



AGENDA
PINE COUNTY BOARD MEETING

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

Tuesday, January 6, 2015 1:00 p.m.
Public Health Building, Sandstone, Minnesota

- A) Call meeting to order
- B) Pledge of Allegiance
- C) Election of County Board Chair and Vice-Chair for 2015
- D) 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.
- E) Adopt Agenda
- F) 2015 Committee Assignments & other appointments
- G) 2015 County Board Schedule
- H) Approve Minutes of December 16, 2014 County Board Meeting and Summary for publication.
- I) Approve Minutes of December 30, 2014 Special County Board Meeting.
- J) Minutes of Boards, Committees and Correspondence
 - East Central Regional Library Board Minutes – October 13, 2014
 - Pine County HRA Senior Housing – November 18, 2014
 - Pine County Land Surveyor Monthly Report – December 2014
- K) 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. December, 2014 Disbursements

Disbursements Journal Report, December 1, 2014 – December 31, 2014

2. Applications for Abatement

Consider:

Thomas LaBathe, 88952 Sturgeon Island Road, Sturgeon Lake, PID 33.0700.000, pay 2014

Carly Storebo, 4582 Main St., Bruno, PID 36.5093.000, pay 2014

Viaene Rental Properties, 120 Lark St., Sandstone, PID 45.5225.000, pay 2014

James and Anna Reiser, 339 Fawn Meadows Way NE, Pine City, PID 42.6041.000, pay 2014
David Mortensen, 68953 Beaver Tail Rd., Askov, PID 25.0075.000, pay 2014
Merlin and Patricia Ladd, 31960 Eddy Rd., Hinckley, PID 10.0137.001, pay 2014
Phyllis Wood, 7344 Main St., Rutledge, PID 44.5062.000, pay 2014
Jerome Thompson, 18357 Lakeview Loop, Pine City, PID 28.8900.003, pay 2014
Nancy Black, 18345 Lakeview Loop, PID 28.8900.001, pay 2014

3. Application for Exempt Permit

Consider application for Exempt Permit for the Pine County Thunderin' Toms Chapter of the National Wild Turkey Federation to conduct Minnesota lawful gambling on April 18, 2015 at Tank's Tavern, 39109 State Hwy. 48, Hinckley, MN (Arlone Twp).

4. Resolution for Repurchase of Tax Forfeited Land

Consider Resolution 2015-02 for Repurchase of Tax Forfeited Land-10 year contract, Jilane Vinar, PID 17.5047.000, 17.5048.000, 17.5049.000 and authorize Board Chair and County Auditor to sign.

5. 2015-16 Trails Assistance Program Grant Agreements (Grant-In-Aid)

Consider approval of Resolution 2015-03 Sponsorship of Grant-in-Aid Recreational Trails (2015-2016) and authorize Board Chair and County Administrator to sign.

6. Solid Waste Officer Appointment

Consider appointment of Ed Melzark as Pine County's Solid Waste Officer.

7. 2015 Waste Hauler Licenses

Consider approval of 2015 waste hauler licenses for the following: East Central Sanitation-Cambridge, Jim's Mille Lacs Disposal-Milaca, Jones Construction-Pine City, Mille Lacs Band of Ojibwe-Onamia, and Tri Township Disposal District-Sandstone and authorize Board Chair to sign.

8. Personnel

- A. Consider appointment of Deputy Sheriff Paul Widenstrom to Chief Deputy Sheriff effective January 5, 2015.
- B. Consider promotion of Deputy Sheriff Chad Layon to Investigator, effective January 25, 2015, \$26.29 per hour, step 5.

9. New Hire

- A. Authorize the hiring of .4 FTE Probation Agent Ravi Roelfs effective December 17, 2014, step 1, \$19.00 per hour.
- B. Authorize the hiring of part-time Corrections Officer Benjamin Jahnz, effective January 7, 2015, pending completion of pre-employment screenings, \$16.04 per hour, B-23.
- C. Authorize the hiring of part-time Corrections Officer Andrea Stephani, effective January 7, 2015, pending completion of pre-employment screenings, \$16.04 per hour, B-23.

10. Training

- A. Consider Sheriff-Elect Jeff Nelson to attend New Sheriff School, January 25-30, 2015, Oak Ridge Conference Center, Chaska. Registration fee (inclusive of hotel): \$1,395. Funds are available in the 2015 Sheriff's Office budget.
- B. Consider Paul Widenstrom to attend New Chief Deputy School, February 15-20, 2015, Oak Ridge Conference Center, Chaska. Registration fee (inclusive of hotel): \$1,395. Funds are available in the 2015 Sheriff's Office budget.

REGULAR AGENDA

1. **Request for Bids for Official Publication for 2015**
Award bid.
2. **90-Day Accrual Period**
Consider approval of Resolution 2015-04 Setting 90-day Accrual Period from end of year and authorize Board Chair and County Administrator to sign.
3. **Extension Committee Appointment**
Consider approval of the reappointment of Linda Defenbaugh as District 1 representative, and the appointment of Mitch Pangerl as District 2 representative, to the Pine County Extension Committee. Both appointments are for a three-year term, January 1, 2015 – December 31, 2017.
4. **Board of Adjustment Appointment**
Consider appointment of Gary Valvoda to the Board of Adjustment as representative of District 2, term January 8, 2015 through December 31, 2015.
5. **East Central Regional Library Appointment**
Consider third reappointment of Carol Goddard as a trustee to the East Central Regional Library Board, term January 1, 2015 through December 31, 2017.
6. **Lead County Agreement with Mille Lacs Band HHS**
Consider action to end the Lead County Agreement with Mille Lacs Band of Ojibwe Health and Human Services.
7. **Governor’s Task Force – Child Protection Services**
Update by Health & Human Director Becky Foss.
8. **City of Sandstone – Application for Local Road Improvement Program (LRIP)**
Consider acceptance of Resolution 2015-01 Local Road Improvement Plan and authorize Board Chair and County Administrator to sign. If the project is selected for funding, this will allow Pine County to act as a project sponsor, fiscal agent, and to work with the City to ensure the project is completed in accordance with state requirements.
9. **Pine County Regional Railroad Authority Annual Meeting**
Convene Pine County Regional Railroad Authority annual meeting; appointment of chair, vice-chair, secretary and treasurer. Discussion of Regional Railroad Authority business.
10. **Ditch 2**
Discussion.
11. **Committee of the Whole**
Consider scheduling of Committee of the Whole meeting to discuss approval of noise ordinance.
12. **Commissioner Updates**
Arrowhead Counties Association
Other
13. **Other**

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

- a. **Pine County Board Meeting, Tuesday, January 6, 2015, 1:00 p.m.**, Public Health Building, Sandstone, Minnesota.
- b. **Facility Committee, Wednesday, January 7, 2015, 9:00 a.m.**, Commissioners' Conference Room, Courthouse, Pine City, Minnesota.
- c. **Soil & Water Conservation District, Thursday, January 8, 2015, 3:00 p.m.**, Public Health Building, Sandstone, Minnesota.
- d. **East Central Solid Waste Commission (ECSWC), Monday, January 12, 2015, 9:00 a.m.**, 1756 180th St., Mora, Minnesota.
- e. **East Central Regional Library, Monday, January 12, 2015, 9:30 a.m.**, 244 South Birch Street, Cambridge, Minnesota.
- f. **Pine County Methamphetamine Task Force, Monday, January 12, 2015, 3:00 p.m.**, Pine Government Center, Pine City, Minnesota.
- g. **Personnel Committee, Tuesday, January 13, 2015, 9:00 a.m.**, Commissioners' Conference Room, Courthouse, Pine City, Minnesota.
- h. **Rush Line Task Force Meeting, Thursday, January 15, 2015, 3:30 p.m.**, Maplewood Community Center, Maplewood, Minnesota
- i. **Pine County Board Meeting, Tuesday, January 20, 2015, 10:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota.
- j. **City-County Relations Meeting, Tuesday, January 20, 2015, 7:00 p.m.**, Jury Assembly Room, Courthouse, Pine City, Minnesota.

15. **Adjourn**

2015 Boards and Committees

| Outside Boards and Committees | 2014 Representative | 2014 Alternate | 2015 Representative | 2015 Alternate |
|---|-----------------------|----------------|---------------------|----------------|
| AMC Committee – Environment & Natural Resources | Pangerl | | | |
| AMC Committee – General Government | Rosow | | | |
| AMC Committee – Health & Human Services | Chaffee | | | |
| AMC Committee – Public Safety Policy Committee | Hallan | | | |
| AMC Committee – Transportation & Infrastructure | Ludwig | | | |
| AMC Committee – Indian Affairs Advisory Council | Rosow | | | |
| Arrowhead Counties Association (ACA) | All | | | |
| Association of Minnesota Counties (AMC) | All | | | |
| Central MN Jobs and Training Service | Hallan | Ludwig | | |
| Central Regional EMS Committee | Ludwig | Rosow | | |
| East Central Regional Development Commission (ECRDC) | Hallan | Rosow | | |
| East Central Regional Juvenile Center (ECRJC) Advisory Committee | Pangerl | Rosow | | |
| East Central Regional Library | Chaffee | Pangerl | | |
| East Central Solid Waste Commission (ECSWC) | Hallan | Ludwig | | |
| Extension Committee | Pangerl/Chaffee | | | |
| Fiber-Optic Joint Power Board | Hallan | Pangerl | | |
| GPS 45:93 Joint Powers Board | Pangerl | Hallan | | |
| Kanabec/Pine Board of Health (CHB) *3 members in even years; *2 members in odd years | Chaffee/Hallan/Ludwig | | | |
| Lakes and Pines Community Action Council (CAC) | Rosow | Hallan | | |
| Law Library | Pangerl | Chaffee | | |
| NE MN Regional Radio Board | Hallan | Rosow | | |
| NLX | Ludwig | Chaffee | | |
| Rushline Corridor Task Force | Ludwig | Chaffee | | |
| Snake River Watershed Joint Powers Board | Pangerl | Hallan | | |

| County Established Committees | 2014 Appointment | 2014 Alternate | 2015 Representative | 2015 Alternate |
|--|------------------|----------------|---------------------|----------------|
| Budget Committee | All | | | |
| Facilities Committee | Ludwig/Pangerl | | | |
| GIS Committee | Hallan/Pangerl | | | |
| Government Operations | Ludwig/Rossow | | | |
| Investment Committee | Ludwig/Hallan | | | |
| Land/Zoning Advisory Committee | Chaffee/Rossow | | | |
| Legislative Committee | All | | | |
| Methamphetamine Task Force | Ludwig/Rossow | | | |
| Negotiations (Labor Relations) Committee | Chaffee/Rossow | | | |
| Personnel Committee | Chaffee/Rossow | Ludwig | | |
| Technology Committee | Hallan/Pangerl | | | |
| Transportation Committee | Hallan/Rossow | | | |

| Other Appointments | 2014 Appointment | 2015 Appointment |
|--|---|---|
| Equal Employment Opportunity Coordinator required by section 3.2 of the County Policy and Procedure Manual | Matt Christenson | |
| AMC Delegate Appointments (county is authorized 1 delegate for each commissioner and three additional delegates) | Steve Hallan Mitch Pangerl Steve Chaffee Curt Rossow | Matt Ludwig Mark LeBrun Becky Foss David Minke |

WORKING DRAFT

2015 Pine County Board of Commissioner Meeting Schedule

{TO BE ADOPTED AT ITS JANUARY 6, 2015 MEETING}

- The meetings on the _____ of the month begin at _____.m. and are held at the Public Health Building, Conference Room, in **Sandstone**.
- The meetings on the _____ of the month begin at _____.m. and are held at the Pine County Courthouse, Boardroom, **Pine City**, unless otherwise noted below:

Projected dates if 1st & 3rd Tuesdays:

January 6th and 20th

February 3rd and 17th

March 3rd and 17th

April 7th and 21st

May 5th and 19th

June 2nd and 16th

July 7th and 21st

August 4th and 18th

September 1st and 15th

October 6th and 20th

November 3rd and 17th

December 1st and 15th

Board of Equalization, June 15, 2015 at _____ p.m., Pine County Courthouse, Boardroom, Pine City.

Truth in Taxation, December 3, 2015, at 7:00 p.m., Pine County Courthouse, Boardroom, Pine City.

Facilities 1st Wednesday -- 9:00 a.m.

Personnel 2nd Tuesday -- 9:00 a.m.

Technology 3rd Tuesday -- 8:30 a.m.

MINUTES OF PINE COUNTY BOARD MEETING
Regular Meeting

Tuesday, December 16, 2014, 10:00 a.m.
Board Room, Pine County Courthouse, Pine City, Minnesota

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

The Pledge of Allegiance was said.

Chair Rossow called for public comment. Nicci Trierweiler, Kerrick Firefighter's Relief Association, spoke in support of the current emergency management structure.

Chair Rossow requested the following revisions to the Agenda:

Addition to Consent Agenda Item #2: Addition of two tobacco licenses

Addition to Regular Agenda Item #4: Recognize resignation of payroll clerk and authorize backfill

Correction to Regular Agenda Item #11: Planning Commission member Pat McCarthy to correctly reflect District 3

Correction to Regular Agenda Item #14: Replace TSA five-year contract with one-year contract

Addition to Regular Agenda Item #17: A. Ditch #2 discussion; B. Consider Scheduling of Special Meeting for consideration of labor agreements.

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

Commissioner Chaffee moved to approve the Minutes of the December 2, 2014 county board meeting and Summary for publication. Second by Commissioner Pangerl. Motion carried 4-0.

Commissioner Pangerl moved to approve the Minutes of the December 4, 2014 Truth in Taxation meeting for publication. Second by Commissioner Ludwig. Motion carried 4-0.

Minutes of Boards, Committees and Correspondence

Pine County Soil & Water Conservation District Board Meeting Minutes – November 6, 2014

Pine County Probation Advisory Committee Meeting Unapproved Minutes – November 25, 2014

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

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

CONSENT AGENDA

1. Approve November, 2014 Cash Balance

| Fund | November 30, 2013 | November 30, 2014 | Increase(Decrease) |
|--------------------------------|--------------------------|--------------------------|---------------------------|
| General Fund | 2,867,387.47 | 3,420,714.55 | 553,327.08 |
| Health and Human Services Fund | 1,289,936.43 | 526,037.83 | (763,898.60) |
| Road and Bridge Fund | 3,772,405.24 | 2,091,342.27 | (1,681,062.97) |
| Land Management Fund | 1,731,329.05 | 2,083,037.84 | 351,708.79 |
| TOTAL (inc non-major funds) | 10,946,247.11 | 9,661,450.42 | (1,284,796.69) |

2. Tobacco Licenses

Approve the following January 1-December 31, 2015 tobacco licenses and authorize Board Chair to sign: Banning Junction, Beroun Crossing Market, Chengwatana Country Club, Chris' Food Center (2), Sandra & Francis Collins DBA: Off the Road Bar & Grill, Crossroads Convenience Store, Cypress Inn, Daggett's Super Valu, Dave's Oil Corp, Denham Run Bar & Grill, Duquette General Store, Family Dollar Store-Sandstone, Finlayson Municipal Liquor Store, Froggies, Heidelberger's Rock Creek Motor Stop, Hinckley Firehouse Liquor, Holiday Station Stores #6, 226 and 258 (3), Kurt's Station, Little Stores (2), Main Street Grocery, Nickerson Bar & Motel, Inc., Northland E-Cigs, Petry's Bait Company, Pump N Munch, Pokegama Liquors, Quarry Store, Rich's Bar, Sandstone Petro Plus, Slim's Service, Inc., Squirrel Cage, Stogies Discount Tobacco, Sturgeon Lake Golf Course, Super America #4500, Super Smokes Inc., Tank's Tavern, Tobies Station, Inc., Wal-Mart Supercenter #2367, Wanna Video, West Beroun Liquors.

