



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 6, 2015, 10:00 a.m.
Public Health Building, Sandstone, Minnesota

- A) Call meeting to order
- B) Pledge of Allegiance
- C) Public Forum. Members of the public are invited to speak on items not on the agenda. Each speaker should state his/her name and limit comments to three (3) minutes.
- D) Adopt Agenda
- E) Approve Minutes of September 15, 2015 County Board Meeting and Summary for publication.
- F) Approve Minutes of September 22, 2015 Special Meeting and Committee of the Whole (Budget).
- G) Approve Minutes of September 22, 2015 Special Meeting and Committee of the Whole – City/County Relations.
- H) Approve Minutes of September 23, 2015 Special Meeting and Committee of the Whole (SWCD).
- I) Minutes of Boards, Committees and Correspondence
 - East Central Regional Library Board Minutes – August 10, 2015
 - Pine County Land Surveyor Monthly Report – September, 2015
- J) 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, 2015 Disbursements

Disbursements Journal Report, September 1, 2015 – September 30, 2015.

2. Applications for Abatement

Consider approval of Application for Abatement for Daryl and Carol Landis, 18365 Lakeview Loop, Pine City, PID 28.8900.004, pay 2014.

3. Tobacco License

Consider approval of new tobacco licenses for the following:

- a. Pine City Tobacco, a second establishment for Stacy Tobacco, LLC.
- b. Side Tracked Enterprises, LLC (formerly known as Cypress Inn)

- c. Stogies Tobacco, LLC (at a new location) (formerly known as Stogies Discount Tobacco).
4. **Temporary Liquor License**
Consider approval of a temporary one-day liquor license for City of Pine City doing business as Voyageur Bottle Shop.
5. **Donation**
Consider acceptance of \$600 donation from the Multiple Sclerosis Society and designate to the Pine County Sheriff's Reserve Fund; to be used to offset the cost of equipment.
6. **2015 Waste Hauler License**
Consider approval of 2015 waste hauler license for LePage and Sons and authorize Board Chair to sign.
7. **Amendment to Contract with East Central Solid Waste Commission**
Consider contract amendment between the County of Pine and the East Central Solid Waste Commission for the Household Hazardous Waste Management Program and authorize the Board Chair and County Administrator to sign.
8. **Contract to Provide SNAP Employment Services**
Consider Pine County Health & Human Services to contract with Minnesota State Colleges and Universities-Pine Technical and Community College Employment and Training Center for providing employment and training services to SNAP participants, the cost not to exceed \$17,393. The contract is good for one year from October 1, 2015 through September 30, 2016. Funds used to purchase this service are allocated to Pine County from the State. No county tax levy dollars are used in the purchase of this service.
9. **Personnel**
- A. Acknowledge the termination of probationary deputy sheriff Dan Adams effective September 30, 2015 and authorize immediate backfill from the eligibility list in place for the position.
 - B. Authorize the hiring of deputy sheriff Charles Anderson, effective October 19, 2015, \$23.31 per hour, C42, step 3. Pine County approval for backfill given earlier in 2015.
 - C. Approve promotion of Child Support Officer Jodi Blesener to Child Support Supervisor, effective October 7, 2015, \$25.29 per hour, C42, step 5.
 4. Approve the promotion of Deputy Sheriff Scott Grice to Sergeant, effective October 4, 2015, C43, \$28.98 per hour.
10. **Training**
- A. Consider Probation Agents Amber Chase, Travis Fisher and Karly Kostich to attend Secondary Vicarious Trauma training for corrections professionals, hosted by Rice County Probation in Faribault, Minnesota November 30-December 1, 2015. There is no cost for the training. Lodging: \$91.62 (\$83 plus tax). Staff will use Pine County Probation vehicle. Funds are available in the 2015 probation budget.
 - B. Consider Social Workers Patrick Meacham and Rona Duvall to attend the St. Louis County Health and Human Services Conference, October 15-16, 2015, in Duluth. Registration: \$100, lodging: \$0, Meals: \$92, Travel costs: \$220. Total cost for conference: \$412. All costs will be reimbursed by the Regional Adult Mental Health Initiative.
 - C. Consider Fraud Investigator Osten Berg to attend the MN Fraud Investigators Association 2015 Fall Training, October 15, 2015, Oak Ridge Conference Center in Chaska. Registration \$75, Accommodations \$124, Travel \$162. Total Cost: \$361. The fraud prevention investigator grant covers the cost of training.

- D. Consider GIS/Environmental Technician Joe Sanders and Land & Resources Manager Caleb Anderson to attend the Introduction of Onsite Systems, November 30-December 2, 2015, and Installing Onsite Systems, December 3-4, 2015, in Alexandria, Minnesota. The cost of the courses are \$615 per person, \$336.16 per person for hotel accommodations and up to \$135 in meals per person for the five-day training , for a total cost of \$1,086.16 per person. No mileage cost will be incurred as a county vehicle will be used. These costs are outside the 2015 Zoning budget for trainings, however is necessary that staff have this certification. The department has approximately \$6,000 in additional revenue during 2015 to more than offset the overage.

REGULAR AGENDA

1. **Public Hearing – Solid Waste/HHW Special Assessment at 10:00 a.m. or as soon thereafter as practicable**
Public hearing to consider (1) adoption of an amendment of the Solid Waste Ordinance and (2) approval of Resolution 2015-33 to set a solid waste management fee and to authorize Board Chair and County Administrator to sign.
2. **Mille Lacs Band of Ojibwe Fee to Trust Application**
Consider any comments related to the request of the Mille Lacs Band of Ojibwe Indians that certain Pine County property be accepted in trust by the United States of America.
3. **Transportation Committee**
The Transportation Committee met September 14, 2015. (Minutes Attached). Commissioner Rossow provided an overview of the meeting during the Commissioner Updates at the September 15, 2015 county board meeting. No board action necessary.
4. **Pine County Land Department Access Acquisition Policy**
Consider approval of the Pine County Land Department Access Acquisition Policy and authorize Board Chair and County Administrator to sign.
5. **E911 Road Name Change**
Consider change of name from Bent Oak Lane to Sunset Lane.
6. **School Resource Officer Contract -- East Central Schools**
Consider approval of a contract between the East Central School District and the Pine County Sheriff's Office for the Sheriff's Office to provide up to one half-time School Resource Officer (SRO), up to 20 hours per week, to the School District. The District agrees to reimburse the Sheriff's Office for the actual hourly pay rate of the assigned deputy. The term of this contract is one year commencing September 8, 2015. Authorize Board Chair and County Administrator to sign.
7. **Strategic Plan Update**
8. **Commissioner Updates**
Kanabec-Pine Community Health Board
AMC Policy Meeting
Rush Line Corridor Task Force
Arrowhead Counties Association
Lakes & Pines
NLX
Law Library

Northeast Regional Radio Board
Snake River Watershed
Law Library
Central Regional EMS Committee
East Central Regional Juvenile Center Advisory Committee
Soil & Water Conservation District
Other

9. **Other**

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

- a. **Pine County Board Meeting, Tuesday, October 6, 2015, 10:00 a.m.**, Public Health Building, Sandstone, Minnesota.
- b. **Facilities Committee, Wednesday, October 7, 2015, 9:00 a.m.**, Commissioners' Conference Room, Courthouse, Pine City, Minnesota.
- c. **East Central Solid Waste Commission, Monday, October 12, 2015, 9:00 a.m.**, 1756 180th St., Mora, Minnesota.
- d. **East Central Regional Library Board, Monday, October 12, 2015, 9:30 a.m.**, 244 So. Birch Street, Cambridge, Minnesota.
- e. **Methamphetamine Task Force, Monday, October 12, 2015, 3:00 p.m.**, Public Hearing Building, Sandstone, Minnesota.
- f. **Personnel Committee, Tuesday, October 13, 2015, 9:00 a.m.**, Commissioners' Conference Room, Pine County Courthouse, Pine City, Minnesota.
- g. **Technology Committee, Tuesday, October 20, 2015, 8:30 a.m.**, Commissioners Conference Room, Pine County Courthouse, Pine City, Minnesota.
- h. **Pine County Board of Commissioners, Tuesday, October 20, 2015, 10:00 a.m.**, Board Room, Pine County Courthouse, Pine City, Minnesota.

11. **Closed Meeting (Pursuant to M.S. §13D.05, Subd. 13D.03 – Labor Negotiations Strategy)**

12. **Adjourn**

**MINUTES OF THE
PINE COUNTY BOARD MEETING
Regular Meeting and Committee of the Whole (Budget)
Tuesday, September 15, 2015, 10:00 a.m.
Board Room, Pine County Courthouse, Pine City, Minnesota**

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

The Pledge of Allegiance was said.

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

Chair Hallan requested the following revisions to the Agenda:

Addition: Consent Agenda

5. New Hire:

- A. Authorize the hiring of part-time corrections officer Bailey Ballou, effective September 24, 2015, pending completion of pre-employment screenings, \$16.69 per hour, step 3, B-23.
- B. Authorize the hiring of part-time corrections officer Derek Johnson, effective September 24, 2015, pending completion of pre-employment screenings, \$16.69 per hour, step 3, B-23.

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

Commissioner Ludwig moved to approve the Minutes of the September 1, 2015 board meeting and Summary for publication. Second by Commissioner Chaffee. Motion carried 5-0.

Commissioner Chaffee moved to approve the Minutes of the September 8, 2015 Special Meeting-Committee of the Whole (Budget). Second by Commissioner Mohr. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

Pine County HRA Senior Housing Regular Minutes – June 24, 2015

Methamphetamine Task Force Minutes – July 13, 2015

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

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

CONSENT AGENDA

1. Approve August, 2015 Cash Balance

Fund	August 31, 2014	August 31, 2015	Increase(Decrease)
General Fund	2,734,749.42	3,828,493.61	1,093,744.19
Health and Human Services Fund	519,459.68	544,061.51	24,601.83
Road and Bridge Fund	10,174,531.63	2,910,941.14	(7,263,590.49)
Land Management Fund	1,307,223.65	1,727,380.39	420,156.74
TOTAL (inc non-major funds)	16,050,592.01	10,399,530.74	(5,651,061.27)

2. Application for Abatement

Approve the Application for Abatement for Donald & Amanda Brown, 19289 Praha Avenue, Pine City, PID 18.5026.000, pay 2015.

3. Tobacco License

Approve tobacco license for a new establishment in Hinckley: KWIK TRIP #186.

4. Donation

Accept \$200 donation to the Pine County Sheriff's Reserve Fund from the Sandstone Chamber of Commerce to be used to help offset the cost for equipment.

5. New Hire

- A. Approve the hiring of part-time corrections officer Bailey Ballou, effective September 24, 2015, pending completion of pre-employment screenings, \$16.69 per hour, step 3, B-23.
- B. Approve the hiring of part-time corrections officer Derek Johnson, effective September 24, 2015, pending completion of pre-employment screenings, \$16.69 per hour, step 3, B-23.

REGULAR AGENDA

1. Introduction of New Employee

Probation Director Terry Fawcett introduced new Probation Agent Karly Kostich.

2. Facilities Committee

Commissioner Ludwig provided an overview of the September 2, 2015 Facilities Committee meeting stating a walk-through was done of the Pine Government Center with a representative of the city of Pine City and their engineer. The assessment of the building condition, mechanical systems and county's maintenance were positive. The county is in the process of replacing the boiler head, and discussion was held as to a back up boiler. The cooler for the server room at the courthouse is almost complete. The razor wire has been installed at the impound lot in Sandstone. Future roof maintenance at the Public Health building in Sandstone may be necessary.

3. Personnel Committee

Pine County Personnel Committee met September 8, 2015 and made the following recommendations:

HHS

Approve the backfill of the case aide position due to internal promotion effective August 31, 2015.

Sheriff

Acknowledge the probationary termination of part-time dispatcher Samantha Sauter effective August 17, 2015.

Administrator

Approve the transition of the payroll clerk position to the Auditor-Treasurer office.

Commissioner Chaffee thanked Commissioner Ludwig for attending the Personnel Committee meeting in his absence. Commissioner Rossow provided an overview of the Personnel Committee meeting.

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

4. Juvenile Sex Offender Recidivism Study

Probation Director Terry Fawcett gave a presentation on Juvenile Sex Offender Recidivism in Pine County for years 2011-2014.

5. Off Highway Vehicle Enforcement Grant

Pine County Sheriff's Office Manager Denise Baran explained the Off Highway Vehicle Safety grant in the amount of \$17,852 is a 2-year grant (2016-2017) which requires no county match. The grant will be used for enforcement hours, equipment and training.

Motion by Commissioner Ludwig to approve the 2016-2017 Off Highway Vehicle Enforcement Grant in the amount of \$17,852 and authorize Board Chair and County Administrator to sign. Second by Commissioner Mohr. Motion carried 5-0.

6. Joint Powers Agreement for LETG Connection with Mille Lacs Band of Ojibwe

County Attorney Reese Frederickson stated Mille Lacs County has requested modifications to the revised Joint Powers Agreement between Pine County, the Mille Lacs Band of Ojibwe and Mille Lacs County previously approved on July 7, 2015.

Motion by Commissioner Chaffee to approved the modified Joint Powers Agreement Between Pine County, the Mille Lacs Band of Ojibwe, and Mille Lacs County for LETG Connection with the Mille Lacs Band of Ojibwe and authorize Board Chair, County Administrator and County Attorney to sign. Second by Commissioner Rossow. Motion carried 5-0.

7. Commissioner Updates

Soil & Water Conservation District: Commissioner Ludwig stated BWSR was present and the Water Plan was reviewed; the State feels there could be more governmental relationships developed. Ludwig also requested the Commissioners to complete the survey to AMC for the upcoming meeting with Soil & Water.

Comprehensive Land Use Plan Steering Committee: Chair Hallan stated a kick-off meeting was held September 10, 2015.

Central Minnesota Jobs and Training Service: Chair Hallan will be attending training in Washington DC in March.

East Central Solid Waste Commission: Chair Hallan stated the new cell is open for business and will be receiving garbage next week.

East Central Regional Library: Commissioner Chaffee was unable to attend meeting.

Other:

Commissioner Rossow stated the Transportation Committee met September 14, 2015. The committee discussed 2016 construction projects, 2016-2020 highway improvement plan, drainage policy, jurisdictional road transfers, railroad crossing maintenance in Pine City, ATVs and opening more county roads for ATV use, and traffic counts on county state aid and county roads for funding purposes.

Chair Hallan stated the Economic Development Steering Committee met on September 14, 2015.

