



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, July 5, 2016, 10:00 a.m.
Pine County History Museum
6333 H C Andersen Alle, Askov, 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 the June 20, 2016 Pine County Board of Equalization Minutes
- F) Approve Minutes of June 21, 2016 County Board Meeting and Summary for publication
- G) Approve Minutes of the June 28, 2016 Special Meeting-Committee of the Whole
- H) Minutes of Boards, Committees and Correspondence
 - ECRL Library Board Minutes – May 9, 2016
 - Pine County HRA Senior Housing Minutes – May 25, 2016
 - Pine County Land Surveyor Monthly Report – June 2016
 - Initiative Foundation correspondence – June 17, 2016
- I) 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. **June, 2016 Disbursements**
Disbursements Journal Report, June 1, 2016 – June 30, 2016.
2. **Application for Exempt Permit**
Consider approval of Application for Exempt Permit for Pheasants Forever, East Central Spurs #624 to conduct Minnesota lawful gambling on September 10, 2016 at Wings North, 19379 Homestead Road, Pine City, MN (Pokegama Twp).
3. **Repurchase Contract Reinstatement**
Consider approval of Resolution 2016-34 for the repurchase contract reinstatement for Donald and Coral Hischer.

4. Temporary 3.2 License Approval

Consider approval of Temporary 3.2 malt liquor license for Minnesota Sokol Camp Association on August 14, 2016.

5. Donations

Consider acceptance of donations for the K-9 program received as follows:

J.M. Hanson, \$50 (Go Fund Me); Minnesota Sheriff's Association \$100, (donation for program sent to them by donor); Patricia Kraetzner \$292.86 (on behalf of donation jars placed at businesses in county); and Wepay \$114.53 (Go Fund Me).

6. Conveyance of Tax-Forfeited Property (City of Bruno and Pine City)

Consider approval of Resolutions 2016-35 and 2016-36 authorizing the County Auditor to offer for sale tax-forfeited property to the City of Bruno (PID 36.5061.000) and the City of Pine City (PID 42.6086.000 and 42.6104.100) and authorize Board Chair and County Auditor to sign.

7. Contract Amendment #1, State of Minnesota and Health & Human Services

Consider approval of amendment to the contract originally approved in October, 2015 for the SNAP FSET Employment & Training Fund between Pine County and the State of Minnesota, on behalf of Pine Technical Community College Employment and Training Center. Authorize Board Chair and County Administrator to sign. The county's allocation will increase by \$2,675.

8. Joint Powers Agreement – Secure Housing

Consider approval of a Joint Powers Agreement between the State of Minnesota, through its Commissioner of Corrections, Facilities Services Division, for the secure housing for offenders committed to the Commissioner of Corrections. The term of the agreement is July 1, 2016 through June 30, 2018. The State to pay \$55 per day, per state offender, not to exceed \$1,806,750 per two year contract. Authorize County Sheriff and Jail Administrator to sign the Joint Powers Agreement.

9. Joint Powers Agreement – Secure Housing

Consider approval of a Joint Powers Agreement between the State of Minnesota, through its Commissioner of Corrections, Department of Corrections, Work Release Unit. The term of the agreement is July 1, 2016 through June 30, 2017. The State to pay \$55 per day, per state offender, not to exceed \$50,000. Authorize County Sheriff and County Administrator to sign the Joint Powers Agreement.

REGULAR AGENDA

1. Introduction of Corrections Agent.

Introduction of Corrections Agent Brenna Davidson.

2. Resolution Calling for Public Hearing – Camp Heartland

Approve Resolution 2016-37 Calling for a Public Hearing August 16, 2016 on a Project by One Heartland, Inc. under Minnesota Statutes, Chapter 469 and authorize Board Chair and County Administrator to sign. Roll Call vote is necessary.

3. Final Payment for Contract #1402

Consider approval of final payment to Knife River Corporation in the amount of \$65,166.55, for Contract #1402, related to:

CP 058-014-001 Located on Golf Course Road and Par Circle, Pine City Township

SAP 058-661-024 Located on CSAH 61; between S. Limits of Pine City and CSAH 7

And authorize the County Administrator to sign Certificate of Final Contract Acceptance.

4. **Award Bid for Contract #1602**

Award bid for Contract #1602 to lowest responsible bidder as determined by the County Engineer for the following:

SAP 058-653-010 CSAH 53, 0.1 miles North of CSAH 7 over Pokegama Lake Outlet

5. **Commissioner Updates**

NLX

Snake River Watershed

East Central Regional Development Commission (annual meeting)

Land Advisory Committee meeting

Mille Lacs Band of Ojibwe meeting

6. **Other**

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

- a. **Pine County Board Meeting, Tuesday, July 5, 2016, 10:00 a.m.**, Pine County History Museum, 6333 H C Andersen Alle, Askov, Minnesota.
- b. **Facilities Committee, Wednesday, July 6, 2016, 9:00 a.m.**, Commissioners' Conference Room, Pine County Courthouse, Pine City, Minnesota.
- c. **Soil & Water Conservation District, Thursday, July 7, 2016, 3:00 p.m.**, NRCS Office, 260 Morris Avenue, Hinckley, Minnesota.
- d. **East Central Solid Waste Commission, Monday, July 11, 2016, 9:00 a.m.**, 1756 180th Street, Mora, Minnesota.
- e. **Pine County Public Health Planning Committee, Tuesday, July 12, 2016, 8:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota.
- f. **Personnel Committee, Tuesday, July 12, 2016, 9:30 a.m.**, Commissioners' Conference Room, Courthouse, Pine City, Minnesota.
- g. **Law Library, Wednesday, July 13, 2016, 12:00 p.m.**, Law Library, Pine County Courthouse, Pine City, Minnesota.
- h. **Kanabec-Pine Community Health Board, Monday, July 18, 2016, 9:00 a.m.**, Board Room, Pine County Courthouse, Pine City, Minnesota.
- i. **Lakes & Pines CAC, Monday, July 18, 2016, 10:00 a.m.**, 1700 Maple Avenue E, Mora, Minnesota.
- j. **Technology Committee, Tuesday, July 19, 2016, 8:30 a.m.**, Commissioners' Conference Room, Pine County Courthouse, Pine City, Minnesota.
- k. **Pine County Board of Commissioners, Tuesday, July 19, 2016, 10:00 a.m.**, Board Room, Pine County Courthouse, Pine City, Minnesota.

8. **Adjourn**



AGENDA REQUEST FORM

Date of Meeting: July 5, 2016

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

Agenda Item: Minutes of 2016 Pine County Board of Equalization Meeting

Department: Auditor-Treasurer

Cathy Clum
 Department Head signature

Background information on Item:

Action Requested:

Financial Impact:

PINE COUNTY BOARD OF EQUALIZATION
June 20, 2016

The Pine County Board of Equalization convened at 6:00 p.m., Monday, June 20, 2016 with members Commissioner Stephen Hallan, Commissioner Joshua Mohr, Commissioner Steve Chaffee, Commissioner Curt Rossow, Commissioner Matt Ludwig and Auditor-Treasurer Cathy J. Clemmer. Also present were County Assessor Kelly Schroeder and Deputy Assessor Troy Stewart.

County Assessor Kelly Schroeder presented information regarding the valuation review process.

The following individuals attended the meeting and after careful consideration and discussion, the County Board of Equalization made the following adjustments and recommendations:

Larry McGuinn, PID 19.0036.000, Munch Twp – requested the County Board change the classification from Rural Vacant Land-Non-homestead to Agricultural-Homestead.

Commissioner Hallan motioned that the County Board not make any changes given the matter is scheduled for a hearing at Tax Court. Seconded by Commissioner Mohr. Carried.

Rich Bialek, PID 05.5111.000 and 05.5112.000, Bremen Twp – requested the County Board reduce the valuation based primarily on unmaintained roads.

Commissioner Mohr motioned that the County Board not make any changes to the valuation. Seconded by Commissioner Rossow. Carried.

Mark Magdziarz, PID 31.0230.000, Sturgeon Lake Twp – did not make an appearance.

Martha Johnson, PID 32.0030.000 and 32.0035.000, Wilma Twp – requested the County Board reduce the valuation of the property based primarily on the property having been logged.

Commissioner Chaffee motioned that the County Board not make any changes to the valuation. Seconded by Commissioner Hallan. Carried.

William & Sofia Urbaniak, PID 46.5024.001, Sturgeon Lake City – requested that the County Board remove the site value on their bare lot.

Commissioner Hallan motioned that the County Board not make any changes to the valuation. Seconded by Commissioner Ludwig. Carried.

Karen Bonniwell, PID 46.5026.000 and 46.5026.001, Sturgeon Lake City – requested that the County Board reduce the valuation based primarily on charges imposed by the City of Sturgeon Lake.

Commissioner Hallan motioned that the County Board not make any changes to the valuation. Seconded by Commissioner Ludwig. Carried. Kelly Schroeder indicated she will send a Relative Homestead form to Ms. Bonniwell to affect the property's classification.

Joan Novotny (represented by Karen Bonniwell), PID 46.5023.000, Sturgeon Lake City – requested that the County Board reduce the valuation based primarily on charges imposed by the City of Sturgeon Lake.

Commissioner Hallan motioned that the County Board not make any changes to the valuation. Seconded by Commissioner Ludwig. Carried.

Commissioner Chaffee motioned to approve the following Assessor recommended valuation changes after inspection of these properties following the Local Boards of Review:

<u>Parcel #</u>	<u>Owner Name</u>	<u>Original EMV</u>	<u>Adjusted EMV</u>	<u>Original Class</u>	<u>New Class</u>	<u>Explanation of Change</u>
01.0176.001	Steve & Julie Nelson	\$156,200	\$155,800			No bldg on parcel. Owner is on Twp Board
02.0112.000	Pas Tyme Ltd	\$38,500	\$34,900			Adjust Site Amenity & add more lowland acres.
03.0212.000	Dale & Marlene Gray	\$26,500	\$19,500			Property reviewed after local board.
05.0048.000	Dwaine & Joseph Bednar	\$163,700	\$159,600			Land breakdown changed.
07.0247.000	Dale & Christine Storebo	\$46,800	\$66,100	Ag	Ag/SRR	Cabin on property previously missed. Owner notified of change.
09.5428.000	Aaron & Rachel Kaup	\$40,800	\$28,200			Owner sent in proof of correct year of park model after local board.
12.0048.000	Robert & Margaret Harris	\$537,200	\$499,000			Property reviewed at request of town board.
12.0052.000	Nick Harris	\$240,100	\$224,700			Property reviewed at request of town board.
12.0119.000	Theodore Sheppard	\$273,200	\$239,900			Property reviewed at request of town board.
12.0176.000	James & John Gese	\$68,900	\$41,300	RVL/Comm	RVL	Gravel pit valuation removed. Commercial classification removed.
17.0370.001	Finlayson Properties/ Edward & Katherine Misik	\$42,300	\$100,200			Significant remodel of home not recognized on original valuation notice. Letter sent to owners notifying them of valuation change.
25.0146.000	Terrance & Matthew Ash	\$127,700	\$106,700			Property reviewed by local assessor at request of town board.
25.0247.000	William & Kim Loew	\$171,900	\$130,500			Property reviewed by local assessor at request of town board.
25.0310.000	John & Caroline Lampert	\$154,900	\$143,900			Property reviewed by local assessor at request of town board.
31.0229.000	James Mikrot	\$255,800	\$282,000			48x80 Pole Bldg added. Letter sent to owner about change.
31.0230.000	Mark & Melissa Magdziarz	\$50,500	\$62,000	Ag	Res/Ag	Cabin not assessed. Letter sent to property owner about change.
43.0153.000	St Croix Materials	\$76,600	\$48,700			Decrease # of gravel pit acres.
43.0155.000	St Croix Materials	\$77,800	\$110,800	Res/RVL	Res/RVL/ Comm	Increase # of gravel pit acres & add commercial record.
44.5010.001	Harvey & Cindy Hischer	\$25,700	\$28,800			Property reviewed after local board.
44.5013.000	Harvey & Cindy Hischer	\$51,900	\$36,900			Property reviewed after local board.

Motion was seconded by Commissioner Hallan and carried.

Chairman Curt Rossow adjourned the meeting at 7:50 p.m.


Chairman Curt Rossow


Clerk Cathy J. Clemmer

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

**Tuesday, June 21, 2016 - 10:00 a.m.
Board Room, Pine County Courthouse, Pine City, Minnesota**

Chair Rossow called the meeting to order at 10:00 a.m. Present were Commissioners 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.

County Attorney Frederickson introduced two summer interns working in the county attorney's office: Col Ovik - Pine City, and Levi Stewart - Willow River.

