



AGENDA

PINE COUNTY BOARD MEETING

Tuesday, May 15, 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 May 1, 2012 Board Meeting
- F) Approve Consent Items

Minutes of Boards, Committees and Board Memos, Newsletter

- 1. Pine County Meth Task Force Minutes, April 2012
- 2. Personnel Committee Minutes, May 8, 2012
- 3. Pine County HRA Senior Housing Minutes, March 2012

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

Auditor

- 1. Cash Balance as of April 30, 2012

Revenue Fund	\$ (1,142,806.89)
Health and Human Services Fund	\$ 1,316,896.90
Road and Bridge Fund	\$ 7,240,378.19
Land Management Fund	\$ 1,046,751.86

2. Applications for Abatement –
Compass North Development, 1300 Northridge Dr NW, Pine City, PID 42.0039.004,
pay 2011 & 2012
Phyllis & Stephen Stayner, 1 Pokegama Ave W, Henriette, PID 39.0012 & 39.0013.000,
pay 2012
3. Application for Exempt Permit for Kettle Kinship to conduct MN lawful gambling on
September 2, 2012 at Heidelberger Farm Equipment, 3923 State Hwy 70, Pine City
(Royalton Twp)

Probation

1. Acknowledge the appointment by Pine County Judicial bench of Kristi L Benedict as Temp
PT Probation Agent effective June 4, 2012 at \$17.56/hr

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

(Times are approximate)

1:05 p.m. Sheriff

1. Acknowledge and accept a donation of \$2,500 from the Corporate Commission of the Mille
Lacs Band of Ojibwe Indians to the Pine County Sheriff's Volunteer Posse
2. Acknowledge and approve the hiring of PT Dispatcher Donald Scullard effective May 29,
2012 at \$15.57/hr B23
3. Acknowledge and approve the hiring of Sheriff's Secretary Elisabeth Stannard effective May
18, 2012 at \$12.89/hr B21
4. Acknowledge and approve the promotion from PT to FT Deputy's Patrick Ellstrom and Adam
Kenow effective May 6, 2012
5. Approve internally filling FT Correction Officer position

1:30 p.m. Administrator

1. Public Hearing for Capital Improvement Plan

1:40 p.m. Probation

1. RLE Federal Stimulus Grant Final Report

1:50 p.m. Administrator

2. Acknowledge and approve the hiring of MIS Support Specialist Thomas Keefe effective May 16, 2012 at \$15.03/hr B24
3. Authorize hiring of Architect to provide specifications and inspection for Pine Government Center tuckpointing project
4. Acknowledge and approve the hiring of 4H Summer Assistant Cassie VonRueden effective May 29, 2012 at \$11.45/hr A13
5. Approve County Administrator hiring process/schedule
6. Appoint Mark LeBrun as Interim County Administrator effective May 31, 2012- June 29, 2012

2:20 p.m. Commissioner's Report

Upcoming Meetings

NLX meeting, **Wednesday, May 23, 2012, 10:00 a.m.** Boardroom, Pine County Courthouse, Pine City, MN

Management Team meeting, **Tuesday, May 22, 2012, 9:00 a.m.** Jury Assembly room, Pine County Courthouse, Pine City, MN

Pine County Board Meeting **Tuesday, May 29, 2012 9:00 a.m.** Boardroom, Pine County Courthouse, Pine City, MN

Pine County Board Meeting **Tuesday, June 5, 2012 10:00 a.m.** Boardroom, Pine County Courthouse, Pine City, MN

MINUTES OF PINE COUNTY BOARD MEETING

Regular Meeting

Tuesday, May 1, 2012, 10:00 a.m. Boardroom, Pine County Courthouse

Chairman Chaffee called the meeting to order at 10:00 a.m. Present were Commissioners Doug Carlson, Steve Hallan, Curt Rossow and Mitch Pangerl. Also present was County Attorney John Carlson.

The Pledge of Allegiance was said.

Chairman Chaffee recognized the retirement of Deborah Neubauer and the Board thanked her for over 37 years of service to the County.

Chairman Chaffee called for public comment. Dave Ostenson, Hinckley commented on Commissioner redistricting. Linda Haug, Pine City commented on Commissioner redistricting.

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

Commissioner Rossow moved to approve the minutes of the April 17, 2012 regular meeting. Commissioner Hallan seconded. Motion carried.

Commissioner Carlson moved to approve the amended consent agenda. Commissioner Pangerl seconded. Motion carried.

Minutes of Boards, Committees and Board Memos, Newsletter

1. Pine County Land Surveyor Report, April, 2012
2. Pine County HRA Senior Housing minutes, March, 2012
3. Commissioner Redistricting Public Hearing summary minutes, April 10, 2012

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

Auditor/Treasurer

1. April 2012 Disbursements
2. Application for Exempt Permit for Moose Lake Area Chamber of Commerce to conduct Minnesota lawful gambling on October 12, 2012 at the Moose Lake Golf Course, 35311 Parkview Dr, Sturgeon Lake (Windemere Twp).

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

Sheriff

Sheriff Cole presented for approval the voluntary resignation of full time Sheriff's Deputy Thomas Pitzen as of 4-22-2012. Commissioner Rossow motioned to approved as presented. Commissioner Carlson seconded. Motion carried.

Sheriff Cole presented for approval the promotion of two part-time deputies to full-time status, effective May 6, 2012. Referred to Personnel Committee.

