



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, September 20, 2016, 10:00 a.m.
Board Room, Pine County Courthouse
Pine City, Minnesota

- A) Call meeting to order
- B) Pledge of Allegiance
- C) Public Forum. Members of the public are invited to speak on items not on the agenda. Each speaker should state his/her name and limit comments to three (3) minutes.
- D) Adopt Agenda
- E) Approve Minutes of September 6, 2016 County Board meeting and Summary for publication.
- F) Approve Minutes of September 14, 2016 Special Meeting-Committee of the Whole (Budget).
- G) Minutes of Boards, Committees and Correspondence
 - Pine County HRA Senior Housing Board of Directors Minutes – Regular Meeting – July 27, 2016
 - East Central Regional Library Minutes – August 8, 2016
 - Pine County Chemical Health Coalition Meeting Minutes – September 12, 2016
- H) Approve Consent Items

CONSENT AGENDA

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

1. Review August, 2016 Cash Balance (attached)

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

2. Application for Exempt Permit

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

3. Donation

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

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

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

5. Training

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

REGULAR AGENDA

RECESS regular board meeting and convene Ditch Authority meeting.

- 1. Public Hearing to be held at 10:15 a.m. – Partial Ditch Abandonment of Ditch #7 on property owned by Harley Investment Company
 - A. Presentation by staff
 - B. Questions from the Board
 - C. Open Public Hearing/Comments from the public
 - D. Close Public Hearing
 - E. Board -- additional discussion if necessary
 - F. Direct County Ditch Inspector, Mark LeBrun, to review documentation, inspect the property considered for abandonment, and bring back results and recommendations to the October 4, 2016 board meeting. The description of the 3,325 feet of Pine County Ditch #7 under consideration for partial abandonment is described as follows: Pine County Coordinates: X start: 443975; Y start: 159740; X end: 446017; Y end: 161096
 - G. Adjourn Ditch Authority Meeting

RECONVENE county board meeting.

2. Facilities Committee

The Pine County Facilities Committee met on September 7, 2016 and made the following recommendations (Minutes attached):

Lease/Ownership: City of Pine City – Pine Government Center (PGC)

- A. Consensus for county to continue to own the PGC building and work with the city to see if a satisfactory long-term lease is agreeable;
- B. Approve an amendment to the existing lease to reduce the rental cost to \$50,000 for years 2018 and 2019. This amendment results in a \$5,000 reduction for 2018 and \$10,000 reduction for 2019.

Other items are for informational purposes only.

3. Transportation Committee

The Pine County Transportation Committee met September 8, 2016 and made the following recommendations (Minutes attached):

- A. Approve the 2017-2021 Highway Improvement Plan.
- B. The Road Transfer Policy will be presented at a future meeting for consideration.

Other items are for informational purposes only.

4. Personnel Committee

The Pine County Personnel Committee met September 13, 2016 and made the following recommendations (Minutes attached):

A. Land Services

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

B. Probation and Health & Human Services

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

C. Health & Human Services

- i. Acknowledge the resignation of full-time Social Worker Chandra Clark effective August 26, 2016 and approve backfill.
- ii. Acknowledge the resignation of full-time Case Aide Susan Breska effective September 9, 2016.
- iii. Approve the reclassification of the HHS Fiscal Officer position to Grade C42 and place current Fiscal Officer Michelle Kelash at \$23.21 per hour (Step 3), effective October 2, 2016, with a new pay anniversary date of October 2nd.

D. PCSO

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

E. Administration

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

Other items are for informational purposes only.

5. Association of Minnesota Counties

Presentation by Association of Minnesota Counties Executive Director Julie Ring.

6. Flood Property Tax Relief Reimbursement

Consider approval of Resolution 2016-55 requesting the reimbursement of the property tax relief for flood affected properties. If reimbursement is received, there will be no financial impact.

7. Access Acquisition – Munch Township

Consider approval to obtain a permanent non-exclusive easement for roadway purposes to access landlocked Pine County Memorial Forest lands, and establish a public parking area on county land.

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

Consider approval of Resolution 2016-58 for the Sale of Tax Forfeited Lands with Public Waters: Classification as Non-Conservation, Request Township and DNR Review, and Request Legislation for the Sale Thereof. Authorize Board Chair and County Administrator to sign.

9. Withdrawal of 2016 Land Auction Parcel #30

Consider approval of Resolution 2016-59 for the withdrawal of 2016 Land Auction Parcel #30 (PID 46.0035.000) and request review by MPCA. Authorize Board Chair and County Administrator to sign.

10. Pine County Tax Forfeited Lands Gravel Lease Policy

Consider approval of the Pine County Tax Forfeited Lands Gravel Lease Policy and authorize Board Chair and County Administrator to sign.

11. 2015 Financial Statement

Review and consider formal acceptance of the 2015 Pine County Financial Statement and authorize publication.

12. Finalize Preliminary Budget and Property Tax Levy

The preliminary levy must be certified by September 30th. If the board is unable to finalize the preliminary levy, the board can recess the meeting or call a special meeting prior to the end of September.

13. Commissioner Updates

Central Minnesota Jobs and Trainings
East Central Solid Waste Commission
East Central Regional Library
Pine County Chemical Health Coalition
Extension Committee
AMC Policy Committee
Soil & Water Conservation District
Kanabec-Pine Community Health Board
Pine County Public Health Planning Committee
Lakes & Pines

14. Other

15. Upcoming Meetings –(Subject to Change)

- a. **CANCELLED-Technology Committee, Tuesday, September 20, 2016, 8:30 a.m.,** Commissioners' Conference Room, Courthouse, Pine City, Minnesota.
- b. **Pine County Board Meeting, Tuesday, September 20, 2016, 10:00 a.m.,** Board Room, Courthouse, Pine City, Minnesota.
- c. **CANCELLED-Arrowhead Counties Association, Wednesday, September 21, 2016, 6:00 p.m.,** Hampton Inn, Duluth, Minnesota.
- d. **Negotiations Committee, Thursday, September 22, 2016, 9:00 a.m.,** Commissioner Conference Room, Courthouse, Pine City, Minnesota.

- e. **NE Minnesota Regional Radio Board, Thursday, September 22, 2016, 10:00 a.m.**, via Video Conference, Training Room, Courthouse, Pine City, Minnesota.
- f. **Snake River Watershed, Monday, September 26, 2016, 9:00 a.m.**, Long Lake Conservation Center, 28952 438th Lane, Palisade, Minnesota.
- g. **NLX, Wednesday, September 28, 2016 10:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota.
- h. **Mille Lacs Band of Ojibwe meeting, Wednesday, September 28, 2016, 1:30 p.m.**, Commissioner Conference Room, Courthouse, Pine City, Minnesota.
- i. **Central EMS Meeting, Friday, September 30, 2016, 10:00 a.m.**, Stearns County Service Center, Waite Park, Minnesota.
- j. **Lakes & Pines Annual Board Meeting, Monday, October 3, 2016, 5:00 p.m.**, Mora, Minnesota.
- k. **Pine County Board Meeting, Tuesday, October 4, 2016, 10:00 a.m.**, Pine County History Museum, 6333 H C Andersen Alle, Askov, Minnesota.

16. Adjourn

**MINUTES
OF THE
PINE COUNTY BOARD OF COMMISSIONERS MEETING
Regular Meeting
Tuesday, September 6, 2016 - 10:00 a.m.
Pine County History Museum, 6333 H C Andersen Alle, Askov, Minnesota**

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

The Pledge of Allegiance was said.

Chair Rossow called for public comment.

- Jerry Peterson, representing the Windemere Lakes Association, expressed the Association's appreciation of the grant received for the treatment of milfoil in Sand and Sturgeon lakes.
- Clair Strandlie, from Windemere Township/Windemere Lakes Association, stated that due to July's rain event, a new channel will be in place in the southwest corner of the lake this fall. Mr. Strandlie asked for any assistance the county board could provide to assure its completion this fall.
- Scott Swanson, Chairman of the Board of Harvest Christian School, stated the school is outgrowing its current facility and expressed an interest in the John Wright building as a new future location for their school.

Chair Rossow requested the following revision to the Agenda:

1. Correction - Consent Agenda Item 11D: Meals to reflect \$137, total to reflect \$1,337.
2. Addition: Regular Agenda Item 8A: Letter from Governor Dayton- public disaster assistance declaration.

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

Commissioner Chaffee moved to approve the Minutes of the August 16, 2016 County Board Meeting and Summary for publication. Second by Commissioner Mohr. Motion carried 5-0.

Commissioner Ludwig moved to approve the Minutes of the August 23, 2016 Special Meeting-Committee of the Whole (Budget). Second by Commissioner Hallan. Motion carried 5-0.

Commissioner Mohr moved to approve the Minutes of the August 30, 2016 Special Meeting-Committee of the Whole (Budget). Second by Commissioner Chaffee. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

Pine County Land Surveyor Monthly Report – August 2016

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

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

CONSENT AGENDA

1. August, 2016 Disbursements

Approve the Disbursements Journal Report, August 1, 2016 – August 31, 2016.

2. Application for Exempt Permit

Approve Application for Exempt Permit for the NWTF Chapter, Pine County Thunderin' Toms to conduct lawful Minnesota gambling on November 12, 2016 at Tank's Tavern, 39109 State Hwy. 48, Hinckley (Arlone Twp).

3. Application for Abatement

Approve Application for Abatement for Melissa Rambo, 350 Johnson Avenue SE, C-3, Pine City, PID 42.8900.163, pay 2015 and 2016.

4. Licenses

- A. Approve off-sale liquor license for Pokegama Mid Stop for the period of September 7, 2016 through August 31, 2017.
- B. Approve tobacco license for a new establishment, Family Dollar, in Hinckley, October 1, 2016 through December 31, 2016.
- C. Approve 3.2 temporary license for the Du'Quettes softball team for an event to be held September 17 and 18, 2016.

5. Application for Repurchase

Approve Resolution 2016-53 for the repurchase of tax forfeited land in full for William Paden, PID 33.0476.000, and authorize Board Chair and County Auditor to sign.

6. Reinstatement of Repurchase Contract

Approve Resolution 2016-54 for the reinstatement of repurchase contract where less than 50% of the original repurchase contract amount has been paid for Linda Jamps.

7. Donations

Accept \$500 donation from the Rock Creek Pit Stop for the K-9 program.

8. 2017-2019 Assessment Agreements

Approve Assessment Agreement with Kettle River Township and revised Assessment Agreement with the City of Pine City and authorize Board Chair and County Administrator to sign.

9. Health and Human Services - Guardianship Services Contract

Approve contract between Health and Human Services and Nancy Pilger for guardianship services. Authorize Board Chair, County Administrator and Health and Human Services Director to sign.

10. New Hire

- A. Authorize the hiring of Kristen Schroeder, Social Worker, effective September 7, 2016, \$23.21 per hour, C42, Step 3.
- B. Authorize the hiring of Noelle McDeid, Social Worker, effective September 12, 2016, \$20.74 per hour, C42, Step 1.
- C. Authorize the hiring of Marjanae Zerehi, Social Worker, effective September 19, 2016, \$20.74 per hour, C42, Step 1.

11. Training

- A. Approve County Commissioners who wish to attend, County Administrator David Minke, and Probation Director Terry Fawcett to attend the AMC Fall Policy Conference, September 15-16, 2016 in Alexandria. Registration: \$150 per attendee; Lodging: \$114 plus tax per night.
- B. Approve Kelly Schroeder, County Assessor, to attend the MAAO's Fall Conference, September 25-28, 2016 at the InterContinental St. Paul Riverfront. Cost of Workshop: \$350, which includes meals. Employee will commute daily for a mileage cost of \$173.88, however no hotel expense will be incurred.
- C. Approve Connie Mikrot, Human Resources Manager, to attend the Minnesota Counties Human Resources Management Association (MCHRMA) Conference, October 5-7, 2016, in Deerwood. Cost of the conference, lodging and mileage is \$598.
- D. Approve Correction Agents Jami Tuve and Laura Stylski to attend Driving with Care Level II Education programming, October 26-27, 2016 in St. Paul. Driving with Care programs are nationally recognized education programs for DUI/DWI offenders or underage offenders. Registration: \$900, Lodging: \$300, Meals: \$137. County vehicle will be used for transportation. Total cost: \$1,337.
- E. Approve Sr. Property Appraiser Jenny Mansavage to attend the Minnesota Income Property Case Study Exam Workshop, September 28-29, 2016, at the Ramada Plymouth Hotel and Conference Center. Registration: \$185, lodging: \$99 plus tax. No mileage expense as a county vehicle will be utilized.
- F. Approve Adult Public Health Supervisor Lori Fore, Health Educator Lynette Forbes-Cardey and Director Becky Foss to attend the Positive Community Norms training, October 4-6, 2016, in Deerwood. Lodging: \$150/night per person (3 nights); total cost \$1,350. Mileage: If a county vehicle is not available, approximate cost would be \$100. Total cost: \$1,450.
- G. Approve Community Health Services Administrator Kathy Filbert to attend the 2016 Community Health Conference, September 28-30, 2016, in Breezy Point. Registration: \$72, Meals and Lodging: \$315, Travel: \$72. Total cost: \$459.

REGULAR AGENDA

1. Public Hearing - Septic System upgrade Loan Application Fee and Interest Rate Schedule

Land Services Director Kelly Schroeder stated the county is ready to make loans for septic system upgrades through the Clean Water Partnership program. Schroeder is requesting consideration of a \$96 application fee and the setting of a three percent (3%) interest rate to recoup ongoing administrative costs associated with the loans placed. Discussion was held.

Chair Rossow opened the public hearing at 10:13 a.m. Chair Rossow called for public comment. There being no public comment, Chair Rossow closed the meeting at 10:14 a.m.

Motion by Commissioner Chaffee to adopt the application fee in the amount of \$96 and to set the interest rate at three percent (3%) for the Septic System Loan Program. Second by Commissioner Mohr. Motion carried 5-0.

2. Technology Committee

A Special Technology Meeting was held on August 25, 2016. Commissioner Hallan stated discussion was held regarding the cost of a new records management system (RMS) for the sheriff's office. As there is \$150,000 in mandatory upgrades for the old RMS system, the Technology Committee suggests the county move forward with looking at a new system – two options are available: purchasing a RMS as a stand alone or purchasing it as a group with other counties. Sheriff Nelson will gather more information and provide this information to the Technology Committee.

3. Budget Committee

The Budget Committee met on August 23 and 30, 2016. The next Budget Committee meeting is scheduled for September 14, 2016 at 9:00 a.m.

4. **A Place for You**

Nancy Mach and Pam Greden, Board co-chairs from *A Place for You*, a transitional shelter for the homeless in East Central Minnesota, presented the board with information regarding performance and financial standing during its first four years of operation. *A Place for You* is requesting \$15,625 in Pine County funding for 2017.

5. **Request to Set Public Hearing – Partial County Ditch #7 Abandonment**

County Engineer Mark LeBrun explained the request for petition for partial abandonment of portions of ditch #7 which exist on land currently owned by Harley Investment Company, and requested a public hearing be set.

Motion by Commissioner Hallan to set a public hearing for September 20, 2016 at 10:00, or as soon thereafter is practicable, regarding partial county ditch #7 abandonment. Second by Commissioner Ludwig. Motion carried 5-0.

6. **Final Payment Contract #1306**

County Engineer Mark LeBrun provided an overview of the project area covered.

Motion by Commissioner Hallan to approve final payment to Dresel Contracting, Inc. in the amount of \$25,777.52 for Contract #1306 related to SP 058-090-002 located on or near CSAH 61 from 0.37 miles south of Hurley Avenue to the junction of Johnson Avenue SE and 4th Street SE and authorize County Administrator to sign Certificate of Final Contract Acceptance. Second by Commissioner Chaffee. Motion carried 5-0.

7. **Commissioner Updates**

Negotiations Committee: Health insurance savings were discussed, and the need of a Memorandum of Agreement with the unions for insurance contribution amounts.

Snake River Watershed: Commissioner Mohr unable to attend, Commissioner Hallan attended in his absence, stating contracts were approved.

NLX: Meeting cancelled.

Central MN Council on Aging: Commissioner Hallan requested the Director from the Central MN Council on Aging make a presentation to the county board.

