



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

- |            |                      |
|------------|----------------------|
| District 1 | Commissioner Hallan  |
| District 2 | Commissioner Mohr    |
| District 3 | Commissioner Chaffee |
| District 4 | Commissioner Rossow  |
| District 5 | Commissioner Ludwig  |

**Tuesday, January 20, 2015, 10:00 a.m.**  
**Board Room, Pine County Courthouse**  
**Pine City, Minnesota**

- A) Call meeting to order
- B) Pledge of Allegiance
- C) Public Forum. Members of the public are invited to speak on items not on the agenda. Each speaker should state his/her name and limit comments to three (3) minutes.
- D) Adopt Agenda
- E) Approve Minutes of January 6, 2015 County Board Meeting and Summary for publication.
- F) Minutes of Boards, Committees and Correspondence  
 Pine County Soil & Water Conservation District Board Meeting Minutes – December 4, 2014  
 East Central Regional Library Board Minutes – December 15, 2014
- G) 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. Review December, 2014 Cash Balance (attached)**

Fund	December 31, 2013	December 31, 2014	Increase(Decrease)
General Fund	2,539,821.50	3,661,974.35	1,122,152.85
Health and Human Services Fund	841,647.00	308,137.69	(533,509.31)
Road and Bridge Fund	2,078,182.32	1,571,228.77	(506,953.55)
Land Management Fund	1,838,948.89	2,089,547.86	250,598.97
TOTAL (inc non-major funds)	9,550,362.46	9,858,890.57	308,528.11

**2. Applications for Abatement**

Consider:

- Barbara Cepress, 18367 Lakeview Loop, Pine City, PID 28.8900.005, pay 2014.
- Dorothy Brant, 30785 State Hwy. 48, Hinckley, PID 03.0252.000, pay 2014.

**3. Tobacco License**

Consider Application for 2015 Tobacco License for Mainstreet Milkhouse.

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

Consider Resolution 2015-05 for Repurchase of Tax Forfeited Land-10 Year Contract, Luebbert Lands, LLC, PID 34.0025.001, and authorize Board Chair and County Auditor to sign.

**5. Application for Exempt Permit**

Consider Application for Exempt Permit for the Kerrick Firefighters Relief Association to conduct Minnesota lawful gambling on February 14, 2015 at the South end of Oak Lake, adjacent to the public access (Kerrick Twp.).

**6. 2015 Waste Hauler Licenses**

Consider approval of 2015 waste hauler licenses for the following: Hartl Enterprises (dba Ron's Roll Off's)-Hinckley, Mike's Sanitation-Sturgeon Lake, Nordstrom's Sanitation-Moose Lake, Pine County STS-Pine City, Pine Habilitation and Supported Employment, Inc. (PHASE)-Sandstone, Terry's Disposal-Harris, Veit Disposal Systems-Rogers and authorize Board Chair to sign.

**7. Personnel (Full-Time Status/Completion of Probationary Period)**

Consider approval of full-time status for Social Worker Kristen Radzak-Schroeder, effective January 7, 2015.

**8. Training**

Consider County Recorder Tamara Tricas to attend the Minnesota Association of County Officers (MACO) training (vital statistics session/Feb. 3, 2015 and Feb. 5, 2015/all day), Bloomington. Registration \$150, plus mileage. Funds are available in the 2015 Recorder's budget.

**REGULAR AGENDA**

**1. Recognition of Retirement – Kevin Newman**

Recognition of Building Maintenance Supervisor Kevin Newman's retirement and over 39 years of service to Pine County.

**2. Personnel Committee**

Personnel Committee met January 13, 2015 and made the following recommendations (Minutes attached):

PCSO:

- i. Recognize the appointment of Paul Widenstrom as Chief Deputy and set the 2015 Chief Deputy pay.
- ii. Approve the hiring of two (2) part-time dispatchers; dispatcher staff review to be revisited at the July, 2015 Personnel Committee meeting.

Jail:

- i. Recommend the hiring of one (1) Court Security Officer.

Health & Human Services

- i. Recognize the resignation of Social Worker Beth Pierson and approve backfill.

Veteran/Land

- i. Recognize the resignation of Land/Veterans Secretary Kelly Spinler and approve backfill.

Administrator

- i. Approve back pay for 2014 non-union and previously settled union contracts insurance contributions based on updated county offering.
- ii. Approve professional services contract with Erika Fornengo to contract for duties of payroll clerk.
- iii. Recognize the retirement of Building Maintenance Supervisor Kevin Newman effective January 30, 2015.

Other items are for informational purposes only.

3. **Snake River Watershed Citizen Advisory Committee Appointments**  
Consider appointment of the following to the Snake River Watershed Management Board, Citizen Advisory Committee, for a three-year term, January 1, 2015 through December 31, 2017:  
Tom Swaim (SWCD Supervisor), Doug Odegard (SWCD Supervisor-Alternate), Dean Yorston (Cross Lake Association) and Al Johnson (Pokegama Lake Association).
4. **Riverwood Center Bankruptcy**  
Consider approval of the Settlement Agreement and the payment of \$17,603.40 to the bankruptcy trustee and authorize County Administrator to sign.
5. **Lead County Agreement with Jennifer White**  
Consider approval of Lead County Agreement with Jennifer White to provide clinical supervision to HHS child and adult mental health case managers/social workers. The contract would be in effect from January 1, 2015 through June 30, 2015.
6. **Out-of-Home Placement Update**  
Update of out-of-home placements by Health & Human Services Director Becky Foss.
7. **Economic Development**  
Final report presented by David Unmacht, Springsted Incorporated.
8. **Commissioner Updates**  
Soil & Water Conservation District  
East Central Solid Waste Commission  
East Central Regional Library  
Pine County Methamphetamine Task Force  
Rush Line Corridor Task Force  
Mille Lacs Band State of the Band Address  
Other
9. **Other**
10. **Upcoming Meetings –(Subject to Change)**
  - a. **Technology Committee, Tuesday, January 20, 2015, 8:30 a.m.**, Commissioners’ Conference Room, Courthouse, Pine City, Minnesota.
  - b. **Pine County Board Meeting, Tuesday, January 20, 2015, 10:00 a.m.**, Board Room, Pine County Courthouse, Pine City, Minnesota.
  - c. **City-County Relations Meeting, Tuesday, January 20, 2015, 7:00 p.m.**, Jury Assembly Room, Pine County Courthouse, Pine City, Minnesota.
  - d. **Kanabec/Pine Community Health Board, Wednesday, January 21, 2015, 9:00 a.m.**, Board Room, Pine County Courthouse, Pine City, Minnesota.
  - e. **Arrowhead Counties Association, Wednesday, January 21, 2015, 6:00 p.m.**, Hampton Inn, Duluth, Minnesota.
  - f. **Meeting with Mille Lacs Band, Thursday, January 22, 2015, time TBD**, Spruce Room (small ballroom), Grand Casino Hinckley, Hinckley, Minnesota.
  - g. **NE MN Regional Radio Board, Thursday, January 22, 2015, 10:00 a.m.**, Pine County Courthouse, Pine City, Minnesota.
  - h. **Extension Committee, Thursday, January 22, 2015, 3:00 p.m.**, Public Health Building, Sandstone, Minnesota.
  - i. **Snake River Watershed Joint Powers Board, Monday, January 26, 2015, 9:00 a.m.**, Kanabec County Courthouse basement meeting rooms 3&4, Mora, Minnesota.

- j. **Lakes & Pines Community Action Council, Monday, January 26, 2015, 10:00 a.m.,** 1700 Maple Avenue E, Mora, Minnesota.
- k. **Pine County Special Board Meeting-Strategic Planning, Tuesday, January 27, 2015, 9:00 a.m.,** Board Room, Pine County Courthouse, Pine City, Minnesota.
- l. **Land Advisory Committee, Wednesday, January 28, 2015, 9:00 a.m.,** Sandstone, Minnesota.
- m. **NLX, Wednesday, January 28, 2015, 10:00 a.m.,** Board Room, Pine County Courthouse, Pine City, Minnesota.
- n. **Pine County Law Library, Wednesday, January 28, 2015, 12:00 p.m.,** Pine County Courthouse Law Library (2<sup>nd</sup> floor), Pine City, Minnesota.
- o. **Central Regional EMS Committee, Friday, January 30, 2015, 10:00 a.m.,** Stearns County Service Center, Waite Park, Minnesota.
- p. **Pine County Board Meeting, Tuesday, February 3, 2015, 10:00 a.m.,** Public Health Building, Sandstone, Minnesota.

## **11. Adjourn**

**PINE COUNTY BOARD MEETING**  
**Minutes of Organizational Meeting**  
**Tuesday, January 6, 2015, 1:00 p.m.**  
**Public Health Building, Sandstone, Minnesota.**

Acting County Administrator Mark LeBrun called the meeting to order at 1:00 p.m. Commissioners Steve Hallan, Josh Mohr, Steve Chaffee, Curt Rossow and Matt Ludwig were present, along with County Attorney Reese Frederickson.

The Pledge of Allegiance was said.

Acting County Administrator LeBrun welcomed Commissioner Mohr, County Attorney Frederickson, Sheriff Nelson and Chief Deputy Widenstrom.

Acting County Administrator LeBrun called for nominations for Chair.

Commissioner Chaffee nominated Commissioner Hallan for Chair. Second by Commissioner Rossow. With no further nominations, a unanimous white ballot was cast to elect Commissioner Hallan as Chair. Commissioner Hallan was unanimously elected as Chair.

Chair Hallan called for nominations for Vice-Chair.

Commissioner Ludwig nominated Commissioner Chaffee for Vice-Chair. Second by Commissioner Rossow. With no further nominations, a unanimous white ballot was cast to elect Commissioner Chaffee as Vice-Chair. Commissioner Chaffee was unanimously elected as Vice-Chair.

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

Chair Hallan requested the following revisions to the Agenda:

1. Correction to Consent Agenda 8B: investigator pay and step
2. Cancellation of January 7, 2015 Facilities Committee meeting
3. Move Consent Agenda Item 8A, appt of Chief Deputy, to the Regular Agenda 1A

Commissioner Ludwig moved to adopt the amended Agenda. Second by Commissioner Chaffee. Motion carried 5-0.

Chair Hallan announced the following Board and Committee assignments for 2015:

<b>Outside Boards and Committees</b>	<b>2015 Representative</b>	<b>2015 Alternate</b>
AMC Committee – Environment & Natural Resources	Mohr	
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	Ludwig	Rossow
East Central Regional Development Commission (ECRDC)	Hallan	Rossow
East Central Regional Juvenile Center (ECRJC) Advisory Committee	Ludwig	Rossow
East Central Regional Library	Chaffee	Mohr
East Central Solid Waste Commission (ECSWC)	Hallan	Ludwig
Extension Committee	Chaffee/Mohr	
Fiber-Optic Joint Power Board	Hallan	Mohr
GPS 45:93 Joint Powers Board	Hallan	Mohr
Kanabec/Pine Board of Health (CHB) *3 members in even years; *2 members in odd	Hallan/Chaffee	Ludwig
Lakes and Pines Community Action Council (CAC)	Rossow	Hallan
Law Library	Mohr	Chaffee
NE MN Regional Radio Board	Hallan	Rossow
NLX	Ludwig	Chaffee
Rush Line Corridor Task Force	Mohr	Chaffee
Snake River Watershed Joint Powers Board	Mohr	Hallan
Soil & Water Conservation District Liaison	Ludwig	Mohr

<b>County Established Committees</b>	<b>2015 Appointment</b>	<b>2015 Alternate</b>
Budget Committee	All	
Facilities Committee	Ludwig/Mohr	
GIS Committee	Hallan/Mohr	
Government Operations	Ludwig/Rossow	
Investment Committee	Ludwig/Hallan	
Land/Zoning Advisory Committee	Chaffee/Rossow	
Legislative Committee	All	
Methamphetamine Task Force	Ludwig/Rossow	
Negotiations (Labor Relations) Committee	Chaffee/Rossow	
Personnel Committee	Chaffee/Rossow	Ludwig
Technology Committee	Hallan/Mohr	
Transportation Committee	Hallan/Rossow	

Other Appointments	2015 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 Josh Mohr Steve Chaffee Curt Rossow	Matt Ludwig Mark LeBrun Becky Foss David Minke

After discussion, the 2015 Board of Commissioners regular meetings were set as follows:

- The meetings on the **first Tuesday** of the month begin at **10:00 a.m.** and are held at the **Public Health Building in Sandstone.**
- The meetings on the **third Tuesday** of the month begin at **10:00 a.m.** and are held at the **Board Room, Pine County Courthouse in Pine City.**

2015 County Board regular meeting dates are set as follows:

- January 6<sup>th</sup> (regular/organizational meeting was held 1:00 p.m.)
- January 20<sup>th</sup> (all meetings this date and forward will be held at 10 a.m.)
- February 3<sup>rd</sup> and 17<sup>th</sup>
- March 3<sup>rd</sup> and 17<sup>th</sup>
- April 7<sup>th</sup> and 21<sup>st</sup>
- May 5<sup>th</sup> and 19<sup>th</sup>
- June 2<sup>nd</sup> and 16<sup>th</sup>
- July 7<sup>th</sup> and 21<sup>st</sup>
- August 4<sup>th</sup> and 18<sup>th</sup>
- September 1<sup>st</sup> and 15<sup>th</sup>
- October 6<sup>th</sup> and 20<sup>th</sup>
- November 3<sup>rd</sup> and 17<sup>th</sup>
- December 1<sup>st</sup> and 15<sup>th</sup>

Board of Equalization, June 15, 2015, 6:00 p.m., Pine County Courthouse, Board Room, Pine City.

Truth in Taxation, December 3, 2015, 7:00 p.m., Pine County Courthouse, Board Room, Pine City.

Committee Meetings. All are in the Pine County Courthouse, Commissioners Conference Room, Pine City, Minnesota.

- Personnel 2<sup>nd</sup> Tuesday at 9:00 a.m.
- Facilities 1<sup>st</sup> Wednesday at 9:00 a.m.
- Technology 3<sup>rd</sup> Tuesday at 8:30 a.m.

All meetings subject to change. Contact the County Administrator's Office for further information.

**Motion** by Commissioner Ludwig to accept the 2015 Board and Committee assignments and county board regular meeting schedule. Second by Commissioner Chaffee. Motion carried 5-0.

Commissioner Rossow moved to approve the Minutes of the December 16, 2014 county board meeting and Summary for publication. Second by Commissioner Chaffee. Motion carried 5-0.

Commissioner Chaffee moved to approve the Minutes of the December 30, 2014 special county board meeting. Second by Commissioner Ludwig. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

East Central Regional Library Board Minutes – October 13, 2014

Pine County HRA Senior Housing – November 18, 2014

Pine County Land Surveyor Monthly Report – December 2014

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

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

### **CONSENT AGENDA**

#### **1. December, 2014 Disbursements**

Disbursements Journal Report, December 1, 2014 – December 31, 2014

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

Approve:

Thomas LaBathe, 88952 Sturgeon Island Road, Sturgeon Lake, PID 33.0700.000, pay 2014

Carly Storebo, 4582 Main St., Bruno, PID 36.5093.000, pay 2014

Viaene Rental Properties, 120 Lark St., Sandstone, PID 45.5225.000, pay 2014

James and Anna Reiser, 339 Fawn Meadows Way NE, Pine City, PID 42.6041.000, pay 2014

David Mortensen, 68953 Beaver Tail Rd., Askov, PID 25.0075.000, pay 2014

Merlin and Patricia Ladd, 31960 Eddy Rd., Hinckley, PID 10.0137.001, pay 2014

Phyllis Wood, 7344 Main St., Rutledge, PID 44.5062.000, pay 2014

Jerome Thompson, 18357 Lakeview Loop, Pine City, PID 28.8900.003, pay 2014

Nancy Black, 18345 Lakeview Loop, PID 28.8900.001, pay 2014

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

Approve Application for Exempt Permit for the Pine County Thunderin' Toms Chapter of the National Wild Turkey Federation to conduct Minnesota lawful gambling on April 18, 2015 at Tank's Tavern, 39109 State Hwy. 48, Hinckley, MN (Arlone Twp).

#### **4. Resolution for Repurchase of Tax Forfeited Land**

Approve Resolution 2015-02 for Repurchase of Tax Forfeited Land-10 year contract, Jilane Vinar, PID 17.5047.000, 17.5048.000, 17.5049.000 and authorize Board Chair and County Auditor to sign.

#### **5. 2015-16 Trails Assistance Program Grant Agreements (Grant-In-Aid)**

Approve Resolution 2015-03 Sponsorship of Grant-in-Aid Recreational Trails (2015-2016) and authorize Board Chair and County Administrator to sign.

6. **Solid Waste Officer Appointment**

Approve appointment of Ed Melzark as Pine County's Solid Waste Officer.

7. **2015 Waste Hauler Licenses**

Approve 2015 waste hauler licenses for the following: East Central Sanitation-Cambridge, Jim's Mille Lacs Disposal-Milaca, Jones Construction-Pine City, Mille Lacs Band of Ojibwe-Onamia, and Tri Township Disposal District-Sandstone and authorize Board Chair to sign.