Chair Rossow requested the following revisions to the Agenda:

Addition: Consent Agenda Item #8C

Consider ratification of the hiring of Probation Corrections Agent Brenna Davidson, effective June 20, 2016, \$40,674/annual, State Scale, step 1.

Consider authorization to hire Hailey Freedlund as Health Educator, effective June 27, 2016, \$20.74 per hour, (C42).

Addition: Regular Agenda Item #8A

Consider approval of Resolution 2016-33 Authorizing Signing Authority Allowing Access to Minnesota Government Access Accounts for Electronic Court Records and Documents.

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

Commissioner Hallan moved to approve Minutes of June 7, 2016 County Board Meeting and Summary for publication. Second by Commissioner Chaffee. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

None.

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

CONSENT AGENDA

1. Approve May, 2016 Cash Balance

Fund	May 31, 2015	May 31, 2016	Increase(Decrease)
General Fund	(756,779.51)	619,863.81	1,376,643.32
Health and Human Services Fund	(1,115,204.54)	(699,706.83)	415,597.71
Road and Bridge Fund	3,711,129.32	2,306,925.03	(1,404,204.29)
Land Management Fund	2,320,984.29	1,307,021.77	(1,013,962.52)
TOTAL (inc non-major funds)	17,342,409.89	19,490,052.07	2,147,642.18

2. Application for Exempt Permit

- A. Approve Application for Exempt Permit for Pine Technical & Community College Foundation to conduct Minnesota lawful gambling on October 21, 2016 at the Northwest Fur Post, 12551 Voyageur Lane, Pine City, MN (Pokegama Twp).
- B. Approve Application for Exempt Permit for Kerrick Firefighters Relief Association to conduct Minnesota lawful gambling on November 12, 2016 at the Tavern in Duquette, 88159 State Hwy. 23, Kerrick, MN (Kerrick Twp).

3. Approval of Licenses

Approve the following licenses:

- Renewal of 3.2 Licenses: Ray & Marge's Resort and Duquette General Store
- New Tobacco License: Bear's Den

4. Application for Repurchase

- A. Approve Resolution 2016-31 for the repurchase of tax forfeited land on a 10-year contract for Joshua Hiler and authorize Board Chair and County Auditor to sign.
- B. Approve Resolution 2016-32 for the repurchase of tax forfeited land in full for Kemp T. and Dawn M. Terry Jr. and authorize Board Chair and County Auditor to sign

5. Recount Grant Agreement – Primary and General Elections

Approve the Primary Election and General Election Grant Agreements and authorize Board Chair and County Auditor-Treasurer to sign. Contractors will be paid four cents for each ballot handled in the course of any recount covered by the agreements.

6. Donations

Approve acceptance of donations for the K-9 program from the following: Susan K. and Douglas Beckstrand, \$1,000; Knights of Columbus Pine City Council #2357, \$1,000; and WE-Pay (Go Fund Me donations for Race for the K-9) \$45.75.

7. Health and Human Services (HHS) and Therapeutic Services Agency (TSA) Contract

Approve the contract between HHS and TSA for access to child psychiatry services. The contract period is May 1, 2016 through December 31, 2016, with a cost of \$1,000 per month. Authorize Board Chair, County Administrator and Health and Human Services Director to sign.

8. New Hire/Promotion

- A. Approve the hiring of Malisa Tollefson, social worker, effective June 22, 2016, \$20.74 per hour, Step 1, C42.
- B. Approve Correction Officer Bailey Ballou promotion to full-time status effective June 26, 2016. No change in grade or wage.
- C. Ratify the hiring of Brenna Davidson, corrections agent, effective June 20, 2016, \$40,674/annual, State Scale, step 1.
- D. Approve the hiring of Hailey Freedlund, Health Educator, effective June 27, 2016, \$20.74 per hour, C42.

9. Training

- A. Approve IT Supervisor Ryan Findell to attend the 2016 MNCITLA Annual Conference, July 13-15, 2016 in Granite Falls, Minnesota. Registration and lodging included with membership fee; mileage approximately \$187.
- B. Approve Property Appraiser Molly Benoit to attend Appraisal Principles, Appraisal Procedures, and Mass Appraisal to complete her Certified Minnesota Assessor License requirements. The courses are offered in St. Cloud during August and September. Registration: \$430 for each course; Lodging:

(3 nights for Appraisal Principles and Appraisal Procedures and 4 nights for Mass Appraisal): \$830 plus taxes; Meal Reimbursement: Up to \$150 (dinner only, breakfast and lunch included with registration). Mileage: county vehicle to be used/no mileage incurred.

REGULAR AGENDA

1. Facilities Committee

Commissioner Ludwig provided an overview of the June 1, 2016 Facilities Committee meeting stating the City of Pine City lease/purchase of the Pine Government Center, and the need for a camera system at the Sandstone sheriff's office impound lot, was discussed. County Administrator Minke stated the Pine City mayor and Pine City administrator will be present at the July 6, 2016 Facilities Committee meeting to discuss the long-term plans of Pine City. The installation of the camera system at the Sandstone impound lot has been completed.

2. Personnel Committee

Commissioner Chaffee was unable to attend the June 14, 2016 Personnel Committee meeting--the Personnel Committee Minutes will be amended to so reflect. Commissioner Chaffee thanked Commissioner Hallan for attending in his absence. Commissioner Hallan provided an overview of the June 14, 2016 Personnel Committee meeting. The following recommendations were made:

Probation

Acknowledge the resignation of Corrections Agent Karly Kostich effective June 10, 2016, and authorize backfill of the position effective June 20, 2016. This will allow new hire, Corrections Agent Brenna Davidson, to attend training on June 20, 2016, with board ratification of hire on June 21, 2016.

MOTION by Commissioner Hallan to ratify the hiring of Brenna Davidson, corrections agent, effective June 20, 2016, \$40,674/annual, State Scale, step 1. Second by Commissioner Ludwig. Motion carried 5-0.

Jail

- A. Acknowledge the retirement of Jail Administrative Rick Boland effective June 17, 2016.
- B. Approve backfill of Jail Sergeant position vacated by Rodney Williamson's promotion to Jail Administrator, and backfill any subsequent vacancies that may occur from internal promotions.
- C. Acknowledge the resignation of part-time Corrections Officer Kelly Swenson effective June 3, 2016 and authorize backfill of the position.
- D. Authorize addition of one (1) part-time Court Security Officer at \$13.67 per hour (Grade B22) due to increase in the Pine County District Court judge coverage.

MOTION by Commissioner Ludwig to acknowledge the retirement of Jail Administrator Rick Boland effective June 17, 2016, approved the backfill of a jail sergeant position due to internal promotion, acknowledge the resignation of part-time Corrections Officer Kelly Swenson effective June 3, 2016 and authorize backfill, and authorize addition of one part-time Court Security Officer at \$13.67 per hour, grade B22. Second by Commissioner Chaffee. Motion carried 5-0.

Administration

Adopt policy changes to *Section 10. Compensation* of the Pine County Personnel Policy and Procedures as presented.

Human Resources Manager Connie Mikrot and County Administrator David Minke explained the policy changes to *Section 10. Compensation* of the Personnel Policies and Procedures.

MOTION by Commissioner Ludwig to approve the policy changes to *Section 10. Compensation* of the Personnel Policies and Procedures. Second by Commissioner Hallan. Motion carried 5-0.

Other items are for informational purposes only.

3. **Introduction of Kathy Filbert, Community Health Services/Public Health Supervisor**
Health & Human Services Director Becky Foss introduced Kathy Filbert, Community Health Services/Public Health Supervisor. The board welcomed Ms. Filbert to Pine County.

4. **Pine County Public Health Planning Committee**

Commissioner Ludwig stated the Pine County Public Health Planning Committee met June 14, 2016 and made the following recommendations:

- A. Approve of a resolution creating the Pine County Community Health Board, to be approved by the Pine County Board. The board will consist of Pine County commissioners.
- B. Approve the Pine County Community Health Board Bylaws.
- C. Approve a resolution appointing Kathy Filbert as the Agency and Community Health Administrator of the Pine County Community Health Board.

Motion by Commissioner Hallan to approve Resolution 2016-29 creating the Pine County Community Health Board and authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 5-0.

Motion by Commissioner Hallan to approve Resolution 2016-30 appointing Kathy Filbert as the Agency and Community Health Administrator of the Pine County Community Health Board and authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 5-0.

5. **Pine County Public Health Resolutions**

Resolutions 2016-29 and 2016-30 approved in Regular Agenda Item 4 above.

6. **Human Resource Information Software**

Commissioner Hallan provided an overview of the Kronos Workforce Ready human resources system. Discussion was held regarding use and cost of system. Administrator Minke stated funds for 2016 are available in the Administrator's budget in the professional and technical services account.

Motion by Commissioner Hallan to approve acquisition of the Kronos Workforce Ready HR system at an annual cost of \$23,925 with a one-time fee of \$6,000, subject to final contract review and approval of the county attorney, and authorize Board Chair and County Administrator to sign. Second by Commissioner Mohr. Motion carried 5-0.

7. **Appointment to Pine County Planning Commission**

Chair Rossow appointed Rick Williams to the Pine County Planning Commission, District 3, due to the resignation of the current District 3 representative. Term length from June 22, 2016 through December 31, 2019.

8. **Award Contract #1601**

County Engineer Mark LeBrun stated on June 16, 2016 bids were opened for Contract #1601 for the following:

- CP 058-006-001 CSAH 6, between CSAH 5 and CSAH 7
- CP 058-061-005 CSAH 61, between CSAH 11 and Snake River
- SAP 058-601-008 CSAH 1, between TH 70 to So County Line
- SAP 058-601-009 CSAH 1, between TH 70 and CSAH 5
- SAP 058-605-008 CSAH 5, between CR 112 and CSAH 1
- SAP 058-605-009 CSAH 5, between CSAH 1 and CSAH 6

The lowest bid came in approximately 19.55 percent under the engineer's estimate.

Motion by Commissioner Ludwig to award the bid for Contract #1601 to Tri-City Paving, Inc., the lowest responsible bidder, in the amount of \$2,654,172.50. Second by Commissioner Mohr. Motion carried 5-0.

8A. Minnesota Government Access Accounts for Electronic Court Records – Sheriff's Office

Sheriff Nelson stated the new Minnesota Government Access Accounts would allow his office to view electronic court records and documents stored in Minnesota Court Information System for cases in Minnesota District Courts. There is no cost for this access.

MOTION by Commissioner Ludwig to approve Resolution 2016-33 authorizing Sheriff Nelson to sign the Master Subscriber Agreement for the Minnesota Court Data Services for Governmental Agencies. Second by Commissioner Hallan. Motion carried 5-0.

9. Commissioner Updates

Central Minnesota Jobs and Training: Commissioner Hallan stated with the economy in a better state, utilization of Central Minnesota Jobs and Training services has been less.

East Central Solid Waste Commission: Commissioner Hallan stated East Central Sanitation has been sold to Waste Management. ECSWC will be meeting with Waste Management. New cell is open.

East Central Regional Library (ECRL): Commissioner Chaffee unable to attend. Commissioner Mohr attended the meeting, stating all future ECRL volunteers will be subject to a background check.

Commissioner Mohr also stated the library's audit came back good, and the finance committee is working on the upcoming budget.

Kanabec-Pine Community Health Board: Commissioner Hallan stated Pine County's involvement with the Kanabec-Pine Community Health Board is lessening, bills were paid. Work is progressing to break grants apart.

Board of Appeal and Equalization: Land Services Director Kelly Schroeder stated the meeting went well, with a net change of \$110,000 reduction. Commissioner Chaffee thanked staff for a job well done.

10. Other

A. Lead Probation Agent Laura Stylski stated Probation Director Fawcett attended the AMC District 1 meeting in International Falls on June 16, 2016, reporting on the potential impact to CPO counties with the incorrect drug sentencing reform projection numbers.

B. Congratulations to Pine County employees Kelly Schroeder, Reese Frederickson, and Amber Chase for completing the Grandma's marathon, and Connie Mikrot for completing the half marathon, raising over \$1,100 for the K-9 project.

C. Land Services Director Kelly Schroeder provided an update on usage of the household hazardous waste facility currently located at the county highway garage in Pine City.

11. Upcoming meetings were reviewed.

Rescheduled Date: Land Advisory Committee meeting: Thursday, June 30, 2016, 9:00 a.m., 1602 Hwy 23 North, Sandstone, Minnesota.

An optional ATV ride will take place after the June 28, 2016 Committee of the Whole meeting.

Chair Rossow called a five minute recess at 10:40 a.m.

The board reconvened at 10:45 a.m.

Motion by Commissioner Hallan to close the meeting in accordance with Minnesota Statutes §13D.05, Subd. 3(b) (attorney/client privilege). Second by Commissioner Chaffee. Motion carried 5-0.

