,239.52-	
Dept Total		66,851.04	78,027.59	83,216.39
Fund Total	4,389.80	66,851.04	78,827.59	83,216.39
All Funds	13,375,860.67			
Receipts		2,172,423.93	37,942,715.48	
Disbursements		1,854,514.40-	26,446,033.76-	
SJIS		262,415.23-	2,002,491.92-	

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9/9/13 12:18PM

*** Pine County ***

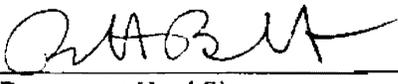
TRASURER'S CASH TRIAL BALANCE

As of 08/2013



<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Payroll	1,188,553.50-	10,078,824.73-	39,628.96-	12,751,596.78
Journal Entries	0.00	624,263.89-		
Total	1,131,059.20-	10,703,088.62-	39,628.96-	12,751,596.78

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: September 17, 2013	<input checked="" type="checkbox"/> 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: HHS	 9/10/13 Department Head Signature Date
<p>Item for Discussion: (one form per item) <i>Request approval for the following staff to attend the "State WIC Conference" in Bloomington October 28-30, 2013 – required training for all WIC nursing personnel</i></p> <p>Pat Anderson, Nursing Team Leader/WIC Coordinator Registration: \$0 Meals/Accommodations: \$407.00 Travel: \$0 (using own car w/\$0 mileage)</p> <p>Wendy Bloom, LPN Registration: \$0 Meals/Accommodations: \$165.00 Travel: \$0</p> <p>Stephanie Larson, LPN Registration: \$0 Meals/Accommodations: \$165.00 Travel: \$0</p> <p>Toni Jensen, RN Registration: \$0 Meals/Accommodations: \$165.00 Travel: \$56.50</p> <p>Amber Stumne, RN Registration: \$0 Meals/Accommodations: \$165.00 Travel: \$56.50</p> <p><i>(Payment Source: WIC)</i></p> <p>Board Action Requested: (Attach additional pages if needed) <i>Approval</i></p> <p style="text-align: right;">Supporting Documents: <u>Attached</u> None</p>	

PINE COUNTY PERSONNEL COMMITTEE
Minutes
September 10, 2013
9:00 a.m. – Commissioners Conference Room
Pine County Courthouse
Pine City, MN

Members: Commissioner Chaffee
Commissioner Rossow

Alternate: Commissioner Hallan

Present: Commissioner Rossow, Commissioner Hallan

Staff: County Administrator David Minke, HR and Payroll Specialist Matt Christenson, Jail Administrator Rick Boland, HHS Director Patrick Bruflat, Public Health Supervisor Gwen Lewis

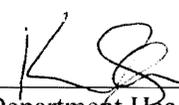
1. The meeting was called to order at 9:06 a.m.
2. Agenda additions:
 - a. Safety and Health Policy update (7B)
 - b. Union negotiations update (7C)
3. Commissioner Rossow motioned to approve the agenda as amended, Commissioner Hallan seconded. Motion carried 2-0.
4. Approve Minutes from August 13, 2013 Personnel Meeting – Correction to items 7A & B – Minutes were approved as corrected.
5. HHS
 - a. Request authorization to combine two vacant part time Public Health Nurse (0.8 FTE and 0.6 FTE) positions into one full time RN position (1 FTE). - HHS Director Patrick Bruflat presented information on history of Public Health staffing and reasoning for combining the two positions.
Commissioner Rossow motioned to recommend for approval, Commissioner Hallan seconded. Motioned carried 2-0.
Commissioner Hallan requested HHS Director Patrick Bruflat to provide a breakdown of HHS clients and what programs they are enrolled in at a future HHS meeting.
6. Jail
 - a. Request permission to fill the vacancy created by the resignation of FT Corrections Officer Alexander White.
Commissioner Rossow motioned to recommend for approval, Commissioner Hallan seconded. Motion carried 2-0.
 - b. Discuss 2014 Jail staffing. – Jail Administrator Rick Boland presented information on current Jail staffing and impact of FT and PT staff.
Committee requested additional cost information on personnel costs for consideration at the October personnel meeting.
7. Administrator

- a. Recommend a 2.5% performance increase for Building Maintenance Supervisor, Kevin Newman. Commissioner Rossow motioned to recommend at 2.5% wage increase effective March 5, 2013 for approval, Commissioner Hallan seconded. Motion carried 2-0.
- b. Safety and Health Policy Update – HR and Payroll Specialist, Matt Christenson presented information on an update to county policy section 21.2 Clean Air Policy to include the use of Electronic Cigarettes. Commissioner Hallan motioned to recommend for approval, Commissioner Rossow seconded. Motion carried 2-0.
- c. County Administrator David Minke presented information current status of union negotiations.

8. Other

9. Meeting adjourned at 10:30 a.m.

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: September 17, 2013	Consent Agenda <i>(Please Circle)</i> Regular Agenda Estimated Time: <i>(Please Circle)</i> _____ 10 Min. <u>15 Min.</u> Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action: <u>Land Services</u>	 _____ Department Head Signature Date

<p><i>Public Hearing for proposed amended fee schedules for all Land Services offices: County Assessor, Recorder/Registrar of Titles, Planning, Zoning and Solid Waste.</i></p> <p><i>Proceeding Public Hearing, consider adoption of fee schedules effective January 1, 2014.</i></p> <p>Board Action Requested: (Attach additional pages if needed) <i>Adopt proposed fee schedules.</i></p> <p align="right">Supporting Documents: <u>Attached</u> None</p>

**PINE COUNTY ASSESSOR
FEE SCHEDULE**

Item	Old	New	Notes
B & W Print-Outs (screen prints, section maps, misc copies)	\$0.25/Page	\$0.25/Page	
Color Print-Outs (GIS Maps)	\$0.00	\$1.00/Page	New Capabilities
Field Cards	\$1.00	\$3.00	Significant Data
Fax Fee	\$3.00	\$3.00	Staff Time/Long Distance
Data Files	\$0.03/parcel \$50 setup	\$0.03/record* \$50 setup	In line with neighboring counties
CAMA Reports			
Emailed in excel	\$0.03/parcel \$50 setup	\$0.03/parcel \$10 setup	Not very time consuming
Printout	\$0.25/Page \$50 setup	\$0.25/Page \$10 setup	
Non-Agricultural Use Certification	\$0.00	\$25.00	Staff Time/Certification/Liability

*per file, was previously just a 1 time cost no matter how many files

RECORDER /REGISTRAR OF TITLES
FEE DESCRIPTION

	Current Amount	New Amount	Notes/Other Information
Plat copy, Government Lots, Railroad Maps, Aud Subs.		\$ 10.00	Pursuant to M.S. 357.18
Certified Copy of Plat or Floor Plans		\$ 15.00	Pursuant to M.S. 357.18
Plat copy-portion		\$ 5.00	Per Map Section -
Personal copies requested from KIP 700		\$ 5.00	Per page -
Expedite fee		\$ 20.00	
Tract Searches		\$ 75.00	Request to eliminate this service for liability purposes OR charge fee per hour - verbal search only - copy request from search will be at \$1.00 per page - 10 minutes free. cost increase to match our local attorney, title co. etc. -
UCC-12 Search		\$ 20.00	Per debtor name Statutory
Federal Tax Lien		\$ 46.00	Pursuant to M.S. 272.484
Federal Tax Lien Release		\$ 46.00	Pursuant to M.S. 272.484
State Tax Lien		\$ 15.00	Pursuant to M.S. 270C.63 (Collected at time of release)
State Tax Lien Release		\$ 15.00	Pursuant to M.S. 270C.63
State Economic Security Tax Lien		\$ 46.00	Pursuant to M.S. 268.058
State Economic Security Tax Lien Release		\$ 46.00	Pursuant to M.S. 268.058
Personal property (Manufactured Home) Tax Lien		\$ 15.00	Pursuant to M.S. 277.20 (Collected at time of release)
Personal property(Manufactured Home)Tax Lien Release		\$ 15.00	Pursuant to M.S. 277.20
ABSTRACT Department:			
Recording Fee		\$ 46.00	M.S. 357.17
Well Disclosure Certificate		\$ 50.00	M.S. 1031.235
Filing of Assignments, Satisfactions, Partial Releases		\$ 46.00	With four or less references; \$10 each reference over the first four-M.S. 357.18 Subd1
Duplicate Copies - Submitted at filing		\$ 2.00	Each - M.S. 357.18
Certified copies of Document		\$ 10.00	Per document - Pursuant to M.S. 357.18
Non-Certified Copies of Document		\$ 1.00	Per Page
Plat recording fee		\$ 56.00	Purusant to M.S. 357.18
Certified copies of Official Plat		\$ 15.00	M.S. 357.18
Non-Certified Copies of Official Plat		\$ 10.00	M.S. 357.18
Condominiums - recording fee		\$ 56.00	Minimum charge; or \$0.50 per unit
Certified copies		\$ 10.00	M.S. 357.18

