

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

- District 1      Commissioner Hallan (Chair)
- District 2      Commissioner Pangerl
- District 3      Commissioner Chaffee
- District 4      Commissioner Rossow
- District 5      Commissioner Ludwig

**Tuesday, October 15, 2013, 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. Each speaker should state his/her name and limit comments to three (3) minutes.
- D) Approve Agenda
- E) Approve Minutes of October 1, 2013 board meeting and Summary for publication.
- F) Minutes of Boards, Committees and Correspondence
  - Pine County Land Surveyor Monthly Report – September, 2013
  - Pine County HRA Senior Housing Board of Director regular meeting Minutes/August 28, 2013
  - Pine County HRA Senior Housing Board of Director closed meeting Minutes/September 11, 2013
  - Pine County Health & Human Services Advisory Committee Minutes – September 4, 2013
- G) Approve Consent Agenda

**CONSENT AGENDA**

**1. Review September, 2013 Cash Balance (attached)**

<b>Fund</b>	<b>September 30, 2012</b>	<b>September 30, 2013</b>	<b>Increase(Decrease)</b>
General Fund	\$426,889.47	\$880,846.81	\$453,957.34
Health and Human Services Fund	\$1,817,975.12	\$941,131.49	(\$876,843.63)
Road and Bridge Fund	\$5,901,730.83	\$7,564,446.33	\$1,662,715.50
Land Management Fund	\$1,303,741.79	\$1,995,822.25	\$692,080.46
TOTAL (inc non-major funds)	\$11,942,797.81	\$13,679,996.55	\$1,737,198.74

**2. Applications for Abatement:**

Consider:

- A. Arrow Ministries, 70749 State Hwy. 23, Bruno, PID 25.0016.000, pay 2013
- B. Thomas Gadbois, 56037 Fleming Logging Road, Sandstone, PID 11.0048.000, pay 2013

**3. Donations**

- A. Consider acceptance of \$350 donation from the National Multiple Sclerosis Society to the Pine County Sheriff's Volunteer Posse for their participation in the MS 150.
- B. Consider acceptance of \$653 in donations from various individuals to a fund for payment of the care of seized animals.
- C. Consider acceptance of \$300 donation from the Askov Rutabaga Festival and Fair Association to the Pine County Sheriff's Volunteer Posse for their participation in the 2013 Askov Rutabaga Day celebration.

**4. Training**

- A. Consider attendance by Edward Melzark and Robert Fischer, Pine County Environmental Technicians to attend the General Continuing Education course through the U of M in St. Cloud, November 20-21, 2013. Cost of the course is \$250 each, for a total of \$500. All expenses are within the 2013 Planning and Zoning budget. The course is worth 12 direct credits. Each employee needs 18 credits prior to their license expirations in 2015.
- B. Consider the following staff to attend the St. Louis County Health & Human Services Conference, October 17-18, 2013, Duluth: Kathy Borowick/Social Worker, Vicki Hanson/Social Worker, Betty Kosloski/Case Aide, Jennifer Nelson/Social Worker, Ben Neubauer/Social Worker, and Jaci Orr/Social Service Supervisor. Total registration: \$300; total travel \$210. Funds are available in the 2013 Health & Human Services/Social Services Staff Development budget.

**REGULAR AGENDA**

**1. Facilities Committee**

Pine County Facilities Committee met October 2, 2013. Minutes Attached – for informational purposes only.

**2. Personnel Committee**

Pine County Personnel Committee met October 8, 2013 and made the following recommendations: (Minutes attached).

Jail:

- i. Approve the hiring of two (2) full-time corrections officers.
- ii. Accept the resignation of part-time dispatcher Donald Scullard and approve the backfill of position.

Highway

- i. Accept the resignation of Survey Crew Chief Alex Larson and approve the backfill of position.

Administrator:

- i. Approve Public Health Nurse Beth Lyon's leave status for a period not to exceed 12 weeks, with conditions.

Other items are for informational purposes only.

**3. Small Cities Development Program Grant**

Presentation by Dana Rauschnot, Lakes and Pines Community Action Council for board review of target area options related to grant funds for homeowners interested in improving their homes.

**4. Pine County All-Hazard Mitigation Plan**

Consider Resolution 2013-41 for the Adoption of the Pine County All-Hazard Mitigation Plan.

**5. Minnesota Department of Agriculture Cooperative Agreement**

Consider the Minnesota Department of Agriculture Cooperative Agreement for reimbursement of collection of pesticide; authorize Board Chair to sign.

**6. Commissioner Updates**

- A. Extension Committee (held 10/3/13)
- B. East Central Solid Waste Commission (ECSWC) (held 10/14/13)
- C. Other

**7. Other**

**8. Upcoming Meetings**

- a. **Meth Task Force Meeting, Monday, October 14, 2013, 3:00 p.m.**, Public Health Building, Sandstone, Minnesota.
- b. **Technology Meeting, Tuesday, October 15, 2013, 8:30 a.m.**, Commissioner Conference Room, Courthouse, Pine City, Minnesota.
- c. **Pine County Board Meeting, Tuesday, October 15, 2013, 10:00 a.m.**, Board Room, Pine County Courthouse, Pine City, Minnesota.
- d. **Pine County Health and Human Services Meetings, Tuesday, October 15, 2013, to commence after Pine County Board Meeting**, Board Room, Pine County Courthouse, Pine City, Minnesota.
- e. **AMC District Meeting, Friday, October 18, 2013, 8:00 a.m.**, Natural Resources Research Institute, 4th Floor Conference Room, 5013 Miller Trunk Highway, Duluth-Hermantown.
- f. **NLX meeting, Wednesday, October 23, 2013, 9:30 a.m.**, Board Room, Courthouse, Pine City, Minnesota.
- g. **Pine County Board Meeting, Tuesday, November 5, 2013, 1:00 p.m.**, Public Health Building, Sandstone, Minnesota.

**9. Adjourn**

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

**Tuesday, October 1, 2013, 1:00 p.m.**  
**Public Health Building, Sandstone, Minnesota**

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

The Pledge of Allegiance was said.

Chair Hallan welcomed Commissioner Matt Ludwig, representing District 5.

Chair Hallan called for public comment. There was no public comment.

Chair Hallan requested the following revisions to the Agenda:

Consent

Add 5E: Promotion of Claire Nelson to fill vacant Child Support Officer position.

Add 5F: Backfill vacant Office Support Specialist position.

Regular:

Add 10J: Extension Committee Meeting, October 3, 2013

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

Commissioner Chaffee moved to approve the Minutes of the September 17, 2013 board meeting and Summary for publication. Second by Commissioner Rossow. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

Pine County HRA Senior Housing Board of Directors Minutes – July 26, 2013

Pine County Soil & Water Conservation District Board Minutes – September 5, 2013

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

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

**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. September, 2013 Disbursements**

Approve Disbursements Journal Report, September, 2013 – September 30, 2013.

**2. Temporary Liquor License**

Approve temporary liquor license for the Pine City Area Chamber of Commerce for an event to be held October 28, 2013, Northwest Company Fur Post, 12551 Voyageur Lane, Pine City. Subject to approval of the Pine County Sheriff, Pine County Attorney and the corresponding township board.

**3. New Tobacco License**

Approve application for new tobacco license in Pine County under the jurisdiction of the Auditor for Northland E-cigs for the period of September 18, 2013 – December 31, 2013. Subject to approval of the County Board, County Sheriff and contingent upon no delinquent taxes.

**4. Training**

Approve Social Workers Lori Danielson and Tally Satterlee to attend the St. Louis County Health & Human Services Conference, October 17-18, 2013, Duluth. Registration: \$50 each; Meals/Accommodations: \$0; Travel: \$50 each. Total cost: \$200.

**5. New Hire/Promotion**

- A. Approve the hiring of part-time Corrections Officer Nicolle Derks, effective October 2, 2013, pending completion of pre-employment screenings, \$16.04 per hour, grade B-23.
- B. Approve the hiring of part-time Corrections Officer Matthew Seamon, effective October 2, 2013, pending completion of pre-employment screenings, \$16.04 per hour, grade B-23.
- C. Approve promotion of Office Support Specialist Claire Nelson to Child Support Officer position, \$17.51 per hour, B-24.
- D. Approve backfill of vacant Office Support Specialist position.
- E. Approve the regular, full-time status for probationary HHS Case Aid Stephanie Klemz, effective October 1, 2013.

**REGULAR AGENDA**

**1. Pine County Historical Society (PCHS)**

Pine County Historical Society Director Arla Budd presented information related to PCHS's budget and operating expenses. Budd expressed the importance of the PCHS to Pine County with PCHS volunteers Gary Koland, Richard Lindig, Cheryl Godding, Loretta Swanson and Helen Clark expressing their support. Commissioners Chaffee and Rossow inquired of grants applied for and interest paid on loans. Chair Hallan acknowledged the importance of the PCHS and their request for a \$20,000 contribution was taken under advisement for discussion at a future budget committee meeting.

