



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, August 19, 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 August 5, 2014 County Board Meeting and Summary for publication.
- F) Minutes of Boards, Committees and Correspondence
 ECRL Library Board Minutes – June 9, 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 July, 2014 Cash Balance (attached)

Fund	July 31, 2013	July 31, 2014	Increase(Decrease)
General Fund	2,143,061.42	2,703,601.17	560,539.75
Health and Human Services Fund	1,425,549.80	474,496.28	(951,053.52)
Road and Bridge Fund	7,901,318.05	8,828,215.57	926,897.52
Land Management Fund	1,524,926.87	1,035,697.27	(489,229.60)
TOTAL (inc non-major funds)	13,882,655.98	14,727,318.49	844,662.51

2. Liquor License

Consider approval of On/Off/Sunday liquor license for Halfway Home Saloon f/k/a Banning Junction. Subject to approval of township, Pine County Sheriff, Pine County Attorney and State of Minnesota; authorize Board Chair to sign.

3. Liquor Licenses for September 1, 2014-August 31, 2015

Consider approval of the following yearly liquor licenses expiring August 31, 2014, subject to Pine County ordinances and all subject to township, Pine County Sheriff, Pine County Attorney, and State of Minnesota approval:

Wings North--On Sale & Sunday; Tanks Tavern-Cloverdale-- Off Sale, On Sale & Sunday; Nickerson Bar & Motel—Off Sale, On Sale & Sunday; Marathon of Beroun—Off Sale; Pine City Country Club—On Sale & Sunday; West Beroun Liquor, LLC—Off Sale; Kurtz' Muffies on the Lake, LLC—Off Sale, On Sale & Sunday; Doc's Sports Bar & Grill—Off Sale, On Sale & Sunday; Chengwatana Country Club, LLC—Off Sale, On Sale & Sunday; Moose Lake Golf Club—On Sale & Sunday; The Tavern in Duquette—Off Sale, On Sale & Sunday; Countryside Campground—On Sale, Off Sale & Sunday; Sturgeon Lake Golf Course—On Sale, Off Sale and Sunday; and Pokegama Liquors—Off Sale.

Authorize Board Chair to sign.

4. Training

- A. Consider approval of Sr. Environmental Tech/Zoning Administrator Edward Melzark to attend the MACPZA Annual Conference September 24-26, 2014 in Rochester. Cost: \$160 (meals and registration) and hotel expenses of \$258+tax (3 nights). All costs are within the 2014 Zoning Office Budget.
- B. Consider Assessor's Office Clerk III Kim Kylander to attend the Summer MAAP workshop August 21-22, 2014 in Mankato. Cost: workshop/\$75, \$154+tax for 2 nights lodging, and \$165.86 mileage expense. All costs are within the 2014 Assessor's Office budget.
- C. Consider County Recorder/Registrar Tammy Tricas to attend the 2014 Fall Torrens Workshop October 22, 2014 in St. Cloud. Cost: \$35, inclusive of lunch; no mileage expense as county car will be used. Funds are available in the 2014 Recorder's Office budget.
- D. Consider Probation Director Terryl Arola to attend MCA training October 22-24, 2014 at Grand View Lodge. Cost: conference fee \$255; lodging cost: \$65.57 per night for two nights (double occupancy). Total cost: \$386.14. Funds are available in the 2014 Probation budget.

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

Consider approval of full-time status for Eligibility Worker Lori Anderson, effective August 18, 2014.

6. Transfer of Corrections Officers

Consider promotion of part-time Corrections Officer Matthew Seamon to full-time Corrections Officer, effective August 24, 2014. Classification to remain as B23 and wage to remain as \$16.04 per hour.

7. Recognition of Retirement for PERA Eligibility

Recognition of retirement (for PERA eligibility) of John Jacobson, Highway Maintenance Worker for the Public Works department with over 27 years of service to Pine County, effective August 28, 2014.

REGULAR AGENDA

1. Facilities Committee

The Pine County Facilities Committee met August 6, 2014. (Minutes Attached). A motion was approved to increase the insurance deductible to \$5,000.
The remaining items are for informational purposes only.

2. Transportation Committee

The Pine County Transportation Committee met August 7, 2014 and made the following recommendations (Minutes attached):

- A. The County Engineer to present to the full board the 2015-2019 Highway Improvement Plan.
- B. County Engineer to bring to the Personnel Committee for discussion the pending retirements within the Public works department.
- C. To proceed with the process of the demolition of the old jail.

3. **Personnel Committee**

Personnel Committee met August 12, 2014 and made the following recommendations (Minutes attached):

Sheriff

Acknowledge the termination of probationary deputy sheriff Brian Butler and approve backfill of position, effective July 17, 2014.

Jail

- i. Approve the hiring of one (1) sergeant (bringing sergeant count to six) and backfill of position.
- ii. Approve the hiring of one (1) part-time secretary, 20 hours or less per week, B21 with starting wage of \$12.39 per hour.
- iii. Acknowledge resignation of Corrections Officer Dan Maish and approval internal promotion of part-time corrections officer, with backfill.

Highway

Approval internal replacement of vacated highway maintenance supervisor.

Zoning

Approve the move of the Zoning/Solid Waste Office to the Pine County Courthouse.

Administrator:

- i. Approve the addition of Section 5.7 “Acting County Administrator” section to the Pine County Policies and Procedure Manual.
- ii. Approve the classification and compensation study RFP.
- iii. Approve performance wage increase from \$20.43 to \$21.25 for IT Supervisor Ryan Findell.

Other items are for informational purposes only.

4. **Sub-Grant Agreement**

Consider approval of Resolution 2014-38 authorizing David J. Minke, County Administrator to execute and sign sub-grant agreements necessary to implement the purchase of additional flood properties and authorize Board Chair and County Administrator to sign.

5. **Aquatic Invasive Species (AIS) Plan**

Consider approval of Resolution 2014-39 adopting the 2014 Aquatic Invasive Species Plan and authorize Board Chair and County Administrator to sign.

6. **2015-2019 Highway Improvement Plan**

Consider approval of the 2015-2019 Highway Improvement Plan.

7. **Commissioner Updates**

Soil & Water District - 8/7/14 – meeting cancelled
East Central Solid Waste Commission (8/11/14)
East Central Regional Library Board (8/11/14)
Pine County Law Library Board (8/13/14)
Other

8. **Other**

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

- a. **AIS Training, Monday, August 18, 2014, 1:00 p.m.**, Public Health Building, Sandstone, Minnesota.
- b. **Technology Committee, Monday, August 19, 2014, 8:30 a.m.**, Commissioners’ Conference Room, Courthouse, Pine City, Minnesota.
- c. **Pine County Board Meeting, Tuesday, August 19, 2014, 10:00 a.m.**, Boardroom, Pine County Courthouse, Pine City, Minnesota.
- d. **Pine County Health and Human Services Meeting, Tuesday, August 19, 2014, 1:00 p.m.**, Boardroom, Pine County Courthouse, Pine City, Minnesota.

- e. **Rush Line Task Force, Thursday, August 21, 2014, 3:30 p.m.**, Maplewood Community Center, 2100 White Bear Ave. N, Maplewood, MN 55109.
- f. **GPS 45:93, Friday, August 22, 2014, 10:00 a.m.**, ECRDC, 100 Park St. So., Mora, Minnesota.
- g. **Snake River Watershed Joint Powers Board, Monday, August 25, 2014, 9:00 a.m.**, Kanabec County Courthouse, Mora, Minnesota.
- h. **East Central Regional Development Commission (ECRDC), Monday, August 25, 2014, 7:00 p.m.**, 100 Park St. So., Mora, Minnesota.
- i. **Budget Committee, Tuesday, August 26, 2014, 9:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota.
- j. **NLX, Wednesday, August 27, 2014, 10:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota.
- k. **Ad Hoc Committee – Pine/Kanabec, Wednesday, August 27, 2014, 12:00 p.m.**, Mora, Minnesota.
- l. **NE Regional Radio Board Meeting, Thursday, August 28, 2014, 10:00 a.m.**, Video Conference, Courthouse, Pine City, Minnesota.
- m. **Board of Appeals and Equalization Training, Thursday, August 28, 2014, 6:00 p.m.**, Isanti County Government Center, Cambridge, Minnesota.
- n. **Central Minnesota Regional EMS Committee, Friday, August 29, 2014, 10:00 a.m.**, Stearns County Service Center, 3301 County Road 138, Waite Park, Minnesota.
- o. **Pine County Board Meeting, Tuesday, September 2, 2014, 1:00 p.m.**, Public Health Building, Sandstone, Minnesota.
- p. **AMC Fall Policy Conference, September 3 & 4, 2014**, Arrowood Resort, Alexandria, Minnesota.
- q. **Budget Committee Meeting, Tuesday, September 9, 2014, 9:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota.
- r. **Committee of the Whole/Road Tour, Tuesday, September 30, 2014**, Pine County Historical Museum, Askov, Minnesota.

10. Adjourn

MINUTES OF PINE COUNTY BOARD MEETING

Regular Meeting

Tuesday, August 5, 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. Chair Rossow was absent (excused). Also present were County Attorney John Carlson and County Administrator David Minke.

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:

- Correction to the July 15, 2014 County Board Minutes, Page 3, paragraph 1.
- Correction to Regular Agenda Item 5: Resolution 2014-31/tax forfeit lands (excludes Schmedeke strip of land); Resolution 2014-32/tax forfeit lands (includes Schmedeke strip of land).
- Add Consent Agenda Item #4C: Repurchase of Tax Forfeited Land in full, George & Constance Amersbach.
- Add Consent Agenda Item #4D: Repurchase of Tax Forfeited Land with 10-year contract, Raymond L. Opperud.
- Add Regular Agenda Item 11C: Correctional Officer Social Security Update
- Add Regular Agenda Item 13A: Closed meeting – pending litigation.

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

Commissioner Pangerl moved to approve the amended Minutes of the July 15, 2014 board meeting and Summary for publication. Second by Commissioner Ludwig. Motion carried 4-0.

Commissioner Hallan moved to approve the Minutes of the July 22, 2014 Special Meeting – Budget Committee. Second by Commissioner Ludwig. Motion carried 4-0.

Minutes of Boards, Committees and Correspondence

Pine County HRA Senior Housing regular meeting – June 25, 2014

Pine County Land Surveyor Monthly Report – July, 2014

Pine County Soil & Water Conservation District – July 10, 2014

Methamphetamine Task Force – July 14, 2014

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

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

CONSENT AGENDA

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

1. **July, 2014 Disbursements**

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

2. **Application for Abatement**

Approve Application for Abatement for Charlotte Holt, Lot 20, Timberline Campground, PID 46.8901.020, payable 2014.

3. **Application for Cancellation of Forfeiture**

Approve Application for Cancellation of Forfeiture for property in Hinckley Township (PID 15.0002.000) and authorize County Administrator and County Auditor to sign.

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

A. Approve Resolution 2014-29 for Repurchase of Tax Forfeited Land in full, Terry Curtin, PID 09.5280.000 and authorize Board Chair and County Auditor to sign.

B. Approve Resolution 2014-30 for Repurchase of Tax Forfeited Land with 10-year contract, Gary and Heather Peterson, PID 04.0297.000 and authorize Board Chair and County Auditor to sign.

C. Approve Resolution 2014-36 for Repurchase of Tax Forfeited Land in full, George & Constance Amersbach, PID 29.5098.000 and authorize Board Chair and County Auditor to sign.

D. Approve Resolution 2014-37 for Repurchase of Tax Forfeited Land with 10-year contract, Raymond L. Opperud, PID 44.0015.000 and authorize Board Chair and County Auditor to sign.

5. **Amended Joint Powers Agreement with MCCC**

Approve Amended Joint Powers Agreement with Minnesota Counties Computer Cooperative Bylaws (MCCC) and authorize Board Chair to sign.

6. **Minnesota Counties Computer Cooperative Bylaws**

Acknowledge amendments to the MCCC Bylaws.

7. **Donation**

A. Approve acceptance of \$350 donation from the National Multiple Sclerosis Society and designate to the Pine County Sheriff's Office Volunteer Posse to be used to help offset expenses of the volunteer posse.

B. Approve acceptance of \$133.33 in donations from various citizens to a fund for payment of the care of seized animals.

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

A. Approve full-time status for Office Support Specialist Tara Reibeling, effective August 5, 2014.

B. Approve full-time status for Social Worker Beth Pierson, effective August 5, 2014.

9. **Training**

A. Approve RN Pat Anderson and LPNs Wendy Bloom and Stephanie Larson to attend the Participant-Centered Services Kickoff & Skills Training for WIC Staff, August 12-13, 2014, Duluth. Total cost: \$462.44.

B. Approve the following eligibility workers to attend the MN Financial Workers and Case Aides Association Conference, September 24-25, 2014, St. Cloud. Total cost \$760.

REGULAR AGENDA

1. Technology Committee

Pine County Technology Committee met July 14, 2014. Informational only, no board action necessary. Administrator David Minke stated discussion was held regarding the guest internet pricing for the courthouse and guest WiFi for the Pine City floor at the Pine Government Center. The Committee made the decision to move to a new vendor for lower price and faster service. Minke also stated that the card access badge printer in the administrator's office has been replaced; the printer was to be replaced at a later date but became inoperable.

2. Ad Hoc Committee – Kanabec County

Pine County Ad Hoc Committee – Kanabec County met July 24, 2014. Informational only, no board action necessary. Administrator Minke stated the Kanabec and Pine counties will build off of the existing 1991 Joint Powers Agreement (JPA) by amending it to reflect the boards' direction. Assistant Kanabec County Attorney Dan Conlin will draft the amendments to the JPA, which will be reviewed by staff and then presented to each county board for consideration. Acting Chair Chaffee thanked County Attorney John Carlson for his assistance.

3. Personnel Committee Report

A. Administrator Minke reported that on July 25, 2014 the Personnel Committee interviewed Becky Foss, the current Children's Mental Health Supervisor, for the Health and Human Services director position. After the interview, the committee was unanimous in its support to promote Foss to the director position.

Motion by Commissioner Ludwig to promote Becky Foss to the position of Health and Human Services Director effective August 15, 2014, E82, \$78,000 per year, other terms and conditions as contained in the July 29, 2014 offer letter. Second by Commissioner Hallan. Motion carried 4-0.

B. Administrator Minke requested authorization to advertise and backfill (internal and external candidates) the children's mental health supervisor position.

Motion by Commissioner Pangerl to authorize the backfill of the children's mental health supervisor position. Second by Commissioner Ludwig. Motion carried 4-0.

4. Local Government Pay Equity Act

Human Resources and Payroll Specialist Matt Christenson stated Pine County submitted its pay equity report to Minnesota Management and Budget (MMB) in January, 2014 for the 2013 calendar year. The submitted report was deemed in compliance by MMB on July 17, 2014. Discussion was held clarifying the different tests for pay equity compliance. Christenson stated this report is to be submitted every three years.

5. 2014 Pine County Tax Forfeit Land Auction: September 19, 2014, 10 a.m., Courthouse, Pine City

County Auditor-Treasurer Cathy Clemmer stated this is the final approval of the land sale list for the tax-forfeit land auction, September 19, 2014, 10 a.m., at the Pine County Courthouse, Pine City. Clemmer state the county, through special legislation, had extended an offer to Eldon Schmedeke to purchase a strip of land on Schemedke Lane; Schemedke had until today to take advantage of that offer and has not. Clemmer presented two Resolutions 2014-31 (excluding Schemedke Strip of land on sale list) and Resolution 2014-32 (including Schemedke strip of land on sale list). Clemmer requested the board to consider Resolution 2014-32, also clarifying that parcel #47 (PID 44.0015.000) on the Land Sale List be withdrawn as it was repurchased as Resolution 2014-37 on today's consent agenda.

Motion by Commissioner Hallan to approve Resolution 2014-32, withdrawing parcel #47 (PID 44.0015.000) finalizing the tax forfeited land sale list for auction, September 19, 2014 and authorize the County Auditor-Treasurer to sign. Second by Commissioner Ludwig. Motion carried 4-0.

6. 2014 Pine County Fee Land Auction: September 19, 2014, to follow the tax forfeit land auction scheduled for 10 a.m., Courthouse, Pine City

County Auditor-Treasurer Cathy Clemmer stated the Land Advisory Committee has reviewed and recommends the sale of Clover Township parcel PID 09.0032.000 at the fee land auction. As this is fee land and previously used by the highway department, the sale proceeds will be designated to the highway department fund. This property was offered at last year's sale at \$15,700 and not sold, therefore the county is reoffering it this year for \$12,900 at the same terms and conditions as last year.

Motion by Commissioner Pangerl to approve Resolution 2014-33 authorizing the sale of Pine County fee property (PID 09.0032.000) at the fee land auction on September 19, 2014. Second by Commissioner Ludwig. Motion carried 4-0.

7. Conveyance of Tax-Forfeited Property (City of Sturgeon Lake and Pine City)

County Auditor-Treasurer Cathy Clemmer stated the Land Advisory Committee has reviewed and recommends the conveyance of tax-forfeited property to the following:

- A. City of Sturgeon Lake PID 46.0044.000 - insure adequate space for future utility expansion or road development;
- B. City of Sturgeon Lake PID 46.5014.000 - blight property and will be cleaned up and dedicated to the city park system or resold to an adjoining land owner; and
- C. City of Pine City PID 42.0268.000 – EDA has requested the purpose for economic development.

Motion by Commissioner Ludwig to approve Resolution 2014-34 allowing the sale of PID 46.0044.000 to the City of Sturgeon Lake for \$1,500, PID 46.5014.000 to the City of Sturgeon Lake for \$500 and PID 42.0268.000 to the City of Pine City for \$800. Second by Commissioner Hallan. Motion carried 4-0.

8. Aquatic Invasive Species Delegation Agreement

Land Services Director Kelly Schroeder explained that during the 2014 Legislative Session, counties were given Aquatic Invasive Species (AIS) prevention aid. In 2014 Pine County received approximately \$59,000 with \$131,000 anticipated for 2015. On July 24, 2014 Commissioners Hallan, Ludwig and Pangerl met with lake associations to formulate an AIS plan. As part of the plan, the county would like to conduct watercraft inspections. As the DNR is the statutory authority, the DNR will have to delegate their authority to the county to do that.

Motion by Commissioner Ludwig to approve the Delegation Agreement from the DNR to perform aquatic invasive species (AIS) inspections and authorize the Board Chair to sign. Second by Commissioner Hallan. Motion carried 4-0.

9. Probation Advisory 2014 Comprehensive Plan

Probation Director Terryl Arola provided the board with the 2014 Probation Comprehensive Plan approved by the Probation Advisory Committee. Arola provided an overview of the Plan to the board.

Motion by Commissioner Ludwig to accept the 2014 Probation Comprehensive Plan. Second by Commissioner Pangerl. Motion carried 4-0.

10. Award Bid for Contract #1405

County Engineer Mark LeBrun stated bid opening for Contract #1405 occurred July 28, 2014 and recommended the contract be awarded to the lowest responsible bidder, Tri-City Paving and Alternates 1 and/or 2, contingent on approval by the City of Sandstone on August 6, 2014. Contract #1405 includes:

- CP 058-014-005 Located on Angle Avenue, city of Sandstone
- CP 058-014-006 Located on Commercial Avenue and 8th Street, city of Sandstone
- SAP 058-609-015 Located on CSAH 9; between CSAH 10 and CSAH 14
- SAP 058-623-008 Located on CSAH 23; between S Co. Line and TH 70

- SAP 058-629-002 Located on CSAH 29; between CSAH 20 and TH 123
- SAP 058-630-013 Located on CSAH 30; between TH 123 and CSAH 21
- SAP 058-641-017 Located on CSAH 41; between W Co. Line and 2.5 mi W of CSAH 40
- SAP 058-641-018 Located on CSAH 41; between 2.5 mi W of CSAH 40 and CSAH 61
- SAP 058-660-002 Located on CSAH 60; between TH 18 and CSAH 18.

The Tri-City Paving bid came in 14.9% under the engineer's estimate.

Motion by Commissioner Hallan to award the bid for Contract #1405 to Tri-City Paving and Alternates 1 and/or 2, contingent on approval by the City of Sandstone on August 6, 2014, in the amount of \$5,439,665.85. Second by Commissioner Pangerl. Motion carried 4-0.

11. County Veterans Service Officer Enhancement Grant

- A. Veteran's Service Officer Ben Wiener explained this \$10,000 enhancement grant will be used for CVSO training, automation, outreach, veterans' transportation and other services. No matching funds are required.

Motion by Commissioner Hallan to approve Resolution 2013-35 and County Veterans Service Office Enhancement Grant and authorize Board Chair and County Administrator to sign. Second by Commissioner Ludwig. Motion carried 4-0.

- B. VSO Wiener requested to attend the Association of County Veterans Services Officers Fall Conference.

Motion by Commissioner Hallan to approve CVSO Ben Wiener to attend the MN Association of County Veteran Services Officers Fall Conference, September 7-10, 2014, Nisswa. Travel expenses: 3 nights at \$173 (includes conference space, materials and meals); mileage \$112. Total Cost: approximately \$631. Second by Commissioner Pangerl. Motion carried 4-0.

C. Correctional Officer Social Security Update

Administrator Minke explained that under Social Security, government employees who are eligible for a pension are not covered under Social Security unless the State has entered into a Section 218 agreement. In Pine County the only group not enrolled in social security are licensed deputies enrolled in the Police/Fire PERA plan. Up to 1999 correctional officers were enrolled in the PERA Coordinated Plan and were covered by Social Security. In 1999 PERA created the Correctional Officer Plan, transferred all the existing correctional officers into that plan and all the new correction officers started to go into that plan. PERA decided in June of 2014, that those new employees since 1999 are not eligible for Social Security because there has not been a new 218 agreement done. To make it correct, correctional officers who have been hired since 1999 and are currently enrolled in the PERA Correctional Plan need to have a vote whether or not they want to have social security. The voting can be done as either a Divided Vote or Majority Vote. In a majority vote, correctional officers will either be covered by social security or not, depending on the outcome of the group's vote. In a divided vote, each correction will choose if they want to be covered by social security or not, and all new correction officers will be covered by social security.

Motion by Commissioner Hallan to notify PERA of Pine County's position in support of the Divided Vote related to the PERA Correctional Plan. Second by Commissioner Pangerl. Motion carried 4-0.

12. Commissioner Updates

City of Pine City meeting–Lease (7/21/14): Commissioner Pangerl stated City of Pine City representatives (Mayor Janssen and Councilman Ovick) were not in attendance at the meeting. The county's proposition was provided to the city officials that were. We are waiting for a response.

Aquatic Invasive Species meeting (7/24/14): Commissioner Ludwig stated it was a good meeting with a number of lake associations in attendance. There was strong input and some of their suggestions were

implanted into the AIS plan. The draft plan was sent out to members on 8/4/14 – we are waiting for input back.

Pine County Extension Committee (7/17/14): Commissioner Pangerl stated Farm Family of the Year was discussed; Extension was busy getting ready for the Pine County fair; celebration of Extension's 100th year anniversary.

Rush Line Corridor Task Force (7/17/14)– meeting cancelled.

Lakes & Pines Community Action Council (7/21/14) : No update.

NLX – meeting cancelled. Next meeting scheduled for August 27, 2014

NE Regional Radio Board Meeting (7/24/14) Commissioner Hallan: No new business.

