

**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, February 18, 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 February 4, 2014 County Board Meeting and Summary for publication.
- F) Minutes of Boards, Committees and Correspondence  
    Pine County HRA Senior Housing Board of Directors Minutes, regular meeting – December 18, 2013  
    ECRL Library Board Minutes – January 13, 2014
- G) Approve Consent Items

**CONSENT AGENDA**

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

**1. Review January, 2014 Cash Balance (attached)**

| <b>Fund</b>                    | <b>January 31, 2013</b> | <b>January 31, 2014</b> | <b>Increase(Decrease)</b> |
|--------------------------------|-------------------------|-------------------------|---------------------------|
| General Fund                   | \$1,669,961.41          | \$1,732,293.00          | \$62,331.56               |
| Health and Human Services Fund | \$1,566,122.21          | \$401,830.65            | (\$1,164,291.56)          |
| Road and Bridge Fund           | \$4,870,595.73          | \$1,514,201.99          | (\$3,356,393.74)          |
| Land Management Fund           | \$1,485,194.73          | \$1,802,550.80          | \$317,356.07              |
| TOTAL (inc non-major funds)    | \$9,373,969.25          | \$5,356,797.85          | (\$4,017,171.40)          |

**2. Applications for Abatement:**

Consider:

Hoffman's Oak Lake Campground, 52777 Hoffman Way, Kerrick, PID 16.8900.014, pay 2013

**3. Application for Exempt Permit**

Consider Application for Exempt Permit for the Finlayson Giese Sportsmen Club to conduct Minnesota lawful gambling on May 31, 2014 at the Finlayson Giese Sportsmen Club Building, 70172 Norway Spruce Road, Finlayson (Pine Lake Twp.).

**4. Gas Tax Distribution**

Consider approval of 2013 gas tax distribution to townships.

**5. Lakes & Pines Amendment No. 1**

Consider approval of Amendment No. 1 – Contract for Services Agreement between Lakes and Pines and Pine County to extend existing contract of SCDP through December 31, 2016. Use remaining funds of old grant funds in conjunction with the Pine County Septic Fix Up Program. Authorize Board Chair and County Administrator to sign.

**6. Equitable Sharing Agreement**

Consider approval of Equitable Sharing Agreement with the Department of Justice and authorize Sheriff and County Administrator to sign. This may bring funding to the sheriff's office, if there is a conviction, while assisting the Department of Justice with criminal drug cases involving forfeiture in our county.

**7. Training**

- A. Consider HHS Director Patrick Bruflat to attend the MN Social Service Association Annual Conference, March 18-21, 2014, Minneapolis. Registration \$175; Membership \$35; Accommodations \$308; Meals \$50; Travel \$76. Total cost: \$644. Funds are available in the HHS Staff Development budget.
- B. Consider Social Worker Sarah Sauter to attend the MN Social Service Association Annual Conference, March 20-21, 2014, Minneapolis. Registration \$175; Membership \$35; Meals \$24; Travel \$106. Total cost: \$340. Funds are available in the HHS Staff Development budget.
- C. Consider Financial Assistance Supervisor Peggy Brackenbury to attend the MN Social Service Association Annual Conference, March 20, 2014, Minneapolis. Registration \$100; Membership \$35; Travel \$77. Total cost: \$212. Funds are available in the HHS Staff Development budget.

**8. New Hire**

- A. Authorize the hiring of part-time Corrections Officer Cody Overton, effective February 24, 2014, pending completion of pre-employment screenings, \$16.04 per hour, B-23.
- B. Authorize the hiring of part-time Corrections Officer Anne Watrin, effective February 24, 2014, pending completion of pre-employment screenings, \$16.04 per hour, B-23.
- C. Acknowledge court appointment of Probation Agent Laura Stylski, effective February 24, 2014, \$38,524 per year.

**REGULAR AGENDA**

**1. Ad Hoc Committee for Health and Human Services**

The committee met on February 5, 2014 to review facilities, collaboration and consolidation, staff reductions, and financial issues. The committee will present its recommendations to the board.

**2. Facility Committee**

The Facility Committee met February 4, 2014. Minutes attached. Information only, no additional board action necessary.

### **3. Personnel Committee**

The Personnel Committee met February 11, 2014 and made the following recommendations (Minutes attached):

#### Extension:

Approve hiring of 4-H Summer Assistant, grade A13.

#### HHS:

- a. Accept resignation of Office Support Specialist Leslie Pavek, effective February 10, 2014.
- b. Authorize backfill of part-time (less than 30 hours per week) Office Support Specialist position.

#### IT:

Approve 4% performance increase for IT Support Specialist Ryan Findell (B24), from \$16.15 to \$16.80 effective November 28, 2013.

#### Probation:

Accept voluntary resignation of Corrections Agent Sarah Weikle Reinhart effective February 7, 2014. (Backfill previously approved at February 4, 2014 board meeting).

#### Administration:

- a. Approve revised Section 16: Equal Opportunity, Non-Discrimination and Respectful Workplace policy.
- b. Approve revised Section 5: Hours of Work policy.
- c. Approve revised Section 8: Insurance policy.
- d. Approve revised Section 3: Recruitment & Selection policy.
- e. Approve revised Section 2: Definitions policy.
- f. LPN re-grade classification: no change in grade
- g. Court Security Officer re-grade classification: no change in grade.

### **4. Central Minnesota Housing Partnership**

Consider approval of Resolution 2014-10 for Central Minnesota Housing Partnership to continue as the administrative body for the implementation of the Rental Rehabilitation Deferred Loan Program sponsored by Minnesota Housing (MHFA).

### **5. East Central Drug and Violent Offender Task Force**

Consider approval of amendment of Joint Powers Agreement for the East Central Drug and Violent Offender Task Force to allow the Mille Lacs Band to become part of the Joint Powers Agreement and allowing the Mille Lacs Tribal Police membership in the East Central Drug and Violent Offender Task Force.

### **6. Extension of Kanabec County Contract – Assessor Services**

Consider extension of Contract for Assessor Services – Kanabec County/Pine County for the period of March, and authorize Board Chair and County Administrator to sign.

### **7. Commissioner Updates**

East Central Solid Waste Commission Meeting  
East Central Regional Library Board Meeting

### **8. Other**

### **9. Upcoming Meetings**

- a. **Pine County Board Meeting, Tuesday, February 18, 2014, 10:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota.
- b. **Pine County Health and Human Services Meetings, Tuesday, February 18, 2014, 1:00 p.m.**, Boardroom, Pine County Courthouse, Pine City, Minnesota.

- c. **Pine County Law Library Meeting, Wednesday, February 19, 2014, 12:00 p.m.**, Law Library, Pine County Courthouse, Pine City, Minnesota.
- d. **Arrowhead Counties Association Meeting, Wednesday, February 19, 2014, 6:00 p.m.**, Hampton Inn, Duluth, Minnesota.
- e. **Snake River Watershed Joint Powers Board, Monday, February 24, 2014, 9:00 a.m.**, Kanabec County Courthouse, Mora, Minnesota.
- f. **East Central Regional Development Commission (ECRDC), Monday, February 24, 2014, 7:00 p.m.**, 100 Park St. So., Mora, Minnesota.
- g. **NLX, Wednesday, February 26, 2014, 10:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota.
- h. **Riverwood Center Meeting, Wednesday, February 26, 2014, 4:00 p.m.**, Riverwood Center, Braham, Minnesota.
- i. **NE Regional Radio Board Meeting, Thursday, February 27, 2014, 10:00 a.m.**, Video Conference, Courthouse, Pine City, Minnesota.

**10. Adjourn**

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

**Tuesday, February 4, 2014, 1:00 p.m.**  
**Public Health Building, Sandstone, Minnesota**

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

The Pledge of Allegiance was said.

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

Chair Rossow requested the following revisions to the Agenda:

Regular:

- Add 3A: Approve promotion of Ryan Findell to IT Supervisor
- Add 3B: Approve backfill of IT Support Specialist position
- Add Other: Distribution of the 2014 Budget book

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

Commissioner Hallan moved to approve the Minutes of the January 15, 2014 Committee of the Whole – Strategic Planning Meeting. Second by Commissioner Ludwig. Motion carried 5-0.

Commissioner Hallan moved to approve the Minutes of the January 21, 2014 County Board Meeting and Summary for publication. Second by Commissioner Ludwig. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

- East Central Regional Library Board Minutes – December 16, 2013
- Pine County Land Surveyor Monthly Report – January, 2014
- Pine County Soil & Water Conservation District Board Minutes – January 9, 2014
- Pine County Methamphetamine Task Force Minutes – January 13, 2014

Commissioner Pangerl 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. Second by Commissioner Hallan. 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. January, 2014 Disbursements**

Disbursements Journal Report, January 1, 2014 – January 31, 2014.

2. **Applications for Abatement**

Approve: Phyllis Mae Wood, 7344 Main St., Rutledge, PID 44.5061.000 and 44.5062.000, pay 2013.

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

Approve Resolution 2014-08 Repurchase of Tax Forfeited Land with a 10-year contract, Linda Jampsa, PID 27.0159.003 and authorize Board Chair and County Auditor to sign.

4. **Personnel**

A. **Promotion**

- i. Approve promotion of Lori Anderson – case aide to eligibility worker, effective February 18, 2014, at \$15.25/hr, B23.
- ii. Approve promotion of part-time Corrections Officer Alex White to full-time corrections officer, effective February 9, 2014. No change in grade or wage. \$16.04/hr, B23, step 3.

B. **Police Officer Declaration - PERA**

Approve Resolution 2014-07, Public Employees Retirement Association Police Officer Declaration, for Deputy Timothy Vaagenes at full funding levels from his hire date of December 29, 2013. Deputy Vaagenes has met all of the requirements of the Police and Fire Plan membership requirements from his date of hire. Authorize Board Chair to sign Resolution.

5. **Veterans Service Officer**

- A. Approve 30-day extension (to August 30, 2014) for VSO Ben Wiener to become certified.
- B. Approve Veteran Services Officer Ben Wiener to attend the National CVSO Accreditation Training, August 25-29, 2014, Pierre, South Dakota. Registration: \$150; Meals: \$238; Accommodations: 6 nights (\$65 per night + 7%), \$417; Travel: \$481. Estimated cost of training: \$1,300.

6. **Training**

Approve Child Support Officer Claire Nelson to attend “Collect & Disburse Training for Child Support Officers”, February 5-6, 2014, Brainerd. Registration \$0; Meals \$30; Accommodations: \$76, Travel: \$103.60; total cost: approx. \$209.60.

**REGULAR AGENDA**

1. **Rush Line Corridor Task Force**

Mike Rogers, Ramsey County Regional Rail Authority and Rush Line project manager, gave an update on the Rush Line Corridor.

2. **Subsurface Sewage Treatment System (SSTS) Ordinance**

Land Services Director Kelly Schroeder provided an overview of revisions made to the Subsurface Sewage Treatment System Ordinance pursuant to discussion held at the January 21, 2014 SSTS Public Hearing and recommendations from MPCA, township officials and the public. Schroeder stated, when necessary, amendments will be made to the Ordinance. The Ordinance is scheduled to take effect April 1, 2014.

**Motion** by Commissioner Hallan to approve the Subsurface Sewage Treatment System Ordinance, effective April 1, 2014 and authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 5-0.

3. **Human Resources Contract with Pine City, Hinckley, Sandstone**

Discussion was held regarding outsourcing Pine County Human Resource and Payroll Specialist Matt Christenson to the cities of Pine City, Hinckley, and Sandstone, subject to that city's approval, to assist with human resource services. These contracts would expire December 31, 2014. It is anticipated the work would not be more than 10% of Christenson's time and the County's needs would take precedent. Commissioners Pangerl and Hallan stated they feel this is a positive step in creating a strong work relationship with the cities. **Motion** by Hallan to approve the Human Resources Consulting Services Agreements with the cities of Pine City, Hinckley, and Sandstone and authorize Board Chair and County Administrator to sign. Second by Commissioner Pangerl. Motion carried 5-0.

3A. **IT Supervisor**

Administrator Minke stated two internal candidates were interviewed for the supervisory position before a 4-person interview panel. Both candidates did well.

**Motion** by Commissioner Hallan to promote IT Support Specialist Ryan Findell to IT Supervisor effective February 5, 2014, at \$20.43 (\$42,500 annually), C-42. Second by Commissioner Chaffee. Motion carried 5-0.

3B. **Backfill of IT Support Specialist Position**

Administrator Minke requested a backfill of the IT Support Specialist position created by the promotion of Ryan Findell, pay scale dependent upon qualifications within the B-24 band range.

**Motion** by Commissioner Chaffee to back fill the IT Support Specialist position. Second by Commissioner Ludwig. Motion carried 5-0.

4. **Web Publication Resolution**

Administrator Minke provided information regarding Resolution 2014-09 which supports the Association of Minnesota County's policy position to potentially use technological tools to disseminate certain data on county websites and/or publication in the official newspaper.

Auditor-Treasurer Cathy Clemmer stated this would give the county the option, if approved by the legislature, to place items on the website versus publishing in the newspaper. Comment was made as to constituents who don't have access to the internet. Clemmer stated any information needing to reach all constituents would be published in the legal newspaper.

**Motion** by Commissioner Hallan to approve Resolution 2014-09 Supporting Legislation Allowing Counties to Designate Their County Website to Publish Public Notes. Second by Commissioner Chaffee. Motion carried 5-0.

5. **Commissioner Updates**

- a. NLX: Commissioner Ludwig stated this was a general business meeting; election of officers took place; Commissioner Ludwig sat on the board for this meeting to establish a quorum.
- b. Extension Committee Meeting: Commissioner Pangerl stated discussion was held as to the 4-H Farm Family.
- c. Snake River Watershed Joint Powers Board : Meeting Cancelled

- d. Lakes & Pines CAC: Commissioner unable to make meeting
- e. Riverwood Center Meeting: Commissioner Chaffee stated Riverwood Center is experiencing a short-term cash flow situation and has reached its maximum line of credit. The Riverwood Center Board of Directors authorized to extend the line of credit.
- f. Central Regional EMS Committee: Commissioner Ludwig stated financially they are doing well, discussion held regarding providing training, Commissioner Ludwig will be providing EMS information to Essentia in Sandstone.

6. **Other**

- A. Administrator Minke provided the board members with a copy of the 2014 Budget book.
- B. Commissioner Chaffee stated he has a conflict as Pine County’s representative on the Central Minnesota Jobs and Training board. Discussion was held. Chair Rossow made the following appointments to the 2014 Boards and Committees:

|                                       | <u>2014 Representative</u> | <u>Alternate</u> |
|---------------------------------------|----------------------------|------------------|
| Central MN Jobs and Training Service: | Hallan                     | Ludwig           |
| Extension Committee:                  | Pangerl/Chaffee            |                  |

7. **Upcoming Meetings**

Upcoming meetings were reviewed.  
 Change in date of Riverwood Center Meeting to Wednesday, February 26, 2014, 4:00 p.m., Riverwood Center, Braham, Minnesota.

8. **Adjourn**

With no further business, Chair Rossow adjourned the county board meeting at 2:37 p.m. The next regular meeting of the county board is scheduled for February 18, 2014 at 10:00 a.m. at the Board Room, Pine County Courthouse, Pine City, Minnesota.

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Curt H. Rossow, Chair  
 Board of Commissioners

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David J. Minke, Administrator  
 Clerk to County Board

**REVISED 2014 Boards and Committees  
(February 4, 2014 County Board Meeting)**

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

| <b>County Established Committees</b>     | <b>2014 Appointment</b> | <b>2014 Alternate</b> |
|--|-------------------------|-----------------------|
| 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           |                       |

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

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

**Tuesday, February 4, 2014, 1:00 p.m.  
Public Health Building, Sandstone, Minnesota**

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

The Pledge of Allegiance was said.

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

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

Commissioner Hallan moved to approve the Minutes of the January 15, 2014 Committee of the Whole – Strategic Planning Meeting. Second by Commissioner Ludwig. Motion carried 5-0.

Commissioner Hallan moved to approve the Minutes of the January 21, 2014 County Board Meeting and Summary for publication. Second by Commissioner Ludwig. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

East Central Regional Library Board Minutes – December 16, 2013

Pine County Land Surveyor Monthly Report – January, 2014

Pine County Soil & Water Conservation District Board Minutes – January 9, 2014

Pine County Methamphetamine Task Force Minutes – January 13, 2014

Commissioner Pangerl 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. Second by Commissioner Hallan. Motion carried 5-0.

Disbursements Journal Report, January 1, 2014 – January 31, 2014.

Approve Application for Abatement: Phyllis Mae Wood, 7344 Main St., Rutledge

Approve Resolution 2014-08 Repurchase of Tax Forfeited Land with a 10-year contract, Linda Jampsa.

Approve promotion of Lori Anderson – case aide to eligibility worker, effective February 18, 2014, at \$15.25/hr, B23.

Approve promotion of part-time Corrections Officer Alex White to full-time corrections officer, effective February 9, 2014. No change in grade or wage. \$16.04/hr, B23, step 3.

Approve Resolution 2014-07, Public Employees Retirement Association Police Officer Declaration, for Deputy Timothy Vaagenes at full funding levels from his hire date of December 29, 2013.

Approve 30-day extension (to August 30, 2014) for VSO Ben Wiener to become certified.

Approve Veteran Services Officer Ben Wiener to attend the National CVSIO Accreditation Training. Estimated cost of training: \$1,300.

Approve Child Support Officer Claire Nelson to attend Collect & Disburse Training for Child Support Officers. Estimated cost of training: \$210.

**Motion** by Commissioner Hallan to approve the Subsurface Sewage Treatment System Ordinance, effective April 1, 2014. Second by Commissioner Chaffee. Motion carried 5-0.

