



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, October 4, 2016, 10:00 a.m.
Pine County History Museum, 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 September 20, 2016 County Board Meeting and Summary for publication
- F) Minutes of Boards, Committees and Correspondence
Pine County Land Surveyor Monthly Report – September 2016
- G) Approve Consent Items

CONSENT AGENDA

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

1. September, 2016 Disbursements

Disbursements Journal Report, September 1, 2016 – September 30, 2016.

2. Application for Abatement

Consider Application for Abatement for James and Toni McDonald, 73775 Scotch Pine Road, Willow River, PID 17.0364.000, pay 2014 and 2015.

3. Application for Repurchase

Consider Resolution 2016-60 for Repurchase of Tax Forfeited Land – 10 Year Contract, Gloria Carlson, PID 08.0302.000 and authorize Board Chair and County Auditor to sign.

4. Donations

Accept a \$1,200 donation from the Pine County Agricultural Society (\$600 to the K-9 Fund, \$600 to the Reserve Unit).

5. Contract for Media Consultation Services

Consider approval of a contract for media consultation services between Pine County Health & Human Services and Jamie Root-Larsen, Positive Community Norms (PCN). Contract period is September 1, 2016 – June 30, 2017, \$1,400 per month.

6. New Hire

- A. Authorize the hiring of Child Protection Investigator Alexis Benjamin, effective October 5, 2016, \$20.74 per hour, C42, Step 1.
- B. Authorize the hiring of Office Support Specialist Trysten Williamson, effective October 10, 2016, \$13.41 per hour, A13, Step 1.
- C. Authorize the hiring of Duane Swanson, effective September 19, 2016, as a temporary employee to assist with the processing of absentee ballots through the General Election, \$17.50 per hour, not to exceed \$2,700. Funds are available in the 2016 Elections budget.
- D. Authorize the hiring of Office Support Specialist Ashley Olson, effective October 5, 2016, \$16.00 per hour, A13.

7. Training

- A. Authorize Social Worker Kathy Borowick, Social Worker Marlys Mestemacher, Case Aide Betty Koslowski, and Social Worker Marjanae Zerehi to attend the St. Louis County Health & Human Services Conference in Duluth, October 13-14, 2016. Registration: \$200, Meals: \$96, Mileage: use of county vehicle. Total Cost: \$296. Funds are available in the 2016 HHS budget.
- B. Authorize Land Services Director Kelly Schroeder to attend a Septic Inspector 12-hour general continuing education course at the Cloquet Forestry Center, December 7-8, 2016. Cost: \$265, county car will be used. Funds are available in the 2016 Zoning budget.
- C. Authorize County Engineer Mark LeBrun to attend MN Toward Zero Deaths Conference in Duluth, November 16-17, 2016. Registration and hotel costs: \$293. Funds are available in the 2016 Highway budget.
- D. Consider County Commissioners who wish to attend and County Administrator David Minke to attend the AMC District 1 Fall Meeting, October 13, 2016 in Silver Bay. Registration: \$25 per attendee; Lodging: \$114.95 plus tax. Funds are available in the 2016 Commissioner and Administration budgets.

REGULAR AGENDA

1. Board of Water and Soil Resources Update

Board of Water and Soil Resources State Program Administrator Erin Loeffler will present about the Buffer law and the county's responsibilities relating to the law.

2. Reappointment to HRA Board of Directors

Consider reappointment of Carl Steffen to the Pine County Housing and Redevelopment Authority Board of Directors, term October 5, 2016 to October 4, 2021.

3. Set Special Meeting – Budget Committee

Set a Special Meeting – Budget Committee.

4. Commissioner Updates

Negotiations Committee
NE MN Regional Radio Board
Snake River Watershed
Rush Line Task Force (Forest Lake Meeting)
NLX
Mille Lacs Band of Ojibwe meeting
Central EMS
Lakes & Pines Annual Board meeting

5. Other

6. Upcoming Meetings (Subject to Change

- a. **Pine County Board Meeting, Tuesday, October 4, 2016, 10:00 a.m.**, Pine County History Museum, 6333 H C Andersen Alle, Askov, Minnesota.
- b. **Facilities Committee Meeting, Wednesday, October 5, 2016, 9:00 a.m.**, Commissioners' Conference Room, Courthouse, Pine City, Minnesota.
- c. **Central MN Council on Aging, Thursday, October 6, 2016, 10:00 a.m.**, 1301 West St. Germain Street, Suite 101, St. Cloud, Minnesota.
- d. **East Central Regional Juvenile Center Advisory Committee, Thursday, October 6, 2016, 12:00 p.m.**, ECRJC, 7565 Fourth Avenue, Lino Lakes, Minnesota.
- e. **Soil & Water Conservation District, Thursday, October 6, 2016, 3:00 p.m.**, NRCS Office, 260 Morris Avenue, Hinckley, Minnesota.
- f. **East Central Solid Waste Commission, Monday, October 10, 2016, 9:00 a.m.**, 1756 180th Street, Mora, Minnesota.
- g. **East Central Regional Library, Monday, October 10, 2016, 9:30 a.m.**, 244 Birch St. So., Cambridge, Minnesota.
- h. **Pine County Chemical Health Coalition, Monday, October 10, 2016, 3:00 p.m.**, Hinckley-Finlayson High School District Office Board Room, 201 Main St. E, Hinckley, Minnesota.
- i. **Personnel Committee, Tuesday, October 11, 2016, 9:00 a.m.**, Commissioners' Conference Room, Courthouse, Pine City, Minnesota.
- j. **AMC District 1 Meeting, October 13, 2016**, AmericInn, 150 Mensing Drive, Silver Bay, Minnesota.
- k. **Central MN Jobs and Trainings–Healthcare Community Summit, Friday, October 14, 2016, 9:00 a.m.**, Monticello Community Center, 505 Walnut St., Monticello, MN 55362
- l. **Kanabec-Pine Community Health Board, Monday, October 17, 2016, 9:00 a.m.**, via ITV, Board Room, Courthouse, Pine City, Minnesota.
- m. **Public Health Committee Meeting, Monday, October 17, 2016, upon conclusion of Kanabec-Pine Community Health Board**, Board Room, Courthouse, Pine City, Minnesota.
- n. **Technology Committee, Tuesday, October 18, 2016, 8:30 a.m.**, Commissioners' Conference Room, Pine County Courthouse, Pine City, Minnesota.
- o. **Pine County Board of Commissioners, Tuesday, October 18, 2016, 10:00 a.m.**, Board Room, Pine County Courthouse, Pine City, Minnesota.

7. Adjourn

**MINUTES
OF THE
PINE COUNTY BOARD MEETING
Regular Meeting
Tuesday, September 20, 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.

Chair Rossow recognized the retirement of Henry Fischer, local media reporter, who has covered the county board and governmental meetings.

Chair Rossow requested the following revisions to the Agenda:

1. Remove from Regular Agenda 4Ciii: Personnel Committee-Reclassification of HHS Fiscal Officer. This will be brought before the board after a Memorandum of Agreement is reached between the Union and County.
2. Additional Information – Budget/Property Tax Levy
3. Additional Information – Partial County Ditch Abandonment
4. Additional information – Upcoming Meetings

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

Commissioner Mohr moved to approve Minutes of September 6, 2016 County Board Meeting and Summary for publication. Second by Commissioner Hallan. Motion carried 5-0.

Commissioner Chaffee moved to approve Minutes of September 14, 2016 Special Meeting-Committee of the Whole (Budget). Second by Commissioner Ludwig. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

Pine County HRA Senior Housing Board of Directors Minutes – Regular Meeting – July 27, 2016

East Central Regional Library Minutes – August 8, 2016

Pine County Chemical Health Coalition Meeting Minutes – September 12, 2016

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

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

CONSENT AGENDA

1. Approve August, 2016 Cash Balance

Fund	August 31, 2015	August 31, 2016	Increase(Decrease)
General Fund	3,828,494	4,431,186	602,692
Health and Human Services Fund	544,062	907,467	363,406
Road and Bridge Fund	2,910,941	4,634,119	1,723,178
Land Management Fund	1,727,380	1,749,333	21,953
TOTAL (inc non-major funds)	10,399,531	13,533,825	3,134,294

2. Application for Exempt Permit

Approve Application for Exempt Permit for the Quad River Chapter of the MN Deer Hunters Association to conduct Minnesota lawful gambling on October 15, 2016 at Doc's Sports Bar and Grill, 34427 Majestic Pine Drive, Sturgeon Lake, MN (Windemere Twp).

