



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, April 5, 2016, 10:00 a.m.
Health & Human Services Building, Sandstone, Minnesota

- A) Call meeting to order
- B) Pledge of Allegiance
- C) Public Forum. Members of the public are invited to speak on items not on the agenda. Each speaker should state his/her name and limit comments to three (3) minutes.
- D) Adopt Agenda
- E) Approve Minutes of March 15, 2016 County Board Meeting and Summary for publication
- F) Minutes of Boards, Committees and Correspondence
 - East Central Regional Library Board Minutes – February 8, 2016
 - Pine County HRA Senior Housing Board of Directors Minutes – regular meeting – February 24, 2016
 - Pine County HRA Senior Housing Board of Directors Minutes – special meeting – March 1, 2016
 - Pine County Land Surveyor Monthly Report – March 2016
 - Minnesota Department of Human Services correspondence dated March 14, 2016 – Chair Rossow
 - Methamphetamine Task Force Minutes – March 14, 2016
- 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. March, 2016 Disbursements

Disbursements Journal Report, March 1, 2016 – March 31, 2016.

2. Applications for Abatement

Consider:

- a. Larry and Donna Schwarz, Pine City Twp., 26.0402.002, pay 2016
- b. Sheldon Johnson, Willow River City, 47.0011.000, pay 2016
- c. Michelle Steiner, 9575 Rice Road, 06.0190.000, pay 2016
- d. Eleanor Gockowski, Windemere Twp., 33.0482.000, pay 2015 and 2016

3. Premises Permit Application & Lease for Lawful Gambling Activity

Consider approval of Premises Permit Application and Lease for Lawful Gambling Activity for Pokegama Lake Association to conduct Minnesota lawful gambling at Vannelli's Landing, Inc. (formerly Kurtz's Muffies on the Lake), 13646 Muffies Lane, Pine City (Pokegama Twp).

4. 2016 Timber Auction

Consider approval of nine parcels of timber (over 10,000 cords) to be offered at the appraised value of \$308,533, at the Timber Auction on May 11, 2016.

5. Donations

Consider acceptance of the following donations for the K-9 program: Pine Area Lions Club, \$500; Roofers Local 96, \$100; Finlayson-Giese Lions Club, \$500; St. Patrick's Knights of Columbus, \$250; City of Finlayson, \$300; Janice Hahn, \$100; Mille Lacs Corporate Ventures, \$2,500; Pam and John Ward, \$26.

6. Auto Club Group Grant

Consider acceptance of a \$400 grant from the Auto Club Group a/k/a AAA. The grant will be used for traffic safety event materials, mock car crashes or child passenger safety events. Grant money cannot be used for officer salary. No matching funds are required.

7. 2016-2017 State Boat and Water Safety Grant

Consider approval of the 2016-2017 State Boat and Water Safety Grant (term January 1, 2016 through June 30, 2017) in the amount of \$5,912 and authorize Board Chair, County Administrator and County Sheriff to sign. The grant will be used for enforcement hours and annual maintenance. No matching funds are required.

8. Health & Human Services and St. Cloud State University Memorandum of Agreement

Consider authorization of HHS Director Becky Foss to sign the Memorandum of Agreement with Minnesota State Colleges and Universities-St. Cloud State University for student training and experience/internship. This Memorandum of Agreement would be good through December 31, 2020.

9. Lighthouse Child and Family Services Contract

Consider approval of the contract between Pine County Health and Human Services and Lighthouse Child and Family Services in the amount of \$4,600 per month, plus mileage (not to exceed \$61,200) for 2016. There is no difference in the cost of services from 2015. Pine County receives allocations from the State to cover these costs.

10. Decontamination Unit Service Provider Contract

Consider approval of the Decontamination Services Contracts with Woischke Enterprises and Ray & Marge's Resort and authorize Board Chair and County Administrator to sign. This will be funded out of the Aquatic Invasive Species Prevention Aid and will not be anticipated to be more than the \$10,000 approved in the 2016 AIS Plan for decontamination services.

11. Personnel

A. Promotion

Ratify promotion of Correction Officer Brock Bloomquist to STS Crew Leader, effective March 28, 2016. Classification and pay adjustment change from union status, \$21.47, grade B23, to non-union status, \$23.00, grade B24.

B. New Hire

Ratify the hiring of the following part-time correction officers:

Kelly Swenson, effective March 29, 2016, \$17.11, grade B23, step 3
Leslie Jones, effective March 29, 2016, \$17.11, grade B23, step 3
James Long, effective March 29, 2016, \$17.11, grade B23, step 3
Morgan McConnell, effective March 29, 2016, \$17.11, B23, step 3
Timothy Ottum, effective March 29, 2016, \$17.11, grade B23, step 3

C. Completion of Probationary Period

Consider approval of regular status for Child Support Supervisor Jodi Blesener, effective April 8, 2016.

12. Training

A. Consider the following for Probation Staff:

- i. Corrections Agent Karly Kostich to attend the Thinking for a Change (cognitive skills curriculum) facilitator training, May 23-26, 2016, in Duluth. Registration-no charge; Lodging-\$320; Mileage- Use of county vehicle; if not available, employee will use personal vehicle with reimbursement for mileage;Meals- reimbursement for dinner (lunch provided in training). Funds are available in the 2016 Probation budget.
 - ii. Probation Director Terry Fawcett to attend the MACPO Conference May 25-27, 2016 at Breezy Point; Director Fawcett has been invited to be a presenter at the conference. The conference, lodging and meals are covered by MACPO Board for being a presenter. Mileage: \$114.48. Funds are available in the 2016 Probation budget.
 - iii. Corrections Agents Kris Gross, Amber Chase and Laura Stylski to attend the Minnesota Association of County Probation Officers (MACPO) annual conference, May 25-27, 2016, at Breezy Point. Registration-\$125 per person; Lodging: 2 nights lodging per staff (includes meals)-\$280 per staff; Mileage-Agents will carpool with mileage to be reimbursed to one agent.Total: \$1,215 plus mileage. Funds are available in the 2016 Probation budget.
- B. Consider Social Workers Heidi Burton and Shelly Anderson to attend the MN Association for Children's Mental Health Conference, April 25-26, 2016, in Duluth. Registration-\$340/person, Total Mileage-\$124. Total Cost: \$804. Funds are available in the 2016 HHS budget.**
- C. Consider Health & Human Services Staff Beth Jarvis, Bonnie Rediske, Candace Bartheidel and Kristen Schroeder to attend Safe Harbor Tribal Summit training May 24-25, 2016 in Prior Lake. Registration: free; Lodging for three individuals: approximately \$450; Mileage: county car preferred, if not available-\$190. Meals: \$120. Total cost: \$760. Funds available in 2016 HHS budget.**
- D. Consider Land & Resources Manager Caleb Anderson to attend the Initial Training for new HHW Staff, April 26-28, 2016, in Wilmar. Registration: no charge; Lodging (2) nights @ \$81.30 per night plus the cost of dinner of up to \$15 per day. All other meal expenses are included with the course. A county vehicle will be used for transportation. Total cost: \$207.60. Funds are available in the 2016 Solid Waste budget.**

REGULAR AGENDA

1. Recognition of Retirement

Recognition of the retirement of STS Crew Leader Dan Baran -- 13 years of service to Pine County.

2. Technology Committee

The Technology Committee met March 15, 2016. Minutes attached. Information only, no board action necessary.

3. Transportation Committee

The Transportation Committee met March 29, 2016. Minutes attached. Information only, no board action necessary.

4. **Recycling Grant Discussion and Resolutions**
 - A. Discussion of recycling enhancement proposal.
 - B. Consider approval of two resolutions between Pine County and the Minnesota Pollution Control Agency:
 - i. Resolution 2016-13: FY 2016-17 Grant Program Authorization agreeing to enter into grant agreement. Authorize Board Chair and County Administrator to sign.
 - ii. Resolution 2016-14: FY 2016-17 Grant Program Matching Funds Resolution commits to Pine County providing 25% match funds required of the grant. Authorize Board Chair and County Administrator to sign.

5. **Household Hazardous Waste Staffing Contract**
 Consider Professional Services Contract for Household Hazardous Waste Staffing and authorize Board Chair and County Administrator to sign. This will be funded out of the Solid Waste Administration Fee and is within budget. Any additional staffing will not exceed budget for the service (\$23,358).

6. **2015 Highway Annual Report**
 Presentation of the 2015 Highway Annual Report by County Engineer Mark LeBrun.

7. **COW/Special Meeting Schedule**
 Discussion of Special Meeting/Committee of the Whole schedule for 2016.

8. **Extension of Lundorff Drive/Sandstone Hospital Road Project**
 - A. Consider a Cooperative Agreement with the City of Sandstone for public improvements extending Lundorff Drive to serve the new hospital complex.
 - B. Consider approval of an application to the Federal EDA for Pine County to be a co-recipient for a Federal EDA grant of \$2,316,300. The City of Sandstone is the primary applicant.

9. **County Auditor/Treasurer Position**
 Consider approval of Resolution 2016-15 to place the question of appointing or electing the county auditor/treasurer on the November 2016 General Election ballot.

10. **Commissioner Updates**
 National Association of Workforce Boards/Forum 2016
 Arrowhead Counties Association
 Rush Line Task Force
 Kanabec-Pine Community Health Board
 Lakes & Pines CAC
 NLX - cancelled
 SWCD
 NE Regional Radio Board - cancelled
 Snake River Watershed
 Health Insurance
 Law Library
 Annual Township Officers Meeting
 Other

11. **Other**

12. **Upcoming Meetings(Subject to Change)**
 - a. **Pine County Board Meeting, Tuesday, April 5, 2016, 10:00 a.m.,** Health & Human Services Building, Sandstone, Minnesota.

- b. **Facilities Committee, Wednesday, April 6, 2016, 10:00 a.m.,** Commissioners' Conference Room, Courthouse, Pine City, Minnesota.
- c. **Soil & Water Conservation District, Thursday, April 7, 2016, 3:00 p.m.,** Health & Human Services Building, Sandstone, Minnesota.
- d. **East Central Solid Waste Commission, Monday, April 11, 2016, 9:00 a.m.,** 1756 180th Street, Mora, Minnesota.
- e. **East Central Regional Library, Monday, April 11, 2016, 9:30 a.m.,** 244 Birch Street South, Cambridge, Minnesota.
- f. **Methamphetamine Task Force, Monday, April 11, 2016, 3:00 p.m.,** Health & Human Services Building, Sandstone, Minnesota.
- g. **Public Health Planning Committee, Wednesday, April 12, 2016, 8:00 a.m.,** Commissioners' Conference Room, Courthouse, Pine City, Minnesota.
- h. **Personnel Committee, Tuesday, April 12, 2016, 9:30 a.m.,** Commissioners' Conference Room, Courthouse, Pine City, Minnesota.
- i. **Kanabec-Pine Community Health Board, Monday, April 18, 2016, 9:00 a.m.,** Kanabec County Courthouse, Mora, Minnesota.
- j. **Technology Committee, Tuesday, April 19, 2016, 8:30 a.m.,** Commissioners' Conference Room, Pine County Courthouse, Pine City, Minnesota.
- k. **Pine County Board of Commissioners, Tuesday, April 19, 2016, 10:00 a.m.,** Board Room, Pine County Courthouse, Pine City, Minnesota.

13. **Adjourn**

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

**Tuesday, March 15, 2016 - 10:00 a.m.
Board Room, Pine County Courthouse, Pine City, Minnesota**

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

The Pledge of Allegiance was said.

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

Chair Rossow requested the following revisions to the Agenda:

Consent Agenda Item #7- New Hires:

- A) Approve the hiring of part-time court security officer Kenneth Larsen, effective March 16, 2016, \$13.67 per hour, grade B22.
- B) Approve the hiring of office support specialist Tatyana Starinets, effective March 23, 2016, \$13.41 per hour, grade A13, Step 1.

Regular Agenda Item – Introduction of Assistant County Attorney Lauren Dwyer.

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

Commissioner Chaffee moved to approve the Minutes of March 1, 2016 board meeting and Summary for publication. Second by Commissioner Mohr. Motion carried 4-0.

Minutes of Boards, Committees and Correspondence

Pine County HRA Senior Housing Board of Directors Regular Meeting Minutes– January 27, 2016
Commissioner Chaffee moved to acknowledge the Minutes of Boards, Committees and Correspondence. Second by Chair Rossow. Motion carried 4-0.

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

CONSENT AGENDA

1. Approve February, 2016 Cash Balance

Fund	February 28, 2015	February 29, 2016	Increase(Decrease)
General Fund	1,978,567	3,365,877	1,387,310
Health and Human Services Fund	(140,946)	138,047	278,993
Road and Bridge Fund	4,563,678	2,964,255	(1,599,424)
Land Management Fund	2,068,111	929,004	(1,139,107)
TOTAL (inc non-major funds)	9,194,853	9,247,184	52,332

2. **Application for Premises Permit and Lease for Lawful Gambling Activity**
Approve Application for Premises Permit and Lease for Lawful Gambling Activity from Pokegama Lake Association to conduct Minnesota lawful gambling at Tommy's Lakeside Bar & Grill, LLC, 10762 Lakeshore Dr., Pine City, Minnesota (Pokegama Twp.).
3. **Approval of Licenses**
 - A. Approve tobacco licenses for: Vannelli's Landing, Off the Road.
 - B. Approve On/Off/Sunday and 2:00 a.m. liquor license for Vannelli's Landing, Inc. f/k/a Muffies.
4. **Application for Repurchase**
 - A. Approve Resolution 2016-10 for Repurchase of Tax Forfeited Land on a 10-year contract, Harley J. Bridell, and authorize Board Chair and County Auditor to sign.
 - B. Approve Resolution 2016-11 for Repurchase of Tax Forfeited Land on a 10-year contract, Gregory and Debra Nelson, and authorize Board Chair and County Auditor to sign.
5. **Donation**
 - A. Approve acceptance of \$500 donation for the Shop with a Cop program. Donations for the Shop with a Cop program are not supplemented with any department funding.
 - B. Approve acceptance of the following donations for the K-9 program: Rock Creek Lions Club-\$2,500, Snake River Valley Conservation Club-\$500, James and Leigh Bramstedt-\$100, John and Pat Becvar-\$200, and Northern Pine Chiropractic Center-\$100.
6. **Training**
 - A. Approve Human Resource Manager Connie Mikrot to attend the Minnesota Counties Human Resource Management Association conference, April 7-8, 2016, in St. Cloud. Registration: \$90. Lodging: \$109. Mileage: 144 miles round trip, at IRS rate of \$0.54/mile. Total cost: \$277. .
 - B. Approve Human Resource Manager Connie Mikrot to attend three two-day training sessions at Minnesota Counties Intergovernmental Trust (MCIT) in St. Paul. Training dates are April 21-22, 2016, May 19-20, 2016, and June 16-17, 2016. Registration for the six session program is \$799. Lodging for three nights and mileage is approximately \$670. Total cost: \$1469.
7. **New Hires**
 - A. Approve the hiring of part-time court security officer Kenneth Larsen, effective March 16, 2016, \$13.67 per hour, grade B22.
 - B. Approve the hiring of office support specialist Tatyana Starinets, effective March 23, 2016, \$13.41 per hour, grade A13, Step 1.

REGULAR AGENDA

Introduction of Assistant County Attorney Lauren Dwyer

County Attorney Reese Frederickson introduced Assistant County Attorney Lauren Dwyer to the board. The board welcomed Lauren to Pine County.

1. Facilities Committee

The Facilities Committee met March 4, 2016 and made the following recommendations:

A. Household Hazardous Waste Facility

Use the Pine City highway shop space for the initial year with idea to gather info on usage, and then plan to move to Hinckley in the future.

B. Sunshades at the Courthouse

Approve the quote from JP Windows for blinds and installation for \$25,088.

C. Storage Garage at Courthouse

Proceed with construction of the garage with a cost not to exceed \$45,000.

Commissioner Mohr provided an overview of the Facilities Committee meeting. County Engineer Mark LeBrun stated his department will manage the storage garage project located south of the Pine County Courthouse.

Motion by Commissioner Mohr to approve the use of the Pine County Highway Department Pine City shop space for the Household Hazardous Waste Facility for the initial year with idea to gather info on usage and then plan to move to Hinckley in the future. Second by Commissioner Ludwig. Motion carried 4-0.

Motion by Commissioner Ludwig to approve the quote from JP Windows for blinds and installation for the courthouse with a cost not to exceed \$25,088. Second by Commissioner Mohr. Motion carried 4-0.

Motion by Commissioner Mohr to proceed with construction of the storage garage at the courthouse with a cost not to exceed \$45,000. Second by Commissioner Ludwig. Motion carried 4-0.

2. Personnel Committee

Pine County Personnel Committee met March 8, 2016 and made the following recommendations:

Jail

A. Approve the termination of part-time court security officer Jenni Henry, effective January 22, 2016 and approve backfill.

B. Approve the hiring of open correction officer positions with a start date of March 29-30, 2016 and county board ratification on April 5, 2016 due to time restrictions for on-the-job training before academy training session beginning April 4, 2016.

PCSO

A. Approve the resignation of part-time dispatcher Cassandra Palmer, effective March 1, 2016 and approve backfill.

B. Approve addition of lead dispatcher position at Grade B24. This would move an existing dispatcher (grade B23) to a lead position, keeping the same number of employees in the dispatcher unit.

Commissioner Ludwig provided an overview of the Personnel Committee March 8, 2016 meeting. Discussion was held regarding hiring corrections officers due to time constraints.

Motion by Commissioner Ludwig to approve the termination of part-time security officer Jenni Henry, effective January 22, 2016 and approve backfill. Second by Commissioner Chaffee. Motion carried 4-0.

Motion by Commissioner Ludwig to approve the hiring of open correction officer positions with a start date of March 29-30, 2016 and with county board ratification on April 5, 2016 due to time restrictions for on-the-job training before attending academy training session beginning April 4, 2016. Second by Commissioner Chaffee. Motion carried 4-0.

Motion by Commissioner Ludwig to approve the resignation of part-time dispatch Cassandra Palmer, effective March 1, 2016 and approve backfill. Second by Commissioner Mohr. Motion carried 4-0.

Motion by Commissioner Ludwig to approve addition of lead dispatcher position at Grade B24 with no increase in FTE count. Second by Commissioner Chaffee. Motion carried 4-0.

3. Public Health Planning Committee Minutes

Commissioner Chaffee gave a brief overview of the Public Health Planning Committee meeting that was held March 2, 2016. Chaffee stated the committee is looking at structuring the Community Health Board, to include all commissioners. More information will be brought to the county board for formal action at a later date.

4. 2016 Tax Forfeit Land Auction – Fawn Meadows

County Auditor-Treasurer Cathy Clemmer states interest has been shown in purchasing two tracts in Fawn Meadows Addition (Pine City). Clemmer states Resolution 2016-12 will allow for approval of parcels, appraised values, sale terms and conditions for a special land auction to be held on May 12, 2016. This will generate income for the county.

Motion by Commissioner Chaffee to approve Resolution 2016-12 -- 2016 Pine County Tax Forfeit Land Auction--Fawn Meadows parcels and authorize Board Chair and County Auditor to sign the resolution. Second by Commissioner Ludwig. Motion carried 4-0.

5. Probation Annual Placement Report

Probation Director Terry Fawcett provided information regarding court-ordered juvenile placements in Pine County. Fawcett provided information regarding the placement process, reduction strategies, and placement costs.

6. Federal Funding Update

MN Department of Transportation (MN DOT) representatives John McDonald and Jarrett Valdez explained District 1 MN DOT road projects. Discussion was held regarding upcoming road projects and the use of federal funds.

7. Budget Update

County Administrator David Minke provided a budget overview of revenue and expenditures through February 2016. At this point in the year, revenues and expenditures look as expected.

8. Schedule Meeting

A Special Meeting of the Committee of the Whole was scheduled for March 31, 2016 at 9:00 a.m. at the Pine County Courthouse Board Room for the purpose of discussing the Office of the County Auditor-Treasurer and also an upcoming road project in the City of Sandstone.

9. Commissioner Updates

Soil & Water Conservation District: Commissioner Ludwig stated by 2020 the State requirement is to have one watershed/one plan for each watershed.

Comprehensive Plan Steering Committee: Chair Rossow and Commissioner Ludwig stated the meeting was not well attended but input was good. The survey results were validated by those in attendance.

Central Minnesota Jobs and Training: No report.

East Central Solid Waste Commission: No report.

East Central Regional Library: Commissioner Chaffee stated a resolution was passed supporting the Minnesota broadband mission.

Methamphetamine Task Force: Commissioner Ludwig stated the task force is in the process of obtaining a grant and also changing its name to Pine County Chemical Health Coalition.

10. Other

Chair Rossow stated the Annual Township Meeting will be held March 26, 2016 in Hinckley, Minnesota.

11. Upcoming meetings were reviewed.

12. **Adjourn**

With no further business, Chair Rossow adjourned the county board meeting at 11:31 a.m. The next regular meeting of the county board is scheduled for April 5, 2016 at 10:00 a.m. at the Health & Human Services Building, Sandstone, Minnesota.

Curtis H. Rossow, Chair
Board of Commissioners

David J. Minke, Administrator
Clerk to County Board

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

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Board Room, Pine County Courthouse, Pine City, Minnesota**

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

The Pledge of Allegiance was said.

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

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

Commissioner Chaffee moved to approve the Minutes of March 1, 2016 board meeting and Summary for publication. Second by Commissioner Mohr. Motion carried 4-0.

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Approve On/Off/Sunday and 2:00 a.m. liquor license for Vannelli’s Landing, Inc. f/k/a Muffies.

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Approve acceptance of the following donations for the K-9 program: Rock Creek Lions Club-\$2,500, Snake River Valley Conservation Club-\$500, James and Leigh Bramstedt-\$100, John and Pat Becvar-\$200, and Northern Pine Chiropractic Center-\$100.

Approve Human Resource Manager Connie Mikrot to attend the Minnesota Counties Human Resource Management Association conference. Total cost: \$277.

Approve Human Resource Manager Connie Mikrot to attend three two-day training sessions at Minnesota Counties Intergovernmental Trust (MCIT). Total cost: \$1469.

Approve the hiring of part-time court security officer Kenneth Larsen, effective March 16, 2016, \$13.67 per hour, grade B22.

Approve the hiring of office support specialist Tatyana Starinets, effective March 23, 2016, \$13.41 per hour, grade A13, Step 1.

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Motion by Commissioner Mohr to approve the use of the Pine County Highway Department Pine City shop space for the Household Hazardous Waste Facility for the initial year with idea to gather info on usage and then plan to move to Hinckley in the future. Second by Commissioner Ludwig. Motion carried 4-0.

Motion by Commissioner Ludwig to approve the quote from JP Windows for blinds and installation at the courthouse with a cost not to exceed \$25,088. Second by Commissioner Mohr. Motion carried 4-0.

Motion by Commissioner Mohr to proceed with construction of the storage garage at the courthouse with a cost not to exceed \$45,000. Second by Commissioner Ludwig. Motion carried 4-0.

Pine County Personnel Committee met March 8, 2016 and made the following recommendations:

Jail

A. Approve the termination of part-time court security officer Jenni Henry, effective January 22, 2016 and approve backfill.

B. Approve the hiring of open correction officer positions with a start date of March 29-30, 2016 and with county board ratification on April 5, 2016 due to time restrictions for on-the-job training before attending academy training session beginning April 4, 2016.

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B. Approve addition of lead dispatcher position at Grade B24. This would move an existing dispatcher (grade B23) to a lead position, keeping the same number of employees in the dispatcher unit.

Motion by Commissioner Ludwig to approve the termination of part-time security officer Jenni Henry, effective January 22, 2016 and approve backfill. Second by Commissioner Chaffee. Motion carried 4-0.

Motion by Commissioner Ludwig to approve the hiring of open correction officer positions with a start date of March 29-30, 2016 and with county board ratification on April 5, 2016. Second by Commissioner Chaffee. Motion carried 4-0.

Motion by Commissioner Ludwig to approve the resignation of part-time dispatch Cassandra Palmer, effective March 1, 2016 and approve backfill. Second by Commissioner Mohr. Motion carried 4-0.

Motion by Commissioner Ludwig to approve addition of lead dispatcher position at Grade B24 with no increase in FTE count. Second by Commissioner Chaffee. Motion carried 4-0.

Motion by Commissioner Chaffee to approve Resolution 2016-12 – 2016 Pine County Tax Forfeit Land Auction-Fawn Meadows parcels. Second by Commissioner Ludwig. Motion carried 4-0.

A Special Meeting of the Committee of the Whole was scheduled for March 31, 2016 at 9:00 a.m. at the Pine County Courthouse Board Room for the purpose of discussing the Office of the County Auditor-Treasurer and also an upcoming road project in the City of Sandstone.

With no further business, Chair Rossow adjourned the county board meeting at 11:31 a.m. The next regular meeting of the county board is scheduled for April 5, 2016 at 10:00 a.m. at the Health & Human Services Building, Sandstone, Minnesota.

Curtis H. Rossow, Chair
Board of Commissioners

David J. Minke, Administrator
Clerk to County Board

Time: 9:30 Monday, February 8, 2016

Place: ECRL Headquarters

Present: Board Members – Raisanen, James (Aitkin); Byrne, Richard (Chisago); Schlumbohm, William (Chisago); Lee, Karen (Isanti); Warring, Mike (Isanti); Kruschel, Barbara (Isanti); Anderson, Gene (Kanabec); Jensen, Robert (Kanabec); Reynolds, Genny (Mille Lacs); Zakrajsek, Barbra (Mille Lacs); Chaffee Steve (Pine); Goddard, Carol (Pine); Scholin, Judy (Pine)

Staff: Misselt, Barbara (Director, ECRL); Lydon, Carla (Asst. Director, ECRL); Anderson, Shelly (Finance & Admin. Mgr. ECRL); Carlson, Marlys (Office Clerk/Recorder, ECRL); Sarah Hawkins (Website Team, ECRL); Vickie Sorn (Website Team, ECRL)

Absent Board Members: Niemi, Don (Aitkin); Hommes, Linda (Aitkin); McMahon, George (Chisago); Arseneau Lee, Lise (Kanabec); Kramersmeier, Charlotte (Mille Lacs)

Call to Order:

Warring called the February 8, 2016 meeting of the East Central Regional Library to order at 9:30 a.m.

Pledge of Allegiance & Introductions

Mike Warring introduced new Board member Barbra Zakrajsek.

Adopt/Amend Agenda

Misselt: Add under Old Business Mora Construction Project.

Add under New Business BC/BS Refund.

M/S/P: unanimous

Karen Lee/Schlumbohm

ECRL Board Oath of Office – All reply I do.

New member: Barbra Zakrajsek

Reaffirm Oath of Office of absent members from January Meeting:

Carol Goddard, Judy Scholin, William Schlumbohm, James Raisanen

Period for Public Comment – none

Approve Minutes – 1/11/2016

M/S/P: unanimous

Goddard/Reynolds – Motion to approve Minutes

Bills: January 2016

M/S/P: unanimous

Raisanen/Jensen – move to accept January 2016 Bills as presented.

Financial Report

M/S/P: unanimous

Goddard/Kruschel- move to accept the January 2016 financial report as presented.

ECRL Administrative Reports

A. Director's Organizational Report

Misselt shared letter of appreciation and thanks from a patron.

Board discussion on report: Discussion on library procedures with patron incidents and the available tax forms.

B. Branch Highlights

Lydon: The new Aitkin Staff is doing well. ECRL received a resignation from Chisago Lakes Branch Librarian Elizabeth Shirek and position is posted. Business as usual in the libraries; Rush City made an igloo out of milk cartons that was very creative.

C. Website Team

Presentation by Sarah Hawkins and Vickie Sorn

Informational – walked through the new Website changes

Other Reports –

Personnel Committee: Hourly rate for extra staff hours

Recommendation for a standard billing rate, based on the average hourly rate of all branch staff calculated on January 1 of each year, plus 20% administration cost. For 2016 the cost will be \$18.50 per hour. Misselt reviewed chart to explain calculations.

M/S/P: unanimous

Karen Lee/Scholin – motion to approve recommended hourly rate for extra staff hours

Wellness program agreement

Goddard: Recommend approval for Misselt to sign the Letter of Agreement for Wellness Alliance Services.

M/S/P: unanimous

Karen Lee/Reynolds

Personnel Policy for Wellness program

Goddard: Need to approve the addition to personnel policy for Wellness Programs and Incentives.

M/S/P: unanimous

Goddard/Karen Lee – motion to approve

CMLE –Misselt - Informational

Old Business

2016 Committee Appointment – Warring made appointments as presented on chart in Board packets.

Misselt: Mora public service desk construction project - informational

New Business:

Proposed amendment to ECRL Bylaws described in Article XI. Section 1

Misselt reviewed bylaws changes recommended by Board members at January meeting:

The notice of a meeting shall be sent at least five days prior to the meeting, or so that the board member has the notice three days in advance. ~~Advance notice of all meetings shall be published in all official county newspapers.~~ A notice of the monthly meeting time for board meetings shall be sent annually to all county newspapers as a news release. A schedule of meeting times and locations for board meetings will be posted on the website. An agenda will also be posted prior to meetings of the full board.

M/S/P: unanimous

Raisanen/Schlumbohm – motion to approve change in bylaws

Resolution Supporting the Minnesota Broadband Vision

Misselt: reviewed the need for Broadband support

M/S/P: unanimous

Raisanen/Karen Lee - motion to approve Broadband Resolution

Added Agenda Item: Blue Cross Blue Shield

Misselt: Recommended refund money in amount of \$16,474.44 to be put in an account to reserve for future medical insurance cost.

M/S/P: unanimous

Chaffee/Kruschel

Trustee Issues:

Misselt/Lydon – Informational

Other: Jensen – Suggested the goals for the Director to be reviewed quarterly.

Future Agenda

Next meeting is March 14, 2016 in Cambridge.