GPS 45:93 (7/25/14): No update.

Snake River Watershed Joint Powers Board (7/28/14): Commissioner Pangerl stated they are looking into a pilot project using wood chips which pull nitrogen out. Discussion was had as to maintenance funds available for projects that have been initiated but need to be maintained.

Other:

East Central Regional Library: Commissioner Chaffee stated the East Central Regional Library budget committee met, passing a resolution to pass the budget. This recommendation will go to the full board. If approved, Pine County's share will be reduced by a few thousand dollars.

Pine County Fair: Commissioner Hallan stated the Pine County fair just finished up. Hallan thanked the Public Health Department for their booth at the fair. Hallan also recognized the great job of the 4-H program.

Treehouse Fundraiser: Commissioner Ludwig stated Treehouse had their first fundraiser with a great turnout.

13. Other

Condolences offered to Commissioner Hallan and his family on the death of his father-in-law.

13A. Closed Meeting – pending litigation

Motion by Commissioner Hallan to close the meeting as allowed by M.S. 13D.05, Subd. 3(b) for the purpose of discussing pending litigation. Second by Commissioner Pangerl. Motion passed 4-0. Meeting was closed at 2:50 p.m.

Motion by Commissioner Hallan to open the meeting. Second by Commissioner Pangerl. Motion passed 4-0. The meeting was opened at 3:10 p.m.

14. Upcoming Meetings were reviewed

Add to Upcoming Meetings:

Aquatic Invasive Species training, August 18, 2014, 8:00 a.m., Sandstone;

Board of Review Training, August 28, 2014, 6:00 p.m., Isanti County Courthouse, Cambridge.

AMC Fall Policy Conference, September 3 & 4, in Alexandria.

15. Adjourn

With no further business, the meeting was adjourned at 3:11 p.m.

Steve Chaffee, Acting Chair
Board of Commissioners

David J. Minke, Administrator
Clerk to County Board

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

**Tuesday, August 5, 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. Chair Rossow was absent (excused). Also present were County Attorney John Carlson and County Administrator David Minke.

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 Pangerl. Motion carried 4-0.

Commissioner Pangerl moved to approve the amended Minutes of the July 15, 2014 board meeting and Summary for publication. Second by Commissioner Ludwig. Motion carried 4-0.

Commissioner Hallan moved to approve the Minutes of the July 22, 2014 Special Meeting – Budget Committee. Second by Commissioner Ludwig. Motion carried 4-0.

Minutes of Boards, Committees and Correspondence

Pine County HRA Senior Housing regular meeting – June 25, 2014

Pine County Land Surveyor Monthly Report – July, 2014

Pine County Soil & Water Conservation District – July 10, 2014

Methamphetamine Task Force – July 14, 2014

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

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

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

Approve Application for Abatement for Charlotte Holt, Lot 20, Timberline Campground.

Approve Application for Cancellation of Forfeiture for property in Hinckley Township.

Approve the following Resolutions:

2014-29 for Repurchase of Tax Forfeited Land in full, Terry Curtin;

2014-30 for Repurchase of Tax Forfeited Land with 10-year contract, Gary and Heather Peterson;

2014-36 for Repurchase of Tax Forfeited Land in full, George and Constance Amersbach;

2014-37 for Repurchase of Tax Forfeited Land with 10-year contract, Raymond L. Opperud.

Approve Amended Joint Powers Agreement with Minnesota Counties Computer Cooperative Bylaws (MCCC).

Acknowledge amendments to the MCCC Bylaws.

Approve acceptance of \$350 donation from the National Multiple Sclerosis Society and designate to the Pine County Sheriff's Office Volunteer Posse.

Approve acceptance of \$133.33 in donations from various citizens to a fund for payment of the care of seized animals.

Approve full-time status for Office Support Specialist Tara Reibeling, effective August 5, 2014.

Approve full-time status for Social Worker Beth Pierson, effective August 5, 2014.

Approve RN Pat Anderson and LPNs Wendy Bloom and Stephanie Larson to attend the Participant-Centered Services Kickoff & Skills Training for WIC Staff. Total cost: \$462.

Approve Eligibility Workers Sue Blechinger, Michelle Morgan, Mary Rogers and Judith Tengwall to attend the MN Financial Workers and Case Aides Association Conference. Total cost \$760.

Motion by Commissioner Ludwig to promote Becky Foss to the position of Health and Human Services Director effective August 15, 2014, E82, \$78,000 per year, other terms and conditions as contained in the July 29, 2014 offer letter. Second by Commissioner Hallan. Motion carried 4-0.

Motion by Commissioner Pangerl to authorize the backfill of the Children's Mental Health Supervisor position. Second by Commissioner Ludwig. Motion carried 4-0.

Motion by Commissioner Hallan to approve Resolution 2014-32 (with Parcel #47 (PID 44.0015.000) withdrawn) finalizing the tax forfeited land sale list for auction, September 19, 2014. Second by Commissioner Ludwig. Motion carried 4-0.

Motion by Commissioner Pangerl to approve Resolution 2014-33 authorizing the sale of Pine County fee property (PID 09.0032.000) at the fee land auction on September 19, 2014. Second by Commissioner Ludwig. Motion carried 4-0.

Motion by Commissioner Ludwig to approve Resolution 2014-34 allowing the sale of PID 46.0044.000 to the City of Sturgeon Lake for \$1,500, PID 46.5014.000 to the City of Sturgeon Lake for \$500 and PID 42.0268.000 to the City of Pine City for \$800. Second by Commissioner Hallan. Motion carried 4-0.

Motion by Commissioner Ludwig to approve the Delegation Agreement from the DNR to perform aquatic invasive species (AIS) inspections. Second by Commissioner Hallan. Motion carried 4-0.

Motion by Commissioner Ludwig to accept the 2014 Probation Comprehensive Plan. Second by Commissioner Pangerl. Motion carried 4-0.

Motion by Commissioner Hallan to award the bid for Contract #1405 to Tri-City Paving and Alternates 1 and/or 2, contingent on approval by the City of Sandstone on August 6, 2014, in the amount of \$5,439,665.85. Second by Commissioner Pangerl. Motion carried 4-0.

Motion by Commissioner Hallan to approve Resolution 2013-35 and County Veterans Service Office Enhancement Grant. Second by Commissioner Ludwig. Motion carried 4-0.

Motion by Commissioner Hallan to approve CVSO Ben Wiener to attend the MN Association of County Veteran Services Officers Fall Conference. Total Cost: approximately \$631. Second by Commissioner Pangerl. Motion carried 4-0.

Motion by Commissioner Hallan to notify PERA of Pine County's position in support of the Divided Vote related to the PERA Correctional Plan. Second by Commissioner Pangerl. Motion carried 4-0.

Motion by Commissioner Hallan to close the meeting as allowed by M.S. 13D.05, Subd. 3(b) for the purpose of discussing pending litigation. Second by Commissioner Pangerl. Motion carried 4-0. Meeting was closed at 2:50 p.m.

Motion by Commissioner Hallan to open the meeting. Second by Commissioner Pangerl. Motion carried 4-0. The meeting was opened at 3:10 p.m.

With no further business, the meeting was adjourned at 3:11 p.m.

Steve Chaffee, Acting Chair
Board of Commissioners

David J. Minke, Administrator
Clerk to County Board

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

ECRL Library Board Minutes

Date: Monday, June 9, 2014

Time: 9:30 am

Place: Cambridge Library

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

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

Absent Board Members: Kramersmeier, Charlotte (Mille Lacs); Chaffee, Steve (Pine)

Call to Order:

President James Raisanen called the June 2014 meeting of the East Central Regional Library to order at 9:30 a.m.

Pledge of Allegiance & Introductions:

Welcome to Genny Reynolds daughter Michelle.

Adopt/Amend Agenda:

Misselt: Additions to New Business: C. Library Automation Contract renewal; D. Salary step increases; E. applying for state funds.

M/S/P: unanimous

McMahon/Holms to adopt agenda as amended.

Period for Public Comment

None

Approval of Previous Minutes

M/S/P: unanimous

Hommes/Goddard to approve minutes as presented.

Bills:

Debit card charges reviewed by Karen Lee.

M/S/P: unanimous

Lee/Jensen to approve May 2014 bills as presented.

Financial Reports:

M/S/P: unanimous

Lee/McMahon to approve May 2014 financial report as presented.

ECRL Administrative Reports

A. Director's Organizational Report

Misselt gives handouts of sign for the librarian's: "FIND A WAY TO SAY YES".

Stated all open positions have been filled. The building issues are moving forward. Construction is under way in Aitkin. Cambridge; the planning task force will meet June 12th. Funding for Hinckley is undefined presently. Sandstone has concerns about re-locating the library.

Strategic planning: Overview of the committee meeting notes.

B: Branch Highlights

Lydon: Reviewed new employee positions and impressive qualifications. May was busy with school tours. We are excited about the summer reading programs.

Other Reports:

- Personnel Committee: Goddard reviewed the recommendations of a salary study for all positions.

M/S/P: unanimous

Goddard/Hommes - motion to approve

Policy 311: closing/pay policy, need motion to approve

M/S/P: unanimous

Goddard/Swanson to approve added policy

- Planning Committee: Zaudtke - overview of Strategic Plan Timeline. Asks approval to move forward with plan.

M/S/P: unanimous

Carlson/Lee move to adopt proposed plan

- CMLE Board: Misiura – The CMLE provides service to all types of libraries (example: hospital libraries, colleges, schools, etc).

Old Business:

Misselt: RLBSS funding formula proposal. Need motion to approve moving the language as presented at the last board meeting.

M/S/P: unanimous

Jensen/Sauer

New Business:

- Director and Assistant Director recommend closing all ECRL branches on the weekend after the 4th of July; Saturday July 5 and Sunday July 6; asking your endorsement to close.

M/S/P: unanimous

McMahon/Holms to approve

- Sandstone location: crowded and needs to move. The new old school the city is considering renting. The Board would need to approve this. Presented for information only at this time.
- Extending the contract with PALS to provide library automation for one more year is needed.

M/S/P: unanimous

McMahon/Warring

- Salary step increases is in the budget, refer to handouts. Need motion to approve salary increases.

M/S/P: unanimous

McMahon/Sauer to approve

- Misselt: For grant application to the state I need authorization; a motion to apply for Regional Library Basic System Support and Legacy funds.

M/S/P: unanimous

Lee/Carlson

Trustee Issues:

Trustee Report: Review legislative matters. The Legislative Forum is July 8th in St. Cloud. This is open to board members, is good to meet with lobbyists. Misiura and Lee will attend.

Future agenda:

No board meeting in July. Finance Committee will meet for budget.

Motion to authorize the treasurer to approve bills at the Finance meeting on the 2nd Monday of July.