3. Off-Site Gambling

Approve application by Hinckley-Pine City Flames Snowmobile Club to conduct off-site gambling from February 11-14, 2016 at Grand Casino-Hinckley, 777 Lady Luck Dr., Hinckley, MN (Barry Twp).

4. Resolution for Repurchase of Tax Forfeited Land

Approve Resolutions 2014-50 (PID 17.0319.011) and 2014-51 (PID 17.0319.017) for Repurchase of Tax Forfeited Land on a 10-year contract, Kelly Billings, and authorize Board Chair and County Auditor to sign.

5. Hiring

Approve the hiring of Nicole Ollig, Chief Deputy Auditor-Treasurer (C51), \$25.00 per hour, effective January 5, 2015, contingent upon successful completion of pre-employment screenings.

6. Transfer of Corrections Officers

- A. Approve promotion of part-time Corrections Officer Cody Overton to full-time Corrections Officer, effective December 14, 2014. No change in grade or wage (B23, step 3, \$16.04 per hour).
- B. Approve promotion of part-time Corrections Officer Travis Keller to full-time Corrections Officer, effective December 14, 2014. No change in grade or wage (B23, step 3, \$16.04 per hour).

7. Training

- A. Approve attendance by Land Services Director Kelly Schroeder to the third of five required courses, Basic Design of Onsite Systems, February 3-6, 2015 in Alexandria. Course cost: \$435, \$178.77 hotel cost, and \$123.20 mileage. Total cost: \$736.97.
- B. Approve attendance by Land Services Director Kelly Schroeder to the Aquatic Invaders Summit, January 20-21, 2015 at the Rivers Edge Convention Center, St. Cloud. Registration: \$150.
- C. Approve attendance by County Engineer Mark LeBrun to the 70th Annual Minnesota County Engineers Conference, January 20-23, 2015 at Cragun's Resort, Brainerd. Total cost: \$800.40.

REGULAR AGENDA

1. Recognition of Commissioner Mitch Pangerl

Board Chair Rossow presented Commissioner Pangerl with a Certificate of Appreciation in recognition and appreciation of his service as District 2, Pine County Commissioner, January 4, 2011-January 5, 2015.

2. Recognition of Retirement – John K. Carlson

Board Chair Rossow presented County Attorney John Carlson with a retirement clock and recognized and thanked him for his 34 years of service to Pine County.

3. Recognition of Board Chair Curt Rossow

Vice-Chair Steve Chaffee presented Chair Rossow with a Certificate of Appreciation in recognition and appreciation of his service as Chair of the Pine County Board of Commissioners for the year 2014.

4. Facilities Committee

Commissioner Pangerl provided an overview of the December 3, 2014 Facilities Committee meeting. Informational only--no board action is necessary. Commissioner Pangerl stated some sunshades have been installed on the windows in the atrium of the courthouse with positive results.

5. Personnel Committee

The Personnel Committee met December 10, 2014 and made the following recommendations:

- A. Approve a 1.5% Cost-of-Living increase for non-union employees and the 2015 pay scale, effective January 1, 2015.

Motion by Commissioner Chaffee to approve a 1.5% Cost-of-Living increase for non-union employees, and approve the 2015 pay scale, effective January 1, 2015. Second by Commissioner Rossow. Motion carried 4-0.

- B. Approve the 2015 Pay Matrix.

Discussion was had regarding the pay matrix. The matrix is a tool for supervisors to use in determining non-union employee performance increases.

Motion by Commissioner Ludwig to approve the 2015 non-union performance increase matrix as follows:

| <u>All Classifications</u> | <u>Percentage</u> |
|----------------------------|-------------------|
| Outstanding | up to 6% |
| Exceeds Requirements | up to 5% |
| Fully Capable | up to 4% |

Needs Improvement up to 1%
Unsatisfactory 0%

Second by Commissioner Chaffee. Motion carried 4-0.

- C. Approve Resolution 2014-44 Setting 2015 Salaries for Elected Officials and authorize Board Chair and County Administrator to sign.
Motion by Commissioner Chaffee to approve Resolution 2014-44 Setting 2015 Salaries for Elected Officials as follows: County Auditor/Treasurer \$83,000, County Sheriff \$83,500, and County Attorney \$85,000. Second by Chair Rossow. Motion carried 4-0.
- D. Consider approval of Resolution 2014-45 Establishing 2015 County Commissioner Compensation and Per Diem and authorize Board Chair and County Administrator to sign.
Commissioner Chaffee stated commissioner compensation remains unchanged from last year (\$21,208), however the per diem is an increase from \$75 to \$100. The resolution also includes the mileage reimbursement rate for 2015 to be followed at the federal IRS rate.
Motion by Commissioner Chaffee to approve Resolution 2014-45 Establishing 2015 County Commissioner Compensation and Per Diem. Second by Chair Rossow. Motion carried 4-0.
- E. Set 2015 health insurance monthly contributions for CMM 1000, CMM 1500 and VEBA, single: \$570.50 and family \$1,143.55.
Motion by Commissioner Chaffee to set the 2015 county monthly contribution for health insurance for settled contracts and for non-union employees for CMM 1000, CMM 1500 and VEBA as follows: Single \$570.50, Family: \$1,143.55. Second by Chair Rossow. Motion carried 4-0.
- F. County Administrator David Minke informed the board of the resignation of Payroll Clerk Susie Fore effective December 30, 2014 and requested backfill of the position. The board thanked Ms. Fore for her service to the county.
Motion by Commissioner Chaffee to recognize the resignation of Payroll Clerk Susie Fore (B23), effective December 30, 2014, approve a backfill of the position and consider temporary options until the position is filled. Second by Chair Rossow. Motion carried 4-0.

6. 2015 Pine County Property Tax Levy and Budget

County Administrator Minke presented the 2015 Pine County property tax levy at \$15,199,541 and 2015 operating budget.

Motion by Commissioner Rossow to approve Resolution 2014-48 Establishing the 2015 Pine County Property Tax Levy at \$15,199,541 and authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Commissioner Pangerl requested a roll call vote. District 4/Rossow-yes, District 5/Ludwig-yes, District 1/Hallan-absent, District 2/Pangerl-no, District 3/Chaffee-yes. Motion carried 3-1.

Motion by Commissioner Rossow to approve Resolution 2014-49 Adopting the 2015 Pine County Operating Budget and authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Commissioner Pangerl requested a roll call vote. District 5/Ludwig-yes, District 1/Hallan-absent, District 2/Pangerl-no, District 3/Chaffee-yes, District 4/Rossow-yes. Motion carried 3-1.

7. November Budget Update

County Administrator David Minke provided an update of the budget through November, 2014 reviewing the expenditure and revenue of the major funds through November. All major funds show actual revenue greater than expenditures.

8. 2014 Budget Amendment/Supplemental Appropriation.

County Administrator David Minke provided an overview of appropriations necessary for 2014 to account for items not budgeted for in the initial 2014 budget. Discussion was held regarding the boarding fees of inmates in the jail. Follow up with Sheriff-elect Nelson and Jail Administrator Boland was recommended.

Motion by Commissioner Chaffee to approve the following 2014 budget adjustments:

| <u>Account</u> | <u>Amount</u> | <u>Description</u> |
|----------------------------------|------------------|--|
| 01.801.6905-Revenue Fund | -62,178 | Transfer Out- Reimburse Building Fund for old jail demo |
| 38.801.5990-Building Fund | 62,178 | Transfer In-2015 Building Fund levy to be transferred to General Revenue as taxes are paid in 2015 |
| 01.073.5233-DNR Grant | 1,368,828 | FEMA/DNR Flood Buyout Grant |
| 01.073.5403-FEMA Grant | <u>4,106,484</u> | |
| | 5,475,312 | |
| 01.073.5245 | 4,634,912 | Property Acquisition |
| 01.073.6247 | 80,000 | Legal/Closing Costs |
| 01.073.6258 | <u>760,000</u> | Demo/Restoration Costs |
| | 5,475,312 | |
| 01.074.5302 | 59,020 | Aquatic Invasive Species Grant |
| 01.074.6803 | -59,020 | |
| 01.251.5505-Prisoner Brd. Fees | 160,000 | Jail Adjustments due to Additional Prisoner Boarding |
| 01.251.6241-Conference, Training | 2,000 | |
| 01.251.6275-Medical Service | 110,000 | |
| 01.251.6310-Bldg. System Maint. | 18,000 | |
| 01.251.6313-Prisoner Clothing | 7,000 | |
| 01.251.6420-Food/Beverage | <u>23,000</u> | |
| | 160,000 | |
| 01.251.5869-Canteen Revenue | 25,000 | |
| 01.251-6461-Canteen Expense | 25,000 | |

Second by Commissioner Pangerl. Motion carried 4-0.

9. Law Enforcement Services Contract Update

Sheriff-elect Jeff Nelson updated the board on the status of the law enforcement service contracts with the cities of Pine City, Hinckley and Sandstone.

10. Pine Government Center Lease

Commissioner Pangerl indicated the City of Pine City has accepted the lease as presented to their city council, currently (2014) \$35,000 per year for the main floor, with an annual increase of \$5,000, until 2019 when the lease amount will be \$60,000. Discussion was held regarding custodial services provided by the county, snow removal and outside building maintenance.

Motion by Commissioner Pangerl to approve the five-year lease with the City of Pine City for the Pine Government Center. Second by Commissioner Ludwig. Motion carried 4-0.

11. Northeast Minnesota Regional Advisory Committee (RAC)

County Administrator Minke indicated county sheriffs are typically appointed to represent their respective counties on this committee. Commissioner Hallan, who is the county board's appointment to this organization, recommends Sheriff-Elect Jeff Nelson be appointed to this committee.

Motion by Commissioner Ludwig to appoint Sheriff-Elect Jeff Nelson to the Northeast Minnesota Regional Advisory Committee (RAC) effective immediately. Second by Commissioner Pangerl. Motion carried 4-0.

12. Planning Commission/Board of Adjustment Appointments

County Administrator Minke explained in reviewing the appointments for the 2015 Planning Commission and Board of Adjustments, Land Services Director Kelly Schroeder realized that our appointees are out of sync in terms with the appointments for the districts. Schroeder recommends that the appointments and terms be made to bring us into compliance with the ordinance. All of the members who are recommended for appointment are agreeable to those appointments.

Motion by Commissioner Chaffee to appointment the following members to the Planning Commission and Board of Adjustment for the terms indicated:

| | | |
|----|------------------------------|--------------------------------------|
| A. | <u>Planning Commission:</u> | <u>Term:</u> |
| | Skip Thomson (District 2) | January 1, 2016 to December 31, 2017 |
| | Richard Glattly (District 4) | January 1, 2016 to December 31, 2017 |
| | Jeff Shute (District 5) | January 1, 2016 to December 31, 2017 |
| | Pat McCarthy (District 3) | January 1, 2014 to December 31, 2015 |
| | Scott Jensen (At Large) | January 1, 2015 to December 31, 2018 |
| B. | <u>Board of Adjustment:</u> | <u>Term:</u> |
| | Tom Mestemacher (District 3) | January 1, 2014 to December 31, 2017 |
| | Carolyn Tuckner (District 1) | January 1, 2014 to December 31, 2017 |

Second by Commissioner Pangerl. Motion carried 4-0.

13. Timber Development

County Auditor Cathy-Clemmer explained at the end of 2013 the county reduced the amount of receipt from tax forfeited land sales from 10 to 0 percent to help the general fund. Statute allows the county to set aside a percentage of those receipts to be reserved only for timber development. Throughout 2014 that amount has been 0; Clemmer stated the timber development fund is healthy and requested the board reaffirm the 0 receipts in 2014 and revisit the issue in mid-2015 to see if adjustments are necessary at that time.

Motion by Commissioner Chaffee to reaffirm the zero allocation of tax forfeited receipts for 2014 for timber development and to revisit the issue in mid-2015 for adjustments if necessary. Second by Commissioner Ludwig. Motion carried 4-0.

14. Medical Transportation Costs

Health & Human Services Director Becky Foss provided an explanation of medical transportation costs paid to Attaboy Taxi Service to follow up the Truth in Taxation meeting discussion. Foss stated in 2012 \$95,000 was paid to Attaboy Taxi, \$75,000 in 2013, and \$0 in 2014. Due to a decreased reimbursement rate, Attaboy is unwilling to provide services at the decreased rate.

Health and Human Services now relies on volunteer drivers and the use of family members when possible.

15. **Therapeutic Services Agency (TSA) Host County Contract–January 1, 2015 through December 31, 2015**

Health & Human Services Director Becky Foss stated this contract is for therapeutic foster care. **Motion** by Commissioner Chaffee to approve the 2015 host county contract with Therapeutic Services Agency (TSA) and authorize Board Chair and HHS Director to sign. Second by Commissioner Pangerl. Motion carried 4-0.

16. **Minnesota Counties Intergovernmental Trust (MCIT) 2013 Annual Report**

County Administrator Minke provided an overview of the 2013 Annual Report, stating the trust is doing well. Pine County received an Outstanding Performance in Workers' Compensation Division annual MCIT award.

17. **Commissioner Update**

Soil & Water Conservation District: Commissioner Ludwig stated reviewing of resumes is taking place for Sam Martin's position; interviews will be in late January, early February.

AMC Conference: Administrator Minke provided an update of the Association of Minnesota Counties Conference stating action was taken on the legislative platform for 2015.

East Central Regional Library Board: Commissioner Chaffee stated the location of the library headquarters is undecided.

Community Health Board: Commissioner Chaffee deferred to HHS Director Foss for comment. Foss stated that issues that need to be resolved are minor in the scope of things.

Economic Development Meeting: Administrator Minke stated Springsted will have a draft plan to the board by early January for review and will be presented formally to the board January 20, 2015.

Central Minnesota Jobs and Training: No report, Commissioner Hallan absent.

East Central Regional Development Commission: Administrator Minke stated he was aware Commissioner Hallan attended this meeting and that discussion was held as to services provided to senior citizens.

Other: County Attorney Carlson stated Attorney-Elect Frederickson and he attended the County Attorney Association Annual Conference.

18. **Other**

A. Ditch 2: Topic continued to next meeting due to absence of Commissioner Hallan.

B. Special Meeting: Administrator Minke reported a tentative agreement with four AFSCME-represented non-essential groups (Sheriff's Office Administrative, Highway Maintenance Workers, Health & Human Services workers, and courthouse workers) and requested the scheduling of a special meeting to consider approval of the contracts. A Special Meeting is scheduled for December 30, 2014 at 9:00 a.m. to consider contracts.

