



AGENDA
PINE COUNTY BOARD MEETING

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

Tuesday, April 21, 2015, 10:00 a.m.
Board Room, Pine County Courthouse
Pine City, Minnesota

- A) Call meeting to order
- B) Pledge of Allegiance
- C) Public Forum. Members of the public are invited to speak on items not on the agenda. Each speaker should state his/her name and limit comments to three (3) minutes.
- D) Adopt Agenda
- E) Approve Minutes of April 7, 2015 County Board Meeting and Summary for publication.
- F) Minutes of Boards, Committees and Correspondence
 - Pine County HRA Senior Housing Board of Directors Regular Meeting Minutes – February 25, 2015
 - East Central Regional Library Board Minutes – March 9, 2015
 - Department of Health correspondence dated April 6, 2015 – Michelle Kelash
- 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 March, 2015 Cash Balance (attached)

Fund	March 31, 2014	March 31, 2015	Increase(Decrease)
General Fund	(182,130)	1,243,199	1,425,329
Health and Human Services Fund	33,513	(502,138)	(535,652)
Road and Bridge Fund	2,242,631	4,321,475	2,078,844
Land Management Fund	1,926,572	2,143,680	217,108
TOTAL (inc non-major funds)	4,737,558	7,665,015	2,927,456

2. Application for Abatement

- Consider approval of the following Applications for Abatement:
- Karl & Peggy Rogalla, Pine City, PID 28.0612.000, pay 2015
 - Rodney & Julie Bodell, 7507 560th St., Pine City, PID 43.0423.000, pay 2015
 - David & Debra Green, 17473 Peggy Ln., Grasston, PID 28.5525.000, pay 2015

Application for Abatements continued:

Mari Ann Olson, 322 1st St. So., Brook Park, PID 35.5073.000, pay 2015

Robert Hunt, Pine City, PID 42.0009.002, pay 2015

3. Temporary 3.2 Licenses

Consider approval of two (2) 3.2 Temporary Licenses for Finlayson-Giese Sportsmen Club, May 30 and 31 and September 6 and 7, 2015. Approved by Pine Lake Township, Pine County Sheriff and Pine County Attorney.

4. Donation of Equipment

Acknowledge the donation by the Sheriff's Department of old light bars and control boxes to various fire departments within Pine County.

5. Appointment to Northeast Minnesota Emergency Services Board – Owner & Operators Committee

Consider appointment of Sheriff Jeff Nelson, Chief Deputy Paul Widenstrom, Denise Baran, Marcella Danielson and Ellena Veldhouse as representatives to the Northeast Minnesota Emergency Services Board Owner & Operators Committee.

6. Emergency Management

Consider appointment of Sheriff Jeff Nelson as Director, and Chief Deputy Paul Widenstrom as Chief Deputy, of Emergency Management. Authorize Board Chair, Sheriff and Chief Deputy to sign Loyalty Oath cards.

7. Application for Grant

Consider approval for Health & Human Services Director Becky Foss to apply for a \$5,500 grant through the Greater Pine Area Endowment for the purchase of 24 anatomically correct dolls. There is no match requirement by the county.

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

A. Consider approval of full-time status for Eligibility Worker Brianne Neil, effective April 13, 2015.

B. Consider approval of full-time status for Social Services Supervisor Barbara Schmidt, effective April 22, 2015.

9. Hiring

A. Authorize the hiring of Deputy Sheriff Daniel Adams, effective May 4, 2015, \$20.28 per hour, C42, step 1.

B. Authorize the hiring of Land and Resources Manager Caleb Anderson, effective May 4, 2015, \$23.50 per hour, C43.

10. Promotion

Consider approval of the promotion of Peter Umbreit to Building Maintenance Lead Worker, effective April 21, 2015, \$19.09 per hour, B23, step 6.

11. Training

Consider Probation Agents Jeremie Reinhart, Amber Chase, Laura Stylski and Travis Fisher to attend the 58th Annual MACPO Spring Conference, May 20-21, 2015, Brainerd. Registration \$125 (x4); lodging/double occupancy (includes all meals) \$150 (x4); and mileage (3 agents traveling together in one vehicle). Total cost: \$1,100 plus mileage. Funds are available in the 2015 Probation budget.

REGULAR AGENDA

1. Introduction of Assistant County Attorney Christopher Nippoldt

2. Personnel Committee

Personnel Committee met April 14, 2015 and made the following recommendations (Minutes attached):

Sheriff:

- A. Approve the hiring of three (3) part-time (less than 32 hours per week) deputies. Funds are available in the 2015 Sheriff's budget.
- B. Approve the creation of an eligibility list for a patrol sergeant position. Approve patrol sergeant backfill and any vacancies created through internal promotion.

Health & Human Services:

- A. Approve temporary schedule reduction for one (1) public health position; defer approval of one (1) public health staff to HHS Director Foss after the hiring of a new public health supervisor, with notification to the Personnel Committee.
- B. Approve full-time status to part-time Office Support Specialist (Sandstone) Jennifer Knoll. Funds are available in the 2015 HHS budget.

Building Maintenance:

Acknowledge resignation of Building Maintenance Lead Worker Dave Mulvaney effective April 3, 2015 and approve backfill for this position together with any vacancies created through internal promotion. There is the expectation this new position will work primarily in the jail and sheriff's office.

Administration:

Approve a \$1.00 per hour market adjustment for Human Resources and Payroll Specialist Matt Christenson and approve title change to Human Resources Manager effective April 3, 2015 (his anniversary date).

Other items are for informational purposes only.

3. Midwest Medical Examiner's Office Annual Update

Dr. A. Quinn Strobl will present the annual report.

4. Family Pathways

Presentation by Executive Director Rich Smith.

5. Pine Technical and Community College Presentation

Presentation of 2014 Annual Report and 2015 programming by Executive Director Dwayne Green.

6. Tax-Forfeited Property – Sturgeon Lake Access

- A. Consider approval for Pine County to make application for a state deed for tax-forfeited parcels PID 33.0669.000, 33.0673.000 and 33.0674.000.
- B. Upon receipt of the state deed, approval to resell parcels PID 33.0669.000, 33.0673.000 and 33.0674.00 to the appropriate owners' association and authorize the Board Chair and County Administrator to sign the state deed.

7. Fund Transfer – Ditch Fund

Consider approval for transfer of \$34.75 from Ditch 4 fund to Ditch 1 fund, and \$20,234.49 from the General Fund 01 to Ditch Fund 14 to eliminate the deficit fund balance.

8. Ditch

Discussion.

9. Final Payment on Contract #1305

Consider approval of final payment to Midwest Contracting, LLC in the amount of \$27,736.30 for Contract #1305 related to:

SAP 058-617-018 Located on CSAH 17 over South Fork Grindstone River

SAP 058-599-040 Located on South Fork Road over South Fork Grindstone River

SAP 058-599-041 Located on Cross Park Road over East Pokegama Creek

10. AFSCME MN Council 65, Local #1904, AFL-CIO Non-Licensed Employees of Sheriff's Department

Consider approval of the AFSCME MN Council 65, Local #1904, AFL-CIO Non-Licensed Employees of Sheriff's Department (corrections officers and dispatchers) for contract period January 1, 2014 through December 31, 2016 and authorize Board Chair and County Administrator to sign.

11. 2015 First Quarter Financial Update

Update by County Administrator David Minke of budget through March 31, 2015.

12. Set Special Meeting/Committee of the Whole

Set a Special Meeting/Committee of the Whole for July 28, 2015 at 9:00 a.m. at the Duquette Community Hall, 88179 State Highway 23, Kerrick.

13. Commissioner Updates

East Central Solid Waste Commission (ECSWC)

East Central Regional Library Board

Methamphetamine Task Force

Kanabec-Pine Community Health Board

Arrowhead Counties Association

Extension Committee

Other

14. Other

15. Upcoming Meetings –(Subject to Change)

- a. **Technology Committee, Tuesday, April 21, 2015, 8:30 a.m.**, Commissioners' Conference Room, Courthouse, Pine City, Minnesota.
- b. **Pine County Board Meeting, Tuesday, April 21, 2015, 10:00 a.m.**, Board Room, Pine County Courthouse, Pine City, Minnesota.
- c. **Special Meeting – City/County Relations, Tuesday, April 21, 2015, 7:00 p.m.**, Board Room, Pine County Courthouse, Pine City, Minnesota.
- d. **NLX, Wednesday, April 22, 2015, 10:00 a.m.**, Board Room, Pine County Courthouse, Pine City, Minnesota.
- e. **NE MN Regional Radio Board, Thursday, April 23, 2015, 10:00 a.m.**, Jail Training Room, Pine County Courthouse, Pine City, Minnesota.
- f. **Central MN EMS Regional Meeting, Thursday, April 23, 2015, 12:00 p.m.**, Stearns County Service Center, Waite Park, Minnesota.
- g. **GPS 45:93, Friday, April 24, 2015 10:00 a.m.**, Cambridge City Hall Council Chambers, 300 3rd Avenue NE, Cambridge, Minnesota.
- h. **Snake River Watershed Meeting, Monday, April 27, 2015, 9:00 a.m.**, Kanabec County Courthouse basement meeting rooms 3&4, Mora, Minnesota.

16. Adjourn

MINUTES OF PINE COUNTY BOARD MEETING

Regular Meeting

Tuesday, April 7, 2015, 10:00 a.m.
Public Health Building, Sandstone, Minnesota

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

The Pledge of Allegiance was said.

Chair Hallan called for public comment. Sheriff Nelson indicated the week of April 12-18, 2015 is National Public Safety Telecommunicators' Week and recognized Pine County's 911 dispatchers for their important and critical part in public safety.

Chair Hallan requested the following revisions to the Agenda:

Addition to Consent Agenda: #11A: Promotion of part-time Corrections Officer Anne Watrin to full-time.

Addition to Regular Agenda: #6A: Set Special Meeting-Committee of the Whole-May 26, 2015, Royalton Town Hall.

#8A: Other: Grant Opportunity-Electric Vehicle Lease

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

Commissioner Chaffee moved to approve the Minutes of the March 17, 2015 board meeting and Summary for publication. Second by Commissioner Ludwig. Motion carried 5-0.

Commissioner Mohr moved to approve the Minutes of the March 24, 2015 Special Meeting-Committee of the Whole. Second by Commissioner Rossow. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

Probation Advisory Committee Unapproved Minutes – February 24, 2015

Pine County Land Surveyor Monthly Report – March 2015

Pine County Soil and Water Conservation District Minutes - March 5, 2015

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

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

CONSENT AGENDA

1. March, 2015 Disbursements

Approve Disbursements Journal Report, March 1, 2015 – March 31, 2015.

2. Application for Exempt Permit

Approve Application for Exempt Permit for the Kerrick Firefighter's Relief Association to conduct Minnesota lawful gambling on October 23, 2015 at the Nickerson Bar, 94430 Main St., Nickerson (Nickerson Township).

3. **Temporary Liquor License**
Approve a temporary 3.2 license for Jack Pine Riders.
4. **Cancellation of 2012 Outstanding Warrants**
Approve cancellation of 2012 outstanding warrants.
5. **2015 Timber Auction**
Approve eight tracts of timber (11,100 cords) to be offered at auction May 13, 2015.
6. **2015 State Board and Water Safety Grant**
Approve the 2015 State Board and Water Safety Grant in the amount of \$7,951.00 and authorize Board Chair, County Administrator and County Sheriff to sign. Term of grant is January 1, 2015 through June 30, 2016. There is no matching of funds necessary by the county.
7. **Prosecution Contract – City of Pine City (2015)**
Approve the Agreement for Prosecution Services with the City of Pine City in the amount of \$8,250 (April 1, 2015 – December 31, 2015) and authorize Board Chair and County Auditor to sign. This is a one-year Agreement which will expire on January 1, 2016.
8. **Law Enforcement Contract – City of Pine City (2015-2017)**
Approve the Agreement for Law Enforcement Services with the City of Pine City for a three-year term, January 1, 2015 through December 31, 2017, as follows:
 - 01/01/15-12/31/15: \$165,162.50 (\$45.25 per hour)
 - 01/01/16-12/31/16: \$166,987.50 (\$45.75 per hour)
 - 01/01/17-12/31/17: \$168,812.50 (\$46.25 per hour)
 and authorize Board Chair and County Attorney to sign. Said enforcement services shall be provided by the sheriff's office to the city of Pine City 10 hours per day, seven days a week.
9. **Law Enforcement Contract – Pathfinder Village (2015)**
Approve the Agreement for Law Enforcement Services with Pathfinder Village as follows: 05/01/15-12/31/15: \$4,700. Said amount is for 100 hours of duty at \$47 per hour (5-hour minimum per duty day), and authorize Board Chair and County Administrator to sign.
10. **Probation Advisory Committee Appointments**
Approve appointment of Mark Diggan (representing District 5) and Mike Milano (representing District 3) to the Probation Advisory Committee. Both parties have agreed to their appointment.
11. **Personnel (Full-Time Status/Completion of Probationary Period)**
Approve full-time status for Social Services Supervisor Beth Jarvis, effective April 13, 2015.
- 11A. **Promotion**
Approve the promotion of Corrections Officer Anne Watrin from part-time to full-time status, effective April 12, 2015.
12. **New Hire**
Approve the hiring of:
 - A. Joseph Broneak, deputy sheriff, effective March 30, 2015, \$20.28 per hour, C42.
 - B. Christopher Nippoldt, assistant county attorney, effective April 9, 2015, \$25.58 per hour, D61.
 - C. Jamie Dickey, part-time public health nurse, effective April 13, 2015, \$19.54 per hour, C42, step 1, not to exceed 30 hours per week.

13. **Training**

- A. Approve Social Workers Stacy Rodd, Heidi Burton and Janet Ashmore to attend the Minnesota Association for Children's Mental Health annual conference April 27-28, 2015. Total registration (\$340/person) and mileage for all three participants: \$1,430.
- B. Approve Fraud Investigators Kari Rybak and Osten Berg to attend the 28th Annual Fraud Investigators Spring Conference May 13-15, 2015 in Walker, Minnesota.
Rybak: Registration and Accommodations: Rybak-\$411.50 (no travel expenses requested for reimbursement). Berg: Registration, Accommodations, Travel: \$501.

REGULAR AGENDA

1. **Facilities Committee**

Commissioner Mohr provided an overview of the April 1, 2015 Facilities Committee meeting. Informational purposes only. Commissioner Mohr stated discussion was held regarding the Land and Resources Manager job description and duties, the recent OSHA inspection at the county buildings, utility costs of various county buildings, building maintenance, and a location for storage of the no-till drill.

2. **Child Abuse Prevention Month**

Health & Human Services Director Becky Foss stated April is Child Abuse Prevention Month. Foss and the County Board recognized Pine County's child protection unit for their hard work and dedication.

Motion by Commissioner Ludwig to approve Resolution 2015-11 proclaiming the month of April 2015 as Child Abuse Prevention Month in Pine County. Second by Commissioner Chaffee. Motion carried 5-0.