**2. Rush Line Corridor**

County Administrator David Minke and Chair Hallan provided an overview of the Rush Line Corridor. Minke explained the Rush Line Corridor Advanced Alternatives Study and its request for \$2,974 to fund the study. Hallan indicated he felt more information is necessary and requested a Rush Line member be present at a Committee of the Whole meeting to provide further information.

**3. Land Sale**

County Forester Greg Beck presented the results from the land sale held September 20, 2013. Total acreage sold at auction: 1,250; total sale amount \$731,581. Beck explained the apportionment of the fund distribution: after paid expenses: 40% to county (general fund), 40% to the school district in which the real estate lies, and 20% to the corresponding township or city. Beck acknowledged the Soil & Water, Auditor, Assessor, Recorder and Land offices for their hard work in making the sale successful.

**4. 2012 Financial Statement – FY Ending December 31, 2012**

County Administrator David Minke indicated the 2012 audit was complete and each commissioner has received a copy from the state auditor. Minke stated overall the County is managing its finances well. Minke provided an update of the current highway, HHS and land department budgets.

**Motion** by Commissioner Rossow to accept, and authorize publication, of the 2012 Financial Statement. Seconded by Commissioner Chaffee. Motion carried 5-0.

**5. 2013 Boards and Committees (Second Amendment)**

Chair Hallan made the following appointments to the 2013 Boards and Committees:

- A. AMC Committee – Transportation & Infrastructure: Matt Ludwig/Representative (replacing Steve Hallan)
- B. Central MN Jobs and Training Service: Matt Ludwig/Alternate (replacing Curt Rossow)
- C. Lakes and Pines Community Action Council: Matt Ludwig/Representative (replacing Mitch Pangerl)
- D. NLX: Matt Ludwig/Alternate (replacing Steve Hallan)
- E. Rushline Corridor Task Force: Matt Ludwig/Alternate (replacing Steve Hallan)
- F. Facilities Committee: Matt Ludwig (replacing Curt Rossow)
- G. Government Operations: Matt Ludwig (replacing Steve Chaffee)
- H. Methamphetamine Task Force: Matt Ludwig (replacing Mitch Pangerl)
- I. Equal Employment Opportunity Coordinator: Matt Christenson (replacing Ilene Haavisto)
- J. AMC Delegate Appointments: Matt Ludwig (filling Doug Carlson vacancy); Patrick Brufat (replacing Linda Cassman)

**6. Schedule Committee of the Whole Meeting**

Discussion was held regarding the Subsurface Sewage Treatment System Ordinance and 2014 budget. Committee of the Whole meetings are scheduled as follows:

- A. Committee of the Whole/Budget Committee Meeting: October 30, 2013, 8:00 a.m., Commissioners' Conference Room, Courthouse, Pine City, Minnesota
- B. Committee of the Whole/Subsurface Sewage Treatment System Ordinance: November 5, 2013, 9:30 a.m., Public Health Building Conference Room, Sandstone, Minnesota

**7. Rediscover Old Hwy. 61**

The formal launch for the Rediscovery Old Hwy. 61 initiative is scheduled for October 4, 2013 from 4:00 – 6:00 p.m. at the Pine Technical College Auditorium, Pine City. The launch is in conjunction with the Hwy. 61 Film Festival. Cathy Wurzer will be the featured speaker. The public is invited to attend.

**8. Commissioner Updates**

Commissioner Rossow provided an update from the Arrowhead Counties Association meeting. Commissioner Chaffee provided an update from the Riverwood Center meeting. Chair Hallan provided an update from the Arrowhead Transit meeting. Commissioner Pangerl provided an update from the GPS 45:93 meeting.

**9. Other**

- A. Administrator Minke updated the board on the following:
  - i. provided MnSURE fact sheets for informational purposes.
  - ii. Stated the federal government shutdown will have no immediate impact on the County
  - iii. Central Minnesota Council on Aging will be affected by the federal government.
- B. Chair Hallan stated Walk to School Day is October 9, 2013
- C. Addition to the Upcoming Meetings Calendar:
  - i. AMC District Meeting, October 18, 2013, Natural Resources Research Institute, 5013 Miller Trunk Highway, Duluth
  - ii. Township Officer's Meeting, October 26, 2013

**10. Upcoming Meetings**

- a. **Pine County Board Meeting, Tuesday, October 1, 2013, 1:00 p.m.**, Public Health Building, Sandstone, Minnesota.
- b. **Facilities Meeting, Wednesday, October 2, 2013, 9:00 a.m.**, Commissioner Conference Room, Pine City, Minnesota.
- c. **Law Library, Board of Trustees, Wednesday, October 2, 2013, 12:00 p.m.**, Law Library, Pine City, Minnesota.
- d. **Extension Committee, Thursday, October 3, 2013, 3:00 p.m.**, Boardroom, Courthouse, Pine City, Minnesota.
- e. **Personnel Meeting, Tuesday, October 8, 2013, 9:00 a.m.**, Commissioner Conference Room, Pine City, Minnesota.
- f. **Meth Task Force, Monday, October 14, 2013, 3:00 p.m.**, Public Health Building, Sandstone, Minnesota.
- g. **Technology Committee Meeting, Tuesday, October 15, 2013, 8:30 a.m.**, Commissioner Conference Room, Pine City, Minnesota.
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- i. **Pine County Health and Human Services Meetings, Tuesday, October 15, 2013, to commence after Pine County Board Meeting**, Boardroom, Pine County Courthouse, Pine City, Minnesota.
- j. **NLX meeting, Wednesday, October 23, 2013, 9:30 a.m.**, Boardroom, Courthouse, Pine City, Minnesota.

**11. Adjourn**

With no further business, Chair Hallan adjourned the county board meeting at 2:12 p.m. The next regular meeting of the county board is scheduled for October 15, 2013 at 10:00 a.m. at the Board Room, Pine County Courthouse, Pine City, Minnesota.

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Stephen M. Hallan, Chair  
Board of Commissioners

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David J. Minke, Administrator  
Clerk to County Board

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

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The Pledge of Allegiance was said.

Chair Hallan called for public comment. There was no public comment.

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

Commissioner Chaffee moved to approve the Minutes of the September 17, 2013 board meeting and Summary for publication. Second by Commissioner Rossow. Motion carried 5-0.

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NLX: Matt Ludwig/Alternate

Rushline Corridor Task Force: Matt Ludwig/Alternate

Facilities Committee: Matt Ludwig

Government Operations: Matt Ludwig

Methamphetamine Task Force: Matt Ludwig

Equal Employment Opportunity Coordinator: Matt Christenson

AMC Delegate Appointments: Matt Ludwig, Patrick Bruflat

Committee of the Whole/Budget Committee Meeting scheduled for October 30, 2013, 8:00 a.m.,  
Commissioners' Conference Room, Courthouse, Pine City, Minnesota

Committee of the Whole/Subsurface Sewage Treatment System Ordinance scheduled for November 5, 2013, 9:30 a.m., Public Health Building Conference Room, Sandstone, Minnesota

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Stephen M. Hallan, Chair  
Board of Commissioners

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David J. Minke, Administrator  
Clerk to County Board

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



# 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

September 2013

T43N R16W Section 24 research records, compute corner search areas, search for, set, tie out and GPS PLSS corners, GPS GLO topography calls, locate previous GPS control, update files.

T43N R16W Section 25 research records, compute corner search areas, search for, set, tie out and GPS PLSS corners, GPS GLO topography calls, locate previous GPS control, update files.

T43N R16W Section 26 research records, compute corner search areas, search for, set, tie out and GPS PLSS corners, GPS GLO topography calls, locate previous GPS control, update files.

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

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.

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

Robin T. Mathews, Pine County Surveyor

Monthly Report September 2013.doc

**PINE COUNTY HRA SENIOR HOUSING**

**510 Fifth Street Office**

**Sandstone, MN 55072**

**(320) 245-5140**

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

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

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

The regular meeting of the Pine County HRA Senior Housing Board of Directors was held on August 28, 2013, at the Sandstone Manor. Commissioners of the HRA present were Board Chair Dorothy Stockamp, Cheri Drilling, Jan Oak, Carl Steffen, and Greg Kvasnicka. Staff members present were Executive Director Janice Gustafson and Resident Managers Susan Blake and Evelyn Yocum. There were no residents present.

1. The meeting was called to order at 2:00 P.M. by Board Chair D. Stockamp.
2. Board Chair D. Stockamp presented Pine County Housing and Redevelopment Authority Board of Directors Certificates of Appointment received from the Pine County Board of Commissioners to C. Steffen and G. Kvasnicka.
3. The minutes from July 24, 2013, were reviewed by the Board members. A motion was made by C. Steffen and was seconded by C. Drilling to accept the minutes. Motion carried: Yeas 5, Nays 0.
4. The monthly financial statements and the investment report were presented by J. Gustafson. A motion was made by J. Oak and was seconded by Board Chair D. Stockamp to approve the financial statements and the investment report. Motion carried: Yeas 5, Nays 0.
5. Executive Director's Report. The written Executive Director's report was reviewed by Board members.
6. Old Business.
  - a) Vacancies. As of this date, there is one vacancy at the Finlayson Manor and no vacancies at the Sandstone Manor.
  - b) New Board Members. Arild Frederiksen's term expires 10/05/2016, and Carl Steffen has been appointed to complete A. Frederiksen's term. Dean Dronen's term expires 10/05/2017, and G. Kvasnicka has been appointed to complete D. Dronen's term.