Present: Chair Curt Rossow, Commissioners Steve Hallan, Josh Mohr, Steve Chaffee and Matt Ludwig; County Attorney Reese Frederickson, county attorney interns Col Ovik and Levi Stewart, County Administrator David Minke and labor attorney Dyan Ebert, Quinlivan & Hughes, P.A..

Motion by Commissioner Ludwig to open the meeting at 11:00 a.m.. Second by Commissioner Chaffee. Motion carried 5-0.

Motion by Commissioner Chaffee to approve the Conciliation Agreement and Settlement Agreement with Elizabeth Lee and authorize appropriate party to sign. Second by Commissioner Ludwig. Motion carried 5-0.

Chair Rossow recessed at 11:55 a.m. and stated the Board will reconvene at 1:00 p.m. as a Committee of the Whole.

The Board reconvened at 1:00 p.m. as a Committee of the Whole.

Committee of the Whole

Present: Chair Rossow, Commissioners Steve Hallan, Josh Mohr, Steve Chaffee, and Matt Ludwig. County Administrator David Minke, County Attorney Reese Frederickson, Health & Human Services Director Becky Foss, Income Maintenance Supervisor Peggy Brackenbury, Children's Social Services Supervisor Beth Jarvis, Public Health Supervisor Lori Fore, and Kathy Filbert, Community Health Services/Public Health Supervisor.

Also present were: Dwayne Green, Executive Director and Jill Kaminski, Workforce Development Representative, Pine Technical & Community College Employment and Training Center.

Health & Human Services Director Becky Foss welcomed all in attendance and provided an overview of the meeting.

Dwayne Green provided information about services provided to Health & Human Services clientele through Pine Technical & Community College Employment and Training Center.

HHS Director Becky Foss and staff updated the board as to services provided by Health and Human Services:

Income Maintenance (Eligibility, Fraud Investigators and Child Support)

Social Services (Children's and Adult/Disabilities)

Public Health (Family and Adult Health, Health Promotion).

Including strategic priorities, the increase in children protection and adult protection reports, and additional time requirements associated with MNSure and MNChoices caseloads.

12. Adjourn

With no further business, Chair Rossow adjourned the meeting at 3:22 p.m. The next regular meeting of the county board is scheduled for July 5, 2016 at 10:00 a.m. at the Pine County History Museum, 6333 H C Andersen Alle, Askov, Minnesota.

Curtis H. Rossow, Chair
Board of Commissioners

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

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

**Tuesday, June 21, 2016 - 10:00 a.m.
Board Room, Pine County Courthouse, Pine City, Minnesota**

Chair Rossow called the meeting to order at 10:00 a.m. Present were Commissioners 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 Mohr. Motion carried 5-0.

Commissioner Hallan moved to approve Minutes of June 7, 2016 County Board Meeting and Summary for publication. Second by Commissioner Chaffee. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence
None.

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

Fund	May 31, 2015	May 31, 2016	Increase(Decrease)
General Fund	(756,779.51)	619,863.81	1,376,643.32
Health and Human Services Fund	(1,115,204.54)	(699,706.83)	415,597.71
Road and Bridge Fund	3,711,129.32	2,306,925.03	(1,404,204.29)
Land Management Fund	2,320,984.29	1,307,021.77	(1,013,962.52)
TOTAL (inc non-major funds)	17,342,409.89	19,490,052.07	2,147,642.18

Approve Application for Exempt Permit for Pine Technical & Community College Foundation to conduct Minnesota lawful gambling on October 21, 2016 at the Northwest Fur Post, 12551 Voyageur Lane, Pine City, MN.

Approve Application for Exempt Permit for Kerrick Firefighters Relief Association to conduct Minnesota lawful gambling on November 12, 2016 at the Tavern in Duquette, 88159 State Hwy. 23, Kerrick, MN.

Approve the following licenses: Renewal of 3.2 Licenses: Ray & Marge's Resort and Duquette General Store; New Tobacco License: Bear's Den.

Approve Resolution 2016-31 for the repurchase of tax forfeited land on a 10-year contract for Joshua Hiler.

Approve Resolution 2016-32 for the repurchase of tax forfeited land in full for Kemp T. and Dawn M. Terry Jr.

Approve the Primary Election and General Election Grant Agreements. Contractors will be paid four cents for each ballot handled in the course of any recount covered by the agreements.

Approve acceptance of donations for the K-9 program from the following: Susan K. and Douglas Beckstrand, \$1,000; Knights of Columbus Pine City Council #2357, \$1,000; and WE-Pay (Go Fund Me donations for Race for the K-9) \$45.75.

Approve the contract between HHS and TSA for access to child psychiatry services. The contract period is May 1, 2016 through December 31, 2016, with a cost of \$1,000 per month.

Approve the hiring of Malisa Tollefson, social worker, effective June 22, 2016, \$20.74 per hour, Step 1, C42.

Approve Correction Officer Bailey Ballou promotion to full-time status effective June 26, 2016. No change in grade or wage.

Ratify the hiring of Brenna Davidson, corrections agent, effective June 20, 2016, \$40,674/annual, State Scale, step 1.

Approve the hiring of Hailey Freedlund, Health Educator, effective June 27, 2016, \$20.74 per hour, C42.

Approve IT Supervisor Ryan Findell to attend the 2016 MNCITLA Annual Conference. Registration and lodging included with membership fee; mileage approximately \$187.

Approve Property Appraiser Molly Benoit to attend Appraisal Principles, Appraisal Procedures, and Mass Appraisal. Registration: \$430 for each course; Lodging: (3 nights for Appraisal Principles and Appraisal Procedures and 4 nights for Mass Appraisal): \$830 plus taxes; Meal Reimbursement: Up to \$150 (dinner only, breakfast and lunch included with registration). Mileage: county vehicle to be used/no mileage incurred.

Commissioner Hallan provided an overview of the June 14, 2016 Personnel Committee meeting. The following recommendations were made:

Probation

Acknowledge the resignation of Corrections Agent Karly Kostich effective June 10, 2016, and authorize backfill of the position effective June 20, 2016. This will allow new hire, Corrections Agent Brenna Davidson, to attend training on June 20, 2016, with board ratification of hire on June 21, 2016.

Motion by Commissioner Hallan to ratify the hiring of Brenna Davidson, corrections agent, effective June 20, 2016, \$40,674/annual, State Scale, step 1. Second by Commissioner Ludwig. Motion carried 5-0.

Jail

A. Acknowledge the retirement of Jail Administrative Rick Boland effective June 17, 2016.

B. Approve backfill of Jail Sergeant position vacated by Rodney Williamson's promotion to Jail

- Administrator, and backfill any subsequent vacancies that may occur from internal promotions.
- C. Acknowledge the resignation of part-time Corrections Officer Kelly Swenson effective June 3, 2016 and authorize backfill of the position.
 - D. Authorize addition of one (1) part-time Court Security Officer at \$13.67 per hour (Grade B22) due to increase in the Pine County District Court judge coverage.

Motion by Commissioner Ludwig to acknowledge the retirement of Jail Administrator Rick Boland effective June 17, 2016, approved the backfill of a jail sergeant position due to internal promotion, acknowledge the resignation of part-time Corrections Officer Kelly Swenson effective June 3, 2016 and authorize backfill, and authorize addition of one part-time Court Security Officer at \$13.67 per hour, grade B22. Second by Commissioner Chaffee. Motion carried 5-0.

Administration

Adopt policy changes to *Section 10. Compensation* of the Pine County Personnel Policy and Procedures as presented.

Motion by Commissioner Ludwig to approve the policy changes to *Section 10. Compensation* of the Personnel Policies and Procedures. Second by Commissioner Hallan. Motion carried 5-0.

Commissioner Ludwig stated the Pine County Public Health Planning Committee met June 14, 2016 and made the following recommendations:

- A. Approve of a resolution creating the Pine County Community Health Board, to be approved by the Pine County Board. The board will consist of Pine County commissioners.
- B. Approve the Pine County Community Health Board Bylaws.
- C. Approve a resolution appointing Kathy Filbert as the Agency and Community Health Administrator of the Pine County Community Health Board.

Motion by Commissioner Hallan to approve Resolution 2016-29 creating the Pine County Community Health Board. Second by Commissioner Chaffee. Motion carried 5-0.

Motion by Commissioner Hallan to approve Resolution 2016-30 appointing Kathy Filbert as the Agency and Community Health Administrator of the Pine County Community Health Board. Second by Commissioner Chaffee. Motion carried 5-0.

Motion by Commissioner Hallan to approve acquisition of the Kronos Workforce Ready HR system at an annual cost of \$23,925 with a one-time fee of \$6,000, subject to final contract review and approval of the county attorney, and authorize Board Chair and County Administrator to sign. Second by Commissioner Mohr. Motion carried 5-0.

Chair Rossow appointed Rick Williams to the Pine County Planning Commission, District 3, due to the resignation of the current District 3 representative. Term length from June 22, 2016 through December 31, 2019.

Motion by Commissioner Ludwig to award the bid for Contract #1601 to Tri-City Paving, Inc., the lowest responsible bidder, in the amount of \$2,654,172.50. Second by Commissioner Mohr. Motion carried 5-0.

Motion by Commissioner Ludwig to approve Resolution 2016-33, allowing Sheriff Nelson to sign the Master Subscriber Agreement for the Minnesota Court Data Services for Governmental Agencies. Second by Commissioner Hallan. Motion carried 5-0.

Chair Rossow called a five minute recess at 10:40 a.m.

The board reconvened at 10:45 a.m.

Motion by Commissioner Hallan to close the meeting in accordance with Minnesota Statutes §13D.05, Subd. 3(b) (attorney/client privilege). Second by Commissioner Chaffee. Motion carried 5-0.

Present: Chair Curt Rossow, Commissioners Steve Hallan, Josh Mohr, Steve Chaffee and Matt Ludwig; County Attorney Reese Frederickson, county attorney interns Col Ovik and Levi Stewart, County Administrator David Minke and labor attorney Dyan Ebert, Quinlivan & Hughes, P.A..

Motion by Commissioner Ludwig to open the meeting at 11:00 a.m.. Second by Commissioner Chaffee. Motion carried 5-0.

Motion by Commissioner Chaffee to approve the Conciliation Agreement and Settlement Agreement with Elizabeth Lee. Second by Commissioner Ludwig. Motion carried 5-0.

Chair Rossow recessed at 11:55 a.m. and stated the Board will reconvene at 1:00 p.m. as a Committee of the Whole.

The Board reconvened at 1:00 p.m. as a Committee of the Whole.

Committee of the Whole

Present: Chair Rossow, Commissioners Steve Hallan, Josh Mohr, Steve Chaffee, and Matt Ludwig. County Administrator David Minke, County Attorney Reese Frederickson, Health & Human Services Director Becky Foss, Income Maintenance Supervisor Peggy Brackenbury, Children's Social Services Supervisor Beth Jarvis, Public Health Supervisor Lori Fore, and Kathy Filbert, Community Health Services/Public Health Supervisor.

Also present were: Dwayne Green, Executive Director and Jill Kaminski, Workforce Development Representative, Pine Technical & Community College Employment and Training Center.

Health & Human Services Director Becky Foss welcomed all in attendance and provided an overview of the meeting.

Dwayne Green provided information about services provided to Health & Human Services clientele through Pine Technical & Community College Employment and Training Center.

HHS Director Becky Foss and staff updated the board as to services provided by Health and Human Services:

Income Maintenance (Eligibility, Fraud Investigators and Child Support)

Social Services (Children's and Adult/Disabilities)

Public Health (Family and Adult Health, Health Promotion).

Including strategic priorities, the increase in children protection and adult protection reports, and additional time requirements associated with MNSure and MNChoices caseloads.

With no further business, Chair Rossow adjourned the meeting at 3:22 p.m. The next regular meeting of the county board is scheduled for July 5, 2016 at 10:00 a.m. at the Pine County History Museum, 6333 H C Andersen Alle, Askov, Minnesota.

Curtis H. Rossow, Chair
Board of Commissioners

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

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

**MINUTES OF PINE COUNTY BOARD MEETING
SPECIAL MEETING
and
COMMITTEE OF THE WHOLE**

June 28, 2016 – 9:00 a.m.

Duquette Community Hall, 88179 State Hwy. 23, Kerrick, Minnesota

Chair Curt Rossow called the meeting to order at 9:00 a.m. Present were Commissioners Steve Hallan, Josh Mohr, Steve Chaffee and Matt Ludwig. Also present were County Attorney Reese Frederickson, Land Services Director Kelly Schroeder, Land and Resources Manager Caleb Anderson, County Engineer Mark LeBrun, Economic Development Coordinator Robert Musgrove, and County Administrator David Minke.