3. **Robin Mathews Recognition**

County Engineer Mark LeBrun recognized the appointment by Governor Dayton of County Surveyor Robin Mathews to the Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design. Mathews provided an overview of his responsibilities on this Board. The term is a four year term, with a two-term limit.

4. **2014 Highway Annual Report**

County Engineer Mark LeBrun reported to the board, and discussion was held, regarding the highway department's annual report. LeBrun commented on projects completed in 2014, fund balances and cash flow, equipment inventory and replacement, and the implementation of new projects with the wheelage tax funds.

5. **Sandstone Creamery Wells**

County Auditor-Treasurer Cathy Clemmer and Land Commissioner/Forester Greg Beck provided an update on the progress of sealing two wells located on the former Land-O-Lakes Creamery property (PID 45.0032.000) in Sandstone. Discussion was had regarding the two bids received from contractors, the grants available through the Minnesota Department of Health and BWSR, and other activities associated with the project. The Minnesota Department of Health grant would cost share at 50% with a cap at \$50,000 per grantee; the BWSR Grant would cost share at 75%.

Motion by Commissioner Chaffee to award the bid for the sealing of the two wells located upon the former Land-O-Lakes Creamery property to the low bidder, Bergerson-Caswell, in the amount of \$55,120. Should Bergerson-Caswell be unable to enter into a contract, the bid would be awarded to Keys Well Drilling Co., with a bid in the amount of \$59,525. Second by Commissioner Ludwig. Motion carried 5-0.

Motion by Commissioner Ludwig to approve the BWSR Grant administered through the Pine County Soil and Water District at a cost share of 75%. Second by Commissioner Chaffee. Motion carried 5-0.

6. **Set Special Meeting/Committee of the Whole**

As part of the 2015 Strategic Plan, the County Board will be holding a meeting in each of the five commissioner districts. Meeting dates/locations were discussed for districts 2 and 3.

Motion by Commissioner Chaffee to set a Special Meeting – Committee of the Whole meeting for June 23, 2015 at 9:00 a.m. at the IUOE Local 49 Training Facility (District 3), Hinckley. Second by Commissioner Mohr. Motion carried 5-0.

Motion by Commissioner Mohr to set a Special meeting – Committee of the Whole meeting for May 26, 2015 at 9:00 a.m. at the Royalton Town Hall, Braham (District 2). Second by Commissioner Ludwig. Motion carried 5-0.

7. **Commissioner Updates**

Kanabec/Pine Community Health Board: Mille Lacs County is interested in participating.

Law Library: Board provided an overview of what they do and their budget.

Arrowhead Counties Association: A phone conference was held with John Ongaro on pending bills.

Rush Line Corridor Task Force: Meeting cancelled.

Snake River Watershed Joint Powers Board: Discussion was held regarding the hiring of a person to promote the Snake River Watershed.

NLX: Meeting cancelled.

NE MN Regional Radio Board: Sheriff's Office is attending the Owners & Operators meeting; discussion held regarding the 911 upgrade.

GPS 45:93: Commissioners unable to attend.

Soil & Water Conservation District: A Water Management Specialist has been hired.

Other: None.

8. **Other**

Electric Vehicles Grant: County Engineer Mark LeBrun stated the Minnesota Pollution Control Agency has a grant program which will fund \$12,000 for a two-year lease of an electric vehicle. The County would be responsible for insurance and electric costs.

Motion by Commissioner Chaffee to notify the Minnesota Pollution Control Agency of the County's interest in the electric vehicle pilot project. Second by Commissioner Hallan. Motion carried 5-0.

9. **Adjourn**

With no further business, Chair Hallan adjourned the county board meeting at 11:35 a.m. The next regular meeting of the county board is scheduled for April 21, 2015 at 10:00 a.m. at the Board Room, Pine County Courthouse, Pine City, Minnesota.

Stephen M. Hallan, Chair
Board of Commissioners

David J. Minke, Administrator
Clerk to County Board

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

**Tuesday, April 7, 2015, 10:00 a.m.
Public Health Building, Sandstone, Minnesota**

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

The Pledge of Allegiance was said.

Chair Hallan called for public comment. Sheriff Nelson indicated the week of April 12-18, 2015 is National Public Safety Telecommunicators' Week and recognized Pine County's 911 dispatchers for their important and critical part in public safety.

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

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

Approve Disbursements Journal Report, March 1, 2015 – March 31, 2015.

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Approve a temporary 3.2 license for Jack Pine Riders.

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Approve eight tracts of timber (11,100 cords) to be offered at auction May 13, 2015.

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01/01/17-12/31/17: \$168,812.50 (\$46.25 per hour)

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Approve appointment of Mark Diggan (District 5) and Mike Milano (District 3) to the Probation Advisory Committee.

Approve full-time status for Social Services Supervisor Beth Jarvis, effective April 13, 2015.

Approve the promotion of Corrections Officer Anne Watrin from part-time to full-time status, effective April 12, 2015.

Approve the hiring of Joseph Broneak, deputy sheriff, effective March 30, 2015, \$20.28 per hour, C42; Christopher Nippoldt, assistant county attorney, effective April 9, 2015, \$25.58 per hour, D61; and Jamie Dickey, part-time public health nurse, effective April 13, 2015, \$19.54 per hour, C42, step 1, not to exceed 30 hours per week.

Approve Social Workers Stacy Rodd, Heidi Burton and Janet Ashmore to attend the Minnesota Association for Children's Mental Health annual conference. Total cost: \$1,430.

Approve Fraud Investigators Kari Rybak and Osten Berg to attend the 28th Annual Fraud Investigators Spring Conference. Total cost: Rybak/\$411, Berg/\$501.

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Stephen M. Hallan, Chair
Board of Commissioners

David J. Minke, Administrator
Clerk to County Board

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

PINE COUNTY HRA SENIOR HOUSING

510 Fifth Street Office
Sandstone, MN 55072
(320) 245-5140
pinehra@ecenet.com

APR 1 2015

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 February 25, 2015, at the Sandstone Manor. Commissioners of the HRA present were Board Chair Dorothy Stockamp, Jan Oak, Cheri Drilling, Carl Steffen, and Greg Kvasnicka. Staff member present was Executive Director Janice Gustafson. Residents present were Margot Rising, Mary Frances Carter, and Rebecca Niedzielski.

1. The meeting was called to order at 2:00 p.m. by Board Chair D. Stockamp and the Pledge of Allegiance was said.
2. The HRA Board minutes from January 28, 2015, were reviewed by the 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.
3. The monthly financial statements and the investment report were presented by J. Gustafson. A motion was made by G. Kvasnicka and was seconded by Board Chair D. Stockamp to approve the financial statements and the investment report. Motion carried: Yeas 5, Nays 0.
4. Executive Director's Report. The written Executive Director's report was reviewed by Board members.
5. Old Business.
 - a) Vacancies. There are no vacancies at either Manor at this point in time.
 - b) A check has been received from FM #11's insurance carrier for property damage liability to the outside of the Finlayson Manor building on November 23, 2014.
6. New Business.
 - a) The Board members went into closed session at 2:20 p.m. and back into open session at 2:35 p.m. A motion was made by Board Chair D. Stockamp and was seconded by C. Drilling to accept the resignation of

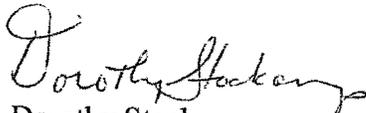
Susan Blake, Resident Manager at the Finlayson Manor. Susan resigned because of health reasons.

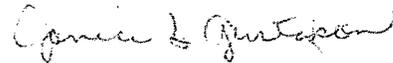
- b) The Sandstone Quarry Lions were at the Sandstone Manor on February 11, 2015, and hosted a Valentine party for the residents. The residents were very appreciative of Lions Arlene Rabe and Carol Sundem for making the day very special.

7. Resident Comments/Questions.

- a) Sandstone Manor resident, Margot Rising, ordered a digital piano for her personal use for \$600. She does not want to donate it to the HRA but wants to keep it in the Community Room. She requested the Board make an exception to the policy that residents cannot store their personal property in the Community Room. An upright piano and an organ/piano are already in the Community Room for resident use. After extensive discussion, a motion was made by Board Chair D. Stockamp, and was seconded by C. Steffen that the HRA reimburse Margot Rising \$600 for the digital piano. The digital piano would be HRA property and could be used by all the residents. Reimbursement to Margot Rising would be subject to recommendation by her as to the acceptable quality of the digital piano. Motion carried: Yeas 5, Nays 0.
- b) Sandstone Manor resident, Rebecca Niedzielski, stated the puzzles the residents work on are being stored at a height that some of the residents were unable to reach and asked if they could be lowered. A motion was made by J. Oak and was seconded by Board Chair D. Stockamp for J. Gustafson to look into the situation and see what could be done to make the puzzles more assessable to all the residents. Motion carried: Yeas 5, Nays 0.
- c) Rebecca Niedzielski also asked if the HRA would purchase and install soaker water hoses in the resident's personal garden areas. J. Gustafson stated in past years there had been soaker water hoses along the front of the building but the residents requested they be removed. They preferred to be responsible for watering their own plants. The Board recommended to Rebecca she survey the current residents before the next Board meeting in Sandstone and determine their preference. The HRA does provide garden hoses on an upright stationary reel for resident use but Rebecca stated she didn't like having to unwind and wind the hose on the reel.

8. A motion was made by C. Steffen and was seconded by C. Drilling to adjourn the meeting at 3:00 p.m. Motion carried: Yeas 5, Nays 0.
9. The next HRA Board meeting is scheduled for March 25, 2015, at the Finlayson Manor.


Dorothy Stockamp
HRA Board Chair


Janice S. Gustafson
Executive Director

14.

Time: Monday, March 9, 2015

Place: ECRL Headquarters, Cambridge

Present: Board Members – Niemi, Don (Aitkin); Raisanen, James (Aitkin); Byrne, Richard (Chisago); Schlumbohm, William (Chisago); Lee, Karen (Isanti); Misiura, Audrey (Isanti); Warring, Mike (Isanti); Anderson, Gene (Kanabec); Arseneau Lee, Lise (Kanabec); Kramersmeier, Charlotte (Mille Lacs); Reynolds, Genny (Mille Lacs); Sauer, Tom (Mille Lacs); Goddard, Carol (Pine); Swanson, Margery (Pine); McMahan, George (Chisago); Jensen, Robert (Kanabec); Hommes, Linda (Aitkin)

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

Absent Board Members: Steve Chaffee (Pine)

Introductions for new member: Lise Arseneau Lee

Call to Order:

James Raisanen called the March 9, 2015 meeting of the East Central Regional Library to order at 9:30 a.m.

Pledge of Allegiance & Introductions:

Raisanen – Welcomes Lise Arseneau Lee representing Kanabec County.

Reading of Oath of Office for new board member.

Adopt/Amend Agenda:

Karen Lee: Move 11a Treasurer wishes to do with financial reports.

Misselt: Add Trustee issue/ talk about board packets.

Anderson: Add Mora library under New Business.

M/S/P: unanimous

McMahon/Kramersmeier – motion for amended agenda

Period for Public Comment – none

Approval of Previous Minutes – 2/9/15

M/S/P: unanimous

Misiura/Goddard

Bills: February 2015

Karen Lee – Explains check for over \$9,000 returned to state. Money previously distributed was requested to be returned, there was no wrong doing, but was a state action. State determined that based on regional library telecommunication costs, ECRL (as well as 4 other regions) had been overpaid. Check needs to be approved for audit purposes.

M/S/P: unanimous

Karen Lee/Jensen - Motion to approve this payment.

Discussion - foot note for 2015 audit will be needed

M/S/P: unanimous

Karen Lee/Hommes - move to accept February 2015 bills as presented.

Financial Reports: February 2015

M/S/P: unanimous

Karen Lee/ McMahon - move to accept financial report as presented.

Karen lee: Final 2014 statements for the auditor is also in this packet. K. Lee explains some of the changes and would like this approved by the board.

M/S/P: unanimous

Karen Lee/McMahon

ECRL Administrative Reports

A. Director's Organizational Report

Misselt: Recognizes two staff member appointed to MILE, only 25 are selected across the state.

ECRL Resource Librarian Sarah Hawkins and Hinckley Branch Librarian Carolyn Avaire are part of the 2015 class.

B: Branch Highlights

Lydon: Aitkin had received a USDA grant for new furnishings and purchased a smart play spot for the children's section with some of that money.

Carolyn Avaire started last week as Hinckley Branch Librarian - Goddard will coordinate a welcoming for her. The Legacy straw bale gardening program is very successful in several branches. The video that is part of the Minnesota Book Awards, funded as a statewide Legacy project is currently running on TPT (channel 2).

Lydon: Presentation – Overview of Collection Policy and Procedures

Vickie Sorn, Sarah Hawkins, Marcia Ledin are invited to attend and introduced.

Q & A on weeding procedures

Other Reports:

Planning Committee - chair, James Raisanen

Recommendation #1: Staff training day sometime this year

Karen Lee: We need a motion: to authorize Director to close libraries for staff training.

M/S/P: unanimous

Niemi/Goddard

Recommendation #2: Develop a new website to provide information and to especially advertise all Legacy programs and other branch activities, including children's programs.

Misselt: There is funding in this year's budget. We will identify someone to develop the site and bring a proposal back to board.

Discussion

Personnel Committee:

Goddard: Carla Lydon stepped in for Barbara Misselt in her absence; asks board for Substitute Directors appointment and pay for January 22 to March 3, 2015.

M/S/P: unanimous

Goddard/Hommes

Old Business: -

Library Automation Support – information on progress to get proposals to provide this service.

New Business:

Gene Anderson: Asked for status of getting new service desk for the Mora library. Feels this has taken a long time. Misselt reported that architect Steve Johnson has met with Branch Librarian to determine needs. She will contact Johnson to get proposal.

Trustee Issues:

Board Directory, 2015: - in packet

2015 Legislative Session – Misselt thanks to Karen Lee and Carla Lydon for representing the region and presenting our platform, despite snowstorm.

Other: board packets and who gets them.

Misselt: Explains the cost of sending packets to board members. We could do an electronic copy per email. Discussion – no changes needed

Future agenda:

Change Personnel Committee meeting will be on March 30th.

Sauer requests numbering pages on future board packets.

Raisanen will sign annual report to State Library – bring report for next meeting.

Next Meeting:

April 13, 2015 ECRL Headquarters at 9:30 a.m.

