

AGENDA
PINE COUNTY BOARD MEETING

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

Tuesday, January 21, 2014 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 7, 2014 County Board Meeting and Summary for publication.
- F) Minutes of Boards, Committees and Correspondence
None.
- 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 2013 Cash Balance

Fund	December 31, 2012	December 31, 2013	Increase(Decrease)
General Fund	\$2,495,333.06	\$2,539,821.50	\$44,488.44
Health and Human Services Fund	\$1,855,366.42	\$841,647.00	(\$1,013,719.42)
Road and Bridge Fund	\$5,324,159.01	\$2,078,182.32	(\$3,245,976.69)
Land Management Fund	1,474,268.53	\$1,838,948.89	\$364,680.36
TOTAL (inc non-major funds)	\$13,375,860.67	\$9,550,362.46	(\$3,825,498.21)

2. 2013 Budget Adjustments

Consider approval of 2013 budget adjustments.

3. Donation

Consider acceptance of \$1,369.31 in donations from a citizen to a fund for payment of the care of seized, abused animals.

4. Retirement of Police Dog

Consider authorization of transfer of retired police dog “Nittro” to Paul Widenstrom.

5. New Hire

- A. Consider approval of the hiring of Jesse Johnston as a full-time Corrections Officer, effective January 28, 2014, \$16.04 per hour, B-23.
- B. Consider approval of the hiring of Kirby Olson as Survey Crew Chief, effective January 27, 2014, \$16.11 per hour, B-24, step 1.
- C. Consider appointment of Tara Reibling to backfill the Office Support Specialist position, A-13, step 1, \$12.44 per hour, effective February 5, 2014. Previously approved by the county board on October 1, 2013.
- D. Consider appointment of Beth Pierson to backfill the Social Worker position, C-42, step 1, \$19.25 per hour, effective February 5, 2014. Previously approved by the county board on November 19, 2013.

REGULAR AGENDA

1. Subsurface Sewage Treatment System Public Hearing

- A) Chair remarks
- B) Staff Presentation
- C) Commissioner Questions
- D) Chair Opens Public Hearing
- E) Public Comments
- F) Close Public Hearing
- G) Commissioner Comments/Questions/Direction

2. Personnel Committee

Pine County Personnel Committee met January 14, 2014 (Minutes attached) and made the following recommendations:

Sheriff

Approve 2% performance increase for Denise Baran, \$18.49 to \$18.86 per hour, effective February 4, 2014 (anniversary date).

Probation

Approve backfill of a potential vacancy, up to step 3, dependent on qualifications for approval.

Administrator

Approve 1% performance increase HHS Director Patrick Bruflat, \$40.01 to \$40.41 per hour, effective January 24, 2014.

Approve revised Supervisor PTO cash out policy.

Approve 2014 non-union wage scale corrections and additions.

Other items are for informational purposes only.

3. Regional Housing Plan/Study

Presentation by Lakes & Pines Director/Agency Planner Lezlie Sauter.

4. Land Committee

The Land Committee met January 7, 2014 and made the following recommendations:

A. Withdraw/Retention of 2013 Land Sale Parcels

Approve Resolution 2014-03 and authorize Board Chair and County Administrator to sign. This will allow Pine County to withdraw select parcels of unsold land previously offered at the September 20, 2013 land auction and to reappraise and offer those parcels at the 2014 land auction.

B. 2014 Tax Forfeit Land Sale Tract Classification and Distribution

Approve Resolution 2014-04 and authorize Board Chair and County Administrator to sign. This will allow the sale of the attached list of non-conservation lands that have been forfeited to the State for non-payment of taxes.

C. Repurchase and Contract Re-Instatement Deadline

Approve Resolution 2014-05 and authorize Board Chair and County Administrator to sign. This will allow at the August 5, 2013 board meeting the setting of a date for the land sale. Thereafter, no written application or repurchase or contract reinstatement will be considered for those lands to be offered for sale.

D. 2014 Forfeit Land Sale

Approve list of lands to be offered for sale in 2014, authorize appraisals, re-appraisals and miscellaneous land sale preparation for the attached listing; set date for public land auction to September 19, 2014.

E. 2015 Legislation – Public Waters and Associated Properties

Approve Resolution 2014-06 and authorize Board Chair and County Administrator to sign. This will allow the sale of the attached list of non-conservation, 2015 legislation public waters and associated properties land sale list tract of lands that have been forfeited to the State for non-payment of taxes.

5. Snowmobile Safety Grant

Consider approval of the Snowmobile Safety Grant from the State of Minnesota in the amount of \$13,016 (one-half to be spent in 2013-2014 and one-half in 2014-2015) and authorize the Board Chair and County Administrator to sign. The grant is intended to enhance rider safety in Pine County. No matching funds are required.

6. Appointment of Medical Examiner

Consider approval of Resolution 2014-02 appointing Dr. A. Quinn Strobl as the medical examiner for Pine County and authorize Board Chair and County Administrator to sign.

7. Disaster Recovery Plan and Access Control Agreement

Consider approval of the Disaster Recovery Plan and Access Control Agreement which was approved by the Technology Committee on December 17, 2013.

8. Commissioner Updates

- a. Pine County Law Library Meeting
- b. East Central Solid Waste Commission Meeting
- c. East Central Regional Library Board Meeting
- d. Methamphetamine Task Force Meeting
- e. Committee of the Whole-Strategic Planning
- f. Arrowhead Counties Association Meeting
- g. Rush Line Corridor Task Force
- h. GPS 45:93 Meeting

9. Other

10. Upcoming Meetings

- a. **Pine County Board Meeting, Tuesday, January 21, 2013, 10:00 a.m.,** Board Room, Courthouse, Pine City, Minnesota.
- b. **Subsurface Sewage Treatment System (SSTS) Public Meeting, Tuesday, January 21, 2013, to commence within the Pine County Board Meeting,** Board Room, Courthouse, Pine City, Minnesota.

- c. **Pine County Health and Human Services Meetings, Tuesday, January 21, 2013, to commence after Pine County Board Meeting**, Boardroom, Pine County Courthouse, Pine City, Minnesota.
- d. **NLX, Wednesday, January 22, 2014, 10:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota.
- e. **Extension Committee Meeting, Thursday, January 23, 2014, 3:00 p.m.**, Public Health Building, Sandstone, Minnesota.
- f. **Snake River Watershed Joint Powers Board, Monday, January 27, 2014, 9:00 a.m.**, Jury Assembly Room, Pine County Courthouse, Pine City, Minnesota.
- g. **Lakes & Pines CAC, Monday, January 27, 2014, 10:00 a.m.**, Lakes & Pines, Mora, Minnesota.
- h. **Riverwood Center Meeting, Tuesday, January 29, 2014, 4:00 p.m.**, Riverwood Center, Braham, Minnesota
- i. **Central Regional EMS Committee, Friday, January 31, 2014, 9:00 a.m.**, Stearns County Service Center, Waite Park, Minnesota.
- j. **Pine County Board Meeting, Tuesday, February 4, 2014, 1:00 p.m.**, Public Health Building, Sandstone, Minnesota.
- k. **Facilities Committee Meeting, Wednesday, February 5, 2014, 9:00 a.m.**, Commissioner Conference Room, Courthouse, Pine City, Minnesota.
- l. **Soil & Water Conservation District, Monday, February 6, 2014, 4:00 p.m.**, Public Health Building, Sandstone, Minnesota.
- m. **East Central Solid Waste Commission (ECSWC), Monday, February 10, 2014, 9:00 a.m.**, 1756 180th, Mora, Minnesota.
- n. **East Central Regional Library Board Meeting, Monday, February 10, 2014, 9:30 a.m.**, 244 Birch Street, Cambridge, Minnesota.
- o. **Personnel Committee Meeting, Tuesday, February 11, 2014, 9:00 a.m.**, Commissioner Conference Room, Courthouse, Pine City, Minnesota.
- p. **Technology Committee Meeting, Tuesday, February 18, 2014, 8:30 a.m.**, Commissioner Conference Room, Courthouse, Pine City, Minnesota.
- q. **Pine County Board Meeting, Tuesday, February 18, 2014, 10:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota.
- r. **Pine County Health & Human Services Board Meeting, Wednesday, February 18, 2014, 1:00 p.m.**, Board Room, Courthouse, Pine City, Minnesota.
- s. **Law Library Meeting, Wednesday, February 19, 2014, 12:00 p.m.**, Law Library, Courthouse, Pine City, Minnesota.
- t. **Arrowhead Counties Association Meeting, Wednesday, February 19, 2014, 6:00 p.m.**, Hampton Inn, Duluth, Minnesota.
- u. **East Central Regional Development Commission (ECRDC), Monday, February 24, 2014, 7:00 p.m.**, 100 Park St. So., Mora, Minnesota.
- v. **GPS 45:93 Meeting, Friday, February 28, 2014, 10:00 a.m.**, Princeton City Hall, 705 2nd Street North, Princeton, Minnesota.

11. Adjourn

PINE COUNTY BOARD MEETING
Minutes of Organizational Meeting
Tuesday, January 7, 2014, 1:00 p.m.
Public Health Building, Sandstone, Minnesota.

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

The Pledge of Allegiance was said.

Administrator Minke called for nominations for Chair.

Commissioner Chaffee nominated Commissioner Rossow for Chair. Second by Commissioner Pangerl. With no further nominations, Commissioner Hallan motioned to cast a unanimous ballot to elect Commissioner Rossow as Chair. Second by Commissioner Chaffee.

Commissioner Rossow was unanimously elected as Chair.

Chair Rossow called for nominations for Vice-Chair.

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

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

County Administrator Minke requested the following revisions to the Consent Agenda:

1. Change in meeting dates for the Lakes & Pines CAC and Riverwood Center meetings.
2. Discussion of the Health & Human Services Board meeting date/time.

Commissioner Hallan requested to add discussion of a community event sign to be located at the Pine Government Center.

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

Chair Rossow announced the following Committee assignments for 2014:

Outside Boards and Committees	2014 Representative	2014 Alternate
AMC Committee – Environment & Natural Resources	Pangerl	
AMC Committee – General Government	Rossow	
AMC Committee – Health & Human Services	Chaffee	
AMC Committee – Public Safety Policy Committee	Hallan	
AMC Committee – Transportation & Infrastructure	Ludwig	

AMC Committee – Indian Affairs Advisory Council	Rossow	
Arrowhead Counties Association (ACA)	All	
Association of Minnesota Counties (AMC)	All	
Central MN Jobs and Training Service	Chaffee	Ludwig
Central Regional EMS Committee	Ludwig	Rossow
East Central Regional Development Commission (ECRDC)	Hallan	Rossow
East Central Regional Juvenile Center (ECRJIC) Advisory Committee	Pangerl	Rossow
East Central Regional Library	Chaffee	Pangerl
East Central Solid Waste Commission (ECSWC)	Hallan	Ludwig
Extension Committee	Pangerl	Hallan
Fiber-Optic Joint Power Board	Hallan	Pangerl
GPS 45:93 Joint Powers Board	Pangerl	Hallan
Kanabec/Pine Board of Health	Chaffee	Pangerl
Lakes and Pines Community Action Council (CAC)	Rossow	Hallan
Law Library	Pangerl	Chaffee
NE MN Regional Radio Board	Hallan	Rossow
NLX	Ludwig	Chaffee
RC & D Committee	Rossow	Pangerl
Riverwood Center Committee (f/k/a Five Co. Mental Health Committee)	Chaffee	Ludwig
Rushline Corridor Task Force	Ludwig	Chaffee
Snake River Watershed Joint Powers Board	Pangerl	Hallan
Soil & Water Conservation District Liaison	Ludwig	Chaffee

County Established Committees	2014 Appointment	2014 Alternate
Budget Committee	All	
Facilities Committee	Ludwig/Pangerl	
GIS Committee	Hallan/Pangerl	
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/Pangerl	
Transportation Committee	Hallan/Rossow	

Other Appointments	2014 Appointment	
Equal Employment Opportunity Coordinator required by section 3.2 of the County Policy and Procedure Manual	Matt Christenson	
AMC Delegate Appointments (county is authorized 1 delegate for each commissioner and three additional delegates)	Steve Hallan Mitch Pangerl Steve Chaffee Curt Rossow	Matt Ludwig Mark LeBrun Patrick Bruflat David Minke

After discussion, the 2014 Board of Commissioners regular meetings were set as follows:

- The meetings on the first Tuesday of the month begin at 1:00 p.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.

County Board dates are set as follows:

January 7th and January 21st

February 4th and 18th

March 4th and 18th

April 1st and 15th

May 6th and 20th

June 3rd and 17th

July 1st and 15th

August 5th and 19th

September 2nd and 16th

October 7th and 21st

November 4th and 18th

December 2nd and 16th

Health & Human Services Board Meeting will take place on the third Tuesday of the month, 1:00 p.m., Board Room, Pine County Courthouse, Pine City.

Board of Equalization, June 16, 2014 at 5:00 p.m.. Pine County Courthouse, Board Room, Pine City.

Truth in Taxation, December 4, 2014, 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 2nd Tuesday at 9:00 a.m.

Facilities 1st Wednesday at 9:00 a.m.

Technology 3rd Tuesday at 8:30 am.

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

Commissioner Hallan moved to approve the Summary of Minutes of the November 19, 2013 Committee of the Whole – Subsurface Sewage Treatment System and Budget Meeting for publication. Second by Commissioner Ludwig. Motion carried 5-0.

Commissioner Pangerl moved to approve the Summary and Minutes of the December 17, 2013 board meeting for publication. Commissioner Chaffee seconded. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

Pine County HRA Senior Housing Board of Directors regular meeting – November 26, 2013

Pine County HRA Senior Housing Board of Directors special meeting – December 3, 2013

Pine County Soil & Water Conservation District – December 5, 2013

Pine County Land Surveyor Monthly Report – December 2013

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

Commissioner Chaffee moved to approve the Consent Agenda. Commissioner Pangerl seconded. Motion carried 5-0.

CONSENT AGENDA

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

1. December, 2013 Disbursements

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

2. Resolution for Repurchase of Tax Forfeited Land

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

3. Year-End Transfer

Approve year-end 2013 transfer of \$313,874.71 from the General Fund-01 to the 800 MHz Fund-21 to eliminate the deficit fund balance.

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

Approve full-time status for Social Worker Nikki Wiener, effective January 10, 2014.

5. Training

A. Approve Edward Melzark and Robert Fischer to attend the Stearns County Shoreland Training at the College of St. Benedict, January 30, 2014. Cost for the training is \$30 per person. Total cost: \$60.

B. Approve Office Support Specialist Donna Olsen to attend “Case Management and Financial Basics for Child Support” in St. Paul January 7-9, 2014. Registration \$0, Meals \$66, Accommodations \$280, and Travel \$99. Total cost: \$445.

REGULAR AGENDA

1. Request for Bids for Official Publication for 2014

County Administrator David Minke presented sealed bids which were opened January 6, 2014 for the publication of the financial statement, proceedings of the County Board and such other notices as required by law. Pine City Pioneer presented a bid of \$7.45 per column inch for the first publication. Askov American presented a bid of \$7.20 per column inch for the second publication.

Motion by Commissioner Hallan to award the first publication to the Pine City Pioneer at \$7.45 per column inch and the second publication to the Askov American at \$7.20 per column inch. Second by Commissioner Chaffee. Motion carried 5-0.

2. Data Practices Policy for Members of the Public

County Administrator David Minke indicated the Minnesota Data Practices Act (Minnesota Statute §13) requires the county to have a data access policy for members of the public and to appoint a responsible official and compliance official.

Motion by Commissioner Chaffee to approve the Data Practices Policy for Pine County. Second by Commissioner Hallan. Motion carried 5-0.

3. Postretirement Option – Rochelle Carlson

Human Resource and Payroll Specialist Matt Christenson reported to the board, and discussion was held, regarding the request by Rochelle Carlson PHNC for a Postretirement Option through PERA (effective January 8, 2014 – May 31, 2014). Christenson stated Carlson met all of the requirements. The County will not be backfilling this position. Chair Rossow stated this had not been discussed at the Personnel Committee meeting, however Christenson did contact Rossow and Chaffee to discuss the matter to avoid a delay of having it addressed at the January 21, 2014 board meeting .

Motion by Commissioner Ludwig to approve the Postretirement Option for Rochelle Carlson. Second by Commissioner Chaffee. Motion carried 5-0.

4. East Central Drug and Violent Offender Task Force - Grant

County Administrator David Minke presented information regarding the 2014 East Central Drug and Violent Offender Task Force state grant in the amount of \$100,000. Grant funds would be used for expenses incurred. No matching funds are required. This is an annual grant.

Motion by Commissioner Ludwig to approve the 2014 East Central Drug and Violent Offender Task Force grant in the amount of \$100,000 and authorize the Sheriff and Board Chair to sign. Second by Commissioner Chaffee. Motion carried 5-0.

At 1:26 p.m. Chair Rossow recessed the Board meeting and to open the Regional Railroad Authority Annual Meeting.

7. Pine County Regional Railroad Authority Annual Meeting

Chair Rossow recommended the following be appointed as Railroad Authority officers: Chair: Steve Hallan; Vice-Chair: Commissioner Steve Chaffee; Secretary: Administrator David Minke (non-voting); and Treasurer: Auditor/Treasurer Cathy Clemmer (non-voting).

Motion by Commissioner Hallan to approve the Railroad Authority officer appointees as stated. Second by Commissioner Ludwig: Motion carried 5-0.

Discussion was held stating that the Railroad Authority debt from last year has been paid through the budget process. Rushline Corridor will be submitting an invoice for payment of \$2,900 for Pine County's contribution toward the Advanced Alternatives Study.

Commissioner Hallan inquired as to whether the Regional Railroad Authority Meeting can be reconvened at a later date as conversation was held regarding the asset of the railroad tracks available. Discussion was also had regarding the NLX contribution for 2014 and if the attorney for NLX has been in contact regarding our decision to not contribute for 2014.

The Regional Railroad Annual Meeting was adjourned at 1:34 p.m.

The County Board meeting reconvened at 1:34 p.m.

8. Commissioner Updates

Commissioner Hallan stated the Pine City Chamber of Commerce had contacted him regarding placing a community event sign in front of the Pine Government Center.

Discussion was held regarding the pros and cons of placing a sign on county owned property. Commissioner Pangerl stated his opposition. County Attorney John Carlson commented on the legalities of content of the sign and county liability.

Motion by Commissioner Pangerl to not allow a sign to be placed on Pine Government Center property. Discussion was held.

Motion by Commissioner Ludwig for the county attorney to investigate leasing of the property for sign placement and remove county exposure to place sign on county property. Second by Commissioner Hallan. Commissioner Pangerl withdrew his original motion. Motion carried 5-0.

9. Upcoming Meetings

- a. **Pine County Law Library, Wednesday, January 8, 2014, 12:00 p.m.**, Pine County Law Library, Courthouse, Pine City, Minnesota.
- b. **East Central Solid Waste Commission Meeting, Monday, January 13, 2014, 9:00 a.m.**, 1756 180th, Mora, Minnesota.
- c. **East Central Regional Library Board Meeting, Monday, January 13, 2014, 9:30 a.m.**, 244 Birch Street, Cambridge, Minnesota.
- d. **Methamphetamine Task Force Meeting, Monday, January 13, 2014, 3:00 p.m.**, South Conference Room, Pine Government Center, Pine City, Minnesota.
- e. **Personnel Committee Meeting, Tuesday, January 14, 2014, 9:00 a.m.**, Commissioner Conference Room, Courthouse, Pine City, Minnesota.
- f. **Committee of the Whole-Strategic Planning, Wednesday, January 15, 2014, 9:00 a.m.**, Commissioner Conference Room, Courthouse, Pine City, Minnesota

- g. **Arrowhead Counties Association Meeting, Wednesday, January 15, 2014, 6:00 p.m.,** Hampton Inn, Duluth, Minnesota.
- h. **Rush Line Corridor Task Force, Thursday, January 16, 2014, 3:30 p.m.,** White Bear Lake City Hall, White Bear Lake, Minnesota.
- i. **GPS 45:93 Meeting, Friday, January 17, 2014, 10:00 a.m.,** North Branch Library, 6355 379th Street, North Branch, Minnesota
- j. **Pine County Board Meeting, Tuesday, January 21, 2013, 10:00 a.m.,** Board Room, Courthouse, Pine City, Minnesota.
- k. **Subsurface Sewage Treatment System (SSTS) Public Meeting, Tuesday, January 21, 2013, to commence within the Pine County Board Meeting,** Board Room, Courthouse, Pine City, Minnesota.
- l. **Pine County Health and Human Services Meetings, Tuesday, January 21, 2013, to commence after Pine County Board Meeting,** Boardroom, Pine County Courthouse, Pine City, Minnesota.
- m. **NLX, Wednesday, January 22, 2014, 10:00 a.m.,** Board Room, Courthouse, Pine City, Minnesota.
- n. **Extension Committee Meeting, Thursday, January 23, 2014, 3:00 p.m.,** Public Health Building, Sandstone, Minnesota.
- o. **Snake River Watershed Joint Powers Board, Monday, January 27, 2014, 9:00 a.m.,** Kanabec County Courthouse, Mora, Minnesota.
- p. **Riverwood Center Meeting, Tuesday, January 29, 2014, 4:00 p.m.,** Riverwood Center, Braham, Minnesota
- q. **Lakes & Pines CAC, Monday, January 27, 2014, 10:00 a.m.,** Lakes & Pines, Mora, Minnesota.
- r. **Central Regional EMS Committee, Friday, January 31, 2014, 9:00 a.m.,** Stearns County Service Center, Waite Park, Minnesota.

10. **Adjournment**

With no further business, Chair Rossow adjourned the county board meeting at 2:00 p.m. The next county board meeting is scheduled for January 21, 2014 at 10:00 a.m. at the Board Room, Pine County Courthouse, Pine City, Minnesota.

Curt H. Rossow, 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 7, 2014, 1:00 p.m.
Public Health Building, Sandstone, Minnesota.**

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

The Pledge of Allegiance was said.

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

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

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

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

Chair Rossow announced the following Committee assignments for 2014:

Outside Boards and Committees	2014 Representative	2014 Alternate
AMC Committee – Environment & Natural Resources	Pangerl	
AMC Committee – General Government	Rossow	
AMC Committee – Health & Human Services	Chaffee	
AMC Committee – Public Safety Policy Committee	Hallan	
AMC Committee – Transportation & Infrastructure	Ludwig	
AMC Committee – Indian Affairs Advisory Council	Rossow	
Arrowhead Counties Association (ACA)	All	
Association of Minnesota Counties (AMC)	All	
Central MN Jobs and Training Service	Chaffee	Ludwig
Central Regional EMS Committee	Ludwig	Rossow

East Central Regional Development Commission (ECRDC)	Hallan	Rossow
East Central Regional Juvenile Center (ECRJC) Advisory Committee	Pangerl	Rossow
East Central Regional Library	Chaffee	Pangerl
East Central Solid Waste Commission (ECSWC)	Hallan	Ludwig
Extension Committee	Pangerl	Hallan
Fiber-Optic Joint Power Board	Hallan	Pangerl
GPS 45:93 Joint Powers Board	Pangerl	Hallan
Kanabec/Pine Board of Health	Chaffee	Pangerl
Lakes and Pines Community Action Council (CAC)	Rossow	Hallan
Law Library	Pangerl	Chaffee
NE MN Regional Radio Board	Hallan	Rossow
NLX	Ludwig	Chaffee
RC & D Committee	Rossow	Pangerl
Riverwood Center Committee (f/k/a Five Co. Mental Health Committee)	Chaffee	Ludwig
Rushline Corridor Task Force	Ludwig	Chaffee
Snake River Watershed Joint Powers Board	Pangerl	Hallan
Soil & Water Conservation District Liaison	Ludwig	Chaffee

County Established Committees	2014 Appointment	2014 Alternate
Budget Committee	All	
Facilities Committee	Ludwig/Pangerl	
GIS Committee	Hallan/Pangerl	
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/Pangerl	
Transportation Committee	Hallan/Rossow	

Other Appointments	2014 Appointment	
Equal Employment Opportunity Coordinator required by section 3.2 of the County Policy and Procedure Manual	Matt Christenson	
AMC Delegate Appointments (county is authorized 1 delegate for each commissioner and three additional delegates)	Steve Hallan Mitch Pangerl Steve Chaffee Curt Rossow	Matt Ludwig Mark LeBrun Patrick Bruflat David Minke

After discussion, the 2014 Board of Commissioners regular meetings were set as follows:

- The meetings on the first Tuesday of the month begin at 1:00 p.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.

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March 4th and 18th

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July 1st and 15th

August 5th and 19th

September 2nd and 16th

October 7th and 21st

November 4th and 18th

December 2nd and 16th

Health & Human Services Board Meeting will take place on the third Tuesday of the month, 1:00 p.m., Board Room, Pine County Courthouse, Pine City.

Board of Equalization, June 16, 2014 at 5:00 p.m., Pine County Courthouse, Board Room, Pine City.

Truth in Taxation, December 4, 2014, 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 2nd Tuesday at 9:00 a.m.

Facilities 1st Wednesday at 9:00 a.m.

Technology 3rd Tuesday at 8:30 am.

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

Commissioner Hallan moved to approve the Summary of Minutes of the November 19, 2013 Committee of the Whole – Subsurface Sewage Treatment System and Budget Meeting for publication. Second by Commissioner Ludwig. Motion carried 5-0.

Commissioner Pangerl moved to approve the Summary and Minutes of the December 17, 2013 board meeting for publication. Commissioner Chaffee seconded. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

Pine County HRA Senior Housing Board of Directors regular meeting – November 26, 2013

Pine County HRA Senior Housing Board of Directors special meeting – December 3, 2013

Pine County Soil & Water Conservation District – December 5, 2013

Pine County Land Surveyor Monthly Report – December 2013

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

Commissioner Chaffee moved to approve the Consent Agenda. Commissioner Pangerl seconded. Motion carried 5-0.

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

Approve Resolution 2014-01 for Repurchase of Tax Forfeited Land in full, John Erickson.

Approve year-end 2013 transfer of \$313,874.71 from the General Fund-01 to the 800 MHz Fund-21 to eliminate the deficit fund balance.

Approve full-time status for Social Worker Nikki Wiener. effective January 10, 2014.

Approve Edward Melzark and Robert Fischer to attend the Stearns County Shoreland Training. Total cost: \$60.

Approve Office Support Specialist Donna Olsen to attend “Case Management and Financial Basics for Child Support”. Total cost: \$445.

Motion by Commissioner Hallan to award the first publication to the Pine City Pioneer at \$7.45 per column inch and the second publication to the Askov American at \$7.20 per column inch. Second by Commissioner Chaffee. Motion carried 5-0.

Motion by Commissioner Chaffee to approve the Data Practices Policy for Pine County. Second by Commissioner Hallan. Motion carried 5-0.

Motion by Commissioner Ludwig to approve the Postretirement Option for Rochelle Carlson. Second by Commissioner Chaffee. Motion carried 5-0.