8. Other

Meeting Additions:

1. Rep. Thissen and Rep. Sundin will meet September 17, 2015 at 9:00 a.m. at the Board Room, Courthouse, Pine City, for a roundtable discussion on expanding broadband service in Pine County and other communities in Greater Minnesota.
2. Tax Forfeited Land Sale, September 18, 2015, 10:00 a.m., Board Room, Courthouse, Pine City.

9. Upcoming meetings were reviewed.

Chair Hallan called for a recess at 10:40 a.m. and stated the Board will reconvene as a Committee of the Whole.

The Board reconvened at 11:00 a.m.

Committee of the Whole

- A. Extension Regional Director Susanne Hinrichs presented the 2016 Extension budget to the Board.
- B. Discussion/review of the General Fund and options for the property tax levy were discussed.

10. Adjourn

With no further business, Chair Hallan adjourned the county board meeting at 12:45 p.m. The next regular meeting of the county board is scheduled for October 6, 2015 at 10:00 a.m. at the Public Health Building, Sandstone, Minnesota.

Stephen M. Hallan, Chair
Board of Commissioners

David J. Minke, Administrator
Clerk to County Board

**SUMMARY
OF
MINUTES OF THE
PINE COUNTY BOARD MEETING
Regular Meeting and Committee of the Whole (Budget)
Tuesday, September 15, 2015, 10:00 a.m.
Board Room, Pine County Courthouse, Pine City, Minnesota**

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

The Pledge of Allegiance was said.

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

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

Commissioner Ludwig moved to approve the Minutes of the September 1, 2015 board meeting and Summary for publication. Second by Commissioner Chaffee. Motion carried 5-0.

Commissioner Chaffee moved to approve the Minutes of the September 8, 2015 Special Meeting-Committee of the Whole (Budget). Second by Commissioner Mohr. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

Pine County HRA Senior Housing Regular Minutes – June 24, 2015

Methamphetamine Task Force Minutes – July 13, 2015

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

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

Fund	August 31, 2014	August 31, 2015	Increase(Decrease)
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Land Management Fund	1,307,223.65	1,727,380.39	420,156.74
TOTAL (inc non-major funds)	16,050,592.01	10,399,530.74	(5,651,061.27)

Approve the Application for Abatement for Donald & Amanda Brown, 19289 Praha Avenue, Pine City.

Approve tobacco license for a new establishment in Hinckley: KWIK TRIP #186.

Accept \$200 donation to the Pine County Sheriff's Reserve Fund from the Sandstone Chamber of Commerce to be used to help offset the cost for equipment.

Approve the hiring of part-time corrections officers Bailey Ballou and Derek Johnson, effective September 24, 2015, pending completion of pre-employment screenings, \$16.69 per hour, step 3, B-23.

Pine County Personnel Committee met September 8, 2015 and made the following recommendations:

HHS

Approve the backfill of the case aide position due to internal promotion effective August 31, 2015.

Sheriff

Acknowledge the probationary termination of part-time dispatcher Samantha Sauter effective August 17, 2015.

Administrator

Approve the transition of the payroll clerk position to the Auditor-Treasurer office.

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

Motion by Commissioner Ludwig to approve the 2016-2017 Off Highway Vehicle Enforcement Grant in the amount of \$17,852. Second by Commissioner Mohr. Motion carried 5-0.

Motion by Commissioner Chaffee to approved the modified Joint Powers Agreement Between Pine County, the Mille Lacs Band of Ojibwe, and Mille Lacs County for LETG Connection with the Mille Lacs Band of Ojibwe. Second by Commissioner Rossow. Motion carried 5-0.

Chair Hallan called for a recess at 10:40 a.m. and stated the Board will reconvene as a Committee of the Whole.

The Board reconvened at 11:00 a.m.

Committee of the Whole

- A. Extension Regional Director Susanne Hinrichs presented the 2016 Extension budget to the Board.
- B. Discussion/review of the General Fund and options for the property tax levy were discussed.

With no further business, Chair Hallan adjourned the county board meeting at 12:45 p.m. The next regular meeting of the county board is scheduled for October 6, 2015 at 10:00 a.m. at the Public Health Building, Sandstone, Minnesota.

Stephen M. Hallan, Chair
Board of Commissioners

David J. Minke, Administrator
Clerk to County Board

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

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

**September 22, 2015 – 9:30 a.m.
Pine County Courthouse, Pine City Minnesota**

Chair Stephen Hallan called the meeting to order at 9:30 a.m. Present were Commissioners Josh Mohr, Curt Rossow, Steve Chaffee and Matt Ludwig. Also present was County Administrator David Minke.

The pledge of allegiance was said.

Chair Hallan requested the following addition to the Agenda:

Discussion – Solid Waste Ordinance/Household Hazardous Waste Fee

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

The Pine County Soil and Water Conservation District presented their 2016 budget request.

Discussion was held regarding the proposed amendment to the Solid Waste Ordinance to include a special assessment per improved parcel for the purpose of funding the household hazardous waste program. It was the consensus of the County Board to hold the public hearing on October 6, 2015 and to include a \$6 per parcel fee per improved parcel.

Discussion was held on the 2016 budget and property tax levy. Motion by Commissioner Rossow, to set the 2016 preliminary levy at \$15,942,799. Second by Commissioner Ludwig. Voting Yes: Hallan, Mohr, Rossow, and Ludwig. Voting No: Chaffee. Motion carried 4-1.

With no further business, the meeting adjourned at 12:30 p.m.

Stephen M. Hallan, Chair
Board of Commissioners

David J. Minke, Administrator
Clerk to County Board

MINUTES OF PINE COUNTY BOARD MEETING
Special Meeting – City-County Relations
Tuesday, September 22, 2015, 7:00 p.m.
Pine County Courthouse, Pine City, Minnesota

Chair Hallan called the meeting to order at 7:00 p.m. Present were Commissioners Josh Mohr, and Steve Chaffee. Commissioners Curt Rossow and Matt Ludwig were absent (excused). Also present were County Attorney Reese Frederickson, Chief Deputy Paul Widenstrom, Economic Development Coordinator Robert Musgrove and County Administrator David Minke.

Also present were elected representatives from the cities of Pine City, Rock Creek, Sturgeon Lake, Sandstone, and Rick Olseen from Congressman Nolan’s office.

The pledge of allegiance was said.

Those present introduced themselves.

Chief Deputy Nelson provided an overview of the Code Red Mass Notification System the county uses. The system will allow the county to notify residents of various situations such as emergencies, road closures, water main breaks, etc.

Robert Musgrove provided an update on the county’s economic development efforts.

Chair Hallan provided an update on the county’s desire to amend the Solid Waste Ordinance to allow collection of a solid waste fee of \$6 per improved parcel per year. The fee will be used to fund a more convenient Household Hazardous Waste (HHW) program. The intent is to work with the East Central Solid Waste Commission and collect HHW at the transfer station in Hinckley for Pine County residents.

A question was asked if the county will have a brush site. Currently there is no plan. Pine City has a site that non-residents can use for a fee.

Rick Olseen noted there is \$350,000 of state funds appropriated for planning for the completion of the Oberstar segment of the Munger trail—about 37 miles from Hinckley to North Branch.

Topics for next meeting:
County Attorney update on blight enforcement
Comprehensive Plan update

The next meeting will be January 19, 2016 7:00 p.m. at the Pine County Courthouse, Pine City, Minnesota.

With no further business, Chair Hallan adjourned the meeting at 8:05 p.m.

Stephen M. Hallan, Chair
Pine County Board of Commissioners

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

**MINUTES
OF
PINE COUNTY BOARD MEETING
SPECIAL MEETING - JOINT MEETING WITH THE PINE COUNTY SOIL AND
WATER CONSERVATION DISTRICT**

**September 23, 2015 – 9:30 a.m.
Pine County Courthouse, Pine City Minnesota**

Chair Hallan called the meeting to order at 9:30 a.m. Present were Commissioners Josh Mohr, Steve Chaffee, Curt Rossow, and Matt Ludwig. Also present was County Administrator David Minke. Soil and Water District Supervisors present were Skip Thomson, Doug Odegard, Tom Swaim, and Joe Luedtke. Also present was District Manager Jill Carlier.

The pledge of allegiance was said.

Toni Smith, Education Director for the Association of Minnesota Counties facilitated a discussion of those present to improve the communication between the two boards.

With no further business, the meeting adjourned at 12:05 p.m.

Stephen M. Hallan, Chair
Board of Commissioners

David J. Minke, Administrator
Clerk to County Board

V

ECRL Library Board Minutes

Date: Monday, August 10, 2015

Time: 9:30 am

Place: McGregor Public Library

Present: Anderson, Gene (Kanabec); Arsenau-Lee, Lise (Kanabec); Byrne, Richard (Chisago); Chaffee, Steve (Pine); Goddard, Carol (Pine); Jensen, Robert (Kanabec); Kramersmeier, Charlotte (Mille Lacs); Lee, Karen (Isanti); McMahon, George (Chisago); Niemi, Don (Aitkin); Raisanen, James (Aitkin); Reynolds, Genny (Mille Lacs); Sauer, Tom (Mille Lacs); Warring, Mike (Isanti)

Staff: Misselt, Barbara (Director, ECRL); Lydon, Carla (Assistant Director, ECRL); Penny Olson (McGregor Branch Librarian)

Guests: Arlene Wilson, Carol Bradley, Eileen Deering (Friends of the McGregor Library)

Absent: Hommes, Linda (Aitkin); Vacant position/Misiura, Audrey resigned (Isanti); Schlumbohm, William (Chisago); Vacant position/Swanson, Margery (Pine)

Call to Order:

President Raisanen called the August 2015 meeting of the East Central Regional Library to order at 9:30 a.m.

Pledge of Allegiance & Introductions:

Lydon introduced Branch Librarian Penny Olson and Olson introduced the Friends of the McGregor Library.

Misselt informed Board that she had received resignation notices from Board members Misiura and Swanson. Posters will be placed in branches to promote Board vacancies if counties wish ECRL assistance in filling seats.

Adopt/Amend Agenda:

Anderson: Add Mora Library under new business.

M/S/P: unanimous

Sauer/Goddard to adopt agenda as amended.

Period for Public comment

None

Approval of Previous Minutes

M/S/P: unanimous

Niemi/Lee to approve minutes as presented.

Bills:

M/S/P: unanimous

Lee/Kramersmeier to approve June 2015 bills.

Sauer: Regarding checks to Friends of the Library, they should state which library's Friends group.

M/S/P: unanimous

Lee/Jensen to approve July 2015 bills.

Financial Reports:

M/S/P: unanimous

Lee/Goddard to accept the June 2015 financial report as presented.

M/S/P: unanimous

Lee/Anderson to accept the July financial report as presented.

Jensen: Question regarding memorial fund use. Misselt: however the fund is designated when monies are received. Some are given for specific purposes like collection and others are undesignated.

ECRL Administrative Reports

A. Director's Organizational Report

- Many vacancies in the organization and we are working to fill open positions as quickly as possible.
- Princeton had an incident regarding a high speed chase on the street, scared children and a library lockdown. Princeton police commended staff members Adam Kehn and Mary Jo Hase on their handling of the situation.

- Isle incident – a car crashed through the wall of the Mille Lacs Lake Library. No one was injured but the building, shelving and collection sustained damage. Insurance claims are in the works.

B. Branch Highlights

Branches report a very busy summer with increased attendance at programs and events.

Other Reports

- A. Finance committee – Raisanen reports that new budget will include money for background checks. Updated numbers for formula were not yet available at the time of the first meeting. Finance committee has a meeting after this meeting. Niemi: Regarding background checks, will we do everyone? Misselt: Personnel committee will be writing a policy to bring to the Board in September.
- B. CMLE – Lydon: the CMLE Governing Board approved terminating the existing relationship with St. Cloud State University and signed a one year agreement with Central Minnesota Educational Resource Development Council (cmERDC) to provide office space and payroll functions for CMLE starting in September 2015. The Board requested that Misselt invite the CMLE Director to an upcoming meeting to discuss CMLE and their services.

Old Business

- A. Equinox contract – Misselt met with attorney after MCIT's risk analysis. Attorney negotiated what they were able with Equinox and recommends we sign contract.

M/S/P: unanimous

Goddard/Sauer to approve contract with Equinox.

Jensen: Is this within budget? Misselt: Yes

Jensen: Is the wording recommended by the attorney in the contract. Misselt: Yes on pg. 15 of 14 (paragraph A & D).

New Business

- A. Fine free return period

M/S/P: Sauer opposed

Niemi/Lee to keep policy as is

B. Mora Library

Anderson: Where do we stand with the new circulation desk at the Mora Library.

Misselt: Waiting on final plan and until after summer reading program. Anderson: make this a priority.

Trustee Issues

A. Legislative Forum

Priorities were set for bonding. Equalization may not be to our benefit this year. Q: Is population based on homesteads? A: Yes

B. Other – Cambridge Task Force. Lee reports that the city will be making a \$2 million bonding request to the state. City is moving forward with a design that includes ECRL Headquarters. Misselt: City should commit to what lease will be. Board consensus was that before signing lease with the City of Cambridge, a formal RFP needs to occur.

Future Agenda Items

CMLE Director Report

Next meeting Monday, September 14, 2015 9:30 am in Aitkin

M/S/P: unanimous

Jensen/Arsenau-Lee to adjourn at 11:00 am.

Vacant, Secretary
Carla Lydon, Recorder



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 2015

CSAH 24, T41N R17W, set control, search for, set, GPS and tie out private corners and PLSS corners, update files.

Double C Road, T42N R19W section 14, search for, set, GPS and tie out PLSS corners, update files.

Larson Road, T42N R19W Sections 13 and 24, search for, set, GPS and tie out PLSS corners, update files.

Little Sand Creek Road, T42N R19W Section 13, search for, set, GPS and tie out PLSS corners, update files.

Hay Creek Road, T43N R16W Sections 27 and 34, search for, set, GPS and tie out PLSS 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.

A handwritten signature in black ink, appearing to read "R. T. Mathews", followed by a long horizontal line extending to the right.