3. Donation

- A. Accept \$1,000 donation from the First Light Health System to the K-9 program on behalf of the Race for the K-9 participants.
- B. Accept \$350 donation from the Hinckley Chamber of Commerce, and a \$300 donation, to the Pine County Sheriff's Reserve Fund for volunteering during the Corn and Clover and Sandstone Quarry Days.

4. Personnel (Full-Time Status/Completion of Probationary Period)

Approve full-time status for HHS Case Aide Lisa Stoffel, effective September 5, 2016.

5. Training

- A. Approve Social Worker Bonnie Rediske and Youth Alcohol Prevention Coordinator Lynette Forbes-Cardey to attend the Program Sharing Conference in St. Cloud from October 20-21, 2016. Total Registration: \$180, Travel: approx. \$600. Total cost: \$780. All costs will be reimbursed by the Minnesota Department of Human Services via the Planning and Implementation Grant.
- B. Approve Bev Olson, Colleen Nelson, Judith Tengwall, Sandy Larson and Piper Sauter to attend the MN Financial Worker and Case Aide Conference (MFWCAA) in Alexandria from October 12-14, 2016. Total Registration: \$1,190, Travel: county car, Lodging: \$1,102. Total cost: \$2,292.

REGULAR AGENDA

1. Facilities Committee

Commissioner Ludwig provided an overview of the September 7, 2016 Facilities Committee meeting. Ludwig stated it was the consensus of the County to continue to own the Pine Government Center building and work with the city towards a long-term lease. Commissioner Mohr commented that the county occupies two floors of the building and would like the city to stay as a tenant, stating the county is looking at investing in capital improvements to the building. Commissioner Ludwig also reviewed the terms of the amended lease with the City of Pine City for rental of space at the Pine Government Center to reduce the rental cost to \$50,000 for years 2018 and 2019. This results in a \$5,000 reduction for 2018 and \$10,000 reduction for 2019.

Motion by Commissioner Ludwig to continue to own the Pine Government Center building. Second by Commissioner Hallan. Motion carried 5-0.

Motion by Commissioner Ludwig to approve the Amendment to the Pine County Courthouse Building Lease. Second by Commissioner Mohr. Motion carried 5-0.

2. **Transportation Committee**

County Engineer Mark LeBrun provided an overview of the September 8, 2016 Transportation Committee meeting. LeBrun began the review of the 2017-2021 Highway Improvement Plan.

At 10:15 a.m. Chair Rossow recessed the Transportation Committee report and county board meeting to open the Ditch Authority public hearing.

3. **Public Hearing – Partial Ditch Abandonment of County Ditch #7**

County Auditor-Treasurer Cathy Clemmer stated a petition was received from Harley Investment Company requesting a partial abandonment of a portion of County Ditch #7. County Engineer/Ditch Inspector Mark LeBrun explained the process for a partial abandonment of a county ditch.

Chair Rossow opened the public hearing at 10:30 a.m. for public comment.

Property owners Bob Kluk, Mark Secrest, Kevin Hofstad, and Dan Blake provided comment as to the effect the partial abandonment would have on their respective properties. Pokegama Township Supervisor Henry Fischer inquired as to the reason for the requested partial abandonment. Kevin Pylka from Polymet Mining stated the request is to restore the property as a wetlands site for wetland credits.

There being no additional public comment, the public hearing was closed at 11:10 a.m. The board directed the ditch inspector to physically inspect the ditch and report back to the board with his results and recommendations. In order to provide adequate time for collection of the necessary information, it was the recommendation that today's public hearing be recessed and reconvene at the October 18, 2016 county board meeting at 10:00 a.m. or as soon thereafter as possible. This would also allow the record to remain open until that date for written comments from the public.

Motion by Commissioner Mohr to recess the Ditch Authority meeting and continue the public hearing to October 18, 2016 at 10:00 a.m. or as soon thereafter as possible at the Pine County Courthouse, Pine City. Second by Commissioner Hallan. Motion carried 5-0.

At 11:10 a.m. the Ditch Authority meeting was recessed and at 11:14 a.m. the regular county board meeting reconvened.

Transportation Committee report continued:

County Engineer Mark LeBrun continued with the review of the 2017-2021 Highway Improvement Plan. LeBrun stated the Road Transfer Policy which was reviewed at the Transportation Committee meeting would be brought before the county board before the end of the year for consideration.

Motion by Commissioner Ludwig to approve the 2017-2021 Highway Improvement Plan. Second by Commissioner Mohr. Motion carried 5-0.

4. **Personnel Committee**

Commissioner Chaffee provided an overview of the September 13, 2016 Personnel Committee and made the following recommendations:

a. Land Services

Acknowledge the resignation of temporary part-time Watercraft Inspector Easton Foss, effective August 22, 2016.

b. Probation and Health & Human Services

Approve addition to Pine County Policy 12.11 Travel and Expense Voucher Company-Owned Vehicle Usage as proposed by HHS Director Becky Foss and Probation Director Terry Fawcett.

Probation Director Terry Fawcett explained the request to remove signage on certain county vehicles as a public safety concern for county employees and to address the privacy concerns for clients.

c. Health & Human Services

- i. Acknowledge the resignation of full-time Social Worker Chandra Clark effective August 26, 2016 and approve backfill.
- ii. Acknowledge the resignation of full-time Case Aide Susan Breska effective September 9, 2016.

d. PCSO

- i. Acknowledge the termination of part-time Deputy Sheriff Brad Peters during his probationary period, effective August 25, 2016, and approve backfill of the position.
- ii. Acknowledge the resignation of full-time Deputy Sheriff Zachary Motyl, effective September 17, 2016, and approve backfill of the position.

e. Administration

Approve addition of Policy 29 – Policy for Donation of Surplus Equipment to a Nonprofit Organization to the Pine County Policies and Procedures Handbook.

Administrator Minke stated as of August 1, 2016 the law changed to allow for donation of county surplus equipment to nonprofit organizations.

Motion by Commissioner Chaffee to approve the recommendations of the Personnel Committee. Second by Commissioner Ludwig. Motion carried 5-0.

5. Association of Minnesota Counties (AMC)

Association of Minnesota Counties Executive Director Julie Ring reviewed the services available to the county by AMC, and provided information on the new committees available for commissioner involvement.

6. Flood Property Tax Relief Reimbursement

Land Services Director Kelly Schroeder stated Minnesota statute provides for property tax abatements to affected property owners of nature disasters when criteria is met. Due to the flood event of July 11, 2016 and days following, Schroeder is requesting approval of Resolution 2016-55 to allow property tax abatements and credits granted to flood affected property owners.

Motion by Commissioner Chaffee to approve Resolution 2016-55 requesting reimbursement of property tax relief provided under Sections 273.1231-273.1235. Second by Commissioner Hallan. Motion carried 5-0.

7. Access Acquisition – Munch Township

Auditor-Treasurer Cathy Clemmer stated approximately 1,120 acres of Pine County Memorial Forest lands exist with no public access. The Land Advisory Committee has recommended obtaining a permanent non-exclusive easement for roadway purposes for access and to establish a public parking area.

Motion by Commissioner Chaffee to move forward with the process to establish a permanent non-exclusive easement for roadway purposes and establishing a public parking area for Memorial Forest lands in Munch Township. Second by Commissioner Ludwig. Motion carried 5-0.

8. **Legislative Request to Sell Tax-Forfeit Lands With Public Waters**

Auditor-Treasurer Cathy Clemmer provided information on tax forfeited parcels with public waters (150 feet or more) for sale, requests to classify the lands as non-conservation, obtain approval from the DNR and townships for the sale, and request legislation to sell said properties.

Motion by Commissioner Chaffee to approve Resolution 2016-58, Sale of Tax Forfeited Lands with Public Waters: Classification as Non-Conservation, Request Township and DNR Review, and Request Legislation for the Sale Thereof and authorize Board Chair and County Administrator to sign. Second by Commissioner Hallan. Motion carried 5-0.

9. **Withdrawal of 2016 Land Auction Parcel #30**

Auditor-Treasurer Cathy Clemmer requested the removal of tract #30 from the 2016 land auction sale was necessary and requested the Minnesota Pollution Control Agency review the property prior to offering the parcel for sale at public auction.

Motion by Commissioner Ludwig to approve Resolution 2016-59 for the withdrawal of 2016 Land Auction Parcel #30 (PID 46.0035.000) and request review by MPCA and authorize Board Chair and County Administrator to sign.