Motion by Commissioner Ludwig to approve the 2014 East Central Drug and Violent Offender Task Force grant in the amount of \$100,000 and authorize the Sheriff and Board Chair to sign. Second by Commissioner Chaffee. Motion carried 5-0.

At 1:26 p.m. Chair Rossow recessed the Board meeting and to open the Regional Railroad Authority Annual Meeting.

Motion by Commissioner Hallan to approve the Railroad Authority officer appointees, Chair: 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 1:34 p.m.

The County Board meeting reconvened at 1:34 p.m.

Motion by Commissioner Pangerl to not allow a sign to be placed on Pine Government Center property. Discussion was held.

Motion by Commissioner Ludwig for the county attorney to investigate leasing of the property for sign placement and remove county exposure to place sign on county property. Second by Commissioner Hallan. Commissioner Pangerl withdrew his original motion. Motion carried 5-0.

With no further business, Chair Rossow adjourned the county board meeting at 2:00 p.m. The next county board meeting is scheduled for January 21, 2014 at 10:00 a.m. at the Board Room, Pine County Courthouse, Pine City, Minnesota.

Curt H. Rossow, 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). Copies may also be requested from the administrator's office.

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: January 21, 2014	Consent Agenda <i>(Please Circle)</i> Regular Agenda Estimated Time: <i>(Please Circle)</i> _____ 10 Min. 15 Min. Time needed: 30 Min. 45 Min. 1 hour
Department Requesting Action: <u>Auditor/Treasurer</u>	 _____ Department Head Signature 1-13-14 Date

<p>Item for Discussion:</p> <p><i>December 2013 Cash Balance</i></p> <p>Board Action Requested: (Attach additional pages if needed)</p> <p align="right">Supporting Documents: Attached None</p>

TREASURER'S CASH TRIAL BALANCE COMPARISON

FUND	December 31, 2012 BALANCE	December 31, 2013 BALANCE	DIFFERENCE
1 - GENERAL	2,495,333.06	2,539,821.50	44,488.44
12 - H&HS	1,855,366.42	841,647.00	(1,013,719.42)
13 - ROAD & BRIDGE	5,324,159.01	2,078,182.32	(3,245,976.69)
22 - LAND	1,474,268.53	1,838,948.89	364,680.36
TOTAL (incl non-major funds)	\$13,375,860.67	\$9,550,362.46	(3,825,498.21)

CATHYJ
1/13/14 11:29AM

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



TREASURER'S CASH TRIAL BALANCE

As of 12/2013

Fund	Beginning Balance	This Month	YTD	Current Balance
1 General Revenue Fund	2,471,387.17			
Receipts		1,119,325.21	6,724,738.47	
Disbursements		377,636.14	6,162,604.63	
Payroll		756,789.62	9,087,740.56	
Journal Entries		312,465.42	8,588,041.05	
Fund Total		327,565.97	62,434.33	2,539,821.50
12 Health & Human Services	420	H&Hs- Income Maintenance		
	2,263,040.10			
Receipts		84,947.48	1,187,895.00	
Disbursements		37,170.44	647,759.86	
Payroll		137,844.98	1,729,140.61	
Journal Entries		42,509.94	965,246.52	
Dept Total		47,558.00	222,758.95	2,040,281.15
12 Health & Human Services	430	H&Hs-Social Services		
	742,605.35			
Receipts		105,267.28	2,305,710.51	
Disbursements		21,442.28	298,695.11	
SSIS		348,525.26	3,179,821.89	
Payroll		134,683.39	1,643,545.39	
Journal Entries		52,074.93	2,186,581.59	
Dept Total		347,308.74	629,770.29	1,372,375.64
12 Health & Human Services	440	Childrens Collaborative (H&Hs)		
	0.00			
Dept Total		0.00	0.00	0.00
12 Health & Human Services	481	Nursing- Community Health (H&Hs)		
	294,466.40			
Receipts		80,551.28	832,679.23	
Disbursements		16,827.46	290,325.28	
Payroll		78,578.33	1,057,592.97	
Journal Entries		1,661.51	376,478.44	

841,647.00

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



TREASURER'S CASH TRIAL BALANCE

As of 12/2013

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Dept Total		16,516.02-	138,760.58-	155,205.82
Fund Total	1,814,901.15	411,382.76-	991,289.82-	823,611.33
 13 Road & Bridge Fund	 5,324,159.01			
Receipts		354,760.49	9,511,352.19	
Disbursements		1,886,791.82-	12,225,816.18-	
Payroll		158,421.82	1,954,408.56-	
Journal Entries		3,769.77	1,422,895.86	
Fund Total		1,694,222.92-	3,245,976.69-	2,078,182.32
 14 Ditch Maintenance (Sr) Fund	 11,846.10			
Journal Entries		0.00	129.81	
Fund Total		0.00	129.81	11,975.91
 20 County Wide Rehab (Sr) Fund	 39,842.08			
Receipts		0.00	603.34	
Journal Entries		20.05	39,527.06-	
Fund Total		20.05	38,924.52-	917.56
 21 800 MHz Project Fund	 36,241.83-			
Disbursements		26,454.03-	277,632.89-	
Journal Entries		313,874.71	313,874.71	
Fund Total		287,420.68	36,241.83	0.00
 22 Land Management Fund	 1,474,268.53			
Receipts		119,330.95	1,198,490.00	
Disbursements		4,492.04	28,407.38-	

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



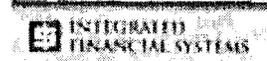
TREASURER'S CASH TRIAL BALANCE

As of 12/2013

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Payroll		7,022.86-	100,288.22-	
Journal Entries		196.21-	705,114.04-	
Fund Total		107,619.84	364,680.36	1,838,948.89
24 Ambulance (St) Fund	0.00			
Fund Total		0.00	0.00	0.00
29 Children's Collab (H&Hs) Agency Fund	440	Childrens Collaborative (H&Hs)		
Receipts	33,924.76	0.00	149,042.00	
Disbursements		0.00	129,680.00-	
Journal Entries		37.79	92.06	
Dept Total		37.79	19,454.06	53,378.82
Fund Total	33,924.76	37.79	19,454.06	53,378.82
32 Escw Bond Guarantee (Dist)	0.00			
Fund Total		0.00	0.00	0.00
33 2002 Cap Equip Bond (Dist) Fund	0.00			
Fund Total		0.00	0.00	0.00
35 2004 Street Reconstruct Bond Fund	61,884.57			
Journal Entries		0.00	6,963.27	
Fund Total		0.00	6,963.27	68,847.84
37 County Railroad Authority	5,606.76-			

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



TREASURER'S CASH TRIAL BALANCE

As of 12/2013

Fund		Beginning Balance	This Month	YTD	Current Balance
	Receipts		162.41	538.55	
	Disbursements		0.00	12,217.56-	
	Journal Entries		0.00	15,719.14	
	Fund Total		162.41	4,040.13	1,566.63-
38	Building Fund	165,177.85			
	Disbursements		0.00	39,228.40-	
	Fund Total		0.00	39,228.40-	125,949.45
39	2005A G.O. Jail Bonds	840,613.35			
	Receipts		13,672.49	24,868.88	
	Disbursements		0.00	1,220,611.26-	
	Journal Entries		0.00	1,274,761.35	
	Fund Total		13,672.49	79,018.97	919,632.37
40	2012 G.O. Courthouse Bonds	0.00			
	Receipts		10,493.92	19,087.38	
	Disbursements		0.00	848,150.00	
	Journal Entries		0.00	1,599,911.73	
	Fund Total		10,493.92	770,849.11	770,849.11
41	2005 Hra Bonds	627,689.37			
	Journal Entries		0.00	620,367.57	
	Fund Total		0.00	620,367.57-	7,321.80
76	Group Health Ins Fund 5/1/95 (Gen)	474,292.53			
	Receipts		237,393.92	2,821,418.94	
	Disbursements		235,345.38-	2,957,874.84-	

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1/13/14 11:29AM

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



TREASURER'S CASH TRIAL BALANCE

As of 12/2013

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Journal Entries		7,561.88	69,711.56	
Fund Total		9,610.42	46,744.34-	521,036.87-
80 County Collections Agency Fund	23,909.69			
Receipts		35,516.30	656,481.94	
Disbursements		20,021.65-	650,894.74-	
Journal Entries		1,232.49	8,868.64	
Fund Total		16,727.14	14,455.84	38,365.53
82 Taxes And Penalties Agency Fund	959,721.59			
Receipts		628,651.95	33,030,590.71	
Disbursements		1,960.23-	18,721,138.87-	
Journal Entries		0.00	14,489,954.80-	
Fund Total		626,691.72	180,502.96-	779,218.63
84 East Central Drug Task Force Agency Fund	32,287.77			
Receipts		1,775.00	153,459.86	
Disbursements		0.00	132,578.53-	
Journal Entries		0.00	1,881.00-	
Fund Total		1,775.00	19,000.33	51,288.10
89 H & Hs Collections Agency Fund	4,388.80			
Receipts		67,614.75	1,169,732.90	
Disbursements		5,340.36-	176,650.14-	
Journal Entries		99,218.86-	1,032,814.71-	
Dept Total		36,944.46-	39,731.95-	35,343.15-
Fund Total	4,388.80	36,944.46-	39,731.95-	35,343.15-
All Funds	13,375,860.67			
Receipts		2,859,463.44	59,786,689.90	

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1/13/14 11:29AM

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

TREASURER'S CASH TRIAL BALANCE

As of 12/2013



<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Disbursements		2,633,481.83-	44,820,265.66-	
SSIS		348,525.26-	3,179,821.89	
Payroll		1,273,341.00-	15,571,716.31-	
Journal Entries		0.00	40,384.25-	
Total		1,395,884.65-	3,825,498.21-	9,550,362.46

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: January 21, 2014	<u>Consent Agenda</u> <i>(Please Circle)</i> Regular Agenda Estimated Time: <i>(Please Circle)</i> _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action: <u>Auditor/Treasurer</u>	 _____ Department Head Signature Date

<p>Item for Discussion:</p> <p><i>Approval of 2013 Budget Adjustments (see attached)</i></p> <p>Board Action Requested: (Attach additional pages if needed)</p> <p align="right">Supporting Documents: Attached None</p>
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2013 BUDGET ADJUSTMENTS - presented 1-21-14

Add Transfer In (40-810-5990) to Courthouse Bonds		673,305
Add Transfer Out (41-810-6905) from HRA Bonds		673,305
<hr/>		
Add Transfer In (21-201-5990) to 800 MHz		313,875
Add Transfer Out (01-801-6905) from General Fund Non-Dept		313,875
<hr/>		
Delete Transfer In (13-801-5990) - no funds received/reducing reserves		2,750,000
<hr/>		
Auditor		
Reduce	01-041-6243 - Publication	5,000
	01-041-6268 - Independent Auditing	5,000
Elections		
Increase	01-071-6243	10,000
<hr/>		
Zoning		
Decrease Expenditures	01-107-6103 - Salaries	20,000
Recorder		
Increase Revenues	01-101-5504 - Misc Fees	13,000
	01-101-5506 - Tech Fees	27,000
	01-101-5522 - Compliance Fees	8,000
Increase Expenditures	01-101-6667 - Recorder Compliance	68,000
<hr/>		
Government Buildings		
Increase Revenues	01-111-5801 - Rental Income	19,000
Increase Expenditures	01-111-6602 - Grounds Maintenance	19,000
<hr/>		
Veterans Service		
Increase Revenues	01-121-5230 - CVSO Grant	10,000
Increase Expenditures	01-121-6103 - Salaries	10,000
<hr/>		
Non-Departmental		
Increase Revenues	01-801-5271 - Payment in Lieu of Tax	37,000
Increase Expenditures	01-801-6263 - Animal Cruelty Case	37,000
<hr/>		
Sheriff		
Increase Expenditures	01-201-6107 - Overtime	52,000
Increase Expenditures	01-201-6108 - part-time	32,000
Decrease Expenditures	01-201-6103 - permanent	84,000
Increase Revenues	01-201-5860 - reimbursement	23,450
Increase Expenditures	01-201-6107 - Overtime	23,450

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: January 10, 2014	Consent Agenda <i>(Please choose)</i> Regular Agenda Estimated Time: <i>(Please Circle)</i> _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department requesting action: <u>Sheriff</u>	 Department Head Signature 1-10-2014 Date

Item for Discussion: (one form per item)

The Pine County Sheriff's office has received donations of \$1369.31 from a citizen. These funds will be used to help offset the expense of, recently seized, abused animals.

This donation will be placed in 01-201-5764.

Board Action Requested: (Attach additional pages if needed)

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

Supporting Documents: Attached None

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: January 10, 2014	Consent Agenda <i>(Please choose)</i> Regular Agenda Estimated Time: <i>(Please Circle)</i> _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department requesting action: <u>Sheriff</u>	 1-10-2014 Department Head Signature Date

Item for Discussion: (one form per item)

The Pine County Sheriff's Office has retired police dog Nitro and Paul Widenstrom has agreed to adopt the animal at no containing cost to the County.

Board Action Requested: (Attach additional pages if needed)

Request the Pine County Board of Commissioners approve this disposal of County property.

Supporting Documents: Attached None



PINE COUNTY SHERIFF'S OFFICE

K-9 RETIREMENT WAIVER

I PAUL WIDENSTROM Address _____

_____, phone _____, hereby accept and certify that canine dog NITRO of the Pine County Sheriff's K-9 program has been given to me free of charge upon officially being retired from further service with the PCSO. I further understand and agree that:

- This canine has been retired from service and is no longer to be used, intended or represented as a law enforcement canine.
- I accept complete and full responsibility for the future care and actions of canine NITRO therefore relieving Pine County and the Pine County Sheriff's Office of all liabilities

With agreement of the above conditions, canine NITRO is hereby accepted by me on this 8th day of JANUARY 2014

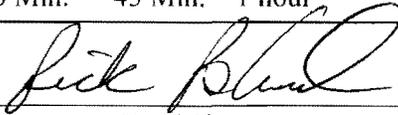
Signed Paul D. Widenstrom

Approved by:

Robin K. Cole,
Pine County Sheriff

Steve Blackwell
STEVE BLACKWELL, CHIEF DEPUTY

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: December 18, 2012	Consent Agenda <i>(Please choose)</i> Regular Agenda Estimated Time: <i>(Please Circle)</i> _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department requesting action: <u>Sheriff / Jail</u>	 Department Head Signature Date 1-13-14

Item for Discussion: (one form per item)

Acknowledge and approve the hiring of full-time Correction's Officer Jessee Johnston, effective 01-28-2014. Starting wage \$16.04, classification B-23.

Position approved during the October 15, 2013 County Board meeting.

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None

REGULAR AGENDA

1. Facilities Committee

Commissioner Pangerl provided an overview of the Facilities Committee meeting which met October 2, 2013. The 2013/2014 & 2014/2015 snow plow bid process has started, tuckpointing of the PGC will begin in the spring of 2014, the energy wheel has been installed, discussion was held regarding the demolition of the old jail and boiler replacement at the PGC, and maintenance has been informed of the temperature situation in the conference room at the Public Health Building, Sandstone, and is looking into it. Commissioner Chaffee commented on the glare caused by the sun in the offices on the east side of the courthouse and the need for shades. Commissioner Rossow questioned if the demolition cost of the old jail will include the cost of the construction of the parking lot that will be in its place.

2. Personnel Committee

The Personnel Committee met October 8, 2013 with Chair Hallan in attendance due to the unavailability of Commissioner Rossow. The following recommendations were made:

Jail:

- i. Approve the hiring of two (2) full-time corrections officers.
- ii. Accept the resignation of part-time Dispatcher Donald Scullard and approve the back fill of position.
- iii. Item added at board meeting: Accept the resignation of Court Security Officer Jeff Starr effective October 14, 2013 and approve the back fill of position.

Commissioner Chaffee commented on the difficulty of keeping part-time correction officers on staff.

Motion by Commissioner Chaffee, with addition of item iii, to approve the recommendations of the Personnel Committee. Second by Commissioner Rossow. Motion carried 5-0.

Highway:

Accept the resignation of Survey Crew Chief Alex Larson and approve the back fill of position.

Comment was made that contractually this position starts at step 1 on the pay scale creating difficulty of keeping qualified personnel.

Motion by Commissioner Pangerl to approve the recommendations of the Personnel Committee. Second by Commissioner Chaffee. Motion carried 5-0.

Administrator:

Extended leave status for Public Health Nurse Beth Lyon was removed from Agenda and referred back to November 12, 2013 Personnel Committee.

3. Small Cities Development Program Grant

Dana Rauschnot, Lakes and Pines Community Action Council was present. Rauschnot stated in 2012 the county approached Lakes & Pines to assist in applying to the SCDP for grant funds to fix up low to moderate income owner-occupied housing in Pine County. The Department of Employment & Economic Development is requesting a defined smaller target area for grant application that will make the most impact in the county. Rauschnot presented

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: 1/21/2014	Consent Agenda <i>(Please Circle)</i> Regular Agenda Estimated Time: <i>(Please Circle)</i> 10 Min. 15 Min. <hr/> Time needed 30 Min. 45 Min. 1 hour
Department: Administrator's	Date: 1/14/2014

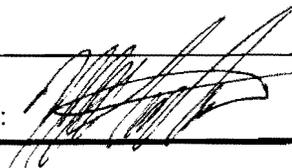
Authorize the hiring of Kirby Olson as Survey Crew Chief (B24) with the Pine County Highway Department.

Kirby is coming to Pine County from the Kanabec County Highway Department where he worked as a CADD Technician and will bring a wealth of surveying experience to this position. Kirby's tentative start date is January 27, 2014. Starting pay is at Step 1, \$16.11 of the Highway Technicians contract.

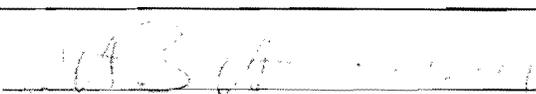
Board Action Requested: (Attach additional pages if needed)

Authorize the hiring of Kirby Olson as Survey Crew Chief (B24) with a tentative start date of January 27, 2014.

Supporting Documents: Attached None

Signature: 

PINE COUNTY REQUEST FOR BOARD ACTION

<p>Requested Board Date:</p> <p>January 21, 2014</p>	<p>Consent Agenda <i>(Please Circle)</i></p> <p>Regular Agenda</p> <p>Estimated Time: <i>(Please Circle)</i></p> <p style="text-align: center;">10 Min. 15 Min.</p> <p>Time needed</p> <p>30 Min. 45 Min. 1 hour</p>
<p>Department Requesting Action:</p> <p>HHS</p>	<p style="text-align: center;"></p> <p style="text-align: center;">Department Head Signature Date</p>

Item for Discussion: (one form per item)

Appoint Tara Reibling to backfill the Office Support Specialist position caused by the promotion of Claire Nelson to Child Support Officer as approved by the Board on October 1, 2013. Grade is A-13, step one is \$12.44 per hour based on the 2013 AFSCME salary schedule, start date is February 5, 2014.

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: January 21, 2014	Consent Agenda <i>(Please Circle)</i> Regular Agenda Estimated Time: <i>(Please Circle)</i> 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action: HHS	 <hr/> Department Head Signature Date

Item for Discussion: (one form per item)

Appoint Beth Pierson to backfill the Social Worker position caused by the resignation of Jennifer Nelson as approved by the Board on November 19, 2013. Grade is C-42, step one is \$19.25 per hour based on the 2013 AFSCME salary schedule, start date is February 5, 2014.

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: January 21, 2014	Consent Agenda <i>(Please Circle)</i> Regular Agenda Estimated Time: <i>(Please Circle)</i> 10 Min. 15 Min. <u>Time needed</u> 30 Min. 45 Min. 1 hour
Department Requesting Action: <u>Land Services</u>	 Department Head Signature 1/13/14 Date

<p><i>Public Hearing for proposed Subsurface Sewage Treatment System Ordinance.</i></p> <p>Board Action Requested: (Attach additional pages if needed) <i>None – Public Hearing Only.</i></p> <p>Supporting Documents: Attached <u>None</u></p>
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**NOTICE OF PUBLIC HEARING
PINE COUNTY PLANNING, ZONING, AND SOLID WASTE**

The Pine County Department of Planning, Zoning, and Solid Waste will conduct a public hearing starting at 10:00 a.m., Tuesday, January 21, 2014, at the Pine County Courthouse Board Room, 635 Northridge Dr NW, Pine City, Minnesota. The purpose of the public hearing will be to solicit testimony in consideration of the following:

Pine County Subsurface Sewage Treatment Systems: This is an ordinance authorizing and providing for sewage treatment and soil dispersal in unsewered areas of the county. The purpose of this ordinance is to establish minimum requirements for regulation of ISTS and MSTs for the treatment and dispersal of sewage within the applicable jurisdiction of the County to protect public health and safety, groundwater quality, and prevent or eliminate the development of public nuisances. It is intended to serve the best interests of the County's citizens by protecting its health, safety, general welfare, and natural resources.

This hearing is open to the public at which time you are invited to appear and offer testimony regarding the draft ordinance. Written comments may be entered into the record at the discretion of the Land Services Director, Kelly Schroeder, and may be sent to her attention at 635 Northridge Drive NW, Pine City, MN 55063 or Edward Melzark, Sr Environmental Tech / Zoning Administrator, 1602 Hwy 23, Sandstone, MN 55072. The Draft SSTS may be viewed on the Pine County website under the Planning and Zoning Department section under Ordinances at: www.co.pine.mn.us.

Publish: **January 9 and 16, 2014**
Askov American, Evergreen, Hinckley News, Pine City Pioneer, and Pine County Courier



DEPARTMENT OF PLANNING, ZONING, AND SOLID WASTE
1602 Hwy 23 North • Sandstone, MN • 55072 • www.co.pine.mn.us
(320) 216-4220 • (800) 450-7463 x4220 • Fax (320) 216-4202

Memo

To: Pine County Board of Commissioners
From: Kelly Schroeder, Land Services Director
Date: 1/15/2014
Re: January 21, 2014 SSTS Public Hearing

After the committee of the whole meetings on November 5th and 19th regarding the draft SSTS ordinance, copies of the draft ordinance were dispersed to the cities, townships, and SSTS contractors (approximately 81 entities) within Pine County. On December 9th and 12th roundtable discussions with these entities were held to get their feedback on the draft. To date, between the roundtable discussions and other correspondences, there has been 18 entities who have given feedback. Based on this feedback, the drafting committee has met and made some clarifications to the draft, and also will be asking the board for some further direction on two issues prior to the public hearing. Clarifications include:

- 1.) Made it more apparent that the SSTS ordinance is not the only ordinance that regulates SSTS in Pine County. There are four other ordinances that need to work with the SSTS Ordinance including the Pine County Shoreland Management Ordinance, Pine County Flood Plain Ordinance, Kettle River Wild and Scenic River Ordinance, Pine County Subdivision and Platting Ordinance. (no. 7 in the introduction and section 5.01)
- 2.) Deleted the definition of Shoreland since we are now referencing the Shoreland ordinance. (article 2)
- 3.) Made it more apparent that the requirement for two soil treatment and dispersal areas for lots created after January 23, 1996 is a requirement at the time of subdivision. (section 4.01.03)
- 4.) Clarified who is exempt from having a valid license issued by MPCA. (section 4.05)
- 5.) Made it more apparent that holding tanks are only permitted as temporary disposal methods, on legal lots that cannot support a Type I system, or on low water use properties. (section 5.02.04)

- 6.) Refined the disposal method for holding tank contents to include all standards in the Code of Federal Regulations. Previously it had stated that the waste needed to be hauled to a licensed treatment facility only. It did not allow for land application, which most pumpers do. (section 5.02.04 B iii)
- 7.) Removed the requirement for a hydraulic function report. This is not something that is on the compliance inspection form and would be going above and beyond a normal compliance inspection. (section 8.01.03 B iii)
- 8.) Cleared up the language to make sure that properties being sold to a new owner from a foreclosure or forfeiture do require the point of sale compliance inspection. (section 8.01.04 B iii)

The two issues that the drafting committee believe need to be further addressed by the board are:

- 1.) The abandonment section in the original draft required any system that is not used to be abandoned, even if it was perfectly good. The committee would recommend the language in the new draft which follows the Minnesota Rule on abandonment (section 6.04.02). This would require only systems "with no future intent of use" to be abandon. However, with this new language it seemed necessary to have a process for those systems which are dormat to follow, which is now outlined in subpart B.
- 2.) Minnesota Statute 115.55 Subd. 5 (b) requires any jurisdiction who issues building permits to require a compliance inspection prior to issuing permit for a bedroom addition. Because Pine County itself does not issue building permits (except in the shoreland areas), we did not put this language into our original draft ordinance. 44 out of the 47 jurisdictions in Pine County do have some sort of building permit though, and this is a requirement for them. If this language is left out of our ordinance, it will require those 44 jurisdictions to either abandon their zoning efforts or adopt their own sewer ordinance and contract with the county or a private company to administer it. The following language regarding these required compliance inspections was in the county's 2003 ordinance:

"At any time there is an increase in the number of bedrooms of a dwelling which requires a building permit from the city or township."

With this language, it allows us to work in the areas that do require some sort of building permit without any effort on the jurisdictions, which the Land Services Office believes would be the best option for all. If a jurisdiction has a different requirement in their zoning ordinance for compliance inspections besides for bedroom additions, that jurisdiction will still need to draft their own ordinance and decide who will enforce it. The recommended language as been added to section 8.01.03 A iv.

I will review these changes with the board at the Janaury 21 meeting. The Minnesota Pollution Control Agency will have staff attending to help answer any questions. Once the public hearing closes, the board can then chose to adopt the ordinance with any amendments discussed or defer final adoption to a future meeting.

PINE COUNTY SUBSURFACE SEWAGE TREATMENT SYSTEMS

This is an ordinance authorizing and providing for sewage treatment and soil dispersal in unsewered areas of the county. It establishes:

1. Minimum standards for and regulation of individual sewage treatment systems (ISTS) and mid-sized Subsurface Sewage Treatment Systems (MSTS) (collectively referred to as SSTS) in unsewered incorporated and unincorporated areas of Pine County incorporating by reference minimum standards established by Minnesota statutes and administrative rules of the Minnesota Pollution Control Agency.;
2. Requirements for issuing permits for installation, alteration, repair or expansion of SSTS.;
3. Requirements for all SSTS permitted under the revised Minnesota Rules, Chapters 7080 and 7081 to be operated under an approved management plan.;
4. Standards for upgrade, repair, replacement, or abandonment of SSTS.;
5. Penalties for failure to comply with these provisions.;
6. Provisions for enforcement of these requirements; and
7. Standards which promote the health, safety and welfare of the public as reflected in Minnesota Statutes sections 115.55, 145A.05, 375.51, 394.21-394.37, and 471.82, the County Comprehensive plan and shall also apply in areas covered by the Pine County Shoreland Management Ordinance, Pine County Flood Plain Ordinance, Kettle River Wild and Scenic River Ordinance, and the Pine County Subdivision and platting ordinance.

