

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, March 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 March 4, 2014 County Board Special Meeting – LEAN Report Out.
- F) Approve Minutes of March 4, 2014 County Board Meeting and Summary for publication.
- G) Minutes of Boards, Committees and Correspondence
 - Pine County HRA Senior Housing Board of Directors regular meeting Minutes – January 22, 2014
 - Pine County HRA Senior Housing Board of Directors special meeting Minutes – February 10, 2014
 - East Central Regional Library Library Board Minutes – February 10, 2014
- H) Approve Consent Agenda

CONSENT AGENDA

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

1. Review February, 2014 Cash Balance (attached)

Fund	February 28, 2013	February 28, 2014	Increase(Decrease)
General Fund	\$ 678,952.34	\$ 887,632.52	\$ 208,680.18
Health and Human Services Fund	1,499,627.66	97,481.57	(1,402,146.09)
Road and Bridge Fund	5,867,300.76	2,584,490.53	(3,282,810.23)
Land Management Fund	1,517,880.47	1,915,550.23	397,669.76
TOTAL (inc non-major funds)	\$9,904,295.65	\$5,541,475.45	(\$4,362,820.20)

2. Application for Exempt Permit

Consider Application for Exempt Permit for The Grand Lodge Ancient Free & Accepted Masons of MN – Helios Lodge #273 to conduct Minnesota lawful gambling on August 16, 2014 at Wings North Hunt Club, 19379 Homestead Road, Pine City (Pokegama Twp.).

3. Cancellation of Tax-Forfeited Lands and Tax-Forfeited Repurchase Contracts

Consider Resolution 2014-11 approving Cancellation of Tax-Forfeited Lands and Tax-Forfeited Repurchase Contracts for nonpayment of annual contract payment and/or real estate taxes and authorize Board Chair and County Administrator to sign.

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

Consider approval of full-time status for Social Worker Kathleen Borowick, effective March 20, 2014.

5. Training

- A. Consider Cathy Clemmer and Terry Lovgren to attend the 2014 County Auditor Training Conference for elections held May 7 and 8, 2014 at Cragun’s Resort. Total cost \$55. Funds are available in the 2014 Auditor budget.
- B. Consider Patricia Anderson, RN/Nursing Team Leader/WIC Coordinator to attend the “2014 Women’s, Children’s and Family’s Health & Nutrition Conference: Preventing Childhood Obesity through Family Engagement & Policy” held May 16, 2014, Minneapolis. Registration \$75. Funds are available in the 2014 HHS budget [WIC (wages)].
- C. Consider Janet Ashmore, CMH Social Worker, to attend the “MACMH 2014 Child & Adolescent Mental Health Conference”, April 27-29, 2014, Duluth. Registration, \$335; Travel, \$97. Total cost \$432. Funds are available in the 2014 HHS budget.
- D. Consider Heidi Burton, CMH Social Worker, to attend the “MACMH 2014 Child & Adolescent Mental Health Conference”, April 28-29, 2014, Duluth. Registration, \$335; Travel, \$118.72. Total cost \$453.72. Funds are available in the 2014 HHS budget.
- E. Consider Stacy Rodd, CMH Social Worker, to attend the “MACMH 2014 Child & Adolescent Mental Health Conference”, April 28-29, 2014, Duluth. Registration, \$335; Membership, \$10; Travel, \$63.84. Total cost: \$408.84. Funds are available in the 2014 HHS budget.

REGULAR AGENDA

1. Personnel Committee

- A. The Personnel Committee met March 11, 2014 and made the following recommendations (Minutes attached):

Auditor-Treasurer:

Approve a performance increase for Chief Deputy Auditor-Treasurer Paul Johnson from \$28.99 to \$31.25 per hour, effective March 16, 2014.

Jail:

- i. Acknowledge the termination of part-time Corrections Officer Sara Anderson (probationary employee) effective February 22, 2014 and authorize replacement of part-time position.
- ii. Acknowledge the resignation of full-time Corrections Officer Jeffrey Niles effective February 28, 2014 and authorize replacement of full-time position.

Highway:

Approve the termination of Highway Maintenance Worker Brandon Summerland (probationary employee) effective February 28, 2014 and authorize replacement (not to be filled before May, 2014).

Probation:

Approve the hiring of .4 FTE part-time probation agent (within 2014 budget).

Administration:

- i. County will establish an employee recognition program. Going forward, employees will be recognized for 20 and 30 years of employment with Pine County.
 - ii. Approve a performance increase from \$19.52 to \$20.50 for Human Resources and Payroll Specialist Matt Christenson, effective April 3, 2014.
 - iii. Approve a performance increase for Building Maintenance Supervisor Kevin Newman from \$26.17 to \$26.88, effective March 5, 2014.
- Other items are for informational purposes only.

B. Recognition of Service with Pine County

Recognition of Pam Lawrence and Karen Stumne for 20 years of service with Pine County.

2. Facilities Committee

The Facilities Committee met March 5, 2014 (Minutes attached).
Items are for informational purposes only.

3. Federal Funding Update-MN DOT

Update by Public Works Director Mark LeBrun.

4. Cooperative Agreement with Pine City Township

Approve Pine County Cooperative Agreement with Pine City Township and authorize County Administrator to sign.

5. Final Payment – Tri-City Paving.

Approve final payment to Tri-City Paving, Inc. in the amount of \$111,669.89 for Contract #1301 related to SP 058-611-013, Located on CSAH 11; From County Line to CSAH 61 and authorize County Administrator to sign Certificate of Final Contract Acceptance.

6. Commissioner Updates

- a. East Central Solid Waste Commission
- b. East Central Regional Library Board
- c. Central MN Jobs and Training Service
- d. Lakes & Pines CAC
- e. Other

7. Other

8. Upcoming Meetings

- a. **Technology Committee, Tuesday, March 18, 2014, 8:30 a.m.**, Commissioners' Conference Room, Courthouse, Pine City, Minnesota.
- b. **Pine County Board Meeting, Tuesday, March 18, 2014, 10:00 a.m.**, Boardroom, Pine County Courthouse, Pine City, Minnesota.
- c. **Pine County Health and Human Services Meeting, Tuesday, March 18, 2014, 1:00 p.m.**, Boardroom, Pine County Courthouse, Pine City, Minnesota.
- d. **Arrowhead Counties Association, Wednesday, March 19, 2014, 6:00 p.m.**, Hampton Inn Conference Room, Duluth, Minnesota.

- e. **Rush Line Corridor Task Force , Thursday, March 20, 2014, 3:30 p.m.**, White Bear Lake City Hall, White Bear Lake, Minnesota.
- f. **Snake River Watershed Joint Powers Board, Monday, March 24, 2014, 9:00 a.m.**, Kanabec County Courthouse, Mora, Minnesota.
- g. **Riverwood Center, Tuesday, March 25, 2014, 4:00 p.m.**, Riverwood Center, Braham, Minnesota.
- h. **NLX, Wednesday, March 26, 2014, 10:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota.
- i. **NE Regional Radio Board, Thursday, March 27, 2014, 10:00 a.m.**, Video Conference, Courthouse, Pine City, Minnesota.
- j. **Onanegozie RC&D Council, Thursday, March 27, 2014, 10:00 a.m.**, Isanti County Courthouse, Cambridge, Minnesota.

