

AGENDA
PINE COUNTY BOARD MEETING

District 1 Commissioner Hallan
District 2 Commissioner Pangerl
District 3 Commissioner Chaffee
District 4 Commissioner Rossow
District 5 Commissioner Ludwig

Tuesday, January 7, 2014 1:00 p.m.
Public Health Building, Sandstone, Minnesota

- A) Call meeting to order
- B) Pledge of Allegiance
- C) Election of County Board Chair and Vice-Chair for 2014
- D) 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.
- E) Adopt Agenda
- F) 2014 Committee Assignments & other appointments
- G) 2014 County Board Schedule
- H) Approve Summary of Minutes of the November 19, 2013 Committee of the Whole – Subsurface Sewage Treatment System and Budget meeting for publication.
- I) Approve Minutes of December 17, 2013 County Board Meeting and Summary for publication.
- J) Minutes of Boards, Committees and Correspondence
 - Pine County HRA Senior Housing Board of Directors regular meeting – November 26, 2013
 - Pine County HRA Senior Housing Board of Directors special meeting – December 3, 2013
 - Pine County Soil & Water Conservation District – December 5, 2013
 - Pine County Land Surveyor Monthly Report – December 2013
- K) Approve Consent Items

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. December, 2013 Disbursements

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

2. Resolution for Repurchase of Tax Forfeited Land

Consider Resolution 2014-01 for Repurchase of Tax Forfeited Land in full, John Erickson, PID 02.5086.000 and authorize Board Chair and County Auditor to sign.

3. **Year-End Transfer**
Consider approval for year-end 2013 transfer of \$313,874.71 from the General Fund-01 to the 800 MHz Fund-21 to eliminate the deficit fund balance. Project is complete.
4. **Personnel (Full-Time Status/Completion of Probationary Period)**
Consider approval of full-time status for Social Worker Nikki Wiener, effective January 10, 2014.
5. **Training**
 - A. Consider Edward Melzark and Robert Fischer to attend the Stearns County Shoreland Training at the College of St. Benedict, January 30, 2014. Cost for the training is \$30 per person. Total cost: \$60. All expenses are within the Zoning budget.
 - B. Consider Office Support Specialist Donna Olsen to attend “Case Management and Financial Basics for Child Support” in St. Paul January 7-9, 2014. Registration \$0, Meals \$66, Accommodations \$280, and Travel \$99. Total cost: \$445. All expenses are within the Health & Human Services budget.

REGULAR AGENDA

1. **Request for Bids for Official Publication for 2014**
Award bid.
2. **Data Practices Policy for Members of the Public**
Discuss Data Practices Policy for members of the public.
3. **Postretirement Option – Rochelle Carlson**
Consider Rochelle Carlson PHNC request for a Postretirement Option through PERA.
4. **East Central Drug and Violent Offender Task Force - Grant**
Approve the 2014 East Central Drug and Violent Offender Task Force state grant in the amount of \$100,000. Grant funds would be used for expenses incurred. No matching funds are required.
5. **Pine County Regional Railroad Authority Annual Meeting**
Convene Pine County Regional Railroad Authority annual meeting; appointment of chair, vice-chair, secretary and treasurer. Discussion of Regional Railroad Authority business.
6. **Commissioner Updates**
7. **Other**
8. **Upcoming Meetings**
 - a. **Pine County Law Library, Wednesday, January 8, 2014, 12:00 p.m.**, Pine County Law Library, Courthouse, Pine City, Minnesota.
 - b. **East Central Solid Waste Commission Meeting, Monday, January 13, 2014, 9:00 a.m.**, 1756 180th, Mora, Minnesota.
 - c. **East Central Regional Library Board Meeting, Monday, January 13, 2014, 9:30 a.m.**, 244 Birch Street, Cambridge, Minnesota.
 - d. **Methamphetamine Task Force Meeting, Monday, January 13, 2014, 3:00 p.m.**, South Conference Room, Pine Government Center, Pine City, Minnesota.
 - e. **Personnel Committee Meeting, Tuesday, January 14, 2014, 9:00 a.m.**, Commissioner Conference Room, Courthouse, Pine City, Minnesota.

- f. **Committee of the Whole-Strategic Planning, Wednesday, January 15, 2014, 9:00 a.m.,**
Commissioner Conference Room, Courthouse, Pine City, Minnesota
- g. **Arrowhead Counties Association Meeting, Wednesday, January 15, 2014, 6:00 p.m.,** Hampton Inn, Duluth, Minnesota.
- h. **Rush Line Corridor Task Force, Thursday, January 16, 2014, 3:30 p.m.,** White Bear Lake City Hall, White Bear Lake, Minnesota.
- i. **GPS 45:93 Meeting, Friday, January 17, 2014, 10:00 a.m.,** North Branch Library, 6355 379th Street, North Branch, Minnesota
- j. **Lakes & Pines CAC, Monday, January 20, 2014, 10:00 a.m.,** Lakes & Pines, Mora, Minnesota.
- k. **Pine County Board Meeting, Tuesday, January 21, 2013, 10:00 a.m.,** Board Room, Courthouse, Pine City, Minnesota.
- l. **Subsurface Sewage Treatment System (SSTS) Public Meeting, Tuesday, January 21, 2013, to commence within the Pine County Board Meeting,** Board Room, Courthouse, Pine City, Minnesota.
- m. **Pine County Health and Human Services Meetings, Tuesday, January 21, 2013, to commence after Pine County Board Meeting,** Boardroom, Pine County Courthouse, Pine City, Minnesota.
- n. **NLX, Wednesday, January 22, 2014, 10:00 a.m.,** Board Room, Courthouse, Pine City, Minnesota.
- o. **Extension Committee Meeting, Thursday, January 23, 2014, 3:00 p.m.,** Public Health Building, Sandstone, Minnesota.
- p. **Snake River Watershed Joint Powers Board, Monday, January 27, 2014, 9:00 a.m.,** Kanabec County Courthouse, Mora, Minnesota.
- q. **Riverwood Center Meeting, Tuesday, January 28, 2014, 4:00 p.m.,** Riverwood Center, Braham, Minnesota
- r. **Central Regional EMS Committee, Friday, January 31, 2014, 9:00 a.m.,** Stearns County Service Center, Waite Park, Minnesota.

9. **Adjourn**

2013 Boards and Committees

Outside Boards and Committees	2013 Representative	2013 Alternate
AMC Committee – Environment & Natural Resources	Pangerl	
AMC Committee – General Government	Rossow	
AMC Committee – Health & Human Services	Chaffee	
AMC Committee – Public Safety Policy Committee	Hallan	
AMC Committee – Transportation & Infrastructure	Ludwig	
AMC Committee – Indian Affairs Advisory Council	Rossow	
Arrowhead Counties Association (ACA)	All	
Association of Minnesota Counties (AMC)	All	
Central MN Jobs and Training Service	Hallan	Ludwig
Central Regional EMS Committee	Pangerl	Rossow
East Central Regional Development Commission (ECRDC)	Hallan	Rossow
East Central Regional Juvenile Center (ECRJC) Advisory Committee	Pangerl	Rossow
East Central Regional Library	Chaffee	Pangerl
East Central Solid Waste Commission (ECSWC)	Hallan	Chaffee
Extension Committee	Hallan	Pangerl
Fiber-Optic Joint Power Board	Hallan	Pangerl
Five County Mental Health Committee	Chaffee	Pangerl
GPS 4593 Joint Powers Board	Pangerl	Hallan
Kanabec/Pine Board of Health	Chaffee	Pangerl
Lakes and Pines Community Action Council (CAC)	Ludwig	Hallan
Law Library	Pangerl	Chaffee
NE MN Regional Radio Board	Hallan	Rossow
NLX	Chaffee	Ludwig
RC & D Committee	Rossow	Pangerl
Rushline Corridor Task Force	Chaffee	Ludwig
Snake River Watershed Joint Powers Board	Pangerl	Hallan
Soil & Water Conservation District Liaison	Pangerl	Chaffee

County Established Committees	2013 Appointment	2013 Alternate
Budget Committee	All	
Facilities Committee	Ludwig/Pangerl	
GIS Committee	Hallan/Pangerl	
Government Operations	Ludwig/Rossow	
Insurance Committee	Chaffee/Pangerl	
Investment Committee	Chaffee/ Hallan	
Land/Zoning Advisory Committee	Chaffee/Rossow	

Legislative Committee	All	
Management Team Committee	All	
Methamphetamine Task Force	Ludwig/Rossow	
Negotiations (Labor Relations) Committee	Rossow/Chaffee	
Personnel Committee	Chaffee/Rossow	Hallan
Technology Committee	Hallan/Pangerl	
Transportation Committee	Hallan/Rossow	

Other Appointments	2013 Appointment	
Equal Employment Opportunity Coordinator required by section 3.2 of the County Policy and Procedure Manual	Matt Christenson	
AMC Delegate Appointments (county is authorized 1 delegate for each commissioner and three additional delegates)	Steve Hallan Mitch Pangerl Steve Chaffee Curt Rossow Matt Ludwig Mark LeBrun Patrick Bruflat David Minke	

**SUMMARY
OF
MINUTES OF PINE COUNTY BOARD MEETING
Special Meeting -- Committee of the Whole
SSTS, 2014 HHS Budget & 2014 General Fund Budget**

**Tuesday, November 19, 2013
Pine County Courthouse, Pine City, Minnesota**

Chair Hallan called the meeting to order at 1:40 p.m. Present were Commissioners Mitch Pangerl, Curt Rossow and Matt Ludwig. Also present were County Administrator David Minke and Land Services Director Kelly Schroeder. Commissioner Chaffee was absent (excused).

The pledge of allegiance was said.

Motion by Commissioner Pangerl to adopt the Agenda. Second by Commissioner Ludwig. Motion carried 4-0.

Subsurface Sewage Treatment Systems

The board discussed the Subsurface Treatment Systems Ordinance, compliance inspections and the process for septic/sewage complaints made by the public.

Recess taken at 1:45 p.m.

The meeting reconvened at 2:10 p.m. at the Pine Government Center conference room, 315 Main Street, Pine City, Minnesota.

Discussion continued regarding the public complaint process. Septic/sewer complaints made by the public will be received by the Land Services Office in both telephonic or written format. This procedure will be reviewed in six months for modification, if necessary.

Schroeder indicated that additional Point of Sale option language was added to the SSTS Ordinance:

- Establish an escrow agreement with sufficient funds to bring SSTS up to compliance
- The buyer to accept all responsibility for the necessary inspection and upgrading of SSTS. With this option, the county would still require the compliance inspection after the fact and the buyer will be responsible for necessary upgrades.

Schroeder also indicated that additional language was added to the Ordinance regarding 'City/Township Relations' to reflect that the cities/townships have to be at least as strict in their ordinance as the County for their sewer inspection.

