



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, March 17, 2015, 10:00 a.m.
Board Room, Pine County Courthouse
Pine City, Minnesota

- A) Call meeting to order
- B) Pledge of Allegiance
- C) Public Forum. Members of the public are invited to speak on items not on the agenda. Each speaker should state his/her name and limit comments to three (3) minutes.
- D) Adopt Agenda
- E) Approve Minutes of March 3, 2015 County Board Meeting and Summary for publication.
- F) Minutes of Boards, Committees and Correspondence
 Pine County HRA Senior Housing Board of Directors Regular Meeting – January 28, 2015
 East Central Regional Library Board Minutes – February 9, 2015
- G) Approve Consent Items

CONSENT AGENDA

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

1. Review February, 2015 Cash Balance (attached)

Fund	February 28, 2014	February 28, 2015	Increase(Decrease)
General Fund	887,632.54	1,978,567.02	1,090,934.48
Health and Human Services Fund	97,481.57	(140,945.94)	(238,424.51)
Road and Bridge Fund	2,584,490.53	4,563,678.36	1,979,187.83
Land Management Fund	1,915,550.23	2,068,111.20	152,560.97
TOTAL (inc non-major funds)	\$5,541,475.45	\$9,194,852.75	\$3,653,377.30

2. Tobacco License

Consider approval of two (2) Little Stores tobacco licenses (under new ownership).

3. Cancellation of Tax-Forfeited Lands and Tax-Forfeited Repurchase Contracts

Approve Resolution 2015-10 approving Cancellation of Tax-Forfeited Lands and Tax-Forfeited Repurchase Contracts for nonpayment of annual contract payment and/or real estate taxes and authorize Board Chair and County Administrator to sign.

4. 2015 Waste Hauler License

Consider approval of 2015 waste hauler license for Donna's Sanitation – Askov and authorize Board Chair to sign.

5. Adult Mental Health Grant Award for 2015

Consider Adult Mental Health Grant award for 2015 in the amount of \$270,733 and authorize Board Chair and County Administrator to sign.

6. Lighthouse Child and Family Services

Consider Lighthouse Child and Family Services contract with Pine County Health and Human Services for Community Support Program services and authorize Board Chair, County Administrator and Health & Human Services Director to sign. Total amount paid in 2015 for CSP services not to exceed \$61,200. These expenses are covered by the CSP grant awarded to Health & Human Services.

7. Sandstone Prosecution Agreement for Prosecution Services

Consider approval of the Agreement for Prosecution Services with the City of Sandstone in the amount of \$7,500 (April 1, 2015 – December 31, 2015) and authorize Board Chair and County Auditor to sign. This is a one-year Agreement which will expire on January 1, 2016.

8. Settlement Agreement

Consider approval of Settlement Agreement with Gwen Lewis and authorize County Administrator to sign.

9. Promotion

Acknowledge and approve the promotion of Correction Officer Sarah Carlson to Deputy Sheriff effective March 23, 2015, C42, \$20.28 per hour.

10. Resignation and Backfill

Acknowledge the resignation of Deputy Sheriff Casey Freund effective March 27, 2015 and authorize backfill of position.

11. Training

- A. Consider Human Resources and Payroll Special Matt Christenson to attend the Minnesota Counties Human Resources Management Association (MCHRMA) spring conference, April 9-10, 2015 at the Stearns County Service Center in Waite Park. Registration: \$90; hotel: \$105+ tax, together with meals and mileage. Total cost: \$195 plus meals, mileage and tax. Funds are available in the 2015 Administrator's budget.
- B. Consider Land Services Director Kelly Schroeder to attend the fourth and fifth of five required courses, Soils, May 19-21, 2015, in New Ulm and Inspecting Onsite Systems June 2-3, 2015 in St. Cloud. Course cost is \$730, \$125.56 hotel (for new Ulm), and \$138.00 mileage. All costs are in the 2015 budget.
- C. Consider Veterans Service Officer Ben Wiener to attend:
 - i. MN Department of Veterans Affairs Spring Training, March 25-26, 2015, Walker, Minnesota. Registration: \$0; Meal reimbursement; Travel Expenses (2 nights), approximately \$140 w/taxes and fees; \$168 mileage reimbursement. Maximum Cost: \$400 (will be paid with CVSO Grant).
 - ii. MN Association of County Veteran Services Officers Fall Conference, September 13-15, 2015, Nisswa, Minnesota. Registration, meals and lodging: \$519. Mileage \$112. Cost: \$631 (will be paid with CVSO Grant).

REGULAR AGENDA

1. Recognition of Retirement

Recognition of Retirement of Probation Director Terryl Arola with over 19 years with Pine County and a total of 35 years in the field of probation.

2. Personnel Committee

Pine County Personnel Committee met March 10, 2015 and made the following recommendations (Minutes attached):

Probation:

Acknowledge the retirement of Probation Director Terryl Arola effective March 31, 2015.

Land Services:

- A. Approve the hiring of a Planning/Zoning Records Temp with a starting wage of \$10.00, not to exceed the \$13,500 grant amount.
- B. Approve the hiring of five (5) part-time temporary Level II watercraft inspectors for the Aquatic Invasive Species program, \$10.00 per hour. Positions will be 100% funded from AIS grant.
- C. Approve the creation of a Land and Resource Manager position, C43, \$20.98-\$29.42 per hour.
- D. Acknowledge the retirement of Sr. Environmental Technician Ed Melzark effective August 1, 2015, approve usage of vacation for the month of July.
- E. Approve creation of new Environmental/GIS Technician position, B24, \$16.60-\$23.43 per hour.

Jail:

Acknowledge the termination of Court Security Officer Patricia Haines effective February 13, 2015 and approve backfill.

Administrator:

- A. Approve the Pine County Nepotism Policy and insertion with Section 3- Recruitment and Selection in the Pine County Policies and Procedures Manual.
- B. Approve modifying in the hiring process to allow staff to initiate the recruitment process prior to formal board action in limited circumstances.
- C. Approve a six-month extension to a HHS employee's unpaid leave.

Other

Approve the backfill of the Public Health Supervisor position.

Other items are for informational purposes only.

3. GPS 45:93

Presentation by Nathan Johnson and Tom Willett on the GPS 45:93 Economic Gardening initiative.

4. 2014 Probation Placement Report

Presentation by Probation Director Terryl Arola regarding to 2014 juvenile placements and the impact on Health & Human Services budget.

5. Federal Funding Update

Presentation by a MN Department of Transportation representative on federal funding and projects.

6. 2015 Aquatic Invasive Species Program

Consider adoption of the 2015 Aquatic Invasive Species Program. No levy dollars are associated with this request. All costs associated with the plan are to be paid out of Pine County's Aquatic Invasive Species Prevention Aid.

7. **Commissioner Updates**

Joint Legislative Conference
Soil & Water Conservation District
East Central Solid Waste Commission
East Central Regional Library Board
Central Minnesota Jobs & Training
Lakes & Pines
Other

8. **Other**

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

- a. **Public Safety Technology Meeting, Tuesday, March 17, 2015, 8:15 a.m.**, Commissioners' Conference Room, Courthouse, Pine City, Minnesota.
- b. **Pine County Board Meeting, Tuesday, March 17, 2015, 10:00 a.m.**, Boardroom, Pine County Courthouse, Pine City, Minnesota.
- c. **Kanabec-Pine Community Health Board, Wednesday, March 18, 2015, 9:00 a.m.**, Boardroom, Pine County Courthouse, Pine City, Minnesota.
- d. **Law Library, Wednesday, March 18, 2015, 12:00 p.m.**, Law Library, Pine County Courthouse, Pine City, Minnesota.
- e. **Arrowhead Counties Association, Wednesday, March 18, 2015, 6:00 p.m.**, Hampton Inn Conference Room, Duluth, Minnesota.
- f. **Rush Line Corridor Task Force, Thursday, March 19, 2015, 3:30 p.m.**, Maplewood Community Center, 2100 White Bear Avenue No., Maplewood, Minnesota.
- g. **Snake River Watershed Board, Monday, March 23, 2015, 9:00 a.m.**, Kanabec County Courthouse, basement meeting rooms 3/4, Mora, Minnesota.
- h. **Special Meeting-Committee of the Whole, Tuesday, March 24, 2015, 9:00 a.m.**, Sturgeon Lake City Hall, 3084 Farm to Market Road, Sturgeon Lake, Minnesota.
- i. **NLX, Wednesday, March 25, 2015, 10:00 a.m.**, Boardroom, Pine County Courthouse, Pine City, Minnesota.
- j. **NE Minnesota Regional Radio Board, Thursday, March 26, 2015, 10:00 a.m.**, (jail training room), Pine County Courthouse, Pine City, Minnesota.
- k. **GPS 45:93, Friday, March 27, 2015, 10:00 a.m.**, Mille Lacs County Historical Courthouse, Classroom D, 635 2nd Street SE, Milaca, Minnesota.
- l. **Facilities Committee, Wednesday, April 1, 2015, 9:00 a.m.**, Commissioners' Conference Room, Pine County Courthouse, Pine City, Minnesota.
- m. **Soil & Water Conservation District, Thursday, April 2, 2015, 3:00 p.m.**, Public Health Building, Sandstone, Minnesota.
- n. **Pine County Board Meeting, Tuesday, April 7, 2015, 10:00 a.m.**, Public Health Building, Sandstone, Minnesota.

10. **Adjourn**

MINUTES OF PINE COUNTY BOARD MEETING
Regular Meeting

Tuesday, March 3, 2015, 10:00 a.m.
Public Health Building, Sandstone, Minnesota

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

The Pledge of Allegiance was said.

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

Chair Hallan requested the following revision to the Agenda:

Addition to Consent Agenda: #6 - Land Services Director Kelly Schroeder to attend Disaster Debris Management training, March 11 & 12, 2015.

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

Commissioner Mohr moved to approve the Minutes of the February 17, 2015 board meeting and Summary for publication. Second by Commissioner Rossow. Motion carried 4-0.

Commissioner Ludwig moved to approve the Minutes of the February 24, 2015 Special Meeting-Economic Development and Committee of the Whole. Second by Commissioner Mohr. Motion carried 4-0.

Minutes of Boards, Committees and Correspondence

Pine County Land Surveyor Monthly Report – February 2015

Pine County Soil & Water Conservation District Board Meeting – February 5, 2015

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

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

CONSENT AGENDA

1. February, 2015 Disbursements

Approve Disbursements Journal Report, February 1, 2015 – February 28, 2015.

2. Gas Tax Distribution

Approve 2014 gas tax distribution to townships.

3. Trail and Agricultural Lease Rates

Approve updated trail and agricultural lease rates.

4. Sewer/Shed Issue-Duquette

Approve (1) deed of easement to adjoining property owner for sewer system location and (2) approve sale of small section of land to adjoining property owner for shed location.

5. **New Hire**

Approve the hiring of Land/Veteran's Secretary Joy Hix, effective March 9, 2015, \$13.17 per hour, B21, contingent upon successful background check.

6. **Training**

Approve Land Services Director Kelly Schroeder to attend the East Central Minnesota Disaster Debris Management training, March 11 and 12, 2015, Cambridge. Registration: no cost.

REGULAR AGENDA

1. **2014 Probation Placement Report**

Rescheduled to March 17, 2015 county board meeting.

2. **IBEW HHS Supervisors Contract**

County Administrator David Minke provided an overview of the contract terms. This contract is a one-year contract expiring December 31, 2014.

Motion by Commissioner Rossow to approve the IBEW HHS Supervisors Contract (January 1, 2014-December 31, 2014) and authorize Board Chair and County Administrator to sign. Second by Commissioner Ludwig. Motion carried 4-0.

3. **Commissioner Updates**

Kanabec/Pine Community Health Board: Chair Hallan stated the health board is moving forward; discussion was held regarding clarification of the tax identification number for the health board.

Arrowhead Counties Association: Meeting cancelled due to weather.

Snake River Watershed Joint Powers Board: Commissioner Mohr stated revised Bylaws were adopted; commented on two grants received by the Watershed.

East Central Regional Development Commission: Chair Hallan stated the Commission is in a retooling period and is focusing efforts on economic development (including transportation).

NLX: Meeting cancelled.

Northeast Regional Radio Board: Chair Hallan indicated Sheriff Nelson has been attending the Owners & Operators Committee meetings.

GPS 45:93: Commissioners unable to attend.

Other:

Rushline Task Force: Commissioner Mohr stated the task force is working to get through the development process and proceed forward. Discussion was held regarding the counties' contributions and usage by the contributing counties.

Minnesota Chippewa Tribes Dinner: Commissioner Hallan stated County Administrator Minke and he attended the Minnesota Chippewa Tribes Dinner. Good conversation with the legislators in attendance.

8. **Other**

A. Telephone conference held with IT Supervisor Ryan Findell as to status of shared commissioner calendar.

B. Henry Fisher inquired as to what notifications would be provided should a county board meeting be cancelled due to inclement weather.

9. **Upcoming Meetings**

Upcoming meetings were reviewed.

10. Adjourn

With no further business, Chair Hallan adjourned the county board meeting at 10:26 a.m. The next regular meeting of the county board is scheduled for March 17, 2015 at 10:00 a.m. at the Board Room, Pine County Courthouse, Pine City, Minnesota.

Stephen M. Hallan, Chair
Board of Commissioners

David J. Minke, Administrator
Clerk to County Board

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

**Tuesday, March 3, 2015, 10:00 a.m.
Public Health Building, Sandstone, Minnesota**

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

The Pledge of Allegiance was said.

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

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

Commissioner Mohr moved to approve the Minutes of the February 17, 2015 board meeting and Summary for publication. Second by Commissioner Rossow. Motion carried 4-0.

Commissioner Ludwig moved to approve the Minutes of the February 24, 2015 Special Meeting-Economic Development and Committee of the Whole. Second by Commissioner Mohr. Motion carried 4-0.

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Pine County Soil & Water Conservation District Board Meeting – February 5, 2015

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

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

Approve Disbursements Journal Report, February 1, 2015 – February 28, 2015.

Approve 2014 gas tax distribution to townships.

Approve updated trail and agricultural lease rates.

Approve deed of easement to property owner for sewer system location and approve sale of small section of land to property owner for shed location.

Approve the hiring of Land/Veteran's Secretary Joy Hix, effective March 9, 2015, \$13.17 per hour, B21, contingent upon successful background check.

Approve Land Services Director Kelly Schroeder to attend the East Central Minnesota Disaster Debris Management training. No cost.

Motion by Commissioner Rossow to approve the IBEW HHS Supervisors Contract (January 1, 2014-December 31, 2014) and authorize Board Chair and County Administrator to sign. Second by Commissioner Ludwig. Motion carried 4-0.

With no further business, Chair Hallan adjourned the county board meeting at 10:26 a.m. The next regular meeting of the county board is scheduled for March 17, 2015 at 10:00 a.m. at the Board Room, Pine County Courthouse, Pine City, Minnesota.

Stephen M. Hallan, Chair
Board of Commissioners

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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.

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

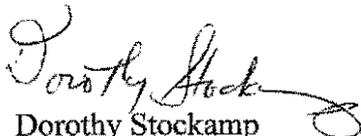
Sandstone Manor
510 Fifth Street
Sandstone, MN 55072

Finlayson Manor
6524 Broadway Street
Finlayson, MN 55735

The regular meeting of the Pine County HRA Senior Housing Board of Directors was held on January 28, 2015, at the Finlayson Manor. Commissioners of the HRA present were Board Chair Dorothy Stockamp, Jan Oak, Cheri Drilling, Carl Steffen, and Greg Kvasnicka. Staff member present was Executive Director Janice Gustafson. Resident Manager Susan Blake was absent. There were no residents present.

