



AGENDA

PINE COUNTY BOARD MEETING

Tuesday, March 20, 2012 1:00 p.m. Public Health Building, Sandstone, MN

- A) Call meeting to order
- B) Pledge of Allegiance
- C) Public Forum
- D) Adopt Agenda Items
- E) Approve Minutes of March 6, 2012 Board Meeting
- F) Approve Consent Items

Minutes of Boards, Committees and Board Memos, Newsletter

- 1. ECRL Library Board Minutes, January, 2012
- 2. Pine County HRA Senior Housing Minutes, January, 2012
- 3. Personnel Committee Minutes, March, 2012
- 4. Committee of the Whole Minutes, March 14, 2012

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

Auditor

- 1. Cash Balance as of February 29, 2012

| | |
|--------------------------------|-----------------|
| Revenue Fund | \$ 254,895.93 |
| Health and Human Services Fund | \$ 1,978,476.45 |
| Road and Bridge Fund | \$ 7,821,320.40 |
| Land Management Fund | \$ 990,851.61 |

2. Application for Exempt Permit for the Finlayson Giese Sportsman Club to conduct MN lawful gambling at the Finlayson Giese Sportsmen Club Building on May 19, 2012, 70172 Norway Spruce Rd Finlayson (Pine Lake Twp)
3. Application for Exempt Permit for Pheasants Forever, East Central Spurs Chapter 624 to conduct MN lawful gambling at Wings North, 19379 Homestead Rd, Pine City on August 5, 2012

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

(Times are approximate)

1:05 p.m. County Board

1. Acknowledge and approve the resignation of County Administrator Mark LeBrun effective May 30, 2012.
2. Approve the four-year appointment of Mark LeBrun as Public Works Director/County Engineer effective May 31, 2012 at a salary of \$86,590
3. Pine County Historical Society presentation – Gary Koland
4. Tom Mestemacher – concerned citizen

1:25 p.m. Sheriff

1. Acknowledge and approve the promotion from Part-time to Full-time Patrol Deputies Carl Hawkinson, Jamie Jackson, and Joseph Mishler
2. Acknowledge and approve the promotion from Part-time to Full-time Dispatcher Diane Meier effective March 25, 2012. Approve immediate Part-time replacement
3. Approve filling vacant Full-time Sheriff's Secretary position
4. Approve filling vacant Full-time Dispatcher position

1:40 p.m. Assessor

1. Acknowledge and approve the hiring of Property Appraiser Martha Cote effective April 9, 2012 at \$15.03/hr B24

1:45 p.m. Auditor\Treasurer

1. Approve the Cancellation of State Contracts
2. Set Public Hearing for Off Sale Liquor establishment Countryside Campground

1:55 p.m. Administrator

1. PERA Resolution
2. Old County Jail Demolition/Pine Government Center Tuckpointing
3. Public Works building upgrades
4. Approve employment contract with Road & Bridge Supervisors Unit for 2012-13

2:15 p.m. County Attorney

1. Payment of judgment to Carrie Major

2:20 p.m. Commissioner's Report

Upcoming Meetings

NLX meeting, **Wednesday, March 28, 2012, 10:00 a.m.** Boardroom, Pine County Courthouse, Pine City, MN

Management Team meeting, **Tuesday, March 27, 2012, 9:00 a.m.** Jury Assembly room, Pine County Courthouse, Pine City, MN

Pine County Board Meeting **Tuesday, April 3, 2012 10:00 a.m.** Boardroom, Pine County Courthouse, Pine City, MN

Tuesday, March 6, 2012 7:00 p.m. Boardroom, Pine County Courthouse

Chairman Chaffee called the meeting to order at 7:00 p.m. Present were Commissioners, Doug Carlson, Steve Hallan, Curt Rossow, and Mitch Pangerl. Also present was County Administrator Mark LeBrun and County Attorney John Carlson.

The Pledge of Allegiance was said.

Chairman Chaffee called for public comment. Tom Mestemacher commented on the Chief Deputy driving county vehicle home to Champlain.

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

Commissioner Rossow moved to approve the minutes of the February 21, 2012 regular meeting. Commissioner Hallan seconded. Motion carried.

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

Minutes of Boards, Committees and Board Memos, Newsletter

1. Pine County Land Surveyor Report, February, 2012
2. Personnel Committee Minutes, February, 2012
3. Transportation Committee Minutes, February, 2012

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

Auditor/Treasurer

1. February 2012 Disbursements
2. Applications for Abatement-
Patrick & Mary Jane Kester, 44788 Tamarack River Rd, Hinckley, PID 23.0117.002, pay 2011
James & Joseph McCarthy, New Dosey Township, PID 20.0188.000, pay 2012
3. Application for Exempt Permit to conduct MN lawful gambling for St. Mary's Catholic School at Wing's North, 19379 Homestead Rd, Pine City on April 27, 2012 (Pokegama Twp)
4. Approval of application for a new tobacco license in Pine County under the jurisdiction of the Auditor, Doosy Smoke Shop, for the period of March 8-December 31, 2012

****REGULAR AGENDA****

Administrator

Walter Leu presented information on the 2012-2016 MnDOT construction program.

Jeremy Foske representing DNR Forestry presented information on the July 2011 Blowdown and plans for the upcoming fire season.

Sheriff

Denise Baran and Jennifer Glenn presented the proposed Pine County Community Wildfire Protection Plan. Chairman Chaffee referred the plan to the next Committee of the Whole meeting.

Rick Boland presented the resignation of Full-time Dispatcher Jodi Houck effective March 10, 2012 and requested immediate replacement. Commissioner Pangerl motioned to accept the resignation. Commissioner Rossow seconded, motion carried.

Rick Boland presented the resignation of Full-time Secretary Roxanne Orvis effective March 6, 2012 and requested immediate replacement. Commissioner Hallan motioned to accept the resignation and to refer replacement to the personnel committee. Commissioner Pangerl seconded, motion carried.

Rick Boland presented for approval the hiring of Court Security Officer Aileen Butler effective February 13, 2012 at \$12.69/hr B22. Commissioner Rossow motioned to approve as presented. Chairman Chaffee seconded, motion carried.

Rick Boland presented for approval the hiring of Court Security Officer Rhonda Darnelle Van Hale effective February 10, 2012 at \$12.69/hr B22. Commissioner Carlson motioned to approve as presented. Commissioner Hallan seconded, motion carried.

Rick Boland presented for approval the hiring of Corrections Officer Eric Quigley effective February 23, 2012 at \$15.57/hr B23. Commissioner Rossow motioned to approve as presented. Commissioner Pangerl seconded, motion carried.

Rick Boland presented for approval the hiring of Corrections Officer Zakory Vork effective February 23, 2012 at \$15.57/hr B23. Commissioner Carlson motioned to approve as presented. Commissioner Hallan seconded, motion carried.

Rick Boland presented for approval the hiring of Dianna Olson as Sheriff's Secretary effective March 5, 2012 at \$12.70/hr B21. Commissioner Rossow motioned to approve as presented. Commissioner Hallan seconded, motion carried.