7. New Business.

- a) The Minnesota Housing Finance Authority HUD annual Management and Operating Review was completed on August 6, 2013, and the audit went very well. The auditor also discussed with the HRA current HUD issues and upcoming regulatory changes.
- b) A special closed meeting of the HRA Board of Directors was scheduled for September 11, 2013, at 2:00 P.M. at the Sandstone Manor. The purpose of the meeting is to discuss three issues: The HRA smoking policy, pet policy, and repairs and maintenance policy.
- c) HUD has issued change 4 to the HUD Regulation 4350.3 and TRACS has issued change D to regulation 202C.

8. Resident Managers' Reports.

- a) Finlayson Manor. S. Blake reported residents at the Finlayson Manor were irritable and were conflicting with each other.
- b) Sandstone Manor. E. Yocum reported there were no problems and the residents were enjoying working on puzzles, especially in the screen house.

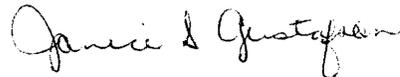
9. Resident Comments/Questions. There were no residents present.

10. A motion was made by C. Steffen and was seconded by G. Kvasnicka to adjourn the meeting at 3:30 P.M. Motion carried: Yeas 5, Nays 0.

11. The next HRA Board meeting is scheduled for September 25, 2013, at the Finlayson Manor.



Dorothy Stockamp  
HRA Board Chair



Janice S. Gustafson  
Executive Director

**PINE COUNTY HRA SENIOR HOUSING**

**510 Fifth Street Office**

**Sandstone, MN 55072**

**(320) 245-5140**

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

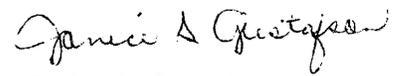
<b>Sandstone Manor</b> <b>510 Fifth Street</b> <b>Sandstone, MN 55072</b>	<b>Finlayson Manor</b> <b>6524 Broadway Street</b> <b>Finlayson, MN 55735</b>
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The special closed meeting of the Pine County HRA Senior Housing Board of Directors was held on September 11, 2013, at the Sandstone Manor. Commissioners of the HRA present were Board Chair Dorothy Stockamp, Cheri Drilling, Jan Oak, Carl Steffen, and Greg Kvasnicka. Staff member present was Executive Director Janice Gustafson.

1. The meeting was called to order at 2:00 a.m. by Board Chair D. Stockamp.
  
2. The purpose of the special meeting was to discuss three issues: the HRA smoking policy, pet policy, and repairs and maintenance policy.
  - a) The House Rules outside smoking policy will be amended to reflect no smoking within 25 feet of the building exit doors. (The current policy states there will be no smoking within 50 feet of the exit doors.) Violators of the amended policy will receive written notice of a lease violation and details of the actions to be taken.
  
  - b) The Finlayson Manor residents complaints regarding the feeding of stray cats by other residents off the Finlayson Manor property is considered a non issue as long as the cats are not being fed on the HRA property.
  
  - c) The Repairs and Maintenance Policy and Procedures was reviewed and amended. In addition, two forms were developed--a Repair & Maintenance Request Form and a Repair & Maintenance Work Order Form. The amended policy, procedure, and forms will be reviewed at the September 25, 2013, Board of Directors' monthly meeting.
  
3. As required by HUD Regulation 4350.3, residents will be given 60 days notice of the amended policies.

4. A motion was made by C. Steffen and was seconded by G. Kvasnicka to adjourn the meeting at 3:45 a.m. Motion carried: Yeas 5, Nays 0.

  
Dorothy Stockamp  
HRA Board Chair

  
Janice S. Gustafson  
Executive Director

**Pine County Health & Human Services Advisory Committee  
Minutes  
September 4, 2013**

**Attendance:** LaDonna Clepper, Sharri Johnson, Deedre Ludwig, Carolyn Miller, Barb Morgan, Tim Schmutzer, Patrick Bruflat, and Janet Schumacher

**Absent:** Geri Germann, Cheryl Johnson, Kevin Wojahn and Pastor Vicki VanderVegt

**Others Present:** Peggy Brackenbury, Financial Assistance Supervisor; Gwen Lewis, Public Health Supervisor; Jaci Orr, Social Service Supervisor

Meeting began at 3:00 p m at the Public Health Building in Sandstone.

1. **Welcome and Introductions** – Patrick Bruflat, Director introduced himself and welcomed the committee members with introductions given. Patrick indicated that this committee is a good way to get to know how we are perceived in the community and a good way to communicate with the public.
2. **Minutes of 6/5/13** – Tim Schmutzer asked that Page 3 be changed to read that reimbursement will be based on staffing pattern. Motion was made by LaDonna Clepper and seconded by Sharri Johnson to approve the minutes with change. Motion carried.
3. **Discussion**
  1. **Update on MnChoices**

Gwen Lewis and Jaci Orr shared information about the Public Health and Social Service side of MnChoices. They indicated that there would be a number of different screenings for waived services needed. Assessments will be completed based on their needs. The new assessment tool will be more extensive and will require a certified assessor to complete – assessments can take up to 5-6 hours to complete. Staff are currently doing webinars with implementation to begin in June 2014. In the future, we will be doing the screenings of placements from other counties, in the past the county that placed an individual did them.
  2. **Flood Update**

Jaci Orr talked about an event coming up on September 7<sup>th</sup> for the flood victims to access outreach services, monetary assistance, etc. There will be food served, several vendors available – all as a way of helping the flood victims.
  3. **MnSure**

Peggy Brackenbury spoke about the MnSure program in conjunction with the Affordable Care Act. She indicated that it will be a change in how we do our determination at the county level. Training has been currently delayed. All MN residents will be able to apply for health care thru the new computer system and our workers will be able to assist those applying. In the past there was one application form for all programs and now there will be a separate health care form. We will be hiring a new Eligibility Worker and have appointed one Office Support Specialist effective August 26<sup>th</sup> and one on September 9<sup>th</sup>. Navigators will be insurance brokers for clients to ask questions of. The State has a call center and will get someone from the county on the phone to assist clients as well. This program is scheduled to start on October 1<sup>st</sup>. By January 2014 everyone is required to be covered by some type of health insurance.

Tim mentioned Paradise Pride, Senior Linkage Line and other organizations that will assist as helpful resources for clients. Peggy indicates it will be a learning curve for her unit.

**4. Update on agency presence at the Pine County Fair**

Public Health staff as well as Meth Task Force representatives had a successful presence at the Pine County Fair. They passed out numerous educational materials looking at the prevention aspect – information included drug use effects, treatment and mental health info, information on synthetic drugs, marijuana use, etc.

**5. Update on Budget 2013**

Patrick has reviewed the HHS budget for the past several years with the Board. He indicated that the levy has not been raised and we have drawn down on our reserves. The last couple of years we have had a deficit. We will not know the impact of MnSure and we hope that revenue will come in and expenses will not be as high as were expected. Patrick indicated that the Board is updated each month of where we are at with our budget.

Tim asked if there is anything the committee can do to contain local control. His concern is to assure residents that they will receive the services they expect.

**6. Budget of 2014 - The Board has set a 3% levy increase for 2014**

**7. Out of Home Placements/Children (OOHPS)**

The OOHPS report was presented with 68 kids in placement as of 9/1/13/. Starting next month the report will also include Correctional Placements.

**4. Staffing and & Program Updates**

**1. Child Support Officer**

Interviews are scheduled for September 25<sup>th</sup>

**2. Eligibility Worker**

Interviews will be scheduled

**3. Office Support Specialist**

Appointments made with applicant beginning employment in the Sandstone office on August 26<sup>th</sup> and the applicant in Pine City will begin employment September 9<sup>th</sup>

**4. RN/PHN**

Promotional appointment made effective September 9<sup>th</sup>. We will join with Kanabec County for a PHN position; Kanabec Co will recruit and will be a Kanabec Co employee. May look at combining a vacant part time LPN and a vacant part time RN into one full time RN position.

**5. Social Workers**

Recently interviewed for Adult and Children Services with very good candidates

Meeting adjourned at 4:15 p m.