1. The meeting was called to order at 2:00 p.m. by Board Chair D. Stockamp and the Pledge of Allegiance was said.
2. The HRA Board minutes from December 17, 2014, were reviewed by the Board members. A motion was made by C. Steffen and was seconded by C. Drilling to accept the minutes. Motion carried: Yeas 5, Nays 0.
3. The monthly financial statements and the investment report were presented by J. Gustafson. A motion was made by G. Kvasnicka and was seconded by Board Chair D. Stockamp to approve the financial statements and the investment report. Motion carried: Yeas 5, Nays 0.
4. Executive Director's Report. The written Executive Director's report was reviewed by Board members.
5. Old Business.
 - a) Vacancies. There are no vacancies at either Manor at this point in time.
 - b) All paperwork has been completed with Stillwater Investments and an investment check was mailed to them on January 14, 2015.
6. New Business.
 - a) The 2015 calendar of Board meetings was distributed and accepted by the Board members.

- b) HUD mandated 202D updates are effective February 1, 2015, and the HRA was required to change software vendors to comply. The HRA had been using BP Software and that software was no longer going to be supported and updated to incorporate the 202D changes. One of the recommendations from MHFA was a software package named FHA software from Simply Computers Software and the HRA purchased and installed this software.
 - c) The gross rent change effective December 15, 2014, has been implemented in the FHA software.
 - d) The following year-end items have been completed and distributed: W's, 1099's, Sales Tax Return, Special District Annual Reporting, Unemployment Return, and the Certificates of Rent Paid Returns.
- 7. Resident Manager' Report. S. Blake was unavailable.
 - 8. Resident Comments/Questions. There were no residents present at the Board meeting.
 - 9. A motion was made by C. Steffen and was seconded by J. Oak to adjourn the meeting at 3:10 p.m. Motion carried: Yeas 5, Nays 0.
 - 10. The next HRA Board meeting is scheduled for February 25, 2015, at the Sandstone Manor.


Dorothy Stockamp
HRA Board Chair


Janice S. Gustafson
Executive Director

Time: Monday, February 9, 2015

Place: ECRL Headquarters, Cambridge

Present: Board Members – Niemi, Don (Aitkin); Raisanen, James (Aitkin); Byrne, Richard (Chisago); Schlumbohm, William (Chisago); Lee, Karen (Isanti); Misiura, Audrey (Isanti); Warring, Mike (Isanti); Anderson, Gene (Kanabec); Kramersmeier, Charlotte (Mille Lacs); Reynolds, Genny (Mille Lacs); Sauer, Tom (Mille Lacs); Chaffee, Steve (Pine); Goddard, Carol (Pine); Swanson, Margery (Pine)

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

Absent Board Members: McMahon, George (Chisago); Jensen, Robert (Kanabec); Hommes, Linda (Aitkin)

Call to Order:

James Raisanen called the February 9, 2015 meeting of the East Central Regional Library to order at 9:30 a.m.

Pledge of Allegiance & Introductions:

Raisanen – introduces and welcomes William Schlumbohm representing Chisago County.

Reading of Oath of Office for new board member.

Adopt/Amend Agenda:

Misiura: Requests adding budget 2016 to agenda to new business.

M/S/P: unanimous

Niemi/Reynolds

Period for Public Comment - none

Approval of Previous Minutes – 1/12/15

M/S/P: unanimous

Reynolds/Goddard

Bills: January 2015

M/S/P: unanimous

Lee/Sauer - move to accept January 2015 bills as presented.

Financial Reports: January 2015

M/S/P: unanimous

Lee/Sauer - move to accept financial report as presented.

ECRL Administrative Reports

A. Director's Organizational Report

Misselt: Thanked Management Team for stepping up during absence following injury. Lydon has an announcement – the Hinckley Branch librarian position has been filled. We are happy to announce Carolyn Avaire has accepted the position.

B: Branch Highlights

Lydon: This month has been all about hiring. Technical Services hired Emily Peterson as the new cataloger.

Blanden broadband committee meeting.

Misselt: Chisago County and ECRL recognized Keith Carlson's 9 years of service on ECRL Board; Friends of the Isanti Library held an open house at the Isanti Link Site celebrating 5 years outreach service one day a week at Isanti City Hall.

Raisanen: Question on the incident report in Chisago Lakes – was this appropriate action?

Misselt: Yes, Staff responded to patron's strange behavior and patron left.

Other Reports:

Libraries and Service Delivery Consultant Work Group: Misselt spoke on McMahon's behalf.

A final report has been completed and will be presented to the Legislature by the Commission of Education. Commissioner George McMahon was appointed on behalf of Association of Minnesota Counties and did an excellent job. The final report includes a recommendation to review the RLBSS distribution formula, a key concern of counties and ECRL.

Old Business:

2015 Committee appointments

Raisanen : Review of distributed spreadsheet with volunteers for committee appointments. Chair made official appointment of the committees as included in the Board packet.

Library Automation Support:

Misselt: Update on service provider for ECRL's library automation system. PALS has notified us of future cancellation of library automation support contract, effective July 1st. We are doing research on what may be a good support solution and will bring more information in March.

Niemi: how much spending is this?

Misselt: \$49,000 budgeted this year. Will keep you informed on projected cost proposals.

Cambridge/Isanti County Building Project:

Warring – discussion with City of Cambridge. Finance is the major obstacle.

Misselt: What county action was taken?

Warring: There is no official action at this point. We have bonding obligations until 2020.

New Business:

RLBSS Legislative – Misselt: Reviewed distribution of RLBSS, especially inconsistency of equalization portion of the formula, currently weighted at 25%. Regional library systems have been working on a way to minimize the changes in funding from year, and this year wish to request change in the statute that defines the distribution formula. Requesting that ECRL contribute \$5,000 for this legislative session. Commissioner McMahon (not present) requested that his support be communicated. There is money in budget for professional services. Discussion

Motion to approve \$5,000 to contribute to legislative and lobbying costs to change legislation.

M/S/P: unanimous

Niemi/Misiura

Motion passed.

Audrey: 2016 budget – because library needs change we need to change (example; Technology should receive more in budget) and our people need training on new technology. Should we form a committee to discuss? Lee: If we started totally new, what would we do? Need to look at where libraries going. Recommendation that Planning Committee should meet to discuss these issues. Meeting time to be set following Board meeting.

Trustee Issues:

2015 Legislative Session – Misselt: The big issues are RLBSS increase and formula change, RLTA, and Legacy Funds.

March 3rd is Legislative Day.

Board nametags – Lee: Board members have ECRL tags so when meeting the public at various events people know who you are.

M/S/P: unanimous

Missura/Kramersmeier - motion to have name tags made for board members.

Other – Misselt would like to set Personnel and Planning Committee times after meeting.

Future agenda:

Next Meeting: March 9, 2015 ECRL Headquarters at 9:30 a.m.

Motion to Adjourn:

Time: 11:00

M/S/P: unanimous

Kramersmeier/Misiura

Audrey Misiura, Secretary

Marlys Carlson, Recorder



AGENDA REQUEST FORM

Date of Meeting: March 17, 2015

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

Agenda Item: February, 2015 Cash Balance

Department: Auditor-Treasurer

Josh Clonnes
Department Head signature

Background information on Item:

Action Requested:

Financial Impact:

TREASURER'S CASH TRIAL BALANCE COMPARISON

FUND	February 28, 2014 BALANCE	February 28, 2015 BALANCE	DIFFERENCE
1 - GENERAL	887,632.54	1,978,567.02	1,090,934.48
12 - H&HS	97,481.57	(140,945.94)	(238,424.51)
13 - ROAD & BRIDGE	2,584,490.53	4,563,678.36	1,979,187.83
22 - LAND	1,915,550.23	2,068,111.20	152,560.97
TOTAL (incl non-major funds)	\$5,541,475.45	\$9,194,852.75	3,653,377.30

CATHYJ
3/3/15 1:53PM

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

TREASURER'S CASH TRIAL BALANCE

As of 02/2015



<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1 General Revenue Fund	3,661,974.35			
Receipts		351,100.25	732,676.09	
Disbursements		262,827.30-	1,295,508.56-	
Payroll		721,871.75-	1,473,131.36-	
Journal Entries		2,374.81-	352,556.50	
Fund Total		635,973.61-	1,683,407.33-	1,978,567.02
12 Health & Human Services	420	H&Hs-Income Maintenance		
	2,016,009.88			
Receipts		220,707.45	318,186.90	
Disbursements		55,519.93-	127,356.34-	
Payroll		143,082.36-	282,697.14-	
Journal Entries		0.00	16,656.62	
Dept Total		22,105.16	75,209.96-	1,940,799.90
12 Health & Human Services	430	H&Hs-Social Services		
	1,961,233.98-			
Receipts		337,257.19	442,242.37	
Disbursements		24,175.05-	71,224.06-	
SSIS		213,540.05-	529,012.96-	
Payroll		129,244.62-	259,802.24-	
Journal Entries		0.00	46,675.57	
Dept Total		29,702.53-	370,121.32-	2,331,366.30-
12 Health & Human Services	440	Childrens Collaborative (H&Hs)		
	0.00			
Dept Total		0.00	0.00	0.00
12 Health & Human Services	481	Nursing-Community Health (H&Hs)		
	188,681.36			
Receipts		205,096.11	299,002.13	
Disbursements		23,841.92-	238,642.32-	
Payroll		67,800.61-	138,017.61-	
Journal Entries		0.00	11,278.65	

-140,945.94

CATHYJ
3/3/15 1:53PM

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

TREASURER'S CASH TRIAL BALANCE

As of 02/2015



<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Dept Total		113,453.58	66,379.15-	122,302.21
Fund Total	243,457.24	105,856.21	511,710.43-	268,253.19-
 13 Road & Bridge Fund	 1,571,228.77			
Receipts		3,972,368.40	4,011,809.56	
Disbursements		176,262.14-	760,464.76-	
Payroll		147,222.07-	296,627.47-	
Journal Entries		2,055.00-	37,732.26	
Fund Total		3,646,829.19	2,992,449.59	4,563,678.36
 14 Ditch Maintenance (Sr) Fund	 12,031.51			
Journal Entries		0.00	30.42	
Fund Total		0.00	30.42	12,061.93
 20 County-Wide Rehab (Sr) Fund	 189.13			
Receipts		0.02	0.09	
Journal Entries		0.09	0.09	
Fund Total		0.11	0.18	189.31
 21 800 MHz Project Fund	 0.00			
Fund Total		0.00	0.00	0.00
 22 Land Management Fund	 2,089,547.86			
Receipts		32,746.85	90,120.42	
Disbursements		2,821.18-	9,973.27-	
Payroll		5,831.15-	16,583.81-	
Journal Entries		0.00	85,000.00-	

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



CATHYJ
3/3/15 1:53PM

TREASURER'S CASH TRIAL BALANCE

As of 02/2015

<u>Fund</u>		<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
	Fund Total		24,094.52	21,436.66-	2,068,111.20
29	Children's Collab (H&Hs) Agency Fund	440	Childrens Collaborative (H&Hs)		
		58,312.24			
	Receipts		26,128.00	26,128.00	
	Disbursements		0.00	16,647.00-	
	Journal Entries		11.72	11.72	
	Dept Total		26,139.72	9,492.72	67,804.96
	Fund Total	58,312.24	26,139.72	9,492.72	67,804.96
35	2004 Street Reconstruct Bond Fund				
		0.00			
	Fund Total		0.00	0.00	0.00
37	County Railroad Authority				
		5,043.78			
	Disbursements		500.00-	500.00-	
	Journal Entries		0.00	299.85	
	Fund Total		500.00-	200.15-	4,843.63
38	Building Fund				
		7,303.52			
	Fund Total		0.00	0.00	7,303.52
39	2005A G.O. Jail Bonds				
		993,252.24			
	Receipts		0.00	2,909.68	
	Disbursements		0.00	903,930.63-	
	Journal Entries		0.00	33,931.13	
	Fund Total		0.00	867,089.82-	126,162.42

CATHYJ
3/3/15 1:53PM

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

TREASURER'S CASH TRIAL BALANCE

As of 02/2015



<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
40 2012 G.O. Courthouse Bonds	836,470.66			
Disbursements		0.00	741,725.00-	
Journal Entries		0.00	26,163.09	
Fund Total		0.00	715,561.91-	120,908.75
41 2005 Hrs Bonds	0.00			
Fund Total		0.00	0.00	0.00
76 Group Health Ins Fund 5/1/95 (Gen)	712,304.76-			
Receipts		251,339.78	537,521.42	
Disbursements		58,322.08-	359,875.45-	
Journal Entries		4,418.00	8,836.00	
Fund Total		197,435.70	186,481.97	525,822.79-
80 County Collections Agency Fund	19,014.47			
Receipts		431,883.94	439,576.54	
Disbursements		6,798.50-	15,498.00-	
Fund Total		425,085.44	424,078.54	443,093.01
82 Taxes And Penalties Agency Fund	963,797.96			
Receipts		207,923.10	468,205.55	
Disbursements		2,390.36-	527,938.57-	
Journal Entries		0.00	450,870.90-	
Fund Total		205,532.74	510,603.92-	453,194.04
84 East Central Drug Task Force Agency Fur	103,203.39			
Receipts		29,621.53	29,621.53	

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



CATHYJ
3/3/15 1:53PM

TREASURER'S CASH TRIAL BALANCE

As of 02/2015

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Disbursements		28,981.53-	49,318.63-	
Fund Total		640.00	19,695.10-	83,508.29
89 H & Hs Collections Agency Fund	801 Non-Departmental			
	6,368.21			
Receipts		60,982.05	61,406.88	
Disbursements		8,272.80-	8,272.80-	
Dept Total		52,709.25	53,134.08	59,502.29
Fund Total	6,368.21	52,709.25	53,134.08	59,502.29
All Funds	9,858,890.57			
Receipts		6,127,154.67	7,459,407.16	
Disbursements		650,712.79-	5,126,873.39-	
SSIS		213,540.05-	528,012.96-	
Payroll		1,215,052.58-	2,466,859.63-	
Journal Entries		0.00	1,699.00-	
Total		4,047,949.27	664,037.82-	9,194,852.75



AGENDA REQUEST FORM

Date of Meeting: 03/17/2015

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

Agenda Item: Tobacco License

Department: Auditor

Cathy Clemons
Department Head signature

Background information on Item:

Approval of 2 Little Stores Tobacco Licenses under new ownership

Action Requested:

Financial Impact:



AGENDA REQUEST FORM

Date of Meeting: 3-17-15

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

Agenda Item: Cancellation of State Contract's

Department: Auditor

Walter Clemens
Department Head signature

Background information on Item:

Contract payments and/or 2014 taxes have not been made on the attached State Contracts and State Repurchase Contracts.

Action Requested:

Pass resolution to cancel State Contracts for non payment of annual payment and/or delinquent taxes

Financial Impact:

None

Resolution # 2015-10
Cancellation of Tax-Forfeited Lands and
Tax-Forfeited Repurchase Contracts

WHEREAS, the following list of individuals have land purchase or repurchase contracts with Pine County for tax-forfeited land

Ch 386 – Land Sale Cancellations

Sayeed & Rozana S. Bacchus, 7814 13th LN, St. Louis Park, MN 55426
North Half of North Half of Southwest Quarter of Northwest Quarter (N1/2 of N1/2
of SW1/4 of NW1/4), Section Three (3), Township Forty-three (43), Range
Nineteen (19). Subject to road easement.