Also present: Mark Wester, DNR-Moose Lake; Marty Torgerson, DNR-Moose Lake; Darin Newman, DNR-St. Paul; Ed Potter, Business & Administrative Services Section Manger-DNR; Deb Pitt, DNR Forestry-General Andrews; Rick Olseen, Congressman Richard Nolan's Office; State Senator Tony Lourey; Mark Perry, Hinckley Planner/Zoning Administrator; Ken Cammilleri, Pine City Administrator; Brian Scholin, Pine City City Council member; Neil Beise; and Henry Fischer and Traci LeBrun, media.

The Pledge of Allegiance was said.

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

Chair Rossow called for discussion with local officials/residents. There was none.

Introductions were made of all present.

1. Oberstar Segment of Munger Trail

DNR planner Darin Newman and area supervisor Marty Torgerson provided an update on the planning of the James L. Oberstar State Trail, a 19 mile segment between Chisago County and Hinckley. The development of a master plan for the trail is in the process. Late this summer/early fall a draft of the master plan will be released for a 30-day public review, and an open house meeting will be held to gather comments/suggestions. Discussion was held regarding possible location of the trail, together with funding options.

2. General Andrews Nursery

DNR Business & Administrative Services Manager Ed Potter and Forestry Program Coordinator Deb Pitt presented information on the Badoura State Forest Nursery (Akeley) and General C. C. Andrews State Forest Nursery (Willow River) sites. Pitt stated in 2011 the Legislature restricted state nurseries to sell seedlings only to government entities after 2013, however allowing them to work on tree improvement programs. The General Andrews Nursery location has been repurposed as a tree improvement center and fire training site. The County Board encouraged the Department of Natural Resources to work with legislators to reestablish General C. C. Andrews State Forest Nursery as a fully operational tree nursery. Senator Lourey stated his support. The County Board will send a letter of support.

3. Comprehensive Plan Update

Land Services Director Kelly Schroeder and Land Resources Manager Caleb Anderson reviewed the draft of the Comprehensive Plan, reviewing the basic goals and recommendations regarding agriculture, economic and community development, recreation, natural resources, education and transportation and infrastructure, seeking comments. Schroeder will make the suggested revisions to the Comprehensive Plan.

4. Other

- A. Rick Olseen stated officials from the Minnesota Veteran Affairs Office will be touring the Sandstone Nursing Home on Monday, July 11, 2016 at 10:00 a.m. to consider using the complex as a veterans' home.
- B. Representatives of Mille Lacs County met with Commissioners Hallan and Ludwig, County Attorney Frederickson County Sheriff Nelson, and Administrator Minke on June 21, 2016. Mille Lacs County has terminated their Cooperative Agreement with the Mille Lacs Band of Ojibwe (MLBO) tribal police. Attorney Frederickson stated Pine County's Cooperative Agreement with the Mille Lacs Band of Ojibwe is a valid agreement and still in place. It was the consensus of the board to recommend the drafting/updating of the Cooperative Agreement between the county and MLBO.

With no further business, the meeting adjourned at 11:15 a.m.

Curtis H. Rossow, Chair
Board of Commissioners

David J. Minke, Administrator
Clerk to County Board

ECRL Library Board Minutes

Date: Monday, May 9, 2016

Time: 9:30 am

Place: ECRL Library in Mora

Present: Linda Hommes (Aitkin); Raisanen, James (Aitkin); Byrne, Richard (Chisago); McMahon, George (Chisago); Schlumbohm, William (Chisago); Kruschel, Barbara (Isanti); Lee, Karen (Isanti); Warring, Mike (Isanti); Anderson, Gene (Kanabec); Jensen, Robert (Kanabec); Chaffee, Steve (Pine); Goddard, Carol (Pine); Scholin, Judy (Pine); Kramersmeier, Charlotte (Mille Lacs); Reynolds, Genny (Mille Lacs); Zakrajsek, Barbara (Mille Lacs);

Staff: Misselt, Barbara (Director, ECRL); Sandy Buckingham (Human Resources Coordinator, ECRL); Wendy Prokosch, Mora Library.

Absent: Arseneau-Lee, Lisa (Kanabec); Niemi, Don (Aitkin)

Guest: Joel Dhein, Mora City Administrator

Call to Order:

President Warring called the May 2016 meeting of the East Central Regional Library to order at 9:30 a.m.

Pledge of Allegiance:

Adopt/Amend Agenda:

Misselt: Add "Weapons Policy" to New Business.

M/S/P: unanimous

Kramersmeier/ Jensen to adopt agenda as amended.

Period for Public comment:

Barb Kruschel commented that she visited Chisago and Wyoming libraries last month and talked to the staff. Suggested the possibility of having "in floor" heating in new branch libraries. Barb Misselt thanked her for visiting these libraries and encouraged other board members to do the same.

Mora City Administrator Joel Dhein thanked the group for visiting the library and extended his appreciation for the fine staff and work they do in the Mora Library.

Approval of Previous Minutes

M/S/P: unanimous

Reynolds/Lee to approve minutes as presented.

Bills:

Discussed expenditures. Byrne reported all ECRL debit card purchases are reviewed thoroughly.

M/S/P: unanimous

Raisanen/Kramersmeier to approve April 2016 bills.

Financial Reports:

Byrne stated that financial records are in good shape.

Raisanen asked about the payment by Princeton Area Library Society at 131% of budgeted amount. Misselt explained that basis for extra hours charges was changed after the 2016 budget was developed in summer 2015. Previous charges were based on actual staff salaries and was changed to average cost of staff salaries across the region. For 2015 the average cost of a staff member in ECRL is \$18.50/hour. For some contracts such as Princeton, the cost went up from the budgeted amount, for others the amount is lower.

The 230% refund was questioned. Misselt suggested that it could have been the health insurance refund. It was an unbudgeted refund.

M/S/P: unanimous

Raisanen/Reynolds to accept the March 2015 financial report as presented.

ECRL Administrative Reports

A. Director's Organizational Report

- A couple of headquarters employees are off of work for substantial health issues. We have distributed their work to others.
- Wyoming Branch Librarian Sarah Ethier has resigned. We have posted this vacancy.
- We extended the search for the Branch Librarian position in Hinckley. The Sandstone Branch Librarian Jeanne Coffey will be supervising both branches until we get the vacancy filled. Interviews are scheduled for next week.
- Misselt stated that she was at the Capitol two days last week for Senate hearing on the library bonding bill which got defeated. Cambridge Library was in the

initial bonding bill but the bill was defeated on the floor of the Senate. Hopefully the funding for library construction will be in the conference committee agreement.

B. Branch Highlights

- Misselt updated on legislative activity. ECRL had a large, enthusiastic group at the Legislative Day at the Capital on April 13th, representing all the districts within ECRL. Library Legislative Day and the evening briefing the day before was a success although the Legislature has not approved construction funding. We need to keep repeating our requests for more state funding for libraries. We may have to go back two or three times but will still just get a percentage of what we have asked for. If we're not there, we won't even be on the radar.
- We are preparing for the Summer Reading Program. Each of our libraries and sites served by Outreach are participating.
- Last year we started doing a program at the Head Start center on the Mille Lacs reservation. These relationships and support are important. We are sending them Summer Reading Program fliers and we expect many children to sign up. All other Head Start programs across the region are home-based and served through the branches.

Other Reports

- A. Personnel – Misselt reported that the Personnel Committee will be working on an open hours study for all branches this summer and expect to make a recommendation to the full Board when complete.
- B. Central Minnesota Libraries Exchange (CMLE): Char Kramersmeier is a representative to this group and reported that the CMLE Director has announced her retirement effective Sept. 1, 2016. A search committee has been appointed and Kramersmeier is on the committee. If anyone is interested in following the process, it's on the CMLE website.

Old Business

- A. None

New Business

- A. Misselt presented a request from the HR Coordinator Sandy Buckingham to take a three week unpaid leave in late June – mid July. Sandy is a new employee and not yet able to use PTO. Leave was approved.
- B. Weapons Policy: Misselt has done research and reported that the libraries are public facilities and are not allowed to post "No Guns Allowed" signs. We could have a

Weapons Policy that would apply just to staff, but not the public. Misselt will discuss this with the Personnel Committee.

- C. Jensen also reported on the Legislative Day at the Library. He and Misselt encouraged others to attend next year. Having a library that serves the public is really important but how do we get to the point of getting funds? No mechanism for long range planning at the legislature. We're only as good as the next cycle of legislature.
- D. Lee reported on the Minnesota Design Team recommendation that the Cambridge library be put in a downtown Cambridge location rather than the site that has been chosen in the south end of Cambridge. This team feels that building the library downtown would contribute to downtown development. Building on a downtown location may cost more money, plus there is a plan to widen Highway 95, which could pose a barrier for pedestrian traffic. Misselt will be attending a Cambridge City Council Meeting on May 16 to discuss the upcoming referendum.
- E. The city of Sandstone is considering building a library due to a need for city hall to move into the library space and a need for a larger library. Finding a place to build or renovate has been problematic. Administration has been meeting with the Sandstone library committee.
- F. Libraries are involved in legislative initiatives to extend broadband internet to all areas of the state. Much of ECRL, and especially the Aitkin Co residents can only get dial up internet.

Trustee Issues

- A. None.

Future Agenda Items

- A. Do we have a long range plan of what to do with our headquarters? Legally the Board could buy property but board members have not previously felt that this would be a good idea.
- B. The ECRL audit is completed and will be presented at the next board meeting.

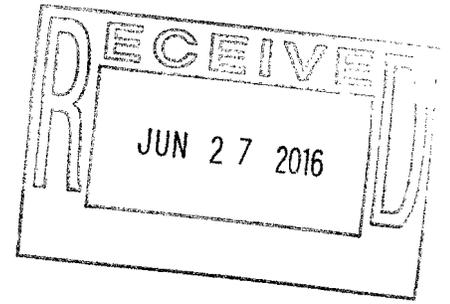
Next meeting Monday, June 13, 2016 9:30 am in Cambridge.

M/S/P: unanimous

McMahon/Jensen to adjourn at 11:30 am.

Barbara Kruschel, Secretary
Sandy Buckingham, Recorder

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

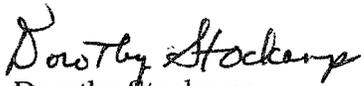


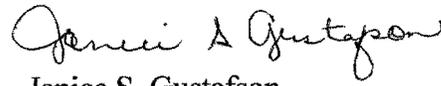
Sandstone Manor 510 Fifth Street Sandstone, MN 55072	Finlayson Manor 6524 Broadway Street Finlayson, MN 55735
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The regular meeting of the Pine County HRA Senior Housing Board of Directors was held on May 25, 2016, at the Sandstone Manor. Commissioners of the HRA present were Board Chair Dorothy Stockamp, Cheri Drilling, Greg Kvasnicka, Carl Steffen, and Jan Oak. Staff members present were Executive Director Janice Gustafson and Resident Manager Richard Soens. Guest Robert Althoff, CPA, was present. Resident Manager Shirley Kroschel was absent. There were no residents present.

1. The meeting was called to order at 2:00 p.m. by Board Chair D. Stockamp and the Pledge of Allegiance was said.
2. Robert Althoff from Althoff & Nordquist, LLC, presented the Pine County HRA audited financial statements for the year-ended December 31, 2015. He reported it was a very good audit and he did not have to make any audit adjustments to the financial statements. A motion was made by Board Chair D. Stockamp, and was seconded by C. Drilling to accept the audited financial statements as presented and to thank J. Gustafson for a job well done. Motion carried: Yeas 5, Nays 0.
3. The HRA Board minutes from April 27, 2016, were reviewed by the Board members. A motion was made by C. Steffen and was seconded by G. Kvasnicka to accept the minutes. Motion carried: Yeas 5, Nays 0.
4. The monthly financial statements and the investment report were presented by J. Gustafson. A motion was made by C. Steffen and was seconded by Board Chair D. Stockamp to approve the financial statements and the investment report. Motion carried: Yeas 5, Nays 0.
5. Executive Director's Report. The written Executive Director's report was reviewed by Board members.
6. Old Business.
 - a) Vacancies. There are no vacancies and the HRA has not received any move-out notices.