ARTICLE 1. PURPOSE AND INTENT

1.01 Purpose

The purpose of this ordinance is to establish minimum requirements for regulation of ISTS and MSTS for the treatment and dispersal of sewage within the applicable jurisdiction of the County to protect public health and safety, groundwater quality, and prevent or eliminate the development of public nuisances. It is intended to serve the best interests of the County's citizens by protecting its health, safety, general welfare, and natural resources.

1.02 Intent

It is intended by the county that this Ordinance will promote the following:

- A. The protection of lakes, rivers, streams, wetlands, and groundwater in Pine County essential to the promotion of public health, safety, welfare, socioeconomic growth and development of the County.
- B. The regulation of proper SSTS construction, reconstruction, repair and maintenance to prevent the entry and migration of contaminants, thereby protecting the degradation of surface water and groundwater quality.
- C. The establishment of minimum standards for SSTS placement, design, construction, reconstruction, repair and maintenance to prevent contamination and, if contamination is discovered, the identification and control of its consequences and the abatement of its source and migration.
- D. The appropriate utilization of privy vaults and other non-water carried sewage collection and storage facilities.
- E. The provision of technical assistance and education, plan review, inspections, SSTS surveys and complaint investigations to prevent and control water-borne diseases, lake degradation, groundwater related hazards, and public nuisance conditions.

1.03 Authority

This ordinance is adopted pursuant to Minnesota Statutes §115.55, Minnesota Statutes §145A.01 through §145A.08, Minnesota Statutes §375.51, or successor statutes, and Minnesota Rules, Chapter 7081, Chapter 7081, Chapter 7082, or successor rules.

1.04 Effective Date

The provisions set forth in this ordinance shall become effective on April 1, 2014.

ARTICLE 2. DEFINITIONS

The following words and phrases shall have the meanings ascribed to them in this subdivision. If not specifically defined in this subdivision, terms used in this ordinance shall have the same meaning as provided in the standards adopted by reference. Words or phrases that are not defined here or in the standards adopted by reference shall have common usage meaning. For purposes of this Ordinance, the words "must" and "shall" are mandatory and the words "may" and "should" are permissive.

Authorized Representative: An employee or agent of the County Land Services Department.

Bedroom: A room that is designed or used for sleeping or a room or area of a dwelling that has a minimum floor area of 70 square feet with access gained from the living area or living area hallway.

Board of Adjustment: A board established by county ordinance with the authority to order the issuance of variances, hear and decide appeals from a member of the affected public and review any order, requirement, decision, or determination made by any administrative official charged with enforcing any ordinance adopted pursuant to the provision of Minnesota Statutes §394.21 to §394.37, order the issuance of permits for buildings in areas designated for future public use on an official map and perform such other duties as required by the official controls.

Class V Injection Well: A shallow well used to place a variety of fluids directly below the land surface, which includes a domestic SSTS serving more than 20 people. The US Environmental Protection Agency and delegated state groundwater programs permit these wells to inject wastes below the ground surface provided they meet certain requirements and do not endanger underground sources of drinking water. Class V motor vehicle waste disposal wells and large-capacity cesspools are specifically prohibited (see 40 CFR Parts 144 and 146).

Cluster System: A SSTS under some form of common ownership that collects wastewater from two or more dwellings or buildings and conveys it to a treatment and dispersal system located on an acceptable site near the dwellings or buildings.

County: Pine County, Minnesota.

County Board: The Pine County Board of Commissioners.

Department: The Pine County Land Services Department.

Design Flow: The daily volume of wastewater for which an SSTS is designed to treat and discharge.

Existing Systems: Systems that have been previously inspected and approved by the local unit of government during installation. In addition, all operating systems installed before the adoption of a local permitting and inspection program are considered existing systems.

Failure to Protect Groundwater: At a minimum, a SSTS that does not protect groundwater is considered to be a seepage pit, cesspool, drywell, leaching pit, or other pit; a SSTS with less than the required vertical separation distance, described in MR Chapter 7080.1500 Subp. 4D and E; and a system not abandoned in accordance with part 7080.2500. The determination of the threat to groundwater for other conditions must be made by a Qualified Employee or an individual licensed pursuant to Section 5 hereof.

Imminent Threat to Public Health and Safety: At a minimum a SSTS with a discharge of sewage or sewage effluent to the ground surface, drainage systems, ditches, or storm water drains or directly to surface water; SSTS that cause a reoccurring sewage backup into a dwelling or other establishment; SSTS with electrical hazards; or sewage tanks with unsecured, damaged, or weak maintenance access covers. The determination of protectiveness for other conditions must be made by a Qualified Employee or a SSTS inspection business licensed pursuant to Section 4.05 hereof.

ISTS: An individual sewage treatment system having a design flow of no more than 5,000 gallons per day.

Malfunction: The partial or complete loss of function of a SSTS component, which requires a corrective action to restore its intended function.

Management Plan: A plan that describes necessary and recommended routine operational and maintenance requirements, periodic examination, adjustment and testing, and the frequency of each to ensure system performance meets the treatment expectations, including a planned course of action to prevent an illegal discharge.

Minor Repair: The repair or replacement of an existing damaged or faulty component/part of an SSTS that will return the SSTS to its operable condition. The repair shall not alter the original area, dimensions, design, specifications or concept of the SSTS.

MSTS: A "midsized subsurface sewage treatment system" under single ownership that receives sewage from dwellings or other establishments having a design flow of more than 5,000 gallons per day to a maximum of 10,000 gallons per day.

New Construction: Installing or constructing a new ISTS or altering, extending, or adding capacity to a system that has been issued an initial certificate of compliance.

Notice of Noncompliance: A written document issued by the Department notifying a system owner that the owner's onsite/cluster treatment system has been observed to be non-compliant with the requirements of this Ordinance.

MPCA: Minnesota Pollution Control Agency.

Qualified Employee: An employee of the state or a local unit of government who performs site evaluations or designs, installs, maintains, pumps, or inspects SSTS as part of the individual's employment duties and is registered on the SSTS professional register verifying specialty area endorsements applicable to the work being conducted as defined in Minnesota Rule 7083.1010.

Periodically saturated soil: The highest elevation in the soil that is in a reduced chemical state due to soil pores filled or nearly filled with water causing anaerobic conditions. Periodically saturated soil is determined by the presence of redoximorphic features in conjunction with other established indicators as specified in part 7080.1729, subpart 5, items E and F, or as determined by other scientifically established technical methods or empirical field measurements acceptable to the permitting authority in consultation with the commissioner.

Privy: An above ground structure with an underground cavity meeting the requirements of part 7080.2280 that is used for the storage or treatment and dispersal of toilet wastes, excluding water for flushing or graywater.

Record Drawings: A set of drawings, which to the fullest extent possible, document the final in-place location, size and type of all SSTS components, including the results of any materials testing performed and a description of conditions during construction of the system.

Redoximorphic features: A color pattern in soil, formed by oxidation and reduction of iron or manganese in saturated soil couple with their removal, translocation or accrual, which results in the loss (depletion) or gain (concentration) of mineral compounds compared to the matrix color or a soil matrix color controlled by the presence of ferrous iron. Also described in part 7080.1729m subpart 5m item E.

Sewage: Waste from toilets, bathing, laundry or culinary activities or operations or floor drains associated with these sources, including household cleaners and other constituents in amounts normally used for domestic purposes.

SSTS: Subsurface sewage treatment system including an ISTS, MSTs or LSTS

State: The State of Minnesota.

Treatment Level: Treatment system performance levels defined in Minnesota Rules, Chapter 7083.4030, Table III for testing of proprietary treatment products, which include the following:

Level A: cBOD₅≤15 mg/L; TSS≤15 mg/L; fecal coliforms≤1,000/100 mL.

Level B: cBOD₅≤25 mg/L; TSS≤30 mg/L; fecal coliforms≤10,000/100 mL.

Level C: cBOD₅≤125 mg/L; TSS≤80 mg/L; fecal coliforms N/A.

Type I System: An ISTS that follows a standard trench, bed, at-grade, mound, or graywater system design in accordance with MPCA rules, Minnesota Rules, Chapter 7080.2200 through 7080.2240.

Type II System: An ISTS with acceptable modifications or sewage containing containment system that may be permitted for use on a site not meeting the conditions acceptable for a standard Type I system. These include systems on lots with rapidly permeable soils or lots in floodplains and privies or holding tanks.

Type III System: A custom designed ISTS having acceptable flow restriction devices to allow its use on a lot that cannot accommodate a standard Type I soil treatment and dispersal system.

Type IV System: An ISTS, having an approved pretreatment device and incorporating pressure distribution and dosing, that is capable of providing suitable treatment for use where the separation distance to a shallow saturated zone is less than the minimum allowed.

Type V System: An ISTS, which is a custom engineered design to accommodate the site taking into account pretreatment effluent quality, loading rates, loading methods, groundwater mounding, and other soil and other relevant soil, site and wastewater characteristics such that groundwater contamination by viable fecal coliforms is prevented.

ARTICLE 3. GENERAL PROVISIONS

3.01 Scope

This Ordinance regulates the siting, design, installation, alterations, operation, maintenance, monitoring, and management of all SSTS within the County's applicable jurisdiction including, but not necessarily limited to individual SSTS and cluster or community SSTS, privy vaults, and other non-water carried SSTS. All sewage generated in unsewered areas of the County shall be treated and dispersed by an approved SSTS that is sited, designed, installed, operated and maintained in accordance with the provisions of this Ordinance or by a system that has been permitted by the MPCA.

3.02 Jurisdiction

The jurisdiction of this Ordinance shall include all lands of the County except for political subdivisions that effectively administer and enforce a SSTS program by Ordinance within their jurisdiction, which is at least as strict as this Ordinance. Such ordinance must be approved by the MPCA as required in Minnesota Rule 7082.0040 Subpart 3. The County must permit and inspect SSTS within political subdivisions that do not administer an effective SSTS ordinance. The County Land Services Department shall keep a current list of local jurisdictions within the County administering a SSTS program.

3.03 Administration

3.03.01 County Administration. The County Land Services Department shall administer the SSTS program and all provisions of this Ordinance. At appropriate times, the County shall review this and revise and update this Ordinance as necessary. The County shall employ or retain under contract qualified employees or

appropriately licensed professionals to administer and operate the SSTS program.

3.03.02 State of Minnesota. Where a single SSTS or group of SSTS under single ownership within one-half mile of each other, have a design flow greater than 10,000 gallons per day, the owner or owners shall make application for and obtain a State Disposal System permit from MPCA. For any SSTS that has measured daily flow for a consecutive seven-day period which equals or exceeds 10,000 gallons per day, a State Disposal System permit is required. SSTS serving establishments or facilities licensed or otherwise regulated by the State shall conform to the requirements of this Ordinance.

3.03.03 Cities and Townships. Any political subdivision within the county that regulates SSTS must comply with the standards and requirements of this Ordinance. The standards and ordinance of the political subdivision may be administratively and technically more restrictive than this Ordinance.

Political subdivisions that wish to administer a SSTS program within the shoreland areas of their jurisdiction must have a shoreland ordinance approved by the Commissioners of Natural Resources in addition to an SSTS Ordinance

If a political subdivision adopts an ordinance more restrictive than the county, the county will not inspect nor enforce an ordinance without a written agreement between the political subdivision and the county.

3.04 **Validity**

The validity of any part of this Ordinance shall not be affected by the invalidity of any other parts of this Ordinance where the part can be given effect irrespective of any invalid part or parts.

3.05 **Liability**

No liability or responsibility shall be imposed upon the county or agency or any of its officials, employees, or other contract agent, its employees, agents or servants thereof for damage resulting from the construction, operation, or abandonment of any SSTS regulated under this rule by reason of standards, requirements or inspections authorized hereunder.

ARTICLE 4. GENERAL REQUIREMENTS

4.01 **Retroactivity**

4.01.01 **All SSTS**

Except as explicitly set forth in Subdivision 4.01.02, all provisions of this Ordinance shall apply to any SSTS regardless of the date it was originally installed.

4.01.02 **Existing Permits**

Unexpired permits which were issued prior to the effective date shall remain valid under the terms and conditions of the original permit until the original expiration date.

4.01.03 SSTS on Lots Created After January 23, 1996

All lots created after January 23, 1996 must have a minimum of two soil treatment and dispersal areas that can support trenches, seepage beds, mounds, and at-grade systems as described in Minnesota Rules, Chapters 7080.2200 through 7080.2230 or site conditions described in 7081.0270, Subp.3 through 7 at the time of subdivision.

4.02 Upgrade, Repair, and Replacement

4.02.01 SSTS Capacity Expansions

Expansion of an existing SSTS must include any system upgrades that are necessary to bring the entire system into compliance with the prevailing provisions of this Ordinance at the time of the expansion.

4.02.02 Shorelands

An SSTS not meeting or exceeding the requirements Minnesota Rules Chapters 7080 and 7081 as adopted by reference in Section 5.01 of this ordinance must be upgraded, at a minimum, prior to recording any property title transfers or contracts for deed beginning January 1, 1994 or at any time a permit or variance of any type is required for any improved on, or use of, the property within the shoreland areas of the county.

4.02.03 Failure to Protect Groundwater

An SSTS that is determined not to be protective of groundwater in accordance with Minnesota Rules, Chapter 7080.1500, Subp. 4.B shall be upgraded, repaired, replaced or abandoned by the owner in accordance with the provisions of this Ordinance within 18 months of receipt of a Notice of Noncompliance.

4.02.04 Imminent Threat to Public Health or Safety

An SSTS that is determined to be an imminent threat to public health or safety in accordance with Minnesota Rules, Chapter 7080.1500, Subp. 4A shall be upgraded, repaired, replaced or abandoned by the owner in accordance with the provisions of this Ordinance within 10 months of receipt of a Notice of Noncompliance.

4.03 SSTS In Floodplains

SSTS shall not be located in a floodway and wherever possible, location within any part of a floodplain shall be avoided. If no option exists to locate a SSTS outside of a floodplain, location within the flood fringe is allowed if the requirements in Minnesota Rules, Chapter 7080.2270 and all local requirements are met.

4.04 Class V Injection Wells

All owners of new or replacement SSTS that are considered to be Class V injection wells, as defined in the Code of Federal Regulations, title 40, part 144, are required by the Federal Government to submit SSTS inventory information to the Environmental Protection Agency as described in CFR40 part 144. Further, owners are required to identify all Class V injection wells in property transfer disclosures.

- 4.05 SSTS Practitioner Licensing**
 No person shall engage in site evaluation, inspection, design, installation, construction, alteration, extension, repair, maintenance or pumping of SSTS without an appropriate and valid license issued by MPCA in accordance with Minnesota Rules, Chapter 7083 except as exempted in 7083.0700 Subp. A-I.
- 4.06 Prohibitions**
- 4.06.01 Occupancy or Use of a Building Without a Compliant SSTS**
 It is unlawful for any person to maintain, occupy, or use any building intended for habitation that is not provided with a wastewater treatment system that disposes of wastewater in a manner that does not comply with the provisions of this Ordinance.
- 4.06.02 Sewage Discharge to Ground Surface or Surface Water**
 It is unlawful for any person to construct, maintain, or use any SSTS system regulated under this Ordinance that results in raw or partially treated wastewater seeping to the ground surface or flowing into any surface water. Any surface discharging system must be permitted under the National Pollutant Discharge Elimination System program by the MPCA.
- 4.06.03 Sewage Discharge to a Well or Boring**
 It is unlawful for any person to discharge raw or treated wastewater into any well or boring as described in Minnesota Rules, Chapter 4725.2050, or any other excavation in the ground that is not in compliance with this Ordinance.
- 4.06.04 Discharge of Hazardous or Deleterious Materials**
 It is unlawful for any person to discharge into any treatment system regulated under this Ordinance any hazardous or deleterious material that adversely affects the treatment or dispersal performance of the system or groundwater quality.

ARTICLE 5. SSTS STANDARDS

- 5.01 Standards Adopted by Reference**
 The County hereby adopts by reference the 2011 Minnesota Rules, Chapters 7080 and 7081 in their entirety as now constituted and from time to time amended. This adoption does not supersede the County's right or ability to adopt local standards that are in compliance with Minnesota Statute §115.55 and applicable Minnesota rules within the Department of Natural Resources Chapter 6120. This ordinance shall also include standards described in the Pine County Shoreland Management Ordinance, Pine County Flood Plain Ordinance, Kettle River Wild and Scenic River Ordinance, and Pine County Subdivision and Platting Ordinance or in the rules in applicable Chapters are also adopted by reference.
- 5.02 Amendments to the Adopted Standards**
- 5.02.01 List of Adopted Standards**
 a. Design flow determination for dwellings will be designed for class 1 buildings only. The design flow for bedrooms is determined by multiplying 150 gallons by the number of bedrooms.

5.02.02 Determination of Hydraulic Loading Rate and SSTS Sizing

Table IX "Loading Rates for Determining Bottom Absorption area for Trenches and Seepage Beds for Effluent Treatment Level C and Absorption Ratios for Determining Mound Absorption Areas Using Detail Soil Descriptions" and Table IXa entitled "Loading Rates for Determining Bottom Absorption Area for Trenches and Seepage Beds for Effluent Treatment Level C and Absorption Ratios for Determining Mound Absorption Areas Using Percolation Tests" from Minnesota Rules, Chapter 7080.2150, Subp. 3(E) are herein adopted by reference and either shall be used to size SSTS infiltration areas for SSTS design.

5.02.03 Compliance Criteria for Existing SSTS

SSTS built before April 1, 1996 and not located in Shoreland areas, wellhead protection areas, or not serving food, beverage, or lodging establishments must have at least two feet of vertical separation between the bottom of the dispersal system and seasonal saturation or bedrock.

SSTS built after March 31, 1996 or SSTS located in a Shoreland area, wellhead Protection area, or serving a food, beverage, or lodging establishment as defined under 7080.1100, Subp. 84 shall have a three-foot vertical separation between the bottom soil infiltrative surface and the periodically saturated soil and/or bedrock. Existing systems that have no more than a 15 percent reduction in this separation distance (a separation distance no less than 30.6 inches) to account for settling of sand or soil, normal variation of separation distance measurements and interpretation of limiting layer characteristics may be considered compliant under this Ordinance. The vertical separation measurement shall be made outside the area of system influence but in an area of similar soil. 7080.1500, Subp. 4.

5.02.04 Holding Tanks

- A. Holding tanks may be allowed for the following applications:
 - i. for legal lots of record where it can be shown conclusively that a Type I SSTS permitted under this Ordinance cannot be feasibly installed.
 - ii. where water use is low such as seasonal properties;
 - iii. as temporary disposal method to alleviate an imminent threat to public health or during construction, repair, or replacement of new and existing systems.
- B. Holding tanks may be used for single family homes and other buildings or sites with limited water use (sensitive sites, parks, playgrounds, etc.) under the following conditions:
 - i. The owner shall install a holding tank in accordance with Minnesota Rules Section 7080.2290.
 - ii. The owner shall install a water meter to continuously record indoor water use.
 - iii. The owner shall maintain a valid contract with a licensed maintainer to pump and dispose of septage according to the applicable standards in Code of Federal Regulations, title 40, part 503.

- iv. The owner must maintain current and historical records of maintainer pumping; volume of liquid removed; and the water meter reading at the time of pumping; all for Department review upon request. Volumes removed shall coincide with metered water use readings.

5.02.05 Privies

Privies are permitted provided they meet vertical separation and/or vault guidelines depicted in MN State Rules 7080.2150 and 7080.2280.

5.03 Variances

5.03.01 Variances Requests

A property owner may request a variance from the standards as specified in this ordinance pursuant to county policies and procedures.

5.03.02 Affected Agency

Variances that pertain to the standards and requirements of the State of Minnesota must be approved by the affected State Agency pursuant to the requirements of the State Agency.

5.03.03 Board of Adjustment

- A. Any property owner requesting relief from the strict application of the provisions in this Ordinance must complete and submit an Application for Variance to the Department on a form provided by the Department. The variance request must include, as applicable.
 - i. A statement identifying the specific provision or provisions in the ordinance from which the variance is requested;
 - ii. A description of the hardship that prevents compliance with the rule;
 - iii. The alternative measures that will be taken to achieve a comparable degree of compliance with the purposes and intent of the applicable provisions.
 - iv. The length of time for which the variance is requested;
 - v. Cost considerations only if a reasonable use of the property does not exist under the term of the Ordinance; and
 - vi. Other relevant information requested by the Department as necessary to properly evaluate the variance requested.
- B. The appropriate fee shall be paid at the time of submittal of the application to receive consideration by the Board of Adjustment
- C. Upon receipt of the variance application, the Department shall decide if a site investigation conducted by the Department will be necessary. After the necessary information has been gathered, the Department shall make a written recommendation to approve or deny the variance to the Board of Adjustment
- D. The Board of Adjustment shall make the final decision after conducting a public hearing. The variance may be granted provided that:
 - i. The condition causing the demonstrated hardship is unique to the property and was not caused by the actions of applicant.

- ii. The granting of the variance will not be contrary to the public interest or damaging to the rights of other persons or to property values in the vicinity;
 - iii. The property owner would have no reasonable use of the land without the variance;
 - iv. The granting of the variance would not allow a prohibited use; and
 - v. The granting of the variance would be in accordance with Minnesota Rules, Chapters 7080, 7081, and 7082.
- E. In granting a request for a variance, the Board of Adjustment may attach such conditions as it deems necessary to conform to the purpose and intent of this Ordinance.
 - F. Any violation of the terms and conditions of a variance issued pursuant to this Ordinance, or any violation of any provision of this Ordinance relating to the specific issue of the variance, shall result in immediate revocation of the variance.
 - G. Any variance granted shall automatically expire if the system is not installed within one year of the grant of the variance.
 - H. Any appeal from any order, requirement, decision, or determination of the Board of Adjustment in accordance with its policies and procedures.

ARTICLE 6. SSTS PERMITTING

6.01 Permit Required

It is unlawful for any person to construct, install, modify or replace a SSTS without the appropriate permit from the Land Services Department, Pine County. The issuing of any permit, variance, or conditional use under the provisions of this Ordinance shall not absolve the applicant of responsibility to obtain any other required permit.

6.02 Construction Permit

A construction permit must be obtained by the property owner or an agent of the property owner from the County prior to the installation, construction, replacement, modification, alteration, repair, or capacity expansion of a SSTS. The purpose of this permit is to ensure that the proposed construction activity is sited, designed, and constructed in accordance with the provisions of this Ordinance by appropriately certified and/or licensed practitioner(s).

6.02.01 Activities Requiring a Construction Permit

A construction permit is required for installation of a new SSTS, for replacement of an existing SSTS, or for any repair or replacement of components that will alter the original function of the system, change the treatment capacity of the system, change the location of the system, or otherwise change the original system's design, layout, or function.

6.02.02 Activities Not Requiring a Permit

A construction permit is not required for minor repairs or replacements of system components that do not alter the original function of the system, change the treatment capacity of the system, change the location of the system, or otherwise change the original system's design, layout or function.

6.02.04 Permit Application Requirements

Construction Permit applications shall be made on forms provided by the Land Services Department and signed by the applicant and an appropriately certified practitioner including the practitioner's certification number and date of expiration. The applications shall include the documents listed in items A through E below.

- A. Name, mailing address, telephone number and email address.
- B. Property Identification Number and address or other description of property location.
- C. Site Evaluation Report as described in Minnesota Rules, Chapter 7080.1730.
- D. Design Report as described in Minnesota Rules, Chapter 7080.2430.
- E. Management Plan as described in Minnesota Rules, Chapter 7082.0600.

6.02.05 Application review and Response

The Department shall review a permit application and supporting documents. Upon satisfaction that the proposed work will conform to the provisions of this ordinance, the Department shall issue a written permit authorizing construction of the SSTS as designed. In the event the applicant makes a significant change to the approved application, the applicant must file an amended application detailing the changed conditions for approval prior to initiating or continuing construction, modification, or operation for approval or denial. The Department shall complete the review of the amended application within (15) working days of receipt of the amended application. If the permit application is incomplete or does not meet the requirements of this ordinance, the Department shall deny the application. A notice of denial shall be provided to the applicant, which must state the reason for the denial.

6.02.06 Appeal

The applicant may appeal the Department's decision to deny the Construction Permit in accordance with the County's established policies and appeal procedures.

6.02.07 Permit Expiration

The Construction Permit is valid for a period of no more than one year from its date of issue. Satisfactory completion of construction shall be determined by receipt of final record drawings and a signed certification that the construction or installation of the system was completed in reasonable conformance with the approved design documents by a qualified employee of the Department or a licensed inspection business, which is authorized by the Department and independent of the owner and the SSTS installer.

6.02.08 Extensions and Renewals

The Department may grant an extension of the Construction Permit if the construction has commenced prior to the original expiration date of the permit. The permit may be extended for a period of no more than 12 months.

6.02.09 Transferability

A construction permit may be transferred to a new owner provided the new owner follows the design and permit as it has been issued and the site and soil conditions have not been altered or otherwise damaged.

6.02.10 Suspension or Revocation

The Department may suspend or revoke a construction permit issued under this section for any false statements, misrepresentations of facts on which the construction permit was issued, or unauthorized changes to the system design that alter the original function of the system, change the treatment capacity of the system, change the location of the system, or otherwise change the original system's design, layout or function. A notice of suspension or revocation and the reasons for the suspension or revocation shall be conveyed in writing to the permit holder. If suspended or revoked, installation or modification of a treatment system may not commence or continue until a valid construction permit is obtained.

6.02.11 Posting

The construction permit shall be posted on the property in such a location and manner so that the permit is visible and available for inspection until construction is completed and certified.

6.03 Operating Permit

6.03.01 SSTS Requiring an Operating Permit

An operating permit shall be required of all owners of Type IV, V, MSTS or any other system deemed by the Department to require operational oversight. Sewage shall not be discharged to a MSTS until the Land Services Department certifies that the MSTS was installed in substantial conformance with the approved plans, receives the final record drawings of the MSTS, and a valid operating permit issued to the owner.

6.03.02 Operating Permit Application Requirements

- A. Application for an Operating Permit shall be made on a form provided by the Land Services Department including:
 - i. Owner name, mailing address, telephone and email address
 - ii. Construction permit reference number and date of issue
 - iii. Final record drawings of the treatment system
 - iv. Owners of holding tanks must submit a copy of a valid executed monitoring and disposal contract with a licensed maintenance business.
- B. Monitoring and Disposal Contract
Owners of holding tanks shall provide to the Land Services Department a copy of a valid monitoring and disposal contract executed between the owner and a licensed maintenance business, which guarantees the removal of the holding tank contents in a timely manner that prevents an illegal discharge in accordance with Minnesota Rules, Chapter 7082.0100, Subp. 3G. This requirement is waived if the owner is a farmer who is exempt from

licensing under Minnesota Statutes, section §115.56, Subd. 3, paragraph (b), clause (3).