Motion to Adjourn:

Time: 11:30

Niemi/Karen Lee

M/S/P: unanimous

Audrey Misiura, Secretary

Marlys Carlson, Recorder



AGENDA REQUEST FORM

Date of Meeting: 4/21/2015

- County Board**
 Consent Agenda
 Regular Agenda 5 mins. 10 mins. 15 mins. Other
- Personnel Committee**
- Other** Correspondence/Minutes

Agenda Item: Recognize Michelle Kelash for her work in HHS Accounting

Department: HHS

Michelle Kelash
Department Head signature

Background information on Item:

A letter, dated April 6, was received from the MN Department of Human Services. The letter commends staff for perfect performance in meeting DHS Human Service financial reporting requirements for calendar year 2014. A great majority of this work is completed by Michelle Kelash, who spends countless hours ensuring that she submits all of the appropriate paperwork to DHS for maximum reimbursement. She is a huge asset to HHS.

Action Requested:

Recognize Michelle Kelash and HHS Accounting for perfect performance in meeting DHS Human Service financial reporting requirements.

Financial Impact:

N/A



Minnesota Department of **Human Services**

APR 10 2015

April 6, 2015

Mr. Steve Hallan, Chair
Pine County Board of Commissioners
635 Northridge Dr NW
Pine City, MN 55063

Dear Commissioner Hallan:

It is my pleasure to commend you and your staff for perfect performance in meeting DHS Human Service financial reporting requirements for calendar year 2014. All key quarterly fiscal reports for programs your county participates in were submitted to our Financial Operations Division on or before the report deadlines and in perfect order. This effort required submission of 32 major reports covering the four calendar quarters of 2014. These reports are:

- LCTS Cost Report (local collaborative)*
- Income Maintenance Expense
- MFIP Consolidated Fund
- Social Service Fund
- Client Statistics
- Title IV-E
- SEAGR
- BRASS—Based Grant Fiscal Report

* If your county participates in a "local collaborative", submission of this report may require the collection of multiple local partner reports for consolidated submission to DHS.

I know this accomplishment requires planning, an efficient operation, and teamwork within your county Human Services Department. The result is timely revenue for your county and compliance with federal reporting for us at the State. Please congratulate your management and staff on this superb effort.

Sincerely,

Lucinda Jesson
Commissioner

cc: Rebecca Foss, Pine County Director



AGENDA REQUEST FORM

Date of Meeting: April 21, 2015

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

Agenda Item: March, 2015 Cash Balance

Department: Auditor-Treasurer

Cathy Clemons
Department Head signature

Background information on Item:

Action Requested:

Financial Impact:

TREASURER'S CASH TRIAL BALANCE COMPARISON

FUND	March 31, 2014 BALANCE	March 31, 2015 BALANCE	DIFFERENCE
1 - GENERAL	(182,130.46)	1,243,198.67	1,425,329.13
12 - H&HS	33,513.40	(502,138.26)	(535,651.66)
13 - ROAD & BRIDGE	2,242,631.36	4,321,475.41	2,078,844.05
22 - LAND	1,926,571.99	2,143,679.70	217,107.71
TOTAL (incl non-major funds)	\$4,737,558.13	\$7,665,014.51	2,927,456.38

CATHYJ
4/13/15 1:29PM

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

TREASURER'S CASH TRIAL BALANCE

As of 03/2015



<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1 General Revenue Fund	3,661,974.35			
Receipts		323,979.46	1,056,655.55	
Disbursements		337,450.28-	1,632,958.84-	
Payroll		719,764.33-	2,192,895.69-	
Journal Entries		2,133.20-	350,423.30	
Fund Total		735,368.35-	2,418,775.68-	1,243,198.67
12 Health & Human Services	420	H&Hs-Income Maintenance		
	2,016,009.86			
Receipts		98,823.74	417,967.92	
Disbursements		54,723.74-	182,080.08-	
Payroll		145,075.83-	427,772.97-	
Journal Entries		0.00	48,467.75	
Dept Total		100,975.83-	143,417.38-	1,872,592.48
12 Health & Human Services	430	H&Hs-Social Services		
	1,961,233.98-			
Receipts		118,748.63	562,324.00	
Disbursements		731.29	70,492.77-	
SSIS		195,780.70-	723,793.66-	
Payroll		133,369.08-	393,171.32-	
Journal Entries		0.00	69,984.53	
Dept Total		209,669.86-	555,149.22-	2,516,383.20-
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)		
	188,681.36			
Receipts		91,560.75	390,562.88	
Disbursements		52,581.98-	291,224.30-	
Payroll		85,206.21-	223,223.82-	
Journal Entries		0.00	11,278.65	

HMS -
-502,138.26

CATHYJ
4/13/15 1:29PM

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

TREASURER'S CASH TRIAL BALANCE

As of 03/2015



<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Dept Total		46,227.44-	112,606.59-	76,074.77
Fund Total	243,457.24	356,873.13-	811,173.19-	567,715.95-
13 Road & Bridge Fund	1,571,228.77			
Receipts		89,273.30	4,101,082.86	
Disbursements		172,392.23-	932,856.99-	
Payroll		157,029.02-	453,656.49-	
Journal Entries		2,055.00-	35,677.26	
Fund Total		242,202.95-	2,750,246.64	4,321,475.41
14 Ditch Maintenance (Sr) Fund	12,031.51			
Journal Entries		0.00	30.42	
Fund Total		0.00	30.42	12,061.93
20 County-Wide Rehab (Sr) Fund	189.13			
Receipts		0.02	0.11	
Journal Entries		0.00	0.09	
Fund Total		0.02	0.20	189.33
21 800 MHz Project Fund	0.00			
Fund Total		0.00	0.00	0.00
22 Land Management Fund	2,089,547.86			
Receipts		81,608.92	171,729.34	
Disbursements		209.27-	10,182.54-	
Payroll		5,831.15-	22,414.96-	
Journal Entries		0.00	85,000.00-	

CATHYJ
4/13/15 1:29PM

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

TREASURER'S CASH TRIAL BALANCE

As of 03/2015



<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Fund Total		75,568.50	54,131.84	2,143,679.70
29 Children's Collab (H&Hs) Agency Fund	440	Childrens Collaborative (H&Hs)		
	58,312.24			
Receipts		0.00	26,128.00	
Disbursements		16,647.00-	33,294.00-	
Journal Entries		0.00	11.72	
Dept Total		16,647.00-	7,154.28-	51,157.96
Fund Total	58,312.24	16,647.00-	7,154.28-	51,157.96
35 2004 Street Reconstruct Bond Fund				
	0.00			
Fund Total		0.00	0.00	0.00
37 County Railroad Authority				
	5,043.78			
Disbursements		0.00	500.00-	
Journal Entries		0.00	299.85	
Fund Total		0.00	200.15-	4,843.63
38 Building Fund				
	7,303.52			
Fund Total		0.00	0.00	7,303.52
39 2005A G.O. Jail Bonds				
	993,252.24			
Receipts		0.00	2,909.68	
Disbursements		0.00	903,930.63-	
Journal Entries		0.00	33,931.13	
Fund Total		0.00	867,089.82-	126,182.42

CATHYJ
4/13/15 1:29PM

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

TREASURER'S CASH TRIAL BALANCE

As of 03/2015



<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
40 2012 G.O. Courthouse Bonds				
	836,470.66			
Disbursements		0.00	741,725.00-	
Journal Entries		0.00	26,163.09	
Fund Total		0.00	715,561.91-	120,908.75
41 2005 Hra Bonds				
	0.00			
Fund Total		0.00	0.00	0.00
76 Group Health Ins Fund 5/1/95 (Gen)				
	712,304.76-			
Receipts		246,138.29	783,659.71	
Disbursements		414,990.84-	774,866.29-	
Journal Entries		4,418.00	13,254.00	
Fund Total		164,434.55-	22,047.42	690,257.34-
80 County Collections Agency Fund				
	19,014.47			
Receipts		7,970.53	447,547.07	
Disbursements		434,421.20-	449,919.20-	
Fund Total		426,450.67-	2,372.13-	16,642.34
82 Taxes And Penalties Agency Fund				
	963,797.96			
Receipts		309,128.21	777,333.76	
Disbursements		407.43-	528,346.00-	
Journal Entries		0.00	450,870.90-	
Fund Total		308,720.78	201,883.14-	761,914.82
84 East Central Drug Task Force Agency Fur				
	103,203.39			
Receipts		15,868.00	45,487.53	

CATHYJ
4/13/15 1:29PM

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

TREASURER'S CASH TRIAL BALANCE

As of 03/2015



<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Disbursements		114.90-	49,431.53-	
Journal Entries		229.80-	229.80-	
Fund Total		15,521.30	4,173.80-	99,029.59
89 H & Hs Collections Agency Fund	601 Non-Departmental			
	6,368.21			
Receipts		12,809.41	71,926.01	
Disbursements		481.60-	8,754.40-	
Journal Entries		0.00	55,120.09-	
Dept Total		12,327.81	8,051.52	14,419.73
Fund Total	6,368.21	12,327.81	8,051.52	14,419.73
All Funds	9,858,890.57			
Receipts		1,395,907.26	8,855,314.42	
Disbursements		1,483,689.18-	6,610,562.57-	
SSIS		195,780.70-	723,793.66-	
Payroll		1,246,275.62-	3,713,135.25-	
Journal Entries		0.00	1,699.00-	
Total		1,529,838.24-	2,193,876.06-	7,665,014.51



AGENDA REQUEST FORM

Date of Meeting: April 21, 2015

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

Agenda Item: Applications for Abatement

Department: Auditor-Treasurer

Cathy Clemons
Department Head signature

Background information on Item:

- Karl & Peggy Rogalla, Pine City, PID 28.0612.000, pay 2015
- Rodney & Julie Bodell, 7507 560th St, Pine City, PID 43.0423.000, pay 2015
- David & Debra Green, 17473 Peggy Ln, Grasston, PID 28.5525.000, pay 2015
- Mari Ann Olson, 322 1st St S, Brook Park, PID 35.5073.000, pay 2015
- Robert Hunt, Pine City, PID 42.0009.002, pay 2015

Action Requested:

Financial Impact:

APPLICATION FOR ABATEMENT - HOMESTEAD FORM

(M.S. 375.192)

DATE: 4/3/15
Abatement # AB15-18

For Taxes Levied In: 2014
And Payable In: 2015

Please Print Or Type

Applicants Name: Karl & Peggy Rogalla
Applicant's SSN: on file
Telephone (Home): (320) 627-3214
Telephone (Work):
Applicants Mailing Address: 442 7th Avenue
Pine City, MN 55063

Description Of Property:
Property ID or Parcel Number: 28.0612.000
Street Address: n/a
Township/City: Pokegama Twp
School District: 578

Legal Description: NE 1/4 NE 1/4
Stc 11, Twp 39, Rng 22

OWNERSHIP DATA

I/We declare that I/We owned and occupied the property described above for the purpose of homestead on January 2 (or Dec 1, 2014 mid-year homesteads) and that such occupancy began on Sept 6, 2014 and that my/our ownership is evidenced by a Warranty deed dated June 7, 2001 which provides for a sole/shared ownership interest by a total of 2 persons.

Minn. Stat., Sec. 375.192, Subd. 1 requires the names and social security numbers of all property owners claiming homestead to verify that they are not receiving more than one homestead. Your social security number is private information. If you fail to provide the social security numbers, this property will not be eligible for the homestead classification. State law provides for county government to make social security numbers available only to the Minnesota Department of Revenue.

Owner's Name: Karl Rogalla Jr. Social Security Number: on file
Owner's Name: Peggy Rogalla Social Security Number: on file
Owner's Name: Social Security Number:
Owner's Name: Social Security Number:

Applicants Request:

Applicant Requests that the real estate described above be classified for the above year as real estate used for the purposes of a homestead and that the taxable value and the taxes for the above year be reduced accordingly. This statement is a true and full statement of all facts known to the applicant relative to this matter.

Applicant's Signature: Karl Rogalla Jr.

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."

REPORT OF INVESTIGATION:

I hereby report that I have investigated the statements made in the foregoing application and find the facts to be as follows:

Special Ag Hmstd Application was denied because farmer wasn't a relative, however, farmer is a brother-in-law, wording of the question was poor. The applicant(s) has/have provided the following documentation as proof of occupancy:

Signature of Investigator: [Signature] Date: 4/3/15

Signature of Investigator
Pine County

Date

APPLICATION FOR ABATEMENT - HOMESTEAD FORM

(M.S. 375.192)

DATE: 4/2/15
Abatement # AB15-15

For Taxes Levied In: 2014
And Payable In: 2015

Please Print Or Type

Applicants Name: <u>Rodney & Julie Badell</u>	Applicants Mailing Address: <u>7507 560th St Pine City, MN 55063</u>
Applicant's SSN: <u>on file</u>	
Telephone (Home): _____	
Telephone (Work): _____	

Description Of Property: _____ Property ID or Parcel Number: 43.0423.000
 Street Address: 7507 560th St. - Pine City
 Township/City: Rock Creek
 School District: 578

Legal Description: W 247' of S 264' of E 280' SW 1/4 Sect 22, Twp 38, Rng 21

OWNERSHIP DATA

I/We declare that I/We owned and occupied the property described above for the purpose of homestead on January 2 2014 (or Dec 1, _____ mid-year homesteads) and that such occupancy began on Jan 4, 1993 and that my/our ownership is evidenced by a warranty deed dated _____ which provides for a sole/shared ownership interest by a total of 2 persons.

Minn. Stat., Sec. 375.192, Subd. 1 requires the names and social security numbers of all property owners claiming homestead to verify that they are not receiving more than one homestead. Your social security number is private information. If you fail to provide the social security numbers, this property will not be eligible for the homestead classification. State law provides for county government to make social security numbers available only to the Minnesota Department of Revenue.

Owner's Name: Rodney Badell Social Security Number: on file
 Owner's Name: Julie Badell Social Security Number: on file
 Owner's Name: _____ Social Security Number: _____
 Owner's Name: _____ Social Security Number: _____

Applicants Request:

Applicant Requests that the real estate described above be classified for the above year as real estate used for the purposes of a homestead and that the taxable value and the taxes for the above year be reduced accordingly. This statement is a true and full statement of all facts known to the applicant relative to this matter.

Applicant's Signature: [Signature]
Admin Abatement

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."

REPORT OF INVESTIGATION:

I hereby report that I have investigated the statements made in the foregoing application and find the facts to be as follows:
we were notified by Chisago Co. that they filed homestead there, however, it was actually the owner's children, not the owners.
 The applicant(s) has/have provided the following documentation as proof of occupancy:

[Signature] 4/2/15
Signature of Investigator Date

APPLICATION FOR ABATEMENT - GENERAL FORM

(M.S. 375.192)

DATE: 4/2/15

For Taxes Levied In: 2014
And Payable In: 2015

Abatement # AB15-14

Please Print Or Type

Applicants Name: David + Debra Green	Applicants Mailing Address: 510 SALLY Cir. Kogon, MN 55121
Applicant's SSN: _____	
Telephone (Home): 612-954-1273	
Telephone (Work): _____	

Description Of Property: Property ID or Parcel Number: 28.5225.000
Street Address: 17473 Poppy Ln - Grasston
Township/City: Pokegama Twp
School District: 578

Legal Description: Lot 5, Block 3, Dunlookin 1st Addition.

ASSESSOR'S ESTIMATED MARKET VALUE:

Land: 25,700 Structures: 66,900 Total: 92,600 Classification: 201-0-093

Applicants Statement of Facts:

Applicant purchased the property in 2013 and CRU came through as seasonal use. Applicant also called to make sure we had it as seasonal use, however we only changed it for pay 2016.

Applicants Request:

Classify as seasonal for pay 2015.

Applicant's Signature: [Signature] Admin. Abatement.

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."

APPLICATION FOR ABATEMENT - GENERAL FORM

(M.S. 375.192)

DATE: 4/2/15

For Taxes Levied In: 2014
And Payable In: 2015

Abatement # AB15-116

Please Print Or Type

Applicants Name: <u>Mari Ann Olson</u>	Applicants Mailing Address: <u>11610 Hwy 95, Lot 152</u>
Applicant's SSN: <u>On File</u>	<u>Billings, MT, AZ 96442</u>
Telephone (Home): <u>929-272-9535</u>	
Telephone (Work):	

Description Of Property: Property ID or Parcel Number: 35.5073.000
Street Address: 227 1st St S - Brook Park
Township/City: Brook Park Brook Park City
School District: 2165

Legal Description: lots 7 + 8 Block 6
Fairview Add to Brook Park

ASSESSOR'S ESTIMATED MARKET VALUE:

Land: 14,300 Structures: 17,800 Total: 29,100 Classification: 201-1-000

Applicants Statement of Facts:

The pole shed burned 10+ years ago and value was previously abated.

Applicants Request:

Remove pole shed value.

Applicant's Signature: [Signature]
Admin Abatement

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."

APPLICATION FOR ABATEMENT - GENERAL FORM
(M.S. 375.192)

DATE: April 3, 2015

For Taxes Levied In: 2014
And Payable In: 2015

Abatement # AB15-17

Please Print Or Type

Applicants Name: <u>Robert J. Hunt</u>	Applicants Mailing Address: <u>743 Chadwood Ln SW</u>
Applicant's SSN: <u>SS# on file</u>	<u>Pine City, MN 55063</u>
Telephone (Home): <u>-</u>	
Telephone (Work): <u>-</u>	

Description Of Property: Property ID or Parcel Number: 42.0009.002
Street Address: -
Township/City: City of Pine City
School District: # 578

Legal Description:
Parts of Lot 2+11, And Subd
Sect 4 Twp 38 Rng 21

ASSESSOR'S ESTIMATED MARKET VALUE:

Land: \$ 20,500 Structures: 0 Total: \$ 20,500 Classification: Res Non-Hstd

Applicants Statement of Facts:

Property was split by 2 deeds. One split was missed & left in Sellers name. Buyer thought the 1 tax street was for both lots & therefore didn't question the value.

Applicants Request:

This parcel should be valued in conjunction with parcel 42.0009.001 and therefore valued as 1 lot instead of 2, with only 1 site amenity.

Applicant's Signature: [Signature]

Admin Abatement

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."



AGENDA REQUEST FORM

Date of Meeting: April 21, 2015

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

Agenda Item: Two Temporary 3.2 Applications

Department: AUDITOR

Cathy Chamer
Department Head signature

Background information on Item:

Approval of 2 (two) 3.2 Temporary Licenses for Finlayson-Giese Sportsmen Club
May 30 and 31 and September 6 and 7, 2015

Approved by: Pine Lake Township, Pine County Sheriff and Pine County Attorney

Action Requested:

Financial Impact:



AGENDA REQUEST FORM

Date of Meeting: April 21, 2015

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

Agenda Item: Donation of old, unused equipment

Department: Sheriff


Department Head signature

Background information on Item:

The Sheriff's Office was in possession of some older, unused lightbars and control boxes. The items no longer were in use or were unusable with our current fleet.

Action Requested:

Acknowledge the donation to various Pine County Fire Departments of old lightbars and control boxes.

Financial Impact:

None. The items were taking up storage space, were no longer usable by the Sheriff's Office and will offset expenses for the Fire Departments throughout Pine County.



AGENDA REQUEST FORM

Date of Meeting: April 21, 2015

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

Agenda Item: Appointment to Owner's and Operator's Committee

Department: Pine County Sheriff's Office

Department Head signature

Background information on Item:

Pine County is in need of authorized representation for the Owner and Operator's Committee.

Action Requested:

The Pine County Sheriff's Office respectfully asks the County Board to acknowledge the appointment of five representatives: Sheriff Jeff Nelson, Chief Deputy Paul Widenstrom, Denise Baran, Marcella Danielson, and Ellena Veldhouse.

Financial Impact:

**Northeast Minnesota Emergency Services Board
Appointment to Board or Committee**

The following appointments have been made by the governing body of Pine County
in accordance with the terms of the Joint Powers Agreement governing the Northeast Minnesota
Emergency Services Board to provide authorized representation to serve a term commencing on
_____ on the Owners & Operator' Committee/~~Board~~ representing
Pine County, a member of the Northeast Minnesota Emergency Services Board:

Please check the appropriate box to indicate which board or committee appointment is being made.

- Emergency Services Board (1) representative (1) Alternate
- Regional Advisory Committee (1) representative
- Users Committee (1) representative
- Owner & Operators Committee (1-5) representatives

Representative:

Jeff Nelson
Name

Sheriff
Title

635 Northridge Drive, Ste 100
Address

Pine City, MN 55063
City/State/Zip

Jeffrey.Nelson@co.pine.mn.us
Email

320-629-8380
Phone

Alternate: *see attached

Paul Widenstrom
Name

Chief Deputy
Title

635 Northridge Drive, Ste 100
Address

Pine City, MN 55063
City/State/Zip

Paul.Widenstrom@co.pine.mn.us
Email

320-629-8380
Phone

I certify the appointments herein listed have been approved by the governing body of
Pine County, a member of the Northeast Minnesota Emergency Services
Board, this 21st day of April, 2015.

Signed: _____

Title: Chair, Pine County Board of Commissioners

Printed Name: Stephen M. Hallan

Northeast Minnesota Emergency Services Board

Appointment to Owner & Operators Committee (5 representatives)

Alternates: (continued)

Denise Baran, Pine County Sheriff's Office Office Manager
635 Northridge Drive NW, Suite 100
Pine City, MN 55063
Denise.Baran@co.pine.mn.us
320-629-8385

Marcella Danielson, Dispatcher
635 Northridge Drive NW, Suite 100
Pine City, MN 55063
Marcella.Danielson@co.pine.mn.us
320-629-8380

Ellena Veldhouse, Dispatcher
635 Northridge Drive NW, Suite 100
Pine City, MN 55063
Ellena.Veldhouse@co.pine.mn.us
320-629-8380



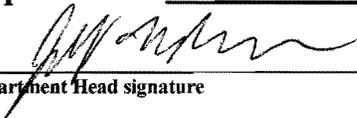
AGENDA REQUEST FORM

Date of Meeting: April 21, 2015

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

Agenda Item: Appointment of EM Director/Deputy Director

Department: Pine County Sheriff's Office



Department Head signature

Background information on Item:

Pine County Emergency Management has signed loyalty oath cards in years past. The cards are signed by the County Board for each appointment. A card is needed for both the Sheriff Jeff Nelson and Chief Deputy Paul Widenstrom as they are appointed as Director and Deputy Director of Emergency Management. Denise Baran, Emergency Management Coordinator, has a Loyalty Oath Card dated from 2009.

Original cards are kept on file with the Regional Program Coordinator and the State of Minnesota HSEM.

Action Requested:

PCSO respectfully asks for the County Board to sign the Loyalty Oath cards for each the Sheriff and Chief Deputy.

Financial Impact:

none

12.25 LOCAL ORGANIZATIONS; DIRECTORS, DUTIES.

Subdivision 1. Political subdivisions; director, responsibilities.

Each political subdivision shall establish a local organization for emergency management in accordance with the state emergency management program, but no town shall establish a local organization for emergency management without approval of the state director. Each local organization for emergency management must have a director appointed forthwith: in a city by the mayor, in a town by the town board, and for a public corporation organized and existing under sections 473.601 to 473.679 by its governing body. The local director is directly responsible for the organization, administration, and operation of the local organization for emergency management, subject to the direction and control of the local governing body.

Subd. 2. Counties; director, responsibilities.

(a) Each county emergency management organization must have a director and one or more deputy directors. They must be appointed by the county board.

12.43 SUBVERSIVES; HIRING, USING; OATH.

No person may be employed or associated in any capacity in an Previous emergency Next Previous management Next organization established under this chapter who advocates or has advocated a change by force or violence in the constitutional form of the Government of the United States or in this state or the overthrow of any government in the United States by force or violence, or who has been convicted of or is under indictment or information charging any subversive act against the United States. Each person who is appointed to serve in an organization for Previous emergency Next Previous management Next shall, before entering upon any duties, take an oath, in writing, before a person authorized to administer oaths in this state, which must be substantially as follows:

"I,, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter. And I do further swear (or affirm) that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the Government of the United States or of this state by force or violence; and that during such time as I am a member of the (name of Previous emergency Next Previous management Next organization), I will not advocate nor become a member of any political party or organization that advocates the overthrow of the Government of the United States, or of this state, by force or violence."

2	PINE	
(HSEM REGION)	(COUNTY)	(MUNICIPALITY)

MN Department of Public Safety - Division of
Homeland Security & Emergency Management

(Prepare in duplicate)
SIGN LOYALTY OATH ON REVERSE SIDE

APPOINTMENT OF EMERGENCY MANAGEMENT DIRECTOR/COORDINATOR

Name: JEFFREY NELSON, DIRECTOR
(Director/Coordinator) (Date)

Office: 635 NORTHRIDGE DR NW, PINE CITY MN 55263
(Address) (Zip)

Telephone: (320) 629-8380 () (320) 629-8392
(Business) (Home) (Fax)

Appointed For: COUNTY () ()
(Cell) (Pager) (E-mail) (County, City, Township)

Occupation: SHERIFF

Appointed By: COUNTY BOARD (County Board, Mayor, Town Board)

Signed: _____
(Regional Program Coordinator) (Date Posted)

MPS-DEM
6-06

Title IV, Section 403, Minnesota Civil Defense Act of 1951, as amended:

I, JEFFREY NELSON, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of Minnesota against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

And I do further swear (or affirm) that I do not advocate nor am I a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence; and that during such time as I am a member of the PINE COUNTY HOMELAND SECURITY Emergency Management organization, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States, or of this state by force or violence.

Official authorized to administer oath:	
Signature	_____
Title	_____
Date	_____

New Director/Coordinator	
Signature	_____
Title	_____
Date	_____

2	PINE	
HSEM REGION)	(COUNTY)	(MUNICIPALITY)

MN Department of Public Safety
 Division of Emergency Management

(Prepare in duplicate)
SIGN LOYALTY OATH ON REVERSE SIDE

APPOINTMENT OF EMERGENCY MANAGEMENT DIRECTOR/COORDINATOR

Name: PAUL WIDENSTROM, DEPUTY DIRECTOR
(Director/Coordinator) (Date)

Office: 635 NORTHRIDGE DR NW, PINE CITY MN 55063
(Address) (Zip)

Telephone: (320) 629-8380 ()
(Business) (Home)

Appointed For: COUNTY (County, City, Township)

Occupation: CHIEF DEPUTY

Appointed By: COUNTY BOARD (County Board, Mayor, Town Board)

Signed: _____ _____
(Regional Program Coordinator) (Date Posted)

MPS-DEM
 3-00

Title IV, Section 403, Minnesota Civil Defense Act of 1951, as amended:

I, PAUL WIDENSTROM, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of Minnesota against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

And I do further swear (or affirm) that I do not advocate nor am I a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence; and that during such time as I am a member of the PINE COUNTY ~~HOMELAND SECURITY~~ Emergency Management organization, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States, or of this state by force or violence.

Official authorized to administer oath:
Signature _____
Title _____
Date _____

New Director/Coordinator <u>DEPUTY DIRECTOR</u>
Signature _____ <u>CHIEF DEPUTY</u>
Title _____
Date _____



AGENDA REQUEST FORM

Date of Meeting: 4/21/2015

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

Agenda Item: Authorize HHS Director to apply for grant

Department: HHS

Rebecca Foss
Department Head signature

Background information on Item:

There have been several conversations between HHS, PCSO and the Pine County Attorney's Office regarding our interview processes/protocols that are used when a child has allegedly been the victim of sexual abuse. As part of these conversations, the use of anatomically correct dolls was discussed. These can be used as an aid in the interview process, which will allow a child (only after s/he has disclosed abuse) to provide consistency and clarity to the allegations. The use of these dolls can be a powerful tool in keeping children safe and enhancing the chances of arrest and prosecution. HHS would like to purchase 24 anatomically correct dolls and appropriate clothing- cost would be \$5,500. The HHS Director would like to apply for a grant through the Greater Pine Area Endowment to purchase the anatomically correct dolls and clothing.

Action Requested:

Authorize HHS Director to apply for a grant through the GPAE in the amount of \$5,500 and be the fiscal host of the grant to purchase the above-referenced materials.

Financial Impact:

There is no mention of a match requirement in the materials. There would be no financial impact to any agency, with the possible exception of some postage/shipping costs to HHS.



AGENDA REQUEST FORM

Date of Meeting: 4/21/2015

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

Agenda Item: Grant regular full-time status to Brianne Neil

Department: HHS

Rebecca Fox
Department Head signature

Background information on Item:

Brianne Neil was hired as an Eligibility Worker and began her employment at HHS on October 13, 2014. She has satisfactorily completed her probation period.

Action Requested:

Grant regular status to Brianne Neil, effective April 13, 2015.

Financial Impact:

N/A



AGENDA REQUEST FORM

Date of Meeting: 4/21/2015

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

Agenda Item: Grant regular full-time status to Barbara Schmidt

Department: HHS

Rebecca Ts
Department Head signature

Background information on Item:

Barbara Schmidt was hired as a Social Services Supervisor and began her employment on October 22, 2014. Barb has done an excellent job leading the adult and disabilities services unit and should be granted regular status.

Action Requested:

Grant regular status to Barbara Schmidt, Social Services Supervisor, effective April 22, 2015.

Financial Impact:

N/A



AGENDA REQUEST FORM

Date of Meeting: April 21, 2015

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

Agenda Item: New Hire-Deputy

Department: Sheriff

Paul D. Peterson *Chief Deputy*
Department Head signature

Background information on Item:

The Sheriff's Office was approved to fill a deputy vacancy at the March 17, 2015 board meeting. The Sheriff's Office already had an eligibility list established for other approved hires.

Action Requested:

Acknowledge the hiring of Daniel Adams as Deputy Sheriff effective May 4, 2015. Starting pay \$20.28 C42 step 1.

Financial Impact:

None. Already a budgeted item for 2015. Hiring as a replacement to reach our staff limit of 32 set by the County Board.



AGENDA REQUEST FORM

Date of Meeting: April 21, 2015

- County Board**
 - Consent Agenda**
 - Regular Agenda** 5 mins. ___ 10 mins. ___ 15 mins. ___ Other ___
- Personnel Committee**
- Other** _____

Agenda Item: Approve hiring of Land and Resources Manager Caleb Anderson

Department: Administrator

Department Head signature

Background information on Item:

Interviews with 3 candidates were conducted on April 8, 2015 for the position of Land and Resources Manager. The interview panel consisted of County Administrator David Minke, HR and Payroll Specialist Matt Christenson and Land Services Director Kelly Schroeder.

The top candidate was Caleb Anderson who is currently working as an Ag Support Tech for the University of MN Duluth-Carlton County Extension office. An offer was made with the conditions of a successful background check and board approval.

This is a new position for Pine County and was approved at the March 17, 2015 board meeting. This position will report directly to the Land Services Director.

Action Requested:

Approve the hiring of Land and Resources Manager (C43) Caleb Anderson effective May 4, 2015 with a starting wage of \$23.50 per hour.

Financial Impact:

For 2015, funds are available from (1) savings on the old jail demolition and parking lot construction, (2) the \$25,000 in the 2015 budget for moving the emergency management function, and from the AIS grant.



AGENDA REQUEST FORM

Date of Meeting: April 21, 2015

- County Board**
 - Consent Agenda
 - Regular Agenda 5 mins. ___ 10 mins. ___ 15 mins. ___ Other ___
- Personnel Committee**
- Other** _____

Agenda Item: Approve Promotion of Peter Umbreit to Building Maintenance Lead Worker

Department: Administrator



 Department Head signature

Background information on Item:

Peter Umbreit has been selected as the top candidate for the vacant Building Maintenance Lead Worker position. Pete has worked for Pine County as a Building Maintenance Worker since February of 2010. He has primarily worked at the Pine Government Center and recently transitioned to the Courthouse as his primary work location to help during the transition of duties.

Action Requested:

Approve the promotion of Peter Umbreit to Building Maintenance Lead Worker (B23) effective April 21, 2015 with a starting wage of \$19.09 per hour, step 6 on the B23 AFSCME Courthouse wage scale.

Financial Impact:

Budgeted position.



AGENDA REQUEST FORM

Date of Meeting: 04/21/2015

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

Agenda Item: Approval for overnight training

Department: Probation

Department Head signature

Background information on Item:

Annual MACPO (Minnesota Association of County Probation Officer) Spring Training Conference. Cost of Training and accomodations are figured into the annual Pine County Probation Budget. The overnight stay requires board approval.

\$125 Registration

\$150 Double Occupancy (includes all meals)

*mileage to and from (3 agents traveling together in one vehicle)

Agents attending, Reinhart, Chase, Stylski, Fisher

Action Requested:

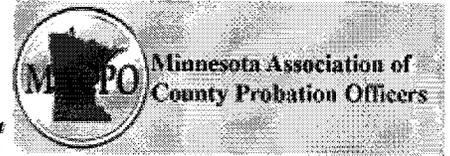
1) Approve Pine County Probation Agents to attend the 58th Annual MACPO Spring Conference May 20th and 21st (requiring overnight stay)

Financial Impact:

A training allocation of \$300 per agent has been pre- figured into the Probation Annual Budget.



CONFERENCE HIGHLIGHTS



◆WEDNESDAY, MAY 20, 2015◆

07:45 AM – 08:45 AM: **REGISTRATION** **(Whitebirch Room)**
VENDOR RESOURCE FAIR
CONTINENTAL BREAKFAST

08:45 AM – 09:00 AM: **WELCOME: MACPO PRESIDENT Deanna Ruffing** **(Minnesota I/II)**

09:00 AM – 11:30 PM: **KEYNOTE SPEAKER: Silent Impact: Influence Through Purpose, Persistence and Passion**

In this high energy, high impact presentation loaded with humor Joe Schmit inspires and teaches you how to ramp up the profound power of your influence. Through research, Joe has discovered that we make our biggest impressions when we are not trying to be impressive. You can become an "Impact Player" who makes everyone around you better just by being there.

If there were a going away party at your work place today, who would the most people show up for? That person is having a "Silent Impact" on everyone around them, but what is their secret? You can become that person of great influence. Joe's authentic style will rally the audience to embrace their own power of influence.

Presenter: **Joe Schmidt** **(Minnesota I/II)**

11:30 PM – 12:30 PM: **LUNCH** **(Lakeside Ballroom)**

12:30 PM – 02:30 PM: **CONCURRENT SESSIONS**

- **EJJ/Certification Studies (Heartland I/II)**

This presentation will discuss why EJJ/Certification studies are ordered, why they are necessary, how to prepare an EJJ/Certification study and what information can and should be included in the studies. The topic will be explored from the perspective of probation, prosecution and the psychologist.

Presenters: **Nicole Kern, Central MN Community Corrections**
Hal Pickett, Headway Emotional Health Systems
Dana Erickson Stearns County Attorney's Office

- **Fatigue to Fulfillment** (Heartland III/IV)

Any job can be stressful, but the field of corrections has particular characteristics that can lead to an elevated level of stress. As probation officers, you need to be aware of this fact and to learn appropriate stress management techniques that will help keep this stress at bay. This training addresses the causes of corrections burnout or Corrections Fatigue and the personal strategies you can use to increase your career fulfillment as a corrections professional.

Presenter: Marc Bloomquist and Jake McLellan, Dept. of Corrections

- **Profile of the Assailant** (Pelican)

When we say “domestic violence” what do we mean? Is this a one-time incident or a pattern of abusive control? This session will examine how violence is used in intimate, heterosexual relationships and make distinctions between the context and the power of that violence. This understanding of the context of violence helps us identify the predominant aggressor, the motivations driving the abusive behavior, and the patterned nature of the crime. By accurately profiling the assailant in domestic violence, or battering cases, we can develop effective strategies for the intervention and management of offenders while remaining clear on how best to assist the victim(s). “Best Practices” which attend to victim safety and offender accountability will be explored.

Presenter: Chuck Derry

2:30 PM – 03:00 PM: VENDOR RESOURCE FAIR (Whitebirch Room)

3:00 PM – 05:00 PM: CONCURRENT SESSIONS

- **Art Therapy and the Medicine Wheel** (Governors)

This presentation will give a brief introduction to creative art therapy and how it can honor and support well-being. The Medicine Wheel will be used as an example of how we can promote balance within an individual’s physical, emotional, mental, and spiritual gifts. Participants will have an opportunity to create a wheel to conceptualize what balance may look like in our own lives. The purpose of this presentation is to honor one’s own need for creative expression, balance and well-being so we can translate this awareness to our work within the community.

Presenter: Nokomis Paiz, Leech Lake Behavioral Health

- **Testify 101** (Heartland III/IV)

A basic outline of what to expect when obligated to testify in court. What information the prosecutor needs to be able to present to prove the Austin Factors. And, how to avoid having to testify at all in most cases.

Presenter: Chris Standlie, Cass County Attorney

- **How to Effectively Work with Street Minded Conduct Disordered Youth** (Heartland I/II)

This training will focus on how to effectively work with the youth who places value on the street’s version of “respect”, meeting short term wants through any means necessary, the hustle, and creating a sense for oneself of power, status, and control. The participants will learn what motivates these youth and effective interventions to use to give the youth the opportunity to make profound and durable changes.

Presenters: Kevin Szczyrbak and Nodin Morgenstern, Woodland Hills

• **Technology and Client Safety** (Pelican)

While technology has been helpful and, at times a lifeline for battered women, sometimes technology can be used against battered women and endanger their lives. This session will address old and new technology and the ways that it can help battered women and the ways it can harm.

Presenter: Rana Alexander, Battered Women's Legal Advocacy Project

06:00 PM – 07:30 PM: AWARDS RECEPTION/ BANQUET (Lakeside Ballroom)
Business Meeting and Legislative Update

08:00 PM – MIDNIGHT: VENDOR HOSPITALITY (Dockside)

09:00 PM – MIDNIGHT: LIVE ENTERTAINMENT (Dockside)

✦THURSDAY, MAY 21, 2015✦

7:00 AM – 8:00 AM: BREAKFAST (Marina II)

8:00 AM – 10:00 AM: CONCURRENT SESSIONS

• **Opiate Addiction, Hiding it from Family, Friends, and Probation (Heartland III/IV)**

In the training sessions we will cover topics such as drug trends, warning signs, intervention, and treatment options. This presentation will feature stories of opiate addiction and how it was hidden from friends, family, and probation

Presenter: Adam Pederson, MN Adult and Teen Challenge

• **Do Probation Officers have a Legal Responsibility in the Assessment of Problem Gambling? You Bet!** (Heartland I/II)

This training opportunity will focus on the statutory duties probation officers have in the assessments of problem and compulsive gambling existing with the offenders they are working with. Material presented will give a comprehensive overview of gambling patterns in Minnesota, dynamics of the gambling addiction process, and resources available for the problem gambler in the state. Attendees will also complete a case study of a problem gambler and be trained in use of the South Oaks Gambling Screen (SOGS) instrument. Printed resource material such as posters and brochures will also be distributed.

Presenter: Michael Downey, Northstar Problem Gambling Alliance

• **Minnesota's New Firearm Prohibitions** (Pelican)

In 2014, the Minnesota State Legislature created new prohibitions on firearm possession for individuals who are convicted of domestic abuse related crimes and respondents in orders for protections. This presentation will provide an overview of new and current laws and address implications for probation.

Presenter: Rana Alexander, Battered Women's Legal Advocacy Project

1:30 PM – 4:30 PM **KEYNOTE SPEAKER:** *Messy Conversations about Matters that Matter: This is how we do it*

(Minnesota I/II)

Perhaps more than ever in recent history, race and culture relative to the justice system are at the forefront of conversation and reform on many levels; probation being no exception. Although conversation on race and implications of policy and practices are uncomfortable for some, awareness and knowledge is imperative for effective case management and meaningful probation work. Raj leads discussion on what current research shows us about race in the justice system, but more importantly, how it translates to our daily practiced and the use of evidence based practices in probation. Tools rooted in restorative justice work and recidivism reduction are offered to allow for a culturally competent practice of EBP.

Presenter: Dr. Raj Sethuraju

MACPO WOULD LIKE TO THANK ALL OF THE PRE-REGISTERED VENDORS FOR THIS YEAR'S CONFERENCE

The image displays a grid of logos for various vendors and organizations. The logos include:

- PORT GROUP HOMES**
- Community Compliance Monitoring Services**
- RSI LABORATORIES** (A DIVISION OF RS EDEN)
- SCRAM SYSTEMS**
- NEXUS**
- MILLE LACS ACADEMY**
- VALLEY LAKE BOYS HOME**
- Intoxalock** (Helping people to live and drive responsibly)
- PLYP** (Prairie Lakes Youth Programs)
- MMS**
- GERARD ACADEMY**
- KINDRED FAMILY FOCUS**
- Mn Adult & Teen Challenge**
- WEST HILLS LODGE, INC.** (Adult Residential Chemical Dependency Treatment)
- NMJC**
- LAB SERVICES**
- Woodland Hills** (were in this together)
- Minnesota BCA** (Bureau of Criminal Apprehension)
- CORE Professional Services, P.A.**
- McCROSSAN BOYS RANCH** (Where life and learning meet.)
- MINNESOTA MONITORING** (HIGH MONITORING • DRUG & ALCOHOL TESTING)
- Leo A. Hoffmann Center, Inc.**
- Metropolitan State University**
- NORTH HOMES** (Children and Family Services)
- NAMI MINNESOTA** (National Alliance on Mental Illness)
- MMS** (Midwest Monitoring & Surveillance)
- Premier BIOTECH**
- madd** (Minnesota)
- Minnesota Corrections Association** (Established 1983)
- Northstar Alliance** (NORTHSTAR PROBLEM GAMBLING ALLIANCE)
- MN ORG**
- MOFAS** (FETAL ALCOHOL SYNDROME)
- West Central Regional Juvenile Center** (Nurturing Children Today... for a Quality Tomorrow)
- Wellcome Manor Family Services**
- WINGS**
- NYSTROM & ASSOCIATES, LTD.**
- Volunteers of America** (MINNESOTA)
- SEQUEL** (YOUTH AND FAMILY SERVICES)

PINE COUNTY PERSONNEL COMMITTEE

Minutes

April 14, 2015

9:00 a.m. – Commissioners Conference Room

Pine County Courthouse

Pine City, MN

Members: Commissioner Chaffee

Commissioner Rossow

Alternate: Commissioner Ludwig

1. The meeting was called to order at 9:00 a.m.
2. Commissioner Chaffee motioned to recommend the agenda for approval, Commissioner Rossow seconded. Motion carried 2-0.
3. Commissioner Rossow motioned to approve the minutes from the March 10, 2015 personnel meeting, Commissioner Chaffee seconded. Motion carried 2-0.
4. PCSO
 - a. Approve hiring of (3) part-time (PT) deputies. Sheriff Jeff Nelson provided the committee with a description of the benefits the PT staff could afford the department. PT staff would allow for coverage for leaves, training, and specials projects and reduce overtime costs. Chief Deputy Paul Widenstrom presented information on the Deputy Sheriff hiring process. PT Deputy benefit options were discussed. Commissioner Rossow expressed concern that any potential PT positions do not work FT hours and the need for the PT staff to reduce OT costs. Commissioner Chaffee requested clarification of the staffing need and potential budget impact of the additional staff. Discussion was held as to probationary periods and promotional opportunities for PT staff. Commissioner Rossow motioned to recommend the hiring of (3) part-time deputies to work fewer than 30 hours per week with the costs to be covered in the existing sheriff's office budget. Commissioner Chaffee seconded. Motion carried 2-0.
 - b. Approve creation of an eligibility list for Patrol Sergeant. Sheriff Jeff Nelson provided information on a potential Patrol Sergeant vacancy in the PCSO and the desire to create an eligibility list for hiring and begin the hiring process.
Committee provided direction to approve Patrol Sergeant backfill and any vacancies created through internal promotion for approval.
5. HHS
 - a. Approve schedule reduction for (2) Public Health positions. Health and Human Services (HHS) Director Becky Foss provided information on (2) HHS staff schedule reduction requests. Foss presented budgetary and staffing information to manage the reduction in hours. Discussion was held as to 37.5 versus 40 hours work weeks and staff scheduling.

Commissioner Chaffee motioned to recommend a temporary schedule reduction for (1) Public Health employee and defer approval of (1) Public Health staff to HHS Director Becky Foss after the new supervisor was hired, with notification to the personnel committee, Commissioner Rossow seconded. Motion carried 2-0.

- b. Approve full-time (FT) status to PT Office Support Specialist Jennifer Knoll. HHS Director Becky Foss presented information on a request for PT Office Support Specialist Jennifer Knoll to be made FT.

Commissioner Rossow motioned to recommend approving FT status to PT Office Support Specialist Jennifer Knoll, with costs to be covered in the existing HHS fund. Commissioner Chaffee seconded. Motion carried 2-0.

- c. Health and Human Services Voluntary Early Retirement Program (VERI) discussion. Discussion was held as to a draft VERI and the associated personnel costs for each position classification.

The VERI will not be considered further for implementation at this point. The committee provided direction to admin staff to establish a base VERI plan outline for the committee to consider should the potential for a program be discussed or pursued at a later date.

6. Building Maintenance

- a. Recognize resignation of Building Maintenance Lead Worker Dave Mulvaney effective April 3, 2015 and approve backfill for this position as well as any vacancies created through internal promotion. County Engineer/Building Maintenance Supervisor Mark LeBrun provided an update to the current staffing of the Building Maintenance department. Commissioner Chaffee expressed concern over the ongoing janitorial duties for the county buildings. A contract cleaning services has been brought on to assist with janitorial duties in the Public Works building, Pine Government Center and the Sandstone offices. LeBrun shared an ongoing building maintenance plan for heating and cooling systems at the multiple building locations. LeBrun expressed a desire for the backfilled Building Maintenance Worker position to work primarily in the jail and sheriff's department. Discussion was held as to which department the position would report to.

Commissioner Chaffee motioned to recognize the resignation of Building Maintenance Lead Worker Dave Mulvaney effective April 3, 2015 and approve backfill for this position as well as any vacancies created through internal promotion with the expectation the new position will work primarily in the jail and sheriff's department, Commissioner Rossow seconded. Motion carried 2-0.

7. Attorney

- a. County Attorney's office staffing discussion. County Attorney Reese Frederickson presented a staffing update on the attorney's office to the committee. Frederickson expressed a desire to change the status of a current PT Assistant County Attorney position to a FT Assistant County Attorney position due to an increased workload from the city prosecution contracts. The additional revenue from the city prosecution contracts would be used to pay for the additional staff time.

The committee provided a consensus for County Attorney Reese Frederickson to work towards a FT Assistant County Attorney position with a to-be-determined effective date to be brought back to the committee.

8. Administrator

- a. Approve \$1.00/hr market adjustment for Human Resources and Payroll Specialist Matt Christenson to \$23.05/hr and approve title change to Human Resources Manager. County Administrator David Minke presented information on a market adjustment/title change for HR and Payroll Specialist Matt Christenson effective on his anniversary date. Discussion was held as to the pending classification and compensation study in Pine County.
Commissioner Rossow motioned to recommend for approval a \$1.00 market adjustment for Human Resources and Payroll Specialist Matt Christenson and approve title change to Human Resources Manager effective on his anniversary date. Commissioner Chaffee seconded. Motion carried 2-0.
- b. United Way discussion. Discussion was held as to the potential for a United Way payroll deduction program to begin in Pine County allowing employees to make payroll deducted donations to a local United Way chapter. The committee expressed interest in hearing a presentation from the local United Way office.

9. Other

10. The meeting was adjourned at 11:20 a.m.



Midwest Medical Examiner's Office

14341 Rhinestone Street NW, Ramsey, MN 55303

Phone: 763-323-6400 ♦ Fax: 763-323-6479

A. Quinn Strobl M.D. Chief Medical Examiner

Anne Bracey M.D. ♦ Michael Madsen M.D.



April 2015

Dear Commissioners:

We at the Midwest Medical Examiner's Office greatly appreciate the opportunity to work with you and the law enforcement professionals of your community. The purpose of this report is to present a summary of medical examiner involvement for deaths occurring in Pine County during the year 2014.

One hundred and seventy-two deaths in Pine County were investigated by the medical examiner in 2014. Of the 172 deaths, 73 were registered hospice and 133 cremations were approved. Jurisdiction was assumed in 32 cases. Fourteen autopsies were performed.

Three deaths requiring an autopsy were due to natural causes. Two men, aged 60 and 72, died of heart disease. A 22-year-old woman died from blood clots in her lungs.

Twelve deaths were classified as accidental. Five of these were motor vehicle related incidents: a 24-year-old man, intoxicated with alcohol, was the unrestrained, ejected driver of a car that crashed; a 58-year-old man was pinned by a tractor; a 71-year-old man crashed his car into a tree; an 82-year-old woman was the passenger of a vehicle, driven by her husband, that apparently lost control due to icy road conditions and landed in an inverted position; and an 83-year-old man drove the wrong way and crashed into a fixed object.

Of the other accidental deaths, three involved drug toxicity: a 21-year-old man used heroin; a 38-year-old man misused his methadone prescription; and a 43-year-old man, with underlying heart disease, used methamphetamine. Lastly, a 74-year-old died from head injury following a fall down stairs and three people, aged 85, 92, and 96, died due to complications of injuries sustained in a fall from standing height.

There were four deaths attributed to suicide. Three people, two females and one male, were in their third decade. The youngest, a 12-year-old male, hanged himself.

There were no deaths classified as homicide in Pine County in 2014.

It is a privilege to serve as medical examiner for Pine County. Thank you for the opportunity to continue to work with you and the law enforcement professionals of your community. We look forward to the coming year and to contributing to the ongoing health and safety of your residents.

Sincerely,

A. Quinn Strobl, MD
Pine County Medical Examiner

AQS:kjr
CC: Sheriff Jeff Nelson



Medical Examiner Statistics For: Pine

January 1st through December 31st

	2010	2011	2012	2013	2014
Homicide	0	0	0	0	0
MVA Accident	0	0	0	0	5
Natural	0	0	0	0	16
Non MVA Accident	0	0	0	0	7
Reportable, Declined	0	0	0	0	140
Suicide	0	0	0	0	4
Total Cases:	0	0	0	0	172
<u>Autopsies</u>					
Complete	0	0	0	0	14
Total Autopsies:	0	0	0	0	14
Hospice	0	0	0	0	73
Cases Declined *	0	0	0	0	140
Scene Visits	0	0	0	0	2
Anthropology	0	0	0	0	0
Neuropathology Exams	0	0	0	0	1
Cardiac Pathology Exams	0	0	0	0	0
Cases With Histology	0	0	0	0	4
Cases With Toxicology	0	0	0	0	13
Lodox Imaging Performed	0	0	0	0	3
Unidentified Bodies	0	0	0	0	0
Unclaimed Bodies	0	0	0	0	0
Exhumations	0	0	0	0	0
Corneal Donations	0	0	0	0	0
Tissue Donations	0	0	0	0	0
Cremations	0	0	0	0	133

* Includes all Jurisdiction types other than "Assumed"



AGENDA REQUEST FORM

Date of Meeting: 4/21/2015

- County Board**
 Consent Agenda
 Regular Agenda 5 mins. 10 mins. 15 mins. Other
- Personnel Committee**
- Other** 20 - 30 mins

Agenda Item: 2014 Annual Report/Presentation by Dwayne Green, PTCC

Department: HHS

K. Green

Department Head signature

Background information on Item:

Dwayne Green, Executive Director- Employment and Training through PTCC, has requested to present his 2014 Annual Report to the County Board. He will also be talking about the 2015 programming and is looking at bringing one of his MFIP participants to give a short presentation about their participation in the program.

Action Requested:

N/A- presentation

Financial Impact:

N/A- presentation



Pine Technical & Community College

EMPLOYMENT & TRAINING CENTER

2014 Annual Report

6241 Main St., Suite 102
N. Branch, MN 55056
(651) 328-6240
(651) 328-6241 FAX
Chisago County

MN Workforce Center
140 Buchanan St. N Suite 152
Cambridge, MN 55008
(763) 279-4492
(763) 689-7140 FAX
Isanti County

155 2nd Ave. SW, Suite 102
Milaca, MN 56353
(320) 983-2222
(320) 983-6059 FAX
Mille Lacs County

900 4th St. SE
Pine City, MN 55063
(320) 629-6741
(800) 633-7284
(320) 629-1276 FAX
Pine County



Stefanie Schroeder, Dean
Workforce and Economic Development

Dwayne Green, Executive Director
Employment and Training Center

Employment and Training Center Programs

Minnesota Family Investment Program (MFIP)

The Minnesota Family Investment Program (MFIP) is a comprehensive work-focused welfare-reform program. Participants are encouraged and expected to work. Support services are provided to enable people to go to work and ensure their families are better off financially when they do work.

The goals of MFIP are:

- To encourage and enable all families to find employment
- To help families increase their income and move out of poverty
- To prevent long-term dependence on public assistance as a primary source of family income

ETC works with people to identify individual strengths and challenges as well as provide resources, support and opportunities for economic and personal success. These supports (cash grants, food supplements, and employment services) are provided to participants to promote independence and self-esteem while increasing wages earned through employment.

Diversionsary Work Program (DWP)

DWP is a short term work focused program for families applying for cash benefits. It provides a maximum of four consecutive months in a 12-month period of quick and intense Employment Services and supports. A structured and intensive job search activity is the cornerstone of the program. DWP helps motivate families towards financially sustaining employment rather than transition to MFIP. It also provides an opportunity to identify and resolve barriers to employment. DWP identifies individual strengths and challenges, and then provides resources, support and opportunities for economic and personal success. DWP benefits include housing and utility costs, paid to the vendor. The maximum benefit may not exceed the MFIP cash portion for a family of the same size.

The primary goal of DWP is to provide short term benefits, intensive work supports and other necessary services to families which will lead to:

- Unsubsidized employment
 - Increased economic stability
- AND**
- Reduced risk of needing long term assistance under the Minnesota Family Investment Program (MFIP).

An important secondary goal of DWP is to quickly identify and successfully address barriers that interfere with a DWP job seekers ability to successfully search for, obtain and retain unsubsidized employment. This secondary goal is important as it provides the opportunity for counties and ES providers to begin working with the job seeker to address barriers early, which should reduce the family's risk of hitting the MFIP 60-month time limit.

Supplemental Nutrition Assistance Program (SNAP)

SNAP Employment Training Program required in Minnesota Statute that the county agency shall provide to SNAP recipients an employment and training program which includes specific guidelines and components. The Employment and Training Center (ETC) provides orientation, assessment and develops an employment plan with ongoing case management for each participant. ETC also provides support service issuance, job seeking assistance, referral, and sharing of need to know information with County staff, including activity hours and employment details, etc...

Supported Employment

Supported Employment is a program ETC offers to participants, which allows them to attain needed job skills and real world employment experience that directly transfers to their resume. Besides establishing a solid work history participants also earn income for the work they are doing. ETC contracts with the Command Center of Cambridge to provide this opportunity to participants. Wages, workers compensation and unemployment insurance is paid for by ETC and community employers are supported by ETC staff, who continue to do case management with the participant in Supported Employment.

Besides assisting participants with Supported Employment opportunities, ETC also worked with a number of employers and community organizations to help participants gain job skills and employment opportunities in the community. Without these community relationships participants of ETC's services wouldn't be as successful.

We would like to acknowledge those Employers and Community Organizations we worked with in 2014:

RSI, Provide Care, CLO, Rosenbauer, Mains'l Services, Life by Design, Branch Manufacturing, Wilson Tool, Cambridge WFC, Restore, Family Pathways, Olympic Granola, Pregnancy Resource Center, Shalom Thrift Store, Mills Fleet Farm, Sinclair Station, Mille Lacs Health Care System, Milaca Post Office, Life Choices, Pearl Crisis Center, Pearl Community Closet, Milaca Public Library, Mille Lacs Community and Veteran's Services Chapman's, Milaca School District, s Community & Veteran's Services Human Resources Department, Spartan Staffing/Princeton, A-Z Driving, Mille Lacs County Salvation Army, Lighthouse Family Services/Princeton, Fairview Clinics/Milaca & Princeton, Fairview Pharmacy, Teal's Market, Little Red Wagon Child Care/Princeton, Casey's General Store, VOA/Onamia, Bellhaven, Confidence & Company, First National Bank of Milaca, Princeton Agencies Insurance, Greater MN Credit Union, Heggies Pizza, CoinTainer, Timber Trails, Dollar General, Billings Service Inc., Hofman Oil/BP, Food Shelf Pine City, Food Shelf Hinckley, Food Shelf Sandstone, St Mary's Catholic School, Changing Gaits, The Salvation Army Northwoods Camp, Fairview Hospital Wyoming, Little Stores, Inc., Mohr Parts and Supply, NAPA Cambridge, Billings Service, Pump-N-Munch, Chris Food Center, Meleen's Sport Center, Stacy Lent Tesoro, Hofman Oil, Chisago Heartland Express, Fisk Tire & Auto, Allstar Childcare, New Pathways, Allina Health Care Center Cambridge, Gold Key School, Command Center, Scofield Nursing Assistant Training Center, Adult Enrichment Center, Parent Support Outreach Program, North Branch Chamber of Commerce, Keystone Treatment Center, Canvas Health, Haven Center, Parent Aware, Elite Auto Repair, Lakes and Pines CAC, Mid MN Legal Aid, Nystrom & Assoc., St. Croix River Education District, Recycled Wardrobes, Fantastic Sam's, Therapeutic Services Agency

Pine County MFIP

Demographics

Total Served: _____ 250 (female-186, male- 64)
Exited: _____ 169
Highest Level of Education for MFIP Participants

- Less than 12 Years _____ 70 (28% of total caseload)
- HS Diploma/ GED _____ 154 (61.8% of total caseload)
- Beyond HS _____ 26

Average hourly wage at time of exit = \$10.60 per hour; (avg. wage at enrollment=\$9.60)

Mille Lacs County MFIP

Demographics

Total Served: _____ 196 (female-152, male-44)
Exited: _____ 137
Highest Level of Education for MFIP Participants

- Less than 12 Years _____ 63 (32.1% of total caseload)
- HS Diploma/ GED _____ 108 (55.1% of total caseload)
- Beyond HS _____ 25 (12.7% of total caseload)

Average hourly wage at time of exit = \$10.85 per hour; (avg. wage at enrollment=\$9.23)

Isanti County MFIP

Demographics

Total Served: _____ 237 (female-192, male-45)
Exited: _____ 172
Highest Level of Education for MFIP Participants

- Less than 12 Years _____ 59 (25% of total caseload)
- HS Diploma/ GED _____ 159 (67% of total caseload)
- Beyond HS _____ 19 (8% of total caseload)

Average hourly wage at time of exit = \$11.62 per hour; (avg. wage at enrollment=\$11.01)

Chisago County MFIP

Demographics

Total Served: _____ 166 (female-139, male- 27)
Exited: _____ 107
Highest Level of Education for MFIP Participants

- Less than 12 Years _____ 32 (19.28% of total caseload)
- HS Diploma/ GED _____ 92 (55.42% of total caseload)
- Beyond HS _____ 42 (25% of total caseload)

Average hourly wage at time of exit = \$10.68 per hour; (avg. wage at enrollment=\$10.35)