- b) The invoice for the Sandstone Manor community room/office renovation has been received and was paid from funds in the cash account.
7. Resident Manager's Report. R. Soens suggested every HRA resident should purchase a small ABC extinguisher for their apartment. The Board members agreed and J. Gustafson will pass on this recommendation to all of the residents.
8. New Business.
- a) During the night of May 24, 2016, a 911 call was placed to the Sandstone Fire Department. Sandstone Manor #3 resident, John Zebrasky, started an oil cooking fire on top of the range which he threw water on and spread.
 - b) The Board members expressed gratitude for the assistance of the Sandstone and Hinckley Fire Departments, the Sheriff's Department, the EMTs, and the Red Cross
 - c) The Board was especially grateful for the immediate response by Drilling Electric and Daryl Klocke Construction. They helped to mitigate the damage by doing immediate repair work so the residents could return to their apartments by 12:00 p.m. on May 25, 2016.
 - d) The Board recommended J. Gustafson call the Pine County Attorney and ask for legal advice regarding issues related to the resident and the fire.
 - e) The Board members toured the damaged apartment.
9. A motion was made by J. Oak and was seconded by C. Drilling to adjourn the meeting at 3:30 p.m. Motion carried: Yeas 5, Nays 0.


Dorothy Stockamp
HRA Board Chair


Janice S. Gustafson
Executive Director

June 2016

CSAH 61 and CSAH 55 railroad crossing, T39N R21W Section 28, calculate road ROW, set and GPS ROW, update files.

CSAH 8 and CSAH 65 railroad crossing, T39N R21W Section 33, research records, calculate road ROW, calculate search areas, search for, set and GPS ROW and private corners, update files.

West County Line Road, T45N R19W Section 6, research records, calculate road ROW, calculate search areas, search for, set, tie out and GPS PLSS corners, ROW and private corners, update files.

Sand Creek Road, T45N R19W Section 5, research records, calculate road ROW, calculate search areas, search for, set, tie out and GPS PLSS corners, ROW and private corners, update files.

CSAH 13 Bridge, T39N R22W Section 10, research records, search for, tie out and GPS PLSS corners, update files.

CSAH 53 Bridge, T39N R22W Section 36, research records, calculate road ROW, calculate search areas, search for and GPS ROW and private corners, update files.

CSAH 12 Henriette, T39N R22W Section 17, calculate road ROW, set and GPS ROW, update files.

June 2016

CSAH 46 Kerrick, T45N R18W Section 35, calculate road ROW, set and GPS ROW, update files.

CSAH 46, T45N R18W, set, tie out and GPS PLSS corners and private corners, update files.

CSAH 39, T44N R20W, set, tie out and GPS PLSS corners and private corners, update files.

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

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

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

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

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

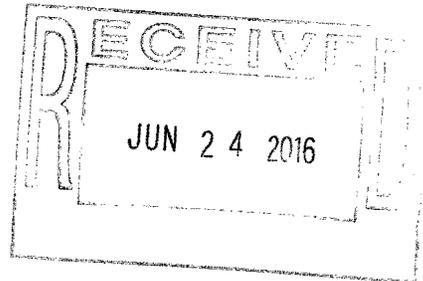
Robin T. Mathews, Pine County Surveyor

Monthly Report June 2016.doc

(320) 632-9255
405 First Street SE
Little Falls, MN 56345



ifound.org



June 17, 2016

David Minke
County of Pine
635 Northridge Drive NW
Pine City, MN 55063

Dear Mr. Minke,

Please extend our heartfelt thank you to your board of commissioners for supporting the Initiative Foundation's mission and activities with your 2016 investment of \$7,300, received on June 13, 2016. We truly value your continued support.

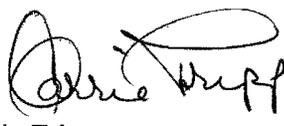
Your gift *does* have a direct impact in Pine County. Your ongoing financial partnership has allowed us to provide gap financing for new and expanding businesses and provide grant dollars to area non-profit organizations, schools and units of local government. Your investment assures our mission continues, keeping our communities viable and healthy.

If you have any questions, or would like us to provide updates on the work we are doing in this area, please don't hesitate to call our office directly.

Sincerely,


Kathy Gaalswyk
President

Thanks so much!


Carrie Tripp
Vice President of External Relations



Powering Possible

Equal opportunity lender, provider and employer.



AGENDA REQUEST FORM

Date of Meeting: July 5, 2016

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

Agenda Item: June, 2016 Disbursements

Department: Auditor-Treasurer

Cathy Chernes
Department Head signature

Background information on Item:

June, 2016 Disbursements

Action Requested:

Financial Impact:

CATHYJ
6/29/16 7:31AM

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



DISBURSEMENTS JOURNAL REPORT G/L Months: 06/2016 - 06/2016

RECAP BY FUND

FUND	AMOUNT	NAME
1	495,332.91	GENERAL REVENUE FUND
12	279,263.99	HEALTH & HUMAN SERVICES
13	565,130.48	ROAD & BRIDGE FUND
22	864.62	LAND MANAGEMENT FUND
29	38,795.98	CHILDREN'S COLLAB (H&HS) AGENCY FUND
37	27.78	COUNTY RAILROAD AUTHORITY
38	8,712.00	BUILDING FUND
78	300,109.02	GROUP HEALTH INS FUND 5/1/95 (GEN)
80	8,930.30	COUNTY COLLECTIONS AGENCY FUND
82	1,783,923.86	TAXES AND PENALTIES AGENCY FUND
84	297.90	EAST CENTRAL DRUG TASK FORCE AGENCY F
89	848.70	H & HS COLLECTIONS AGENCY FUND
	3,478,237.54	Total Disbursements

RECAP BY TYPE

TYPE	AMOUNT	NAME
1	3,202,429.71	AUD
2	277,012.28	COM
3	1,204.45	MVC
	3,478,237.54	Total Disbursements



AGENDA REQUEST FORM

Date of Meeting: July 5, 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 Cleaves
Department Head signature

Background information on Item:

Application for Exempt Permit for Pheasants Forever, East Central Spurs #624 to conduct Minnesota lawful gambling on September 10, 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: Pheasants Forever, East Central Sports #624 Previous Gambling Permit Number: X-05826

Minnesota Tax ID Number, if any: Sales tax exempt FF29354 Federal Employer ID Number (FEIN), if any: 41-142949(501C3)

Mailing Address: 29445 East River Way

City: Pine City State: MN Zip: 55063 County: Pine

Name of Chief Executive Officer (CEO): Brian D. Sim

Daytime Phone: (651) 485-2960 Email: simguns@gmail.com

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 Road

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

Date(s) of activity (for raffles, indicate the date of the drawing): Sept. 10, 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: \$ 2500.)

* 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.

LG220 Application for Exempt Permit

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

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p>___ The application is acknowledged with no waiting period.</p> <p>___ 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).</p> <p>___ The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p>___ The application is acknowledged with no waiting period.</p> <p>___ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p>___ The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p>
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	
<p>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.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>	

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: Brian D. Sim Date: 6-23-16

(Signature must be CEO's signature; designee may not sign)

Print Name: Brian D. Sim

<p>REQUIREMENTS</p> <p>Complete a separate application for:</p> <ul style="list-style-type: none"> • all gambling conducted on two or more consecutive days, or • all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>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.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p>MAIL APPLICATION AND ATTACHMENTS</p> <p>Mail application with:</p> <p>___ a copy of your proof of nonprofit status, and</p> <p>___ 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.</p> <p>To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
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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 Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

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



AGENDA REQUEST FORM

Date of Meeting: July 5, 2016

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

Agenda Item: Repurchase Contract Reinstatement

Department: Auditor-Treasurer

Cathy Cleaver
Department Head signature

Background information on Item:

Resolution for the repurchase contract reinstatement for Donald and Coral Hischer

Action Requested:

Approve resolution

Financial Impact:

Resolution No. 2016-34

REINSTATEMENT OF REPURCHASE CONTRACT

Commissioner _____ offered the following resolution and moved its adoption:

WHEREAS, less than 50% of the original repurchase contract amount between the County of Pine, on behalf of the State of Minnesota, dated September 3, 2013 to Donald L. Hischer and Coral A. Hischer, and filed for record September 4, 2013 as Document #510158 in the office of the County Recorder of Pine County, Minnesota, has been paid, and

WHEREAS, payment of the full amount of the default on the repurchase contract together with all costs, interest, penalties and fees is presented for consideration by the County Auditor, and

WHEREAS, the Pine County Auditor recommends acceptance of the offer to reinstate the repurchase contract.

BE IT RESOLVED, pursuant to M.S. 282.341, subd. 1, to approve reinstatement of the repurchase contract with Donald L. Hischer and Coral A. Hischer, hereinbefore referenced.

Commissioner _____ seconded the motion for adoption of the resolution which carried by unanimous vote.

STATE OF MINNESOTA)

) ss.

COUNTY OF PINE)

I, Cathy J. Clemmer, County Auditor-Treasurer of Pine County, Minnesota, hereby certify that I have compared the foregoing copy of the resolution of the County Board of said County with the original record thereof in the minutes of the proceedings of said Board at a meeting duly held July 5, 2016, and that the same is a true and correct copy of said original record and that said resolution was duly adopted by said Board at said meeting.

Witness my hand and seal this 5th day July, 2016.

(seal)

Cathy J. Clemmer, County Auditor-Treasurer
Pine County, Minnesota

THIS INSTRUMENT DRAFTED BY:
Pine County Auditor-Treasurer /tl
635 Northridge Dr NW
Pine City, MN 55063



AGENDA REQUEST FORM

Date of Meeting: JULY 5, 2016

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

Agenda Item: TEMPORARY 3.2 LICENSE APPROVAL

Department: AUDITOR

Cathy J. Clemmer
Department Head signature

Background information on Item:

APPROVAL OF TEMPORARY 3.2 MALT LIQUOR LICENSE FOR:
MINNESOTA SOKOL CAMP ASSOCIATION ON AUGUST 14, 2016

Action Requested:

Financial Impact:



AGENDA REQUEST FORM

Date of Meeting: July 6, 2016

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

Agenda Item: Donations

Department: Sheriff


Department Head signature

Background information on Item:

Donations for te K-9 program received as follows:

J.M. Hanson \$50.00 (Go Fund Me-Race for the K-9)
Minnesota Sheriff's Association \$100.00 (donation for program sent to them by donor)
Patricia Kraetzner \$292.86 (on behalf of donation jars placed at businesses in County)
Wepay \$114.53(Go Fund me-Race for the K-9 donations)

Action Requested:

Acknowledge donations and direct to Sheriff's K-9 program

Financial Impact:



AGENDA REQUEST FORM

Date of Meeting: July 5, 2016

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

Agenda Item: City Conveyance Requests

Department: Auditor/Land

Cathy Jensen
Department Head signature

Background information on Item:

Tax Forfeit Conveyances (City of Bruno and Pine City)
(As reviewed and recommended by the Land Advisory Committee)

-City of Bruno requests the conveyance of :
CITY OF BRUNO (38,5081,000,000)
Townships of Bruno, Lots 7-8, Block 14 and that part of vacated alley between Lincoln Street and Main Street,
18-44-18

This property involves a blight situation in which the structure(s) need demolition and clean-up. The City would like to purchase the property to resolve the blight conditions. Demolition and clean-up exceed the bare lot value of \$8,800, the Land Advisory Committee recommends sale to the City for \$1.00.

-City of Pine City request the conveyance of:
CITY OF PINE CITY (42,8088,000)
Fawn Meadows Outlot B
21-39-21

The City requests the conveyance of this property through a conditional use deed (no-cost) for the purpose of green space and city park. The property is valued at \$18,000, however most of the property is wetlands and has little development opportunities.

-City of Pine City request the conveyance of:
CITY OF PINE CITY (42,8104,000)
Fawn Meadows 2nd Addition Outlot A
21-39-21

The City requests the conveyance of this property through purchase for the purpose of future economic industrial development. The property is valued at \$29,400.

Action Requested:

Approval by Resolution

Financial Impact:

N/A

2016-35

**Resolution for Conveyance of Tax Forfeit Land
To the City of Bruno
2016**

WHEREAS, the following parcel has forfeited to the State of Minnesota for non-payment of taxes:

CITY OF BRUNO (36.5061.000)

Townsite of Bruno, Lots 1-8, Block 14 and that part of vacated alley between Lincoln Street and Main Street.
19-44-18

WHEREAS, Minnesota State Statute 282 allows for townships and cities to have first priority to acquire tax forfeited parcels for certain and specific purposes; and

WHEREAS, the City of Bruno has requested the above stated parcels for the purpose of demolition of structures and clean-up to correct blight conditions.

WHEREAS, the Pine County Tax Forfeit Land Advisory Committee has reviewed the request and recommends the sale of the above listed parcel to the City of Bruno for the appraised lot value less demolition and clean-up expenses; for the total sum of \$1.00.

BE IT HEREBY RESOLVED, that the above listed parcel of land, which has been classified and appraised as provided by M.S. 282, shall be offered for sale by the County Auditor to the City of Bruno for the appraised value of \$1.00, plus recording, deed tax, deed fee, well certificate fee, and State assurance fees as may be required.

