



**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, May 5, 2015, 10:00 a.m.**  
**Public Health Building, Sandstone, 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 21, 2015 County Board Meeting and Summary for publication.
- F) Approve Minutes of April 21, 2015 Special Meeting-City/County Relations.
- G) Minutes of Boards, Committees and Correspondence
  - Pine County Land Surveyor Monthly Report – April 2015
  - Pine County HRA Senior Housing Board of Directors Regular Meeting – March 25, 2015
  - Pine County Soil & Water Conservation District Board Meeting Minutes – April 2, 2015
- H) 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. April, 2015 Disbursements**

Disbursements Journal Report, April 1, 2015 – April 30, 2015.

**2. Applications for Abatement:**

Consider:

- a. Steven & Sharon White, 34329 So. Sand Rd., Sturgeon Lake, PID 33.0266.001, pay 2013-2015
- b. Leslie Nordquist, 69009 Cane Creek Rd., Askov, PID 13.0019.000, pay 2015
- c. Thomas LaBathe, 88952 Sturgeon Island Road, Sturgeon Lake, PID 33.0700.000, pay 2014
- d. Dewey Samuelson, 26763 Northern Road, Pine City, PID 26.0344.000, pay 2013 and 2014

**3. Liquor License**

Consider approval of an On/Off Sunday Liquor License for Tommy's Lakeside Bar & Grill, LLC for May 6-August 31, 2015, subject to State approval.

**4. Temporary 3.2 Application**

Consider approval of a Temporary 3.2 License for the annual Sandstone Bulls & Barrels event May 15-17, 2015, 52820 County Highway 61, Sandstone (Dell Grove Township). Subject to approval by Dell Grove Township, Pine County Sheriff and Pine County Attorney.

**5. Donation**

Consider acceptance of \$325 donation from Piper Bixby to be dedicated to the HHS Parent Support Outreach Program.

**6. Promotion**

Consider the promotion of Lori Fore to Public Health Supervisor (C52), effective May 6, 2015, with a starting wage of \$31.50 per hour and authorize backfill of her position (without Team Leader classification).

**7. Internship**

Consider authorization of Andrea Wiener to complete an unpaid internship through HHS under the supervision of Barbara Schmidt.

**8. Training**

- A. Consider attendance by Michelle Kelash, fiscal officer, to the AMSSA summer conference, June 24-26, 2015 at Breezy Point. Registration \$50, accommodations \$400, no travel costs. Total \$450. Funds available in 2015 HHS budget.
- B. Consider attendance by Lorri Houtsma and Karen Stumne, property appraisers, to the Minnesota Association of Assessing Officer (MAAO) course, Basic Income August 10-14, 2015 and the International Association of Assessing Officer (IAAO) course Income Approach to Valuation September 21-25, 2015. Both courses are offered at the Best Western Hotel and Conference Center in Plymouth. The course costs are as follows: MAAO/\$380 per person, IAAO/\$480 per person. Lodging in a shared room at a rate of \$77 per night for both courses will be required. Total costs: MAAO course (including lodging), \$1,145; IAAO course (including lodging), \$1,345. All costs are within the 2015 Assessor’s office budget.

**REGULAR AGENDA**

**1. Introduction of Probation Director Terry Fawcett**

**2. Public Hearing – Subdivision Ordinance Public Hearing at 10:00 a.m.**

Consider approval of an updated Pine County Subdivision and Platting Ordinance and authorize Board Chair and County Administrator to sign. This ordinance would take effect June 1, 2015.

**3. Technology Meeting**

The Technology Committee met April 21, 2015 (Minutes attached).

**A. E911 System Replacement**

Consider approval to acquire the **VESTA 9-1-1 from AIRBUS Defense and Space** at a cost not to exceed \$138,029 with the final contract subject to review and approval of the county attorney. The project was recommended at the March 17, 2015 Pine County Public Safety Technology meeting.

Funding for the project would be as follows::

E911 Fund (current balance)	\$ 33,000
Redesignate funds from General Fund vehicle purchase	\$ 40,000
General Fund Technology Projects	\$ 10,000
General Fund Fund Balance	<u>\$ 55,029</u>
Total:	<u>\$138,029</u>

**B. ADP Payroll**

Returned to Committee for further consideration.

**4. National Corrections Officers' Week**

Consider approval of Resolution 2015-12 recognizing correctional officers and correctional employees in Pine County. May 4-8, 2015 has been designated as National Correctional Officers' Week.

**5. National Nurses' Week**

Consider approval of Resolution 2015-13 recognizing nurses in Pine County. May 6-12, 2015 has been designated as National Nurses Week.

**6. Final Payment – Hardrives, Inc.**

Consider approval of final payment to Hardrives, Inc. in the amount of \$175,678.73 for Contract #1303 related to:

CP 058-167-002; Located on CR 167; between CSAH 61 and 1.25 miles East

CP 058-052-002; Located on CSAH 52; between CSAH 40 and 0.25 miles East

CP 058-061-004; Located on East Frontage Road

SAP 058-640-013; Located on CSAH 40; between CSAH 46 and 2.5 miles South

SAP 058-646-026; Located on CSAH 46; between CSAH 61 and I-35

SAP 058-651-005; Located on CSAH 51; between CSAH 46 and CSAH 10

SAP 058-651-022; Located on CSAH 61; between S. Co. Line and S. Limits of Pine City

And authorize County Administrator to sign Certificate of Final Contract Acceptance.

**7. Equipment Rental Bids**

Consider approval of Equipment Rental Bids.

**8. Strategic Plan Update**

Discussion/direction.

**9. Schedule Special Meeting-City/County Relations**

Schedule Special Meeting – City/County Relations for September 22, 2015, 7:00 p.m., Jury Assembly Room, Pine County Courthouse, Pine City, Minnesota.

**10. Commissioner Updates**

NLX

NE MN regional Radio Board

Central MN EMS Regional Meeting

GPS 45:93

Snake River Watershed Meeting

AMC/MLBO Meeting

Other

**11. Other**

**12. Upcoming Meetings (Subject to Change)**

**a. Pine County Board Meeting, Tuesday, May 5, 2015, 10:00 a.m.,** Public Health Building, Sandstone, Minnesota.

**b. Facilities Committee, Wednesday, May 6, 2015, 9:00 a.m.,** Commissioners' Conference Room, Courthouse, Pine City, Minnesota.

- c. **Soil & Water Conservation District, Thursday, May 7, 2015, 3:00 p.m.,** Public Health Building, Sandstone, Minnesota.
- d. **East Central Solid Waste Commission (ECSWC), Monday, May 11, 2015, 9:00 a.m.,** 1756 180<sup>th</sup> St., Mora, Minnesota.
- e. **East Central Regional Library Board, Monday, May 11, 2015, 9:30 a.m.,** 244 So. Birch Street, Cambridge, Minnesota.
- f. **Personnel Committee, Tuesday, May 12, 2015, 9:00 a.m.,** Commissioners Conference Room, Pine County Courthouse, Pine City, Minnesota.
- g. **Law Library, Wednesday, May 13, 2015, 12:00 p.m.,** Law Library, Courthouse, Pine City, Minnesota.
- h. **Lakes & Pines, Monday, May 18, 2015, 10:00 a.m.,** 1700 Maple Avenue E., Mora, Minnesota.
- i. **Technology Committee, Tuesday, May 19, 2015, 8:30 a.m.,** Commissioners Conference Room, Pine County Courthouse, Pine City, Minnesota.
- j. **Pine County Board of Commissioners, Tuesday, May 19, 2015, 10:00 a.m.,** Board Room, Pine County Courthouse, Pine City, Minnesota.

13. **Adjourn**

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

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

Chair Steve 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. There was no public comment.

Chair Hallan requested the following revisions to the Agenda:

Correction to Regular Agenda Item #2 to reflect part-time deputies hours less than 30 hours per week

Addition of Item 9C to Consent Agenda: Approve hiring of part-time dispatchers Samantha Sauter and Carley Blomberg.

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

Commissioner Chaffee moved to approve the Minutes of the April 7, 2015 county board meeting and Summary for publication. Second by Commissioner Mohr. Motion carried 5-0.

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

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

Commissioner Mohr moved to approve the amended Consent Agenda. Second by Commissioner Rossow. Commissioner Chaffee abstained from voting due to a conflict of interest. Motion carried 4-0.

**CONSENT AGENDA**

**1. Review March, 2015 Cash Balance**

Approve:

<b>Fund</b>	<b>March 31, 2014</b>	<b>March 31, 2015</b>	<b>Increase(Decrease)</b>
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**

Approve the following Applications for Abatement: Karl & Peggy Rogalla, Pine City, PID 28.0612.000, pay 2015; Rodney & Julie Bodell, 7507 560<sup>th</sup> 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 1<sup>st</sup> St. So., Brook Park, PID 35.5073.000, pay 2015; and Robert Hunt, Pine City, PID 42.0009.002, pay 2015.

**3. Temporary 3.2 Licenses**

Approve 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 Office 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**

Approve 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**

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

**7. Application for Grant**

Approve 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)**

Approve full-time status for Eligibility Worker Brianne Neil, effective April 13, 2015 and Social Services Supervisor Barbara Schmidt, effective April 22, 2015.

**9. Hiring**

Authorize the hiring of Deputy Sheriff Daniel Adams, effective May 4, 2015, \$20.28 per hour, C42, step 1; Land and Resources Manager Caleb Anderson, effective May 4, 2015, \$23.50 per hour, C43; Dispatchers Samantha Sauter and Carley Blomberg, effective April 27, 2015, \$16.04 per hour, B23.

**10. Promotion**

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

**11. Training**

Approve Probation Agents Jeremie Reinhart, Amber Chase, Laura Stylski and Travis Fisher to attend the 58<sup>th</sup> 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.

## REGULAR AGENDA

### **1. Introduction of Christopher Nippoldt**

County Attorney Reese Frederickson introduced Assistant County Attorney Christopher Nippoldt. The board welcomed Mr. Nippoldt to Pine County.

### **2. Personnel Committee**

The Personnel Committee met April 14, 2015 and made the following recommendations:

#### Sheriff:

- A. Approve the hiring of three (3) part-time (less than 30 hours per week) deputies.
- 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.

#### 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.

Commissioner Chaffee provided an overview of the April 14, 2015 Personnel Committee meeting. Discussion was held regarding the hiring of the part-time deputies to reduce overtime costs.

Commissioner Chaffee stated his spouse is one of the HHS employees who has requested a schedule reduction.

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

### **3. Midwest Medical Examiner's Office Annual Update**

Medical Examiner Dr. A. Quinn Strobl provided a summary of medical examiner involvement for deaths occurring in Pine County during 2014.

### **4. Family Pathways**

Family Pathways Executive Director Rich Smith providing an overview of the services Family Pathways provides to Pine County and the surrounding communities.

### **5. Pine Technical and Community College**

Dwayne Green, Executive Director of Employment and Training through Pine Technical and Community College provided an overview of the 2014 Annual Report together with 2015 programming. A participant in the MFIP program shared the impact that PTCC has made in her life.

### **6. Tax-Forfeited Property – Sturgeon Lake Access**

County Auditor-Treasurer Cathy Clemmer explained in 2007 parcels PID 33.0669.000, 33.0673.000 and 33.0674.000 were forfeited to the State of Minnesota for nonpayment of real estate taxes and approved for sale at public auction. The owners of property within platted subdivisions Sturgeon

Pines and Sturgeon Pines West have requested the land be withheld from sale for the right to use the property for access to Sturgeon Lake. The properties were removed from the sale list and the owners of property in these subdivisions are in the process of creating an owners association in order to purchase the property.

**Motion** by Commissioner Rossow to approve Pine County make application to the State of Minnesota for a deed for properties identified as PID 33.0669.000, 33.0673.000 and 33.0674.000. Second by Commissioner Chaffee. Motion carried 5-0.

**Motion** by Commissioner Rossow to approve to sell parcels PID 33.0669.000, 33.0673.000 and 33.0674.000 to the appropriate owners' association and authorize Board Chair and County Administrator to sign the deed. Second by Commissioner Ludwig. Motion carried 5-0.

**7. Fund Transfer – Ditch Fund**

County Auditor-Treasurer Cathy Clemmer explained the fund balance in abandoned ditches 1, 4 and 5 and requested direction to transfer funds to close out the funds associated with these ditches. Discussion was held. No action taken at this time.

Chair Hallan called for a recess at 10:58 a.m.

Meeting reconvened at 11:02 a.m.

**8. Ditch**

A discussion was held regarding Ditch 2 located in southern Pine County. Assistant County Attorney Christopher Nippoldt provided a presentation explaining ditch maintenance responsibility, inspection, and repair (procedure and payment responsibility for repair) of the ditch. County Engineer Mark LeBrun stated an inspection of the ditch is done every two years and he will, in the next two months, prepare a report/recommendation for the board's consideration.

**9. Final Payment on Contract #1305**

County Engineer Mark LeBrun reported to the board regarding the completion of Contract #1305: 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; and SAP 058-599-041 Located on Cross Park Road over East Pokegama Creek.

**Motion** by Commissioner Rossow for final payment to Midwest Contracting, LLC in the amount of \$27,736.30 and authorize County Administrator to sign the Certificate of Final Contract Acceptance. Second by Commissioner Ludwig. Motion carried 5-0.

**10. AFSCME MN Council 65, Local #194, AFL-CIO Non-Licensed Employees of Sheriff's Office**

**Motion** by Commissioner Rossow to approve the AFSCME MN Council 65, Local #1904, AFL-CIO Non-Licensed Employees of Sheriff's Department for contract period January 1, 2014 through December 31, 2016 and authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 5-0.

**11. 2015 First Quarter Financial Update**

County Administrator David Minke provided an update of the budget through March 31, 2015.

**12. Special Meeting/Committee of the Whole**

A Special Meeting/Committee of the Whole has been set 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): Chair Hallan stated work is in progress for the new cell.

East Central Regional Library Board: Commissioner Chaffee stated normal course of business conducted.

Methamphetamine Task Force: Commissioner Ludwig stated discussion was held regarding a drop box for outdated and unused medication; preparation of year-end report.

Kanabec-Pine Community Health Board: Commissioner Hallan stated the Health Board has received a formal request from Mille Lacs County to join the board.

Arrowhead Counties Association: Commissioner Rossow stated discussion was held regarding pending legislation, broadband, and comp studies.

Extension Committee: Commissioner Mohr stated discussion was held as to Extension services provided, Master Gardeners presentation, discussion on bee preservation.

Other: None.

**14. Other**

None.

15. Upcoming Meetings were reviewed.

**16. Adjourn**

With no further business, Chair Hallan adjourned the county board meeting at 11:45 a.m. The next regular meeting of the county board is scheduled for May 5, 2015 at 10:00 a.m. at the Public Health Building, Sandstone, Minnesota.

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Stephen M. Hallan, Chair  
Board of Commissioners

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David J. Minke, Administrator  
Clerk to County Board

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

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

Chair Steve 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. There was no public comment.

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

Commissioner Chaffee moved to approve the Minutes of the April 7, 2015 county board meeting and Summary for publication. Second by Commissioner Mohr. Motion carried 5-0.

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

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

Commissioner Mohr moved to approve the amended Consent Agenda. Second by Commissioner Rossow. Commissioner Chaffee abstained from voting due to a conflict of interest. Motion carried 4-0.

Approve:

<b>Fund</b>	<b>March 31, 2014</b>	<b>March 31, 2015</b>	<b>Increase(Decrease)</b>
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Approve the following Applications for Abatement: Karl & Peggy Rogalla, Pine City; Rodney & Julie Bodell, Pine City; David & Debra Green, 17473 Peggy Ln., Grasston; Mari Ann Olson, 322 1<sup>st</sup> St. So., Brook Park; and Robert Hunt, Pine City.

Approve 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.

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

Approve 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.

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

Approve 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.

Approve full-time status for Eligibility Worker Brienne Neil, effective April 13, 2015 and Social Services Supervisor Barbara Schmidt, effective April 22, 2015.

Authorize the hiring of Deputy Sheriff Daniel Adams, effective May 4, 2015, \$20.28 per hour, C42, step 1; Land and Resources Manager Caleb Anderson, effective May 4, 2015, \$23.50 per hour, C43; Dispatchers Samantha Sauter and Carley Blomberg, effective April 27, 2015, \$16.04 per hour, B23.

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

Approve Probation Agents Jeremie Reinhart, Amber Chase, Laura Stylski and Travis Fisher to attend the 58<sup>th</sup> Annual MACPO Spring Conference. Total cost: \$1,100 plus mileage.

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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).

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

**Motion** by Commissioner Rossow to approve Pine County make application to the State of Minnesota for a deed for properties identified as PID 33.0669.000, 33.0673.000 and 33.0674.000. Second by Commissioner Chaffee. Motion carried 5-0.

**Motion** by Commissioner Rossow to approve to sell parcels PID 33.0669.000, 33.0673.000 and 33.0674.000 to the appropriate owners' association and authorize Board Chair and County Administrator to sign the deed. Second by Commissioner Ludwig. Motion carried 5-0.

Ditch Fund balance discussed. No action taken at this time.

Chair Hallan called for a recess at 10:58 a.m.

Meeting reconvened at 11:02 a.m.

A discussion was held regarding Ditch 2 located in southern Pine County. County Engineer Mark LeBrun will, in the next two months, prepare a report/recommendation for the board's consideration.

**Motion** by Commissioner Rossow for final payment to Midwest Contracting, LLC in the amount of \$27,736.30 and authorize County Administrator to sign the Certificate of Final Contract Acceptance. Second by Commissioner Ludwig. Motion carried 5-0.

**Motion** by Commissioner Rossow to approve the AFSCME MN Council 65, Local #1904, AFL-CIO Non-Licensed Employees of Sheriff's Department for contract period January 1, 2014 through December 31, 2016 and authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 5-0.

County Administrator David Minke provided an update of the budget through March 31, 2015.

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

With no further business, Chair Hallan adjourned the county board meeting at 11:45 a.m. The next regular meeting of the county board is scheduled for May 5, 2015 at 10:00 a.m. at the Public Health Building, Sandstone, Minnesota.

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Stephen M. Hallan, Chair  
Board of Commissioners

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David J. Minke, Administrator  
Clerk to County Board

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

**MINUTES OF PINE COUNTY BOARD MEETING  
Special Meeting – City-County Relations**

**Tuesday, April 21, 2015, 7:00 p.m.  
Pine County Courthouse, Pine City, Minnesota**

Chair Hallan called the meeting to order at 7:00 p.m. Present were Commissioners Josh Mohr, Steve Chaffee and Matt Ludwig. Commissioner Rossow was absent (excused). Also present were County Attorney Reese Frederickson, County Sheriff Jeff Nelson and County Administrator David Minke.

Also present were elected representatives from the cities of Pine City, Rock Creek, and Sandstone, and Rick Olseen from Congressman Nolan's office.

The pledge of allegiance was said.

Those present introduced themselves.

Sheriff Nelson provided an overview of Emergency Management and the group discussed roles and responsibilities. The cities are going to verify who they have appointed as the city emergency managers and get the names to Denise Baran in the Sheriff's office. The county will follow up with information on electronic notification systems such as Code Red.

The group discussed legislative issues, projects and initiatives in each jurisdiction including roads, economic development, trails, and the hospital development in Sandstone.

With no further business, Chair Hallan adjourned the meeting at 8:35 p.m.

The next meeting will be September 22, 2015 at 7:00 p.m. at the Pine County Courthouse, Pine City, Minnesota.

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Stephen M. Hallan, Chair  
Pine County Board of Commissioners

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David J. Minke, County Administrator  
Clerk to Pine County Board of Commissioners



# PINE COUNTY PUBLIC WORKS

## HIGHWAY DEPARTMENT

405 Airport Road NE  
Pine City, MN 55063

Telephone 320-216-4200  
Fax: 320-629-6736  
1-800-450-7463 Ext. 4200

Mark A. LeBrun, P.E.  
County Engineer

### Pine County Land Surveyor Monthly Report

April 2015

Judicial Ditch #1, T42N and T41N R21W, map ditch blockage points, create documentation, update files.

CSAH 12, T39N R22W Section 17 Henriette, research records, compute corner search areas, search for, locate, set and GPS private corners and ROW corners, update files.

Provide HARN coordinate data for GIS to County Recorder as needed.

Review legal descriptions for County ROW Dept. and County Land Dept. as needed.

