

**AGENDA**  
***PINE COUNTY BOARD MEETING***

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

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

- A) Call meeting to order
- B) Pledge of Allegiance
- C) Public Forum. Members of the public are invited to speak on items not on the agenda. Each speaker should state his/her name and limit comments to three (3) minutes.
- D) Approve Agenda
- E) Approve Minutes of April 2, 2013 board meeting and Summary for publication.  
Approve Minutes of April 9, 2013 Special Meeting Committee of the Whole.
- F) Minutes of Boards, Committees and Correspondence
  - Arrowhead Counties Association Meeting Minutes – February 20, 2013
  - Pine County Soil & Water Conservation District Board Meeting Minutes – March 14, 2013
  - GPS 45:93 Board of Directors – 2013-2014 Ballot
  - Pine County Methamphetamine Task Force Minutes – April 8, 2013
- G) Approve Consent Agenda

## CONSENT AGENDA

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

### **1. Review March, 2013 Cash Balance (attached)**

<b>Fund</b>	<b>March 1, 2012</b>	<b>March 1, 2013</b>	<b>Increase(Decrease)</b>
General Fund	-\$592,027.30	-\$255,796.64	(\$336,230.66)
Health and Human Services Fund	\$1,717,665.97	\$1,249,302.88	(\$468,363.09)
Road and Bridge Fund	\$7,489,547.41	\$5,765,822.56	(\$1,723,724.85)
Land Management Fund	1,055,066.79	\$1,533,649.83	\$478,583.04
TOTAL (inc non-major funds)	\$10,938,034.59	\$8,570,379.07	(\$2,367,655.52)

### **2. Applications for Abatement:**

- a. Danielle Derungs, 76404 Long Lake Road, Willow River, PID 17.0294.000, pay 2013
- b. Charles Hecht, 14079 Cross Park Road, Brook Park, PID 18.0036.002, pay 2012 and 2013.

### **3. Application for Exempt Permit**

Consider Application for Exempt Permit for Immaculate Conception Church to conduct Minnesota lawful gambling on April 26, 2013 at Wings North Hunting Club, 19379 Homestead Road, Pine City (Pokegama Township).

### **4. Application for Premises Permit**

Consider Application for Premises Permit for the Pokegama Lake Association to conduct Minnesota lawful gambling at Beach Rocks, 10762 Lakeview Shore Drive, Pine City (Pokegama Township).

### **5. Temporary Liquor License**

Consider 3.2 Temporary Liquor License for Sandstone Bulls and Barrels and two (2) for Finlayson-Giese Sportsman Club. Subject to approval of the Pine County Sheriff, Pine County Attorney and the township board of each applicant.

### **6. Transfer of Corrections Officers**

- A. Consider promotion of part-time Corrections Officer Sarah Carlson to full-time Corrections Officer, effective April 21, 2013. Classification to remain as B23 and wage to remain as \$16.04.
- B. Consider promotion of part-time Corrections Officer Duane Begay to full-time Corrections Officer, effective April 21, 2013. Classification to remain as B23 and wage to remain as \$16.04.

## **7. Training**

Consider attendance for Human Resources & Payroll Specialist Matt Christenson, Managing the Human Resource Conference, May 29-30, 2013, St. Cloud Holiday Inn, St. Cloud. Registration \$80 (includes materials and lunch for both days); hotel cost \$95.46 (1 night).

## **REGULAR AGENDA**

### **1. Recognition of Retirement**

- A. Recognition of Public Health Nurse Dixie Koch's retirement and over 9 years of service to Pine County.
- B. Recognition of Highway Maintenance Worker Greg Museus' retirement and over 19 years of service to Pine County.

### **2. Personnel Committee**

The Personnel Committee met April 9, 2013 and made the following recommendations (Minutes attached):

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

Other items are for information only.

### **3. Facilities Committee**

Pine County Facilities Committee met April 3, 2013 (Minutes Attached).  
Items are for information only.

A Facilities Committee Special Meeting is scheduled for April 16, 2013 at 9:00 a.m. to discuss the Pine Government Center tuck pointing project. A recommendation will be presented at the board meeting.

**4. Health and Human Services Director**

Approve revised job description for Health and Human Services Director and authorize the filling of position.

**5. Congressman Nolan**

Rick Olseen from Congressman Nolan's staff.

**6. Terry Lind**

Terry Lind will be present to provide information on the Braham Community Center

**7. Flood Damage Reduction Grant Assistance Program Application**

Approve Resolution 2013-13 appointing County Administrator David Minke as the authorized official to act on behalf of Pine County to execute all grant agreements necessary to implement the Flood Damage Reduction project.

**8. Flood Hazard Mitigation Grant Agreement, Pine County, Acquisition of Flood-Damaged Property**

Approve Flood Hazard Mitigation Grant Agreement and authorize Board Chair and County Administrator to sign.

**9. Timber Auction**

Approve the 2013 Pine County Timber Auction to be set for May 16, 2013 at 10:00 a.m. at the Pine County Human Services/Highway Department Building, 1610 Hwy. 23N, Sandstone, Minnesota.

**10. Change in Accrual Period**

Authorize Board Chair and County Administrator to sign Resolution 2013-14 to set end-of-year accrual period at 60 days rather than 90 days, effective with fiscal year ending December 31, 2013.

**11. Commissioner Updates**

**12. Other**

**13. Upcoming Meetings**

- a. **Special Meeting, Facilities Committee, April 16, 2013, 9:00 a.m.,**  
Commissioners' Conference Room, Pine County Courthouse, Pine City, Minnesota.
- b. **Pine County Board Meeting, Tuesday, April 16, 2013 10:00 a.m.,** Boardroom, Pine County Courthouse, Pine City, Minnesota.
- c. **Pine County Health and Human Services Meetings, Tuesday, April 16, 2013, to commence after Pine County Board Meeting,** Boardroom, Pine County Courthouse, Pine City, Minnesota.

- d. **Technology Committee Meeting, Tuesday, April 16, 2013, 1:00 p.m.,**  
Commissioner Conference Room, Pine County Courthouse, Pine City, Minnesota.
- e. **Arrowhead Counties Association, Wednesday, April 17, 2013, 6:00 p.m.,**  
Hampton Inn Conference Room, 310 Canal Park Drive, Duluth, Minnesota.
  
- f. **U of M Extension Service Economic Futures Workshop, Tuesday, April 22, 2013, 1:00 p.m.,** Jury Assembly Room, Pine County Courthouse, Pine City, Minnesota.
- g. **NLX meeting, Wednesday, April 24, 2013, 9:30 a.m.** Boardroom, Pine County Courthouse, Pine City, Minnesota.
- h. **City/County Economic Development Meeting, April 30, 2013, 3:00 p.m.,** Jury Assembly Room, Pine County Courthouse, Pine City, Minnesota.
- i. **Facilities Committee Meeting, Wednesday, May 1, 2013, 9:00 a.m.,**  
Commissioner Conference Room, Pine County Courthouse, Pine City, Minnesota.
- j. **Pine County Board Meeting, Tuesday, May 7, 2013, 1:00 p.m.,** Public Health Building, Sandstone, Minnesota.
- k. **Personnel Committee Meeting, Tuesday, May 14, 2013, 9:00 a.m.,**  
Commissioner Conference Room, Pine City, Minnesota.
- l. **Technology Committee Meeting, Tuesday, May 21, 2013, 8:30 a.m.,**  
Commissioner Conference Room, Pine County Courthouse, Pine City, Minnesota.
- m. **Pine County Board Meeting, Tuesday, May 21, 2013 10:00 a.m.,** Boardroom, Pine County Courthouse, Pine City, Minnesota.
- n. **Pine County Health and Human Services Meetings, Tuesday, May 21, 2013, to commence after Pine County Board Meeting,** Boardroom, Pine County Courthouse, Pine City, Minnesota.
- o. **NLX meeting, Wednesday, May 22, 2013, 9:30 a.m.** Boardroom, Pine County Courthouse, Pine City, Minnesota.

#### **14. Adjourn**

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

**Tuesday, April 2, 2013, 10:00 a.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, Curt Rossow and Doug Carlson. Also present were County Attorney John Carlson and County Administrator David Minke.

The Pledge of Allegiance was said.

Chair Hallan called for public comment. Doug Eklund commented on the building of a new town hall, and road maintenance, in Royalton Township. The following were present and stated their opposition to the Northern Lights Express: Dave Ostenson, Al Wolter, David Koland, and Christine Jackson.

Chair Hallan requested the following revisions to the Regular Agenda:

Addition 1A: \$150,000 budget adjustment

Addition 5A: Cooperative Agreement for Reflective Edge Striping with St. Louis County

Addition to Upcoming Meetings:

NLX Public Hearing, April 4, 2013, 6:00 – 8:00 p.m., Cambridge-Isanti Armory, Cambridge, Minnesota

Committee of the Whole, Tuesday, April 9, 2013, 10:00 a.m., Pine County Historical Society, 6333 HC Andersen Alle, Askov, Minnesota

Economic Futures Workshop, Tuesday, April 22, 2013, 1:00 p.m., Jury Assembly Room, Pine County Courthouse, Pine City, Minnesota

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

Commissioner Chaffee moved to approve the Minutes of the March 19, 2013 board meeting and Summary for publication. Second by Commissioner Pangerl. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence  
Pine County Land Surveyor Monthly Report – March 2013

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

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

### **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. March 2013 Disbursements**

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

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

Approve Resolution 2013-11 for Repurchase of Tax Forfeited Land on a 10-year contract, Rodney Zak, parcel number 25.5004.000 and authorize Board Chair and County Auditor to sign.

**3. Consumption and Display Permits**

Approve Renewal of Consumption & Display Permits for Ray and Marge's Resort.

**4. Liquor License**

Approve:

A. Temporary 3.2 liquor license for Jack Pine Riders

B. Two (2) temporary liquor licenses for Rock Creek Lions Club (Heidelberger Rodeo & Heidelberger Rodeo – bull ride).

All are subject to approval by County Board, the corresponding township, Pine County sheriff and Pine County attorney.

**5. Human Resources and Payroll Specialist**

Approve the change of start date from April 4, 2013 to April 3, 2013, for Matt Christenson, Human Resources and Payroll Specialist.

### **REGULAR AGENDA**

**1. Budget Adjustment – Sheriff's Department**

County Auditor-Treasurer Cathy Clemmer reported, and discussion was held, regarding the 2012 Sheriff's Office final adjustment to the budget, indicating no impact to the bottom line of the budget.

**Motion** by Commissioner Chaffee to accept the final 2012 budget adjustments for the Pine County Sheriff's Office as follows:

<b>Account</b>	<b>Active Budget Amount</b>	<b>Budget Adjustment</b>	<b>Final Budget</b>	
01-201-5860	\$85,000.00	\$48,828.00	\$148,665.00	Car Repair
01-201-6312	-	48,828.00	48,828.00	Car Repair
01-201-5860	85,000.00	8,037.00	148,665.00	Casino
01-201-6107	60,000.00	8,037.00	77,666.00	Casino
01-201-5403	-	2,829.00	2,829.00	FEMA
01-201-6107	60,000.00	2,829.00	77,666.00	FEMA
01-201-5860	85,000.00	6,800.00	148,665.00	Task Force Overtime
01-201-6107	60,000.00	6,800.00	77,666.00	Task Force Overtime
01-201-5242	-	10,600.00	10,600.00	Training Reimb
01-201-6241	20,000.00	10,600.00	30,600.00	Training Reimb

Second by Commissioner Rossow. Motion carried 5-0.

**1A. Budget Adjustment**

County Auditor-Treasurer Cathy Clemmer explained at the time the County Board approved the transfer of \$150,000 from the general fund to the building fund (38-801-5990), Clemmer had not requested a budget adjustment.

**Motion** by Commissioner Chaffee to authorize the \$150,000 budget adjustment from the general fund (01-801-6905) to the building fund (38-801-5990). Second by Commissioner Pangerl. Motion carried 5-0.

**2. TAX/CAMA Systems**

County Assessor Kelly Schroeder and County Auditor-Treasurer Cathy Clemmer stated that Pine County's ACS tax software will no longer be supported as of 2016 and the need to upgrade; 36 other counties within Minnesota are facing the same situation. Discussion was held regarding the vendor (ACS/Xerox) and the life of ACS program, with Clemmer stating the new software will be more powerful. Schroeder stated that if the new software does not meet the County's requirements, a refund will be issued. The County's buy-in investment will be approximately \$338,000, however

the maintenance and support will ultimately be less expensive to the county. MCCC had set a March 1, 2013 deadline for the signing of the contract, however has agreed to extend the deadline and waive any late fees.

**Motion** by Commissioner Carlson to approve the Ratification Statement for the following contracts: Software Services and License Agreement, Tax Maintenance and Support Agreement, CAMA Maintenance and Support Agreement between Pine County, MCCC, and Xerox for providing the Tax and CAMA programs through December 31, 2020 and authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 5-0.

### **3. 2013 Ditch Report**

A. *Ditch Report*: County Engineer Mark LeBrun presented the 2013 Ditch Report. LeBrun indicated that a comprehensive report will be completed every 5 years, with a summary provided in the intervening years. The County currently has six ditches, at least one in every district except District 4. Discussion was held regarding assessments of ditches and the costs associated; the condition of the ditches; DNR involvement; beaver activity and costs associated with removal of dams.

B. *Drainage Inspector*: LeBrun stated that the Board is the drainage authority and that a drainage inspector should be appointed for a specific time period and compensation set. LeBrun recommended a 4-year appointment and compensation of \$0.00.

C. *Ditch System Policy*: LeBrun stated the current Ditch System Policy is over 10 years old and should be updated. Chair Hallan suggested this be referred to the Transportation Committee for recommendation.

**Motion** by Commissioner Pangerl to accept the 2013 Ditch Report. Second by Commissioner Rossow. Motion carried 5-0.

**Motion** by Commissioner Carlson to appoint County Engineer Mark LeBrun as drainage inspector to coincide with LeBrun's appointment as county engineer (through May 31, 2016), with no additional compensation. Second by Commissioner Chaffee. Motion carried 5-0.

### **4. Final Payment – Midwest Contracting, LLC**

County Engineer Mark LeBrun reported to the board, and discussion was held, regarding the completion of Contract #1103 SAP 58-617-16; located on CSAH 17, between CR 140 and 1.7 miles north of CR 140. LeBrun stated this contract was approximately 1% over due to additional muck excavation and the need for additional sand.