Motion to Adjourn:

Time: 11:35

M/S/P: unanimous

Scholin/Kruschel

Marlys Carlson, Recorder

Barbara Kruschel, Secretary

.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 February 24, 2016, at the Sandstone Manor. Commissioners of the HRA present were Board Chair Dorothy Stockamp, Carl Steffen, Cheri Drilling, Greg Kvasnicka and Jan Oak. Staff members present were Executive Director Janice Gustafson and Resident Manager Richard Soens. Resident Manager Shirley Kroschel 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 January 27, 2016, 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 J. Oak and was seconded by Board Chair D. Stockamp to approve the financial statements and the investment report. Motion carried: Yeas 5, Nays 0.
4. Executive Director's Report. The written Executive Director's report was reviewed by Board members.
5. Old Business.
 - a) Vacancies. Two Finlayson Manor residents have turned in move out notices for February 29, 2016, and one Sandstone Manor resident has turned in move out notice for March 31, 2016. Two of the three apartments have been accepted by people on the waiting list. The third apartment has been offered to a prospective resident and her acceptance is pending.
 - b) A note will be sent to the Sandstone Manor residents thanking them for their patience and understanding during the recent renovation project.

6. Resident Manager's Report.

- a) R. Soens reported to J. Gustafson there were no problems or issues at the Sandstone Manor and the residents were adjusting well to the newly renovated community room. Also, residents are very pleased with the snow removal this year.
- b) S. Kroschel reported to J. Gustafson everything was going well at the Finlayson Manor.

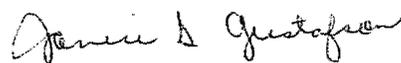
7. New Business.

- a) The Pine County Commissioners have requested a joint meeting with the HRA Commissioners on March 1, 2016, at 1:00 p.m. at the Sandstone Manor. The purpose of the meeting is for the HRA Commissioners to provide a general update to the Pine County Commissioners on how things have been going at the HRA since the last joint meeting approximately three years ago--issues/concerns and major projects projected for 2016 and beyond.
- b) The HRA Board of Directors' meeting schedule for 2016 was reviewed and accepted by the Board members.

8. A motion was made by G. Kvasnicka and was seconded by C. Steffen to adjourn the meeting at 2:45 p.m. Motion carried: Yeas 5, Nays 0.



Dorothy Stockamp
HRA Board Chair



Janice S. Gustafson
Executive Director

.PINE COUNTY HRA SENIOR HOUSING

**510 Fifth Street Office
Sandstone, MN 55072
(320) 245-5140
pinehra@ecenet.com**

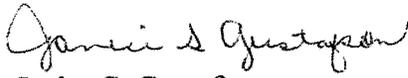
**Sandstone Manor
510 Fifth Street
Sandstone, MN 55072**

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

The special meeting of the Pine County HRA Senior Housing Board of Directors was held on March 1, 2016, at the Sandstone Manor. Commissioners of the HRA present were Board Chair Dorothy Stockamp, Carl Steffen, Cheri Drilling, Greg Kvasnicka and Jan Oak. Staff member present was Executive Director Janice Gustafson. Guests present were Pine County Commissioners, Board Chair Curt Rossow, Steve Hallan, Steve Chaffee and Matt Ludwig. Also present were County Attorney Reese Frederickson and County Administrator David Minke.

1. The meeting was called to order at 1:00 p.m. by Pine County Board Chair Curt Rossow.
2. David Minke, Pine County Administrator, had requested a joint meeting of the HRA Commissioners and the Pine County Commissioners. The purpose of the meeting is for the HRA Commissioners to provide a general update to the Pine County Commissioners on how things have been going at the HRA since the last joint meeting approximately three years ago—issues /concerns and any major projects projected for 2016 and beyond.
3. Historical background information regarding the HRA was provided and questions regarding the HRA's HUD contract and occupancy requirements were answered.
4. An update was provided by the HRA of the major projects completed in the last three years and a copy of the HRA's HUD approved five year capital improvement plan was distributed.
5. The Pine County Commissioners were given a tour of the Sandstone Manor to include the common areas and one of the resident's apartments.
6. The meeting was adjourned by Board Chair Curt Rossow at approximately 2:15 p.m.


Dorothy Stockamp
HRA Board Chair


Janice S. Gustafson
Executive Director



PINE COUNTY PUBLIC WORKS

HIGHWAY DEPARTMENT

405 Airport Road NE
Pine City, MN 55063

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

Mark A. LeBrun, P.E.
County Engineer

Pine County Land Surveyor Monthly Report

March 2016

County Court House, T39N R21W Section 21, research records, calculate search areas, search for, locate and GPS lot corners, compute drainage easements and building setbacks, set and GPS new building corners, draft certificate of survey, update records.

Attended MDOT Surveyors workshop and conference.

CSAH 41, T44N R20W and R21W, set, GPS and tie out PLSS corners and private corners, update files.

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

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

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

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

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

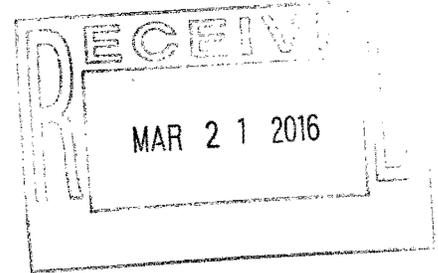
Robin T. Mathews, Pine County Surveyor



Minnesota Department of **Human Services**

March 14, 2016

Mr. Curt Rossow, Chair
Pine County Board of Commissioners
315 Main Street South, Suite 200
Pine City, MN 55063



Dear Commissioner Rossow:

It is my pleasure to commend you and your staff for perfect performance in meeting DHS Human Service financial reporting requirements for calendar year 2015. All key quarterly fiscal reports for programs your county participates in were submitted to our Financial Operations Division on or before the report deadlines and in perfect order. This effort required submission of 32 major reports covering the four calendar quarters of 2015. These reports are:

- LCTS Cost Report (local collaborative)*
- Income Maintenance Expense
- MFIP Consolidated Fund
- Social Service Fund
- Client Statistics
- Title IV-E
- SEAGR
- BRASS—Based Grant Fiscal Report

* If your county participates in a "local collaborative", submission of this report may require the collection of multiple local partner reports for consolidated submission to DHS.

I know this accomplishment requires planning, an efficient operation, and teamwork within your county Human Services Department. The result is timely revenue for your county and compliance with federal reporting for us at the State. Please congratulate your management and staff on this superb effort.

Sincerely,

Emily Johnson Piper
Commissioner

cc: Rebecca Foss, Pine County Director

**Pine County Methamphetamine Task Force
Minutes
March 14, 2016
Pine Government Center, Pine City**

Task Force Mission – To reduce methamphetamine and other illegal drug use and manufacture in Pine County.

Attendance:

Steph Youngberg, East Central School
Reese Frederickson & Lauren Dwyer, Pine Co Attorney & Assistant Co Attorney
Terry Fawcett, Pine Co Probation
Lynette Kuzel, Teen Focus
Anne LaFrinier-Ritchie, Mille Lacs Band
Commissioner Matt Ludwig and Commissioner Curt Rossow
Deb Wright, FirstLight Health System
Paul Widenstrom, Pine Co Sheriff's Dept
Becky Foss and Janet Schumacher, Pine Co HHS

Meeting commenced at 3:00 pm by Becky Foss in the Conference Room at the Pine Government Center in Pine City.

1. **Introductions and Welcome** – introductions were made and Becky Foss, Director of HHS welcomed all members.
2. **Additions/Changes to the Agenda** – *Motion was made by Commissioner Ludwig and seconded by Commissioner Rossow to approve the agenda. Motion carried.*
3. **Review Minutes of 1/11/16** - *Motion was made by Terry Fawcett and seconded by Reese Frederickson to approve the minutes. Motion carried.*
4. **Planning & Implementation Grant through DHS**
Becky dropped off the proposal to the RFP by the due date of February 29, 2016 @ 4:00 pm. She thanked Steph Youngberg, whom was very instrumental in getting eleven letters of support, fourteen sectors of the community are required on our coalition. She received a lot of help from Robert Musgrove as well. We should find out in the next couple of weeks the outcome of this grant. Steph indicated that the East Central School and community are very supportive with hopes of receiving the funding to support the kids and families in their community.
5. **Becky Foss**
 - a. **Discussion of Name Change and Mission Statement**
Becky shared a few ideas for a name change and asked for input of a new mission statement. A requirement of the P&I grant is to tackle underage alcohol use.

The committee suggested that we change the title of the Pine County Methamphetamine Task Force to Pine County Chemical Health Coalition.

Motion was made by Paul Widenstrom and seconded by Commissioner Rossow to approve the name change. Motion carried.

Terry Fawcett suggested that our mission statement read –

- *The Pine County Chemical Health Coalition exists for citizens to make positive choices to live in healthy communities by preventing the use of alcohol, tobacco, and other drugs*

Commissioner Rossow would like input for our mission statement from other coalition members. The members that were present were in favor to adopt the suggested mission statement; changes could be made with input from others. Any suggestions, ideas are welcome.

b. **Grant Awards**

A reminder to submit invoices for the grants awarded to the schools by **Thursday, March 31st**.

c. **Resources for Future Grant Opportunities**

We should make sure to share with members any opportunities we are made aware of for future grants.

6. **Reports from Members**

- **Paul Widenstrom**

The Sheriff's Dept submitted a \$2,500 grant application for alcohol compliance checks.

The PCSO as well as Mille Lacs Band Tribal Police Dept had recently issued a public safety warning due to the recent supply of heroin being distributed in our communities and that it may be corrupt and more dangerous than the normal heroin. Anyone could turn in this drug or other controlled substances with no questions asked. Paul indicated that none was turned into the PCSO. Other than that, the typical sheriff's dept activity is ongoing.

He asked the coalition to keep in mind any available grant funding for a second prescription drug drop off box to possibly be located in Sandstone. The Pine City site took in 140 lbs the last time it was turned in. Commissioner Rossow suggested to present the cost of another box to the Pine County Board and Deb Wright also suggested a mini grant under SHIP.

Commissioner Ludwig reminded us of the Medsaway bags – we had discussed this at a previous meeting and that they could be purchased at Walgreens for about \$4.00.

Support for the K-9 program has been fantastic and the dog has been ordered with Deputy Ben Neel as the handler. Training for this program will begin the end of March and should be in place next fall in our schools. Grant applications have been submitted to East Central Energy, Mille Lacs Band and Walmart.

- **Reese Fredrickson**

Lauren Dwyer was introduced as the newest Assistant County Attorney.

Reese mentioned the upcoming bill to be introduced at the Legislature to change certain guidelines for drug felonies and the harm of these changes to Pine County. The drug charges would be treated less severely and lower the consequences – with a lot of Pine County charges, offenders would go on probation rather than to prison. It seems that a lot of drug offenders are moving to this area. Representative Rarick is against these new

guidelines and Senator Lourey is on the fence with it.

- **Lynette Kuzel**
Meth is still prevalent and seeing a lot of IV use – about 90% use needles.
- **Commissioner Ludwig**
Matt recently attended a NAMHI meeting – the state is pushing to catch mental health issues at a younger age.
- **Deb Wright**
FirstLight is also working on mental health issues and substance abuse – scheduling group meetings for Kanabec/Pine Co residents and how to address mental health and the strategies to use to address community concerns. Possibly the offering of education in the clinics to try and reduce mental health issues, provide chemical health resources in the way of brochures, web site, etc. to providers, community and parents.

The 2nd Annual FirstLight Color Run/Walk is scheduled for June 4th in Mora. Proceeds will go to several local schools/organizations that work on substance abuse and mental health initiatives.

- **Terry Fawcett**
Talked about the Bureau of Justice Assistance Grant and funding available on issues of mental health disorders and co-occurring substance use disorders and partnering with the reservation.
- **Steph Youngberg**
It has been somewhat quiet at the schools recently, however, a few weeks ago some kids had drug paraphernalia on them and a few kids (8th & 9th graders) being intoxicated at school. There is a big use of alcohol and marijuana, a few years ago kids were snorting in school – they would press pills right on the tables. She indicated that about 10 kids are making some bad choices and the school is working on getting additional Mental Health Workers from TSA in the schools.

She also indicated that TreeHouse is interfacing very well and are welcome to come into the schools to do things with their participants.

- **Anne LaFrinier-Ritchie**
The 2016 budget for Mille Lacs Band Family Services has not been approved yet – they are waiting to hear back if their request to hire new staff will go through.
- **Becky Foss**
There seems to be continued use of heroin in the area, a lot of OD's in the Mille Lacs area, which seem to be laced with fentanyl.

The next meeting is scheduled for Monday, April 11, 2016 from 3:00 pm – 4:30 at Pine County Health & Human Services/Public Health Building in Sandstone.

Meeting adjourned at 4:00 pm. Minutes prepared by Janet Schumacher
Directions to the Pine Government Center in Pine City:

FROM NORTH – Take Interstate 35 South to the first Pine City Exit. At top of exit, take a left (Co Rd 11) and continue to Hwy 61 - turn right and continue to the first set of stop lights – the PGC is on the right – across from Frandsen Bank. Come up the north stairway/elevator to the HHS receptionist area.

FROM SOUTH – Take Interstate 35 North to the first Pine City exit. At top of exit, take a right (Hillside Ave) and continue to Hwy 61 - turn left and continue through the four way stop to the next set of stop lights – the PGC is on the left – across from Frandsen Bank. Come up the north stairway/elevator to the HHS receptionist area.

Directions to the Pine County Health & Human Services/Public Health Building in Sandstone:

FROM NORTH – Take Interstate 35 South to Askov/Finlayson exit. At top of exit, take a right and go to the stop sign, take a left (61/23) to Sandstone. As you approach the 61 Motel on the right, the HHS/Public Health Bldg is on the left.

FROM SOUTH – Take Interstate 35 North to Sandstone exit. At top of exit, take a right. Follow this road, staying to the left of the Y and continue all the way to the stop sign; take a left (61/23) and go about 3 blocks – 61 Motel on the left, the HHS/Public Health Bldg is on the right.

\\Methamphetamine Task Force\Minutes\2016\March 14 min.doc



AGENDA REQUEST FORM

Date of Meeting: April 5, 2016

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

Agenda Item: March, 2016 Disbursements

Department: Auditor-Treasurer

Cathy Clunes
Department Head signature

Background information on Item:

March, 2016 Disbursements

Action Requested:

Financial Impact:

CATHYJ
3/28/16 9:50AM

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



DISBURSEMENTS JOURNAL REPORT G/L Months: 03/2016 - 03/2016

RECAP BY FUND	FUND	AMOUNT	NAME
	1	417,688.70	GENERAL REVENUE FUND
	12	194,186.09	HEALTH & HUMAN SERVICES
	13	61,777.67	ROAD & BRIDGE FUND
	22	161.11	LAND MANAGEMENT FUND
	29	16,667.01	CHILDREN'S COLLAB (H&HS) AGENCY FUND
	76	266,357.42	GROUP HEALTH INS FUND 5/1/95 (GEN)
	80	453,296.29	COUNTY COLLECTIONS AGENCY FUND
	82	2,050.82	TAXES AND PENALTIES AGENCY FUND
	89	5,085.97	H & HS COLLECTIONS AGENCY FUND
		1,457,271.08	Total Disbursements

RECAP BY TYPE	TYPE	AMOUNT	NAME
	1	1,275,327.61	AUD
	2	182,099.27	COM
	3	155.80	MVC
		1,457,271.08	Total Disbursements



AGENDA REQUEST FORM

Date of Meeting: April 5, 2016

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

Agenda Item: Applications for Abatement

Department: Auditor-Treasurer

Cathy Clamer
Department Head signature

Background information on Item:

Larry & Donna Schwarz, Pine City Twp, 26.0402.002, pay 2016
Sheldon Johnson, Willow River City, 47.0011.000, pay 2016
Michelle Steiner, 9575 Rice Rd, 06.0190.000, pay 2016

Action Requested:

Approval

Financial Impact:

APPLICATION FOR ABATEMENT - GENERAL FORM

(M.S. 375.192)

DATE: 3/22/16

For Taxes Levied In: 2015
And Payable In: 2016

Abatement # AB 116-03

Please Print Or Type

Applicants Name: <u>Larry & Donna Schwarz</u>	Applicants Mailing Address: <u>11359 Ravine Rd</u>
Applicant's SSN: <u>on file</u>	<u>Pine City, MN 55063</u>
Telephone (Home): _____	
Telephone (Work): _____	

Description Of Property: Property ID or Parcel Number: 260-102-002
 Street Address: n/a
 Township/City: Pine City Twp
 School District: 578

Legal Description: NE1/4 NE1/4 & Part NW1/4 NE1/4
Section 25, Township 39, Range 21

ASSESSOR'S ESTIMATED MARKET VALUE:

Land: 145,500 Structures: 0 Total: 145,500 Classification: 101-1
23-0

Applicants Statement of Facts:

Tax Court Petition.

Applicants Request:

Value & classify per the tax court petition.
NO gravel pit on property.

Applicant's Signature: KS
Administrative Abatement

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

APPLICATION FOR ABATEMENT - HOMESTEAD FORM

(M.S. 375.192)

DATE: 3/29/16
Abatement # AB11604

For Taxes Levied In: 2015
And Payable In: 2016

Please Print Or Type

Applicants Name: <u>Sheldon Johnson</u>	Applicants Mailing Address: <u>PO Box 49</u>
Applicant's SSN: <u>on file</u>	<u>Willow River, MN 55795</u>
Telephone (Home): _____	
Telephone (Work): _____	

Description Of Property: _____ Property ID or Parcel Number: 47.0011000
 Street Address: n/a
 Township/City: Willow River City
 School District: 577

Legal Description: part SE/4 SE/4 west of Hwy 35 ROW
SEC 2 - Twp 44 - Rng 20

OWNERSHIP DATA

I/We declare that I/We owned and occupied the property described above for the purpose of homestead on January 2, _____ (or Dec 1, 2015 mid-year homesteads) and that such occupancy began on Nov. 13, 2015 and that my/our ownership is evidenced by a warranty deed dated Nov. 13, 2015 which provides for a sole/shared ownership interest by a total of 1 persons.

Minn. Stat., Sec. 375.192. Subd. 1 requires the names and social security numbers of all property owners claiming homestead to verify that they are not receiving more than one homestead. Your social security number is private information. If you fail to provide the social security numbers, this property will not be eligible for the homestead classification. State law provides for county government to make social security numbers available only to the Minnesota Department of Revenue.

Owner's Name: Sheldon Johnson Social Security Number: on file
 Owner's Name: _____ Social Security Number: _____
 Owner's Name: _____ Social Security Number: _____
 Owner's Name: _____ Social Security Number: _____

Applicants Request:

Applicant Requests that the real estate described above be classified for the above year as real estate used for the purposes of a homestead and that the taxable value and the taxes for the above year be reduced accordingly. This statement is a true and full statement of all facts known to the applicant relative to this matter.

Applicant's Signature: [Signature]
Administrative Abatement

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

REPORT OF INVESTIGATION:

I hereby report that I have investigated the statements made in the foregoing application and find the facts to be as follows:

Additional lot purchased-failed to mp.

The applicant(s) has/have provided the following documentation as proof of occupancy:

N/A.

[Signature] 3/29/16
Signature of Investigator Date

Pine County

APPLICATION FOR ABATEMENT - HOMESTEAD FORM

(M.S. 375.192)

DATE: 3/29/16
Abatement # AB1605

For Taxes Levied In: 2015
And Payable In: 2016

Please Print Or Type

Applicants Name: <u>Michelle Steiner</u>	Applicants Mailing Address: <u>9575 Rice Rd Brook Park, MN 55009</u>
Applicant's SSN: <u>on file</u>	
Telephone (Home): _____	
Telephone (Work): _____	

Description Of Property: _____ Property ID or Parcel Number: 06.090.000
 Street Address: 9575 Rice Rd - Brook Park
 Township/City: Brook Park Twp
 School District: 2165

Legal Description: w/2 SE 1/4 NW 1/4 & w/2 E 1/2 SW 1/4
Sec 23 - Twp 40 - Rng 22

OWNERSHIP DATA

I/We declare that I/We owned and occupied the property described above for the purpose of homestead on January 2, 2015 (or Dec 1, _____ mid-year homesteads) and that such occupancy began on May 1, 1990 and that my/our ownership is evidenced by a divorce decree dated May 27, 2012 which provides for a sole/shared ownership interest by a total of 2 persons.

Minn. Stat., Sec. 375.192, Subd. 1 requires the names and social security numbers of all property owners claiming homestead to verify that they are not receiving more than one homestead. Your social security number is private information. If you fail to provide the social security numbers, this property will not be eligible for the homestead classification. State law provides for county government to make social security numbers available only to the Minnesota Department of Revenue.

Owner's Name: Michelle Steiner Social Security Number: on file
 Owner's Name: _____ Social Security Number: _____
 Owner's Name: _____ Social Security Number: _____
 Owner's Name: _____ Social Security Number: _____

Applicants Request:

Applicant Requests that the real estate described above be classified for the above year as real estate used for the purposes of a homestead and that the taxable value and the taxes for the above year be reduced accordingly. This statement is a true and full statement of all facts known to the applicant relative to this matter.

Applicant's Signature: [Signature]
Administrative Abatement

NOTE: Minnesota Statutes 1998, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000, or both."

REPORT OF INVESTIGATION:

I hereby report that I have investigated the statements made in the foregoing application and find the facts to be as follows:
After the divorce - property was never transferred into Michelle's name. Divorce decree is recorded showing she got the house + 8.49 acres.
The applicant(s) has/have provided the following documentation as proof of occupancy:

[Signature] 3/29/16
Signature of Investigator Date
Pine County



AGENDA REQUEST FORM

Date of Meeting: April 5, 2016

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

Agenda Item: Application for Abatement

Department: Auditor-Treasurer

Cathy Clements
Department Head signature

Background information on Item:

Eleanor Gockowski, Windemere Twp, PID 33.0482.000, pay 2015 and 2016

Action Requested:

Financial Impact:

APPLICATION FOR ABATEMENT - GENERAL FORM
(M.S. 375.192)

DATE: March 29, 2014

For Taxes Levied In: 2014
And Payable In: 2015

Abatement # AB15-34

Please Print Or Type

Applicants Name: <u>Eleanor Backowski</u>	Applicants Mailing Address: <u>PO Box 266</u>
Applicant's SSN: <u>on file</u>	<u>Coon, MN 55011</u>
Telephone (Home): _____	
Telephone (Work): _____	

Description Of Property: Property ID or Parcel Number: 230422000
 Street Address: n/a
 Township/City: Windemere Twp
 School District: 097

Legal Description: NW/4 NE/4
SEC 15, TWP 45, Rng 13

ASSESSOR'S ESTIMATED MARKET VALUE:

Land: 53,600 Structures: 0 Total: 53,600 Classification: 101-1-002

Applicants Statement of Facts:

Green acres granted in 2014 - not carried forward.

Applicants Request:

Value as green acres

Applicant's Signature: [Signature]
Administrative Abatement

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

APPLICATION FOR ABATEMENT - GENERAL FORM

(M.S. 375.192)

DATE: March 28, 2016

For Taxes Levied In: 2015
And Payable In: 2016

Abatement # AB16-06

Please Print Or Type

Applicants Name: <u>Edward Gockowski</u>	Applicants Mailing Address: <u>PO Box 2166</u>
Applicant's SSN: <u>on file</u>	<u>Ordor, MN 55011</u>
Telephone (Home): _____	
Telephone (Work): _____	

Description Of Property: Property ID or Parcel Number: 23.0482.000
Street Address: n/a
Township/City: Windermere Twp
School District: 097

Legal Description: NW1/4 NE1/4
SEC 15, TWP 45, Rng 19

ASSESSOR'S ESTIMATED MARKET VALUE:

Land: 55,900 Structures: 0 Total: 55,900 Classification: 100-5103

Applicants Statement of Facts:

Green acres granted in 2014 - not carried forward.

Applicants Request:

Value as green acres.

Applicant's Signature: [Signature]
Administrative Abatement

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



AGENDA REQUEST FORM

Date of Meeting: April 5, 2016

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

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

Department: Auditor-Treasurer

Cathy Clemons
Department Head signature

Background information on Item:

Premises Permit Application and Lease for Lawful Gambling Activity for Pokegama Lake Association to conduct Minnesota lawful gambling at Vannelli's Landing, Inc. (formerly Kurtz's Muffies on the Lake), 13646 Muffies Ln, Pine City (Pokegama Twp).

Action Requested:

Approval

Financial Impact:

LG214 Premises Permit Application

Annual Fee \$150 (NON-REFUNDABLE)

REQUIRED ATTACHMENTS TO LG214

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

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

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

ORGANIZATION INFORMATION

Organization Name: Pokegama Lake Association License Number: 02992
 Chief Executive Officer (CEO) Dutch Pierce Daytime Phone: 763-218-0054
 Gambling Manager: Doreen Grave Daytime Phone: 320-237-6441

GAMBLING PREMISES INFORMATION

Current name of site where gambling will be conducted: Vannelli's Landing, Inc.

List any previous names for this location:

Kurtz's Muffies on the Lake, LLC Mitchell's Landing Muffies

Street address where premises is located: 13646 Muffies Lane
(Do not use a P.O. box number or mailing address.)

City:	OR Township:	County:	Zip Code:
<u>Pine City</u>	<u>Pokegama</u>	<u>Pine</u>	<u>55063</u>

Does your organization own the building where the gambling will be conducted?
 Yes No **If no, attach LG215 Lease for Lawful Gambling Activity.**

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

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

Note: Bar bingo can only be conducted at a site where another form of lawful gambling is being conducted by the applying organization or another permitted organization. Electronic games can only be conducted at a site where paper pull-tabs are played.

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

GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA

Bank Name: Stearns Bank N.A. Bank Account Number: 1004695
 Bank Street Address: 600 Hillside Ave SW City: Pine City State: MN Zip Code: 55063

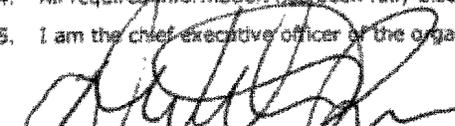
ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES

Address (Do not use a P.O. box number):	City:	State:	Zip Code:
<u>12965 Lake Line Road</u>	<u>Pine City</u>	<u>MN</u>	<u>55063</u>
		<u>MN</u>	
		<u>MN</u>	

ACKNOWLEDGMENT BY LOCAL UNIT OF GOVERNMENT: APPROVAL BY RESOLUTION

<p>CITY APPROVAL for a gambling premises located within city limits</p> <p>City Name: _____</p> <p>Date Approved by City Council: _____</p> <p>Resolution Number: _____ (If none, attach meeting minutes.)</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date Signed: _____</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%; text-align: center;"> <p>Local unit of government must sign.</p> </div>	<p>COUNTY APPROVAL for a gambling premises located in a township</p> <p>County Name: <u>Pine County</u></p> <p>Date Approved by County Board: _____</p> <p>Resolution Number: _____ (If none, attach meeting minutes.)</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date Signed: _____</p> <p>TOWNSHIP NAME: _____</p> <p>Complete below only if required by the county. On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date Signed: _____</p>
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ACKNOWLEDGMENT AND OATH

<ol style="list-style-type: none"> 1. I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter and inspect the premises. 2. The Board and its agents, and the commissioners of revenue and public safety and their agents, are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law. 3. I have read this application and all information submitted to the Board is true, accurate, and complete. 4. All required information has been fully disclosed. 5. I am the chief executive officer of the organization. 	<ol style="list-style-type: none"> 6. I assume full responsibility for the fair and lawful operation of all activities to be conducted. 7. I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them. 8. Any changes in application information will be submitted to the Board no later than ten days after the change has taken effect. 9. I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license. 10. I understand the fee is non-refundable regardless of license approval/denial.
<p>X </p> <p>Signature of Chief Executive Officer (designee may not sign)</p>	<p style="text-align: right; font-size: 1.2em;"><u>3-2-16</u></p> <p>Date</p>

<p><small>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application. Your organization's name and address will be public</small></p>	<p><small>information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information;</small></p>	<p><small>Minnesota's Department of Public Safety, Attorney General, Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</small></p>
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This form will be made available in alternative format, i.e. large print, braille, upon request.

MINNESOTA LAWFUL GAMBLING
LG215 Lease for Lawful Gambling Activity

LEASE INFORMATION		
Organization: Pokegama Lake Association	License/Site Number: 02992	Daytime Phone: 320-629-7393
Address: 12965 Lake Line Road	City: Pine City	State: Zip: MN 55063
Name of Leased Premises: Vannelli's Landing, Inc.	Street Address: 13646 Muffies Lane	
City: Grasston	State: Zip: MN 55030	Daytime Phone: 320-629-8039
Name of Legal Owner: Roger & Marie Vannelli	Business/Street Address: 11 Lacosta Drive	
City: Dellwood	State: Zip: MN 55110	Daytime Phone: 651-785-8590
Name of Lessor (if same as legal owner, write "SAME"): Same		
City:	State: Zip:	Daytime Phone:
Check applicable item: <input type="checkbox"/> New or amended lease. Effective date: _____. Submit changes at least ten days before the effective date of the change. <input checked="" type="checkbox"/> New owner. Effective date: <u>04/01/2016</u> . Submit new lease within ten days after new lessor assumes ownership.		
CHECK ALL ACTIVITY THAT WILL BE CONDUCTED (no lease required for raffles)		
<input checked="" type="checkbox"/> Pull-Tabs (paper)	<input type="checkbox"/> Electronic Pull-Tabs	
<input type="checkbox"/> Pull-Tabs (paper) with dispensing device	<input type="checkbox"/> Electronic Linked Bingo	
<input checked="" type="checkbox"/> Bar Bingo <input type="checkbox"/> Bingo	Electronic games may only be conducted:	
<input checked="" type="checkbox"/> Tipboards	1. at a premises licensed for the on-sale of intoxicating liquor or the on-sale of 3.2% malt beverages; or	
<input checked="" type="checkbox"/> Paddlewheel <input type="checkbox"/> Paddlewheel with table	2. at a premises where bingo is conducted as the primary business and has a seating capacity of at least 100.	
PULL-TAB, TIPBOARD, AND PADDLEWHEEL RENT (separate rent for booth and bar ops)		
BOOTH OPERATION: Some or all sales of gambling equipment are conducted by an employee/volunteer of a licensed organization at the leased premises.		
ALL GAMES, including electronic games: Monthly rent to be paid: _____%, not to exceed 10% of gross profits for that month. • Total rent paid from all organizations for only booth operations at the leased premises may not exceed \$1,750. • The rent cap does not include BAR OPERATION rent for electronic games conducted by the lessor.		
BAR OPERATION: All sales of gambling equipment conducted by the lessor or lessor's employee.		
ELECTRONIC GAMES: Monthly rent to be paid: _____%, not to exceed 15% of the gross profits for that month from electronic pull-tab games and electronic linked bingo games.		
ALL OTHER GAMES: Monthly rent to be paid: <u>20</u> %, not to exceed 20% of gross profits from all other forms of lawful gambling. • If any booth sales conducted by a licensed organization at the premises, rent may not exceed 10% of gross profits for that month and is subject to booth operation \$1,750 cap.		
BINGO RENT (for leased premises where bingo is the primary business conducted, such as bingo hall)		
Bingo rent is limited to one of the following:		
• Rent to be paid: _____%, not to exceed 10% of the monthly gross profit from all lawful gambling activities held during bingo occasions, excluding bar bingo. - OR -		
• Rate to be paid: \$ _____ per square foot, not to exceed 110% of a comparable cost per square foot for leased space, as approved by the director of the Gambling Control Board. The lessor must attach documentation, verified by the organization, to confirm the comparable rate and all applicable costs to be paid by the organization to the lessor. ⇒ Rent may not be paid for bar bingo. ⇒ Bar bingo does not include bingo games linked to other permitted premises.		
LEASE TERMINATION CLAUSE (must be completed)		
The lease may be terminated by either party with a written <u>30</u> day notice. Other terms:		

LG215 Lease for Lawful Gambling Activity

Lease Term: The term of this agreement will be concurrent with the premises permit issued by the Gambling Control Board (Board).