Review Plats and Minor Subdivisions for County Zoning Dept. as needed.

Review and file PLSS corner certificates provided by private surveyors as needed.

Review, edit and file Certificates of Survey created by County Surveyor as needed.

Robin T. Mathews, Pine County Surveyor

**PINE COUNTY HRA SENIOR HOUSING**

**510 Fifth Street Office**

**Sandstone, MN 55072**

**(320) 245-5140**

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

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

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

The regular meeting of the Pine County HRA Senior Housing Board of Directors was held on March 25, 2015, at the Finlayson Manor. Commissioners of the HRA present were Board Chair Dorothy Stockamp, Jan Oak, Cheri Drilling, and Greg Kvasnicka. Staff member present was Executive Director Janice Gustafson. Commissioner, Carl Steffen, was absent and there were no residents present.

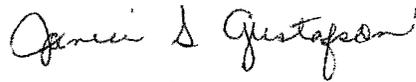
1. The meeting was called to order at 2:00 p.m. by Board Chair D. Stockamp and the Pledge of Allegiance was said.
2. The HRA Board minutes from February 25, 2015, were reviewed by the Board members. A motion was made by C. Drilling and was seconded by J. Oak to accept the minutes. Motion carried: Yeas 4, Nays 0.
3. The monthly financial statements and the investment report were presented by J. Gustafson. A motion was made by G. Kvasnicka and was seconded by Board Chair D. Stockamp to approve the financial statements and the investment report. Motion carried: Yeas 4, Nays 0.
4. Executive Director's Report. The written Executive Director's report was reviewed by Board members.
5. Old Business.
  - a) Vacancies. There are no vacancies at either Manor at this point in time. However, move-out notice has been received from FM #5 resident for a March 31, 2015, move-out.
  - b) Sandstone Manor puzzles, magazines and books. In response to a request at the last Board meeting from resident, Rebecca Niedzielski, all of the puzzles, magazines and books have been moved to a table in the Community Room.
  - c) Sandstone Manor digital piano. The digital piano ordered by Margot Rising for the Community Room arrived and was setup. However, Ms.

Rising did not like the digital piano and stated she could not recommend it for purchase by the HRA. Rather than returning the digital piano, Ms. Rising sold it to SM #2 resident.

6. New Business. The Board members discussed various resident issues and possible ways of resolving these issues.
7. Resident Comments/Questions. There were no residents present.
8. A motion was made by J. Oak and was seconded by C. Drilling to adjourn the meeting at 3:15 p.m. Motion carried: Yeas 4, Nays 0.
9. The next HRA Board meeting is scheduled for April 22, 2015, at the Sandstone Manor.



Dorothy Stockamp  
HRA Board Chair



Janice S. Gustafson  
Executive Director



**BOARD MEETING MINUTES**  
**April 2, 2015**

The Pine County Soil and Water Conservation District Board of Supervisors held their monthly meeting on Thursday, April 2, 2015.

**Members Present:**

Doug Odegard  
Jerry Telker  
Tom Swaim  
Skip Thomson

**Others Present:**

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

**Members Absent:** Joe Luedtke

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

**INTRODUCTIONS:** Carlier introduced the new district technician Jacquelynn Olson to everyone at the meeting.

**PUBLIC COMMENT:** *none.*

**APPROVAL OF AGENDA:**

Motion by Telker, seconded by Swaim to approve the agenda with additions.

*Motion carried*

**MARCH MINUTES:**

Motion by Swaim, seconded by Telker to approve the March minutes.

*Motion carried*

**MARCH FINANCIAL STATEMENTS AND PAYMENTS OF BILLS:**

Motion by Swaim, seconded by Odegard to approve the March financials and payment of bills with a \$5,000 transfer.

*Motion carried*

**STAFF/SUPERVISOR REPORTS:**

**Wetlands & Grants:**

**Wetlands:**

Roger Nelson: Applicant proposing to construct a forestry road. Seeking a forestry exemption for a permanent forest road. TEP recommends exemption be issued.

Motion by Telker, seconded by Odegard to approve Roger Nelson's forestry exemption be issued.

*Motion carried.*

Robert Anderson: Applicant proposing to construct two access roads. Access #1 is 16'-<sup>4</sup> x 16', access #2 is 150' x 16'. TEP recommends the exemption be issued.

Motion by Odegard, seconded by Swaim to approve Robert Anderson's exemption be issued.

*Motion carried*

**Grants:**

- Poppe checked into a DNR Urban Forestry Grant. There is no grant available at this time, however Poppe and Carlier have been talking about working with 4H and Boy Scouts and Girl Scouts to plant trees at the Audubon Center. Staff will be setting something up for Saturday, May 2<sup>nd</sup>.

**Water Management:**

- Carlier stated Olson has been cleaning and organizing the office
- Olson put together an erosion control plan
- Olson started reviewing project files and will start moving forward with them.

- Next week is the BWSR subcommittee meeting where our water plan will be presented for approval. If the committee approves it, it will go to the BWSR board for final approval.
- Carlier will be working with Olson on getting her Technical Approval Authority (TAA) for shoreline buffers. Carlier talked with Jon Sellnow at NRCS in Duluth. The board must formally request with our DC's approval to get Olson TAA. Motion by Odegard, seconded by Swaim to see TAA for Jacquelynn Olson.

*Motion carried*

**Forestry:**

- Thomson attended part of the meeting. The forestry association's grant to hire a forester is for 4 years, rather than the normal 3 years. The association voted to approve both funding bills that MASWCD are working on.

**East Central Forest Landscape:**

- No meeting last month.

**TSA III**

- Meeting held on 3/25. The goal is to complete 40 projects in 2015. Staff met after the normal meeting and discussed goals and projects.

**Snake River Citizen Advisory Committee:**

- Meeting held on 3/23. Discussion was held on hiring a coordinator through their grant.

**Exploratory**

- No meeting last month.

**Personnel**

- Committee met to discuss the forester position. An outline for an position posting was created. Carlier will be posting the job in the next week or so. The goal is to interview in May, and bring someone on in June.

**Policy/Budget**

- No meeting last month.

**Trees:**

- Tree orders are coming in.
- Distribution will be April 30, May 1 & May 2<sup>nd</sup>.

**Envirothon**

- Will be the first Monday in May at Cloquet Forestry Center.

**Newsletter**

- Nothing last month.

**DISTRICT CONSERVATIONIST REPORT:**

Salmon stated that all first round EQIP applications were funded. They have been doing lots of site visits for forestry. Attended the Area III soil health team meeting. Tuesday, September 15 will be a soil health workshop from 12:30 – 4:30 at the Royalton Town Hall, and moving to Don McKenzie's for field visits. They are hoping to showcase our drill at that workshop.

*Poppe left the meeting.*

**FLOOD RELIEF GRANT:**

Nothing this month.

**CROSS LAKE SITUATION:**

Nothing this month.

**2015 BUDGET:**

Carlier stated there were a few changes to the budget that was approved last month. Motion by Luedtke, seconded by Odegard to approve the revised 2015 budget.

*Motion carried*

**VEHICLES:**

Carlier is waiting to hear when the vehicle will arrive. No dates yet.

**STATE COST SHARE:**

Larry DePover: Ag Diversion Project with NRCS.

Total project cost estimate: \$14,165. The bid from the contract is \$12,665 plus an additional \$1500 to install rain gutters. NRCS will pay \$3,544. Including NRCS funds, the district cannot exceed 75%, which brings our cost share amount to \$7,079.75.

Motion by Odegard, seconded by Telker to approve Larry DePover's diversion project with NRCS in the amount of \$7,079.75.

*Motion carried*

Bob Wewers: Shoreline stabilization project that was approved in 2014. Bid amounts are \$2,883 higher than engineers cost estimate. Carlier typed an amendment and reviewed it with Wewers.

Motion by Telker, seconded by Swain to approve Bob Wewers Amendment in the amount of \$2,883.00

*Motion carried*

**CLEAN WATER GRANT:**

Carlier reminded the board we have been discussing the Sandstone Creamery Wells the past few months. Greg Beck, Pine County Land Department discussed the SWCD Board amending the work plan again due to the fact that the wells are not 400' deep. Discussion followed.

Motion by Odegard, seconded by Swaim to approve the amending the workplan to say "wells 10" or larger" (no depth limit).

*Motion carried.*

*Salmon left the meeting.*

**NO-TILL DRILL PROGRAM:**

Carlier stated there are several things with the grant program the board needs to discuss.

- Carlier will invoice Moose Lake Coop for \$500 per the grant agreement, per our agreement with the Coop.
- If repairs are needed on the drill, give Carlier authority to make all necessary repairs to keep the drill in motion.

Motion by Odegard, seconded by Swaim to approve giving Carlier the authority to make all necessary repairs to the drill when needed.

*Motion carried*

- Carlier will order a cover for the drill.
- We have talked with Don McKenzie and Mike Mikrot to be the authorized repairmen for the drill.  
Motion by Swaim, seconded by Odegard to make Don McKenzie and Mike Mikrot our official repair places for the drill.

*Motion carried.*

- Staff will go with Thomson to Carlton County to see Carlton's drill. Staff will take pictures and start to put together a flip chart for staff to use.
- Thomson suggested purchasing 2 GPS units for the district vehicles.  
Motion by Telker, seconded by Swaim to approve Carlier buying 2 GPS units (if needed).

*Motion carried.*

- Discussion was held on when to deposit the first check from farmers. It was decided the first check will not be deposited until the farmer actually gets the drill
- Carlier and Olson will attend the Tri-County Cattlemen's Association meeting on April 14 to promote the drill.

Motion by Swaim, seconded by Telker to approve depositing the first check on the day of pick-up.

*Motion carried*

- Carlier presented the latest version of the rental forms for approval.
  - Carlier reviewed a list of comments on the forms from Ryan at BWSR.

**FORESTRY PROGRAM:**

Carlier stated the personnel committee met to outline what information should be in the job posting. The committee hopes to get the ad placed by April 15, with the idea of interviewing in late May and a new person coming on in June. Tony Miller from DNR Forestry has offered to work with our person to make sure the new person is trained and certified to write plans, and possibly help with the interviewing.

**ROCK/RUSH/GOOSE TMDL CONTRACT EXTENSION:**

Carlier stated we are a part of the Rock/Rush/Goose TMDL. We have a contract with Chisago SWCD to do work on the TMDL. The extension is to extend the date of the contract out another 6 months.

Motion by Odegard, seconded by Telker to approve the Rock/Rush/Goose TMDL Contract Extension.

*Motion carried.*

**MISC ITEMS:**

Carlier has 2 training requests for approval. Leadership conference on May 28 in St. Cloud at a cost of \$159, and a Human Resources training in Duluth on June 16 at a cost of \$149.

Motion by Swaim, seconded by Telker to approve Carlier's training requests.

*Motion carried.*

Carlier presented information from Jodie Provost, DNR Wildlife about Pine and Kanabec counties partnering with Pheasants Forever to hire a Pheasants Forever Biologist. After discussion, the board decided to not get involved with this program at this time. The district may look into this in the future, but at this point we do not have the staff to run this program.

**NEXT MEETING DATE & TIME:**

The next district board meeting will be held on Thursday, May 7, 2015 at **3:00 p.m.**

**ADJOURNMENT:**

The meeting adjourned at 4:32 p.m.

Respectfully submitted,

Doug Odegard, Secretary



# AGENDA REQUEST FORM

Date of Meeting: May 5, 2015

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

Agenda Item: April, 2015 Disbursements

Department: Auditor-Treasurer

*Cathy Cloninger*  
Department Head signature

**Background information on Item:**

April, 2015 Disbursements

**Action Requested:**

**Financial Impact:**

CATHYJ  
4/28/15 8:26AM

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



DISBURSEMENTS JOURNAL REPORT G/L Months: 04/2015 - 04/2015

RECAP BY FUND	FUND	AMOUNT	NAME
	1	519,888.12	GENERAL REVENUE FUND
	12	314,269.85	HEALTH & HUMAN SERVICES
	13	128,013.85	ROAD & BRIDGE FUND
	22	219.51	LAND MANAGEMENT FUND
HHS - \$317,379.98	76	244,716.59	GROUP HEALTH INS FUND 5/1/95 (GEN)
	80	9,423.00	COUNTY COLLECTIONS AGENCY FUND
	92	666.37	TAXES AND PENALTIES AGENCY FUND
	89	3,110.13	H & HS COLLECTIONS AGENCY FUND
		1,220,307.22	Total Disbursements

RECAP BY TYPE	TYPE	AMOUNT	NAME
	1	934,177.47	AUD
	2	286,484.60	COM
	3	354.85	MVC
		1,220,307.22	Total Disbursements



## AGENDA REQUEST FORM

Date of Meeting: May 5, 2015

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

Agenda Item: Application for Abatement

Department: Auditor-Treasurer

*W. H. Chmura*  
Department Head signature

### Background information on Item:

Steven and Sharon White, 34329 S Sand Rd, Sturgeon Lake, PID 33.0266.001, pay 2013-2015  
Leslie NOrdquist, 69009 Cane Creek Rd, Askov, PID 13.0019.000, pay 2015  
Thomas LaBathe, 88952 Sturgeon Island Rd, Sturgeon Lake, PID 33.0700.000, pay 2014

Action Requested:

Financial Impact:

# APPLICATION FOR ABATEMENT - HOMESTEAD FORM

(M.S. 375.192)

DATE: 4/21/15  
Abatement # AB 1324

For Taxes Levied In: 2012  
And Payable In: 2013

Please Print Or Type

Applicants Name: <u>Steven &amp; Sharon White</u>	Applicants Mailing Address: <u>24329 S Sand Rd</u>
Applicant's SSN: <u>on file</u>	<u>Sturgeon Lake, MN</u>
Telephone (Home): <u>(218) 485-5000 (ext. 503)</u>	
Telephone (Work): _____	

Description Of Property: \_\_\_\_\_ Property ID or Parcel Number: 33.0266.001  
 Street Address: 34329 S Sand Rd - Sturgeon Lake  
 Township/City: Windemere Twp  
 School District: 097

Legal Description: part of Gov 7 lot 8  
Sec 6, Twp. 45, Rng 19

### 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, \_\_\_\_\_ mid-year homesteads) and that such occupancy began on July 26, 2006 and that my/our ownership is evidenced by a warranty deed dated July 26, 2006 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: Steven D. White Social Security Number: on file APR 27 2015  
 Owner's Name: Sharon B. White 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: Steven D. White  
Sharon B. White

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:  
Homestead was removed from property when additional vacant parcel was purchased in 2011 and combined w/ house piece.  
The applicant(s) has/have provided the following documentation as proof of occupancy:

[Signature] \_\_\_\_\_ 4/21/15  
Signature of Investigator Date  
Pine County

# APPLICATION FOR ABATEMENT - HOMESTEAD FORM

(M.S. 375.192)

DATE: 4/21/15  
 Abatement # AB 4-39

For Taxes Levied In: 2013  
 And Payable In: 2014

Please Print Or Type

Applicants Name: <u>Steven &amp; Sharon White</u> Applicant's SSN: <u>on file</u> Telephone (Home): <u>(218) 485-5000 (ext. 503)</u> Telephone (Work): _____	Applicants Mailing Address: <u>24329 S Sand Rd</u> <u>Sturgeon Lake, MN</u>
---	---

Description Of Property: \_\_\_\_\_ Property ID or Parcel Number: 23 0266.001  
 Street Address: 31329 S Sand Rd - Sturgeon Lake  
 Township/City: Windemere Twp  
 School District: 097

Legal Description: part of Gov't lot 8  
Sec 6, Twp. 45, Rng 19

### 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, \_\_\_\_\_ mid-year homesteads) and that such occupancy began on July 26, 2006 and that my/our ownership is evidenced by a warranty deed dated July 26, 2007 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: Steven D. White Social Security Number: on file  
 Owner's Name: Sharon B. White Social Security Number: on file  
 Owner's Name: \_\_\_\_\_ Social Security Number: APR 27 2015  
 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: Steven D. White  
Sharon B. White

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:  
Homestead was removed from property when additional vacant parcel was purchased in 2011 and combined w/ house piece.  
 The applicant(s) has/have provided the following documentation as proof of occupancy:

[Signature] \_\_\_\_\_ 4/21/15  
 Signature of Investigator Date  
 Pine County

# APPLICATION FOR ABATEMENT - HOMESTEAD FORM

(M.S. 375.192)

DATE: 4/21/15  
Abatement # AB15-20

For Taxes Levied In: 2014  
And Payable In: 2015

Please Print Or Type

Applicants Name: <u>Steven &amp; Sharon White</u>	Applicants Mailing Address: <u>24329 S Sand Rd</u>
Applicant's SSN: <u>on file</u>	<u>Sturgeon Lake, MN</u>
Telephone (Home): <u>(218) 485-5000 (ext. 503)</u>	
Telephone (Work): _____	

Description Of Property: \_\_\_\_\_ Property ID or Parcel Number: 33.0266.001  
 Street Address: 34329 S Sand Rd - Sturgeon Lake  
 Township/City: Windermere Twp  
 School District: 097

Legal Description: part of Gov 7 lot 8  
Sec 6, Twp. 45, Rng 19

### 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, \_\_\_\_\_ mid-year homesteads) and that such occupancy began on JULY 26, 2000 and that my/our ownership is evidenced by a Warranty deed dated JULY 26, 2000 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: Steven D. White Social Security Number: on file

Owner's Name: Sharon B. White Social Security Number: on file APR 27 2015

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: Steven D. White  
Sharon B. White

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:  
Homestead was removed from property when additional vacant parcel was purchased in 2011 and combined w/ house piece.

The applicant(s) has/have provided the following documentation as proof of occupancy:

[Signature] 4/21/15  
Signature of Investigator Date

APPLICATION FOR ABATEMENT - GENERAL FORM

(M.S. 375.192)

DATE: 4/10/15

For Taxes Levied In: 2014  
And Payable In: 2015

Abatement # AB15-19

Please Print Or Type

Applicants Name: <u>LASIC NORDQUIST</u>	Applicants Mailing Address: <u>14632 Boxwood Path</u>
Applicant's SSN: _____	<u>Roctmount, MN 55068</u>
Telephone (Home): <u>(952) 738-2568</u>	
Telephone (Work): <u>(651) 423-4802</u>	

Description Of Property: Property ID or Parcel Number: 13.009.000  
Street Address: 69009 Lone Creek Rd - Askov  
Township/City: Falkson Twp  
School District: 577

Legal Description: SE 1/4 SE 1/4 lying east of Hwy 35  
section 8, Twp 23, Range 20

ASSESSOR'S ESTIMATED MARKET VALUE:

Land: 19,300 Structures: 51,500 Total: 70,800 Classification: 151-0-099

Applicants Statement of Facts:

New Cabin on property was valued incorrectly when entered.

APR 16 2015

Applicants Request:

Value cabin similar to 2015 assessment

Applicant's Signature: LASIC NORDQUIST 4-15-15

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 Local-Option Disaster Abatements and Credits

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

County of: Pine

*pay 2014*

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

Name <b>Thomas R LaBathe</b>		Social Security number	
Mailing address (street address) <b>88952 Sturgeon Island Rd</b>		City <b>Sturgeon Lake</b>	State <b>MN</b>
		Zip <b>55063</b>	
Telephone (work) <b>( )</b>		Telephone (home) <b>(218) 780-5225</b>	
Property I.D. or Parcel number (found on your property tax statement) <b>33.0700.000</b>		School District number <b>#577</b>	
Address of damaged property (if different than mailing address) <b>Same</b>			
Legal description of property (found on your property tax statement) <b>S22 T45 R19 Part of NW1/4 of NW1/4 5 ac</b>			
Is the property homesteaded? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		How many months was the property unable to be occupied or used? Date you left property : <b>Aug 13, 2014</b>	
Is the property located in a county designated as a disaster or emergency area? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Date you returned to property : <b>April 1, 2015</b>	

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

House burnt down August 13, 2014 - Rebuilt home in 2015

APR 8 2015

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

Signature: *Thomas R. LaBathe* Date: **04/04/2015**

Under Minnesota Statutes, section 125.01, a person, in making any statement, oral or written, which is required or authorized by law to be made, is liable, in the event of his or her making or causing any false or fraudulent statement, as to any material matter upon which the maker of the statement knows or believes 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 \$3,000.00, or both.



