



**AGENDA**  
**PINE COUNTY BOARD MEETING**

- District 1    Commissioner Hallan (Vice-Chair)
- District 2    Commissioner Pangerl
- District 3    Commissioner Chaffee (Chair)
- District 4    Commissioner Rossow
- District 5    Commissioner Carlson

**Tuesday, September 4, 2012    10:00 a.m. Pine County Courthouse, Pine City, MN**

- A) Call meeting to order
- B) Pledge of Allegiance
- C) Public Forum
- D) Approve Agenda
- E) Approve Minutes of August 21, 2012 Board Meeting
- F) Approve Consent Agenda

**\*\*\*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.

**Auditor/Treasurer**

1. Approve August 2012 Disbursements (attached)
2. Application for Abatement:
  - a. Jacqueline Johnson 8395 Seymour Lane, Willow River, PID 17.5057.000, pay 2012
  - b. Terri Stadin, 5313 Sawmill Road, Kerrick, PID 41.0019.000, pay 2010-2012

## Training Requests

In accordance with Pine County Personnel Policy 12.4, Travel Requests and Approvals, the following training requests are included on the consent agenda.

### Assessor

1. Authorize County Assessor, Kelly Schroeder, to attend:
  - a. the International Association of Assessing Officers (IAAO) Course 400, Assessment Administration, October 15-19, 2012 at the Best Western-Kelly Inn, Plymouth, MN. The course cost and reference materials are covered by a scholarship awarded through the IAAO.
  - b. the Minnesota Association of Assessing Officers Fall Conference, September 23-26, 2012 at Breezy Point. Conference cost is \$275.00 (includes 8 meals), lodging three nights \$317.43; total cost is \$592.43.
2. Authorize Property Appraiser, Karen Stumne, to attend the Minnesota Association of Assessing Officers Property Valuation Course, October 31 – November 1, 2012 at the Stearns County Highway Building, Waite Park, MN. The course cost is \$150.00.

### Public Works

1. Authorize Shawn Linnell and Ed Eiffler to attend MN Fall Maintenance Expo, October 3-4, 2012 at St. Cloud Public Works facility. Registration is \$65.00 for both.
2. Authorize County Engineer, Mark LeBrun, to attend 2012 Minnesota Toward Zero Deaths Conference, October 22-23, 2012, Bloomington, MN. Total cost, which includes registration and hotel lodging, is \$301.00.
3. Authorize Ed Eiffler, Terry Clementson and Derek Johnson to attend Mandatory Commercial Vehicle Inspector Re-Certification on October 12, 2012 at Lake Superior College, Duluth, MN. Cost for each registrant is \$90.00; total cost is \$270.00.

### Administrator

1. Authorize County Administrator, David Minke, to attend the Minnesota Association of County Administrators (MACA)/Minnesota Counties Human Resource Managers Association (MCHRMA) Fall Conference, October 3-5, 2012 at Ruttgers's Bay Lake Lodge, Deerwood, MN. Registration cost is \$100, lodging/meals \$340, mileage \$110; total estimated cost is \$550.00.

**\*\*\*REGULAR AGENDA\*\*\***

**1. Recognition of Retirement**

Recognition of Investigator Matt Ludwig's retirement and 26 years of service to Pine County.

**2. Auditor/Treasurer**

**A) Pine County Disaster Abatements**

**3. Land/Zoning/Solid Waste**

**A) Resolution for 2012 Land Sale to Adjoining Land Owners**

Motion to approve Resolution for Land Sale to Adjoining Land Owners, Resolution 090412-1 and authorize the Board Chair and County Administrator to sign the resolution.

**4. Public Works**

**A) Resolution for Deficient Bridges**

Motion to approve Resolution for Deficient Bridges and authorize County Administrator to sign the resolution

**B) Resolution to use Bridge Bonding funds on SAP 58-640-11; on CSAH 40, between CR 150 and CSAH 41 over Pine River**

Motion to approve Resolution to use Bridge Bonding funds on SAP 58-640-11; On CSAH 40, between CR 150 and CSAH 41 over Pine River and authorize the County Engineer to sign the resolution

**C) Cooperative Agreement with Hinckley/Mission Creek Townships for Bridge Replacements**

Motion to approve the Cooperative Agreement with Hinckley/Mission Creek Townships for Bridge Replacements and authorize the Board Chair, County Attorney and County Engineer to sign the agreement

**D) Final Payment on Contract #1004, located on CSAH 55 between CR 125 and .13 miles south of Jct. CR 125**

Motion to approve final payment on Contract #1004, located on CSAH 55 between CR 125 and .13 miles south of Jct. CR 125, to Kern and Tabery, Inc. in the amount of \$40,197.26 and authorize County Administrator to sign the Pine County Public Works Certificate of Final Acceptance County Board Acknowledgment

## **5. Upcoming Meetings**

Technology Committee meeting, **Tuesday, September 4, 2012, 8:30 a.m.** Administrator's Conference Room, Pine City, MN

Personnel Committee meeting, **Tuesday, September 11, 2012, 9:00 a.m.** Administrator's Conference Room, Pine City, MN

Pine County Health and Human Services Board Meeting **Tuesday, September 18, 2012, 10:00 a.m.** Public Health Building, Sandstone, MN

Pine County Board Meeting **Tuesday, September 18, 2012, 1:00 p.m.** Public Health Building, Sandstone, MN

NLX meeting, **Wednesday, September 26, 2012, 10:00 a.m.** Boardroom, Pine County Courthouse, Pine City, MN

## **6. 2013 Preliminary Property Tax Levy**

Consideration of the 2013 Preliminary Property Tax Levy. The board must certify a preliminary 2013 property tax levy to the County Auditor by September 15. The preliminary levy is used to calculate the parcel-specific truth in taxation notices. Once certified, the preliminary levy can be lowered, but not increased.

The county board may recess and reconvene at a time later in the day, set by the chair, to consider the Preliminary 2013 Property Tax Levy.

## **7. Adjourn**

**MINUTES OF PINE COUNTY BOARD MEETING**

**Regular Meeting**

**Tuesday, August 21, 2012, 1:00 p.m. Public Health Building, Sandstone, MN**

Chairman Chaffee called the meeting to order at 1:00 p.m. Present were Commissioners Doug Carlson, Steve Hallan, Curt Rossow and Mitch Pangerl. Also present were County Attorney John Carlson and County Administrator David Minke.

The Pledge of Allegiance was said.

Chairman Chaffee called for public comment. No public comment.

Chairman Chaffee announced changes to the Consent Agenda by removing number 1) Approve the July Disbursements and add Auditor items to the Consent Agenda. A change was also made to the Regular Agenda; the presentation by the Central Minnesota Services Leadership Group has been rescheduled to the September 18, 2012 board meeting. Commissioner Pangerl moved to adopt the amended agenda. Commissioner Rossow seconded. Motion carried/agenda adopted 5-0.

Commissioner Carlson moved to approve the minutes of the August 7, 2012 board meeting. Commissioner Hallan seconded. Motion carried 5-0.

Commissioner Rossow moved to approve the consent agenda. Commissioner Hallan seconded. Motion carried 5-0.

**\*\*\*CONSENT AGENDA\*\*\***

**Auditor**

**1. Cash Balance select funds**

Fund	June 30	July 31	Change
Revenue Fund	\$ 2,029,025.95	\$ 1,461,226	-\$567,800
Health and Human Services Fund	\$ 1,958,216.29	\$ 1,839,790	-\$118,426
Road and Bridge Fund	\$ 7,270,815.90	\$ 7,916,025	-\$645,209
Land Management Fund	\$ 605,799.89	\$ 1,130,256	\$524,456

2. Application for Exempt Permit for Pine Technical College Foundation to conduct Minnesota Lawful Gambling on December 7, 2012.

**\*\*\*REGULAR AGENDA\*\*\***

**1. Sheriff**

A. Rebate from Northeast Minnesota Regional Radio Board. The county received a rebate of \$8,004 from the Northeast Minnesota Regional Radio Board. Motion by Commissioner Hallan to accept and direct funds to be placed into the ARMER radio fund to offset program costs. Second by Commissioner Carlson. Motion carried 5-0.

B. Community Emergency Response Team Grant. Motion by Commissioner Carlson to accept Community Emergency Response Team equipment (CERT) valued at \$4,350. Second by Commissioner Pangerl. Motion carried 5-0.

C. State of Minnesota Federal Boating Safety Supplemental Equipment Grant Agreement. Discussion was held regarding use of the grant. Motion by Commissioner Pangerl to approve the grant in the amount of up to \$10,953 and authorize the Board Chair and County Administrator to sign the agreement. Second by Commissioner Rossow. Motion carried 5-0.

D. Amendment to Court Data Subscriber Agreement. Commissioner Carlson asked for clarification of the use of CJDN (Criminal Justice Data Network), discussion was held. Motion by Commissioner Rossow to approve the Court Data Services Subscriber Amendment to the CJDN Joint Powers Agreement with the State of Minnesota and authorize the County Sheriff and County Administrator to sign the agreement. Second by Chairman Chaffee. Motion carried 5-0.

E. Donations.

1. Motion by Commissioner Hallan to accept \$1,000 donation from Pine County 4-H and designate to the K-9 program. Second by Commissioner Rossow. Motion carried 5-0.

2. Motion by Commissioner Pangerl to accept \$1,000 donation from the Pine County Fair Board and designate for the Sheriff's Volunteer Posse. Second by Commissioner Rossow. Motion carried 5-0.

## **2. Reappointment of HRA Commissioner**

Motion by Commissioner Carlson to reappoint Dean Dronen to the Pine County Housing and Redevelopment Authority for a 5-year term November 1, 2012 – October 31, 2017. Second by Commissioner Pangerl. Motion carried 5-0.

## **3. Initiative Foundation Pledge**

In 2011 the county made a \$7,000 donation pledge to the Initiative Foundation; \$7,000 is included in the 2012 budget for this purpose. Discussion was held regarding the Initiative Foundation organization. Motion by Commissioner Hallan to authorize the payment. Second by Commissioner Carlson. Motion carried 5-0.

## **4. Call for Public Hearing**

Motion by Commissioner Rossow to adopt the Resolution Calling for Public Hearing on a Project by Pine Habilitation and Supported Employment, Inc. and approve the public hearing for September 18, 2012. There is no cost or obligation on the part of the county, the City of Sandstone will sponsor this conduit financing. Second by Commissioner Hallan. Motion carried 5-0.

## **5. Personnel Committee Report**

The Personnel Committee met on August 14, 2012 and recommends the following actions:

1. Accept resignation of full-time Corrections Officer Arnold Leen.
2. Accept resignation/change in status from full-time to part-time for Corrections Officer Jennifer Runyan.
3. Accept resignation of Investigator Matthew Ludwig.
4. Increase hours from 30 to 37.5 for Roxanne Orvis until 12/31/12 to provide additional coverage for the Administrator's Office.
5. Accept resignation of Dave Stevens, Maintenance Superintendent, effective 10/21/12.

Authorization promotion of Shawn Linnell to Maintenance Engineer, replacing Dave Stevens, effective 9/17/12.

Commissioner Carlson asked for clarification of the effective dates of Dave

Stevens' resignation and Shawn Linnell's promotion. Motion by Commissioner Rossow to approve the recommendations of the Personnel Committee. Second by Chairman Chaffee. Motion carried 5-0.

## **6. Facility Committee Report**

The Facility Committee met on August 16, 2012 and recommendations were brought forward.

1. Bids for tuck pointing the Pine Government Center were opened on August 16, 2012. Based on the cost of the bids, the Facility Committee recommends the county reject bids at this time and repair only what is currently needed at the Pine Government Center. Motion by Commissioner Carlson to reject the bid for tuck pointing the Pine Government Center. Second by Commissioner Pangerl. Motion carried 5-0.
2. Lease amendment with the State of Minnesota Guardian Ad Litem Program at the Pine County Courthouse. Motion by Commissioner Pangerl to modify number 14 of the lease amendment to read: 14. RENEWAL OF THIS LEASE: The Guardian ad Litem Program in the Tenth Judicial District shall have an automatic renewal of the lease under the same rental rate and conditions unless Pine County provides written notice to the Guardian ad Litem Program in the Tenth Judicial District advising of Pine County's intent to cancel ~~the lease~~ or modify. This notice must be provided to the Guardian ad Litem Program in the Tenth Judicial District by June 30<sup>th</sup> of that year in that cancellation or modification is sought. Second by Commissioner Carlson. Motion carried 5-0.

## **7. Authorization for Proposals for Life Insurance**

The county is required to complete a Request for Proposal (RFP) process at least every five years for life insurance. Pine County is due this year. Motion by Commissioner Hallan to direct the Administrator to work with the county's insurance administrator to issue an RFP for life insurance and solicit quotes for Long-Term and Short-Term disability insurance. Second by Commissioner Rossow. Motion carried 5-0.

## **8. Commissioner's Report**

Commissioner Pangerl reported he has been in contact with an LED lighting company and East Central Energy regarding cost savings of purchasing LED lights for use at the county buildings. This is currently in the investigative stage. Commissioner Pangerl commented that replacing security lights, stairwell lights and/or lights in the jail may be an appropriate place to start to see how cost effective LED lighting may be.

Chairman Chaffee introduced Roxanne Orvis, who will be taking minutes at the board meetings.

## **9. Upcoming Meetings**

Pine County Budget Committee meeting, **Wednesday, August 22, 2012, 9:00 a.m.**, MIS/Probation meeting room, Pine County Courthouse, Pine City, Minnesota.

Pine County Committee of the Whole, **Thursday, August 30, 2012, 10:00 a.m.**, Boardroom, Pine County Courthouse, Pine City, Minnesota.

Pine County Board Meeting, **Tuesday, September 4, 2012, 10:00 a.m.**, Boardroom, Pine County Courthouse, Pine City, Minnesota.

Pine County Board Meeting, **Tuesday, September 18, 2012, 1:00 p.m.**, Public Health Building, Sandstone, Minnesota.

Health and Human Services Board Meeting, **Tuesday, September 18, 2012, 10:00 a.m.**, Public Health Building, Sandstone, Minnesota.

With no further business, Chairman Chaffee adjourned the County Board meeting at 1:53 p.m. until the next scheduled County Board Meeting on September 4, 2012 at 10:00 a.m. at the Pine County Courthouse.

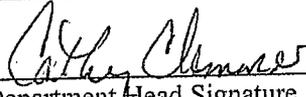
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David J. Minke, Administrator  
Clerk to County Board

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Steve Chaffee, Chair  
Board of County Commissioners

**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  September 4, 2012	<u>Consent Agenda</u> (Please Circle)  Regular Agenda Estimated Time: (Please Circle) _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department requesting Action:  <b><u>Auditor/Treasurer</u></b>	 Department Head Signature  8-29-12 Date

<b>Item for Discussion:</b>  <i>August 2012 Disbursements</i>
<b>Board Action Requested:</b> (Attach additional pages if needed)
Supporting Documents: Attached None

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Pine County

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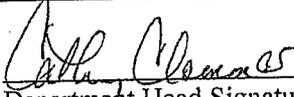
DISBURSEMENTS JOURNAL REPORT Specific Dates: 08/01/2012 - 08/31/2012

CATHYJ  
8/29/12 9:20AM

RECAP BY FUND	FUND	AMOUNT	NAME
	1	586,756.24	GENERAL REVENUE FUND
	13	816,791.25	ROAD & BRIDGE FUND
	21	180,819.05	800 MHZ PROJECT FUND
	22	6,265.78	LAND MANAGEMENT FUND
	38	42,447.03	BUILDING FUND
	76	225,026.80	GROUP HEALTH INS FUND 5/1/95 (GEN)
	80	14,585.86	COUNTY COLLECTIONS AGENCY FUND
	82	55,146.01	TAXES AND PENALTIES AGENCY FUND
	84	32,309.82	EAST CENTRAL DRUG TASK FORCE AGENCY F
		1,960,147.84	Total Disbursements

RECAP BY TYPE	TYPE	AMOUNT	NAME
	1	1,961,137.33	AUD
	3	989.49	MVC
		1,960,147.84	Total Disbursements

**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  September 4, 2012	Consent Agenda ( <i>Please Circle</i> )  Regular Agenda Estimated Time: ( <i>Please Circle</i> ) 10 Min. 15 Min.  Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action:  <b><u>Auditor/Treasurer</u></b>	 Department Head Signature  8-28-12 Date

<p><b>Item for Discussion:</b></p> <p><i>Applications for Abatement:</i> <i>Jacqueline Johnson, 81395 Seymour Ln, Willow River, PID 17.5057.000, pay 2012</i> <i>Terri Stadin, 5313 Sawmill Rd, Kerrick, PID 41.0019.000, pay 2010-2012</i></p> <p><b>Board Action Requested:</b> (Attach additional pages if needed)</p> <p align="center">Supporting Documents: Attached None</p>
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**APPLICATION FOR ABATEMENT - GENERAL FORM**

(M.S. 375.192)

DATE: August 20, 2012

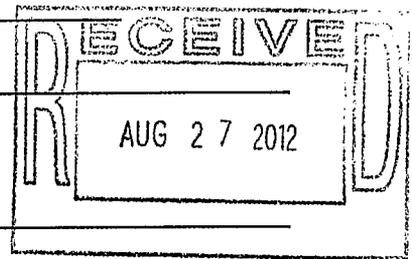
For Taxes Levied In: 2011  
And Payable In: 2012

Abatement # AB12-23

Please Print Or Type

Applicants Name: <u>Jacqueline M Johnson</u>	Applicants Mailing Address: <u>P.O. Box 191</u>
Applicant's SSN: <u>SS # on file</u>	<u>Willow River, MN 55795</u>
Telephone (Home): <u>(218) 372-4474</u>	
Telephone (Work): _____	

Description Of Property: Property ID or Parcel Number: 17.5057.000  
Street Address: 81395 Seymour Ln, Willow River  
Township/City: Kettle River Twp  
School District: # 577



Legal Description:  
Lot 3, Block 2  
First Lake Estates

**ASSESSOR'S ESTIMATED MARKET VALUE:**

Land: \$ 28,000 Structures: \$ 69,100 Total: \$ 97,100 Classification: Res Hstd

**Applicants Statement of Facts:**

*Parcel is being assessed for a 24x30 garage that is not present on property. Parcel reviewed by new local assessor on 1/7/12 and reported no garage existed on property. Review of old aerial photographs also shows no garage on parcel at that time. Garage likely added to the assessment at the same time as home was.*

**Applicants Request:**

*Remove from the assessment the 24x30 garage that was mistakenly assessed to this parcel.*

Applicant's Signature: Jacqueline M. Johnson

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."

APPLICATION FOR ABATEMENT - GENERAL FORM

(M.S. 375.192)

DATE: 8/20/12

For Taxes Levied In: 2011  
And Payable In: 2012

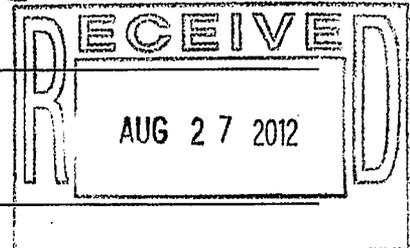
Abatement # AB1224

Please Print Or Type

Applicants Name: Terri stadin	Applicants Mailing Address: 320 8th St.
Applicant's SSN: on file	MOOSE LAKE, MN 55767
Telephone (Home): 218-380-0572	
Telephone (Work):	

Description Of Property: Property ID or Parcel Number: 41.0019.000  
 Street Address: 5313 sawmill rd - Kerrick  
 Township/City: City of Kerrick  
 School District: 2580

Legal Description: pt NW/4 NW/4 35-45-18



ASSESSOR'S ESTIMATED MARKET VALUE:

Land: 6,800 Structures: 1,600 Total: 8,400 Classification: 2010-099

Applicants Statement of Facts:

property was valuted as buildable, even though it is not and never has been.

Applicants Request:

revalue as unbuildable.

Applicant's Signature:

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."

APPLICATION FOR ABATEMENT - GENERAL FORM

(M.S. 375.192)

DATE: 8/20/12

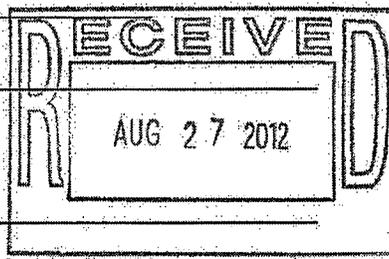
For Taxes Levied In: 2009  
And Payable In: 2010

Abatement # 10-72

Please Print Or Type

Applicants Name: <u>Teri Standin</u>	Applicants Mailing Address: <u>320 8th St Moose Lake, MN 55207</u>
Applicant's SSN: <u>on file</u>	
Telephone (Home): <u>218-380-0572</u>	
Telephone (Work):	

Description Of Property: Property ID or Parcel Number: 41.0019.000  
Street Address: 5313 sawmill rd - Yerrick  
Township/City: City of Yerrick  
School District: 2580



Legal Description: pt NW/4 NW/4 35-45-18

ASSESSOR'S ESTIMATED MARKET VALUE:

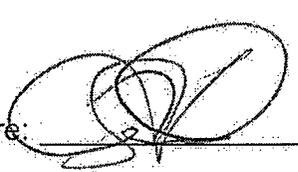
Land: 10,700 Structures: 1,800 Total: 12,500 Classification: 201-1-001

Applicants Statement of Facts:

property was valued as buildable, even though it is not and never has been.

Applicants Request:

revalue as unbuildable.

Applicant's Signature: 

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."

APPLICATION FOR ABATEMENT - GENERAL FORM

(M.S. 375.192)

DATE: 8/20/12

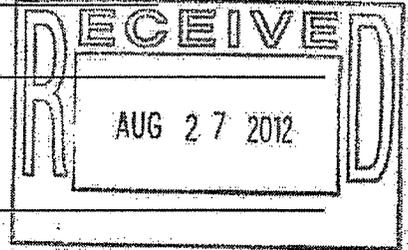
For Taxes Levied In: 2010  
And Payable In: 2011

Abatement # AB11-36

Please Print Or Type

Applicants Name: <u>Teri Standin</u>	Applicants Mailing Address: <u>320 8th St. MOOSE LAKE, MN 55767</u>
Applicant's SSN: <u>ON FILE</u>	
Telephone (Home): <u>218-380-0572</u>	
Telephone (Work):	

Description Of Property: Property ID or Parcel Number: 41.009.000  
 Street Address: 5313 Sawmill Rd - KERRICK  
 Township/City: CITY OF KERRICK  
 School District: 2580



Legal Description: pt NW1/4 NW1/4 35-45-18

ASSESSOR'S ESTIMATED MARKET VALUE:

Land: 10,500 Structures: 1,700 Total: 12,200 Classification: 201-001

Applicants Statement of Facts:

property was valued as buildable, even though it is not and never has been.

Applicants Request:

revalue as unbuildable.

Applicant's Signature: [Signature]

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."

## PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date:  September 4, 2012	Consent Agenda <i>(Please Circle)</i>  <del>Regular Agenda</del> Estimated Time: <i>(Please Circle)</i> <u>5 min</u> 10 Min.    15 Min. <small>Time needed</small> 30 Min.    45 Min.    1 hour
Department Requesting Action:  <b><u>Assessor</u></b>	 _____ Department Head Signature <u>8/24/12</u> Date

*Approve county assessor Kelly Schroeder to attend the International Association of Assessing Officers (IAAO) Course 400, Assessment Administration October 15-19, 2012 at the Best Western-Kelly Inn, Plymouth, MN. The course cost and reference materials are covered by a scholarship awarded through the IAAO.*

**NOTE:**  
*30 hours of continuing education will be awarded for attendance of the course.*

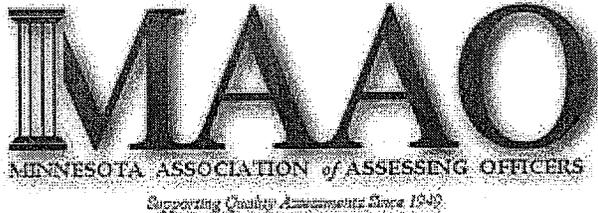
**Board Action Requested:** (Attach additional pages if needed)

Supporting Documents: Attached    None

## EVENT DETAILS

## IAAO 400 Assessment Administration October 2012

Mon Oct 15, 2012 8:00 AM - Fri Oct 19, 2012 5:00 PM



## IAAO 400 Assessment Administration October 15-19, 2012

This 30-hour course provides fundamental management concepts for management and supervisory personnel in the assessor's office. The course begins by emphasizing the need for management, and the various roles placed on the assessor and all supervisory personnel. The course then introduces the four major management functions (planning, organizing, directing, and controlling). Although the four functions are interrelated, a separate chapter is devoted to each one. This provides for a greater understanding of the major functions. This course fulfills the requirements for **AMA licensure** as either an "Assessment Administration Course" or as an "Elective Course". It is also a required course for the **IAAO CAE** designation. This course is also approved by the MN Board of Assessors for 30 hours of continuing education. Attendees are strongly encouraged to supplement this course with MN Assessment Administration in the future.

**Instructor:** Rick Stuart, CAE

**Prerequisite:** Appraisal Principles and Appraisal Procedures are both recommended

**Requirements:** Calculator

**Textbook:** IAAO "Assessment Administration" (1st edition), copy of textbook available for \$40.00

**Course Fee if registered by September 15, 2012:** \$480, lunch included in fee

**Course Fee if registered after September 15, 2012:** \$500, lunch included in fee

**Location & Hotel:** Best Western-Kelly Inn, Plymouth, 2705 Annapolis Lane North, Plymouth, MN 55441

**Group Rate:** \$75.00 (ask for the MAAO group rate) - for reservations call the hotel directly at 763-553-1600 no later than September 15, 2012 to receive this rate

If you have a disability and require some accommodation, please notify us at least two weeks prior to the course and we will make arrangements.

**For Course Information Contact Bob Wilson at:**

**Email:** [bwilson@edinamn.gov](mailto:bwilson@edinamn.gov)

**Phone:** 952-826-0426

**For Registration Information Contact Lori Schwendemann at:**

**Email:** [lori.schwendemann@lqpc.com](mailto:lori.schwendemann@lqpc.com)

**Phone:** 320-598-3187

**Location:** 2705 Annapolis Lane North, Plymouth, MN 55441 [Get directions](#)

**For more information:**

**Contact:** Bob Wilson

**Phone:** 952-826-0426

**Email:** [bwilson@edinamn.gov](mailto:bwilson@edinamn.gov)

**Register for this event:** [IAAO 400 Assessment Administration - October 2012](#)



# INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS

314 W 10TH ST • KANSAS CITY, MISSOURI 64105-1616

816/701-8100 • 800/616-4226 • FAX 816/701-8149 • WWW.IAAO.ORG

CAE • AAS • CMS • RES • PPS PROFESSIONAL DESIGNATIONS

August 15, 2012

Kelly Schroeder  
635 Northridge Dr NW  
Suite 260  
Pine City, MN 55063

RE: IAAO Scholarship Fund Award

Dear Kelly:

Congratulations!

You have been approved for a Scholarship Award Grant in the amount of \$500. As you stated in your Scholarship Fund Application, you will be using the award for expenses incurred while attending IAAO Course 400 Assessment Administration in Minnesota in October, 2012. We have enclosed a check in the amount of \$500 for you to use towards those expenses.

As a Scholarship Fund recipient we ask that you please adhere to the following guidelines:

- Please provide receipts for the course expenses.
- Please provide a document demonstrating successful completion or attendance.
- If all funds were not used, please provide a check or money order in US funds made payable to IAAO for the unused funds.
- Within thirty days following the event, please submit a paper describing what educational benefit you derived from the IAAO Education activity that funds were received for.

IAAO believes that by making an investment in our members it will benefit all of us.

Congratulations Kelly!

Sincerely,

*T. Dwane Brinson*

T. Dwane Brinson, CAE  
Scholarship Committee Chairman

## PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date:  September 4, 2012	<div style="text-align: center;"><u>Consent Agenda</u> (Please Circle)</div> <div style="text-align: center;"><del>Regular Agenda</del></div> Estimated Time: (Please Circle) <u>5 min</u> 10 Min.      15 Min. <small>Time needed</small> 30 Min.      45 Min.      1 hour
Department Requesting Action:  <u>Assessor</u>	<div style="text-align: center;"> _____ Department Head Signature</div> <div style="text-align: right; vertical-align: bottom; padding-right: 20px;"><u>8/24/12</u> _____ Date</div>

*Approve county assessor Kelly Schroeder to attend the Minnesota Association of Assessing Officers Fall Conference September 23-26 at Breezy Point. Conference cost is \$275.00 (includes 8 meals), lodging three nights \$317.43; total cost \$592.43.*

**NOTE:**

*8 hours of continuing education will be awarded for educational seminars on Minnesota Tax Court and Trusts and Life Estates at the conference.*

**Board Action Requested:** (Attach additional pages if needed)

Supporting Documents: Attached      None

## Commissioner of Revenue's Annual Meeting with Assessors

Commissioner of Revenue Myron Frans and staff will hold the Annual Meeting with Assessors on Monday, September 24th from 9:00AM to noon. This session promises to be full of new information and timely announcements.

## MAAO Annual Meeting

The Minnesota Association of Assessing Officers invites you to the 62nd Annual Conference of the MAAO. The conference includes the Commissioner of Revenue's Annual Meeting with Assessors; the Annual Meeting of the MAAO and the MAAO sponsored seminars for continuing education. Come early on Sunday and play golf at one of the many golf courses in the area. This informal event will start at the noon kickoff. Sunday night at 6:00 we will be at a Cookout on the Deck at the Dockside Deck Bar. On Monday afternoon conference participants will be treated to a choice of fishing contest, golf or boating (\$5.00 charge per boater). We will be able to eat at our own leisure up until 9:30PM at the Marina II restaurant.

## MAAO Vendors Area

MAAO welcomes the vendors that contribute to the Fall Conference. All vendors will be situated in the Whitebirch Lobby on Monday and Tuesday. Please stop by and talk with them.

## MAAO Hospitality Room

Region 1 and 8 will host the MAAO Hospitality Room. The event will be held in Suite # 255 Lakeside, Breezy Center. The rooms will be open at times that do not conflict with an organized MAAO event and until 1:00 am.

Questions??? Paul Knutson, MAAO Conference Coordinator @ 507-332-6152, [pknutson@co.rice.mn.us](mailto:pknutson@co.rice.mn.us), or Tami Paulson, MAAO Assistant Conference Coordinator @ 507-328-7668. [paulson.tami@co.olmsted.mn.us](mailto:paulson.tami@co.olmsted.mn.us)

## AGENDA

### Sunday, September 23<sup>rd</sup>

Noon

2:00 pm - 5:00 pm

3:00

6:00 pm

Golf Outing

Conference Registration - Front Desk Lobby

Executive Board - Governor's Room

Opening Reception - Cookout on the Deck - Dockside Deck Bar

### Monday, September 24<sup>th</sup>

8:00 am - Noon

9:00 am - Noon

Noon - 1:00 pm

1:00 am - 3:30 pm

4:00 pm - 6:00 pm

Evening

Registration - Whitebirch Lobby

Commissioner of Revenue Meeting - Whitebirch

Lunch Buffet - Marina II Restaurant

MAAO Annual Meeting - Whitebirch

Golf, fishing contest, boating

Use your ticket to eat dinner anytime off menu up to 9:30pm Marina II Restaurant

### Tuesday, September 25<sup>th</sup>

7:30 am

9:00 am - Noon

Noon - 1:00 pm

1:00 pm - 5:00 pm

6:00 pm - 7:00 pm

7:00 pm - 8:00 pm

8:30 pm

After Awards

Past Presidents Breakfast - Marina II Restaurant

MAAO Annual Meeting - Whitebirch

Lunch Buffet - Marina II Restaurant

Educational Seminars -

Reception - Dockside

Annual Banquet - Lakeside Ballroom

Awards and Presentations

Dockside Entertainment

### Wednesday, September 26<sup>th</sup>

8:00 am - Noon

Educational Seminars -

# EDUCATIONAL SEMINARS

Choose one 4-hour seminar (Tues or Wed), two 4-hour seminars (Tues & Wed) or one 8-hour seminar.



## **FS1: Minnesota Tax Court – a Roundtable Discussion (4 hours) Tues**



*Instructors: Members of the Commercial/Industrial Committee.* Come prepared to discuss the pressing assessment issues of the day relative to MN Tax Court. Assessors always have issues and 2012 is no different. This seminar will be a moderated discussion with 3-5 assessors discussing recent cases, experience at trial, motions, and decisions by the court. Recent cases have touched on areas including homestead, qualifying ag property, highest and best use, treatment of expenses in an income approach, mistakenly billed taxes, when is small still ag, retail valuation, and value of 4d property.. Audience participation will be encouraged, so if you have a case or an issue you wish to discuss or share, get something down on paper, make 40 copies, and bring it to the seminar!



## **FS2: Hot Management Topics for Assessors (4 hours) Tues**

This seminar will address three different management issues and will provide various techniques and methods that will assist you in becoming a more effective manager.

### **Social Media and Your Jurisdiction: What You Need to Know**

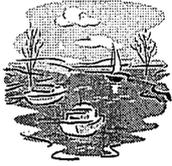
*Rebecca L. Malmquist, CAE, SAMA, City of Minnetonka Assessor.* How many friends do you have on Facebook? Do you Tweet? Are you LinkedIn? This presentation covers issues that are currently shaping views on social media as it relates to the workplace. Take away the foundations you need to make informed choices about social media. It will cover key points, legal aspects, and resources for developing a social media policy as well as discuss best practices in social media use to avoid potential conflicts with an employer.

### **Organizational Trust**

*Matthew J. Gersemehl, SAMA, City of Bloomington Assessor.* Having trust in an organization is critical as jurisdictions are being financially forced to do more with less. When there is a lack of trust, production decreases and attitudes suffer. Learn how to increase the trust level in your organization and get more done with less.

### **Using Feedback to Enhance Organizational Success**

*Bob Wilson, CAE, ASA, City of Edina Assessor.* Have you ever wished you were more adept at giving immediate feedback both reinforcing and corrective? This section focuses on competencies needed for feedback, the critical elements of effective exchanges, and the variety of communication styles you can encounter.



### **FS3: Elements of Lakeshore Valuation: (4 hours) Tues**

*Instructor: Gary Griffin, SAMA, Crow Wing County Assessor & staff.* The objective of this seminar is demonstration of the different variables that contribute to lakeshore value: shoreline types and quality adjustments and quantity or excess lake frontage adjustments. There will be examples of lakeshore valuation by extraction, use of aerials and Geographic Information System (GIS) for access, footage and shore quality. The seminar participants will view some of the properties and locations on beautiful Pelican Lake aboard the historic Breezy Belle.



### **FS4: Reviewing Residential Appraisal Reports: (8 hours) Tues and Wed**

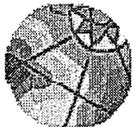
*Instructor: Susanne Barkalow, IFA*

The objectives of this course are to: Categorize reviewers and reasons for reviews, understand the need for quality control, understand which parts of USPAP apply to reviews, apply topics discussed in the Dissecting book to appraisal practice, why/how assessors review appraisal reports, discuss how to evaluate the Neighborhood and Sales Comparison grid in a review, evaluate a residential appraisal report and complete a residential review.



### **FS5: Trust/Life Estates (4 hours) Wed**

*Instructors: MN Department of Revenue.* This seminar is designed for individuals who work regularly with agricultural homesteads and special agricultural homesteads. Topics will include agricultural homesteads, including entity-owned homesteads. There will also be an emphasis on trust homestead administration and various real-world examples.



### **FS6: GIS is for Everyone (4 hours) Wed**

*Instructors: Josh Schoen, GIS & Property Tax Report Supervisor, Rice County Assessor's Office & Chad Martini, GIS Coordinator, Stearns County.* Think you don't need GIS in your office? Don't think you can afford a GIS program? These two GIS professionals will show that any office can benefit and be more efficient with a GIS program. This course will cover why GIS should be used by assessors, the basics of parcel mapping, GIS integration with other systems, Pictometry, finding free and useful GIS data, and an instruction on how to input CPI (Crop Productivity Index) data into a GIS system, and much more. This course will include real life examples of how GIS is being used in both instructors' counties.

**Continuing Education Hours (CEH).** The State Board of Assessors will grant 4 CEHs for one four hour seminar, 8 CEHs for 2 four hour seminars and 8 CEHs for 1 eight hour seminar. There are no Commerce Credits applied for.

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Department Requesting Action:  <b><u>Assessor</u></b>	<div style="text-align: center;"> _____ Department Head Signature</div> <div style="text-align: right; vertical-align: bottom; padding-right: 20px;"><u>8/24/12</u> _____ Date</div>

*Approve property appraiser Karen Stumne to attend the Minnesota Association of Assessing Officers Property Valuation Course October 31-November 1, 2012 at the Stearns County Highway Building, Waite Park, MN. The course cost is \$150.*

**NOTE:**

*12 hours of continuing education will be awarded for attendance of the course.*

**Board Action Requested:** (Attach additional pages if needed)

Supporting Documents: Attached None

**EVENT DETAILS****Property Valuation Course PVC12 #1 - Waite Park MN, October 31-November 1, 2012****Wed Oct 31, 2012 8:30 AM - Thu Nov 1, 2012 4:00 PM****MAAO Presents:****2012 Property Valuation Course  
October and November 2012****[Click Here to Register](#)**

The Minnesota Association of Assessing Officers is again presenting the Property Valuation Course. There will be 5 locations for the two-day work session and lecture seminar. The curriculum for the course is similar between locations with some small differences. Twelve (12) Continuing Education Hours (CEH) will be awarded for the completion of the seminar. **NO CREDIT** will be given for missed days. Credit will only be given for the actual time spent in class as verified by the sign up sheets.

A comprehensive listing of dates, locations and instructors are provided in order that the seminar participant selects the site they plan on attending. As directed by the MAAO Executive Board all registration for MAAO events is now conducted online at the MAAO website [www.mnmaao.org](http://www.mnmaao.org). You will need to register for the dates and locations you wish to attend. If you have registered in the past, please use your same log-in and password. If you have any questions about the course or require assistance with online registration there are 3 forms of assistance available:

You may contact your county assessor to assist you in registering;

Or, if you do not have Internet access, in most cases, you can utilize your county library for free Internet access;

Or, if you have any questions concerning the Property Valuation Course, please don't hesitate to contact Dan Whitman, Course Coordinator at 507-236-0445 or by email at [dan.whitman@co.martin.mn.us](mailto:dan.whitman@co.martin.mn.us). For registration questions please contact Lori Schwendemann, Online Administrator at 320-598-3187 or by email at [lori.schwendemann@lqpc.com](mailto:lori.schwendemann@lqpc.com).

Register by October 15, 2012 and receive the early registration fee of \$150.00. After October 15, 2012 registration fee is \$170.00. Payment can be made via credit card during registration or by check. Checks will be accepted through September 30, 2012. Beginning October 1, 2012 credit cards will be the only form of payment accepted for MAAO registrations and fees.

All classes are 8:30 - noon and 1:00 - 4:00 each day.

Sponsored by:  
Minnesota Association of Assessing Officers

## EDUCATIONAL SEMINARS



**PVC12 #1** Waite Park: Oct. 31-Nov. 1, 2012, Stearns County Highway Building, 455 28th Ave South 56387. Instructors are Gary Grossinger and Greg Kramber. These two days will include discussions about assessor duties, assessment timeline, basic laws and principles, terminology and definitions, defining market value, new laws summary, public relations and working with difficult taxpayers, manufactured homes, park trailers and travel trailers, sales ratio/CRV's, tax calculations, classification review, special property tax programs, homesteads, avenues for appeal - local/county and open book review meetings, technology and websites, ag market and current trends, assessor resources, and other regional subjects of interest.

**PVC12 #2** Fergus Falls: Oct. 31-Nov. 1, 2012, Ottertail County Government Center. Instructors are Reed Heidelberger and Bob Hansen. These two days will include discussions about assessor duties, assessment timeline, basic laws and principles, terminology and definitions, defining market value, new laws summary, public relations and working with difficult taxpayers, manufactured homes, park trailers and travel trailers, sales ratio/CRV's, tax calculations, classification review, special property tax programs, homesteads, avenues for appeal - local/county and open book review meetings, technology and websites, ag market and current trends, assessor resources, reading surveys and legal descriptions, reading and understanding an appraisal, and other regional subjects of interest.

**PVC12 #3** Marshall: Nov. 7-8, 2012, Marshall Middle School, Professional Development Room, 401 S Saratoga Street, Marshall, MN. Instructors are Sue Schulz and Kelly Schroeder. These two days will include discussions about assessor duties, assessment

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Department Requesting Action:  <b><u>Pine County Public Works</u></b>	 Department Head Signature  8/22/12 Date

<p><b>Item for Discussion:</b> (one form per item)</p> <p>Shawn Linnell and Ed Eiffler to attend MN Fall Maintenance Expo, October 3-4, 2012 at St. Cloud Public Works Facility.</p> <p><b>Board Action Requested:</b> (Attach additional pages if needed) <i>Registration \$65.00 for both</i></p> <p style="text-align: right;">Supporting Documents: Attached None</p>

**Wednesday, October 3, 2012**

- 7:00 a.m. – 9:00 a.m. Registration/Check-In, Continental Breakfast, Exhibits
- 9:00 a.m. – 10:00 a.m. **General Session**  
***Rules, Regulations and Exemptions for Government CDL Drivers***  
Brian Barott, CMV/Equipment Training Specialist, MnDOT Metro Maintenance Training  
*If you live in Minnesota and drive a Class A, B or C commercial vehicle, you must have a Minnesota Commercial Driver License (CDL). This session will cover new requirements for government CDL drivers.*
- 10:00 a.m. – 10:30 a.m. Break
- 10:30 a.m. – 11:30 a.m. **General Session**  
***Communicating Successfully in our Public Jobs***  
Tom Struve, Pavement Management Coordinator, City of Avondale, AZ  
*Learn effective strategies to assure you are communicating successfully at work and/or at home. This session is for anyone who has ever felt misunderstood or less than adequately recognized for his or her point of view.*
- 11:30 a.m. – 12:45 p.m. Lunch
- 12:45 p.m. – 1:45 p.m. **Concurrent Sessions**
1. ***Are Our Salt Storage and Handling Programs Worth Their Weight in Salt?***  
Tara Carlson, MnDOT  
*Learn why proper storage and handling of road salt is more important than ever and what BMPs/solutions MnDOT is using to meet the challenge.*
  2. ***Public Employee Retirement Association (PERA): Overview and Updates***  
PERA Representative  
*Learn information on how retirement benefits are calculated, benefit options, recent legislative changes, using PERA's website and more!*
  3. ***MDSS / AVL***  
Joe Huneke, MnDOT and Kevin Schlangen, Dakota County Fleet Manager  
*Learn the potential benefit and challenges associated with statewide deployment of MDSS/AVL at MnDOT. Also learn the potential benefits and challenges associated with implementing a telematics solution to track and control granular applications. This will include examples of results achieved by Dakota County using a wireless download system.*
- 2:00 p.m. Exhibits Close

**Thursday, October 4, 2012**

- 7:00 a.m. – 8:30 a.m. Registration/Check-In, Continental Breakfast, Exhibits
- 8:30 a.m. – 9:30 a.m. **General Session**  
***Rules, Regulations and Exemptions for Government CDL Drivers***  
Brian Barott, CMV/Equipment Training Specialist, MnDOT Metro Maintenance Training  
*If you live in Minnesota and drive a Class A, B or C commercial vehicle, you must have a Minnesota Commercial Driver License (CDL). This session will cover new requirements for government CDL drivers.*
- 9:30 a.m. – 10:00 a.m. Break
- 10:00 a.m. – 11:00 a.m. **General Session**  
***Leadership Skills and New and Upcoming Supervisors***  
Mike Colestock, Hennepin Technical College  
*Prepare for a leadership/supervisory role. Learn about the challenges and difficulties associated with taking a leadership position.*
- Discover  
*tools, tips and techniques you will need to succeed. Build personal influence and avoid common pitfalls.*
- 11:00 a.m. – 12:00 p.m. **Concurrent Sessions**
1. ***Are Our Salt Storage and Handling Programs Worth Their Weight in Salt?***  
Tara Carlson, MnDOT  
*Learn why proper storage and handling of road salt is more important than ever and what BMPs/solutions MnDOT is using to meet the challenge.*
  2. ***Public Employees Retirement Association (PERA) Overview and Updates***  
PERA Representative  
*Learn information on how retirement benefits are calculated, benefit options, recent legislative changes, using PERA's website and more!*
  3. ***MDSS / AVL***  
Joe Huneke, MnDOT and Kevin Schlangen, Dakota County Fleet Manager  
*Learn the potential benefit and challenges associated with statewide deployment of MDSS/AVL at MnDOT. Also learn the potential benefits and challenges associated with implementing a telematics solution to track and control granular applications. This will include examples of results achieved by Dakota County using a wireless download system.*
- 12:00 p.m. – 1:30 p.m. Lunch followed by announcement of Snowplow 'Roadeo' Top 10 Drivers & Skid steer Top 2 Drivers
- 1:30 p.m. Exhibits Close



# 2012 TZD CONFERENCE

## 2012 MINNESOTA TOWARD ZERO DEATHS CONFERENCE

AN ANNUAL STATEWIDE  
CONFERENCE FOR TRAFFIC  
SAFETY STAKEHOLDERS

October 22-23, 2012  
DoubleTree by Hilton Hotel  
Bloomington, Minnesota

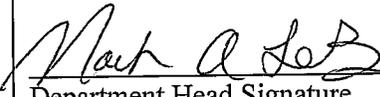
Offered by:  
Minnesota Toward Zero Deaths Program  
and Minnesota Departments of Public Safety,  
Transportation, and Health

Hosted by:  
Center for Transportation Studies,  
University of Minnesota



[www.minnesotatzd.org](http://www.minnesotatzd.org)

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Department Requesting Action:  <b><u>Pine County Public Works</u></b>	<div style="text-align: center;"> Department Head Signature</div> <div style="text-align: right; vertical-align: bottom; padding-right: 20px;">8/14/12 Date</div>

<p><b>Item for Discussion:</b> (one form per item)</p> <p>Ed Eiffler, Terry Clementson, and Derek Johnson to attend Mandatory Commercial Vehicle Inspector Re-Certification On October 12, 2012 at Lake Superior College, Duluth, MN.</p> <p><b>Board Action Requested:</b> (Attach additional pages if needed) Registration \$90.00 each</p> <p style="text-align: right;">Supporting Documents: <u>Attached</u>    None</p>



Workforce and Community Development Department  
**Customized Training & Continuing Education**  
2101 Trinity Road, Rm. #E2060, Duluth, MN 55811 218-733-5924

**Minnesota State Patrol  
Commercial Vehicle Inspection Program  
2012-2013**

**COMMERCIAL VEHICLE INSPECTOR RE-CERTIFICATION COURSE – 5 hr./5 CEUs**

This course provides certified MN Commercial Vehicle Inspectors with the required two year re-certification training and test. You'll cover law changes, inspection changes and problem areas. A manual and the re-certification test and refreshments are included. The instructor is certified by the MN State Patrol.

INSTRUCTOR: Dave Amys

If your certification has lapsed six months or more, you will need to take the New Certification course again. For New Certification information contact:

- Alexandria Technical College, 888-234-1313, jolened@alextech.edu
- Dakota Technical College, Julie DuBois, 651.423.8601, julie.dubois@dctc.edu
- Minnesota Trucking Association, Rachel, 651-646-7351, mta@mntruck.org

**COST**

\$90.00 - Includes certification test, materials, refreshments and parking.

**CLASS LOCATION AND TIME**

LSC Emergency Response Training Center (ERTC), 11505 Hwy 23, Duluth Minnesota 55808, Room #ARFF3. (Call 218-733-1074 or visit the website for directions to location). Classes are Fridays from 8 am to 1 pm.

**CLASS DATES**

Sept 14	Jan 18	April 5
Oct 12	Feb 1	May 3
Dec 7	March 8	

**REGISTRATION INFORMATION**

**Pre-registration is required**

Register for this class by completing the attached registration form or call the number below to request that a registration form be faxed/mailed to you. Return the form with the registration fee payable to Lake Superior College to the address on the form. Enrollment will be accepted in the order of the date the registration form is received. This class does NOT register online.

**REGISTRATION DEADLINE/CANCELLATION – 5-DAY RULE**

The registration deadline is five days prior to the start of class. Classes are limited to 20 individuals per session. Additional sessions will be scheduled if classes are filled. To receive a full refund, registrations must be canceled five days prior to the start of class.

**FOR MORE INFORMATION**

For questions on registration and scheduling, call, 218-733-5924 or email w.gundersen@lsc.edu

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*Authorize the county administrator to attend the 2012 Conference of the Minnesota Association of County Administrators (MACA) /Minnesota Counties Human Resource Managers Association (MCHRMA) October 3-5 at Ruttger's Bay Lake Lodge, Deerwood, MN*

*Estimated cost:*

<i>Registration</i>	<i>\$100 (includes \$50 discount if before Sept. 14)</i>
<i>Lodging/meals</i>	<i>\$340</i>
<i>Mileage</i>	<i>\$110</i>
<i>Total</i>	<i>\$550</i>

*Funds are available in the 2012 Administrator budget.*

**Board Action Requested:** (Attach additional pages if needed)

Supporting Documents: Attached None

# MACA-MCHRMA Fall Conference Registration

The registration fee is \$100 per attendee before September 14, 2012, and \$150 after that date.

Name: David Minke County: Pine County  
Title: County Administrator Email: david.minke@co.anoka.mn.us

MACA  MCHRMA  Non-Member | Any Special Accommodations? Please list: \_\_\_\_\_

Name: \_\_\_\_\_ County: \_\_\_\_\_  
Title: \_\_\_\_\_ Email: \_\_\_\_\_

MACA  MCHRMA  Non-Member | Any Special Accommodations? Please list: \_\_\_\_\_

Total Due: \$ 100.00

**PLEASE RETURN THIS FORM WITH PAYMENT BY SEPTEMBER 14.\***

\*If you are unable to process a check by this deadline, please FAX this form to 651-224-6540, Attn: Suzanne, in order to register and receive the \$100 rate, and simply mail the payment and a copy of this form at a later date.

*Please make checks payable to MCHRMA and return to:*

MACA-MCHRMA FALL CONFERENCE REGISTRATION  
c/o Association of Minnesota Counties,  
125 Charles Avenue, Saint Paul, MN 55103-2108

Cancellations received after 9/28/12  
will be granted less a \$20 cancellation fee.  
No refunds issued after that date.



**PLEASE SEE SEPARATE LODGING FORM TO MAKE YOUR  
RUTTGER'S RESERVATIONS!**

**LODGING DEADLINE: SEPTEMBER 5, 2012**

\*There is also a "Meals Only" option/form to be used IF YOU WILL NOT BE STAYING OVERNIGHT at this conference.

# Fall Conference Agenda\*

Registration and Lodging Details on Reverse.

\*All items subject to change.

## Wednesday, October 3

- 4:00 - 5:00 P.M. REGISTRATION
- 5:00 - 6:00 P.M. RECEPTION
- 6:00 - 7:00 P.M. DINNER
- 7:00 - 9:00 P.M. SOCIAL TIME/NETWORKING

## Thursday, October 4

- 7:00 - 8:30 A.M. BREAKFAST
- 8:30 - 10:00 A.M. GENERAL SESSION: KEYNOTE PRESENTATION FROM FORMER U.S. SENATOR DAVE DURENBERGER
- 10:00 - 10:15 A.M. BREAK
- 10:15 - 11:45 A.M. CONCURRENT SESSIONS I



Former U.S. Senator  
Dave Durenberger

MACA SESSION	MCHRMA SESSION
<p><b>"Moving Your Organization from Good to Great"</b></p> <p><b>Panel:</b> Gary Shelton, Scott County Administrator Dave Unmacht, Consultant, Springsted Dave Hemze, Carver County Administrator</p> <p>Improving organizations is more than moving boxes around an org chart. Hear about Carver and Scott County's experiences with improving an organization through an evolution of structural, policy, and cultural changes. The discussion will focus on practical methods and strategies to work through the often difficult process of organizational change, and will provide examples of success that can be used in your county.</p>	<p><b>"Drug &amp; Alcohol Policy and Compliance"</b></p> <p><b>Presenters:</b> Ann Goering, Attorney Glen Bjornson, The Sand Creek Group</p> <p>Come to this session ready to learn from two professionals involved in different aspects of Drug &amp; Alcohol Testing. Ann Goering will present on requirements for DOT and non-DOT testing including regulations, policies, who is subject to testing, when testing can occur, and the consequences of a failed test along with everything in between. Glen Bjornson will provide us with role of the Substance Abuse Professional (SAP) and others in the process following a failed drug or alcohol test and subsequent follow-up testing.</p>

- 12:00 - 1:00 P.M. LUNCH
- 1:00 - 2:30 P.M. CONCURRENT SESSIONS II

MACA SESSION	MCHRMA SESSION
<p><b>"Accountability and Performance for Human Services"</b></p> <p><b>Panel:</b> Kate Lerner, DHS Judith Brumfeld, Scott County</p> <p>Since 2009, the Steering Committee on Performance and Outcome Reforms (established under M.S. 402A), has been working to develop recommended performance measures across mandated human services programs to promote greater accountability, consistency and results in the way human services are delivered by counties across the state. Kate Lerner, Director of County Relations at the Department of Human Services and Judith Brumfeld, Scott County Health &amp; Human Services Interim Director, will provide a preview of the final recommendations being developed by the committee which are due to the Legislature in December of this year. In addition, they will discuss the pros and cons of creating or joining a Service Delivery Authority as a means to potentially improve county performance.</p>	<p><b>"Human Resources As a Strategic Business Partner"</b></p> <p><b>Presenter:</b> Dave Unmacht, Consultant, Springsted</p> <p>The role of HR in the public sector is shifting. More and more organizations are recognizing the value of human resources as a strategic partner in operations. HR professionals are now playing a larger part in developing and realizing the business plans of their respective organizations, and the role of human resources departments in the public sector is only expected to grow in the future. This session will identify the benefits, challenges and outcomes associated with human resources becoming a strategic business partner within county government.</p>

- 2:30 - 3:00 P.M. BREAK - ICE CREAM SOCIAL

(Continued on reverse)

Minnesota Association of County Administrators &  
Minnesota County Human Resources Management Association

# Learu & Lead

Leadership Development for County Professionals

MACA-MCHRMA Fall Conference  
October 3 - 5, 2012  
Ruttger's Bay Lake Lodge

(Thursday p.m., continued)

**3:00 – 4:30 P.M. CONCURRENT SESSIONS II**

MACA SESSION	MCHRMA SESSION
<p><b>“Board/Administrator Relationships: Opportunities and Dilemmas”</b></p> <p><i>Presenter: Tim Madigan, Northfield City Administrator</i></p> <p>Having the policy makers all on the same page makes Administration's job that much easier, and it's better for the community. Northfield City Administrator, Tim Madigan is a seasoned local government official who will share tips and ideas on how to get your County Board on the same page and keep them moving in the same direction. Tim's many years of successful service as City Administrator in Faribault, and ultimate decision to leave Faribault will provide a case study for how building consensus can be a powerful tool for the community, and what happens to the organization and community when boards are not on the same page.</p>	<p><b>“The Courage to Change: A Vision for Uncompromising Service and Performance”</b></p> <p><i>Presenters: Tim Houle, Crow Wing County, Administrator Tamra Laska, Crow Wing County HR Director</i></p> <p>Is it possible to create a customer service culture that rivals that of businesses known for their legendary service? Can our systems and process become as efficient and price sensitive as those businesses that are known as the low price leaders? Join us for an engaging discussion covering one county's journey for developing a performance culture. This multi faceted approach includes tapping into the voice of the customer, maximizing employee engagement, a focus on leader development, a metrics driven approach to business process redesign and a total rewards strategy that presents a new and evolving paradigm for public sector pay and benefits.</p>

**6:00 – 7:00 P.M. DINNER**

*Friday, October 5*

**7:00 – 8:00 A.M. BREAKFAST**

**8:00 – 11:15 A.M. ASSOCIATION BUSINESS MEETINGS**

MACA BUSINESS MEETING	MCHRMA BUSINESS MEETING
<p><b>8:00 – 10:00 a.m. MACA Business Meeting</b></p> <ul style="list-style-type: none"> <li>• Call to Order &amp; Introductions</li> <li>• Executive Committee Reports</li> <li>• Nominating Committee Report</li> <li>• Committee Assignments</li> <li>• By-Laws Revision Approval</li> <li>• Affiliated Association Reports</li> </ul> <p><b>10:00 – 11:15 a.m. Keynote Presentation: “The State of the Economy”</b></p> <p><i>Presenter: Thomas Stinson, State Economist, Professor, U of M Department of Applied Economics</i></p>  <p><i>Thomas Stinson</i></p>	<p><b>8:00 – 9:30 a.m. MCHRMA Business Meeting</b></p> <ul style="list-style-type: none"> <li>• Election of Officers</li> <li>• Microsoft® SharePoint® Demo</li> <li>• Membership</li> <li>• AMC Legislative Update</li> <li>• Member Question Forum</li> </ul> <p><b>9:30 – 11:15 a.m. Keynote Presentation: “Healthcare Reform Updates: What You Need To Know”</b></p> <p><i>Presenter: Darcy Hitesman, Attorney/Founder, Hitesman &amp; Wold</i></p>  <p><i>Darcy Hitesman</i></p> <p>Darcy Hitesman has 20 years of experience as an Employee Benefits law attorney. Throughout her career, she has been committed to counseling and educating clients, both public sector and private sector, in the areas of employee benefits plan compliance with the Internal Revenue Code, ERISA, HIPAA, FMLA, COBRA and state insurance laws. Darcy is a frequent speaker to legal and non-legal audiences regarding various employee benefits and FMLA topics.</p>

**11:15 A.M. CLOSING REMARKS/ADJOURN**





**MACA/MCHRMA**

Wednesday, October 3rd to Friday, October 5th, 2012

**DEADLINE FOR RESERVATIONS:**

September 5, 2012

*Note: Reservations will be accepted until the date of arrival based on availability*

**MACA/MCHRMA**

**GROUP PACKAGE RATE:**

\$254.36 Double Occupancy Per Person  
(with 2 people per bedroom)

\$339.86 Single Occupancy Per Person

**All attendees and guests must be on the Conference package**

**Includes:**

- 2 nights lodging
- Meals:
  - 10/3 – Dinner
  - 10/4 – Breakfast, Lunch, & Dinner
  - 10/5 – Breakfast & Lunch
- Meeting facilities
- Unlimited golf on the *Alec's Nine*
- Minnesota Sales Tax

*Rooms are assigned on a first-come, first-serve basis.*

**Check In After 5:00 P.M.  
Check Out Before 12:00 P.M.**

**CANCELLATION POLICY:**

**NO REFUNDS** on reservations cancelled less than 30 days prior to arrival. Prior to 30 days before arrival, a \$25.00 processing fee will be deducted from your pre-payment.

**Prepayment Required**

Mr./Mrs./Ms. \_\_\_\_\_  
 Address \_\_\_\_\_  
 Suite / Apt. # \_\_\_\_\_  
 City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

E-mail \_\_\_\_\_  
Confirmations will be mailed to the above address

Day Phone (\_\_\_\_) \_\_\_\_\_  
Representing \_\_\_\_\_

Arrival \_\_\_\_\_ Departure \_\_\_\_\_  
 \_\_\_\_\_ Single Occupancy  
 \_\_\_\_\_ Double Occupancy

Roommates: Each attendee must complete a separate reservation form. List the name(s)/roommate(s) you have selected.

If your designated roommate does not register, you will be charged at a single rate.

Special Requests:  
**Room Accessibility/Special Dietary**

**Pre-Payment Options.**

Your Credit Card will be charged upon receipt of form.

Credit Cards- Please circle below:

\_\_\_\_ Visa / Mastercard / Discover / American Express

CC# \_\_\_\_\_

Exp. Date \_\_\_\_\_ CVD # \_\_\_\_\_

Amount \$ \_\_\_\_\_

Signature: \_\_\_\_\_

In the event of a miscalculation, I authorize Ruttger's to charge to my credit card an amount Ruttger's reasonably deems to be accurate.

**Check** (Please enclose with form & make payable to Ruttger's Bay Lake Lodge)

**Purchase Order** (Purchase order must be received prior to conference)

Amount \$ \_\_\_\_\_

**MAIL to:** Ruttger's Bay Lake Lodge  
**Attn:** **Conference Planning**  
P.O. Box 400  
Deerwood, MN 56444

**Fax to:** 218-678-2864 (attn: Renee L)

**Email to:** [conferenceplanning@ruttgers.com](mailto:conferenceplanning@ruttgers.com)

To avoid duplication, please only use one of the options above to submit your form.

**Questions? Please call 800-450-1350 or if you have not received confirmation within 2 business days.**

Our receipt of your reservation form with payment by credit card, check or purchase order signifies that you accept all the terms and conditions on this reservation form.

**ACCEPTANCE SIGNATURE**



**Ruttger's Bay Lake Lodge Commuter Reservation Form  
MACA/MCHRMA  
October 3 - 5, 2012**

**Deadline for Reservations: September 5, 2012**

*Note: Reservations will be accepted until the date of arrival based on availability (First come, first serve basis).*

**Reservations for meals only**

This form is to be used only for guests that will NOT be staying overnight at Ruttger's Bay Lake Lodge. **Please fill out and forward one form per attendee.**

Participant Name and Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Special Dietary \_\_\_\_\_

**Wednesday, October 3, 2012**

\_\_\_\_\_ Dinner(s) at \$32.05 each \_\_\_\_\_

**Thursday, October 4, 2012**

\_\_\_\_\_ Breakfast(s) at \$14.95 each \$ \_\_\_\_\_

\_\_\_\_\_ Lunch(s) at \$16.02 each \$ \_\_\_\_\_

\_\_\_\_\_ Dinner(s) at \$32.05 each \$ \_\_\_\_\_

Daily Conference Rate (required) \$ 10.00

**Friday, October 5, 2012**

\_\_\_\_\_ Breakfast(s) at \$14.95 each \$ \_\_\_\_\_

\_\_\_\_\_ Lunch(s) at \$16.02 each \$ \_\_\_\_\_

\$ \_\_\_\_\_

Daily Conference Rate (required) \$ 10.00

**Grand Total**

\$ \_\_\_\_\_

All Prices include service fee and tax

**Form will not be processed without pre-payment. Please choose one of the following payment methods:**

Check - Make payable to: Ruttger's Bay Lake Lodge  
Attn.: **Conference Planning**

Purchase Order

PO Box 400  
Deerwood, MN 56444

Purchase orders must be received prior to conference

Credit Card - Visa / Mastercard / Discover / American Express

Card # --- Expiration date: \_\_\_\_\_

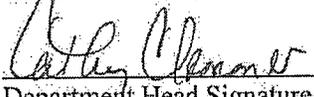
Signature: \_\_\_\_\_

**Fax or email form to: 218-678-2864 or [conferenceplanning@ruttgers.com](mailto:conferenceplanning@ruttgers.com)**  
(For Credit Card or Purchase order payment only - do not fax if mailing check for payment)

*(Your Tickets can be picked up at our Front Desk) RATES ARE SUBJECT TO CHANGE.  
PLEASE CALL 800-450-1350 TO INSURE WE RECEIVED YOUR DAY ATTENDEE FORM*

*Cancellation Policy: The full amount will be refunded if notice of cancellation is received 48 hours (weekday) out from event. After that time, the full amount will be retained by Ruttger's.*

**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  September 4, 2012	Consent Agenda <i>(Please Circle)</i>  <u>Regular Agenda</u> Estimated Time: <i>(Please Circle)</i> <u>10 Min.</u> 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action:  <b><u>Auditor/Treasurer</u></b>	 Department Head Signature  8-28-12 Date

<p><b>Item for Discussion:</b></p> <p><i>Pine County Disaster Abatements</i></p> <p><i>See attached memo from Kelly Schroeder, County Assessor and attached parcels</i></p>  <p><b>Board Action Requested:</b> (Attach additional pages if needed)</p>  <p align="center">Supporting Documents: Attached None</p>
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OFFICE OF  
**PINE COUNTY ASSESSOR**

Pine County Courthouse, 635 Northridge Dr NW #260, Pine City, MN  
320-591-1632 1-800-450-7463 Ext. 1632 Fax: 320-591-1640

## **MEMO**

To: Pine County Board of Commissioners

From: Kelly Schroeder, County Assessor

Date: August 29, 2012

Re: Pine County Disaster Abatements

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As you all know at the July 18<sup>th</sup>, 2012 board meeting, you passed a resolution requesting property tax reimbursement of the relief we will be granting to the 67 properties that were damaged more than 50% in the June flooding. The dollars for the reimbursement were allocated during the special session of the Minnesota Legislature on August 24<sup>th</sup>. The final step in the reimbursement is the approval of our application by the Executive Council. This step is planned to take place in December. Until this approval, we cannot be completely guaranteed the reimbursement, however I can assure you I have the application complete and we far exceed all the minimum requirements for approval.

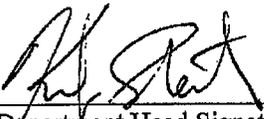
This timeframe left something to be desired. The second half property taxes are due prior to the meeting of the Executive Council. Should we wait until this final approval, even though the funding has already been allocated, the Auditor/Treasurer's office would need to process the payments of taxes on these 67 properties and then issue refunds shortly thereafter. To circumvent this situation, and give the affected property owners the relief, it would make the most sense to go ahead and process these abatements knowing the final approval for reimbursement has not been given, but all the steps leading up to that approval are in place.

The total tax dollars affected by the abatements is \$51,640.

PARCEL	ORIGINAL	ADJUSTED	DIFFERENCE
17.0097.000	\$2,016	\$1,176	\$840
17.0345.000	\$1,800	\$1,048	\$752
17.0346.000	\$2,294	\$1,178	\$1,116
17.5001.000	\$564	\$538	\$26
17.5009.000	\$1,102	\$902	\$200
17.5123.000	\$1,678	\$830	\$848
31.0274.000	\$2,304	\$1,966	\$338
31.5015.000	\$840	\$328	\$512
31.5020.000	\$676	\$508	\$168
31.5021.000	\$1,030	\$390	\$640
31.5022.000	\$1,182	\$392	\$790
31.5031.000	\$266	\$166	\$100
44.0020.000	\$830	\$614	\$216
44.0052.006	\$1,996	\$812	\$1,184
44.0052.007	\$2,760	\$1,064	\$1,696
44.0052.009	\$1,578	\$728	\$850
44.0052.010	\$1,470	\$758	\$712
44.0052.011	\$1,678	\$524	\$1,154
44.0052.012	\$1,328	\$464	\$864
44.0052.013	\$1,766	\$830	\$936
44.0052.015	\$708	\$516	\$192
44.0052.019	\$1,386	\$804	\$582
44.0052.022	\$510	\$472	\$38
44.0052.023	\$1,000	\$654	\$346
44.0052.024	\$1,326	\$666	\$660
44.0052.025	\$998	\$422	\$576
44.0052.026	\$1,324	\$710	\$614
44.0052.034	\$2,362	\$1,250	\$1,112
44.0058.000	\$216	\$158	\$58
44.5084.000	\$342	\$230	\$112
46.0059.000	\$5,218	\$2,536	\$2,682
46.0062.000	\$2,956	\$1,872	\$1,084
46.0063.000	\$3,652	\$3,380	\$272
46.0065.000	\$788	\$348	\$440
46.0091.000	\$758	\$244	\$514
46.5164.000	\$2,558	\$1,570	\$988
46.5165.000	\$1,690	\$586	\$1,104
46.5166.000	\$746	\$576	\$170
46.5167.000	\$1,698	\$896	\$802
46.5168.000	\$1,448	\$584	\$864
46.5169.000	\$2,834	\$752	\$2,082
46.5170.000	\$2,542	\$1,122	\$1,420
46.5171.000	\$2,798	\$676	\$2,122
46.5173.000	\$2,770	\$1,066	\$1,704
46.5174.000	\$1,864	\$862	\$1,002
46.5176.000	\$1,050	\$610	\$440

46.5177.000	\$2,418	\$722	\$1,696
46.5178.000	\$2,514	\$1,004	\$1,510
46.5179.000	\$2,604	\$1,078	\$1,526
46.5180.000	\$2,880	\$1,096	\$1,784
46.5181.000	\$2,712	\$700	\$2,012
46.5182.000	\$1,446	\$976	\$470
46.8901.007	\$74	\$0	\$74
46.8901.179	\$388	\$20	\$368
47.0076.000	\$334	\$166	\$168
47.0093.002	\$2,636	\$1,328	\$1,308
47.0122.001	\$2,230	\$940	\$1,290
47.0136.002	\$1,202	\$506	\$696
47.0138.000	\$712	\$254	\$458
47.5002.000	\$414	\$306	\$108
47.5006.000	\$738	\$586	\$152
47.5012.000	\$186	\$44	\$142
47.5013.000	\$1,148	\$582	\$566
47.5014.000	\$980	\$686	\$294
47.5015.000	\$1,742	\$982	\$760
47.5016.000	\$314	\$166	\$148
47.5026.000	\$598	\$410	\$188
			\$51,640

**PINE COUNTY REQUEST FOR BOARD ACTION**

<p>Requested Board Date:</p> <p align="center"><b>September 4, 2012</b></p>	<p>Consent Agenda <i>(Please choose)</i></p> <p>Regular Agenda                  Estimated Time: <i>(Please Circle)</i>  <u>5</u> 10 Min. 15 Min.                  Time needed                  30 Min. 45 Min. 1 hour</p>
<p>Department requesting action:</p> <p align="center"><b>Land/Zoning/Solid Waste</b></p>	<p align="center">                   Department Head Signature             </p> <p align="right">                 8/29/12                  Date             </p>

**Item for Discussion:** (one form per item)

**2011/2012 Tax Forfeit Land Auction Sale To Adjoining Owners**

- Part of the land sale list first approved by the County Board in 2011 but originally withheld from sale.
- DNR and City approved.
- County staff purchase price "Appraised Value" recommendation identified.
- **Resolution of Sale to Adjoining Owners** attached.
  - City of Willow River site.
  - Former alley configuration (375 ft. x 13 ft.)
  - Approval will allow sale of proportionate share of alley to adjoining land owners

**Board Action Requested:** (Attach additional pages if needed)

Adoption of the attached Resolution.

Supporting Documents: Attached None

**2012 Pine County Land Auction**  
**RESOLUTION FOR LANDSALE TO ADJOINING LANDOWNERS**

**RESOLUTION 090412-1**

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

1. CITY OF WILLOW RIVER (47.5100.000)  
Townsite of Willow River; East 13 feet of Lots 8-12, Block 9  
2-44-20 Original Size: 375 ft X 13 ft

WHEREAS, the above mentioned parcel cannot be improved upon because of minimal size and the highest and best use of the parcel would be achieved by splitting the parcel combining them with an adjoining property as follows:

Split 1: Easterly 13 ft of lots 8 & 9  
Size of split: 150' X 13' (40% of original parcel)  
**Appraised Value: \$100**

Split 2: Easterly 13 ft of lot 10  
Size of split: 75' X 13' (20% of original parcel)  
**Appraised Value: \$50**

Split 3: Easterly 13 ft of lot 11  
Size of split: 75' X 13' (20% of original parcel)  
**Appraised Value: \$50**

Split 4: Easterly 13 ft of lot 12  
Size of split: 75' X 13' (20% of original parcel)  
**Appraised Value: \$50**

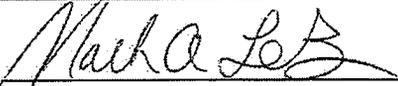
BE IT HEREBY RESOLVED, that the above mentioned parcels of land, which have been classified and appraised as provided by M.S. 282 shall be offered for sale by the County Auditor, to adjoining landowners in accordance to M.S. 282.01 (Subd. 7a), by sealed bid received on or before 10:00 A.M., October 31, 2012, and shall not be sold for less than their appraised value.

\_\_\_\_\_  
Date

\_\_\_\_\_  
By: Steve Chaffee, Chairman Pine County Board

\_\_\_\_\_  
Attest: David J. Minke, County Administrator

**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  September 4, 2012	Consent Agenda <i>(Please Circle)</i>  Regular Agenda Estimated Time: <i>(Please Circle)</i> <u>5</u> 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action: Pine County Public Works	 Department Head Signature      8/27/12 Date

<p><b>Item for Discussion:</b> (one form per item)</p> <p><i>Resolution for Deficient Bridges</i></p>  <p><b>Board Action Requested:</b> (Attach additional pages if needed)</p> <p><i>Approve and Signature</i></p>  <p align="center">Supporting Documents:    Attached    None</p>

RESOLUTION

WHEREAS, Pine County has determined that the following deficient bridges on the CSAH and Township systems are a high priority and require replacement or rehabilitation within the next five (5) years, and

BRIDGE #	ROAD #	ESTIMATED STRUCTURE COST
L3001	CSAH 13	\$300,000
L3002	CSAH 14	\$300,000
58501	CSAH 17	\$300,000
58503	CSAH 53	\$500,000
8820	CSAH 61	\$600,000
L9456	Hinckley Township	\$250,000
L3124	Mission Creek Township	\$150,000

WHEREAS, local roads play an essential role in the overall state transportation network and local bridges continue to be crucial to maintaining the integrity of the local road systems and is necessary for the County and the townships to proceed with the replacement or rehabilitation of the high priority deficient bridges described above, and

WHEREAS, Pine County intends to proceed with replacement or rehabilitation of these bridges as soon as possible when State Transportation Bond Funds are available,

BE IT RESOLVED, that the Pine County Board commits that it will proceed with the design and contract documents for these bridges immediately after being notified that funds are available in order to permit construction to take place within one year of notification.

STATE OF MINNESOTA)

ss.

County of Pine )

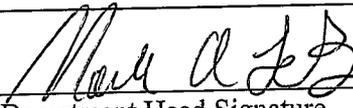
I, David J. Minke, County Administrator of Pine County, Minnesota, hereby certify that I have compared the foregoing copy of a resolution of the County Board of said County with the original record thereof in the minutes of the proceedings of said Board at a meeting duly held the 4th day of September 2012, and that same is a true and correct copy of said original record and that said resolution was duly adopted by said Board at said meeting.

Witness my hand and seal this 4th day of September 2012.

---

David J. Minke  
County Administrator  
Pine County, Minnesota

## PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date:  September 4, 2012	Consent Agenda <i>(Please Circle)</i>  Regular Agenda Estimated Time: <i>(Please Circle)</i> <u>5</u> 10 Min.    15 Min. <small>Time needed</small> 30 Min.    45 Min.    1 hour
Department Requesting Action: Pine County Public Works	 Department Head Signature                      8/14/12 Date

**Item for Discussion:** (one form per item)

*Resolution to use Bridge Bonding funds on SAP 58-640-11; On CSAH 40, Between CR 150 and CSAH 41 over Pine River*

**Board Action Requested:** (Attach additional pages if needed)  
*Approve and Signature*

Supporting Documents:  Attached     None

STATE OF MINNESOTA )  
 )  
COUNTY OF PINE )

REFERENCE (SAP 058-640-011  
(  
(New Bridge# 58553

**RESOLUTION**

*WHEREAS*, The County of Pine has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation fund for the construction of County Bridge No. 58553 over Pine River and;

*WHEREAS*, The Commission of Transportation has given notice that funding for the bridge is available; and

*WHEREAS*, The amount of the grant has been determined to be \$283,037.09 by reason of the lowest responsible bid.

*NOW THEREFORE, BE IT RESOLVED* that the Pine County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, subdivision 5, clause (3), and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the bridge but not required.

**CERTIFICATION**

STATE OF MINNESOTA

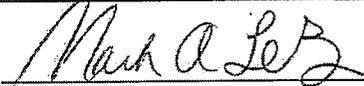
COUNTY OF PINE

I do hereby certify that the foregoing resolution is a true and correct copy of a resolution presented to and adopted by the County of Pine at a duly authorized meeting thereof held on the 4<sup>th</sup> day of September 2012.

---

Mark A. LeBrun, P.E.  
Engineer

**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  <b>September 4, 2012</b>	Consent Agenda <i>(Please Circle)</i>  <u>Regular Agenda</u> Estimated Time: <i>(Please Circle)</i> <u>5 Min</u> 10 Min.    15 Min. Time needed 30 Min.    45 Min.    1 hour
Department Requesting Action:  <b><u>Pine County Public Works</u></b>	 8/27/12 Department Head Signature    Date

<p><b>Item for Discussion:</b> (one form per item)</p> <p>Cooperative Agreement with Hinckley/Mission Creek Townships for Bridge Replacements</p>  <p><b>Board Action Requested:</b> (Attach additional pages if needed) Approve and Sign</p> <p align="right">Supporting Documents:    Attached    None</p>

**Pine County Cooperative Agreement  
with  
Mission Creek Township**

WITNESSETH: This agreement by and between the County of Pine, a political subdivision of the State of Minnesota hereinafter referred to as the "County", and the Town of **Mission Creek**, a political subdivision of the State of Minnesota hereinafter referred to as the "Township";

Whereas, the Township has requested the County to act on their behalf in the opening of bids, award of contracts, and the inspection of construction activities for the proposed improvement known as State Aid Project 58-599-41 for Bridge No. L3124 over East Pokegama Creek on **Mission Creek Township Road Cross Park Road** , and

Whereas, SAP 58-599-41 has been identified as being eligible for receipt of Township Bridge funds and Bridge Bond Funds, and

Whereas, Township Bridge funding requires the Township to contribute a local share to the costs of construction, and

Whereas, the Minnesota Department of Transportation shall determine the level and scope of specification preparation, construction plan detail, and materials inspection, and

Whereas, the Township has expressed its willingness to execute a cooperative agreement with the County to mutually identify responsibilities and obligations for SAP 58-599-41.

NOW, THEREFORE, IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:

1. The County shall review the necessary construction plans, specifications, proposals, and estimates prepared by others for submittal and approval to a construction status by the Minnesota Department of Transportation.
2. The County shall take bids and make recommendation for award of the construction contract, shall perform the construction administration (advertisement of bids, partial and final estimates, and final reports) and field work (surveying and staking).
3. The County will hire a qualified consulting engineer to provide the necessary hydraulic analysis, plan design, and construction inspection as required by the Minnesota Department of Transportation regulations and as determined by the County Engineer.
4. The County will not charge the Township for services outlined in items 1 and 2. Item 3 will be paid for by the Township.
5. The Township's local share of the bridge replacement costs shall be defined as bridge removal, clearing and grubbing, excavation items, all other non-participating items as shown on the plans and detailed in the special provisions and proposal, and any other costs not covered by the Township Bridge Funding.
6. The Township shall reimburse the County their local share of the items not covered by State Park or Township Bridge Funding after the contract is finalized.

7. Upon completion of the project, the Township shall maintain or arrange for the maintenance of the bridge structure; the County shall continue annual bridge inspections of the structure.

8. The Township and County agree to indemnify each other and hold each other harmless from any and all claims, causes of action, lawsuits, judgements, charges, demands, costs and expenses including, but not limited to, interest involved therein, attorneys' fees and costs and expenses connected therewith arising out of or resulting from the failure of any party to satisfy the provisions of this agreement or for damages caused to fourth parties as a result of the manner in which the Township or County perform or fail to perform duties imposed on each party by the terms of this agreement.

10. Nothing herein shall constitute a waiver by any party of the limits of liability provided in Minnesota Statutes No. 466 or other applicable law.

IN WITNESS THEREOF, the parties have caused this Agreement to be executed.

TOWN OF MISSION CREEK, MINNESOTA

COUNTY OF PINE, MINNESOTA

By \_\_\_\_\_

By \_\_\_\_\_

Its \_\_\_\_\_

Chairperson  
Board of County Commissioners

By \_\_\_\_\_

Approved as to Form:

Its \_\_\_\_\_

\_\_\_\_\_  
County Attorney Date

Date \_\_\_\_\_

Recommended for Approval:

\_\_\_\_\_  
County Engineer Date

**Pine County Cooperative Agreement**  
with  
**Hinckley Township**

WITNESSETH: This agreement by and between the County of Pine, a political subdivision of the State of Minnesota hereinafter referred to as the "County", and the Town of **Hinckley**, a political subdivision of the State of Minnesota hereinafter referred to as the "Township";

Whereas, the Township has requested the County to act on their behalf in the opening of bids, award of contracts, and the inspection of construction activities for the proposed improvement known as State Aid Project 58-599-40 for Bridge No. L9456 over the South Fork Grindstone River on **Hinckley Township Road Southfork Road**, and

Whereas, SAP 58-599-40 has been identified as being eligible for receipt of Township Bridge funds and Bridge Bond Funds, and

Whereas, Township Bridge funding requires the Township to contribute a local share to the costs of construction, and

Whereas, the Minnesota Department of Transportation shall determine the level and scope of specification preparation, construction plan detail, and materials inspection, and

Whereas, the Township has expressed its willingness to execute a cooperative agreement with the County to mutually identify responsibilities and obligations for SAP 58-599-40.

NOW, THEREFORE, IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:

1. The County shall review the necessary construction plans, specifications, proposals, and estimates prepared by others for submittal and approval to a construction status by the Minnesota Department of Transportation.

2. The County shall take bids and make recommendation for award of the construction contract, shall perform the construction administration (advertisement of bids, partial and final estimates, and final reports) and field work (surveying and staking).

3. The County will hire a qualified consulting engineer to provide the necessary hydraulic analysis, plan design, and construction inspection as required by the Minnesota Department of Transportation regulations and as determined by the County Engineer.

4. The County will not charge the Township for services outlined in items 1 and 2. Item 3 will be paid for by the Township.

5. The Township's local share of the bridge replacement costs shall be defined as bridge removal, clearing and grubbing, excavation items, all other non-participating items as shown on the plans and detailed in the special provisions and proposal, and any other costs not covered by the Township Bridge Funding.

6. The Township shall reimburse the County their local share of the items not covered by State Park or Township Bridge Funding after the contract is finalized.

7. Upon completion of the project, the Township shall maintain or arrange for the maintenance of the bridge structure; the County shall continue annual bridge inspections of the structure.

8. The Township and County agree to indemnify each other and hold each other harmless from any and all claims, causes of action, lawsuits, judgements, charges, demands, costs and expenses including, but not limited to, interest involved therein, attorneys' fees and costs and expenses connected therewith arising out of or resulting from the failure of any party to satisfy the provisions of this agreement or for damages caused to fourth parties as a result of the manner in which the Township or County perform or fail to perform duties imposed on each party by the terms of this agreement.

10. Nothing herein shall constitute a waiver by any party of the limits of liability provided in Minnesota Statutes No. 466 or other applicable law.

IN WITNESS THEREOF, the parties have caused this Agreement to be executed.

TOWN OF **HINCKLEY**, MINNESOTA

COUNTY OF PINE, MINNESOTA

By \_\_\_\_\_

By \_\_\_\_\_

Its \_\_\_\_\_

Chairperson  
Board of County Commissioners

By \_\_\_\_\_

Approved as to Form:

Its \_\_\_\_\_

\_\_\_\_\_  
County Attorney Date

Date \_\_\_\_\_

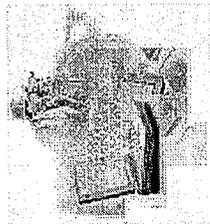
Recommended for Approval:

\_\_\_\_\_  
County Engineer Date

**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  September 4, 2012	Consent Agenda <i>(Please choose)</i>  Regular Agenda Estimated Time: <i>(Please Circle)</i> <input checked="" type="checkbox"/> 5 Min <input type="checkbox"/> 10 Min. <input type="checkbox"/> 15 Min. <small>Time needed</small> <input type="checkbox"/> 30 Min. <input type="checkbox"/> 45 Min. <input type="checkbox"/> 1 hour
Department Requesting Action:  <u><b>Pine County Public Works</b></u>	_____ Department Head Signature                      Date

<p><b>Item for Discussion:</b> (one form per item)</p> <p><b>Final Payment on <u>Contract #1004</u></b></p> <p>SAP 58-655-05 <u>Located on CSAH 55 between CR 125 &amp; .13 miles S of Jct. CR 125</u></p> <p><b>Board Action Requested:</b> (Attach additional pages if needed)          Approve Final Payment to Kern and Tabery, Inc. in the amount of \$40,197.26</p> <p align="right">Supporting Documents:    Attached    None</p>
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# PINE COUNTY HIGHWAY

405 Airport Road NE  
 Pine City, MN 55063  
 Project SAP 058-655-005 - Grading, Culverts, Aggregate Base, & Turf Establishment  
 Final Pay Request No. 19

**Contractor:** Kern & Tabery, Inc.  
 222 SE 1st Street, Suite 3  
 Wadena, MN 56482

**Contract No.** 1004  
**Vendor No.** 2898  
**For Period:** 1/28/2012 - 8/14/2012  
**Warrant #** \_\_\_\_\_ **Date** \_\_\_\_\_

Contract Amounts	
Original Contract	\$1,246,092.04
Contract Changes	\$50,023.54
Revised Contract	\$1,296,115.58
Work Certified To Date	
Base Bid Items	\$926,547.37
Change Orders	\$17,735.00
Backsheets	\$11,308.24
Supplemental Agreements	\$115,402.00
Work Orders	\$2,000.00
Material On Hand	\$0.00
<b>Total</b>	<b>\$1,072,992.61</b>

Funds Encumbered	
Original	\$1,246,092.04
Additional	\$0.00
<b>Total</b>	<b>\$1,246,092.04</b>

SAP 058-655-005	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
	\$19,119.80	\$1,072,992.61	\$0.00	\$1,032,795.35	\$40,197.26	\$1,072,992.61
Percent Retained: 0%				<b>Amount Paid This Final Pay Request \$40,197.26</b>		

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

Approved By Mark A. Seb  
 County/City/Project Engineer  
 Date 8/14/12

Approved By Kern & Tabery, Inc.  
 Contractor Brad Kern  
 Date August 16, 2012

**PINE COUNTY HIGHWAY**  
405 Airport Road NE  
Pine City, MN 55063  
Project No. SAP 058-655-005  
Final Pay Request No. 19

**Pine County Public Works**  
**Certificate of Final Contract Acceptance**  
Final Voucher No.: 19

Low S.P. No.: SAP 058-655-005

Contract No.: 1004

This is to certify that to the best of my knowledge, the items of work shown in the Statement of Work Certified herein have actually furnished in accordance with the Plans and Specifications. This Project has been completed in accordance with the Laws, Standards and Procedures of as they apply to projects in this category, and if applicable, approved by the Federal Highway Administration.

Dated \_\_\_\_\_ Signature \_\_\_\_\_ County/City/Project Engineer \_\_\_\_\_

The undersigned Contractor hereby certifies that the work described has been performed in accordance with the terms of the Contract, and agrees that the Final Value of Work Certified on this Contract is \$1,072,992.61 and agrees to the amount of \$40,197.26 as Final Payment on this Contract in accordance with this Final Voucher.

Contractor Kern & Tabery, Inc. By Kern Tabery  
And Brad Kern And \_\_\_\_\_

State of, Pine County Public Works

On This 14<sup>th</sup> Day August, 2012, Before me appeared \_\_\_\_\_ To me known to \_\_\_\_\_

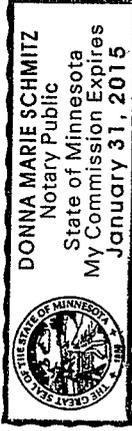
be the person who executed the foregoing Acceptance and Acknowledged that he/she executed the same as \_\_\_\_\_ free to act and deed

(Individual Acknowledgment)  
(Corporate Acknowledgment)

Kern Tabery And Brad Kern, to me personally known, who, being each by me duly sworn each did say that they are respectively the Pres. Deed. and Vice Pres - Secretary of the

Kern & Tabery Inc Corporation named in the foregoing instrument, and that the seal affixed to said instrument is the Corporate Seal of said Corporation, and the said instrument was signed and sealed in behalf of said Corporation by authority of its

Bonny Albrecht and said Kern Tabery and Brad Kern acknowledged said instrument to be the free act and deed of said Corporation



My Commission as Notary Public in Ottawa County  
Expires January 31, 2015 Signature Donna Marie Schmitz

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with the terms of the Contract is as shown in this Final Voucher. This Contract is hereby accepted in accordance with the Specification 1516. Final acceptance of the Contract will be effective upon full Execution, by the Contractor and the Department, of the "Certificate of Final Acceptance" included with the Final Voucher.

Dated \_\_\_\_\_ Signature \_\_\_\_\_ District Engineer \_\_\_\_\_

**PINE COUNTY HIGHWAY**  
405 Airport Road NE  
Pine City, MN 55063  
Project No. SAP 058-655-005  
Final Pay Request No. 19

**Pine County Public Works  
Certificate of Final Acceptance  
County Board Acknowledgment**

Contract Number: 1004  
Contractor: 2898 - Kern & Tabery, Inc.  
Date Certified: 8/14/2012  
Payment Number: 19

Whereas, Contract No. 1004 has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and in behalf of the Pine County Public Works and authorize final payment as specified herein.

Pine County Public Works  
State of \_\_\_\_\_

I, \_\_\_\_\_, County \_\_\_\_\_ within and for said county do hereby certify that the foregoing resolution is a true and correct copy of the resolution on file in my office.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

At \_\_\_\_\_,

Signed By \_\_\_\_\_  
County \_\_\_\_\_

(SEAL)

SAP 058-655-005 Payment Summary

No.	From Date	To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	10/25/2010	11/24/2010	\$49,032.14	\$2,451.61	\$46,580.53
2	11/25/2010	12/18/2010	\$215,386.40	\$10,769.32	\$204,617.08
3	12/19/2010	12/30/2010	\$124,538.77	\$6,226.94	\$118,311.83
4	12/31/2010	01/14/2011	\$118,281.84	\$5,914.09	\$112,367.75
5	01/15/2011	01/28/2011	\$34,438.52	\$1,721.92	\$32,716.60
6	01/29/2011	02/12/2011	\$90,153.00	\$4,507.65	\$85,645.35
7	02/13/2011	02/26/2011	\$71,170.89	\$3,558.55	\$67,612.34
8	02/27/2011	03/15/2011	\$5,596.26	\$279.81	\$5,316.45
9	03/16/2011	06/17/2011	\$12,340.55	\$617.03	\$11,723.52
10	06/18/2011	06/27/2011	\$34,868.80	\$1,743.44	\$33,125.36
11	06/28/2011	07/23/2011	\$35,646.82	\$1,782.34	\$33,864.48
12	07/24/2011	08/06/2011	\$50,230.81	\$2,511.54	\$47,719.27
13	08/07/2011	08/20/2011	\$38,012.23	\$1,900.61	\$36,111.62
14	08/21/2011	09/02/2011	\$37,689.47	\$1,884.48	\$35,804.99
15	09/03/2011	09/17/2011	\$36,812.59	\$1,840.62	\$34,971.97
16	09/18/2011	10/03/2011	\$89,877.77	\$4,493.89	\$85,383.88
17	10/04/2011	10/21/2011	\$3,700.00	\$185.00	\$3,515.00
18	10/22/2011	01/27/2012	\$6,095.95	(\$31,311.38)	\$37,407.33
19	01/28/2012	08/14/2012	\$19,119.80	(\$21,077.46)	\$40,197.26
<b>Totals:</b>			<b>\$1,072,992.61</b>	<b>\$0.00</b>	<b>\$1,072,992.61</b>

SAP 058-655-005 Funding Category Report

Funding Category No.	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
000	1,072,992.61	0.00	1,032,795.35	40,197.26	1,072,992.61
<b>Totals:</b>		<b>\$1,072,992.61</b>	<b>\$1,032,795.35</b>	<b>\$40,197.26</b>	<b>\$1,072,992.61</b>

SAP 058-655-005 Encumbrance Report

Accounting No.	Funding Source	Amount Paid This Request	Revised Contract Amount	Funds Encumbered To Date	Paid To Contractor To Date
0552	Regular (CSAH)	40,197.26	1,296,115.58	1,246,092.04	1,072,992.61
<b>Totals:</b>		<b>\$40,197.26</b>	<b>\$1,296,115.58</b>	<b>\$1,246,092.04</b>	<b>\$1,072,992.61</b>

Totals: \$40,197.26      \$1,296,115.58      \$1,246,092.04      \$1,072,992.61

**PINE COUNTY HIGHWAY**  
 405 Airport Road NE  
 Pine City, MN 55063  
 Project No. SAP 058-655-005  
 Final Pay Request No. 19

**SAP 058-655-005 Project Item Status**

Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
<b>Participating</b>									
1	2021.501	MOBILIZATION	LUMP SUM	\$41,139.00	1	0	\$0.00	1	\$41,139.00
2	2021.601	MOBILIZATION, TURF ESTABLISHMENT	LUMP SUM	\$1.00	1	0	\$0.00	1	\$1.00
3	2031.602	PORTABLE TOILETS	EACH	\$1,000.00	1	0	\$0.00	0	\$0.00
4	2051.501	MAINT & RESTORATION OF HAUL ROADS	LUMP SUM	\$1.00	1	0	\$0.00	1	\$1.00
5	2101.511	CLEARING AND GRUBBING	LUMP SUM	\$39,000.00	1	0	\$0.00	1	\$39,000.00
6	2104.501	REMOVE PIPE CULVERTS	LIN FT	\$5.00	558	0	\$0.00	602	\$3,010.00
7	2104.505	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$5.00	670	0	\$0.00	670	\$3,350.00
8	2104.513	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$7.00	74	0	\$0.00	74	\$518.00
9	2105.501	COMMON EXCAVATION (P)	CU YD	\$2.00	27933	0	\$0.00	27933	\$55,866.00
10	2105.505	MUCK EXCAVATION	CU YD	\$3.00	105999	0	\$0.00	80504	\$241,512.00
11	2105.507	SUBGRADE EXCAVATION	CU YD	\$2.50	5406	0	\$0.00	5914	\$14,785.00
12	2105.521	GRANULAR BORROW MOD 15% (EV)	CU YD	\$3.50	159061	0	\$0.00	93699	\$327,946.50
13	2105.604	GEOTEXTILE FABRIC TYPE VI	SQ YD	\$3.16	8490	0	\$0.00	8825	\$27,887.00
14	2123.507	1.0 CU YD SHOVEL	DOZER	\$85.00	10	0	\$0.00	0	\$0.00
15	2123.509	DOZER	HOUR	\$130.00	10	0	\$0.00	0	\$0.00
16	2130.501	WATER	M GALLONS	\$20.00	346	0	\$0.00	31.9	\$638.00
17	2211.501	AGGREGATE BASE CLASS 5	TON	\$9.25	9424	0	\$0.00	9430.22	\$87,229.54
18	2501.501	CULVERT EXCAVATION CLASS U	CU YD	\$3.00	1123	0	\$0.00	1123	\$3,369.00
19	2501.511	15" CS PIPE CULVERT	LIN FT	\$16.46	578	0	\$0.00	578	\$9,513.88
45	2501.511	18" CS PIPE CULVERT	LIN FT	\$18.90	104	0	\$0.00	104	\$1,965.60
20	2501.511	24" CS PIPE CULVERT	LIN FT	\$23.81	38	0	\$0.00	38	\$904.78
21	2501.511	24" RC PIPE CULVERT	LIN FT	\$51.27	308	0	\$0.00	308	\$15,791.16
22	2501.511	48" RC PIPE CULVERT	LIN FT	\$108.06	62	0	\$0.00	62	\$6,699.72
23	2501.515	15" GS PIPE APRON	EACH	\$97.88	30	0	\$0.00	30	\$2,936.40
24	2501.515	18" GS PIPE APRON	EACH	\$134.85	4	0	\$0.00	4	\$539.40
25	2501.515	24" GS PIPE APRON	EACH	\$189.78	2	0	\$0.00	2	\$379.56
26	2501.515	24" RC PIPE APRON	EACH	\$400.60	10	0	\$0.00	10	\$4,006.00
27	2501.515	48" RC PIPE APRON	EACH	\$1,023.86	2	0	\$0.00	2	\$2,047.72
28	2511.501	RANDOM RIPRAP CLASS II	CU YD	\$50.00	40.5	0	\$0.00	47.5	\$2,375.00
29	2540.602	MAIL BOX SUPPORT	EACH	\$200.00	6	0	\$0.00	6	\$1,200.00
30	2563.601	TRAFFIC CONTROL	LUMP SUM	\$5,000.00	1	0	\$0.00	1	\$5,000.00
31	2573.502	SILT FENCE, TYPE MACHINE SLICED	LIN FT	\$1.40	8535	1162	\$1,626.80	2326	\$3,256.40

**PINE COUNTY HIGHWAY**  
 405 Airport Road NE  
 Pine City, MN 55063  
 Project No. SAP 058-655-005  
 Final Pay Request No. 19

**SAP 058-655-005 Project Item Status**

Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date	
32	2573.505	FLOTATION SILT CURTAIN TYPE WORK AREA	LIN FT	\$11.75	50	0	\$0.00	0	\$0.00	
33	2573.512	TEMPORARY DITCH CHECK; TYPE 2 (BIOROLL)	LIN FT	\$2.50	80	0	\$0.00	100	\$250.00	
34	2573.512	TEMPORARY DITCH CHECK TYPE 3 (BIOROLL BLANKET SYS.)	LIN FT	\$3.35	880	0	\$0.00	860	\$2,881.00	
35	2573.513	TEMPORARY DITCH CHECK TYPE 5 (ROCK WEEPER, MOD.)	CU YD	\$100.00	59.5	0	\$0.00	78.5	\$7,850.00	
36	2573.520	SEDIMENT REMOVAL BACKHOE	HOURL	\$85.00	10	0	\$0.00	1.5	\$127.50	
37	2575.501	SEEDING	ACRE	\$80.00	17.6	0	\$0.00	14.92	\$1,193.60	
38	2575.502	Seed Mixture 250	pound	\$1.60	1200	0	\$0.00	880	\$1,408.00	
39	2575.502	Seed Mixture 270	pound	\$1.80	71	0	\$0.00	75	\$135.00	
40	2575.511	MULCH MATERIAL TYPE 1	TON	\$110.00	34	0	\$0.00	52.41	\$5,765.10	
41	2575.519	DISK ANCHORING	ACRE	\$50.00	17	0	\$0.00	8.75	\$437.50	
42	2575.523	EROSION CONTROL BLANKETS CATEGORY 1- INCL.MAINT.	SQ YD	\$0.89	2858	0	\$0.00	2599	\$2,313.11	
43	2575.531	FERTILIZER, TYPE 1 (COMMERCIAL, ANALYSIS 24-12-24)	TON	\$670.00	2.24	0	\$0.00	1.87	\$1,252.90	
44	2575.531	FERTILIZER, TYPE 2 (PHOSPHOROUS FREE, ANALYSIS 23-0-30)	TON	\$660.00	0.27	0	\$0.00	0.1	\$66.00	
<b>Totals For Section Participating:</b>									<b>\$1,626.80</b>	<b>\$926,547.37</b>

<b>Backsheet 1</b>									
46	2105.604.00037	MATERIAL ON HAND FOR GEOTEXTILE FABRIC	LUMP SUM	\$21,081.09	1	0	\$0.00	1	\$21,081.09
<b>Totals For Backsheet 1:</b>									<b>\$21,081.09</b>
<b>Backsheet 2</b>									
49	2105.604.00038	GEOTEXTILE FABRIC TYPE 6 MATERIAL ON HAND PLACED	LUMP SUM	(\$12,161.16)	1	0	\$0.00	1	(\$12,161.16)
<b>Totals For Backsheet 2:</b>									<b>(\$12,161.16)</b>
<b>Backsheet 3</b>									
50	2501.511.00001	24" RCP MATERIAL ON HAND	LUMP SUM	\$4,798.87	1	0	\$0.00	1	\$4,798.87
<b>Totals For Backsheet 3:</b>									<b>\$4,798.87</b>
<b>Backsheet 4</b>									
51	2501.515.00001	24" RCP APRON MATERIAL ON HAND	LUMP SUM	\$520.78	1	0	\$0.00	1	\$520.78
<b>Totals For Backsheet 4:</b>									<b>\$520.78</b>
<b>Backsheet 5</b>									
52	2105.501.00011	WITHHOLDING FOR EXPOSED SOILS	LUMP SUM	(\$19,500.00)	1	0	\$0.00	1	(\$19,500.00)

**PINE COUNTY HIGHWAY**  
 405 Airport Road NE  
 Pine City, MN 55063  
 Project No. SAP 058-655-005  
 Final Pay Request No. 19

**SAP 058-655-005 Project Item Status**

Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
<b>Backsheet 6</b>									
53	2105.521.00025	GRANULAR BORROW DEDUCT	LUMP SUM	(\$7,271.48)	1	0	\$0.00	1	(\$7,271.48)
				<b>Totals For Backsheet 6:</b>			<b>\$0.00</b>		<b>(\$7,271.48)</b>
<b>Backsheet 7</b>									
54	2105.501.00011	WITHHOLDING FOR EXPOSED SOILS	LUMP SUM	(\$6,900.00)	1	0	\$0.00	1	(\$6,900.00)
				<b>Totals For Backsheet 7:</b>			<b>\$0.00</b>		<b>(\$6,900.00)</b>
<b>Backsheet 8</b>									
55	2105.521.00025	GRANULAR BORROW DEDUCT	LUMP SUM	\$655.10	1	0	\$0.00	1	\$655.10
				<b>Totals For Backsheet 8:</b>			<b>\$0.00</b>		<b>\$655.10</b>
<b>Backsheet 9</b>									
56	2105.521.00025	GRANULAR BORROW DEDUCT	LUMP SUM	(\$2,089.78)	1	0	\$0.00	1	(\$2,089.78)
				<b>Totals For Backsheet 9:</b>			<b>\$0.00</b>		<b>(\$2,089.78)</b>
<b>Backsheet 10</b>									
57	1910.00000	FUEL ESCALATION	LUMP SUM	\$1,710.45	1	0	\$0.00	1	\$1,710.45
				<b>Totals For Backsheet 10:</b>			<b>\$0.00</b>		<b>\$1,710.45</b>
<b>Backsheet 11</b>									
58	2105.501.00011	WITHHOLDING FOR EXPOSED SOILS	LUMP SUM	(\$10,800.00)	1	0	\$0.00	1	(\$10,800.00)
				<b>Totals For Backsheet 11:</b>			<b>\$0.00</b>		<b>(\$10,800.00)</b>
<b>Backsheet 12</b>									
59	2105.604.00038	GEOTEXTILE FABRIC TYPE 6 MATERIAL ON HAND PLACED	LUMP SUM	(\$2,331.00)	1	0	\$0.00	1	(\$2,331.00)
				<b>Totals For Backsheet 12:</b>			<b>\$0.00</b>		<b>(\$2,331.00)</b>
<b>Backsheet 13</b>									
60	2501.511.00001	24" RCP MATERIAL ON HAND	LUMP SUM	\$3,199.25	1	0	\$0.00	1	\$3,199.25
				<b>Totals For Backsheet 13:</b>			<b>\$0.00</b>		<b>\$3,199.25</b>
<b>Backsheet 14</b>									
61	2501.515.00001	24" RCP APRON MATERIAL ON HAND	LUMP SUM	\$781.17	1	0	\$0.00	1	\$781.17
				<b>Totals For Backsheet 14:</b>			<b>\$0.00</b>		<b>\$781.17</b>
<b>Backsheet 15</b>									
62	1910.00000	FUEL ESCALATION	LUMP SUM	\$2,507.87	1	0	\$0.00	1	\$2,507.87
				<b>Totals For Backsheet 15:</b>			<b>\$0.00</b>		<b>\$2,507.87</b>

**PINE COUNTY HIGHWAY**  
 405 Airport Road NE  
 Pine City, MN 55063  
 Project No. SAP 058-655-005  
 Final Pay Request No. 19

**SAP 058-655-005 Project Item Status**

Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
<b>Backsheet 16</b>									
63	2501.511.00002	24" RCP MATERIAL ON HAND PLACED.	LUMP SUM	(\$3,932.41)	1	0	\$0.00	1	(\$3,932.41)
			<b>Totals For Backsheet 16:</b>				\$0.00		(\$3,932.41)
<b>Backsheet 17</b>									
64	2501.515.00002	24" RCP APRON MATERIAL ON HAND PLACED.	LUMP SUM	(\$1,041.56)	1	0	\$0.00	1	(\$1,041.56)
			<b>Totals For Backsheet 17:</b>				\$0.00		(\$1,041.56)
<b>Backsheet 18</b>									
65	1910.00000	FUEL ESCALATION	LUMP SUM	\$4,186.47	1	0	\$0.00	1	\$4,186.47
			<b>Totals For Backsheet 18:</b>				\$0.00		\$4,186.47
<b>Backsheet 19</b>									
66	1910.00000	FUEL ESCALATION	LUMP SUM	\$289.33	1	0	\$0.00	1	\$289.33
			<b>Totals For Backsheet 19:</b>				\$0.00		\$289.33
<b>Backsheet 20</b>									
67	2105.521.00025	GRANULAR BORROW DEDUCT	LUMP SUM	(\$534.78)	1	0	\$0.00	1	(\$534.78)
			<b>Totals For Backsheet 20:</b>				\$0.00		(\$534.78)
<b>Backsheet 21</b>									
70	2105.501.00012	RELEASE WITHHOLDING FOR EXPOSED SOILS	LUMP SUM	\$15,120.00	1	0	\$0.00	1	\$15,120.00
			<b>Totals For Backsheet 21:</b>				\$0.00		\$15,120.00
<b>Backsheet 22</b>									
71	1910.00000	FUEL ESCALATION	LUMP SUM	\$136.11	1	0	\$0.00	1	\$136.11
			<b>Totals For Backsheet 22:</b>				\$0.00		\$136.11
<b>Backsheet 23</b>									
72	2105.604.00038	GEOTEXTILE FABRIC TYPE 6 MATERIAL ON HAND PLACED	LUMP SUM	(\$6,588.93)	1	0	\$0.00	1	(\$6,588.93)
			<b>Totals For Backsheet 23:</b>				\$0.00		(\$6,588.93)
<b>Backsheet 24</b>									
73	1910.00000	FUEL ESCALATION	LUMP SUM	\$1,462.21	1	0	\$0.00	1	\$1,462.21
			<b>Totals For Backsheet 24:</b>				\$0.00		\$1,462.21
<b>Backsheet 25</b>									
74	2501.515.00001	24" RCP APRON MATERIAL ON HAND	LUMP SUM	\$260.39	1	0	\$0.00	1	\$260.39
			<b>Totals For Backsheet 25:</b>				\$0.00		\$260.39
<b>Backsheet 26</b>									

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Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
75	2501.511.00002	24" RCP MATERIAL ON HAND PLACED.	LUMP SUM	(\$2,066.18)	1	0	\$0.00	1	(\$2,066.18)
			Totals For Backsheet 26:				\$0.00		(\$2,066.18)
<b>Backsheet 27</b>									
78	1910.00000	FUEL ESCALATION	LUMP SUM	\$4,822.47	1	0	\$0.00	1	\$4,822.47
			Totals For Backsheet 27:				\$0.00		\$4,822.47
<b>Backsheet 28</b>									
79	2105.501.00012	RELEASE WITHHOLDING FOR EXPOSED SOILS	LUMP SUM	\$5,040.00	1	0	\$0.00	1	\$5,040.00
			Totals For Backsheet 28:				\$0.00		\$5,040.00
<b>Backsheet 29</b>									
80	2105.501.00011	WITHHOLDING FOR EXPOSED SOILS	LUMP SUM	(\$10,200.00)	1	0	\$0.00	1	(\$10,200.00)
			Totals For Backsheet 29:				\$0.00		(\$10,200.00)
<b>Backsheet 30</b>									
81	2105.501.00012	RELEASE WITHHOLDING FOR EXPOSED SOILS	LUMP SUM	\$5,100.00	1	0	\$0.00	1	\$5,100.00
			Totals For Backsheet 30:				\$0.00		\$5,100.00
<b>Backsheet 31</b>									
82	2501.511.00002	24" RCP MATERIAL ON HAND PLACED.	LUMP SUM	(\$1,999.53)	1	0	\$0.00	1	(\$1,999.53)
			Totals For Backsheet 31:				\$0.00		(\$1,999.53)
<b>Backsheet 32</b>									
83	2501.515.00001	24" RCP APRON MATERIAL ON HAND	LUMP SUM	(\$520.78)	1	0	\$0.00	1	(\$520.78)
			Totals For Backsheet 32:				\$0.00		(\$520.78)
<b>Backsheet 33</b>									
84	1910.00000	FUEL ESCALATION	LUMP SUM	\$2,010.57	1	0	\$0.00	1	\$2,010.57
			Totals For Backsheet 33:				\$0.00		\$2,010.57
<b>Backsheet 34</b>									
85	1910.00000	FUEL ESCALATION	LUMP SUM	\$3,884.49	1	0	\$0.00	1	\$3,884.49
			Totals For Backsheet 34:				\$0.00		\$3,884.49
<b>Backsheet 35</b>									
86	2105.501.00012	RELEASE WITHHOLDING FOR EXPOSED SOILS	LUMP SUM	\$12,660.00	1	0	\$0.00	1	\$12,660.00
			Totals For Backsheet 35:				\$0.00		\$12,660.00
<b>Backsheet 36</b>									
87	1910.00000	FUEL ESCALATION	LUMP SUM	(\$629.94)	1	0	\$0.00	1	(\$629.94)
			Totals For Backsheet 36:				\$0.00		(\$629.94)

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Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
88	1910.00000	FUEL ESCALATION	LUMP SUM	\$31.20	1	0	\$0.00	1	\$31.20
Totals For Backsheet 37:							\$0.00		\$31.20
<b>Backsheet 38</b>									
91	1910.00000	FUEL ESCALATION	LUMP SUM	\$137.95	1	0	\$0.00	1	\$137.95
Totals For Backsheet 38:							\$0.00		\$137.95
<b>Backsheet 39</b>									
92	2105.501.00012	RELEASE WITHHOLDING FOR EXPOSED SOILS	LUMP SUM	\$9,480.00	1	1	\$9,480.00	1	\$9,480.00
Totals For Backsheet 39:							\$9,480.00		\$9,480.00
<b>Change Order 1</b>									
77	2573.502	SILT FENCE, TYPE HEAVY DUTY	LIN FT	\$3.00	5123	2671	\$8,013.00	5345	\$16,035.00
76	2573.502	SILT FENCE, TYPE MACHINE SLICED	LIN FT	(\$1.40)	5123	0	\$0.00	0	\$0.00
Totals For Change Order 1:							\$8,013.00		\$16,035.00
<b>Change Order 2</b>									
90	2575.502	Seed Mixture 250	pound	(\$1.60)	100	0	\$0.00	0	\$0.00
89	2575.502	SEED MIXTURE 310	LB	\$17.00	100	0	\$0.00	100	\$1,700.00
Totals For Change Order 2:							\$0.00		\$1,700.00
<b>Supplemental Agreement 1 - Negotiated Sum for Work Delay</b>									
48	2021.501	CLAIM SETTLEMENT	LUMP SUM	\$76,000.00	1	0	\$0.00	1	\$76,000.00
Totals For Supplemental Agreement 1 - Negotiated Sum for Work Delay:							\$0.00		\$76,000.00
<b>Supplemental Agreement 2 - Change Granular Borrow Modified 15% (EV) to Common Borrow (EV)</b>									
68	2105.521	GRANULAR BORROW MOD 15% (EV)	CU YD	(\$3.50)	65362	0	\$0.00	0	\$0.00
69	2105.523	COMMON BORROW (EV)	CU YD	\$2.75	65362	0	\$0.00	14328	\$39,402.00
Totals For Supplemental Agreement 2 - Change Granular Borrow Modified 15% (EV) to Common Borrow (EV):							\$0.00		\$39,402.00
<b>Work Order 1 - Mobilization, Light Plant</b>									
47	2021.601	MOBILIZATION, LIGHT PLANT	LUMP SUM	\$2,000.00	1	0	\$0.00	1	\$2,000.00
Totals For Work Order 1 - Mobilization, Light Plant:							\$0.00		\$2,000.00
Project Totals:							\$19,119.80		\$1,072,992.61

SAP 058-655-005 Material On Hand

Line	Item	Date	Amounts This Request	Used	Paid This Request	Total Amounts	Used	Remaining
	2211.501	6/27/2011	0 TON	0 TON	0 TON	9424 TON	9424 TON	0 TON

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Line	Item	Date	Amounts This Request		Paid This Request	Total Amounts		Remaining
			Added	Used		Added	Used	
17	AGGREGATE BASE CLASS 5		\$0.00	\$0.00	\$0.00	\$34,868.80	\$34,868.80	\$0.00
Comments: STOCKPILE IN SCHWARTSBAUER PIT. PAID AT 40%.								
22	2501.511 48" RC PIPE CULVERT	1/14/2011	0 LIN FT \$0.00	0 LIN FT \$0.00	0 LIN FT \$0.00	62 LIN FT \$4,354.82	62 LIN FT \$4,354.82	0 LIN FT \$0.00
Comments: paid 65% of bid price								
20	2501.511 24" CS PIPE CULVERT	7/20/2011	0 LIN FT \$0.00	0 LIN FT \$0.00	0 LIN FT \$0.00	38 LIN FT \$588.11	38 LIN FT \$588.11	0 LIN FT \$0.00
Comments: PAID 65% OF BID PRICE.								
45	2501.511 18" CS PIPE CULVERT	7/20/2011	0 LIN FT \$0.00	0 LIN FT \$0.00	0 LIN FT \$0.00	104 LIN FT \$1,277.64	104 LIN FT \$1,277.64	0 LIN FT \$0.00
Comments: PAID 65% OF BID PRICE.								
19	2501.511 15" CS PIPE CULVERT	7/20/2011	0 LIN FT \$0.00	0 LIN FT \$0.00	0 LIN FT \$0.00	578 LIN FT \$6,184.02	578 LIN FT \$6,184.02	0 LIN FT \$0.00
Comments: PAID 65% OF BID PRICE.								
27	2501.515 48" RC PIPE APRON	1/14/2011	0 EACH \$0.00	0 EACH \$0.00	0 EACH \$0.00	2 EACH \$1,331.02	2 EACH \$1,331.02	0 EACH \$0.00
Comments: paid 65% of bid price								
25	2501.515 24" GS PIPE APRON	7/20/2011	0 EACH \$0.00	0 EACH \$0.00	0 EACH \$0.00	2 EACH \$246.71	2 EACH \$246.71	0 EACH \$0.00
Comments: PAID 65% OF BID PRICE.								
24	2501.515 18" GS PIPE APRON	7/20/2011	0 EACH \$0.00	0 EACH \$0.00	0 EACH \$0.00	4 EACH \$350.61	4 EACH \$350.61	0 EACH \$0.00
Comments: PAID 65% OF BID PRICE.								
23	2501.515 15" GS PIPE APRON	7/20/2011	0 EACH \$0.00	0 EACH \$0.00	0 EACH \$0.00	30 EACH \$1,908.66	30 EACH \$1,908.66	0 EACH \$0.00
Comments: PAID 65% OF BID PRICE.								
<b>Material On Hand Total Amounts:</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$51,110.39</b>	<b>\$51,110.39</b>	<b>\$0.00</b>

**SAP 058-655-005 Contract Changes**

No.	Type	Date	Explanation	Estimated Amount	Amount Paid To Date
BK1	Backsheet	11/24/2010	MATERIAL ON HAND FOR GEOTEXTILE FABRIC.	\$21,081.09	\$21,081.09
SA1	Supplemental	12/15/2010	WHEREAS: This Contract provides for, among other things, Grading, Culverts, Aggregate Base, and Turf Establishment on CSAH 55, between 1.86 miles S.W. and 0.13 miles S. of County Road 125; and WHEREAS: The Contractor has filed certain claims relating to work delay on the project; and WHEREAS: The County's Engineer has reviewed these claims and determined that some of the claims asserted by the Contractor are valid. NOW, THEREFORE, IT IS HEREBY MUTUALLY AGREED AND UNDERSTOOD THAT: 1. The County offers and the	\$76,000.00	\$76,000.00

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No.	Type	Date	Explanation	Estimated Amount	Amount Paid To Date
	Agreement		Contractor accepts the Negotiated Lump Sum of \$76,000 as full and final settlement of the claims detailed above. 2. Contract time will be revised by eliminating working days charged within the period of Nov. 15, 2010 to April 15, 2011. 3. The Contractor will not make claim of any kind or character whatsoever for any other costs or expenses that he may have incurred or that may be hereafter incurred in performing the work and furnishing the materials required by this Agreement		
WO1	Work Order	12/15/2010	During construction, work during darkness hours is being performed on the project, originally not anticipated. The Engineer and Contractor have agreed to a negotiated compensation for mobilization for a light plant for this work. Payment for this work will be made at the Lump Sum negotiated unit price of \$2000.00. This work is not expected to become the controlling operation. Contract time will not be altered as a result of this work.	\$2,000.00	\$2,000.00
BK2	Backsheet	12/18/2010	MATERIAL ON HAND PLACED, GEOTEXTILE TYPE 6.	(\$12,161.16)	(\$12,161.16)
BK3	Backsheet	12/18/2010	144 LIN. FT. OF 24" RCP MATERIAL ON HAND.	\$4,798.87	\$4,798.87
BK4	Backsheet	12/18/2010	24" RCP APRON MATERIAL ON HAND	\$520.78	\$520.78
BK5	Backsheet	12/18/2010	WITHHOLDING FOR EXPOSED SOILS.	(\$19,500.00)	(\$19,500.00)
BK6	Backsheet	12/30/2010	DEDUCTION FOR FAILING GRANULAR BORROW.	(\$7,271.48)	(\$7,271.48)
BK7	Backsheet	12/30/2010	WITHHOLDING FOR EXPOSED SOILS.	(\$6,900.00)	(\$6,900.00)
BK8	Backsheet	1/28/2011	CORRECTION TO BACKSHEET #6	\$655.10	\$655.10
BK9	Backsheet	1/28/2011	DEDUCT FOR FAILING GRANULAR BORROW.	(\$2,089.78)	(\$2,089.78)
BK10	Backsheet	1/28/2011	FUEL ESCALATION FOR NOVEMBER AND DECEMBER OF 2010.	\$1,710.45	\$1,710.45
BK11	Backsheet	1/28/2011	WITHHOLDING FOR EXPOSED SOILS.	(\$10,800.00)	(\$10,800.00)
BK12	Backsheet	2/23/2011	GEOTEXTILE FABRIC TYPE 6 MATERIAL ON HAND PLACED.	(\$2,331.00)	(\$2,331.00)
BK13	Backsheet	2/25/2011	96 LIN. FT. OF 24" RCP MATERIAL ON HAND.	\$3,199.25	\$3,199.25
BK14	Backsheet	2/25/2011	3-24" RCP APRON MATERIAL ON HAND.	\$781.17	\$781.17
BK15	Backsheet	2/25/2011	FUEL ESCALATION FOR JANUARY 2011.	\$2,507.87	\$2,507.87
BK16	Backsheet	3/8/2011	24" RCP MATERIAL ON HAND PLACED.	(\$3,932.41)	(\$3,932.41)
BK17	Backsheet	3/8/2011	24" RCP APRON MATERIAL ON HAND PLACED.	(\$1,041.56)	(\$1,041.56)
BK18	Backsheet	3/8/2011	FUEL ESCALATION FOR FEBRUARY 2011.	\$4,186.47	\$4,186.47
BK19	Backsheet	6/17/2011	FUEL ESCALATION FOR MARCH 2011 AND ADJUSTMENT TO DECEMBER 2010 AND JANUARY 2011 DUE TO HINSLEY PIT SURVEY.	\$289.33	\$289.33
BK20	Backsheet	6/17/2011	DEDUCTION ADJUSTMENT FOR FAILING GRANULAR BORROW DUE TO HINSLEY PIT SURVEY.	(\$534.78)	(\$534.78)

WHEREAS: This Contract provides for, among other things, Grading, Culverts, Aggregate Base, and Turf Establishment on CSAH 55, between 1.86 miles Southwest and 0.13 miles South of County Road 125; and WHEREAS: During the course of construction operations the Contractor has depleted the majority of material from the Hinsley Pit that would meet the specification for Granular Borrow Modified 15% that was required in the original Contract; and WHEREAS: Any future material hauled to the project from the Hinsley Pit above and beyond the 62,188 C.Y. of Granular Borrow Modified 15% (EV) previously paid for and material previously not paid for due to specification failures shall be classified as Common Borrow (EV); and WHEREAS: Granular Borrow Modified 15% (EV) quantity as shown in the plans will underrun 65,362 C.Y., while Common Borrow (EV) of 65,362 C.Y. will be added as a new contract item. NOW, THEREFORE, IT IS HEREBY MUTUALLY AGREED AND UNDERSTOOD THAT: (1) The County and the Contractor agree to change the remainder, as noted previously, of material hauled to the project from

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SAP 058-655-005 Contract Changes

No.	Type	Date	Explanation	Estimated Amount	Amount Paid To Date
SAP	Supplemental Agreement	7/14/2011	the Hinsley Pit and the material previously not paid for due to specification failures to item 2105.523 Common Borrow (EV). (2) The Contractor shall haul Common Borrow (EV) from the Hinsley Pit to complete the project to Cross Sections and Grades as shown in the plan. (3) The County shall visually inspect and have the right to reject Common Borrow if unacceptable. The County shall also complete a final survey of the Hinsley Pit to determine final pay quantity. (4) Granular Borrow Modified 15% (EV), item 2105.521 shall be reduced by 65,362 C.Y. at the contract price of \$3.50 per C.Y. equaling a reduction of \$228,767.00. Common Borrow (EV), item 2105.523 shall be added to the Contract with a quantity of 65,362 C.Y. at the negotiated unit price of \$2.75 per C.Y. equaling an addition of \$179,745.50. The estimated net decrease to the Contract is \$49,021.50 as shown below in the estimate of cost. (5) Payment for the above work shall be payment in full, for any and all related work. (6) The Contract Time (Working Days) on the Project will not change. (7) The Contractor will not make claim of any kind or character whatsoever for any other costs or expenses that he may have incurred or that may be hereinafter incurred in performing the work and furnishing the materials required by this agreement.	(\$49,021.50)	\$39,402.00
BK21	Backsheet	8/6/2011	RELEASE WITHHOLDING FOR EXPOSED SOIL.	\$15,120.00	\$15,120.00
BK22	Backsheet	8/6/2011	FUEL ESCALATION FOR PREVIOUSLY FAILED MATERIAL NOW BEING PAID AS COMMON BORROW. FOR DEC. 2010 AND JAN. 2011.	\$136.11	\$136.11
BK23	Backsheet	8/19/2011	REMAINDER OF GEOTEXTILE TYPE 6 MATERIAL ON HAND PLACED.	(\$6,588.93)	(\$6,588.93)
BK24	Backsheet	8/19/2011	FUEL ESCALATION FOR JULY 2011.	\$1,462.21	\$1,462.21
BK25	Backsheet	8/19/2011	1-24" RCP APRON MATERIAL ON HAND	\$260.39	\$260.39
BK26	Backsheet	8/19/2011	62 LIN. FT. OF 24" RCP MATERIAL ON HAND PLACED	(\$2,066.18)	(\$2,066.18)
CO1	Change Order	8/22/2011	During the course of construction it has been determined that the contractor will not be able to install machine slice silt fence at some locations along the project. Therefore a quantity of 5,123 lin. ft. of the planned quantity of 8,535 lin. ft. of machine sliced silt fence shall be changed to spec. 2573.502 Silt Fence, Type Heavy Duty and shall be paid for at \$3.00/lin. ft. as per specification 2573.5E(2).	\$8,196.80	\$16,035.00
BK27	Backsheet	8/31/2011	FUEL ESCALATION FOR AUGUST 2011.	\$4,822.47	\$4,822.47
BK28	Backsheet	9/2/2011	RELEASE WITHHOLDING FOR EXPOSED SOILS.	\$5,040.00	\$5,040.00
BK29	Backsheet	9/2/2011	WITHHOLDING FOR EXPOSED SOILS.	(\$10,200.00)	(\$10,200.00)
BK30	Backsheet	9/17/2011	RELEASE WITHHOLDING FOR EXPOSED SOILS.	\$5,100.00	\$5,100.00
BK31	Backsheet	9/16/2011	60' OF 24" R.C.P. MATL. ON HAND PLACED.	(\$1,999.53)	(\$1,999.53)
BK32	Backsheet	9/16/2011	2-24" RCP APRONS MATL. ON HAND PLACED.	(\$520.78)	(\$520.78)
BK33	Backsheet	9/30/2011	FUEL ESCALATION FOR SEPT. K&T	\$2,010.57	\$2,010.57
BK34	Backsheet	9/30/2011	FUEL ESCALATION FOR SEPTEMBER, RYDBERG.	\$3,884.49	\$3,884.49
BK35	Backsheet	9/30/2011	RELEASE WITHHOLDING FOR EXPOSED SOIL.	\$12,660.00	\$12,660.00
BK36	Backsheet	9/30/2011	RECONCILE AUGUST 2011 FUEL ESCALATION.	(\$629.94)	(\$629.94)
BK37	Backsheet	9/30/2011	RECONCILE FOR MARCH FUEL ESCALATION, CULVERT LENGTH.	\$31.20	\$31.20
CO2	Change Order	12/5/2011	During the course of construction and per the Department of the Army Permit seed mixture 310 shall be substituted for seed mixture 250 in the location of the abandoned portion of CSAH 55. Therefore a quantity of 100 lbs. of the planned quantity of 1,200 lbs. of Spec. 2575.502 Seed Mixture 250 shall be changed to Spec. 2575.502 Seed Mixture 310 and shall be paid for at a cost of \$17.00/lb. for supplying the material.	\$1,540.00	\$1,700.00
BK38	Backsheet	1/27/2012	FUEL ESCALATION-BOOKKEEPING ADJUSTMENTS FOR MUCK AND SUBGRADE EXCAVATION FOR MONTHS	\$137.95	\$137.95

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**SAP 058-655-005 Contract Changes**

No.	Type	Date	Explanation	Estimated Amount	Amount Paid To Date
BK39	Backsheet	5/14/2012	OF DEC. 2010, AUG. 2011, AND SEPT. 2011. RELEASE WITHHOLDING FOR EXPOSED SOILS.	\$9,480.00	\$9,480.00
<b>Contract Change Totals:</b>				<b>\$50,023.54</b>	<b>\$146,445.24</b>