Pine County DWP

Demographics

Total Served: _____ 151 (female- 106, male- 45)
Exited: _____ 131
Entered unsubsidized employment: **47** (36% of total exited), Referred to MFIP: **24** (16% of total served)
Highest Level of Education completed

- Less than 12 Years _____ 32 (21.2% of total caseload)
- HS Diploma/ GED _____ 108 (71.5% of total caseload)
- Beyond HS _____ 11 (7% of total caseload)

Average hourly wage at time of exit = \$10.45 (hourly wage prior to DWP = \$8.71)

Mille Lacs County DWP

Demographics

Total Served: _____ 62 (female-46, male-16)
Exited: _____ 47
Entered unsubsidized employment: **7** (15% of total exited), Referred to MFIP: **14** (23% of total served)
Highest Level of Education completed

- Less than 12 Years _____ 11 (17.75% of total caseload)
- HS Diploma/ GED _____ 46 (74.2% of total caseload)
- Beyond HS _____ 5 (8% of total caseload)

Average hourly wage at time of exit = \$11.90 (hourly wage prior to DWP = \$9.82)

Isanti County DWP

Demographics

Total Served: _____ 104 (female-80, male-24)
Exited: _____ 93
Entered unsubsidized employment: **21** (23% of total exited), Referred to MFIP: **32** (31% of total served)
Highest Level of Education completed

- Less than 12 Years _____ 14 (13% of total caseload)
- HS Diploma/ GED _____ 77 (74% of total caseload)
- Beyond HS _____ 13 (13% of total caseload)

Average hourly wage at time of exit = \$12.47 (hourly wage prior to DWP = \$10.61)

Chisago County DWP

Demographics

Total Served: _____ 75 (female-65, male-10)
Exited: _____ 63
Entered unsubsidized employment: **22** (35% of total exited), Referred to MFIP: **15** (20% of total served)
Highest Level of Education completed

- Less than 12 Years _____ 13 (17.34% of total caseload)
- HS Diploma/ GED _____ 39 (52% of total caseload)
- Beyond HS _____ 23 (30% of total caseload)

Average hourly wage at time of exit = \$11.85 (hourly wage prior to DWP = \$11.55)

TANF Work Participation Requirements (WPR)

In the Temporary Assistance for Needy Families (TANF) program, each State is required to meet participation rates every fiscal year, April through March. The overall work rate is a 12 month measurement of the percentage of parents who receive assistance and are gainfully employed or required to participate in work activities.

Since 2002, the TANF WPR target has been set at 50% full participation in the program or achieving an increase of 5% over the prior year's annualized rate. Meeting one of these thresholds is tied to a county's receipt of 2.5% of the Consolidated Fund (CF) allocation. If a county does not meet one of the federal thresholds, a Performance Improvement Plan (PIP) must be submitted to DHS to receive the remaining 2.5% of the CF allocation.

TANF Work Participation Rates

During fiscal year, April 2013 through March 2014, all four Employment and Training Center (ETC) counties are on track to meet the 50% annual federal TANF WPR. ETC ranks in the top 30% of all Minnesota Employment Service Providers for WPR levels of success.

Month	Chisago	Isanti	Mille Lacs	Pine
04/13	63.6	63.0	58.8	50.9
05/13	53.3	64.0	67.7	51.9
06/13	75.0	69.8	46.9	48.2
07/13	47.8	59.1	48.1	51.0
08/13	50.0	67.5	60.0	50.0
09/13	60.7	59.0	63.0	50.0
10/13	54.2	65.8	64.0	66.1
11/13	62.5	68.2	58.8	73.3
12/13	59.3	66.7	67.7	61.7
01/14	55.2	69.2	64.9	60.3
02/14	64.7	65.0	50.0	47.2
03/14	55.6	72.7	63.6	52.6
Annual Average	58.49	65.83	59.20	55.30

Self-Support Index

The Self-Support Index (S-SI) is a key performance measure for Counties and Tribes. The S-SI tracks whether MFIP or DWP adults are either working an average of 30 or more hours per week or no longer receiving cash assistance. The measure follows MFIP and DWP eligible adults for up to 3 years.

Beginning in 2005, counties must earn 2.5% of their Consolidated Fund (CF) allocation by meeting this performance target. The Self-Support Index uses a model that takes into account the characteristics of the county and its participants and accounts for these factors to create a level playing field. If a county's performance falls below the expected range, a Performance Improvement Plan (PIP) must be submitted to DHS in order to receive the remaining 2.5% of the CF allocation. The following chart reflects the most recent annual performance period for PTC/ETC counties. For the last evaluated year, all ETC counties met or exceeded S-SI expectations.

Annualized Self-Support Index for 2014

(April 1, 2013 – March 31, 2014)

County	Actual S-SI %	Range; Lower Limit	Range; Upper Limit	Below, Within or Above Expected Range
Chisago	83.3%	71.8%	80.0%	Above
Isanti	81.9%	69.8%	77.9%	Above
Mille Lacs	75.0%	70.5%	80.6%	Within
Pine	80.9%	75.5%	82.8%	Within

To bring this chart into perspective, 80.9% of Pine County MFIP/DWP participants were working 30+ hours/week or off cash assistance 3 years after the initial measurement. Based on the model, DHS expected that 75.5 – 82.8% of the participants would meet the criteria. Pine County met the state's expectation, performing in the mid-range of the expectation.

Financial Statement

2014 Financial Statement

Program		<u>2014 Budget</u>	<u>2014 Actual</u>	<u>2015 Budget</u>
MFIP	Pine	\$249,789	\$249,789	\$244,030
	Mille Lacs	\$254,728	\$235,685	\$248,600
	Isanti	\$217,908	\$212,722	\$234,259
	Chisago	\$213,315	\$209,417	\$213,316
		\$935,740	\$907,613	\$940,205
DWP	Pine	\$93,199	\$93,199	\$100,290
	Mille Lacs	\$35,405	\$27,909	\$24,860
	Isanti	\$112,836	\$103,986	\$96,485
	Chisago	\$92,845	\$75,201	\$92,845
		\$334,285	\$300,295	\$314,480
FPG 200%	Pine	\$2,462	\$2,462	\$1,130
	Mille Lacs	\$1,130	\$591	\$1,130
	Isanti	\$1,130	\$615	\$1,130
	Chisago	\$1,130	\$401	\$1,130
		\$5,852	\$4,069	\$4,520
WRAP Program	Isanti	\$40,000	\$29,652	\$30,000
WRAP Program	Mille Lacs			\$20,000
Hand-up Program	Isanti	\$25,000	\$22,887	\$15,000
		\$65,000	\$52,539	\$65,000
Consolidated Fund Total		\$1,340,877	\$1,264,516	\$1,324,205
GED Innovation	Pine	\$2,618	\$947	\$2,618
	Mille Lacs	\$2,746	\$1,500	\$2,746
	Chisago	\$2,253	\$0	\$2,253
(2014 program year = 10/01-12/31)		\$7,617	\$2,447	\$7,617
SNAP (Supplemental Nutrition Assistance Program) (10/1/14-9/30/15)	Pine	\$25,530	\$20,206	\$14,113
	Isanti	\$16,051	\$12,401	\$10,376
	Chisago	\$9,370	\$8,529	\$6,260
		\$50,951	\$41,136	\$30,749
Grant Fund Total		\$58,568	\$43,583	\$38,366

Celebrating 25 Years of Service and Success



For the last 25 years, the Employment & Training Center (ETC) has helped thousands of families throughout Pine, Chisago, Isanti, and Mille Lacs counties.



Our Staff, some of whom have been with ETC for all 25 years, have worked to enable families to find employment and training opportunities within the community by offering job search, resume building assistance, job skills workshops, and post-secondary training.



In July of 2014 The Employment and Training Center hosted open house celebrations at each of the four offices to recognize the partnership between ETC, the Counties and the Community Organizations that have been so supportive over these past 25 years.



It is this supportive relationship that has allowed ETC to grow and help so many community members year after year. Thanks to all those involved in the employment services work.

2015 Staff

PINE COUNTY ES

Dwayne Green	Executive Director	900 Fourth St SE
Kris Corelli	Administrative Assistant	Pine City, MN 55063
Steven Smith	Workforce Development Rep	(320)629-6741
Jill Kaminski	Employment Specialist	(800)633-7284
Jennifer Phillips	Program Assistant	Fax: (320)629-1276

CHISAGO COUNTY ES

Sandy Buckley	Workforce Development Rep	6241 Main St, Suite 102
Leslie Price	Workforce Development Rep	North Branch, MN 55056
Maria Engen	Administrative Assistant	(651)328-6240
		Fax: (651)328-6241

ISANTI COUNTY ES

Terri Collins	Workforce Development Rep	MN Workforce Center
Doreen Polzin	Workforce Development Rep	140 Buchanan St N, Suite 152
Cindy Soderquist	Program Assistant	Cambridge, MN 55008
		General WFC: (763)279-4492
		Fax: (763)689-7140

MILLE LACS COUNTY ES

Sandra Currie	Workforce Development Rep	155 Second Ave SW, Suite 102
Susan Welinski	Workforce Development Rep	Milaca, MN 56353
Sandy Maselter	Program Assistant	(320)983-2222
		(866)595-7389
		Fax: (320)983-6059



Pine Technical &
Community College

EMPLOYMENT &
TRAINING CENTER

Visit our website: www.pine.edu/etc



AGENDA REQUEST FORM

Date of Meeting: April 21, 2015

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

Agenda Item: Tax-Forfeited Property - Sturgeon Lake Access

Department: Auditor-Treasurer



Department Head signature

Background information on Item:

Parcels 33.0669.000, 33.0673.000 and 33.0674.000 forfeited in 2007 to the State of Minnesota for nonpayment of real estate taxes. The property was classified as non-conservation by the County Board and approved for sale at public auction. The owners of property within the platted subdivisions of Sturgeon Pines and Sturgeon Pines West requested the land be withheld from sale pursuant to documents filed with the County Recorder for the right to use the property for access to Sturgeon Lake by the developer. The property was removed from sale and the owners of those lots in Sturgeon Pines and Sturgeon Pines West are in the process of creating an owner's association in order to purchase the property and have the value of the access lot assessed on a percentage basis to each of the lots within the two subdivisions, at which time the access lot would become tax exempt.

The property currently would be difficult to sell at auction given the underlying access easement which, according to the Department of Revenue, could be considered a blighted condition. In order to correct the blighted condition, the County Board can purchase the property and resell the land to the owners association.

Action Requested:

Approval for the County to make application for a State Deed to the property pursuant to M.S. 282.01, Subd. 1a,(d)(1) followed up a deed from the County to the owners' association.

Financial Impact:

Subd. 1a. **Conveyance to public entities.** (a) Upon written request from a state agency or a governmental subdivision of the state, a parcel of unsold tax-forfeited land must be withheld from sale or lease to others for a maximum of six months. The request must be submitted to the county auditor. Upon receipt, the county auditor must withhold the parcel from sale or lease to any other party for six months, and must confirm the starting date of the six-month withholding period to the requesting agency or subdivision. If the request is from a governmental subdivision of the state, the governmental subdivision must pay the maintenance costs incurred by the county during the period the parcel is withheld. The county board may approve a sale or conveyance to the requesting party during the withholding period. A conveyance of the property to the requesting party terminates the withholding period.

A governmental subdivision of the state must not make, and a county auditor must not act upon, a second request to withhold a parcel from sale or lease within 18 months of a previous request for that parcel. A county may reject a request made under this paragraph if the request is made more than 30 days after the county has given notice to the requesting state agency or governmental subdivision of the state that the county intends to sell or otherwise dispose of the property.

(b) Nonconservation tax-forfeited lands may be sold by the county board, for their market value as determined by the county board, to an organized or incorporated governmental subdivision of the state for any public purpose for which the subdivision is authorized to acquire property. When the term "market value" is used in this section, it means an estimate of the full and actual market value of the parcel as determined by the county board, but in making this determination, the board and the persons employed by or under contract with the board in order to perform, conduct, or assist in the determination, are exempt from the licensure requirements of chapter 82B.

(c) Nonconservation tax-forfeited lands may be released from the trust in favor of the taxing districts on application to the county board by a state agency for an authorized use at not less than their market value as determined by the county board.

★ (d) Nonconservation tax-forfeited lands may be sold by the county board to an organized or incorporated governmental subdivision of the state or state agency for less than their market value if:

(1) the county board determines that a sale at a reduced price is in the public interest because a reduced price is necessary to provide an incentive to correct the blighted conditions that make the lands undesirable in the open market, or the reduced price will lead to the development of affordable housing; and

(2) the governmental subdivision or state agency has documented its specific plans for correcting the blighted conditions or developing affordable housing, and the specific law or laws that empower it to acquire real property in furtherance of the plans.

If the sale under this paragraph is to a governmental subdivision of the state, the commissioner of revenue must convey the property on behalf of the state by quitclaim deed. If the sale under this paragraph is to a state agency, the commissioner must issue a conveyance document that releases the property from the trust in favor of the taxing districts.



AGENDA REQUEST FORM

Date of Meeting: April 21, 2015

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

Agenda Item: Fund Transfer - Ditch Fund

Department: Auditor-Treasurer

Colby Chmura
Department Head signature

Background information on Item:

There are 3 county ditches that have been abandoned - 1, 4 and 5. Ditch 1 is carrying over a deficit of \$20,296.24, Ditch 4 has a credit balance of \$34.75 and Ditch 5 is at zero. There are two ways to correct the fund balance:

- 1) Transfer the \$34.75 from Ditch 4 to Ditch 1 to offset the expenditures and with County Board approval, transfer \$20,234.49 from the General Fund 01 to the Ditch Fund 14 to clear the deficit.
- 2) Spread the balance due the County against the properties along Ditch 1 for taxes payable in 2016 based on the original determination of benefits calculation.

Action Requested:

Approve Option 1 above.