A revised draft of the Subsurface Sewage Treatment Systems Ordinance will be sent out to township/cities on November 20, 2013 for their consideration. A Public Meeting was scheduled for January 7, 2014.

2014 HHS BUDGET

Director Bruflat provided an overview for the 2014 proposed budget: anticipated unbalanced 2014 HHS budget, anticipated increase of \$250,000 tax levy for 2014, no anticipated increase in staffing level, no decrease of out-of-home funding. Two big expenditures: (1) \$60,000 for 60 new computers due to no vendor support available after 2013, (2) \$140,000 purchase of software for workflow to be used by child support & income maintenance departments, anticipated 50% reimbursement. Proposed 2014 expenditures: \$8,885,056; Proposed 2014 Revenue: \$8,461,734 = -423,000±

Two year target to balance the HHS budget. Director Bruflat was asked to develop a plan for discussion for January that will decrease expenditures by \$200,000 in 2014 and 2015.

Recess taken at 3:40 p.m.

The meeting reconvened at 3:45 p.m.

2014 GENERAL FUND BUDGET

Administrator Minke indicated the total levy amount shown in the budget has been reduced by approximately three percent as 100% had originally been levied and this is unrealistic due to uncollected taxes.

The jail budget has been adjusted to include an additional \$20,000 in medical expense, \$3,000 in equipment expense and \$23,000 in boarder revenue. .

Office supplies have previously been accounted for in central services (Dept. 62), which is inefficient for tracking. The \$40,000 for this purpose has been distributed to the individual departments.

The General Fund, from the initial preliminary budget to the revised preliminary budget, expenditures were reduced \$244,444 and revenue was reduced \$339,399, leaving a positive balance of \$417, 696. This amount is below the \$500,000 target.

Discussion held regarding increased revenue. Chair Hallan suggested the sale of additional timber and the sale of a \$50,000 parcel of county land. Hallan commented he would like to see an additional \$100,000 in revenue. Administrator Minke suggested by reducing the amount budgeted for the building fund, additional revenue from the land fund could be dedicated to the building fund increasing the general fund to the \$500,000 target amount.

Discussion held regarding the Minnesota Housing Partnership request for \$5,000 - \$10,000 for a regional housing study. It was the consensus of the board to not fund the housing study.

Commissioner Pangerl left the meeting at 3:55 p.m.

Commissioner Rossow questioned the designated use of \$16,940 in the SWCD budget.

A Committee of the Whole – Budget meeting is scheduled for December 3, 2013 between the 11:00 a.m. HRA meeting and the 1:00 p.m. board meeting at the Public Health Building, Sandstone.

The Truth-in-Taxation meeting is scheduled for December 5, 2013 at 7:00 p.m. The final levy needs to be certified by December 30, 2013. Adoption of the final budget and levy will be at the December 17, 2013 board meeting.

With no further business, the meeting was adjourned at 4:15 p.m.

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

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

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

MINUTES OF PINE COUNTY BOARD MEETING
Regular Meeting

Tuesday, December 17, 2013, 10:00 a.m.
Board Room, Courthouse, Pine City, Minnesota

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

The Pledge of Allegiance was said.

Chair Hallan called for public comment. There was no public comment.

Chair Hallan requested the following revisions to the Agenda:

Regular:

Add 10F: Set 2014 employee mileage reimbursement rate

Add Other: A. Closed session – Discussion of labor negotiations strategy

B. Consideration of labor agreement - Legal Secretaries

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

Commissioner Ludwig moved to approve the Minutes of the December 3, 2013 Board meeting and Summary for publication. Second by Commissioner Chaffee. Motion carried 5-0.

Commissioner Chaffee moved to approve the Minutes of the December 5, 2013 Truth in Taxation meeting for publication. Second by Commissioner Ludwig. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

Pine County HRA Senior Housing Board of Directors regular meeting Minutes – October 23, 2013

Pine County HRA Senior Housing Board of Directors annual meeting Minutes – October 23, 2013

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

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

CONSENT AGENDA

1. Review November, 2013 Cash Balance

Approve:

Fund	November 30, 2012	November 30, 2013	Difference
General Fund	2,612,490.30	2,867,387.47	254,897.17
Health and Human Services Fund	2,300,843.70	1,289,936.43	(1,010,907.27)
Road and Bridge Fund	5,001,480.65	3,772,405.24	(1,229,075.41)

Land Management Fund	1,469,130.98	1,731,329.05	262,198.07
TOTAL (inc non-major funds)	12,904,541.55	10,946,247.11	(1,958,294.44)

2. Donations

- A. Approve of \$312 in donations from citizens to a fund for payment for the care of seized, abused animals.
- B. Approve of \$25 donation from a citizen to a fund for payment for the care of seized, abused animals.

3. Application for Exempt Permit

Approve Application for Exempt Permit for the Kerrick Firefighter’s Relief Association to conduct Minnesota lawful gambling on February 8, 2014 at the south end of Oak Lake, adjacent to the public access (Kerrick Twp.).

4. Training

- A. Approve County Engineer Mark LeBrun to attend the 2014 MN County Engineer’s Association Conference, January 21-24, 2014, Brainerd. Registration and lodging, \$768.
- B. Approve Office Support Specialist Donna Olsen to attend “Getting Started Training/Child Support”, December 10-12, 2013, St. Paul. Registration \$0, Meals \$80, Accommodations \$280, Travel \$99.44. Total \$459.44.
- C. Approve Health & Human Services Director Patrick Bruflat to attend “MN Association of County Social Service Administrators (MACSSA) Monthly Committee and General Membership Meetings” in St. Paul. Dates of 2014 Committee/General Meetings: January 22/23, February 26/27, March 26/27, April 23/24, June 26/ITV Only (General Meeting Only), July 23/24, August 27/28, September 17/18, November 5/6, December 3/4. Registration \$0; Meals included with hotel costs; Accommodations \$99 plus tax each month x 10 months; Travel \$79.10 each trip x 10 trips. Total \$1,781.
- D. Approve County Recorder Tamara Tricas to attend the Minnesota Association of County Officers Winter Conference, January 14 & 16, 2014, Bloomington. Cost: \$185.

REGULAR AGENDA

1. Personnel Committee

The Pine County Personnel Committee met December 12, 2013 and made the following recommendations:

- i. Approve the promotion of Ellena Veldhouse to full time dispatcher effective December 15, 2013.
- ii. Approve hiring of Tim Vaagenes as full time deputy, \$20.27 per hour, step 1, effective December 29, 2013.
- iii. Approve the back fill of vacancy created by Corrections Officer Tim Vaagenes full time deputy hire.
- iv. Approve 1.5% performance increase from \$16.87 to \$17.12 for Administrative Assistant Deborah Gray (B22) effective November 9, 2013.
- v. Approve unpaid leave policy.
- vi. Approve the hiring of a temporary employee to fill in for Case Aide Lori Anderson to work no more than 3 days per week.

Commissioner Chaffee stated the personnel committee did not act on a performance increase for the chief deputy. Chaffee stated upon further consideration he would like the board to consider a performance increase for Chief Deputy Blackwell effective his anniversary date, January 3, 2014. **Motion** by Commissioner Chaffee to approve a 1.5% performance increase for Chief Deputy Steven Blackwell, effective January 3, 2014. Second by Commissioner Rossow. Motion carried 5-0.

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

2. **Schneider Corporation**

Presentation by Jeff Lewis and Ryan Smith from Beacon on the full implementation of the Beacon software. The public user has a limited use of the site at no charge. For a \$25 per month user subscription fee, the user may access additional information and photographs. Currently there are 13 subscribers. Commissioner Pangerl asked Smith to come back at a later date and make a presentation to local businesses that would benefit from the full use of Beacon. Land Services Director Schroeder will coordinate with Smith to set this presentation up. Smith indicated that Beacon has the capability to protect specific information of photos or information accessible to the public, as well as provide information as to who has accessed the website and to what sites they are viewing. County Attorney Carlson asked what information on the site is password protected and what is public information. This issue is being addressed at the Tech Committee.

3. **Essentia Ambulance Service**

Essentia President/Administrator Michael Hedrix and Essential Director of Ambulance Services Joe Newton provided their Fiscal Year 2013 Annual Report to Pine County. Essentia provided information as to financial status, staffing, equipment, and new purchases. Essentia has three base locations - Sandstone, Hinckley and Pine City. Commissioner Chaffee inquired of the Hinckley station adequacy. Newton indicated discussions are ongoing as to the location of the Hinckley station but stated a base will remain in Hinckley.

4. **Ehlers Presentation**

Carolyn Drude and Todd Hagen from Ehlers provided an overview of the upgrade in Pine County's Standard and Poor's rating from A- to AA- based upon Pine County's improved financial performance and S&P's recently released rating criteria. The upgrade in rating reflects the County's stable economy, its commercial and residential growth, the County's conservative budgeting, the improvement in the County's financial position and its adequate budgetary performance overall. Discussion was held as how to continue to upgrade our bond rating. Hagen indicated he will provide us with our score card which will provide information on areas the County can improve.

5. **Hinckley/Finlayson School District School Resource Office**

Sheriff Robin Cole reported the Hinckley/Finlayson School District has expressed interest in contracting with Pine County for a half-time School Resource officer (4 hours per day). Cole stated this can be accomplished within his current staffing level. The term of the contract is November 11, 2013 through June 30, 2014.

Motion by Commissioner Chaffee to approve the contract between the Hinckley/Finlayson School District and Pine County and the Pine County Sheriff's Office establishing a part-time School

Resource Officer for a contract term of November 11, 2013 and June 30, 2014 and authorizing Board Chair to sign contract. Second by Commissioner Ludwig. Motion carried 5-0.

6. **Local Septic Fix Up Fund Amendment**

Land Services Director Kelly Schroeder explained Pine County contracts with Lakes and Pines, CAC to administer our Local Septic Fix Up Grant which we received in 2012 and had an expiration date of June 30, 2014. Pine County has been awarded an additional \$37,900 grant through December 31, 2016. Our contract for administration of this grant should also be extended through December 31, 2016.

Motion by Commissioner Ludwig to approve Amendment No. 1 to Contract Agreement for Administration of the Local Septic Fix Up Fund between Pine County and Lakes and Pines and authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 5-0.

7. **Phase Contract**

Land Services Director stated the county has contracted for the past five years with PHASE for recycling services. The cost to the county is currently \$9,000 per month. This contract is to expire December 31, 2013. Schroeder requested entering into an additional five year contract with PHASE (January 1, 2014 through December 31, 2018) at the current rate of \$9,000 per month. Discussion was held regarding the transition from the recycling sheds to roll offs and how this transition will take place. Chair Hallan requested Schroeder and PHASE to work together on the transition.