8. **Personnel**

A. Item moved to Regular Agenda 1A.

B. Approve promotion of Deputy Sheriff Chad Layon to Investigator, effective January 25, 2015, \$26.69 per hour, step 6.

9. **New Hire**

A. Approve the hiring of .4 FTE Probation Agent Ravi Roelfs effective December 17, 2014, step 1, \$19.00 per hour.

B. Approve the hiring of part-time Corrections Officer Benjamin Jahnz, effective January 7, 2015, pending completion of pre-employment screenings, \$16.04 per hour, B-23.

C. Approve the hiring of part-time Corrections Officer Andrea Stephani, effective January 7, 2015, pending completion of pre-employment screenings, \$16.04 per hour, B-23.

10. **Training**

A. Approve Sheriff-Elect Jeff Nelson to attend New Sheriff School, January 25-30, 2015, Oak Ridge Conference Center, Chaska. Registration fee (inclusive of hotel): \$1,395.

B. Approve Paul Widenstrom to attend New Chief Deputy School, February 15-20, 2015, Oak Ridge Conference Center, Chaska. Registration fee (inclusive of hotel): \$1,395.

**REGULAR AGENDA**

1. **Request for Bids for Official Publication for 2015**

Acting County Administrator Mark LeBrun presented sealed bids which were opened January 5, 2015 for the publication of the financial statement, proceedings of the County Board and such other notices as required by law. Franklin Newspapers Inc. dba Hinckley News presented a bid of \$7.25 per column inch for the first publication. Hinckley News will subcontract to the Pine County Courier, Askov American and Pine City Pioneer these legal publications. The Pine City Pioneer presented a bid of \$7.45 per column inch for the second publication.

**Motion** by Commissioner Chaffee to award the first publication of the financial statement, proceedings of the County Board and such other notices as required by law to Franklin Newspapers Inc. dba Hinckley News at \$7.25 per column inch and the second publication of the financial statement and other such notices to the Pine City Pioneer at \$7.45 per column inch. Second by Commissioner Rossow. Motion carried 5-0.

1A. **Appointment of Chief Deputy Sheriff.**

**Motion** by Commissioner Ludwig to appoint Paul Widenstrom as Chief Deputy Sheriff. Second by Commissioner Chaffee. Motion carried 5-0. Congratulations were extended to Chief Deputy Widenstrom.

2. **90-Day Accrual Period**

County Auditor-Treasurer Cathy Clemmer stated in 2014 the county board changed the accrual period from 90 days to 60 days in anticipation of completing and submitting our annual audit at an earlier date. Clemmer stated this created additional work and did not accelerate the payment from the State of Minnesota. Clemmer requested to return to the 90-day accrual period, stating we will still receive the report prior to September 30<sup>th</sup>.

**Motion** by Commissioner Ludwig to approve Resolution 2015-04 Setting 90-day Accrual Period and authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 5-0.

3. **Extension Committee Appointment**

**Motion** by Commissioner Ludwig to take from the table the Extension Committee Appointment. Second by Commissioner Chaffee. Motion carried 5-0

**Motion** by Commissioner Chaffee to make the following appointment/reappointment to the Pine County Extension Committee for a three-year term, January 1, 2015 through December 31, 2017: reappointment of Linda Defenbaugh as District 1 representative, appointment of Mitch Pangerl as District 2 representative. Second by Commissioner Mohr. Motion carried 5-0.

4. **Board of Adjustment Appointment**

**Motion** by Commissioner Mohr to appoint Gary Valvoda to the board of Adjustment as representative of District 2, term January 8, 2015 through December 31, 2015. Second by Commissioner Rossow. Motion carried 5-0.

5. **East Central Regional Library Appointment**

**Motion** by Commissioner Chaffee to reappoint Carol Goddard as a trustee to the East Central Regional Library Board for a third term, January 1, 2015 through December 31, 2017. Second by Commissioner Ludwig. Motion carried 5-0.

6. **Lead County Agreement with Mille Lacs Band HHS**

Health and Human Services Director Becky Foss stated in 2012 a Lead County Agreement with the Mille Lacs Band was entered into which allowed the Mille Lacs Band to charge a \$30 per day administrative cost for each child in foster care placed in a Mille Lacs Band foster home. Foss stated concerns as to placement and billing practices and requested the Agreement be cancelled. County Attorney Frederickson commented an audit could be requested-- Foss stated requests have been made for records but not received. The current Agreement is valid until September 30, 2015 with an automatic renewal until action is taken to either end or amend the agreement.

**Motion** by Commissioner Rossow to end the Lead County Agreement with Mille Lacs Band of Ojibwe Health and Human Services. Second by Commissioner Ludwig. Motion carried 5-0.

7. **Governor's Task Force – Child Protection Services**

Health and Human Services Director Becky Foss disseminated a copy of the December 2014 Governor's Task Force Initial Recommendations on the Protection of Children. Child Protection Supervisor Beth Jarvis provided an overview of the Recommendations. Final recommendations from the Task Force are due by the end of March 2015.

8. **City of Sandstone – Application for Local Road Improvement Program (LRIP)**

Sandstone City Administrator Sam Griffith presented the city's request for county support for its application for the Local Road Improvement Program. The funds will be used for the construction and installation of infrastructure to the new medical campus in Sandstone. Griffith stated as Sandstone is not a state aid city the county would need to pass a resolution to sponsor the project and act as the fiscal agent if the funds are awarded. County Engineer Mark LeBrun was asked what his involvement would be in the project. LeBrun stated it is part of his duty as county engineer to manage these types of projects for local agencies.

**Motion** by Commissioner Ludwig to approve Resolution 2015-01 Local Road Improvement Plan and authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 5-0.

**At 1:52 p.m. Chair Hallan recessed the Board meeting and opened the Regional Railroad Authority Annual Meeting.**

9. **Pine County Regional Railroad Authority Annual Meeting**

Chair Hallan inquired as the status of the abandoned railroad bed by Brook Park and was informed that Pine County is now the owner of the property. County Engineer LeBrun stated other than Rush Line Corridor and NLX, a future item for discussion is that Kanabec County/City of Mora is looking at connecting to the trail in Hinckley. Kanabec has the rail grade west of Brook Park. There will be future discussion regarding the alignment from Brook Park to Hinckley and will Pine County want to participate in a multi-county trail and the use of the trail. Chair Hallan stated a Railroad Authority meeting may be called at any time for discussion of these items.

Chair and Vice Chair appointment will be the same as the county board; Secretary: Administrator David Minke (non-voting); and Treasurer: Auditor-Treasurer Cathy Clemmer (non-voting).

**Motion** by Commissioner Rossow to approve the Railroad Authority officer appointees as follows: Chair: Commissioner Steve Hallan; Vice-Chair: Commissioner Steve Chaffee; Secretary: Administrator David Minke (non-voting); and Treasurer: Auditor/Treasurer Cathy Clemmer (non-voting). Second by Commissioner Ludwig: Motion carried 5-0.

The Regional Railroad Annual Meeting was adjourned at 1:56 p.m.

**The County Board meeting reconvened at 1:56 p.m.**

8. **Ditch 2**

Chair Hallan stated Ditch 2 has blockage which is affecting the water flowage and functionality of the ditch. Discussion was held as to the cleaning of the ditch and who would be responsible to perform those services, the cost, and assessment of cost. County Engineer Mark LeBrun stated his department would inspect the ditch and provide the board with written recommendations for improvements. If a landowner on the ditch wants an improvement or clean out of the ditch, they should submit the request in writing to Engineer LeBrun. Auditor-Treasurer Cathy Clemmer indicated spreadsheets had previously been prepared and when the cost of the improvement is determined, it can be determined as to the cost-to-benefit for each of the property owners.

LeBrun stated the spreadsheets should be updated to accurately reflect the parcels along the ditch. LeBrun stated there may be funds available in the ditch funds so work may be performed without

assessment to the property owners. Commissioner Rossow inquired if Ditch 2 could be abandoned and turned back to the owners. Engineer LeBrun stated there is an option to abandon the ditch if it doesn't serve a purpose however doesn't feel this is the case. Commissioner Rossow asked County Attorney Frederickson if a small number of property owners request a cleaning of the ditch, and the remaining owners object, do all property landowner receive an assessment for the cleaning? Attorney Frederickson will research this and respond to the board.

9. **Committee of the Whole – Noise Ordinance**

Discussion was held as to the scheduling of a Committee of the Whole meeting to discuss the noise ordinance. This item will be incorporated into the Strategic Planning meeting, January 27, 2015 at 9:00 a.m.

10. **Commissioner Updates**

No updates.

11. **Other**

County Auditor-Treasurer requested a Land Advisory Committee meeting be scheduled: January 28, 2015, 9:00 a.m., Sandstone, Minnesota.

9. **Upcoming Meetings**

Upcoming meetings were reviewed.

10. **Adjournment**

With no further business, Chair Hallan adjourned the county board meeting at 2:26 p.m. The next regular county board meeting is scheduled for January 20, 2015 at 10:00 a.m. at the Board Room, Pine County Courthouse, Pine City, Minnesota.

---

Stephen M. Hallan, Chair  
Board of Commissioners

---

David J. Minke, County Administrator  
Clerk to County Board

**SUMMARY  
OF  
PINE COUNTY BOARD MEETING  
Minutes of Organizational Meeting  
Tuesday, January 6, 2015, 1:00 p.m.  
Public Health Building, Sandstone, Minnesota.**

Acting County Administrator Mark LeBrun called the meeting to order at 1:00 p.m. Commissioners Steve Hallan, Josh Mohr, Steve Chaffee, Curt Rossow and Matt Ludwig were present, along with County Attorney Reese Frederickson.

The Pledge of Allegiance was said.

Acting County Administrator LeBrun called for nominations for Chair.

Commissioner Chaffee nominated Commissioner Hallan for Chair. Second by Commissioner Rossow. With no further nominations, a unanimous white ballot was cast to elect Commissioner Hallan as Chair. Commissioner Hallan was unanimously elected as Chair.

Chair Hallan called for nominations for Vice-Chair.

Commissioner Ludwig nominated Commissioner Chaffee for Vice-Chair. Second by Commissioner Rossow. With no further nominations, a unanimous white ballot was cast to elect Commissioner Chaffee as Vice-Chair. Commissioner Chaffee was unanimously elected as Vice-Chair.

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

Commissioner Ludwig moved to adopt the amended Agenda. Second by Commissioner Chaffee. Motion carried 5-0.

Chair Hallan announced the following Board and Committee assignments for 2015:

<b>Outside Boards and Committees</b>	<b>2015 Representative</b>	<b>2015 Alternate</b>
AMC Committee – Environment & Natural Resources	Mohr	
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	Ludwig	Rossow

East Central Regional Development Commission (ECRDC)	Hallan	Rossow
East Central Regional Juvenile Center (ECRJC) Advisory Committee	Ludwig	Rossow
East Central Regional Library	Chaffee	Mohr
East Central Solid Waste Commission (ECSWC)	Hallan	Ludwig
Extension Committee	Chaffee/Mohr	
Fiber-Optic Joint Power Board	Hallan	Mohr
GPS 45:93 Joint Powers Board	Hallan	Mohr
Kanabec/Pine Board of Health (CHB) *3 members in even years; *2 members in odd	Hallan/Chaffee	Ludwig
Lakes and Pines Community Action Council (CAC)	Rossow	Hallan
Law Library	Mohr	Chaffee
NE MN Regional Radio Board	Hallan	Rossow
NLX	Ludwig	Chaffee
Rush Line Corridor Task Force	Mohr	Chaffee
Snake River Watershed Joint Powers Board	Mohr	Hallan
Soil & Water Conservation District Liaison	Ludwig	Mohr

<b>County Established Committees</b>	<b>2015 Appointment</b>	<b>2015 Alternate</b>
Budget Committee	All	
Facilities Committee	Ludwig/Mohr	
GIS Committee	Hallan/Mohr	
Government Operations	Ludwig/Rossow	
Investment Committee	Ludwig/Hallan	
Land/Zoning Advisory Committee	Chaffee/Rossow	
Legislative Committee	All	
Methamphetamine Task Force	Ludwig/Rossow	
Negotiations (Labor Relations) Committee	Chaffee/Rossow	
Personnel Committee	Chaffee/Rossow	Ludwig
Technology Committee	Hallan/Mohr	
Transportation Committee	Hallan/Rossow	

<b>Other Appointments</b>	<b>2015 Appointment</b>	
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 Josh Mohr Steve Chaffee Curt Rossow	Matt Ludwig Mark LeBrun Becky Foss David Minke

The 2015 Board of Commissioners regular meetings were set as follows:

- The meetings on the **first Tuesday** of the month begin at **10:00 a.m.** and are held at the **Public Health Building in Sandstone.**
- The meetings on the **third Tuesday** of the month begin at **10:00 a.m.** and are held at the **Board Room, Pine County Courthouse in Pine City.**

2015 County Board regular meeting dates are set as follows:

January 6<sup>th</sup> (regular/organizational meeting was held 1:00 p.m.)  
January 20<sup>th</sup> (all meetings this date and forward will be held at 10 a.m.)  
February 3<sup>rd</sup> and 17<sup>th</sup>  
March 3<sup>rd</sup> and 17<sup>th</sup>  
April 7<sup>th</sup> and 21<sup>st</sup>  
May 5<sup>th</sup> and 19<sup>th</sup>  
June 2<sup>nd</sup> and 16<sup>th</sup>  
July 7<sup>th</sup> and 21<sup>st</sup>  
August 4<sup>th</sup> and 18<sup>th</sup>  
September 1<sup>st</sup> and 15<sup>th</sup>  
October 6<sup>th</sup> and 20<sup>th</sup>  
November 3<sup>rd</sup> and 17<sup>th</sup>  
December 1<sup>st</sup> and 15<sup>th</sup>

Board of Equalization, June 15, 2015, 6:00 p.m., Pine County Courthouse, Board Room, Pine City.

Truth in Taxation, December 3, 2015, 7:00 p.m., Pine County Courthouse, Board Room, Pine City.

Committee Meetings. All are in the Pine County Courthouse, Commissioners Conference Room, Pine City, Minnesota.

Personnel 2<sup>nd</sup> Tuesday at 9:00 a.m.  
Facilities 1<sup>st</sup> Wednesday at 9:00 a.m.  
Technology 3<sup>rd</sup> Tuesday at 8:30 a.m.

All meetings subject to change. Contact the County Administrator's Office for further information.

**Motion** by Commissioner Ludwig to accept the 2015 Board and Committee assignments and county board regular meeting schedule. Second by Commissioner Chaffee. Motion carried 5-0.

Commissioner Rossow moved to approve the Minutes of the December 16, 2014 county board meeting and Summary for publication. Second by Commissioner Chaffee. Motion carried 5-0.

Commissioner Chaffee moved to approve the Minutes of the December 30, 2014 special county board meeting. Second by Commissioner Ludwig. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

East Central Regional Library Board Minutes – October 13, 2014

Pine County HRA Senior Housing – November 18, 2014

Pine County Land Surveyor Monthly Report – December 2014  
Commissioner Ludwig moved to acknowledge the Minutes of Boards, Committees and Correspondence. Second by Commissioner Mohr. Motion carried 5-0.

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

Disbursements Journal Report, December 1, 2014 – December 31, 2014

Approve the following Applications for Abatement: Thomas LaBathe, 88952 Sturgeon Island Road, Sturgeon Lake; Carly Storebo, 4582 Main St., Bruno; Viaene Rental Properties, 120 Lark St., Sandstone; James and Anna Reiser, 339 Fawn Meadows Way NE, Pine City; David Mortensen, 68953 Beaver Tail Rd., Askov; Merlin and Patricia Ladd, 31960 Eddy Rd., Hinckley; Phyllis Wood, 7344 Main St., Rutledge; Jerome Thompson, 18357 Lakeview Loop, Pine City; Nancy Black, 18345 Lakeview Loop, Pine City.

Approve Application for Exempt Permit for the Pine County Thunderin' Toms Chapter of the National Wild Turkey Federation to conduct Minnesota lawful gambling on April 18, 2015 at Tank's Tavern, 39109 State Hwy. 48, Hinckley, MN.

Approve Resolution 2015-02 for Repurchase of Tax Forfeited Land-10 year contract, Jilane Vinar.

Approve Resolution 2015-03 Sponsorship of Grant-in-Aid Recreational Trails (2015-2016).

Approve appointment of Ed Melzark as Pine County's Solid Waste Officer.

Approve 2015 waste hauler licenses for the following: East Central Sanitation-Cambridge, Jim's Mille Lacs Disposal-Milaca, Jones Construction-Pine City, Mille Lacs Band of Ojibwe-Onamia, and Tri Township Disposal District-Sandstone.

#### Personnel

A. Item moved to Regular Agenda 1A.

B. Approve promotion of Deputy Sheriff Chad Layon to Investigator, effective January 25, 2015, \$26.69 per hour, step 6.

Approve the hiring of .4 FTE Probation Agent Ravi Roelfs effective December 17, 2014, step 1, \$19.00 per hour.

