



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, September 2, 2014, 1:00 p.m.
Public Health Building, Sandstone, Minnesota

- A) Call meeting to order
- B) Pledge of Allegiance
- C) Public Forum. Members of the public are invited to speak on items not on the agenda. Each speaker should state his/her name and limit comments to three (3) minutes.
- D) Adopt Agenda
- E) Approve Minutes of August 19, 2014 County Board Meeting and Summary for publication.
- F) Approve Minutes of August 26, 2014 Special Meeting – Budget Committee Meeting and Summary for publication.
- G) Minutes of Boards, Committees and Correspondence
Pine County Land Surveyor Monthly Report – August 2014
- H) Approve Consent Items

CONSENT AGENDA

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

1. **August, 2014 Disbursements**
Disbursements Journal Report, August 1, 2014 – August 31, 2014.
2. **Application for Abatement**
Consider Application for Abatement for Richard and Betty Moncrief, 57395 Keystone Ave., Pine City, PID 43.0066.000, payable 2014.
3. **Resolution for Repurchase of Tax Forfeited Land**
Consider Resolution 2013-41 for Repurchase of Tax Forfeited Land in Full, Scott Marcotte, PID 46.5158.000 and authorize Board Chair and County Auditor to sign.
4. **Liquor License**
Consider approval of Kurtz' Muffies on the Lake LLC for On/Off/Sunday liquor license. This was previously approved at the August 19, 2014 county board meeting but requires re-approval due to a correction to the trade name.

5. **Tobacco License**

Consider approval of a tobacco license for Halfway Home Saloon, f/k/a Banning Junction, subject to final approval of Pine County Sheriff, Pine County Attorney and the State of Minnesota.

6. **Application for Exempt Permit**

Consider Application for Exempt Permit for Kerrick Firefighter's Relief Association to conduct Minnesota lawful gambling on November 1, 2014 at the Nickerson Bar, 94430 Hwy. 23, Nickerson, MN (Nickerson Twp.).

7. **Premises Permit Application and Lease for Lawful Gambling**

Consider Premises Permit Application and Lease for Lawful Gambling Activity for Northern Pine Riders to conduct Minnesota lawful gambling at Halfway Home Saloon, 60700 State Hwy. 23, Finlayson, MN (Finlayson Twp.).

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

Consider approval of full time status for Jennifer Knoll, Office Support Specialist effective September 10, 2014.

9. **Training**

- A. Consider approval of Environmental Tech Robert Fischer to attend the Soils Continuing Education course September 10, 2014 in Chisago City. Cost: \$245, which includes materials. No mileage expense will be incurred as a county car will be used. All costs are within the 2014 Zoning Office budget.
- B. Consider approval of Land Services Director Kelly Schroeder to attend Introduction of Onsite Systems course December 8-10, 2014 and Installing Onsite Systems course December 11-12, 2014 in St. Cloud. The courses cost \$355 and \$260 respectively (\$615 total), which include materials. No mileage or meal expenses will be incurred. All costs are within the 2014 Zoning Office budget.

REGULAR AGENDA

1. **Technology Committee**

Pine County Technology Committee met August 19, 2014. Minutes attached. Items are for information only.

2. **Ad Hoc Committee – Kanabec County**

Ad Hoc Committee – Kanabec County met on August 27, 2014. Discussion.

3. **Withdraw of 2010 Land Sale Parcel**

Consider approval of Resolution 2014-40 to withdraw 2010 land sale parcel #47.0062.000 and authorize Board Chair and County Administrator to sign.

4. **Commissioner Updates**

Rush Lane Task Force (8/21/14)
GPS 45:93 (8/22/14)
Snake River Watershed Joint Powers Board (8/25/14)
ECRDC (8/25/14)
NLX – meeting cancelled
NE Regional Radio Board Meeting (8/28/14)
Board of Appeals and Equalization Training (8/28/14)
Central Minnesota Regional EMS Committee (8/29/14)
Other

5. **Other**

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

- a. **Pine County Board Meeting, Tuesday, September 2, 2014, 1:00 p.m.**, Public Health Building, Sandstone, Minnesota.
- b. **Facilities Committee, Wednesday, September 3, 2014, 9:00 a.m.**, Commissioners' Conference Room, Pine County Courthouse, Pine City, Minnesota.
- c. **AMC Fall Policy Conference, September 3 & 4, 2014**, Arrowwood Resort, Alexandria, Minnesota.
- d. **Soil & Water Conservation District, Thursday, September 4, 2014, 3:00 p.m.**, Public Health Building, Sandstone, Minnesota.
- e. **East Central Solid Waste Commission (ECSWC), Monday, September 8, 2014, 9:00 a.m.**, 1756 180th, Mora, Minnesota.
- f. **East Central Regional Library Board, Monday, September 8, 2014, 9:30 a.m.**, City Building, Hinckley, Minnesota.
- g. **Personnel Committee, Tuesday, September 9, 2014, 8:00 a.m., (NOTE change in time)**, Commissioners' Conference Room, Pine County Courthouse, Pine City, Minnesota.
- h. **Budget Committee, Tuesday, September 9, 2014, 9:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota.
- i. **Central Minnesota Jobs & Training, Friday, September 12, 2014, 12:15 p.m.**, Workforce Center, 406 E. 7th St., Monticello, Minnesota.
- j. **Lakes & Pines CAC, Monday, September 15, 2014, 10:00 a.m.**, 1700 Maple Avenue E., Mora, Minnesota
- k. **Technology Committee, Tuesday, September 16, 2014, 8:30 a.m.**, Commissioner Conference Room, Courthouse, Pine City, Minnesota.
- l. **Pine County Board of Commissioners, Tuesday, September 16, 2014, 10:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota.
- m. **Pine County Health and Human Services, Tuesday, September 16, 2014, 1:00 p.m.**, Board Room, Pine County Courthouse, Pine City, Minnesota.

7. **Adjourn**

MINUTES OF PINE COUNTY BOARD MEETING
Regular Meeting

Tuesday, August 19, 2014, 10:00 a.m.
Board Room, Pine County Courthouse, Pine City, Minnesota

Acting Chair Steve Chaffee called the meeting to order at 10:00 a.m. Present were Commissioners Steve Hallan, Mitch Pangerl, and Matt Ludwig. Also present were County Attorney John Carlson and Acting County Administrator Mark LeBrun. Chair Curt Rossow and County Administrator David Minke were absent (excused).

The Pledge of Allegiance was said.

