



**AGENDA**  
**PINE COUNTY BOARD MEETING**

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

**Tuesday, June 17, 2014, 10:00 a.m.**  
**Board Room, Pine County Courthouse**  
**Pine City, Minnesota**

- A) Call meeting to order
- B) Pledge of Allegiance
- C) Public Forum. Members of the public are invited to speak on items not on the agenda. Each speaker should state his/her name and limit comments to three (3) minutes.
- D) Adopt Agenda
- E) Approve Minutes of June 3, 2014 County Board Meeting and Summary for publication.
- F) Minutes of Boards, Committees and Correspondence
  - Pine County Probation Advisory Committee – February 25, 2014
  - Pine County HRA Senior Housing Board of Directors – regular meeting – April 23, 2014
- G) Approve Consent Items

**CONSENT AGENDA**

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

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

| Fund                           | May 31, 2013   | May 31, 2014   | Increase(Decrease) |
|--------------------------------|----------------|----------------|--------------------|
| General Fund                   | (2,136,132.50) | (2,379,289.47) | (243,156.97)       |
| Health and Human Services Fund | 332,874.00     | (833,726.07)   | (1,166,600.07)     |
| Road and Bridge Fund           | 6,431,447.43   | 2,336,411.68   | (4,095,035.75)     |
| Land Management Fund           | 1,660,026.98   | 2,004,604.99   | 344,578.01         |
| TOTAL (inc non-major funds)    | 21,045,691.80  | 14,632,119.85  | (6,413,571.95)     |

**2. Applications for Abatement:**

- A. Consider Robert Ford, 541 Old Trail Rd., Hinckley, PID 03.0370.000, pay 2014.
- B. Consider Jonathan Samuelson, 32072 Russell Rd., Pine City, PID 26.0098.000, 26.0099.000, 26.0101.000, pay 2014.
- C. Consider Howard & Susan Schultz, 57323 Forest Blvd., Pine City, PID 43.0275.000, pay 2014.
- D. Consider Eric & Antonia Jensen, 6415 HC Anderson Alle, Askov, PID 34.0003.000, pay 2014.

**3. Application for Exempt Permit**

- A. Consider Application for Exempt Permit for Pine County Thunderin' Toms Chapter of National Wild Turkey Federation to conduct Minnesota lawful gambling on October 25, 2014 at Tank's Tavern, 39109 State Hwy. 48, Hinckley, Minnesota (Arlone Twp.).
- B. Consider Application for Exempt Permit for the Memorial Drive Bible Fellowship d/b/a TreeHouse North to conduct Minnesota lawful gambling on July 26, 2014 at Wings North, 19379 Homestead Rd., Pine City, MN (Pokegama Twp.).

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

Consider Resolution 2014-25 for Repurchase of Tax Forfeited Land with a 10-year contract for Leonard Bonander, PID 45.5310.000 and authorize Acting Board Chair and County Auditor to sign.

**5. Liquor License**

Consider approval of 3.2 liquor licenses for Duquette General Stores, Duxbury Store and Ray & Marge's Resort. Subject to approval by the County Board, corresponding Township, Pine County Sheriff and Pine County Attorney.

**6. Essentia Health/Pine County Mutual Bill of Sale**

Consider approval of a Mutual Bill of Sale between Essentia Health (2006 ambulance) and Pine County Sheriff's Office (2007 Chevrolet Impala) and authorize Acting Board Chair signature. No monetary fund exchange necessary.

**7. Training**

Consider Social Worker Beth Jarvis to attend the 2014-2015 IECMH (Infant & Early Childhood Mental Health) Program – Child Welfare Cohort, September 2014 through April 2015. Training is 1.5 days/month covering a span of 8 months. Registration: \$0 (scholarship), Accommodations: approximately \$800 (8 overnight stays); Meals: approximately \$216 (8 lunches and 8 suppers); Travel: \$609. Total cost \$1,625.00. Funds are available in the HHS staff development budget.

**8. New Hire**

Authorize the hiring of part time Dispatcher Jeremiah Mohr, effective June 19, 2014, \$16.04/hr., B23, step 3.

**REGULAR AGENDA**

**1. Public Hearing – County Fees**

Consider approval of supplementary fees for certain marriage licenses and an application fee for certificates of subsurface sewage treatment system abandonment.

**2. Technology Committee**

Pine County Technology Committee met May 20, 2014 and made the following recommendation (Minutes attached):

Approve the donation of surplus computers: (2) Pine County Museum, (3) County Agricultural Society, and remaining to PCs for People.

Other items are for information only.

**3. Facilities Committee**

Pine County Facilities Committee met June 4, 2014 and made the following recommendation (Minutes attached):

Consider action on Pine Government Center lease to Pine City.  
Other items are for information only.

**4. Personnel**

A. Pine County Personnel Committee met June 10, 2014 and made the following recommendations (Minutes attached):

Health & Human Services:

- i. Accept the resignation of Eligibility Worker Ann Reding effective June 6, 2014 and approve eligibility worker backfill.

Jail:

- i. Approve a two-month unpaid leave for Corrections Officer Anne Watrin.
- ii. Approve a \$1.04 performance increase from \$20.87/hr. to \$21.91/hr. for STS Crew Leader Dan Baran (B24) effective April 26, 2014 (anniversary date).

IT:

- i. Approve a \$.67 performance increase from \$16.63/hr. to \$17.30/hr. for IT Support Specialist Kent Bombard (B24) effective July 1, 2014 (anniversary date).

Administrator:

- i. Approve Pine County Policies and Procedures Section 11 and Section 16 to comply with the Women's Economic Security Act.

Other items are for informational purposes only.

B. Veterans/Land and Zoning

Accept the resignation of Administrative Assistant Lisa McCorison effective June 25, 2014 and authorize back fill.

**5. ECSWC Solid Waste Management Plan Update**

Consider approval of the revision of the ECSWC Solid Waste Management Plan to allow the landfill expansion. The complete Solid Waste Management Plan is available for review in the Land Services Office.

**6. Award Bid for Contract #1401**

Award bid for Contract #1401 to Hardrives, lowest responsible bidder, as determined by the County Engineer and contingent on approval from the DBE Office, for the following: SP 058-621-017 located on CSAH 21 from TH 48 to CSAH 30.

**7. Commissioner Updates**

Soil & Water Conservation District  
East Central Solid Waste Commission (ECSWC)  
East Central Regional Library Board  
AMC District 1 Meeting  
Central MN Jobs and Training  
Board of Equalization  
Other

**8. Other**

Labor Negotiation Strategy Update. The meeting may be closed as allowed by MS §13D.03, Subd. 1(b).

9. **Upcoming Meetings –(Subject to Change)**

- a. **Technology Committee, Tuesday, June 17, 2014, 8:30 a.m.,** Commissioners' Conference Room, Courthouse, Pine City, Minnesota.
- b. **Pine County Board Meeting, Tuesday, June 17, 2014, 10:00 a.m.,** Boardroom, Pine County Courthouse, Pine City, Minnesota.
- c. **Pine County Health and Human Services Meeting, Tuesday, June 17, 2014, 1:00 p.m.,** Boardroom, Pine County Courthouse, Pine City, Minnesota.
- d. **Snake River Watershed Joint Powers Board, Monday, June 23, 2014, 9:00 a.m., Kanabec County Courthouse, Mora, Minnesota.**
- e. **East Central Regional Development Commission, regular & annual meeting, Monday, June 23, 2014, 7:00 p.m.,** 100 Park St. So., Mora, Minnesota.
- f. **Committee of the Whole, Tuesday, June 24, 2014, 9:00 a.m.,** Board Room, Courthouse, Pine City, Minnesota.
- g. **AMC's Subcommittee on Broadband, Wednesday, June 25, 2014, 9:30,** St. Cloud, Minnesota.
- h. **NLX, Wednesday, June 25, 2014, 10:00 a.m.,** Board Room, Courthouse, Pine City, Minnesota.
- i. **Pine County Law Library, Wednesday, June 25, 2014, 12:00 p.m.,** 2<sup>nd</sup> Floor of Pine County Courthouse, Pine City, Minnesota.
- j. **NE Regional Radio Board Meeting, Thursday, June 26, 2014, 10:00 a.m.,** Video Conference, Courthouse, Pine City, Minnesota.
- k. **GPS 45:93, Friday, June 27, 2014, 10:00 a.m.,** Sandstone City Hall, 119 4<sup>th</sup> Street, Sandstone, Minnesota.
- l. **Pine County Board Meeting, Tuesday, July 1, 2014, 1:00 p.m.,** Public Health Building, Sandstone, Minnesota.
- m. **Facility Committee, Wednesday, July 2, 2014, 9:00 a.m.,** Commissioners' Conference Room, Courthouse, Pine City, Minnesota.
- n. **Soil & Water Conservation District, Thursday, July 3, 2014, 4:00 p.m.,** Public Health Building, Sandstone, Minnesota.
- o. **Personnel Meeting, Tuesday, July 8, 2014, 9:00 a.m.,** Commissioners' Conference Room, Courthouse, Pine City, Minnesota.
- p. **East Central Solid Waste Commission (ECSWC), Monday, July 14, 2014, 9:00 a.m.,** 1756 180<sup>th</sup>, Mora, Minnesota.
- q. **East Central Regional Library Board – No July 14, 2014 meeting**
- r. **Pine County Methamphetamine Task Force, Monday, July 14, 2014, 3:00 p.m.,** Pine County Health & Human Services, Pine Government Center, Pine City, Minnesota.
- s. **Technology Committee, Tuesday, July 15, 2014, 8:30 a.m.,** Commissioner Conference Room, Courthouse, Pine City, Minnesota.
- t. **Pine County Board of Commissioners, Tuesday, July 15, 2014, 10:00 a.m.,** Board Room, Courthouse, Pine City, Minnesota.
- u. **Pine County Health and Human Services Meeting, Tuesday, July 15, 2014, 1:00 p.m.,** Boardroom, Pine County Courthouse, Pine City, Minnesota.

10. **Adjourn**

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

**Tuesday, June 3, 2014, 1:00 p.m.**  
**Public Health Building, Sandstone, Minnesota**

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

The Pledge of Allegiance was said.

Acting Chair Chaffee called for public comment. There was no public comment.

Acting Chair Chaffee requested the following revisions be made to the Agenda:

Additions to Regular Agenda:

- 9A. Closed Session – Labor Negotiation Update
- 9B. Closed Session - Pending Litigation

Additions to Upcoming Meetings:

- AMC Spring District 1 meeting June 13, 2014, 8:00 a.m. – 12:00 p.m., Cook County Courthouse, 411 West 2<sup>nd</sup> Street, Grand Marais, MN.
- Board of Equalization, June 16, 2014, 5:00 p.m., Board Room, Pine County Courthouse, Pine City, MN.
- Snake River Watershed Joint Powers Board Meeting, June 23, 2014, 9:00 a.m., Kanabec County Courthouse, Mora, MN.

Additions to Consent Agenda:

- 7. Joint Powers Agreement between Department of Corrections and Pine County for Work Release Services for fiscal year 2015.

Commissioner Hallan moved to approve the amended Agenda. Second by Commissioner Ludwig. Motion carried 4-0.

Commissioner Ludwig moved to approve the Minutes of the May 20, 2014 County Board Meeting and Summary for publication. Second by Commissioner Hallan. Motion carried 4-0.

Minutes of Boards, Committees and Correspondence

Pine County Land Surveyor Monthly Report – May 2014

Pine County Soil & Water Conservation District board meeting – May 8, 2014

Commissioner Pangerl moved to acknowledge the Minutes of Boards, Committees and Correspondence. Second by Commissioner Ludwig. Motion carried 4-0.

Commissioner Hallan moved to approve the amended Consent Agenda. Second by Commissioner Ludwig. Motion carried 4-0.

## CONSENT AGENDA

1. **May, 2014 Disbursements**  
Disbursements Journal Report, May 1, 2014 – May 31, 2014.
2. **Applications for Abatement:**  
Approve: Dale Kraft, 47956 Oak Leaf Rd., Sturgeon Lake, PID 16.0209.000, pay 2014.
3. **Application for Exempt Permit**  
Approve Application for Exempt Permit for the Moose Lake Area Chamber of Commerce to conduct Minnesota lawful gambling at the Moose Lake Golf Course, 35311 Parkview Dr., Sturgeon Lake, on October 17, 2014 (Windemere Twp.).
4. **Resolution for Repurchase of Tax Forfeited Land**  
Approve Resolutions 2014-21, 2014-22, 2014-23 for Repurchase of Tax Forfeited Lands with a 10-year contract for Gene and Gloria Perry, PIDs 04.0037.000, 04.0038.000, and 04.0043.000, and authorize Board Chair and County Auditor to sign.
5. **Minnesota Pollution Control Agency (MPCA) Groundwater Monitoring Well**  
Approve MPCA to install a groundwater monitoring well on county tax-forfeited property in Sec. 12, Twp. 41, Rge. 19 and authorize Land Commissioner Greg Beck to sign MPCA Property Access Agreement with Pine County.
6. **Personnel (Full-Time Status/Completion of Probationary Period)**  
Approve full time status for Registered Nurse Karen Engh, effective June 9, 2014
7. **Joint Powers Agreement Between Department of Corrections and Pine County**  
Approve Joint Powers Agreement between Department of Corrections and Pine County for Work Release Services for state fiscal year July 1, 2014-June 30, 2015.

## REGULAR AGENDA

1. **State of Minnesota Grant Contract – Property Record Information System (PRISM)**  
Land Services Director Kelly Schroeder explained the Property Record Information System (PRISM) and noted the State is requiring data compliance from counties. Pine County is currently working with the Department of Revenue on this matter.  
**Motion** by Commissioner Hallan to approve the \$3,529.41 State of Minnesota grant contract to assist with the county's computer programming costs to be in compliance with the Property Record Information System of Minnesota (PRISM) and authorize the Acting Chair to sign.  
Second by Commissioner Pangerl. Motion carried 4-0.
2. **Initiative Foundation – Economic Development Planning Grant**  
Administrator Minke provided information on the Economic Development Planning Grant and how monies could be used. Minke stated a consultant could be hired to work on economic development in Pine County and encourages a county commissioner help oversee this project; Commissioner Hallan offered to assist. Commissioner Pangerl asks that Pine County review area cities economic development to avoid duplication of services. Minke stated cities have provided support for this project.

**Motion** by Commissioner Ludwig to approve the Initiative Foundation Grant Agreement in the amount of \$5,000. A matching fund from Pine County in the amount of \$5,000 is required. Second by Commissioner Hallan. Motion carried 4-0.

**3. Elected Official-Elect Training**

Administrator David Minke provided information regarding Resolution 2014-24 which provides an opportunity for elected officials to attend training between the November election and their taking office in January. County Attorney Carlson stated there are items in Pine County's Personnel Policies that should be agreed upon by elected officials and perhaps a code of conduct could be instituted for elected officials to abide by. Carlson will look into this further and provide information to the Personnel Committee.

**Motion** by Commissioner Pangerl to approve Resolution 2014-24 for training for County Commissioners-Elect, County Attorney-Elect, County Auditor-Treasurer-Elect and County Sheriff-Elect to attend training at the expense of Pine County. Second by Commissioner Hallan. Motion carried 4-0.

**4. Contract #1403 Bid Proposal**

County Engineer Mark LeBrun reported that two bids were received for Contract #1403 and were over the engineer's estimate. Due to the size and cost of this project, LeBrun requests the County reject all bids.

LeBrun requests the project scope be reduced to include 3<sup>rd</sup> Avenue (east-west portion of CSAH 8) and 5<sup>th</sup> Street (Pine City) and signal replacement and to solicit new bids.