Rick Boland presented for approval to pay the judgment of \$1,255 to Carrie Major. Commissioner Carlson motioned to deny the claim. Commissioner Rossow seconded, motion carried.

Rick Boland and Denise Baran provided an update to the ARMER Radio project.

Auditor/Treasurer

Auditor/Treasurer Clemmer presented for approval a resolution for Repurchase of Forfeited Land in full. Chairman Chaffee recused himself from the issue due to a conflict of interest. Commissioner Pangerl motioned to approve the resolution as presented. Commissioner Hallan seconded, motion carried.

RESOLUTION #030612-03

WHEREAS, David VanGorden, the former owner, has made and filed an application with the County Auditor for the repurchase of the hereinafter described parcel of tax forfeited land, in accordance with the provisions of Minnesota Statutes 1945, Section 282.241, as amended, which land is situated in the County of Pine, Minnesota, and described as follows, to-wit:

Northwest Quarter of Southwest Quarter Fractional (NW1/4 of SW1/4), Section Thirty-one (31),
Township Forty-one (41), Range Nineteen (19)
PID #01.0237.000

and WHEREAS, said applicant has set forth in his application that: Divorce and Health Problems

and: Enabling me to resell the the property and start over.

and WHEREAS, this Board is of the opinion that said application should be granted for such reasons,

NOW THEREFORE BE IT RESOLVED, that the application of David VanGorden, for the repurchase of the above described parcel of tax forfeited land be and the same is hereby granted and the County Auditor is hereby authorized and directed to permit such repurchase according to the provisions of Minnesota Statutes 1945, Section 282.241, as amended.

Auditor/Treasurer Clemmer presented a memo outlining concerns with Sheriff Cole not following the Out of State Travel Policy. Chairman Chaffee stated Sheriff Cole should follow the policy and directed Auditor/Treasurer Clemmer to hold payment on future out of state travel until the next Committee of the Whole meeting.

Auditor/Treasurer Clemmer presented information of 2012 redistricting including a schedule for public hearings and approval. Commissioner Pangerl motioned to not proceed with redistricting. Motioned died for a lack of second. Commissioner Hallan motioned to proceed with redistricting with the schedule as presented.

Commissioner Rossow seconded. Roll call vote called by Chairman Chaffee:

District 1 – Yes

District 2 – No

District 3 – Yes

District 4 – Yes

District 5 – Yes

Motion carried.

Assessor

Administrator LeBrun presented for approval to send Property Appraiser Jennifer Mansavage to Legal Description workshops from May 2-3, 2012 at a cost of \$120. Commissioner Rossow motioned to approve as presented. Commissioner Hallan seconded, motion carried.

Land/Zoning

Land/Zoning Administrator Schneider presented for adoption a Floodplain Management Ordinance . Commissioner Carlson motioned to adopt as presented. Commissioner Rossow seconded, motion carried.

Land/Zoning Administrator Schneider presented for approval the Summary Publication Floodplain Management Ordinance. Commissioner Hallan motioned to approve as presented. Commissioner Rossow seconded, motion carried.

Administrator

Administrator LeBrun presented an employee contract with AFSCME Sheriff's Administrative Unit for 2012-2013. Commissioner Carlson motioned to approve the contract. Commissioner Hallan seconded, Roll call vote called by Chairman Chaffee:

District 1 – Yes

District 2 – No

District 3 – Yes

District 4 – Yes

District 5 – Yes

Motion carried.

Administrator LeBrun presented the resignation of Survey Crew Chief Bruce Bunker effective March 9, 2012. Commissioner Rossow motioned to approve the request as presented. Commissioner Hallan seconded, motion carried.

Administrator LeBrun presented a resolution in support of legislation modifying wetland replacement requirements. Commissioner Pangerl motioned to approve the resolution as presented. Commissioner Carlson seconded, resolution carried unanimously.

RESOLUTION #030612-01

WHEREAS, State Representative Anzelc has authored legislation modifying wetland replacement requirements in counties with 80% or more of their pre-settlement wetlands remaining, officially known as House File No. 2105, and

WHEREAS, Pine County has in excess of 80% of its pre-settlement wetlands remaining, and

WHEREAS, current state law regulating replacement of wetlands affected by building activities creates undue hardship for economic development activities in Pine County , and

WHEREAS, modification of wetland replacement requirements would enhance local economic development activity, and

WHEREAS, the provisions of HF 2105 are in full compliance with statutory requirements that Minnesota retain an overall no net loss of wetlands policy.

NOW, THEREFORE BE IT RESOLVED, that on this 6th day of March, 2012, the Pine County Board of Commissioners supports House File No. 2105, modifying wetland replacement requirements, as proposed by State Representative Anzelc.

Administrator LeBrun presented the resignation of MIS Support Specialist Annette Zacharias effective March 16, 2012. Commissioner Hallan motioned to approve the request as presented. Chairman Chaffee seconded, motion carried. The board publicly thanked her for her years of service.

Administrator LeBrun presented a resolution of support for the North Pine Area Hospital District. Chairman Chaffee motioned to approve the resolution as presented. Commissioner Hallan seconded, Roll call vote called by Chairman Chaffee:

- District 1 – Yes
- District 2 – Yes
- District 3 – Yes
- District 4 – Yes
- District 5 – Yes

Motion carried.

RESOLUTION IN SUPPORT OF NPAHD

North Pine Area Hospital District

Resolution #030612-02

WHEREAS, NPAHD has taken action to terminate their lease with Essentia Health; and,

WHEREAS, Essentia Health is taking action to exercise an option in the lease to procure 100% ownership of all hospital operations, equipment, ambulance services, licenses, and bank accounts; and,

WHEREAS, such action may result in the closure of the only Critical Access Hospital in Pine County; and,

WHEREAS, taxpayers of Pine County have contributed over \$3 million designated for hospital improvements by Essentia Health; and,

WHEREAS, Essentia Health, a Non-Profit Organization and beneficiary of local tax dollars, has failed to meet the threshold of transparency expected in the best practices of Non-Profit Organizations;

THEREFORE, BE IT RESOLVED, on behalf of the citizens of Pine County, The Pine County Board of Commissioners support the actions of the NPAHD to return operational control and ownership of Pine Medical Facilities back to the local Communities of Pine County.

Upcoming Meetings Announced

Personnel Committee meeting, Monday, March 12, 2012, 1:00 p.m. Administrator's Conference Room, Pine City, MN

Committee of the Whole meeting, Wednesday, March 14, 2012, 9:00 a.m. Boardroom, Pine County Courthouse, Pine City, MN

Pine County Health and Human Services meeting, Tuesday, March 20, 2012, 10:00 a.m. Public Health Building conference room, Sandstone, MN

Pine County Board meeting, Tuesday, March 20, 2012, 1:00 p.m. Public Health Building conference room, Sandstone, MN

With no further business, Chairman Chaffee adjourned the County Board meeting until the next scheduled County Board Meeting on March 20, 2012 at 1:00 p.m. in the Public Health Building conference room in Sandstone, MN.