TORRENS Department:

Memorial - First Certificate Entry	\$ 46.00	M.S. 508.82
Memorial - Additional Certificate Entry	\$ 20.00	Each - M.S. 508.82

Torrens Certificate Issuance:

Transfer of Fee Ownership - First Certificate	\$ 46.00	M.S. 508.82
Transfer of Fee Ownership - Additional Certificate	\$ 40.00	Each - M.S. 508.82
Residue Certificate	\$ 40.00	Each - M.S. 508.82
Exchange Certificate - Issued	\$ 20.00	Each - M.S. 508.82
Exchange Certificate - Cancelled	\$ 20.00	Each - M.S. 508.82
Common Elements Certificate of Title	\$ 40.00	M.S. 508.82
Torrens Plats and Registered Land Surveys	\$ 56.00	Each - M.S. 508.82
Torrens Original Decree of Registration	\$ 46.00	M.S. 508.82
First Certificate of Possessory Title	\$ 46.00	M.S. 508.82
Condition of Register (Certified)	\$ 50.00	M.S. 508.82

Torrens Copy Fees:

Certificate of Title copy	\$5.00	\$ 10.00
Condition of Title	\$ 50.00	M.S. 508.82
Certified Copy of Filed Document	\$ 10.00	M.S. 508.82
Non-Certified Copy of Filed Document	\$ 1.00	Per page (County)
Certified Copy of Plat, RLS or Floor Plan	\$ 15.00	M.S. 508.82
Non-Certified Copy of Plat	\$ 10.00	M.S. 508.82
Non-Certified Copy of Floor Plans	\$ 1.00	Per page; \$10.00 minimum charge; Floor Plan (515); Condominium (515A); CIC Plat (515B) M.S. 508.82
Duplicate Copy	\$ 2.00	M.S. 508.82
Well Disclosure Certificate	\$ 50.00	To be paid to Registrar of Titles M.S. 1031.235

Vital Statistics:

Birth Certificate		\$ 26.00	M.S. 144.226
Additional Copy Birth Certificate		\$ 19.00	Requested at same time as first certificate at \$26 (Rules 4601.0400)
Non-Certified Copy of Birth Record		\$ 13.00	M.S. 144.226
Death Certificate		\$ 13.00	M.S. 144.226
Additional Copy Death Certificate		\$ 6.00	Requested at same time as first certificate at \$13.00 (Rules 4601.0400)
Non-Certified Copy of Death Record		\$ 13.00	M.S. 144.226
Statement of No Record Found		\$ 16.00	Birth - M.S. 144.226
Statement of No Record Found		\$ 13.00	Death - M.S. 144.226
Verification - Birth, Death & Marriage		\$ 9.00	If applicant provides date of the event and name of registrant; otherwise \$20 per hour M.S. 144.226 (e)
Fetal death report		\$ 9.00	M.S. 144.226
Marriage License		\$ 115.00	M.S. 517.08
Marriage License - Proof of 12 hours counseling		\$ 40.00	M.S. 517.08
Marriage Certificate		\$ 9.00	Each - M.S. 144.226
Marriage License - 5 day waiver	\$5.00	\$ 50.00	(County)
Marriage License - Consent for Minor Marry	New	\$ 50.00	(County)
Marriage License - Felony Applicants changing name	New	\$ 50.00	(County)
Marriage License -Lost, Destroyed, Amendments		\$ 20.00	(County)
Notary Filing		\$ 20.00	Pursuant to M.S. 357.021
Ordination Filing		\$ 20.00	(County)
Genealogy Search (per hour)		\$ 20.00	Pursuant to M.S. 144.226
OTHER SERVICES:			
LandShark one-time setup fee for subscribers		\$ 50.00	subscribers - (County)
LandShark Monthly Fee		\$ 50.00	subscribers - (County)
LandShark Per Page Fee		\$ 0.25	subscribers - (County)
LandShark one-time hit fee	New	\$ 5.00	non-subscribers - (County)
LandShark one-time hit per page fee		\$ 0.25	non-subscribers - (County)
Beacon Setup Fee		\$ 25.00	subscribers - (County)
Beacon Monthly Fee		\$ 25.00	subscribers - (County)
Beacon one-time hit fee	New	\$ 5.00	non-subscribers - (County)
Credit card fee	New	3.00%	
Email/Fax Fee		\$ 3.00	(County)

**PINE COUNTY PLANNING & ZONING SOLID WASTE
FEE SCHEDULE**

	Old	New	Reason
Building Site Permit			
Dwelling, Mobile Home or Addition to living space		\$125	\$150 3 trips to the site + office review
Deck or Storage Building (120 sq. ft or more)		\$100	\$100 2 trips to site + office review
Deck or Storage Building (120 sq. ft or less)		\$55	\$75 2 trips to site + office review
If Located in Flood Plain		\$50	\$50 Additional Research
Additional Site Visits		\$0	\$50
Individual Sewage Treatment Systems			
Sewage Treatment Systems Permit (Tank & Drainfield)		\$300	\$300
Drainfield Permit		\$150	\$175
Holding Tank Permit		\$100	\$125
Privy Permits		\$75	\$125 Same inspections as holding tank
Septic System Certification		\$150	\$150
Grading & Filling Permit			
		\$75	\$100 2 site trip + office review
Erosion Control Plan Review by SWCD		\$25	\$25
Ordinance Interpretations			
Proposed Project Evaluation		\$100	\$100
Lot Evaluation		\$200	\$200
Late Application Fee			
	Fee x 2	Fee x 2	
Change Order			
		\$30	\$30
If Change Order requires additional trip to site		\$50	\$50
Variance			
		\$300	\$500 Per Diems \$250, Mileage \$125, Publications \$50 + Mailings and staff time
Conditional Use Permit			
		\$300	\$650 Per Diems \$350, Mileage \$175, Publications \$50 + Mailings and staff time
Amendment			
		\$300	\$650 Same as CUP
Property Subdivisions			
Preliminary Plat		\$500	\$650 Same as CUP
Final Plat	\$500 + 10 per lot	\$650+10 per lot	
Certificate of Minor Subdivision		\$150	\$150
FEMA Certification/LOMA Request			
		\$0	\$25
Other Professional Fees			
Environmental Reviews			The developer or project sponsor shall pay all costs of
Environmental Assessment Worksheet (EAW)			preparation and review. (Costs shall include hourly rate of
Environmental Impact Statement (EIS)			staff, planning commission, and all County out-of-pocket expenses)
Waste Hauler's Fee			
		\$25	\$200 Staff Time
B & W Copies			
	\$0.25/Page	\$0.25/Page	
Color GIS Map			
	\$0	\$1.00/Page	

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: September 17, 2013	<div style="border: 1px solid black; border-radius: 50%; width: 100px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">C</div> Consent Agenda <i>(Please Circle)</i> Regular Agenda Estimated Time: <i>(Please Circle)</i> 10 Min. 15 Min. <hr style="width: 50%; margin-left: 0;"/> <small>Time needed</small> 30 Min. 45 Min. 1 hour
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The Central Minnesota Joint Powers Board is updating its Joint Powers Agreement (JPA), of which Pine county is a member.