## AGENDA REQUEST FORM

Date of Meeting: May 5, 2015

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

Agenda Item: Application for Abatement

Department: Auditor-Treasurer

*Cathy Chaves*  
Department Head signature

### Background information on Item:

Dewey Samuelson, 26763 Northern Rd, Pine City, PID 26.0344.000, pay 2013 and 2014

**Action Requested:**

**Financial Impact:**

# Application for Local-Option Disaster Abatements and Credits

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

County of: Pine

Abatement # AB14-38

For Taxes Levied In: 2013

And Payable In: 2014

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

Name <u>Dewey Clarence Samuelson</u>		Social Security number <u>471-36-8294</u>	
Mailing address (street address) <u>26763 Northern Road</u>		City <u>Pine City</u>	State <u>MN</u>
Telephone (work) <u>( )</u>		Telephone (home) <u>(320) 629-2358</u>	
Property I.D. or Parcel number (found on your property tax statement) <u>26.0844.000</u>		School District number <u>0578</u>	
Address of damaged property (if different than mailing address)			

**Legal description of property** (found on your property tax statement)

Sect-30 Twp-039 Range-020 80.00 AC East 1/2 of Southeast 1/4

Is the property homesteaded? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	How many months was the property unable to be occupied or used? Date you left property: <u>01-19-2013</u>
Is the property located in a county designated as a disaster or emergency area? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date you returned to property: <u>09-29-2014</u>

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

House burnt. We were still there every day due to farming land with livestock on property to take care of.

APR 28 2015

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

Signature <u>Dewey C. Samuelson</u>	Date <u>04/06/2015</u>
--	---------------------------

Note: While the purpose of this form is to provide information to the assessor, it is not a guarantee of any amount of relief. The assessor's office will determine the amount of relief based on the information provided. The assessor's office will also determine if the property is eligible for relief. The assessor's office will also determine if the property is eligible for relief. The assessor's office will also determine if the property is eligible for relief.

# Application for Local-Option Disaster Abatements and Credits

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

County of: Pine

Abatement # AB13-23

For Taxes Levied In: 2012

And Payable In: 2013

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

Name <u>Dewey Clarence Samuelson</u>		Social Security number <u>471-36-8294</u>	
Mailing address (street address) <u>26763 Northern Road</u>		City <u>Pine City</u>	State <u>MN</u>
Telephone (work) <u>( )</u>		Zip <u>55063</u>	
Property I.D. or Parcel number (found on your property tax statement) <u>26.0344.000</u>		Telephone (home) <u>(320) 629-2358</u>	
Address of damaged property (if different than mailing address)		School District number <u>0578</u>	

Legal description of property (found on your property tax statement)

Sect-30 TWP-039 Range-030 80.00 AC East 1/2 of SouthEast 1/4

Is the property homesteaded? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	How many months was the property unable to be occupied or used?  Date you left property: <u>01-19-2013</u>
Is the property located in a county designated as a disaster or emergency area? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date you returned to property: <u>not returned during 2013</u>

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

House burned. We were still there everyday due to farming land with livestock on property to take care of.

APR 28 2015

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

Signature <u>Dewey C. Samuelson</u>	Date <u>04/06/2015</u>
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## AGENDA REQUEST FORM

Date of Meeting: May 5, 2015

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

Agenda Item: Approval of a Liquor License

Department: Auditor

*Cathy Chmura*  
Department Head signature

### Background information on Item:

Approval of an On/Off Sunday Liquor License for Tommy's Lakeside Bar & Grill, LLC for May 6-August 31, 2015 subject to the State Approval

Action Requested:

Financial Impact:



# AGENDA REQUEST FORM

Date of Meeting: May 5, 2015

- County Board**
  - Consent Agenda
  - Regular Agenda
- Personnel Committee
- Other \_\_\_\_\_

5 mins  10 mins  15 mins  Other

Agenda Item: Approval of a Temporary 3.2 application

Department: Auditor-Treasurer

*Wally Clemas*  
Department Head signature

### Background information on Item:

Approval of Temporary 3.2 License for the annual Sandstone Bulls & Barrels event May 15-17, 2015, 52820 County Hwy 61, Sandstone (Dell Grove Twp)

Subject to approval by Dell Grove Township, Pine County Sheriff and Pine County Attorney.

Action Requested:

Financial Impact:



## AGENDA REQUEST FORM

Date of Meeting: 5/5/2015

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

**Agenda Item:** Accept \$325 donation for PSOP (Parent Support Outreach Program)

**Department:** HHS

Rebecca Fox  
Department Head signature

### Background information on Item:

Piper Bixby has made a donation in the amount of \$325, to be dedicated to the HHS Parent Support Outreach Program, which offers child abuse and neglect prevention services to young families in Pine County.

### Action Requested:

Accept the \$325 donation.

### Financial Impact:

N/A



# AGENDA REQUEST FORM

Date of Meeting: 5/5/2015

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

Agenda Item: Authorize hiring of PH Supervisor and request backfill

Department: HHS

Rebecca Foss  
Department Head signature

### Background information on Item:

The interviews for the open PH Supervisor position were held on April 21st. The position was offered to and accepted by Lori Fore, who currently serves as Team Leader in Public Health. Lori will start as the Public Health Supervisor on May 6, 2015, at \$31.50 per hour. With Lori's promotion, there will also be a need to authorize a backfill for her position. At this time, HHS is requesting that the position be filled by an RN/PHN, not specifically for a Team Leader. Once Lori is acclimated to her new position, if she believes that a Team Leader position is needed, HHS will request that through the personnel committee at the appropriate time.

### Action Requested:

Authorize the promotion of Lori Fore to Public Health Supervisor and authorize the backfill of her current position (without the Team Leader classification).

### Financial Impact:

The position is budgeted for in the Kanabec-Pine CH budget.



# AGENDA REQUEST FORM

Date of Meeting: 5/5/2015

- County Board**
  - Consent Agenda
  - Regular Agenda
- Personnel Committee
- Other \_\_\_\_\_

5 mins.  10 mins.  15 mins.  Other

Agenda Item: Approve Internship for Andrea Wiener at HHS

Department: HHS

Rebecca Foss  
Department Head signature

### Background information on Item:

Barbara Schmidt, Social Services Supervisor, was contacted by Andrea Wiener. Andrea is completing her collegiate studies through the University of North Dakota and is required to complete an internship for graduation. Andrea is requesting to complete an internship under Ms. Schmidt's supervision, which is scheduled to begin on May 13th (with Board approval). This is an unpaid internship to last 400 hours. HHS has also been provided with an acceptable background check for Ms. Wiener.

### Action Requested:

Authorize Andrea Wiener to complete an unpaid internship through HHS, under the supervision of Barbara Schmidt.

### Financial Impact:

N/A



## AGENDA REQUEST FORM

Date of Meeting: May 5, 2015

- County Board**  
 Consent Agenda  
 Regular Agenda

5 mins  10 mins  15 mins  Other

**Personnel Committee**

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

Agenda Item: Training Request

Department: Auditor-Treasurer - HHS Fiscal

  
Department Head Signature

### Background information on Item:

Michelle Kelash to attend AMSSA summer conference, June 24-26, 2015 at Breezy Point. Registration - \$50.00; Accommodations - \$400.00; No travels costs; Total \$450.00. Funds available in HHS budget.

### Action Requested:

Approval

### Financial Impact:



# Stayin' Alive at 35

2015 Our 35<sup>th</sup> Anniversary  
June 24 – June 26, 2015

Wednesday, June 24, 2015

- |                        |  |                       |
|------------------------|--|-----------------------|
| 10:30 A.M. – 4:30 P.M. | Registration   | Minnesota Lobby       |
| 12:00 P.M. - 1:00 P.M. | Open Forum – Box Lunch   | Minnesota Room I & II |
|                        | Round Table discussion facilitated by Kathy Ryan   |                       |
|                        | Possible topics: Claiming, Rep Payee, etc.   |                       |
| 1:00 P.M. - 1:15 P.M.  | Break (beverages served)   |                       |
| 1:15 P.M. -1:30 P.M.   | Welcome & Introductions- 'Stayin' Alive at 35'   | Minnesota Room I & II |
|                        | AMSSA Conference Committee featuring special appearances by John Travolta, Sonny & Cher, etc.  |                       |
| 1:30 P.M. -3:00 P.M.   | <u>Nick Mezacapa – 'Touring With a Rock Band'</u>  | Minnesota Room I & II |
|                        | The product of the rock band is their music. The excitement of the tour is offset by countless hours on the road, weeks of living in close quarters, and the inherent pressures of performance. All of these stressful demands can become a heavy burden to the individuals of the traveling troop, which they will inevitably deal with in their own distinctive ways. This talk identifies those dynamics and draws a parallel to the corporate setting. |                       |
|                        | Nick's passionate and enthusiastic presentations are derived from his depth of experiences as a teacher, coach, priest, husband and father. Combined with his experiences as a prostate cancer survivor, radio personality and an active thespian, Nick generates a style and urgency that is profoundly unique.   |                       |
| 3:00 P.M. – 3:15 P.M.  | Break with snacks  |                       |

## Wednesday, June 24, 2015 (continued)

3:15 P.M. – 4:30 P.M.     Grants & Allocations with FOD Update     Minnesota Room I & II

*Presented by: David Hanson & Chris Ricker, DHS Financial Operations Division*

This session will focus on 2015 Legislative changes and observations. We will also provide updates to 2014 legislative items covered during last year's AMSSA Conference. A review of various changes made within H&HSF/FOD over the last year will be provided in addition to other items we are working on and planning on implementing in the future.

Lastly, an allocation update will be provided on the following grants: VCA/Title XX, Basic Sliding Fee (BSF), MFIP Consolidated Fund, Family Response, Parental Support Outreach, Adult and Children's Mental Health, Family Support and DD-SILS.

5:00 P.M. – 6:30 P.M.     Networking

6:30 P.M. – 8:00 P.M.     Banquet     Lakeside Ballroom

## Thursday, June 25, 2015

6:30 A.M. - 8:00 A.M.     Breakfast Buffet     Marina Dining Room

8:00 A.M. - 1:00 P.M.     Registration     Minnesota Lobby

8:00 A.M. - 9:15 A.M.     Northstar Care I – Review, Scenarios, Planning and Proofing     Minnesota Room I

*Presented by: John Sellen (Northstar Care Lead); Deb Jensen (FOD); SSIS staff Theresa Hill, Sue Nelson, Lexie Kjos, and Laura Arleth; and a county person or two*

This is the first of three sessions (each repeats) on Northstar Care for Children, with each session building on the previous one. All three sessions will be integrated presentations covering policy, accounting, and SSIS procedures. And probably penguin jokes.

This session covers:

1. Framework of the three Northstar Care sessions.
2. Brief review of key aspects of Northstar Care, including MAPCY assessments, service arrangements and payments.
3. Begin developing scenarios used to explain how things work in all three sessions.
4. Planning, prepping, premeditating, proofing and possibly praying in preparation for fiscal reports and fiscal reconciliation.

**We strongly recommend that people planning to go to Northstar Care II or III begin by attending one of these sessions.**

8:00 A.M. - 9:15 A.M.     Single Audit Update     Heartland Room I & II

*Presented by: CliftonLarsonAllen, Mary Reedy and staff*

This session will cover the current status of the Uniform Grant Guidance and help you develop an understanding of the key changes to the Uniform Guidance from pre-award through audit requirements.

Thursday, June 25, 2015 (continued)

8:00 A.M. - 9:15 A.M. **Rule 5** Pelican  
*Presented by: John Kowalczyk, DHS Children's Mental Health & Stacey Alsdurf, MN.IT Services*

This presentation will review Minnesota Health Care Programs (MHCP) coverage policy requirements for the provision and payment of Rule 5 mental health services. It will also explore requirements regarding working with MHCP managed care organizations, and Tribes who are able to authorize and pay for services. We will also explore where additional information and resources about children's mental health residential treatment services paid for through MHCP can be found.

This presentation will also cover everything you need to know to successfully send Rule 5 Healthcare Claims for Children's Residential Treatment from SSIS to MMIS. What information needs to be available in MMIS? What information needs to be gathered? When should you generate and submit Rule 5 Healthcare Claims? What are common Rule 5 proofing errors in SSIS? What are common denial reasons in MMIS? These questions and more will be addressed in the SSIS portion of this session on Rule 5 claiming. This presentation will also briefly touch on Rule 5 as it relates to IV-E and payments for Rule 5 Room and Board.

9:15 A.M. - 9:30 A.M. Break (beverages served) Minnesota Lobby

9:30 A.M. - 10:45 A.M. **Northstar Care I – Review, Scenarios, Planning and Proofing (Repeat)** Minnesota Room I

See description from 8:00 A.M. – 9:15 A.M.

9:30 A.M. - 10:45 A.M. **Fostering Personal Resilience** Minnesota Room II

*Presented by Sand Creek and courtesy of MCIT*

Resiliency is the ability to bounce back from life's difficult situations. Resiliency can be learned and practiced by individuals. This training will discuss the importance of personal resilience, the qualities of resilient people and provide methods for developing personal resilience.

9:30 A.M. - 10:45 A.M. **SEAGR Quarter End Report Bundles** Pelican

*Presented by: Julie Spurgeon, DHS Financial Operations Division*

You've closed the books for the quarter and submitted your quarterly fiscal reports including the SEAGR report – groovy man. Ever wonder what you should be doing with the SEAGR report bundle that is e-mailed to you at the end of the quarter and at year end? Now is your chance to hear Julie's wishes and dreams of what you do with the reports and let your voice be heard on what you like and don't like about the reports and give ideas for future reports you would like to see. This is also a great chance for you to hear how other counties use the reports in their counties.

9:30 A.M. - 10:45 A.M. **Moral Courage – Building the Bridge Between What We Say and What We Do** Heartland Room I & II

*Presented by: CliftonLarsonAllen, Mary Reedy and staff*

Ethics is a "power word" that gets tossed around a lot in organizations today. But, what does it really mean? In this session, we'll unpack the meaning of the word and explore the disconnect between how we talk about ethics and what we often do about ethics. Why do we sometimes fall short of doing what we know is right? Staying continually committed to ethical leadership is fueled by moral courage – the strength to stand up for what we believe. By exercising our moral courage in small, daily decisions, we can be ready to face more difficult situations when they arise. This practical look at ethics will challenge leaders to embrace a practice of question-based decision-making that fosters a culture of moral courage and inspires others within their sphere of influence toward a deeper commitment to ethics as well.

10:45 A.M. - 11:00 A.M. Break with snacks Minnesota Lobby

Thursday, June 25, 2015 (continued)

11:00 A.M. - 12:15 P.M. Northstar Care II – Fiscal Reports and Begin Fiscal Reconciliation Minnesota Room I

*Presented by: John Sellen (Northstar Care Lead); Deb Jensen (FOD); SSIS staff Theresa Hill, Sue Nelson, Lexie Kjos, and Laura Arleth; and a county person or two*

Continuing from Northstar Care I, this session covers:

5. Continue developing scenarios used to explain how things work.
6. Fiscal Reports:
  - RCA Report
  - Child Foster Care Report (combines Title IV-E Report with "Northstar Care Report").
  - Fiscal "Reports" by DHS for Northstar Kinship Assistance, Northstar Adoption Assistance, and legacy Adoption Assistance
7. Commissioner Transitions
8. Title IV-E Processing
9. Begin Fiscal Reconciliation: Concepts and Inputs

***We strongly recommend attending Northstar Care I. Those planning to go on to Northstar Care III should attend one of these sessions.***

11:00 A.M. - 12:15 P.M. Stayin' Alive in the World of Title IV-E Foster Care Minnesota Room II

*Presented by: Deb Trotter, Paula Katzenmeyer, Julie Kimker & Debbie Retterath, DHS Social Service Program Advisors*

This workshop will offer insight into the Title IV-E foster care program. We'll dance (well, maybe walk) through Title IV-E eligibility requirements as well as an SSIS/MAXIS interface demonstration which will help emphasize how this communication process can really make a difference in the accuracy of data between SSIS and MAXIS and your agency's ability to process the Child Foster Care Report with ease.

11:00 A.M. - 12:15 P.M. Medicaid Estate Recovery Pelican

*Presented by: Dale Klitzke, DHS Special Recovery Unit Manager  
& Kendel Waterkamp-Vomastek, DHS Special Recovery Unit Staff Attorney*

Medical Assistance estate recovery is an ever evolving area of law that has changed greatly in the past five years. It is important for the counties to be advised of the changes in law as well as the Department's current policies and procedures. This session will discuss the current law and policy of Minnesota's Medicaid estate recovery program, to include the changes to estate recovery after the implementation of the Affordable Care Act and how it affects the counties incentive share for each recovery.

11:00 A.M. - 12:15 P.M. Group Residential Housing Updates Heartland Room I & II

*Presented by: Kristine Davis, GRH Policy Lead, DHS or Julia Welle Ayres, Olmsted Plan Housing Implementation Project Manager, DHS*

Learn about changes in the Group Residential Housing (GRH) and Minnesota Supplemental Aid (MSA) Shelter Needy programs. Policy staff from the Department of Human Services will outline new Overpayments guidance; explain any changes made by the 2015 Legislature, and save plenty of time for questions and answers. Changes being proposed to the 2015 Legislature include automated Overpayment tracking, changes to individual reporting and budgeting, and moving the GRH supplemental Service rate from MAXIS to MMIS.

12:15 P.M. - 1:15 P.M. Lunch Marina Dining Room

Thursday, June 25, 2015 (continued)

1:15 P.M. - 2:30 P.M. AMSSA Business Meeting Minnesota Room II

Member of the Year presentation

2:00 P.M. - 3:30 P.M. Resource Session Lakeside Ballroom

\*Note: No scheduled break ~ snacks will be served in the Lakeside Ballroom

Attendees include: Trimin, Sand Creek, CliftonLarsonAllen, ISC (Imaging Software)

MN.IT SSIS Fiscal staff: Kate Stolpman, Stacey Alsdurf, Laura Arleth, Janel Heath, Theresa Hill, Lexie Kjos, Mary Klinghagen and Sue Nelson; Financial Operations staff: Chris Ricker, David Hanson, Julie Spurgeon, Becky Path, Jim Schorey, Joe Jarosz, Jerry Medlicott, Bridgit Olson, DiAnn Robinson, Danna Reese, Heide Moris, Deb Jensen, Shawn Tobias, Matt Hanson, Peter Stahley, Rick Hallanger, Brad Thomas, and Craig Beske. Other DHS representatives include: John Kowalczyk, Rule 5; Dale Klitzke and Kendel Waterkamp-Vomastek, Medicaid Estate Recovery, Deb Trotter, Paula Katzenmeyer, Julie Kimker & Debbie Retterath, DHS Social Service Program Advisors; Kristine Davis, GRH Policy Lead or Julia Welle Ayres, Olmsted Plan Housing Implementation Project Manager; John A. Anderson, DHS Continuing Care; Patrick Alford, DHS Health Care Administration; Maychee Mua and Mai Yang, DHS Member and Provider Services; and Pansi Millage, DHS Provider Training & Communications

3:30 P.M. - 4:45 P.M. Northstar Care II – Fiscal Reports and Begin Fiscal Reconciliation (Repeat) Minnesota Room I

See description from 11:00 A.M. - 12:15 P.M.

3:30 P.M. - 4:45 P.M. MFIP Consolidated Fund Pelican

*Presented by: Jerry Medlicott & David Hanson, DHS Financial Operations Division*

Jerry will give an overview of the MFIP Consolidated Fund including Basic Service Agreements. Also to be covered will be allocations, reporting expenditures, revising 2902's, common reporting errors and how to report special projects under the MFIP Consolidated Fund Innovations (GED, Teen Parent, etc.).

3:30 P.M. - 4:45 P.M. Stayin' Alive in the SSIS Fiscal World Minnesota Room II

*Presented by: Janel Heath, Mary Klinghagen and Kate Stolpman, MN.IT SSIS*

During this session, we discuss several functions available in SSIS and tips/tricks on how to use them to make SSIS work more efficiently and effectively for local agency accounting staff. Areas covered include: Service Arrangements, Payments, Healthcare Claiming, State Reports, General Reports and grid functionality.