19. **Upcoming Meetings**

Upcoming meetings were reviewed.

20. **Closed Meeting**

Motion by Commissioner Chaffee to close the meeting pursuant to M.S. 13D.05, Subd. 3(b) for the purpose of discussion of pending litigation including: 1) Notice of Claim from bankruptcy

trustee regarding Five County Mental Health Centers (Riverwood); 2) Kelly Marie Engebretson vs. Pine County et al.; and 3) Jessica Leah Kampschroer and Cory Patrick Kampschroer vs. Pine County, et al. Second by Commissioner Ludwig. Motion carried 4-0.

Meeting was closed at 11:20 a.m. Present at the closed meeting were Commissioners Rossow, Chaffee, Pangerl and Ludwig. Absent was Commissioner Hallan. Also present were County Attorney John Carlson, County Attorney-Elect Reese Frederickson, County Health & Human Services Director Becky Foss, and County Administrator David Minke.

Motion by Commissioner Pangerl to end the closed meeting. Second by Commissioner Chaffee. Motion carried 4-0.

Motion by Commissioner Chaffee to open the meeting. Second by Commissioner Ludwig. Motion carried 4-0. Meeting was opened at 12:15 p.m.

21. Sale of \$13,430,000 General Obligation Refunding Bonds, Series 2015A

Ehlers Senior Financial Advisor Todd Hagen reported six bids were received . The lowest bidder was UBS Financial Services Inc.

Motion by Commissioner Chaffee to approve Resolution 2014-52 Authorizing Issuance, Awarding Sale, Prescribing the Form and Details for Payment of \$13,430,000 General Obligation Refunding Bonds, Series 2015A. Second by Commissioner Pangerl. Motion carried 4-0.

Motion by Commissioner Pangerl to approve the Escrow Agreement with US Bank National Association, St. Paul, Minnesota. Second by Commissioner Ludwig. Motion carried 4-0.

22. Adjourn

With no further business, Chair Rossow adjourned the county board meeting at 12:41 p.m. The next regular meeting of the county board is scheduled for January 6, 2015 at 1:00 p.m. at the Public Health Building, Sandstone, Minnesota.

Curt H. Rossow, Chair
Board of Commissioners

David J. Minke, Administrator
Clerk to County Board

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

**Tuesday, December 16, 2014, 10:00 a.m.
Board Room, Pine County Courthouse, Pine City, Minnesota**

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

The Pledge of Allegiance was said.

Chair Rossow called for public comment. Nicci Trierweiler, Kerrick Firefighter's Relief Association, spoke in support of the current emergency management structure.

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

Commissioner Chaffee moved to approve the Minutes of the December 2, 2014 county board meeting and Summary for publication. Second by Commissioner Pangerl. Motion carried 4-0.

Commissioner Pangerl moved to approve the Minutes of the December 4, 2014 Truth in Taxation meeting for publication. Second by Commissioner Ludwig. Motion carried 4-0.

Minutes of Boards, Committees and Correspondence

Pine County Soil & Water Conservation District Board Meeting Minutes – November 6, 2014

Pine County Probation Advisory Committee Meeting Unapproved Minutes – November 25, 2014
Commissioner Chaffee moved to acknowledge the Minutes of Boards, Committees and Correspondence. Second by Commissioner Ludwig. Motion carried 4-0.

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

Approve:

| Fund | November 30, 2013 | November 30, 2014 | Increase(Decrease) |
|--------------------------------|--------------------------|--------------------------|---------------------------|
| General Fund | 2,867,387.47 | 3,420,714.55 | 553,327.08 |
| Health and Human Services Fund | 1,289,936.43 | 526,037.83 | (763,898.60) |
| Road and Bridge Fund | 3,772,405.24 | 2,091,342.27 | (1,681,062.97) |
| Land Management Fund | 1,731,329.05 | 2,083,037.84 | 351,708.79 |
| TOTAL (inc non-major funds) | 10,946,247.11 | 9,661,450.42 | (1,284,796.69) |

Approve the following January 1-December 31, 2015 tobacco licenses and authorize Board Chair to sign: Banning Junction, Beroun Crossing Market, Chengwatana Country Club, Chris' Food Center (2), Sandra & Francis Collins DBA: Off the Road Bar & Grill, Crossroads Convenience Store, Cypress Inn, Daggett's Super Valu, Dave's Oil Corp, Denham Run Bar &

Grill, Duquette General Store, Family Dollar Store-Sandstone, Finlayson Municipal Liquor Store, Froggies, Heidelberger's Rock Creek Motor Stop, Hinckley Firehouse Liquor, Holiday Station Stores #6, 226 and 258 (3), Kurt's Station, Little Stores (2), Main Street Grocery, Nickerson Bar & Motel, Inc., Northland E-Cigs, Petry's Bait Company, Pump N Munch, Pokegama Liquors, Quarry Store, Rich's Bar, Sandstone Petro Plus, Slim's Service, Inc., Squirrel Cage, Stogies Discount Tobacco, Sturgeon Lake Golf Course, Super America #4500, Super Smokes Inc., Tank's Tavern, Tobies Station, Inc., Wal-Mart Supercenter #2367, Wanna Video, West Beroun Liquors.

Approve application by Hinckley-Pine City Flames Snowmobile Club to conduct off-site gambling from February 11-14, 2016 at Grand Casino-Hinckley, 777 Lady Luck Dr., Hinckley, MN.

Approve Resolutions 2014-50 and 2014-51 for Repurchase of Tax Forfeited Land on a 10-year contract, Kelly Billings.

Approve the hiring of Nicole Ollig, Chief Deputy Auditor-Treasurer, \$25.00 per hour, effective January 5, 2015.

Approve promotion of part-time Corrections Officer Cody Overton and Travis Keller to full-time Corrections Officers, effective December 14, 2014. No change in grade or wage.

Approve attendance by Land Services Director Kelly Schroeder to the Basic Design of Onsite Systems. Total cost: \$736.97.

Approve attendance by Land Services Director Kelly Schroeder to the Aquatic Invaders Summit. Registration: \$150.

Approve attendance by County Engineer Mark LeBrun to the 70th Annual Minnesota County Engineers Conference. Total cost: \$800.40.

The Personnel Committee met December 10, 2014 and recommended the following actions:

Motion by Commissioner Chaffee to approve a 1.5% Cost-of-Living increase for non-union employees, and approve the 2015 pay scale, effective January 1, 2015. Second by Commissioner Rossow. Motion carried 4-0.

Motion by Commissioner Ludwig to approve the 2015 non-union performance increase matrix as follows:

| <u>All Classifications</u> | <u>Percentage</u> |
|----------------------------|-------------------|
| Outstanding | up to 6% |
| Exceeds Requirements | up to 5% |
| Fully Capable | up to 4% |
| Needs Improvement | up to 1% |
| Unsatisfactory | 0% |

Second by Commissioner Chaffee. Motion carried 4-0.

Motion by Commissioner Chaffee to approve Resolution 2014-44 Setting 2015 Salaries for Elected Officials as follows: County Auditor/Treasurer \$83,000, County Sheriff \$83,500, and County Attorney \$85,000. Second by Chair Rossow. Motion carried 4-0.

Motion by Commissioner Chaffee to approve Resolution 2014-45 Establishing 2015 County Commissioner Compensation and Per Diem. Second by Chair Rossow. Motion carried 4-0.

Motion by Commissioner Chaffee to set the 2015 county monthly contribution for health insurance for settled contracts and for non-union employees for CMM 1000, CMM 1500 and

VEBA as follows: Single \$570.50, Family: \$1,143.55. Second by Chair Rossow. Motion carried 4-0.

Motion by Commissioner Chaffee to recognize the resignation of Payroll Clerk Susie Fore (B23), effective December 30, 2014, approve a backfill of the position and consider temporary options until the position is filled. Second by Chair Rossow. Motion carried 4-0.

Motion by Commissioner Rossow to approve Resolution 2014-48 Establishing the 2015 Pine County Property Tax Levy at \$15,199,541. Second by Commissioner Chaffee. Voting yes: Rossow, Ludwig, and Chaffee. Voting no: Pangerl. Absent: Hallan. Motion carried 3-1.

Motion by Commissioner Rossow to approve Resolution 2014-49 Adopting the 2015 Pine County Operating Budget. Second by Commissioner Chaffee. Voting yes: Ludwig, Chaffee and Rossow. Voting no: Pangerl. Absent: Hallan. Motion carried 3-1.

Motion by Commissioner Chaffee to approve the following 2014 budget adjustments:

| <u>Account</u> | <u>Amount</u> | <u>Reason</u> |
|----------------------------------|------------------|--|
| 01.801.6905-Revenue Fund | -62,178 | Transfer Out- Reimburse Building Fund for old jail demo |
| 38.801.5990-Building Fund | 62,178 | Transfer In-2015 Building Fund levy to be transferred to General Revenue as taxes are paid in 2015 |
| 01.073.5233-DNR Grant | 1,368,828 | FEMA/DNR Flood Buyout Grant |
| 01.073.5403-FEMA Grant | <u>4,106,484</u> | |
| | 5,475,312 | |
| 01.073.5245 | 4,634,912 | Property Acquisition |
| 01.073.6247 | 80,000 | Legal/Closing Costs |
| 01.073.6258 | <u>760,000</u> | Demo/Restoration Costs |
| | 5,475,312 | |
| 01.074.5302 | 59,020 | Aquatic Invasive Species Grant |
| 01.074.6803 | -59,020 | |
| 01.251.5505-Prisoner Brd. Fees | 160,000 | Jail Adjustments due to Additional Prisoner Boarding |
| 01.251.6241-Conference, Training | 2,000 | |
| 01.251.6275-Medical Service | 110,000 | |
| 01.251.6310-Bldg. System | 18,000 | |
| Maintenance | | |
| 01.251.6313-Prisoner Clothing | 7,000 | |
| 01.251.6420-Food/Beverage | <u>23,000</u> | |
| | 160,000 | |
| 01.251.5869-Canteen Revenue | 25,000 | |
| 01.251-6461-Canteen Expense | 25,000 | |

Second by Commissioner Pangerl. Motion carried 4-0.

Motion by Commissioner Pangerl to approve the five-year lease with the City of Pine City for the Pine Government Center. Second by Commissioner Ludwig. Motion carried 4-0.

Motion by Commissioner Ludwig to appoint Sheriff-Elect Jeff Nelson to the Northeast Minnesota Regional Advisory Committee (RAC) effective immediately. Second by Commissioner Pangerl. Motion carried 4-0.

Motion by Commissioner Chaffee to appointment the following members to the Planning Commission and Board of Adjustment for the terms indicated:

| <u>Planning Commission:</u> | <u>Term:</u> |
|------------------------------|--------------------------------------|
| Skip Thomson (District 2) | January 1, 2016 to December 31, 2017 |
| Richard Glattly (District 4) | January 1, 2016 to December 31, 2017 |
| Jeff Shute (District 5) | January 1, 2016 to December 31, 2017 |
| Pat McCarthy (District 3) | January 1, 2014 to December 31, 2015 |
| Scott Jensen (At Large) | January 1, 2015 to December 31, 2018 |

| <u>Board of Adjustment:</u> | <u>Term:</u> |
|------------------------------|--------------------------------------|
| Tom Mestemacher (District 3) | January 1, 2014 to December 31, 2017 |
| Carolyn Tuckner (District 1) | January 1, 2014 to December 31, 2017 |

Second by Commissioner Pangerl. Motion carried 4-0.

Motion by Commissioner Chaffee to reaffirm the zero allocation of tax forfeited receipts for 2014 for timber development and to revisit the issue in mid-2015 for adjustments if necessary. Second by Commissioner Ludwig. Motion carried 4-0.

Motion by Commissioner Chaffee to approve the 2015 host county contract with Therapeutic Services Agency (TSA) and authorize Board Chair and HHS Director to sign. Second by Commissioner Pangerl. Motion carried 4-0.

A Special Meeting is scheduled for December 30, 2014 at 9:00 a.m. to consider four AFSCME-represented non-essential contracts.

Motion by Commissioner Chaffee to close the meeting pursuant to M.S. 13D.05, Subd. 3(b) for the purpose of discussion of pending litigation including: 1) Notice of Claim from bankruptcy trustee regarding Five County Mental Health Centers (Riverwood); 2) Kelly Marie Engebretson vs. Pine County et al.; and 3) Jessica Leah Kampschroer and Cory Patrick Kampschroer vs. Pine County, et al. Second by Commissioner Ludwig. Motion carried 4-0.

Meeting was closed at 11:20 a.m. Present at the closed meeting were Commissioners Rossow, Chaffee, Pangerl and Ludwig. Absent was Commissioner Hallan. Also present were County Attorney John Carlson, County Attorney-Elect Reese Frederickson, County Health & Human Services Director Becky Foss, and County Administrator David Minke.

Motion by Commissioner Pangerl to end the closed meeting. Second by Commissioner Chaffee. Motion carried 4-0.

Motion by Commissioner Chaffee to open the meeting. Second by Commissioner Ludwig. Motion carried 4-0. Meeting was opened at 12:15 p.m.

Motion by Commissioner Chaffee to approve Resolution 2014-52 Authorizing Issuance, Awarding Sale, Prescribing the Form and Details for Payment of \$13,430,000 General Obligation Refunding Bonds, Series 2015A. Second by Commissioner Pangerl. Motion carried 4-0.

Motion by Commissioner Pangerl to approve the Escrow Agreement with US Bank National Association, St. Paul, Minnesota. Second by Commissioner Ludwig. Motion carried 4-0.

With no further business, Chair Rossow adjourned the county board meeting at 12:41 p.m. The next regular meeting of the county board is scheduled for January 6, 2015 at 1:00 p.m. at the Public Health Building, Sandstone, Minnesota.

Curt H. Rossow, 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 MEETING
Special Meeting-Labor Negotiation**

**Tuesday, December 30, 2014, 9:00 a.m.
Pine County Courthouse, Pine City, Minnesota**

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

The pledge of allegiance was said.

Motion by Commissioner Chaffee to approve the agenda. Second by Commissioner Ludwig. Motion passed 4-0.

Motion by Commissioner Chaffee to approve the one-year (2014) labor agreements as negotiated through mediation on December 12, 2014 with: (1) Road and Bridge Maintenance Unit 2, (2) Human Services Unit, (3) Pine County Sheriff's Office Administrative Support Unit, and (4) Courthouse Unit, all represented by AFSCME Council 65. Second by Commissioner Hallan. Motion passed 4-0.

With no further business, the meeting was adjourned at 9:09 a.m.

Curt H. Rossow, Chair
Board of Commissioners

David J. Minke, Administrator
Clerk to County Board

ECRL Library Board Minutes

Time: Monday, October 13, 2014

Place: ECRL Headquarters, Cambridge

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

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

Absent Board Members: Carlson, Keith (Chisago); Chaffee, Steve (Pine); Sauer, Tom (Mille Lacs)

Call to Order:

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

Pledge of Allegiance & Introductions:

Introduction – none

Adopt/Amend Agenda:

Reynolds: Move to correct date to October 13, 2014 on the front page of the Agenda.