Motion by Commissioner Ludwig to approve an additional five-year recycling contract with PHASE (Jan. 1, 2014 – Dec. 31, 2018) at the current compensation rate of \$9,000 per month and authorize Board Chair and Administrator to sign contract. Second by Commissioner Chaffee. Motion carried 5-0.

8. **University of Minnesota Extension Committee Appointment**

Motion by Commissioner Rossow to approve the appointment of Thane Sheets (representing District 4), three-year term, January 1, 2014-December 31, 2016 and Kari Holmberg (At Large position), three-year term, January 1, 2014-December 31, 2016 to the Extension Committee. Second by Chair Hallan. Motion carried 5-0.

9. **Planning Commission and Board of Adjustment Appointment**

Chair Hallan explained the appointment to the Planning Commission and Board of Adjustment due to expiring terms or vacancies due to resignations of previous members. Chair Hallan stated the Commissioner from the district where a vacancy occurs typically provides a recommendation for the appointment of the member to complete the term. Commissioner Pangerl (District 2) recommended Josh Mohr be appointed to the Board of Adjustment to fill the vacancy in District 2.

Motion by Commissioner Chaffee, pursuant to Section 11 of the Pine County Subdivision and Platting Ordinance, to appoint the following to the Planning Commission:

District 2: Skip Thomson – 2 year term, January 1, 2014 - December 31, 2015

District 3: Patrick McCarthy – term to expire December 31, 2014

District 4: Richard Glattly – 2 year term, January 1, 2014 – December 31, 2015

District 5: Jeff Shute – 2 year term, January 1, 2014 – December 31, 2015

Second by Commissioner Rossow. Motion carried 5-0.

Motion by Commissioner Pangerl, pursuant to Section 11 of the Pine County Subdivision and Platting Ordinance, to appoint the following to the Board of Adjustment:

District 2: Josh Mohr – term to expire December 31, 2015

District 5: Howard Thomsen – 2 year term, January 1, 2014 – December 31, 2015

Second by Commissioner Chaffee. Motion carried 5-0.

10. Cost-of-Living , Health Insurance, Commissioners and Elected Official Salaries/Per Diem, Property Tax Levy and Budget

A. Consider approval of a 1.5% cost-of-living increase to non-union employees and 2014 pay scale effective January 1, 2014.

County Administrator Minke indicated a correction of the pay grade of the Deputy Assessor as C43.

Motion by Commissioner Chaffee to approve a 1.5% cost-of-living increase to non-union employees and the 2014 non-union pay scale effective January 1, 2014. The 2014 non-union pay scale is attached. Second by Commissioner Rossow. Motion carried 5-0.

B. Set 2014 health insurance monthly contributions for CMM 1000, CMM 1500 and VEBA

Motion by Commissioner Rossow to set the county monthly contribution for health insurance for non-union employees as follows: CMM 1000 Single-\$482.25, CMM 1000 Family-\$1,068; CMM 1500 Single-\$480.75, CMM 1500 Family-\$1,064; VEBA Single-\$369, VEBA Family-\$837, VEBA Single Savings-\$119.75, and VEBA Family Savings-\$248. Second by Commissioner Ludwig. Motion carried 5-0.

C. (a) Consider approval of Resolution 2013-48 Resolution Setting 2014 Minimum Salaries for Elected Officials.

Motion by Commissioner Chaffee to approve Resolution 2013-48 Setting Minimum Salaries for Elected Officials (County Auditor/Treasurer, \$81,200; County Sheriff, \$82,418; and County Attorney, \$100,851) and authorize Board Chair and County Administrator to sign. Second by Commissioner Ludwig. Motion carried 4-1.

(b) Consider approval of Resolution 2013-49 Establishing 2014 County Commissioner Compensation and Per Diem.

Motion by Commissioner Rossow to approve Resolution 2013-49 Establishing 2014 County Commissioner Compensation (\$21,526) and Per Diem. Second by Commissioner Chaffee. Commissioner Pangerl requested a roll call vote. District 3/Chaffee-yes, District 4/Rossow-yes, District 5/Ludwig-abstain, District 1/Hallan-no, District 2/Pangerl-no. Motion failed 2-2.

Motion by Commissioner Rossow to set Commissioner 2014 compensation to \$21,000 per year. Second by Commissioner Pangerl. Motion failed 5-0.

Motion by Chair Hallan to approve Resolution 2013-53 Establishing 2014 County Commissioner Compensation (\$21,208), per Diem (\$75), and mileage reimbursement rate for 2014 at the federal IRS rate. Second by Commissioner Pangerl. Motion carried 5-0.

D. Consider approval of Resolution 2013-51 establishing the 2014 Pine County Property Tax Levy at \$14,497,250.

Motion by Commissioner Pangerl to approve Resolution 2013-51 establishing the 2014 Pine County Property Tax Levy at \$14,497,250. Second by Commissioner Chaffee. Motion carried 5-0.

- E. Consider approval of Resolution 2013-52 adopting the 2014 Pine County Operating Budget. **Motion** by Commissioner Chaffee to approve Resolution 2013-52 to Adopt the 2014 Budget as indicated in the Budget Summary 2014 attached. Second by Chair Hallan. Motion carried 5-0.
- F. Set 2014 employee mileage reimbursement rate. **Motion** by Commissioner Ludwig to set the 2014 employee mileage reimbursement rate at the federal IRS mileage rate. Second by Commissioner Pangerl. Motion carried 5-0.

11. MCIT Workers Compensation Award

Chair Hallan indicated Pine County received a Workers Compensation Award by MCIT at the annual Association of Minnesota Conference. Chair Hallan thanked the department heads for their hard work.

12. Strategic Planning

A Committee of the Whole meeting is scheduled for January 15, 2014 at 9:00 a.m. at the Commissioners Conference Room, Courthouse, Pine City, to discuss the 2014 strategic planning.

13. Commissioner Updates

- a. Commissioner Rossow presented Chair Hallan with a Certification of Appreciation for his commitment as chairman to the Pine County Board of Commissioners for 2013.
- b. Law Library – cancelled due to weather
- c. Soil & Water Conservation Board – no update
- d. Chair Hallan indicated a new cell at the East Central Solid Waste Commission will be built in the next couple of years.
- e. Chair Hallan provided an overview of the AMC Annual Conference.
- f. Commissioner Chaffee unable to attend the ECRL Board meeting due to schedule conflict.
- g. Chair Hallan indicated Jordan Zeller with ECRDC has left employment with ECRDC.
- h. Commissioner Ludwig attended the public Subsurface Sewage Treatment System meetings, stating the meetings went well.

Chair Hallan called a five minute recess at 12:37 p.m.

Motion by Commissioner Chaffee to close the meeting in accordance with Minnesota Statutes §13D.03, Subd. 1(b) for the purpose of discussion of labor negotiation strategy. Second by Commissioner Rossow. Motion carried 5-0.

Motion by Commissioner Chaffee to open the meeting. Second by Commissioner Ludwig. Motion carried 5-0.

The board reconvened at 1:43 p.m.

Motion by Commissioner Rossow to approve the 2014-2016 Legal Secretaries contract and authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 5-0.

14. Upcoming Meetings

- a. **Law Library Board of Trustees, Wednesday, December 4, 2013, 12:00 p.m.**, Law Library, Courthouse, Pine City, Minnesota.
- b. **Extension Committee Meeting, December 5, 2013, 3:00 p.m.**, Board Room, Pine County Courthouse, Pine City, Minnesota.
- c. **Soil & Water Conservation Board Meeting, Thursday, December 5, 2013 at 4:00 p.m.**, Public Health Building, Sandstone, Minnesota.
- d. **Truth in Taxation, Thursday, December 5, 2013, 7:00 p.m.**, Board Room, Pine County Courthouse, Pine City, Minnesota.
- e. **AMC Annual Conference, December 9-11, 2013**, Hyatt Regency Minneapolis, Minneapolis, Minnesota.
- f. **Personnel Committee Meeting, Tuesday, December 12, 2013, 9:00 a.m., (NOTE: change in date).** Commissioner Conference Room, Courthouse, Pine City, Minnesota.
- g. **East Central Solid Waste Commission, Monday, December 16, 2013, 9:00 a.m.**, 1756 180th, Mora, Minnesota.
- h. **East Central Regional Library Board, Monday, December 16, 2013, 9:30 a.m.**, 244 Birch Street, Cambridge, Minnesota.
- i. **ECRDC, Monday, December 16, 2013, 7:00 p.m.**, 100 Park Street South, Mora, Minnesota.
- j. **Technology Meeting, Tuesday, December 17, 2013, 8:30 a.m.**, Commissioner Conference Room, Courthouse, Pine City, Minnesota.
- k. **Pine County Board Meeting, Tuesday, December 17, 2013, 10:00 a.m.**, Board Room, Pine County Courthouse, Pine City, Minnesota.
- l. **Pine County Health and Human Service Meetings, Tuesday, December 17, 2013, to commence after Pine County Board Meeting**, Board Room, Pine County Courthouse, Pine City, Minnesota.
- m. **Arrowhead Counties Association Annual Holiday Meeting, Wednesday, December 18, 2013, 6:00 p.m.**, Pickwick Restaurant, 508 East Superior Street, Duluth, Minnesota.

12. Adjourn

With no further business, Chair Hallan adjourned the county board meeting at 1:50 p.m. The next regular meeting of the county board is scheduled for January 7, 2014 at 1:00 p.m. at the Public Health Building, Sandstone, Minnesota.