Approve the hiring of part-time Corrections Officer Benjamin Jahnz, effective January 7, 2015, pending completion of pre-employment screenings, \$16.04 per hour, B-23.

Approve the hiring of part-time Corrections Officer Andrea Stephani, effective January 7, 2015, pending completion of pre-employment screenings, \$16.04 per hour, B-23.

Approve Sheriff-Elect Jeff Nelson to attend New Sheriff School. Total cost: \$1,395.  
Approve Paul Widenstrom to attend New Chief Deputy School. Total cost: \$1,395.

**Motion** by Commissioner Chaffee to award the first publication of the financial statement, proceedings of the County Board and such other notices as required by law to Franklin Newspapers Inc. dba Hinckley News at \$7.25 per column inch and the second publication of the financial statement and other such notices to the Pine City Pioneer at \$7.45 per column inch. Second by Commissioner Rossow. Motion carried 5-0.

**Motion** by Commissioner Ludwig to appoint Paul Widenstrom as Chief Deputy Sheriff. Second by Commissioner Chaffee. Motion carried 5-0.

**Motion** by Commissioner Ludwig to approve Resolution 2015-04 Setting 90-day Accrual Period. Second by Commissioner Chaffee. Motion carried 5-0.

**Motion** by Commissioner Ludwig to take from the table the Extension Committee Appointment. Second by Commissioner Chaffee. Motion carried 5-0.

**Motion** by Commissioner Chaffee to make the following appointment/reappointment to the Pine County Extension Committee for a three-year term, January 1, 2015 through December 31, 2017: reappointment of Linda Defenbaugh as District 1 representative, appointment of Mitch Pangerl as District 2 representative. Second by Commissioner Mohr. Motion carried 5-0.

**Motion** by Commissioner Mohr to appoint Gary Valvoda to the board of Adjustment as representative of District 2, term January 8, 2015 through December 31, 2015. Second by Commissioner Rossow. Motion carried 5-0.

**Motion** by Commissioner Chaffee to reappoint Carol Goddard as a trustee to the East Central Regional Library Board for a third term, January 1, 2015 through December 31, 2017. Second by Commissioner Ludwig. Motion carried 5-0.

**Motion** by Commissioner Rossow to end the Lead County Agreement with Mille Lacs Band of Ojibwe Health and Human Services. Second by Commissioner Ludwig. Motion carried 5-0.

**Motion** by Commissioner Ludwig to approve Resolution 2015-01 Local Road Improvement Plan. Second by Commissioner Chaffee. Motion carried 5-0.

**At 1:52 p.m. Chair Hallan recessed the Board meeting and opened the Regional Railroad Authority Annual Meeting.**

**Motion** by Commissioner Rossow to approve the Railroad Authority officer appointees as follows: Chair: Commissioner Steve Hallan; Vice-Chair: Commissioner Steve Chaffee; Secretary: Administrator David Minke (non-voting); and Treasurer: Auditor/Treasurer Cathy Clemmer (non-voting). Second by Commissioner Ludwig. Motion carried 5-0.

The Regional Railroad Annual Meeting was adjourned at 1:56 p.m.

**The County Board meeting reconvened at 1:56 p.m.**

Noise ordinance discussion will take place during the Strategic Planning meeting, January 27, 2015 at 9:00 a.m.

Land Advisory Committee meeting scheduled: January 28, 2015, 9:00 a.m., Sandstone, Minnesota.

With no further business, Chair Hallan adjourned the county board meeting at 2:26 p.m. The next regular county board meeting is scheduled for January 20, 2015 at 10:00 a.m. at the Board Room, Pine County Courthouse, Pine City, Minnesota.

---

Stephen M. Hallan, Chair  
Board of Commissioners

---

David J. Minke, County Administrator  
Clerk to County Board

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



**BOARD MEETING MINUTES**  
**December 4, 2014**

The Pine County Soil and Water Conservation District Board of Supervisors held their monthly meeting on Thursday, December 4, 2014.

**Members Present:**

Doug Odegard  
Skip Thomson  
Jerry Telker  
Tom Swaim  
Joe Luedtke

**Others Present:**

Jill Carlier, District Manager  
  
Robin Poppe, Wetland Specialist  
Julie Salmon, NRCS DC

**Members Absent:**

**CALL TO ORDER:** Thomson called the meeting to order at 3:00 p.m.

**PUBLIC COMMENT:** none.

**APPROVAL OF AGENDA:**

Motion by Luedtke, seconded by Odegard to approve the agenda with additions.  
*Motion carried*

**NOVEMBER MINUTES:**

Motion by Telker, seconded by Swaim to approve the November minutes.  
*Motion carried*

**NOVEMBER FINANCIAL STATEMENT AND PAYMENTS OF BILLS:**

Motion by Odegard, seconded by Luedtke to approve the November financials and payment of bills including two \$7,500 transfers.  
*Motion carried*

The board discussed the results of the BWSR Grant Verification Audit.

Motion by Swaim, seconded by Odegard to authorize the district manager to pay back funds to BWSR for penalty fees no more than \$1,000.  
*Motion carried*

Motion by Telker, seconded by Odegard to transfer with the 2014 NRBG in the amount of \$20,000 from WCA LWMP.  
*Motion carried*

**STAFF/SUPERVISOR REPORTS:**

**Wetlands & Grants:**

- Peter Gubash: Site visit on 10/29/14. Applicant is eligible for 10,000 square foot de minimus exemption. Wetland impact is 3,250 square feet. Poppe recommends de minimus exemption be issued for 3,250 sq ft. Motion by Luedtke, seconded by Swaim to approve Peter Gubash's de minimus exemption of 3,250 sq ft.  
*Motion carried.*

**Water Management:**

- Carlier stated the water plan revision has been updated again on the advice of BWSR. Carlier will be sending another version out to the task force, and scheduling a task force meeting in January.

**Forestry:**

- Aitkin and Carlton counties hired a person partnering with Pheasants Forever.

**ECRL:**

- Meeting was held on 11/14. Talked about the 4-Corners project.

**TSA III**

- No meeting

**Snake River Citizen Advisory Committee:**

- Meeting held on 11/24. No meeting in December.

**Exploratory/Policy/Budget:**

- No meeting.

**Personnel:**

- Employee Evaluations were held. A job description was worked on for the water plan position.

**Trees**

- Order forms will be sent out this week.

**Envirothon**

- Nothing this month.

**Newsletter:**

- Carlier is asking for articles for the February newsletter. Carlier hopes to get the newsletter out earlier in February to help alleviate the workload backlog in February/March.

**DISTRICT CONSERVATIONIST REPORT:**

Salmon stated the third EQIP signup deadline is December 19. There are 11 CSP renewals. Participated in the DC teleconference.

*Salmon left the meeting.*

**FLOOD RELIEF GRANT UPDATE:**

Nothing new this month.

**CROSS LAKE UPDATE:**

Nothing new this month.

**DISTRICT RETREAT:**

Carlier reminded the board the district retreat will be held on Wednesday, December 10<sup>th</sup> at Doc's in Sturgeon Lake.

**HOLIDAY SCHEDULE:**

Thomson stated he recommends closing the office December 22 – January 5<sup>th</sup>. Employees will be paid via Administrative Pay due to the lack of pay increases in 2015.

Motion by Swam, seconded by Telker to approve closing the office December 22 – January 5<sup>th</sup>; paying the employees via Admin Pay.

*Motion carried.*

**MASWCD CONVENTION:**

Swaim will be attending the convention all 3 days. Thomson and Carlier will attend the convention on Tuesday.

**STATE COST SHARE:**

Nothing new this month.

**CLEAN WATER GRANTS:**

- Woodlands Bank: CWSL-10 Well sealing 4", 95' well

Total project cost: \$1,455.00 x 50% = \$727.50

Motion by Telker, seconded by Luedtke to approve CWSL-10 Woodland Bank well sealing at a cost of \$727.50.

*Motion carried.*

- Patricia Jenkins: CWSL-11 Well sealing 6" well  
Total project cost: \$1,415.00 x 50% = \$707.50  
Motion by Telker, seconded by Odegard to approve CWSL-11 Patricia Jenkins well sealing at a cost of \$707.50.

*Motion carried.*

**MEETING WITH THE COUNTY:**

Thomson, Odegard and Carlier met with Minke, Ludwig, Hallan and Kelly Schroeder. We discussed Sam Martin leaving, and our need for additional funding to fill that position. We discussed full time status, we discussed benefits, we discussed starting a forestry program to help move the district forward. It was clear that the county was not willing to help us move the district forward by giving us additional funding above what we received last year. This will affect the hiring process to replace Sam.

**MISC ITEMS:** *none*

**NEXT MEETING DATE & TIME:**

The next district board meeting will be held on Thursday, January 8, 2015 at **3:00 p.m.**

**ADJOURNMENT:**

The meeting adjourned at 3:55 p.m.

Respectfully submitted,

Joe Luedtke, Secretary

December 2014 Board Report  
Jill Carlier, District Manager

- Type/proof board minutes & agenda.
- Payroll, pay bills, payroll liabilities/bank deposits/bank statements.
- Mail/phone calls/email/walk-in customers.
- Timesheets (complete mine & review staff).
- Website –Editing/Updating
- Send rainfall forms into State Climatology office
  - Send additional forms to monitors
- Platbook sales
- Order office supplies
- 2015 Tree Order – get order form printed
- Receive & review resumes
- State cost share letters and payments sent out
- Clean Water Grant letters sent out.
- Attend MASWCD Convention 12/9/14
- Meet with Scott Elwood re DCP & HSCP accounts
- Legislative Days registration
- District Retreat – 12/10/14
- Meet with BWSR & Kanabec SWCD re shared services
- Edit water plan

Time Off in December

4.5 hrs vacation

4.5hrs sick

8 hrs holiday – 12/25

2014 Cost Share Dollars Available: \$7,530.23

2015 Cost Share Dollars Available: \$13,045.00

PINE SOIL AND WATER CONSERVATION DISTRICT  
Resource Conservationist Board Report December 19, 2014

Info on WCA/BWSR public road replacement for training  
Letter to township WCA public road training  
Letter to cities WCA public road training  
Put addresses in outlook for mailings  
Meeting Thomson and Carlier – WCA/Kanabec  
Meeting Scott Elwood/MSRS

CORRESPONDENCE

Extend application period to Meridan Behavior Health

MEETINGS

12/16/14 Robert Paine

NOTICE APPLICATIONS AND DECISIONS:

Notice decision Peter Gubash

CORRESPONDENCE GENERATED FROM TEP MEETING:

SITE VISITS

DELINEATION REVIEW

WCA INVESTIGATIONS

WETLAND RESTORATION

WATERS/WETLANDS PROJECT APPLICATION

PUBLIC ROAD PROJECT REVIEW

POND RELEASE FORM

Review and return pond release for Wilber Koecher

REPLACEMENT PLAN

REPLACEMENT MONITORING

WETLAND BANKING

MAPS

Wilber Koecher  
Jeff Nelson  
Joe Hadak  
Robert Anderson

PWP

Review public water permit

ACOE

FINAL PLAT

PRELIMINARY PLAT REVIEW

SKETCH PLAT REVIEW

COUNTY

Review board of adjustment request

EA W REVIEW

COPY, MAIL, FAX, FILE

File paper work

ELINK

Elink entry

Zhingwaak

Peter Gubash

EDUCATION

GRANTS

TREE PROGRAM

Tape and label tree order form

DISTRICT

Attend board meeting

Attend district retreat

Prepare board report

Time sheet

TRAINING

Applications approved Peter Gubash

Applications denied

Applications withdrawn

Applications pending Meridan Health exemption, Sunnyside Rd replacement application, Lofty Pines Rd replacement application

## ECRL Library Board Minutes

**Time:** Monday, December 15, 2014

**Place:** ECRL Headquarters, Cambridge

**Present:** Board Members – Raisanen, James (Aitkin); Hommes, Linda (Aitkin); Niemi, Don (Aitkin); McMahon, George (Chisago); Byrne, Richard (Chisago); Misiura, Audrey (Isanti); Warring, Mike (Isanti); Lee, Karen (Isanti); Zaudtke, Wayne (Kanabec); Reynolds, Genny (Mille Lacs); Sauer, Tom (Mille Lacs), Swanson, Margery (Pine); Goddard, Carol (Pine); Chaffee, Steve (Pine); Kathy Ellis (Kanabec – Substitute)

Staff: Misselt, Barbara (Director, ECRL); Lydon, Carla (Assistant Director, ECRL); Anderson, Shelly (Admin Serv Mgr, ECRL); Carlson, Marlys (Office Clerk/Recorder, ECRL)

Absent Board Members: Carlson, Keith (Chisago); Jensen, Robert (Kanabec); Kramersmeier, Charlotte (Mille Lacs); Anderson, Gene (Kanabec)

### **Call to Order:**

James Raisanen called the December 2014 meeting of the East Central Regional Library to order at 9:30 a.m.

### **Pledge of Allegiance & Introductions:**

Introduction – Greg Carlson a 30 year resident of Cambridge. Expresses thanks for the library and is here to listen.

### **Adopt/Amend Agenda:**

M/S/P: unanimous

McMahon/Hommes

### **Period for Public Comment -**

### **Approval of Previous Minutes on 10/13/14**

M/S/P: unanimous

Niemi/Byrne

### **Bills: October 2014**

M/S/P: unanimous

Lee/ Sauer, motion to accept October 2014 bills as presented.

M/S/P: unanimous

**Financial Reports: October 2014**

M/S/P: unanimous

Lee/Sauer, move to accept October 2014 financial report as presented.

**Bills: November 2014**

Lee/Misiura, motion to accept November 2014 bills as presented.

Discussion on magazine and newspaper subscription cost.

**Financial Reports: November 2014**

M/S/P: unanimous

Lee/Goddard, move to accept November 2014 financial report as presented.

**ECRL Administrative Reports**

**A. Director's Organizational Report**

Misselt: Some review on November and December Reports; AMC meeting in St. Cloud; three regions are currently without directors, thus more needed from other regions. We received a retirement notice from Hinckley Branch Librarian Cecile Cross-Maser.

**B: Branch Highlights**

Lydon: The Branches are doing well. Are there any questions?

Misselt: Discussed and explained how the AskMN online chat service works. Will have demonstration at later date.

**Other Reports:**

**Finance/Budget Committee:**

Adjustment of materials budget is requested, in order to fill digital book requests and meet customer use more closely. Move \$15,000 to Books to Other Media.

Finance Committee has considered the recommendation and endorses it.

Raisanen: motion to approve

McMahon/Misiura

Oppose: Zaudtke and Swanson

**Personnel Committee:**

Policy 406 (PTO) Policy 407 (EIB) from November 2014 board agenda

Goddard: Rewritten and updated Policy 406 and 407

Misselt explains the need for changes of policies to reflect increased increases in same day surgery with no hospital admittance but the need for time off to recover. Also, the change brings ECRL policies to correlate with requirements of FMLA for family illness (Example: elderly parent or spouse).

M/S/P: unanimous

Goddard/Hommes

**Director Evaluation (Closed session, pursuant to MN Statute 13D.05 Subd. 1)**

Raisanen - motion for closed session

M/S/P: unanimous

Misiura/Reynolds

**Open session:**

Raisanen: We are happy with Barbara's fine work and pleased to have you here.

Karen Lee: approved

**Libraries and Service Delivery Consultant Work Group**

McMahon – Recommendations of MDE group: electronic services, changes in procedures for funding.

McMahon will have final report next meeting.

**Old Business:**

2015 Budget approval status – Chair asks each commissioner

All Support budget and already approved.

**Aitkin Library Grand Opening-** final report

Hommes: community is so pleased with new space

Lee: comments on the space and light, welcoming

**Cambridge & HQ planning update**

Warring: We will meet with the city council in January - Construction cost/remodel cost  
Project won't start for another year.

**New Business:**

2015 ECRL Calendar

Carla: handing out new corrected calendar due to error on first printout.

Raisanen motions to accept corrected calendar.

M/S/P: unanimous

Lee/Kathy Ellis

**Trustee Issues:**

Nominating Committee Appointment: Re-elect current officers for 2015.

M/S/P: unanimous

McMahon/Sauer

**Legislative Report:** Misselt: Regional Library Systems will be asking for an increase in RLBS for next biennium.

Misselt was elected 2016 MLA Legislative Chair elect.

Discussion on arts money, legislative day, legacy display

**Future agenda:**

**Next Meeting:** January 12<sup>th</sup> 2015.

Misselt: Keith Carlson who is not present today, has completed the maximum Board term allowed by MN Statute

Kathy Ellis: Thanks everyone for their service and support of libraries.

Misselt – Reviews the print out of board member terms.