M/S/P: unanimous

Misiura/Byrne

Personnel Committee meets July 8th

Legacy Committee meets July 16th

Motion to Adjourn: 11:00 am

M/S/P: unanimous

Jensen/Carlson

Audrey Misiura, Secretary

Marlys Carlson, Recorder



AGENDA REQUEST FORM

Date of Meeting: August 19, 2014

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

Agenda Item: July 2014 Cash Balance

Department: Auditor-Treasurer

Cathy J. Clemons
 Department Head signature

Background information on Item:

Action Requested:

Financial Impact:

TREASURER'S CASH TRIAL BALANCE COMPARISON

FUND	July 31, 2013 BALANCE	July 31, 2014 BALANCE	DIFFERENCE
1 - GENERAL	2,143,061.42	2,703,601.17	560,539.75
12 - H&HS	1,425,549.80	474,496.28	(951,053.52)
13 - ROAD & BRIDGE	7,901,318.05	8,828,215.57	926,897.52
22 - LAND	1,524,926.87	1,035,697.27	(489,229.60)
 TOTAL (incl non-major funds)	 \$13,882,655.98	 \$14,727,318.49	 844,662.51

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

As of 07/2014

CATHYJ
8/12/14 11:56AM

TREASURER'S CASH TRIAL BALANCE

<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		1,697,391.98	7,796,354.12	
Disbursements		540,098.51-	7,625,808.56-	
Payroll		728,578.94-	5,321,592.82-	
Journal Entries		3,371.87-	5,245,979.09	
Fund Total		425,342.66	94,931.83	2,703,601.17
12 Health & Human Services				
H&Hs--Income Maintenance	2,040,281.15			
Receipts		50,844.74	771,163.48	
Disbursements		56,581.22-	433,266.67-	
Payroll		133,521.50-	1,023,491.46-	
Journal Entries		84,517.81	643,636.06	
Dept Total		54,740.17-	41,958.59-	1,998,322.56
12 Health & Human Services				
H&Hs--Social Services	1,373,656.68-			
Receipts		410,152.21	1,310,598.64	
Disbursements		20,542.03-	190,969.37-	
SSIS		248,858.32-	1,768,385.30-	
Payroll		129,942.26-	985,617.60-	
Journal Entries		73,523.61	1,278,272.51	
Dept Total		84,333.21	356,101.12-	1,729,757.80-
12 Health & Human Services				
Childrens Collaborative (H&Hs)	0.00	0.00	0.00	0.00
Dept Total				
12 Health & Human Services				
Nursing--Community Health (H&Hs)	155,705.82			
Receipts		77,553.26	583,586.49	
Disbursements		20,397.41-	194,983.51-	
Payroll		75,427.77-	605,593.00-	
Journal Entries		61.45-	205,108.19	

474,496.28

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

As of 07/2014

TREASURER'S CASH TRIAL BALANCE

CATHYJ
8/12/14

11:56AM

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Dept Total	18,333.37 -	11,881.83 -		143,823.99
Fund Total	822,330.29	11,259.67	409,941.54 -	412,388.75
13 Road & Bridge Fund	2,078,182.32			
Receipts	6,203,118.26		8,579,184.68	
Disbursements	150,195.29 -		1,586,363.90 -	
Payroll	154,987.19 -		1,110,158.31 -	
Journal Entries	3,566.82 -		867,370.78	
Fund Total	5,894,368.96		6,750,033.25	8,828,215.57
14 Ditch Maintenance (Sr) Fund	11,975.91	0.00	42.66	
Journal Entries	0.00		42.66	12,018.57
Fund Total				
20 County-Wide Rehab (Sr) Fund	917.56	0.00	0.05	
Receipts	0.00		0.05	
Disbursements	0.00		750.00 -	
Journal Entries	0.00		21.33	
Fund Total			728.62 -	188.94
21 800 MHz Project Fund	0.00	0.00	0.00	0.00
Fund Total				
22 Land Management Fund	1,838,948.89	16,643.80	347,529.40	
Receipts	2,381.88 -		17,988.53 -	
Disbursements	6,369.74 -		55,960.98 -	
Payroll				

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

As of 07/2014

CATHYJ
8/12/14

11:56AM

TREASURER'S CASH TRIAL BALANCE

<u>Fund</u>		<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
	Journal Entries		4,415.91	1,076,831.51-	
	Fund Total		12,308.09	803,251.62-	1,035,697.27
24	Ambulance (Sr) Fund	0.00	0.00	0.00	0.00
	Fund Total				
29	Children's Collab (H&Hs) Agency Fund	440	Childrens Collaborative (H&Hs)		
	Receipts	53,378.82	0.00	49,411.00	
	Disbursements		11,869.00-	58,374.00-	
	Journal Entries		0.00	41.09	
	Dept Total		11,869.00-	8,921.91-	44,456.91
	Fund Total	53,378.82	11,869.00-	8,921.91-	44,456.91
32	Ecswe Bond Guarantee (Ds)	0.00	0.00	0.00	0.00
	Fund Total				
33	2002 Cap-Equip Bond (Ds) Fund	0.00	0.00	0.00	0.00
	Fund Total				
35	2004 Street Reconstruct Bond Fund	0.00	0.00	0.00	0.00
	Fund Total				
37	County Railroad Authority	1,566.63-	0.00	2,974.00-	
	Disbursements		0.00	5,664.71	
	Journal Entries		0.00		

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

As of 07/2014

TREASURER'S CASH TRIAL BALANCE

CATHYJ
8/12/14 11:56AM

Fund	Beginning Balance	This Month	YTD	Current Balance
38 Building Fund	125,949.45	0.00	2,690.71	1,124.08
Disbursements		0.00	101,848.50-	
Fund Total		0.00	101,848.50-	24,100.95
39 2005A G.O. Jail Bonds	919,632.32	323,480.63-	1,220,136.26-	445,729.57
Disbursements		0.00	746,233.51	
Journal Entries		323,480.63-	473,902.75-	
Fund Total				
40 2012 G.O. Courthouse Bonds	778,170.91	201,275.00-	935,875.00-	415,804.14
Disbursements		0.00	573,508.23	
Journal Entries		201,275.00-	362,366.77-	
Fund Total				
41 2005 Hra Bonds	0.00	0.00	0.00	0.00
Fund Total				
76 Group Health Ins Fund 5/1/95 (Gen)	521,036.87-	246,084.00	1,706,910.75	
Receipts		238,846.09-	1,851,176.90-	
Disbursements		6,361.69	45,601.83	
Journal Entries		13,599.60	98,664.32-	
Fund Total				619,701.19-
80 County Collections Agency Fund	38,365.53			

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

As of 07/2014

CATHYJ
8/12/14

11:56AM

TREASURER'S CASH TRIAL BALANCE

Fund	Beginning Balance	This Month	YTD	Current Balance
82 Taxes And Penalties Agency Fund	779,218.63			
Receipts		1,011,807.20	19,707,113.77	
Disbursements		601,432.11-	11,140,380.01-	
Journal Entries		4,415.91-	8,011,442.18-	
Fund Total		405,959.18	555,291.58	1,334,510.21
84 East Central Drug Task Force Agency Fur	51,288.10			
Receipts		0.00	72,122.21	
Disbursements		0.00	75,555.51-	
Journal Entries		0.00	1,577.20-	
Fund Total		0.00	5,010.50-	46,277.60
89 H & Hs Collections Agency Fund	34,062.11-			
Receipts		163,834.78	615,430.95	
Disbursements		9,408.60-	39,951.23-	
Journal Entries		158,617.16-	523,766.99-	
Dept Total		4,190.98-	51,712.73	17,650.62
Fund Total	34,062.11-	4,190.98-	51,712.73	17,650.62
All Funds	9,550,362.46			
Receipts		9,902,204.66	42,014,266.39	
Disbursements		2,198,597.48-	25,966,510.89-	
SSIS		248,858.32-	1,768,385.30-	
Payroll		1,228,827.40-	9,102,414.17-	
Total		6,225,921.46	5,176,956.03	14,727,318.49



AGENDA REQUEST FORM

Date of Meeting: August 19, 2014

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

Agenda Item: New liquor license for Halfway Home Saloon

Department: Auditor

Cathy Clemens
Department Head signature

Background information on Item:

Approval of On/Off/Sunday Liquor License for Halfway Home Saloon
FKA: Banning Junction

Subject to: Township, Pine County Sheriff, Pine County Attorney and State of MN.

Action Requested:

Approve license on the County Board level

Financial Impact:



AGENDA REQUEST FORM

Date of Meeting: ¹⁴ August 8, 2014

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

Agenda Item: Approval of Liquor Licenses for Sept. 1, 2014-August 31, 2015

Department: AUDITOR

Cathy Clemons
Department Head signature

Background information on Item:

Yearly Liquor licenses for Pine County expiring August 31, ~~2015~~²⁰¹⁴ and subject to Pine County ordinances. All subject to Township, Pine County Sheriff, Pine County Attorney approval and then sent to State of Minnesota for final approval.

Action Requested:

Approval of licenses with signature of Chairperson representing Pine County Board

Financial Impact:

LIQUOR LICENSE APPLICANTS

Wings North 19379 Homestead Rd Pine City, MN 55063	On Sale and Sunday
Tanks Tavern-Cloverdale 39109 State Hwy 48 Hinckley, MN 55037	Off Sale, On Sale & Sunday
Nickerson Bar & Motel 94430 Main ST Nickerson, MN 55749	Off Sale, On Sale & Sunday
Marathon of Beroun 18648 Beroun Crossing Pine City, MN 55063	Off Sale
Pine City Country Club 10413 Golf Course Rd SW Pine City, MN 55063	On Sale & Sunday
West Beroun Liquor, LLC 18070 Beroun Crossing Rd Pine City, MN 55063	Off Sale
Kurtz' Muffies on the Lake, LLC 13646 Muffies Lane Grasston, MN 555030	Off Sale, On Sale & Sunday
Doc's Sports Bar & Grill 34427 Majestic Pine Dr Sturgeon Lake, MN 55783	Off Sale, On Sale & Sunday
Chengwatana Country Club, LLC 29410 Beroun Crossing Pine City, MN 55063	Off Sale, On Sale & Sunday

Moose Lake Golf Club
35311 Parkview Drive
Sturgeon Lake, MN 55783

On Sale & Sunday

The Tavern in Duquette
88159 State Hwy 23
Kerrick, MN 55756

Off Sale, On Sale & Sunday

Countryside Campground
56283 Beaver Tail Rd
Askov, MN 55704

On Sale, Off Sale and Sunday

Sturgeon Lake Golf Course
86333 Rosewood Lane
Sturgeon Lake, MN 55783

On Sale, Off Sale and Sunday

Pokegama Liquors
11746 Henriette Rd
Pine City, MN 55063

Off Sale



AGENDA REQUEST FORM

Date of Meeting: August ¹⁹12, 2014

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

Agenda Item: MACPZA 2014 Annual Conference

Department: Land Services

[Signature]
Department Head signature

Background information on Item:

Minnesota Association of County Planning and Zoning Administrators has a mission to "Promote and advance the art and science of environmental and land use planning by promoting quality education and professional development, providing a network for exchange of ideas, and participating in the development of planning policy legislation." The organization has an annual conference each fall, and this year it is in Rochester.

Action Requested:

Consider approval of Sr. Environmental Tech/Zoning Administrator, Edward Melzark, to attend the MACPZA Annual Conference September 24-26, 2014 in Rochester.

Financial Impact:

Cost of the Conference is \$160 (meals and registration) and hotel expenses of \$258+tax (3 nights), and within the 2014 Zoning budget.



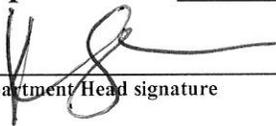
AGENDA REQUEST FORM

Date of Meeting: August 19, 2014

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

Agenda Item: Summer Workshop Attendance

Department: Land Services



 Department/Head signature

Background information on Item:

The Minnesota Association of Assessment Personnel (MAAP) hold two workshops each year for assessor's office staff who are not required to have a Minnesota State Assessor's License. The next workshop is August 21 & 22, 2014 in Mankato, MN. It has been many years since Pine County has sent a staff member, however it is a very educational workshop geared to the work that those unlicensed staff members are responsible for.

Action Requested:

Consider Kim Kylander, Assessor's Office Clerk III, to attend the Summer MAAP workshop August 21 & 22.

Financial Impact:

The cost of the workshop is \$75, \$154+tax for 2 nights lodging, and \$165.86 mileage expense. All costs are within the 2014 assessor's office budget.