Marion Larson, Regional EMS coordinator, has provided a summary of the changes and copy of the proposed JPA.

Board Action Requested: (Attach additional pages if needed)

Consider approving the changes.

Supporting Documents: Attached None



Central Minnesota EMS Region

705 Courthouse Square • St. Cloud, MN 56303

Phone: 320.656.6122 • Fax: 320.656.6130

June 27, 2013

Dear County Administrator or Representative,

The Central Minnesota EMS Region's Joint Powers Board has been in the process of updating its Joint Powers Agreement. I have attached a copy of the Joint Powers Agreement in its entirety for your review. The following is a brief summary of the changes to the Agreement:

- Chisago and Isanti Counties withdrew from the region effective January 1, 2013. They have been removed as member counties.
- Article III was amended to remove term limits for representatives being the appointed to the Joint Powers Board.
- Article X contains a new provision as required by Minn. State 16C.50, Subd 5 that allows parties to examine documentation pertaining to the accounting practices and procedures.
- Article XIV is a new article that outlines the process for any new county seeking membership to the Joint Powers Board.
- Article XVI contains a new provision that would allow for the distribution of funds or property only to member counties of the Joint Powers Agreement in the event the Agreement is terminated.
- Article XVII contains an indemnification and hold harmless clause, as suggested by the Minnesota Counties Insurance Trust (MCIT).

Please review the changes made to the Joint Powers Agreement. The Joint Powers Agreement needs to be placed on your Board's Agenda and approved through resolution. Please contact me if you have questions.

Marion Larson
Regional EMS Coordinator
Central Minnesota EMS Region

**CENTRAL MINNESOTA EMERGENCY MEDICAL SERVICES
REGION
JOINT POWERS AGREEMENT**

THIS JOINT POWERS AGREEMENT is made by and between the following governmental units organized and existing under the Constitution and laws of the State of Minnesota. Hereinafter (“parties”):

- County of Benton
- County of Cass
- County of Crow Wing
- County of Kanabec
- County of Mille Lacs
- County of Morrison
- County of Pine
- County of Sherburne
- County of Stearns
- County of Todd
- County of Wadena
- County of Wright

WHEREAS, all parties to this Agreement believe in the strength and the support of Emergency Medical Services, and further believe that the most effective and efficient way to prevent disability and early death for the public is to join together with other organizations to improve access, delivery and effectiveness of the EMS system, promote systematic and cost-effective delivery of services, and identify and address system needs; and

WHEREAS, Minnesota Statutes, Section 471.59 provides that Minnesota counties, by agreement entered into through action of their governing bodies, may establish a joint powers board to exercise any power common to them or any similar powers; and

WHEREAS, Minnesota Statutes, Section 145A.03 and Minnesota Statutes, Section 145A.09 provides that Minnesota counties may assume the powers and duties of community health boards, including the general responsibility for development and maintenance of an integrated system of community health services as prescribed in sections 145A.09 to 145A.13; and

WHEREAS, Minnesota Statutes, Section 145A.02 provides that emergency medical care is included as a program category of community health services; and

WHEREAS, Minnesota Statutes, Section 144E.50 provides that the Emergency Medical Services Regulatory Board shall designate eight regional emergency medical services systems and distribute annually to them, on a contract for services basis, money from the emergency medical services system fund; and

NOW THEREFORE in consideration of the mutual promises and agreements contained herein and subject to the provisions of Minnesota Statutes, Section 471.59, and all other applicable statutes, rules and regulations, the parties hereto agree as follows.

ARTICLE I PURPOSE

The parties enter into this Central Minnesota Emergency Medical Services Region Joint Powers Agreement (hereafter "Agreement") for the purpose of establishing a joint powers board to govern a regional emergency medical services system, which shall be the Central Minnesota Emergency Medical Services Region (hereafter "the Region"), to develop and maintain an integrated system of emergency medical care, and to seek designation as a regional emergency services system by the Emergency Medical Services Regulatory Board, pursuant to Minnesota Statutes, Section 144E.50. Furthermore, the parties enter this agreement for the purpose of accomplishing the tasks as outlined in Minnesota Statutes, Section 144E.5, including, but not limited to:

- Identification of regional activities that address personnel training needs, transportation coordination, public safety agency cooperation, communication, systems maintenance and development, public and health care facilities involvement and system management
- Reimburse eligible emergency medical services personnel for continuing education costs

ARTICLE II NAME

The name of the joint powers board created by this Agreement shall be the ***CENTRAL MINNESOTA EMERGENCY MEDICAL SERVICES REGION BOARD***.

ARTICLE III JOINT POWERS BOARD

There is hereby created the Central Minnesota Emergency Medical Services Region Board (hereinafter Board). The Board shall be a legal entity, separate and distinct from its individual members. Consequently, the Board can sue and be sued in its own name, subject to the protections of Minnesota Statutes, Chapter 466. The Board shall not be deemed an agent or partner of any of its individual members and the members shall not be liable for the actions of the Board.

Membership. The membership of the Board shall consist of one member from each county that is a party to this Agreement. For the Parties signing this Agreement, representatives to the Board shall be selected by the governing body of each respective

Party, and shall be certified to the Board within two weeks after all Parties have ratified this Agreement. Each board member shall be appointed to a two-year term. At the end of their terms, the member may be re-appointed by their respective governing body. Board members shall serve until their successors are appointed and ratified. All representatives selected by such governing bodies shall be elected officials. Each County may designate a deputy to assist its representative to the Board in the proceedings of the Region. The deputy may act in the absence of the member, including the exercise of all voting rights of the member. In the event of a vacancy due to the resignation of a member, it shall be the responsibility of that member's governing body to appoint a member to fill the remainder of that position's term.

Voting. Each member shall have one vote. A quorum shall consist of a majority of the board members or their deputies. A quorum must be present in order for the Board to vote on any matter. A simple majority of the quorum is needed to pass any matter before the Board, except matters concerning the adoption or amending of the bylaws. The Board shall adopt bylaws, which shall govern the operation of the Board and shall initially be adopted by an affirmative vote of a majority of the full membership of the Board. Thereafter, the bylaws may be amended by an affirmative vote of a majority of the full membership of the Board.

ARTICLE IV RESPONSIBILITIES OF THE JOINT POWERS BOARD

The Board shall be empowered and shall be responsible for managing all the affairs of the Central Minnesota Emergency Medical Services Region (hereinafter Region) and doing all things necessary or convenient to further the purposes of the Region, including but not limited to:

- Expending and receiving funds
- Applying for and accepting grants as permitted by Minnesota law
- Entering into contract for the provision or operations of services to EMS providers
- Entering into contracts for leases and other agreements
- Renting, leasing, purchasing and other wise procuring or receiving real or personal property
- Employing personnel either as employees or by contract
- Supervising Region personnel
- Employing consultants such as attorney, auditors, accountant and others
- Adopting and amending annual budgets together with a statement of the sources of funding

The Board shall be empowered and is required to assure compliance with the Minnesota Government Data Practices Act and compliance with other applicable rules and procedures that relate to the use, security, dissemination, retention and destruction of records and maintain confidentiality of information that is not otherwise exempt as provided by law. The Board's Responsible Authority, for purposes of the Agreement

and pursuant to the Minnesota Government Data Practices Act, is the Chair of the Board. The Board's Data Practices Compliance Official, for purposes of the Agreement and pursuant to the Minnesota Government Data Practices Act, shall be that person appointed by the Board from time to time from regional staff.

