

AGENDA

PINE COUNTY BOARD MEETING

Tuesday, January 17, 2012 1:00 p.m. Public Works Building, Sandstone, MN

- A) Call meeting to order
- B) Pledge of Allegiance
- C) Public Forum
- D) Adopt Agenda Items
- E) Approve Minutes of January 3, 2012 Organizational Meeting.
- F) Approve Consent Items

Minutes of Boards, Committees and Board Memos, Newsletter

- 1. ECRL Library Board Minutes, December, 2011

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

Auditor

- 1. Cash Balance as of December 31, 2011

Revenue Fund	\$ 1,628,199.11
Health and Human Services Fund	\$ 2,412,234.77
Road and Bridge Fund	\$ 5,839,814.23
Land Management Fund	\$ 1,192,118.54

- 2. Applications for Abatement-
Aren Dilts, 18079 N Lake Ln., Pine City, PID 43.0020.000, pay 2011
Karen & James Carlstrom, 9623 Riverbed Rd, PID 29.5186.000, pay 2012

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

(Times are approximate)

1:05 p.m. Sheriff

1. Acknowledge the resignation of full-time Sheriff's Deputy Amanda Oquist effective January 25, 2012 and authorize immediate replacement.
2. Approve the hiring of four new FT Patrol Deputies.
3. Approve the temporary promotion of Patrol Deputy Robert Ouverson to Sergeant and temporary transfer of Sergeant Jeff Nelson to Investigator.
4. Acknowledge the assignment of Investigator Andrew Abrahamson to the Drug Task Force.
5. Acknowledge and approve the resignation of PT Corrections Officer Aaron Borchardt effective January 6, 2012 and authorize immediate replacement.
6. Acknowledge and approve the resignation of PT Corrections Officer Carl Hawkinson effective January 13, 2012 and authorize immediate replacement.

1:35 p.m. Land/Zoning

1. Pine County Flood Plain Ordinance

1:40 p.m. Public Works

1. Approve final payment for SP 58-648-12, Contract #0904 in the amount of \$38,489.51
2. Approve the attendance of County Surveyor Robin Mathews at the MN Professional Surveyors Annual Meeting in Bloomington, MN on February 15-17, 2012. Total costs \$465.

1:50 p.m. Administrator

1. Approve the appointment of Troy Stewart as Acting County Assessor and authorize advertising for the position of County Assessor.
2. Approve the transfer of HR Assistant Heide Moris to Administrative Assistant-Extension effective January 23, 2012
3. Approve the promotion of MIS Support Specialist Lisa Blowers to MIS Supervisor at \$23.28/hr effective January 18, 2012.

4. Approve employee contracts with AFSCME Courthouse, AFSCME Road & Bridge Unit 1, and Legal Secretaries for 2012-2013.
5. Approve payment for Building Maintenance Lead Worker David Mulvaney to attend Boiler Operations Training at Pine Technical College. Total cost \$549.00
6. Authorize the advertisement for the position of Assistant County Engineer.
7. Accept the resignation of County Engineer Mark LeBrun and approve appointment of Mark LeBrun as Acting County Engineer.

2:25 p.m. Commissioner's Report

Upcoming Meetings

Management Team meeting, **Tuesday, January 24, 2012, 9:00 a.m.** Jury Assembly room, Pine County Courthouse, Pine City, MN

NLX meeting, **Wednesday, January 25, 2012, 10:00 a.m.** Boardroom, Pine County Courthouse, Pine City, MN

Pine County Board Meeting **Tuesday, February 7, 2012 10:00 a.m.** Boardroom, Pine County Courthouse, Pine City, MN

PINE COUNTY BOARD MEETING *Minutes of Organizational Meeting*

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

Administrator Mark LeBrun called the meeting to order at 10:00 a.m. Commissioners, Doug Carlson, Steve Chaffee, Steve Hallan, Mitch Pangerl and Curt Rossow were present along with County Attorney John Carlson.

The Pledge of Allegiance was said.

Administrator LeBrun called for nominations for Chairman.

Commissioner Carlson nominated Commissioner Chaffee for Chairman. Commissioner Hallan seconded. With no further nominations, Commissioner Carlson motioned to cast a unanimous white ballot to elect Commissioner Chaffee as Chairman. Commissioner Rossow seconded, motion carried.

Chairman Chaffee asked for nominations for Vice-Chairman. Commissioner Rossow nominated Commissioner Hallan. Commissioner Carlson seconded. With no further nominations, Commissioner Rossow motioned to cast a unanimous ballot to elect Commissioner Hallan as Vice-Chairman. Commissioner Carlson seconded, motion carried.

Chairman Chaffee opened Public Forum and asked for comments. Art Usher commented on his opposition to the NLX project. Tom Swaim opposes the NLX project and would like taxes lowered. Dave Ostenson opposes the NLX project, believes it will fail, and is not the County's responsibility.