Minnesota Association of Assessment Personal 2014 Workshop

August 21 & 22, 2014
Courtyard by Marriot Hotel
Mankato, MN

Thursday August 21, 2014

Morning session will include:

- **8:30 – 8:45 Introductions**
- **8:45 – 9:15 Assessment Trends**
To kick off the workshop, Department of Revenue staff will discuss recent assessment trends, including market value and tax distribution trends. This will incorporate information discussed in the Assessment Practices Report and Property Tax Burden (Voss) Report. This will help the group to understand trends in assessments, taxpayer impacts, and what it might mean for tax distribution.
- **9:15 – 9:25 Break**
- **9:30 – 11:00 XML**
The Department of Revenue is moving toward collecting files in XML format. This session will focus on XML data submissions for the Homestead files and the upcoming PRISM file. Session participants will learn the basics of XML – how XML differs from flat files, the basic layout of an XML file, and how to edit and read an XML file.
- **11:00 – 12:00 eCRV**
This session will focus on how to use eCRV to process a sale of property. The discussion will include helpful hints, provide answers to frequently asked questions, and review new features. There will also be time for Q&A and to gather feedback on how eCRV may be improved.

12:00 – 1:00 Lunch

Afternoon session will include:

- **1:00 – 2:30 Boards of Appeal**
This session will focus on local and county board requirements such as training requirements, changes the board can and cannot make, reporting requirements, the future of BAE education, changes that have been made to the course material, FAQ case studies and law changes.
- **2:30 – 2:40 Break**
- **2:45 – 4:00 Forfeiture process**
This session will focus on the forfeiture process – from the time a parcel forfeits to when it's sold, or not sold, at the public tax-forfeited land sale. Issues covered includes: classification of property and DNR involvement, special assessments, rules governing a land sale, state deeds and conveyance to government entities.

Friday August 22, 2014

- **8:40 – 11:40 Ethics**

This course is required for all Minnesota Assessors licensed for at least one year in the four-year licensing period. The three-hour course has been updated and emphasizes professional conduct and standardized assessment practices within an ethical context. Numerous case studies, scenarios, and discussion points have been added to allow for the participants to think through the dilemmas presented and relate them to their own professional and personal lives.

- **11:40 – 12:00 2014 Law Changes**

A representative of the Department of Revenue will review the 2014 legislative session and discuss law changes and their impact for assessors' offices. We will outline expectations for administration of new laws, and key things to take away from the 2014 Legislative Session. Workshop participants will be able to ask questions related to the administration of new laws.



Minnesota Association of Assessment Personnel



AGENDA REQUEST FORM

Date of Meeting: August 19, 2014

- County Board**
 - Consent Agenda
 - Regular Agenda
- Personnel Committee
- Other _____

5 mins 10 mins 15 mins Other

Agenda Item: Workshop Attendance

Department: Land Services



Department Head signature

Background information on Item:

Each fall the Minnesota County Recorders Association hosts a Torrens Workshop. The Workshop covers new topics, policies and procedures which relate to Torrens properties across Minnesota.

Action Requested:

Consider attendance of the 2014 Fall Torrens Workshop by Tamara Tricas, County Recorder/Registrar October 22, 2014 in St. Cloud.

Financial Impact:

The cost for the workshop is \$35, which includes lunch and is within the 2014 Recorder's budget. A county car will be used for transportation, therefore no mileage expenses will be incurred.

Tamara L. Tricas

From: Mcra [mcra-bounces@lists.mncounty.org] on behalf of Cyndy Boyce [Cyndy.Boyce@co.washington.mn.us]
Sent: Tuesday, August 05, 2014 8:25 AM
To: mcra@lists.mncounty.org
Subject: Re: [MCRA] 2014 Fall Torrens Workshop - Registration Info
Attachments: ATT00001.txt

2014 Fall Torrens Workshop

October 22, 2014

9:00 AM - 3:30 PM (Registration at 8:30)

Stockinger Suite - St. Cloud River's Edge Convention Center

10 - 4th Avenue South, St. Cloud, Minnesota

Join us for the 2014 Fall Torrens Workshop. This year's workshop will not disappoint attendees - from a new fabulous location to thought provoking sessions, jam packed with material utilized in every Registrar's Office, including:

- Panel on Safe at Home Procedures and Policies
- Registrar Examiner Relationships & Expectations from a Registrar's Point of View
- Examiner's Expectations and Procedures from an Examiners Point of View
- Dreaded Probate Packages, Transfer on Death Deeds and Life Estates
- How a CECT becomes a CICCT
- Land Registration in New Zealand and Hawaii and how the process differs

Registration:

Contact Pat Brown prior to October 15, 2014 * pat.brown@co.dakota,mn.us - 651-438-4334

- \$35.00 Registration Fee Per Registrant (Includes: Beverages, Lunch, Break & Door Prizes)
(Examiners may attend free)
 - Checks made payable to: MCRA
 - Payment may be submitted at the Workshop or paid in advance by mail:

Dakota County Property Taxation and Records * ATTN: Pat Brown

Dakota County Administration Center * 1590 Highway 55 * Hastings, MN 55033

For more information regarding our new location and for hotel reservations:

<http://stcloudriversedgeconventioncenter.com/>



AGENDA REQUEST FORM

Date of Meeting: August 19th, 2014

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

Agenda Item: Training Approval

Department: Probation

Terryl Arola

2014.08.12 09:19:40
-05'00'

Department Head signature

Background information on Item:

Probation agents are required 40 hours of training each calendar year. MCA training schedule is attached.

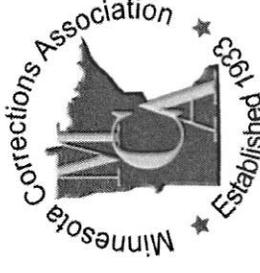
Action Requested:

Approval of MCA training for Terryl Arola on October 22-24th at Grand View Lodge at a cost of \$ 386.14 plus travel. The conference fee is \$ 255 and lodging cost is \$ 65.57 per night for two nights (double occupancy).

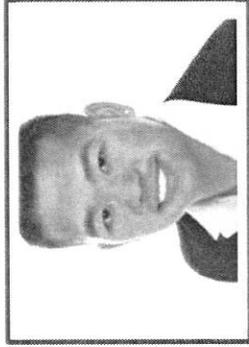
Financial Impact:

Cost provided for in the 2014 training budget.

MCA Annual Training Institute
October 22-24, 2014
Grand View Lodge
Nisswa, MN



Keynote Speaker – Wednesday, October 22nd
Tou Ger Xiong - “Teaching Culture Through Laughter”



Tou Ger Xiong (TOO-JUR-SHONG) was born in Laos in 1973. Since Xiong's father served with the CIA, his family had to flee Laos after the communist takeover in 1975. Xiong's family escaped across the border and sought refuge in a Thai refugee camp. After four years in the camp, Xiong's family immigrated to the United States as refugees of war. Xiong's childhood in America began in the public housing projects of St. Paul. In 1992, Xiong graduated valedictorian from Humboldt High School. He went on to receive a degree in political science from Carleton College in Northfield, Minn. In 1996, Xiong created Project Respectism, an educational service project that uses comedy, storytelling and rap music to bridge cultures and generations. Since then, Project Respectism has evolved into a program that provides cultural entertainment and education for people of all professions and backgrounds. Xiong has taken his message about respect to 44 states in the past 12 years. He has given over 1,600 presentations nationwide to audiences of all ages and ethnic backgrounds, sometimes reaching as many as 10,000 people in a week.

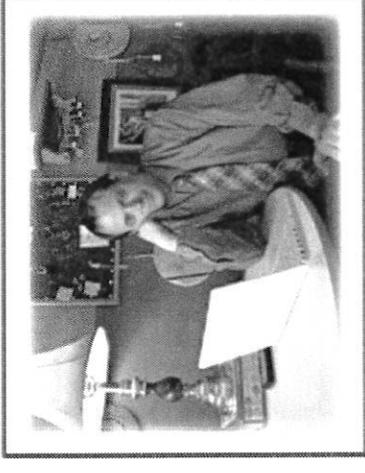
Xiong's work as a Hmong artist and activist has been featured on national television, radio and newspaper. He has been quoted as "one of the most influential Hmong in America today." A documentary/rap video of Xiong's project, titled "Hmong Means Free," is currently airing on public television. Xiong also starred in "Portraits From the Cloth," the first television movie about a Hmong family's journey from war. Recently, he received the National Alumni Hall of Fame Award from the United Neighborhood Centers of America and the Pride of St. Paul's Spurgeon Award for his accomplishments. Professionals refer to him as the first Hmong comedian, bilingual storyteller, and consultant on multicultural issues. Young people know him as the Hmong version of Chris Rock, Jim Carey and Snoop Doggy Dogg. All stir-fried into one.

Keynote Speaker – Thursday, October 23rd Aaron Cross – “Motivation on Wheels”

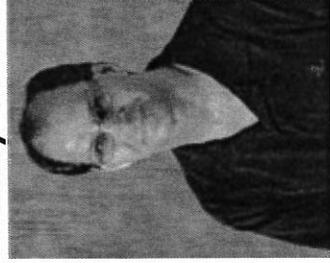
Aaron Cross has been featured in nationally syndicated magazines such as, Sport’ N Spokes, Paraplegic News, Target and Spirit Magazine along with being featured on local, regional and national print and electronic media such as ABC and NBC.

Aaron takes his personal experiences and changes them into a story that has been said by countless people to make you laugh, cry, be amazed and want to just leave where you are right now and go after every dream you have. “FOCUS on YOUR TARGET”

“Yes! Aaron is a three-time Paralympian in the sport of archery. In Athens, Greece, 2004, Aaron and his teammates shot their way to the first-ever U.S. medal in the sport of archery at the Paralympic level. In 1991, the doctors told Aaron and his family, “The best thing you can do for him is get him a good color television and a good remote.” Since that day, Aaron has dedicated his life to following his FOCUS and because of his unwavering belief in his FOCUS, Aaron has accomplished much more than a Paralympic medal — if that was not enough. Aaron adds to his life by skydiving, SCUBA diving, marathons, triathlons, duathlons, trap shooting, hunting and the one that stops everyone, he has even done training courses with the Elite U.S. Navy SEALs.

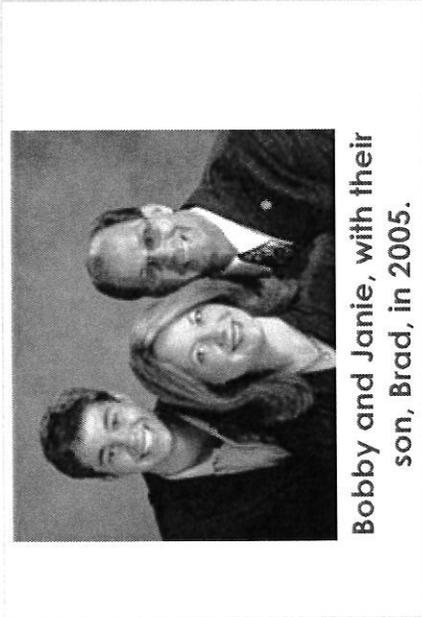


Keynote Speaker – Friday, October 24th Bobby Smith – “Visions of Courage”



Bobby Smith had been a law enforcement officer in Louisiana for nine years, when on the night of March 14, 1986, at point blank range, he was shot in the face & blinded by an armed, violent drug offender. He recalls lying face down on the center lane of the highway, soaked in blood, and thinking, “Will this be the day that I die?” But Bobby chose to not give up; he chose not to die that day; he chose to live.

Life from that day on, however, would not be the same. The days, weeks, and even years following the trauma were filled with many fears about his future, daily struggles adjusting to blindness, and financial hardships. The losses were staggering: eyesight, career, self-confidence, independence, and marriage. Then tragically, in 1997, Bobby's daughter, Kim, was killed at 22 years old in an automobile accident.



Bobby and Janie, with their son, Brad, in 2005.

The shooting, the blindness, the loss of his beloved daughter, all made Bobby realize that what he wanted to do was help others who were also going through traumatic times. He did not want them to suffer alone. He wanted to bring them hope.

Today, Bobby continues to do just that. He is the author of three books, *Visions of Courage: The Bobby Smith Story*, *The Will to Survive*, and his latest book, *What's In Your Heart Comes Out Your Mouth*, published in April 2013. Each year he averages 120 speaking engagements, impacting audiences' lives with his story. In fact, since 1995 it has been his privilege to speak to over a million people worldwide.

Bobby Began his career in criminal justice by studying at the University of Louisiana at Monroe and by working as a police officer at local police agencies and later advancing to the Louisiana State Police. His assignments have included patrol, investigations, narcotics, personnel and training. Bobby earned a Bachelor's of Arts degree in Criminal Justice, and after being shot, a Master's Degree in Education, and a doctorate in Counseling Psychology.

Program Schedule

*Tentative Schedule – subject to change.

Wednesday October 22 nd				
REGISTRATION/RESOURCE FAIR				
RESOURCE FAIR				
8:00 a.m.				
10:00 a.m.				
10:00 – 11:30 a.m.				
Juvenile	Special Programming	EBP/TPC	Public Interest	Tract 5 (optional)
Certification & E.J.J. Dana Erickson	MHU/Segregation Shar Mike & Kathryn Lockie	Special Release Planning Jolene Rebertus – DOC	1-9 Dipset Investigation-Witness Tampering	



Kimberley Smith

11:30 – Noon: Lunch at Main Lodge

12:45 – 3:00 p.m.

PRESIDENT’S WELCOME

OPENING REMARKS

**Commissioner Tom Roy
Governor Mark Dayton**

GOVERNOR’S WELCOME

**Award Presentation - *Corrections Person of the Year*
“KEYNOTE SPEAKER – Tou Ger Xiong – ‘Teaching Culture Through Laughter’”**

3:00- 3:15 p.m. **BREAK/RESOURCE FAIR**

3:15 – 4:45 p.m.

Juvenile	Special Programming	EBP/TPC	Public Interest	Tract 5 (optional)
Internet Crimes Against Children Brian Hill–Anoka County	Gender I.D.	EBP Al Godfrey	Somali Terrorism Links	

6:00 – 9:00 p.m. **VENDOR HOSPITALITY**

Thursday, October 23rd

REGISTRATION/RESOURCE FAIR

Past President’s Breakfast

MCA BUSINESS MEETING

7:30 – 8:30 a.m.

Aaron Cross ‘Motivation on Wheels’

8:30 – 10:00 a.m.

10:00 – 10:15 a.m. Break

Juvenile	Special Programming	EBP/TPC	Public Interest	Tract 5 (optional)
State Update on Kids and Drugs Brian Markhort		TPC Update Statewide Recidivism Reduction Plan Kelly Heiffort/Bridgette	PTSD Ryan Schmidt	TPC

BREAK/RESOURCE FAIR

LUNCH

RESOURCE FAIR

12:00 p.m. – 1:00 p.m.

1:15 – 2:45 p.m.	Mental Health Juvenile Justice	In Her Shoes Part I	COMS 5.0 Terminology Jennifer Gabriella	Attempted Tunnel Escape STW Jeff Dansky	ID Theft
2:45 – 3:00 p.m. Break					
3:00 – 4:30 p.m.					
	Child Trafficking Lauren Ryan – Dept. of Health	In Her Shoes Part II Domestic Violence Response Update	Transition Topics Sandi Sostak	Legislative Updates	Retirement
4:30 – 5:30 p.m. SOCIAL HOUR (sponsored by 180 Degrees)					
5:30 – 6:30 p.m. AWARDS CEREMONY					
Followed by Dinner and Evening Entertainment/Networking					

Friday, October 24th

MCA BUSINESS MEETING

“Visions of Courage” – Bobby Smith

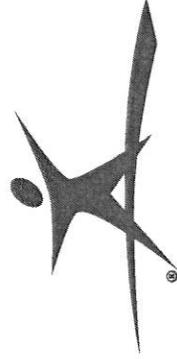
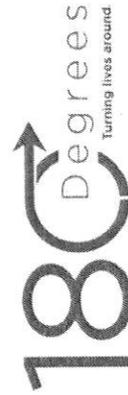
Closing and Drawing

8:15 – 8:45 a.m.

9:00 – 11:30 a.m.

11:30 a.m.

Thank you to our Sponsors!



Mn Adult & Teen Challenge



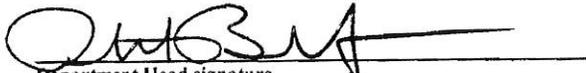
AGENDA REQUEST FORM

Date of Meeting: August 19, 2014

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

Agenda Item: Full Time Status - Completion of Probationary Period

Department: HHS


Department Head signature

Background information on Item:

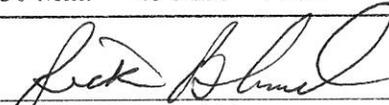
Consider approval of full time status - completion of probationary period for Lori Anderson, Eligibility Worker effective August 18, 2014.

Action Requested:

Approval

Financial Impact:

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: August 19, 2014	<u>Consent Agenda</u> (Please choose) Regular Agenda Estimated Time: (Please Circle) _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department requesting action: <u>Sheriff / Jail</u>	 Department Head Signature 8-4-14 Date

Item for Discussion: (one form per item)

Acknowledge and approve the promotion of part time Correction's Officer Matthew Seamon to full time Correction's Officer, effective August 24, 2014.

No change in classification B-23, or wage \$16.04

Position is part of the 2014 approved staffing plan for the Jail.

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None



AGENDA REQUEST FORM

Date of Meeting: August 19, 2014

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

Agenda Item: Recognition of Retirement of John Jacobson - for PERA eligibility

Department: Highway

Department Head signature

Background information on Item:

Action Requested:

Recognize the retirement of John Jacobson, Highway Maintenance Worker for the Public Works department, with over 27 years of service to Pine County, effective August 28, 2014.

Financial Impact:

**Pine County Facility Committee
Tuesday, August 6, 2014, 9:00 a.m.
Commissioners' Conference Room, Courthouse
Pine City, Minnesota**

Members:

Commissioner Matt Ludwig
Commissioner Mitch Pangerl

The meeting was called to order at 9:00 a.m. Members present were Commissioner Matt Ludwig and Commissioner Mitch Pangerl. Others present Deputy Auditor-Treasurer Paul Johnson, County Administrator David Minke, and Building Superintendent Kevin Newman.

Minutes of the July 1, 2014 meeting were approved.

The agenda was approved as presented.

1. **Demo of Old Jail**

County Engineer Mark LeBrun is working on the demo of the old jail. The jail has a generator. It is inside, would need to demo the wall to remove. Generator is about 30 years old, but may still have some value.

2. **Pine Government Center.**

Discussion was had regarding the Pine Government Center. The City of Pine City has not responded since the committee meeting. City Administrator Holly Wilson had asked Kevin Newman how the county arrived at the price.

3. **Insurance**

The county has a \$2,500 deductible for property insurance. The committee reviewed options to increase the deductible to \$2,500 and \$5,000.

MOTION by Commissioner Ludwig to increase the deductible to \$5,000. Second by Commissioner Pangerl. Motion carried 2-0.

4. **Heating/Utilities**

Commissioner Pangerl stated the City is going to move slowly – one of the reasons the County entered into the conversation was because of the heating system.

The Committee would like to see arrangement with a company who would be on tap to respond to provide temporary heating in an emergency or catastrophic failure. Paul Johnson will follow up with MCIT to see what support they offer in a catastrophic situation.

5. **Other**

How many buildings does the county have? County has 16 locations. Each location may have more than one structure. Commissioner Pangerl asked for a list/inventory of locations, square footage, utility costs. Pangerl would also like to know what the jail uses for facilities – having a separate meter even if the cost is more expensive for separate meters. Kevin Newman will follow up and report back on what needs to be done and what it will cost to get a separate meter.

With no further business, the meeting adjourned at 9:45 a.m.

**Minutes for
TRANSPORTATION COMMITTEE
August 7, 2014
9:00 am
Public Works Conference Room
Pine City, MN**

Committee members present were Commissioner Steve Hallan, Commissioner Matt Ludwig, and County Engineer Mark LeBrun.

- 1) 2015-2019 Highway Improvement Plan – Engineer LeBrun presented the draft 5 year Highway Improvement Plan for review. Committee recommended plan be presented to full board for approval and will be presented on August 19th.
- 2) Staff Changes – Engineer LeBrun presented update on pending retirements within department and requested authorization to fill positions internally upon receiving official notice. Committee recommended approval. Engineer LeBrun will bring to Personnel Committee on August 12th.
- 3) Old Jail Demo – Engineer LeBrun is waiting for asbestos removal costs and recommends using County equipment and equipment rental to do the demolition. Will present to facilities committee in September. Committee recommends proceeding.

2015 - 2019 Highway Improvement Plan

2015

Road	Type	Location	Length
CSAH 7	Bridge	0.1 miles E. of CSAH 53	
CSAH 8	Reconstruction	3rd Ave to CSAH 65	0.38
CSAH 12	Resurfacing	5th Ave. to CSAH 11	0.30
CSAH 39	Resurfacing	CSAH 34 to CSAH 61	1.90
CSAH 46	Resurfacing	CSAH 49 to TH 23	4.30
CSAH 46	Resurfacing	TH 23 to 0.5 miles S.	0.50
Milburn Rd	Bridge	Pine City Twp	
Dunn Ave	Reconstruction	City of Hinckley	0.25

2016

Road	Type	Location	Length
CSAH 1	Resurfacing	TH 70 to CSAH 5	1.10
CSAH 1	Resurfacing	TH 70 to S County Line	2.30
CSAH 5	Paving	CR 112 to CSAH 1	4.25
CSAH 5	Resurfacing	CSAH 1 to CSAH 6	2.50
CSAH 6	Resurfacing	CSAH 5 to CSAH 7	1.40
CSAH 13	Bridge	0.25 miles N. of CSAH 11	
CSAH 14	Bridge	1.5 miles E. of CSAH 13	
CSAH 53	Bridge	0.1 miles N. of CSAH 7	

2017

Road	Type	Location	Length
CSAH 14	Resurfacing	CSAH 13 to CSAH 54	4.50
CSAH 17	RR Crossing	2.0 miles S. of CSAH 18	0.25
CSAH 43	Resurfacing	E. of CR 152 to TH 23	7.70
CSAH 44	Resurfacing	TH 23 to CSAH 22	0.40
CSAH 50	Resurfacing	CSAH 51 to CSAH 46	4.50
CSAH 61	Bridge	Willow River	
CR 142	Resurfacing	CSAH 32 to CSAH 30	4.00
CR 175	Resurfacing	CSAH 44 to CSAH 44	0.27

2018

Road	Type	Location	Length
CSAH 13	Reclamation	CSAH 11 to CSAH 14	2.50
CSAH 28	Resurfacing	W. Co Line to CSAH 61	9.50
CSAH 32	Bridge	2.25 miles W. of CSAH 31	
CSAH 52	Grading	CR 157 to CSAH 42	1.50
CR 125	Reconstruction	CSAH 9 to 1.25 miles W.	1.25
CR 133	Resurfacing	CSAH 15 to 1.25 miles W.	1.25
CR 134	Resurfacing	TH 48 to CR 133	1.10

2019

Road	Type	Location	Length
CSAH 35	Reclamation	CSAH 28 to TH 18	3.50
CSAH 47	Reclamation	CSAH 48 to TH 23	1.00
CSAH 52	Paving	Edgewood Rd to CR 157	1.00
CSAH 52	Paving	CR 157 to CSAH 61	5.70
CSAH 53	Reclamation	CSAH 7 to CSAH 11	4.60
CR 157	Paving	CSAH 40 to CSAH 52	1.10

PINE COUNTY PERSONNEL COMMITTEE

Minutes

August 12, 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, Human Resources and Payroll Specialist Matt Christenson, Jail Administrator Rick Boland, Public Works Director Mark LeBrun, Land Services Director Kelly Schroeder

1. The meeting was called to order at 9:03 a.m.
2. Commissioner Ludwig motioned to approve the agenda with the following addition, Commissioner Chaffee seconded. Motion carried 2-0.
 - a. 8(c) Consider a performance increase for IT Supervisor Ryan Findell.
3. Commissioner Ludwig motioned to approve the minutes from the July 8, 2014 Personnel meeting, Commissioner Chaffee seconded. Motion carried 2-0.
4. Sheriff
 - a. Acknowledge termination of Probationary Deputy Sheriff Brian Butler and approve backfill effective July 17, 2014.