Robin T. Mathews, Pine County Surveyor



AGENDA REQUEST FORM

Date of Meeting: October 6, 2015

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

Agenda Item: September, 2015 Disbursements

Department: Auditor-Treasurer

Ruby Chamer
Department Head signature

Background information on Item:

September, 2015 Disbursements

Action Requested:

Financial Impact:



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

DISBURSEMENTS JOURNAL REPORT G/L Months: 09/2015 - 09/2015

CATHYJ
9/28/15 10:07AM

RECAP BY FUND	FUND	AMOUNT	NAME
	1	355,104.26	GENERAL REVENUE FUND
	12	221,518.57	HEALTH & HUMAN SERVICES
	13	951,597.66	ROAD & BRIDGE FUND
	22	2,888.06	LAND MANAGEMENT FUND
	29	456.00	CHILDREN'S COLLAB (H&HS) AGENCY FUND
	38	3,650.00	BUILDING FUND
	76	228,914.69	GROUP HEALTH INS FUND 5/1/95 (GEN)
	80	9,332.60	COUNTY COLLECTIONS AGENCY FUND
	82	454.70	TAXES AND PENALTIES AGENCY FUND
	84	431.93	EAST CENTRAL DRUG TASK FORCE AGENCY F
	89	3,694.92	H & HS COLLECTIONS AGENCY FUND
		1,778,024.39	Total Disbursements
RECAP BY TYPE	TYPE	AMOUNT	NAME
	1	1,595,495.01	AUD
	2	193,046.54	COM
	3	10,517.16	MVC
		1,778,024.39	Total Disbursements



AGENDA REQUEST FORM

Date of Meeting: October 6, 2015

- 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 Clement
Department Head signature

Background information on Item:

Daryl & Carol Landis, 18365 Lakeview Loop, Pine City, PID 28.8900.004, pay 2014

Action Requested:

Financial Impact:

Application for Local-Option Disaster Abatements and Credits

IMPORTANT: Application for property that is **NOT** located in a declared disaster or emergency area. If your property has been damaged or destroyed by a natural disaster, arson, or other type of accident, you may be eligible to receive some property tax relief on this year's and next year's property taxes. The type of tax relief you receive will depend on whether your property is homesteaded, the amount of damage sustained, the number of months the structure is unusable or uninhabitable, and a number of other factors. If an assessor has not already reassessed your property, you should contact your county assessor's office and request that an assessor view the damage for the purpose of receiving disaster relief.

County of: PINE

Abatement # AB14-26

For Taxes Levied In: 2014

And Payable In: 2014

Applicant Information. Please type or print.

Name <u>Daryl & Carol Landis</u>		Social Security number	
Mailing address (street address) <u>3727 Quincy St NE</u>		City <u>Columbia Heights</u>	State <u>MN</u>
Telephone (work) <u>() None</u>		Telephone (home) Cell <u>(651) 675-9794</u>	
Property I.D. or Parcel number (found on your property tax statement) <u>M 28.8900.004</u>		School District number	
Address of damaged property (if different than mailing address) <u>18365 Lakeview Loop, Pine City, MN 55063</u>			
Legal description of property (found on your property tax statement) <u>2007 11 X 36 Brown/Tan Breckennidge Lot 4 Weisckes</u>			
Is the property homesteaded? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		How many months was the property unable to be occupied or used? Date you left property: <u>Sept. 8, 2014</u>	
Is the property located in a county designated as a disaster or emergency area? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Date you returned to property: <u>Nov. 5, 2014</u>	

Applicant's statement of facts. (Please list type of disaster, type of damage, and any other information you deem relevant.)

Because of flooding on Pokegama Lake, our park model had to be pulled off the lot and we displaced for two months.

AUG 26 2015

Signature of property owner: By signing below, I certify, to the best of my knowledge, the above statements are true and correct.

Signature Carol A. Landis Date 8-26-15

Notarization is required for this form. The notary public must be present at the time of signing and must sign and seal the notary certificate. The notary certificate must be attached to this form. The notary certificate must be signed and sealed by the notary public. The notary certificate must be signed and sealed by the notary public. The notary certificate must be signed and sealed by the notary public.



AGENDA REQUEST FORM

Date of Meeting: October 6, 2015

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

Agenda Item: New Tobacco License

Department: Auditor

Cathy Clamer
Department Head signature

Background information on Item:

Approval of a New Tobacco License for:
Pine City Tobacco
A 2nd establishment for Stacy Tobacco, LLC

Action Requested:

Financial Impact:



AGENDA REQUEST FORM

Date of Meeting: October 6, 2015

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

Agenda Item: Approval of licenses

Department: Auditor

Cathy Chene
Department Head signature

Background information on Item:

Approval of NEW 2015 tobacco licenses for:
Side Tracked Enterprises, LLC FKA: Cypress Inn
Stogies Tobacco, LLC (at a new location) FKA: Stogies Discount Tobacco

Approval of Temporary 1 day Liquor license for:
City of Pine City DBA: Voyageur Bottle Shop

Action Requested:

Financial Impact:



AGENDA REQUEST FORM

Date of Meeting: October 6th, 2015

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

Agenda Item: Donation to Pine County Sheriff's Reserve

Department: Pine County Sheriff's Office



Department Head signature

Background information on Item:

The Pine County Sheriff's Reserve completes multiple hours for different events throughout the county. The PCSR has received a \$600 donation from the Multiple Sclerosis Society for their time spent helping during the MS bike a thon.

Action Requested:

The Pine County Sheriff's Office respectfully asks the County Board to acknowledge and accept the donation into the Pine County Sheriff's Reserve Fund.

Financial Impact:

This donation helps offset the cost for equipment.



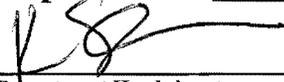
AGENDA REQUEST FORM

Date of Meeting: October 6, 2015

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

Agenda Item: Additional 2015 Waste Hauler Licenses

Department: Land Services


Department Head signature

Background information on Item:

Section V, Subd. 3 of the Pine County Solid Waste Ordinance states that “No person shall collect or transport solid waste for hire without first obtaining a license from the County Board.”

Fifteen businesses have been granted licenses at previous 2015 County Board Meetings. One of these businesses has now been sold and the license per the Ordinance is non-transferrable. The new company (LePage and Sons) has now applied for and met the requirements for a 2015 License for Solid Waste Collection and Transportation.

Action Requested:

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

Financial Impact:

Any expenses relating to the regulation and licensing of the waste haulers are covered by the licensing fee of \$200.



**PINE COUNTY, MINNESOTA
LICENSE FOR SOLID WASTE
COLLECTION AND TRANSPORTION**

2015

This license is granted to LePage and Sons, 23602 University Ave NW, Bethel, MN 55005 according to Section V of the Pine County Solid Waste Ordinance. This license is subject to all standards and requirements within the Ordinance and is not transferrable.

Issued this 6th day of October, 2015 by the Pine County Board of Commissioners.

Pine County Solid Waste Department
635 Northridge Dr, NW, Suite 250
Pine City, MN 55063
(320) 216-4220

Chairman, Pine County Board

Expires 12/31/2015



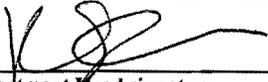
AGENDA REQUEST FORM

Date of Meeting: July 7, 2015

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

Agenda Item: East Central Solid Waste Commission Contract Amendment

Department: Land Services



 Department Head signature

Background information on Item:

In 2013, Pine County entered into a contract with the East Central Solid Waste Commission (ECSWC) as the "Sponsoring Organization" for the Operation of the Household Hazardous Waste (HHW) Management Program, rather than the county directly contracting with the Minnesota Pollution Control Agency (MPCA). The contract required ECSWC, on the county's behalf, to report to the MPCA all HHW activities within the county, receive payment from MPCA for those activities, and disperse the payments to the county. 2014 legislation slightly changed the overall HHW program to include a new program called Paintcare, which is a reimbursement program for any architectural paints collected.

Due to this new program, our contract reporting requirements and funding sections of the contract need to be amended to reflect the updated statutory language for this program.

Action Requested:

Approve the contract amendment between the County of Pine and the East Central Solid Waste Commission for the Household Hazardous Waste Management Program and authorize the Board Chair and County Administrator to execute the amendment.

Financial Impact:

With this amendment, we will be able to participate in the Paintcare reimbursement program, which will increase this revenue for the county.

Amendment to Contract

This amendment (the "Amendment") is made between the East Central Solid Waste Commission (hereinafter the "SO") and Pine County (hereinafter the "CO").

1. The Minnesota Pollution Control Agency (MPCA) is required by Minn. Stat. §115A.96 to establish a statewide program to manage household hazardous wastes (HHW), either provided directly or by contract with public or private entities.
2. The Sponsoring Organization (SO) has established a contract with the MPCA. The CO-Sponsoring Organization wishes to participate in the statewide household hazardous waste program in order to further the goals of protecting the environment and the public health as articulated in the Waste Management Act and the CO-Sponsoring Organization's Solid Waste Plan.
3. The parties wish to allocate the duties, risks and responsibilities resulting from operation of the Local and Regional Programs.

NOW, THEREFORE, the East Central Solid Waste Commission (SO) and Pine County (CO) agree to amend the original Contract between East Central Solid Waste Commission (SO) and Pine County (CO) for the Operation of a Household Hazardous Waste Management Program (the "Agreement") dated July 16, 2013;

1. The Agreement is amended by replacing section 3.3 with the following:

3.3 Reporting

a. Annual Reporting. In addition to any other reports required under other agreements, the CO shall enter annual report information into the Minnesota Pollution Control Agency's (MPCA) HHW and VSQG Annual Report Database by March 1 of each year. The report shall include Local Program information related to the operational, financial and educational aspects of the CO's HHW Program. If the CO does not provide report data, the CO will not be eligible for the Stipend Amounts for that fiscal year. The SO will verify that the Program data entered for or by each Co-Sponsoring Organization is complete and accurate. Annual data entry shall be completed by April 1 of each year. Upon completion of Regional Program data entry, the SO shall notify the MPCA that data entry is complete by providing a signed certification form provided by the MPCA.

b. Reporting for PaintCare Activities. The CO shall provide the reporting information to the SO semi-annually: for the initial invoice period, November 1, 2014 through June 30, 2015 by August 31, 2015 and thereafter.

2. The Agreement is amended by replacing section 7.6 with the following:

7.6 Funding. The MPCA will utilize the Program data submitted by the SO as described in Clause 3.3 for the purpose of funding CO HHW Program Operations through an HHW Stipend. The SO may allocate the funding provided by the MPCA among the CO-Sponsoring Counties in any manner agreeable to the CO-Sponsoring Counties and the Regional Program.

The MPCA will also reimburse the CO for approved PaintCare Authorized Activities. To receive payment for PaintCare Activities, the CO shall provide information to the SO, who shall provide

the MPCA an invoice for: the appropriate coverage period, PaintCare Authorized Activities, and the amount of payment being requested. Each invoice shall contain information on the format described in "Exhibit B", and submitted semi-annually on January 31 and July 31 of the current year.

3. Except as set forth in this Amendment, the Agreement is unaffected and shall continue in full force and effect in accordance with its terms. If there is conflict between this Amendment and the Agreement or any earlier amendment, the terms of this Amendment will prevail.

IN WITNESS WHEREOF, the parties hereto have executed this Contract, intending to be bound hereby:

**EAST CENTRAL SOLID WASTE
COMMISSION**

By: _____

Title: _____

Date: _____

ATTEST:

By: _____

Title: _____

Date: _____

General Counsel:

By: _____

Title: _____

Date: _____

COUNTY OF PINE

By: _____

Title: _____

Date: _____

ATTEST:

By: _____

Title: _____

Date: _____

County Attorney:

By: _____

Title: _____

Date: _____



AGENDA REQUEST FORM

Date of Meeting: 10/06/2015

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

Agenda Item: Contract with MnSCU to provide SNAP Employment Services

Department: HHS

Rebecca Foss
Department Head signature

Background information on Item:

Pine County Health and Human Services has historically purchased employment services for its SNAP participants (SNAP stands for Supplemental Nutrition Assistance Program- often referred to as food support; formerly known as food stamps) from MnSCU -Pine Technical and Community College. Pine County Health and Human Services contracts with Employment and Training to administer the SNAP funds. The amount paid to MnSCU (of which Pine Technical and Community College is part of) for providing employment and training services to the SNAP participants will not exceed \$17,393. The contract is good for one year- from October 1, 2015 through September 30, 2016.

The Pine County Attorney's Office has reviewed and approved the contract.

Action Requested:

Allow Pine County HHS to contract with MnSCU for these services and have the Board Chair sign the contract.

Financial Impact:

The funds use to purchase this service are allocated to Pine County from the State. No county tax levy dollars are used in the purchase of this service.

F.Y.	Cost Center	Obj. Code	Amount	Vendor #	P.O. #

STATE OF MINNESOTA

Pine Technical and Community College Employment and Training Center

MINNESOTA STATE COLLEGES AND UNIVERSITIES

INCOME CONTRACT – SNAP Employment Services

This contract is by and between Pine County Health and Human Services, 315 Main Street South, Suite 200, Pine City, MN 55063 (hereinafter "PURCHASER") 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").

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

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

NOW, THEREFORE, it is agreed:

1. DUTIES OF MnSCU. MnSCU agrees to provide the following:

- Orientation, assessment and enrollment
- Employability Measure (EM) evaluation, Employment Plan (EP) development with ongoing case management
- Facilitate co-enrollment with WIA (intensive or training services) and DW (state or federal funded)
- WF1 data entry, including tracking of individual participant reported hours
- Support Service issuance
- Job Seeking Assistance, Unpaid Work Experience guidance and referral
- Sharing of need to know information with County EW staff, including activity hours and employment (DHS-3561A), good cause circumstances, employment details, demographics such as address and phone number, suspected fraud, etc.
- Timely program termination with notice to county eligibility worker
- Maintain required program files and documentation
- Monthly invoices and reports

2. DUTIES OF PURCHASER. The PURCHASER agrees to provide the following:

- Identify and timely refer SNAP participants to Employment Services, Pine Technical and Community College Employment and Training Center (PTCC/ETC)

- Sharing of need to know information with ETC staff, communication regarding ongoing eligibility based on participation hour requirements, good cause circumstances, employment details, demographics such as address and phone number, etc.

3. CONSIDERATION AND TERMS OF PAYMENT.

- a. Consideration for all services performed and goods or materials supplied by MnSCU pursuant to this contract shall be paid by the PURCHASER as follows:

The amount to MnSCU shall not exceed \$17,393, seventeen thousand three hundred ninety three dollars.

- \$15,479.53 Direct Program
- \$700.00 Support Service Expenses
- \$1,213.47 Administrative Expenses (7.5%)

- b. Terms of Payment. Payment shall be made by the PURCHASER for the previous month no later than the 23rd day following the last day of the month being billed for, if there are no disputes. If the PURCHASER disagrees with the amount of a charge, it shall immediately contact MnSCU to resolve the issue. The monthly invoice will not be paid until the dispute is resolved. During the term of the contract, the PURCHASER shall not be responsible for charges beyond the scope of what is allowed in this contract.

4. TERM OF CONTRACT. This contract shall be effective on October 1, 2015, **or upon the date that the final required signature is obtained by MnSCU**, whichever occurs later, and shall remain in effect until September 30, 2016 or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first.

5. CANCELLATION. This contract may be canceled by the PURCHASER or MnSCU at any time, with or without cause, upon thirty (30) days written notice to the other party. In the event of such a cancellation, the MnSCU shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.

6. AUTHORIZED REPRESENTATIVES.

- a. The PURCHASER'S Authorized Representative for the purposes of administration of this contract is:

Name: Peggy Brackenbury
Title: Financial Assistance Supervisor II
Address: 315 Main Street South, Suite 200, Pine City, MN 55063
Telephone: 320-216-4107
E-Mail: peggy.brackenbury@co.pine.mn.us
Fax: 320-591-1601

- b. MnSCU'S Authorized Representative for the purposes of administration of this contract is:

Name: Dwayne Green
Title: Executive Director
Address: 900 4th Street SE, Pine City, MN 55063
Telephone: 320-629-4543
E-Mail: greend@pine.edu

Each authorized representative shall have final authority for acceptance of services of the other party and shall have responsibility to ensure that all payments due to the other party are paid pursuant to the terms of this contract.

7. ASSIGNMENT. Neither the PURCHASER nor MnSCU shall assign or transfer any rights or obligations under this contract without the prior written approval of the other party.
8. LIABILITY. The PURCHASER shall indemnify, save, and hold MnSCU, its agents and employees harmless from any and all claims or causes of action arising from the performance of this contract by the PURCHASER or PURCHASER'S agents or employees. This clause shall not be construed to bar any legal remedies the PURCHASER may have for MnSCU'S failure to fulfill its obligations pursuant to this contract. MnSCU shall indemnify, save, and hold the PURCHASER, its agents and employees harmless from any and all claims or causes of action arising from the performance of this contract by MnSCU or MnSCU's agents or employees.
9. AMERICANS WITH DISABILITIES ACT COMPLIANCE (hereinafter "ADA"). The PURCHASER is responsible for complying with the Americans with Disabilities Act, 42 U.S.C. 12101, et. seq. and regulations promulgated pursuant to it. MnSCU IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.
10. AMENDMENTS. Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract or their successors in office.
11. GOVERNMENT DATA PRACTICES ACT. The requirements of Minnesota Statutes section 13.05, subdivision 11 apply to this contract. The PURCHASER and MnSCU must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by MnSCU in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the PURCHASER in accordance with this contract. The civil remedies of section 13.08 apply to the release of the data referred to in this clause by either the PURCHASER or MnSCU.

In the event the PURCHASER receives a request to release the data referred to in this clause, the PURCHASER must immediately notify MnSCU. MnSCU will give the PURCHASER instructions concerning the release of the data to the requesting party before the data is released.
12. JURISDICTION AND VENUE. This contract shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or the breach thereof, shall be located only in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.
13. STATE AUDITS. The books, records, documents, and accounting procedures and practices of the PURCHASER relevant to this contract shall be subject to examination by the contracting department and the Legislative Auditor.
14. OTHER PROVISIONS. (Attach additional page(s) if necessary): None

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

APPROVED:

1. MINNESOTA STATE COLLEGES AND UNIVERSITIES

Pine Technical and Community College Employment and Training Center

By (authorized signature)
Title
Date

2. PURCHASER: PINE COUNTY HEALTH AND HUMAN SERVICES

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

By (authorized signature)
Title
Date

By (authorized signature)
Title
Date

AS TO FORM AND EXECUTION:

By (authorized signature)
Title: Pine County Attorney
Date

3. AS TO FORM AND EXECUTION:

By (authorized college/university/system office initiating agreement)

Title
Date



AGENDA REQUEST FORM

Date of Meeting: October 6, 2015

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

Agenda Item: Termination of employee

Department: Sheriff

Paul Martin Chief Deputy
 Department Head signature

Background information on Item:

Deputy Dan Adams was terminated as a probationary status employee effective September 30, 2015.

Action Requested:

Acknowledge the termination from employment and authorize immediate backfill from the eligibility list in place for the position.

Financial Impact:

Funds in 2015 budget.



AGENDA REQUEST FORM

Date of Meeting: October 6, 2015

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

Agenda Item: Approve new Deputy Hire

Department: Sheriff

Paul D. ... Chief Deputy
 Department Head signature

Background information on Item:

The Sheriff's Office has been in the process of hiring deputies to fill two vacant positions. Personnel Committee approval was given for backfill earlier in 2015.

Action Requested:

Approve the hiring of Charles Anderson as full time deputy sheriff effective October 19, 2015. Starting salary C42 step 3 \$23.31.

Financial Impact:

Funds in 2015 budget.



AGENDA REQUEST FORM

Date of Meeting: 10/06/2015

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

Agenda Item: Hiring of Child Support Supervisor

Department: HHS

Rebecca Foss
Department Head signature

Background information on Item:

The County Board authorized HHS to hire a Child Support Supervisor and eliminate the team lead position in that unit. Interviews were held on September 17th. The position was offered and accepted by Jodi Blesener. She is scheduled to begin her Supervisor duties on October 7, 2015. She will begin on Step 5 of the IBEW scale - \$25.29 per hour.

Action Requested:

Approve the internal promotion of Jodi Blesener to Child Support Supervisor, effective October 7, 2015, at \$25.29/hour.

Financial Impact:

This is an internal promotion. The position of Team Leader is no longer necessary and a backfill will not be necessary. There are funds in the HHS budget to cover the difference between the team leader position and the supervisory position.



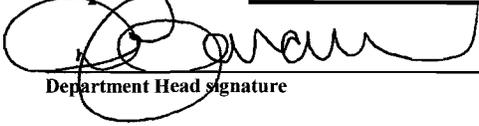
AGENDA REQUEST FORM

Date of Meeting: October 6th, 2015

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

Agenda Item: Promotion of Deputy Grice to Sergeant Grice

Department: Pine County Sheriff's Office



 Department Head signature

Background information on Item:

The Pine County Sheriff's Office has promoted Deputy Scott Grice to the position of Sergeant effective October 4th, 2015.

Action Requested:

The Pine County Sheriff's Office respectfully asks the Pine County Board of Commissioners for the acknowledgement of Deputy Grice's promotion to Sergeant.

Financial Impact:

Deputy Grice's promotion to Sergeant will increase his wage from C42- \$27.71 to C43- \$28.98.



AGENDA REQUEST FORM

Date of Meeting: October 6th, 2015

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

5 mins 10 mins 15 mins Other

Agenda Item: Overnight Approval for Training

Department: Probation

Terry Fawcett

Digitally signed by Terry Fawcett
DN: cn=Terry Fawcett, o=Pine County, ou=Probation,
email=terry.fawcett@co.pine.mn.us, c=US
Date: 2015.09.30 12:48:53 -0500

Department Head signature

Background information on Item:

Secondary Trauma training for Corrections Professionals. Hosted by Rice County Probation in Faribault, Minnesota. Training is free of charge.
Rate is \$83.00, plus tax (\$91.62) to stay at GrandStay Suites. Authorization for Amber Chase, Travis Fisher, and Karly Kostich.
Item is budgeted under training.

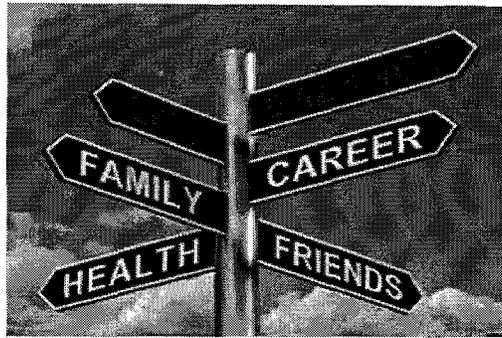
Action Requested:

Approve one overnight (November 30th)

Financial Impact:

\$91.62 budgeted under training. Staff will use Pine County Probation vehicle.

PRIMARY SECONDARY VICARIOUS TRAUMA



Surviving the Trenches

Save The Date!

2015

November 30-December 2 | Rice County

THE IMPACT OF TRAUMA EXPOSURE ON PROFESSIONALS

Over the past decade, evidence-based practices (EBP) in community corrections have dramatically shifted the role of officers from “rule enforcement” into “active agents of change” in offender rehabilitation. Never before has a greater emphasis been placed on the officer’s ability to warmly engage and emotionally connect with offenders. In fact, recent research suggests “high quality relationships” (characterized as firm, fair, and caring) between officers and offenders are an essential component of core correctional practices and protect against offender recidivism.

It is ironic that empathy, the very quality that makes officers most effective in their work, also makes them most vulnerable, because empathy is the pathway through which trauma is vicariously transferred.

While evidence-based practices are showing positive results through a national increase in probation success rates, there is a departmental duty to safeguard the welfare of officers and to preserve and maintain their emotional well-being.

PRESENTER:



Grainy photo of Kirsten R. Lewis
(Black of Nov 30)

Kirsten R. Lewis, M.Ed., is a probation officer with the Maricopa County Adult Probation Department (MCAPD). She received her BA in 1997 with double majors in psychology and chemistry from Washburn University and her M.Ed. in 2003 with an emphasis in Counseling-Human Relations from Northern Arizona University. Additionally, Kirsten is an adjunct psychology instructor at Glendale Community College, an approved instructor by the International Critical Incident Stress Foundation, Inc., and co-owner of KSL Research, Training & Consultation, LLC.

With a background in research and over 24 years of experience in community corrections, Kirsten spearheaded a ground-breaking research study examining secondary traumatic stress in probation officers as a result of working with criminal offenders. Her research was recently published in the *American Journal of Criminal Justice*, featured in *Perspectives*, the national journal of the American Probation and Parole Association, and received the 2013 *Sam Houston State University Award for outstanding contributions to scholarship in Community Corrections*.

*Questions to Lindsey Hemker
lhemker@co.rice.mn.us*

LINE STAFF TRAINING:

(2 days, Nov 30-Dec 1)

- Recognizing compassion fatigue, vicarious trauma and burnout
- Understanding caseload events and unique stressors of probation work
- Managing Empathy
- Improving personal awareness- identification of stress symptoms
- Recognizing the effects of cumulative stress
- Developing protective coping strategies
- Enhancing resilience
- Accessing support and resources

MANAGEMENT TRAINING:

(3 days, Nov 30-Dec 2)

- Continuation of the 2-day training for managers and supervisors
- Identify stress in employees
- Supervising stressed and/or traumatized employees
- Managing supervisory stress
- Recognizing the impact of chronic traumatic stress on organizations
- Detecting the effect of trauma on leadership and communication in crisis and peacetime
- Understanding organizational culture and influence

I've had the honor to present my research on traumatic stress in community corrections at workshops and conferences around the country, where the topic appears to universally resonate with staff at all levels. I can attest to the evidence I've consistently witnessed over the years in these trainings confirming the impact: the number of officers in the audiences who nod their heads in recognition as we discuss the symptoms of trauma exposure, the eyes that well with emotion as they remember the haunting cases they carry with them, the relief in their voices when they learn that their reactions are normal and shared by many, and probably most importantly, the pride in their faces when the personal cost of their work is acknowledged and valued.—K.Lewis



AGENDA REQUEST FORM

Date of Meeting: 10/06/2015

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

Agenda Item: Training for Social Workers in Adult and Disability Services Unit

Department: HHS

Rebecca Foss

Department Head signature

Background information on Item:

Patrick Meacham and Rona Duvall, social workers in the adult and disability services unit, have requested to attend both days of the St. Louis County Health and Human Services Conference, which is scheduled for October 15 - 16, 2015. The conference covers a wide variety of topics related to all aspects of Health and Human Services.

Action Requested:

Authorize Patrick Meacham and Rona Duvall to attend the St. Louis County Health and Human Services Conference from October 15 to October 16, 2015 in Duluth, MN.

Financial Impact:

Total cost for both social workers to attend the conference: \$412 (Registration costs for both: \$100; Meals: Up to \$92 for both workers for both days; Travel costs: \$220; Accommodations: \$0).

*All costs will be reimbursed by the Regional Adult Mental Health Initiative, as both social workers work with adults who have been diagnosed with severe and persistent mental illness.

Staff Development/Training Request Form

Please complete for each training session, workshop, or conference you attend. You must have your Supervisor's approval along with the Director's approval. Requests that are going to County Board must be sent at least one week ahead to Janet Schumacher to be placed on the agenda. Give to Janet Schumacher to be recorded in your staff development file after you have attended.

Employee's Name: Rona Duvall

Request To Attend The Following: St. Louis County HHS Conference

Location: Duluth

Date (s): From: Oct 15, 2015 To: Oct 16, 2015

Required Training? Yes or No CEU'S: (#) _____

Available On: DVD ITV Yes or No

Others From Our Department Who Will Be Attending: _____

COST:	<u>ESTIMATED</u>	<u>ACTUAL</u> (Complete After)	
REGISTRATION	\$ <u>50-</u>	\$ <u>50.00</u>	<i>Will stay in Duluth with friends</i>
MEALS	\$ <u>46-</u>	\$ _____	
ACCOMMODATIONS	\$ <u>—</u>	\$ _____	
TRAVEL	\$ <u>110-</u>	\$ _____	County Car _____ (check)
OTHER	\$ _____	\$ _____	

PAYMENT SOURCE: _____

APPROVED BY Barbara Schmidt DATE: 8/26/2015
Supervisor

APPROVED BY _____ DATE: _____
Director

APPROVED BY _____ DATE: _____
County Board

*Indicate staff person's name that shared expenses with you and be sure to divide all costs between each employee and include those same amounts on each form. See other side for Policy & Procedure.

Revised 4/9/2014

Staff Development/Training Request Form

Please complete for each training session, workshop, or conference you attend. You must have your Supervisor's approval along with the Director's approval. Requests that are going to County Board must be sent at least one week ahead to Janet Schumacher to be placed on the agenda. Give to Janet Schumacher to be recorded in your staff development file after you have attended.

Employee's Name: Patrick Meacham

Request To Attend The Following: St. Louis County HHS Conference

Location: Duluth

Date (s): From: October 15 To: October 16

Required Training? Yes or (No) CEU'S: (#) _____

Available On: DVD ITV Yes or (No)

Others From Our Department Who Will Be Attending: _____

COST:	<u>ESTIMATED</u>	<u>ACTUAL</u> (Complete After)	
REGISTRATION	\$ <u>50-</u>	\$ _____	<i>will stay in Duluth w/ friends</i>
MEALS	\$ 48 <u>46-</u>	\$ _____	
ACCOMMODATIONS	\$ _____	\$ _____	
TRAVEL	\$ <u>116.00</u>	\$ _____	County Car _____ (check)
OTHER	\$ _____	\$ _____	

PAYMENT SOURCE: _____

APPROVED BY Barbara J. Schmidt DATE: 8/26/2015
Supervisor

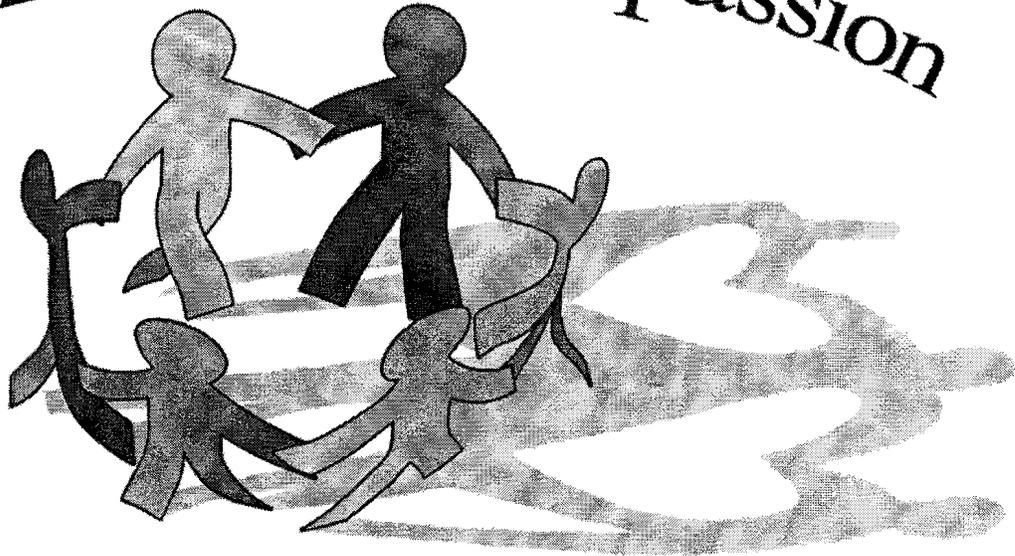
APPROVED BY _____ DATE: _____
Director

APPROVED BY _____ DATE: _____
County Board

*Indicate staff person's name that shared expenses with you and be sure to divide all costs between each employee and include those same amounts on each form. See other side for Policy & Procedure.

Revised 4/9/2014

The Dance of Compassion



110 WORKSHOPS
14 INSTITUTES
KEYNOTE SPEAKER
150+ EXHIBITS

The St. Louis County Health & Human Service Conference draws together 2,500 public and private sector practitioners for two days of training and networking, providing a forum for sharing innovative ideas and programs, stretching perspectives, strengthening community Health & Human Services, and addressing common issues and concerns.

MN Board of Social Work
C.E.U.s will be available

33RD ANNUAL ST. LOUIS COUNTY HEALTH & HUMAN SERVICE CONFERENCE

Thursday-Friday
October 15-16, 2015
At the DECC
Duluth, Minnesota



www.stlouiscountymn.gov/hhsconference





AGENDA REQUEST FORM

Date of Meeting: 10/06/2015

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

Agenda Item: Training for Fraud Prevention Investigator (FPI)

Department: HHS

Rebecca Foss
Department Head signature

Background information on Item:

Osten Berg has requested to attend the MN Fraud Investigators Association 2015 Fall Training, which is being held on October 15, 2015. Information about the training is attached.

Action Requested:

Authorize Osten Berg, Fraud Prevention Investigator, to attend the MN Fraud Investigators Association 2015 Fall Training.

Financial Impact:

Total cost = \$361 (Registration= \$75; Accommodations= \$124; Travel= \$162)
The FPI grant covers the costs of training.

Staff Development/Training Request Form

Please complete for each training session, workshop, or conference you attend. You must have your Supervisor's approval along with the Director's approval. Requests that are going to County Board must be sent at least one week ahead to Janet Schumacher to be placed on the agenda. Give to Janet Schumacher to be recorded in your staff development file after you have attended.

Employee's Name: Osten Berg

Request To Attend The Following: MW Fraud Investigation Assn -

2015 Fall Training

Location: Oak Ridge Conference Center - Chaska MN

Date (s): From: October 15 To: _____

Required Training? Yes or No CEU'S: (#) _____

Available On: DVD ITV Yes or No

Others From Our Department Who Will Be Attending: _____

COST:	<u>ESTIMATED</u>	<u>ACTUAL</u> (Complete After)	
REGISTRATION	\$ <u>75⁰⁰</u>	\$ _____	
MEALS	\$ _____	\$ _____	
ACCOMMODATIONS	\$ <u>124⁰⁰ + tax</u>	\$ _____	
TRAVEL	\$ <u>162⁰⁰</u>	\$ _____	County Car _____ (check)
OTHER	\$ _____	\$ _____	
PAYMENT SOURCE:	<u>FPI Grant</u>		

APPROVED BY _____ DATE: _____
Supervisor

APPROVED BY _____ DATE: _____
Director

APPROVED BY _____ DATE: _____
County Board

*Indicate staff person's name that shared expenses with you and be sure to divide all costs between each employee and include those same amounts on each form. See other side for Policy & Procedure.

Revised 4/9/2014



1:30 – 2:30

MN Department of Human Services–OIG:

- ***OIG Staff***

This session will be an open discussion of past and current projects and topics concerning the FPI program and other related fields within the OIG. Updates will include the areas of PIN, training, and legislation. Time will be allotted for questions and concerns.

1:30-3:30

Certified Welfare Fraud Investigator (CWFI) Exam*

2:30 – 2:45

Break

2:45 – 4:00

Welfare and Medical Data: The Myth and Reality of Civil and Criminal Investigations

- ***Rick Hodsdon, Assistant Washington County Attorney***

When people trained in criminal investigations delve into the realm of fraud prevention and civil investigations they routinely encounter exotic creatures such as the data practices act and HIPAA. In this course an experienced criminal prosecutor, data practices and HIPAA expert will discuss some basic realities and myths of each of these laws. Discussion will include a basic refresher on the terms and definitions used, application of the Tennessee Warning to non-criminal investigations and what welfare data and health data are and how they differ from what investigators are used to in the criminal law realm.

4:00-4:30

MFIA Business Meeting

******-Anyone interested in taking the CWFI exam needs to complete and send in a CWFI Application and Addendum (included in conference info email) and \$15 testing fee to UCOWF no later than September 24, 2015. Applicants must be approved to test by the CWFI Chair. Approved applicants must bring their approval letter to the testing site.

Applications and testing fee should be mailed to Paula Kingery at: UCOWF, PO Box 606, Nora Springs, IA 50458.



2015 Fall Training

Thursday, October 15th, 2015

Oak Ridge Hotel & Conference Center

1 Oak Ridge Drive, Chaska, MN 55318

952-368-3100

- 7:00-8:00** **Registration/Breakfast** (provided)
- 8:00 – 10:00** **Strategies for the Recorded Interview: Part I**
- ***Neil Nelson – Neil Nelson & Associates***
This presentation addresses the use of electronic recordings of interviews/interrogations and the benefits of electronic recording during an investigation. It identifies interviewing strategies appropriate for electronically recorded interviews, along with an interviewing technique developed in response to the 1994 State of Minnesota v. Scales decision mandating the recording of custodial interrogations in a place of detention.
- 10:00 – 10:15** **Break** (snacks provided)
- 10:15 – 12:15** **Strategies for the Recorded Interview: Part II**
- ***Neil Nelson – Neil Nelson & Associates***
Upon completion of this course, participants will be able to demonstrate a thorough understanding of basic techniques and guidelines for conducting recorded interviews, elements of the “RIP (Rapport/Investment/Partnership) Technique,” and how the “RIP Technique” works.
- 12:15 – 1:30** **Lunch** (provided) & **MFIA Board Meeting**



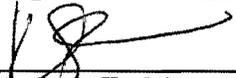
AGENDA REQUEST FORM

Date of Meeting: October 6, 2015

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

Agenda Item: Subsurface Sewage Treatment System Certification Courses

Department: Land Services



Department Head signature

Background information on Item:

Pine County must have at least one certified septic inspector to perform inspections of new and replacement systems when they are installed within our jurisdictions. Currently, the Land Services Director is the only certified inspector we have, as the new staff which we hired did not already have the certification. The certification includes five courses through the University of Minnesota. The first two courses, Introduction of Onsite Systems and Installing Onsite Systems are offered the week of November 30, 2015-December 2, 2015 and December 3-4, 2015 respectively in Alexandria, MN.

Action Requested:

Consider Joe Sanders, GIS/Environmental Technician and Caleb Anderson, Land & Resources Manager to attend both courses in pursuit of their inspector certifications.

Financial Impact:

The cost of the courses are \$615 per person, \$336.16 per person for hotel accommodations (breakfast included), and up to \$135 in meals per person for the five day training for a total cost of \$1,086.16 per person. A county vehicle will be used, so no mileage will be incurred. These costs are outside the 2015 Zoning budget for trainings, however is necessary. The department has approximately \$6,000 in additional revenue during 2015 to more than offset the overage.



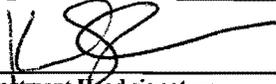
AGENDA REQUEST FORM

Date of Meeting: October 6, 2015

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

Agenda Item: Solid Waste Ordinance Amendment and Fee Resolution Public Hearing

Department: Land Services



Department Head signature

Background information on Item:

As described in Minnesota Statute 115A, local governments across the state have a responsibility and goal to "...protect the land, air, water, and other natural resources and the public health by improving waste management..." Pine County has annually allocated property tax levy dollars to programs such as an annual household hazardous waste (HHW) collection and recycling programs to work towards this goal.

Over the last several months, the county board has reviewed and discussed alternatives to the county's current practices and believes that enhancements to the Household Hazardous Waste program are appropriate. In order to expand the HHW program to a level which will provide convenience for residents and additional protection of the natural environment, without the use of property tax levy dollars, Pine County could establish a solid waste management fee, which is authorized under Minnesota Statute 400.08.

Previously the county board requested information about the scope of a HHW program that could be implemented with a \$6 per improved parcel special assessment. A special assessment at that level would collect approximately \$109,000 annually, which would allow a seasonally (May – October) operated HHW facility in Pine County. This collection facility would be located at the transfer station in Hinckley and available to residents and property owners for disposal of residential-quantities of HHW. The County Board must amend the solid waste ordinance to establish the fee and adopt a resolution setting the fee. Both actions require public hearings.

Action Requested:

- 1.) Presentation of a.) the ordinance amendment and b.) resolution 2015-33 to set the fee
- 2.) County Board questions and discussion
- 3.) Open Public Hearing
- 4.) Take public testimony
- 5.) Close Public Hearing
- 6.) County Board additional discussion if necessary
- 7.) Consider adoption of the ordinance amendment
- 8.) Consider resolution 2015-33 to set the Solid Waste Management Fee.

If the ordinance amendment and fee are approved, the board should direct staff to draft operational policies and other actions necessary to implement the program by Spring 2016.

Financial Impact:

This will provide an increase in revenue for 2016 specifically targeted to open a Household Hazardous Waste Facility in Pine County and will replace the previous levy dollars (\$12,000) associated with HHW.

**PINE COUNTY RESOLUTION ESTABLISHING
SOLID WASTE MANAGEMENT FEE
RESOLUTION No. 2015-33**

WHEREAS, the Pine County Commissioners have recognized the necessity in Pine County to provide additional solid waste management services including, but not limited to, public education, recycling programs, household hazardous waste programs, solid waste management facilities operation, and debt service cost, and;

WHEREAS, the County of Pine has amended its Solid Waste Ordinance to establish a Solid Waste Management Fee pursuant to Minnesota Statute 400.08, and;

WHEREAS, a public hearing was held on October 6, 2015 after due notice in the Official County newspaper along with several other area newspapers on September 24, 2015 and October 1, 2015, as provided by the law was conducted in regard to the establishment of this fee.

NOW THEREFORE BE IT RESOLVED, that the County of Pine sets the rate for the Solid Waste Management Fee in accordance with the amended ordinance at a rate of \$6 per taxable improved parcel.

Dated this 6th day in October, 2015.

Stephen M. Hallan, Chairman
Pine County Board of Commissioners

ATTEST:

David J. Minke
County Administrator

ORDINANCE AMENDING THE
PINE COUNTY SOLID WASTE ORDINANCE

The County Board of Pine County, Minnesota ordains that the Pine County Solid Waste Ordinance shall be amended as follows:

SECTION XIa. SOLID WASTE MANGEMENT FEE.

Subd. 1. This section is enacted pursuant to Minnesota Statute 400.08 which grants Pine County the authority to impose reasonable charges for solid waste management services including, but not limited to, public education, recycling programs, household hazardous waste programs, solid waste management facilities operation, and debt service cost. The purpose of this section is to establish a method of collection for such charges.

Subd. 2. Pine County may impose a service charge for waste management activities provided to properties in the County, and such charges may result in a special assessment payable with the real estate taxes.

Subd. 3. The charges shall be enforced and collected in the manner provided for the enforcement and collection of real property taxes in accordance with the provisions of the laws of the State. The charges, if not paid, shall become delinquent and be subject to the same penalties and the same rate of interest as the taxes under the general laws of the State.

Subd. 4. The County Board, by resolution, may establish or revise the rate schedule for solid waste management fee. If no new rate schedule for solid waste management fee is adopted in any year, the rate schedule for the previous year shall remain in effect.

Subd. 5. Any property who believe that the service charge imposed upon his property is incorrect, may appeal the charge. An appeal form may be obtained at the Pine County Zoning and Solid Waste office, and shall be filed within 30 days of mailing the property tax statement by the County. The County Zoning and Solid Waste office shall, within 30 days of the receipt of the appeal, review the appeal and notify the appellant by U.S. mail whether an adjustment is due or whether the appeal is denied.

Stephen M. Hallan, Chairman
Pine County Board of Commissioners

ATTEST:

David J. Minke
County Administrator

Drafted by: Pine County Land Services
635 Northridge Dr NW, Suite 250
Pine City, MN 55063

Public Hearing Notice Published: September 24, 2015
Public Hearing: October 6, 2015
Adopted by County Board: October 6, 2015
Publication of Ordinance: October 15, 2015
Filed with County Recorder: October 15, 2015
Effective Date: October 15, 2015



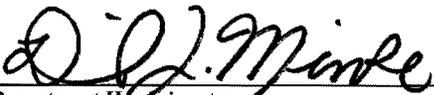
AGENDA REQUEST FORM

Date of Meeting: October 6, 2015

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

Agenda Item: MLBO Fee To Trust Request

Department: Administration


 Department Head signature

Background information on Item:

Attached is the notice from the United States Department of the Interior notifying the county of an application by the Mille Lacs Band of Ojibwe Indians requesting that certain property in Pine County be accepted "in trust" for the Mille Lacs Band of Ojibwe Indians by the United States of America for the benefit of the Mille Lacs Band of Ojibwe Indians.

The property is approximately 16 acres and is known as the "Amherst Wilder Foundation Property". The property is contiguous to existing trust parcels to the north. According to the application:

The Amherst-Wilder Foundation Property is primarily vacant, undeveloped property with the exception of ceremonial building and water, septic and electric infrastructure. The Band currently uses the property for traditional cultural purposes including hunting, gather and ceremonial activities. The Band will continue to use the property as it currently is, and, therefore, the Band requests a Categorical Exclusion from NEPA for its acquisition of this property.

The property is currently tax exempt.

Katie Draper has indicated she or someone from the MLBO will likely attend the county board meeting.

The county has until October 14, 2015 (30 days) to submit any comments and can request a 30 day extension.

Action Requested:

Consider any comments related to the request.

Financial Impact:

None.



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS

Midwest Regional Office

Norman Pointe II

5600 West American Boulevard, Suite 500

Bloomington, MN 55437



IN REPLY REFER TO:
Division of Fee to Trust
TR-4609-P5
Amherst

SEP 14 2015

NOTICE OF (NON-GAMING) LAND ACQUISITION APPLICATION

Pursuant to the Code of Federal Regulations, Title 25, INDIANS, Part 151.10, notice is given of the application filed by the Mille Lacs Band of Ojibwe Indians to have real property accepted "in trust" for said applicant by the United States of America. The determination whether to acquire this property "in trust" will be made in the exercise of discretionary authority which is vested in the Secretary of the Interior, or his authorized representative, U.S. Department of Interior. To assist us in the exercise of that discretion, we invite your comments on the proposed acquisition. In order for the Secretary to assess the impact of the removal of the subject property from the tax rolls, and if applicable to your organization, we also request that you provide the following information:

- 1) If known, the annual amount of property taxes currently levied on the subject property allocated to your organization;
- 2) Any special assessments, and amounts thereof, that are currently assessed against the property in support of your organization;
- 3) Any governmental services that are currently provided to the property by your organization; and
- 4) If subject to zoning, how the intended use is consistent or inconsistent with the zoning.

RS
currently exempt.
no jurisdiction.

We provide the following information regarding this application:

Applicant

Mille Lacs Band of Ojibwe Indians

Legal Land Description/Site Location:

That part of the Southeast Quarter of the Southeast Quarter (SE 1/4 of the SE 1/4) of Section Three (3), Township Forty-one (41) North, Range Seventeen (17) West of the Fourth Principal Meridian, described as follows:

Commencing at the southeast corner of said SE 1/4 of SE 1/4; thence going Northerly along the east line of said 1/4 1/4 on an assumed bearing of North 0° 03' 53" East distance 76.64 feet to the actual point of beginning of the tract of land to be described; thence bearing North 61° 18' 42" West distance 155.45 feet; thence bearing North 36° 06' 47" West distance 504.04 feet; thence bearing North 18° 16' 58" West distance 156.70 feet; thence bearing North 4° 35' 23" West distance 254.00 feet; thence bearing North 55° 03' 19" West distance 296.70 feet; thence bearing North 41° 21' 53" West distance 217.61 feet to the north line of said SE 1/4 of SE 1/4; thence going Easterly

23,008.00

along the north line of said 1/4 1/4 distance 891.31 feet, to the northeast corner of said 1/4 1/4; thence going Southerly along the east line of said 1/4 1/4 distance 1217.86 feet, to the actual point of beginning.

64599 Badger Road, Sandstone, MN 55072
Pine County tax parcel 230088001, comprising approximately 12.7 acres more or less.

Project Description/Proposed Land Use:

The Midwest Regional Office has under consideration an application for the transfer of real property held by the Mille Lacs Band of Ojibwe to be transferred to the United States in trust for the benefit of the Mille Lacs Band of Ojibwe Indians.

The subject parcel contains a single structure. The structure and surrounding vacant lands are used for cultural purposes, including hunting, gathering, and religious ceremonial activities. No change in use is proposed.

As indicated above, the purpose for seeking your comments regarding the proposed trust land acquisition is to obtain sufficient data that would enable an analysis of the potential impact on local/state government, which may result from the removal of the subject property from the tax roll and local jurisdiction.

This notice does not constitute, or replace, a notice that might be issued for the purpose of compliance with the National Environmental Policy Act of 1969.

Your written comments should be addressed to the Bureau of Indian Affairs office listed at the top of this notice. Any comments received within thirty days of your receipt of this notice will be considered and made a part of our record. You may be granted one thirty day extension of time to furnish comments, provided you submit a written justification requesting such an extension within thirty days of receipt of this letter. Copies of all timely received comments will be provided to the applicant for a response. You will be notified of the decision to approve or deny the application.

If any party receiving this notice is aware of additional governmental entities that may be affected by the subject acquisition, please forward a copy to said party.

A copy of the application, excluding any documentation exempted under the Freedom of Information Act, is available for review at the above address. A request to make an appointment to review the application, or questions regarding the application, may be directed to Andrew Nichols, Realty Specialist, Division of Fee to Trust, at (612) 725-4549.

Sincerely,



Acting Regional Director

CC: BY CERTIFIED MAIL – RETURN RECEIPT REQUESTED:

Office of the Governor, State of Minnesota 9171 9690 0935 0036 0094 63
116 Veterans Service Building
20 W 12th Street
St. Paul, MN 55155

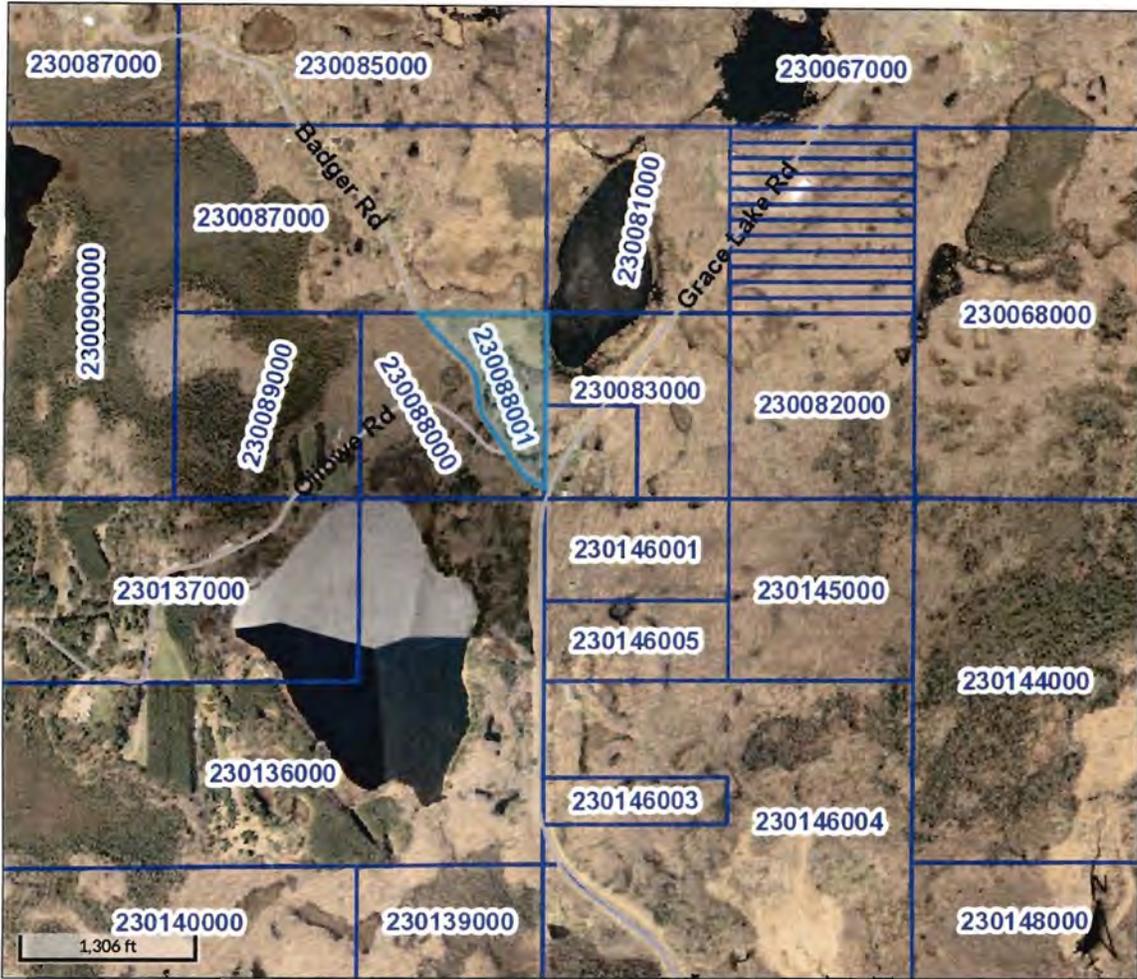
Pine County Administrator 9171 9690 0935 0036 0094 70
635 Northridge Dr NW
Suite 200
Pine City, MN 55063

Ogema Township Board 9171 9690 0935 0036 0094 87
Robert Sunstrom, Clerk
37481 Alma Razor Rd
Hinckley, MN 55037

Minnesota Department of Transportation 9171 9690 0935 0036 0094 94
Attn: Director, Office of Aeronautics
222 East Plato Blvd., MS 410
St. Paul, MN 55107

BY FIRST CLASS MAIL:

Director of Real Estate
Mille Lacs Band of Ojibwe Indians
43408 Oodena Drive
Onamia, MN 56359



Overview



Legend

Roads

-  <all other values>
-  Interstate
-  Hwy
-  Townships
-  Parcels
-  Parcels w/o Labels
-  Memorial Forests

Parcel ID	230088001	Alternate ID	n/a	Owner Address	MILLE LACS BAND OF OJIBWE
Sec/Twp/Rng	3-41-17	Class	942 - INDIAN RESERVATIONS		INDIANS
Property Address	64599 BADGER RD SANDSTONE	Acreage	16.0		43408 OODENA DR ONAMIA, MN 56359
District	n/a				
Brief Tax Description	Sect-03 Twp-041 Range-017 16.00 AC THAT PART OF SOUTHEAST 1/4 OF SOUTHEAST 1/4 DESC AS FOLL: COMM AT SE CORNER OF SE1/4 OF SE1/4; THENCE NLY ALONG EAST LINE 76.64 FT TO PT OF BEG; THENCE NORTH 61D18'42" WEST 155.45 FT; THENCE NORTH 36D06' 47" WEST 504.04 FT; THEN NORTH 18D16'58" WEST 156.7 FT; THEN NORTH 4D35' 23" WEST 254 FT; THENCE NORTH 55D03' 19" WEST 296.7 FT; THENCE NORTH 41D21' 53" WEST 217.61 FT TO NORTH LINE OF SE1/4 OF SE1/4; THENCE EAST ALONG NORTH LINE 891.31 FT TO NE CORNER; THENCE SLY ALONG EAST LINE 1217.86 FT TO POINT OF BEGINNING TOGETHER WITH EASEMENT MICRO #321228 (Note: Not to be used on legal documents)				

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05/04/2011

**Minutes for
TRANSPORTATION COMMITTEE
September 14, 2015
1:00 pm
Commissioner Conference Room
Pine County Courthouse
Pine City, MN**

Committee members present were Commissioner Steve Hallan, Commissioner Curt Rossow, County Administrator David Minke, and County Engineer Mark LeBrun.

- 1) 2016 Construction Projects – Engineer LeBrun presented the 2016 construction projects. Informational only.
- 2) 2016-2020 Highway Improvement Plan – Engineer LeBrun presented the draft 5 year Highway Improvement Plan for review. Committee recommended plan be presented to full board for approval and will be presented on October 6th.
- 3) Drainage Policy Update – Engineer LeBrun presented information on updating the drainage policy created in 2002. LeBrun will consult with County Attorney's office and present to full board in October.
- 4) Jurisdictional Transfers – Engineer LeBrun discussed request from Pine City Township for road exchange. Information was presented on current policy and future planning. Commissioner Hallan presented concerns on south end of Cross Lake. No action on transfer request recommended at this time. Engineer LeBrun will be working on a 20 Year Transportation Plan over the next year.
- 5) RR Crossings – Discussion occurred on two crossings (CSAH 55 & 65) in Pine City that need to be improved. Engineer LeBrun has been in contact with RR and will continue to push for improvements.
- 6) ATV's in ROW – Discussion was held on ATV use in the county ROW. Commissioner Rossow requested updates to ATV policy to include additional road corridors.