**Next Meeting Date: Wednesday, December 4, 2013 at 3:00 at the Public Health Building in Sandstone.**

Minutes prepared by Janet Schumacher

PHHealth & Human Service Advisory Committee\Minutes\2013\September 4 min

**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  October 15, 2013	<u>Consent Agenda</u> (Please Circle)  Regular Agenda Estimated Time: (Please Circle) 10 Min. 15 Min. <small>Time needed</small> 30 Min. 45 Min. 1 hour
Department Requesting Action:  <b><u>Auditor/Treasurer</u></b>	 Department Head Signature   Date

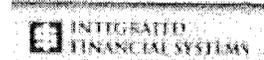
<b>Item for Discussion:</b>  <i>September 2013 Cash Balance</i>
<b>Board Action Requested:</b> (Attach additional pages if needed)
Supporting Documents: Attached None

TREASURER'S CASH TRIAL BALANCE COMPARISON

FUND	September 30, 2012 BALANCE	September 30, 2013 BALANCE
1 - GENERAL	426,889.47	880,846.81
12 - H&HS	1,817,975.12	941,131.49
13 - ROAD & BRIDGE	5,901,730.83	7,564,446.33
22 - LAND	1,303,741.79	1,995,822.25
TOTAL (incl non-major funds)	\$11,942,797.81	\$13,679,996.55

CATHYJ  
10/9/13 7:40AM

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



TREASURER'S CASH TRIAL BALANCE

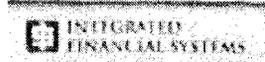
As of 09/2013

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1 General Revenue Fund	2,477,387.17			
Receipts		258,907.25	4,457,698.47	
Disbursements		335,480.92-	4,964,879.45-	
Payroll		690,849.69-	6,541,999.93-	
Journal Entries		4,691.11-	5,452,640.55	
Fund Total . . . . .		772,114.47-	1,596,540.36-	880,846.81
12 Health & Human Services	420	H&Hs-Income Maintenance		
	2,263,040.10			
Receipts		39,210.06	932,223.69	
Disbursements		68,407.05-	512,544.57-	
Payroll		134,666.17-	1,261,921.37-	
Journal Entries		31,622.33	670,354.25	
Dept Total . . . . .		122,240.83-	171,888.00-	2,091,152.10
12 Health & Human Services	430	H&Hs-Social Services		
	742,605.35			
Receipts		68,992.61	1,841,762.67	
Disbursements		26,039.32-	220,518.45-	
SSIS		284,339.47-	2,286,831.39-	
Payroll		128,484.43-	1,184,149.58-	
Journal Entries		29,626.82	1,287,387.70	
Dept Total . . . . .		340,243.79-	562,349.05-	1,304,954.40-
12 Health & Human Services	440	Childrens Collaborative (H&Hs)		
	0.00			
Dept Total . . . . .		0.00	0.00	0.00
12 Health & Human Services	481	Nursing-Community Health (H&Hs)		
	294,466.40			
Receipts		80,780.70	553,988.12	
Disbursements		18,989.14-	219,715.63-	
Payroll		84,971.52-	779,040.65-	
Journal Entries		29.38-	259,861.90	

#941,131.44

CATHYJ  
10/9/13 7:40AM

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



TREASURER'S CASH TRIAL BALANCE

As of 09/2013

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Dept Total . . . . .		23,209.34 -	184,906.26 -	109,560.14
Fund Total . . . . .	1,814,901.15	485,693.96 -	919,143.31 -	895,757.84
13 Road & Bridge Fund	5,324,159.01			
Receipts		1,807,202.47	8,767,181.59	
Disbursements		884,297.62 -	5,925,694.64 -	
Payroll		142,495.75 -	1,424,119.79 -	
Journal Entries		2,537.28 -	822,920.16	
Fund Total . . . . .		777,871.82	2,240,287.32	7,564,446.33
14 Ditch Maintenance (Sr) Fund	11,846.10			
Journal Entries		0.00	121.84	
Fund Total . . . . .		0.00	121.84	11,967.94
20 County-Wide Rehab (Sr) Fund	39,842.08			
Receipts		0.00	603.34	
Journal Entries		6.20	39,562.47 -	
Fund Total . . . . .		6.20	38,959.13 -	882.95
21 800 MHz Project Fund	36,741.83 -			
Disbursements		0.00	99,426.20 -	
Fund Total . . . . .		0.00	99,426.20 -	135,668.03 -
22 Land Management Fund	1,474,268.53			
Receipts		424,445.47	883,710.47	
Disbursements		1,903.03 -	20,136.61 -	
Payroll		7,016.39 -	76,077.36 -	

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

As of 09/2013

TREASURER'S CASH TRIAL BALANCE

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10/9/13

7:40AM

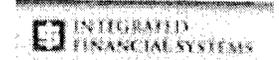
<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Journal Entries		0.00	285,942.78-	
<b>Fund Total . . . . .</b>		415,526.05	521,553.72	1,995,822.25
<b>24 Ambulance (Sr) Fund</b>	0.00			
<b>Fund Total . . . . .</b>		0.00	0.00	0.00
<b>29 Children's Collab /RHS Agency Fund</b>				
440 Childrens Collaborative (RHS)	33,924.75			
Receipts		0.00	196,479.00	
Disbursements		0.00	129,142.00-	
Journal Entries		2.43	48.45	
<b>Dept Total . . . . .</b>		2.43	22,614.55-	11,310.21
<b>Fund Total . . . . .</b>	33,924.75	2.43	22,614.55-	11,310.21
<b>32 Excess Bond Guarantee (DS)</b>	0.00			
<b>Fund Total . . . . .</b>		0.00	0.00	0.00
<b>33 2002 Cap-Equip Bond (Dis) Fund</b>	0.00			
<b>Fund Total . . . . .</b>		0.00	0.00	0.00
<b>35 2004 Street Reconstruction Bond Fund</b>	61,884.57			
Journal Entries		0.00	5,329.31	
<b>Fund Total . . . . .</b>		0.00	5,329.31	67,213.88
<b>37 County Railroad Authority</b>	5,606.75-			
Receipts		0.00	243.13	

CATHYJ  
10/9/13 7:40AM

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

TREASURER'S CASH TRIAL BALANCE

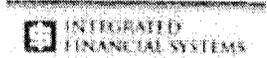
As of 09/2013



<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
		0.00	12,153.00-	
		0.00	9,290.39	
<b>Fund Total . . . . .</b>		<b>0.00</b>	<b>2,619.48-</b>	<b>8,226.24-</b>
38 Building Fund	165,177.85			
		12,517.00-	15,981.40-	
<b>Fund Total . . . . .</b>		<b>12,517.00-</b>	<b>15,981.40-</b>	<b>149,196.45</b>
39 2005A G.O. Jail Bonds	840,613.35			
		0.00	1,220,611.26-	
		0.00	741,015.32	
<b>Fund Total . . . . .</b>		<b>0.00</b>	<b>479,595.94-</b>	<b>361,017.41</b>
40 2012 G.O. Courthouse Bonds	0.00			
		0.00	848,150.00-	
		0.00	1,197,398.25	
<b>Fund Total . . . . .</b>		<b>0.00</b>	<b>349,248.25</b>	<b>349,248.25</b>
41 2005 Hra Bonds	627,689.37			
		0.00	627,689.37-	
<b>Fund Total . . . . .</b>		<b>0.00</b>	<b>627,689.37-</b>	<b>0.00</b>
76 Group Health Ins Fund 5/1/95 (Gen)	474,292.53-			
		235,279.81	2,119,947.10	
		227,688.44-	2,251,116.51-	
		7,561.88	67,025.92	
<b>Fund Total . . . . .</b>		<b>15,153.25</b>	<b>64,143.49-</b>	<b>538,436.02-</b>

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10/9/13 7:40AM

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



TREASURER'S CASH TRIAL BALANCE

As of 09/2013

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
80 County Collections Agency Fund	23,909.69			
Receipts		31,108.27	597,470.80	
Disbursements		9,868.00-	585,852.68-	
Journal Entries		0.00	5,686.20	
Fund Total . . . . .		21,240.27	17,304.32	41,214.01
82 Taxes And Penalties Agency Fund	959,721.59			
Receipts		907,804.75	20,558,735.88	
Disbursements		122,738.18	10,703,665.85-	
Journal Entries		0.00	8,863,212.17-	
Fund Total . . . . .		1,030,542.93	991,857.86	1,951,579.45
84 East Central Drug Task Force Agency Fund	32,287.77			
Receipts		0.00	115,999.97	
Disbursements		12,464.80-	99,027.12-	
Journal Entries		0.00	1,501.00-	
Fund Total . . . . .		12,464.80-	15,471.85	47,759.62
89 H & Bs Collections Agency Fund	4,388.80			
Receipts		16,178.73	876,581.37	
Disbursements		3,769.79-	86,105.32-	
Journal Entries		61,561.89-	760,801.41-	
Dept Total . . . . .		49,152.95-	29,674.64	34,063.44
Fund Total . . . . .	4,388.80	49,152.95-	29,674.64	34,063.44
All Funds (.....)	13,375,860.67			
Receipts		3,869,910.12	41,812,625.60	
Disbursements		1,468,686.93-	27,914,720.69-	
SSIS		284,339.47-	2,286,831.39-	

\*\*\*\*\* Pine County \*\*\*\*\*  
TREASURER'S CASH TRIAL BALANCE

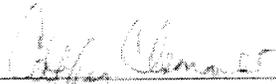
As of 09/2013

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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Payroll	1,188,483.95	11,267,398.68		
Journal Entries	0.00	39,628.96		
Total .....	928,399.77	304,135.88		13,679,996.55