**Motion** by Commissioner Hallan to reject all Contract #1403 bid proposals and re-bid with a smaller bid. Second by Commissioner Pangerl. Motion carried 4-0.

**5. Coalition Against Bigger Trucks**

County Engineer Mark LeBrun reported to the board that a federal bill is being proposed to limit larger trucks on various roadways and bridges. LeBrun further stated his main concerns are public safety and financial impact due to damages to county roads and bridges. Administrator David Minke stated a study is being done and a vote may be taken in congress this fall on this topic.

Further discussion will be held once the County Board has had an opportunity to review information on this topic.

**6. 2014 Legislative Update**

Acting Chair Chaffee reported State Senator Tony Lourey and State Representative Tim Faust met with the County Board earlier today and good discussion and conversation was held, and recommended another meeting prior to the next legislative session.

**7. Committee of the Whole Topics and Schedule**

County Administrator David Minke asked the County Board to suggest topics for an upcoming Committee of the Whole meeting. Discussion was held. The Committee of the Whole will meet Tuesday, June 24, 2014 at 9:00 a.m. at the Pine County Courthouse, Board Room. Agenda items will include: Old Jail Demo, Aquatic Invasive Species, Health and Human Services, Noise Ordinance, and Pine Government Center.

County Engineer LeBrun will schedule a county road tour that will incorporate discussion on road related items.

**8. Commissioner Updates**

Arrowhead Counties Association – nothing new.

Snake River Watershed Joint Powers Board – rescheduled to June.

NLX – cancelled.

Central Regional EMS Committee – Commissioner Ludwig stated 3 ECHO training went well and was well attended.

**9. Other**

**10. Upcoming Meetings**

Upcoming meetings were reviewed.

Addition: AMC Spring District 1 meeting, June 13, 2014, 8:00 a.m. – 12:00 p.m., Cook County Courthouse, 411 West 2<sup>nd</sup> Street, Grand Marais, Minnesota.

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

Addition: Snake River Watershed Joint Powers Board Meeting, June 23, 2014, 9:00 a.m., Kanabec County Courthouse, Mora, Minnesota.

**Motion** by Commissioner Pangerl to close the meeting in accordance with Minnesota Statutes §13D.03, Subd. 1(b) (labor negotiation) and §13D.05, Subd. 3(b) (pending litigation). Second by Commissioner Ludwig. Motion carried 4-0.

The meeting was closed at 1:59 p.m.

Present at the closed meeting: Commissioners Chaffee, Hallan, Pangerl, Ludwig, County Attorney Carlson, County Auditor Clemmer, County Administrator Minke, Payroll and HR Specialist Christenson.

**Motion** by Commissioner Ludwig to open the meeting at 2:40 p.m. Second by Commissioner Pangerl. Motion carried 4-0.

County Attorney John Carlson and County Auditor-Treasurer Cathy Clemmer recommend the County Board approve the settlement proposal in the case of Jeffrey Konz and Jeremiah Konz vs. Jim Schowalter (Commissioner of the Minnesota Management and Budget) et al. (including Pine County). The settlement resolves the fee ownership issue of real property located at 46711 County Highway 61, Hinckley, Minnesota.

**Motion** by Commissioner Hallan to approve the settlement agreement which includes payment of \$2,766.58. Second by Commissioner Ludwig. Motion carried 4-0.

**Motion** by Commissioner Ludwig to approve the proposed settlement with four bargaining units represented by AFSCME (Highway Maintenance, Human Service Workers, Courthouse Workers, and Sheriff's Clerical). Second by Acting Chair Chaffee. Motion carried 4-0.

Terms of proposed settlements are:

1. Duration: 1-year (2014).
2. Steps: Maintain step movement as eligible.
3. General Wage (COLA): 1.5% effective January 1, 2014.
4. Group Health:  
For 2014, effective January 1, 2014:  
Single Coverage: Employer will pay an amount equal to the lowest (cost) premium plan (#493 for 2014).  
Family Coverage: Employer will pay an amount equal to a 65% employer/35% employee split based on the lowest cost premium plan (\$1,074 for 2014).

The union will enter into a Memorandum of Agreement for 2015 specifying that the premium contribution shall be determined as:

- Single Coverage: The county contribution shall be \$493 plus 95% of the increase of the lowest cost single premium.
  - Family Coverage: The county contribution shall be \$1074 plus 65% of the premium increase based on the lowest cost family plan.
5. Miscellaneous: Union will recommend ratification within 15 days of agreement being reached.
  6. Additional Highway: 2014 boot allowance increase of \$25 (from \$200 to \$225).
  7. Additional HHS: Update names and positions in Appendix A.
  8. Clarify/replace 10.3 PTO language by replacing existing language with: "PTO is accrued each pay period. Earned PTO is available for use the pay period after it was accrued."

Should the proposal be ratified by the union within 15 days, the county would apply the health insurance provisions to the non-union employees and offer the terms to the settled contracts.

### **11. Adjourn**

With no further business, Acting Chair Chaffee adjourned the county board meeting at 2:45 p.m. The next regular meeting of the county board is scheduled for June 17, 2014 at 10:00 a.m. at the Board Room, Pine County Courthouse, Pine City, Minnesota.

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Steve Chaffee, Acting 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, June 3, 2014, 1:00 p.m.  
Public Health Building, Sandstone, Minnesota**

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

The Pledge of Allegiance was said.

Acting Chair Chaffee called for public comment. There was no public comment.

Commissioner Hallan moved to approve the amended Agenda. Second by Commissioner Ludwig. Motion carried 4-0.

Commissioner Ludwig moved to approve the Minutes of the May 20, 2014 County Board Meeting and Summary for publication. Second by Commissioner Hallan. Motion carried 4-0.

Minutes of Boards, Committees and Correspondence

Pine County Land Surveyor Monthly Report – May 2014

Pine County Soil & Water Conservation District board meeting – May 8, 2014

Commissioner Pangerl moved to acknowledge the Minutes of Boards, Committees and Correspondence. Second by Commissioner Ludwig. Motion carried 4-0.

Commissioner Hallan moved to approve the amended Consent Agenda. Second by Commissioner Ludwig. Motion carried 4-0.

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

Approve Application for Abatement for Dale Kraft, 47956 Oak Leaf Rd., Sturgeon Lake

Approve Application for Exempt Permit for the Moose Lake Area Chamber of Commerce to conduct Minnesota lawful gambling at the Moose Lake Golf Course, 35311 Parkview Dr., Sturgeon Lake, on October 17, 2014.

Approve Resolutions 2014-21, 2014-22, 2014-23 for Repurchase of Tax Forfeited Lands with a 10-year contract for Gene and Gloria Perry, PIDs 04.0037.000, 04.0038.000, and 04.0043.000.

Approve MPCA to install a groundwater monitoring well on county tax-forfeited property in Sec. 12, Twp. 41, Rge. 19.

Approve full time status for Registered Nurse Karen Engh, effective June 9, 2014.

Approve Joint Powers Agreement between Department of Corrections and Pine County for Work Release Services for state fiscal year July 1, 2014-June 30, 2015.

**Motion** by Commissioner Hallan to approve the \$3,529.41 State of Minnesota grant contract to assist with the county's computer programming costs to be in compliance with the Property Record Information System of Minnesota (PRISM). Second by Commissioner Pangerl. Motion carried 4-0.

**Motion** by Commissioner Ludwig to approve the Initiative Foundation Grant Agreement in the amount of \$5,000. A matching fund from Pine County in the amount of \$5,000 is required. Second by Commissioner Hallan. Motion carried 4-0.

**Motion** by Commissioner Pangerl to approve Resolution 2014-24 for training for County Commissioners-Elect, County Attorney-Elect, County Auditor-Treasurer-Elect and County Sheriff-Elect to attend training at the expense of Pine County. Second by Commissioner Hallan. Motion carried 4-0.

**Motion** by Commissioner Hallan to reject all Contract #1403 bid proposals and re-bid with a smaller bid. Second by Commissioner Pangerl. Motion carried 4-0.

A Committee of the Whole meeting will be held Tuesday, June 24, 2014 at 9:00 a.m. at the Pine County Courthouse, Board Room, Pine City, Minnesota.

**Motion** by Commissioner Pangerl to close the meeting in accordance with Minnesota Statutes §13D.03, Subd. 1(b) (labor negotiation) and §13D.05, Subd. 3(b) (pending litigation). Second by Commissioner Ludwig. Motion carried 4-0.

The meeting was closed at 1:59 p.m.

Present at the closed meeting: Commissioners Chaffee, Hallan, Pangerl, Ludwig, County Attorney Carlson, County Auditor Clemmer, County Administrator Minke, Payroll and HR Specialist Christenson.

**Motion** by Commissioner Ludwig to open the meeting at 2:40 p.m. Second by Commissioner Pangerl. Motion carried 4-0.

**Motion** by Commissioner Hallan to approve the settlement agreement which includes payment of \$2,766.58. Second by Commissioner Ludwig. Motion carried 4-0.

**Motion** by Commissioner Ludwig to approve the proposed settlement with four bargaining units represented by AFSCME (Highway Maintenance, Human Service Workers, Courthouse Workers, and Sheriff's Clerical). Second by Acting Chair Chaffee. Motion carried 4-0.

With no further business, Acting Chair Chaffee adjourned the county board meeting at 2:45 p.m. The next regular meeting of the county board is scheduled for June 17, 2014 at 10:00 a.m. at the Board Room, Pine County Courthouse, Pine City, Minnesota.

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Steve Chaffee, Acting Chair  
Board of Commissioners

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David J. Minke, Administrator  
Clerk to County Board

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

# Pine County Probation Advisory Committee

## APPROVED MINUTES

Tuesday, February 25<sup>th</sup>, 2014

**Present:** Terryl Arola, George Horbacz, Brent Jahnz, Jeremie Reinhart, Bill Steele, Randy Tenge, Suzanne Thompson, Lee Williams

**Excused:** Becky Foss, Sgt. Dan Kunz, Bill Morgan, Sgt. Rob Ouverson, Amanda Wimmer

Call to Order 6:00 pm

### 1) Committee Business

- Per Diems
- Approve November 26<sup>th</sup>, 2013 minutes      Passed: Bill Steele/Lee Williams

### 2) General Updates

- County Probation news – Terryl Arola/Jeremie Reinhart
  - Terryl introduced Jeremie to the committee. He will be replacing Sarah Weikle as the county probation agent on the committee. Sarah has taken a position with the DOC. Our hiring and transition is going well in the department. Laura Styliski is our newest agent hired. She will be taking over Travis Fisher's cases as our new Pre-Trial Agent. Travis will be taking over Sarah's medium supervision cases. Laura started on Monday just 1 day ago and has jumped in full force learning the position. Sherry Johnson has been assigned as her staff mentor. Ravi Roelfs our Diversion agent is also stepping up to do an Internship/Volunteer with the department.
  - Internship – we have had 3 more recent inquiries of interest to do an internship in Probation. Packets of expectations, application checklist and few other required forms have been sent to these people. They must submit an application and essay and interview to determine if they would be a good fit. At the end of an internship each intern participates in a mock job interview where they receive feedback from those who interview them. Internships are a minimum of 400 hours.
  - Terryl told the Committee about pursuing a part-time position. She will be going back before the Personnel Committee in March to determine if this is a viable possibility. There will be savings in our budget due to wage and insurance modifications with staff changes that will keep the position within 2014 budget levels.
  - Terryl explained the hiring process. First interviews included the county HR manager and two agents. Second interviews included the judges along with Commissioner Chaffee.

- Terryl shared a letter of support for an updated corrections program from DOC Commissioner Roy to Fond Du Lac College. The letter included interesting statistics on the need for people entering the correctional field based upon retirement projections.
  - Sarah Weikle had been the consistent facilitator for the Cognitive Skills Class before she left. Travis and Amber will be taking over now. Randy Tenge will be stepping back in to help do some quality assurance and additional training. If we do get to hire on a part-time person, that individual will also have a role with the classes. Randy has given the approval to allow Sarah and Tessa to help out with Cogs as they both have a strong interest in these classes.
  - Currently we use Redwood Toxicology for our UA supplies and lab testing. Recent meetings with Minnesota's Midwest Monitoring and Surveillance (MMS) demonstrated competitive supply and lab costs but more importantly a quicker turnaround time for the lab results. Each 5 drug dip test will be .20 less. The lab is located in cities and we can get the results the next day after they receive the sample. They offer email and fax notifications.
  - Currently trying to work out an arrangement to get the jail to go with MMS also. There are some complications if both departments don't use the same company.
- DOC Probation news –Randy Tenge
    - Randy talked about losing Brian Collins to DHS with MSOP's Investigation unit but pleased to get Sarah Weikle. He is happy to have her and she is rolling right along learning the new position. His offices are now at full staff in all areas.
    - The DOC is looking at redoing their ISR area. He currently has 4 assigned to the Pine City area with their home base out of St. Cloud. A new assessment tool called MNSTAR. MNSTAR is the new tool for High risk people that are incarcerated adults now and used for when they are released to the outside population.
    - ISR caseloads are capped at 15 people with all the different phases.
    - The Pine County Judges have ordered a lot of PSI's. It has increased greatly the past year. He is looking at a grant for a PSI caseload as these are higher than they normally like to have each agent doing. Normally 3-4 PSI's are assigned per agent but it has been higher lately.

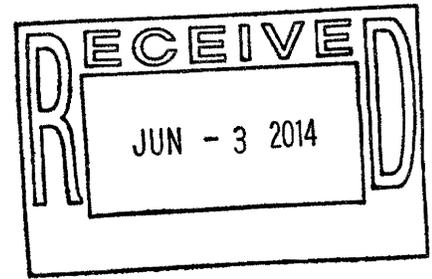
### 3) Comp Plan Goals & Objectives Updates

- EBP Training and Implementation Updates
  - The agents have just completed a 2 part case planning training in Isanti County along with Motivational Interviewing II training. They had to provide two tapes of when they used motivational interviewing with a case. The training helps learn how to break your case planning into pieces of how to work a plan with your clients, resources and timelines.

- Laura will be getting trained by Jeremie on LS-CMI as he is a trained trainer and she will attend the upcoming Motivational Interviewing in St. Cloud.
  - Travis just finished up his Motivation Interviewing II training up in Virginia where he traveled for many weeks to get it completed. He will be attending Case Planning training in April or May.
  - Once all the agents are trained they will need to do boosters occasionally. DOC – Tessa is now trained also. Eight DOC agents have been through the Case Planning training also.
  - **New Technology: CSTS updates**
    - CSTS was updated at the end of January 2014. A lot of little things were fixed.
    - The new CSTS has a module to archive and purge data which gives flexibility for different record retention policies. Juvenile data is the easiest to use based upon an age parameter. All the different factors with adult cases makes it harder to set adult archival criteria. Pine County Probation's adult policy will be consistent with State Court's MNCIS data retention.
  - **Fee collection – final 2013 figures**
    - Terryl went over the graph showing Local Correctional fee collection. It was a good year but we are still a bit short of our projections.
- 4) **2013 Probation and Outcome Review**
- Terryl went over each area briefly from the packet.
- 5) **Next Meeting: May 27th, 2014 at 6 pm – Courthouse, Pine City**
- 6) **Adjourn          Motion Passed: Brent Jahnz/Bill Steele**

Submitted by: Suzanne Thompson, Administrative Assistant

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



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

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

The regular meeting of the Pine County HRA Senior Housing Board of Directors was held on April 23, 2014, at the Sandstone Manor. Commissioners of the HRA present were Board Chair Dorothy Stockamp, Jan Oak, Cheri Drilling, Carl Steffen, and Greg Kvasnicka. Staff members present were Executive Director Janice Gustafson and Resident Managers Evelyn Yocum and Susan Blake. 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 March 26, 2014, were reviewed by the Board members. A motion was made by C. Steffen and was seconded by C. Drilling to accept the minutes. Motion carried: Yeas 5, Nays 0.
3. The monthly financial statements and the investment report were presented by J. Gustafson. A motion was made by J. Oak and was seconded by C. Steffen to approve the financial statements and the investment report. Motion carried: Yeas 5, Nays 0.
4. Executive Director's Report. The written Executive Director's report was reviewed by Board members.
5. Old Business.
  - a) Vacancies. As of this date, there are three vacancies at the Sandstone Manor and one vacancy at the Finlayson Manor.
  - b) Smoking Violations. A letter dated April 7, 2014, was hand delivered to all HRA residents. This letter addressed smoking violations and reinforced the restriction posted on the signs at all building entrances which reads "SMOKING IS PROHIBITED WITHIN 25 FEET OF BUILDING ENTRANCE." Also on that day, the cigarette butt cans at the building entrances and the hundreds of cigarette butts on the ground were picked up and disposed of.