2016

FUND SOURCE

Road	Type	Location	Length	CONSTRUCTION		MAINTENANCE		BRIDGE BOND	LOCAL	FEDERAL
				Regular	Municipal	Regular	Municipal			
CSAH 1	Reclamation	TH 70 to CSAH 5	1.10	275,000						
CSAH 1	Reclamation	TH 70 to S Co Line	2.30	575,000						
CSAH 5	Paving	CR 112 to CSAH 1	4.25	900,000						
CSAH 5	Reclamation	CSAH 1 to CSAH 6	2.50	550,000						
CSAH 6	Reclamation	CSAH 5 to CSAH 7	1.40			350,000				
CSAH 13	Bridge	0.25 miles N of CSAH 11		150,000						
CSAH 14	Bridge	1.5 miles E of CSAH 13		250,000			250,000			
CSAH 53	Bridge	0.25 miles N of CSAH 7		300,000			300,000			
			Engineering	250,000						
Construction Totals				3,250,000	0	350,000	550,000	0	0	

3,900,000

STATE AID FUNDS -950,000 30,000

2016 - 2020 Highway Improvement Plan

2016

Road	Type	Location	Length
CSAH 1	Resurfacing	TH 70 to CSAH 5	1.10
CSAH 1	Resurfacing	TH 70 to S County Line	2.30
CSAH 5	Paving	CR 112 to CSAH 1	4.25
CSAH 5	Resurfacing	CSAH 1 to CSAH 6	2.50
CSAH 6	Resurfacing	CSAH 5 to CSAH 7	1.40
CSAH 8	Reconstruction	2nd Street to CSAH 65	0.38
CSAH 13	Bridge	0.25 miles N. of CSAH 11	
CSAH 14	Bridge	1.5 miles E. of CSAH 13	
CSAH 53	Bridge	0.1 miles N. of CSAH 7	

2017

Road	Type	Location	Length
CSAH 14	Resurfacing	CSAH 13 to CSAH 54	4.50
CSAH 43	Resurfacing	E. of CR 152 to TH 23	7.70
CSAH 44	Resurfacing	TH 23 to CSAH 22	0.40
CSAH 46	Resurfacing	CSAH 50 to CSAH 49	4.00
CSAH 46	Resurfacing	Sturgeon Island Rd to CSAH 50	1.00
CSAH 50	Resurfacing	CSAH 51 to CSAH 46	4.50
CSAH 61	Bridge	Willow River	
CR 175	Resurfacing	CSAH 44 to CSAH 44	0.27

2018

Road	Type	Location	Length
CSAH 17	RR Crossing	2.0 miles S. of CSAH 18	0.25
CSAH 32	Bridge	2.25 miles W. of CSAH 31	
CSAH 47	Reclamation	CSAH 48 to TH 23	1.00
CSAH 48	Reclamation	CSAH 47 to CR 164	4.00
CSAH 52	Grading	CR 157 to CSAH 42	1.50
CSAH 53	Reclamation	CSAH 7 to CSAH 11	4.60
CR 125	Reconstruction	CSAH 9 to 1.25 miles W.	1.25
CR 133	Resurfacing	CSAH 15 to 1.25 miles W.	1.25
CR 134	Resurfacing	TH 48 to CR 133	1.10
CR 142	Resurfacing	CSAH 32 to CSAH 30	4.00

2019

Road	Type	Location	Length
CSAH 28	Resurfacing	W. Co Line to CSAH 61	9.50
CSAH 52	Paving	Edgewood Rd to CR 157	1.00
CSAH 52	Paving	CR 157 to CSAH 61	5.70
CR 157	Paving	CSAH 40 to CSAH 52	1.10

2020

Road	Type	Location	Length
CSAH 22	Resurfacing	2 mi S of CR 148 to CSAH 44	4.50
CSAH 32	Resurfacing	CSAH 33 to CSAH 22	6.00
CSAH 35	Resurfacing	CSAH 28 to TH 18	3.50
CR 110	Resurfacing	CSAH 40 to CSAH 52	0.50



AGENDA REQUEST FORM

Date of Meeting: October 6, 2015

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

Agenda Item: Requested Road Name Change

Pine County Sheriff's Office-E911

Department: _____

Department Head signature

Background information on Item:

The Pine County Sheriff's Office has received a request for an E911 road name change. This road name had been changed in 1999-2000 during the county E911 address transition period. It changed from Sunset Lane to Bent Oak Lane.

The portion of road in this request has been agreed upon by all land owners affected to change it back to its original name, Sunset Lane.

Action Requested:

County board motion to rename Bent Oak Lane to Sunset Lane, as shown on the attached map, and to direct staff to update road signage.

Financial Impact:

The road sign, time, installation and labor to complete this will be Pine County's responsibility.



AGENDA REQUEST FORM

Date of Meeting: October 6, 2015

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

Agenda Item: Pine County land Dept Access Acquisition Policy

Department: Auditor-Treasurer

Cathy Clemmer
Department Head signature

Background information on Item:

As directed by the Land Advisory Committee, a Land Department Access Acquisition Policy has been drafted and reviewed by the Committee. The purpose of the policy is to set forth a process in determining, prioritizing and acquiring access to tax-forfeited lands inhibited by topography, legal or other access issues for the improvement of timber and forest management and land sale purposes.

Action Requested:

Approval and acceptance of the Access Acquisition Policy

Financial Impact:

Pine County Land Department:
Access Acquisition Policy

Purpose: establish a process to acquire access for tax-forfeited properties inhibited by topography, legal, or other access issues.

Process-

- 1. Land Department staff will identify those properties needing access.**
 - A. Identify primary need for access.
 - a. forest/wildlife management
 - b. timber/logging
 - c. sand/gravel or other natural resources
 - d. public use
 - e. land sale opportunities
 - B. Type of access.
 - a. long or short term
 - b. permanent or temporary
 - c. unrestricted or limited use
-limited: legal or County policy.
 - C. Identify
 - a. benefits
 - b. problems/issues
 - c. history of past use (i.e. -old township road).
 - d. other access routes (i.e. -ATV/snowmobile trails, waterways, etc.)
 - D. Prioritize.
- 2. Review/recommendation by the Pine County Tax-Forfeit Land Advisory Committee.**
- 3. Initial approval by County Board.**
- 4. Land Department staff proceeds towards acquisition.**
 - A. identify location(s).
 - B. contact land owners.
 - C. negotiate value, etc.
 - D. County Attorney review.
- 5. County Board final approval**
 - A. Easement/access description, value, terms, etc.- Approve purchase.
 - B. Approve condemnation (if needed).
 - a. County Attorney
- condemnation proceedings or cartway proceedings

Motion by Commissioner _____, seconded by Commissioner
_____, Passed.

Adopted this ____ day of _____, 2015.

Stephen M. Hallan, Chairman
Pine County Board of Commissioners

Attest: _____
David J. Minke, County Administrator



AGENDA REQUEST FORM

Date of Meeting: October 6, 2015

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

Agenda Item: East Central Schools SRO contract

Department: Sheriff

Paul O. ...
 Department Head signature

Background information on Item:

East Central School District has requested for the 2015/2016 school year a deputy be assigned as their school resource officer. A contract was prepared by the County Attorney. The East Central School Board approved the contract and signed such on September 14, 2016.

Action Requested:

Request Board approval and request signatures from the County Board Chairman and County Administrator.

Financial Impact:

Cost of the SRO in the school is reimbursed by the school district (salary only-not benefits).

PINE COUNTY SCHOOL RESOURCE OFFICER CONTRACT

THIS AGREEMENT is between the EAST CENTRAL SCHOOL DISTRICT (the DISTRICT) and the PINE COUNTY SHERIFF'S OFFICE (the PCSO), both political subdivisions of the State of Minnesota.

WHEREAS the DISTRICT agrees to purchase from the PCSO and the PCSO agrees to provide for the DISTRICT and to manage a School Resource Officer (SRO) Program in the DISTRICT consisting of up to one half-time School Resource Officer, their vehicles, supplies and equipment and the DISTRICT agrees to reimburse the PCSO for its expenses in providing the said SRO Program; and

WHEREAS the DISTRICT and the PCSO desire to set forth in this SRO Agreement the specific terms and conditions of the services to be performed and provided by the SRO in the DISTRICT;

NOW THE PARTIES AGREE AS FOLLOWS:

- A. Goals and Objectives** - It is understood and agreed that the DISTRICT and PCSO share the following goals and objectives with regard to the SRO Program in the schools:
- a. To foster educational programs and activities that will increase student's knowledge of and respect for the law and the function of law enforcement agencies;
 - b. To encourage SROs to attend extra-curricular activities held at schools, when possible, such as PTA meetings, athletic events and concerts;
 - c. To act swiftly and cooperatively when responding to major disruptions and flagrant criminal offenses at school, such as, but not limited to: disorderly conduct by trespassers, the possession and use of weapons on campus, the illegal sale and/or distribution of controlled substances, and riots;
 - d. To report serious crimes that occur on campus and to cooperate with the law enforcement officials in their investigation of crimes that occur at school;
 - e. To cooperate with law enforcement officials in their investigations of criminal offenses which occur off campus;

- f. To encourage SROs to provide traffic control at schools when deemed necessary for the safety and protection of students and the general public when the regular patrol officer/deputy is not available.

B. Employment and Assignment of School Resource Officers

- a. PCSO agrees to employ up to one half-time SRO during the term of this agreement. The SRO shall be an employee of the PCSO and shall be subject to the administration, supervision and control of the PCSO, except as such administration, supervision and control is subject to the terms and conditions of this Agreement.
- b. The PCSO agrees to provide and to pay the SRO's salary and employment benefits in accordance with the applicable salary schedules and employment practices of Pine County and the applicable labor agreement, including but not necessarily limited to: sick leave, annual leave, retirement compensation, disability salary continuation, workers compensation, unemployment compensation, life insurance, dental insurance, and medical/hospitalization insurance. The SRO shall be subject to all other personnel policies and practices of the PCSO and Pine County except as such policies or practices may have to be modified to comply with the terms and conditions of this Agreement.
- c. The PCSO, in its sole discretion, shall have the power and authority to hire, discharge and discipline the SRO. The PCSO will attempt to include the DISTRICT in the selection process of the assigned SRO. The PCSO shall hold the DISTRICT free, harmless and indemnified from and against any and all claims, suits or causes of action arising out of allegations of unfair or unlawful employment practices brought by SROs.
- d. In the event the SRO is absent from work, the SRO shall notify the PCSO. The PCSO will notify the appropriate official at the DISTRICT.

C. Hours

- a. The maximum number of hours that a SRO officer shall be on duty within the District's Schools in a work week shall be 20 hours. Specific SRO duty hours at a particular school shall be set by mutual agreement between the DISTRICT and the PCSO.

- b. Generally the SRO shall be on duty within the DISTRICT during the school day, Monday thru Friday, or as arranged by the DISTRICT and the PCSO.
- c. It is understood and agreed that time spent by SROs attending court and/or criminal cases arising from and/or out their employment as an SRO shall be considered as hours worked under this Agreement.
- d. In the event of an emergency one or more SROs may be ordered by the COUNTY SHERIFF or his/her designee to leave their school duty station during normal duty hours as described above and to perform other services for the COUNTY SHERIFF. The time spent shall not be considered hours worked under this Agreement.

D. Basic Qualifications of a SRO – To be a SRO, an officer must first meet all of the following basic qualifications:

- a. Shall be a licensed peace officer and should have two years of law enforcement experience;
- b. Shall possess a sufficient knowledge of the applicable State laws, City and County ordinances, and DISTRICT polices and regulations;
- c. Shall be capable of conducting criminal investigations;
- d. Shall possess even temperament and set a good example for students;
- e. Shall possess communication skills that would enable the officer to function effectively within the school environment.

E. Duties of School Resource Officers

- a. To protect lives and property;
- b. To enforce State and Local criminal laws and ordinances, and to assist school officials with the enforcement of District Policies and Administrative Regulations regarding student conduct;
- c. To investigate criminal activity committed on or adjacent to school property;
- d. To counsel public school students in special situations, such as students suspected of engaging in criminal misconduct, when requested by the principal or the principal's designee or by the parents of a student;
- e. To answer questions and conduct classroom presentations for students in the law related education field;

- f. To assist other law enforcement officers with outside investigations concerning students attending the school(s) to which the SRO is assigned;
- g. To assist the DISTRICT in the development of emergency response procedures and to coordinate with other SROs in the development of standardized practices throughout Pine County schools;
- h. To provide security for special school events or functions, such as sporting events, at the request of the DISTRICT; and
- i. To monitor traffic during the arrival and departure of students on an as needed basis. Need is based upon law enforcement determination of actual need.

F. Chain of Command

- a. As employees of the PCSO, SROs shall follow the chain of command as set forth in the PCSO Policies and Procedure Manual.
- b. In the performance of their duties, SROs shall coordinate and communicate with the DISTRICT to which they are assigned.

G. Training/Briefing

- a. All SROs are required by to attend required PCSO training and meetings.
- b. Training will be conducted to provide SROs with appropriate in-service training such as updates in the law, in-service firearm training, and in-service stun-gun training. The DISTRICT also may provide training in regulations and procedures.

H. Dress Code – SRO's are required to wear a departmental uniform.

I. Supplies and Equipment - The PCSO agrees to provide each SRO with the following equipment:

- a. Motor vehicles. The PCSO shall make available a standard patrol vehicle for each SRO. In addition, the PCSO agrees to:
 - i. Maintain the vehicle used by the SROs;
 - ii. Pay for gasoline, oil, replacement tires and other expenses associated with the operation of the vehicles; and
 - iii. Purchase and maintain comprehensive general auto liability insurance on the vehicle.
- b. Weapons and ammunition. The PCSO agrees to provide the standard issue weapons and ammunition in accordance with PCSO policy.

- c. Office Supplies. The DISTRICT agrees to provide each SRO with the usual and customary office supplies and forms required in the performance of their duties. In addition, each SRO shall be provided a private office within the school accessible by the students. Each SRO shall also be provided a computer, printer and access to a private fax machine.

J. Transporting Students

- a. It is agreed that SROs shall not transport students in their vehicles except:
 - i. When the students are victims of a crime, under arrest, or some other emergency circumstances exist;
 - ii. When students are suspended and sent home from school pursuant to school disciplinary actions if the student's parent or guardian has refused or is unable to pick-up the child within a reasonable time period and the student is disruptive/disorderly and his/her continued presence on campus is a threat to the safety and welfare of other students and school personnel, as determined by the SRO or the DISTRICT.
- b. If circumstances require that the SRO transport a student, then the DISTRICT must provide a school official or employee of the same gender of the student to be transported to accompany the officer in the vehicle.
- c. If the student to be transported off campus is not under arrest, a victim of a crime, or violent or disruptive, the DISTRICT shall provide transportation for the student and the SRO may accompany a school official while transporting a student.
- d. SROs shall notify the DISTRICT before removing a student from campus.

K. Investigation and Interrogation Procedures - The standard operating procedures (SOP) for the investigation of crimes and interrogation, search and arrest of students are as follows:

- a. Interrogation Procedures. In the event a serious crime (as defined below) is committed at school or at a school activity, the principal or assistant principal with the assistance of the SRO should:
 - i. Question any witnesses to determine that a crime was committed and who committed the crime. The SRO shall have the general authority to question or interrogate any student at school who may have information about

criminal misconduct or the violation of the conduct policies of the DISTRICT. As a general rule, the interrogation should be conducted in cooperation with and in the presence of a school official but when immediate action is necessary or in an emergency situation, the SRO may interrogate a student without the presence of a school official.

- ii. Question the person suspected of committing the crime. As a general rule, the suspect should not be arrested or placed "in custody" during the initial interview or interrogation. The suspect shall be informed generally of the purpose of the investigation and given an opportunity to present informally his/her knowledge of the facts. If the suspect wishes to invoke *Miranda* rights, then the questioning will end.
- b. If a student is detained, placed in custody or arrested, the student must be advised of his/her *Miranda* rights prior to further questioning by a SRO, to-wit:
- i. That he/she has the right to remain silent;
 - ii. That anything he/she says can be used against him/her in a court of law;
 - iii. That he/she may, upon particular circumstances, have a parent, guardian or custodian present during questioning;
 - iv. That he/she has a right to talk with an attorney before you ask any questions and he/she has a right to have his/her attorney present with him/her during questioning;
 - v. That if he/she cannot afford to hire an attorney, one will be appointed for him/her by the court before any questioning if he/she wishes; and
 - vi. That if he/she decides to answer now without an attorney present, he/she will still have the right to stop answering questions at any time. He/she also has the right to stop answering questions at any time until he/she talks to a lawyer.
- c. A parent need not be present in order for the juvenile to waive his/her *Miranda* rights. See *In Re Welfare of L.R.B.*, 373 N.W.2d 334 (Minn. App. 1985). To determine whether the juvenile has the capacity to understand the nature of his/her

Fifth Amendment rights and the consequences of waiving those rights, the SRO should evaluate the juvenile's age, maturity, intelligence, education, and experience. *In Re Welfare of M.E.P.*, 523 N.W.2d 913 (Minn. 1994), *review denied* Mar. 1, 1995.