**Motion** by Hallan to approve the Human Resources Consulting Services Agreements with the cities of Pine City, Hinckley, and Sandstone. Second by Commissioner Pangerl. Motion carried 5-0.

**Motion** by Commissioner Hallan to promote IT Support Specialist Ryan Findell to IT Supervisor effective February 5, 2014, at \$20.43 (\$42,500 annually), C-42. Second by Commissioner Chaffee. Motion carried 5-0.

**Motion** by Commissioner Chaffee to back fill the IT Support Specialist position. Second by Commissioner Ludwig. Motion carried 5-0.

**Motion** by Commissioner Hallan to approve Resolution 2014-09 Supporting Legislation Allowing Counties to Designate Their County Website to Publish Public Notes. Second by Commissioner Chaffee. Motion carried 5-0.

Commissioner Chaffee stated he has a conflict as Pine County's representative on the Central Minnesota Jobs and Training board. Discussion was held. Chair Rossow made the following appointments to the 2014 Boards and Committees:

|                                       | <u>2014 Representative</u> | <u>Alternate</u> |
|---------------------------------------|----------------------------|------------------|
| Central MN Jobs and Training Service: | Hallan                     | Ludwig           |
| Extension Committee:                  | Pangerl/Chaffee            |                  |

With no further business, Chair Rossow adjourned the county board meeting at 2:37 p.m. The next regular meeting of the county board is scheduled for February 18, 2014 at 10:00 a.m. at the Board Room, Pine County Courthouse, Pine City, Minnesota.

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Curt H. Rossow, Chair  
Board of Commissioners

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David J. Minke, Administrator  
Clerk to County Board

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

**PINE COUNTY HRA SENIOR HOUSING**

**510 Fifth Street Office**

**Sandstone, MN 55072**

**(320) 245-5140**

[pinehra@ecenet.com](mailto:pinehra@ecenet.com)

**Sandstone Manor  
510 Fifth Street  
Sandstone, MN 55072**

**Finlayson Manor  
6524 Broadway Street  
Finlayson, MN 55735**

The regular meeting of the Pine County HRA Senior Housing Board of Directors was held on December 18, 2013, at the Sandstone Manor. Commissioners of the HRA present were Board Chair Dorothy Stockamp, Jan Oak, Carl Steffen, Cheri Drilling, and Greg Kvasnicka. Staff members present were Executive Director Janice Gustafson and Resident Manager Evelyn Yocum. Resident Manager Susan Blake was absent. There were no residents present.

1. The meeting was called to order at 2:00 P.M. by Board Chair D. Stockamp.
2. Board Chair D. Stockamp presented J. Oak with a Certificate of Reappointment as a Commissioner on the Pine County HRA Board of Directors. The certificate was issued by the Pine County Commissioners. J. Oak's term expires October 5, 2018.
3. The HRA Board minutes from November 26, 2013, were reviewed by the Board members. A motion was made by G. Kvasnicka and was seconded by C. Steffen to accept the minutes. Motion carried: Yeas 5, Nays 0.
4. The HRA Board minutes from the Special Meeting with the Pine County Commissioners held on December 3, 2013, were reviewed by Board members. A motion was made by J. Oak and was seconded by C. Steffen to accept the minutes. Motion carried: Yeas 5, Nays 0.
5. The monthly financial statements and the investment report were presented by J. Gustafson. A motion was made by C. Drilling and was seconded by J. Oak to approve the financial statements and the investment report. Motion carried: Yeas 5, Nays 0.
6. Executive Director's Report. The written Executive Director's report was reviewed by Board members.

7. Old Business.

- a) Vacancies. As of this date, there is one vacancy at the Sandstone Manor and no vacancies at the Finlayson Manor.
- b) Fire Drills. The Finlayson Fire Department conducted the annual fire drill at the Finlayson Manor in November. The Sandstone Fire Department has scheduled the annual fire drill at the Sandstone Manor for January.
- c) Meeting with Pine County Commissioners on December 3, 2013. As a follow up to the meeting, Board Chair D. Stockamp thanked the Board members for their attendance and she thanked J. Gustafson for her assistance in providing historical background information and answering the Commissioners questions regarding the HRA.

8. New Business.

- a) A motion was made by J. Oak and was seconded by Board Chair D. Stockamp to approve the calendar of HRA Board meeting dates and locations for 2014. Motion carried: Yeas 5, Nays 0.
- b)

9. Resident Managers' Reports.

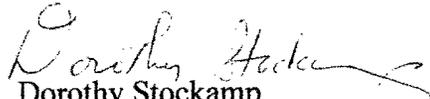
- a) Finlayson Manor. In S. Blake's absence, J. Gustafson reported everything was going well at the Finlayson Manor. The Christmas decorations were up and everyone was enjoying them and looking forward to the Christmas gatherings and food.
- b) Sandstone Manor. E. Yocum reported residents are still enjoying working on puzzles. Having two separate puzzles being worked on by two separate sets of residents has worked very well and there has been no further conflict between residents. They also had fun assisting with the Christmas decorations and everyone was looking forward to the holiday activities.

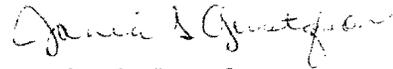
10. Resident Comments/Questions. There were no residents present.

11. The HRA Board went into closed session at 2:50 P.M. and back into open session at 3:10 P.M. A motion was made by Board Chair D. Stockamp and was seconded by J. Oak to give the Executive Director a 2% annual increase in pay. Motion carried: Yeas 5, Nays 0.

12. A motion was made by C. Steffen and was seconded by G. Kvasnicka to adjourn the meeting at 3:15 P.M. Motion carried: Yeas 5, Nays 0.

13. The next HRA Board meeting is scheduled for January 22, 2014, at the Finlayson Manor.

  
Dorothy Stockamp  
HRA Board Chair

  
Janice S. Gustafson  
Executive Director

## ECRL Library Board Minutes

**Time:** Monday, January 13, 2014

**Place:** Cambridge Library

**Present:** Board Members – Niemi, Don (Aitkin); McMahon, George (Chisago); Byrne, Richard (Chisago); Carlson, Keith (Chisago); Misiura, Audrey (Isanti); Warring, Mike (Isanti); Lee, Karen (Isanti); Anderson, Gene (Kanabec); Zaudtke, Wayne (Kanabec); Jensen, Robert (Kanabec); Sauer, Tom (Mille Lacs); Kramersmeier, Charlotte (Mille Lacs); Reynolds, Genny (Mille Lacs); Swanson, Margery (Pine); Chaffee, Steve (Pine); Goddard, Carol (Pine)

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

Absent: Board Member: Raisanen, James (Aitkin); Hommes, Linda (Aitkin)

### **Call to Order:**

George McMahon called the January 2014 meeting of the East Central Regional Library to order at 9:35 a.m. McMahon handed incoming 2014 Vice President Warring the gavel, who conducted the January meeting in the absence of President Raisanen .

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

Misselt introduced and welcomed newly appointed Board members Richard Byrne (Chisago County) and Robert Jensen (Kanabec County).

### **MN Statute 358.05 Oath of Office:**

Lead by Misselt, all present swear in.

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

M/S/P: unanimous

McMahon/Lee to adopt agenda as presented.

### **Period for Public Comment**

None

### **Approval of Previous Meeting Minutes**

M/S/P: unanimous

Carlson/Kramersmeier to approve minutes as presented.

**Bills:**

M/S/P: unanimous

Lee/Sauer, motion to accept December 2013 bills.

**Financial Reports:**

M/S/P: unanimous

Lee/Sauer, motion to accept December 2013 financial report as presented.

**ECRL Administrative Reports**

**A. Director's Organizational Report**

Misselt: This is a short report due to the holidays. Network upgrade and incident report from Rush City from Donna. Margery sent a review for an empty location in Pine City for Headquarters. The Shopko location will not meet our needs as it currently stands vacant. It would need much building out.

McMahon: Is it in plans to include a larger lease amount?

Misselt: The City of Cambridge has completed and received the consultants' report of the Facility Needs Analysis. A proposed \$13 million building (approximate) would be possible for library, community room and headquarters. The city is talking about a bond issue to be put on the ballot.

Lee: If the state puts sex offenders nearby this could change the location of the new library and potential bond vote. This issue will be resolved in the next legislative session when the state decides where to locate an expanded treatment facility for sex offenders.

Misselt: Suggested that the Cambridge City Administrator could be invited to the next meeting.

**B: Branch Highlights**

Lydon: I have no written report because of the holidays. Does anyone have any questions for me?

Kramersmeier: Do the libraries close when schools are closed for weather?

Lydon: No, but we were closed for one day for computer updates.

**Other Reports:**

None

**Old Business:**

**Board Expense Reimbursement:** Proposed policy included in packet.

Sauer: The pay for Board members is different per county. Many of us did not know if the county they represent pays per diem benefits.

Sauer/McMahon – motion to approve .45 mileage reimbursement and approve the rest of the draft policy as written.

Discussion of mileage reimbursement. The IRS rate changed for 2014.

Misselt suggested to implement the model that GRRL uses - 80 percent of the current IRS rate, (which would be about the current .44 mileage rate). This would adjust the rate on an annual basis and the issue would only have to be revisited if desired.

Carlson/Sauer - Motion to approve

One Opposed.

**New Business:**

**Joint Powers Agreement** is reviewed, no changes. This is in accordance with the JPA, which specifies that the JPA must be reviewed by the ECRL Board at its first meeting of each even-numbered year.

**ECRL Bylaws** reviewed.

Jensen: On page 3 we need to change the meeting time to 9:30 not 10:00. Announce this meeting, vote next meeting.

Misselt: Suggested to change Article VI; section 3 Notice of Meetings, since it's acceptable to post on the website for all meetings,

McMahon: I would prefer Meeting Notices be posted in official newspapers.

Jensen: We should publish under the website to save on cost. Post one time for the entire year.

Page one Article III, section 2. Term of Office; need to add line: "This does not include partial term for another person." Article 3, section 2 to be approved at next meeting.

Bylaws with proposed changes will be presented at February meeting for approval, according to terms of Bylaws regarding amendment.

**Close Wells Fargo account** and moving the funds to Peoples Bank under Special Funds.

M/S/P: unanimous

Carlson/Sauer - motion to approve carried.

**Financial Institutions to be used in 2014 approval:**

M/S/P: unanimous

Carlson/Kramersmeier ; motion carried

**Recommended Bank account signers**, reviewed by Anderson.

M/S/P: unanimous

Carlson/McMahon – to approve as written

**Committee appointments** – Misselt: Passing sheet around to make changes, to be added or to discontinue, according to members' wishes. Board President will appoint committees next month.

Misselt: **2014 meeting schedule** for approval.

M/S/P: unanimous

Niemi/Kramersmeier – written schedule approved

**Trustee Issues:**

**Legislative report** - Misselt: This is a bonding year for us, lobbying for construction money. Hinckley has been removed from the list. They do not appear to be pursuing a building project in the next year.

**Future agenda:**

McMahon: Would like to have presentation by the Futurist for a future board meeting.

**Next meeting:** Monday February 10, 2014 at 9:30. Location: Cambridge Library

**Motion to Adjourn 11:25 am**

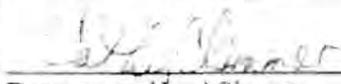
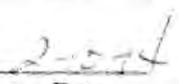
M/S/P: unanimous

Carlson/Lee

Audrey Misiura, Secretary

Marlys Carlson, Staff Recorder

**PINE COUNTY REQUEST FOR BOARD ACTION**

|  |  |
|--|--|
| Requested Board Date:<br><br>February 18, 2014                       | <p align="center"><u>Consent Agenda (Please Circle)</u></p> Regular Agenda<br>Estimated Time: (Please Circle)<br>_____ 10 Min. 15 Min.<br>Time needed<br>30 Min. 45 Min. 1 hour  |
| Department requesting Action:<br><br><b><u>Auditor/Treasurer</u></b> | <p align="center"> </p> Department Head Signature                      Date |

|  |
|--|
| <p><b>Item for Discussion:</b></p> <p><i>January, 2014 Cash Balance</i></p><br><br><br><br><br><br><br><br><br><br><p><b>Board Action Requested:</b> (Attach additional pages if needed)</p><br><br><br><br><br><br><br><br><br><br><p align="right">Supporting Documents:    Attached    None</p> |
|--|

TREASURER'S CASH TRIAL BALANCE COMPARISON

| FUND                         | January 31, 2013<br>BALANCE | January 31, 2014<br>BALANCE | DIFFERENCE     |
|------------------------------|-----------------------------|-----------------------------|----------------|
| 1 - GENERAL                  | 1,669,961.41                | 1,732,293.00                | 62,331.56      |
| 12 - H&HS                    | 1,566,122.21                | 401,830.65                  | (1,164,291.56) |
| 13 - ROAD & BRIDGE           | 4,870,595.73                | 1,514,201.99                | (3,356,393.74) |
| 22 - LAND                    | 1,485,194.73                | 1,802,550.80                | 317,356.07     |
| TOTAL (incl non-major funds) | \$9,373,969.25              | \$5,356,797.85              | (4,017,171.40) |

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



TREASURER'S CASH TRIAL BALANCE

As of 01/2014

| <u>Fund</u>                 | <u>Beginning Balance</u> | <u>This Month</u>               | <u>YTD</u>         | <u>Current Balance</u> |
|-----------------------------|--------------------------|---------------------------------|--------------------|------------------------|
| 1 General Revenue Fund      | 2,539,821.50             |                                 |                    |                        |
| Receipts                    |                          | 304,675.75                      | 304,675.75         |                        |
| Disbursements               |                          | 666,502.31-                     | 666,502.31-        |                        |
| Payroll                     |                          | 737,333.27-                     | 737,333.27-        |                        |
| Journal Entries             |                          | 291,631.33                      | 291,631.33         |                        |
| <b>Fund Total . . . . .</b> |                          | <b>807,528.50-</b>              | <b>807,528.50-</b> | <b>1,732,293.00</b>    |
| 12 Health & Human Services  | 420                      | H&Hs- Income Maintenance        |                    |                        |
|                             | 2,040,281.15             |                                 |                    |                        |
| Receipts                    |                          | 52,750.63                       | 52,750.63          |                        |
| Disbursements               |                          | 68,930.38-                      | 68,930.38-         |                        |
| Payroll                     |                          | 136,321.83                      | 136,321.83-        |                        |
| Journal Entries             |                          | 25,445.26                       | 25,445.26          |                        |
| <b>Dept Total . . . . .</b> |                          | <b>127,056.32-</b>              | <b>127,056.32-</b> | <b>1,913,224.83</b>    |
| 12 Health & Human Services  | 430                      | H&Hs-Social Services            |                    |                        |
|                             | 1,372,375.64-            |                                 |                    |                        |
| Receipts                    |                          | 52,324.43                       | 52,324.43          |                        |
| Disbursements               |                          | 44,118.39-                      | 44,118.39-         |                        |
| SSIS                        |                          | 239,893.41-                     | 239,893.41-        |                        |
| Payroll                     |                          | 131,538.99-                     | 131,538.99-        |                        |
| Journal Entries             |                          | 87,760.76                       | 87,760.76          |                        |
| <b>Dept Total . . . . .</b> |                          | <b>275,465.60</b>               | <b>275,465.60-</b> | <b>1,647,841.24</b>    |
| 12 Health & Human Services  | 440                      | Childrens Collaborative (H&Hs)  |                    |                        |
|                             | 0.00                     |                                 |                    |                        |
| <b>Dept Total . . . . .</b> |                          | <b>0.00</b>                     | <b>0.00</b>        | <b>0.00</b>            |
| 12 Health & Human Services  | 481                      | Nursing-Community Health (H&Hs) |                    |                        |
|                             | 155,705.82               |                                 |                    |                        |
| Receipts                    |                          | 29,512.02                       | 29,512.02          |                        |
| Disbursements               |                          | 41,959.43-                      | 41,959.43-         |                        |
| Payroll                     |                          | 83,662.18                       | 83,662.18          |                        |
| Journal Entries             |                          | 8,042.44                        | 8,042.44           |                        |

*\$401,830.62*

CATHYJ  
2/10/14 12:52PM

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



TREASURER'S CASH TRIAL BALANCE

As of 01/2014

| <u>Fund</u>                        | <u>Beginning Balance</u> | <u>This Month</u> | <u>YTD</u> | <u>Current Balance</u> |
|------------------------------------|--------------------------|-------------------|------------|------------------------|
| Dept Total .....                   |                          | 88,067.15         | 88,067.15  | 67,638.67              |
| Fund Total .....                   | 823,611.33               | 490,589.07        | 490,589.07 | 333,022.26             |
| <br>13 Road & Bridge Fund          | <br>2,078,182.32         |                   |            |                        |
| Receipts                           |                          | 29,604.16         | 29,604.16  |                        |
| Disbursements                      |                          | 475,545.17        | 475,545.17 |                        |
| Payroll                            |                          | 146,893.70        | 146,893.70 |                        |
| Journal Entries                    |                          | 28,854.38         | 28,854.38  |                        |
| Fund Total .....                   |                          | 563,980.33        | 563,980.33 | 1,514,201.99           |
| <br>14 Ditch Maintenance (Sr) Fund | <br>11,975.91            |                   |            |                        |
| Journal Entries                    |                          | 13.60             | 13.60      |                        |
| Fund Total .....                   |                          | 13.60             | 13.60      | 11,989.51              |
| <br>20 County-Wide Rehab (Sr) Fund | <br>917.56               |                   |            |                        |
| Journal Entries                    |                          | 4.62              | 4.62       |                        |
| Fund Total .....                   |                          | 4.62              | 4.62       | 922.18                 |
| <br>21 800 MHz Project Fund        | <br>0.00                 |                   |            |                        |
| Fund Total .....                   |                          | 0.00              | 0.00       | 0.00                   |
| <br>22 Land Management Fund        | <br>1,838,948.89         |                   |            |                        |
| Receipts                           |                          | 64,295.41         | 64,295.41  |                        |
| Disbursements                      |                          | 5,860.71          | 5,860.71   |                        |
| Payroll                            |                          | 9,832.79          | 9,832.79   |                        |
| Journal Entries                    |                          | 85,000.00         | 85,000.00  |                        |
| Fund Total .....                   |                          | 36,398.09         | 36,398.09  | 1,802,550.80           |