**Motion** by Commissioner Rossow for final payment to Midwest Contracting, LLC in the amount of \$45,497.59 and authorize County

Administrator to sign Certificate of Final Acceptance, County Board Acknowledgment. Second by Commissioner Chaffee. Motion carried 5-0.

**5. Resolution in Support of Increased Transportation Funding**

County Engineer Mark LeBrun presented a Resolution encouraging the state legislature to pass a bill that brings adequate funding to Minnesota's transportation system. Discussion was held regarding if, and how, a wheelage, gas or sales tax would be most beneficial to Pine County, and how each tax was assessed.

**Motion** by Commissioner Carlson to approve Resolution 2013-12, Pine County's encouragement to the state legislature to pass, and the Governor to sign, a bill that brings adequate funding to Minnesota's statewide transportation system. Second by Commissioner Chaffee. Motion carried 3-2; Commissioners Hallan, Chaffee and Carlson voting yes, Commissioners Pangerl and Rossow voting no.

**5A. Cooperative Agreement for Reflective Edge Striping**

County Engineer Mark LeBrun explained that the Minnesota Department of Transportation has secured \$723,700 in federal funding for counties in District 1 (Carlton, Itasca, Lake, Pine and St. Louis) for a joint highway safety improvement project to install ground in wet reflective edgeline in 2013. Pine County will install the reflective edgeline on CSAH 7 from Kanabec County to CSAH 61. St. Louis County will administer the project and let bids.

**Motion** by Commissioner Chaffee to approve the Cooperative Agreement for Reflective Edge Striping with St. Louis County. Second by Commissioner Carlson. Motion carried 5-0.

**6. Commissioner Updates**

Chair Hallan commented on the AMC meeting he attended last week, stating that the meeting was very informative. Hallan also commented on the Economic Development meetings held last week, stating that good discussions were held to do joint efforts in economic development with local governments EDAs. Commissioner Pangerl encouraged attendance at the follow up of this at the Economic Futures Workshop scheduled for April 22, 2013 at 1:00 p.m. in the Jury Assembly Room.

**7. Other**

## **8. Upcoming Meetings**

- a. Facility Committee Meeting, Wednesday, April 3, 2013, 9:00 a.m.,**  
Commissioner Conference Room, Pine County Courthouse, Pine City,  
Minnesota.
- b. Congressman Nolan:**
  - i. Groundbreaking: 1:00 p.m., Pine Tech, Pine City, Minnesota.
  - ii. Meeting: 2:00 p.m., Jury Assembly Room, Pine County  
Courthouse, Pine City, Minnesota.
- c. NLX Public Hearing, April 4, 2013, 6:00 – 8:00 p.m.,** Cambridge-  
Isanti Armory, Cambridge, Minnesota.
- d. Personnel Committee Meeting, Tuesday, April 9, 2013, 8:30 a.m.,**  
Public Health Building, Sandstone, Minnesota.
- e. Committee of the Whole, Tuesday, April 9, 2013, 10:00 a.m.,** Pine  
County Historical Society, 6333 HC Andersen Alle, Askov,  
Minnesota.
- f. Technology Committee Meeting, Tuesday, April 16, 2013, 8:30**  
**a.m.,** Commissioner Conference Room, Pine County Courthouse,  
Pine City, Minnesota.
- g. Pine County Board Meeting, Tuesday, April 16, 2013 10:00 a.m.,**  
Boardroom, Pine County Courthouse, Pine City, Minnesota.
- h. Pine County Health and Human Services Meetings, Tuesday,**  
**April 16, 2013, to commence after Pine County Board Meeting,**  
Boardroom, Pine County Courthouse, Pine City, Minnesota.
- i. Economic Futures Workshop, Tuesday, April 22, 2013, 1:00 p.m.,**  
Jury Assembly Room, Pine County Courthouse, Pine City, Minnesota.
- j. NLX meeting, Wednesday, April 24, 2013, 9:30 a.m.** Boardroom,  
Pine County Courthouse, Pine City, Minnesota.
- k. City/County Economic Development Meeting, April 30, 2013, 3:00**  
**p.m.,** Jury Assembly Room, Pine County Courthouse, Pine City,  
Minnesota.

## **9. Adjourn**

With no further business, Chair Hallan adjourned the county board meeting at 2:37 p.m. The next regular meeting of the county board is scheduled for April 16, 2013 at 10:00 a.m. at the Board Room, Pine County Courthouse, Pine City, Minnesota.

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David J. Minke, Administrator  
Clerk to County Board

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Stephen M. Hallan, Chair  
Board of Commissioners

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

**Tuesday, April 2, 2013, 10:00 a.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, Curt Rossow and Doug Carlson. Also present were County Attorney John Carlson and County Administrator David Minke.

The Pledge of Allegiance was said.

Chair Hallan called for public comment. Doug Eklund commented on the building of a new town hall, and road maintenance, in Royaltown Township. The following were present and stated their opposition to the Northern Lights Express: Dave Ostenson, Al Wolter, David Koland, and Christine Jackson.

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

Commissioner Chaffee moved to approve the Minutes of the March 19, 2013 board meeting and Summary for publication. Second by Commissioner Pangerl. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence  
Pine County Land Surveyor Monthly Report – March 2013

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

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

Approve Disbursements Journal Report, March 1, 2013 – March 31, 2013

Approve Resolution 2013-11 for Repurchase of Tax Forfeited Land on a 10-year contract, Rodney Zak, parcel number 25.5004.000 and authorize Board Chair and County Auditor to sign.

Approve Renewal of Consumption & Display Permits for Ray and Marge's Resort.

Approve:

- A. Temporary 3.2 liquor license for Jack Pine Riders
- B. Two (2) temporary liquor licenses for Rock Creek Lions Club (Heidelberger Rodeo & Heidelberger Rodeo – bull ride).

All are subject to approval by County Board, the corresponding township, Pine County sheriff and Pine County attorney.

Approve the change of start date from April 4, 2013 to April 3, 2013, for Matt Christenson, Human Resources and Payroll Specialist.

**REGULAR AGENDA**

**Motion** by Commissioner Chaffee to accept the final 2012 budget adjustments for the Pine County Sheriff's Office as follows:

<b>Account</b>	<b>Active Budget Amount</b>	<b>Budget Adjustment</b>	<b>Final Budget</b>	
01-201-5860	\$85,000.00	\$48,828.00	\$148,665.00	Car Repair
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01-201-6241	20,000.00	10,600.00	30,600.00	Training Reimb

Second by Commissioner Rossow. Motion carried 5-0.

**Motion** by Commissioner Chaffee to authorize the \$150,000 budget adjustment from the general fund (01-801-6905) to the building fund (38-801-5990). Second by Commissioner Pangerl. Motion carried 5-0.

**Motion** by Commissioner Carlson to approve the Ratification Statement for the following contracts: Software Services and License Agreement, Tax Maintenance and Support Agreement, CAMA Maintenance and Support Agreement between Pine County, MCCC, and Xerox for providing the Tax and CAMA programs through December 31, 2020 and authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 5-0.

**Motion** by Commissioner Pangerl to accept the 2013 Ditch Report. Second by Commissioner Rossow. Motion carried 5-0.

**Motion** by Commissioner Carlson to appoint County Engineer Mark LeBrun as drainage inspector to coincide with LeBrun's appointment as county engineer (through May 31, 2016), with no additional compensation. Second by Commissioner Chaffee. Motion carried 5-0.

**Motion** by Commissioner Rossow for final payment to Midwest Contracting, LLC in the amount of \$45,497.59 and authorize County Administrator to sign Certificate of Final Acceptance, County Board Acknowledgment. Second by Commissioner Chaffee. Motion carried 5-0.

**Motion** by Commissioner Carlson to approve Resolution 2013-12, Pine County's encouragement to the state legislature to pass, and the Governor to sign, a bill that brings adequate funding to Minnesota's statewide transportation system. Second by Commissioner Chaffee. Motion carried 3-2; Commissioners Hallan, Chaffee and Carlson voting yes, Commissioners Pangerl and Rossow voting no.

**Motion** by Commissioner Chaffee to approve the Cooperative Agreement for Reflective Edge Striping with St. Louis County. Second by Commissioner Carlson. Motion carried 5-0.

With no further business, Chair Hallan adjourned the county board meeting at 2:37 p.m. The next regular meeting of the county board is scheduled for April 16, 2013 at 10:00 a.m. at the Board Room, Pine County Courthouse, Pine City, Minnesota.

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David J. Minke, Administrator  
Clerk to County Board

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Stephen M. Hallan, Chair  
Board of Commissioners

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

**MINUTES OF PINE COUNTY BOARD MEETING**  
*Special Meeting Committee of the Whole*

**Tuesday, April 9, 2013, 10:00 a.m.**

**Pine County Historical Society, 6333 HC Andersen Alle, Askov, MN 55704**

- A) Chair Hallan called the meeting to order at 10:00 a.m. Present were Commissioners Mitch Pangerl, Steve Chaffee, Curt Rossow and Doug Carlson. Also present were County Attorney John Carlson, County Auditor Cathy Clemmer, County Sheriff Robin Cole, and County Administrator David Minke.
- B) The Pledge of Allegiance was said.
- C) Discussion of Recycling Sheds with PHASE  
The county contracts with PHASE for recycling services. The contract expires December 31, 2013. PHASE is requesting the county purchase roll off dumpsters to replace the current sheds for recycling.  
The board discussed the request and will further consider it as part of the 2014 budget process.
- D) Discussion of Outdoor Festivals  
Robert Sunstrom , Clerk of Ogema Township was present.  
The board discussed concerns with large outdoor festivals. Sheriff Cole expressed his concerns and suggested the way to regulate music festivals was to prohibit amplified music after a certain time. After discussion the board request the county attorney to work with the sheriff, auditor, and administrator and draft some ideas.
- At 12:10 p.m. the board recessed for lunch  
At 1:00 p.m. the board reconvened
- E) Discussion Strategic Planning Update  
Board members updated activities related to the strategic plan.
- F) Discussion Health & Human Services  
Russ Baron, Interim Director of Health and Human Services was present to discuss the Health and Human Services Department. The board discussed consolidating public health services with Kanabec County. It was the consensus of the board to move forward with recruiting a Pine County Health and Human Services Director while exploring options with Kanabec County for shared public health.
- G) Adjourn  
With no further business, Chair Hallan adjourned the county board meeting at 2:30 p.m.

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David J. Minke, Administrator  
Clerk to County Board

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Stephen M. Hallan, Chair  
Board of Commissioners

**ARROWHEAD COUNTIES ASSOCIATION**  
Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, Pine, St. Louis

**Wednesday, February 20, 2013**  
**Minutes**

**Members Present**

Anne Marcotte, Aitkin County  
Curt Rossow, Pine County  
Leo Trunt, Itasca County  
Rob Ecklund, Koochiching County  
Kevin Adee, Koochiching County  
Frank Jewell, St. Louis County

Sue Hakes, Cook County  
Bruce Martinson, Cook County  
Dick Brenner, Carlton County  
Rick Sve, Lake County  
Doug Carlson, Pine County

**Others Present**

Pat Henderson, ARDC  
John Ongaro, Lobbyist, SLC

Rani Douville, Recording Secretary

**1. Call to Order/Introduction/Agenda Review**

Round table introductions. The meeting was called to order by Vice-Chair Adee at 6:09.

After review of the agenda, there were no changes noted by consensus.

**2. Minutes**

Minutes of the January 16, 2013 meeting were reviewed.

Motion to approve the minutes as submitted was moved by Bruce Martinson, seconded by Frank Jewell.

*Approved by unanimous vote.*

**3. Financial Report**

Frank Jewell presented the financial report as created by our accountants, ARDC staff.

Motion to approve the financial report was moved by Frank Jewell, seconded by Sue Hakes.

*Approved by unanimous vote.*

Motion to approve an invoice from the Hampton Inn for rental of meeting space in the amount of \$50.00 was made by Frank Jewell, seconded by Dick Brenner.

*Approved by unanimous vote.*

**4. NACO Report**

Rich Sve asked that this report be deferred to the next meeting of ACA when he will be able to give a full report of the legislative conference which will take place in Washington D.C., March 2 – 7, 2013.

**5. AMC Report**

Rich Sve presented the AMC Report. Rich is the Chair of the AMC Environment Committee. He reports that there was a long and heated discussion regarding the Parks & Trails Legacy

Funding. The committee was asked to either approve or disapprove of the proposed split of 40% for Metro Area Parks, 40% for Greater Minnesota, and 20% for DNR Parks & Trails. The proposed 40/40/20 split was approved but not unanimously by the AMC Environment Committee.

Question: What is happening with the Director of AMC's position?

Answer: Jeff Spartz is retiring but is being retained until a replacement can be found.

## 6. Legislative Report

John Ongaro offered the legislative report for the month. He handed out and reviewed the following documents:

- *Budget for a Better Minnesota – Sales Tax Reform*  
[www.revenue.state.mn.us](http://www.revenue.state.mn.us) February 2013
- *Additional local sales tax collections under the governor's proposed sales tax base expansion*  
Memo from Pat Dalton, January 28, 2013, Legislative Analyst, Research Department, MN House of Representatives
- *Editorial: A better state budget omits services tax*  
StarTribune, February 16, 2013, Editorial Board
- House File No. 413, dated February 7, 2013 – PILT Payments
- Senate File No. 559, dated February 18, 2013 – Public Safety, 911 Funds

### House File No. 413 (PILT)

There has been very positive reaction to this bill. The bill is being carried by State Representative Dill. The companion senate file was heard today in senate tax sub-committee with State Senator Saxhaug supporting. Wade Pavleck made an excellent presentation of the facts to the tax committee.

### Senate File No. 559 (Public Safety – ARMER)

This bill would forgive sales tax on ARMER equipment purchases. The state still claims it cannot afford to exempt these purchases. Funding for this sales tax exemption could come from 911 telephone funds.

The balance of the handouts all dealt with the Governor's tax reform proposal. In a nutshell, the governor's plan is to lower the overall sales tax rate and expand the tax base to include services, possibly clothing and food. Also part of the plan is to expand the income tax rate an additional tier. These documents and the Governor's plan were discussed at length.

## 7. County Roundtables

### Aitkin County

Aitkin County has just purchased a gravel pit for county use. They got a very good deal. Union issues continue. There is a taconite disparity meeting tomorrow in Aitkin.

## **ARDC**

There is an informative session on Veterans Benefits being held on Friday from 9:00 to 12:00 at ARDC. All are welcome.

There will be a meeting of the East Central broadband group at the Casino in Hinckley on Feb 28. The meeting will start at 8:30 a.m.

A handout was available at Duluth/St. Louis County Days at the Capital that highlighted the flood damage suffered by Carlton County, St. Louis County, and the City of Duluth during the June 2012 flood. The handout is excellent and Pat recommends everyone get a copy.

**NOTE: If you would like a copy please contact Rani at 218-733-2716 or DouvilleR@stlouiscountymn.gov**

## **Pine County**

Pine County is experiencing a large group of management level employee retirements. Pine is looking at all options for replacement/recruitment. Recent union negotiations and arbitration have gone well for Pine County.

Doug Carlson has been in contact with Paul Bergman (Lake County Member). Doug reports that Paul is doing "fantastic" since his lung replacement surgery. Doug suggested that ACA send Paul a card and fruit basket. This purchase was authorized by Kevin Adee.

**NOTE: Rani will coordinate the purchase and delivery details.**

## **Itasca County**

Itasca County is just wrapping up its 5-year update to its comprehensive plan. Magnetation is looking at a site in Coleraine for a new plant. Potential for 100 – 125 new jobs.

## **Koochiching County**

Contract negotiations are ongoing, ARMER is moving forward, the county engineer is retiring and they are looking at all options for replacement – possibly sharing with adjacent counties.

## **St. Louis County**

St. Louis County is currently paying roughly 2.5 – 3 million in sales tax to the state. The Governor's new sales tax plan would add roughly \$750,000 to this number. Savings from reduced rate would be \$500,000 - \$600,000 per year. Net increase to St. Louis County would be about \$200,000.

## **Cook County**

Sue attended AMC Futures meeting where the MAGIC Act and Lean Government are still high on the priority list for AMC.

Janet Simonen, Board Secretary, is resigning in 6-months; Cook County is looking at options for replacing her.

Former County Commissioner Jim Johnson has passed on. After his long battle with cancer, the end came very quickly. He will be missed.

The Cook County Board is moving forward with its Wetlands Planning and its Land Exchange projects.

The planned new Community Center has financial issues. 9.5 million was set aside for this structure but the estimate came in 1.5 million over. They are looking at areas to cut to complete the project.

There are ongoing difficulties with the County Attorney situation in Cook County. Very stressful for all concerned.

### **Carlton County**

Dick Brenner reports that former County Commissioner Ted Pihlman has been diagnosed with colon cancer.

The Carlton County Engineer will be retiring. Retirement of the 'baby boomers' is definitely an issue for all ACA counties.

Union negotiations are ongoing.

Jail overcrowding in Carlton and St. Louis County is a Court problem – not a County problem. Too many court hearings per inmate is one of the big causes of jail overcrowding.

The planning and zoning meeting in Cloquet was very well attended. Flood damage is still a very large problem; there are a lot of people in great need.

### **Lake County**

There was additional discussion about Paul and his great recovery.

The broadband project in Lake County is still moving forward. Lake County is questioning the need for storm water permits in all gravel pits.

The Lake County engineer, Al Goodman, has announced he will retire this summer. The County Auditor will be retiring shortly after that and the County Recorder will be retiring soon.

### **8. Next Meeting**

The next regular meeting of ACA will take place on Wednesday, April 17, 6:00 p.m. at the Hampton Inn Conference Room. The regularly scheduled meeting for March will be cancelled in favor of a legislative dinner in St. Paul.

### **9. Adjourn**

The meeting was adjourned by Vice Chair Adee at 8:15.

**Respectfully submitted,**

**Rani Douville**  
**Recording Secretary**



The Pine County Soil and Water Conservation District Board of Supervisors held their monthly meeting on Thursday, February 7, 2013.

**Members Present:**

Doug Odegard  
Jerry Telker  
Tom Swaim  
Joe Luedtke  
Skip Thomson

**Others Present:**

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

**Members Absent:** *none*

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

**PUBLIC COMMENT:** *none*

**APPROVAL OF AGENDA:**

Motion by Telker, seconded by Swaim to approve the March agenda.  
*Motion carried*

**FEBRUARY MINUTES:**

Motion by Odegard, seconded by Luedtke, to approve the February minutes.  
*Motion carried*

**FINANCIAL STATEMENTS AND PAYMENTS OF BILLS FOR FEBRUARY:**

Motion by Telker, seconded by Odegard to approve the February financials and payment of bills, including a \$7,500 transfer.  
*Motion carried*

**STAFF/SUPERVISOR REPORTS:**

**Wetlands:** *Poppe was not present at the meeting*

Thomson stated he would like the exploratory committee to work on the list with Poppe, and have the committee bring a list to the board for approval.

**Water Management:**

- Water Plan Task Force meeting was held on March 7<sup>th</sup>. 9 people attended. Reviewed TMDL process and grant updated. Letters were sent to lake associations, cities, task force members to notify them of the meeting.
- Is looking at a project on the Snake River for a failed retaining wall.
- Attended KR Watershed meeting.
- Attended soil health webinar with NRCS.
- Attended MN Dept of Ag listening session.

**Forestry:**

- Telker stated the meeting will be on March 21<sup>st</sup>.

**East Central Forest Landscape:**

- No meeting this month

**TSA III**

- No meeting this month

**RC&D Onanaegozie:**

- No meeting this month

**Snake River Citizen Advisory Committee:**

- Talked about past projects. No new business. There will not be a March meeting.

**Legislative:**

- Nothing this month.

**Personnel:**

- No meeting last month.

**Policy:**

- No meeting last month.

**Budget:**

- No meeting last month.

**Trees:**

- Carlier is very happy with the orders she is receiving.

**Envirothon:**

- Carlier stated we have 40 teams signed up. Donations are very low, and Carlier is very concerned. It appears districts are not sending letters out to businesses in their counties.

**Newsletter:**

- Nothing right now

**DISTRICT CONSERVATIONIST REPORT:**

April 6<sup>th</sup> is the sharptail workshop at Tobies. Salmon stated their office has completed 2 EQIP contracts. Salmon & Bartsch have been attending soil health webinars with Martin.

*Salmon left the meeting.*

**LEGISLATIVE DAYS AT CAPITOL:**

Odegard and Swaim attended. Met with Senator Lourey and Representative Faust. Odegard explained some things we've been doing at the district and what we are dealing with. MASWCD wanted us to talk about funding and policy. Swaim stated the meetings were very interesting and would like to go again. Some feedback we received from Senator Lourey on a bill dealing with the state nurseries. Senator Lourey was disappointed that the language in the bill wasn't stronger. Odegard stated we didn't write the bill, the Forestry Association wrote the bill. Senator Faust discussed options and ideas for the blowdown area near St. Croix State Park. Odegard stated he thinks we need to get more involved with private landowners – pushing DNR to have seminars on what people can do in a situation like a blowdown.

Swaim would like the district to send a letter to Senator Lourey and Representative Faust stating we would be happy to attend hearings and meetings if we are notified of them. Odegard stated the letter should be specific that we support keeping General Andrews Nursery open. If Senator Lourey or Representative Faust need our help and support, they should contact us.

Motion by Swaim, seconded by Odegard to send a letter to Senator Lourey and Representative Faust.

*Motion carried*

**WATER PLAN TASK FORCE MEETING:**

The meeting was held on March 7<sup>th</sup>. 9 people attended – that include staff and supervisors. All lake associations, all cities in Pine County, task force members, and working group members were all invited. Very poor attendance. Commissioner Pangerl stated if people don't have a complaint, they don't come to the meeting. It's good that there aren't a lot of people attending because it means that there aren't any issues, but when you are looking for public comment, you need people to show up.

*Martin left the meeting*

**STATE COST SHARE:**

Nothing this month.

**FLOOD RELIEF GRANT AGREEMENT:**

Carlier received grant agreement from BWSR. Due to the accelerated nature of the grant, the chairman signed the agreement and it was sent in. Carlier has received the formal agreement back from BWSR. The board does need to approve signing the agreement.

Motion from Odegard, seconded by Swaim to approve the Flood Grant Agreement.

*Motion carried.*

Carlier then stated that the people involved with our grant are involved with the county’s buyout program. If the landowners participate in the buyout program, we will not be able to do the grant because the purpose of the grant is to protect the buildings. Once the buyout goes through, the buildings will be demolished. Homesteaded property will take 6 months for the buyout process to be finalized. Non-homesteaded properties will take 9 months. At this time, we will wait for the landowners to decide if they will take the buyout or not. If they take the buyout, the grant is null and void. If the landowners do not take the buyout, we can do the project. Carlier did talk with BWSR about the situation, asking if the buyout goes through, could we use the money on our other 2 projects for flood grants that did not get funded. BWSR will let Carlier know the answer to this question. Carlier will keep the board posted on any updates.

**DNR WELL OBSERVATION/AGREEMENT:**

Carlier stated the districts used to participate in a DNR Well Observation Agreement where a district staff person goes out to monitor the levels in 7 DNR wells in Pine County. We stopped participating in this program a few years ago when we realized we were losing money on it. It costs the district just under \$1000/year to monitor the wells, and we are reimbursed \$840/year. DNR has emailed us wondering if we want to participate this year. After some discussion, the consensus on the board was to not participate in this program until more funds are allotted for reimbursement.

**RC&D COMMITTEE ASSIGNMENT:**

Due to working schedule, Luedtke cannot make it to the RC&D meetings. After discussion, Swaim will be the main representative and Luedtke will be the alternate.

Thomson asked the board about having a “floating alternate member” for any committee. If you have a committee meeting and cannot make it, and the alternate cannot make it, the floating alternate could attend in your place.

Motion by Telker seconded by Odegard, to approve changing the RC&D representative to Swaim and Luedtke.

*Motion carried*

Motion by Telker, seconded by Luedtke to approve Thomson being the floating alternate for the district.

*Motion carried*

**COLOR LASER PRINTER:**

Carlier stated the color laser printer in our office is having some trouble. It does not print any red anymore (just some variation of pink or orange). There are also photos/maps that we can’t print because the file is too large for the printer to handle. Recently the labels for the newsletter turned out terrible – ink was not staying on the label. Carlier found 2 printers, and has talked with the IT department, as well as Swaim for recommendations and thoughts.

Motion by Odegard, seconded by Swaim to approve spending up to \$1,750 on a color laser printer for the office.

*Motion carried*

**2012 FINANCIALS:**

Carlier sent out copies of the 2012 year end financials. The district did make a profit in 2012. The CPA found many adjustments that needed to be made to clear up some little things that needed to be dealt with.

Motion by Odegard, seconded by Swaim to approve the 2012 year end financials.

*Motion carried*

**PROTECTING THE ST CROIX CONFERENCE:**

Carlier sent out information on the conference, which is Monday April 8<sup>th</sup> at UW River Falls. Martin is interested in going. Odegard stated he did not want to go this year. The cost for the conference is \$65.00. Motion by Telker, seconded by Odegard to approve sending Martin to the St Croix Conference.

*Motion carried*

**MISC ITEMS:**

Martin would like to attend a forestry training at the Cloquet Forestry Center on April 17-18. The cost is \$99.50. Motion by Luedtke, seconded by Telker to approve Martin attending the forestry training at a cost of \$99.50.

*Motion carried*

Carlier stated the Pine County Township officers meeting will be held on Saturday, March 30<sup>th</sup> at the Legion in Hinckley. Carlier emailed the association and thanked them for the offer, but said we had nothing to discuss.

**NEXT MEETING DATE & TIME:**

The next district board meeting will be held on Thursday, April 7, 2013 at **4:00 p.m.**

**ADJOURNMENT:**

The meeting adjourned at 5:17 p.m.

Respectfully submitted,

Joe Luedtke, Secretary

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

<b>Category</b>	<b>Director</b>	<b>Director</b>
Cities 5,000 and under (1-2)	Sam Griffith, Sandstone	Nathan Johnson/Holly Wilson, Pine City
Cities 5,001 and over (1-2)	Sue Larson, Isanti	Stan Gustafson, Cambridge
Counties (4)	Greg Anderson, Isanti Co.	Nancy Hoffman, Chisago County
	Mitch Pangerl, Pine County	Richard Baker, Mille Lacs County
<b>Colleges (2)</b>	Robert Musgrove, Pine Tech	LeAnn Snidarich, ARCC
Private industry/Utilities (9)	Kim Johnson, Team Powder Coating	Nikki Klanderud, Allina
	Nancy Norr, MN Power	Robert Hylland, Lake State Federal Credit Union
	John Norris, Atscott	Doug Fischer, Community Pride Bank
	Jeff Larson, Mn Energy Resources	Doyle Jelsing, People Bank of Mora
	Bob Thompson, Minpack	
<b>Economic development (2)</b>	Beth Thorp, Mora	Bridget Konrad, City of North Branch
Chambers of Commerce (1)	Eric Champion, Cambridge Chamber	
DEED	Heather Rand, DEED	
<b>Other public agencies (2)</b>	Carie Fuhrman, City of Princeton	
State House (1)	Tim Faust	
State Senate (1)	Tony Lourey	
<b>US Congress (1)</b>	Rick Nolan or Designee	
Mille Lacs Band (1)	Sara Treiber	
At-large (2)	Mark Perry, Hinckley	Sean Sullivan, Isanti
K-12 Education	Wayne Gilman, Pine City	Deb Henton, North Branch
Workforce Development	Ray Hoheisel, ECMWP	Rebecca Perrotti, CMJTS & WIB
Regional Development Com.	Jordan Zeller/Bob Voss, ECRDC	
Community Based Organizations	Lezlie Sauter, Lakes and Pines	
Honorary Member	Sandy Voigt, Initiative Foundation	

**Officers**

**President:** Sean Sullivan (Through August 2013)  
**Vice President:** Doyle Jelsing (President 2013-2014)  
**Secretary:** Nathan Johnson (Vice President 2013-2014)  
**Treasurer:** Beth Thorp

Note: Affiliate Members have a seat on the committee.

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

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

**Attendance:** Don Faulkner, Sandy Korf, Jerry Olson, Gwen Lewis, Bonnie Rediske, Commissioner Curt Rossow, Sarah Weikle, Russ Baron and Janet Schumacher

**Absent:** Commissioner Doug Carlson, John Carlson, Sheriff Cole, Susan Klapel, Judge Martin, and Stephanie Youngberg

**Excused Absence:** Troy Anderson

**Others Present:**

Meeting commenced at 3:00 pm by Russ Baron in the Conference Room at the Public Health Building in Sandstone.