NE MN Regional Radio Board: No meeting.

Deputy Mike Morrow Memorial Highway Dedication: Commissioner Mohr was able to attend. Nice ceremony and tribute to Deputy Morrow.

Arrowhead Transit Advisory Committee: Commissioner Hallan stated ridership continues to rise.

NE MN Regional Radio Board: Commissioner Hallan stated the fee was set to belong to the organization; Pine County's share was approximately \$500 less than the current fee paid.

Mille Lacs Band of Ojibwe Meeting: Commissioners Chaffee and Ludwig, Administrator Minke and MLBO representative Tadd Johnson were in attendance. Commissioner Chaffee stated it was a good discussion. Discussion was held regarding a community coach and the creation of a Social Services summit with MLBO and Pine County personnel. Commissioners Ludwig and Chaffee requested the total number of youth in Pine County, with a break out of the total number of native American children in Pine County, those involved in human services programs, and the number of native American who live on, and off, of the reservation.

8. **Other**

A. Pine County has received notification from the State of Minnesota to warrant the use of the State Public Disaster Assistance fund for the July 9-11, 2016 flood.

B. Pine County History Museum Executive Director Arla Budd provided a tour of the museum to those interested after the conclusion of the board meeting.

9. **Upcoming Meetings**

Upcoming meetings were reviewed.

10. **Adjourn**

With no further business, Chair Rossow adjourned the meeting at 11:07 a.m. The next regular meeting of the county board is scheduled for September 20, 2016 at 10:00 a.m. at the Board Room, Pine County Courthouse, Pine City, Minnesota.

Curtis H. Rossow, Chair
Board of Commissioners

David J. Minke, Administrator
Clerk to County Board

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

Tuesday, September 6, 2016 - 10:00 a.m.

Pine County History Museum, 6333 H C Andersen Alle, Askov, Minnesota

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

The Pledge of Allegiance was said.

Chair Rossow called for public comment.

- Jerry Peterson, representing the Windemere Lakes Association, expressed the Association's appreciation of the grant received for the treatment of milfoil in Sand and Sturgeon lakes.
- Clair Strandlie, from Windemere Township/Windemere Lakes Association, stated that due to July's rain event, a new channel will be in place in the southwest corner of the lake this fall. Mr. Strandlie asked for any assistance the county board could provide to assure its completion this fall.
- Scott Swanson, Chairman of the Board of Harvest Christian School, stated the school is outgrowing its current facility and expressed an interest in the John Wright building as a new future location for their school.

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

Commissioner Chaffee moved to approve the Minutes of the August 16, 2016 County Board Meeting and Summary for publication. Second by Commissioner Mohr. Motion carried 5-0.

Commissioner Ludwig moved to approve the Minutes of the August 23, 2016 Special Meeting-Committee of the Whole (Budget). Second by Commissioner Hallan. Motion carried 5-0.

Commissioner Mohr moved to approve the Minutes of the August 30, 2016 Special Meeting-Committee of the Whole (Budget). Second by Commissioner Chaffee. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

Pine County Land Surveyor Monthly Report – August 2016

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

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

Approve the Disbursements Journal Report, August 1, 2016 – August 31, 2016.

Approve Application for Exempt Permit for the NWTF Chapter, Pine County Thunderin' Toms to conduct lawful Minnesota gambling on November 12, 2016 at Tank's Tavern, 39109 State Hwy. 48, Hinckley.

Approve Application for Abatement for Melissa Rambo, 350 Johnson Avenue SE, C-3, Pine City.

Approve off-sale liquor license for Pokegama Mid Stop for the period of September 7, 2016 through August 31, 2017.

Approve tobacco license for a new establishment, Family Dollar, in Hinckley, October 1, 2016 through December 31, 2016.

Approve 3.2 temporary license for the Du'Quettes softball team for an event to be held September 17 and 18, 2016.

Approve Resolution 2016-53 for the repurchase of tax forfeited land in full for William Paden.

Approve Resolution 2016-54 for the reinstatement of repurchase contract where less than 50% of the original repurchase contract amount has been paid for Linda Jampsa.

Accept \$500 donation from the Rock Creek Pit Stop for the K-9 program.

Approve Assessment Agreement with Kettle River Township and revised Assessment Agreement with the City of Pine City.

Approve contract between Health and Human Services and Nancy Pilger for guardianship services.

Authorize the hiring of Kristen Schroeder, Social Worker, effective September 7, 2016, \$23.21 per hour, C42, Step 3.

Authorize the hiring of Noelle McDeid, Social Worker, effective September 12, 2016, \$20.74 per hour, C42, Step 1.

Authorize the hiring of Marjanae Zerehi, Social Worker, effective September 19, 2016, \$20.74 per hour, C42, Step 1.

Approve County Commissioners, County Administrator David Minke, and Probation Director Terry Fawcett to attend the AMC Fall Policy Conference. Registration: \$150 per attendee; Lodging: \$114 plus tax per night.

Approve Kelly Schroeder, County Assessor, to attend the MAAO's Fall Conference. Cost of Workshop: \$350, which includes meals. Employee will commute daily for a mileage cost of \$173.88, however no hotel expense will be incurred.

Approve Connie Mikrot, Human Resources Manager, to attend the Minnesota Counties Human Resources Management Association (MCHRMA) Conference. Total Cost: \$598.

Approve Correction Agents Jami Tuve and Laura Stylski to attend Driving with Care Level II Education programing. Total cost: \$1,337.

Approve Sr. Property Appraiser Jenny Mansavage to attend the Minnesota Income Property Case Study Exam Workshop. Registration: \$185, lodging: \$99 plus tax. No mileage expense as a county vehicle will be utilized.

Approve Adult Public Health Supervisor Lori Fore, Health Educator Lynette Forbes-Cardey and Director Becky Foss to attend the Positive Community Norms training. Total cost: \$1,450.

Approve Community Health Services Administrator Kathy Filbert to attend the 2016 Community Health Conference. Total cost: \$459.

Public Hearing - Septic System upgrade Loan Application Fee and Interest Rate Schedule

Land Services Director Kelly Schroeder stated the county is ready to make loans for septic system upgrades through the Clean Water Partnership program. Schroeder is requesting consideration of a \$96 application fee and the setting of a three percent (3%) interest rate to recoup ongoing administrative costs associated with the loans placed. Discussion was held.

Chair Rossow opened the public hearing at 10:13 a.m. Chair Rossow called for public comment. There being no public comment, Chair Rossow closed the meeting at 10:14 a.m.

Motion by Commissioner Chaffee to adopt the application fee in the amount of \$96 and to set the interest rate at three percent (3%) for the Septic System Loan Program. Second by Commissioner Mohr. Motion carried 5-0.

Motion by Commissioner Hallan to set a public hearing for September 20, 2016 at 10:00, or as soon thereafter is practicable, regarding partial county ditch #7 abandonment. Second by Commissioner Ludwig. Motion carried 5-0.

Motion by Commissioner Hallan to approve final payment to Dresel Contracting, Inc. in the amount of \$25,777.52 for Contract #1306 related to SP 058-090-002 located on or near CSAH 61 from 0.37 miles south of Hurley Avenue to the junction of Johnson Avenue SE and 4th Street SE. Second by Commissioner Chaffee. Motion carried 5-0.

With no further business, Chair Rossow adjourned the meeting at 11:07 a.m. The next regular meeting of the county board is scheduled for September 20, 2016 at 10:00 a.m. at the Board Room, Pine County Courthouse, Pine City, Minnesota.

Curtis H. Rossow, Chair
Board of Commissioners

David J. Minke, Administrator
Clerk to County Board

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

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

**September 14, 2016 – 9:00 a.m.
Pine County Courthouse, Pine City Minnesota**

Chair Curt Rossow called the meeting to order at 9:00 a.m. Present were Commissioners Steve Hallan, Josh Mohr, Steve Chaffee, Curt Rossow and Matt Ludwig. Also present were Human Resources Manager Connie Mikrot, and County Administrator David Minke.

The pledge of allegiance was said.

Motion by Commissioner Hallan to approve the agenda. Second by Commissioner Ludwig. Motion passed 5-0.

The board discussed the gravel lease policy for tax forfeited land. Currently the county and other local units of government purchase the gravel from tax forfeited lands. After discussion, it was the consensus of the committee to consider a policy which would provide the gravel material at no charge to the county or to the jurisdiction where the gravel pit was located for use on public projects. The county or jurisdiction would still need to pay to crush the gravel. A policy will be presented at the next county board meeting.

Motion by Commissioner Chaffee to approve Resolution 2016-56, a resolution identifying deficient bridges in the county. Second by Commissioner Ludwig. Motion passed 5-0.

Motion by Commissioner Ludwig to approve Resolution 2016-57, a resolution authorizing the advance of funds to the town bridge account. Second by Commissioner Chaffee. Motion passed 5-0.

The preliminary budget is out of balance by approximately \$1.6 million. After discussion, it was the consensus of the committee to consider a property tax levy increase up to the same tax capacity rate (66.475%) as 2016. This tax capacity rate would result in a levy of \$16,982,878.

The county board will consider the preliminary levy at its regular meeting on September 20, 2016.

With no further business, the meeting adjourned at 12:03 p.m.

Curtis H. Rossow, Chair
Board of Commissioners

David J. Minke, Administrator
Clerk to County Board

.PINE COUNTY HRA SENIOR HOUSING

510 Fifth Street Office

Sandstone, MN 55072

(320) 245-5140

pinehra@ecenet.com

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

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

The regular meeting of the Pine County HRA Senior Housing Board of Directors was held on July 27, 2016, at the Sandstone Manor. Commissioners of the HRA present were Board Chair Dorothy Stockamp, Cheri Drilling, Greg Kvasnicka, Carl Steffen, and Jan Oak. Staff members present were Executive Director Janice Gustafson and Resident Manager Richard Soens. Resident Manager Shirley Kroschel was absent and there were no residents present.

1. The meeting was called to order at 2:00 p.m. by Board Chair D. Stockamp and the Pledge of Allegiance was said.
2. The HRA Board minutes from June 22, 2016, were reviewed by the Board members. A motion was made by G. Kvasnicka and was seconded by J. Oak to accept the minutes. Motion carried: Yeas 5, Nays 0.
3. The HRA Special Board minutes from July 5, 2016, were reviewed by the Board members. A motion was made by Board Chair D. Stockamp and was seconded by C. Drilling to accept the minutes. Motion carried: Yeas 5, Nays 0.
4. The HRA Special Board minutes from July 13, 2016, were reviewed by the Board members. A motion was made by C. Drilling and was seconded by G. Kvasnicka to accept the minutes. Motion carried: Yeas 5, Nays 0.
5. Resident Manager's Report. R. Soens stated everything was fine at the Sandstone Manor and the residents were glad the resident from #3 was not coming back to live at the Sandstone Manor after the repairs from the fire were completed.
6. The monthly financial statements and the investment report were presented by J. Gustafson. A motion was made by J. Oak and was seconded by Board Chair D. Stockamp to approve the financial statements and the investment report. Motion carried: Yeas 5, Nays 0.
7. Executive Director's Report. The written Executive Director's report was reviewed by Board members.

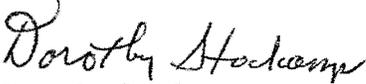
8. Old Business.

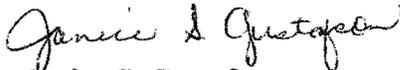
- a) Vacancies. There is currently one vacancy at the Finlayson Manor (the handicapped unit) and the HRA has received move out notice from two more Finlayson Manor residents. The Sandstone Manor has one vacancy—the unit that had the fire damage-SM#3.
- b) Renovation of the fire damaged apartment (SM #3) is complete. The resident who caused the fire has abandoned the apartment.
- c) The Board members discussed the impending receipt of a management plan from Tammy Gehrke, Integrity Property Management.

9. New Business.

- a) The Board of Directors toured SM #3. The unit is ready for rental and for the HUD REAC Inspection on August 4, 2016.
- b) During the tour, the Board members all agreed the smell of cat urine in the hallway from SM #2 was overwhelming. After the HRA received numerous written and verbal complaints, the resident in this apartment, Mary Frances Carter, received lease violation notice dated June 8, 2016. She responded to the Board of Directors with her written plans to correct the problem; however, one month later, the problem is still present and a follow up letter will be required.

10. A motion was made by C. Steffen and was seconded by Board Chair D. Stockamp to adjourn the meeting at 3:30 p.m. Motion carried: Yeas 5, Nays 0.


Dorothy Stockamp
HRA Board Chair


Janice S. Gustafson
Executive Director

ECRL Library Board Minutes

Date: Monday, August 8, 2016

Time: 9:30 am

Place: North Branch Library

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

Staff: Barbara Misselt (Director); Sandy Buckingham (Human Resources Coordinator); Carla Lydon (Assistant Director); Sarah Hawkins (Resource Librarian); Sue Monroe (Librarian, NB).

Absent: Steve Chaffee (Pine); Rollin Nelson (Kanabec); Vacant position (Mille Lacs)

Call to Order:

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

Pledge of Allegiance:

Adopt/Amend Agenda:

Misselt added to Trustee Issues that Sandy Buckingham will report on her tour of two libraries in Smila, Ukraine this summer and her meeting with the Director of Libraries.

M/S/P: unanimous

McMahon/Kramersmeier to adopt agenda as amended

Period for Public comment:

None

Introductions:

Barb introduced Sue Monroe, North Branch Librarian.

Sue talked about some things happening in this branch. There was a private donor who wanted to donate something for children so they purchased a Play and Learn Space. She also discussed the summer reading program and pointed out a butterfly garden display that was done by an Eagle Scout.

Approval of Previous Minutes:

M/S/P: unanimous

Raisanen/ Kramersmeier to approve minutes as presented.

Bills:

Byrne asked if anyone had questions.

M/S/P: unanimous

Byrne/McMahon to approve Bills report

Financial Reports:

M/S/P: unanimous

McMahon/Raisanen to accept the financial report as presented.

ECRL Administrative Reports

A. Director's Organizational Report

- Discussed incident reports. Staff are asked to do an incident report immediately after an incident. Misselt reviewed some of the recent reports. One was concerning bringing pets into the library. Talked about risks of having pets in the library. If they are service animals, they must be allowed in. Discussion on putting signs on the front door that only service animals are allowed.
- This is James Raisanen's last meeting. Barb Zakrajsek has resigned from the board.
- Misselt reviewed the highlights of the final Legacy report.

B. Branch Highlights

- Lydon stated that Amelia Birkholz accepted the Hinckley Branch Librarian position and starts on Monday, August 15. She has a BA degree in English/Communications, Media and Rhetoric from the University of Minnesota Morris. There she worked in Circulation at the Rodney A. Briggs Library and volunteered at the Morris Public Library. New Wyoming Branch Librarian Erica Myhre started at the end of July. She comes with experience in Washington and Dakota County libraries and was the Librarian in Warroad, MN. She has a Master's degree in library science. We have a couple of branch assistant openings in Wyoming and Cambridge.
- There have been more flooding issues in Rush City. Sewage was backing up in bathrooms. Chisago County had a quick response for assistance – they had to move bookshelves, etc.
- Summer reading has been very busy. Had an event unveiling the new place space in Chisago Lakes.
- Cambridge Friends had their annual meeting. Linda Woulf, City Administrator, came and talked about the local option sales tax referendum that will be on the November ballot for city of Cambridge residents. Misselt discussed where the new library might be. There will be considerable promotions for the new library until the November election. Proposed cost of new library, eight million dollars which could be paid off in approximately 14 years. If the referendum passes, it has to be approved by the state legislature and bonds could be issued as early as July 1, 2017. The city has asked the Cambridge Friends group to raise one million dollars if the referendum passes. No building plans have been developed yet but initial plans are for a multi-level building which includes headquarters.

McMahon expressed concern about possible increased rent for headquarters. He made a motion that we have no increase in our existing rent, Niemi seconded. Discussion followed. It was decided to wait until after the November 8 referendum and George withdrew his motion. If the referendum passes, a decision will be made, but there was clear consensus that the board does not want an increase in rent.