Acting Chair Chaffee welcomed Mark LeBrun to the meeting as the Acting County Administrator in the absence of David Minke.

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

Commissioner Pangerl acknowledged District 2 County Commissioner candidate Josh Mohr in attendance at the board meeting.

Acting Chair Chaffee requested the following revision be made to the Agenda:
Addition to Regular Agenda: Discussion of Schmedeke property.

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

Commissioner Ludwig moved to approve the Minutes of the August 5, 2014 County Board Meeting and Summary for publication. Second by Commissioner Hallan. Motion carried 4-0.

Minutes of Boards, Committees and Correspondence

ECRL Library Board Minutes – June 9, 2014

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

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

CONSENT AGENDA

1. Review July, 2014 Cash Balance

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 Bride 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

Approve 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

Approve 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. Approve 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).
- B. Approve 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.
- C. Approve County Recorder/Registrar Tammy Tricas to attend the 2014 Fall Torrens Workshop October 22, 2014 in St. Cloud. Cost: \$35, no mileage expense as county car will be used.
- D. Approve Probation Director Terry 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.

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

Approve full-time status for Eligibility Worker Lori Anderson, effective August 18, 2014.

6. Transfer of Corrections Officers

Approve 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

A. Schmedeke Property

County Auditor-Treasurer Cathy Clemmer stated that at the August 5, 2014 county board meeting Resolution 2014-32 was approved. That resolution finalized the tax forfeited land sale list for the land sale on September 19, 2014 and included property which the county, through special legislation, had offered for sale to Eldon and Marjorie Schmedeke, with a August 5, 2014 purchase deadline. The Schmedekes did not meet that deadline. Mr. Schmedeke contacted the county auditor's office on August 18, 2014 requesting to purchase this property. Clemmer recommends the rescinding of Resolution 2014-32 and replacing it with Resolution 2014-31, which excludes the land included in the special legislation for sale to Schmedeke. This rescinding/replacement is contingent upon the auditor's office receipt of \$5,650.82 today. County Attorney John Carlson stated if the auditor's office did not receive the funds today, Resolution 2014-32 would be automatically vacated and the sale of the land would proceed.

Motion by Commissioner Chaffee to rescind Resolution 2014-32 and replace it with Resolution 2014-31, contingent upon the auditor's office receipt of \$5,650.82 today. Second by Commissioner Pangerl. Motion carried 4-0.

1. Facilities Committee Meeting

The Facilities Committee met August 6, 2014. Commissioner Pangerl stated the committee has increased the county's building insurance deductible from \$2,000 to \$5,000, saving the county \$15,000 annually in premium reduction. Commissioner Pangerl also stated there is no change in the status of the lease with the City of Pine City--we are still waiting for a response from the City.

2. Transportation Committee

The Transportation Committee met August 7, 2014. The Transportation Committee made the following recommendations:

- 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.

Highway Engineer Mark LeBrun will present the 2015-2019 Highway Improvement Plan later in today's board meeting. LeBrun stated a supervisor and highway maintenance worker will be retiring this fall. These vacancies will be addressed with the Personnel Committee. Discussion was held regarding the demolition of the old jail. LeBrun indicated the building has deteriorated badly and in its present state is a serious liability to the county. LeBrun also stated the amount of asbestos in the jail is quite extensive and it will be necessary to get a price as to the cost of asbestos abatement.

Motion by Commissioner Ludwig directing Engineer LeBrun to proceed forward in obtaining a price for asbestos abatement and to proceed forward with the demolition of the old jail. Second by Commissioner Chaffee. Motion carried 4-0.

3. Personnel Committee

Personnel Committee met August 12, 2014 and made the following recommendations:

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 per hour for IT Supervisor Ryan Findell, effective August 5, 2014.

Commissioner Ludwig provided an overview of the personnel committee meeting, stating that the potential move of the Zoning/Solid Waste Office was left to the discretion of the Land Services Director and that any move in that office would be for the efficiency of the office.

Commissioner Hallan also stated that the IT Department will be staffing an employee in Sandstone one day per week.

Motion by Commissioner Chaffee to approve the recommendations of the Personnel Committee. Second by Commissioner Ludwig. Motion carried 4-0.

4. Sub-Grant Agreement

Land Services Director Kelly Schroeder stated three additional property owners are interested in pursuing the flood buyout program but were not included in the original grant. The original grant cannot be amended to include these properties and a new application was submitted for these three properties. David Minke must be appointed to be the authorized official to sign the sub-grant agreement and any amendments.

Motion by Commissioner Ludwig to approve 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. Second by Commissioner Hallan. Motion carried 4-0.

5. Aquatic Invasive Species (AIS) Plan

Land Services Director explained the 2014 Aquatic Invasive Species Plan and outlined the project that will occur over the Labor Day weekend, which include law enforcement officers and trained volunteer educators.

Motion by Hallan to approve Resolution 2014-39 Adopting the 2014 Aquatic Invasive Species Plan. Second by Commissioner Ludwig. Motion carried 4-0.

6. 2015-2019 Highway Improvement Plan

County Engineer Mark LeBrun explained the 2015-2019 Highway Improvement Plan and various county roads and bridges improvements that are included in this \$23 million dollar plan over the next five years. The first wheelage tax project will take place in 2017.

Motion by Commissioner Pangerl to approve the 2015-2019 Highway Improvement Plan. Second by Commissioner Ludwig. Motion carried 4-0.

7. **Commissioner Update**

Soil & Water District 8/7/14 meeting – cancelled.

East Central Solid Waste Commission 8/11/14 meeting: Commissioner Hallan stated the amount of garbage in the landfill is up this year. Discussion was held regarding the MPCA permitting process.

East Central Regional Library Board 8/11/14 meeting: Commissioner Chaffee stated that voting on the budget was to take place, however has been continued to the next meeting due to the request of Chisago County.

Other: Commissioner Hallan commented on County Ditch 2 and a meeting will be scheduled with the landowners along the ditch.

8. **Other**

9. **Upcoming Meetings**

Upcoming meetings were reviewed.

10. **Adjourn**

With no further business, Acting Chair Chaffee adjourned the county board meeting at 11:17 a.m. The next regular meeting of the county board is scheduled for September 2, 2014 at 1:00 p.m. at the Public Health Building, Sandstone, Minnesota.

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 19, 2014, 10:00 a.m.
Board Room, Pine County Courthouse, Pine City, Minnesota**

Acting Chair Steve Chaffee called the meeting to order at 10:00 a.m. Present were Commissioners Steve Hallan, Mitch Pangerl, and Matt Ludwig. Also present were County Attorney John Carlson and Acting County Administrator Mark LeBrun. Chair Curt Rossow and County Administrator David Minke were absent (excused).