- c) The Board members discussed the status of the feral cat problem at the Finlayson Manor. As of this date, a contractor hired by the HRA has removed the cat house from Dave Ristimaki's property (with his verbal permission) and over 30 cats have been live trapped by Lee Greenly. Mark Guss has removed multiple wheelbarrows full of cat feces, old cat food, and debris from where the cat house was. Mark also spent six hours power washing the outside of the building, the windows, the sidewalks, and the decorative rocks which surround the building to remove cat feces and urine. He spread 300 pounds of lime and 50 pounds of soda bicarbonate. At least four cats remain to be live trapped and the cleanup work continues as the snow and ice melts and the ground thaws.
- d) Pet Policy. After review, a motion was made by C. Steffen and was seconded by G. Kvasnicka to approve the revised Pet Policy. The most important change to the current Pet Policy is that there will be absolutely no outside feeding whatsoever on HRA property. Motion carried: Yeas 5, Nays 0.

6. New Business.

- a)
- b)

7. Resident Managers' Reports.

- a) Finlayson Manor. S. Blake reported she cancelled the bingo and pot luck for this month based on a request from one resident; however, on Easter Sunday, five residents ate together in the community room. The residents are pleased to see the cat problems being resolved and hope they've seen the end to the cats.
- b) Sandstone Manor. E. Yocum reported the residents continue to enjoy playing bingo every Friday. Also, they plan to continue with the current practice of each person contributing \$5.00 and ordering in food for their pot luck.

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

9. A motion was made by Board Chair D. Stockamp and was seconded by C. Steffen to adjourn the meeting at 3:34 P.M. Motion carried: Yeas 5, Nays 0.
10. The next HRA Board meeting is scheduled for May 28, 2014, at the Finlayson Manor.

  
Dorothy Stockamp  
HRA Board Chair

  
Janice S. Gustafson  
Executive Director



## AGENDA REQUEST FORM

Date of Meeting: 6-17-14

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

Agenda Item: May 2014 Cash Balance

Department: Auditor-Treasurer

*Cathy Claves*  
Department Head signature

**Background information on Item:**

**Action Requested:**

**Financial Impact:**

TREASURER'S CASH TRIAL BALANCE COMPARISON

| FUND                             | May 31, 2013<br>BALANCE | May 31, 2014<br>BALANCE | DIFFERENCE         |
|----------------------------------|-------------------------|-------------------------|--------------------|
| 1 - GENERAL                      | (2,136,132.50)          | (2,379,289.47)          | (243,156.97)       |
| 12 - H&HS                        | 332,874.00              | (833,726.07)            | (1,166,600.07)     |
| 13 - ROAD & BRIDGE               | 6,431,447.43            | 2,336,411.68            | (4,095,035.75)     |
| 22 - LAND                        | 1,660,026.98            | 2,004,604.99            | 344,578.01         |
| <br>TOTAL (incl non-major funds) | <br>\$21,045,691.80     | <br>\$14,632,119.85     | <br>(6,413,571.95) |

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

TREASURER'S CASH TRIAL BALANCE

As of 05/2014



| <u>Fund</u>                | <u>Beginning Balance</u> | <u>This Month</u>               | <u>YTD</u>    | <u>Current Balance</u> |
|----------------------------|--------------------------|---------------------------------|---------------|------------------------|
| 1 General Revenue Fund     | 2,608,669.34             |                                 |               |                        |
| Receipts                   |                          | 2,275,382.24                    | 4,454,182.53  |                        |
| Disbursements              |                          | 1,856,629.60-                   | 5,840,520.34- |                        |
| Payroll                    |                          | 1,019,532.38-                   | 3,880,250.91- |                        |
| Journal Entries            |                          | 2,818.16-                       | 278,629.91    |                        |
| Fund Total . . . . .       |                          | 603,597.90-                     | 4,987,958.81- | 2,379,289.47-          |
| 12 Health & Human Services | 420                      | H&Hs-Income Maintenance         |               |                        |
|                            | 2,040,281.15             |                                 |               |                        |
| Receipts                   |                          | 90,491.57                       | 532,362.08    |                        |
| Disbursements              |                          | 65,035.18-                      | 312,370.27-   |                        |
| Payroll                    |                          | 200,820.01-                     | 753,046.72-   |                        |
| Journal Entries            |                          | 0.00                            | 114,660.30    |                        |
| Dept Total . . . . .       |                          | 175,363.62-                     | 418,394.61-   | 1,621,886.54           |
| 12 Health & Human Services | 430                      | H&Hs-Social Services            |               |                        |
|                            | 1,373,656.68-            |                                 |               |                        |
| Receipts                   |                          | 171,360.17                      | 756,099.10    |                        |
| Disbursements              |                          | 18,849.59-                      | 139,207.10-   |                        |
| SSIS                       |                          | 234,367.87-                     | 1,289,211.62- |                        |
| Payroll                    |                          | 195,454.87-                     | 724,429.49-   |                        |
| Journal Entries            |                          | 0.00                            | 244,542.43    |                        |
| Dept Total . . . . .       |                          | 277,312.16-                     | 1,152,206.68- | 2,525,863.36-          |
| 12 Health & Human Services | 440                      | Childrens Collaborative (H&Hs)  |               |                        |
|                            | 0.00                     |                                 |               |                        |
| Dept Total . . . . .       |                          | 0.00                            | 0.00          | 0.00                   |
| 12 Health & Human Services | 481                      | Nursing-Community Health (H&Hs) |               |                        |
|                            | 155,705.82               |                                 |               |                        |
| Receipts                   |                          | 95,660.53                       | 402,619.60    |                        |
| Disbursements              |                          | 23,670.39-                      | 138,342.18-   |                        |
| Payroll                    |                          | 116,935.74-                     | 452,380.60-   |                        |
| Journal Entries            |                          | 0.00                            | 7,983.10      |                        |

*#-833,726.07*

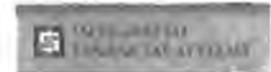
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\*\*\*\*\* Pine County \*\*\*\*\*

TREASURER'S CASH TRIAL BALANCE

As of 05/2014



Page 3

| <u>Fund</u>                    | <u>Beginning Balance</u> | <u>This Month</u> | <u>YTD</u>    | <u>Current Balance</u> |
|--------------------------------|--------------------------|-------------------|---------------|------------------------|
| Dept Total . . . . .           |                          | 44,945.60-        | 180,120.06-   | 24,414.24-             |
| Fund Total . . . . .           | 822,330.29               | 497,621.38-       | 1,750,721.35- | 928,391.06-            |
| <br>                           |                          |                   |               |                        |
| 13 Road & Bridge Fund          | 2,078,182.32             |                   |               |                        |
| Receipts                       |                          | 70,414.38         | 2,327,030.70  |                        |
| Disbursements                  |                          | 120,341.07-       | 1,277,301.97- |                        |
| Payroll                        |                          | 214,163.50-       | 809,294.03-   |                        |
| Journal Entries                |                          | 2,566.63-         | 17,794.66     |                        |
| Fund Total . . . . .           |                          | 266,656.82-       | 258,229.36    | 2,336,411.68           |
| <br>                           |                          |                   |               |                        |
| 14 Ditch Maintenance (Sr) Fund | 11,975.91                |                   |               |                        |
| Journal Entries                |                          | 0.00              | 13.60         |                        |
| Fund Total . . . . .           |                          | 0.00              | 13.60         | 11,989.51              |
| <br>                           |                          |                   |               |                        |
| 20 County-Wide Rehab (Sr) Fund | 917.56                   |                   |               |                        |
| Receipts                       |                          | 0.02              | 0.05          |                        |
| Disbursements                  |                          | 750.00-           | 750.00-       |                        |
| Journal Entries                |                          | 9.22              | 21.33         |                        |
| Fund Total . . . . .           |                          | 740.76-           | 728.62-       | 188.94                 |
| <br>                           |                          |                   |               |                        |
| 21 800 MHz Project Fund        | 0.00                     |                   |               |                        |
| Fund Total . . . . .           |                          | 0.00              | 0.00          | 0.00                   |
| <br>                           |                          |                   |               |                        |
| 22 Land Management Fund        | 1,838,948.89             |                   |               |                        |
| Receipts                       |                          | 42,880.43         | 308,304.60    |                        |
| Disbursements                  |                          | 1,153.38-         | 15,206.42-    |                        |
| Payroll                        |                          | 10,335.10-        | 42,442.08-    |                        |

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

TREASURER'S CASH TRIAL BALANCE

As of 05/2014



| <u>Fund</u> |                                      | <u>Beginning<br/>Balance</u> | <u>This<br/>Month</u>          | <u>YTD</u>        | <u>Current<br/>Balance</u> |
|-------------|--------------------------------------|------------------------------|--------------------------------|-------------------|----------------------------|
|             | Journal Entries                      |                              | 0.00                           | 85,000.00-        |                            |
|             | <b>Fund Total . . . . .</b>          |                              | <b>31,391.95</b>               | <b>165,656.10</b> | <b>2,004,604.99</b>        |
| 24          | Ambulance (Sr) Fund                  |                              |                                |                   |                            |
|             | <b>Fund Total . . . . .</b>          | <b>0.00</b>                  | <b>0.00</b>                    | <b>0.00</b>       | <b>0.00</b>                |
| 29          | Children's Collab (H&Hs) Agency Fund | <b>440</b>                   | Childrens Collaborative (H&Hs) |                   |                            |
|             |                                      | <b>53,378.82</b>             |                                |                   |                            |
|             | Receipts                             |                              | 0.00                           | 29,138.00         |                            |
|             | Disbursements                        |                              | 7,746.00-                      | 46,505.00-        |                            |
|             | Journal Entries                      |                              | 15.88                          | 41.09             |                            |
|             | <b>Dept Total . . . . .</b>          |                              | <b>7,730.12-</b>               | <b>17,325.91-</b> | <b>38,052.91</b>           |
|             | <b>Fund Total . . . . .</b>          | <b>53,378.82</b>             | <b>7,730.12-</b>               | <b>17,325.91-</b> | <b>36,052.91</b>           |
| 32          | Ecswc Bond Guarantee (Ds)            |                              |                                |                   |                            |
|             | <b>Fund Total . . . . .</b>          | <b>0.00</b>                  | <b>0.00</b>                    | <b>0.00</b>       | <b>0.00</b>                |
| 33          | 2002 Cap-Equip Bond (Ds) Fund        |                              |                                |                   |                            |
|             | <b>Fund Total . . . . .</b>          | <b>0.00</b>                  | <b>0.00</b>                    | <b>0.00</b>       | <b>0.00</b>                |
| 35          | 2004 Street Reconstruct Bond Fund    |                              |                                |                   |                            |
|             | <b>Fund Total . . . . .</b>          | <b>0.00</b>                  | <b>0.00</b>                    | <b>0.00</b>       | <b>0.00</b>                |
| 37          | County Railroad Authority            |                              |                                |                   |                            |
|             |                                      | <b>1,566.63-</b>             |                                |                   |                            |
|             | Disbursements                        |                              | 0.00                           | 2,974.00-         |                            |
|             | Journal Entries                      |                              | 0.00                           | 339.07            |                            |

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

TREASURER'S CASH TRIAL BALANCE

As of 05/2014



| <u>Fund</u>                           | <u>Beginning Balance</u> | <u>This Month</u> | <u>YTD</u>    | <u>Current Balance</u> |
|---------------------------------------|--------------------------|-------------------|---------------|------------------------|
| Fund Total . . . . .                  |                          | 0.00              | 2,634.93-     | 4,201.56-              |
| 38 Building Fund                      |                          |                   |               |                        |
| Disbursements                         | 125,949.45               | 0.00              | 3,090.50-     |                        |
| Fund Total . . . . .                  |                          | 0.00              | 3,090.50-     | 122,858.95             |
| 39 2005A G.O. Jail Bonds              |                          |                   |               |                        |
| Disbursements                         | 919,632.32               | 0.00              | 896,655.63-   |                        |
| Journal Entries                       |                          | 0.00              | 25,946.12     |                        |
| Fund Total . . . . .                  |                          | 0.00              | 870,709.51-   | 48,922.81              |
| 40 2012 G.O. Courthouse Bonds         |                          |                   |               |                        |
| Disbursements                         | 778,170.91               | 0.00              | 734,600.00-   |                        |
| Journal Entries                       |                          | 0.00              | 20,019.62     |                        |
| Fund Total . . . . .                  |                          | 0.00              | 714,580.38-   | 63,590.53              |
| 41 2005 Hra Bonds                     |                          |                   |               |                        |
| Fund Total . . . . .                  | 0.00                     | 0.00              | 0.00          | 0.00                   |
| 76 Group Health Ins Fund 5/1/95 (Gen) |                          |                   |               |                        |
| Receipts                              | 521,036.87-              | 242,672.33        | 1,217,562.77  |                        |
| Disbursements                         |                          | 249,850.30-       | 1,371,834.20- |                        |
| Journal Entries                       |                          | 6,575.69          | 32,878.45     |                        |
| Fund Total . . . . .                  |                          | 602.28-           | 121,392.98-   | 642,429.85-            |
| 80 County Collections Agency Fund     |                          |                   |               |                        |
| Fund Total . . . . .                  | 38,365.53                |                   |               |                        |

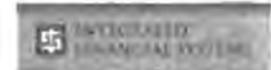
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TREASURER'S CASH TRIAL BALANCE