ARTICLE V BYLAWS AND OPERATING PROCEDURES

The Board shall adopt bylaws, which, in addition to this Agreement, shall provide for the operation and administration of the Region. The Board, at its discretion, may adopt Operating Policies and Procedures to direct and document specific activities of the Region.

The Board shall adopt bylaws, which shall govern the operation of the Board and shall initially be adopted by an affirmative vote of a majority of the full membership of the Board. Thereafter, the bylaws may be amended if a majority of the full membership of the Board vote in favor of the amendments. Such action is only authorized at a duly called and held meeting of the Board for which seven days prior written notice of such meeting is given, setting forth the proposed bylaws' revisions with explanations. In the event there is any conflict between the terms of the bylaws and the Operating Policies and Procedures, the bylaws shall prevail.

ARTICLE VI MEETINGS OF THE JOINT POWERS BOARD

The Board shall hold regular meetings at least quarterly. At the first such regular meeting in each calendar year, the Board shall organize itself for the coming year, elect officers of the Board, set the times and places for holding regular meetings for the Board and transact such other business as may be necessary or appropriate.

Special meetings of the Board may be called by or at the request of the Chair, or in the Chair's absence, the Vice Chair, or any two (2) members of the Board. Notice of special meetings shall be given by the Secretary/Treasurer of the Board in writing by mail at least seven (7) days prior to the date of the meeting. Notice shall specify the date and hour of the meeting, the place of the meeting, and the business to be brought before the meeting.

Attendance of a majority of the members of the Board at a meeting constitutes a quorum for the transaction of business, except as otherwise provided by the bylaws. Every action or decision made by a majority of the Board members present at a meeting duly held at which a quorum is present shall be regarded as an act of the Board.

All meetings of the Board shall be conducted in accordance with the Minnesota Open Meeting Law, Minnesota Statutes, Chapter 13D, and amendments thereto.

The laws relating to official interest in contracts and conflicts of interest shall apply. It shall not constitute a conflict of interest for an employee, director or officer of a provider agency to serve as a member of the Board, provided such employee, director or officer abstain from deliberation, action or vote in specific respect to that agency's services and contracts between the Board and that provider agency.

ARTICLE VII ADVISORY COMMITTEE

There is hereby created an Advisory Committee, which shall be responsible for overseeing the advisory operations of the Region. The Advisory Committee shall include:

- One EMS provider and an alternate selected by each of the member Counties within the Region

Representatives to the Advisory Committee shall serve two-year terms and must be appointed by Resolution of the respective County Board. The representative County Board, as identified in this Article VIII, shall make appointment of the new representatives to the Advisory Committee.

ARTICLE VIII FUNCTIONS AND RESPONSIBILITIES OF THE ADVISORY COMMITTEE

The Advisory Committee shall be responsible for overseeing the everyday operations of the Region, including but not limited to:

- Implementing the goals and duties of the Region
- Implementing and coordinating contracts entered into by the Board
- Implementing the Annual Budget
- Overseeing the disbursement of funds received by the Board
- Complying with the Minnesota Government Data Practices Act and other applicable rules and procedures that relate to the use, security, dissemination, retention and destruction of records
- Maintain confidentiality of information that is not otherwise exempt as provided by law

The Advisory Committee shall provide annual reports to the Board detailing the business affairs and conditions of the Region.

Members of the Advisory Committee shall actively support the mission and goals of the Region. This includes attending and participating in meetings, committees and other work.

ARTICLE IX MEETINGS OF THE ADVISORY COMMITTEE

The Advisory Committee shall meet on an every other month basis, and shall set the time and place for holding such meetings of the Committee. The Committee shall provide for adequate and timely notice of the meeting. The Committee shall elect officers to assist in the efficient management of the Committee. The responsibilities of the officers shall be defined in the bylaws.

Attendance of a majority of the members of the Committee at a meeting constitutes a quorum for the transaction of business, except otherwise provided by the bylaws. Every action or decision made by a majority of the Committee members present at a meeting duly held at which a quorum is present shall be regarded as an act of the Committee. Each member of the Committee members shall have only one vote.

All meetings of the Advisory Committee shall be conducted in accordance with the Minnesota Open Meeting Law, Minnesota Statutes, Chapter 13D, and amendments thereto.

The laws relating to official interest in contracts and conflicts of interest shall apply. It shall not constitute a conflict of interest for an employee, director or officer of a provider agency to serve as a member of the Committee, provided such employee, director or officer abstain from deliberation, action or vote in specific respect to that agency's services and contracts between the Committee and that provider agency.

ARTICLE X INTEGRATED FUND AND FISCAL MANAGEMENT

An integrated fund is hereby established. The fund may consist of federal, state, local or private resources, cash or in-kind. Interest generated by the Integrated Fund shall be accounted for by the fiscal agent, and deposited into the Integrated Fund.

The Board shall seek to maximize federal, state and private grant and reimbursement funds for the benefit of the Integrated Fund. The Integrated Fund shall be under the authority of the Board and shall be administered by the County of Stearns, as fiscal agent for the Board. The Board and participating agencies shall comply with all terms and conditions set forth in federal and state laws, rules and regulations pertaining to generating and expending funds.

Liability for fiscal disallowance, sanction or audit exception account of funds shall be and remain the responsibility of the Board, provided, however, in the event the State of Minnesota shall recover reimbursement for disallowance, sanction or audit exception based on an act, or failure to act, attributable to a Party, such Party shall make reimbursement to the Board upon thirty days written notice.

To the extent required by Minn. Stat. §16C.05, Subd. 5 (as may be amended), the Parties agree that any Party, the State Auditor, the Legislative Auditor or any of their duly authorized representatives, at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the other Parties and involve transactions relating to this Agreement. Such materials shall be maintained and such access and rights shall be in force and effect during the period of the Agreement and for six (6) years after its termination or withdrawal. Yearly audits shall be a cost that is borne by the Board as part of its budget.

ARTICLE XI AMENDMENT OR MODIFICATION OF THE JOINT POWERS AGREEMENT

Amendment or modification of this Joint Powers Agreement shall only be made upon action of the governing bodies of the signatories to this Agreement. Amendment or modification shall be made with the same formalities as were followed in this Agreement and shall include a written document setting forth the modifications and signed by the governing body of each signatory to this Agreement.

ARTICLE XII TERM OF AGREEMENT/TERMINATION

This Agreement shall remain in effect until:

- A. Terminated by the mutual consent of the parties to the Agreement;
- B. Suspended or superseded by a subsequent agreement between the members, or
- C. Terminated by operation of law.

After termination, the Board shall continue to exist for the limited purpose of discharging its debts and liabilities, settling its affairs, and disposing of its property and surplus cash, if any.

ARTICLE XIII WITHDRAWAL

A party to this Agreement may withdraw from this Agreement upon sixty (60) days written notice to the Board. The withdrawal of a Party shall not affect the continuance of the Board. Any member formally withdrawing shall not have any further liability or obligation to the members except as to actions, events or responsibilities arising or occurring before the effective date of withdrawal.

The liability of a member upon withdrawal, if any, shall be determined in accordance with the bylaws and other applicable requirements. The Board at its sole discretion may determine the nature and timing of any distribution of assets to a withdrawing member.

A withdrawing Party will not be eligible to apply for any new EMS services or programs.

ARTICLE XIV Member Parties

A Party agrees to abide by the terms and conditions of the Agreement, including but not limited to, the Joint Powers Agreement, by-laws, policies and procedures adopted by the Board and any requirements of grants.

A new Party member may be added to the Joint Powers Agreement if the new Party is contiguous to the region and if all of the existing Parties County Board of Commissioners' approve of the addition. Both the existing Parties and new party shall adopt a resolution.