Mark LeBrun, Administrator
Clerk to County Board

Steve Chaffee, Chair
Board of County Commissioners

ECRL Library Board Minutes

Date: Monday, February 13, 2012

Time: 9:30 am

Place: ECRL Headquarters, Cambridge, MN

Present:

Board Members: Carlson, Keith (Chisago); Edmonds, Jack (Mille Lacs); Ellis, Kathi (Kanabec); Goddard, Carol (Pine); Hommes, Linda (Aitkin); Knudson, Bob (Isanti); McMahon, George (Chisago); Misiura, Audrey (Isanti); Niemi, Don (Aitkin); Sauer, Tom (Mille Lacs); Swanson, Margery (Pine); Warring, Mike (Isanti); Weaver, Sharon (Kanabec); Zaudtke, Wayne (Kanabec)

Staff: Misselt, Barbara (Director, ECRL); Carla Lydon (Assistant Director, ECRL); Shelly Anderson (Administrative Services Manager, ECRL); Donna Larson (Rush City Branch Librarian/Recorder, ECRL)

Absent: Chaffee, Steve (Pine); Kramersmeier, Char (Mille Lacs); Raisanen, James (Aitkin); Replacement for O'Keefe, Tim (Chisago)

Call to Order:

President McMahon called the February 2012 meeting of the East Central Regional Library Board to order at 9:35 a.m.

Pledge of Allegiance & Introductions:

Sue Larson, Isanti Area Friends of the Library member
Carla Lydon, recently hired from within ECRL to replace Nick Dimassis as Assistant Director (Carla was the Branch Librarian at Chisago Lakes)

Adopt/Amend Agenda

M/S/P: unanimous

Niemi/Hommes to adopt the agenda as amended.

Period for Public Comment

No comments.

Approval of Previous Minutes

M/S/P: unanimous

Weaver/Sauer to approve the minutes of the previous meeting as presented.

Corrections: None.

Bills

M/S/P: unanimous

Misiura/Ellis to approve the bills as submitted by the Treasurer.

Financial Reports

M/S/P: unanimous

Misiura/Carlson to accept the financial reports as presented.

ECRL Administrative Reports

A. Director's Organizational Report.

1. Misselt reported that some of the personnel positions currently available at ECRL have been filled, some are being reassessed before posting, and others are recent and still need to be posted. She is pleased with the progress thus far and recent hires.

- Misselt explained the different classification between Branch Librarian I and II. Classification is according to the size of the library, circulation, patron count, and number of other staff supervised. The Personnel Committee may want to review the current distinction within ECRL, but it appears to be on track.
2. Shelly Anderson and Kevin Bauer are working together closely to complete the transition of all bookkeeping to QuickBooks. It is anticipated this will be completed by the March board meeting.
 3. Carla Lydon, the new Assistant Director, has a math background that is proving valuable with many processes. She is overseeing an audit of payroll and PTO benefits to ensure the initial numbers entered into the new payroll system will be accurate. (PTO is "Personal Time Off" which accounts for vacation and short-term sick leave.)
 - Q/Niemi: How is PTO accumulated? A/Misselt: Employees can carry over a maximum of the amount of PTO earned in one year. At the year's end, you lose whatever was not used over that. You could have up to almost two years' worth accumulated at some point during a year, but at the end of that year, anything not used from the previous year will be lost.
 - Q/Carlson: Can you retire with PTO accumulated and be paid for it? A/Misselt: Yes.

B. Branch Highlights

1. Carla Lydon reported the Highlights will now be presented in the board packets in a shortened format to share the truly unique and most important happenings at each branch. The intention is to eliminate the routine occurrences to make the reports shorter and more pertinent.

Other Reports

A. Personnel Committee

Ellis referred to the minutes included in the packet. Committee members reviewed applications for Assistant Director with Misselt and hired Carla Lydon. Previously, Carla was Branch Librarian at the Chisago lakes branch of ECRL.

M/S/P: unanimous

Ellis/Carlson to accept the job description for Assistant Director as presented.

M/S/P: unanimous

Ellis/Goddard to accept the job description for Custodian as presented.

M/S/P: unanimous

Ellis/Hommes to accept the job description for Computer Technician as presented.

Q: How much of the job description has changed? A/Misselt: No. 1 and most of 4-11

B. CMLE

1. Hommes reported that she and Misselt attended the most recent strategic planning meeting. At that meeting it was decided (a) CMLE should push most of their focus to K-12 media centers; and (b) media center staff are overwhelmed trying to keep up with the amount of information and newest technologies.
2. Hommes shared the group's Mission and Vision statements and added, "They are very dedicated, but from all appearances we expect them to continue with business as usual."
3. Misselt attempted to appoint Mike Warring to the CMLE Strategic Planning Committee, but Mike is not able to serve in that capacity. Misselt will continue in her attempts to get someone from the Public Libraries on that committee so that sector will be better represented.
4. Misselt: State Librarian needs to take the lead on ensuring better public library representation in multitype services and better attention to their needs, but the state

structure is suffering and the State Librarian is "buried" since she was promoted without a replacement being hired in her former position.

5. McMahon suggested to Misselt and Lydon: Prepare bullet point regarding this issue to present to legislators at upcoming Legislative Day. We want it very succinct and written out so it will not be as likely to be "lost in the shuffle."

Old Business

A. ECRL Staff

1. Misselt/Correction: On the report that was provided in packets, Line 85 should show 9 hours instead of 12. The report shows each branch's hours of operation and the number of hours open, including locally paid hours.
2. Concern was expressed whether the inconsistency re opening time within each branch creates confusion for the public.
3. Misselt: The opening and closing hours at each branch have not been reviewed for some time.
4. McMahon: Make this a future agenda item in a couple months when HQ is again fully staffed. Zaudtke: If it is possible for the computer system to provide a report re each branch's busiest hours, that information might be helpful.

B. 2011 Annual Statistics

1. Graphs for usage statistics were prepared by Lydon. Contrasting the top and bottom of each page, the consistencies demonstrate we are "pretty much on the mark."
2. Q/Zaudtke: Page 2 – Does this usage reflect financial contributions received per County? A/Lydon: Pretty close.
3. Chilton and Ancestry stats: (a) These items were considered for cuts but were not eliminated. It would cost more to provide Chilton hard copies than to keep the online version. (b) In the future, show contrast between previous and current year.
4. McMahon: Provide a mid-year report on these items in 2012.

New Business

A. Audit Bid for 2011-2012

Because of the problems experienced last year, Nordquist had not wanted to submit a bid for this year, but he did so after meeting with Misselt, Anderson, and Bauer.

M/S/P: unanimous

Carlson/Niemi to accept the bid offered by Althoff and Nordquist. LLC.

B. Isanti County Services

1. Synopsis: Cuts total \$33,698. Staff hours will be reduced – most employees who work at the Cambridge branch and were hired from 2009-forward are to be laid off. Hours will be reduced including eliminating Saturday hours during summer months. Cambridge branch will probably have to find and train more volunteers to provide for the shelving help that will be needed.
2. Goddard: This proposal was developed with the intent to cause the least negative impact on the rest of the ECRL region.
3. Misselt/Weaver: We anticipate being able to offer all who are being laid off with other employment available throughout the region (NB aide; Outreach) if they choose to take them. Because their decisions are unknown, we are not able to anticipate potential impact on unemployment costs at this time.
4. Misselt: There is a Friends initiative to raise funds within the community but the results are unknown at this time.
5. Weaver/Misselt: Notice of the staff and hour changes should be posted by tomorrow, so the exact verbiage will be decided upon today before we dismiss, and it should include language from the Joint Powers Agreement.

6. Misselt: Nancy Dunbar, Cambridge Branch Librarian, has been very professional and positive throughout the process regarding funding cuts. I believe she should be commended.
7. Niemi: None of us knows what the future holds for any of us, so we should be careful not to villainize Isanti County.

M/S/P: unanimous

Knudson/Carlson to approve recommendation as presented.

C. Other Services

Handouts were distributed showing the Legacy-funded programming schedule, and with statistics regarding Storytime and Bifocal Kits.

D. ROI Study

Misselt: The statistical study re Return On Investment (ROI) regarding public libraries has been completed and will be presented twice—on February 23 in St. Cloud and February 24 at Roseville.

- Both presentations will run from 10:00 a.m. to noon.
- A link for pre-registration will be provided on the ECRL website.
- Misselt and Lydon will be attending the St. Cloud presentation.
- There is no charge and they probably will allow walk-ins but pre-registration is recommended so adequate preparations can be made.

Trustee Issues

A. Legislative Report

1. It was noted this is a bonding year.
2. Misselt: Misselt, Lydon and Jeanne Coffey (Sandstone Branch Librarian) will be departing Cambridge 7:00 a.m. on February 28. Most appointments are set but some are tentative because of unknown timing of committee meetings. About one week prior, Misselt will send an email to all Board members with talking points and schedule. Those wishing to carpool should inform us.
3. Q/McMahon: Do bonding requests by individual branch communities need to be submitted by now? A/Misselt: No.

Future Agenda Items

1. Review of branch hours, weekly schedule and opening times.
2. Provide mid-year report on Chilton and Ancestry usage.
3. Sauer: Would like to see an eBook report every other month. Goddard: We need to expand this collection/format because so few items seem to be readily available so patrons almost always have their requests put on the holds/waiting list. Misselt: Penguin, a prolific publisher, has joined the ranks of those who are not making eBooks available to public libraries.

Next Meeting: Monday, March 12, 2012 at ECRL Headquarters, Cambridge, 9:30 a.m.

M/S/P: unanimous

Niemi to adjourn

McMahon adjourned the meeting at 11:40 a.m.

Wayne Zaudtke, Secretary

Donna Larson, Recorder

EAST CENTRAL REGIONAL LIBRARY
Revenues - Budget vs. Actual
 January through February 2012

8:26 AM

03/06/12

Cash Basis

| Ordinary Income/Expense | Jan - Feb 12 | Budget | \$ Over Budget | % of Budget |
|---|-------------------|---------------------|--------------------|--------------|
| Income | | | | |
| 61000 - County Tax Revenue | | | | |
| Aitkin County | 112,323.00 | 224,645.00 | -112,322.00 | 50.0% |
| Chisago County | 266,944.00 | 533,887.00 | -266,943.00 | 50.0% |
| Isanti County | 176,404.00 | 352,808.00 | -176,404.00 | 50.0% |
| Kanabec County | 81,938.00 | 163,875.00 | -81,937.00 | 50.0% |
| Mille Lacs County | 127,784.00 | 255,568.00 | -127,784.00 | 50.0% |
| Pine County | 146,952.00 | 293,903.00 | -146,951.00 | 50.0% |
| Total 61000 - County Tax Revenue | 912,345.00 | 1,824,686.00 | -912,341.00 | 50.0% |
| 62000 - Contracts | | | | |
| City of Aitkin | 0.00 | 12,711.00 | -12,711.00 | 0.0% |
| City of Hinckley | 0.00 | 2,123.00 | -2,123.00 | 0.0% |
| City of Pine City | 0.00 | 3,832.00 | -3,832.00 | 0.0% |
| Princeton Extra Hours | 0.00 | 7,108.00 | -7,108.00 | 0.0% |
| North Branch Extra Hours | 0.00 | 12,396.00 | -12,396.00 | 0.0% |
| MnLINK | 0.00 | 4,200.00 | -4,200.00 | 0.0% |
| FCI | 0.00 | 6,216.00 | -6,216.00 | 0.0% |
| Pine Technical College - delivery service | 0.00 | 600.00 | -600.00 | 0.0% |
| Total 62000 - Contracts | 0.00 | 49,186.00 | -49,186.00 | 0.0% |
| 63000 - Basic System Support | | | | |
| State (FY12) | 0.00 | 482,523.00 | -482,523.00 | 0.0% |
| State (FY13) | 0.00 | 271,400.00 | -271,400.00 | 0.0% |
| Total 63000 - Basic System Support | 0.00 | 753,923.00 | -753,923.00 | 0.0% |
| 64000 - Miscellaneous Income | | | | |
| Computer Print-Outs | 4,241.49 | 20,000.00 | -15,758.51 | 21.2% |
| Sale - Loss of Property | 2,271.31 | 12,500.00 | -10,228.69 | 18.2% |
| Fines | 9,061.71 | 80,000.00 | -70,938.29 | 11.3% |
| Refunds | 0.00 | 5,000.00 | -5,000.00 | 0.0% |
| AV - Fax Machine | 989.85 | 6,000.00 | -5,010.15 | 16.5% |
| Other | | | | |
| Duplicate ID Card | 380.19 | | | |
| Interlibrary Loan Loss/Damage | 93.46 | | | |
| Other - Other | 86.04 | 65,500.00 | -65,413.96 | 0.1% |
| Total Other | 559.69 | 65,500.00 | -64,940.31 | 0.9% |
| Carryover from Previous Year | 0.00 | 40,000.00 | -40,000.00 | 0.0% |
| Transfer Health Insurance Settlement | 0.00 | 600.00 | -600.00 | 0.0% |
| Total 64000 - Miscellaneous Income | 17,124.05 | 229,600.00 | -212,475.95 | 7.5% |
| 65000 - Telecommunications | | | | |
| State Telecommunications Aid | 0.00 | 60,000.00 | -60,000.00 | 0.0% |
| Total 65000 - Telecommunications | 0.00 | 60,000.00 | -60,000.00 | 0.0% |

EAST CENTRAL REGIONAL LIBRARY

Revenues - Budget vs. Actual

January through February 2012

| | Jan - Feb 12 | Budget | \$ Over Budget | % of Budget |
|----------------------------------|--------------|--------------|----------------|-------------|
| 66000 - Legacy Grant Money | 0.00 | 214,252.00 | -214,252.00 | 0.0% |
| Legacy Grant (FY11-12) | 0.00 | 24,486.00 | -24,486.00 | 0.0% |
| Statewide Initiative (FY11-12) | 0.00 | 6,121.00 | -6,121.00 | 0.0% |
| Administrative-Staff (FY11-12) | 0.00 | 244,859.00 | -244,859.00 | 0.0% |
| Total 66000 - Legacy Grant Money | 0.00 | 214,252.00 | -214,252.00 | 0.0% |
| 67000 - LSTA Grant Money | 0.00 | 71,595.00 | -71,595.00 | 0.0% |
| Total Income | 929,469.05 | 3,233,849.00 | -2,304,379.95 | 28.7% |
| Gross Profit | 929,469.05 | 3,233,849.00 | -2,304,379.95 | 28.7% |
| Net Ordinary Income | 929,469.05 | 3,233,849.00 | -2,304,379.95 | 28.7% |
| Other Income/Expense | | | | |
| Other Income | 39.44 | 3,000.00 | -2,960.56 | 1.3% |
| 90000 - Interest Income | 39.44 | 3,000.00 | -2,960.56 | 1.3% |
| Total Other Income | 39.44 | 3,000.00 | -2,960.56 | 1.3% |
| Net Other Income | 39.44 | 3,000.00 | -2,960.56 | 1.3% |
| Net Income | 929,508.49 | 3,236,849.00 | -2,307,340.51 | 28.7% |

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 January 26, 2012, at the Finlayson Manor. Commissioners of the HRA present were Dorothy Stockamp, Cheri Drilling, Arild Frederiksen, and Jan Oak. Staff members present were Executive Director Janice Gustafson and Resident Managers Evelyn Yocum and Susan Blake. Commissioner Dean Dronen was absent. Finlayson Manor residents Irene Williams and Jean Straddling were present.

1. The meeting was called to order at 2:00 P.M. by Board Chair D. Stockamp.
2. The minutes from December 15, 2011, were reviewed by the Board members. A motion was made by C. Drilling and was seconded by A. Frederiksen to accept the minutes. Motion carried: Yeas 4, Nays 0.
3. The monthly financial statements and the investment report were presented by J. Gustafson. A motion was made by J. Oak and was seconded by Board Chair D. Stockamp to approve the financial statements and the investment report. Motion carried: Yeas 4, Nays 0.
4. Executive Director's Report. The written Executive Director's report was reviewed by Board members.
5. Old Business:
 - a) Vacancies. As of January 31, 2012, there will be two vacancies at the Sandstone Manor and three vacancies at the Finlayson Manor.
 - b) Daryl Klocke Construction has completed the maintenance work at the Sandstone Manor and will begin the maintenance work at the Finlayson Manor on January 30, 2012. The metal threshold was replaced with carpet and is working very well.

Personnel Committee Meeting Minutes of March 12, 2012 @ 1:00 pm

Present: Mark LeBrun, Sheriff Cole, Chief Deputy Blackwell, Terryl Arola, Linda Cassman, Robin Mathews, Commissioner Steve Chaffee, and Commissioner Curt Rossow.

1. Probation Director Arola presented a request for a temporary Probation Agent due to a medical leave in her office. Committee recommended approval at 25 hours/week for 12 weeks. Will be presented to full board on April 3rd.
2. Sheriff Cole requested authorization to replace several vacant positions. Committee recommended approval to replace 1 FT Secretary, 3 PT Dispatchers, and the promotion of 3 PT Patrol Deputies and 1 PT Dispatcher to FT.
3. Co Surveyor Mathews presented a request to fill the vacant Survey Crew Chief position. Committee recommended approval.
4. HHS Director Cassman provided an update on filling the Nursing Team Leader position and recommended the county proceed with bringing the Children's Mental Health services in house. Committee recommended approval.
5. Administrator LeBrun presented a request to replace the vacant MIS Support Specialist position. Committee recommended approval.
6. Administrator LeBrun presented a draft organizational chart for the Public Works Department and discussed an upcoming supervisor's retirement.
7. Administrator LeBrun presented his resignation as County Administrator effective May 30, 2012 and requested his Acting County Engineer appointment be made permanent on May 31, 2012. Committee accepted resignation with regret and recommended LeBrun be appointed PWD/County Engineer. Will be presented to full board on March 20th.

**Committee of the Whole meeting summary minutes, March 14, 2012.
Boardroom, Pine County Courthouse**

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

Sheriff Cole and Jennifer Glenn presented the Pine County Community Wildfire Protection Plan. Land/Zoning Administrator Schneider was directed to provide input on the land use section.

Chairman Chaffee stated the County Attorney will be getting an Attorney General's Opinion on the Out of State Travel Policy. Sheriff Cole stated his position that he does not need to follow the policy. Sheriff Cole will notify the board of out of state travel but will not seek approval. Commissioner Pangerl suggested a Public Safety Board similar to the HHS Board be created for monthly meetings.

County Attorney Carlson will present a recommendation to pay the judgment of \$1255 to Carrie Major from the non-departmental budget of the general fund at the March 20th board meeting.

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

Quick Guide:

Pine County Community Wildfire Protection Plan (CWPP)

Goal of the Plan: 1) Identifies and prioritizes wildland/urban interface areas within Pine County (includes all lands) for hazardous fuels reduction treatments and recommends methods for achieving hazardous fuels reductions. 2) Outlines measures for reducing fire danger to structures throughout the county.

Target Audience: Emergency response agencies having wildfire protection responsibilities within Pine County to include: Pine County Emergency Management, Fire Departments, MN DNR and the Mille Lacs Band of Ojibwe

Beneficiaries: Increased fire prevention and fire protection efforts will benefit the citizens of Pine County aiding to prevent structure losses due to wildfire and creating a safer environment for the public and fire suppression responders to work in. The needs assessments completed by the Fire Departments will assist in acquiring grant monies to help purchase necessary equipment and training that will better enable local FDs to achieve their goals of structure protection. Subsidiary benefits include better signage to aid county EMS services in locating patients and increased resources for FDs regarding non-wildfire structure protection, among other things.

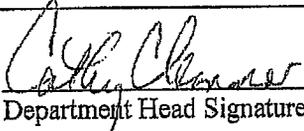
Key points of the plan:

- This is an appendix to the Pine County Emergency Operations Plan
- The CWPP is a working document. It is meant to be updated as work is completed, and as risks and priorities in the county change.

The Pine County CWPP is quite long and contains a large amount of “canned” material (See Lake, Cook and Itasca County’s CWPP). The heart of the plan and items most pertinent to Pine County may be found in the following sections:

- IV. Background and History of Fire and Fire Risks in Pine County (pg.12-16) – historical fires, recent fire cause and occurrence, historical and expected fire behavior
- VI. Descriptions of Community Wildland/Urban Interface Areas (pg. 24 - 51) – defines a Wildland/Urban Interface area (WUI), maps how Pine County has chosen to define its WUI’s geographically, WUI needs assessments completed by respective Fire Chiefs and Fire Department personnel, maps showing resulting project proposals ****This is the heart of this plan**
- VIII. Pine County Community Profile (pg. 53 - 56) discusses important aspects of Pine County, what makes it Pine County
- IX. Wildfire Risk Assessment (pg. 58 - 68) – risk as they relate to WUIs, historic fire regimes, fire hazards and differences in seasonal fire behavior
- X. Emergency Operations (pg. 69 – 71) – current and proposed protection capabilities and resources
- XII. Mitigation Action Plan (pg. 72 – 75) – prevention goals, table laying out monitoring and future work timeframe

PINE COUNTY REQUEST FOR BOARD ACTION

| | |
|--|--|
| Requested Board Date: March 20, 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 3-12-12 Date |

Item for Discussion:

February 2012 Cash Balance

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None



Pine County

As of 02/2012

CATHYJ 3/12/12 11:37AM

TREASURER'S CASH TRIAL BALANCE

Current Balance 1,906,758.44

YTD 391,614.57-

This Month 67,659.93

Beginning Balance

Fund Total

1,906,758.44

391,614.57-

67,659.93

5,836,649.98

Fund Total

13 Road & Bridge Fund

Receipts 595,778.59
Disbursements 114,654.60-
Payroll 148,744.38-
Journal Entries 32,166.72
Fund Total 364,546.33

2,827,560.66
572,553.14-
300,952.69-
30,815.59
1,984,670.42

595,778.59
114,654.60-
148,744.38-
32,166.72
364,546.33

5,836,649.98

14 Ditch Maintenance (Str) Fund
Journal Entries 4.03
Fund Total 11,775.47

4.03
4.03

4.03
4.03

11,775.47

20 County-Wide Rehab (Str) Fund

Receipts 30,187.33
Journal Entries 38,183.47-
Fund Total 7,996.14-

72,043.60
54,454.64-
17,588.96

30,187.33
38,183.47-
7,996.14-

576.26

21 800 MHz Project Fund

Disbursements 652,854.62
Fund Total

222,515.25-
222,515.25-

0.00
0.00

652,854.62

22 Land Management Fund

Receipts 160,355.57
Disbursements 344.62-
Payroll 9,890.22-
Journal Entries 476,552.01-

374,742.63
15,133.74-
19,323.81-
541,552.01-

160,355.57
344.62-
9,890.22-
476,552.01-

1,192,118.54

22 Land Management Fund



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

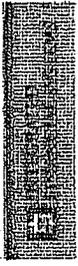
As of 02/2012

CATHYJ
3/12/12

11:37AM

TREASURER'S CASH TRIAL BALANCE

| <u>Fund</u> | <u>Beginning Balance</u> | <u>This Month</u> | <u>YTD</u> | <u>Current Balance</u> |
|--------------------------------------|--------------------------|-------------------|-------------|------------------------|
| 24 | 0.00 | 0.00 | 201,266.93- | 990,851.61 |
| | | | | |
| Fund Total | | | | |
| Ambulance (Sr) Fund | | | | |
| Fund Total | 0.00 | 0.00 | 0.00 | 0.00 |
| 29 | 110,830.04 | | | |
| Children's Collab (H&Hs) Agency Fund | | | | |
| 440 | | | | |
| Childrens Collaborative (H&Hs) | | | | |
| Disbursements | 39,552.90- | 39,552.90- | 39,552.90- | |
| Journal Entries | 19.12 | 67.48 | 67.48 | |
| Dept. Total | 39,533.78- | 39,485.42- | 39,485.42- | 71,344.62 |
| Fund Total | 39,533.78- | 39,485.42- | 39,485.42- | 71,344.62 |
| 32 | 0.00 | 0.00 | 0.00 | 0.00 |
| Ecswc Bond Guarantee (Ds) | | | | |
| Fund Total | 0.00 | 0.00 | 0.00 | 0.00 |
| 33 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2002 Cap-Equip Bond (Ds) Fund | | | | |
| Fund Total | 0.00 | 0.00 | 0.00 | 0.00 |
| 35 | 51,228.55 | 2,217.81 | 2,217.81 | 53,446.36 |
| 2004 Street Reconstruct Bond Fund | | | | |
| Journal Entries | 2,217.81 | 2,217.81 | 2,217.81 | |
| Fund Total | 51,228.55 | 2,217.81 | 2,217.81 | 53,446.36 |
| 37 | 13,724.56- | 0.00 | 516.01 | |
| County Railroad Authority | | | | |
| Receipts | 0.00 | 0.00 | 516.01 | |
| Journal Entries | 671.11 | 671.11 | 671.11 | |
| Fund Total | 13,724.56- | 671.11 | 1,187.12 | 12,537.44- |



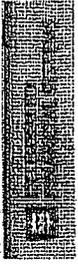
***** Pine County *****

As of 02/2012

TREASURER'S CASH TRIAL BALANCE

CATHYJ 3/12/12 11:37AM

| <u>Fund</u> | <u>Beginning Balance</u> | <u>This Month</u> | <u>YTD</u> | <u>Current Balance</u> |
|---------------------------------------|--------------------------|-------------------|-------------|------------------------|
| 38 Building Fund | 146,861.25 | | | |
| Disbursements | | 1,600.00- | 24,602.54- | |
| Fund Total | | 1,600.00- | 24,602.54- | 122,258.72 |
| 39 2005A G.O. Jail Bonds | 791,171.18 | | | |
| Disbursements | | 0.00 | 877,755.63- | |
| Journal Entries | | 28,282.18 | 28,282.18 | |
| Fund Total | | 28,282.18 | 849,473.45- | 58,302.27 - |
| 40 2005 G.O. Jail Projects | 0.00 | | | |
| Fund Total | 0.00 | 0.00 | 0.00 | 0.00 |
| 41 2005 Hra Bonds | 624,790.39 | | | |
| Disbursements | | 0.00 | 693,315.63- | |
| Journal Entries | | 22,024.51 | 22,024.51 | |
| Fund Total | | 22,024.51 | 671,291.12- | 46,500.73 - |
| 76 Group Health Ins Fund 5/1/95 (Gen) | 253,303.17- | | | |
| Receipts | | 215,473.06 | 433,819.25 | |
| Disbursements | | 243,001.17- | 683,039.64- | |
| Journal Entries | | 6,396.25 | 6,396.25 | |
| Fund Total | | 21,131.86- | 242,824.14- | 496,127.31 - |
| 80 County Collections Agency Fund | 19,687.36 | | | |
| Receipts | | 31,370.03 | 460,364.30 | |
| Disbursements | | 406,528.52- | 459,288.53- | |