9. **Adjourn**

MINUTES OF PINE COUNTY BOARD MEETING
Regular Meeting

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

Chair Rossow called the meeting to order at 1:02 p.m. Present were Commissioners Steve Hallan, Mitch Pangerl, Steve Chaffee, 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:

Consent:

- Add 5D: Training Request – Matt Christenson
- Add 6: Pine County Sheriff's Office Donation
- Item #4: Identification of new hire, part-time Office Support Specialist

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

Commissioner Chaffee moved to approve the Minutes of the February 18, 2014 County Board Meeting and Summary for publication. Second by Commissioner Ludwig. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

Pine County Probation Advisory Committee Minutes – November 26, 2013

Pine County Land Surveyor Monthly Report – February, 2014

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

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

CONSENT AGENDA

1. February, 2014 Disbursements

Disbursements Journal Report, February 1, 2014 – February 28, 2014.

2. Renewal of Consumption and Display Permit

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

3. Full-Time Status/Completion of Probationary Period

Approve full-time status for Office Support Specialist Jessica Steffen, effective March 9, 2014.

4. **New Hire**

Approve the hiring of part-time Office Support Specialist Jennifer Knoll, effective March 10, 2014, \$12.44 per hour, grade A-13.

5. **Training**

- A. Approve Kelly Schroeder and Jennifer Mansavage to attend the hands-on Marshall & Swift Training at Xerox in Waite Park on March 19, 2014. Cost of the course is \$75 per person. Total cost: \$150.
- B. Approve Kelly Schroeder and Troy Stewart to attend the Minnesota Department of Revenue sponsored PACE course, July 28-August 1, 2014, Anoka-Ramsey Community College, Coon Rapids. This course is required to be taken sometime during the current licensing cycle which ends July 1, 2016. Cost of course is \$225 per person. Total cost: \$450.
- C. Approve Karen Stumne and Lorri Houtsma to attend the Minnesota Association of Assessing Officers course Assessment Administration, October 6-9, 2014, in Plymouth. Cost for the course is \$380 per person plus three nights shared hotel room at \$77+tax per night. Total cost: \$991 plus tax. This course is required to obtain the Accredited Minnesota Assessor License level required of all assessors by July 1, 2019.
- D. Approve Matt Christenson, Human Resources and Payroll Specialist, to attend the Minnesota Counties Human Resources Management Association spring conference, April 3-4, 2014 at the Stearns County Service Center in Waite Park. Lodging cost: \$111.26 plus meals and mileage.

6. **Donations**

Approve acceptance of \$35.00 in donations from a citizen to a fund for payment of the care of seized animals.

REGULAR AGENDA

1. **Personnel Committee**

The Personnel Committee met February 11, 2014 and made recommendations to approve revision of the following sections of the Pine County Policies and Procedures:

- b. Section 5: Hours of Work policy.
- c. Section 8: Insurance policy.
- d. Section 3: Recruitment & Selection policy.
- e. Section 2: Definitions policy.

Action on other February 11, 2014 Personnel Committee items was taken at the February 18, 2014 county board meeting.

Human Resources and Payroll Specialist Matt Christenson indicated the updated Pine County Policies and Procedures will be provided to each county employee and will be placed on the county website. Chair Rossow requested county commissioners be provided with a copy of the updated Policies and Procedures also.

Motion by Commissioner Chaffee to approve the revisions of the following sections of the Pine County Policies and Procedures manual: Section 2, Definitions; Section 3, Recruitment and Selection; Section 5, Hours of Work; and Section 8, Insurance. Second by Commissioner Hallan. Motion carried 5-0.

2. 2014 Solid Waste Hauler Licensure

Land Services Director Kelly Schroeder informed the board that with the approval of the 2014 waste hauler licenses, all of Pine County will have access to garbage service. Every waste hauler is required to be licensed annually and to provide updated insurance information. Commissioner Pangerl suggested Pine County consider biennial licensure. Pangerl also suggested that a notification to a subcontractor (if applicable) be added if the license hauler's insurance is no longer in effect.

Motion by Commissioner Chaffee to approve the 2014 waste hauler licenses and authorize Board Chair to sign. Second by Commissioner Ludwig. Motion carried 5-0.

3. Flood Buy-Out Update

Land Services Director Kelly Schroeder informed the board that Pine County has received approval from FEMA to proceed forward with the closing on the 32 properties remaining in the flood buy out. Schroeder has received the Grant Contract between the State of Minnesota (HSEM) and Pine County, in the amount of \$2,053,242, for the first half of the funds. Closings are scheduled to take place between March 26, 2014 and June 25, 2014, though the grant is valid through February, 2017. There will be an amendment for the second half of the funds.

Motion by Commissioner Hallan to approve the Grant Contract with the Statement of Minnesota (HSEM) in the amount of \$2,053,242 and authorize Board Chair and County Administrator to sign. Second by Commissioner Ludwig. Motion carried 5-0.

4. Commissioner Updates

AMC Conference (2014 Local Government Legislative Conference): Commissioner Hallan stated the 2-day conference was very informative and encouraged other commissioners to attend if possible. Hallan stated Pine County may be eligible to receive funds through the Legacy Foundation for funding of construction of trails.

Pine County Law Library: Commissioner Pangerl stated the Law Library board approved the \$1,500 payment to the IT Department for 2014 IT support.

Arrowhead Counties Association: Chair Rossow stated discussion was held as to deadline for payment of bills, Joint Powers Board (removal of sales tax), and Governor's recommendations.

Snake River Watershed Joint Powers Board: Commissioner Pangerl stated discussion was held as to watersheds and water plans. Pangerl stated we are in a pilot program for 1 watershed/1 water plan.

East Central Regional Development Commission (ECRDC): Commissioner Hallan commented about the Toward Zero Deaths Goal with the 2014 goal being fewer than 350 deaths.

NLX – February meeting cancelled.

Riverwood Center: Commissioner Chaffee stated Riverwood Center is experiencing financial problems; Chaffee stated a need for further discussion at the Health & Human Services Board meeting with Director Bruflat.

5. Other

A. March 6, 2014 Soil & Water Conservation District meeting cancelled.

B. March 19, 2014 Arrowhead Counties Association meeting will be a regular meeting, to be held in Duluth.

C. Addition of final Onanegozie RC&D Council meeting, Thursday, March 27, 2014 at 10:00 a.m.

6. **Upcoming Meetings**

Upcoming meetings were reviewed.

7. **Adjourn**

With no further business, Chair Rossow adjourned the county board meeting at 1:45 p.m. The next regular meeting of the county board is scheduled for March 18, 2014 at 10:00 a.m. at the Board Room, Pine City, Minnesota.

Curt H. Rossow, Chair
Board of Commissioners

David J. Minke, Administrator
Clerk to County Board

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

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

Chair Rossow called the meeting to order at 1:02 p.m. Present were Commissioners Steve Hallan, Mitch Pangerl, Steve Chaffee, 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 Hallan moved to approve the amended Agenda. Second by Commissioner Pangerl. Motion carried 5-0.