Chairman Chaffee announced the Committee assignments for 2012 as follows:

<u>Outside Boards and Commissions:</u>	<u>Commissioner(s) 2012:</u>
<u>East Central Regional Development Commission (ECRDC)</u>	<u>Hallan & Rossow (alt)</u>
<u>East Central Solid Waste Commission (ECSWC)</u>	<u>Hallan & Chaffee (alt)</u>
<u>East Central Regional Library</u>	<u>Chaffee & Pangerl (alt)</u>
<u>Extension Committee</u>	<u>Hallan & Pangerl</u>
<u>Five County Mental Health Committee</u>	<u>Chaffee & Pangerl (alt)</u>
<u>Kanabec/Pine Board of Health</u>	<u>Chaffee & Pangerl (alt)</u>
<u>Lakes and Pines Community Action Council (CAC)</u>	<u>Pangerl & Hallan (alt)</u>
<u>Law Library</u>	<u>Pangerl & Chaffee (alt)</u>
<u>Central MN Jobs and Training Service</u>	<u>Carlson & Hallan (alt)</u>
<u>RC&D Committee</u>	<u>Rossow & Pangerl (alt)</u>
<u>Snake River Watershed Joint Powers Board</u>	<u>Pangerl & Hallan (alt)</u>
<u>Arrowhead Counties Association (ACA)</u>	<u>All</u>
<u>Association of Minnesota Counties (AMC)</u>	<u>All</u>
<u>Fiber-Optic Joint Power Board</u>	<u>Hallan & Carlson (alt)</u>
<u>Regional Juvenile Committee</u>	<u>Hallan & Rossow (alt)</u>

<u>Central Regional EMS Committee</u>	<u>Pangerl & Rossow (alt)</u>
<u>NLX</u>	<u>Carlson & Chaffee (alt)</u>
<u>Rushline Corridor Task Force</u>	<u>Carlson & Chaffee (alt)</u>
<u>NE MN Regional Radio Board</u>	<u>Hallan & Rossow (alt)</u>
<u>GPS 4593 Joint Powers Board</u>	<u>Pangerl & Hallan (alt)</u>
<u>Soil & Water Conservation District Liaison</u>	<u>Pangerl & Chaffee (alt)</u>
<u>County Established Committees:</u>	
<u>Personnel Committee</u>	<u>Chaffee & Rossow</u>
<u>Transportation Committee</u>	<u>Carlson & Rossow</u>
<u>Budget Committee</u>	<u>All</u>
<u>Government Operations</u>	<u>Rossow & Carlson</u>
<u>Investment Committee</u>	<u>Chaffee & Hallan</u>
<u>Technology Committee</u>	<u>Hallan & Pangerl</u>
<u>Negotiations Committee</u>	<u>Carlson & Chaffee</u>
<u>Legislative Committee</u>	<u>All</u>
<u>Management Team Committee</u>	<u>All</u>
<u>Insurance Committee</u>	<u>Chaffee & Pangerl</u>
<u>Land/Zoning Advisory Committee</u>	<u>Rossow & Carlson</u>
<u>Facilities Committee</u>	<u>Carlson & Pangerl</u>
<u>Methamphetamine Task Force</u>	<u>Rossow & Carlson</u>
<u>GIS Committee</u>	<u>Hallan & Pangerl</u>

Chairman Chaffee presented a schedule for the 2012 Board of Commissioners meetings:

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

*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.

Board of Equalization, June 12, 2012, 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

Commissioner Hallan moved to approve the amended agenda, Commissioner Pangerl seconded. Motion carried.

Commissioner Rossow moved to approve the minutes of the December 20, 2011 Board of Commissioners meeting. Commissioner Carlson seconded, motion carried.

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

Minutes of Boards, Committees and Board Memos, Newsletters

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.

Administrator

1. Approve the appointment of Margery Swanson to the ECRL Library Board.
2. Approve the appointment of Marina Vork to the 5 County Mental Health Board (Riverwood Centers Board).

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

Sheriff

Sheriff Cole presented the resignation of Administrative Assistant Carole Samuelson effective January 5, 2012 and requested to immediately replace with a Secretary position. Commissioner Pangerl motioned to accept the resignation. Commissioner Carlson seconded, motion carried. Commissioner Hallan motioned to approve the immediate replacement of the Administrative Assistant vacancy with a Secretary position. Commissioner Pangerl seconded, motion carried.

Auditor/Treasurer

County Auditor Cathy Clemmer presented for approval and adoption a resolution setting the 2012 percentage of receipts of tax forfeited lands for timber development. Commissioner

Rossow motioned to approve and adopt the resolution as presented setting the rate for 2012 at 10 percent. Commissioner Carlson seconded. Resolution passes unanimously.

Resolution 010312-01

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 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.