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

TREASURER'S CASH TRIAL BALANCE

As of 01/2014

| <u>Fund</u>                             | <u>Beginning Balance</u> | <u>This Month</u>              | <u>YTD</u> | <u>Current Balance</u> |
|---|--------------------------|--------------------------------|------------|------------------------|
| 24 Ambulance (Sr) Fund                  |                          |                                |            |                        |
| <b>Fund Total . . . . .</b>             | 0.00                     | 0.00                           | 0.00       | 0.00                   |
| 29 Children's Collab (H&Hs) Agency Fund | <b>440</b>               | Childrens Collaborative (H&Hs) |            |                        |
|   | 53,378.82                |                                |            |                        |
| Journal Entries                         |                          | 9.57                           | 9.57       |                        |
| <b>Dept Total . . . . .</b>             |                          | 9.57                           | 9.57       | 53,388.39              |
| <b>Fund Total . . . . .</b>             | 53,378.82                | 9.57                           | 9.57       | 53,388.39              |
| 32 Ecswe Bond Guarantee (Ds)            |                          |                                |            |                        |
| <b>Fund Total . . . . .</b>             | 0.00                     | 0.00                           | 0.00       | 0.00                   |
| 33 2002 Cap-Equip Bond (Ds) Fund        |                          |                                |            |                        |
| <b>Fund Total . . . . .</b>             | 0.00                     | 0.00                           | 0.00       | 0.00                   |
| 35 2004 Street Reconstruct Bond Fund    |                          |                                |            |                        |
|   | 68,847.84                |                                |            |                        |
| Journal Entries                         |                          | 1,289.87                       | 1,289.87   |                        |
| <b>Fund Total . . . . .</b>             |                          | 1,289.87                       | 1,289.87   | 70,137.71              |
| 37 County Railroad Authority            |                          |                                |            |                        |
|   | 1,566.63-                |                                |            |                        |
| Disbursements                           |                          | 2,974.00-                      | 2,974.00-  |                        |
| Journal Entries                         |                          | 339.07                         | 339.07     |                        |
| <b>Fund Total . . . . .</b>             |                          | 2,634.93-                      | 2,634.93-  | 4,201.56-              |
| 38 Building Fund                        |                          |                                |            |                        |

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



TREASURER'S CASH TRIAL BALANCE

As of 01/2014

| <u>Fund</u>                              | <u>Beginning Balance</u> | <u>This Month</u> | <u>YTD</u>  | <u>Current Balance</u> |
|--|--------------------------|-------------------|-------------|------------------------|
|  | 125,949.45               |                   |             |                        |
| Disbursements                            |                          | 3,090.50-         | 3,090.50-   |                        |
| Fund Total . . . . .                     |                          | 3,090.50          | 3,090.50-   | 122,858.95             |
| <br>                                     |                          |                   |             |                        |
| 39    2005A G.O. Jail Bonds              | 919,632.32               |                   |             |                        |
| Disbursements                            |                          | 895,130.63-       | 895,130.63- |                        |
| Journal Entries                          |                          | 25,946.12         | 25,946.12   |                        |
| Fund Total . . . . .                     |                          | 869,184.51-       | 869,184.51- | 50,447.81              |
| <br>                                     |                          |                   |             |                        |
| 40    2012 G.O. Courthouse Bonds         | 778,170.91               |                   |             |                        |
| Disbursements                            |                          | 734,600.00-       | 734,600.00- |                        |
| Journal Entries                          |                          | 20,019.62         | 20,019.62   |                        |
| Fund Total . . . . .                     |                          | 714,580.38-       | 714,580.38  | 63,590.53              |
| <br>                                     |                          |                   |             |                        |
| 41    2005 Hra Bonds                     | 0.00                     |                   |             |                        |
| Fund Total . . . . .                     |                          | 0.00-             | 0.00        | 0.00                   |
| <br>                                     |                          |                   |             |                        |
| 76    Group Health Ins Fund 5/1/95 (Gen) | 521,036.87-              |                   |             |                        |
| Receipts                                 |                          | 246,175.20        | 246,175.20  |                        |
| Disbursements                            |                          | 383,914.88-       | 383,914.88  |                        |
| Journal Entries                          |                          | 6,575.69          | 6,575.69    |                        |
| Fund Total . . . . .                     |                          | 131,163.99-       | 131,163.99- | 652,200.86-            |
| <br>                                     |                          |                   |             |                        |
| 80    County Collections Agency Fund     | 38,365.53                |                   |             |                        |
| Receipts                                 |                          | 7,428.43          | 7,428.43    |                        |
| Disbursements                            |                          | 30,660.03-        | 30,660.03-  |                        |
| Fund Total . . . . .                     |                          | 23,231.60-        | 23,231.60-  | 15,133.93              |

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

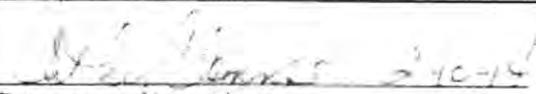
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TREASURER'S CASH TRIAL BALANCE

As of 01/2014

| <u>Fund</u>                                | <u>Beginning Balance</u> | <u>This Month</u> | <u>YTD</u>    | <u>Current Balance</u> |
|--|--------------------------|-------------------|---------------|------------------------|
| 82 Taxes And Penalties Agency Fund         | 779,218.63               |                   |               |                        |
| Receipts                                   |                          | 178,795.76        | 178,795.76    |                        |
| Disbursements                              |                          | 440,142.77-       | 440,142.77-   |                        |
| Journal Entries                            |                          | 342,886.51-       | 342,886.51-   |                        |
| <b>Fund Total . . . . .</b>                |                          | 604,233.52-       | 604,233.52-   | 174,985.11             |
| 84 East Central Drug Task Force Agency Fur | 51,288.10                |                   |               |                        |
| Receipts                                   |                          | 970.00            | 970.00        |                        |
| <b>Fund Total . . . . .</b>                |                          | 970.00            | 970.00        | 52,258.10              |
| 89 H & HS Collections Agency Fund          |                          |                   |               |                        |
|  | 801                      | Non-Departmental  |               |                        |
|  | 35,343.15-               |                   |               |                        |
| Receipts                                   |                          | 118,829.47        | 118,829.47    |                        |
| Disbursements                              |                          | 20.50-            | 20.50-        |                        |
| Journal Entries                            |                          | 68,045.82-        | 68,045.82-    |                        |
| <b>Dept Total . . . . .</b>                |                          | 50,763.15         | 50,763.15     | 15,420.00              |
| <b>Fund Total . . . . .</b>                | 35,343.15-               | 50,763.15         | 50,763.15     | 15,420.00              |
| All Funds .....                            | 9,550,362.46             |                   |               |                        |
| Receipts                                   |                          | 1,085,361.26      | 1,085,361.26  |                        |
| Disbursements                              |                          | 3,793,449.70-     | 3,793,449.70- |                        |
| SSIS                                       |                          | 239,893.41-       | 239,893.41-   |                        |
| Payroll                                    |                          | 1,245,582.76-     | 1,245,582.76- |                        |
| <b>Total .....</b>                         |                          | 4,193,564.61-     | 4,193,564.61- | 5,356,797.85           |

**PINE COUNTY REQUEST FOR BOARD ACTION**

|  |  |
|--|--|
| Requested Board Date:<br><br>February 18, 2014                       | <input checked="" type="checkbox"/> Consent Agenda <i>(Please Circle)</i><br><br><input type="checkbox"/> Regular Agenda<br>Estimated Time: <i>(Please Circle)</i><br>_____ 10 Min. 15 Min.<br>Time needed<br>30 Min. 45 Min. 1 hour |
| Department requesting Action:<br><br><b><u>Auditor/Treasurer</u></b> | <br>_____<br>Department Head Signature                      Date   |

|  |
|--|
| <b>Item for Discussion:</b><br><br><i>Application for Abatement –<br/>Hoffman's Oak Lake Campground, 52777 Hoffman Way, Kerrick, PID 16.8900.014, pay 2013</i> |
| <b>Board Action Requested:</b> (Attach additional pages if needed)   |
| Supporting Documents:    Attached    None  |
|  |

# APPLICATION FOR ABATEMENT - GENERAL FORM

(M.S. 375.192)

DATE: 3/15/94

For Taxes Levied In: 200

And Payable In: 200

Abatement # 462015

Please Print Or Type

|  |   |
|--|---|
| Applicants Name: <u>McIntosh, Clark West Company</u> | Applicants Mailing Address: <u>52777 Hennepin Ave</u> |
| Applicant's SSN: <u>11111</u>                        | <u>Minnetonka MN 55342</u>                            |
| Telephone (Home): _____                              |   |
| Telephone (Work): _____                              |   |

Description Of Property: Property ID or Parcel Number: 4112-000-014  
 Street Address: 52777 Hennepin Ave  
 Township/City: Minnetonka MN  
 School District: 258

Legal Description:  
MH @ Lot 14 McIntosh, Clark West Company

ASSESSOR'S ESTIMATED MARKET VALUE:  
 Land: 0 Structures: 26700 Total: 26700 Classification: H-6 199

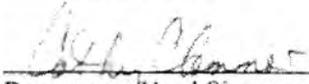
Applicants Statement of Facts:  
Have a charter inventory - not completed yet -  
intentionally just passed on it.

Applicants Request:  
EXEMPT AS CHARTER INVENTORY

Applicant's Signature: [Signature]  
Admin. Assistant

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

**PINE COUNTY REQUEST FOR BOARD ACTION**

|  |   |
|--|---|
| Requested Board Date:<br><br>February 18, 2014                       | <u>Consent Agenda (Please Circle)</u><br><br>Regular Agenda<br>Estimated Time: (Please Circle)<br>10 Min. 15 Min.<br><small>Time needed</small><br>30 Min. 45 Min. 1 hour |
| Department requesting Action:<br><br><b><u>Auditor/Treasurer</u></b> | <br>Department/Head Signature      2/11/14<br>Date                                      |

|  |
|--|
| <p><b>Item for Discussion:</b></p> <p><i>Application for Exempt Permit for the Finlayson Giese Sportsmen Club to conduct Minnesota lawful gambling on May 31, 2014 at the Finlayson Giese Sportsmen Club Building 70172 Norway Spruce Rd. Finlayson (Pine Lake Twp).</i></p> <p><b>Board Action Requested:</b> (Attach additional pages if needed)</p> <p align="right">Supporting Documents: Attached    None</p> |
|--|

**LG220 Application for Exempt Permit**

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.

**Application fee (non refundable)**

If application is postmarked or received 30 days or more before the event **\$50**; otherwise **\$100**.

**ORGANIZATION INFORMATION**

Organization name: FINLAYSON GIESE SPORTSMEN CLUB  
 Previous gambling permit number: X-03623

Minnesota tax ID number, if any: 7817580  
 Federal employer ID number (FEIN), if any: 41-1749326

**Type of nonprofit organization. Check one.**

Fraternal  Religious  Veterans  Other nonprofit organization

Mailing address: PO BOX 18  
 City: FINLAYSON State: MN Zip code: 55735 County: PINE

Name of chief executive officer (CEO): RONALD MOLLOY  
 Daytime phone number: (320) 233-7825  
 E-mail address:

**NONPROFIT STATUS****Attach a copy of ONE of the following for proof of nonprofit status.**

**Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.**

Don't have a copy? This certificate must be obtained each year from:  
 Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103  
 Phone: 651-296-2803

**IRS income tax exemption [501(c)] letter in your organization's name.**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

**IRS - Affiliate of national, statewide, or international parent nonprofit organization [charter]**

If your organization falls under a parent organization, attach copies of **both** of the following:  
 a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and  
 b. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.  
 FINLAYSON GIESE SPORTSMEN CLUB BUILDING

Address (do not use PO box): 70172 NORWAY SPRUCE RD  
 City or township: FINLAYSON Zip code: 55735 County: PINE

Date[s] of activity. For raffles, indicate the date of the drawing.  
 MAY 31, 2014

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

Bingo\*  Raffle  Paddlewheels\*  Pull-tabs\*  Tipboards\*

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

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

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT**

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

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

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

Signature of city personnel \_\_\_\_\_

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

**Local unit of government must sign**

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

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

Print county name Pine

Signature of county personnel \_\_\_\_\_

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

**TOWNSHIP. If required by the county.**

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits.

[A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166.]

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

Signature of township officer \_\_\_\_\_

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

**CHIEF EXECUTIVE OFFICER'S SIGNATURE**

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

Chief executive officer's signature Ronald Molloy Date 2-7-14  
 Print name Ronald Molloy

**REQUIREMENTS**

**Complete a separate application for:**

- all gambling conducted on two or more consecutive days, or
  - all gambling conducted on one day.
- Only one application is required if one or more raffle drawings are conducted on the same day

**Send application with:**

- a copy of your proof of nonprofit status, and
- application fee (non refundable). Make check payable to "State of Minnesota."

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

**Financial report and recordkeeping required**

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

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board.

**Questions?**

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

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

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

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

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



## 2013 GAS TAX DISTRIBUTION

| VENDOR NUMBER | TOWN          | POPULATION    | AMOUNT              | ROAD MILES     | AMOUNT              | TOTAL               |
|---------------|---------------|---------------|---------------------|----------------|---------------------|---------------------|
| 6800          | ARLONE        | 358           | \$3,905.35          | 17.360         | \$4,417.94          | \$8,323.29          |
| 6805          | ARNA          | 112           | 1,221.79            | 20.050         | 5,102.52            | 6,324.30            |
| 6810          | BARRY         | 585           | 6,381.65            | 17.473         | 4,446.70            | 10,828.35           |
| 6815          | BIRCH CREEK   | 233           | 2,541.75            | 20.100         | 5,115.24            | 7,656.99            |
| 6820          | BREMEN        | 240           | 2,618.11            | 20.628         | 5,249.61            | 7,867.73            |
| 6825          | BROOK PARK    | 522           | 5,694.40            | 16.140         | 4,107.46            | 9,801.86            |
| 6830          | BRUNO         | 184           | 2,007.22            | 5.140          | 1,308.08            | 3,315.30            |
| 6835          | CHENGWATANA   | 987           | 10,766.99           | 36.180         | 9,207.44            | 19,974.43           |
| 6840          | CLOVER        | 410           | 4,472.61            | 11.030         | 2,807.02            | 7,279.63            |
| 6845          | CROSBY        | 93            | 1,014.52            | 10.290         | 2,618.70            | 3,633.22            |
| 6850          | DANFORTH      | 78            | 850.89              | 10.440         | 2,656.87            | 3,507.76            |
| 6855          | DELL GROVE    | 697           | 7,603.44            | 35.293         | 8,981.70            | 16,585.14           |
| 6860          | FINLAYSON     | 456           | 4,974.42            | 33.040         | 8,408.34            | 13,382.76           |
| 6865          | FLEMING       | 141           | 1,538.14            | 5.450          | 1,386.97            | 2,925.11            |
| 6870          | HINCKLEY      | 806           | 8,792.50            | 36.135         | 9,195.98            | 17,988.48           |
| 6875          | KERRICK       | 325           | 3,545.36            | 11.360         | 2,891.00            | 6,436.37            |
| 6880          | KETTLE RIVER  | 504           | 5,498.04            | 26.360         | 6,708.35            | 12,206.39           |
| 6885          | MISSION CREEK | 635           | 6,927.09            | 27.258         | 6,936.88            | 13,863.97           |
| 6890          | MUNCH         | 302           | 3,294.46            | 18.350         | 4,669.89            | 7,964.35            |
| 6895          | NEW DOSEY     | 74            | 807.25              | 25.580         | 6,509.85            | 7,317.10            |
| 6900          | NICKERSON     | 167           | 1,821.77            | 12.010         | 3,056.42            | 4,878.19            |
| 6905          | NORMAN        | 248           | 2,705.38            | 30.260         | 7,700.86            | 10,406.24           |
| 6910          | OGEMA         | 352           | 3,839.90            | 9.300          | 2,366.75            | 6,206.65            |
| 6915          | PARK          | 37            | 403.63              | 6.310          | 1,605.83            | 2,009.46            |
| 6920          | PARTRIDGE     | 639           | 6,970.73            | 28.090         | 7,148.61            | 14,119.34           |
| 6925          | PINE CITY     | 1,394         | 15,206.88           | 42.900         | 10,917.61           | 26,124.49           |
| 6930          | PINE LAKE     | 583           | 6,359.84            | 41.995         | 10,687.29           | 17,047.13           |
| 6935          | POKEGAMA      | 2,743         | 29,922.86           | 59.740         | 15,203.21           | 45,126.07           |
| 6940          | ROYALTON      | 1,163         | 12,686.94           | 27.000         | 6,871.22            | 19,558.17           |
| 6945          | SANDSTONE     | 824           | 8,988.86            | 32.845         | 8,358.71            | 17,347.57           |
| 6950          | STURGEON LAKE | 508           | 5,541.67            | 22.085         | 5,620.40            | 11,162.08           |
| 6955          | WILMA         | 65            | 709.07              | 16.000         | 4,071.83            | 4,780.91            |
| 6960          | WINDEMERE     | 1,711         | 18,664.97           | 46.930         | 11,943.20           | 30,608.17           |
| <b>TOTAL:</b> |               | <b>18,176</b> | <b>\$198,278.50</b> | <b>779.122</b> | <b>\$198,278.50</b> | <b>\$396,557.00</b> |

PER CAPITA           \$10.9088083  
 PER MILE             254.4896691

Received Check 2-4-14(Misc Rcpt #75074)  
 Approved by County Board - 2-18-14  
 Checks Mailed 2-28-14

**PINE COUNTY REQUEST FOR BOARD ACTION**

|  |   |
|--|---|
| Requested Board Date:<br><br>February 18, 2014                       | Consent Agenda <i>(Please Circle)</i><br><br>Regular Agenda<br>Estimated Time: <i>(Please Circle)</i><br>_____ 10 Min. 15 Min.<br>Time needed<br>30 Min. 45 Min. 1 hour |
| Department requesting Action:<br><br><u><b>Auditor/Treasurer</b></u> | <br>Department Head Signature                      Date                               |

|   |
|---|
| <p><b>Item for Discussion:</b></p> <p><i>Execute Amendment No. One – Contract for Services Agreement between Lakes &amp; Pines and Pine County to extend existing contract of Small Cities Development Program through December 31, 2016 to use remaining funds of old grant funds in conjunction with the Pine County Septic Fix Up Program</i></p> <p><b>Board Action Requested:</b> (Attach additional pages if needed)</p> <p align="right">Supporting Documents:    Attached    None</p> |
|---|

**AMENDMENT NUMBER ONE  
TO THE  
CONTRACT FOR SERVICES AGREEMENT FOR USE OF PROGRAM FUNDS  
BY AND BETWEEN THE PINE COUNTY, MINNESOTA  
AND LAKES & PINES C.A.C., INC.**

I.