Commissioner Chaffee moved to approve the Minutes of the February 18, 2014 County Board Meeting and Summary for publication. Second by Commissioner Ludwig. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

Pine County Probation Advisory Committee Minutes – November 26, 2013

Pine County Land Surveyor Monthly Report – February, 2014

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

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

Disbursements Journal Report, February 1, 2014 – February 28, 2014.

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

Approve full-time status for Office Support Specialist Jessica Steffen, effective March 9, 2014.

Approve the hiring of part-time Office Support Specialist Jennifer Knoll, effective March 10, 2014, \$12.44 per hour, grade A-13.

Approve Kelly Schroeder and Jennifer Mansavage to attend the hands-on Marshall & Swift Training. Total cost: \$150.

Approve Kelly Schroeder and Troy Stewart to attend the Minnesota Department of Revenue sponsored PACE course. Total cost: \$450.

Approve Karen Stumne and Lorri Houtsma to attend the Minnesota Association of Assessing Officers course Assessment Administration. Total cost: \$991 plus tax.

Approve Matt Christenson, Human Resources and Payroll Specialist, to attend the Minnesota Counties Human Resources Management Association spring conference. Total cost: \$111 plus meals and mileage.

Approve acceptance of \$35.00 in donations from a citizen to a fund for payment of the care of seized animals.

The Personnel Committee met February 11, 2014 and made recommendations to approve revision of the following sections of the Pine County Policies and Procedures:

- b. Section 5: Hours of Work policy.
- c. Section 8: Insurance policy.
- d. Section 3: Recruitment & Selection policy.
- e. Section 2: Definitions policy.

Action on other February 11, 2014 Personnel Committee items was taken at the February 18, 2014 county board meeting.

Motion by Commissioner Chaffee to approve the revisions of the following sections of the Pine County Policies and Procedures manual: Section 2, Definitions; Section 3, Recruitment and Selection; Section 5, Hours of Work; and Section 8, Insurance. Second by Commissioner Hallan. Motion carried 5-0.

Motion by Commissioner Chaffee to approve the 2014 waste hauler licenses and authorize Board Chair to sign. Second by Commissioner Ludwig. Motion carried 5-0.

Motion by Commissioner Hallan to approve the Grant Contract with the State of Minnesota (HSEM) in the amount of \$2,053,242 for the first half of the funds and authorize Board Chair and County Administrator to sign. Second by Commissioner Ludwig. Motion carried 5-0.

With no further business, Chair Rossow adjourned the county board meeting at 1:45 p.m. The next regular meeting of the county board is scheduled for March 18, 2014 at 10:00 a.m. at the Board Room, Pine City, Minnesota.

Curt H. Rossow, Chair
Board of Commissioners

David J. Minke, Administrator
Clerk to County Board

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

MINUTES OF PINE COUNTY BOARD MEETING
Special Meeting – LEAN Report Out

Tuesday, March 4, 2014, 12:15 p.m.
Public Health Building, Sandstone, Minnesota

Chair Rossow called the meeting to order at 12:15 p.m. Present were Commissioners Steve Hallan, Mitch Pangerl, Steve Chaffee, and Matt Ludwig. Also present were County Attorney John Carlson and County Administrator David Minke.

The Pledge of Allegiance was said.

LEAN facilitators Matt Christenson, Jaci Orr and Debbie Gray, together with Team Leader Kelly Schroeder and Team Members (zoning office) Ed Melzark, Robby Fischer, Lisa McCorison provided a Powerpoint presentation of the Kaizen/LEAN event held February 11-13, 2014. The topic of the event was the Subsurface Sewage Treatment System permit issue process.

Henry Fischer from the newspaper suggested a customer satisfaction survey be sent out at the end of the Certificate of Completion stage.

Robby Fischer suggested involvement from IT would be beneficial to the process.

Administrator Minke thanked the LEAN Team and participants for their efforts.

The board stated their appreciation and support to the LEAN Team and process.

With no further business, Chair Rossow adjourned the meeting at 1:57 p.m.

Curt H. Rossow, Chair
Board of Commissioners

David J. Minke, Administrator
Clerk to County Board

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

Sandstone Manor
510 Fifth Street
Sandstone, MN 55072

Finlayson Manor
6524 Broadway Street
Finlayson, MN 55735

The regular meeting of the Pine County HRA Senior Housing Board of Directors was held on January 22, 2014, at the Finlayson Manor. Commissioners of the HRA present were Board Chair Dorothy Stockamp, Jan Oak, Cheri Drilling, and Greg Kvasnicka. Staff members present were Executive Director Janice Gustafson and Resident Manager Susan Blake. Commissioner Carl Steffen and Resident Manager Evelyn Yocum were absent. There were no residents present.

1. The meeting was called to order at 2:00 P.M. by Board Chair D. Stockamp.
2. The HRA Board minutes from December 18, 2013, were reviewed by the Board members. A motion was made by G. Kvasnicka and was seconded by J. Oak to accept the minutes. Motion carried: Yeas 4, Nays 0.
3. The monthly financial statements and the investment report were presented by J. Gustafson. A motion was made by Board Chair D. Stockamp and was seconded by C. Drilling to approve the financial statements and the investment report. Motion carried: Yeas 4, Nays 0.
4. Executive Director's Report. The written Executive Director's report was reviewed by Board members.
5. Old Business.
 - a) Vacancies. As of this date, there is one vacancy at the Sandstone Manor and no vacancies at the Finlayson Manor. However, move-out notices have been received from one Sandstone Manor resident and one Finlayson Manor resident. Both of these residents are moving to assisted living.
 - b) Renovation update. Board members made the final selection of the carpet tile for the entryways, hallways, and community rooms and of the ceramic tile for the public bathrooms and laundry/kitchen areas at both Manors. Board members requested J. Gustafson to inform Daryl Klocke Construction of the final selections and to request a proposed layout

design for the kitchen cabinets in the common area at both Manors. A special Board meeting will be scheduled with Daryl Klocke Construction to review the updated cost estimate and proposed layout designs.

6. New Business.

- a) The Board discussed the updating of the original fluorescent light fixtures with LED light fixtures in the apartment kitchens and in the building common areas. Costs estimates provided by Drilling Electric and energy rebates were discussed. A motion was made by J. Oak and was seconded by Board Chair D. Stockamp to have Drilling Electric order and replace the fluorescent light fixtures with LED light fixtures in the apartment kitchens and in the common areas. Motion carried: Yeas 4, Nays 0.
- b) Finlayson Manor #10 resident requested of the Finlayson Manor Resident Manager an official form for injury reporting. The Resident Manager asked if the resident had been injured and the resident replied “no-not yet.” The House Rules (an attachment to the HUD Lease) address injuries on page 11, paragraph 21. Board members will review and discuss this section at the next Board meeting.
- c) The year ended December 31, 2013, financial audit has been started. Work papers in some areas are complete; however, 1099's from financial institutions and contractor bills are still outstanding.