As of 05/2014



| <u>Fund</u>                                | <u>Beginning Balance</u> | <u>This Month</u>    | <u>YTD</u>           | <u>Current Balance</u> |
|--|--------------------------|----------------------|----------------------|------------------------|
| Receipts                                   |                          | 8,748.02             | 440,340.35           |                        |
| Disbursements                              |                          | 11,684.70-           | 460,161.73-          |                        |
| Journal Entries                            |                          | 0.00                 | 923.70               |                        |
| <b>Fund Total . . . . .</b>                |                          | <b>2,936.68-</b>     | <b>18,897.68-</b>    | <b>19,467.85</b>       |
| <br>                                       |                          |                      |                      |                        |
| 82 Taxes And Penalties Agency Fund         | 779,218.63               |                      |                      |                        |
| Receipts                                   |                          | 14,579,308.09        | 18,370,801.36        |                        |
| Disbursements                              |                          | 4,556,069.12-        | 4,997,829.46-        |                        |
| Journal Entries                            |                          | 0.00                 | 342,886.51-          |                        |
| <b>Fund Total . . . . .</b>                |                          | <b>10,023,238.97</b> | <b>13,030,085.39</b> | <b>13,809,304.02</b>   |
| <br>                                       |                          |                      |                      |                        |
| 84 East Central Drug Task Force Agency Fur | 51,288.10                |                      |                      |                        |
| Receipts                                   |                          | 28,149.92            | 72,122.21            |                        |
| Disbursements                              |                          | 608.00-              | 47,405.59-           |                        |
| Journal Entries                            |                          | 1,216.00-            | 1,577.20-            |                        |
| <b>Fund Total . . . . .</b>                |                          | <b>26,325.92</b>     | <b>23,139.42</b>     | <b>74,427.52</b>       |
| <br>                                       |                          |                      |                      |                        |
| 89 H & Hs Collections Agency Fund          | 34,062.11-               | 801 Non-Departmental |                      |                        |
| Receipts                                   |                          | 56,288.60            | 437,343.09           |                        |
| Disbursements                              |                          | 11,795.56-           | 30,339.23-           |                        |
| Journal Entries                            |                          | 0.00                 | 314,329.67-          |                        |
| <b>Dept Total . . . . .</b>                |                          | <b>44,493.04</b>     | <b>92,674.19</b>     | <b>58,612.08</b>       |
| <b>Fund Total . . . . .</b>                | <b>34,062.11-</b>        | <b>44,493.04</b>     | <b>92,674.19</b>     | <b>58,612.08</b>       |
| <br>                                       |                          |                      |                      |                        |
| All Funds .....                            | 9,550,362.46             |                      |                      |                        |
| Receipts                                   |                          | 17,661,356.30        | 29,347,906.44        |                        |
| Disbursements                              |                          | 6,924,182.89-        | 16,315,093.60-       |                        |
| SSIS                                       |                          | 234,367.87-          | 1,289,211.62-        |                        |
| Payroll                                    |                          | 1,757,241.60-        | 6,661,843.83-        |                        |
| <b>Total .....</b>                         |                          | <b>8,745,563.94</b>  | <b>5,081,757.39</b>  | <b>14,632,119.85</b>   |



## AGENDA REQUEST FORM

Date of Meeting: 6-17-14

- 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 Cleaves*  
Department Head signature

### Background information on Item:

Application for Abatement:  
Robert Ford, 541 Old Trail Rd, Hinckley, PID 03.0370.000, pay 2014  
Jonathan Samuelson, 32072 Russell Rd, Pine City, PID 26.0098.000, 26.0099.000,  
26.0101.000, pay 2014

### Action Requested:

Approval

### Financial Impact:

None

**APPLICATION FOR ABATEMENT - GENERAL FORM**

(M.S. 375.192)

DATE: 6/2/14

For Taxes Levied In: 13  
And Payable In: 2014

Abatement # AB14-15

Please Print Or Type

|                                     |   |
|-------------------------------------|---|
| Applicants Name: <u>Robert Ford</u> | Applicants Mailing Address: <u>710 Spring Ln #14<br/>Hinckley, MN 55037</u> |
| Applicant's SSN: <u>on file</u>     |   |
| Telephone (Home): _____             |   |
| Telephone (Work): _____             |   |

Description Of Property: Property ID or Parcel Number: 03.0876.000  
Street Address: 541 Old-trail Rd, Hinckley  
Township/City: Barni Twp.  
School District: 2165

Legal Description: s/2 s/2 SW/4 NW/4 LESS east 6 acres  
SEC 20, Twp 41, Rng 20

**ASSESSOR'S ESTIMATED MARKET VALUE:**

Land: 89,700 Structures: 41,700 Total: 81,400 Classification: 201-1-000

**Applicants Statement of Facts:**

veteran rented out home from 1/1/14 - 2/15/14, thus veterans exclusion was removed. Given the timing, tax statements were calculated with it removed, however it should be reinstated.

**Applicants Request:**

Apply Veterans Exclusion for 2014.

Applicant's Signature: [Signature]  
Administrative Abatement

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

APPLICATION FOR ABATEMENT - GENERAL FORM

(M.S. 375.192)

DATE: 6/2/14

For Taxes Levied In: 2013  
And Payable In: 2014

Abatement # AB14-14b

Please Print Or Type

|  |   |
|--|---|
| Applicants Name: <u>Jonathan Samuelson</u> | Applicants Mailing Address: <u>82072 Russell Rd</u> |
| Applicant's SSN: <u>on file</u>            | <u>Pine City, MN 55063</u>                          |
| Telephone (Home): _____                    |   |
| Telephone (Work): _____                    |   |

Description Of Property: Property ID or Parcel Number: 26 0101 000  
 Street Address: \_\_\_\_\_  
 Township/City: Pine City Twp.  
 School District: 578

Legal Description: SW/4 NE/4  
Sec 10, Twp 38, Rng 20

ASSESSOR'S ESTIMATED MARKET VALUE:  
 Land: 43,800 Structures: 0 Total: 43,800 Classification: 111-0-09B

Applicants Statement of Facts:  
Owner requested ag classification in 2011. Mike Sheehy did property visit and verified ag used, however it was never completed due to Mike's accident.

Applicants Request:  
classify the property as agricultural.

Applicant's Signature: [Signature]  
Administrative Abatement.

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

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

DATE: 6/2/14

For Taxes Levied In: 2013  
And Payable In: 2014

Abatement # AB14-14a

Please Print Or Type

|  |   |
|--|---|
| Applicants Name: <u>Jonathan Samuelson</u> | Applicants Mailing Address: <u>32072 Russell Rd</u> |
| Applicant's SSN: <u>on file</u>            | <u>Pine City, MN 55063</u>                          |
| Telephone (Home): _____                    |   |
| Telephone (Work): _____                    |   |

Description Of Property: Property ID or Parcel Number: 260099-000  
Street Address: \_\_\_\_\_  
Township/City: Pine City Twp.  
School District: 578

Legal Description: NW/4 NE/4  
Stc 10-Twp 38-Rng 20

**ASSESSOR'S ESTIMATED MARKET VALUE:**

Land: 72100 Structures: 164,600 Total: 236,700 Classification: 201-1-000

**Applicants Statement of Facts:**

owner requested ag classification in 2011. Mike Sheehy did property visit and verified ag used, however it was never completed due to Mike's accident.

**Applicants Request:**

classify the property as agricultural.

Applicant's Signature: \_\_\_\_\_

[Signature]  
Administrative Abatement.

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

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

DATE: 6/2/14

For Taxes Levied In: 2013  
And Payable In: 2014

Abatement # AB14-14C

Please Print Or Type

|  |   |
|--|---|
| Applicants Name: <u>Jonathan Samuelson</u> | Applicants Mailing Address: <u>82072 Russell Rd</u> |
| Applicant's SSN: <u>on file</u>            | <u>Pine City, MN 55063</u>                          |
| Telephone (Home): _____                    |   |
| Telephone (Work): _____                    |   |

Description Of Property: Property ID or Parcel Number: 26 0078-000  
 Street Address: \_\_\_\_\_  
 Township/City: Pine City Twp.  
 School District: 578

Legal Description: NE 1/4 NE 1/4  
Sec 10, Twp 38 Rng. 20

ASSESSOR'S ESTIMATED MARKET VALUE:  
 Land: 21,500 Structures: 0 Total: 21,500 Classification: 111-0-099

Applicants Statement of Facts:  
owner requested ag classification in 2011. Mike Sheehy  
did property visit and verified ag used, however  
it was never completed due to Mike's accident.

Applicants Request:  
classify the property as agricultural.

Applicant's Signature: [Signature]  
 Administrative Abatement.

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



# AGENDA REQUEST FORM

Date of Meeting: 6/17/14

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

5 mins  10 mins  15 mins  Other

Agenda Item: Applications for Abatement

Department: Auditor-Treasurer

*Cathy Clamer*  
Department Head signature

### Background information on Item:

Application for Abatement:  
Howard & Susan Schultz, 57323 Forest Blvd, Pine City, PID 43.0275.000, pay 2014  
Eric & Antonia Jensen, 6415 H C Anderson Alle, Askov, PID 34.0003.000, pay 2014

### Action Requested:

Approval

### Financial Impact:

None

Homestead Application Received for May 2015

APPLICATION FOR ABATEMENT - HOMESTEAD FORM

(M.S. 375.192)

DATE: 5/14/14  
Abatement # AB14-09

For Taxes Levied In: 2013  
And Payable In: 2014

Please Print Or Type

Applicants Name: Howard + Susan Schuetz  
Applicant's SSN: on file  
Telephone (Home):  
Telephone (Work):  
Applicants Mailing Address: 57323 Forest Blvd  
Pine City, MN 55063

Description Of Property: Property ID or Parcel Number: 430275-000  
Street Address: 57323 Forest Blvd - Pine City  
Township/City: Rock Creek City  
School District: 578

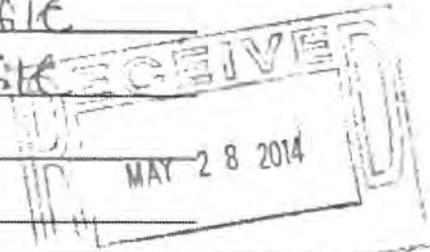
Legal Description: part NW/4 SE/4  
Sec 16- Twp 38- Rng 21 micro # 494844

OWNERSHIP DATA

I/We declare that I/We owned and occupied the property described above for the purpose of homestead on January 2, 2013, or Dec 1, (mid-year homesteads) and that such occupancy began on and that my/our ownership is evidenced by a limited warranty deed dated June 1, 2011, which provides for a sole/shared ownership interest by a total of 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: Howard Schuetz Social Security Number: on file  
Owner's Name: Susan Schuetz 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: Susan Schuetz

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: Requested reapplication for relative hstl-didn't return, pulled for taxes in 2014 - should have been for 2015.

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

New Hstl Application.

Signature of Investigator: [Signature] Date: 5/14/14  
Pine County

# APPLICATION FOR ABATEMENT - HOMESTEAD FORM

(M.S. 375.192)

DATE: 3/26/14  
Abatement # AB1405

For Taxes Levied In: 2013  
And Payable In: 2014

Please Print Or Type

|   |                             |
|---|-----------------------------|
| Applicants Name: <u>Eric &amp; Antonia Jensen</u> | Applicants Mailing Address: |
| Applicant's SSN: <u>none</u>                      | <u>PO Box 86</u>            |
| Telephone (Home): _____                           | <u>ASKOV, MN 55704</u>      |
| Telephone (Work): _____                           |                             |

Description Of Property: \_\_\_\_\_ Property ID or Parcel Number: 24.0003.000  
 Street Address: 6415 # C Anderson AVE - ASKOV  
 Township/City: ASKOV City  
 School District: 2580

Legal Description: part S/2 SE/4 NE/4 16 rods X 40 rods  
S19-T43-R19

### OWNERSHIP DATA

I/We declare that I/We owned and occupied the property described above for the purpose of homestead on January 2, 2013 (or Dec 1, \_\_\_\_\_ mid-year homesteads) and that such occupancy began on May 1, 2012 and that my/our ownership is evidenced by a warranty deed dated February 27, 2012 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.

Relative  
 Owner's Name: Stephanie Hill Social Security Number: online  
 Owner's Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
 Owner's Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
 Owner's Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

APR 18 2014

### 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: Antonia Jensen

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:

Request reapplication of homestead - no term returned. Pulled homestead for 2014, should have been for 2015.

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

New Homestead Application

[Signature] \_\_\_\_\_ 3/27/14  
 Signature of Investigator Date  
 Pine County



## AGENDA REQUEST FORM

Date of Meeting: 6-17-14

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

Agenda Item: Application for Exempt Permit

Department: Auditor-Treasurer

*Cathy Clonnes*  
Department Head signature

### Background information on Item:

Application for Exempt Permit for Pine County Thunderin' Toms Chapter of National Wild Turkey Federation to conduct Minnesota lawful gambling on October 25, 2014 at Tank's Tavern, 39109 State Hwy 48, Hinckley, MN (Arlone Twp).

### Action Requested:

Approval

### Financial Impact:

None

**LG220 Application for Exempt Permit**

An exempt permit may be issued to a nonprofit organization that:  
 - conducts lawful gambling on five or fewer days, and  
 - awards less than \$50,000 in prizes during a calendar year.  
 If total prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.

**Application fee (non refundable)**

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

**ORGANIZATION INFORMATION**

X-05911

Organization name: Pine County Thunderin' Toms chapter of NATIONAL Wild Turkey Federation  
 Previous gambling permit number: \_\_\_\_\_

Minnesota tax ID number, if any: \_\_\_\_\_ Federal employer ID number (FEIN), if any: 58 247 1188

Type of nonprofit organization. Check one.  
 Fraternal  Religious  Veterans  Other nonprofit organization

Mailing address: 9865 Pine Shores DR. Pine City MN 55063 Pine  
 City: Pine City State: MN Zip code: 55063 County: Pine

Name of chief executive officer (CEO): Warren Dufresne Daytime phone number: 320 492 7774 E-mail address: wdufresne025@gmail.com

**NONPROFIT STATUS**

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

- Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.  
 Don't have a copy? This certificate must be obtained each year from:  
 Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103  
 Phone: 651-296-2803
- IRS income tax exemption [501(c)] letter in your organization's name.  
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization [charter]  
 If your organization falls under a parent organization, attach copies of both of the following:  
 a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and  
 b. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.  
TANK'S TAVERN

Address [do not use PO box]: 39109 STATE HWY 48 HINCKLEY City or township: HINCKLEY Zip code: 55037 County: Pine

Date[s] of activity. For raffles, indicate the date of the drawing.  
October 25, 2014

Check each type of gambling activity that your organization will conduct.  
 Bingo\*  Raffle  Paddlewheels\*  Pull-tabs\*  Tipboards\*

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

To find a licensed distributor, go to [www.gcb.state.mn.us](http://www.gcb.state.mn.us) and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-639-4000.

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT**

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

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

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

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

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

**Local unit of government must sign**

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

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

Print county name \_\_\_\_\_

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

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

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

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

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

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

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

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

**CHIEF EXECUTIVE OFFICER'S SIGNATURE**

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

Chief executive officer's signature Warren Dufresne Date 10-6-14

Print name Warren Dufresne

**REQUIREMENTS**

**Complete a separate application for:**

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

**Send application with:**

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

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

**Financial report and recordkeeping required**

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

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

**Questions?**

Call the Licensing Section of the Gambling Control Board at 651-639-4000.

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

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

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

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

March 18th, 2013

To Whom It May Concern:



This letter is to inform all interested parties that the Pine County Thunderin' Toms Chapter of Minnesota, is an affiliate chapter of the National Wild Turkey Federation, and is entitled to all of the rights and privileges of a chapter of the NWTF.

The National Wild Turkey Federation is a 501 © 3 non-profit conservation organization dedicated to the management of the American wild turkey. Its tax identification number is 58-2471188

The National Wild Turkey Federation has over 350,000 members in all 50 states and several foreign countries and is headquartered in Edgefield, South Carolina.

For purposes of purchasing merchandise for its banquets in Minnesota, a ST-17 has been applied for with the MN Department of Revenue. Our exemption number is ES 29248.

If you or anyone should require information on this subject, please contact Eric Linder, Regional Director, NWTF at 2886 433<sup>rd</sup> Street, Harris, MN, 55032. You can reach me at (763)-227-6046

Sincerely yours,

Eric Linder  
Regional Director – National Wild Turkey Federation  
2886 433<sup>rd</sup> St  
Harris, MN 55032



## AGENDA REQUEST FORM

Date of Meeting: 6/17/14

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

Agenda Item: Application for Exempt Permit

Department: Auditor-Treasurer

*Cathy Clemons*  
Department Head signature

### Background information on Item:

Application for Exempt Permit for the Memorial Drive Bible Fellowship d/b/a TreeHouse North to conduct Minnesota lawful gambling on July 26, 2014 at Wings North, 19379 Homestead Rd, Pine City, MN (Pokegama Twp).

