

AGENDA
PINE COUNTY BOARD MEETING

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

Tuesday, January 15, 1:00 pm – Public Health Building, Sandstone, MN

- A) Call meeting to order
- B) Pledge of Allegiance
- C) Public Forum. Members of the public are invited to speak on items not on the agenda. Each speaker should state his/her name and limit comments to three (3) minutes.
- D) Approve Agenda
- E) Minutes of Boards, Committees and Correspondence
- 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.

1. Review December Cash Balance (attached)

Fund	December 31, 2011	December 31, 2012	Increase(Decrease)
Revenue Fund	\$1,634,274.11	\$2,495,333.06	\$861,058.95
Health and Human Services Fund	\$2,412,234.77	\$1,855,366.42	-\$556,868.35
Road and Bridge Fund	\$5,839,814.23	\$5,324,159.01	-\$515,655.22
Land Management Fund	\$1,192,118.54	\$1,474,268.53	\$282,149.99
TOTAL (inc non-major funds)	\$13,902,829.07	\$13,375,860.67	-\$526,968.40

2. Applications for Exempt Permits

Approve:

- a. Kerrick Firefighters' Relief Association to conduct Minnesota lawful gambling on February 9, 2013 at the south end of Oak Lake, adjacent to the public access for the Annual Kerrick Fire and Rescue Department Ice Fishing Contest (Kerrick Twp).
- b. Kerrick Firefighters' Relief Association to conduct Minnesota lawful gambling on February 23, 2013 at the Nickerson Bar, 94430 Main St., Nickerson (Nickerson Twp).

3. Tax Forfeit Receipts for Timber Development Fund

Approve setting the annual allocation of Tax Forfeit receipts to the Timber Development Fund per M.S. §282.08.

4. Donation

A. Pokegama Lake Association.

Accept \$500 donation from Pokegama Lake Association and designate to the Pine County Sheriff's Office K-9 program to be used to help offset expense of canine program.

B. ARMER portable radios

Approve the Sheriff's Office donation of 10 ARMER portable radios and chargers and accessories to the following fire departments: Askov, Brook Park, Bruno, Duxbury, Finlayson, Hinckley, Kerrick, Pine City, Sandstone, Sturgeon Lake, Willow River. These radios were purchased with grant funds.

5. Training

Authorize County Forester Greg Beck to attend the Annual Minnesota Association of County Land Commissioners Meeting, February 26 and 27, 2013, at the Embassy Suites, St. Paul. No registration fee; room cost approximately \$121 (plus parking and meals).

6. Amendment to Swift Contract

Approve Amendment 1 to SWIFT Contract 52973 and SWIFTPO #3000027577 and authorize Board Chair to sign three (3) copies of the Amendment. This will allow an additional \$1,857.60 to be allotted from the State to the Northern Pine Riders to provide grooming and maintenance of the Pine Snowmobile Trails 1, 2 and 3.

REGULAR AGENDA

1. **Recognition of Retirement**

Recognition of Health & Human Services Supervisor George French's retirement and 13 years of service to Pine County.

2. **Personnel Committee Report**

The Personnel Committee met on January 8, 2013 and made the following recommendations (minutes attached):

- A. Approve the job description for the position of Human Resources Specialist and authorize filling the position.

Other items are for information only or action was taken at the January 8 board meeting.

3. **2012 Budget Adjustment**

Approve the following 2012 budget adjustments:

- A. Dept 111 – Government Buildings (to account for the receipt of insurance settlement funds from MCIT for water damage)

01-111-5860 from \$0 to \$150,000;

01-111-6263 from \$15,000 to \$165,000.

- B. Fund 21 – 800 MHz Project (to account for receipt of state grant funds)

21-201-5230 from \$0 to \$300,000;

21-201-6803 from \$0 to \$300,000

These amendments change the budget to reflect the actual expenditures.

4. **Commissioner Updates**

5. **Upcoming Meetings**

Technology Committee Meeting, Monday, January 14, 2013, 1:30 p.m.,
Administrator's Conference Room, Pine County Courthouse, Pine City, Minnesota

Pine County Health and Human Services Meeting, Tuesday, January 15, 2013,
2012 at 10:00 a.m., Public Health Building, Sandstone, Minnesota

Pine County Board Meeting, Tuesday, January 15, 2013, 1:00 p.m., Public Health Building, Sandstone, Minnesota

Flood Meeting, Thursday, January 17, 2013, 7:00 p.m., Rutledge Community Building

NLX meeting, Wednesday, January 23, 2013, 10:00 a.m., Boardroom, Pine County Courthouse, Pine City, Minnesota

Strategic Planning Meeting, Tuesday, January 29, 2013, 10:00 a.m., Boardroom, Pine County Courthouse, Pine City, Minnesota

Pine County Board Meeting, February 5, 2013, 1:00 p.m., Public Health Building, Sandstone, Minnesota

Personnel Committee Meeting, Tuesday, February 12, 2013, 9:00 a.m., Administrator's Conference Room, Pine County Courthouse, Pine City, Minnesota

Pine County Board Meeting, February 19, 2013, 10 a.m., Boardroom, Pine County Courthouse, Pine City, Minnesota

6. **Adjourn**

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: January 15, 2013	<u>Consent Agenda</u> (Please Circle) Regular Agenda Estimated Time: (Please Circle) 10 Min. 15 Min. <small>Time needed</small> 30 Min. 45 Min. 1 hour
Department Requesting Action: <u>Auditor/Treasurer</u>	 _____ Department Head Signature 1-7-13 Date

Item for Discussion: <i>December 2012 Cash Balance</i>
Board Action Requested: (Attach additional pages if needed)
Supporting Documents: Attached None

TREASURER'S CASH TRIAL BALANCE COMPARISON

FUND	December 31, 2011 BALANCE	December 31, 2012 BALANCE
1 - GENERAL	1,634,274.11	2,495,333.06
12 - H&HS	2,412,234.77	1,855,366.42
13 - ROAD & BRIDGE	5,839,814.23	5,324,159.01
22 - LAND	1,192,118.54	1,474,268.53
TOTAL (incl non-major funds)	\$13,902,829.07	\$13,375,860.67



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

CATHYJ
1/7/13

10:44AM

As of 12/2012

TREASURER'S CASH TRIAL BALANCE

Beginning
Balance

This
Month

YTD

Current
Balance

1	General Revenue Fund	1,634,274.11			
	Receipts		1,080,100.55	6,868,312.34	
	Disbursements		478,940.63	5,613,306.54	
	Payroll		714,556.55	8,846,111.21	
	Journal Entries		3,760.61	9,452,164.36	
	Fund Total		117,157.24	861,058.95	2,495,333.06

12	Health & Human Services	2,387,375.36			
	Receipts		60,240.58	1,337,581.63	
	Disbursements		61,031.14	682,346.65	
	Payroll		132,082.36	1,640,434.20	
	Journal Entries		0.00	823,226.99	
	Dept Total		132,872.92	161,972.23	2,225,403.13

12	Health & Human Services	543,039.63			
	Receipts		115,425.34	2,423,956.18	
	Disbursements		148,166.18	3,108,373.34	
	SSIS		209,595.44	209,595.44	
	Payroll		125,414.16	1,536,408.59	
	Journal Entries		0.00	2,226,396.62	
	Dept Total		367,750.44	204,024.57	747,064.20

12	Health & Human Services	0.00			
	Childrens Collaborative (H&Hs)		0.00	0.00	0.00
	Dept Total		0.00	0.00	0.00

12	Health & Human Services	454,037.28			
	Receipts		121,590.80	726,114.98	
	Disbursements		30,174.37	299,481.83	
	Payroll		76,621.45	895,693.55	
	Journal Entries		0.00	309,954.70	

\$1,855,360.42

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

CATHY
1/7/13

10:44AM

As of 12/2012

TREASURER'S CASH TRIAL BALANCE

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Dept Total	14,794.98	159,105.70	294,931.58	
Fund Total	485,828.38	525,102.50	1,773,270.51	
13 Road & Bridge Fund	5,839,814.23			
Receipts	995,297.58	6,754,352.79		
Disbursements	507,066.60	6,690,026.87		
Payroll	163,070.37	1,988,210.12		
Journal Entries	2,482.25	1,408,228.98		
Fund Total	322,678.36	515,655.22	5,324,159.01	
14 Ditch Maintenance (Sr) Fund	11,775.47	0.00	70.63	11,846.10
Journal Entries		0.00	70.63	
Fund Total				
20 County-Wide Rehab (Sr) Fund	535.70	65,951.77	348,300.00	
Receipts		51,265.52	308,993.62	
Journal Entries		14,686.25	39,306.38	
Fund Total				39,642.08
21 800 MHz Project Fund	652,854.62	0.00	300,484.00	
Receipts		0.00	1,009,929.45	
Disbursements		0.00	709,445.45	
Fund Total				56,590.83
22 Land Management Fund	1,192,118.54	17,953.65	975,716.97	
Receipts		982.44	46,070.83	
Disbursements				

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

CATHYJ
1/7/13

10:44AM

As of 12/2012

TREASURER'S CASH TRIAL BALANCE

Fund	Beginning Balance	This Month	YTD	Current Balance
Journal Entries		5,714.25	70,988.00	
Fund Total		2,091.28	214,593.11	474,292.53
80 County Collections Agency Fund	19,687.36			
Receipts	10,269.53		620,474.93	
Disbursements	8,570.00		623,565.37	
Journal Entries	251.40		7,554.17	
Fund Total	1,950.93		4,473.73	24,161.09
82 Taxes And Penalties Agency Fund	798,906.87			
Receipts	713,789.49		33,385,606.50	
Disbursements	35,267.01		18,912,235.83	
Journal Entries	0.00		14,312,555.95	
Fund Total	678,522.48		160,814.72	959,721.59
84 East Central Drug Task Force Agency Fur	0.00			
Receipts	658.00		102,342.19	
Disbursements	15,752.06		70,408.62	
Journal Entries	354.20		354.20	
Fund Total	14,739.86		32,287.77	32,287.77
89 H & Hs Collections Agency Fund	3,031.72			
Receipts	44,644.42		1,011,031.52	
Disbursements	4,293.32		80,554.57	
Journal Entries	0.00		885,328.46	
Dept Total	40,351.10		45,148.49	48,180.21
Fund Total	40,351.10		45,148.49	48,180.21
All Funds	13,902,829.07		57,647,066.83	
Receipts	3,474,023.00		57,647,066.83	



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

As of 12/2012

CATHYJ
1/7/13

10:44AM

TREASURER'S CASH TRIAL BALANCE

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Disbursements		1,518,341.36-	42,613,613.97-	
SSIS		209,595.44-	209,595.44-	
Payroll		1,223,492.08-	15,035,483.10-	
Journal Entries		51,275.00-	315,342.72-	
<u>Total</u>		<u>471,319.12</u>	<u>526,968.40-</u>	<u>13,375,960.67</u>

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: January 15, 2013	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: <u>Auditor/Treasurer</u>	 Department/Head Signature Date <i>1-8-13</i>

Item for Discussion:

Applications for Exempt Permits for the Kerrick Firefighters' Relief Association to conduct Minnesota lawful gambling on February 9, 2013 at the South end of Oak Lake, adjacent to the public access for the Annual Kerrick Fire and Rescue Department Ice Fishing Contest (Kerrick Twp) and also on February 23, 1013 at the Nickerson Bar, 94430 Main St. Nickerson (Nickerson Twp).

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:
 - conducts lawful gambling on five or fewer days, and
 - awards less than \$50,000 in prizes during a calendar year.
 If total prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.

Application fee	
If application posted or received:	
less than 30 days before the event	more than 30 days before the event
\$100	\$50

ORGANIZATION INFORMATION

Organization name: **Kerrick Firefighter's Relief Association** Previous gambling permit number: **x-92404**

Minnesota tax ID number, if any: **2235951** Federal employer ID number (FEIN), if any: **20-5832129**

Type of nonprofit organization. Check one.
 Fraternal Religious Veterans Other nonprofit organization

Mailing address: **P O Box 225** City: **Kerrick** State: **MN** Zip code: **55756** County: **Pine**

Name of chief executive officer [CEO]: **David George Ketchum** Daytime phone number: **218-372-3026** E-mail address:

NONPROFIT STATUS

Attach a copy of ONE of the following for proof of nonprofit status.

Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.
 Don't have a copy? This certificate must be obtained each year from:
 Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103
 Phone: 651-296-2803

IRS income tax exemption [501(c)] letter in your organization's name.
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization [charter]
 If your organization falls under a parent organization, attach copies of both of the following:
 a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
 b. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.
Nickerson Bar

Address [do not use PO box]: **Hwy 23,** City or township: **Nickerson** Zip code: **55756** County: **Pine**

Date[s] of activity. For raffles, indicate the date of the drawing.
February 23, 2013

Check each type of gambling activity that your organization will conduct.
 Bingo* Raffle Paddlewheels* Pull-tabs* Tipboards*

*Gambling equipment for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to www.gcb.state.mn.us and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-639-4000.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

CITY APPROVAL
for a gambling premises
located within city limits

The application is acknowledged with no waiting period.

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

The application is denied.

Print city name _____

Signature of city personnel _____

Title _____ Date _____

Local unit of government must sign

COUNTY APPROVAL
for a gambling premises
located in a township

The application is acknowledged with no waiting period.

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

The application is denied.

Print county name _____

Signature of county personnel _____

Title _____ Date _____

TOWNSHIP -If required by county. On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits.
[A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166.]

Print township name _____

Signature of township officer _____

Title _____ Date _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

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

Chief executive officer's signature *David G. Ketchum* Date 12/7/12

Print name David G. Ketchum

Print form and have CEO sign

REQUIREMENTS

Complete a separate application for:

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

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

Send application with:

- a copy of your proof of nonprofit status, and
- application fee. Make check payable to "State of Minnesota."

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

Financial report and recordkeeping required
A financial report form and instructions will be sent with your permit, or use the online fill-in form available at www.gcb.state.mn.us.

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board.

Questions?
Call the Licensing Section of the Gambling Control Board at 651-639-4000.

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

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board.

All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney

General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

Reset form

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that: - conducts lawful gambling on five or fewer days, and - awards less than \$50,000 in prizes during a calendar year. If total prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.	Application fee	
	If application posted or received: less than 30 days before the event \$100	more than 30 days before the event \$50

ORGANIZATION INFORMATION

Organization name Kerrick Firefighter's Relief Association		Previous gambling permit number x-92404	
Minnesota tax ID number, if any 2235951	Federal employer ID number (FEIN), if any 20-5932129		
Type of nonprofit organization. Check one. <input type="checkbox"/> Fraternal <input type="checkbox"/> Religious <input type="checkbox"/> Veterans <input checked="" type="checkbox"/> Other nonprofit organization			
Mailing address P O Box 225	City Kerrick	State MN	Zip code 55756
		County Pine	
Name of chief executive officer [CEO] David George Ketchum	Daytime phone number 218-372-3026	E-mail address	

NONPROFIT STATUS

Attach a copy of ONE of the following for proof of nonprofit status.

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 Don't have a copy? This certificate must be obtained each year from:
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IRS - Affiliate of national, statewide, or international parent nonprofit organization [charter]
 If your organization falls under a parent organization, attach copies of both of the following:
 a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
 b. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.
 Oak Lake, south end, on the ice off the public access

Address [do not use PO box] Hwy 23,	City or township Kerrick	Zip code 55756	County Pine
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Date[s] of activity. For raffles, indicate the date of the drawing.
 February 9, 2013

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

Bingo*
 Raffle
 Paddlewheels*
 Pull-tabs*
 Tipboards*

*Gambling equipment for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to www.gcb.state.mn.us and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-639-4000.

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for a gambling premises
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- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days [50 days for a 1st class city].
- The application is denied.

Print city name _____

Signature of city personnel _____

Title _____ Date _____

Local unit of government must sign

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

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.
- The application is denied.

Print county name _____

Signature of county personnel _____

Title _____ Date _____

TOWNSHIP -If required by county. On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits.

[A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166.]

Print township name _____

Signature of township officer _____

Title _____ Date _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

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

Chief executive officer's signature David G. Ketchum

Date 12/31/12

Print name David G. Ketchum

Print form and have CEO sign

REQUIREMENTS

Reset form

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- all gambling conducted on two or more consecutive days, or
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Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board.

Questions?

Call the Licensing Section of the Gambling Control Board at 651-639-4000.

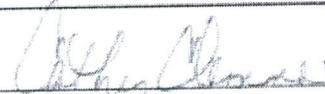
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All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney

General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies, anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: January 15, 2013	Consent Agenda <i>(Please Circle)</i> <u>Regular Agenda</u> Estimated Time: <i>(Please Circle)</i> <u>5</u> 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action: <u>Auditor/Treasurer</u>	 Department Head Signature 1-7-13 Date

Item for Discussion:

Setting the annual allocation of Tax Forfeit receipts to the Timber Development Fund per M.S. 282.08.

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None

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 10percent (10% of the tax forfeited receipts for the year 2013 for timber development of tax forfeited lands.

Dated at Sandstone, Minnesota this 15th day of January 2013.

Chairman, Pine County Board of Commissioners

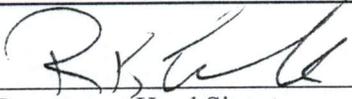
David J. Minke, Clerk to the County Board

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: January ¹⁵ 22 , 2013	<u>Consent Agenda</u> (Please choose) Regular Agenda Estimated Time: (Please Circle) _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department requesting action: <u>Sheriff</u>	 _____ Department Head Signature 1-9-2013 Date

<p>Item for Discussion: (one form per item)</p> <p>The Pine County Sheriff's Office K-9 division received a donation of \$500.00 from the Pokegama Lake Association. These funds will be used to help offset the expense of the canine program.</p> <p>This donation will be placed in 2012 donations.</p> <p>Board Action Requested: (Attach additional pages if needed)</p> <p>Request the Pine County Board of Commissioners approve and except this donation.</p> <p align="center">Supporting Documents: Attached None</p>

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: January ¹⁵ 22 , 2013	<div style="border: 1px solid black; border-radius: 50%; display: inline-block; padding: 2px;">Consent Agenda</div> <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>	<div style="text-align: center;">  _____ Department Head Signature Date </div>

Item for Discussion: (one form per item)

The Pine County Sheriff's Office negotiated with the Minnesota Department of Public Safety for a grant of 10 handheld ARMER portable radios with chargers and accessories. Value \$26,000.00.

These 10 radios were received from a state wide pool of 30 radios. The pool was created with remaining and retuned grant funds from across the state.

The ten radios are intended to supplement local fire departments and will be disbursed in the following manner.

Askov	1		Total received to date 9
Brook Park	1		Total received to date 9
Bruno	2		Total received to date 4
Duxbury	2		Total received to date 8
Finlayson	0		Total received to date 15
Hinckley	3		Total received to date 9
Kerrick	0		Total received to date 14
Pine City	0		Total received to date 19
Sandstone	0		Total received to date 11
Sturgeon Lake	1		Total received to date 8
Willow River	0		Total received to date 9

When disbursed the radios become the property of the individual fire departments. Emergency Management will cover the cost of programming each radio, about \$100.00 per radio.

Board Action Requested: (Attach additional pages if needed)

Request the Pine County Board of Commissioners approve and except this donation.

PINE COUNTY REQUEST FOR
BOARD ACTION

Requested Board Date: January 15,2013	Consent Agenda <i>(Please Circle)</i> Consent Agenda Regular Agenda- Estimated Time: <i>(Please Circle)</i> N/A
Department Requesting Action: Land/Zoning	<u>Mark LeBrun</u> Department Head Signature Date

<p>Attendance to the Annual Minnesota Association of County Land Commissioners meeting at the Embassy Suites, St. Paul, MN. On February 26 and 27, 2013 for Greg Beck, County Forester.</p> <p>Cost: Room- approximately \$121 (plus parking and meals)</p> <p><u>Board Action Requested:</u> Approval</p> <p align="center">Supporting Documents: None</p>
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PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: January 15,2013	Consent Agenda <i>(Please Circle)</i> Regular Agenda- Yes Regular Estimated Time: <i>(Please Circle)</i> 10 minutes
Department Requesting Action: Land/Zoning	<u>Mark LeBrun</u> Department Head Signature Date

Due to a mileage error on the original contract, this amendment will allow an additional \$1,857.60 to be allotted from the State to the Northern Pine Riders to provide grooming and maintenance of the Pine Snowmobile Trails 1, 2, and 3.

Board Action Requested: Approval by general vote..... and signature and date of the County Board Chair on the (3) three copies of the Amendment.

Supporting Documents: **Attached** None

AMENDMENT 1 TO SWIFT CONTRACT 52973 PO 3000027577

Contract Start Date:	<u>July 1, 2012</u>	Total Contract Amount:	<u>\$67,780.80</u>
Original Contract Expiration Date:	<u>June 30, 2013</u>	Original Contract:	<u>\$65,923.20</u>
Current Contract Expiration Date:	<u>N/A</u>	Previous Amendment(s) Total:	<u>N/A</u>
Requested Contract Expiration Date:	<u>N/A</u>	This Amendment:	<u>\$1,857.60</u>

This amendment is by and between the State of Minnesota, through its Commissioner of Natural Resources ("State") and Pine County, 1602 Hwy 23 N, Sandstone, MN 55063 ("Contractor").

Recitals

1. The State has a contract with the Contractor identified as SWIFT Contract Number 52973 and SWIFT PO # 3000027577 ("Original Contract") to provide grooming and maintenance of the Pine Snowmobile Trails, 1, 2, 3.
2. The Agreement is being amended to add an additional 4.3 miles at \$432.00 per mile or \$ 1,857.60 to the Contract Amount Total.
3. The State and the Contractor are willing to amend the Original Contract as stated below.

Contract Amendment

REVISION 1. Title Section is amended as follows:

Local Unit of Government (Sponsor)	Trail/Club Name	Grant Amount
Pine County	Pine Trails 1,2,3	\$65,923.20 \$67,780.80

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. §§16A.15 and 16C.05.

Signed: *Peter J. Dolenski*
 Date: 12-31-2012

SWIFT Contract No. 52973 and PO #3000027577

3. STATE AGENCY

Individual certifies the applicable provisions of Minn. Stat. §16C.08, subdivisions 2 and 3 are reaffirmed.

By: _____
 (with delegated authority)
 Title: Deputy Director, Division of Parks and Trails
 Date: _____

2. CONTRACTOR

The Contractor certifies that the appropriate person(s) have executed the contract on behalf of the Contractor as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____
 Title: _____
 Date: _____

 By: _____
 Title: _____
 Date: _____

Distribution:
 Agency
 Contractor
 State's Authorized Representative - Photo Copy

**Pine County Personnel Committee
Minutes
January 8, 2013
9:00 a.m. Pine County Courthouse**

Members: Commissioner Chaffee
Commissioner Rossow
County Administrator David Minke, Office Manager Ilene Haavisto,
Administrative Assistant Debbie Gray, Pine County Attorney John
Carlson and Health and Human Services Nursing Supervisor Gwen
Lewis were also present.

1. Commissioner Chaffee called the meeting to order at 9:00 a.m.
2. The agenda was approved.
3. The minutes from the December 11, 2012 Personnel Committee meeting were approved.
4. County Attorney John Carlson reported that Assistant County Attorney John Bowen has resigned his position effective January 11, 2013. John Carlson asked that the committee accept the resignation and authorize filling the position, pay grade D61, with a pay range between \$51,640 - \$72,900. Discussion was held as to the job responsibilities and areas of practice of John Bowen.

The committee accepts the resignation of John Bowen and authorizes filling the position. This request will be brought to the County Board during its meeting later this morning.

Commissioner Chaffee inquired as to whether the county attorney's office was open to prosecuting for the City of Hinckley. Currently, Hinckley hires a private attorney to handle prosecution at the petty misdemeanor, misdemeanor and gross misdemeanor levels. John Carlson noted that the cities of Pine City, Hinckley and Sandstone all retain the services of private attorneys to handle their criminal prosecution matters. He indicated that he is reluctant to take over these additional prosecutions at this time. He suggested that further inquiry be made with all three city governmental agencies as this increase in duties would require additional staff in his office and would take away the opportunity for local private attorneys to provide this service. Commissioner Chaffee asked that the County Attorney remain open to future discussion on this matter.

5. Public Health Nursing Supervisor Gwen Lewis (in the absence of Health & Human Services Director Linda Cassman) reported to the Committee on two positions:

A. Social Service Supervisor George French tendered his resignation, due to retirement, effective February 7, 2013. Supervisor Lewis requested the committee accept his retirement and authorize filling the position. Lewis reviewed the job responsibilities and pay grade of this position, C51, with a pay range between \$44,844.80 - \$64,604.80 (actual salary depending on experience and qualifications). Conversation was held as to Linda Cassman, Gwen Lewis and Becky Foss providing supervision and coverage in the department until this position could be filled. The position is included in the 2013 budget.

The committee accepts the resignation of George French and authorized filling the position. Supervisor Lewis will post the position internally and she will post externally if there are no qualified internal applicants. This request will be brought to the County Board during its meeting later this morning.

B. Request was made, due to the promotion of RN/PHN JaNet Manning to Public Health Supervisor, to fill the RN/PHN position. Supervisor Lewis reviewed the job responsibilities and pay grade of this position, C42, with a pay range between \$19.25 per hour - \$27.55 per hour (actual salary depending on experience and qualifications). Discussion was held explaining that this position is in the 2013 budget and is contingent on grant funding and, upon the non-renewal of the grant, JaNet may have the opportunity to bump the new hire and return to her RN/PHN position.

The committee recommends approval of the request. This request will be brought to the County Board during its meeting later this morning.

6. County Administrator David Minke reviewed the job description and necessary qualifications for the Land/Zoning Administrator position with the additional duty to include Community and Economic Development. County Administrator Minke suggests that Board member(s) take part in the interview process. The position is included in the 2013 budget.

The committee recommends the approval of the request and authorized filling of position. This request will be brought to the County Board during its meeting later this morning.

7. County Administrator David Minke provided an overview of the Human Resources position. He indicated that interest has been made as to possibly sharing this position with local cities on a contract basis, reflecting a 70-80% county/remainder to cities share. Discussion was held regarding the necessity of hiring someone with experience in the human resources field, with the possibility of payroll background. Office Manager Ilene Haavisto indicated that she felt hands-on payroll back up to be a necessary part of the human resource position. David Minke noted that this position is not an additional supervisory position such as a department head and will report to the county administrator. The position may put the department over budget depending on the quality of applicants.

County Administrator Minke will revise the Human Resources job description for presentation at the January 15, 2013 county board meeting.

8. The meeting was adjourned at 9:48 a.m.

Human Resources Specialist (2013)

B31 FLSA Exempt

Department: Administration

Supervisor: County Administrator

Position Objective: To administer a wide variety of human resources programs and services including benefit administration, compensation, classification, workers' compensation, staffing and organizational development and to provide county-wide consultation and assistance on human resources matters. The position works closely with the county administrator to ensure the successful implementation of all human resources-related tasks.

General Requirements:

- Serves as the organization's expert on human resources management
- Performs all tasks in a courteous and professional manner
- Maintains the appropriate level of confidentiality for all information
- Represents the county administrator to staff, citizens and board members and maintains positive working relationships

Tasks Duties and Responsibilities:

Responsible for all aspects of the county human resources program including:

- Administer the county benefit program
 - Work with county benefit providers
 - Conduct open enrollment
- Maintain the compensation and classification program
 - Evaluate positions and make recommendations
 - Ensure compliance with the pay equity law
- Maintain the county personnel policy manual
 - Ensure timely updates
 - Train employees on policies
- Supervise payroll
 - Ensure payroll is completed
 - Assist payroll clerk as needed
- Supervise maintenance of the county personnel files
- Assist with labor negotiations and relations
 - Provide research and analysis in preparation for negotiations
 - Attend negotiation sessions
 - Review grievances
 - Recommend contract language
- Primary staff support to the personnel committee

- Prepare agenda and staff reports
- Analyze staff reports/requests and make recommendations
- Administer Human Resources Program
 - Consult with department heads and supervisors
 - Develop training program(s)
 - Implement requirements of federal and state labor laws including: FLSA, FMLA, PLRA, etc.
- Manage recruitment and selection of employees
 - Develop and lead the employee orientation and "on boarding" process
 - Assist in developing the review and selection process
 - Attend interviews
 - Perform reference and background checks

Minimum Qualifications:

Bachelors degree in Human Resources, Labor Relations, Public Administration or a related field and 3 years experience in human resource administration or an equivalent combination of training and experience.

Knowledge Skills and Abilities:

Knowledge of:

- Public employment law including FLSA, FMLA, PLRA, etc.
- Health insurance and benefit administration
- Workers compensation program
- Labor relations
- Minnesota Data Practices Act
- Payroll requirements and process

Skills in:

- Working with employees
- Mediating disputes
- Standard office procedures and use of computers and office equipment
- Data analysis and report writing

Ability to:

- Meet with others, gather information, and make reports
- Evaluate and interpret relevant laws and policies
- Work with other organizations
- Investigate complaints or concerns
- Read write and speak English
- Make presentations
- Manage consultants

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: January 15, 2013	Consent Agenda (Please Circle) <u>Regular Agenda</u> Estimated Time: (Please Circle) 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department requesting Action: <u>Auditor/Treasurer</u>	<u>Cathy Thomas</u> 1-7-13 Department Head Signature Date

Item for Discussion:

2012 Budget Adjustments:

Dept 111 - Government Buildings (water damage -reimbursement from MCIT)
01-111-5860 - from \$0 to \$150,000; 01-111-6263 - from \$15,000 to \$165,000

Fund 21 - 800 MHz Project (Receipt of State Grant funding)
21-201-5230 from \$0 to \$300,000; 21-201-6803 - from \$0 to \$300,000

This amendment does not increase the expenditure.

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None