7. Resident Managers' Reports.

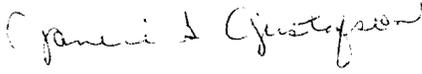
- a) Finlayson Manor. S. Blake reported planning taking place for the next potluck and bingo party. She said the residents are experiencing “cabin fever’ and are anxious for spring.
- b) Sandstone Manor. In E. Yocum’s absence, J. Gustafson reported everything was going well at the Sandstone Manor. The residents have decided not to cook the food for the potlucks themselves but have everyone who wants to attend contribute \$5.00 towards the purchase of the meal. Pizza was ordered from Chris’ this month and they’re discussing what to order next month. Everyone who attended the potluck was pleased with this new arrangement.

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

9. A motion was made by C. Drilling and was seconded by G. Kvasnicka to adjourn the meeting at 3:13 P.M. Motion carried: Yeas 4, Nays 0.

10. The next HRA Board meeting is scheduled for February 26, 2014, at the Sandstone Manor.


Dorothy Stockamp
HRA Board Chair


Janice S. Gustafson
Executive Director

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

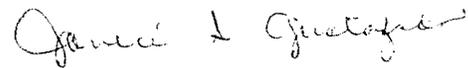
Sandstone Manor 510 Fifth Street Sandstone, MN 55072	Finlayson Manor 6524 Broadway Street Finlayson, MN 55735
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The special meeting of the Pine County HRA Senior Housing Board of Directors was held on February 10, 2014, at the Sandstone Manor. Commissioners of the HRA present were Board Chair Dorothy Stockamp, Cheri Drilling, Jan Oak, Carl Steffen, and Greg Kvasnicka. Staff member present was Executive Director Janice Gustafson and guest Matt Klocke.

1. The meeting was called to order at 2:00 P.M. by Board Chair D. Stockamp.
2. The purpose of the special meeting was to discuss the following:
 - a) the layout and design of the common area kitchen cabinets at both Manors; and
 - b) the estimate for renovations at the Sandstone Manor and the Finlayson Manor. At the January 22, 2014, Board meeting, Board members made the final selection of the carpet tile for the entryways, hallways, and community rooms and of the ceramic tile for the public bathrooms and laundry/kitchen areas at both Manors.
3. Matt Klocke from Daryl Klocke Construction Inc. presented two layout designs for the kitchen cabinets in the common area-one for the Sandstone Manor and one for the Finlayson Manor (the common areas are different at each Manor).
4. Matt Klocke also presented an updated cost estimate for the Board's consideration.
5. A motion was made by C. Steffen and was seconded by G. Kvasnicka to accept the design work and bid presented by Daryl Klocke Construction Inc. Motion carried: Yeas 5, Nays 0.

6. A motion was made by Board Chair D. Stockamp and was seconded by J. Oak to adjourn the meeting at 2:45 P.M. Motion carried: Yeas 5, Nays 0.


Dorothy Stockamp
HRA Board Chair


Janice S. Gustafson
Executive Director

ECRL Library Board Minutes

Time: Monday, February 10, 2014

Place: Cambridge Library

Present: Board Members – Niemi, Don (Aitkin); Hommes, Linda (Aitkin); McMahon, George (Chisago); Byrne, Richard (Chisago); Misiura, Audrey (Isanti); Warring, Mike (Isanti); Lee, Karen (Isanti); Anderson, Gene (Kanabec); Zaudtke, Wayne (Kanabec); Jensen, Robert (Kanabec); Sauer, Tom (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); Carlson, Keith (Chisago); Kramersmeier, Charlotte (Mille Lacs)

Call to Order:

Mike Warring called the February 2014 meeting of the East Central Regional Library to order at 9:30 a.m. Raisanen could not attend meeting today.

Pledge of Allegiance & Introductions:

Misselt introduces Nancy Dunbar; Cambridge Librarian is here for everyone to meet her and be present for the council presentation. Vicki Sorn is also present. Monday March 3rd is 'The kids Design Glass' which is a major project this year for Legacy funds.

Adopt/Amend Agenda:

M/S/P: unanimous

McMahon/Sauer to adopt agenda - C. Pay equity report, add Legislative Day.

Period for Public Comment

None

Approval of Previous Minutes

M/S/P: unanimous

Niemi/McMahon to approve minutes as presented.

Bills:

M/S/P: unanimous

Lee/Hommes, motion to accept January 2014 bills.

Financial Reports:

M/S/P: unanimous

Lee/Sauer, motion to accept January 2014 final report for the auditor.

M/S/P: unanimous

Lee/Goddard, motion to accept January 2014 financial report as presented.

ECRL Administrative Reports

A. Director's Organizational Report

Misselt: I will be on vacation the next two weeks. The Annual stats to report were not prepared in time to be included in the packet and are being distributed at February meeting. This will be on the agenda again next month for further discussion.

B: Branch Highlights

Lydon: On to new business, I'm passing out sheets that show the 2013 ECRL Branch Statistics. We tracked three years of numbers for comparison. This reflects visitor counts per branch and the count of books, movies and music computer use per branch. Page 2 shows the change of 2012 – 2013.

Zaudtke: Which numbers are used by the state or county?

Lydon: The state looks at how libraries and branches compare.

Misselt: There are important uses for stats – to determine days closed, staffing, many stats are not used in funding formulas.

Lydon: Digital library count is up, visiting library on line. (ebooks/eaudio)

Byrne: Is there a way to track location, who nonresidents are or home branch?

Misselt: Yes, by county.

Lydon: We have more visits through followers on e-mail and twitter. We are working on a Pinterest to provide reader's advisory.

New Business:

Misselt introduces Mayor Marlys Palmer and the City Administrator, Linda Woulfe for their Council Presentation.

Woulfe: Please refer to the handout of the community library needs assessment for the city of Cambridge. Headquarters is very important; recommendation of space needed is in the report.

Woulfe: Overview of the needs and recommendations; reviewed the program summary spreadsheet.

McMahon: Is a community center being looked at, having the library within?

Palmer: All possibilities are being looked at.

Zaudtke: Is there a time line?

Wolfe: A meeting on the 13th this will be evaluated, possibly this fall or early 2015.

Warring: Thank you for the informational presentation.

Returning to Branch Highlights – Lydon: ECMECC applied for a grant in partnership with ECRL, Pine Technical College and the Mille Lacs Band. Grant award is for \$238,294.00 to ECMECC. ECRL will receive video conferencing equipment for six of our branches. Refer to the hand out for Grant details.

Other Reports:

Warring: Personnel committee

Misselt: Updated job description for vacancy of Resource Librarian position.

M/S/P: unanimous

Anderson/Hommes - approve job description

Old Business:

Misselt: The ECRL Bylaws changes are in the packet. Long range planning committee changed to "Planning Committee" and 9:30 time change.

M/S/P: unanimous

McMahon/Sauer approve changes to bylaws

Warring: Committee appointments will carry over for the president for next month. Keep on agenda for next meeting.

Returning to New Business: Phone system data

Nordin gives an overview of what we have now and explains new phone system for better communication. All will run on network, fixed payment means a consistent expense.

Sauer: What about security or safety?

Misselt: We are maintaining one landline at each branch for a panic button and fax (cannot run over VOIP presently).

