



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, November 15, 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 November 1, 2016 County Board meeting and Summary for publication.
- F) Minutes of Boards, Committees and Correspondence
 Pine County HRA Senior Housing Minutes – regular meeting – September 28, 2016
- G) Approve Consent Items

CONSENT AGENDA

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

1. Review September, 2016 Cash Balance (attached)

Fund	October 31, 2015	October 31, 2016	Increase(Decrease)
General Fund	1,671,352	2,278,990	607,638
Health and Human Services Fund	(213,676)	(211,268)	2,408
Road and Bridge Fund	1,457,423	1,069,171	(388,252)
Land Management Fund	2,638,610	2,116,561	(522,049)
TOTAL (inc non-major funds)	14,973,167	15,809,299	836,132

2. Application for Abatements

Consider Applications for Local Option Disaster Abatement:

- a. Darryl LeMire, 7210 Bald Eagle Ln, Rutledge, PID 44.0052.026, pay 2016
- b. Martin & Cheryl Evans, 7174 Bald Eagle Ln, Rutledge, PID 44.0052.015, pay 2016
- c. Ken L. Eberhardt, 135 7th St NW, Hinckley, PID 15.0133.000, pay 2016

Consider Application for Abatement:

a. Dell and Kristen Gross, Pine City Twp, PID 26.0157.004 and 26.0157.002, pay 2016

3. Food Service Agreement

Consider for approval Amendment Number Nine to Food Service Management Agreement Between the Pine County Jail and A'Viands, LLC reflecting a 2.8% price increase for food service in the jail. Agreement effective January 15, 2017. Authorize Board Chair and County Administrator to sign.

4. New Hire

Authorize the hiring of part-time Deputy Sheriff Cody LaRoue, effective November 21, 2016, \$21.84 per hour, C42, Step 1.

5. PERA Police Officer Declaration

Consider approval of Resolution 2016-62 Public Employees Retirement Association Police Officer Declaration for part-time deputy sheriff Cody LaRoue. This Resolution/Declaration indicates the employee will meet all of the requirements of the Police and Fire Plan membership requirements from his date of hire. Authorize Board Chair to sign Resolution.

6. Training

Authorize Probation Director Terry Fawcett to attend the AMC Annual Conference, December 5-6, 2016, in Minneapolis. Director Fawcett serves as the AMC Representative to the Minnesota Association of County Probation Officers (MACPO); MACPO will pay for Director Fawcett's conference fee and lodging. Mileage at 140 miles round trip @ 0.54 per mile = \$75.60. Funds are available in the 2016 Probation budget for mileage.

REGULAR AGENDA

RECESS regular board meeting and convene Ditch Authority meeting.

1. Public Hearing/Partial Abandonment of County Ditch #7 – at 10:00 a.m. or as soon thereafter as possible

- A. Reconvene Public Hearing with regard to Petition for Partial Abandonment of County Ditch #7
- B. Presentation by County Engineer
- C. Presentation by Polymet Mining
- D. County Board Questions and Discussion
- E. Open Public Hearing/Comments from the Public
- F. County Board -- additional discussion if necessary.
- G. Consider Partial Abandonment of County Ditch #7

RECONVENE county board meeting.

2. Facility Committee

Pine County Facilities Committee met November 2, 2016 and made the following recommendations (Minutes attached). Information only.

3. Personnel Committee

Pine County Personnel Committee met November 8, 2016 and made the following recommendations (Minutes attached):

Land Services

- A. Acknowledge the resignation of part-time temporary Watercraft Inspectors Ron Craig, David Russell, Robert Sunstrom, and Jeremiah White effective October 2, 2016.

HHS

- A. Acknowledge the retirement of full-time Social Worker Marlys Mestemacher effective January 13, 2017 and authorize the backfill of this position to allow the new hire to train with Marlys Mestemacher.
- B. Withdraw proposed reclassification proposal Memorandum of Agreement for HHS Fiscal Officer and Human Resources Manager Connie Mikrot to review the position with the county's current grade system and bring a recommendation for the position to the December 2016 Personnel Committee meeting.
- C. Acknowledge the resignation of full-time Public Health Nurse Karen Engh effective November 18, 2016 and authorize backfill.

Public Works

- A. Recommend promotion of Pete Umbreit to Building Maintenance Supervisor at Grade 41 with an annual salary of \$49,832.28 effective November 14, 2016.

PCSO

- A. Approve salary increase for Office Manager Denise Baran to \$47,476 effective December 1, 2016 to make the position compliant with the Department of Labor (DOL) rule change to the Fair Labor Standards Act (FLSA) exempt status.
- B. Acknowledge the resignation of part-time Corrections Officer Jessica Ninefeldt effective November 4, 2016 and authorize backfill.

Administration

- A. Reclassify the Administrative Assistant/Administration Office position from B22 to Office Manager/Administration at Grade B24.
- B. Change Section 7: PTO of the County Policy Manual to accept proposed PTO accrual changes for exempt and non-exempt employees.

Recommendations to be considered at the December 20, 2016 county board meeting:

- A. Consider proposed increase per diem paid to Planning Commissioners, Board of Adjustment members, and Comprehensive Plan Steering Committee members to \$75.00 per diem plus mileage and to eliminate the \$25.00 per site visit effective January 1, 2017. This recommendation will be brought to the December 20, 2016 board meeting.
- B. Consider proposed 2017 salaries for elected official Department Heads at December 20, 2016 board meeting.
- C. Consensus of the committee to keep Commissioner salary at \$21, 844, per diem per meeting at \$100 and mileage reimbursement to follow federal IRS rate for 2017.
- D. Consensus of the committee to recommend a non-union cost of living increase of 1.5% and a market adjustment increase of 1.5% for 2017.
- E. Consensus of the committee to recommend the following County Contributions for non- union employees for 2017:

Plan Type	Monthly Premium Contribution	Monthly VEBA or HSA Savings Contribution
CMM 1000 Single	\$ 672.50	NA
CMM 1000 Family	\$ 1,328.15	NA
CMM 1500 Single	\$ 615.50	NA
CMM 1500 Family	\$ 1,328.15	NA
VEBA Single	\$ 577.75	\$ 106.25
VEBA Family	\$ 1,115.65	\$ 212.50
H.S.A. Single	\$ 577.00	\$ 107.00
H.S.A. Family	\$ 1,328.15	\$ -

4. **Commissioner Updates**

Soil & Water Conservation District
 Law Library
 East Central Solid Waste Commission
 East Central Regional Library
 Pine County Chemical Health Coalition

5. **Other**

6. **2017 Budget Discussion**

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

- a. **Technology Committee, Tuesday, November 15, 2016, 8:30 a.m.**, Commissioners' Conference Room, Courthouse, Pine City, Minnesota.
- b. **Pine County Board Meeting, Tuesday, November 15, 2016, 10:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota.
- c. **Mille Lacs Band of Ojibwe Tribal Summit, Wednesday, November 16, 2016, 9:00 a.m.**, Events Center, Grand Casino-Hinckley, Hinckley, Minnesota.
- d. **Arrowhead Counties Association, Wednesday, November 16, 2016, 6:00 p.m.**, Hampton Inn, Duluth, Minnesota.
- e. **Northeast Emergency Communications Board (f/k/a Northeast Regional Radio Board), Thursday, November 17, 2016, 10:00 a.m.**, Jail Training Room, Courthouse, Pine City, Minnesota.
- f. **Rush Line Task Force, Thursday, November 17, 2016, 3:30 p.m.**, Maplewood Community Center, Room C, 2100 White Bear Avenue, Maplewood, Minnesota.

- g. **Kanabec-Pine Community Health Board, Monday, November 21, 2016, 9:00 a.m.,** Board Room, Pine County Courthouse, Pine City, Minnesota.
- h. **Public Health Planning Committee, Monday, November 21, 2016, immediately following** Kanabec-Pine Community Health Board, Board Room, Pine County Courthouse, Pine City, Minnesota.
- i. **Lakes & Pines Community Action Council, Monday, November 21, 2016, 10:00 a.m.,** 1700 Maple Avenue East, Mora, Minnesota.
- j. **Negotiation Committee, Tuesday, November 22, 2016, 8:00 a.m.,** Commissioner Conference Room, Administrator's Office, Pine County Courthouse, Pine City, Minnesota.
- k. **Snake River Watershed, Monday, November 28, 2016, 9:00 a.m.,** Kanabec County Courthouse, Mora, Minnesota.
- l. **Comprehensive Plan Steering Committee, Wednesday, November 30, 2016, 9:00 a.m.,** Jury Assembly Room, Courthouse, Pine City, Minnesota.
- m. **NLX, Wednesday, November 30, 2016, 10:00 a.m.,** Board Room, Courthouse, Pine City, Minnesota.
- n. **Extension Committee, Thursday, December 1, 2016, 3:00 p.m.,** Audubon Center of the North Woods, Sandstone, Minnesota.
- o. **Soil & Water Conservation District, Thursday, December 1, 2016, 3:00 p.m.,** NRCS Office, 260 Morris Avenue, Hinckley, Minnesota.
- p. **AMC Annual Conference, Monday-Tuesday, December 5-6, 2016,** Hyatt Regency, Minneapolis, Minnesota.
- q. **Pine County Board Meeting, Wednesday, December 7, 2016, 10:00 a.m.,** Pine County History Museum, 6333 H C Andersen Alle, Askov, Minnesota.

8. Adjourn

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

Tuesday, November 1, 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. Commissioner Mohr stated his appreciation to the Pine County Sheriff's Office and Sentence- to-Serve crew who will be working with the Snake River Conservation Club in the upkeep of the gun range located in Chengwatana State Forest.

Chair Rossow requested the following revision to the Agenda:

1. Addition: Regular Agenda Item No. 6A: Schedule a Special Meeting-Committee of the Whole (Budget Committee) meeting.
2. Revision: Consent Agenda Item No. 5: Change of start date for part-time dispatcher Alexis Reed.

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

Commissioner Chaffee moved to approve the Minutes of the October 18, 2016 County Board Meeting and Summary for publication. Second by Commissioner Mohr. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

Pine County Chemical Health Coalition Minutes – October 10, 2016

Pine County Land Surveyor Monthly Report – October 2016

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

Commissioner Hallan inquired of Land Services Director Kelly Schroeder if the list of property owners was now the complete list of local option disaster abatements listed on the Consent Agenda. Schroeder stated there are currently a few more outstanding but are processed as the documentation is returned to her office.

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

CONSENT AGENDA

1. October, 2016 Disbursements

Approve Disbursements Journal Report, October 1, 2016 – October 31, 2016.

2. Applications for Local Option Disaster Abatement

Approve:

- A. Debra Sommers & Matthew Halvorson, 5583 Royal River Rd, Braham, PID 29.5098.000, pay 2016
- B. Dale Schmakel, 56671 Beaver Tail Rd, Askov, PID 30.0059.002, pay 2016
- C. Donald & Virginia Knight, 27829 Twin Ponds Loop, Sturgeon Lake, PID 31.0151.000, pay 2016
- D. Rosalyn Krueger, 7196 Bald Eagle Ln, Rutledge, PID 44.0052.007, pay 2016

- E. Timothy & Lavonne Sullivan, 8875 Cathedral Pines Dr, Sturgeon Lake, PID 46.5165.000, pay 2016
- F. John Nosbusch, 8851 Cathedral Pines Dr, Sturgeon Lake, PID 46.5168.000, pay 2016
- G. Judith Koch, 8801 Cathedral Pines Dr, Sturgeon Lake, PID 46.5173.000, pay 2016
- H. Bruce & JoAnne LaMere, 7218 Bald Eagle Ln, Rutledge, PID 44.0052.009, pay 2016

3. Lease for Lawful Gambling Activity and Premises Permit Application

Approve Lease for Lawful Gambling Activity and Premises Permit Application for Northern Pine Riders to conduct Minnesota lawful gambling at Doc's Bar & Grill, 34427 Majestic Pine Dr, Sturgeon Lake (Windemere Twp).

4. Contract Between State of Minnesota Department of Human Services and Pine County Health & Human Services

Approve contract between MN Department of Human Services and Pine County Health and Human Services (Adult Mental Health Services) for the period of January 1, 2017 through December 31, 2018 and authorize Pine County Board Chair to sign.

5. New Hire

- A. Approve the hiring of Part-time Dispatcher Alexis Reed, effective November 15, 2016, \$17.11 per hour, B23, step 3.
- B. Approve the hiring of Part-time Dispatcher Miranda Miller, effective November 2, 2016, \$17.11 per hour, B23, step 3.
- C. Approve the hiring of Part-time Corrections Officer Scott Arhart, effective November 2, 2016, \$17.11, B23, step 3.
- D. Approve the hiring of Part-time Corrections Officer Zachary Bettschen, effective November 2, 2016, \$17.11, B23, step 3.
- E. Approve the hiring of Part-time Corrections Officer Nicholas Frisch, effective November 2, 2016, \$17.11, B23, step 3.

REGULAR AGENDA

1. Technology Committee

Commissioner Mohr provided an overview of the Technology Committee meeting held October 18, 2016. Mohr stated the Office 365 software, statewide monitoring program, Sheriff's Office Records Management System, Social Media Policy, and Pine County emergency phone numbers were discussed. Informational only. No board action is necessary.

2. Dispatch Staffing

Two part-time dispatcher positions were approved on the Consent Agenda; one full-time dispatcher position remains vacant. Administrator Minke stated that in lieu of hiring the one full-time position, the sheriff's office is requesting to hire two part-time positions, with one part-time position potentially working into a full-time position.

Motion by Commissioner Ludwig to approve the hiring of Part-time Dispatcher Russel Janes, effective November 2, 2016, \$17.11 per hour, B23, step 3; and Part-time Dispatcher Darla Matteson, effective November 2, 2016, \$17.11 per hour, B23, step 3. Second by Commissioner Chaffee. Motion carried 5-0.

3. Contract Between Pine County and Pine County Veterans' Council

Veterans Service Officer Ben Wiener stated the Pine County Veterans' Council operates a van that takes veterans to medical appointments. Wiener requested approval for the purchase of another van through the county fleet department. There would be no cost to the county for the purchase of the van, however the county would insure the vehicle under its fleet insurance coverage.

Motion by Commissioner Hallan to approve the contract between Pine County and the Pine County Veterans' Council, for the fleet purchase of a van. Contract term is for the period of November 2, 2016 through December 31, 2023 and authorize Board Chair and County Administrator to sign. Second by Commissioner Ludwig. Motion carried 5-0.

4. **Association of Minnesota Counties Delegate Appointment**

Motion by Commissioner Chaffee to approve the following as Association of Minnesota Counties voting delegates: Steve Hallan, County Commissioner; Josh Mohr, County Commissioner; Steve Chaffee, County Commissioner; Curt Rossow, County Commissioner; Matt Ludwig, County Commissioner; Mark LeBrun, County Engineer/Public Works Director; Becky Foss, Health and Human Services Director; and David Minke, County Administrator. Second by Commissioner Mohr. Motion carried 5-0.

5. **Waste Cleanup Special Assessment Resolution**

Land Services Director Kelly Schroeder stated in July 2016 Sentence-to-Serve assisted Evergreen Recycling in removing approximately 6,000 tires from a property in Pine County. The total cost of removal was \$18,095. The property owner agreed to a special assessment of \$13,717 and the county agreed to pay \$4,378 out of the solid waste budget.

Motion by Commissioner Hallan to approve Resolution 2016-61 extending a special assessment on Pine County Parcel 43.5282.000 in the amount of \$13,717 and authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 5-0.

6. **Reappointment of County Assessor**

MS §273.061, Subd. 2 requires County Assessors be reappointed every four years. The current term ends December 31, 2016.

Motion by Commissioner Hallan to reappoint Kelly Schroeder as Pine County Assessor, term January 1, 2017 to December 31, 2020. Second by Commissioner Ludwig. Motion carried 5-0.

6A. **Set Budget Committee Meeting**

A Budget Committee meeting will be held as a part of the regular county board meeting November 15, 2016.

7. **Commissioner Updates**

Arrowhead Counties Association: Chair Rossow stated the following topics were discussed: legislative issues and priorities, Minnesota Eligibility Systems, the Blandin Supreme Court case, Payment In Lieu of Taxes (PILT), bonding bill and child protection/allocation.

East Central Regional Development Commission: Commissioner Hallan stated the Commission received their audit report – they had a clean audit. A representative from the Minnesota Film Board was present; Safe Route to School grant discussed.

NLX: Commissioner Ludwig stated Frank Loetterle from MnDOT would like to meet with the board to discuss railroad crossings. Administrator Minke will contact Mr. Loetterle to invite him to a board meeting.

Mille Lacs Band of Ojibwe meeting: Commissioner Hallan stated the Summit is scheduled for November 16, 2016 at 10:00 a.m. A presentation will be given by the sheriff, county attorney, Health & Human Services, and probation offices.

Northeast Regional Radio Board: Commissioner Hallan stated a quorum was not present.

8. **Upcoming Meetings**

Upcoming meetings were reviewed.

9. **Adjourn**

With no further business, Chair Rossow adjourned the meeting at 10:37 a.m. The next regular meeting of the county board is scheduled for November 15, 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
MINUTES
OF THE
PINE COUNTY BOARD OF COMMISSIONERS MEETING
Regular Meeting
Tuesday, November 1, 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. Commissioner Mohr stated his appreciation to the Pine County Sheriff's Office and Sentence-to-Serve crew who will be working with the Snake River Conservation Club in the upkeep of the gun range located in Chengwatana State Forest.

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

Commissioner Chaffee moved to approve the Minutes of the October 18, 2016 County Board Meeting and Summary for publication. Second by Commissioner Mohr. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

Pine County Chemical Health Coalition Minutes – October 10, 2016

Pine County Land Surveyor Monthly Report – October 2016

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

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

Approve Disbursements Journal Report, October 1, 2016 – October 31, 2016.

Approve the following Applications for Local Option Disaster Abatements: Debra Sommers & Matthew Halvorson, 5583 Royal River Rd, Braham; Dale Schmakel, 56671 Beaver Tail Rd, Askov; Donald & Virginia Knight, 27829 Twin Ponds Loop, Sturgeon Lake; Rosalyn Krueger, 7196 Bald Eagle Ln, Rutledge; Timothy & Lavonne Sullivan, 8875 Cathedral Pines Dr, Sturgeon Lake; John Nosbusch, 8851 Cathedral Pines Dr, Sturgeon Lake; Judith Koch, 8801 Cathedral Pines Dr, Sturgeon Lake; Bruce & JoAnne LaMere, 7218 Bald Eagle Ln, Rutledge.

Approve Lease for Lawful Gambling Activity and Premises Permit Application for Northern Pine Riders to conduct Minnesota lawful gambling at Doc's Bar & Grill, 34427 Majestic Pine Dr, Sturgeon Lake.

Approve contract between MN Department of Human Services and Pine County Health and Human Services (Adult Mental Health Services) for the period of January 1, 2017 through December 31, 2018.

Approve the hiring of Part-time Dispatcher Alexis Reed, effective November 15, 2016, \$17.11 per hour, B23, step 3.

Approve the hiring of Part-time Dispatcher Miranda Miller, effective November 2, 2016, \$17.11 per hour, B23, step 3.
Approve the hiring of Part-time Corrections Officer Scott Arhart, effective November 2, 2016, \$17.11, B23, step 3.
Approve the hiring of Part-time Corrections Officer Zachary Bettschen, effective November 2, 2016, \$17.11, B23, step 3.
Approve the hiring of Part-time Corrections Officer Nicholas Frisch, effective November 2, 2016, \$17.11, B23, step 3.

Motion by Commissioner Ludwig to approve the hiring Part-time Dispatcher Russel Janes, effective November 2, 2016, \$17.11 per hour, B23, step 3; and Part-time Dispatcher Darla Matteson, effective November 2, 2016, \$17.11 per hour, B23, step 3. Second by Commissioner Chaffee. Motion carried 5-0.

Motion by Commissioner Hallan to approve the contract between Pine County and the Pine County Veterans' Council, for the fleet purchase of a van. Contract term is for the period of November 2, 2016 through December 31, 2023. Second by Commissioner Ludwig. Motion carried 5-0.

Motion by Commissioner Chaffee to approve the following as Association of Minnesota Counties voting delegates: Steve Hallan, County Commissioner; Josh Mohr, County Commissioner; Steve Chaffee, County Commissioner; Curt Rossow, County Commissioner; Matt Ludwig, County Commissioner; Mark LeBrun, County Engineer/Public Works Director; Becky Foss, Health and Human Services Director; and David Minke, County Administrator. Second by Commissioner Mohr. Motion carried 5-0.

Motion by Commissioner Hallan to approve Resolution 2016-61 extending a special assessment on Pine County Parcel 43.5282.000 in the amount of \$13,717. Second by Commissioner Chaffee. Motion carried 5-0.

Motion by Commissioner Hallan to reappoint Kelly Schroeder as Pine County Assessor, term January 1, 2017 to December 31, 2020. Second by Commissioner Ludwig. Motion carried 5-0.

A Budget Committee meeting will be held as part of the regular county board meeting November 15, 2016.

With no further business, Chair Rossow adjourned the meeting at 10:37 a.m. The next regular meeting of the county board is scheduled for November 15, 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.

PINE COUNTY HRA SENIOR HOUSING

510 Fifth Street Office

Sandstone, MN 55072

(320) 245-5140

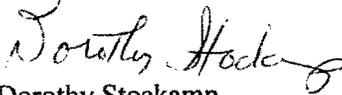
pinehra@ecenet.com

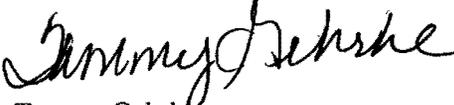
NOV 7 2016

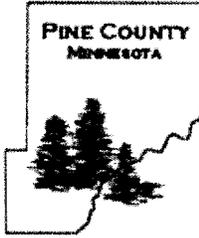
Sandstone Manor 510 Fifth Street Sandstone, MN 55072	Finlayson Manor 6524 Broadway Street Finlayson, MN 55735
---	---

The regular meeting of the Pine County HRA Senior Housing Board of Directors was held on September 28, 2016, at the Sandstone Manor. Commissioners of the HRA present were Board Chair Dorothy Stockamp, Cheri Drilling, Greg Kvasnicka, and Jan Oak. Staff member present was Executive Director Janice Gustafson and Resident Managers, Shirley Kroschel and Richard Soens and Management Agent Tammy Gehrke.

1. The meeting was called to order at 1:50 p.m. by Board Chair D. Stockamp and the Pledge of Allegiance was said.
2. The Board members reviewed the applications for the Administrative Assistant Position.
3. The HRA Board minutes from the Special Meeting conducted September 21, 2016 were reviewed by the Board members. A motion was made by G. Kvasnicka and seconded by C. Drilling to accept the minutes. Motion carried: Yeas 4, Nays 0
4. The Executive Director Report and the monthly financial statements and investment report were presented by J. Gustafson. A motion was made by D. Stockamp and seconded by G. Kvasnicka to approve the financial statements and the investment report. Motion carried: Yeas 4, Nays 0.
5. Resident Managers verbal reports of incidents regarding lost keys.
6. Sandstone Manor Resident, MFC attended with support of two other residents and a community advocate to discuss and appeal required removal of the cat. Management Agent, Tammy Gehrke, presented options for continued occupancy and clarified the only option available is removal of the cat from the premises and served MFC with a Lease Termination effective October 31, 2016.
7. G. Kvasnicka asked for volunteers for a focus group for Pine Co Zoning and Planning.
8. A motion was made by J. Oak and was seconded by C. Drilling to adjourn the meeting at 4:10 p.m. Motion carried: Yeas 4, Nays 0.


Dorothy Stockamp
HRA Board Chair


Tammy Gehrke
Management Agent



AGENDA REQUEST FORM

Date of Meeting: November 15, 2016

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

Agenda Item: October, 2016 Cash Balance

Department: Auditor-Treasurer

Cathy Clemmer
Department Head signature

Background information on Item:

October, 2016 Cash Balance

Action Requested:

Financial Impact:

CATHYJ
11/7/16 11:02AM

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

TREASURER'S CASH TRIAL BALANCE

As of 10/2016



<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1 General Revenue Fund	4,725,259.01			
Receipts		591,249.31	5,412,469.91	
Disbursements		664,323.29-	5,500,252.67-	
Payroll		831,218.50-	8,906,849.00-	
Journal Entries		3,577.11-	6,548,362.49	
Fund Total		907,869.59-	2,446,269.27-	2,278,989.74
12 Health & Human Services	420	H&Hs-Income Maintenance		
	2,204,154.92			
Receipts		48,318.39	1,266,629.43	
Disbursements		82,202.25-	644,276.68-	
Payroll		158,337.43-	1,787,265.29-	
Journal Entries		34,385.62	829,808.80	
Dept Total		157,835.67-	335,103.74-	1,869,051.18
12 Health & Human Services	430	H&Hs-Social Services		
	1,766,235.44-			
Receipts		51,567.02	2,058,756.34	
Disbursements		41,736.10-	337,773.34-	
SSIS		206,981.70-	1,893,940.23-	
Payroll		183,618.13-	1,947,592.89-	
Journal Entries		54,899.44	1,679,253.78	
Dept Total		325,869.47-	441,296.34-	2,207,531.78-
12 Health & Human Services	440	Childrens Collaborative (H&Hs)		
	0.00			
Dept Total		0.00	0.00	0.00
12 Health & Human Services	481	Nursing-Community Health (H&Hs)		
	235,637.76			
Receipts		107,020.99	1,104,540.04	
Disbursements		9,766.13-	506,826.99-	
Payroll		89,549.10-	934,506.67-	
Journal Entries		0.00	208,540.17	

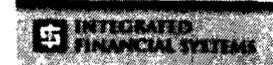
HHS
(211,267.96)

CATHYJ
11/7/16 11:02AM

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

TREASURER'S CASH TRIAL BALANCE

As of 10/2016



<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Dept Total		7,705.76	128,253.45-	107,384.31
Fund Total	673,557.24	475,999.38-	904,653.53-	231,096.29-
 13 Road & Bridge Fund				
	1,220,273.91			
Receipts		153,917.83	7,229,928.45	
Disbursements		931,346.41-	6,515,159.40-	
Payroll		172,435.81-	1,852,993.64-	
Journal Entries		1,771.00-	987,121.70	
Fund Total		951,635.39-	151,102.89-	1,069,171.02
 14 Ditch Maintenance (Sr) Fund				
	10,770.48			
Fund Total		0.00	0.00	10,770.48
 20 County-Wide Rehab (Sr) Fund				
	189.37			
Receipts		0.00	0.01	
Journal Entries		0.00	0.01	
Fund Total		0.00	0.02	189.39
 22 Land Management Fund				
	2,723,823.99			
Receipts		97,798.70	1,327,475.56	
Disbursements		5,803.41-	21,363.29-	
Payroll		8,204.14-	92,505.97-	
Journal Entries		0.00	1,820,869.70-	
Fund Total		83,791.15	607,263.40-	2,116,560.59
 24 SSTS Upgrades				
	0.00			
Receipts		192.00	192.00	

CATHYJ
11/7/16 11:02AM

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

TREASURER'S CASH TRIAL BALANCE

As of 10/2016



<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Fund Total		192.00	192.00	192.00
29 Children's Collab (H&Hs) Agency Fund	440	Childrens Collaborative (H&Hs)		
	11,409.93			
Receipts		0.00	68,846.00	
Disbursements		0.00	63,588.99-	
Journal Entries		12.96	45.07	
Dept Total		12.96	5,302.08	16,712.01
Fund Total	11,409.93	12.96	5,302.08	16,712.01
37 County Railroad Authority				
	5,791.19			
Disbursements		0.00	27.78-	
Fund Total		0.00	27.78-	5,763.41
38 Building Fund				
	86,750.49			
Disbursements		29,864.80-	67,548.35-	
Journal Entries		0.00	43,807.07	
Fund Total		29,864.80-	23,741.28-	63,009.21
39 2005A G.O. Jail Bonds				
	1,079,082.29			
Disbursements		1,400.00-	1,147,805.63-	
Journal Entries		0.00	684,225.62	
Fund Total		1,400.00-	463,580.01-	615,502.28
40 2012 G.O. Courthouse Bonds				
	906,029.37			
Receipts		0.00	5.02	
Disbursements		1,400.00-	944,725.00-	
Journal Entries		0.00	580,185.45	

CATHYJ
11/7/16 11:02AM

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

TREASURER'S CASH TRIAL BALANCE

As of 10/2016



<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Fund Total		1,400.00-	364,534.53-	541,494.84
43 Equipment Fund				
	0.00			
Journal Entries		0.00	67,088.53	
Fund Total		0.00	67,088.53	67,088.53
76 Group Health Ins Fund 5/1/95 (Gen)				
	642,284.17-			
Receipts		311,557.50	3,029,431.90	
Disbursements		302,855.55-	3,179,740.48-	
Journal Entries		5,415.15	56,496.50	
Fund Total		14,117.10	93,812.08-	736,096.25-
80 County Collections Agency Fund				
	21,979.64			
Receipts		10,238.05	606,803.64	
Disbursements		25,565.53-	611,284.33-	
Journal Entries		0.00	160.10	
Fund Total		15,327.48-	4,320.59-	17,659.05
82 Taxes And Penalties Agency Fund				
	798,918.20			
Receipts		11,182,587.35	34,691,624.00	
Disbursements		3,657,749.90-	16,445,261.84-	
Journal Entries		0.00	9,162,378.00-	
Fund Total		7,524,837.45	9,083,984.16	9,882,902.36
84 East Central Drug Task Force Agency Fur				
	98,198.03			
Receipts		0.00	104,760.44	
Disbursements		0.00	115,588.23-	

CATHYJ
11/7/16 11:02AM

***** Pine County *****
TREASURER'S CASH TRIAL BALANCE

As of 10/2016



<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Fund Total		0.00	10,827.79-	87,370.24
89 H & Hs Collections Agency Fund	801	Non-Departmental		
	78,568.42			
Receipts		90,723.06	786,649.15	
Disbursements		164.18-	172,183.80-	
Journal Entries		89,285.06-	689,917.45-	
Dept Total		1,273.82	75,452.10-	3,116.32
Fund Total	78,568.42	1,273.82	75,452.10-	3,116.32
All Funds	11,798,317.39			
Receipts		12,645,170.20	57,688,111.89	
Disbursements		5,754,177.55-	36,273,406.80-	
SSIS		206,981.70-	1,893,940.23-	
Payroll		1,443,363.11-	15,521,713.46-	
Journal Entries		80.00	11,930.14	
Total		5,240,727.84	4,010,981.54	15,809,298.93

TREASURER'S CASH TRIAL BALANCE COMPARISON

FUND	October 31, 2015 BALANCE	October 31, 2016 BALANCE	DIFFERENCE
1 - GENERAL	1,671,351.78	2,278,989.74	607,637.96
12 - H&HS	(213,675.80)	(211,267.96)	2,407.84
13 - ROAD & BRIDGE	1,457,423.10	1,069,171.02	(388,252.08)
22 - LAND	2,638,610.05	2,116,560.59	(522,049.46)
TOTAL (incl non-major funds)	\$14,973,167.05	\$15,809,298.93	836,131.88



AGENDA REQUEST FORM

Date of Meeting: November 15, 2016

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

Agenda Item: Applications for Abatements

Department: Auditor-Treasurer

Cathy Climmer
Department Head signature

Background information on Item:

Application for Local Option Disaster Abatement:

Darryl LeMire, 7210 Bald Eagle Ln, Rutledge, PID 44.0052.026, pay 2016

Martin & Cheryl Evans, 7174 Bald Eagle Ln, Rutledge, PID 44.0052.015, pay 2016

Ken L Eberhardt, 135 7th St NW, Hinckley, PID 15.0133.000, pay 2016

Application for Abatement:

Dell & Kristen Gross, Pine City Twp, PID 26.0157.004 and 26.0157.002, pay 2016

Action Requested:

Financial Impact:

Application for Local Option Disaster Abatements and Credits - Disaster Area

If your property has been damaged or destroyed as a result of the recent disaster or emergency, you may be eligible to receive some property tax relief on this year's property taxes as well as property taxes payable next year. The type of tax relief you receive will depend on whether your property is homesteaded, whether it is located within a declared disaster or emergency area, the amount of damage sustained, and a number of other factors. If an assessor has not already reassessed your property, you should contact your county assessor's office and request that a county assessor view the damage for the purpose of receiving disaster relief.

County of:

OCT 25 2016

Applicant information. Please type or print.

Name <i>Darryl LeMire</i>			
Mailing address (street address) <i>4779 Otter Lake Rd</i>		City <i>White Bear Lake</i>	State <i>MN</i>
Telephone (work) <i>()</i>		Telephone (home) <i>(627) 295-1572</i>	
Property I.D. or Parcel number (found on your property tax statement) <i>44-0052-026</i>		School District number <i>624</i>	
Address of damaged property (if different than mailing address) <i>7210 Bald Eagle Lane Rutledge MN 55735</i>			
Legal description of property (found on your property tax statement)			

Is the property usable/livable: Yes No → If no, date you left property:

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

Signature <i>Darryl LeMire</i>	Date <i>Oct 23, 2016</i>
-----------------------------------	-----------------------------

STOP: The information below is for OFFICE USE ONLY

Check the appropriate box(es) for homestead or non-homestead property:

Homestead Property:

- This structure is over 50% damaged and qualifies for an abatement of property taxes payable THIS YEAR.
- Homestead Disaster Credits for taxes payable next year will be automatically calculated and shown on next year's tax statement.

Non-homestead Property:

- This structure is over 50% damaged and qualifies for an abatement of property taxes payable THIS YEAR.
- This structure is over 50% damaged and qualifies for a credit of property taxes payable NEXT YEAR.

Report of investigation: I hereby report that I have investigated the statements made in this application and find the facts to be as follows:

*48" of water on main floor
95%*

Signature <i>[Signature]</i>	Date <i>11/4/16</i>
---------------------------------	------------------------

Application for Local Option Disaster Abatements and Credits - Disaster Area

If your property has been damaged or destroyed as a result of the recent disaster or emergency, you may be eligible to receive some property tax relief on this year's property taxes as well as property taxes payable next year. The type of tax relief you receive will depend on whether your property is homesteaded, whether it is located within a declared disaster or emergency area, the amount of damage sustained, and a number of other factors. If an assessor has not already reassessed your property, you should contact your county assessor's office and request that a county assessor view the damage for the purpose of receiving disaster relief.

County of:

OCT 26 2016

Applicant Information. Please type or print.

Name Martin + Cheryl Evans			
Mailing address (street address) 9961 Nord Road		City Bloomington	State MN
Telephone (work) (752) 221-9155		Telephone (home) ()	
Property I.D. or Parcel number (found on your property tax statement) 44.0052.015		School District number	
Address of damaged property (if different than mailing address)			
Legal description of property (found on your property tax statement)			

Is the property usable/livable: Yes No → If no, date you left property:

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

Signature **Martin A. Evans** Date **10-21-16**

STOP: The information below is for OFFICE USE ONLY

Check the appropriate box(es) for homestead or non-homestead property:

Homestead Property:

- This structure is over 50% damaged and qualifies for an abatement of property taxes payable THIS YEAR.
- Homestead Disaster Credits for taxes payable next year will be automatically calculated and shown on next year's tax statement.

Non-homestead Property:

- This structure is over 50% damaged and qualifies for an abatement of property taxes payable THIS YEAR.
- This structure is over 50% damaged and qualifies for a credit of property taxes payable NEXT YEAR.

Report of investigation: I hereby report that I have investigated the statements made in this application and find the facts to be as follows:

18" of water on main floor.

9590

Signature **[Signature]** Date **11/4/16**

Application for Local Option Disaster Abatements and Credits - Disaster Area

If your property has been damaged or destroyed as a result of the recent disaster or emergency, you may be eligible to receive some property tax relief on this year's property taxes as well as property taxes payable next year. The type of tax relief you receive will depend on whether your property is homesteaded, whether it is located within a declared disaster or emergency area, the amount of damage sustained, and a number of other factors. If an assessor has not already reassessed your property, you should contact your county assessor's office and request that a county assessor view the damage for the purpose of receiving disaster relief.

OCT 31 2016

County of: PINE

Applicant Information. Please type or print.

Name <u>KEN L. EBERHARDT</u>			
Mailing address (street address) <u>135 7th St. N.W.</u>		City <u>HINCKLEY</u>	State <u>MN</u>
Telephone (work) <u>(320) 438-4682</u>		Telephone (home) <u>(320) 279-8186</u>	
Property I.D. or Parcel number (found on your property tax statement) <u>15,0133.000</u>		School District number	
Address of damaged property (if different than mailing address)			

Legal description of property (found on your property tax statement)

[Handwritten description]

Is the property usable/livable: Yes No If no, date you left property:

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

Signature: [Handwritten Signature] Date: 10/27/16

STOP: The information below is for OFFICE USE ONLY

Check the appropriate box(es) for homestead or non-homestead property:

Homestead Property:

- This structure is over 50% damaged and qualifies for an abatement of property taxes payable THIS YEAR.
- Homestead Disaster Credits for taxes payable next year will be automatically calculated and shown on next year's tax statement.

Non-homestead Property:

- This structure is over 50% damaged and qualifies for an abatement of property taxes payable THIS YEAR.
- This structure is over 50% damaged and qualifies for a credit of property taxes payable NEXT YEAR.

Report of investigation: I hereby report that I have investigated the statements made in this application and find the facts to be as follows:

30" of water on main floor.
95%

Signature: [Handwritten Signature] Date: 11/4/16

APPLICATION FOR ABATEMENT - HOMESTEAD FORM

(M.S. 375.192)

DATE: 11/1/16
Abatement # AB 116-1212

For Taxes Levied In: 2015
And Payable In: 2016

Please Print Or Type

Applicants Name: Dell & Kristen Gross
Applicant's SSN: 00010
Telephone (Home):
Telephone (Work): 30-591-1545
Applicants Mailing Address: 415 7th St SW
Pink City, MN 55063

Description Of Property:
Property ID or Parcel Number: 26.0157.004
Street Address: n/a
Township/City: Pink City Township
School District: 578

Legal Description: part of the NW1/4 of NE1/4
Sec 3, Twp 38, Rng 21

OWNERSHIP DATA

I/We declare that I/We owned and occupied the property described above for the purpose of homestead on January 2, 2015 (or Dec 1, mid-year homesteads) and that such occupancy began on October 1, 2012 and that my/our ownership is evidenced by a quit claim deed dated September 5, 2014 which provides for a sole/shared ownership interest by a total of 2 persons.

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

Homesteaders Owner's Name: Natasha Swanson Social Security Number: on file
Homesteaders Owner's Name: Jason Swanson Social Security Number: on file
Owner's Name: Social Security Number:
Owner's Name: Social Security Number:

Applicants Request:

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

Applicant's Signature: Kristen Gross

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

REPORT OF INVESTIGATION:

I hereby report that I have investigated the statements made in the foregoing application and find the facts to be as follows: Owner's daughter homesteads the house on parcel 26.0157.002 - this is adjoining agricultural property. Should have rec'd ag homestead extension. The applicant(s) has/have provided the following documentation as proof of occupancy.

Homestead Application rec'd 11/13/15.
Signature of Investigator: [Signature] Date: 11/1/16

APPLICATION FOR ABATEMENT - HOMESTEAD FORM

(M.S. 375.192)

DATE: 11/1/16

For Taxes Levied In: 2015

Abatement # AB116-129

And Payable In: 2016

Please Print Or Type

Applicants Name: <u>DELL & Kristen Gross</u>	Applicants Mailing Address: <u>405 7th St SW Pine City, MN 55063</u>
Applicant's SSN: <u>on file</u>	
Telephone (Home): _____	
Telephone (Work): <u>320-591-1545</u>	

Description Of Property: _____ Property ID or Parcel Number: 26.0157.008
 Street Address: 20306 Saint Croix Rd SE, Pine City
 Township/City: Pine City Twp
 School District: 578

Legal Description: part of the NW1/4 NE1/4
 Sec 3 Twp 38 Rng 21

OWNERSHIP DATA

I/We declare that I/We owned and occupied the property described above for the purpose of homestead on January 2, 2015 (or Dec 1, _____ mid-year homesteads) and that such occupancy began on October 1, 2012 and that my/our ownership is evidenced by a TRUSTEE'S deed dated July 10, 2012 which provides for a sole/shared ownership interest by a total of 1 persons.

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

Homesteaders
 Owner's Name: Natasra Swanson Social Security Number: on file
Homesteaders
 Owner's Name: Jean Swanson Social Security Number: on file
 Owner's Name: _____ Social Security Number: _____
 Owner's Name: _____ Social Security Number: _____

Applicants Request:

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

Applicant's Signature: Kristen Gross

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

REPORT OF INVESTIGATION:

I hereby report that I have investigated the statements made in the foregoing application and find the facts to be as follows:

owner purchased adjoining agricultural parcel 9/5/14 - since daughter occupies home extend ag. used to this parcel.
 The applicant(s) has/have provided the following documentation as proof of occupancy:

Homestead Application rec'd 11/1/16 | [Signature] | 11/1/16
 Signature of Investigator Date



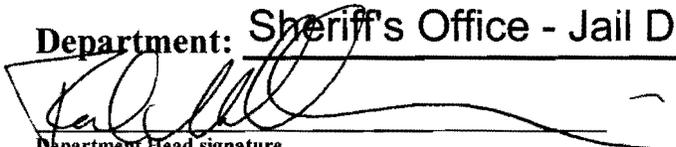
AGENDA REQUEST FORM

Date of Meeting: November 15, 2016

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

Agenda Item: Food Service Agreement - Amendment Number Nine

Department: Sheriff's Office - Jail Division


Department Head signature

Background information on Item:

Acknowledge Amendment Number Nine to Food Service Management Agreement Between the Pine County Jail and A'Viands, LLC reflecting a 2.8% price increase for food service in the jail.

Action Requested:

Signatures acknowledging the amended pricing schedule effective January 15, 2017

Financial Impact:

Based on current ADP (average daily population) a 2.8% increase equates to approximately \$7,500 annually to the 2017 budget.

Note: This amount has already been added to the 2017 budget request for the jail.

**AMENDMENT NUMBER NINE
TO FOOD SERVICE MANAGEMENT AGREEMENT
BETWEEN THE PINE COUNTY JAIL AND A'VIANDS, LLC**

This Amendment Number Nine is made by and between the Pine County Jail (hereinafter referred to as "Client"), whose address is 635 Northridge Drive NW, Suite 130, Pine City, Minnesota 55063, and A'viands, LLC, a Minnesota limited liability company, with offices at 1751 County Road B West, Suite 300, Roseville, Minnesota 55113 (hereinafter referred to as "A'viands").

WHEREAS, A'viands and Client have entered into a Food Service Management Agreement (hereinafter referred to as the "Agreement"), effective January 15, 2008 (as amended); and

WHEREAS, both parties now desire to amend said Agreement upon the terms and conditions stated herein.

NOW, THEREFORE, the parties, intending to be legally bound hereby, mutually agree hereto that the Agreement is hereby modified as follows:

1. Pricing

Financial exhibit shall be amended to reflect the following pricing schedule:

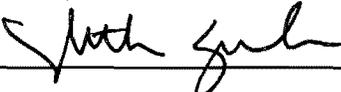
<u>Inmate Meal Count Range</u>	<u>Base Price</u>
36 – 45	\$3.54
46 – 55	\$3.28
56 – 65	\$2.97
66 – 75	\$2.79
76 – 85	\$2.65
86 – 100	\$2.51
101 – 115	\$2.30
116 & Above	\$2.21

This Amendment Number Nine is effective as of January 15, 2017. All other terms and conditions of the original Agreement (as modified from time to time) shall remain in full force and effect unless otherwise amended as provided in the Agreement.

COUNTY OF PINE, MN

By: 
 Name: Jeff Nelson
 Title: Sheriff
 Date: 10-13-16

A'VIANDS, LLC

By: 
 Name: Mitch Speicher
 Title: CFO
 Date: 10/10/16

By: _____

Name _____

Title: _____

Date: _____

APPROVED AS TO FORM:

By:  _____

Name: Reese Fredericksen

Title: Pine County Attorney

Date: 10/12/16



AGENDA REQUEST FORM

Date of Meeting: November 15, 2016

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

Agenda Item: New Hire

Department: Sheriff


 Department Head signature

Background information on Item:

Sheriff's office was approved in 2016 to have up to four part time deputies.

Action Requested:

Acknowledge the hiring of Cody LaRoue as part time deputy effective Nov²¹~~24~~, 2016. Starting pay: C42 step one (1) at \$21.84/hour.

Financial Impact:

Funds are in the 2016 and 2017 budget.



AGENDA REQUEST FORM

Date of Meeting: November 15, 2016

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

Agenda Item: Police Officer Declaration for Deputy Cody LaRoue

Department: Administrator

Gonnie Mikrot - HR Manager

Department Head signature

Background information on Item:

Resolution to include Deputy Cody LaRoue in the Police and Fire PERA account at full funding levels effective from date of hire.

Action Requested:

Declare that the position of Deputy Sheriff held by part-time deputy Cody LaRoue meet all of the Police and Fire Plan membership requirements for PERA.

Financial Impact:

Budgeted for position.



**PUBLIC EMPLOYEES RETIREMENT ASSOCIATION
POLICE OFFICER DECLARATION 2016-62**

WHEREAS, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

WHEREAS, Minnesota Statutes §353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire plan for eligible employees of police or sheriff's departments whose position duties meet the requirements stated therein and listed below.

BE IT RESOLVED that the Sheriff's Department of Pine County hereby declares that the position of Deputy Sheriff currently held by Cody LaRoue meets all of the following Police and Fire Plan membership requirements:

1. Said position requires a license by the Minnesota peace officer standards and training board under sections 626.84 to 626.863 and this employee is so licensed;
2. Said position's primary (over 50%) duty is to enforce the general criminal laws of the state;
3. Said position charges this employee with the prevention and detection of crime;
4. Said position gives this employee the full power of arrest; and
5. Said position is assigned to a designated police or sheriff's department.

BE IT FURTHER RESOLVED that this governing body hereby requests that the named employee be accepted as a member of the Public Employees Police and Fire Plan effective the date of this employee's initial Police and Fire Plan salary deduction by the governmental subdivision.

Board Chair: _____

Date: _____

Attest: _____

Date: _____

STATE OF MINNESOTA
COUNTY OF PINE

I, _____, clerk of the Pine County Board of Commissioners, do hereby certify that this is a true and correct transcript of the resolution that was adopted at a meeting held on the ____ day of _____, ____; the original of which is on file in this office. I further certify that ____ members voted in favor of this resolution and that ____ members were present and voting.

Signed: _____

Date: _____



AGENDA REQUEST FORM

Date of Meeting: November 15th, 2016

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

Agenda Item: Authorization for Probation Director to Attend AMC Conference

Department: Probation

Terry Fawcett
Digitally signed by Terry Fawcett
 DN: cn=Terry Fawcett, o=Pine County, ou=Probation,
 email=terry.fawcett@co.pine.mn.us, c=US
 Date: 2016.10.22 10:40:43 -0500

Department Head signature

Background information on Item:

Probation Director Terry Fawcett serves as the AMC Rep to MACPO and as such, is requesting to attend the AMC Annual Conference in Minneapolis. The Minnesota Association of County Probation Officers will pay for Mr. Fawcett's conference fee and lodging.

Action Requested:

Approval of Probation Director to attend AMC Annual conference

Financial Impact:

Mileage at 140 miles round trip @ 0.54 per mile = \$75.60
Meals provided by the conference



AGENDA REQUEST FORM

Date of Meeting: November 15, 2016

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

Agenda Item: Reconvene County Ditch #7 Partial Abandonment Hearing

Department: Auditor-Treasurer

Cathy Clemons
Department Head signature

Background information on Item:

Reconvene County Ditch #7 Partial Abandonment Hearing.

Action Requested:

Financial Impact:

**STATE OF MINNESOTA
PINE COUNTY BOARD OF COMMISSIONERS
DRAINAGE AUTHORITY FOR PINE COUNTY DITCH #7**

The Matter of the Petition of)	
Harley Investment Company)	Findings and Order for Partial
for the Partial Abandonment of)	Abandonment of Pine County Ditch #7
Pine County Ditch #7)	

The Pine County Board of Commissioners, Drainage Authority for Pine County Ditch #7, held its public hearing, pursuant to Minnesota Statutes section 103E.806, on September 20, 2016, at the Pine County Courthouse in Pine City, Minnesota. The purpose for the public hearing was to consider and take public testimony regarding a petition to partially abandon Pine County Ditch #7. The Drainage Authority continued the public hearing to October 18, 2016, so that additional information could be gathered regarding the ditch and the petition for partial abandonment. The Drainage Authority again continued the public hearing to November 15, 2016, so that additional information from the petitioner could be gathered. Based upon the record before it, the comments of those present at the public hearing and standards set forth in section 103E.806, the Drainage Authority makes the following:

FINDINGS OF FACT

1. On or about July 29, 2016, the Pine County Auditor received a petition for the partial abandonment of Pine County Ditch #7 from Harley Investment Company. The proposed partial abandonment is part of a wetlands restoration plan by Polymet Mining on the property.
2. The Pine County Auditor and County Engineer reviewed the petition and determined it was sufficient under Minnesota Statutes section 103E.806.
3. Ditch #7 was originally established on July 21, 1917, and it runs through Sections 17, 18, 19, 20, 29, 31, 32 and 33, Brook Park Township, and Section 4 and 5, Pokegama Township. The outlet is a natural water course tributary to Pokegama Creek.
4. The petition called for the partial abandonment of Ditch #7. Specifically, the request is for the abandonment of 3,325 feet of ditch starting at Pine County Coordinate 443975, 159740 and ending at Pine County Coordinate 446017, 161096 (hereinafter “Ditch Portion”).
5. Ditch #7 contains two branches that combine on Harley Investment Company’s north property line. Ditch #7 continues south to the center of the Harley Investment Company property and heads to an outlet at County Road 126. The Ditch Portion is a branch of Ditch #7 that begins in the southwestern part of the Harley Investment Company property and connects with the main ditch near the center of the property.

6. The Ditch Portion is entirely within the 510.96 acres owned by Harley Investment Company and has no public outlet.
7. At the hearing on September 20, 2016, two property owners along Ditch #7 appeared, namely Kevin Hofstad and Daniel Blake. Mr. Hofstad owns property that shares most of the northern border with the Harley Investment Company. Mr. Blake owns property that shares a border with Mr. Hofstad's property north of the Harley Investment Company property. Ditch #7 travels through both of their properties. Collectively, they estimate that 20 percent of Ditch #7 is contained within their property. Both parties stated that they attended the hearing to gather information about how abandoning the Ditch Portion would affect their properties. Both properties expressed concern that the partial abandonment may increase the amount of water on their properties and make portions of their properties inaccessible. The parties noted that they have observed more standing water on their properties in recent years because of Ditch #7. Both parties asked that County Engineer Mark LeBrun make an inspection of Ditch #7.
8. On October 8, 2016, County Engineer LeBrun provided a report summarizing his research into the history of Ditch #7 and a site visit. Mr. LeBrun concluded that the Ditch Portion met the threshold for partial abandonment. He noted that the Ditch Portion had some benefit to the Harley Investment Company property, but had minimal benefit to the rest of the properties along Ditch #7. Mr. LeBrun stated that the benefiting properties north of the Harley Investment Company will continue to drain through the main portion of Ditch #7 which travels south and east through the property. Further, Mr. LeBrun stated that removing the beaver dams, vegetative/sediment blockages, and a weir in the main ditch will improve the flow of Ditch #7. The improved flow should alleviate flooding concerns for the properties north of the Harley Investment Company.
9. On October 18, 2016, the Pine County Board of Commissioners reconvened for the public hearing. County Engineer LeBrun presented his findings. Mr. LeBrun concluded that abandoning the Ditch Portion would not serve a substantial useful purpose as part of the drainage system to any property remaining in the system and is not of a substantial public benefit and utility. Mr. Blake was present and again expressed some concern over an increase in water on his property. Representatives of Polymet Mining were in attendance and stated that they would pay for the removal of the weir. They also requested that the hearing be further continued to provide additional information about the partial abandonment of Ditch #7.
10. On November 8, 2016, Barr Engineering Company submitted a report detailing hydrologic modeling done to determine whether the abandonment of the Ditch Portion or the proposed wetland restoration would impact other properties along Ditch #7. The surface water computing models and calculations used by Barr Engineering demonstrated that peak water levels from the abandonment of the Ditch Portion would decrease or remain the same outside of the wetland restoration site. The report concluded that the abandonment of the Ditch Portion would have no negative impact to properties outside of the wetland restoration site.

11. On November 15, 2016, the Pine County Board of Commissioners reconvened for the public hearing. Representatives from Polymet Mining and Barr Engineering answered questions about proposed partial abandonment. The public hearing was then closed.

LEGAL STANDARD

1. Section 103E.806 states that the drainage authority shall make findings and direct, by order, the partial abandonment of the drainage system “if the drainage authority determines that part of the drainage system does not serve a substantial useful purpose as part of the drainage system to any property remaining in the system and is not of a substantial public benefit and utility.”
2. The word “substantial” means that the benefit and purpose to any property must be “significantly great” or “considerable in quantity.” (*see Merriam-Webster Dictionary*).

ORDER

The Pine County Board of Commissioners, Drainage Authority for Pine County Ditch #7, determines that the Ditch Portion does not serve a substantial useful purpose as part of the drainage system to any property remaining in the system and is not of a substantial public benefit and utility. Therefore, the Drainage Authority determines that per Minnesota Statutes section 103E.806 the Ditch Portion be abandoned.

PINE COUNTY BOARD OF COMMISSIONERS

Curtis H. Rossow, Chairperson
Pine County Board of Commissioners

Certification

The foregoing findings and order were adopted by the Pine County Board of Commissioners at the November 15, 2016 hearing on the petition for the partial abandonment of Ditch #7.

David J. Minke
Pine County Administrator



November 8, 2016

Mr. Mark LeBrun
Pine County
405 Airport Road Northeast
Pine City, MN 55063

Re: Harley Investment Company Partial Abandonment – County Ditch #7

Dear Mr. LeBrun:

A Petition for Partial Abandonment of Portions of Pine County Ditch #7 (Petition) was formally submitted by Harley Investment Company (Harley), on behalf of Poly Met Mining, Inc. (PolyMet) on August 17, 2016 for the purposes of a wetland mitigation project. Although our analysis and planning to that point gave us confidence that the proposed ditch abandonment and wetland mitigation project would not have adverse effects on neighboring properties, given the questions that were raised by the public at the subsequent Board meeting, we conducted further hydrologic modeling to determine whether or not the proposed partial ditch abandonment and the planned wetland restoration would impact properties within the County Ditch #7 watershed and adjacent watersheds. On behalf of PolyMet, attached is a report describing the hydrologic modeling and results. We are simultaneously submitting this letter and report to Cathy Clemmer and Debbie Gray and requesting that this letter and report be entered as part of the record and distributed in the Board packet for the coming meeting.

This report shows that the proposed partial abandonment of County Ditch #7 will have no impact on any properties within the watershed except the Harley property. Therefore, the County Ditch #7 lateral serves no substantial useful purpose as part of the drainage system to any property remaining in the system and is not of substantial public benefit or utility.

In addition, the report also shows that the planned wetland restoration will not result in any appreciable increase in flood levels on any properties within the watersheds associated with the Harley property, and in most cases will reduce flood levels in subwatersheds surrounding the Harley property.

Should you have any questions regarding this report, please contact me at 952-832-2764 or Kevin Pylka at 218-471-2162.

Sincerely,

A handwritten signature in black ink that reads "Mark A. Jacobson".

Mark Jacobson
Vice President, Senior Environmental Scientist

c: Cathy Clemmer
Debbie Gray
Kevin Pylka

Wetland Restoration Hydrology Model

County Ditch 7 Partial Ditch Abandonment – Pine County

Prepared for
PolyMet Mining, Inc.

November 8, 2016



Wetland Restoration Hydrology Model

County Ditch 7 Partial Ditch Abandonment – Pine County

Prepared for
Poly Met Mining, Inc.

November 8, 2016

Wetland Restoration Hydrology Model
County Ditch 7 Partial Ditch Abandonment – Pine County
November 8, 2016

Contents

1.0	Executive Summary.....	1
1.1	Purpose and Objectives.....	1
1.2	Hydrologic/Hydraulic Model.....	1
1.3	Results.....	2
1.3.1	Partial Ditch Abandonment.....	2
1.3.2	Wetland Restoration.....	2
2.0	Introduction.....	4
3.0	Modeled Watershed Characteristics.....	5
3.1	Hydrology Modeling Configurations.....	5
3.1.1	Partial Ditch Abandonment Effects.....	6
3.1.1.1	Partial Ditch Abandonment Existing Conditions.....	6
3.1.1.2	Partial Ditch Abandonment Proposed Conditions.....	6
3.1.2	Proposed Wetland Restoration Effects.....	6
3.1.2.1	Wetland Restoration Existing Conditions.....	6
3.1.2.2	Wetland Restoration Proposed Conditions.....	6
3.1.3	Wetland Restoration Outlet Configuration.....	7
4.0	Methodology.....	8
4.1	Precipitation.....	8
4.2	Watershed Characteristics.....	8
4.3	Hydrologic Parameters.....	9
4.4	Hydraulic Parameters.....	12
5.0	Modeling Results.....	14
5.1	Partial Ditch Abandonment.....	14
5.2	Proposed Wetland Restoration.....	16
5.2.1	North of the Property.....	16
5.2.2	West of the Property.....	16



5.2.3	East of the Property.....	17
5.2.4	South of the Property.....	17
5.3	Proposed Wetland Restoration Outlet.....	19
6.0	References	20

List of Tables

Table 4-1	Return Frequency and Rainfall Depths
Table 4-2	Runoff Parameters for National Land Cover Database (NLCD) Classifications
Table 4-3	Existing Conditions Watershed Hydrologic Parameters
Table 4-4	Proposed Conditions Watershed Hydrologic Parameters
Table 5-1	Simulated Peak Water Surface Elevations and Changes Modeled for Existing Conditions and Partial Ditch Abandonment Scenarios
Table 5-2	Simulated Peak Water Surface Elevations and Changes Modeled for Existing Conditions and Wetland Restoration Scenarios

List of Figures

Figure 1	Property Location
Figure 2	Existing Conditions Modeling
Figure 3	Proposed Conditions Modeling - Ditch Abandonment
Figure 4	Proposed Conditions Modeling – Wetland Restoration
Figure 5	100-year Flooding Extent - Existing Conditions
Figure 6	100-year Flooding Extent – Ditch Abandonment Conditions
Figure 7	100-year Flooding Extent – Existing vs. Abandonment Conditions
Figure 8	100-year Flooding Extent – Proposed Wetland Restoration Conditions
Figure 9	100-year Flooding Extent - Existing vs. Wetland Restoration

1.0 Executive Summary

Poly Met Mining, Inc. (PolyMet) is planning to restore wetlands within an approximately 524.5 acre property (Property) located in Township 39 North, Range 22 West, Section 22, Pine County, Minnesota (Figure 1). The purpose of the proposed wetland restoration project is to provide compensatory wetland mitigation for proposed unavoidable wetland impacts of the PolyMet NorthMet Project. The portion of the Property that will be used for the wetland restoration project is referred to in this report as the Restoration Site. As part of the wetland restoration planning, PolyMet, on behalf of the current property owner, has petitioned the Pine County Drainage Authority to partially abandon Pine County Ditch #7 (CD7). PolyMet seeks the abandonment of a 3,325 ft portion of a lateral (Lateral) that is located within the Restoration Site, but is separate from the main stem of CD7 (Figure 2).

1.1 Purpose and Objectives

The purpose of this study is to evaluate the hydrologic effects of the proposed partial CD7 ditch abandonment and the potential for hydrologic effects of the proposed wetland restoration on adjacent properties within the modeled subwatersheds. This report summarizes the hydrologic/hydraulic model of the CD7 watershed and adjacent watersheds and summarizes the results of modeling 24-hour duration rainfall depths for the corresponding 2-year, 10-year, and 100-year recurrence events.

The hydrology modeling documented in this report was conducted to meet several objectives:

1. To evaluate the effects of abandoning a portion of CD7 as proposed
2. To evaluate potential hydrologic effects of the proposed wetland restoration activities on other properties within the modeled subwatersheds
3. To determine the appropriate outlet configuration for the wetland restoration to prevent flooding of other properties to the south

1.2 Hydrologic/Hydraulic Model

The United States Environmental Protection Agency's Storm Water Management Model (SWMM), with a graphical interface provided by XP Software (XP-SWMM) was the surface water computer modeling package used for this study. XP-SWMM uses rainfall and watershed information to generate runoff that is routed simultaneously through pipe and overland flow networks. Simultaneous routing means that flow in each component in the system is modeled for each time increment simultaneously. The model then moves on to the next time increment, and so on. Simultaneous routing allows the model to account for channelized flow, flow in pipes, and flow detained in ponding areas, all of which occur in the modeled subwatersheds.

1.3 Results

1.3.1 Partial Ditch Abandonment

Removal of the 3,325 ft portion of the Lateral located within the Restoration Site, in isolation from any other future activities on the Property, will have no negative impact on any other properties within the modeled subwatersheds (Figure 7). The simulation results for the existing conditions and partial ditch abandonment scenario (Table 5-1) show that peak water levels decrease or remain the same in all subwatersheds located outside of the Restoration Site except subwatershed CD7-02, which includes the eastern portion of the Restoration Site. Peak water levels modeled in subwatersheds located north of the Property remained the same or decreased by up to 0.7 ft with the partial ditch abandonment compared to existing conditions. Peak water levels modeled in subwatersheds located west of the Property decreased by 0.1 ft to 0.6 ft with the partial ditch abandonment compared to existing conditions. The difference in flooding conditions for a 100-year precipitation event under existing conditions compared to the partial ditch abandonment conditions are shown on Figure 7.

All modeled peak water level increases are limited to subwatersheds which lie predominantly on the Restoration Site, as indicated by the suffix, "-s" with the exception of the subwatershed adjacent to the outlet (subwatershed CD7-02), which shows a 0.1 ft (1.2 inch) increase for the 100-year event (Table 5-1). The peak water level increase modeled in subwatershed CD7-02 is equivalent to the accuracy of the model and small enough that it would be difficult to measure on the land surface due to the natural undulations of the terrain, and therefore, would have no impact on adjacent properties.

The reasons that the proposed partial ditch abandonment has no impact or a reduced flooding effect on upstream or adjacent properties are threefold:

- The partial ditch abandonment will lower the rate of runoff to CD7 (by removing channelized runoff) from about 195 acres of land (subwatersheds CD7-08-s, MCR-13-s through MCR-18-s), so the CD7 channel has more capacity to pass flows,
- The main stem of CD7 is not proposed to be altered, and
- The location of the abandoned ditch is over one-half mile downstream of and 4 ft lower than upstream properties.

1.3.2 Wetland Restoration

Removal of the 3,325 ft portion of the Lateral located within the Restoration Site, combined with filling by three feet approximately one-quarter mile of private ditch along the western border of the site, lowering the dike in the northwest corner of the Restoration Site, raising the southern portion of the dike on the western side of the Restoration Site, and wetland restoration of the Restoration Site (Figure 4), will have no negative impact on properties within the modeled subwatersheds. The proposed wetland restoration will eliminate subsurface drainage and channelized runoff from the Restoration Site, thereby holding water on the land, allowing it to drain out slowly over a long period of time. The simulation results comparing the proposed wetland restoration conditions to existing conditions (Table 5-2) show no increase in peak water levels outside of the Property for the 100-year event and no appreciable increase in

peak water levels for the more frequent storm events (i.e., increased peak water levels occur in frequent events at low elevations that will largely remain within the ditch banks and due to the small changes, would be difficult to accurately measure due to the natural undulations of the terrain). All modeled peak water level increases for the 100-year storm event are contained within the Property (Figure 9).

There are five primary reasons why adjacent properties would not be affected by the proposed wetland restoration:

- The rate of runoff from the Restoration Site to CD7 will be lowered by eliminating channelized runoff so the CD7 channel has more capacity to pass flows
- The water storage capacity within the Restoration Site is increased by the proposed wetland restoration
- The main stem CD7 channel is not proposed to be altered
- The current dike along the north and west sides of the property will be lowered, allowing a broader flow path for floodwaters to move downstream
- The western private ditch will only be filled approximately three feet, allowing flood flows to pass through

2.0 Introduction

PolyMet is planning to restore wetlands within a 524.5 acre Property (determined based on a survey by a registered land surveyor) located in Township 39 North, Range 22 West, Section 22, Pine County, Minnesota (Figure 1). The purpose of the proposed wetland restoration project is to provide compensatory wetland mitigation for proposed unavoidable wetland impacts of the PolyMet NorthMet Project. As part of the wetland restoration planning, PolyMet, on behalf of the current property owner, has petitioned the Pine County Drainage Authority to partially abandon CD7 by removing a portion of the Lateral from the public drainage system. The portion to be abandoned consists of a 3,325 ft portion of the Lateral located within the Restoration Site (Figure 2).

The purpose of this study is to evaluate the hydrologic effects of the proposed partial CD7 ditch abandonment and the hydrologic effects of the proposed wetland restoration on properties within the modeled subwatersheds. This report summarizes the hydrologic/hydraulic model of the CD7 watershed and adjacent watersheds and summarizes the results of modeling 24-hour duration rainfall depths for the corresponding 2-year, 10-year, and 100-year recurrence events.

3.0 Modeled Watershed Characteristics

The hydrologic modeling area lies in the lower portion of the Snake River major watershed and the southwestern portion of Pine County (Figure 1). The proposed Restoration Site is located in the downstream portion of the CD7 watershed with a small portion (subwatershed MCR-03-s) of the Restoration Site (21 ac) draining to Mud Creek through private ditches. The total modeled watershed area is approximately 7,900 acres (Figures 2-4). County Ditch 7, according to Pine County records, is composed of three tributaries; the main stem, the northwest tributary, and the Lateral, which includes a 3,325 ft portion within the Restoration Site (Figure 2). The main stem of CD7 located upstream of the Property is approximately 3 miles long dropping about 25 ft in elevation with a slope of about 0.16 percent. The remaining 1.4 miles of the CD7 main stem through the Property and to the outlet at the tributary to Pokegama Creek (Figure 2) drops approximately 4 ft in elevation at a slope of about 0.05 percent. The National Wetland Inventory (NWI) indicates that approximately 37 percent of the modeled subwatersheds are composed of wetlands.

The Restoration Site has been historically used for sod and row crop production. In order to effectively conduct agricultural operations on the Restoration Site, over nine miles of private ditches were constructed within the Restoration Site. Currently, the main stem of CD7 flows southward towards the Restoration Site where low flows are diverted westerly through the northwest tributary of CD7 and then southerly through a private ditch, eventually discharging to Mud Creek downstream of Highway 107. There is currently a weir structure on the main stem of CD7 at the north end of the Restoration Site that allows flow to continue southward through the Restoration Site during higher flows. The main stem of CD7 through the Restoration Site is a functioning ditch that flows south and east under the railroad tracks, eventually discharging to a natural watercourse tributary to Pokegama Creek, which serves as the outlet for CD7. The 3,325 ft portion of the Lateral that is proposed to be abandoned is currently bisected into two distinct channels, one discharging west through private ditches towards Mud Creek and the other discharging east towards Pokegama Creek (Figures 2 and 5).

3.1 Hydrology Modeling Configurations

The hydrology modeling documented in this report was conducted to meet several objectives:

- To evaluate the effects of abandoning a portion of CD7 as proposed
- To evaluate potential hydrologic effects of the proposed wetland restoration activities on other properties within the modeled subwatersheds
- To determine the appropriate outlet configuration for the wetland restoration to prevent flooding of other properties to the south

Each of these objectives and the related modeling configurations developed for each are described in more detail below.

3.1.1 Partial Ditch Abandonment Effects

To evaluate the hydrologic effects of abandoning and physically eliminating the 3,325 ft portion of the Lateral within the Restoration Site, two hydrologic model configurations were developed.

3.1.1.1 Partial Ditch Abandonment Existing Conditions

The existing conditions model for evaluating the effects of the partial ditch abandonment assumes that the weir structure currently present within CD7 at the north end of the Restoration Site is removed and that the main stem of CD7 is an open channel entering the Restoration Site. The Lateral is modeled based on its current configuration; with the west segment discharging to the west into a private ditch through a 48-inch culvert and the eastern segment discharging to the east into the main stem of CD7 (Figures 2 and 5).

3.1.1.2 Partial Ditch Abandonment Proposed Conditions

To evaluate the effects of the partial ditch abandonment, the existing conditions model described in Section 3.1.1.1 was modified to eliminate the 3,325 ft portion of the Lateral within the Restoration Site, thereby allowing runoff from those subwatersheds to flow overland to the main stem of CD7, discharging from the eastern side of the Property (Figure 3).

3.1.2 Proposed Wetland Restoration Effects

To evaluate the effects of the proposed wetland restoration plan on properties within the modeled subwatersheds, two hydrologic model configurations were developed.

3.1.2.1 Wetland Restoration Existing Conditions

The existing conditions model for evaluating the effects of the proposed wetland restoration activities characterizes the hydrologic system the same as described in Section 3.1.1.1 (Figure 2).

3.1.2.2 Wetland Restoration Proposed Conditions

To evaluate effects of the proposed wetland restoration activities on adjacent properties, the existing conditions model described in Section 3.1.1.1 was modified to depict conditions proposed in the wetland restoration plans (Figure 4). The wetland restoration plans include the elimination of over 9 miles of private ditches within the Restoration Site along with 21 culverts located within those ditches. Under the proposed wetland restoration plans, the main stem of CD7 will enter the Restoration Site as an open channel, will flow south and east through the property as an open channel, and will discharge to the tributary to Pokegama Creek as intended. A total of two culverts that are currently within the main stem of CD7 on the Restoration Site will be removed and the open channel will be restored. The northwest tributary of CD7 will flow south to the northwest portion of the Restoration Site, then predominantly flow east entering the main stem of CD7 at the north edge of the Restoration Site. During high water conditions, the northwest tributary will be allowed to overflow south along the west side of the Restoration Site through the shallow private ditch that will remain after filling approximately one-quarter mile of the private west ditch by about three feet. The adjacent dike (along the west side of the Restoration Site in the northwest corner) will be lowered from approximately elevation 991 ft above mean

sea level (MSL) to about 988 ft MSL (Figure 8). The remaining one-half mile of dike along the west side of the Property will be raised to elevation 991 ft MSL to prevent unprotected discharge from the Property (Figure 4). The dike on the north edge of the Property, adjacent to the northwest tributary of CD7 will be lowered from about elevation 991 ft MSL to 988 ft MSL.

Nearly all runoff generated from within the Restoration Site or entering the Restoration Site from the south will discharge to the main stem of CD7. Runoff from the south half of the Restoration Site will enter the main stem of CD7 through a protected, riprap spillway. Runoff from the north half of the Restoration Site will discharge to the main stem of CD7 via sheetflow. Runoff generated from the southwestern 32 acres of the Restoration Site (subwatershed MCR-03-s) will discharge into a private ditch on the west side as is currently the case, but primarily via sheetflow instead of concentrated ditch flow. The proposed wetland restoration plans include restoring saturated soil conditions with limited ponding of water on the land surface of the Restoration Site except during flooding events. The planned wetland communities include shrub swamps and sedge/wet meadow, which are expected to have saturation to the ground surface most of the time.

3.1.3 Wetland Restoration Outlet Configuration

As part of the hydrologic modeling to evaluate the effects of the proposed wetland restoration activities, the configuration of a protected riprap outlet was designed to ensure that neither Sod Road nor adjacent properties to the south would be affected and to ensure that the dike along the west side of the Restoration Site would not be overtopped.

4.0 Methodology

The United States Environmental Protection Agency's Storm Water Management Model (SWMM), with a graphical interface provided by XP Software (XP-SWMM) was the surface water computer modeling package used for this study. XP-SWMM uses rainfall and watershed information to generate runoff that is routed simultaneously through pipe and overland flow networks. Simultaneous routing means that flow in each component in the system is modeled for each time increment simultaneously. The model then moves on to the next time increment, and so on. Simultaneous routing allows the model to account for channelized flow, flow in pipes, and flow detained in ponding areas, all of which occur in the modeled subwatersheds.

XP-SWMM, version 2014, Service Pack 1 was used to model the CD7 watershed, including the Restoration Site and affected adjacent watersheds. Data were input regarding (1) synthetic event precipitation; (2) subwatershed areas; and (3) hydrologic and hydraulic parameters.

4.1 Precipitation

Precipitation totals for the 24-hour duration synthetic events (Table 4-1) were obtained from the National Oceanic and Atmospheric Administration (Perica et al., 2013). The MSE 3 MN rainfall distribution was used to create the hyetograph for the synthetic events. The Natural Resources Conservation Service (NRCS) developed the MSE 3 MN rainfall distribution for use with Atlas 14 precipitation depths, and the Minnesota NRCS currently uses the MSE 3 MN rainfall distribution for all rural NRCS hydrology applications within Minnesota (Natural Resources Conservation Service, 2015).

Table 4-1 Return Frequency and Rainfall Depths

Return Frequency	Rainfall Depth (inches)
2-Year	2.71
10-Year	3.97
100-Year	6.36

4.2 Watershed Characteristics

Minnesota Department of Natural Resources (MDNR) light detection and ranging (LiDAR) topography data, topographic field survey data, and aerial imagery were used to divide the contributing watershed areas into 26 subwatersheds to evaluate existing conditions and partial ditch abandonment conditions (Figure 2) and 22 subwatersheds to evaluate proposed conditions (Figure 4). The subwatersheds were named according to the stream to which they drain: the prefix "MC" was used for subwatersheds draining towards Mud Creek and the prefix CD7 was used for subwatersheds drained by CD7 to Pokegama Creek. The suffix "-s" was used to identify subwatersheds that lie predominantly within the Restoration Site.

4.3 Hydrologic Parameters

Key hydrologic parameters in XP-SWMM include watershed area, directly connected impervious surface percentage, watershed slope, watershed width (a parameter used in XP-SWMM to estimate the shape of the runoff hydrograph), overland roughness, and depression storage. Subwatershed area was calculated using ArcGIS. Impervious surfaces within the modeled watershed are small in area, isolated and mostly confined to highway surfaces. Therefore, the percentage of directly connected impervious (DCI) was assumed to be zero for all subwatersheds. The average subwatershed slope was calculated using a slope grid that was based on a National Elevation dataset 30-meter digital elevation model. Watershed width was calculated by dividing the subwatershed area by the longest flowpath length for that subwatershed, according to methodology recommended in the XP-SWMM user's manual.

The National Land Cover Database (NLCD) 2011 land cover data set (Homer et al., 2015) was used to calculate weighted averages for overland roughness and depression storage for pervious surfaces by assigning published overland roughness and depression storage values to each land use classification. Depression storage, which includes the areas that must be filled with water prior to generating runoff, was based on guidance found in the User's Guide to SWMM5 (James et al., 2010). Overland roughness affects the velocity of unchanneled water moving overland. Values for overland roughness were based on values reported in Kalyanapu et al (2009), except for the value for the "cultivated crops" land use, which was taken from Johnson et al (1996). The overland roughness and depression storage values for each land use classification are shown in Table 4-2.

Table 4-2 Runoff Parameters for National Land Cover Database (NLCD) Classifications

NLCD Land Use Classification	Overland Flow Roughness	Depression Storage (inches)
Developed, Open Space	0.0404	0.15
Developed, Low Intensity	0.0678	0.132
Developed, Medium Intensity	0.0678	0.105
Developed, High Intensity	0.0404	0.078
Barren Land	0.0113	0.075
Deciduous Forest	0.36	0.3
Evergreen Forest	0.32	0.3
Mixed Forest	0.4	0.3
Shrub/Scrub	0.4	0.3
Herbaceous	0.368	0.2
Hay/Pasture	0.325	0.2
Woody Wetlands	0.086	0.3
Emergent Herbaceous Wetlands	0.1825	0.3
Cultivated Crops	0.17	0.2

Infiltration characteristics of the soils underlying the site and the contributing area also affect the runoff depth. The SSURGO soil survey has not yet been completed for Pine County, so soil maps from a 1926 survey were reviewed to determine the most common soil types and corresponding hydrologic soil group (HSG) classes within the Restoration Site and the contributing area. The most common HSG classes found were A/D, which acts as an A soil with a high infiltration rate when dry and a D soil with a low infiltration when saturated, and C/D, which acts as a C soil with a moderate infiltration rate when dry and a D soil when saturated. Because the A/D soils were mainly Peat, which is characterized by a high water table, these soils were assumed to be nearly saturated under typical conditions. Therefore a C/D HSG classification was assumed for all soils within the Restoration Site and the contributing area. This is a conservative assumption, i.e. it results in predicting more runoff than actually occurs, and therefore worse flooding conditions than would be expected.

The Horton method was used to model infiltration in XP-SWMM. The parameters for the Horton method include maximum infiltration rate, minimum infiltration rate, and decay rate of infiltration. For C/D soils, these parameters were assumed to be 2 inches per hour, 0.03 inches per hour, and 0.00115 per second, respectively, according to guidance in the XP-SWMM user's manual.

Hydrologic parameters for the existing subwatersheds are shown in Table 4-3. Hydrologic parameters for the proposed subwatersheds are shown in Table 4-4.

Table 4-3 Existing Conditions Watershed Hydrologic Parameters

Subwatershed Name	Area (ac)	Width (ft)	Slope (ft/ft)	Overland Flow Roughness	Depression Storage (in)
CD7-02	833.3	2564	0.011	0.233	0.263
CD7-03-s	193.1	1538	0.006	0.267	0.237
CD7-04	816.7	2084	0.012	0.221	0.282
CD7-05	194.6	1830	0.018	0.233	0.24
CD7-06	2505.9	5908	0.016	0.249	0.276
CD7-07	25	783	0.011	0.19	0.292
CD7-08-s	59.1	932	0.009	0.32	0.21
MCR-03-s	68.5	947	0.013	0.221	0.234
MCR-04	96.5	854	0.013	0.215	0.284
MCR-05	319.6	2554	0.008	0.216	0.289
MCR-06	1058.2	4207	0.015	0.271	0.255
MCR-07	272.4	1826	0.009	0.258	0.283
MCR-08	98.5	1460	0.004	0.223	0.26
MCR-09	430	3619	0.017	0.245	0.266
MCR-10	241.2	2356	0.014	0.265	0.255
MCR-11	179.5	1793	0.012	0.216	0.285
MCR-12	35.5	752	0.018	0.228	0.278
MCR-13-s	3	96	0.004	0.154	0.174
MCR-14-s	15.8	626	0.007	0.312	0.209
MCR-15-s	56.8	944	0.011	0.225	0.206
MCR-16	27.3	767	0.014	0.246	0.297
MCR-17	23.9	679	0.017	0.29	0.275
MCR-18-s	8.7	260	0.006	0.32	0.235
MCR-19-s	33	824	0.003	0.306	0.207
MCR-20-s	39.3	824	0.004	0.323	0.202
MCR-22	273.3	2427	0.015	0.271	0.255

Table 4-4 Proposed Conditions Watershed Hydrologic Parameters

Subwatershed Name	Area (ac)	Width (ft)	Slope (ft/ft)	Overland Flow Roughness	Depression Storage (in)
CD7-02	833.3	2564	0.011	0.233	0.263
CD7-03-s	248.7	1981	0.006	0.280	0.229
CD7-04	819.5	2091	0.012	0.220	0.282
CD7-05	194.6	1830	0.018	0.233	0.240
CD7-06	2505.9	5908	0.016	0.249	0.276
CD7-07	25	783	0.011	0.190	0.292
CD7-08-s	156.8	1835	0.009	0.281	0.210
MCR-03-s	68.1	941	0.013	0.221	0.234
MCR-04	45.7	905	0.013	0.171	0.291
MCR-05	316.8	2532	0.008	0.217	0.289
MCR-06	1058.2	4207	0.015	0.271	0.255
MCR-07	272.4	1826	0.009	0.258	0.283
MCR-08	98.5	1460	0.004	0.223	0.260
MCR-09	430	3619	0.017	0.245	0.266
MCR-10	241.2	2356	0.014	0.265	0.255
MCR-11	179.5	1793	0.012	0.216	0.285
MCR-12	35.5	752	0.018	0.228	0.278
MCR-13-s	3	96	0.004	0.154	0.174
MCR-16	27.3	767	0.014	0.246	0.297
MCR-17	23.9	679	0.017	0.290	0.275
MCR-22	273.3	2427	0.015	0.268	0.277
MCR-23	51.5	624	0.013	0.252	0.279

4.4 Hydraulic Parameters

Stream and drainage ditch cross-sections were created using ArcView© 10.3.1 Geographic Information System (GIS) software, a digital elevation model (DEM) created from MDNR LiDAR data, and field surveyed topography. The most typical cross-section for a given reach was selected to represent that reach in the XP-SWMM model. Hydraulic parameters for culvert road crossing locations within and adjacent to the

Restoration Site were obtained from survey information. Hydraulic parameters for culvert road crossing locations that were not surveyed were estimated based on LiDAR data and aerial photography.

Area-elevation (storage) curves for subwatersheds outside of the Restoration Site were calculated in ArcGIS using a DEM created from Pine County LiDAR data and within the Restoration Site using a DEM created from field surveyed topography. Overflow elevations for ponding areas were set based on the LiDAR data or survey data. The storage areas for existing conditions subwatersheds CD7-03-s, CD7-08-s, MCR-04, MCR-19-s, and MCR-20-s were almost entirely made up of ditch and stream channels. Additional pond storage was not explicitly modeled for these subwatersheds because XP-SWMM accounts for channel storage in the modeling of the channel cross-section. Within the affected subwatersheds, the channel cross-sections were extended laterally to ensure that the entire channel and overbank area was represented. Proposed conditions subwatersheds CD7-03-s and MCR-23 were also modeled using channel storage alone.

5.0 Modeling Results

The hydrologic models described in Section 3 were all run for the 24-hour duration, 2-year, 10-year, and 100-year recurrence interval storm events. The primary result used to determine potential effects on other properties within the modeled subwatersheds was the peak water surface elevation.

5.1 Partial Ditch Abandonment

Removal of the 3,325 ft portion of the Lateral within the Restoration Site will have no impact on adjacent properties. The effect of the proposed partial ditch abandonment is to divert channelized runoff away from Mud Creek and towards Pokegama Creek, as intended. The diverted area includes 136 acres of land (subwatersheds MCR-13-s through MCR-18-s), of which 51 acres is located south of the Property (subwatersheds MCR16 and MCR-17). In addition, channelized runoff from 59 acres of the Restoration Site (subwatershed CD7-03-s) would be converted predominantly to diffuse overland flow. Therefore, flood elevations would be reduced on adjacent lands located west of the Restoration Site in the Mud Creek subwatersheds MCR-04 and MCR-03-s by 0.1 ft to 0.6 ft (Table 5-1).

The simulation results for the existing conditions and partial ditch abandonment scenarios (Table 5-1) show peak water levels remain the same or decrease by up to 0.7 ft within upstream subwatersheds CD7-04, CD7-05, CD7-06, and MCR-05 through MCR-11 (Table 5-1). The modeled flooding extent for the 100-year event under existing conditions around the Restoration Site is shown on Figure 5 and similarly for the proposed partial ditch abandonment on Figure 6. The difference in flooding extent between existing conditions and proposed partial ditch abandonment conditions around the Restoration Site is shown on Figure 7.

All modeled peak water level increases are limited to subwatersheds which lie predominantly on the Restoration Site, as indicated by the suffix, "-s" with the exception of the subwatershed adjacent to the outlet (subwatershed CD7-02), which shows a 0.1 ft (1.2 inch) increase for the 100-year event (Table 5-1). The peak water level increase modeled in subwatershed CD7-02 is equivalent to the accuracy of the model and small enough that it would be difficult to measure on the land surface due to the natural undulations of the terrain, and therefore, would have no impact.

The reasons that the proposed partial ditch abandonment has no effect or a reduced flooding effect on upstream or adjacent properties are threefold:

- The partial ditch abandonment will lower the rate of runoff to CD7 (by removing channelized runoff) from about 195 acres of land (subwatersheds CD7-08-s, MCR-13-s through MCR-18-s), so the CD7 channel has more capacity to pass flows,
- The main stem of CD7 is not proposed to be altered, and
- The location of the abandoned ditch is over one-half mile downstream of and 4 ft lower than upstream properties.

Table 5-1 Simulated Peak Water Surface Elevations and Changes Modeled for Existing Conditions and Partial Ditch Abandonment Scenarios

Existing Conditions Subwatershed	Peak Water Surface Elevations for 2-year, 24-hour Event (ft)			Peak Water Surface Elevations for 10-year, 24-hour Event (ft)			Peak Water Surface Elevations for 100-year, 24-hour Event (ft)		
	Existing	Partial Ditch Abandonment	Change	Existing	Partial Ditch Abandonment	Change	Existing	Partial Ditch Abandonment	Change
CD7-02	981.6	981.6	0.0	982.0	982.0	0.0	984.7	984.8	0.1
CD7-03-s	984.2	984.6	0.4	985.7	986.1	0.4	988.0	988.1	0.1
CD7-04	988.7	988.0	-0.7	989.2	989.1	-0.1	990.1	990.1	0.0
CD7-05	1010.3	1010.3	0.0	1010.6	1010.6	0.0	1011.2	1011.2	0.0
CD7-06	1014.7	1014.7	0.0	1016.6	1016.6	0.0	1018.1	1018.1	0.0
CD7-07	983.5	983.5	0.0	984.0	984.0	0.0	984.7	984.7	0.0
CD7-08-s	984.3	984.6	0.3	986.3	986.4	0.1	988.0	988.1	0.1
MCR-03-s	985.0	984.4	-0.6	985.6	985.3	-0.3	986.9	986.6	-0.3
MCR-04	986.2	985.7	-0.5	986.9	986.7	-0.2	987.9	987.8	-0.1
MCR-05	988.7	988.1	-0.6	989.2	989.2	0.0	990.1	990.1	0.0
MCR-06	999.6	999.6	0.0	1001.2	1001.2	0.0	1002.3	1002.3	0.0
MCR-07	1007.6	1007.6	0.0	1009.4	1009.4	0.0	1010.2	1010.2	0.0
MCR-08	1016.6	1016.6	0.0	1017.2	1017.2	0.0	1018.4	1018.4	0.0
MCR-09	1003.4	1003.4	0.0	1003.7	1003.7	0.0	1004.3	1004.3	0.0
MCR-10	1021.5	1021.5	0.0	1022.7	1022.7	0.0	1023.1	1023.1	0.0
MCR-11	1000.0	1000.0	0.0	1000.4	1000.4	0.0	1000.8	1000.8	0.0
MCR-12	990.4	990.4	0.0	990.5	990.5	0.0	990.6	990.6	0.0
MCR-13-s	989.3	989.3	0.0	989.6	989.6	0.0	990.1	990.1	0.0
MCR-14-s	987.3	987.3	0.0	987.4	987.4	0.0	988.1	988.2	0.1
MCR-15-s	986.1	986.1	0.0	987.6	987.3	-0.3	988.7	988.5	-0.2
MCR-16	990.2	990.2	0.0	990.6	990.6	0.0	990.8	990.8	0.0
MCR-17	991.8	991.8	0.0	992.0	992.0	0.0	992.2	992.2	0.0
MCR-18-s	985.7	986.1	0.4	986.4	986.7	0.3	988.2	988.2	0.0
MCR-19-s	986.2	986.2	0.0	986.5	986.7	0.2	988.2	988.2	0.0
MCR-20-s	987.2	987.1	-0.1	987.2	987.2	0.0	988.2	988.2	0.0
MCR-22	998.7	998.7	0.0	999.7	999.7	0.0	1001.0	1001.0	0.0

5.2 Proposed Wetland Restoration

Removal of the 3,325 ft portion of the Lateral located within the Restoration Site, combined with filling by about three feet approximately one-quarter mile of private ditch along the western border of the site, lowering the dike in the northwest corner of the Restoration Site, raising the southern portion of the dike on the western side of the Restoration Site, and wetland restoration on the Restoration Site (Figure 4); will have no impact on properties within the modeled subwatersheds. The proposed wetland restoration will eliminate subsurface drainage and channelized runoff from the Restoration Site, thereby holding water on the land, allowing it to drain out slowly over a long period of time. The simulation results comparing the wetland restoration to existing conditions (Table 5-2) show no increase in peak water levels outside of the Property for the 100-year event and no appreciable increase in peak water levels for the more frequent storm events. The increases would not be appreciable because the increase in peak water level would largely be confined within the ditch banks and small enough that it would be difficult to accurately measure on the land surface due to the natural undulations of the terrain. All modeled peak water level increases for the 100-year storm event are limited to the Property.

5.2.1 North of the Property

The results for subwatershed CD7-04, located immediately north of the Restoration Site, show a decrease in peak water levels for the 10-year and 100-year events and an increase in peak water level of 0.2 ft for the 2-year event (Table 5-2). However, the peak water level for the 2-year event is largely contained within the CD7 ditch banks, so there would be no impact on land within the CD7-04 subwatershed.

The results for subwatershed MCR-05, located immediately northwest of the Restoration Site, show a decrease in peak water level of 0.7 ft for the 10-year event and a decrease of 0.6 ft for the 100-year event (Table 5-2). The peak water level in subwatershed MCR-05 is predicted to increase by 0.1 ft for the 2-year event, but that predicted water level rise is within the accuracy of the model and is small enough that it would be difficult to accurately measure due to the natural undulations of the terrain. Therefore, the proposed wetland restoration will have no impact on land within adjacent subwatershed MCR-05.

Subwatershed CD7-03-s is predominantly located within the Restoration Site, but approximately 38 acres of the subwatershed extend northward onto neighboring property. The modeled peak water levels in subwatershed CD7-03-s decrease by 0.2 ft to 0.7 ft from existing conditions to the proposed wetland restoration conditions. All of the other subwatersheds located farther upstream show no changes in peak water levels from existing conditions to the proposed wetland restoration conditions (Table 5-2 and Figure 3).

5.2.2 West of the Property

The adjacent properties located west of the Restoration Site generally show substantial reductions in peak water levels for all storm events (Table 5-2 and Figure 9), because the proposed wetland restoration plans to route runoff from nearly the entire Restoration Site through CD7 as was originally intended instead of discharging to private ditches that drain to Mud Creek. Peak water levels for the 100-year event in adjacent subwatersheds MCR-03-s and MCR-23 show decreases of 0.6 ft to 0.8 ft from existing conditions

to the proposed wetland restoration and even greater reductions during the more frequent events (Table 5-2). Under the proposed wetland restoration conditions, peak water levels within subwatershed MCR-04 are predicted to increase by 0.6 ft to 1.3 ft, but are entirely confined to the Property (Table 5-2 and Figure 9).

5.2.3 East of the Property

Subwatershed CD7-02 and CD7-07 are the only subwatersheds located east of the Property (Figure 4). Peak water levels are predicted to remain the same or decrease for all modeled storm events when compared to existing conditions (Table 5-2). Therefore, the proposed wetland restoration project will have no effect on properties located east of the Property.

5.2.4 South of the Property

Subwatersheds MCR-12, MCR-16, and MCR-17 are the only subwatersheds located south of the Property (Figure 4). Peak water levels are predicted to remain the same within those subwatersheds for all modeled storm events when compared to existing conditions (Table 5-2). Therefore, the proposed wetland restoration project will have no effect on properties located south of the Property.

There are five primary reasons why adjacent properties would not be affected by the proposed wetland restoration:

- The rate of runoff from the Restoration Site to CD7 will be lowered by eliminating channelized runoff so the CD7 channel has more capacity to pass flows
- The water storage capacity within the Restoration Site is increased by the proposed wetland restoration
- The main stem CD7 channel is not proposed to be altered
- The current dike along the north and west sides of the property will be lowered, allowing a broader flow path for floodwaters to move downstream
- The western private ditch will only be filled approximately three feet, allowing flood flows to pass through

Table 5-2 Simulated Peak Water Surface Elevations and Changes Modeled for Existing Conditions and Wetland Restoration Scenarios

Proposed Conditions Subwatershed	Existing Conditions Subwatershed	Peak Water Surface Elevations for 2-year, 24-hour Event (ft)			Peak Water Surface Elevations for 10-year, 24-hour Event (ft)			Peak Water Surface Elevations for 100-year, 24-hour Event (ft)		
		Existing	Wetland Restoration	Change	Existing	Wetland Restoration	Change	Existing	Wetland Restoration	Change
CD7-02	CD7-02	981.6	981.5	-0.1	982.0	981.9	-0.1	984.7	983.6	-1.1
CD7-03-s	CD7-03-s	984.5	983.8	-0.7	985.7	985.5	-0.2	988.0	987.3	-0.7
CD7-03-s	MCR-20-s	987.1	983.8	-3.3	987.2	985.5	-1.7	988.2	987.3	-0.9
CD7-04	CD7-04	988.0	988.2	0.2	989.2	988.4	-0.8	990.1	989.5	-0.6
CD7-05	CD7-05	1010.3	1010.3	0.0	1010.6	1010.6	0.0	1011.2	1011.2	0.0
CD7-06	CD7-06	1014.7	1014.7	0.0	1016.6	1016.6	0.0	1018.1	1018.1	0.0
CD7-07	CD7-07	983.5	983.5	0.0	984.0	984.0	0.0	984.7	984.4	-0.3
CD7-08-s	CD7-08-s	984.5	986.8	2.3	986.3	987.7	1.4	988.0	989.2	1.2
CD7-08-s	MCR-14-s	987.3	986.8	-0.5	987.4	987.7	0.3	988.1	989.2	1.1
CD7-08-s	MCR-15-s	986.1	986.8	0.7	987.6	987.7	0.1	988.7	989.2	0.5
CD7-08-s	MCR-18-s	985.5	986.8	1.3	986.4	987.7	1.3	988.2	989.2	1.0
CD7-08-s	MCR-19-s	986.2	986.8	0.6	986.5	987.7	1.2	988.2	989.2	1.0
MCR-03-s	MCR-03-s	984.8	983.6	-1.2	985.6	984.9	-0.7	986.9	986.1	-0.8
MCR-04	MCR-04	985.9	986.7	0.8	986.9	987.5	0.6	987.9	989.2	1.3
MCR-05	MCR-05	988.1	988.2	0.1	989.2	988.5	-0.7	990.1	989.5	-0.6
MCR-06	MCR-06	999.6	999.6	0.0	1001.2	1001.2	0.0	1002.3	1002.3	0.0
MCR-07	MCR-07	1007.6	1007.6	0.0	1009.4	1009.4	0.0	1010.2	1010.2	0.0
MCR-08	MCR-08	1016.6	1016.6	0.0	1017.2	1017.2	0.0	1018.4	1018.4	0.0
MCR-09	MCR-09	1003.4	1003.4	0.0	1003.7	1003.7	0.0	1004.3	1004.3	0.0
MCR-10	MCR-10	1021.5	1021.5	0.0	1022.7	1022.7	0.0	1023.1	1023.1	0.0
MCR-11	MCR-11	1000.0	1000.0	0.0	1000.4	1000.4	0.0	1000.8	1000.8	0.0
MCR-12	MCR-12	990.4	990.4	0.0	990.5	990.5	0.0	990.6	990.6	0.0
MCR-13-s	MCR-13-s	989.3	989.3	0.0	989.6	989.6	0.0	990.1	990.1	0.0
MCR-16	MCR-16	990.2	990.2	0.0	990.6	990.6	0.0	990.8	990.8	0.0
MCR-17	MCR-17	991.8	991.8	0.0	992.0	992.0	0.0	992.2	992.2	0.0
MCR-22	MCR-22	998.7	998.6	-0.1	999.7	999.7	0.0	1001.0	1001.0	0.0
MCR-23	MCR-04	985.9	984.8	-1.1	986.9	985.9	-1.0	987.9	987.3	-0.6

5.3 Proposed Wetland Restoration Outlet

Hydrologic modeling of the proposed wetland restoration was used to design the primary outlet spillway from the Restoration Site allowing discharge from the south part of the Restoration Site into the main stem of CD7 without causing erosion. The proposed spillway is located along the southwest side of the main stem of CD7 where the ditch turns easterly. The spillway is designed with a 20 ft wide bottom set at an overflow elevation of 987.0 ft MSL and 10 ft horizontal to 1 ft vertical sideslopes. The designed spillway results in a modeled flood elevation for the south half of the property (subwatershed CD7-08-s) for the 100-year event of 989.2 ft MSL (Table 5-2), which is more than two feet lower than Sod Road. Therefore, no flooding effects are expected to Sod Road. Neither the proposed ditch abandonment nor the proposed wetland restoration result in increased peak water levels within watersheds located south of the property (subwatersheds MCR-12, MCR-16, and MCR-17) with the design spillway (Tables 5-1 and 5-2). Finally, the proposed wetland restoration project will protect against overtopping of the west dike in the 100-year event by raising the dike adjacent to subwatershed CD7-08-s to elevation 991 ft MSL to provide nearly two feet of freeboard above the modeled peak water level of 989.2 ft MSL (Table 5-2).

6.0 References

- Horner, C.G., J.A. Dewitz, L. Yang, S. Jin, P. Danielson, G. Xian, J. Coulston, N.D. Herold, J.D. Wickham, and K. McGown. 2015. *Completion of the 2011 National Land Cover Database for the coterminous United States – Representing a decade of land cover change information*. *Photogrammetric Engineering and Remote Sensing*, vol. 81, no. 5, p. 345-354.
- James, W., L.E. Rossman, and W.R.C. James. 2010. *User's Guide to SWMM5, 13th Edition*. CHI Press Publication R242. November 2010. 905 pp.
- Johnson, P.A., R.H. McCuen, and R.M. Ragan. 1996. *Highway Hydrology*. Series 2, Vol. 1. Federal Highway Administration, FHWA-SA-96-067. Washington, D.C.
- Kalyanapu, A.J., S.J. Burian, and T.N. McPherson. 2009. *Effect of land use-based surface roughness on hydrologic model output*. *Journal of Spatial Hydrology*, 9:2, pp 51-71.
- Natural Resources Conservation Service. 2015. *National Engineering Handbook Part 650, Engineering Field Handbook, Minnesota Supplement*. Natural Resources Conservation Service. February 2015.
- Perica, D. Martin, S. Pavlovic, I. Roy, M. St. Laurent, C. Trypaluk, D. Unruh, M. Yekta, and G. Bonnin. 2013. *NOAA Atlas 14: Precipitation-Frequency Atlas of the United States, Volume 8, Version 2, Midwestern States*. U.S. Department of Commerce, National Oceanic and Atmospheric Administration, National Weather Service, Silver Spring, MD.

Figures

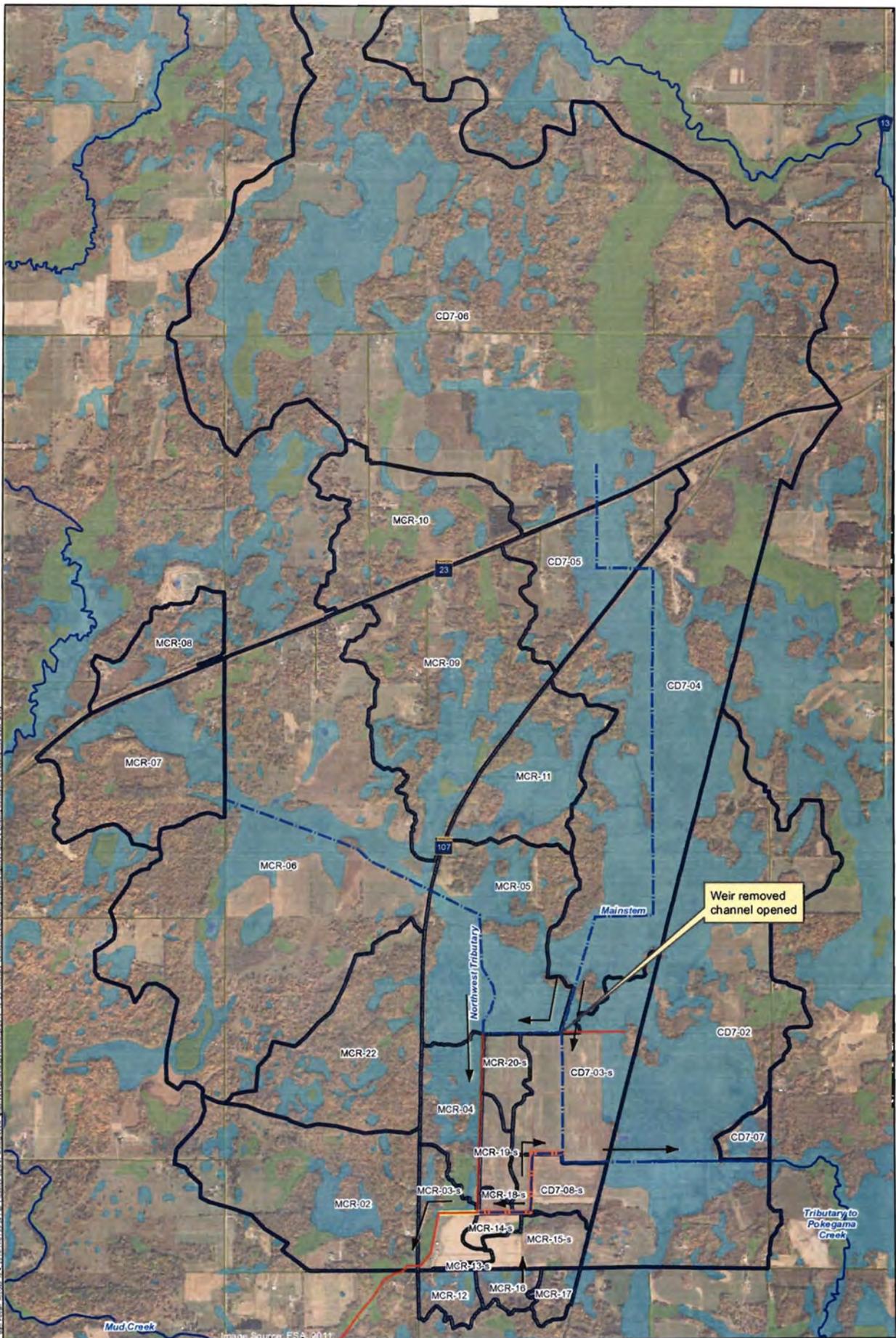


Figure 2
EXISTING CONDITIONS MODELING
Pine County, MN

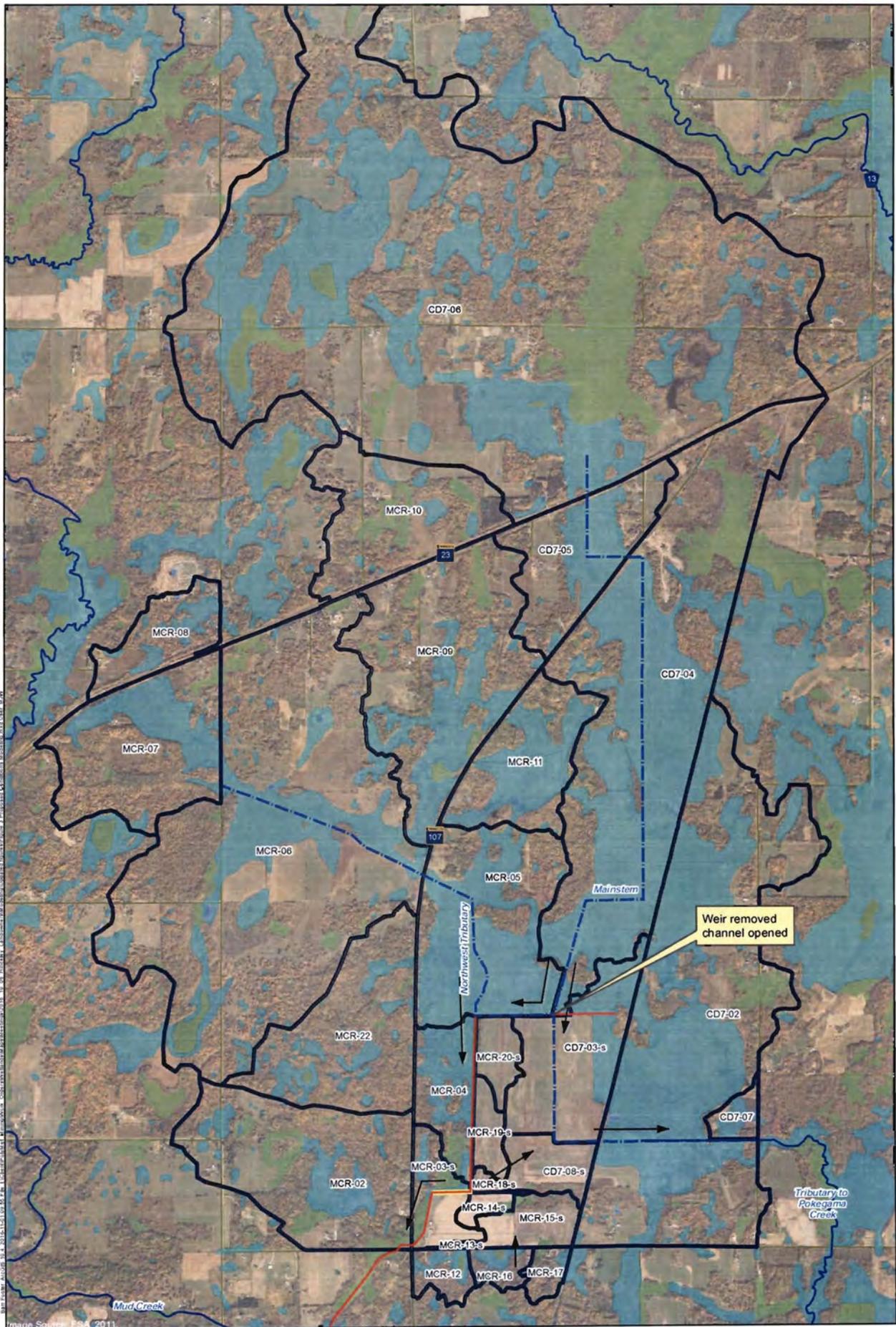


Image Source: ESRI © 2011

Legend

- Flow Direction
- Public Water Inventory Watercourses
- Ditches
 - County Ditch No. 7 (CD7)
 - Private Ditch
 - Extent of CD7 Lateral per County Survey (9/30/2016)

Existing Watershed

Wetlands (National Wetlands Inventory)

- Freshwater Emergent Wetland
- Freshwater Forested/Shrub Wetland
- Freshwater Pond
- Riverine

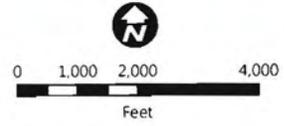


Figure 3
PROPOSED CONDITIONS MODELING
DITCH ABANDONMENT
Pine County, MN

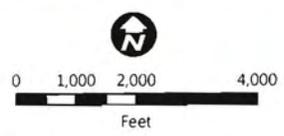
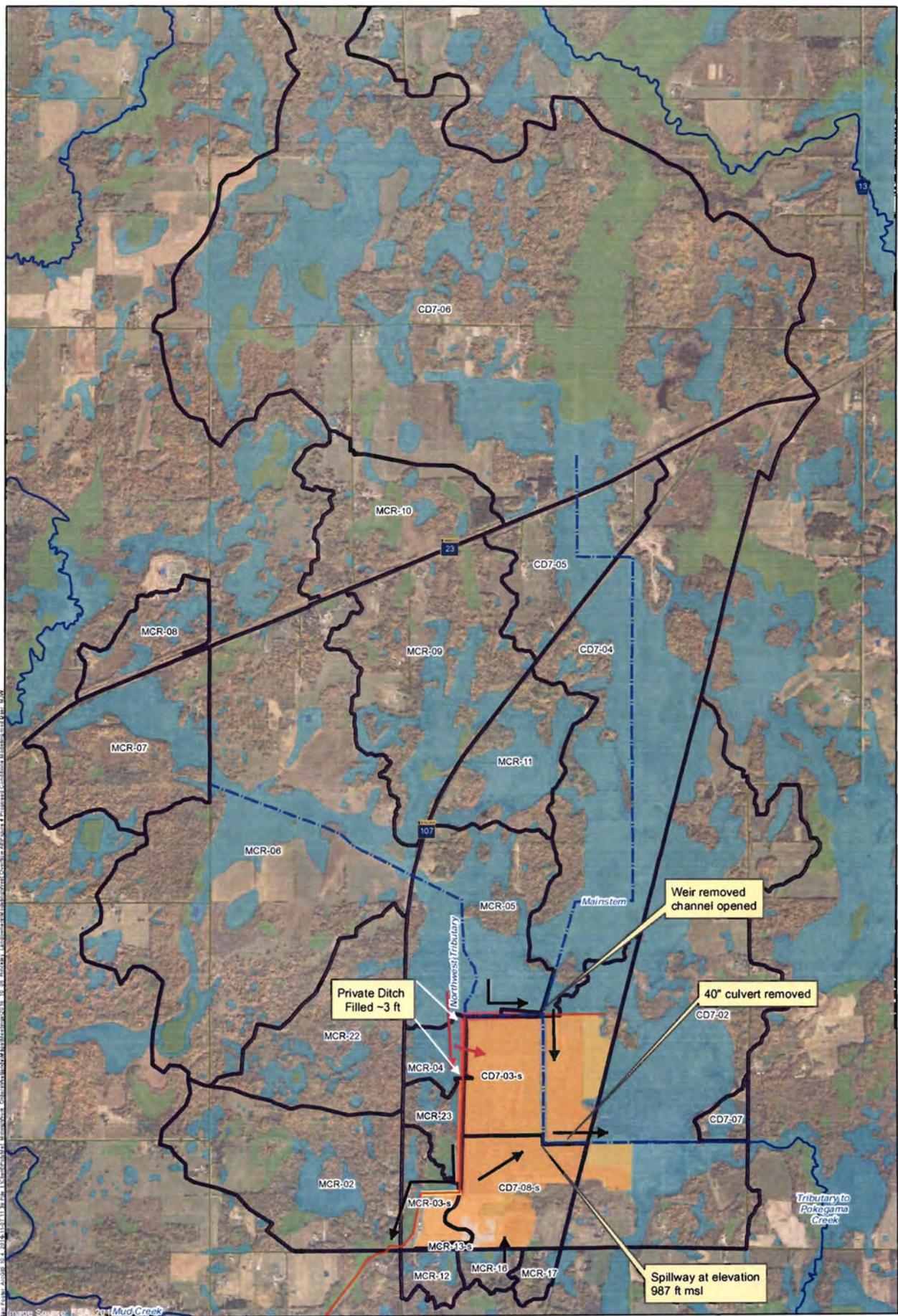
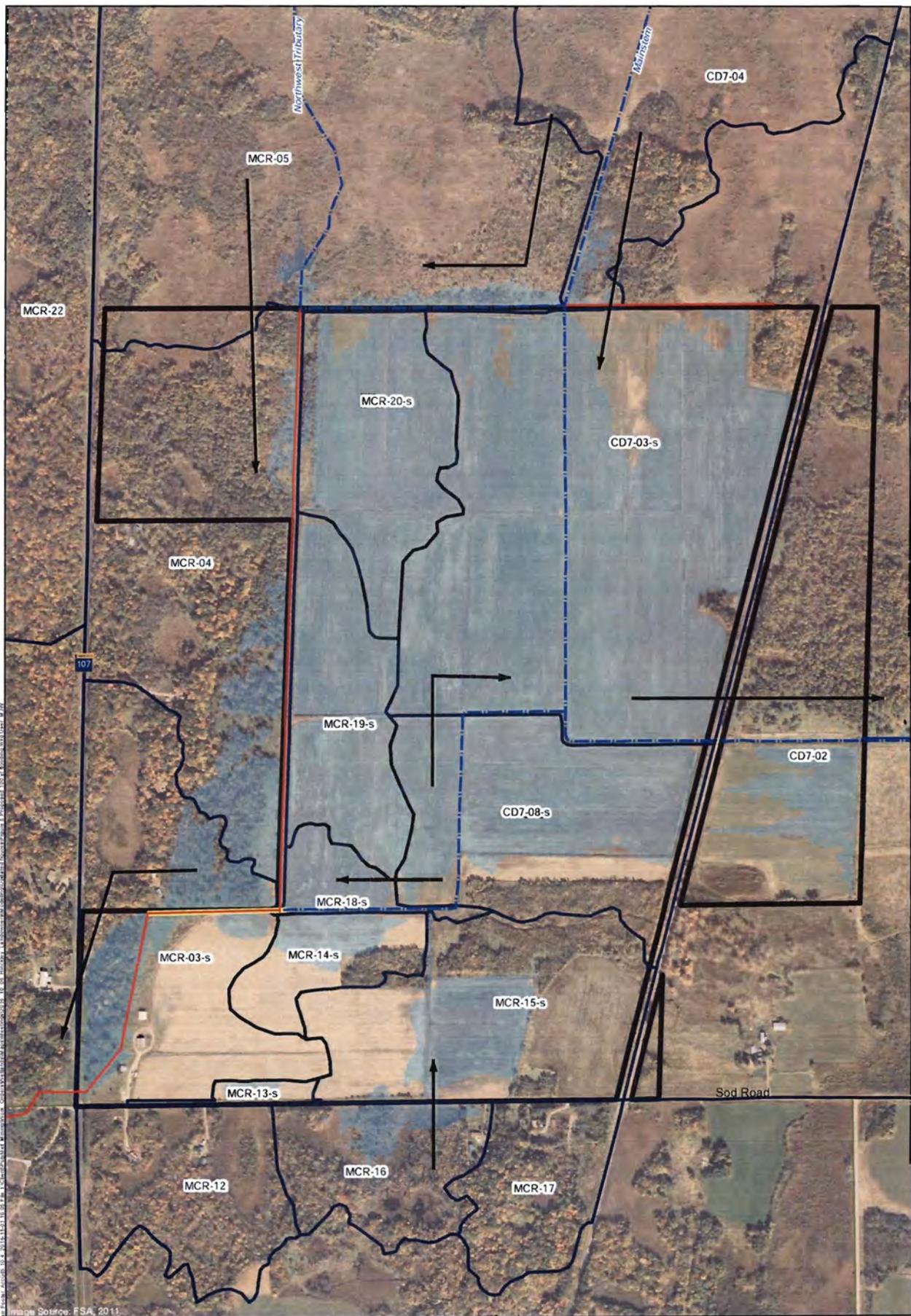


Figure 4
PROPOSED CONDITIONS MODELING
WETLAND RESTORATION
Pine County, MN



Legend

- ➔ Flow Direction
- ▭ Existing Watersheds
- Ditches
- Public Water Inventory Watercourses
- County Ditch No. 7 (CD7)
- Private Ditch
- Extent of CD7 Lateral per County Survey (9/30/2016)
- Property Boundary
- 100-yr Existing Conditions Flooding Extent

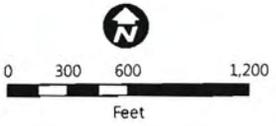
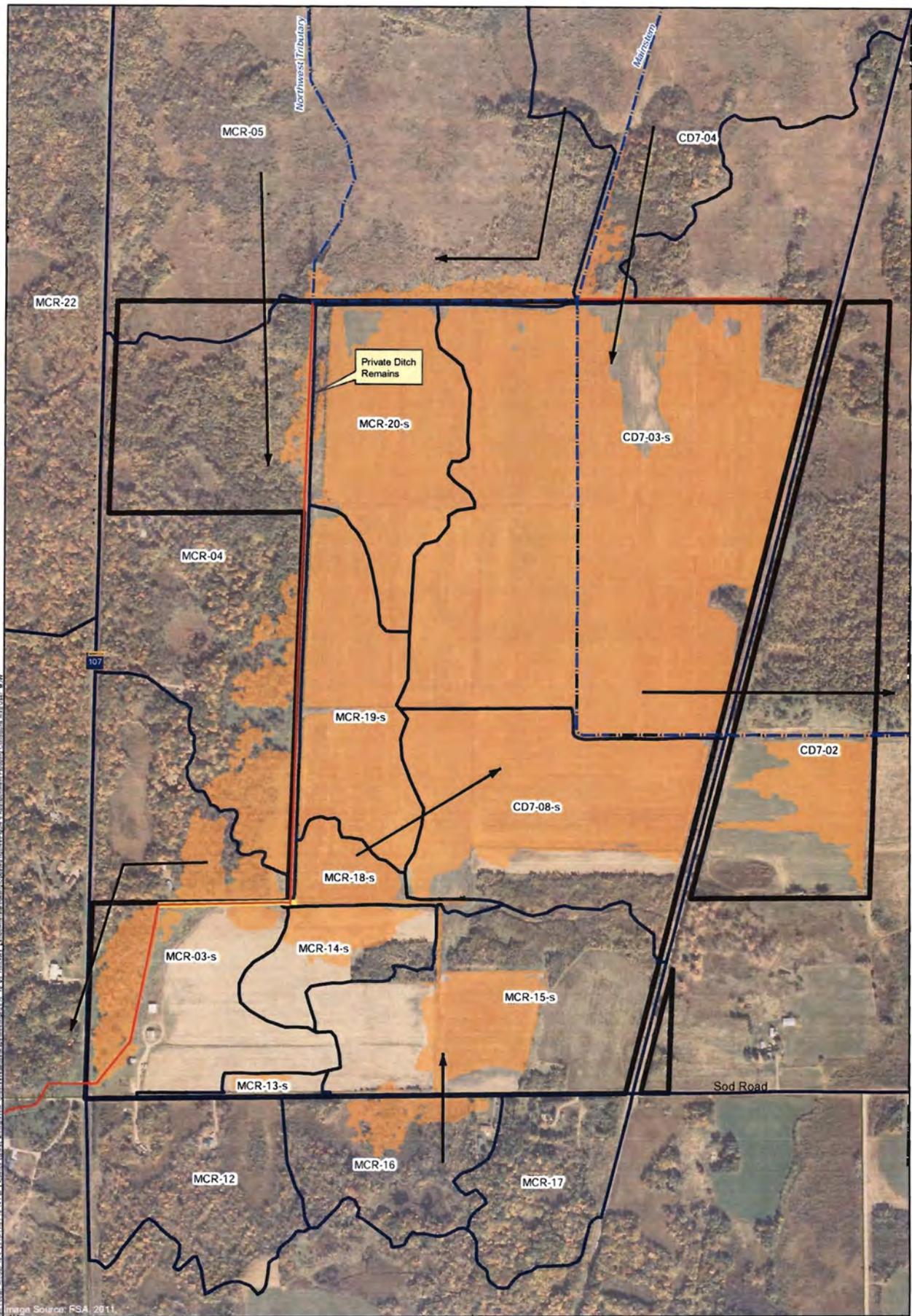


Figure 5
100-YEAR FLOODING EXTENT
EXISTING CONDITIONS
Pine County, MN



Legend

- Flow Direction
- Existing Watersheds
- Ditches
- County Ditch No. 7 (CD7)
- Private Ditch
- Extent of CD7 Lateral per County Survey (9/30/2016)
- Public Water Inventory Watercourses
- Property Boundary
- 100-year Abandonment Flooding Extent

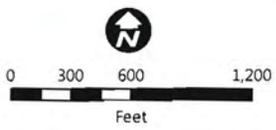


Figure 6
 100-YEAR FLOODING EXTENT
 DITCH ABANDONMENT
 CONDITIONS
 Pine County, MN

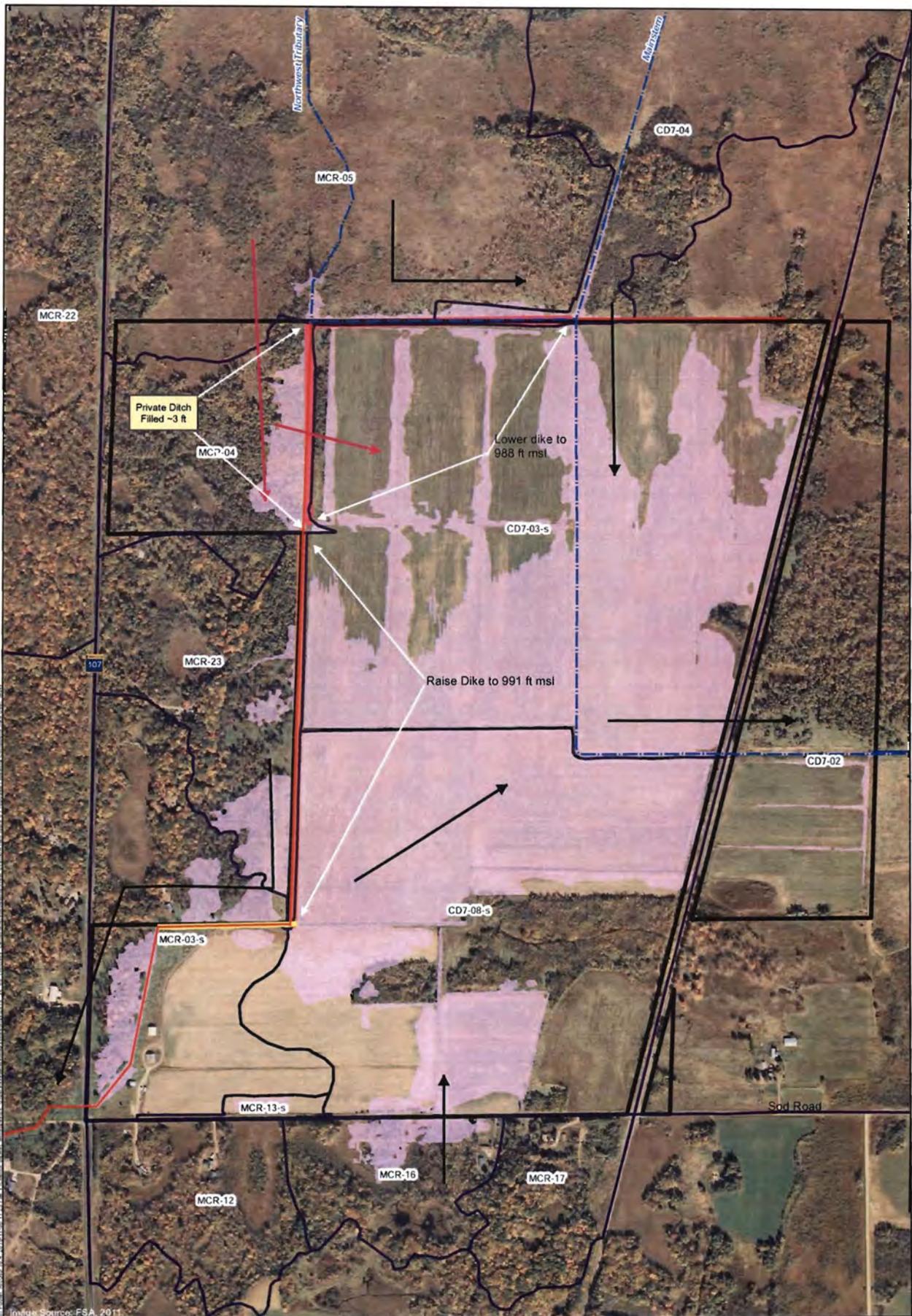


Image Source: FSA, 2011

- Legend**
- Public Water Inventory Watercourses
 - Flow Direction
 - Overflow
 - Primary
 - Ditches
 - County Ditch No. 7 (CD7)
 - Private Ditch
 - Extent of CD7 Lateral per County Survey (9/30/2016)
 - ▭ Proposed Watersheds
 - ▭ Property Boundary
 - Dike Lowered to 988 ft msl
 - Dike Raised to 991 ft msl
 - 100-year Wetland Restoration Flooding Extent

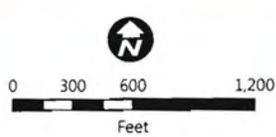


Figure 8
100-YEAR FLOODING EXTENT
PROPOSED WETLAND
RESTORATION CONDITIONS
Pine County, MN

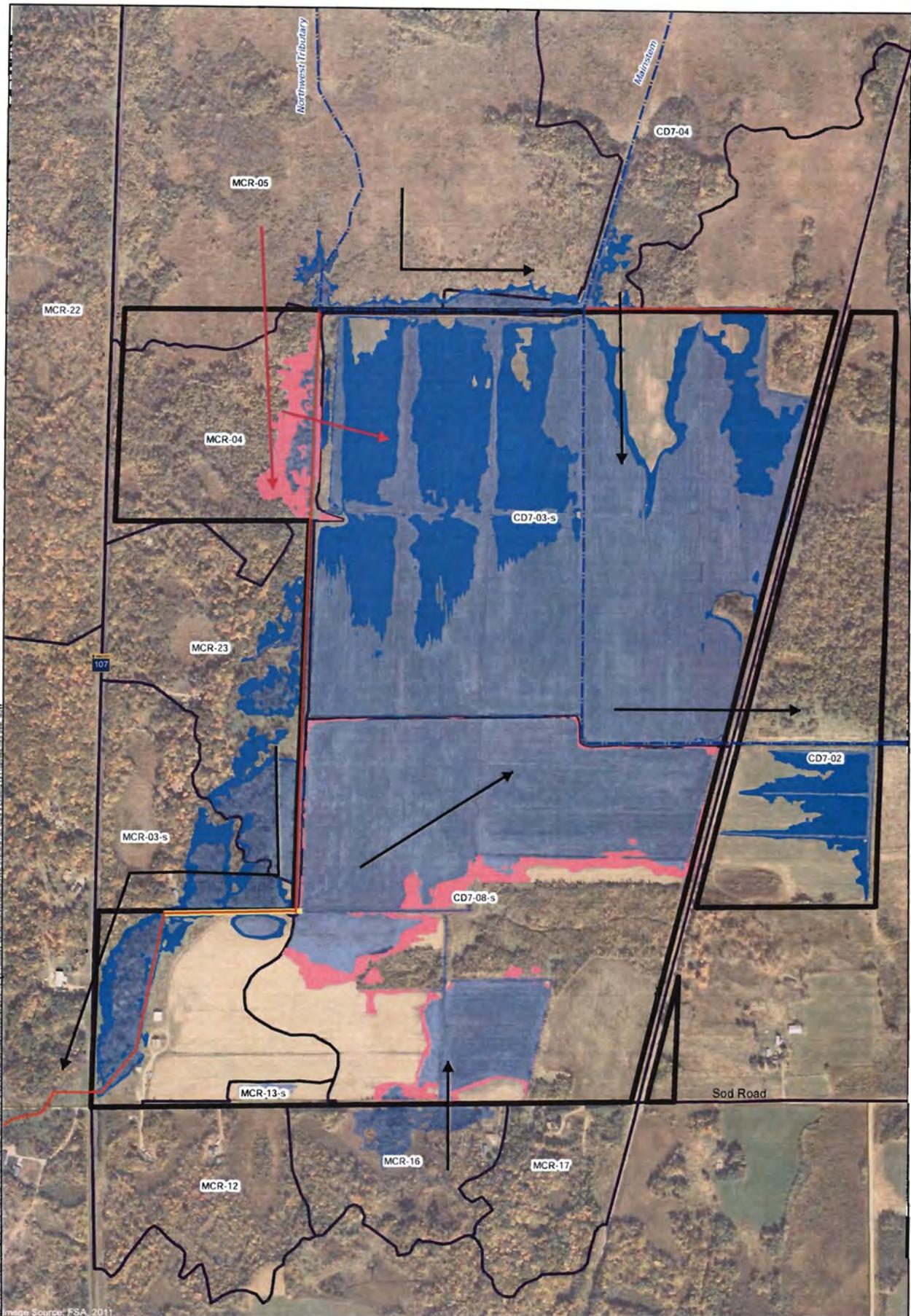


Image Source: FSA, 2011

Flow Direction
 - Overflow (red arrow)
 - Primary (black arrow)
 - Public Water Inventory Watercourses (blue line)
 - Property Boundaries (black line)
 - Ditches (black line)
 - County Ditch No. 7 (CD7) (dashed blue line)
 - Private Ditch (red line)
 - Extent of CD7 Lateral per County Survey (9/30/2016) (yellow line)

Proposed Watersheds (black outline)
 100-year Flooding Extent (blue shading)
 Increased Flooding with Wetland Restoration (pink shading)
 Decreased Flooding with Wetland Restoration (light blue shading)
 Common Flooding between Existing Conditions and Wetland Restoration (red shading)

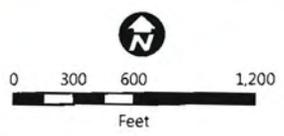


Figure 9
 100-YEAR FLOODING EXTENT
 EXISTING VS. WETLAND RESTORATION
 Pine County, MN

MINUTES
of
Joint Meeting Between the
Pine County Facilities Committee
And
Pine City City Council
Wednesday, November 2, 2016, 9:00 a.m.
Pine Government Center
Pine City, Minnesota

Facility Committee Members present: Commissioner Matt Ludwig, Commissioner Josh Mohr

City Council Members Present: Carl Pederson, Paul Miller, Steve Ovick, Brian Scholin, Mary Kay Sloan

Others present: City Administrator Ken Cammilleri, County Engineer Mark LeBrun, Lead Maintenance Worker Pete Umbreit, County Administrator David Minke

Mayor Pederson called the meeting to order at 9:00 a.m.

The parties discussed the City's lease of the Pine Government Center.

With no further business, the meeting adjourned at 10:30 a.m.

PINE COUNTY PERSONNEL COMMITTEE
Minutes
November 8, 2016 9:00 am
Commissioners' Conference Room, Pine County Courthouse
Pine City, Minnesota

Members Present: Commissioner Chaffee, Commissioner Ludwig

Others Present: County Administrator David Minke, Land Services Director Kelly Schroeder, HHS Director Becky Foss, Public Works Director/County Engineer Mark LeBrun, County Sheriff Jeff Nelson, Jail Administrator Rodney Williamson, County Attorney Reese Frederickson, Human Resources Manager Connie Mikrot

- A. Meeting was called to order at 9:00am.
- B. Motion made by Commissioner Ludwig to approve the Minutes from the October 11, 2016 Personnel Meeting. Second by Commissioner Chaffee. Motion passed 2-0.
- C. County Administrator David Minke requested addition of agenda items 1b., 2c., and 4b and corrections to items 5b, c, and d.

Motion made by Commissioner Ludwig to approve November 8, 2016 agenda as amended. Second by Commissioner Chaffee. Motion passed 2-0.

1. Land Services

- a. Motion made by Commissioner Chaffee to acknowledge the resignation of part-time temporary Watercraft Inspectors Ron Craig, David Russell, Robert Sunstrom, and Jeremiah White effective October 2, 2016. Second by Commissioner Ludwig. Motion passed 2-0.
- b. Motion made by Commissioner Ludwig to recommend proposed increase per diem paid to Planning Commissioners, Board of Adjustment members, and Comprehensive Plan Steering Committee members to \$75.00 per diem plus mileage and to eliminate the \$25.00 per site visit effective January 1, 2017. This recommendation will be brought to the December 20, 2016 board meeting. Second by Commissioner Chaffee. Motion passed 2-0.

2. HHS

- a. Motion made by Commissioner Chaffee to acknowledge the retirement of full-time Social Worker Marlys Mestemacher effective January 13, 2017. Second by Commissioner Ludwig. Motion passed 2-0.

Motion made by Commissioner Ludwig to backfill the position of full-time Social Worker in time to allow new hire to train with incumbent Marlys Mestemacher. Second by Commissioner Chaffee. Motion passed 2-0.

- b. Motion made by Commissioner Ludwig to withdraw proposed reclassification proposal Memorandum of Agreement for HHS Fiscal Officer and requested Human Resources Manager Connie Mikrot review the position with the county's current grade system and

bring a recommendation for the position to the December 2016 Personnel Committee meeting. Second by Commissioner Chaffee. Motion passed 2-0.

- c. Motion made by Commissioner Chaffee to acknowledge the resignation of full-time Public Health Nurse Karen Engh effective November 18, 2016 and authorize backfill. Second by Commissioner Ludwig. Motion passed 2-0.

3. Public Works

- a. Motion made by Commissioner Ludwig to recommend promotion of Pete Umbreit to Building Maintenance Supervisor at Grade 41 with an annual salary of \$49,832.28 effective November 14, 2016. Second by Commissioner Chaffee. Motion passed 2-0.

4. PCSO

- a. Motion made by Commissioner Chaffee to approve salary increase for Office Manager Denise Baran to \$47,476 effective December 1, 2016 to make the position compliant with the Department of Labor (DOL) rule change to the Fair Labor Standards Act (FLSA) exempt status. Second by Commissioner Ludwig. Motion passed 2-0.
- b. Motion made by Commissioner Chaffee to acknowledge the resignation of part-time Corrections Officer Jessica Ninefeldt effective November 4, 2016 and authorize backfill. Second by Commissioner Ludwig. Motion passed 2-0.

5. Administration

- a. Motion made by Commissioner Ludwig to reclassify the Administrative Assistant/Administration Office position from B22 to Office Manager/Administration at Grade B24. Second by Commissioner Chaffee. Motion passed 2-0.
- b. Motion made by Commissioner Ludwig to change Section 7: PTO of the County Policy Manual to accept proposed PTO accrual changes for exempt and non-exempt employees. Second by Commissioner Chaffee. Motion passed 2-0.
- c. Motion by Commissioner Ludwig to recommend proposed 2017 salaries for elected official Department Heads at December 20, 2016 board meeting. Second by Commissioner Chaffee. Motion passed 2-0.
- d. Consensus of the committee to keep Commissioner salary at \$21, 844, per diem per meeting at \$100 and mileage reimbursement to follow federal IRS rate for 2017. This recommendation will be brought to the December 20, 2016 board meeting.
- e. Consensus of the committee to recommend a non-union cost of living increase of 1.5% and a market adjustment increase of 1.5% for 2017. This recommendation will be brought to the December 20, 2016 board meeting.

- f. Consensus of the committee to recommend the following County Contributions for non-union employees for 2017:

Plan Type	Monthly Premium Contribution	Monthly VEBA or HSA Savings Contribution
CMM 1000 Single	\$ 672.50	NA
CMM 1000 Family	\$ 1,328.15	NA
CMM 1500 Single	\$ 615.50	NA
CMM 1500 Family	\$ 1,328.15	NA
VEBA Single	\$ 577.75	\$ 106.25
VEBA Family	\$ 1,115.65	\$ 212.50
H.S.A. Single	\$ 577.00	\$ 107.00
H.S.A. Family	\$ 1,328.15	\$ -

This recommendation will be brought to the December 20, 2016 board meeting.

6. Other
 a. None
7. Meeting was adjourned at 10:10 am.

PTO - showing changes

7. PAID TIME OFF (P.T.O.)

7.0 Paid Time Off (PTO) shall be granted to all benefit eligible employees. Accrual Schedules show amounts as shown are for full-time (40-hour per week) employees and will must be pro-rated for benefit-eligible employees less than 40 hours per week. PTO shall accrue beginning with the first month of employment.

7.0

a. PTOPaid Time Off Accrual For FLSA Exempt Employees(C51 thru E83)

Date of hire through Year 4 month	<u>240 hours per year</u> 2.50 days per month
Start of Year 5 through Year 9 month	<u>264 hours per year</u> 2.75 days per month
Start of Year 10 through Year 14 month	<u>288 hours per year</u> 3.00 days per month
Start of 15 through Year 19 month	<u>312 hours per year</u> 3.25 days per month
Start of Year 20 and beyond month	<u>336 hours per year</u> 3.50 days per month

(Maximum PTO accrual amount shall not exceed 80 days/640 hours)

b. PTOPaid Time Off Accrual For FLSA CoveredNon-Exempt Employees (A13 thru C43)

Date of hire through Year 4 month	<u>192 hours per year</u> 2.00 days per month
Start of Year 5 through Year 9 month	<u>216 hours per year</u> 2.25 days per month
Start of Year 10 through Year 14 month	<u>240 hours per year</u> 2.50 days per month
Start of 15 through Year 19 month	<u>264 hours per year</u> 2.75 days per month
Start of Year 20 and beyond month	<u>288 hours per year</u> 3.00 days per month

(Maximum PTO accrual amount shall not exceed 80 days/640 hours)

Formatted: Outline numbered + Level: 1 +
Numbering Style: 1, 2, 3, ... + Start at: 7 +
Alignment: Left + Aligned at: 0" + Tab after:
0.5" + Indent at: 0.5"

7.1 Anniversary Date

All increases in PTO are based on the employee's anniversary date of original employment during a period of continuous employment.

7.2 Availability of Paid Time Off

Hours accrued per year shall be divided equally among the regular pay periods in the year. PTO is earned and credited each month (at the 1st pay period of every month). PTO is available for use as it is earned.

7.3 Maximum Accrual

Board Approved/Adopted 12-20-05, 10-2-07, 7-1-08, 4-21-09, 4-19-11, 1-21-14, 1-19-16
Effective 1-1-06, 1-1-08, 7-1-08, 4-21-09, 4-19-11, 1-19-16
Amended 10-2-07, 11-20-07, 7-1-08, 4-21-09, 4-19-11, 1-19-16

~~Maximum accrual per employee is 640 hours. Employees shall not accrue more than six hundred forty (640) hrs into his/her PTO account. Hours earned in excess of six hundred forty (640)hours shall automatically be forfeited.~~

7.4 Existing Sick Leave Balances

- a. Existing Sick leave may be used for personal illness, legal quarantine, injury, or death/illness in the immediate family. Immediate family shall be defined as the employee's/employee's spouse's children, parents, grandparents, siblings, or any member of the employee's household.
- b. Upon termination with the County, employees shall not be paid for hours in their sick leave accounts.

7.5 Personal Days

All Full-time non-union employee's will receive 5 Personal Days on January 1st of each year. Personal Days must be used by December 1st or unused days will be deposited into a Health Care Savings ~~Account Plan (HCSP)~~ administered by the Minnesota State Retirement System to be used following separation of County service.

Part-time employees will not be entitled to Personal Days.

7.6 Requesting/Scheduling Paid Time Off

~~Employees shall complete the form entitled "Request for Paid Time Off" and route it to their supervisor for approval of scheduling the day off. (This form will only need to be filled out if the employee is anticipating being off for more than 3 days). Upon approval, the employee shall document their use of PTO on their timesheet. Department heads shall establish department work rules for requesting and scheduling PTO. PTO may not be used to extend an employees termination date nor may it be used on an employees final day of County employment. Scheduling of PTO will be determined per departmental policy or practice.~~

7.7 Payment for Unused PTO

The County will pay up to six hundred forty (640) hours of unused PTO to all non-union employee's at the employee's then current level of compensation upon death of an employee to the employee's estate or designated beneficiary. Up to six hundred forty (640) hrs of PTO at time of resignation or retirement shall be paid 50% as cash and 50% deposited into a ~~Health Care Savings Account (HCSP)~~ administered by the Minnesota State Retirement System as a severance to be used following separation of County service. PTO may not be used to extend an employee's termination date nor may it be used on an employee's final day of County employment.

7.8 PTO Cashout

~~FLSA exempt staff graded C41 and above have the ability to cash out available PTO hours. The above mentioned staff, with a minimum accrued PTO of three~~

Board Approved/Adopted 12-20-05, 10-2-07, 7-1-08, 4-21-09, 4-19-11, 1-21-14, 1-19-16
Effective 1-1-06, 1-1-08, 7-1-08, 4-21-09, 4-19-11, 1-19-16
Amended 10-2-07, 11-20-07, 7-1-08, 4-21-09, 4-19-11, 1-19-16

~~hundred twenty~~ (320) hours may cash out eighty (80) hours of PTO in conjunction with using eighty (80) hours of PTO within the current year. PTO must be used in 40 hour consecutive increments or 80 consecutive hours for a total of 80 PTO hours to qualify for the cash-out. Holiday pay cannot be used towards the PTO total. An employee may not cash out more than 80 hours in a calendar year. In lieu of this 80 hour cash out, FLSA exempt employees may opt to cash out under the following provision.

All ~~e~~Employees will be allowed to cash out or move into their ~~Health Care Savings Plan (HCSP)~~ up to 40 hours (1 week) one (1) time per year. If the Cadillac Tax triggered by placing the value of the cash out into HCSP, then the proceeds shall be paid as income to the employee.

Cash-out forms can be obtained from payroll. The form must be submitted no later than seven (7) working days prior to the end of the 80 hour PTO usage. The PTO cash out will be paid the first pay date following the end of the 80 hours of PTO usage.

Formatted: Font: Not Bold, No underline

Board Approved/Adopted 12-20-05, 10-2-07, 7-1-08, 4-21-09, 4-19-11, 1-21-14, 1-19-16
Effective 1-1-06, 1-1-08, 7-1-08, 4-21-09, 4-19-11, 1-19-16
Amended 10-2-07, 11-20-07, 7-1-08, 4-21-09, 4-19-11, 1-19-16

PTO - proposed
final draft

7. PAID TIME OFF (P.T.O.)

7.0 Paid Time Off (PTO) shall be granted to all benefit eligible employees. Accrual schedules show amounts for full-time (40-hour per week) employees and will be pro-rated for benefit-eligible employees less than 40 hours per week.

a. **PTO Accrual For FLSA Exempt Employees**

Date of hire through Year 4	240 hours per year
Start of Year 5 through Year 9	264 hours per year
Start of Year 10 through Year 14	288 hours per year
Start of 15 through Year 19	312 hours per year
Start of Year 20 and beyond	336 hours per year

b. **PTO Accrual For FLSA Non-Exempt Employees**

Date of hire through Year 4	192 hours per year
Start of Year 5 through Year 9	216 hours per year
Start of Year 10 through Year 14	240 hours per year
Start of 15 through Year 19	264 hours per year
Start of Year 20 and beyond	288 hours per year

7.1 **Anniversary Date**

Increases in PTO are based on the employee's anniversary date of original employment during a period of continuous employment.

7.2 **Availability of Paid Time Off**

Hours accrued per year shall be divided equally among the regular pay periods in the year. PTO is available for use as it is earned.

7.3 **Maximum Accrual**

Maximum accrual per employee is 640 hours. Hours earned in excess of 640 hours shall automatically be forfeited.

7.4 **Existing Sick Leave Balances**

- a. Existing Sick leave may be used for personal illness, legal quarantine, injury, or death/illness in the immediate family. Immediate family shall be defined as the employee's/employee's spouse's children, parents, grandparents, siblings, or any member of the employee's household.
- b. Upon termination with the County, employees shall not be paid for hours in their sick leave accounts.

7.5 **Personal Days**

All Full-time non-union employees will receive 5 Personal Days on January 1st of each year. Personal Days must be used by December 1st or unused days will be deposited into a Health Care Savings Plan (HCSP) administered by the Minnesota State Retirement System to be used following separation of County service.

Part-time employees will not be entitled to Personal Days.

Board Approved/Adopted 12-20-05, 10-2-07, 7-1-08, 4-21-09, 4-19-11, 1-21-14, 1-19-16
Effective 1-1-06, 1-1-08, 7-1-08, 4-21-09, 4-19-11, 1-19-16
Amended 10-2-07, 11-20-07, 7-1-08, 4-21-09, 4-19-11, 1-19-16

7.6 Requesting/Scheduling Paid Time Off

Department heads shall establish department work rules for requesting and scheduling PTO.

7.7 Payment for Unused PTO

The County will pay up to six hundred forty (640) hours of unused PTO to all non-union employees at the employee's then current level of compensation upon death of an employee to the employee's estate or designated beneficiary. Up to six hundred forty (640) hrs of PTO at time of resignation or retirement shall be paid 50% as cash and 50% deposited into a HCSP administered by the Minnesota State Retirement System as a severance to be used following separation of County service. PTO may not be used to extend an employee's termination date nor may it be used on an employee's final day of County employment.

7.8 PTO Cashout

FLSA exempt staff with a minimum accrued PTO of 320 hours may cash out eighty (80) hours of PTO in conjunction with using eighty (80) hours of PTO within the current year. PTO must be used in 40 hour consecutive increments or 80 consecutive hours for a total of 80 PTO hours to qualify for the cash-out. Holiday pay cannot be used towards the PTO total. An employee may not cash out more than 80 hours in a calendar year. In lieu of this 80 hour cash out, FLSA exempt employees may opt to cash out under the following provision.

All employees will be allowed to cash out or move into their HCSP up to 40 hours (1 week) one (1) time per year. If the Cadillac Tax triggered by placing the value of the cash out into HCSP, then the proceeds shall be paid as income to the employee.

Cash-out forms can be obtained from payroll. The form must be submitted no later than seven (7) working days prior to the end of the 80 hour PTO usage. The PTO cash out will be paid the first pay date following the end of the 80 hours of PTO usage.

Resolution # 2016-YY
Resolution Setting Salaries for Elected Officials

WHEREAS, Minnesota Statutes §384.151, Subd. 1, §385.373, Subd. 1, §387.20, Subd. 2, and §388.18, Subd. 2 set criteria for salaries for the elected offices of County Auditor, Treasurer, Sheriff and Attorney, respectively.

NOW, THEREFORE BE IT RESOLVED that the salary for the terms beginning January 1, 2017 be set for the offices of Pine County Auditor-Treasurer, Sheriff and Attorney, and set as follows:

County Auditor-Treasurer	\$ 90,900.00
County Sheriff	\$ 94,800.00
County Attorney	\$ 102,000.00

Attest:

Curtis H. Rossow, Chair
Pine County Board of Commissioners

David J. Minke, County Administrator
Clerk to the County Board

Resolution #2016-XX
**RESOLUTION ESTABLISHING COUNTY COMMISSIONER COMPENSATION,
PER DIEMS, AND MILEAGE REIMBURSEMENT FOR 2017**

WHEREAS, M.S. §375.055 and §375.06 set forth the authorization for compensation of Minnesota County Commissioners; and

WHEREAS, Pine County Commissioners are eligible to receive per diem payments in accordance with the above referenced statutes.;

NOW, THEREFORE, BE IT RESOLVED that an annual salary shall be paid to each Pine County Commissioner;

BE IT FURTHER RESOLVED that Commissioners may receive payment of per diem (only one per diem per day) for meetings for county or committee meetings;

BE IT FURTHER RESOLVED that Commissioners may be allowed and paid for actual and necessary traveling expenses incurred while attending meetings of the County Board and;

BE IT FURTHER RESOLVED that the following be deemed eligible for per diem reimbursement:

- Regular, Special or Emergency County Board Meetings
- Committee Meetings
- Meetings as directed by the Board or the Board Chair
- Association of Minnesota County Meetings
- All other meetings that meet requirements of MN Statute §375.055.

The Board of Equalization and Canvassing Board meetings are ineligible for per diem reimbursement. A Commissioner shall not be entitled to county per diem, mileage, or other expenses if the committee to which they have been appointed has paid the expense.

The salary for County Commissioners for 2017 is \$21,844.

The per diem rate per meeting for 2017 is \$100.

The Commissioner and Employee mileage reimbursement rate for 2017 is to follow the federal IRS rate for business mileage.

Attest:

Curtis H. Rossow, Chair
Pine County Board of Commissioners

David J. Minke, County Administrator
Clerk to the County Board