Administrator

Administrator LeBrun opened and read publicly the bids received for the 2012 legal newspaper first and second publication. Pine County Courier presented a bid of \$7.25/column inch for first publication. Hinckley News presented a bid of \$7.20/column inch for second publication. Commissioner Pangerl motioned to accept and award the bids as presented. Commissioner Rossow seconded, motion carried.

Administrator LeBrun presented the retirement of County Assessor Mike Sheehy effective December 31, 2011. Commissioner Pangerl motioned to accept the resignation. Commissioner Rossow seconded, motion carried.

Commissioner Hallan motioned to recess the Board meeting and to open the Regional Railroad Authority Annual meeting at 10:37 a.m. Commissioner Pangerl seconded, motion carried.

Pine County Regional Railroad Authority Annual Meeting

Administrator LeBrun presented the 2012 payment request for the NLX Joint Powers group. Commissioner Carlson updated the board on the NLX project and recommended continued support. Commissioner Carlson motioned to approve the 2012 payment as requested in the amount of \$15,438. Commissioner Hallan seconded, Roll call vote called by Chairman Chaffee:

- District 1 – Yes
- District 2 – No
- District 3 – Yes
- District 4 – No
- District 5 – Yes

Motion carried.

Administrator LeBrun presented information on the Brook Park Trail easement purchase and a request from BNSF to convey the fee title property to Pine County. Consensus was

for legal council to research the matter. No action at this time.

Commissioner Pangerl motioned to adjourn the Regional Railroad Annual meeting at 10:47 a.m. Commissioner Hallan seconded, motion carried.

Chairman Chaffee called for a 5 minute recess prior to closed session.

Commissioner Rossow motioned to proceed into closed session to discuss labor negotiations, pending litigation, and employee misconduct at 10:58 p.m. Commissioner Pangerl seconded, motion carried.

Commissioner Pangerl motioned to conclude closed session at 11:55 p.m. Commissioner Hallan seconded, motion carried.

Commissioner Hallan motioned to amend the agenda to include pending litigation and employee misconduct to the agenda. Chairman Chaffee seconded, motion carried.

Upcoming meetings announced as follows:

Personnel Committee meeting, Monday, January 9, 2012, 9:00 a.m. Administrator's office conference room, Pine County Courthouse, Pine City, MN

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

Committee of the Whole meeting, Tuesday, January 31, 2012, 10:00 a.m. Pine County Courthouse, Pine City, MN

With no further regular business to conduct, Chairman Chaffee adjourned the regular Board of Commissioners meeting at 12:10 p.m. until the next regularly scheduled Board of Commissioner's meeting; January 17, 2012 at 1:00 p.m. at the Public Health Building, Sandstone, MN

Mark LeBrun, Administrator
Clerk to County Board

Steve Chaffee, Chair
Board of County Commissioners

ECRL Library Board Minutes

Date: Monday, December 12, 2011

Time: 9:30 am

Place: ECRL Headquarters, Cambridge, MN

Present:

Board Members: Edmonds, Jack (Mille Lacs); Ellis, Kathi (Kanabec); Goddard, Carol (Pine); Hommes, Linda (Aitkin); Knudson, Bob (Isanti); Kramersmeier, Char (Mille Lacs); McMahon, George (Chisago); Misiura, Audrey (Isanti); Niemi, Don (Aitkin); Pangerl, Mitch (Pine); Raisanen, James (Aitkin); Sauer, Tom (Mille Lacs); Swanson, Bayliss (Pine); Warring, Mike (Isanti); Weaver, Sharon (Kanabec); Zaudtke, Wayne (Kanabec)

Staff: Misselt, Barbara (Director, ECRL); Dimassis, Nick (Assistant Director, ECRL); Ledin, Marcia (Technical Services Coordinator); Wilcox, Shari (Administrative Services Manager, ECRL); Nordin, Andy (System Administrator); Sorn, Vickie (Community Services Librarian); Gray, Bob (Reference & Interlibrary Loan Librarian)

Absent:

Carlson, Keith (Chisago); O'Keefe, Tim (Chisago);

Call to Order:

President Zaudtke called the December 12, 2011 meeting of the East Central Regional Library Board to order at 9:49 a.m.

Prior to the meeting, Board and staff enjoyed food prepared by Karen Pearson (Delivery Driver) in honor of Shari Wilcox who is retiring at the end of December—after 38 years of service to ECRL.

Pledge of Allegiance & Introductions:

Dwight Haberman—Isanti Area Friends of the Library
Penny Golden—Friends of the Isanti Library
Jerry Golden—Friends of the Isanti Library
Judy Knudson—Friends of the Braham Library

Adopt/Amend Agenda

M/S/P: unanimous

Ellis/Kramersmeier to adopt the agenda as amended.

Under 7.d.: Large Print (LP) Rotation Report

Period for Public Comment

None.

Approval of Previous Minutes

M/S/P: unanimous

Ellis/Goddard to approve the minutes of the previous meeting as corrected.