Lydon: These land-line phones are for 911, emergency use when VOIP is not available.

Swanson: Will phone numbers change?

Nordin: We plan to promote a 800 number. New lines will have new numbers. Current numbers will change but will not be direct dial to the library. Phone system will redirect calls automatically.

Niemi: Is there a time line on this?

Nordin: Within 45 days. This is a voice over IP system (VOIP).

Misselt: We included staff in meetings for what ECRL's needs are.

Motion to approve new phone system:

Sauer/Lee

Misiura: Clarify ongoing cost.

Nordon: Warranties, next 5 years includes long distance, 20 phone lines and software support. (Discussion on cost and savings for long distance.)

Jensen: Would be more comfortable to approve with RFP. Misselt doesn't believe RFP is necessary because below \$100,000. Will clarify statutory requirement.

M/S/P: unanimous

Sauer/Lee approve contingent on affirming that RFP is not required.

2014 Pay Equity Report:

Misselt: Need a motion to approve submission.

M/S/Unanimous

Goddard/Hommes – approved submitting pay equity report.

Trustee Issues:

Legislative report - Misselt: We will be asking for library construction money in this bonding year. March 5th is Legislative day. We'll divide ECRL contingent into teams and also need to know who will be attending.

Future agenda:

Misselt: Personnel Committee will be March 3rd, 9am in Mora.

Visioning session and look at statistics.

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

Motion to Adjourn 11:230am

M/S/P: unanimous

Niemi/Lee

Audrey Misiura, Secretary

Marlys Carlson, Recorder

TREASURER'S CASH TRIAL BALANCE COMPARISON

FUND	February 28, 2013 BALANCE	February 28, 2014 BALANCE	DIFFERENCE
1 - GENERAL	678,952.34	887,632.52	208,680.18
12 - H&HS	1,499,627.66	97,481.57	(1,402,146.09)
13 - ROAD & BRIDGE	5,867,300.76	2,584,490.53	(3,282,810.23)
22 - LAND	1,517,880.47	1,915,550.23	397,669.76
TOTAL (incl non-major funds)	\$9,904,295.65	\$5,541,475.45	(4,362,820.20)

CATHYJ
3/11/14 12:01PM

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



TREASURER'S CASH TRIAL BALANCE

As of 02/2014

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1 General Revenue Fund	2,608,669.34			
Receipts		249,062.65	553,738.40	
Disbursements		451,298.61-	1,117,800.92-	
Payroll		708,898.30-	1,446,231.57-	
Journal Entries		2,374.06-	289,257.27	
Fund Total		913,508.32-	1,721,036.82-	887,632.52
12 Health & Human Services	420	H&Hs-Income Maintenance		
	2,040,281.15			
Receipts		56,665.26	109,415.89	
Disbursements		53,438.38-	122,368.76-	
Payroll		137,818.13-	274,139.96-	
Journal Entries		25,482.55	50,927.81	
Dept Total		109,108.70-	236,165.02-	1,804,116.13
12 Health & Human Services	430	H&Hs-Social Services		
	1,373,656.68-			
Receipts		109,884.95	162,209.38	
Disbursements		12,548.32-	56,666.71-	
SSIS		204,751.66-	444,645.07-	
Payroll		129,446.99-	260,985.98-	
Journal Entries		31,256.63	119,017.39	
Dept Total		205,605.39-	481,070.99	1,854,727.67-
12 Health & Human Services	440	Childrens Collaborative (H&Hs)		
	0.00			
Dept Total		0.00	0.00	0.00
12 Health & Human Services	481	Nursing-Community Health (H&Hs)		
	155,705.82			
Receipts		124,517.95	154,029.97	
Disbursements		19,328.36-	61,287.79-	
Payroll		84,136.70-	167,798.88-	
Journal Entries		0.00	8,042.44	

97,481.57

CATHYJ
3/11/14 12:01PM

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



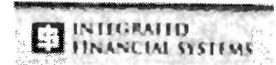
TREASURER'S CASH TRIAL BALANCE

As of 02/2014

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Dept Total		21,052.89	67,014.26-	88,691.56
Fund Total	822,330.29	293,661.20-	784,250.27-	38,080.02
13 Road & Bridge Fund	2,078,182.32			
Receipts		1,490,686.56	1,520,290.72	
Disbursements		262,424.00-	737,969.17-	
Payroll		155,407.39-	302,301.09-	
Journal Entries		2,566.63-	26,287.75	
Fund Total		1,070,288.54	506,308.21	2,584,490.53
14 Ditch Maintenance (Sr) Fund	11,975.91			
Journal Entries		0.00	13.60	
Fund Total		0.00	13.60	11,989.51
20 County-Wide Rehab (Sr) Fund	917.56			
Receipts		0.02	0.02	
Journal Entries		5.14	9.76	
Fund Total		5.16	9.78	927.34
21 800 MHz Project Fund	0.00			
Fund Total		0.00	0.00	0.00
22 Land Management Fund	1,838,948.89			
Receipts		123,190.96	187,486.37	
Disbursements		2,181.65-	8,042.36-	
Payroll		8,009.88-	17,842.67-	
Journal Entries		0.00	85,000.00-	

CATHYJ
3/11/14 12:01PM

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



TREASURER'S CASH TRIAL BALANCE

As of 02/2014

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Fund Total		112,999.43	76,601.34	1,915,550.23
 24 Ambulance (Sr) Fund				
Fund Total	0.00	0.00	0.00	0.00
 29 Children's Collab (H&Hs) Agency Fund	440	Childrens Collaborative (H&Hs)		
	53,378.82			
Journal Entries		10.93	20.50	
Dept Total		10.93	20.50	53,399.32
Fund Total	53,378.82	10.93	20.50	53,399.32
 32 Escwe Bond Guarantee (Ds)				
Fund Total	0.00	0.00	0.00	0.00
 33 2002 Cap-Equip Bond (Ds) Fund				
Fund Total	0.00	0.00	0.00	0.00
 35 2004 Street Reconstruct Bond Fund				
	0.00			
Journal Entries		1,289.87 -	0.00	
Fund Total		1,289.87 -	0.00	0.00
 37 County Railroad Authority				
	1,566.63 -			
Disbursements		0.00	2,974.00 -	
Journal Entries		0.00	339.07	
Fund Total		0.00	2,634.93 -	4,201.56 -

CATHYJ
3/11/14 12:01PM

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

TREASURER'S CASH TRIAL BALANCE

As of 02/2014



Fund	Beginning Balance	This Month	YTD	Current Balance
38 Building Fund	125,949.45			
Disbursements		0.00	3,090.50-	
Fund Total		0.00	3,090.50-	122,858.95
39 2005A G.O. Jail Bonds	919,632.32			
Disbursements		1,525.00-	896,655.63-	
Journal Entries		0.00	25,946.12	
Fund Total		1,525.00-	870,709.51-	48,922.81
40 2012 G.O. Courthouse Bonds	778,170.91			
Disbursements		0.00	734,600.00-	
Journal Entries		0.00	20,019.62	
Fund Total		0.00	714,580.38-	63,590.53
41 2005 Hra Bonds	0.00			
Fund Total		0.00	0.00	0.00
76 Group Health Ins Fund 5/1/95 (Gen)	521,036.87-			
Receipts		242,587.30	488,762.50	
Disbursements		244,948.79-	628,863.67-	
Journal Entries		6,575.69	13,151.38	
Fund Total		4,214.20	126,949.79-	647,986.66-
80 County Collections Agency Fund	38,365.53			
Receipts		404,611.35	412,039.78	
Disbursements		403,643.00-	434,303.03-	

CATHYJ
3/11/14 12:01PM

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



TREASURER'S CASH TRIAL BALANCE

As of 02/2014

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Fund Total		968.35	22,263.25-	16,102.28
82 Taxes And Penalties Agency Fund				
	779,218.63			
Receipts		214,510.66	393,306.42	
Disbursements		446.77-	440,589.54-	
Journal Entries		0.00	342,886.51-	
Fund Total		214,063.89	390,169.63-	389,049.00
84 East Central Drug Task Force Agency Fur				
	51,288.10			
Receipts		36,653.29	37,623.29	
Disbursements		33,481.79-	33,481.79-	
Journal Entries		361.20-	361.20-	
Fund Total		2,810.30	3,780.30	55,068.40
89 H & Hs Collections Agency Fund				
	801	Non-Departmental		
	34,062.11-			
Receipts		61,017.74	179,847.21	
Disbursements		14,977.37-	14,997.87-	
Journal Entries		56,739.18-	124,785.00-	
Dept Total		10,698.81-	40,064.34	6,002.23
Fund Total	34,062.11-	10,698.81-	40,064.34	6,002.23
All Funds	9,550,362.46			
Receipts		3,113,388.69	4,198,749.95	
Disbursements		1,500,242.04-	5,293,691.74-	
SSIS		204,751.66-	444,645.07-	
Payroll		1,223,717.39-	2,469,300.15-	
Total		184,677.60	4,008,087.01	5,541,475.45

PINE COUNTY REQUEST FOR BOARD ACTION

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

<p>Item for Discussion:</p> <p><i>Application for Exempt Permit for The Grand Lodge Ancient Free & Accepted Masons of MN – Helios Lodge #273 to conduct Minnesota lawful gambling on August 16, 2014 at Wings North Hunt Club, 19379 Homestead Rd. Pine City (Pokegama Twp).</i></p> <p>Board Action Requested: (Attach additional pages if needed)</p> <p align="right">Supporting Documents: Attached None</p>
--

Minnesota Lawful Gambling
LG220 Application for Exempt Permit

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

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

ORGANIZATION INFORMATION

Check # _____ \$ _____

Organization name The Grand Heritage Previous gambling permit number _____

AMCA - Free & Accepted Masters of MN - Helios Lodge #273

Type of nonprofit organization. Check one.

- Fraternal Religious Veterans Other nonprofit organization

Mailing address _____ City _____ State _____ Zip Code _____ County _____

343 2nd Ave SW, Cambridge MN 55008 Isanti

Name of chief executive officer (CEO) _____ Daytime phone number _____ Email address _____

Bruce Compton 763 276 0069 blt5ac@yahoo.com

Attach a copy of ONE of the following for proof of nonprofit status. Check one.

Do not attach a sales tax exempt status or federal ID employer numbers as they are not 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., 180 State Office Building, St. Paul, MN 55156 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.

IRS - proof previously submitted to Gambling Control Board
 If you previously submitted proof of nonprofit status from the IRS, no attachment is required.

GAMBLING PREMISES INFORMATION

Name of premises where gambling activity will be conducted (for raffles, list the site where the drawing will take place)

Wings North Hunt Club

Address (do not use PO box) _____ City _____ Zip Code _____ County _____

19379 Homestead Rd Pine City 55003 Pine

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

Aug 16th 2014

Check the box or boxes that indicate the type of gambling activity your organization will conduct.

- Bingo* Raffles Paddlewheels* Pull-Tabs* Tipboards*

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

Also complete
Page 2 of this form.

Print Form

Reset Form

To find a licensed distributor, go to www.gcb.state.mn.us and click on List of Licensed Distributors, or call 651-639-4076.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

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

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

Print city name _____
 On behalf of the city, I acknowledge this application

Signature of city official receiving application _____

Title _____ Date ____/____/____

If the gambling premises is located in a township, a county official must check the action that the county is taking on this application and sign the application.

A township official is not required to sign the application.

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

Print county name _____
 On behalf of the county, I acknowledge this application.
 Signature of county official receiving application _____

Title _____ Date ____/____/____

(Optional) TOWNSHIP: On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within township limits. (A township has no statutory authority to approve or deny an application (Minnesota Statute 349.168))

Print township name _____

Signature of township official acknowledging application _____

Title _____ Date ____/____/____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

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

Chief executive officer's signature _____ Date 2-27-19

Complete a separate application for each gambling activity:

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

Send application with:

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

Make check payable to "State of Minnesota."

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

Financial report and recordkeeping required

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

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

[Print Form](#) [Reset Form](#)

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

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

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

information. Minnesota's Department of Public Safety, Attorney General, Commissioners of Administration, 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.

Resolution # 2014-11
Cancellation of Tax-Forfeited Lands and
Tax-Forfeited Repurchase Contracts

WHEREAS, the following list of individuals have land purchase or repurchase contracts with Pine County for tax-forfeited land

Ch 386 – Land Sale Cancellations

Sayeed & Rozana S. Bacchus, 7814 13th LN, St. Louis Park, MN 55426
North Half of North Half of Southwest Quarter of Northwest Quarter (N1/2 of N1/2
of SW1/4 of NW1/4), Section Three (3), Township Forty-three (43), Range
Nineteen (19). Subject to road easement.
PID #25.0031.000
Date of Purchase: September 18, 2009
Purchase Amount: \$35,000.00; Balance: \$18,375.00
Default: 2013 Annual Payment – \$5,085.08; 2013 Taxes - \$470.58

Brian & Deborah Lindelof, 20211 Fawn Rd, Pine City, MN 55063
East Half of East Half of South Half of Southwest Quarter of Southwest
Quarter, Section Ten (10), Township Thirty-nine (39), Range Twenty (20)
Parcel #08.0124.008
Date of Purchase: September 21, 2012
Purchase Amount: \$18,900.00; Balance \$17,010.00
Default: 2013 Annual Payment: \$4,404.25

Alexander J & Deanna L Springsteen, PO Box 25, Big Lake, MN 55309-0025
Lot Seven (7), Block Four (4), Rearrangement of Hogans 28. Subject to all
public highways
Parcel #33.5692.000
Date of Purchase: June 4, 2012
Purchase Amount: \$7,500.00; Balance \$6,500.00
Default: 2013 Annual Payment: \$2,201.74; 2013 Taxes: \$118.01

George J Urban, 250 Brent LN, PCC Box 1230, Pensacola, FL 32503
North Half of Southwest Quarter of Northeast Quarter (N1/2 of SW1/4 of NE1/4)
and , Section Seventeen (17), Township Forty-three (43), Range Twenty-one
(21)
Parcel #27.0216.000 & 27.0218.000
Date of Purchase: October 12, 2011
Purchase Amount: \$3,500.00; Balance \$1,499.00
Default: 2014 Annual Payment: \$1,247.31

Ch 832 – Repurchase Cancellations

James R Koller Jr., 2672 4th Ave E, North St. Paul, MN 55109
Rearrangement of Hogans 28, Lot 7, Block 2
Parcel #33.5644.000
Date of Purchase: November 2, 2010
Repurchase Amount: \$1,132.27; Balance: \$815.24
Default: 2013 Annual Payment - \$213.75

NOW, THEREFORE, BE IT RESOLVED; that the Pine County Board of Commissioners hereby approves the cancellation of land purchase or repurchase contracts as provided for in M.S. 282.01.

March 18, 2014
Date

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

Attest: David Minke, Pine County Administrator

PINE COUNTY REQUEST FOR BOARD ACTION

<p>Requested Board Date:</p> <p>March 18, 2014</p>	<p><u>Consent Agenda</u> (Please Circle)</p> <p>Regular Agenda Estimated Time: (Please Circle) _____ 10 Min. 15 Min.</p> <p>Time needed 30 Min. 45 Min. 1 hour</p>
<p>Department Requesting Action:</p> <p>HHS</p>	<p> 3/11/14 Department Head Signature Date</p>
<p>Item for Discussion: (one form per item) Consider Janet Ashmore, CMH Social Worker to attend the "MACMH 2014 Child & Adolescent Mental Health Conference" in Duluth April 27-29, 2014</p> <p><i>Funds available in 2014 HHS budget.</i></p> <p>Registration: \$335.00 Membership: \$0 Meals: 0 Travel: \$97.00</p> <p>TOTAL: \$432.00</p> <p>(Payment Source:</p> <p>Board Action Requested: (Attach additional pages if needed) Approval</p> <p style="text-align: right;">Supporting Documents: Attached None</p>	
<p> </p>	

PINE COUNTY REQUEST FOR BOARD ACTION

<p>Requested Board Date:</p> <p>March 18, 2014</p>	<p><u>Consent Agenda</u> (Please Circle)</p> <p>Regular Agenda Estimated Time: (Please Circle) 10 Min. 15 Min.</p> <p>Time needed 30 Min. 45 Min. 1 hour</p>
<p>Department Requesting Action:</p> <p>HHS</p>	<p> 3/11/14 Department Head Signature Date</p>
<p>Item for Discussion: (one form per item) Consider Stacy Rodd, CMH Social Worker to attend the "MACMH 2014 Child & Adolescent Mental Health Conference" in Duluth April 28-29, 2014</p> <p><i>Funds available in 2014 HHS budget.</i></p> <p>Registration: \$335.00 Membership: \$10.00 Meals: 0 Travel: \$63.84</p> <p>TOTAL: \$408.84</p> <p>(Payment Source:</p> <p>Board Action Requested: (Attach additional pages if needed) Approval</p> <p style="text-align: right;">Supporting Documents: Attached None</p>	

PINE COUNTY PERSONNEL COMMITTEE

Minutes

March 11, 2014

9:00 a.m. – Commissioners Conference Room

Pine County Courthouse

Pine City, MN

Members: Commissioner Chaffee

Commissioner Rossow

Present: County Administrator David Minke, Probation Director Terryl Arola, County

Auditor/Treasurer Cathy Clemmer, Public Works Director Mark LeBrun, Jail

Administrator Rick Boland

1. The meeting was called to order at 9:00 am.
2. Agenda additions –Commissioner Rossow motioned to recommend the agenda with additions for approval, Commissioner Chaffee seconded. Motion carried 2-0.
 - a. Added under 8(d) – consideration of performance increase for Kevin Newman.
3. Approve Minutes from February 11, 2014 Personnel meeting – Commissioner Rossow motioned to recommend for approval, Commissioner Chaffee seconded. Motion carried 2-0,
4. Auditor
 - a. Paul Johnson Auditor/HHS Fiscal restructure discussion. County Auditor/Treasurer Cathy Clemmer provided information on the HHS fiscal restructure and an update on the staff movement. Cathy Clemmer presented information on a performance increase for Chief Deputy Auditor/Treasurer Paul Johnson and requested an increase of \$2.26/hr putting him at \$31.25/hr due to his performance.

Committee recommended a performance increase for Chief Deputy Auditor Treasurer Paul Johnson of \$2.26/hr to \$31.25/hr effective March 16, 2014 for approval. Motion carried 2-0.
5. Jail
 - a. Acknowledge termination of PT Corrections Officer Sara Anderson (probationary employee) effective February 22, 2014 and authorize immediate replacement of PT position. Jail Administrator Rick Boland presented information on current staffing and hiring plans for the Pine County Jail.

Commissioner Rossow motioned to recommend replacement of PT position for approval, Commissioner Chaffee seconded. Motion carried 2-0.

- b. Acknowledge resignation of FT Corrections Officer Jeffrey Niles effective February 28, 2014 and authorize replacement of FT position.

Commissioner Rossow motioned to recommend replacement of FT position for approval, Commissioner Chaffee seconded. Motion carried 2-0.

6. Highway

- a. Approved the termination of Highway Maintenance Worker Brandon Summerland (probationary employee) effective February 28, 2014 and authorize replacement (not to be filled until May of this year). Public Works Director Mark LeBrun presented information on current Highway Department staffing and requested a backfill.

Commissioner Rossow motioned to recommend backfill of Highway Maintenance Worker position, to be hired in May 2014 or later, for approval, Commissioner Chaffee seconded. Motion carried 2-0.

7. Probation

- a. Approval to hire a .4 FTE part-time probation agent position out of the 2014 budget. Probation Director Terryl Arola presented information on a request for a .4 FTE position in Probation and recent cost savings due to staff turnover. Commissioner Chaffee motioned to recommend a .4 FTE position for approval as it will be within the 2014 budget. Commissioner Rossow seconded. Motion carried 2-0.

8. Administrator

- a. Review classification and compensation request for proposals. County Administrator David Minke presented information on potential request for proposal options for a county-wide classification and compensation system and what a study could look like for Pine County. Further discussion was held. Direction was given to HR and Payroll Specialist Matt Christenson to attend class and compensation presentations at the MCHRMA spring conference and report back.

- b. Establish county employee recognition program. Discussion was held as to a potential employee recognition program for Pine County. Going forward, employees will be recognized for 20 and 30 years.
- c. Matt Christenson HR and Payroll Specialist performance review. County Administrator David Minke presented information on a performance increase for HR and Payroll Specialist Matt Christenson.
The committee recommended a performance increase of \$0.98/hr. to \$20.50/hr. for HR and Payroll Specialist Matt Christenson effective April 3, 2014.
- d. Approve a performance increase for Building Maintenance Supervisor Kevin Newman to \$26.88/hour effective on his anniversary date of March 5, 2014. County Administrator Minke presented information on a performance increase for Building Maintenance Supervisor Kevin Newman.
The committee recommended a performance increase of \$0.71/hr to \$26.88/hr for Building Maintenance Supervisor Kevin Newman effective March 5, 2014.
Motion carried 2-0.