**Action Requested:**

**Financial Impact:**

**LG220 Application for Exempt Permit**

An exempt permit may be issued to a nonprofit organization that:  
 - conducts lawful gambling on five or fewer days, and  
 - awards less than \$50,000 in prizes during a calendar year.  
 If total prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.

**Application fee (non refundable)**

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

**ORGANIZATION INFORMATION**

Organization name  
 Memorial Drive Bible Fellowship / DBA TreeHouse North

Previous gambling permit number

Minnesota tax ID number, if any  
 ES 29445

Federal employer ID number (FEIN), if any

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

Fraternal  Religious  Veterans  Other nonprofit organization

Mailing address  
 P.O. Box 127

City

Askov

State

MN

Zip code

55704

County

PINE

Name of chief executive officer (CEO)

GARY D. NELSON (PASTOR)

Daytime phone number

320-838-3733

E-mail address

mdbf.askov@gmail.com

**NONPROFIT STATUS**

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

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

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

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

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

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

If your organization falls under a parent organization, attach copies of **both** of the following:

- IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
- the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.  
 WINGS NORTH

Address [do not use PO box]  
 19379 HOMESTEAD RD

City or township

PINE CITY

Zip code

55063

County

PINE

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

JULY 26, 2014

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

Bingo\*  Raffle (total value of raffle prizes awarded for year \$ 2,000.00)  Paddlewheels\*  Pull-tabs\*  Tipboards\*

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

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

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT**

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

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

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

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

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

**Local unit of government must sign**

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

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

Print county name \_\_\_\_\_

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

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

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

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

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

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

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

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

**CHIEF EXECUTIVE OFFICER'S SIGNATURE**

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

Chief executive officer's signature Pastor Gary Nelson Date 6/10/14  
 Print name GARY D. NELSON

**REQUIREMENTS**

**Complete a separate application for:**

- all non-consecutive days, or
- all gambling conducted on one day (at multiple locations).

**Send application with:**

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

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

**Financial report and recordkeeping required**

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

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

**Questions?**

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

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

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

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

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



# AGENDA REQUEST FORM

Date of Meeting: 6-17-14

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

5 mins  10 mins  15 mins  Other

Agenda Item: Repurchase of Tax Forfeited Land

Department: Auditor-Treasurer

*Cathy Clemens*  
Department Head signature

### Background information on Item:

Resolution for repurchase of tax forfeited land with a 10 year contract for Leonard Bonander.

### Action Requested:

Approval

### Financial Impact:

None

RESOLUTION 2014-25

WHEREAS, Leonard Bonander, the former owner, has made and filed an application with the County Auditor for the repurchase of the hereinafter described parcel of tax forfeited land, in accordance with the provisions of Minnesota Statutes 1945, Section 282.241, as amended, which land is situated in the County of Pine, Minnesota, and described as follows, to-wit:

Lot Twelve (12), Block Nine (9) Townsite of Sandstone Quarries

and WHEREAS, said applicant has submitted the required application for repurchase to the Pine County Auditor:

and

and WHEREAS, this Board is of the opinion that said application should be granted for such reasons,

NOW THEREFORE BE IT RESOLVED, that the application of Leonard Bonander, for the repurchase of the above described parcel of tax forfeited land be and the same is hereby granted and the County Auditor is hereby authorized and directed to permit such repurchase according to the provisions of Minnesota Statutes 1945, Section 282.241, as amended.

Dated at Pine City, Minnesota, this 17<sup>th</sup> day in June, 2014.

Attest:

\_\_\_\_\_  
Chairman, Board of County Commissioners  
Pine County, Minnesota

\_\_\_\_\_  
County Auditor



## AGENDA REQUEST FORM

Date of Meeting: 6-7-14

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

Agenda Item: Liquor License Approval

Department: Auditor-Treasurer

*Cathy Clemons*  
Department Head signature

### Background information on Item:

Approval of 3.2 liquor licenses for Duquette General Store, Duxbury Store and Ray & Marge's Resort.

All are subject to approval by the County Board, corresponding Township, Pine County Sheriff and Pine County Attorney

### Action Requested:

Approval

### Financial Impact:

None

## PINE COUNTY REQUEST FOR BOARD ACTION

|   |   |
|---|---|
| Requested Board Date:<br><br>June 17 <sup>th</sup> , 2014 | Consent Agenda <i>(Please Circle)</i><br><br>Regular Agenda<br>Estimated Time: <i>(Please Circle)</i><br>_____ 10 Min. 15 Min.<br>Time needed<br>30 Min. 45 Min. 1 hour |
| Department:<br><b>Pine County Sheriff's Office</b>        | Date:<br>June 9, 2014   |

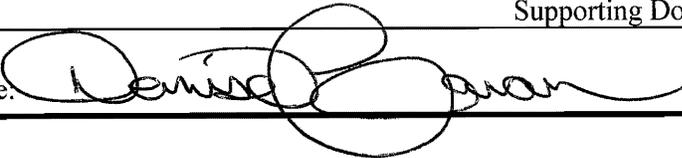
Request for the County Board to sign the Mutual Bill of Sale with Pine Medical Center, dba Essentia Health. This will be an even trade for vehicles between the Pine Medical Center, dba Essentia Health and the Pine County Sheriff's Office.

There will be no monetary funds involved with this trade.

**Board Action Requested:** Respectfully request that the Board signs the Mutual Bill of Sale.

Supporting Documents: Attached None

Signature: \_\_\_\_\_



## MUTUAL BILL OF SALE

Effective Date: April \_\_, 2014

The parties to this Mutual Bill of Sale are **Pine Medical Center, dba Essentia Health Sandstone** ("Medical Center") **Pine County Sheriff's Office** ("County").

Medical Center is the owner of an ambulance described on the attached Exhibit A (the "Ambulance").

County is the owner of a vehicle described on the attached Exhibit A (the "Vehicle").

Medical Center would like to obtain the Vehicle and County would like to obtain the Ambulance. The parties acknowledge and agree that the Ambulance and the Vehicle are approximately of equal value.

On the terms and subject to the conditions set forth in this Bill of Sale, as of the Effective Date first written above:

1. Exchange:

In exchange for the Vehicle, Medical Center hereby sells, transfers and conveys to County, and County Buyer hereby purchases, accepts and assumes all of Medical Center's rights, title and interest in, the Ambulance.

In exchange for the Ambulance, County hereby sells, transfers and conveys to Medical Center, and Medical Center hereby purchases, accepts and assumes all of County's rights, title and interest in, the Vehicle.

2. Delivery Terms. Each party shall make arrangements with the other to collect the Ambulance or the Vehicle, as applicable, on or within 15 days of the date of this Bill of Sale.

3. Conditions of Sale. The parties acknowledge and agree that each party is accepting and purchasing the Vehicle and/or Ambulance, as applicable, on the following conditions:

3.1 Finality of Sale. Upon delivery of both the Ambulance and Vehicle, this exchange is final.

3.2 Warranty of Title. a) Medical Center hereby represents and warrants that it is the lawful owner of the Ambulance; that it is free from all encumbrances; that it has good right to sell the same; and Medical Center covenants that it will warrant and defend the same against the lawful claims and demands of all persons. b) County hereby represents and warrants that it is the lawful owner of the Vehicle; that it is free from all encumbrances; that it has good right to sell the same; and County covenants that it will warrant and defend the same against the lawful claims and demands of all persons.

3.3 Disclaimer of Warranties. **COUNTY AND MEDICAL CENTER EACH DISCLAIM AND EXCLUDE ALL OTHER WARRANTIES, EXPRESS AND IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR PARTICULAR PURPOSE, CONCERNING THE AMBULANCE OR THE VEHICLE, AS APPLICABLE. THE PARTIES ACKNOWLEDGE AND AGREE THE AMBULANCE AND THE VEHICLE ARE USED AND SHALL BE SOLD AND PURCHASED "AS IS, WITH ALL DEFECTS" AND EACH PARTY UNDERSTANDS THAT IT ASSUMES ALL RISKS ASSOCIATED WITH ITS USE OF THE VEHICLE OR AMBULANCE, AS APPLICABLE.**

3.4 Disclaimer of Liability. **EACH PARTY RECEIVING THE PROPERTY HEREUNDER AGREES AND ACKNOWLEDGES THAT THE TRANSFERRING PARTY SHALL HAVE NO LIABILITY WHATSOEVER TO THE RECEIVING PARTY FOR ANY PROBLEMS WITH OR PROBLEMS CAUSED BY THE USE OF THE APPLICABLE PROPERTY, WHETHER DIRECT, INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL (INCLUDING LOST PROFITS).**

3.5 Indemnification. Each party (a "receiving party") agrees to indemnify and hold harmless the other (the "transferring party") and its officers, directors, employees, volunteers and agents from and against all claims, losses, damages, expenses (including attorney's fees and court costs) caused by or arising out of the receiving party's use of the property transferred hereunder.

- 5. Risk of Loss. Each party hereby acknowledges and agrees that its assumption of the risk of loss of the applicable property shall attach upon the delivery of the applicable property to the receiving party.
- 6. Governing Law. This agreement will be governed by and construed in accordance with the laws of the State of Minnesota, without giving effect to the conflict of laws principles thereof.
- 7. Entire Agreement. This agreement constitutes the entire contract between the parties with respect to the subject matter hereof. It cancels, supersedes and revokes all prior negotiations, representations and agreements between the parties, whether oral or written, relating to the sale and purchase of the Vehicle and Ambulance, as applicable.. The terms and conditions of any purchase order or any similar documents submitted by one party to the other in connection with the exchange of the property hereunder shall not be binding. This agreement may be executed in any number of counterparts, each of which will be deemed to be the original. No amendment to this agreement shall be effective unless in writing and signed by both parties.

**IN WITNESS WHEREOF**, the parties have executed this agreement as of the Effective Date set forth above.

**Pine Medical Center, dba Essentia Health Pine County Sheriff's Office  
Sandstone**

By: \_\_\_\_\_  
Print name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Print name: Steve Chaffee  
Title: Acting Chair  
Date: June 17, 2014

## EXHIBIT A

**AMBULANCE:**

VIN # 1FDXE45P36HA75388    2006 Ford E450 Ford McCoy Miller Diesel Ambulance

**VEHICLE:**

| VIN#              | YEAR | Make      | Model  | Fuel Type |
|-------------------|------|-----------|--------|-----------|
| 2G1WS553489278592 | 2007 | Chevrolet | Impala | Gasoline  |



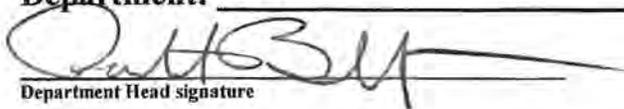
## AGENDA REQUEST FORM

Date of Meeting: June 17, 2014

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

Agenda Item: Training request

Department: HHS

  
Department Head signature

### Background information on Item:

Training opportunity for Beth Jarvis, Social Worker in Childrens Services to attend the "2014-2015 IECMH (Infant & Early Childhood Mental Health) Program - Child Welfare Cohort" in Minneapolis, September 2014 April 2015, training equates to 1.5 days per month covering a span of eight months. This request for training is supported by Beth's supervisor Becky Foss.

### Action Requested:

Approval to attend this training.

### Financial Impact:

Registration: No cost, she was able to obtain a scholarship.  
Accommodations: 8 overnight stays - approximately \$800.00 total.  
Meals: approximately \$216.00  
Travel: \$609.00  
Total estimated cost: \$1,625.00  
Payment Source: Staff development HHS.

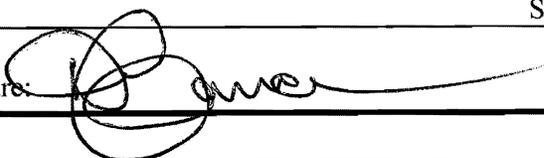
## PINE COUNTY REQUEST FOR BOARD ACTION

|   |   |
|---|---|
| Requested Board Date:<br><br>June 17 <sup>th</sup> , 2014 | Consent Agenda <i>(Please Circle)</i><br><br>Regular Agenda<br>Estimated Time: <i>(Please Circle)</i><br>_____ 10 Min. 15 Min.<br>Time needed<br>30 Min. 45 Min. 1 hour |
| Department:<br><b>Pine County Sheriff's Office</b>        | Date:<br>June 10, 2014  |

Request for the County Board to approve Jeremiah Mohr for the position of part time dispatcher. Mohr would start on Thursday, June 19<sup>th</sup>. Dispatcher rate of pay is \$16.04, ~~623~~, Step 3.

**Board Action Requested:** Respectfully request that the Board approve the request for Jeremiah Mohr as part time dispatcher.

Supporting Documents: **Attached** None

Signature: 



# AGENDA REQUEST FORM

Date of Meeting: June 17, 2014

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

Agenda Item: Public Hearing - Land Services New Fees

Department: Land Services

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

### Background information on Item:

On May 20, 2014 the Government Operations Committee reviewed fees related to Marriage Licenses and SSTS Ordinance administration. The minutes from that meeting are attached.

- 1.) Staff report on fees and board questions
- 2.) Open Public Hearing
- 3.) Public Comment
- 4.) Close Public Hearing
- 5.) Board discussion and action on new fees

### Action Requested:

Hold Public Hearing and consider adoption of the fees.

### Financial Impact:

There will be slight additional revenue for the Recorder's Office and Zoning Offices to cover the costs of the services provided.

**Minutes of Government Operations Committee**  
**May 20, 2014, 10:45 a.m.**  
**Commissioner Conference Room**  
**Pine County Courthouse, Pine City, Minnesota**

Members present: Commissioner Curt Rossow, Commissioner Matt Ludwig

Others Present: County Administrator David Minke, Land Services Director Kelly Schroeder, County Recorder Tammy Tricas.

1. **Marriage License Fee for Minors and Adults with Guardians.**

Marriage license application requires the presence of both parties. In the event both parties cannot get to the courthouse, a supplemental indenture is required. This supplemental indenture requires additional work by staff, and staff recommends a fee be considered. It was the consensus of the committee to establish a fee of \$50 for the supplemental indenture, but to waive the fee for those on active federal military service.

2. **Individual Sewage Treatment System (ISTS) Ordinance**

The county Individual Sewage Treatment System (ISTS) ordinance requires a certificate from the county to ensure that old systems are abandoned appropriately. Generally the tank is crushed and filled with clean fill material. The work must be done by a licensed septic installer.

It was the consensus of the committee to allow the licensed installer who completes the demolition to submit a form to the county. County staff will review the form and issue the abandonment certificate, and to charge a \$25 fee to cover the staff work involved.



## PINE COUNTY LAND SERVICES

Assessor, Planning & Zoning, Recorder, Solid Waste  
Pine County Courthouse, 635 Northridge Dr NW #260, Pine City, MN  
320-591-1634 1-800-450-7463 Ext. 1634 Fax: 320-591-1640

### **Public Hearing Information**

**June 17, 2014**

#### **Introduction:**

On June 17, 2014 the Pine County Board of Commissioners will hold a public hearing for consideration of supplementary fees regarding certain marriage licenses and an application fee for certificates of subsurface sewage treatment system abandonment (when not done with the installation of a new system).