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

As of 02/2012

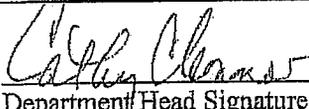
CATHYJ
3/12/12

11:37AM

TREASURER'S CASH TRIAL BALANCE

| <u>Fund</u> | <u>Beginning Balance</u> | <u>This Month</u> | <u>YTD</u> | <u>Current Balance</u> |
|------------------------------------|--------------------------|-------------------|----------------|------------------------|
| Journal Entries | | 0.00 | 1,551.13 | |
| Fund Total | | 375,158.49 - | 2,626.90 | 22,314.26 |
| 82 Taxes And Penalties Agency Fund | 798,906.87 | | | |
| Receipts | | 208,596.83 | 518,789.46 | |
| Disbursements | | 463.81 - | 490,375.49 - | |
| Journal Entries | | 92,204.32 - | 92,204.32 - | |
| Fund Total | | 115,928.70 | 63,790.35 - | 735,116.52 |
| 89 H & Hs Collections Agency Fund | | | | |
| 801 Non-Departmental | 3,031.72 | | | |
| Receipts | | 39,377.14 | 74,489.71 | |
| Disbursements | | 1,949.72 - | 5,684.68 - | |
| Journal Entries | | 16,535.25 - | 71,463.36 - | |
| Dept Total | | 20,892.17 | 2,658.33 - | 373.39 |
| Fund Total | | 20,892.17 | 2,658.33 - | 373.39 |
| All Funds | 13,902,829.07 | | | |
| Receipts | | 2,125,679.48 | 6,061,334.84 | |
| Disbursements | | 1,490,095.87 - | 5,754,745.63 - | |
| Payroll | | 1,142,053.28 - | 2,323,376.97 - | |
| Journal Entries | | 38,198.55 - | 60,544.72 - | |
| Total | | 544,668.22 - | 2,077,332.48 - | 11,825,496.59 |

PINE COUNTY REQUEST FOR BOARD ACTION

| | |
|--|--|
| Requested Board Date: March 20, 2012 | <u>Consent Agenda</u> <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 3-14-12 Date |

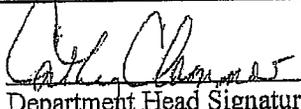
Item for Discussion:

Application for Exempt Permit for the Finlayson Giese Sportsmen Club to conduct Minnesota lawful gambling at the Finlayson Giese Sportsmen Club Building on May 19, 2012, 70172 Norway Spruce Rd, Finlayson (Pine Lake Twp).

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None

PINE COUNTY REQUEST FOR BOARD ACTION

| | |
|--|--|
| Requested Board Date: March 20, 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 3-12-12 Date |

Item for Discussion:

Application for Exempt Permit for Pheasants Forever, East Central Spurs Chapter 624 to conduct Minnesota lawful gambling at Wings North, 19379 Homestead Rd, Pine City on August 5, 2012.

Board Action Requested: (Attach additional pages if needed)

Approve

Supporting Documents: Attached None

March 12, 2012

Chairman Chaffee
Commissioner Carlson
Commissioner Hallan
Commissioner Pangerl
Commissioner Rossow
County Attorney Carlson

I hereby submit my resignation as County Administrator effective May 30, 2012. The responsibilities of being both County Administrator and Acting County Engineer do not allow for the time and energy needed for my family at this time. I will assist in the transition as needed and will do the necessary tasks until the position is filled.

I will accept an appointment of PWD/County Engineer if so offered. It is a job I enjoy and my intentions are to finish my career in the engineering field.

It has been a privilege and honor to work for you, the staff, and the public as both County Coordinator and County Administrator for the last four years. Thank you for entrusting me in the position and the support you have shown me.

Sincerely,



Mark A. LeBrun

DATE: 3/9/12

TO: Mark LeBrun, Pine County Administrator

FROM: Tom Mestemacher, Pine County Resident (320-245-2663)

RE: March 20, 2012 County Commissioner's Meeting

I am requesting to be placed on the Agenda for the Board of Commissioner's meeting on
March 20, 2012.

Thank you,

A handwritten signature in black ink, appearing to read "Tom Mestemacher". The signature is fluid and cursive, with a large, sweeping flourish at the end.

DATE: 3/9/12
TO: Cathy Clemmer, Pine County Auditor/Treasurer
Mark LeBrun, Pine County Administrator
FROM: Tom Mestemacher, Pine County Resident (320-245-2663)

I am requesting copies or information on the following:

- 1) Chief Deputy Steve Blackwell's contract, with the statement that Pine County is to provide him with a vehicle, pay all gas, and maintenance costs etc.
- 2) Auditor Cathy Clemmer's letter to the Board from the March 6, 2012 meeting, with copies of billing information.
- 3) Copy of the Minnesota State Law/Statue which mandates all Counties to adopt a policy that all out of state training shall be approved by the Board of Commissioner's prior to attending.
- 4) How many Departments in Pine County abide by the above regulation?
- 5) In the past two years, what Departments, if any, have sent staff to training in other states?
- 6) Copies of Pine County employee Hiring/Firing Policies. Do all Department heads abide by these policies?
- 7) Receipts ^{invoices} for the purchase of Stetson hats and leather jackets by the Sheriff Department.
- 8) What is the maximum a Department can spend on 'small ticket' items, before needing Board approval?
- 9) What is the employee turnover rate for the years 2008, 2009, 2010, 2011 to current in the Sheriff Department?
- 10) As stated in local papers, there has been an investigation on missing guns. What are the dates this occurred? Please show copies of which Lieutenant from the Pine County Sheriff Department was responsible for the items in the Evidence/Property Room during this time period.
- 11) Copy of Pine County's Organizational Chart.

Thank you,



PINE COUNTY REQUEST FOR BOARD ACTION

| | |
|--|---|
| Requested Board Date: March 20, 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 8-14-2012 Date |

Item for Discussion: (one form per item)

The Pine County Sheriff Requests approve The following Deputies be promoted from Part-time to Full-time.

Carl Hawkinson
Jamie Jackson
Joseph Mishler

Rate of pay remains the same.

These three positions represent the remaining four new full-time Sheriff's Deputy positions approved at the January 17, 2012 meeting.

Approving these positions allows a reduction of Part-time Deputies to a total of six positions.

Request the Board approve these positions.

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None

PINE COUNTY REQUEST FOR BOARD ACTION

| | |
|--|---|
| Requested Board Date: March 20, 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> |  <u>3-14-2012</u> Department Head Signature Date |

Item for Discussion: (one form per item)

Request the Board accept and acknowledge the promotion of Diane Meier to Full-time Dispatcher as of March 25, 2012. Replacing Jodi Houck.

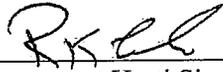
Rate of pay remains the same.

Request the Board accept and acknowledge the resignation and approve an immediate Part- time replacement.

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None

PINE COUNTY REQUEST FOR BOARD ACTION

| | |
|--|---|
| Requested Board Date: March 20, 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 3-14-2012 Date |

Item for Discussion: (one form per item)

Request the Board accept and acknowledge the resignation of full-time Sheriff's Secretary Roxanne Orvis, effective March 6, 2012.

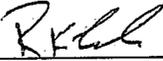
She has accepted a position with the Pine County Extension.

Request the Board accept and acknowledge the resignation and approve an immediate replacement.

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None

PINE COUNTY REQUEST FOR BOARD ACTION

| | |
|--|---|
| Requested Board Date: March 20, 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> | <div style="text-align: center;"> _____</div> Department Head Signature <u>3-14-2012</u> Date |

Item for Discussion: (one form per item)

Request the Board accept and acknowledge the resignation of full-time Dispatcher Jodi Houck, effective March 10, 2012.