Sheriff Cole presented an update to the 800 MHz project. Commissioner Hallan suggested talking again to the consultant. Meeting is scheduled for May 2, 2012 with Motorola and others. Chairman Chaffee requested Commissioner Hallan and Commissioner Pangerl in addition to Sheriff Cole attend and report back to the full Board. Acknowledged.

Auditor/Treasurer

Auditor/Treasurer Clemmer presented additional redistricting information. Commissioner Carlson stated the County Board should be proud to have considered and looked at redistricting and its process and resents the political connotations. Commissioner Carlson motioned for a roll call vote to accept the following redistricting resolution:

Resolution for Adoption of County Commissioner Districts

WHEREAS, Minnesota Statutes Chapter 375 establishes the procedure and requires a process for redistricting County Commissioner districts based on population figures from the Federal Census; and,

WHEREAS, Minnesota Statute Section 204B.135, subd. 2 requires that County Commissioner Districts be redistricted within 80 days of when the legislature has been redistricted or at least 15 weeks before the state primary election, whichever comes first; and

WHEREAS, pursuant to these statutes the 2010 Federal Census population figures shall be used to redistrict the Pine County Commissioner Districts by May 1, 2012, and that Commissioner Districts shall be bounded by town, municipal, or precinct lines; and,

WHEREAS, the Pine County Board of Commissioners has considered the possibility or potential for maximizing minority representation on the board of commissioners; and

WHEREAS, Pine County published a three week notice in each of the four newspapers located in Pine County; and,

WHEREAS, Pine County conducted two public meetings on redistricting on April 10, 2012 and April 17, 2012; and

WHEREAS, Pine County considered five redistricting plans submitted by members of the public and each of the plans promoted a more equal population. The County Board of Commissioners by a roll call vote chose to reestablish the commissioner districts in accordance with the 2002 redistricting plan due to the submitted plans not being as compact and regular as possible. The population disparity improvement was not significant enough to justify a change in the existing commissioner districts. A number of the plans involved large shifts of residents from one district to another. Minnesota Statute 375.025, subd. 1 does not require redistricting of the commissioners districts; no commissioner district varies more than 10% of the average of all of the districts in the County.

NOW, THEREFORE BE IT RESOLVED that the Pine County Board of Commissioners hereby redistricts the County of Pine, following town, municipal, or precinct lines as reestablished on May 1, 2012, and reestablishes the length of terms as follows:

- District 1 - City of Pine City, City of Rock Creek and Pine City Township (continuation of current term, 2014 Election)
- District 2 - City of Brook Park, City of Henriette, Brook Park Township, Chengwatana Township, Mission Creek Township, Pokegama Township, Royalton Township (continuation of current term, 2014 Election)
- District 3 - City of Hinckley, Arlone Township, Arna Township, Barry Township, Clover Township, Crosby Township, Dell Grove Township, Hinckley Township, Munch Township, Ogema Township, Wilma Township (4-year term, 2012 Election)
- District 4 - City of Bruno, City of Denham, City of Finlayson, City of Rutledge, City of Sturgeon Lake, City of Willow River, Birch Creek Township, Bremen Township, Kettle River Township, Norman Township, Pine Lake Township, Windemere Township (4-year term, 2012 Election)
- District 5 - City of Askov, City of Kerrick, City of Sandstone, Bruno Township, Danforth Township, Finlayson Township, Fleming Township, Kerrick Township, New Dosey Township, Nickerson Township, Park Township, Partridge Township, Sandstone Township (continuation of current term, 2014 Election)

BE IT RESOLVED that the County Administrator is directed to file the redistricting plan with the County Auditor by May 1, 2012, to be effective on June 1, 2012, for the 2012 primary and general election and publish in the Pine County Courier, with copies provided to the Askov American, Hinckley News and Pine City Pioneer.

BE IT FINALLY RESOLVED that the districts are, for illustrative purposes, identified in a map of the county attached hereto and marked Exhibit A which be reference is hereby made a part hereof.

Dated at Pine City, Minnesota this 1st day of May, 2012.

Roll call: District 1 – Yes
 District 2 – Yes
 District 3 – Yes
 District 4 – Yes
 District 5 – Yes

Motion carried.

Sheriff continued

Sheriff Cole presented for approval three lease agreements with the State of Minnesota to place new paging equipment at three state tower sites in the County. Commissioner Hallan motioned to approve as presented. Commissioner Rossow seconded. Motion carried.

Sheriff Cole presented for approval the VHF Interoperable Frequency Use Agreement between the State of Minnesota and Pine County and stated there were no costs associated with the agreement. Commissioner Hallan motioned to approve as presented. Commissioner Pangerl seconded. Motion carried.

Commissioner Carlson requested any fire chiefs in attendance be allowed to address the Board with their thoughts concerning the 800 MHz system migration. Robert Fischer, Finlayson Fire Chief and Steve Nelson, Bruno Volunteer Fire Department Chief expressed concerns over needing to update their current VHF paging systems.

County Attorney

Attorney Carlson presented a request for Terri Janssen to attend MCCC Annual Conference June 4-7, 2012. Hotel, meals and mileage. Room total - \$315.40. Commissioner Rossow motioned to approve. Chairman Chaffee seconded. Motion carried.

Attorney Carlson and Assistant County Attorney Aimee Cupelli presented information concerning the Pokegama Township blight property located on Canalville. Additional memo presented by Land/Zoning Director, Kurt Schneider. Recommendation to approve the following resolution:

RESOLUTION TO APPOINT THE DIRECTOR OF THE PINE COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES OR ITS DESIGNEE TO ACT UPON BEHALF OF THE PINE COUNTY BOARD UNDER THE LOCAL PUBLIC HEALTH ACT.