A new Party will not be eligible for funding or regional support until all resolutions have been adopted and upon the new Party executing the Agreement.

ARTICLE XV TERMINATION

Any member may petition the Board to terminate this Agreement. Upon 30 days written notice to the clerk of the governing board of each member, the Board shall hold a hearing and upon a majority vote of all members, the Board may by resolution recommend that the Agreement be terminated. The Resolution shall be submitted to the governing body of each member and if ratified by a majority of all of the governing bodies of all members within sixty (60) days, the Board shall terminate the Agreement, allowing a reasonable time to complete work in progress and to dispose of personal property owned by the Board.

ARTICLE XVI DISPOSITION OF PROPERTY

In the event this Agreement is terminated, sufficient reserves shall be retained and maintained consistent with the Board's obligations and known foreseeable risks under this Agreement, bylaws, and applicable laws or regulations. Upon termination, no assets or property shall be disposed of until payment or performance of all obligations arising out of this Agreement are complete.

Surplus property and assets will be distributed in accordance with any grantor agreements or agreements with the State of Minnesota or federal government. Absent any such agreements, the assets and property shall be distributed in proportion to the total contributions by the members and the State of Minnesota over the entire duration of this Agreement, or as the parties may otherwise agree and in accordance with any applicable state law. Any distribution or unused fund or surplus property would go only to Parties who are members on the effective date of the termination of this Agreement.

ARTICLE XVII COVERAGE AND INDEMNIFICATION

The Board shall obtain and maintain liability coverage as a measure of protection for the Board, its officers, and employees in the performance of their duties arising from this Agreement and any bylaws or operating procedures. Liability coverage shall be maintained in accordance with Minnesota Statute Chapter 466.

The Board shall be considered a separate and distinct public entity to which the Parties have transferred all responsibility and control for actions taken pursuant to this Agreement. The Board shall comply with all laws and rules that govern a public entity in the State of Minnesota and shall be entitled to the protections of Minn. Stat. Ch. 466.

The Board shall fully defend, indemnify and hold harmless the Parties against all claims, losses, liability, suits, judgments, costs and expenses by reason of the action or inaction of the Board and/or the agents of the Board. This Agreement to indemnify and hold harmless does not constitute a waiver by any participant of limitations on liability provided under Minn. Stat. §466.04.

To the full extent permitted by law, actions by the Parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the Parties that they shall be deemed a "single governmental unit" for the purpose of liability, as set forth in Minn. Stat. §471.59, subd. 1a(a); provided further that for purposes of that statute, each Party to this Agreement expressly declines responsibility for the acts or omissions of the other Party.

The Parties of this Agreement are not liable for the acts or omissions of the other participants to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other Parties.

Under no circumstances shall a Party be required to pay on behalf of itself or other parties, any amount in excess of the limits of liability established in Minn. Stat. Ch. 466, applicable to any third party claim or action. The statutory limits of liability for some, or all, of the Parties may not be added together or stacked to increase the maximum amount of liability for any third party claim or action.

ARTICLE XVIII SAVINGS CLAUSE

If any section, subdivision or paragraph of this Agreement shall be held invalid or unenforceable for any reason, the invalidity or unenforceability of such section, subdivision or paragraph shall not invalidate or render unenforceable any of the remaining provisions hereof.

ARTICLE XIX EFFECTIVE DATE

This Agreement shall be in full force and effect when all initial members sign this Agreement. All members need not sign the same copy. The signed Agreements, along with a certified copy of the resolution authorizing the Agreement, shall be filed with the Stearns County Administrator. The Stearns County Administrator shall notify all members in writing of its effective date and set a date and place for the Board's first meeting. Prior to the effective date of this Agreement, any signatory may rescind its approval.

ARTICLE XX OTHER AGREEMENTS

This Agreement replaces and supercedes the Central Minnesota Emergency Medical Service Region Memorandum of Understanding.

IN WITNESS WHEREOF, the participating County Board, by resolution have caused this Joint Powers Agreement to be executed by their respective officers.

Date: _____

COUNTY OF _____

(Name)
Chair
_____ County Board of Commissioners

ATTEST:

(Name)
_____ County Auditor-Treasurer Clerk
_____ County Board of Commissioners

Approved as to form and execution:

_____ County Attorney

IN WITNESS WHEREOF, the participating County Board, by resolution have caused this Joint Powers Agreement to be executed by their respective officers.

Date:

COUNTY OF _____

(Name)

Chair

_____ County Board of Commissioners

ATTEST:

(Name)

_____ County Auditor-Treasurer Clerk

_____ County Board of Commissioners

Approved as to form and execution:

County Attorney

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: September 17, 2013	Consent Agenda <i>(Please Circle)</i> <div style="border: 1px solid black; border-radius: 50%; padding: 2px; display: inline-block;"> Regular Agenda </div> Estimated Time: <i>(Please Circle)</i> <i>Similar</i> 10 Min. 15 Min. <small>Time needed</small> 30 Min. 45 Min. 1 hour
Department Requesting Action: <u>Pine County Public Works</u>	<div style="text-align: right;">  </div> Department Head Signature Date <i>9/11/13</i>

Item for Discussion: (one form per item)	
Contract #1306	
SP 058-090-002	Located on or near CSAH 61 from 0.37 miles south of Hurley Avenue to the junction of Johnson Avenue SE and 4 th Street SE
Board Action Requested: (Attach additional pages if needed) Award bid to Dresel Contracting, Inc.	
Supporting Documents: Attached None	
<hr/>	



PCPW
Project Bid Abstract

Bike Path located near CSAH 61 0.37 miles South of Hurley Ave SE to the junction of Johnson Ave SE and 4th Street SE
 Project Name: Ave SE to the junction of Johnson Ave SE and 4th Street SE Contract No.: 1306

Client: Pine County Highway Project No.: SP 058-090-002
 Bid Opening: 08/26/2013 9:45 AM Owner: Pine County Highway