#### **Supplementary Fees Regarding Marriage Licenses:**

Marriage Licenses in the State of Minnesota have a \$115 statutory fee (which is reduced to \$40 if the parties provide proof of appropriate marriage counseling). At the September 17, 2013 the Pine County Board of Commissioner approved an additional \$50 county fee to be applied to those applications seeking a waiver from the 5-day waiting period and marriages involving minors due to the extra efforts that are required of the Recorder's Office in those situations.

The new request is to add the additional \$50 county fee to those applications involving Supplemental Indentures (applications when one party cannot be present at the time of application), or guardianship marriages (when one party is a ward of the state) as these applications require similar additional efforts. However, the request is also to waive the additional \$50 county fee when the application involves a party who is serving in the military.

#### **Subsurface Sewage Treatment System (SSTS) Abandonment:**

Pine County adopted an updated SSTS Ordinance at its February 4, 2014 County Board meeting which when into affect on April 1, 2014 as was required by the Minnesota Pollution Control Agency (MPCA). A requirement of the ordinance was any SSTS that are abandoned (whether due to a replacement system or no future intent of use of the system) an abandonment report must be filed by the licensed septic installer who did the abandonment and the county must issue an abandonment certificate.

When an SSTS abandonment is done as part of a replacement system, all the costs associated with the additional Zoning office effort to produce the abandonment certificate are already included in normal permit fee. However, when the abandonment is done without a replacement system, this does create additional efforts for the Zoning Office. It is recommended that a \$25 fee be associated this process.



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

District 1      Commissioner Hallan  
District 2      Commissioner Pangerl

**Tuesday, May 20, 2014, 8:30 a.m.**  
**Commissioner Conference Room, Courthouse**  
**Pine City, Minnesota**

1. Call meeting to order
2. Adopt Agenda
3. Approve Minutes of April 15, 2014 Technology Committee meeting.
4. Land Services Director Kelly Schroeder

Contract for the Government Agencies.

- \$100 for 5 years. Contract for Contractors need to be worked in the Township the contract is for, and have a working relationship with that Township.
- GIS relationship with cities for GIS Data/Layers. Is this a path we want to go down?
- GIS for Metro Counties are giving it away for free. Pine County is feeling pressure because of this. Currently we charge for data and would like to continue that practice.

What organizations are okay to put a link on their website to our website?

We do not have control of which websites link to the Pine County website.

What organizations are okay for us to put a link on our website to their website?

Committee discussed and it is ok of Government agencies, but not for public businesses

5. Screen Lock Update (Other Counties between 10-20min)

Continue roll out of 20 Minute Lock Screen for County Users

6. IT Inventory

What to do with IT hardware? Minnesota Counties report on their practice. (See Attached)

IT Committee discussed and have chosen to look into donating our hardware to PC's for People. IT Supervisor Ryan Findell will get in contact with them and find more information on pickup times and cost of donating to PC's for People.

7. Other

HHS Director Patrick Bruflat proposed moving staff from the John Wright building and other staff to an empty office space at the Pine Government Center. IT would have to rewire the room at an estimated cost of \$2300. Patrick Bruflat gave IT the go ahead to start this process.

Zix email encryption use cost of \$60 a year/user  
Questions surrounding ZIX. If a user leaves, what happens to the Zix mailbox? Is it Transferable? When can we implement? IT Department is looking into a time frame, some departments did not budget for Email Encryption this year

8. Adjourn

**Minutes of Facility Committee Meeting**  
**June 4, 2014, 9:00 a.m.**  
**Commissioners' Conference Room, Courthouse**  
**Pine City, Minnesota**

The meeting was called to order at 9:00 a.m. Present were Commissioners Mitch Pangerl and Matt Ludwig, Administrator David Minke, Maintenance Supervisor Kevin Newman, Chief Deputy/Auditor Paul Johnson.

Minutes from the May 7, 2014 meeting were reviewed and approved.

The agenda was approved with the following additions:

- Courthouse parking lot resurfacing update
- Courthouse sun shade update

**1. Property Insurance Update.**

Paul and David met recently with the MCIT to review the county's property insurance program. The county has a \$1,000 deductible. The county has requested information regarding the impact on the premium of an increase in the deductible to \$2,500 and \$5,000.

**2. Pine Government Center Update**

- A. Tuck pointing: The tuck pointing is completed. Kevin reported he reviewed the work and that it was a good job.
- B. The committee discussed the boiler and the risks associated with a boiler of its age.
- C. Committee discussed the status of the city's lease and ongoing discussions with the city. The city has formed a citizen committee to provide input to the city council regarding continuing the lease with the county, building a new building, or other options. The committee is scheduled to meet June 25th at 5:00 p.m.

It was the consensus of the committee that the county needed to move forward with a plan for the building and to provide the city with more certainty as to the city's cost.

It was the consensus of the committee to recommend terminating the lease with the city and give a 12-month notice and propose a lease for a 10-year term and phase in the rent at \$9.00/sq. ft. for the first year, \$12/sq. ft. for the second year, and then some inflationary increases in future years and to provide the city three months to consider the lease. This timeframe will allow the county to explore other tenants or options for the building if the city is not interested.

Paul will provide cash flow information to the committee on the building.

**3. Courthouse Parking Lot Update**

Kevin reviewed that he is getting bids on sealing and striping the north parking lot.

**4. Courthouse Sunshade Update**

Committee discussed the window coverings. Kevin will get 2 or 3 quotes.  
One company estimated \$4,000.

With no further business the committee adjourned at 10:30 a.m.

**PINE COUNTY PERSONNEL COMMITTEE**

**Minutes**

**June 10, 2014**

**9:00 a.m. – Commissioners Conference Room**

**Pine County Courthouse**

**Pine City, MN**

**Members: Commissioner Chaffee**

**Commissioner Ludwig**

**Members Present: County Administrator David Minke, HR and Payroll Specialist Matt**

**Christenson, HHS Director Patrick Bruflat, Financial Assistant Supervisor II Peggy**

**Brackenbury, Jail Administrator Rick Boland, IT Supervisor Ryan Findell.**

1. The meeting was called to order at 9:00 a.m.
2. Agenda additions:
  - a. 4(b) – Social Worker Kathleen Hall-Borowick moving from FT to temporary PT status per employee request.
3. Commissioner Ludwig motioned to recommend the May 13, 2014 personnel minutes for approval, Commissioner Chaffee seconded. Motion carried 2-0.
4. HHS
  - a. Accept resignation of Eligibility Worker Ann Reding effective June 6, 2014 and approve backfill. HHS Director Patrick Bruflat and Financial Assistant Supervisor II Peggy Brackenbury presented information on current Eligibility Worker caseloads and HHS staffing needs. Discussion was held as to MNSURE effects on Eligibility Worker caseloads.  
Commissioner Ludwig motioned to accept Ann Reding's resignation and approve backfill of the Eligibility Worker position for approval, Commissioner Chaffee seconded. Motion carried 2-0.
  - b. Social Worker Kathleen Hall-Borowick moving from FT to temporary PT status per employee request. Discussion was held as to reasoning for County to approve a reduced schedule when requested by an employee. In this case, agreement on a schedule reduction was reached through a memorandum of agreement by both the employer and the union. It was determined that discretion is held by the Department Head and Administrator for approval of a schedule reduction request.

5. Jail

- a. Approve unpaid leave for Corrections Officer Anne Watrin to begin approximately August 2, 2014 and not to exceed 2 months. Jail Administrator Rick Boland and HR and Payroll Specialist Matt Christenson presented information on CO Anne Watrin's request for unpaid leave.

Commissioner Ludwig motioned to recommend a 2 month unpaid leave for CO Anne Watrin for approval, Commissioner Chaffee seconded. Motion carried 2-0.

- b. Approve performance increase for STS Crew Leader Dan Baran (B24) effective on his anniversary date of April 26, 2014. Rick Boland presented information on STS Crew Leader Dan Baran and a potential performance increase. Information was shared that due to budgetary constraints Dan has not received a performance increase since 2008.

Commissioner Ludwig motioned to recommend a \$1.04/hr performance increase for STS Crew Leader Dan Baran from \$20.87/hr to \$21.91/hr, effective on his anniversary date of April 26, 2014, Commissioner Chaffee seconded. Motion carried 2-0.

6. IT

- a. Approve \$0.67 performance increase for IT Support Specialist Kent Bombard (B24) effective on his anniversary date of July 1, 2014. IT Supervisor Ryan Findell presented information on a positive review completed on IT Support Specialist Kent Bombard.

Commissioner Ludwig motioned to recommend a \$0.67 performance for IT Support Specialist Kent Bombard from \$16.63/hr to \$17.30/hr effective on his anniversary date of July 1, 2014. Commissioner Chaffee seconded. Motion carried 2-0.

7. Administrator

- a. Approve updates to Pine County Policies and Procedures Section 11 and Section 16 for Women's Economic Security Act compliance. County Administrator David Minke and HR and Payroll Specialist presented policy update information in response to the Women's Economic Security Act.

Commissioner Ludwig motioned to recommended Section 11 and Section 16 policy updates for approval, Commissioner Chaffee seconded. Motion carried 2-0.

- b. 2015 Non-Union Performance Increase Matrix discussion. County Administrator David Minke presented information on a draft non-union performance increase matrix to be presented to the board in 2015. Commissioner Ludwig would like a check and balance system for performance increases and to include discussion on the topic at an upcoming Committee of the Whole (COW) meeting. Commissioner Chaffee agreed a discussion should be held at the upcoming COW meeting along with a listing of non-union positions. Discussion was held as to how a non-union performance increase system could be managed.
- c. Update on Cities HR Contract for Services. HR and Payroll Specialist Matt Christenson provided an update on the current status of contract work with the Pine County cities. So far HR services have been provided for Pine City and Sandstone.

8. Other

9. The meeting was adjourned at 10:44 a.m.

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

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

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

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

Comment [m1]: Added familial status

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

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

**Definitions:**

***1. Sexual Harassment***

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

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

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

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

***Sexual Abuse***

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

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

***Offensive Conduct***

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

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

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

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

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

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

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

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

Religious harassment/bias occurs when:

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

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

Disability based harassment and/or bias occurs when:

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

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

Age based harassment and/or bias occurs when:

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

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

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

Marital status based harassment and/or bias occurs when:

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

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

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

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

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

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

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

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

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

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

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

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

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

**Applicability:**

Offensive conduct, harassment or bias may occur:

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

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

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

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

**In each county department**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**16.9 Dissemination of Policy:**

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

## **11. LEAVES OF ABSENCE**

### **11.0 Medical Allowance and Use**

Each benefit eligible employee shall be entitled to his/her accumulated sick leave bank. Upon use, sick leave, shall be paid out at employee's current salary.

Employees shall have charged against their sick leave accumulation the actual number of working hours during which they are absent on medical leave.

#### **a. Causes for Granting Leave:**

Leave shall be granted only for benefit eligible employees for absence from duty because of personal illness, legal quarantine, injury, or death or illness in the immediate family. Immediate family for death shall be defined as the employee's spouse, children, parents, grandparents, siblings, or any member of the employee's household. It shall also include the employee's spouse's children, parents, grandparents, or siblings. Immediate family for illness shall be defined as the employee's spouse, children, parents, or any members of the employee's household, related by blood or marriage. Absences of more than three (3) consecutive working days due to injury must be accompanied by a physician certification of restrictions or limitations that may allow an employee to perform modified duty.

#### **b. Notification of Need for Medical Leave:**

When an employee needs to use PTO, his/her sick leave bank due to illness or other medical leave and has not completed a "Request for Paid Time Off" form, the employee shall notify the person designated as department head at least one half hour prior to the time the employee should report to work, except in case of emergency. Failure of an employee to notify the designated person within the time prescribed may cause the employee to lose the right to have the time off designated as PTO or sick leave.

#### **c. Physician's Certificate:**

After three consecutive days of PTO, due to a medical illness, the Human Resources Department or the Department Head may require a certificate from the employee's physician verifying the need for sick leave to be taken. The Human Resources Office or Department Head may also request the employee to furnish a physician's certificate regarding the employee's ability to perform the essential functions of the employee's position and providing any work restrictions if there appears to be a chronic case of absences, either consecutive or non-consecutive, attributable to a medical condition as reported by the employee.

### **11.1 Payment for Unused Sick Leave**

There is no sick leave payout for retirement, resignation, or termination of Pine County employment.

## **11.2 Injury on the Job**

Where an employee is entitled to the benefits of the workers' compensation law, and has accumulated PTO hours or banked sick leave credits, the employee shall be required to use the accumulated PTO hours, or his/her sick leave bank credits to the extent that payment of the workers' compensation benefits and accumulated PTO hours or banked sick leave credits does not exceed the weekly wage of the employee.

## **11.3 Funeral Leave**

A maximum of three (3) days may be taken with compensation in the event of a death of an employee's brother, sister, brother-in-law, sister-in-law, spouse, children, parents (step and biological), grandchildren, grandparents, father-in-law, mother-in-law, or ward of the employee's household. An employee may use PTO time for time off after the three (3) days with the approval of the supervisor.

## **11.4 Military Duty Leave**

- a. Every employee shall be entitled to military leave as provided by state and federal law including Minnesota Statute § 192.26, Minnesota Statute §192.261 and USERRA, 38 U.S.C. § 4301, et seq. The employee shall immediately inform their respective Department Head and Human Resources regarding the military duty and need for military leave as soon as known by the employee.
- b. An employee will be granted to ten working days of a leave of absence without pay to an employee whose immediate family member, as a member of the United States armed forces, has been injured or killed while engaged in active service. This leave is granted pursuant to Minn. Stat. § 181.947. For the purposes of this leave, "immediate family member" is defined as a person's parent, child, grandparents, siblings, or spouse. An employee must give as much notice as practicable of the employee's intent to exercise the leave guaranteed by Minn. Stat. § 181.947. The length of leave provided under this section may be reduced by any period of paid leave provided by the County. Nothing in this section prevents an County from providing leave benefits in addition to those provided in this section or otherwise affects an employee's rights with respect to other employment benefit.
- c. Unless the leave would unduly disrupt the operations of the County, an employee will be granted a leave of absence without pay, pursuant to Minn. Stat. § 181.947, to an employee whose immediate family member, as a member of the United States armed forces, has been ordered into active service in support of a war or other national emergency. For the purposes of this leave, "immediate family member" is defined as a person's grandparent, parent, legal guardian, sibling, child, grandchild, spouse, fiance, or fiancée. The amount of leave provided under this section is limited to the actual time necessary for the employee to attend a

send-off or homecoming ceremony for the mobilized service member, not to exceed one day's duration in any calendar year.

## **11.5 Other Types of Leaves of Absence**

### **a. Court Duty:**

Any employee shall be granted a leave of absence with pay for service upon jury, appearance before a court, legislative committee, or other body as a witness in a proceeding involving the federal government, the State of Minnesota, or a political subdivision thereof in response to a subpoena or other direction by proper authority; or attendance in court in connection with the employee's official duties. In the case of jury duty, the employee's compensation from the County during his/her leave shall equal the difference between the employee's regular compensation and compensation paid for jury duty. The employee shall provide the Payroll Clerk with the original State of MN check in which the employee received in compensation for jury duty. The employee's pay shall be adjusted accordingly or the amount of fees (excluding mileage and day care payments) shall be paid to the County. Employees shall return to their regular work duties if released from court duty during their scheduled hours of work if time permits. The employee shall immediately inform the Department Head regarding the court duty as soon as known by the employee.

### **b. Election Judge:**

An individual who is selected to serve as an election judge pursuant to Minnesota Statute §204B.21, subdivision 2 may, after providing the employee's Department Head with at least 20 days written notice, be absent for the purpose of serving as an election judge. The written request to be absent from work must be accompanied by a certification from the appointing authority stating the hourly compensation to be paid the employee for service as an election judge and the hours during which the employee will serve.