Commissioner Ludwig motioned to recommend for approval, Commissioner Chaffee seconded. Motion carried 2-0.
5. Jail
 - a. Approve adding a 6th Sergeant to Jail staffing. Jail Administrator Rick Boland presented information on current staffing difficulties within the county jail. The added sergeant would lessen the use of Officer-In-Charge (OIC) duties, reduce the dependency on PT staff to cover shifts and allow sergeant coverage during all shifts. Discussion was held as to current staffing needs within the jail and DOC requirements. Financial impact of the position would be offset by State Release Violation revenue and reduced OIC costs. If boarding revenues would fall off in the future, the need for the 6th Sergeant position would be re-evaluated and, if deemed necessary, the position would be re-assigned to the next vacant corrections officer position allowed by Article 7.4 of the Collective Bargaining Agreement.

Commissioner Ludwig motioned to recommend adding a 6th sergeant and backfill for approval, Commissioner Chaffee seconded. Motion carried 2-0.

- b. Approve adding a part-time secretarial position (20 hours or less per week). Jail Administrator Rick Boland presented information on the need for his office to have additional secretarial support, primarily in jail auxiliary staff. The position would be cross trained to perform administrative/secretarial duties in the Jail Admin office.

Commissioner Chaffee motioned to recommend the hiring of a PT Jail Secretary (B21) with a starting wage of \$12.39/hr for approval, Commissioner Ludwig seconded. Motion carried 2-0.

- c. Acknowledge resignation of FT Correction Officer Dan Maish and approve internal promotion of PT Correction Officer, with backfill.

Commissioner Ludwig motioned to recommend for approval, Commissioner Chaffee seconded. Motion carried 2-0.

6. Highway

- a. Approve internal replacement of vacated Highway Maintenance Supervisor position due to retirement.

Commissioner Ludwig motioned to recommend for approval, Commissioner Chaffee seconded. Motion carried 2-0.

7. Land

- a. Consider location change for the Zoning/Solid Waste office. Land Services Director Kelly Schroeder presented information on the potential need for moving the Zoning/Solid Waste office to Pine City. Difficulties with the current office set up were presented and the potential benefits of the move. Other potential options such as transient offices, partial office hours, etc were discussed. Commissioner Ludwig expressed interest in having a portion of the week's work hours dedicated to the Sandstone office. Committee gave discretion to Kelly Schroeder to determine if there is a need for Sandstone office hours.

Commissioner Chaffee motioned to recommend moving the Zoning/Solid Waste office to the Pine County Courthouse for approval, Commissioner Ludwig seconded. Motion carried 2-0.

8. Administrator

- a. Acting Administrator discussion. County Administrator David Minke provided information on the drafted acting County Administrator policy for the purpose of assuming the duties during periods of temporary absences. The policy would allow for Department Heads to act in the County Administrator's absence for a period of 21 days or less. The committee requested that appointment would begin with Public Works Director Mark LeBrun.

Commissioner Chaffee motioned to recommend for approval, Commissioner Ludwig seconded. Motion carried 2-0.

- b. Approve classification and compensation study RFP. County Administrator David Minke presented information on a meeting held with the different Pine County union representatives in regards to the classification and compensation RFP. Once proposals are reviewed union representatives will be asked to take part in the review process. Committee gave direction to move forward with approval of the RFP.
 - c. Consider a performance increase for IT Supervisor Ryan Findell. County Administrator David Minke presented information on a 6 month performance review completed for IT Supervisor Ryan Findell.
Commissioner Chaffee motioned to recommend a performance increase from \$20.43/hr to \$21.25/hr, effective August 5, 2014 for approval, Commissioner Ludwig seconded. Motion carried 2-0.
9. For informational purposes, the September 9, 2014 Personnel Committee meeting will be held at 8:00 a.m. rather than 9:00 a.m. in the Commissioner Conference Room.

The meeting was adjourned at 9:59 a.m.

5. HOURS OF WORK

5.1 Work Day and Work Week

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

5.2 Rest and Lunch Periods

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

5.3 Attendance

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

5.4 Overtime: Exempt

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

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

Overtime: Non-exempt

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

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

5.5 Exempt Status

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

<u>DEPARTMENT</u>	<u>POSITION TITLE</u>	<u>STATUS</u>
Land Services	Land Services Director	Exempt
Land Services	Deputy Assessor	Exempt
Land Services	Property Appraiser	Non-Exempt
Land Services	Clerk III	Non-Exempt
Land Services	Planning, Zoning, & SW Secretary	Non-Exempt
Land Services	Environmental Technician	Non-Exempt
Land Services	County Forester	Non-Exempt
Administrator	County Administrator	Exempt
Administrator	HR and Payroll Specialist	Exempt
Administrator	Administrative Assistant	Non-Exempt
Administrator	Payroll Clerk	Non-Exempt
Administrator	Building Maintenance Supervisor	Exempt
Administrator	Building Maintenance Worker	Non-Exempt
County Attorney	County Attorney	Exempt
County Attorney	Lead Prosecuting Attorney	Exempt
County Attorney	Assistant County Attorney	Exempt
County Attorney	Office Manager – Legal Sec	Exempt
County Attorney	Legal Secretary	Non-Exempt
County Auditor/Treasurer	County Auditor/Treasurer	Exempt

Board Approved 9-19-06, 10-2-07, 3-4-14
Amended 10-2-07

County Auditor/Treasurer	Chief Deputy Auditor/Treasurer	Exempt
County Auditor/Treasurer	Clerk III	Non-Exempt
County Auditor/Treasurer	Collections Specialist	Non-Exempt
County Recorder	County Recorder	Exempt
County Recorder	Records Technician II	Non-Exempt
County Recorder	Records Technician III	Non-Exempt
Extension	4-H Summer Assistant	Non-Exempt
Extension	Administrative Assistant-Extension	Non-Exempt
Health & Human Services	HHS Director	Exempt
Health & Human Services	Administrative Assistant-HHS	Non-Exempt
Health & Human Services	Financial Assistance Supervisor	Exempt
Health & Human Services	Fiscal Supervisor	Exempt
Health & Human Services	Social Services Supervisor	Exempt
Health & Human Services	Nursing Supervisor	Exempt
Health & Human Services	Family Services Aide	Non-Exempt
Health & Human Services	Office Support Specialist	Non-Exempt
Health & Human Services	Administrative Assistant	Non-Exempt
Health & Human Services	WIC Case Aide	Non-Exempt
Health & Human Services	Account Technician	Non-Exempt
Health & Human Services	Case Aide	Non-Exempt
Health & Human Services	Support Enforcement Aide	Non-Exempt
Health & Human Services	Financial Worker	Non-Exempt
Health & Human Services	Fiscal Officer	Non-Exempt
Health & Human Services	Support & Collections Specialist	Non-Exempt
Health & Human Services	LPN Staff Nurse	Non-Exempt
Health & Human Services	Financial Assistant Specialist	Non-Exempt
Health & Human Services	Child Support Officer	Non-Exempt
Health & Human Services	Fraud Specialist	Non-Exempt
Health & Human Services	Lead Support & Collections Specialist	Non-Exempt
Health & Human Services	Social Worker	Non-Exempt
Health & Human Services	Public Health Nurse	Non-Exempt
Health & Human Services	RN Staff Nurse	Non-Exempt
Health & Human Services	Nurse Mental Worker	Non-Exempt
Health & Human Services	Nurse Manager-RN	Non-Exempt
Information Technology	IT Supervisor	Exempt
Information Technology	Systems Support Specialist	Non-Exempt
Probation	Probation Director	Exempt
Probation	Corrections Agent	Non-Exempt
Probation	Senior Corrections Agent	Non-Exempt
Probation	Career Corrections Agent	Non-Exempt
Probation	Clerk III	Non-Exempt
Probation	Administrative Assistant	Non-Exempt
Probation	Electronic Monitoring	Non-Exempt
Public Works	County Engineer	Exempt
Public Works	Hwy Maintenance Superintendent	Exempt
Public Works	County Surveyor	Exempt
Public Works	Tech Supervisor/CADD Specialist	Non-Exempt
Public Works	Fleet Supervisor	Non-Exempt
Public Works	Highway Maintenance Supervisor	Non-Exempt

Board Approved 9-19-06, 10-2-07, 3-4-14
Amended 10-2-07

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

5.6 **Emergency Closings**

This policy may be implemented for emergency conditions within Pine County. Employees will not be required to report to work nor to stay and are to use their own judgment regarding reporting to work or leaving early. Employees must notify their Department Head or designee if not reporting to work or when leaving early for safety reasons. Non-exempt employees who leave early or do not report to work due to adverse weather conditions must use Vacation, Compensatory, or PTO (Paid Time Off) to avoid unpaid time, which may result in prorated benefit contributions.

Responsibility for Declaring an Emergency Condition

Declaring an emergency condition shall be the responsibility of the Chair or Vice-Chair of the County Board in the absence of the Chair, or their designees.

Board Approved 9-19-06, 10-2-07, 3-4-14

Amended 10-2-07

Determination of the emergency condition will be made in consultation with the Commissioner(s) representing the district(s) in which the emergency condition exists, if this is practical.

Notification of Emergency Condition

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

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

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

5.7 Acting County Administrator

Purpose: To ensure the essential duties of the county administrator are fulfilled when the county administrator is unavailable due to illness, injury, vacation, or other similar absence.

Appointment: The county board chair may appoint an acting county administrator for a period of 21 days or less. For periods of time exceeding 21 days, the approval of the full county board is required within 21 days of the initial appointment.

Qualifications: The acting county administrator appointment shall be made from the currently serving department heads.

Authority: The acting county administrator shall have all the authority of the county administrator but shall carry out the functions of the temporary assignment under the direction of the county administrator.

Compensation: No additional compensation will be provided for the acting county administrator.

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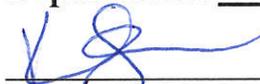
AGENDA REQUEST FORM

Date of Meeting: August 19, 2014

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

Agenda Item: Resolution Authorizing Grant Agreement

Department: Land Services



Department Head signature

Background information on Item:

On June 6, 2014, County Commissioners received a memo with their Friday Updates detailing three additional properties which were interested in pursuing the flood buyout program which were not included in the initial grant (copy included). On the federal side, our original grant agreement could not just be amended to include these additional properties, as each property needs to be fully considered individually, therefore a new application needed to be and has been submitted. Given that this is a new application, we need to appoint David J. Minke the person as the official authorized to sign the sub-grant agreement and any amendments to implement the project.

Action Requested:

Adopt resolution 2014-38 authorizing David J. Minke, County Administrator to execute and sign sub-grant agreements necessary to implement the purchase of additional flood properties.

Financial Impact:

None, all costs will be reimbursed through the Hazard Mitigation Grant Program and the Minnesota DNR.

RESOLUTION 2014-38
AUTHORIZING EXECUTION OF SUB-GRANT AGREEMENT

Be it resolved that Pine County enter into a sub-grant
(Name of Organization/Local Unit of Government)

agreement with the Division of Homeland Security and Emergency Management in the

Minnesota Department of Public Safety for the program entitled Hazard Mitigation Assistance

Program for Presidential disaster declaration FEMA 4069-DR-MN
(Disaster Number)

or _____ (PDM, FMA).

David J. Minke, County Administrator is hereby authorized to
(Name and Title of Authorized Official)

execute and sign such sub-grant agreements and any amendments hereto as are necessary to

implement the project on behalf of Pine County.
(Name of Organization/Local Unit of Government)

I certify that the above resolution was adopted by the Board of Commissioners of
(Executive Body)

Pine County on August 19, 2014.
(Name of Organization/Local Unit of Government) (Date)

SIGNED:

WITNESSETH:

(Signature)

(Signature)

(Title)

(Title)

(Date)

(Date)



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

MEMO

To: Pine County Commissioners
David Minke, Pine County Administrator

From: Kelly Schroeder, Land Services Director

Date: June 6, 2014

Re: Pine County Flood Mitigation Buyouts

The county submitted the flood mitigation (buy-out) grant to the state in May 2013. Since that time, three properties have withdrawn from the program and four property owners have requested inclusion in the program.

Now that we are nearing the end of the buyout process on the initial properties, I have submitted a request to the state to include three of the four additional properties in the program. They are within the existing grant amount.

The fourth property is a 15.88 acre vacant parcel. Although it would possibly qualify, I do not recommend including it in a buyout. Like many properties in Pine County, this parcel is completely in the flood plain and is subject to the Pine County Floodplain Ordinance. The parcel is buildable as long final elevation is no lower than one foot below the Regulatory Flood Protection Elevation.

Although we did purchase two other vacant properties, the lots were in the Cathedral Pines and Bald Eagle Ln neighborhoods in which a significant amount of properties within those neighborhoods were bought out significantly diminishing the value of these two vacant lots.

If we did purchase this 15.88 acre property we would be opening ourselves up to purchasing more and more parcels, thus continuing to erode the tax base. It is likely this property owner will disagree with this decision. If the board wants to consider purchasing additional large undeveloped properties it should identify criteria to do so prior to proceeding.

Please let me know if you would like more information or would like to discuss the situation further. It is likely that we will need to formally amend the grant to include the additional properties, so a board action is anticipated in the near future.



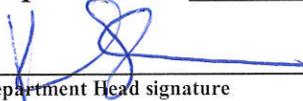
AGENDA REQUEST FORM

Date of Meeting: August 19, 2014

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

Agenda Item: Aquatic Invasive Species Plan

Department: Land Services



Department Head signature

Background information on Item:

As part of the Aquatic Invasive Species Prevention Aid counties across Minnesota must establish by resolution or through adoption of a plan, guidelines for use of the proceeds (of the aid). A draft plan was distributed to all interested parties in early August with little to no comments on the proposed plan. Our first main expenditure under the plan will occur over Labor Day weekend, and include law enforcement officers and volunteer educators handing out informational brochures at Sturgeon, Sand, Pokegama and Cross Lakes.

Action Requested:

Approve resolution 2014-39 adopting the 2014 Aquatic Invasive Species Plan.

Financial Impact:

Any costs incurred will be covered by the Aquatic Invasive Species Prevention Aid.

**PINE COUNTY RESOLUTION APPROVING
2014 AQUATIC INVASIVE SPECIES PLAN**

Resolution No. 2014-39

WHEREAS, Pine County acknowledges Minnesota Waters are threatened by aquatic invasive species, and

WHEREAS, 2014 Minnesota State Statute 477A.19 apportioned Pine County aquatic invasive species prevention aid to mitigate the spread of such species,

WHEREAS, Pine County has drafted a plan in accordance with the guidelines provided in the statute and in coordination with the interested lake associations,

NOW, THEREFORE, BE IT RESOLVED, Pine County adopts the attached 2014 Aquatic Invasive Species Plan dated August 19, 2014.

Steve Chaffee, Acting Chair
Pine County Board of Commissioners

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



**2014
AQUATIC INVASIVE SPECIES PLAN
August 19, 2014**

Minnesota waters are threatened by aquatic invasive species (AIS). Minnesota Statute 84D defines invasive species as species that as non-native species that cause or may cause economic or environmental harm or harm to human health or threatens or may threaten natural resources or the use of natural resources in the state. 2014 Legislation allocated \$59,020 to Pine County of Aquatic Invasive Species Prevention Aid to do education, enforcement, watercraft inspections, and signage relating to AIS. Pine County, in collaboration with our lake associations have identified the areas of concern and plan as follows:

- 1.) The Eurasian Watermilfoil and Curly Leaf Pond Weed infestations that are already within some county lakes.
 - a.) Support the lake associations' eradication effort. Pine County Lake Associations which received a DNR grant during 2014 will receive matching funds to the DNR grant they received from the county. The county recognizes that the grant funds received from the DNR do not cover the total project costs and the matching funds will stretch those dollars a little farther.
 - Sand Lake – \$3,800
 - Pokegama Lake – \$900
 - Cross Lake - \$1,200

TOTAL FUNDS SPENT: \$5,900

- b.) Educate the public through brochures at the boat launches of those already infested lakes (Sand, Sturgeon, Pokegama, and Cross). This will include volunteers physically handing out the brochures to boaters at the launches.

TOTAL FUNDS SPENT: \$800

- c.) Provide for enforcement and watercraft inspection saturation coverage at the boat launches on Sand, Sturgeon, Pokegama, and Cross lakes from August 30, 2014 through September 1, 2014 (Labor Day weekend). The hours of enforcement and watercraft inspections will be from 1:00 p.m. to 6:00 p.m. and rotate between the boat landings on each lake. The enforcement will be through the Pine County Sheriff's Office and watercraft inspections through volunteer DNR trained Level I Watercraft Inspectors.

TOTAL FUNDS SPENT: \$2,500

- 2.) The future immediate potential for a Zebra Mussel infestations because many of the lakes in Pine County have visiting boaters which may have come from infested lakes.

- a.) Provide for enforcement and watercraft inspection saturation coverage at the boat launches on Sand, Sturgeon, Pokegama, and Cross lakes from August 29, 2014 through September 1, 2014 (Labor Day weekend). The hours of enforcement and watercraft inspections will be from 1:00 p.m. to 6:00 p.m. and rotate between the boat landings on each lake. The enforcement will be through the Pine County Sheriff's Office and watercraft inspections through volunteer DNR trained Level I Watercraft Inspectors.

TOTAL FUNDS SPENT: \$2,500

- b.) Create public awareness of AIS and Pine County's effort's to have combat AIS by renting a billboard at the southern end of the County. The county may also invent an AIS mascot much like "Smokey the Bear" to help bring public awareness to AIS.

TOTAL FUNDS SPENT: \$2,000

- 3.) The future threat for Invasive Carp making their way into Pine County. The St. Croix River which feeds into the infested Mississippi River flows along the entire eastern border of Pine County, and many of the county's rivers and creeks flow into the St. Croix River.

- a.) Pine County will monitor any changes in the situation with the Invasive Carp in the Mississippi River and recommend changes to this plan as needed.

TOTAL FUNDS SPENT: \$0

Additional Pine County AIS Initiatives:

- 1.) With the assistance of the lake associations, Pine County will conduct an inventory of all boat launches within the county and also inventory the signage at the boat launches. With this information, the county will work with the DNR to amend allocated presentation aid dollars based on the correct number of launches and parking spots. The county will also apply for DNR grants to provide signage at any launches (including private launches at resorts) which do not currently have signage about AIS.

TOTAL FUNDS SPENT: \$1,000

Other Important Plan Notes:

- 1.) Any funds not expended in 2014 will be rolled over into the budget for the Pine County AIS Program 2015 (approximately \$44,320)
- 2.) This plan may be amended at any time as needed to support Pine County's AIS efforts.
- 3.) This plan is subject to cancelation should the funding source become unavailable.



AGENDA REQUEST FORM

Date of Meeting: August 19, 2014

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

Agenda Item: 2015-2019 Highway Improvement Plan

Department: Pine County Public Works

Mark A. LeB...
Department Head signature

Background information on Item:

Attached 2015-2019 Highway Improvement Plan

Action Requested:

Approve

Financial Impact:

**Pine County
Public Works Department
405 Airport Road NE (320)216-4200
Pine City, MN 55063 (320)629-6736fax**

Memo

To: County Commissioners
David Minke, County Administrator

From: Mark A. LeBrun, Public Works Director/County Engineer 

Date: 8/12/2014

Re: 2015-2019 Highway Improvement Plan

Attached is the proposed 2015-2019 Highway Improvement Plan. The plan was presented and recommended for approval by the Transportation Committee on 08/07/14.

The proposed plan includes \$23 million dollars in improvements over the next 5 years and includes the first wheelage tax project in 2017. The plan includes 73 miles of resurfaced 10 ton roads with paved shoulders, 6 bridge replacements, and a RR Crossing improvement.

2015 - 2019 Highway Improvement Plan

2015

Road	Type	Location	Length
CSAH 7	Bridge	0.1 miles E. of CSAH 53	
CSAH 8	Reconstruction	3rd Ave to CSAH 65	0.38
CSAH 12	Resurfacing	5th Ave. to CSAH 11	0.30
CSAH 39	Resurfacing	CSAH 34 to CSAH 61	1.90
CSAH 46	Resurfacing	CSAH 49 to TH 23	4.30
CSAH 46	Resurfacing	TH 23 to 0.5 miles S.	0.50
Milburn Rd	Bridge	Pine City Twp	
Dunn Ave	Reconstruction	City of Hinckley	0.25

2016

Road	Type	Location	Length
CSAH 1	Resurfacing	TH 70 to CSAH 5	1.10
CSAH 1	Resurfacing	TH 70 to S County Line	2.30
CSAH 5	Paving	CR 112 to CSAH 1	4.25
CSAH 5	Resurfacing	CSAH 1 to CSAH 6	2.50
CSAH 6	Resurfacing	CSAH 5 to CSAH 7	1.40
CSAH 13	Bridge	0.25 miles N. of CSAH 11	
CSAH 14	Bridge	1.5 miles E. of CSAH 13	
CSAH 53	Bridge	0.1 miles N. of CSAH 7	

2017

Road	Type	Location	Length
CSAH 14	Resurfacing	CSAH 13 to CSAH 54	4.50
CSAH 17	RR Crossing	2.0 miles S. of CSAH 18	0.25
CSAH 43	Resurfacing	E. of CR 152 to TH 23	7.70
CSAH 44	Resurfacing	TH 23 to CSAH 22	0.40
CSAH 50	Resurfacing	CSAH 51 to CSAH 46	4.50
CSAH 61	Bridge	Willow River	
CR 142	Resurfacing	CSAH 32 to CSAH 30	4.00
CR 175	Resurfacing	CSAH 44 to CSAH 44	0.27

2018

Road	Type	Location	Length
CSAH 13	Reclamation	CSAH 11 to CSAH 14	2.50
CSAH 28	Resurfacing	W. Co Line to CSAH 61	9.50
CSAH 32	Bridge	2.25 miles W. of CSAH 31	
CSAH 52	Grading	CR 157 to CSAH 42	1.50
CR 125	Reconstruction	CSAH 9 to 1.25 miles W.	1.25
CR 133	Resurfacing	CSAH 15 to 1.25 miles W.	1.25
CR 134	Resurfacing	TH 48 to CR 133	1.10

2019

Road	Type	Location	Length
CSAH 35	Reclamation	CSAH 28 to TH 18	3.50
CSAH 47	Reclamation	CSAH 48 to TH 23	1.00
CSAH 52	Paving	Edgewood Rd to CR 157	1.00
CSAH 52	Paving	CR 157 to CSAH 61	5.70
CSAH 53	Reclamation	CSAH 7 to CSAH 11	4.60
CR 157	Paving	CSAH 40 to CSAH 52	1.10