10. **Pine County Tax Forfeited Lands Gravel Lease Policy**

Auditor-Treasurer Cathy Clemmer stated occasionally the highway department or other municipalities request gravel from pits located on tax forfeited lands. Clemmer requested a gravel policy be adopted to clarify the process.

Motion by Commissioner Hallan to approve the Pine County Tax Forfeited Land Gravel Lease and authorize Board Chair and Administrator to sign. Second by Commissioner Mohr. Motion carried 5-0.

11. **2015 Financial Statement**

County Auditor-Treasurer Cathy Clemmer stated the 2015 audit was complete and requested authority for publication of the financial statement.

Motion by Commissioner Mohr to accept and authorize publication of the 2015 Pine County Financial Statement. Seconded by Commissioner Chaffee. Motion carried 5-0.

12. **Finalize Preliminary Budget and Property Tax Levy**

Discussion was held on the 2017 budget and property tax levy.

Motion by Commissioner Hallan to set the 2017 preliminary levy at \$16,979,081. Second by Commissioner Mohr. Motion carried 5-0.

13. **Commissioner Updates**

Central Minnesota Jobs and Trainings: Commissioner Hallan stated CMJTS received a \$630,000 grant from Walmart for retail training in Central Minnesota.

East Central Solid Waste Commission: Commissioner Hallan stated staffing concerns were discussed.

East Central Regional Library: Commissioner Mohr attended the meeting. Commissioner Mohr stated the budget, and installation of security cameras, was discussed.

Pine County Chemical Health Coalition: Commissioner Ludwig stated the meeting was well attended; grant money is available for Hinckley and East Central Schools; and the mission statement was changed.

Extension Committee: Commissioner Mohr stated Commissioner Chaffee and he attended the joint Extension Committee with Carlton at the Cloquet Forestry Center.

AMC Policy Committee: Commissioner Hallan stated interesting meeting. Discussion held with regard to many topics including Indian Affairs and mental health and the county's responsibilities. Administrator Minke stated many other important topics were discussed.

Soil & Water Conservation District: Commissioner Ludwig stated forestry is busy, update on buffers and mapping were discussed. October 4th BWSR will be presenting to the county board regarding the county's responsibility for the mapping of buffers.

Kanabec-Pine Community Health Board: Commissioner Hallan stated division of assets was discussed.

Pine County Public Health Planning Committee: Commissioner Hallan stated the committee is moving forward on staffing.

Lakes & Pines: Commissioner Rossow stated Lakes & Pines submitted a \$150,000 grant for MN Department of Housing for supporting adults with mental health issues, a \$15,500 grant was approved to assist in filing of income taxes, and an energy assistance grant contract was approved.

14. **Other**

None.

15. Upcoming meetings were reviewed.

16. **Adjourn**

With no further business, Chair Rossow adjourned the meeting at 12:17 p.m. The next regular meeting of the county board is scheduled for October 4, 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, September 20, 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 Hallan. Motion carried 5-0.

Commissioner Mohr moved to approve Minutes of September 6, 2016 County Board Meeting and Summary for publication. Second by Commissioner Hallan. Motion carried 5-0.

Commissioner Chaffee moved to approve Minutes of September 14, 2016 Special Meeting-Committee of the Whole (Budget). Second by Commissioner Ludwig. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

Pine County HRA Senior Housing Board of Directors Minutes – Regular Meeting – July 27, 2016

East Central Regional Library Minutes – August 8, 2016

Pine County Chemical Health Coalition Meeting Minutes – September 12, 2016

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

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

Approve August, 2016 Cash Balance

Fund	August 31, 2015	August 31, 2016	Increase(Decrease)
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Approve Application for Exempt Permit for the Quad River Chapter of the MN Deer Hunters Association to conduct Minnesota lawful gambling on October 15, 2016 at Doc's Sports Bar and Grill, 34427 Majestic Pine Drive, Sturgeon Lake, MN.

Accept \$1,000 donation from the First Light Health System to the K-9 program on behalf of the Race for the K-9 participants.

Accept \$350 donation from the Hinckley Chamber of Commerce, and a \$300 donation, to the Pine County Sheriff's Reserve Fund for volunteering.

Approve full-time status for HHS Case Aide Lisa Stoffel, effective September 5, 2016.

Approve Social Worker Bonnie Rediske and Youth Alcohol Prevention Coordinator Lynette Forbes-Cardey to attend the Program Sharing Conference. Total cost: \$780.

Approve Bev Olson, Colleen Nelson, Judith Tengwall, Sandy Larson and Piper Sauter to attend the MN Financial Worker and Case Aide Conference (MFWCAA). Total cost: \$2,292.

Motion by Commissioner Ludwig to continue to own the Pine Government Center building. Second by Commissioner Hallan. Motion carried 5-0.

Motion by Commissioner Ludwig to approve the Amendment to the Pine County Courthouse Building Lease. Second by Commissioner Mohr. Motion carried 5-0.

At 10:15 a.m. Chair Rossow recessed the county board meeting to open the Ditch Authority public hearing.

Public Hearing – Partial Ditch Abandonment of County Ditch #7

County Auditor-Treasurer Cathy Clemmer stated a petition was received from Harley Investment Company requesting a partial abandonment of a portion of County Ditch #7. County Engineer/Ditch Inspector Mark LeBrun explained the process for a partial abandonment of a county ditch.

Chair Rossow opened the public hearing at 10:30 a.m. for public comment.

Property owners Bob Kluk, Mark Secrest, Kevin Hofstad, and Dan Blake provided comment as to the effect the partial abandonment would have on their respective properties. Pokegama Township Supervisor Henry Fischer inquired as to the reason for the requested partial abandonment. Kevin Pylka from Polymet Mining stated the request is to restore the property as a wetlands site for wetland credits. There being no additional public comment, the public hearing was closed at 11:10 a.m.

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Motion by Commissioner Ludwig to approve the 2017-2021 Highway Improvement Plan. Second by Commissioner Mohr. Motion carried 5-0.

Commissioner Chaffee provided an overview of the September 13, 2016 Personnel Committee and made the following recommendations:

- a. Land Services
Acknowledge the resignation of temporary part-time Watercraft Inspector Easton Foss, effective August 22, 2016.
- b. Probation and Health & Human Services
Approve addition to Pine County Policy 12.11 Travel and Expense Voucher Company-Owned Vehicle Usage as proposed by HHS Director Becky Foss and Probation Director Terry Fawcett.
- c. Health & Human Services
 - i. Acknowledge the resignation of full-time Social Worker Chandra Clark effective August 26, 2016 and approve backfill.
 - ii. Acknowledge the resignation of full-time Case Aide Susan Breska effective September 9, 2016.
- d. PCSO
 - i. Acknowledge the termination of part-time Deputy Sheriff Brad Peters during his probationary period, effective August 25, 2016, and approve backfill of the position.
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- e. Administration
Approve addition of Policy 29 – Policy for Donation of Surplus Equipment to a Nonprofit Organization to the Pine County Policies and Procedures Handbook.

Motion by Commissioner Chaffee to approve the recommendations of the Personnel Committee. Second by Commissioner Ludwig. Motion carried 5-0.

Motion by Commissioner Chaffee to approve Resolution 2016-55 requesting reimbursement of property tax relief provided under Sections 273.1231-273.1235. Second by Commissioner Hallan. Motion carried 5-0.

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Motion by Commissioner Hallan to approve the Pine County Tax Forfeited Land Gravel Lease and authorize Board Chair and Administrator to sign. Second by Commissioner Mohr. Motion carried 5-0.

Motion by Commissioner Mohr to accept and authorize publication of the 2015 Pine County Financial Statement. Seconded by Commissioner Chaffee. Motion carried 5-0.

Motion by Commissioner Hallan to set the 2017 preliminary levy at \$16,979,081. Second by Commissioner Mohr. Motion carried 5-0.

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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.



PINE COUNTY PUBLIC WORKS

HIGHWAY DEPARTMENT

405 Airport Road NE
Pine City, MN 55063

Telephone 320-216-4200

Fax: 320-629-6736

1-800-450-7463 Ext. 4200

Mark A. LeBrun, P.E.
County Engineer

Pine County Land Surveyor Monthly Report

September 2016

CR 148 T43N R18W Section 3, calculate search areas, search for PLSS corners, update files.

County Ditch Number 7 partial abandonment, T39N R22W, establish HARN control, map profiles, create drawings, 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



AGENDA REQUEST FORM

Date of Meeting: Oct 4, 2016

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

Agenda Item: September, 2016 Disbursements

Department: Auditor-Treasurer

Cathy Adams
Department Head signature

Background information on Item:

September, 2016 Disbursements

Action Requested:

Financial Impact:



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

DISBURSEMENTS JOURNAL REPORT G/L Months: 09/2016 - 09/2016

CATHYJ 9/28/16 10:49AM

RECAP BY FUND	FUND	AMOUNT	NAME
	1	617,243.81	GENERAL REVENUE FUND
	12	311,873.69	HEALTH & HUMAN SERVICES
	13	2,817,153.20	ROAD & BRIDGE FUND
	22	3,652.33	LAND MANAGEMENT FUND
	38	23,980.00	BUILDING FUND
	76	324,023.07	GROUP HEALTH INS FUND 5/1/95 (GEN)
	80	9,860.00	COUNTY COLLECTIONS AGENCY FUND
	82	444.07	TAXES AND PENALTIES AGENCY FUND
	84	3,300.00	EAST CENTRAL DRUG TASK FORCE AGENCY F
	89	22,134.83	H & HS COLLECTIONS AGENCY FUND
		4,133,665.00	Total Disbursements
RECAP BY TYPE	TYPE	AMOUNT	NAME
	1	3,837,040.51	AUD
	2	296,624.49	COM
	3	0.00	MVC
		4,133,665.00	Total Disbursements



AGENDA REQUEST FORM

Date of Meeting: Oct 4, 2016

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

Agenda Item: Application for Abatement

Department: Auditor-Treasurer

Cathy Cleaver
Department Head signature

Background information on Item:

James & Toni McDonald, 73775 Scotch Pine Rd, Willow River, PID 17.0364.000, pay 2014 & 2015

Action Requested:

Financial Impact:

APPLICATION FOR ABATEMENT - HOMESTEAD FORM

(M.S. 375.192)

DATE: 8/31/16
 Abatement # AB 14-45

For Taxes Levied In: 2013
 And Payable In: 2014

Please Print Or Type

Applicants Name: <u>James + Toni McDonald</u>	Applicants Mailing Address: <u>701 Hanover Ct Eagan, MN 55123</u>
Applicant's SSN: <u>on file</u>	
Telephone (Home): <u>651-454-8634</u>	
Telephone (Work): <u>651-470-9174 (cell)</u>	

Description Of Property: _____ Property ID or Parcel Number: 17.0364000
 Street Address: 23775 Scotch Pine Rd - Willow River
 Township/City: Kettle River Twp
 School District: 577

SEP 15 2016

Legal Description: NE/4 SE/4 + S/2 SE/4
SEC 30 - TWP 44 - Rng 20

OWNERSHIP DATA

I/We declare that I/We owned and occupied the property described above for the purpose of homestead on January 2, _____ (or Dec 1, _____ mid-year homesteads) and that such occupancy began on Sept 29, 2006 and that my/our ownership is evidenced by a warranty deed dated Sept 29, 2006 which provides for a sole/shared ownership interest by a total of 2 persons.

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

~~Homesteaders~~
 Owner's Name: Deloris Derungs Social Security Number: on file
 Owner's Name: _____ Social Security Number: _____
 Owner's Name: _____ Social Security Number: _____
 Owner's Name: _____ Social Security Number: _____

Applicants Request:

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

Applicant's Signature: Toni McDonald
for J & M

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

REPORT OF INVESTIGATION:

I hereby report that I have investigated the statements made in the foregoing application and find the facts to be as follows:
property has been relative homesteaded, however residential. Occupant is owners mother - should have been agricultural homestead (relative)
 The applicant(s) has/have provided the following documentation as proof of occupancy:

2015 Homestead Application

[Signature] 8/31/16
 Signature of Investigator Date

APPLICATION FOR ABATEMENT - HOMESTEAD FORM

(M.S. 375.192)

DATE: 8/31/16
Abatement # AB 15-36

For Taxes Levied In: 2014
And Payable In: 2015

Please Print Or Type

Applicants Name: <u>James & Toni McDonald</u>	Applicants Mailing Address: <u>701 Hanover Ct</u>
Applicant's SSN: <u>00-00-00</u>	<u>Eagan, MN 55123</u>
Telephone (Home): <u>651-454-8634</u>	
Telephone (Work): <u>651-470-9174 (cell)</u>	

Description Of Property: _____ Property ID or Parcel Number: 17.0364000
 Street Address: 73775 Scotch Pine Rd - Willow River
 Township/City: Katie River Twp
 School District: 577

Legal Description: NE 1/4 SE 1/4 + S 1/2 SE 1/4
SEC 30 - Twp 44 - Rng 20

SEP 15 2016

OWNERSHIP DATA

I/We declare that I/We owned and occupied the property described above for the purpose of homestead on January 2, _____ (or Dec 1, _____ mid-year homesteads) and that such occupancy began on Sept 29 2006 and that my/our ownership is evidenced by a warranty deed dated Sept 29 2006 which provides for a sole/shared ownership interest by a total of 2 persons.

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

Homesteaders
 Owner's Name: Deloris DeArms Social Security Number: 00-00-00
 Owner's Name: _____ Social Security Number: _____
 Owner's Name: _____ Social Security Number: _____
 Owner's Name: _____ Social Security Number: _____

Applicants Request:

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

Applicant's Signature: Toni McDonald

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

REPORT OF INVESTIGATION:

I hereby report that I have investigated the statements made in the foregoing application and find the facts to be as follows:
property has been relative homesteaded, however residential. Occupant is owners mother - should have been agricultural homestead (relative)
 The applicant(s) has/have provided the following documentation as proof of occupancy:

2015 Homestead Application _____ 8/31/16
 Signature of Investigator _____ Date



AGENDA REQUEST FORM

Date of Meeting: 10-4-16

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

Agenda Item: Application for Repurchase

Department: Auditor-Treasurer

Cathy Clamer
Department Head signature

Background information on Item:

Resolution for repurchase of tax forfeited land on a 10 year contract for
Gloria Carlson, parcel #08.0302.000

Action Requested:

Approve Resolution

Financial Impact:

None

RESOLUTION 2016-60

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

The Southwest Quarter of the Southeast Quarter of Section One (1), Township Thirty-nine (39), Range Twenty-one (21), less the Southeast Quarter of the Southwest Quarter of the Southeast Quarter (SE1/4 of SW1/4 of SE1/4)

08.0302.000

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

and

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

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

Dated at Askov, Minnesota, this 4th day in October, 2016.

Attest:

Chairman, Board of County Commissioners
Pine County, Minnesota

County Auditor



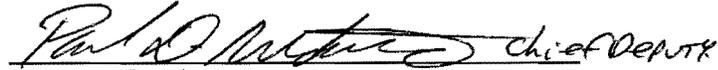
AGENDA REQUEST FORM

Date of Meeting: October 4, 2016

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

Agenda Item: Donation

Department: Sheriff


Department Head signature

Background information on Item:

The Pine County Agricultural society made a donation of \$1,200.00 to the Sheriff's Office. They requested \$600.00 to the K-9 fund, \$600.00 to the Reserve Unit.

Action Requested:

Acknowledge donation and authorize funds as requested.

Financial Impact:



AGENDA REQUEST FORM

Date of Meeting: 10/4/2016

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

Agenda Item: Contract for Media Consultation Services

Department: HHS

Rebecca Foss
Department Head signature

Background information on Item:

Pine County Health and Human Services is a recipient of a Planning and Implementation (P & I) Grant, which was awarded by the MN Department of Human Services-Alcohol and Drug Abuse Division. As part of the duties in the grant, HHS is required to contract with a media specialist. Jamie Root-Larsen does this type of work and has done this worker previously for another P & I Grantee. Ms. Root-Larsen attended the August Pine County Chemical Health Coalition and explained her services. After her presentation, there was agreement between the two school districts and HHS to attempt to contract with Ms. Root-Larsen for these services. Contact was made with Ms. Root-Larsen and she is willing and able to contract with HHS for these services. The length of the contract is from September 1, 2016 - June 30, 2017. Ms. Root-Larsen will be reimbursed \$1,400/month for the duration of the contract. The amount will be reimbursed to HHS as part of the grant award. The County Attorney's Office has reviewed and modified the contract.

Action Requested:

Authorize the County Board Chair, County Administrator, and HHS Director to sign the contract for media consultation services with Jamie Root-Larsen.

Financial Impact:

The contract is for a period of ten months (9/1/2016 - 6/30/²⁰¹⁷~~2016~~). Ms. Root-Larsen will be provided \$1,400 per month for ten months to provide media specialist services to the Pine County Chemical Health Coalition. No county tax levy dollars are used for this service- this is funded by the grant that was awarded to HHS by the MN Department of Human Services.

**CONTRACT FOR MEDIA CONSULTATION SERVICES
BETWEEN**

**PINE COUNTY HEALTH & HUMAN SERVICES
315 MAIN ST S., STE 200, PINE CITY MN 55063**

AND

**JAMIE ROOT-LARSEN
POSITIVE COMMUNITY NORMS (PCN) MEDIA SPECIALIST
8835 ANOKA ROAD
ONAMIA MN 56359**

The Planning and Implementation Grant received by Pine County Health & Human Services requires media consultation services to complete its Positive Community Norms (PCN) media campaign. This contract between Pine County Health & Human Services and Jamie Root-Larsen (“Contractor”) provides the necessary media consultation services for the grant.

This contract does not constitute any relationship of employment. The following outlines the understanding between Pine County Health & Human Services and Jamie Root-Larsen, PCN Media Specialist.

INDEPENDENT CONTRACTOR STATUS

Contractor is to be and shall remain an independent contractor with respect to any and all work performed under this Contract. It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship or agents, partners, joint ventures or associates between the parties, or as constituting Contractor as the employee of Pine County Health & Human Services for any purpose or in any manner whatsoever. Given Contractor’s independent contractor status, Pine County Health & Human Services shall not be responsible for any Social Security, Unemployment, State or Federal tax withholding, or any such costs. Contractor agrees she is responsible for all such costs listed above.

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

Contractor agrees to defend, indemnify, and hold Pine County Health & Human Services, its employees and officials harmless from any claims, demands, actions or causes of action, including reasonable attorney’s fees and expenses arising out of act or omission on the part of Contractor, or its subcontractors, partners or independent contractors or any of their agents or employees in the performance of or with relation to any of the work or services to be performed or furnished by Contractor or the subcontractors, partner, or independent contractors or any of their agents or employees under the agreement.

INSURANCE

Contractor agrees, that in order to protect itself and Pine County Health & Human Services under the indemnity provisions set forth above, it will at all times during the term of this Contract keep in force policies of insurance. Contractor shall provide Pine County Health and Human Services with proof of appropriate insurance upon implementation of this contract.

DUTIES AND RESPONSIBILITIES

Contractor will be responsible for assisting with all PCN message development and pilot testing. The attached PCN Marketing Contractor Work Plan details Contractor's requirements and deliverables.

STANDARDS AND PRACTICES

The contract services will meet all state standards and practices as required by the Department of Human Services- Alcohol and Drug Abuse Division.

OWNERSHIP

All communication documents and publications are the property of Pine County Health & Human Services. Pine County Health & Human Services shall provide access to necessary documents needed for media and communications work.

GRANT COORDINATOR

Pine County Health and Human Services will designate a Grant Coordinator for the Planning and Implementation Grant. The Grant Coordinator will review and make all final decisions regarding media and communications.

DATA PRACTICES

The PCN Marketing Contractor will adhere to all applicable data practices and privacy standards, including those in HIPAA and Minnesota Statutes Chapter 13.

PAYMENT AND TERMS

Pine County Health & Human Services shall pay Contractor \$1,400.00 per month for 10 months beginning September 1, 2016 and ending June 30, 2017. The total contract amount is \$14,000.00. Payment shall be made by Pine County Health & Human Services within 30 days after the Contractor's presentation of invoices for services performed and acceptance of such services by the Grant Coordinator.

CONTRACT TERM

This contract is for the time period of September 1, 2016 through June 30, 2017.

ALTERATIONS

Any alteration of the provisions of this contract shall be valid when placed in writing, duly signed by the parties and attached to the original of this agreement.

CANCELLATION

This agreement may be cancelled by either party for any reason with a written notice 60 days prior to the date of cancellation. In the event of a cancellation, Pine County Health and Human Services shall pay Contractor through the end of the month of the date of cancellation; Contractor will not receive payment for months after the date of cancellation.

ASSIGNMENT

This contract shall not be assigned without the written consent of all parties.

DEFAULT AND REMEDY

Failure of Contractor (including the failure of any employee or agent of the Contractor) to abide by any of the terms, conditions, or requirements expressed in this contract, shall constitute a default if not properly corrected by Contractor upon receipt of a notice of deficiency and a request for compliance the Grant Coordinator. In the event of a default by Contractor and notwithstanding the cancellation provision above, Pine County Health & Human Services may immediately cancel this contract by sending a written notice of cancellation to Contractor at the address stated above, and may recover from Contractor any damages sustained which may directly or consequently arise out of the breach of this contract by Contractor.

Curtis H. Rossow, Chair
Pine County Board of Commissioners

David J. Minke, Pine County Administrator

Date

Date

Rebecca Foss, Director
Pine County Health & Human Services

Jamie Root-Larsen
PCN Marketing Contractor

Date

Date

APPROVED AS TO FORM AND EXECUTION:

Reese Frederickson, Pine County Attorney

Date
P&I Grant Media Contract
9/22/2016

PCN Marketing Contractor Work Plan

Work with coordinator in the development and implementation of the Seven-Step Positive Community Norms Process. The Seven Step process is outlined below, the Media Consultant will assist the coordinator in the following ways:

Step One: Planning and Environmental Advocacy

- Package community information, stories and Seven Core Principles into materials that are useful to you in your conversations and meaningful to your stakeholders.
- Plan steps needed to reach out to stakeholders and communicate with them.
- Help with branding creation such as logos, campaign name, etc.

Step Two: Baseline Data

- Study the data
- Set campaign objectives

Step Three: Message Development

- Interpret your principles and ideas
- Create meaningful messages that speak to your focus audiences, align with your goals and stay true to the PCN framework
- Research available media sources and their reach to your focus audiences.
- Partner message with appropriate media sources.

Step Four: Communication Plan

- Conduct communication research
- Plan advertising approaches
- Evaluate media buys/match them to your budget
- Plan publicity (press releases)
- Plan activities for various focus audiences
- Create a written communication plan

Step Five: Pilot Testing and Refining

- Create a plan for implementing and evaluating your pilot tests.
- Refine the media pieces to reflect community input.

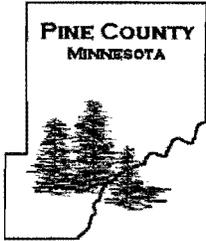
Step Six: Implementation

- Implement your communications plan
- Analyze public response
- Collect data for the next round of messages

Step Seven: Evaluation

Work with coordinator in conducting:

- Formative evaluation
- Process evaluation
- Outcome evaluation
- Impact evaluation
- Reflection and action



AGENDA REQUEST FORM

Date of Meeting: 10/04/2016

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

Agenda Item: Approve hiring of child protection investigator

Department: HHS

Rebecca Foss
Department Head signature

Background information on Item:

The Pine County Board of Commissioners previously authorized the department to hire a child protection investigator. This position was left vacant by the resignation of Chandra Clark. Interviews were held and the position was offered to and accepted by Alexis Benjamin. Her employment would start on October 5. She would begin at Step 1 on the C42 scale (\$20.74/hour).

In 2016, there have been 1,131 child protection reports made to Pine County Child Protection. Between September 1 and September 22, twenty-six traditional child protection investigations have been initiated. At least six of these 26 have been assigned a traditional response due to sexual abuse allegations. The child protection investigator position continues to be a necessity for the department.

Action Requested:

Approve the hire of Child Protection Investigator Alexis Benjamin, effective October 5th, 2016, at Step 1 on the C42 scale (\$20.74/hour).

Financial Impact:

This position is in the budget for 2016 and 2017.



AGENDA REQUEST FORM

Date of Meeting: 10/04/2016

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

Agenda Item: Approve hiring of Office Support Specialist

Department: HHS

Rebecca Foss
Department Head signature

Background information on Item:

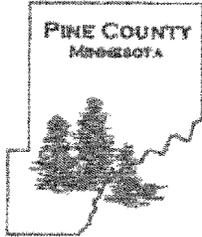
The Pine County Board of Commissioners authorized the department to hire an Office Support Specialist, a position that was left vacant by a resignation. Interviews were held and the position was offered to and accepted by Trysten Williamson. Trysten is able to begin employment with HHS on October 10, 2016. Trysten will begin at Step 1 on the A13 scale (\$13.41/hour). Trysten will be covering front desk duties at the Sandstone building.

Action Requested:

Authorize the hiring of Trysten Williamson, Office Support Specialist, effective October 10, 2016, at Step 1 on the A13 scale (\$13.41/hour).

Financial Impact:

This position is in the 2016 and 2017 budget.



AGENDA REQUEST FORM

Date of Meeting: Oct 4, 2016

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

Agenda Item: Temporary Employee - Elections

Department: Auditor-Treasurer

Cathy Clemons
Department Head signature

Background information on Item:

Request approval of hiring Duane Swanson starting 9-19-16 as a temporary employee to assist with the processing of absentee ballots through the General Election. Wage: \$17.50/hr not to exceed \$2,700.00. Funds available in the 2016 Elections budget.

Action Requested:

Approval

Financial Impact:



AGENDA REQUEST FORM

Date of Meeting: **October 4, 2016**

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

Agenda Item: Approve Hiring of Office Support Specialist – Administration/Zoning

Department: Administration

Conrad Muehl - HR Manager
Department Head Signature

Background information on Item:

The Pine County Board of Commissioners authorized the hiring of an Office Support Specialist to assist with the additional administrative support needs in the Administrator and Land Services departments.

Action Requested:

Authorize the hiring of Ashley Olson, Office Support Specialist, effective October 5, 2016, \$16.00 per hour, A13.

Financial Impact:

2016 Financial Impact with benefits \$12,700.



AGENDA REQUEST FORM

Date of Meeting: 10/4/2016

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

Agenda Item: Authorize attendance at training

Department: HHS

Rebecca Foss
Department Head signature

Background information on Item:

Kathy Borowick (adult protection social worker), Marlys Mestemacher (adult foster care licensor, SNBC social worker, and MNChoices Assessor), Betty Kosloski (case aide) and Marjanae Zerehi (CADI social worker) have requested to attend the St. Louis County Health and Human Services Conference in Duluth from October 13-14, 2016. Information on the conference has been attached for your review.

Action Requested:

Authorize Kathy Borowick, Marlys Mestemacher, Betty Kosloski, and Marjanae Zerehi to attend the St. Louis County HHS Conference in Duluth from October 13-14, 2016.

Financial Impact:

Registration: \$50/participant-- \$200 total
Meals: \$24/participant-- \$96 total
Mileage: county car has been reserved
Total cost of registration and meals: \$296

There are funds in the 2016 HHS budget to cover the expenses.

Ω

*The Losses &
Laughter
We Grow Into*

**34TH ANNUAL ST. LOUIS COUNTY
HEALTH & HUMAN SERVICE
CONFERENCE**

Thursday-Friday • October 13-14, 2016
at the DECC • Duluth, Minnesota

Conference Brochure: click to read about the Workshops & Institutes Available

Ω

Registration 2016 H&HS Conference

Conference registration is now open featuring multiple attendee registration and more payment options!

Our registration system is new this year.

1. You will need to sign up for an account with our Citizen portal.
2. Once you have confirmed your email, then choose "**Start a new application/registration**".
3. Click here for **help** on this process if you find you need it.

Registration fees are:

- \$50
- \$40 for students or those age 62+
- \$25 for St. Louis County foster care parent
- No registration refunds after Friday, September 16, 2016

The fee covers attendance for one or both days of the conference and admittance to the exhibit hall. Participants can attend the institutes and workshops of their choice throughout the conference. Minnesota Board of Social Work continuing education units (C.E.U.s) will be available; some C.E.U.s may also fulfill Minnesota Board of Nursing requirements.

Online registration ends Friday, October 7, 2016 at 4:30 p.m. Walk in registration begins at 7:45 a.m. on Thursday October 13th and continues throughout the conference.

*Pre-registration guarantees a conference bag, pen and name badge.

Make your check payable:

SLC Human Service Conference Fund

Note: due to the high number of expected participants, please allow extra time for parking and registration. Parking is \$5.00 per day.

Ω

Conference Exhibitors

Pioneer Exhibit Hall has been filled. 152 Exhibits will be displayed at this year's conference; October 13-14, 2016. Exhibits will again be located in South Pioneer Hall at the Duluth Entertainment Convention Center (DECC).

Reminders for Exhibitors: The \$250 exhibit fee includes your organization's name in the Conference folder, two free parking permits, a skirted and curtained exhibit area with an eight-foot table, two chairs, and electricity if necessary. Wireless Internet access is provided in the exhibit area. Exhibits should be staffed throughout the Conference, especially during peak times such as lunch on both days, the start of each day and through October 14, 1:30pm.

Our Exhibitors are intended for those who provide services or education that connects to and enhances the day to day work of health and human service providers, practitioners and their clients.

Mail your \$250 check - **payable to SLC Human Service Conference Fund** - to:

Cori Helget
Government Services Center, Suite 401 West
320 West 2nd Street
Duluth, MN 55802-1495.

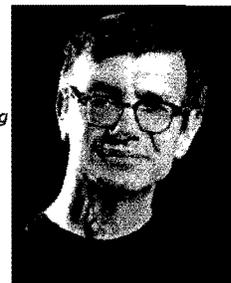
An informational letter, with complete exhibitor details will be mailed to all registered HHS Conference Exhibitors by Friday, September 16, 2016.

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2016 Conference Keynote

Announcing our 2016 keynote: **Kevin Kling**

Kevin Kling is a well-known playwright and storyteller, and his commentaries can be heard on *NPR's All Things Considered*. His plays and adaptations have been performed around the world. He lives in Minneapolis. He will be presenting *The Losses and Laughter We Grow Into*. His autobiographical tales are as enchanting as they are true to life: hopping freight trains, getting hit by lightning, performing his banned play in Czechoslovakia, growing up in Minnesota, and eating things before knowing what they are.



Opening Keynote music to be provided by Gaelynn Lea Music .



Gaelynn Lea is a musician from Duluth, who recently received national recognition, winning the NPR Tiny Desk Contest. She has been playing violin for over twenty years. First classically trained, she began learning traditional Celtic and American fiddle tunes at the age of 18. Eventually she also began singing and dabbling in songwriting. Gaelynn has played alongside many notable Minnesota musicians over the years, including Alan Sparhawk, Charlie Parr, and Billy McLaughlin.

We welcome your participation in our 2016 conference.

Key dates to know:

- Call for Co-sponsors: January 4 - March 1
- Call for Presenter and Exhibitors: March
- Deadline for Presenters – May 31
- Registration opens – July

For more information contact:

Mary Bridget ; [218] 726-2140, Government Services Center, 320 W 2nd Street 6E, Duluth, MN 55802-1495

()

Helping to make this conference possible are the following **co-sponsors:**

- * Accend Services
- * Access North Center for Independent Living
- * Accurate Home Care
- * ActivStyle
- * BlueCross BlueShield of Minnesota and Blue Plus
- * Carefree Assisted Living and Memory Care
- * Carlton County Public Health and Human Services
- * Carlton-Cook-Lake-St. Louis Community Health Board
- * Center for Alcohol & Drug Treatment
- * Disability Benefits 101 / Housing Benefits 101
- * Disability Specialists
- * DRCC
- * Essentia Health
- * Essentia Health Medical Equipment & Supplies
- * Fond du Lac Human Services Division
- * Home Instead Senior Care
- * Human Development Center
- * Key Medical Supply, Inc.
- * Leo A. Hoffmann Center, Inc.
- * Lighthouse of Superior
- * Lutheran Social Service
- * Maple Lake Recovery Centers
- * Medica
- * Minnesota Assistance Council for Veterans
- * Minnesota Department of Human Services, Children's Mental Health Division
- * Minnesota Social Service Association
- * MN Adult & Teen Challenge
- * Mom's Meals NourishCare
- * Nexus Youth and Family Solutions
- * Northstar Problem Gambling Alliance
- * NHS-Northstar Specialized Services
- * Northwood Children's Services
- * Nystrom & Associates, Ltd
- * Option Care Home Infusion
- * PAL Medical Systems
- * Part-Time MSW Program, UW-Madison School of Social Work
- * Pinnacle Services and Summit Fiscal Agency
- * Planned Parenthood of Minnesota, North Dakota, South Dakota
- * PORT Group Homes
- * Prairie St. John's
- * Premier Biotech Labs, LLC
- * Provide Care Inc
- * Range Mental Health Center
- * Residential Services, Inc. (RSI)
- * Riverplace Counseling Center
- * Saint Scholastica Monastery
- * Sand Creek Group
- * St. Catherine University - University of St. Thomas School of Social Work
- * The North Shore Estates
- * St. Francis Health Services/ Franciscan and Viewcrest Health Centers
- * St. Louis County Public Health & Human Services
- * St. Luke's
- * STAR Services
- * The College of St. Scholastica Department of Social Work
- * The Guidance Group
- * The Salvation Army
- * UCare
- * Udac, Inc.
- * University of Minnesota Duluth, Department of Social Work
- * Wing House
- * WINGS
- * Wisconsin Indianhead Technical College

26

THE LOSSES & LAUGHTER WE GROW INTO



AGENDA REQUEST FORM

Date of Meeting: October 4, 2016

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

Agenda Item: Septic Inspector Continuing Education

Department: Land Services

Kelly Schroeder
Department Head signature

Background information on Item:

Licensed septic inspectors are required to have at least 18 hours of continuing education in a three year period, of which 6 hours must be directly related to soil identification. The University of Minnesota provides specific courses designed to meet these requirements.

Action Requested:

Consider Kelly Schroeder, Land Services Director, to the 12 hour General Continuing Education course offered December 7-8, 2016 at the Cloquet Forestry Center.

Financial Impact:

The cost of the workshop is \$265, which is within the 2016 Zoning budget. Employee will commute using a county vehicle, so no other expenses will be incurred.



AGENDA REQUEST FORM

Date of Meeting: October 4, 2016

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

Agenda Item: MN Toward Zero Deaths

Department: Pine County Public Works

Mark LeBrun
Department Head signature

Background information on Item:

Mark LeBrun to attend MN Toward Zero Deaths Conference November 16-17, 2016 at the Duluth Entertainment Convention Center, Duluth, MN

Action Requested:

Approve registration and hotel total expenses \$293.00

Financial Impact:

Within 2016 Budget

What is TZD?	TZD Initiatives in MN	Events	News	Resources
<p>Statewide Conference</p> <hr/> <p>2016</p> <hr/> <p>2015</p> <hr/> <p>2014</p> <hr/> <p>2013</p> <hr/> <p>2012</p> <hr/> <p>2011</p> <hr/> <p>2010</p> <hr/> <p>Stakeholder Breakfasts</p> <hr/> <p>Regional Workshops</p> <hr/> <p>Traffic Topics Workshops</p> <hr/> <p>Events Calendar</p>	<h2 style="text-align: center;">2016 Toward Zero Deaths Conference</h2> <p>November 16-17, 2016 Duluth Entertainment Convention Center Duluth, MN</p> <ul style="list-style-type: none"> • About the Conference • Conference Materials • Plenary Sessions • Registration • Optional Pre-Conference Training • Become a Sponsor or Exhibitor • Location and Accommodations • Credit • Sponsors <h3>About the Conference</h3> <p>This conference provides a forum for sharing information on best practices in engineering, enforcement, education, and emergency medical/health services and for identifying new approaches to reducing the number of traffic fatalities and life-changing injuries on Minnesota roads.</p> <p>For general information about the conference, including topics covered, intended audience, and the annual awards presentation, please visit the statewide conference page.</p> <h3>Conference Materials</h3> <ul style="list-style-type: none"> • Preliminary conference program (395 KB PDF) <h3>Plenary Sessions</h3> <p>In this year's opening plenary session, "Boomers, Xers, and Millennials: How New Research on Generations Can Inform the Future of Traffic Safety and Prevention," Rodney Wambeam will detail new research on Millennials and how they compare with previous generations. The presentation will explore how understanding Millennials might change how we approach traffic safety as well as how Millennials will impact the safety and prevention workforce. Wambeam is a senior research scientist at the University of Wyoming.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Rodney Wambeam</p> </div> <div style="text-align: center;">  <p>Jana Price</p> </div> </div> <p>The second plenary session, "Drowsy Driving: NTSB Crash Investigations and Recommendations," will feature keynote speaker Jana Price, senior human performance investigator at the Office of Highway Safety, National Transportation Safety Board (NTSB). Her presentation will review recent high-profile NTSB highway crash investigations that illustrate common risk factors for sleep-related crashes and provide lessons to guide research, education, scheduling policies, technology development, and treatment of sleep disorders.</p> <h3>Registration</h3> <ul style="list-style-type: none"> • Register online • Register by mail or fax: Download the registration form (194 KB PDF) • Cost: \$95 (includes breakfasts, lunch, and a reception) • Registration deadline: November 1 <h3>Optional Pre-Conference Training</h3> <p>Several optional pre-conference training events will be offered on the afternoon of November 15, 2016. Separate registration is required.</p> <h3>Become a Sponsor or Exhibitor</h3> <p>Learn how to become a sponsor or exhibitor at the TZD Conference.</p> <h3>Location and Accommodations</h3> <p>The conference will be held at the Duluth Entertainment Convention Center in Duluth, MN.</p> <p>Rooms are available at special conference rates at the area hotels listed below. Conference attendees are responsible for making their own reservations. Please call your selected hotel directly by October 25, 2016, and identify yourself as an attendee of the Minnesota Toward Zero Deaths Conference to receive the special rate.</p> <ul style="list-style-type: none"> • Holiday Inn & Suites, 200 West First Street, Duluth, MN 55802, 218-722-1202, \$124 			



AGENDA REQUEST FORM

Date of Meeting: October 4, 2016

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

Agenda Item: AMC District 1 Fall Meeting

Department: Administration

Department Head signature

Background information on Item:

AMC District 1 Fall Meeting – October 13, 2016

Registration: \$25 per attendee
All Commissioners who wish to attend
County Administrator David Minke

Lodging (AMC Group Rate): \$114.95 plus tax
AmericInn, Silver Bay

Action Requested:

Approve attendance, and lodging, for the AMC District 1 Fall Meeting, October 13, 2016

Financial Impact:

AMC District 1 registration: \$25 per attendee
Lodging: \$114.95 plus tax

Funds are available in the 2016 Administrator and Commissioner budgets.

issues. District directors serve on the AMC Board of Directors, and districts select delegates to serve on AMC's five policy committees to assist in drafting the Association's legislative policies.

Fall 2016 (October/November)

*All meetings are held from 8:00 a.m. - 12:00 p.m. (including lunch) except where otherwise noted.

There is no pre-registration for district meetings. Attendees sign-in at the meeting and the county is billed \$25 per attendee afterward.

District 1

Thursday, October 13, 2016

AmericInn*

150 Mensing Drive, Silver Bay

[Map \(http://mapq.st/2cpGvMx\)](http://mapq.st/2cpGvMx)

**Be sure to mention the Association of Minnesota Counties (AMC) room block when you reserve your lodging at the [AmericInn](http://www.americinn.com/hotels/mn/silverbay)*

(<http://www.americinn.com/hotels/mn/silverbay>) (Toll-Free Reservations 800-634-3444) for the night of 10/12 at the rate of \$114.95+ by October 6.

District 2

Wednesday, October 26, 2016

Northern Township Hall

445 Town Hall Rd NW, Bemidji

[Map \(http://mapq.st/1qGgr5P\)](http://mapq.st/1qGgr5P)

District 3

Thursday, October 27, 2016

American Legion

324 Brooks Avenue N, Thief River Falls

[Map \(http://mapq.st/2cpHufo\)](http://mapq.st/2cpHufo)

District 4

Friday, October 28, 2016

Ottertail County Government Services Building

County Board/Otter Tail Lake Room

500 Fir Avenue West, Fergus Falls

[Map \(http://mapq.st/2cpH8p3\)](http://mapq.st/2cpH8p3)

District 5

Monday, October 17, 2016

Sauk Rapids City Hall - Community Room

250 Summit Avenue North, Sauk Rapids

[Map \(http://mapq.st/2cpHpIT\)](http://mapq.st/2cpHpIT)



AGENDA REQUEST FORM

Date of Meeting: October 4, 2016

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

Agenda Item: Buffer Law Update

Department: Land Services

Kelly Schroeder
Department Head signature

Background information on Item:

Board of Water and Soil Resources State Program Administrator, Erin Loeffler, will present about the Buffer law, the County’s responsibilities regarding the law, and answer any questions about the law.

Action Requested:

None – Informational Purposes Only

Financial Impact:

None.



AGENDA REQUEST FORM

Date of Meeting: October 4, 2016

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

Agenda Item: Reappointment to Pine County HRA Board of Directors

Department: Administrators


Department Head signature

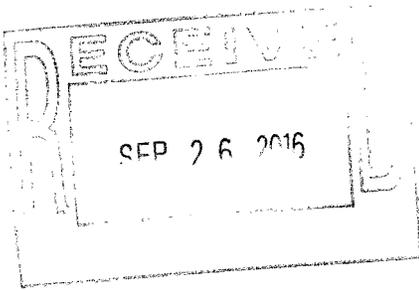
Background information on Item:

Carl Steffen's term with the Pine County Housing and Redevelopment Authority Board of Directors will expire October 4, 2016. Mr. Steffen has agreed to be reappointed to the Board of Directors for a five-year term.

Action Requested:

Reappointment of Carl Steffen to the Pine County Housing and Redevelopment Authority Board of Directors, Term October 5, 2016 to October 4, 2021.

Financial Impact:



PINE COUNTY HRA
510 Fifth Street
SANDSTONE, MN 55072
e-mail: pinehra@ecenet.com

Sandstone Manor
510 Fifth Street
Sandstone, MN 55072

Finlayson Manor
6524 Broadway Street
Finlayson, MN 55735

September 21, 2016

David Minke
Pine County Courthouse
635 Northridge Drive NW #200
Pine City, MN 55063

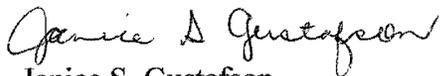
Subject: Reappointment of Pine County HRA Board of Directors Commissioner

Dear Mr. Minke:

Carl Steffen's term will expire on October 5, 2016. We respectfully request, with his approval, he be approved for reappointment as a Commissioner on the Pine County HRA Board of Directors.

If there is anything else that you need, please contact me at 320-245-5140.

Thank you,


Janice S. Gustafson
Executive Director

PINE COUNTY HRA SENIOR HOUSING

**510 Fifth Street
Sandstone, MN 55072
(320) 245-5140**

E-mail: pinehra@ecenet.com

SANDSTONE MANOR 510 Fifth Street Sandstone, MN 55072	FINLAYSON MANOR 6524 Broadway Street Finlayson, MN 55735
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BY-LAWS

ARTICLE I – THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be the **PINE COUNTY HOUSING AND REDEVELOPMENT AUTHORITY (PINE COUNTY HRA)** of Pine County, Minnesota.

Section 2. Seal of Authority. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

Section 3. Office of Authority. The office of the Authority shall be at the Sandstone Manor, 510 Fifth Street, Sandstone, Minnesota, 55072, in the County of Pine, State of Minnesota. However, the Authority may hold its meetings at such other place or places as it may designate by resolution.

Section 4. Board of Commissioners. The Pine County Commissioners shall appoint the five (5) Commissioners of the Pine County HRA in alternating years for a term of five (5) years, effective on October 5 for each Commissioner. Any Commissioner so appointed shall be a resident of Pine County, Minnesota.

a. Vacancies. Should a vacancy occur during a term of five (5) years, the Pine County Commissioners shall appoint a replacement Commissioner for the unexpired term.

b. Meeting Attendance. Should a Commissioner of the Pine County HRA be absent from twenty-five (25) percent of the meetings during a year (excluding extenuating circumstances), that Commissioner shall be dismissed from the Pine County HRA and the Pine County Commissioners shall appoint a replacement Commissioner with recommendation by the Authority for the unexpired term.

ARTICLE II – COMMISSIONERS

Section 1. Officers. The board members of the Authority shall consist of five (5) Commissioners. The officers of the Authority shall be a Board Chair and a Vice-Board Chair.

Section 2. Board Chair. The Board Chair shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the Board Chair shall sign all contracts, deeds, and other instruments made by the Authority. At each meeting, the Board Chair shall submit such recommendations and information as he/she may consider proper concerning the business, affairs and policies of the Authority.

Section 3. Vice-Board Chair. The Vice-Board Chair shall perform the duties of the Board Chair in the absence or incapacity of the Board Chair. In case of the resignation or death of the Board Chair, the Vice-Board Chair shall perform such duties as are imposed on the Board Chair until such time as the Authority shall select a new Board Chair.

Section 4. Executive Director. The Authority shall employ an Executive Director who shall have general supervision over the administration of its business and affairs, subject to the direction of the Authority. He/she shall be charged with the management of the housing projects of the Authority, subject to the direction of the Authority.

a. In his/her own name and title, the Executive Director shall act as the secretary for the Authority, shall keep the records of the Authority, shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to his/her office. He/she shall keep in safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Authority.

b. The Executive Director shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Authority may select. He/she shall sign all orders and checks for the payment of money and shall pay out and disburse such moneys under the direction of the Authority. Except as otherwise authorized by resolution of the Authority, all such orders and checks shall be counter-signed by a Board Commissioner.

c. He/she shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority at each regular meeting (or more often when requested), an account of his/her transactions and also of the financial condition of the Authority. He/she shall give such bond for the faithful performance of his/her duties as the Authority may determine.

d. The compensation of the Executive Director shall be determined by the Authority. No Commissioner of the Authority shall be eligible to hold this office.

Section 5. Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Authority or the By-Laws or rules and regulations of the Authority.

Section 6. Election or Appointment. The Board Chair shall, pursuant to his/her appointment, serve in the capacity of Board Chair until the expiration of his/her term of office as Commissioner. The Vice-Board Chair shall be elected at the annual meeting of the Authority from among the Commissioners of the Authority, and shall hold office for one year or until their successors are elected and qualified.

Section 7. Vacancies. Should the office of Board Chair or Vice-Board Chair become vacant, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. When the office of Executive Director becomes vacant, the Authority shall employ a successor.

Section 8. Additional Personnel. The Authority may from time to time employ such personnel as it deems necessary to exercise its powers, duties and functions. The selection and compensation of such personnel shall be determined by the Authority.

ARTICLE III – MEETINGS

Section 1. Annual Meeting. The annual meeting of the Authority shall be held on the fourth Thursday of October at two (2:00) o'clock p.m. or at a date and time voted on by the Authority at the meeting place designated by the Authority.

Section 2. Regular Meetings. Monthly meetings shall be held at the meeting place designated by the Authority, on the fourth Thursday of each month, at two (2:00) o'clock p.m. or a date and time voted on by the Authority.

Section 3. Special Meetings. Special meetings of the Authority may be called by the Board Chair or two members of the Authority for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered at any time prior to the time of the proposed meeting to each member of the Authority or may be mailed to the business or home address of each member of the Authority at least two (2) days prior to the date of such special meeting. At such special meeting no business shall be considered other than as designated in the call; however, if all of the members of the Authority are present at a special meeting, any and all business may be transacted at such special meeting.

Section 4. Quorum. The powers of the Authority shall be vested in the Commissioners thereof in office. Three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Authority upon a vote of a majority of the Commissioners present.

Section 5. Order of Business. At the regular meetings of the Authority the following shall be the order of business:

1. Call to order and the Pledge of Allegiance.
2. Reading and approval of the minutes of the previous meeting.
3. Financial Reports/Executive Director's Report
4. Old Business.
5. New Business.
6. Resident Managers' Reports.
7. Residents' Comments/Questions.
8. Adjournment.

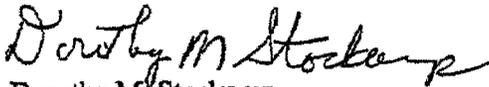
All resolutions shall be included in the journal of the proceedings of the Authority.

Section 6. Manner of Voting. The voting on all questions coming before the Authority shall be by vote, and the yeas and nays shall be entered in the minutes of such meeting.

Section 7. Cancellation of Regular Meetings. Regular meetings may be cancelled by a majority vote at a regular meeting at least one month prior to the canceled meeting. In the case of an act of God, the Executive Director will notify the Authority members of the cancellation.

ARTICLE IV – AMENDMENTS

Amendments to By-Laws. The By-Laws of the Authority shall be amended only with the approval of at least three of the members of the Authority at a regular or a special meeting.


Dorothy M. Stockamp
Board Chair

Revised and approved: November 18, 1996
Revised and approved: February 17, 1998
Revised and approved: October 19, 1999
Revised and approved: October 27, 2011