### **c. School Conference and Activities Leave:**

In accordance with Minnesota Statute 181.9412 as may be amended, an employee may use up to a total of sixteen (16) hours without pay during any school year to attend school related activities for an employee's child, provided the activities cannot be scheduled during non-work hours. When leave cannot be scheduled during non-work hours and the need for leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave. An employee may substitute any accrued PTO time for any part of the leave under this section.

### **d. Bone Marrow or Organ Donations:**

Leave for bone marrow or organ donations will be granted in accordance with Minn. Stat. § 181.945 and Minn. Stat. § 181.9456.

## **11.6 Parental Leave**

Every employee that works an average of 20 hours or more per week and has been an employee of the County for at least one year is eligible for parental leave upon the birth or adoption of a child consistent with Minnesota Statute §181.941. Unpaid parental leave

shall be granted for ~~twelve~~ weeks to eligible employees and shall run concurrent with any family medical leave. An employee must use accrued PTO time before utilizing hours from his/her sick leave bank (See Section 7). When an employee has exhausted all hours of accrued PTO/sick leave for a portion of parental leave, the employee may request an additional period of unpaid parental leave to be granted so that the total of paid and unpaid leave provided does not exceed ~~twelve~~ weeks, unless agreed to by the Employer (See MN State Statute 181.941)

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An employee is required to give at least thirty days notice to Human Resources in the event of a foreseeable leave. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable.

## 11.7 **Family/Medical Leave**

### a. **Coverage**

The Family and Medical Leave act entitles eligible employees to take up to 12-weeks of unpaid leave during any 12-month period as a result of the birth or placement for adoption or foster care of a child, to care for an immediate family member with a serious health condition, or when an employee is unable to work due to a serious health condition. The 12-month period shall be calculated, using a rolling period measured backward from the date the employee uses FMLA leave, and may be taken at one time, intermittently, or on a reduced leave schedule depending on the circumstances.

### b. **Eligibility/Entitlement**

FMLA applies to all County employees who have been employed by Pine County for at least twelve (12) months and who have worked at least 1,250 hours for Pine County during the twelve (12) months preceding the leave request. Hours worked will be determined under the terms of the Fair Labor Standards Act. Employees who are considered exempt under that Act and who have worked for Pine County for twelve (12) months will be presumed to have met the 1,250 hours of service requirements.

Family Leave: The birth of the employee's child or the placement of a child with the employee for adoption or foster-care.

Medical Leave: To provide care for a family member (child, spouse, or parent) experiencing a serious health condition.

Medical Leave: For the employee's own serious health condition that makes the employee unable to perform the essential functions of his/her position.

### c. **Other Leave Must be Used First**

The County requires an employee to use accrued PTO and sick leave (as appropriate) until the employee has exhausted all hours and any other paid leave before any unpaid portion of FMLA leave is granted. (See Section 7)

Pine County requires an employee to exhaust all PTO hours, then his/her banked sick leave hours before going into an unpaid status. When an employee has used all hours for a portion of family medical leave, the employee may request an additional period of unpaid leave to be granted so that the total of paid and unpaid leave provided does not exceed twelve (12) weeks.

Any other type of leave, whether paid or unpaid, taken for a reason covered by the FMLA will be considered part of the twelve (12) weeks granted.

**d. Medical Certification**

For leaves taken because of the employee's or a covered family member's serious health condition, employees must provide medical certification before the leave begins, or if the leave is unforeseeable, the County must allow 15 calendar days for the employee to comply with the medical certification. If no medical certification is returned within 20 calendar days and the employee has not returned to duty, the employee will be considered to have voluntarily resigned.

The County has the right to question the validity of any certification and may require the employee, at the County's expense, to be seen by a County-designated physician. The County may require periodic reports on the employee's status and intent to return to work and a fitness for duty report prior to return to work.

An employee that cannot return to work upon the expiration of the 12-week FMLA leave may request a leave of absence in accordance with Section 11.8 of this policy.

**e. Benefits**

Pine County will maintain health care, dental insurance, and life insurance coverage for an eligible employee for the duration of the FMLA leave and during the period of any paid leave as if the employee continued in employment. Employee contributions will be required either through payroll deduction or by direct payment. The employee will be advised in writing at the beginning of the leave period as to the amount and method of payment. All payments for the employee's share of any benefits must be made to the County Auditor's department by the first (1<sup>st</sup>) of each month. Employee contribution amounts are subject to any change in rates that occurs while the employee is on leave. If an employee's contribution is more than 30 days late, the employee's coverage will lapse.

Any employee on unpaid leave will not accrue benefits including PTO.

Pine County will seek to recover its share of health coverage premiums paid for an employee on FMLA leave if the employee fails to return to work after FMLA leave unless the failure to return to work is due to the continuation, recurrence, or onset of a serious health condition or for other circumstances beyond the control of the employee. Not returning from certified leave is a qualifying event for COBRA purposes.

If the employee is no longer in paid status at the expiration of the FMLA leave, the County will not pay any portion of the employee's health care, dental insurance, and life insurance coverage.

**f. Job Protection**

If the employee returns to work following the approved family medical leave period, the employee will be reinstated to the employee's former position or an equivalent position with the equivalent pay, benefits, status and authority.

The employee's restoration rights are the same as they would have been had the employee not been on leave. Thus, if the employee's position would have been eliminated or the employee would have been terminated but for the leave, the employee would not have the right to be reinstated upon return from leave.

**g. Definitions**

*A serious health condition* is defined by the Act as an illness, injury, impairment, or physical or mental condition that involves: inpatient care in a hospital, hospice or a residential medical care facility, or continuing treatment by a qualified health care provider, and/or treatment for substance abuse.

*A serious health condition* would generally last for more than three (3) days, require the intervention of a qualified health care provider, result in subsequent care for the same condition, and must involve treatment of two or more times by a qualified health care provider; a nurse or physicians assistant under the direct supervision of a qualified health care provider; or a provider of health care services (physical therapy) under orders, or referral by a qualified health care provider.

*A parent is* defined as the biological parent of an employee or as an individual who was responsible for the day-to-day care of the employee when the employee was a child.

*A spouse* is defined as a husband or wife. A spouse does not include unmarried domestic partners.

*A son or daughter* is defined as a biological, adopted or foster child, a stepchild, legal ward, or a child of a person having the day-to-day responsibility for the child. Includes a child over 18 years of age who is "incapable of self-care because of a mental or physical disability."

**h. Notice**

An employee is required to give at least thirty days notice in the event of a foreseeable leave. A Request for Family Medical Leave form should be completed by the employee and returned to Human Resources. In unexpected or unforeseeable situations, an employee should provide as much notice as is possible.

**11.8 Request for Other Leave of Absence without Pay**

Any employee who has zero PTO hours or who has zero sick leave and is not otherwise entitled to another type of leave may request a leave of absence without pay in accordance with Section 11.8(a) of these policies. Such leave shall be granted only with approval from employees department head and it is deemed to be in the best interest of the County, and shall in no circumstances be granted in excess of one year.

**a. Procedures for Requesting Other Leaves of Absences**

All requests for leaves of absences shall be made by the employee and require a 30 day notice. An employee may obtain a county-provided request form from their respective department head.

Any employee's request for an unpaid leave of absence shall be answered by the employees Department Head and the Pine County Board of Commissioners and shall be granted only when deemed to be in the best interest of the County.

**b. Employee Must Pay Total Cost of Benefits while on Leave of Absence**

Seniority will accrue while the employee is on an approved leave of absence. Other benefits including holidays and Paid Time Off (PTO) shall not be earned or paid during an approved leave of absence without pay or while employee is in an unpaid status.

Insurance: Pine County will not pay any portion of the employee's health care, dental insurance, and life insurance coverage during unpaid leave. The employee is responsible for the entire cost of the health care, dental insurance and life insurance premiums.

Employees on unpaid leave other than that provided under Family and Medical Leave Act of 1993, are eligible to participate in the county's group health insurance and life insurance programs provided:

- The employee is a participant in the program prior to the leave.
- The employee pays the full cost of the premium.
- The participation is requested in a timely manner, recommended by the Personnel Committee and approved by County Board if it is determined to be in the best interest of the county.

Once an employee returns to employment, the County's payment of premiums shall resume as provided by the current county policy or labor agreement.

**c. Re-employment After Leave of Absence**

After an approved leave of absence, an employee shall be returned to the same or similar position.

Effective 1-1-06, 7-1-08, 12-17-2013  
Board Approved 2-7-06, 10-2-07, 7-1-08, 12-17-2013  
Amended 2-21-06, 10-2-07, 7-1-08, 12-17-2013



## AGENDA REQUEST FORM

Date of Meeting: June 17, 2014

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

**Agenda Item: Land, Planning, Zoning, Solid Waste and Veterans Secretary Resignation**

**Department: Administrator**

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

### **Background information on Item:**

Lisa McCorison, has resigned her Land, Planning, Zoning, Solid Waste and Veterans Secretary position effective June 25<sup>th</sup>, 2014. Being this is a single incumbent position and the critical duties it provides, back-filling the position is very time sensitive.

A meeting was held with County Administrator David Minke, County Auditor/Treasurer Cathy Clemmer, Land Services Director Kelly Schroeder, Veterans Service Office Ben Wiener and me to discuss any potential changes to the position and the backfilling process. The group consulted with the personnel committee members Commissioners Chaffee and Ludwig. The Commissioners agreed to bring the backfill of the position directly to board and to bypass the July 8, personnel meeting in order to expedite the hiring process. A request to accept Lisa's resignation along with the backfill of the position will be placed on the June 17, 2014 board meeting regular agenda.

The group is hopeful this action will be approved as presented. Please contact me if you have any questions.

**Action Requested:** Accept the resignation of Land, Planning, Zoning, Solid Waste and Veterans Secretary (B21) Lisa McCorison effective June 25, 2014 and authorize backfill.

**Financial Impact:** B21 pay range \$12.98 - \$18.37



# AGENDA REQUEST FORM

Date of Meeting: June 17, 2014

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

Agenda Item: ECSWC Solid Waste Management Plan Update

Department: Land Services

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

### Background information on Item:

Minnesota State Statute §400 and §115A require counties to manage their solid waste for the protection of the people and the environment through a Solid Waste Management Plan. The Solid Waste Management Plan must be updated and re-submitted for approval to MPCA every 10 years.

The five counties of the ECSWC (Pine, Kanabec, Mille Lacs, Isanti and Chisago) jointly created a joint Solid Waste Management Plan for the five counties. The ECSWC's last plan was approved in 2006, and normally the update would be due in 2016.

However, the ECSWC needs to expand the landfill. MPCA requires a plan update prior to the expansion.

**Action Requested:** Approve the revision of the region ECSWC Solid Waste Management Plan to allow the landfill expansion.

**Financial Impact:** There is and will be no financial impact associated with this action.



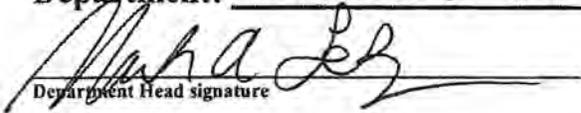
# AGENDA REQUEST FORM

Date of Meeting: June 17, 2014

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

Agenda Item: Award Contract #1401

Department: Pine County Public Works

  
Department Head signature

**Background information on Item:**

Bids opened on Contract #1401  
SP 058-621-017 Located on CSAH 21 from TH 48 to CSAH 30

**Action Requested:**

Award to Hardrives, lowest bidder, based on recommendation of the County Engineer and contingent on approval from the DBE Office.

**Financial Impact:**



**PCPW  
Contract Bid Abstract**

Contract No.: 1401  
Project No.: SP 058-621-017  
Bid Opening: 06/02/2014 9:45 AM

| Project: SP 058-621-017 - CSAH 21; From TH 48 to CSAH 30 |  | Engineers Estimate |          |             |                | Hardrives, Inc. |                | Anderson Brothers Construction, LLC |                | Tri-City Paving, Inc. |                |
|--|--|--------------------|----------|-------------|----------------|-----------------|----------------|-------------------------------------|----------------|-----------------------|----------------|
| Item No.   | Item   | Units              | Quantity | Unit Price  | Total Price    | Unit Price      | Total Price    | Unit Price                          | Total Price    | Unit Price            | Total Price    |
| 1  | 2021.501 MOBILIZATION                          | LS                 | 0.75     | \$30,000.00 | \$22,500.00    | \$48,575.45     | \$36,431.59    | \$95,000.00                         | \$71,250.00    | \$40,000.00           | \$30,000.00    |
| 25   | 2021.501 MOBILIZATION                          | LS                 | 0.25     | \$30,000.00 | \$7,500.00     | \$47,789.48     | \$11,947.37    | \$55,000.00                         | \$13,750.00    | \$40,000.00           | \$10,000.00    |
| 2  | 2031.602 PORTABLE TOILETS                      | EACH               | 0.75     | \$500.00    | \$375.00       | \$158.72        | \$119.04       | \$150.00                            | \$112.50       | \$1,000.00            | \$750.00       |
| 26   | 2031.602 PORTABLE TOILETS                      | EACH               | 0.25     | \$500.00    | \$125.00       | \$158.72        | \$39.68        | \$150.00                            | \$37.50        | \$1,000.00            | \$250.00       |
| 3  | 2051.501 MAINT & RESTORATION OF HAUL ROADS     | LS                 | 0.75     | \$500.00    | \$375.00       | \$1.00          | \$0.75         | \$1.00                              | \$0.75         | \$1.00                | \$0.75         |
| 27   | 2051.501 MAINT & RESTORATION OF HAUL ROADS     | LS                 | 0.25     | \$500.00    | \$125.00       | \$1.00          | \$0.25         | \$1.00                              | \$0.25         | \$1.00                | \$0.25         |
| 4  | 2104.505 REMOVE BITUMINOUS PAVEMENT            | SQ YD              | 1711     | \$5.00      | \$8,555.00     | \$3.09          | \$5,286.99     | \$2.25                              | \$3,849.75     | \$2.25                | \$3,849.75     |
| 5  | 2104.523 SALVAGE PIPE APRON                    | EACH               | 1        | \$200.00    | \$200.00       | \$519.35        | \$519.35       | \$350.00                            | \$350.00       | \$500.00              | \$500.00       |
| 6  | 2105.501 COMMON EXCAVATION (P)                 | CU YD              | 1047     | \$10.00     | \$10,470.00    | \$12.37         | \$12,951.39    | \$12.50                             | \$13,087.50    | \$4.50                | \$4,711.50     |
| 7  | 2105.521 GRANULAR BORROW MOD 15% (LV)          | CU YD              | 994      | \$20.00     | \$19,880.00    | \$15.16         | \$15,069.04    | \$15.50                             | \$15,407.00    | \$8.00                | \$7,952.00     |
| 8  | 2112.501 SUBGRADE PREPARATION                  | RDST               | 7.6      | \$100.00    | \$760.00       | \$173.83        | \$1,321.11     | \$300.00                            | \$2,280.00     | \$150.00              | \$1,140.00     |
| 9  | 2118.501 AGGREGATE SURFACING CLASS 1           | TON                | 4907     | \$10.00     | \$49,070.00    | \$14.56         | \$71,445.92    | \$25.50                             | \$125,128.50   | \$16.00               | \$78,512.00    |
| 10   | 2211.501 AGGREGATE BASE CLASS 5                | TON                | 1564     | \$10.00     | \$15,640.00    | \$13.47         | \$21,067.08    | \$17.00                             | \$26,588.00    | \$14.00               | \$21,896.00    |
| 11   | 2215.501 FULL DEPTH RECLAMATION                | S Y                | 114218   | \$2.00      | \$228,436.00   | \$1.09          | \$124,497.62   | \$1.25                              | \$142,772.50   | \$1.10                | \$125,639.80   |
| 28   | 2215.501 FULL DEPTH RECLAMATION                | S Y                | 9090     | \$2.00      | \$18,180.00    | \$1.13          | \$10,271.70    | \$1.25                              | \$11,362.50    | \$1.25                | \$11,362.50    |
| 12   | 2357.502 BITUMINOUS MATERIAL FOR TACK COAT     | GAL                | 5714     | \$3.00      | \$17,142.00    | \$1.86          | \$10,628.04    | \$2.50                              | \$14,285.00    | \$2.50                | \$14,285.00    |
| 29   | 2357.502 BITUMINOUS MATERIAL FOR TACK COAT     | GAL                | 1914     | \$3.00      | \$5,742.00     | \$1.86          | \$3,560.04     | \$2.50                              | \$4,785.00     | \$2.50                | \$4,785.00     |
| 13   | 2360.501 TYPE SP 12.5 WEARING COURSE MIX (2,B) | TON                | 21993    | \$55.00     | \$1,209,615.00 | \$46.36         | \$1,019,595.48 | \$49.00                             | \$1,077,657.00 | \$55.00               | \$1,209,615.00 |
| 30   | 2360.501 TYPE SP 12.5 WEARING COURSE MIX (2,B) | TON                | 7368     | \$55.00     | \$405,240.00   | \$46.16         | \$340,106.88   | \$51.00                             | \$375,768.00   | \$55.00               | \$405,240.00   |
| 14   | 2501.511 30" CS PIPE CULVERT                   | LIN FT             | 4        | \$100.00    | \$400.00       | \$409.21        | \$1,636.84     | \$150.00                            | \$600.00       | \$100.00              | \$400.00       |
| 15   | 2501.573 INSTALL SALVAGED 30" G.S. PIPE APRON  | EACH               | 1        | \$200.00    | \$200.00       | \$332.96        | \$332.96       | \$350.00                            | \$350.00       | \$500.00              | \$500.00       |
| 16   | 2540.602 MAIL BOX SUPPORT                      | EACH               | 34       | \$150.00    | \$5,100.00     | \$137.56        | \$4,677.04     | \$135.00                            | \$4,590.00     | \$100.00              | \$3,400.00     |
| 17   | 2563.601 TRAFFIC CONTROL                       | LS                 | 0.75     | \$10,000.00 | \$7,500.00     | \$4,232.61      | \$3,174.46     | \$3,750.00                          | \$2,812.50     | \$6,000.00            | \$4,500.00     |
| 31   | 2563.601 TRAFFIC CONTROL                       | LS                 | 0.25     | \$10,000.00 | \$2,500.00     | \$2,539.56      | \$634.89       | \$3,750.00                          | \$937.50       | \$6,000.00            | \$1,500.00     |
| 18   | 2573.533 SEDIMENT CONTROL LOG TYPE WOOD FIBER  | L F                | 1200     | \$5.00      | \$6,000.00     | \$3.95          | \$4,740.00     | \$5.00                              | \$6,000.00     | \$6.00                | \$7,200.00     |

| Project: SP 058-621-017 - CSAH 21; From TH 48 to CSAH 30 |  |        |          | Engineers Estimate |             | Hardrives, Inc. |             | Anderson Brothers Construction, LLC |             | Tri-City Paving, Inc. |                |
|--|--|--------|----------|--------------------|-------------|-----------------|-------------|-------------------------------------|-------------|-----------------------|----------------|
| Item No.   | Item   | Units  | Quantity | Unit Price         | Total Price | Unit Price      | Total Price | Unit Price                          | Total Price | Unit Price            | Total Price    |
| 19   | 2575.523 EROSION CONTROL BLANKETS CATEGORY 3 | SQ YD  | 1685     | \$3.00             | \$5,055.00  | \$1.46          | \$2,460.10  | \$2.00                              | \$3,370.00  | \$3.00                | \$5,055.00     |
| 20   | 2575.555 TURF ESTABLISHMENT                  | LS     | 1        | \$3,000.00         | \$3,000.00  | \$2,380.85      | \$2,380.85  | \$2,250.00                          | \$2,250.00  | \$3,500.00            | \$3,500.00     |
| 21   | 2580.603 INTERIM PAVEMENT MARKING            | LIN FT | 6808     | \$0.35             | \$2,382.80  | \$0.26          | \$1,770.08  | \$1.00                              | \$6,808.00  | \$1.00                | \$6,808.00     |
| 22   | 2582.502 4" SOLID LINE WHITE EPOXY           | LIN FT | 85108    | \$0.30             | \$25,532.40 | \$0.21          | \$17,872.68 | \$0.21                              | \$17,872.68 | \$0.201               | \$17,106.71    |
| 23   | 2582.502 4" SOLID LINE YELLOW EPOXY          | LIN FT | 16526    | \$0.30             | \$4,957.80  | \$0.21          | \$3,470.46  | \$0.21                              | \$3,470.46  | \$0.202               | \$3,338.25     |
| 24   | 2582.502 4" BROKEN LINE YELLOW EPOXY         | Lin Ft | 8210     | \$0.30             | \$2,463.00  | \$0.21          | \$1,724.10  | \$0.21                              | \$1,724.10  | \$0.202               | \$1,658.42     |
| Totals for Project SP 058-621-017                        |  |        |          |                    |             | \$2,085,021.00  |             | \$1,729,733.78                      |             | \$1,949,256.99        | \$1,985,455.93 |
| % of Estimate for Project SP 058-621-017                 |  |        |          |                    |             |                 |             | -17.04%                             |             | -6.51%                | -4.78%         |
| Totals for Contract 1401                                 |  |        |          |                    |             | \$2,085,021.00  |             | \$1,729,733.78                      |             | \$1,949,256.99        | \$1,985,455.93 |
| % of Estimate for Contract 1401                          |  |        |          |                    |             |                 |             | -17.04%                             |             | -6.51%                | -4.78%         |

| Project: SP 058-621-017 - CSAH 21; From TH 48 to CSAH 30 |  |        |          | Engineers Estimate |                | Northland Constructors of Duluth, LLC |                | Central Specialties Inc. |                | Knife River Corporation |                |
|--|--|--------|----------|--------------------|----------------|---------------------------------------|----------------|--------------------------|----------------|-------------------------|----------------|
| Item No.   | Item   | Units  | Quantity | Unit Price         | Total Price    | Unit Price                            | Total Price    | Unit Price               | Total Price    | Unit Price              | Total Price    |
| 1  | 2021.501 MOBILIZATION                          | LS     | 0.75     | \$30,000.00        | \$22,500.00    | \$120,000.00                          | \$90,000.00    | \$175,000.00             | \$131,250.00   | \$20,000.00             | \$15,000.00    |
| 25   | 2021.501 MOBILIZATION                          | LS     | 0.25     | \$30,000.00        | \$7,500.00     | \$120,000.00                          | \$30,000.00    | \$175,000.00             | \$43,750.00    | \$20,000.00             | \$5,000.00     |
| 2  | 2031.602 PORTABLE TOILETS                      | EACH   | 0.75     | \$500.00           | \$375.00       | \$150.00                              | \$112.50       | \$500.00                 | \$375.00       | \$500.00                | \$375.00       |
| 26   | 2031.602 PORTABLE TOILETS                      | EACH   | 0.25     | \$500.00           | \$125.00       | \$450.00                              | \$112.50       | \$500.00                 | \$125.00       | \$500.00                | \$125.00       |
| 3  | 2051.501 MAINT & RESTORATION OF HAUL ROADS     | LS     | 0.75     | \$500.00           | \$375.00       | \$1.00                                | \$0.75         | \$1.00                   | \$0.75         | \$1.00                  | \$0.75         |
| 27   | 2051.501 MAINT & RESTORATION OF HAUL ROADS     | LS     | 0.25     | \$500.00           | \$125.00       | \$1.00                                | \$0.25         | \$1.00                   | \$0.25         | \$1.00                  | \$0.25         |
| 4  | 2104.505 REMOVE BITUMINOUS PAVEMENT            | SQ YD  | 1711     | \$5.00             | \$8,555.00     | \$4.30                                | \$7,357.30     | \$5.00                   | \$8,555.00     | \$3.00                  | \$5,133.00     |
| 5  | 2104.523 SALVAGE PIPE APRON                    | EACH   | 1        | \$200.00           | \$200.00       | \$400.00                              | \$400.00       | \$200.00                 | \$200.00       | \$500.00                | \$500.00       |
| 6  | 2105.501 COMMON EXCAVATION (P)                 | CU YD  | 1047     | \$10.00            | \$10,470.00    | \$15.00                               | \$15,705.00    | \$14.00                  | \$14,658.00    | \$10.00                 | \$10,470.00    |
| 7  | 2105.521 GRANULAR BORROW MOD 15% (LV)          | CU YD  | 994      | \$20.00            | \$19,880.00    | \$21.60                               | \$21,470.40    | \$25.00                  | \$24,850.00    | \$15.00                 | \$14,910.00    |
| 8  | 2112.501 SUBGRADE PREPARATION                  | RDST   | 7.6      | \$100.00           | \$760.00       | \$600.00                              | \$4,560.00     | \$150.00                 | \$1,140.00     | \$140.00                | \$1,064.00     |
| 9  | 2118.501 AGGREGATE SURFACING CLASS 1           | TON    | 4907     | \$10.00            | \$49,070.00    | \$18.50                               | \$90,779.50    | \$21.00                  | \$103,047.00   | \$28.70                 | \$140,830.90   |
| 10   | 2211.501 AGGREGATE BASE CLASS 5                | TON    | 1564     | \$10.00            | \$15,640.00    | \$17.50                               | \$27,370.00    | \$19.00                  | \$29,716.00    | \$25.60                 | \$40,038.40    |
| 11   | 2215.501 FULL DEPTH RECLAMATION                | S Y    | 114218   | \$2.00             | \$228,436.00   | \$0.96                                | \$109,649.28   | \$1.98                   | \$226,151.64   | \$1.30                  | \$148,483.40   |
| 28   | 2215.501 FULL DEPTH RECLAMATION                | S Y    | 9090     | \$2.00             | \$18,180.00    | \$1.60                                | \$14,544.00    | \$1.98                   | \$17,998.20    | \$1.30                  | \$11,817.00    |
| 12   | 2357.502 BITUMINOUS MATERIAL FOR TACK COAT     | GAL    | 5714     | \$3.00             | \$17,142.00    | \$2.70                                | \$15,427.80    | \$2.00                   | \$11,428.00    | \$2.50                  | \$14,285.00    |
| 29   | 2357.502 BITUMINOUS MATERIAL FOR TACK COAT     | GAL    | 1914     | \$3.00             | \$5,742.00     | \$2.70                                | \$5,167.80     | \$2.00                   | \$3,828.00     | \$2.50                  | \$4,785.00     |
| 13   | 2360.501 TYPE SP 12.5 WEARING COURSE MIX (2,B) | TON    | 21993    | \$55.00            | \$1,209,615.00 | \$51.80                               | \$1,139,237.40 | \$50.16                  | \$1,103,168.88 | \$64.25                 | \$1,413,050.25 |
| 30   | 2360.501 TYPE SP 12.5 WEARING COURSE MIX (2,B) | TON    | 7368     | \$55.00            | \$405,240.00   | \$52.40                               | \$386,083.20   | \$50.16                  | \$369,578.88   | \$64.25                 | \$473,394.00   |
| 14   | 2501.511 30" CS PIPE CULVERT                   | LIN FT | 4        | \$100.00           | \$400.00       | \$440.00                              | \$1,760.00     | \$50.00                  | \$200.00       | \$50.00                 | \$200.00       |
| 15   | 2501.573 INSTALL SALVAGED 30" G.S. PIPE APRON  | EACH   | 1        | \$200.00           | \$200.00       | \$500.00                              | \$500.00       | \$200.00                 | \$200.00       | \$500.00                | \$500.00       |
| 16   | 2540.602 MAIL BOX SUPPORT                      | EACH   | 34       | \$150.00           | \$5,100.00     | \$105.00                              | \$3,570.00     | \$130.00                 | \$4,420.00     | \$100.00                | \$3,400.00     |
| 17   | 2563.601 TRAFFIC CONTROL                       | LS     | 0.75     | \$10,000.00        | \$7,500.00     | \$2,500.00                            | \$1,875.00     | \$2,400.00               | \$1,800.00     | \$12,500.00             | \$9,375.00     |
| 31   | 2563.601 TRAFFIC CONTROL                       | LS     | 0.25     | \$10,000.00        | \$2,500.00     | \$2,500.00                            | \$625.00       | \$2,400.00               | \$600.00       | \$12,500.00             | \$3,125.00     |
| 18   | 2573.533 SEDIMENT CONTROL LOG TYPE WOOD FIBER  | L F    | 1200     | \$5.00             | \$6,000.00     | \$4.70                                | \$5,640.00     | \$6.00                   | \$7,200.00     | \$3.00                  | \$3,600.00     |
| 19   | 2575.523 EROSION CONTROL BLANKETS CATEGORY 3   | SQ YD  | 1685     | \$3.00             | \$5,055.00     | \$2.20                                | \$3,707.00     | \$3.00                   | \$5,055.00     | \$2.00                  | \$3,370.00     |
| 20   | 2575.555 TURF ESTABLISHMENT                    | LS     | 1        | \$3,000.00         | \$3,000.00     | \$1,600.00                            | \$1,600.00     | \$3,000.00               | \$3,000.00     | \$1,500.00              | \$1,500.00     |
| 21   | 2580.603 INTERIM PAVEMENT MARKING              | LIN FT | 6808     | \$0.35             | \$2,382.80     | \$1.07                                | \$7,284.56     | \$0.60                   | \$4,084.80     | \$0.50                  | \$3,404.00     |
| 22   | 2582.502 4" SOLID LINE WHITE EPOXY             | LIN FT | 85108    | \$0.30             | \$25,532.40    | \$0.21                                | \$17,872.68    | \$0.20                   | \$17,021.60    | \$0.20                  | \$17,021.60    |
| 23   | 2582.502 4" SOLID LINE YELLOW EPOXY            | LIN FT | 16526    | \$0.30             | \$4,957.80     | \$0.21                                | \$3,470.46     | \$0.20                   | \$3,305.20     | \$0.20                  | \$3,305.20     |
| 24   | 2582.502 4" BROKEN LINE YELLOW EPOXY           | Lin Ft | 8210     | \$0.30             | \$2,463.00     | \$0.21                                | \$1,724.10     | \$0.20                   | \$1,642.00     | \$0.20                  | \$1,642.00     |
| Totals for Project SP 058-621-017                        |  |        |          |                    | \$2,085,021.00 |                                       | \$2,007,606.48 |                          | \$2,138,349.20 |                         | \$2,349,704.75 |
| % of Estimate for Project SP 058-621-017                 |  |        |          |                    |                |                                       | -3.71%         |                          | 2.56%          |                         | 12.69%         |
| Totals for Contract 1401                                 |  |        |          |                    | \$2,085,021.00 |                                       | \$2,007,606.48 |                          | \$2,138,349.20 |                         | \$2,349,704.75 |
| % of Estimate for Contract 1401                          |  |        |          |                    |                |                                       | -3.71%         |                          | 2.56%          |                         | 12.69%         |

Certified: Mark A. JB License # 40478

Date: 6/2/14