Management: The owner of the premises or the lessor will not manage the conduct of lawful gambling at the premises. The organization may not conduct any activity on behalf of the lessor on the leased premises.

Participation as Players Prohibited: The lessor will not participate directly or indirectly as a player in any lawful gambling conducted on the premises. The lessor's immediate family and any agents or gambling employees of the lessor will not participate as players in the conduct of lawful gambling on the premises, except as authorized by Minnesota Statutes, Section 349.181.

Illegal Gambling: The lessor is aware of the prohibition against illegal gambling in Minnesota Statutes 609.75, and the penalties for illegal gambling violations in Minnesota Rules 7865.0220, Subpart 3. In addition, the Board may authorize the organization to withhold rent for a period of up to 90 days if the Board determines that illegal gambling occurred on the premises or that the lessor or its employees participated in the illegal gambling or knew of the gambling and did not take prompt action to stop the gambling. Continued tenancy of the organization is authorized without payment of rent during the time period determined by the Board for violations of this provision, as authorized by Minnesota Statutes, Section 349.18, Subd. 1(a).

To the best of the lessor's knowledge, the lessor affirms that any and all games or devices located on the premises are not being used, and are not capable of being used, in a manner that violates the prohibitions against illegal gambling in Minnesota Statutes, Section 609.75.

Notwithstanding Minnesota Rules 7865.0220, Subpart 3, an organization must continue making rent payments under the terms of this lease, if the organization or its agents are found to be solely responsible for any illegal gambling, conducted at this site, that is prohibited by Minnesota Rules 7861.0260, Subpart 1, item H, or Minnesota Statutes, Section 609.75, unless the organization's agents responsible for the illegal gambling activity are also agents or employees of the lessor.

The lessor must not modify or terminate the lease in whole or in part because the organization reported, to a state or local law enforcement authority or to the Board, the conduct of illegal gambling activity at this site in which the organization did not participate.

Other Prohibitions: The lessor will not impose restrictions on the organization with respect to providers (distributor or linked bingo game provider) of gambling-related equipment and services or in the use of net profits for lawful purposes.

The lessor, the lessor's immediate family, any person residing in the same residence as the lessor, and any agents or employees of the lessor will not require the organization to perform any action that would violate statute or rule. The lessor must not modify or terminate this lease in whole or in part due to the lessor's violation of this provision. If there is a dispute as to whether a violation occurred, the lease will remain in effect pending a final determination by the Compliance Review Group (CRG) of the Board. The lessor agrees to arbitration when a violation of this provision is alleged. The arbitrator shall be the CRG.

Access to Permitted Premises: Consent is given to the Board and its agents, the commissioners of revenue and public safety and their agents, and law enforcement personnel to enter and inspect the permitted premises at any reasonable time during the business hours of the lessor. The organization has access to the premises during any time reasonable and when necessary for the conduct of lawful gambling.

Lessor Records: The lessor must maintain a record of all money received from the organization, and make the record available to the Board and its agents, and the commissioners of revenue and public safety and their agents upon demand. The record must be maintained for 3-1/2 years.

Rent All-Inclusive: Amounts paid as rent by the organization to the lessor are all-inclusive. No other services or expenses provided or contracted by the lessor may be paid by the organization, including but not limited to:

- trash removal
- electricity, heat
- snow removal
- storage
- janitorial and cleaning services
- other utilities or services
- lawn services
- security, security monitoring
- cost of any communication network or service required to conduct electronic pull-tabs games or electronic bingo
- in the case of bar operations, cash shortages.

Any other expenditures made by an organization that is related to a leased premises must be approved by the director of the Board. Rent payments may not be made to an individual.

ACKNOWLEDGMENT OF LEASE TERMS

I affirm that this lease is the total and only agreement between the lessor and the organization, and that all obligations and agreements are contained in or attached to this lease and are subject to the approval of the director of the Gambling Control Board.

Other terms of the lease:

Signature of Lessor:

Date:

3-24-15

Signature of Organization Official (Lessee):

Date:

3-24-15

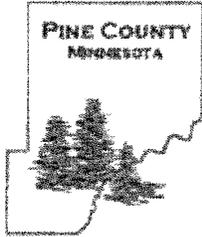
Print Name and Title of Lessor:

ROGER VANVELLE OWNER

Print Name and Title of Lessee:

DOREEN GRAVE (GAMBLING MANAGER)

Questions? Contact the Licensing Section, Gambling Control Board, at 651-539-1900. This publication will be made available in alternative format (i.e. large print, braille) upon request. **Data privacy notice:** The information requested on this form and any attachments will become public information when received by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.



AGENDA REQUEST FORM

Date of Meeting: April 5, 2016

- County Board**
 - Consent Agenda
 - Regular Agenda

5 mins 10 mins 15 mins Other

Personnel Committee

Other _____

Agenda Item: 2016 Timber Auction

Department: Auditor/Land

Cathy Clemons
Department Head signature

Background information on Item:

Timber Auction Wednesday, May 11, 2016.....10 AM
1610 Hwy. 23 N. Sandstone

Nine parcels with over 10,000 cords to be offered at an appraised value of \$308,533.00.

Action Requested:

Approval

Financial Impact:

N/A

PINE COUNTY
Notice of County Timber Stumpage Sale
Wednesday, May 11, 2016

Pursuant to the order of the County Board of Pine County and under the provisions of Minnesota Statutes 282.04, as amended, and others that may apply, the following timber will be offered for sale WITHOUT the sale of land on **WEDNESDAY, May 11, 2016 at 10:00 a.m. at the Pine County Human Services/Highway Department Building; 1610 Hwy. 23N., Sandstone, Minnesota.** Timber will be sold to the highest bidder, but at not less than the appraised value and in conformity with the forestry practices as outlined in the contract. Bidding will be on a percentage basis in minimum increments of 1% of the sales' appraised value, with the bid increase to be added to the sales' appraised value. All species will be affected by bid increase. The right to accept or reject any or all bids is reserved.

General terms and conditions:

Sales require a down payment of 15% of the appraised value, with no down payment being less than \$250.00. Down payments must be paid immediately following the auction and are non-refundable in the event that the purchaser forfeits the sale.

Sales must be paid in full before cutting operations begin, unless otherwise noted. With the exception of Tract 1, all sale tracts are SOLD AS APPRAISED (payments are based on estimated timber volume). Purchase of sale tracts also includes all top and undersized material of timber species as outlined within the individual timber sale contracts.

If a block payment option applies: Each block must be paid in full before harvesting of that block, and the down payment will be retained and applied toward payment of the final block.

The Land Department will be notified before cutting begins and prior to sale completion. All trails and landings must be approved by Pine County Land Department.

Sale duration and extensions:

All tracts expire December 31, 2018; plus an additional 2-year extension if needed.

Sale extension fee: Sale must be paid in full before an extension is granted. Two year extension fee is at 5% of the uncut timber value bid price as determined by Pine County.

In circumstances beyond the control of the purchaser (weather, health, markets, etc.), the Land Commissioner may grant hardship extensions at no charge.

Auction tracts that do not sell the day of the sale may be purchased at the appraised value, under the terms and conditions as outlined above.

Further information on access, cutting regulations, sale location and other details for each tract may be obtained by contacting the Pine County Land Department at (320) 216-4225

Pine County Land Department
1602 Hwy. 23 North
Sandstone, MN 55072

2016 PINE COUNTY TIMBER AUCTION TRACTS

NOTE: - All tracts are sold as appraised (except tract 1).

- Seasonal cutting restrictions exist on most summer accessible sales. These restrictions are listed in the timber sale contracts.
- Tracts retaining a high volume of residual timber have been identified as marked thinning and/or selective cut, requiring equipment and harvest methods that keep damage to residual timber minimal.

PA-1-16

Section 31- T43N – R17W
(New Dosey Township); 18 acres

80 cords Birch Pulp	\$8.00/cord	\$ 640.00
22 cords Maple Pulp	\$5.00/cord	\$ 110.00
3 cords Misc. Pulp	\$8.00/cord	\$ 24.00
APPRAISED VALUE		\$ 774.00

Down payment: (\$250.00)

Note: Winter Access

- Selective Cut/Marked Thinning.

PA-2-16

Section 14-T43N – R17W
(Fleming Township); 32.2 acres

122 cords Oak Pulp/Logs	\$26.00/cord	\$ 3,172.00
111 cords Ash Pulp/Logs	\$12.00/cord	\$ 1,332.00
67 cords Birch Pulp	\$10.00/cord	\$ 670.00
35 cords Maple Pulp	\$10.00/cord	\$ 350.00
2 cords Basswood Pulp	\$5.00/cord	\$ 10.00
APPRAISED VALUE		\$ 5,534.00

Down payment: \$830.10

Note: Dry Late Summer/Fall Access

- Selective Cut/Marked Thinning.

PA-3-16

Section 15 of T42N - R17W
(Wilma Township); 49.1 acres

270 cords Oak Pulp/Logs	\$22.00/cord	\$ 5,940.00
55 cords Aspen Pulp	\$15.00/cord	\$ 825.00
70 cords Birch Pulp	\$10.00/cord	\$ 700.00
35 cords Maple Pulp	\$10.0/cord	\$ 350.00
65 cords Ash Pulp	\$10.00/cord	\$ 650.00
15 cords Basswood Pulp	\$5.00/cord	\$ 75.00
APPRAISED VALUE		\$ 8,540.00

Down payment: \$1,281.00

Note: Winter Access

- Selective Cut/Marked Thinning.

PA-4-16

Section 27 and 28 of T43N - R18W
(Fleming Township); 100 acres

615 cords Ash Pulp/Logs	\$12.00/cord	\$ 7,380.00
135 cords Oak Pulp/Logs	\$22.00 /cord	\$ 2,970.00
45 cords Basswood Pulp/Logs	\$8.00 /cord	\$ 360.00
115 cords Maple Pulp	\$10.00 /cord	\$ 1,150.00
25 cords Birch Pulp	\$10.00/cord	\$ 250.00
80 cords Aspen Pulp	\$15.00/cord	\$ 1,200.00
APPRAISED VALUE		\$ 13,310.00

Down payment: \$1,996.50

Note: Winter Access

- Selective Cut/Marked Thinning.

PA-5-16

Section 34- T43N - R16W
(New Dosey Township); 19.7 acres

330 cords Aspen/Balm Pulp	\$ 30.00/cord	\$ 9,900.00
5 cords Birch Pulp	\$ 10.00/cord	\$ 50.00
APPRAISED VALUE		\$9,950.00

Down payment: \$1,492.50

Note: Dry Summer Access

- Additional 13 cords of Township and Private Aspen will be cut (see contract for details).

PA-6-16

Section 13-T44N – R18W
(Bruno Township); 25.5 acres

690 cords Aspen Pulp	\$30.00/cord	\$ 20,700.00
APPRAISED VALUE		\$ 20,700.00

Down payment: \$3,105.00

Note: Winter Access

PA-7-16

Section 27 - T42N – R20W
(Sandstone Township); 28.6 acres

685 cords Aspen Pulp	\$35.00 /cord	\$ 23,975.00
30 cords Birch Pulp	\$15.00/cord	\$ 450.00
20 cords Maple Pulp	\$10.00/cord	\$ 200.00
APPRAISED VALUE		\$ 24,625.00

Down payment: \$3,693.75

Note: Summer Access

- Permission needed to cross private property, interested parties should contact the Land Department as initial contacts have been made.

PA-8-16

Section 22, 26, and 27 of T42N – R19W
(Sandstone Township); 126.2 acres

2,610 cords Aspen Pulp	\$ 30.00/cord	\$ 78,300.00
APPRAISED VALUE		\$ 78,300.00

Down payment: \$11,745.00

Note: Winter Access

- Permission needed to cross private property, interested parties should contact the Land Department as initial contacts have been made.

PA-9-16

Section 22, 26, and 27 of T42N – R19W
(Sandstone Township); 126.2 acres

3,670 cords Aspen Pulp	\$ 40.00/cord	\$ 146,800.00
APPRAISED VALUE		\$ 146,800.00

Down payment: \$22,020.00

Note: Dry Summer Access

EMERALD ASH BORER THREAT: Due to the threat of the emerald ash borer, it is encouraged that sales with a high volume of ash be harvested within the first year of purchase. In the event that an infestation occurs and quarantines or other factors limit marketability, the timber will be re-appraised in accordance to the "Pine County Damage Timber Sale Salvage Policy".

PINE COUNTY DAMAGED TIMBER SALE SALVAGE POLICY

Qualifying Timber Sales:

- A. Sales or cutting blocks which have received a minimum of 30% damage. Damage typically involves windstorms but may also include flooding, fire, or other catastrophic events.
- B. Current sales which have not entered into an extension period.
- C. Damaged timber sales with unique conditions needing a modification to the contract in order to promote sound forest management practices.

Contract Adjustments:

- A. Modifications to an existing contract will address conditions associated with the salvage of damaged timber stands. Modifications may include but not limited to:
 - 1. expiration date/ special extensions,
 - 2. change in scale,
 - 3. cutting regulations,
 - 4. additions or deletions of stumpage,
 - 5. reappraisal of stumpage volume and price.
- B. Guidelines for adjustments:
 - 1. Modification of contract specifications will be based on sound forest management practices and will be in the best interest of the County.
 - 2. At the discretion of the Land Commissioner, adjustments to the stumpage price will reflect the decrease in value of the damaged timber, based on the extent of damage as well as factors affecting the salvage. Purchaser must be current on all payments toward the County before receiving the adjusted stumpage price.



AGENDA REQUEST FORM

Date of Meeting: April 5, 2016

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

Agenda Item: Donations

Department: Sheriff

John D. ... Chief Deputy
Department Head signature

Background information on Item:

Donations for the K-9 program were received as follows:

- Pine Area Lions Club \$500.00
- Roofers Local 96 \$100.00
- Finlayson-Giese Lions Club \$500.00
- St. Patricks Knights Of Columbus \$250.00
- City of Finlayson \$300.00
- Janice Hahn Askov, MN \$100.00
- Mille Lacs Corporate Ventures \$2,500.00
- Pam and John Ward Pine City, MN \$26.00

Action Requested:

Acknowledge donations received for the K-9 program

Financial Impact:



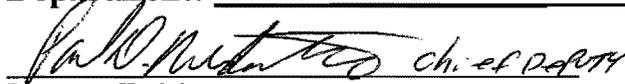
AGENDA REQUEST FORM

Date of Meeting: April 5, 2016

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

Agenda Item: Grant money

Department: Sheriff


Department Head signature

Background information on Item:

The Sheriff's Office received a \$400.00 grant from the "Auto Club Group" aka "AAA". The grant money will be used for traffic safety event materials, mock car crashes or child passenger safety events. Grant money cannot be used for officer salary.

Action Requested:

Acknowledge acceptance of the grant money received.

Financial Impact:

None. No matching funds were required.



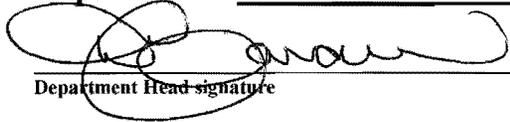
AGENDA REQUEST FORM

Date of Meeting: April 5th, 2016

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

Agenda Item: 2016-17 State Boat and Water Safety Grant

Department: Pine County Sheriff's Office


Department Head signature

Background information on Item:

The State Boat and Water Safety Grant will be used for enforcement hours and annual maintenance.

The grant period is for January 1, 2016 - June 30, 2017.

Action Requested:

The Pine County Sheriff's Office respectfully asks for the approval and signing of the 2016-17 State Boat and Water Safety Grant.

Financial Impact:

The grant amount is \$5,912 and does not require matching funds.



**2016 STATE OF MINNESOTA
ANNUAL COUNTY BOAT AND WATER SAFETY
GRANT AGREEMENT**

ENCUMBRANCE WORKSHEET

Grant #: 107054

PO#:3000091133

State Accounting Information:

Dept. ID R29	PC Bus. Unit R2901	Fiscal Year 2016	Source Type State	Vendor Number 0000197310-001
Total Amount \$5,912	Project ID R29G4CGSFY15	Billing Location R297000221	DUNS 019066948	

Accounting Distribution:

Fund 2100	Fin. Dept. ID R2937714	Appropriation ID R297400	Category 84101501	Account 441302	Activity A4CG002
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Grant Begin Date January 1, 2016	Grant End Date June 30, 2017
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Grantee Name and Address:

Pine Co. Sheriff
635 Northridge Dr. NW
Pine City, MN 55063

Payment Address:

(where DNR sends the check)

Pine Co. Treasurer
635 Northridge Dr. NW #230
Pine City, MN 55063

**2016 STATE OF MINNESOTA
ANNUAL COUNTY BOAT AND WATER SAFETY
GRANT AGREEMENT**

This grant agreement is between the State of Minnesota, acting through its Commissioner of Natural Resources, Enforcement Division ("State") and Pine Co. Sheriff, 635 Northridge Dr. NW, Pine City, MN 55063 ("Grantee"). The payment address for this grant agreement is Pine Co. Treasurer, 635 Northridge Dr. NW #230, Pine City, MN 55063.

Recitals

1. Under Minnesota Statutes § 86B.701 & .705 the State is empowered to enter into this grant.
2. The State is in need of Sheriff's duties to carry out the provisions of Chapter 86B and the Boat and Water Safety Rules, hereinafter referred to as the "Minnesota Rules", including patrol, enforcement, search and rescue, watercraft inspection, issuance of temporary structure & event permits, waterway marking and accident investigation, all hereinafter referred to as the "Sheriff's Duties".
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant agreement to the satisfaction of the State. Pursuant to Minnesota Statute §16B.98 Subdivision 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

Grant Agreement

1 Term of Grant Agreement

- 1.1 **Effective date:** January 1, 2016 or the date the State obtains all required signatures under Minnesota Statutes § 16B.98, Subdivision 5, whichever is later. Once this grant agreement is fully executed, the Grantee may claim reimbursement for 2016 grant expenditures incurred back to the effective date. Reimbursements will only be made for expenditures made according to the terms of this grant agreement.
- 1.2 **Expiration date:** June 30, 2017. Pursuant to Minnesota Statute §16A.28, Subdivision 6, the encumbrance may be certified for one year beyond the year in which funds were appropriated. The Grantee shall submit a final billing invoice within 30 days of the expiration of the grant as specified herein.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant agreement: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.

2 Grantee's Duties

The Grantee, who is not a state employee, will provide county sheriff services for boat and water safety activities. As stated in Minnesota Statute § 86B.701, the Grantee will submit to the State a spending plan (Exhibit "A", which is attached and incorporated into this grant) along with this form to carry out the Sheriff's Duties. Boat and water safety activities are those outlined in Minnesota Statutes § 86B, Minnesota Rules, Chapter 6110, search and recovery operations in the waters of the State and the portions of Chapter 169A that are applicable to motorboats. Exhibit "B", which is attached and incorporated into this grant further defines the allowable expenditures.

Reporting Requirements: The Grantee must satisfactorily submit all activity and financial reports by the date(s) requested by the State, unless the State grants an extension in writing.

3 Time

The Grantee must comply with all the time requirements described in this grant agreement. In the performance of this grant agreement, time is of the essence.

4 Consideration and Payment

4.1 **Consideration.** The State will pay for all services performed by the Grantee under this grant agreement as follows:

- (a) **Compensation.** The Grantee will be paid for all boat and water safety activities performed by the Grantee during the term of the grant up to Five thousand nine hundred twelve dollars (\$5,912).
- (b) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant agreement will not exceed Five thousand nine hundred twelve dollars (\$5,912).

4.2 **Payment**

- (a) **Invoices.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices shall be submitted in a form prescribed by the State within the dates previously noted in "Term of Grant Agreement" in this Grant.
- (b) **Federal funds.** (Where applicable, if blank this section does not apply) Payments under this grant agreement will be made from federal funds obtained by the State through Title NA CFDA number _____ of the _____ Act of _____. The Grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Grantee's failure to comply with federal requirements.

- 4.3 Contracting and Bidding Requirements per Minn. Stat. §471.345, grantees that are municipalities as defined in Subd. 1 must do the following if contracting funds from this grant contract agreement for any supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property:
- (a) If the amount of the contract is estimated to exceed \$100,000, a formal notice and bidding process must be conducted in which sealed bids shall be solicited by public notice. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat. §16C.28, Subd. 1, paragraph (a), clause (2).
 - (b) If the amount of the contract is estimated to exceed \$25,000 but not \$100,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat. §16C.28, Subd. 1, paragraph (a), clause (2) and paragraph (c).
 - (c) If the amount of the contract is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the governing body. If the contract is made upon quotation it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt. Alternatively, municipalities may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat. §16C.28, Subd. 1, paragraph (a), clause (2).
 - (d) Support documentation of the bidding process utilized to contract services must be included in the grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.
 - (e) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per; Minn. Stat. §§177.41 through 177.44 consequently, the bid request must state the project is subject to prevailing wage. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

5 Conditions of Payment

All services provided by the Grantee under this grant agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 Authorized Representative

The State's Authorized Representative is Rodmen Smith, Director, Enforcement Division – Central Office, Minnesota Department of Natural Resources (DNR), 500 Lafayette Rd., St. Paul, MN 55155-4047, (651) 259-5042, rodmen.smith@state.mn.us or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The County Grantee's Authorized Representative is the County Sheriff or his/her successor. If the Grantee's Authorized Representative changes at any time during this grant agreement, the Grantee must immediately notify the State.

7 Assignment, Amendments, Waiver, and Grant Agreement Complete

- 7.1 **Assignment.** The Grantee shall neither assign nor transfer any rights or obligations under this grant agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant agreement, or their successors in office.
- 7.2 **Amendments.** Any amendments to this grant agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant agreement, or their successors in office.
- 7.3 **Waiver.** If the State fails to enforce any provision of this grant agreement, that failure does not waive the provision or the State's right to enforce it.
- 7.4 **Grant Agreement Complete.** This grant agreement, including Exhibits "A" and "B," contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant agreement, whether written or oral, may be used to bind either party.

8 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant agreement.

- 9 **State Audits**
Under Minnesota Statute § 16B.98, Subdivision 8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.
- 10 **Government Data Practices and Intellectual Property**
10.1 **Government Data Practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, Minnesota Statute § 13, as it applies to all data provided by the State under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant agreement. The civil remedies of Minnesota Statute § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.

If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.
- 11 **Workers' Compensation**
The Grantee certifies that it is in compliance with Minnesota Statute § 176.181, Subdivision 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.
- 12 **Publicity and Endorsement**
12.1 **Publicity.** Any publicity regarding the subject matter of this grant agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors with respect to the program, publications, or services provided resulting from this grant agreement.
12.2 **Endorsement.** The Grantee must not claim that the State endorses its products or services.
- 13 **Governing Law, Jurisdiction, and Venue**
Minnesota law, without regard to its choice-of-law provisions, governs this grant agreement. Venue for all legal proceedings out of this grant agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.
- 14 **Termination**
14.1 **Termination by the State.** The State may immediately terminate this grant agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
14.2 **Termination for Cause.** The State may immediately terminate this grant agreement if the State finds that there has been a failure to comply with the provisions of this grant agreement, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.
14.3 **Termination for Insufficient Funding.** The State may immediately terminate this grant agreement if:
a) It does not obtain funding from the Minnesota Legislature
b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the grant is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.
- 15 **Data Disclosure**
Under Minnesota Statute § 270C.65, Subdivision 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

16 Monitoring

The State shall be allowed at any time to conduct periodic site visits and inspections to ensure work progress in accordance with this grant agreement, including a final inspection upon program completion. At least one monitoring visit per grant period on all state grants of over \$50,000 will be conducted and at least annual monitoring visits on grants of over \$250,000.

Following closure of the program, the State's authorized representatives shall be allowed to conduct post-completion inspections of the site to ensure that the site is being properly operated and maintained and that no conversion of use has occurred

17 Invasive Species Prevention

The DNR requires active steps to prevent or limit the introduction, establishment, and spread of invasive species during grant work. The grantee shall prevent invasive species from entering into or spreading within a project site by cleaning equipment prior to arriving at the project site.

If the equipment, vehicles, gear, or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by grantee furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The grantee shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Grant Administrator. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

The grantee shall ensure that all equipment and clothing used for work in infested waters has been adequately decontaminated for invasive species (ex. zebra mussels) prior to being used in non-infested waters. All equipment and clothing including but not limited to waders, tracked vehicles, barges, boats, turbidity curtain, sheet pile, and pumps that comes in contact with any infested waters must be thoroughly decontaminated.

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes § 16A.15 and 16C.05.

Signed: Gerard Muser

Date: 3/18/16

SWIFT Grant # 167054

Purchase Order # 3000091133

2. GRANTEE:

The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: County Sheriff

Date: _____

By: _____

Title: Chairperson of County Board

Date: _____

By: _____

Title: County Auditor or Administrator

Date: _____

3. STATE AGENCY: NATURAL RESOURCES

By: _____
(With delegated authority)

Title: Director, Enforcement Division – Central Office

Date: _____

Attachments: Exhibits "A" & "B"

Distribution:

- 1. DNR - OMBS
- 2. Grantee - 2 (Sheriff's Office & Co. Board)
- 3. State's Authorized Representative



AGENDA REQUEST FORM

Date of Meeting: 04/05/2016

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

Agenda Item: MOA with MN State Colleges and Universities

Department: HHS

Rebecca Foss
Department Head signature

Background information on Item:

Pine County Health and Human Services has been hosting an intern who is a student at St. Cloud State University. The internship experience has been beneficial for the student as she has received extensive knowledge and training as a result of her student training experience/internship with the children's services unit at Pine County Health and Human Services. St. Cloud State has provided this Memorandum of Agreement to Pine County HHS. In this agreement, HHS can decide to take on future student experiences/interns and work with the university to ensure that the student is receiving an appropriate and good experience/internship. Once it is signed, the Memorandum of Agreement is good through December 31, 2020. The agency will not be required to host a student, but can decide to do so if deemed appropriate. The agreement has been reviewed by the County Attorney's Office

Action Requested:

Authorize HHS Director to sign the Memorandum of Agreement with MN State Colleges and Universities- St. Cloud State University, for student training experience/internship.

Financial Impact:

N/A.

STATE OF MINNESOTA
MINNESOTA STATE COLLEGES AND UNIVERSITIES
St. Cloud State University

MEMORANDUM OF AGREEMENT
FOR STUDENT TRAINING EXPERIENCE/INTERNSHIP

This Agreement is made between the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of St. Cloud State University, St. Cloud, Minnesota (“the University”) and **Pine County Health and Human Services, 315 Main Street S, Suite 200, Pine City, MN 55063** (“the Facility”). This Agreement, and any written changes and additions to it, shall be interpreted according to the Laws of the State of Minnesota.

The purpose of this Memorandum of Agreement is to outline the terms of the training/internship experience for the student of the University and to identify the responsibilities of the University and the Facility.

A. THE PARTIES UNDERSTAND THAT:

1. The University has been given authority to enter into Agreements regarding academic programs; and
2. The Facility has facilities for providing a suitable training experience that meets the educational needs of students enrolled in the University; and
3. The University and the Facility want to cooperate to furnish a training experience at the Facility for students of the University.

B. RESPONSIBILITIES OF EACH PARTY

1. **The University agrees to:**
 - a. make arrangements with the Facility for a training experience at the Facility that will support the student’s occupational goals and meet any applicable requirements.
 - b. discuss the student’s performance and progress with the student and any site supervisor at the Facility, as needed.
 - c. discuss with the Facility any problems or concerns arising from the student’s participation.
 - d. assist in the evaluation process of the student’s performance in the training experience.
2. **The Facility agrees to:**

- a. cooperate with the University in providing a mutually agreeable training experience at the Facility that supports the student's educational and occupational goals.
- b. consult with the University about any difficulties arising at the Facility's training site that may affect the student's participation.
- c. assist in the evaluation of the student's performance and provide time for consultation with the University concerning the student, as needed.

3. **LIABILITY**

Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The University's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, Section 3.732 et seq., and other applicable law.

4. **TERM OF AGREEMENT**

This Agreement is in effect from **1/4/2016** or when fully executed, and shall remain in effect until **12/31/2020**. This Agreement may be terminated by giving at least seven (7) days' advance oral notice to the other parties, with a follow up letter confirming termination delivered to the other party on or before the actual termination date.