**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  October 15, 2013	<u>Consent Agenda</u> <i>(Please Circle)</i>  Regular Agenda Estimated Time: <i>(Please Circle)</i> _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action:  <b><u>Auditor/Treasurer</u></b>	 _____ Department Head Signature      10-9-13 Date

<p><b>Item for Discussion:</b></p> <p><i>Applications for Abatement:</i> <i>Arrow Ministries, 70749 State Hwy 23, Bruno, PID 25.0016.000, pay 2013</i> <i>Thomas Gadbois, 56037 Fleming Logging Rd, Sandstone, PID 11.0048.000, pay 2013</i></p> <p><b>Board Action Requested:</b> (Attach additional pages if needed)</p> <p align="right">Supporting Documents: Attached    None</p>
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APPLICATION FOR ABATEMENT - GENERAL FORM  
(M.S. 375.192)

DATE: 4/29/13

For Taxes Levied In: 2012  
And Payable In: 2013

Abatement # AB13-04

Please Print Or Type

Applicants Name: <u>Arca Industries</u>	Applicants Mailing Address: <u>2160 Crystal Ave Weyzata, MN 55391</u>
Applicant's SSN: <u>n/a</u>	
Telephone (Home): <u>202-515-1017 (im)</u>	
Telephone (Work):	

Description Of Property: Property ID or Parcel Number: 25.0016.000  
 Street Address: 70749 State Hwy 23 Bruno  
 Township/City: Rutledge Twp  
 School District: 258C

Legal Description:

Part NW1/4 NW1/4 fractional, section 2, township 243 range 19

ASSESSOR'S ESTIMATED MARKET VALUE:

Land: 14,300 Structures: 43,300 Total: 57,600 Classification: 2017-059

Applicants Statement of Facts:

Property was purchased by a church 9/1/11. should have  
gone exempt for pay 2013

Applicants Request:

Exempt as a church

Applicant's Signature: [Signature]  
Administrative Abatement

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

# APPLICATION FOR ABATEMENT - GENERAL FORM

(M.S. 375.192)

DATE: 10/1/13

For Taxes Levied In: 2012  
And Payable In: 2012

Abatement # AE13-17

Please Print Or Type

Applicants Name: <u>Thomas Gericke</u>	Applicants Mailing Address: <u>17901 Inwood Ave N Hugo, MN 55032</u>
Applicant's SSN: <u>██████</u>	
Telephone (Home): _____	
Telephone (Work): _____	

Description Of Property: Property ID or Parcel Number: 110048000  
 Street Address: 56037 Fremont Logging Rd - Sandstone  
 Township/City: Burnham Twp  
 School District: 2700

Legal Description: SW1/4 NE1/4 Section 9 Township 42 Range 18

### ASSESSOR'S ESTIMATED MARKET VALUE:

Land 61300 Structures: 12000 Total: 73300 Classification: 1C1-0-00

Applicants Statement of Facts: Assessed for a building, however notified assessor's office that the building was actually on parcel 110052000. Added building to that parcel but didn't delete from this parcel.

Applicants Request: Remove building & site value

Applicant's Signature: [Signature]  
Administered by Abatement

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

**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  October <del>8</del> , 2013 15	<b>Consent Agenda</b> <i>(Please Circle)</i>  Regular Agenda Estimated Time: <i>(Please Circle)</i> _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
	

The Pine County Sheriff's Volunteer Posse has received a donation in the amount of \$350 from the National Multiple Sclerosis Society for the Posse's participation in the MS 150.

**Board Action Requested:**

I respectfully ask that the Board accepts the donation and deposits it into the Posse/Horse Fund.

Supporting Documents: Attached None

**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  October 15, 2013	<b>Consent Agenda</b> <i>(Please Circle)</i>  Regular Agenda Estimated Time: <i>(Please Circle)</i> _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour



The Pine County Sheriff's Office has received multiple donations to assist in helping the animals recently seized. Donations total \$140.

**Board Action Requested:**

I respectfully ask that the Board accepts the donations and deposits them into the Posse/Horse Fund to offset the cost of the care for the seized animals.

Supporting Documents: Attached None

**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  October 15, 2013	<b>Consent Agenda</b> <i>(Please Circle)</i>  Regular Agenda Estimated Time: <i>(Please Circle)</i> _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour

The Pine County Sheriff's Office has received multiple donations to assist in helping the animals recently seized. Donations have now totaled \$513.

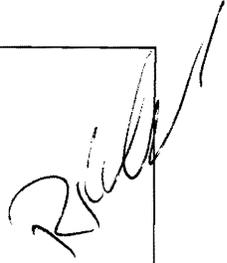
**Board Action Requested:**

I respectfully ask that the Board accepts the donations and deposits them into the Posse/Horse Fund to offset the cost of the care for the seized animals.

Supporting Documents: Attached None

**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  October 15, 2013	<b>Consent Agenda</b> <i>(Please Circle)</i>  Regular Agenda Estimated Time: <i>(Please Circle)</i> _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour



The Pine County Sheriff's Volunteer Posse has received a donation in the amount of \$300 from the Askov Rutabaga Festival and Fair Association for the Posse's participation in the 2013 Askov Rutabaga Day Celebration.

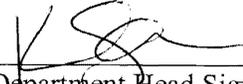
**Board Action Requested:**

I respectfully ask that the Board accepts the donation and deposits it into the Posse/Horse Fund.

Supporting Documents: Attached None

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## PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date:  October 15, 2013	Consent Agenda <i>(Please Circle)</i>  Regular Agenda Estimated Time: <i>(Please Circle)</i> _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action:  <b><u>Land Services</u></b>	<div style="text-align: center;">                   Department Head Signature             </div> <div style="text-align: right;">                 10/9/13                  Date             </div>

*Consider attendance by Edward Melzark and Robert Fischer, Pine County Environmental Technicians to the General Continuing Education course through the U of M in St. Cloud November 20-21, 2013. Cost of the course is \$250 each, for a total of \$500. All expenses are within the 2013 Planning and Zoning budget.*

*The course is worth 12 direct credits. Each employee needs 18 credits prior to their license expirations in 2015.*

**Board Action Requested:** (Attach additional pages if needed)  
*Approve Attendance by Edward Melzark and Robert Fischer to the continuing education course.*

Supporting Documents: Attached None

# 2013 OSTP Continuing Education Course Descriptions and Offerings



## General Continuing Education (12 Direct Credits)

Fee: \$250 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

601	Farmington Regional Extension Office	1/23-24/2013	Deadline: 1/13/2013
602	Detroit Lakes Holiday Inn	3/27-28/2013	Deadline: 3/17/2013
603	St. Cloud Territory Golf Club	11/20-21/2013	Deadline: 11/10/2013
604	Brainerd- Crow Wing County Land Services Building	12/16-17/2013	Deadline: 12/6/2013

## Installer Continuing Education (12 Direct Credits)

Fee: \$250 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:

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

69-1	Willmar Holiday Inn	1/17-18/2013	Deadline: 1/7/2013
69-2	Cloquet Forestry Center	2/20-21/2013	Deadline: 2/10/2013
69-3	Mankato Best Western	12/18-19/2013	Deadline: 12/8/2013

## 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	Willmar Holiday Inn	1/18/2013	Deadline: 1/8/2013
92-2	Cloquet Forestry Center	2/21/2013	Deadline: 2/11/2013
92-3	Mankato Best Western	12/19/2013	Deadline: 12/9/2013

## Solutions for Difficult Sites Continuing Education (12 Direct Credits)

Fee: \$250 Exam: No

This 12-hour workshop will focus on the appropriate use of technology in managing wastewater on difficult sites. Proprietary product representatives are invited to discuss their registered products.

Topics include:

- Operating permits
- High strength waste
- Pretreatment units
- Soil treatment specifications

68-1	Alexandria - Douglas County Public Works Building	4/3-4/2013	Deadline: 3/24/2013
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## Maintainer Continuing Education (12 Direct Credits)

Fee: \$250 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 Owatonna Cabela's 3/25-26/2013 Deadline: 3/15/2013

## Soils Continuing Education (6 Soils-specific Direct Credits)

Fee: \$225 or \$390 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.

Topics include:

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

55-1	Fergus Falls Best Western Bigwood Event Center	6/14/2013	Deadline: 6/4/2013
55-2	Mankato Best Western	6/18/2013	Deadline: 6/8/2013
55-3	Farmington Regional Extension Office	6/20/2013	Deadline: 6/10/2013
55-4	Two Harbors Superior Shores	8/7/2013	Deadline: 7/28/2013
55-5	Winona Riverport Inn	8/14/2013	Deadline: 8/4/2013
55-6	Bemidji- Beltrami Electric Cooperative	9/12/2013	Deadline: 9/2/2013
55-7	Brainerd- Crow Wing County Land Services Building	10/3/2013	Deadline: 9/23/2013

## Design Continuing Education (6 Direct Credits)

Fee: \$175 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	St. Cloud Territory Golf Club	4/17/2013	Deadline: 4/7/2013
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## Inspector Continuing Education (6 Direct Credits)

Fee: \$175 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	St. Cloud Territory Golf Club	4/18/2013	Deadline: 4/8/2013
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## Design/Inspector Continuing Education (12 Direct Credits)

Fee: \$250 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!