PID #25.0031.000

Date of Purchase: September 18, 2009

Purchase Amount: \$35,000.00; Balance: \$15,750.00

Default: 2014 Annual Payment – \$3,685.00; 2014 Taxes - \$423.94

April Tacheny, 350 Johnson Ave SE #F9, Pine City, MN 55063
Treva Avis Huffman's 1st Addition to Cornell, Lots 1, 2, 9 & 10, Block 2
Parcel #39.5061.000

Date of Purchase: February 22, 2011

Purchase Amount: \$9,000.00; Balance \$3,750.00

Default: 2014 Taxes: \$233.70

Ch 832 – Repurchase Cancellations

Tad & Tammy Fletcher, 3160 540th St, Braham, MN 55006
The East 1050 feet of the Southeast Quarter of the Southeast Quarter (SE1/4 of
SE1/4) of Section Thirty-five (35), Township Thirty-eight (38), Range Twenty-two
(22) less the following described parcel: Beginning at the Southeast Corner of
said SE1/4 of SE1/4; thence West along the South line of said SE1/4 of SE1/4
750 ft; thence NELY 1320 feet more or less, to point on North line of the SE1/4 of
SE1/4 distant 630 feet West from Northeast Corner thereof; Thence East along
said north line 630 feet to the said Northeast Corner; thence South along East
line of the SE1/4 of SE1/4 1317 feet, more or less to point of beginning.

Parcel #29.0374.002

Date of Purchase: May 7, 2013

Repurchase Amount: \$5,231.68; Balance: \$4,708.51

Default: 2014 Annual Payment – \$1,383.37; 2014 Taxes - \$511.80

Donald L & Coral A Hischer, PO Box 113, Sturgeon Lake, MN 55783
Lot 2, in Block 6, Cunningham's Addition to Village of Sturgeon Lake, and including that vacated part of 1st Avenue described as follows: Beginning at a point on the Northeast corner of said First Avenue which is the most northwesterly corner of Block 6 of said Cunningham's Addition, said point being also on the East-West Quarter line of Section 14, Township 45 North of Range 20 West of the 4th Principal Meridian; thence West on a quarter line a distance of 33 feet; thence deflecting to the left at an angle of 90 degrees 06 minutes 30 seconds a distance of 39.82 feet to the Southeasterly line of First Avenue; thence northeasterly on a southeasterly line of said First Avenue a distance of 51.67 feet to the point of beginning.

Parcel #46.5080.000

Date of Purchase: September 3, 2013

Repurchase Amount: \$11,542.92; Balance: \$10,388.63

Default: 2014 Annual Payment – \$2,607.12; 2014 Taxes - \$ 2,081.36

Lynn Wandersee, 2677 Midvale Pl, Maplewood, MN 55119

Pathfinder Village 1st Addition, Lot 48, Block 1

Parcel #09.5048.000

Date of Purchase: May 18, 2010

Repurchase Amount: \$3,383.37; Balance: \$1,132.85

Default: 2014 Annual Payment – \$275.68; 2014 Taxes - \$ 302.16

NOW, THEREFORE, BE IT RESOLVED; that the Pine County Board of Commissioners hereby approves the cancellation of land purchase of repurchase contracts as provided for in M.S. 282.01.

March 17, 2015

Date

By: Stephen Hallan, Chairman, Pine County Board of Commissioners

Attest: David J. Minke, Pine County Administrator



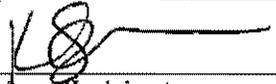
AGENDA REQUEST FORM

Date of Meeting: March 17, 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.”

Fifteen businesses have been granted licenses at previous 2015 County Board Meetings. An additional business has now applied for and met the requirements for a 2015 License for Solid Waste Collection and Transportation, as follows:

Donna’s Sanitation – Askov

Action Requested:

Authorize the County Board chair to sign the additional 2015 license.

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 Donna's Sanitation, PO Box 175, Askov, MN 55704 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 17th day of March, 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: March 17, 2015

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

Agenda Item: Accept adult mental health grant award for 2015

Department: HHS

Rebecca Foss
Department Head signature

Background information on Item:

HHS receives funding from the Department of Human Services for a variety of programs. This grant award covers the program area pertaining to adult mental health services. The funding helps Pine County pay for services provided to adult clientele and it also helps to achieve our goal of providing services to those individuals so they can maintain their residency in the community. The total grant award for 2015 is \$270,733.

Action Requested:

Accept and sign the award letter.

Financial Impact:

By accepting the award, the agency is able to fund services for adult mental health programming.



FEB 19 2015

Minnesota Department of **Human Services**

Date: February 6, 2015

To: The County Board Chair of Pine County
c/o Pine County Health & Human Services

From: Jennifer DeCubellis, Assistant Commissioner
Community Supports Administration

Re: **CY 2015 ADULT MENTAL HEALTH GRANTS - CSP**

This document serves to inform counties that the Community Support Services Program grant plans which were submitted in the fall of 2013 will remain in effect for CY15, and is an agreement between the County ("grantee") and the Department of Human Services ("grantor") for the dollar amount in the attached CY15 Adult Mental Health Grants award table.

AMH Grants are inclusive of the six categories of the Adult Mental Health Initiative (AMHI), Regional Crisis, Housing with Supports, Project for Assistance in Transition from Homelessness (PATH), Community Support Services Program (CSP), and Intensive Community Rehabilitation Services (ICRS) grants. The information in this letter applies to all six grant categories.

Any funds granted pursuant to your Grant Plan are to be expended for the purposes approved by the Commissioner of Human Services and in accordance with applicable laws and rules. Documentation of compliance with all applicable laws and rules should be monitored and be made available for audit inspection. All AMH Grants are conditional and subject to the continued availability of state or federal funding. Counties or AMHIs not meeting the requirements of M.S. 245.461 to 245.486, or not using funds according to their approved AMH Grant Plan, may have all or part of their funds terminated, delayed, or returned upon 30 day notice to the county board in accordance with M.S. 245.483.

In accepting Adult Mental Health Grants, the following is understood and agreed to:

- All expenditures reported to DHS will be made after the fiscal agent's review of the documentation supporting the expense to determine that the expense is allowable, including but not limited to both the type of expense and timing of the expense within the proper grant period.
 - All expenditures are for services, or items necessary for the delivery of those services.
 - "Capital" purchases are prohibited. Capital purchases are defined as something which has a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$10,000 and is 1) land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; or 2) additions, improvements, modifications, replacements, rearrangements, reinstallations,

renovations or alterations of the items listed above that materially increase their value or useful life (not ordinary repairs and maintenance).

- Exceptions to the prohibition of capital purchases will be considered on a case-by-case basis.
- The budgets, expenditures and programs are subject to periodic review by the Commissioner.
- Expenditures shall be reported on the quarterly SEAGR report (DHS-2557) and on the BRASS-Based Grant Fiscal Report (DHS-2895). Please see the latest version of *DHS Summarizes Mental Health Grant Fiscal Reporting Requirements* bulletin and *Changes to DHS BRASS Manual for Calendar Year 2015* bulletin for instruction.
- All revenue received by an AMHI or county board, its contracted, or subcontracted providers will be managed according to M.R. chapter 9535.1740, subp.3.
- The AMHI or county governance body must have written policy and procedures governing their accounting and operational procedures.
- The AMHI or county will comply with the Minnesota Government Data Practices Act, M.S. chapter 13, Federal Lobbying Restrictions, and the Single Audit Act.
- The AMHI or county will comply with M.S. chapter 13D, the Minnesota Open Meeting Law.
- All AMHI or county contracts entered into under this agreement must be written to comply with M.S. 245.466, subd. 3, and 256.0112. The county board and contracted providers will comply with programmatic and fiscal reporting requirements of the Commissioner.
- The AMHI or county and their contracted providers will have written personnel policies that comply with Titles VI and VII of the U.S. Civil Rights Act of 1964, the Americans with Disabilities Act, and the Minnesota Human Rights Act, M.S., chapter 363A.
- The AMHI or county shall include persons with mental illness and tribal organizations of the county/region in the development, implementation, and evaluation of all AMH Grant Plans.
- AMHI projects shall be planned and administered according to M.S. 245.4661.
- Crisis services shall be planned and administered according to M.S. 256B.0624.
- CSP services shall be planned and administered according to M.S. 245.4712, subd. 1.
- The AMHI or county must ensure their contracted providers are billing eligible insurance before accessing AMH funding.
- The AMHI or county must ensure their contracted providers are completing all required data reporting.

PATH

Federal PATH, along with the State match, renewal funding is applied for through the annual Federal and State PATH application. The current PATH grantees will need to reapply for CY 2016 funding in the spring of 2015 upon release of the Federal and State PATH applications.

Housing with Supports

The Housing with Support grants will expire in December 2015. Dependent upon funding availability a competitive application for Housing with Support grants will be available in the spring of 2015.

ICRS

AMH grant funding for ICRS is currently through June 30, 2015. All expenses must be incurred by June 30, 2015.

The signature of the County Board Chair indicates agreement to the above terms and conditions and constitutes an agreement between the grantee and grantor. **Please print one (1) original, sign and mail to Carol LaBine, Deputy Director, Adult Mental Health Division, Minnesota Department of Human Services, PO Box 64981, St. Paul, MN 55164-0981.**

County Board Chair Signature

(dated)

County Board Chair Name and Address

Stephen M. Hallen, Chair
Pine County Courthouse
635 Northridge Dr. NW, Suite 200
Pine City, MN 55063

David J. Minke, County Administrator

C: DHS, Financial Management Division (via email)
The Director of Social Services of Pine County (via email)
Faye Bernstein, Adult Mental Health Division Program Consultant (via email)

Enc. CY15 Adult Mental Health Grants award table

Initial CY'15 Awards

PINE

CY'15 Adult Mental Health Grants

	2015 Base	Cola	Other Base Adjust	One-time Adjustments	Total CY Funding Base+COLA+Adjustments	Comments
Community Support Program						
74.ADLTMHR78CSP25.STATE (Note 1)						
Total CSP	\$160,121	\$0	\$0	\$0	\$160,121	
Path (Homeless)	\$0	\$0	\$0	\$0	\$0	
74.MHHOMELESS**30.93150 (Note 1)						
AMHI						
Adult MH Initiative - General	\$124,283	\$0	(\$13,671)	\$0	\$110,612	Implementing a 11% reduction in AMHI to support increase in ARMHS funding
Crisis Services Grant	\$0	\$0	\$0	\$0	\$0	
Housing Support Grants	\$0	\$0	\$0	\$0	\$0	
ICRS	\$0	\$0	\$0	\$0	\$0	
SOAR	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
Total AMHI	\$124,283	\$0	(\$13,671)	\$0	\$110,612	
Transition To Community	\$0	\$0	\$0	\$0	\$0	
74.TRNSCOMMINIT32 (Note 1)						
Total of all Grants	\$284,404	\$0	(\$13,671)	\$0	\$270,733	

Changes indicated in **bold**
 General Notes:
 Note 1: An invoice field code has been provided for each grant category. This code will appear on payments made to your county.
 Fin. Mgt. contact person: Craig Beske - 651-431-3780; Fax: 651-431-7480; e-mail: Craig.Beske@state.mn.us



AGENDA REQUEST FORM

Date of Meeting: March 17, 2015

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

Agenda Item: Approve contract with Lighthouse Child and Family Services

Department: HHS

Rebecca Foss
Department Head signature

Background information on Item:

Lighthouse Child and Family Services provide a wide array of programming for children and adults. The most extensive programming they provide to Pine County citizens is the CSP (Community Support Program). Historically, Riverwood provided these services and shortly after their closure last year, Lighthouse began servicing Pine County clientele. CSP services are provided to adults with mental health issues. The purpose of the program is to maintain maximum adjustment and functioning for the adult client, with the goal of maintaining residency in the community. HHS is charged the same amount every month for this service (\$4,600) and mileage- total not to exceed \$61,200 for the year. When the department is billed, we receive a listing of the individuals who are served by the program and the dates of service.

The contract has been reviewed by the County Attorney's Office.

Action Requested:

Approve and sign the contract.

Financial Impact:

The total amount paid in 2015 for CSP services is not to exceed \$61,200. These expenses are covered by the CSP grant awarded to the agency.

**CONTRACT BETWEEN PINE COUNTY HEALTH AND HUMAN SERVICES
AND
LIGHTHOUSE CHILD AND FAMILY SERVICES**

THIS AGREEMENT is made and entered into by and between the, County of Pine Board of Commissioners, through Pine County Health and Human Services, (hereinafter referred to "COUNTY"), 1610 Hwy 23 N Sandstone, MN 55072 and Lighthouse Child & Family Services, LLC, (hereinafter referred to as CONTRACTOR), 160 3rd Avenue NW, Milaca, MN 56353.

WHEREAS, the Agency has identified a certain population within the County of Pine who are in need of family preservation and related mental health services; and

WHEREAS, Minn. Stat. §245.461 through §245.486 and Minn. Stat §245.487 through §245.488 establish the Minnesota Comprehensive Adult Mental Health Act and the Minnesota Comprehensive Children's Mental health Act; and

WHEREAS, the Contractor represents that it is duly licensed, qualified, and willing to perform such services; and

WHEREAS, the agency wishes to purchase such services from the Contractor; and

NOW, THEREFORE, in consideration for the mutual undertakings and agreements hereinafter set forth, the COUNTY, through Health and Human Services, and the CONTRACTOR agree as follows:

I. Term of Agreement

The CONTRACTOR agrees to furnish services to the benefit of the COUNTY during the period commencing January 1, 2015, and terminating December 31, 2015 irrespective of the date of signatures/execution below.

II. Services to be Provided and Reporting

- A. The Community Support Program (CSP) is a full range of services including client outreach, medication monitoring, assistance in independent living skills, development of employability and work related opportunities, crisis assistance, psychosocial rehabilitation, housing support services and help in applying of government benefits.
1. CSP are community-based services designed to enable individuals with serious mental illness and co-occurring conditions to maintain maximum adjustment and functioning, with the goal of being integrated into the normal living, working, learning, and leisure time activities of the community. Service modality is principally Psycho education, i.e., structured individual and group activity designed to teach functional and coping skills to remediate client specific, disability-related deficits.
 2. Lighthouse Child and Family Services will focus on integrating Evidence Based Practices into services, and the CSP staff is expected to be competent in offering the Illness Management and Recovery Program and motivational interviewing skills. Lighthouse Child and Family Services shall operate on a strength-based model with consumers and encourage, support and help develop peer support opportunities.
 3. The CSP staff for each County will be a minimum of one Full Time Equivalent (FTE) worker to provide CSP services to 30 - 35 adults with a productivity expectation of a minimum of 20 billable hours of services a week.
 4. County Social Service referrals will be given priority, but outside referrals will be accepted as well if caseload/workload allows. Admission to billable services will be determined by Lighthouse Child and Family Services staff based on state medical assistance criteria.
 5. The Lighthouse Child and Family Services CSP worker shall maintain the same record keeping standards for CSP services as other mental health services, that is, each clinical chart must contain a current Diagnostic Assessment, Individual Treatment Plan, Functional Assessment and Crisis plan within the first thirty days of service.
- B. Individual and/or group mental health services as indicated on an individual service agreement for underinsured/uninsured Pine County residents per fee schedule.
1. Standard Diagnostic Assessment: \$140.00/hour
Evaluation conducted by a Mental Health Professional to determine a mental health diagnosis and treatment needs based on medical necessity.
 2. DC 0-3R Diagnostic Assessment: \$450/hour

2. Automobile Insurance (if vehicles are used to conduct this contract)
 - a. Coverage shall be provided for hired, non-owned and owned autos.
 - b. Minimum limits: \$500,000 per claimant / \$1,500,000 occurrence / \$1,500,000 annual aggregate.
 3. Worker's Compensation and Employer's Liability as required by Minnesota Law.
 4. Professional Liability / Errors and omissions coverage.
 - a. Per claim limit: \$1,500,000
 - b. Per person: \$500,000
 5. Bonding: The CONTRACTOR will be required to maintain at all times, during the terms of this contract, a fidelity bond or insurance coverage for employee dishonesty with a minimum amount of \$50,000 covering the activity of each person authorized to receive or distribute monies under the term of this contract.
- B. Any policy obtained and maintained under this clause shall provide that it shall not be cancelled, materially changed, or not renewed without thirty days prior notice thereof to the COUNTY.
 - C. Prior to the effective date of this contract, and as a condition precedent to this contract, the CONTRACTOR will furnish the COUNTY with Certificates of Insurance.
 - D. Insurance shall be placed with insurers with a current A.M. Best rating of no less than A VII. If the contractor is self-insured, review of financial information may be required.
 - E. The CONTRACTOR agrees to defend, indemnify, and hold COUNTY, its employees and officials harmless from any claims, demands, actions or causes of action, including reasonable attorney's fees and expenses arising out of any act or omission on the part of the CONTRACTOR, or its subcontractors, partners or independent contractors or any of their agents or employees in the performance of or with relation to any of the work or services to be performed or furnished by the vendor or the subcontractors, partners, or independent contractors or any of the agents or employees under the agreement.

VIII. Compliance with Laws / Standards

- A. The CONTRACTOR shall maintain in good standing, all professional credentials necessary to provide the services contemplated and set forth herein.
- B. The CONTRACTOR shall abide by all Federal, State, or local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted pertaining to the contract or to the subject matter thereof for which the CONTRACTOR is responsible.
 1. By signing this contract, the CONTRACTOR certifies that it and its principals and its employees: Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state or local government department or County; and have not within a three-year period preceding this contract:
 - a. Been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction or contract;
 - b. Violated any federal or state antitrust statutes; or
 - c. Committed embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
 2. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity for:

- B. The CONTRACTOR acknowledges and agrees that it is not entitled to receive any of the benefits received by COUNTY employees and is not eligible for workers or unemployment compensation benefits.
- C. The CONTRACTOR also acknowledges and agrees that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due and that it is the CONTRACTOR's sole obligation to comply with the applicable provision of all Federal and State laws.

XI. Data Practices

All data collected, created, received, maintained, or disseminated for any purposes by the activities of CONTRACTOR because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules implementing said act now in force or as adopted, as well as HIPAA or other Federal regulations on data privacy.

XII. Records-Availability and retention

- A. Pursuant to Minnesota Statute § 16C.05 subd. 5, the CONTRACTOR agrees that the COUNTY, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the CONTRACTOR and involve transaction relating to the contract.
- B. CONTRACTOR agrees to maintain these records for a period of six (6) years from the date of termination of the contract.
- C. CONTRACTOR will maintain client and placement records according to business standard practices.

XIII. Audit and Record Disclosures

The CONTRACTOR agrees to:

- A. At the end of December 2015, the CONTRACTOR will provide a financial review of program expenditures.
- B. Maintain all records pertaining to the contract at address of CONTRACTOR for six (6) years for audit purposes.

XIV. Contractor Qualifications and Training

- A. The CONTRACTOR agrees to use only qualified personnel to provide any purchased services. If licensing or certification is a necessary prerequisite for provision of services, the CONTRACTOR shall ensure that personnel are properly licensed or certified.
- B. The CONTRACTOR agrees to provide or arrange for staff training as required.
- C. A copy of the staff training plan shall be provided to the COUNTY upon request.
- D. A background check satisfactory to the COUNTY will be performed on all employees prior to hire in accordance with Minnesota Department of Human Services.
- E. The CONTRACTOR agrees to maintain at all times during the term of the contract, a process whereby its current and prospective employees and volunteers who will have direct contact with persons served by the program or program services, will consent to a background check for evidence of maltreatment of adults or minors substantiated under Minnesota Statutes § 626.556.

XV. Subcontracting

CONTRACTOR shall not enter in any subcontract for performance of any services contemplated under the contract without the prior written approval of the COUNTY and subject to such conditions and provisions as the COUNTY may deem necessary. With regard to any subcontractors so retained the CONTRACTOR

COUNTY OF PINE
STATE OF MINNESOTA

DIRECTOR
COUNTY SOCIAL SERVICE AGENCY

BY: _____
Chairperson of the County Board

BY: _____
Director of Health and Human Services

DATED: _____

DATED: _____

ATTESTED TO:

CONTRACTOR

BY: _____
County Administrator

BY: _____
Lighthouse Child & Family Services Executive Director

DATED: _____

DATED: _____

APPROVED AS TO LEGALITY AND FORM:

BY: _____
County Attorney

DATED: _____



AGENDA REQUEST FORM

Date of Meeting: 3/17/15

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

Agenda Item: City of Sandstone Prosecution Contract

Department: County Attorney

//signed// Reese Frederickson
Department Head signature

Background information on Item:

The county attorney's office is contracting with the City of Sandstone to take over the prosecution of their criminal matters and related civil forfeitures. The office believes that it can perform the prosecution services in an efficient and cost effective manner. The county has the technology and processes in place to handle the prosecution. These services will provide consistency in criminal matters.

Law enforcement will benefit because it eliminates confusion as to which office receives reports. It will also allow the sheriff's department and county attorney's office to monitor crime and strategize solutions. The contract has received support from many entities including victim's advocates, probation, the city, and law enforcement.

Action Requested:

For the board to approve the contract and for the chairman to sign it.

Financial Impact:

Positive – the contract will generate revenue.

AGREEMENT FOR PROSECUTION SERVICES

THIS AGREEMENT is made and entered into by and between the COUNTY OF PINE and the PINE COUNTY ATTORNEY, hereinafter referred to as the "County," and the CITY OF SANDSTONE, MINNESOTA, hereinafter referred to as the "City;"

WHEREAS, Minnesota Statutes § 484.87 subdivision 3, allows for the City to enter into an Agreement with the County Board and the County Attorney for the County to provide such prosecution services for criminal offenses that occur within the City. These "prosecution services" include the following: (1) prosecuting petty misdemeanor, misdemeanor and gross misdemeanor criminal and traffic offenses arising under state law, and criminal and traffic probation violations that occur within the jurisdiction of the City; (2) prosecuting misdemeanor violations of municipal ordinances and regulations of the City; (3) providing victim assistance and/or services as mandated by Minnesota Statutes § 611A; (4) completing criminal appeals before the Minnesota Court of Appeals and the Minnesota Supreme Court on matters arising under state law which occur within the jurisdiction of the City; and (5) providing administrative advice and assistance and legal services in district court and Minnesota's courts of appeal related to civil administrative and judicial forfeitures originated within the jurisdiction of the City;

WHEREAS, logistically, functionally and financially such an Agreement is mutually beneficial to both the County and City.

NOW, THEREFORE, in consideration of the mutual covenants and understandings contained herein, the County and City enter into the following Agreement:

1. TERM AND COST OF THE AGREEMENT

- a. The County will provide the City with the prosecution services above-referenced for cases that occur within the jurisdiction of the City beginning April 1, 2015. This Agreement will continue for the calendar year 2015. Any Agreement for prosecution services for future years will be finalized by November 1 of the year before such service is to commence. If such an Agreement is not reached, this Agreement will expire on January 1 of the following year.
- b. Beginning April 1, 2015, the City will pay \$7,500.00 to the County, said money to be used to fulfill this Agreement, including the payment of the salary, benefits, and other costs incurred by the County in performance of its obligations for calendar year 2015. The City will pay the County one-half on May 15 of each contract year, and one-half on October 15 of each contract year.
- c. The County will provide all prosecution services, administrative services, overhead, secretary and paralegal support in fulfilling its obligations under and for

the term of this Agreement. The City will forward all law enforcement files to the County at no charge to the County.

2. **MODIFICATION**

Any alteration, modification, amendment or waiver of provisions of the Agreement shall be valid only when it has been reduced to writing and signed by representatives of all parties.

3. **TERMINATION OF AGREEMENT**

Either party may terminate this Agreement at any time, with or without cause, upon 90 days notice, in writing, delivered by certified mail or in person to the City Administrator for the City or the County Attorney for the County. During the term of this Agreement, the County will not increase the fees stipulated in this Agreement. Unless a separate written agreement is reached, on expiration or termination of this contract, the City's new attorney(s) will undertake representation of the City in all matters then filed, pending, or otherwise before the Court as a result of the County's representation of the City. On expiration or termination of this contract, at the City's request, the County will electronically duplicate and deliver files that were the subject of representation pursuant to this agreement to the City in the electronic format that suits the business needs and practices of the County.

4. **INTEGRATION**

It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter.

5. **SERVICES SPECIFICALLY EXCLUDED**

The Parties acknowledge and agree that as a term or condition of this contract, the County will not provide representation to the City of criminal prosecution related matters, if any, venued in any federal district or federal appellate court. Further, the Agreement does not include any services for the City by the County which are civil in nature (with the exception of administrative and judicial forfeitures), or otherwise not related to the prosecutorial function.

6. **PROSECUTORIAL DISCRETION**

The County agrees that the County Attorney and Assistant County Attorneys shall provide the prosecution services in the same manner as other criminal prosecutions delegated to the County Attorney by law. The County Attorney shall have full discretion to assign cases for prosecution by Assistant County Attorneys, and utilize the services of non-attorney personnel of the County Attorney's office in preparation, processing and management of cases. The County Attorney shall exercise complete prosecutorial discretion on all matters pertaining to the prosecutions, including charging of violations, plea negotiations, trial, or dismissal of cases. The prosecutorial discretion of the County Attorney shall be coextensive with that provided by the Constitution and the Statutes of the State of Minnesota in all other prosecutions within the jurisdiction of the County Attorney's Office.

7. **RELEASE AND INDEMNIFICATION**

The Parties further acknowledge and agree that the County will not indemnify in any way or defend civil claims for damages or any other causes(s) of action alleging wrongdoing by the County on behalf of the City, whether in federal or state court, if any, arising in relation to the any criminal prosecution or administrative or judicial forfeiture action undertaken by the County on behalf of City. ***The City remains solely responsible for defense of such claims, including but not limited to civil litigation expenses, settlement costs, and court ordered awards.***

8. **DATA PRACTICES**

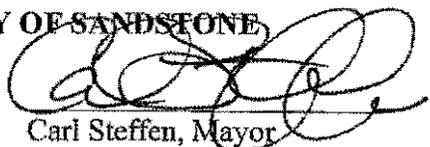
The provisions of the Minnesota Government Data Practices Act, Minnesota Statutes § 13.01 et. seq. and other applicable provisions of state and federal law pertaining to disclosure and retention of data, and confidentiality shall apply to their full extent in all matters delegated to the Pine County Attorney under this Agreement.

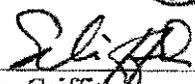
9. **PROSECUTING AUTHORITY**

For purposes of property forfeitures, including but not limited to Minnesota Statutes §§ 169A.63, and 609.531 through 609.5318, the term "prosecuting authority" refers to the Pine County Attorney's Office. Forfeiture proceeds will be distributed per statutory authority.

IN WITNESS WHEREOF, the City, by motion duly adopted by its governing body, caused this Agreement to be signed by its Mayor and attested by its Administrator; and the County of Pine, by resolution of the Pine County Board of Commissioners, has caused this Agreement to be signed by the Chair Person and Coordinator of said Board, and by the Pine County Attorney, effective on the date and for the duration as above-referenced.

Dated: MARCH 4 2013

CITY OF SANDSTONE
By: 
Carl Steffen, Mayor

Attest: 
Sam Griffith
City Administrator

Dated: _____

COUNTY OF PINE
By: _____
Steve Hallan, Chair
Pine County Board

By: _____
Cathy J. Clemmer
County Auditor

Dated: _____

PINE COUNTY ATTORNEY
By: _____
Reese Frederickson
County Attorney



AGENDA REQUEST FORM

Date of Meeting: March 17, 2015

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

Agenda Item: Resignation Agreement with Gwen Lewis

Department: Administration

Department Head signature

Background information on Item:

The county and employee have reached agreement on the terms of the resignation on the attached agreement.

Action Requested:

Approve the agreement.

Financial Impact:

SETTLEMENT AGREEMENT AND RELEASE OF ALL CLAIMS

This Agreement is made and entered between _____ and Pine County ("County").

RECITALS

- a. _____ was the Pine County
- b. The purpose of this Agreement is to end the employment relationship between _____ and Pine County and any and all actual or potential claims of _____.

AGREEMENT

1. **Resignation.** By signing this Agreement, _____ hereby resigns her employment with the County. Pine County accepts _____ resignation effective March 6, 2015. Upon acceptance of _____ resignation by the County, the resignation shall be irrevocable.

2. **Compensation.** The County shall pay the sum of \$16,000 (sixteen thousand dollars) as a severance payment to _____ sixteen (16) days after execution of this agreement. This one-time payment to _____ shall be treated as 1099 income. In the event that _____ does rescind the release, her resignation shall remain effective and the County shall not be obligated to pay this amount to _____.

Additionally the county shall pay _____ her accrued PTO bank. Additionally, the county shall pay _____ her final PTO bank as 100% cash, less any withholding. Final payment will be based on actual hours accrued on her last day of employment.

3. **Taxes.** _____ agrees to be solely responsible for and legally bound to make payment of the taxes, if any, which are determined to be owed (including any penalties and interest related thereto) by any taxing authority on the payment.

_____ understands that the County has not made any representations regarding the tax treatment of the monies paid pursuant to this Agreement, and _____ is solely responsible for determining the tax consequences of such payment and for paying taxes, if any, that may be owed with respect to such payment.

4. **Letter of Reference and Future Employment Inquiries.** If requested, the County shall provide _____ with a neutral letter of reference setting forth _____' job duties and dates of employment with the County.

5. **Attorney's Fees.** Each party will be responsible for its own attorney fees, costs, disbursements and expenses incurred.

6. **Waiver of Right to File Grievance.** hereby waives any right to file a grievance or pursue any other action against the County arising out of, or related to, ' employment with the County.

7. **No Admission.** This Agreement shall not constitute nor be construed to be an admission of any wrong doing or liability on the part of either party or any of the county's past or present elected officials, officers or employees and has been entered into solely for the convenience of the parties to avoid any uncertainty and to avoid attorney's fees associated with any possible future litigation.

8. **Release of All Claims.** expressly and voluntarily releases all claims arising out of or related to ' employment, whether sounding in contract, tort or statute, including any discrimination claims may have or claims arising out of the acts or practices of the County or any of the released parties arising prior to or concurrent with the execution of the Release. understands that by signing this document, she is specifically waiving and releasing any claims of discrimination she may have against the County under federal, state, or common law, including Title VII of the Civil Rights Act, the Minnesota Human Rights Act, the Federal Civil Rights Acts, the Age Discrimination in Employment Act, the Americans with Disabilities Act, the Fair Labor Standards Act, and the Employment Retirement Income Security Act arising prior to or concurrent with the execution of this Release.

does not release or waive: (1) any rights or claims that may arise after she signs this Agreement; (2) the right to institute legal action for the purpose of enforcing the provisions of this Agreement; or (3) the right to file a charge with a governmental agency, including the Equal Employment Opportunity Commission, although agrees that she will not be able to recover any award of compensation, damages, or any other monies if she files a charge or complaint or has a charge filed on her behalf with any federal, state, or local government agency for claims arising before she signs this Agreement.

Rescission of Release of Claims Under The Minnesota Human Rights Act

hereby expressly acknowledges that the County has informed her in writing of her right under Minn. Stat. §363A.31, to rescind this Release with respect to any charges or claims under the Minnesota Human Rights Act, within fifteen (15) calendar days of its signing. Such a rescission would be limited to any claims arising under the Minnesota Human Rights Act.

understands that for the rescission to be effective, it must be delivered to David Minke, County Administrator, 635 Northridge Drive, Suite 200, Pine City, Minnesota, 55063 personally or by United States mail within the 15-day period. If

delivered by mail, the rescission must be postmarked within the 15-day period, properly addressed to Mr. Minke, and sent by certified mail, return receipt requested.

**Rescission of Release of Claims under
the Age Discrimination in Employment Act**

The County has informed _____ that after she signs this Settlement and Release of Claims she will have seven (7) days during which she may rescind her waiver of any claims arising out of the Age Discrimination in Employment Act ("ADEA"). _____ understands that this particular right of rescission applies only to claims she may have arising under the ADEA.

_____ understands that for the rescission to be effective, it must be delivered to David Minke, County Administrator, 635 Northridge Drive, Suite 200, Pine City, Minnesota, 55063, personally or by United States mail within the 7-day period. If delivered by mail, the rescission must be postmarked within the 7-day period, properly addressed to Mr. Minke, and sent by certified mail, return receipt requested.

9. **Review and Consider.** _____ has the right to review and consider this Agreement for a period of twenty-one (21) calendar days after receiving it. _____ has had the opportunity to consult with legal counsel prior to signing this Agreement. If _____ signs this Agreement before twenty-one (21) days have elapsed from the date on which she first received a copy of the Agreement to review, she will be voluntarily waiving her right to the twenty-one (21) day review period.

10. **Equal Drafting.** In the event any party asserts a provision of this Agreement is ambiguous, this Agreement must be construed to have been drafted equally by the parties.

11. **Knowledge of Rights.** _____ has had the opportunity to consult with her legal counsel regarding this Agreement and hereby states that she has a full and complete understanding of her legal rights, her options, and the terms of this Agreement.

12. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties relating to the subject matter described in this document. The terms of this Agreement are contractual and are intended to be legally binding. This Agreement supersedes any and all prior agreements between the parties relating to the subject matter described in this document. No party has relied upon any statements, representations, or promises that are not set forth in this Agreement. No changes to this Agreement will be valid or enforceable unless they are in writing and signed by all the parties.

Employee:

DATE: _____

Pine County:

David J. Minke
County Administrator

DATE: _____



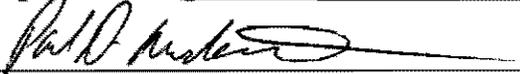
AGENDA REQUEST FORM

Date of Meeting: March 17th, 2015

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

Agenda Item: New Deputy Hire

Department: Pine County Sheriff's Office


Department Head signature

Background information on Item:

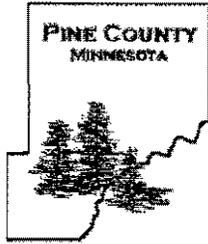
Pine County Sheriff's Office was approved to hire two full time deputies.

Action Requested:

The Pine County Sheriff's Office respectfully asks the County Board to acknowledge the hiring of Sarah Carlson for one of the full time deputy positions. Her starting date will be March 23, 2015.

Financial Impact:

Sarah Carlson will start at Step 1, C42, \$20.28 per hour.



AGENDA REQUEST FORM

Date of Meeting: March 17, 2015

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

Agenda Item: DEPUTY RESIGNATION

Department: PINE COUNTY SHERIFF'S OFFICE



 Department Head signature

Background information on Item:

The Sheriff's Office is authorized thirty two deputies to include the Sheriff and Chief Deputy. Board approval was already given to hire two deputies to backfill openings that already existed. The Sheriff's Office has a current candidate list we are already working from.

Action Requested:

The Sheriff's Office requests the County Board to acknowledge the resignation of Deputy Casey Freund. We also request immediate backfill from the list we are currently hiring two deputies already approved from.

Financial Impact:

Deputy Freund will be leaving. The new deputy would start at step 1, C42, \$20.28 per hour.



Pine County Sheriff's Office

Jeff Nelson, Sheriff

*Paul Widenstrom, Chief Deputy
Rick Boland, Chief of Corrections*

March 11, 2015

Sheriff Nelson,

I am officially announcing my resignation with Pine County Sheriff's Office as a Deputy Sheriff. My last day of work will be March 27, 2015.

As you are aware, I have been in the process with Coon Rapids Police Department for a Police Officer position since last fall. I have accepted the position earlier this week. This job will bring me closer to family and friends, as well as new opportunities in my career.

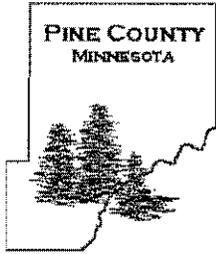
I would like to thank you and everyone in the Pine County Sheriff's Office for the wonderful experiences and continued support. It has been a pleasure working for your department, as well as working within this community. I wish the best for what the future brings to this department.

Sincerely,

A handwritten signature in black ink, appearing to read 'Casey Freund'.

Deputy Casey Freund #570

**Pine County Sheriff's Office
635 Northridge Dr. NW, Ste.100
Pine City, MN 55063
320-629-8380**



AGENDA REQUEST FORM

Date of Meeting: March 17, 2015

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

Agenda Item: Matt Christenson MCHRMA Conference

Department: Administrator

Department Head signature

Background information on Item:

Request for Matt Christenson, Human Resources & Payroll Specialist, to attend the Minnesota Counties Human Resources Management Association spring conference, April 9-10, 2015 at the Stearns County Service Center in Waite Park, MN. Hotel cost is \$105 + tax and \$90 registration.

Action Requested:

Approve payment of \$105 + tax and \$90 registration for room plus meals and mileage, to attend MCHRMA spring conference for Matt Christenson, April 9-10, 2015 and overnight stay.

Financial Impact:

Cost is in the 2015 training budget.

YOUR STAY DATES:
Apr 09, 2015 – Apr 10, 2015

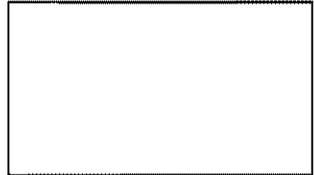


CONFIRMATION:
86287381 [Modify](#)



Start Earning Free Hotel Stays. [Join](#)

Welcome,
Matt Christenson



CREATE YOUR ACCOUNT

ROOM INFORMATION:

1 KING STUDIO STE NONSMOK

Rooms: 1

Guests: 1 Adult

Check In: 4:00 PM

Check Out: 12:00 PM

RATE INFORMATION:

MCHRMA

Rate per night: 105.00 USD

Total for Stay per Room

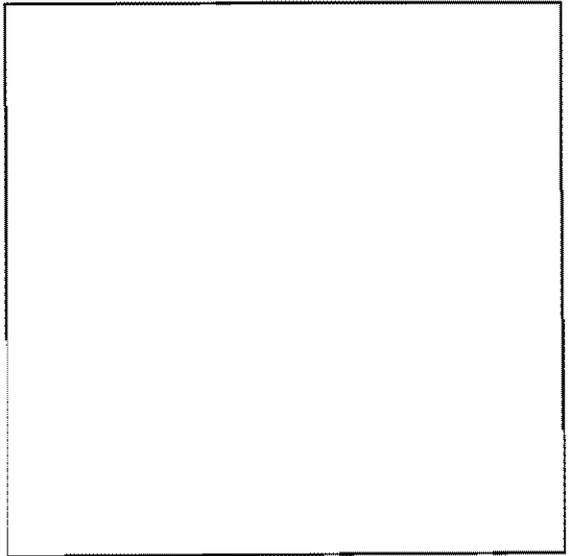
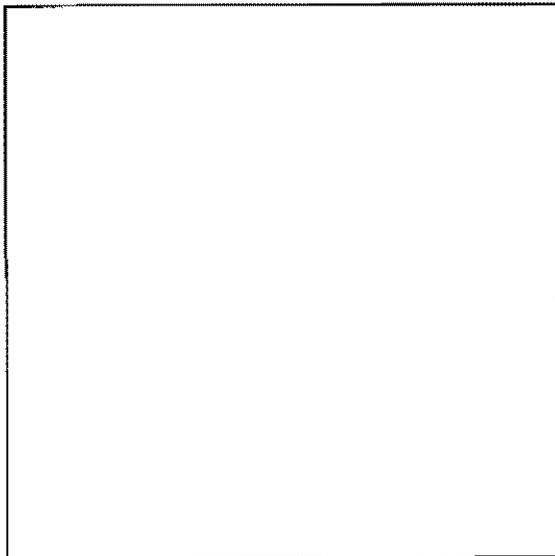
Rate: 105.00 USD

Taxes: 13.00 USD

Total: 118.00 USD

Total for Stay: **118.00 USD**

Includes estimated taxes and service charges. (Gratuities not included.)





AGENDA REQUEST FORM

Date of Meeting: March 17, 2015

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

Agenda Item: Septic Inspector Certification Course

Department: Land Services


Department Head signature

Background information on Item:

With the restructure of the Land Services Department to include Zoning, the department head became responsible for the implementation of the sewer ordinance. This training will provide technical expertise to allow successful implementation/management of the ordinance and the inspection process

Action Requested:

Consider attendance by Kelly Schroeder, Land Services Director to the fourth and fifth of five required courses, Soils, May 19-21, 2015 in New Ulm, Minnesota and Inspecting Onsite Systems June 2-3, 2015 in St. Cloud, Minnesota.

Financial Impact:

The course cost is \$730, \$125.56 hotel (for New Ulm), and \$138.00 mileage. All costs are in the 2015 budget.

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: 17 March, 2015	<u>Consent Agenda</u> (Please Circle) Regular Agenda Estimated Time: (Please Circle) 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Veterans Services	<i>Raymond [Signature]</i> 3/11/15

*MN Department of Veterans Affairs Spring Training
 MN Association of County Veteran Service Officers (MACVSO) Fall Conference.*

Board Action Requested: (Attach additional pages if needed)

Request Approval of attendance at MN Department of Veterans Affairs Spring Training in Walker, MN, March 24-26, 2015 for required continuing education credits.

Travel expenses: 2 nights approximately \$140 w/tax and fees
 Up to 300 miles round trip @ \$0.56 for approximately \$168 mileage reimbursement.
 No registration fee.
 Meal reimbursement

Maximum cost: \$400 (*Will be paid with CVSO Grant*)

Request Approval of attendance at MN association of County Veteran Services Officer in Nisswa MN, Sept. 13-15, 2015 for required continuing education credits.

Travel expenses: 3 nights, registration, meals and lodging = \$519
 Up to 200 miles round trip @ \$0.56 for approximately \$112 mileage reimbursement.
 Approximate cost: \$631 (*Will be paid with CVSO Grant*)



STATE OF MINNESOTA DEPARTMENT OF VETERANS AFFAIRS
CLAIMS DIVISION



Bishop Henry Whipple Federal Building • 1 Federal Drive, Room G220 • St. Paul, MN 55111-4007
Phone (612) 970-5662 • Fax (612) 970-5796 • www.mdvva.state.mn.us • 1-888-LinkVet

Hello All!

It's Spring Conference Time! We are well underway in planning the agenda, we have heard your feedback and suggestions and have strived to accommodate each of your requests along with incorporating the latest training from State Programs and Services and the VA Regional Office.

As in past years we will run two conferences with the first just around the corner in March and the second in April. Below you will find details locations, dates and helpful information, attached will be your registration form. Please don't hesitate to call if you have any questions or need additional information. Jennell Stai Phone: 612-970-5787 E-mail: Jennell.stai@state.mn.us

We look forward to seeing you this SPRING!

Northwest

March 24th – 26th, 2015
Chase on the lake Resort
502 Cleveland Blvd
Walker, MN 56484

Reservations: 1-888-242-7306

~~"Ask for the NW CVSO block of rooms"~~

Central

April 6th – 8th, 2015
Hutchinson Event Center
1005 Hwy 15 South
Hutchinson, MN 55350
[Webpage for local Hotel Information]

~~<http://explorehutchinson.com/visiting-hutchinson/>~~

Day 1 – 1:00 – 4:30
Day 2 – 8:30 – 4:30
Day 3 – 8:30 – 12:00

Day 1 – 1:00 – 4:30
Day 2 – 8:30 – 4:30
Day 3 – 8:30 – 12:00

Also representing: The American Legion and Marine Corps League
This document is available in alternative formats to individuals with disabilities by
calling the Minnesota Relay Service at 1-800-627-3529
FAX: (612) 970-5796

Minnesota Association of County Veteran Service Officers

Conference Package Rates

September 13-15, 2015

Package #1: Single Occupancy:

1 night: \$249.00 2 nights: \$498.00 3 nights: \$747.00

Guarantees you a private bedroom & bathroom. NOT A PRIVATE CABIN.

Package #2: Double or More Occupancy:

1 night: \$173.00 2 nights: \$346.00 3 nights: \$519.00

Shared bedroom and bathroom with one other person. Guarantees own bed.

Package #3: Spouse Attendance Package:

This package must be used in conjunction with Package #1

1 night: \$124.88 2 nights: \$249.76 3 nights: \$374.64

Guarantees private bedroom & bathroom for couple.

May be in a cabin with another couple or person.

Package #4: Offsite. If you are staying offsite the rates below apply.

Evening Meal (each night): \$35.00

Conference Facility Daily Use Fee: \$39.00 (Monday & Tuesday) \$26.00 (Wednesday)

Dinner tickets must be purchased and daily conference facility use fees will be paid at the registration desk in the main lobby.

All above packages are subject to a \$100.00 per person advance deposit. This can be done by check, credit card or purchase order directly to Grandview Lodge **AFTER** receipt of reservation confirmation from MACVSO Housing Coordinator or Grandview Lodge. Package #3 deposits made by check will be credited to spouse invoice.

The above rates are inclusive of an 18% service fee in lieu of tipping and Minnesota sales tax.

The above rates also include:

- Lodging
- 3 meals per day
- Meeting space
- Unlimited golf on the 9 hole Garden Course
- Daily maid service
- Suitable location for Monday & Tuesday social hour
- Preferred access and special rates for golf at the Pines

PINE COUNTY PERSONNEL COMMITTEE

Minutes

March 10, 2015

9:00 a.m. – Commissioners Conference Room

Pine County Courthouse

Pine City, MN

Members: Commissioner Chaffee

Commissioner Rossow

Members Present: County Attorney Reese Frederickson , County Administrator David Minke, HR and Payroll Specialist Matt Christenson, Land Services Director Kelly Schroeder

1. The meeting was called to order at 9:00 a.m.
2. The agenda was approved with the following additions:
 - a. 8(a) - Approve backfill of Public Health Supervisor.
 - b. 5(d) - Recognize the resignation of Environmental Tech Ed Melzark, approve usage of vacation for the month of July in 2015 and approve creation of a new Environmental/GIS Technician position.
 - c. 7(d) - Approve unpaid leave extension of HHS employee.

Commissioner Rossow motioned to recommend the agenda with the above additions for approval, Commissioner Chaffee seconded. Motion carried 2-0.

3. Commissioner Rossow motioned to recommend the February 10, 2015 personnel minutes for approval, Commissioner Chaffee seconded. Motion carried 2-0.

4. Probation

- a. Recognize the retirement of Probation Director Terryl Arola, effective March 31, 2015.

Commissioner Rossow motioned to recognize the retirement of Probation Director Terryl Arola, effective March 31, 2015, Commissioner Chaffee seconded. Motion carried 2-0.

5. Land Services

- a. Approve the hiring of a Planning/Zoning Records Temp. Land Services Director Kelly Schroeder presented information on a \$13,500 grant received for sewer record purposes. The intent of the position will be to build a sewer compliance database, accessible on Beacon. Discussion was held.

Commissioner Rossow motioned to recommend hiring a Planning/Zoning Records Temp with a starting wage of \$10.00 per hour, not to exceed the \$13,500 grant amount, Commissioner Chaffee seconded. Motion carried 2-0.

- b. Approve the hiring of (5) Level II Watercraft Inspectors. Land Services Director Kelly Schroeder presented a staffing plan outline for (5) Level II Watercraft Inspectors for the Aquatic Invasive Species program. The positions will be 100% funded from the AIS grant. Discussion was held.

Commissioner Chaffee motioned to recommend the hiring of (5) Level II Watercraft Inspectors at a starting wage of \$10.00 per hour for approval, Commissioner Rossow seconded. Motion carried 2-0.

- c. Provide direction with regards to adding an Environmental Services Manager position. Land Services Director Kelly Schroeder presented information on a request to add a Land and Resources Manager position in the Land Services Department. For 2015, funds are available from (1) savings on the old jail demolition and parking lot construction, (2) the \$25,000 in the 2015 budget for moving the emergency management function, and from the AIS grant. Commissioner Rossow motioned to recommend creating and approving the position of Land and Resource Manager (C43 \$20.98 - \$29.42) for approval, Commissioner Chaffee seconded. Motion carried 2-0.
- d. Recognize the resignation of Environmental Tech Ed Melzark effective August 1, 2015, approve usage of vacation for the month of July and approve creation of a new Environmental/GIS Technician position. Land Services Director Kelly Schroeder presented information on the retirement of Environmental Tech Ed Melzark effective August 1, 2015 and explained the need for a new Environmental/GIS Technician position. Commissioner Rossow motioned to recognize the resignation of Environmental Tech Ed Melzark effective August 1, 2015, approve usage of vacation for the month of July and approve the creation of a new Environmental/GIS Technician (B24 \$16.60 - \$23.43) position, Commissioner Chaffee seconded. Motion carried 2-0.

6. Jail

- a. Acknowledge the termination of Court Security Officer Patricia Haines effective February 13, 2015 and approve backfill. Assistant Jail Administrator Jeff Randall presented information on a staff backfill request and information on the current staffing plan for Court Security Officers. Commissioner Rossow motioned to recommend backfill for approval, Commissioner Chaffee seconded. Motion carried 2-0.

7. Administrator

- a. Approve Pine County Nepotism Policy and approve for policy to be included with Section 3- Recruitment and Selection of the Pine County policies and procedures manual. County Attorney Reese Frederickson presented information on the draft Pine County Nepotism Policy. Commissioner Chaffee motioned to recommend the Pine County Nepotism Policy for approval, Commissioner Rossow seconded. Motion carried 2-0.
- b. Health and Human Services Voluntary Early Retirement Program discussion. HR and Payroll Specialist Matt Christenson presented information on the Voluntary Early Retirement Incentive Program. Discussion was held as to difficulty in managing the retirements that could result from an early retirement incentive program. Committee expressed interest in adding this as a discussion topic on the March 24, 2015 Committee of the Whole meeting.

- c. Consider modification to the hiring process to allow staff to initiate the recruitment process prior to formal board approval. County Administrator David Minke presented information on alternatives to the current hiring process. Discussion was held as to the current process and what a modified process could look like for the personnel committee board and staff. The proposed process would be: (1) the incumbent submitted a written resignation (2) The position is critical and not contemplated for significant restructuring (3) The position is funded in the current budget (4) The department is on track to make budget for the year.

Commissioner Rossow motioned to recommend modifying the hiring process to allow staff to initiate the recruitment process prior to formal board action for approval, Commissioner Chaffee seconded. Motion carried 2-0.

- d. Approve extension of unpaid leave of HHS employee. HR and Payroll Specialist Matt Christenson presented information on the extension of an unpaid leave request for an HHS employee which was originally approved at the September 9, 2014 personnel committee meeting.

Commissioner Chaffee motioned to recommend a 6 month extension to an HHS employee's unpaid leave, Commissioner Rossow seconded. Motion carried 2-0.

8. Other

- a. Approve backfill of Public Health Supervisor position. County Administrator David Minke presented information on a backfill request for the Public Health Supervisor position.

Commissioner Rossow motioned to recommend the backfill of the Public Health Supervisor position for approval, Commissioner Chaffee seconded. Motion carried 2-0.

9. The meeting was adjourned at 10:41 a.m.

Economic Gardening Feasibility Study and Recommendation

For the GPS 45:93 5-County Region

Proposed Modification to Virtual Incubator Program

This study resulted from a modification to the Initiative Foundation grant for a Virtual Incubator Program. The ultimate goal of the program remains the same which is to help businesses resulting in the creation of more jobs and thus a reduction in unemployment. However, the focus is shifting from small (single person) businesses to "medium" size businesses with 10 to 100 employees. The reason for the change is research showing that it is these businesses that produce the most jobs.

The Economic Gardening Feasibility Study was designed to examine interest by local industrial companies in the Phase 1 research resources of the Edward Lowe Foundation's Economic Gardening program, as developed in Littleton, CO. This approach involved the identification of growth-oriented and growth-ready second-stage companies by the GPS Rapid Response Team. The next step involved staff calling the key person at each company and set an appointment to explain the program and determine both their interest and if they would be a good fit for the program.

Background Step

The first step in the program was to supplement an understanding of what Economic Gardening was. The initial information was obtained from a series of meetings and presentations. Steve Quello, CEO of Economic Gardening Nexus, made a presentation to the GPS Executive Committee. There was next attendance at a Free Business Forum. Later there was attendance at a Minnesota conference where Chris Gibbons, Founder of the National Center for Economic Gardening presented a history of the program. Finally, there was attendance at a Free Business Networking presentation.

The next step was to contact **Christy Clay** of the Minnesota Entrepreneur Fund to learn what is and is not working to recruit CEO's into a similar program for the Duluth Area. Christy had also attended the Lowe Foundation's training in Michigan. Calls were also made to **Karen Skepper** of Anoka County who is working to complete their program to determine what has and has not worked. She did not return the calls.

Identify Step

The purpose of this step in the process was to identify companies in the Region that meet the general criteria of 10-100 employees. A review was made of the 14 Gazelle Hunt companies that were identified in 2008. A total of four of these, such as TEAM

Industries and U.S. Distilled Products were too large. Of those remaining, six of the companies were contacted and four were not interested leaving two that were a part of the study.

Contact was made with Luke Greiner at DEED. He was able to provide a comprehensive list of companies with 10-100 employees. These included all companies meeting the criteria and were separated by County. The list included franchises, restaurants, retail stores, municipal and school districts. Our interest was in industrial firms only.

The Greiner list was sent to the Rapid Response Team members at the end of July. Based upon their knowledge of the companies and their situation, they were requested to nominate two companies from their community to be contacted for the Economic Gardening Program.

Contact Step

Based upon the recommendations of the Rapid Response Team members, a total of 22 companies were identified. A phone script was created to explain the Economic Gardening Program in general and request a meeting to further explain it. The conversation also made it clear that they were being evaluated to determine if they would be a good fit for the program.

Of the 22 companies identified, eight (8) did not return calls and in two cases the person was not available. An additional five (5) said they were not interested, mostly because they were too busy. The remaining nine (9) were interviewed.

Interview Step

The remaining nine (9) were interviewed. An interview questionnaire was developed to

1. Learn about the company (sales, employment, etc.)
2. Ask about their knowledge of GPS and explain its Mission
3. Explain the general history of Economic Gardening
4. Explain the idea of research assistance using the Economic Gardening Program
5. Ask about their plans to grow their company
6. Ask why they should be one of the five chosen for the Program

Of these nine, the interviews revealed that three (3) were not interested after learning more about the program. The remaining six (6) were very interested in the program.

Selection Step

The goal of the process was to obtain at least one company from each of the 5 GPS counties. As it turned out, this was accomplished. The following companies are recommended for the study.

1. eRide Industries – Princeton, Mille Lacs County
2. Metal Coatings & Manufacturing Company, Inc. – Isanti, Isanti County
3. Cal Tronics Design & Assembly, Inc. – Stacy, Chisago County
4. Northpost, Inc. – Mora, Kanabec County
5. Atscott Manufacturing Co. Inc. – Pine City, Pine County
 - a. Alternative: Minipack, Inc.

Study Findings

This feasibility study found five (5)/six (6) companies with a strong interest in participating in the program. A key finding is that these companies have been able to rebound from the down turn in the economy. They would like to grow sales, but the key management people are more technically, product oriented (engineers, etc.) who lack marketing knowledge. They have some ideas on how to grow sales, but lack the knowledge on how to carry out their ideas. Thus, they all saw a significant benefit in obtaining marketing research assistance from the Economic Gardening Program.

Recommendation

GPS has worked mostly on recruiting companies to our Region, especially those with higher wages and technology based. Few attempts have been made to collaborate on business retention and expansion. If the money could be raised to put five (5) companies into the program, the results could be significant. These companies appear to have the potential to grow. If as a result of marketing help, these companies on average over the next five years could add 10 employees, it would be the equivalent of recruiting one company with 50 jobs.

It is recommended that GPS explore various grant programs to find the required \$25,000 for the research portion of the Economic Gardening Program.



Economic Gardening

An entrepreneur-oriented approach to economic prosperity

It used to be that natural resources, low-cost labor and tax incentives were key factors in regional prosperity. Today, however, the ability to support innovative companies and entrepreneurs has become a key driver of economic growth.

“Understanding and supporting entrepreneurship isn’t a new idea,” says Penny Lewandowski, vice president of entrepreneurship and strategic direction at the Edward Lowe Foundation, which hosts the National Center for Economic Gardening (NCEG). “The innovative piece, however, is supporting growing companies in a way that fits their unique needs. That’s where Economic

Gardening® comes in.”

Often referred to as a “grow from within” strategy, Economic Gardening programs target existing companies in a region and help them become larger.

“While we understand the role that attraction and recruiting plays in economic development, we’re looking for a balanced approach,” says Lewandowski. “Equal attention to supporting a community’s growth entrepreneurs provides that balance. Yet too often this is not the case, which is why we believe so strongly in the philosophy and tools of Economic Gardening.”

Indeed, Economic Gardening

sets itself apart from other types of economic-growth strategies by its target audience, tools and timing.

For example, traditional economic development programs offer tax incentives, workforce development services and infrastructure improvements to attract and retain large companies that may be considering relocation. At the other end of the spectrum, a variety of small-business development organizations serve startups and small businesses by providing assistance with operational and management issues (e.g., business plan review, cash flow analysis and succession planning).

In contrast, Economic Gardening

focuses on growth-oriented companies and helps them with such strategic issues as developing new markets, refining business models and accessing competitive intelligence.

Targeting second stage

When it comes to helping growth companies, some of Economic Gardening's greatest returns come from second-stage companies — those that have advanced beyond the startup phase but haven't reached maturity. They typically have 10 to 99 employees and generate about \$1 million to \$50 million in annual revenue, depending on their industry.

People often associate second-stagers with gazelles (companies with extremely high growth). Although gazelles pass through second stage, which makes it a good place to find them, they're only part of the story. Second stage also includes companies with high-growth potential and companies generating steady growth that may be less dramatic than gazelles but is still impressive. It is their ability and appetite to scale that separates second-stage growth companies from other types of small businesses.

For example, some individuals may be self-employed because they like being their own boss, but job creation isn't part of their game plan. Then there are small businesses that provide jobs in a community, but their growth is somewhat restricted by the local trading area.

Yet second-stage entrepreneurs not only are significant job creators, but often have national or global markets, which means they bring outside dollars into the community. Indeed, between 1995 and 2012, second-stage companies only represented about 11.6 percent of U.S. establishments, but they generated nearly 34 percent of jobs and about 34.5 percent of sales, according to YourEconomy.org, the Edward Lowe Foundation's online research tool.

Another hallmark: In comparison to small businesses and startups, second-

stage entrepreneurs have different needs to continue growing — needs that Economic Gardening programs are specifically designed to address.

Tools and timing

Recognizing that information is the new currency of economic development, Economic Gardening networks leverage sophisticated business intelligence tools that second-stagers either can't afford on their own or aren't aware of.

Economic Gardening research specialists typically assist in four key areas: strategic market research, geographic information systems, search engine optimization and social media marketing. For example, specialists help companies:

- Identify market trends, potential competitors and unknown resources.
- Map geographic areas for targeted marketing.
- Raise visibility in search engine results and increase website traffic.
- Track websites, blogs and online communities to better connect with customers.

In a nutshell, Economic Gardening specialists enable CEOs to identify opportunities they may not know about and point them to new tools and information to apply immediately.

Second-stage entrepreneurs also need to shift their leadership role as

the company grows, build a strong management team, create a clear vision and then communicate it consistently.

"This is where temperament tools can help," says Jessica Nelson, NCEG's general manager. Understanding temperament (personality preferences, such as extroversion and introversion or how people process information), can help entrepreneurs recruit high-performance teams that balance their own inherent strengths and weaknesses, she explains. "Leaders can also make sure employees are in positions that enable them to play to their strengths."

Economic Gardening specialists also review the core strategy of companies' business models to help them refine their sustainable competitive advantage.

"Many companies have become successful by carving a unique market niche, but then find themselves transforming into a commodity business without realizing it," Nelson says. "This is what's especially important about Economic Gardening: It teaches entrepreneurs to see their businesses clearly and think strategically."

The third defining characteristic of Economic Gardening is its speed.

Most engagements last over the course of a few weeks. During that



time, a CEO spends eight to 12 hours communicating with research specialists, who spend about 36 hours working on the company's issues.

"This is critical for second-stage firms, which already have products, services and customers in place," says Chris Gibbons, NCEG's founder who originated the concept of Economic Gardening in the late 1980s in Littleton, Colo. "They're moving fast and don't have time to get involved with programs that take months to produce results. They need just-in-time solutions."

Case in point: Missy Rogers was introduced to Economic Gardening when she participated in Louisiana Economic Development's pilot program in fall 2011. "I was very pleased and found it to be a wonderful resource once I understood how it worked," says the president of Noble Plastics, a custom injection-molding manufacturer based in Lafayette, La.

Rogers admits she was skeptical at first. "I thought it would be about some intimidating financial expert who would look at my books and tell me everything I've done wrong," she says. "Instead, it was about a team of research experts pushing me to do more of what I was doing right."

One of Rogers' challenges was further penetrating the military and defense markets. "We already had a few clients and thought we should be intensifying our efforts here," she explains. "Yet we didn't know how to go about it. The Economic Gardening team was able to give us a good overview of who the big and little players were, specific contact information and which ones I should approach first."

"The process was faster than I thought — and I got more information than I expected, which has enabled me to zero in on the best opportunities," Rogers adds. "I could have spent days trolling websites looking for contacts and not getting anywhere. The research

team had answers for me in hours."

In addition to fast answers, Economic Gardening programs are also geared to accommodate an entrepreneur's time-crunched schedule. In fact, participation in NCEG networks can be completely virtual. Communications are conducted via the phone and online through NCEG's proprietary Greenhouse Software System. CEOs don't even need to leave their offices.

Surprising payoffs

"One of the reasons Economic Gardening works is because it's flexible," observes Tammie Nemecek, director of partner development at the Florida Economic Gardening Institute at the University of Central Florida.

"Entrepreneurs don't have to be pigeonholed into a particular framework," Nemecek says. "With Economic Gardening, it's a conversation about how the entrepreneur is going to grow and giving them the resources and knowledge about how to accomplish

that. Economic Gardening celebrates every single job along the way."

For entrepreneur support organizations (ESOs), Economic Gardening has some powerful side benefits, Nemecek adds. "Entrepreneurs turn into advocates for the ESO and become a very vocal group that can drive positive change in a community.

"I can stand in front of a group of legislators all day long, and they'll smile and nod their heads. But if I show up with a group of entrepreneurs telling how Economic Gardening has impacted their companies, the legislators really pay attention."

Economic Gardening helps establish an entrepreneurial culture within communities that is critical to regional growth.

"When it comes to deciding where to put valuable resources, it pays to bet on local businesses, particularly those mid-market companies that are creating sustainable jobs and riding the curve of innovation," says Lewandowski. "Their success drives the community's growth."

The need for speed



Economic Gardening specialists function much like an outsourced team of experts. Their goal is not to dictate or implement solutions, but to help CEOs identify issues that might be hindering growth — and point them to new tools, business concepts and information to make better decisions.

"Economic Gardening is about applying just-in-time, high-end expertise rather than counseling," says Steve Quello, founder of CEO Nexus in Winter Park, Fla., and an Economic Gardening expert. "Entrepreneurs know more about their companies than anyone else. Give them a better view of the big picture, and they can make adjustments themselves."

One challenge, however, is getting up to speed with entrepreneurs. During initial meetings, considerable time is spent discussing an entrepreneur's background, company structure, goals and growth issues. Then, as Economic Gardening specialists learn more about each company, they become more efficient at delivering actionable information. It's a back-and-forth, ongoing relationship.

To gain trust and truly make a difference, Economic Gardening organizations must act like the entrepreneurs they serve. "That means being nimble and nonbureaucratic," Quello explains. "Entrepreneurs need answers in hours or days, not weeks or months."



National center helps launch programs and maintain standards through training and certification

In 2010 the Edward Lowe Foundation partnered with Chris Gibbons, who originated the concept of Economic Gardening, to create a national center.

Housed at the foundation, the National Center for Economic Gardening (NCEG), helps state and regional organizations get Economic Gardening programs off the ground quickly via its national research team. The national team includes strategy specialists and experts in market research, geographic information systems, search engine optimization and social media marketing.

“Having access to NCEG’s national research team was a tremendous asset,” says David Bennett, business development officer at Louisiana Economic Development, which began its Economic Gardening pilot program in July 2011.

“We launched our program just six months after learning about Economic Gardening, and there was no way we could have built our own team of research specialists,” Bennett explains. “The professionalism and expertise of NCEG’s team far exceeded our expectations.”

NCEG also has developed a proprietary software system so host organizations, CEOs and the national research team can communicate virtually through a secure portal — which means CEOs can participate in the program without leaving their offices. The software system also handles administrative tasks, such as tracking the research team’s time and participants’ progress.

Another important function of NCEG is to train and certify program administrators and research specialists, points out Jessica Nelson, the center’s general manager. “Certification is critical

to ensure program participants meet national standards,” she says.

“Going through NCEG certification was really helpful in my understanding the big picture,” says Nicole Whitehead, manager of sales operations at the Michigan Economic Development Corp., which launched its Economic Gardening pilot program in November 2011. “It gave me the background I needed to articulate our program to interested parties and be able to answer their questions.”

That education is important because explaining what Economic Gardening is can be a challenge, agreed Whitehead and other program managers. Indeed, people often think they’re practicing

Economic Gardening, when they’re actually using traditional economic development tactics.

“This isn’t about connecting entrepreneurs to other institutions,” Whitehead explains. “It’s not about providing them with a list of banks or trying to help with workforce development or tax credits. Economic Gardening is a very customized set of tools that drills down into a company’s products, services and competitors — and delivers information that will help them with strategic growth.”

To learn more about the NCEG and the Edward Lowe Foundation, call us at 800-232-5693 or visit www.edwardlowe.org.

Feedback from entrepreneurs

“Economic Gardening enables you to take the things you’ve put on the back burner and push them to the front. I’d been involved in a business assistance program a few years ago that turned out to be just a way for consultants to find clients. Yet this was completely different — from the quality of services to its speed. The research team picked up on what we were doing really quickly and was also fast to get back to us with answers.”

— Rick Mekdessie, founder of e-Gov Systems, a developer of tax-collection software in Baton Rouge, La.

“Economic Gardening is like a shot of adrenaline for a business. There are things you know you should be doing to grow, but there simply aren’t enough hours in the day to get to them. The program creates structure and deadlines — and gives you resources to research some of those strategic issues.”

— Mike Fox, CEO of Ingenuity IEQ, a provider of indoor air quality solutions based in Midland, Mich.

Among the first participants in Network Kansas’ Economic Gardening program, Mary Kueny was asked if she would have paid for the services that the network provided at no cost. “In a heartbeat!” says Kueny, owner of The Porch Swing, an Internet retailer with a bricks-and-mortar store in Marysville, Kan. “Every bit of information I received from the research team was very valuable.”

Arrowhead Region Economic Gardening Program Funding Request 2015

The Arrowhead Region Economic Gardening Program (AREG) is sponsored by the Arrowhead Growth Alliance and managed by the UMD Center for Economic Development and the Entrepreneur Fund. It is available to businesses within the seven-county region of Northeastern Minnesota (St. Louis, Lake, Cook, Carlton, Itasca, Koochiching, and Aitkin) and Douglas County in Wisconsin.

This concept is designed to provide sophisticated technical assistance to second-stage companies that have the intent and capacity to grow their business.

Business Qualifications

Approximately 10-100 employees

Sales revenue between \$1 million- \$20 million

Opportunity to grow outside of the region

Participant businesses will interact with the National Strategic Research Team (NSRT) hired by the Edward Lowe Foundation from Cassopolis, MI (<http://edwardlowe.org/tools-programs/economic-gardening/>) who will deliver research tailored to each company's particular agreed upon issues. The NSRT provides expertise in the following areas:

- Secondary & Database Research
- Online Marketing & Positioning/Search Engine Optimization (SEO)
- Social Media Network Mapping
- Strategy Alignment
- Geographic Information Systems (GIS) Mapping

A successful five-company pilot program was conducted in 2014. Companies in Duluth, Hibbing & Grand Rapids participated. In November, all participants met with the AREG Leadership Team to evaluate the program. Their comments attest to the value of the research and resources provided by the NSRT:

"The resources that our company allocated were returned ten-fold. With finite resources, our company would never have had the ability to drill down like this program did."

"Based on the recommendations by the NSRT, we redid our company website and have already seen an increase in visits."

"The customer lists and GIS maps will help our company find reps in key areas."

"We are using the data regularly and have already changed the way we market to a key customer segment."

"The NSRT was experienced and professional. When talking with them you had the sense that this is what they do as professionals for a living."

"The competitive analysis was interesting and we have already used the information to go after and receive a \$60,000 account."

"EG helped us understand which competitors had the greatest online presence. We found that our assumptions weren't always true and were surprised by the resources some of the smaller companies had."

FUNDING REQUEST: \$30,000

Program Budget Attached.

Inquiries can be addressed to:

Jennifer Pontinen

UMD Center for Economic Development

jpontine@d.umn.edu

218.749.7752



AGENDA REQUEST FORM

Date of Meeting: March 3, 2015

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

Agenda Item: 2014 Probation Placement Report

Department: Pine County Probation

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Department Head signature

Background information on Item:

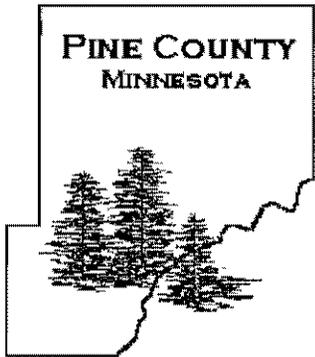
Each year the Probation Director has presented statistical data as related to juveniles court-ordered into placement in Pine County through the Probation Department. The report is attached. The Probation Director will review the data and be available for any further discussion and/or questions.

Action Requested:

Informational only

Financial Impact:

These placements have a significant impact on the Health and Human Services budget each year.



PROBATION JUVENILE PLACEMENTS

2014 Report

Terryl Arola, Probation Director

INTRODUCTION

In making placement decisions all the factors must be taken into consideration. A recommendation is made by the Probation Agent, supported by the Pre-Placement Screening Team, and ordered by the Court where the placement decision is ultimately made:

- Public Safety
- Accountability
- Rehabilitation
- Least restrictive alternative
- Closest to Home
- Cost effective
- Transitional services
- Best interest of the child.

Placement Reduction Strategies

COMMUNITY-BASED in place \$ 15,432 in 2014

- Mental Health Screening
- Mental Health – Psychosexual evaluation
- Electronic Monitoring - GPS
- Outpatient sex offender programming

2014 HHS Budget for Probation Cases

2014 Budget: \$ 470,000

Actual Expenditures Paid: \$ 590,579

Recoveries: \$ 39,685 (SSI, Parental fees, etc)

Committed to ECRJC: \$ 87,600 (365 days)

Expended at ECRJC: \$ 193,756 (821 days)

2015 HHS Budget: \$ 570,000

2014 Budget Busters

(\$ 20,000 or more per juvenile)

- Commission of a heinous crime
- Sex offenders who need treatment
- Those that are chronic serious offenders.
- Those who are mentally ill

18% of youth spent **63%** of the placement costs

9 youth expended \$ 369,481 of 2014 Placement costs

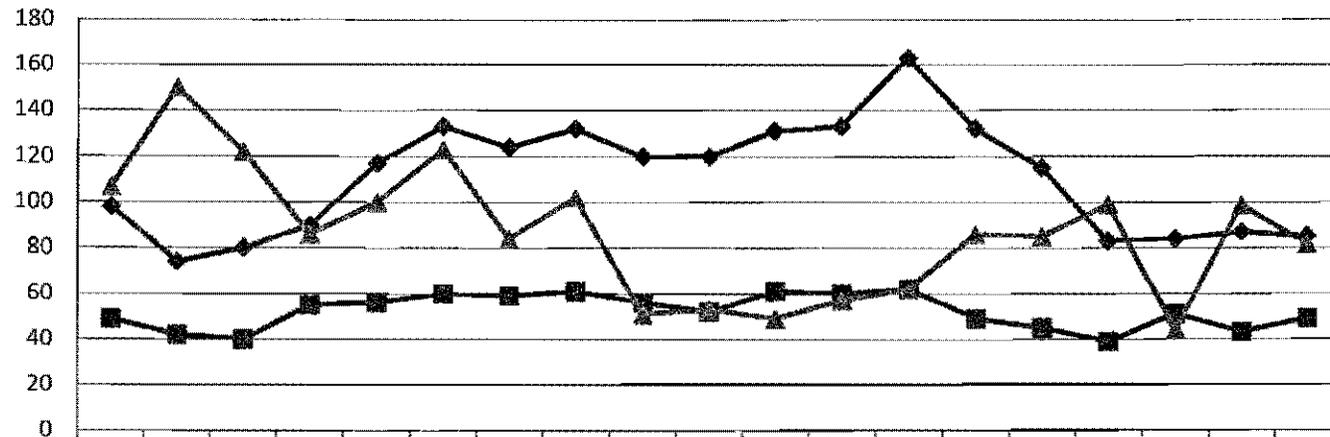
Overall Ave Cost Per Juvenile in Placement (#): \$ 12,053 (49)

Average Cost for the Budget Busters (#): \$ 41,053 (9)

Average Cost for the rest (#): \$ 5,527 (40)

Average Number in Placement per month: 8

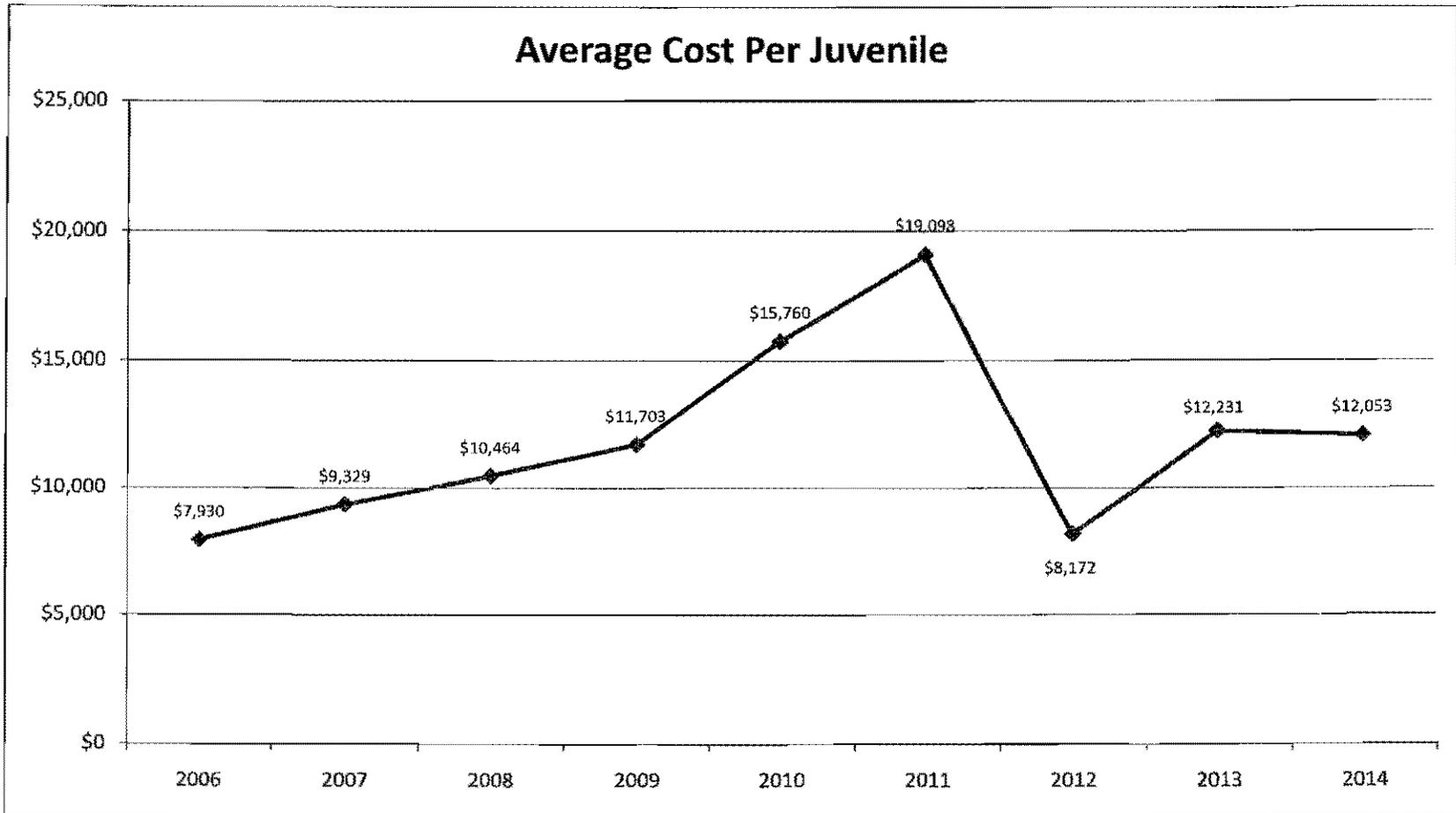
Annual Juvenile Placements



	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
◆ # Placements	98	74	80	90	117	133	124	132	120	120	131	133	163	132	115	83	84	87	85
■ # Juveniles	49	42	40	55	56	60	59	61	56	52	61	60	62	49	45	39	51	43	49
▲ Ave Length Placement	107	150	122	86	100	123	84	102	51	53	49	57	62	86	85	99	44	99	81

Highlights:

- * The number of juveniles in placement went up this year
- * Twenty-five compared to 26 last year were only in placement one time.
- * Juvenile caseload numbers in 2014 went back up slightly this year.
- * The average length of placement went down compared to last year.
- * Five juveniles were placed four or more times during the year.
- * Five juveniles avoided placement entirely by using electronic monitoring. This is one less than last year.
- * Use of electronic monitoring to reduce placements continues to remain high this year. Twenty-one juveniles reduced placements with the additional use of electronic monitoring compared to twenty last year



PLACEMENT COSTS now reflect costs paid out for the calendar year based upon HHS expense reports. These go back to 2006. Placement cost reports in previous Probation Reports showed costs incurred for the calendar year rather than paid. These numbers are available and can go back to 1996.

USE of East Central Regional Juvenile Center

We have been a Joint Powers member county since the facility was built in 1997. We contributed detention grant dollars that were designated to Pine County at that time.

The bond debt load will be paid off in 2015.

This could result in a \$ 15 per day reduction in the daily per diem.

Current Reserves as of 12-31-14

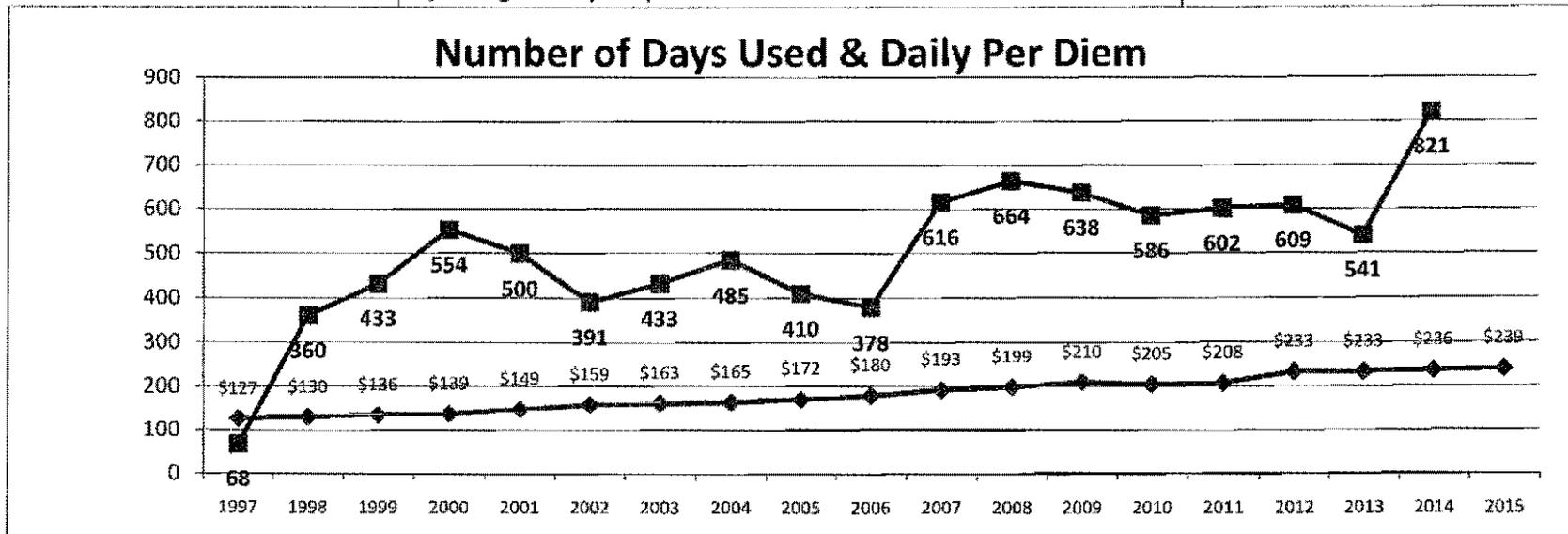
Insurance: \$ 54,056

Operational: \$ 272,726

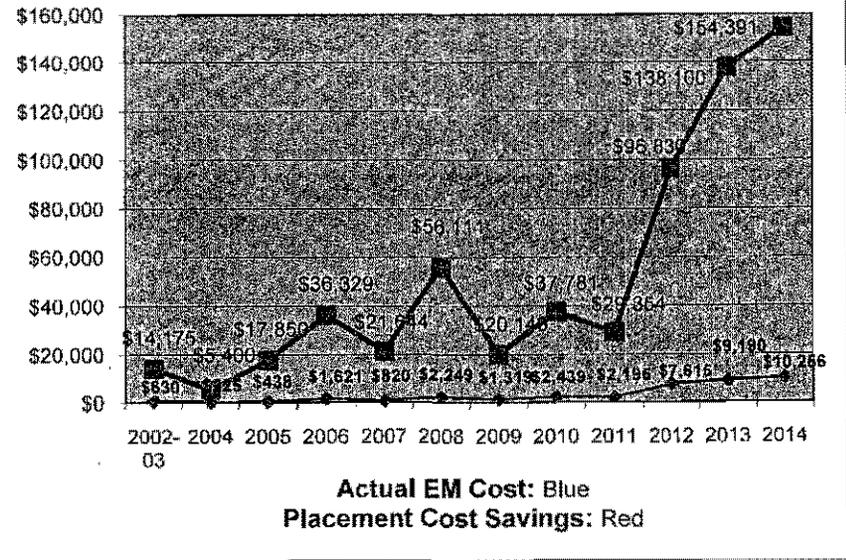
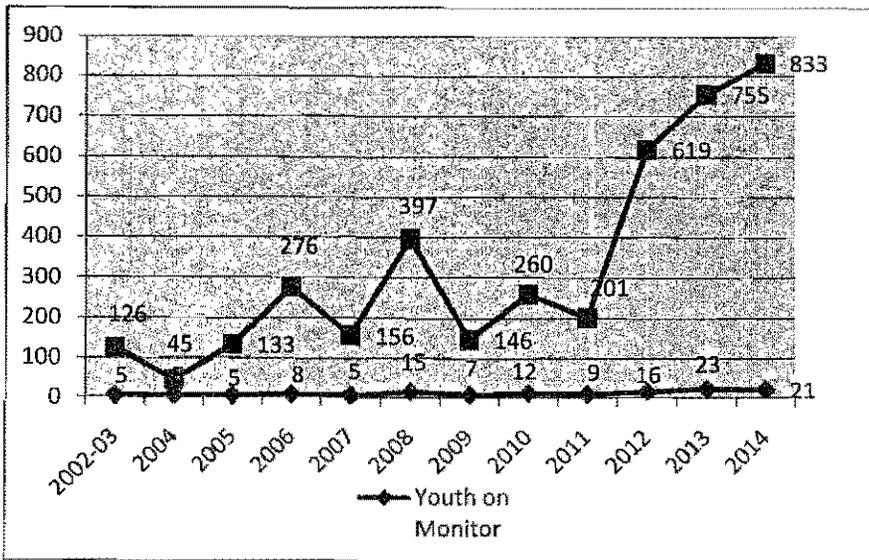
Capital: \$ 274,617

ECRJC Benefits:

- 1) We have an investment in facility (reserves)
- 2) Diversified programs
- 3) Willingness to develop programs to fill needs
- 4) Quality programs
- 5) Keeps local cops on streets vs. travel
- 6) Limited resources outside of RJC
- 7) Close to families
- 8) Long-term perspective



Juvenile Electronic Monitoring



Average Days per Youth in 2014: 40 – To-date: 27
 Total cost savings since implementation: \$ 628,838

2014 Program Cost: \$ 10,256.25

2014 COMMUNITY-BASED COSTS:

Mental Health Screens:	\$ 1,400
Outpatient Mental Health/	
Sex Offender Programming:	\$ 3,776
Electronic Monitoring:	<u>\$ 10,256</u>
	\$ 15,432



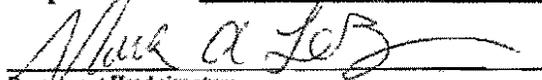
AGENDA REQUEST FORM

Date of Meeting: March 17, 2015

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

Agenda Item: Federal Funding Update

Department: Pine County Public Works


Department Head signature

Background information on Item:

MN Department of Transportation presentation on federal funding and projects

Action Requested:

No Action

Financial Impact:

No Impact



AGENDA REQUEST FORM

Date of Meeting: March 17, 2015

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

Agenda Item: 2015 Aquatic Invasive Species Program

Department: Land Services



Department Head signature

Background information on Item:

As discussed at the February 24, 2015 Committee of the Whole meeting, we must adopt a formal plan or guidelines for the use of the Aquatic Invasive Species Prevention Aid (M.S. 477A.19 Subd. 3). Based on the discussion and feedback of that committee of the whole meeting, a plan was drafted which utilizes \$140,415 of our \$182,313 available. Any unspent funds can be rolled over to future years.

Action Requested:

Consider adopting the 2015 Aquatic Invasive Species Program.

Financial Impact:

No levy dollars are associated with this request. All costs associated with the plan are to be paid out of Pine County's Aquatic Invasive Species Prevention Aid.



AQUATIC INVASIVE SPECIES PROGRAM 2015

Minnesota waters are threatened by aquatic invasive species (AIS). Minnesota Statute 84D defines invasive species as species that are non-native species that cause or may cause economic or environmental harm or harm to human health or threatens or may threaten natural resources or the use of natural resources in the state. 2014 Legislation allocated counties across Minnesota Species Prevention Aid to do education, enforcement, watercraft inspections, and signage relating to AIS. The available aid as of January 1, 2015 to Pine County is \$182,313. Pine County, in collaboration with the interested stakeholders have identified the areas of aquatic invasive concern:

- 1.) The Eurasian Watermilfoil and Curly Leaf Pond Weed infestations that are already within some county lakes.
- 2.) The future immediate potential for a Zebra Mussel infestations because many of the lakes in Pine County have visiting boaters which may have come from infested lakes.

These areas of concern will be addressed by:

- a.) Support the lake associations' eradication effort of Milfoil and Curly Leaf. Pine County Lake Associations receive DNR grants; however the county recognizes that the grant funds received from the DNR do not cover the total project costs. The following amounts are allocated to the lake associations less any DNR grants received:

Windemere Lake and Landowners Association – \$25,000
Cross Lake Association – \$7,500
Pokegama Lake Association – \$2,000

TOTAL FUNDS REQUIRED: \$34,500

- b.) Collaborate with the St. Croix River Association in their efforts to develop a Strategic Works Plan addressing AIS threats within the St. Croix Watershed, which encompasses most of Pine County.

TOTAL FUNDS REQUIRED: \$5,000

- c.) Develop an early detection and rapid response program through a partnership with 4-H Aquatic Robotics. Early detection of a Zebra Mussel infestation is important to preventing further spread of Zebra Mussels. 4-H will develop aquatic remotely operated vehicles to assist with these tasks. The following amount is allocated to the 4-H Aquatic Robotics program less any grants received:

TOTAL FUNDS REQUIRED: \$26,650

- d.) Provide significant coverage at high traffic boat landings throughout the county on a consistence basis. This will include up to five Level II Watercraft Inspectors, deputy assistance, and volunteers.

TOTAL FUNDS REQUIRED: \$40,000

e.) Purchase a Decontamination Unit for the use of the watercraft inspectors if they encounter a watercraft which needs decontaminating.

TOTAL FUNDS REQUIRED: \$20,000

f.) Participate in the Pokegama Lake Association Freshwater Fair and/or the Pine County Fair to educate the public about AIS.

TOTAL FUNDS REQUIRED: \$1,000

g.) Gather the data and apply for grant to provide signage at Private Boat Landings within the county .

TOTAL FUNDS REQUIRED: \$500

h.) Administrative Costs of implementation including salaries and benefits (10% of expenditures).

TOTAL FUNDS REQUIRED: \$12,765

Other Important Plan Notes:

- 1.) Any funds not expended in 2015 will be rolled over into the budget for the Pine County AIS Program 2016 (approximately \$41,898)
- 2.) This plan may be amended at any time as needed to support Pine County's AIS efforts.
- 3.) Implementation of this plan is contingent upon sufficient state funding. Activities will be scaled to account for increases or decreases in available state funding.

Adopted by the Pine County Pine County Boarding of Commissions this 17th day of March, 2015.

Stephen M. Hallan
Pine County Board of Commissioners

Attest:

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



PINE COUNTY

Administrator's Office

635 Northridge Drive NW
Suite 200
Pine City, MN 55063
1-800-450-7463 Ext. 1620
Fax: 320-591-1628

Commissioners

Steve Hallan – Dist. 1
Josh Mohr – Dist. 2
Steve Chaffee – Dist. 3
Curt Rossow – Dist. 4
Matt Ludwig – Dist. 5

County Administrator

David J. Minke

To: Pine County Commissioners
From: David J. Minke, County Administrator 
Date: March 17, 2015
Subject: End of February 2015 Financial Report

At the end of February, the county's budget is sound for two months into the new year.

Chart 1, shows revenue and expenditure as a percent of budget. Most county revenues lag as there are reimbursements, or like the property tax settlement, happen once or twice per year. You will notice the Road and Bridge fund revenues are significant early in the year as the state pays a portion of the state aid maintenance and construction money up front. The total spending for each major fund is below 17 percent, however, the total county expenditures is 19 percent. This difference is to be expected as the county has made about \$1.8 million in debt payments for the jail and courthouse. The February payment consists of 100% of the principle payment and 50% of the interest payment towards the bonds for the year.

Chart 2 shows the expenditures by major (greater than \$100,000 expenditure) department in the General Fund. All but the Recorder's Office is below 17 percent. The Recorder's Office makes its annual payment for software in the first part of the year which creates an initial spike in expenditures.

Please let me know if you have any questions.

cc: Cathy Clemmer

Chart 1
Percent Expenditure and Revenue Major Funds Through Feb. 28, 2015

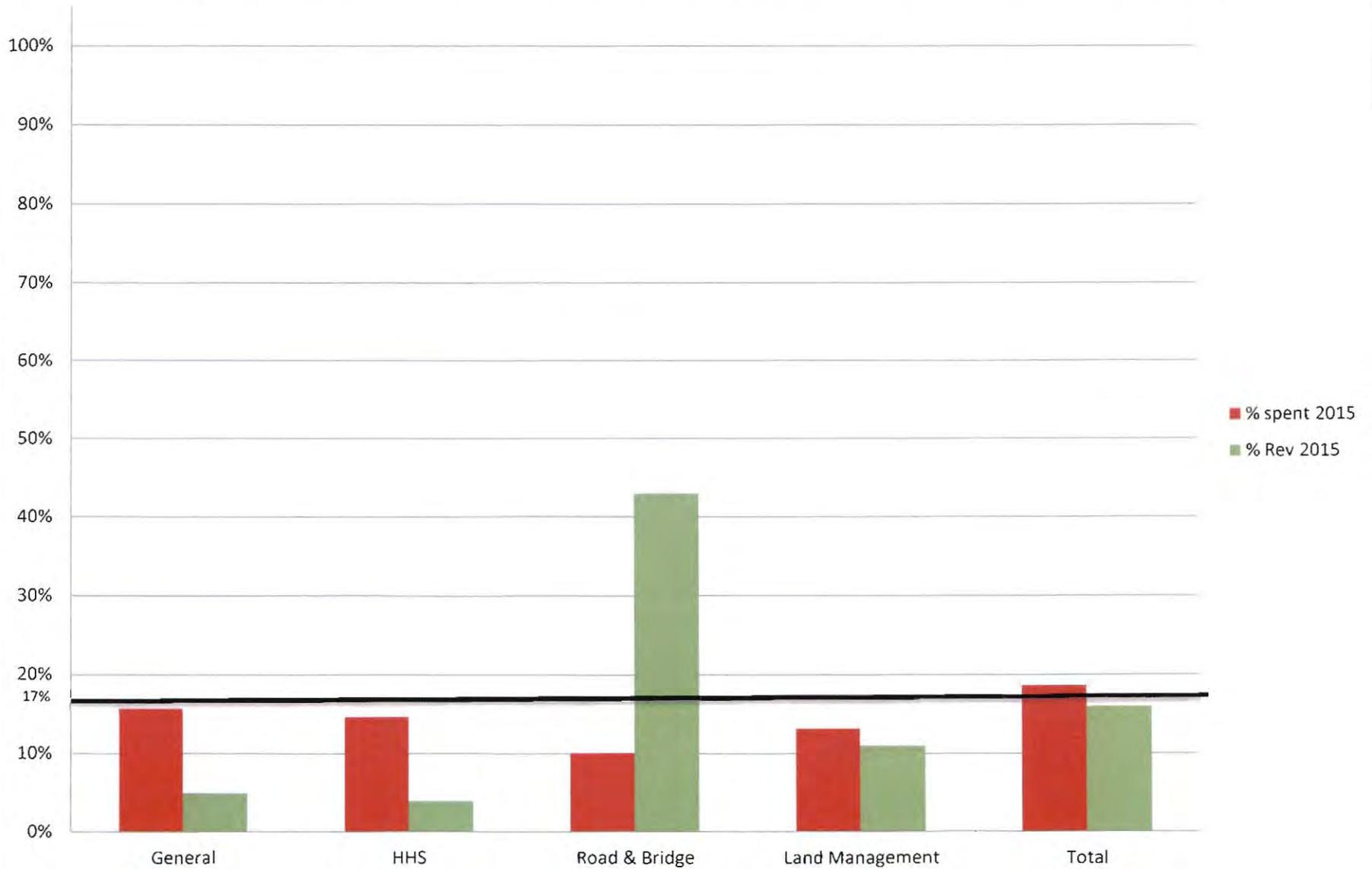


Chart 2
General Fund Major Depts. Expenditures as % of Budget Thru Feb. 28 2015