5. **FINANCIAL CONSIDERATION**

- a. The University and the Facility each agree to bear their own costs associated with this Agreement and that no payment is required by either University or the Facility to the other party.
- b. The Facility is not required to reimburse the University faculty or students for any services rendered to the Facility or its customers pursuant to this Agreement.

6. **CHANGES OR ADDITIONS TO THE AGREEMENT**

Any changes or additions to this Agreement must be in writing and signed by authorized representatives of each party.

7. **ASSIGNMENT**

Neither the University nor the Facility shall assign or transfer any rights or obligations under this Agreement without first obtaining the written consent of the other party.

8. **AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE**

The Facility agrees that in fulfilling the duties of this Agreement, the Facility is responsible for complying with the Americans with Disabilities Act, 42 U.S.C. Chapter 12101, et seq., and any regulations promulgated to the Act. The University IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

9. **MINNESOTA GOVERNMENT DATA PRACTICES ACT**

The State of Minnesota has laws (the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 [“the Act”]) that classify the University’s written and electronic information as public, private or confidential. Except as otherwise provided in law or University policy, data on students is private and may not be shared with any other party. If the Facility receives a request from a third party for any data provided to the Facility by the University, the Facility agrees to immediately notify the University. The University will give the FACILITY instructions concerning the release of the data to the requesting party before the data is released and the Facility agrees to follow those instructions.

10. **STUDENT TRAINING EXPERIENCE/INTERNSHIP AGREEMENT**

The student assigned to a training experience/internship at the Facility shall be required to sign a Student Training Experience/Internship Agreement (before the student begins the training experience/internship at the Facility).

11. **NON-DISCRIMINATION**

The Facility recognizes that it is the policy of the University to prohibit discrimination and ensure equal opportunities in its educational programs, activities, and all aspects of employment for all individuals, regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran’s status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or local laws and regulations. The Facility agrees to adhere to this policy in implementing this Agreement.

Signatures on following page.

In signing this Memorandum of Agreement, we agree to work together to assist the student in learning and/or applying the tasks and skills identified. We understand that the Individualized Training Plan for the student can be modified or dissolved at any time upon the mutual agreement of the Facility and University.

FACILITY: Pine County Health and Human Services

**Minnesota State Colleges and Universities
St. Cloud State University**

Name: _____

Name: _____

Signature: _____

Signature: _____

Authorized Facility Representative

Authorized University Representative

Title: _____

Title: _____

Date: _____

Date: _____



AGENDA REQUEST FORM

Date of Meeting: 04/05/2016

- 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:

After Riverwood Centers closed, Pine County Health and Human Services initiated the provision of some mental health services for the community through Lighthouse Child and Family Services (formerly provided through Riverwood). Lighthouse provides an array of services. Pine County HHS mostly accesses CSP (community support program) services through Lighthouse. CSP services are provided to adults and they are designed to enable individuals with mental illness maintain community functioning. This service is provided to those who qualify and are willing to accept the services. Individuals do not need to have a county social worker to receive the benefit of CSP services.

Pine County HHS will continue to pay \$4,600 per month plus mileage, not to exceed \$61,200 for 2016. There is no change to this amount from 2015. Pine County receives allocations from the State to cover these costs. The contract has been reviewed by the County Attorney's Office.

Action Requested:

Approve and sign the contract between Pine County Health and Human Services and Lighthouse Child and Family Services.

Financial Impact:

This amount has already been budgeted in the 2016 budget. There is no difference in the cost of services from 2015.

**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"), 315 Main Street S., Ste 200, Pine City, MN 55063 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 purchases 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, 2016, and terminating December 31, 2016 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 copies 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

Evaluation conducted by a Mental Health Professional to determine a mental health diagnosis and treatment needs based on medical necessity. This evaluation is targeted toward children ages birth through 4 years of age.

3. Individual Therapy 45 minutes: \$75.00/.75 hour
Mental health therapy provided on an individual basis which is based on the individual's diagnosis and treatment goals.
4. Individual Therapy 60 minutes: \$90.00/hour
Mental health therapy provided on an individual basis which is based on the individual's diagnosis and treatment goals.
5. Family Therapy (Office Setting): \$90.00/hour
Mental health therapy provided to the identified individual and family members to address mental health issues as identified in the treatment goals.
6. In-Home Therapy: \$75.00/hour
Mental health therapy provided on an individual or family basis which is based on the individual/family diagnosis and treatment goals. This service may be provided in home, school, and/or community settings.
7. In-Home Skills (Individual): \$50.00/hour
Service provided to an individual by a Mental Health Practitioner to address deficient skills that are a result of a mental health diagnosis.
8. In-Home Skills (Family): \$65.00/hour
Service provided to an individual/family by a Mental Health Practitioner to address deficient skills that are result of a mental health diagnosis.
9. Dialectical Behavior Therapy:
\$145.00/Group DBT session/client \$160.00/Individual DBT Therapy
Dialectical behavior therapy (DBT) is a treatment approach provided in intensive outpatient treatment program (IOP) using a combination of individualized rehabilitative and psychotherapeutic interventions. A DBT IOP program involves individual therapy, group skills training, telephone, coaching, and consultation team meetings.

III. In partnership, the COUNTY and CONTRACTOR will oversee the eligibility criteria, the referral process, services for treatment, and reporting process.

IV. Community Mental Health Reporting System

The CONTRACTOR agrees to report to the Agency or County of Financial Responsibility (CFR) according to specifications of the Community Mental Health Reporting System (CMHRS) and according to other specifications of the Agency or CFR.

V. Cost of the Agreement/Billing Instructions

CSP services will be billed monthly by the CONTRACTOR to the COUNTY at a rate of \$4,600.00/month plus mileage not to exceed \$61,200.00 for 2016. All other services will be billed per attached fee schedule based on individual service agreements. Attached with each monthly invoice, the CONTRACTOR will provide a list of client names and dates of Service to the COUNTY.

VI. Payment for Services

Payment for services shall be made direct to the CONTRACTOR within 35 days of COUNTY's receipt of the said invoice, pursuant to Minnesota Statute §471.425, subdivision 2.

VII. Indemnification and Insurance

A. CONTRACTOR agrees that in order to protect itself as well as the COUNTY, it will at all time during the term of this contract keep in force an insurance policy. This liability insurance policy will meet the limits as shown below or be equal to the tort liability limits under Minnesota Statute section 3.736 and 466.04, subdivision 4, whichever is greater. However, should the coverage available to the CONTRACTOR exceed the liability limits, nothing by the way of that level of coverage shall be construed as a waiver of the limits available to the COUNTY. The COUNTY will be sent a current certificate of insurance on an annual basis.

1. Commercial General Liability Insurance

- a. \$500,000 per claimant / \$1,500,000 per occurrence / \$3,000,000 annual aggregate.

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:

- a. Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction;
 - b. Violating any federal or state antitrust statutes; or
 - c. Committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
3. Are not aware of any information and possess no knowledge that any sub contractor(s) that will perform work pursuant to this contract are in violation of any of the certifications set forth above.
 4. Shall immediately give written notice to the COUNTY should CONTRACTOR come under investigation for allegations of fraud or a criminal offense in connection with obtaining, or performing; a public (federal, state or local government) transaction; violating any federal or state antitrust statutes; or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.

IX. Conditions of Contractors' Obligation

- A. The CONTRACTOR agrees to inform the COUNTY of changes in ownership, organizational structure, board of director membership, and/or chief operating officers with thirty (30) days after occurrence.
- B. It is understood and agreed that in the event the funding to the COUNTY from State and Federal sources is not obtained and continued to an aggregate level sufficient to allow for the purchase of the indicated quantity of Purchased Services, the obligations of each party hereunder shall be terminated.
- C. The CONTRACTOR must, within ten (10) days notify the COUNTY in writing whenever it is unable to, or going to be unable to, provide the required quality or quantity of Purchased Services. Upon such notification, the COUNTY must determine whether such inability will require modification or cancellation of said contract.
- D. Either party may cancel this contract with or without cause upon sixty (60) days written notice. Written notice of cancellation by the CONTRACTOR shall be addressed to Director, Pine County Health and Human Services, 315 Main Street South Suite 200, Pine City, MN 55063.
- E. Before the termination date of the contract, the COUNTY may evaluate the contract performance of the CONTRACTOR and determine whether such performance merits renewal of this contract.
- F. The COUNTY will reimburse for services specified in this contract that have been delivered. Any alterations, variations, modifications or waivers of provisions of this contract shall be valid only when they have been reduced to writing, duly signed, and attached to the original contract.
- G. If the COUNTY determines that funds are not being administered in accordance with the approved service plan and budget or that services are not being properly provided according to the terms of this contract, the COUNTY may terminate this contract after notice has been provided to the CONTRACTOR's designated agent.

X. Independent Contractor

- A. The CONTRACTOR is an independent contractor and neither the position nor the work of the CONTRACTOR shall cause the CONTRACTOR to be construed as an employee in any way. The CONTRACTOR shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services.

- 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 2016, 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

shall be responsible for the performance under this contract and agrees to comply with prompt payment of any and all subcontractors pursuant to Minnesota Statutes §471.425, subd. 4a.

XVI. Nondiscrimination

During the performance of this agreement, the CONTRACTOR agrees to the following:

No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, creed or national origin be excluded from full employment rights in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable Federal and State laws against discrimination.

XVII. Representatives

The following named persons are designated the authorized representatives of parties for purposes of this contract. These persons have authority to bind the party they represent and to consent to modifications and subcontracts, except that, as to the COUNTY, the authorized representative shall have only the authority specifically or generally granted to the County Board of Commissioners. Notification required to be provided pursuant to the contract shall be provided to the following named persons and addresses unless otherwise stated in the contract, or in a modification of this contract.

County Designee: Barbara Schmidt, Adult Social Services Supervisor
Pine County Health and Human Services
315 Main Street S Suite 200
Pine City, MN 55063
320-216-4106

Contractor Designee: Julie Nybakke Hanenberg
Lighthouse Child and Family Services, LLC
160 3rd Avenue North West
Milaca, MN 56353
320-983-2335

XVIII. Modifications

Any alterations, variations modifications, or waivers of provisions of this agreement must be valid only when they have been reduced in writing, duly signed, and attached to the original of this agreement. No claim for services furnished by CONTRACTOR not specifically provided in the agreement will be allowed by the COUNTY nor must the CONTRACTOR do any work or furnish any material not covered by the agreement, unless this is approved in writing by the COUNTY. Such approval must be considered a modification of the agreement.

IN WITNESS THEREOF, the COUNTY and the CONTRACTOR, each intending to be bound by this agreement, effective January 1, 2016 irrespective of the dates of the signatures, certifies that the appropriate person have executed the contract, as required by applicable articles, by-laws resolutions and ordinances.

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: _____

Contract/2016/CSP Lighthouse



AGENDA REQUEST FORM

Date of Meeting: April 5, 2016

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

Agenda Item: Decontamination Unit Service Provider Contract

Department: Land Services

[Signature]
Department Head signature

Background information on Item:

In 2015, Pine County contracted with Woischke Enterprises and Ray & Marge’s Resort to utilize the County’s decontamination units to decontaminate any watercrafts suspected of carrying Aquatic Invasive Species. This arrangement worked well, and both entities have agreed to provide their services again. The only changes to the contract include that the reliance on the Minnesota DNR’s Watercraft Decontamination Handbook is now the reference document as to if a boat can be decontaminated or not. This will allow anyone who has not specifically been directed to a decontamination unit to utilize the services as long as the criteria are met for decontamination.

Action Requested:

Consider authorizing the County Board Chair and County Administrator to sign the Decontamination Services Contracts for both Woischke Enterprises and Ray & Marge’s Resort.

Financial Impact:

This will be funded out of the Aquatic Invasive Species Prevention Aid, and will not be anticipated to be more than the \$10,000 approved in the 2016 AIS Plan for decontamination services.

PINE COUNTY

AQUATIC INVASIVE SPECIES DECONTAMINATION SERVICE CONTRACT

This Aquatic Invasive Species (“AIS”) Decontamination Service Contract (“the Contract”) is made by and between Pine County (“the County”) and Woischke’s Enterprises (“the Service Provider”), 19006 Island Resort Rd, Pine City, MN 55063.

WHEREAS, the County has the responsibility decontaminating watercrafts which are suspected to be carrying AIS; and

WHEREAS, the County has purchased a decontamination unit within the specifications provided by the State of Minnesota Department of Natural Resources (“DNR”); and

WHEREAS, this Contract is made for the purpose of setting forth the terms and conditions under which the Service Provider will utilize the County’s decontamination unit to decontaminate any watercrafts directed to them from the Pine County Watercraft Inspectors, DNR Conservation Officers, or other law enforcement officials.

THEREFORE, in consideration of the promises and mutual agreements hereinafter set forth, the parties hereto agree as follows:

ARTICLE I. TERMS

This Contract shall commence May 1, 2016 and shall continue until December 31, 2016 unless earlier terminated pursuant to Article IX.I. The County and the Service Provider agree that this Contract can be extended or renewed by mutual agreement.

ARTICLE II. DEFINITIONS

- A. Aquatic Invasive Species are nonnative species of aquatic plants or wild animals which have potential adverse impacts on the native species or on outdoor recreation, commercial fishing or other uses of natural resources in the state.
- B. Decontamination Unit is the unit and all accessories of the unit provided to the Service Provider by the County.
- C. Decontaminate means to wash, drain, dry, and thermally or otherwise treat water-related equipment in order to remove or destroy aquatic invasive species using the “Recommended Uniform Minimum Protocols and Standards for Watercraft Interceptions Programs for Dreissenid Mussels in the Western United States” (Minnesota Statute 84D.01 Subd. 3a).
- D. Pervious Surface is a surface which allows direct infiltration of water into the soil.
- E. Surface Water is any collection of water on the earth’s surface.
- F. Watercraft is a contrivance used or designed for navigation on water and includes seaplanes. (Minnesota Statute 84D.01 Subd. 19).

ARTICLE III. REPRESENTATIONS

- A. Service Provider Representations
 - 1. The Service Provider is a for-profit company duly organized, validly existing and properly qualified to do business under the laws of Minnesota.
 - 2. The Service Provider has full power and authority to execute the Contract and such execution constitutes a binding legal obligation of the Service Provider that is fully enforceable in accordance with its terms and conditions.
 - 3. The execution of the Contract does not conflict with any other agreement, indenture or any other instrument to which the Service Provider is a party.

B. County Representations

1. The execution of this Contract by the Chairman of the Pine County Board of Commissioners has been duly authorized and approved by the County, and no other authorizations, approvals, or consents are required in order for this Contract to constitute a binding and enforceable legal obligation of the County.
2. The execution of the Contract does not conflict with any other agreement, indenture or any other instrument to which the County is a party.

ARTICLE IV: COMPLIANCE WITH REGULATORY REQUIREMENTS

- A. The Service Provider shall decontaminate and operate the decontamination unit within all applicable local, state, and federal laws, rules, regulations and ordinances.
- B. Any person operating the decontamination unit must have themselves been trained by the DNR and must follow procedures detailed in the Minnesota DNR's Watercraft Decontamination Handbook.

ARTICLE V: OPERATIONS

- A. The Service Provider agrees to decontaminate watercrafts that meet one of the following circumstances:
 - Zebra mussels are found attached to the watercraft/equipment
 - Any other AIS are positively identified or suspected
 - Suspect, unidentifiable bumps are detected
 - The watercraft/equipment has been transported from an infested water body and has any water on board
 - There is water after draining or the watercraft/equipment cannot be drained fully
 - The watercraft contains ballast tanks with unverified water in them

- The trailer or watercraft has aquatic plants attached that cannot be removed by hand or re-launching to float them off
 - If the watercraft or equipment have been in infested waters 24 hours or more
 - An inspector or conservation officer deems one necessary
 - If watercraft is going to another water body within 24 hours
- B. The Service Provider and the County understand the average decontamination will take 15 to 30 minutes.
- C. The Service Provider understands decontaminations may be requested during daylight hours, seven days a week during the term of this contract. If the Service Provider will be unavailable during any of these hours, the Service Provider must notify the County via telephone conversation no more than 8 hours prior to the unavailability.
- D. The Service Provider will allow County staff on property to perform decontaminations if the Service Provider is unavailable.
- E. The Service Provider shall be responsible to provide the gasoline and diesel fuel to operate the equipment.
- F. The Service Provider shall decontaminate watercrafts 300 feet or greater away from surface water and must occur on a pervious surface.
- G. The County will have Planning and Zoning staff on-call to assist with trouble shooting, or any operational issues.
- H. The service provider will not charge watercraft operators for decontamination services
- I. The service provider will complete Pine County's Decontamination Survey for every decontamination.

ARTICLE VI: PAYMENT PROCEDURES

During the term of this Agreement, the Service Provider will invoice the County on a monthly basis at a rate of \$20.00 per decontamination, except for wakeboard boats which will be at a rate of \$30.00 per decontamination. The cost of gasoline and diesel to fuel the decontamination unit will be reimbursed monthly through the submission of a receipt. The County will provide payment on a monthly basis.

ARTICLE VII: DEFAULT AND REMEDIES

A. Service Provider Default

The following shall constitute defaults by the Service Provider:

1. Failure to comply with all applicable laws, ordinances, rules and regulations relating to decontamination of watercrafts;
2. Failure to maintain adequate records to verify the number of watercrafts decontaminated;
3. Failure to staff their business adequately to ensure timely operation of the decontamination unit when requested as outlined in Article V;
4. Excessive wear or damage occurring to the decontamination unit or its accessories; and/or
5. Transfer of any interest under this Contract, whether by subcontract, assignment or novation, without the approval of the County.

B. County Default

Any of the following shall constitute a default by the County:

1. Failure to fulfill any of its material obligations under this Contract;
2. Failure to respond in a timely manner to requests for assistance with the unit;

3. Failure to pay, when due, any amounts required to be paid under this Contract; within the timeframes provided by Minnesota Statutes section 471.425.

C. Notice of Default and Remedies

The Service Provider and County agreed that in the case of a default, other than a payment default, under the terms of this Contract, the non-defaulting party shall provide notice of the default to the defaulting party in writing setting forth the specific default. The defaulting party shall cure the default within fifteen (15) days following the giving of such notice. If the defaulting party fails to cure such default after such notice, the party giving the notice of default shall have the right, in addition to rights or remedies available by law, to terminate this Contract for cause set forth in Article IX, I.2.

The Service Provider and County agree that in the case of a payment default under the terms of this Contract, the Service Provider shall provide notice of the default to the County in writing setting forth the specific default. The County shall cure the payment default within ten (10) days following the giving of such notice. If the County fails to cure such payment default after notice, the Service Provider shall have the right, in addition to rights or remedies available by law, to terminate this Contract for cause as set forth in Article IX, I.2.

ARTICLE VIII: HOLD HARMLESS/INDEMNIFICATION

A. Hold Harmless/Indemnification by Service Provider

The Service Provider shall defend, indemnify and hold harmless the State of Minnesota, political subdivisions of the State, and their officials, employees, and agents with respect to any claims, demands, actions, damages, costs, pollution, environmental damage or adverse effects on the environment, and expenses, including reasonable attorney fees, resulting from any act, error or omission of the Service Provider, its officials, employees, agents, or subcontractors at any level.

However, the Service Provider shall not be responsible for acts, errors or omissions of the State of Minnesota, political subdivisions of the State, or their officials, employees, agents or other subcontractors.

B. Hold Harmless/Indemnification by County

The County shall defend, indemnify and hold harmless the Service Provider and its officers, employees, agents and subcontractors with respect to any claims, demands, actions, damages, costs and expenses, including reasonable attorney fees, resulting from any acts, errors, or omissions of the State of Minnesota, political subdivisions of the State, the County or their officials, employees, agents or subcontractors at any level.

ARTICLE IX: MISCELLANEOUS

A. Notice

All written notices required pursuant to this Contract shall be either hand delivered or mailed to the Service Provider and the County at the following address or such other address as may be provided in writing to the other party from time to time:

County: Pine County
Kelly Schroeder – Land Service Director
635 Northridge Drive NW, Suite 260
Pine City, MN 55063

Service Provider: Woischke's Enterprises
Attn: William Woischke
19006 Island Resort Rd
Pine City, MN 55063

B. Relationship of the parties

For the purposes of this Contract, the Service Provider shall be deemed to be an independent contractor and not an employee of the County. All agents, servants, or employees of the Service Provider or other persons, while engaged in the performance of

any work or services required to be performed by the County under this Contract shall not be considered employees of the County, and any and all claims that may or might arise on behalf of the County, its agents, servants or employees as a consequence of any act or omission on the part of the Service Provider, its agents, servants, employees or other persons shall in no way be the obligation or responsibility of the County. The Service Provider, its agents, servants or employees shall be entitled to none of the rights, privileges or benefits of County employees except as otherwise may be herein stated.

C. Assignment

Prior to the assignment of any interest in the Contract or transfer of any interest in the same, whether by subcontract, assignment or novation, the Service Provider or the County must provide written notice to the other party. Any assignment by Service Provider is subject to the County's approval. The County reserves the right to assign any interest in the Contract to a duly established waste management district, joint powers board, or any other entity.

D. Survival of Representations and Warranties

The representatives, warranties, covenants and agreements of the parties under this Contract and the remedies of either party for the breach of such representations, warranties, covenants, and agreement by the other party shall survive the execution and term of this Contract.

E. Waiver

The waiver of any of the rights and/or remedies arising under the terms of the Contract on any one occasion by any party hereto shall not constitute a waiver of any rights or remedies in respect to any subsequent breach or default of the terms of the Contract. The

rights and remedies provided or referred to under the terms of the Contract are cumulative and not mutually exclusive.

F. Entire Agreement

The Contract shall constitute the entire agreement between the parties and shall supersede all prior and oral and written negotiations.

G. Governing Law

The Contract shall be interpreted and construed according to the laws of the State of Minnesota.

H. Alteration Clause

Any alteration, modification, or waiver of the provisions of this Contract shall be valid only after it has been reduced to writing and duly signed by all parties.

I. Termination/Default

1. This Contract shall terminate, without cause, at either party's election upon either party giving one (1) week written notice to the other party pursuant to Article IX.A.
2. This Contract may be terminated for cause after notice by either party of a default as set forth in Article VII, for a breach of the terms of this Agreement as set forth in Article VII.
3. Upon termination of the Contract by default, or by election of either of the parties as stated in Article IX, I.1. and 2., the County shall assume full ownership, possession, and the title of the decontamination unit and its accessories

IN WITNESS THEREOF, the parties have caused this Contract to be executed as of the
5th day of April, 2016, notwithstanding the date of the signatures of the parties.

Curtis H. Rossow
Pine County Board of Commissioners Chairman

ATTEST:

David J. Minke
Pine County Administrator

Reese Frederickson
Pine County Attorney

William Woischke, Owner
Woischke's Enterprises

PINE COUNTY

AQUATIC INVASIVE SPECIES DECONTAMINATION SERVICE CONTRACT

This Aquatic Invasive Species (“AIS”) Decontamination Service Contract (“the Contract”) is made by and between Pine County (“the County”) and Ray & Marge’s Resort (“the Service Provider”), 36700 Lakeland Rd, Sturgeon Lake, Minnesota 55783.

WHEREAS, the County has the responsibility decontaminating watercrafts which are suspected to be carrying AIS; and

WHEREAS, the County has purchased a decontamination unit within the specifications provided by the State of Minnesota Department of Natural Resources (“DNR”); and

WHEREAS, this Contract is made for the purpose of setting forth the terms and conditions under which the Service Provider will utilize the County’s decontamination unit to decontaminate any watercrafts directed to them from the Pine County Watercraft Inspectors, DNR Conservation Officers, or other law enforcement officials.

THEREFORE, in consideration of the promises and mutual agreements hereinafter set forth, the parties hereto agree as follows:

ARTICLE I. TERMS

This Contract shall commence May 1, 2016 and shall continue until December 31, 2016 unless earlier terminated pursuant to Article IX.I. The County and the Service Provider agree that this Contract can be extended or renewed by mutual agreement.

ARTICLE II. DEFINITIONS

- A. Aquatic Invasive Species are nonnative species of aquatic plants or wild animals which have potential adverse impacts on the native species or on outdoor recreation, commercial fishing or other uses of natural resources in the state.
- B. Decontamination Unit is the unit and all accessories of the unit provided to the Service Provider by the County.
- C. Decontaminate means to wash, drain, dry, and thermally or otherwise treat water-related equipment in order to remove or destroy aquatic invasive species using the “Recommended Uniform Minimum Protocols and Standards for Watercraft Interceptions Programs for Dreissenid Mussels in the Western United States” (Minnesota Statute 84D.01 Subd. 3a).
- D. Pervious Surface is a surface which allows direct infiltration of water into the soil.
- E. Surface Water is any collection of water on the earth’s surface.
- F. Watercraft is a contrivance used or designed for navigation on water and includes seaplanes. (Minnesota Statute 84D.01 Subd. 19).

ARTICLE III. REPRESENTATIONS

- A. Service Provider Representations
 - 1. The Service Provider is a for-profit company duly organized, validly existing and properly qualified to do business under the laws of Minnesota.
 - 2. The Service Provider has full power and authority to execute the Contract and such execution constitutes a binding legal obligation of the Service Provider that is fully enforceable in accordance with its terms and conditions.
 - 3. The execution of the Contract does not conflict with any other agreement, indenture or any other instrument to which the Service Provider is a party.

B. County Representations

1. The execution of this Contract by the Chairman of the Pine County Board of Commissioners has been duly authorized and approved by the County, and no other authorizations, approvals, or consents are required in order for this Contract to constitute a binding and enforceable legal obligation of the County.
2. The execution of the Contract does not conflict with any other agreement, indenture or any other instrument to which the County is a party.

ARTICLE IV: COMPLIANCE WITH REGULATORY REQUIREMENTS

- A. The Service Provider shall decontaminate and operate the decontamination unit within all applicable local, state, and federal laws, rules, regulations and ordinances.
- B. Any person operating the decontamination unit must have themselves been trained by the DNR and must follow procedures detailed in the Minnesota DNR's Watercraft Decontamination Handbook.

ARTICLE V: OPERATIONS

- A. The Service Provider agrees to decontaminate watercrafts that meet one of the following circumstances:
 - Zebra mussels are found attached to the watercraft/equipment
 - Any other AIS are positively identified or suspected
 - Suspect, unidentifiable bumps are detected
 - The watercraft/equipment has been transported from an infested water body and has any water on board
 - There is water after draining or the watercraft/equipment cannot be drained fully
 - The watercraft contains ballast tanks with unverified water in them

- The trailer or watercraft has aquatic plants attached that cannot be removed by hand or re-launching to float them off
 - If the watercraft or equipment have been in infested waters 24 hours or more
 - An inspector or conservation officer deems one necessary
 - If watercraft is going to another water body within 24 hours
- B. The Service Provider and the County understand the average decontamination will take 15 to 30 minutes.
- C. The Service Provider understands decontaminations may be requested during daylight hours, seven days a week during the term of this contract. If the Service Provider will be unavailable during any of these hours, the Service Provider must notify the County via telephone conversation no more than 8 hours prior to the unavailability.
- D. The Service Provider will allow County staff on property to perform decontaminations if the Service Provider is unavailable.
- E. The Service Provider shall be responsible to provide the gasoline and diesel fuel to operate the equipment.
- F. The Service Provider shall decontaminate watercrafts 300 feet or greater away from surface water and must occur on a pervious surface.
- G. The County will have Planning and Zoning staff on-call to assist with trouble shooting, or any operational issues.
- H. The service provider will not charge watercraft operators for decontamination services
- I. The service provider will complete Pine County's Decontamination Survey for every decontamination.

ARTICLE VI: PAYMENT PROCEDURES

During the term of this Agreement, the Service Provider will invoice the County on a monthly basis at a rate of \$20.00 per decontamination, except for wakeboard boats which will be at a rate of \$30.00 per decontamination. The cost of gasoline and diesel to fuel the decontamination unit will be reimbursed monthly through the submission of a receipt. The County will provide payment on a monthly basis.

ARTICLE VII: DEFAULT AND REMEDIES

A. Service Provider Default

The following shall constitute defaults by the Service Provider:

1. Failure to comply with all applicable laws, ordinances, rules and regulations relating to decontamination of watercrafts;
2. Failure to maintain adequate records to verify the number of watercrafts decontaminated;
3. Failure to staff their business adequately to ensure timely operation of the decontamination unit when requested as outlined in Article V;
4. Excessive wear or damage occurring to the decontamination unit or its accessories; and/or
5. Transfer of any interest under this Contract, whether by subcontract, assignment or novation, without the approval of the County.

B. County Default

Any of the following shall constitute a default by the County:

1. Failure to fulfill any of its material obligations under this Contract;
2. Failure to respond in a timely manner to requests for assistance with the unit;

3. Failure to pay, when due, any amounts required to be paid under this Contract;
within the timeframes provided by Minnesota Statutes section 471.425.

C. Notice of Default and Remedies

The Service Provider and County agreed that in the case of a default, other than a payment default, under the terms of this Contract, the non-defaulting party shall provide notice of the default to the defaulting party in writing setting forth the specific default. The defaulting party shall cure the default within fifteen (15) days following the giving of such notice. If the defaulting party fails to cure such default after such notice, the party giving the notice of default shall have the right, in addition to rights or remedies available by law, to terminate this Contract for cause set forth in Article IX, I.2.

The Service Provider and County agree that in the case of a payment default under the terms of this Contract, the Service Provider shall provide notice of the default to the County in writing setting forth the specific default. The County shall cure the payment default within ten (10) days following the giving of such notice. If the County fails to cure such payment default after notice, the Service Provider shall have the right, in addition to rights or remedies available by law, to terminate this Contract for cause as set forth in Article IX, I.2.

ARTICLE VIII: HOLD HARMLESS/INDEMNIFICATION

A. Hold Harmless/Indemnification by Service Provider

The Service Provider shall defend, indemnify and hold harmless the State of Minnesota, political subdivisions of the State, and their officials, employees, and agents with respect to any claims, demands, actions, damages, costs, pollution, environmental damage or adverse effects on the environment, and expenses, including reasonable attorney fees, resulting from any act, error or omission of the Service Provider, its officials, employees, agents, or subcontractors at any level.

However, the Service Provider shall not be responsible for acts, errors or omissions of the State of Minnesota, political subdivisions of the State, or their officials, employees, agents or other subcontractors.

B. Hold Harmless/Indemnification by County

The County shall defend, indemnify and hold harmless the Service Provider and its officers, employees, agents and subcontractors with respect to any claims, demands, actions, damages, costs and expenses, including reasonable attorney fees, resulting from any acts, errors, or omissions of the State of Minnesota, political subdivisions of the State, the County or their officials, employees, agents or subcontractors at any level.

ARTICLE IX: MISCELLANEOUS

A. Notice

All written notices required pursuant to this Contract shall be either hand delivered or mailed to the Service Provider and the County at the following address or such other address as may be provided in writing to the other party from time to time:

County: Pine County
Kelly Schroeder – Land Service Director
635 Northridge Drive NW, Suite 260
Pine City, MN 55063

Service Provider: Ray and Marge’s Resort
Attn: David Aufderhar
36484 Lakeland Rd
Sturgeon Lake, MN 55783

B. Relationship of the parties

For the purposes of this Contract, the Service Provider shall be deemed to be an independent contractor and not an employee of the County. All agents, servants, or employees of the Service Provider or other persons, while engaged in the performance of

any work or services required to be performed by the County under this Contract shall not be considered employees of the County, and any and all claims that may or might arise on behalf of the County, its agents, servants or employees as a consequence of any act or omission on the part of the Service Provider, its agents, servants, employees or other persons shall in no way be the obligation or responsibility of the County. The Service Provider, its agents, servants or employees shall be entitled to none of the rights, privileges or benefits of County employees except as otherwise may be herein stated.

C. Assignment

Prior to the assignment of any interest in the Contract or transfer of any interest in the same, whether by subcontract, assignment or novation, the Service Provider or the County must provide written notice to the other party. Any assignment by Service Provider is subject to the County's approval. The County reserves the right to assign any interest in the Contract to a duly established waste management district, joint powers board, or any other entity.

D. Survival of Representations and Warranties

The representatives, warranties, covenants and agreements of the parties under this Contract and the remedies of either party for the breach of such representations, warranties, covenants, and agreement by the other party shall survive the execution and term of this Contract.

E. Waiver

The waiver of any of the rights and/or remedies arising under the terms of the Contract on any one occasion by any party hereto shall not constitute a waiver of any rights or remedies in respect to any subsequent breach or default of the terms of the Contract. The

rights and remedies provided or referred to under the terms of the Contract are cumulative and not mutually exclusive.

F. Entire Agreement

The Contract shall constitute the entire agreement between the parties and shall supersede all prior and oral and written negotiations.

G. Governing Law

The Contract shall be interpreted and construed according to the laws of the State of Minnesota.

H. Alteration Clause

Any alteration, modification, or waiver of the provisions of this Contract shall be valid only after it has been reduced to writing and duly signed by all parties.

I. Termination/Default

1. This Contract shall terminate, without cause, at either party's election upon either party giving one (1) week written notice to the other party pursuant to Article IX.A.
2. This Contract may be terminated for cause after notice by either party of a default as set forth in Article VII, for a breach of the terms of this Agreement as set forth in Article VII.
3. Upon termination of the Contract by default, or by election of either of the parties as stated in Article IX, I.1. and 2., the County shall assume full ownership, possession, and the title of the decontamination unit and its accessories

IN WITNESS THEREOF, the parties have caused this Contract to be executed as of the
5th day of April, 2016, notwithstanding the date of the signatures of the parties.

Curtis H. Rossow
Pine County Board of Commissioners Chairman

ATTEST:

David J. Minke
Pine County Administrator

Reese Frederickson
Pine County Attorney

William Woischke, Owner
Woischke's Enterprises



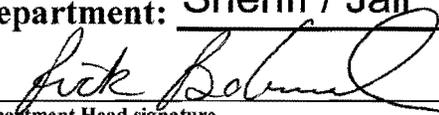
AGENDA REQUEST FORM

Date of Meeting: April 5, 2016

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

Agenda Item: Ratify promotion of Brock Bloomquist to STS Crew Leader.

Department: Sheriff / Jail



Department Head signature

Background information on Item:

Ratify the promotion of Brock Bloomquist. Brock previously held a full time Corrections officer position.

Promotion effective March 28, 2016 to accommodate training prior to Dan Baran's retirement date.

Change in classification from Union B-23 to Non-Union B-24

Change in wage from \$21.47 to \$23.00

County Board approved backfill of this position during the February 16 County Board meeting.

Action Requested:

Ratify the promotion of Brock Bloomquist to STS Crew Leader

Financial Impact:

No financial impact as this position is part of the approved STS staffing plan for 2016 and also accounted for in the 2016 STS budget.



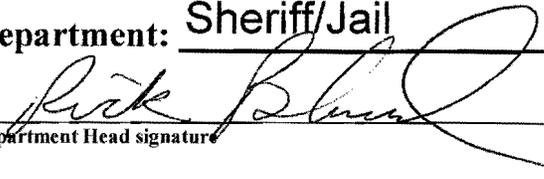
AGENDA REQUEST FORM

Date of Meeting: 05 April 2016

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

Agenda Item: Ratify hiring of 5 new Corrections Officers

Department: Sheriff/Jail


Department Head signature

Background information on Item:

Ratify hiring of:

Timothy Ottum as a Part Time Corrections Officer. Start Date of 29 Mar 2016, Grade B-23, Step 3, Starting wage of \$17.11.

Leslie Jones as a Part Time Corrections Officer. Start Date of 29 Mar 2016, Grade B-23, Step 3, Starting wage of \$17.11.

Morgan McConnell as a Part Time Corrections Officer. Start Date of 29 Mar 2016, Grade B-23, Step 3, Starting wage of \$17.11

James Long as a Part Time Corrections Officer. Start Date of 29 Mar 2016, Grade B-23, Step 3, Starting wage of \$17.11.

Kelly Swenson as a Part Time Corrections Officer. Start Date of 29 Mar 2016, Grade B-23, Step 3, Starting wage of \$17.11

Action Requested:

Ratify backfill of 5 vacant positions created by departing Corrections officers.

Financial Impact:

None, Positions are accounted for in the approved 2016 Staffing plan and budget



AGENDA REQUEST FORM

Date of Meeting: 04/05/2016

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

Agenda Item: Approve regular status for employee

Department: HHS

Rebecca Ross
Department Head signature

Background information on Item:

Child Support Supervisor Jodi Blesener has nearly completed her six-month probationary status. Jodi has displayed emerging leadership skills for her unit and has led the unit through some new changes. She has been an asset to the HHS management team. Her probationary end date is April 8, 2016.

Action Requested:

Grant regular status to Child Support Supervisor Jodi Blesener, effective April 8, 2016.

Financial Impact:

N/A



AGENDA REQUEST FORM

Date of Meeting: April 5th, 2016

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

Agenda Item: Authorization for Overnight Training

Department: Probation

Terry Fawcett

Digitally signed by Terry Fawcett
DN: cn=Terry Fawcett, o=Pine County, ou=Probation,
email=terry.fawcett@co.pine.mn.us, c=US
Date: 2016.03.09 12:34:09 -0800

Department Head signature

Background information on Item:

Corrections Agent Karly Kostich has been accepted as a participant for Thinking for a Change (Cognitive Skills curriculum) Facilitator training. There were over 100 applicants. The training will be held May 23-26th, 2016 in Duluth at Woodland Hills.

Action Requested:

Respectfully request Agent Kostich to attend the free training, and authorize her to be lodged at the LaQuinta in Duluth for a total of \$319.86, including tax from 3/22-3/26.

Financial Impact:

\$319.86 for lodging, plus reimbursement for dinner. Lunch is provided by the training. Authorize use of POV if the county vehicle is unavailable. Money exists in the 2016 Probation Training/Lodging budgets.



AGENDA REQUEST FORM

Date of Meeting: April 5th, 2016

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

Agenda Item: Authorization for Overnight Training

Department: Probation

Terry Fawcett

Digitally signed by Terry Fawcett
DN: cn=Terry Fawcett, o=Pine County, ou=Probation,
email=Terry.Fawcett@co.pine.mn.us, c=US
Date: 2016.03.16 12:27:17 -0500

Department Head signature

Background information on Item:

The Minnesota Association of County Probation Officers (MACPO) will hold their Annual Conference May 25th-27th, 2016 at Breezy Point Resort. Pine County Probation Director Terry Fawcett has been invited to be a presenter at the conference.

Action Requested:

Authorize Pine County Probation Director Terry Fawcett to attend the MACPO Conference May 25th-27th, 2016 at Breezy Point, Minnesota.

Financial Impact:

\$114.48 mileage (106 miles x 2 round trip) from Pine City to Breezy Point.

The conference, lodging, & meals are covered by the MACPO Board for being a presenter.

Mileage Funds exist in the 2016 Probation BUDGET.



AGENDA REQUEST FORM

Date of Meeting: March 5th, 2016

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

Agenda Item: Authorization for Overnight Training

Department: Probation

Terry Fawcett Digitally signed by Terry Fawcett
DN: cn=Terry Fawcett, o=Pine County, ou=Probation,
email=Terry.Fawcett@co.pine.mn.us, c=US
Date: 2016.03.26 12:01:17 -0500

Department Head signature

Background information on Item:

The Minnesota Association of County Probation Officers (MACPO) is holding their annual conference. MACPO is the association that supports CPO Counties and their legislative platforms.

Action Requested:

Request approval for Agents Kris Gross, Amber Chase, and Laura Stylski to attend the conference May 25th-27th, 2016 at Breezy Point. Request two nights lodging per staff, who will be lodged at a rate of \$280, which includes meals. Request conference registration of \$375 total.

Financial Impact:

\$840 lodging plus \$375 conference registration (\$125.00 per agent). Money has been allocated in the 2016 Probation Department budget for training/lodging. The agents will carpool to the conference, with mileage to be reimbursed to one agent. Mileage has also been budgeted.



AGENDA REQUEST FORM

Date of Meeting: 04/05/2016

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

Agenda Item: Approve attendance at training

Department: HHS

Rebecca Foss

Department Head signature

Background information on Item:

Heidi Burton and Shelly Anderson, both social workers in the children's services unit, have requested to attend the MN Association for Children's Mental Health Conference. The conference is April 25 - April 26 in Duluth.

Action Requested:

Authorize social workers Heidi Burton and Shelly Anderson to attend the MN Associal for Children's Mental Health Conference in Duluth on April 25th and 26th, 2016.

Financial Impact:

Registration costs: \$340/person

Total Mileage: \$124.20

Total Cost: \$804.20

There are funds in the 2016 HHS budget to cover the costs of this training.

Days Attending	Before March 21	After March 21
Sunday only	\$90	\$99
Monday only	\$190	\$199
Sunday & Monday	\$280	\$298
Tuesday only	\$190	\$199
Sunday & Tuesday	\$280	\$298
Monday & Tuesday	\$340	\$359
Sunday, Monday, Tuesday	\$360	\$379

We offer groups of 5+ from the same agency/organization a registration discount of \$20 off each full (Sunday + Monday + Tuesday OR Monday + Tuesday) registration and \$10 off per all other combo of days. *Call MACMH at 651-644-7333 to get the group discount coupon code.*

REGISTER NOW 

Workshop Descriptions

Sunday

Option 1: Policy Update, Symposia & MHED Talks

Option 2: Supervision Workshop

Monday

Monday Keynote

Session 1 • Workshops 1 – 13

Session 2 • Workshops 14 – 26

Session 3 • Workshops 27 – 39

Tuesday

Tuesday Keynote

Session 4 • Workshops 40 – 52

Session 5 • Workshops 53 – 66

Session 6 • Workshops 67 – 77

Conference Schedule

Sunday, April 24

10:30 Supervision Registration
11:00 – 6:00. Supervision Workshop
 11:30 – 5:30. General Registration
12:15 – 1:45 Policy Update
 1:45 – 2:00. Break
2:00 – 4:00. Symposia A, B, & C
 4:00 – 4:15. Break
4:15 – 6:45. MHED Talks

Monday, April 25

7:30 Exhibits/Registration/Breakfast
 8:50 – 9:00. Announcements
9:00 – 10:00. Keynote
 10:00 – 10:15. Exhibits/Break
10:15 – 12:15. Workshops 1 – 13
 12:15 – 1:15. Lunch/Exhibits
1:15 – 2:30. Workshops 14 – 26
 2:30 – 3:00. Exhibits/Extended Break
3:00 – 4:45. Workshops 27 – 39

Tuesday, April 26

7:30 Exhibits/Registration/Breakfast
 8:50 – 9:00. Announcements
9:00 – 10:00. Keynote
 10:00 – 10:30. Exhibits/Extended Break
10:30 – 12:15. Workshops 40 – 52
 12:15 – 1:15. Lunch/Exhibits
1:15 – 2:45. Workshops 53 – 66
 2:45 – 3:00. Break
3:00 – 4:15. Workshops 67 – 77

About our Conference
Conference Learning Objectives

Our conference offers professionals and families opportunities to:

- Improve policy and enhance practices for children (birth to 21) who have or are at risk of developing mental health disorders.
- Acquire skills and strategies that will improve outcomes for children with mental health needs.
- Gain knowledge of best practices and latest research in children's mental health and related fields.
- Enrich understanding of different perspectives and common goals in support of all children.



AGENDA REQUEST FORM

Date of Meeting: 04/05/2016

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

Agenda Item: Authorize staff attendance at training

Department: HHS

Rebecca Foss
Department Head signature

Background information on Item:

The Safe Harbor Tribal Summit is being held on May 24-25th, 2016, in Prior Lake, MN. This is a free conference to address the sexual exploitation and sex trafficking of Native youth in Minnesota. A contingent of staff attended training recently to build the county's multi-disciplinary response to sex-trafficked youth. This will continue to enhance the current knowledge and perfect the multi-disciplinary response to sex-trafficked youth. Beth Jarvis, Bonnie Rediske, Candace Bartheidel and Kristen Schroeder plan to attend.

Action Requested:

Authorize the four individuals named above to attend the Safe Harbor Tribal Summit on May 24-25th in Prior Lake, MN.

Financial Impact:

Registration for the conference is free.
Hotel/lodging for three individuals. (one is staying with family)- approximately \$450
Mileage- county car preferred, if not available- \$190
Meals- \$120
Total cost- \$760
There are funds in the 2016 HHS budget to cover these costs.



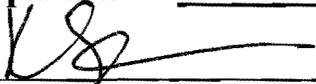
AGENDA REQUEST FORM

Date of Meeting: April 5, 2016

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

Agenda Item: Household Hazardous Waste Training Course

Department: Land Services



Department Head signature

Background information on Item:

Staff which will be operating in the County’s Household Hazardous Waste Facility must attend the Minnesota Pollution Control Agency’s initial training for new HHW Staff. This training includes OSHA regulations and DOT regulations. Although the specific staff that will be operating the facility daily will be contracted, it is beneficial for the county to have at least one trained staff person to oversee the operations.

Action Requested:

Consider Caleb Anderson, Land & Resources Manager to attend the Initial Training for new HHW Staff in Wilmar, MN April 26-28, 2016.

Financial Impact:

There is no cost for the training; however hotel for two nights is \$81.30 per night plus the cost of dinner at of up to \$15.00 day. All other meal expenses are included with the course. A County vehicle will be used for transportation, so no mileage costs will be incurred. The total cost of the training \$207.60 which is within the 2016 Solid Waste Budget.



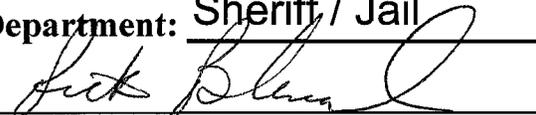
AGENDA REQUEST FORM

Date of Meeting: April 5, 2016

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

Agenda Item: STS Crew Leader Dan Baran's retirement

Department: Sheriff / Jail


Department Head signature

Background information on Item:

Effective April 12, 2016 Dan Baran will be retiring from his position as STS Crew Leader after nearly 13 years of service to Pine County.

Action Requested:

Aknowledge the retirement of Dan Baran, STS Crew Leader, affective April 12, 2016

Financial Impact:

None



MINUTES
PINE COUNTY TECHNOLOGY COMMITTEE

District 1 Commissioner Hallan
District 2 Commissioner Mohr

Tuesday March 15th 2016, 8:30 a.m.
Commissioner Conference Room, Courthouse
Pine City, Minnesota

Present: Commissioner Mohr, County Administrator David Minke, IT Specialist Darlene Booth, IT Specialist Kent Bombard, IT Supervisor Ryan Findell, Land Services Director Kelly Schroeder, Child Support Supervisor, Jodi Blesener

1. Called meeting to order at 8:32am
2. Adopted Agenda
3. Canon Uniflow Printer Project
 - Discussion was held about the implementation of the Uniflow server for printing around the county. It would bring secure printing and follow printing that should increase savings in time and resources.
4. Managed Print Services Quote
 - Discussion was held on outsourced managed print services, where a vendor would take over managing toner replacement, fixing breakdowns, and replacing printers to increase cost savings. Quote was review by the tech committee. More research will be held with key individuals to get a better look at what the cost savings would be.
5. New User Training / Staff Training – IT Support Spec. Darlene Mallet
 - Darlene gave a presentation about training needs for the county and specific departments. She will develop an IT newsletter and start work on finding times and topics to be set up in the next month or two.
6. HHS Telework Update - Child Support Supervisor, Jodi Blesener
 - Jodi Blesener gave an update on remote access workers and feedback on the remote access policy. IT and HHS will continue to work together to identify employees best suited for remote access and get some specific feedback from the employees.
7. Long Distance Codes Update
 - Kent gave an update on long distance codes. We have removed them and have heard good things from staff and fewer faxing issues.
8. Wireless System Update
 - The IT department replaced the wireless system two weeks ago to solve issues in connectivity. The new system is up and running and working fine.
9. Statewide Monitoring Program Update
 - The State of Minnesota and the IT department have come up with a project plan with a target cut over date of August 4th, 2016
10. Adjourn at 9:41am

MINUTES
of
Pine County Transportation Committee Meeting
Tuesday, March 29, 2016 -- 9:00 a.m.
Commissioner Conference Room, Pine County Courthouse
Pine City, Minnesota

Members present: Commissioner Curt Rossow, Commissioner Steve Hallan

Others Present: County Engineer Mark LeBrun, Sheriff Jeff Nelson and County Administrator David Minke.

1. Commissioner Rossow called the meeting to order at 9:00 a.m.
2. The agenda was approved with the addition of the Annual Highway Department Annual Report added to "other".

3. Upcoming Road Projects

County Engineer LeBrun reviewed the proposed road and bridge projects. The 5-year plan included a project list with cash funding and a project list with bond funding.

The committee discussed the road extension for the Sandstone Hospital. The road is a city/county cooperative project with funding from the City of Sandstone, Minnesota Department of Transportation, and Federal EDA grant. Because of the federal funding, it will be important to require an adequate financial guarantee from the City of Sandstone as the county is not in a position to finance or fund the project.

4. Financing—Wheelage Tax, Sales Tax, Bonding

The committee discussed funding for the various projects. Bonding for road projects would allow the county to take advantage of low material costs and bond costs. Use of debt will accelerate the replacement of bridges and allow the public to take advantage of safer/better roads.

The project proposal with debt includes \$7.5 million worth of work. The debt could be repaid with the proceeds from the wheelage tax. Tax levy could be used to reduce the duration of the bonds and repay that debt with the wheelage tax.

It was the consensus of the committee to recommend using bonds with a term of 15-20 years. Engineer LeBrun will work with the County Auditor and financial consultant to develop best case options and structure.

5. ATV

Committee discussed operation of ATV's on county roadways. The trend of counties in northern Minnesota seems to be to allow Class I ATV's on the road similar to Class II (side by side) vehicles. The committee discussed minimum requirements currently in state law with regards to age of operator, headlights, brake lights, etc. The consensus of the committee is to recommend all county roads be open to Class I ATV's (similar to class II). The committee would also like to see the county work with clubs and others on education.

6. Northeast Minnesota Area Transportation Partnership (ATP).

Engineer LeBrun explained the group usually meets twice per year in the Duluth area. It is the recommendation of the committee to appoint the two members of the county transportation committee to the ATP.

7. Deputy Mike Morrow Memorial Highway

Pine County Deputy Mike Morrow was killed in the line of duty on August 24, 1991. Sheriff Nelson explained that he has been working to designate a portion of CSAH 61 as the Mike Morrow Memorial Highway. The stretch would be designated by two signs, one in Pine City near the voyageur statue and one near County Road 55. The committee was supportive of the idea and a formal resolution will be presented to the county board naming the section of CSAH 61. Commissioner Hallan asked about naming a roadway in honor of Pine City native Master Sgt. Daniel Fedder who died August 27, 2010 in Afghanistan serving during Operation Enduring Freedom. He will follow up with the Fedder family.

8. Other

Engineer LeBrun distributed copies of the 2015 Highway Annual Report to the committee. He will make a formal presentation at the next county board meeting.

With no further business the meeting was adjourned at 10:40 a.m.



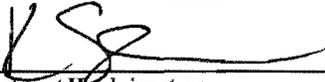
AGENDA REQUEST FORM

Date of Meeting: April 5, 2016

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

Agenda Item: Recycling Grant Discussion and Resolutions

Department: Land Services



Department Head signature

Background information on Item:

As noted in the March 25, 2016 Friday Update the Minnesota Pollution Control Agency has made a grant available for improving residential recycling in outstate Minnesota for FY16-17. There is approximately \$2 million available for grants, with a maximum grant amount of \$250,000 per entity. As the Board has identified in their 2016 Strategic Goals, Pine County needs to make some improvements in our recycling rates and experience as it appears the current recycling sheds are not meeting the expectations of the taxpayers in Pine County. After discussions and investigation of solutions to this problem, the following solution is being proposed:

- 5 Recycling Roll-Off Bins - \$ 40,000 (to replace existing high volume/high trash sheds)
- 1 Recycling Trailer – To be situation in outlying areas with less population such as Nickerson, Duxbury, Denham, Ogema Township, etc. - \$15,000
- Increase the number of times locations are serviced by 50% - \$84,000 (throughout the grant period, \$56,000 ongoing)
- Build an unstaffed recycling building at the transfer station (26'x28') - \$10,000
- Total Cost in FY16-17: \$149,000
- Pine County Match - \$37,250
- Grant Amount - \$111,750

Action Requested:

- 1.) Give feedback on recycling enhancement proposal
- 2.) Approve Pine County Resolution 2015-13 authorizing the County Administrator to sign the grant agreement if funding is awarded.
- 3.) Approve Pine County Resolution 2015-14 identifying and documenting as secure the match funds for the grant.

Financial Impact:

These are grant dollar only. The match can be paid out of the 2017 Solid Waste Administration Fee (which if left at \$6 per parcel will generate about \$108,000, which would leave approximately \$70,750 to continue to improve/operate the household hazardous waste facility in 2017.

Pine County and Minnesota Pollution Control Agency
FY 2016-17 Grant Program
Matching Funds Resolution
Pine County Resolution No. 2016-14

WHEREAS, Pine County has applied for a grant from the Minnesota Pollution Control Agency (MPCA), under its FY16-17 Environmental Assistance Grant Program as the County Board identified Recycling as one of its strategic goals in January 2016; and

WHEREAS, if MPCA funding is received, Pine County understands the grant has a 25% match requirement;

BE IT RESOLVED THAT the Pine County Board hereby agrees and commits to providing the 25% match funds required of the grant.

Curtis H. Rossow, Chair
Pine County Board of Commissioners

Date

ATTEST:

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

Date

**Pine County and Minnesota Pollution Control Agency
FY 2016-17 Grant Program
Authorization Resolution
Pine County Resolution No. 2016-13**

WHEREAS, Pine County has applied for a grant from the Minnesota Pollution Control Agency (MPCA), under its FY16-17 Environmental Assistance Grant Program; and

WHEREAS, if MPCA funding is received, Pine County is committed to implementing the proposed project as described in the grant applications; and

WHEREAS, MPCA requires that Pine County enter into a grant agreement with the MPCA that identified the terms and conditions of the funding award;

BE IT RESOLVED THAT the Pine County Board hereby agrees to enter into and sign a grant agreement with the MPCA to carry out the project specified therein and to comply with all of the terms, conditions, and matching provisions of the grant agreement and authorizes and directs the County Administrator to sign the grant agreement on its behalf.

Curtis H. Rossow, Chair
Pine County Board of Commissioners

Date

ATTEST:

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

Date



AGENDA REQUEST FORM

Date of Meeting: April 5, 2016

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

Agenda Item: Household Hazardous Waste Staffing Contract

Department: Land Services

[Signature]
Department Head signature

Background information on Item:

The Household Hazardous Waste Facility is beginning to come together. As directed by the Board, PHASE was contacted to provide a proposal for staffing the facility. PHASE was eager to have another partnership with Pine County and submitted the proposal which is labels "Exhibit A" of the attached contract. The proposal includes 14 hours of staff time each week along with a provision to add hours as needed for \$20/hour. The 14 hours of staff time would be the open hours of the facility (Tuesdays 10 a.m. – 6 p.m. and Saturdays 8:00 a.m. – 2 p.m.).

*The contract is still under final review by the County Attorney and PHASE Attorney. Any changes to the language will be brought to the meeting on April 5, 2016.

Action Requested:

Consider authorizing the County Board Chair and County Administrator to sign the Professional Services Contract for Household Hazardous Waste Staffing.

Financial Impact:

This will be funded out of the Solid Waste Administration Fee and is within budget. Any additional staffing will not exceed budget for the service (\$23,358).



March 24, 2016

Kelly Schroeder, SAMA
Land Services Director
County Assessor
635 Northridge Dr NW
Pine City, MN 55063

RE: Staffing Proposal for Pine County Household Hazardous Waste Facility

Dear Ms. Schroeder:

I am hereby pleased to write to you in response to the proposal of Pine County's seeking bids for Contract Staffing of the Pine County Household Hazardous Waste Facility. We are interested in providing Pine County with a contract for staffing of above mentioned building, bid proposal with details enclosed.

PROPOSAL ONLY

Contract Dates:	June 1 st to October 31 st , 2016
Days Staff will be provided:	Tuesday's – 10:00pm – 6:00pm Saturday's – 8:00am – 2:00pm *Additional hours may be requested by Pine County for an additional charge (Please see below)
Required Training:	2 Staff Persons will attend both required trainings (Paid for by PHASE) 1 day in Duluth, MN and 3 days in Willmar, MN
Pine County will provide all required Personal Protection Equipment with the exception on steel toed boots	
Total Proposed Bid:	\$9,900.00 for 2016
Hourly Charge for additional requested hours =	\$20.00/hour.

PHASE will employ staff at our expense, pay for all required trainings and related expenses (hotel, mileage, etc.) for 2 staff persons (1 staff will be backup).

Should you have any questions regarding this proposal, please contact me directly.

Sincerely,

Cheryl L. Gullickson
Director of Operations
218-256-8637
CGullickson@pinehab.org

PINE COUNTY

HOUSEHOLD HAZARDOUS WASTE STAFFING CONTRACT

This Professional Services Contract (“the Contract”) is made by and between Pine County (“the County”) and Pine Habilitation and Supported Employment, Inc. a/k/a PHASE (“the Staffer”), 106 Main, Sandstone, Minnesota 55072, a non-profit corporation.

WHEREAS, the County has the responsibility and goal to protect the land, air, water, and other natural resources and the public health by improving waste management; and

WHEREAS, the County has established a household hazardous waste facility (“HHW Facility”) to accept wastes which previously had no legal disposal method in the county; and

WHEREAS, this Contract is made for the purpose of setting forth the terms and conditions under which the Staffer will collect, process, package, and ship materials collected in the Pine County Household Hazardous Waste Facility.

THEREFORE, in consideration of the promises and mutual agreements hereinafter set forth, the parties hereto agree as follows:

ARTICLE I. TERMS

This Contract shall commence June 1, 2016 and shall continue until October 31, 2016 unless earlier terminated pursuant to Article IX.I. The County and the Staffer agree that this Contract can be extended or renewed by mutual agreement.

ARTICLE II. DEFINITIONS

- A. Designated Staff is defined as the PHASE staff working in the HHW Facility.
- B. Facility Equipment is defined any equipment owned by the County and used to operate the facility.
- C. Household Hazardous Waste (HHW) Facility is defined are the building which Pine County receives approval from the Minnesota Pollution Control Agency to conduct HHW collections within.

ARTICLE III. REPRESENTATIONS

A. Staffer Representations

- 1. The Staffer is a non-profit corporation duly organized, validly existing and properly qualified to do business under the laws of Minnesota.
- 2. The Staffer has full power and authority to execute the Contract and such execution constitutes a binding legal obligation of the Staffer that is fully enforceable in accordance with its terms and conditions.
- 3. The execution of the Contract does not conflict with any other agreement, indenture or any other instrument to which the Staffer is a party.

B. County Representations

- 1. The execution of this Contract by the Chairman of the Pine County Board of Commissioners has been duly authorized and approved by the County, and no other authorizations, approvals, or consents are required in order for this Contract to constitute a binding and enforceable legal obligation of the County.
- 2. The execution of the Contract does not conflict with any other agreement, indenture or any other instrument to which the County is a party.

ARTICLE IV: COMPLIANCE WITH REGULATORY REQUIREMENTS

- A. The Designated Staff shall at all times when working in conjunction with HHW Facility collect, process, package and ship HHW in compliance with all applicable local, state, and federal laws, rules, regulations and ordinances.
- B. The Designated Staff shall obtain and maintain all necessary training and certifications required to provide the services identified in this Contract.

ARTICLE V: OPERATIONS

- A. The Designated Staff shall be approved by the County.
- B. The Designated Staff shall conduct themselves in manner consistent with Pine County Policies and Procedures, as they will be representing the County to the public.
- C. The Staffer agrees provide to one (1) Designated Staff to collect, process, package, and ship all HHW and wastes from the County's HHW Facility consistent with this Contract during the operating hours outlined in Exhibit A or as changed in accordance with Article IX, H of this contract.
- D. The Staffer shall be responsible for the costs associated with employing and training attendance of the persons as outlined in Exhibit A.

ARTICLE VI: PAYMENT PROCEDURES

During the term of this Agreement, the Staffer will be paid by the County on a monthly basis, beginning on the 30th day of June, 2016 and payable on the 10th day of each month thereafter, a fee of \$1,980.00 per month of this contract for providing the collection, processing, packaging, and shipping of HHW.

ARTICLE VII: DEFAULT AND REMEDIES

A. Staffer Default

The following shall constitute defaults by the Staffer:

1. Failure to comply with all applicable laws, ordinances, rules and regulations relating to HHW;
2. Failure to fulfill any of its material obligations under this Contract;
3. Transfer of any interest under this Contract, whether by subcontract, assignment or novation, without the approval of the County; and/or
4. Failure to operate the HHW Facility for two (2) days or more on the agreed upon schedule as described in Exhibit A.

B. County Default

The following shall constitute a default by the County:

1. Failure to fulfill any of its material obligations under this Contract; and/or
2. Failure to pay, when due, any amounts required to be paid under this Contract.

C. Notice of Default and Remedies

The Staffer and County agreed that in the case of a default, other than a payment default, under the terms of this Contract, the non-defaulting party shall provide notice of the default to the defaulting party in writing setting forth the specific default. The defaulting party shall cure the default within thirty (30) days following the giving of such notice. If the defaulting party fails to cure such default after such notice, the party giving the notice of default shall have the right, in addition to rights or remedies available by law, to terminate this Contract for cause set forth in Article IX, I.2.

The Staffer and County agree that in the case of a payment default under the terms of this Contract, the Staffer shall provide notice of the default to the County in writing setting forth the specific default. The County shall cure the payment default within ten (10) days

following the giving of such notice. If the County fails to cure such payment default after notice, the Staffer shall have the right, in addition to rights or remedies available by law, to terminate this Contract for cause as set forth in Article IX, 1.2.

ARTICLE VIII: HOLD HARMLESS/INDEMNIFICATION, INSURANCE

A. Hold Harmless/Indemnification by Staffer

The Staffer shall defend, indemnify and hold harmless the State of Minnesota, political subdivisions of the State, and their officials, employees, and agents with respect to any claims, demands, actions, damages, costs, and expenses, including reasonable attorney fees, resulting from any act, error or omission of the Staffer, its officials, employees, agents, or subcontractors at any level. However, the Staffer shall not be responsible for acts, errors or omissions of the State of Minnesota, political subdivisions of the State, or their officials, employees, agents or other subcontractors.

The Staffer shall defend, indemnify and hold harmless the State of Minnesota, political subdivisions of the State, and their officials, employees and agents with respect to any claims, demands, actions, damages, costs and expenses, including any reasonable attorney fees, arising out of any pollution, environmental damage or adverse effects on the environment with respect to recyclable materials, after acceptance of the recyclable materials by, or while recyclable materials are in the possession of the Staffer, its officials, employees, agents or subcontractors at any level. However, the Staffer shall not be responsible for the acts, errors or omissions of the State of Minnesota, political subdivisions of the State, or their officials, employees, agents of other subcontractors.

B. Hold Harmless/Indemnification by County

The County shall defend, indemnify and hold harmless the Staffer and its officers, employees, agents and subcontractors with respect to any claims, demands, actions, damages, costs and expenses, including reasonable attorney fees, resulting from any acts, errors, or omissions of the State of Minnesota, political subdivisions of the State, the County or their officials, employees, agents or subcontractors at any level.

C. Insurance

The Staffer shall obtain and keep in force at all times during this Contract the following insurance policy:

1. Worker's compensation and employer's liability as required by State and Federal laws, with minimum limits of \$100,000.00 each accident for bodily injury, \$100,000.00 each employee for bodily injury by disease and a \$500,000.00 policy limit for bodily injury by disease. The Staffer shall provide the County original certificates of insurance, on which the County has been named as an additional insured, for the coverage required above within ten (10) days of signing the Contract, unless otherwise directed by the County. Certificates shall include a provision that the insurer shall give the County thirty (30) days cancellation notice of required policies.

ARTICLE IX: MISCELLANEOUS

A. Notice

All written notices required pursuant to this Contract shall be either hand delivered or mailed to the Staffer and the County at the following address or such other address as may be provided in writing to the other party from time to time:

County: David Minke – Pine County Administrator
635 Northridge Drive NW, Suite 200
Pine City, MN 55063

Staffer: Timothy Schmutzer, Executive Director
Pine Habilitation and Supported Employment, Inc.
106 Main Street
PO Box 126
Sandstone, MN 55072

B. Relationship of the parties

For the purposes of this Contract, the Staffer shall be deemed to be an independent contractor and not an employee of the County. The Staffer shall maintain, at its own expense, personnel necessary to fulfill its obligations under this Contract. All agents, servants, or employees of the Staffer or other persons, while engaged in the performance of any work or services required to be performed by the County under this Contract shall not be considered employees of the County, and any and all claims that may or might arise on behalf of the County, its agents, servants or employees as a consequence of any act or omission on the part of the Staffer, its agents, servants, employees or other persons shall in no way be the obligation or responsibility of the County. The Staffer, its agents, servants or employees shall be entitled to none of the rights, privileges or benefits of County employees except as otherwise may be herein stated.

C. Assignment

Prior to the assignment of any interest in the Contract or transfer of any interest in the same, whether by subcontract, assignment or novation, the Staffer or the County must provide written notice to the other party. Any assignment by Staffer is subject to the County's approval. The County reserves the right to assign any interest in the Contract to a duly established waste management district, joint powers board, or any other entity.

D. Survival of Representations and Warranties

The representatives, warranties, covenants and agreements of the parties under this Contract and the remedies of either party for the breach of such representations, warranties, covenants, and agreement by the other party shall survive the execution and term of this Contract.

E. Waiver

The waiver of any of the rights and/or remedies arising under the terms of the Contract on any one occasion by any party hereto shall not constitute a waiver of any rights or remedies in respect to any subsequent breach or default of the terms of the Contract. The rights and remedies provided or referred to under the terms of the Contract are cumulative and not mutually exclusive.

F. Entire Agreement

The Contract shall constitute the entire agreement between the parties and shall supersede all prior and oral and written negotiations.

G. Governing Law

The Contract shall be interpreted and construed according to the laws of the State of Minnesota.

H. Alteration Clause

Any alteration, modification, or waiver of the provisions of this Contract shall be valid only after it has been reduced to writing and duly signed by all parties.

I. Termination/Default

1. This Contract shall terminate, without cause, at either party's election upon either party giving thirty (30) days written notice to the other party pursuant to Article IX.A.

2. This Contract may be terminated for cause after notice by either party of a default as set forth in Article VII, for a breach of the terms of this Agreement as set forth in Article VII.
3. Upon termination of the Contract by default, or by election of either of the parties as stated in Article IX, I.1. and 2., the County shall assume full ownership, possession, and the title of the facility equipment.

IN WITNESS THEREOF, the parties have caused this Contract to be executed as of 5th day of April, 2016, notwithstanding the date of the signatures of the parties.

Curtis H. Rossow
Pine County Board of Commissioners
Chairman

Timothy Schmutzer
PHASE Executive Director

ATTEST:

David J. Minke
Pine County Administrator

Reese Frederickson
Pine County Attorney

Dorraine A. Larison
Counsel for PHASE



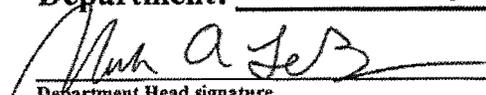
AGENDA REQUEST FORM

Date of Meeting: April 5, 2016

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

Agenda Item: 2015 Highway Annual Report

Department: Pine County Public Works


Department Head signature

Background information on Item:

2015 Highway Annual Report

Action Requested:

Accept & Approve

Financial Impact:



PINE COUNTY PUBLIC WORKS

HIGHWAY DEPARTMENT

405 Airport Road NE
Pine City, MN 55063

Telephone 320-216-4200
Fax: 320-216-4202
1-800-450-7463 Ext. 4200

Mark A. LeBrun, P.E.
County Engineer

March 29, 2016

Pine County Board of Commissioners
David J. Minke – County Administrator

I hereby submit the 2015 Public Works Department Annual Report.

In 2015, the department completed several bituminous reclamation projects totaling 9 miles and the 4.25 mile reconstruction of CSAH 5. In addition, the new CSAH 7 Snake River bridge was completed at a cost of \$2 million making it the most expensive bridge built by Pine County to date.

In addition to construction projects, Public Works has taken on the management of Building Maintenance and the purchasing of all sheriff's squad/patrol vehicles. Current funding for 5 sheriff's vehicles and two major equipment replacements is currently budgeted for. Future increases will be needed to keep this replacement schedule.

The Fund Balance increased about 10% in 2015 to \$2,409,701.75. In the next few years as the wheelage tax revenues are spent and local funded projects are completed, I anticipate the fund will begin to decrease slightly. Increased funding will be needed to maintain current services specifically on the maintenance of the local County system.

I believe the Public Works Department to be in sound financial condition and am proud of the work the staff does on behalf of Pine County.

Sincerely,

Mark A. LeBrun, P.E.
Public Works Director/County Engineer



ANNUAL REPORT

of

PUBLIC WORKS DEPARTMENT

PINE COUNTY, MINNESOTA

For the Year Ended

December 31, 2015

**Pine County Highway Department
Index of Annual Report
For the Year Ended December 31, 2015**

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PINE COUNTY, MINNESOTA

Brief of Activities

Year Ended December 31, 2015

The following summary of accomplishments has resulted from the authorized expenditures and operations on public highways in Pine County during the year 2015.

1. STATE AID HIGHWAYS

a). CONSTRUCTION REGULAR

Contracts

1)	Reclaim/Paving	\$	5,063,828.71
3)	Culverts, Bridges	\$	2,433,073.76

b). CONSTRUCTION MUNICIPAL

Contracts

2)	Paving/Reclaim	\$	327,760.19
3)	Bike Path	\$	27,089.87

c). MAINTENANCE

Regular	\$	1,729,467.27
Municipal	\$	526,771.62

2. COUNTY ROADS

a.) MAINTENANCE	\$	849,515.76
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3. CONSTRUCTION PROJECTS 2015

The following contracts were awarded during 2015:

SP 058-646-029	CSAH 46; Between CSAH 49 and TH 23
CP 058-012-001	CSAH 12; Between CSAH 11 & 5th Street
CP 058-046-001	CSAH 46; Between TH 23 & 0.25 miles SE
SAP 058-639-012	CSAH 39; Between CSAH 34 & CSAH 61
SAP 058-607-023	CSAH 7; 0.1 miles east of CSAH 53 over the Snake River

KGM Contractors
Tri-City Paving
Tri-City Paving
Tri-City Paving
Robert R. Schroeder

4. EQUIPMENT PURCHASES IN 2015

#1501	2016 MACK G4-713 TANDEM DUMP TRUCK
#1502	2016 MACK G4-713 TANDEM DUMP TRUCK

**Pine County Highway Department
Financial Statement
For the Year Ended December 31, 2015**

ASSETS

Cash Balance as of December 31, 2015	1,220,273.91	
Petty Cash	150.00	
Current Taxes Receivable	51,302.26	
Delinquent Taxes Receivable	67,607.44	
<u>Accounts Receivable</u>		
Due from Townships	70,352.18	
Due from Municipalities	221,094.55	
Due from Other Departments/Agency	296,561.53	
Total Accounts Receivable	588,008.26	588,008.26
<u>Due from State Aid</u>		
Regular Maintenance	0.00	
Regular Construction	497,777.40	
Municipal Maintenance	48,529.50	
Municipal Construction	743,736.09	
Town Bridge	0.00	
Bridge Bonding	0.00	
Total from State Aid	1,290,042.99	3,217,384.86
<u>Allotments</u>		
State Aid Regular Maintenance	0.00	
State Aid Regular Construction	458,909.48	
State Aid Municipal Maintenance	0.00	
State Aid Municipal Construction	-701,440.33	
Town Bridge	6,088.10	
Bridge Bond Grant	0.00	
Total Allotments	-236,442.75	
Inventory	429,915.81	
<u>TOTAL ASSETS</u>	429,915.81	\$ 3,410,857.92

**Pine County Highway Department
Financial Statement
For the Year Ended December 31, 2015**

LIABILITIES

Vendors Payable		240,343.44
Salaries Payable		80,067.45
Benefits Payable		207,467.88
Contracts Payable		531,326.46
TRL Loan		99,000.00

Deferred Revenue

Regular Maintenance	0.00	
Regular Construction	-490,709.05	
Municipal Maintenance	0.00	
Municipal Construction	-282,975.84	
Town Bridge	6,088.10	
Bridge Bonding	0.00	
Total Deferred Revenue	<u> </u>	-767,596.79

Due to State Aid-Regular Construction	610,547.73	
Due to State Aid-Municipal Construction	<u> </u>	610,547.73

TOTAL LIABILITIES

\$1,001,156.17

FUND BALANCE

Reserve for Inventory		429,915.81
Reserve for Wheelage Tax		550,418.00
Fund Balance (Undesignated)		<u>1,429,367.94</u>

TOTAL FUND BALANCE

2,409,701.75

TOTAL LIABILITIES AND FUND BALANCE

\$3,410,857.92

**Pine County Highway Department
Accounts Receivable
For the Year Ended December 31, 2015**

	Beginning Balance	Current Year Billings	Current Year Payments	Ending Balance
<u>Due from Townships</u>				
Crosby	0.00	424.86	424.86	0.00
Hinckley	20,152.06	376.24	152.06	20,376.24
Mission	20,000.00	0.00	0.00	20,000.00
Pine City	119,509.43	29,975.94	119,509.43	29,975.94
Total Due from Townships	\$159,661.49	\$30,777.04	\$120,086.35	\$70,352.18
<u>Due from Municipalities</u>				
Pine City	505,474.77	50,016.96	456,540.98	98,950.75
Sandstone	262,848.00	0.00	140,704.20	122,143.80
Total Due from Municipalities	\$768,322.77	\$50,016.96	\$597,245.18	\$221,094.55
<u>Due from Other County Funds</u>				
Pine County Assessor	440.09	3,631.12	3,694.74	376.47
Pine County Probation	82.36	885.96	884.81	83.51
Pine County Human Services	883.44	9,380.83	9,631.83	632.44
Pine County Land Dept	67.60	2,475.96	2,387.08	156.48
Pine County Sheriff	11,964.35	113,920.21	117,956.87	7,927.69
Pine County Soil & Water	0.00	653.36	627.44	25.92
Pine County Veterans Service	171.79	1,658.68	1,723.58	106.89
Pine County Zoning	160.22	2,549.08	2,623.47	85.83
Total Due from Other County Funds	\$13,769.85	\$135,165.20	\$139,529.82	\$9,395.23
<u>Due from State Aid</u>				
Regular Maintenance	(167,095.26)	1,725,357.27	2,168,809.74	(610,547.73)
Regular Construction	1,396,177.60	2,855,185.30	3,753,585.50	497,777.40
Municipal Maintenance	45,685.80	485,295.00	482,451.30	48,529.50
Municipal Construction	420,377.45	1,077,824.71	754,466.07	743,736.09
Town Bridge	11,184.70	40,991.90	52,176.60	0.00
Federal Funding	0.00	859,300.07	859,300.07	0.00
Bridge Bonding	6,371.25	14,151.85	20,523.10	0.00
Engineering/ROW	0.00	373,514.95	0.00	373,514.95
Total Due from State Aid	\$1,712,701.54	\$7,431,621.05	\$8,091,312.38	\$1,053,010.21
<u>Due from Intragovernmental</u>				
Current Taxes Receivable	626,488.10	915,748.50	1,490,934.34	51,302.26
Delinquent Taxes Receivable	5,127.90	117,228.78	54,749.24	67,607.44
Total Due from Intragovernmental	\$631,616.00	\$1,032,977.28	\$1,545,683.58	\$118,909.70
Total Receivables	\$3,286,071.65	\$8,680,547.53	\$10,493,857.31	\$1,472,761.87

**Pine County Highway Department
Town Road Allotment
For the Year Ended December 31, 2015**

ARLONE	\$8,907.76
ARNA	6,768.52
BARRY	11,588.63
BIRCH CREEK	8,194.75
BREMEN	8,420.28
BROOK PARK	10,490.08
BRUNO	3,548.07
CHENGWATANA	21,445.04
CLOVER	7,790.74
CROSBY	3,888.39
DANFORTH	3,754.13
DELL GROVE	17,749.77
FINLAYSON	14,322.59
FLEMING	3,130.50
HINCKLEY	19,251.62
KERRICK	6,888.29
KETTLE RIVER	12,657.71
MISSION CREEK	14,837.48
MUNCH	8,523.64
NEW DOSEY	7,899.18
NICKERSON	5,356.96
NORMAN	11,188.87
OGEMA	6,642.43
PARK	2,150.60
PARTRIDGE	15,110.79
PINE CITY	27,958.76
PINE LAKE	18,244.30
POKEGAMA	48,294.25
ROYALTON	20,931.31
SANDSTONE	18,633.76
STURGEON LAKE	11,945.87
WILMA	5,116.73
WINDEMERE	32,757.20
Distributed by County Auditors Office	\$424,389.00

**Pine County Highway Department
Inventory of Supplies and Materials
For the Year Ended December 31, 2015**

Parts and Replacements

Miscellaneous Repair Parts	\$37,645.59	
Routine Replacement Parts	\$98,199.38	
Total Parts and Replacements		\$135,844.97

Motor Fuels, Fluids, Oil and Grease

Diesel Fuel/ Gasoline	\$58,722.86	
Total Motor Fuels		\$58,722.86

Field Materials and Supplies

Bituminous Materials	\$21,144.82	
Sand/Salt Mixture and Calcium Chloride	\$37,233.81	
Gravel Material in Stockpile	\$18,739.20	
Culverts, Aprons, and Bands	\$128,584.98	
Signs and Posts	\$29,645.17	
Total Field Materials and Supplies		\$235,347.98

Total Inventory and Supplies		\$429,915.81
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Pine County Highway Department
Accounts Payable
For the Year Ended December 31, 2015

Accounts Payable					
Vendor Name	Admin.	Road Const.	Road Maint.	Shop Equip.	
ACS	434.37				
AIRGAS				753.66	
AMERIPRIDE				710.26	
ANDERSON ELECTRIC					
ANDERSON/BENJAMIN					
AUTO VALUE-MORA				130.85	
BOYER TRUCKS					
CAMPBELL AUTO & TIRE					
CAVALLIN FORD				223.99	
CITY OF WILLOW RIVER				33.03	
COMMISSIONER OF REVENUE-VOID				1,063.34	
CRYTEEL MANUFACTURING, INC.				338.97	
CULLIGAN				157.20	
DAVE'S OIL				963.98	
DEEP ROCK-ASKOV				16,245.00	
DLT SOLUTIONS, LLC		7,324.59			
ECE	388.87		115.84	434.39	
ELEMENT					
EMERGENCY AUTOMOTIVE					
ERICKSON ENGINEERING		6,354.00			
FIRSTLAB			42.95		
FEDERATED COOPS					
FRONTIER	55.83				
GA SCHMIDT					
GLEN'S TIRE				1,795.37	
HOFFMAN ACE HARDWARE		21.47	105.13	749.51	
HOTSY				256.88	
KIMBALL				343.33	
MATT'S SANITATION				175.50	
MARCO					
MEYER LABORATORY					
MN ENERGY	257.31			1,419.30	
MOHR PARTS				107.83	
NAPA-HINCKLEY				719.64	
NEWMAN DESIGNS			626.00		
NUSS TRUCK				2,077.53	
OXYGEN				8.99	
OREILLY AUTOMOTIVE				64.93	
PINE CITY HINCKLEY GARBAGE				86.23	
PINE CITY WATER				113.28	
PINE COUNTY TREASURER	1,102.08	128.24			
POMP'S					
QLT	13.75				
QUALITY HOME CENTER					
S & S CUSTOM SPRINGS					
SANDSTONE NAPA					
SAUSER'S				392.01	
SHORT ELLIOT & HENDRICKSON		14,483.59			
TOWMASTER				178,793.00	
VERIZON	431.42				
WSN		300			
Total Accounts Payable	2,683.63	28,611.89	889.92	208,158.00	240,343.44

Pine County Highway Department
Accounts Payable
For the Year Ended December 31, 2015

Personal Services Payable	Admin.	Road Const.	Road Maint.	Shop Equip.	TOTAL
Salaries Payable	7,934.67	25,058.77	40,470.78	6,603.23	80,067.45
Vacation Payable	55,017.08	45,740.44	55,107.18	15,677.23	171,541.93
Comp Time Payable	-	3,432.64	12,158.65	461.96	16,053.25
County Benefits Payable	1,719.97	5,807.45	10,463.94	1,881.34	19,872.70
Total Personal Services Payable	64,671.72	80,039.30	118,200.55	24,623.76	\$287,535.33

Contracts Payable

CP 058-012-001	4,379.39
CP 058-014-001	20,975.47
CP 058-014-002	18,880.43
CP 058-014-004	1,683.31
CP 058-046-001	6,649.64
SAP 058-605-007	183,165.79
SAP 058-607-022	1,933.25
SAP 058-607-023	94,635.41
SAP 058-608-017	32,779.22
SAP 058-639-012	39,260.74
SAP 058-661-023	3,899.75
SAP 058-661-024	43,966.78
SP 058-090-002	29,777.52
SP 058-646-029	49,339.76
Total Contracts Payable	\$ 531,326.46

RUN DATE: 03-01-2016 TIME: 14:37:15 MN

PINE COUNTY HIGHWAY DEPARTMENT
FIXED ASSETS
AS OF 12/31/2015

CA525R V9.81 PAGE 1
HIGHWAY COSTING SYSTEM
COST ACCOUNTING

ACQUIRED DATES FROM 01/01/1900 THRU 12/31/2999

EQUIPMENT		ORG. COST	EST. LIFE	BEGIN BAL. JAN 2015	STAT CODE	COST ADDED	RENTAL EARNED	ADJUSTMENT TO EQUALIZE DEPRECIATION	PERIOD DEPREC. /DEPLETE	ENDING BALANCE DEC 2015
NUMB	DESCRIPTION ACQUIRED DATE									
AUTO	EQUIPMENT									
0806	2008 CHEVROLET IMPALA 6/25/2008	16,636.72	10	.00		3,577.61	9.10	3,568.51-	.00	.00
0807	2008 CHEVROLET IMPALA 6/25/2008	16,636.72	00	.00		136.95	.00	136.95-	.00	.00
0808	2008 CHEVROLET IMPALA 6/25/2008	16,636.72	10	.00		1,835.70	.00	1,835.70-	.00	.00
0902	2010 CHEVROLET IMPALA 12/03/2009	19,486.25	10	.00		4,615.56	.00	4,615.56-	.00	.00
0903	2010 CHEVROLET IMPALA 12/03/2009	19,486.25	10	.00		1,097.55	.00	1,097.55-	.00	.00
1005	2011 CHEV IMPALA LS #5821 8/16/2010	19,378.44	10	.00		2,736.82	.00	2,736.82-	.00	.00
1103	2011 CHEVROLET IMPALA LS 6/14/2011	18,635.81	10	.00		3,831.70	10.20	3,821.50-	.00	.00
1104	2011 CHEVROLET IMPALA LS 6/14/2011	18,635.81	00	.00		2,836.77	.00	2,836.77-	.00	.00
1206	2012 CHEVROLET IMPALA 11/30/2012	20,000.00	10	.00		1,274.07	.00	1,274.07-	.00	.00
1503	2015 NISSAN ELECTRIC CAR 7/30/2015	.00	02	.00	NEW	344.28	.00	344.28-	.00	.00
7226	2003 CHEVROLET TAHOE 1/01/2003	10,000.00	10	.00		.00	.00	.00	.00	.00
7401	2008 CHEVY ACADIA-WHITE 8/01/2012	22,000.00	10	.00		11,420.68	.00	11,420.68-	.00	.00
7402	2003 CHEV TAHOE-GREY 8/01/2012	23,000.00	10	.00		4,187.45	.00	4,187.45-	.00	.00
7403	1998 FORD VAN-GREEN 8/01/2012	10,000.00	10	.00		591.77	.00	591.77-	.00	.00
7407	1987 FORD VAN-BLK 8/31/2012	5,000.00	00	.00		552.51	.00	552.51-	.00	.00
7409	2007 CHEVY IMPALA 8/01/2012	6,000.00	10	.00		1,207.78	.00	1,207.78-	.00	.00
7411	1999 FORD F-250/RED 8/01/2012	1,200.00	10	.00		1,301.38	.00	1,301.38-	.00	.00
7412	2009 CHEVY IMPALA 8/01/2012	22,000.00	10	.00		2,168.56	.00	2,168.56-	.00	.00
7413	1987 FORD F150 GREEN 8/01/2012	6,000.00	10	.00		1,668.89	.00	1,668.89-	.00	.00
7414	2010 CHEVY IMPALA 8/01/2012	22,000.00	10	.00		3,355.49	.00	3,355.49-	.00	.00
7415	2008 CHEV IMPALA 8/01/2012	22,000.00	10	.00		42.87	.00	42.87-	.00	.00
7416	2003 CHEVY TAHOE 1/09/2013	10,000.00	10	.00		539.25	.00	539.25-	.00	.00
7418	2007 CHEVY IMPALA-BLUE 8/01/2012	22,000.00	10	.00		3,688.09	.00	3,688.09-	.00	.00

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EQUIPMENT NUMB	DESCRIPTION ACQUIRED DATE	ORG. COST	EST. LIFE	BEGIN	STAT CODE	COST ADDED	RENTAL EARNED	ADJUSTMENT TO EQUALIZE DEPRECIATION	PERIOD DEPREC. /DEPLETE	ENDING BALANCE DEC 2015
				BAL. JAN 2015						
7420	2009 GMC ACADIA-MAROON 8/01/2012	29,000.00	10	.00		5,605.61	.00	5,605.61-	.00	.00
7421	2009 CHEVY IMPALA 8/01/2012	22,000.00	10	.00		2,589.09	.00	2,589.09-	.00	.00
7422	2008 CHEVY IMPALA 8/01/2012	22,000.00	10	.00		.00	.00	.00	.00	.00
7423	2010 CHEVY TRAVERSE-SILVER 8/01/2012	22,000.00	10	.00		10,331.59	.00	10,331.59-	.00	.00
7426	2005 CHEVY SILVERADO WHITE 1/07/2013	22,000.00	10	.00		2,200.12	.00	2,200.12-	.00	.00
7427	2007 CHEVY IMPALA 8/01/2012	22,000.00	10	.00		776.76	.00	776.76-	.00	.00
7428	2012 CHEVY IMPALA 8/01/2012	22,000.00	10	.00		75.99	.00	75.99-	.00	.00
7429	2009 CHEVY IMPALA 8/01/2012	22,000.00	10	.00		.00	.00	.00	.00	.00
7430	2007 CHEVY IMPALA 8/01/2012	6,000.00	10	.00		1,902.49	.00	1,902.49-	.00	.00
7431	2006 CHEVY IMPALA 8/01/2012	5,000.00	10	.00		5,189.26	.00	5,189.26-	.00	.00
7433	2007 CHEVY IMPALA 8/01/2012	6,000.00	10	.00		2,485.43	.00	2,485.43-	.00	.00
7434	2010 FORD TAURUS 8/01/2012	33,000.00	10	.00		6,153.85	.00	6,153.85-	.00	.00
7435	2012 FORD TAURUS 8/01/2012	33,000.00	10	.00		10,969.72	.00	10,969.72-	.00	.00
7436	2012 FORD TAURUS 8/01/2012	33,000.00	10	.00		13,946.46	.00	13,946.46-	.00	.00
7437	2012 FORD TAURUS 8/01/2012	33,000.00	10	.00		3,895.05	.00	3,895.05-	.00	.00
7438	2012 FORD TAURUS 8/01/2012	33,000.00	10	.00		5,412.29	.00	5,412.29-	.00	.00
7439	2012 FORD TAURUS 8/01/2012	33,000.00	10	.00		12,146.60	.00	12,146.60-	.00	.00
7450	2013 FORD TAURUS 4/09/2013	32,000.00	10	.00		7,451.53	.00	7,451.53-	.00	.00
7451	2013 FORD TAURUS WHITE 4/09/2013	32,000.00	10	.00		9,870.14	.00	9,870.14-	.00	.00
7452	2013 FORD TAURUS 1/07/2013	33,000.00	10	.00		7,689.75	.00	7,689.75-	.00	.00
7467	2007 CHEVY IMPALA 8/01/2012	22,000.00	10	.00		47.28	.00	47.28-	.00	.00
7471	2004 CHEVY IMPALA 8/01/2012	2,000.00	10	.00		.00	.00	.00	.00	.00
7474	2007 CHEVY IMPALA 8/01/2012	22,000.00	10	.00		.00	.00	.00	.00	.00
7479	2010 CHEVY IMPALA 8/01/2012	22,000.00	10	.00		593.85	.00	593.85-	.00	.00

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			EST. LIFE	BAL. JAN 2015						
7483	2002 CHEVY IMPALA 8/01/2012	1,000.00	10							
7486	2012 FORD EXPLORER WHITE 8/01/2012	34,000.00	10	.00		.00	.00	.00	.00	.00
7487	2015 FORD EXPLORER 10/31/2015	18,000.00	10	.00		5,038.33	.00	5,038.33-	.00	.00
7488	2015 FORD EXPLORER 4/30/2015	.00	00	.00		2,493.13	.00	2,493.13-	.00	.00
7489	2012 FORD EXPLORER 8/01/2012	34,000.00	10	.00		4,168.62	.00	4,168.62-	.00	.00
7490	2012 FORD EXPLORER 8/01/2012	34,000.00	10	.00		7,964.78	.00	7,964.78-	.00	.00
7492	2014 FORD EXPLORER WHITE 6/30/2014	36,000.00	10	.00		6,420.14	.00	6,420.14-	.00	.00
7493	2014 FORD EXPLORER WHITE 6/30/2014	36,000.00	10	.00		11,107.05	.00	11,107.05-	.00	.00
7494	2014 FORD EXPLORER WHITE 6/30/2014	34,000.00	10	.00		15,546.24	.00	15,546.24-	.00	.00
7501	2004 FORD CROWN VIC-TAN 8/01/2012	6,000.00	10	.00		12,579.88	.00	12,579.88-	.00	.00
7502	2007 CHEV IMPALA 8/01/2012	14,000.00	10			1,810.49	.00	1,810.49-	.00	.00
7503	2003 CHEV IMPALA-GREY 8/01/2012	5,000.00	10	10,031.48		4,773.44	.00	6,096.28-	1,322.84	8,708.64
7504	2008 CHEV G2500 VAN-WHITE 8/01/2012	23,000.00	10	3,582.68		9,062.42	.00	9,534.86-	472.44	3,110.24
7505	2003 CHEV G2500 VAN-TAN 8/01/2012	15,000.00	10	16,480.29		2,434.87	.00	4,608.10-	2,173.23	14,307.06
7506	2007 CHEV G2500 VAN 8/01/2012	9,000.00	10	10,748.01		6,963.59	.00	8,380.92-	1,417.33	9,330.68
7507	2006 PACE 16' TRLR-WHITE 8/01/2012	5,000.00	10	6,448.80		.00	.00	850.39-	850.39	5,598.41
7508	1992 UNK 16' TRLR-RED 8/01/2012	5,000.00	10	3,582.68		11.33	.00	483.77-	472.44	3,110.24
7602	2007 CHEV IMPALA SILVER 2/28/2014	9,000.00	10	3,582.68		.00	.00	472.44-	472.44	3,110.24
TOTAL AUTO EQUIPMENT		1,227,732.72		54,456.62		252,718.90	19.30	259,880.71-	7,181.11	47,275.51

BIT	EQUIPMENT									
1505	WACKER WP 1550 PLATE PKR 11/05/2015	1,775.00	10		NEW	.00	.00	.00	.00	.00
1506	ERSKINE 72" GRAPPLE BKT 10/22/2015	3,265.00	10	.00		.00	.00	.00	.00	.00

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		EST. LIFE	BAL. JAN 2015						
TOTAL BIT EQUIPMENT	5,040.00		.00		.00	.00	.00	.00	.00
BIT EQ EQUIPMENT									
0701 STEPP TAR KETTLE OJK 250 1/26/2007	36,428.33	10	.00		2,143.15	1,665.00	478.15-	.00	.00
0702 BITUMINOUS HTD PATCH TRLR 3/06/2007	16,166.70	07	.00		3,277.59	4,567.50	1,289.91	.00	.00
0703 CIMLINE PCR 2025 ROUTER 5/04/2007	7,449.68	10	1,738.23		66.45	810.00	1.42-	744.97	993.26
0704 LINE LAZER 3400 STRIPE PAINT 5/11/2007	2,870.18	10	669.69		.00	375.00	87.99	287.01	382.68
1022 B180 KIWK-A TACK ASPHALT CUT 4/01/1979	796.00	10	.00		.00	.00	.00	.00	.00
1302 STEPP SPH BITUMINIUS MIX TRL 4/23/2013	17,699.00	10	.00		789.04	2,655.00	1,865.96	.00	.00
7807 WACHER COMPACTOR 1/01/1978	997.50	10	.00		46.65	.00	46.65-	.00	.00
7808 WACHER COMPACTOR 1/01/1978	997.50	10	.00		59.14	.00	59.14-	.00	.00
9006 MH 8' TRUCK MOUNT SWEEPER 9/12/1990	5,900.00	10	.00		.00	.00	.00	.00	.00
TOTAL BIT EQ EQUIPMENT	89,304.89		2,407.92		6,382.02	10,072.50	2,658.50	1,031.98	1,375.94

BKH/LD EQUIPMENT

0205 CAT 420D VIN FDP08452 8/20/2002	73,889.70	10	.00		6,601.20	13,620.00	7,018.80	.00	.00
0207 CAT 950G LOADER 3JW02785 8/22/2002	180,282.45	10	.00		9,363.34	12,360.00	2,996.66	.00	.00
0301 CAT 262 SKIDSTEER 3/05/2003	32,742.59	10	.00		1,430.40	15,158.00	13,727.60	.00	.00
0602 CHALLENGER MT 525 TRACTOR 5/31/2006	80,493.55	07	.00		18,473.06	33,125.00	14,651.94	.00	.00
1102 2011 VOLVO L 110F WHEEL LOAD 5/24/2011	164,427.19	10	.00		12,167.65	27,960.00	15,792.35	.00	.00
1105 2011 CHALLENGER MTS25B 8/08/2011	119,362.28	00	.00		12,918.08	43,410.00	30,491.92	.00	.00
1201 CAT 420D BACKHOE 5/31/2012	66,166.00	10	.00		3,630.00	47,250.00	43,620.00	.00	.00
1202 CAT272C SKIDSTEER 5/31/2012	55,398.00	12	.00		3,526.35	12,937.50	9,411.15	.00	.00
7408 TRACTOR/LDR - FORD 3000 (G#3)		10							

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9304	1/01/1974 BACKHOE/LOADER-FORD 555D	4,775.00	10	.00		314.58	.00	314.58-	.00	.00
	7/13/1993	43,968.53		.00		1,284.47	390.00	894.47-	.00	.00
9305	TRCTR/LDR-FORD 545D		10	.00		1,871.24	.00	1,871.24-	.00	.00
	1/20/1994	23,579.11		.00		1,871.24	.00	1,871.24-	.00	.00
9608	TRCTR-LDR-BRSH CTTR FORD 784		10	.00		28,142.10	20,040.00	8,102.10-	.00	.00
	8/28/1996	67,426.22		.00		28,142.10	20,040.00	8,102.10-	.00	.00
9703	TRCTR-LDR-BRSH FORD/NH 7740S		12	.00		4,860.42	5,940.00	1,079.58	.00	.00
	12/01/1997	69,427.09		.00		4,860.42	5,940.00	1,079.58	.00	.00
TOTAL BKH/LD EQUIPMENT		981,937.71		.00		104,582.89	232,190.50	127,607.61	.00	.00

DMPTRK EQUIPMENT

0208	DMP TRK/FORD LT9511 W/P & W		10							
	9/27/2002	126,623.55		.00		16,392.47	25,165.00	8,772.53	.00	.00
0309	STERLING DUMP LT9511		08	.00		16,311.34	11,305.00	5,006.34-	.00	.00
	7/10/2003	133,180.00		.00		16,311.34	11,305.00	5,006.34-	.00	.00
0310	STERLING DMP TRUCK LT 9511		08	.00		11,766.40	14,105.00	2,338.60	.00	.00
	7/10/2003	133,180.00		.00		11,766.40	14,105.00	2,338.60	.00	.00
0705	2007 MACK DUMP TRUCK		10	46,151.62		22,784.55	44,520.00	3,870.00	17,865.37	28,286.25
	8/08/2007	178,653.75		46,151.62		22,784.55	44,520.00	3,870.00	17,865.37	28,286.25
0803	DMPTRK/MACK GU712		10	.00		16,280.51	39,830.00	23,549.49	.00	.00
	4/11/2008	167,877.02		.00		16,280.51	39,830.00	23,549.49	.00	.00
0804	DMP TRK/MACK GU712		10	.00		29,433.01	66,150.00	36,716.99	.00	.00
	4/11/2008	167,877.02		.00		29,433.01	66,150.00	36,716.99	.00	.00
1001	2010 MACK GU-713 TANDEM AXEL		08	64,206.73		19,634.37	37,100.00	3,936.61-	21,402.24	42,804.49
	1/06/2010	171,217.95		64,206.73		19,634.37	37,100.00	3,936.61-	21,402.24	42,804.49
1002	2010 MACK GU 713 TANDEM AXEL		08	64,206.73		17,054.39	33,460.00	4,996.63-	21,402.24	42,804.49
	1/06/2010	171,217.95		64,206.73		17,054.39	33,460.00	4,996.63-	21,402.24	42,804.49
1205	2013 MACK GU-713		10	.00		33,584.40	44,297.50	10,713.10	.00	.00
	8/28/2012	189,802.00		.00		33,584.40	44,297.50	10,713.10	.00	.00
1303	2014 MACK GU 713 TANDEM		10	.00		16,076.55	53,137.50	37,060.95	.00	.00
	8/06/2013	106,592.00		.00		16,076.55	53,137.50	37,060.95	.00	.00
1304	2014 MACK GU 713 TANDEM		10	.00		17,916.14	46,312.50	28,396.36	.00	.00
	8/06/2013	106,592.00		.00		17,916.14	46,312.50	28,396.36	.00	.00
1501	2016 MACK G4-713 TANDEM DMP		10	.00	NEW	14,068.53	.00	14,068.53-	.00	.00
	6/24/2015	203,727.95		.00	NEW	14,068.53	.00	14,068.53-	.00	.00
1502	2016 MACK G4-713 DMPTRK		10	.00	NEW	12,837.58	.00	12,837.58-	.00	.00
	6/24/2015	187,753.45		.00	NEW	12,837.58	.00	12,837.58-	.00	.00
9310	DMP TRK/FORD TDM LT9000 W/P&		10	.00		206.18	280.00	73.82	.00	.00
	12/07/1993	71,172.71		.00		206.18	280.00	73.82	.00	.00
9806	DMP TRK/FORD TDM LT9511 W/P&		10	.00		784.45	.00	784.45-	.00	.00
	12/31/1998	96,009.98		.00		784.45	.00	784.45-	.00	.00
9807	DMP TRK/FORD TDM LT9511 W/P&		10	.00		7,002.13	7,795.90	793.77	.00	.00
	12/31/1998	95,916.48		.00		7,002.13	7,795.90	793.77	.00	.00

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9808 DMP TRK/FORD F450 CREW CAB 11/20/1998	35,996.18	10	.00		5,099.25	54,495.00	49,395.75	.00	.00
9902 DMP TRK/STERLING LT9511 W/P& 12/10/1999	81,224.69	10	.00		9,626.30	3,185.00	6,441.30-	.00	.00
9903 DMP TRK/STERLING LT9511 W/P& 12/10/1999	81,224.69	10	.00		12,563.82	17,255.00	4,691.18	.00	.00
TOTAL DMPTRK EQUIPMENT	2,505,839.37		174,565.08		279,422.37	498,393.40	158,301.18	60,669.85	113,895.23

MAINT EQUIPMENT

0504 FISCHER 8 1/2" "V" PLOW 12/30/2005	4,452.80	10	.00		.00	75.00	75.00	.00	.00
0802 BANDIT MODEL 150XP BRUSH CUT 4/01/2008	27,335.35	00	.00		190.72	1,147.50	956.78	.00	.00
1003 ALL AMER. DISK 3 PT SHOULDER 5/12/2010	5,130.00	10	.00		794.22	880.00	85.78	.00	.00
7706 RIVINULS SHOULDERING MACHINE 1/01/1977	19,149.00	10	.00		.00	.00	.00	.00	.00
8703 BEUTHLING B300T VIB ROLLER 12/31/1999	6,000.00	10	.00		.00	15.00	15.00	.00	.00
9203 TGC-18 SANDER, SHOULDERING 1/09/1992	4,315.00	05	.00		.00	.00	.00	.00	.00
9301 AIR COMPRESSOR-DAVEY 2/12/1993	900.00	10	.00		280.50	1,155.00	874.50	.00	.00
9401 TD 2000 RIDGEMULCHER 1/13/1994	12,460.50	10	.00		.00	.00	.00	.00	.00
9405 ROLLER/RUBBER-TIRED 9/02/1994	14,642.69	10	.00		441.33	1,027.50	586.17	.00	.00
9803 CRAFTCO 200 PAVEMENT CUTTER 2/19/1998	7,668.00	05	.00		3,670.78	1,515.00	2,155.78-	.00	.00
9809 TESTING TRAILOR/LAYTON(FEMA) 10/07/1998	200.00	10	.00		.00	.00	.00	.00	.00
TOTAL MAINT EQUIPMENT	102,253.34		.00		5,377.55	5,815.00	437.45	.00	.00

MISC EQUIPMENT

0901 HONDA RANCHER 4 X 4 ATV 5/01/2009	5,984.00	10	.00		.00	50.00	50.00	.00	.00
1401 RADAR TRAILER 1/07/2014	10,000.00	20	.00		.00	.00	.00	.00	.00
1504 HUSTLER ZERO TURN 11/03/2015	5,791.09	10	.00		.00	.00	.00	.00	.00

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		EST. LIFE	BAL. JAN 2015						
TOTAL MISC EQUIPMENT	21,775.09		.00		.00	50.00	50.00	.00	.00
PATROL EQUIPMENT									
0101 CAT 140H PATROL W/P&W 6/15/2001	187,952.27	10	.00		.00	.00	.00	.00	.00
0204 CAT 140H VIN 2ZK07885 7/24/2002	191,544.51	10	.00	35,782.46	26,160.00	9,622.46-	.00	.00	.00
0307 VOLVO G 720B MOTORGRADER 4/29/2003	155,170.50	12	4,309.86	32,407.94	59,100.00	22,382.20	4,309.86	.00	.00
0601 CAT 12 H MOTORGRADER 5/16/2006	140,685.44	10	.00	29,431.91	20,100.00	9,331.91-	.00	.00	.00
0801 CAT PATROL 12H W/WING 3/20/2008	217,150.74	10	.00	35,422.16	22,670.00	12,752.16-	.00	.00	.00
1406 2014 VOLVO G940C MOTORGRDR 12/11/2014	147,837.00	10	.00	27,772.40	22,540.00	5,232.40-	.00	.00	.00
TOTAL PATROL EQUIPMENT	1,040,340.46		4,309.86	160,816.87	150,570.00	14,556.73-	4,309.86		.00
PKP EQUIPMENT									
0004 FORD EXPEDITION-4DR 4/24/2000	26,822.80	10	.00	423.96	.00	423.96-	.00	.00	.00
0005 FORD F150 S/C 4X4 PICKUP 5/17/2000	21,111.00	10	.00	79.72	.00	79.72-	.00	.00	.00
0006 FORD F150 S/C 4X4 PICKUP 7/01/2000	21,110.00	10	.00	1,063.26	.00	1,063.26-	.00	.00	.00
0202 2002 CHEV LD 1500 EXTCAB PKP 5/30/2002	23,248.91	10	.00	4,150.65	6,073.60	1,922.95	.00	.00	.00
0203 2002 CHEV LD 1500 EXTCAB PKP 5/30/2002	23,248.91	10	.00	2,017.33	1,314.60	702.73-	.00	.00	.00
0206 2002 CHEV 1GCEK14T13Z111019 8/22/2002	18,979.92	10	.00	648.42	678.00	29.58	.00	.00	.00
0302 2003 DODGE RAM 1500 4 X 4 3/26/2003	17,835.56	10	.00	442.80	612.80	170.00	.00	.00	.00
0303 2003 DODGE RAM 1500 4 X 4 3/26/2003	17,835.56	10	.00	3,169.62	2,266.40	903.22-	.00	.00	.00
0304 2003 DODGE RAM 1500 4 X 4 3/26/2003	17,835.56	10	.00	846.85	1,683.20	836.35	.00	.00	.00
0305 2003 DODGE RAM 1500 4 X 4 3/26/2003	17,835.56	10	.00	2,502.31	3,096.00	593.69	.00	.00	.00
0603 2007 FORD F250 4 X 4 8/09/2006	20,302.38	10	.00	3,922.14	1,642.20	2,279.94-	.00	.00	.00

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PINE COUNTY HIGHWAY DEPARTMENT
FIXED ASSETS
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HIGHWAY COSTING SYSTEM
COST ACCOUNTING

ACQUIRED DATES FROM 01/01/1900 THRU 12/31/2999

EQUIPMENT		ACQUIRED DATE	ORG. COST	EST. LIFE	BEGIN BAL. JAN 2015	STAT CODE	COST ADDED	RENTAL EARNED	ADJUSTMENT TO EQUALIZE DEPRECIATION	PERIOD DEPRECIATION /DEPLETE	ENDING BALANCE DEC 2015
NUMB	DESCRIPTION										
0604	2007 FORD F250 4 X 4 8/09/2006		20,302.38	10							
0605	2007 FORD F250 4 X 4 SUPERCA 8/09/2006		21,418.50	10	.00	1,918.21	1,748.80	169.41-	.00	.00	
0706	F350 4X4 CREWCAB SURVEY PANE 9/18/2007		39,767.00	10	10,935.92	5,820.22	2,362.40	.42-	.00	.00	
0707	2008 FORD F-350 PKP 10/08/2007		21,291.24	10	5,855.09	1,620.41	5,943.60	3,853.32-	3,976.70	6,959.22	
0708	2008 FORD F-350 4 X 4 PKP 10/08/2007		21,291.24	10	5,855.09	1,620.41	1,522.00	2,227.53-	2,129.12	3,725.97	
0709	2008 FORD F-350 CREW CAB 11/07/2007		21,626.28	10	6,127.37	2,039.43	1,316.40	3,596.90-	2,129.12	3,725.97	
0904	2010 FORD F-150 4 X 4 PKP 1/27/2010		21,867.35	05		2,039.43	1,694.40	2,507.66-	2,162.63	3,964.74	
0905	2010 FORD F-150 4 X 4 PKP 12/29/2009		21,867.35	05	.00	1,914.32	295.20	1,619.12-	.00	.00	
1004	2010 F-150 4 X 4 PICKUP 8/02/2010		20,829.00	10	.00	3,165.26	.00	3,165.26-	.00	.00	
1106	2011 FORD F-150 4 X 4 8/22/2011		21,712.85	15	.00	3,532.54	3,514.35	18.19-	.00	.00	
1107	2011 FORD F-150 4 X 4 8/22/2011		20,903.45	15	.00	1,698.78	5,373.06	3,674.28	.00	.00	
1108	2011 FORD F-150 4 X 4 8/22/2011		20,903.45	15	.00	3,595.96	.00	3,595.96-	.00	.00	
1109	2003 CHEVROLET 4 X 4 PKP 9/19/2011		12,500.00	15	.00	7,808.72	.00	7,808.72-	.00	.00	
1110	2003 CHEVROLET 4 X 4 PKP 9/19/2011		12,500.00	15	.00	3,675.66	786.50	2,889.16-	.00	.00	
1204	2012 FORD F-150 4 X 4 PKP 7/30/2012		21,982.05	10	.00	2,184.31	4,551.80	2,367.49	.00	.00	
1301	2013 F-450 CREW CAB 2/01/2013		59,032.94	10	.00	1,698.98	1.40	1,697.58-	.00	.00	
1402	2014 F-150 EXT PKP 12/12/2014		27,768.00	10	.00	2,619.86	38,935.00	36,315.14	.00	.00	
1403	2014 FORD F-150 12/11/2014		26,471.00	10	.00	1,750.01	.00	1,750.01-	.00	.00	
1404	2014 FORD F-150 PKP 12/11/2014		26,471.00	10	.00	7,660.24	19,219.50	11,559.26	.00	.00	
1405	2014 FORD F-150 PKP 12/11/2014		26,471.00	10	.00	8,300.08	17,078.50	8,778.42	.00	.00	
8609	UTL VAN/CHEV SGL 1T '87 MECH 2/26/1987		21,504.00	05	.00	2,792.27	1,113.50	1,678.77-	.00	.00	
9207	FORD F350 4X2 CREW CAB F/U 6/30/1992		20,466.20	08	.00	1,054.19	822.00	232.19-	.00	.00	
9501	FORD F150 4X4 PICKUP 5/26/1995		17,346.72	08	.00	.00	395.00	395.00	.00	.00	
9505	UTL TRK/FORD SGL F450/MECHAN 7/17/1995		33,371.78	10	.00	1,547.46	8.00	1,539.46-	.00	.00	

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PINE COUNTY HIGHWAY DEPARTMENT
 FIXED ASSETS
 AS OF 12/31/2015

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 HIGHWAY COSTING SYSTEM
 COST ACCOUNTING

EQUIPMENT NUMB DESCRIPTION ACQUIRED DATE	ORG. COST	EST. LIFE	BEGIN BAL. JAN 2015	STAT CODE	COST ADDED	RENTAL EARNED	ADJUSTMENT TO EQUALIZE DEPRECIATION	PERIOD DEPREC. /DEPLETE	ENDING BALANCE DEC 2015
9602 FORD F350 4X4 CREWCAB PICKUP 2/20/1996	28,525.81	10	.00		339.27	156.80	182.47-	.00	.00
9603 FORD F150 4X4 PICKUP 5/06/1996	19,748.54	10	.00		.00	.00	.00	.00	.00
9604 FORD F150 4X4 PICKUP 6/06/1996	19,748.54	10	.00		.00	.00	.00	.00	.00
TOTAL PKP EQUIPMENT	873,853.83		28,773.47		91,150.24	124,205.01	22,657.20	10,397.57	18,375.90

SHOP EQUIPMENT

0501 PRESSURE WASHER KARCHER SAND 12/27/2005	5,101.35	10	.00		510.55	.00	510.55-	.00	.00
0502 KARCHER PRESSURE WASHER PC 12/27/2005	5,101.35	10	.00		638.56	570.00	68.56-	.00	.00
1101 HOTSY 1075 BE PRESSURE WASHE 2/25/2011	6,743.34	10	.00		2,004.79	1,455.00	549.79-	.00	.00
8803 WASHER-LANDA/PRESS P1287-466 2/16/1988	3,263.00	10	.00		.00	.00	.00	.00	.00
8804 WASHER-LANDA/PRESS P1287-968 2/16/1988	3,382.50	10	.00		.00	.00	.00	.00	.00
9204 HOTSY 954 HIGH PRESSURE WASH 2/14/1992	5,018.65	05	.00		121.41	907.50	786.09	.00	.00
TOTAL SHOP EQUIPMENT	28,610.19		.00		3,275.31	2,932.50	342.81-	.00	.00

TRLR EQUIPMENT

0011 DUNHAM PUP TRLR T24104162 12/04/2000	1,166.00	07	.00		62.93	.00	62.93-	.00	.00
0012 DUNHAM PUP TRAILER 12/04/2000	1,166.00	07	.00		.00	30.00	30.00	.00	.00
0013 STATE SURPLUS WATER TANKER 12/11/2000	1,500.00	20	788.00		104.89	60.00	93.57-	48.68	739.32
0306 TRAILERMAN 12000 LB TRAILER 4/02/2003	3,684.90	10	.00		167.70	5,175.00	5,007.30	.00	.00
0805 2008 TRAILKING TK-40LP TAG 4/25/2008	19,642.00	10	.00		420.68	12,345.00	11,924.32	.00	.00
1203 BJ TRAILER 12,000 LB 7/02/2012	5,330.03	10	.00		170.66	3,465.00	3,294.34	.00	.00
7213 CULVERT TRAILER-CO.MADE 1/01/1972	248.02	20	.00		.00	30.00	30.00	.00	.00
7214 CULVERT TRAILER-CO.MADE 1/01/1972	279.38	20	.00		222.00	.00	222.00-	.00	.00

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PINE COUNTY HIGHWAY DEPARTMENT

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ACQUIRED DATES FROM 01/01/1900 THRU 12/31/2999

FIXED ASSETS
AS OF 12312015

HIGHWAY COSTING SYSTEM
COST ACCOUNTING

EQUIPMENT NUMB DESCRIPTION ACQUIRED DATE	ORG. COST	EST. LIFE	BEGIN BAL. JAN 2015	STAT CODE	COST ADDED	RENTAL EARNED	ADJUSTMENT TO EQUALIZE DEPRECIATION	PERIOD DEPREC. /DEPLETE	ENDING BALANCE DEC 2015
8504 TRAILER FOR BACKHOE 1/01/1985	10,703.00	10	.00		1,643.53	2,527.50	883.97	.00	.00
8610 PUP TRAILER/DRAKE 12/10/1986	12,785.00	10	.00		.00	.00	.00	.00	.00
8611 PUP TRAILER/DRAKE 12/10/1986	12,785.00	10	.00		.00	.00	.00	.00	.00
8901 PUP TRAILER/J-CRAFT 4/27/1989	12,728.00	10	.00		.00	.00	.00	.00	.00
8902 PUP TRAILER/J-CRAFT 4/27/1989	12,728.00	10	.00		.00	.00	.00	.00	.00
9312 PUP TRAILER/J-CRAFT 12/07/1993	16,023.99	10	.00		368.12	.00	368.12	.00	.00
9507 PUP TRAILER/MIDLAND 9/26/1995	19,635.40	10	.00		.00	.00	.00	.00	.00
TOTAL TRLR EQUIPMENT	130,404.72		788.00		3,160.51	23,632.50	20,423.31	48.68	739.32
UT PKP EQUIPMENT									
0009 FORD F550 SIGN TRK W/POST DR 12/04/2000	110,035.67	08	.00		11,735.93	60,975.00	49,239.07	.00	.00
TOTAL UT PKP EQUIPMENT	110,035.67		.00		11,735.93	60,975.00	49,239.07	.00	.00
FINAL TOTAL	7,117,127.99		265,300.95		918,622.59	1,108,855.71	106,594.07	83,639.05	181,661.90

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Pine County, Minnesota

FIXED ASSETS

For Year Ended December 31, 2015

LOCATION	Year Purchased	Original Cost	Accumulated Value	Betterment During Year	Net Value 12/31/15
G#1 Pine City					
Garage & Office	1975	182,000	426,780		426,780
Storage Shed	1977	13,000	70,000		70,000
Fuel System upgrade	2000	65,000	65,000		65,000
Fuel Island Canopy	2006	30,000	30,000		30,000
Salt Storage Shed	2008	101,500	101,500		101,500
G#3 Sandstone					
Garage	1971	76,377	283,390		283,390
Cold Storage Shed	1993	39,008	39,008		39,008
Office Addition	2000	1,699,264	1,699,264		1,699,264
Fuel System	2005	131,435	131,435		131,435
Salt Storage Shed	2007	118,000	118,000		118,000
G#4 Willow River	1961	6,000	102,404		102,404
G#5 Duxbury	1974	43,640	51,000		51,000
G#6 Bruno	1982	82,616	94,777		94,777
Total Buildings		2,587,840	3,212,558		3,212,558
TOTAL FIXED ASSETS		2,587,840	3,212,558		3,212,558

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 Fringe Benefits NOT Included
 FOR THE YEAR 0000 CSAH REG
 MAINTENANCE

PINE COUNTY HIGHWAY DEPARTMENT

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SUMMARY OF ROAD MAINTENANCE COSTS BY ROAD
 FOR THE PERIOD JAN TO M13
 FOR ACCOUNTS 00 TO

HIGHWAY COSTING SYSTEM
 COST ACCOUNTING

TOTAL CLASS	ROAD	LENGTH	SURFACE	ROUTINE MAINTENANCE	REPAIRS REPLACEMENT	BETTERMENTS	SPECIAL WORK	SUB-TOTAL COSTS	PRORATED COSTS	TOTAL COSTS	COST/MILE
	1	3.400	BITUM	8,606.50	0.00	0.00	0.00	8,606.50	1,626.06	10,232.56	3,009.58
	3	2.500	BITUM	3,784.70	104.22	0.00	0.00	3,888.92	734.75	4,623.67	1,849.47
	4	2.200	BITUM	3,163.51	202.04	0.00	0.00	3,365.55	635.87	4,001.42	1,818.83
	5	2.500	BITUM	6,260.82	168.70	617.88	0.00	7,047.40	1,331.49	8,378.89	3,351.56
	5	6.600	GRAVEL	13,991.25	1,626.90	66.80	0.00	15,684.95	2,963.42	18,648.37	2,825.51
	6	1.400	BITUM	3,803.58	0.00	0.00	94.47	3,898.05	736.47	4,634.52	3,310.37
	7	9.400	BITUM	65,321.03	1,943.95	2,210.23	0.00	69,475.21	13,126.22	82,601.43	8,787.39
	8	6.000	BITUM	9,095.99	351.93	0.00	0.00	9,447.92	1,785.03	11,232.95	1,872.16
	9	6.800	BITUM	13,072.15	329.61	1,664.78	0.00	15,066.54	2,846.58	17,913.12	2,634.28
	10	7.700	BITUM	9,639.69	0.00	0.00	0.00	9,639.69	1,821.26	11,460.95	1,488.44
	11	8.200	BITUM	21,942.69	104.22	0.00	0.00	22,046.91	4,165.41	26,212.32	3,196.62
	12	3.700	GRAVEL	5,813.88	0.00	0.00	0.00	5,813.88	1,098.44	6,912.32	1,868.19
	13	8.500	BITUM	16,075.63	359.48	39.86	1,126.25	17,601.22	3,325.47	20,926.69	2,461.96
	13	1.800	GRAVEL	10,560.16	110.61	3,187.53	0.00	13,858.30	2,618.30	16,476.60	9,153.67
	14	11.000	BITUM	31,097.42	1,507.14	991.66	0.00	33,596.22	6,347.46	39,943.68	3,631.24
	15	7.600	BITUM	10,910.66	149.87	0.00	0.00	11,060.53	2,089.71	13,150.24	1,730.29
	16	2.800	GRAVEL	5,528.43	1,646.66	0.00	0.00	7,175.09	1,355.62	8,530.71	3,046.68
	17	5.100	BITUM	12,250.25	2,389.69	1,849.42	0.00	16,489.36	3,115.40	19,604.76	3,844.07
	17	7.700	GRAVEL	8,677.56	0.00	0.00	0.00	8,677.56	1,639.48	10,317.04	1,339.88
	18	4.900	BITUM	6,760.52	269.61	0.00	0.00	7,030.13	1,328.23	8,358.36	1,705.79
	19	4.500	GRAVEL	10,398.84	222.05	1,010.02	28.37	11,659.28	2,202.83	13,862.11	3,080.47
	20	2.900	BITUM	5,426.57	937.50	0.00	28.37	6,392.44	1,207.75	7,600.19	2,620.76
	20	7.200	GRAVEL	19,365.65	5,644.23	5,234.37	153.21	30,397.46	5,743.11	36,140.57	5,019.52
	21	10.700	BITUM	16,608.96	2,268.92	2,468.12	15.95	21,361.95	4,035.99	25,397.94	2,373.64
	21	4.100	GRAVEL	7,812.40	0.00	0.00	0.00	7,812.40	1,476.03	9,288.43	2,265.47
	22	15.700	BITUM	22,938.19	419.48	1,709.38	121.32	25,188.37	4,758.93	29,947.30	1,907.47
	22	10.000	GRAVEL	17,603.80	0.00	2,878.71	190.00	20,672.51	3,905.74	24,578.25	2,457.83
	23	2.200	BITUM	2,887.93	89.87	0.00	0.00	2,977.80	562.61	3,540.41	1,609.28
	24	5.000	BITUM	7,971.03	168.70	82.52	0.00	8,222.25	1,553.46	9,775.71	1,955.14
	24	8.300	GRAVEL	15,797.42	43.85	0.00	78.77	15,920.04	3,007.83	18,927.87	2,280.47
	25	11.700	BITUM	23,822.86	1,096.06	267.76	26.85	25,213.53	4,763.69	29,977.22	2,562.16
	26	3.000	BITUM	4,760.85	0.00	0.00	0.00	4,760.85	899.49	5,660.34	1,886.78
	26	3.100	GRAVEL	5,909.57	80.74	0.00	0.00	5,990.31	1,131.77	7,122.08	2,297.45
	27	6.300	BITUM	13,804.43	3,221.41	3,905.86	14.99	20,946.69	3,957.54	24,904.23	3,953.05
	28	9.500	BITUM	14,526.81	2,190.78	520.67	0.00	17,238.26	3,256.89	20,495.15	2,157.38
	29	0.200	BITUM	1,152.16	0.00	0.00	0.00	1,152.16	217.68	1,369.84	6,849.20
	30	14.300	BITUM	29,790.82	597.00	1,387.81	73.25	31,848.88	6,017.33	37,866.21	2,647.99
	31	0.300	BITUM	1,425.70	0.00	0.00	0.00	1,425.70	269.36	1,695.06	5,650.20
	31	5.000	GRAVEL	11,394.02	44.37	1,345.83	173.39	12,957.61	2,448.13	15,405.74	3,081.15
	32	7.800	BITUM	11,297.36	343.77	803.06	126.39	12,570.58	2,375.01	14,945.59	1,916.10
	32	16.300	GRAVEL	43,056.15	26,581.65	6,209.90	453.40	76,301.10	14,415.86	90,716.96	5,565.46
	33	2.340	BITUM	7,301.28	0.00	0.00	0.00	7,301.28	1,379.46	8,680.74	3,709.72
	33	6.520	GRAVEL	9,193.18	469.68	0.00	35.22	9,698.08	1,832.30	11,530.38	1,768.46
	34	3.500	BITUM	4,609.63	656.20	0.00	0.00	5,265.83	994.89	6,260.72	1,788.78
	35	4.900	BITUM	44,430.11	21,980.85	2,618.81	0.00	69,029.77	13,042.06	82,071.83	16,749.35
	36	2.600	BITUM	6,168.18	0.00	0.00	0.00	6,168.18	1,165.38	7,333.56	2,820.60
	36	5.900	GRAVEL	8,784.75	30,138.53	0.00	174.43	39,097.71	7,386.88	46,484.59	7,878.74

