



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, May 17, 2016, 10:00 a.m.
Board Room, Pine County Courthouse
Pine City, Minnesota

- A) Call meeting to order
- B) Pledge of Allegiance
- C) Public Forum. Members of the public are invited to speak on items not on the agenda. Each speaker should state his/her name and limit comments to three (3) minutes.
- D) Adopt Agenda
- E) Approve Minutes of May 3, 2016 County Board Meeting and Summary for publication.
- F) Minutes of Boards, Committees and Correspondence
 - Pine County HRA Senior Housing Board of Director regular meeting – March 23, 2016
 - Pine County Chemical Health Coalition meeting – May 9, 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. Review April, 2016 Cash Balance (attached)

Fund	April 30, 2015	April 30, 2016	Increase(Decrease)
General Fund	69,072.23	1,282,455.57	1,213,383.34
Health and Human Services Fund	(879,252.03)	(657,625.94)	221,626.09
Road and Bridge Fund	4,233,533.83	2,473,054.25	(1,760,479.58)
Land Management Fund	2,191,429.45	1,203,717.88	(987,711.57)
TOTAL (inc non-major funds)	9,900,010.23	10,075,571.02	175,560.79

2. Applications for Abatement

Consider Application for Abatement for Linda Bergstrom, 1115 4th Avenue SW, Pine City, PID 42.0191.000, payable 2014 and 2015.

3. Application for Exempt Permit

Consider Application for Exempt Permit for Reach for Resources, Inc. to conduct Minnesota lawful gambling on October 12, 2016 at Wings North, 19379 Homestead Road, Pine City, MN (Pokegama Twp.)

4. Temporary Liquor License

Consider approval of a Temporary Liquor License for a Rock Creek Lions event on September 2-5, 2016 at Heidelberger Rodeo.

5. Application for Repurchase

Consider Resolution 2016-22 for the repurchase of tax forfeited land on a 10-year contract for Daniel Johnson. Authorize Board Chair and County Auditor to sign.

6. Application for Repurchase

Consider Resolution 2016-23 for the repurchase of tax forfeited land on a 10-year contract for Gregory Jacobsson. Authorize Board Chair and County Auditor to sign.

7. Greater Pine Area Endowment Grant Application

Consider approval for Economic Development Coordinator Robert Musgrove to apply for a \$1,500 grant from the Greater Pine Area Endowment for a project in partnership with the Pine Area Chamber of Commerce.

8. Federal Supplemental Boating Safety Patrol Grant

Consider approval of the 2016 Federal Supplemental Boating Safety Patrol Grant in the amount of \$4,500, for grant period May 13, 2016 – September 5, 2016 and authorize Board Chair and County Administrator to sign. This grant does not require matching funds.

9. Donations

A. Consider acceptance of the following donations for the K-9 program: Ronald Nistler (Race for the K-9), \$26; Robert and Cynthia Guss, \$25; Deleanore Hinze, \$20; East Central Energy Operation Round Up grant, \$2,500; City of Rutledge (Race for the K-9), \$26; David and Susan Beckstrand, \$1,000; “we Pay” donations received from the Go-Fund-Me site for the Race for the K-9, \$749.86.

B. Consider acceptance of \$700 donation for the Back to School Backpack project.

10. Full-Time Status/Completion of Probationary Period

Consider approval of full-time status for Public Health Case Aide Samantha Ekeroth effective May 30, 2016.

11. New Hire

Approve the hiring of full-time Corrections Agent Jami Tuve, effective May 23, 2016, \$19.48 per hour, per State Grid (MAPE) 14G, Step 1.

REGULAR AGENDA

1. Public Hearing – Class I ATVs

Consider approval of Ordinance number 2016-03 for the management of all-terrain vehicles in the public right-of-ways of roads within the county’s jurisdiction and authorize Board Chair and County Administrator to sign.

2. Award to Sheriff's Office

Presentation by NE MN Law Enforcement Liaison Frank Scherf to the Sheriff's Office of the Outstanding Agency Award for the first quarter of the Towards Zero Deaths enforcement grant, together with the presentation of a laser speed enforcement device to the sheriff's office as part of the award.

3. Facilities Committee

Pine County Facilities Committee met May 4, 2016 and made the following recommendation (Minutes attached):

- A. Consider changing the location for the regular meeting of the Pine County Board of Commissioners on the first Tuesday of the month at 10:00 a.m. to the Pine County History Museum, 6333 H C Andersen Alle, Askov.

Other items are for informational purposes only.

4. Personnel Committee

Pine County Personnel Committee met May 10, 2016 and made the following recommendations (Minutes attached):

HHS

- A. Acknowledge the resignation of Social Worker Kristen Schroeder, effective May 12, 2016, and authorize backfill of any subsequent vacancies.
- B. Approve the addition of one full-time Public Health Educator position (C42). This position will be funded from the Planning and Implementation Grant and housed in the Hinckley-Finlayson and East Central School Districts.

Highway

- A. Approve the addition of one full-time Building Maintenance position (B21) to focus on the Pine Government Center (PGC) and Sandstone to comply with security requirements for Federal Tax Information (FTI). This position will as well perform maintenance work and provide support county-wide. The county will discontinue the cleaning contract for the PGC and Sandstone buildings.

Other items are for informational purposes only.

5. Pine County Public Health Planning Committee

The Pine County Public Health Planning Committee met May 10, 2016. (Minutes Attached). Information only. No board action necessary.

6. Set a Special Meeting / Committee of the Whole

The board should set a special meeting/Committee of the whole to receive and discuss the results of the Class and Compensation study. Ideally this meeting will be the first week of June.

7. Commissioner Updates

East Central Solid Waste Commission
East Central Regional Library
Pine County Chemical Health Coalition
Soil & Water Conservation District
Kanabec-Pine Community Health Board
Lakes & Pines CAC

8. Other

9. Upcoming Meetings –(Subject to Change)

- a. **Technology Committee, Tuesday, May 17, 2016, 8:30 a.m., Commissioners' Conference Room,**

Courthouse, Pine City, Minnesota.

- b. **Pine County Board Meeting, Tuesday, May 17, 2016, 10:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota.
- c. **Arrowhead Counties Association, Wednesday, May 18, 2016, 6:00 p.m.**, Hampton Inn, Canal Park, Duluth, Minnesota.
- d. **Rush Line Task Force, Thursday, May 19, 2016, 1:00 p.m.**, Maplewood Community Center, 2100 White Bear Avenue No., Maplewood, Minnesota.
- e. **Snake River Watershed, Monday, May 23, 2016, 9:00 a.m.**, Kanabec County Courthouse, Mora, Minnesota.
- f. **Special Meeting-Committee of the Whole (Roads & Road Tour), Tuesday, May 24, 2016, 9:00 a.m.**, Pokegama Township Hall, 18336 Town Hall Road, Pine City, Minnesota.
- g. **NLX, Wednesday, May 25, 2016, 10:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota.
- h. **Mille Lacs Band of Ojibwe, Wednesday, May 25, 2016, 10:30 a.m.**, Commissioners' Conference Room, Courthouse, Pine City, Minnesota.
- i. **Law Library, Wednesday, May 25, 2016, 12:00 p.m.**, Law Library, Courthouse, Pine City, Minnesota.
- j. **Northeast Regional Radio Board, Thursday, May 26, 2016, 10:00 a.m.**, Courthouse, Pine City, Minnesota.
- k. **Facilities Committee, Wednesday, June 1, 2016, 9:00 a.m.**, Commissioners' Conference Room, Courthouse, Pine City, Minnesota.
- l. **East Central Regional Juvenile Center Advisory Committee, Thursday, June 2, 2016, 12:00 p.m.**, ECRJC 7565 Fourth Avenue, Lino Lakes, Minnesota.
- m. **Soil & Water Conservation District, Thursday, June 2, 2016, 3:00 p.m.**, To Be Determined.
- n. **Pine County Board Meeting, Tuesday, June 7, 2016, 10:00 a.m.**, To Be Determined.

10. Adjourn

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

Tuesday, May 3, 2016 - 10:00 a.m.

Health and Human Services Building, Sandstone, Minnesota

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

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:

1. Addition: Regular Item #5A Township Meetings
2. Addition: Regular Item #5B National Correctional Officers' Week: Approve Resolution 2016-19.
3. Remove and Replace: Minutes of April 26, 2016 Board Meeting – Committee of the Whole

Commissioner Ludwig moved to approve the amended Agenda. Second by Commissioner Hallan. Motion carried 5-0.

Commissioner Hallan moved to approve the Minutes of the April 19, 2016 board meeting and Summary for publication. Second by Commissioner Mohr. Motion carried 5-0.

Commissioner Mohr moved to approve the Minutes of the April 21, 2016 Special Meeting-Committee of the Whole (City-County Relations). Second by Commissioner Hallan. Motion carried 5-0.