6.03.03 Department Response

The Department shall review the record drawings, operation and maintenance manual, management plan, maintenance and servicing contract, and any other pertinent documents as appropriate for accuracy and completeness. If any deficiencies are identified, the operating permit shall be denied until the deficiencies are corrected to the satisfaction of the Department. If the submitted documents fulfill the requirements, the Department shall issue an operating permit within (10) working days of receipt of the permit application.

6.03.04 Operating Permit Terms and Conditions

The Operating Permit shall include the following (see Minnesota Rules, Chapter 7082.0600, Subp. 2.B):

- A. System performance requirements
- B. System operating requirements
- C. Monitoring locations, procedures and recording requirements
- D. Maintenance requirements and schedules
- E. Compliance limits and boundaries
- F. Reporting requirements
- G. Department notification requirements for non-compliant conditions
- H. Valid contract between the owner and a licensed maintenance business
- I. Disclosure, location and condition of acceptable soil treatment and dispersal system site.
- J. Descriptions of acceptable and prohibited discharges.

6.03.05 Operating Permit Expiration and Renewal

- A. Operating Permits shall be valid for the specific term stated on the permit as determined by the Department.
- B. An Operating Permit must be renewed prior to its expiration. If not renewed, the Department may require the system to be removed from service or operated as a holding tank until the permit is renewed. If not renewed within 90 calendar days of the expiration date, the County may require that the system be abandoned in accordance with Minnesota Rule 7080.2500.
- C. The Department shall notify the holder of an operating permit at least 90 calendar days prior to expiration of the permit. The Owner must apply for renewal at least 30 calendar days before the expiration date.
- D. Application shall be made on a form provided by the Department including:
 - i. Applicant name, mailing address and phone number
 - ii. Reference number of previous owner's operating permit.
 - iii. Any and all outstanding Compliance Monitoring Reports as required by the Operating Permit.
 - iv. Certified treatment system inspection signed and/or sealed by a certified designer, maintenance contractor, or operator at the discretion of the County.

- v. Any revisions made to the operation and maintenance manual.
- vi. Payment of application review fee as determined by the County.

6.03.06 Amendments to Existing Permits not Allowed

The County may not amend an existing permit to reflect changes in this Ordinance until the permit term has expired and is renewed, unless an amendment is necessary to eliminate an imminent threat to public health or safety.

6.03.07 Transfers

The operating permit may be transferred. The new owner shall notify the department of their ownership within 60 days of the sale of a property operated under an operating permit.

6.03.08 Suspension or Revocation

- A. The Department may suspend or revoke any operating permit issued under this section for any false statements or misrepresentations of facts on which the Operating Permit was issued.
- B. Notice of suspension revocation and the reasons for revocation shall be conveyed in writing to the owner.
- C. If suspended or revoked, the Department may require that the treatment system be removed from service, operated as a holding tank, or abandoned in accordance with Article 4.
- D. At the Department's discretion, the operating permit may be reinstated or renewed upon the owner taking appropriate corrective actions.

6.03.09 Compliance Monitoring

- A. Performance monitoring of a SSTS shall be performed by a licensed inspection business or licensed service provider hired by the holder of the operating permit in accordance with the monitoring frequency and parameters stipulated in the permit.
- B. A monitoring report shall be prepared and certified by the licensed inspection business or licensed service provider. The report shall be submitted to the Department on a form provided by the Department on or before the compliance reporting date stipulated in the operating permit. The report shall contain a description of all maintenance and serving activities performed since the last compliance monitoring report as described below:
 - i. Owner name and address
 - ii. Operating permit number
 - iii. average daily flow since last compliance monitoring report
 - iv. Description of type of maintenance and date performed
 - v. Description of samples taken (if required), analytical laboratory used, and results of analyses
 - vi. Problems noted with the system and actions proposed or taken to correct them
 - vii. Name, signature, license and license number of the licensed professional who performed the work

6.04 Abandonment Certification

6.04.01 Purpose

The purpose of the System Abandonment Certification is to ensure that a treatment system with no future intent for use be abandoned within a reasonable time following decommissioning and in a manner that protects public health, safety and water quality. It also terminates all permits associated with the system.

6.04.02 Abandonment Requirements

- A. Whenever the use of a SSTS or any system component is discontinued with no future intent of use as the result of a system repair, modification, replacement or decommissioning following connection to a municipal or private sanitary sewer, or condemnation or demolition of a building served by the system, further use of the system or any system component for any purpose under this Ordinance shall be prohibited unless the requirements in subpart B of this section are met.
- B. Future intention of a SSTS or any system component requires application for a dormant system through the Department. The application process shall include:
 - i. Septic tank pumping
 - ii. Inspection and compliance of the system prior to letting the system sit dormant.
 - iii. Inspection and compliance of system prior to putting back into service.
- C. An owner of an SSTS must retain a licensed installation business to abandon all components of the treatment system within 60 calendar days of a system. Abandonment shall be completed in accordance with Minnesota Rules, Chapter 7080.2500. No prior notification of the Department of an owner's intent to abandon a system is necessary.
- D. A report of abandonment certified by the licensed installation business shall be submitted to the Department. The report shall include:
 - i. Owner's name and contact information
 - ii. Property address
 - iii. System construction permit and operating permit
 - iv. The reason(s) for abandonment
 - v. A brief description of the abandonment methods used, description of the system components removed or abandoned in place, and disposition of any materials or residuals.

6.04.03 Abandonment Certificate

Upon receipt of an abandonment report and its determination that the SSTS has been abandoned according to the requirements of this Ordinance, the Department shall issue an abandonment certificate. If the abandonment is not completed according to the requirements of this Ordinance, the county shall notify the owner of the SSTS of the deficiencies, which shall be corrected within 30 calendar days of the notice.

ARTICLE 7. MANAGEMENT PLANS

7.01 SSTS Requiring Management Plans

Management plans are required for all new or replacement SSTS. The management plan shall be submitted to the Department with the construction permit application for review and approval. The Department shall be notified of any system modifications made during construction and the management plan revised and resubmitted at the time of final construction certification.

7.02 Required Contents of a Management Plan

Management plans shall include (*Minnesota Rules, Chapter 7082.0600, Subp. 1*):

- A. Operating requirements describing tasks that the owner can perform and tasks that a licensed service provider or maintainer must perform;
- B. Monitoring requirements;
- C. Maintenance requirements including maintenance procedures and a schedule for routine maintenance;
- D. Statement that the owner is required to notify the Department when the management plan requirements are not being met;
- E. Disclosure of the location and condition of the additional soil treatment and dispersal area on the owner's property or a property serving the owner's residence.
- F. Other requirements as determined by the Department.

7.03 Requirements for Systems not Operated under a Management Plan

Minnesota Rules Chapter 7082.0100, Subp. 3(L) requires SSTS that are not operated under a management plan or operating permit should have treatment tanks inspected and provide for the removal of solids if needed every three years. Solids must be removed when their accumulation meets the limit described in Minnesota Rules, Chapter 7080.2450.

ARTICLE 8. COMPLIANCE MANAGEMENT

8.01 Compliance Inspection Program

8.01.01 Department Responsibility

It is the responsibility of the Department, or its agent, to perform various SSTS compliance inspections as necessary or required.

- A. SSTS compliance inspections must be performed:
 - i. To ensure compliance with applicable requirements;
 - ii. Whenever a permit or variance of any type is required for an improvement on, or use of the property in shoreland areas of the county as defined in the Pine County Shoreland Management Ordinance.
 - iii. For all new SSTS construction or replacement;
 - iv. Prior to the sale of a property which is required to be serviced by a SSTS.
 - v. For an evaluation, inspection, recommendation, or other process used to prepare a disclosure statement if conducted by a party who is not the SSTS owner. Such an inspection constitutes a compliance inspection and shall be conducted in accordance with Minnesota Rules, Chapter 7082.0700 using the SSTS inspection report forms provided by MPCA.
- B. All compliance inspections must be performed and signed by licensed inspection businesses or qualified employees certified as inspectors.

8.01.02 New Construction or Replacement

- A. Compliance inspections must be performed on new or replacement SSTS to determine compliance with Minnesota Rules, Chapters 7080 or 7081. SSTS found not to be in compliance with 7080.1500, Subp. 4A or 7081.0080, Subp. 3 must be repaired or replaced within 10 months or as directed under Minnesota Statutes, Chapter 145A. SSTS that are determined to have operation or monitoring deficiencies must immediately be maintained, monitored or otherwise managed according to the Operating Permit. SSTS found to be noncompliant with other applicable requirements must be repaired or replaced according to the Department's requirements.
- B. It is the responsibility of the SSTS owner or the owner's agent to notify the Department two calendar days prior to any permitted work on the SSTS.
- C. A Certificate of Compliance for new SSTS construction or replacement, which shall be valid for five years, shall be issued by the Department if the Department has reasonable assurance that the system was built in accordance with the applicable requirements as specified in the construction permit.
- D. The certificate of compliance must include a certified statement by the certified inspector or qualified employee who conducted the inspection that the SSTS is or is not in compliance with the ordinance requirements. If the SSTS is determined not to be in compliance with the applicable requirements, a notice of noncompliance must be issued to the owner which includes a statement specifying those ordinance provisions with which the SSTS does not comply.
- E. The certificate of compliance or notice of noncompliance must be submitted to the Department no later than 15 calendar days after the date the inspection was performed. The Department shall deliver the certificate of compliance or notice of noncompliance to the owner or the owner's agent within 15 calendar days of receipt from the certified inspector. No SSTS shall be placed into operation until a valid certificate of compliance has been issued.
- F. Certificates of compliance for new construction or replacement shall remain valid for five years from the date of issue unless the Department finds evidence of noncompliance.

8.01.03 Existing Systems

- A. Compliance inspections shall be required when any of the following conditions occur:
 - i. When a construction permit is required to repair, modify, or upgrade an existing system;
 - ii. Any time there is a change in use of the property being served by an existing SSTS which may impact the performance of the system.
 - iii. At the time of property sale or transfer (see 8.01.04)
 - iv. At any time an increase in the number of bedrooms of a dwelling which requires a building permit from the city or township.
 - v. Any permit or variance application within the shoreland.
 - vi. When an operating permit is to be renewed.

- vii. At any time as required by this Ordinance or the Department deems appropriate such as upon receipt of a complaint or other notice of a system malfunction.
- B. Compliance inspections of existing SSTS shall be reported on the inspection report forms provided by MPCA. The following conditions must be assessed or verified:
 - i. Watertightness assessment of all treatment tanks including a leakage report.
 - ii. Vertical separation distance between the bottom of the soil treatment and dispersal system and the periodically saturated soil or bedrock including a vertical separation verification report.
 - iii. Sewage backup, surface seepage, or surface discharge
- C. The certificate of compliance must include a certified statement by a Qualified Employee or licensed inspection business, indicating whether the SSTS is in compliance with the ordinance requirements. If the SSTS is determined not to be in compliance with the applicable requirements, a notice of noncompliance must include a statement specifying those ordinance provisions with which the SSTS does not comply. A construction permit application must be submitted to the Department if the required corrective action is not a minor repair.
- D. the certificate of compliance or notice of noncompliance must be submitted to the Department no later than 15 calendar days after the date the inspection was performed. The Department shall deliver the certificate of compliance or notice of noncompliance to the owner or the other's agent within 15 calendar days of receipt from the licensed inspection business.
- E. Certificates of compliance for existing SSTS shall remain valid for three years from the date of issue unless the Department finds evidence of noncompliance.

8.01.04 Transfer of Properties

- A. Whenever a conveyance of land upon which a dwelling is located, or a tract of land upon which a dwelling is located, or a tract of land upon which a structure that is required to have an SSTS occurs, the following requirements shall be met:
 - i. A compliance inspection has been performed and a Certificate of Compliance has been issued and on file with the Department within three years for SSTS older than five years or within five years if the system is less than five years old prior to the intended sale or transfer of the property, unless evidence is found identifying an imminent Threat to Public Health or Safety.
 - ii. The compliance inspection must have been performed by a qualified Employee of the Department or a licensed inspection business following procedures described in section 8.01.03 of this Ordinance.
 - iii. The seller of the property must disclose in writing information about the status and location of all known ISTS on the property to the buyer on a form acceptable to the Department.
 - iv. If the seller fails to provide a Certificate of Compliance, sufficient security in the form of an escrow agreement to assure the installation of

a complying ISTS shall be established. The security shall be placed in an escrow with a licensed real estate closer, licensed attorney-at-law, or federal or state chartered financial institution. The amount escrowed shall be equal to 150% of a written estimate to install a complying ISTS provided by a licensed and certified installer, or the amount escrowed shall be equal to 110% of the written contract price for the installation of a complying ISTS provided by a licensed and certified installer. After a complying SSTS has been installed and a certificate of compliance issued, the Department shall provide the escrow agent a copy of the Certificate of Compliance.

- v. In absence of the escrow account according to Section 8.01.04 Subp. A(iv) above, the buyer shall be responsible for the necessary inspection and upgrading of said SSTS.
- B. The compliance portion of the Certificate of Compliance need not be completed if the sale or transfer involves the following circumstances:
- i. The affected tract of land is without buildings or contains no dwellings or other buildings with plumbing fixtures.
 - ii. The transfer does not require the filing of a Certificate of Real Estate Value as described in Minnesota Statutes Section §272.115, Subd. 1.
 - iii. The transfer is into foreclosure or tax forfeiture; the resale of such properties requires a compliance inspection, as they require a filing of Certificate of Real Estate Value.
 - iv. The sale or transfer completes a contract for deed or purchase agreement entered into prior to the effective date of this ordinance. This subsection applies only to the original vendor and vendee on such a contract.
 - v. Any dwellings or other buildings that are connected exclusively to a municipal wastewater treatment system; any dwellings or other buildings that are located within the jurisdiction of a County approved agreement requiring exclusive connection to the wastewater treatment system of any municipality; or any dwellings or other buildings that are connected exclusively to an approved wastewater treatment facility other than an individual sewage treatment system.
- C. All property conveyances subject to this Ordinance occurring during the period between November 15th and April 15th, when SSTS compliance cannot be determined due to frozen soil conditions, shall require a winter agreement, which includes an application for an SSTS permit and an agreement to complete a compliance inspection by the following June 1st by a licensed inspection business. If upon inspection the SSTS is found to be in compliance, the permit fee will be refunded. If upon inspection the system is found to be non-compliant, an escrow agreement must be established in accordance with section 6.2.04A(iv) above, and the system upgraded.
- D. The responsibility for filing the completed compliance portion of the Certificate of Compliance under 6.2.04A, above, or for upgrading a system found to be non-compliant shall be determined by the buyer and seller. Buyer and seller shall provide the Department with a signed statement indicating responsibility for completing the compliance portion of the Certification and for upgrading a system found to be non-conforming.

- E. Neither the issuance of permits, certificates of compliance, or notices of noncompliance as requested or issued shall be construed to represent a guarantee or warranty of the system's operation or effectiveness. Such certificates signify that the system in question is or has been designed and installed in compliance or non-compliance with the provisions of these standards and regulations.

ARTICLE 9 ENFORCEMENT

9.01 Violations

9.01.01 Cause to Issue a Notice of Violation

Any person, firm, agent, or corporation who violates any of the provisions of this Ordinance, or who fails, neglects, or refuses to comply with the provisions of this Ordinance, including violations of conditions and safeguards, or who knowingly makes any material false statement or knowing omission in any document required to be submitted under the provision hereof, shall be guilty of a misdemeanor and upon conviction thereof, shall be punishable as defined by Minnesota State Statutes. Each day that a violation exists shall constitute a separate offense.

9.01.02 Notice of Violation

The Department shall serve, in person or by mail, a notice of violation to any person determined to be violating provisions of this Ordinance. The notice of violation shall contain:

- A. A statement documenting the findings of fact determined through observations, inspections, or investigations;
- B. A list of specific violation(s) of this Ordinance
- C. Specific requirements for correction or removal of the specified violation(s);
- D. A mandatory time schedule for correction, removal and compliance with this ordinance.

9.01.03 Cease and Desist Orders

Cease and desist orders may be issued when the Department has probable cause that an activity regulated by this or any other county ordinance is being or has been conducted without a permit or in violation of a permit. When work has been stopped by a cease and desist order, the work shall not resume until the reason for the work stoppage has been completely satisfied, any administrative fees paid, and the cease and desist order lifted.

9.02 Prosecution

In the event of a violation or threatened violation of this ordinance, the County may, in addition to other remedies, initiate appropriate civil action or proceedings to prevent, prosecute, restrain, correct or abate such violations or threatened violations and the County attorney shall have authority to commence such civil action. The Department and County Attorney may take such actions as may be necessary to enforce the provisions of this ordinance.

9.03 Cost and Reimbursements

If the Department is required to remove or abate an imminent threat to public health or safety, the Department may recover all costs incurred in removal or abatement in a civil action, including legal fees; at the discretion of the County Board, the cost of an enforcement action under this Ordinance may be assessed and charged against the real property on which the public health nuisance was located. The County Auditor shall extend the cost of as assessed and charged on the tax roll against said real property.

9.04 State Notification of Violation

In accordance with state law, the Department shall notify the MPCA of any inspection, installation, design, construction, alteration or repair of an SSTS by a licensed/certified person or any septage removal by a licensed pumper that is performed in violation of the provisions of this Ordinance.

ARTICLE 10 RECORD KEEPING

The County shall maintain a current record of all permitted systems. The record shall contain all permit applications, issued permits, fees assessed, variance requests, certificates of compliance, notices of noncompliance, enforcement proceedings, site evaluation reports, design reports, record drawings, management plans, maintenance reports, an annual list of all sewage tanks installed in the county sorted by licensed installation businesses, and other records relevant to each system.

ARTICLE 11 DISPUTE RESOLUTION PROCEDURES

- A. In the event of a dispute between two designers on whether the soil or design meets the minimum requirements of the Ordinance the County shall review the site, upon request, and make the final determination.
- B. In the event that a designer and the County have a dispute related to the design or soils meeting the minimum requirements of the Ordinance the County shall meet with the designer on-site to review the soils and design. If the dispute is unresolved the County and designer shall request a mutually agreeable soil scientist to review the site. The applicant shall provide a deposit in an amount to be determined by the County to cover the cost of the soil scientist and County review. Both parties shall agree in writing that the soil scientist findings shall be final. If the scientist determines the County correctly interpreted the soils the deposit will be retained and used to pay the scientist and County, with any extra money refunded to the applicant. If the soil scientist determines the designer was correct the deposit shall be refunded and the County will pay for the cost of the soil scientist review. If soils are reviewed with the soil scientist that was not previously reviewed by the County the County shall retain the deposit. All reviews with the soil scientist shall be conducted in a pit that is a minimum of 4 feet by 4 feet with a depth of at least 3 feet below the bottom of the proposed system or until bedrock or the water table, whichever is less.

ARTICLE 12 ANNUAL REPORT

The department shall provide an annual report of SSTS permitting activities to MPCA no later than February 1 for the previous calendar year.

ARTICLE 13 **FEES**

From time to time, the County Board shall establish fees for activities undertaken by the Department pursuant to this Ordinance. Fees shall be due and payable at a time and in a manner to be determined by the Department.

ARTICLE 14 **INTERPRETATION**

In their interpretation and application, the provisions of this Ordinance shall be held to be minimum requirements and shall be liberally construed in favor of the County and shall not be deemed a limitation or repeal of any other powers granted by Minnesota Statutes.

ARTICLE 15 **SEVERABILITY**

If any section, clause, provision, or portion of this Ordinance is adjudged unconstitutional or invalid by a court of law, the remainder of this ordinance shall not be affected and shall remain in full force.

ARTICLE 16 **ABROGATION AND GREATER RESTRICTIONS**

It is not intended by this Ordinance to repeal, abrogate, or impair any other existing County ordinance, easement, covenants, or deed restrictions. However, where this Ordinance imposes greater restrictions, the provisions of this Ordinance shall prevail. All other Ordinances inconsistent with this Ordinance are hereby repealed to the extent of the inconsistency only.

ARTICLE 17 **ORDINANCE REPEALED**

The Pine County previous ordinance for the regulation of Individual Sewage Treatment Systems of the County is hereby repealed.

ARTICLE 18 **ADOPTION**

The Pine County Subsurface Sewage Treatment Program Ordinance is hereby adopted by the Pine County Board of Commissioners on the 21st day of January, 2014.

Curt H. Rossow
Chairperson, Pine County Board of Commissioners

Attest:

David J. Minke
County Administrator

Notice of Public Hearing Published: 1/9/14 & 1/16/14
Public Hearing: 1/21/14
Adopted by County Board: 1/21/14 (tentative)
Publication of Ordinance: 2/6/14 (tentative)
Filed with County Recorder: 2/20/14 (tentative)
Effective Date: 4/1/2014

PINE COUNTY PERSONNEL COMMITTEE
Minutes
January 14, 2014
9:00 a.m. – Commissioners Conference Room
Pine County Courthouse
Pine City, MN

Members: Commissioner Chaffee
Commissioner Rossow
Alternate: Commissioner Hallan

1. The meeting was called to order at 8:57 a.m.
2. The agenda was approved.
3. Agenda additions
 - a. Office Manager, Denise Baran performance increase request.
 - b. Probation potential backfill
 - c. Commissioner Rossow motioned to recommend for approval, Commissioner Chaffee seconded.
Motion carried 2-0.
4. Approve minutes from December 12, 2013 Personnel Meeting - Commissioner Rossow motioned to recommend for approval, Commissioner Chaffee seconded. Motion carried 2-0.
5. Sheriff
 - a. Sheriff Robin Cole presented a performance increase request for Office Manager, Denise Baran. Commissioner Rossow motioned to recommend a 2% performance increase from \$18.49 to \$18.86, effective on her anniversary date of February 4, 2014 for approval, Commissioner Chaffee seconded. Motion carried 2-0.
6. Probation
 - a. Probation Director Terryl Arola presented information on a potential vacancy in the Probation department and several backfilling options. Commissioner Chaffee motioned to recommend backfill up to step 3, dependent on qualifications for approval, Commissioner Rossow seconded. Motion carried 2-0.
7. Administrator
 - a. Recommend 1% performance increase from \$40.01 to \$40.41 for HHS Director, Patrick Bruflat. County Administrator, David Minke presented information on HHS Director Patrick Bruflat's 6 month performance evaluation with a 1% performance increase request. Commissioner Rossow motioned to recommend for approval, Commissioner Chaffee seconded. Motion carried 2-0.
 - b. Approve revised Supervisor PTO cash out policy.
The committee recommended for approval.
 - c. Approve 2014 Non-Union wage scale corrections and additions.

The committee recommended for approval.

- d. Discuss FMLA leave PTO and VAC/SICK usage mandate. Discussion was held as to current FMLA leave policies within Pine County.

8. Other

9. The meeting was adjourned at 10:23 a.m.

PTO CASH OUT REQUEST FORM

FLSA exempt staff graded C41 and above, have the ability to cash out available PTO hours. The above mentioned staff, with a minimum accrued PTO of three hundred twenty (320) hours may cash out eighty (80) hours of PTO in conjunction with using eighty (80) hours of PTO within the current year. PTO must be used in 40 hour consecutive increments or 80 consecutive hours for a total of 80 PTO hours to qualify for the cash-out. Holiday pay cannot be used towards the PTO total.

Please use this form for cash-outs. The form must be submitted no later than **seven** (7) working days prior to the end of the 80 hour PTO usage. The PTO cash out will be paid the first pay date following the end of the 80 hours of PTO usage.

Employee:

EMPLOYEE NAME: _____
(Please PRINT)

EMPLOYEE #: _____ Department name: _____

I request cash out of 80 hours of available PTO hours.

PTO was/will be used from _____ to _____,
I have in excess of three hundred twenty (320) hours of available PTO.

Employee Signature: _____ Date: _____

Payroll use only:

Balance of available PTO prior to cash out..... _____ hours.

Paid cash out of 80 PTO hours on _____ (pay date – regular payroll)

Payroll Initials _____

Reference:

Personnel Policy

Personnel Policy – Section 7 Language Addition

FLSA exempt staff graded C41 and above, have the ability to cash out available PTO hours. The above mentioned staff, with a minimum accrued PTO of three hundred twenty (320) hours may cash out eighty (80) hours of PTO in conjunction with using eighty (80) hours of PTO within the current year. PTO must be used in 40 hour consecutive increments or 80 consecutive hours for a total of 80 PTO hours to qualify for the cash-out. Holiday pay cannot be used towards the PTO total.

Cash-out forms can be obtained from payroll. The form must be submitted no later than seven (7) working days prior to the end of the 80 hour PTO usage. The PTO cash out will be paid the first pay date following the end of the 80 hours of PTO usage.