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 Fringe Benefits NOT Included
 FOR THE YEAR 0000 CO RDS
 MAINTENANCE

PINE COUNTY HIGHWAY DEPARTMENT

N - CA620R

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SUMMARY OF ROAD MAINTENANCE COSTS BY ROAD
 FOR THE PERIOD JAN TO M13
 FOR ACCOUNTS 00 TO

HIGHWAY COSTING SYSTEM
 COST ACCOUNTING

TOTAL CLASS	ROAD	LENGTH	SURFACE	ROUTINE MAINTENANCE	REPAIRS REPLACEMENT	BETTERMENTS	SPECIAL WORK	SUB-TOTAL COSTS	PRORATED COSTS	TOTAL COSTS	COST/MILE
	101	4.080	GRAVEL	7,132.51	7,170.16	394.43	0.00	14,697.10	2,845.57	17,542.67	4,299.67
	102	4.850	GRAVEL	9,025.18	14,296.98	0.00	0.00	23,322.16	4,515.50	27,837.66	5,739.72
	103	4.990	GRAVEL	8,741.60	229.26	0.00	0.00	8,970.86	1,738.88	10,709.74	2,145.84
	104	6.990	GRAVEL	12,808.83	8.78	0.00	0.00	12,817.61	2,481.67	15,299.28	2,188.74
	105	2.000	GRAVEL	5,926.71	10,460.95	0.00	0.00	16,387.66	3,172.88	19,560.54	9,780.27
	106	1.000	BITUM	11,449.69	5,531.87	0.00	0.00	16,981.56	3,287.87	20,269.43	20,269.43
	106	2.100	GRAVEL	3,243.78	764.10	0.00	0.00	4,007.88	775.98	4,783.86	2,278.03
	107	0.630	BITUM	1,191.43	308.70	170.24	0.00	1,670.37	323.41	1,993.78	3,164.73
	108	0.500	BITUM	1,368.99	1,354.70	0.00	0.00	2,723.69	527.34	3,251.03	6,502.06
	109	1.000	BITUM	1,008.04	14.35	0.00	0.00	1,022.39	197.95	1,220.34	1,220.34
	109	1.500	GRAVEL	1,992.60	24.37	0.00	0.00	2,016.97	390.51	2,407.48	1,604.99
	110	0.500	BITUM	1,050.19	0.00	0.00	0.00	1,050.19	203.33	1,253.52	2,507.04
	111	1.520	GRAVEL	2,620.56	0.00	0.00	0.00	2,620.56	507.38	3,127.94	2,057.86
	112	2.000	GRAVEL	3,169.88	60.56	0.00	0.00	3,230.44	625.46	3,855.90	1,927.95
	114	3.050	GRAVEL	6,025.03	38,138.40	39.86	0.00	44,203.29	8,558.38	52,761.67	17,298.91
	115	3.420	GRAVEL	6,660.16	5,020.50	1,667.91	94.47	13,443.04	2,602.76	16,045.80	4,691.75
	117	6.960	BITUM	10,992.05	0.00	0.00	0.00	10,992.05	2,128.22	13,120.27	1,885.10
	118	3.960	BITUM	10,041.01	1,420.32	40.37	0.00	11,501.70	2,226.89	13,728.59	3,466.82
	119	0.760	GRAVEL	1,591.99	0.00	0.00	0.00	1,591.99	308.23	1,900.22	2,500.29
	120	4.490	GRAVEL	5,802.36	5,207.18	2,883.49	0.00	13,893.03	2,689.89	16,582.92	3,693.30
	122	1.630	BITUM	2,440.00	0.00	0.00	0.00	2,440.00	472.42	2,912.42	1,786.76
	124	2.730	GRAVEL	5,217.75	11,405.22	1,984.68	0.00	18,607.65	3,602.70	22,210.35	8,135.66
	125	0.650	BITUM	576.86	0.00	0.00	0.00	576.86	111.69	688.55	1,059.31
	125	1.350	GRAVEL	3,879.78	0.00	0.00	0.00	3,879.78	751.18	4,630.96	3,430.34
	126	0.840	BITUM	818.37	0.00	0.00	0.00	818.37	158.45	976.82	1,162.88
	126	5.280	GRAVEL	6,708.86	40.37	0.00	0.00	6,749.23	1,312.24	8,061.47	1,532.17
	127	0.650	BITUM	3,387.41	686.64	866.79	28.37	4,949.61	956.62	5,906.23	9,073.02
	129	6.370	GRAVEL	10,667.98	1,314.17	3,463.24	31.57	15,476.96	2,996.56	18,473.52	2,900.08
	130	8.930	GRAVEL	16,427.74	1,098.02	1,563.63	0.00	19,089.39	3,695.98	22,785.37	2,551.55
	131	2.840	BITUM	3,902.84	0.00	811.68	14.19	4,728.71	915.54	5,644.25	1,987.41
	131	4.660	GRAVEL	9,556.24	0.00	877.64	0.00	10,433.88	2,020.15	12,454.03	2,672.54
	133	1.250	BITUM	2,261.25	0.00	0.00	0.00	2,261.25	437.81	2,699.06	2,159.25
	133	2.580	GRAVEL	7,236.96	38,932.21	6,672.94	0.00	52,842.11	10,230.98	63,073.09	24,446.93
	134	1.280	BITUM	1,940.76	149.87	0.00	0.00	2,090.63	404.78	2,495.41	1,949.54
	136	3.010	GRAVEL	7,953.61	392.04	814.66	0.00	9,160.31	1,773.57	10,933.88	3,632.52
	137	3.230	GRAVEL	8,558.00	43.85	2,324.28	0.00	10,926.13	2,115.45	13,041.58	4,037.64
	138	3.010	BITUM	3,931.60	82.04	0.00	0.00	4,013.64	777.10	4,790.74	1,591.61
	140	3.500	BITUM	12,533.93	1,377.94	0.00	0.00	13,911.87	2,693.53	16,605.40	4,744.40
	140	7.380	GRAVEL	9,917.43	15,935.23	8,996.19	0.00	34,848.85	6,747.23	41,596.08	5,636.33
	141	0.250	BITUM	276.29	0.00	0.00	0.00	276.29	53.49	329.78	1,319.12
	141	8.610	GRAVEL	18,729.14	12,445.06	1,225.29	34.67	32,434.16	6,279.71	38,713.87	4,496.38
	142	4.030	BITUM	6,395.68	505.26	0.00	0.00	6,900.94	1,336.12	8,237.06	2,043.94
	143	1.780	BITUM	4,247.93	0.00	0.00	0.00	4,247.93	829.17	5,111.77	2,871.78
	144	1.010	GRAVEL	3,911.29	0.00	5,777.47	0.00	9,688.76	1,875.88	11,564.64	11,450.14
	145	2.610	GRAVEL	5,040.08	0.00	0.00	0.00	5,040.08	975.83	6,015.91	2,304.95
	146	4.000	GRAVEL	5,516.29	0.00	0.00	0.00	5,516.29	1,068.03	6,584.32	1,646.08
	148	3.050	GRAVEL	5,986.97	0.00	0.00	0.00	5,986.97	1,159.16	7,146.13	2,342.99

Pine County Highway Department
State of Revenues and Expenditures
For the Year Ended December 31, 2015

	Cash	Prior Year	Current Year	Transfers/	Modified
Revenues	Receipts	Receivable	Receivable	Adjustments	Accrual Balance
Taxes					
Property Taxes	1,545,683.58	626,488.10	\$118,909.70		1,038,105.18
Wheelage Tax	283,956.78	550,418.00	0.00		-266,461.22
National Wildlife Apportionment	0.00	0.00	0.00		0.00
Total Taxes	\$1,829,640.36	\$1,176,906.10	\$118,909.70	\$0.00	\$771,643.96
Intergovernmental Revenue					
Miscellaneous Intergovernmental	0.00	0.00	0.00		0.00
State Aid - Regular Maintenance	2,335,905.00	0.00	-610,547.73	4,410.00	1,729,767.27
State Aid - Regular Construction	3,753,585.50	1,396,177.70	2,842,418.24		5,199,826.04
State Aid - TRLF Principal Payment	96,000.00	96,000.00	96,000.00		96,000.00
State Aid-TRLF Interest Payments	4,410.00	0.00	0.00		4,410.00
State Aid - Municipal Maintenance	482,451.30	45,685.80	48,529.50		485,295.00
State Aid - Municipal Construction	754,466.07	420,377.45	1,293,659.53		1,318,352.16
Town Bridge	52,176.60	11,184.70	0.00		40,991.90
State Park Funds	0.00	0.00	0.00		0.00
Bridge Bonding Funds	20,523.10	6,371.25	0.00		14,151.85
Federal Construction Funds	859,300.07	859,300.07	859,300.07		859,300.07
State Grant Pera Aid	7,297.00	0.00	0.00		7,297.00
Total Intergovernmental Revenue	\$8,366,114.64	\$2,835,096.97	\$4,529,359.61	\$4,410.00	\$9,755,391.29
Fees for Services and Materials					
Townships	120,086.35	159,661.49	70,352.18		30,777.04
Municipalities	597,245.18	768,322.77	221,094.55		50,016.96
Other County Funds	139,529.82	13,769.85	9,395.23		135,155.20
Individuals/Others	12,900.00	0.00	373,514.95		386,414.95
Total Fees for Services and Materials	\$869,761.35	\$941,754.11	\$674,356.91	\$0.00	\$602,364.15
Miscellaneous Revenue					
Interest on Investments	0.00	0.00	0.00		0.00
Sale of Materials	7,316.19	0.00	0.00		7,316.19
Total Miscellaneous Revenue	\$7,316.19	\$0.00	\$0.00	\$0.00	\$7,316.19
Other Financing Services					
Refunds and Reimbursements	28,596.57	0.00	0.00		28,596.57
Retiree Insurance	-24,660.00	-29,590.13	-29,590.13		-24,660.00
Total Other Financing Services	\$3,936.57	-\$29,590.13	-\$29,590.13	\$0.00	\$3,936.57
Non-Revenues					
Worker's compensation Payable	-24,948.07	-19,324.20	-24,854.90		-\$69,127.17
Total Non-Revenues	-\$24,948.07	-\$19,324.20	-\$24,854.90	\$0.00	-\$69,127.17
Total Revenues	\$11,051,821.04	\$4,904,842.85	\$5,268,181.19	\$4,410.00	\$11,071,524.99

**Pine County Highway Department
State of Revenues and Expenditures
For the Year Ended December 31, 2015**

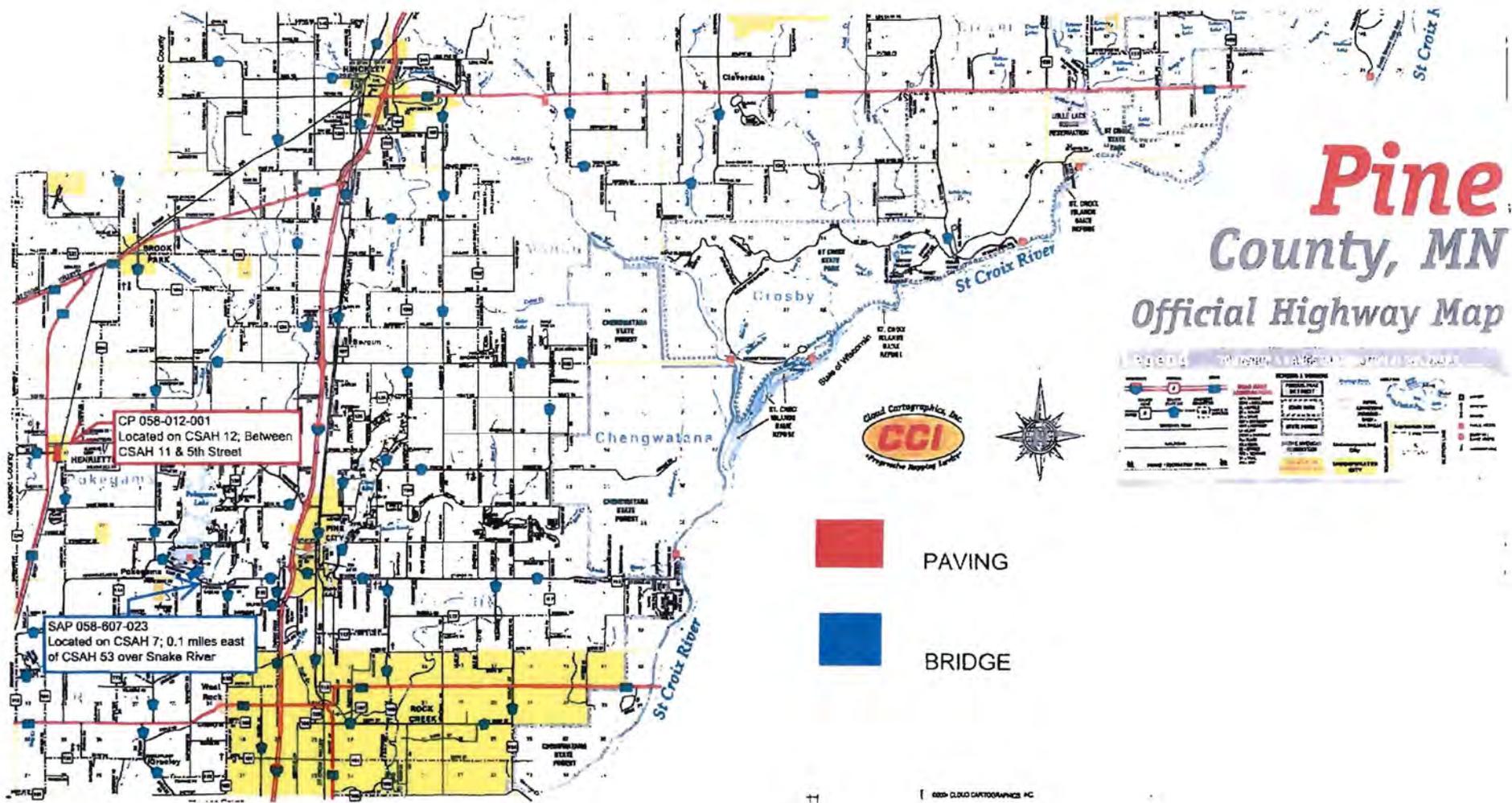
	Cash	Prior Year	Current Year	Transfers/ Adjustments	Modified Accrual Balance
Expenditures	Disbursements	Payable	Payable		
Administration					
Personal Services	199,988.41	45,372.26	64,671.72	0.00	219,287.87
Other Services and Charges	120,603.22	2,265.21	2,683.63	0.00	121,021.64
Supplies	3,283.58	0.00	0.00		3,283.58
Capital Outlay	0.00	0.00	0.00	0.00	0.00
Total Administration	\$323,875.21	\$47,637.47	\$67,355.35	\$0.00	\$343,593.09
Engineering and Construction					
Personal Services	686,046.31	56,524.14	80,039.30	0.00	709,561.47
Other Services and Charges	353,259.31	17,250.82	28,611.89	0.00	364,820.38
Supplies	5,580.03	0.00	0.00	0.00	5,580.03
Contract Payments	6,873,612.14	831,826.40	531,326.46	0.00	6,573,112.20
TRLF Interest Payment	2,925.00	0.00	0.00	0.00	2,925.00
Right of Way	3,206.00	0.00	0.00	0.00	3,206.00
Capital Outlay	2,322.99	0.00	0.00	0.00	2,322.99
Total Engineering and Construction	\$7,926,951.78	\$905,601.36	\$639,977.65	\$0.00	\$7,661,328.07
Highway Maintenance					
Personal Services	956,950.38	79,459.69	118,200.55	0.00	995,691.24
Other Services and Charges	403,846.50	2,842.55	889.92	0.00	401,893.87
Supplies	531,851.60	0.00	0.00	0.00	531,851.60
Maintenance Contracts	0.00	0.00	0.00	0.00	0.00
Capital Outlay	5,728.47	0.00	0.00	0.00	5,728.47
Total Highway Maintenance	\$1,898,376.95	\$82,302.24	\$119,090.47	\$0.00	\$1,935,165.18
Equipment and Shop					
Personal Services	198,072.04	18,133.06	24,623.76	0.00	204,562.74
Other Services and Charges	93,793.13	32,505.59	29,365.00	0.00	90,652.54
Supplies	646,144.96	0.00	0.00	0.00	646,144.96
Capital Outlay	216,836.83	0.00	178,793.00	52,533.17	447,963.00
Total Equipment and Shop	\$1,154,646.96	\$50,638.65	\$232,781.76	\$52,533.17	\$1,389,323.24
Non-expenditures					
TRLF Principal Payment	98,925.00				
Total Non-expenditures	\$98,925.00				
Total Expenditures	\$11,402,775.90	\$1,086,179.72	\$1,059,205.23	\$52,533.17	\$11,329,409.58

Pine County
SUMMARY OF CONSTRUCTION COSTS
As of December 31, 2015

Road #	Project Number	Engineering	Equipment/ Material	Other:ROW/SVC/ Contractor	TOTAL
CSAH Regular Construction					
1	SAP 58-601-08	11,879.04	320.36	44,959.37	57,158.77
1	SAP 58-601-09	117.15	7.20	394.39	518.74
5	SAP 58-605-07	41,083.16	2,878.82	2,410,510.79	2,454,472.77
5	SAP 58-605-08	1,534.67		5,166.38	6,701.05
5	SAP 58-605-09	3,062.04	177.60	10,308.21	13,547.85
6	SAP 58-606-01	1,312.08	90.00	4,417.05	5,819.13
9	SAP 58-609-15	5,003.75	132.45	39,346.29	44,482.49
12	CP 58-012-01	9,729.43	428.61	22,175.76	32,333.80
17	SAP 58-617-18	851.63	0.00	5,701.99	6,553.62
21	SAP 58-621-17	513.53	0.00	1,394.51	1,908.04
23	SAP 58-623-08	2,183.77	146.80	16,231.18	18,561.75
29	SAP 58-629-02	1,395.37	111.75	14,235.76	15,742.88
30	SAP 58-630-13	2,046.78	239.80	33,588.97	35,875.55
39	SAP 58-639-12	38,751.25	2,887.52	935,483.32	977,122.09
40	SAP 58-640-11	83.52	0.00	281.18	364.70
40	SAP 58-640-13	567.00	0.00	789.77	1,356.77
41	SAP 58-641-17	1,880.67	247.70	12,435.43	14,563.80
41	SAP 58-641-18	4,878.82	593.80	59,880.44	65,353.06
46	CP 58-46-01	8,729.14	969.81	163,157.65	172,856.60
46	SAP 58-646-26	93.72	0.00	315.50	409.22
46	SP 58-646-29	34,335.10	4,183.23	1,121,092.50	1,159,610.83
51	SAP 58-651-05	93.72	0.00	-13,844.50	(13,750.78)
52	CP 58-052-02	83.52	0.00	-65,344.59	(65,261.07)
52		351.45	132.00	2,918.42	3,401.87
53	SAP 58-653-10	1,253.46	10.00	52,861.72	54,125.18
		171,813.77	13,557.45	4,878,457.49	5,063,828.71
Municipal Construction					
Par Circle	CP 58-014-01	0.00	0.00	37,514.74	37,514.74
3r Ave	CP 58-014-02	0.00	0.00	16,993.00	16,993.00
5th Street	CP 58-14-04	0.00	0.00	33,666.13	33,666.13
Angle Ave	CP 58-014-05	0.00	0.00	2,500.00	2,500.00
Comm Ave	CP 58-014-06	0.00	0.00	4,051.56	4,051.56
7	SAP 58-607-22	57.58	0.00	39,246.51	39,304.09
8	SAP 58-608-17	4,040.59	4.40	145,306.70	149,351.69
60	SAP 58-660-02	1,579.06	93.05	15,904.25	17,576.36
61	SAP 58-661-22	567.00	0.00	-13,786.89	(13,219.89)
61	SAP 58-661-23	0.00	0.00	47,600.00	47,600.00
61	Safety Imprvmt	0.00	0.00	14,483.59	14,483.59
61	SAP 58-661-24	1,107.54	0.00	-23,168.62	(22,061.08)
		7,351.77	97.45	320,310.97	327,760.19
Miscellaneous					
Misc	Reflective Edgeline	0.00	0.00	700.49	700.49
Twp	Windemere	9,270.19	1,021.36	32,982.80	43,274.35
Twp	Windemere	8,064.70	849.60	27,680.45	36,594.75
17	Railroad Crossing	2,674.08	272.80	11,407.94	14,354.82
125	CP 58-125-01	427.67	35.20	1,439.74	1,902.61
167	CP 58-167-02	0.00	0.00	421.11	421.11
172	CP 58-172-03	2,144.32	74.00	7,606.42	9,824.74
Bridge	SAP 58-607-23	22,951.69	2,091.01	2,198,834.44	2,223,877.14
Bridge	SAP 58-613-19	4,298.12	118.80	17,091.17	21,508.09
Bridge	SAP 58-614-16	2,275.82	44.40	39,985.93	42,306.15

Pine County
SUMMARY OF CONSTRUCTION COSTS
 As of December 31, 2015

Road #	Project Number	Engineering	Equipment/ Material	Other:ROW/SVC/ Contractor	TOTAL
Bridge	Csah 25	1,148.07	275.20	4,890.31	6,313.58
Culvert	Barry Twp	2,120.44	312.80	7,808.82	10,242.06
Bridge	CSAH 61 Willow	527.18	64.40	1,774.72	2,366.30
Bike Path	SP 58-090-002	5,411.16	2.00	21,676.71	27,089.87
Bridge	SAP 58-599-42	27.84	0.00	19,359.73	19,387.57
		61,341.28	5,161.57	2,393,660.78	2,460,163.63
GRAND TOTALS		240,506.82	18,816.47	7,592,429.24	7,851,752.53



Pine

County, MN

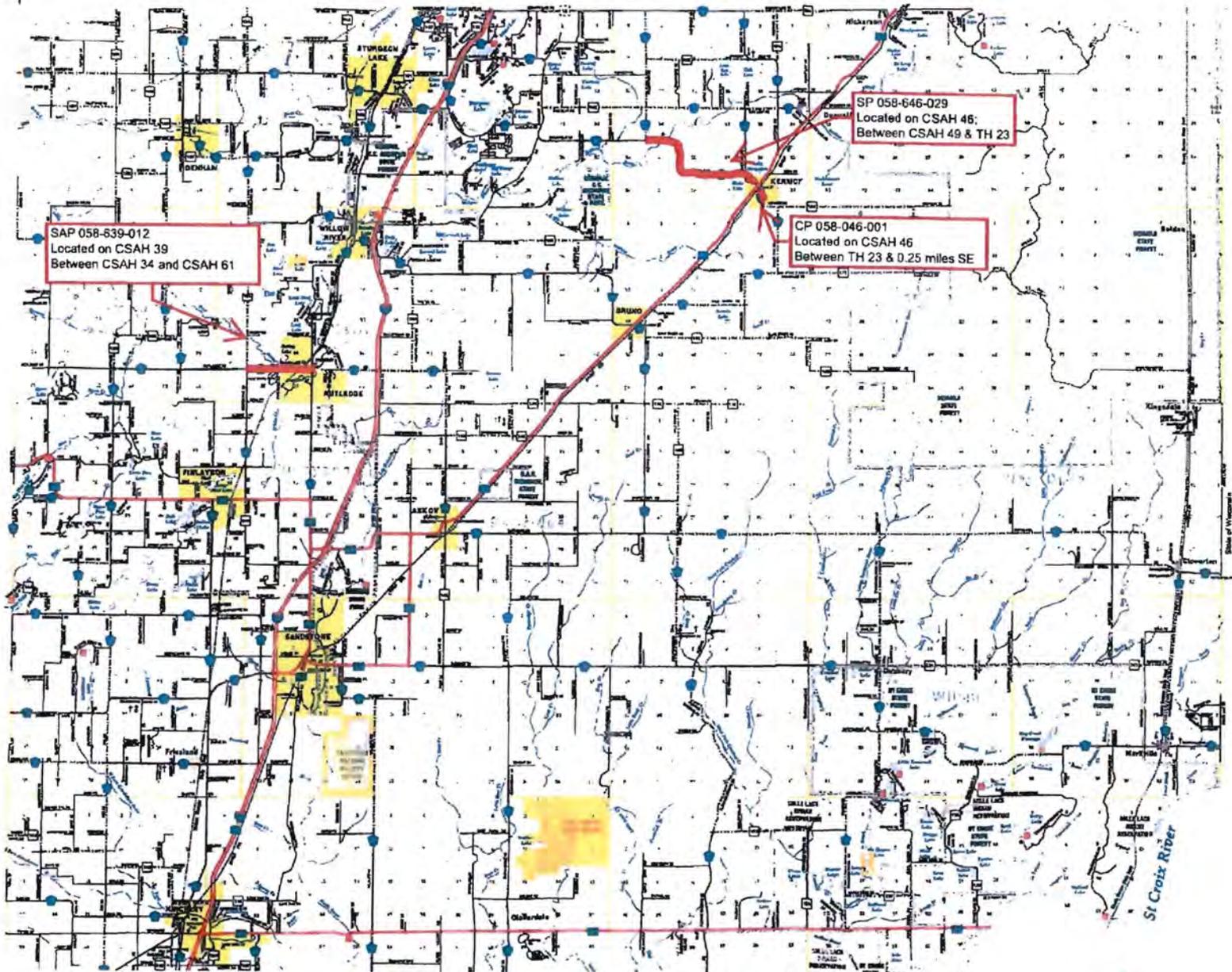
Official Highway Map

Scale: 1" = 1 Mile

Symbol	Description
	PAVING
	BRIDGE
	Other project areas



- PAVING
- BRIDGE



SAP 058-639-012
Located on CSAH 39
Between CSAH 34 and CSAH 61

SP 058-646-029
Located on CSAH 46;
Between CSAH 49 & TH 23

CP 058-046-001
Located on CSAH 46
Between TH 23 & 0.25 miles SE

St Croix River



AGENDA REQUEST FORM

Date of Meeting: April 5, 2016

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

Personnel Committee

Other _____

Agenda Item: Discussion of COW/Special Meeting Schedule

Department: Administration

[Handwritten Signature]

 Department Head signature

Background information on Item:

The county board typically conducts a number of Committee of the Whole (COW)/Special meetings at various locations around the county. Below is a possible schedule. The locations/possible presenters have not been confirmed.

Date	Location	Topics
Tuesday, April 26, 2016	PTCC incubator	Economic Development
Tuesday, May 24, 2016	TBD	Roads & Road Tour
Tuesday, June 7, 2016 (regular meeting)	Sandstone HHS Bldg.	Legislative update (invite legislators)
Tuesday, June 21, 2016 (regular meeting)	Courthouse	HHS update (topics may include public health, adult mental health, child protection)
Tuesday, June 28, 2016	Duquette or Pokegama	Comp plan update Oberstar trail update (invite DNR)
Tuesday, July 26, 2016	Audubon Center	Law Enforcement Update 2017 Budget strategy
Tuesday, August 23, 2016 Tuesday, August 30, 2016	Courthouse	2017 Budget—Department Presentations/requests

Action Requested:

Review/discuss proposed schedule.