82-1	St. Cloud Territory Golf Club	4/17-18/2013	Deadline: 4/7/2013
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## Sampling Onsite Systems (6 Direct credits)

Fee: \$175 Exam: No

This six-hour course goes into depth about why and how to sample septic tank and pretreatment unit effluent. Sampling is an indicator of system performance and is often required as a part of meeting management plan or operating permit stipulations. Course includes real sampling for a variety of system types.

Topics include:

- When, where, and how to take samples
- Sample handling
- Chain of custody

72-1	Waterville Singing Hills Camp	9/5/2013	Deadline: 8/26/2013
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Enroll online at: [septic.umn.edu](http://septic.umn.edu)

OSTP • 173 McNeal Hall, 1985 Buford Ave., St Paul, MN 55108 • Phone: 800-322-8642 • Fax: 612-624-6434



**Pine County Facility Committee**  
**October 2, 2013**  
**Commissioner Conference Room, Courthouse,**  
**Pine City, Minnesota**

1. The meeting was called to order at 9:45 a.m. Present were Commissioners Mitch Pangerl and Matt Ludwig, Administrator David Minke and Maintenance Supervisor Kevin Newman.
2. Snow Plow Bids  
A draft bid was presented to the committee for review. The committee directed the bid be finalized and advertised.
3. Tuckpoint Update  
Karr plans to start the work in April, 2014 and be completed by July 31, 2014.
4. Energy Wheel  
Installation is scheduled for October 21, 2013.
5. Other.
  - a. Old Jail. The committee discussed the old jail. Staff will prepare a bid for demolition this fall/early winter.
  - b. Boiler in the Pine Government Center. The committee discussed how old the boiler was. The committee would like to see a long range facility plan addressing the maintenance and replacement of such items.
  - c. Temperature in the meeting room at the Public Health Building in Sandstone. The committee expressed concern at the high temperature in the meeting room. Kevin will check to be sure the system is operating properly.
6. With no other business, the committee adjourned at 11:00 a.m.

**PINE COUNTY PERSONNEL COMMITTEE**  
**Minutes**  
**October 8, 2013**  
**9:00 a.m. – Commissioners Conference Room**  
**Pine County Courthouse**  
**Pine City, MN**

**Members:** Commissioner Chaffee  
Commissioner Rossow  
**Alternate:** Commissioner Hallan  
**Present:** Commissioner Chaffee, Commissioner Hallan

**Staff:** County Administrator David Minke, HR and Payroll Specialist Matt Christenson, Jail Administrator Rick Boland, Public Works Director Mark LeBrun, HHS Director Patrick Bruflat.

1. The meeting was called to order at 9:00 a.m.
2. Agenda revisions - Removed new staffing level approval language from item 4b.  
Commissioner Chaffee motioned to approve the amended agenda, Commissioner Hallan seconded. Motion carried 2-0.
3. Commissioner Hallan motioned to approve the September 10, 2013 minutes, Commissioner Chaffee seconded. Motion carried 2-0.
4. Jail
  - a. Approve the hiring of (2) FT Corrections Officers. Jail Administrator Rick Boland presented information on current and future staffing concerns in the Jail in regards to full-time vs part-time staffing.  
Commissioner Hallan motioned to recommend for approval, Commissioner Chaffee seconded. Motion carried 2-0.
  - b. Accept resignation of PT Dispatcher Donald Scullard.  
Commissioner Chaffee motioned to accept the resignation of PT Dispatcher Donald Scullard and motioned to approve the backfill for approval, Commissioner Hallan seconded. Motion carried 2-0.
5. HWY
  - a. Accept resignation of Survey Crew Chief, Alex Larson and approve backfill. Public Works Director Mark LeBrun presented information on Survey Crew Chief position and recruiting efforts.  
Commissioner Hallan motioned to recommend for approval, Commissioner Chaffee seconded. Motion carried 2-0.
6. HHS
  - a. Approve backfill of the Office Support Specialist position caused by promotion of Claire Nelson to Child Support Officer.  
Commissioner Hallan motioned to recommend for approval, Commissioner Chaffee seconded. Motion carried 2-0.
7. Administrator
  - a. Approve Public Health Nurse, Beth Lyon leave status for a period not to exceed 12 weeks along with conditions.  
Commissioner Chaffee motioned to recommend for approval, Commissioner Hallan seconded. Motion carried 2-0.
  - b. Labor negotiations update.
8. Meeting adjourned at 10:06 a.m.

October 15, 2013

To: Pine County Board of Commissioners

From: Dana Rauschnot, Lakes & Pines Community Action Council, Inc.



History:

Last fall, the County approached Lakes & Pines Community Action Council, Inc. about assisting them in applying to the Small Cities Development Program for grant funds to rehabilitate (fix-up) owner-occupied housing. Brochures were distributed throughout the County to see which area the most concentrated interest was located. Please see attached BROCHURE for details.

The Small Cities Development Program is a competitive pool of grant funds that are allocated to the MN Department of Employment & Economic Development (DEED) each year from the United States Department of Housing and Urban Development (HUD) for community projects that benefit low to moderate income persons in areas that do not already receive entitlements from HUD. DEED wants to see smaller target areas that make the most impact.

Summary of Results:

113 interest forms were returned to Lakes & Pines. Of these, 23 of the 34 townships were represented and 8 of the cities were represented. The areas with the majority interest were the City of Sandstone, the City of Pine City, Pokegama Township, Pine City Township and Brook Park Township. The City of Sandstone was excluded because it is too far geographically to make an impact.

There are a few options for Pine County to consider (see attached map):

- a. Yellow area (Brook Park, majority of Pokegama & Pine City townships and City of Pine City):
  - This is the largest area
  - Contains the most interested people
  - Percentage of rehabbed homes/total homes is the smallest percentage
  
- b. Green area (Brook Park, approximately half of Pokegama township and most of City of Pine City):
  - This is the smallest area
  - Contains the fewer interested people
  - Percentage of rehabbed homes/total homes is the largest percentage

Lakes & Pines Community Action Council, Inc.

1700 Maple Avenue East - Mora, Minnesota 55051-1227

Office and TDD - 320/679-1800 - Fax 320/679-4139

Special accommodations for people with disabilities upon request.

*Serving the Counties of Aitkin, Carlton, Chisago, Isanti, Kanabec, Mille Lacs and Pine*

*An Equal Opportunity Employer/Contractor*

c. Orange area (Brook Park, approximately half of Pokegama, most of City of Pine City and north half of Pine City township):

- This is the medium sized area
- Contains the medium amount of interested people
- Percentage of rehabbed homes/total homes is also the medium percentage

Recommendations:

Lakes & Pines is recommending the Board approve the green area as the target area and also write in the grant that if there is not enough interest in the first 15 months of the program that the target area be opened up to include all of Pokegama Township, Pine City Township, Brook Park Township and the City of Pine City.

**Lakes & Pines CAC Mission: To build prosperous communities by serving local families and individuals in their pursuit of self-reliance.**

*Partnering to End Poverty*

**Serving the Counties of: Aitkin, Carlton, Chisago, Isanti, Kanabec, Mille Lacs & Pine**

Given our limited resources, consider volunteering. Volunteers help us reach more people. Visit our website: [www.lakesandpines.org](http://www.lakesandpines.org) or call 800.832.6082 to become a volunteer.

**What to expect:**

The proposal is being submitted to DEED on behalf of the County in the fall of 2013. If the proposal is accepted, the application is due in the early spring of 2014; notification will be received on whether the application is approved. If the application is approved, interested property owners and local media will be informed. Individual applications from property owners will be collected during the summer months (2014) and the earliest the first rehabilitation project may begin is during the fall of 2014. The program does run for a total of 30 months, usually starting June 1, 2014 through December 31, 2016.



1700 Maple Avenue East  
Mora, MN 55051  
320.679.1800 or 800.832.6082  
Fax: 320.679.4139  
[www.lakesandpines.org](http://www.lakesandpines.org)



## **Pine County Small Cities Development Program**

*Housing Rehabilitation*



Grant preparation, submission and administration by Lakes & Pines CAC, Inc. on behalf of Pine County.

**Pine County Small Cities Development Program 2014-2016**  
 Owner Occupied Housing Rehabilitation Fact Sheet

Pine County is seeking grant funds for homeowners interested in improving their homes from the Minnesota Department of Employment & Economic Development's (DEED's) Small Cities Development Program (SCDP) which is funded by the United States Department of Housing & Urban Development (HUD).

- The cities would provide assistance to homeowners in the form of a **0% interest, 10-year loan.**
  - Homeowners will be asked to match 10% of the total cost of improvements, but this is dependent on income level.
  - Homeowners unable to match the grant funds will not be turned away.
- The maximum SCDP loan available for owner occupied housing rehabilitation is **\$23,100** per property. If the project is more than \$23,100; funding will have to be secured from another source (savings, bank loan, other grant program, etc.).
- The SCDP loan is only repaid if the property is sold; title is transferred, or conveyed within the 10 years of the term of the loan.
  - The obligation to repay the loan is reduced by one-tenth of the original loan amount after each year.
  - After 10 years, if the property is still owned & occupied by the borrower, the loan is forgiven and considered a grant.

**To qualify:**

- **The home must be in Pine County. The area(s) of the county showing the most interest will be the selected target area(s). Interested owners should contact neighbors to ensure that their area is the most interested.** The home must be homesteaded (the applicant's primary residence), and need repairs.
- The applicant must own & be current on payments of the house, either by mortgage or recorded Contract for Deed or be free of debt. *\*If you are buying the property on a Contract for Deed, the holder of the contract must sign off on the loan, as well as the principal borrower/applicant.\**
- Taxes must be current and proof of homeowner's insurance is required.
- The applicant's household gross (before taxes) annual income (including Social Security, wages and all regular sources) must be within the limits listed below:

Family Size	Income Limits
1 person	\$34,550
2 persons	\$39,500
3 persons	\$44,450
4 persons	\$49,350
5 persons	\$53,330
6 persons	\$57,250
7 persons	\$61,200
8 persons	\$65,150

Licensed, insured contractors will be required to perform the rehabilitation work. Work completed prior to approval of an applicant or property will not be reimbursed. If the program is funded, approved applicants will have an inspection conducted of their property to determine what repairs are needed and qualify under this program.

**Some of the eligible improvements under the SCDP and are prioritized in this order:**

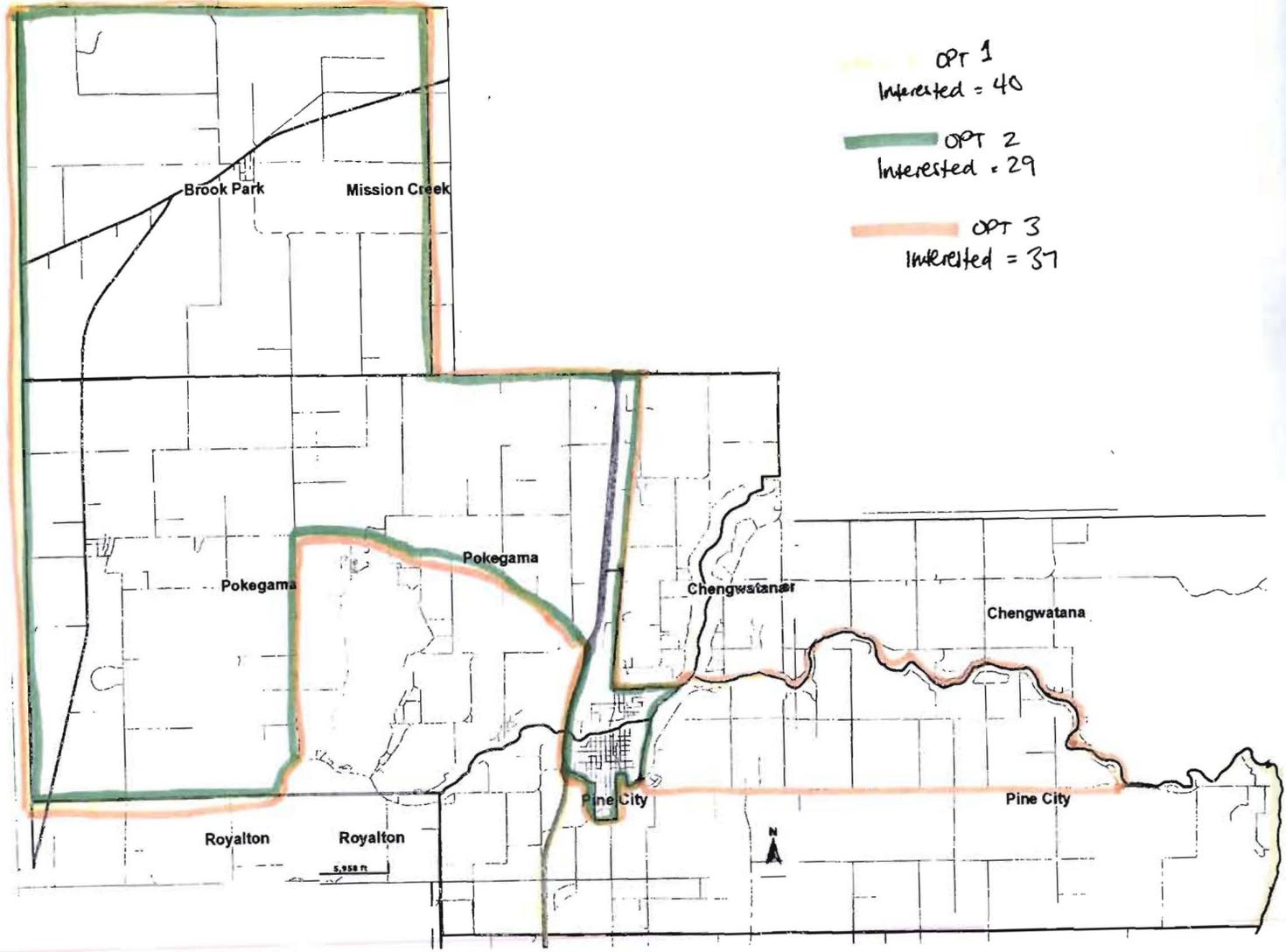
1. Repairs to address health & safety issues (smoke/CO detectors; plumbing, heating, electrical & lead hazard repairs)
2. Ramps, doors & bathroom accessibility conversions (grab rails, wider doors & entrance ramps)
3. Repairs to the structure & exterior envelope (foundation repairs, windows, doors, siding, roofing)

**Remodeling is not allowed.**

**What to do now:**

**Express interest!** To receive funding, the county **MUST** show that there are property owners interested in participating in the program. Interested property owners should **fill out and return the gray "Intent to Participate" form by September 30, 2013 (to Lakes & Pines)** to prove that there is interest in this program. Property owners from the chosen target area that complete this form will be contacted directly if the program is funded to obtain an application for their property.

POKEGAMA	13
PINE CITY CITY	11
BROOK PARK	11
PINE CITY	9
SANDSTONE CITY	9
HINCKLEY CITY	6
KETTLE RIVER	5
DELL GROVE	4
MISSION CREEK	4
WINDEMERE	4
SANDSTONE	4
ROCK CREEK CITY	4
FINLAYSON	3
CHENGWATANA	3
MUNCH	3
PARTRIDGE	2
STURGEON LAKE CITY	2
ROYALTON	2
BARRY	2
BREMEN	2
HENRIETTE CITY	1
FINLAYSON CITY	1
ARNA	1
NORMAN	1
KERRICK	1
NEW DOSEY	1
STURGEON LAKE	1
HINCKLEY	1
ASKOV CITY	1
FLEMING	1
OGEMA	
BRUNO	
PARK	
ARLONE	
CLOVER	
WILMA	
CROSBY	
BIRCH CREEK	
NICKERSON	
PINE LAKE	
DANFORTH	



OPT 1  
Interested = 40

OPT 2  
Interested = 29

OPT 3  
Interested = 37



**FEMA**

SEP 30 2013

Ms. Jennifer Nelson  
Homeland Security and Emergency Management  
Minnesota Department of Public Safety  
444 Cedar Street, Suite 223  
Saint Paul, MN 55101

Dear Ms. Nelson:

Thank you for submitting the Pine County All Hazard Mitigation Plan for our review. The plan was reviewed based on the local plan criteria contained in 44 CFR Part 201, as authorized by the Disaster Mitigation Act of 2000. Pine County met the required criteria for a multi-jurisdictional local hazard mitigation plan. Formal approval of this plan is contingent upon the adoptions by the participating jurisdictions. Once FEMA Region V receives documentation of adoption from the county and other jurisdictions, we will send a letter of official approval to your office.

We look forward to receiving the adoption documentation and completing the approval process for Pine County.

If you or the community has any questions, please contact Tom Smith at (312) 408-5220.

Sincerely,

A handwritten signature in cursive script that reads "Christine Stack".

Christine Stack, Director  
Mitigation Division

Attachments: Local Plan Review Sheets

**RESOLUTION OF PINE COUNTY (2013-41)**

**ADOPTION OF THE  
PINE COUNTY ALL-HAZARD MITIGATION PLAN**

WHEREAS, Pine County has participated in the hazard mitigation planning process as established under the Disaster Mitigation Act of 2000, and

WHEREAS, the Act establishes a framework for the development of a County Hazard Mitigation Plan; and

WHEREAS, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and businesses; and

WHEREAS, the Pine County Plan includes a risk assessment including past hazards, hazards that threaten the County, an estimate of structures at risk, a general description of land uses and development trends; and

WHEREAS, the Pine County Plan includes a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

WHEREAS, the Pine County Plan includes a maintenance or implementation process including plan updates, integration of the plan into other planning documents and how Pine County will maintain public participation and coordination; and

WHEREAS, the Plan has been shared with the Minnesota Division of Homeland Security and Emergency Management and the Federal Emergency Management Agency for review and comment; and

WHEREAS, the Pine County All-Hazard Mitigation Plan will make the county and participating jurisdictions eligible to receive FEMA hazard mitigation assistance grants; and

WHEREAS, this is a multi-jurisdictional Plan and cities that participated in the planning process may choose to also adopt the County Plan.

NOW THEREFORE BE IT RESOLVED that Pine County supports the hazard mitigation planning effort and adopts the Pine County All-Hazard Mitigation Plan.

This Resolution was declared duly passed and adopted and was signed by Stephen M. Hallan, Board Chair and attested to by David J. Minke, County Administrator, this 15th day of October, 2013.

---

Stephen M. Hallan, Board Chair

Attest:

---

David J. Minke  
County Administrator

**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date: October 15, 2013	Consent Agenda <i>(Please Circle)</i> Regular Agenda Estimated Time: <i>(Please Circle)</i> 5 Min. 10 Min. 15 Min. <small>Time needed</small> 30 Min. 45 Min. 1 hour
Department Requesting Action: <u>Land Services</u>	 _____ 10/10/13 Department Head Signature Date

In August each year, the Solid Waste Department holds two household hazardous waste clean up days. The Minnesota Department of Agriculture, through a Cooperative Agreement, will reimburse the cost of the pesticide collection at \$.25 per pound.

**Board Action Requested:** (Attach additional pages if needed)  
*Approve and sign Minnesota Department of Agriculture Cooperative Agreement.*

Supporting Documents:

Attached:

STATE OF MINNESOTA  
MINNESOTA DEPARTMENT OF AGRICULTURE  
COOPERATIVE AGREEMENT FOR WASTE PESTICIDE COLLECTION

Under Minnesota Statutes 18B.26, Subd. 3, and 18B.065, the State is empowered to enter into this agreement between the Minnesota Department of Agriculture (MDA), Pesticide & Fertilizer Management Division, Waste Pesticide Collection Program and:

  Pine   County Solid Waste Administration  
(hereinafter "Governmental Unit")

\_\_\_\_\_ Regional Household Hazardous Waste Program  
(hereinafter "Governmental Unit")

Other Local Unit of Government \_\_\_\_\_

List county or counties: \_\_\_\_\_

The Minnesota Pesticide Control Law states:

- The commissioner must provide a disposal opportunity each year in each county for nonagricultural waste pesticide.
- The commissioner must designate a place in each county of the state that is available at least every other year for persons to dispose of unused portions of agricultural pesticides.
- The commissioner may enter into cooperative agreements with state agencies and local units of government for administration of the waste pesticide collection program.

1. Term of Agreement:

1.1 Effective date: This Cooperative Agreement becomes effective when all required signature(s) are included and the Agreement is signed by the MDA. Any previous Cooperative Agreement is null and void.

1.2 Agreement will automatically renew unless either party requests termination (See 15.1).

**CHECK APPROPRIATE BOX(S) UNDER # 2 THROUGH # 5 BELOW**

2. Governmental Unit agrees to collect NONAGRICULTURAL waste pesticides every year.

A "nonagricultural pesticide" does not bear labeling that meets the federal worker protection agricultural use requirements established in Code of Federal Regulations, title 40, parts 156 and 170.

If box #2 above is checked, the Governmental Unit agrees to:

2.1 Accept, package and store nonagricultural waste pesticide until shipment.

2.2 Arrange shipment with contractor operating under the MN Hazardous Waste Management Contract H-69(5), or successive similar state contracts.

- 3. Governmental Unit does NOT agree to collect NONAGRICULTURAL waste pesticide.
- 4. Governmental Unit agrees to collect AGRICULTURAL waste pesticide at least once every year.

An "agricultural pesticide" means a pesticide that bears labeling that meets federal worker protection agricultural use requirements established in Code of Federal Regulations, title 40, parts 156 and 170.

If box #4 above is checked, the Governmental Unit agrees to:

4.1 Accept, package and store agricultural waste pesticide until shipment.

4.2 Arrange shipment with contractor operating under the MN Hazardous Waste Management Contract H-69(5).

4.3 Include MDA logo in all advertising for waste pesticide collections.

- 5. Governmental Unit does NOT agree to collect AGRICULTURAL waste pesticide.

6. The MDA will provide to Governmental Unit that check(s) box # 2 and/or # 4, above:

6.1 Payment of costs incurred, including supplies, transportation, disposal and advertising;

6.2 Payment of Reasonable Overhead Costs @ \$0.25 per pound of collected waste pesticide;

6.3 Materials approved and useable for advertising.

7. Payment:

7.1 Hazardous Waste Contractor invoices MDA directly for costs of disposal, supplies and transportation.

7.2 MDA pays invoice.

7.3 MDA determines overhead cost compensation and pays Government Unit twice each state fiscal year.

8. MDA shall provide payment from the Waste Pesticide Cooperative Agreement Account to state contractors and government units for the collection and disposal of waste pesticides.

9. Authorized Representatives

9.1 The State's Authorized Representative is:

Stan Kaminski or his successor, Pesticide & Fertilizer Management Division, Minnesota Department of Agriculture, 625 North Robert Street, St. Paul, MN 55155, 651-201-6562; [Stan.Kaminski@state.mn.us](mailto:Stan.Kaminski@state.mn.us) .

9.2 The Governmental Unit's Authorized Representative is: [Name, Title, Address, Phone & Email]

Kelly Schroeder (220) 591-1634  
Land Services Director  
635 Northridge Dr New, Suite 260  
Pine City, MN 55063  
kelly.schroeder@co.pine.mn.us

10. Assignment, Amendments, Waiver, and Contract Complete

10.1 Assignment. The Governmental Unit may neither assign nor transfer any rights or obligations under this agreement without the prior consent of the MDA and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this agreement, or their successors in office.

10.2 Amendments. Any amendment to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.

10.3 Waiver. If the MDA fails to enforce any provision of this agreement, that failure does not waive the provision or its right to enforce it.

10.4 Contract Complete. This agreement contains all negotiations and agreements between the MDA and the Governmental Unit. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.

11. Liability. It is the intent of the parties that any liability which may arise as a result of activities contemplated by this Contract be governed according to the following provisions:

11.1 Liability to third persons. The parties intend that any claims or causes of action by third persons are subject to the limitations upon liability provided by law. Further, nothing in this Contract is intended to create a cause of action with respect to any third person, except for rights granted to Co-Sponsoring Counties as third party beneficiaries of this Section 11.

11.2 State Indemnification.

The parties acknowledge and agree that the County and any Co-Sponsoring Counties are indemnified by the State as provided for in Minn. Stat. § 18B.065, subdivision 10. In the event that Minn. Stat. §18B.065, subdivision 10, is inapplicable to a specific situation, then the State and the County agree to be responsible for their own acts and omissions subject to the provisions, limitations, and exclusions of their respective Tort Claims Acts - Minn. Stat. § 3.736 for the State and Minn. Stat. ch. 466 for the municipality.

11.3 No Waiver. Nothing in this Contract is intended to waive or limit the provisions of the Tort Claims Acts, Minn. Stat. § 3.736, or Minn. Stat. ch. 466, or any other law, legislative or judicial, which limits governmental liability.

12. State Audits

Under Minn. Stat. § 16C.05, subd. 5, the Governmental Unit's books, records, documents, and accounting procedures and practices relevant to this agreement are subject to examination by the MDA and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this agreement.

13. Government Data Practices

The Governmental Unit and MDA must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the MDA under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Governmental Unit or the MDA.

If the Governmental Unit receives a request to release the data referred to in this Clause, the Governmental Unit must immediately notify the MDA. The MDA will give the Governmental Unit instructions concerning the release of the data to the requesting party before the data is released.

14. Venue

Venue for all legal proceedings out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

15. Termination

15.1 Termination. The MDA or the Governmental Unit may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party. Termination must be by written or fax notice to the Governmental Unit.

15.2 Termination for Insufficient Funding. The MDA may immediately terminate this agreement if it does not have sufficient funds in the Waste Pesticide Cooperative Agreement Account to pay or reimburse the governmental unit. The MDA is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Governmental Unit will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The MDA will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate or provide sufficient funds. The MDA must provide the Governmental Unit notice of the lack of funding within a reasonable time of the MDA's receiving that notice.

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. 16A.15 and 16C.05

Signed: Rosemary D. Koenen

Date: August 5, 2013

SWIFT No. 3000008598

3. STATE AGENCY

By: \_\_\_\_\_  
(with delegated authority)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**2. GOVERNMENTAL UNIT**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**4. COMMISSIONER OF ADMINISTRATION**

By: \_\_\_\_\_  
(With Delegated Authority)

Date: \_\_\_\_\_

Distributed to:

- Governmental Unit's Authorized Representative
- State's Authorized Representative
- Commissioner of Administration (or delegated authority)
- MDA Waste Pesticide Collection Program file