Financial Impact:

Reduction of the General Fund balance by \$20,234.49



AGENDA REQUEST FORM

Date of Meeting: April 21, 2015

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

Agenda Item: Final Payment on Contract #1305

Department: Pine County Public Works

Department Head signature

Background information on Item:

Contract #1305

Final Payment:

SAP 058-617-018 Located on CSAH 17 over South Fork Grindstone River
SAP 058-599-040 Located on South Fork Road over South Fork Grindstone River
SAP 058-599-041 Located on Cross Park Road over East Pokegama Creek

Action Requested:

Approve Final Payment to Midwest Contracting, LLC in the amount of \$27,736.30

Financial Impact:

PINE COUNTY HIGHWAY

405 Airport Road NE
Pine City, MN 55063

Project SAP 058-599-041 - Between TH 23 and Interstate 35
Project SAP 058-617-018 - Located on CSAH 17 between CSAH 18 and CR 140
Project SAP 058-599-040 - Located on South Fork Road between CSAH 18 and CR 140
Contract Final Pay Request No. 2



Contractor:	Midwest Contracting, LLC 2948-271st Avenue Marshall, MN 56258
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Contract No.	1305
Vendor No.	3826
For Period:	11/5/2013 - 3/10/2015
Warrant # _____	Date _____

Contract Amounts

Original Contract	\$489,828.00
Contract Changes	\$0.00
Revised Contract	\$489,828.00

Funds Encumbered

Original	\$489,828.00
Additional	\$0.00
Total	\$489,828.00

	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
SAP 058-599-041	\$0.00	\$115,498.60	\$0.00	\$109,723.67	\$5,774.93	\$115,498.60
Percent Retained: 0%						
SAP 058-617-018	\$2,835.00	\$254,962.68	\$0.00	\$239,521.30	\$15,441.38	\$254,962.68
Percent Retained: 0%						
SAP 058-599-040	\$0.00	\$130,399.80	\$0.00	\$123,879.81	\$6,519.99	\$130,399.80
Percent Retained: 0%						
Contract 1305	\$2,835.00	\$500,861.08	\$0.00	\$473,124.78	\$27,736.30	\$500,861.08
Percent Retained: 0%						
Amount Paid This Contract Final Pay Request					\$27,736.30	

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By

Mark A. LeB
County/City/Project Engineer

3/11/15
Date

Approved By Midwest Contracting, LLC

Kim Boe
Contractor Kim Boe - Secretary/Treasurer

March 30, 2015
Date

PINE COUNTY HIGHWAY

405 Airport Road NE

Pine City, MN 55063

Project No. SAP 058-599-041, SAP 058-617-018, SAP 058-599-040

Contract Final Pay Request No. 2

Contract Payment Summary

From Date	To Date	Work Certified Per Period	Amount Retained Per Period	Amount Paid Per Period	Amount Paid To Date
09/30/2013	11/04/2013	\$498,026.08	\$24,901.30	\$473,124.78	\$473,124.78
11/05/2013	03/10/2015	\$2,835.00	(\$24,901.30)	\$27,736.30	\$500,861.08
Totals:		\$500,861.08	\$0.00	\$500,861.08	

SAP 058-599-041 Payment Summary

No.	From Date	To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	09/30/2013	11/04/2013	\$115,498.60	\$5,774.93	\$109,723.67
2	11/05/2013	03/10/2015	\$0.00	(\$5,774.93)	\$5,774.93
Totals:			\$115,498.60	\$0.00	\$115,498.60

SAP 058-617-018 Payment Summary

No.	From Date	To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	09/30/2013	11/04/2013	\$252,127.68	\$12,606.38	\$239,521.30
2	11/05/2013	03/10/2015	\$2,835.00	(\$12,606.38)	\$15,441.38
Totals:			\$254,962.68	\$0.00	\$254,962.68

SAP 058-599-040 Payment Summary

No.	From Date	To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	09/30/2013	11/04/2013	\$130,399.80	\$6,519.99	\$123,879.81
2	11/05/2013	03/10/2015	\$0.00	(\$6,519.99)	\$6,519.99
Totals:			\$130,399.80	\$0.00	\$130,399.80



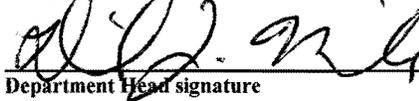
AGENDA REQUEST FORM

Date of Meeting: April 21, 2015

- County Board**
 - Consent Agenda
 - Regular Agenda 5 mins. X 10 mins. 15 mins. Other
- Personnel Committee**
- Other** _____

Agenda Item: 2014-2016 Corrections/Dispatch Contract Proposal

Department: Administrator



 Department Head signature

Background information on Item:

The below proposal was approved by the AFSCME Corrections/Dispatch unit and matches all other 2014 and 2015 unit proposals to date.

General terms/conditions

Duration	2014, 2015 & 2016.
	Retro: Must be employee as of 12-12-14.
Wages 2014	1.5% COLA
Insurance 2014 - Employer Contribution	
Single	\$493
Family	\$1,074
Wages 2015	1.5% COLA
	1.0% Market Adjustment
Health Insurance 2015 - Employer Contribution	
Single	\$570.50
Family	\$1,143.55

Wages 2016

1.5% COLA

1.0% Market Adjustment

Health Insurance 2016 - Employer
Contribution

Language currently in the contract, Single: Employer pay an amount equal to lowest cost premium plan for single coverage. Family: Employer will pay an amount equal to 65% of the premium increase for 2016 and Employee will pay 35% premium increase.

Action Requested:

Approve the 2014-2016 contract proposal with the AFSCME Corrections/Dispatch unit as proposed and authorize County Administrator and Board Chair to sign.

Financial Impact:

1.5% COLA was budgeted for 2014 and 2015 but not the market adjustments. 50/50 split on health insurance was budgeted for 2014 rather than 65/35 split.



PINE COUNTY

Administrator's Office

635 Northridge Drive NW
Suite 200
Pine City, MN 55063
1-800-450-7463 Ext. 1620
Fax: 320-591-1628

Commissioners

Steve Hallan – Dist. 1
Josh Mohr – Dist. 2
Steve Chaffee – Dist. 3
Curt Rossow – Dist. 4
Matt Ludwig – Dist. 5

County Administrator

David J. Minke

To: Pine County Commissioners
From: David J. Minke, County Administrator
Date: April 21, 2015
Subject: End of 1st Quarter 2015 Financial Report

At the end of the first quarter, the county's budget is sound for three months into the new year.

Chart 1, shows revenue and expenditure as a percent of budget. Most county revenues lag as there are reimbursements, or like the property tax settlement, happen once or twice per year. The total spending for each major fund is below 25% percent, however, the total county expenditures is 26 percent. As last month, this still relates to the February \$1.8 million in debt payments for the jail and courthouse. The February payment consists of 100% of the principle payment and 50% of the interest payment towards the bonds for the year.

Chart 2 shows the expenditures by major (greater than \$100,000 expenditure) department in the General Fund. All but the Recorder's Office is below 25 percent. The Recorder's Office makes its annual payment for software in the first part of the year which creates an initial spike in expenditures.

Chart 3 shows the expenditures and revenue in income maintenance and social services. All expenditures are tracking below 25 percent. The total percent on this chart and on Chart 1 are different because Chart 1 includes the Public Health expenditures. The county has made payment of one-half of the total \$353,435 appropriation.

The county has identified some unbudgeted costs that will impact the 2015 budget. The Sentence-to-Serve van has been replaced at a cost of approximate \$27,000. The vehicle replacement fund in the Highway Department has provided \$10,000 towards the purchase and the balance will come from the Sheriff's Department funds in the non-departmental budget department.

There has been some turnover in the Building Maintenance staff. The county has contracted with a cleaning service for Sandstone and is actively recruiting for an additional maintenance staff person. Building lease revenues will likely be above budget so any additional costs should be covered by additional departmental revenue.

As discussed, the county's E911 dispatching system needs to be replaced this year. This is an unbudgeted expense. It is anticipated that a replacement plan, including funding sources, will be presented at the May 5, 2015 board meeting.

Please let me know if you have any questions.

Cc: Cathy Clemmer

Chart 1
Percent Expenditure and Revenue Major Funds Through March 31, 2015

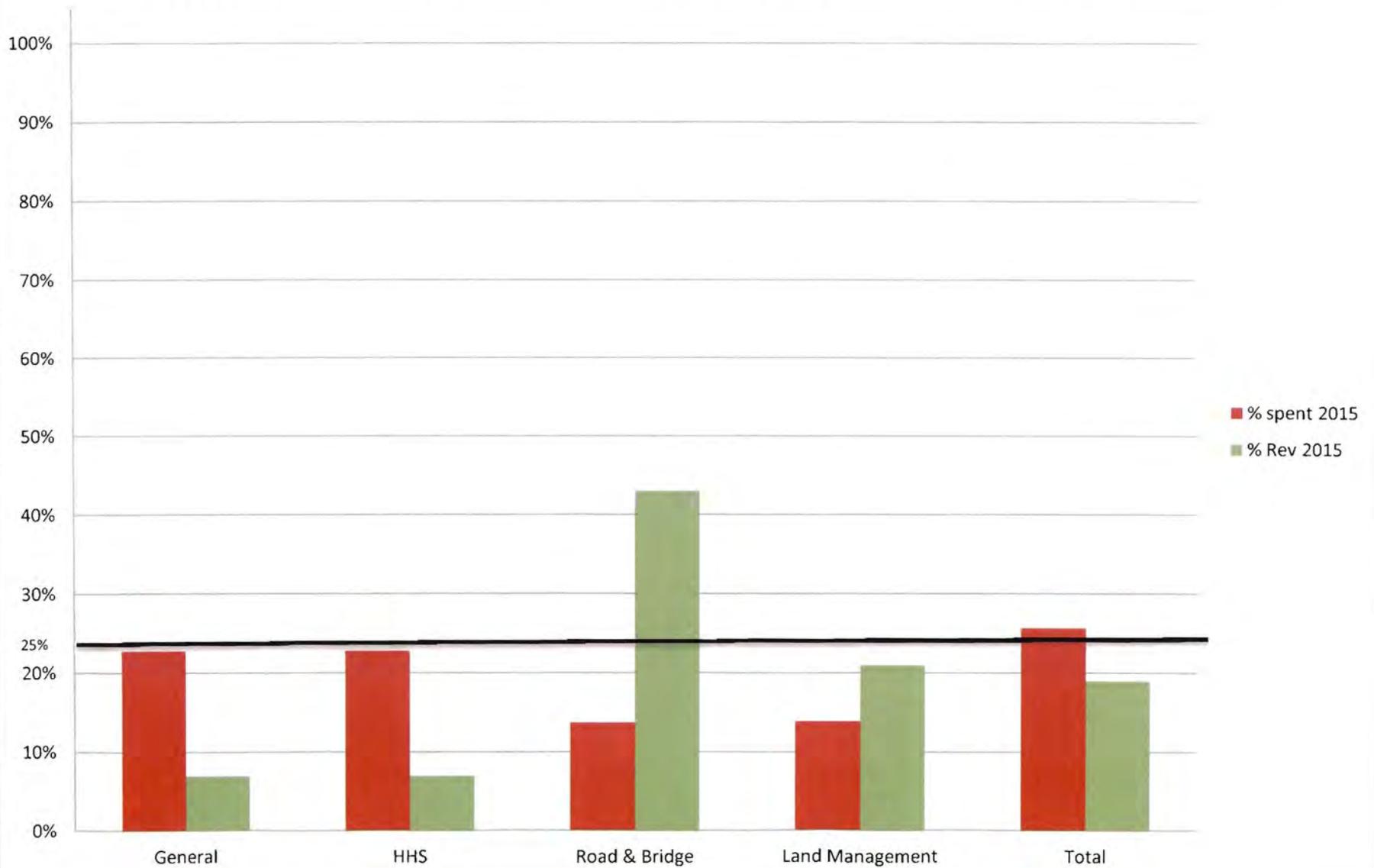


Chart 2
General Fund Major Depts. Expenditures as % of Budget Thru March 31
2015

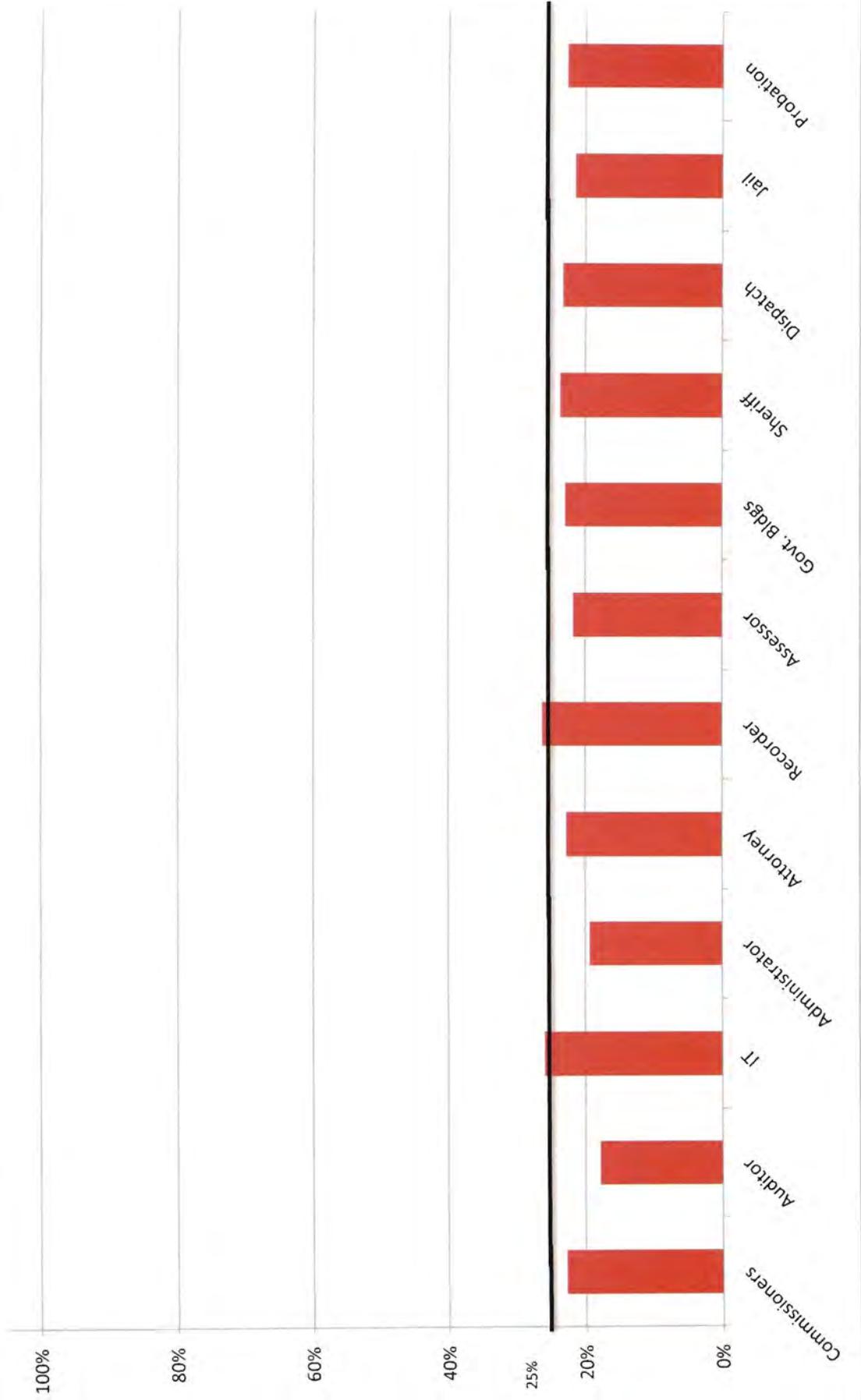


Chart 3
Health & Human Services Percent Expenditures and Revenues Thru
March 31, 2015