Stephen M. Hallan, Chair
Board of Commissioners

David J. Minke, Administrator
Clerk to County Board

2014 Non-Union Pay Scale

Position	Grade	2014 Minimum	Annual based on 2080 hours	2014 Maximum	Annual based on 2080 hours
Seasonal, Jail Matron Officer, Receptionist	A13	\$11.79	\$24,523	\$17.04	\$35,443
Court Security Officer, Administrative Assistant	B22	\$13.07	\$27,193	\$18.95	\$39,407
Payroll Clerk, Administrative Assistant	B23	\$13.74	\$28,586	\$19.84	\$41,272
IT Support Specialist, Office Manager Public Works/Sheriff, STS Crew Leader	B24	\$15.83	\$32,936	\$22.83	\$47,486
Office Manager/Legal Secretary, Deputy Recorder, HR and Payroll Specialist	B31	\$17.05	\$35,464	\$23.98	\$49,886
Assistant Jail Administrator, Building Maintenance Supervisor	C41	\$18.76	\$39,022	\$26.88	\$55,907
Veterans Service Officer, IT Supervisor	C42	\$19.60	\$40,768	\$28.00	\$58,243
County Recorder, Deputy Assessor	C43	\$20.67	\$42,986	\$28.99	\$60,300
County Surveyor, Land/Zoning Administrator, Chief Deputy Auditor/Treasurer	C51	\$22.68	\$47,165	\$32.36	\$67,307
Public Health Supervisor, Jail Administrator	C52	\$23.61	\$49,115	\$33.38	\$69,429
Assistant County Attorney	D61	\$25.20	\$52,415	\$35.57	\$73,993
Chief Deputy Sheriff, Chief Deputy County Attorney	D71	\$27.30	\$56,786	\$38.50	\$80,079
Land Services Director	E81	\$29.38	\$61,115	\$41.38	\$86,079
HHS Director, Public Works Director/Co Engineer	E82	\$32.40	\$67,390	\$45.63	\$94,920
County Administrator	E91	\$38.64	\$80,380	\$50.51	\$105,061

BUDGET SUMMARY 2014

DEPT #	REVENUE DEPARTMENT	REVENUES	EXPENDITURES
5	COUNTY BOARD	0	211,723
13	COURT ADMINISTRATION	2,500	64,000
20	LAW LIBRARY	21,500	21,500
41	COUNTY AUDITOR-TREASURER	100,000	594,137
61	MIS	15,000	504,308
62	CENTRAL SERVICES	31,000	30,000
63	TRUTH IN TAXATION	7,000	13,300
71	ELECTIONS ADMINISTRATION	7,300	72,250
72	COUNTY COORDINATOR	0	352,113
91	COUNTY ATTORNEY	78,050	777,926
92	CONTRACTED ATTNYS/CONSULTANTS	0	50,000
101	COUNTY RECORDER	305,000	402,624
105	COUNTY ASSESSOR	173,500	496,795
107	PLANNING AND ZONING	62,840	122,533
111	GOVT BUILDING OPERATIONS	175,000	757,762
121	VETERANS SERVICES	0	86,886
201	COUNTY SHERIFF	904,698	3,339,537
204	SHERIFF DISPATCH	0	490,429
210	GUN PERMITS	17,000	17,000
227	ENHANCE 911	100,000	100,000
249	MEDICAL EXAMINER	0	58,000
251	COUNTY JAIL	487,500	3,431,212
255	COURT SERVICES	273,506	687,296
256	SENTENCE TO SERVE	0	63,108
281	CIVIL DEFENSE	20,000	45,000
391	SOLID WASTE	2,800	47,167
392	SCORE RECYCLING	70,000	121,800
501	ECR LIBRARY	0	305,192
502	HISTORICAL SOCIETY	0	15,000
601	SOIL /WATER CONSERVATION	0	50,040
602	EXTENTION COMMITTEE	0	1,800
603	COUNTY EXTENTION	0	98,328
604	AGRICULTURE SOCIETY	0	10,000
605	ECONOMIC DEVELOPMENT	0	25,000
607	PINE COUNTY WATER PLAN	13,855	27,710
612	WETLAND EXPENSE SNAKE RIVER	34,626	69,252
613	WATERSHED BOARD	0	11,168
702	PINE COUNTY HOUSING AUTHORITY	0	3,000
801	NON-DEPARTMENTAL	11,442,624	266,030
813	MEED-CENTRAL MN INITIATIVE	0	7,250
	TOTAL	14,345,299	13,848,176

DEPT #	HEALTH AND HUMAN SERVICES	REVENUES	EXPENDITURES
12-420	INCOME MAINTENANCE	2,690,333	2,862,851
12-430	SOCIAL SERVICES	4,454,401	4,570,989
12-481	NURSING	1,317,000	1,451,216
	TOTAL	<u>8,461,734</u>	<u>8,885,056</u>
DEPT #	HIGHWAY DEPARTMENT	REVENUES	EXPENDITURES
13-310	ADMINISTRATION	0	317,528
13-320	ENGR/CONSTRUCTION	0	12,128,841
13-330	EQUIPMENT	0	2,074,712
13-340	REPAIR AND SHOP	0	1,742,192
13-801	NON-DEPARTMENTAL	16,033,722	30,449
	TOTAL	<u>16,033,722</u>	<u>16,293,722</u>
DEPT #	RESOURCE DEVELOPMENT DEPARTMENT	REVENUES	EXPENDITURES
22-703	LAND USE	808,600	805,600
22-704	COUNTY WIDE REHAB	0	10,000
22-705	ROAD FUND GAS TAX	6,000	6,000
22-707	TIMBER DEVELOPMENT	58,810	20,000
	TOTAL	<u>873,410</u>	<u>841,600</u>
DEPT #	RAILROAD AUTHORITY DEPARTMENT	REVENUES	EXPENDITURES
37-810		9,062	9,062
DEPT #	2005A JAIL BONDS DEPARTMENT	REVENUES	EXPENDITURES
39-810	2005A JAIL BONDS	1,288,400	1,217,237
DEPT #	2012 GO Courthouse Bonds DEPARTMENT	REVENUES	EXPENDITURES
40-810	2012 COURTHOUSE BONDS	989,677	938,450
	TOTAL ALL FUNDS	<u>42,001,304</u>	<u>42,033,303</u>

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

**Tuesday, December 17, 2013, 10:00 a.m.
Board Room, Courthouse, Pine City, Minnesota**

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

The Pledge of Allegiance was said.

Chair Hallan called for public comment. There was no public comment.

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

Commissioner Ludwig moved to approve the Minutes of the December 3, 2013 Board meeting and Summary for publication. Second by Commissioner Chaffee. Motion carried 5-0.

Commissioner Chaffee moved to approve the Minutes of the December 5, 2013 Truth in Taxation meeting for publication. Second by Commissioner Ludwig. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

Pine County HRA Senior Housing Board of Directors regular meeting Minutes -- October 23, 2013

Pine County HRA Senior Housing Board of Directors annual meeting Minutes -- October 23, 2013

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

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

Approve:

Fund	November 30, 2012	November 30, 2013	Difference
General Fund	2,612,490.30	2,867,387.47	254,897.17
Health and Human Services Fund	2,300,843.70	1,289,936.43	(1,010,907.27)
Road and Bridge Fund	5,001,480.65	3,772,405.24	(1,229,075.41)
Land Management Fund	1,469,130.98	1,731,329.05	262,198.07
TOTAL (inc non-major funds)	12,904,541.55	10,946,247.11	(1,958,294.44)

Approve donations of \$312 and \$25 from citizens to a fund for payment for the care of seized, abused animals.

Approve Application for Exempt Permit for the Kerrick Firefighter's Relief Association to conduct Minnesota lawful gambling on February 8, 2014 at the south end of Oak Lake, adjacent to the public access.

Approve County Engineer Mark LeBrun to attend the 2014 MN County Engineer's Association Conference. Total cost: \$768.

Approve Office Support Specialist Donna Olsen to attend "Getting Started Training/Child Support". Total cost: \$459.44.

Approve Health & Human Services Director Patrick Bruflat to attend "MN Association of County Social Service Administrators (MACSSA) Monthly Committee and General Membership Meetings". Total cost: \$1,781.

Approve County Recorder Tamara Tricas to attend the Minnesota Association of County Officers Winter Conference. Total cost: \$185.

The Pine County Personnel Committee met December 12, 2013 and made the following recommendations:

- i. Approve the promotion of Ellena Veldhouse to full time dispatcher effective December 15, 2013.
- ii. Approve hiring of Tim Vaagenes as full time deputy, \$20.27 per hour, step 1, effective December 29, 2013.
- iii. Approve the back fill of vacancy created by Corrections Officer Tim Vaagenes full time deputy hire.
- iv. Approve 1.5% performance increase from \$16.87 to \$17.12 for Administrative Assistant Deborah Gray (B22) effective November 9, 2013.
- v. Approve unpaid leave policy.
- vi. Approve the hiring of a temporary employee to fill in for Case Aide Lori Anderson to work no more than 3 days per week.

Motion by Commissioner Chaffee to approve a 1.5% performance increase for Chief Deputy Steven Blackwell, effective January 3, 2014. Second by Commissioner Rossow. Motion carried 5-0.

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

Motion by Commissioner Chaffee to approve the contract between the Hinckley/Finlayson School District and Pine County and the Pine County Sheriff's Office establishing a part-time School Resource Officer for a contract term of November 11, 2013 and June 30, 2014. Second by Commissioner Ludwig. Motion carried 5-0.

Motion by Commissioner Ludwig to approve Amendment No. 1 to Contract Agreement for Administration of the Local Septic Fix Up Fund between Pine County and Lakes and Pines. Second by Commissioner Chaffee. Motion carried 5-0.

Motion by Commissioner Ludwig to approve an additional five-year recycling contract with PHASE (Jan. 1, 2014 – Dec. 31, 2018) at the current compensation rate of \$9,000 per month. Second by Commissioner Chaffee. Motion carried 5-0.

Motion by Commissioner Rossow to approve the appointment of Thane Sheets (representing District 4), three-year term, January 1, 2014-December 31, 2016 and Kari Holmberg (At Large position), three-year term, January 1, 2014-December 31, 2016 to the University of Minnesota Extension Committee. Second by Chair Hallan. Motion carried 5-0.

Motion by Commissioner Chaffee, pursuant to Section 11 of the Pine County Subdivision and Platting Ordinance, to appoint the following to the Planning Commission:
District 2: Skip Thomson – 2 year term, January 1, 2014 - December 31, 2015

District 3: Patrick McCarthy – term to expire December 31, 2014
District 4: Richard Glattly – 2 year term, January 1, 2014 – December 31, 2015
District 5: Jeff Shute – 2 year term, January 1, 2014 – December 31, 2015
Second by Commissioner Rossow. Motion carried 5-0.

Motion by Commissioner Pangerl, pursuant to Section 11 of the Pine County Subdivision and Platting Ordinance, to appoint the following to the Board of Adjustment:

District 2: Josh Mohr – term to expire December 31, 2015
District 5: Howard Thomsen – 2 year term, January 1, 2014 – December 31, 2015
Second by Commissioner Chaffee. Motion carried 5-0.

Motion by Commissioner Chaffee to approve a 1.5% Cost-of-Living increase to non-union employees and the 2014 non-union pay scale effective January 1, 2014. Second by Commissioner Rossow. Motion carried 5-0.

Motion by Commissioner Rossow to set the county monthly contribution for health insurance for non-union employees as follows: CMM 1000 Single-\$482.25, CMM 1000 Family-\$1,068; CMM 1500 Single-\$480.75, CMM 1500 Family-\$1,064; VEBA Single-\$369, VEBA Family-\$837, VEBA Single Savings-\$119.75, and VEBA Family Savings-\$248. Second by Commissioner Ludwig. Motion carried 5-0.