WHEREAS, on March 27, 1991, Pine County and Kanabec County established a Joint Community Health Board, and

WHEREAS, the Joint Powers Agreement of the Joint Community Health Board authorizes Pine County to establish a board of health under Minnesota Statutes 145A.03; and

WHEREAS, the Joint Powers Agreement further delegates all of the powers and duties of a health board under Minnesota Statutes 145A.03, 145A.04, 145A.07, Subd. 2 and 145A.08 to the Pine County board of health; and

WHEREAS, pursuant to Minnesota Statutes 145A.04, Subdivision 2, “[a] board of health must appoint, employ, or contract with a person or persons to act on its behalf. The board shall notify the commissioner of the agent's name, address, and phone number where the agent may be reached between board meetings and submit a copy of the resolution authorizing the agent to act on the board's behalf”; and

WHEREAS, Pine County does not have a board of health; and

WHEREAS, pursuant to Minnesota Statute 145A.03, Subdivision 1(a), “[t]he governing body of a...county must undertake the responsibilities of a board of health or establish a board of health and assign to it the powers and duties of a board of health”;

NOW THEREFORE, be it resolved that the Pine County Board of Commissioners hereby appoints the Director of the Pine County Department of Health and Human Services or his/her designee to act upon behalf of the Pine County Board of Commissioners in matters pursuant to the Local Public Health Act, Minnesota Statutes §§ 145A.01 *et seq.*

Motion by Commissioner Pangerl to approve the resolution and appointment of Linda Cassman to act on behalf of the Pine County Board under the Local Public Health Act. Commissioner Hallan seconded. Resolution carried unanimously.

County Assessor

Assessor Schroeder presented for approval attendance to the Minnesota Association of Assessing Officers Summer Seminar attendance by Troy Stewart and Karen Stumne, May 23-23, 2012 at the Holiday Inn in St. Cloud. Total cost - \$320.00. Motion by Commissioner Rossow to approve as presented. Commissioner Hallan seconded. Motion carried.

Health and Human Services

Linda Cassman presented approval of the appointment of Social Workers (C42) to full time employment effective immediately –

Roxanne Anderson, Step 3 - \$20.98/hr

Jodi Dixon, Step 1, \$18.72/hr (Appoint as Emergency Appt – 67 days)

Jennifer Elliot, Step 1 - \$18.72/hr
(Children's Mental Health Workers from Riverwood Center)

Motion by Commissioner Hallan to approve as presented. Commissioner Carlson seconded.
Motion carried.

Commissioner's Report

Commissioner Carlson asked if there were any applications received for the County Administrator position. Auditor/Treasurer Clemmer stated she was not aware of any.

Upcoming Meetings Announced

Personnel Committee meeting, **Tuesday, May 8, 2012, 9:00 a.m.** Administrator's Conference Room, Pine City, MN

Pine County Health and Human Services Board Meeting, **Tuesday, May 15, 2012, 10:00 a.m.** Public Health Building, Sandstone, MN

Pine County Board Meeting, **Tuesday, May 15, 2012, 1:00 p.m.** Public Health Building, Sandstone, MN

With no further business, Chairman Chaffee adjourned the County Board meeting at 11:16 a.m., until the next scheduled County Board Meeting on May 15, 2012 at 1:00 p.m. at the Public Health Building, Sandstone.

Cathy J. Clemmer, Auditor/Treasurer
Acting Clerk to County Board

Steve Chaffee, Chair
Board of County Commissioners

**Pine County Methamphetamine Task Force
Minutes
April 9, 2012**

*Task Force Mission – To reduce methamphetamine and other illegal drug use and manufacture
in Pine County.*

Attendance: Commissioner Doug Carlson, Don Faulkner, George Johnson, Sarah Weikle, Linda Cassman, and Janet Schumacher

Absent: John Carlson, Lori Carlson, Sheriff Robin Cole, Becky Foss, Ross Degerstrom, Steve Haavisto, Elaine Jensen, Jessica Jurgens, Susan Klapel, Gwen Lewis, Judge Martin, Mike McEachran, Phil Perrine, Commissioner Curt Rossow, Gretchen Skalicky, and Stephanie Youngberg

Excused Absence: Sandy Korf

Others Present: Bonnie Rediske

Meeting commenced at 3:00 pm by Co-Chair Linda Cassman in the Conference Room at the Public Health Building in Sandstone.

1. **Introductions**
2. **Review Minutes of 1/9/12** – Motion was made by Commissioner Carlson and seconded by Sarah Weikle to approve the minutes. Motion carried.
3. **Updates from last meeting**
 - a) **Linda Cassman**
 - **Financial Report**

\$6,189.79 - Unrestricted Balance on 12/31/11
\$239.17 - Revenue January, February, March
\$0 - Expenses January, February, March

\$6,428.96 – Unrestricted Balance as of 3/31/12

b) Reports from members, etc.

- **Bonnie Rediske** – Bonnie has viewed the Kanabec Co website – Substance Abuse Coalition of Kanabec County (SACK), which provides innovative programs and services that help keep Kanabec County residents strong and resilient against alcohol, tobacco and other drugs - the total initial cost for us to use the same vendor at Pine Co would be \$2,400 and then we would have control thereafter. She suggested that due to the pending merger we should hold off for now, however Linda Cassman felt we should move ahead with business as usual. Linda updated the committee on the pending merger - Commissioner Carlson indicated that he did not like the fact that Linda was not invited to the first meeting held regarding the merger and he still does not like it.