2014 Non-Union Pay Scale

Position	Grade	2014	Annual based	2014	Annual based
		Minimum	on 2080 hours	Maximum	on 2080 hours
Seasonal, Jail Matron Officer, Receptionist	A13	\$11.79	\$24,523	\$17.04	\$35,443
Jail Secretary	B21	\$12.39	\$25,771	\$18.07	\$37,586
Court Security Officer, Administrative Assistant	B22	\$13.07	\$27,193	\$18.95	\$39,407
Payroll Clerk, Administrative Assistant	B23	\$13.74	\$28,586	\$19.84	\$41,272
IT Support Specialist, Office Manager Public Works/Sheriff, STS Crew Leader	B24	\$15.83	\$32,936	\$22.83	\$47,486
Office Manager/Legal Secretary, Deputy Recorder, HR and Payroll Specialist	B31	\$17.05	\$35,464	\$23.98	\$49,886
Assistant Jail Administrator, Building Maintenance Supervisor	C41	\$18.76	\$39,022	\$26.88	\$55,907
Veterans Service Officer, IT Supervisor	C42	\$19.60	\$40,768	\$28.00	\$58,243
County Recorder, Deputy Assessor	C43	\$20.67	\$42,986	\$28.99	\$60,300
County Surveyor, Land/Zoning Administrator, Chief Deputy Auditor/Treasurer	C51	\$22.68	\$47,165	\$32.36	\$67,307
Public Health Supervisor, Jail Administrator	C52	\$23.61	\$49,115	\$33.38	\$69,429
Assistant County Attorney	D61	\$25.20	\$52,415	\$35.57	\$73,993
Chief Deputy Sheriff, Chief Deputy County Attorney	D71	\$27.30	\$56,786	\$38.50	\$80,079
Land Services Director	E81	\$29.38	\$61,115	\$41.38	\$86,079
HHS Director, Public Works Director/Co Engineer	E82	\$32.40	\$67,390	\$45.63	\$94,920
County Administrator	E91	\$38.64	\$80,380	\$50.50	\$105,040

PINE COUNTY REQUEST FOR BOARD ACTION

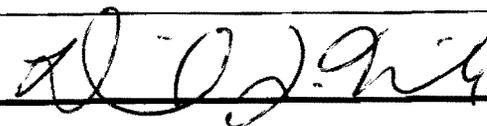
Requested Board Date: January 21, 2014	Consent Agenda <i>(Please Circle)</i> <div style="border: 1px solid black; border-radius: 50%; width: fit-content; padding: 2px; display: inline-block;">Regular Agenda</div> Estimated Time: <i>(Please Circle)</i> <u>15 min.</u> 10 Min. 15 Min. <small>Time needed</small> 30 Min. 45 Min. 1 hour
Department: Administrator's	Date: January 13, 2014

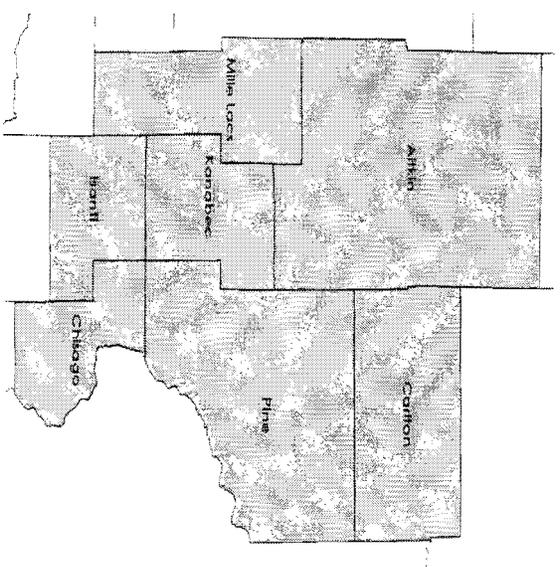
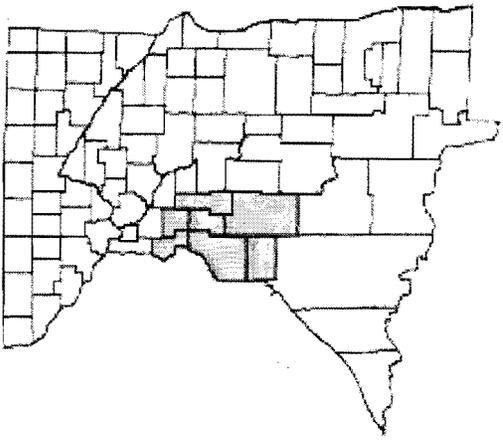
At the November 5, 2013 board meeting Cherre' Palenius from the Minnesota Housing Partnership made a presentation on a regional housing study and requested \$5,000-\$10,000 from the board to help fund the study.

Since that meeting, some commissioners have requested more information on the study and the benefits to Pine County.

Lezlie Sauter, Director/Agency Planner with the Lakes and Pines Community Action Council will make a presentation to the board on the Regional Housing Plan/Study, answer questions, and request funding.

Board Action Requested: (Attach additional pages if needed)
 Consider contribution.
 Supporting Documents: Attached (Powerpoint presentation handout)

Signature: 

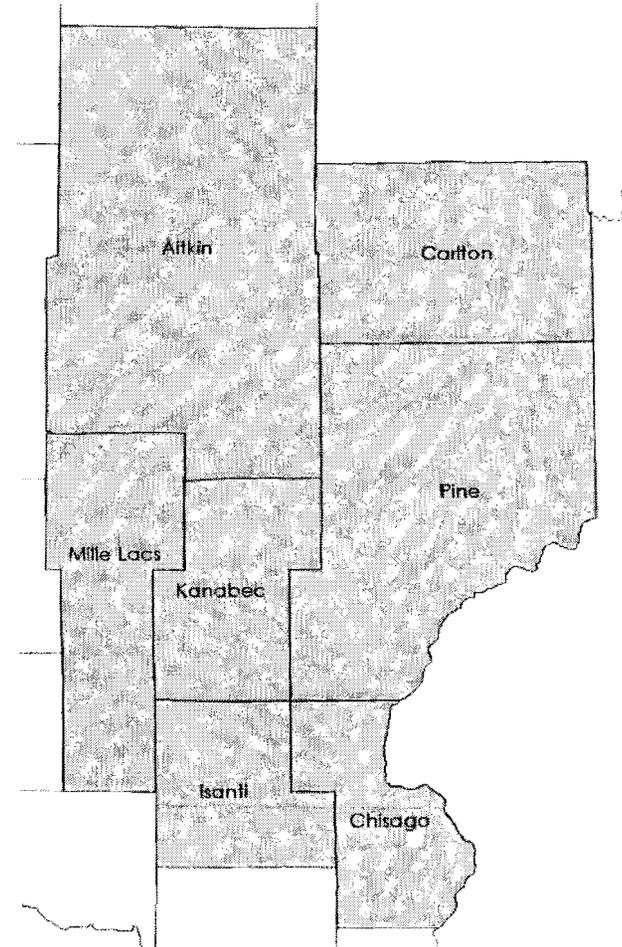


EAST CENTRAL MINNESOTA HOUSING TRENDS

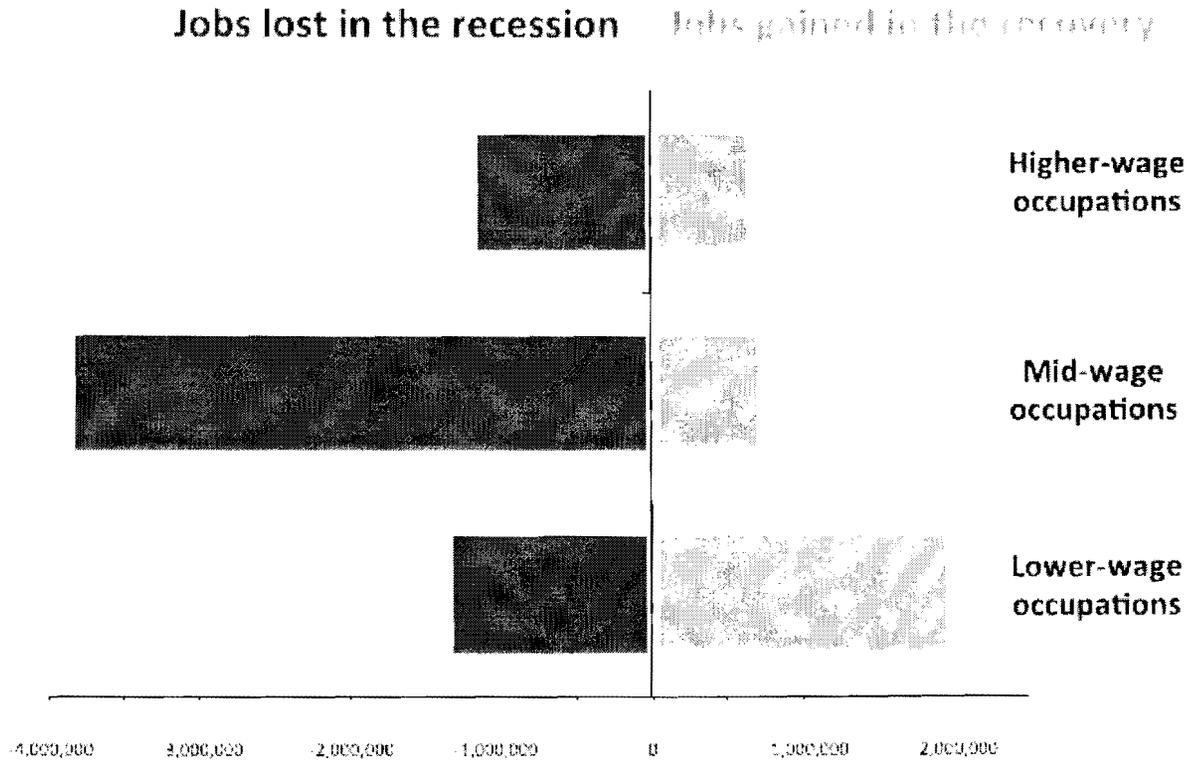


Community Participants

- Stakeholders in 7-County East Central Minnesota
- County and City governments, Planning Commissions, EDAs, HRAs, and area non-profits

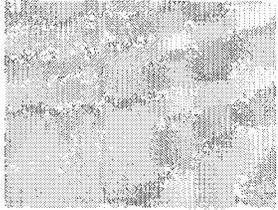


Most Jobs Gained in Recovery from Recession in US were Low-Wage Jobs



Net change in occupational employment, US

*Source: NELP analysis of Current Population Survey.
Recession is 2008 Q1 to 2010 Q1; recovery is 2010 Q1 to 2012 Q1.*



Defined as the amount that is needed to pay gross rent (shelter plus utilities) of privately owned, decent, safe and sanitary rental housing of a modest (non-luxury) nature with suitable amenities.



2012 Fair Market Rent for a 2 br

- Aitkin County: \$583 a month
- Carlton County: \$687 a month
- Chisago County: \$904 a month
- Isanti County: \$904 a month
- Kanabec County: \$727 a month
- Mille Lacs County: \$645 a month
- Pine County: \$602 a month

□ Source: <http://www.hud.gov/offices/cpd/affordablehousing/programs/home/limits/rent/2012/mn.pdf>

Low Wage Earners – working fulltime

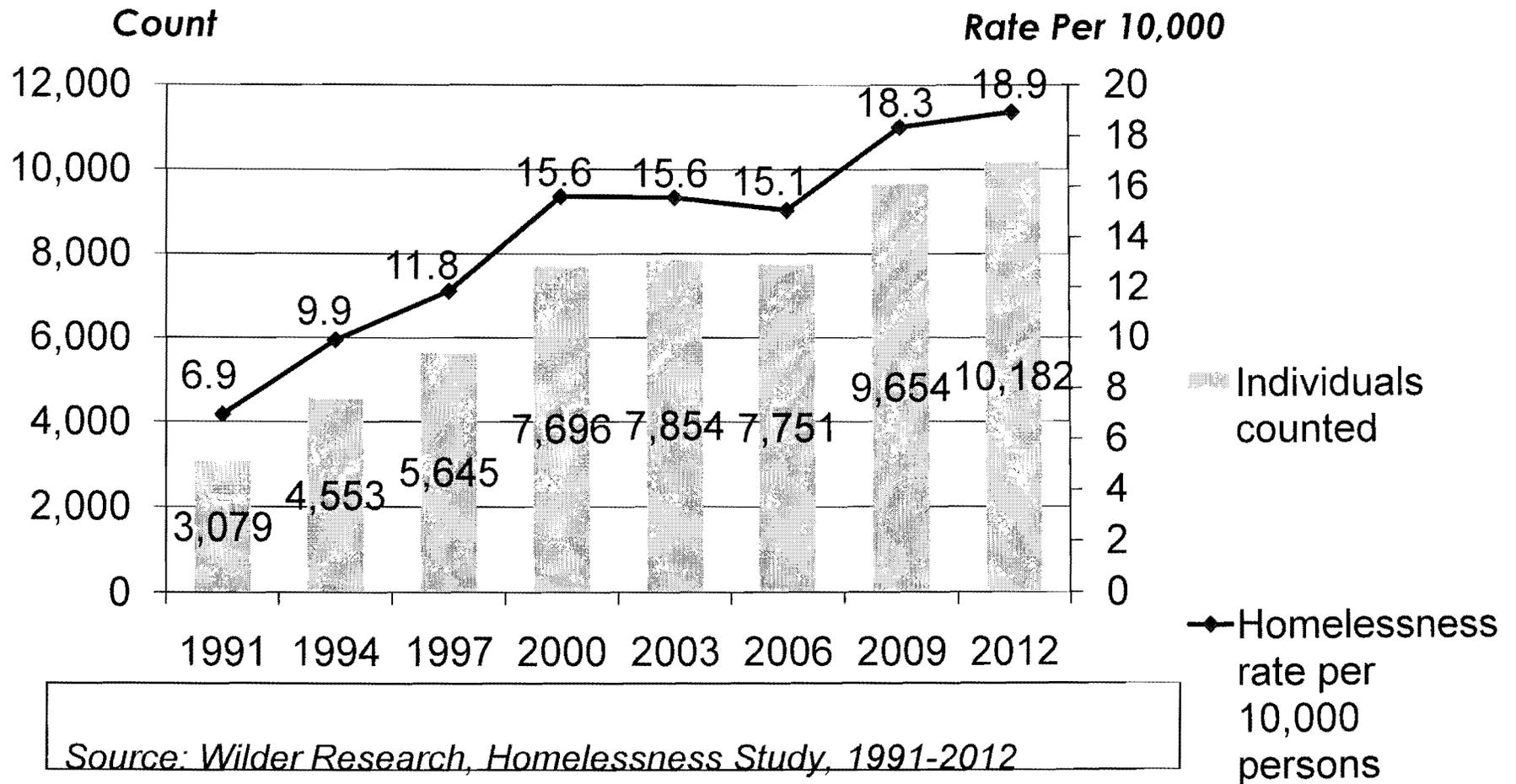
- \$10/hour = \$1,733 month
 - ▣ 30% for housing is \$520
 - \$12/hour = \$2,080 month
 - ▣ 30% for housing is \$624
 - \$14/hour = \$2,427 month
 - ▣ 30% for housing is \$728
- ▣ Minimum wage is \$7.25/hour

2013 Fair Market Rent for a 2 br

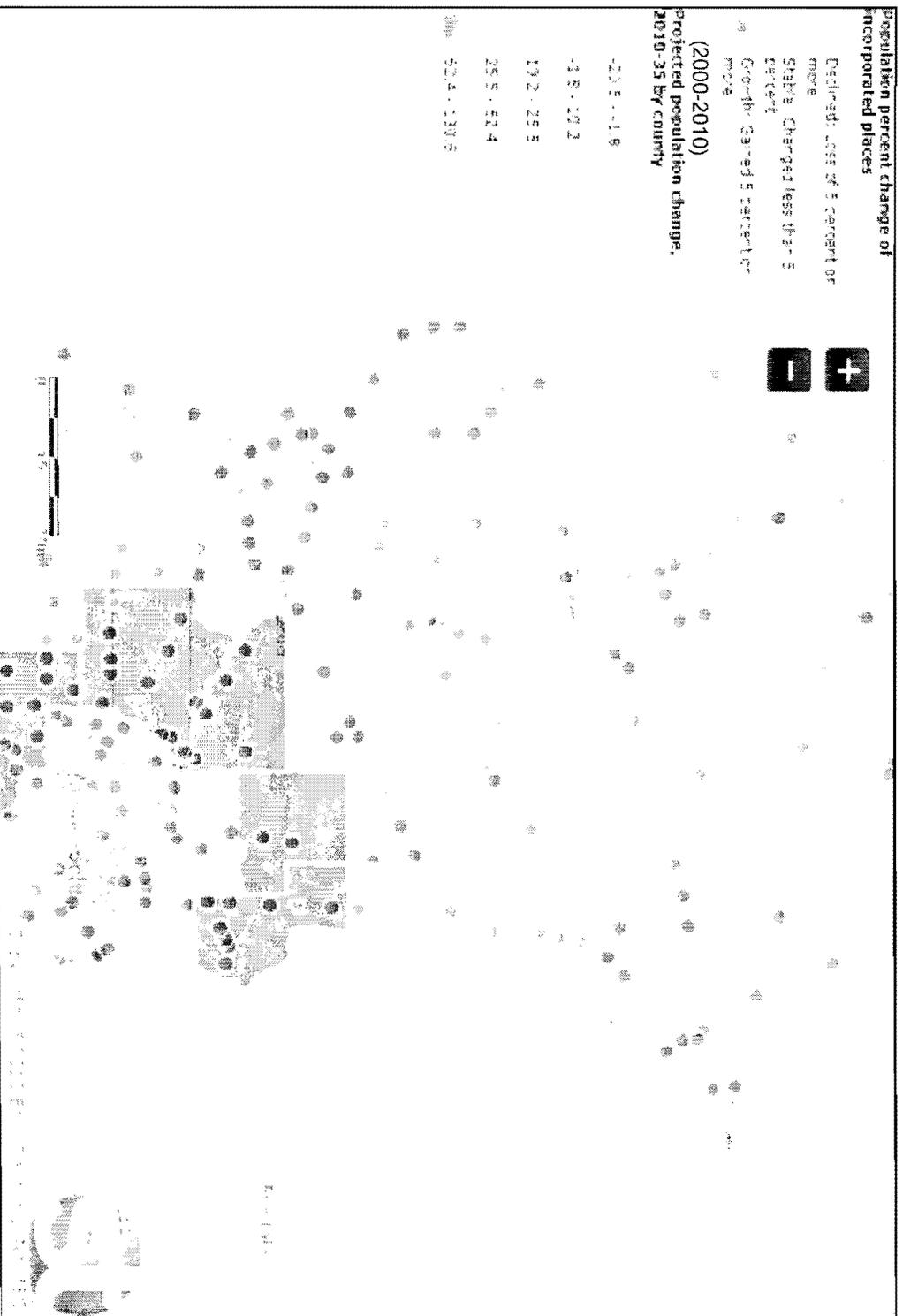
County	Monthly Rent	Monthly Rent Increase	Annual Rent Increase
Aitkin	\$626	\$43	\$516
Carlton	\$725	\$38	\$456
Chisago	\$920	\$16	\$192
Isanti	\$920	\$16	\$192
Kanabec	\$781	\$54	\$648
Mille Lacs	\$761	\$71	\$852
Pine	\$688	\$86	\$1,032

- Source: <http://www.hud.gov/offices/cpd/affordablehousing/programs/home/limits/rent/2013/mn.pdf>

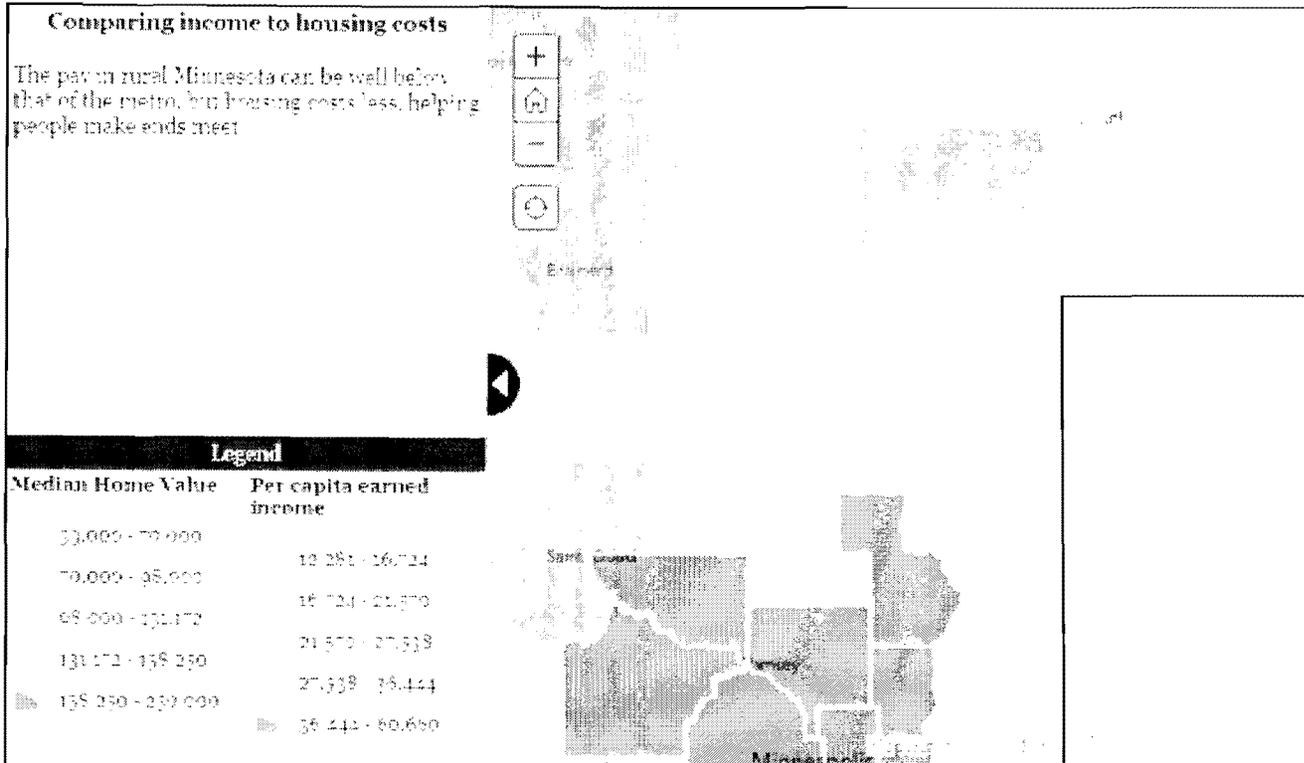
Homeless Minnesotans Identified on a Single Night through 2012



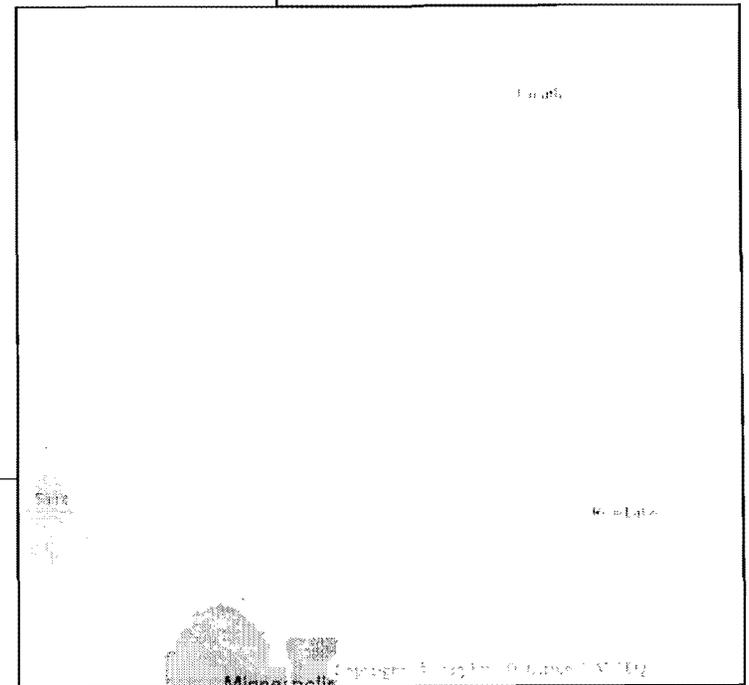
Population Changes in Rural Minnesota



Comparing Income to Housing Costs



Median Home Value



Per Capita Earned Income

What is a regional housing study?

- A housing study will provide Cities/Counties with recommendations for and future:
 - Rental Housing Development
 - Housing rehab
 - Acquisition/demolition
 - Rental Inspection
 - Homeownership
 - Subdivision/lot development
 - Commercial rehab
 - Coordination amongst Housing Agencies

Why is a regional housing study needed?

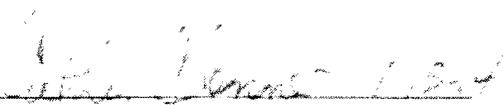
- Identifies current and future housing needs
- Provides accurate up-to-date information that guides community and regional planning efforts.
- Developers rely on current data to make housing funding applications more competitive for State resources
- Positions the region and communities with the ability to get more affordable housing funds.

WE NEED YOU, JOIN US!

Community	Funding Committed
City of Aitkin	\$5,000
City of Princeton	\$3,000
Pine City	\$3,000
City of Cambridge	\$3,000
City of Hinckley	\$3,000
GPS 45:93	\$1,000
City of Braham	\$ 500
Initiative Foundation	\$10,000*
MN Housing Partnership	\$10,000*
TOTAL	\$38,500
	*requires matching funds

Communities Interested	Will share their Housing Study
City of Milaca	City of Cambridge
Mille Lacs County	City of Mora
City of Moose Lake	City of Cloquet
Mille Lacs Band	City of Scanlon
City of Sandstone	
City of Isanti	
Can we add YOUR COMMUNITY?	

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: <p align="center">January 21, 2014</p>	Consent Agenda <i>(Please choose)</i> Regular Agenda Estimated Time <i>(Please Circle)</i> <p align="center"><u>5 Min.</u> 15 Min.</p> Time needed 30 Min 45 Min. 1 hour
Department requesting action: <p align="center">Land Department</p>	 <hr/> Department Head Signature Date

Item for Discussion: (one form per item)	
<p>Withdraw/Retention of 2013 Land Sale Parcels (As reviewed and discussed by the Land Committee on January 7th).</p> <ul style="list-style-type: none"> • Withdraw select parcels of unsold parcels of land from the 2013 Land Sale. • Continue to offer the sale of select unsold parcels from the 2013 Land Sale. 	
Board Action Requested: (Attach additional pages if needed)	
Approval by Resolution	
<p align="right">Supporting Documents: Attached None</p>	
<hr/>	
<hr/>	

Resolution 2014-03
RESOLUTION TO RETAIN AND WITHDRAW
2013 LAND AUCTION PARCELS

WHEREAS, Pine County wishes to withdraw the sale of select parcels of unsold land that were previously offered at the September 20, 2013 Pine County Land Auction, and to re-appraise and re-offer those parcels at the 2014 Pine County Land Auction.

WHEREAS, Pine County wishes to continue the sale of certain unsold parcels of land that were previously offered at the September 20, 2013 Pine County Land Auction, listed as follows:

3. ARNA TOWNSHIP (02.0260.000); SE $\frac{1}{4}$ of NE $\frac{1}{4}$ of NW $\frac{1}{4}$ of SW $\frac{1}{4}$, Section 26-42-16 (2.5 acres)
4. ARNA TOWNSHIP (02.0263.000); SW $\frac{1}{4}$ of NW $\frac{1}{4}$ of NW $\frac{1}{4}$ of SW $\frac{1}{4}$, subject to road easement, Section 26-42-16 (2.5 acres)
9. DANFORTH TOWNSHIP (11.0198.000 split); SE $\frac{1}{4}$ of SE $\frac{1}{4}$, Section 32-42-18 (40 acres)
15. FLEMING TOWNSHIP (14.0260.000); E $\frac{1}{2}$ of SW $\frac{1}{4}$ of SE $\frac{1}{4}$ of NE $\frac{1}{4}$, SUBJECT TO ROAD EASE, Section 35-43-18 (5 acres)
17. NORMAN TOWNSHIP (22.0353.000); SW $\frac{1}{4}$ of NE $\frac{1}{4}$, less the W $\frac{1}{2}$ of W $\frac{1}{2}$ of SW $\frac{1}{4}$ of NE $\frac{1}{4}$, Section 33-44-19 (30 acres)
18. NORMAN TOWNSHIP (22.0360.000); N $\frac{1}{2}$ of S $\frac{1}{2}$ of N $\frac{1}{2}$ of NE $\frac{1}{4}$ of SE $\frac{1}{4}$ & S $\frac{1}{2}$ of N $\frac{1}{2}$ of N $\frac{1}{2}$ of NE $\frac{1}{4}$ of SE $\frac{1}{4}$, Section 33-44-19 (110 acres)
19. NORMAN TOWNSHIP (22.0371.000); W $\frac{1}{2}$ of W $\frac{1}{2}$ of E $\frac{1}{2}$ of NW $\frac{1}{4}$ of SE $\frac{1}{4}$, Section 33-44-19 (5 acres)
20. NORMAN TOWNSHIP (22.0373.000); W $\frac{1}{2}$ of W $\frac{1}{2}$ of W $\frac{1}{2}$ of NW $\frac{1}{4}$ of SE $\frac{1}{4}$, Section 33-44-19 (5 acres)
21. NORMAN TOWNSHIP (22.0382.000); NE $\frac{1}{4}$ of NW $\frac{1}{4}$, Section 34-44-19 (40 acres)
26. SANDSTONE TOWNSHIP (30.0165.000); South 132 ft. of NE $\frac{1}{4}$ of NW $\frac{1}{4}$, Section 17-42-19 (4 acres)
28. CITY OF BRUNO (36.0019.001); All that part of Lot 1, Auditor's Subdivision lying East of the following described line: Commencing at the Northwest corner of said Lot 1, Auditor's Subdivision of Section 19, Township 44 North, Range 18 West; thence East along the North line of said Lot 1, a distance of 265 feet to the actual point of beginning of line to be described, thence South parallel with the West line of said Lot 1 to the South line of said Lot 1, Auditor's Subdivision of Section 19, Township 44 North, Range 18 West, and there terminating (2.67 acres)

NOW, THEREFORE BE IT RESOLVED, that the Pine County Board of Commissioners, as provided by Minnesota Statute 282.01, Subd. 7, hereby:

1. Proclaims that the above listed parcels of land, namely tracts 3, 4, 9, 15, 17, 18, 19, 20, 21, 26, and 28 shall remain for sale in accordance with the 2013 Pine County Land Auction terms, conditions, and appraised values until sold or otherwise withdrawn from sale; and
2. Establishes July 11, 2014, as the date that all un-sold parcels of land that were previously offered at the September 20, 2013 Pine County Land Auction, with the exception of tracts 3, 4, 9, 15, 17, 18, 19, 20, 21, 26, and 28, shall be withdrawn from sale, re-appraised, and re-offered at the 2014 Pine County Land Auction.

Date

By: Curt H. Rossow, Chairman Pine County Board of Commissioners

Attest: David J. Minke, County Administrator and Clerk to the County Board

PINE COUNTY REQUEST FOR BOARD ACTION

<p>Requested Board Date:</p> <p align="center">January 21, 2014</p>	<p>Consent Agenda <i>(Please choose)</i></p> <p><u>Regular Agenda</u></p> <p>Estimated Time: <i>(Please Circle)</i></p> <p align="center">5 Min. 15 Min</p> <p>Time needed</p> <p>30 Min. 45 Min 1 hour</p>
<p>Department requesting action:</p> <p align="center">Land Department</p>	<p align="center"><i>[Handwritten Signature]</i> <i>1-23-14</i></p> <hr/> <p>Department Head Signature Date</p>

Item for Discussion: (one form per item)

2014 Tax Forfeit Land Sale Tract Classification & Distribution
 (As reviewed and discussed by the Land Committee on January 7th)

- Classification of listed lands to Non-Conservation
- Distribution to the DNR and local units of government

Board Action Requested: (Attach additional pages if needed)

Approval by Resolution

Supporting Documents: **Attached** None

Resolution 2014-04
RESOLUTION FOR
2014 PINE COUNTY TAX-FORFEITED LAND
CLASSIFICATION (NON CONSERVATION)

WHEREAS, The Pine County Board of Commissioners desires to offer for sale the attached list of lands that have forfeited to the State of Minnesota for non-payment of taxes, pursuant to M.S.282; and

WHEREAS, The Pine County Board of Commissioners desires to classify the attached list of lands as Non-Conservation;

WHEREAS, distribution of the listing of the classified lands to local units of government and the Minnesota Department of Natural Resources shall commence at the direction of the County Board.

NOW, THEREFORE BE IT RESOLVED, that the Pine County Board of Commissioners, pursuant to M.S. 282, hereby:

1. Classifies the attached listed lands as Non-Conservation lands;
2. Authorizes and directs distribution of said lands to local to local units of government for review; and
3. Requests review and approval from the Minnesota Department of Natural Resources for the sale of said lands; and

Date

By: Curt H. Rossow, Chairman Pine County Board of Commissioners

Attest: David J. Minke, County Administrator and Clerk to the County Board

Forfeitures (prior to 2013)

1. BRUNO TOWNSHIP (07.0033.00 and 07.0050.000)
E ½ of W ¼ of NW ¼ and E ½ of NW ¼ of SW ¼, and E ½ of SW ¼ of SW ¼, less RR and subject to hwy easement
micro #397889 and subject to a 33 foot roadway easement along the south side
3-44-18 60.64 acres
2. DANFORTH TOWNSHIP (11.0059.000)
E ½ of SE ¼, subject to easement for County Highway over the south 4 rods thereof
10-42-18 80 acres
3. FLEMING TOWNSHIP (14.0102.000 split)
NE ¼ of SE ¼
17-43-18 40 acres
4. FLEMING TOWNSHIP (14.0102.000 split)
SE ¼ of SE ¼
17-43-18 40 acres
5. FLEMING TOWNSHIP (14.0102.000 split)
SW ¼ of SE ¼
17-43-18 40 acres
6. FLEMING TOWNSHIP (14.0132.000)
NE ¼ of NE ¼
20-43-18 40 acres
7. FLEMING TOWNSHIP (14.0134.000 and 14.0135.000)
SE ¼ of NE ¼ and SW ¼ of NE ¼
20-43-18 80 acres
8. FLEMING TOWNSHIP (14.0139.000 split)
NE ¼ of SE ¼
20-43-18 40 acres
9. KERRICK TOWNSHIP (16.0249.000) (Old Town Dump Site)
SE ¼ of SE ¼
23-45-18 40 acres
10. KETTLE RIVER TOWNSHIP (17.0384.005, 17.0387.000, and 17.0390.000)
S ½ of NE ¼, NE ¼ of SE ¼, and SE ¼ of SE ¼, all lying west of right-of-way of Highway 35
35-44-20 117.75 acres
11. KETTLE RIVER TOWNSHIP (17.0393.000)
SW ¼
35-44-20 160 acres
12. WILMA TOWNSHIP (32.0097.000 split)
NE ¼ and N ½ of SE ¼
11-42-17 240 acre

2013 Forfeitures

13. CLOVER TOWNSHIP (09.5217.000)
Pathfinder Village 2nd Addition Lot 119, Block 1
28-41-18
14. CLOVER TOWNSHIP (09.5494.000)
Pathfinder Village 6th Addition Lot 33, Block 1
28-41-18
15. HINCKLEY TOWNSHIP (15.0210.000)
SW ¼ of NW ¼
20-41-21 40 acres
16. MUNCH TOWNSHIP (15.0107.001)
E ½ of NW ¼ of NW ¼, subject to easements and encumbrances of record
13-40-20 20 acres
17. NEW DOSEY TOWNSHIP (20.5035.000)
Townsite of Cloverton Lot 5, Block 1
36-43-18

18. NEW DOSEY TOWNSHIP (20.5060.000):
Townsite of Cloverton Lot 16, Block 5
36-43-16
19. NEW DOSEY TOWNSHIP (20.5053.000 and 20.5054.000):
Townsite of Cloverton Lots 1 and 2, Block 5
36-43-16
20. ROYALTON TOWNSHIP (29.5098.000) (+150' of public waters)
Royal River Park Lot 2, Block 3
9-38-22
21. PINE CITY TOWNSHIP (26.5192.000):
S: Croix Estates Lot 13, Block 4
6-38-19
22. PINE LAKE TOWNSHIP (27.0159.000):
The East 330.00 feet of the SW1/4 of SW1/4 lying northerly of the township road and East 330.00 feet of the NW 1/4 of SW 1/4 except the North 660.00 feet thereof. Subject to the right of way of a township road on the east 33 feet thereof and also subject to the right of way of said township road on the south.
11-43-21 4.98 acres
23. POKEGAMA TOWNSHIP (28.5523.000):
Dunlookin First Addition Lot 3, Block 3 Together with permanent easement to Pokegama Lake for ingress and egress only, in common with users, in common with other users, including the Sellers, their heirs and assigns, over and across that part of Outlot A, Dunlookin First Addition, Pine County, Minnesota which lies North of the following described line: Beginning at a point on the Westerly line of said Outlot A, a distance of 210 feet, thence South at right angles, a distance of 25 feet, thence East parallel with the North line of said Outlot A to the shore of Pokegama Lake, and there terminating
23-39-22
24. WINDEMERE TOWNSHIP (33.5556.000):
Heritage Pines Lot 3, Block 2
21-45-19
25. WINDEMERE TOWNSHIP (33.5752.000):
1971 Rearrangement of Lots 100 to 110 inclusive of Sturgeon Island Lot 4
16-45-19
26. CITY OF HENRIETTE (39.5078.001):
Peterson's Addition to Cornell (now the Village of Henriette) Lots 11 thru 14, Block 6
17-39-22
27. CITY OF ROCK CREEK (43.0102.000):
SW 1/4 of NW 1/4
22-38-20 40 acres
28. CITY OF RUTLEDGE (44.0015.000):
That part of Lot Three (3) of Auditor's Subdivision described as follows, to-wit: Beginning at the Southwest corner of said Lot 3 of Auditor's Subdivision of Section 28, Township 44, Range 20 thence East over and along the South Boundary line of said Lot 3 a distance of 150 feet; thence North 322 feet; thence East 128 feet 6 inches, thence North 233 feet 8 inches to the point of beginning of property to be described, thence continuing North 208 feet 8 inches, thence East 208 feet 8 inches, thence South 208 feet 8 inches; thence West 208 feet 8 inches to the point of beginning
26-44-20 1 acre
29. CITY OF SANDSTONE (45.0032.000) (OLD CREAMERY SITE)
All that part of the right of way and station grounds of the railway of the Great Northern Railway Company in the Northeast Quarter of the Southeast Quarter (NE1/4 of SE1/4) described as follows: Beginning at a point in the westerly boundary of said right of way and station grounds 40 feet distant northeasterly from the intersection of said right of way boundary by the northeasterly line of west fifth street in the City of Sandstone, extended, southeasterly; Thence northeasterly along said northwesterly right of way boundary, being the southeasterly line of Railroad Avenue in said City of Sandstone, a distance of 300 feet, thence southeasterly at right angles to the last described course 100 feet, thence southwesterly parallel with said northwesterly right of way boundary 300 feet; thence northwesterly 100 feet to point of beginning.
8-42-20 3 acres
30. CITY OF SANDSTONE (45.5310.000):
Townsite of Sandstone Quarries Lot 12, Block 9
8-42-20

31 CITY OF STURGEON LAKE (46.0044.000)

A tract of land in the Northwest Quarter of the Southwest Quarter (NW1/4 of SW1/4) lying Southwesterly of the Original Townsite of the City of Sturgeon Lake, more particularly described as follows: Commencing at the most Westerly corner of Block One (1) of said Original Townsite; thence Southwesterly on a line which is an extension of the Northwestern line of said Block 1 a distance of 60 feet to point of beginning; thence deflecting to the left 90D00" a distance of 360 feet; thence deflecting to the right 90D00" a distance of 66.35 feet; thence deflecting to the left 26D13" a distance of 289.2 feet, more or less to the South line of said NW1/4 of SW1/4; thence West 214 feet, more or less to the Southwest corner thereof; thence North on the West line of said NW1/4 of SW1/4 a distance of 485 feet, more or less to a point which is on a straight line with the Northwestern line of Block 1 aforesaid extended Southwesterly; thence Northeasterly 110 feet more or less to the point of beginning. Excepting and reserving an easement for roadway over and across the Easterly 60 feet, measured at right angles from its various courses
13-45-20

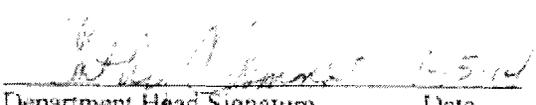
32 CITY OF STURGEON LAKE (46.5014.000)

Townsite of Sturgeon Lake Northerly 1/2 of Lot 4 and all of Lot 5, Block 2
13-45-20

33 CITY OF WILLOW RIVER (47.5019.000)

Townsite of Willow River: All that part of Lot 15, Block 1, according to the plat thereof on file and of record in the office of County Recorder, Pine County, Minnesota, lying Northerly of the following described line: Commencing at the Southeast corner of said Lot 15; thence on an assumed bearing of North 42D East along the East line of said Lot 15 a distance of Seventy-four (74) feet to the point of beginning of the line to be herein described; thence North 48D West a distance of Twenty-nine and 4/10ths (29.4) feet; thence North 13D33'07" East a distance of Twenty-two (22) feet; thence North 74D04'48" West a distance of Eighty-eight (88) feet; thence North 13D33'07" East a distance of Twenty-two (22) feet; thence North 48D West a distance of Twenty-four (24) feet, more or less, to the East shoreline of Willow River; thence said line ending. Subject to all easements of record, if any
2-44-20

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: <p align="center">January 21, 2014</p>	Consent Agenda <i>(Please choose)</i> Regular Agenda Estimated Time: <i>(Please Circle)</i> <p align="center"><u>5 Min.</u> 15 Min.</p> Time needed 30 Min. 45 Min. 1 hour
Department requesting action: <p align="center">Land Department</p>	 Department Head Signature Date

Item for Discussion: (one form per item)

Repurchase, Contract Re-Instatement and Eldon Schmedeke Land Purchase Deadline
 (As reviewed and discussed by the Land Committee on January 9th)

Majority of last year's forfeitures are non-homestead and former owners have 1 year from the date of forfeiture to repurchase (May/June deadlines).

Homesteaded properties have up to the time of sale (no time limit), which is determined by the County Board and may or may not be the actual date of the sale.

Recommendation for this date be moved to the day that the land sale is finalized by County Board Resolution (August 5th Board meeting) to allow ample time for advertising, legal notifications, postings, and viewings of the properties. This deadline would also be effective for re-instatement of land sale and repurchase contracts.

All applications for repurchase contracts and land sale contract reinstatements must be accompanied by cash or certified funds.

Board Action Requested: (Attach additional pages if needed)

Approval by Resolutions

Supporting Documents: **Attached** None

Resolution 2014-05

RESOLUTION FOR
REPURCHASE AND CONTRACT RE-INSTATEMENT DEADLINE
2014

WHEREAS, Pine County wishes to sell certain lands that have forfeited to the State of Minnesota for non-payment of taxes and through cancellation of tax-forfeit land sale and repurchase contracts.

WHEREAS, as provided in M.S. 282.241: any eligible parcel of tax-forfeited land which was classified as non-homestead property before the forfeiture may repurchase anytime within one year from the date of forfeiture, provided it has not been sold or conveyed by the County, and

WHEREAS, as provided in M.S. 282.241: any eligible parcel of tax-forfeited land which was classified as homestead property before forfeiture may be repurchased anytime before it is sold or conveyed by the County.

WHEREAS, the Minnesota Department of Revenue recommends that the County Board establishes when a sale or conveyance officially takes place and that at that time, and thereafter, no written application for repurchase will be considered. This can be the date when the County Board by resolution approves the sale or conveyance.

WHEREAS, the property described as the West 66 feet of the east 132 feet of the NE $\frac{1}{4}$ of SE $\frac{1}{4}$ and the West 66 feet of the East 132 feet of the SE $\frac{1}{4}$ of NE $\frac{1}{4}$, Section 11, Township 42, Range 17 was approved legislatively and by the County Board in 2011 for special land sale to adjoining land owner Eldon & Marjorie Schmedeke. In the event the purchase of this property by the Schmedeke's has not occurred by the official date of approval of the 2014 Pine County Land Sale as established by the County Board, the property shall be attached to the westerly adjoining properties offered at said sale. The previous offer for sale to Eldon and Marjorie Schmedeke shall be considered null and void.

WHEREAS, following the County Board resolution approving the annual tax-forfeited land sale, notification of the parcels of land to be sold is given to all adjoining landowners and interested parties, advertising and legal postings of the parcels of land occurs, and the parcels of land themselves are posted.

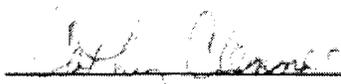
NOW, THEREFORE BE IT RESOLVED, that the Pine County Board of Commissioners, pursuant to M.S. 282.241 and recommendations by the Minnesota Department of Revenue, hereby establishes the official date of approval of the 2014 Pine County land sale to be August 5, 2013 at which time the County Board by resolution shall approve the annual land sale. Thereafter, no written application for repurchase or contract reinstatement will be considered for those lands to be offered for sale. All applications for repurchase contracts and land sale contract reinstatements must be accompanied by cash or certified funds.

Date

By: Curt H. Rossow, Chairman Pine County Board of Commissioners

Attest: David J. Minke, County Administrator and Clerk to the County Board

PINE COUNTY REQUEST FOR BOARD ACTION

<p>Requested Board Date:</p> <p align="center">January 21, 2014</p>	<p>Consent Agenda (Please choose)</p> <p><u>Regular Agenda</u></p> <p>Estimated Time: (Please Circle)</p> <p align="center">5 Min. 15 Min.</p> <p>Time needed</p> <p>30 Min. 45 Min. 1 hour</p>
<p>Department requesting action:</p> <p align="center">Land Department</p>	<p align="center"></p> <hr/> <p>Department Head Signature Date</p> <p align="right">1-13-14</p>

Item for Discussion: (one form per item)

2014-Forfeited Land Sale

As reviewed and discussed by the Land Committee on January 7th.

- Approve the attached list of lands to be offered for sale in 2014.
- Authorizes appraisals, re-appraisals, and misc. land sale preparations for the attached listing.
- Set date for public land auction to September 19, 2014.

Board Action Requested: (Attach additional pages if needed)

Motion to approve

Supporting Documents: **Attached** None

Proposed 2014 Land Sale Summary

(Tentative September 19, 2014)

Previously Offered Parcels from Last Year

(As of January 7, 2014)

32 parcels (approx. 603 acres) remain available for purchase until July 11, 2014.

After July 11, 2014 all parcels that have not been sold from the 2013 Land Sale listing will be withdrawn from sale and preparations will be made to re-offer them on the 2014 Land Auction/Sale- EXCEPT for 2013 parcels numbers 3, 4, 9, 15, 17, 18, 19, 20, 21, 26, and 28, which will be retained for immediate sale and not be re-offered on the 2014 Land Auction/Sale.

New Offerings

(Forfeitures prior to 2013-Public Waters Legislative Listings)

1 parcel (16.70 acres)

This parcel has been previously approved for public sale by the County Board, Townships, and the DNR. It also has been legislatively approved since it contains over 150 feet of public waters.

New Offerings

(Forfeitures prior to 2013-Non-Public Waters)

14 parcels (991 acres)

These parcels need classification/sale approval by the Co. Board, Twps./Cities, and the DNR.

New Offerings

(2013 Forfeitures)

As of January 7, 2014- 21 parcels (approx. 109 acres)

These parcels need classification/sale approval by the Co. Board, Twps./Cities, and the DNR.

The majority are non-homestead and former owners have 1 year from the date of forfeiture to repurchase (May/June deadline). Homesteaded properties have up to the time of sale, which is determined by the County Board and may or may not be the actual date of the sale. A Resolution will be offered to recommend that this date be the day that the land sale is finalized by County Board Resolution (first Board meeting in August (August 5th)).

2013 Contract Cancellations

Presently none. However, Land Sale and Repurchase contract cancellations may also be added to the 2014 Land auction at a later date if any occur. A Resolution will be offered to recommend that those that are not reinstated by August 5th will be added to the 2014 Land Auction/ Sale listing. Unless otherwise noted, these parcels need classification/sale approval by the Co. Board, Twps./Cities, and the DNR.

2011 Special Legislative Land Sale Parcel (Schmedeke)

WILMA TOWNSHIP (32.0097.000 split) East 132' of the NE ¼ of SE ¼, subject to a public road easement over, under, and across the West 66 feet thereof; and Easterly 132' of the SE ¼ of NE ¼, subject to a public road easement over, under, and across the West 66 feet thereof.

11-42-17 8 acres (\$5,400 plus fees)

This parcel is expected to be purchased directly by the adjoining landowner as allowed through special legislation.

It is recommended that a deadline of August 5th be set for the purchase of this property as the properties directly west of this property will be offered at the 2014 Land Auction and will include this property if not purchased by the adjoining land owner prior to August 5, 2014. A Board Resolution will be offered.

County Fee Ownership

This parcel is owned in fee by Pine County (not Tax-forfeit). The parcel was offered in 2013, along with three other fee properties. This is the only parcel remaining available as the others all sold. This parcel may be re-offered at a lower appraised value.

2014 LANDSALE LIST (PROPOSED)

Draft January 7, 2014

Greg Shared/Land Sales/2014/2014 Land Sale-Proposed

Previously Offered Last Year (dependent on sales prior to July 11, 2014)

TOWNSHIP PROPERTIES

- 1 SOLD
- 2 SOLD
- 3 ARNA TOWNSHIP (02.0260.000) *****RETAIN FOR IMMEDIATE SALE
SE 1/2 of NE 1/4 of NW 1/4 of SW 1/4 TORRENS
26-42-16 2.5 acres Appraised Value: \$690
- 4 ARNA TOWNSHIP (02.0263.000) *****RETAIN FOR IMMEDIATE SALE
SW 1/4 of NW 1/4 of NW 1/4 of SW 1/4 subject to road easement TORRENS
26-42-16 2.5 acres Appraised Value: \$690
- 5 BREMEN TOWNSHIP (05.0297.000 split)
SE 1/4 of SW 1/4
35-44-21 40 acres Appraised Value: \$5,900
- 6 BREMEN TOWNSHIP (05.0299.000)
NW 1/4 of SW 1/4, (\$9,400 timber value)* TORRENS
35-44-21 40 acres Appraised Value: \$24,600
- 7 SOLD
- 8 SOLD
- 9 DANFORTH TOWNSHIP (11.0198.000 split) *****RETAIN FOR IMMEDIATE SALE
SE 1/4 of SE 1/4 (\$2,400 timber value)*
32-42-18 40 acres Appraised Value: \$15,900
- 10 SOLD
- 11 SOLD
- 12 SOLD
- 13 SOLD
- 14 FLEMING TOWNSHIP (14.0139.000 split)
SE 1/4 of SE 1/4 reserving for Pine County its successors and assigns, a highway easement over, under and across
the south 50 feet of said Southeast Quarter of Southeast Quarter TORRENS
20-43-18 40 acres Appraised Value: \$35,800
- 15 FLEMING TOWNSHIP (14.0260.000) *****RETAIN FOR IMMEDIATE SALE
E 1/2 of SW 1/4 of SE 1/4 of NE 1/4 SUBJ TO ROAD EASE
35-43-18 5 acres Appraised Value: \$490
- 16 SOLD
- 17 NORMAN TOWNSHIP (22.0353.000) *****RETAIN FOR IMMEDIATE SALE
SW 1/4 of NE 1/4, less the W 1/2 of W 1/2 of SW 1/4 of NE 1/4 (\$3,400 timber value)*
33-44-19 30 acres Appraised Value: \$4,500
- 18 NORMAN TOWNSHIP (22.0360.000) *****RETAIN FOR IMMEDIATE SALE
N 1/2 of S 1/2 of N 1/2 of NE 1/4 of SE 1/4 &
S 1/2 of N 1/2 of N 1/2 of NE 1/4 of SE 1/4
33-44-19 10 acres Appraised Value: \$990
- 19 NORMAN TOWNSHIP (22.0371.000) *****RETAIN FOR IMMEDIATE SALE
W 1/2 of W 1/2 of E 1/2 of NW 1/4 of SE 1/4
33-44-19 5 acres Appraised Value: \$490
- 20 NORMAN TOWNSHIP (22.0375.000) *****RETAIN FOR IMMEDIATE SALE
W 1/2 of W 1/2 of W 1/2 of NW 1/4 of SE 1/4
33-44-19 5 acres Appraised Value: \$490

- 21 NORMAN TOWNSHIP (22 0362 000) *****RETAIN FOR IMMEDIATE SALE
NE ¼ of NW ¼
34-44-19 40 acres Appraised Value: \$3,900
- 22 SOLD
- 23 SOLD
- 24 SOLD
- 25 PINE LAKE TOWNSHIP (27 0523 000)
Govt. Lot 2; (\$4,000 timber value)*
35-43-21 34.26 acres Appraised Value: \$17,800
- 26 SANDSTONE TOWNSHIP (30 0165 00) *****RETAIN FOR IMMEDIATE SALE
South 132 ft. of NE ¼ of NW ¼
17-42-19 4 acres Appraised Value: \$1,900
27. WITHDRAWN

CITY PROPERTIES

- 28 CITY OF BRUNO (36 0009 001) *****RETAIN FOR IMMEDIATE SALE
All that part of Lot 1 Auditor's Subdivision Lying East of the following described line: Commencing at the Northwest corner of said Lot 1 Auditor's Subdivision of Section 15 Township 44 North, Range 18 West, thence East along the North line of said Lot 1, a distance of 265 feet to the actual point of beginning of line to be described, thence South parallel with the West line of said Lot 1 to the South line of said Lot 1 Auditor's Subdivision of Section 19 Township 44 North, Range 18 West, and there terminating
19-44-18 2.67 acres Appraised Value: \$1,490
- 29 CITY OF PINE CITY (42 5582 002)
North 90 ft. of South 190 feet of Block 20, Prince's Addition to Pine City,
33-39-21 Appraised Value: \$12,900

TOWNSHIP PROPERTIES

- 30 ARNA TOWNSHIP (02 0243 001) split
W ¼ of NE ¼ of SE ¼, subject to Highway easement recorded as document 352495 at the office of the Pine County Recorder
26-42-16 20 acres Appraised Value: \$19,200
- 31 SOLD
- 32 SOLD
- 33 SOLD
- 34 HINCKLEY TOWNSHIP (15 0004 000)
S ½ of NE ¼ lying Westerly of railroad
1-41-21 15.6 acres Appraised Value: \$2,900
- 35 KERRICK TOWNSHIP (16 0395 000)
NW ¼ of SE ¼
40 acres Appraised Value: \$32,900
- 36 SOLD
- 37 SOLD
- 38 SOLD
- 39 SOLD
- 40 SOLD
- 41 WITHDRAWN
- 42 SANDSTONE TOWNSHIP (30 0132 000)
NW ¼ of SE ¼
13-42-19 40 acres Appraised Value: \$23,500
- 43 SANDSTONE TOWNSHIP (30 0194 000)
W ¼ of SW ¼, fractional. Subject to a 66 foot easement
19-42-19 88.01 acres Appraised Value: \$46,300

- 44 SOLD
- 45 SOLD
- 46 SANDSTONE TOWNSHIP (30.0236.000):
SW ¼ of SE ¼
24-42-19 40 acres **Appraised Value: \$23,600**
- 47 SOLD
- 48 SOLD
- 49 SOLD
- 50 SOLD
- 51 SANDSTONE TOWNSHIP (30.0295.000):
SE ¼ of SE ¼
30-42-19 40 acres **Appraised Value: \$17,600**

CITY PROPERTIES

- 52 CITY OF KERRICK (41.0036.000)
S ½ of NW ¼ of SE ¼, except North 375 feet of West; 350, reserving for Pine County, its successors and assigns, a highway easement over, under and across the west 50 feet of said parcel.
35-45-18 17 acres **Appraised Value: \$15,900**
- 53 SOLD
- 54 SOLD
- 55 CITY OF KERRICK (41.5020.000)
All that part of Section 35 Township 45 North, Range 18 West of the Fourth Principal Meridian, Pine County, Minnesota to wit: Beginning at a point 106 feet South of the Northeast corner of Block 7, Town Site of Kerrick, as measured along the East line of said Block 7. Thence South along said East Line of said Block 7, 71 feet; thence West at a right angle to said East Line of said Block 7 70 feet; thence North 71 feet; thence East 20 feet; thence North 30 feet; thence East to said East Line of said Block 7; thence South along said East Line of said Block 7 to the Point of Beginning. Excepting and reserving to the State of Minnesota, in trust for taxing district concerns, all minerals and mineral rights, as provided by law.
35-45-18 **Appraised Value: \$400**
56. CITY OF PINE CITY (42.6043.000 thru 42.6047.000 & 42.6054.000 thru 42.6061.000)
Fawn Meadows Lots 1-5, Block 2 and Lots 1-8 Block 3
21-39-21 **Appraised Value: \$45,600**
57. CITY OF PINE CITY (42.6068.000 thru 42.6073.000)
Fawn Meadows Lots 7-12 Block 4
21-39-21 **Appraised Value: \$45,000**
58. CITY OF PINE CITY (42.6074.000 and 42.6075.000)
Fawn Meadows Lots 13 and 14 Block 4
21-39-21 **Appraised Value: \$15,000**
59. CITY OF PINE CITY (42.6076.000 and 42.6079.000)
Fawn Meadows Lots 15-18 Block 4
21-39-21 **Appraised Value: \$30,000**
60. CITY OF PINE CITY (42.6080.000 thru 42.6083.000)
Fawn Meadows Lots 19-22, Block 4
21-39-21 **Appraised Value: \$30,000**
61. CITY OF PINE CITY (42.6099.000 thru 42.6104.000)
Fawn Meadows 2nd Addition Lots 1-6, Block 3
21-39-21 **Appraised Value: \$21,000**
62. CITY OF ROCK CREEK (43.0375.000)
All that part of the Southeast ¼ of Southwest ¼, described as follows: To-wit: Commencing at the Southeast corner of the SE ¼ of SW ¼; thence due West on and along the South section line of said SE ¼ of SW ¼ a distance of 19 rods to the point of beginning; thence North at right angles to said section line a distance of 10 rods; thence East parallel with said section line a distance of 9 rods; thence North at right angles to said section line a distance of 6 rods; thence West parallel with said section line a distance of 10 rods; thence south at right angles to said section line a distance of 16 rods to a point on said section line; thence East on and along said section line a distance of 1 rod to the point of beginning.
21-38-21 **Appraised Value: \$1,900**
63. SOLD
64. SOLD

New Offerings

Forfeitures (prior to 2013)

Public Waters Legislation Listings

(tract numbers from 2011 legislation-Public Waters listing)

7. DELL GROVE TOWNSHIP (12.0087.000) **Note, sale pending on timber contract**
Part of SW ¼ of SW ¼ Desc as Follows: Start from NW Corner, thence 440 feet South to Point of Beginning, thence 1320 feet East, thence 550 feet South, thence 1320 feet West, thence 550 feet North to Point of Beginning
02-42-21 16.70 acres

Forfeitures (prior to 2013)

Non-Public Waters

1. BRUNO TOWNSHIP (07.0033.000 and 07.0050.000)
E ½ of W ½ of NW ¼ and E ½ of NW ¼ of SW ¼; and E ½ of SW ¼ of SW ¼ less RR and subject to hwy easement micro #397889 and subject to a 33 foot roadway easement along the south side
3-44-18 80.84 acres
2. DANFORTH TOWNSHIP (11.0059.000)
E ½ of SE ¼ subject to easement for County Highway over the south 4 rods thereof
10-42-18 80 acres
3. FLEMING TOWNSHIP (14.0102.000 split)
NE ¼ of SE ¼
17-43-18 40 acres
4. FLEMING TOWNSHIP (14.0102.000 split) **note: contact snowmobile club on trail relocation.**
SE ¼ of SE ¼
17-43-18 40 acres
5. FLEMING TOWNSHIP (14.0102.000 split) **note: contact snowmobile club on trail relocation.**
SW ¼ of SE ¼
17-43-18 40 acres
6. FLEMING TOWNSHIP (14.0132.000)
NE ¼ of NE ¼
20-43-18 40 acres
7. FLEMING TOWNSHIP (14.0134.000 and 14.0135.000)
SE ¼ of NE ¼ and SW ¼ of NE ¼
20-43-18 80 acres
8. FLEMING TOWNSHIP (14.0139.000 split)
NE ¼ of SE ¼
20-43-18 40 acres
9. KERRICK TOWNSHIP (16.0249.000)
SE ¼ of SE ¼ (old town dump site)
23-45-18 40 acres
10. KETTLE RIVER TOWNSHIP (17.0384.000, 17.0387.000, and 17.0390.000)
S ½ of NE ¼, NE ¼ of SE ¼, and SE ¼ of SE ¼, all lying west of right-of-way of Highway 35.
35-44-20 117.75 acres
11. KETTLE RIVER TOWNSHIP (17.0393.000)
SW ¼
35-44-20 160 acres
12. WILMA TOWNSHIP (32.0097.000 split)
N ½ of SE ¼ less the East 132' thereof
11-42-17 78 acres
13. WILMA TOWNSHIP (32.0097.000 split)
S ½ of SE ¼ of NE ¼ less the East 132' thereof and SW ¼ of NE ¼
11-42-17 58 acres
14. WILMA TOWNSHIP (32.0097.000 split)
N ½ of SE ¼ of NE ¼ less the East 132' thereof and N ½ of NE ¼
11-42-17 98 acres

2011 Special Legislative Land Sale Parcel (Schmedeke)

- 15 WILMA TOWNSHIP (32.0097.000 split)
East 132' of the NE ¼ of SE ¼, subject to a public road easement over, under, and across the West 66 feet thereof
and Easterly 132' of the SE ¼ of NE ¼, subject to a public road easement over, under, and across the West 66 feet
thereof
11-42-17 8 acres (\$5,400 plus fees)

NOTE: 12 thru 15 Tentative, based on the Schmedeke sale and township road construction.
12 thru 15 WILMA TOWNSHIP (32.0097.000)
NE ¼ and N ½ of SE ¼
11-42-17 240 acre

2013 Forfeitures (dependent on repurchase applications)

- 1 CLOVER TOWNSHIP (09.5217.000)
Pathfinder Village 2nd Addition Lot 119, Block 1
28-41-18
- 2 CLOVER TOWNSHIP (09.5494.000)
Pathfinder Village 6th Addition Lot 33, Block 1
28-41-18
- 3 HINCKLEY TOWNSHIP (15.0210.000)
SW ¼ of NW ¼
20-41-21 40 acres
- 4 MUNCH TOWNSHIP (19.0107.001)
E ½ of NW ¼ of NW ¼, subject to easements and encumbrances of record
13-40-20 20 acres
- 5 NEW DOSEY TOWNSHIP (20.5035.000)
Townsite of Cloverton Lot 5, Block 1
36-43-16
- 6 NEW DOSEY TOWNSHIP (20.5060.000)
Townsite of Cloverton Lot 16, Block 5
36-43-16
7. NEW DOSEY TOWNSHIP (20.5053.000 and 20.5054.000)
Townsite of Cloverton Lots 1 and 2, Block 5
36-43-16
- 8 PINE CITY TOWNSHIP (26.5192.000)
St. Croix Estates Lot 13, Block 4
6-38-19
- 9 PINE LAKE TOWNSHIP (27.0159.003)
The East 330.00 feet of the SW1/4 of SW1/4 lying northerly of the township road and East 330.00 feet of the NW ¼ of
SW ¼ except the North 660.00 feet thereof. Subject to the right of way of a township road on the east 33 feet thereof
and also subject to the right of way of said township road on the south
11-43-21 4.99 acres
- 10 POKEGAMA TOWNSHIP (28.5525.000)
Dunlookin First Addition Lot 3, Block 3. Together with permanent easement to Pokegama Lake for ingress and egress
only, in common with users, in common with other users, including the Sellers, their heirs and assigns, over and
across that part of Outlot A, Dunlookin First Addition, Pine County, Minnesota which lies North of the following
described line: Beginning at a point on the Westerly line of said Outlot A, a distance of 210 feet, thence South at right
angles, a distance of 25 feet, thence East parallel with the North line of said Outlot A to the shore of Pokegama Lake,
and there terminating
23-39-22
- 11 WINDEMERE TOWNSHIP (33.5558.000)
Heritage Pines Lot 3, Block 2
21-45-19
- 12 WINDEMERE TOWNSHIP (33.5752.000)
1971 Rearrangement of Lots 103 to 110 inclusive of Sturgeon Island Lot 4
16-45-19
- 13 CITY OF HENRIETTE (39.5078.001)
Peterson's Addition to Cornell (now the Village of Henriette) Lots 11 thru 14, Block 6
17-39-22

14. CITY OF ROCK CREEK (43 0102 000)
SW ¼ of NW ¼
22-38-20 40 acres
15. CITY OF RUTLEDGE (44 0015 000)
That part of Lot Three (3) of Auditor's Subdivision described as follows: to-wit: Beginning at the Southwest corner of said Lot 3 of Auditor's Subdivision of Section 28, Township 44, Range 20, thence East over and along the South Boundary line of said Lot 3 a distance of 150 feet, thence North 322 feet, thence East 129 feet 6 inches, thence North 233 feet 6 inches to the point of beginning of property to be described, thence continuing North 208 feet 6 inches thence East 208 feet 6 inches, thence South 208 feet 6 inches, thence West 208 feet 6 inches to the point of beginning.
26-44-20 1 acre
16. CITY OF SANDSTONE (45.0032.000) (OLD CREAMERY SITE)
All that part of the right of way and station grounds of the railway of the Great Northern Railway Company in the Northeast Quarter of the Southeast Quarter (NE¼ of SE¼) described as follows: Beginning at a point in the westerly boundary of said right of way and station grounds 40 feet distant northeasterly from the intersection of said right of way boundary by the northeasterly line of west fifth street in the City of Sandstone, extended, southeasterly. Thence northeasterly along said northwesterly right of way boundary being the southeasterly line of Railroad Avenue in said City of Sandstone, a distance of 300 feet, thence southeasterly at right angles to the last described course 100 feet, thence southwesterly parallel with said northwesterly right of way boundary 300 feet, thence northwesterly 100 feet to point of beginning.
9-42-20 3 acres
17. CITY OF SANDSTONE (45.5310 000)
Townsite of Sandstone Quarries Lot 12, Block 9
9-42-20
18. CITY OF STURGEON LAKE (46 0044.000)
A tract of land in the Northwest Quarter of the Southwest Quarter (NW¼ of SW¼), lying Southwesterly of the Original Townsite of the City of Sturgeon Lake, more particularly described as follows: Commencing at the most Westerly corner of Block One (1) of said Original Townsite, thence Southwesterly on a line which is an extension of the Northwesterly line of said Block 1 a distance of 80 feet to point of beginning, thence deflecting to the left 90D00' a distance of 360 feet, thence deflecting to the right 90D00' a distance of 66.35 feet, thence deflecting to the left 26D13' a distance of 289.2 feet, more or less to the South line of said NW¼ of SW¼, thence West 214 feet, more or less to the Southwest corner thereof, thence North on the West line of said NW¼ of SW¼ a distance of 485 feet, more or less to a point which is on a straight line with the Northwesterly line of Block 1 aforesaid, extended Southwesterly, thence Northeasterly 110 feet more or less to the point of beginning. Excepting and reserving an easement for roadway over and across the Easterly 60 feet, measured at right angles from its various courses.
13-45-20
19. CITY OF STURGEON LAKE (46 5014 000)
Townsite of Sturgeon Lake Northerly ½ of Lot 4 and all of Lot 5, Block 2
13-45-20
20. CITY OF WILLOW RIVER (47 5019 000)
Townsite of Willow River. All that part of Lot 15, Block 1, according to the plat thereof on file and of record in the office of County Recorder, Pine County, Minnesota, lying Northerly of the following described line: Commencing at the Southeast corner of said Lot 15, thence on an assumed bearing of North 42D East along the East line of said Lot 15 a distance of Seventy-four (74) feet to the point of beginning of the line to be herein described, thence North 48D West a distance of Twenty-nine and 4/10ths (29.4) feet, thence North 13D33'07" East a distance of Twenty-two (22) feet, thence North 74D04'48" West a distance of Eighty-eight (88) feet, thence North 13D33'07" East a distance of Twenty-two (22) feet, thence North 48D West a distance of Twenty-four (24) feet, more or less, to the East shoreline of Willow River, there said line ending. Subject to all easements of record, if any.
2-44-20
21. ROYALTON TOWNSHIP (29.5098 000) (+150' of public waters)
Royal River Park Lot 2, Block 3
9-36-22

2013 Contract Cancellations

Ch 832 – Repurchase Cancellations (to be announced- if any)

Ch 385 – Land Sale Cancellations (to be announced- if any)

2013 County Fee Parcel

4. Clover Township (09.0032.000 split)

That Part of the Southwest Quarter of the Southwest Quarter (SW¹/₄ SW¹/₄), Section Three (3), Township Forty-one (41), Range Eighteen (18), Pine County, Minnesota, which lies east of the following described center line of Pine County State Aid Highway 22.

Pine County State Aid Highway 22 Centerline

Assuming that the South line of the Southwest Quarter of Section 3, Township 41 North, Range 18 West of the 4-Principal Meridian, Pine County, Minnesota to bear North 88° 47' 15" East and commencing at the Southwest corner of said Section 3, thence North 88° 47' 15" East along said South line a distance of 705.67 feet to the point of beginning of the centerline of Pine County State Aid Highway No. 22 to be described, thence North 14° 24' 12" East along the centerline of said Highway No. 22 a distance of 1387.45 feet to the North line of the Southwest Quarter and said Southwest Quarter and said centerline there terminating.

Excepting and reserving to the State of Minnesota, in trust for the taxing districts concerned, all minerals and mineral rights, as provided by law.

Reserving for Pine County, its successors and assigns, a highway easement which lies east of a line run parallel with and 75.00 feet west of the centerline of County State Aid Highway 22.

Said tract containing 13.35 acres more or less.

Appraised Value: \$15,700

PINE COUNTY REQUEST FOR BOARD ACTION

<p>Requested Board Date:</p> <p align="center">January 21, 2014</p>	<p>Consent Agenda <i>(Please choose)</i></p> <p>Regular Agenda</p> <p>Estimated Time: <i>(Please Circle)</i></p> <p align="center"><u>5 Min.</u> 15 Min.</p> <p>Time needed</p> <p>30 Min. 45 Min. 1 hour</p>
<p>Department requesting action:</p> <p align="center">Land Department</p>	<p align="center"><i>[Handwritten Signature]</i></p> <hr/> <p>Department Head Signature Date</p>

Item for Discussion: (one form per item)

2015 Legislation- Public Waters and Associated Properties
 (As reviewed and discussed by the Land Committee on January 7th)

- Classification of listed lands to Non-Conservation (approx. 3,152 acres)
- Distribution to the DNR and local units of government
- Legislation request

Board Action Requested: (Attach additional pages if needed)

Approval by Resolution

Supporting Documents: **Attached** None

Resolution 2014-06

RESOLUTION FOR TAX-FORFEITED LANDSALE PREPARATION OF PUBLIC WATERS AND ASSOCIATED PROPERTIES

WHEREAS, The Pine County Board of Commissioners desires to offer for sale the attached 2015 Legislation- Public Waters and Associated Properties Land Sale List tract of lands that have forfeited to the State of Minnesota for non-payment of taxes, pursuant to M.S.282: and

WHEREAS, it is intended that over a period of three to five years, the annual Pine County Tax Forfeited Land Sale Auction will include a selection of tracts from the attached 2015 Legislation- Public Waters and Associated Properties Land Sale List; and the Pine County Board of Commissioners desires to classify the attached list of lands as Non-Conservation;

WHEREAS, the attached 2015 Legislation- Public Waters and Associated Properties Land Sale List has tracts of property that border, contain, or are adjacent to public waters containing 150 feet or greater of shoreline with sale of such properties being restricted through Minnesota Statutes, Sections 92.45 and 282.018; and

THEREFORE BE IT RESOLVED, that the Pine County Board of Commissioners, pursuant to Chapter 282, hereby:

1. Classifies the attached listed lands as Non-Conservation lands;
2. Authorizes and directs distribution of said lands to local units of government for review;
3. Requests review and approval from the Minnesota Department of Natural Resources for the sale of said lands; and
4. Requests legislation to sell those tracts, on the attached list of lands, containing 150 feet or greater of public waters shore land, not withstanding sections M.S. 92.45 and M.S. 282 018.

Date

By: Curt Rossow, Chairman Pine County Board of Commissioners

Attest: David Minke, County Administrator and Clerk to the County Board

2015 Legislation – Public Waters and Associated Properties Land Sale List

1. ARNA TOWNSHIP (02.0243.001 split)
E ½ of NE ¼ of SE ¼ (old town dump site)
26-42-16 20 acres

2. BREMEN TOWNSHIP (05.0126.000)
SW ¾ of SW ¼
13-44-21 40 acres

AND

3. BREMEN TOWNSHIP (05.0125.000)
(DOES NOT have public water...but will be sold w/adjacent land)
SE ¼ of SW ¼
13-44-21 40 acres

4. DANFORTH TOWNSHIP (11.0193.000)
That part of the SW ¾ of SW ¼ described as follows: commencing at NW corner, thence
660 feet south to point of beginning; thence east 1320 feet; thence south 330 feet; thence
west 1320 feet; then north 330 feet to point of beginning.
30-42-18 11.61 acres

5. DANFORTH TOWNSHIP (11.0006.001)
NE ¼ of NE ¼. Together with & subject to easements.
3-42-18 42.50 acres

AND

6. DANFORTH TOWNSHIP (11.0006.004)
NW ¼ of NE ¼. Together with & subject to easements.
3-42-18 42.64 acres

AND

7. FLEMING TOWNSHIP (14.0253.000)
(DOES NOT have public water...but will be sold w/adjacent land)
NW ¼ of SE ¼
34-43-18 40 acres

AND

8. FLEMING TOWNSHIP (14.0254.000)
(DOES NOT have public water...but will be sold w/adjacent land)
SE ¼ of SE ¼
34-43-18 40 acres

AND

9. FLEMING TOWNSHIP (14.0255.000)
(DOES NOT have public water...but will be sold w/adjacent land)
SW ¼ of SE ¼. Together with & subject to easements.
34-43-18 40 acres

10. FLEMING (14.0204.000)
NE ¼ of NE ¼
29-43-18 40 acres

11. DELLGROVE TOWNSHIP (12.0302.000)

That part of the NE ¼ of SE ¼ described as: commencing at the NE corner of NE ¼ of SE ¼; thence west along North line 615 feet to point of beginning; then South at right angles to intersection with north line of Lot 12, Block 1, Foss' Riverside Lots extended; then east along north line of Lot 12 extended to Grindstone River. Thence along river to north line of NE ¼ of SE ¼; then westerly along north line to point of beginning.

20-42-21 5.75 acres

AND

12. DELLGROVE TOWNSHIP (12.0300.000)

That part of the NE ¼ of SE ¼ bounded by the following four lines: on the east side by the Grindstone River; on the North by a line extended westerly from north line of Lot 12, Block 1, Foss' Riverside Lots; on the west by a line 615 feet west of and parallel to east line of section; and on the south by a line extended westerly from south line of Lot 15, Block 1 Foss' Riverside Lots.

20-42-21 1.00 acres

13. KETTLE RIVER TOWNSHIP (17.0323.000)

SW ¼ of NW ¼

25-44-20 40 acres

14. KETTLE RIVER TOWNSHIP (17.0330.000)

NE ¼ of SE ¼ lying west of right-of-way of Highway 35

26-44-20 29.57 acres

15. MISSION CREEK TOWNSHIP (18.0104.000)

SE ¼ of NE ¼

14-40-21 40 acres

16. MUNCH TOWNSHIP (19.0024.000)

Govt. Lot 1 (or NE ¼ of SE ¼ lying west of Kettle River)

4-40-20 31.96 acres

17. NEW DOSEY TOWNSHIP (20.0270.000)

E ½ of SW ¼ west of Hay Creek

34-43-16 43 acres

18. PARK TOWNSHIP (24.0053.000)

W ½ of W ½

9-44-17 160 acres

19. PINE LAKE TOWNSHIP (27.0456.000)

S ½ of SW ¼

30-43-21 82.20 acres

20. POKEGAMA TOWNSHIP (28.0453.000)

Govt. Lot 2 (or SW ¼ of SE ¼)

29-39-21 28.50 acres

21. ROYALTON TOWNSHIP (29,5098,000)

Royal River Park Lot 2, Block 3

9-38-22

22. SANDSTONE TOWNSHIP (30,0207,000)

W ½ of NE ¼ and W ½ of SE ¼

22-42-19 160 acres

AND

23. SANDSTONE TOWNSHIP (30,0252,000)

NW ¼ of NW ¼

26-42-19 40 acres

AND

24. SANDSTONE TOWNSHIP (30,0257,000)

N ½ of NE ¼

27-42-19 80 acres

25. WILMA TOWNSHIP (32,0145,000)

(DOES NOT have public water...but will be sold w/adjacent land)

NE ¼ of SW ¼ and SW ¼ of SW ¼

17-42-17 80 acres

AND

26. WILMA TOWNSHIP (32,0146,000)

(DOES NOT have public water...but will be sold w/adjacent land)

That part of the SE ¼ of SW ¼ described as: start from SE corner; then West 330 feet to point of beginning; then North 1320 feet; then West 330 feet; then South 1320 feet; and then East 330 feet to point of beginning.

17-42-17 10 acres

AND

27. WILMA TOWNSHIP (32,0149,000)

(DOES NOT have public water...but will be sold w/adjacent land)

That part of the SE ¼ of SW ¼ described as: start from SE corner; then North 1320 feet; then West 330 feet; then South 1320 feet; and then East 330 feet to point of beginning.

17-42-17 10 acres

AND

28. WILMA TOWNSHIP (32,0165,000 split)

SE ¼ of SE ¼

18-42-17 40 acres

29. WILMA TOWNSHIP (32,0065,001)

SW ¼ of SE ¼; less south 660 feet, Book 112/Page 3

8-42-17 20 acres

30. WILMA TOWNSHIP (32,0070,000)

N ½ of NE ¼ and E ½ of NW ¼

9-42-17 160 acres

31. BRUNO TOWNSHIP (07.0017.000)

Govt. Lot 2 (or NW $\frac{1}{4}$ of NE $\frac{1}{4}$) subject to 4 rod easement on north side.

2-44-18 41.87 acres

AND

32. BRUNO TOWNSHIP (07.0018.000)

(DOES NOT have public water...but will be sold w/adjacent land)

SW $\frac{1}{4}$ of NE $\frac{1}{4}$

2-44-18 40 acres

AND

33. BRUNO TOWNSHIP (07.0019.000)

N $\frac{1}{2}$ of NW $\frac{1}{4}$ and SE $\frac{1}{4}$ of NW $\frac{1}{4}$

2-44-18 123.32 acres

AND

34. BRUNO TOWNSHIP (07.0020.000)

(DOES NOT have public water...but will be sold w/adjacent land)

SW $\frac{1}{4}$ of NW $\frac{1}{4}$ and SW $\frac{1}{4}$ of SW $\frac{1}{4}$

2-44-18 80 acres

AND

35. BRUNO TOWNSHIP (07.0022.000)

(DOES NOT have public water...but will be sold w/adjacent land)

NE $\frac{1}{4}$ of SW $\frac{1}{4}$

2-44-18 40 acres

AND

36. BRUNO TOWNSHIP (07.0024.000)

(DOES NOT have public water...but will be sold w/adjacent land)

NW $\frac{1}{4}$ of SE $\frac{1}{4}$, NW $\frac{1}{4}$ of SW $\frac{1}{4}$, and SE $\frac{1}{4}$ of SW $\frac{1}{4}$

2-44-18 120 acres

AND

37. BRUNO TOWNSHIP (07.0030.000)

(DOES NOT have public water...but will be sold w/adjacent land)

SW $\frac{1}{4}$ of NE $\frac{1}{4}$ lying east of Highway; less Rail-Road; subject to Highway Easement.

3-44-18 29 acres

AND

38. BRUNO TOWNSHIP (07.0045.000)

SE $\frac{1}{4}$ subject to Highway Easement.

3-44-18 160 acres

39. KERRICK TOWNSHIP (16.0204.000)

SW $\frac{1}{4}$ of NW $\frac{1}{4}$ (or Govt. Lot 2); NE $\frac{1}{4}$ of SW $\frac{1}{4}$; and NW $\frac{1}{2}$ of SW $\frac{1}{4}$ (or Govt. Lot 3)

19-45-18 120.8 acres

AND

40. KERRICK TOWNSHIP (16.0205.000)

SE $\frac{1}{4}$

19-45-18 160 acres

41. KERRICK TOWNSHIP (16.0232.000)

NW $\frac{1}{4}$ of NE $\frac{1}{4}$ less West 20 rods. Subject to Right-of-Way.

22-45-18 30 acres

42. KERRICK TOWNSHIP (16.0037.000)

S $\frac{1}{2}$ of SW $\frac{1}{4}$

4-45-18 80 acres

AND

43. KERRICK TOWNSHIP (16.0039.000)

(DOES NOT have public water...but will be sold w/adjacent land)

S $\frac{1}{2}$ of NE $\frac{1}{4}$

5-45-18 80 acres

AND

44. KERRICK TOWNSHIP (16.0042.000)

NE $\frac{1}{4}$ of SE $\frac{1}{4}$ and S $\frac{1}{2}$ of SE $\frac{1}{4}$

5-45-18 120 acres

AND

45. KERRICK TOWNSHIP (16.0058.000)

NE $\frac{1}{4}$ of NE $\frac{1}{4}$

8-45-18 40 acres

AND

46. KERRICK TOWNSHIP (16.0059.000)

NW $\frac{1}{4}$ of NE $\frac{1}{4}$

8-45-18 40 acres

47. STURGEON LAKE TOWNSHIP (31.0117.000)

NW $\frac{1}{4}$ of SW $\frac{1}{4}$

17-45-20 40 acres

AND

48. STURGEON LAKE TOWNSHIP (31.0118.000)

SW $\frac{1}{4}$ of SW $\frac{1}{4}$

17-45-20 40 acres

AND

49. STURGEON LAKE TOWNSHIP (31.0123.000)

N $\frac{1}{2}$ of SE $\frac{1}{4}$ except Rail-Road

18-45-20 72.80 acres

AND

50. STURGEON LAKE TOWNSHIP (31.0125.000)

(DOES NOT have public water...but will be sold w/adjacent land)

NE $\frac{1}{4}$ of NE $\frac{1}{4}$ except Rail-Road

19-45-20 35.44 acres

AND

51. STURGEON LAKE TOWNSHIP (31.0141.000)

(DOES NOT have public water...but will be sold w/adjacent land)

NW $\frac{1}{4}$ of NW $\frac{1}{4}$

20-45-20 40 acres

52. NICKERSON TOWNSHIP (21.0147.000)

SE $\frac{1}{4}$ of NE $\frac{1}{4}$

5-45-17 40 acres

AND

53. NICKERSON TOWNSHIP (21.0151.000)

(DOES NOT have public water...but will be sold w/adjacent land)

NW $\frac{1}{4}$ of SE $\frac{1}{4}$

5-45-17 40 acres

AND

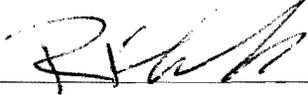
54. NICKERSON TOWNSHIP (21.0154.000)

(DOES NOT have public water...but will be sold w/adjacent land)

N $\frac{1}{2}$ of SW $\frac{1}{4}$ and SE $\frac{1}{4}$ of SW $\frac{1}{4}$

5-45-17 120 acres

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: January 10, 2014	Consent Agenda <i>(Please choose)</i> Regular Agenda Estimated Time: <i>(Please Circle)</i> _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department requesting action: <u>Sheriff</u>	 _____ 1-10-2014 Department Head Signature Date

<p>Item for Discussion: (one form per item)</p> <p>The Pine County Sheriff requests that the Pine County Board of Commissioners approve and accept a Snowmobile Safety Grant from the State of Minnesota, for \$13,016.00.</p> <p>This grant allows the Pine County Sheriff's Office to spend half the money in 2013-14, and half in 2014-15. The grant is intended to enhance rider safety in the County.</p> <p>No matching funds are required.</p> <p>Request the Pine County Board of Commissioners approve and accept this grant.</p> <p>Board Action Requested: (Attach additional pages if needed)</p> <p align="right">Supporting Documents: Attached None</p>
<hr/>

**STATE OF MINNESOTA
ENCUMBRANCE WORKSHEET
FOR SNOWMOBILE SAFETY
ENFORCEMENT GRANTS**

State Accounting Information:

Contract No. 72217 PO# 3000050268 Agency Contract Identification No.: R2901

Agency: R29	Fiscal Year: 2014	Vendor Number: 0000197310-001
Total Amount of Contract: \$ 13,016.00	Amount of Contract First FY:	
Category: 84101501	Category:	Category:
Account: 441302	Account:	Account:
Amount: \$ 6,508.00	Amount:	Amount:

Accounting Distribution 1:	Accounting Distribution 2:	Accounting Distribution 3:
Fund: 2101	Fund:	Fund:
Appr: R297404	Appr:	Appr:
FinDeptID: <u>R2937714</u>	FinDeptID:	FinDeptID:
CC1: <u>27822</u>	CC1:	CC1:
Amount: \$ 6,508.00	Amount:	Amount:

Contract Start Date: November 30, 2013

Expiration Date: June 30, 2015

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

STATE OF MINNESOTA GRANT AGREEMENT

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

Recitals

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

Grant Agreement

1 Term of Grant Agreement

1.1 **Effective date:** November 30, 2013, or the date the State obtains all required signatures under Minnesota Statutes §16C.05, subdivision 2, whichever is later.

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

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

1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant agreement:

8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 17. Data Disclosure.

2 Grantee's Duties

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

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

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

POST on the Grantee's website, a copy of the two page performance report, in accordance with 2009 Laws of Minnesota, Chapter 37, Article 1, Section 4, subdivision 1.

3 Time

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

4 Consideration and Payment

4.1 **Consideration.** Funds made available pursuant to this Agreement shall be used only for expenses incurred in performing and accomplishing the purposes and activities specified herein. Notwithstanding all other provisions of this Agreement, it is understood that any reduction or termination of funds allocated to the State may result in a like reduction to the Grantee. The State will pay for all services performed by the Grantee under this grant agreement as follows:

(a) **Compensation.** The Grantee will be reimbursed up to \$ 6,508.00 in state fiscal year 2014, for expenses incurred between the effective date of the grant and June 30, 2014, and \$ 6,508.00 in fiscal year 2015, for expenses incurred between July 1, 2014, and June 30, 2015, as determined by the grant funding formula.

(b) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant agreement will not exceed \$ 13,016.00.

4.2. Payment

(a) **Invoices.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be properly dated, and submitted in a timely manner, according to the following schedule:

Invoices for state fiscal year 2014 must be submitted **before** June 30, 2015. Invoices for state fiscal year 2015 must be submitted **before** June 30, 2016. Only submit **ONE** invoice for the total expenses incurred during each state fiscal year.

5 Conditions of Payment

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

Eligible reimbursement costs may not exceed \$ 6,508.00 prior to July 1, 2014.

Eligible reimbursement costs may not exceed \$ 6,508.00 prior to July 1, 2015.

6 Authorized Representative

The State's Authorized Representative is Chuck Niska, Program Manager SR, 500 Lafayette Road, St. Paul, MN, (612) 756-4165, chuck.niska@state.mn.us, or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance

on each invoice submitted for payment.

The Grantee's Authorized Representative is Denise Baran, Pine County Sheriff's Office, 635 Northridge Drive NW, Pine City, MN 55063, (320) 629-8380, denise.baran@co.pine.mn.us. If the Grantee's Authorized Representative changes at any time during this grant agreement, the Grantee must immediately notify the State.

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

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

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

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

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

8 **Liability**

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

9 **State Audits**

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

10 **Government Data Practices and Intellectual Property**

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

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

11 **Workers' Compensation**

The Grantee certifies that it is in compliance with Minn. Stat. § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State

employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12 Publicity and Endorsement

12.1 **Publicity.** Any publicity regarding the subject matter of this grant agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant agreement.

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

13 Governing Law, Jurisdiction, and Venue

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

14 Termination

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

15 American Disabilities Act

The Grantee must comply with the accessibility guidelines.

15.1 Americans with Disability Act Accessibility Guidelines for Buildings and Facilities ADAAG, 2002).

16 Invasive Species Protection

The DNR requires active steps to prevent or limit the introduction establishment and spread of invasive species during contracted work. The Grantee shall prevent invasive species from entering into or spreading within a county by inspecting, cleaning, draining and drying equipment prior to arriving at an enforcement site.

17 Data Disclosure

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

1. STATE ENCUMBRANCE VERIFICATION

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

Signed: B. Mudd

Date: 12/6/13

SWIFT Contract/PO No(s). Contract # 72217
PO# 3000050268

2. GRANTEE

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

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

3. STATE AGENCY

By: _____
COL Kenneth E. Soring, (with delegated authority)

Title: Chief, MN DNR Division of Enforcement

Date: _____

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

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: 1/21/14	Consent Agenda <i>(Please Circle)</i> Regular Agenda Estimated Time: <i>(Please Circle)</i> <u>5 Min.</u> 10 Min. 15 Min. <small>Time needed</small> 30 Min. 45 Min. 1 hour
Department: Administrator's	Date: 1/21/14

The county board has entered into an agreement with Anoka County for Medical Examiner Services for 2014 and 2015. The county must also appoint the medical examiner by resolution. The attached resolution appoints Dr. A. Quinn Strobl as the Medical Examiner for Pine County for the two-year term of the contract.

Board Action Requested: (Attach additional pages if needed)

Approve the attached resolution appointing Dr. A. Quinn Strobl as the Pine County Medical Examiner.

Supporting Documents: Attached None

Signature:



RESOLUTION 2014-02

APPOINTMENT OF MEDICAL EXAMINER

WHEREAS, Minnesota Statute §390.005 provides that the county board may appoint a Medical Examiner for a period not to exceed four years; and

WHEREAS, Pine County has contracted with Anoka County for autopsy services for 2014 and 2015; and

WHEREAS, Dr. A. Quinn Strobl of the Midwest Medical Examiner's Office in Anoka County is qualified under Minnesota Statute §390.005 to serve as Medical Examiner.

NOW, THEREFORE, BE IT RESOLVED that Dr. A. Quinn Strobl is appointed Medical Examiner for Pine County effective January 1, 2014 through December 31, 2015.

Dated this 21st day of January, 2014.

Curt H. Rossow, Board Chair

Attest:

David J. Minke, County Administrator

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: 1/21/14	Consent Agenda <i>(Please Circle)</i> Regular Agenda Estimated Time: <i>(Please Circle)</i> _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department: Administrator's	Date: 1/13/14

The Technology Committee reviewed and approved the Disaster Recovery Plan and the Access Control Agreement on 12/17/13. These documents are necessary to ensure security of the system and meet audit requirements.

Board Action Requested: (Attach additional pages if needed)

Review & acknowledge the Disaster Recovery Plan and the Access Control Agreement.

Supporting Documents: Attached None

Signature: 

PINE COUNTY IT DEPARTMENT USER ACCESS CONTROL

1b(12/2013)

Authentication and access control measures to ensure appropriate access to information and information processing facilities; including mainframes, servers, desktop and laptop clients, mobile devices, applications, operations systems and network services; and prevent inappropriate access to such resources.

Access control policy are established, documented, and reviewed; based on business needs and external requirements. Take account of:

1. Security issues for data systems and information processing facilities, with business needs, anticipated threats and vulnerabilities.
2. Security issues for particular types of data, certain business needs, anticipated threats and vulnerabilities.
3. Relevant legislative, regulatory and certificatory requirements
4. Relevant contractual obligations or service level agreements.
5. Other organizations policies for information access, use and disclosure
6. Consistency among such polices across systems and networks.

ACCESS CONTROL POLICY:

1. Rules and Rights based on user profiles
2. Consistent management of access rights across network.
3. Have administrative, technical and physical access controls
4. Separation of access control roles -
 - Access Requests
 - Access Authorization
 - Access Administration
5. Requirements for Formal Authorization of access requests
6. Requirements for Authorization and timely removal of access rights

USER ACCESS MANAGEMENT POLICY: To ensure authorized user access, preventing unauthorized user access, to information and information systems. Including:

1. Formal process to control the allocation of access rights
2. procedures covering all stages in the life-cycle of user access
3. Limit control of "super-user" access rights

USER REGISTRATION:

Formal user registration and de-registration procedures for granting and re-voking access to all

information systems and services.

1. Each user is assigned unique user-IDs
2. Documentation of approval from the Supervisor
3. Giving each user a written statement of their access rights and responsibilities
4. Requiring users to sign statements indicating they understand the conditions of access
5. Ensuring access is not given until all authorization procedures are completed
6. Maintaining a current record of all users authorized to use a particular system or service
7. Immediately eliminating access rights for users who have changed roles or left the organization
8. Checking for and removing unused or redundant user-IDs.

USER PASSWORD MANAGEMENT:

Allocation of passwords should be controlled through a formal management process.

1. Requiring users to sign a statement indicating they will keep their individual passwords confidential and if applicable keep any group passwords confidential solely within the group.
2. Secure methods for creating and distributing temporary, initial-use passwords
3. Forcing users to change temporary, initial use passwords
4. Prohibiting of "loaning" passwords
5. Prohibiting storage of passwords in un-protected form
6. Prohibiting use of default vendor passwords, where applicable

USER ACCESS TOKEN MANAGEMENT

Allocation of access tokens, such as key-cards, should be controlled through a formal management process. Includes:

1. Require users to sign a statement indicating they will keep their access tokens secure.
2. Secure methods for creating and distributing tokens
3. Use of two-factor tokens where appropriate and technically feasible
4. Prohibiting "loaning" of tokens

REVIEW OF USER RIGHTS ACCESS

Each User's access rights should be periodically reviewed using a formal process.

1. Review at regular intervals and after status changes
2. More frequent review of privilege access rights

POLICY ON USE OF NETWORK SERVICES

Users should be provided with access only to the network services that they have been

specifically provided to use. Includes:

1. Authorization procedures for determining who is allowed to access to which networks and networks services
2. Policies on deployment of technical controls to limit network connections

USER AUTHENTICATION FOR REMOTE CONNECTIONS

Authentication methods are used to control remote access to the network.

EQUIPMENT/LOCATION IDENTIFICATION IN NETWORKS

Access to the network is limited to identified devices and locations.

SEGREGATION IN NETWORKS

Groups of information users and services are segregated on networks.

1. Separation into logical domains, defined by a security perimeter
2. Secure gateways between logical domains

NETWORK CONNECTION CONTROL

Capabilities of users to connect to the network should be appropriately restricted, consistent with access control policies and applications requirements.

NETWORK ROUTING CONTROL

Routing controls should be implemented to ensure that computers connections and information flows do not breach the access control policies for applications on the network.

1. Positive source and destination address checking
2. Routing limitations based on the access control policy

CONTROL OF USE OF SYSTEMS

Controls should be implemented to restrict operating system access to authorized users, by requiring authentication of authorized users in accordance with the defined access control policy.

Includes:

1. Providing mechanisms for authentication by knowledge or token

SECURE LOG-ON PROCEDURES

1. Display of a general notice warning about authorized and un-authorized use
2. No display of passwords as entered

USER IDENTIFICATION AND AUTHENTICATION

All users should have a unique identifier for their personal use only. Includes:

1. Shared user-IDs are employed only in exceptional circumstances, where there is a clear justification.

2. Strength of the identification and authentication methods are suitable to the sensitivity of the information being accessed.

PASSWORD MANAGEMENT SYSTEM

Systems for managing passwords should ensure the quality of this authentication method. This includes:

1. Log-on methods enforce choice of strong passwords
2. Set/change password methods enforce choice of strong passwords
3. Force change of temporary password on first logon
4. Enforce password change thereafter at reasonable intervals

SESSION TIME-OUT

1. Time-out periods that reflect risks associated with type of user, setting of use and sensitivity of the applications and data being accessed

PINE COUNTY MINNESOTA



IT DISASTER RECOVERY PLAN

Lisa Blowers
Kent Bombard
Ryan Findell

PINE COUNTY DISASTER RECOVERY PLAN

1b (12/2013)

The Disaster Recovery Plan is a living document and will be updated continuously to allow for modifications such as criticality of services, contact information, location changes, and procedural changes. The plan will be reviewed periodically to ensure the modifications have been applied correctly to all sections of the plan. The plan encompasses all levels of risk.

The Disaster Recovery Plan addresses: 1) when to implement the plan, 2) steps to take during implementation, 3) information that needs to be logged during implementation, 4) order of services to be restored (determined by the Application and Data Criticality Analysis).

When Should the Plan be implemented?

Managers at the Pine County IT Department and the CW Technology Network Operations Center (NOC) Team Members should be ready and willing to implement the Disaster Recovery plan should these or other Disasters or Emergencies occur:

- Fire
- Vandalism
- Terrorism
- System Failure or Corruption
- Natural Disasters

Who Can Initiate the Plan?

Any member of the CW Technology NOC Team or Pine County IT Department management can initiate the Disaster Recovery Plan. All employees have the responsibility to contact their supervisor to implement the Disaster Call Chain should an event occur which compromises services.

What Steps Should be Followed When the Plan is Initiated?

- Call the Supervisor and/or Systems Administrator. The supervisor can begin the Disaster Call Chain and contact appropriate CW Technology NOC members.

MAINTENANCE:

- The Pine County Data Backup Plan will be reviewed and tested on an on-going basis to ensure that all servers and/or critical data are appropriately backed up and data can be restored.

-Review backup schedules and critical data to see if modifications are required.

-Test restores of each type of data to make sure everything restores as expected. This includes file storage, database information, email software, and any other specific type of mission critical data. Test restores will occur quarterly during server maintenance.

-Daily review to make sure backups completed properly.

PINE COUNTY DATA BACKUP PLAN

SERVERS:

1. SAN SERVER (Raid 5) contains the following (9) servers and backup to the NAS (BUDR) at PGC nightly with a monthly storage. One yearly archive image is taken on an external hard drive and kept forever at Frandsen safe deposit box.

- Domain Controller
- VSQL Server
- Email Server
- County User Files
- Attorney Application and User Files
- Probation Application and User Files
- Highway User Files
- Human Services User Files
- Sheriff User Files

2. AS400 contains all data for the eight programs. A nightly backup to tape that is archived every Thursday tape rotation and brought off-site.

3. The Imaging server contains all County scanned images. The Imaging server is in a RAID 5 configuration. The server is backed up nightly to tape that is archived every Thursday tape rotation and brought off-site. The scanned images are backed up using a WORM drive device. We have an original current disk set and two copies of these WORM tapes in rotation and weekly they are removed off-site to the Pine Government Center. We have two copies of the sequence of the archive media, disks 1-6, which the original copy is kept on-site in a safe and the sequence copy is kept at Frandsen.

4. The GIS server contains the County shape files, Pictometry data and images, and aeriels. The server is backed up nightly to tape that is archived every Thursday tape rotation and brought off-site.

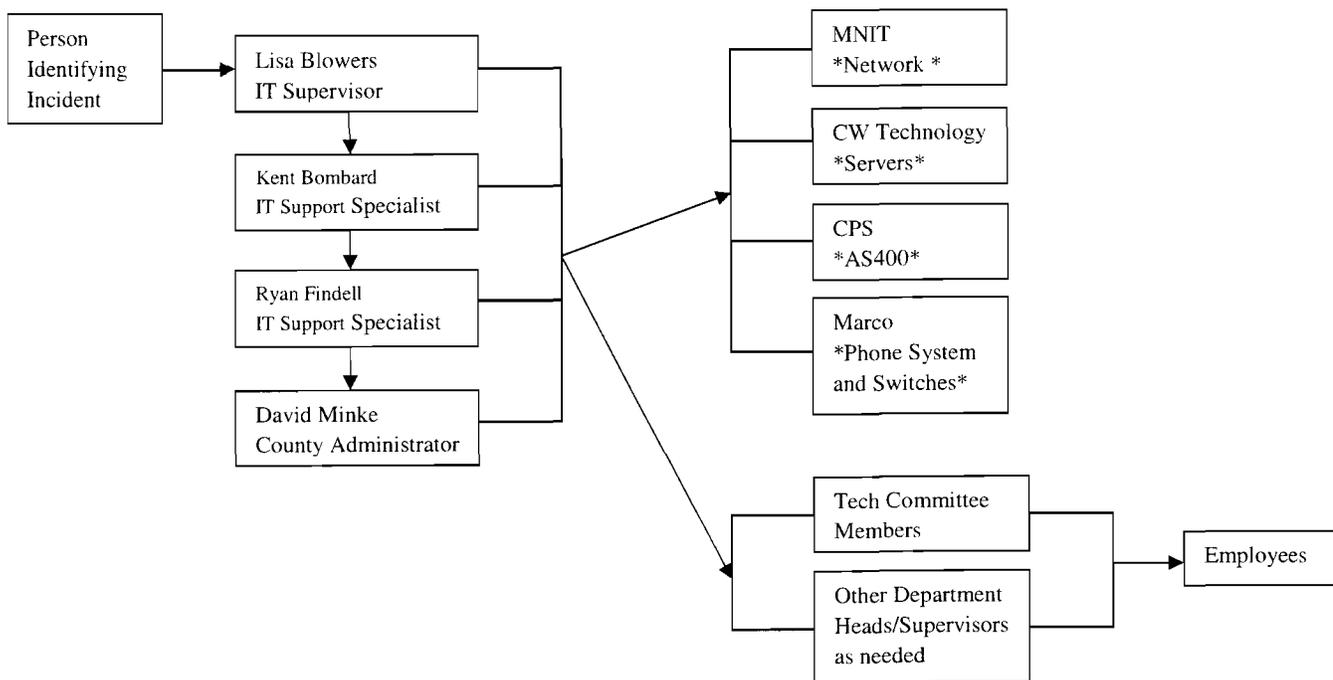
5. SSIS is owned and operated by the State of MN and contains Health and Human Services software for SSIS. The server is backed up nightly to RDP cartridges and archived every Thursday tape rotation and brought off-site.

6. OTHER COUNTY SERVERS (14)

PINE COUNTY DATA BACKUP SCHEDULES

1. 9 SAN Servers NIGHTLY TO NAS
2. NIGHTLY TO TAPE: (5)
3. WEEKLY ARCHIVE TAPE MOVED OFF-SITE (2 in rotation, THURSDAYS): (5)
4. IMAGING ARCHIVE TO SERIES:
 1. Set of 3. (Orig and 2 copies rotated, Thursdays)
5. MONTHLY:
 1. SAN to External hard drive (2 in rotation)
6. YEARLY:
 1. SAN to external hard drive - off-site - at Frandsen.
 2. Archive Tapes from January - off-site - at Frandsen.

PINE COUNTY DISASTER CALL CHAIN



PINE COUNTY TIMELINE OF RECOVERY PROCEDURES

per CWTECHNOLOGY (when the plan is initiated)

1. Call the Supervisor and/or Systems Administrator. The Supervisor can begin the Disaster Call Chain and contact the appropriate CW Technology NOC Members.
2. Obtain the Disaster Recovery Plan in hard copy or electronically if available
3. Determine the extent of the disaster or emergency. The Supervisor and CW Technology will evaluate the impact on services.
4. Supervisor and CW Technology will contact hardware and software vendors as needed as detailed in Part (4) of this document.
5. CW Technology will start the restoring data at the determined site in the following priority:

ORDER OF SERVICES:

1. Domain Server
 2. Email Server or Services
 3. Remote Desktop Services
 4. Other Application Data
 5. User Files
6. Additional Instructions:
7. Information to be logged when plan is implemented:
1. Extent of Event
 2. Time of Event
 3. Personnel Involved
 4. Time each service is restored
8. Maintenance:
1. A hard copy of the Disaster Recovery Plan will be kept in Lisa Blowers' office and at the CW Technology NOC. An electronic copy will be kept on CW Servers.
 2. Make sure any changes in the Data Backup Plan are accounted for in the Disaster Recovery Plan.
 3. Review the Order of Services and make the appropriate changes in the Disaster Recovery Plan.
 4. Test the viability of the plan annually to make sure the procedures are accurate.

PINE COUNTY DISASTER RECOVERY TEAM

1. IT Department Members include:

- Lisa Blowers- IT Supervisor
- Kent Bombard- IT Support Specialist
- Ryan Findell- IT Support Specialist

2. Tech Committee Members include:

- David Minke - County Administrator
- Stephen Hallan- County Commissioner
- Terryl Arola- Probation Director
- Russ Baron- HHS Fiscal Supervisor
- Kelly Schroeder- Land Services Director
- Matt Christenson- HR Payroll Specialist

3. Department Heads/Elected Officials/Office Contact

- Building Maintenance Kevin Newman
- County Sheriff Robin Cole
- County Attorney John Carlson
- County Auditor Cathy Clemmer
- Court Administrator Lu Ann Blegen
- Public Works Director Mark LeBrun
- Human Services Director Patrick Bruflat
- Extension Susanne Hinrichs
- Guardian Ad Litem Jim Clune
- Emergency Management Denise Baran
- Soil and Water Jill Carlier
- Veteran Services Ben Wiener
- Jail Administrator Rick Boland

PINE COUNTY HARDWARE AND SOFTWARE VENDORS TO BE CONTACTED (EMERGENCY PHONE NUMBERS)

1. CW Technology (218) 728-7150 or 877-728-7150
 1. Dave McCuskey
2. MNIT - 651-297-1111 or 888-717-6638
3. ABE - Heating Systems - Pine County Building Maintenance
4. Accurate Controls - Jail - 920-748-6603
5. ACS - AS400 Applications - 800-800-0181
6. BCA Helpdesk - 888-234-1119
7. CPS - AS400 Hardware and Printer Support- 800-433-7761
8. CSTS Helpdesk - 763-559-1959
9. DSC - Dispatch Radio - 24/7 - 715-392-2911
10. Higher Ground - E911 - 952-953-6984

11. IES - E911 - 1-800-909-8148
12. ISC - Imaging - Wayne - 800-359-1048
13. Marco Customer Care - 24/7 - 800-847-3098
14. MCAPS - Mark - 651-308-8747
15. MNIT Sales Rep - Dawn - 651-201-1048
16. Reliance Telephone - DVR and Recording - Jail 888-773-6408
17. RICOH - HS Copier Support
18. RTVision - One Office - Highway - 320-632-0760
19. Sandstone School IT - Bill Groskreutz
20. SCICable - Hinckley Sheriff- 800-222-9809
21. Shel-Don - OCE - Highway - 218-348-3999
22. ST LOUIS COUNTY - 24/7 Support- 218-723-2386
23. Trimin - AS400 Application Support - 651-636-7667
24. TROY Printers - Checks - 1-800-332-6427
25. VIMS - Veterans - 800-673-9315
26. ZAYO - Long Distance and phone line carrier - 888-217-6323

RESPONSIBILITIES OF DISASTER RECOVERY TEAM

1. Follow DRP Plan
2. Notify personnel
3. Arrange alternate location if necessary - PGC or SS
4. Stay calm

HARDWARE CONFIGURATION AND MINIMUM EQUIPMENT REQUIREMENTS

1. The following hardware and software is required in order to restore information from the offsite media:
 1. Replacement Server Hardware
 2. Applicable Software: (CW Protect - Local Image Software)
 3. USB Drive Connectivity

SUPPLIES FOR RECOVERY

1. Laptops
2. Power Cables
3. Power Stripes
4. Network Cables
5. Label Maker

MASTER OPERATIONS SCHEDULE AND CRITICAL JOB SCHEDULE

1. Sheriff Office
2. Attorney Office
3. Human Services

4. Other Offices as needed

ORGANIZATION CHART and DIRECTOR of PERSONNEL

1. County Administrator - David Minke
 1. Building Maintenance Kevin Newman
 2. Public Works Director Mark LeBrun
 3. Human Services Director Patrick Bruflat
 4. Land Services Director Kelly Schroeder
 5. Veteran Services Ben Wiener
2. County Sheriff Robin Cole
3. County Attorney John Carlson
4. County Auditor Cathy Clemmer
5. Court Administrator Lu Ann Blegen
6. Extension Susanne Hinrichs
7. Guardian Ad Litem Jim Clune
8. Emergency Management Denise Baran
9. Soil and Water Jill Carlier

PINE COUNTY OFF-SITE BACK-UP STORAGE FACILITIES

1. The back-up off-site location for County servers is at the Pine Government Center, 315 Main ST.
2. The archival media is stored at Frandsen Bank, 560 3RD AVE SE. Lisa and Kent have access.

ANY AGREEMENTS REGARDING BACKUP-PROCESSING SITES

1. N/A