Item No.	Item	Units	Quantity	Engineers Estimate		Dresel Contracting, Inc.		Knife River Corporation	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	2021.501 MOBILIZATION	LUMP SUM	0.89	\$40,000.00	\$35,600.00	\$88,500.00	\$78,765.00	\$150,000.00	\$133,500.00
2	2021.501 MOBILIZATION	LUMP SUM	0.11	\$40,000.00	\$4,400.00	\$88,500.00	\$9,735.00	\$150,000.00	\$16,500.00
3	2101.501 CLEARING	ACRE	1.69	\$7,450.00	\$12,590.50	\$3,750.00	\$6,337.50	\$3,500.00	\$5,915.00
4	2101.502 CLEARING	TREE	14	\$260.00	\$3,640.00	\$225.00	\$3,150.00	\$200.00	\$2,800.00
5	2101.506 GRUBBING	ACRE	1.69	\$3,835.00	\$6,481.15	\$4,000.00	\$6,760.00	\$3,500.00	\$5,915.00
6	2101.507 GRUBBING	TREE	14	\$100.00	\$1,400.00	\$200.00	\$2,800.00	\$100.00	\$1,400.00
8	2104.501 REMOVE PIPE CULVERTS	LIN FT	234	\$9.85	\$2,304.90	\$25.00	\$5,850.00	\$25.00	\$5,850.00
7	2104.501 REMOVE PIPE SEWERS	LIN FT	65	\$31.75	\$2,063.75	\$30.00	\$1,950.00	\$30.00	\$1,950.00
9	2104.501 REMOVE CURB AND GUTTER	LIN FT	1826	\$3.50	\$6,391.00	\$5.00	\$9,130.00	\$5.00	\$9,130.00
10	2104.501 REMOVE WOOD RETAINING WALL	LIN FT	57	\$100.00	\$5,700.00	\$14.00	\$798.00	\$14.00	\$798.00
11	2104.503 REMOVE CONCRETE WALK	SQ FT	9844	\$0.65	\$6,398.60	\$1.25	\$12,305.00	\$1.25	\$12,305.00
12	2104.505 REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	27	\$5.40	\$145.80	\$8.00	\$216.00	\$8.00	\$216.00
13	2104.505 REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	369	\$3.50	\$1,291.50	\$10.00	\$3,690.00	\$10.00	\$3,690.00
14	2104.505 REMOVE BITUMINOUS PAVEMENT	SQ YD	991	\$3.00	\$2,973.00	\$12.00	\$11,892.00	\$12.00	\$11,892.00
15	2104.509 REMOVE PIPE APRON	EACH	2	\$300.00	\$600.00	\$500.00	\$1,000.00	\$500.00	\$1,000.00
17	2104.509 REMOVE MANHOLE	EACH	4	\$280.00	\$1,120.00	\$500.00	\$2,000.00	\$500.00	\$2,000.00
16	2104.509 REMOVE MAIL BOX SUPPORT	EACH	3	\$250.00	\$750.00	\$85.00	\$255.00	\$50.00	\$150.00
18	2104.511 SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	16	\$4.25	\$68.00	\$20.00	\$320.00	\$7.00	\$112.00
19	2104.513 SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	2345	\$1.95	\$4,572.75	\$4.00	\$9,380.00	\$1.89	\$4,432.05
20	2105.501 COMMON EXCAVATION (P)	CU YD	3443	\$10.00	\$34,430.00	\$18.00	\$61,974.00	\$18.00	\$61,974.00
21	2105.505 MUCK EXCAVATION	CU YD	953	\$14.00	\$13,342.00	\$18.00	\$17,154.00	\$18.00	\$17,154.00
22	2105.522 SELECT GRANULAR BORROW (CV)	CU YD	3540	\$10.00	\$35,400.00	\$18.00	\$63,720.00	\$18.00	\$63,720.00
23	2105.522 SELECT GRANULAR BORROW MOD 7% (CV)	CU YD	850	\$12.00	\$10,200.00	\$20.00	\$17,000.00	\$20.00	\$17,000.00
24	2123.509 DOZER	HOOR	10	\$180.50	\$1,805.00	\$145.00	\$1,450.00	\$145.00	\$1,450.00
25	2123.510 10 CU YD TRUCK	HOOR	10	\$120.00	\$1,200.00	\$100.00	\$1,000.00	\$100.00	\$1,000.00

SP 058-090-002 - Project Bid Abstract

Item No	Item	Units	Quantity	Engineers Estimate		Dresel Contracting, Inc.		Knife River Corporation		
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
26	2123.610	TRACTOR MOUNTED BACKHOE	HOOR	10	\$144.00	\$1,440.00	\$145.00	\$1,450.00	\$145.00	\$1,450.00
27	2211.503	AGGREGATE BASE (CV) CLASS 5 (P)	CU YD	1140	\$26.90	\$30,666.00	\$62.00	\$70,680.00	\$78.00	\$88,920.00
28	2360.501	TYPE SP 12.5 WEARING COURSE MIXTURE (2,B)	TON	1113	\$92.00	\$102,396.00	\$100.00	\$111,300.00	\$115.00	\$127,995.00
29	2411.601	DRAINAGE SYSTEM	LUMP SUM	1	\$5,200.00	\$5,200.00	\$5,000.00	\$5,000.00	\$2,500.00	\$2,500.00
30	2411.604	CONC BLOCK RETAINING WALL	SQ YD	243	\$475.00	\$115,425.00	\$325.00	\$78,975.00	\$375.00	\$91,125.00
31	2451.501	STRUCTURE EXCAVATION CLASS E	CU YD	980	\$10.00	\$9,800.00	\$12.00	\$11,760.00	\$12.00	\$11,760.00
32	2501.511	15" CP PIPE CULVERT	LIN FT	165	\$40.00	\$6,600.00	\$35.00	\$5,775.00	\$35.00	\$5,775.00
33	2501.511	18" CP PIPE CULVERT	LIN FT	131	\$45.00	\$5,895.00	\$45.00	\$5,895.00	\$45.00	\$5,895.00
34	2501.511	24" CP PIPE CULVERT	LIN FT	51	\$60.00	\$3,060.00	\$85.00	\$4,335.00	\$85.00	\$4,335.00
35	2501.511	18" CS PIPE CULVERT	LIN FT	3	\$60.00	\$180.00	\$200.00	\$600.00	\$200.00	\$600.00
36	2501.511	24" CS PIPE CULVERT	LIN FT	34	\$60.00	\$2,040.00	\$95.00	\$3,230.00	\$95.00	\$3,230.00
38	2501.515	12" CAS PIPE APRON	EACH	2	\$400.00	\$800.00	\$400.00	\$800.00	\$400.00	\$800.00
39	2501.515	15" CAS PIPE APRON	EACH	6	\$400.00	\$2,400.00	\$500.00	\$3,000.00	\$500.00	\$3,000.00
40	2501.515	18" CAS PIPE APRON	EACH	5	\$400.00	\$2,000.00	\$625.00	\$3,125.00	\$625.00	\$3,125.00
41	2501.515	24" CAS PIPE APRON	EACH	3	\$435.00	\$1,305.00	\$900.00	\$2,700.00	\$900.00	\$2,700.00
42	2501.515	15" RC PIPE APRON	EACH	1	\$1,000.00	\$1,000.00	\$900.00	\$900.00	\$900.00	\$900.00
43	2501.515	18" RC PIPE APRON	EACH	2	\$1,000.00	\$2,000.00	\$950.00	\$1,900.00	\$950.00	\$1,900.00
37	2501.561	18" RC PIPE CULVERT DESIGN 3006 CLASS III	LIN FT	67	\$60.00	\$4,020.00	\$125.00	\$8,375.00	\$125.00	\$8,375.00
44	2503.511	12" CP PIPE SEWER	LIN FT	71	\$40.00	\$2,840.00	\$50.00	\$3,550.00	\$50.00	\$3,550.00
45	2503.541	12" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	18	\$70.00	\$1,260.00	\$65.00	\$1,170.00	\$65.00	\$1,170.00
73	2503.541	15" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	58	\$72.50	\$4,205.00	\$80.00	\$4,640.00	\$80.00	\$4,640.00
46	2503.541	18" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	10	\$75.00	\$750.00	\$200.00	\$2,000.00	\$200.00	\$2,000.00
47	2503.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	6	\$600.00	\$3,600.00	\$500.00	\$3,000.00	\$500.00	\$3,000.00
48	2504.602	ADJUST VALVE BOX	EACH	3	\$225.00	\$675.00	\$250.00	\$750.00	\$250.00	\$750.00
49	2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN G OR H	EACH	7	\$2,000.00	\$14,000.00	\$2,500.00	\$17,500.00	\$2,500.00	\$17,500.00
50	2506.602	ADJUST FRAME & RING CASTING	EACH	12	\$300.00	\$3,600.00	\$300.00	\$3,600.00	\$300.00	\$3,600.00
51	2511.501	RANDOM RIPRAP CLASS II	CU YD	83	\$65.00	\$5,395.00	\$100.00	\$8,300.00	\$100.00	\$8,300.00
52	2521.501	5" CONCRETE WALK	SQ FT	13344	\$8.00	\$106,752.00	\$5.00	\$66,720.00	\$4.70	\$62,716.80
53	2521.501	6" CONCRETE WALK	SQ FT	774	\$9.00	\$6,966.00	\$7.00	\$5,418.00	\$6.10	\$4,721.40
54	2531.501	CONCRETE CURB & GUTTER DESIGN B624	LIN FT	2041	\$20.15	\$41,126.15	\$14.00	\$28,574.00	\$14.00	\$28,574.00
55	2531.507	7" CONCRETE DRIVEWAY PAVEMENT	SQ YD	503	\$65.00	\$32,695.00	\$53.00	\$26,659.00	\$60.00	\$30,180.00
56	2531.618	TRUNCATED DOMES	SQ FT	103	\$38.15	\$3,929.45	\$40.00	\$4,120.00	\$38.00	\$3,914.00
57	2540.602	MAIL BOX SUPPORT	EACH	3	\$250.00	\$750.00	\$150.00	\$450.00	\$145.00	\$435.00
58	2557.501	WIRE FENCE DESIGN SPECIAL VINYL COATED	LIN FT	355	\$35.00	\$12,425.00	\$40.00	\$14,200.00	\$63.80	\$22,649.00
59	2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$30,000.00	\$30,000.00