4:45 P.M. -6:00 P.M. Networking

6:00 P.M. - 7:00 P.M. Dinner Dockside

Friday, June 26, 2015

6:30 A.M. - 8:00 A.M. Breakfast Buffet Marina Dining Room

8:00 A.M. - 9:15 A.M. Quarterly CMHS Meeting Lakeside A

*Led by: Kathy Ryan, Aitkin County & Emily Ehnes, Sherburne County*

Friday, June 25, 2015 (continued)

- 8:00 A.M. - 9:15 A.M.      **Moving Home Minnesota**      Pelican
- Presented by: John A. Anderson, DHS Continuing Care; Patrick Alford, DHS Health Care Administration; Maychee Mua and Mai Yang, DHS Member and Provider Services*
- Participants will learn about the Moving Home Minnesota (MHM) program, including information about eligibility requirements, benefits and services, provider enrollment and claims. The major focus of MHM is to successfully transition individuals from qualified institutions to qualified integrated community settings. MHM has developed an expanded array of services and benefits which are intended to address gaps in the existing service system and promote emerging evidence based practices.
- 8:00 A.M. - 9:15 A.M.      **Social Service Time Study, SSTS**      Minnesota Room II
- Presented by: Bridgit Olson & DiAnn Robinson, DHS Financial Operations Division*
- Join us for an in depth look at the Social Service Time Study (SSTS). We'll explore the fundamentals – who should participate in the SSTS, the time study operational process, activity codes and definitions, the cost report and the claiming formula. We'll close with a segment on 'SSTS Funding' that includes budgeting tools and explanations for earnings fluctuation. No matter what SSTS information you're looking for – this session has it covered.
- 9:15 A.M. - 9:30 A.M.      Break (beverages served)
- 9:30 A.M. - 10:45 A.M.      **Northstar Care III – Finish Fiscal Reconciliation and Dealing with Outputs**      Minnesota Room I
- Presented by: John Sellon (Northstar Care Lead); Deb Jensen (FOD); SSIS staff Theresa Hill, Sue Nelson, Lexie Kjos, and Laura Arleth; and a county person or two*
- Continuing from Northstar Care II, this session covers:
10. Continue developing scenarios used to explain how things work.
  11. Continue Fiscal Reconciliation: Process and Outputs
  12. Making Sense of the Outputs:
    - Interpreting detail
    - Dealing with Invoices
    - Posting receipts
    - Explaining to Directors, Boards and Others
- Participants will get the most out of this session if they have attended both Northstar Care I and II.*
- 9:30 A.M. - 10:45 A.M.      **Stayin' Alive in the SSIS Fiscal World (Repeat)**      Minnesota Room II
- See description from Thursday, 3:30 P.M. – 4:45 P.M.
- 9:30 A.M. – 10:45 A.M.      **1099 Reporting**      Lakeside A
- Presented by: CliftonLarsonAllen, Mary Reedy and Staff*
- The tax system currently being used in the U.S. is a self-assessing system which relies to a great extent on the honesty and integrity of each individual taxpayer. However, each year the system takes additional steps to "encourage" proper reporting of income. One of the primary ways proper reporting is encouraged is through the use of information returns (1099's).

Friday, June 26, 2015 (continued)

9:30 A.M. - 10:45 A.M. Public Health Finance

Pelican

*Presented by: DeeAnn Finley, LPH Policy & Administrative Specialist along with Alyssa Haugen Grants & Special Project Manager from the Minnesota Department of Health*

Come to learn about the upcoming changes at the Minnesota Department of Health in relation to the Finance area. DeeAnn & Alyssa will also try to answer some of the most common questions in regards to Public Health Finance.

10:45 A.M. - 11:00 A.M. Break with snacks

Minnesota Lobby

11:00 A.M. - 12:15 P.M. Northstar Care III - Finish Fiscal Reconciliation and Dealing with Outputs (Repeat)

Minnesota Room I

See description from 9:30 A.M. - 10:45 A.M.

11:00 A.M. - 12:15 P.M. Minnesota Department of Revenue

Minnesota Room II

*Presented by: Janet Lovejoy*

Janet Lovejoy along with other members of the MDOR Revenue Recapture team will define the Revenue Recapture Act and how it is used to assist in the collection of debts. They will present an overview of what debts qualify along with defining what types of refunds are eligible for Revenue Recapture. Other areas that will be discussed are the Priority of Claims, Eligible Claimant Agencies, enrolling in Revenue Recapture, Agency responsibilities and Non-liable/Injured Spouse claims.

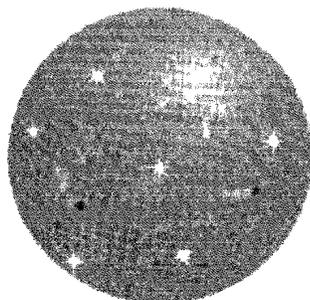
11:00 A.M. - 12:15 P.M. Essential Community Supports, ECS

Pelican

*Presented by: Pansi Millage, DHS Provider Training & Communications & Stacey Aisdurf, MN.IT Services, SSIS*

The Essential Community Supports (ECS) program is a new Minnesota Health Care Programs (MHCP) that aims to help people who do not meet the Nursing Facility Level of Care criteria to receive community-based services and supports. In this session, Pansi will provide a brief summary of the ECS program, including the component service the new Community Living Assistance (CLA) services, eligibility requirements and provider qualifications and enrollment.

ECS will be added to the Waiver and AC Claim Category in SSIS with ECS added as a new Claim Detail Code. Stacey will provide details on what has already been added to SSIS along with what is scheduled for implementation in SSIS in version 15.4.



**AMSSA**



# AGENDA REQUEST FORM

Date of Meeting: May 5, 2015

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

Agenda Item: Assessor Licensing Courses

Department: Land Services

  
Department Head signature

### Background information on Item:

In 2013, the State Legislature passed statute 270C.9901 regarding any individual who appraises or physically inspections real property for the purpose of determining is valuation or classification for property tax purposes to obtain licensure as an accredited Minnesota assessor by July 1, 2019. This requirement will apply to four staff within the office.

To become an accredited Minnesota assessor from the currently required certified Minnesota assessor level, staff must:

- 1.) Complete two 30-hour income courses
- 2.) Complete one 30-hour assessment administration course
- 3.) Complete one 30-hour elective course
- 4.) Complete a 15-hour Uniform Standards of Profession Appraisal Practices course
- 5.) Complete a Residential Form Appraisal Report
- 6.) Complete the Residential Case Study Exam

### Action Requested:

Consider attendance by Lorri Houtsma and Karen Stumne, property appraisers, to the Minnesota Association of Assessing Officer (MAAO) course, Basic Income August 10-14, 2015 and the International Association of Assessing Officer (IAAO) course Income Approach to Valuation September 21-25, 2015. Both courses are offered at the Best Western Hotel and Conference Center in Plymouth, MN.

### Financial Impact:

The course cost for the MAAO is \$380 per person. The course cost of the IAAO course is \$480 per person. Lodging in a shared room at a rate of \$77.00 per night for both courses will be required. Total cost including lodging for the MAAO course is \$1,145. The cost including lodging for the IAAO course is \$1,345. All costs are within the 2015 Assessor's office budget.



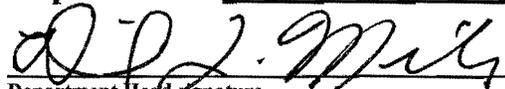
# AGENDA REQUEST FORM

Date of Meeting: May 5, 2015

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

**Agenda Item:** Introduction of Probation Director Terry Fawcett

**Department:** Administration

  
 Department Head signature

### Background information on Item:

Terry Fawcett has worked in Corrections since 1993, spending his last 21-plus years working for Arrowhead Regional Corrections. The last 14 years were spent in management. Terry graduated from Huron University with a B.S. in Criminal Justice and from the University Wisconsin-Superior with a Master's of Science in Education in Community Counseling. Terry was the President of the Minnesota Corrections Association in 2011, and has been a leader in staff safety throughout Minnesota, having trained numerous departments around the state during the past ten years. Terry is married and has two daughters, who are very active in multiple sports. Terry is excited to be a part of the Pine County Team!

**Action Requested:**

**Financial Impact:**



# AGENDA REQUEST FORM

Date of Meeting: May 5, 2015

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

Agenda Item: Subdivision Ordinance Public Hearing/Adoption

Department: Land Services

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

### Background information on Item:

As discussed at the February 24, 2015 Committee of the Whole meeting, the Board gave direction on clarifications and minor changes regarding the Pine County Subdivision Ordinance. In working with the Pine County Planning Commission we have implemented the discussed changes and produced a finalized and codified document with all prior amendments of the Ordinance.

The clarifications and minor changes include:

- 1.) Renumbering the articles similar to other Pine County Ordinances.
- 2.) Added language to further define a private road (Article 2.22).
- 3.) Simplified the language within Article 3.01.
- 4.) Acknowledged the Pine County Shoreland Ordinance and Kettle River Wild and Scenic River Ordinance lot sizes for minor subdivisions (Article 4.01A & 4.01B).
- 5.) Allows 66' access strips to be split from a parcel of record which is already at the minimum lot size (Article 4.01B(2)).
- 6.) Requires only 300 feet between 66' access strips versus the previous 500' (Article 4.01B(3)).
- 7.) Requires the 66' access to be combined with the parcel it is giving access to (Article 4.01B(5)).

### Action Requested:

- 1.) Presentation of updated and revised subdivision ordinance
- 2.) County Board questions and discussion
- 3.) Open Public Hearing and take public testimony
- 4.) Close Public Hearing
- 5.) County Board additional discussion if necessary
- 6.) Consider adoption of the ordinance. To adopt the ordinance a motion such as "I move to adopt the Pine County Subdivision and Platting Ordinance" is suggested. The ordinance requires a simple majority vote for approval.

### Financial Impact:

No changes are anticipated in the cost of enforcing the ordinance based on the proposed changes.



# **Pine County Subdivision and Platting Ordinance**

**(Reference Copy Only)**

**Note:** This is a consolidated & formatted reference copy of the Subdivision and Platting Ordinance as recorded July 7, 1995 (Rec. Doc. 348956) and amended through September 25, 2007 (Rec. Doc. 467731). To the best of our knowledge this formatted copy includes all text amendments. Please see page 28 for known adoption & amendment history. To obtain a copy of recorded documents or to carry out research concerning any inadvertent omissions or errors, please contact the County Recorders office.

**Drafted By:**

**Pine County Land Services**

**635 Northridge Dr Nw, Suite 250, Pine City, MN 55063**

DRAFT

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SUBDIVISION AND PLATTING ORDINANCE  
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**PINE COUNTY SUBDIVISION AND PLATTING ORDINANCE**  
**THE BOARD OF COMMISSIONERS OF PINE COUNTY, MINNESOTA DOES**  
**ORDAIN:**

AN ORDINANCE ESTABLISHING REGULATIONS FOR THE SUBDIVISION AND PLATTING OF LAND WITHIN PINE COUNTY AND OUTSIDE THE BOUNDARIES OF MUNICIPALITIES; DEFINING CERTAIN TERMS USED HEREIN; PROVIDING FOR THE PREPARATION OF PLATS; PROVIDING FOR THE CONSTRUCTION OF STREETS, ROADS AND OTHER IMPROVEMENTS; ESTABLISHING PROCEDURES FOR THE APPROVAL AND RECORDING OF PLATS; AND PROVIDING PENALTIES FOR THE VIOLATION OF THIS ORDINANCE.

**SECTION-ARTICLE 1.0 GENERAL PROVISIONS**

**1.01 Short Title**

This Ordinance shall be known as the "Pine County Subdivision and Platting Ordinance" and will be referred to herein as "this Ordinance."

**1.02 Purpose and Intent**

This Ordinance is enacted for the following purposes: to safeguard the best interests of the people of Pine County; to assist the subdivider in harmonizing their interests with those of the County at large, as well as with those of the municipalities of the County; to prevent piecemeal planning of subdivisions; to prevent undesirable, disconnected patchwork of pattern and poor circulation of traffic; to correlate land subdivisions with the Pine County Comprehensive Plan; to secure the rights of the public with respect to public lands and waters; to improve land records by establishing standards for surveys and plats; and to discourage inferior development which might adversely affect property values.

**1.03 Authority**

It is the purpose and intent of this Ordinance to provide regulations for the subdivision and platting of land in Pine County, as authorized by Minnesota Statutes 394.

**1.04 Jurisdiction**

The regulations in this Ordinance governing plats and the subdivision of land shall apply to all areas of Pine County with the following exceptions:

- A. It shall not apply to areas within a municipality.
- B. It shall not apply within two (2) miles of a municipality which has extended subdivision and platting regulations, as authorized by Minnesota Statute 462.358, Subd. 1a.
- C. It shall not apply to areas within the jurisdiction of a township that has adopted a shoreland management ordinance which has

been approved by the Commissioner of Natural Resources, as authorized by Minnesota Statute 394.33, Subd. 1.

D. It shall not apply to areas within the jurisdiction of a township which has adopted subdivision and platting regulations, as authorized by Minnesota Statute 394.33, Subd. 1. subject to the following:

1. The township shall request that the Planning Commission review its ordinance to determine if it contains, at a minimum, regulations and requirements at least as restrictive as those contained in this Ordinance.
2. The Planning Commission shall issue findings and a recommendation to the County Board on any such request by a township.
3. The County Board has acknowledged, by formal resolution, that the township ordinance contains, at a minimum, regulations and requirements at least as restrictive as those contained in this Ordinance and that County control of subdivision and platting is not necessary in that township.

E. The County Auditor shall not accept a subdivision of land in the jurisdiction of this Ordinance unless a Final Plat has been approved under ~~Section~~Article 8.0 or a Minor Subdivision has been approved under ~~Section~~Article 4.0 of this Ordinance.

#### 1.05 Scope

- A. This Ordinance shall apply to any subdivision which has not been given final approval by the Planning Commission or County Board, as applicable, prior to the effective date of this Ordinance.
- B. This Ordinance shall not apply to any lot or lots forming a part of a subdivision recorded in the Office of the Pine County Recorder prior to the effective date of this Ordinance, unless the existing lot or lots are to be further resubdivided.
- C. It is not the intent of this Ordinance to repeal, abrogate or impair any existing covenants, deed restrictions or ordinances; however, where this Ordinance imposes greater restrictions, the provisions of this Ordinance shall prevail.
- D. All subdivisions of land, as regulated by this Ordinance, shall comply with zoning, subdivision and platting regulations adopted by a township as authorized by Minnesota Statute 394.33, Subd. 1, as long as the regulations are more restrictive than those contained in this Ordinance.

1.06 Repealer

The Pine County Subdivision and Platting Ordinance as adopted ~~June 20, 1995~~ ~~May 7, 1969~~, amended ~~January 6, 1971~~ ~~June 19, 2007~~, ~~July 17, 2007~~, and ~~September 5, 1978~~ ~~August 21, 2007~~, together with any subsequent amendments to these Ordinances, if any, are hereby repealed and replaced by this Ordinance.

1.07 Interpretation

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

1.08 Separability

If any ~~section~~ ~~article~~, ~~subsection~~, ~~subsection~~, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions hereof.

**SECTION-ARTICLE 2.0 DEFINITIONS**

Unless otherwise specifically defined herein, all words and phrases defined in Minnesota Statutes 394 and 505 shall have the same meanings when used in this Ordinance. Terms and abbreviations used herein, which are not specifically defined by law, shall be construed in accordance with the context and professional usage.

2.01 BLOCK

A single lot or series of contiguous lots enclosed within the perimeter of roads, property lines, or boundaries of the subdivision.

2.02 BOARD OF ADJUSTMENT

The Board of Adjustment of Pine County, Minnesota.

2.03 BUILDABLE LOT AREA

The contiguous area of a lot which is sufficient in area to accommodate the construction of water supply systems, sewage treatment systems, buildings and driveways, and to provide adequate setbacks. Areas which are floodway, wetlands and stormwater detention/retention ponds, right-of-ways, septic system setbacks as defined in the Shoreland Management Ordinance, and slopes in excess of 33% outside the Shoreland Management District and in excess of 25% inside the Shoreland Management District cannot be included in calculating the buildable area of a lot. (9-10-07 Rec. Doc. 467348)

2.04 CERTIFICATE OF SURVEY

Certification on a plat that the plat is a correct representation of the survey, that all distances are correctly shown on the plat, that all monuments have been or will be correctly placed in the ground as shown or stated, and that the

outside boundary lines are correctly designated on the plat.

- | 2.05 COMMISSIONER      The Commissioner of the Department of Natural Resources, State of Minnesota, or the authorized representative.
- | 2.06 COUNTY ATTORNEY      The County Attorney for Pine County, Minnesota, or the authorized representative.
- | 2.07 COUNTY AUDITOR      The County Auditor for Pine County, Minnesota, or the authorized representative.
- | 2.08 COUNTY BOARD      The Pine County Board of Commissioners.
- | 2.09 COUNTY SURVEYOR      The County Surveyor for Pine County, Minnesota, or the authorized representative.
- | 2.10 COUNTY ENGINEER      The County Engineer for Pine County, Minnesota, or the authorized representative.
- | 2.11 FINAL PLAT      The map of a subdivision, prepared by a land surveyor licensed in Minnesota, to be filed in the Office of the Pine County Recorder, according to Minnesota Statutes 505 and the provisions of this Ordinance.
- | 2.12 LOT      Any continuous parcel within a subdivision, excluding outlots, marked by the subdivider as a numbered parcel.
- | 2.13 LOT FRONTAGE      That part of a lot lying along and abutting a road or that part of a lot abutting public water.
- | 2.14 METES AND BOUNDS      A description of a tract or parcel of land containing directions and distances.
- | 2.15 MINOR SUBDIVISION      The division of a parcel of land which does not require a formal plat.
- | 2.16 OUTLOT      A lot remnant or any parcel of land included in a plat, which may be used as open space. Such outlot may be too small to comply with the minimum size requirements of any township ordinance, the Pine County Shoreland Management Ordinance, the Kettle River Wild and Scenic River Ordinance, this Ordinance, or is otherwise unsuitable for development and therefore not usable as a building site. Outlots can be utilized as public or private "road reserve strips", provided they are maintained in a single ownership. Outlots can also be designated on the plat as an access area to water to be shared by

property owners as specified in the plat or for use by the public. Outlots shall not be utilized to circumvent the intent of this Ordinance.

| 2.17 PARCEL

An area of land which may be designated by platting, by metes and bounds description, by a registered land survey, by auditors subdivision, or other accepted means, which distinguishes it from other parcels.

| 2.18 PARCEL OF RECORD

Any parcel, tract, or area of land which is individually recorded in the Office of the Pine County Recorder

| 2.19 PLANNED UNIT DEVELOPMENT

This is a pattern of land subdivision which places housing units into a compact grouping (clusters) while providing a network of commonly-owned or dedicated open space. It is an integrated method of land use which maximizes both resource protection and potential use and shall only be allowed in the shoreland area.

| 2.20 PLANNING COMMISSION

The Planning Commission of Pine County, Minnesota.

| 2.21 PRELIMINARY PLAT

A drawing or a proposed subdivision plat, registered land survey, planned unit development or cluster development, prepared in the manner and containing the data, documents, and information required in Section 7.01 of this Ordinance.

| 2.22 PRIVATE ROAD

A roadway or strip of land which is passable by a highway licensed four-wheeled motor vehicle which is reserved for the use of a limited number of persons or purposes, as distinguished from a publicly dedicated road.

| 2.23 PUBLIC HEARING

A public hearing is the forum at which all interested parties are heard, for the record, concerning a proposed action.

| 2.24 PUBLIC WALKWAY

A public way designated for the use of pedestrian traffic.

| 2.25 ROAD

A public right-of-way which affords the primary means of access by pedestrians and vehicles to abutting properties, whether designated as a street, avenue, highway, road, boulevard, land, or however otherwise named or designated. Service roads are roads or streets of relatively short length that provide direct access to a limited number of abutting properties.

Marginal access roads are service roads, parallel with and adjacent to a thoroughfare, which provide access from the thoroughfare to abutting properties.

| 2.26 SETBACK

The minimum horizontal distance between a structure, sewage treatment system, or other facility and the road right-of-way and other property lines. (9-20-07 Rec. Doc. 467640)

| 2.27 STRUCTURE, ACCESSORY.

Any structures on a lot other than the main residential dwelling. Examples of accessory structures include garages, pole barns, and septic systems. Structures under 120 square feet in size, not on a permanent foundation or footings, are not considered accessory structures for purposes of any setback requirements. (9-20-07 Rec. Doc. 467640)

| 2.28 STRUCTURE, PRIMARY.