L. Search Procedures

- a. If the school official has reasonable suspicion for suspecting that a search of a student or a student's possessions will uncover evidence that the student has violated or is violating either the law or the rules of the school, the school official may search the student and the student's pockets, pocketbook, book bag, desk, locker, vehicle or any other similar location within the student's control. When requested by school officials, the SRO shall assist with the search in order to protect the safety of all persons involved in the search. If the search uncovers evidence of criminal misconduct, the evidence may be held for or turned over to the SRO.
- b. If a crime that violates state or federal statute is uncovered during the search, such as possession of illegal controlled substances, the SRO may take over the search and continue the search within a constitutionally permissible scope.

M. Reporting of Serious Crimes - If an investigation uncovers evidence of a serious crime as defined in statute and DISTRICT administrative regulations, the school official shall notify the SRO, the student's parent/guardian and the appropriate school personnel.

N. Arrest Procedures - School Related Crimes

- a. Juveniles. When a SRO arrests or takes a juvenile into custody, he/she shall select the least restrictive of the following courses of action which is appropriate under the circumstances and meets the immediate needs of the juvenile and the school:
 - i. Release
 - ii. Counsel and release
 - iii. Release into the custody of the juvenile's parent, guardian or custodian
 - iv. Referral to Health and Human Services
 - v. Attempt to bring juvenile before the juvenile court
 - vi. Seek a juvenile petition

- vii. Seek a juvenile petition and request a custody order
 - viii. Immediately take the juvenile into custody as required by law
 - ix. Attempt to bring the juvenile before the court for the purposes of involuntary commitment.
- b. Student over 16 years of age. When a SRO arrests or takes a person over the age of 16 into custody, he/she shall select the course of action which is appropriate under the circumstances and meets the immediate needs of the school.
 - c. If circumstances permit, the SRO and principal shall mutually agree upon a time during the school day for the removal of the student from the school. The student shall be called to the office by the principal at that time.
 - d. If the school initiated the arrest of the student, the principal or his designee shall be responsible for notifying the student's parents or guardians. Such notification by a school official shall be made as soon as possible, preferably prior to the actual removal of the student from campus.
 - e. If the SRO initiated the arrest, the SRO shall contact the student's parent as soon as practicable after the arrest of a student and shall notify the parent/guardian of the reason(s) for the arrest.

O. Arrest Procedures - Crimes Committed off Campus at School Bus Stops or While Students are Walking to and from School.

- a. School officials generally do not have the legal authority or jurisdiction to discipline students or others for criminal misconduct or juvenile offenses which occur at school bus stops or on public streets as students walk to and from school unless such criminal misconduct or juvenile offense is the direct result of or a continuation of misconduct which occurred at school.
- b. Law enforcement officials are responsible for enforcing the law on public streets, including at school bus stops. Therefore, the SRO shall assist school officials and coordinate with the appropriate local law enforcement agency the investigation of crimes that occur at bus stops and while students are walking to and from school.

P. Investigation and Arrest Procedures - Other Crimes Committed off Campus.

- a. Investigations Involving Students under the age of 14

i. If law enforcement officials are having difficulty locating a student off campus, determine that time is of the essence or for some other reason deems it necessary to interview a student under age 14 at school during school hours:

1. The officer shall contact the school principal and/or SRO in advance and state the reason(s) to conduct an interview of a student at the school;
2. The investigating officer or SRO shall notify the student's parent or guardian of the officer's desire to interview or interrogate the student at school;
3. Normally, students under 14 years of age will not be questioned at the school without notice to and the consent of the parent or guardian;
4. The officer, principal and parent (if the parent wants to attend the interview or interrogation) should mutually agree on a convenient time during the school day to conduct the investigation;
5. As a general rule, school officials should not be present during the interview of the student. However, at the request of a parent or guardian, a school official may be present when a student is interviewed.

b. Investigations Involving Students 14 Years of Age or Older

i. SROs and other law enforcement officials may interview and interrogate students 14 years of age or older (suspects or witnesses) at school during school hours.

ii. The SRO or investigating officer should contact the school principal in advance and inform him/her of the reason(s) to conduct an investigation within the school;

iii. The SRO or investigating officer and the principal shall mutually agree on a convenient time during the school day to conduct the investigation;

- iv. The SRO or investigating officer shall make a reasonable effort to notify the students' parents or guardians and to offer them the opportunity to be present during the interrogation.
- v. Parental consent is not required to interview a witness and the presence of the student's parent, guardian or attorney is not required to interrogate a suspect.
- vi. As a general rule, school officials should not be present during the investigation. However, at the request of a student, SRO or investigating officer, a school official may be present during the questioning.

Q. Bomb Threats - It is a felony to give false information concerning the placement of a bomb in a school building. School officials, the SRO and fire safety officials shall cooperate in the implementation of procedures in the event of a bomb threat (see DISTRICT Emergency Procedures Manual). In all cases, the principal shall report such incidents to the superintendent and to the SRO. In the absence of physical evidence, it is the DISTRICTS decision to evacuate the school.

R. Controlled Substances

- a. School officials shall notify the SRO in all cases involving all possessions, sales or distribution of controlled substances at school or school activities.
- b. Any controlled substances or suspected controlled substances confiscated by school officials shall be turned over to the SRO for proper identification and eventual destruction.
- c. If there is probable cause to believe that a student or any other person has sold or is selling controlled substances at or near a school, the SRO shall be notified and the SRO shall conduct an investigation in accordance with Sheriff's Office policy.

S. Riots and Civil Disorders

- a. In the event a riot or civil disorder occurs on a middle or high school campus, the principal and the SRO shall discuss and agree upon a response to the situation.
- b. If, in the opinion of the principal and/or SRO, additional law enforcement personnel are needed to restore and/or maintain order, the SRO will contact the appropriate law enforcement agency and request that assistance. The principal or his designee also shall notify the Superintendent.

- c. The principal or his designee shall be prepared to respond to questions from the news media, parents and other members of the public as soon as order is restored.
- d. If deemed necessary by school and law enforcement officials, the media and the public may be restricted to an area off campus away from the disturbance until order is restored.
- e. The SRO or officer in charge shall consult with the principal about the need or decision to arrest and/or remove students and other persons from the campus. However, law enforcement officials shall have the authority to arrest and remove any person who commits a crime in their presence.
- f. The names of juveniles arrested or removed from campus should not be released to the news media.
- g. Students engaged in misconduct may be suspended immediately without a pre-suspension hearing but arrangements shall be made by the principal to provide an opportunity for the students to be heard within 24 hours of their suspension. See local Policy.

T. Access to Education Records

- a. School officials shall allow SROs to inspect and copy any public records maintained by the school including student directory information such as yearbooks. However, law enforcement officials may not inspect and/or copy confidential student education records except in instances of consent, exigent emergency circumstances, or pursuant to a search warrant.
- b. If some information in a student's cumulative record is needed in an emergency to protect the health or safety of the student or other individuals, school officials may disclose to the SRO that information which is needed to respond to the emergency situation based on the seriousness of the threat to someone's health or safety; the need of the information to meet the emergency situation and the extent to which time is of the essence.
- c. If confidential student records information is needed, but no emergency situation exists, the information may be released only upon the issuance of a search warrant or subpoena to produce the records.

U. Term of Agreement - The term of this agreement is one year commencing on September 8, 2015. The Agreement shall be renewed and extended annually for additional and successive one-year terms unless notice of non-renewal is given by either party, in writing, prior to June 15th of the initial or any succeeding term.

V. Consideration

- a. For and in consideration of the PCSO providing the SRO Program, the DISTRICT agrees to reimburse the PCSO for the actual hourly pay rate for the assigned SRO.
- b. The said compensation shall be paid by the DISTRICT to the PCSO pursuant to quarterly PCSO invoices.

W. Indemnification - The PCSO agrees to hold the DISTRICT its agent and employees free, harmless and indemnified from and against any and all claims, suits or causes of actions arising from or in any way out of the performance of the duties of the SRO officers or the SRO Program.

X. Evaluation - It is mutually agreed that the DISTRICT shall evaluate annually the SRO Program and the performance of each SRO of forms developed jointly by the parties. It is further understood that the DISTRICT's evaluation of each officer is advisory only and that the PCSO retains the final authority to evaluate the performance of the SROs. However, the DISTRICT has the option to request a different SRO if the currently assigned SRO is not performing to the DISTRICT's standards.

IN WITNESS THEREOF, the parties have caused this Contract to be executed as of the 14th day of Sept., 2015, notwithstanding the date of the signatures of the parties.



Andrew Almos
East Central School District, Superintendent



Jeff Nelson
Pine County Sheriff

Stephen M. Hallan
Pine County Board of Commissioners, Chairman

David J. Minke
Pine County Administrator

Approved as to form and execution:



Reese Frederickson
Pine County Attorney



PINECOUNTY

Administrator's Office

635 Northridge Drive NW
Suite 200
Pine City, MN55063
1-800-450-7463 Ext. 1620
Fax: 320-591-1628

Commissioners

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

County Administrator

David J. Minke

TO: Pine County Commissioners
FROM: David Minke, County Administrator
DATE: October 6, 2015
SUBJECT: Strategic Plan Update

In January 2015, the county board approved a strategic plan (attached).

Below is updated progress on the goals in the plan. Commissioners should give direction as to any next steps they would like to see on particular goals.

1. Building Usage/Facility Plan

Actions:

- A. The county has moved all staff out of the county's portion of the John Wright building in Sandstone.
- B. The Facility Committee met on June 3, 2015 with Melissa Jancourt and Rachel Usher from RSP Architects to discuss space planning.
- C. As part of Pine City's building evaluation of the Pine Government Center, county staff participated in a walk-through with a mechanical engineer. The building is generally in good shape.

Next Steps:

- A. Maintain levy to building fund to allow for continued maintenance.
- B. Develop a transition plan for the John Wright building when the current lease agreement with the East Central School District/State of Minnesota expires in spring 2018.

2. Economic Development

Actions:

- A. Economic Development Coordinator hired (part-time).
- B. BRE visits conducted.
- C. Meetings/communications with cities/townships regarding economic development.
- D. Work plan created.

Next Steps:

- A. Create functioning advisory group.
- B. Economic gardening project.
- C. Intern to complete inventory.

3. Outdoor Recreation

Actions:

- A. Participation in a regional trails meeting.

- B. Discussions with DNR regarding completion of Oberstar segment of Munger Trail (north/south connection between North Branch and Hinckley).
- C. Hired Land and Resources Manager.

4. Technology

Actions:

- A. Large IT projects are funded centrally, not through user departments.
- B. IT committee is working to take a “longer” view and created a multi-year plan.

5. Public Safety Committee

Actions: No action taken.

6. Ditch Policy

Actions:

- A. County board presentation /overview.
- B. Draft drainage policy update under review.

Next Steps:

County Board review of updated drainage policy scheduled for October 20, 2015.

7. Nepotism Policy

Updated policy adopted by County Board.

8. Blight Ordinance

Actions:

A blight ordinance will be considered once the Comprehensive Plan is updated.

9. County Relationships with Townships and Cities

Actions:

- A. Meet three times/year with cities, and commissioners attend twice-yearly township officer meeting.
- B. County Attorney has contracted with larger cities for prosecution services and some ordinance enforcement.
- C. COW meetings held around the county this summer.

10. Lobbying/Legislative Issues

Actions: No action taken.

11. Media Relations/Citizen Communication

Actions: No action taken.

12. Mille Lacs Band of Ojibwe

Actions:

- A. Regular (approximately monthly) meetings with MLBO by commissioners/ administrator.
- B. Individual departments working with MLBO counterparts.
- C. Commissioner Chaffee met individually with MLBO District 3 Representative Davis.
- D. Board Chair and Administrator attended MLBO legislative meeting.

Next Steps:

Attend meeting of MLBO tribal council.

13. **Soil & Water Conservation District**

Actions:

Joint SWCD/County Board meeting held September 23, 2015.

14. **East Central Regional Development Commission**

Actions: No action taken.

2015 Strategic Planning Goals

County capacity/organizational/service delivery

1. Building usage/facility plan

- Hire consultant to evaluate all buildings and space needs and develop a plan to consolidate functions and make more efficient use of space. Consider more mobile workforce. If possible eliminate one or more office buildings.

2. Economic Development

- Implement the recently developed economic development plan. First two priorities are to establish a policy/oversight group and then hire a staff person/consultant to develop and implement the program.

3. Outdoor Recreation

- Create inventory of current public land assets
- Develop access and usage opportunities to memorial forest lands.
- Work in partnership with others such as ATV clubs.
- Internal staffing/organization/support for outdoor recreation planning

4. Technology

- Provide leadership and funding to develop a county-wide approach to technology
- Expand imaging to more departments/areas

5. Public Safety Committee

- Form a committee of two commissioners, county attorney, county sheriff, and others to improve communication, planning, funding, and technology on all aspects of public safety.

One-Time Policy Development

6. Ditch Policy

- Educate the board on ditch law, county requirements, and develop/implement a policy.

7. Nepotism Policy

- Develop a county policy to address nepotism

8. Blight Ordinance

- Develop a Blight ordinance for consideration.

External Relations

9. County Relationships with Townships and Cities

- Look for ways to formally and informally develop relationships with the cities and townships in the county and the elected officials from those jurisdictions.
- Continue with periodic meetings with cities/townships
- Conduct at least one meeting of the county board in each commissioner district during the year.

10. Lobbying/Legislative issues

- Maintain participation in the Arrowhead Counties Association
- Coordinate legislative efforts in the county
- Communicate more with state representative/senator

11. Media Relations/citizen communications

- Develop periodic column for the local newspapers

12. Mille Lacs Band of Ojibwa (MLBO)

- Continue current efforts to meet with the MLBO at the board and staff levels.

13. Soil & Water Conservation District (SWCD)

- Work with the SWCD to understand what services it provides, which are county functions, and determine how to best deliver those services in a sustainable way.

14. East Central Regional Development Commission (ECRDC)

- Work with the ECRDC to understand what services and value the organization can add to the region.