9. Other

- 10. The meeting was adjourned at 10:35 am.

Facility Committee Minutes
March 5, 2014, 9:00 a.m.
Commissioner Conference Room – Pine County Courthouse
Pine City, Minnesota

The meeting was called to order at 9:10 a.m. Present were Commissioners Mitch Pangerl and Matt Ludwig, Administrator David Minke and Maintenance Supervisor Kevin Newman.

Minutes of the February 4, 2014 Facility Committee meeting were reviewed and approved.

The agenda was reviewed and approved.

Sunshade

- Newman updated the committee on the issue of the sun shining in the courthouse. The idea is to block the sun by using historic photos that are enlarged. The cost estimate is approximately \$3,500, which would be for eight photos. Newman will get three written quotes and bring back to the committee.

Leases

- Guardian Ad Litem:
The committee reviewed the Guardian ad Litem lease. Deputy Auditor/Treasurer Paul Johnson was able to negotiate an increase from \$500 per month to \$1,384 month starting April 1, 2014.
- Pine Government Center:
 - The lease with the City of Pine City allows for a cancellation with a one-year notice after January 1, 2014.
 - Pangerl wants to be very fair on how the square footage is calculated. Newman has square foot calculations by tenant and will distribute that information to the committee.
 - The City does exterior snow removal and lawn mowing.
 - The Committee desires to explore meeting with the City to ensure the lease is working for the City and to consider mutually agreeable modifications to the lease for the remaining five years.
 - Minke will propose meeting with them at the next Facility Committee meeting.

SWCD Building Windows

- Newman said he has given direction to the contractor to install the last window at SWCD.

With no further business, the meeting was adjourned at 9:55 a.m.

PINE COUNTY REQUEST FOR BOARD ACTION

<p>Requested Board Date:</p> <p>March 18, 2014</p>	<p>Consent Agenda <i>(Please Circle)</i></p> <p>Regular Agenda</p> <p>Estimated Time: <i>(Please Circle)</i></p> <p><u>5 min</u> 10 Min. 15 Min.</p> <p>Time needed</p> <p>30 Min. 45 Min. 1 hour</p>
<p>Department Requesting Action:</p> <p><u>PINE COUNTY PUBLIC WORKS</u></p>	<p> 3/11/14</p> <p>Department Head Signature Date</p>

<p>Item for Discussion: (one form per item)</p>	
<p>Federal Funding Update-MN DOT</p>	
<p>Board Action Requested: (Attach additional pages if needed)</p>	
<p>Discussion</p> <p align="right">Supporting Documents Attached None</p>	
<p> </p>	
<p> </p>	

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: March 18, 2014	Consent Agenda <i>(Please Circle)</i> Regular Agenda Estimated Time: <i>(Please Circle)</i> ___ 5 min ___ 10 Min. 15 Min. <small>Time needed</small> 30 Min. 45 Min. 1 hour
Department Requesting Action: <u>Pine County Public Works</u>	 3/12/14 Department Head Signature Date

<p>Item for Discussion: (one form per item)</p> <p>Cooperative Agreement with Pine City Township for Bridge #L5966</p> <p>Board Action Requested: (Attach additional pages if needed)</p> <p>Approve and sign</p> <p align="right">Supporting Documents: Attached None</p>

**Pine County Cooperative Agreement
with
Pine City Township**

WITNESSETH: This agreement by and between the County of Pine, a political subdivision of the State of Minnesota hereinafter referred to as the "County", and the Town of **Pine City**, a political subdivision of the State of Minnesota hereinafter referred to as the "Township";

Whereas, the Township has requested the County to act on their behalf in the opening of bids, award of contracts, and the inspection of construction activities for the proposed improvement known as State Aid Project 058-599-042 for Bridge No. L5966 over County Ditch #2 on **Pine City Township Road Milburn Road** , and

Whereas, SAP 058-599-042 has been identified as being eligible for receipt of Township Bridge funds and Bridge Bond Funds, and

Whereas, Township Bridge funding requires the Township to contribute a local share to the costs of construction, and

Whereas, the Minnesota Department of Transportation shall determine the level and scope of specification preparation, construction plan detail, and materials inspection, and

Whereas, the Township has expressed its willingness to execute a cooperative agreement with the County to mutually identify responsibilities and obligations for SAP 058-599-042.

NOW, THEREFORE, IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:

1. The County shall review the necessary construction plans, specifications, proposals, and estimates prepared by others for submittal and approval to a construction status by the Minnesota Department of Transportation.

2. The County shall take bids and make recommendation for award of the construction contract, shall perform the construction administration (advertisement of bids, partial and final estimates, and final reports) and field work (surveying and staking).

3. The County will hire a qualified consulting engineer to provide the necessary hydraulic analysis, plan design, and construction inspection as required by the Minnesota Department of Transportation regulations and as determined by the County Engineer.

4. The County will not charge the Township for services outlined in items 1 and 2. Item 3 will be paid for by the Township.

5. The Township's local share of the bridge replacement costs shall be defined as bridge removal, clearing and grubbing, excavation items, all other non-participating items as shown on the plans and detailed in the special provisions and proposal, and any other costs not covered by the Township Bridge Funding.

6. The Township shall reimburse the County their local share of the items not covered by Township Bridge Funding after the contract is finalized.

7. Upon completion of the project, the Township shall maintain or arrange for the maintenance of

the bridge structure; the County shall continue annual bridge inspections of the structure.

8. The Township and County agree to indemnify each other and hold each other harmless from any and all claims, causes of action, lawsuits, judgements, charges, demands, costs and expenses including, but not limited to, interest involved therein, attorneys' fees and costs and expenses connected therewith arising out of or resulting from the failure of any party to satisfy the provisions of this agreement or for damages caused to fourth parties as a result of the manner in which the Township or County perform or fail to perform duties imposed on each party by the terms of this agreement.

10. Nothing herein shall constitute a waiver by any party of the limits of liability provided in Minnesota Statutes No. 466 or other applicable law.

IN WITNESS THEREOF, the parties have caused this Agreement to be executed.

TOWN OF **PINE CITY**, MINNESOTA

COUNTY OF PINE, MINNESOTA

By _____

By _____

County Administrator

Its _____

Approved as to Form:

By _____

County Attorney Date

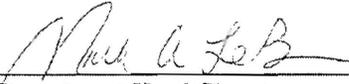
Its _____

Recommended for Approval:

Date _____

County Engineer Date

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: March 18, 2014	Consent Agenda <i>(Please Circle)</i> Regular Agenda Estimated Time: <i>(Please Circle)</i> _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action: <u>Pine County Public Works</u>	 3/12/14 Department Head Signature Date

<p>Item for Discussion: (one form per item)</p> <p>Final Payment on Contract #1301</p> <p>SP 058-611-013 Located on CSAH 11; From County Line to CSAH 61</p> <p>Board Action Requested: (Attach additional pages if needed) Authorize final payment to Tri-City Paving, Inc. in the amount of \$111,669.89</p> <p align="right">Supporting Documents: Attached None</p>
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