Misselt: Move to add c. Budget Adjustment under New Business

M/S/P: unanimous

Reynolds/Raisanen

Period for Public Comment - None

Approval of Previous Minutes

M/S/P: unanimous

McMahon/Hommes

Bills:

M/S/P: unanimous

Lee/Warring, motion to accept September 2014 bills as presented.

Financial Reports:

M/S/P: unanimous

Lee/Kramersmeier, move to accept September 2014 financial report as presented.

ECRL Administrative Reports

A. Director's Organizational Report

Misselt – Discussion on incident reports, will be discussing calling 911 with librarians

Personnel – Jared Anderson resigned

Final reports that were filed with the state are in the packet. Authorization for submission was at September meeting. RLBS and Legacy both submitted prior to 1 October 2014.

Aitkin ribbon cutting for new addition and remodel is October 25th. Board is encouraged to attend.

Handed out MLA Report; we had an excellent conference in Mankato. Our staff did well, thanks staff for their work transporting the sculptures.

Misselt was elected Legislative Chair.

The Play n Learn space is set up in the Cambridge Library, a new area for pre-schoolers to promote pre-literacy.

Lydon: Applying for grant from US Bank for Chisago Lakes and from Bremer Bank for Milaca.

B: Branch Highlights

Lydon: Staff attended training, a workshop on Early Literacy. Highlighted recent Legacy program with Indian storyteller.

C: IT – Wireless network upgrades

Andy Nordin – Wireless network presentation explaining the features and benefits following the recent upgrade.

Other Reports:

Planning Committee – 2015-2017 Strategic Plan

Zaudtke: Recommends approval of the ECRL 3 year Strategic Plan, including the new Mission Statement.

Misselt: Recommends insertion of the word “educational” before “experience” in the Mission Statement.

M/S/P: unanimous

Zaudtke/Misiura - Motion for final approval of the Strategic Plan/Mission Statement

Personnel Committee

Job Descriptions:

Goddard: Proposed new job descriptions for branch staff

Job title: Branch Librarian I and II, motion to approve both positions.

M/S/P: unanimous

Goddard/Misiura

Job Title: Branch Library Aide change to Branch Assistant

M/S/P: unanimous

Goddard/Misiura - motion to approve title change and new job description

Some discussion on salary surveys/performance pay. No action. New job descriptions will be referred to Nystuen Associations for classification and salary recommendation, per ECRL practice.

Policies for benefits:

Goddard: Referring to the packet; Changes are needed to the employee benefits policies number 400, 401, 402 in accordance with changes to benefits approved at previous meeting for 2015. Motion to accept changes

M/S/P: unanimous

Goddard/Misiura

Personnel contracting services

Goddard: Recommends contracting with Command Center, an employment service for hiring temporary employees to fill in during planned staff absences. The packet shows a sample.

Misselt: Recommends re-assigning Kirsten Vaughn to Pine City as a substitute during the planned absence of Andrea Hermanson. A temporary employee would be hired to fill the vacancy during Kirsten's temporary re-assignment.

Goddard: motion to approve the services from Command Center

M/S/P: unanimous

Goddard/Misiura

Legacy Committee

Kramersmeier: Final reports are submitted to the State Library and given to the Board; ECRL is using Legacy funds efficiently and appropriately

Libraries and Service Delivery Consultant Work

McMahon: Structure of library will be discussed at next meeting. Will report next month on how discussion goes.

CMLE – Directors of ECRL and GRRL have asked Carla Lydon to represent public libraries on board.

Old Business:

2015 Budget approval status by counties - informational

Library Building Projects – Karen Lee: Cambridge discussion of needs, preliminary design work

New Business:

Barbara proposed nominating Carla Lydon for the Library Journal "Mover and Shaker" award – asked Board to endorse a recommendation

M/S/P: unanimous

Goddard/Kramersmeier

Budget adjustment: Staff requests adjustment in budget for materials to move \$15,000 from "books" line item (used for print books) to "other media" line item (used for digital books and books on CD). Discussion

McMahon: refer to budget committee, Niemi 2nd

Motion passed 7-6

Voting yes: McMahon, Niemi, Warring, Swanson, Zaudtke, Anderson, Kramersmeier, Byrne

Opposed: Homes, Lee, Goddard, Misiuri, Reynolds, Raisanen

Trustee Issues:

Legislative Report –2015 platform distributed

Other: MELSA Director Chris Olson passed away

Future agenda: Next meeting:

Misselt: EIB Policy

Next meeting: November 10th, Cambridge

Motion to Adjourn: 11:55 a.m.

M/S/P: unanimous

Raisanen/Niemi

Audrey Misiura, Secretary

Marlys Carlson, Recorder

PINE COUNTY HRA SENIOR HOUSING

510 Fifth Street Office

Sandstone, MN 55072

(320) 245-5140

pinehra@ecenet.com

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

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

The regular meeting of the Pine County HRA Senior Housing Board of Directors was held on November 18, 2014, at the Sandstone Manor. Commissioners of the HRA present were Board Chair Dorothy Stockamp, Jan Oak, Cheri Drilling, Carl Steffen, and Greg Kvasnicka. Staff members present were Executive Director Janice Gustafson and Resident Manager Evelyn Yocum. Resident Manager Susan Blake was absent. Sandstone Manor resident Sharon Johnson and her daughter Rita were present to attend a closed session meeting with the Board.

1. The meeting was called to order at 1:53 p.m. by Board Chair D. Stockamp and the Pledge of Allegiance was said.
2. The Board of Directors went into closed session at 1:55 p.m. for a meeting at the request of resident Sharon Johnson in response to letters she received from the HRA regarding pet rule violations. The Board went back in to open session at 2.45 p.m.
3. The HRA Board minutes from October 22, 2014, were reviewed by the Board members. A motion was made by C. Drilling and was seconded by C. Steffen to accept the minutes. Motion carried: Yeas 5, Nays 0.
4. The HRA Annual Meeting minutes from October 22, 2014, were reviewed by the Board members. A motion was made by G. Kvasnicka and was seconded by Board Chair D. Stockamp to accept the minutes. Motion carried: Yeas 5, Nays 0.
5. The monthly financial statements and the investment report were presented by J. Gustafson. A motion was made by C. Steffen and was seconded by C. Drilling to approve the financial statements and the investment report. Motion carried: Yeas 5, Nays 0.
6. Executive Director's Report. The written Executive Director's report was reviewed by Board members.

7. Old Business.

- a) Vacancies. There is one vacancy at the Finlayson Manor and a prospective resident is scheduled to move in on December 15, 2014. If the prospective resident is not able to move in on December 15, 2014, the apartment will be offered to the next applicant on the waiting list.
- b) HRA Investments. The Board agreed the CD's maturing in December, 2014, will be invested with Stillwater Investments.

8. New Business.

- a) G. Kvasnicka presented to Board Chair D. Stockamp a Certificate of Reappointment with an expiration date of October 5, 2019. The Certificate was issued by the Pine County Commissioners.
- b) Due to health issues, Resident Manager Evelyn Yocum turned in her resignation to the Board; however, she agreed to remain in the position with reduced responsibilities. Evelyn does not want to be responsible for coordinating coffees and/or social gatherings.

2. Resident Managers' Reports.

- a) Finlayson Manor. S. Blake was unavailable.
- b) Sandstone Manor. A pot luck will be held in December and weekly bingo continues.

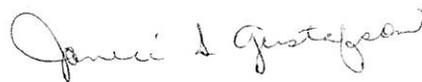
3. Resident Comments/Questions. There were no residents present for the Board meeting.

4. A motion was made by Board Chair D. Stockamp and was seconded by G. Kvasnicka to adjourn the meeting at 3:40 p.m. Motion carried: Yeas 5, Nays 0.

5. The next HRA Board meeting is scheduled for November 18, 2014, at the Sandstone Manor.



Dorothy Stockamp
HRA Board Chair



Janice S. Gustafson
Executive Director



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

December 2014

CSAH 18, T41N R21W Section 24, Hinckley, tie out PLSS corner, update files.

T40N R20W Section 12, tie out PLSS corner, update files.

T38N R20W Section 28, search for, set, tie out and GPS PLSS corner, set additional points on the boundaries of Pine County gravel pit lands, update files.

CSAH 7 Bridge project T39N R22W Section 35, search for, set, tie out, and GPS PLSS corner, update files.

T43N R18W section 27, map GLO topo calls, compute PLSS corner search areas, search for, set, tie out and GPS PLSS 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

Monthly Report December 2014.doc



AGENDA REQUEST FORM

Date of Meeting: January 6, 2015

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

Agenda Item: December, 2014 Disbursements

Department: Auditor-Treasurer

Cathy Cleaveland
Department Head signature

Background information on Item:

Action Requested:

Financial Impact:

CATHYJ
12/29/14 2:13PM

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



DISBURSEMENTS JOURNAL REPORT G/L Months: 12/2014 - 12/2014

| RECAP BY FUND | FUND | AMOUNT | NAME |
|---------------|------|--------------|---------------------------------------|
| | 1 | 398,022.60 | GENERAL REVENUE FUND |
| | 12 | 473,994.11 | HEALTH & HUMAN SERVICES |
| | 13 | 917,911.82 | ROAD & BRIDGE FUND |
| | 22 | 3,584.63 | LAND MANAGEMENT FUND |
| | 76 | 366,585.29 | GROUP HEALTH INS FUND 5/1/95 (GEN) |
| | 80 | 35,878.53 | COUNTY COLLECTIONS AGENCY FUND |
| | 82 | 2,653.02 | TAXES AND PENALTIES AGENCY FUND |
| | 84 | 170.10 | EAST CENTRAL DRUG TASK FORCE AGENCY F |
| | 89 | 3,073.34 | H & HS COLLECTIONS AGENCY FUND |
| | | 2,201,873.44 | Total Disbursements |

HHS -
477,067.45

| RECAP BY TYPE | TYPE | AMOUNT | NAME |
|---------------|------|--------------|---------------------|
| | 1 | 1,750,624.10 | AUD |
| | 2 | 451,849.14 | COM |
| | 3 | 599.80 | MVC |
| | | 2,201,873.44 | Total Disbursements |



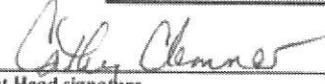
AGENDA REQUEST FORM

Date of Meeting: January 6, 2015

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

Agenda Item: Applications for Abatement

Department: Auditor-Treasurer



 Department Head signature

Background information on Item:

Application for Abatement:
 Thomas LaBathe, 88952 Sturgeon Island Rd, Sturgeon Lake, PID 33.0700.000, pay 2014
 Carly Storebo, 4582 Main St, Bruno, PID 36.5093.000, pay 2014
 Viaene Rental Properties, 120 Lark St, Sandstone, PID 45.5225.000, pay 2014
 James & Anna Reiser, 339 Fawn Meadows Way NE, Pine City, PID 42.6041.000, pay 2014
 David Mortensen, 68953 Beaver Tail Rd, Askov, PID 25.0075.000, pay 2014
 Merlin & Patricia Ladd, 31960 Eddy Rd, Hinckley, PID 10.0137.001, pay 2014
 Phyllis Wood, 7344 Main St, Rutledge, PID 44.5062.000, pay 2014
 Jerome Thompson, 18357 Lakeview Loop, Pine City, PID 28.8900.003, pay 2014
 Nancy Black, 18345 lakeview Loop, PID 28.8900.001, pay 2014

Action Requested:

Approval

Financial Impact:

Application for Local-Option Disaster Abatements and Credits

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

County of: PINE

Abatement # AB14-32

For Taxes Levied In: 2013

And Payable In: 2014

Applicant Information. Please type or print.

| | | | |
|--|--|--|-----------------------------------|
| Name <u>Thomas R. LaBathe</u> | | Social Security number <u>on file</u> | |
| Mailing address (street address) <u>88952 Sturgeon Island Rd</u> | | City <u>Sturgeon Lake</u> | State <u>MN.</u> Zip <u>55783</u> |
| Telephone (work) <u>()</u> | | Telephone (home) <u>()</u> | |
| Property I.D. or Parcel number (found on your property tax statement) <u>33.0700.000</u> | | School District number <u>#577</u> | |
| Address of damaged property (if different than mailing address) <u>Same</u> | | | |
| Legal description of property (found on your property tax statement) <u>Part of NW 1/4 of NW 1/4 Sect 22 Twp 45 Rng 19 5.00 acres</u> | | | |
| Is the property homesteaded? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | How many months was the property unable to be occupied or used? Date you left property: <u>08-06-2014</u> Date you returned to property: <u>not yet.</u> | |
| Is the property located in a county designated as a disaster or emergency area? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | |

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

My house caught fire and burned to the ground on Aug. 06 2014.

DEC 10 2014

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

Signature Thomas R. LaBathe Date 12-07-2014

Note: Minnesota Statutes, 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 \$3,000.00, or both."

Application for Local-Option Disaster Abatements and Credits

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

County of: PINE

Abatement # AB14-31

For Taxes Levied In: 2013

And Payable In: 2014

Applicant Information. Please type or print.

| | | | |
|--|---|--|---------------------|
| Name <u>Carly Storebo</u> | Social Security number <u>on file</u> | | |
| Mailing address (street address) <u>PO BOX 5</u> | City <u>Bruno</u> | State <u>MO</u> | Zip <u>65712</u> |
| Telephone (work) <u>(320) 210-5381</u> | Telephone (home) <u>(320) 838-3842</u> | | |
| Property I.D. or Parcel number (found on your property tax statement) <u>36.5093.000</u> | School District number <u>#2580</u> | | |
| Address of damaged property (if different than mailing address) <u>4582 Main St Bruno, MO 65712</u> | | | |
| Legal description of property (found on your property tax statement) <u>Part of Block 17 + Vacated Elm St Townsite of Bruno</u> | | | |
| Is the property homesteaded? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | How many months was the property unable to be occupied or used? Date you left property: <u>7-28-14</u> Date you returned to property: <u>N/A</u> | |
| Is the property located in a county designated as a disaster or emergency area? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | |

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

A Fire Burnt Bears Den Building.
Total loss.

DEC 12 2014

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

Signature: Carly Storebo Date: 12-8-14

Note: Minnesota Statutes, 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 \$3,000.00, or both."

Application for Local-Option Disaster Abatements and Credits

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County of: Pine

Abatement # AB14-37

For Taxes Levied In: 2013

And Payable In: 2014

Applicant Information. Please type or print.

| | | | |
|--|--|--|--------------------|
| Name <u>Viacne Rental Properties</u> | | Social Security number <u>n/a</u> | |
| Mailing address (street address) <u>PO Box 621</u> | | City <u>Sandstone</u> | State <u>MN</u> |
| Telephone (work) <u>()</u> | | Telephone (home) <u>()</u> | |
| Property I.D. or Parcel number (found on your property tax statement) <u>45 5225 000</u> | | School District number <u>2580</u> | |
| Address of damaged property (if different than mailing address) <u>120 Lark St, Sandstone MN</u> | | | |
| Legal description of property (found on your property tax statement) <u>Lot 6 Block 1, Gunns 1st Addition</u> | | | |
| Is the property homesteaded? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | How many months was the property unable to be occupied or used? Date you left property: <u>11-20-14</u> | |
| Is the property located in a county designated as a disaster or emergency area? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | Date you returned to property: <u>not yet</u> | |

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

Structure fire where ~~dwelling~~ dwelling was a total loss.

DEC 23 2014

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

Signature: [Signature] Date: 12.14.14

Note: Minnesota Statutes, 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 \$3,000.00, or both."

Application for Local-Option Disaster Abatements and Credits

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County of: PINE

Abatement # AB14-34

For Taxes Levied In: 2013

And Payable In: 2014

Applicant and Property Information

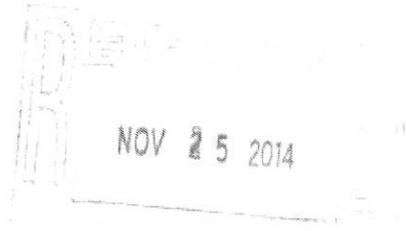
Applicant Information. Please type or print.

| | | | |
|--|--|--|--------------------|
| Name James & Anna Reiser | | Social Security number on file | |
| Mailing address (street address) 515 Highview Loop SE | | City Pine City | State MN |
| Telephone (work) (320) 629 8426 | | Telephone (home) cell (763) 843-6824 | |
| Property I.D. or Parcel number (found on your property tax statement) 42.6041.000 | | School District number 578-Pine City | |
| Address of damaged property (if different than mailing address) 339 Fawn Meadows Way NE Pine City, MN 55063 | | | |
| Legal description of property (found on your property tax statement) Lot 8, Block 1 Fawn Meadows | | | |
| Is the property homesteaded? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | How many months was the property unable to be occupied or used? Date you left property: 1/26/14 Date you returned to property: N/A | |
| Is the property located in a county designated as a disaster or emergency area? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | |

Statement of Facts and Signature

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

**House fire 1/26/14 house Demo Just Empty
Lot Left.**



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

Signature: Date: **11/25/14**

Note: Minnesota Statutes, 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 \$3,000.00, or both."

Application for Local-Option Disaster Abatements and Credits

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County of: PINE

Abatement # AB14-22
 For Taxes Levied In: 2013
 And Payable In: 2014

Applicant information. Please type or print.

| | | | | |
|--|--|--|---|--------------------|
| Applicant and Property Information | Name <u>DAVID G. MORTENSEN</u> | | Social Security number <u>on file</u> | |
| | Mailing address (street address) <u>BOX 116</u> | | City <u>ASKOV</u> | State <u>MN</u> |
| | Telephone (work) <u>(217) 962 1463</u> | | Telephone (home) <u>(217) 962 1473</u> | |
| | Property I.D. or Parcel number (found on your property tax statement) <u>25-0075.000</u> | | School District number | |
| | Address of damaged property (if different than mailing address) <u>68953 BEAVER TAIL RD ASKOV MN 55704</u> | | | |
| | Legal description of property (found on your property tax statement) <u>Sect-07 TWP043 Range-019 .85 AC</u> | | | |
| | Is the property homesteaded? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | How many months was the property unable to be occupied or used? Date you left property: <u>8-16-13</u> Date you returned to property: <u> </u> | |
| Is the property located in a county designated as a disaster or emergency area? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | | |

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

FIRE - complete loss

DEC - 1 2014

Statement of Facts and Signature

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

Signature: David Mortense Date: 11/13/14

Note: Minnesota Statutes, 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 \$3,000.00, or both."

Application for Local-Option Disaster Abatements and Credits

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

County of: Pine

Abatement # AB14-35

For Taxes Levied In: 2013

And Payable In: 2014

Applicant and Property Information

Applicant Information. Please type or print.

| | | | |
|--|--|--|--------------------|
| Name <u>Merlin J. + Patricia A. Ladd</u> | | Social Security number <u>on file</u> | |
| Mailing address (street address) <u>37890 Crosby Rd.</u> | | City <u>Hinckley</u> | State <u>MN</u> |
| Telephone (work) <u>()</u> | | Zip <u>55037</u> | |
| Property I.D. or Parcel number (found on your property tax statement) <u>R10.0137.001</u> | | Telephone (home) <u>(320) 384-6249</u> | |
| Address of damaged property (if different than mailing address) <u>31960 Eddy Rd Hinckley MN 55037</u> | | School District number <u>2165</u> | |
| Legal description of property (found on your property tax statement) <u>Sec-18 Twp-040 Range-019 3.44AC</u> | | | |
| Is the property homesteaded? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | How many months was the property unable to be occupied or used? Date you left property: <u>3-1-14</u> <u>9 months</u> | |
| Is the property located in a county designated as a disaster or emergency area? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | Date you returned to property: <u>not returning</u> | |

Statement of Facts and Signature

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

Had house fire on 3-1 at 4am. House destroyed. This winter we had 2 sheds also go down due to snow. We will not be rebuilding, but are keeping property.

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

Signature: Patricia A. Ladd Date: 3-27-14

Note: Minnesota Statutes, 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 \$3,000.00, or both."

Application for Local-Option Disaster Abatements and Credits

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County of: Pine

Abatement # AB14-34

For Taxes Levied In: 2013

And Payable In: 2014

Applicant and Property Information

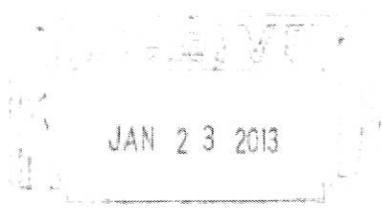
Applicant Information. Please type or print.

| | | | |
|---|--|---|---------------------|
| Name <u>Phyllis MAE WOOD</u> | | Social Security number <u>ON FILE</u> | |
| Mailing address (street address) <u>7344 MAIN ST</u> | | City <u>KUTLEDGE</u> | Zip <u>55795</u> |
| Telephone (work) <u>1650 489 0156 SISTER</u> | | Telephone (home) <u>()</u> | |
| Property I.D. or Parcel number (found on your property tax statement) <u>44.5062.000</u> | | School District number <u>4401</u> | |
| Address of damaged property (if different than mailing address) <u>7344 MAIN ST KUTLEDGE MN 55795</u> | | | |
| Legal description of property (found on your property tax statement) <u>Lot 15-18 B1K 6</u> | | | |
| Is the property homesteaded? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | How many months was the property unable to be occupied or used? Date you left property: <u>1-8-13</u> Date you returned to property: <u>not yet</u> | |
| Is the property located in a county designated as a disaster or emergency area? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |

Statement of Facts and Signature

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

Fire - Toddle Damage
House burned 1-8-2013
Under Investigation



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

| | |
|-------------------------------------|------------------------|
| Signature <u>Phyllis M. Wood</u> | Date <u>1-23-13</u> |
|-------------------------------------|------------------------|

Note: Minnesota Statutes, 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, collecting, or abating any tax or assessment intentionally makes any statement as to any material matter which the maker of the statement knows to be 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 \$3,000.00, or both."

Application for Local-Option Disaster Abatements and Credits

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County of: PINE

Abatement # AB14-25

For Taxes Levied In: 2014

And Payable In: 2014

Applicant Information. Please type or print.

| | | | |
|---|--|---|--------------------|
| Name <u>Jerome</u> | | Social Security number <u>on file</u> | |
| Mailing address (street address) <u>6139 Pine Street</u> | | City <u>Circle Pines</u> | State <u>MN</u> |
| Telephone (work) <u>(651) 303-1100</u> | | Telephone (home) <u>(651) 784-1247</u> | |
| Property I.D. or Parcel number (found on your property tax statement) <u>M 28.8900.003</u> | | School District number <u>578</u> | |
| Address of damaged property (if different than mailing address) <u>18357 Lakeview Loop, Pine City, MN 55063</u> | | | |
| Legal description of property (found on your property tax statement) <u>2009 11x34 Green/white Kropf Lot 3 Woischke's Serial # 1K9P539T49G010035</u> | | | |
| Is the property homesteaded? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | How many months was the property unable to be occupied or used? Date you left property: <u>8-31-14</u> | |
| Is the property located in a county designated as a disaster or emergency area? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | Date you returned to property: <u>?</u> | |

OCT 30 2014

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

They took the trailers out for the flood, no damage. Waiting for them to put them back. They could have put them back ~~on~~ 9-5-14. We never get any damages, because they pull them and put them back.

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

| | |
|-------------------------------------|-------------------------|
| Signature <u>Jerome Thompson</u> | Date <u>10-28-14</u> |
|-------------------------------------|-------------------------|

Note: Minnesota Statutes, 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 \$3,000.00, or both."

Application for Local-Option Disaster Abatements and Credits

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County of: PINE

Abatement # AB14-24

For Taxes Levied In: 2014

And Payable In: 2014

Applicant Information. Please type or print.

| | | | |
|--|--|--|----------------------------------|
| Name <u>NANCY BLACK</u> | | Social Security number <u>on file</u> | |
| Mailing address (street address) <u>P.O. Box 210</u> | | City <u>LINDSTROM</u> | State <u>MN</u> Zip <u>55045</u> |
| Telephone (work) <u>(651) 257-5485</u> | | Telephone (home) <u>(651) 373-6677</u> | |
| Property I.D. or Parcel number (found on your property tax statement) <u>M 28.8900.001</u> | | School District number <u>578</u> | |

Address of damaged property (if different than mailing address) 18345 Lakeview Loop, Pine City, MN 55063

Legal description of property (found on your property tax statement) 2007 12x34 Leisure Limited Tan/Green Lot 1 Woischke's Serial # 1L9PL34327/203904

Is the property homesteaded?
 Yes No

Is the property located in a county designated as a disaster or emergency area?
 Yes No

How many months was the property unable to be occupied or used?
 Date you left property: Sept 8, 2014
 Date you returned to property: UNKNOWN (STILL OUT)

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

- ① FLOOD
- ② RELOCATED

OCT 27 2014

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

Signature Nancy Black Date 10-29-14

Note: Minnesota Statutes, 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 \$3,000.00, or both."



AGENDA REQUEST FORM

Date of Meeting: January 6, 2015

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

5 mins 10 mins 15 mins Other

Agenda Item: Application for Exempt Permit

Department: Auditor-Treasurer

Cathy Clemons
Department Head signature

Background information on Item:

Application for Exempt Permit for the Pine County Thunderin' Toms Chapter of the National Wild Turkey Federation to conduct Minnesota lawful gambling on April 18, ~~2014~~²⁰¹⁵ at Tank's Tavern, 39109 State Hwy 48, Hinckley, MN (Arlone Twp).

Action Requested:

Approval

Financial Impact:

LG220 Application for Exempt Permit Fee is \$50 for each event

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.

For Board Use Only

Check # _____ \$ _____

| | | | |
|--|--------------------------|---|---|
| ORGANIZATION INFORMATION | | X-05911 | |
| Organization name PINE CO THUNDERIN' TONS CHAPTER OF NATIONAL WILD TURKEY FEDERATION | | Previous gambling permit number | |
| Type of nonprofit organization. Check one. <input type="checkbox"/> Fraternal <input type="checkbox"/> Religious <input type="checkbox"/> Veterans <input checked="" type="checkbox"/> Other nonprofit organization | | | |
| Mailing address 9865 PINESNOOKS DRIVE | City Pine City | State MN. | Zip Code 55063 |
| Name of chief executive officer (CEO) WARREN DUFRESNE | | Daytime phone number 320.492.7774 | Email address wadufresne025@gmail.com |
| Attach a copy of ONE of the following for proof of nonprofit status. Check one. Do not attach a sales tax exempt status or federal ID employer numbers as they are not proof of nonprofit status. | | | |
| <input type="checkbox"/> 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., 180 State Office Building, St. Paul, MN 55155 Phone: 651-296-2803 | | | |
| <input checked="" type="checkbox"/> 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. | | | |
| <input type="checkbox"/> 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. | | | |
| <input type="checkbox"/> IRS - proof previously submitted to Gambling Control Board If you previously submitted proof of nonprofit status from the IRS, no attachment is required. | | | |
| GAMBLING PREMISES INFORMATION | | | |
| Name of premises where gambling activity will be conducted (for raffles, list the site where the drawing will take place) TANKS TAVERN Cloverdale | | | |
| Address (do not use PO box) 39109 Hwy 48 | | City Cloverdale | Zip Code 55037 |
| County Pine | | | |
| Date(s) of activity (for raffles, indicate the date of the drawing) to APRIL 18, 2015 | | | |
| Check the box or boxes that indicate the type of gambling activity your organization will conduct: <input type="checkbox"/> Bingo* <input checked="" type="checkbox"/> Raffles <input type="checkbox"/> Paddlewheels* <input type="checkbox"/> Pull-Tabs* <input type="checkbox"/> Tipboards* | | | |
| <p>* Gambling equipment for pull-tabs, bingo paper, tipboards, and paddlewheels must be obtained from a distributor licensed by the Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.</p> | | | <div style="border: 1px solid black; padding: 2px; display: inline-block;">Also complete Page 2 of this form.</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Fill-in & Print Form</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Reset Form</div> |
| <p>To find a licensed distributor, go to www.gcb.state.mn.us and click on List of Licensed Distributors, or call 651-639-4076.</p> | | | |

| LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT | |
|--|--|
| <p>If the gambling premises is within city limits, a city official must check (X) the action that the city is taking on this application and sign the application.</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period. <input type="checkbox"/> 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). <input type="checkbox"/> The application is denied.</p> <p>Print city name _____ <i>On behalf of the city, I acknowledge this application.</i></p> <p>Signature of city official receiving application _____</p> <p>Title _____ Date ____/____/____</p> | <p>If the gambling premises is located in a township, a county official must check (X) the action that the county is taking on this application and sign the application. A township official is not required to sign the application (unless required by the county).</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period. <input type="checkbox"/> The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days. <input type="checkbox"/> The application is denied.</p> <p>Print county name _____ <i>On behalf of the county, I acknowledge this application.</i> Signature of county official receiving application _____</p> <p>Title _____ Date ____/____/____</p> <p>(Optional) TOWNSHIP: On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within township limits. [A township has no statutory authority to approve or deny an application [Minnesota Statute 349.166]]</p> <p>Print township name _____</p> <p>Signature of township official acknowledging application _____</p> <p>Title _____ Date ____/____/____</p> |
| CHIEF EXECUTIVE OFFICER'S SIGNATURE | |
| <p><i>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 date of our gambling activity.</i></p> <p>Chief executive officer's signature <u><i>[Signature]</i></u> Date <u>12-18-14</u></p> | |
| <p>Complete a separate application for each gambling activity:</p> <ul style="list-style-type: none"> - one day of gambling activity, - two or more consecutive days of gambling activity, - each day a raffle drawing is held <p>Send application with: a copy of your proof of nonprofit status, and \$50 application fee for each event. Make check payable to "State of Minnesota."</p> <p>To: Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> | <p>Financial report and recordkeeping required A financial report form and instructions will be sent with your permit. Within 30 days of the activity date, complete and return the financial report form to the Gambling Control Board.</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-639-4076.</p> |
| <div style="display: flex; justify-content: space-around; width: 100%;"> <div style="border: 1px solid black; padding: 2px 10px;">Fill-in & Print Form</div> <div style="border: 1px solid black; padding: 2px 10px;">Reset Form</div> </div> | |

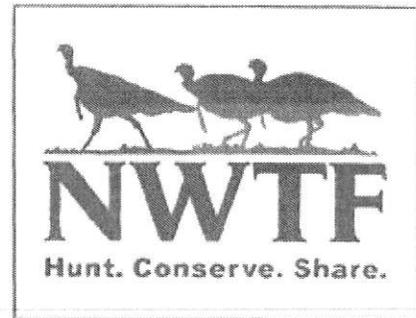
Data privacy. This form will be made available in alternative format (i.e. large print, Braille) upon request. The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your qualifications to be involved in lawful gambling activities in Minnesota. You have the right to refuse to supply the information requested; however, if you refuse to supply this information, the Board may not be able to determine your qualifications and, as a consequence, may refuse to issue you a permit. If you supply the information requested,

the Board will be able to process your application. Your name and your organization's name and address will be public information when received by the Board. All the other information you provide will be private data until the Board issues your permit. When the Board issues your permit, all of the information provided to the Board will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your name and your organization's name and address which will remain public. Private data 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, Finance, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies that are 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 consent.

March 18th, 2013

To Whom It May Concern:



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

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

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

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

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

Sincerely yours,

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



AGENDA REQUEST FORM

Date of Meeting: January 6, 2015

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

Personnel Committee

Other _____

Agenda Item: Application for Repurchase

Department: Auditor-Treasurer

Athy Clemes
Department Head signature

Background information on Item:

Resolution for repurchase of tax forfeited land on a 10 year contract for
Jilane Vinar

Action Requested:

Approve resolution

Financial Impact:

none

RESOLUTION 2015-02

WHEREAS, Jilane Vinar, 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:

PARCEL #17.5047.000, 17.5048.000, 17.5049.000

Lots Seven (7), Eight (8), and Nine (9), Block One (1) First Lake Estates, together with 3/33rd interest in Outlot A, First Lake Estates

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 Jilane Vinar, 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 6th day in January, 2015.

Attest:

Chairman, Board of County Commissioners
Pine County, Minnesota

County Auditor



AGENDA REQUEST FORM

Date of Meeting: January 6, 2015

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

Agenda Item: 2015-16 Trails Assistance Program Grant Agreements (Grant-In-Aid)

Department: Auditor/Land

Cathy J. Clemens
Department Head signature

Background information on Item:

Resolution approving Pine County's sponsorship for Grant-In-Aid recreational trails as required by the Minnesota Department of Natural Resources.

Action Requested:

Approval by County Board Resolution.

Financial Impact:

N/A

**SPONSORSHIP OF GRANT-IN-AID
RECREATIONAL TRAILS (2015 -2016)**

RESOLUTION NO. 2015-03

WHEREAS; Pine County serves as the sponsor for various recreational trails that are a part of the State of Minnesota Grant-In Aid trail system, and

WHEREAS; the administration, construction, and maintenance of these trails is performed through snowmobile, cycle, and ATV clubs and is funded through Minnesota Assistance Program Grants issued with the approval of the Minnesota Department of Natural Resources, and

WHEREAS; Minnesota Assistance Program Applications are prepared annually for the approval of Pine County as sponsor of the following existing trails:

- Washington-Ramsey Wheelers Nemadji ATV Trails
- Straight Arrow Enduro Riders; Nemadji Multiple Use Trails
- Pine Riders ATV Club Chengwatana & St. Croix State Forest ATV trails

NOW, THEREFORE, BE IT RESOLVED, that Pine County agrees to continue sponsoring said trails at no cost to the County and that the County Board Chair, County Auditor, and/or the County Land Commissioner be authorized to sign grant applications, agreements, and reimbursement claims to the Minnesota Department of Natural Resources for construction, maintenance and administration of said trails through the 2015 and 2016 seasons.

Date

By: Chairman, Pine County Board of Commissioners

Attest: David J. Minke, County Administrator



AGENDA REQUEST FORM

Date of Meeting: January 6, 2015

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

Agenda Item: Solid Waste Officer Appointment

Department: Land Services



 Department Head signature

Background information on Item:

Section III of the Pine County Solid Waste Ordinance outlines the requirements of the Solid Waste Officer. The Environmental Technician was previously the appointed Solid Waste Officer; however since the elimination of that position, these duties are now being completed by the remaining Senior Environmental Technician.

Action Requested:

Appoint Ed Melzark as Pine County's Solid Waste Officer.

Financial Impact:

None, all duties are within the employee's current job description.



AGENDA REQUEST FORM

Date of Meeting: January 6, 2015

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

Agenda Item: 2015 Waste Hauler Licenses

Department: Land Services


Department Head signature

Background information on Item:

Section V, Subd. 3 of the Pine County Solid Waste Ordinance states that "No person shall collect or transport solid waste for hire without first obtaining a license from the County Board."

Business who have applied for and met the requirements for a 2015 License for Solid Waste Collection and Transportation are:

- East Central Sanitation - Cambridge
- Jim's Mille Lacs Disposal - Milaca
- Jones Construction - Pine City
- Mille Lacs Band of Ojibwe - Onamia
- Tri Township Disposal District - Sandstone

Action Requested:

Authorize the county board chair to sign the 2015 licenses.

Financial Impact:

Any expenses relating to the regulation and licensing of the waste haulers are covered by the licensing fee of \$200.



**PINE COUNTY, MINNESOTA
LICENSE FOR SOLID WASTE
COLLECTION AND TRANSPORTION**

2015

This license is granted to East Central Sanitation, PO Box 671, Cambridge, MN 55008 according to Section V of the Pine County Solid Waste Ordinance. This license is subject to all standards and requirements within the Ordinance and is not transferrable.

Issued this 6th day of January, 2015 by the Pine County Board of Commissioners.

Pine County Solid Waste Department
635 Northridge Dr, NW, Suite 250
Pine City, MN 55063
(320) 216-4220

Chairman, Pine County Board

Expires 12/31/2015



**PINE COUNTY, MINNESOTA
LICENSE FOR SOLID WASTE
COLLECTION AND TRANSPORTION**

2015

This license is granted to Jim's Mille Lacs Disposal, PO Box 275, Milaca, MN 56353 according to Section V of the Pine County Solid Waste Ordinance. This license is subject to all standards and requirements within the Ordinance and is not transferrable.

Issued this 6th day of January, 2015 by the Pine County Board of Commissioners.

Pine County Solid Waste Department
635 Northridge Dr, NW, Suite 250
Pine City, MN 55063
(320) 216-4220

Chairman, Pine County Board

Expires 12/31/2015



**PINE COUNTY, MINNESOTA
LICENSE FOR SOLID WASTE
COLLECTION AND TRANSPORTION**

2015

This license is granted to Jones Construction, 23272 Contrast Rd, Pine City, MN 55063 according to Section V of the Pine County Solid Waste Ordinance. This license is subject to all standards and requirements within the Ordinance and is not transferrable.

Issued this 6th day of January, 2015 by the Pine County Board of Commissioners.

Pine County Solid Waste Department
635 Northridge Dr, NW, Suite 250
Pine City, MN 55063
(320) 216-4220

Chairman, Pine County Board

Expires 12/31/2015



**PINE COUNTY, MINNESOTA
LICENSE FOR SOLID WASTE
COLLECTION AND TRANSPORTION**

2015

This license is granted to Mille Lacs Band of Ojibwe, 434 Oodena Dr, Onamia, MN 56359 according to Section V of the Pine County Solid Waste Ordinance. This license is subject to all standards and requirements within the Ordinance and is not transferrable.

Issued this 6th day of January, 2015 by the Pine County Board of Commissioners.

Pine County Solid Waste Department
635 Northridge Dr, NW, Suite 250
Pine City, MN 55063
(320) 216-4220

Chairman, Pine County Board

Expires 12/31/2015



**PINE COUNTY, MINNESOTA
LICENSE FOR SOLID WASTE
COLLECTION AND TRANSPORTION**

2015

This license is granted to Tri Township Disposal District, 62214 Wildcat Ln, Sandstone, MN 55072 according to Section V of the Pine County Solid Waste Ordinance. This license is subject to all standards and requirements within the Ordinance and is not transferrable.

Issued this 6th day of January, 2015 by the Pine County Board of Commissioners.

Pine County Solid Waste Department
635 Northridge Dr, NW, Suite 250
Pine City, MN 55063
(320) 216-4220

Chairman, Pine County Board

Expires 12/31/2015



AGENDA REQUEST FORM

Date of Meeting: January 6, 2015

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

Agenda Item: Appointment of Chief Deputy

Department: Pine County Sheriff's Office



Department Head signature

Background information on Item:

Paul Widenstrom was appointed the Chief Deputy position as of January 5th, 2015.

Action Requested:

The Pine County Sheriff's Office respectfully asks the County Board to acknowledge the appointment of Paul Widenstrom to the Chief Deputy position.

Financial Impact:



AGENDA REQUEST FORM

Date of Meeting: January 6, 2015

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

Agenda Item: Appointment of Investigator

Department: Pine County Sheriff's Office



Department Head signature

Background information on Item:

Chad Layon has accepted the Investigator position for the Pine County Sheriff's Office. This position was granted to be filled at the November 18th, 2014 Board Meeting.

Action Requested:

The Pine County Sheriff's Office respectfully asks the County Board to acknowledge the installation effective January 25, 2015 to the Investigator position.

Financial Impact:

**PINE COUNTY
REQUEST FOR BOARD ACTION**

| | |
|--|---|
| Requested Board Date: 12-30-14 FLEXIBILITY: YES <u>NO</u> | Estimated Time: <u>Consent Agenda</u> 10 Min. 15 Min. 30 Min. 45 Min. 1 hour |
| <u>County Probation</u> Department Requesting Action |  12/16/2014 Department Head Signature/Date |

Item for Discussion: (one form per item)

Court appointment of Ravi Roelfs as probation agent effective 12-17-14.

Board Action Requested: (Attach additional pages if needed)

Acknowledge appointment of Ravi Roelfs as a .4 FTE probation agent at starting Corrections Agent-Step 1 with an hourly wage of \$ 19.00.

Background/Previous Action:

On 11-14-14 the Personnel Committee approved the backfill of the .4 FTE probation agent position after Agent Jaimie Azzone resigned to take a full-time position. The full board approved the matter on 11-18-14.

On 12-12-14 the part-time position was accepted by Ravi Roelfs. The local bench has confirmed his appointment and the Order for Appointment will have a start date of 12-17-14.

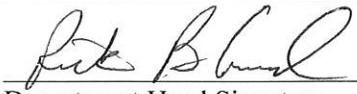
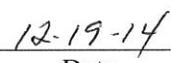
Ravi Roelfs has been working with Pine County Probation since January 2013 on a contract basis (19 hours per month) doing the juvenile diversion and restorative justice programming. He also works part-time in Polk County Wisconsin as Director of the Restorative Justice Program focusing on work with their Drug Court and development/coordination of their community service program. Since he had not had an undergraduate probation internship, he started a 400 hour post-graduate internship in March of this year with Pine County Probation. He has continued to put in over 200 additional volunteer hours to keep building his skill set. A part of those volunteer hours have been doing the duties of this part-time position during the current vacancy.

MS 244.19 governs the appointment, powers and duties, compensation and reimbursement to counties for County Probation Officer positions. Mr Roelfs qualifications meet reimbursement requirements.

Budgetary Implications:

This position was approved for funding for the 2015 calendar year.

PINE COUNTY REQUEST FOR BOARD ACTION

| | |
|---|---|
| Requested Board Date: January 6, 2015 | Consent Agenda <i>(Please choose)</i> Regular Agenda Estimated Time: <i>(Please Circle)</i> _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour |
| Department requesting action: <u>Sheriff / Jail</u> |  Department Head Signature  Date |

Item for Discussion: (one form per item)

Acknowledge and approve the hiring of part time Correction's Officer Benjamin Jahnz, effective January 7, 2015 pending completion of pre-employment screenings.

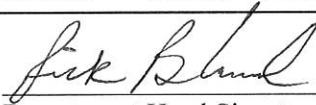
Classification B-23, starting wage \$16.04

Position was approved at the August 12, 2014 Personnel meeting and the August 19, 2014 County Board meeting.

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None

PINE COUNTY REQUEST FOR BOARD ACTION

| | |
|---|---|
| Requested Board Date: January 6, 2015 | Consent Agenda <i>(Please choose)</i> Regular Agenda Estimated Time: <i>(Please Circle)</i> _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour |
| Department requesting action: <u>Sheriff / Jail</u> |  Department Head Signature 12-19-14 Date |

Item for Discussion: (one form per item)

Acknowledge and approve the hiring of part time Correction's Officer Andrea Stephani effective January 7, 2015 pending completion of pre-employment screenings.

Classification B-23, starting wage \$16.04

Position was approved at the August 12, 2014 Personnel meeting and the August 19, 2014 County Board meeting.

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None



AGENDA REQUEST FORM

Date of Meeting: January 6, 2015

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

Agenda Item: Schooling

Department: Pine County Sheriff's Office



Department Head signature

Background information on Item:

New Sheriff School is January 25-30, 2015 and New Chief Deputy School is February 15-20, 2015. Both schoolings are covered by Sheriff's Office budget for training.

Action Requested:

The Pine County Sheriff's Office respectfully makes aware the County Board of the school for the Sheriff and Chief Deputy.

Financial Impact:



MINNESOTA SHERIFFS' ASSOCIATION SINCE 1885

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 [Registration](#)

Event Details

New Sheriff School - January 2015

Jan 25, 2015 03:00pm - Jan 30, 2015 12:00pm
 (GMT-06:00) Central Time (US & Canada)

Event Type: MSA Conferences
Category: MSA Conference

Early registration ends on Dec 14, 2014.
 Regular registration starts on Dec 15, 2014 and ends on Jan 05, 2015.
 Late registration starts on Jan 06, 2015.
 All times are 12:00am (GMT-05:00) Eastern Time (US & Canada).

[Register for this Event](#)

Registration Fees

| Fee Type | Member Fee | Non-Member Fee |
|--|------------|----------------|
| New Sheriff School 2015 - includes hotel stay | | |
| Early: | \$1395.00 | \$1395.00 |
| Regular: | \$1395.00 | \$1395.00 |
| Late: | \$1395.00 | \$1395.00 |
| New Sheriff School 2015 - Commuter Rate | | |
| Early: | \$975.00 | \$975.00 |
| Regular: | \$975.00 | \$975.00 |
| Late: | \$975.00 | \$975.00 |



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[Description](#) [Location](#) [Programs/Sessions](#) [Registration](#)

Event Details

New Chief Deputy School February 2015

Feb 15, 2015 03:00pm - Feb 20, 2015 12:00pm
(GMT-06:00) Central Time (US & Canada)

Event Type: MSA Conferences
Category: MSA Conference

Early registration ends on Jan 04, 2015.
Regular registration starts on Jan 05, 2015 and ends on Jan 26, 2015.
Late registration starts on Jan 27, 2015.
All times are 12:00am (GMT-05:00) Eastern Time (US & Canada).

[Register for this Event](#)

Registration Fees

| Fee Type | Member Fee | Non-Member Fee |
|---|------------|----------------|
| New Chief Deputy School 2015 - includes hotel stay | | |
| Early: | \$1395.00 | \$1395.00 |
| Regular: | \$1395.00 | \$1395.00 |
| Late: | \$1395.00 | \$1395.00 |
| New Chief Deputy School 2015 - Commuter Rate | | |
| Early: | \$975.00 | \$975.00 |
| Regular: | \$975.00 | \$975.00 |
| Late: | \$975.00 | \$975.00 |

PINE COUNTY REQUEST FOR BOARD ACTION

| | |
|--|--|
| Requested Board Date: January 6, 2015 | Consent Agenda <i>(Please Circle)</i> <u>Regular Agenda</u> Estimated Time: <i>(Please Circle)</i> <u>5</u> 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour |
| Department: Administrator's | Date: |

On January 5, 2015 sealed bid(s) for the cost of publication of the financial statement (first and second publication), County Board proceedings and other published notices as required by law will be opened. The results will be presented at the board meeting.

Board Action Requested: (Attach additional pages if needed)
Award the 2015 bid for publication costs to the lowest responsible bidder.

Supporting Documents: Attached None

Signature:



AGENDA REQUEST FORM

Date of Meeting: January 6, 2015

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

Agenda Item: Change accrual period from 60 to 90 days

Department: Auditor-Treasurer

Cathy Cloninger
Department Head signature

Background information on Item:

In 2013 and in anticipation of receiving it's annual audit earlier in the year, the County Board approved reducing the accrual period from 90 to 60 days. Even with the reduction of the time period, the County is not receiving the audit results at a significantly earlier date to offset the additional staff time and work tracking funds received after year end. Therefore, I request the accrual period be set back to 90 days following year end.

Action Requested:

Approval

Financial Impact:

Resolution of the Pine County Board of Commissioners

Resolution No. 2015-04

WHEREAS, Pine County Follows Generally Accepted Accounting Practices (GAAP); and

WHEREAS, GAAP allows organizations that use an accrual basis of accounting to set a reasonable accrual period after the end of a fiscal year;

WHEREAS, the Board of Commissioners has determined that a 90-day accrual period is reasonable due to the timing of payments received after the end of the fiscal year.

NOW, Therefore, Be It Resolved by the Board of Commissioners for Pine County, Minnesota that the accrual period shall be 90 days after the end of the fiscal year.

BE IT Further Resolved that this changed shall be effective with the fiscal year ending December 31, 2014.

Approved this 6th day of January, 2015.

Chairman, Pine County Board of Commissioners

Attest:

David J. Minke, Pine County Administrator



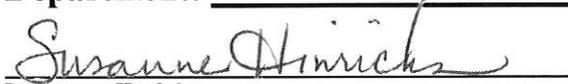
AGENDA REQUEST FORM

Date of Meeting: December 2, 2014

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

Agenda Item: _____

Department: Extension Committee Appointment/Re-Appointment



Department Head signature

Background information on Item:

Historically, the Pine County Board has appointed committee members to the Pine County Extension Committee, allowing them a 3-year renewable term. Authorization for the county board to make these appointments is stated in Minnesota State Statute 38.36 (attached).

Two seats on the Extension Committee are up for appointment and they are as follows:

District 1, currently held by Linda Defenbaugh.

District 2, currently held by Linda Haug.

Action Requested:

I respectfully request the re-appointment of Linda Defenbaugh as District 1 representative and the appointment of Mitch Pangerl as District 2 representative for a 3-year term, January 1, 2015 - December 31, 2017. Both members are willing to participate.

Financial Impact:

38.36 COUNTY EXTENSION COMMITTEE.

Subdivision 1. **Committee composition.** A county must have an extension committee. The committee must have nine members. Two members must be county commissioners appointed by the county board. The county auditor or the auditor's designee must be a member. If the county has no office of auditor, the county board shall appoint a member from the county administration. Six members must be appointed at large by the county board as provided in this section. The county board at its annual meeting shall appoint for a term of three years the number of members required to fill the memberships on that committee expiring at that time.

Subd. 2. **Budget recommendations.** In cooperation with the director of extension, or the director's designee, the county extension committee, each year, in accordance with county budgetary deadlines, shall prepare a budget showing the total funds available and needed and shall recommend to the county board the amount of county funds necessary to maintain, support, and pay the expenses of county extension work during the following year. A copy of the budget must be presented to the county board.

Subd. 3. **County appropriations, how spent.** The county board shall consider the recommended county share of money necessary to maintain, support, and pay the expenses of county extension work during the following year. For these purposes, the county board may appropriate money annually from its general revenue fund and may include the amount of the county's share in the annual levy of county taxes or may make a special levy for county extension purposes or both. The money set aside and appropriated by the county board for these purposes is the county extension fund. Money from the fund may be paid out by orders of the director of extension, or the director's designee, to pay a part of the compensation of the agents employed, to pay directly the compensation of county support employees, and to pay other expenses incident to county extension work. An order to pay money from the fund must not be issued until the expenditure has been audited and signed by the county auditor or other appropriate county official. A balance in the county extension fund at the end of a year must be carried over or reappropriated.

History: (6125) 1923 c 423 s 5; 1947 c 157 s 1; 1951 c 390 s 1; 1951 c 412 s 1; 1953 c 202 s 4; 1957 c 208 s 1; 1963 c 198 s 1; 1969 c 1081 s 1; 1973 c 528 s 1; 1973 c 583 s 5; 1986 c 444; 1990 c 376 s 5



AGENDA REQUEST FORM

Date of Meeting: January 6, 2015

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

Agenda Item: Board of Adjustment Appointment

Department: Land Services



Department Head signature

Background information on Item:

The Pine County Board of Adjustment hears variance requests from the public whom want to do something on their property which is not permitted within our ordinances. Josh Mohr previously represented District 2 on the board, however now with serving as County Commissioner has asked to step down.

Action Requested:

Appoint Gary Valvoda to the Board of Adjustment as representative of District 2 effective January 8, 2015 through December 31, 2015.

Financial Impact:

Variances which are requested have a \$500 fee associated with them which covers the costs of per diems and mileage for the board of adjustment members.



AGENDA REQUEST FORM

Date of Meeting: January 6, 2015

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

Agenda Item: East Central Regional Library Appointment to Joint Library Board

Department: Administration

Department Head signature

Background information on Item:

The East Central Regional Library Agreement provides the Pine County Board of Commissioners shall appointment three members to the Joint Library Board. The terms of these members is three years and each shall serve until his/her successor is appointed and qualified. Terms of members shall be staggered with one (1) member appointed each year from each county. No appointment shall be eligible to serve more than three (3) consecutive three year terms. Citizen trustee, Carol Goddard, was appointed to her second term January 1, 2012 through December 31, 2014 and has agreed to a third, three-year term (January 1, 2015 through December 31, 2017), if appointed.

Action Requested:

Reappoint Carol Goddard as a trustee to the East Central Regional Library Board, effective January 1, 2015 through December 31, 2017.

Financial Impact:



AGENDA REQUEST FORM

Date of Meeting: 01/06/2015

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

Personnel Committee

Other _____

Agenda Item: Lead County Agreement with Mille Lacs Band HHS

Department: HHS

Rebecca Foss 12/23/14
Department Head signature

Background information on Item:

In April and May of 2012, a lead county agreement was signed by then Director Linda Cassman, the County Board Chair, the County Attorney and by representatives of Mille Lacs Band (the Commissioner of HHS and the Deputy Solicitor General). The agreement took effect on October 1, 2011 and is valid through September 30, 2015, with an automatic renewal until an action is taken by either party to end or amend the agreement. This action was not supported by area county agencies. The agreement charged \$30.00 per day for each child in foster care who was placed in a MLB foster home. For example, as of today's date, there are 21 children placed out of their parental home through a Tribal Court order. Sixteen of the 21 children are placed in MLB foster homes. This would amount to a \$480 per day (about \$14,400 per month) billed to the county for administrative costs- which would almost all come from county tax levy dollars. There have been concerns about placements, the longevity of placements and concerns related to inaccurate and delayed foster care billing to the counties. HHS continues to pay the foster care rates as billed (with corrections made as necessary), but has not paid the administrative rates since June of 2013.

Action Requested:

Please approve the action to end the lead county agreement with Mille Lacs Band of Ojibwe Health and Human Services.

Financial Impact:

As stated above, the administrative rate has not been paid since 2013. However, formal action should be taken to end the agreement.

LEAD COUNTY AGREEMENT BETWEEN PINE COUNTY HEALTH & HUMAN SERVICES AND MILLE LACS
BAND OF OJIBWE HEALTH & HUMAN SERVICES

The County of Pine, acting through its Health & Human Services Department, 635 Northridge Dr. NW, Suite 220, Pine City, Minnesota, 55063, hereafter referred to as the "Agency", and Mille Lacs Band of Ojibwe Health & Human Services, 17230 Noopiming Drive, Onamia, Minnesota, 56359, hereafter referred to as the "Contractor", enter into this Contract effective for the period of October 1, 2011, through September 30, 2015. The Contract will automatically renew annually should no action be taken to cancel or amend by either party, until such time that either party notifies the other that the party wishes to end the Contract under the terms of the Contract, with or without cause.

WHEREAS, The Contractor is duly qualified to provide social services; and

WHEREAS, The Agency, pursuant to MINN. STAT. § 373.01 and § 256M.60 wishes to purchase such program services from the Contractor; and

NOW THEREFORE, in consideration of the mutual understandings, and agreements set forth, the Agency and Contractor agree as follows:

1. Contractor Duties:

- a. As specified in the Minnesota Children and Community Services Act, and the 2004 Pine County Service Plan, the Agency agrees to purchase and the Contractor agrees to furnish the following:
 - 1) Placement services that the Contractor is qualified to provide including Standard Foster Care, Treatment Foster Care, Teen Parent and Child Foster Care, Structured Supervised Independent Living Program, Shelter, Respite and Full Family Foster Care.
- b. The Contractor agrees to provide:
 - 1) An explicit description of the services to be provided; and
 - 2) Billing Policy. The Contractor also agrees to provide upon request:
 - 1) An exposition of the staffing including job descriptions and professional qualifications of personnel; and
 - 2) An organization chart.
 - 3) Administrative rate description for the placement services.
- c. The Contractor shall, in writing, notify the Agency within ten (10) days whenever it is unable to, or going to be unable to, provide the required quality or quantity of Purchased Services. Upon such notification, the Agency shall determine whether such inability will require modification or cancellation of the Contract.

LEAD COUNTY AGREEMENT BETWEEN PINE COUNTY HEALTH & HUMAN SERVICES AND MILLE LACS
BAND OF OJIBWE HEALTH & HUMAN SERVICES

2. Community Based Program Rates:

a. The following per diem rates show the maximum rate the Contractor may charge for foster care based programs. The Contractor also bills for the third-party funded services for case management, therapy, skills training, crisis stabilization, peacemaking/traditional healing and diagnostic assessment services.

- i. Standard Foster Care
Rate/day: \$30.00 admin + base foster care + Difficulty of Care (DOC)
- ii. Treatment Foster Care
Rate/day: \$30.00 admin + base foster care + DOC
- iii. Teen Parent and Child Foster Care
Rate/day: \$30.00 admin + base foster care + DOC
- iv. Structured Supervised Independent Living Program
Rate/day: \$30.00 admin + base foster care + DOC
- v. Shelter
Rate/day: \$30.00 admin + base foster care + DOC
- vi. Respite
Rate/day: \$30.00 admin + base foster care + DOC
- vii. Full Family Foster Care
Rate/day: \$30.00 admin + base foster care + DOC

b. The Placing Agency who has authority for child welfare placements, as determined by a Court of competent jurisdiction, will determine the specific units of service to be delivered for each client based on the placing agency's assessment of the need and scope of services.

c. Contractor certifies that the services to be provided under this agreement are not available without cost to eligible clients. The Contractor further certifies that payment claims for Purchased Services will be in accordance with rates of payment which do not exceed amounts reasonable and necessary to assure the quality of service. The Contractor certifies that rates of payment do not reflect any program costs assignable to private pay or third party service recipients.

3. Eligibility for Services:

LEAD COUNTY AGREEMENT BETWEEN PINE COUNTY HEALTH & HUMAN SERVICES AND MILLE LACS
BAND OF OJIBWE HEALTH & HUMAN SERVICES

The parties understand and agree that the eligibility of the client to receive the Purchased Services are based off of the client having American Indian lineage and/or descendent and in accordance with the Placing Agency's Individual Plan of Care.

- a. The parties understand and agree that for fee eligible recipients, fees shall be charged and collected in accordance with fee policy and schedules adopted by the county board of commissioners and approved by the Commissioner of Human Services in accordance with the provisions of Minnesota Statutes, Section 256M.60, sub.6.
 - b. The Contractor shall not change any program or service fee to social service eligible clients except in accordance with (a.) above.
 - c. When the Placing Agency has determined that the client is no longer eligible to receive purchased services or that services are no longer needed or appropriate, the Placing Agency shall notify the Contractor within five (5) days of the determination.
 - d. The Contractor shall notify the Placing Agency and the client in writing whenever the Contractor proposes to discharge or terminate service(s) to a client. The notice must be sent at least five (5) working days prior to the proposed date of discharge or termination of service(s). The Contractor shall not discharge or terminate services to a client prior to the proposed date unless delay would seriously endanger the health, safety or well-being of other residents or service recipients.
 - e. The Contractor shall establish written procedures for discharging a client or terminating services to a client. The written procedures shall include preparation of a summary of findings, processes and plans to be transmitted with the client.
4. Individual Plan of Care:

The parties understand and agree that all services provided to eligible recipients under the terms of this Contract shall be in accordance with the Individual Plan of Care (IPOC) developed with, for and on behalf of, the individual client. Performance of the Contractor will be monitored in accordance with client outcomes as specified in the IPOC needs and strategies. The Placing Agency shall not delegate the development of the IPOC to the Contractor if the matter falls within the Mille Lacs Band Court of Central Jurisdiction; clients whose jurisdiction is outside of such stated jurisdiction shall receive courtesy wraparound case management and the IPOC shall be developed by the Contractor and supplied to the Placing Agency within 30 days of such placement, unless such Placing Agency requests in writing for such services not to be rendered.

Purchased Services are to benefit each eligible recipient in attaining the needs and strategies specified in the Eligible Recipient's IPOC.

LEAD COUNTY AGREEMENT BETWEEN PINE COUNTY HEALTH & HUMAN SERVICES AND MILLE LACS
BAND OF OJIBWE HEALTH & HUMAN SERVICES

- The Contractor will prepare an IPOC that includes short-term objectives having measurable behavioral criteria and is a family centered and strength based approach in addressing the client's underlying needs.
- The Contractor will provide courtesy wraparound case management and develop the IPOC within 30 days after the eligible recipient begins receiving purchased services, unless the Placing Agency requests in writing for such services not to be rendered. Such services may be billed under third-party billing and/or paid by other identified funding sources.
- The Contractor will update the IPOC at a minimum of every 90 days and share the IPOC with the Placing Agency.
- The Contractor will provide cultural resources / services to all clients placed through the purchased services. The services may be billed to third-party or other payment sources.
- The Contractor will be primarily responsible for ensuring care coordination of the Child and Family Team process, minimum monthly visitation with client, coordination of formal and informal supports, community resources and services defined in the IPOC. Services rendered under the IPOC, except placement services, may be billed to third-party or other payment sources.
- The Contractor shall coordinate with the Placing Agency and attend court hearings, team meetings and provide written court reports with their professional recommendations for the best interest of the child(ren) placed in such purchased services.

