

WELCOME

TO



**A COMPREHENSIVE GUIDE
TO SERVICES PROVIDED BY
PINE COUNTY.**

PINE COUNTY DEPARTMENT LISTING

Department	Phone	Location	Description
Administrator	(320)591-1620	635 Northridge Dr NW, Suite 200 Pine City	General County Information, County Board of Commissioners and Board Meeting Information
Assessor	(320)591-1632	635 Northridge Dr NW, Suite 260 Pine City	Homestead Applications, Property Valuations, Classification, or Assessment information
Attorney	(320)591-1560	635 Northridge Dr NW, Suite 310 Pine City	Criminal Prosecution, Child Protection, Victim and Witness Assistance
Auditor	(320)591-1670	635 Northridge Dr NW, Suite 240 Pine City	Land Transfers, Elections, Tobacco, 3.2, Liquor, Transient, and Auctioneer Licensing, Property Tax Calculation, Delinquent Tax Payments, and Forfeited Land
Children's Services	(320)591-1570	315 Main St S Pine City	Child Protection/Child Welfare, Adoption, and Child care/Foster Care Licensing
Child Support	(320)591-1570	315 Main St S, Suite 200 Pine City	Location of Non-Custodial Parents, Establishment of Paternity, Establishment and Modification of Support Orders, and Enforcement of Support Orders
Court Administration	(320)591-1500	635 Northridge Dr NW, Suite 320 Pine City	Information pertaining to jury service, payment of court fines and fees, judgments, and court cases including Traffic, Criminal, Civil, Family, Juvenile, Probate, and Conciliation.
Crime Victim Advocate	(320)591-1567	635 Northridge Dr NW, Suite 310 Pine City	Victims' Rights and Information regarding cases
Disability Services, Vulnerable Adult, and Foster Care Licensing - Adult	(320)216-4100	315 Main St S Pine City or 1610 N Hwy 23 Sandstone	Foster Care licensing (Adult), Mental Health (child/adult), Vulnerable Adult Protection, Elderly Screening, Developmental Disabilities (child/adult), and Chemical Dependency (child/adult)
Economic Development	(320)591-1625	635 Northridge Dr NW, Suite 200 Pine City	County Economic Development Policies
Extension	(320)591-1650	635 Northridge Dr NW, Suite 280 Pine City	Nutrition Education Program, 4-H Program, Master Gardener Program, Water & Soil Samples, and Farm Land
Financial Assistance	(320)591-1570 in Pine City or (320)216-4137 in Sandstone	315 Main St S Suite 200 Pine City or 1610 N Hwy 23 Sandstone	Child Care, Financial, Medical Assistance, and SNAP
Highway	(320)216-4200	405 Airport Rd NE Pine City	Surveying, culverts, problems with roads, county maps and plat books, road signs, access/entrance permits, Encroachments and Easements, and dead animals on roads

Department	Phone	Location	Description
Human Resources	(320)591-1622	635 Northridge Dr NW, Suite 200 Pine City	Employment Opportunities, Employee Benefit Programs, Recruitment and Selection Information or Classification/Compensation information
Land	(320)216-4219	1602 N Hwy 23 Sandstone	Tax-Forfeited Lands, County Land Sales, and Timber Sales
Probation	(320)591-1550	635 Northridge Dr NW, Suite 290 Pine City	Juvenile, adult misdemeanor and adult gross misdemeanor offenders subject to investigation or supervision under Court Order
Public Health	(320)216-4140	315 Main St S Pine City	Public Health Nursing, Nursing Home Screening, Elderly Services, Children with Special Needs, and Health Education
Recorder	(320)591-1642	635 Northridge Dr NW, Suite 250 Pine City	Birth, Death, and Marriage Certificates, Marriage Applications, Veteran Discharge Papers, Clergy and Notary Registry, Tract Searches, and Taxpayer's Land Documents
Soil & Water	(320)216-4240	1602 N Hwy 23 Sandstone	Local Water Management, State Cost Share Programs, Tree Sales, Water Testing, and Wetlands
Solid Waste	(320)591-1657	635 Northridge Dr NW, Suite 250 Pine City	Household Hazardous Waste, Waste Hauler Licensing, and Recycling Program Coordination
Sheriff	(320)629-8380	635 Northridge Dr NW, Suite 100 Pine City or 106 1 st St Hinckley or 1602 N Hwy 23 Sandstone	Non-Emergency Gun permits, Background Check, Sheriff Records (accident, police reports), Civil Process, Bad Checks
Treasurer	(320)591-1660	635 Northridge Dr NW, Suite 230 Pine City	Current Year Property Tax and Property Tax Refunds
Veteran's Service	(320)216-4250	1602 N Hwy 23 Sandstone	Veteran's benefits including Compensation, Pension, Healthcare, Education, Home Loans, Burial Benefits, Veteran's Preference, and Life Insurance
WIC	(320)591-1596 in Pine City or (320)216-4150 in Sandstone	315 Main St S Pine City or 1610 N Hwy 23 Sandstone	WIC, Dental Varnishing, and Immunizations
Zoning	(320)591-1657	635 Northridge Dr NW, Suite 250 Pine City	Zoning, septic systems and subdivisions in shoreland or non-shoreland areas, and building site permits in shoreland areas

Pine County's Mission: To provide quality services to the citizens of Pine County in a cost-effective, courteous and efficient manner.



IMPORTANT PROPERTY TAX DATES:

March – Current year tax statements mailed, INCLUDED with the tax statement is your following year's valuation notice.

April – City/Township appeals of your market value or classification for the following year. See your valuation notice mailed with your tax statement for further information!

June – County appeal of your market value or classification for the following year if you did not get resolution at the City/Township level. See your valuation notice mailed with your tax statement for further information!

November – Truth in Taxation notice mailed. This is a proposed statement of what your taxes will be for the following year based on the proposed levies of the county, township/city, and school districts. At this point, it is too late to appeal your valuation or classification for the next year!

December – Truth in Taxation meetings. This is a time to question the county, township/city, and school district on their levies.

If you have questions, please contact:

Pine County Auditor 320-591-1670
(for tax questions)

Pine County Assessor 320-591-1632
(for value/classification questions)

Understanding Property Taxes

12a

Property Tax Fact Sheet 12a

Fact Sheet

This fact sheet is the first in a series of three fact sheets that were designed to assist taxpayers in the understanding of the basic concepts of their annual assessment and property tax administration. Please see Fact Sheets 12b and 12c for additional information.

Why do we have property taxes?

The money raised by property taxes is a major source of funding for school districts, cities and townships, counties, and special taxing districts. Local property taxes help fund many programs and services including public schools, fire stations, police protection, streets, libraries, and more.

Certain types of properties – including seasonal/cabin, commercial/industrial, and un-mined iron ore – are also subject to a state-level property tax. Receipts from this “state general tax” go into the general fund.

A key benefit of the property tax system is that the revenue it raises tends to remain stable. Compared with sales or income taxes, the property tax is less susceptible to recessions or other changes in income or spending trends. In addition, since local jurisdictions only levy what they need to cover their annual needs, there is no surplus or deficit.

What affects my property tax bill?

Government spending and revenues will affect your tax bill the most. If spending increases or revenues from other sources such as state aid decrease, your property taxes may increase. Conversely, if spending decreases or revenue from other sources increases, you may see a decrease in your property tax bill.

Since property taxes are levy-based, it is possible to have your property tax increase while your market value decreases and vice versa.

Your share of the overall property tax levy is determined by the market value and classification of your property. The estimated market value and classification of your home are determined by the

assessor as of January 2 of each year. Assessors estimate the value of your property using historical sales of similar properties.

There is no direct relationship between estimated market value and property tax liability. Instead, your property’s taxable market value is used to determine how much property tax is due. These two values may differ for a number of reasons, including tax deferral programs, homestead and other value exclusions, or reductions for specific types of property.

The classification of your property is based on its use on January 2. Each class of property (residential, apartment, cabin, farm, commercial, etc.) has a different classification rate. These rates are set by the Legislature and calibrated so that some property types pay a greater share of the property tax than others. For example, commercial properties pay more than residential homesteads and agricultural properties.

How are my taxes determined?

First, each local jurisdiction will determine the revenue needed from property taxes. This amount – the **levy** – is calculated by subtracting all non-property tax revenue from the total proposed budget.

$$\begin{aligned} & \text{Total Proposed Local Budget} \\ & - \text{All non-property tax revenue (state aid, fees, etc.)} \\ & = \text{Property tax revenue needed (levy)} \end{aligned}$$

The levy is then spread among all taxable properties according to their net **tax capacity**. A property’s **tax capacity** is calculated by multiplying the taxable market value by the state-mandated classification rate.

$$(\text{Taxable Market Value}) \times (\text{Class Rate}) = \text{Tax Capacity}$$

Property Tax Division - Mail Station 3340 St. Paul, MN 55146-3340

This fact sheet is intended to help you become more familiar with Minnesota tax laws and your rights and responsibilities under the laws. Nothing in this fact sheet supersedes, alters, or otherwise changes any provisions of the tax law, administrative rules, court decisions, or other revenue notices. Alternative formats available upon request.

The final step is to calculate the **local property tax rate** by dividing the property tax revenue needed in a jurisdiction by its total tax capacity.

$$\text{Local Tax Rate} = \frac{\text{(Property tax revenue needed)}}{\text{(Total Tax Capacity)}}$$

The county auditor will also calculate and apply any credits, referendum levies, and the state general tax (for certain types of property).

Combining the above calculations, the **basic formula** to determine an individual property's tax amount is:

$\begin{aligned} & \text{Taxable Market Value} \\ & \times \text{Class Rate} \\ & = \text{Tax Capacity} \\ & \times \text{Local Tax Rate} \\ & = \text{Base Tax} \\ & - \text{Credits} \\ & + \text{Referendum Amounts} \\ & + \text{State General Tax} \\ & = \text{Total Property Tax Payable} \end{aligned}$

What is a "Truth in Taxation" notice?

Every year, after November 10, but before November 25, all property owners receive a "Truth-in-Taxation" notice by mail. The notice contains:

- valuation and classification information on your property for the current and previous assessment years;
- your current-year property tax amounts; and
- an estimate of how your taxes may change based on your taxing district and local budget decisions for the following year.

The Truth-in-Taxation notices are required to show dates, times, and places for the scheduled meetings in which the budget and levy will be discussed and finalized. These meetings must occur after November 24. The public must be allowed to speak at these meetings for the city, county, and school district and they must not be held prior to 6 p.m.

These meetings are held to give taxpayers an opportunity to voice their concerns over the jurisdiction's proposed budget. They are not a forum for taxpayers to appeal their market value or their individual proposed property tax amounts.

Property Tax Statement

The County Treasurer's Office mails a tax statement to property owners by March 31 of each year. The statement provides an itemized list of the property tax due to each taxing authority. The dollar amounts must be listed separately for the state general tax (if applicable), county, municipality or township, voter-approved school tax, other local school tax, and other special taxing districts. The statement must also include any tax on contamination value and any other special assessments on the property.

Real property taxes are due in equal installments on May 15 and October 15 of each year (unless the amount is \$50 or less [\$250 or less starting with taxes payable in 2010] in which case taxes are due in full on May 15). If a property is classified as agricultural property, the 2nd half is not due until November 15.

Conclusion

In conclusion, it is essential that taxpayers understand that there is no direct relationship between estimated market value and property tax revenue. It is possible to have your property tax increase while your market value decreases and vice versa. Government spending and revenues will affect your tax bill the most.

For additional information, please refer to Fact Sheet 12b How the Assessor Estimates Your Market Value and Fact Sheet 12c Understanding Your Assessment and the Appeals Process.

Appealing the Value or Classification of Your Property

1

Property Tax Fact Sheet 1

Fact Sheet

Each spring your county sends you a property tax bill. Three factors that affect your tax bill are:

1. the amount your local governments (town, city, county, etc.) spend to provide services to your community,
2. the **estimated market value** of your property, and
3. the **classification** of your property (how it is used).

The assessor determines the last two factors. You may appeal the value or classification of your property. This fact sheet discusses **estimated market value** and **classification** as shown on your **Notice of Valuation and Classification**. On the back, it tells you what you can do if you and the assessor disagree.

Estimated market value



Estimated market value is the amount the assessor estimates a buyer would pay for your property if it were offered for sale. Each year the assessor reviews the market valuation of your property to determine if changes in the real estate market or improvements to your property require a change in the estimated market value.

Classification and class rates



All property is classified by the assessor according to its use. Each class of property (home, apartment, cabin, farm, business) is taxed at a different percentage of its value. This percentage, or class rate, is determined by the state legislature. Like market value, the class rate of your property plays a significant role in how much property tax you pay.

Valuation and classification notice



Each spring, the assessor will mail you a **Notice of Valuation and Classification** informing you of the value and classification of your property. If you believe the classification or the estimated market value of your property is incorrect, you have several appeal options. The first step is to do some research.

Do your research



Begin by contacting the assessor's office.

- Verify information about your property, such as its dimensions, age and condition of its structures.
- Review records to determine the market value of similar property in your neighborhood.
- Review sales data to find out what similar property in your area is selling for.
- Check real estate ads in your newspaper to get an idea of the asking price of local properties.
- Ask the assessor to explain the criteria used for classifying your property. You may also review the classification of other property used in the same manner as yours.

Appealing your assessment



You have the right to appeal your market value estimate and/or property classification if you feel your property is:

- Classified improperly.
- Valued at an amount higher than you could sell your property for.
- Valued at a level different from similar property in your area.

First, **talk to the assessor** to discuss changing your assessment. If you and the assessor are unable to agree on your valuation or classification, more formal methods of appeal are available.

See reverse for formal appeal information →

Appeals

You can appeal to your local and county **Boards of Appeal and Equalization** or you can take your appeal directly to the **Minnesota Tax Court**. Or you can choose both options, in which case begin with the Local Board of Appeal and Equalization.

Local Board of Appeal and Equalization



If you choose to appeal to your boards of appeal and equalization, first meet with your Local (city or town) Board of Appeal and Equalization. These are usually the same people as your city or town council. The board meets on a specified day in April or May. The exact date is listed on your Notice of Valuation and Classification.

We strongly recommend that you call or write your city or town clerk to schedule your appearance.

You may make your appeal in person, by letter, or have someone else appear for you. The assessor will be present to answer questions. **You must present your case to the city or town board before going to the County Board of Appeal and Equalization.**

Cities and towns have the option of transferring their board powers to the County Board of Appeal and Equalization. If your municipality has elected to do this, your Notice of Valuation and Classification will direct you to begin your appeal at the county level.

County Board of Appeal and Equalization



If you are not satisfied with the decision of the city or town board or if your city or town has transferred their powers to the county, you may appeal to the County Board of Appeal and Equalization.

This board meets in June. The exact date is listed on your Notice of Valuation and Classification. The members are usually the county board of commissioners or their appointees. **We strongly recommend that you call or write your county auditor or assessor to schedule your appearance before the board.**

You may make your appeal in person, by letter, or have someone else appear for you. The assessor will be present to answer questions. If you are not satisfied with the decision of the County Board of Appeal and Equalization, you may appeal to the Minnesota Tax Court.



Minnesota Tax Court

You have until April 30 of the year the tax becomes payable to appeal your assessment to the Minnesota Tax Court. In other words, you must appeal your 2005 valuation and classification on or before April 30, 2006.

The Tax Court has two divisions:

- A. The **small claims division** only hears appeals involving one of the following situations:
- The assessor's estimated market value of your property is less than \$300,000.
 - Your entire parcel is classified as a residential homestead (1a or 1b) and the parcel contains no more than one dwelling unit.
 - Your entire property is classified as an agricultural homestead (1b or 2a).
 - Appeals involving the denial of a current year application for homestead classification of your property.

The proceedings of the small claims division are less formal and many people represent themselves. **Decisions made by the small claims division are final and cannot be appealed further.**

- B. The **regular division** will hear all appeals—including those within the jurisdiction of the small claims division. **Decisions made here can be appealed to a higher court.**

Most people who appeal to the regular division hire an attorney because the hearing is conducted according to the Minnesota rules of civil procedure.

You may obtain complete information on Tax Court appeals by writing or calling the court administrator in your county or by contacting:

Minnesota Tax Court
Minnesota Judicial Center
Suite 245
25 Reverend Dr. Martin Luther King, Jr. Boulevard
St. Paul, MN 55115
(651) 296-2806
www.taxcourt.state.mn.us



Pine County has an online property records system which includes:

- 1.) Mapping that shows drawings of property lines (not a survey)
- 2.) Property ownership and mailing address
- 3.) Sales Information
- 4.) Tax information (including re-printing of tax statements)

You can visit the site by going to: <https://beaconbeta.schneidercorp.com/> and choosing "Pine County, MN". Some information is available for free, whereas some information is available by subscription only.

Maintenance and Care

Tank Maintenance

Frequency of Pumping

The septic tank **MUST** be periodically cleaned (pumped) to remove floating scum and sludge that accumulate. If either floating scum or sludge is allowed to enter the soil treatment system (drainfield) it will cause expensive and often irreparable damage. How often to clean a septic tank depends on its size, use, and operating condition.

In **new home installations**, the tank should be cleaned after 6–12 months of use as a precautionary measure to ensure good bacterial activity and proper functioning. In new homes, wastewater from painting, varnishing, staining, and other construction functions can reduce the initial levels of bacterial activity causing damage to the soil treatment system. If finishing work is still being completed, the tank should be cleaned before it is used for sewage.

Once a system is known to be operating properly, the worksheet on page 18 can be used as a guideline for cleaning frequency. Take into consideration both the calculated guideline results (in months) and the condition of the tank (amount of scum and sludge) at the last cleaning. Homeowners should be present when the cleaning is done or be sure to get this information from the cleaning contractor.

A typical household will calculate a cleaning frequency (using the guideline worksheet) of 18–30 months. If your final result is very different from this, recheck your responses and the math. If your result is still very different, contact a qualified septic system professional for additional advice.

If the result suggests very frequent cleaning (less than every 12 months), the system may need to be upgraded and/or use habits changed. Use the space provided in the folder accompanying this guide to record the cleaning dates.

Never go more than 36 months between cleanings!!

Proper Cleaning Method

Cleaning, or "pumping" as it's often called, must be done by a licensed and bonded professional. Proper cleaning will remove **ALL** scum, sludge, and liquid from the septic tank(s). This requires pumping, flushing, and backflushing liquid contents back and forth between the truck's tank and the septic tank through the manhole several times. This process breaks up all scum and sludge in the tank, allowing all solids to be removed by the truck's suction line. Floating scum left in the tank after cleaning may plug baffles or allow solids to enter the drainfield when the tank refills. Cleaning will leave a black film on the tank walls and a small amount of liquid on the tank floor. This contains millions of bacteria to help get the tank working following the cleaning.

When the tank is cleaned, ask the contractor to make sure the baffles are in place and functioning properly. Cleaning a tank through the inspection pipes will often leave solids in the tank and possibly damage baffles. **Insist** that the tank be cleaned through the manhole if the tank has one. Ask beforehand if the tank will be cleaned through the manhole, and if it will not, find a different contractor. It may cost slightly more to have the tank cleaned through the manhole, but this will save money in the long run.

After cleaning, it is not necessary to add a starter. Bacteria present in wastewater and in the tank will do the job.

A few dollars spent every one to three years on proper cleaning is much less expensive and easier to plan for than an unexpected \$2,000 to \$10,000 repair bill!



Cleaning Frequency Guidelines

How often a septic tank needs to be cleaned depends on the tank's design and how it is operated. In this chart, the negative factors that affect the cleaning frequency are called EFFECTS and the positive factors that reduce the frequency of cleaning are called CREDITS.

Consider the frequency guideline from this worksheet and the conditions observed when the tank is cleaned to decide when the tank will next need cleaning. No tank should go more than 36 months between cleanings!

Maintenance and Care

EFFECTS

FACTORS

Enter 10 points for wastewater that enters the septic system for each of these appliances:

• Water conditioning unit (water softener or iron filter)	_____
• Garbage disposal	_____
• Automatic clothes washer	_____

Enter 10 points if you have:

• An in-home business (such as daycare, beauty shop)	_____
• More than 4 over-night guests at a time, several times per year	_____
• A laundry pattern of doing three or more loads/day	_____

Enter 10 points if your septic tank is smaller than indicated for the size of the house:

HOUSE SIZE	TANK CAPACITY	_____
2-3 bedrooms	1000 gallons	
4-5 bedrooms	1500 gallons	
6-7 bedrooms	1750 gallons	
8-9 bedrooms	2000 gallons	_____

Enter the points indicated if the last cleaning was:

FREQUENCY	POINTS	_____
1-2 years ago	0	
3-5 years ago	5	
6-10 years ago	10	
more than 10 years ago	12	_____

The number of people living and using water in the household affects the cleaning frequency. Enter the number of people for the house size and do the calculation.

HOUSE SIZE	# OF PEOPLE	LOAD	
2 bedroom	_____	- 3 =	_____
3 bedroom	_____	- 4 =	_____
4 bedroom	_____	- 5 =	_____
5 bedroom	_____	- 6 =	_____
6 bedroom	_____	- 7 =	_____
7 bedroom	_____	- 8 =	_____

} x3 = _____
(subtract if number is negative)

TOTAL EFFECTS

CREDITS

FACTORS

Enter 10 points if you:

• Use a suds-saving or front-loading clothes washer, or do 4 or fewer loads of laundry spread throughout the week	_____
• Have two full-size septic tanks or one tank with 150% or more of the capacity required for your house	_____

Enter 5 points if you:

• Are ULTRA-CONSERVATIVE on water use (see chart, p. 13)	_____
• Use low-volume toilets (3 gallon or less per flush)	_____
• Use low-flow shower heads	_____
• Have two or fewer people in the house and bathe fewer than five times per week	_____
• Have no one at home for 10 hours or more most days	_____

TOTAL CREDITS

Enter your numbers in this equation to calculate how often your septic tank should be cleaned.

$$36 - \boxed{} + \boxed{} = \boxed{} \text{ months between cleanings}$$

(effects number) (credits number)

Soil Treatment System Maintenance

Overloading

The soil treatment system can become clogged by overloading with water and solids. Large amounts of water flowing through the system can flush solids out of the septic tank before it has had a chance to separate the solids, scum, and water. For example, washing many loads of laundry on the same day may overload the tank. Space heavy water-using jobs throughout the week to prevent overloading. (See the Use and Operation of the Septic System section, page 12, for more information.)

Lack of septic tank maintenance can cause biological overloading. Adding "dirty" water to the soil treatment system forces the biomat to become thicker than desired. This thickened layer slows the soil's ability to accept water, requiring more soil area than would normally be necessary.

Compaction

Driving heavy vehicles on the drainfield or mound system before, during, or after construction can cause damage. Soil treatment depends on undisturbed, uncompacted, unsaturated soil to treat wastes. This is especially important in winter, when a vehicle's weight can drive the frost deep into the soil and prevent effective treatment from occurring. Nothing heavier than a riding lawnmower should be driven over any part of the septic system. People and vehicles should stay off the area in winter time to prevent deep freezing.

Vegetative Cover

Good vegetative cover, usually grass, should be planted over soil treatment systems and mowed regularly. Mowing is necessary to encourage growth without using fertilizer. The vegetative cover helps the system remove nutrients such as nitrogen and phosphorous by using them for plant growth. Do not plant trees or other plants with deep, invasive roots within 5 feet of the soil treatment system. Consider the mature size of trees and shrubs when planting young plants. Be sure to keep gophers and other rodents out of the soil treatment area.





DEPARTMENT OF PLANNING, ZONING, AND SOLID WASTE

635 Northridge Dr NW, Suite 250 • Pine City, MN • 55063
 (320) 216-4221 • (800) 450-7463 x4221 • Fax (320) 591-1640

Pine County Recycling Shed Locations 2015

CITY	General Location
Rock Creek	Interstate 35 and State Hwy 70 at the Rock Creek Motor Stop
Pine City	Pine City Carwash, 1340 Northridge Drive
Pine City	Chris' Food Center, 1035 Main St S
Brook Park	Next to the Fire Hall
Hinckley	Pine County Highway Garage
Sandstone	PHASE, 106 Main Street
Askov	Askov Hardware and Lumber
Finlayson	Behind The Municipal Liquor Store
Willow River	Pine County Highway Garage, Highway 61
Rutledge	Next to the Community Center
Bruno	Pine County Highway Garage, East Side Of Bruno

ACCEPTABLE MATERIALS:

**#1 - #7 Plastics, Aluminum Cans, Tin Cans, Clear Glass, Brown Glass
 Mixed Paper (Newspaper, Magazines, Junk Mail, Phone Books, Cereal/Cracker
 Boxes), Office Paper, Cardboard**

Please place recyclable items in appropriate containers. Pine Habilitation and Supported Employment, Inc. (PHASE) administers the Recycle Shed Program for Pine County. Contact PHASE at (320)245-2442 with questions concerning shed operation, acceptable materials, and collection frequency.

NO GARBAGE

The Recycle Shed program is a free service offered to residents of Pine County. The dumping of garbage, refuse, and other non listed materials is prohibited. Violators will be prosecuted in accordance with Minnesota Sate Statute. The future success of the Recycle Shed program depends on your cooperation. To report garbage and refuse dumping or other Shed concerns please contact Pine County at (320) 216-4221.

PINE COUNTY RESIDENTIAL RECYCLING PROGRAM

**Residents can recycle the following at
50% OFF the regular rates:**

Appliances:	\$10.00 each
Small RV Tires:	\$.50 each
Automobile Tires (17" or less):	\$1.50 each
Truck Tires (18" to 22"):	\$7.50 each
Mattresses:	\$5.50 each
General Electronics:	\$1.50 each
TVs/Computer Monitors:	\$5.00 each
Cell phones/ cablings/keyboards/mice:	FREE

Prices listed reflect the **50% DISCOUNT** on all *but* appliances.
Program scheduled to run all year long.
Rates and terms are subject to change without notice.

Where:
ECSWC Transfer Station
33198 County Hwy. 61
Hinckley, MN 55037
320-384-6596

Hours:
Monday - Friday
8:00 a.m. to 4:00 p.m.
Saturday
8:00 a.m. to Noon

Closed the 2nd and 4th Saturdays of January and February.

Directions:

Take I35 Exit 180 (Mora Exit); go east 1/4 mile on Co. Hwy. 61; driveway entrance and sign are on the left hand side.

*At the time of this publication, drop-off of appliances was FREE at the following Pine County business locations:

Free Appliance Drop-Off:

Pine Auto Salvage, 21499 Co. Hwy. 61, Pine City (320)629-2593
PM Enterprise, 21835 Co. Hwy. 61, Pine City (320)629-8100
Bjorklund & Sons, 23333 Groningen Rd., Sandstone (320)245-2879

If you are a Pine County business that takes FREE appliances, please call us for program participation.



**For further information
call Pine County at**

320-591-1657

www.LawHelpMN.org

askalibrarian@courts.state.mn.us

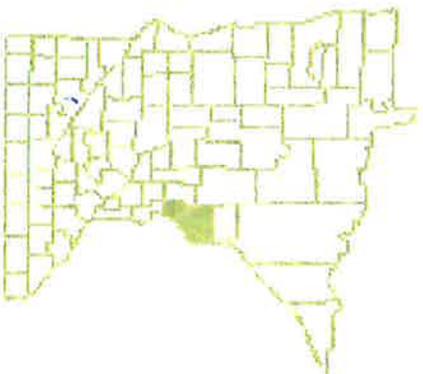
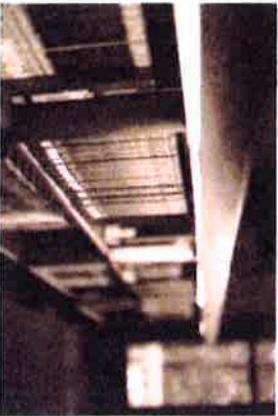
www.mncourts.gov/selfhelp

MN State Law Librarian:

651-296-2775 or 1-800-627-3529

We are Here to Serve You

The Pine County Law Library is located on the 2nd level of the Pine County Courthouse and is open to the public Monday through Friday 8:00 a.m. to 4:30 p.m.



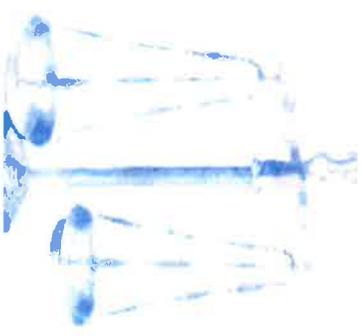
PINE COUNTY LAW LIBRARY

Pine County Courthouse
635 Northridge Drive NW
Pine City, MN 55063

Phone: 320-591-1400 (General Info)

Email: pinecountylawlibrary@yahoo.com

The Honorable George E. Sausen Memorial Law Library



pinecountylawlibrary@yahoo.com

Mission Statement

The Pine County Law Library's mission is to provide essential legal reference materials in a cost-effective manner to the judiciary, members of the bar and members of the public. This includes a flexible and modern approach to changing technology and the changing needs of the library's patrons.



Our Hardbound collection includes primary source materials, secondary research sources, a self-help section and informational booklets and pamphlets. A computer terminal is available for legal research through our Westlaw subscription and provides access to all Minnesota law as well as Federal statutes and case law.

OUR HISTORY

The Pine County Law Library was dedicated in 2003 as the George E. Sausen Memorial Law Library. The Law Library is governed by a Board of Trustees made up of five members including a judge appointed by the



The Law Library Board meets bi-monthly. All meetings are open to the public

Chief Judge of the Judicial District, an appointee selected by the Chief Judge of the Judicial District, a member of the County Board and two attorneys admitted to practice law in Minnesota who reside in the county. A President and Secretary are elected to serve as officers. The Board determines library policy, goals and objectives and appoints an administrator to provide the highest operating efficiency. The Board gives budget approval, ensures adequate funds are available to finance the library and supervises acquisition and maintenance of all library property.

Pine County Law Library Board Members:

The Honorable Krista K. Martin
John K. Carlson, Pine County Attorney
Kevin A. Hofstad, Esq.
Mackenzie Gupta, Esq.
Mitch Rongerl, County Commissioner

Legal Resources

Minnesota Statutes Annotated
Northwestern Reporter
Minnesota Rules
Dunnell's
Laws of Minnesota
Minnesota Practice
Minnesota Reporter
Minnesota Statutes and Court Rules
Minnesota Family Law
Minnesota Family Law Practice Manual
Minnesota Criminal Law Handbook
Criminal Law Defenses
Criminal Procedure
Law of Remedies
Evidence
Minnesota Civil Practice
Trial Objections Handbook
Questions, Techniques & Tactics
Northwestern Reporter 2d
American Jurisprudence
Patton & Palomar on Land Titles
Clearing Land Titles
Title Standards
Patent, Copyright & Trademark
Civil Rights in the Workplace
Self-Help Section
MN CLE Volumes
Physician's Desk Reference
Westlaw and WestlawNext
AmJur Legal Forms
McQuillan's Municipal Law

**Pine County
Local Septic Fix Up Program
Owner Occupied Housing Fact Sheet**

Pine County received grant funds for homeowners interested in improving their non-compliant septic systems from the Minnesota Pollution Control Agency (MPCA).

- This assistance to homeowners with Low or Very Low Income is in the form of a 0% interest, 10-year loan. This will be secured by a lien on the property.
- This assistance to homeowners with Moderate Income is in the form of an assessment on the property.
- Other programs which the homeowner may be eligible for will try to be used in connection with the Local Septic Fix Up Program in order to stretch program funds.
- The loan is repaid to the County if the property is sold; title is transferred, or conveyed within 10 years of the loan closing. The obligation to repay is reduced by one-tenth of the original loan amount after each of the years. If after 10 years the property is still owned by the borrower, the loan is forgiven and considered a grant.

To qualify:

- Home must be in Pine County, within either the Upper St. Croix, Lower St. Croix, Snake River or Kettle River watershed areas and be homesteaded (must be the applicant's primary residence).
- Applicant must own the house; either free of debt, through a mortgage or recorded Contract for Deed. Taxes must be current and proof of homeowner's insurance is required in order to be approved. **If you are buying the property on a Contract for Deed, the holder of the contract must sign off on the loan, so you should contact the holder prior to your application.**
- Your household gross (before taxes) annual income (including Social Security, wages and all regular sources) must be within the following limits:

Family Size	1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons	8 persons
Moderate Income	\$34,550	\$39,500	\$44,450	\$49,350	\$53,300	\$57,250	\$61,200	\$65,150
Low & Very Low Income	\$21,600	\$24,700	\$27,800	\$30,850	\$33,350	\$35,800	\$38,300	\$40,750

- The septic system must be in a non-compliant status with the County. Courtesy compliance inspections are provided by the County for \$150, to be paid for by the homeowner.

After an application has been submitted by a property owner and is approved by Lakes & Pines, bid packages will be sent to the owner and they will seek bids from contractors of their choice. **Work that is started or completed without approval from Lakes & Pines will not be paid for with program funds.**

If you are interested in applying or have questions, call or write:

Lakes & Pines Community Action Council, Inc.

1700 Maple Ave E, Mora, MN 55051

320-679-1800 or 1-800-832-6082

www.lakesandpines.org

SIGN UP FOR



Keeping citizens informed.

CodeRED provides telephone and text notifications of weather and other emergencies specific to Pine County.

Sign up at:

<https://public.coderedweb.com/CNE/BFF6685638A1>

DHIA LABORATORIES

(FORMALLY EAST CENTRAL WATER TESTING)

825 12TH St. South – PO Box 227 Sauk Centre, MN 56378-0227

Phone: (800) 369-2697 Fax: (320) 352-6163 Voice mail / cell phone (612) 390-9061

Sample Collection Procedure for Total Coliform Bacteria and Nitrates

Wash your hands thoroughly before water sample collection. Use a **metal** faucet closest to the well. Remove hoses, aerator, etc. from the faucet. If needed bypass water softener, purification systems, etc. ***If you are testing the water for infants, daycare, or health issues, we suggest that you take the sample from your primary drinking water faucet.** Run cold water 3 to 5 minutes. Label the containers with the name, date, and time the sample is taken. Use a marker or pen for labeling. Sterilize the end of the faucet with lighter or torch. This is done by moving the flame around the edge of the faucet slowly. You should see the moisture at the end of the faucet evaporate. If the faucet is plastic use alcohol around the outside and inside edge of the faucet and then run water for 3 to 5 minutes. Turn the water on so that it is flowing slowly. Open the sterile container aseptically (do not touch the inside or blow in the container). Fill the sterile container **above the 125 ml mark** and screw the lid shut on the plastic container. Place the samples in an iced cooler. **DO NOT let it freeze.** Document the name, address, date, time, and the analysis on the chain of custody form. The sample should be collected on the same day as it is dropped off at the laboratory or at the other drop off locations. This sample has to be analyzed within 30 hours after collection for Total Coliform Bacteria and 48 hours after collection for Nitrates.

Instructions for Lead Sampling

Using a 150 ml bottle (provided by the laboratory), take the sample from the **kitchen faucet** after it has **not been used for six or more hours**. Take the first draw, **do not** allow the water to clear the plumbing before it is collected in the container. Document your name, date, and time on the label of the container and fill out the chain of custody form. If you have any questions, please call DHIA Laboratories.

Instructions for Mineral Sampling

Using a 250 ml or larger bottle, run cold water for 3 to 5 minutes and fill the container to the neck of the bottle. Document the name, address, date, time, and the analysis on the chain of custody form.

Drop Off Locations

Kanabec County Public Health – Mora by 8:30 a.m. on Wednesdays (320) 679-6330

Pine Co. Soil and Water – Sandstone by 10:30 a.m. on Wednesdays (320) 216-4240

Pine Co. Extension – Pine City by 10:30 a.m. on Wednesdays (320) 591-1650

Isanti Co. Extension – Cambridge by 11:30 a.m. on Wednesdays (763) 689-1810

Please leave the payment (credit card, cash or check) with the sample and the chain of custody form. Add your order up, and add \$10 for shipping and handling. DHIA will email, fax, or mail you a receipt with the lab results. Results will be completed within 5 to 7 business days. If you have any questions, please call Vicki at 320-396-0034 or DHIA at 800-369-2697.

S T E A R N S D H I A C E N T R A L L A B

825 12th Street South
 PO Box 227
 Sauk Centre, MN 56378-0227



Phone: 320.352.2028
 800.369.2697 FAX: 320.352.6163
 EMAIL: stearnsdhialab@stearnsdhialab.com

(Sample cannot be processed if highlighted items in green are not complete)

Name or Company Name & Address:

NEW INFO:
 E-MAIL PHONE
 ADDRESS FAX

****PAYMENT MUST ACCOMPANY SAMPLE FOR SAMPLE TO BE ANALYZED****

E Mail: _____

Phone #: _____ FAX# _____

Reason for Sampling: _____

Date Sampled: Month/Day/Year
/ / Time Sampled: Hour/Minute AM/PM
: AM/PM

Sample Taken By: _____

Well Number or Property Location: _____

ANALYSIS REQUESTED:

		Bottle Size	
704	<input type="checkbox"/> Water Purity Nitrate, Coliform (Membrane)	S	\$32.00
704C	<input type="checkbox"/> Water Purity Nitrate, Coliform (Colilert)	S	\$32.00
708	<input type="checkbox"/> New Well Nitrate, Coliform (Membrane), Arsenic	D	\$52.00
708C	<input type="checkbox"/> New Well Nitrate, Coliform (Colilert), Arsenic	D	\$52.00
705	<input type="checkbox"/> Water Toxicity Lead, Copper, Fluoride, Nitrate, Nitrite, Arsenic	1-L & 2-S	\$75.00
706	<input type="checkbox"/> Water Softener Performance (2 samples: 1 pre & 1 post softener) Ca, Fe, Mn, Mg, Na, Sulfate, pH, Hardness, Conductivity	2-L	\$45.00
700	<input type="checkbox"/> Water Suitability Nitrate, Ca, Fe, Mn, Mg, Na, Cu, Chloride, Sulfate, pH, Hardness, Total Dissolved Solids, Conductivity	L	\$45.00
702	<input type="checkbox"/> Irrigation/Spray Suitability	L	\$50.00
726	<input type="checkbox"/> Lead	S	\$23.00
7261	<input type="checkbox"/> Lead (Next Business Day)	S	\$38.00
750	<input type="checkbox"/> Arsenic	S	\$23.00
7501	<input type="checkbox"/> Arsenic (2 Business Days)	S	\$38.00
727	<input type="checkbox"/> Nitrate Nitrogen	S	\$15.00
760	<input type="checkbox"/> Total Coliform (Membrane)	S	\$20.00
760C	<input type="checkbox"/> Total Coliform/E. coli (Colilert)	S	\$20.00
709	<input type="checkbox"/> FHA Pkg. Nitrate, Coliform (Colilert), Lead, Nitrate+Nitrite, Nitrite	3-S	\$68.00

Please add \$10 for S+H

BOTTLE REQUIREMENTS: S = small kit (height 4") D = double kit (2 small bottles) L = large kit (height 6")



VISA Name on Card: _____
 MASTERCARD Card Number: _____ Exp.: Mo. ____ Yr. ____
 DISCOVER Street Address: _____ Zip: _____

VT

ADDITIONAL ANALYSIS REQUESTED :

		Bottle Size	
732	<input type="checkbox"/> Biochemical Oxygen Demand	L	\$24.00
714	<input type="checkbox"/> Calcium	S	\$15.00
733	<input type="checkbox"/> Carbonaceous BOD	L	\$24.00
739	<input type="checkbox"/> Chloride	S	\$13.00
766	<input type="checkbox"/> Chlorophyll-a	*	\$30.00
762	<input type="checkbox"/> Coliform, E. coli (Quanti-Tray)	S	\$20.00
760C	<input type="checkbox"/> Coliform, E. coli (Colilert)	S	\$20.00
761	<input type="checkbox"/> Coliform, Fecal (Membrane)	S	\$20.00
741	<input type="checkbox"/> Conductance, Specific	S	\$10.00
715	<input type="checkbox"/> Copper	S	\$15.00
742	<input type="checkbox"/> Fluoride	S	\$15.00
717	<input type="checkbox"/> Iron	S	\$15.00
763	<input type="checkbox"/> Iron Bacteria	S	\$30.00
718	<input type="checkbox"/> Magnesium	S	\$15.00
719	<input type="checkbox"/> Manganese	S	\$15.00
730	<input type="checkbox"/> Nitrogen, Ammonia (Non Distilled)	L	\$17.00
730D	<input type="checkbox"/> Nitrogen, Ammonia (Distilled)	L	\$27.00
728	<input type="checkbox"/> Nitrogen, Nitrate + Nitrite	S	\$15.00
725	<input type="checkbox"/> Nitrogen, Nitrite	S	\$15.00
731	<input type="checkbox"/> Nitrogen, Total, TKN	L	\$24.00
744	<input type="checkbox"/> Orthophosphate	S	\$18.00
745	<input type="checkbox"/> pH	S	\$ 8.00
746	<input type="checkbox"/> Phosphorous, Total	S	\$18.00
721	<input type="checkbox"/> Potassium	S	\$15.00
722	<input type="checkbox"/> Sodium	S	\$15.00
738	<input type="checkbox"/> Solids, Total	L	\$16.00
735	<input type="checkbox"/> Solids, Total Dissolved	L	\$13.00
736	<input type="checkbox"/> Solids, Total Suspended	L	\$12.00
737	<input type="checkbox"/> Solids, Volatile	L	\$15.00
747	<input type="checkbox"/> Sulfate	S	\$18.00
764	<input type="checkbox"/> Sulfate Reducing Bacteria	S	\$30.00
749	<input type="checkbox"/> Tannin	S	\$20.00
724	<input type="checkbox"/> Zinc	S	\$15.00

* requires 1000 ml Amber Bottle-Call for kit

PLEASE CHECK QUANTITY OF SUPPLIES NEEDED:

___ FORAGE SUPPLIES ___ MANURE KIT ___ WATER KIT(sm) ___ WATER KIT(lg) ___ WATER KIT(dbl)

**PRICES SUBJECT TO CHANGE WITHOUT NOTICE (WTR 02/12)
ADDITIONAL MINERALS & MULTI MINERALS DISCOUNT AVAILABLE**

COMPLETE LAB FORM This lab form and payment accompanying the container must be completed in detail. It is recommended that you fill out the form prior to sampling. Fill out the date and time sampled just before taking the sample. Please print clearly and press firmly. Bottles labels should be filled out completely also. Incomplete or illegible lab forms will delay or prohibit processing. *Sampling instructions can be viewed on the attached sheet. Please review to ensure proper sampling technique.*