On July 3, 2013, Pine County and Lakes and Pines Community Action Council, Inc., of Mora, entered into a contract for the provision of administrative services to use the remainder of program income funds from the previous Small Cities Development Program.

II.

WHEREAS, the original contract for services between Pine County and Lakes and Pines is scheduled to end on December 31, 2013.

III.

WHEREAS, the parties to the agreement have determined that it is in the interest of Pine County and Lakes and Pines to extend said agreement through December 31, 2016.

THEREFORE, IT IS AGREED that said contract between the parties is extended through December 31, 2016.

Pine County

Lakes and Pines C.A.C., Inc.

\_\_\_\_\_  
Board Chairperson – Curt H. Rossow

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Dated

\_\_\_\_\_  
County Administrator – David J. Minke

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Dated

**PINE COUNTY REQUEST FOR BOARD ACTION**

|   |  |
|---|--|
| Requested Board Date:<br><br>February 18 <sup>th</sup> , 2014 | <b>Consent Agenda</b> <i>(Please Circle)</i><br><br>Regular Agenda<br>Estimated Time: <i>(Please Circle)</i><br>_____ 10 Min. 15 Min.<br>Time needed<br>30 Min. 45 Min. 1 hour |
|   |  |

Request for the County Administrator to sign the Equitable Sharing Agreement with the Department of Justice. This may bring funding to the Pine County Sheriff's Office if there is a conviction while assisting the DOJ with criminal drug cases involving forfeiture within our county.

**Board Action Requested:**

I respectfully ask the County Administrator to accept and sign the Equitable Sharing Agreement and Certification.

Supporting Documents: Attached None

|  |
|--|
|  |
|  |



# Equitable Sharing Agreement and Certification



OMB Number 1123-0011  
Expires 9-30-2014

- Police Department   
  Sheriff's Office   
  Task Force (Complete Table A)  
 Prosecutor's Office   
  National Guard Counterdrug Unit   
  Other

\*Please fill each required field. Hover mouse over any fillable field for pop-up instructions.\*

**Agency Name:** Pine County Sheriff's Office

**NCIC/ORI/Tracking Number:**

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| M | N | 0 | 5 | 8 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

**Mailing Address:** 635 Northridge Drive NW, Suite 100

**City:** Pine City

**State:** MN

**Zip:** 55063

**Finance Contact:** First: Denise

Last: Baran

Phone: 320-629-8385

E-mail: denise.baran@co.pine.mn.us

**Preparer:** First: Denise

Last: Baran

Same as Finance Contact

Phone: 320-629-8385

E-mail: denise.baran@co.pine.mn.us

**Independent Public Accountant:**

E-mail: paul.johnson@co.pine.mn.us

**Last FY End Date:** 12/31/2013

**Agency Current FY Budget:**

\$7,427,286.00

- New Participant:** Read the Equitable Sharing Agreement and sign the Affidavit.  
 **Existing Participant:** Complete the Annual Certification Report, read the Equitable Sharing Agreement, and sign the Affidavit.  
 **Amended Form:** Revise the Annual Certification Report, read the Equitable Sharing Agreement, and sign the Affidavit.

## Annual Certification Report

| Summary of Equitable Sharing Activity |  | Justice Funds <sup>1</sup> | Treasury Funds <sup>2</sup> |
|---------------------------------------|--|----------------------------|-----------------------------|
| 1                                     | Beginning Equitable Sharing Fund Balance (must match Ending Equitable Sharing Fund Balance from prior FY)                    | \$3,447.89                 |                             |
| 2                                     | Federal Sharing Funds Received   |                            |                             |
| 3                                     | Federal Sharing Funds Received from Other Law Enforcement Agencies and Task Forces (To populate, complete Table B)           |                            |                             |
| 4                                     | Other Income   |                            |                             |
| 5                                     | Interest Income Accrued      Non-Interest Bearing <input checked="" type="radio"/><br>Interest Bearing <input type="radio"/> |                            |                             |
| 6                                     | Total Equitable Sharing Funds (total of lines 1 - 5)   | \$3,447.89                 | \$0.00                      |
| 7                                     | Federal Sharing Funds Spent (total of lines a - m below)   | \$0.00                     | \$0.00                      |
| 8                                     | Ending Balance (difference between line 7 and line 6)  | \$3,447.89                 | \$0.00                      |

<sup>1</sup> Justice Agencies are: FBI, DEA, ATF, USFIS, USDA, DCIS, DSS, and FDA.

<sup>2</sup> Treasury Agencies are: IRS, ICE, CBP, TTB, USSS, and USCG.

| Summary of Shared Funds Spent |  | Justice Funds | Treasury Funds |
|-------------------------------|--|---------------|----------------|
| a                             | Total spent on salaries under permitted salary exceptions  |               |                |
| b                             | Total spent on overtime  |               |                |
| c                             | Total spent on informants, "buy money", and rewards  |               |                |
| d                             | Total spent on travel and training   |               |                |
| e                             | Total spent on communications and computers  |               |                |
| f                             | Total spent on weapons and protective gear   |               |                |
| g                             | Total spent on electronic surveillance equipment   |               |                |
| h                             | Total spent on buildings and improvements  |               |                |
| i                             | Total transfers to other participating state and local law enforcement agencies (To populate, complete Table C)                  |               |                |
| j                             | Total spent on other law enforcement expenses (To populate, complete Table D)  |               |                |
| k                             | Total Expenditures in Support of Community-Based Programs (To populate, complete Table E)  |               |                |
| l                             | Total Windfall Transfers (To populate, complete Table F)   |               |                |
| m                             | Total spent on matching grants (To populate, complete Table G)   |               |                |
| n                             | <b>Total</b>   | \$0.00        | \$0.00         |
| o                             | Did your agency receive non-cash assets? <input type="radio"/> Yes <input checked="" type="radio"/> No If yes, complete Table H. |               |                |

Please fill out the following tables, if applicable.

**Table A: Members of Task Force**

| Agency Name | NCIC/ORI/Tracking Number   |  |  |  |  |  |  |  |  |  |  |
|-------------|--|--|--|--|--|--|--|--|--|--|--|
|             | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%;"></td> </tr> </table> |  |  |  |  |  |  |  |  |  |  |
|             |  |  |  |  |  |  |  |  |  |  |  |

**Table B: Equitable Sharing Funds Received from other Agencies**

| Transferring Agency Name, City, and State   | Justice Funds | Treasury Funds |  |  |  |  |  |  |  |  |
|---|---------------|----------------|--|--|--|--|--|--|--|--|
| Agency Name: <input style="width: 450px;" type="text"/>   |               |                |  |  |  |  |  |  |  |  |
| NCIC/ORI/Tracking Number: <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td></tr></table> |               |                |  |  |  |  |  |  |  |  |
|   |               |                |  |  |  |  |  |  |  |  |

**Table C: Equitable Sharing Funds Transferred to Other Agencies**

| Receiving Agency Name, City, and State  | Justice Funds | Treasury Funds |  |  |  |  |  |  |  |  |
|---|---------------|----------------|--|--|--|--|--|--|--|--|
| Agency Name: <input style="width: 450px;" type="text"/>   |               |                |  |  |  |  |  |  |  |  |
| NCIC/ORI/Tracking Number: <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td></tr></table> |               |                |  |  |  |  |  |  |  |  |
|   |               |                |  |  |  |  |  |  |  |  |

**Table D: Other Law Enforcement Expenses**

| Description of Expense | Justice Funds | Treasury Funds |
|------------------------|---------------|----------------|
|                        |               |                |

**Table E: Expenditures in Support of Community-Based Programs**

| Recipient | Justice Funds |  |
|-----------|---------------|--|
|           |               |  |

**Table F: Windfall Transfers**

| Recipient | Justice Funds | Treasury Funds |
|-----------|---------------|----------------|
|           |               |                |

**Table G: Matching Grants**

| Matching Grant Name | Justice Funds | Treasury Funds |
|---------------------|---------------|----------------|
|                     |               |                |

**Table H: Other Non-Cash Assets Received**

| Source                         | Description of Asset |
|--------------------------------|----------------------|
| Justice <input type="radio"/>  |                      |
| Treasury <input type="radio"/> |                      |

**Table I: Civil Rights Cases**

| Name of Case | Type of Discrimination Alleged      |                                |  |                                 |
|--------------|-------------------------------------|--------------------------------|--|---------------------------------|
|              | <input type="checkbox"/> Race       | <input type="checkbox"/> Color | <input type="checkbox"/> National Origin | <input type="checkbox"/> Gender |
|              | <input type="checkbox"/> Disability | <input type="checkbox"/> Age   | <input type="checkbox"/> Other           |                                 |

Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a valid OMB control number. We try to create accurate and easily understood forms that impose the least possible burden on you to complete. The estimated average time to complete this form is 30 minutes. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, please write to the Asset Forfeiture and Money Laundering Section, 1400 New York Avenue, N.W., Washington, DC 20005.

# Equitable Sharing Agreement

This Federal Equitable Sharing Agreement, entered into among (1) the Federal Government, (2) the above-stated law enforcement agency ("Agency"), and (3) the governing body, sets forth the requirements for participation in the federal Equitable Sharing Program and the restrictions upon the use of federally forfeited cash, property, proceeds, and any interest earned thereon, which are equitably shared with participating law enforcement agencies. By its signatures, the Agency agrees that it will be bound by the statutes and guidelines that regulate shared assets and the following requirements for participation in the federal Equitable Sharing Program. Receipt of the signed Equitable Sharing Agreement and Certification (this "Document") is a prerequisite to receiving any equitably shared cash, property, or proceeds.

**1. Submission.** This Document must be submitted to [aca.submit@usdoj.gov](mailto:aca.submit@usdoj.gov) within 60 days of the end of the Agency's fiscal year. This Document must be submitted electronically with the Affidavit/Signature submitted by fax. This will constitute submission to the Department of Justice and the Department of the Treasury.

**2. Signatories.** This agreement must be signed by the head of the Agency and the head of the governing body. Examples of Agency heads include police chief, sheriff, director, commissioner, superintendent, administrator, chairperson, secretary, city attorney, county attorney, district attorney, prosecuting attorney, state attorney, commonwealth attorney, and attorney general. The governing body's head is the person who allocates funds or approves the budget for the Agency. Examples of governing body heads include city manager, mayor, city council chairperson, county executive, county council chairperson, director, secretary, administrator, commissioner, and governor.

**3. Uses.** Any shared asset shall be used for law enforcement purposes in accordance with the statutes and guidelines that govern the federal Equitable Sharing Program as set forth in the current edition of the Department of Justice's *Guide to Equitable Sharing for State and Local Law Enforcement (Justice Guide)*, and the Department of the Treasury's *Guide to Equitable Sharing for Foreign Countries and Federal, State, and Local Law Enforcement Agencies (Treasury Guide)*.

**4. Transfers.** Before the Agency transfers cash, property, or proceeds to other state or local law enforcement agencies, it must first verify with the Department of Justice or the Department of the Treasury, depending on the source of the funds, that the receiving agency is a current and compliant Equitable Sharing Program participant.

**5. Internal Controls.** The Agency agrees to account separately for federal equitable sharing funds received from the Department of Justice and the Department of the Treasury. Funds from state and local forfeitures and other sources must not be commingled with federal equitable sharing funds. The Agency shall establish a separate revenue account or accounting code for state, local, Department of Justice, and Department of the Treasury forfeiture funds. Interest income generated must be accounted for in the appropriate federal equitable sharing account.

The Agency agrees that such accounting will be subject to the standard accounting requirements and practices employed for other public funds as supplemented by requirements set forth in the current edition of the *Justice Guide* and the *Treasury Guide*, including the requirement in the *Justice Guide* to maintain relevant documents and records for five years.

The misuse or misapplication of shared resources or the supplantation of existing resources with shared assets is prohibited. Failure to comply with any provision of this agreement shall subject the recipient agency to the sanctions stipulated in the current edition of the *Justice or Treasury Guides*, depending on the source of the funds/property.

**6. Audit Report.** Audits will be conducted as provided by the Single Audit Act Amendments of 1996 and OMB Circular A-133. The Department of Justice and Department of the Treasury reserve the right to conduct periodic random audits.

# Affidavit - Existing Participant

Under penalty of perjury, the undersigned officials certify that **they have read and understand their obligations under the Equitable Sharing Agreement** and that the information submitted in conjunction with this Document is an accurate accounting of funds received and spent by the Agency under the *Justice and/or Treasury Guides* during the reporting period and that the recipient Agency is in compliance with the National Code of Professional Conduct for Asset Forfeiture.

The undersigned certify that the recipient Agency is in compliance with the nondiscrimination requirements of the following laws and their Department of Justice implementing regulations: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 *et seq.*), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), and the Age Discrimination Act of 1975 (42 U.S.C. § 6101 *et seq.*), which prohibit discrimination on the basis of race, color, national origin, disability, or age in any federally assisted program or activity, or on the basis of sex in any federally assisted education program or activity. The Agency agrees that it will comply with all federal statutes and regulations permitting federal investigators access to records and any other sources of information as may be necessary to determine compliance with civil rights and other applicable statutes and regulations.

**During the past fiscal year: (1) has any court or administrative agency issued any finding, judgment, or determination that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above; or (2) has the Agency entered into any settlement agreement with respect to any complaint filed with a court or administrative agency alleging that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above?**       Yes     No

**If you answered yes to the above question, complete Table I**

### Agency Head

Signature: \_\_\_\_\_  
Name: Robin Cole  
Title: Sheriff  
Date: \_\_\_\_\_  
E-mail: robin.cole@co.pine.mn.us

### Governing Body Head

Signature: \_\_\_\_\_  
Name: David Minke  
Title: Administrator  
Date: \_\_\_\_\_  
E-mail: david.minke@co.pine.mn.us

### Subscribe to Equitable Sharing Wire:

The Equitable Sharing Wire is an electronic newsletter that gives you important, substantive, information regarding Equitable Sharing policies, practices, and procedures.

|  |
|--|
|  |
|  |
|  |

### Final Instructions:

- Step 1: Click to save for your records
- Step 2: Click to save in XML format

- Step 3: Email the XML file to [aca.submit@usdoj.gov](mailto:aca.submit@usdoj.gov)
- Step 4: Scan & email this Affidavit to [aca.affidavit@usdoj.gov](mailto:aca.affidavit@usdoj.gov)  
(Email subject line must include Agency NCIC/ORI Code)

### FOR AGENCY USE ONLY

Entered by \_\_\_\_\_

Entered on \_\_\_\_\_

FY End: 12/31/2013

NCIC: MN0580000 Agency: Pine County Sheriff's Office

State: MN Preparer: Denise Baran

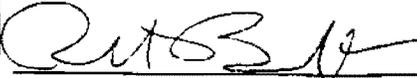


Date Printed: February 10, 2014 15:42

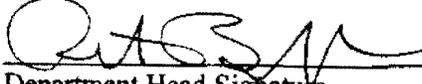
Phone: 320-629-8385

E-mail: [denise.baran@co.pine.mn.us](mailto:denise.baran@co.pine.mn.us)

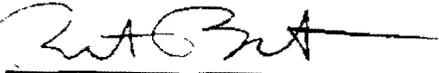
**PINE COUNTY REQUEST FOR BOARD ACTION**

|   |   |
|---|---|
| <p>Requested Board Date:</p> <p><b>February 18, 2014</b></p>  | <p><u>Consent Agenda</u> (Please Circle)</p> <p>Regular Agenda<br/>         Estimated Time: (Please Circle)<br/>         _____ 10 Min. 15 Min.</p> <p>Time needed<br/>         30 Min. 45 Min. 1 hour</p> |
| <p>Department Requesting Action:</p> <p><b>HHS</b></p>  | <p> 2/11/14<br/>         Department Head Signature Date</p>   |
| <p>Item for Discussion: (one form per item)</p> <p><b>Consider Patrick Bruflat, Director to attend the "MN Social Service Association Annual Conference" in Minneapolis March 18-21, 2014</b></p> <p>Registration: \$175.00<br/>         Membership: \$35.00<br/>         Meals: \$50.00<br/>         Accommodations: \$308.00<br/>         Travel: \$76.00</p> <p><b>TOTAL: \$644.00</b></p> <p><b>(Payment Source: HHS Staff Development)</b></p> <p>Board Action Requested: (Attach additional pages if needed)<br/> <b>Approval</b></p> <p style="text-align: right;">Supporting Documents: Attached None</p> |   |
| <p> </p>  |   |

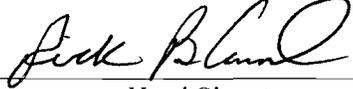
**PINE COUNTY REQUEST FOR BOARD ACTION**

|   |  |
|---|--|
| Requested Board Date:<br><br><b>February 18, 2014</b>   | <u>Consent Agenda</u> (Please Circle)<br><br>Regular Agenda<br>Estimated Time: (Please Circle)<br>_____ 10 Min. 15 Min.<br>Time needed<br>30 Min. 45 Min. 1 hour |
| Department Requesting Action:<br><br>HHS  | <br>_____<br>Department Head Signature      2/11/14<br>Date                    |
| <p>Item for Discussion: (one form per item)<br/><b>Consider Sarah Sauter, Social Worker to attend the "MN Social Service Association Annual Conference" in Minneapolis March 20-21, 2014</b></p> <p>Registration: \$175.00<br/>Membership: \$35.00<br/>Meals: \$24.00<br/>Travel: \$106.00</p> <p><b>TOTAL: \$340.00</b></p> <p><b>(Payment Source: HHS Staff Development)</b></p> <p>Board Action Requested: (Attach additional pages if needed)<br/><b>Approval</b></p> <p>Supporting Documents: Attached <u>None</u></p> |  |

**PINE COUNTY REQUEST FOR BOARD ACTION**

|   |  |
|---|--|
| Requested Board Date:<br><b>February 18, 2014</b>   | <u>Consent Agenda</u> (Please Circle)<br>Regular Agenda<br>Estimated Time: (Please Circle)<br>_____ 10 Min. 15 Min.<br>Time needed<br>30 Min. 45 Min. 1 hour |
| Department Requesting Action:<br><b>HHS</b>   | <br>_____<br>Department Head Signature      2/11/14<br>Date                |
| <b>Item for Discussion: (one form per item)</b><br><b><i>Consider Peggy Brackenbury, Financial Assistance Supervisor to attend the "MN Social Service Association Annual Conference" in Minneapolis March 20, 2014</i></b><br><br>Registration: \$100.00<br>Membership: \$35.00<br>Meals: 0<br>Travel: \$77.00<br><br><b>TOTAL: \$212.00</b><br><br><b><i>(Payment Source: HHS Staff Development)</i></b><br><br>Board Action Requested: (Attach additional pages if needed)<br><b>Approval</b><br><br>Supporting Documents: Attached <u>None</u> |  |
|   |  |

**PINE COUNTY REQUEST FOR BOARD ACTION**

|   |  |
|---|--|
| Requested Board Date:<br>February 18, 2014                    | <u>Consent Agenda</u> (Please choose)<br>Regular Agenda<br>Estimated Time: (Please Circle)<br>_____ 10 Min. 15 Min.<br>Time needed<br>30 Min. 45 Min. 1 hour |
| Department requesting action:<br><b><u>Sheriff / Jail</u></b> |  2-11-14<br>Department Head Signature Date                                 |

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

Acknowledge and approve the hiring of part time Correction's Officer Cody Overton, effective 02/24/2014 pending completion of pre-employment screenings.  
Classification B-23, starting wage \$16.04

Position was approved during he 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.

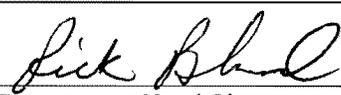
#### Administrator:

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:<br><br>February 18, 2014                    | <u>Consent Agenda</u> (Please choose)<br><br>Regular Agenda<br>Estimated Time: (Please Circle)<br>_____ 10 Min. 15 Min.<br>Time needed<br>30 Min. 45 Min. 1 hour |
| Department requesting action:<br><br><b><u>Sheriff / Jail</u></b> |  2-11-14<br>_____<br>Department Head Signature Date                            |

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

Acknowledge and approve the hiring of part time Correction's Officer Anne Watrin, effective 02/24/2014 pending completion of pre-employment screenings.  
Classification B-23, starting wage \$16.04

Position was 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.

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**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.

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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: 3-18-14<br><br>FLEXIBILITY: YES <u>NO</u> | Estimated Time:<br><u>Consent Agenda</u> 10 Min.    15 Min.<br>30 Min.    45 Min.    1 hour                                    |
| <u>County Probation</u><br>Department Requesting Action         |  2/12/2014<br>Department Head Signature/Date |

|   |
|---|
| <p><b>Item for Discussion:</b> (one form per item)<br/> <i>Court appointment of Laura Stylski as probation agent effective 2-24-14.</i></p> <p><b>Board Action Requested:</b> (Attach additional pages if needed)<br/> <i>Acknowledge appointment of Laura Stylski as probation agent at starting Corrections Agent- Step 1 with a wage of \$ 38,524 per year.</i></p>  |
| <p><b>Background/Previous Action:</b><br/> <i>On 01-14-14 the Personnel Committee approved the filling of the probation agent position vacated by Agent Sarah Weikle. The Board approved took official action on it on 01-21-14.</i></p> <p><i>On 2-11-14 the vacant position was offered to Laura Stylski following his second interview with Judge Martin, Judge Reuter, Commissioner Chaffee and myself. The local bench has confirmed his appointment. Her work assignment will include pre-trial programming and supervision.</i></p> <p><i>MS 244.19 governs the appointment, powers and duties, compensation and reimbursement to counties for County Probation Officer positions.</i></p> <p><b>Budgetary Implications:</b><br/> <i>The approved budget included the wages of Agent Weikle at Senior Corrections Agent Step 5. There will be a cost savings with an entry level position.</i></p> |

**Pine County Facility Committee**  
**February 4, 2014**  
**Public Health Building, Conference Room, Sandstone, Minnesota**

The meeting was called to order at 11:00 a.m. Present were Commissioners Mitch Pangerl and Matt Ludwig, Administrator David Minke and Maintenance Supervisor Kevin Newman.

Minutes of the November 6, 2013 Facility Committee meeting were approved.

SWCD building windows

- Newman updated the committee that three windows have been replaced and there is one left. The last window will be installed as soon as weather permits.

Sunshade

- Newman reviewed some options. The most likely option was to put the shades on the big windows and that was about \$20,000. Newman will price check over-the-counter blinds.

Pine Government Center Lease

- The committee discussed the lease with Pine City and other tenants. The committee requested a cash flow analysis for the building to show revenue and expenditures. It was thought commercial space in Pine City for rent is about \$12/sq ft/year.
- Possible improvements at the building were discussed, including the need for an RFP to find a mechanical consultant who could develop plans and specifications for the heating and cooling systems.

Old Jail

- A draft RFP for demolition of the old jail was reviewed. The estimated cost of demolition is about \$125,000. It was thought that the RFP should not be issued until there was money to fund the demolition.

With no further business the meeting was adjourned at 12:50 p.m.

**PINE COUNTY PERSONNEL COMMITTEE**  
**Minutes**  
**February 11, 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 9:00 a.m.
2. Agenda additions:
  - a. 5(a) - Accept the resignation of Leslie Pavek, Office Support Specialist (A13), effective February 10, 2014 and authorize backfill.
  - b. 8(e) - Approve revised Section 2: Definitions policy.
  - c. The agenda was approved.
3. Approve Minutes from January 14, 2014 personnel meeting.  
Commissioner Rossow motioned to recommend for approval, Commissioner Chaffee seconded. Motion carried 2-0.
4. Extension
  - a. Hiring of 4-H Summer Assistant grade A13. Lorelei Finley presented information on the 4-H Summer Assistant position.  
Commissioner Rossow motioned to recommend for approval, Commissioner Chaffee seconded. Motion carried 2-0.
5. HHS
  - a. Accept the resignation of Leslie Pavek, Office Support Specialist (A13), effective February 10, 2014 and authorize backfill. HHS Director Patrick Bruflat and Social Services Supervisor Peggy Brackenbury presented information on current staffing levels within HHS as well as departmental requirements. The committee discussed the budget shortfall in the department and the need to reduce expenditures. The committee discussed making the position part-time. Patrick Bruflat stated if workload becomes an issue he would revisit the issue with the personnel committee.  
Commissioner Rossow motioned to recommend acknowledgement of the resignation of *Leslie Pavek* effective February 10, and approve the hiring of a part-time (less than 30 hours per week) Office Support Specialist (A13) for approval, Commissioner Chaffee seconded. Motion carried 2-0.
6. IT

- a. Recommend 4% annual performance increase from \$16.15 to \$16.80 for IT Support Specialist Ryan Findell (B24) effective November 28, 2013. County Administrator David Minke presented information on the non-union wage scale and performance increases.  
Commissioner Rossow motioned to recommend for approval, Commissioner Chaffee seconded.  
Motion carried 2-0.

7. Probation

Recognize voluntary resignation of Corrections Agent Sarah Weikle Reinhart effective February 7, 2014. The vacancy was authorized to be filled by the county board on February 4, 2014. Commissioner Chaffee motioned to recommend acknowledgement of the resignation of Sarah Weikle Reinhart effective February 7 for approval, Commissioner Rossow seconded. Motion carried 2-0.

8. Administrator

- a. Approve revised Section 16: Equal Opportunity, Non-Discrimination and Respectful Workplace policy.
- b. Approve revised Section 5: Hours of Work policy.
- c. Approve revised Section 8: Insurance policy.
- d. Approve revised Section 3: Recruitment & Selection policy.
- e. Approve revised Section 2: Definitions policy.

- i. Commissioner Rossow motioned to recommend items 8(a) - 8(e) for approval, Commissioner Rossow seconded. Motion carried 2-0.

- f. LPN re-grade recommendation.

The committee reviewed the position evaluation and staff recommendation, and concluded the position did not meet the standards for an increase in classification.

Commissioner Rossow motioned to recommend no change in the grade based on the information provided. Chaffee seconded. Motion carried 2-0.

- g. Court Security Officer re-grade recommendation.

The committee reviewed the position evaluation and staff recommendation, and concluded the position did not meet the standards for an increase in classification. Commissioner Chaffee motioned to recommend no change in the grade based on the information provided. Motion carried 2-0.

9. Other

10. The meeting was adjourned at 10:52 a.m.

**16. EQUAL OPPORTUNITY, NON-DISCRIMINATION &  
RESPECTFUL WORKPLACE**

**16.1 Applicability:** This policy applies to all county departments and employees.

*Policy Statement:* It is the policy of Pine County to maintain a respectful work environment free from violence, discrimination, and other offensive degrading remarks or conduct. The County will not tolerate such behavior by or towards any employee. Any employee found to have acted in violation of this policy shall be subject to appropriate disciplinary action which may include discharge from employment. Preserving the County as a respectful environment in which to work is a shared responsibility of both management and employees.

**16.2 Non-Discrimination Policy:** The County shall provide for equal opportunity in employment and personnel management for all persons; to provide access to, and full utilization and benefit of, training and promotional opportunities without discrimination because of race, color, creed, religion, age, national origin, sex, marital status, public assistance status, disability, sexual orientation, or membership or activity in local human rights commission, and to encourage that persons applying for or currently employed by, or applying for future vacancies in the employment of the County shall be considered on the basis of individual ability and merit without discrimination or favor.

**16.3 Harassment and Offensive Conduct Policy:** It is the policy of Pine County to ensure that the workplace is free of harassment, offensive conduct, violence and bias based on race, national origin, sex, religion, disability, age, marital status, public assistance status, and sexual orientation and to conform in all respects to Section 703 of Title VII of the Civil Rights Act of 1964, as amended, Minnesota Statute 363.01 et seq., and any other applicable laws. Offensive conduct, harassment, violence or bias in any form will not be tolerated at any level of employment or in service to clients or the public. Engaging in any harassment, offensive conduct, files a complaint knowing it to be false and intending that the person acting on the complaint will act in reliance on it, violence or bias based on an individual's protected class status will be considered just cause for disciplinary action or termination, as deemed appropriate by the employer.

**Purpose:** This policy statement is intended to make all employees and County officials sensitive to the matter of harassment, offensive conduct and violence; to express the County's prohibition against these behaviors; to advise employees and officials of their behavioral obligations, and to inform employees and officials of their Equal Employment Opportunity rights.

**Definitions:**

***I. Sexual Harassment***

Sexual/Gender based harassment and bias includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or communication of a sexual or gender biased nature when:

- a. If submission to the conduct or communication is either an explicit or implicit term or condition of obtaining or retaining employment, public services, or accommodations; or
- b. If submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or receipt of public services

Sexual/Gender based harassment may include, but not limited to, such actions as:

- c. Unwelcome sex-oriented or gender biased verbal kidding, rudeness, exclusionary behavior, angry outbursts, inappropriate joking, vulgar obscenities, name-calling, disrespectful language, abuse, or the intentional filing of an unfounded complaint under this policy;
- d. Unwelcome subtle or overt pressure for sexual activity;
- e. Unwelcome physical contacts such as patting, pinching, sexual innuendo or propositions, sexually suggestive facial expressions/body language, kissing, touching, or brushing against another's body/sexual contact;
- f. Demands for sexual favors, which affect an individual's employment status or consideration.
- g. An offer or threat to use the power of position to control, influence, or affect the career, salary, or job of another employee or applicant in exchange for sexual favors.
- h. Any sexually motivated unwelcome touching.
- i. Distribution or display of written materials, jokes, pictures, or other material of a sexual or gender biased nature.

***Sexual Abuse***

- j. Subjecting another person to any sexual act or contact by force, persuasion, inducement, influence of positional authority, or enticement; Any sexual act or contact in which an employee, volunteer or agency

representative participates or forces any employee or member of the public to engage in sexual acts or contact; or Subjecting another person to sexual conduct who is incapable of giving consent by reason of their custodial status, physical or mental state; or rape, sexual molestation, prostitution or other form of sexual exploitation.

**Comment [m1]:** Added Section for Jail to be in compliance with DOC requirements.

### ***Offensive Conduct***

- k. If the conduct or communication has the purpose or effect of substantially or unreasonably interfering with the affected person's employment or creating an intimidating, hostile or offensive work or work-related environment.

Offensive Conduct may include, but not limited to, such actions as:

- l. Unwelcome verbal kidding, rudeness, exclusionary behavior, angry outbursts, inappropriate joking, vulgar obscenities, name-calling, disrespectful language, abuse, or the intentional filing of an unfounded complaint under this policy;
  - m. Distribution or display of written materials, jokes, pictures, or other materials of an offensive biased nature.
  - n. Any conduct that has the purpose or result or unreasonably interfering with an individuals work performance or creating an intimidating, hostile, or offensive work environment.
2. ***Race/National Origin Based Offensive Conduct/Harassment and Bias***

Racial/National origin harassment and/or bias occurs when:

- a. submission to conduct or communications of a derogatory, harassing or biased nature based on race/national origin is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining or retaining access to public services or public accommodations;
- b. submission to or rejection of conduct or communication of a derogatory, harassing or biased nature, based on race/national origin, by an individual is used as a factor in decisions affecting that individual's employment or access to public services or public accommodations; or
- c. the conduct or communication of a derogatory, harassing or biased nature based on race/national origin has the purpose or effect of substantially interfering with an individual's employment or use or public services/accommodations or creating an intimidating, hostile or offensive employment or public service/accommodation environment.

**3. *Racial/National Origin Violence***

Racial/National origin violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race or national origin.

**4. *Religion Based Offensive Conduct/Harassment and Bias***

Religious harassment/bias occurs when:

- a. submission to conduct or communications of a religiously derogatory, harassing or biased nature is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining or retaining public services/accommodations;
- b. submission to or rejection of conduct or communications of a religiously derogatory, harassing or biased nature by an individual is used as a factor in decisions affecting that individual's employment or access to public services/accommodations; or
- c. the conduct or communication of a religiously derogatory, harassing or biased nature has the purpose or effect of substantially interfering with an individual's employment or use of public services/accommodations or of creating an intimidating, hostile or offensive employment or public service/accommodation environment.

**5. *Disability Based Offensive Conduct/Harassment and Bias***

Disability based harassment and/or bias occurs when:

- a. submission to conduct or communications of derogatory, harassing or biased nature which is based on an individual's disability is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or of obtaining or retaining public services/accommodations;
- b. submission to or rejection of conduct or communications of a derogatory, harassing or biased nature, based on an individual's disability, by an individual is used as a factor in decisions affecting that individual's employment or access to public services/accommodations; or
- c. the conduct or communication of derogatory, harassing or biased nature based on an individual's disability has the purpose or effect of substantially interfering with an individual's employment or use of public services/accommodations or of creating an intimidating, hostile or offensive employment or public services/accommodations environment.

**6. *Age Based Offensive Conduct/Harassment and Bias***

Age based harassment and/or bias occurs when:

- a. submission to conduct or communications of a derogatory, harassing or biased nature which is based on an individual's age is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining or retaining public services/accommodations;
- b. submission to or rejection of conduct or communications of a derogatory, harassing or biased nature, based on an individual's age, by an individual is used as a factor in decisions affecting that individual's employment or access to public services/accommodations; or
- c. the conduct or communication of derogatory, harassing or biased nature based on an individual's age has the purpose or effect of substantially interfering with an individual's employment or use of public services/accommodations or of creating an intimidating, hostile or offensive employment or public services/accommodations environment.