1. **Introductions and Welcome** - to Jerry Olson – former Deputy with the Pine County Sheriff's Dept.
2. **Review Minutes of 1/14/13** – Motion was made by Gwen Lewis and seconded by Don Faulkner to approve the minutes. Motion carried.
3. **Updates from last meeting**
  - a) **Russ Baron**
    - **Financial Report**

**\$8,031.25** - Unrestricted Balance on 12/31/12  
**\$ 104.60** - Revenue January, February, March  
**\$5,727.34** - Expenses January, February, March

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**\$2,408.51** – Unrestricted Balance as of 3/31/13

Motion was made by Curt Rossow and seconded by Jerry Olson to approve financial report. Motion carried.

- **Membership**

Letters went out to several members that had not been regularly attending the meetings as to their interest in remaining on the committee. A couple of people responded and due to their work schedules it is difficult for them to attend, however, they expressed interest in receiving the minutes and the potential to rejoin in the future. Suggested a couple of people we could invite to serve on the committee – someone from the Mille Lacs Band, Teen Focus, Dept of Corrections.

- b) **Reports from members**

- **Gwen Lewis** – shared information from a newsletter that she receives relating to potential acute kidney damage from synthetic drugs. This is indicative of things to come as it relates to the use of synthetic drugs. The drug seems to be on the rise in Pine County – a recent drug search warrant was performed at Stogies Tobacco Shop in Pine City. Prosecuting individuals involved in selling it is difficult because manufacturers continually change the chemical components which produce the intoxicating effects. These products are extremely dangerous as their chemical components are similar to those used in bath salts and can produce psychotic episodes in users. There are a lot of delayed medical issues in pregnant women as well.
- **Sarah Wiekle** - reported on an individual of which it took some time to diagnose her symptoms from use of the drug – medical personnel are initially

claiming mental health issues in individuals and not necessarily attributing symptoms to synthetic drug use. Symptoms are not easy to test for. Parents need to be educated on how to recognize it. Gwen indicated that a focus will continue with the SHIP grant to get the word out to parents and the public on the dangers of synthetic drugs, etc.

Curt encourages the word to get out in our schools of the dangers in synthetic drug use. Should we have articles in our local newspapers – starting with the effects of cigarette smoking as well as how smoking leads to the use of other dangerous drugs, etc.? Sandy indicates that the information is presented in Health Classes at Hinckley/Finlayson schools.

Jerry shared examples of what he has learned through his connection with a local convenience store of what users are doing to obscure drugs, etc.

Sarah talked about how she was recently made aware of the similarities in appearance of different kinds of bottles – ie, water bottles and bottles containing vodka, etc. Some liquor stores have chosen not to carry these types of inventory so as not to promote the sale of them. Some schools test water bottles periodically.

- **County Fair** – Discussion was held in being a presence at the Pine County Fair this summer. We could hand out kid friendly items pertaining to different ages as well as pertinent information for parents. Sarah and Bonnie will check into what kind of age appropriate items are offered.

Motion was made by Don Faulkner and seconded by Curt Rossow to approve the expense of up to \$1,000.00 for items to give out at the county fair. Motion carried.

***The next meeting is scheduled for Monday, July 8, 2013 from 3:00 pm – 4:30 at the Pine Government Center in Pine City.***

Meeting adjourned at 4:10 pm. Minutes prepared by Janet Schumacher

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

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

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

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

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

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

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**TREASURER'S CASH TRIAL BALANCE COMPARISON**

<b>FUND</b>	<b>March 1, 2012 BALANCE</b>	<b>March 1, 2013 BALANCE</b>
1 - GENERAL	-592,027.30	-255,796.64
12 - H&HS	1,717,665.97	1,249,302.88
13 - ROAD & BRIDGE	7,489,547.41	5,765,822.56
22 - LAND	1,055,066.79	1,533,649.83
<b>TOTAL (incl non-major funds)</b>	<b>\$10,938,034.59</b>	<b>\$8,570,379.07</b>



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

CATHYJ  
4/10/13

7:51AM

TREASURER'S CASH TRIAL BALANCE

As of 03/2013

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1	2,477,387.17			
	General Revenue Fund			
	Receipts	359,276.78	841,036.22	
	Disbursements	580,321.65 -	1,757,551.71 -	
	Payroll	709,155.30 -	2,121,895.91 -	
	Journal Entries	4,548.81 -	305,227.59	
	Fund Total . . . . .	934,748.98 -	2,733,183.81 -	255,796.64 -
12	2,263,040.10			
	Health & Human Services			
	Receipts	72,768.20	375,342.01	
	Disbursements	61,297.34 -	171,713.15 -	
	Payroll	135,313.14 -	406,475.45 -	
	Journal Entries	24,264.88	107,717.15	
	Dept Total . . . . .	99,577.40 -	95,129.44 -	2,167,910.66
12	742,605.35 -			
	Health & Human Services			
	Receipts	205,805.67	546,007.74	
	Disbursements	25,120.23 -	77,011.84 -	
	SSIS	191,449.61 -	608,845.36 -	
	Payroll	121,536.34 -	384,675.16 -	
	Journal Entries	59,248.27	215,255.68	
	Dept Total . . . . .	73,052.24 -	309,268.94 -	1,051,874.29 -
12	0.00			
	Health & Human Services			
	Childrens Collaborative (H&Hs)			
	Dept Total . . . . .	0.00	0.00	0.00
12	294,466.40			
	Health & Human Services			
	Receipts	31,753.89	109,513.19	
	Disbursements	26,454.28 -	88,952.10 -	
	Payroll	82,223.31 -	239,913.40 -	
	Journal Entries	38.28 -	9,920.17	

\$1249,302.88



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

As of 03/2013

CATHYJ  
4/10/13

7:51AM

TREASURER'S CASH TRIAL BALANCE

Fund	Beginning Balance	This Month	YTD	Current Balance
Dept Total .....		76,961.98-	209,432.14-	85,034.26
Fund Total .....		249,591.62-	613,830.52-	1,201,070.63
13 Road & Bridge Fund	5,324,159.01			
Receipts		393,371.85	1,841,542.13	
Disbursements		339,288.96-	974,615.85-	
Payroll		153,023.81-	454,722.46-	
Journal Entries		2,537.28-	29,459.73	
Fund Total .....		101,478.20-	441,663.55	5,765,822.56
14 Ditch Maintenance (Sr) Fund	11,846.10	0.00	6.40	11,852.50
Journal Entries		0.00	6.40	
Fund Total .....				
20 County-Wide Rehab (Sr) Fund	39,842.08	0.17	603.34	
Receipts		6.42	39,582.06-	
Journal Entries		6.59	38,978.72-	
Fund Total .....				863.36
21 800 MHz Project Fund	36,241.83-	23,551.00-	99,426.20-	
Disbursements		23,551.00-	99,426.20-	
Fund Total .....		23,551.00-	99,426.20-	135,668.03-
22 Land Management Fund	1,474,268.53			
Receipts		23,563.61	164,289.90	
Disbursements		662.30-	9,277.55-	
Payroll		6,952.05-	30,451.15-	

\*\*\*\*\* Pine County \*\*\*\*\*  
TREASURER'S CASH TRIAL BALANCE As of 03/2013

CATHYJ 4/10/13 7:51AM

Fund	Journal Entries Fund Total . . . . .	Beginning Balance	This Month	YTD	Current Balance
24	Ambulance (Sf) Fund Fund Total . . . . .	0.00	15,769.36	65,179.90- 59,381.30	1,533,649.83
29	Children's Collab (H&Hs) Agency Fund Receipts Disbursements Journal Entries Dept Total . . . . . Fund Total . . . . .	33,924.76	0.00 0.00 16.64 16.64 16.64	48,275.00 47,778.33- 30.22 526.89	34,451.65 34,451.65
32	Ecswe Bond Guarantee (Ds) Fund Total . . . . .	0.00	0.00	0.00	0.00
33	2002 Cap-Equip Bond (Ds) Fund Fund Total . . . . .	0.00	0.00	0.00	0.00
35	2004 Street Reconstruct Bond Fund Journal Entries Fund Total . . . . .	61,884.57	0.00 0.00	1,551.23 1,551.23	63,435.80
37	County Railroad Authority Disbursements	5,606.76-	0.00	6,250.00-	

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

As of 03/2013

TREASURER'S CASH TRIAL BALANCE

CATHYJ 4/10/13 7:51AM

<u>Fund</u>		<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
	Journal Entries		0.00	640.11	
	<b>Fund Total . . . . .</b>		0.00	5,609.89-	11,216.65-
38	Building Fund	165,177.85	0.00	0.00	165,177.85
	<b>Fund Total . . . . .</b>				
39	2005A G.O. Jail Bonds	840,613.35	0.00	885,930.63-	
	Disbursements		0.00	31,887.54	
	Journal Entries		0.00	854,043.09-	
	<b>Fund Total . . . . .</b>				13,429.74-
40	2012 G.O. Courthouse Bonds	0.00	0.00	639,000.00-	
	Disbursements		0.00	639,000.00-	
	<b>Fund Total . . . . .</b>				639,000.00-
41	2005 Hra Bonds	627,689.37	0.00	24,941.29	
	Journal Entries		0.00	24,941.29	
	<b>Fund Total . . . . .</b>				652,630.66
76	Group Health Ins Fund 5/1/95 (Gen)	474,292.53-			
	Receipts		243,914.35	711,070.72	
	Disbursements		248,556.58-	864,137.05-	
	Journal Entries		7,561.88	21,654.64	
	<b>Fund Total . . . . .</b>		2,919.65	131,411.69-	605,704.22-
80	County Collections Agency Fund	23,909.69			

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

CATHYJ  
4/10/13

7:51AM

As of 03/2013

TREASURER'S CASH TRIAL BALANCE

Fund	Beginning Balance	This Month	YTD	Current Balance
82 Taxes And Penalties Agency Fund	959,721.59			
Receipts		26,249.19	489,695.34	
Disbursements		414,345.20	496,772.51	
Journal Entries		0.00	1,874.44	
Fund Total . . . . .		388,096.01	5,202.73	18,706.96
84 East Central Drug Task Force Agency Fur	32,267.77			
Receipts		336,560.87	708,531.78	
Disbursements		4,873.28	524,056.86	
Journal Entries		0.00	417,698.85	
Fund Total . . . . .		331,687.59	233,223.93	726,497.66
89 H & Hs Collections Agency Fund	4,388.80			
Receipts		13,899.20	33,110.11	
Disbursements		0.00	22,143.59	
Fund Total . . . . .		13,899.20	10,966.52	43,254.29
All Funds .....	13,375,860.67			
Receipts		1,795,276.92	6,158,239.49	
Disbursements		1,729,539.94	6,677,113.24	
SSIS		191,449.61	608,845.36	
Payroll		1,208,203.95	3,638,133.53	
Journal Entries		0.00	39,628.96	
Total .....		1,333,916.58	4,805,481.60	8,570,319.07

**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  April 16, 2013	<u>Consent Agenda</u> (Please Circle)  Regular Agenda Estimated Time: (Please Circle) 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department requesting Action:  <b><u>Auditor/Treasurer</u></b>	 Department Head Signature  4-10-13 Date

<p><b>Item for Discussion:</b></p> <p>Application Abatement – Danielle Derungs, 76404 Long Lake Rd, Willow River, PID 17.0294.000, payable 2013 Charles Hecht, 14079 Cross Park Rd, Brook Park, PID 18.0036.002, payable 2012 &amp; 2013</p> <p><b>Board Action Requested:</b> (Attach additional pages if needed)</p> <p align="center">Supporting Documents: Attached None</p>
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APPLICATION FOR ABATEMENT - GENERAL FORM

(M.S. 375.192)

DATE: 4/2/13

For Taxes Levied In: 2012  
And Payable In: 2013

Abatement # AB1307

Please Print Or Type

Applicants Name: <u>Danielle Derungs</u>	Applicants Mailing Address: <u>76404 Long Lake Rd Willow River, MN 55955</u>
Applicant's SSN: <u>on file</u>	
Telephone (Home): <u>218-372-8350</u>	
Telephone (Work): _____	

Description Of Property: Property ID or Parcel Number: 17.0294.000  
Street Address: 76404 Long Lake Rd - Willow River  
Township/City: Kettle River Twp  
School District: 577

Legal Description: part of government lot 8 125 X 283  
section 22, township 44, range 20

ASSESSOR'S ESTIMATED MARKET VALUE:

Land: 12,000 Structures: 26,306 Total: 38,306 Classification: 201-1-000

Applicants Statement of Facts:

property qualified for disaster credit after sustaining flood damage during 2012 flood.

Applicants Request:

Apply disaster credit as calculated on 20% damage.

Applicant's Signature: [Signature]  
Admin Abatement

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

# APPLICATION FOR ABATEMENT - HOMESTEAD FORM

(M.S. 375.192)

DATE: 4/10/13  
Abatement # AB12-44

\$25 Fee Collected: YES  NO

For Taxes Levied In: 2011  
And Payable In: 2012

Please Print Or Type

Applicants Name: <u>Charles Hecht</u>	Applicants Mailing Address: <u>14079 Cross Park Rd Brook Park, MN</u>
Applicant's SSN: <u>on file</u>	
Telephone (Home): _____	
Telephone (Work): _____	

Description Of Property: \_\_\_\_\_ Property ID or Parcel Number: 18.0036.002  
 Street Address: 14079 Cross Park Rd - Brook Park  
 Township/City: Mission Creek Twp  
 School District: 21105

### Legal Description:

East 410' of West 610' of South 410' SW/4, SE/4 7-40-21

### OWNERSHIP DATA

I/We declare that I/We owned and occupied the property described above for the purpose of homestead on January 2, 1992 or Dec 1, \_\_\_\_\_ mid-year homesteads) and that such occupancy began on August 1, 1996 and that my/our ownership is evidenced by a warranty deed dated May 28, 2010 which provides for a sole/shared ownership interest by a total of 1 persons.

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

Owner's Name: Charles Hecht Social Security Number: on file  
 Owner's Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
 Owner's Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
 Owner's Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

### Applicants Request:

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

Applicant's Signature: [Signature]  
Administrative Abatement

NOTE: Minnesota Statutes 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:

We had an updated application on file, however it was never put in the system.

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

homestead application received 1/13/11.