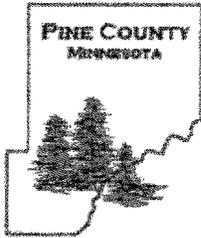
**Motion to Adjourn:**

M/S/P: unanimous

Zaudtke/McMahon

Audrey Misiura, Secretary

Marlys Carlson, Recorder



## AGENDA REQUEST FORM

Date of Meeting: January 20, 2015

- County Board**  
 Consent Agenda  
 Regular Agenda      5 mins  10 mins  15 mins  Other
- Personnel Committee**
- Other** \_\_\_\_\_

Agenda Item: December, 2014 Cash Balance

Department: Auditor - Treasurer

*Cathy Clamer*  
Department Head signature

**Background information on Item:**

**Action Requested:**

**Financial Impact:**

TREASURER'S CASH TRIAL BALANCE COMPARISON

FUND	December 31, 2013 BALANCE	December 31, 2014 BALANCE	DIFFERENCE
1 - GENERAL	2,539,821.50	3,661,974.35	1,122,152.85
12 - H&HS	841,647.00	308,137.69	(533,509.31)
13 - ROAD & BRIDGE	2,078,182.32	1,571,228.77	(506,953.55)
22 - LAND	1,838,948.89	2,089,547.86	250,598.97
 TOTAL (incl non-major funds)	 \$9,550,362.46	 \$9,858,890.57	 308,528.11

CATHYJ  
1/13/15 10:49AM

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

TREASURER'S CASH TRIAL BALANCE

As of 12/2014



<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1 General Revenue Fund	2,608,669.34			
Receipts		1,458,505.64	11,166,152.71	
Disbursements		398,022.60-	9,991,772.74-	
Payroll		759,943.08-	9,268,117.26-	
Journal Entries		59,280.16-	9,147,042.30	
Fund Total . . . . .		241,259.80	1,053,305.01	3,661,974.35
12 Health & Human Services 420 H&Hs-Income Maintenance	2,040,281.15			
Receipts		208,069.52	1,389,058.80	
Disbursements		60,863.84-	739,118.51-	
Payroll		140,625.72-	1,761,656.65-	
Journal Entries		24,545.62	1,087,445.07	
Dept Total . . . . .		31,125.58	24,271.29-	2,016,009.86
12 Health & Human Services 430 H&Hs-Social Services	1,373,656.68-			
Receipts		205,580.39	2,298,413.65	
Disbursements		78,471.24-	382,534.93-	
SSIS		294,924.38-	2,941,878.37-	
Payroll		133,846.88-	1,682,636.76-	
Journal Entries		28,757.35	2,121,059.11	
Dept Total . . . . .		272,704.76-	587,577.30-	1,961,233.98-
12 Health & Human Services 440 Childrens Collaborative (H&Hs)	0.00			
Dept Total . . . . .		0.00	0.00	0.00
12 Health & Human Services 481 Nursing-Community Health (H&Hs)	155,705.82			
Receipts		105,069.40	1,025,430.37	
Disbursements		39,734.65-	339,929.18-	
Payroll		71,230.15-	1,000,426.00-	
Journal Entries		1,473.18-	347,900.35	

#308,137.69

CATHYJ  
1/13/15 10:49AM

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

TREASURER'S CASH TRIAL BALANCE

As of 12/2014



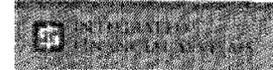
<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Dept Total . . . . .		7,368.58-	32,975.54	188,681.36
Fund Total . . . . .	822,330.29	248,947.76-	578,873.05-	243,457.24
 13 Road & Bridge Fund	 2,078,182.32			
Receipts		567,604.33	13,968,486.75	
Disbursements		917,911.82-	13,965,706.11-	
Payroll		167,453.38-	1,991,317.37-	
Journal Entries		2,352.63-	1,481,583.18	
Fund Total . . . . .		520,113.50-	506,953.55-	1,571,228.77
 14 Ditch Maintenance (Sr) Fund	 11,975.91			
Journal Entries		0.00	55.60	
Fund Total . . . . .		0.00	55.60	12,031.51
 20 County-Wide Rehab (Sr) Fund	 917.56			
Receipts		0.05	0.20	
Disbursements		0.00	750.00-	
Journal Entries		0.00	21.37	
Fund Total . . . . .		0.05	728.43-	189.13
 21 800 MHz Project Fund	 0.00			
Fund Total . . . . .		0.00	0.00	0.00
 22 Land Management Fund	 1,838,948.89			
Receipts		18,278.91	1,443,444.28	
Disbursements		3,584.63-	50,497.38-	
Payroll		7,477.59-	95,149.90-	

CATHYJ  
1/13/15 10:49AM

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

TREASURER'S CASH TRIAL BALANCE

As of 12/2014



<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Journal Entries		706.67-	1,047,198.03-	
Fund Total . . . . .		6,510.02	250,598.97	2,089,547.86
24 Ambulance (Sr) Fund				
Fund Total . . . . .	0.00	0.00	0.00	0.00
29 Children's Collab (H&Hs) Agency Fund	440	Childrens Collaborative (H&Hs)		
	53,378.82			
Receipts		26,915.00	102,270.00	
Disbursements		0.00	97,465.00-	
Journal Entries		39.48	128.42	
Dept Total . . . . .		26,954.48	4,933.42	58,312.24
Fund Total . . . . .	53,378.82	26,954.48	4,933.42	58,312.24
32 Ecswc Bond Guarantee (Ds)				
Fund Total . . . . .	0.00	0.00	0.00	0.00
33 2002 Cap-Equip Bond (Ds) Fund				
Fund Total . . . . .	0.00	0.00	0.00	0.00
35 2004 Street Reconstruct Bond Fund				
Fund Total . . . . .	0.00	0.00	0.00	0.00
37 County Railroad Authority				
	1,586.63-			
Receipts		71.59	143.18	
Disbursements		0.00	3,028.96-	

CATHYJ  
1/13/15 10:49AM

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

TREASURER'S CASH TRIAL BALANCE

As of 12/2014



<u>Fund</u>		<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
	Journal Entries		0.00	9,496.19	
	Fund Total . . . .		71.59	8,610.41	5,043.78
38	Building Fund				
		125,949.45			
	Disbursements		0.00	176,555.93-	
	Journal Entries		62,178.00	57,910.00	
	Fund Total . . . .		62,178.00	118,645.93-	7,303.52
39	2005A G.O. Jail Bonds				
		919,632.32			
	Receipts		10,607.14	21,214.28	
	Disbursements		0.00	1,220,136.26-	
	Journal Entries		0.00	1,272,541.90	
	Fund Total . . . .		10,607.14	73,619.92	993,252.24
40	2012 G.O. Courthouse Bonds				
		778,170.91			
	Receipts		8,149.25	16,298.50	
	Disbursements		0.00	935,875.00-	
	Journal Entries		0.00	977,876.25	
	Fund Total . . . .		8,149.25	58,299.75	836,470.66
41	2005 Hra Bonds				
		0.00			
	Fund Total . . . .		0.00	0.00	0.00
76	Group Health Ins Fund 5/1/95 (Gen)				
		521,036.87-			
	Receipts		245,302.76	2,913,759.31	
	Disbursements		366,585.29-	3,182,437.48-	
	Journal Entries		6,361.69	77,410.28	

CATHYJ  
1/13/15 10:49AM

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

TREASURER'S CASH TRIAL BALANCE

As of 12/2014



<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
<b>Fund Total . . . . .</b>		114,920.84-	191,287.89-	712,304.76-
<b>80 County Collections Agency Fund</b>				
	38,365.53			
Receipts		39,084.74	579,486.40	
Disbursements		35,878.53-	602,569.76-	
Journal Entries		0.00	3,732.30	
<b>Fund Total . . . . .</b>		3,186.21	19,351.06-	19,014.47
<b>82 Taxes And Penalties Agency Fund</b>				
	779,218.63			
Receipts		721,235.69	33,516,626.95	
Disbursements		2,653.02-	18,623,820.38-	
Journal Entries		0.00	14,708,227.24-	
<b>Fund Total . . . . .</b>		718,582.67	184,579.33	963,797.96
<b>84 East Central Drug Task Force Agency Fur</b>				
	51,288.10			
Receipts		0.00	204,854.85	
Disbursements		170.10-	151,192.36-	
Journal Entries		0.00	1,747.20-	
<b>Fund Total . . . . .</b>		170.10-	51,915.29	103,203.39
<b>89 H &amp; Hs Collections Agency Fund</b>				
	34,062.11-			
Receipts		65,235.98	938,873.13	
Disbursements		3,073.34-	71,407.96-	
Journal Entries		58,069.50-	827,034.85-	
<b>Dept Total . . . . .</b>		4,093.14	40,430.32	6,368.21
<b>Fund Total . . . . .</b>		4,093.14	40,430.32	6,368.21
<b>All Funds .....</b>	<b>9,550,362.48</b>			
Receipts		3,679,690.39	69,584,513.36	
Disbursements		1,906,949.06-	50,634,797.94-	

CATHYJ  
1/13/15 10:49AM

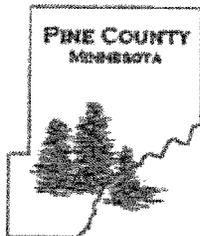
\*\*\*\*\* Pine County \*\*\*\*\*

TREASURER'S CASH TRIAL BALANCE

As of 12/2014



<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
SSIS		294,924.38-	2,941,878.37-	
Payroll		1,280,376.80-	15,799,303.94-	
Journal Entries		0.00	5.00-	
<b>Total .....</b>		<b>197,440.15</b>	<b>308,528.11</b>	<b>9,858,890.57</b>



## AGENDA REQUEST FORM

Date of Meeting: January 20, 2015

- County Board**  
 Consent Agenda  
 Regular Agenda      5 mins  10 mins  15 mins  Other
- Personnel Committee**
- Other** \_\_\_\_\_

Agenda Item: Applications for Abatement

Department: Auditor-Treasurer

*Cathy Chamber*  
Department Head signature

### Background information on Item:

Application for Abatement:

Barbara Ceyress, 18367 Lakeview Loop, Pine City, PID 28.8900.005, pay 2014

Dorothy Brant, 30785 State Hwy 48, Hinckley, PID 03.0252.000, pay 2014

Action Requested:

Financial Impact:

# Application for Local-Option Disaster Abatements and Credits

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

County of: PINE

Abatement # AB14-27

For Taxes Levied In: 2014

And Payable In: 2014

**Applicant information. Please type or print.**

Name <u>Barbara Cepress</u>		Social Security number	
Mailing address (street address) <u>12310 131st Circle Sw.</u>		City	State
Telephone (home) <u>(651) 438-1128</u>		Telephone (home)	
Property I.D. or Parcel number (found on your property tax statement) <u>M 28.8900.005</u>		School District number <u>2</u>	JAN 6 2015
Address of damaged property (if different than mailing address) <u>18367 Lakeview Loop, Pine City, MN 55063</u>			
Legal description of property (found on your property tax statement) <u>1990 12x35 Grey/White Liberty Lot 5 Woischkes Serial # 06L22585</u>			
Is the property homesteaded? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		How many months was the property unable to be occupied or used? Date you left property: <u>Sept 9, 2014</u>	
Is the property located in a county designated as a disaster or emergency area? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Date you returned to property: <u>pending</u>	

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

Due to flooding and other association-related issues my home was removed from its lot on Sept 9th 2014. It is without power and remained uninhabitable for a length of 3 months & 22 days. It is not back on its lot now/yet.

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

Signature: [Signature] Date: 12/30/14

Note: Maimed and Maimed, Section 109.11. "Whenever in making any statement, report or return, which is required or authorized by law, to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows to be false, such statement shall be deemed to be a misdemeanor, and the maker thereof shall be liable for a fine of not more than \$1,000.00 or both."

# Application for Local-Option Disaster Abatements and Credits

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

County of: PINE

Abatement # AB14-30

For Taxes Levied In: 2013

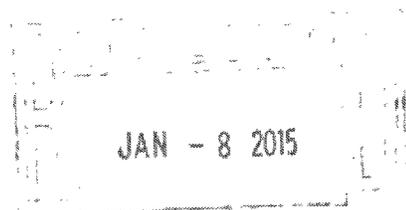
And Payable In: 2014

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

Name <b>DOROTHY BRANT</b>		Social Security number	
Mailing address (street address) <b>30785 STATE Hwy 48</b>		City <b>HINCKLEY</b>	State <b>MN</b>
Telephone (work) <b>( )</b>		Telephone (home) <b>(320) 354 7949</b>	
Property I.D. or Parcel number (found on your property tax statement) <b>03.0252.000</b>		School District number <b>#2165</b>	
Address of damaged property (if different than mailing address)			
Legal description of property (found on your property tax statement) <b>SE 1/4 of SE 1/4 Subj to Hwy Easement sect 23 Twp 41 Rng 20</b>			
Is the property homesteaded? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		How many months was the property unable to be occupied or used? <b>12</b>	
Is the property located in a county designated as a disaster or emergency area? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Date you left property: <b>12-27-13</b>	
		Date you returned to property: <b>12-27-14</b>	

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

**FIRE - MADE DWELLING  
UNINHABITABLE**



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

Signature <b>Dorothy Brant</b>	Date <b>1-6-15</b>
-----------------------------------	-----------------------

*Note: Minnesota Statutes, Section 609.01, "Whoever, in making any statement oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows to be false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$2,000.00, or both."*



# AGENDA REQUEST FORM

Date of Meeting: 01-20-2015

- County Board**
  - Consent Agenda
  - Regular Agenda
- 5 mins  10 mins  15 mins  Other
- Personnel Committee**
- Other** \_\_\_\_\_

Agenda Item: Approval of 2015 Tobacco License

Department: Auditor

*Colby Clanson*  
Department Head signature

**Background information on Item:**

Approval of Mainstreet Milkhouse 2015 license for tobacco sales

Approved by Pine County Sheriff.

**Action Requested:**

**Financial Impact:**



# AGENDA REQUEST FORM

Date of Meeting: January 20, 2015

- County Board**
    - Consent Agenda
    - Regular Agenda
  - Personnel Committee
  - Other \_\_\_\_\_
- 5 mins  10 mins  15 mins  Other

Agenda Item: Application for Repurchase

Department: Auditor-Treasurer

*Cathy Clemmer*  
Department Head signature

**Background information on Item:**

Resolution for repurchase of tax forfeited land on a 10 year contract for Luebbert Lands, LLC

**Action Requested:**

Approve Application

**Financial Impact:**

none

RESOLUTION 2015-05

WHEREAS, Luebbert Lands, LLC, 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:

PARCEL #34.0025.001

The Southwest Quarter of the Southeast Quarter Section Nineteen (19), Township Forty-three (43), Range Nineteen (19) lying North of the North right of way line of Minnesota State Highway 23, less the South 732 ft of the East 348 ft of the said Southwest Quarter of the Southeast Quarter.

and

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

and

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

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

Dated at Pine City, Minnesota, this 20<sup>th</sup> day in January, 2015.

Attest:

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

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



## AGENDA REQUEST FORM

Date of Meeting: January 20, 2015

- County Board**  
 Consent Agenda  
 Regular Agenda      5 mins  10 mins  15 mins  Other
- Personnel Committee**
- Other** \_\_\_\_\_

Agenda Item: Application for Exempt Permit

Department: Auditor-Treasurer

*Cathy Clemons*  
Department Head signature

### Background information on Item:

Application for Exempt Permit for the Kerrick Firefighters Relief Association to conduct Minnesota lawful gambling on February 14, 2015 at the South end of Oak Lake, adjacent to the public access (Kerrick Twp).

### Action Requested:

Approval

### Financial Impact:

# LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that: <ul style="list-style-type: none"> <li>• conducts lawful gambling on five or fewer days, and</li> <li>• awards less than \$50,000 in prizes during a calendar year.</li> </ul> If total prize value for the year will be \$1,500 or less, contact the Licensing Specialist assigned to your county.	<b>Application fee (nonrefundable)</b> If the application is postmarked or received 30 days or more before the event, the application fee is <b>\$50</b> , otherwise the fee is <b>\$100</b> .
--	---

## Organization Information

Organization Name: <i>Kerrick Firefighters Relief Association</i>	Previous Gambling Permit Number: <i>92404</i>
Minnesota Tax ID Number, if any: <i>2235951</i>	Federal Employer ID Number (FEIN), if any: <i>20-5932129</i>

### Type of Nonprofit Organization (check one):

Fraternal    
  Religious    
  Veterans    
  Other Nonprofit Organization

Mailing Address: <i>PO Box 225</i>	City: <i>Kerrick</i>	State and Zip: <i>MN 55756</i>	County: <i>Pine</i>
---------------------------------------	-------------------------	-----------------------------------	------------------------

Name of Chief Executive Officer (CEO): <i>David Ketchum</i>	Daytime Phone: <i>218-372-3026</i>	Email:
--	---------------------------------------	--------

## Nonprofit Status

Attach a copy of ONE of the following for proof of nonprofit status:

- Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.**  
 Don't have a copy? This certificate must be obtained each year from:  
 Minnesota Secretary of State  
 Business Services Division  
 60 Empire Drive, Suite 100  
 St. Paul, MN 55103  
 Phone: 651-296-2803
- IRS income tax exemption (501(c)) letter in your organization's name.**  
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter).**  
 If your organization falls under a parent organization, attach copies of **both** of the following:
  - a. an IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
  - b. the charter or letter from your parent organization recognizing your organization as a subordinate.

## Gambling Premises Information

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place):  
*South side of Oak Lake Public Access - Ice Fishing Contest*

Address (do not use PO box):	City or Township: <i>Kerrick</i>	Zip Code: <i>55756</i>	County: <i>Pine</i>
------------------------------	-------------------------------------	---------------------------	------------------------

Date(s) of activity (for raffles, indicate the date of the drawing):

*Feb 14, 2015*

Check each type of gambling activity that your organization will conduct:

Bingo\*    
  Paddlewheels\*    
  Pull-Tabs\*    
  Tipboards\*  
 Raffle (total value of raffle prizes awarded for the year: \$ *0* )

**\*Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under the **LIST OF LICENSEES**, or call 651-539-1900.

**Local Unit of Government Acknowledgment**

**CITY APPROVAL  
for a gambling premises  
located within city limits**

**COUNTY APPROVAL  
for a gambling premises  
located in a township**

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

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

Print City Name: \_\_\_\_\_

Print County Name: \_\_\_\_\_

Signature of City Personnel: \_\_\_\_\_

Signature of County Personnel: \_\_\_\_\_

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

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

**Local unit of government must sign.**

**TOWNSHIP (if required by the county).**

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.166.)

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

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

**Chief Executive Officer's Signature**

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

Chief Executive Officer's Signature: David Ketchum Date: 1-12-15

Print Name: David Ketchum

**Requirements**

**Complete a separate application for:**

- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

**Send application with:**

\_\_\_\_\_ a copy of your proof of nonprofit status, and  
\_\_\_\_\_ application fee (nonrefundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$50; otherwise the fee is \$100. Make check payable to **State of Minnesota**.

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

**Financial report and recordkeeping required.**

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at [www.mn.gov/gcb](http://www.mn.gov/gcb).

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board. Your organization must keep all exempt raffle records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

**Questions?**

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

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

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

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

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



# AGENDA REQUEST FORM

Date of Meeting: January 20, 2015

- County Board**
  - Consent Agenda**
  - Regular Agenda**      5 mins. \_\_\_ 10 mins. \_\_\_ 15 mins. \_\_\_ Other \_\_\_
- Personnel Committee**
- Other** \_\_\_\_\_

Agenda Item: 2015 Waste Hauler Licenses

Department: Land Services

  
Department Head signature

### Background information on Item:

Section V, Subd. 3 of the Pine County Solid Waste Ordinance states that “No person shall collect or transport solid waste for hire without first obtaining a license from the County Board.”

Five businesses were granted licenses at the January 6, 2015 meeting. An additional seven have applied for and met the requirements for a 2015 License for Solid Waste Collection and Transportation, as follows:

- Hartl Enterprises (DBA Ron’s Roll Off’s) – Hinckley
- Mike’s Sanitation – Sturgeon Lake
- Nordstrom’s Sanitation – Moose Lake
- Pine County STS – Pine City
- PHASE – Sandstone
- Terry’s Disposal – Harris
- Veit Disposal Systems – Rogers

### Action Requested:

Authorize the county board chair to sign the additional 2015 licenses.

### Financial Impact:

Any expenses relating to the regulation and licensing of the waste haulers are covered by the licensing fee of \$200.



**PINE COUNTY, MINNESOTA  
LICENSE FOR SOLID WASTE  
COLLECTION AND TRANSPORTION**

**2015**

This license is granted to **Hartl Enterprises, LLC (DBA Ron's Roll Off's), 516 Barry Ave, Hinckley, MN 55037** according to Section V of the Pine County Solid Waste Ordinance. This license is subject to all standards and requirements within the Ordinance and is not transferrable.

Issued this 20<sup>th</sup> day of January, 2015 by the Pine County Board of Commissioners.

Pine County Solid Waste Department  
635 Northridge Dr, NW, Suite 250  
Pine City, MN 55063  
(320) 216-4220

---

Chairman, Pine County Board

Expires 12/31/2015



**PINE COUNTY, MINNESOTA  
LICENSE FOR SOLID WASTE  
COLLECTION AND TRANSPORTION**

**2015**

This license is granted to **Mike's Sanitation, Inc, PO Box 144, Sturgeon Lake, MN 55783** according to Section V of the Pine County Solid Waste Ordinance. This license is subject to all standards and requirements within the Ordinance and is not transferrable.

Issued this 20<sup>th</sup> day of January, 2015 by the Pine County Board of Commissioners.

Pine County Solid Waste Department  
635 Northridge Dr, NW, Suite 250  
Pine City, MN 55063  
(320) 216-4220

---

Chairman, Pine County Board

Expires 12/31/2015



**PINE COUNTY, MINNESOTA  
LICENSE FOR SOLID WASTE  
COLLECTION AND TRANSPORTION**

**2015**

This license is granted to **Nordstrom's Sanitation, PO Box 72, Moose Lake , MN 55767** according to Section V of the Pine County Solid Waste Ordinance. This license is subject to all standards and requirements within the Ordinance and is not transferrable.

Issued this 20<sup>th</sup> day of January, 2015 by the Pine County Board of Commissioners.

Pine County Solid Waste Department  
635 Northridge Dr, NW, Suite 250  
Pine City, MN 55063  
(320) 216-4220

---

Chairman, Pine County Board

Expires 12/31/2015



**PINE COUNTY, MINNESOTA  
LICENSE FOR SOLID WASTE  
COLLECTION AND TRANSPORTION**

**2015**

This license is granted to Pine County STS, 635 Northridge Dr NW, Pine City, MN 55063 according to Section V of the Pine County Solid Waste Ordinance. This license is subject to all standards and requirements within the Ordinance and is not transferrable.

Issued this 20<sup>th</sup> day of January, 2015 by the Pine County Board of Commissioners.

Pine County Solid Waste Department  
635 Northridge Dr, NW, Suite 250  
Pine City, MN 55063  
(320) 216-4220

---

Chairman, Pine County Board

Expires 12/31/2015



**PINE COUNTY, MINNESOTA  
LICENSE FOR SOLID WASTE  
COLLECTION AND TRANSPORTION**

**2015**

This license is granted to **Pine Habilitation and Supported Employment, Inc , PO Box 126, Sandstone, MN 55072** according to Section V of the Pine County Solid Waste Ordinance. This license is subject to all standards and requirements within the Ordinance and is not transferrable.

Issued this 20<sup>th</sup> day of January, 2015 by the Pine County Board of Commissioners.

Pine County Solid Waste Department  
635 Northridge Dr, NW, Suite 250  
Pine City, MN 55063  
(320) 216-4220

---

Chairman, Pine County Board

Expires 12/31/2015



**PINE COUNTY, MINNESOTA  
LICENSE FOR SOLID WASTE  
COLLECTION AND TRANSPORTION**

**2015**

This license is granted to Terry's Disposal, PO Box 56, Harris, MN 55032-0056 according to Section V of the Pine County Solid Waste Ordinance. This license is subject to all standards and requirements within the Ordinance and is not transferrable.

Issued this 20<sup>th</sup> day of January, 2015 by the Pine County Board of Commissioners.

Pine County Solid Waste Department  
635 Northridge Dr, NW, Suite 250  
Pine City, MN 55063  
(320) 216-4220

---

Chairman, Pine County Board

Expires 12/31/2015



**PINE COUNTY, MINNESOTA  
LICENSE FOR SOLID WASTE  
COLLECTION AND TRANSPORTION**

**2015**

This license is granted to Veit Disposal Systems, 1400 Veit Place, Rogers, MN 55374 according to Section V of the Pine County Solid Waste Ordinance. This license is subject to all standards and requirements within the Ordinance and is not transferrable.

Issued this 20<sup>th</sup> day of January, 2015 by the Pine County Board of Commissioners.

Pine County Solid Waste Department  
635 Northridge Dr, NW, Suite 250  
Pine City, MN 55063  
(320) 216-4220

---

Chairman, Pine County Board

Expires 12/31/2015



## AGENDA REQUEST FORM

Date of Meeting: January 20, 2015

- County Board**  
 Consent Agenda  
 Regular Agenda      5 mins  10 mins  15 mins  Other
- Personnel Committee**
- Other** \_\_\_\_\_

Agenda Item: Full Time Status - Completion of Probationary Period

Department: HHS

Rebecca Fox  
Department Head signature

### Background information on Item:

Consider approval of full time status - completion of probationary period for Kristen Radzak-Schroeder, Social Worker effective January 7, 2015.

### Action Requested:

Approval

### Financial Impact:



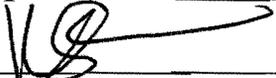
## AGENDA REQUEST FORM

Date of Meeting: January 20, 2015

- County Board**  
 Consent Agenda  
 Regular Agenda      5 mins. \_\_\_ 10 mins. \_\_\_ 15 mins. \_\_\_ Other \_\_\_
- Personnel Committee**
- Other** \_\_\_\_\_

Agenda Item: MACO Annual Conference Attendance

Department: Land Services

  
\_\_\_\_\_  
Department Head signature

### Background information on Item:

The Minnesota Association of County Officers (MACO) is holding their annual conference February 2-6, 2015 at the Ramada Bloomington. During this conference there is a full afternoon training (Tuesday, February 3) on Vital Statistics and a full day of break-out sessions (Thursday, February 5) that apply to the Recorder's Office.

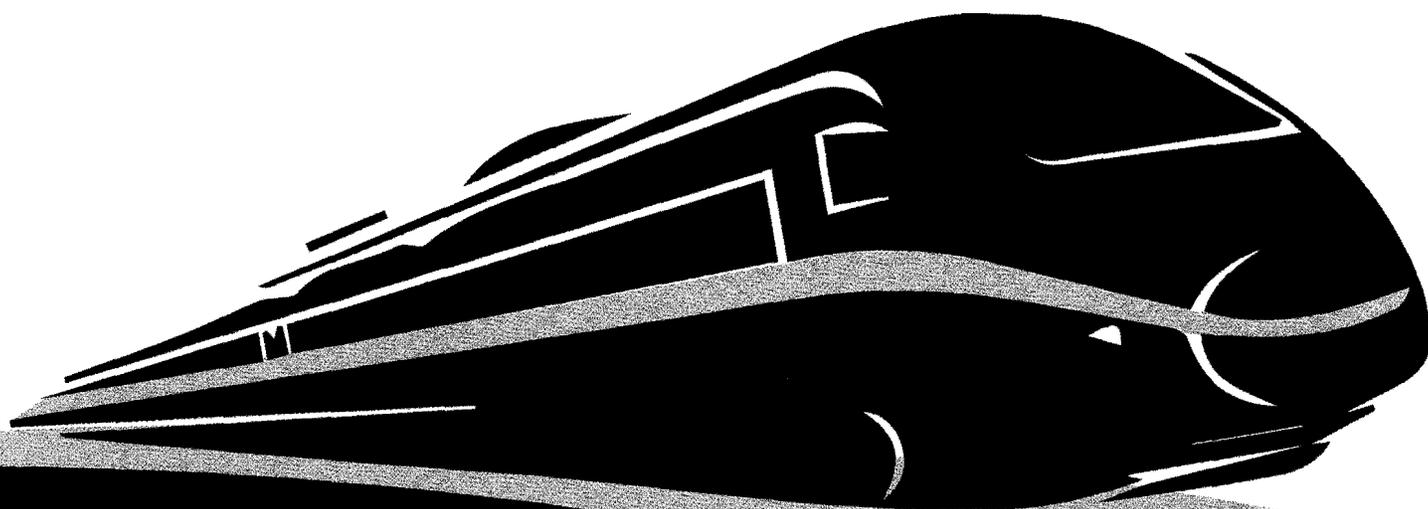
### Action Requested:

Consider attendance to the Tuesday, February 3, Vital Statistics session and Thursday, February 5, of the conference by Tamara Tricas, Pine County Recorder.

### Financial Impact:

Total registration costs for the conference is \$150, plus mileage, but is within the 2015 Recorder Budget.

# Capitol Ideas: Get on Board!



2015 MACO Annual Conference

February 2–6, 2015

**Registration Information**



MACO

Sign Up Online at  
[www.mncounty.org](http://www.mncounty.org)

Ramada Bloomington  
Minneapolis Airport  
2300 American Blvd. E  
Bloomington, MN 55425

It is time to make plans for the 2015 MACO Winter Conference, scheduled for February 2–6, 2015. The event will be held at a NEW location this year: The Ramada Mall of America in Bloomington. On behalf of the MACO Board of Directors, we hope to see all of you in February. It will be time well spent!

For online conference registration, visit the MACO website at [www.mncounty.org](http://www.mncounty.org). You will be invoiced directly upon registration. Registration deadline is January 23. An accurate count assures the appropriate amount of food and materials for everyone! Information also will be posted on the MACO website, including an updated agenda.

## Agenda

### Monday, February 2

- 4 – 5 pm MCRA Packet Assembly
- 4 – 5 pm MACATFO Packet Assembly

### Tuesday, February 3

- 8am – 5pm MACO Registration
- 9 – 10am MACATFO Ditch Committee
- 9 – 10am MACO Website Committee
- 9 – 10am MCRA Executive Board Meeting
- 9:30 – 10:30am MCRA UCC Committee Meeting
- 10 – 11am MACATFO Election Committee
- 10 – 11am MCRA Legislative Committee
- 10 – 11am MCRA Communications/Visions Committee
- 10am – Noon Passport Program Manager Seminar  
(requires registration on pg 3)
- 11 – 11:30am MACATFO Finance/Accounting Committee
- 11:30am – 12:30pm MACATFO Legislative Committee
- 12:30 – 5pm Day at the Capitol (requires registration on pg 3,  
space is limited)
- 1 – 2pm MACO Vitals Registration
- 2 – 5pm MACO Vitals Session  
(requires registration on pg 3)
- 5:30 – 6:30pm President's Reception
- 6:30pm Dinner on Your Own

### Wednesday, February 4

- 7am – 5pm Registration
- 7 – 8am Continental Breakfast
- 7 – 8am MACATFO Executive Board Meeting
- 8 – 9am MACO Overview
- 9 – 9:45am Keynote Speaker — Still Standing: Turning  
Disaster into Motivation
- 9:45 – 10:45am Vendor Break
- 10:45am – Noon Sovereign Citizen Extremism Primer
- Noon – 1pm Lunch With Vendors
- 1 – 2:30pm Safe at Home: An Implementation
- 2:30 – 3pm Vendor Break
- 3 – 5pm Leadership: It's not just Positional, It's  
Personal — Handling Difficult People
- 4 – 6pm MACO Directory Photos
- 5:30 – 6:30pm Reception in Vendor Area
- 6:30 – 10pm Banquet and Awards

### Thursday, February 5

- 7am – 4:30pm Registration
- 7 – 8am Continental Breakfast
- 8am – Noon MCRA Morning Sessions
- 8am – Noon MACATFO Morning Sessions
- Noon – 1:30pm Lunch with AMC
- 1:30 – 3pm MCRA Afternoon Sessions
- 1:30 – 3pm MACATFO Afternoon Sessions
- 3 – 3:15pm Break
- 3:15 – 4:30pm MCRA Business Meeting
- 3:15 – 4:30pm MACATFO Business Meeting
- 5 – 7pm Dinner
- 7 – 11pm Networking

### Friday, February 6

- 8 – 8:30am Breakfast
- 8:30 – 11am Century College Session — Social Media:  
How to Cover Your Butt!
- 11am – Noon MACO Board Meeting (All MACO members  
encouraged to attend)

## Hotel Information

MACO has negotiated a special room rate for those wishing to stay at the Ramada Mall of America in Bloomington during the conference. The rate is \$105+tax/night. To get this discount, you must call the hotel directly and ask for "the MACO conference rate." **Hurry, this rate will expire January 12.** Call to reserve your room at 952-854-3411.

**IMPORTANT:** MACO attendees will have the right to use Purchase Orders for their sleeping rooms. Purchase Orders will **not** be used to guarantee a guestroom reservation. Attendees **MUST** contact Kendra Goelz, Revenue Manager of the Ramada, if they would like to use a PO. The reservations can be made by anyone (hotel staff or the toll-free number), but in order to use the PO attendees will need to send the PO directly to Kendra at least three business days prior to check in:

Email: [kgoelz@ramadamo.com](mailto:kgoelz@ramadamo.com) (preferred)  
 Fax: 952.767-0074  
 Mail: Ramada Bloomington  
 2300 East American Blvd  
 Bloomington, MN 55425  
 Attention: Kendra Goelz (952.548.3607)

**PINE COUNTY PERSONNEL COMMITTEE**

**Minutes**

**January 13, 2015**

**9:00 a.m. – Commissioners Conference Room**

**Pine County Courthouse**

**Pine City, MN**

**Members: Commissioner Chaffee  
Commissioner Rossow**

**Members Present: HR and Payroll Specialist Matt Christenson, Veteran Services Officer Ben Wiener, PCSO Office Manager Denise Baran, HHS Director Becky Foss, Jail Administrator Rick Boland.**

1. The meeting was called to order at 9:02 a.m.
2. The agenda was approved.
3. The December 10, 2014 minutes were approved.
4. PCSO
  - a. Recognize appointment of Paul Widenstrom as Chief Deputy and set salary. HR and Payroll Specialist Matt Christenson provided Paul Widenstrom's pay information for 2014 to the committee.  
Commissioner Chaffee motioned to recommend setting the 2015 Chief Deputy pay for Paul Widenstrom at \$66,500, Commissioner Rossow seconded. Motion carried 2-0.
  - b. Approve unpaid leave request of PCSO employee. Committee wished to table the discussion in order to discuss with the County Attorney to determine future obligations of the county.
  - c. Approve hiring of (1) PT Dispatcher. PCSO Office Manager Denise Baran presented information on current staffing concerns in Dispatch and funding available for additional staffing. Discussion was held as to past and current budgeting in Dispatch and the impact of additional PT staffing. Funding for the position will come from the \$60,000 allocated by the county board for Dispatch personnel.  
Commissioner Chaffee motioned to recommend for approval to hire (2) PT Dispatchers with the expectation to review staffing at the July personnel committee meeting, Commissioner Rossow seconded. Motion carried 2-0.
5. Jail
  - a. Approve updated staffing for Court Security. Jail Administrator Rick Boland presented information on the current staffing plan for Court Security and the need for (1) additional Court Security Officer. The additional staffing would be used to increase metal detector staffing in the courthouse and provide additional jury trial support.

Commissioner Rossow motioned to recommend the hiring of (1) additional Court Security Officer for approval, Commissioner Chaffee seconded. Motion carried 2-0.

6. HHS

- a. Recognize resignation of Social Worker Beth Pierson and approve backfill. HHS Director Becky Foss provided clarification on the vacated position and the program areas it focuses on. Commissioner Rossow motioned to recognize the resignation of Beth Pierson and approve backfill, Commissioner Chaffee seconded. Motion carried 2-0.

7. Veterans/Land

- a. Recognize resignation of Land/Veterans Secretary Kelly Spinler and approve backfill. Veteran Services Officer Ben Wiener presented information on staffing needs in the veteran's and land department. Discussion was held as to future needs of the office and 2015/2016 budgeting impacts.  
Commissioner Chaffee motioned to recognize the resignation of Kelly Spinler and approve backfill, Commissioner Chaffee seconded. Motion carried 2-0.

8. Administrator

- a. Approve back-pay for 2014 non-union and previously settled union contracts insurance contributions based on updated county offering. HR and Payroll Specialist Matt Christenson provided the committee with a proposal for 2014 back insurance contributions for non-union and previously settled contracts whom received a previous offering for insurance contributions. Commissioner Rossow motioned to recommend for approval, Commissioner Rossow seconded. Motion carried 2-0.
- b. Approve professional services contract with Erika Fornengo to contract for the duties of Payroll Clerk. Commissioner Chaffee motioned to recommend for approval, Commissioner Rossow seconded. Motion carried 2-0.
- c. Recognize retirement of Building Maintenance Supervisor Kevin Newman effective January 30, 2015. Commissioner Chaffee expressed concern over the building maintenance needs of the Sandstone buildings. Discussion was held.  
Commissioner Rossow motioned to recognize the retirement of Kevin Newman effective January 30, 2015, Commissioner Chaffee seconded. Motion carried 2-0.

9. Commissioners requested HR and Payroll Specialist Matt Christenson provide the committee with a performance increase recommendation for County Engineer Mark LeBrun at the February personnel meeting.

10. The meeting was adjourned at 10:31 a.m.



# AGENDA REQUEST FORM

Date of Meeting: January 20, 2015

- County Board**
  - Consent Agenda
  - Regular Agenda      5 mins. \_\_\_ 10 mins. \_\_\_ 15 mins. \_\_\_ Other \_\_\_
- Personnel Committee**
- Other** \_\_\_\_\_

**Agenda Item:** Snake River Watershed Management Board – Citizen Advisory Committee Members

**Department:** Soil & Water

Jill Carlier  
Department Head signature

### Background information on Item:

According to the bylaws of the Snake River Watershed Management Board, members of the Citizen Advisory Committee (CAC) are to be approved by the county board. The CAC members consist of one SWCD supervisor, one lake association representative, and one citizen. The term for these people will be January 1, 2015 – December 31, 2017.

Pine County’s Citizen Advisory Committee Members are:

- Tom Swaim (SWCD Supervisor)
- Doug Odegard (SWCD Supervisor – alternate)
- Dean Yorston (Cross Lake Association)
- Al Johnson (Pokegama Lake Association)

Portion of Article 5 from the Bylaws of the organization:

1. Membership of the Citizen Advisory Committee (CAC) as per the joint powers agreement shall consist of twelve (12) members and must meet the following requirements: one (1) Soil and Water Conservation District (SWCD) supervisor from each of the four (4) member counties and two (2) citizens from each county, with at least one (1) of which may be a lake association member selected from a list of three (3) provided by the lake association (s) within the Snake River Watershed if one or more lake associations exist.
2. Each County’s representatives on said CAC shall be appointed by the board of commissioners of each county.
3. The term of membership of the CAC shall be three (3) calendar years. Each individual county will fill vacancies consistent with Article V-1.

These citizens have agreed to the appointment.

**Action Requested:** Board Approval

**Financial Impact:** \$0

# **BY – LAWS**

## **SNAKE RIVER WATERSHED MANAGEMENT BOARD**

### **PINE, KANABEC, MILLE LACS AND AITKIN COUNTIES**

**ADOPTED JUNE 1994**

**REVISED MAY 20<sup>th</sup>, 2002**

**REVISED August 25, 2014**

## **BY-LAWS**

### **SNAKE RIVER WATERSHED MANAGEMENT BOARD PINE, KANABEC, MILLE LACS, AND AITKIN COUNTIES**

**JUNE 1994**

**REVISED MAY 20<sup>th</sup>, 2002**

**REVISED July 28<sup>th</sup>, 2014**

#### **ARTICLE I – PURPOSE**

1. The purpose of the Snake River Watershed Management Board is to coordinate the comprehensive county water plans as pertaining to that area within the Snake River Watershed and actions relating thereto as existing in the water plans of the four counties; Pine Kanabec, Mille Lacs, and Aitkin, that are signatories to the Joint Powers agreement and to provide for the implementation of the actions as set forth in said plans.
2. To provide for the joint and cooperative management of county water plans and other actions necessary to protect and enhance the water and land resources within the Snake River Watershed.
3. To identify existing and potential problems and opportunities for the protection, management and development of water and related land resources within the Snake River Watershed.
4. The organization is a joint powers board, pursuant to Minnesota Statutes 471.59. Member counties are Pine, Kanabec, Mille Lacs and Aitkin.

#### **ARTICLE II – MEMBERSHIP**

1. The membership of the Snake River Watershed Management Board (SRWMB) shall be composed of one (1) county commissioner, designated by each respective board, from each member county.
2. Members of the SRWMB shall be appointed for a one (1) year term to run concurrently with each board member's term on his/her respective county board. Members may be reappointed by the county board of commissioners of that county.

#### **ARTICLE III – OFFICERS**

1. The officers of the SRWMB shall consist of a chairperson, vice chairperson, and a secretary and shall be elected at the annual meeting in January.
2. The chairperson shall be elected by the members of the SRWMB.

3. The vice chairperson shall be elected by the members of the SRWMB and shall act as chairperson in his or her absence.
4. The secretary shall be elected by the members of the SRWMB. The secretary may delegate a representative to record the minutes and perform other duties of the secretary. The elected secretary will sign the official minutes of all meetings following approval of the board.
5. The SRWMB will request the county commissioners of each county to replace their representative member after missing two (2) consecutive meetings without notice to the coordinator.

#### **ARTICLE IV – COMMITTEES OF THE BOARD**

1. The SRWMB may form and assign members to chair various committees that are appropriate to fulfilling the goals and objectives of the SRWMB.
2. Committee members may be selected from CAC members, technical advisors, agency personnel, organization members, or other interested citizens.
3. The SRWMB Coordinator shall report on the budget for the next year at the May meeting.
4. The SRWMB shall review staff performance and recommend salary levels or other actions at the December meeting.
5. A Legislative committee shall submit recommended proposals for changes in policy and/or action by member counties and/or other policy making bodies to the SRWMB for review. Proposals approved by the SRWMB shall be forwarded to the proper authority.

#### **ARTICLE V – ADVISORY COMMITTEE TO THE SRWMB**

4. Membership of the Citizen Advisory Committee (CAC) as per the joint powers agreement shall consist of twelve (12) members and must meet the following requirements: one (1) Soil and Water Conservation District (SWCD) supervisor from each of the four (4) member counties and two (2) citizens from each county, with at least one (1) of which may be a lake association member selected from a list of three (3) provided by the lake association (s) within the Snake River Watershed if one or more lake associations exist.
5. Each County's representatives on said CAC shall be appointed by the board of commissioners of each county.
6. The term of membership of the CAC shall be three (3) calendar years. Each individual county will fill vacancies consistent with Article V-1.
7. The members of the CAC shall elect a chairperson, a vice chairperson and a recording secretary to serve a term of one (1) calendar year. The members of the CAC may re-elect an individual to two (2) or more consecutive terms. Annual elections will be at the first (1<sup>st</sup>) meeting of the CAC in January of each year. The secretary may delegate a representative to record the minutes and perform other duties normally assigned to the secretary. The elected secretary will sign the official minutes of all meetings following approval of the CAC.

8. The CAC and Board shall meet concurrently.
9. The CAC will routinely advise the Snake River Watershed Management Board on issues of policy and administration as related to the SRWMB's purpose and mission statement including, but not limited to land use and management, water quality and stewardship/education thru a regular report at the SRWMB's meetings or by special request of the SRWMB.
10. The CAC shall operate both as a committee and through sub-committees focusing on the major topics of land use, water quality and stewardship/education. Sub-committees may be formed to increase effectiveness, to address specific topics, or project areas including, but not limited to, land management, (forest practices, agriculture, private lands), recreational systems planning, water quality monitoring and land conservation.
11. The chairperson of the CAC will make the decision if input is needed from the full membership of the CAC or a meeting of a sub-committee is appropriate on a specific project, problem or request. Each committee will report to the full CAC membership at a meeting for review of findings, recommendations and for approval.
12. Sub-committees may utilize people who are not members of the CAC. A listing of resource people will be provided by the coordinator from which the CAC may seek out individuals to assist with efforts, provide information, insights, make recommendations and/ or advise on committee activities.

#### **ARTICLE VI – COMPENSATION**

1. Members of the SRWMB may be compensated for regular meetings by the member county they represent.
2. Members of the SRWMB may be compensated for expenses incurred in attending special meetings, such as mileage and meals, by the county board when representing the SRWMB when prior authorization is given by the county they represent. Receipts are necessary.
3. Members of the CAC may be compensated for expenses incurred in attending meetings by the county they represent, such as mileage and meals according to that county's policy, with whatever each county requires for receipts and other documentation. This compensation will not be paid to members attending as part of their professional duties.

#### **ARTICLE VII – BUDGET**

1. The Fiscal year of the Snake River Watershed Management Board (SRWMB) is the calendar year, January 1 thru December 31.
2. All expenses incurred by SRWMB or CAC must have prior approval of the SRWMB, have a signed claim form submitted itemizing expenses for the SRWMB approval at their regular monthly meeting. All claims must be submitted thirty (30) days after the month in which they were incurred.
3. The fiscal agent shall be the Kanabec County Auditor.

4. The funds of the SRWMB shall be managed by the Kanabec County Auditor's office and are subject to audit by the State of Minnesota.

## **ARTICLE VIII – MEETINGS**

1. The SRWMB shall meet on the fourth (4<sup>th</sup>) Monday of each month at a time set by the SRWMB at its annual meeting in January. Any change or special meeting will have notification provided to the official newspaper of each county for publication and/or e-mail and/or via Snake River Watershed website.
2. The CAC of the Snake River Watershed Management Board shall meet as deemed necessary by the CAC chairperson or by the request of the SRWMB.
3. A quorum of the SRWMB meetings shall consist of a simple majority of the members. A quorum of the CAC meetings shall consist of a simple majority of its members.
4. A motion or resolution shall be approved by a favorable vote of a simple majority of the members present providing enough members are present to make a quorum.
5. The notice of meetings shall be mailed and/or emailed not less than ten (10) days prior to the scheduled meeting date of the SRWMB or the and/ or CAC members as appropriate.
6. A notice of the meeting schedule of the SRWMB for the year shall be submitted to the official newspaper of each county and/or posted to the Snake River website following the annual meeting.
7. The established meeting schedule of the SRWMB may be changed at the annual meeting with agreement by all the board members. Meetings canceled due to inclement weather will be posted via Snake River website and email to members.

## **ARTICLE IX – DISSOLUTION**

1. Any member of the Joint Powers Agreement may petition the Snake River Watershed Management Board to dissolve the agreement. Upon ninety (90) day notice in writing to each member Board of Commissioners and to each SRWMB member, the SRWMB shall hold a hearing and upon a favorable vote by a majority of all eligible votes of the then existing SRWMB members, the SRWMB may by resolution recommend that the SRWMB be dissolved, MN Statute 471.59.
2. Upon dissolution, personal property shall be returned to the member county that the contribution of the said personal property to the SRWMB. Any property owned by the SRWMB or in event the source of the personal property is not identifiable; it shall be distributed in accordance with the formula used to determine each member county's contribution to administrative expenses.

**ARTICLE X – CERTIFICATION**

1. These By-laws were adopted by a vote of \_\_\_\_\_ ayes and \_\_\_\_\_ nays  
by the members of the Snake River Watershed Management Board on August 25, 2014.

\_\_\_\_\_  
Kim Smith, Kanabec County

\_\_\_\_\_  
Mitch Pangerl, Pine County

\_\_\_\_\_  
Don Niemi, Aitkin County

\_\_\_\_\_  
Roger Tellinghuisen, Mille Lacs County

# **JOINT POWERS AGREEMENT**

**ESTABLISHING**

**THE**

**SNAKE RIVER WATERSHED  
MANAGEMENT BOARD**

**April 1993**

**Aitkin County, Kanabec County,**

**Mille Lacs County**

**and**

**Pine County**

**AGREEMENT ESTABLISHING JOINT POWERS  
SNAKE RIVER WATERSHED MANAGEMENT BOARD**

THIS AGREEMENT, is made by and between the counties which contain the Snake River Watershed, namely: Aitkin County, Kanabec County, Mille Lacs County, and Pine County, Minnesota; each of the parties hereto being authorized to enter into this agreement by the action of the commissioners of the respective counties.

WHEREAS, each of the counties hereto has developed a county water plan pursuant to Section 103B.301 through Section 103B.355 Minnesota Statutes 1990 in which the water planning needs if the Snake River Watershed within said county are addressed; and

WHEREAS, there is a need to coordinate and implement actions to be undertaken within said plans;

NOW, THEREFORE, the parties hereto hereby enter into this Joint Powers Agreement pursuant to Section 471.59 Minnesota Statutes for the purposes and with the powers and other provisions as set forth in this agreement.

**I. NAME**

The name of this joint powers board shall be Snake River Watershed Management Board (SRWMB). Its address shall be c/o County Auditor, Kanabec County Courthouse, 18 North Vine Street, Mora, MN 55051.

**II. PURPOSE**

The purpose of this joint powers agreement shall be for the joint powers to:

- A. Coordinate the comprehensive county water plans and actions relating thereto as existing in the water plans of the several counties that are signatories to this agreement and to provide for the implementation of the actions as set forth in said plans. For the purpose of this agreement, the Snake River Watershed is delineated as Exhibit A annexed hereto.
- B. Provide for the joint and cooperative management of county water plans and other actions necessary to protect and enhance the water and land resources within the Snake River Watershed.
- C. Identify existing and potential problems and opportunities for the protection, management and development of water and land resources.
- D. Develop objectives and carry out a plan of action to promote sound hydrological management of water and related land resources, effective environmental protection and efficient management.
- E. Develop a watershed management plan for the Snake River Watershed.

**III. ORGANIZATION**

A. To carry out the plans of this joint powers agreement, there is hereby established a joint powers board to be known as the Snake River Watershed Management Board (SRWMB). The appointments to the SRWMB shall be made by the county boards of the counties to which each particular seat is attributed.

B. The SRWMB shall be four (4) in number, which shall be a County Commissioner from each of the counties of Aitkin, Kanabec, Mille Lacs and Pine. Each member county shall have one (1) vote. Each member county may designate an alternative for its appointed County Commissioner. All votes of member counties must be cast by the appointed County Commissioner or designated alternate County Commissioner of the member county at a meeting of the SRWMB.

C. Each member shall be appointed to the joint powers board by its county board and shall hold office until that member's successor has been appointed and qualified. Any vacancy arising during the term shall also be filled by the county board to which that particular seat is attributed.

D. Any member who is more than sixty (60) days default in paying its share of administrative expenses shall have the vote of its board member suspended pending such payment.

E. A favorable vote of a majority of all eligible then existing board members shall be required for the SRWMB to take action, unless otherwise provided in this agreement.

#### **IV. POWERS**

The Snake River Watershed Management Board shall have the following powers:

A. Snake River Watershed Management Board may:

1. Coordinate and implement the comprehensive county water plans of the respective counties as they relate to the Snake River Watershed as a single entity.
2. Create a single water plan for the Snake River Watershed from the comprehensive water plans of the member counties.
3. Contract for space and materials and may also contract for goods and services that are required and are necessary for the implementation of the water plans relative to the Snake River Watershed.
4. Employ such persons as it deems necessary to accomplish its duties and purposes.
5. The SRWMB may accumulate reserve funds for the purposes herein mentioned and may invest funds of the SRWMB not currently needed for its operations, in the manner and subject to the laws of Minnesota applicable to counties.
6. Recommend changes in this Agreement to its members.
7. Protect and improve water quality in the watershed as this is one of the main purposes set forth in the Surface Water Quality Management Act.
8. Contract for or purchase such insurance as the SRWMB deems necessary for the protection of the SRWMB.

9. Accept and disburse funds and to apply for state and federal funds necessary to prepare and implement its plan.
10. Pay citizen advisory committee members per diem and expenses at a rate established by the SRWMB.

B. The Snake River Watershed Management Board shall:

1. Appoint a citizens advisory committee and may appoint other advisory committees as it deems necessary to advise the SRWMB about various matters pertinent to development of plans, projects and improvements within the Watershed.
2. Cause to be made an annual audit of the books and accounts of the SRWMB and shall make and file a report to its members at least once each year including the following information:
  - (1) The financial condition of the SRWMB, and
  - (2) The business transacted by the SRWMB and other matters which affect the interests of the SRWB. Copies of the report shall be transmitted to the clerk of each member governmental unit.
3. Adopt by-laws addressing, among other matters, rules of order and procedures, which unless otherwise adopted, shall be that of Roberts Rules of Order.
4. Provide for monthly meetings during the first six months of operation and then at least quarterly thereafter. Times and locations will be set at the annual meeting of the SRWMB which shall be in January of each year at the Kanabec County Board Room unless action is taken for alternative times and places. Notice of all meetings shall be by publication in accordance with Minnesota Statutes.

## V. OFFICERS

A. The SRWMB shall elect its officers from its members which shall consist of a Chairperson, Vice Chairperson and Secretary at the annual meeting.

1. The Chairperson shall preside at the meetings of the Joint Powers Board and shall have powers to call the meetings at reasonable times with reasonable notices as deemed necessary.
2. The Vice Chairperson shall preside over the meetings of the Joint Powers Board in the absence of the Chairperson. The Vice Chairperson shall have the power, with two other members of the Board, to call meetings.
3. The Secretary shall keep, or designate a person to assist in keeping, a record of all proceedings of the Joint Powers Board and to perform all other duties normally assigned to the secretary of a deliberative body. The term of office of the secretary shall run concurrently with the Chairperson.

B. The Kanabec County Auditor shall be the fiscal agent for the SRWMB. Disbursements shall be made by the fiscal agent upon action of the SRWMB.

## **VI. CITIZENS ADVISORY COMMITTEE**

A. There shall be established a citizen advisory committee consisting of one (1) Soil and Water Conservation District supervisor from each county and two (2) citizens from each county, at least one (1) of which would be a lake association member from a lake association within the Watershed if one exists within that county. Each county's representatives of said Citizens Advisory Committee shall be appointed by the county board. In the case of the Soil and Water Conservation District and the lake association, that member shall be appointed from a list of at least three (3) provided by the Soil and Water Conservation District and the lakes association if one exists. The term of office shall be for three (3) calendar years except that the initial term shall be one (1) for one (1) calendar year, one (1) for two (2) calendar years and one (1) for three (3) calendar years. Any vacancy shall be filled by the county board to which that particular seat is attributed and shall be for the remainder of the term. No single person may be a member of this board for more than three (3) consecutive full or partial terms. The above rotation schedule shall be applicable unless this agreement is not renewed after the initial two (2) year term of this agreement.

B. The duties of the Citizens Advisory Committee shall be to aid the SRWMB in identifying and prioritizing action item projects of the comprehensive water management plans of the SRWMB and the member counties which would be best addressed on a multi-county basis, to identify and recommend project or activities for consideration by the SRWMB that have been requested by citizens or municipalities in the watershed and for such other matters for which the SRWMB requests its assistance.

C. Each county shall be responsible for paying for any expenses afforded to its delegate and for the citizens advisory committee members from that county unless otherwise agreed upon by the SRWMB.

## **VII. BUDGET**

### **A. Administrative Expenses:**

1. Administrative expense shall be those expenses administrative in nature and distinct from project expenses. Administrative expenses shall include but are not limited to, insurance, supplies, salaries and rent.
2. On or before May first of each year, the SRWMB shall prepare and adopt an administrative budget for the forthcoming year upon favorable vote of a majority of all of the eligible then existing board members. Said administrative budget shall then be forwarded to the boards of the member counties. The secretary of the SRWMB shall certify the budget on or before May 15 to the clerk of each member's county board together with a statement of the proportion of the budget to be provided by each member. The county board of each member county agrees to review the budget within thirty (30) days of the date of certification. The SRWMB shall then hear all timely objections to the budget, and may, upon notice to all member counties and after a hearing, modify or amend the budget, but shall then give notice to the member counties of any and all modifications or amendments. Further review shall be pursuant to Article IX B.
3. To the extent that administrative expenses of the SRWMB are to be borne by the counties, the contribution by the member counties shall be in accordance with the following formula:

Kanabec County	49.5
Mille Lacs County	9.2
Pine County	20.5

Portions of the obligation may be in kind contribution upon approval of the SRWMB.

4. Expenses for action item projects fully funded by the grants shall be considered administrative expenses.

B. Project Expenses:

1. On or before March first of each year of the member county boards shall preliminarily determine and notify the SRWMB of action item projects of that county's water plan related to the Watershed including the means and extent of funding which it intends to implement in each of the two forthcoming calendar years. An action item project may be any proposed project. Action item project expenses include costs for feasibility studies and other measures preparatory to a decision to implement any project.
2. On or before May first of each year, the SRWMB, with the assistance of the Citizens Advisory Committee, shall from the action item projects submitted by the member counties, and from action item projects submitted by the Citizens Advisory Committee, identify those action item projects from the water plans of the individual counties and from the Citizens Advisory Committee which would be best addressed on a multi-county basis. The SRWMB shall then from the list of action item projects so identified for each year, prioritize the same and determine which of those projects should be addressed in each calendar year. The member counties shall then pursue the action items on the revised list cooperatively through the SRWMB.
3. On or before May first of each year, the SRWMB shall prepare and forward to each member county the budget for the multi-county comprehensive water management plan action items which are to be addressed by the SRWMB on a multi-county basis in the forthcoming calendar years, consistent with the determinations of the SRWMB (2) above.
4. The SRWMB shall, after considering input from the affected member counties, also determine and apportion the projected expenses to be borne by each of the member counties for each multi-county undertaking. The allocation among the member counties shall be projected based upon one or more of the following methods:
  - (a) The ratio of real property valuation of each member county within the boundaries of the benefited are to the total real property valuation within the entire are benefited.
  - (b) The ratio of quantity and or quality of the stormwater produced by each member county within the boundaries of the benefited are to the quantity of stormwater produced by the entire are benefited.
  - (c) The ratio of benefit received by each member county to the total benefit received by the entire area of the project.
  - (d) The SRWMB may use any such other suitable criteria as shall be agreed upon by all the member counties.

Prior to implementing an action item project the SRWMB shall secure from its engineers or other competent persons a preliminary report advising it whether the proposed improvement is feasible and as to whether it shall be made as proposed or in connection with some other improvement and the estimated cost of the improvement as recommended. Any feasibility study shall examine, among other things, the costs of, and potential funding sources available to implement the improvement including but not limited to low cost options. The SRWMB shall then hold a public hearing on the proposed action item project after mailed notice to each member county and published notice in the SRWMB's official newspaper. The notice shall be mailed not less than forty-five (45) days before the hearing, shall state the time and place of the hearing, the general nature of the improvement, the estimated total cost and the estimated cost to each member county.

To order an action item project, a resolution setting forth the order shall require a favorable vote of three-fourths of all of the eligible then existing board members. The SRWMB, in considering whether to order any action item project, may consider the factors of costs and funding as those factors are detailed in the feasibility study. The order shall describe the improvement, shall allocate in percentages the cost allocation between member counties, shall designate the engineers to prepare plans and specifications, and shall designate who will contract for the improvement.

After the SRWMB has ordered an action item project, it shall forward the preliminary report to all member counties with an estimated time schedule of the implementation of the action item project. The SRWMB shall allow an adequate amount of time, and in no event, less than ninety (90) days for each member county to conduct hearings in accordance with the provisions of Chapter 429 or the charter requirements of any city, or to ascertain the method of financing which the member counties will use to pay their proportionate share of the costs of the action item project.

If the SRWMB proposed to use the counties' bonding authority, or if the SRWMB proposed to certify all or any part of an action item project to the counties payment, then and in that event all proceedings shall be carried out in accordance with Minnesota Statute 103B.251.

The SRWMB shall not order and no engineer shall prepare plans and specifications before the SRWMB has adopted a resolution ordering the action item project. The SRWMB may order the advertising for bids upon receipt of notice from each member county who will be assessed that it has completed its hearing or determined its method of payment, or upon expiration of ninety (90) days after the mailing of the preliminary report to the member counties, whichever occurs first.

#### C. Preliminary Fund

1. The SRWMB shall establish a preliminary fund in the amount of \$10,000 dollars for the purpose of paying administrative expenses and other related costs during the first year of operation.
2. Each county shall contribute its share on the same basis as defined in section VII.A (3) of this agreement.
3. If funds remain in the preliminary fund after the first year it shall be transferred to the administrative account of the SRWMB.

## **VIII. AMENDMENTS**

Amendments to this agreement shall be the agreement in writing of all parties hereto with the authority of the County Board of each member county.

## **IX. REVIEW**

A. A member county can demand a review from any action taken by the SRWMB by filing an appeal to the SRWMB within thirty (30) days of the action taken by the SRWMB about which the member county desires review. Thereupon the SRWMB shall hold a hearing and reconsider its action in light of the testimony or other evidence introduced at the hearing.

B. Any member county or local unit of government with territory within the Snake River Watershed may request the Minnesota Board of Soil and Water Resources to resolve the dispute pursuant to 1990 M.S. Section 103B.345.

## **X. DURATION**

A. Each member county agrees to be bound by the terms of this agreement until two (2) years from and after its effective date unless the member county withdraws from the agreement pursuant to X C. or the SRWMB is dissolved pursuant to X B. The Agreement may be continued thereafter upon the agreement of all the parties.

B. Any member may petition the SRWMB to dissolve the agreement. The SRWMB shall give the Minnesota Board of Soil and Water Resources written notification of the receipt by the SRWMB of any petition to dissolve the agreement. Upon ninety (90) days notice in writing to the clerk of each member governmental unit and to the SRWMB, the SRWMB shall hold a public hearing and upon a favorable vote by a majority of all eligible votes of then existing board members, the SRWMB may by resolution recommend that the SRWMB be dissolved. The resolution shall be submitted to each member governmental unit and each county within sixty (60) days. The SRWMB shall dissolve the SRWMB allowing a reasonable time to complete work in progress and to dispose of personal property owned by the SRWMB.

C. Any Member county may withdraw from this agreement at the end of any calendar year by providing written notice to the SRWMB and each member county boards of their intention to do so ninety (90) days in advance of the end of that calendar year providing that county shall have met any outstanding obligations by virtue of its membership in the joint powers agreement until the date of its withdrawal. The SRWMB shall give the Minnesota Board of Soil and Water Resources written notification of the receipt by the SRWMB of any written notice by a member county to withdraw from this agreement.

## XI. DISSOLUTION

Upon dissolution, the personal property shall be returned to the member county contributing the same. In the event that the source of the property is not identifiable, it shall be distributed in accordance with the formula set forth in Article VII A (3).

## XII. EFFECTIVE DATE

The effective date of this agreement will be the \_\_\_\_\_ day of April 1993, the dates of the signatures of the parties now withstanding.

### AITKIN COUNTY BOARD

By Mary E. Harney  
Chairman

By Alice Dotler  
Auditor

Date 4-30-93

### KANABEC COUNTY BOARD

By Mel Pearson  
Chairman

By Gerry T. Tiedt  
Auditor

Date 4-28-93

### MILLE LACS COUNTY BOARD

By Paul A. Berman Jr.  
Chairman

By Alvin W. Austin  
Auditor

Date 4-20-93

### PINE COUNTY BOARD

By Erwin Koehler  
Chairman

By Lawrence D. Demauld  
Auditor

Date 5/11/93



**AGENDA REQUEST FORM**

Date of Meeting: January 20, 2015

**County Board**

**Consent Agenda**

**Regular Agenda**      5 mins. \_\_\_ 10 mins. \_\_\_ 15

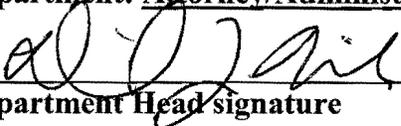
mins. \_\_\_ Other \_\_\_

**Personnel Committee**

**Other** \_\_\_\_\_

**Agenda Item:** Settlement Agreement with Five County Mental Health Centers  
d/b/a Riverwood Centers

**Department:** Attorney/Administration

  
\_\_\_\_\_  
**Department Head signature**

**Background information on Item:**

In early 2014, when it became apparent that Riverwood Centers was in financial crisis, the county withheld payments for the months of February and 17 days of March 2014 in the amount of \$17,603.40.

On December 16, 2014 the county board discussed the settlement demand and related bankruptcy issues and requested the county attorney work with the bankruptcy trustee to reach an agreement with the trustee for the county to pay its obligation of \$17,603.40 while maintaining the county's claim for \$66,639 against Riverwood.

The attached Settlement Agreement accomplishes that action. The \$17,603.40 payment will be taken from state-provided funds for these services.

**Action Requested:**

Approve the attached Settlement Agreement and authorize the county administrator to sign.

**Financial Impact:**

The \$17,603.40 payment is eligible for reimbursement from the State of Minnesota so no county levy funds will be used.

## Settlement Agreement

This Settlement Agreement (“Agreement”) is entered into as of January \_\_\_\_, 2015 by and between Pine County, a political subdivision of the State of Minnesota (the “County”), and Erik A. Ahlgren, as trustee of the bankruptcy estate of Five County Mental Health Centers, Bky 14-41781 (“Trustee”).

A. The County is one of the counties that organized Five County Mental Health Care Centers, dba Riverwood Centers, (“Debtor”) to provide services as a community mental health center pursuant to Minn. Stat. 245.63 – 245.66.

B. The County contracted for services from the Debtor.

C. The Debtor ceased business operations on or about March 17, 2014.

D. Unpaid services provided to the County by the Debtor through March 17, 2014 are determined to be at a value of \$17,603.40.

E. In addition to the Debtor's claim for unpaid services, the Trustee holds possible claims for breach of the contract as well as potential avoidance claims under Chapter 5 of the United States Bankruptcy Code. The County has possible counterclaims for alleged overpayments made by the County to the Debtor.

F. Other than the \$17,603.40 value of unpaid services provided by the Debtor to the County through March 17, 2014, the parties dispute all other possible claims and counterclaims. Given the cost and uncertainty of judicial resolution of the parties' possible claims and counterclaims, the parties have determined that it is desirable to settle, compromise and resolve their claims.

NOW, THEREFORE, the parties agree as follows:

1. **Terms.** The County will pay \$17,603.40 to the Trustee. The check shall be made to the order of “Erik Ahlgren, Trustee Bky 14-41781” and mailed to Ahlgren Law Office, Suite 105, 220 W. Washington Ave., Fergus Falls, MN 56537.

2. **Trustee's Release.** Upon the effective date of this Agreement, the Trustee shall be deemed to have irrevocably and unconditionally released, acquitted, and forever discharged the County, as well as the County's respective assigns, successors, agents, attorneys, insurers, representatives, executors, and administrators, from any and against any and all charges, complaints, claims, liabilities, obligations, promises, agreements, controversies, damages, actions, causes of action, suits, rights, demands, costs, losses, debts and expenses (including attorneys' fees and costs actually incurred) of any nature, kind or character whatsoever, whether known or unknown, suspected or unsuspected, direct or indirect, at law or in equity, that were asserted or could have been asserted at the time of this agreement. The County may assert a general unsecured claim against the Debtor in the bankruptcy; provided, however, nothing herein will waive or compromise any general unsecured claims held by the County or any objections that the Trustee may assert with respect to such claim

other than the Trustee shall not assert any objections based upon a counterclaim against the County.

3. **Bankruptcy Court Approval.** This Agreement is contingent upon approval of the Bankruptcy Court. The Trustee shall make application to the Bankruptcy Court requesting approval. The mutual release of claims shall become effective upon the later of (i) receipt of the final payment provided hereinabove, or (ii) receipt of a Final order of the Bankruptcy Court approving this agreement. A Final Order is an order approving this Agreement that has been entered and not appealed within fourteen (14) days of entry of the order, or, if appealed, an order that is affirmed on appeal. If payment is not made as required or this Agreement is not approved by the Bankruptcy Court, the parties shall be entitled to reassert any and all claims and defenses.