SP 058-090-002 - Project Bid Abstract

Project: SP 058-090-002 - Bike Path located near CSAH 61 0.37 miles South of Hurley Ave SE to the junction of Johnson Ave SE and 4th Street SE				Engineers Estimate		Dresel Contracting, Inc.		Knife River Corporation		
Item No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
60	2564.515	SIGN SUPPORT	EACH	13	\$80.70	\$1,049.10	\$75.00	\$975.00	\$65.00	\$845.00
61	2564.531	SIGN PANELS TYPE C	SQ FT	46	\$20.10	\$924.60	\$40.00	\$1,840.00	\$36.00	\$1,656.00
62	2564.602	RELOCATE SIGN	EACH	12	\$152.00	\$1,824.00	\$165.00	\$1,980.00	\$150.00	\$1,800.00
63	2573.502	SILT FENCE, TYPE HEAVY DUTY	LIN FT	1889	\$3.60	\$7,178.20	\$1.75	\$3,305.75	\$2.75	\$5,194.75
64	2573.530	STORM DRAIN INLET PROTECTION	EACH	30	\$155.50	\$4,665.00	\$125.00	\$3,750.00	\$150.00	\$4,500.00
65	2573.540	FILTER LOG, TYPE STRAW BIOROLL	LIN FT	204	\$6.00	\$1,224.00	\$2.60	\$530.40	\$6.50	\$1,326.00
67	2573.602	TEMPORARY SEDIMENT TRAP	EACH	2	\$1,200.00	\$2,400.00	\$1,250.00	\$2,500.00	\$1,250.00	\$2,500.00
66	2573.602	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EACH	2	\$800.00	\$1,600.00	\$500.00	\$1,000.00	\$500.00	\$1,000.00
68	2575.501	SEEDING	ACRE	1.95	\$111.00	\$216.45	\$400.00	\$780.00	\$695.00	\$1,355.25
69	2575.502	SEED MIXTURE 250	pound	136	\$3.45	\$469.20	\$3.00	\$408.00	\$3.50	\$476.00
70	2575.505	SODDING TYPE LAWN	SQ YD	1764	\$8.00	\$14,112.00	\$3.25	\$5,733.00	\$5.25	\$9,261.00
71	2575.523	EROSION CONTROL BLANKETS CATEGORY 3	SQ YD	9437	\$1.50	\$14,155.50	\$1.10	\$10,380.70	\$1.95	\$18,402.15
72	2575.532	COMMERICAL FERTILIZER ANALYSIS 22-5-10	POUND	811	\$1.12	\$908.32	\$0.65	\$527.15	\$0.75	\$608.25
Totals for Project SP 058-090-002						\$790,789.92		\$880,792.50		\$1,022,862.65
% of Estimate for Project SP 058-090-002								11.38%		29.35%

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

Certified By: Mark A. LeB License No. 40478
 Date: 8/26/13



PINE COUNTY

County Administrator
David J. Minke

Administrator's Office

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

Commissioners

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

To: Pine County Commissioners
From: David J. Minke, County Administrator
Date: September 17, 2013
Subject: August 2013 Financial Report

Overall, at the end of August, the year is 67% complete.

Attached are three graphs that have a little more information than usual. All the information is shown in percentages of the budget. All revenue is shown in green, expenditures are shown as red or blue.

Chart 1 shows the expenditures and revenue by major fund and all funds combined.

Overall, total county spending is at 67%, which is right where is to be expected with 67% of the year complete. The four major funds—General, Health and Human Services, Road and Bridge, and Land are also about where expected. The General Fund is at 68% and the other funds are below.

Charts 2 and 3 show the General Fund expenditures and revenue in the major (over \$100,000) departments. Chart 2 is the non-public safety and Chart 3 is the public safety departments. The charts include:

- A. The total department (shown in red),
 - i. Expenditures by category:
 - Personnel (wages, OT, health insurance),
 - Services (travel, training, utilities, contracted services),
 - Supplies (books, uniforms, gasoline)
 - Capital (shown in blue)
- B. Revenue (shown in green).

Because some of the budget categories are relatively small in dollar amounts, the graphs can “over state” small dollar amounts. For example, the revenue in the administrator’s department is almost 140% over budget. The actual dollar amount of that item is \$383 over budget.

Chart 2 (non-public safety departments):

I think it is easiest to start with each department which is shown in red. The first one is Commissioners. Overall, the department is 57% spent. Personnel is 62% spent, which is expected as there is a vacancy. Services are significantly under spent. Most of the savings is in advertising—publishing a summary of the minutes is saving money—and mileage.

The Auditor's office is 101% on supplies. The bulk of this expense, \$4,150 total is from publishing the county's financial statement.

In IT services and capital, expenditures are at 73% and 84% respectively as most of those expenses are computer purchase which occur early in the year.

The capital in the administrator's budget is at 107%—this amount is a \$534 expenditure in a \$500 budget. The expense was to purchase the conference table for the Administrator's Conference Room.

The capital expense in the Recorder's Office (94%) is due to the double Pictometry payment this year.

Government Buildings is right at 67%. The large expenditure in capital is primarily for snow removal. This budget includes the courthouse and Sandstone facilities. Total expenditure in capital is \$28,587.

Chart 3 (public safety departments):

Attorney's office looks fine.

Overall, the sheriff's office is at 62% spent. Services are at 72%, due to liability insurance, which has been paid for the year. Capital is at 106%—about \$7,000 over budget.

The jail budget is fine on the expenditure side. Revenue is behind budget--\$137,000 out of \$500,000 budgeted. This revenue has a 30-60 day lag, so the actual is slightly better than represented, but it is unlikely we will hit the \$500,000 budget amount.

Revenue in Probation is strong at 78% or \$214,000 of a \$273,000 budget.

At the First Quarter Financial Update the risks identified at the Truth-in-Taxation meeting were prioritized. Below is the priority with some explanation:

1. Shortfall in fee revenue

The county is generally on track to meet its fee revenue budget, with the exception of the jail. The jail shortfall can be covered using unbudgeted program aid. Also, PILT payments are about \$100,000 above budget.

2. Unexpected/unbudgeted expenses

Thus far, there have been no events which are a cause for concern.

3. Ability of departments to stay within budget

At this point, the only General Fund department likely to exceed budget is Government Buildings based primarily on the snow removal costs. Overall, this overage will not have a material impact on the general fund.