Date

By: Curt Rossow, Chairman Pine County Board of Commissioners

Attest: Cathy J. Clemmer, Pine County Auditor

2016-34

**Resolution for Conveyance of Tax-Forfeit Lands
To the City of Pine City
2016**

WHEREAS, the following parcels have forfeited to the State of Minnesota for non-payment of taxes:

CITY OF PINE CITY (42.6086.000)

Fawn Meadows Outlot B
21-39-21

CITY OF PINE CITY (42.6104.100)

Fawn Meadows 2nd Addition Outlot A
21-39-21

WHEREAS, Minnesota State Statute 282 allows for townships and cities to have first priority to acquire tax forfeited parcels for certain and specific purposes; and

WHEREAS, the City of Pine City has requested conveyance of parcel #42.6086.000 through a conditional use deed for the purpose of green space and city park and conveyance of parcel # 42.6104.100 through purchase for the purpose of future economic industrial development.

WHEREAS, the Pine County Tax-Forfeit Land Advisory Committee has reviewed the request and recommends the conveyance to the City of Pine City of parcel #42.6086.000 through a conditional use deed at no-cost for the purpose of green space city park and parcel #42.6104.100 at the appraised value of \$29,400 for the purpose of future economic industrial development.

BE IT HEREBY RESOLVED, that the above listed parcels of land, which have been classified and appraised as provided by M.S. 282, shall be offered to the City of Pine City as recommended by the Pine County Tax-Forfeit Advisory Committee, in addition to application fees, recording fees, deed tax, deed fee, well certificate fee, and State assurance fees as may be required.

Date

By: Curt Rossow, Chairman Pine County Board of Commissioners

Attest: Cathy J. Clemmer, Pine County Auditor



AGENDA REQUEST FORM

Date of Meeting: 7-5-16

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

5 mins. 10 mins. 15 mins. Other

Agenda Item: Approve contract between State of MN and HHS, Amendment #1

Department: Health & Human Services

Department Head signature

Background information on Item:

This is an amendment to the contract originally approved in October, 2015 for the SNAP FSET Employment & Training Fund between Pine County and the State of MN, on behalf of Pine Technical and Community College Employment and Training Center.

Our allocation is increasing by \$2,675.00, \$2,488.37 to Direct Program and \$186.63 to Administrative Expenses; the Support Services allocation remains capped at \$700.00. Total allocation is \$20,068, which is \$19,368 for the amended allocation, plus \$700 for Support Services.

Our allocation runs from 10-1-15 through 9-30-16 for the Direct Program and Administrative Expenses and from 10-1-15 through 6-30-16 for the Support Service Expenses. Pine Technical Employment & Training Center will administer these funds geared towards SNAP ABAWD clients for job seeking assistance and unpaid work experience guidance and referral.

Action Requested:

Approve the contract and authorize the Board Chair to sign.

Financial Impact:

All funds used in this contract are allocated to Pine County Health and Human Services by the State of Minnesota.

P.O. Number _____

**STATE OF MINNESOTA
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

Board of Trustees of the Minnesota State Colleges and Universities

Pine Technical and Community College Employment and Training Center

INCOME CONTRACT AMENDMENT NO. (1.0): FSET E & T

Original Contract Effective Date: Oct 1, 2015
Original Contract Expiration Date: Sept 30, 2016
Amended Contract Expiration Date: Sept 30, 2016

This contract is by and between Pine County Health and Human Services, 315 Main Street South, Suite 200, Pine City, MN 55063 (hereinafter "CONTRACTOR") and the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Pine Technical and Community College Employment and Training Center (hereinafter "MnSCU").

Recitals

WHEREAS, the CONTRACTOR has a need for a specific service; and

WHEREAS, the STATE, is empowered to enter into income contracts pursuant to Minnesota Statutes, Chapter 136F;

WHEREAS, STATE and the CONTRACTOR are willing to amend the Original Contract as stated below,

NOW THEREFORE, it is agreed:

Contract Amendment

CONSIDERATION AND TERMS OF PAYMENT is amended as follows:

A. Consideration for all services performed and goods or materials supplied by the STATE pursuant to this contract shall be paid by the CONTRACTOR as follows:

The amount to the STATE shall not exceed is amended from \$16,693.00 to **\$19,368.00**. The additional \$2,675.00 will be budgeted as followed:

- \$ 2,488.37.00 Direct Program
- \$ 186.63 Administrative Expenses (7.5%)

Except as amended above, the terms and conditions of the Original Contract and all previous amendments remain in full force and effect.

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

APPROVED:

1. CONTRACTOR:

CONTRACTOR certifies that the appropriate person(s) have executed the contract on behalf of CONTRACTOR as required by applicable articles, by-laws, resolutions, or ordinances.

By (authorized signature and printed name)
Title
Date

By (authorized signature and printed name)
Title
Date

2. VERIFIED AS TO ENCUMBRANCE:

Employee certifies that funds have been encumbered as required by Minnesota Statute §16A.15.

By (authorized signature and printed name)
Title
Date

**3. MINNESOTASTATECOLLEGES AND UNIVERSITIES
[INSERT NAME OF COLLEGE/UNIVERSITY/OFFICE OF THE CHANCELLOR]:**

By (authorized signature and printed name)
Title
Date

4. AS TO FORM AND EXECUTION:

By (authorized signature and printed name)
Title
Date



AGENDA REQUEST FORM

Date of Meeting: 07/05/2016

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

Agenda Item: Joint Powers Agreement - Secure Housing

Department: Sheriff's Office - Jail Division



Department Head signature

Background information on Item:

Annually the Pine County Jail enters into a Joint Powers Agreement with the Minnesota Department of Corrections for secure housing of offenders committed to the Commissioner of Corrections. The contract effective July 1, 2016 – June 30, 2018 (New two year contract) was signed by Sheriff, Jeffrey Nelson and Jail Administrator Rick Boland, dated 05/16/2016. (see attached contract #109142)

Action Requested:

Request Board approval stating Sheriff, Jeff Nelson and Jail Administrator, Rick Boland have the authority to sign the attached Joint Powers Agreement for Secure Housing, contract No.109142.

Financial Impact:

State to pay \$55 per day, per state offender, not to exceed \$1,806,750.00 per two year contract.

**STATE OF MINNESOTA
JOINT POWERS AGREEMENT**

COPY

This agreement is between the State of Minnesota, acting through its Commissioner of Corrections, Facility Services Division, 1450 Energy Park Drive, Suite 200, St. Paul, MN 55108 ("State") and Pine County Sheriff's Office – 635 Northridge Drive NW, Suite 130, Pine City MN 55063 ("Governmental Unit")

Recitals

Under Minnesota Statute § 471.59, subdivision 10, the State is empowered to engage such assistance as deemed necessary. The State is in need of secure housing for offenders committed to the Commissioner of Corrections.

Agreement

1 Term of Agreement

- 1.1 **Effective date:** July 1, 2016, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- 1.2 **Expiration date:** June 30, 2018, or until all obligations have been satisfactorily fulfilled, whichever occurs first. The State and Governmental Unit may extend this agreement for four one-year terms if mutually agreed between parties.

2 Agreement between the Parties

2.1 The Governmental Unit Duties:

- a) The Governmental Unit will provide lodging, meals, and supervision for State offenders in accordance with established jail policies and procedures.
- b) Health Care for Offenders. The Governmental Unit will provide basic medical, mental health and dental care. The cost of basic medical, mental health and dental care shall be included in the offender per diem rate. Basic medical, mental health and dental care is defined as any care the Governmental Unit provides on-site to its general population. Any care beyond basic medical, mental health and dental care must be approved by the State's Health Services representative (Mike Hermerding or his designee, 651-361-7287), prior to services being provided. The Governmental Unit will pay all costs for all off-site non-emergency services that have not received prior approval from the State. Emergency care may be provided without State approval. The Governmental Unit will notify the State's Health Services representative within 24 hours if any State offender received emergency care and/or hospitalization.
- c) Urinalysis/Drug Screening. The Governmental Unit will provide random/suspicion urinalysis/drug screening as mutually agreed between parties.
- d) Offender Money. The Governmental Unit will be responsible for individual offender money accounts.
- e) Offender Discipline. The Governmental Unit will apply its policies, procedures, rules and regulations to offenders from the State. Offenders who have violated the Governmental Unit's rules and regulations will be subject to the same discipline as other offenders housed by the Governmental Unit. However, nothing contained herein shall be construed to authorize or permit the imposition of a type of discipline prohibited by the law applicable to the State.

The Governmental Unit shall have physical control and power to exercise disciplinary authority over all offenders from the State provided: 1) the disciplinary action is reasonable and proportionate in relation to the violation; 2) the action taken is impartial and not discriminatory; 3) the action is neither arbitrary or retaliatory; 4) the Governmental Unit shall notify the State within five days whenever any disciplinary action has been taken against a State offender.

COPY

The Governmental Unit shall notify the State Office of Special Investigations (651-248-8341, alternative phone 651-642-0419) immediately if a State offender is alleged to have committed a serious violation, including escape or attempted escape, felony assault, riot, holding hostage, and homicide. In cases of serious violation, the State may transfer the State offender to a State facility for disciplinary processing.

- f) **Custody Status.** The Governmental Unit will not lower the custody status of State offenders (e.g., work assignments outside the perimeter of the correctional facility, minimum custody, etc.) unless specifically approved by the State.
- g) **Return of Offenders.** The Governmental Unit will surrender any State offender(s) to the proper officials of the State upon demand made to the Governmental Unit and presentation of official written authority to receive the offender(s). As mutually agreed between parties, the State will retake any offender within five calendar days after receipt of a request from the Governmental Unit. If the Governmental Unit requests return of an offender to the State and the State does not concur with the reasons for return, the Governmental Unit will return the offender to the Minnesota Correctional Facility-St. Cloud or the Minnesota Correctional Facility-Shakopee at its own expense. The Governmental Unit will give a minimum of three hours notice, and return of an offender must occur during regular business hours (8:00 a.m. to 4:00 p.m.).
- h) **Escapes.** The Governmental Unit shall notify the State immediately if a State offender escapes and shall take all appropriate action necessary to apprehend the escaped offender. In the case of an escape to a jurisdiction other than the State of Minnesota, the State shall be responsible for the cost of extradition or rendition proceedings, but nothing construed to prevent or affect the activities of the officers or agencies of any jurisdiction directed toward the apprehension and return of the escapee.
- i) **Death of an Offender.** In the event of the death of any State offender, the Governmental Unit shall immediately notify the State Office of Special Investigations (651-248-8341, alternative phone 651-642-0419). The Governmental Unit shall assume responsibility for the investigation of the death and for working with law enforcement, county medical examiner, county attorney, and local emergency staff. Upon completion of the death investigation, a copy of the final report will be provided to the State Office of Special Investigations.
- j) **Offender Clothing.** The Governmental Unit will provide or provide for offender clothing. All State-issued clothing must be returned to the State upon intake of the offender in the Governmental Unit facility. The Governmental Unit will provide offenders with appropriate winter clothing if offenders are released between November and May 1.
- k) **Offender Programming.** The Governmental Unit will provide programming as mutually agreed between parties. The Governmental Unit will provide written documentation to the State of all offender program completions.
- l) **Transition Programming.** The Governmental Unit will provide transitional programming to the State offenders. Transitional programming curriculum will be provided as mutually agreed between parties.
- m) **Telephone Monitoring.** If the Governmental Unit utilizes offender telephone monitoring, the Governmental Unit will allow the State access to the system for the purposes of investigation.
- n) **Transportation.** Transportation of offenders to and from the Governmental Unit will be provided by the State of Governmental Unit as mutually agreed between parties.
- o) **Offender Property.** Offender property will be stored at the Governmental Unit as mutually agreed between parties.

- p) Licensure Requirements. The Governmental Unit will be fully licensed and compliant with regulatory requirements involving safety and operations.
- q) Continuity of Operations. The Governmental Unit will have a documented emergency action plan that includes state offenders in their custody in case of an emergency requiring evacuation or other circumstance resulting in the inability to provide services.

2.2 The State will:

- a) Place offenders at the Governmental Unit who:
 - (1) are Release Violators who, following a hearing by the Minnesota Department of Corrections Hearings and Release Unit, are determined to be confined until their expiration of sentence date or are awaiting a return to a Minnesota Department of Corrections facility; or
 - (2) are serving their initial term of incarceration or are awaiting their admittance into a Minnesota Department of Corrections facility as a new commitment; and
 - (3) are mutually accepted and placed by the State and the Governmental Unit.
- b) Provide case management assistance in establishing program plan and release planning.
- c) Provide consultation on the development and/or implementation of transition programming.
- d) Provide information packets for each offender. Packets will consist of the information relating to the case history, chemical dependency and sex offender treatment records, judicial and administrative rulings, orders relating or pertinent to the offender, and the sentences pursuant to which confinement is to be had or continued, identification data, and photographs.
- e) Provide the offender's medical, mental health and dental records to the Governmental Unit. The Governmental Unit is responsible for the care and maintenance of the records and the prompt return of the records to the State upon the release of the offender. The health care staff of the Governmental Unit will document the provision of health care services to the State's offenders in a manner consistent with generally accepted standards of professional practice. The Governmental Unit will promptly provide all documentation related to the provision of care to the State's offenders upon release of each offender.
- f) Upon notification by the Governmental Unit of an emergency requiring evacuation or inability to provide services, the State will make arrangements to take custody of all state offenders within 24 hours of the notification. The State may be available to offer additional assistance upon request in case of such an emergency.