[Signature] 4/10/13  
Signature of Investigator Date  
Pine County

# APPLICATION FOR ABATEMENT - HOMESTEAD FORM

(M.S. 375.192)

DATE: 4/10/13

\$25 Fee Collected: YES  NO

For Taxes Levied In: 2012  
And Payable In: 2013

Abatement # AB13-03

Please Print Or Type

Applicants Name: <u>Charles Hecht</u>	Applicants Mailing Address: <u>14079 Cross Park Rd Brook Park, MN</u>
Applicant's SSN: <u>on file</u>	
Telephone (Home): _____	
Telephone (Work): _____	

Description Of Property: \_\_\_\_\_ Property ID or Parcel Number: 18.0036.002  
 Street Address: 14079 Cross Park Rd - Brook Park  
 Township/City: Mission Creek Twp  
 School District: 2145

Legal Description:  
East 40' of west 610' of South 410' SW/4 SE/4 7-40-21

### OWNERSHIP DATA

I/We declare that I/We owned and occupied the property described above for the purpose of homestead on January 2, 1997 (or Dec 1, \_\_\_\_\_ mid-year homesteads) and that such occupancy began on August 1, 1996 and that my/our ownership is evidenced by a warranty deed dated May 28, 2010 which provides for a sole/shared ownership interest by a total of 1 persons.

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

Owner's Name: Charles Hecht Social Security Number: on file  
 Owner's Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
 Owner's Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
 Owner's Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

### Applicants Request:

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

Applicant's Signature: [Signature] Administrative Abatement

NOTE: Minnesota Statutes 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:  
we had updated application on file, however it was never put in the system.

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

homestead application received 1/15/11.

[Signature] 4/10/13  
 Signature of Investigator Date



# Minnesota Lawful Gambling LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:  
 - conducts lawful gambling on five or fewer days, and  
 - awards less than \$50,000 in prizes during a calendar year.

Application fee	
If application postmarked or received:	
less than 30 days before the event	more than 30 days before the event
\$100	\$50

ORGANIZATION INFORMATION		Check#	\$
Organization name <b>Immaculate Conception Church</b>		Previous gambling permit number <b>58004-10-002</b>	
Minnesota tax ID number, if any <b>8427758</b>	Federal employer ID number, if any <b>41-0734735</b>		
Type of nonprofit organization. Check one. <input type="checkbox"/> Fraternal <input checked="" type="checkbox"/> Religious <input type="checkbox"/> Veterans <input type="checkbox"/> Other nonprofit organization			
Mailing address <b>535 8th St. SW Pine City</b>		State <b>MN</b>	Zip Code <b>55063</b>
City		County <b>Pine</b>	
Name of chief executive officer (CEO) <b>Monsignor Aleksander Suchan</b>		Daytime phone number <b>320-629-2935</b>	Email address <b>pastor@icchurchpinecity.org</b>
<b>Attach a copy of ONE of the following for proof of nonprofit status.</b> Do not attach a sales tax exempt status or federal employer ID number as they are not proof of nonprofit status.			
<input type="checkbox"/> Nonprofit Articles of Incorporation OR a current Certificate of Good Standing. Don't have a copy? This certificate must be obtained each year from: Secretary of State, Business Services Div., 180 State Office Building, St. Paul, MN 55155 Phone: 651-296-2803			
<input checked="" type="checkbox"/> IRS income tax exemption [501(c)] letter in your organization's name. Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5530.			
<input type="checkbox"/> IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter) If your organization falls under a parent organization, attach copies of both of the following: a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and b. the charter or letter from your parent organization recognizing your organization as a subordinate			
GAMBLING PREMISES INFORMATION			
Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place. <b>Wings North Hunting Club</b>			
Address (do not use PO box) <b>19379 Homestead Rd</b>		City or township <b>Pine City</b>	Zip Code <b>55063</b>
County <b>Pine</b>		Date(s) of activity (for raffles, indicate the date of the drawing) <b>April 26, 2013</b>	
Check the box or boxes that indicate the type of gambling activity your organization will conduct.			
Bingo*	<input checked="" type="checkbox"/> Raffles	Paddlewheels*	Full-Tab*
			Tipboards*
* Gambling equipment for pull-tabs, bingo paper, tipboards, and paddlewheels must be obtained from a distributor licensed by the Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.  To find a licensed distributor, go to <a href="http://www.gcb.state.mn.us">www.gcb.state.mn.us</a> and click on List of Licensed Distributors, or call 651-639-4000.			

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT**

If the gambling premises is within city limits, a city official must check the action that the city is taking on this application and sign the application.

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- The application is denied.

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

On behalf of the city, I acknowledge this application.

Signature of city official receiving application

Title \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

If the gambling premises is located in a township, a county official must check the action that the county is taking on this application and sign the application. A township official is not required to sign the application.

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.
- The application is denied.

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

On behalf of the county, I acknowledge this application.

Signature of county official receiving application

Title \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**(Optional) TOWNSHIP:** On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within township limits. [A township has no statutory authority to approve or deny an application [Minnesota Statute 349.166]]

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

Signature of township official acknowledging application

Title \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**CHIEF EXECUTIVE OFFICER'S SIGNATURE**

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the date of our gambling activity.

Chief executive officer's signature *Michael J. [Signature]*

Date 4/2/13

**Complete a separate application for each gambling activity**

- one day of gambling activity,
- two or more consecutive days of gambling activity,
- each day a raffle drawing is held

**Send application with:**

- a copy of your proof of nonprofit status, and
- application fee for each event.

Make check payable to "State of Minnesota."

To: Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113

**Financial report and recordkeeping required**

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at [www.gcb.state.mn.us](http://www.gcb.state.mn.us). Within 30 days of the activity date, complete and return the financial report form to the Gambling Control Board.

**Questions?**

Call the Licensing Section of the Gambling Control Board at 651-639-4076.

Fill-in & Print Form

Reset Form

**Data privacy.** This form will be made available in alternative format (i.e. large print, Braille) upon request. The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your qualifications to be involved in lawful gambling activities in Minnesota. You have the right to refuse to supply the information requested; however, if you refuse to supply this information, the Board may not be able to determine your qualifications and, as a consequence, may refuse to issue you a permit. If you supply the information requested,

the Board will be able to process your application. Your name and your organization's name and address will be public information when received by the Board. All the other information you provide will be private data until the Board issues your permit. When the Board issues your permit, all of the information provided to the Board will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your name and your organization's name and address which will remain public. Private data are available to: Board members,

Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Finance, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies that are 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 consent.

RESOLUTION 2013-2

AUTHORIZATION FOR  
IMMACULATE CONCEPTION CHURCH TO CONDUCT A RAFFLE

WHEREAS, Immaculate Conception Church has requested before the Town Board seeking permission to conduct a raffle at Wings North Hunting Club located on Homestead Road, in Pokegama Township;

WHEREAS, the Town Board has reviewed the request of Immaculate Conception Church and found it to be acceptable, and in the public interest;

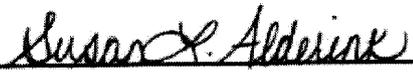
THEREFORE, the Town Board of Pokegama Township does hereby resolve as follows:

The Town Board of Pokegama Township supports the request of Immaculate Conception Church to conduct a raffle at Wings North Hunting Club as described above.

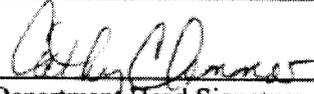
Adopted this 21st day of February, 2013.

BY THE BOARD

  
Town Chairperson

Attest:   
Town Clerk, Pokegama Township

**PINE COUNTY REQUEST FOR BOARD ACTION**

<p>Requested Board Date:</p> <p>April 16, 2013</p>	<p><u>Consent Agenda</u> (Please Circle)</p> <p>Regular Agenda</p> <p>Estimated Time: (Please Circle)</p> <p>_____ 10 Min. 15 Min.</p> <p>Time needed</p> <p>30 Min. 45 Min. 1 hour</p>
<p>Department requesting Action:</p> <p><b><u>Auditor/Treasurer</u></b></p>	<p> 4-10-13</p> <p>Department Head Signature                      Date</p>

<p><b>Item for Discussion:</b></p> <p>Application for Premises Permit for the Pokegama Lake Association to conduct Minnesota lawful gambling at Beach Rocks, 10762 Lakeview Shore Drive, Pine City (Pokegama Twp).</p>  <p><b>Board Action Requested:</b> (Attach additional pages if needed)</p>    <p align="center">Supporting Documents:    Attached    None</p>
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# Minnesota Lawful Gambling LG215 Lease for Lawful Gambling Activity

5/08  
Page 1 of 2

Check applicable item:

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

2. Renewed lease. Submit with premises permit renewal.

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

4. Amended lease

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

Organization name <b>Pokegama Lake Association</b>		License number <b>03992-009</b>		Daytime phone <b>320-697-6181</b>	
Name of leased premises <b>Beach Rocks LLC</b>	Street address <b>10765 LAKEVIEW SHORE DR.</b>	City <b>PINE CITY</b>	State <b>MN</b>	Zip <b>55063</b>	Daytime phone
Name of legal owner of premises <b>DANIEL B. CARLSON</b>	Business/street address <b>SAME</b>	City <b>SAME</b>	State <b>MN</b>	Zip <b>55063</b>	Daytime phone <b>320-697-8039</b>
Name of lessor (if same as legal owner, write in "SAME") <b>SAME</b>	Business/street address <b>SAME</b>	City <b>SAME</b>	State <b>MN</b>	Zip <b>55063</b>	Daytime phone <b>SAME</b>

Check (✓) all activities that will be conducted

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

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

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

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

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

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

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

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

COMPLETE ONE OPTION:

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

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

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

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

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

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

COMPLETE ONE OPTION:

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

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

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

### Bingo Rent

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

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

### Bar Bingo Rent

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

### New Bingo Activity

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

# LG215 Lease for Lawful Gambling Activity

5/08  
Page 2 of 2

**Lease Term**

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

**Management of Gambling Prohibited**

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

**Participation as Players Prohibited**

The lessor, the lessor's immediate family, and any agents or gambling employees of the lessor will not participate as players in the conduct of lawful gambling on the premises.

**EXCEPTION:** The lessor's immediate family and lessor's employees may participate in bar bingo if they are not involved in the sale or operation of bar bingo.

**Illegal Gambling**

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

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

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

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

**Other Prohibitions**

- The lessor will not impose restrictions on the organization with respect to providers (distributors) of gambling-related equipment and services or in the use of net profits for lawful purposes.

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

**Access to permitted premises**

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

**Lessor records**

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

**Rent all-inclusive**

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

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

**Changes in lease**

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

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

Other terms: PLEASE LOOK AT PAST AT THIS SITE

Signature of lessor

*[Signature]*

Date

4/3/13

Signature of organization official (lessee)

*[Signature]*

Date

4-3-13

Print name and title of lessor

Daniel B Carlson

Print name and title of lessee

DOREEN GRAVE Gambling Manager

Lessee's business address

12965 LAKE LINE RD Pine City MN 55063

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

**Minnesota Lawful Gambling  
LG214 Premises Permit Application Annual Fee \$150**

1/10 Page 1 of 2

FOR BOARD USE ONLY

Check # \_\_\_\_\_

\$ \_\_\_\_\_

**Organization Information**

1. Organization name POKEGAMA LAKE ASSOC License number 09992

2. Chief executive officer (CEO) CHARLES ROYCE Daytime phone 506-99-9305

3. Gambling manager DOREEN GRAVE Daytime phone 326-937-6441

**Gambling Premises Information**

4. Current name of site where gambling will be conducted Beach Rocks LLC

5. List any previous names for this location LAKEVIEW Supper Club

6. Street address where premises is located 10762 LAKEVIEW SHORE DRIVE  
(Do not use a P.O. box number or mailing address)

7. City Pine City | Township OR POKEGAMA | County Pine | Zip code 55063

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

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

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

**Gambling Bank Account Information (must be in Minnesota)**

11. Bank name STEARNS BANK Bank account number 1004695

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

**All Temporary and Permanent Off-site Storage Spaces**  
(for gambling equipment and records related to this site - must be stored in Minnesota)

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

\_\_\_\_\_ State MN Zip code \_\_\_\_\_

**Bingo Occasions (including bar bingo)**

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

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

Reset Form Print Form

# LG214 Premises Permit Application

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

**Acknowledgment and Oath**

<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 the premises to inspect it and enforce the law.</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> </ol>	<ol style="list-style-type: none"> <li>5. I am the chief executive officer of the organization.</li> <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> </ol>
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Signature of Chief Executive Officer (designee may not sign) *Charles Royce* Date 4-10-13

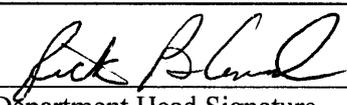
Print name CHARLES ROYCE

<p><b>Required Attachments</b></p> <ol style="list-style-type: none"> <li>1. If the premises is leased, attach a copy of your lease. Use LG215 Lease for Lawful Gambling Activity.</li> <li>2. \$150 annual premises permit fee, for each permit. Make check payable to "State of Minnesota."</li> </ol> <p>Mail to: Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113 Questions? Call 651-639-4000 and ask for Licensing.</p>	<p><b>Monthly Regulatory Fee</b></p> <p>If you receive a premises permit for this site, there is a monthly regulatory fee of 0.1% (.001) of gross receipts from lawful gambling conducted at the site. The fee is reported on the G1 Lawful Gambling Monthly Summary and Tax Return and paid with the monthly tax report.</p> <p>This form will be made available in alternative format (i. e. large print, Braille) upon request.</p>
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<p><b>Data privacy notice:</b> The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information requested; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application.</p>	<p>Your organization's name and address will be public information when received by the Board. All other information provided will be private data until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address that will remain public. Private data about your organization are available to: Board members; Board staff whose</p>	<p>work requires access to the information; Minnesota's Department of Public 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.</p>
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**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  April 16, 2013	<u>Consent Agenda</u> (Please choose)  Regular Agenda Estimated Time: (Please Circle) _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department requesting action:  <b><u>Sheriff / Jail</u></b>	 4-5-13 Department Head Signature Date

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

*Acknowledge the promotion of part time Corrections Officer Sarah Carlson to Full time Corrections Officer effective 04-21-2013. Classification to remain as B-23 and wage to remain at \$16.04.*

*Position approved at the September 11, 2012 personnel meeting and the September 18 Board meeting.*

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

Supporting Documents: Attached None

## **2. Presentation by the Extension Office – Pine County**

Approve Memorandum of Agreement with the University of Minnesota for Extension services for 2013-2015. Susanne Hinrichs, Regional Director of Northeastern Minnesota from the University of Minnesota Extension Office, was present and gave an overview of the Extension Program. Commissioner Carlson asked how the Pine County 4-H program is doing. Lorelei Finley, Pine County 4-H Coordinator explained the 4-H program and gave totals for 2011. Motion by Commissioner Hallan to approve the Memorandum of Agreement with the University of Minnesota for Extension services for 2013-2015 and authorize the Board Chair and County Administrator to sign the agreement. Second by Commissioner Rossow. Motion carried 4-0.