The Pledge of Allegiance was said.

Acting Chair Chaffee welcomed Mark LeBrun to the meeting as the Acting County Administrator in the absence of David Minke.

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

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

Commissioner Ludwig moved to approve the Minutes of the August 5, 2014 County Board Meeting and Summary for publication. Second by Commissioner Hallan. Motion carried 4-0.

Minutes of Boards, Committees and Correspondence

ECRL Library Board Minutes – June 9, 2014

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

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

Fund	July 31, 2013	July 31, 2014	Increase(Decrease)
General Fund	2,143,061.42	2,703,601.17	560,539.75
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TOTAL (inc non-major funds)	13,882,655.98	14,727,318.49	844,662.51

Approve 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.

Approve 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:

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Approve Sr. Environmental Tech/Zoning Administrator Edward Melzark to attend the MACPZA Annual Conference. Cost: \$418.

Approve Assessor's Office Clerk III Kim Kylander to attend the Summer MAAP workshop. Cost: \$395.

Approve County Recorder/Registrar Tammy Tricas to attend the 2014 Fall Torrens Workshop. Cost: \$35.

Approve Probation Director Terryl Arola to attend MCA training. Total cost: \$386.

Approve full-time status for Eligibility Worker Lori Anderson, effective August 18, 2014.

Approve 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.

Recognition of retirement (for PERA eligibility) of John Jacobson, Highway Maintenance Worker for the Public Works department, effective August 28, 2014.

Motion by Commissioner Chaffee to rescind Resolution 2014-32 and replace with Resolution 2014-31, contingent upon the auditor's office receipt of \$5,650.82 today. Second by Commissioner Pangerl. Motion carried 4-0.

The Transportation Committee met August 7, 2014. The Transportation Committee made the following recommendations:

- 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.

Motion by Commissioner Ludwig directing Engineer LeBrun to proceed forward in obtaining a price for asbestos abatement and to proceed forward with the demolition of the old jail. Second by Commissioner Chaffee. Motion carried 4-0.

Personnel Committee met August 12, 2014 and made the following recommendations:

Sheriff

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

Jail

Approve the hiring of one sergeant and backfill of position.

Approve the hiring of one part-time secretary, 20 hours or less per week, B21 with starting wage of \$12.39 per hour.

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:

Approve the addition of Section 5.7 "Acting County Administrator" section to the Pine County Policies and Procedure Manual.

Approve the classification and compensation study RFP.

Approve performance wage increase from \$20.43 to \$21.25 per hour, effective August 5, 2014 for IT Supervisor Ryan Findell.

Motion by Commissioner Chaffee to approve the recommendations of the Personnel Committee. Second by Commissioner Ludwig. Motion carried 4-0.

Motion by Commissioner Ludwig to approve 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. Second by Commissioner Hallan. Motion carried 4-0.

Motion by Hallan to approve Resolution 2014-39 adopting the 2014 Aquatic Invasive Species Plan. Second by Commissioner Ludwig. Motion carried 4-0.

Motion by Commissioner Pangerl to approve the 2015-2019 Highway Improvement Plan. Second by Commissioner Ludwig. Motion carried 4-0.

With no further business, Acting Chair Chaffee adjourned the county board meeting at 11:17 a.m. The next regular meeting of the county board is scheduled for September 2, 2014 at 1:00 p.m. at the Public Health Building, Sandstone, Minnesota.

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.

**MINUTES OF PINE COUNTY BOARD OF COMMISSIONERS
SPECIAL MEETING - BUDGET COMMITTEE**

**Tuesday, August 26, 2014, 9:00 a.m.
Board Room, Pine County Courthouse, Pine City, MN**

Acting Chair Steve Chaffee called the meeting to order at 9:00 a.m. Present were Commissioners Steve Hallan, Mitch Pangerl, and Matt Ludwig. Chair Curt Rossow was absent (excused). Also present were County Administrator David Minke and Human Resources and Payroll Specialist Matt Christenson.

The Pledge of Allegiance was said.

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

Staff presenting requests: County Auditor-Treasurer Cathy Clemmer, County Attorney John Carlson, Probation Director Terryl Arola, Land Services Director Kelly Schroeder, Investigator Jeff Nelson, Jail Administrator Rick Boland, Building Superintendent Kevin Newman and Court Administrator LuAnn Blegen.

The county board reviewed the following 2015 budget requests:

- 602 Extension Committee
- 603 Extension Operations
- 601 Soil & Water Conservation District
- 607 SWCD Water Plan (Skip Thompson presented the request)
- 612 Wetland Expense
- 613 Snake River Watershed Board
- 41 Auditor
- 63 TNT
- 71 Elections
- 22 Land
- 20 Law Library
- 91 Attorney
- 101 Recorder
- 105 Assessor
- 107 Planning & Zoning
- 391 Solid Waste
- 392 SCORE Recycling
- 13 Court Administrator
- 05 Commissioner
- 501 East Central Regional Library
- 502 Historical Society (Loretta Swanson, Helen Clark, and Arla Budd presented the request)
- 604 Agricultural Society
- 702 HRA
- 813 Central Minnesota Initiative Foundation

At 11:45 a.m. Acting Chair Chaffee called a recess for lunch.

The meeting reconvened at 1:00 p.m.

The county board continued to review the following 2015 budget requests:

- 201 Sheriff Operations
- 204 Dispatch
- 205 Boat & Water Safety
- 206 Snowmobile Safety
- 208 ATV Grant
- 210 Gun Permits
- 211 Sheriff's Chaplains Corp.
- 212 Sheriff's Canine
- 227 Enhanced 911
- 249 Medical Examiner
- 251 County Jail
- 256 Sentence to Serve
- 281 Civil Defense
- 61 IT
- 62 Central Services
- 72 Administrator
- 92 Contracted Attorneys (Labor Relations)
- 111 Government Buildings
- 121 Veteran Services
- 605 Economic Development
- 255 Probation

The next budget committee meeting will be September 9, 2014 at 9:00 a.m. at the Pine County Courthouse.

With no further business, Acting Chair Chaffee adjourned the meeting at 3:50 p.m.

Steve Chaffee, Acting Board Chair
Pine County Board of Commissioners

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

**SUMMARY
OF
MINUTES OF PINE COUNTY BOARD OF COMMISSIONERS
SPECIAL MEETING - BUDGET COMMITTEE**

**Tuesday, August 26, 2014, 9:00 a.m.
Board Room, Pine County Courthouse, Pine City, MN**

Acting Chair Steve Chaffee called the meeting to order at 9:00 a.m. Present were Commissioners Steve Hallan, Mitch Pangerl, and Matt Ludwig. Chair Curt Rossow was absent (excused). Also present were County Administrator David Minke, and Human Resources and Payroll Specialist Matt Christenson.

The Pledge of Allegiance was said.

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

Staff presenting requests: County Auditor-Treasurer Cathy Clemmer, County Attorney John Carlson, Probation Director Terry Arola, Land Services Director Kelly Schroeder, Investigator Jeff Nelson, Jail Administrator Rick Boland, Building Superintendent Kevin Newman and Court Administrator LuAnn Blegen.

The county board reviewed 2015 budget requests.

At 11:45 a.m. Acting Chair Chaffee called a recess for lunch.

The meeting reconvened at 1:00 p.m.

The county board continued to review 2015 budget requests.

The next budget committee meeting will be September 9, 2014 at 9:00 a.m. at the Pine County Courthouse.

With no further business, Acting Chair Chaffee adjourned the meeting at 3:50 p.m.

Steve Chaffee, Acting Board Chair
Pine County Board of Commissioners

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

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



PINE COUNTY PUBLIC WORKS

HIGHWAY DEPARTMENT

405 Airport Road NE
Pine City, MN 55063

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

Mark A. LeBrun, P.E.
County Engineer

Pine County Land Surveyor Monthly Report

August 2014

T40N R20W Section 11, compute corner search areas, tie out, set and GPS PLSS corners, search for original corner evidence, update files.

CSAH 30 T42N R19W section 7, tie out PLSS corner, update files.

CSAH 21 T42N and T41N R19W, reset, tie out and GPS PLSS corners and private corners, update files.

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

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

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

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

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

Robin T. Mathews, Pine County Surveyor



AGENDA REQUEST FORM

Date of Meeting: September 2, 2014

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

Agenda Item: August, 2014 Disbursements

Department: Auditor-Treasurer

Cathy Clonnes
Department Head signature

Background information on Item:

August, 2014 Disbursements

Action Requested:

Approval

Financial Impact:



CATHY J. CLEMMER
AUDITOR-TREASURER

PINE COUNTY COURTHOUSE * 636 Northridge Dr NW * Suite 240 * PINE CITY, MN 55063

Maddie Amundson	320-591-1670
Cathy J. Clemmer	320-591-1668
Paul Johnson	320-591-1669
Janice Johnston	320-591-1650
Pam Lawrence	320-591-1667
Terry Lovgren	320-591-1666
Kathy Reiser	320-591-1664
Fax	320-591-1671

DATA ENTRY AUDIT LIST

IN THE AMOUNT OF \$ 3,592,797.20

APPROVED BY: _____

BOARD MEETING DATE: 9-2-14



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

DISBURSEMENTS JOURNAL REPORT Specific Dates: 08/01/2014 - 08/31/2014

CATHYJ 8/27/14 10:30AM

RECAP BY FUND	FUND
	1
	13
	22
	38
	76
	90
	82
	84

AMOUNT	NAME
342,692.06	GENERAL REVENUE FUND
2,871,805.10	ROAD & BRIDGE FUND
1,705.37	LAND MANAGEMENT FUND
12,530.00	BUILDING FUND
252,007.58	GROUP HEALTH INS FUND 5/1/95 (GEN)
14,529.38	COUNTY COLLECTIONS AGENCY FUND
68,227.57	TAXES AND PENALTIES AGENCY FUND
29,300.04	EAST CENTRAL DRUG TASK FORCE AGENCY F
3,592,797.20	Total Disbursements

RECAP BY TYPE	TYPE
	1
	3

AMOUNT	NAME
3,593,061.46	AUD
264.26-	MVC
3,592,797.20	Total Disbursements



AGENDA REQUEST FORM

Date of Meeting: September 2, 2014

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

Agenda Item: Application for Abatement

Department: Auditor-Treasurer

Cathy Clemens
Department Head signature

Background information on Item:

Richard and Betty Moncrief, 57395 Keystone Ave, Pine City, PID 43.0066.000, payable 2014

Action Requested:

Approval

Financial Impact:

APPLICATION FOR ABATEMENT - GENERAL FORM

(M.S. 375.192)

DATE: 8/22/14

For Taxes Levied In: 2013

And Payable In: 2014

Abatement # AB14-18

Please Print Or Type

Applicants Name: <u>Richard & Betty Moncrieff</u>	Applicants Mailing Address: <u>57395 Keystone Ave Pine City, MN 55063</u>
Applicant's SSN: <u>on file</u>	
Telephone (Home): _____	
Telephone (Work): _____	

Description Of Property: Property ID or Parcel Number: 430006000
 Street Address: 57395 Keystone Ave - PC
 Township/City: Rock Creek City
 School District: 578

Legal Description:

SW/4 less west 27 rods of south 139 rods & less north 315' of west 65 rods.

ASSESSOR'S ESTIMATED MARKET VALUE:

Land: 183,300 Structures: 16,900 Total: 200,200 Classification: 101-1-000/101-1-001/111-1-002

Applicants Statement of Facts:

Nonproductive land was removed from green acres as required by statute, however too many acres were removed.

Applicants Request:

Return all but 12 non-productive acres into green acres.

X Applicant's Signature: Betty Moncrieff

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



AGENDA REQUEST FORM

Date of Meeting: September 2, 2014

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

Agenda Item: Application for Repurchase

Department: Auditor-Treasurer

Department Head signature

Background information on Item:

Resolution for repurchase of tax forfeited land in full for Scott Marcotte

Action Requested:

Approve Resolution

Financial Impact:

None

RESOLUTION 2014-41

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

Lot Ten (10), Block Four (4), Woodridge

PID #46.5158.000

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

and

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

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

Dated at Sandstone, Minnesota, this 2nd day of September, 2014.

Attest:

Chairman, Board of County Commissioners
Pine County, Minnesota

County Auditor



AGENDA REQUEST FORM

Date of Meeting: 9-2-14

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

Agenda Item: Approval of Liquor License

Department: Auditor

Cathy Chambers
Department Head signature

Background information on Item:

Approval of Kurtz' Muffies on the Lake for On/Off/Sunday Liquor license.
Was already approved at the Aug 19, 2014 meeting but needs re-approval as he has added LLC to his trade name.

Action Requested:

Financial Impact:



AGENDA REQUEST FORM

Date of Meeting: September 3, 2014

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

Agenda Item: Approval of Tobacco License

Department: Auditor

Cathy Clemons
Department Head signature

Background information on Item:

Approval of tobacco license for Halfway Home Saloon, formerly known as Banning Junction

Subject to final approval of Pine County Sheriff, Pine County Attorney and State of MN

Action Requested:

Financial Impact:



AGENDA REQUEST FORM

Date of Meeting: September 2, 2014

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

Agenda Item: Application for Exempt Permit

Department: Auditor-Treasurer

Cathy Clemons
Department Head signature

Background information on Item:

Application for Exempt Permit for Kerrick Firefighter's Relief Association to conduct Minnesota lawful gambling on November 1, 2014 at the Nickerson Bar, 94430 Hwy 23, Nickerson, MN (Nickerson Twp).

Action Requested:

Approval

Financial Impact:

LG220 Application for Exempt Permit

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

Application fee (non refundable)
 If application is postmarked or received 30 days or more before the event **\$50**; otherwise **\$100**.

ORGANIZATION INFORMATION

Organization name Firefighters Relief Previous gambling permit number 192404-13-004
Kerrick Fire Protective Association

Minnesota tax ID number, if any 2335951 Federal employer ID number (FEIN), if any 20-5032129

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

Mailing address PO Box 225 City Kerrick State MN Zip code 55756 County Fine

Name of chief executive officer (CEO) David Ketchum Daytime phone number 218-372-3036 E-mail address NONE

NONPROFIT STATUS

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

GAMBLING PREMISES INFORMATION

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

Address [do not use PO box] 94430 Hwy 23 City or township Nickerson Zip code 55797 County Fine

Date[s] of activity. For raffles, indicate the date of the drawing.
Saturday, November 1, 2014

Check each type of gambling activity that your organization will conduct.
 Bingo* Raffle [total value of raffle prizes awarded for year \$0] Paddlewheels* Pull-tabs* Tipboards*

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

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

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

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

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

Print city name _____

Signature of city personnel _____

Title _____ Date _____

Local unit of government must sign

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

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

Print county name _____

Signature of county personnel _____

Title _____ Date _____

TOWNSHIP. If required by the county.

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

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

Print township name _____

Signature of township officer _____

Title _____ Date _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

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

Chief executive officer's signature David Letchum Date 8-1-14

Print name _____

REQUIREMENTS

Complete a separate application for:

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

Send application with:

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

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

Financial report and recordkeeping required

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

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

Questions?

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

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

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

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

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



AGENDA REQUEST FORM

Date of Meeting: September 2, 2014

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

Agenda Item: Premises Permit Application & Lease for Lawful Gambling Activity

Department: Auditor-Treasurer

Cathy Chmura
Department Head signature

Background information on Item:

Premises Permit Application and Lease for Lawful Gambling Activity for Northern Pine Riders to conduct Minnesota lawful gambling at Halfway Home Saloon, 60700 State Hwy 23, Finlayson, MN (Finlayson Twp).

Action Requested:

Financial Impact:

MINNESOTA LAWFUL GAMBLING
LG214 Premises Permit Application

Annual Fee \$150 (NON REFUNDABLE)

Required Attachments to LG214

1. If the premises is leased, attach a copy of your lease. Use **LG215 Lease for Lawful Gambling Activity**.
2. \$150 annual premises permit fee, for each permit (non refundable).
 Make check payable to "State of Minnesota."

Mail the application and required attachments to:
 Gambling Control Board
 1711 West County Road B, Suite 300 South
 Roseville, MN 55113

Questions? Call 651-539-1900 and ask for Licensing.

Organization Information

1. Organization name NORTHERN PINE RIDERS License number 02327
2. Chief executive officer (CEO) WAYNE JOHNSON Daytime phone (218) 372-3884
3. Gambling manager RENITA SARVELA Daytime phone (218) 380-2418

Gambling Premises Information

4. Current name of site where gambling will be conducted Halfway Home Saloon
5. List any previous names for this location Banning Jct.
6. Street address where premises is located 60700 Hwy 23
 Do not use a P.O. box number or mailing address.

7. City OR Township Finlayson County Pine Zip code 55735

8. Does your organization own the building where the gambling will be conducted?

Yes No **If no, attach LG215 Lease for Lawful Gambling Activity.**

A lease is not required if only a raffle will be conducted.

9. Is any other organization conducting gambling at this site? Yes No Don't know

10. Has your organization previously conducted gambling at this site? Yes No Don't know

Gambling Bank Account Information. Must be in Minnesota.

11. Bank name 1ST NATIONAL BANK OF MOOSE LAKE Bank account number 67287801

12. Bank street address 400 ELM AVE. P.O. 429 City MOOSE LAKE State MN Zip code 55767

All Temporary and Permanent Off-site Storage Spaces

13. Address (Do not use a P.O. box number) 3008 CR. RD. 43 City WILLOW RIVER State MN Zip code 55795

14. Address (Do not use a P.O. box number) _____ City _____ State MN Zip code _____

LG215 Lease for Lawful Gambling Activity

Organization NORTHERN PINE RIDERS		Address P.O. BOX 28 3008 CR. RD. 43 WILLOW RIVER		License/site number 02327		Daytime phone 218-380-2418	
Name of leased premises Halfway Home School		Street address 60100 Hwy 23		City Finlayson		State Zip MN 55735	
Name of legal owner Kasey Wilson		Business/street address SAME		City "		State Zip MN "	
Name of lessor [if same as legal owner, write in "SAME"]		SAME					

Check applicable item:

- 1. **New lease. Do not submit existing lease with amended changes.**
09/01/2014 Date that the changes will be effective. Submit changes at least 10 days **before** the effective date of the change.
- 2. **New owner. Effective date** _____ Submit new lease **within 10 days** after new lessor assumes ownership.

Check all activity that will be conducted (No lease required for raffles)

- Pull-tabs [paper] Electronic pull-tabs [must also sell paper pull-tabs]
 - Pull-tabs [paper] with dispensing device Linked electronic bingo
 - Bar bingo Bingo
 - Tipboards
 - Paddlewheel Paddlewheel with table
- Electronic games may only be conducted at:
 (1) a premises licensed for the on-sale or off-sale of intoxicating liquor or 3.2 percent malt beverages (but does not include a general food store or drug store permitted to sell alcoholic beverages under Minn. Stat. 340A.405, subdivision 1); or
 (2) a premises where bingo is conducted as the primary business and has a seating capacity of at least 100.

PULL-TAB, TIPBOARD, AND PADDLEWHEEL RENT

Separate rent for booth and bar ops.

BOOTH OPERATION - Some or all sales of gambling equipment are conducted by an employee/volunteer of a licensed organization at the leased premises.

- ALL GAMES, including electronic games** - Monthly rent to be paid, 0%, not to exceed **10%** of gross profits for that month.
 - Total rent paid from all organizations for only booth operations at the leased premises **may not exceed \$1,750.**
 - The rent cap does not include **BAR OPERATION** rent for electronic games conducted by the lessor.

BAR OPERATION - All sales of gambling equipment conducted by the lessor or lessor's employee.

ELECTRONIC GAMES - Monthly rent to be paid, 15%, not to exceed **15%** of the gross profits for that month from electronic pull-tab games and electronic linked bingo games.

- ALL OTHER GAMES** - Monthly rent to be paid, 20%, not to exceed **20%** of gross profits from all other forms of lawful gambling.
 - If any booth sales conducted by a licensed organization at the premises rent may not exceed **10%** of gross profits for that month and is subject to booth operation **\$1750** cap.

BINGO RENT for leased premises where bingo is the primary business conducted, such as bingo hall.

Bingo rent is limited to one of the following:

- Rent to be paid, 0%, not to exceed **10%** of the monthly gross profit from all lawful gambling activities held during bingo occasions, excluding bar bingo.
- OR -
- Rate to be paid \$ 0.00 per square foot, not to exceed 110% of a comparable cost per square foot for leased space, as approved by the director of the Gambling Control Board. The lessor must attach documentation, verified by the organization, to confirm the comparable rate and all applicable costs to be paid by the organization to the lessor.
 - Rent may not be paid for bar bingo.
 - Bar bingo does not include bingo games linked to other permitted premises.

LEASE TERMINATION CLAUSE. Must be completed.

The lease may be terminated by either party with a written 30 day notice.

Other terms _____



AGENDA REQUEST FORM

Date of Meeting: September 2, 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

Rebecca Fox

Department Head signature

Background information on Item:

Consider approval of full time status - completion of probationary period for Jennifer Knoll, Office Support Specialist effective September 10, 2014.

Action Requested:

Approval

Financial Impact:



AGENDA REQUEST FORM

Date of Meeting: September 2, 2014

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

Agenda Item: Septic Inspector Continuing Education

Department: Land Services



 Department Head signature

Background information on Item:

Every three years persons certified as Basic Septic Inspectors must obtain a minimum of 18 credit hours of continuing education, at least six of which are devoted to soils education.

Action Requested:

Consider attendance by Robert Fischer, Enviornmental Tech, to the Soils Continuing Education Course, September 10, 2014 in Chisago City.

Financial Impact:

The cost of the course is \$245 with materials and within the 2014 Zoning budget. A county vehicle will be used for transportation.

2014 OSTP Continuing Education Course Descriptions and Offerings

Soils Continuing Education (6 Soils-specific Direct Credits)

Fee: \$235 or \$400 with *Munsell Color Guide* Exam: No

This six-hour course couples classroom and field training to meet soils-specific MPCA continuing educational requirements for designers and inspectors. *Munsell Color Guides* are available for \$165 and Sand Cards for \$10.

Topics include:

- Regional geology and soils
- Local soil hydrology information
- Soils observations
- System siting and design

55-1	Alexandria - Douglas County Public Works Building	6/5/2014	Deadline: 5/26/2014
55-2	Fairbault Rice Co. Govt. Cntr.	6/24/2014	Deadline: 6/14/2014
55-3	Ada - Ada/Borup High School	7/15/2014	Deadline: 7/5/2014
55-4	Canby - Minnesota West	7/22/2014	Deadline: 7/12/2014
55-5	Cloquet Forestry Center	8/19/2014	Deadline: 8/9/2014
55-6	Chisago City Community Cntr.	9/10/2014	Deadline: 9/1/2014
55-7	Austin Holiday Inn	10/7/2014	Deadline: 9/27/2014

Troubleshooting Continuing Education (12 Direct Credits)

Fee: \$260 Exam: No

This 12-hour workshop will focus on current topics in system troubleshooting. Join us to experience an in depth discussion of why systems break and how to fix them.

Topics include troubleshooting of:

- Septic tanks
- Commercial establishments
- Pretreatment systems
- Soil treatment systems

68-1	Owatonna Cabela's	1/16-17/2014	Deadline: 1/6/2014
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Maintainer Continuing Education (12 Direct Credits)

Fee: \$260 Exam: No

This 12-hour workshop is specifically designed as continuing education for those involved in maintaining septic systems.

Topics include:

- 503 regulations
- Troubleshooting
- System care
- Other establishments

46-1	Alexandria - Douglas County Public Works Building	3/27-28/2014	Deadline: 3/17/2014
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General Continuing Education (12 Direct Credits)

Fee: \$260 Exam: No

This 12-hour workshop is designed to meet the continuing education requirement for SSTS professional registration. The topics will be varied to give a wide range of information for SSTS professionals.

Topics include:

- Rule change implications
- Pressure distribution
- Working on difficult sites
- MPCA update

60-1	Fergus Falls Best Western	1/22-23/2014	Deadline: 1/12/2014
60-2	St. Cloud - Moose Lodge	2/27-28/2014	Deadline: 2/17/2014
60-3	Marshall Ramada	11/20-21/2014	Deadline: 11/10/2014
60-4	Austin Holiday Inn	12/16-17/2014	Deadline: 12/6/2014

Installer Continuing Education (12 Direct Credits)

Fee: \$260 Exam: No

This 12-hour workshop will meet the continuing education requirements for any registration but is specifically tailored for installers. All information will be provided from the perspective of a system installer.

Topics include:

- Construction safety
- Keys to proper installation
- Pumps and dosing
- Rule change implications

69-1	Grand Rapids - Saw Mill Inn	1/13-14/2014	Deadline: 1/3/2014
69-2	Brainerd - Crow Wing Co. Land Service Building	3/24-25/2014	Deadline: 3/14/2014
69-3	St. Cloud - Moose Lodge	11/17-18/2014	Deadline: 11/7/2014

Pipelayer Certification (2 Direct Credits, 1 Related Credit) Course begins at 1:00PM

Fee: \$100 or \$50 as add-on to enrollment in Installer CE
Exam: Yes

This three-hour workshop is once again offered this year to accommodate a change in the Minnesota Plumbing Code that requires all septic system installers be either certified pipelayers, licensed plumbers, or registered apprentices in order to install sewer or water service pipes outside of a building in Minnesota.

Topics include:

- MN Plumbing Code
- Pipelaying
- Code compliance bond packet instruction

92-1	Grand Rapids - Saw Mill Inn	1/14/2014	Deadline: 1/4/2014
92-2	Brainerd - Crow Wing Co. Land Services Building	3/25/2014	Deadline: 3/15/2014
92-3	St. Cloud - Moose Lodge	11/18/2014	Deadline: 11/8/2014

Design Continuing Education (6 Direct Credits)

Fee: \$185 Exam: No

This six-hour workshop is designed to meet the continuing education requirement of SSTS professional certification. The course is tailored specifically to certified designers and focuses on both basic and advanced design concepts.

Topics include:

- Rule change implications
- Management plans
- Sandy soil solutions
- Design forms

26-1	Brainerd - Crow Wing Co. Land Services Building	4/9/2014	Deadline: 3/30/2014
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Inspector Continuing Education (6 Direct Credits)

Fee: \$185 Exam: No

This six-hour workshop will focus on the challenges that both public and private SSTS inspectors face.

Topics include:

- Minnesota policy
- Management plans
- Operating permits
- Inspection forms

36-1	Brainerd - Crow Wing Co. Land Services Building	4/10/2014	Deadline: 3/31/2014
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Design/Inspector Continuing Education (12 Direct Credits)

Fee: \$260 Exam: No

Earn 12 hours of continuing education by attending both one-day workshops focusing on improving your skills as a Designer and Inspector. Pay a reduced rate and attend both days!

36-1	Brainerd - Crow Wing Co. Land Services Building	4/9-10/2014	Deadline: 3/30/2014
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Plan Ahead. Classes are filled on a first-come, first-served basis. See page 6 for when to call the OSTP and when to call the MPCA.



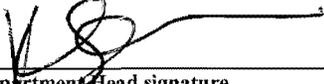
AGENDA REQUEST FORM

Date of Meeting: September 2, 2014

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

Agenda Item: Septic Inspector Certification Courses

Department: Land Services



Department Head signature

Background information on Item:

Pine County currently has two certified basic septic inspectors on staff. To become a certified septic inspector, five educational courses through the University of Minnesota must be taken and passed along with the completion of a mentorship. The required courses are offered throughout the state annually. The first two classes are being offered in St. Cloud from December 8-12.

In order to have a better understanding of the work completed by these employees, answer specific questions about septic systems when the inspectors are out of the office, and have the ability to assist with training new employees, it would be extremely beneficial to have the supervisor in the department certified.

Action Requested:

Consider attendance by Kelly Schroeder, Land Services Director, to the first two required courses, Introduction of Onsite Systems December 8-10, 2014 and to Installing Onsite Systems December 11-12.

Financial Impact:

The courses cost \$355 and \$260 respectively (\$615 total) with materials and are within the 2014 Zoning budget. No mileage or meal expenses will be incurred.

2014 OSTP Certification Course Descriptions and Offerings

Introduction to Onsite Systems (15 Direct Credits)

Fee: \$355

Exam: Yes

This 15-hour workshop is the foundation for all SSTS certification courses and is best completed prior to the other workshops. It prepares participants for the Basic exam and provides an overview of onsite treatment options and concepts. Enrollment in this workshop includes a copy of the *Manual for SSTS Professionals in Minnesota*.

Topics include:

- Treatment of waste water
- Site evaluation
- Wastewater characteristics
- Soil treatment systems

10-1	Alexandria - Douglas County Public Works Building	3/3-5/2014	Deadline: 2/21/2014
10-2	Owatonna Cabela's	4/21-23/2014	Deadline: 4/11/2014
10-3	St. Cloud - Moose Lodge	12/8-10/2014	Deadline: 11/28/2014

Installing Onsite Systems (12 Direct Credits)

Fee: \$260

Exam: Yes

This 12-hour workshop prepares attendees for the Installer exam and provides information about proper installation practices.

PREREQUISITE: Introduction to Onsite Systems

Topics include:

- Construction planning
- Tools for installing
- Construction practices
- Pipelayer certification

112-1	Alexandria - Douglas County Public Works Building	3/6-7/2014	Deadline: 2/24/2014
112-2	Owatonna Cabela's	4/24-25/2014	Deadline: 4/14/2014
112-3	St. Cloud - Moose Lodge	12/11-12/2014	Deadline: 12/1/2014

Maintaining Onsite Systems (15 Direct Credits)

Fee: \$305

Exam: Yes

This 15-hour workshop gives participants an overview of system management, the federal requirements for land application of septage, and prepares people for the Maintainer exam.

PREREQUISITE: Introduction to Onsite Systems

Topics include:

- Land application rates
- Record keeping
- Maintaining Type I SSTS
- Soil survey use

415-1	N. Mankato Best Western	3/11-13/2014	Deadline: 3/1/2014
415-2	Grand Rapids - Saw Mill Inn	4/29-5/1/2014	Deadline: 4/19/2014

Service Provider (21 Direct Credits)

Fee: \$485

Exam: Yes

This 21-hour workshop prepares attendees for the Service Provider exam and offers an in-depth look into the care of all system types. This course is based on the National O&M Service Provider materials and will include a field component. It is intended for system maintainers, designers or MPCA certified operators who need training for soil-based system management.

PREREQUISITE: Introduction to Onsite Systems

Topics include the management of:

- Type I systems
- Type IV systems
- Cluster systems
- System troubleshooting

49-1	St. Cloud - Moose Lodge	5/3-8/2014	Deadline: 4/25/2014
49-2	Alexandria - Douglas County Public Works Building	10/20-23/2014	Deadline: 10/10/2014

Basic Design of Onsite Systems (21 Direct Credits)

Fee: \$435

Exam: Yes

This 21-hour workshop teaches attendees to properly design various septic systems in preparation for the Basic Designer exam. Enrollees must have the current manual to use during the workshop. Onsite Manuals are available for \$50.

PREREQUISITE: Introduction to Onsite Systems

Topics include:

- Flow determination
- Tank design
- System design
- Pumps and pressure design

20-1	Alexandria - Douglas County Public Works Building	3/31-4/3/2014	Deadline: 3/21/2014
20-2	Owatonna Cabela's	5/20-23/2014	Deadline: 5/10/2014

Intermediate Design & Inspection of Onsite Systems (21 Direct Credits)

Fee: \$435

Exam: Yes

This 21-hour course prepares individuals for the Intermediate Design and Inspection exam. Intermediate Designers can design Type I - IV systems for domestic strength wastewater up to 2,500 gpd. Intermediate Inspectors can review these designs, inspect these systems, and administer on-going compliance with their operating permits. Enrollment in this workshop includes copies of the MPCA Design Guidance.