3 Payment

- 3.1 The state will pay \$55.00 (fifty-five dollars) per day per offender, not including the date of departure from the Governmental Unit facility. The State will not pay for offenders who are out on writ status to other governmental units.
- 3.2 The State will reimburse the Governmental Unit for approved medical/dental expenses of offenders when these expenses are more than routine medical/dental services provided by the Governmental Unit and as approved by the State.
- 3.3 The Governmental Unit shall pay provider of medical services and request compensation monthly for pre-approved qualifying services per Clause 2, part 2.1, sub-parts b and c) provided to State offenders. The State will reimburse the amount paid by the Governmental Unit to the service provider.
- 3.4 Requests for compensation for pre-approved qualifying medical services shall include an invoice from the original provider for those services and a separate summary document that lists the name(s) of the offender(s), the name(s) of the providing service entity (ies), and the total amount corresponding to services for the offender(s) on the invoice(s).
- 3.5 This agreement does not include any additional reimbursement for travel, subsistence, clothing issue, or other such items.

COPY

- 3.6 Payments will be made by the State promptly after the Governmental Unit's presentation of invoices for services performed and acceptance of such services by the State's Authorized Representative. Invoices must be submitted monthly to the State's Authorized Representative by the seventh working day of each month following the month service is provided.
- 3.7 The total obligation of the State under this agreement will not exceed \$1,806,750.00.

4 Authorized Representatives

The State's Authorized Representative is Tracy Hosking (651-361-7225) or her successor.

The Governmental Unit's Authorized Representative is Rick Boland (320) 591-1458 or his successor.

5 Assignment, Amendments, Waiver, and Contract Complete

- 5.1 **Assignment.** The Governmental Unit may neither assign nor transfer any rights or obligations under this agreement without the prior consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this agreement, or their successors in office.
- 5.2 **Amendments.** Any amendment to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.
- 5.3 **Waiver.** If the State fails to enforce any provision of this agreement, that failure does not waive the provision or its right to enforce it.
- 5.4 **Contract Complete.** This agreement contains all negotiations and agreements between the State and the Governmental Unit. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.

6 Indemnification

In the performance of this contract by the Governmental Unit, or Governmental Unit's agents or employees, the Governmental Unit must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Governmental Unit's:

- 1) Intentional, willful, or negligent acts or omissions; or
- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Governmental Unit may have for the State's failure to fulfill its obligation under this contract.

7 State Audits

Under Minnesota Statute § 16C.05, subdivision 5, the Governmental Unit's books, records, documents, and accounting procedures and practices relevant to this agreement 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 agreement.

8 Government Data Practices

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

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

COPY**9 Venue**

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

10 Termination

10.1 **Termination.** The State or the Governmental Unit may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party.

10.2 **Termination for Insufficient Funding.** The State may immediately terminate this agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; 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 Governmental Unit. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Governmental Unit will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Governmental Unit notice of the lack of funding within a reasonable time of the State's receiving that notice.

11 E-Verify Certification (In accordance with Minn. Stat. §16C.075)

For services valued in excess of \$50,000, Governmental Unit certifies that as of the date of services performed on behalf of the State, Governmental Unit and all its subcontractors will have implemented or be in the process of implementing the federal E-Verify program for all newly hired employees in the United States who will perform work on behalf of the State. Governmental Unit is responsible for collecting all subcontractor certifications and may do so utilizing the E-Verify Subcontractor Certification Form available at <http://www.mmd.admin.state.mn.us/doc/EverifySubCertForm.doc>. All subcontractor certifications must be kept on file with Governmental Unit and made available to the State upon request.

12 Accessibility

To ensure that person with disabilities have access to all programming provided under this Agreement, the Governmental Unit will either 1) make any necessary physical or structural modifications to allow disabled persons to participate; 2) deliver services at an alternate accessible site; or 3) employ other methods approved by the State that result in making the program accessible.

13 Bloodborne Pathogen Notice

Governmental Unit is hereby notified and agrees to assume full responsibility for notifying all of its employees of the remote possibility that they may be at risk for exposure to a bloodborne pathogen such as the hepatitis B virus (HBV). Governmental Unit further agrees to provide training for all its employees and to offer vaccinations to those who could reasonably anticipate an exposure resulting from the performance of this Agreement.

14 Prison Rape Elimination Act Compliance

Governmental Unit must comply with the Prison Rape Elimination Act (PREA) of 2003 (Federal Law 42 U.S.C. 15601 et. seq.), with all applicable Federal PREA standards, and with all State policies and standards related to PREA for preventing, detecting, monitoring, investigating, and eradicating any form of sexual abuse within facilities/programs/offices owned, operated, or contracted. Governmental Unit acknowledges that, in addition to self-monitoring requirements, the State will conduct compliance monitoring and PREA standards require an outside independent audit.

COPY

1. STATE ENCUMBRANCE VERIFICATION

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

Signed: Evea Thomas

Date: 5/9/16

CFMS Contract No. A- 109142 PO 3-68812

2. GOVERNMENTAL UNIT

By: [Signature]

Title: Sheriff

Date: 05-16-16

By: [Signature]

Title: Jail Administrator

Date: 05-16-2016

3. STATE AGENCY

By: [Signature]
(with delegated authority)

Title: Assistant Commissioner

Date: 5-24-16

4. COMMISSIONER OF ADMINISTRATION

As delegated to Materials Management Division

By: [Signature]

Date: 5/26/2016

46500

Distribution:

Agency

Governmental Unit

State's Authorized Representative - Photo Copy



AGENDA REQUEST FORM

Date of Meeting: 07/05/2016

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

Agenda Item: Joint Powers Agreement - Work Release Services

Department: Sheriff's Office - Jail Division


Department Head signature

Background information on Item:

Annually the Pine County Jail enters into a Joint Powers Agreement with the Minnesota Department of Corrections for work release services. The contract effective July 1, 2016 – June 30, 2017 was signed by Sheriff, Jeffrey Nelson and County Administrator David Minke, dated 06/17/2016. (see attached contract dated 06/07/2016)

Action Requested:

Request Board approval stating Sheriff, Jeff Nelson and County Administrator, David Minke have the authority to sign the attached Joint Powers Agreement for work release services.

Financial Impact:

State to pay \$55 per day, per state offender, up to \$50,000 per contract.

COPY

Contract No. _____

STATE OF MINNESOTA JOINT POWERS AGREEMENT

This agreement is between the State of Minnesota, acting through its commissioner of corrections, Department of Corrections, Work Release Unit; 1450 Energy Park Drive, Suite 200, St. Paul, MN 55108 ("State") and Pine County - Pine County Sheriff's Office, 635 Northridge Drive NW, Suite 130, Pine City, MN 55063 ("Governmental Unit").

Recitals

Under Minnesota Statute § 471.59, subdivision 10, the State is empowered to engage such assistance as deemed necessary. The State is in need of work release services.

Agreement

1 Term of Agreement

- 1.1 *Effective date: July 1, 2016*, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- 1.2 *Expiration date: June 30, 2017*, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2 Agreement between the Parties

- 2.1 The State will refer State offenders who:
 - a) meet the criteria and screening for work release as established in Minn. Stat. § 241.26 and State policy 205.120 located at www.doc.state.mn.us, which is incorporated by reference;
 - b) have security requirements that are met by the Governmental Unit's work release program, and;
 - c) have a release plan that incorporates the geographical area of the Governmental Unit.
- 2.2 The Governmental Unit and State must mutually agree on the State offender placement in the Governmental Unit's work release program.
- 2.3 The Government Unit will provide work release services under the rules and regulations of the Minnesota Department of Corrections Work Release Program Manual, as provided by the State authorized representative.

3 Payment

The State will pay Fifty-Five and 00/100 dollars (\$55.00) per day per State offender participating in the Governmental Unit's work release program inclusive of date of arrival and not inclusive of date of departure. Payment will be consistent with the fiscal section in the Work Release Program Guidelines Manual. This agreement does not include any additional reimbursement for travel and subsistence expenses incurred by the Governmental Unit in the performance of this agreement.

The total obligation of the State under this agreement will not exceed Fifty Thousand dollars and 00/100 (\$50,000.00).

4 Authorized Representatives

The State's Authorized Representative is Terry Byrne, 1450 Energy Park Drive, Suite 200, St. Paul, MN 55108, Phone 651-361-7127, or his successor.

The Governmental Unit's Authorized Representative is Rick Boland, Jail Administrator, 635 Northridge Drive NW, Suite 130, Pine City, MN 55063, Phone: 320-591-1458 or his/her successor.

5 Assignment, Amendments, Waiver, and Contract Complete

- 5.1 **Assignment.** The Governmental Unit may neither assign nor transfer any rights or obligations under this agreement without the prior consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this agreement, or their successors in office.
- 5.2 **Amendments.** Any amendment to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.
- 5.3 **Waiver.** If the State fails to enforce any provision of this agreement, that failure does not waive the provision or its right to enforce it.
- 5.4 **Contract Complete.** This agreement contains all negotiations and agreements between the State and the Governmental Unit. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.

6 Indemnification

In the performance of this contract by the Governmental Unit, or Governmental Unit's agents or employees, the Governmental Unit must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Governmental Unit's:

- 1) Intentional, willful, or negligent acts or omissions; or
- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Governmental Unit may have for the State's failure to fulfill its obligation under this contract.

7 State Audits

Under Minnesota Statute § 16C.05, subdivision 5, the Governmental Unit's books, records, documents, and accounting procedures and practices relevant to this agreement 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 agreement.

8 Government Data Practices

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

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

9 Venue

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

10 Termination

- 10.1 **Termination.** The State or the Governmental Unit may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party.
- 10.2 **Termination for Insufficient Funding.** The State may immediately terminate this agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; 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 Governmental Unit. The State is not obligated to pay for any services that

are provided after notice and effective date of termination. However, the Governmental Unit will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Governmental Unit notice of the lack of funding within a reasonable time of the State's receiving that notice.

11 E-Verify Certification (In accordance with Minn. Stat. §16C.075)

For services valued in excess of \$50,000, Contractor certifies that as of the date of services performed on behalf of the State, Contractor and all its subcontractors will have implemented or be in the process of implementing the federal E-Verify program for all newly hired employees in the United States who will perform work on behalf of the State. Contractor is responsible for collecting all subcontractor certifications and may do so utilizing the E-Verify Subcontractor Certification Form available at <http://www.mmd.admin.state.mn.us/doc/EveryfySubCertForm.doc>. All subcontractor certifications must be kept on file with Contractor and made available to the State upon request.

12 Prison Rape Elimination Act Compliance

Contractor must comply with the Prison Rape Elimination Act (PREA) of 2003 (Federal Law 42 U.S.C. 15601 et. seq.), with all applicable Federal PREA standards, and with all State policies and standards related to PREA for preventing, detecting, monitoring, investigating, and eradicating any form of sexual abuse within facilities/programs/offices owned, operated, or contracted. Contractor acknowledges that, in addition to self-monitoring requirements, the State will conduct compliance monitoring and PREA standards require an outside independent audit.

1. STATE ENCUMBRANCE VERIFICATION

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

Signed	<i>E. Thomas</i>
Date	<i>6/3/16</i>
CFMS Agreement No. A-	<i>110156 / 3-69703</i>

2. GOVERNMENTAL UNIT

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

By	<i>[Signature]</i>
Title	<i>Sheriff</i>
Date	<i>6-07-2016</i>

By	<i>[Signature]</i>
Title	<i>Conf. Administrator</i>
Date	

3. STATE AGENCY

With delegated authority

By	
Title	
Date	

4. Commissioner of Administration

As delegated to Materials Management Division

By	
Date	

Distribution
 DOC Financial Services Unit - Original (fully executed) Agreement
 Governmental Unit
 State's Authorized Representative
 Budget Officer of Authorized Representative
 Department of Administration - Materials Management Division



AGENDA REQUEST FORM

Date of Meeting: July 5th, 2016

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

Agenda Item: Introduction 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@co.pine.mn.us, c=US
Date: 2016.05.20 08:00:55 -0500

Department Head signature

Background information on Item:

Brenna Davidson started her employment with Pine County Probation on June 20th, 2016. Probation Director Terry Fawcett will introduce her to the County Board at this meeting.

Action Requested:

I respectfully request the ability to introduce Agent Davidson to the County Board at this meeting.

Financial Impact:

Informational Only



AGENDA REQUEST FORM

Date of Meeting: July 5, 2016

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

Agenda Item: Call for a Public Hearing on a Project by One Heartland, Inc. Under Minnesota Statutes, Chapter 469

Department: Administration

Department Head signature

Background information on Item:

In June, 2000 the county authorized \$1,175,000 in bonds for One Heartland, Inc. One Heartland is now requesting to refinance that debt and add addition debt for improvements, with a total estimated not to exceed amount of \$700,000. The public hearing will be held at the August 16, 2016 regular board meeting.

The county is represented by Jennifer L. Hanson from the law firm of Dorsey & Whitney. She has reviewed the documents.

Action Requested:

Approve Resolution 2016-37 calling for a public hearing.

Financial Impact:

RESOLUTION NO. 2016-37

RESOLUTION CALLING FOR A PUBLIC HEARING ON A PROJECT BY ONE HEARTLAND, INC. UNDER MINNESOTA STATUTES, CHAPTER 469

BE IT RESOLVED, by the County Board (the "Board") of Pine County, Minnesota (the "Issuer"), as follows:

1. Authority. Fryberger, Buchanan, Smith & Frederick, P.A. ("Bond Counsel") has informed the Board that Minnesota Statutes, Sections 469.152 through 469.165, as amended (the "Act") authorizes the Issuer to issue revenue obligations to finance a project consisting of any properties, real or personal, used or useful in connection with a revenue producing enterprise to refund obligations previously issued under the Act and pay, purchase or discharge all or any part of the outstanding indebtedness of an organization that is primarily engaged in educational and social service previously incurred in the acquisition or betterment of its existing facilities.
2. The Project.
 - a. Representatives of One Heartland, Inc., f/k/a/ Camp Heartland Project, Inc., a Wisconsin nonprofit corporation qualified to do business in the State of Minnesota and an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Borrower"), have advised the Issuer that the Borrower desires to undertake the following: (i) refinance the outstanding amount of the \$1,175,000 Economic Development Revenue Note, Series 2000 issued by the Issuer on June 22, 2000 to (a) refinance the existing taxable debt of the Borrower incurred to pay the costs of acquiring, constructing and equipping the Borrower's existing facilities located at 26001 Heinz Road, Willow River, Minnesota (the "Existing Facilities") and (b) the rehabilitation of the Existing Facilities; and (ii) pay certain costs of issuance in connection with financing the forgoing (the "Project").
 - b. The Borrower's representatives have represented that the economic feasibility of the Project will be greatly enhanced through the issuance of revenue obligations by the Issuer and therefore requests that the Issuer declare its present intent to issue its revenue obligations to provide funds to finance a portion of the Project.
3. Financing; Cooperation Agreement.
 - a. The Borrower desires to finance the Project through the issuance of tax-exempt revenue obligations (the "Notes") by the Issuer.
 - b. Bond Counsel has advised the Issuer that the proposed Project qualifies for financing under the Act.

- c. The Borrower has requested that the Issuer issue such obligations, in an amount not to exceed \$700,000, in one or more series, in order to finance the cost of the Project (the “Note”).
4. Issuance of Notes.
 - a. The Note, when, as and if issued, shall not constitute a charge, lien or encumbrance, legal or equitable, upon any property of the Issuer, and the Note, when, as and if issued, shall recite in substance that the Note, including interest thereon, is payable solely from the revenues received from the Borrower and the property pledged to the payment thereof and shall not constitute a debt of the Issuer within the meaning of any constitutional or statutory limitation.
 - b. All details of and conditions precedent to the issuance of the Note and the provisions for payment thereof shall be subject to final approval of the Issuer.
5. Public Hearing. The Issuer will conduct a public hearing on the issuance of the Note and the proposal to undertake and finance the Project.
6. Authorization to Staff.
 - a. Bond Counsel is authorized and directed to cause the notice substantially in the form attached hereto as Exhibit A to be published in the official newspaper of the Issuer and a newspaper of general circulation in the jurisdiction of the Issuer not less than 14 days nor more than 30 days prior to the date set for the public hearing; provided that if the official newspaper of the Issuer is a newspaper of general circulation in the jurisdiction of the Issuer, the notice may be published only once.
 - b. The administrative staff of the Issuer and their agents are hereby authorized to take such further action necessary to carry out the intent and purpose of this resolution and the requirements of the Act.
7. Issuer Costs. Delivery of the Note to the purchaser thereof is subject to the agreement by the Borrower that it will pay, or, upon demand, reimburse the Issuer for payment of, any and all costs incurred by the Issuer in connection with the Project and the issuance of the Note, whether or not the Project is carried to completion, or the Note is issued.
8. Rights Reserved. Nothing in this resolution shall be construed as an indication of the intent to approve this Project and issue the proposed Note. The Board specifically reserves the right to approve or disapprove the request after said public hearing.

Adopted: July 5, 2016

Curtis H. Rossow, Chairman
Pine County Board of Commissioners

Attest:

David J. Minke
Pine County Administrator

M:\DOCS\06485\000073\ROL\1407527.DOC

EXHIBIT A
NOTICE OF PUBLIC HEARING
ON PROPOSED PROJECT
AND THE ISSUANCE OF PRIVATE ACTIVITY BONDS

PINE COUNTY, MINNESOTA

NOTICE IS HEREBY GIVEN that the County Board of Pine County, Minnesota (the “Issuer”) will meet on Tuesday, August 16, 2016, at 10 a.m., or as soon thereafter as reasonably possible at the Pine County Board Room at the Pine County Courthouse, 635 Northridge Drive, Pine City, Minnesota, for the purpose of conducting a public hearing on the proposal that the Issuer issue its revenue obligations, in one or more series, under Minnesota Statutes, Sections 469.152 through 469.165, in order to undertake and finance the cost of a project. The proposed project will be owned by One Heartland, Inc., f/k/a Camp Heartland Project, Inc., a Wisconsin nonprofit corporation qualified to do business in the State of Minnesota and an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the “Borrower”), and will consist of (i) refinancing the outstanding amount of the \$1,175,000 Economic Development Revenue Note, Series 2000 issued by Pine County, Minnesota (the “County”) on June 22, 2000, to (a) refinance the existing taxable debt of the Borrower incurred to pay the costs of acquiring, constructing and equipping the Borrower’s existing facilities located at 26001 Heinz Road, Willow River, Minnesota (the “Existing Facilities”) and (b) the rehabilitation of the Existing Facilities; (ii) finance the cost of capital improvements to the Existing Facilities; and (iii) pay certain costs of issuance in connection with financing the forgoing (the “Project”). The estimated total amount of the proposed revenue obligations will not exceed \$700,000.

The obligations and the interest thereon shall be limited obligations of the Issuer and shall not be payable from nor charged upon any funds other than the revenue pledged to their payment, nor shall the Issuer be subject to any liability on them. No holder of the obligations shall ever have the right to compel any exercise of the taxing power of the Issuer to pay the obligations or the interest thereon, nor to enforce payment of them against any property of the Issuer except those projects, or portions thereof, mortgaged or otherwise encumbered.

A draft copy of the proposed Application to the Minnesota Department of Employment and Economic Development for approval of the project, together with all attachments and exhibits thereto, is available for public inspection at the office of the County Administrator at 635 Northridge Drive NW, Suite 200, Pine City, Minnesota between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday.

All persons interested may appear and be heard at the time and place set forth above or may submit written comments to the County Administrator in advance of the hearing.

EXTRACT OF MINUTES OF A REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE
PINE COUNTY, MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the Board of Pine County, Minnesota, was duly called and held at Pine County History Museum located at 6333 H C Andersen Alle, Askov, Minnesota, on Tuesday, July 5, 2016, at 10:00 a.m.

The following members were present: _____

and the following members were absent: _____

MOTION: Member _____ moved to adopt Resolution No. _____, entitled "Resolution Calling for a Public Hearing on a Project by One Heartland, Inc. under Minnesota Statutes, Chapter 469."

SECOND: Member _____

RESULT: On a roll call vote the motion was carried.

Ayes:
Nays:
Not Voting:
Absent:



AGENDA REQUEST FORM

Date of Meeting: _____

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

Agenda Item: Final Payment on Contract #1402

Department: Pine County Public Works

Mark A. Lee
Department Head signature

Background information on Item:

Final Payment to Knife River Corporation for Contract #1402

CP 058-014-001
SAP 058-661-024

Located on Golf Course Road and Par Circle, Pine City Township
Located on CSAH 61; between S. Limits of Pine City and CSAH 7

Action Requested:

Approve Final Payment in the amount of \$65,166.55 to Knife River Corporation

Financial Impact:



PINE COUNTY HIGHWAY

405 Airport Road NE
Pine City, MN 55063

Project CP 058-014-001 - Par Circle/Golf Course Road
Project SAP 058-661-024 - CSAH 61 from Pine City S City Limits to CSAH 7
Contract Final Pay Request No. 4

Contractor: Knife River Corporation
4787 Shadow Wood Drive NE
Sauk Rapids, MN 56379

Contract No. 1402
Vendor No. 442
For Period: 1/8/2015 - 6/17/2016
Warrant # _____ Date _____

Contract Amounts

Original Contract	\$1,296,558.43
Contract Changes	\$45,761.30
Revised Contract	\$1,342,319.73

Funds Encumbered

Original	\$1,296,558.43
Additional	N/A
Total	\$1,296,558.43

	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
CP 058-014-001	\$0.00	\$419,509.43	\$0.00	\$398,533.96	\$20,975.47	\$419,509.43
			Percent Retained: 0%			
SAP 058-661-024	\$224.30	\$879,559.84	\$0.00	\$835,368.76	\$44,191.08	\$879,559.84
			Percent Retained: 0%			
Contract 1402	\$224.30	\$1,299,069.27	\$0.00	\$1,233,902.72	\$65,166.55	\$1,299,069.27
			Percent Retained: 0%			
Amount Paid This Contract Final Pay Request					\$65,166.55	

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By

Mark A. Leitz
County/City/Project Engineer

6/17/16
Date

Approved By Knife River Corporation

John F. Dwyer
Contractor

6/20/16
Date

PINE COUNTY HIGHWAY
 405 Airport Road NE
 Pine City, MN 55063
 Project No. CP 058-014-001, SAP 058-661-024
 Contract Final Pay Request No. 4

Contract Payment Summary

From Date	To Date	Work Certified Per Period	Amount Retained Per Period	Amount Paid Per Period	Amount Paid To Date
06/10/2014	07/26/2014	\$802,495.74	\$40,124.78	\$762,370.96	\$762,370.96
07/27/2014	09/13/2014	\$424,423.24	\$21,221.17	\$403,202.07	\$1,165,573.03
09/14/2014	01/07/2015	\$71,925.99	\$3,596.30	\$68,329.69	\$1,233,902.72
01/08/2015	06/17/2016	\$224.30	(\$64,942.25)	\$65,166.55	\$1,299,069.27
Totals:		\$1,299,069.27	\$0.00	\$1,299,069.27	

CP 058-014-001 Payment Summary

No.	From Date	To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	06/10/2014	07/26/2014	\$175,419.09	\$8,770.95	\$166,648.14
2	07/27/2014	09/13/2014	\$206,575.58	\$10,328.78	\$196,246.80
3	09/14/2014	01/07/2015	\$37,514.76	\$1,875.74	\$35,639.02
4	01/08/2015	06/17/2016	\$0.00	(\$20,975.47)	\$20,975.47
Totals:			\$419,509.43	\$0.00	\$419,509.43

SAP 058-661-024 Payment Summary

No.	From Date	To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	06/10/2014	07/26/2014	\$627,076.65	\$31,353.83	\$595,722.82
2	07/27/2014	09/13/2014	\$217,847.66	\$10,892.39	\$206,955.27
3	09/14/2014	01/07/2015	\$34,411.23	\$1,720.56	\$32,690.67
4	01/08/2015	06/17/2016	\$224.30	(\$43,966.78)	\$44,191.08
Totals:			\$879,559.84	\$0.00	\$879,559.84



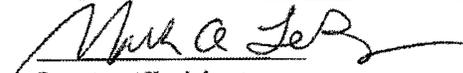
AGENDA REQUEST FORM

Date of Meeting: July 5, 2016

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

Agenda Item: Award Contract #1602

Department: Pine County Public Works


Department Head signature

Background information on Item:

Contract #1602

SAP 058-653-010 CSAH 53, 0.1 miles North of CSAH 7 over Pokegama Lake Outlet

Action Requested:

Award based on lowest tabulation by County Engineer

Financial Impact: