

AGENDA

PINE COUNTY BOARD MEETING

Tuesday, January 3, 2012 10:00 a.m. Boardroom, Pine County Courthouse

- A) Call meeting to order
- B) Pledge of Allegiance
- C) Election of County Board Chairman and Vice-Chairman for 2012
- D) Public Forum
- E) 2012 Committee Assignments
- F) 2012 County Board Schedule
- G) Adopt Agenda Items
- H) Approve Minutes of December 20, 2011 County Board Meeting.
- I) Approve Consent Items

Minutes of Boards, Committees and Board Memos, Newsletter

- 1. Land Surveyor Monthly Report, December 2011
- 2. Personnel Committee, October 28, 2011
- 3. Committee of the Whole, November 8, 2011
- 4. Facilities Committee, December, 19, 2011
- 5. Pine County HRA Sr. Housing Board Meeting minutes, November 2011

*****CONSENT AGENDA*****

Auditor

- 1. December Disbursements.

*****REGULAR AGENDA*****

(times are approximate)

10:20 a.m. Sheriff

1. Acknowledge the Resignation of Administrative Assistant Carole Samuelson effective January 5, 2012. Authorize immediate replacement as Secretary position

10:30 a.m. Auditor/Treasurer

1. Resolution to Set annual allocation of Tax Forfeited receipts to the Timber Development Fund per M.S. 282.08.

10:35 a.m. Administrator

1. Open bids for Official Publication for 2012
2. Acknowledge the retirement of County Assessor Mike Sheehy effective December 31, 2011

10:40 a.m. Pine County Regional Railroad Authority Annual Meeting

1. Northern Lights Express
2. Brook Park Trail Purchase

Closed Session – Labor Negotiations

Upcoming Meetings

Pine County Health and Human Services Board meeting, **Tuesday, January 17, 2012, 10:00 a.m.**
Public Health Building, Sandstone, MN

Pine County Board meeting, **Tuesday, January 17, 2012, 1:00 p.m.** Public Health Building,
Sandstone, MN

2012 Board of Commissioner meeting schedule

Adopted at its January 3, 2012 meeting.

The meetings on the first Tuesday of the month begin at 10:00 a.m. and are held at the Pine County Courthouse Boardroom in Pine City and the meetings on the third Tuesday of the month start at 1:00 p.m. and are held at the Public Health Building, Conference Room in Sandstone.

January	3 rd and 17 th
February	7 th and 21 st
March	6 ^{th*} and 20 ^{th*}
April	3 rd and 17 th
May	1 st and 15 th
June	5 th and 19 th
July	3 rd and 17 th
August	7 th and 21 st
September	4 th and 18 th
October	2 nd and 16 th
November	6 th and 20 th
December	11 ^{th**} and 18 th

Pentafactive

*Both March meetings will be held at 7:00 p.m. No change in locations.

**Note meeting date change due to Annual Association of Minnesota Counties Conference being held the first week of December.

Board of Equalization, June 12, 2011, 5:00 pm. Pine County Courthouse Boardroom, Pine City, MN

Truth in Taxation, December 6, 2012, 7:00 pm, Pine County Courthouse Boardroom, Pine City, MN

Tuesday, December 20, 2011 1:00 p.m. Public Health Building, Sandstone, MN

Chairman Rossow called the meeting to order at 1:00 p.m. Present were Commissioners, Doug Carlson, Stephen Hallan, and Steve Chaffee. Also present was County Administrator Mark LeBrun and County Attorney John Carlson.

The Pledge of Allegiance was said.

Chairman Rossow called for public comment. Larry McGuinn stated his support for the proposed Hinckley Police Station.

Commissioner Chaffee moved to adopt the amended agenda, Commissioner Hallan seconded. Motion carried.

Commissioner Carlson moved to approve the minutes of the December 13, 2011 board meeting. Commissioner Hallan seconded. Motion carried.

Commissioner Hallan moved to approve the consent agenda, Commissioner Chaffee seconded. Motion carried.

Minutes of Boards, Committees and Board Memos, Newsletter

1. ECRL Library Board Minutes, November 2011

*****CONSENT AGENDA*****

Auditor/Treasurer

1. Cash Balance as of November 30, 2011

Revenue Fund	\$ 2,465,563.15
Health and Human Services Fund	\$ 2,978,333.11
Road and Bridge Fund	\$ 6,857,895.85
Land Management Fund	\$ 1,192,397.84

2. Approval of application for a new tobacco license in Pine County under the jurisdiction of the Auditor, Wilderness Inn Sports Bar & Grill from Jan 1, 2012-Dec 31, 2012

Assessor

1. Acknowledge acceptance of clerical corrections list for 2011 Assessment .

****REGULAR AGENDA****

Sheriff

Sheriff Cole recognized Jacob Letourneau for his scholastic achievement and award of a \$600 scholarship from the MN Sheriff's Association.

Sheriff Cole recognized Cody Ploetz for life saving actions on July 28th, 2011.

Sheriff Cole presented the Pine County Emergency Operations Plan for approval. Commissioner Carlson motioned to approve as presented. Commissioner Chaffee seconded, motion carried.

Sheriff Cole presented a request to approve the filling of two PT Dispatch positions. Commissioner Chaffee motioned to approve as presented. Commissioner Carlson seconded, motion carried.

Sheriff Cole presented the purchase of the 800 Mhz Control Console Network Management Terminal and VHF Simulcast Paging System for approval. Commissioner Hallan motioned to approve as presented. Commissioner Chaffee seconded, motion carried.

Sheriff Cole presented a request to transfer \$550,000 from the General Fund to the 800 MHz Project Fund. Commissioner Hallan motioned to approve the fund transfer as presented. Commissioner Chaffee seconded, motion carried.

Assessor

Administrator LeBrun presented two Local Assessment contracts for extension. Commissioner Chaffee motioned to approve the request as presented. Commissioner Carlson seconded, motion carried.

Public Works

Engineer LeBrun presented a Sign Replacement Policy for retroreflectivity replacement. Commissioner Carlson motioned to approve the policy as presented. Commissioner Hallan seconded, motion carried.

Administrator

Gary Kohland and Harvey Klar presented a request for additional funds for the Pine County Historical Society. No action taken.

Administrator LeBrun presented the 2012 Arrowhead Transit contract for approval. Commissioner Hallan motioned to approve as presented. Commissioner Carlson seconded, motion carried.

Administrator LeBrun presented several positions for reclassifications. Commissioner Chaffee motioned to approve as presented. Chairman Rossow seconded, motion carried.

Administrator LeBrun presented a resolution of support for the MAGIC Act. Commissioner Hallan motioned to approve as presented. Commissioner Chaffee seconded, resolution passed unanimously.

Upcoming Meetings

Pine County Management Team meeting, **Tuesday, December 27, 2011, 9:00 a.m.** Jury Assembly room, Pine County Courthouse, Pine City, MN

Pine County Board Organizational meeting, **Tuesday, January 3, 2012, 10:00 a.m.** Pine County Courthouse Boardroom, Pine City, MN

Chairman Rossow called for a recess before convening to closed session.

Commissioner Hallan motioned to convene closed session at 2:42 p.m. to discuss Labor Negotiations. Commissioner Chaffee seconded, motion carried.

Commissioner Hallan motioned to conclude closed session at 2:51 p.m. Commissioner Carlson seconded, motion carried.

With no further business, Chairman Rossow adjourned the County Board meeting at 2:52 p.m., until the next scheduled County Board Meeting on January 3, 2012 at 10:00 a.m. in the Boardroom of the Pine County Courthouse.

Mark LeBrun, Administrator
Clerk to County Board

Curt Rossow, Chair
Board of County Commissioners



PINE COUNTY PUBLIC WORKS

HIGHWAY DEPARTMENT

405 Airport Road NE
Pine City, MN 55063

Telephone 320-216-4200

Fax: 320-629-6736

1-800-450-7463 Ext. 4200

Mark A. LeBrun, P.E.
County Coordinator/Engineer

Pine County Land Surveyor Monthly Report

December 2011

CSAH 6 T38N R21W and R22W, reset and GPS PLSS corners, download data and update files.

T42N R16W Section 26, set, tie out and GPS PLSS corner, download data and update files.

T42N R16W Section 22, set, tie out and GPS PLSS corners, download data and update files.

T42N R16W Section 15, set, tie out and GPS PLSS corners, download data and update files.

T42N R18W Section 1, set GPS control, download data and update files.

CSAH 47 T45N R18W sections 16 and 17, research records, compute search areas, set GPS control, search for, reset and GPS PLSS corners, download data and update files.

CSAH 49 T45N R18W section 20, research records, compute search areas, search for, reset and GPS PLSS corners, download data and update files.

T45N R18W Section 17, set, tie out and GPS PLSS corners, download data and update files.

Create and file Certificates of Survey for surveys done by County Surveyor.

Review legal descriptions for ROW Dept. and Land Dept. as needed.

Review Plats and Minor Subdivisions for Zoning Dept. as needed.

Review and file PLSS corner certificates provided by private surveyors.

Robin T. Mathews, Pine County Surveyor

Monthly Report December 2011.doc

Personnel Committee Meeting Minutes of October 28, 2011 @ 12:00 pm

Present: Mark LeBrun, Commissioner Steve Chaffee, Linda Cassman, Troy Stewart, Sheriff Cole, and Commissioner Curt Rossow.

1. HHS Director Cassman presented a request to fill a Nursing Team Leader vacancy. Committee recommended issue be brought back at a future meeting.
2. Sheriff Cole presented a request to fill a Full-Time Deputy vacancy internally. Committee recommended approval.
3. Troy Stewart presented a request to contract for some assessment services due to absence of County Assessor. Committee recommended approval.
4. M. LeBrun presented a request to appoint Troy Stewart as Temp. Department Head of the Assessor's Office and adjust salary temporarily by 10%. Committee recommended approval.
5. Administrator LeBrun presented potential positions for reclassification. Further discussion recommended as part of budget process.
6. Discussion was held on 2012 Elected Official's salaries. No action taken.
7. Administrator LeBrun presented the 2012 Non-Union pay scale for approval. Committee recommended approval.

**Committee of the Whole meeting summary minutes, November 8, 2011.
Boardroom, Pine County Courthouse**

Chairman Rossow called the meeting to order at 9:00 a.m. Present were Commissioner Carlson, Commissioner Hallan, Commissioner Chaffee, and Commissioner Pangerl. Also present was County Administrator Mark LeBrun.

Probation Director Arola presented an overview of the Probation Department and an update on staff.

Administrator LeBrun presented information on the 2012 County Budget. Discussion focused on reducing the 2012 Levy. Consensus of the Board was to reduce the 2012 Levy by 1.5% and to have Administrator LeBrun make necessary adjustments in the proposed 2012 Budget.

With no further matters to discuss, Chairman Rossow adjourned the Committee of the Whole meeting.

Facilities Committee Meeting Minutes of December 19, 2011 @ 10:00 am.

Present: Mark LeBrun, Commissioner Carlson, Mayor Don Zemen, Robin Roatch, Kyle Morell, Sheriff Cole, Chief Deputy Blackwell and Commissioner Pangerl.

1. Discussion took place on a proposed Police Station in Hinckley. Sheriff Cole presented information on potential fuel savings and the enhanced service to the Hinckley area. Further discussion included potential shared facilities and use of technology. City stated it will bring issue to next Council meeting. Committee recommended further financial information be gathered but made no recommendation for approval at this time.

PINE COUNTY HRA SENIOR HOUSING

**510 Fifth Street
Sandstone, MN 55072
(320) 245-5140
pinehra@ecenet.com**

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

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

The regular meeting of the Pine County HRA Senior Housing Board of Directors was held on November 17, 2011, at the Finlayson Manor. Commissioners of the HRA present were Dorothy Stockamp, Cheri Drilling, Arild Frederiksen, Dean Dronen, and Jan Oak. Staff member present was Executive Director Janice Gustafson. Resident Managers Susan Blake and Evelyn Yocum were absent. There were no residents present.

1. The meeting was called to order at 2:00 P.M. by Board Chair D. Stockamp.
2. The minutes from October 27, 2011, were reviewed by the Board members. A motion was made by A. Frederiksen and was seconded by C. Drilling to accept the minutes. Motion carried: Yeas 5, Nays 0.
3. The minutes from the October 27, 2011, Annual Meeting were reviewed by the Board members. A motion was made by J. Oak and was seconded by Board Chair D. Stockamp to accept the minutes. Motion carried: Yeas 5, Nays 0.
4. The monthly financial statements and the investment report were presented by J. Gustafson. A motion was made by D. Dronen and was seconded by Board Chair D. Stockamp to approve the financial statements and the investment report. Motion carried: Yeas 5, Nays 0.
5. Executive Director's Report. The written Executive Director's report was reviewed by Board members.
6. Old Business:
 - a) Vacancies. As of November 30, 2011, there will be three vacancies at the Sandstone Manor and three vacancies at the Finlayson Manor.
 - b) Door Threshold. Daryl Klocke Construction will do an adjustment to the inside door threshold the next time there is maintenance work to be performed at the Finlayson Manor.

7. New Business: The Board members reviewed an e-mail received from Carolyn Drude regarding the status of the Public Project Revenue Bonds, Series 2005A issued by the Pine County Housing and Redevelopment Authority in 2005. The e-mail stated there are three programs which assist in making sure the payments on this issue are being made as scheduled by Pine County. Based on these three programs, Carolyn Drude stated the payments on the Bonds are being made in a timely manner.

8. Resident Managers' Reports.

a) Finlayson Manor. S. Blake was not available but reported everything was going very well. She is hoping to be discharged from the Health Care Center in the next two weeks.

b) Sandstone Manor. E. Yocum was not available but reported the Halloween party and seeing the Trick or Treaters was a lot of fun.

9. Resident Comments/Questions. There were no residents present.

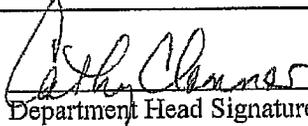
10. A motion was made by D. Dronen and was seconded by A. Frederiksen to adjourn the meeting at 2:39 P.M. Motion carried: Yeas 5, Nays 0.

11. The next regular scheduled meeting is December 15, 2011, at the Sandstone Manor.


Dorothy Stockamp
HRA Board Chair


Janice S. Gustafson
Executive Director

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: January 3, 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: <u>Auditor/Treasurer</u>	 Department Head Signature 12-28-11 Date

Item for Discussion: <i>December 2011 Disbursements</i>
Board Action Requested: (Attach additional pages if needed) <i>Resolution setting the allocation for 2012 at 10% of receipts, same as in 2011.</i>
Supporting Documents: Attached None



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

CATHYJ
12/29/11 7:50AM

DISBURSEMENTS JOURNAL REPORT Specific Dates: 12/01/2011 - 12/31/2011

RECAP BY FUND	FUND	AMOUNT	NAME
	1	642,260.87	GENERAL REVENUE FUND
	13	900,309.87	ROAD & BRIDGE FUND
	21	221,696.10	800 MHZ PROJECT FUND
	22	1,253.82	LAND MANAGEMENT FUND
	38	15,903.45	BUILDING FUND
	76	152,508.02	GROUP HEALTH INS FUND 5/1/95 (GEN)
	80	16,120.80	COUNTY COLLECTIONS AGENCY FUND
	82	3,968,852.23	TAXES AND PENALTIES AGENCY FUND
		5,918,905.16	Total Disbursements

RECAP BY TYPE	TYPE	AMOUNT	NAME
	1	5,952,391.06	AUD
	3	33,485.90-	MVC
		5,918,905.16	Total Disbursements

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: January 5, 2012	Consent Agenda <i>(Please choose)</i> Regular Agenda Estimated Time: <i>(Please Circle)</i> _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department requesting action: <u>Sheriff</u>	 12-27-2011 Department Head Signature Date

Item for Discussion: (one form per item)

Request the Board acknowledge the Resignation of Sheriff's Administrative Assistant Carole Samuelson as of 5 January 2012.

Request this position be eliminated (19.29) and replaced with a Sheriff's Secretary position (12.70).

Request to fill the Sheriff's Secretary position immediately.

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None

December 22, 2011

TO WHOM IT MAY CONCERN:

Please accept this letter as my two week notice of resignation. My last day of work will be January 5, 2012.

A handwritten signature in cursive script that reads "Carole Samuelson". The signature is written in black ink and is positioned above the printed name.

Carole Samuelson

WHEREAS, a percentage of profits generated from tax forfeited lands should be apportioned to timber development to cover the expected costs of land management projects with the remaining monies being distributed in accordance to M.S. 282.08.

BE IT RESOLVED, the Pine County Board of Commissioners hereby avails itself of M.S. 282.08 by setting aside 10 percent (10%) of the tax forfeited receipts for the year 2012 for timber development of tax forfeited lands.

Dated at Pine City, Minnesota this 3rd day of January, 2012.

Chairman, Pine County Board of Commissioners

Mark LeBrun, Clerk to the County Board

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: January 3, 2012	Consent Agenda <i>(Please Circle)</i> Regular Agenda Estimated Time: <i>(Please Circle)</i> <u>5 Min.</u> Min. Time needed 20 Min. 45 Min. 1 hour
Department requesting action: <u>Administrator</u>	 Department Head Signature 12/28/11 Date

<p>Item for Discussion: <i>Acknowledge the retirement of Mike Sheehy effective December 31, 2011</i></p> <p>Board Action Requested: (Attach additional pages if needed) <i>Accept</i></p> <p align="right">Supporting Documents: Attached None</p>

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: January 3, 2012	Consent Agenda <i>(Please Circle)</i> <u>Regular Agenda</u> Estimated Time: <i>(Please Circle)</i> <u>10 Min.</u> Min. Time needed 20 Min. 45 Min. 1 hour
Department requesting action: <u>Rail Authority</u>	 Department Head Signature Date <u>12/28/11</u>

<p>Item for Discussion: <i>NLX Contribution for 2012 – Project Update</i></p> <p>Board Action Requested: (Attach additional pages if needed)</p> <p align="center">Supporting Documents: Attached None</p>



December 21, 2011

Pine County Board of Commissioners
Pine County Courthouse
Coordinator's Office
635 Northridge Drive NW, Suite 200
Pine City, MN 55063

Dear Commissioners:

In accordance with the Joint Powers Agreement Establishing the Minneapolis-Duluth/Superior Passenger Rail Alliance (Alliance) dated February 1, 2008, we respectfully request your membership contribution for year 2012. Attached for your information is the membership funding formula.

Thank you and if you should have any questions please do not hesitate to contact me or your designated Alliance board member.

Sincerely,

A handwritten signature in black ink that reads "Bob Manzoline". The signature is written in a cursive style.

Bob Manzoline
Director

Cc: Steven Raukar, Chair
Mark Stenglein, Vice Chair

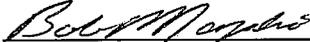
Minneapolis-Duluth/Superior Passenger Rail Alliance
Administrative Agency: St. Louis & Lake Counties Regional Railroad Authority
Executive Director Bob Manzoline, 111 Station 44 Road, Eveleth, MN 55734
Phone: (218) 744-1388 * Toll free: (877) 637-2241

December 21, 2011

Pine County Board of Commissioners
Pine County Courthouse
Coordinator's Office
635 Northridge Drive NW, Suite 200
Pine City, MN 55063

INVOICE

Date	Description	Amount
12-21-11	In accordance with the Joint Powers Agreement Establishing the Minneapolis-Duluth/Superior Passenger Rail Alliance (Alliance) dated February 1, 2008, we respectfully request your membership contribution for year 2012.	\$15,438.00
	Please remit to: St. Louis & Lake Counties Regional Railroad Authority 111 Station 44 Road Eveleth, MN 55734	
	<i>Thank you!</i>	
	TOTAL DUE	\$15,438.00



Bob Manzoline, Executive Director
St. Louis & Lake Counties Regional Railroad Authority

Passenger Rail Alliance
Proposed 2012 Funding Formula

Based on 2012 budget in the amount of \$358,750 adopted by Board on 8/31/11 and Board directed \$50,000 unassigned fund balance applied to reduce 2012 Alliance membership contribution total to \$308,750.

	Base Percent	Station Percent	Total Percent	Weighted Votes	FY 2011	FY 2012
Hennepin	15	5	20	4	\$76,000	\$61,750
St Louis & Lake	15	5	20	4	\$76,000	\$61,750
Anoka	10	5	15	3	\$57,000	\$46,313
Minneapolis	10		10	2	\$38,000	\$30,875
Duluth	10		10	2	\$38,000	\$30,875
Mille Lacs Band of Ojibwe	10		10	2	\$38,000	\$30,875
Isanti	2.5	2.5	5	1	\$19,000	\$15,438
Pine	2.5	2.5	5	1	\$24,000	\$15,438
Douglas/Superior	2.5	2.5	5	1	\$19,000	\$15,438
Total	77.5	22.5	100	20	\$385,000	\$308,750



JONES LANG
LASALLE

Jones Lang LaSalle Americas, Inc.
4105 Lexington Ave North, Suite 200
Arden Hills, MN 55126
tel +1 651 415 2710 fax +1 651 481 9361

December 1, 2011

Mr. Mark A. LeBrun, P.E.
Pine County Public Works
Highway Department
405 Airport Road NE
Pine City, MN 55063

RE: Sale of BNSF Railway Company property
Mora Junction to Pine/Kanabec County border

Dear Mr. LeBrun:

The St. Croix Valley Railroad Company conveyed the Pine County, Minnesota Railroad Authority their Easement through a recordable Quitclaim Deed over a segment of rail line owned by BNSF Railroad Company between Milepost 58.3 at Mora Junction and the Pine County-Kanabec County border near Milepost 55.8, a distance of approximately 2.5 miles in Pine County, Minnesota. The St. Croix Valley Railroad Company's easement terminated upon abandonment of the rail line.

BNSF Railway Company owns the underlying fee title to the property. Since the County already paid St. Croix Valley Railroad Company for an Easement, BNSF is willing to convey the property at no cost, except for a processing fee of \$2,000.00. Enclosed, in triplicate, is BNSF's standard Real Estate Purchase and Sale Agreement covering the sale of BNSF property to the Pine County, Minnesota Railroad Authority.

If the Pine County, Minnesota Railroad Authority wishes to proceed with purchase of the land, please complete and execute Page 9 of the Real Estate Purchase and Sale Agreement and return all copies directly to me with a check in the amount of \$2,000.00, made payable to BNSF Railway Company, to cover the processing fee. I will then handle for final approval and signature by BNSF Railway Company. A copy of the Agreement will then be forwarded to you for the Pine County, Minnesota Rail Authority's records along with the executed deed for recording.

The enclosed sales contract is not a binding agreement and shall become binding only when, and if, it is executed by you and fully approved and executed by BNSF Railway Company.

Sincerely,

Roger Schwinghammer
Vice President