The Contractor agrees to provide purchased services in the type, amount and frequency authorized in writing by the Placing Agency and in accordance with an eligible recipient's IPOC.

5. Payment for Purchased Services

a. Certification of expenditures:

The Contractor shall, within 90 days following the last day of each calendar month, submit a standard invoice for social services purchased to the Placing Agency and/or County of Financial Responsibility. Bills that do not meet internal the Placing Agency and/or County of Financial Responsibility's deadlines will be paid later. The Invoice shall show: (1) total program and administrative expenditures for the month, and (2) an itemized account of each social services eligible individual, identifying services to be provided, number of units and cost of unit, including administrative costs allocated to the provision of purchased services to reimbursement eligible clients.

b. Payment:

LEAD COUNTY AGREEMENT BETWEEN PINE COUNTY HEALTH & HUMAN SERVICES AND MILLE LACS
BAND OF OJIBWE HEALTH & HUMAN SERVICES

The Agency and/or County of Financial Responsibility shall, within thirty (30) days of the date of receipt of the Invoice, make payment to the Contractor for all reimbursement eligible clients identified on the Invoice.

6. Audit and Record Disclosure:

The Contractor shall:

- a. Maintain records using generally accepted accounting principles that reflect all revenue received and all direct and indirect costs incurred in performing this Contract. Maintain records about Purchased Services provided. These records must include the name of the eligible recipient served, service type, service dates and other information on an eligible recipient that is required by the Agency. Maintain any other records requested by the Agency or Referring Agency.
- b. Upon request, give the Agency a report containing the following information:
 - i. All revenue received.
 - ii. All direct and indirect costs incurred in performing Purchased Services.
 - iii. Purchased Services Provided:
 1. Number of eligible recipients, age, race, sex and target population served;
 2. Type of service; and
 3. Days of service.
- c. Allow personnel of the Agency, the Minnesota Department of Human Services, and the Department of Health and Human Services access to the Contractor's facility and records pertaining to purchased services of this Contract, at reasonable hours, to exercise their responsibility to monitor purchased services and copy such material as necessary.
- d. Maintain all records pertaining to the Contract at 17230 Noopiming Drive, Onamia, Minnesota, 56359 or other designated Mille Lacs Band of Ojibwe Family Services business sites intended for file maintenance and storage for five (5) years for audit purposes.
- e. Comply with policies of the Mille Lacs Band of Ojibwe and the Bureau of Indian Affairs regarding social services recording and monitoring procedures, as defined in the Human Services Social Services Manual and the administration rules of the Bureau of Indian Affairs.

7. Safeguard Client Information:

The use of a disclosure by any party of information regarding an eligible client in violation of any rule of confidentiality provided for in the Laws of Minnesota, Chapter 13, or for any

LEAD COUNTY AGREEMENT BETWEEN PINE COUNTY HEALTH & HUMAN SERVICES AND MILLE LACS
BAND OF OJIBWE HEALTH & HUMAN SERVICES

purpose not directly connected with the Agency or Contractor's responsibility with respect to the purchased services hereunder is prohibited except on written consent of such eligible client, the client's attorney or the client's responsible parent or guardian. The Director of the contracting agency is responsible to ensure that the provider is in compliance with the Data Practices Act, Minnesota Statutes, Section 13.46, Subd.10, Paragraph (d).

All data collected, created, received, maintained or disseminated for any purpose in the course of the Contractor's performance of this Contract is governed by the Minnesota Government Data Practices Act, MINN. STAT. § 13.01 et. seq., any other applicable Mille Lacs Band and State statutes, any State and Mille Lacs Band rules adopted to implement the Act, as well as Federal regulations on Data Privacy, including the Health Insurance Portability and Accountability Act (HIPPA). The Contractor agrees to abide by these applicable statutes, rules and regulations.

8. Compliance with Other Regulations:

The Contractor further agrees to comply with the following:

- a. Section 4, Subdivisions 1,3, and 6 of the Human Services Licensing Act (MINN. STAT. § 245A.04 Subd. 1, 3, and 6).
- b. (When applicable) the Contractor agrees to comply with the Civil Rights Act of 1964 (42 USC 2000e); including Executive Order No. 11246, and Title VI (42 USC 2000d); and the Rehabilitation Act of 1973, as amended by Section 504. Title VI of the Civil Rights Act of 1964 (Title VI) requires service providers who receive federal funds to take reasonable steps to provide meaningful access to services for people with Limited English Proficiency (LEP). Most county and state funded services must meet LEP requirements. The requirements apply to health care and social service agencies, such as physicians, hospitals, nursing homes, home health agencies, managed care organizations, universities and private non-profit agencies.
- c. (When applicable) the Contractor certifies that it has received a certificate of compliance from the Commissioner of Human Services pursuant to MINN. STAT. § 363.073 (1982). This section shall not apply if the grant is less than \$50,000.00 and the Contractor employed twenty or fewer full-time employees during the previous 12 months.

9. Fair Hearing and Grievance Procedures:

The Agency agrees to provide for a fair hearing and grievance procedure in conformance with MINN. STAT. § 256.045, and in conjunction with Fair Hearing and Grievance Procedures established by administrative rules of the State Department of Human Services.

LEAD COUNTY AGREEMENT BETWEEN PINE COUNTY HEALTH & HUMAN SERVICES AND MILLE LACS
BAND OF OJIBWE HEALTH & HUMAN SERVICES

10. Bonding, Indemnity, Insurance, and Audit Clause:

a. Bonding: The Contractor shall obtain and maintain at all times, during the term of this Contract, a fidelity bond covering the activity of its personnel authorized to receive or distribute monies. Such bond shall be in the amount of \$10,000.00.

b. Insurance: The Contractor shall purchase and maintain such insurance as will protect the Contractor from claims which may arise out of, or result from the Contractor's operations under the Contract, whether such operations be by the Contractor, subcontractor, anyone directly employed by them or by anyone for whose acts any one of them may be liable.

The Contractor shall secure the following coverage and comply with all provisions noted. Certificates of Insurance shall be issued evidencing such coverage to the Agency.

i. General Liability Insurance:
Commercial General Liability Insurance (ISO CGL form)

Minimum limits:

\$1,000,000.00 – each occurrence limit

\$2,000,000.00 – general aggregate

\$2,000,000.00 – products / completed operations total limit

\$1,000,000.00 – personal injury and advertising liability

The policy shall be written on an occurrence basis. Certificates of Insurance must indicate if the policy is issued on a claims-made or occurrence basis, and if coverage is provided for X, C, U hazards if applicable. The policy will cover contractual liability. Pine County, its officials and employees shall be added as additional insured with a cross liability/cross suites clause for the protection of the County.

Worker's Compensation and Employer's liability:
Worker's Compensation: Per Minnesota State Statute

c. Indemnity: The Contractor agrees that it will at all times indemnify and hold harmless the Agency from any and all liability, loss, damages, costs or expenses which may be claimed against the Agency or Contractor:

i. By reason of any service client suffering personal injury, death, property loss or damages while participating in or receiving from the Contractor the care and services to be furnished by the Contractor under this agreement, or while on premises owned, leased or operated by the Contractor, or while being transported to or from said premises in any vehicle owned, operated, chartered, or otherwise contracted for/by the Contractor or his assigns; or

LEAD COUNTY AGREEMENT BETWEEN PINE COUNTY HEALTH & HUMAN SERVICES AND MILLE LACS
BAND OF OJIBWE HEALTH & HUMAN SERVICES

- ii. By reason of any service client causing injury to, or damage to, the property of another person during any time when the Contractor or his assignees, or employee thereof has undertaken or is furnishing the care and service called for under this agreement.
- d. Audit: The Contractor agrees that within 120 days of the termination date of the Contract, either a financial review or an audit of said Contract will be conducted by a Certified Public Accounting Firm. A copy of such audit along with the Management Letter shall be provided to the Agency when completed. The Contractor agrees to provide the Agency information on the compensation ranges provided for each class of employee.

11. Conditions of the Parties' Obligations:

- a. In the event the reimbursement to the Agency from State and Federal sources is not obtained and continued at a level sufficient to allow for purchase of the indicated quantity of Purchased Services, the obligations of each party hereunder shall thereupon be terminated.
- b. This Contract may be canceled by either party at any time, with or without cause, upon thirty (30) day notice, in writing, delivered by mail or in person.
- c. Before the termination date specified in Section 1 of this Contract, the Agency may evaluate the performance of the Contractor in regard to the terms of this Contract to determine whether such performance merits renewal of this Contract.
- d. Any alterations, variations, modifications or waivers of provisions of this Contract, shall be valid only when reduced to writing, duly signed and attached to the original of this Contract.
- e. No claim for services furnished by the Contractor, not specifically provided in the agreement, will be allowed by the Agency, nor shall the Contractor do any work or furnish any material not covered by the Contract, unless this is approved in writing by the Agency. Such approval shall be considered to be a modification of the Contract.
- f. In the event a revision of Federal regulations occurs which might make this Contract ineligible for Federal financial participation, all parties will review the Contract and renegotiate those items necessary to bring the agreement into compliance with the new Federal regulations.
- g. Nothing in this Contract shall be construed to constitute a waiver of sovereign immunity by the Mille Lacs Band of Ojibwe or the Contractor.

LEAD COUNTY AGREEMENT BETWEEN PINE COUNTY HEALTH & HUMAN SERVICES AND MILLE LACS
BAND OF OJIBWE HEALTH & HUMAN SERVICES

12. Subcontracting:

The Contractor shall not enter into subcontracts for any of the goods and services contemplated under this agreement without written approval of the Agency. All subcontracts shall be subject to the requirements of this Contract. The Contractor shall be responsible for the performance of any subcontractor.

13. Miscellaneous:

a. Entire Agreement:

The entire agreement of the parties is contained herein and this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the Contractor and any county social services agency relating to the subject matter hereof.

b. Monitoring:

The Agency reserves the right to monitor the Contractor's performance under this contract by observation or direct service provisions to client and/or survey of agencies or individuals purchasing or receiving services.

14. Third-party Beneficiary:

The Commissioner of the Minnesota Department of Human Services is named as a third-party beneficiary to this contract.

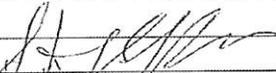
IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

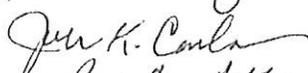
APPROVED:

1. PINE COUNTY HEALTH & HUMAN SERVICES

| | |
|-------|---|
| By |  |
| Title | Director |
| Date | 4-17-12 |

2. PINE COUNTY BOARD AUTHORIZED REPRESENTATIVE

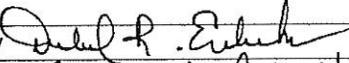
| | |
|-------|---|
| By |  |
| Title | Chair |

Approved as to form and execution

Pine Co. Atty. 4-4-12

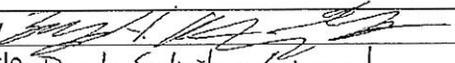
LEAD COUNTY AGREEMENT BETWEEN PINE COUNTY HEALTH & HUMAN SERVICES AND MILLE LACS
BAND OF OJIBWE HEALTH & HUMAN SERVICES

Date 4/17/12

3. MILLE LACS BAND HEALTH & HUMAN SERVICES

| | |
|-------|---|
| By |  |
| Title | Commissioner of Health & Human Services |
| Date | 5-10-12 |

4. SOLICITOR GENERAL – BAND AUTHORIZED REPRESENTATIVE

| | |
|-------|---|
| By |  |
| Title | Deputy Solicitor General |
| Date | 5/9/12 |



AGENDA REQUEST FORM

Date of Meeting: 1/6/2015

County Board
 Consent Agenda
 Regular Agenda 5 mins 10 mins 15 mins Other

Personnel Committee

Other _____

Agenda Item: Governor's Task Force on the Protection of Children

Department: HHS

Kobee Foss
Department Head signature

Background information on Item:

Governor Dayton formed a task force on the protection of children after media reports of a breakdown in the child protection system. The official document/report is not yet available, but will be shared with you when it is public. According to MACSSA, here are some of the key aspects of the preliminary recommendations:

- *Unanimous agreement that a repeal of the prohibition against the use of screened out reports will be considered immediately when the Legislature reconvenes.
- *Removing reference to Family Assessment as the preferred response (currently in Statute).
- *A requirement that County Attorneys be consulted prior to case closure if a family refuses services and safety issues are identified.
- *Enhanced cooperation with law enforcement and County Attorneys.
- *Enhanced training for child protection supervisors.
- *Extension of data retention in SSIS.
- *Amending statute to allow screeners to seek collateral information.
- *Broadening the definition of "substantial child endangerment".

Action Requested:

This information is being presented to keep the Board informed of the impending changes that will impact the department.

Financial Impact:

None at this time. However, if the recommendations are adopted (especially if the definition of substantial child endangerment is broadened), caseloads and the work involved in each case will expand, creating the need for more resources dedicated to the child protection area.

PINE COUNTY REQUEST FOR BOARD ACTION

| | |
|-------------------------------|--|
| Requested Board Date: | Consent Agenda <i>(Please choose)</i> Regular Agenda Estimated Time: <i>(Please Circle)</i> _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour |
| Department Requesting Action: | _____ Department Head Signature Date |

Item for Discussion: (one form per item)

Adopt a Resolution in support of the City of Sandstone's application for Local Road Improvement Program (LRIP). The funds would go towards the cost of installing the infrastructure to the new medical campus in Sandstone.

As the City is not a state aid City the County agrees in the Resolution to be the project sponsor, to be the fiscal agent if funds are awarded and to work with the City to ensure that the project is completed in accordance with state requirements.

Board Action Requested:

Adoption of Resolution

Supporting Documents: Attached YES

Resolution 2015-01

LOCAL ROAD IMPROVEMENT PLAN (LRIP)
APPROVE SUBMITTAL OF GRANT APPLICATION AND SPONSORSHIP OF PROJECT

WHEREAS, the City of Sandstone, Minnesota (the "City") is making application for funding under the 2014-2015 State of Minnesota Local Road Improvement Program (LRIP) grant in an amount of up to \$750,000; and

WHEREAS, the City of Sandstone has a population of less than 5,000 and is not a State-Aid city, the LRIP project requirements indicate the county must agree to sponsor the project; and

NOW THEREFORE, BE IT RESOLVED BY THE PINE COUNTY BOARD OF COMMISSIONERS,
PINE COUNTY, MINNESOTA:

that if the project is selected for funding, Pine County agrees to act as the project sponsor, to be the fiscal agent, and to work with the City to ensure the project is completed in accordance with state requirements.

Resolution is hereby approved and adopted this _____ day of _____, 2015.

Board Chair

ATTEST:

Administrator