Commissioner Ludwig moved to approve the Minutes of the April 26, 2016 Special Meeting-Committee of the Whole (Economic Development). Second by Commissioner Chaffee. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

Pine County Board of Adjustment Minutes – April 6, 2016

Pine County Planning Commission Minutes – April 12, 2016

Minnesota Department of Commerce – Notice of Availability of Scoping EAW and Draft Scope for Sandpiper Pipeline and Line 3 Replacement Projects and Schedule for EIS Scoping Meetings – April 11, 2016

Pine County Land Surveyor Monthly Report – April 2016

Pine County Chemical Health Coalition Minutes – April 11, 2016

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

Commissioner Chaffee moved to approve the Consent Agenda. Second by Commissioner Ludwig. Motion carried 5-0.

CONSENT AGENDA

1. April, 2016 Disbursements

Approve Disbursements Journal Report, April 1, 2016 – April 30, 2016.

2. Application for Abatement

Approve Application for Abatement for Larry and Kristen Highland, Wilma Township, PID 32.8900.048, pay 2015.

3. Application for Repurchase

Approve Resolution 2016-20 for the Repurchase of Tax Forfeited Land on a 10-year contract for Kevin and Mary Koecher and authorize Board Chair and County Auditor to sign.

4. Police Officer Declaration - PERA

Approve Public Employees Retirement Association Police Officer Declaration/Resolution 2016-18 for part-time deputy Bradley Peters. This Resolutions/Declaration indicates Deputy Peters has met all of the requirements of the Police and Fire Plan membership from his date of hire. Authorize Board Chair to sign Resolution.

5. New Hire

A. Approve the hiring of Sherri Potter as part-time dispatcher, effective May 9, 2016, \$17.11 per hour, grade B23.

B. Approve the hiring of Kathy Filbert as the CHS Manager/Family Health Supervisor at Pine County Health and Human Services, effective May 31, 2016, \$81,120 per year, grade D61.

C. Approve the hiring of the following watercraft inspectors effective May 4, 2016: James Cherewan-\$11 per hour, Ronald Craig-\$11 per hour, Easton Foss-\$10 per hour, David Russell-\$12 per hour, Robert Sunstrom-\$12 per hour, and Jeremiah White-\$10 per hour.

6. Training

A. Approve Joe Sanders, GIS/Environmental Technician and Caleb Anderson, Land & Resources Manager to attend the following trainings:

Soils: May 24-26, 2016, Grand Rapids. Registration: \$310 per person; Lodging: \$120 per person (\$60/night); Meals: up to \$95 per person for the 3-day training. Total cost: \$525 per person.

Final Certification Course: June 14-15, 2016, Alexandria. Registration: \$265 per person; Lodging: \$64 per person; Meals: up to \$54 per person for the 2-day training. Total cost: \$383 per person.

A county vehicle will be used for both trainings, no mileage costs incurred.

B. Approve Troy Stewart, Deputy Assessor, to attend the Minnesota Association of Assessing Officer's Summary Seminar, May 25-26, 2016 in St. Cloud. Cost of Seminar: \$175, including meals. A county vehicle will be used, no mileage cost incurred.

REGULAR AGENDA

1. Emergency Medical Services Week

Motion by Commissioner Ludwig to approve Resolution 2016-21 Proclaiming May 15-21, 2016 as Emergency Medical Services Week. Second by Commissioner Chaffee. Motion carried 5-0.

2. Reese Frederickson Award

The Minnesota Chapter of MADD has awarded Pine County Attorney Reese Frederickson as the Greater Minnesota Outstanding Prosecutor of the Year for 2016. The board extended its appreciation to Attorney Frederickson.

3. Drainage Inspector and County Engineer Appointment

Motion by Commissioner Hallan to appoint Mark LeBrun as the Pine County Engineer and County Drainage Inspector for a 4-year term effective May 31, 2016 and expiring May 31, 2020. Second by Commissioner Ludwig. Motion carried 5-0.

Commissioner Ludwig stated the Personnel Committee reviewed the engineer and drainage inspector reappointment, and recommends a performance increase above the top of the county engineer scale.

Motion by Commissioner Ludwig to set the annual salary for County Engineer Mark LeBrun at \$106,000 effective May 31, 2016, adjust the top of the salary range for the position to the same amount, and to establish May 31 as his pay anniversary date. Second by Commissioner Chaffee. Motion carried 5-0.

4. Class I ATV Ordinance

The board reviewed, and discussion was had, as to revisions to the proposed ATV Ordinance. The county attorney will revise the proposed ATV Ordinance with the changes requested and the ordinance will be presented for consideration at the ATV Ordinance public hearing on May 17, 2016. Discussion was also held regarding the current ATV permit policy and if it is necessary to have both ordinances. Commissioner Mohr would like to invite ATV clubs to a Committee of the Whole, after the final ordinance has been adopted, to explain and help promote education of the provisions of the ordinance.

5. Strategic Plan Update

The board discussed the progress of the goals established at the January 26, 2016 strategic plan committee of the whole meeting.

5A. Meeting with Townships

The board discussed alternatives to achieve better communication between the county board and the townships. County Administrator Minke will reach out to the executive committee of the Township Officers and invite them to a future Committee of the Whole meeting to discuss township issues.

5B. National Corrections Officers' Week

Motion by Commissioner Chaffee to approve Resolution 2016-19 recognizing correctional officers and correctional employees in Pine County. Second by Commissioner Mohr. Motion carried 5-0.

6. Commissioner Updates

Comprehensive Plan Steering Committee: Commissioner Hallan stated the committee is making progress and moving forward.

Arrowhead Counties Association: Chair Rossow stated an update was received on pending legislation, discussion was held regarding actions in the tax conference committee.

Mille Lacs Band of Ojibwe: Commissioner Chaffee stated discussion took place regarding policing in Hinckley, the economic development of the Band, and development of an outline of a Memorandum of Understanding between the county and the Band.

Pine County Extension Committee: Commissioner Chaffee stated discussion of the agriculture educator took place. Carlton County Extension invited the two commissioners on the extension committee to a meeting to discuss Carlton County's ag lime program.

Snake River Watershed: Commissioner Mohr stated this was a normal meeting with bills being paid. Other counties are interested in our household hazardous waste, aquatic invasive species, and recycling programs.

East Central Regional Development Commission: Commissioner Hallan stated the ECRDC hired Jordan Zeller as their economic development coordinator.

NLX: Commissioner Ludwig stated by mid-May NLX will start contacting county engineers as to the crossings. A public report will be provided later.

NE Regional Radio Board: Commissioner Hallan stated bills were paid.

Central EMS: Commissioner Ludwig stated discussion on the first responders and their liability and payment methods. Askov, Kerrick and Willow River Fire and Rescue all received equipment grants. Finlayson, Pine City and Sturgeon Lake Fire all received reimbursement for their training.

7. **Other**

None.

8. **Upcoming Meetings**

Upcoming meetings were reviewed.

9. **Adjourn**

With no further business, Chair Rossow adjourned the meeting at 11:32 a.m.

Curtis H. Rossow, Chair
Board of Commissioners

David J. Minke, Administrator
Clerk to County Board

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

**Tuesday, May 3, 2016 - 10:00 a.m.
Health and Human Services Building, Sandstone, Minnesota**

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

The Pledge of Allegiance was said.

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

Commissioner Ludwig moved to approve the amended Agenda. Second by Commissioner Hallan. Motion carried 5-0.

Commissioner Hallan moved to approve the Minutes of the April 19, 2016 board meeting and Summary for publication. Second by Commissioner Mohr. Motion carried 5-0.

Commissioner Mohr moved to approve the Minutes of the April 21, 2016 Special Meeting-Committee of the Whole (City-County Relations). Second by Commissioner Hallan. Motion carried 5-0.

Commissioner Ludwig moved to approve the Minutes of the April 26, 2016 Special Meeting-Committee of the Whole (Economic Development). Second by Commissioner Chaffee. Motion carried 5-0.

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Pine County Land Surveyor Monthly Report – April 2016

Pine County Chemical Health Coalition Minutes – April 11, 2016

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

Commissioner Chaffee moved to approve the Consent Agenda. Second by Commissioner Ludwig. Motion carried 5-0.

Approve Disbursements Journal Report, April 1, 2016 – April 30, 2016.

Approve Application for Abatement for Larry and Kristen Highland, Wilma Township.

Approve Resolution 2016-20 for the Repurchase of Tax Forfeited Land on a 10-year contract for Kevin and Mary Koecher.

Approve Public Employees Retirement Association Police Officer Declaration/Resolution 2016-18 for part-time deputy Bradley Peters.

Approve the hiring of Sherri Potter as part-time dispatcher, effective May 9, 2016, \$17.11 per hour, grade B23.

Approve the hiring of Kathy Filbert as the CHS Manager/Family Health Supervisor at Pine County Health and Human Services, effective May 31, 2016, \$81,120 per year, grade D61.

Approve the hiring of the following watercraft inspectors effective May 4, 2016: James Cherewan-\$11 per hour, Ronald Craig-\$11 per hour, Easton Foss-\$10 per hour, David Russell-\$12 per hour, Robert Sunstrom-\$12 per hour, and Jeremiah White-\$10 per hour.