Motion by Commissioner Chaffee to approve Resolution 2013-48 Setting Minimum Salaries for Elected Officials: County Auditor/Treasurer, \$81,200; County Sheriff, \$82,418; and County Attorney, \$100,851. Second by Commissioner Ludwig. Motion carried 4-1.

Motion by Commissioner Rossow to approve Resolution 2013-49 Establishing 2014 County Commissioner Compensation (\$21,526) and Per Diem. Second by Commissioner Chaffee. Commissioner Pangerl requested a roll call vote. District 3/Chaffee-yes, District 4/Rossow-yes, District 5/Ludwig-abstain, District 1/Hallan-no, District 2/Pangerl-no. Motion failed 2-2.

Motion by Commissioner Rossow to set 2014 Commissioner Compensation (\$21,000) and Per Diem. Second by Commissioner Pangerl. Motion failed 5-0.

Motion by Chair Hallan to approve Resolution 2013-53 Establishing 2014 County Commissioner Compensation (\$21,208), per Diem (\$75), and mileage reimbursement rate for 2014 at the federal IRS rate. Second by Commissioner Pangerl. Motion carried 5-0.

Motion by Commissioner Pangerl to approve Resolution 2013-51 Establishing the 2014 Pine County Property Tax Levy at \$14,497,250. Second by Commissioner Chaffee. Motion carried 5-0.

Motion by Commissioner Chaffee to approve Resolution 2013-52 to Adopt the 2014 Budget as indicated in the Budget Summary 2014 attached. Second by Chair Hallan. Motion carried 5-0.

Motion by Commissioner Ludwig to set the 2014 employee mileage reimbursement rate at the federal IRS mileage rate. Second by Commissioner Pangerl. Motion carried 5-0.

A Committee of the Whole meeting is scheduled for January 15, 2014 at 9:00 a.m. at the Commissioners Conference Room, Courthouse, Pine City, to discuss the 2014 strategic planning.

Chair Hallan called a five minute recess at 12:37 p.m.

Motion by Commissioner Chaffee to close the meeting in accordance with Minnesota Statutes §13D.03, Subd. 1(b) for the purpose of discussion of labor negotiation strategy. Second by Commissioner Rossow. Motion carried 5-0.

Motion by Commissioner Chaffee to open the meeting. Second by Commissioner Ludwig. Motion carried 5-0.

The board reconvened at 1:43 p.m.

Motion by Commissioner Rossow to approve the 2014-2016 Legal Secretaries contract. Second by Commissioner Chaffee. Motion carried 5-0.

With no further business, Chair Hallan adjourned the county board meeting at 1:50 p.m. The next regular meeting of the county board is scheduled for January 7, 2014 at 1:00 p.m. at the Public Health Building, Sandstone, Minnesota.

Stephen M. Hallan, Chair
Board of Commissioners

David J. Minke, Administrator
Clerk to County Board

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

BUDGET SUMMARY 2014

DEPT #	REVENUE DEPARTMENT	REVENUES	EXPENDITURES
5	COUNTY BOARD	0	211,723
13	COURT ADMINISTRATION	2,500	64,000
20	LAW LIBRARY	21,500	21,500
41	COUNTY AUDITOR-TREASURER	100,000	594,137
61	MIS	15,000	504,308
62	CENTRAL SERVICES	31,000	30,000
63	TRUTH IN TAXATION	7,000	13,300
71	ELECTIONS ADMINISTRATION	7,300	72,250
72	COUNTY COORDINATOR	0	352,113
91	COUNTY ATTORNEY	78,050	777,926
92	CONTRACTED ATTNYS/CONSULTANTS	0	50,000
101	COUNTY RECORDER	305,000	402,624
105	COUNTY ASSESSOR	173,500	496,795
107	PLANNING AND ZONING	62,840	122,533
111	GOVT BUILDING OPERATIONS	175,000	757,762
121	VETERANS SERVICES	0	86,886
201	COUNTY SHERIFF	904,698	3,339,537
204	SHERIFF DISPATCH	0	490,429
210	GUN PERMITS	17,000	17,000
227	ENHANCE 911	100,000	100,000
249	MEDICAL EXAMINER	0	58,000
251	COUNTY JAIL	487,500	3,431,212
255	COURT SERVICES	273,506	687,296
256	SENTENCE TO SERVE	0	63,108
281	CIVIL DEFENSE	20,000	45,000
391	SOLID WASTE	2,800	47,167
392	SCORE RECYCLING	70,000	121,800
501	ECR LIBRARY	0	305,192
502	HISTORICAL SOCIETY	0	15,000
601	SOIL /WATER CONSERVATION	0	50,040
602	EXTENTION COMMITTEE	0	1,800
603	COUNTY EXTENTION	0	98,328
604	AGRICULTURE SOCIETY	0	10,000
605	ECONOMIC DEVELOPMENT	0	25,000
607	PINE COUNTY WATER PLAN	13,855	27,710
612	WETLAND EXPENSE SNAKE RIVER	34,626	69,252
613	WATERSHED BOARD	0	11,168
702	PINE COUNTY HOUSING AUTHORITY	0	3,000
801	NON-DEPARTMENTAL	11,442,624	266,030
813	MEED-CENTRAL MN INITIATIVE	0	7,250
	TOTAL	<u>14,345,299</u>	<u>13,848,176</u>

DEPT #	HEALTH AND HUMAN SERVICES	REVENUES	EXPENDITURES
12-420	INCOME MAINTENANCE	2,690,333	2,862,851
12-430	SOCIAL SERVICES	4,454,401	4,570,989
12-481	NURSING	1,317,000	1,451,216
	TOTAL	<u>8,461,734</u>	<u>8,885,056</u>

DEPT #	HIGHWAY DEPARTMENT	REVENUES	EXPENDITURES
13-310	ADMINISTRATION	0	317,528
13-320	ENGR/CONSTRUCTION	0	12,128,841
13-330	EQUIPMENT	0	2,074,712
13-340	REPAIR AND SHOP	0	1,742,192
13-801	NON-DEPARTMENTAL	16,033,722	30,449
	TOTAL	<u>16,033,722</u>	<u>16,293,722</u>

DEPT #	RESOURCE DEVELOPMENT DEPARTMENT	REVENUES	EXPENDITURES
22-703	LAND USE	808,600	805,600
22-704	COUNTY WIDE REHAB	0	10,000
22-705	ROAD FUND GAS TAX	6,000	6,000
22-707	TIMBER DEVELOPMENT	58,810	20,000
	TOTAL	<u>873,410</u>	<u>841,600</u>

DEPT #	RAILROAD AUTHORITY DEPARTMENT	REVENUES	EXPENDITURES
37-810		9,062	9,062

DEPT #	2005A JAIL BONDS DEPARTMENT	REVENUES	EXPENDITURES
39-810	2005A JAIL BONDS	1,288,400	1,217,237

DEPT #	2012 GO Courthouse Bonds DEPARTMENT	REVENUES	EXPENDITURES
40-810	2012 COURTHOUSE BONDS	989,677	938,450

TOTAL ALL FUNDS		<u>42,001,304</u>	<u>42,033,303</u>
------------------------	--	-------------------	-------------------

PINE COUNTY HRA SENIOR HOUSING
510 Fifth Street Office
Sandstone, MN 55072
(320) 245-5140
pinehra@ecenet.com

Sandstone Manor 510 Fifth Street Sandstone, MN 55072	Finlayson Manor 6524 Broadway Street Finlayson, MN 55735
---	---

The regular meeting of the Pine County HRA Senior Housing Board of Directors was held on November 26, 2013, at the Finlayson Manor. Commissioners of the HRA present were Board Chair Dorothy Stockamp, Jan Oak, Carl Steffen, Cheri Drilling, and Greg Kvasnicka. Staff members present were Executive Director Janice Gustafson and Resident Managers Evelyn Yocum and Susan Blake. There were no residents present.

1. The meeting was called to order at 2:00 P.M. by Board Chair D. Stockamp.
2. The minutes from October 23, 2013, were reviewed by the Board members. A motion was made by G. Kvasnicka and was seconded by C. Steffen to accept the minutes. Motion carried: Yeas 5, Nays 0.
3. The minutes from the Annual Meeting held on October 23, 2013, were reviewed by Board members. A motion was made by J. Oak and was seconded by C. Drilling to accept the minutes. Motion carried: Yeas 5, Nays 0.
4. The monthly financial statements and the investment report were presented by J. Gustafson. A motion was made by Board Chair D. Stockamp and was seconded by G. Kvasnicka to approve the financial statements and the investment report. Motion carried: Yeas 5, Nays 0.
5. Executive Director's Report. The written Executive Director's report was reviewed by Board members.
6. Old Business.
 - a) Vacancies. As of this date, there are no vacancies at either Manor.
 - b) December 3, 2013, Pine County Commissioners meeting. All Board members said they would be available to attend the meeting.
7. New Business.
 - a) Mileage Reimbursement Rate. A motion was made by Board Chair D. Stockamp and was seconded by C. Steffen to set the mileage

reimbursement rate each year going forward consistent with IRS guidelines. The new rate is published each year by the IRS late in December. Motion carried: Yeas 5, Nays 0.

- b) Property Taxes. The HRA has received the proposed property taxes from Pine County. The Sandstone Manor proposed taxes increased by 2.9% and the Finlayson Manor proposed taxes increased by 2.6%.

8. Resident Managers' Reports.

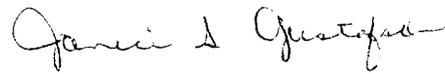
- a) Finlayson Manor. Everyone enjoyed the Halloween party and the trick or treaters. Lots of apple cider, sugar cookies and candy was shared. The residents are now making plans for a Thanksgiving meal together in the community room.
- b) Sandstone Manor. The residents enjoyed a Halloween party together and then gave out Halloween bags of candy to over thirty trick or treaters.

9. Resident Comments/Questions. There were no residents present.

10. A motion was made by C. Steffen and was seconded by G. Kvasnicka to adjourn the meeting at 2:50 P.M. Motion carried: Yeas 5, Nays 0.

11. The next HRA Board meeting is scheduled for December 18, 2013, at the Sandstone Manor.


Dorothy Stockamp
HRA Board Chair


Janice S. Gustafson
Executive Director

PINE COUNTY HRA SENIOR HOUSING

510 Fifth Street Office

Sandstone, MN 55072

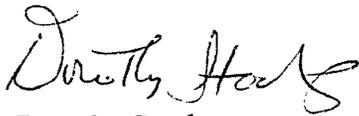
(320) 245-5140

pinehra@ecenet.com

Sandstone Manor 510 Fifth Street Sandstone, MN 55072	Finlayson Manor 6524 Broadway Street Finlayson, MN 55735
---	---

At the request of the Pine County Commissioners, Pine County HRA Senior Housing Board of Directors attended a special meeting of the Pine County Commissioners on December 3, 2013, at Pine County's Public Health Building in Sandstone. Commissioners of the HRA present were Board Chair Dorothy Stockamp, Cheri Drilling, Jan Oak, Carl Steffen, and Greg Kvasnicka. HRA staff member present was Executive Director Janice Gustafson. Also present at the meeting were the five Pine County Commissioners and David Minke, Pine County Administrator.

1. The meeting was called to order at 11:00 a.m. by the Pine County Commissioners' Board Chair.
2. The purpose of the special meeting was to discuss Pine County economic development and how the HRA fits into that activity.
3. The HRA was first on the agenda and gave the Pine County Commissioners background information about how the HRA came into existence in the early 1970's and how it has progressed and improved up to the present time. Numerous questions were asked by the Pine County Commissioners and answered by the HRA.
4. The HRA's portion of the Commissioners' agenda was completed at approximately 11:45 A.M.



Dorothy Stockamp
HRA Board Chair



Janice S. Gustafson
Executive Director



The Pine County Soil and Water Conservation District Board of Supervisors held their monthly meeting on Thursday, December 5, 2013.

Members Present:

Doug Odegard
Skip Thomson
Tom Swaim
Joe Luedtke

Others Present:

Jill Carlier, District Manager
Sam Martin, Water Management Specialist

Herman Bartsch, NRCS SC

Members Absent: Jerry Telker

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

PUBLIC COMMENT: *none*

APPROVAL OF AGENDA:

Motion by Odegard, seconded by Swaim to approve the agenda with corrections.

Motion carried

NOVEMBER MINUTES:

Motion by Swaim, seconded by Luedtke, to approve the November minutes.

Motion carried

FINANCIAL STATEMENTS AND PAYMENTS OF BILLS FOR NOVEMBER:

Motion by Luedtke, seconded by Swaim to approve the November financials and payment of bills including 2 transfers totalling \$12,500.

Motion carried

STAFF/SUPERVISOR REPORTS:

Wetlands & Grants:

No WCA issues for approval.

No grant issues for discussion.

Water Management:

- City of Sandstone received a Conservation Partners Legacy Grant to get rid of invasive species in Robinson Park.
- Attended MASWCD Convention
- Talked to Island Lake about doing some winter sampling

Forestry:

- Telker not present to give report.

East Central Forest Landscape:

- No meeting last month.

TSA III

- No meeting last month

RC&D Onanaegozie:

- No meeting last month.

Snake River Citizen Advisory Committee:

- Meeting held in Mille Lacs County. The January meeting will be held in Pine County. Discussed why the group is meeting if there are no grants and projects to discuss.

Legislative/Exploratory

- No meetings last month.

Personnel/Policy

- No meetings last month.

Budget

- County board will approve the budget at the December 17th board meeting.

Trees/ Envirothon/Newsletter:

- Tree orders were sent out. Staff will start working on the newsletter in December.

DISTRICT CONSERVATIONIST REPORT:

Bartsch reported that one ag waste and one water and sediment control basin were completed in November. Also completed the largest grazing contract with over 300 acres of pasture and one forest management CAP. Tentative EQIP deadline is January 17. CSP applications due January 17 for 2014 signup. Currently have a list of 6 landowners interested in closing unused storage pits.

Bartsch left the meeting.

FLOOD RELIEF GRANT UPDATE:

No new updates.

CROSS LAKE WATER QUALITY CONCERNS:

No new updates.

MASWCD CONVENTION:

Martin attended the convention. Abe and Jim Mach were present on Tuesday to receive their award for Outstanding Conservationist.

STATE COST SHARE:

Nothing this month.

CLEAN WATER GRANT:

CWSL-03 Jack Almos well was sealed. The approved amount was $\$865.00 \times 50\% = \432.50 . Project came in at bid price.

Motion to approve paying CWSL-03 Jack Almos \$432.50 for his unused well sealing in City of Sturgeon Lake.

Motion carried.

2014 FORESTRY ASSOCIATION DUES:

Carlier stated we have an invoice for 2014 Forestry Association Dues in the amount of \$60

Motion by Swaim, seconded by Odegard to pay the 2014 Forestry Association dues of \$60.

Motion carried.

2014 ANNUAL PLAN:

Carlier stated she has updated the 2014 Annual Plan since reviewing it at the District Retreat.

Motion by Luedtke, seconded by Swaim to approve the 2014 Annual Plan.

Motion carried

FEE SCHEDULE:

Carlier stated the fee schedule has been updated since reviewing it at the District Retreat. The new fee schedule will be dated January 1, 2014.

Motion by Odegard, seconded by Swaim.

Motion carried.

HOLIDAY SCHEDULE/OFFICE CLOSING:

Carlier stated the staff discussed the holiday schedule. December 23 – January 1st will be PTO and Holiday Pay.

Vacation time will be used for January 2 & 3.

Motion to approve closing the office December 23rd – January 3rd.

Motion carried.

MISC ITEMS:

Carlier stated the district jeep has been placed on the online auction system that the county uses. It will close on Tuesday, December 10. The process was very easy thanks to Denise Baran in the Sheriff's office.

NEXT MEETING DATE & TIME:

The next district board meeting will be held on Thursday, December 9, 2014 at **4:00 p.m.**

ADJOURNMENT:

The meeting adjourned at 4:37 p.m.

Respectfully submitted,

Joe Luedtke, Secretary



PINE COUNTY PUBLIC WORKS

HIGHWAY DEPARTMENT

405 Airport Road NE
Pine City, MN 55063

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

Mark A. LeBrun, P.E.
County Engineer

Pine County Land Surveyor Monthly Report

December 2013

CR 171 T44N R17W Sections 3 and 10, research records and update files for 2014 road construction season.

CSAH 41 T44N R20W and R21W research records and update files for 2014 road construction season.

CSAH 30 T42N R19W Sections 7, 8 and 9 research records and update files for 2014 road construction season.

CSAH 21 T42N and T41N R19W research records and update files for 2014 road construction season.

CSAH 29 T42N R20W Section 14 research records and update files for 2014 road construction season.

T38N R20W Section 28 research records, compute corner search areas, update files for Pine County gravel pit exploration.

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

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

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

Review and file PLSS corner certificates provided by private surveyors as needed.

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

Robin T. Mathews, Pine County Surveyor

Monthly Report December 2013.doc

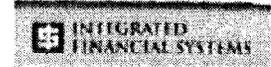
PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: January 7, 2014	<u>Consent Agenda (Please Circle)</u> Regular Agenda Estimated Time: (Please Circle) _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action: <u>Auditor/Treasurer</u>	 _____ Department Head Signature Date 12-2-2013

Item for Discussion: <i>December 2013 Disbursements</i>
Board Action Requested: (Attach additional pages if needed)
Supporting Documents: Attached None

CATHYJ
12/27/13 2:17PM

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



DISBURSEMENTS JOURNAL REPORT Specific Dates: 12/01/2013 - 12/31/2013

RECAP BY FUND

FUND	AMOUNT	NAME
1	377,636.14	GENERAL REVENUE FUND
13	1,886,791.82	ROAD & BRIDGE FUND
21	26,454.03	800 MHZ PROJECT FUND
22	4,492.04	LAND MANAGEMENT FUND
76	235,345.38	GROUP HEALTH INS FUND 5/1/95 (GEN)
80	20,021.65	COUNTY COLLECTIONS AGENCY FUND
82	1,960.23	TAXES AND PENALTIES AGENCY FUND
	2,552,701.29	Total Disbursements

RECAP BY TYPE

TYPE	AMOUNT	NAME
1	2,553,288.73	AUD
3	587.44	MVC
	2,552,701.29	Total Disbursements

RESOLUTION 2014-01

WHEREAS, John J. Erickson, the former owner, has made and filed an application with the County Auditor for the repurchase of the hereinafter described parcel of tax forfeited land, in accordance with the provisions of Minnesota Statutes 1945, Section 282.241, as amended, which land is situated in the County of Pine, Minnesota, and described as follows, to-wit:

Lot Four (4), Block Two (2), Kutzke's Tamarack River Ranch. And 1/50th interest in Outlot A

PID #02.5086.000

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

and

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

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

Dated at Sandstone, Minnesota, this 7th day of January 2014.

Attest:

Chairman, Board of County Commissioners
Pine County, Minnesota

County Auditor

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: January 7, 2014	Consent Agenda <i>(Please Circle)</i> Regular Agenda Estimated Time: <i>(Please Circle)</i> 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action: <u>Auditor/Treasurer</u>	 Department Head Signature  Date

<p>Item for Discussion:</p> <p><i>Approval for year-end 2013 transfer of \$313,874.71 from the General Fund-01 to the 800 MHz Fund-21 to eliminate the deficit fund balance as project is complete.</i></p> <p>Total Project Cost: \$1,864,988.10 Less: State/Federal Grants: (341,471.39) Net Cost to County: \$1,523,516.71</p> <p>Board Action Requested: (Attach additional pages if needed)</p> <p align="right">Supporting Documents: Attached None</p>
--

PINE COUNTY REQUEST FOR BOARD ACTION

<p>Requested Board Date: January 7, 2014</p>	<p>Consent Agenda <i>(Please Circle)</i> Regular Agenda Estimated Time: <i>(Please Circle)</i> 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour</p>
<p>Department Requesting Action: HHS</p>	<p> 12/30/13 Department Head Signature Date</p>
<p>Item for Discussion: (one form per item) Consider full time status – completion of probationary period Nikki Wiener, Social Worker effective January 10, 2014</p> <p>Board Action Requested: (Attach additional pages if needed) Approval</p> <p>Supporting Documents: Attached <u>None</u></p>	
<p> </p>	

Who Should Attend?

- ◆ Shoreland Contractors and Excavators
- ◆ Developers
- ◆ Shoreland Property Owners
- ◆ Landscapers and Landscape Designers
- ◆ Architects and Engineers
- ◆ Home Builders and Designers
- ◆ Local Government Officials

This workshop is sponsored by:

- Stearns County Environmental Services
- Stearns Soil & Water Conservation District

Notes of Interest

- Hardscape materials recognized as pervious? Hear about one local jurisdiction's regulations regarding this hot topic
- Listen to a perspective from contractors on water quality and shoreline projects
- Learn about Stearns SWCD's water quality programs for agricultural areas
- Learn about some new erosion control products and alternatives to coir logs for stabilization
- We know about above ground stormwater BMP's - find out about underground storage techniques where space is limited

Important Notice:

If you plan on excavating, landscaping, grading or hauling fill within the Shoreland Areas of Stearns County, you are required to attend this training once every 2 years. Additionally, you must also obtain a license and \$10,000 bond. Attendees who complete the training and submit a license and bond will be listed on the Stearns County Contractors List.

Join us January 30th Agenda and Topics:

- 7:45 Registration
- 8:15 Welcome and Opening Remarks
- 8:30 Agricultural Water Quality Programs
Dennis Euchs - Stearns County SWCD
- 9:15 Pervious Materials/Mitigation Standards
Mitch Brinks - Crow Wing Co. Land Services
- 9:45 Break
- 10:15 Slope Stabilization
John Chapman - University of Minnesota
- 11:00 Underground Stormwater Techniques
Mark Doneux - Capital Region Watershed
- 12:00 Lunch - provided
- 1:00 Dewatering Techniques Part 2
Dwayne Stenlund - MNDOT
- 2:00 Break
- 2:30 Curlex Shoreline Blocks & Natural Net Erosion Control Blankets
John Merthan - American Excelsior Co.
- 3:00 Contractors Tag Team A Watershed Project Near Lake Koronis
Craig Bardson - Bardson Exc. Inc.
Brad Vierkant - Prairie Restorations
- 3:30 Mississippi River Shoreline Project - Contractor and Property Owner View
Annelise Edeburn - Property Owner
Todd Hodnefield - Heartland Landscaping Inc.
- 4:00 Adjourn!

The Stearns County Environmental Services Department is committed to the policy that all persons shall have equal access to its programs, facilities and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status or sexual orientation. Disability accommodations will be provided upon request.

STEARNS COUNTY SHORELAND TRAINING *SEATING IS LIMITED, PLEASE REGISTER EARLY*

Pre-Registration deadline: January 17, 2014

Names of ALL Attendees Robert Fischer Edward Melzak

Company Pine County Planning + zoning

Address 1402 Hwy 23 N

City, State, Zip Pine City, MN 55063

Phone (320) _____ County Pine

Please make checks payable to: Stearns County Environmental Services

Send to: Stearns County ESD, 705 Courthouse Square, Administration Center Room 343, St. Cloud, MN 56303

(320) 656-3613, (800) 450-0852

Cost \$30 per person by deadline, \$45 after deadline (lunch and refreshments provided)

PINE COUNTY REQUEST FOR BOARD ACTION

<p>Requested Board Date: January 7, 2014</p>	<p><u>Consent Agenda</u> (Please Circle) Regular Agenda Estimated Time: (Please Circle) _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour</p>
<p>Department Requesting Action: HHS</p>	<p> 12/30/13 Department Head Signature Date</p>
<p>Item for Discussion: (one form per item) <i>Consider Donna Olsen, Office Support Specialist to attend "Case Management & Financial Basics for Child Support" in St Paul January 7-9, 2014</i></p> <p>Registration: \$0 Meals: \$66.00 Accommodations: \$280.00 Travel: \$99.00 TOTAL: \$445.00 <i>(Payment Source: Child Support Staff Development)</i></p> <p>Board Action Requested: (Attach additional pages if needed) <i>Approval</i></p> <p style="text-align: right;">Supporting Documents: Attached None</p>	

Donna L. Olsen

From: PWTrainAdm@co.dhs.state.mn.us
Sent: Thursday, October 24, 2013 4:12 PM
To: Donna L. Olsen
Cc: Peggy A. Brackenbury
Subject: Confirmation of enrollment status

Minnesota Department of Human Services

PLEASE DO NOT REPLY TO THIS AUTOMATED E-MAIL. INSTEAD, USE THE "CONTACT US" OPTION IN THE LEARNING CENTER IF YOU HAVE QUESTIONS.

To: DONNA L OLSEN
Unique Key:
From: Child Support Enforcement

This is to confirm your registration status of **ENROLLED** in the following class:

Class: CASE MANAGEMENT & FINANCIAL BASICS

Start Date: 1/7/2014 **Start Time:** 8:30AM
End Date: 1/9/2014 **End Time:** 4:00PM

Class location information:

Site: MN DEPARTMENT OF HUMAN SERVICES/LAFAYETTE
Room: TRAINING LAB 1236
Address: 444 LAFAYETTE RD N
City: ST PAUL

Please use the Learning Center to change your enrollment status if you will not be able to attend this class. Thank you.

If you need to request a reasonable accommodation for you to attend this session, please contact:
Nancy Salmela
651-431-4439

Please be advised that the Minnesota Department of Human Services enforces a scent free environment in all of its training sessions. This ban accommodates persons with chemical sensitivities. Persons who wear scented products may be prohibited from attending class. Your cooperation is greatly appreciated by those affected.

Smoking at state offices is limited to very specific designated areas. Here is a link to a map showing the designated area at the 444 Lafayette offices and training center. Please DO NOT light up outside of, or smoke in

Minnesota Department of **Human Services**[Home](#) > [Search Learning Activities](#) > [Search Results](#)[Sign On](#) | [Sign Off](#)**CASE MANAGEMENT & FINANCIAL BASICS****Here is more information about this course:**[Add to favorites](#)[Class Schedule](#)[Course Detail](#) | [Course Content](#) | [Prerequisites](#)**Course Description**

This course provides the new child support worker with the basics needed for case management and dealing with financial questions. It provides practical applications on handling mail, worklists, suspense lists, phone calls, adding health and dental coverage information, and entering appropriate case notes. The participants will read, discuss and load a court order on PRISM. The financial section contains basic information on assignment of support, distribution, payment screens, and the flow of money through PRISM. It also provides an introduction to suspense, holds, adjustments, billing statements, and answering payment questions.

Scheduling: CSED offers this class every two months in St. Paul, and can offer it regionally on request if there is sufficient interest. To request a class, complete a Support and Training Request form in the DHS-SIR website. There is also a link to this form on the home page of this learning center. Be sure to give the name of the class you want to attend, and your preferred location for the class. We will contact you for additional information when we receive your request.

Prerequisites

The following courses must be completed before coming to class, although they need not be completed before enrolling in class:

- Getting Started (classroom)
- Customer Service and Parent Profiles (web-based training)
- Case Closure (web-based training)
- Paternity (web-based training)
- Distribution Basics (web-based training)

Target Audience

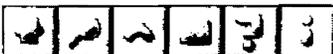
All new child support staff who do case work should take this class.

Course Data

Course Code: CSE210

Course Name: CASE MANAGEMENT & FINANCIAL BASICS

Sessions: 3



Copyright 1996-2011 SumTotal Systems, Inc. All rights reserved.

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: January 7, 2014	Consent Agenda <i>(Please Circle)</i> <u>Regular Agenda</u> Estimated Time: <i>(Please Circle)</i> <u>5</u> 10 Min. 15 Min. <small>Time needed</small> 30 Min. 45 Min. 1 hour
Department: Administrator's	Date: December 31, 2013

On January 6, 2014 sealed bid(s) for the cost of publication of the financial statement (first and second publication), County Board proceedings and other published notices as required by law will be opened. The results will be presented at the board meeting.

Board Action Requested: (Attach additional pages if needed)
Award the 2014 bid for publication costs to the lowest responsible bidder.

Supporting Documents: Attached None

Signature:

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: January 7, 2014	Consent Agenda <i>(Please Circle)</i> Regular Agenda Estimated Time: <i>(Please Circle)</i> _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department: Administrator's	Date: December 31, 2013

MS §13 requires that counties have a data access policy for members of the public and that the county appoint a responsible official and a compliance official.

The attached policy makes (a) the Attorney, Auditor, and Sheriff the responsible official for their respective offices; (b) the HHS Director the responsible official for the HHS department; and (c) the County Administrator the Responsible Authority and (d) the County Attorney the Compliance Official.

Board Action Requested: (Attach additional pages if needed)
Approve Pine County Data Practices Policy.

Supporting Documents: Attached None

Right to Access Public Data

The Government Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email, DVDs, photographs, etc.

The Government Data Practices Act also provides that this government entity must keep all government data in a way that makes it easy for you, as a member of the public, to access public data. You have the right to look at (inspect), free of charge, all public data retained by the county. You also have the right to get copies of public data. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

How to Make a Data Request

To look at data or request copies of data that this government entity keeps, make a written request. Make your request for data to the appropriate individual listed in the Data Practices Contacts on page 4. You may make your request for data by using the data request form on page 5.

If you choose not to use the data request form, your request should include:

- that you, as a member of the public, are making a request for data under the Government Data Practices Act, Minnesota Statutes, Chapter 13;
- whether you would like to look at the data, get copies of the data, or both; and
- a clear description of the data you would like to inspect or have copied.

This government entity cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request.

How We Respond to a Data Request

Upon receiving your request, we will work to process it.

- If we do not have the data, we will notify you as soon as reasonably possible.
- If we have the data, but the data are not public, we will notify you as soon as reasonably possible and state which specific law says the data are not public.
- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:
 - arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or

- provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail or fax them to you. If you want us to send you the copies, you will need to provide us with an address or fax number. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request.) If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, the Government Data Practices Act does not require us to answer questions that are not requests for data.

Requests for Summary Data

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. We will prepare summary data if you make your request in writing and pre-pay for the cost of creating the data. Upon receiving your written request we will respond as soon as reasonably possible with the data or details of when the data will be ready and how much we will charge.

Copy Costs – Members of the Public

This government entity charges members of the public for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c). You must pay for the copies before we will give them to you.

For 100 or Fewer Paper Copies – 25 cents per page

100 or fewer pages of black and white, letter or legal size paper copies cost 25¢ for a one-sided copy, or 50¢ for a two-sided copy.

Most Other Types of Copies – Actual cost

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically transmitting the data (e.g. sending the data by email).

In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing

costs (if any). If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

The cost of employee time to search for data, retrieve data, and make copies is \$11.79 per hour.

If, because of the subject matter of your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate the search and retrieval portion of the copy charge at the higher salary/wage.

Data Request Form – Members of the Public

Date of request: _____

I am requesting access to data in the following way:

Inspection Copies Both inspection and copies

Note: inspection is free but copies have a fee.

These are the data I am requesting:

Describe the data you are requesting as specifically as possible. (You may use the space below or attached a description of the request.)

Contact Information

Name: _____

Address: _____

Phone number: _____

Email address: _____

You do not have to provide any of the above contact information. However, if you want us to mail/email you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us.

We will respond to your request as soon as reasonably possible.

Data Practices Contacts

Responsible Authority

David J. Minke
635 Northridge Drive NW; Pine City, MN 55063
320-591-1620
david.minke@co.pine.mn.us

Data Practices Compliance Official

John Carlson
635 Northridge Drive NW; Pine City, MN 55063
320-591-1560
john.carlson@co.pine.mn.us

Data Practices Designee(s)

Matt Christenson
(320) 591-1622
Matt.Christenson@co.pine.mn.us
Debbie Gray
(320) 591-1620
Deborah.Gray@co.pine.mn.us

Responsible Authority for Specific Departments

Health and Human Services Department: Patrick Bruflat (320-591-4104)

County Attorney's Office: John Carlson (320-591-1560)

County Auditor's Office: Cathy Clemmer (320-591-1670)

County Sheriff's Office: Robin Cole (320-629-8380)

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: 1/7/2013	Consent Agenda <i>(Please Circle)</i> <input checked="" type="radio"/> Regular Agenda Estimated Time: <i>(Please Circle)</i> <input checked="" type="radio"/> 5 Min 10 Min. 15 Min. <small>Time needed</small> 30 Min. 45 Min. 1 hour
Department: Administrator's	Date: 12/30/2013

Rochelle Carlson PHNC has requested a Postretirement Option through PERA. Rochelle meets all requirement for the Postretirement Option agreement and is requesting the following terms:

- The agreement will be in effect from January 8, 2014 through May 31, 2014.
- A 4 day work week with a 7 hour workday day and half hour lunch.
- Pro-rated holidays based on number of hours worked in a pay period.
- PTO use and accrual on a pro-rated basis.
- Maintain current rate of pay at \$26.45 per hour and receive any bargained COLA adjustments.
- Receive a pro-rated county contribution towards health insurance based on hours worked in a pay period.

At the completion of Rochelle's Postretirement Option Agreement this position will not be backfilled.

Board Action Requested: (Attach additional pages if needed)

Approve the Postretirement Option Agreement for Rochelle Carlson PHNC and authorize County Administrator to sign.

Supporting Documents: Attached None

Signature:



Pine County Health & Human Services

___Pine Government Center, 315 Main St S, Ste 200, Pine City MN 55063 (HHS)
320-591-1570/800-450-7463; FAX 320-591-1601/1602

___Pine Government Center, 315 Main St S, Ste 1, Pine City MN 55063 (WIC)
320-591-1596/800-450-7463, FAX 320-591-1600

___Health & Human Services Bldg, 1610 Hwy 23 N, Sandstone MN 55072
320-216-4100/800-450-7263, FAX 320-216-4152

___John Wright Bldg, 130 Oriole St E, Ste 1, Sandstone MN 55072
320-216-4100/800-450-7263, FAX 320-216-4101/4102

December 23, 2013

Matt Christianson
HHR Specialist

I am requesting to be considered for a 'Phased Retirement Option. I am proposing to work 4 days a week, 7 hours a day. I would like to begin at 8:00 AM, have a ½ hour lunch and work until 3:30 PM. I would request to work Monday to Thursday the first week and Tuesday to Friday the second week for a total of 56 hours in a 2 week period.

I am requesting that the start date of January 7th, 2014 and a tentative end date of May 31st, 2014.

Please consider my request and forward it to the County Board for action. Please include Gwen Lewis, Supervisor for Public Health and Patrick Bruflat, HHS Director.

Respectfully Submitted,

Rochelle 'Rocky' Carlson BS. BSN. PHNC

Information about the Phased Retirement Option Program Public Employees Retirement Association (PERA)

Eligibility of Coordinated or Basic Plan Member

To draw a retirement benefit while working as an employee for a PERA-covered employer, the member must:

1. be employed for at least 1,044 hours per year for the five years immediately preceding participation in the phased retirement program;
2. be age 62 or older,
3. reduce the hours of work in public service, when compared to his or her previous work schedule, by at least 25 percent and limit the hours of work per year to 1,044 or fewer;
4. be eligible for a monthly retirement benefit from PERA (vested), and
5. provide a completed *Phased Retirement Agreement* form to PERA, along with an *Application for PERA Retirement Benefits*, prior to the start of employment under the phased retirement program.

Additionally, if the PERA member is accepting a phased retirement position in an agency of the State of Minnesota, he or she cannot be eligible for the State Employee Post-Retirement Option program.

Other Important Items

An individual's PERA retirement benefit will be effective on the first day of the month following the begin date of the initial employment under a *Phased Retirement Agreement*; however, if the employment begins on the first day of a calendar month, the benefit will be effective on that day.

Participation in the PRO program stops at the conclusion of the initial or renewed agreement. Additionally, to qualify for continued monthly benefits after the phased retirement period ends, the employee must fulfill the usual retirement requirements. This includes terminating public service, having a minimum 30-day break in service and not having any agreement to return to work in a non-elected position for the same employer until after the 30-day separation period has passed. Failure to abide by these requirements will result in the cancellation of the PERA benefits.

Responsibilities of the Employer

An employer is under no obligation to offer the phased retirement option to a PERA Coordinated or Basic Plan member. If participation is offered, the employer must reduce the employee's hours of work, when compared to the individual's previous work schedule, by at least 25 percent and limit the hours per year to 1,044 or fewer.

The initial offer of employment under the PRO program is limited to one year. An employer may extend the individual's employment for periods of up to one year, for a maximum of five years. The earnings paid to an employee participating in a PRO program must be reported to PERA after each pay period. The employer will report the employee's salary under the Exempt Plan, after having enrolled the individual in that PERA plan. No employee deductions or employer contributions are payable to the retirement plan on the earnings of the phased retirement position.

Participation in PERA's phased retirement program stops at the conclusion of the employee's initial or renewed agreement, whichever is later. When an employee's participation in the phased retirement program ends, the employer must promptly inform PERA. Similarly, employers must notify PERA if an employee covered by a PRO agreement terminates public service.

**PERA Postretirement Option Agreement
Between Pine County and Rochelle Carlson**

WHEREAS, M.S. §353.371 provides for the postretirement option of employees; and

WHEREAS, Rochelle Carlson (herein referred to as “Carlson”) has requested participation in the postretirement option and is eligible for the program; and

WHEREAS, it has been determined that it is in the best interest of Pine County.

NOW, THEREFORE, IT IS AGREED between the parties as follows:

1. The postretirement option shall be in effect from January 8, 2014 through May 31, 2014. Either party may end the postretirement option agreement with 2 weeks’ notice.
2. Carlson shall work 4 days per week, with a 7-hour work day and a one-half hour lunch. Reasonable accommodations may be made to this schedule if it is deemed in the best interest of Pine County.
3. Holiday pay will be pro-rated based on the number of PTO and work hours Carlson has for that pay period.
4. PTO will continue to accrue on a pro-rated basis and can be used by Carlson during the postretirement option period.
5. Carlson’s rate of pay will be \$26.45 per hour, which is her current Public Health Nurse Certified position rate of hourly pay. The AFSCME HHS contract is not currently settled but Carlson’s rate of pay will reflect any pending contract settlement.
6. Pine County shall contribute a pro-rated amount toward Carlson’s health insurance premium.

Dated: _____

Dated: _____

David Minke, County Administrator

Rochelle Carlson, Employee



Minnesota Department of Public Safety ("State") Commissioner of Public Safety Office of Justice Programs 445 Minnesota Street, Suite 2300 St. Paul, MN 55101-2139	Grant Program: Violent Crime Enforcement Teams 2014 Grant Agreement No.: A-VCET-2014-PINESO-00013				
Grantee: Pine County, Sheriff's Office 635 Northridge Drive NW Pine City, Minnesota 55063	Grant Agreement Term: Effective Date: 1/1/2014 Expiration Date: 12/31/2014				
Grantee's Authorized Representative: Robin Cole, Sheriff Pine County Sheriff's Office 635 Northridge Drive NW, Suite 260 Pine City, Minnesota 55063 (320) 629-8380	Grant Agreement Amount: <table data-bbox="870 678 1448 743"> <tr> <td>Original Agreement</td> <td style="text-align: right;">\$100,000.00</td> </tr> <tr> <td>Matching Requirement</td> <td style="text-align: right;">\$0.00</td> </tr> </table>	Original Agreement	\$100,000.00	Matching Requirement	\$0.00
Original Agreement	\$100,000.00				
Matching Requirement	\$0.00				
State's Authorized Representative: Kristin Lail, Grants Specialist Coordinator Office of Justice Programs Bremer Tower, Suite 2300 445 Minnesota Street St Paul, Minnesota 55101 (651) 201-7322	Federal Funding: None State Funding: Minnesota Laws of 2013, Chapter 86, Article 1, Section 12 Special Conditions: Attached and incorporated into this grant agreement. See page 3.				

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant agreement.

Term: Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2, whichever is later. Once this grant agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a State employee will:

Perform and accomplish such purposes and activities as specified herein and in the Grantee's approved Violent Crime Enforcement Teams 2014 Application ("Application") which is incorporated by reference into this grant agreement and on file with the State at Bremer Tower, 445 Minnesota Street, Suite 2300, St. Paul, Minnesota 55101-2139. The Grantee shall also comply with all requirements referenced in the Violent Crime Enforcement Teams 2014 Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<http://app.dps.mn.gov/Egrants>), which are incorporated by reference into this grant agreement.

Budget Revisions: The breakdown of costs of the Grantee's Budget is contained in Exhibit A, which is attached and incorporated into this grant agreement. As stated in the Grantee's Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

Matching Requirements: (If applicable.) As stated in the Grantee's Application, the Grantee certifies that the matching requirement will be met by the Grantee.



Payment: As stated in the Grantee’s Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State’s Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

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

Signed: _____

Date: _____

Grant Agreement No. A-VCET-2014-PINESO-00013/ 3-24176

3. STATE AGENCY

By: _____
(with delegated authority)

Title: _____

Date: _____

2. GRANTEE

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

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
States’ Authorized Representative



Special Conditions

1. Time limitations on funding use:

\$70,000.00 is available from January 1, 2014 through December 31, 2014.

\$30,000.00 is available from July 1, 2014 through December 31, 2014.

Violent Crime Enforcement Teams 2014

EXHIBIT A

Organization: Pine County Sheriff's Office

A-VCET-2014-PINESO-00013

Budget Summary

Violent Crime Enforcement Teams: East Central Drug and Violent Offenders Task Force			
Budget Category	Award		
Personnel			
Personnel Costs	\$59,721.00	\$0.00	
Total	\$59,721.00	\$0.00	
Fringe and Benefits			
Payroll Taxes and Fringe	\$7,580.00	\$0.00	
Total	\$7,580.00	\$0.00	
Office Expenses			
Office Expenses	\$3,030.00	\$0.00	
Total	\$3,030.00	\$0.00	
Program Expenses			
Program Expenses	\$1,700.00	\$0.00	
Total	\$1,700.00	\$0.00	
Other Expenses			
Other Expenses	\$10,785.00	\$0.00	
Total	\$10,785.00	\$0.00	
Training			
Training Costs	\$4,254.00	\$0.00	
Total	\$4,254.00	\$0.00	
Confidential Funds			
Confidential Funds	\$12,930.00	\$0.00	
Total	\$12,930.00	\$0.00	
Total	\$100,000.00	\$0.00	