Kanabec is 1/2 the size of Pine Co – they spend more \$ on HHS. Talked about the positive/negative things with a merger – a Joint Committee has been set up and they are meeting every couple of weeks.

Commissioner Carlson would like to spend down our fund balance in the schools. Talked about grants for the schools again – these can go out any time. Don Faulkner is also in agreement to offer grants to the schools.

Talked about having a contest at the local schools to design a logo if we went with a MTF web site. There are a couple of classes where this could come out of. Pine Co has discussed redoing their website - possibly we could put a link on there with a link to all MTF info. Bonnie gets a lot of calls as to what available resources are out there for treatment. Sara indicated that a lot of that information is online.

George shared the CD he received of the situation in recent months in Blaine where there was a party/death due to use of synthetic drugs. Within 30 days of showing/discussing this at PCHS three students have come forward indicating that they have used and want to quit.

Talked about the theatre message – possibly we could use parts of the CD for this. Bonnie would like some local evidence/information for this – possibly from our local Drug Task Force. Kids need the most effective place to get this info on their technological devices. The message should be made available to all the local schools either in a classroom setting or at a general assembly. We could check with MIS to have it linked to the Pine Co website. Linda will check into using Dare Funds for any costs associated with a theatre add.

Sarah has a concern of the age group that would be viewing a message at the theatres about meth, etc. Talked about the idea of a mock crash at the Pine Co Fair – is it appropriate to have something like this at a place where there are small kids in attendance?

The next meeting is scheduled for Monday, July 9, 2012 from 3:00 pm – 4:30 in Pine City. (Location to be noted in agenda).

Meeting adjourned at 4:00 pm. Minutes prepared by Janet Schumacher

Directions to the New Courthouse in Pine City:

FROM NORTH – Take Interstate 35 South to the first Pine City Exit. At top of exit, take a left and turn left on Northridge Drive across from Super America - follow that road to the New Courthouse.

FROM SOUTH – Take Interstate 35 North to the second Pine City exit. At top of exit, take a right and turn left on Northridge Drive across from Super America - follow that road to the New Courthouse.

Directions to the Pine County Health & Human Services/Public Health Building in Sandstone:

FROM NORTH – Take Interstate 35 South to Askov/Finlayson exit. At top of exit, take a right and go to the stop sign, take a left (61/23) to Sandstone. As you approach the 61 Motel on the right, the HHS/Public Health Bldg is on the left.

FROM SOUTH – Take Interstate 35 North to Sandstone exit. At top of exit, take a right. Follow road (stay to the left of the BP Amoco Station) to stop sign; take a left (61/23) and go about 3 blocks – 61 Motel on the left, the HHS/Public Health Bldg is on the right.

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Personnel Committee Meeting Minutes of May 8, 2012 @ 9:00 am

Present: Mark LeBrun, Rick Boland, Sheriff Cole, John Carlson, Commissioner Steve Hallan, and Commissioner Curt Rossow.

1. Sheriff Cole discussed changes to background check process for non Sheriff's Department employees.
2. Jail Administrator Boland presented a request to internally fill a FT Corrections Officer position. Committee recommended approval.
3. Sheriff Cole presented a request to hire a FT Secretary at step 1. Committee recommended approval.
4. Sheriff Cole presented a request to promote two PT Deputies to FT. Committee recommended approval.
5. Discussion was held on the County Policy #28. Attorney Carlson will provide a recommendation after further research.
6. Administrator LeBrun discussed the 2013 Budget process and staffing requests. Committee recommends all staffing requests for 2013 and preliminary budgets be submitted by mid-July.
7. Administrator LeBrun presented 20 County Administrator applications for review and a proposed timeline. Committee recommended 5 finalists and process to proceed.
8. Committee recommended appointing Mark LeBrun as Interim County Administrator from May 31-June 29.

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 March 22, 2012, at the Finlayson 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. Finlayson Manor residents present were Donna Jenkins and Duane Flanum.

1. The meeting was called to order at 2:00 P.M. by Board Chair D. Stockamp.
2. The minutes from February 23, 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 Board Chair D. Stockamp 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 March 31, 2012, there will be one vacancy at the Sandstone Manor and three vacancies at the Finlayson Manor.
 - b) Bike Rack. A. Frederiksen and D. Dronen are working on the bike rack for the Finlayson Manor.

6. Resident Managers' Reports.

a) Finlayson Manor

1. S. Blake discussed the pot luck dinner she is organizing for the residents. The residents enjoy working on the puzzles and continue to meet weekly for an interdenominational bible study.
2. S. Blake also discussed a tree give away planned in the city of Finlayson and asked the Board about having trees planted at the Finlayson Manor. The Board members asked Susan to discuss the issue with the other residents and to present to the Board a plan citing the location, number, and types of trees they would like to be planted at the Finlayson Manor.

- 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 making pizzas together. Next week they are planning to have an egg bake brunch.

7. Resident Comments/Questions.

- a) Residents Donna Jenkins and Duane Flanum complained to the Board about the number of hours it took for the snow removal contractor to remove the snow from the parking lot and sidewalks after the March 7th snow storm. They stated the contractor was "obnoxious and demanding" in dealing with the residents when he was asking them to move their personal vehicles.
- b) Further, they stated the contractor made two swipes through the middle of the parking lot and did not plow either side of the parking lot because resident vehicles were parked on the reserved parking side of the lot and two resident vehicles (FM #7 and FM #8) were parked on the visitor side of the parking lot. The contractor didn't come back until the next day to finish the snow plowing of the parking lot and the shoveling of the sidewalks.
- c) The residents also complained about the cats and other wild animals (skunk and fox) that are being fed by another resident (FM #8) in the tree line outside the back door of the building. A cat house has been put in this area creating an eyesore which is visible from inside the Manor. This area is not the property of the HRA. D. Flanum presented photos taken the day of the storm of the parking lot and the back yard. The

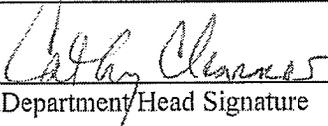
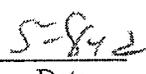
photos showed the snow was removed from the sidewalk and grass around and close to the cat house before the snow was removed from sidewalks in front of the building. Because of this, they thought stray cats were being treated as more important than the residents.

- d) The Board members requested D. Jenkins and D. Flannum put their complaints in writing and present this letter to the HRA office for follow-up action with the snow removal contractor.
8. New Business: The Board of Directors went into closed session at 2:55 and went back into open session at 3:24. The Board agreed unanimously to send a third certified restricted delivery follow up letter to Finlayson Manor #4 resident regarding serious lease and pet rule violations.
9. A motion was made by D. Dronen and was seconded by A. Frederiksen to adjourn the meeting at 3:25 P.M. Motion carried: Yeas 5, Nays 0.
10. The next regular scheduled meeting is April 26, 2012, at the Sandstone Manor.


Dorothy Stockamp
HRA Board Chair


Janice S. Gustafson
Executive Director

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: May 15, 2012	<u>Consent Agenda (Please Circle)</u> Regular Agenda Estimated Time: (Please Circle) 10 Min. 15 Min. <u>Time needed</u> 30 Min. 45 Min. 1 hour
Department Requesting Action: <u>Auditor/Treasurer</u>	 Department/Head Signature  Date

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



Pine County

CATHYJ
5/8/12

7:44AM

TREASURER'S CASH TRIAL BALANCE

As of 04/2012

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1	1,634,274.11			
	General Revenue Fund			
	Receipts	504,474.07	1,279,641.19	
	Disbursements	374,138.58	1,745,598.95	
	Payroll	677,848.97	2,780,288.27	
	Journal Entries	3,266.11	469,165.03	
	Fund Total	550,779.59	2,777,081.00	1,142,806.89
12				
	Health & Human Services			
	Receipts	48,546.79	349,162.62	
	Disbursements	61,255.38	231,864.76	
	Payroll	126,691.11	503,617.66	
	Journal Entries	40,618.20	120,663.75	
	Dept Total	98,781.50	265,656.05	2,121,719.31
12				
	Health & Human Services			
	Receipts	65,475.41	643,293.24	
	Disbursements	309,197.34	1,049,033.32	
	Payroll	111,223.02	443,401.59	
	Journal Entries	54,920.90	245,647.94	
	Dept Total	300,024.05	603,493.73	1,146,533.36
12				
	Health & Human Services			
	Dept Total	0.00	0.00	0.00
12				
	Health & Human Services			
	Receipts	89,661.24	196,469.82	
	Disbursements	21,073.15	102,904.29	
	Payroll	69,596.35	269,452.21	
	Journal Entries	0.00	269.38	
	Dept Total	1,008.26	175,617.30	278,419.98

41,361,896.90



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

As of 04/2012

TREASURER'S CASH TRIAL BALANCE

7:44AM

CATHYJ
5/8/12

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Fund Total	399,813.81 -	1,044,767.08 -		1,253,605.93
13 Road & Bridge Fund	5,839,814.23			
Receipts		35,340.71	2,884,763.30	
Disbursements		135,072.70 -	906,576.03 -	
Payroll		145,025.77 -	597,498.94 -	
Journal Entries		4,411.46 -	19,875.63	
Fund Total		249,169.22 -	1,400,563.96	7,240,378.19
14 Ditch Maintenance (Sr) Fund	11,775.47	0.00	4.03	11,779.50
Journal Entries		0.00	4.03	
Fund Total		0.00	4.03	
20 County-Wide Rehab (Sr) Fund	535.70			
Receipts		25,623.34	102,055.60	
Journal Entries		42,984.26 -	99,555.99 -	
Fund Total		17,360.92 -	2,499.61	3,035.31
21 800 MHz Project Fund	652,854.62			
Receipts		140,314.00	140,314.00	
Disbursements		7,406.43 -	267,119.71 -	
Fund Total		132,907.57	126,805.71 -	526,048.91
22 Land Management Fund	1,192,118.54			
Receipts		3,257.00	452,043.99	
Disbursements		1,788.76 -	16,968.50 -	
Payroll		9,783.17 -	38,890.16 -	
Journal Entries		0.00	541,552.01 -	



Pine County

As of 04/2012

TREASURER'S CASH TRIAL BALANCE

CATHYJ
5/8/12

7:44AM

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Fund Total		8,314.93-	145,366.68-	1,046,751.86
24 Ambulance (Sr) Fund	0.00			
Fund Total		0.00	0.00	0.00
29 Children's Collab (H&Hs) Agency Fund				
440 Childrens Collaborative (H&Hs)	110,830.04			
Receipts		0.00	23,091.00	
Disbursements		2,664.83-	78,466.42-	
Journal Entries		14.35	98.56	
Dept Total		2,650.48-	55,276.86-	55,553.18
Fund Total		2,650.48-	55,276.86-	55,553.18
32 Ecswc Bond Guarantee (Ds)				
Fund Total	0.00	0.00	0.00	0.00
33 2002 Cap - Equip Bond (Ds) Fund				
Fund Total	0.00	0.00	0.00	0.00
35 2004 Street Reconstruct Bond Fund				
Journal Entries	51,228.55	0.00	2,217.81	
Fund Total		0.00	2,217.81	53,446.36
37 County Railroad Authority				
Receipts	13,724.56-	0.00	516.01	
Disbursements		15,438.00-	15,438.00-	



Pine County

As of 04/2012

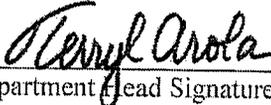
TREASURER'S CASH TRIAL BALANCE

CATHYJ
5/8/12 7:44AM

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
		0.00	671.11	
		15,438.00-	14,250.88-	27,975.44-
38	146,861.26	0.00	28,749.77-	
		0.00	28,749.77-	118,111.49
39	791,171.18	0.00	877,755.63-	
		0.00	28,282.18	
		0.00	849,473.45-	58,302.27-
40	0.00	0.00	0.00	0.00
41	624,790.39	0.00	693,315.63-	
		0.00	22,024.51	
		0.00	671,291.12-	46,500.73-
76	259,699.42-	219,185.40	874,433.89	
		198,607.75-	1,110,380.18-	
		6,396.25	25,585.00	
		26,973.90	210,361.29-	470,060.71-
80				

County Collections Agency Fund

**PINE COUNTY
REQUEST FOR BOARD ACTION**

Requested Board Date: May 15, 2012 FLEXIBILITY: YES <u>NO</u>	Estimated Time: <u>Consent Agenda</u> 5 Min. 15 Min. 30 Min. 45 Min. 1 hour
<u>County Probation</u> Department Requesting Action	 5/9/2012 Department Head Signature/Date

<p>Item for Discussion: (one form per item) <i>Pine County Judicial bench has appointed Kristi L Benedict as the temporary part-time probation agent beginning approximately June 4th, 2012 at starting agent salary of \$ 17.56 per hour.</i></p> <p>Board Action Requested: (Attach additional pages if needed) <i>Acknowledge appointment of Kristi L Benedict as temporary part-time probation agent</i></p> <p style="text-align: right;">Supporting Documents: <i>Attached Order</i></p>
<p><i>On April 3rd, 2012 the County Board approved the twelve week maternity leave for probation agent Tessa Nelson starting approximately June 4th, 2012. The Board also approved a part-time 25 hour per week temporary agent to cover during this leave. This is the individual who will be filling in during the leave.</i></p>

STATE OF MINNESOTA

COUNTIES OF ANOKA,
CHISAGO, PINE, KANABEC,
PINE, PINE,
WASHINGTON AND WRIGHT

DISTRICT COURT

TENTH JUDICIAL DISTRICT

ORDER APPOINTING

Kristi L Benedict

PROBATION OFFICER, PINE COUNTY

WHEREAS, Minnesota Statute, Section 244.19, Subdivision 1 sets forth the appointment of probation officers to serve the Court, and

WHEREAS, Minnesota Statute, Section 244.19, Subdivision 5 provides that the salary range to which each County Probation Officer is assigned, shall be determined by the Judges of the District Court based on the Officer's experience, tenure and responsibilities, and

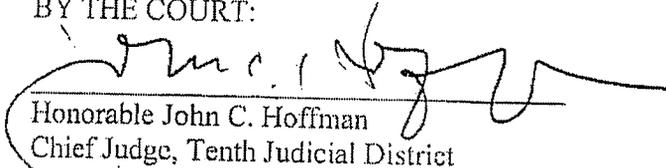
WHEREAS, the Judges Chambered in Pine County have recommended that Kristi L Benedict be appointed as a temporary Correction Agent for Pine County during the pendency of a leave,

NOW, THEREFORE, IT IS HEREBY ORDERED that effective June 4, 2012, Kristi L Benedict is temporarily appointed Correction Agent, at the hourly rate of \$17.56. This appointment will be effective for up to 12 weeks from June 4, 2012, or until further Order of this Court.

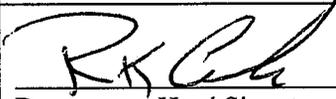
IT IS FURTHER ORDERED that a copy of this Order be filed with the Auditor of Pine County as provided by statute.

Dated this 8th day of
May, 2012

BY THE COURT:


Honorable John C. Hoffman
Chief Judge, Tenth Judicial District

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: May 15, 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>	 _____ 5-4-2012 Department Head Signature Date

Item for Discussion: (one form per item)

The Pine County Sheriff's Office Volunteer Posse received a charitable donation of \$2,500.00 from the Corporate Commission of the Mille Lacs Band of Ojibwe Indians. This donation will be placed in the Posse donation fund.

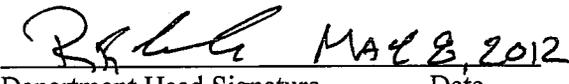
A thank you letter was mailed.

Board Action Requested: (Attach additional pages if needed)

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

Supporting Documents: Attached None

PINE COUNTY REQUEST FOR BOARD ACTION

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

<p>Item for Discussion: (one form per item)</p> <p>The Pine County Sheriff requests, the Pine County Board to approve the hiring of Donald Scullard as a Part-time Sheriff's Dispatcher B23 effective May 29, 2012, at the step one rate of 15.57 per hour.</p> <p>Request approve by the Personnel Committee</p> <p>Board Action Requested: (Attach additional pages if needed)</p> <p align="center">Supporting Documents: Attached None</p>

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: May 15, 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;">  Date </div> _____ Department Head Signature Date

Item for Discussion: (one form per item)

The Pine County Sheriff requests, the Pine County Board to approve the hiring of Elisabeth Stannard as a Sheriff's Secretary B21 effective 5-18-2012, at the step one rate of 12.89 per hour.

This hire fills the vacancy created by the resignation of Roxanne Orvis

Requested approved by the Personnel Committee.

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: May 15, 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 <u>MAY 8, 2012</u> Date

<p>Item for Discussion: (one form per item)</p> <p>The Pine County Sheriff requests Board approval to promote the following Part-time Deputies to Full-time status, effective May 6, 2012.</p> <p>Patrick Ellstrom Adam Kenow</p> <p>Rate of pay remains the same.</p> <p>These two positions are replacement position for Full-time Deputy's that have left the Sheriff's Office (Erickson, Pitzen).</p> <p>Approving these promotions reductions available Part-time Deputies to a total of four staffed positions, with two open positions:</p> <p>Request approved by Personnel Committee.</p> <p>Board Action Requested: (Attach additional pages if needed)</p> <p align="right">Supporting Documents: Attached None</p>
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PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: May 15, 2012	Consent Agenda <i>(Please choose)</i> Regular Agenda Estimated Time: <i>(Please Circle)</i> 5 Min 10 Min. 15 Min. <small>Time needed</small> 30 Min. 45 Min. 1 hour
Department requesting action: <u>Sheriff / Jail</u>	 5-09-12 Department Head Signature Date

Item for Discussion: (one form per item)

Request to fill one of the vacant Correction Officer positions that is currently being back-filled by part time Correction Officers.

Request reviewed and supported by personnel committee on 05-08-2012.

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: May 15, 2012	Consent Agenda <i>(Please Circle)</i> <u>Regular Agenda</u> Estimated Time: <i>(Please Circle)</i> _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department requesting Action: <u>Administrator</u>	 _____ Department Head Signature Date

<p>Item for Discussion:</p> <p><i>Public Hearing – Capital Improvement Plan – following the Hearing, 30-day waiting period before any bond issuance.</i></p> <p>Board Action Requested: (Attach additional pages if needed)</p> <p><i>Approve Resolution</i></p> <p align="right">Supporting Documents: Attached None</p>

**CERTIFICATION OF MINUTES RELATING TO GENERAL OBLIGATION CAPITAL
IMPROVEMENT PLAN BONDS**

Issuer: Pine County, Minnesota

Governing Body: Board of County Commissioners

Kind, date, time and place of meeting: A regular meeting held on May 15, 2012 at 1:30 p.m. at the Pine County Public Health/Public Works Building, 1610 Hwy 23 N, Sandstone, Minnesota.

Members present: County Commissioners Stephen Hallan, Mitch Pangerl, Steve Chaffee, Curt Rossow and Doug Carlson

Members absent: None

Documents Attached:

Minutes of said meeting (pages):

**RESOLUTION ADOPTING THE CAPITAL IMPROVEMENT PLAN 2012-2017 AND
AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN
BONDS**

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the bonds referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said bonds; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer this ____ day of May, 2012.

Mark LeBrun, County Administrator

Commissioner _____ introduced the following resolution and moved its adoption, which motion was seconded by Commissioner _____:

**RESOLUTION ADOPTING THE CAPITAL IMPROVEMENT PLAN 2012-2017 AND
AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION CAPITAL IMPROVEMENT
PLAN BONDS**

WHEREAS, the Board of County Commissioners (the "Board") of Pine County, Minnesota (the "County") has prepared the Capital Improvement Plan 2012-2017 (the "CIP") pursuant to Minnesota Statutes, Section 373.40; and

WHEREAS, during the course of the preparation and review of the CIP, the Board has considered, for each capital improvement and for the CIP overall: the condition of the County's existing infrastructure, including the projected need for repair or replacement; the likely demand for the improvements; the estimated cost of the improvements; the available public resources; the level of overlapping debt in the County; the relative benefits and costs of alternative uses of the funds; operating costs of the proposed improvements; and alternatives for providing services most efficiently through share facilities with other counties or local government units; and

WHEREAS, the CIP covers at least a five-year period beginning with the date of its adoption; sets forth the estimated schedule, timing, and details of specific capital improvements by year, together with the estimated costs, the need for the improvements, and sources of revenue to pay for the improvements; and

WHEREAS, the County intends to issue its Capital Improvement Plan Bonds (the "Bonds") to finance capital projects described in the CIP, pursuant to Minnesota Statutes, Section 373.40; and

WHEREAS, pursuant to Minnesota Statutes, Sections 373.40, the County has published notice of its intent to adopt the CIP, its intent to issue the Bonds thereunder, and the time and date of the hearing to obtain public comment on the matter at least fourteen (14) but not more than twenty-eight (28) days prior to the date hereof; and

WHEREAS, the County has held a public hearing on May 15, 2012, to obtain public comment on its intent to adopt the CIP and to issue the Bonds;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PINE COUNTY, MINNESOTA:

SECTION 1. ADOPTION. The CIP is hereby adopted.

SECTION 2. ISSUANCE OF BONDS. It is hereby determined to be in the best interests of the County to issue its General Obligation Capital Improvement Plan Bonds, pursuant to Minnesota Statutes, Section 373.40 and Chapter 475, to finance capital improvements as described in the CIP.

SECTION 3. SALE MEETING: This Board shall meet at a time to be determined by consultation between the County Administrator and Ehlers & Associates, Inc. for the purpose of considering sealed bids for the purchase of the Bonds and of taking such action thereon as may be in the best interests of the County. Ehlers & Associates, Inc. as independent financial advisor, pursuant to Minnesota Statutes, Section 475.60, subdivision 2, paragraph (9) is hereby authorized to solicit bids for the Bonds on behalf of Pine County on a negotiated basis.

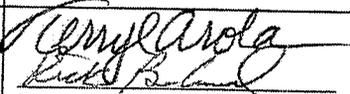
Approved by the Pine County Board of Commissioners this ____ day of May, 2012.

Steve Chaffee, Chair

Attest:

Mark LeBrun, County Administrator

**PINE COUNTY
REQUEST FOR BOARD ACTION**

Requested Board Date: Next FLEXIBILITY: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	Estimated Time: Consent Agenda <u>10 Min.</u> 15 Min. 30 Min. 45 Min. 1 hour
<u>Probation & Jail</u> Department Requesting Action	 5/9/2012 Department Head Signature/Date

Item for Discussion: (one form per item)
RLE Federal Stimulus Grant final report

Board Action Requested: (Attach additional pages if needed)
None

Supporting Documents: *More available upon request*

Background/Previous Action:

In 2009 Pine County was awarded \$ 153,336 in Federal Stimulus dollars through the Rural Law Enforcement: Assistance to Combat Crime and Drugs. These dollars were split between the probation department and the jail.

Project Goals

- 1) *Assist rural law enforcement with community supervision of pre-trial offenders usually released with conditions related to crime-free and substance-free behavior.*
- 2) *Preserve a probation agent position approved in November 2008 but not filled due to economic recession factors.*
- 3) *Promote economic recovery through education and awareness by expanding jail chemical and mental health programming so offenders integrating back into the community are more employable and able to keep jobs.*

Strategies Used

- 1) *Hired full-time pre-trial probation agent to supervise conditional release offenders and provide pre-trial services such as bail evaluation, pre-sentence investigation, electronic monitoring, and drug testing.*
- 2) *Purchased chemical dependency and mental health resources for the jail program library and for volunteers to use in current jail programming; as well as, materials for cognitive skills education for offenders.*
- 3) *Mental Health contract to provide psychiatric intake evaluations, assessment, intervention, and medication management for incarcerated offenders in the county jail; as well as, training on mental health issues for jail staff.*

Outcomes During the Grant period

Pre-Trial Program

- *323 offenders with 397 cases were opened in the pre-trial program. At the end of the grant 75 pre-trial defendants were on the agent's caseload.*
- *483 bail studies were completed*
- *75 pre-sentence investigation were completed*
- *416 drug tests were administered. During the duration of the grant 86 offenders tested positive for 21% over the entire period. The last quarter 8% tested positive. We discovered*

that during the period of the grant the number of positive tests went down as offenders realized there was regular testing and consequences for those positive tests.

- 157 pre-trial conditional release violations were filed with the court

Jail Programming

- 7228 inmate visits were spent utilizing media center-library resources for a total of 529 hours.
- 4933 inmate visits were spent utilizing volunteer-based programming in the county jail for a total of 986 hours.
- Inmates received 212 pamphlets, 59 textbooks, 210 library books, 77 video programs and 80 workbooks. This is a grant total of 638 resource materials that were accessed by inmates.

Mental Health Services

- The psychiatric nurse had a total of 92 visits for a total of 80 hours during the grant period. There also was a total of 75 minutes in case consultation by telephone.
- There was a cost savings of \$ 11,579 in prescription drug costs due to the availability of drug samples provided to inmates.
- All jail staff received training to assist them in dealing with inmates with mental health issues.

Budgetary Implications:

Pine County received a total of \$ 153,336 of grant dollars. These dollars were received over the course of four calendar budget years – 2009 into 2012. The breakdown of dollars received include:

\$ 108,534 Pre-trial agent salary and fringe
\$ 1,764 Pre-trial agent computer, office supplies, mileage
\$ 734 Pre-trial alcohol PBT and drug testing supplies
\$ 389 Pre-trial agent training
\$ 4,130 Grant required training (2 trips for 2 people each time- Phoenix & Washington DC)
\$ 3,879 Jail AV Equipment to view resources – LCD TV and laptop with accessories
\$ 12,907 Jail Educational materials
\$ 1,549 Cognitive Skills Education-specific materials
\$ 19,450 Jail SAM Psychiatric Contract
\$ 153,336 total

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: May 15, 2012	Consent Agenda <i>(Please Circle)</i> <u>Regular Agenda</u> Estimated Time: <i>(Please Circle)</i> <u>10 Min.</u> Min. <small>Time needed</small> 20 Min. 45 Min. 1 hour
Department requesting action: <u>Administrator</u>	 Department Head Signature Date 5/9/12

Item for Discussion:

Approve a hiring process/schedule for County Administrator position. Personnel Committee will be making a recommendation on top candidates and hiring committee.

May 29th - Interview top candidates
 June 4th- Second Interviews if necessary
 June 5th or June 19th- County Board approves offer
 Mid July hire date

Board Action Requested: (Attach additional pages if needed)
 Approve

Supporting Documents: Attached None