She has accepted a position with the Carlton County Sheriff's Office as a Dispatcher.

Request the Board accept and acknowledge the resignation and approve an immediate replacement.

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None

PINE COUNTY REQUEST FOR BOARD ACTION

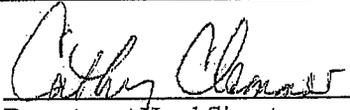
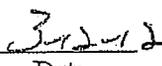
| | |
|---|--|
| Requested Board Date: March 20, 2012 | Consent Agenda <i>(Please Circle)</i> Regular Agenda Estimated Time: <i>(Please Circle)</i> _____ <u>10 Min.</u> 15 Min. Time needed 30 Min. 45 Min. 1 hour |
| Department Requesting Action: <u>Assessor</u> |  _____ Department Head Signature 3/14/12 Date |

Acknowledge and approve the hiring of Property Appraiser Martha Cote effective April 9, 2012 at \$15.03 (B24)

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None

PINE COUNTY REQUEST FOR
BOARD ACTION

| | |
|---|--|
| Requested Board Date: March 20, 2012 | 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: AUDITOR |  Department Head Signature  Date |

| |
|---|
| <p>Item for Discussion: (one form per item)</p> <p><i>Cancellation of State Contracts</i></p> <p>Board Action Requested: (Attach additional pages if needed)</p> <p><i>Approve the Cancellation of State Contracts</i></p> <p style="text-align: right;">Supporting Documents: Attached None</p> |
|---|

Resolution # _____
Cancellation of Tax-Forfeited Lands and
Tax-Forfeited Repurchase Contracts

WHEREAS, the following list of individuals have land purchase or repurchase contracts with Pine County for tax-forfeited land

Ch 386 – Land Sale Cancellations

John Bodsberg, 6470 Birch St, Apt 102, North Branch, MN 55056
Part of Northeast ¼ of Southeast ¼, Sect 4, Twp 44, Range 18
PID #07.0099.000
Date of Purchase: February 25, 2009
Purchase Amount: \$9,000.00; Balance: \$5,747.50
Default: 2011 Annual Payment – 1,680.60; 2011 Taxes - \$105.98

Ch 832 – Repurchase Cancellations

Tiffany Wilmarth, 970 Tower Circle, Cambridge, MN 55008
Southwest ¼ of Southwest ¼, Sect.23, Twp 43, Range 19
PID #25.0252.000
Date of Purchase: September 22, 2010
Repurchase Amount: \$3,114.17; Balance: \$2,802.75
Default: 2011 Annual Payment; 710.69; 2011 Taxes; \$375.09

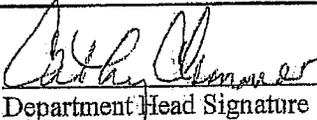
NOW, THEREFORE, BE IT RESOLVED; that the Pine County Board of Commissioners hereby approves the cancellation of land purchase or repurchase contracts as provided for in M.S. 282.01.

Date

By: Steve Chaffee, Chairman, Pine County Board of Commissioners

Attest: Mark LeBrun, Pine County Administrator

PINE COUNTY REQUEST FOR BOARD ACTION

| | |
|--|--|
| Requested Board Date: March 20, 2012 | 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> |  Department Head Signature 3-12-12 Date |

Item for Discussion:

Countryside Campground, 56283 Beaver Tail Rd, Askov (Sandstone Twp) is requesting the County Board to set the date and time for a public hearing for Countryside Campground to open an Off Sale Liquor establishment. Sandstone Township approved the liquor license application at their meeting held March 1, 2012.

Request to schedule the Public Hearing at 10:30 a.m. on April 3, 2012 as a part of the next regular Board meeting.

Subject to approval of the Pine County Sheriff, Pine County Attorney

Board Action Requested: (Attach additional pages if needed)

Set Public Hearing date/time

Supporting Documents: Attached None

Date: 3/5/12

Pine County Board of Commissioners
Pine County Courthouse
635 Northridge Drive NW Suite 240
Pine City, MN 55063

To the Honorable Pine County Board of Commissioners:

I am requesting a public hearing regarding an off-sale liquor license for my business.

The legal description of my property is: Section 7 Twp 42 Range 19.
My property ID is R. 30.0059.000.

Attached is the complete legal.

The S 1/2 of the NE 1/4 Less the south
1/2 of the SE 1/4 of the NE 1/4 of
Section 7 Town 42 Range 19

Sincerely,
CountrySide
Campground



WHEREAS, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

WHEREAS, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire plan for eligible employees of police or sheriff departments whose position duties meet the requirements stated therein and listed below.

BE IT RESOLVED that the Board of Commissioners, of the County of Pine hereby declares that the positions of Deputy Sheriff, currently held by Daniel Adams, Patrick Ellstrom, Coral Haselbauer, Noah Heiller, Jaime Jackson, Adam Kenow and Joseph Mishler meet all of the following Police and Fire Plan membership requirements:

1. Said position requires a license by the Minnesota peace officer standards and training board under sections 626.84 to 626.863 and these employees are so licensed;
2. Said position's primary (over 50%) duty is to enforce the general criminal laws of the state;
3. Said position charges these employees with the prevention and detection of crime;
4. Said position gives these employees the full power of arrest, and
5. Said position is assigned to a designated police or sheriff's department.

BE IT FURTHER RESOLVED that this governing body hereby requests that the named employees be accepted as members of the Public Employees Police and Fire Plan effective the date of these employees' initial Police and Fire Plan salary deduction by the governmental subdivision.

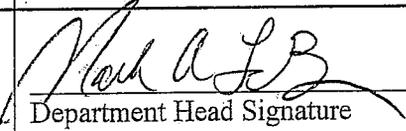
Dated at Pine City, Minnesota this 20th day of March, 2012.

Steven Chaffee, Chairman
Pine County Board of Commissioners

I, Mark A. LeBrun, clerk of the Pine County Board of Commissioners, do hereby certify that this is a true and correct transcript of the resolution that was adopted at a meeting held on the 20th day of March, 2012; the original of which is on file in this office. I further certify that members voted in favor of this resolution and that all members were present and voting.

Mark LeBrun, Clerk to the County Board

PINE COUNTY REQUEST FOR BOARD ACTION

| | |
|--|--|
| Requested Board Date: March 20, 2012 | Consent Agenda <i>(Please Circle)</i> Regular Agenda Estimated Time: <i>(Please Circle)</i> <u>10 Min.</u> Min. Time needed 20 Min. 45 Min. 1 hour |
| Department requesting action: <u>Administrator</u> |  Department Head Signature 3/15/12 Date |

| |
|--|
| <p>Item for Discussion:</p> <p>Approve proceeding with the demolition of the Old Jail and Tuckpointing of Pine Government Center . Approve transfer of \$150,000 from CPA payment into Building Fund.</p> <p>Board Action Requested: (Attach additional pages if needed) Approve</p> <p align="right">Supporting Documents: Attached None</p> |
|--|