Corrections: Under "Overdue Fees Policy"—Goddard made motion, Weaver opposed

Bills

M/S/P: unanimous

Kramersmeier/Sauer to approve the bills as submitted by the Treasurer.

Financial Reports

M/S/P: unanimous

Kramersmeier/McMahon to accept the financial reports as presented.

ECRL Administrative Reports

A. Director's Organizational Report.

Misselt gave her report.

Bayliss Swanson has resigned from the ECRL Board due to health reasons. Consultant for transition hired: Kevin Bauer, CPA. Administrative Services Manager hired: Shelly Anderson. Both will be at HQ on Wednesday, December 21 to meet with Shari and begin coordination. We will set up another temporary office space in Barb and Shari's offices.

B. Assistant Director's Report

Dimassis presented the Branch Highlights.

C. Interlibrary Loan (ILL)

Bob Gray distributed handouts and reported.

Commissioner McMahon asked how cuts in Minitex would affect ECRL. Gray, Misselt, and Dimassis all responded that it would hurt a lot: ILL; MnLINK; ELM. Also, Minitex Director Bill DeJohn is retiring at the end of December.

D. Large Print (LP) Rotation

Misselt distributed handouts and reported. Zaudtke felt that it is necessary to keep the collections from getting "stale", but it might be done on a smaller scale in the future.

Other Reports

A. Personnel Committee

- 1. Administrative Services Manager, classification
M/S/P: unanimous
Ellis/Kramersmeier to adopt classification change.

Misselt reported that Shelly Anderson would start at Class 7, Step 2, based on experience.

Warring recommended that an Executive Committee member be on all higher level hires.

Ellis reiterated her position on roles of Board and Administration. Board sets policy; Administration manages. And Board should have as little to do with hiring and procedures as possible.

McMahon said he intends to have Committees report on their role and policies which they deal when he assumes the Presidency in 2012 for the purpose of orienting all Board members on all aspects of the Board.

Misselt asked if the hiring of a new Assistant Director should proceed right away or to wait until after the first of the year. Agreement to proceed with immediate simultaneous internal and external posting.

B. CMLE

Kramersmeier reported. Meeting was at Saint John's University. State Librarian, Nancy Walton, was present. Kramersmeier's term ends; Hommes will continue on Board. Budget is now set for 2012 and it's business-as-usual. Misselt added that she will assume representation for public libraries on the CMLE Governing Board, according to past practice between ECRL and GRRL (the two public library systems in CMLE).

Old Business

A. Budget 2012 action

Commissioners reported on budget process at counties: Did they approve ECRL budget (regardless at this time of whether they are actually going to fund it fully via their own budget)?

Aitkin: Not yet approved—but expects to.

Chisago: Not yet approved—but expects to.

Isanti: Not yet approved—but sticking with 10% cut.

Kanabec: Approved ECRL budget.

Mille Lacs: Not yet approved—but expects to.

Pine: Not yet approved—but expects to.

New Business

A. 2012 Salary Chart

M/S/P: Unanimous

Raisanen/Kramersmeier to approve the 2012 Salary Chart.

Trustee Issues

A. Incoming 2013 Officers

McMahon—President

Raisanen—Vice President

Misiura—Treasurer

Zaudtke--Secretary

B. Other

M/S/P: Unanimous

Raisanen/Weaver to declare O'Keefe's position now vacant.

McMahon thanked outgoing President Wayne Zaudtke for his service.

D. Future Agenda Items

Handout request: salary chart of position and wages (but not names).

Next Meeting: Monday, December 12, 2011, ECRL Headquarters, Cambridge 9:30am

M/S/P: unanimous

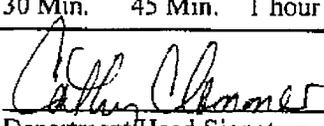
Hommes/Kramersmeier to adjourn.

Zaudtke adjourned the meeting at 11:23 am.

James Raisanen, Secretary

Nick Dimassis, Recorder

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: January 17, 2012	<u>Consent Agenda (Please Circle)</u> 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 1-10-12 Date

Item for Discussion: <i>December 2011 Cash Balance</i>
Board Action Requested: (Attach additional pages if needed)
Supporting Documents: Attached None

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

As of 12/2011

CATHYJ 1/10/12 8:43AM

TREASURER'S CASH TRIAL BALANCE

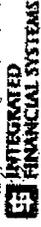
Fund	Beginning Balance	This Month	YTD	Current Balance
Dept Total		7,590.03-	94,470.16	453,669.54
Fund Total		629,091.64-	216,155.63-	2,249,303.74
13 Road & Bridge Fund	3,193,299.23			
Receipts		115,916.07	10,241,365.76	
Disbursements		900,309.87-	6,450,506.52-	
Payroll		230,195.82-	1,946,525.21-	
Journal Entries		3,492.00-	802,180.97	
Fund Total		1,018,081.62-	2,646,515.00	5,839,814.23
14 Ditch Maintenance (Sr) Fund	11,750.65	0.00	24.82	
Journal Entries		0.00	24.82	11,775.47
Fund Total				
20 County-Wide Rehab (Sr) Fund	66.93			
Receipts		37,600.16	168,485.16	
Journal Entries		45,310.98-	168,016.39-	
Fund Total		7,710.82-	468.77	535.70
21 800 MHz Project Fund	0.00			
Receipts		0.00	20,638.39	
Disbursements		221,696.10-	417,783.77-	
Journal Entries		550,000.00	1,050,000.00	
Fund Total		328,303.90	652,854.62	652,854.62
22 Land Management Fund	733,213.08			
Receipts		18,466.37	770,657.67	