4. **Entire Agreement and Governing Law.** This Agreement embodies the entire agreement between the parties and supersedes all prior agreements relating to the subject matter hereof. The parties acknowledge that this Agreement is not being executed in reliance on any verbal or written agreement, promise or representation not contained herein. This agreement shall be governed by Minnesota law as modified by the United States Bankruptcy Code.

IN WITNESS WHEREOF, the parties have executed this Agreement.

BANKRUPTCY ESTATE OF  
FIVE COUNTY MENTAL HEALTH CENTERS

\_\_\_\_\_ Date: \_\_\_\_\_  
By Erik Ahlgren  
As Chapter 7 Trustee and not Individually

PINE COUNTY

\_\_\_\_\_ Date: 01/20/15  
By: David J. Minke  
Its: County Administrator



# AGENDA REQUEST FORM

Date of Meeting: 1/20/2015

- County Board**
  - Consent Agenda
  - Regular Agenda
- 5 mins.  10 mins.  15 mins.  Other
- Personnel Committee
- Other \_\_\_\_\_

Agenda Item: Lead county agreement with Jennifer White

Department: HHS

Rebecca Foss  
Department Head signature

### Background information on Item:

The department is mandated to provide clinical supervision to its child and adult mental health case managers/social workers. Riverwood Centers provided this service prior to its closure. After its closure, the department contracted with Jennifer White, MA, LP, LADC, to provide clinical supervision. The department would like to continue this service with Jennifer White. The contract is in effect from January 1, 2015 through June 30, 2015. The contract has been reviewed and approved by the County Attorney's Office.

### Action Requested:

Approve the contract

### Financial Impact:

\$300 per month

LEAD COUNTY AGREEMENT BETWEEN  
PINE COUNTY HEALTH & HUMAN SERVICES  
AND JENNIFER WHITE, MA, LP, LADC  
CLINICAL SUPERVISION SERVICES

The County of Pine, acting through its Health & Human Services Department, 315 Main St S, Suite 200, Pine City, Minnesota, 55063, hereafter referred to as the "Agency", and Jennifer N White, MA, LP, LADC, 6015 East Superior Street, Duluth MN 55804, hereafter referred to as the "Contractor", enter into this Contract effective for the period of January 1, 2015 through June 30, 2015.

WHEREAS, The Contractor is duly qualified to provide clinical supervision; and

WHEREAS, 245.462 DEFINITIONS. Subd. 4a. Clinical supervision states that "Clinical supervision" means the oversight responsibility for individual treatment plans and individual mental health service delivery, including that provided by the case manager. Clinical supervision must be accomplished by full or part-time employment of or contracts with mental health professionals. Clinical supervision must be documented by the mental health professional cosigning individual treatment plans and by entries in the client's record regarding supervisory activities.

WHEREAS the MHCP Provider Manual – Mental Health Services – Adult MH Targeted Case Management (AMH-TCM) states that clinical supervision ensures the appropriateness of assessment and the mental health services planned and provided, and provide case managers and case management associates with direction and guidance on provision of services to individual clients.

WHEREAS, reimbursement from Minnesota Health Care Programs (MHCP) requires that the professional be licensed at the independent clinical level or tribal-credentialed mental health professional, and be enrollable in the MHCP provider system as a licensed mental health professional. Clinical supervision must be accomplished by full or part-time employment of or contracts with licensed mental health professionals.

WHEREAS, all case managers and CMAs, other than licensed mental health professionals, must receive ongoing clinical supervision at least monthly...one-to-one with the case manager or CMA; and involve some clinical supervision in small groups... can be completed via video conferencing.

WHEREAS, The Agency, pursuant to Minnesota Statutes, Section 373.01, and 256M.60 wishes to purchase such program services from the Contractor; and

NOW THEREFORE, in consideration of the mutual understandings, and agreements set forth, the Agency and Contractor agree as follows:

1. Contractor's Duties:

Pine County Health and Human Services and Jennifer White, MA, LP, LADC enter into a service agreement for the provision of monthly Clinical Supervision of Pine County Children and Adult social workers to provide clinical oversight of the delivery of mental health case management services, as

PINE COUNTY HEALTH & HUMAN SERVICES  
& JENNIFER N WHITE, MA, LP, LADC  
2015

required by MHCP standards and Minnesota Statute requirements. The clinical supervisor will review and determine the clinical appropriateness of the supervisee's "individual service delivery," as defined by 'MHCP standards, with respect to the client's identified mental health condition.

2. Cost and Delivery of Purchased Services:

Rates for services are \$100.00 per hour for a maximum of three hours beginning January 1, 2015 and continuing on the third Friday of each month through June 30, 2015. Any additionally required services or times must be pre-approved by a Health and Human Services Social Service Supervisor.

All parties reserve the right to give a 30-day notice of termination of this agreement. This is a cash basis fee-for-service agreement, which indicates that payment shall be for services provided during the contract period, and all payments for services shall be invoiced and disbursed during that period. Monthly invoices should be sent within 30 days of service to the attention of Barb Schmidt, Social Services Supervisor at 1610 Hwy 23 N., Sandstone, MN 55072.

Signature will indicate understanding and agreement with the frequency and time allocations indicated for services and cash basis invoicing.

3. Payment for Purchased Services:

a. Certification of expenditures:

The Contractor shall, within 90 days following the last day of each calendar month, submit a standard invoice for social services purchased, to the Pine County Health & Human Services. Bills that do not meet internal county deadlines will be paid later. The Invoice shall show an itemized account of services provided.

b. Payment:

The Agency shall, within thirty (30) days of the date of receipt of the Invoice, make payment to the Contractor for all reimbursement-eligible clients identified on the invoice.

4. Audit and Record Disclosure:

The Contractor shall:

- a. Maintain records, using generally accepted accounting principles that reflect all revenue received and all direct and indirect costs incurred in performing this Contract. Maintain records about Purchased Services provided, service dates, and other information that is required by the Agency. Maintain any other records requested by the Agency or a Referring County.

PINE COUNTY HEALTH & HUMAN SERVICES  
& JENNIFER N WHITE, MA, LP, LADC  
2015

- b. Upon request, Contractor agrees to give the Agency a report containing the following information:
  - 1. All revenue received.
  - 2. All direct and indirect costs incurred in performing Purchased Services.
- c. Allow personnel of the Agency, the Minnesota Department of Human Services, and the Department of Health and Human Services, access to the Contractor's facility and records at reasonable hours to exercise their responsibility to monitor purchased services and copy such materials as necessary.
- d. Maintain all records pertaining to the contract at 6015 East Superior Street, Duluth MN 55804 intended for file maintenance and storage for three (3) years for audit purposes.
- e. Comply with policies of the Minnesota Department of Human Services regarding social services recording and monitoring procedures, as defined in the Department of Human Services Social Services Manual, and the administrative rules of the State Agency.

5. Safeguard of Client Information:

The use of disclosure by any party of information regarding an eligible client in violation of any rule of confidentiality provided for in Laws of Minnesota, Chapter 13, or for any purpose not directly connected with the Agency's or Contractor's responsibility with respect to the Purchased Services hereunder is prohibited. The Contractor is the designated person responsible to ensure that the provider is in compliance with the Data Practices Act, Minnesota Statutes, Section 13.46, Subd. 10, Paragraph (d).

All data collected, created, received, maintained, or disseminated for any purposes in the course of the Contractor's performance of this Agreement is governed by the MN Government Data Practices Act, MS13.01 et. seq., or any other applicable State statutes, any State rules adopted to implement the Act, as well as Federal regulations on Data Privacy, including the Health Insurance Portability and Accountability Act (HIPAA). The Contractor agrees to abide strictly by these statutes, rules, and regulations.

6. Compliance with Other Regulations:

The Contractor further agrees to comply with the following:

- a. Section 3 of Minnesota Statute 148A.03 (Liability of Employer).
- b. (When applicable) the Contractor agrees to comply with the Civil Rights Act

PINE COUNTY HEALTH & HUMAN SERVICES  
& JENNIFER N WHITE, MA, LP, LADC  
2015

of 1964, Title VII (42 USC 2000e); including Executive Order No. 11246, and Title VI (42 USC 2000d); and the Rehabilitation Act of 1973, as amended by Section 504. Title VI of the Civil Rights Act of 1964 (Title VI) requires service providers who receive federal funds to take reasonable steps to provide meaningful access to services for people with Limited English Proficiency (LEP). Most county and state funded services must meet LEP requirements. The requirements apply to health care and social service agencies, such as physicians, hospitals, nursing homes, home health agencies, managed care organizations, universities, and private non-profit agencies.

- c. (When applicable) the Contractor certifies that he has received a certificate of compliance from the Commissioner of Human Services pursuant to Minnesota Statutes, Section 363.073 (1982). This section shall not apply if the grant is for less than \$50,000 and the Contractor has employed twenty or less full-time employees during the previous 12 months.

7. Fair Hearing and Grievance Procedures:

The Agency agrees to provide for a fair hearing and grievance procedure conformance with Minnesota Statutes, Section 256.045, and in conjunction with the Fair Hearing and Grievance Procedures established by administrative rules of the State Department of Human Services.

8. Indemnity and Insurance

a. Indemnity:

The Contractor agrees that it will at all times indemnify and hold harmless the Agency from any and all liability, loss, damages, costs or expenses which may be claimed against the Agency or Contractor.

- (1) By reason of any service client's suffering personal injury, death or property loss or damages either while participating in or receiving from the Contractor the care and services to be furnished by the Contractor under this agreement, or while on premises owned, leased or operated by the Contractor, or while being transported to or from said premises in any vehicle owned, operated, chartered or otherwise contracted for by the Contractor or his assigns: or (2) By reason of any service client's causing injury to, or damage to, the property of another person during any time when the Contractor or his assigns, or employee thereof has undertaken or is furnishing the care and service called for under this agreement.

b. Insurance:

The Contractor shall purchase and maintain such insurance as will protect the Contractor from claims which may arise out of, or result from the Contractor's

PINE COUNTY HEALTH & HUMAN SERVICES  
& JENNIFER N WHITE, MA, LP, LADC  
2015

operations under the Agreement, whether such operations be by the Contractor, or by any subcontractor, or by anyone directly employed by them, or by anyone for whose acts any one of them may be liable.

9 Conditions of the Parties' Obligations

- a. It is understood and agreed that in the event the reimbursement to the Agency from State and Federal sources is not obtained and continued at a level sufficient to allow for the purchase of the indicated quantity of Purchased Services, the obligations of each party hereunder shall thereupon be terminated.
- b. This agreement may be canceled by either party at any time, with or without cause, upon thirty (30) days notice, in writing, delivered by mail or in person.
- c. Before the termination date specified in Section I of this agreement the Agency may evaluate the performance of the Contractor in regard to the terms of this agreement to determine whether such performance merits renewal of this agreement.
- d. Any alterations, variations, modifications, or waivers of provisions of this agreement, shall be valid only when they have been reduced to writing, duly signed, and attached to the original of this agreement.
- e. No claim for services furnished by the Contractor, not specifically provided in the agreement, will be allowed by the Agency, nor shall the Contractor do any work or furnish any material not covered by the agreement, unless this is approved in writing by the Agency. Such approval shall be considered to be a modification of the agreement.

10. Subcontracting:

The Contractor shall not enter into subcontracts for any of the goods and services contemplated under this agreement without written approval of the Agency. All subcontracts shall be subject to the requirements of this contract. The Contractor shall be responsible for the performance of any subcontractor.

11. Miscellaneous:

a. Entire Agreement:

It is understood and agreed that the entire agreement of the parties is contained herein and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the Contractor and any county social services agency relating to the subject matter hereof.

PINE COUNTY HEALTH & HUMAN SERVICES  
& JENNIFER N WHITE, MA, LP, LADC  
2015

- b. Monitoring:  
It is understood that the Agency reserves the right to monitor the Contractor's performance under this contract by observation or direct service provision to client and/or survey of agencies or individuals purchasing or receiving services.

PINE COUNTY HEALTH & HUMAN SERVICES  
& JENNIFER N WHITE, MA, LP, LADC  
2015

APPROVED AS TO FORM AND EXECUTION:

\_\_\_\_\_  
Pine County Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Pine County Health & Human  
Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Pine County Board of Commissioners

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Jennifer N White, MA, LP, LADC

\_\_\_\_\_  
Date

P\CONTRACT\2015\Jennifer White..doc  
12/10/2014



# AGENDA REQUEST FORM

Date of Meeting: 1/20/2015

- County Board**
  - Consent Agenda
  - Regular Agenda
- 5 mins  10 mins  15 mins  Other
- Personnel Committee**
- Other** \_\_\_\_\_

Agenda Item: Out-of-home placements

Department: HHS

Rebecca Foss  
Department Head signature

### Background information on Item:

Over the course of the last 18 months, information has been brought to the Board regarding out-of-home placements. Nearly all out-of-home placements are funded by county tax dollars. Therefore, the information and graph are being presented to keep the Board informed of the placement numbers.

### Action Requested:

None- for informational purposes only.

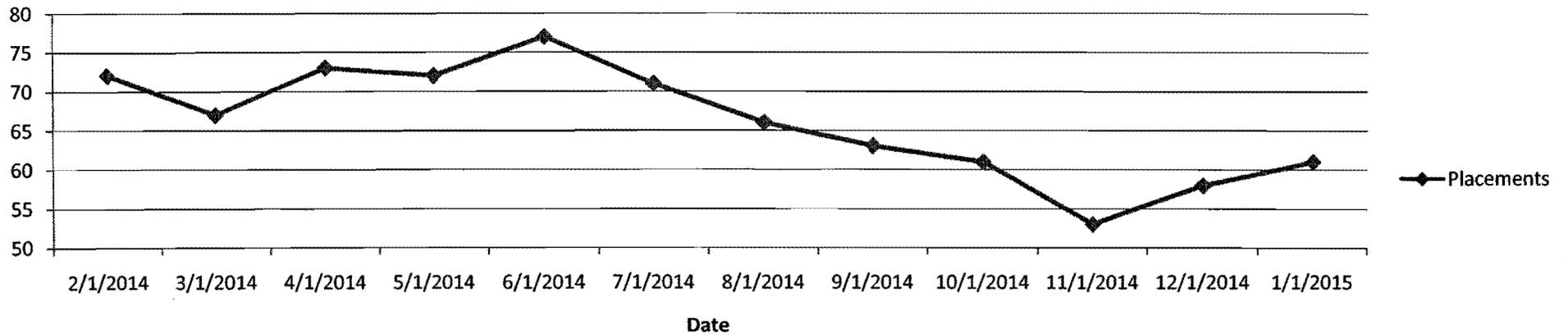
### Financial Impact:

**Monthly Out of Home Placements**

*Health and Human Services*

Placement	2/1/2014	3/1/2014	4/1/2014	5/1/2014	6/1/2014	7/1/2014	8/1/2014	9/1/2014	10/1/2014	11/1/2014	12/1/2014	1/1/2015
Foster Home	38	38	43	37	40	33	31	29	28	29	40	41
Residential Treatment	9	7	7	6	7	6	3	3	5	5	3	3
Group Home	0	1	1	2	1	2	2	3	3	2	1	1
Child's Reunification Home	1	2	3	7	5	8	12	8	8	5	2	2
Hospital	0	0	0	0	0	0	0	0	0	0	1	1
Pre-adoptive home	9	9	9	10	9	8	8	8	7	6	1	3
Non-custodial parent's home	4	1	2	1	1	1	1	3	1	1	1	1
Supervised Independent Living	1	1	1	1	1	2	2	1	0	0	1	1
Juvenile Correctional facility	0	0	0	0	0	0	0	0	0	0	0	0
Probation Placements	10	8	7	8	13	11	7	8	9	5	8	8
<b>TOTAL</b>	<b>72</b>	<b>67</b>	<b>73</b>	<b>72</b>	<b>77</b>	<b>71</b>	<b>66</b>	<b>63</b>	<b>61</b>	<b>53</b>	<b>58</b>	<b>61</b>

**Monthly Out of Home Placements**





**AGENDA REQUEST FORM**

Date of Meeting: January 20, 2015

- County Board
- Consent Agenda
- Regular Agenda    5 mins. \_\_\_ 10 mins. \_\_\_ 15 mins. X Other \_\_\_
- Personnel Committee
- Other \_\_\_\_\_

Agenda Item: Economic Development Plan

Department: Administration



Department Head signature

**Background information on Item:**

The county hired Springsted, Inc. to facilitate the completion of an economic development plan. Dave Unmacht from Springsted conducted two stakeholder meetings, reviewed relevant county documents, and examined economic data. He will be present to present the findings.

The two biggest issues are:

1. How to staff for economic development (full-time, part-time, consultant, other)
2. How to oversee the work (county board, county board committee, Economic Development Authority, other)

**Action Requested:**

Consider the report and discuss the county's direction.

**Financial Impact:**

Dependent on county board direction. The 2015 budget has \$25,000 for unspecified economic development activities.