Other Reports

- A. Finance Committee – Budget, 2017: Finance Committee initially recommended a 2% increase to the 2017 budget. Taking some money from the reserve. Used standard formula. Proposed budget – no one gets a decrease, going up some. Misselt stated that we rearranged line items in materials, decreasing the print line item and increasing the digital line item because it more accurately reflects actual practice.

M/S/P: unanimous

McMahon/Niemi to accept.

Vehicle plan and RFP for purchase: We will be putting out an RFP for a new vehicle, which is part of our replacement policy. Need approval to put it out for bid. We will be replacing the vehicle with the highest miles.

M/S/P: unanimous

Raisanen/Goddard to accept

- B. Personnel Committee – The Personnel Committee asked if the Commissioners could go back to their various counties and ask if they would waive the fingerprint fees for new employee fingerprints as part of the background check. Process and charges are different in all six counties. Reynolds asked if we could send a letter asking how that would look. Misselt and Buckingham will generate a letter to send to each Commissioner and county administrators/coordinators as a formal request.

Misselt said that ECRL would like to add one more health benefit option for our employees. Our current BC/BS health plan has a \$3,250 deductible. We would like to offer a second option for a \$1,300 deductible health plan. There is a small cost (\$79/month) to the employee for the lower deductible plan.

M/S/P: unanimous

Raisanen/Kramersmeier to accept

Central Minnesota Libraries Exchange (CMLE) Director Update: Char Kramersmeier reported that they have selected a new CMLE Director – Dr. Mary Locums Jordan. She begins 8/15/16.

Old Business

- A. Book Challenge: Hawkins reported that someone challenged and asked us to remove a book from our library that is about a murder in Minnesota. It had been settled out of court. We received a memo from an attorney that said that because we aren't a party in the settlement, we didn't have to remove the book. We are one of eight libraries that own this book and we're the only one that got the request to remove it.

New Business

- A. Personnel Staffing Request. The Board went into a closed session, pursuant to MN Statute 13D.05 Subd. 1, to discuss staffing concern.

M/S/P: unanimous

Raisanen/Jensen to accept.

Went back into regular session. Motion made to move Sarah Hawkins, Resource Librarian, from her current step on the salary scale to step 7.

M/S/P: unanimous

Lee/Kramersmeier to accept

Trustee Issues

- A. RLTA Report: Telecommunication internet lines. Have to submit report to state with invoices of expenditures of funds received and actual costs.

M/S/P: unanimous

Lee/Kramersmeier to accept submission of report

- B. Legislative Update: Misselt stated that she is closing out a year as MLA Legislative state chair and also chair of steering committee to oversee the lobbyist contract. McMahon stated that he'd like to get all 87 counties to change the way that counties finance libraries. He suggests changing the state formula that divides state funds to regional libraries. McMahon asked that Misselt draft a proposal, which is being developed by the regional library systems. Counties have to get behind it. Misselt will take back to the group before McMahon has his fall AMC district meeting.

- C. James Raisanen gave a few closing words and thanked the Board.

- D. Other: Buckingham shared some thoughts on her visit to an adult and children's library in the country of Ukraine in July and reviewed some statistics comparing our libraries with the libraries in Ukraine.

Future Agenda Items

None

Next meeting Monday, September 12, 2016, 9:30 am in Pine City. _____

M/S/P: unanimous

Raisanen/McMahon to adjourn at 11:30 am.

Barbara Kruschel, Secretary

Sandy Buckingham, Recorder

**Pine County Chemical Health Coalition
Minutes
September 12, 2016
East Central High School, Sandstone**

Coalition Mission Statement

Pine County Chemical Health Coalition: Striving to prevent the misuse and abuse of alcohol, tobacco and other drugs

Attendance:

Brian Masterson and Sandy Korf, *Hinckley/Finlayson School*
Jerry Olson, *Sandstone Citizen*
Steph Youngberg, *East Central School*
Joe Dvorak, Toni Teague and Brent Thompson, *FirstLight Health System*
Amber Chase, *Pine Co Probation*
Lachelle Ludwig and Joe Newton, *Essentia Health*
Jamie Root-Larsen, *Mille Lacs Area Partners for Prevention Coalition*
Jenilee Telander, *Kanabec Co Community Health*
Commissioners Matt Ludwig and Curt Rossow
Chief Deputy Paul Widenstrom, *Pine Co Sheriff's Dept*
Trace LeBrun, *Pine County Courier*
Lynette Forbes-Cardey, Becky Foss and Janet Schumacher, *Pine Co HHS*

Meeting commenced at 3:00 pm by Becky Foss at the East Central High School in Sandstone.

1. **Introductions and Welcome** – introductions were made and Becky Foss, Director of HHS welcomed all members.
2. **Additions/Changes to the Agenda** – *Motion was made by Commissioner Ludwig and seconded by Jerry Olson to approve the agenda. Motion carried.*
3. **Review Minutes of 8/8/16** - *Motion was made by Steph Youngberg and seconded by Jerry Olson to approve the minutes. Motion carried.*
4. **Lynette Forbes-Cardey, Public Health Educator (Youth Alcohol Prevention Coordinator)**
Lynette introduced herself and provided her background as well as her excitement to be on board in this new position.

Becky expressed her gratitude to the East Central and Hinckley/Finlayson Schools for their hospitality and without their help this couldn't be a reality for our coalition.

5. **Becky Foss**

a. **Deterra Drug Deactivation System**

Becky brought samples of the Deterra pouches and explained how they are to be used as well as them being available to anyone interested in having a supply of them. She will provide Steph with posters, etc. for her to advertise the product.

b. **Discussion of mission statement**

Becky asked for feedback regarding our coalition mission statement. She has had some input from members regarding the wording of it currently reading - preventing the use of alcohol and could possibly include the words

misuse/abuse of alcohol. Adults should be able to have a drink, but perhaps we want to express our intent to target underage use of alcohol.

We would like to condense the mission statement somewhat – it not being so long. SACK (Substance Abuse Coalition of Kanabec Co) has reference to underage use in their mission statement.

Suggestion was made to change the mission statement to read:

Pine County Chemical Health Coalition: Striving to prevent the misuse and abuse of alcohol, tobacco and other drugs

We would like to use the above mission statement on letterhead and other marketing materials.

Motion was made by Steph Youngberg and seconded by Jerry Olson to adopt the new coalition mission statement. Motion carried.

c. **Upcoming Trainings Available for Members**

Becky shared invites to training opportunities/meetings for members:

- **US Senator Franken Staff Informational Meeting** – Constituent Services – September 14, 2016 in Pine City – 4:30 – 5:30 pm at the Pine County Courthouse. There should be a lot of service providers attending.
- **Moose Lake Community Forum** – Discussion of heroin & opioid abuse – September 20, 2016 in Moose Lake – 5:00 – 7:30 pm at the Moose Lake High School Auditorium
- **42nd Annual Minnesota’s Prevention Program Sharing Conference** – Learning, networking and skill-building opportunities to those who work to prevent alcohol, tobacco, and other drug misuse – October 20 – 21, 2016 – St Cloud River’s Edge Convention Center
- **Sheriff Nelson** had provided Becky with an Executive Summary from the Rocky Mountain High Intensity Drug Trafficking Area and their tracking on the impact of marijuana legalization in the state of Colorado. The statistics are interesting and sad as Minnesota ventures down this path as to what we will be looking at.

6. **Reports from Members**

- **Jamie Root-Larsen**
Jamie shared a couple of logos she is working on for us. We are required to have a logo in place by 12/31/16. Becky is excited to work with Jamie on several requirements of our P & I grant. Her and Jamie are working on a contract for the Media Specialist position.
- **Steph Youngberg**
East Central Schools recent open house provided a lot of resources to students and parents. All is going well with the beginning of another school year; very busy and kids seem to be happy to be back.

- **Lachelle Ludwig**
Essentia Health is working with WINDOW and Sex Trafficking issues. There seems to be no decrease in meth or heroin use. Continue to see early onset labor due to drug use in moms.
- **Amber Chase**
The Probation Dept is using additional panels for testing purposes and have recently had admissions and positive results from a couple of clients for heroin.
- **Paul Widenstrom**
The Sheriff's Dept continues to be busy with somewhat of a drop off in activity since the start of school. They were able to get three individuals recently in custody from the Probation Dept.

Caleb Anderson from the Zoning Dept is providing information to pharmacies in our local communities on the disposal of pharmaceuticals; he is informing them of the Sheriff's Dept drop off containers and locations of.

- **Joe Newton**
Seeing additional synthetics coming into our area.
- **Jenilee Telander**
Working with Mille Lacs County now also and their P & I Grant – Coordinator starts Wed. Also, Kanabec Co has a "Drug Take Back Day" coming up on 10/22. DEA provides funds for this and provides the boxes, posters as well as transportation to dispose of the drugs to Alexandria – the Sheriff's Dept does the collecting.
- **Sandy Korf**
Good start to the school year so far, no students suspended thus far and student behaviors have been good. They have some new programs at Hinckley/Finlayson School, which seem to be working well – Support Program for At Risk Kids - 9th Grade Academy. They have a very good ALC as well – this program is in its own building.

Kris Gross, Pine Co Probation and Cheryl Bjerke, Truancy Officer through SCRED recently held a meeting at the Hinckley/Finlayson School to go through caseloads – this was a benefit for school personnel to understand several different programs. A lot of times, kids have involvement in their personal situations with probation, school counselor, guardian, Teen Focus, etc. and all of these programs and resources are a big help to everyone involved.

- **Commissioner Rossow**
We have come a long way and done a lot of good things in the 10 plus years that this Committee/Coalition has been in existence.
- **Joe Dvorak**
Happy to be a part of the Coalition and looking forward to helping out in any way he can.
- **Brent Thompson**
Offering to help out any time. He is active in SACK in Kanabec Co and does a lot of public service in Pine County - this is where he grew up and calls home. Is concerned about our substance abuse issues and would be happy to provide a great presentation that he has to the Coalition.

- **Becky Foss**

Becky discussed the truancy numbers that we are seeing in our schools. Terry Fawcett, Pine Co Probation will be hosting a Truancy Summit September 30th - it takes a community effort to put a dent in these high numbers. Amber indicated that the issue usually starts in elementary school.

HHS continues to be very busy.

NEXT MEETING DATE:

MONDAY, OCTOBER 10TH @ 3:00 PM
HINCKLEY/FINLAYSON HIGH SCHOOL – BOARD ROOM

Meeting adjourned at 4:15 pm. Minutes prepared by Janet Schumacher
\\PCCHC\Minutes\2016\September 12 min.doc



AGENDA REQUEST FORM

Date of Meeting: Sept 20, 2016

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

Agenda Item: August, 2016 Cash Balance

Department: Auditor-Treasurer

Cathy Clammer
Department Head signature

Background information on Item:

August, 2016 Cash Balance

Action Requested:

Financial Impact:

Fund	Beginning Balance	This Month	YTD	Current Balance
1 General Revenue Fund	4,725,259.01			
Receipts		500,315.02	4,274,893.88	
Disbursements		412,519.61-	4,218,685.57-	
Payroll		827,568.90-	6,909,809.82-	
Journal Entries		716,860.36	6,559,528.00	
Fund Total		23,113.13-	294,073.51-	4,431,185.50
12 Health & Human Services				
H&Hs-Income Maintenance	2,204,154.92			
Receipts		254,505.69	1,156,886.58	
Disbursements		54,858.90-	497,910.88-	
Payroll		155,641.53-	1,409,115.23-	
Journal Entries		36,373.48	792,453.15	
Dept Total		80,378.74	42,313.62	2,245,468.54
12 Health & Human Services				
H&Hs-Social Services	1,766,235.44-			
Receipts		500,438.87	1,932,991.06	
Disbursements		56,004.09-	244,308.32-	
SSIS		266,270.67-	1,480,598.47-	
Payroll		172,434.98-	1,516,455.78-	
Journal Entries		31,806.60	1,583,345.52	
Dept Total		37,535.72	274,976.99	1,491,258.45-
12 Health & Human Services				
Childrens Collaborative (H&Hs)	0.00	0.00	0.00	0.00
Dept Total				
12 Health & Human Services				
Nursing-Community Health (H&Hs)	235,637.76			
Receipts		130,559.43	841,924.34	
Disbursements		2,062.30-	473,306.93-	
Payroll		91,610.74-	703,852.21-	
Journal Entries		0.00	208,605.11	

H&Hs -
\$ 907,467.13

TREASURER'S CASH TRIAL BALANCE

Fund	Beginning Balance	This Month	YTD	Current Balance
Dept Total	673,557.24	36,886.39	126,639.69-	108,998.07
Fund Total	673,557.24	154,799.85	190,650.92	864,208.16
13 Road & Bridge Fund	1,220,273.91			
Receipts		865,801.92	6,632,580.73	
Disbursements		669,541.69-	2,766,659.79-	
Payroll		183,706.18-	1,442,639.55-	
Journal Entries		16,202.25-	990,563.70	
Fund Total		3,646.20-	3,413,845.09	4,634,119.00
14 Ditch Maintenance (Sr) Fund	10,770.48	0.00	0.00	10,770.48
Fund Total	10,770.48	0.00	0.00	10,770.48
20 County--Wide Rehab (Sr) Fund	189.37	0.00	0.01	
Receipts		0.00	0.01	
Journal Entries		0.00	0.01	
Fund Total	189.37	0.00	0.02	189.39
22 Land Management Fund	2,723,623.99			
Receipts		321,971.07	930,662.75	
Disbursements		622.31-	11,907.55-	
Payroll		8,255.63-	72,584.36-	
Journal Entries		1,784,676.52-	1,820,661.44-	
Fund Total	2,723,623.99	1,451,583.39-	974,490.60-	1,749,333.39
29 Children's Collab (H&Hs) Agency Fund	11,409.93			
Receipts		16,234.00	68,846.00	
Children's Collab (H&Hs) Collaborative (H&Hs)				
Fund Total	11,409.93	16,234.00	68,846.00	



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

As of 08/2016

TREASURER'S CASH TRIAL BALANCE

CATHYJ
9/14/16

1:10PM

Fund	Beginning Balance	This Month	YTD	Current Balance
Disbursements	0.00	61,037.99-		
Journal Entries	0.00	26.39		
Dept Total	18,234.00	7,834.40		19,244.33
Fund Total	11,409.93	18,234.00	7,834.40	19,244.33
37 County Railroad Authority	5,791.19		27.78-	
Disbursements	0.00		27.78-	
Fund Total	0.00		27.78-	5,763.41
38 Building Fund	86,750.49			
Disbursements	0.00	13,703.55-		
Journal Entries	0.00	43,807.07		
Fund Total	0.00	30,103.52		116,854.01
39 2005A G.O. Jail Bonds	1,079,082.29			
Disbursements	0.00	1,145,405.63-		
Journal Entries	0.00	684,325.62		
Fund Total	0.00	462,180.01-		616,902.28
40 2012 G.O. Courthouse Bonds	906,029.37			
Receipts	0.00	5.02		
Disbursements	0.00	943,325.00-		
Journal Entries	0.00	580,185.45		
Fund Total	0.00	363,134.53-		542,894.84
43 Equipment fund	0.00			
Journal Entries	0.00		67,088.53	



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

As of 08/2016

CATHYJ
9/14/16

1:10PM

TREASURER'S CASH TRIAL BALANCE

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Fund Total		0.00	67,086.53	67,086.53
76 Group Health Ins Fund 5/1/95 (Gen)	642,284.17-			
Receipts		306,269.47	2,410,134.89	
Disbursements		309,014.30-	2,552,861.86-	
Journal Entries		5,415.15	44,761.20	
Fund Total		2,670.32	97,965.77-	740,249.94-
80 County Collections Agency Fund	21,979.64			
Receipts		19,426.01	573,368.50	
Disbursements		21,025.46-	575,858.80-	
Journal Entries		0.00	160.10	
Fund Total		1,599.45-	2,330.20-	19,649.44
82 Taxes And Penalties Agency Fund	798,918.20			
Receipts		345,664.06	22,232,735.20	
Disbursements		64,300.86-	12,787,087.87-	
Journal Entries		1,062,009.22	9,162,378.00-	
Fund Total		1,343,372.42	283,289.33	1,082,207.53
84 East Central Drug Task Force Agency Fur	98,198.03			
Receipts		0.00	103,740.44	
Disbursements		43,064.47-	112,288.23-	
Fund Total		43,064.47-	8,547.79-	89,650.24
89 H & Hs Collections Agency Fund	78,568.42			
Receipts		71,499.90	647,516.51	
Disbursements		45,071.09-	145,905.62-	



**** Pine County ****

As of 08/2016

CATHYJ
9/14/16

1:10PM

TREASURER'S CASH TRIAL BALANCE

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Journal Entries		71,105.13-	556,164.67-	
Dept Total		44,676.32-	54,553.78-	24,014.64
Fund Total	78,568.42	44,676.32-	54,553.78-	24,014.64
All Funds	11,798,317.39			
Receipts		3,334,884.44	41,806,385.90	
Disbursements		1,678,085.08-	26,551,261.37-	
SSIS		266,270.67-	1,480,598.47-	
Payroll		1,438,217.97-	12,054,666.96-	
Journal Entries		260.91	15,648.74	
Total		48,608.37-	1,735,507.84	13,533,825.23

TREASURER'S CASH TRIAL BALANCE COMPARISON

FUND	August 31, 2015 BALANCE	August 31, 2016 BALANCE	DIFFERENCE
1 - GENERAL	3,828,493.61	4,431,185.50	602,691.89
12 - H&HS	544,061.51	907,467.13	363,405.62
13 - ROAD & BRIDGE	2,910,941.14	4,634,119.00	1,723,177.86
22 - LAND	1,727,380.39	1,749,333.39	21,953.00
TOTAL (incl non-major funds)	\$10,399,530.74	\$13,533,825.23	3,134,294.49



AGENDA REQUEST FORM

Date of Meeting: Sept 20, 2016

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

Agenda Item: Application for Exempt Permit

Department: Auditor-Treasurer

Cathy Clemmer
Department Head signature

Background information on Item:

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

Action Requested:

Financial Impact:

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Quad River Chapter of the Mn Deer Hunters Association Previous Gambling Permit Number: X-04736

Minnesota Tax ID Number, if any: 4326991 Federal Employer ID Number (FEIN), if any: 41-1390958

Mailing Address: PO Box 8

City: Moose Lake State: MN Zip: 55767 County: Carlton

Name of Chief Executive Officer (CEO): Jon Langhorst

Daytime Phone: 218-391-3880 Email: _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

- Fraternal Religious Veterans Other Nonprofit Organization

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

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Doc's Sports Bar and Grill

Address (do not use P.O. box): 34427 Majestic Pine Dr

City or Township: Sturgeon Lake Zip: MN County: Pine

Date(s) of activity (for raffles, indicate the date of the drawing): October 15th, 2016

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

Bingo* Paddlewheels* Pull-Tabs* Tipboards*

Raffle (total value of raffle prizes awarded for the calendar year: \$5,000.00)

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

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

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

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

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

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

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: _____ Date: _____
(Signature must be CEO's signature; designee may not sign)

Print Name: _____

REQUIREMENTS

Complete a separate application for:

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

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

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

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

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

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



AGENDA REQUEST FORM

Date of Meeting: September 20, 2016

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

Agenda Item: Donation

Department: Sheriff

Paul D. Webster Chief Deputy
 Department Head signature

Background information on Item:

First Ligh Health System donated \$1,000.00 to the K-9 program on behalf of the Race for the K-9 participants.

Action Requested:

Acknowledge donation for the K-9 program

Financial Impact:



AGENDA REQUEST FORM

Date of Meeting: September 20th, 2016

- County Board**
 - Consent Agenda**
 - Regular Agenda**

5 mins. 10 mins. 15 mins. Other

Personnel Committee

Other _____

Agenda Item: Donations 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 has received a \$350 donation from the Hinckley Chamber of Commerce for their time spent volunteering during Corn and Clover Days.

The Sheriff's Reserve also received a \$300 donation for time spent volunteering at Sandstone Quarry Days.

Action Requested:

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

Financial Impact:

This donation helps offset the cost for training, uniforms and equipment.



AGENDA REQUEST FORM

Date of Meeting: 9/20/2016

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

Agenda Item: Approve regular status for probationary employee

Department: HHS

Rebecca Foss
Department Head signature

Background information on Item:

Lisa Stoffel, HHS Case Aide, began her employment with HHS in March, 2016. She has been a great support to her Supervisor, Barbara Schmidt, and to the Adult and Disabilities Unit.

Action Requested:

Grant regular employee status to Lisa Stoffel, effective September 5, 2016.

Financial Impact:

N/A



AGENDA REQUEST FORM

Date of Meeting: 9/20/2016

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

Agenda Item: Approve attendance at training

Department: HHS

Rebecca Foss
Department Head signature

Background information on Item:

Bonnie Rediske, Social Worker, has requested to attend the Program Sharing Conference from October 20 to October 21 in St. Cloud. Lynette Forbes-Cardey, Youth Alcohol Prevention Coordinator, will also be attending this conference. This conference provides learning, networking and skill-building opportunities to those who work to prevent alcohol, tobacco, and other drug misuse. A copy of the agenda has been attached for your review.

Action Requested:

Authorize Bonnie Rediske and Lynette Forbes-Cardey to attend the Program Sharing Conference in St. Cloud from October 20-21, 2016.

Financial Impact:

Total registration costs: \$180
Travel: Approximately \$600
Total: \$780

All costs associated with attendance at the conference will be reimbursed by the MN Department of Human Services via the Planning and Implementation Grant.

/ Oct 20, 2016

42nd Annual Minnesota's Prevention Program Sharing Conference

October 20, 2016 to October 21, 2016

Location

St. Cloud River's Edge Convention Center
10 4th Ave. South
St. Cloud, MN 56301

This conference provides learning, networking and skill-building opportunities to those who work to prevent alcohol, tobacco, and other drug misuse (ATOD). By sharing how their programs work, and what is effective prevention, presenters and participants learn from one another in this exemplary, two-day learning community.

Conference Schedule

Thursday – October 20th

8:00 am – Registration | Breakfast | Exhibits & Poster

9:00 am – Welcome

9:15 am – Keynote – *Jason Kilmer*

Friday – October 21st

8:00 am – Registration – Breakfast – Exhibits & Posters

9:00 am – Introduction & Logistics

9:10 am – Round 1 Discussion Panel

Thursday – October 20th

10:45 am – Break – Exhibits & Posters

11:00 am – Round 1 Breakout Sessions

12:00 pm – Lunch – Exhibits & Posters

1:00 pm – Round 2 Breakout Sessions

2:00 pm – Break

2:10 pm – Round 3 Breakout Sessions

3:10 pm – Break with Snacks – Exhibits & Posters

3:25 pm – Round 4 Breakout Sessions

4:25 pm – Exhibits & Socializing

Friday – October 21st

10:10 am – Break with Snacks

10:25 am – Round 2 Discussion Panel

11:25 am – Thank you & Closing

Fees

Early Bird Full Conference (Oct. 20 & 21) ends 9/23	\$90
Full Conference (Oct. 20 & 21)	\$100
STUDENT – Full Conference (Oct. 20 & 21)	\$60

[REGISTER \(https://www.eventbrite.com/e/42nd-annual-minnesotas-prevention-program-sharing-conference-tickets-26174825608\)](https://www.eventbrite.com/e/42nd-annual-minnesotas-prevention-program-sharing-conference-tickets-26174825608)

When you click "Register" you will be taken to Eventbrite. When you get to this website, please click "Tickets" to complete your registration. Contact us at (651) 674-4085 if you have any questions.

Keynote & Breakout Sessions

Keynote Presenter – Thursday

Jason Kilmer, Ph.D. – *Topic TBD*

Assistant Director of Health & Wellness for Alcohol and Other Drug Education, University of Washington

Breakout Session Applications are still being accepted. Please contact Tom Koplitz at (651) 674-4085 or at t_koplitz@hotmail.com

Exhibits

If you are interested in exhibiting, please fill out the [Exhibitor Application Form](http://www.mnprc.org/wp-content/uploads/2016/06/MPRC-Exhibitor-Application-2016.pdf) (<http://www.mnprc.org/wp-content/uploads/2016/06/MPRC-Exhibitor-Application-2016.pdf>).

If you have any questions, contact Jen Kallas at (651) 674-4085 or at kallas.jen@gmail.com

Ideas Fair (Poster Session)

The Ideas Fair is a poster session where community coalitions have the opportunity to present successes that your coalition has accomplished. It also allows for conference participants to learn from your success and stop to discuss your work with you. It gives them the opportunity to take any detailed information that you've prepared as a handout.

If the coalition is selected to present at the Coalition Ideas Fair presentation, the first presenter will be offered a \$50 refund after the Program Sharing Conference, but will register at the full conference rate. All other presenters will be required to register at the regular rate and will not receive a refund.

To be considered to participate in the Ideas Fair, please submit an application by *September 5, 2016*:

[2016 Ideas Fair \(http://www.mnprc.org/wp-content/uploads/2016/06/2016-Ideas-Fair.pdf\)](http://www.mnprc.org/wp-content/uploads/2016/06/2016-Ideas-Fair.pdf) (application-pdf)

Notifications (of acceptance or rejection) will be sent during the week of September 12, 2016.



AGENDA REQUEST FORM

Date of Meeting: 9/20/2016

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

5 mins. 10 mins. 15 mins. Other

Agenda Item: Approve attendance at conference

Department: HHS

Rebecca Foss
Department Head signature

Background information on Item:

The MN Financial Worker and Case Aide Conference (MFWCAA) is being held October 12 - October 14, 2016, in Alexandria, MN. Bev Olson, Colleen Nelson, Judith Tengwall, Sandy Larson, and Piper Sauter have requested to attend the conference. Each of these staff members have various responsibilities in their unit. Attendees at the conference learn how to continually navigate complex policies from state staff who work in the Income Maintenance program areas. Program areas include the MN Family Investment Program (MFIP), Group Residential Housing (GRH- which has several changes in the last two years), Medical Assistance (MA), Supplemental Nutrition Assistance Program (SNAP), and others.

Action Requested:

Authorize Bev Olson, Colleen Nelson, Judith Tengwall, Sandy Larson, and Piper Sauter to attend the MN Financial Worker and Case Aide Conference (MFWCAA) in Alexandria, MN, from October 12-14, 2016.

Financial Impact:

Total registration costs: \$1,190
Travel: County car
Lodging: \$1,102
Total: \$2,292

There are funds in the 2016 HHS budget to cover the costs associated with attendance at the conference.

MFWCAA

Minnesota Financial Worker and Case Aide Association

(<http://mfwcaa.org>)

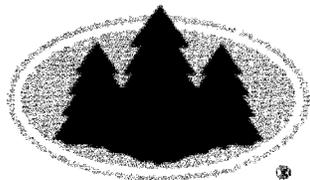


Are you a financial worker or case aide looking to expand your understanding of state programs, connect with peers across the state, or stand out at your agency? If so, consider registering for MFWCAA and attending our annual conference!

Each year, MFWCAA holds an annual three-day conference for financial workers and case aides across the state to attend workshops hosted by DHS staff. Attendees learn about how to navigate complex policies from state staff working in SNAP, MFIP, GA, GRH, CCAP and health care. In addition, there's nightly entertainment, award announcements, delicious lunches and dinners, and giveaways for attendees. Many human services staff report the MFWCAA conference as the highlight of the year!

If you're looking for a great networking and learning opportunity, join MFWCAA (<http://mfwcaa.org/index.php/join-us/>) and come to our conference!

2016 Conference: Unseen Heroes



Arrowwood

RESORT & CONFERENCE CENTER



(<http://mfwcaa.org/wp-content/uploads/2015/12/joint-picture.png>)

October 12 – 14, 2016 Arrowwood Resort & Conference Center in Alexandria, MN

To register for the conference, complete the registration form below. To make a hotel reservation, complete the 2016 MFWCAA hotel registration form (<http://mfwcaa.org/wp-content/uploads/2016/09/2016-MFWCAA-hotel-registration-form.pdf>), and submit it to Arrowwood (per the instructions on the form).

If you or anyone you know is interested in being a vendor at the conference this year, please contact Vice President and Region 7 Rep Stephanie Wiley (<mailto:stephanie.wiley@co.sherburne.mn.us>).

Morris Morrison will be the keynote speaker for the 2016 conference. You can click here (<http://www.morrisonglobal.us/home.html>) to visit his website and find out more about him!

Tentative topics include:

- Unification
- Cost-Effective Insurance
- Errors (CCAP and CASH programs)
- IMD
- MA-EPD
- Human Trafficking
- GRH changes
- Tribal
- SNAP – processing changes

- GA/GRH
- Working with job counselors
- Health Care (topics TBA)

- Connie Nelson (domestic abuse survivor)
- Long-Term Care
- CCAP – processing changes
- ABAWD's
- Refugees
- Interviewing difficult people
- CCAP unification
- Why good people become bad bosses
- Thriving in bureaucracy
- Self-Employment
- Disability benefits 101/Housing benefits 101

Registration for the 46th annual Minnesota Financial Worker & Case Aide Association conference

For conference registration, complete the 2016 Conference Registration form (<http://mfwcaa.org/wp-content/uploads/2016/09/2016-Conference-Registration.docx>). Submit the form and payment to: MFWCAA at PO BOX 414, Glenwood, MN 56334.

For hotel registration, complete the 2016 MFWCAA hotel registration form (<http://mfwcaa.org/wp-content/uploads/2016/09/2016-MFWCAA-hotel-registration-form.pdf>), and submit it to Arrowwood (per the instruction on the form).

Special instructions/information

**This rate is for commuter and non-commuters alike. This conference is an all-inclusive price, which includes all meals, snacks, meeting space, equipment, speakers and all other costs associated with the conference (see menu below).



AGENDA REQUEST FORM

Date of Meeting: Sept 20, 2016

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

Agenda Item: Public Hearing - Partial Abandonment of County Ditch #7

Department: Auditor-Treasurer

Cathy Almon
Department Head signature

Background information on Item:

A petition was received from Harley Investment Company requesting a partial abandonment of a portion of County Ditch #7. As the drainage authority, the County Board shall make findings and direct, by order, that part of the drainage system to be abandoned if it is determined that part of the drainage system does not serve a substantial useful purpose to any property remaining in the system and is not of a substantial public benefit and utility.

Action Requested:

Financial Impact:



August 17, 2016

Cathy Clemmer
Pine County Auditor - Treasurer
635 Northridge Dr. NW
Pine City, MN 55063

Dear Ms. Clemmer,

Please find attached a "Petition for Partial Abandonment of Portions of Pine County Ditch #7". The portions of this ditch subject to this petition exist on land currently owned within Pine County by the Harley Investment Company. The attachments to the petition include Exhibit A, which further illustrates the areas of ditch to be partially abandoned, and a January 5, 2016 memo from Barr Engineering which provides further information and engineering data relative to the petition. Exhibit A and Figure 1 are also provided in a larger 11" x 17" format for easier review.

If you should have any questions regarding this petition please do not hesitate to contact me at 218-471-2162.

Sincerely,

A handwritten signature in black ink, appearing to read "K Pylka", is written over a light blue horizontal line.

Kevin Pylka
Manager of Environmental Permitting and Compliance

Attachments: Petition for Partial Abandonment of Portions of County Ditch #7
Exhibit A
January 5, 2016 Barr Memo from Mark Jacobson

**BEFORE THE PINE COUNTY BOARD OF
COMMISSIONERS, ACTING AS DRAINAGE AUTHORITY
FOR PINE COUNTY DITCH #7**

**Petition for Partial Abandonment of
Portions of Pine County Ditch #7,
Pursuant to Minnesota Statutes 103E.806**

WHEREAS, Petitioner, Harley Investment Company, a Minnesota Corporation, is an owner of benefitted property within the Pine County Ditch #7 drainage system; and

WHEREAS, Petitioner desires to partially abandon portions of Pine County Ditch #7 described as follows:

Ditch System No.	Length (ft)	Pine County Coordinates (ft)			
		X start	Y start	X end	Y end
7	3,325	443975	159740	446017	161096

and

WHEREAS, the areas to be partially abandoned are further shown on the attached Exhibit A; and

WHEREAS, further information and engineering data will be provided to Pine County Board of Commissioners, acting as Drainage Authority for Pine County Ditch #7, prior to any public hearing and will be further provided to meet the statutory requirements of a partial abandonment; and

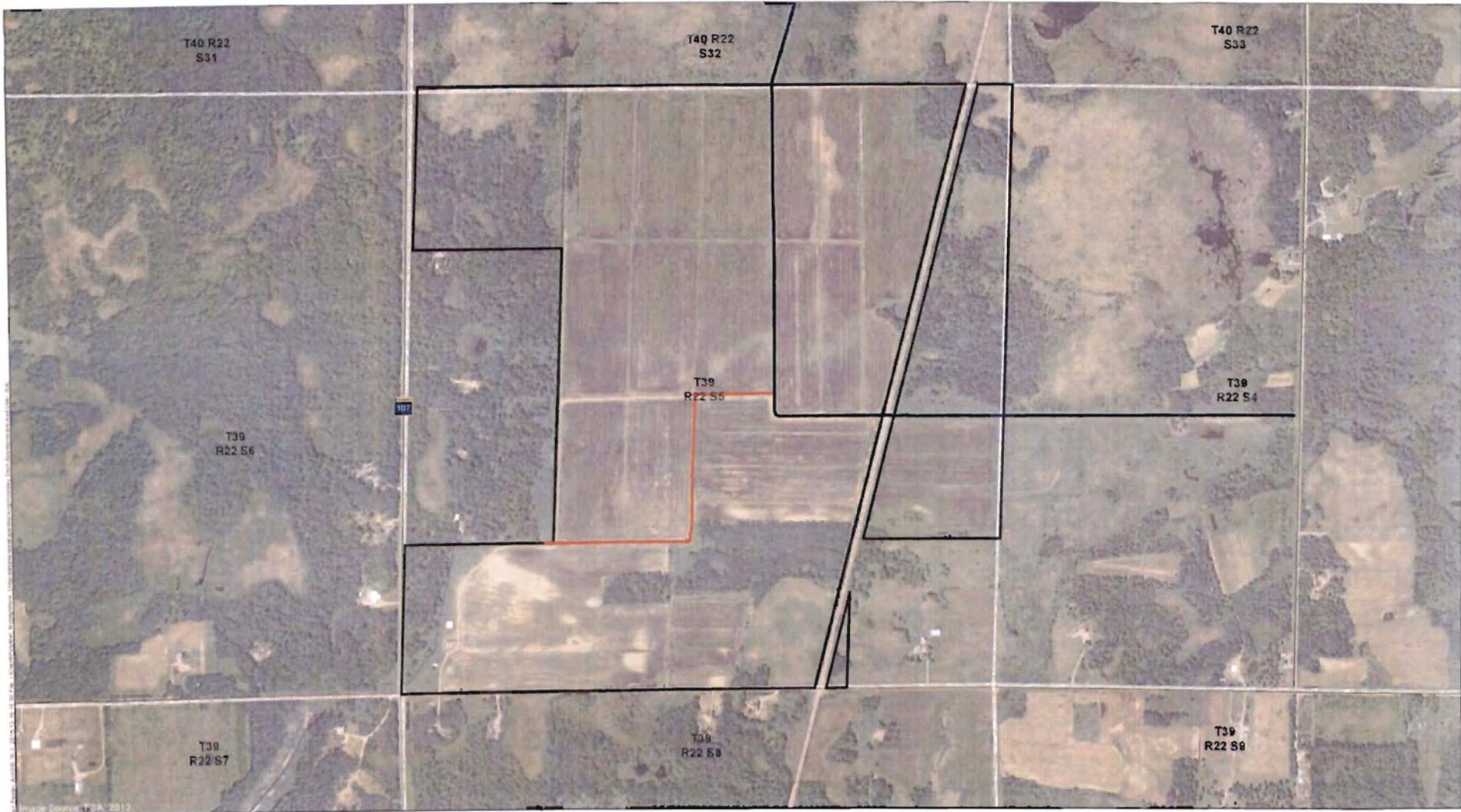
WHEREAS, Petitioner, through this Petition, and additional information, will show that that part of Pine County Ditch #7 to be abandoned does not serve a substantial useful purpose as part of the drainage system to any property remaining in the system and is not of substantial public benefit and utility.

NOW, THEREFORE, Petitioner respectfully requests that the Pine County Board of Commissioners, acting as Drainage Authority for Pine County Ditch #7, accept this Petition and schedule the public hearing as outlined in Minnesota Statutes § 103E.806, subd. 3.

Dated this 29~~th~~ day of July, 2016.

HARLEY INVESTMENT COMPANY

By Judy D. Benich
is Officer / Co-Owner



- Public Land Survey Sections
- Property Boundaries
- Pine County Ditch #7
 - Abandon
 - Maintain

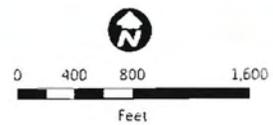


Exhibit A
 PETITION FOR PARTIAL
 ABANDONMENT
 Pine County Ditch #7
 Pine County, MN



Memorandum

To: Pine County Drainage Authority
From: Mark Jacobson, Vice President
Subject: Hydrologic Analysis – Public Ditch Abandonment Petition
Date: January 5, 2016
Project: 23690862.00

The purpose of this memo is to evaluate the potential effects on benefitted properties of the proposed partial abandonment of portions of Pine County Ditch #7 as described in the January 5, 2016, petition by Harley Investment Company (Harley).

Harley owns property in the northeast quadrant of State Highway 107 and Sod Road in Section 5, Township 39, Range 22, Pine County, Minnesota. The property consists of approximately 524.5 acres (Figure 1). The public ditch segment proposed to be abandoned consists of a lateral segment contained within the Harley property that is approximately 3,325 feet in length (Figure 1). The ditch segment proposed to be abandoned provides direct drainage benefit only to approximately 205.1 acres within the Harley property (Figure 1). Harley no longer has the need for drainage within the properties, because sod production has ceased and plans are being developed to restore wetlands within the property. The wetland restoration plans will include provisions for establishing an armored spillway to control discharge from the site into the remaining public ditch (Figure 1). The spillway will be designed to ensure that the 100-year return interval storm event does not result in flood levels leaving the Harley property except through the spillway to County Ditch #7. No adverse effects will result to any benefitted properties because that portion of County Ditch #7 proposed to be abandoned only provides benefit to the Harley property.

The restoration of wetlands will include the elimination of private ditches within the property, which currently expedite runoff from the site. Once completed, the wetland restoration activities will reduce runoff rates from the property by increasing the capacity for water storage by eliminating concentrated ditch flows. Therefore, discharge rates through downstream properties will be decreased and there will be no adverse effects downstream.

Though not part of the public ditch system, adjacent, upstream private properties to the south of the Harley property, on the south side of Sod Road, discharge onto Harley land. Approximately 155 acres of non-benefitted land drain onto the Harley property through two culverts at elevations 988.9 feet above mean sea level (MSL) west and 989.7 feet MSL east (Figure 1). The elevations of Sod Road at these locations are 991 feet MSL west and 992 feet MSL east. The Harley property has approximately 350 acre-feet of water storage capacity between Sod Road and County Ditch #7 below the elevation at which the south properties discharge. The aforementioned spillway will be designed to ensure that the 100-year return interval storm event does not result in flood levels on the Harley property exceeding elevation 988 feet MSL so as to ensure that there are no adverse effects to neighboring property owners or Sod Road.

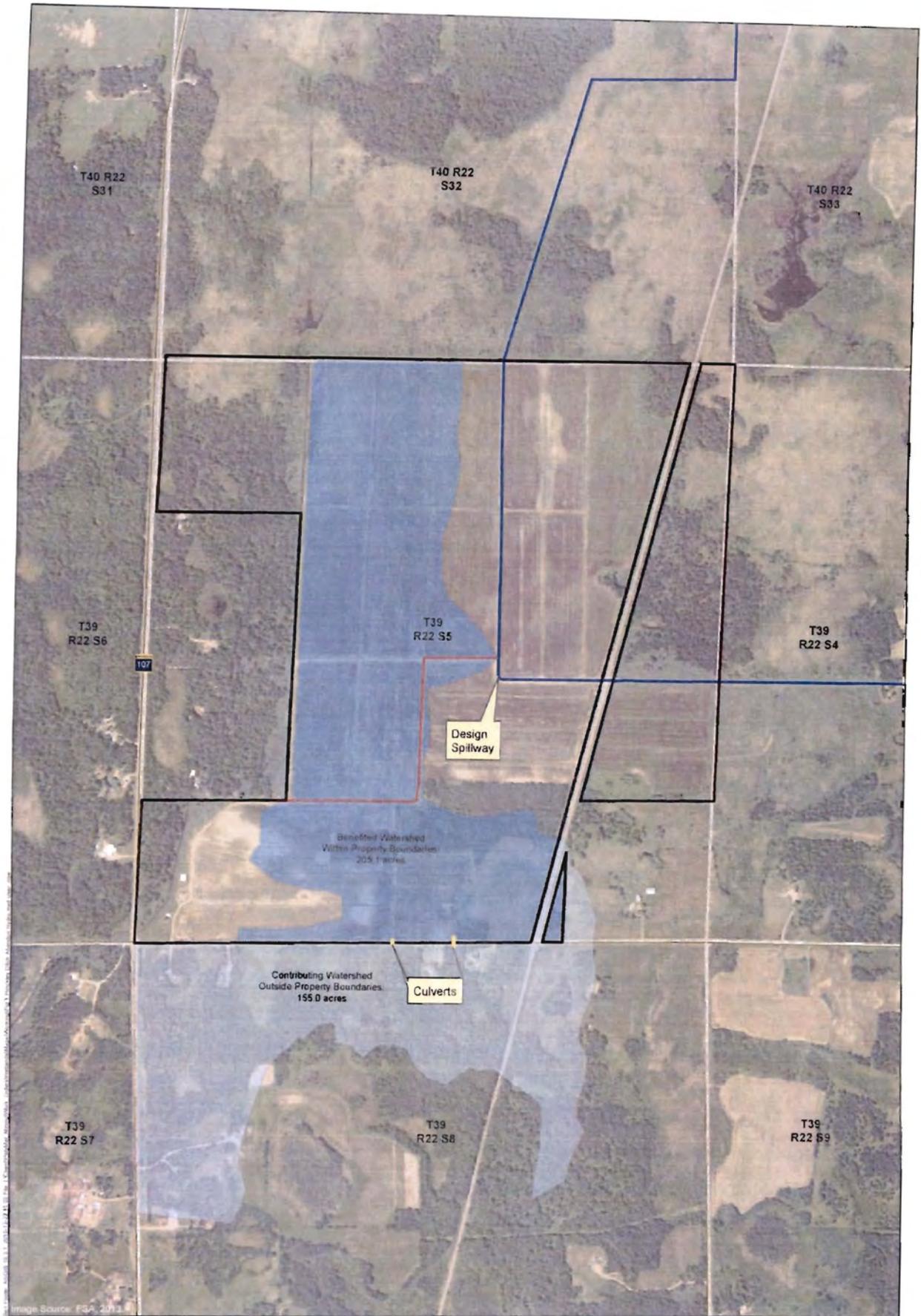


Image Source: FGA, 2013

- Public Land Survey Sections
- Property Boundaries
- Pine County Ditch #7
 - Abandon
 - Maintain
- Contributing Watershed (155 acres)
- Benefitted Watershed (205 acres)



Figure 1
 CONTRIBUTING WATERSHEDS
 PARTIAL DITCH ABANDONMENT
 Pine County Ditch #7
 Pine County, MN

MINUTES
of
Pine County Facilities Committee Meeting
Wednesday, September 7, 2016, 9:00 a.m.
Pine County Courthouse
Pine City, Minnesota

Members present: Commissioner Matt Ludwig, Commissioner Josh Mohr

Others present: County Engineer Mark LeBrun, Lead Maintenance Worker Pete Umbreit, and County Administrator David Minke.

Commissioner Ludwig called the meeting to order at 9:03 a.m.

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

Motion by Commissioner Mohr to approve the Minutes of the July 6, 2016 meeting. Second by Ludwig. Motion carried 2-0.

The committee discussed the lease to the City of Pine City at the Pine Government Center (PGC) and the relationship between the city and county. The consensus of the committee is to continue to own the building and work with the city to see if a satisfactory long-term lease is agreeable.

The committee previously discussed reducing the rental cost to the city in 2018 by \$5,000 and in 2019 by \$10,000. An amendment to the existing lease was presented to the committee.

Motion by Commissioner Ludwig to approve Amendment 1 to the December 16, 2014 Lease with the City of Pine City establishing the rent for 2018 and 2019 at \$50,000 per year. Second by Commissioner Mohr. Motion passed 2-0.

Mark LeBrun provided a review of some of the future improvements to the building, including upgrading the elevator and changing from a steam boiler to a hot water system. Other upgrades could consider adding forced air. A forced air system is estimated at \$700,000 and would significantly increase the operating cost of the building. The roof should be replaced in 10-15 years. Window replacement should also be on the long-term plan.

The committee discussed long-term space planning and focused on two main options:

- Option 1 Maintain one building (silver building) in Sandstone and expand the silver building. Would include Sheriff, SWCD, Veterans, and HHS.
- Option 2 Sheriff & SWCD into silver building. New (new construction, remodel existing, lease) for HHS and Veterans.

Mark LeBrun and Pete Umbreit updated that construction on the garage at the courthouse has started. Boiler head for PGC is ordered.

With no further business, the meeting adjourned at 10:20 a.m.

**AMENDMENT
TO
PINE COUNTY COURTHOUSE BUILDING LEASE**

This Amendment is between the City of Pine City, Pine City, Minnesota, ("the City") and Pine County, Pine City, Minnesota, ("the County") to the Pine County Courthouse Building Lease Agreement dated January 1, 2015 ("the Agreement").

1. Item 3(a) of the Agreement is amended as follows: the fixed rent amounts shall be \$50,000 for 2018, and \$50,000 for 2019; the amounts will replace the previous amounts for 2018 and 2019.

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 a conflict between this Amendment and the Agreement, the terms of this Amendment will prevail.

IN WITNESS HEREOF, the parties hereto have executed this Amendment upon signature of all the parties below.

Pine County
635 Northridge Drive NW
Pine City, MN 55063

Dated: _____

LESSOR:

Curtis H. Rossow
Pine County Board of Commissioners, Chair

Dated: _____

David J. Minke
Pine County Administrator

City of Pine City
315 Main Street South, Suite 100
Pine City, MN 55063

Dated: _____

LESSEE:

Carl Pederson
Mayor, City of Pine City

Dated: _____

Ken Cammilleri
Administrator, City of Pine City

Pine County Transportation Committee Meeting Minutes

Monday, September 8, 2016 -- 9:00 a.m.

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

Members present: Commissioner Curt Rossow, Commissioner Steve Hallan

Others Present: Pine City Township Supervisor Mike Palmer, County Engineer Mark LeBrun
and County Administrator David Minke

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

Motion by Commissioner Hallan to approve the agenda with the addition of the minutes from the August 1, 2016 meeting. Second by Commissioner Rossow. Motion passed 2-0.

Motion by Commissioner Hallan to approve the Minutes from August 1, 2016. Second by Commissioner Rossow. Motion passed 2-0.

The committee discussed the 2017-2021 Highway Improvement Plan.

Motion by Commissioner Hallan to recommend approval of the 2017-2021 Highway Improvement Plan. Second by Commissioner Rossow. Motion passed 2-0.

LeBrun reviewed the policy to transfer roads from the county to local jurisdictions and distributed a copy of the road transfer policy.

Motion by Commissioner Hallan to recommend approval of the road transfer policy. Second by Commissioner Rossow. Motion passed 2-0.

With no further business, the meeting was adjourned at 10:05 a.m.



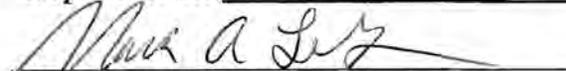
AGENDA REQUEST FORM

Date of Meeting: September 20, 2016

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

Agenda Item: 2017-2021 Highway Improvement Plan

Department: Pine County Public Works


Department Head signature

Background information on Item:

2017-2021 Highway Improvement Plan

Action Requested:

Approve

Financial Impact:

Pine County
Public Works Department
405 Airport Road NE (320)216-4200
Pine City, MN 55063 (320)629-6736fax

Memo

To: County Commissioners
David Minke, County Administrator

From: Mark A. LeBrun, Public Works Director/County Engineer *MA*

Date: 09/09/2016

Re: 2017-2021 Highway Improvement Plan

Attached is the proposed 2017-2021 Highway Improvement Plan. The plan was presented and recommended for approval by the Transportation Committee on 09/08/16.

The proposed plan includes \$31 million dollars in improvements over the next 5 years and includes 17 wheelage/sales tax projects beginning in 2017. The improvements comprise of 104 miles(24.5% of paved system) of resurfaced 10 ton roads with paved shoulders, 8 bridge replacements, 3.1 miles of Reconstruction, and a RR Crossing/Grading improvement.

As part of the plan, the committee approved the removal of state aid designation of 2.25 miles of CSAH 5 and the placement of state aid designation of 2.0 miles on CR 125(CSAH 67) and 0.5 miles on CR 110(CSAH 70). This will allow for state aid construction funds to be used on these two upcoming construction projects. CSAH 5(CR115) will remain as a county funded road

2017 - 2021 Highway Improvement Plan

2017

Road	Type	Location	Length
CSAH 8	Reconstruction	2nd Street to CSAH 65	0.38
CSAH 13	Bridge	0.25 miles N. of CSAH 11	
CSAH 13	Resurfacing	CSAH 11 to CSAH 14	2.25
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	
CSAH 65	Mill/Overlay	CSAH 61 to CSAH 8	0.20
CR 106	Resurfacing	TH 70 to CSAH 2	1.00
CR 142	Resurfacing	CSAH 32 to CSAH 30	4.00
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	Hay Creek	
CSAH 47	Resurfacing	CSAH 48 to TH 23	1.00
CSAH 48	Resurfacing	CSAH 47 to CR 164	4.00
CSAH 52	Grading	CR 157 to CSAH 42	1.50
CSAH 53	Resurfacing	CSAH 7 to CSAH 11	4.60
CSAH 55	Resurfacing	CSAH 61 to CSAH 67	0.60
CR 125 (67)	Reconstruction	CSAH 55 to CSAH 9	2.00
CR 122	Resurfacing	CSAH 11 to CSAH 53	1.63
CR 133	Resurfacing	CSAH 15 to 1.25 miles W.	1.25
CR 134	Resurfacing	TH 48 to CR 133	1.28

2019

Road	Type	Location	Length
CSAH 28	Resurfacing	W. Co Line to CSAH 61	9.50
CSAH 30	Bridge	Wolf Creek	
CSAH 52	Paving	Edgewood Rd to CR 157	1.00
CSAH 52	Resurfacing	CR 157 to CSAH 61	5.70
CR 143	Reclamation	W Co Line to CSAH 28	1.78
CR 150	Bridge	Pine River	
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	7.00
CSAH 35	Resurfacing	CSAH 28 to TH 18	3.50
CSAH 46	Bridge	Moose Horn River	
CR 110 (70)	Reclamation	CSAH 61 to TH 70	0.50
CR 108	Resurfacing	CR 109 to TH 70	0.50
CR 109	Resurfacing	CSAH 61 to 1 mile W	1.00
CR 127	Resurfacing	CSAH 61 to CSAH 14	0.65
CR 148	Bridge	Co Ditch #12	

2021

Road	Type	Location	Length
CSAH 7	Mill/Overlay	I-35 to CSAH 61	0.50
CSAH 14	Resurfacing	CSAH 61 to CSAH 10	6.00
CSAH 17	Resurfacing	CSAH 18 to CR 140	2.00
CSAH 25	Bridge	Lower Tamarack River	
CSAH 37	Reclamation	CSAH 38 to TH 18	1.30
CSAH 38	Reclamation	W Co Line to TH 18	2.30
CSAH 61	Mill/Overlay	CSAH 43 to N Co Line	7.40
CSAH 61	Mill/Overlay	CSAH 7 to Snake River	0.70
CR 140	Bridge	Grindstone River	

PINE COUNTY PERSONNEL COMMITTEE
Minutes
September 13, 2016 9:00 am
Commissioners' Conference Room, Pine County Courthouse
Pine City, Minnesota

Members: Commissioner Chaffee, Commissioner Ludwig

Others Present: County Administrator David Minke, Probation Director Terry Fawcett, Health & Human Services Director Becky Foss, Chief Deputy Paul Widenstrom, Human Resources Manager Connie Mikrot

- A. Meeting was called to order at 9:00 am.
- B. Motion made by Commissioner Ludwig to approve the minutes from the August 9, 2016 Personnel Committee Meeting. Second by Commissioner Chaffee. Motion passed 2-0.
- C. County Administrator David Minke requested addition of item 6.a Discussion on non-union pay scale.

Motion made by Commissioner Ludwig to approve the September 13, 2016 agenda as amended. Second by Commissioner Chaffee. Motion passed 2-0.

- 1. Land Services
 - a. Motion made by Commissioner Ludwig to acknowledge the resignation of temporary Part-Time Watercraft Inspector Easton Foss effective August 22, 2016. Second by Commissioner Chaffee. Motion passed 2-0.
- 2. Probation & HHS
 - a. Motion made by Commissioner Chaffee to recommend approving addition to Pine County Policy 12.11 Travel and Expense Voucher Company-Owned Vehicle Usage as proposed Health and Human Services Director Becky Foss and Probation Director Terry Fawcett. The committee reviewed the policy language drafted by County Attorney Reese Frederickson. Second by Commissioner Ludwig. Motion passed 2-0.
- 3. HHS
 - a. Motion made by Commissioner Chaffee to acknowledge the resignation of Full-Time Social Worker Chandra Clark effective August 26, 2016 and approve backfill of the position. Second by Commissioner Ludwig. Motion passed 2-0.
 - b. Motion made by Commissioner Chaffee to acknowledge the resignation of Full-Time Case Aide Susan Breska effective September 9, 2016. Second by Commissioner Ludwig. Motion passed 2-0.

Discussion held on immediate need to backfill the Case Aide. HHS Director Becky Foss will monitor department needs and will request backfill of the position at a future meeting if needed.

- c. Motion made by Commissioner Ludwig to reclassify HHS Fiscal Officer Position to Grade C42 and place current Fiscal Officer Michelle Kelash at \$23.21/hour (Step 3) effective October 2, 2016 with a new pay anniversary date of October 2. Second by Commissioner Chaffee. Motion passed 2-0.
4. PCSO
- a. Motion made by Commissioner Ludwig to acknowledge the termination of Part-Time Deputy Brad Peters during his probationary period effective August 25, 2016. Second by Commissioner Chaffee. Motion passed 2-0.
Motion made by Commissioner Chaffee to approve backfill of the position. Second by Commissioner Ludwig. Motion passed 2-0.
 - b. Motion made by Commissioner Ludwig to acknowledge the resignation of Full-Time Deputy Zachary Motyl effective September 17, 2016 and approve backfill of the position. Second by Commissioner Chaffee. Motion passed 2-0.
5. Administration
- a. In August, a new state law became effective which allows municipalities to donate surplus equipment to nonprofit organizations. Motion by Commissioner Chaffee to recommend approving addition of Pine County Policy 29. Policy for Donation of Surplus Equipment to a Nonprofit Organization. Second by Commissioner Ludwig. Motion passed 2-0.
6. Other
- a. Discussion held on non-union pay scale. Committee requested proposal be brought to the next Personnel Committee meeting.
7. Meeting was adjourned at 9:45 am.

on the claim form, but not accompanied by a receipt will not be reimbursed. Hand-written receipts made out by the employee will not be acceptable.

The claim form, with all receipts and documents attached, are to be submitted to the department head/supervisor for approval. Upon approval by the department head/supervisor, the claim form is to be forwarded to the Auditor's office for reimbursement approval by the County Board. *(Health and Human Services Employees must turn all claims into the HHS Accounting Office.)*

12.11 County-Owned Vehicle Usage

County-owned vehicles shall not be used by any employee for personal use other than for incidentals (such as lunch stop while conducting County business). Only those individuals authorized by the County Board will be permitted to utilize a County owned vehicle for commuting purposes. All County vehicles, other than those authorized for commuting, will be stored at County facilities when not in use.

Federal and State laws and rules concerning vehicles and their safe operation will be enforced. Safety devices, such as seat belts, lights, horns, etc. shall be utilized. Speed limits, safe driving procedures, and proper licensing requirements will be enforced.

Only County employees are allowed to be in a County vehicle. No other civilian is authorized to be a passenger or driver of said vehicle, unless on official business. *(Except for those departments whose employees must transport clients for work-related purposes).*

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Employees are responsible for performing routine checks (i.e. tire pressure, oil, turn signals, lights) before operating a County-owned vehicle.

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Alcoholic beverages shall not be consumed by any employee prior to, or while operating a County owned vehicle.

Pursuant to state law, all County-owned vehicles, except as otherwise noted in this policy, with tax-exempt number plates must have a display identifying Pine County on both sides of the vehicle. The identification must not be a removable plate or placard, and must be kept clean and visible at all times. A removable plate or placard may be used on a vehicle that is leased or loaned to the County.

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Unmarked County-owned vehicles may be used in general police work, liquor investigations, and by Health and Human Services for child and vulnerable adult protective services. "General police work" includes, but is not limited to, use by Pine County Probation Department employees in the monitoring, locating and apprehending of probationers. The County must provide the Commissioner of the Department of Public Safety a certification stating that the unmarked vehicle will be used exclusively for the limited purposes authorized in this section.

12.12 Per Diems for Board Members/Representatives

County Board members shall be eligible for per diem and mileage expenses for participation in meeting of committees for which they have been officially designated by the full County Board as the County representative or delegate. Associated Minnesota Counties (AMC) delegates are eligible for mileage and per diem for attendance at Associated Minnesota Counties (AMC) meetings and policy committee functions on which they may serve.

Per diem and expense reimbursement shall be authorized for any meetings in which the Commissioner was officially appointed as a County representative or authorized by the County Board Chairman to attend.

Final draft
of entire
Section 12.

12. TRAVEL/EXPENSE VOUCHERS

12.0 Introduction

Certain employees of Pine County may be provided a County-owned vehicle to use in the performance of their assigned duties and responsibilities. The use of such vehicles is confined to that necessary to discharge the employer's business.

Employees shall not drive vehicles on County business without a valid Minnesota driver's license of the appropriate classification. Driving records of County employees, who use any vehicle for County business, will be checked on an annual basis, by their appropriate department head.

Employees are required to have liability insurance in effect on all vehicles used for County purposes or while performing County business. Proof of liability insurance will be checked on an annual basis, by the employees appropriate department head.

An employee, who is involved in a collision or related property damage accident while performing County business, regardless of whether the employee is driving his/her own personal vehicle or a County vehicle must notify his/her Department Head or Supervisor within 24 hours.

Employees within departments with an established "vehicle usage" policy must also follow their departmental policy.

12.1 Travel/Expense Vouchers & Claim Vouchers for Vendors

This policy applies to all county departments and employees. It is intended that this policy conform to all applicable Minnesota State Statutes, FLSA and IRS rules governing expenses incurred by employees while conducting County business.

12.2 Procedure to Follow *(Health & Human Services Employees please reference HHS Policies regarding travel/expense vouchers)*

1. Name and address of claimant completed on upper right hand position of the claim form.
2. Odometer reading, date, location and total miles traveled round trip must be included for reimbursement of mileage. If the travel is out of state, must have Board approval for the reimbursement.
3. Explanation of expenses listed in space provided.
4. Dated receipts must be attached to the voucher identifying the actual expense.
5. Complete account number (i.e. 01-041-6334).
6. Signature of claimant on bottom of form.
7. Approval signature of department head/supervisor on bottom of form.
8. All vouchers must be submitted to the Auditors office by the first of the month.

9. Any questions, please contact the Auditors office.

12.3 Travel on County Business

This policy applies to all employees and elected officials of Pine County (*Except HHS employees*). In the event that this policy conflicts with a current collective bargaining agreement, the latter controls. In the event there be any conflict with State or Federal law, the latter controls. It is intended that this policy conform to M.S. §471.96(1) and 471.97 governing expenses incurred by employees in the conduct of County business. It is designed to provide the basis for determining whether there is authority for County Expenditure, the expenditure serves a public purpose, and the expenditure is necessary and directly related to the betterment of the County.

12.4 Travel Requests and Approvals

All travel requests are approved by the responsible authority.

1. The County Board of Commissioners shall approve all travel costs through the annual budget process.
2. All travel for personnel requires the approval of the Department Head.
3. All travel that is not budgeted requires the approval of the County Board.
4. All overnight travel or a conference of more than one day (whether or not the County is paying for lodging) requires County Board approval. These items need to appear on the Consent Agenda prior to attendance and payment.
5. Any conference, seminar, training, etc., in which the total cost is within budget does not need board approval.
6. Any out-of-state conference/training travel requires prior County Board approval and a personal appearance or written presentation outlining the need, benefit, etc., of the travel, to the County Board.
7. The Department Head is responsible for ensuring that funds are available to pay for all expenses they approve.

12.5 Billing

Whenever possible, employees are to make travel arrangements in advance and request the County be billed. All authorized travel expenses that are not billed directly to the County are to be paid by the employee subject to reimbursement upon approval of a Travel Expense Claim.

12.6 Travel Authorization Guidelines

In order to determine what travel is of the most value and which employees should go, the following guidelines have been established:

1. The costs of the conference, institute, training program and related travel must be within the annual travel expense budget appropriation approved by the County Board.
2. Only one employee per department should be sent to a conference, institute, or training program which exceed \$50.00 per individual, unless it can be clearly supported by the Department Head that there is a need to send another.

3. Contacts made or information gathered must be expected to benefit the improved operation of the County and respective department.
4. Utmost discretion is to be exercised in submitting a request for out-of-state or overnight travel. Conferences are to be unquestionably professional in content and should be selected only when a similar conference cannot be found locally in the same calendar year.
5. Travel for training purposes is limited to technical training specific to an individual's job that is not currently available through the County.
6. During the course of the annual budgetary process and in quarterly reports due at the end of each quarter, the responsible authority must make available to the County Board a detailed list of employees (including name and position title) who traveled for training purposes within that fiscal quarter, the destination of such travel, the reason for such travel, and all incurred expenses.

12.7 Authorized Expenses

Mileage for Personal Vehicle: Employees are reimbursed for traveling on official County business with a private automobile at the prevailing rate as set by the County Board. Mileage must be approved by Department Head and is paid on the most reasonable direct route as follows:

1. When traveling from the normal work location (i.e. Courthouse, County Garage etc.) and returning to it, the mileage allowance is actual miles traveled.
2. When traveling from a normal work location to a work site then to the employees residence, mileage is the miles of those which the employee normally travels.
3. When traveling out of county for work purposes, start calculation from home or your primary office site – whichever is shorter.
4. Work-related visits made before coming to the office: calculate mileage beginning from home or the primary office site – whichever is shorter.
5. The normal work location for employees assigned to multiple work locations, is the work location scheduled for the day on which the expense was incurred.
6. When personal vehicles are used for extended travel not available by commercial transportation, travel reimbursement is made on an actual mileage basis. Where there is commercial transportation available, reimbursement shall be the prevailing mileage allowance rate or tourist airfare, which ever is less. When two or more employees are traveling in one car, reimbursement is made to the employee whose vehicle was used.
7. If you have no primary office site, mileage starts from your home. Calculate only work-related mileage.
8. Calculate any travel after reporting to the first office site you report to (not primary site) in the morning while on county time.

Individuals Traveling to Multiple Sites:

Reimbursement under 1 and 2 below, is restricted to those individuals who spend the entire day out of the office and receive authorization from their supervisors before the travel occurs. In order to assure consistency in paying mileage, the following guidelines apply:

1. When traveling from employee's residence (point a) to several work sites in succession (points b,c,d) and then returning directly to the employees residence, the employee is paid mileage for the miles from point b and d (the last work site before returning home). However, under no circumstance may the mileage excluded for reimbursement be greater than normal miles traveled to and from the employee's residence and the County work location to which he/she is assigned.
2. If an employee travels from his/her residence to several work sites (points b and c), stops for lunch or personal errands, and then resumes work, mileage is paid equivalent to the most direct route to the next work site, excluding any travel conducted for lunch or personal errands.
3. Meals are reimbursed at actual expense or \$34.00 per day, whichever is less. Breakfast shall be reimbursed at no more than \$7.00, lunch \$12.00, dinner \$15.00. Actual expense includes applicable taxes and tips. Employees requesting meal reimbursement must circle/highlight date and amount claimed on the receipt, which is to be attached to an expense voucher.
4. Meal expenses may be claimed for breakfast only if preceded by an overnight stay or if travel must begin prior to 6:00 a.m. Dinner expenses may be claimed only if travel for the meeting or conference must commence prior to the end of the normal work day or meetings which start during the normal work hours and conclude after 6:30 p.m.
5. Meal expenses incurred while performing the duties of one's position are not reimbursed unless the employee is outside the boundaries of Pine County.
6. If meals are included in the registration or tuition fees, they will be paid in full as part of the registration fees. Other charges for meals that are already included in the registration shall not be allowed.
7. Expenses for alcoholic beverages shall not be reimbursable.
8. Lunch expense shall be reimbursable if the training, conference, or meeting, is outside the County and there is no provision for meals in the registration or tuition and the training, conference, or meeting is an all day event (i.e. 8:00 a.m 4:30 p.m.).
9. Any individual required to attend an evening County Board function after normal working hours, for whom it would not be reasonable to go home for the evening meal, will be eligible for a meal reimbursement regardless of the restrictions herein.
10. There shall be no reimbursement for any expense for which there is no original receipt from the location where the lodging, meal, or travel, was provided, hand written receipts shall not be accepted.

12.8 Travel with Spouse/Family Member, etc.

With prior approval of the department head, a family member or friend may accompany employees on business travel, when the presence of the companion will not interfere with successful completion of business activities. County cars may not be used in these circumstances. Employees are also permitted to combine personal travel with business travel, as long as time away from work is approved.

The County will reimburse only those expenses incurred by the employee or official, not by the spouse, friend, etc. Expenses incurred by the employee or official's companion shall be the responsibility of the employee. The reimbursable business expense for transportation and lodging is the single rate cost of accommodations for the employees.

12.9 Miscellaneous expense claim

Any claims received that do not have receipts, are otherwise incomplete, or have claimed expenses in excess of County policy, shall be returned to the responsible authority for correction.

No expenses shall be considered for payment if they are turned in to the Auditors Office later than February 15th of the year following the year in which the claim was incurred. *(Health and Human Services Employees must turn all claims into the HHS Accounting Office.)*

12.10 Reporting

When travel is complete, employees are to submit completed travel and expense reports. Reports shall be accompanied by the following:

1. For claiming mileage, document the odometer reading of total miles traveled to and from the conference, workshop, seminar, or meeting site.
2. For lodging, include the hotel bill, or credit card slip/bill, identifying the room charges. (Remove credit card number before submitting, remember these are public documents).
3. For airfare, train fare, or bus fare, attach a copy of the billing. If paid by credit card, copy of the credit card bill with travel fare highlighted.
4. Any other authorized expense not detailed here must be accompanied by a receipt.
5. Cell Phones: Individual calls received/dialed out are reimbursable for business expense. Must turn in monthly billing statement with the reimbursable calls highlighted.

All expenses are to be listed on a County travel/expense voucher. Expenses listed on the claim form, but not accompanied by a receipt will not be reimbursed. Hand-written receipts made out by the employee will not be acceptable.

The claim form, with all receipts and documents attached, are to be submitted to the department head/supervisor for approval. Upon approval by the department

head/supervisor, the claim form is to be forwarded to the Auditor's office for reimbursement approval by the County Board. *(Health and Human Services Employees must turn all claims into the HHS Accounting Office.)*

12.11 County-Owned Vehicle Usage

County-owned vehicles shall not be used by any employee for personal use other than for incidentals (such as lunch stop while conducting County business). Only those individuals authorized by the County Board will be permitted to utilize a County owned vehicle for commuting purposes. All County vehicles, other than those authorized for commuting, will be stored at County facilities when not in use.

Federal and State laws and rules concerning vehicles and their safe operation will be enforced. Safety devices, such as seat belts, lights, horns, etc. shall be utilized. Speed limits, safe driving procedures, and proper licensing requirements will be enforced.

Only County employees are allowed to be in a County vehicle. No other civilian is authorized to be a passenger or driver of said vehicle, unless on official business. *(Except for those departments whose employees must transport clients for work-related purposes).*

Employees are responsible for performing routine checks (i.e. tire pressure, oil, turn signals, lights) before operating a County-owned vehicle.

Alcoholic beverages shall not be consumed by any employee prior to, or while operating a County owned vehicle.

Pursuant to state law, all County-owned vehicles, except as otherwise noted in this policy, with tax-exempt number plates must have a display identifying Pine County on both sides of the vehicle. The identification must not be a removable plate or placard, and must be kept clean and visible at all times. A removable plate or placard may be used on a vehicle that is leased or loaned to the County.

Unmarked County-owned vehicles may be used in general police work, liquor investigations, and by Health and Human Services for child and vulnerable adult protective services. "General police work" includes, but is not limited to, use by Pine County Probation Department employees in the monitoring, locating and apprehending of probationers. The County must provide the Commissioner of the Department of Public Safety a certification stating that the unmarked vehicle will be used exclusively for the limited purposes authorized in this section.

12.12 Per Diems for Board Members/Representatives

County Board members shall be eligible for per diem and mileage expenses for participation in meeting of committees for which they have been officially designated by the full County Board as the County representative or delegate.

Board Approved 10-2-07
Amended 2-19-08

Associated Minnesota Counties (AMC) delegates are eligible for mileage and per diem for attendance at Associated Minnesota Counties (AMC) meetings and policy committee functions on which they may serve.

Alternates are only eligible for per diem and expense reimbursement if the delegate is unable to attend and the alternate is acting on the board, committee or commission on behalf of the County in the delegate's place.

Per diem and expense reimbursement shall not be authorized for any meetings (*except HHS Advisory Committee*) in which the Commissioner was not officially appointed as a County representative.

12.13 Volunteers

Pine County volunteers are ineligible for mileage reimbursement to and from Pine County for volunteering purposes. While performing duties for the county volunteers shall follow section 12.7 of this policy.

A **volunteer** shall be defined as: *a person who voluntarily undertakes or expresses a willingness to undertake a service.*

(Volunteer drivers in the HHS Department must follow HHS Policy regarding mileage and expense reimbursement).

12.14 Violations

Any employee or official found violating this policy or making false claims shall be subject to corrective action, including discharge, and/or applicable state or federal laws.

Pine County

29. Policy for Donation of Surplus Equipment to a Nonprofit Organization

29.1 Purpose

The purpose of this policy is to establish procedures for the donation of surplus equipment by the County to a nonprofit organization as permitted by Minnesota Statutes section 4729.13459.

29.2 Scope

This policy applies to all County departments that generate surplus equipment and governs the actions of all County employees and officials.

29.3 Definitions

“County” means Pine County, a political subdivision of Minnesota.

“County Board” means the Pine County Board of Commissioners.

“Donation” means to contribute, donate or give surplus equipment at no cost to a nonprofit organization that serves a public purpose and benefits its community as a whole.

“Eligible organization” means a nonprofit organization serving one or more of the following functions: cultural, historical, educational, safety, social services, environmental or economic.

“Fair market value” means the price at which property would change hands between a willing buyer and a willing seller, neither being under any compulsion to buy or to sell and both having reasonable knowledge of all relevant facts.

“Nonprofit organization” means an organization formed under Section 501(c)(3) of the Internal Revenue Code.

“Policy” means this policy as adopted by the County Board.

“Surplus equipment” means equipment used by the County public works department, and cellular phones and emergency medical and firefighting equipment that is no longer needed by the County because it does not meet industry standards for the intended use or has minimal or no resale value.

“Surplus Equipment Form” means the form attached as Exhibit A to this policy that must be filled out by a nonprofit organization requesting a donation of surplus equipment.

29.4 Procedure

The County may offer surplus equipment for donation in conformance with the following guidelines:

- A. Identify Surplus Equipment. Department heads are responsible for monitoring their equipment and shall identify and report surplus equipment on a periodic basis or as otherwise requested.
- B. Determine the Fair Market Value of Surplus Equipment. The department head shall recommend the fair market value of the surplus equipment.
- C. County Board Declaration. The list of the surplus equipment with each item's fair market value shall be presented to the County Board. The County Board shall approve or deny the surplus equipment as eligible for donation. The County has no obligation to make a donation of surplus equipment. Surplus equipment that is not donated may be sold, recycled or discarded as allowed by law.
- D. Donation. After the County Board has determined the surplus equipment eligible for donation, the department head shall be responsible for coordinating the donation of the surplus equipment in accordance with the terms of this policy.
- E. Transfer between Departments. All surplus equipment must first be considered for transfer between departments for the benefit of the County.
- F. Advertisement. Surplus equipment shall be posted as eligible for donation on the County's website. The County may also use other reasonable means to notify eligible organizations about the availability of surplus equipment. The County shall wait at least 30 days after advertising surplus equipment before approving any donation. An eligible organization may make an appointment with the department head responsible for the surplus equipment for inspection before the donation.
- G. Approval of Donation. The donation must be approved by the County Board.
- H. Prioritization of Donations. If more than one eligible organization requests a donation for the same surplus equipment, the County shall consider factors it deems relevant including how the surplus equipment will be used, the benefit to the eligible organization, the impact on the County, how the donation will accomplish goals of the County Board, and any previous donation to the eligible organization.
- I. Conflict of Interest. All County employees and officials are prohibited from taking possession of any surplus equipment on behalf of an eligible organization.
- J. As Is. A donation of surplus equipment is made "as is" with no warranty, guarantee or representation of any kind, express or implied, as to the condition, utility, or usability of the surplus equipment offered. The surplus equipment may be defective and cannot be relied up for safety purposes.
- K. Title/Transfer Fees. Any fees required to transfer the surplus equipment are the responsibility of the eligible organization.

- L. Transportation. In the Surplus Equipment Form, the eligible organization must provide a plan for transporting the surplus equipment from the County to the eligible organization. The eligible organization must pay all expenses associated with the transportation of the surplus equipment.
- M. Title. When surplus equipment is donated to an eligible organization, title and interest in the donated item vests with the eligible organization. The County has no title, property, possessory or any other interest in surplus equipment once a donation occurs.
- N. Disclaimer of Warranties. The County makes no agreement, warranty or representation, either express or implied, as to the value, design, condition, merchantability or fitness for any particular purpose or use of the Surplus Equipment by the recipient or any other user.

The recipient acknowledges the surplus equipment may be defective and that it cannot be relied upon for safety purposes. The recipient has a duty to inspect the surplus equipment before it is used for any purpose.

The recipient acknowledges that the County is not a manufacturer of the surplus equipment or a dealer therein; that the surplus equipment is being provided "as is" and "with all faults," it being agreed and understood that all of the aforementioned risks are to be borne by the recipient or user of the surplus equipment.

In no event shall the County be liable for any damages in connection with or arising out of the recipient's or any other person's or entity's use of the surplus equipment.

**Exhibit A
Surplus Equipment Form**

Organization Name: _____

Organization Address: _____

Organization Website: _____

(Attach proof of status as a nonprofit corporation under Section 501(c)(3) of the Internal Revenue Code.)

Organization Purpose: _____

Point of Contact:

Name: _____

Address: _____

Email: _____

Phone: _____

County Surplus Equipment of Interest:

How will the requested surplus equipment benefit your organization?

How do you plan to transport the surplus property from the County to your location?

I acknowledge that the donation of any surplus equipment to my organization is subject to the County's Policy for Donation of Surplus Equipment to a Nonprofit Organization.

I have authority to request a donation from the County and to bind my organization to the terms of this form.

Printed Name of Applicant: _____

Signature of Applicant: _____

Date: _____



AGENDA REQUEST FORM

Date of Meeting: September 20, 2016

- County Board
- Consent Agenda
 - Regular Agenda 5 mins. ___ 10 mins. ___ 15 mins. ___ Other X (20 Mins.)
- Personnel Committee
- Other _____

Agenda Item: Presentation by Julie Ring, Executive Director, Association of Minnesota Counties

Department: Administration

Department Head Signature

Background information on Item:

Julie Ring, Executive Director of the Association of Minnesota Counties, will be present to make a presentation on the Association and answer any questions commissioners may have.

Action Requested:

Financial Impact:

RESOLUTION NO. 2016-55

**PINE COUNTY RESOLUTION
REQUESTING REIMBURSEMENT OF PROPERTY TAX RELIEF
PROVIDED UNDER SECTIONS 273.1231-273.1235**

WHEREAS, the County of Pine experienced a disaster on July 11, 2016 and the days following, and

WHEREAS, said disaster caused extensive property damaged to residential, seasonal, and agricultural properties in the County of Pine, and;

WHEREAS, the County of Pine has been declared a disaster area by the Governor of Minnesota declaration, and;

WHEREAS, Minnesota Statutes, sections 273.1231-273.1235 provide for property tax relief upon reassessment of properties damaged by disaster, and upon application to the Governor of the State of Minnesota and the Executive Council, and;

WHEREAS, the minimum requirements of the aforementioned statutes have been met as demonstrated in the attached damage assessment reports;

NOW, THEREFORE, BE IT RESOLVED, by the County of Pine that the County of Pine Hereby requires that the property tax abatements and credits granted to property owners under sections 273.1231-273.1235 for the disaster that occurred on July 11, 2016 and the days following be reimbursed pursuant to the provisions of Minnesota Statutes, sections 273.1231-273.1235

WHEREUPON, the above resolution was adopted at a regular county board meeting this 20th day of September, 2016.

ATTEST:

Curtis H. Rossow, Chairman
Pine County Board of Commissioners

David J. Minke
Pine County Administrator



AGENDA REQUEST FORM

Date of Meeting: September 20, 2016

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

Agenda Item: Access Acquisition- Munch Township

Department: Auditor/Land

Cathy Clemons
Department Head signature

Background information on Item:

Approximately 1,120 acres of Pine County Memorial Forest lands (tax-forfeit property) exists in Sections 9, 10, 15, 21, and 22 of Township 40, Range 20, with no legal access.

The Tax Forfeit Land Advisory Committee has reviewed the issue and has recommended obtaining a permant non-exclusive easement for roadway purposes to the public on existing old road between sections 16 and 22 and establishing a public parking area on County Land.

Action Requested:

Initial Approval to pursue access as described above.

Final County Board approval prior to any action or purchase will follow at a later date.

Financial Impact:

None at this time.

Final approval at a later date.

ACCESS REQUEST – Munch township

PROPERTY:

Sections 9, 10, 15, 16, 21, and 22 of T.40-R.20 (Munch Township)

ACCESS LOCATION:

(Old road following the section line of 16 and 21 of 40-20): namely that part owned by James and Wilda Obey described as: South 16½ feet of the SW ¼ of the SW ¼, Section 16-40-20 and the North 16½ feet of the NW ¼ of the NW ¼, Section 21-40-20.

PURPOSE/BACKGROUND:

Property received in a recent land exchange with the DNR, along with adjoining County tax-forfeited properties, makes up roughly 1,120 acres of County managed properties. This block of property has been classified as “Pine County Memorial Forest”, identifying the property for long term management of forestry, wildlife, and recreational purposes. The property contains an estimated 300 acres of mature to over-mature aspen stands containing 5,500 cords valued at \$190,000(+/-); with another 250 acres of immature stands of aspen. There may also be a gravel resource.

Access to the property in the past was not an issue, as an old road along the section line was available for public use. Although no documents are known to exist, this old road was possibly a township road and served to access a homestead at one time, according to locals. The County has used this old road in the past to access the property for forest/timber management purposes. At some point in the recent past, a gate was erected prohibiting access, except for selected individuals.

Current access and use of the road is being allowed to a select group of individuals, mostly for access to hunting properties, cabins, and timbering. The road is also opened during the winter months, being used as a State Grant-In Aid snowmobile trail. Except for the most westerly ¼ mile of the old road, the road is either on County tax-forfeit property or easement to the public exists. Roads, trails, and parking areas have been established on the County lands, offering only private use of the County lands to a select group individuals. The County Land Department has requested access using the old road, both on a temporary basis as well as purchasing an easement, both requests have been denied.

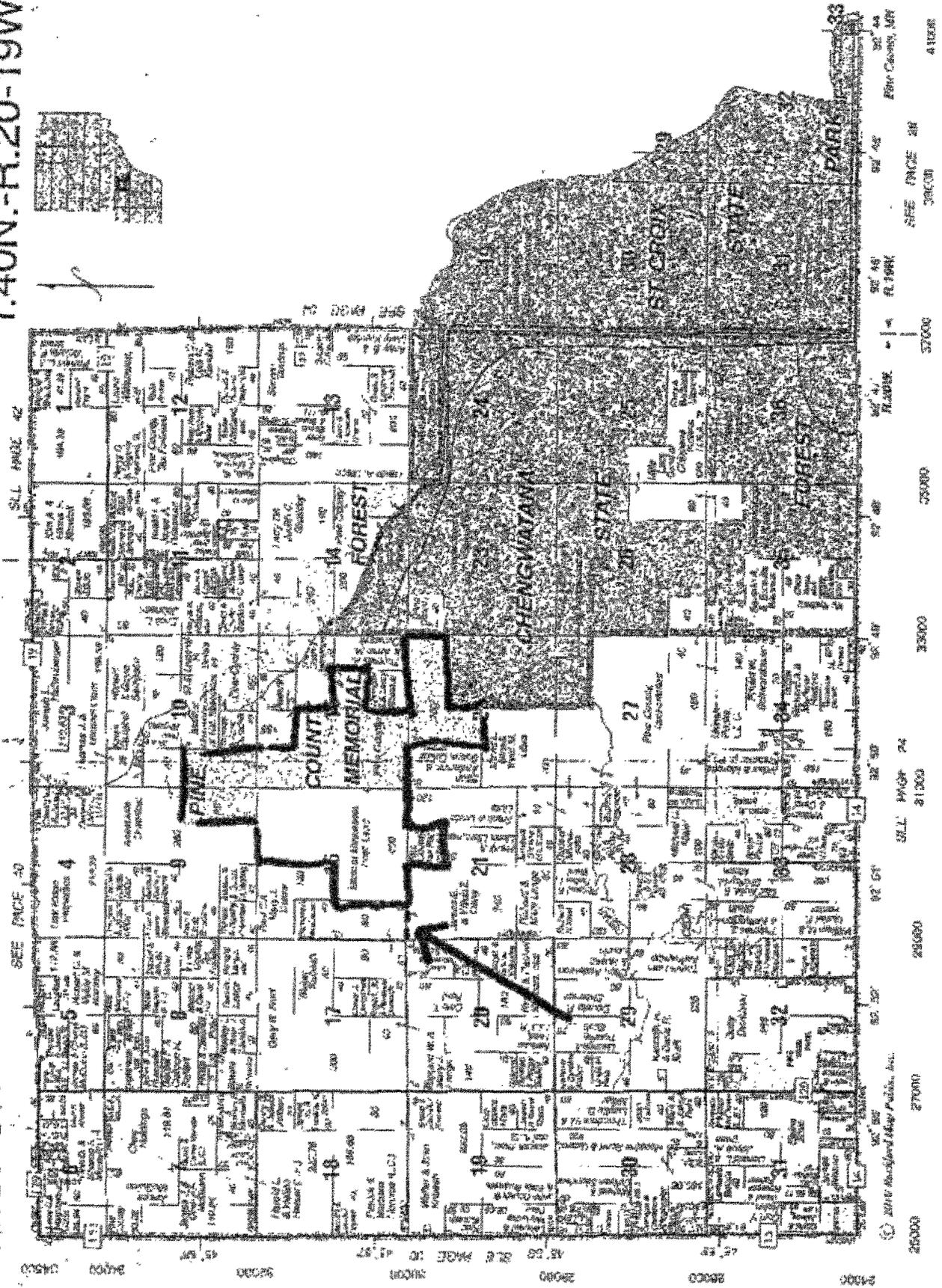
Access needed for long term management of forestry, wildlife, and recreational purposes along with gravel prospecting and possible gravel excavation.

RECOMMENDATION:

Purchase a permanent non-exclusive easement for roadway purposes. Establish a public parking area on County Land.

MUNCH

T.40N.-R.20-19W.



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.

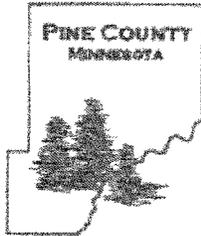
4. Land Department staff proceeds towards acquisition.

- 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

County Board Approved October 6, 2015



AGENDA REQUEST FORM

Date of Meeting: September 20, 2016

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

Agenda Item: Legislative Request to Sell Tax-Forfeit Lands w/Public Waters

Department: Auditor/Land

Cathy Clemons
Department Head signature

Background information on Item:

- Classification of listed lands to Non-Conservation.
- Distribution to the DNR and Townships for review.
- Legislation Request.

Action Requested:

Approval by Resolution

Financial Impact:

N/A

Resolution for the Sale of Tax Forfeited Lands with Public Waters:
Classification as Non-Conservation,
Request Township and DNR Review, and
Request Legislation for the Sale Thereof.
Resolution No. 2016-58

WHEREAS, The Pine County Board of Commissioners desires to offer for sale the attached listing of Tax-Forfeited Lands with Public Waters that have forfeited to the State of Minnesota for non-payment of taxes, pursuant to M.S.282; and

WHEREAS, the Pine County Board of Commissioners desires to classify the attached list of lands as Non-Conservation;

WHEREAS, the attached listing of Tax-Forfeited Lands with Public Waters either border, contain, or are adjacent to public waters containing 150 feet or greater of shoreline; with sale of such properties being restricted through Minnesota Statutes, Sections 92.45 and 282.018; and

THEREFORE BE IT RESOLVED, that the Pine County Board of Commissioners, pursuant to Minnesota Statute 282, hereby:

1. Classifies the attached listed lands as Non-Conservation lands;
2. Authorizes and directs distribution of said lands to local units of government for review;
3. Requests review and approval from the Minnesota Department of Natural Resources for the sale of said lands; and
4. Requests legislation to sell the attached list of lands, containing 150 feet or greater of public waters shore land, notwithstanding sections M.S. 92.45 and M.S. 282.018.

Dated this 20th day of September, 2016.

By: Curt Rossow, Chairman Pine County Board of Commissioners

Attest: David J. Minke, County Administrator and Clerk to the County Board

Tax- Forfeited Lands with Public Waters

NICKERSON TOWNSHIP (21.0188.001)

That part of the NE $\frac{1}{4}$ of the NE $\frac{1}{4}$ lying northwesterly of Highway 23 and described as follows: Beginning at the Northwest corner of the NE $\frac{1}{4}$ of the NE $\frac{1}{4}$, thence east along section line 417 feet to the point of beginning, thence south 470 feet, thence east to westerly right-of-way of Highway, thence northeasterly along westerly right-of-way of Highway 23 470 feet to the North Section line of Section 8, thence west along section line 500 feet to the point of beginning.

8-45-17 5 acres

OGEMA TOWNSHIP (23.0097.002)

That part of the NW $\frac{1}{4}$ of the NE $\frac{1}{4}$ described as follows: Commencing at the Northeast corner of said NW $\frac{1}{4}$ of NE $\frac{1}{4}$; thence North 89D42' West (assumed bearing) along the North line of said NW $\frac{1}{4}$ of NE $\frac{1}{4}$, a distance of 200.00 feet to the actual point of beginning; thence continue North 89D42' West along said north line, a distance of 465.00 feet; thence South 0D31'30" East, a distance of 468.43 feet; thence South 89D42' East, a distance of 465.00 feet; thence North 0D31'30" West, a distance of 468.43 feet to the point of beginning. Subject to the right-of-way of Pine County Highway Number 24 over the North 33 feet thereof.

5-41-17 5 acres

OGEMA TOWNSHIP (23.0221.000)

South 100 feet of the SW $\frac{1}{4}$ of the SW $\frac{1}{4}$

20-41-17 3.03 acres

PINE CITY TOWNSHIP (26.0208.000)

West 580 feet of the NW $\frac{1}{4}$ of the NW $\frac{1}{4}$ lying North of the centerline of County Highway 7; subject to a non-exclusive easement for ingress and egress to the Snake River for the plat of West Shoreview 1st Addition, less lots 1,2,4, and 5, Block 1.

6-38-21 3.24 acres

POKEGAMA TOWNSHIP (28.0545.000)

South 467 feet of the West 467 feet of the SE $\frac{1}{4}$ of the SE $\frac{1}{4}$

4-39-22 5 acres



AGENDA REQUEST FORM

Date of Meeting: September 20, 2016

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

Agenda Item: Withdraw 2016 Land Auction Parcel #30

Department: Auditor/Land

Athy Cleand
Department Head signature

Background information on Item:

Discovery that parcel #30 was at one time the Sturgeon Lake town dump.

Action Requested:

Resolution to withdraw tract #30 from the 2016 Land Auction and request review by MPCA.

Financial Impact:

N/A

**RESOLUTION TO WITHDRAW
2016 LAND AUCTION PARCEL #30
Resolution No. 2016-59**

WHEREAS, Pine County wishes to withdraw the sale of parcel #30 from the September 30, 2016 Pine County Land Auction. The parcel described as follows:

30. CITY OF STURGEON LAKE (46.0035.000)

A tract of land in the Village of Sturgeon Lake and in the Southwest corner of the SW1/4 of the SE1/4 described as follows: Commencing at the Southwest corner of the SW1/4 of the SE1/4; thence due East along the South side of said SW1/4 of the SE1/4 to a point where the South line of said SW1/4 of the SE1/4 intersects County Road as said road is now constructed across said SW1/4 of the SE1/4; thence Northerly, following west side of road, as now constructed, a distance of 330 feet; thence due West to West boundary line of said SW1/4 of the SE1/4 and thence South, following West side of said SW1/4 of the SE1/4 to the point of beginning.

13-45-20 2.17 acres

WHEREAS, it has been discovered that the past ownership and use of the above described parcel of property was held by the Village of Sturgeon Lake for use as a town dump.

THEREFORE BE IT RESOLVED, that the Pine County Board of Commissioners hereby withdraws parcel #30 from the September 30, 2016 Land Auction and requests review by the Minnesota Pollution Control Agency prior to offering the parcel for sale at public auction.

Dated this 20th day of September, 2016

By: Curt Rossow, Chairman Pine County Board of Commissioners

Attest: David J. Minke, County Administrator and Clerk to the County Board



AGENDA REQUEST FORM

Date of Meeting: Sept 20, 2016

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

Agenda Item: Pine County Tax Forfeited Lands Gravel Lease Policy

Department: Auditor-Treasurer

Cathy Clement
 Department Head signature

Background information on Item:

From time to time, the Pine County Highway Dept or townships/cities request gravel from pits located on tax forfeited lands. In the past, there has been a fee charged and recently, after several conversations concerning the purpose and administration of the tax forfeited trust lands, we feel there should be no costs to those entities in certain situations. Therefore, to clarify the process and address the issue of any costs, a policy should be put in place to avoid questions going forward.

Action Requested:

Approval and adoption of the policy as presented.

Financial Impact:

Pine County Tax Forfeited Lands
Gravel Lease Policy

The County Board directs that tax-forfeited land may be leased for excavation of gravel, sand, and rock at prices and terms prescribed below. Leases will be issued and administered through the Pine County Auditor's Office/Land Department and in conformity with Minnesota Statute 282.014, subdivision 1(d).

Prices and Terms:

If the material is for public use or roadways, the Pine County Highway Department, and cities and townships where the material is located within their boundaries, shall have the material at no charge. All other government agencies within Pine County will receive a 25% discount for public use and roadways. Any other uses and entities, including private individuals, contractors and companies, must pay current market value. The Pine County Highway Department shall determine the current market value which may be adjusted from time to time as market changes allow.

No lease will occur until the Pine County Land Department determines that sufficient quantities of material are available for use by the Pine County Highway Department. The Pine County Highway Department has priority over material; any other leases shall be granted only if the quantities available are sufficient and do not conflict with County operations.

Pits must be left in safe condition; banks will be either bermed or sloped. All requests for material must be made to the Pine County Land Department prior to extraction.

Indemnification:

All individuals, contractors, companies, cities and townships extracting materials under this policy agree to defend, indemnify, and hold Pine County, its employees and officials harmless from any claims, demands, actions, or causes of action, including reasonable attorney's fees and expenses arising out of any act or omission on the part of the vendor, or its subcontractors, partners or independent contractors or any of their agents or employees in the performance of or with relation to any of the work or services to be performed or furnished by the vendor or the subcontractors, partners, or independent contractors or any of their agents or employees under lease agreement.

Approved and adopted this 20th day of September, 2016.

Chair, Pine County Board of Commissioners

Attest:

David J. Minke, County Administrator



AGENDA REQUEST FORM

Date of Meeting: Sept 20, 2016

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

Agenda Item: 2015 Financial Statement

Department: Auditor-Treasurer

Walter Clemmer
Department Head signature

Background information on Item:

Formal acceptance of the 2015 Financial Statement and authorize publication

Action Requested:

Financial Impact:



CATHY J. CLEMMER
AUDITOR-TREASURER

PINE COUNTY COURTHOUSE * 635 Northridge Dr NW * Suite 240 * PINE CITY, MN 55063

Maddie Amundson	320-591-1670
Melissa Berg	320-591-1669
Cathy J. Clemmer	320-591-1668
Janice Johnston	320-591-1660
Pam Lawrence	320-591-1667
Terry Lovgren	320-591-1666
Cassandra Mast	320-591-1624
Kathy Reiser	320-591-1664
Fax	320-591-1671

**2015 Financial Statement
Of Pine County for
Fiscal Year Ending December 31, 2015**

TO THE PINE COUNTY BOARD OF COMMISSIONERS: I herewith submit to you a full and accurate statement of revenues and expenditures for the year ending December 31, 2015 together with an accurate statement of the finances of the County at the end of the year, including all debts and liabilities and the assets to discharge the same.

Respectfully submitted,
Cathy J. Clemmer
Pine County Auditor-Treasurer

The foregoing statement as prepared by the County Auditor-Treasurer is hereby approved by the Pine County Board of Commissioners on the 20th day of September, 2016 and respectfully submitted to the taxpayers of Pine County.

1 st District	Stephen M. Hallan
2 nd District	Joshua Mohr
3 rd District	Steve Chaffee
4 th District	Curt Rossow
5 th District	Matt Ludwig

Attest:

David J. Minke
County Administrator and Clerk of the County Board



AGENDA REQUEST FORM

Date of Meeting: September 20, 2016

County Board

Consent Agenda

Regular Agenda 5 mins. ___ 10 mins. ___ 15 mins. ___ Other ___

Personnel Committee

Other _____

Agenda Item: Preliminary 2017 Property Tax Levy

Department: Administration

Department Head Signature

Background information on Item:

The County board has held three budget committee meetings preparing the 2017 budget. The county board must adopt a preliminary levy by September 30 and a final levy and budget before the end of December. The final levy adopted in December must be equal to or lower than the preliminary levy.

At the September 20, 2016 Special Meeting/Budget Committee meeting the commissioners discussed the levy and budget. The preliminary budget is out of balance by approximately \$1.6 million. At the September 20, 2016 meeting, it was the consensus of the commissioners to consider a property tax levy increase up to the same tax capacity rate (66.475%) as 2016. This tax capacity rate would result in a levy of \$16,982,878. The 2016 property tax levy is \$15,942,799.

Action Requested:

Approve a preliminary levy. The preliminary levy should be expressed as a dollar amount and can be adopted with a motion and majority vote of the county commissioners. If the commissioners are unable to agree on a preliminary levy the meeting can be recessed until another time, but not after September 30.

Financial Impact: