



## AGENDA

### **PINE COUNTY BOARD MEETING**

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

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- A) Call meeting to order
- B) Pledge of Allegiance
- C) Public Forum
- D) Adopt Agenda Items
- E) Approve Minutes of March 20, 2012 Board Meeting
- F) Approve Consent Items

#### **Minutes of Boards, Committees and Board Memos, Newsletter**

- 1. Pine County Land Surveyor Report, March, 2012
- 2. Committee of the Whole minutes, March 27, 2012
- 3. Pine County HRA Senior Housing minutes, February, 2012

#### **\*\*\*CONSENT AGENDA\*\*\***

##### **Auditor/Treasurer**

- 1. March 2012 Disbursements
- 2. Temporary Liquor Licenses for Rock Creek Lions Club on June 2-3, 2012 and August 31-September 3, 2012

#### **\*\*\*REGULAR AGENDA\*\*\***

(Times are approximate)

##### **10:05 a.m. Sheriff**

- 1. Sheriff's Report

### **10:15 a.m. Public Works**

1. Open Bids for Equipment Rental
2. 2011 Annual Report

### **10:30 a.m. Auditor/Treasurer**

1. Public Hearing for Off Sale liquor at Countryside Campgrounds
2. Approve attendance of Cathy Clemmer and Terry Lovgren to attend Election Conference on May 2-3, 2012 in St. Cloud, MN. Total cost \$50

### **10:40 a.m. Probation**

1. Authorize to hire a Temporary Part-time Probation Agent for 25 hrs/week for up to 12 weeks

### **10:45 a.m. Health & Human Services**

1. Contract addendum with Riverwood Centers for Children's Mental Health services

### **10:50 a.m. Administrator**

1. Approve advertising for County Administrator position
2. Approve the City of Pine City sublease with Pine Technical College
3. PHASE use of County's Bonding capacity

### **11:10 a.m. Commissioner's Report**

### **Upcoming Meetings**

Personnel Committee meeting, **Tuesday, April 10, 2012, 3:00 p.m.** Administrator's Conference Room, Pine City, MN

Commissioner Redistricting Public Hearing, **Tuesday, April 10, 2012, 6:00 p.m.** Boardroom, Pine County Courthouse, Pine City, MN

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

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

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

Chairman Chaffee called the meeting to order at 1:00 p.m. Present were Commissioners, Doug Carlson, Curt Rossow, Stephen Hallan, 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. Carrie Major stated her disappointment the judgement for her was not paid and her right for 4% interest to be paid. Aileen Croup stated she would like to see the board meetings video recorded.

Commissioner Carlson moved to adopt the revised agenda, Commissioner Hallan seconded. Motion carried.

Commissioner Rossow moved to approve the minutes of the March 6, 2012 Board meeting. Commissioner Pangerl requested a no vote be reflected in the minutes. Chairman Chaffee denied the request in accordance with Roberts Rules of Order. Commissioner Carlson seconded. Motion carried. Commissioner Pangerl was noted as voting no.

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

**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\*\***

### **County Board**

Chairman Chaffee presented the resignation of County Administrator Mark LeBrun effective May 30, 2012. Commissioner Carlson motioned to accept the resignation with regret. Commissioner Rossow seconded, motion carried.

Chairman Chaffee presented for approval the four-year appointment of Mark LeBrun as Public Works Director/County Engineer effective May 31, 2012 at a salary of \$86,590. Commissioner Rossow motioned to approve the appointment as presented. Commissioner Pangerl expressed concern the hiring process was not in accordance with policy. Commissioner Hallan seconded, motion carried.

Gary Koland presented a business plan and requested additional funds for the Pine County Historical Society. Chairman Chaffee referred the issue to the next Committee of the Whole meeting.

Tom Mestemacher presented several questions to the board regarding the Sheriff's Department. No action taken.

Jeff Holubar presented the MCIT annual report and update.

### **Sheriff**

Sheriff Cole presented a response to questions asked by Tom Mestemacher.

Sheriff Cole presented for approval the promotion from Part-time to Full-time Patrol Deputies Carl Hawkinson, Jamie Jackson, and Joseph Mishler. Commissioner Rossow motioned to approve as presented. Commissioner Hallan seconded, motion carried.

Sheriff Cole presented for approve the promotion from Part-time to Full- time Dispatcher

Diane Meier effective March 25, 2012 and to approve immediate Part-time replacement. Commissioner Rossow motioned to approve as presented. Commissioner Pangerl seconded, motion carried.

Sheriff Cole presented for approval to fill a vacant Full-time Sheriff's Secretary position. Chairman Chaffee motioned to approve as presented. Commissioner Carlson seconded, motion carried.

Sheriff Cole presented for approval to fill a vacant Full-time Dispatcher position. Commissioner Rossow motioned to approve as presented. Commissioner Hallan seconded, motion carried.

Sheriff Cole presented the termination of Dispatcher Danna Anderson effective March 15, 2012. Commissioner Rossow motioned to approve as presented. Commissioner Pangerl seconded, motion carried.

Sheriff Cole presented for approval the hiring of Ellena Veldhouse Part-time Dispatcher effective March 23, 2012. Commissioner Pangerl motioned to approve as presented. Commissioner Hallan seconded, motion carried.

### Assessor

Assessor Schroeder presented for approval the hiring of Property Appraiser Martha Cote effective April 9, 2012 at \$15.03/hr B24. Commissioner Pangerl motioned to approve as presented. Commissioner Hallan seconded, motion carried.

### Auditor/Treasurer

Auditor/Treasurer Clemmer presented for approval a Cancellation of State Contracts resolution. Commissioner Carlson motioned to approve the resolution as presented. Commissioner Hallan seconded, resolution passed unanimously.

#### **Resolution #032012-01**

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

Gregory D. Davis, 304 2<sup>nd</sup> St SW, Hinckley, MN 55037

Lots 3 & 4, Block 148, Townsite of Hinckley

PID #40.5237.000

Date of Purchase: September 4, 2009

Purchase Amount: 9,118.54; Balance: \$7,386.02

Default: 2011 Annual Payment - \$1,743.92; 2011 Taxes – \$895.44

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 of repurchase contracts as provided for in M.S. 282.01.

Auditor/Treasurer Clemmer requested a Public Hearing date for Off Sale Liquor at Countryside Campground. Commissioner Carlson motioned to set a Public Hearing for April 3, 2012 at 10:30 a.m. in the Pine County Boardroom. Commissioner Hallan seconded, motion carried.

### Administrator

Administrator LeBrun presented for approval a PERA resolution for eligible Sheriff's Deputies. Commissioner Hallan motioned to approve the resolution as presented. Commissioner Rossow seconded, resolution passed unanimously.

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.

Administrator LeBrun presented for approval to proceed with the process of demolition of the Old Jail Facility. Commissioner Pangerl motioned to proceed. Commissioner Carlson seconded, motion carried.

Administrator LeBrun presented for approval to proceed with the bidding process of Tuckpointing the Pine Government Center and to transfer \$150,000 from 2012 CPA to the Building Fund. Commissioner Rossow motioned to approve as presented. Commissioner Hallan seconded, motion carried.

Administrator LeBrun presented for approval building upgrades to Public Works facilities in Pine City and Sandstone. Commissioner Carlson motioned to approve as presented. Chairman Hallan seconded, motion carried.

Administrator LeBrun presented for approval the employee contract with the Road & Bridge Supervisors Unit for 2012-13. Commissioner Carlson motioned to approve as presented. Chairman Chaffee 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.

### **County Attorney**

Commissioner Carlson motioned to reconsider board action of March 6<sup>th</sup> regarding judgement on behalf of Carrie Major. Commissioner Hallan seconded, motion carried.

Commissioner Carlson motioned to approve payment of judgement of \$1255 to Carrie Major. Commissioner Pangerl apologized to Carrie Major. Commissioner Rossow seconded, motion carried.

### **Commissioner's Report**

Commissioner Pangerl commented on a large turnout at the SWCD meeting.

Commissioner Carlson commented on purchasing of parts and supplies locally and the Sandstone Hospital transition committee's letter to legislators.

## Upcoming Meetings Announced

Arrowhead Counties Association legislative meeting, Tuesday, March 20, 2012, 6:00 p.m.  
Mancini's Steak House, St. Paul, MN

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

Committee of the Whole meeting, Tuesday, March 27, 2012, 10:00 a.m. Boardroom, Pine  
County Courthouse, Pine City, MN

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

Township Officers meeting, Saturday, March 31, 2012, 9:00 a.m. American Legion,  
Hinckley, MN

Pine County Board meeting, Tuesday, April 3, 2012, 7:00 p.m. Boardroom, Pine County  
Courthouse, Pine City, MN

With no further business, Chairman Chaffee adjourned the County Board meeting at 3:22  
p.m., until the next scheduled County Board Meeting on April 3, 2012 at 10:00 a.m. in the  
Boardroom of the Pine County Courthouse.

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Mark LeBrun, Administrator  
Clerk to County Board

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Steve Chaffee, Chair  
Board of County Commissioners



# PINE COUNTY PUBLIC WORKS

## HIGHWAY DEPARTMENT

405 Airport Road NE  
Pine City, MN 55063

Telephone 320-216-4200  
Fax: 320-629-6736  
1-800-450-7463 Ext. 4200

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

### Pine County Land Surveyor Monthly Report

March 2012

Bruce Bunker Survey Crew Chief resigns 03/09/12.

Instructor at the MN DOT Surveyors Annual Conferences.

CR 120, T39N R22W Section 31, search for, set, tie out PLSS corner, and update files.

T42N R15W section 31, MN/WI state line, research records, compute search areas, set GPS control, search for, set, tie out and GPS PLSS corner, map GLO topo calls, download data and update files.

CSAH 61, T38N R21W, research records, compute search areas, set GPS control, search for, set, tie out and GPS PLSS and private corners, map GLO topo calls, download data and update files.

Create and file PLSS corner Certificates done by County Surveyor.

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

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

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

Review and file PLSS corner certificates provided by private surveyors.

Robin T. Mathews, Pine County Surveyor

**Committee of the Whole meeting summary minutes, March 27, 2012.  
Boardroom, Pine County Courthouse**

Chairman Chaffee called the meeting to order at 10:00 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.

Gary Koland presented additional information on the new Pine County Historical Society building in Askov. Mike Swirdow, Arla Budd, Harvey Klar, and Dick Lindig provided additional information and support. Request was made for additional funding of \$30,000/year for the next 5 years. Issue will be presented at the April 17<sup>th</sup> Board meeting.

Dean Dronen and Ben Weiner presented information on the Veteran's Council fundraising and the need to either pursue non-profit status or for Pine County to receive funds on behalf of the council. Veteran's Council will return with recommendation.

Administrator LeBrun presented a request from PHASE to use the County's Bonding capacity for a refinanced loan of \$375,000. Board will consider at the April 3<sup>rd</sup> Board meeting.

Administrator LeBrun presented a proposed sublease by the City of Pine City to Pine Technical College in the Pine Government Center. Board will consider at the April 3<sup>rd</sup> Board meeting. Further discussion took place on the rental rates assessed to HHS space at the Pine Government Center. Board will consider at the April 17<sup>th</sup> HHS Board meeting.

Administrator LeBrun presented the job description for County Administrator and discussion took place on the hiring process to fill vacancy. Issue will be presented at the April 3<sup>rd</sup> Board meeting.

Auditor/Treasurer Clemmer presented an update on Redistricting.

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

**PINE COUNTY HRA SENIOR HOUSING**

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

<b>Sandstone Manor 510 Fifth Street Sandstone, MN 55072</b>	<b>Finlayson Manor 6524 Broadway Street Finlayson, MN 55735</b>
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The regular meeting of the Pine County HRA Senior Housing Board of Directors was held on February 23, 2012, at the Sandstone Manor. Commissioners of the HRA present were Dorothy Stockamp, Cheri Drilling, Arild Frederiksen, Dean Dronen, and Jan Oak. Staff members present were Executive Director Janice Gustafson and Resident Managers Evelyn Yocum and Susan Blake. There were no residents present.

1. The meeting was called to order at 2:00 P.M. by Board Chair D. Stockamp.
2. The minutes from January 26, 2012, were reviewed by the Board members. A motion was made by J. Oak and was seconded by C. Drilling to accept the minutes. Motion carried: Yeas 5, Nays 0.
3. The monthly financial statements and the investment report were presented by J. Gustafson. A motion was made by A. Frederiksen and was seconded by D. Dronen to approve the financial statements and the investment report. Motion carried: Yeas 5, 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 February 29, 2012, there will be two vacancies at the Sandstone Manor and three vacancies at the Finlayson Manor.
  - b) Board members discussed a bike rack for the Finlayson Manor. The bike rack was discussed last fall and was tabled until spring of 2012.

6. Resident Managers' Reports.

a) Finlayson Manor

1. S. Blake discussed a visit from the sheriff's department to the Finlayson Manor in response to a 911 call. The call was placed by a Finlayson Manor resident stating the laundry room posed a fire hazard. Two sheriff's department deputies thoroughly inspected the Finlayson Manor laundry room and found no basis for the 911 complaint. In the past, Irene Williams requested the Finlayson Fire Department and the HUD REAC Inspector to examine the Finlayson Manor laundry room for fire hazards. Neither of these two independent inspectors found any problems or any basis for the resident complaint.
2. S. Blake received a written complaint from Irene Williams, FM #4, stating Federal laws were being violated at the Finlayson Manor because residents were having an interdenominational bible study in the community room once a week. The Board members unanimously reassured S. Blake they did not agree with the complaint and the bible studies could continue.

b) Sandstone Manor. E. Yocum reported things are going very well at the Sandstone Manor. The residents are enjoying playing bingo, putting together puzzles, and having valentine parties.

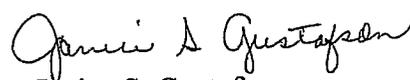
7. Resident Comments/Questions. There were no residents present.

8. New Business: The Board of Directors went into closed session at 2:40 and went back into open session at 3:00. The Board agreed unanimously to send a second certified restricted delivery letter to Finlayson Manor #4 resident citing serious lease and pet rule violations.

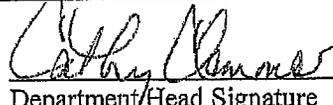
9. A motion was made by C. Drilling and was seconded by A. Frederiksen to adjourn the meeting at 3:01 P.M. Motion carried: Yeas 5, Nays 0.

10. The next regular scheduled meeting is March 22, 2012, at the Finlayson Manor.

  
Dorothy Stockamp  
HRA Board Chair

  
Janice S. Gustafson  
Executive Director

**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  April 3, 2012	Consent Agenda <i>(Please Circle)</i>  Regular Agenda Estimated Time: <i>(Please Circle)</i> 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department requesting Action:  <b><u>Auditor/Treasurer</u></b>	 3-26-12 Department/Head Signature Date

<p><b>Item for Discussion:</b></p> <p><i>March 2012 Disbursements</i></p>          <p><b>Board Action Requested:</b> (Attach additional pages if needed)</p>          <p align="center">Supporting Documents: Attached None</p>
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\*\*\*\*\* Pine County \*\*\*\*\*

DISBURSEMENTS JOURNAL REPORT Specific Dates: 03/01/2012 - 03/31/2012

CATHYJ  
3/28/12 1:46PM

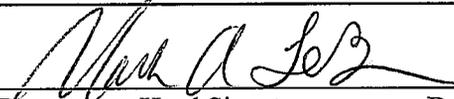
RECAP BY FUND	FUND	AMOUNT	NAME
	1	336,829.04	GENERAL REVENUE FUND
	13	198,950.19	ROAD & BRIDGE FUND
	21	37,198.03	800 MHZ PROJECT FUND
	22	46.00	LAND MANAGEMENT FUND
	38	4,147.23	BUILDING FUND
	76	228,732.79	GROUP HEALTH INS FUND 5/1/95 (GEN)
	80	7,827.00	COUNTY COLLECTIONS AGENCY FUND
	82	2,262.80	TAXES AND PENALTIES AGENCY FUND
		815,993.08	Total Disbursements

RECAP BY TYPE	TYPE	AMOUNT	NAME
	1	821,547.11	AUD
	3	5,554.03	MVC
		815,993.08	Total Disbursements





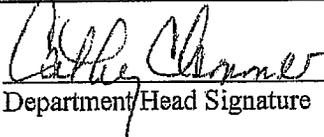
**PINE COUNTY REQUEST FOR BOARD ACTION**

<p>Requested Board Date:</p> <p><b>April 3, 2012</b></p>	<p>Consent Agenda <i>(Please Circle)</i></p> <p>Regular Agenda                  Estimated Time: <i>(Please Circle)</i>  <u>10 Min.</u> 15 Min.                  Time needed                  30 Min. 45 Min. 1 hour</p>
<p>Department Requesting Action:</p> <p>Pine County Public Works</p>	<p> <u>3/23/12</u>                  Department Head Signature Date</p>

<p><b>Item for Discussion:</b> (one form per item)</p> <p>2011 Highway Annual Report</p> <p><b>Board Action Requested:</b> (Attach additional pages if needed)</p> <p>Accept and Approve</p> <p style="text-align: center;">Supporting Documents: Attached None</p>
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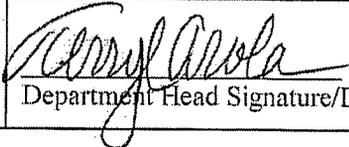


**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  April 3, 2012	Consent Agenda <i>(Please Circle)</i>  <u>Regular Agenda</u> Estimated Time: <i>(Please Circle)</i> 5 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department requesting Action:  <b><u>Auditor/Treasurer</u></b>	 Department/Head Signature 3-26-12 Date

<p><b>Item for Discussion:</b></p> <p><i>Approve Election Conference attendance in St. Cloud for Cathy Clemmer and Terry Lovgren on May 2 &amp; 3, 2012. Total Cost - \$50.00</i></p>          <p><b>Board Action Requested:</b> (Attach additional pages if needed)</p>          <p align="center">Supporting Documents: Attached None</p>
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**PINE COUNTY  
REQUEST FOR BOARD ACTION**

Requested Board Date: April 3, 2012  FLEXIBILITY: YES <u>NO</u>	Estimated Time: Consent Agenda <u>5 Min.</u> 10 Min. 15 Min. 30 Min. 45 Min. 1 hour
<u>County Probation</u> Department Requesting Action	 3/13/2012 Department Head Signature/Date

<p><b>Item for Discussion:</b> (one form per item)  <i>Pre-trial Agent Maternity Leave</i></p> <p><b>Board Action Requested:</b> (Attach additional pages if needed)</p> <ul style="list-style-type: none"> <li>• <i>Approve 12 week paid/unpaid FLMA maternity leave for Tessa Nelson beginning about June 4<sup>th</sup>, 2012</i></li> <li>• <i>Authorization to hire part-time 25 hour per week temporary agent during the maternity leave as recommended by the Personnel Committee on March 12<sup>th</sup>, 2012.</i></li> </ul> <p style="text-align: right;">Supporting Documents: <i>Presented to the Personnel Committee</i></p>
<p><b>Background/Previous Action:</b>  <i>Pine County Probation has routinely sought and received full-time maternity leave replacements for agents in the past to cover workload responsibilities while the agent is out. The current fiscal environment makes this more challenging. As a result, options for less than full-time coverage were also presented to the Personnel Committee.</i></p> <p><i>To offset personnel costs, the probation department will be receiving \$ 2900 unbudgeted revenue in 2012 as the RLE Federal Stimulus grant closes out. In addition, there will be a budget savings of at least \$ 1670 for two weeks unpaid leave.</i></p> <p><i>The 25 hour per week temporary agent will work 7 AM to noon to cover all daily bail study investigations and the in-custody court calendar. This is the highest priority of Agent Nelson's workload and ensures less disruption for agents covering other work responsibilities in her absence.</i></p> <p><b>Budgetary Implications:</b>  <i>To cover this temporary position the 2012 probation personnel budget will increase by no more than \$ 454.</i></p> <p><i>In addition, the DOC has confirmed that the temporary position will be eligible for CPO reimbursement to be received in calendar year 2013. This will bring approximately \$ 1500 reimbursement back to the county next year.</i></p>

**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  April 3, 2012	Consent Agenda <i>(Please Circle)</i>  Regular Agenda Estimated Time: <i>(Please Circle)</i> <u>    </u> Min.                      Min. <small>Time needed</small> 20 Min.    45 Min.    1 hour
Department requesting action:  <u>HHS</u>	<hr/> Department Head Signature                      Date

<p><b>Item for Discussion:</b></p> <p><i>Contracting with Riverwood centers to provide children's mental health services until Pine County can hire. This is a continuation of the original contract that ended March 31 and will continue until April 30, 2012 with an ability to continue on a month to month basis if needed and agreed by both parties.</i></p> <p><b>Board Action Requested:</b> (Attach additional pages if needed)          Approve the contract addendum between Pine County and Riverwood Centers.</p> <p align="right">Supporting Documents:    Attached    None</p>
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**ADDENDUM TO PINE COUNTY HEALTH & HUMAN SERVICES AND  
RIVERWOOD CENTERS  
2012-2013 CONTRACT**

WHEREAS, Pine County Health & Human Services has a contract with Riverwood Centers for the period January 1, 2012 through December 31, 2013; and

WHEREAS, the County wishes to purchase Children's Mental Health Services from the Contractor; and

WHEREAS, the Contractor represents that it is duly qualified to perform such services,

NOW, THEREFORE, in consideration of the mutual understandings and agreements set forth, the County and the Contractor agree that in accordance with State law the contract shall be amended to include Children's Mental Health Services – these services are to be effective 1-1-12 – 3-31-12. Services will be extended through 4-30-12 and may continue on a month-to-month basis, as agreed upon by the both parties, and confirmed via e-mail or written notice through 12-31-2012.

**Cost and Delivery of Purchased Services**

Children's Mental Health Case Management – staff persons qualified to perform Rule 79 case management services will be hired by the Center to provide children's mental health case management to eligible Pine County residents. The cost of salary, benefits, and expenses will be billed to the county. MA payments received by the Center for these services will be submitted to Pine County. The MA rate for children's mental health case management services will be \$675.00. The MA rate for adult mental health case management services will be \$826.00.

Actual cost will be \$40,614.01 plus expenses for the first quarter of 2012 – this amount paid in advance. Actual monthly cost will be \$13,538.00 plus expenses thereafter – this amount paid in advance.

Approved as to form: \_\_\_\_\_  
County Attorney Date

Approved:

\_\_\_\_\_  
Chair, Pine County Health & Human Services Board Date

\_\_\_\_\_  
Director, Pine County Health & Human Services Date

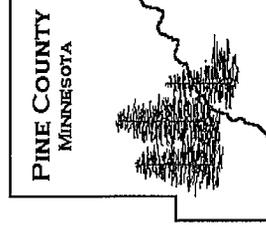
\_\_\_\_\_  
Director, Riverwood Centers Date



# COUNTY OF PINE

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## COUNTY ADMINISTRATOR



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### APPLICATION PROCESS

To be considered for the County Administrator position, please submit a cover letter with current salary, resume, three work-related reference letters and a Pine County Employment Application.

Submit Materials to:

County Administrator  
635 Northridge Drive NW  
Pine City, MN 55063

Ph: 320.591.1620

Fax: 320.591.1628

E-mail: [ilene.haavisto@co.pine.mn.us](mailto:ilene.haavisto@co.pine.mn.us)

Website: [www.co.pine.mn.us](http://www.co.pine.mn.us)

Following the deadline, candidates with the most relevant qualifications will be given interviews in May. Appointment anticipated in early June, upon the completion of references and background checks.

The County of Pine is an Affirmative Action/Equal Opportunity Employer and values diversity at all levels of the organization.



#### Administrator's Office

635 Northridge Drive NW  
Suite #200  
Pine City, MN 55063  
Phone (320) 591-1620  
Fax (320) 591-1628

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### COUNTY ADMINISTRATOR

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#### THE COMMUNITY

Located in East Central Minnesota, Pine County is situated along the wooded banks of the I-35 corridor, from Rock Creek to Sturgeon Lake, 65 miles north of the Minneapolis-St. Paul metropolitan area. Pine County serves as a recreational and business hub for nearly 30,000 people.

Pine County is comprised of the three major cities: Pine City, Hinckley and Sandstone. The County seat of Pine County is Pine City. Pine County is home to an abundance of cultural and recreational opportunities. The NW Company Fur Post, the Audubon Center of the North Woods, Pine County Fair, Hinckley Casino, Hinckley Fire Museum and the Sandstone History & Art Center plus an elaborate array of other attractions and cultural events serve to draw visitors from all over central Minnesota. The County is also home to Pine Technical College.

Covering approximately 1440 square miles, Pine County is supported by a wide mix of industries with logging, metal-working & fabricating, hospitality, printing, health care and professional services comprising the highest representation.

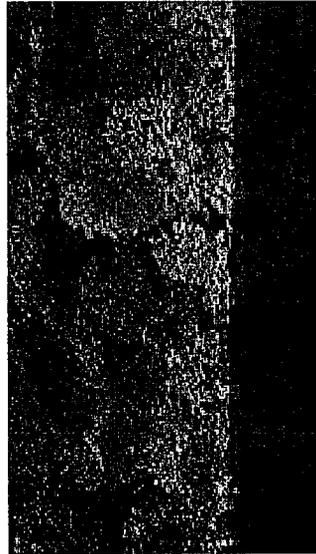
## COUNTY GOVERNMENT

Pine County is governed by a five member Elected County Board. The County is supported by a budget of approximately \$33 million, 220 full-time employees and approximately 25 part-time employees. County employees are represented by ten bargaining units.

In addition to all traditional County services, the organization also includes the enterprise operations of a Sheriff's Department, Public Works and Health & Human Services.

## THE IDEAL CANDIDATE

The ideal candidate will be an experienced government manager who has exceptional leadership, communication, and interpersonal skills. Specific qualifications are as follows: Graduation from an accredited college or university with a degree in public administration, business management, finance, or a related field, preferably supplemented by an advance degree in public administration. Prior experience as a County Administrator or its equivalent preferred, but not required.



## COMPETENCIES AND PERSONAL ATTRIBUTES

In addition to the experience and education described above, the desirable education and experience consist of the following:

- Thorough knowledge of the principles and practices of county government administration;
- Thorough knowledge of the organization forms, operating methods, and procedures of county government;
- Ability to plan, organize, direct, and coordinate a large organization involved in the full range of county government and activities and services;
- Ability to accurately interpret administration policies and to gain the cooperation of department heads and employees in their effective enactment;
- Ability to accurately analyze administrative operations and to present clear and concise recommendations;
- Ability to effectively represent the County and its members before the County Board, other governmental agencies, officials and the general public.

## COMPENSATION AND BENEFITS

The salary for the County Administrator will be negotiable with the County Board and will be based on the qualifications of the successful candidate. Current range is \$73,694-\$99,694. In addition, Pine County offers a comprehensive benefits package of PTO, Insurance and PERA retirement.



**Mark A. LeBrun**

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**From:** admin01@pinecitygov.com  
**Sent:** Monday, March 26, 2012 9:31 AM  
**To:** Mark A. LeBrun  
**Subject:** Lease?

County Board Members,

This is a request for permission to sublease a portion of our floor in the Pine Government Center to Pine Technical College to facilitate their spatial needs during the construction and renovation of their existing Customized Training Facility for the new Incubator Facility. We are discussing a possible one year lease to cover the expected timeframe of their construction project and would appreciate the County's approval of this sublease request. After, approval by the County Commissioners, the City would finalize a formal lease agreement and present a copy to the Pine County Board.

Thank you

Don Howard, City of Pine City



## Mark A. LeBrun

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**From:** Tom Koerber [Tom@northviewbank.com]  
**Sent:** Thursday, March 15, 2012 10:01 AM  
**To:** Mark A. LeBrun  
**Cc:** Tim Schmutzer (tschmutzer@pinehab.org); Mary Frances Skala (mskala@fryberger.com)  
**Subject:** Revenue Bond

Mark,

We are looking at completing a refinance for Pine Habilitation and Supported Employment, Inc. (PHASE). The refinance would pay off the current debt on the building and allow funds for remodeling the property located at 23385 Freeway Blvd, Pine City MN 55063. The legal description is Lot 5, Block 1, Freeway Park, Pine City, Minnesota. The Property Identification Number is 28.5729.000.

PHASE is a current 503C, and is an entity that would qualify for pass through revenue bond financing. We are asking to use the County's bonding capacity, but this would not make the county liable for repayment of this issue. The county sponsorship of this bond will allow PHASE to obtain a lower rate on their financing as it will be tax exempt. The lower rate and payment structure will allow PHASE to keep more money in the county, through the spending on the construction process, and the dollars available to them on the financing cost savings for other services or employment.

If possible we would like to use Mary Frances Skala at Fryberger and Buchanan to complete the documents for the PHASE, Northview, and Pine County. I understand if county policy is different than this, but would like to do this to keep the costs down for the parties involved. We can discuss this the day off the meeting.

The proposed bond would be for 375,000.00 for 15 years with a rate of 3.875 with monthly payments of \$2750.20. Please let me know if you need any additional information for the board meeting on April 3, 2012.

Thank you.

Sincerely

Thomas Koerber, Senior Vice President