PREREQUISITE: Full Certification as a Basic Designer or Inspector. Repeating the OSTP Basic Design course is highly recommended and can be counted as continuing education.

Topics include:

- ATUs
- Media filter applications
- Flow equalization
- Soil treatment design reductions

27-1	Fergus Falls Best Western	2/11-14/2014	Deadline: 2/1/2014
27-2	St. Cloud - Moose Lodge	3/18-21/2014	Deadline: 3/8/2014

Advanced Design & Inspection of Onsite Systems (21 Direct Credits)

Fee: \$435

Exam: Yes

This 21-hour course includes a field portion and focuses on the design and inspection of Type IV systems with flows greater than 2500 gpd. This course explores high strength waste, site assessment techniques, and prepares participants for the Advanced Design exam.

PREREQUISITE: Full Certification as a Basic Designer or Inspector and successful completion of Intermediate exam.

Topics include:

- Collection system design
- Nitrogen & phosphorus removal
- Groundwater mounding
- High strength waste

29-1	Fergus Falls Best Western	4/15-18/2014	Deadline: 4/5/2014
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Inspecting Onsite Systems (12 Direct Credits)

Fee: \$260

Exam: Yes

This 12-hour workshop identifies Minnesota requirements for existing and new system inspections and prepares participants for the Inspector exam.

PREREQUISITE: Introduction to Onsite Systems

Topics include:

- Administrative requirements
- New system inspection
- Existing system inspection
- Tools and procedures

30-1	St. Cloud - Moose Lodge	6/3-4/2014	Deadline: 5/24/2014
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Soils (15 Direct Credits)

Fee: \$305 or \$470 with *Munsell Color Guide*

Exam: Yes

This 15-hour workshop prepares attendees for the Soils exam and provides participants with a detailed understanding of how particular soils affect the treatment of sewage. Participants will also receive instruction at a field location. *Munsell Color Guides* are available for \$165 and Sand Cards for \$10.

PREREQUISITE: Introduction to Onsite Systems

Topics include:

- Percolation testing
- Soil characteristics
- Field evaluations
- Soil survey use

515-1	N. Mankato Best Western	5/28-30/2014	Deadline: 5/18/2014
515-2	Grand Rapids - Saw Mill Inn	6/17-19/2014	Deadline: 6/7/2014

Enroll online at: septic.umn.edu



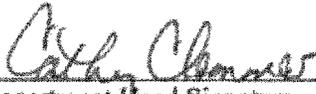
MINUTES
PINE COUNTY TECHNOLOGY COMMITTEE

District 1 Commissioner Hallan

Tuesday August 19th 2014, 8:30 a.m.
Commissioner Conference Room, Courthouse
Pine City, Minnesota

1. Call meeting to order at 8:35am
2. Members: Terryl Arola, Kelly Schroeder, Matt Christenson, Kent Bombard, Ryan Findell, Darlene Booth, Steve Hallan with Denise Baran.
3. Adopted Agenda
4. Approved Minutes of July 14th, 2014 Technology Committee meeting.
5. Emergency Broadcast System for Pine County
 - a. Demo of possible new system and discussion was held.
 - b. Cost and Labor will be looked into by IT Department.
6. Card Key System Update
 - a. Moving forward with vendor to replace system.
7. ArcGIS discussion was held.
8. IT Department remote office in Sandstone
 - a. Open office in Sandstone for IT depending on Board agenda item to be approved.
9. Other
 - a. Terryl Arola brought up a need for unified communications, IT to look into.
 - b. Steve Hallan brought up need for more emergency sirens in the County
10. Adjourn Meeting at 9:30am

PINE COUNTY REQUEST FOR BOARD ACTION

<p>Requested Board Date:</p> <p align="center">September 2, 2014</p>	<p>Consent Agenda <i>(Please choose)</i></p> <p><u>Regular Agenda</u></p> <p>Estimated Time: <i>(Please Circle)</i></p> <p align="center"><u>5 Min.</u> 15 Min.</p> <p><small>Time needed</small></p> <p>30 Min. 45 Min. 1 hour</p>
<p>Department requesting action:</p> <p align="center">Land Department</p>	<p align="center"></p> <p align="center"><u>8-26-14</u></p> <p>Department Head Signature Date</p>

<p>Item for Discussion: (one form per item)</p>	
<p><u>Withdraw 2010 Land Sale Parcel</u></p> <p>6. CITY OF WILLOW RIVER (47.0062.000) The West 234.0 feet of Lot 14, Rearrangement of Auditor's Subdivision Subject to easement 2-44-20 Appraised Value: \$7,500</p>	
<p>Board Action Requested: (Attach additional pages if needed)</p>	
<p>Approval by Resolution</p>	
<p align="center">Supporting Documents: Attached None</p>	
<p> </p>	

2014-40
RESOLUTION TO WITHDRAW
2010 LAND SALE PARCEL #47.0062.000

WHEREAS, Pine County Board Resolution #080310-02 offered for sale several parcels of property to adjoining landowners as allowed by M.S. 282.01 (Subd. 7a).

WHEREAS, the following property was offered and did not sell:

CITY OF WILLOW RIVER (47.0062.000)

The West 234.0 feet of Lot 14, Rearrangement of Auditor's Subdivision, subject to easement.

WHEREAS, the above listed property offers access to a recent tax-forfeited property (parcel #47.0008.000) and would best be served by combining the two properties.

WHEREAS, M.S. 282.01 (Subd. 7) allows for the continued sale of the property until sold or until the County Board withdraws the property from sale.

WHEREAS, Pine County wishes to remove the above stated property (parcel # 47.0062.000) and combine it with the adjoining tax-forfeited property (parcel #47.0008.000) to be repurchased, conveyed, or sold as allowed in M.S.282.

NOW, THEREFORE BE IT RESOLVED, that the Pine County Board of Commissioners hereby withdraws from sale the parcel described as:

CITY OF WILLOW RIVER (47.0062.000)

The West 234.0 feet of Lot 14, Rearrangement of Auditor's Subdivision , subject to easement.

Date

By: Steve Chaffee, Vice Chairman Pine County Board of Commissioners

Attest: David J. Minke, County Administrator and Clerk to the County Board