### **2A. City of Pine City Business Loop Proposal**

Nathan Johnson, City Planner from the City of Pine City, presented a proposed business loop plan for the City of Pine City and provided a map. Motion by Commissioner Hallan to direct Administrator Minke to provide a letter of support of the Pine City Business Loop and to consent to signing the county roads to the City of Pine City. Second by Commissioner Rossow. Motion carried 4-0.

## **3. Personnel Committee Report**

The Personnel Committee met on September 11, 2012 and made the following recommendations:

- a) Fill the vacant part-time maintenance worker position.
- b) Authorize Building Maintenance Worker Peter Umbreit to be a full-time position.
- c) Authorize the filling of four vacant fulltime positions at the jail and reduce the part-time authorization to eight.
- d) Authorize the creation of an Administrative Assistant position in the county Administrator's office and approve the restructure.
- e) Authorize the reposting of a vacant assessor position.

Motion by Commissioner Rossow to approve the recommendations of the Personnel Committee. Second by Chairman Chaffee. Motion carried 4-0.

## **4. Transportation Committee Report**

Administrator Minke led a brief discussion about the Transportation Committee Report and board members commented that promoting safety along Pine County roadways is a priority.

**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  April 16, 2013	<u>Consent Agenda</u> (Please choose)  Regular Agenda Estimated Time: (Please Circle) _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department requesting action:  <b><u>Sheriff / Jail</u></b>	<u>Rick Blund</u> 4-5-13 Department Head Signature Date

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

*Acknowledge the promotion of part time Corrections Officer Duane Begay to Full time Corrections Officer effective April 21, 2013. Classification to remain as B-23 and wage to remain at \$16.04*

This vacancy was created by the resignation of Full time CO Shanna Draves. Position approved to be filled by Personnel Committee on 02-12-13 and by the County Board on 02-19, 2013.

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

Supporting Documents: Attached None

## CONSENT AGENDA

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

### **1. Review January, 2013 Cash Balance**

<b>Fund</b>	<b>January 31, 2012</b>	<b>January 31, 2013</b>	<b>Increase(Decrease)</b>
Revenue Fund	\$649,939.37	\$1,669,961.41	\$1,020,022.04
Health and Human Services Fund	\$1,929,458.13	\$1,566,122.21	(\$ 363,335.92)
Road and Bridge Fund	\$7,456,774.07	\$4,870,595.73	(\$2,586,178.34)
Land Management Fund	1,317,282.89	\$1,485,194.73	\$ 167,911.84
TOTAL (inc non-major funds)	\$12,370,164.81	\$9,373,969.25	(\$2,996,195.56)

### **2. Applications for Abatement:**

- a. Jerry & Jessica Williams, 509 Oak Avenue, Hinckley, PID 40.5427.000, pay 2012
- b. Leo & Shirley Derungs, Scotch Pine Road, Willow River, PID 17.0261.003, pay 2010-2012.

### **3. Cancellation of 2010 Outstanding Warrants**

Approve cancellation of 2010 outstanding warrants.

### **4. 2012 Gas Tax Distribution to Townships**

Approve 2012 gas tax distribution to townships.

### **5. Training Request**

Authorize Tamara Tricas to attend MCRA Recording Institute, June 11-14, 2013 in Deerwood, Minnesota. Registration cost \$150; 3 nights lodging, \$529.03 (meals and sales tax included). Funds for this seminar are in the 2013 budget.

## REGULAR AGENDA

### **1. Personnel Committee**

The Personnel Committee met February 12, 2013 and made the following recommendations:

- A. Accept resignation of full-time Corrections Officer Shanna Draves effective January 14, 2013 and authorize filling of position.
- B. Accept resignation of Children's Mental Health Social Worker Roxanne Anderson, effective February 5, 2013 and authorize filling of position.





## Minnesota Counties Intergovernmental Trust Training Event

# MANAGING THE HUMAN RESOURCE

May 29-30, 2013 • St. Cloud Holiday Inn • \$80 per Attendee

This popular seminar provides a solid introduction to the issues unique to managing employees in the public sector. It is a must for anyone whose job requires making employment and personnel decisions in the public sector.

### Topics

- **Hiring:** recruiting, job applications, background checks, interviewing and orientation
- **Employee training and evaluation:** probationary periods, periodic re-orientation and employee evaluations
- **Discipline, discharge and resignation:** incompetence, misconduct, performance improvement plans and termination
- **Personnel data practices:** collection and storage, dissemination and purging
- **Personnel issues and the Open Meeting Law:** performance evaluations, discipline, negotiations and internal investigations
- **Employer obligations and employee rights:** Fair Labor Standards Act, Family and Medical Leave Act, Americans with Disabilities Act, Veterans Preference Act and Human Rights Act

### Presenters

Ann R. Goering and Margaret A. Skelton, partners at Ratwik, Roszak & Maloney P.A., practice labor and employment law. Goering has represented numerous public sector entities in situations involving claims of discrimination, harassment and defamation. She has been presenting Managing the Human Resource since its inception.

Skelton routinely represents management in grievance arbitration, interest arbitration and negotiation of collective bargaining agreements.

### More Information

Questions about the seminar can be directed to Heather Larson-Blakestad, MCIT communications manager, at hblakestad@mciit.org, 651.209.6430 or 1.866.547.6516.

A few guest rooms have been set aside at the St. Cloud Holiday Inn. Mention MCIT when making reservations.

St. Cloud Holiday Inn: 75 S. 37th Ave., St. Cloud MN 5630 • Phone: 320.253.9000 • Website: HolidayInn.com  
Registration Fee Includes: All seminar materials and lunch both days

## REGISTER NOW

You may send payment separately from the registration form.

### Two registration options:

1. Go to [MCIT.org](http://MCIT.org) and follow the link to the online registration form under the Training tab.
2. Complete the form below and return it to MCIT:
  - E-mail—[register@mciit.org](mailto:register@mciit.org)
  - Fax—651.209.6496
  - Mail—100 Empire Dr., suite 100, St. Paul MN 55102-1885

### Managing the Human Resource

May 29-30, Holiday Inn, St. Cloud

- MCIT member: \$80  
 Nonmember: \$120
- Check here if you require special accommodations. MCIT will contact you for additional information.

Name Matt Christenson

Title HR & Payroll Specialist

Organization Pine County

Address 635 Northridge Dr NW Suite 200 Pine City MN

Phone 320-591-1622

E-mail Matt.Christenson@co.pine.mn.us

Make checks payable to MCIT and send to:  
Minnesota Counties Intergovernmental Trust  
100 Empire Dr., Suite 100  
St. Paul MN 55103-1885

### Cancellation Policy:

Individuals registered for the seminar will not be billed for cancellations received at least one week prior to the session (by May 22, 2013). Cancellations received after this deadline will be billed for the entire registration fee.

# PINE COUNTY PERSONNEL COMMITTEE

## Minutes

April 9, 2013, 8:30 a.m.

Health and Human Services Building, Sandstone, Minnesota

Members: Commissioner Chaffee  
Commissioner Rossow  
County Administrator David Minke, HR and Payroll Specialist Matt Christenson, Office Manager Ilene Haavisto, Jail Administrator Rick Boland.

1. Commissioner Chaffee called the meeting to order at 8:30 a.m.
2. The agenda was approved.
3. The Minutes of the March 12, 2013 meeting were approved.

4. **Jail**

Chief of Corrections Boland provide an overview of his current department staffing. After discussion the committee:

- A. Ratified the termination of part-time corrections officer Tamara Wolter, effective March 8, 2013, and authorized filling the vacancy.
- B. Accepted the resignation of full-time corrections officer Zak Vork, effective March 28, 2013, and authorized filling the position.
- C. Authorized filling the full-time correction officer position due to the promotion to sergeant of Rod Williamson. Also authorized the filling of a part-time position if a vacancy is created to fill this position.
- D. Ratified the creation of an eligibility list for filling the approved vacancies.

Administrator Boland reported that there were about 20 prisoners boarded last month and the Pine County population was about 60.

5. **Sheriff**

The committee accepted the resignation of Tim Johnson effective March 30, 2013.

6. **Extension**

Lorelei Finley described the Summer 4-H assistant position. This position is budgeted at \$4,000 and focuses on the county fair and other 4-H programs. The position is graded A13.

The committee authorized filling the temporary summer position at a cost not to exceed \$4,000.

7. **Health and Human Services**

The committee accepted the resignation of Abby Schaefer effective April 12, 2013 and authorized the filling of the vacancy. This position focuses on day care and foster home licensing.

8. **Non-Union Performance Pay Increase.**

The committee approved an annual performance pay increase for county assessor Kelly Schroeder, from \$31.72 per hour to \$32.99 per hour, effective March 7, 2013.

9. Other

10. **Adjourn**

With no further business, the committee adjourned at 9:35 a.m.

**PINE COUNTY FACILITY COMMITTEE  
MINUTES**

**April 3, 2013**

**9:00 a.m. – Administrator Conference Room  
Pine County Courthouse, Pine City, Minnesota**

Members Present: Commissioner Carlson  
Commissioner Pangerl

Others Present: County Administrator David Minke  
Facility Supervisor Kevin Newman  
Peter Berger, State of Minnesota

1. The meeting was called to order at 9:00 a.m.
2. The minutes of March 6, 2013 were approved.
3. Presentation by Peter Berger, State of Minnesota Guaranteed Energy Savings Program.

Berger reviewed the energy savings program and discussed Pine County buildings. It is unlikely that the Pine Government Center would be a candidate for the program because any significant changes to the building would require the addition of extensive air handling equipment and ducting and the cost to operate a code-compliant building would exceed any possible energy savings.

4. Use of county facilities by others  
At the March 5, 2013 board meeting, the county board referred the question of use of county facilities by others to the facility committee. After discussion it was determined that if non-profit or government-related groups are interested in using county facilities, they could check availability with the County Administrator's Office.
5. Tuck Pointing  
The committee was updated that an RFP for an owners representative is due back April 8. The plan is to review the proposals and likely conduct an interview before recommending award at the April 16 board meeting. The committee could call a special meeting for April 10-12 if it wanted to review and recommend the award.
6. Other
7. With no further business, the meeting was adjourned at 11:00 a.m.

**PINE COUNTY REQUEST FOR BOARD ACTION**

<p>Requested Board Date: 4/16/2013</p>	<p><u>Consent Agenda</u> (Please Circle) Regular Agenda Estimated Time: (Please Circle) _____ 10 Min. <u>15 Min.</u> Time needed 30 Min. 45 Min. 1 hour</p>
<p>Department requesting action:  <b><u>Administrator's</u></b></p>	<p>_____ Department Head Signature          Date</p>

Committee of the Whole approved recruiting for a new HHS Director on 4/10/2013. Job description updated and attached for reference.

**HHS Director**  
E82  
\$31.92 - \$44.96

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

Approval to recruit for HHS Director position  
Approval of updated job description

Supporting Documents: HHS Director  
job description

**POSITION DESCRIPTION**

HEALTH & HUMAN SERVICES DIRECTOR

**SECTION I. GENERAL INFORMATION**

BAND	GRADE	SUB-GRADE
E	8	2
DEPARTMENT Health & Human Services	DIVISION Administration	SUPERVISOR County Administrator

**SECTION II. POSITION OBJECTIVE**

The Director is responsible for policy development, program administration and operations, and administrative and financial management of the Health and Human Services Department. The Department includes the Children Services Unit, Adult Services Unit, Income Maintenance Unit, Child Support Unit, Administration and Accounting and by agreement, fiscal management of the Pine County Children and Family Services Collaborative. Performs all tasks in a courteous and professional manner, maintains the appropriate level of confidentiality for all information, represents the county administrator to staff, citizens and board members and maintains positive working relationships.

**SECTION III. TASKS, DUTIES, AND RESPONSIBILITIES**

DUTY #	TASKS	FREQUENCY
1.	Management of Department Services	
	a. Develop, implement and manage plans, policies and programs, within federal, state, and county guidelines.	40%
	b. Interpret federal, state, and county laws, rules, policies and procedures to staff and, as necessary, to the Health and Human Services Board and the community.	
	c. Provide leadership to achieve the most effective and efficient services to clients and the community based on needs, outcomes, available funding, and federal and state laws, rules and regulations.	
	d. Coordinate, confer, and maintain working relationships with the County Administrator, the County Attorney, other county departments, tribal units of government, collateral agencies, State and Federal regulatory agencies and funding sources and collaborative partners.	
	e. Represent the Department at State and regional meetings, at the Legislature, to departments within State government, and to such other groups as directed by the Health and Human Services Board.	
	f. Prepare agendas, minutes, and reports for the Health and Human Services	

	Board, County Administrator, Health and Human Services Advisory Board, Children's Cabinet and other activities as directed.	
	g. Responsible for grant writing activities within the Department.	
2.	Fiscal Responsibilities	30%
	a. Develop an annual budget.	
	b. Monitor revenue and expenditure reports and fund balance.	
	c. Meet with unit Supervisors to adjust programs as needed to remain within budget.	
	d. Report to the Health and Human Services Board on the financial status of the Department monthly.	
3.	Personnel Responsibilities	30%
	a. Develop position descriptions for regular full and part-time positions in consultation with the Human Resource Department.	
	b. Recommend new hires and promotions.	
	c. Participate in union negotiations.	
	d. Administrate and interpret employee contracts in consultation with the Human Resources Department.	
	e. Initiate disciplinary action up to suspensions. Recommend termination of employees in consultation with the Human Resource Department. Conduct performance counseling, coaching and employee development.	
	f. Manage office environments in all Department locations to ensure optimal productivity for individuals and units.	
	g. Train, supervise and consult with unit supervisors on interdepartmental and unit specific programs, goals and tools.	
	h. Review annual and probationary employee evaluations given by the Supervisors and complete evaluations of all Supervisors and the Administrative Assistant on their anniversary dates.	
	i. Recommend salary adjustments for performance based employees.	
4.	All other duties as assigned or apparent	

**SECTION IV. *MINIMUM QUALIFICATIONS***

Bachelors Degree in Social Work, Public Health, Psychology, Nursing or a related field with a minimum of five years experience as a Supervisor. [Valid MN Drivers License and dependable transportation].  
**Preferred Qualifications:** Masters Degree with experience as Department director.

**SECTION V. KNOWLEDGE, SKILL, AND ABILITIES**

1. Considerable knowledge of the general fields of Health or Human Services.
2. Considerable knowledge of state and federal laws, rules, and regulations relating to Health and Human Services.
3. Considerable knowledge of the principles and practices of public administration and effective management, including program planning, budgeting, accounting, evaluation, and personnel management.
4. Working knowledge of automated management information systems used in Health & Human Services and basic office automation strategies.
5. Working knowledge of federal, state, and local government systems, including the specifics of how the various levels of government functions in Minnesota.
6. Knowledge of grant writing processes required by state and federal agencies.
7. Knowledge of ergonomics and worker accommodation.
8. Ability to effectively communicate both verbally and in writing.
9. Ability to make public presentations.
10. Ability to work with and reach consensus with a wide variety of people with divergent concerns.
11. Ability to analyze departmental programs and recommend or develop new work processes when necessary.
12. Ability to maintain complex records; apply basic research and statistical skills; utilize information to prepare reports.

**SECTION VI. PHYSICAL ABILITIES/REQUIREMENTS**

1. Must have a valid Minnesota driver's license, reliable means of transportation for the performance of work responsibilities and occasional travel requirements.
2. Ability to climb, balance, stoop, kneel, crouch, reach, stand, walk, push, pull, grasp, feel, talk, hear, see, repetitive motions with or without reasonable accommodation.
3. Ability to lift up to 25 pounds to perform daily duties.
4. Work performed primarily in an office setting and subject to regular interruptions.
5. Must have ability to use a personal computer.
6. Ability to fluently read, write and speak English.

**SECTION VII. HEALTH AND SAFETY**

1. This position is required to ensure the enforcement of County and Department safety and health policies, rules and regulations. Position investigates all reported accidents and incidents or ensures that proper investigations are completed and takes action to correct the situation including allocating the necessary resources.
2. Position ensures that there is a safe and secure work place for Human Services employees that is free of sexual harassment, has clean air, meets functional needs of staff and public, and minimizes safety risks.

**SECTION VIII. SIGNATURES**

The information in this description is a true and accurate account of the position.

_____ Employee Signature	_____ Date
_____ Human Resources Specialist	_____ Date
_____ County Administrator	_____ Date

**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  April 16, 2013	Consent Agenda <i>(Please Circle)</i>  Regular Agenda Estimated Time: <i>(Please Circle)</i> _____ 10 Min. 15 Min. <small>Time needed</small> 30 Min. 45 Min. 1 hour
Department Requesting Action:  <b><u>Administrator</u></b>	_____ Department Head Signature                      Date

*Rick Olseen from Congressman Nolan's Office*

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

Supporting Documents:    Attached    None

**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  April 16, 2013	Consent Agenda <i>(Please Circle)</i>  Regular Agenda Estimated Time: <i>(Please Circle)</i> 10 Min. 15 Min. <hr/> Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action:	<hr/> Department Head Signature                      Date

Terry Lind will be present to provide information on the Braham Community Center.

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

None

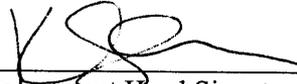
Supporting Documents: Attached    None

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## PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date:  April 16, 2013	Consent Agenda <i>(Please Circle)</i>  Regular Agenda Estimated Time: <i>(Please Circle)</i> <u>5 min</u> 10 Min.      15 Min. <small>Time needed</small> 30 Min.      45 Min.      1 hour
Department Requesting Action:  <u>Assessor</u>	<div style="text-align: right;">                       Department Head Signature                 </div> <div style="text-align: right; margin-top: 10px;"> <u>4/2/13</u>                      Date                 </div>

*Acknowledge and sign Pine County Resolution No 2013-13. This is the local government resolution appointing David Minke as the authorized official to act on behalf of Pine County to execute all grant agreements necessary to implement the Flood Damage Reduction project.*

**Board Action Requested:** (Attach additional pages if needed)  
*Acknowledge and sign resolution*

Supporting Documents: Attached      None

**Exhibit B**

**Local Government Resolution – 2013-13**

BE IT RESOLVED that **PINE COUNTY**, hereinafter referred to as the “Applicant” act as legal sponsor for the project contained in the **Flood Damage Reduction Grant Assistance Program Application** to be submitted on **April 16, 2013** and that **David Minke, County Administrator**, is hereby authorized to apply for the Department of Natural Resources for funding of this project on behalf of the Applicant.

BE IT FURTHER RESOLVED that the Applicant has the legal authority to apply for financial assistance, and the institutional, managerial and financial capability to ensure adequate acquisition, maintenance and protection of the proposed project.

BE IT FURTHER RESOLVED that the Applicant has not incurred any costs, and has not entered into any written agreements to purchase property proposed by this project.

BE IT FURTHER RESOLVED that the Applicant has not violated any Federal, State, or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the state, the Applicant may enter into an agreement with the State of Minnesota for the above-referenced project, and that the Applicant certifies that it will comply with all applicable laws and regulations as stated in the contract agreement.

**NOW, THEREFORE, BE IT RESOLVED** that, **David Minke, County Administrator**, is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the **Board of Commissioners of Pine County** on **April 16, 2013**.

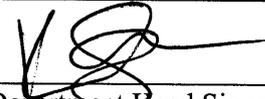
SIGNED:

WITNESSED:

\_\_\_\_\_  
Stephen M. Hallan, Board Chair  
Dated: April 16, 2013

\_\_\_\_\_  
David Minke, County Administrator  
Dated: April 16, 2013

**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  April 16, 2013	Consent Agenda <i>(Please Circle)</i>  Regular Agenda Estimated Time: <i>(Please Circle)</i> <u>5mn</u> 10 Min.    15 Min. <small>Time needed</small> 30 Min.    45 Min.    1 hour
Department Requesting Action:  <u>Assessor</u>	 Department Head Signature <u>4/11/13</u> Date

*Sign grant agreement between the State of Minnesota, Commissioner of Natural Resources and Pine County in the amount of \$2,250,000. This grant is for the reimbursement of costs associated with the acquisition of real property and disposal of structures impacted by flooding due to federal disaster DR-4069. This grant represents the costs for seven properties that will be purchased through the Department of Natural Resources flood mitigation program and 25% of the costs associated with the 37 other properties that may be proceeding through the Federal HMGP program.*

**Board Action Requested:** (Attach additional pages if needed)  
*Sign grant agreement.*

Supporting Documents:    Attached    None

## STATE OF MINNESOTA GRANT CONTRACT WITH PINE COUNTY FOR PROPERTY ACQUISITIONS

This grant contract is between the State of Minnesota, acting through its Commissioner of Natural Resources, ("State") and Pine County, 635 Northridge Drive NW, Suite 200, Pine City, MN 55063 ("Grantee").

### Recitals

1. Under Minn. Stat. Section 103F.161, the State is empowered to enter into this grant.
2. The State agrees that public acquisition of flood prone or flood damaged property is in the interest of the State.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract 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 Contract

#### 1 Term of Grant Contract

- 1.1 **Effective date:** April 15, 2013, or the date the State obtains all required signatures under Minnesota Statutes §16C.05, subdivision 2, whichever is later.
- 1.2 **Expiration date:** December 31, 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 contract: 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 responsible for:  
The acquisition of real property and disposal of structures impacted by flooding associated with federal disaster DR-4069. Grantee shall acquire as many properties as funding allows, as described in Attachment A of this agreement. Funds under this award may also be utilized to meet the local match for structures and properties acquired with federal funds through the Federal Emergency Management Agency HMGP program. Any properties considered under this grant award that are eligible for acquisition under the federal HMGP program must exhaust the federal funding available before utilizing state funds.

#### 3 Time

The Grantee must comply with all the time requirements described in this grant contract. In the performance of this grant contract, time is of the essence.

#### 4 Consideration and Payment

4.1 **Consideration.** The State will reimburse for all services performed by the Grantee under this grant contract as follows:

- (a) **Compensation.** The Grantee will be reimbursed 100% for eligible project expenses, not to exceed \$2,250,000.00. Eligible expenses are those incurred by Grantee on or after July 1, 2012 and directly related to acquisition and demolition costs as a result of June, 2012 flooding.
- (b) **Travel Expenses.** Reimbursement for eligible project-related travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant contract will be reimbursed in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). The Grantee

will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

**(c) Eligible Expenses.** Eligible expenses are those costs directly incurred by the Grantee that are solely related to and necessary for producing the work products described in Provision 2 of this Agreement. Eligible costs may include the following:

advertising costs for bids and proposals; Project administration; capital expenditures for facilities, equipment and other capital assets as expressly approved by the State; materials and supplies; architectural and engineering services; construction management and inspection services; surveys and soil borings; demolition and site restoration; attorney fees solely related and necessary to accomplish the Project, as determined by the State and actual construction of the Project.

Certain other types of costs may be eligible provided that they are (1) directly incurred by the Grantee; (2) are solely related to, and necessary for, producing the work products described in Provision 2; and (3) have prior written approval of the State. Any cost not defined as an eligible cost or not included in the Project Plan shall not be paid from State funds committed to the Project.

**(d) In-eligible Expenses.** Non-eligible costs for reimbursement means all costs not defined as eligible costs, including but not limited to the following:

Any costs incurred before the July 1, 2012; fund raising; taxes, except sales tax on goods and services; insurance, except title insurance; attorney fees not necessary to accomplish the project; loans, grants, or subsidies to persons or entities for development; bad debts or contingency funds; interest; options for acquisition of real estate; lobbyists; and political contributions.

**(e) Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract will not exceed \$2,250,000.00. Grantee is not required to provide a local match.

#### 4.2. **Payment**

**Invoices.** To obtain reimbursement for eligible costs under this Grant, the Grantee shall provide the State with invoices and evidence that the portion of the Project for which payment is requested has been satisfactorily completed. All invoices shall be sent to the person designated in Section 6. Grantee shall submit invoices and evidence that its contribution toward the two percent of the median household income requirement is being met prior to requesting additional payments by the State. Invoices will be submitted for the amount and should differentiate, when applicable, between the Federal and Non-Federal Project costs, as well as the State and local share of the Project costs. Invoices must be received by the State within thirty (30) days after the completion of the Project or the expiration of this Grant as set forth in Section 1.2, whichever occurs first. Invoices received after that date will not be eligible for reimbursement. The State's authorized agent has final authority for acceptance of Grantee's services, determination as to whether the expenditures are eligible for reimbursement under this Grant, and verification of the total amount requested. The Grantee shall not receive payment for work found by the State to be unsatisfactory, or performed in violation of federal, state or local law, ordinance, rule or regulation. At its discretion, the State may retain 10% of the total grant award until the State has determined that the Grantee has satisfactorily fulfilled all of the terms of this Grant. If requested by the State, the Grantee shall arrange for a tour of the Project area prior to release of the final ten (10) percent of the funds. Invoices must be submitted timely and according to the following schedule:

It is required that invoices be submitted, at a minimum, at the close of each state fiscal year which is July 1 – June 30. If expenses are extensive, reimbursement requests may be submitted monthly or quarterly. Please itemize the eligible expenses by the month of occurrence, not liquidation. If invoices are not received in this format, it could delay receipt of payment.

## 5 **Conditions of Payment**

All services provided by the Grantee under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

## 6 **Authorized Representative**

The State's Authorized Representative is Patrick Lynch, Floodplain Hydrologist, Department of Natural Resources, 500 Lafayette Road, St. Paul, Minnesota, 55155, 651-259-5691, [pat.lynch@state.mn.us](mailto:pat.lynch@state.mn.us), or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is David Minke, Administrator, Pine County, 635 Northridge Drive NW, Suite 200, Pine City, Minnesota 55063, 320-591-1620, [david.minke@co.pine.mn.us](mailto:david.minke@co.pine.mn.us). If the Grantee's Authorized Representative changes at any time during this grant contract, 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 contract without the prior written consent of the State, approved by the same parties who executed and approved this grant contract, or their successors in office.

7.2 **Amendments.** Any amendments to this grant contract 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 contract, or their successors in office.

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

7.4 **Grant Contract Complete.** This grant contract contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract, 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 contract 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 contract.

**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**

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 contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract. 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. § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

**12 Publicity and Endorsement**

12.1 *Acknowledgments.* The Grantee agrees to acknowledge the State's financial support for the Project. Any statement, press release, bid, solicitation, or other document issued describing the Project shall provide information reflecting that State funds were used to support the Project and will contain the following language:

*This Project is made possible in part by a grant provided by the Minnesota Department of Natural Resources, through an appropriation by the Minnesota State Legislature.*

Any site developed or improved by the Project shall display a sign, in a form approved by the State, stating the same information.

12.2 *Endorsement.* The Grantee must not claim that the State endorses its products or services.

**13 Governing Law, Jurisdiction, and Venue**

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

**14 Termination**

14.1 *Termination by the State.* The State may immediately terminate this grant contract with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

14.2 *Termination for Cause.* The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

**15 Data Disclosure**

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

**16 Use of State Bond- Financed Property**

"State bond- financed property" means property acquired or bettered in whole or in part with the proceeds of state general obligation bonds authorized to be issued under article XI, section 5, clause (a), of the Minnesota Constitution. Use of State bond- financed property must be operated in compliance with the provisions of Minnesota Statutes chapter 16A.695, all state and federal laws, and in a manner that will not cause the interest on the state general obligation bonds to be or become subject to federal income taxation for any reason. Grantee shall record deed restrictions on properties acquired under this Agreement, requiring properties to remain in permanent public ownership in perpetuity.

**17 Invasive Species**

The DNR requires active steps to prevent or limit the introduction, establishment, and spread of invasive species during contracted work. The contractor shall prevent invasive species from entering into or spreading within a project site by cleaning equipment prior to arriving at the project site. If the equipment, vehicles, gear, or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by contractor furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The contractor shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Contract Administrator. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

**1. STATE ENCUMBRANCE VERIFICATION**

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

Signed: Felicia Barnes

Date: 4/3/13

SWIFT Contract/PO No(s). 60496/3000035370

**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

## WITH PINE COUNTY FOR PROPERTY ACQUISITIONS

The Grantee shall acquire title to properties listed in the table below, remove all structures, disconnect utilities, and restore topsoil and landscaping. All demolition material is to be disposed of in compliance with Federal, State, and local standards. Property acquired by the Grantee shall remain in permanent public ownership. The Grantee agrees that the land shall be used only for purposes compatible with open space, recreational, or wetlands management practices per State and local floodplain and shoreland management ordinances.