The main residential dwelling on the lot. (9-20-07 Rec. Doc. 467640)

| 2.29 SUBDIVIDER

Any individual, firm, association, syndicate, partnership, corporation, trust or any other legal entity initiating a subdivision or plat.

| 2.30 SUBDIVISION

The division of a parcel of land into two or more lots or parcels for the purpose of transfer of ownership.

| 2.31 SUBDIVISION SKETCH PLAN

A drawing prepared in accordance with the information required in Section 5.01 of this Ordinance.

| 2.32 SKETCH

A drawing prepared in accordance with the scale and information required in Section 4.03 of this Ordinance.

| 2.33 WETLAND

All types and sizes of wetlands which meet the wetland definition as outlined in the January 1989 "Federal Manual for Identifying and Delineating Jurisdictional Wetlands", or as required by state law.

| 2.34 WETLANDS ADMINISTRATOR

The Wetlands Administrator for Pine County, Minnesota, or the authorized representative.

| 2.35 ZONING ADMINISTRATOR

The County Zoning Administrator for Pine County, Minnesota, or the authorized representative.

**SECTION-ARTICLE 3.0 SUBDIVISIONS EXEMPT FROM THIS ORDINANCE**

**3.01 Exempt Subdivisions of Land**

The following subdivisions of land shall be exempt from the application of this Ordinance and may be recorded without Planning Commission review or approval:

- A. A subdivision of land that does not create a new parcel or result in a remaining parcel of less than forty (40) acres in size or a subdivision which results in a parcel less than forty (40) acres when fractional portion of a such parcel is part of the government survey and equaling a quarter-quarter section.
- B. A subdivision of land by will, court order or decree.
- C. Government lots as designated by the original government survey.
- D. The transfer of an easement interest in real estate is not a subdivision of land under this Ordinance.

**SECTION-ARTICLE 4.0 MINOR SUBDIVISIONS**

~~4.01 Minor Subdivisions Allowed. As part of a complete application for a Certificate of Minor Subdivision, the applicant will need to provide correspondence from the host township (if it has a recorded zoning ordinance) that the proposed parcel division is in conformance with its zoning regulations. (9-25-07 Rec. Dec. 467731) (this is in section 4.02B already)~~

The following subdivisions qualify as a Minor Subdivision:

- A. Any subdivision not requiring the construction of a new road (public or private) to service the newly-created parcels, provided that each parcel created must have a minimum lot size of 2 ½ acres, a minimum road frontage of three hundred (300) feet and a minimum depth of three hundred (300) feet or be within and conform to the lot sizes specified in the Pine County Shoreland Management Ordinance or the Kettle River Wild and Scenic River Ordinance. To insure future access to any remnant landlocked parcel created as a result of a minor subdivision, the Zoning Administrator shall require as a condition of approval placement of a sixty-six (66) foot fee-owned access strip attached to and made part of the remnant landlocked parcel. Any subsequent subdivision of the remnant landlocked parcel, utilizing the provided access strip, will be governed under the formal platting provisions of this Ordinance. ~~(9-25-07 Rec. Dec. 467731)~~
- B. A subdivision of land resulting in a parcel with sixty-six (66) feet of frontage on a public road, created to provide access to an isolated parcel of land, provided:
  - 1. The isolated parcel shall have at the same minimum lot size requirements described in Section A of this

~~Article, area of two and one half (2 1/2) acres with a minimum lot frontage of three hundred (300) feet and a minimum depth of three hundred (300) feet.~~

~~1-2. Such sixty-six (66) foot strip may be split from any parcel of record which meets the same minimum lot size requirements as described in Section A of this Article.~~

~~2-3. No other sixty-six (66) foot access strip is located within three five hundred (500300) feet in either direction on the public road.~~

~~4. No structure, sewage treatment system, or water supply system may be located on the sixty-six (66) foot access strip.~~

~~3-5. Such sixty-six (66) foot access strip must be combined with the isolated parcel.~~

~~4-6. No further subdivision of the isolated parcel will be permitted without the approval of a plat which shall include the construction of a road on the access strip.~~

C. A subdivision of land based on the division line being a body of water over twenty (20) feet in width, a railroad, or a public road. Each parcel must be provided with access to an existing public road either by fee ownership or easement.

D. A subdivision of land to resolve property line disputes which have been created by survey errors, improper legal descriptions, improper placement of site improvements, or any transfer of land between adjoining property owners. The property being conveyed must be accompanied by a recordable deed of conveyance. The deed must contain a restrictive covenant stating that it cannot be conveyed separately from the property to which it is being attached. The restrictive covenant must also identify the new parcel to be conveyed with the adjoining parcel as described in the Office of the Pine County Recorder as "Microfilm Document No. \_\_\_\_\_" or "Book \_\_\_\_\_ and Page \_\_\_\_\_."

E. A subdivision of land necessary for public or private utilities and road right-of-ways. Smaller lot sizes will be considered by the Planning Commission for public or private utility purposes and road right-of-ways.

#### 4.02 Application for Certificate of Minor Subdivision

A. An Application for a Certificate of Minor Subdivision shall be submitted to the Zoning Administrator, who shall review the application for completeness and compliance with the requirements of this Ordinance. (9-10-07 Rec. Dec. 47348)

- B. In townships that have adopted zoning ordinances, the application shall include correspondence from the affected township stating that the proposed subdivision is in compliance with the zoning regulations of the affected township. (~~9-10-07 Rec. Doc. 47348~~)

#### 4.03 Application Requirements

- A. The application must include a map or sketch drawn to a standard engineer's scale on a sheet a minimum size of eight and one-half by ~~fourteen-eleven~~ (8 ½ x 114) inches, which includes:
- i. The original parcel description, as contained in the deed of record or Abstract of Title, and the proposed legal descriptions of both the new and remaining parcels.
  - ii. Proposed new property line for the new and remainder parcels, with dimensions noted.
  - iii. All contiguous property and all roads and their proper name(s), if available.
  - iv. Citation and location of any existing legal right-of-ways or easements affecting the property.
  - v. Proposed use of both the new and remaining parcels.
- B. The Zoning Administrator shall notify the applicant of the status of the application and return incomplete applications to the applicant. (~~9-10-07 Rec. Doc. 47348~~)

#### 4.04 Review and Approval of Minor Subdivisions (~~9-10-07 Rec. Doc. 47348~~)

- A. The Zoning Administrator shall review the application and (~~9-10-07 Rec. Doc. 47348~~):
1. Determine if the objectives of this Ordinance are met.
  2. May require a surveyor's description or Certificate of Survey.
  3. May notify or consult with the affected township, other County officials, or any other person having pertinent information to contribute to the review of the Minor Subdivision, and may seek professional advice. (~~9-10-07 Rec. Doc. 47348~~)
  4. After consultation with the Planning Commission, may require a public hearing. (~~9-10-07 Rec. Doc. 47348~~)

- B. The Zoning Administrator shall grant a Certificate of Minor Subdivision if the requirements of this Ordinance are met. If denied, the applicant shall be notified of the reason(s) for denial. Appeal of a denial by the Zoning Administrator shall be before the Planning Commission. Said appeal shall be made in writing to the Zoning Administrator and received no later than 30 days after the date of the notification of denial of the Certificate of Minor Subdivision. (~~9-10-07 Rec. Dec. 47348~~)
- C. The Zoning Administrator shall issue a report of all completed reviews of Minor Subdivisions to the Planning Commission. (~~9-10-07 Rec. Dec. 47348~~)

## **SECTION-ARTICLE 5.0 SUBDIVISION SKETCH PLAN**

### **5.01 Required Information**

- A. Prior to the submission of an application for a Preliminary Plat, the subdivider shall submit, for review with the Zoning Administrator, five (5) copies of a Subdivision Sketch Plan which shall contain the following information:
  - 1. Proposed plat name, parcel boundaries, and North point.
  - 2. Description, nature and purpose of the proposed subdivision.
  - 3. Streets on and adjacent to the parcel.
  - 4. Significant topographical and physical features.
  - 5. Proposed general street layout.
  - 6. Proposed general lot layout.
- B. Submission of a Subdivision Sketch Plan shall not constitute an application for a Preliminary Plat with the County.

### **5.02 Sketch Plan Review and Distribution**

- A. As far as may be practical on the basis of the Subdivision Sketch Plan, the Zoning Administrator shall advise the subdivider as promptly as possible of the extent to which the proposed subdivision conforms to the design standards of this Ordinance.
- B. Following the Subdivision Sketch Plan review, the Zoning Administrator shall distribute copies of the Subdivision Sketch Plan to the following:
  - 1. The County Engineer
  - 2. The County Surveyor, or the authorized representative.

3. The Wetlands Administrator.
  4. The Clerk of the affected Township.
- C. The subdivided is encouraged to contact the above listed officials prior to the submission of an application for a Preliminary Plat to ensure the proposed subdivision meets the requirements of this Ordinance. Any comments provided by these officials should be included with the application.

## **SECTION-ARTICLE 6.0 SUBDIVISION PLAT DESIGN STANDARDS**

### **6.01 Land Suitability Requirements**

Land shall be suited to the purpose for which it is to be subdivided.

- A. The hazards of flooding, wetlands, inadequate drainage, soil and rock formations with severe limitations for development, severe erosion potential, unfavorable topography, inadequate water supply or sewage treatment system capabilities or any other feature likely to be harmful to the health, safety and welfare of the future residents of the proposed subdivision shall be considered.
- B. Land subject to these hazards shall not be subdivided until all such hazards have been eliminated, unless adequate safeguards against such hazards are provided.
- C. Proposed lot sizes and land uses shall conform to the Pine County Shoreland Management Ordinance, the Pine County Floodplain Management Ordinance, the Kettle River Wild and Scenic River Ordinance or as specified in Sections 1.05(-D)- and 6.02(-F)-, as applicable.

### **6.02 Blocks and Lots**

The lengths, widths and shapes of blocks, and lots within blocks, shall be determined with due regard to:

- A. Provision of adequate building sites suitable to the special needs of the principal and all required accessory uses.
- B. Zoning requirements as to lot sizes and dimensions, and provisions regulating off-street parking and loading spaces.
- C. Needs for convenient access, circulation, control and safety of street traffic.
- D. Limitations and opportunities of topography.
- E. Blocks intended for business or industrial use shall be of such width as to be considered most suitable for their respective use, including adequate space for off-street parking and deliveries.

- F. The minimum lot area, lot width, and lot depth shall conform to the requirements of the zoning district in which the plat is located, as required by the Pine County Shoreland Management Ordinance and the Kettle River Wild and Scenic River Ordinance. In those areas not covered by these ordinances, the minimum lot size and width shall be: (~~9-20-07 Rec. Doc. 467640~~)
1. For all platted subdivisions the minimum lot area shall be one and one-half (1 ½) acres of buildable area, as defined in Section 2.03 of this Ordinance, and the lot frontage on a public road shall be a minimum of one hundred fifty (150) feet. (~~9-20-07 Rec. Doc. 467640~~)
  2. Smaller lot sizes will be considered by the Planning Commission for public or private utility purposes. (~~9-20-07 Rec. Doc. 467640~~)
  3. The minimum front yard primary and accessory structure setback shall be thirty (30) feet from the right-of-way line of the road. Corner lots are considered to have two front yards. (~~9-20-07 Rec. Doc. 467640~~)
  4. The minimum rear yard primary structure setback shall be thirty (30) feet from the rear property line. On corner lots, the area directly opposite from the yard where the access drive is located is considered the rear yard. (~~9-20-07 Rec. Doc. 467640~~)
  5. The minimum side yard primary structure setback shall be ten (10) feet from the side property line. On corner lots, any yard not considered a front yard or rear yard is considered a side yard. (~~9-20-07 Rec. Doc. 467640~~)
  6. The minimum rear and side yard setback for accessory structures shall be ten (10) feet from the nearest property line. (~~9-20-07 Rec. Doc. 467640~~)
- G. Lots abutting the turning end of a public or private road cul-de-sac, Y-turnaround, or T-turnaround shall have a minimum lot frontage of sixty-six (66) feet.
- H. Block Length. In general, intersecting streets and roads determining block lengths shall be provided at such intervals as to serve cross-traffic adequately and to meet existing streets and roads.
- I. Block Width. The width of the block shall normally be sufficient to allow two (2) tiers of lots of appropriate depth. Blocks intended for business or industrial use shall be of such width as to be considered most suitable for their respective use, including adequate space for off-street parking and deliveries.

### 6.03 Roads, Highways, Streets and Alleys

- A. The arrangement of highways shall conform as nearly as possible to the Pine County Comprehensive Plan. Except for cul-de-sacs, Y-turnarounds and T-turnarounds, roads and streets shall normally connect with roads and streets already dedicated in adjoining or adjacent subdivisions, or provide for future connection to adjoining unsubdivided tracts if feasible, as determined by the appropriate review party, or shall be a reasonable projection of roads in the nearest subdivided tracts. The arrangement of roads and streets shall be considered in their relation to the reasonable circulation of traffic, to topographic conditions, to storm water runoff, to public convenience and safety, and in their appropriate relation to the proposed uses of the area to be served.
- B. Where the plat to be submitted includes only part of the parcel owned or intended for development by the subdivider, a tentative plan of a proposed future street and road system for the unsubdivided portion shall be prepared and submitted by the developer.
- C. When a parcel is subdivided into larger than normal building lots or parcels, such lots or parcels shall be so arranged as to permit the logical location and openings of future roads and appropriate resubdivision, with provision for adequate utility connections for such resubdivision. This provision is intended to provide for future extension of municipal services.
- D. Under normal conditions, roads shall be designed so as to intersect as nearly as possible at right angles, except where topography or other conditions justify variations. Under normal conditions, the minimum angle of intersection of roads shall be eighty (80) degrees. Road intersection jogs with an offset of less than one hundred twenty-five (125) feet shall be avoided.
- E. Wherever the proposed subdivision contains or is adjacent to the right-of-way of a County, State, or Federal highway, provision may require a frontage road approximately parallel and adjacent to the boundary of such right-of-way, or a road at a distance suitable for the appropriate use of land between such road and right-of-way. Such distance shall be determined with due consideration for the minimum distance required for approach connections to future grade separations or for lot depths.
- F. For all public roads hereafter dedicated and accepted, the minimum right-of-way widths for streets, roads and highways shall be sixty-six (66) feet. Where existing or anticipated traffic on roads warrant greater widths of right-of-ways, they shall be required. All plats adjoining a County Road shall provide a

minimum right-of-way of fifty (50) feet from the centerline of the County road to the right-of-way line of the property being subdivided, so as to allow a minimum total right-of-way of one hundred (100) feet for the County road.

- G. When a proposed road does not connect directly with an existing public right-of-way, a public road easement of equal or greater width as the platted road shall be filed in the Office of the Pine County Recorder, prior to approval of the Final Plat. When a subdivision plat does not abut a public road, the road connecting said plat to the public road shall be brought up to the minimum County road standards as set forth in this Ordinance or those of the affected township, prior to approval of the Final Plat by the County Board. The subdivider shall be responsible for all costs associated with these requirements. Subdivisions will not be allowed if access is provided by an easement of a statutorily created cartway. Subdivisions are allowed on statutorily created and maintained County or township roads, or on a private road placed on a 66-foot access strip to a public road. (9-20-07 Rec. Doc. 467640)
- H. Minor street access to State and County highways and township roads shall not be permitted at intervals of less than five hundred (500) feet.
- I. Dead-end roads are permissible, where practical, however, adequate provision for turn-arounds shall be provided in the form of a cul-de-sac, Y-turnaround, T-turnaround or other suitable means. The minimum turning radius on a cul-de-sac shall be forty-five (45) feet. The maximum length of either leg of a Y-turnaround shall be seventy-five (75) feet, and the maximum length of a T-turnaround shall be one hundred twenty-four (124) feet. These are illustrated in APPENDIX A attached hereto.
- J. Street grades. The grades in all streets, thoroughfares, collector streets, local streets and alleys in any subdivision shall not be greater than eight percent (8%), unless said grade is deemed acceptable by the County Engineer and the affected township.
- K. Street Alignment. The vertical and horizontal alignment standards on all streets shall be a twenty (20) miles per hour (MPH) minimum design speed for vertical curves and a fifteen (15) miles per hour (MPH) minimum design speed for horizontal curves, unless otherwise deemed acceptable by the County Engineer and the affected township.
- L. The County Engineer shall consult with the affected township officials to determine the required road construction standards, and set the criteria for approval by the County Engineer and acceptance as a township road by the township. The County Engineer's determination of road design requirements shall be

based on the following standards, except if a township has more restrictive standards, the township standards shall apply:

1. Road driving surface shall be twenty-two (22) feet wide with a one (1) foot transition edge, where the aggregate surface reduces from full depth to zero, on each side.
2. Shoulder slopes shall be three to one (3:1) with a four (4) foot wide ditch bottom.
3. Backslopes may be variable but not to exceed three to one (3:1)
4. There shall be a two (2) foot separation from the bottom of the aggregate at the road shoulder to the ditch bottom.
5. The road driving surface shall be covered with four (4) inches of stabilized gravel that meets with Minnesota Department of Transportation Specification 3138, Class 5.
6. Additional right-of-way and roadway widths may be provided or required to promote public safety and convenience when special conditions warrant, or to provide parking space in areas of intensive use.
7. All exposed slopes, ditches and areas where vegetation has been removed shall be seeded with an appropriate seed mixture and covered with mulch material. All exposed slopes shall also be stabilized to reduce erosion.

These standards are illustrated in APPENDIX A attached hereto.

M. All roads in a subdivision shall be open to public travel and shall be labeled as such on the plat, except for private roads.

1. A subdivider who wishes to have the road system in a plat private and not open to public travel must include, in the documents submitted with the Preliminary Plat, the following information:
  - (a) A duly executed and recordable contract applicable to all property owners in the plat which specifies the method of assessment of maintenance costs, and a mechanism to enforce payment by each benefiting property owner.
  - (b) Supporting evidence as to why it is in the best interest of the subdivider and future property owners that the road system is private and not

accessible to the public and is not to be accepted and maintained as a public road.

(c) Each deed of conveyance must contain reference to the contract for maintenance cost-sharing stated above.

(d) The plat shall also make reference to the contract for maintenance cost-sharing.

2. If the Planning Commission finds that the supporting evidence is sufficient and there are enforcement mechanisms in place, it shall make a recommendation of approval to the County Board as part of the Final Plat submission.

3. Any private road approved by the County Board shall be constructed in accordance with the standards set forth for public roads in this Ordinance.

4. The private road shall be memorialized on the plat.

N. Subdivisions containing public roads may not be filed as a Final Plat until the township has approved the design and construction of the road system. The township shall forward a resolution accepting the road system as township roads to the Zoning Administrator prior to submission of the Final Plat. The Chairman of the Township Board shall certify, on the Final Plat, that the roads are township roads and that the township approves the Final Plat. If the township refuses to accept the road system as township roads, the Planning Commission shall notify the County Board and subdivider of the reason(s) given by the township. Final Plat approval cannot occur on a plat with public roads that the affected township refuses to accept as township roads.

O. No structure, sewage treatment system or water supply system shall be allowed on any public or private roadway, road easement or cartway. Utility lines may be placed within the road right-of-way, or under the road, to connect a structure to a utility system, provided permission from the appropriate governing agency is obtained in the form of an easement for such purposes.

#### 6.04 Drainage, Utility and Wetland Easements

A. An easement for drainage and utilities at least ten (10) feet wide shall be provided along the front line and/or rear line of lots where necessary. If necessary for the extension of water main or sewer lines or similar utilities, easements of greater width may be required along lot lines or across lots.

- B. Drainage and utility easements shall connect with easements established on adjoining properties. These easements, when approved, shall not hereafter be changed without the approval of the County Board, upon recommendation of the Planning Commission.
- C. Drainage and wetland easements may be required, where necessary, to ensure proper drainage and to protect both the interests of the public and the environment. Where storm water from adjacent areas naturally passes through a subdivision, adequate provision shall be included in the subdivision for facilities to route the storm water through the subdivision to its natural outlet by maintaining or replacing the natural watercourse.
- D. When facilities such as ponds, swales, and ditches are constructed for stormwater management purposes, documentation must be provided at the applicant's expense by a qualified civil engineer registered by the State of Minnesota that they are designed and constructed to ensure that the rate of stormwater runoff post-development does not exceed the rate of stormwater runoff pre-development. (9-25-07 Rec. Doc. 467731)
- E. Maintenance of all stormwater facilities placed inside road rights-of-way is the responsibility of the agency controlling the affected right-of-way. Maintenance of all stormwater facilities placed outside road rights-of-way are the responsibility of the affected township to maintain. No application for Preliminary Plat Approval will be processed unless the affected township agrees in writing to the method and responsible party for maintenance of any stormwater facilities located outside road rights-of-way. (9-25-07 Rec. Doc. 467731)

#### 6.05 Road and Highway Improvements

- A. The right-of-way shall be cleared and the road constructed in accordance with standards and specifications for road construction as approved by the County Engineer and the township.
- B. All roads shall be of an overall width in accordance with the standards and specifications for road construction as approved by the County Engineer and the township.
- C. Storm sewers, culverts, storm water inlets, and other drainage facilities will be required where they are necessary to insure adequate storm water drainage for the subdivision. Where required, such drainage facilities shall be constructed in accordance with the standards and specifications for road construction as approved by the County Engineer and the township.

#### 6.06 Public Utilities

- A. All public utility lines shall be placed within easements or dedicated public ways.
- B. Where public utilities are to be placed underground entirely, it shall be done in such a manner so as not to conflict with other underground utility installations which traverse privately owned property.

#### 6.07 Survey Monuments

All subdivision boundary corners, witness corners, lot and block corners, and points of tangency and curvature shall be marked with durable iron or steel survey monuments and shall be identified as required by Minnesota Statutes 505. At all section, quarter section, meander, or witness corners of the Government Survey (Public Land Survey System, or P. L. S. S.) within the subdivision, or on its perimeter, or otherwise as shown on the face of the plat, a Pine County Monument shall be placed and a "Certificate of Location of a Government Corner" shall be filed in the Office of the Pine County Recorder, if one is not already of record for said corner, or if the one of record should be updated. The notation, "Pine County Land Survey Monument" shall be placed on the face of the plat by each monument so shown. In addition, a Pine County Monument shall be placed, and a Certificate of Location of a Government Corner prepared and filed for each Government Corner necessary to survey the boundaries of the plat if such monument has not already been set and a Certificate filed. All U. S., State, County, and other official bench marks, or triangulations, or other monuments in or adjacent to the property shall be preserved in position unless a relocation is approved by the governing agency.

### **SECTIONARTICLE -7.0 PRELIMINARY PLAT**

#### 7.01 Application for Preliminary Plat

Application for a Preliminary Plat shall be submitted to the Zoning Administrator. The following information shall be on a map(s) drawn to a standard engineer's scale:

- A. Proposed name of the subdivision which shall not duplicate or be similar in pronunciation or spelling to the name of any plat heretofore recorded in Pine County.
- B. Legal description of the parcel, name(s) and address(es) of the land owner(s), subdivider(s) and surveyor.
- C. Individual approximate lot dimensions and acreage.
- D. Approximate location, right-of-way, curve radii, radius and length of cul-de-sacs, Y-turnarounds, T-turnarounds, street grades and angle of intersections of all existing and proposed streets.
- E. Graphic scale and North point.
- F. Vicinity map drawn to suitable scale showing the location of the proposed subdivision in relation to adjoining roadways, highways,

cities, and recognizable features, in a manner that properly determines the location of the subdivision.

- G. Date of preparation.
- H. Street profiles of all roads (may be on a separate map) as may be required by the County Engineer and the affected township.
- I. Topographic data showing contours based in specific topographical features of a site with contour intervals between two (2) and ten (10) feet. The specific interval spacing will be determined by the County Engineer or County Surveyor, or the authorized representative, after review of the Subdivision Sketch Plan.
- J. Lot layout, lot and block numbers, and areas set aside for public and community purposes.
- K. All drainage ways.
- L. Delineation and the extent of rock outcrops, watercourses, marshes, wetlands, floodplains, shorelands, and wooded areas. Wetlands shall be as outlined in the January, 1989 "Federal Manual for Identifying and Delineating Jurisdictional Wetlands," or as required by state law.
- M. Location of existing or proposed drainage and utility easements.
- N. All proposed deed restrictions or covenants to be recorded with the plat.
- O. Location of a primary and a secondary area for an on-site sewage treatment system on each lot, which includes the following:
  - 1. A minimum of two (2) soil borings at least twenty-five (25) feet apart on the primary and secondary sewage treatment system sites.
  - 2. Soil borings must be taken to a minimum depth of seven (7) feet below the ground surface unless soil mottling (seasonally saturated soil) or ground water is encountered prior to the seven (7) foot depth.
  - 3. The soil boring information for the primary and secondary sewage treatment system sites shall detail the soil characteristics (color, texture, structure) of the sites. The locations of each soil boring shall be noted.
- P. The primary location of the water supply system shall be shown on each lot.
- Q. Stage Development. Whenever a proposed subdivision constitutes only a portion of a size sufficient for future enlargements of such subdivided portion, or where the intention is for future enlargements of such subdivided portion,

a tentative plan for the future subdivision of the entire parcel shall be submitted.

- R. Other information as required by the Zoning Administrator or Planning Commission.

7.02 Procedures for Preliminary Plat

- A. The subdivider shall submit the following to the Zoning Administrator:
1. Twenty-five (25) copies of the Preliminary Plat of the proposed subdivision.
  2. Twelve (12) copies of soils information, as specifies in Section 7.01(-O) of this Ordinance.
- B. The Zoning Administrator shall distribute copies of the Preliminary Plat to the following:
1. Planning Commission, along with a copy of the topographic and soils information (7).
  2. The County Engineer, along with a copy of the topographic and soils information (1).
  3. The County Surveyor, or the authorized representative (1).
  4. The Wetlands Administrator (1).
  5. County Board (6).
  6. The Soil and Water Conservation District Office (1).
  7. The Clerk of the affected Township (2).
  8. The City Clerk/Administrator of any municipality within two (2) miles of the affected property (1).
  9. Minnesota Department of Natural Resources, Area Hydrologist (1).
  10. Minnesota Department of Transportation, if on a State or Federal highway (1).
- C. If any party referenced in Subsection B of this Section recommends disapproval, the reason(s) for disapproval shall be fully stated in writing, including recommendations for modifications or revisions. ~~(9-25-07 Rec. Doc. 467731)~~
- D. The Zoning Administrator shall set the time and place for a public hearing according to the provisions of Minnesota Statutes Chapter 394 and 505, as may be amended from time to time. ~~(9-25-07 Rec. Doc. 467731)~~
- E. The Planning Commission shall take into consideration the following items in regard to the Preliminary Plat:
1. The plat shall be briefly reviewed before the hearing and studied thoroughly after the hearing.

2. Additional information necessary to properly consider the plat may be requested of the subdivider before or after the meeting.
3. Any County or township official or other person having pertinent information to contribute to the study of the proposed plat should submit the same in writing or in person at the public hearing.
4. The Planning Commission may seek professional advice concerning the plat.
5. The Planning Commission may approve, approve with modifications, or deny the Preliminary Plat. If approved or approved with modifications, the Planning Commission shall forward a report including the Preliminary Plat modifications and any issues relating to plat approval to the County Board and the affected township, informing them of their action on the plat. If not approved, the subdivider shall be notified of the reason(s) for denial.

#### 7.03 Preliminary Plat Approval Time Limit

The approval of the Preliminary Plat shall be effective for a period of two (2) years. A single two (2) year extension may be granted by the Planning Commission. The subdivider may file a Final Plat limited to such portion of the Preliminary Plat which he/she proposes to develop and record at the time, provided that such portion must conform to all requirements of this Ordinance. If some portion of the Preliminary Plat has not been submitted as a Final Plat for approval within this period, a Preliminary Plat must again be submitted to the Planning Commission for approval.

### **SECTIONARTICLE 8.0 FINAL PLAT**

#### 8.01 Application for Final Plat

The subdivider shall submit the following to the Zoning Administrator:

- A. Twelve (12) paper prints of the Final Plat.
- B. A current Abstract of Title or a Certificate of Title.
- C. A title opinion prepared by the subdivider's attorney.

#### 8.02 Final Plat Distribution

The Zoning Administrator shall distribute copies of the Final Plat as follows:

- A. Planning Commission.
- B. The County Surveyor, or the authorized representative.
- C. The County Engineer.
- D. The County Attorney, together with documents submitted in accordance with 801 B. and C.
- E. The Clerk of the affected Township.

#### 8.03 Reports

Written reports shall be submitted to the Planning Commission within thirty (30) calendar days:

- A. The County Surveyor, or the authorized representative, shall state whether the Final Plat conforms to Minnesota Statutes 5050 and the Minnesota Society of Professional Surveyors Plat Manual.
- B. The County Engineer shall state whether the road system conforms to the road standards of this Ordinance.
- C. The County Attorney shall, upon the basis of the title opinion provided by the subdivider's attorney, state whether the fee simple title to the platted property is in the sole ownership of the subdivider.
- D. The affected township shall state whether the Final Plat is acceptable and all required improvements, including roads, will be accepted by the Township.
- E. The Zoning Administrator shall state whether the Final Plat conforms to the Preliminary Plat approved by the Planning Commission and incorporates any changes that were requested by the Planning Commission.
- F. The Planning Commission shall, after formal motion, inform the County Board that the Final Plat conforms to the requirements set forth in this Ordinance.

#### 8.04 Final Plat Improvements

- A. Final Plat approval by the County Board shall be given only after construction of all roads is completed by the subdivider and approved by the County Engineer and the affected township.
- B. No Final Plat shall be approved by the County Board without first reviewing a report from the County Engineer which states that the improvements meet the requirements of this Ordinance and the affected township. In cases where water, sewer and/or other utilities are installed, drawings showing all improvements as-built, shall be filed with the County Engineer and the affected township.
- C. All of the required road, utility and drainage improvements to be constructed under the provisions of this Ordinance shall be designed by a licensed Civil Engineer or a licensed Land Surveyor, when so directed by the Planning Commission, as part of the Preliminary Plat approval. When not so directed, the subdivider can select the appropriate design services. All improvements shall be inspected by the County Engineer during the course of construction. All of the inspection costs pursuant thereto shall be paid by the subdivider.

#### 8.05 Final Plat Approval Time Limit

Within one year after Final Plat approval, the subdivider shall submit recordable copies of the Final Plat to the County Auditor. The township shall approve and sign the plat as required in Section 6.03-(N). of this Ordinance.

The County Board shall approve and sign the plat if all requirements have been met. The County Auditor shall file the Final Plat in the Office of the Pine County Recorder.

8.06 Sale of Lots

No lots shall be sold until the Final Plat is approved and recorded.

**SECTION 9.0 VARIANCE**

9.01 Application for Variance

An application for a variance from the requirements of this Ordinance shall be submitted by the subdivider to the Zoning Administrator at the time an application is submitted for a Certificate of Minor Subdivision or a Preliminary Plat. The application for variance shall include the details of the variance requested, together with supporting evidence for granting a variance. The Zoning Administrator shall forward the application to the Board of Adjustment for its consideration. The applicant shall be given written notice of the meeting at which the variance will be considered.

9.02 Board of Adjustment Proceedings, Findings and Orders

- A. The Board of Adjustment shall proceed according to Minnesota Statute 394.27 and County ordinances.
- B. The Board of Adjustment shall issue its order within a reasonable time, not to exceed one hundred thirty (130) calendar days after the filing of an application for variance.
- C. A variance may be granted by the Board of Adjustment where it can be determined that, by reason of exceptional circumstances, the strict enforcement of this Ordinance would cause undue hardship.
- D. In granting a variance, the Board of Adjustment may impose any conditions that it deems necessary to insure compliance and to protect adjacent properties and the public interest. In making its decision, the Board of Adjustment shall proceed according to Minnesota Statute 394.27, Subd. 7.
- E. The Zoning Administrator shall file all orders according to Minnesota Statute 394.27, Subd. 8.

**SECTION ARTICLE 10.0 ENVIRONMENTAL REVIEW**

Any proposal subject to the rules established by the Minnesota Environmental Quality Board for the Minnesota Environmental Review Program, must comply with the procedures established by the Minnesota Environmental Quality Board.

**SECTION ARTICLE 11.0 ADMINISTRATION**

11.01 Pine County Zoning Administrator

The Zoning Administrator shall administer the provisions of this Ordinance.

11.02 Pine County Planning Commission

The existing Planning Commission is hereby recognized and vested with such authority as provided by Minnesota Statute 394.30 and County ordinances.

- A. The Planning Commission shall be composed of seven (7) voting members appointed by the Chairman of the County Board in the manner described herein. Members may likewise be suspended or removed for non-performance of duty or misconduct in office. Any vacancies shall likewise be filled. Members may be reappointed. At least two (2) members must reside in the unincorporated area of the County.
- B. Each County Commissioner shall nominate one or more persons to serve as a member. These nominees do not have to reside in that Commissioner's district. The Chairman shall appoint one member from each Commissioner's list of nominees. The terms of appointment expire on December 31, 1995, and each four (4) years thereafter for Districts 1 and 3; they expire on December 31, 1997, and each four (4) years thereafter for Districts 2, 4, and 5.
- C. Two (2) members at-large shall also be appointed by the Chairman. One member's term shall expire December 31, 1998, and each four (4) years thereafter; the other member's term shall expire December 31, 1996, and each four (4) years thereafter.

#### 11.03 Pine County Board of Adjustment

The existing Board of Adjustment is hereby recognized and vested with such authority as provided by Minnesota Statute 394.27 and County ordinances.

- A. The Board of Adjustment shall be composed of five (5) members appointed by the Chairman of the County Board in the manner described herein. Members may likewise be suspended or removed for non-performance of duty or misconduct in office. Any vacancies shall likewise be filled. Members may be reappointed. At least three (3) members must reside in the unincorporated area of the County, and at least one (1) member must serve on the Planning Commission.
- B. Each County Commissioner shall nominate one or more persons to serve as a member. These nominees do not have to reside in that Commissioner's district. The Chairman shall appoint one (1) member from each Commissioner's list of nominees. The terms of appointment expire on December 31, 1995, and each four (4) years thereafter for Districts 1 and 3; they expire on December 31, 1997, and each four (4) years thereafter for Districts 2, 4 and 5.

### **SECTION ARTICLE 12.0 ENFORCEMENT**

#### 12.01 Pine County Zoning Administrator

This Ordinance shall be enforced by the Zoning Administrator, who is hereby designated the enforcing officer.

#### 12.02 Penalties

Anyone violating any of the provisions of this Ordinance shall be guilty of a misdemeanor. Refusal to comply with the Ordinance after notification by the County that a violation exists shall constitute a separate offense.

**SECTION-ARTICLE 13.0 AMENDMENT**

- A. An amendment to this Ordinance may be initiated according to Minnesota Statute 394.25, Subd. 10.
- B. The application for an amendment shall be submitted to the Zoning Administrator for referral to the Planning Commission for its review and recommendation. The Planning Commission shall conduct a public hearing according to Minnesota Statute 394.26. The Planning Commission shall make its recommendation to the County Board within a reasonable period of time.
- C. The County Board may amend this Ordinance after receipt of a recommendation from the Planning Commission. Prior to amending this Ordinance, the County Board shall conduct a public hearing according to Minnesota Statute 375.51.

**SECTION ARTICLE-14.0 FEES**

Fees, as established by County Board resolution, must accompany all applications submitted for consideration under this Ordinance. In the event that any Environmental Assessment Worksheets, Environmental Impact Statements or other additional studies are required, the subdivider shall be responsible for all costs associated with these studies. These costs shall include the hourly rate of County staff (including benefits), charges for copies, supplies and postage, and any additional charges for outside services which may be incurred by the County. The County shall be reimbursed for all costs associated with these studies and may require a cash deposit or equivalent bond to guarantee the reimbursement of these costs to the County.

**SECTIONARTICLE-15.0 EFFECTIVE DATE**

The Pine County Board of Commissioners ordains that this Ordinance shall be in full force and effect on the 1<sup>st</sup> day of ~~August~~ June, ~~2015~~ 1995.

Passed and approved this ~~21<sup>st</sup>~~ 21<sup>st</sup> day of ~~June~~ April, ~~2015~~ 1995, by the Pine County Board of Commissioners.

(signed) ~~Eileen J. Anderson~~ Steve Hallan, Chairman  
Pine County Board of Commissioners

ATTEST: David J. Minke (signed) Lawrence D. Perrault  
County Administrator County Auditor (Auditor's Seal)

Notice of Intention Published ~~May 25, 1995~~ April 2, 2015  
Public Hearing Held ~~June 6, 1995~~ May 5, 2015

Adopted by County Board ~~June 20, 1995~~ May 5, 2015  
Publication of Ordinance ~~July 6, 1995~~ May 14, 2015  
Filed with County Recorder ~~July 7, 1995~~ May 15, 2015  
Effective Date ~~August 1, 1995~~ June 1, 2015

### Subdivision and Platting Ordinance Adoption & Amendment History

<u>Document</u>	<u>Date of Adoption</u>	<u>Recorded Document</u>
Subdivision and Platting Ordinance	<del>June 20, 1995</del>	348956
Text Amendment (Sections 203, 402, 403, and 404)	<del>June 19, 2007</del>	467348
Text Amendment (Section 602 and 603)	<del>August 21, 2007</del>	467640
Text Amendment (Section 401, 604, and 702)	<del>July 17, 2007</del>	467731

DRAFT

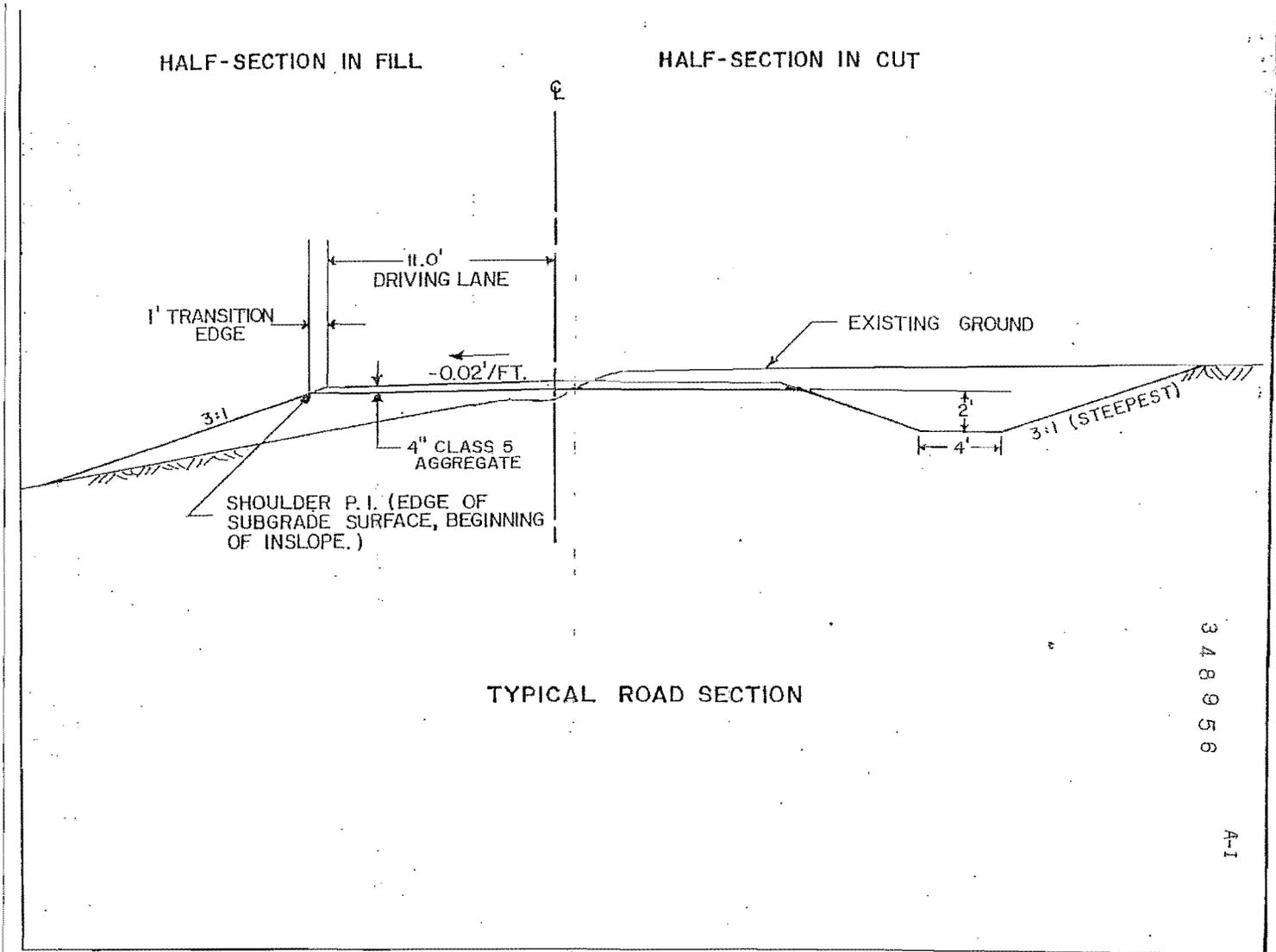
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## APPENDIX A

# Road Standards Sketches and Specifications

HALF-SECTION IN FILL

HALF-SECTION IN CUT

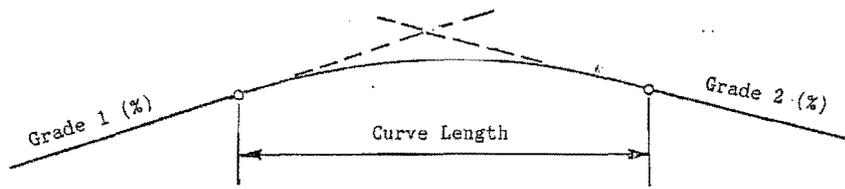


TYPICAL ROAD SECTION

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A-1

Vertical Curve Design Standards



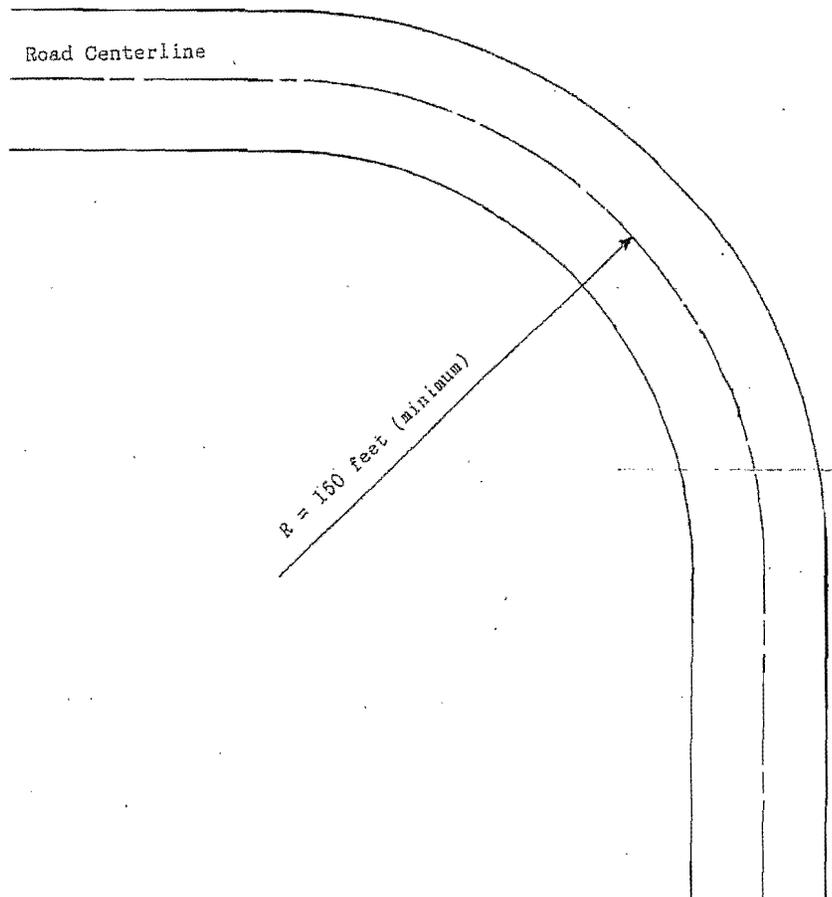
$A = |\text{Grade 1}| - |\text{Grade 2}|$   
 (Crest curve shown.)

Algebraic Grade Difference A (%)	Min. Crest Curve Length (ft)	Min. Sag Curve Length (ft)
3.2	50	56
3.4	50	76
3.6	50	94
3.8	50	111
4.0	68	125
4.2	84	138
4.4	98	150
4.6	111	161
4.8	123	171
5.0	134	180
5.2	144	188
5.4	154	196
5.6	163	202
5.8	171	209
6.0	178	216
6.2	185	223
6.4	192	230
6.6	199	238
6.8	204	245
7.0	210	252
K	30	36

For vertical curves with an algebraic difference greater than 7%, use the formula  
 Length = K x A. The above figures are based upon a design speed of 20 MPH on  
 gravel surfaced roads.

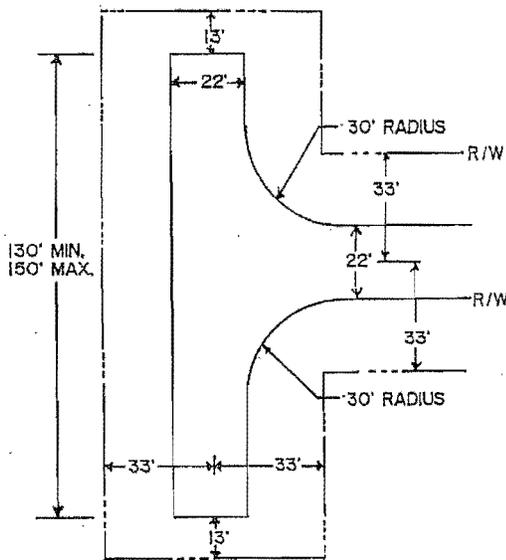
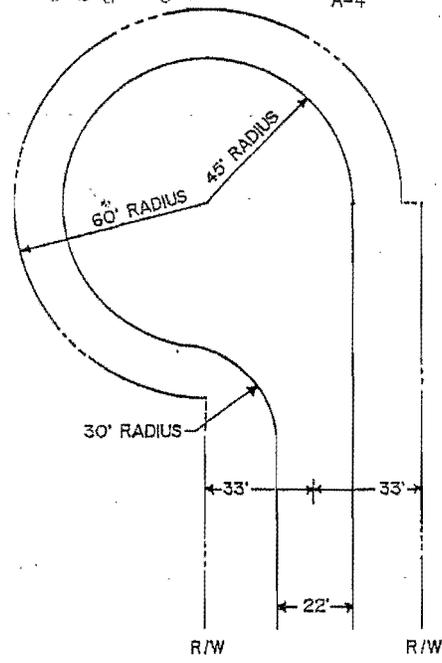
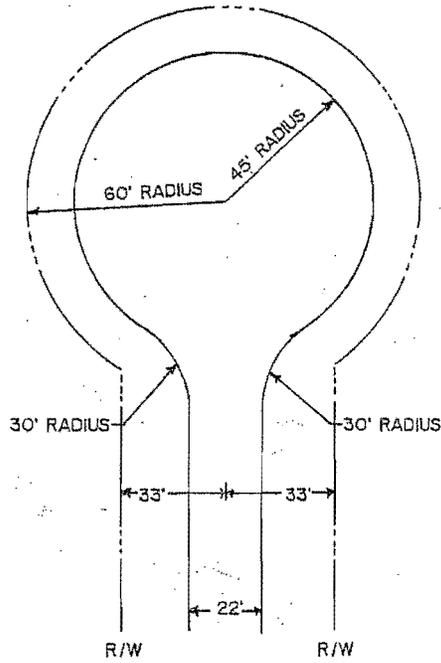
Horizontal Curve Design Standards

The minimum radius for the road centerline shall be 150 feet. This is based on a design speed of 15 MPH on gravel surfaced roads.

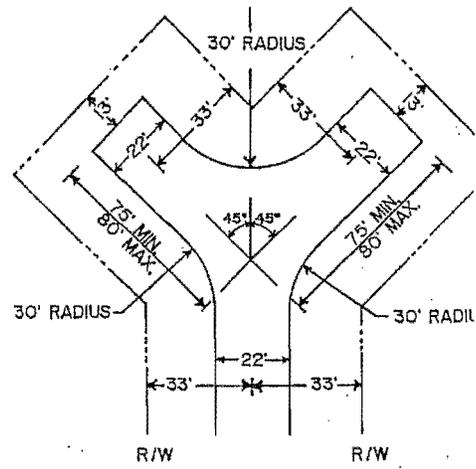


3 4 8 9 5 6

A-4



130' MIN.  
150' MAX.





**MINUTES**  
**PINE COUNTY TECHNOLOGY COMMITTEE**

District 1      Commissioner Hallan  
District 2      Commissioner Mohr

**Tuesday April 21<sup>st</sup> 2014, 8:30 a.m.**  
**Commissioner Conference Room, Courthouse**  
**Pine City, Minnesota**

Present: Commissioner Hallan, Commissioner Mohr, County Administrator David Minke, Human Resources Manager Matt Christenson, Land Services Director Kelly Schroeder, County Auditor/Treasurer Cathy Clemmer, HHS Adult Services Supervisor Barb Schmidt, IT Specialist Darlene Booth, IT Specialist Kent Bombard, IT Supervisor Ryan Findell

1. Called meeting to order 8:02am
2. Adopted the Agenda
3. Payroll Vendor Discussion
  - a. Human Resources Manager Matt Christenson held discussion on new payroll/HR software from ADP. Matt laid out pros and cons of moving to a new system, and gave examples of HR time savings and a better experience for the employees of Pine County. The current vendor for payroll is ACS Paymate, which is a part of software offered to County's from the MCCC. The current contract with Paymate is through 2016, at a cost of around \$4,500. ADP is willing to offset the cost of the Paymate contract in their initial start up costs for the project. County Auditor Cathy Clemmer raised concerns over the ability for ADP to successfully integrate with the General Ledger and Treasurers Financial. Other Minnesota Counties have successfully implemented ADP without issue. Commissioner Steve Hallan raised concerns over funds for the new system. ADP will be implemented in the 3<sup>rd</sup> Quarter of 2015 for around \$20,000. ADP will cost the County annually around \$45,000 starting in 2016. Commissioner Hallan approved the new payroll system through Tech committee and will be presented at the following board meeting.
4. Pine County Remote Access Policy
  - a. HHS Adult Services Supervisor Barb Schmidt presented challenges that face her department. Barb requested Remote Access for staff. Pine County has VPN access for some Department Heads and others on special requests. The IT Department will work with Barb and her staff on a pilot program to start with 2 users and Barb to see if challenges arise from the programs that Adult Services uses. Currently Pine County is licensed for 25 users of a Terminal Server, which would be used in conjunction with the VPN. Follow up from IT Department to Tech Committee at next meeting date.
5. Adjourned at 9:55am



After the initial expense, E911 grant funds will pay for ongoing annual maintenance of \$13,725.70. Current system annual maintenance is \$8,423.11. Since we are using the same vendor, retention of existing data will not be an issue.

The system takes approximately four to six months to create. Therefore, it is likely onsite implementation will not occur until fall or winter.

*Sample Timeline*

1. Field worker onsite, software and hardware configuration. Sept 4<sup>th</sup>- field engineer from Airbus Tuesday through Friday that week.
2. 3-days of onsite staff training.
3. The following week would be the cutover week.

The timeline will be confirmed after the order is placed. As we are one of approximately 20 agencies on the same deadline, the company is very busy.

There will be minimum disruption during installation of the new system. We will perform the transfer in the middle of the night and roll the calls to the surrounding counties, or we will transfer one trunk at a time. Onsite cutover coach will be onsite to help with transition.

**Action Requested:**

Approve the acquisition of the **VESTA 9-1-1 from AIRBUS Defense and Space** at a cost not to exceed \$138,029 with the final contract subject to review and approval of the county attorney with funding as indicated below:

E911 Fund (current balance)	\$33,000
Redesignate funds from General Fund vehicle purchase	\$40,000
General Fund Technology Projects	\$10,000
General Fund Fund Balance	\$55,029
Total	<u>\$138,029</u>

**Financial Impact:**

Funding will be from redesignation of current year revenue as shown above. Payment will be 10% upon placing the order, 60% upon delivery, and the final 30% within 30 days of final billing.



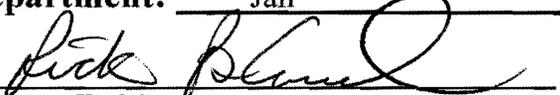
# AGENDA REQUEST FORM

Date of Meeting: May 5, 2015

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

Agenda Item: Recognize Correctional Officers and Correctional Employees

Department: Jail

  
 Department Head signature

### Background information on Item:

May 4 through May 8 has been designated as National Corrections Officers' Week. This resolution would recognize corrections officers and correctional staff and give them special recognition during this week.

### Action Requested:

Adopt Resolution 2015-12 recognizing correctional officers and correctional staff.

### Financial Impact:

**RESOLUTION 2015-12**

**RECOGNIZING CORRECTIONAL OFFICERS AND  
CORRECTIONAL EMPLOYEES  
IN PINE COUNTY**

**WHEREAS**, the week of May 4, 2015 through May 8, 2015, has been designated as National Correctional Officers' Week; and

**WHEREAS**, this week is devoted to increasing the public awareness of the excellent job performance by the Pine County correctional officers and jail staff; and

**WHEREAS**, the Pine County Board of Commissioners is honored to have a group of men and women who are trained professionals and who serve on a daily basis in the County's jail; and

**WHEREAS**, these professionals serve to provide humane conditions of confinement while ensuring public safety, maintaining facility security, and contributing to offender rehabilitation; and

**WHEREAS**, the daily management of inmates requires special training, sound judgment, and courage; and

**WHEREAS**, these correctional officers, employees, and supervisory staff provide essential services and exemplify the highest professional standards by their commitment to protecting the public and the offenders.

**NOW, THEREFORE, BE IT RESOLVED** that the Pine County Board of Commissioners honor these dedicated professionals who supervise inmates in the Pine County jail and give special recognition to them during National Correctional Officers' Week.

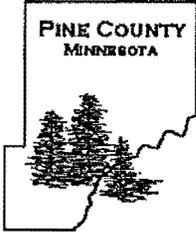
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Stephen M. Hallan, Chair

Attest:

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David J. Minke  
County Administrator



## AGENDA REQUEST FORM

Date of Meeting: 5/5/2015

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

Agenda Item: Recognize National Nurses' Week

Department: HHS

Rebecca Foss  
Department Head signature

### Background information on Item:

May 6 through May 12 is celebrated annually as National Nurses' Week. This resolution would recognize and honor nurses and give them special recognition during this week.

### Action Requested:

Adopt Resolution #2015-13, recognizing National Nurses' Week.

### Financial Impact:

N/A

**RESOLUTION #2015-13**

**RECOGNIZING NATIONAL NURSES' WEEK  
MAY 6-12, 2015 – Pine County**

**WHEREAS**, since 1991, National Nurses' Week is celebrated annually from May 6 through May 12, the birthday of Florence Nightengale, the founder of modern nursing;

**WHEREAS**, nurses are known to be advocates for patients, acting to protect the lives of those under their care;

**WHEREAS**, county nurses are a cornerstone of the public health infrastructure promoting healthy lifestyles and educating communities on disease prevention and health promotion;

**WHEREAS** the Pine County Board of Commissioners is honored to have a group of professionals who serve county residents on a daily basis;

**NOW, THEREFORE, BE IT RESOLVED** that the Pine County Board of Commissioners honor these dedicated professionals and give special recognition to them during National Nurses' Week.

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Stephen M. Hallan, Chair

Attest:

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David J. Minke  
County Administrator



# AGENDA REQUEST FORM

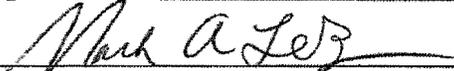
Date of Meeting: May 5, 2015

- County Board**
  - Consent Agenda
  - Regular Agenda
- Personnel Committee
- Other \_\_\_\_\_

5 mins.  10 mins.  15 mins.  Other

Agenda Item: Final Payment to Hardrives, Inc.

Department: Pine County Public Works

  
 Department Head signature

### Background information on Item:

Final Payment to Hardrives, Inc. for Contract #1303

- |                 |  |
|-----------------|--|
| CP 058-167-002  | Located on CR 167; between CSAH 61 and 1.25 miles East             |
| CP 058-052-002  | Located on CSAH 52; between CSAH 40 and 0.25 miles East            |
| CP 058-061-004  | Located on East Frontage Road                                      |
| SAP 058-640-013 | Located on CSAH 40; between CSAH 46 and 2.5 miles South            |
| SAP 058-646-026 | Located on CSAH 46; between CSAH 61 and I-35                       |
| SAP 058-651-005 | Located on CSAH 51; between CSAH 46 and CSAH 10                    |
| SAP 058-661-022 | Located on CSAH 61; between S. Co. Line and S. Limits of Pine City |

### Action Requested:

Approve Final Payment in the amount of \$175,678.73 to Hardrives, Inc..

### Financial Impact:



## PINE COUNTY HIGHWAY

405 Airport Road NE  
Pine City, MN 55063

Project SAP 058-640-013 - CSAH 40; Between 1/4 mile W of CR 157 and CSAH 46  
 Project SAP 058-646-026 - CSAH 46; Between CSAH 61 and Interstate 35  
 Project SAP 058-651-005 - CSAH 51; Between CSAH 46 and Carlton CSAH 10  
 Project SAP 058-661-022 - CSAH 61; Between Chisago County Line & South City Limits of Pine City  
 Project CP 058-167-002 - CR 167; Between CSAH 61 and 1.25 miles East  
 Project CP 058-052-002 - CSAH 52; Between CSAH 40 and 0.25 miles East  
 Project CP 058-061-004 - East Frontage Road  
 Contract Final Pay Request No. 5

Contractor:	Hardrives, Inc. 14475 Quiram Drive Rogers, MN 55374
-------------	---

Contract No.	1303
Vendor No.	2170
For Period:	1/31/2014 - 4/3/2015
Warrant # _____	Date _____

**Contract Amounts**

Original Contract	\$3,928,641.45
Contract Changes	(\$86,210.68)
Revised Contract	\$3,842,430.77

**Funds Encumbered**

Original	\$3,928,641.45
Additional	N/A
Total	\$3,928,641.45

	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
SAP 058-640-013	(\$1,119.01)	\$378,109.79	\$0.00	\$360,267.36	\$17,842.43	\$378,109.79
			Percent Retained: 0%			
SAP 058-646-026	\$0.00	\$513,848.29	\$0.00	\$488,155.88	\$25,692.41	\$513,848.29
			Percent Retained: 0%			
SAP 058-651-005	(\$2,500.00)	\$871,997.02	\$0.00	\$830,772.17	\$41,224.85	\$871,997.02
			Percent Retained: 0%			
SAP 058-661-022	(\$15,695.67)	\$1,692,248.87	\$0.00	\$1,622,547.31	\$69,701.56	\$1,692,248.87
			Percent Retained: 0%			
CP 058-167-002	\$421.11	\$266,832.22	\$0.00	\$253,090.55	\$13,741.67	\$266,832.22
			Percent Retained: 0%			
CP 058-052-002	\$1,133.95	\$66,662.69	\$0.00	\$62,252.30	\$4,410.39	\$66,662.69
			Percent Retained: 0%			
CP 058-061-004	\$0.00	\$61,308.33	\$0.00	\$58,242.91	\$3,065.42	\$61,308.33
			Percent Retained: 0%			
<b>Contract 1303</b>	<b>(\$17,759.62)</b>	<b>\$3,851,007.21</b>	<b>\$0.00</b>	<b>\$3,675,328.48</b>	<b>\$175,678.73</b>	<b>\$3,851,007.21</b>
			Percent Retained: 0%			
<b>Amount Paid This Contract Final Pay Request</b>					<b>\$175,678.73</b>	

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

\_\_\_\_\_  
 County/City/Project Engineer

4/9/15  
 \_\_\_\_\_  
 Date

Approved By Hardrives, Inc.

\_\_\_\_\_  
 Contractor

4/9/15  
 \_\_\_\_\_  
 Date

PINE COUNTY HIGHWAY  
405 Airport Road NE  
Pine City, MN 55063

Project No. SAP 058-640-013, SAP 058-646-026, SAP 058-651-005, SAP 058-661-022, CP 058-167-002, CP 058-052-002, CP 058-061-004  
Contract Final Pay Request No. 5

**Contract Payment Summary**

From Date	To Date	Work Certified Per Period	Amount Retained Per Period	Amount Paid Per Period	Amount Paid To Date
08/10/2013	09/28/2013	\$382,251.45	\$19,112.57	\$363,138.88	\$363,138.88
09/29/2013	10/26/2013	\$2,030,504.27	\$101,525.21	\$1,928,979.06	\$2,292,117.94
10/27/2013	12/16/2013	\$1,437,520.62	\$71,876.03	\$1,365,644.59	\$3,657,762.53
12/17/2013	01/30/2014	\$18,490.49	\$924.54	\$17,565.95	\$3,675,328.48
01/31/2014	04/03/2015	(\$17,759.62)	(\$193,438.35)	\$175,678.73	\$3,851,007.21
<b>Totals:</b>		<b>\$3,851,007.21</b>	<b>\$0.00</b>	<b>\$3,851,007.21</b>	

**SAP 058-640-013 Payment Summary**

No.	From Date	To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	08/10/2013	09/28/2013	\$0.00	\$0.00	\$0.00
2	09/29/2013	10/26/2013	\$361,216.21	\$18,060.81	\$343,155.40
3	10/27/2013	12/16/2013	\$15,659.84	\$782.99	\$14,876.85
4	12/17/2013	01/30/2014	\$2,352.75	\$117.64	\$2,235.11
5	01/31/2014	04/03/2015	(\$1,119.01)	(\$18,961.44)	\$17,842.43
<b>Totals:</b>			<b>\$378,109.79</b>	<b>\$0.00</b>	<b>\$378,109.79</b>

**SAP 058-646-026 Payment Summary**

No.	From Date	To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	08/10/2013	09/28/2013	\$0.00	\$0.00	\$0.00
2	09/29/2013	10/26/2013	\$58,193.59	\$2,909.68	\$55,283.91
3	10/27/2013	12/16/2013	\$452,807.46	\$22,640.37	\$430,167.09
4	12/17/2013	01/30/2014	\$2,847.24	\$142.36	\$2,704.88
5	01/31/2014	04/03/2015	\$0.00	(\$25,692.41)	\$25,692.41
<b>Totals:</b>			<b>\$513,848.29</b>	<b>\$0.00</b>	<b>\$513,848.29</b>

**SAP 058-651-005 Payment Summary**

No.	From Date	To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	08/10/2013	09/28/2013	\$0.00	\$0.00	\$0.00
2	09/29/2013	10/26/2013	\$74,659.46	\$3,732.97	\$70,926.49
3	10/27/2013	12/16/2013	\$795,346.68	\$39,767.34	\$755,579.34
4	12/17/2013	01/30/2014	\$4,490.88	\$224.54	\$4,266.34
5	01/31/2014	04/03/2015	(\$2,500.00)	(\$43,724.85)	\$41,224.85
<b>Totals:</b>			<b>\$871,997.02</b>	<b>\$0.00</b>	<b>\$871,997.02</b>

**SAP 058-661-022 Payment Summary**

No.	From Date	To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
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PINE COUNTY HIGHWAY  
405 Airport Road NE  
Pine City, MN 55063

Project No. SAP 058-640-013, SAP 058-646-026, SAP 058-651-005, SAP 058-661-022, CP 058-167-002, CP 058-052-002, CP 058-061-004  
Contract Final Pay Request No. 5

**SAP 058-661-022 Payment Summary**

No.	From Date	To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	08/10/2013	09/28/2013	\$382,251.45	\$19,112.57	\$363,138.88
2	09/29/2013	10/26/2013	\$1,261,566.35	\$63,078.32	\$1,198,488.03
3	10/27/2013	12/16/2013	\$57,309.61	\$2,865.48	\$54,444.13
4	12/17/2013	01/30/2014	\$6,817.13	\$340.86	\$6,476.27
5	01/31/2014	04/03/2015	(\$15,695.87)	(\$85,397.23)	\$69,701.56
<b>Totals:</b>			<b>\$1,692,248.87</b>	<b>\$0.00</b>	<b>\$1,692,248.87</b>

**CP 058-167-002 Payment Summary**

No.	From Date	To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	08/10/2013	09/28/2013	\$0.00	\$0.00	\$0.00
2	09/29/2013	10/26/2013	\$153,577.87	\$7,678.89	\$145,898.98
3	10/27/2013	12/16/2013	\$111,197.91	\$5,559.90	\$105,638.01
4	12/17/2013	01/30/2014	\$1,635.33	\$81.77	\$1,553.56
5	01/31/2014	04/03/2015	\$421.11	(\$13,320.56)	\$13,741.67
<b>Totals:</b>			<b>\$266,832.22</b>	<b>\$0.00</b>	<b>\$266,832.22</b>

**CP 058-052-002 Payment Summary**

No.	From Date	To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	08/10/2013	09/28/2013	\$0.00	\$0.00	\$0.00
2	09/29/2013	10/26/2013	\$63,261.52	\$3,163.08	\$60,098.44
3	10/27/2013	12/16/2013	\$1,956.96	\$97.84	\$1,859.12
4	12/17/2013	01/30/2014	\$310.26	\$15.52	\$294.74
5	01/31/2014	04/03/2015	\$1,133.95	(\$3,276.44)	\$4,410.39
<b>Totals:</b>			<b>\$66,662.69</b>	<b>\$0.00</b>	<b>\$66,662.69</b>

**CP 058-061-004 Payment Summary**

No.	From Date	To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	08/10/2013	09/28/2013	\$0.00	\$0.00	\$0.00
2	09/29/2013	10/26/2013	\$58,029.27	\$2,901.46	\$55,127.81
3	10/27/2013	12/16/2013	\$3,242.16	\$162.11	\$3,080.05
4	12/17/2013	01/30/2014	\$36.90	\$1.85	\$35.05
5	01/31/2014	04/03/2015	\$0.00	(\$3,065.42)	\$3,065.42
<b>Totals:</b>			<b>\$61,308.33</b>	<b>\$0.00</b>	<b>\$61,308.33</b>



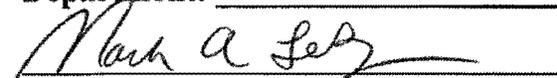
## AGENDA REQUEST FORM

Date of Meeting: May 5, 2015

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

Agenda Item: \_\_\_\_\_

Department: Pine County Public Works

  
Department Head signature

### Background information on Item:

Equipment Rental bids as tabulated by County Engineer

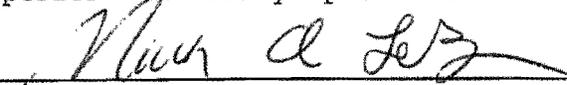
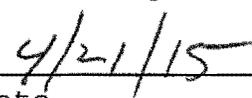
### Action Requested:

Accept

### Financial Impact:

PINE COUNTY PUBLIC WORKS  
ABSTRACT OF 2015 EQUIPMENT RENTAL BIDS

RECOMMENDATION: Accept all bids. Opportunities to be offered to bidders who provide the bid resulting in least cost to the County and subject to their ability to perform on County specified dates and the available County Funds.

   
\_\_\_\_\_  
Mark A. LeBrun, P.E. Date  
County Engineer



Equipment Rental Abstract of Bid

		1	2	3	4	5	6	7	8	9	10	11	12	13	14
Todd Elliot Excavating 76162 McDermott Creek Road Sandstone, MN 55072	320-360-7080 <a href="mailto:todde2008@hotmail.com">todde2008@hotmail.com</a>	AB		SM											

14 Bidders

## EQUIPMENT RENTAL PRICES - ABSTRACT OF BIDS

Contractor	Make	Model	Digging Depth	Bucket Size	RATE Per Hour
<b>#1A BACKHOE/LOADER-RUBBER TIRED, w/operator</b>					
Name	Make	Model	Capacity		Per Hour
Robert's Excavating, LLC	CAT	416	12	36"	\$ 85.00
Stransky Construction LLC	Case	58L	12	.50 cy	\$ 85.00
Todd Elliott Excavating	MF	1155	10'	.50 cy	\$ 80.00

<b>#1B BACKHOE-2 cu.yd. or less, w/operator</b>					
Name	Make	Model	Capacity		Per Hour
Fjosne Construction	Komatsu	200 LC	20'	1.75 cy	\$ 75.00
Fjosne Construction	CAT	320 LC	20'	1.75 cy	\$ 75.00
MPJ Enterprises, LLC	Komatsu	160	30'	36"	\$ 135.00
Rabe Excavating, LLC	JD	120C	20'	1 c.y	\$ 100.00
Rabe Excavating, LLC	CAT	304 CR	10'	24"	\$ 85.00
Randy Rabe Const	JD	200 CLC	20'	1.75 cy	\$ 125.00
Robert's Excavating, LLC	JD	120	20'	1.5 cy	\$ 100.00
Robert's Excavating, LLC	JD	200 CLC	20'	1.75 cy	\$ 125.00
Ryberg & Sons, Inc.	JD	792	22'	2 cy	\$ 74.50
Ryberg & Sons, Inc.	Volvo	160	20'	1.75 cy	\$ 74.50
Stransky Construction, LLC	Case	9020	15'	.875 cy	\$ 100.00
Summerland Excavating	Hitachi	120	15'	.75 cy	\$ 120.00
Todd Elliott Excavating	Cat	312	20'	1 cy	\$ 100.00

<b>#1C BACKHOE-2 cu.yd. or larger, w/operator</b>					
Name	Make	Model	Capacity		Per Hour
Fjosne Construction	Komatsu	220 LC6	22'	2 1/2 cy	\$90.00
MPJ Enterprises, LLC	Cat	320	32'	48"	\$150.00
Randy Rabe Construction	Hitachi	400	28'	3 1/2 cy	\$150.00
Rydberg & Sons, Inc.	JD	792	22'	2 1/2 cy	\$125.00
Rydberg & Sons, Inc.	JD	892	25'	3 1/4 cy	\$149.50
Summerland Excavating	Hitachi	EX200	20'	2 cy	\$140.00

<b>#2 PULL-TYPE SCRAPER &amp; TRACTOR, w/oper</b>					
Self-propelled, w/operator (Note what type)					
Name	Make	Model	Capacity		Per Hour
Anderson, Les	CAT	463	18-22		\$ 160.00
Fjosne Construction	Steiger	310	14 cy		\$ 100.00
Rydberg & Sons, Inc.	Terex	TS14	14 cy Self Propelled		\$ 235.00
Rydberg & Sons, Inc.	Terex	TS24	24 cy Self Propelled		\$ 325.00

<b>#3 DOZER, w/oper A.small (e.gD5 or smaller)</b>					
Name	Make	Model	Capacity		Per Hour
Fjosne Construction	CAT	D5MLGP			\$ 75.00
Fjosne Construction	CAT	D4HLGP			\$ 75.00
Randy Rabe Cont	JD	450 JLGP			\$ 100.00
Robert's Excavating, LLC	CAT	D4HXL			\$ 100.00
Rydberg & Sons, Inc.	JD	650			\$ 74.50
Stransky Construction, LLC	Case	850K			\$ 100.00
Summerland Excavating	CAT	D4HLGP			\$ 125.00
Todd Elliott Excavating	JD	450 LGP			\$ 100.00
Todd Elliott Excavating	JD	CTL 332			\$ 100.00

EQUIPMENT RENTAL PRICES - ABSTRACT OF BIDS

Contractor	Make	Model	Digging Depth	Bucket Size	RATE Per Hour
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**#3 DOZER, w/oper B.large (e.gD6 or larger)**

Name	Make	Model	Capacity	Per Hour
Fjosne Construction	CAT	D6HLGP		\$ 95.00
Les Anderson	CAT	D8H		\$ 160.00
MPJ Enterprises, LLC	CAT	D6KLGP		\$ 150.00
Randy Rabe Const	JD	700J		\$ 125.00
Rydberg & Sons, Inc.	JD	750 LGP		\$ 99.50
Rydberg & Sons, Inc.	JD	850 LGP		\$ 170.00
Summerland Excavating	CAT	D6H		\$ 140.00

**#4 DUMP TRUCK w/driver**

Name	Make	Model	Capacity	Per Hour
Fjosne Const	Peterbuilt	379	12 cy	\$ 80.00
MPJ Enterprises, LLC	Peterbuilt	378	12 cy	\$ 88.00
MPJ Enterprises, LLC	Peterbuilt	378	12 cy	\$ 88.00
Rabe Excavating, LLC	Ford	L9000	12 cy	\$ 80.00
Rabe Excavating, LLC	Sterling	9500	12 cy	\$ 80.00
Randy Rabe Construction	Ford	9000	12 cy	\$ 80.00
Robert's Excavating, LLC	Ford	9000	12 cy	\$ 85.00
Rydberg & Sons, Inc.	Ford	LTl 9000	12 cy	\$ 79.50
Scott Williams Trucking, Inc.	Ford	L8000	12 cy	\$ 85.00
Summerland Excavating	Ford	9000	12 cy	\$ 88.00
Summerland Excavating	Sterling	9000	12 cy	\$ 85.00
Stransky Construction, LLC	Sterling	9500	12 cy	\$ 88.00
Stransky Construction, LLC	Sterling	9500	12 cy	\$ 88.00
Todd Elliott Excavating	Freightliner	FLD	12 cy	\$ 85.00
Todd Elliott Excavating	Ford	900	12 cy	\$ 85.00

**#5 TRACTOR/BELLY DUMP w/driver**

Name	Make	Model	Capacity	Per Hour
Fjosne Construction	Pete		18 yd	\$ 88.50
Fjosne Construction	Freightliner		18 yd	\$ 88.50
Rydberg & Sons, Inc.	Various		18 cy	\$ 89.50

**#6 TRACTOR/LOWBOY TRAILER w/driver**

Name	Make	Model	Capacity	Per Hour
Fjosne Construction	Freightliner		50T	\$ 100.00
Rydberg & Sons, Inc.	Mack		50T	\$ 125.00

EQUIPMENT RENTAL PRICES - ABSTRACT OF BIDS

Contractor	Make	Model	Digging Depth	Bucket Size	RATE Per Hour
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**#7 HAY BALE MULCHER w/operator**

Name	Make	Model	Capacity	Per Hour
Fjosne Construction	Finn		Square Bale	\$ 100.00
MPJ Enterprises, LLC	King		Square Bale	\$ 85.00

**#8 FRONT END LOADER 4 cy or lgr., w/operator**

Name	Make	Model	Capacity	Per Hour
Randy Rabe Construction	CAT	950	3 cy	\$ 100.00
Rydberg & Sons, Inc.	CAT	980C		\$ 135.00
Rydberg & Sons, Inc.	Volvo	150		\$ 99.00
Rydberg & Sons, Inc.	Komatsu	500	8 cy	\$ 135.00
Rydberg & Sons, Inc.	Volvo	L220	8 cy	\$ 135.00
Summerland Excavating	CAT	966C	4 cy	\$ 130.00
Todd Elliott Excating	Hough	H60	2 cy	\$ 85.00

**#9 MOTOR GRADER, w/operator**

Name	Make	Model	Capacity	Per Hour
Fjosne Cont.	CAT	140G		\$ 80.00
Roberts Excavating, LLC	JD	770 BH		\$ 100.00
Rydberg & Sons, Inc.	JD	770		\$ 125.00
Scott Williams Trucking, Inc.	CAT	12E		\$ 100.00
Summerland Excavating	CAT	140G		\$ 90.00

**#10 Compactor Tow-Type**

Name	Make	Capacity	Per Hour
Rydberg & Sons, Inc.	American	60"	\$ 70.00

**Compactor Self-Propelled**

Name	Make	Capacity	Per Hour
Fjosne Construction	RayGo	84"	\$ 70.00
MPJ Enterprises, LLC	Stone	54"	\$ 75.00
Randy Rabe Construction	IR	54"	\$ 70.00
Rydberg & Sons, Inc.	BOMAG	72"	\$ 64.50

**EQUIPMENT RENTAL PRICES - ABSTRACT OF BIDS**

**#11 BITUMINOUS CRUSHING**  
Crushing & Loading or Stockpiling Per Cubic Yard

Fjosne Construction	\$ 4.000 per CY
Rydberg & Sons, Inc.	\$ 3.970 per CY

**#12 Type SPWEB240B Wear Mixture** Per Ton

Rocan Paving	\$ 102.500 per T N of TH 48
Rocan Paving	\$ 117.500 per T S of TH48

**#13 CRUSHING SALVAGED CONCRETE** Per Cubic Yard

Fjosne Construction	\$ 5.000
Rydberg & Sons, Inc.	\$ 5.850

**#14 WINTER MAINTENANCE SAND**

Specification for Winter Sand 3126 Mod.

3/8"	100%	#30	10 - 60%
#4	85 - 100%	#50	3 - 60%
#8	50 - 100%	#100	9 - 10%
#16	25 - 85%	#200	0 - 2%

1000 C.Y. more or less

F.O.B. Your Pit Location

Hopkins Sand & Gravel	\$ 2.99
Knife River Corp. Ramberg Pit-Harris	\$ 6.25
Rydberg & Sons, Inc.	\$ 3.24
Scott Williams Trucking, Inc.	\$ 2.99
Todd Elliott Excavating	\$ 2.50



# AGENDA REQUEST FORM

Date of Meeting: May 5, 2015

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

**Agenda Item:** County Board Discussion and Direction on the 2015 Strategic Plan

**Department:** Administration

  
Department Head signature

### Background information on Item:

In January 2015, the county board held a strategic planning process which identified 14 goals for 2015. The attached spreadsheet highlights those goals as well as recent activity towards the goal.

The status is indicated using:  
Red "X"      no/little progress  
Yellow "!"    Satisfactory progress  
Green "✓"    Substantial progress or complete

### Action Requested:

Review and discuss the goals and the progress to date. Provide direction on expected progress for the next three months.

### Financial Impact:

Number	Status	Goal	Description	Current Activity
1		Building Usage/Facility Plan	Hire consultant to evaluate all buildings and space needs and develop a plan to consolidate functions and make more efficient use of space. Consider more mobile workforce. If possible, eliminate one or more office buildings.	
2		Economic Development	Implement the recently developed Economic Development plan. First two priorities are to establish a policy/oversight group and then hire a staff person/consultant to develop and implement the program.	Hiring PT economic development position to be on May Personnel Committee Agenda for discussion. Contemplated start date will be July.
3		Outdoor Recreation	Create an inventory of current public lands; develop access and usage opportunities to Memorial Forest lands; work in partnership with others such as ATV clubs; internal staffing/organization/support for outdoor recreation planning.	Land & Resources Manager starts May 4. Priority of the position is to get started on "core" planning/zoning/solid waste functions, then expand into outdoor recreation planning.
4		Technology	Provide leadership and funding to develop a countywide approach to technology; expand imaging to more departments/areas.	E911 system recommended by Technology Committee and scheduled for May 5 Board meeting
5		Public Safety Committee	Form a committee of two commissioners, county attorney, county sheriff, and others to improve communication, planning, funding, and technology on all aspects of public safety.	
6		Ditch Policy	Educate the board on ditch law, county requirements, and develop/implement a policy.	County Attorney's Office presented information on 4/21/15.
7		Nepotism Policy	Develop a county policy to address nepotism.	Complete.
8		Blight Ordinance	Develop a blight ordinance for consideration.	County Attorney's office and Land Services Department are working on a process to consider county-wide zoning as a way to address blight and other issues
9		County Relationships with Townships and Cities	Look for ways to formally and informally develop relationships with cities and townships in the county and the elected officials from those jurisdictions; Continue with periodic meetings with cities and townships; conduct at least one meeting of the county board in each commissioner district during the year.	Second city/county meeting held; contracts for services with some cities for prosecution, law enforcement and human resources.
10		Lobbying Legislative issues	Maintain participation in the Arrowhead Counties Association; coordinate legislative efforts in the county; communicate more with state representative/senator.	
11		Media Relations/Citizen Communication	Develop periodic column for the local newspapers.	
12		Mille Lacs Band of Ojibwe	Continue current efforts to meet with the MLBO at the board and staff levels.	Monthly meetings with county/band staff.
13		Soil & Water Conservation District	Work with the SWCD to understand what services it provides, which are county functions, and determine how to best deliver those services	
14		East Central Regional Development Commission	Work with the ECRDC to understand what services and value the organization can add to the region.	