CATHYJ
1/10/12

8:43AM

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

TREASURER'S CASH TRIAL BALANCE As of 12/2011

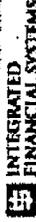


<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
24	Ambulance (Sr) Fund	18,339.01		
	Disbursements		50,783.79-	
	Payroll	1,253.82-	119,064.98-	
	Journal Entries	17,271.85-	141,903.44-	
	Fund Total	220.00-	458,905.46	1,192,118.54
		279.30-		
29	Children's Collab (H&Hs) Agency Fund	440		
	Receipts		43.58-	
	Disbursements	0.00	18,295.43-	
	Journal Entries	18,295.43-	18,295.43-	
	Fund Total	18,295.43-	18,339.01-	0.00
	Children's Collab (H&Hs) Collaborative (H&Hs)			
	Receipts		125,278.00	
	Disbursements	0.00	148,258.83-	
	Journal Entries	15.52	686.21	
	Dept Total	15,246.52	22,294.62-	110,830.04
	Fund Total	15,246.52	22,294.62-	110,830.04
32	Eeswc Bond Guarantee (Ds)			
	Journal Entries		1,254.66-	
	Fund Total	1,506.95-	1,254.66-	0.00
		1,506.95-	1,254.66-	
33	2002 Cap-Equip Bond (Ds) Fund			
	Journal Entries		4,717.28	
	Fund Total	4,953.41-	4,717.28-	0.00
		4,953.41-	4,717.28-	
35	2004 Street Reconstruct Bond Fund			
	Journal Entries		767,417.33-	
	Fund Total	818,645.88	767,417.33-	
		0.00		

CATHYJ
1/10/12

8:43AM

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



As of 12/2011

TREASURER'S CASH TRIAL BALANCE

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<u>Fund</u>	Beginning Balance	This Month	YTD	Current Balance
Fund Total		0.00	767,417.33-	51,228.55
37 County Railroad Authority	19,588.30-			
Receipts		1,124.09	2,218.46	
Disbursements		0.00	24,000.00-	
Journal Entries		0.00	27,645.28	
Fund Total		1,124.09	5,863.74	13,724.56-
38 Building Fund	130,592.57			
Disbursements		15,903.45-	119,968.31-	
Journal Entries		0.00	136,237.00	
Fund Total		15,903.45-	16,268.69	146,861.26
39 2005A G.O. Jail Bonds	781,142.63			
Receipts		48,442.83	95,605.02	
Disbursements		0.00	1,232,561.26-	
Journal Entries		1,954.87-	1,146,984.79	
Fund Total		46,487.96	10,028.55	791,171.18
40 2005 G.O. Jail Projects	2,045.63-			
Disbursements		0.00	90.76	
Journal Entries		1,954.87	1,954.87	
Fund Total		1,954.87	2,045.63	0.00
41 2005 Hra Bonds	654,652.95			
Receipts		37,416.06	73,842.99	
Disbursements		0.00	995,156.26-	
Journal Entries		0.00	891,460.71	

CATHYJ
1/10/12

8:43AM

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



As of 12/2011

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TREASURER'S CASH TRIAL BALANCE

Fund	Beginning Balance	This Month	YTD	Current Balance
Fund Total		37,416.06	29,862.56-	624,790.39
76 Group Health Ins Fund 5/1/95 (Gen)	243,499.96-			
Receipts		213,970.93	2,569,237.15	
Disbursements		152,508.02-	2,663,190.61-	
Journal Entries		6,479.50	77,754.00	
Fund Total		67,942.41	16,199.46-	259,699.42-
80 County Collections Agency Fund	16,976.54			
Receipts		16,444.38	590,491.54	
Disbursements		16,120.80-	658,090.85-	
Journal Entries		0.00	70,310.13	
Fund Total		323.58	2,710.82	19,687.36
82 Taxes And Penalties Agency Fund	858,222.23			
Receipts		597,475.63	31,976,837.34	
Disbursements		3,968,852.23-	18,181,396.92-	
Journal Entries		0.00	13,854,755.78-	
Fund Total		3,371,376.60-	59,315.36-	798,906.87
89 H & Hs Collections Agency Fund	5,555.53			
Receipts		49,669.96	1,241,888.02	
Disbursements		1,923.18-	161,302.23-	
Journal Entries		0.00	1,034,040.33-	
Dept Total		47,746.78	46,545.46	52,100.99
Fund Total		47,746.78	46,545.46	52,100.99
All Funds	10,021,381.58			
Receipts		2,859,785.73	59,557,821.10	
Disbursements		6,471,682.81-	40,507,319.66-	

CATHYJ
1/10/12

8:43AM

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

TREASURER'S CASH TRIAL BALANCE

As of 12/2011



<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
SSIS		0.00	314,740.91-	
Payroll		1,700,795.37-	14,691,904.72-	
Journal Entries		45,324.64-	168,483.32-	
Total		5,358,017.09-	3,875,372.49	13,896,754.07

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: January 17, 2012	<p align="center"><u>Consent Agenda (Please Circle)</u></p> 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>	<p align="center"><i>Cathy Charles</i> Department/Head Signature</p> <p align="right">1-10-12 Date</p>

Item for Discussion:

*Applications for Abatement -
Aren Dilts, 18079 N Lake Ln, Pine City, PID 43.0020.000, pay 2011
Karen & James Carlstrom, 9623 Riverbed Rd, Pine City, PID 29.5186.000, pay 2012*

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None

January 3, 2012

Sheriff Robin K. Cole
635 Northridge Dr
Suite 100
Pine City, MN 55063

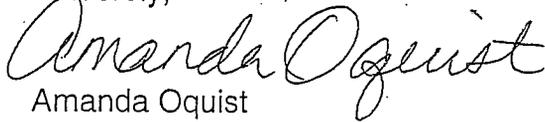
COPY

Dear Sheriff Robin Cole,

Please accept this letter as notification of my resignation effective January 25, 2011.

This was not an easy decision to make. I am grateful for the rewarding employment I have had with Pine County Sheriff's Office. After much consideration though, I have decided to pursue other interests in my life at this time.

Sincerely,


Amanda Oquist

cc: Chief Deputy Steven Blackwell
Ilene Haavisto, payroll

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: January 17, 2012	Consent Agenda <i>(Please choose)</i> Regular Agenda Estimated Time: <i>(Please Circle)</i> _____ 10 Min. 15 Min. <small>Time needed</small> 30 Min. 45 Min. 1 hour
Department requesting action: <u>Sheriff</u>	 Department Head Signature Date

Item for Discussion: (one form per item)

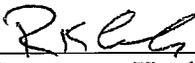
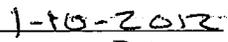
The Pine County Sheriff Requests:

1. The Pine County Board acknowledges and approves four new full-time Sheriff's Deputy positions.
2. These positions were included in the 2012 Sheriff's budget request, and were manned during 2011 to determine service and budgetary impact.
3. Approving these positions allows a reduction of part-time Deputies to a total of six positions.
4. No further Patrol Deputy positions are anticipated in either the 2012 or 2013 budget years.
5. These positions were discussed during 2012 budget discussions and were presented to the personnel committee.

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: January 17, 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>	 Department Head Signature  Date

Item for Discussion: (one form per item)

Due to existing personnel issues the Pine County Sheriff requests:

1. The Pine County Board acknowledges and approves the **temporary** promotion of Deputy to Ouverson to Sheriff's Sergeant. This promotion is necessary due to the **temporary** lateral transfer of Sergeant Nelson into investigations.

2. The Pine County Board acknowledge and approve a back fill for Deputy Ouverson's position. Part-time Deputy Borchardt has been selected for this position.

3. The Pine County Board acknowledges that in the future, the duties of School Resource Officer will assigned as a patrol function.

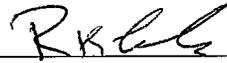
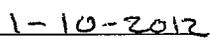
All actions are at no additional cost, and have been presented to the personnel committee.

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None

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PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: January 17, 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>	 Department Head Signature  Date

Item for Discussion: (one form per item)

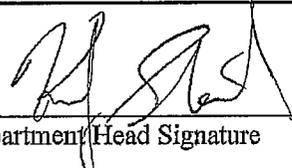
The Pine County Sheriff Requests:

1. The Pine County Board acknowledges the assignment of Sheriff's Investigator Abrahamson to the East Central Violent Offender and Drug Task Force.
2. The Task Force will consist of one Deputy from Pine, Chisago, and Isanti Counties. The Task Force will be housed in Rush City in space provided by the Chisago County Sheriff.
3. Investigator Abrahamson will remain an employee of the Pine County Sheriff's Office, and will report directly to the Chief Deputy.
4. Over-time incurred will be paid by the Drug Task Force.

All actions are at no additional cost, and have been presented to the personnel committee.

Board Action Requested: (Attach additional pages if needed)

PINE COUNTY REQUEST FOR BOARD ACTION

<p>Requested Board Date:</p> <p align="center">January 17, 2011</p>	<p>Consent Agenda <i>(Please choose)</i></p> <p>Regular Agenda</p> <p>Estimated Time: <i>(Please Circle)</i></p> <p><u>15</u> 10 Min. 15 Min.</p> <p>Time needed</p> <p>30 Min. 45 Min. 1 hour</p>
<p>Department requesting action:</p> <p align="center">Land/Zoning/Solid Waste</p>	<p align="center"></p> <hr/> <p>Department Head Signature</p> <p align="right">1-12-12</p> <hr/> <p>Date</p>

Item for Discussion: (one form per item)

Pine County Flood Plain Ordinance Replacement

- FEMA Flood Insurance Study Completion
- New Flood Insurance Rate Map
- Public Hearing Scheduled *(Notice of Planning Commission Hearing Attached)*
- Adoption Deadline of April 3, 2012

Projected Schedule:

- January 19 & 26 public hearing notice / notice of intention to enact
- February 7th public hearing & Planning Commission recommendation
- March 6th County Board consideration

Board Action Requested: (Attach additional pages if needed)

General discussion, no action requested at this time.

Supporting Documents: Attached None



NOTICE OF PUBLIC HEARING PINE COUNTY PLANNING COMMISSION

The Pine County Planning Commission will conduct a public hearing starting at 7:00 pm, Tuesday, February 7, 2012, at the Health and Human Services Bldg., 1610 Highway 23 North, Sandstone, Minnesota. The purpose of the public hearings will be to solicit testimony in consideration of the following:

1. Repeal of the November 12, 1991, Pine County Flood Plain Management Ordinance and adoption of a newly revised (replacement) Pine County Flood Plain Management Ordinance referencing the newly completed re-evaluated National Flood Insurance Program Flood Insurance Study (FIS) and Flood Insurance Rate Map (FIRM); to maintain continued eligibility in the National Flood Insurance Program through flood plain management regulations that meet the minimum standards of Paragraph 60.3 (d) of the National Flood Insurance Program regulations; and to comply with Minnesota Statutes 103F.121 identifying that local governmental units shall adopt, administer, and enforce floodplain management ordinances. Both the November 12, 1991, Pine County Flood Plain Ordinance and the proposed newly revised Pine County Flood Plain Ordinance are available for viewing at the Pine County Planning and Zoning Office, 1602 Hwy 23 North, Sandstone, MN 55072, and on the Planning and Zoning Department Planning Commission Public Hearings section of the Pine County Web Site: www.co.pine.mn.us.

This hearing is open to the public at which time you are invited to appear and offer testimony regarding the request. Written comments may be entered into the record at the discretion of the Chair of the Pine County Planning Commission, and may be sent to the Chair care of Kurt Schneider, Land/Zoning Administrator, Pine County, 1602 Hwy 23 North, Sandstone, MN 55072.

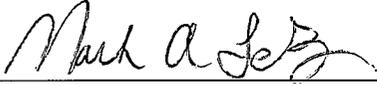
Recommendations of the Pine County Planning Commission are subject to further action by the Pine County Board of Commissioners. The Pine County Board of Commissioners intends to review all recommendations and amendments to the proposed ordinance and adopt the newly revised Pine County Flood Plain Management Ordinance on March 6, 2012. Adoption prior to April 3, 2012, is required as a condition of continued eligibility in the National Flood Insurance Program (NFIP).

Kurt Schneider, (320) 216-4220
Land/Zoning Administrator

Publish: January 19, 2012 & January 26, 2012
Pine County Courier and Hinckley News

***Please send invoice and affidavit to: Pine County Land/Zoning, 1602 Hwy. 23, Sandstone, MN 55072.

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: January 17, 2012	Consent Agenda <i>(Please choose)</i> Regular Agenda Estimated Time: <i>(Please Circle)</i> <u>5 Min</u> 10 Min. 15 Min. <small>Time needed</small> 30 Min. 45 Min. 1 hour
Department Requesting Action: <u>Pine County Public Works</u>	 1/5/12 Department Head Signature Date

<p>Item for Discussion: (one form per item)</p> <p>Final Payment on Contract #0904 SP 58-648-12 Located on CSAH 48, between CSAH 10 and CR 164</p> <p>Board Action Requested: (Attach additional pages if needed) Authorize final payment to Knife River in the amount of \$38,489.51</p> <p style="text-align: right;">Supporting Documents: Attached None</p>

91072
OK
PR

RUN DATE: 15-NOV-2011 PINE COUNTY HIGHWAY DEPARTMENT ID-SPAN CC341R V9.81
TIME- 11-41-56 HIGHWAY COSTING SYSTEM
PAGE- 1 CONTRACT MANAGEMENT

* FINAL CONTRACT VOUCHER *

CONTRACT NUMBER 904 CONTRACTOR 442 VOUCHER NUMBER.
DATE CERTIFIED 11/15/2011 KNIFE RIVER
PAYMENT NUMBER 004
4787 SHADOW WOOD DR
SAUK RAPIDS MN 56379

PROJECT ID JOB DESCRIPTION LOCATION
SP 58-648-12 481 RECLAIM CSAH 10 TO CR 164

PROJECT ID	WORK CERTIFIED TO DATE	LESS PREVIOUS WORK CERTIFIED	WORK CERTIFIED THIS PAYMENT
SP 58-648-12	769,819.86	769,821.42	1.56-
TOTALS...	769,819.86	769,821.42	1.56-
WORK CERTIFIED TO DATE	769,819.86	769,821.42	1.56-
MISC. ADJ. +	23,683.09	23,683.09	0.00
RETAINAGE RLS. +	38,491.07	0.00	38,491.07
RETAINAGE WHLD. -	38,491.07	38,491.07	0.00
WORK PAID.....	793,502.95	755,013.44	38,489.51
CONTRACT AMOUNT * CERTIFIED TO DATE * CONTRACT * PAID TO DATE	769,819.86 * IS	793,502.95	793,502.95
* 103.40 PERCENT * COMPLETE *			

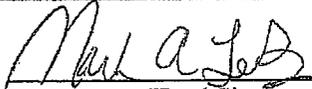
I HEREBY CERTIFY THAT A FINAL EXAMINATION HAS BEEN MADE OF THE ABOVE NOTED CONTRACT, THAT THE CONTRACT HAS BEEN COMPLETED, THAT THE ENTIRE AMOUNT OF WORK SHOWN IN THE FINAL VOUCHER HAS BEEN PERFORMED AND THE TOTAL VALUE OF THE WORK PERFORMED IN ACCORDANCE WITH, AND PURSUANT TO, THE TERMS OF THE CONTRACT IS AS SHOWN IN THIS FINAL VOUCHER.

SIGNATURES
John F. Guade
JOHN F. GUADE - PRESIDENT
Knife River Corp.

Mark A. LeBrun, P.E.

DATE.....
DATE 11/18/11
DATE 11/18/11
DATE 11/18/11

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: <p align="center">01/17/12</p>	Consent Agenda (Please Circle) <input checked="" type="radio"/> Regular Agenda Estimated Time: (Please Circle) <input checked="" type="radio"/> 5 minutes 10 Min. 15 Min. <small>Time needed</small> 30 Min. 45 Min. 1 hour
Department requesting action: Highway Dept. County Surveyor.	<p align="center">  Department Head Signature </p> <p align="right"> 1/4/12 Date </p>

Item for Discussion:

Robin Mathews, County Surveyor is Requesting that Pine County pay the Registration Fee for Robin to Attend MN Society of Professional Surveyors Annual Meeting in Bloomington, MN. Robin will Receive MN Professional Development Hours to maintain his MN Land Surveyor License. Robin will commute From Pine City. Therefore NO Lodging/meals expenses Are Needed.

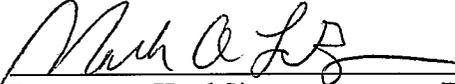
Board Action Requested: (Attach additional pages if needed)

Request the County Board Approve payment of \$465 for Robin to Attend 3 day meeting.

Supporting Documents: Attached None

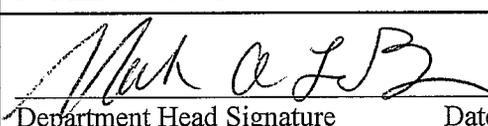
Registration Form

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: January 17, 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 1/12/12 Date

<p>Item for Discussion: <i>Approve the transfer of Heide Moris to Administrative Assistant- Extension effective January 23, 2012</i></p> <p>Board Action Requested: (Attach additional pages if needed) <i>Approve</i></p> <p align="center">Supporting Documents: Attached None</p>

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: January 17, 2012	Consent Agenda <i>(Please Circle)</i> <u>Regular Agenda</u> Estimated Time: <i>(Please Circle)</i> <u>5 min</u> 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action: <u>Building Maintenance</u>	 Department Head Signature Date 1/12/12

Item for Discussion: (one form per item)

Approve payment for David Mulvaney's attendance at Steam & Hot Water Boiler Operations Training presented at Pine Technical College.

Cost is \$549.00.

Board Action Requested: (Attach additional pages if needed)

Approve

Supporting Documents: Attached None

**Pine County Courthouse
Administrators Office
635 Northridge Drive NW
Pine City, MN 55063**

**(320)591-1620
(320)591-1628fax**

Memo

To: Pine County Board of Commissioners

From: Mark A. LeBrun, County Administrator

Date: 1/12/2012

Re: County Engineer Position



I hereby submit my resignation as County Engineer effective January 17, 2012. I look forward to continuing to work for you and the citizens of Pine County in the capacity of County Administrator.

If appointed, I will accept the Acting County Engineer assignment with no additional compensation until such time as a new County Engineer is appointed.