**7. *Marital Status Based Offensive Conduct/Harassment and Bias***

"Marital status" means whether a person is single, married, remarried, divorced, separated or a surviving spouse and in employment cases includes protection against discrimination on the basis of identity, situation, actions, or beliefs of a spouse or former spouse.

Marital status based harassment and/or bias occurs when:

- a. submission to conduct or communications of a derogatory, harassing or biased nature which is based on an individual's marital status is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining or retaining public services/accommodations;
- b. submission to or rejection of conduct or communications of a derogatory, harassing or biased nature based on an individual's marital status, by an individual is used as a factor in decisions affecting that individual's employment or access to public services/accommodations; or
- c. the conduct or communication of derogatory, harassing or biased nature based on an individual's marital status has the purpose or effect of substantially interfering with an individual's employment or use of public services/accommodations or of creating an intimidating, hostile or offensive employment or public service/accommodations environment.

**8. *Status with Regard to Public Assistance Based Offensive Conduct/Harassment and Bias***

"Status with regard to public assistance" means the condition of being a recipient of federal, state or local assistance, including medical assistance, housing subsidies, AFDC or general assistance.

Public assistance status-based harassment and/or bias occurs when:

- a. submission to conduct or communications of a derogatory, harassing or biased nature, which is based on an individual's status with regard to public assistance, is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining or retaining public services/accommodations;
- b. submission to or rejection of conduct or communications of a derogatory, harassing or biased nature, based on an individual's status with regard to public assistance, by an individual is used as a factor in decisions affecting that individual's employment or access to public services/accommodations; or
- c. the conduct or communication of derogatory, harassing or biased nature, based on an individual's status with regard to public assistance, has the purpose or effect of substantially interfering with an individual's employment or use of public services/accommodations or of creating an intimidating, hostile or offensive employment or public services/accommodations environment.

**9. *Sexual-Orientation-Based Offensive Conduct/Harassment and Bias***

"Sexual Orientation" means having or being perceived as having an emotional, physical or sexual attachment to another person without regard to the sex of that person or being perceived as having an orientation for such an attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include physical or sexual attachment to children by an adult.

Sexual-orientation-based offensive conduct/harassment and/or bias occurs when:

- a. submission to conduct or communications of a derogatory, harassing or biased nature, which is based on an individual's sexual orientation is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining or retaining public services/accommodations;
- b. submission to or rejection of conduct or communications of a derogatory, harassing or biased nature, based on an individual's sexual orientation, by

an individual is used as a factor in decisions affecting that individual's employment or access to public services/accommodations; or

- c. the conduct or communication of derogatory, harassing or biased nature based on an individual's sexual orientation has the purpose or effect of substantially interfering with an individual's employment or use of public services/accommodations or of creating an intimidating, hostile or offensive employment or public services/accommodations environment.

**10. *Violence Based on Protected Class Status (including gender)***

- a. an act done with intent to or reasonable likelihood to cause fear in another of immediate bodily harm or death or which;
- b. the intentional infliction of, or attempt to inflict, bodily harm upon another;
- c. the threat to do bodily harm to another; or
- d. the intentional destruction/damage or threat of destruction/damage to another person's property, when based upon the protected class status of another.

**Applicability:**

Offensive conduct, harassment or bias may occur:

- 1. between a supervisor and an employer;
- 2. between a supervisor and an employee;
- 3. between co-employees;
- 4. between an employee or supervisor and a member of the public seeking to obtain or use public services/accommodations;
- 5. between a commissioner or other elected official and an employee or member of the public receiving or seeking public services/accommodations; and
- 6. between an agent of the County and an employee, supervisor, elected official or member of the public

**16.4 Reporting Procedures:** Any person who believe that he/she is being subjected to any offensive conduct, harassment, or violence shall, as soon as practicable, notify an appropriate supervisor, department head, human resource manager, or

Board Approved 10-2-07, 2-18-2014

county attorney and state the nature of the offensive conduct, harassment or violence. Nothing in this policy shall prevent any person from reporting harassment, bias or violence directly to the County Human Resources Manager.

**In each county department**

1. The Department Head of each department is the person responsible for receiving oral or written reports of all types of offensive conduct, harassment and bias.
2. Any supervisory employee, whether or not the person is a Department Head, who receives a formal or informal, oral or written report of harassment, bias or violence as defined in this policy shall inform the Department Head immediately without screening or investigating the report, unless the Department Head is involved in the alleged harassment, bias or violence. In the event that the Department Head is involved, the report shall be made directly to the County Human Resources Manager as described below. Failure of a supervisory employee to forward such a report to the appropriate party shall be grounds for discipline, including immediate discharge of employment.
3. Upon receipt of a report, the Department Head must notify the County Human Resources Manager immediately. The Department Head may request, but may not insist upon, written complaint by the complainant. The Department Head will forward a written statement of the alleged facts as soon as practicable to the Human Resources Manager. If the report was given orally, the Department Head shall personally reduce it to written form and forward it to the Human Resources Manager. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the Department Head.
4. If the complaint involves the Department Head, the complaint shall be made or filed directly with the County Human Resources Manager by the reporting party or complainant. Department Heads are required to report all alleged violations of this policy to the human resources manager, unless that individual is involved in the complaint. In that case, the report shall be made to either the county attorney or the county coordinator. Similarly if the complaint involves the County Coordinator, the complaint shall be made or filed directly with the County Attorney or County Board by the reporting party.

The employee is also strongly urged to take the following steps:

1. Politely but firmly tell whoever is engaging in the inappropriate behavior how

you feel about his/her actions. Politely request the person to cease the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

2. Write a memorandum for your personnel file that describes the incident(s) of inappropriate behavior, a summary of your conversation with the person you believe is violating this policy, and what that person's reaction was when told.
3. If you fear some adverse employment consequences could result from telling the offender, go to your supervisor/department head or to the Human Resources Manager. In writing, state specific details of the behavior that violates this policy, and an investigation will begin.
4. In the case of violent behavior, all employees are required to report the incident immediately to their supervisor, department head, or the proper legal authorities.

- 16.5 Investigation:** The County will process complaints made under this policy as discreetly as possible, consistent with the County's legal obligations and the necessity to investigate all allegations of discriminatory harassment and violence and take disciplinary action when the conduct has occurred.

Investigation of reports may be conducted by County officials, or in some cases if authorized by the county attorney or county coordinator, the investigation may be conducted by a third party designated by the County.

The investigation may consist of interviews with the complainant, the person(s) against whom the complaint is filed, and others who may have knowledge of the circumstances giving rise to the complaint. Other methods and documents deemed pertinent by the investigator may also be considered. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

The Department Head or County Board of Commissioners may take immediate steps, at its discretion, to protect the complainant, other employees, or members of the public pending completion of the investigation. These steps may include suspension with pay of the employee(s) against whom the complaint is filed during the period of investigation.

The investigator shall make a written report, which shall be filed in the office of the human resources manager (or county attorney if the human resources manager is involved in the complaint). The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

**16.6 County Action:** The Department Head or County Board of Commissioners will take action as appropriate based on the results of the investigation. Because of the inherent difficulties in developing evidence and maintaining close working relationships among employees in instances in which harassment, offensive conduct or violence have occurred, the County urges that conduct which is viewed as offensive be reported immediately in order that corrective action may be taken through education and initial counseling. The county is required to prevent and correct unlawful behavior in a manner, which does not abridge the rights of the accused. The County will, in all cases, operate to correct any reported violations of this policy to the extent that evidence is available to verify the fact of the prohibited behavior or any retaliation.

**16.7 Reprisals:** The County will discipline or take appropriate action against any employee, officer, commissioner, agent or other elected official who retaliates against any person who reports alleged harassment, bias or violence under this policy or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing related to such harassment, bias or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

**16.8 Discipline:** Any County action taken against an individual pursuant to this policy shall be consistent with the requirements of:

- A. Applicable Collective Bargaining Agreements
- B. County Policies
- C. State and Federal Law

The decision of whether a complaint holds merit shall reside with the Department Head. The Department Head shall determine the type and amount of discipline. The complainant shall have the right to the grievance procedure as set forth in Section 14.

*The County will take such disciplinary action it deems necessary and appropriate, including warning suspension, immediate discharge or other appropriate action to end discriminatory harassment and violence and prevent its recurrence.*

**16.9 Dissemination of Policy:**

This policy shall be distributed to all employees upon its adoption and to all new employees upon hire

## **5. HOURS OF WORK**

### **5.1 Work Day and Work Week**

- a. The normal workweek for employees shall be forty (40) hours. Regular business hours for the County shall be 8:00 a.m. to 4:30 p.m. Monday through Friday. Nothing shall prevent the Board from changing the duration or scheduling of office hours or length of work day/week for any employee.
- b. Respective Department Heads shall set the scheduling of hours worked by individual department employees. Department Heads or their designee may, on occasion, approve a variation of the hours worked within an individual's normal workday, providing the offices are adequately staffed. While employees may request a variation of the hours worked within a normal workday, the Department Head, or their designee is under no obligation to grant such requests.

### **5.2 Rest and Lunch Periods**

- a. All full-time, non-exempt employees are allowed reasonable rest periods during the day if the business of the office permits. These rest periods are fifteen (15) minutes in duration and are paid. The breaks shall be taken as close to the middle of each four (4) hour period as possible. Rest breaks not taken are lost. These breaks are not cumulative and cannot be banked or used to extend a lunch period.
- b. Lunch breaks shall be 1/2 hour. Lunch breaks are unpaid and cannot be used in the calculation of overtime, unless the employee is required to remain at his or her workstation throughout the lunch break.

### **5.3 Attendance**

Employees shall be in attendance at their work in accordance with the rules regarding hours of work, holidays, and leaves. Each department shall keep daily attendance records of its employees, and such records shall be subject to review by the Human Resources Office.

### **5.4 Overtime: Exempt**

**Exempt employees are not entitled to overtime compensation.** Nothing in this section shall prevent an exempt employee and his or her department head from mutually agreeing to a work schedule for that employee that approximates a normal workweek over an extended period of time. It is also understood and recognized that department heads must devote a great deal of time outside the normal office hours to accomplish the business of the County. To that end, department heads are allowed to take informal time off as may be appropriate and as operations permit.

**5.41 Exempt employees assigned to special projects (duties outside of normal scope of job description) as determined by the Pine County Board of Commissioners shall be compensated for hours spent on assignment at a rate set by the County Board.**

**Overtime: Non-exempt**

~~All hours worked by non-exempt employees up to forty (40) hours in the week, shall be treated as regular hours worked. All hours worked by non-exempt employees in excess of forty (40) hours in the week, shall be considered overtime. Overtime shall be compensated at one and one half times the normal hourly pay. Compensation for those hours worked must be overtime pay. The Department Head or designee must pre-approve such overtime hours worked. Hours worked shall include only those hours where the employee is actually working and shall not include vacation time used, sick time used, holidays, or any other idle time.~~

**Comment [m1]: Deleted**

All hours worked by non-exempt employees in excess of forty (40) hours in the week, shall be considered overtime. The Department Head or designee must approve overtime hours worked. Hours worked shall include only those hours where the employee is actually working and shall not include vacation time, Paid Time Off, sick time, holidays or any other idle time.

Overtime shall be compensated at one and one half times the normal hourly pay. Department Heads may allow the accrual of compensatory time in lieu of overtime pay under the same requirements as overtime. Compensatory time may only accrue to a maximum of 40 hours.

**Comment [m2]: Revised language with added comp time provision.**

**5.5 Exempt Status**

The list below indicates the status of each job classification under the Fair Labor Standards Act. This is subject to change at any time. The Human Resources Manager, in consultation with the appropriate Department Head, will identify the FLSA exempt status for each classification. If the Department Head disagrees with the determination of the Human Resources Manager, a review of the exempt status will be conducted by the County ~~Coordinator~~ Administrator whose decision will determine the exempt designation.

**Comment [m3]: Added Administrator**

| DEPARTMENT    | POSITION TITLE                   | STATUS     |
|---------------|----------------------------------|------------|
| Land Services | Land Services Director           | Exempt     |
| Land Services | Deputy Assessor                  | Exempt     |
| Land Services | Property Appraiser               | Non-Exempt |
| Land Services | Clerk III                        | Non-Exempt |
| Land Services | Planning, Zoning, & SW Secretary | Non-Exempt |
| Land Services | Environmental Technician         | Non-Exempt |
| Land Services | County Forester                  | Non-Exempt |
| Administrator | County Administrator             | Exempt     |
| Administrator | HR and Payroll Specialist        | Exempt     |
| Administrator | Administrative Assistant         | Non-Exempt |
| Administrator | Payroll Clerk                    | Non-Exempt |

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|                          |                                       |            |
|--------------------------|---------------------------------------|------------|
| Administrator            | Building Maintenance Supervisor       | Exempt     |
| Administrator            | Building Maintenance Worker           | Non-Exempt |
| County Attorney          | County Attorney                       | Exempt     |
| County Attorney          | Lead Prosecuting Attorney             | Exempt     |
| County Attorney          | Assistant County Attorney             | Exempt     |
| County Attorney          | Office Manager – Legal Sec            | Exempt     |
| County Attorney          | Legal Secretary                       | Non-Exempt |
| County Auditor/Treasurer | County Auditor/Treasurer              | Exempt     |
| County Auditor/Treasurer | Chief Deputy Auditor/Treasurer        | Exempt     |
| County Auditor/Treasurer | Clerk III                             | Non-Exempt |
| County Auditor/Treasurer | Collections Specialist                | Non-Exempt |
| County Recorder          | County Recorder                       | Exempt     |
| County Recorder          | Records Technician II                 | Non-Exempt |
| County Recorder          | Records Technician III                | Non-Exempt |
| Extension                | 4-H Summer Assistant                  | Non-Exempt |
| Extension                | Administrative Assistant-Extension    | Non-Exempt |
| Health & Human Services  | HHS Director                          | Exempt     |
| Health & Human Services  | Administrative Assistant-HHS          | Non-Exempt |
| Health & Human Services  | Financial Assistance Supervisor       | Exempt     |
| Health & Human Services  | Fiscal Supervisor                     | Exempt     |
| Health & Human Services  | Social Services Supervisor            | Exempt     |
| Health & Human Services  | Nursing Supervisor                    | Exempt     |
| Health & Human Services  | Family Services Aide                  | Non-Exempt |
| Health & Human Services  | Office Support Specialist             | Non-Exempt |
| Health & Human Services  | Administrative Assistant              | Non-Exempt |
| Health & Human Services  | WIC Case Aide                         | Non-Exempt |
| Health & Human Services  | Account Technician                    | Non-Exempt |
| Health & Human Services  | Case Aide                             | Non-Exempt |
| Health & Human Services  | Support Enforcement Aide              | Non-Exempt |
| Health & Human Services  | Financial Worker                      | Non-Exempt |
| Health & Human Services  | Fiscal Officer                        | Non-Exempt |
| Health & Human Services  | Support & Collections Specialist      | Non-Exempt |
| Health & Human Services  | LPN Staff Nurse                       | Non-Exempt |
| Health & Human Services  | Financial Assistant Specialist        | Non-Exempt |
| Health & Human Services  | Child Support Officer                 | Non-Exempt |
| Health & Human Services  | Fraud Specialist                      | Non-Exempt |
| Health & Human Services  | Lead Support & Collections Specialist | Non-Exempt |
| Health & Human Services  | Social Worker                         | Non-Exempt |
| Health & Human Services  | Public Health Nurse                   | Non-Exempt |
| Health & Human Services  | RN Staff Nurse                        | Non-Exempt |
| Health & Human Services  | Nurse Mental Worker                   | Non-Exempt |
| Health & Human Services  | Nurse Manager-RN                      | Non-Exempt |
| Information Technology   | IT Supervisor                         | Exempt     |
| Information Technology   | Systems Support Specialist            | Non-Exempt |
| Probation                | Probation Director                    | Exempt     |
| Probation                | Corrections Agent                     | Non-Exempt |
| Probation                | Senior Corrections Agent              | Non-Exempt |
| Probation                | Career Corrections Agent              | Non-Exempt |
| Probation                | Clerk III                             | Non-Exempt |

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|                 |                                      |            |
|-----------------|--------------------------------------|------------|
| Probation       | Administrative Assistant             | Non-Exempt |
| Probation       | Electronic Monitoring                | Non-Exempt |
| Public Works    | County Engineer                      | Exempt     |
| Public Works    | Hwy Maintenance Superintendent       | Exempt     |
| Public Works    | County Surveyor                      | Exempt     |
| Public Works    | Tech Supervisor/CADD Specialist      | Non-Exempt |
| Public Works    | Fleet Supervisor                     | Non-Exempt |
| Public Works    | Highway Maintenance Supervisor       | Non-Exempt |
| Public Works    | Right-of-Way Manager                 | Non-Exempt |
| Public Works    | Engineering Tech III                 | Non-Exempt |
| Public Works    | Engineering Tech II                  | Non-Exempt |
| Public Works    | Engineering Tech I                   | Non-Exempt |
| Public Works    | Sign & Traffic Tech                  | Non-Exempt |
| Public Works    | Survey Crew Chief                    | Non-Exempt |
| Public Works    | Heavy Equipment Operator             | Non-Exempt |
| Public Works    | Mechanic                             | Non-Exempt |
| Public Works    | Administrative Assistant-HWY         | Non-Exempt |
| Sheriff         | Sheriff                              | Exempt     |
| Sheriff         | Chief Deputy                         | Exempt     |
| Sheriff         | Office Manager                       | Exempt     |
| Sheriff         | Secretary-Civil                      | Non-Exempt |
| Sheriff         | Secretary-Criminal                   | Non-Exempt |
| Sheriff         | STS Crew Leader                      | Non-Exempt |
| Sheriff         | Civilian Bailiff                     | Non-Exempt |
| Sheriff         | Jail Matron Officer                  | Non-Exempt |
| Sheriff         | Civil Process Server                 | Non-Exempt |
| Sheriff         | 911 Coordinator                      | Non-Exempt |
| Sheriff         | Administrative Assistant – Civil     | Non-Exempt |
| Sheriff         | Administrative Assistant – Criminal  | Non-Exempt |
| Sheriff         | Assistant Jail Administrator         | Exempt     |
| Sheriff         | Jail Administrator                   | Exempt     |
| Sheriff         | Dispatch Supervisor                  | Non-Exempt |
| Sheriff         | Deputy                               | Non-Exempt |
| Sheriff         | K-9 Deputy                           | Non-Exempt |
| Sheriff         | Investigator                         | Non-Exempt |
| Sheriff         | Sergeant                             | Non-Exempt |
| Sheriff         | School Resource Officer/Investigator | Non-Exempt |
| Sheriff         | Correctional Officer                 | Non-Exempt |
| Sheriff         | Dispatcher                           | Non-Exempt |
| Sheriff         | Jail Sergeant                        | Non-Exempt |
| Sheriff         | Jail Program Coordinator             | Non-Exempt |
| Sheriff         | Jail Secretary                       | Non-Exempt |
| Sheriff         | Administrative Assistant – Jail      | Non-Exempt |
| Veteran Service | Veterans Service Officer             | Exempt     |

### 5.6 Emergency Closings

This policy may be implemented for emergency conditions within Pine County. Employees will not be required to report to work nor to stay and are to use their own judgment regarding reporting to work or leaving early. Employees must notify their Department Head or designee if not reporting to work or when leaving

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early for safety reasons. Non-exempt employees who leave early or do not report to work due to adverse weather conditions must use Vacation, Compensatory, or PTO (Paid Time Off) to avoid unpaid time, which may result in prorated benefit contributions.

**Responsibility for Declaring an Emergency Condition**

Declaring an emergency condition shall be the responsibility of the Chair or Vice-Chair of the County Board in the absence of the Chair, or their designees. Determination of the emergency condition will be made in consultation with the Commissioner(s) representing the district(s) in which the emergency condition exists, if this is practical.

**Notification of Emergency Condition**

Upon determination that an emergency condition exists, the County ~~Coordinator~~ Administrator or his/her designee shall convey notice of the condition to County employees as follows:

Comment [m4]: Added Administrator

If a determination is made to declare an emergency condition prior to the commencement of the normal business day, notification shall be made by 6:30 am or as soon thereafter as possible, to the local media for public announcements. Notification shall also be made to the department heads or supervisors impacted by the decision. During times of severe weather, it shall be incumbent upon employees to be aware of the emergency condition prior to the start of a workday by reference to local radio stations and by an established County emergency phone line. With regard to other emergency conditions, department heads or supervisors shall notify the employees in their departments of the emergency condition as soon as reasonably possible.

If a determination is made to declare an emergency condition after the commencement, but prior to the end, of a normal business day, notice shall be conveyed to the media, emergency phone line and to the department heads or supervisors impacted by the decision. Department heads or supervisors shall notify the employees in their departments of the emergency condition as soon as reasonably possible.

## 8. INSURANCE

### **8.0 Insurance Benefits**

Insurance benefits are provided to benefit eligible employees and employees working thirty (30) hours per week or more that are employed by the County. Employees working thirty (30) hours per week will receive the benefit. Amounts shown are for full-time employees and require an adjustment to a pro-rated amount for benefit eligible employees less than 40 hours per week.

An eligible employee shall be required to take at least the single coverage for health insurance, unless both you and your spouse work for Pine County and you have children. In this case one of you will take family coverage and list your spouse and children as dependents. (Effective April 1, 2000 married couples: The amount the county contributes towards the CMM single and family premiums will be subtracted from the total BCBS – DG family premium for those individuals that both work for the county and are married. The difference will be the responsibility of the married couple. If the married couple elects a plan other than DG and the total amount of county contribution for CMM family and single is more than a family premium, the married couple shall not receive the difference. The spouse listed as a dependent will not be eligible to take single health insurance coverage.)

Pine County employee Health, Dental, and Life insurance benefits shall start the first of the month following employment or if the start date is the first day of the month then insurance coverage shall commence that day; effective 1-1-2007.

### **8.1 Life and Dental Plans**

Life insurance is provided through a term policy on the employee only. The amount of coverage is established by the county board. Employees also have the option of purchasing a supplemental term policy on themselves, their spouse, or their children solely at the expense of the employee.

Solely at the expense of the employee, dental insurance is available for employees to purchase.

**Comment [m1]:** Updated to reflect previous and future coverage changes and for board to elect coverage amount.

**Deleted:** \$20,000

### **8.2 Insurance Contributions**

a. County Contribution: The County shall contribute a set dollar amount towards the total premium of each plan (currently BCBS). Amount contributed towards health care premiums shall be reviewed by the insurance committee every year and proposed to the County Board of Commissioners by the Administrator/Human Resources Department.

**Deleted:** Coordinator

Family coverage for purposes of insurance includes the employee and any dependents to which coverage is extended under the County's insurance policy. The County may, at its discretion, select alternative carriers that provide at least equivalent coverage.

b. Supplemental Life Insurance: Additional increments of life insurance may

be purchased at the expense of the employee; an employee may have to submit to an application for insurability as required by the life insurance provider.

c. **Employee Contribution:** Employees shall be responsible for all costs of insurance in excess of the County's contribution. That amount shall be directly deducted from an employee's compensation. The County may implement a premium conversion program that will allow employees to elect to pay their portion of the insurance contribution on a pre-tax basis.

### **8.3 PERA Retirees**

Non-union employees who retire early (at an age less than 65) shall be eligible for the same group hospital/medical insurance coverage as is provided for active employees. Employees wishing to exercise this option shall notify Human Resources within the time period allowed under COBRA laws (60 days from the date of the qualifying event).

Failure to make insurance payments to the County will terminate a retired employee's right to continue in the group plan. To qualify for this benefit, an employee must be eligible to receive a PERA annuity at the date of that employee's retirement. However, it will be the former employee's obligation to inform the County that he/she wishes to exercise this option. The County will not pay any retroactive premiums. All retirees who receive an annuity under a retirement program may elect to purchase at their expense individual and dependent hospital, medical, and dental coverage equivalent to that of active employees, however, Pine County shall follow MN Statute 471.61 Subd. 2b, which states "A former employee may receive dependent coverage only if the employee received dependent coverage immediately before leaving employment"

### **8.4 Post Employment Health Care Savings Plan**

A. All PERA elected officials, ~~Deputies, Investigators and Sergeants,~~ will participate in the Health Care Savings Plan administered by the Minnesota State Retirement System as follows: a) Upon termination, any severance payment due will automatically be paid into the plan (~~FT and permanent PT non-union employees~~). b) Each pay period, two percent (2%) of gross wages will be deducted and deposited into the plan (~~Elected officials, Deputies, Investigators and Sergeants only~~).

**Deleted:** full-time and permanent part-time non-union employees.

In addition, all full-time, permanent part-time non-union employees, and elected officials that are eligible for Paid Time Off (PTO) as described in Article 7 of this guide will have 100% of any hours over the annual maximum deposited into the Health Care Savings Plan on the 1st pay period after the end of the calendar year.

These funds shall be withheld pre-tax and invested at the direction of the individual employee, and may be used to pay eligible health care expenses as described by IRS Publication 502.

(Effective 6-1-2006)

Board Approved 9-19-06, 10-2-07, 2-18-14  
Amended 11-7-06, 10-2-07

**8.5 Deferred Compensation Plans**

As of October 1, 2006 Pine County administers four (4) Deferred Compensation Plans as listed below: Nationwide, MNDCP (Minnesota Deferred Compensation Plan), FTJ, and Ameritas.

The Pine County Board of Commissioners reserves the right to terminate any existing vendor if participation falls below 25 enrollees. Future vendors will not be admitted for pine county employee participation.

Board Approved 9-19-06, 10-2-07, 2-18-14  
Amended 11-7-06, 10-2-07

### **3. RECRUITMENT AND SELECTION PROCESS**

- 3.1 **Purpose:** All recruitment and selection policies and procedures are designed and administered for the purpose of hiring candidates best able to perform the work required.

**Position Authorization:** Department Heads and/or supervisors shall notify the Human Resources office when a replacement vacancy exists in a department or when there is a desire to fill a newly created position and the position has been approved and budgeted for by the County Board of Commissioners. The Human Resources office shall review the request and shall forward a recommendation to the County Board. The County Board shall be the final authority in the filling of a replacement position. Regular budgeted positions shall remain and exist until eliminated by the County Board. The department head and/or supervisor shall work with the Human Resources office in the review and development, if applicable, of a position description. If necessary, the new/revised description shall be classified and graded in the manner prescribed in the Classification/Grading policy. This shall be completed prior to posting or recruiting for any position. Limited term positions shall exist until the funding for the position decreases beyond what was expected in the original authorization of the Board for the limited term position.

- 3.2 **Recruitment:** The Human Resources office shall prepare a notice of position vacancy for all openings. This notice shall include a brief description of the responsibilities and essential duties of the position, qualifications necessary to fill the position, and the salary range. The Human Resources office shall post all announcements in accordance with applicable union contracts for positions covered by Agreements. Advertisement shall be done in such a manner to provide open competition of qualified candidates. There shall be no preference given to relatives of current employees or elected officials. All positions, except department head level, shall be required to submit an official Pine County employment application. Resumes or other materials will not be accepted without a completed application.

**Declaration of Policy of Equal Employment Opportunity:** Pine County acknowledges that equal opportunity for all persons is a fundamental human value. Consequently, it is the policy of the County to provide equal opportunity in employment and personnel management for all persons to provide access to admission to full utilization and benefit of training and promotional opportunities without discrimination because of race, color, creed, religion, age, national origin, sex, marital status, public assistance status, disability, sexual orientation or membership or activity in local human rights commission and to otherwise promote full realization of human rights within Pine County to the extent permitted by law. To implement this policy, Pine County requires that every person making application for currently employed by or applying for future vacancies in the employ of the County of Pine will be considered on the basis on

individual ability and merit without discrimination or favor. In furtherance of this policy, the County of Pine established an Equal Employment Opportunity Policy, providing for and assuring fair and equitable treatment in all phases of public employment, including selection, compensation, benefits, training opportunities, promotions, transfer, layoffs and other terms, conditions and privileges of employment. The concept of the Equal Employment Opportunity Policy is consistent and fundamental to the maintenance of effective equal opportunity and shall be implemented as an integral part of the County of Pine's Personnel Policies and Procedures.

**Responsible Official:** The Pine County Board of Commissioners shall appoint an Equal Employment Opportunity Coordinator annually at the January meeting of the County Board of Commissioners.

**Equal Employment Opportunity Coordinator:** The Pine County Board shall provide adequate opportunity to the EEO Coordinator to attend necessary training through conferences, institutes, workshops, seminars and other activities conducted for the purpose of promoting positive implementation of the Equal Employment Opportunity Policy in Pine County. The Equal Employment Opportunity Coordinator shall be required to prepare or obtain and maintain written documentation on demotions and disciplinary actions taken with regard to employees of said County. Pine County shall charge the Equal Employment Opportunity Coordinator with the responsibility of conducting follow-up interviews with recently hired employees as well as interviews with terminated employees to assure compliance with the Equal Employment Opportunity Policy. Pine County shall charge the Equal Employment Opportunity Coordinator with the responsibility of following up complaints of discrimination for the purpose of problem identification.

**Public Notification of Equal Employment Opportunity Policy:** All contract leases and stationary shall indicate Pine County's adherence to its Equal Employment Opportunity policy. Pine County shall include the statement: "Equal Opportunity Employer" on all want ads placed by Pine County for employment. Pine County shall include a non-discrimination clause in all of its union contracts and agreements henceforth.

- 3.3 Evaluation of Candidates:** The Human Resources Office will develop a testing and scoring system for openings. The selection process may consist of one or any combination of the following methods: ability tests, achievement tests, performance tests, rating(s) of experience and training, oral tests, evaluation of daily work performance, physical agility tests, work samples, and/or other acceptable selection techniques. Any method(s) chosen shall evaluate only those criteria necessary to perform adequately in the position. An eligibility register shall be developed of qualified applicants for the position opening.

**Veterans Preference:** An objective, job-related measure where points can be awarded for Veterans preference shall be utilized for applicant screening. The measure is any rating scale which can be converted to 100 points, based on an examination or rating of application forms applied to all candidates equally. After applying the measurable rating system, veterans, who so elect, must be awarded an additional five (5) points, and disabled veterans, who so elect, awarded an additional ten (10) points. Widows of deceased veterans and spouses of disabled veterans, who so elect, receive the same points that their spouses would receive if they were applying for the job.

**Interview:** ~~Top~~ candidates shall be called in for an oral interview and shall be considered finalists. Only the Human Resources Office shall release this information. The interview panel shall consist of at least two (2) persons with one (1) representative from the Human Resources office. ~~The full Board of Commissioners or subcommittee thereof, shall be involved in the interview process for department heads.~~

~~Testing: In addition to the interview process, testing of position candidates may be completed before or during the hiring process to ensure adequate applicant qualifications.~~

**Comment [m1]:** Revised language to reflect that we do not always have 3 candidates to interview for positions.

**Deleted:** At minimum, the top three (3)

**Comment [m2]:** Removed requirement for only confidential employees as this is not always the best option for an interview panel.

**Deleted:** Only supervisory or confidential personnel so defined under Minnesota Statute 179A.03 shall be on the interview panel.

**Comment [m3]:** Added testing section to allow during interview process.

**Reference Checks:** All candidates who are finalists shall under go a complete reference check prior to the offer of employment. No reference check shall be done on any candidate who does not complete an authorization for a reference check and a release of liability. Any reference check shall be consistent with state and federal laws.

**Criminal Background Checks:** All candidates offered employment for a position shall under go a complete criminal background investigation. Employment for a position will be contingent based on the acceptable results in the criminal background investigation and approval of the investigation, consistent with state and federal laws.

**Pre-Employment Drug & Alcohol Screening:** ~~Pre-employment drug & alcohol screening consistent with the County's Drug and Alcohol Testing Policy shall be required of all Omnibus Transportation Employee Testing Act (Personnel Policy Section 20) regulated positions.~~ Employment for the position will be contingent based on a negative testing result from the medical lab in accordance with the County's Drug and Alcohol Testing Policy.

**Comment [m4]:** Added new language to reflect current drug testing practice.

**Deleted:** All candidates offered employment for a position shall under go a pre-employment drug & alcohol screening consistent with the County's Drug and Alcohol Testing Policy.

**Medical/Psychological Examination:** A pre-employment medical or psychological examination will be required for only job related reasons, shall test only for essential job-related abilities, and shall not be required until after a conditional offer of employment has been made. The offer of employment may be contingent on acceptable results of a medical or psychological examination by a

qualified medical professional designated by the Department Head. The Sheriff's Department, or other law enforcement agency, filling a peace officer position or part-time peace officer position may require or request an applicant to undergo psychological evaluation before a job offer is made provided that the psychological evaluation is for those job-related abilities set forth by the Board of Peace Officer Standards and Training for psychological evaluations and is otherwise lawful.

**3.4 Appointment and Notification:** The department head and/or supervisor will select the candidate most suited for the position with emphasis given to total overall score. It is the responsibility of the department head and/or supervisor to inform the Human Resources Manager of the selection and request acknowledgement from the County Board to hire the selected candidate. The full Board of Commissioners or sub-committee thereof shall be involved in the selection/interview process for department heads. At the discretion of the Board, Commissioners may also be involved in the selection process for other positions. Selected candidates may be offered the position prior to County Board action; however, it shall be conditional upon that action. The candidate selected for the position shall be notified of employment including, but not limited to the: starting date starting time, hourly or monthly rate of pay, place of report to duty, and the position for which the person has been hired. This notification shall be sent out by the Human Resources office unless otherwise indicated.

**3.5 Temporary Employment:** When the need arises for the services of temporary help, the Department Head shall notify the Human Resources office no less than two (2) weeks prior to the needed assistance. This notification shall be in writing and detail, at a minimum: the specific need, the type of work to be done, the length of time the assistance is needed, the circumstances requiring the temporary assistance and what the department has done to minimize this need. The Human Resources Manager shall review the request and make a determination on the request. Temporary help of less than two (2) weeks in length will not require Board action, however expense of temporary help must be included in department budget. The Human Resources Manager shall, upon approval of placement of temporary help, make arrangements to fill the position.

## 2. DEFINITIONS

Unless otherwise indicated, the following words and terms used in this document shall have the meanings indicated below.

- 2.1 **Appointing Authority:** as used in these policies mean the County Board of Commissioners
- 2.2 **Appointment date:** is the date at which the County effectively hires the employee. The employee is considered a member of the department to which he/she has been appointed as of the effective date on the approved status change from the Board of Commissioners.
- 2.3 **Base Pay Rate:** is the employee's hourly pay rate exclusive of longevity, overtime, or any other special allowance.
- 2.4 **Board:** means the Pine County Board of Commissioners
- 2.5 **Benefit-Eligible Employee:** is a regular employee scheduled to work thirty (30) or more regular hours per week.
- 2.6 **Classification:** means one or more positions sufficiently similar with respect to duties and responsibilities that the same descriptive title may be used with clarity to designate each position allocated to the class, that the same general qualifications are needed for performance of the duties of the class, that the same tests of fitness may be used to recruit employees, and that the same schedule of pay can be applied with equity to all positions in the class under the same or substantially the same employment conditions.
- 2.7 **Collective Bargaining Agreement:** A contractual agreement, which has been negotiated or arbitrated by official members of any recognized employee union and the County Board.
- 2.8 **County Board:** The Pine County Board of Commissioners
- 2.9 **County Administrator:** This position is appointed by the board and manages the day-to-day operations of the county.
- 2.10 **Compensatory Time:** means time off with pay in lieu of monetary payment for overtime worked.
- 2.11 **Continuous Operations:** are those functions, which are required to operate on a twenty-four (24) hour per day, seven (7) day per week basis.
- 2.12 **Days:** unless otherwise indicated, this means working days.

Deleted: Coordinator

Comment [m1]: Updated to reflect revised Section 5 comp time

Deleted: (Non-union employees are ineligible for compensatory time)

Board Approved/Adopted 12-20-05, 10-2-07, 2-18-14  
Effective 1-1-06  
Amended 9-18-07

- 2.13 **Demotion:** a change by an employee from a position in one class to a position in another class with less responsible duties and a lower pay grade.
- 2.14 **Department Head:** is an individual appointed/elected to head a department and who are responsible for the supervision of a department. County department heads are:
- Assessor
  - Auditor
  - County Attorney
  - County Coordinator
  - County Engineer
  - County Recorder
  - County Sheriff
  - County Treasurer
  - Court Services Director
  - Health & Human Services Director
  - Human Resources Manager
  - Veterans Service Officer
- 2.15 **Division:** means a branch of a department of the County service.
- 2.16 **Elected Official:** Those County Officials selected by vote of the constituency. Elected Officials shall be considered benefit eligible employees. The elected positions are:
- Attorney
  - Auditor
  - Commissioner
  - Sheriff
  - Treasurer
- 2.17 **Employee:** includes any person holding a position subject to appointment, removal, promotion, or reduction by the County Board.
- 2.18 **Employer:** is the County of Pine
- 2.19 **Exempt Employee:** those employees who are not covered by the Federal Fair Labor Standards Act (FLSA). These include executives, professionals, and administrative staff.
- 2.20 **Full-time Employee:** is an employee scheduled to work at least 40 regular hours per week.
- 2.21 **Grade:** the value assigned to a position or class, by the Human Resources Office or consultant, and as adopted by the County Board.

Board Approved/Adopted 12-20-05, 10-2-07, 2-18-14  
Effective 1-1-06  
Amended 9-18-07

- 2.22 **Grievance:** Any complaint filed with a supervisor, department head, or Human Resources by an employee of the County alleging a violation by the County or other employee of the rules, policies or procedures contained herein.
- 2.23 **Immediate Family:** shall be defined as the employee's spouse, children, parents, or any member of the employee's household, related by blood or marriage.
- 2.24 **Intern:** an individual who is working in a temporary status as part of an educational program or experience, may be paid or unpaid.
- 2.25 **Just Cause:** shall include but not limited to inefficiency, misconduct, incompetence, negligence, insubordination, disrespect, or other sufficient causes. For disciplinary purposes is cause, which relates to and affects the manner in which the employee performs his or her duties. The cause in question may occur on or off duty. The evidence showing the existence of reasons for disciplinary action must be substantial.
- 2.26 **Lay-off:** the separation of an employee or group of employees from the County payroll due to lack of work, lack of funds, the abolition of a position, or an organizational change.
- 2.27 **Non-Exempt Employee:** those employees covered by the Federal Fair Labor Standards Act such as clerical, technical, etc.
- 2.28 **On-Call Employee:** is an employee having no permanent status and who reports or gets called into work on an as needed basis. These employees are ineligible for County benefits.
- 2.29 **Overtime:** all approved hours worked over the normal workweek (40).
- 2.30 **Part-time employee:** is an employee scheduled to work fewer than 30hrs/week in a twelve (12) month period. These employees are not eligible for county benefits.
- 2.31 **Permanent Part-time employee:** is an employee scheduled to work at least 30hrs/week in a twelve (12) month period. These employees are eligible for prorated county health, sick, vacation, etc benefits. These benefits are prorated based on at least 30 hours worked per pay period.
- 2.32 **Performance Evaluation:** a process whereby the employee's performance in the position is reviewed and rated.
- 2.33 **Position:** means any specific office, employment, or job calling for the performance of certain duties and for exercise of certain responsibilities by one individual.

Board Approved/Adopted 12-20-05, 10-2-07, 2-18-14  
Effective 1-1-06  
Amended 9-18-07

- 2.34 Position Description:** a general description of a position/classification of job duties, responsibilities, knowledge, skills, abilities, and minimum qualifications for appointment to the position.
- 2.35 Probationary Period:** means a working test period during which an employee is required to demonstrate his/her fitness for the position to which he/she is appointed by actual performance of its duties.
- 2.36 Promotion:** a change of an employee from one position to another position of greater responsibility and higher pay grade.
- 2.37 Reallocation/Reclassification:** means a reassignment, or change in allocation of an individual position by raising it to a higher class, moving it to another class on the same level, or reducing it to a lower class on the basis of significant changes in the kind, difficulty, or responsibility of the work performed in such position. Generally, **reallocation** is the term used to describe the action by which a position is granted a different salary, higher or lower, but the position title remains the same. **Reclassification** occurs when both the position title and the salary are changed.
- 2.38 Regular employee:** is an employee who is employed more than nine (9) months within a twelve month period and more than thirty (30) hours per week. This is a permanent position on the County work force. An employee who has successfully completed his or her specified probationary period.
- 2.39 Resignation:** the voluntary separation from County service by an employee.
- 2.40 Retirement:** voluntary separation from employment by an employee who, at the time of separation, meets the qualification requirements under a County approved retirement program.
- 2.41 Seniority:** is the total length of continuous service from the first date of hire after gaining permanent employee status.
- 2.42 Seasonal employee:** any employee whose position is basically seasonal in character and (1) is not employed for more than 67 working days in any calendar year or (2) are not employed for more than 100 working days in any calendar year and the employees are under the age of 22, are full-time students enrolled in a non-profit or public educational institution prior to being hired by the employer, and have indicated, either in an application form of employment or by being enrolled at an educational institution for the next academic year of term, an intention to continue as students during or after their seasonal employment. This definition applies unless the position is covered in a collective bargaining agreement (Ref: MN Statute 179A.03). Seasonal employees are not eligible for County Health, Sick, Vacation, and Holiday benefits/pay. Department Heads shall not exceed 67 days on seasonal employee without County Board approval.

Board Approved/Adopted 12-20-05, 10-2-07, 2-18-14  
Effective 1-1-06  
Amended 9-18-07

**2.43 Severance pay:** final payment made to an employee who retires or resigns in good standing as specified by the rules, regulations and policies contained herein.

**2.44 Suspend:** to temporarily relieve an employee from duties of employment.

**2.45 Temporary employee:** means an employee having no permanent status. For example, employees who have been appointed for a designated period of time to complete a limited project. The employment (1) is not to exceed 67 days or (2) not more than 100 working days in any calendar year and the employees are under the age of 22, are full-time students enrolled in a non-profit or public educational institution prior to being hired by the employer, and have indicated, either in an application form of employment or by being enrolled at an educational institution for the next academic year of term, an intention to continue as students during or after their seasonal employment. Temporary employees are not eligible for County benefits. The definition also applies to those employees who are working not more than 14 hours/week average over a six (6) month period on an as needed basis. (Ref MN Statute 179A.03) Temporary employees are not eligible for County Health, Sick, Vacation, and Holiday benefits/pay. Department Heads shall not exceed 67 days on seasonal employee without County Board approval.

**2.46 Termination:** the involuntary separation from County employment.

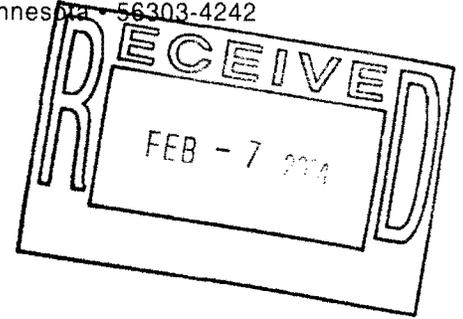
**2.47 Veteran:** any person defined as a Veteran by MN statutes, Section 197.447 as may be amended.

**2.48 Veteran preference:** preference granted to a Veteran by MN Statutes, Section 197.455, and 197.46 as may be amended.



# Central Minnesota Housing Partnership, Inc.

37 28th Avenue North Suite 102 • St. Cloud, Minnesota 56303-4242



## MEMO

**TO:** David Minke, Pine County Administrator

**FROM:** Jason Krebsbach, Community Development Director   
Central Minnesota Housing Partnership, Inc.

**RE:** Resolution Renewing Approval of Rental Rehabilitation Deferred Loan Program Administration

**DATE:** February 4, 2014

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In November 2011, the Central Minnesota Housing Partnership (CMHP) received approval from the Pine County Board of Commissioners to administer the Rental Rehabilitation Deferred Loan Program (RRDL) in Wadena County (original resolution enclosed). The Minnesota Housing Finance Agency created the pilot program and funded it for a period of two years. The state legislature has now approved an allocation to fund the program for an additional two years. As a quick refresher, the RRDL program provides 0%, deferred loans to owners of affordable rental properties to be used to complete needed repairs to their property.

At this time, all participating RRDL administrators are being required by the Minnesota Housing Finance Agency to receive renewed approval from the board of commissioners of each county we would like to continue to offer the program in. As an experienced administrator, CMHP is requesting that the Pine County Board of Commissioners provide a renewal approval through the enclosed resolution. This will allow CMHP to continue to provide Rental Rehabilitation Deferred Loan funding in your county.

If this item can be included on your next board of commissioners meeting agenda I would greatly appreciate it. Our deadline for submitting an administrator renewal application to Minnesota Housing is February 21<sup>st</sup>. If we cannot receive approval by that time, we will at least have to document that we are on a board meeting agenda to receive approval.

If you feel I should attend the board meeting in person please contact me at (320) 258-0672 or [jason@cmhp.net](mailto:jason@cmhp.net) to schedule. I look forward to hearing back from you.

Thank you in advance for your consideration.

**RESOLUTION**

**PINE COUNTY**

Date: 11/15/11

Resolution #: 111571-02

**WHEREAS**, Pine County has made significant progress in meeting the need for housing rehabilitation in the cities and rural areas of the county, and

**WHEREAS**, an unmet need remains for the repair and rehabilitation of rental housing units, and

**WHEREAS**, the Rental Rehabilitation Deferred Loan program sponsored by Minnesota Housing (MHFA) may provide a means for rehabilitating rental housing units in Pine County.

**NOW THEREFORE BE IT RESOLVED**, that the Central Minnesota Housing Partnership is hereby authorized to submit an "Application for Administrative Authority" to MHFA for participation in the Rental Rehabilitation Deferred Loan program, and the Central Minnesota Housing Partnership is designated as the administrative body for implementing this program in Pine County.

Dated this 11<sup>th</sup> day of November, 2011.

Signed:   
Title Board Chairman

Attest:   
County Coordinator

**RESOLUTION  
PINE COUNTY**

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

Resolution #: 2014-10

**WHEREAS**, Pine County has made significant progress in meeting the need for housing rehabilitation in the cities and rural areas of the county, and

**WHEREAS**, an unmet need remains for the repair and rehabilitation of rental housing units, and

**WHEREAS**, the Rental Rehabilitation Deferred Loan Program sponsored by Minnesota Housing (MHFA) may provide a means for rehabilitating rental housing units in Pine County.

**NOW THEREFORE BE IT RESOLVED**, that the Central Minnesota Housing Partnership is hereby approved to continue as the administrative body for implementing this program in Pine County.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

Signed: \_\_\_\_\_

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

Attest: \_\_\_\_\_

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

**PINE COUNTY REQUEST FOR BOARD ACTION**

|   |   |
|---|---|
| Requested Board Date:<br><br>February 18, 2014      | Consent Agenda <i>(Please choose)</i><br><br>Regular Agenda<br>Estimated Time: <i>(Please Circle)</i><br>_____ 10 Min.    15 Min.<br><small>Time needed</small><br>30 Min.    45 Min.    1 hour |
| Department requesting action:<br><br><u>Sheriff</u> |  2-10-2014<br>Department Head Signature                      Date   |

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

The Mille Lacs Band Tribal Police Department / Mille Lacs Band has requested membership in the East Central Drug and Violent Offender Task Force. The Task Force Board of Directors requests the Pine County Board of Commissioners to approve the following change to the Joint Powers agreement.

“Amend Joint Powers Agreement for the East Central Drug and Violent Offender Task Force to allow for the Mille Lacs Band to become part of this Joint Powers Agreement allowing the Mille Lacs Tribal Police membership in the East Central Drug and Violent Offender Task Force contingent on membership being offered and accepted”.

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

Request the Pine County Board of Commissioners approve this change to the Joint Powers Agreement.

Supporting Documents:    Attached    None

**East Central Drug and Violent Offenders Task Force 2013  
Statistical Data**



**GENERAL TOTALS**

|                               |            |
|-------------------------------|------------|
| <b>Total Arrests</b>          | <b>113</b> |
| <b>Total Drug Arrests</b>     | <b>61</b>  |
| <b>Total Non-Drug Arrests</b> | <b>52</b>  |
| <b>Total Consent Searches</b> | <b>11</b>  |
| <b>Total Search Warrants</b>  | <b>35</b>  |

**DRUG SEIZURES AND PURCHASES**

|                                   |                               |
|-----------------------------------|-------------------------------|
| <b>Cocaine (gm)</b>               | Seized: 15 gm Purch: 12 gm    |
| <b>Heroin (gm)</b>                | Seized: 6 gm                  |
| <b>Marijuana (oz)</b>             | Seized: 10,176 oz             |
| <b>Marijuana Plants Wild (np)</b> | Seized: 5,807 np              |
| <b>Methamphetamine (gm)</b>       | Seized: 910 gm Purch: 650 gm  |
| <b>Mushrooms (gm)</b>             | Seized: 57 gm                 |
| <b>Synthetic Drugs (gm)</b>       | Seized: 4,155 gm Purch: 10 gm |
| <b>Oxycotin (du)</b>              | Seized: 2 du                  |
| <b>Prescription (du)</b>          | Seized: 124 du                |

1500 -

**WEAPONS SEIZURES, METH LAB SEIZURES**

|                          |           |
|--------------------------|-----------|
| <b>Handguns</b>          | <b>9</b>  |
| <b>Long Guns</b>         | <b>36</b> |
| <b>Other Weapons</b>     | <b>1</b>  |
| <b>Meth Lab Seizures</b> | <b>1</b>  |

**PINE COUNTY REQUEST FOR BOARD ACTION**

|  |  |
|--|--|
| Requested Board Date:<br><br>January 21, 2014                    | Consent Agenda <i>(Please Circle)</i><br><br>Regular Agenda<br>Estimated Time: <i>(Please Circle)</i><br>_____<br>10 Min.    15 Min.<br><small>Time needed</small><br>30 Min.    45 Min.    1 hour |
| Department Requesting Action:<br><br><b><u>Land Services</u></b> | <br>_____<br>Department Head Signature                      2/13/14<br><span style="float: right;">Date</span>   |

*Since March 1, 2012 Pine County Assessor's office (Deputy Assessor Troy Stewart) has provided support to the Kanabec County Assessor's office due to their lack of employing an appropriately licensed assessor. Jurisdictions can operate this way no longer than 2 years. Kanabec County's 2-year window will expire February 28, 2014, and will be receiving an order from the Minnesota Department of Revenue requiring them to employ an appropriately licensed assessor within 90 days of February 28, 2014. To cover the additional 90 days, Kanabec County has requested to extend the current contract through June 30, 2014.*

*Pine County receives \$1,600 per month for these services.*

**Board Action Requested:** (Attach additional pages if needed)  
*Authorize county board chair to sign contract.*

Supporting Documents:    Attached    None

## **Contract for Assessor Services – Kanabec County/Pine County**

**WHEREAS**, Kanabec County no longer has the services of an Assessor as outlined and required in Minnesota State Statute 273.061 and

**WHEREAS**, Kanabec County desires to contract with Pine County for an Assessor in accordance with said statute.

**WHEREAS**, Pine County is willing and able to provide a licensed Assessor for such time as needed to assist Kanabec County until a permanent County Assessor is appointed by Kanabec County.

**THEREFORE**, the County of **Pine** and County of **Kanabec** hereby agree to the following.

1. Pine County will provide its Deputy County Assessor 4 hours per week of onsite office time in Kanabec County and 2 hours per week of offsite technical support.
2. Kanabec County will pay Pine County \$1600/month for the length of the contract.
3. Kanabec County will provide for suitable office space and incur any costs associated with off-site telecommunication.
4. Kanabec County will reimburse Pine County for all mileage expenses associated with any and all activities required to fulfill this agreement.
5. Either party may terminate this contract with 60 days notice and agreement is contingent upon approval of State of MN.

This agreement made for the period between **March 1, 2014** and **June 1, 2014** by and between the county of **Pine** and the County of **Kanabec**.

BOARD OF COUNTY  
COMMISSIONERS,  
PINE COUNTY, MINNESOTA

By: \_\_\_\_\_

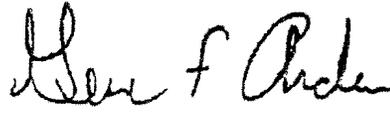
Board Chair

By: \_\_\_\_\_

County Administrator

Date

BOARD OF COUNTY  
COMMISSIONERS,  
KANABEC COUNTY, MINNESOTA

By:  \_\_\_\_\_

Board Chair

By:  \_\_\_\_\_

County Coordinator

Date

2-12-14