4. Unsustainable budget methodology
This risk is being addressed in the 2014 budget. The county will receive increased County Program Aid, increased PILT payments, and the board has approved a preliminary levy increase of three percent.
5. Federal funding cuts (HHS may be exception with unknown impact of sequestration)
The sequestration cuts have not had a significant impact. However, the HHS budget is operating at a deficit and new demands from the Affordable Care Act and MNCHOICES will continue to put pressure on the HHS budget.
6. County Program Aid cuts
Unlikely for 2014.

cc: Cathy Clemmer

Chart 1

August 31, 2013 Financial Update
Expenditures & Revenues as a Percent by Major Fund & All Funds Total

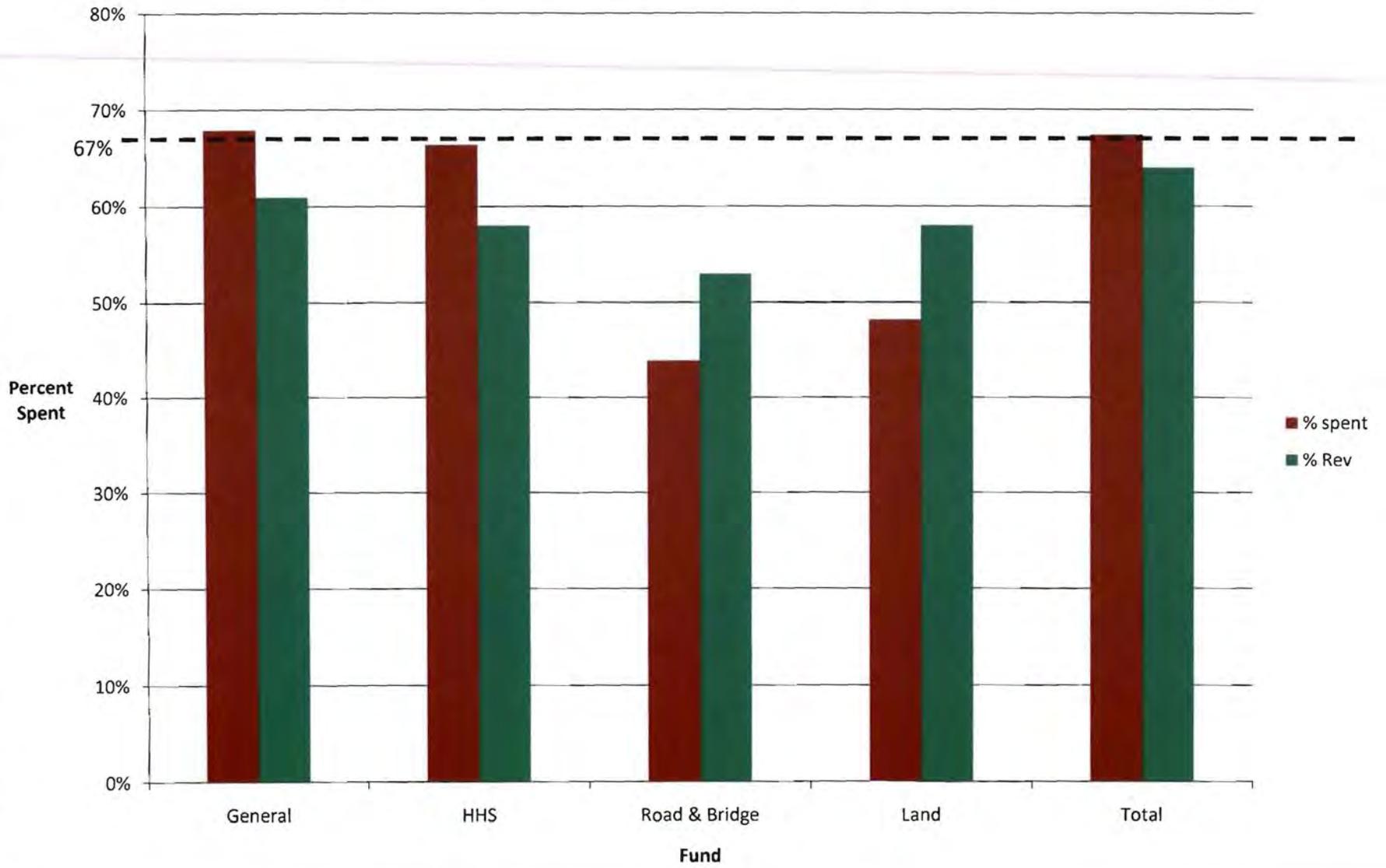


Chart 2
General Fund Expenditures & Revenue as Percent, Select Departments

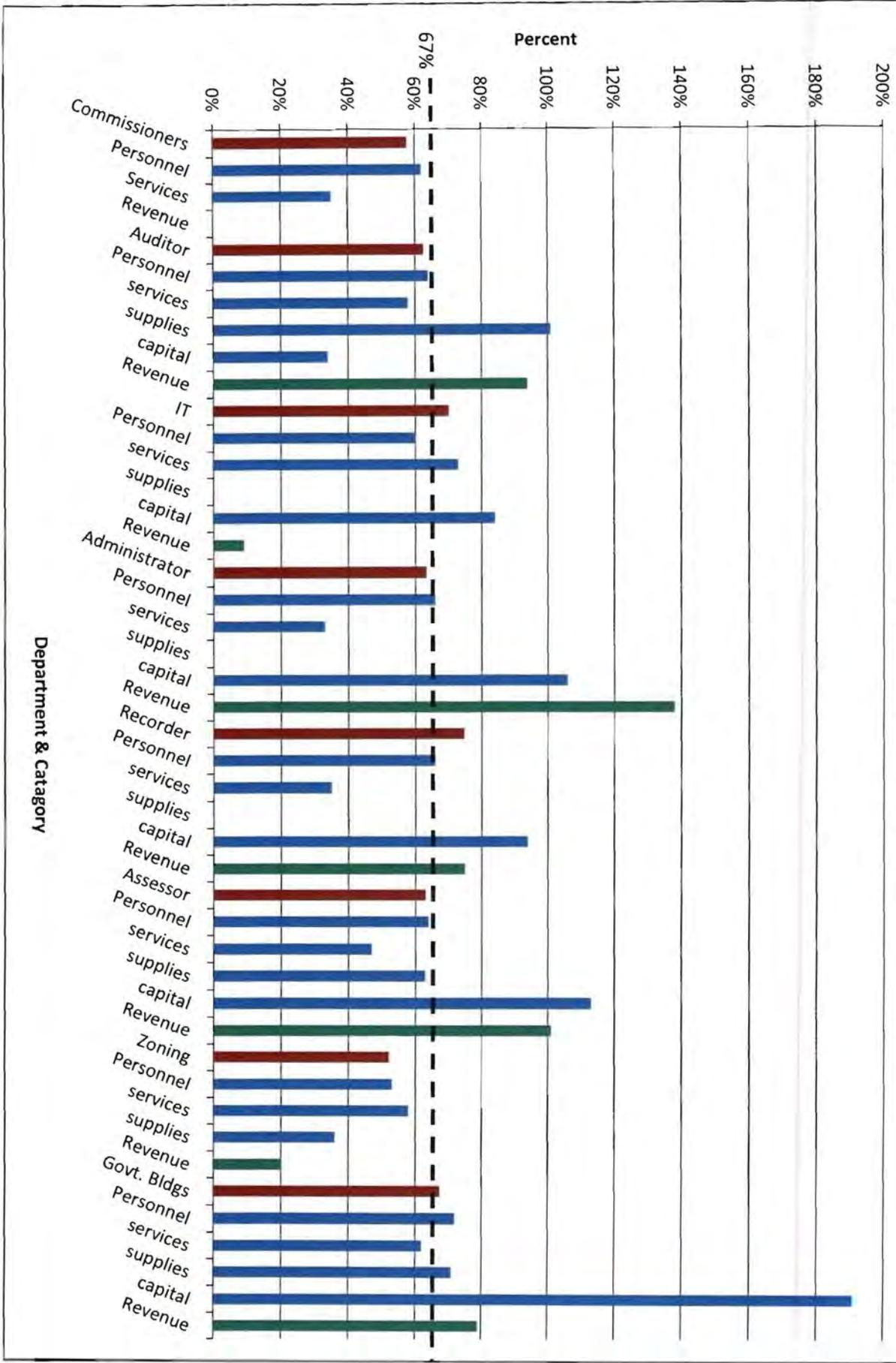


Chart 3

General Fund Expenditures & Revenue as Percent, Public Safety Departments