All project expenses not identified as being related to work outlined above, and as subsequently amended in Exhibit A of this Agreement, must be approved by the State in writing prior to the Grantee incurring said expense.

State Cost Share	Address
25%	7150 Bald Eagle Ln
25%	7166 Bald Eagle Ln
25%	7210 Bald Eagle Ln
25%	7218 Bald Eagle Ln
25%	7226 Bald Eagle Ln
25%	7230 Bald Eagle Ln
25%	7254 Bald Eagle Lane
25%	7288 Bald Eagle Ln
25%	2994 Farm to Market Rd
25%	8080 Willow St
25%	8079 Willow St
25%	8085 Willow St
25%	8759 Cathedral Pines Dr.
25%	8761 Cathedral Pines Dr.
25%	8765 Cathedral Pines Dr
25%	8771 Cathedral Pines Dr
25%	8777 Cathedral Pines Dr
25%	8779 Cathedral Pines Dr
25%	8785 Cathedral Pines Dr.
25%	8797 Cathedral Pines Dr
25%	8801 Cathedral Pines Dr.
25%	8825 Cathedral Pines Dr.
25%	8833 Cathedral Pines Dr.
25%	8843 Cathedral Pines Dr
25%	8859 Cathedral Pines Dr
25%	8875 Cathedral Pines Dr
25%	8879 Cathedral Pine Dr
25%	2750 Central Avenue
25%	8081 Willow St
25%	74080 County Hwy 61
25%	87137 Kettle Shores Loop
25%	87311 Kettle Shores Loop
100%	3015 Farm to Market Rd
100%	8116 Willow St
100%	8129 Willow St
100%	8793 Cathedral Pine Dr
100%	8811 Cathedral Pine Dr
100%	74290 Co Hwy #61
100%	76782 Debbie Ridge Rd



**PINE COUNTY**  
**Notice of County Timber Stumpage Sale**  
**Thursday, May 16, 2013**

Pursuant to the order of the County Board of Pine County and under the provisions of Minnesota Statutes 282.04, as amended, and others that may apply, the following timber will be offered for sale WITHOUT the sale of land on **THURSDAY, May 16, 2013 at 10:00 a.m. at the Pine County Human Services/Highway Department Building; 1610 Hwy. 23N., Sandstone, Minnesota.** Timber will be sold to the highest bidder, but at not less than the appraised value and in conformity with the forestry practices as outlined in the contract. Bidding will be on a percentage basis in minimum increments of 1% of the sales' appraised value, with the bid increase to be added to the sales' appraised value. All species will be affected by bid increase. The right to accept or reject any or all bids is reserved.

**General terms and conditions:**

Sales require a down payment of 15% of the appraised value, with no down payment being less than \$250.00. Down payments must be paid immediately following the auction and are non-refundable in the event that the purchaser forfeits the sale.

Sales must be paid in full before cutting operations begin, unless otherwise noted. All sale tracts are SOLD AS APPRAISED (payments are based on estimated timber volume). Purchase of sale tracts also includes all top and undersized material of timber species as outlined within the individual timber sale contracts.

If a block payment option applies: Each block must be paid in full before harvesting of that block, and the down payment will be retained and applied toward payment of the final block.

The Land Department will be notified before cutting begins and prior to sale completion. All trails and landings must be approved by Pine County Land Department.

**Sale duration and extensions:**

All Tracts: 2 ½ year sale + 2-year extension, if needed.

Sale extension fee: Sale must be paid in full before an extension is granted. Two year extension fee is at 5% of the uncut timber value bid price as determined by Pine County.

In circumstances beyond the control of the purchaser (weather, health, markets, etc.), the Land Commissioner may grant hardship extensions at no charge.

Auction tracts that do not sell the day of the sale may be purchased informally at the Land Department. However, special terms and conditions applicable to Auction Sales Do Not Apply when purchased informally. Sales will be treated as Informal Timber Sales, requiring payment in full.

**Further information on access, cutting regulations, sale location and other details for each tract may be obtained by contacting the Pine County Land Department at (320) 216-4225**

Pine County Land Department  
1602 Hwy. 23 North  
Sandstone, MN 55072

**EMERALD ASH BORER THREAT:** Due to the threat of the emerald ash borer, it is encouraged that sales with a high volume of ash be harvested within the first year of purchase. In the event that an infestation occurs and quarantines or other factors limit marketability, the timber will be re-appraised in accordance to the "Pine County Damage Timber Sale Salvage Policy".

## PINE COUNTY DAMAGED TIMBER SALE SALVAGE POLICY

### **Qualifying Timber Sales:**

- A. Sales or cutting blocks which have received a minimum of 30% damage. Damage typically involves windstorms but may also include flooding, fire, or other catastrophic events.
- B. Current sales which have not entered into an extension period.
- C. Damaged timber sales with unique conditions needing a modification to the contract in order to promote sound forest management practices.

### **Contract Adjustments:**

- A. Modifications to an existing contract will address conditions associated with the salvage of damaged timber stands. Modifications may include but not limited to:
  - 1. expiration date/ special extensions,
  - 2. change in scale,
  - 3. cutting regulations,
  - 4. additions or deletions of stumpage,
  - 5. reappraisal of stumpage volume and price.
- B. Guidelines for adjustments:
  - 1. Modification of contract specifications will be based on sound forest management practices and will be in the best interest of the County.
  - 2. At the discretion of the Land Commissioner, adjustments to the stumpage price will reflect the decrease in value of the damaged timber, based on the extent of damage as well as factors affecting the salvage. Purchaser must be current on all payments toward the County before receiving the adjusted stumpage price.

## 2013 PINE COUNTY TIMBER AUCTION TRACTS

**NOTE:** -All tracts are sold as appraised.

- Seasonal cutting restrictions exist on most summer accessible sales. These restrictions are listed in the timber sale contracts.
- Tracts retaining a high volume of residual timber have been identified as marked thinnings and/or selective cuts, requiring equipment and harvest methods that keep damage to residual timber minimal.

**PA-1-13**

Section 17- T41N – R17W  
(Ogema Township); xx acres

115 cords Oak Pulp/Logs	\$ 27.00/cord	\$ 3,105.00
30 cords Ash Pulp	\$ 10.00/cord	\$ 300.00
20 cords Maple Pulp	\$ 10.00/cord	\$ 200.00
15 cords Misc. Pulp	\$ 6.00/cord	\$ 90.00
<b>APPRAISED TOTAL</b>		<b>\$ 3,695.00</b>

Down payment: \$554.25

**Note: Winter Access**

- Marked thinning.

**PA-2-13**

Section 1-T45N – R18W  
(Kerrick Township); 25.2 acres

60 cords Aspen Pulp	\$ 15.00/cord	\$ 900.00
75 cords Birch Pulp	\$ 10.00/cord	\$ 750.00
60 cords Ash Pulp/Logs	\$ 12.00/cord	\$ 720.00
95 cords Oak Pulp/Logs	\$ 24.00/cord	\$ 2,280.00
5 cords Misc. Pulp	\$ 8.00/cord	\$ 40.00
<b>APPRAISED TOTAL</b>		<b>\$ 4,690.00</b>

Down payment: \$703.50

**Note: Winter Access**

- Marked thinning /Selective cut.

**PA-3-13**

Section 5-T42N – R16W  
(Arna Township); 20.0 acres

200 cords Oak Pulp/Logs	\$ 16.00/cord	\$ 3,200.00
60 cords Aspen Pulp	\$ 15.00/cord	\$ 900.00
55 cords Misc. Pulp	\$8.00/cord	\$ 440.00
<b>APPRAISED TOTAL</b>		<b>\$ 4,540.00</b>

Down payment: \$681.00

**Note: Winter Access**

- Marked Thinning.

**PA-4-13**

Section 15-T42N – R17W  
(Wilma Township); 54 acres

170 cords Oak Pulp/Logs	\$ 25.00 /cord	\$ 4,250.00
115 cords Maple Pulp	\$ 8.00 /cord	\$ 920.00
110 cords Birch Pulp	\$ 10.00 /cord	\$ 1,100.00
35 cords Basswood Pulp/Logs	\$ 6.00/cord	\$ 210.00
50 cords Ash Pulp/Logs	\$ 12.00/cord	\$ 600.00
35 cords Aspen Pulp	\$ 15.00/cord	\$ 525.00
<b>APPRAISED TOTAL</b>		<b>\$ 7,605.00</b>

Down payment: \$1,140.75

**Note: Winter/Dry Late Summer Access**

- Marked Thinning .
- Township requires a \$500 damage deposit for township road use.

**PA-5-13**

Section 27- T43-18W

(Fleming Township); 66 acres

240 cords Oak Pulp/Logs	\$ 20.00/cord	\$ 4,800.00
155 cords Ash Pulp	\$ 10.00/cord	\$ 1,550.00
80 cords Basswood Pulp	\$ 3.00/cord	\$ 240.00
90 cords Aspen Pulp	\$ 15.00/cord	\$ 1,350.00
60 cords Birch Pulp	\$ 10.00/cord	\$ 600.00
75 cords Maple Pulp	\$ 8.00/cord	\$ 600.00
<b>APPRAISED TOTAL</b>		<b>\$ 9,140.00</b>

Down payment: \$1,371.00

**Note: Winter Access**

- Marked Thinning .

**PA-6-13**

Section 36-T43N – R17W

(New Dosey Township); 58.6 acres

1,295 cords Ash Pulp	\$ 12.00 /cord	\$ 15,540.00
<b>APPRAISED TOTAL</b>		<b>\$ 15,540.00</b>

Down payment: \$2,331.00

**Note: Winter Access**

**PA-7-13**

Section 18 - T42N – R17W

(Wilma Township); 17.0 acres

290 cords Aspen Pulp	\$ 18.00/cord	\$ 5,220.00
<b>APPRAISED TOTAL</b>		<b>\$ 5,220.00</b>

Down payment: \$783.00

**Note: Winter/Dry Summer Access**

- Permission needed to cross private property, interested parties should contact the Land Department as initial contacts have been made.
- Township requires a \$500 damage deposit for township road use.

**PA-8-13**

Section 30 and 31 of T45N – R21W  
(Birch Creek Township); 43.4 acres

610 cords Aspen/Balm Pulp	\$ 20.00/cord	\$ 12,200.00
30 cords Birch Pulp	\$ 12.00/cord	\$ 360.00
<b>APPRAISED TOTAL</b>		<b>\$ 12,560.00</b>

Down payment: \$1,884.00

**Note: Winter Access**

- Permission needed to cross private property, interested parties should contact the Land Department as initial contacts have been made.

**PA-9-13**

Section 17 and 18 of T42N – R17W  
(Wilma Township); 49.2 acres

400 cords Aspen Pulp	\$ 14.00/cord	\$ 5,600.00
15 cords Birch Pulp	\$ 8.00/cord	\$ 120.00
180 cords Maple Pulp	\$ 8.00/cord	\$ 1,440.00
50 cords Ash Pulp	\$ 8.00/cord	\$ 400.00
20 cords Mixed Hardwoods	\$ 8.00/cord	\$ 160.00
175 cords of July 2011 Blowdown (mostly aspen)	No Charge	No Charge
<b>APPRAISED TOTAL</b>		<b>\$ 7,720.00</b>

Down payment: \$1,158.00

**Note: Winter Access**

- Access will utilize easement west of Mink Farm Road.
- Access across State Land involves contact with DNR.
- Township requires a \$500 damage deposit for township road use.

**PA-10-13**

Section 5 and 8 of T45N – R18W  
(Kerrick Township); 62.5 acres

1,570 cords Aspen/Balm Pulp	\$ 20.00/cord	\$ 31,400.00
45 cords Birch Pulp	\$ 10.00/cord	\$ 450.00
80 cords Maple Pulp	\$ 10.00/cord	\$ 800.00
<b>APPRAISED TOTAL</b>		<b>\$ 32,650.00</b>

Down payment: \$4,897.50

**Note: Winter Access**

- Permission needed to cross private property, interested parties should contact the Land Department as initial contacts have been made.

**PA-11-13**

Section 5, 8, 17, and 18 of T41N – R19W  
(Arlone Township); 147.5 acres

3,400 cords Aspen/Balm Pulp	\$ 30.00/cord	\$ 102,000.00
480 cords Birch Pulp	\$ 12.00/cord	\$5,760.00
375 cords Maple Pulp	\$ 12.00/cord	\$ 4,500.00
85 cords Ash Pulp	\$ 12.00/cord	\$ 1,020.00
540 cords of July 2011 Blowdown (mostly aspen)	No Charge	No Charge
<b>APPRAISED TOTAL</b>		<b>\$ 113,280.00</b>

Down payment: \$16,992.00

**Note: Summer Access**

**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  April 16, 2013	Consent Agenda <i>(Please Circle)</i>  Regular Agenda Estimated Time: <i>(Please Circle)</i> <u>5 Min.</u> 10 Min.    15 Min. <small>Time needed</small> 30 Min.    45 Min.    1 hour
Department Requesting Action:  <u><b>Administration</b></u>	<hr/> Department Head Signature                      Date

In recent years, the county has used a 90-day accrual period after the end of the fiscal year. The accrual period is used attribute financial transactions after the end of the year to the previous year. An accrual period is useful to ensure that transactions are attributed to the year where the activity occurred. A 90-day period, however, is longer than typical and results in the county not being able to close out the year in a timely fashion.

The duration of the accrual period of 90 days or 60 days is at the discretion of the board.

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

Adopt the resolution establishing the accrual period as 60 days.

Supporting Documents:    **Resolution**

**Resolution of the Pine County Board of Commissioners  
Resolution 2013-14**

**WHEREAS**, Pine County follows Generally Accepted Accounting Practices (GAAP); and

**WHEREAS**, GAAP allows organizations that use an accrual basis of accounting to set a reasonable accrual period after the end of a fiscal year; and

**WHEREAS**, the Board of Commissioners has determined that a 60-day accrual period is reasonable.

**NOW, Therefore, Be It Resolved** by the Board of Commissioners for Pine County, Minnesota that the accrual period shall be 60 days after the end of the fiscal year.

**Be it Further Resolved** that this change shall be effective with the fiscal year ending December 31, 2013.

Approved this 16<sup>th</sup> day of April, 2013

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

Attest:

---

David J. Minke, County Administrator  
Clerk to the Board