Approve Joe Sanders, GIS/Environmental Technician and Caleb Anderson, Land & Resources Manager to attend the following trainings: Soils, Total cost: \$525 per person, and Final Certification Course, Total cost: \$383 per person.

Approve Troy Stewart, Deputy Assessor, to attend the Minnesota Association of Assessing Officer's Summary Seminar. Cost of Seminar: \$175, including meals.

Motion by Commissioner Ludwig to approve Resolution 2016-21 Proclaiming May 15-21, 2016 as Emergency Medical Services Week. Second by Commissioner Chaffee. Motion carried 5-0.

Motion by Commissioner Hallan to appoint Mark LeBrun as the Pine County Engineer and County Drainage Inspector for a 4-year term effective May 31, 2016 and expiring May 31, 2020. Second by Commissioner Ludwig. Motion carried 5-0.

Motion by Commissioner Ludwig to set the annual salary for County Engineer Mark LeBrun at \$106,000 effective May 31, 2016, adjust the top of the salary range for the position to the same amount, and to establish May 31 as his pay anniversary date. Second by Commissioner Chaffee. Motion carried 5-0.

Motion by Commissioner Chaffee to approve Resolution 2016-19 recognizing correctional officers and correctional employees in Pine County. Second by Commissioner Mohr. Motion carried 5-0.

With no further business, Chair Rossow adjourned the meeting at 11:32 a.m.

Curtis H. Rossow, Chair
Board of Commissioners

David J. Minke, Administrator
Clerk to County Board

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

.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 March 23, 2016, at the Finlayson Manor. Commissioners of the HRA present were Board Chair Dorothy Stockamp, Cheri Drilling, Greg Kvasnicka and Jan Oak. Staff members present were Executive Director Janice Gustafson and Resident Managers Richard Soens and Shirley Kroschel. Commissioner Carl Steffen 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 February 24, 2016, were reviewed by the Board members. A motion was made by J. Oak and was seconded by C. Drilling to accept the minutes as amended. Motion carried: Yeas 4, Nays 0.
3. The HRA Board minutes from March 1, 2016, special meeting were reviewed by the Board members. A motion was made by Board Chair D. Stockamp and was seconded by G. Kvasnicka to accept the minutes. Motion carried: Yeas 4, Nays 0.
4. The monthly financial statements and the investment report were presented by J. Gustafson. A motion was made by Board Chair D. Stockamp and was seconded by C. Drilling to approve the financial statements and the investment report. Motion carried: Yeas 4, Nays 0.
5. Executive Director's Report. The written Executive Director's report was reviewed by Board members.
6. Old Business.
 - a) Vacancies. Paperwork is being processed on three new residents to fill vacancies by two Finlayson Manor residents and one Sandstone Manor resident. On April 1, 2016, the HRA will have no vacancies.

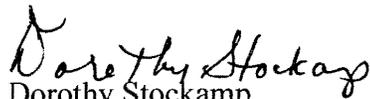
- b) Follow-up on the March 1, 2016, meeting with the Pine County Commissioners. The HRA Board was very pleased with the outcome of the meeting with the Pine County Commissioners and look forward to the next informational meeting.

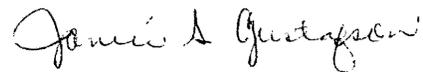
7. Resident Manager's Report.

- a) R. Soens reported there were no problems or issues at the Sandstone Manor.
- b) S. Kroschel reported everything is quiet at the Finlayson Manor and there are no problems.

8. New Business. There was no new business.

- 9. A motion was made by G. Kvasnicka and was seconded by J. Oak to adjourn the meeting at 3:00 p.m. Motion carried: Yeas 4, Nays 0.


Dorothy Stockamp
HRA Board Chair


Janice S. Gustafson
Executive Director

**Pine County Chemical Health Coalition
Minutes
May 9, 2016
Pine County Courthouse, Pine City**

Coalition Proposed Mission Statement

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

Attendance:

Jerry Olson, Sandstone Citizen
Steph Youngberg, East Central School
Troy Anderson, Pine City School
Terry Fawcett, Pine Co Probation
Lynette Kuzel, Teen Focus
Joe Newton and Lachelle Ludwig, Essentia Health
Monica Haglund and Anne LaFrinier-Ritchie, Mille Lacs Band
Reese Frederickson, Pine Co Attorney
Commissioner Matt Ludwig
Chief Deputy Paul Widenstrom, Pine Co Sheriff's Dept
Becky Foss, Bonnie Rediske and Janet Schumacher, Pine Co HHS

Meeting commenced at 3:00 pm by Becky Foss in the County Board Room at the Pine County Courthouse 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 Jerry Olson to approve the agenda as amended. Motion carried.*
3. **Review Minutes of 4/11/16** - *Motion was made by Lachelle Ludwig and seconded by Paul Widenstrom to approve the minutes. Motion carried.*
4. **Fentanyl**
Troy shared an article from the Fargo/Moorhead area newspaper regarding the possible use of Fentanyl in the Fargo area schools and question if any local Pine County schools have had this show up in their schools, there has been no known use in Pine Co. There has recently been a high number of overdose deaths in the metro area as well as the ND area and fentanyl could be responsible for these deaths along with heroin.

Users are using their drug of choice not knowing that it could be laced with fentanyl; they think the drug they are taking is safe. Lachelle indicates that users will take more and more to get their high and do not know what they are actually taking. It can be concealed in nasal spray or eye drop bottles. Troy has found that the K9 Services they use at the Pine City Schools does detect opioids.

Paul indicated that most deputies have been trained on the use of Narcan, policy has been drafted and the SO is awaiting the actual prescription – the supply will be available to backfill

rather quickly. Narcan is administered in the form of a nasal spray or IV – paramedics can only administer it via IV.

If a person has not used an opioid with Narcan being administered, it is fairly benign and not much of a risk, however, it is a good use to counteract the possible overdose. Patient can come out swinging in coming out of their high.

Joe mentioned of First Responders, Mille Lacs Tribal Police/Casino Police and EMTs that have been or will soon be trained.

5. **Becky Foss**

a. **Update on Detera Drug Deactivation System**

Becky indicated that products have been ordered and received. The 3.5 gallon pails have been distributed to the Sheriff's Dept and the small pouches will be available to our Nurses, Social Workers, etc. Paul has tried the small pouch and it worked well. He suggested having them available at their upcoming "Safety Day" on May 21st.

b. **DHS Coalition Grant**

The actual contract has not been received yet. Total amount for the first year is \$213,421.

Becky shared several details about the grant:

- The Coordinator position will go to our Personnel Committee/Co Board for approval in the next week; this position will be officed in the H/F & EC School. Our future meetings will be held in these school districts
- We will have a mutually approved work plan & budget
- A stipend will be available for each of the Youth Group Leaders in each school, two groups in each school
- There is an additional \$10,000 from DHS for an assistant to the Coordinator, of which the Coordinator will have the approval of; this position could be a contracted position
- In-state and out of state travel is included as well as communication tools for the coordinator. When the grant ends, all purchased property belongs to the school districts.
- A media consultant contract is also included - \$14,000 for the first year

6. **Reports from Members**

• **Bonnie Rediske**

Bonnie talked about the Substance Abuse Prevention Training that she had attended – about buy-in from communities to be self-sustainable when the grant funds are gone. Will work to engage youth prevention at community functions. \$2000 is funded for each school district area for compliance checks in our new grant. We want to promote positive peer pressure and positive activities in Pine County. This grant is a five year grant which could lead us into a Drug Free Community Grant, a Federal grant. There will be checks and balances to see progress. Data is out there showing that this will all work and we look forward to watching the grant.

Bonnie also talked about activity in Child Protection – not huge amount of drug cases but a lot of sex conduct cases lately – about 3-6/week and these require 24 hour responses so our Social Workers are very busy. Seeing repeat victims in sexual abuse from other family members when mom/dad has history of use.

Projected intakes for 2016 are 1,686 and projected cases to be opened are 540. Staff have recently attended training on Sex Trafficking and a lot of training has been provided locally. Becky applauds staff for these cases and to be able to deal with these effectively.

- **Reese Frederickson**

Talked about the proposed sentencing guidelines for drug felonies and the Drug Reform Proposal recently drafted by several organizations. Responded to a question if minor consumption of alcohol can be given on private property and yes, it can. The exception is that it can be consumed in home of parents with parent's permission.

Talked about DUIs prosecuted and Place of Last Drink Program – top five bars get a letter from Co Attorney's office.

Reese recently received the MN Chapter of MADD award for Greater MN Outstanding Prosecutor of the Year for 2016.

- **Commissioner Ludwig**

Alcohol should be main focus – this is usually the start to other drugs, etc. Handing the drug deactivation pouches at school activities, etc. would be a good idea. A lot of synthetics are produced and coming from Canada.

- **Terry Fawcett**

Watching the proposed sentencing guidelines – will affect county probation office and their drug felon cases. Pre-trial caseload is high, have GPS monitors on some cases. Restorative Justice Program starts the end of June. Had nineteen people at the Victim Offender Conference. Will reach out to professionals and community members to help staff cases. There are a few glitches going on with the Corrections Delivery System. Talked about language introduced in legislature "may supervise felons if they want to".

Terry appreciates the collaboration between the Mille Lacs Band, Co Attorney's Office, and HHS – they meet monthly to work on issues discussing different delivery systems.

- **Troy Anderson**

The contract that they have for K9 Detective Services is called randomly six times/yr – the last three years has been the lowest of drugs/alcohol discovered.

- **Monica Haglund**

Users will scrape the stuff out of patches and eat it. Marijuana is most used by kids and meth by adults. Those that have said they would not use meth are now using it.

- **Paul Widenstrom**

K9 dog is in training and fully paid for with funds raised, have a good start of funds for second dog. Paul intends to make school visits soon.

- **Jerry Olson**

Jerry recently talked to a former snitch about how opioids are getting on the streets – he found out that a couple of cancer patients are getting patches and pills and selling the pills. Doctors, surgeons, oncologists, pharmacists should be communicating better. Lachelle sees a lot of the drug cases at the local hospital.

- **Joe Newton**
In the process of re-evaluating protocols for pain management.
- **Steph Youngberg**
It has been quiet at school again this month.
- **Janet Schumacher**
Deb Wright, FirstLight was unable to attend the meeting, however, she wanted to remind everyone of the upcoming ColorMy5K on Sat., June 4th in Mora at 9:00 am. This is a fun run/walk that will raise money for area school organizations that focus on mental health and substance abuse awareness initiatives. Last year they had 750 participants.

The Pine County Schools they are donating to are:

Pine City High School – for Friends of Rachel
Hinckley-Finlayson School – SADD (Students Against Destructive Decisions)

She is also going to check with their Pharmacy Director, Brent Thompson to see if he is able to join the coalition. He is very active in Pine County events and his experience and knowledge would be a great addition.

7. **Becky Foss**
Becky suggested to take the months of June and July off the meeting schedule and meet again in August. This will give time to appoint a Coordinator for the P&I grant and locate meeting sites for future meetings.

Motion was made by Jerry Olson and seconded by Steph Youngberg to temporarily discontinue meeting monthly with next meeting scheduled as usual for the second Monday in August. Motion carried.

*****NOTE: WE WILL NOT BE MEETING IN JUNE AND JULY**

NEXT MEETING DATE:

MONDAY, AUGUST 8TH @ 3:00 PM
LOCATION TO BE DETERMINED

Meeting adjourned at 4:05 pm. Minutes prepared by Janet Schumacher

\\PCCHC\Minutes\2016\May 9 min.doc



AGENDA REQUEST FORM

Date of Meeting: May 17, 2016

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

Agenda Item: April, 2016 Cash Balance

Department: Auditor-Treasurer

Cathy Clark
Department Head signature

Background information on Item:

April, 2016 Cash Balance

Action Requested:

Financial Impact:

TREASURER'S CASH TRIAL BALANCE COMPARISON

FUND	April 30, 2015 BALANCE	April 30, 2016 BALANCE	DIFFERENCE
1 - GENERAL	69,072.23	1,282,455.57	1,213,383.34
12 - H&HS	(879,252.03)	(657,625.94)	221,626.09
13 - ROAD & BRIDGE	4,233,533.83	2,473,054.25	(1,760,479.58)
22 - LAND	2,191,429.45	1,203,717.88	(987,711.57)
TOTAL (incl non-major funds)	\$9,900,010.23	\$10,075,571.02	175,560.79

CATHYJ
5/10/16 7:53AM

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

TREASURER'S CASH TRIAL BALANCE

As of 04/2016



<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1 General Revenue Fund	5,428,957.68			
Receipts		275,852.38	1,388,084.78	
Disbursements		419,374.76-	2,243,879.99-	
Payroll		791,816.08-	3,583,325.12-	
Journal Entries		3,418.55-	292,618.22	
Fund Total		938,757.01-	4,146,502.11-	1,282,455.57
12 Health & Human Services	420	H&Hs-Income Maintenance		
	2,204,154.92			
Receipts		51,196.16	461,247.92	
Disbursements		79,237.75-	258,515.39-	
Payroll		159,003.91-	775,024.38-	
Journal Entries		9,285.54	84,398.88	
Dept Total		177,759.96-	487,892.97-	1,716,261.95
12 Health & Human Services	430	H&Hs-Social Services		
	1,766,235.44-			
Receipts		80,650.92	648,260.08	
Disbursements		36,771.28-	112,186.48-	
SSIS		212,803.07-	618,494.64-	
Payroll		175,314.72-	824,672.61-	
Journal Entries		55,839.76	167,117.70	
Dept Total		288,398.39-	739,975.95-	2,506,211.39-
12 Health & Human Services	440	Childrens Collaborative (H&Hs)		
	0.00			
Dept Total		0.00	0.00	0.00
12 Health & Human Services	481	Nursing-Community Health (H&Hs)		
	235,637.76			
Receipts		81,404.18	479,044.53	
Disbursements		11,280.94-	247,885.70-	
Payroll		83,778.72-	363,365.08-	
Journal Entries		0.00	7,483.39	

HMS
(657,625.94)

CATHYJ
5/10/16 7:53AM

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



TREASURER'S CASH TRIAL BALANCE

As of 04/2016

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Dept Total		13,655.48-	124,722.86-	110,914.90
Fund Total	673,557.24	479,813.83-	1,352,591.78-	679,034.54-
 13 Road & Bridge Fund	 1,220,273.91			
Receipts		113,741.26	2,937,048.82	
Disbursements		152,382.15-	930,425.42-	
Payroll		168,628.30-	778,618.53-	
Journal Entries		2,131.00-	24,775.47	
Fund Total		209,400.19-	1,252,780.34	2,473,054.25
 14 Ditch Maintenance (Sr) Fund	 10,770.48			
Fund Total		0.00	0.00	10,770.48
 20 County-Wide Rehab (Sr) Fund	 189.37			
Receipts		0.00	0.01	
Journal Entries		0.00	0.01	
Fund Total		0.00	0.02	189.39
 22 Land Management Fund	 958,116.10			
Receipts		18,275.66	378,875.37	
Disbursements		479.79-	8,720.05-	
Payroll		8,445.02-	39,354.14-	
Journal Entries		0.00	85,199.40-	
Fund Total		9,350.85	245,601.78	1,203,717.88
 29 Children's Collab (H&Hs) Agency Fund	 440	Childrens Collaborative (H&Hs)		
Receipts	11,409.93	0.00	27,470.00	

CATHYJ
5/10/16 7:53AM

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



TREASURER'S CASH TRIAL BALANCE

As of 04/2016

Fund	Beginning Balance	This Month	YTD	Current Balance
Disbursements		7,575.00-	24,242.01-	
Journal Entries		11.97	15.72	
Dept Total		7,563.03-	3,243.71	14,653.64
Fund Total	11,409.93	7,563.03-	3,243.71	14,653.64
37 County Railroad Authority	5,791.19			
Fund Total		0.00	0.00	5,791.19
38 Building Fund	86,750.49			
Disbursements		806.55-	806.55-	
Journal Entries		0.00	1,870.60	
Fund Total		806.55-	1,064.05	87,814.54
39 2015A G.O. Jail Bonds	1,079,082.29			
Disbursements		0.00	916,880.63-	
Journal Entries		0.00	27,208.86	
Fund Total		0.00	889,671.77-	189,410.52
40 2012 G.O. Courthouse Bonds	906,029.37			
Receipts		0.00	5.02	
Disbursements		0.00	758,625.00-	
Journal Entries		0.00	20,892.30	
Fund Total		0.00	737,727.68-	168,301.69
76 Group Health Ins Fund 5/1/95 (Gen)	642,284.17-			
Receipts		443,454.28	1,187,492.35	
Disbursements		331,429.34-	1,323,711.54-	

CATHYJ
5/10/16 7:53AM

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

TREASURER'S CASH TRIAL BALANCE

As of 04/2016



<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Journal Entries		5,775.15	20,444.30	
Fund Total		117,800.09	115,774.89-	758,059.06-
80 County Collections Agency Fund	21,979.64			
Receipts		8,222.88	518,757.56	
Disbursements		19,323.00-	526,519.54-	
Journal Entries		0.00	156.80	
Fund Total		11,100.12-	7,605.18-	14,374.46
82 Taxes And Penalties Agency Fund	1,860,927.42			
Receipts		4,011,862.97	4,902,631.77	
Disbursements		117.00-	438,380.13-	
Journal Entries		0.00	370,198.95-	
Fund Total		4,011,745.97	4,094,052.69	5,954,980.11
84 East Central Drug Task Force Agency Fund	98,198.03			
Receipts		4,735.00	31,958.48	
Disbursements		0.00	29,760.57-	
Fund Total		4,735.00	2,197.91	100,395.94
89 H & Hs Collections Agency Fund	78,568.42			
Receipts		66,528.32	210,016.48	
Disbursements		610.68-	91,448.44-	
Journal Entries		65,125.30-	190,381.50-	
Dept Total		792.34	71,813.46-	6,754.96
Fund Total	78,568.42	792.34	71,813.46-	6,754.96
All Funds (.....)	11,798,317.39			
Receipts		5,155,924.01	13,170,893.17	
Disbursements		1,059,388.24-	7,911,987.44-	

CATHYJ
5/10/16 7:53AM

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

TREASURER'S CASH TRIAL BALANCE

As of 04/2016



<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
SSIS		212,803.07 -	618,494.64 -	
Payroll		1,386,986.75 -	6,364,359.86 -	
Journal Entries		237.57	1,202.40	
Total		2,496,983.52	1,722,746.37 -	10,075,571.02



AGENDA REQUEST FORM

Date of Meeting: May 17, 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 Chouar
Department Head signature

Background information on Item:

Linda Bergstrom, 1115 4th Ave SW, Pine City, PID 42.0191.000, payable 2014 & 2015

Action Requested:

Financial Impact:

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

DATE: 5/16/16

For Taxes Levied In: 293
And Payable In: 2014

Abatement # AB14-44

Please Print Or Type

Applicants Name: <u>Linda K Bergstrom</u>	Applicants Mailing Address: <u>1115 City Avenue SW</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: 42 0191 000
Street Address: n/a
Township/City: Pine City
School District: 578

Legal Description: Part of Gov't Lot 6
Sec 32, Twp 39, Rng 21

ASSESSOR'S ESTIMATED MARKET VALUE:

Land 27,700 Structures: 0 Total: 27,700 Classification 206-0-099

Applicants Statement of Facts:

Document recorded in 1989 stating the property
is wetland - valued as high ground.

Applicants Request:

Revalue as low ground.

Applicant's Signature: Shirley K. Aronlock

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: 5/16/10

For Taxes Levied In: 2014
And Payable In: 2015

Abatement # AB15-36

Please Print Or Type

Applicants Name: <u>Linda K. Bergstrom</u>	Applicants Mailing Address: <u>115 4th Ave SW</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: 42091000
 Street Address: n/a
 Township/City: Pine City
 School District: 578

Legal Description: Part of Gov't Lot 6
Sec 32, Twp 39, Rng 21

ASSESSOR'S ESTIMATED MARKET VALUE:

Land 27,700 Structures 0 Total: 27,700 Classification: 206-0-059

Applicants Statement of Facts:

Document recorded in 1989 stating the property is wetland-valued as high ground.

Applicants Request:

Revalue as low ground

Applicant's Signature: Shirley M. Fredback

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: May 17, 2016

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

Agenda Item: Application for Exempt Permit

Department: Auditor-Treasurer

Cathy Cloward
Department Head signature

Background information on Item:

Application for Exempt Permit for Reach for Resources, Inc. to conduct Minnesota lawful gambling on October 12, 2016 at Wings North, 19379 Homestead Rd, Pine City, MN (Pokegama Twp.

Action Requested:

Financial Impact:

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Reach for Resources, Inc. Previous Gambling Permit Number: _____

Minnesota Tax ID Number, if any: 328/255 Federal Employer ID Number (FEIN), if any: 41-1519855

Mailing Address: 5900 Green Oak Dr. Suite 204

City: Minnetonka State: MN Zip: 55343 County: Hennepin

Name of Chief Executive Officer (CEO): Katharine Bottiger

Daytime Phone: 952-200-5746 Email: k.bottiger@reachforresources.org

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

- Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767
- IRS income tax exemption (501(c)) letter in your organization's name**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Wings North

Address (do not use P.O. box): 19379 Homestead Rd.

City or Township: Pine City Zip: 55063 County: Pine County

Date(s) of activity (for raffles, indicate the date of the drawing): October 12, 2016

Check each type of gambling activity that your organization will conduct.

Bingo* Paddlewheels* Pull-Tabs* Tipboards*

Raffle (total value of raffle prizes awarded for the calendar year: \$ 10,600.00)

* **Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under **List of Licensees**, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

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

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

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

The city or county must sign before submitting application to the Gambling Control Board.

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

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: Katherine Hottel Date: 4/29/16
(Signature must be CEO's signature; designee may not sign)

Print Name: _____

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- a copy of your proof of nonprofit status, and
- application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

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

Questions?

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

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

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information, Minnesota's Depart-

ment 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

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



AGENDA REQUEST FORM

Date of Meeting: May 17, 2016

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

Agenda Item: Approval of Temp License

Department: Auditor

Cathy Chamer
Department Head signature

Background information on Item:

Approval of Temporary Liquor License for Rock Creek Lions event on Sept. 2-5, 2016 at Heidelberger Rodeo

Action Requested:

Financial Impact:



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 222, St. Paul, MN 55101
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization: ROCK CREEK LIONS CLUB
 Date organized: AUGUST 1972
 Tax exempt number: 4361135

Address: PO BOX 230
 City: ROCK CREEK
 State: Minnesota
 Zip Code: 55067

Name of person making application: RONNIE BERDAN
 Business phone: [blank]
 Home phone: 320-358-3202

Date(s) of event: Sept 2,3,4+5, 2016
 Type of organization: Club Charitable Religious Other non-profit

	Organization officer's name	City	State	Zip
X	Daniel Alan Kryzer	Pine City	Minnesota	55063
X	Mark Doven Mansavage	Pine City	Minnesota	55063
X	Dewayne Karl Wilkinson	Pine City	Minnesota	55063

Add New Officer

Location where permit will be used. If an outdoor area, describe.
 HEILDEBERGER RODEO
 3923 STATE HIGHWAY 70
 PINE CITY, MN 55063

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
 N/A

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
 SCOTTSDALE INSURANCE COMPANY \$1,000,000-2,000,000

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

PINE COUNTY
 City or County approving the license
 \$50.00
 Fee Amount
 4/26/16
 Date Fee Paid

Date Approved
 (9-2-16) - (9-5-16)
 Permit Date
 maddie.amundson@co.pine.mn.us
 City or County E-mail Address
 320-591-1670
 City or County Phone Number

Signature ~~City Clerk~~ County Official

Approved Director Alcohol and Gambling Enforcement



AGENDA REQUEST FORM

Date of Meeting: May 17, 2016

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

Agenda Item: Application for Repurchase

Department: Auditor - Treasurer

Colby Chames
Department Head signature

Background information on Item:

Resolution for repurchase of tax forfeited land on a 10 year contract,
Daniel Johnson

Action Requested:

Approve resolution

Financial Impact:

RESOLUTION 2016-22

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

Lot Eleven (11), Block Two (2), Snake River Meadows and a 1/50th interest in Outlot A, Snake River Meadows according to the plat thereof on file and of record in the office of the County Recorder, Pine County, Minnesota. Subject to easements, covenants, restrictions and reservations of record, if any.

26.5317.000

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

and

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

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

Dated at Pine City, Minnesota, this 17th day in May, 2016.

Attest:

Chairman, Board of County Commissioners
Pine County, Minnesota

County Auditor



AGENDA REQUEST FORM

Date of Meeting: May 17, 2016

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

Agenda Item: Application for Repurchase

Department: Auditor - Treasurer

Cathy Clamer
Department Head signature

Background information on Item:

Resolution for repurchase of tax forfeited land on a 10 year contract for Gregory Jacobsson

Action Requested:

Approve resolution

Financial Impact:

None

RESOLUTION 2016-23

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

Lot 8, Block 1, Evergreen Acres 1st Addition

19.5074.000

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

and

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

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

Dated at Pine City, Minnesota, this 17th day in May, 2016

Attest:

Chairman, Board of County Commissioners
Pine County, Minnesota

County Auditor



AGENDA REQUEST FORM

Date of Meeting: 5/17/2016

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

Agenda Item: Grant Application to Greater Pine Area Endowment

Department: Economic Development - Administrator's Office

Department Head signature

Background information on Item:

The Office of Economic Development seeks Board permission to apply for a grant from the Greater Pine Area Endowment for a project in partnership with the Pine Area Chamber of Commerce. The request will be for \$1500 to assist local businesses to claim, create, correct, or improve their listings on Google Search and Google Maps over the summer of 2016. Since 4 out of 5 consumers now use search and map engines to find local goods and services, having an attractive, accurate listing is a must now for small businesses.

Action Requested:

Approval to seek grant.

Financial Impact:

None



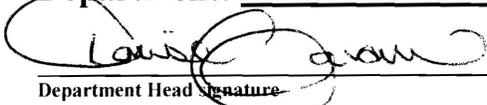
AGENDA REQUEST FORM

Date of Meeting: May 17th, 2016

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

Agenda Item: 2016 Federal Supplemental Boating Safety Patrol Grant

Department: Pine County Sheriff's Office



 Department Head Signature

Background information on Item:

The 2016 Federal Supplemental Boating Safety Patrol Grant will be used for enforcement hours only.

The grant period is for May 13, 2016 - September 5, 2016.

Action Requested:

The Pine County Sheriff's Office respectfully asks for the approval and signing of the 2016 Federal Supplemental Boating Safety Patrol Grant.

Financial Impact:

The grant amount is \$4,500 and does not require matching funds.



2016 STATE OF MINNESOTA
FEDERAL SUPPLEMENTAL BOATING SAFETY PATROL
GRANT AGREEMENT

ENCUMBRANCE WORKSHEET

Contract #: 108891

PO #: 3000093822

State Accounting Information

Dept. ID R29	PC Bus. Unit R2901	Fiscal Year 2016	Source Type REIMB	Vendor Number 0000197310-001
Total Amount \$4,500	Project ID R29G4CGSFY15	Billing Location R297000221	DUNS 019066948	

Accounting Distribution

Fund 3000	Fin. Dept. ID R2937715	Approp. ID R294203	Category 84101501	Account 441302	Activity A4CG002
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Grant Begin Date May 13, 2016	Grant End Date September 5, 2016
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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
FEDERAL SUPPLEMENTAL BOATING SAFETY PATROL
GRANT AGREEMENT**

This grant agreement is between the State of Minnesota, acting through its Commissioner of Natural Resources ("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 Statute § 84.085, Subdivision 1(c) the State is empowered to enter into this grant.
2. This grant will be used to cover the cost of additional boating safety patrol of lakes and rivers in the county.
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:** May 13, 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:** September 5, 2016. 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 additional boating safety patrol hours during high watercraft use periods through the payment of overtime or the addition of enforcement personnel. The Grantee will submit to the State a written plan to carry out the provisions of this grant. Provisions of Chapter 86B, the provisions of Chapter 169A pertaining to motorboats and the Boat and Water Safety Rules, hereinafter referred to as the "Minn. Rules" will be enforced. Refer to Exhibit "A" which is attached and incorporated into this agreement for more information on allowable expenses.

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 Four thousand five hundred dollars (\$4,500).
- (b) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant agreement will not exceed Four thousand five hundred dollars (\$4,500).

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 may be submitted at the end of the grant period or as often as monthly. Each invoice shall be accompanied by log sheets or activity sheets as described in Exhibit A. The final invoice and required narrative report must be submitted to the State not later than October 5, 2016, unless an extension is granted in writing from the State.
- (b) **Federal funds.** Payments under this grant agreement will be made from federal funds obtained by the State through the U.S. Coast Guard, Department of Homeland Security – through the Recreational Boating Safety Financial Assistance program to states, commonwealth and territories (CFDA number 97.012) in U.S.C. 13101-13110. Exhibit "B" is attached and incorporated into this grant agreement. 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 contract 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 Grantee's Authorized Representative is the County Sheriff or designee. 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 contract if the State finds that there has been a failure to comply with the provisions of this grant contract, 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 contract 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 contract 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 **Invasive Species Prevention**

The DNR requires active steps to prevent or limit the introduction, establishment, and spread of invasive species during contracted work. The contractor 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 contractor furnished tool or equipment (brush/broom, compressed air or pressure washer), at the staging area. The contractor shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Contract 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 contractor 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.

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

1. STATE ENCUMBRANCE VERIFICATION

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

Signed: Jarrod Muse

Date: 5/4/16

SWIFT Contract # 108891

Purchase Order # 3000093822

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
- 3. State's Authorized Representative

**2016 FEDERAL BOATING ENFORCEMENT
SUPPLEMENTAL AGREEMENT
(CFDA #97.012)**

1. The purpose of this program is to provide supplementary funding to the County to provide for additional boating safety patrol hours during high-use periods through the payment of straight time, overtime, or the addition of enforcement personnel on a temporary basis. Other activities such as rental boat inspections, training, extended search and rescue operations, aids-to-navigation work, aquatic invasive species (AIS) enforcement or inspections, talks and displays **do not qualify** for reimbursement under this program. Incidental on-scene accident investigation, assistance to the public and immediate search and rescue operations by personnel assigned to this program are authorized.
2. Unless otherwise noted in this exhibit, the program shall begin on Friday, May 13, 2016 and end at midnight, Monday, September 5, 2016. Grant return deadline is Wednesday, June 15, 2016 unless an extension is granted in writing from the state.
3. Reimbursable hours and days of operation shall occur during the following days and hours:

The schedule of hours shall be left to the county. Scheduling, however, should be made to coincide with periods of activity or complaints and night patrols are encouraged. *If at all possible, schedules should be canceled or delayed if inclement weather is expected.*

4. Emphasis on this program shall be placed on the following violations:
 - Boating while intoxicated
 - Personal watercraft operation
 - Careless and reckless operation
 - Speed and wake violations
 - Use of navigation lights
 - Other boating equipment and registration violations
5. Allowable costs include overtime patrol hours, additional personnel salary and appropriate fringe benefits associated with patrol. No indirect costs will be paid by the state. Invoices may be submitted at the end of the grant period or as often as monthly. A copy of the daily logs of each deputy involved - showing hours on duty, water body patrolled, boats stopped, citations or warnings issued and other pertinent information on a daily basis must be submitted with the monthly reimbursement invoice. The deputy and his or her supervisor must sign each log sheet. Reimbursement requests must also include a summary of the times and hours worked and total costs for each deputy by date.

All other expenses, such as fuel, training, repairs, boats, meals etc. must be paid by the county (use of the regular 2016 state boat and water safety grant funds for these other expenses is an allowable cost). The county will be responsible for any unemployment or worker's compensation costs associated with the program.
6. Each participating county, with the last payment request, will submit a written review of the program. Final payment will not be made without this narrative, which shall include a summary of the county's activities, accomplishments and suggested changes for future funding.
7. **Deadline for the final invoice and narrative is Wednesday, October 5, 2016. Any invoice submitted after that date will not be reimbursed, unless an extension is granted in writing from the State.**
8. Hours from this program will be excluded in determining the regular 2018 county grant allocation.
9. These funds are not designed to take the place of existing funding, but rather to supplement it. A copy of the 2016 county supplemental patrol work plan must be submitted to the State for approval before the grant may be processed.

2016 FEDERAL ASSURANCES NON-CONSTRUCTION PROGRAMS

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation purchases.

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508) and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction sub-agreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (1) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-248 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1995 and OMB Circular A-133, "Audits of State, Local Governments and Non-Profit Organizations." *(see below).
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

**If the COUNTY (as defined on page 1 of this grant) expends more than \$500,000 in federal assistance per year, it agrees to have a program-specific or single audit made in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133 – "Audits of States, Local Governments and Non-Profit Organizations." Copies of the audit report are required to be sent to the following: 1) Office of the State Auditor – Single Audit Division, Suite 400, 525 Park Street, St. Paul, MN 55103, 2) Minnesota Department of Natural Resources, Internal Audit Section – Office of Management & Budget Services 500 Lafayette Road, St. Paul, MN 55155 and 3) The Federal Single Audit Clearinghouse located at: Bureau of the Census, Data Preparation Division, 1201 East 10th Street, Jeffersonville, IN 47132.*



AGENDA REQUEST FORM

Date of Meeting: May 17, 2016

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

Agenda Item: Donations

Department: Sheriff

Department Head signature

Background information on Item:

Donations for the K-9 program received as follows:

- Ronald Nistler (Race for the K-9 donation received by our office) \$26.00
- Robert and Cynthia Guss-Finlayson, \$25.00
- Deleanore Hinze-Pine City \$20.00
- East Central Energy Operation Round Up grant \$2,500.00
- City of Rutledge (Race for the K-9 donation) \$26.00
- David and Susan Beckstrand \$1,000.00
- "We Pay" donations received to date from the Go-Fund-Me site for the Race for tke K-9 \$749.86

Action Requested:

Acknowledge donations received for he K-9 program

Financial Impact:



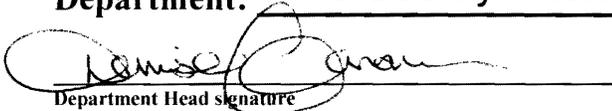
AGENDA REQUEST FORM

Date of Meeting: May 17th, 2016

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

Agenda Item: Donation to Pine County Sheriff's Office for Backpack Program

Department: Pine County Sheriff's Office


Department Head signature

Background information on Item:

The Pine County Sheriff's Office received a donation of \$700 for the Back to School Backpack Project.

Action Requested:

The Pine County Sheriff's Office respectfully asks the County Board to acknowledge and accept the donation into the Pine County Sheriff's Office for the Back to School Backpack Project.

Financial Impact:

Donations for the Back to School Backpack Project are not supplemented with any department funding.



AGENDA REQUEST FORM

Date of Meeting: 05/17/2016

- 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 Foss
Department Head signature

Background information on Item:

Samantha Ekeroth, case aide in the Public Health unit, is approaching the end of her probationary period. She began her employment with the department on November 30, 2015. Samantha is an asset to the agency and is a dedicated team player. HHS is requesting that her status from probationary employee to regular employee be approved effective May 30, 2016.

Action Requested:

Approve Samantha Ekeroth's status of probationary employee to regular employee effective May 30, 2016.

Financial Impact:

N/A



AGENDA REQUEST FORM

Date of Meeting: May 17th, 2016

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

Agenda Item: Approve Hiring of New Corrections Agent

Department: Probation

Terry Fawcett

Digitally signed by Terry Fawcett
DN: cn=Terry Fawcett, o=Pine County, ou=Probation,
email=terry.fawcett@cc.pine.mn.us, c=US
Date: 2016.05.05 10:57:44 -0500

Department Head signature

Background information on Item:

~~Jami Tuve was selected from a candidate pool for the position of Corrections Agent. This position was previously approved by the Personnel Committee & the County Board for backfill.~~

Action Requested:

Request the approval of the hiring of of full-time Corrections Agent Jami Tuve, effective May 23rd, 2016 @ \$40,674 annually (\$19.48 hourly), per State Grid (MAPE) 14G, Step 1.

Financial Impact:

The Probation Department has budgeted for this position and is within budget.



AGENDA REQUEST FORM

Date of Meeting: May 17, 2016

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

Agenda Item: ATV Ordinance

Department: Administration

Department Head signature

Background information on Item:

The county board is considering an ordinance which would generally allow Class 1 ATVs to be driven on county roads similar to Class 2 (side by side-style) ATV's. The commissioners had discussed their preferences at several public meetings, most recently at the May 3, 2016 county board meeting. The attached draft ordinance reflects the commissioners' direction from that meeting including the following changes:

- 3.01 used the word "may" not "shall". Also added "unless otherwise restricted by this ordinance".
- 3.02: Changed the speed to "reasonable" and not to exceed the posted speed limit.
- 3.04: Added language that references Sections 4.01 and 4.02.
- 4.02: Added language allowing the county engineer and sheriff to ban or restrict ATV use in county road ditches.

Action Requested:

Consider the ordinance and conduct the public hearing.

- 1.) Presentation of the ordinance.
- 2.) County Board questions and discussion.
- 3.) Open Public Hearing and take public testimony.
- 4.) Consider any significant changes to the draft ordinance prior to closing the hearing.
- 5.) Close Public Hearing.
- 6.) County Board additional discussion if necessary.
- 7.) Consider adoption of Pine Ordinance 2016-03 for the management of all-terrain vehicles in the public right-of-way of roads within the county's jurisdiction.

PINE COUNTY ORDINANCE #2016-03

**PINE COUNTY ORDINANCE
FOR THE MANAGEMENT OF ALL-TERRAIN VEHICLES
IN THE PUBLIC RIGHT-OF-WAY OF ROADS
WITHIN THE COUNTY'S JURISDICTION**

ARTICLE 1. Purpose and Intent

WHEREAS, Minnesota Statutes §§ 84.92- 84.928 regulate the operation of all-terrain vehicles;

WHEREAS, Minnesota Statutes § 84.928 subdivision 1(a) and subdivision 1(k) authorize the County Board to enact an ordinance that provides for the operation of all-terrain vehicles on a public road or street under its jurisdiction to access businesses and residences and to make trail connections;

WHEREAS, Minnesota Statutes § 84.928 subdivision 6(c)(2) authorizes the County Board to enact an ordinance that provides for the operation of all-terrain vehicles on the road right-of-way shoulder, or inside bank or slope of a County Highway or County State-Aid Highway if safe operation in the ditch or outside slope is impossible and the County posts the appropriate notice, notwithstanding any law to the contrary;

WHEREAS, the steep slopes, wetlands and natural terrain in many County Road ditches make safe operation of all-terrain vehicles impossible at times;

WHEREAS, regulating all-terrain vehicle use in the ditches and outside slopes of County Highways and County State-Aid Highways will help protect the environment by decreasing sedimentation in County surface waters, protecting wetlands and preserving County Road ditches;

WHEREAS, most County Roads are appropriate for mixed use and allow for safe operation of all-terrain vehicles on the right-of-way shoulder, with proper safety restrictions; and

WHEREAS, Pine County recognizes that County residents, landowners, businesses and visitors are interested in allowing all-terrain vehicles on County Roads.

ARTICLE 2. Definitions

The following definitions apply to this Ordinance:

- 2.01. **ATV** or **all-terrain vehicle** means a Class 1 all-terrain vehicle as defined in Minnesota Statutes § 84.92 subdivision 9.
- 2.02. **County** means the County of Pine, Minnesota.

- 2.03. **County Roads** means all County Highways and County State-Aid Highways. Other roads, such as interstates, state highways, township roads, and city streets, are not included in this ordinance.
- 2.04. **Right-of-way** means the entire right-of-way of a County Road, including the traveled portions, banks, ditches, shoulders, and medians of a roadway.
- 2.05. **Shoulder** is defined by Minnesota Statutes § 169.011 subdivision 74. On County Roads where the shoulder is not readily identifiable, the shoulder shall be the extreme right-hand side of the road.

ARTICLE 3. Regulations for Operation on County Roads

- 3.01. Persons operating all-terrain vehicles on any County Road right-of-way may operate the all-terrain vehicle on the shoulder of the road unless otherwise restricted by this Ordinance, making left turns across the road only if it is safe to do so under prevailing conditions.
- 3.02. No person shall operate an all-terrain vehicle at a speed greater than reasonable or proper under the surrounding circumstances, or at a speed exceeding the posted speed limit on County Roads for motor vehicle traffic.
- 3.03. No person shall operate an all-terrain vehicle on County Roads abreast of any all-terrain vehicle or motor vehicle.
- 3.04. No person shall operate an all-terrain vehicle in violation of any posted ban or restriction imposed pursuant to section 4.01 or 4.02 of this Ordinance.
- 3.05. Except as otherwise provided in this Ordinance, all operation of all-terrain motor vehicles shall be in compliance with Minnesota Statutes §§ 84.92 – 84.928, as well as any other federal, state, or local statute, law, rule, regulation or ordinance.

ARTICLE 4. Administration

- 4.01. The County Board may restrict all-terrain vehicle use in any County Road right-of-way with signage posted by the Pine County Highway Department.
- 4.02. The County Engineer, with input from the Sheriff, may ban or restrict all-terrain vehicle use in any County Road ditch with signage posted by the Pine County Highway Department.
- 4.03. The Sheriff shall provide incident case report data on all-terrain vehicle use on the County Roads on an annual basis.
- 4.04. Violation of the terms of this Ordinance constitutes a misdemeanor, as defined under the criminal penalties in Minnesota Statutes.

4.05. If any Ordinance provision, or the application thereof to any person or circumstance, is held to be invalid, that will not affect any other Ordinance provision or application that can be given effect without the invalid provision or application, and for such purpose the invalid provisions of the Ordinance are severable.

ARTICLE 5. EFFECTIVE DATE

This Ordinance shall be and is hereby declared to be in full force upon passage, and to be published according to law.

Passed by the Board of Commissioners of Pine County, Minnesota, this ___ day of ____, 2016.

Curtis H. Rossow, Chairman
Pine County Board of Commissioners

David J. Minke
Pine County Administrator

Approved as to form and execution:

Reese Frederickson
Pine County Attorney



AGENDA REQUEST FORM

Date of Meeting: May 17, 2016

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

Agenda Item: Award to Sheriff's Office

Department: Sheriff

Paul D. Wilkerson *Chief Deputy*
 Department Head signature

Background information on Item:

The Pine County Sheriff's Office was selected to receive the Outstanding Agency award for the first quarter of the "TOWARDS ZERO DEATHS (TZD) enforcement grant. Mr. Frank Scherf, the NE MN Law Enforcement Liaison will be presenting the award on behalf of the Office of Traffic Safety. Mr. Scherf will also be presenting a free "Lidar" (laser speed enforcement device) to the Sheriff's Office as part of the award.

Action Requested:

Acknowledge the award and receipt of the "Lidar" unit.

Financial Impact:

None.

MINUTES
of
Pine County Facilities Committee Meeting
Wednesday, May 4, 2016, 9:00 a.m.
Pine Government Center, City Council Chambers
Pine City, Minnesota

Members present: Commissioner Matt Ludwig, Commissioner Josh Mohr

Others Present: County Engineer Mark LeBrun, Lead Maintenance Worker Pete Umbreit, Health and Human Services Director Becky Foss, County Administrator David Minke, Pine City City Administrator Ken Cammilleri.

Commissioner Ludwig called the meeting to order at 9:00 a.m.

Motion by Commissioner Mohr to approve the agenda. Second by Commissioner Ludwig. Motion Carried 2-0.

Motion by Commissioner Ludwig to approve the Minutes of the March 4, 2016 meeting. Second by Commissioner Mohr. Motion Carried 2-0.

1. City of Pine City Building Assessment

Pine City City Administrator Ken Cammilleri reviewed the building assessment. The City hired LSF Design to examine the condition of the second floor of the Pine Government Center and determine its suitability to serve as a city hall. Generally the plan says it may be feasible to continue to use the facility as a city hall depending on the cost.

In describing the city's preferences, Cammilleri stated the city would want to own the building rather than lease it, and that the lease rate (\$45,000 for 2016) is too high. The city was also considering building a new building because it wants to pursue energy savings and have a green building. Cammilleri stated the city would like to know the purchase price for the whole building and the purchase price for a single floor.

2. Sandstone Building Project

The committee discussed the need for more space for Health and Human Services in Sandstone and three general options: 1) demo of the current land/veterans building and new construction on site, 2) old hospital site—partial demo and remodel or complete demo and new construction, or 3) new construction at a new site in Sandstone. Health & Human Services Director Becky Foss is concerned about acquiring an existing building that does not meet the needs of Health & Human Services.

Engineer LeBrun will work with Foss to complete an initial evaluation of space needs and include a community room that could be used for public meetings such as the county board.

Foss provided an update on the recent internal audit on handling of Federal Tax Information (FTI). Recent improvements include the construction of a security wall with locked door, sign in roster, and access log.

Non-employees cannot have access to the secured areas of the building where FTI is stored unless they are signed in and accompanied by an employee. The county currently uses a contracted cleaning crew to clean the Pine Government Center, Pine City highway shop, and HHS building in Sandstone. To comply with the access restrictions, the cleaning crew can

only clean when staff are present. An alternate solution is to hire the cleaning staff. This is similar to other counties.

It was the consensus of the committee to recommend hiring a cleaning staff person (part-time, less than 30 hours per week). This new position will be responsible for cleaning the HHS building in Sandstone and the top floor of the PGC. The cleaning contract will be reduced and the contractor will clean the main and lower floors at the PGC and the highway shop in Pine City. There may be some cost increase, but the staff person would be able to do maintenance work such as changing light bulbs, minor repairs, and moving furniture.

Commissioner Ludwig will discuss the recommendation at the next Personnel Committee.

3. Location of First Board Meeting of the Month

With the shortage of space at the HHS building in Sandstone, the county has explored other locations for the regular meeting on the first Tuesday of each month. Usage information was requested from three potential locations:

Location	Charge
Rutledge Community Center	\$25 per meeting – county is responsible to break down the chairs/tables and leave as they are found, sweep the floor, mop if necessary, and take out the garbage. There is an additional \$50 charge if the housekeeping is not done.
Finlayson Giese Community Center	Small room rents for \$50 hour or \$150 per day. The banquet hall rents for (Sunday-Thursday) \$75 hour or \$250 for the day, Friday \$350, Saturday \$40.
Pine County History Museum	Banquet Room No charge if eating at the Mermaid Café.

Motion by Commissioner Mohr to recommend moving the regular meeting of the Pine County Board of Commissioners on the first Tuesday of the month to the Pine County History Museum 6333 H C Andersen Alle, Askov. Second by Commissioner Ludwig. Motion carried 2-0.

4. Updates on Current Projects

The Adult Mental Health Initiative has provided equipment for telemedicine for mental health. The equipment will be located in the PGC and provided clients with expanded access to mental health services.

The Pregnancy Resource Center has requested use of the vault to the north of their present location. In the current configuration, this use will conflict with the telemedicine for mental health. The committee reviewed the request and asked Lead Maintenance Worker Umbreit to explore building a wall to separate access to the vault from the telemedicine room.

Motion by Commissioner Mohr to adjourn the meeting. Second by Commissioner Ludwig. Motion carried 2-0. Meeting adjourned 11:45 a.m.

PINE COUNTY PERSONNEL COMMITTEE
Minutes
May 10, 2016, 9:30 a.m.
Commissioners' Conference Room, Pine County Courthouse
Pine City, Minnesota

Members Present: Commissioner Chaffee, Commissioner Ludwig

Others Present: County Administrator David Minke, HHS Director Rebecca Foss, Public Works Director/County Engineer Mark LeBrun, Sheriff Jeff Nelson, Jail Administrator Rick Boland, County Attorney Reese Frederickson, and Human Resources Manager Connie Mikrot

- A. Meeting was called to order at 9:30 a.m.
- B. Motion made by Commissioner Ludwig to approve the minutes from the April 12, 2016 Personnel Meeting. Second by Commissioner Chaffee. Motion passed 2-0.
- C. Motion made by Commissioner Ludwig to approve May 10, 2016 amended agenda. Second by Commissioner Chaffee. Motion passed 2-0.

1. HHS

- a. Motion made by Commissioner Ludwig to acknowledge the resignation of Social Worker Kristen Schroeder, effective May 12, 2016 and authorize backfill of any subsequent vacancies. Second by Commissioner Chaffee. Motion passed 2-0.
- b. Motion made by Commissioner Chaffee to approve the addition of one (1) full-time Public Health Educator position (C42), for a total of two (2) Public Health Educators. This position will be funded from the Planning and Implementation Grant and housed in the Hinckley-Finlayson and East Central School Districts. Second by Commissioner Ludwig. Motion passed 2-0.

2. Highway

- a. Motion by Commissioner Ludwig to add one (1) full-time Building Maintenance Worker position (B21) to focus on the Pine Government Center and Sandstone to comply with security requirements for Federal Tax Information (FTI). The county will then discontinue the cleaning contract for these two buildings. In addition to the cleaning these spaces, this position will be able to perform maintenance work and provide support county-wide. The addition of this position will bring the total full-time Building Maintenance Worker positions (B21) to three (3). Second by Commissioner Chaffee. Motion passed 2-0.

3. Administration

- a. Discussed implementation of a Job Shadow Program in coordination with Department Heads. Approval was granted to move forward with the program and formal policy will be brought back for approval.
- b. Review of updates on Compensation Section 10 of the Pine County Policies and Procedures regarding Pay-for-Performance procedures. Final revisions will be brought back for approval.

4. Other

- a. Jail Administrator Rick Boland announced his plans to retire early July 2016 after 29 years of service to Pine County. Committee thanked Rick for his dedication over the years and for a job well done.
- b. Motion made by Commissioner Chaffee for Sheriff Nelson to look internally for promotion opportunities to fill upcoming Jail Administrator vacancy. Second by Commissioner Ludwig. Motion passed 2-0.

5. Meeting adjourned at 11:40 a.m.

PINE COUNTY PUBLIC HEALTH PLANNING COMMITTEE

Minutes

May 10, 2016, 8:00 a.m.

**Commissioners' Conference Room, Pine County Courthouse
Pine City, Minnesota**

Members: Commissioner Chaffee, Commissioner Hallan, Commissioner Ludwig

Others Present: County Administrator David Minke; Health and Human Services Director Becky Foss; Nurse Supervisor Lori Fore.

Commissioner Ludwig called the meeting to order at 8:00 a.m.

Motion by Commissioner Chaffee to approve the agenda. Second by Commissioner Hallan. Motion passed 3-0.

Motion by Commissioner Hallan to approve the agenda. Second by Commissioner Chaffee. Motion passed 3-0.

Becky reviewed the Maternal, Infant, and Early Childhood Home Visiting (MIECHV) program. The Nurse Family Partnership (NFP) program will go through the end of the year. Currently enrolled Pine County residents (estimated at nine families) will continue to graduation in February 2019 provided they remain on the program. Going forward Pine County will make referrals to the Healthy Family America (HFA) program. The HFA program will continue to be offered by Pine County in 2017.

Pine County continues to work with the Minnesota Department of Health (MDH) on the accreditation for the HFA program. It is likely a site visit will be held in January or February 2017. MDH will release the RFP after January 1 for continued funding.

Becky and Lori are working to get Pine County Public Health set up as its own fiscal agent to receive grant funds. This will require a National Provider Identifier (NPI) number. This number is assigned by the Centers for Medicare and Medicaid Services. The Pine County number is currently associated with the joint Kanabec-Pine Joint Powers.

Becky reviewed the two public health educator positions. One of them is granted funded and will be shared between the East Central and Hinckley-Finlayson School Districts and located at a school.

The county continues to train a current public health employee to serve as emergency preparedness coordinator.

The City of Pine City has received an ACT on Alzheimers grant. The grant will help the community become more dementia-informed. Kick off event is tonight (May 11, 2016) at the Pine City Library.

Future committee agenda/discussion topics:

- Grant money for safe routes to schools. May fit with public health. Hinckley may have received a grant.
- Bylaws

- CHA appointment resolution
- Separation of finances, disposition of cash balance, and distribution of supplies.
- Home care. How are Pine clients being served and what is the impact of the transition.
- Technology. Nightingale notes. Pine County will need to go back to its own licensing.

With no further business, motion by Commissioner Chaffee to adjourn the meeting. Second by Commissioner Hallan. Motion passed 3-0.

With no further business the meeting adjourned at 9:05 a.m.