PINE COUNTY
MINNESOTA

AGENDA

PINE COUNTY BOARD MEETING

Tuesday, June 19, 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 June 5, 2012 Board Meeting

F) Approve Consent Items

Minutes of Boards, Committees and Board Memos, Newsletter

1. Pine County Budget Committee Minutes, June 13, 2012
2. Personnel Committee Minutes, June 12, 2012
3. ECRL Library Board Minutes, May 14, 2012
4. Pine County Board of Adjustment Minutes and Information

CONSENT AGENDA

Auditor

1. Cash Balance as of May 31, 2012

Revenue Fund	$ (1,737,183.72)
Health and Human Services Fund	$ 1,029,022.31
Road and Bridge Fund	$ 6,884,383.78
Land Management Fund	$ 1,041,580.45

2. Applications for Abatement –
   DSLR, LLC, 94154 & 94226 Co Hwy 61, Sturgeon Lake, PID 33.0235.000 & 33.0237.000, pay 2008 & 2009
   Mark Lambert, 33588 Chestnut Cir, Moose Lake, PID 33.0229.000, pay 2008 & 2009
   Mark Lambert, PID 33.5172.000, pay 2009
   Francis Aiello, 15251 Copper Canyon Rd, Pine City, PID 26.5015.000, pay 2012

3. Approve Minutes of the 2012 Pine County Board of Equalization

REGULAR AGENDA

(Times are approximate)

1:05 p.m. Sheriff

1. Acknowledge the resignation of Deputy Gary Frehse effective August 11, 2012. Approve immediate backfill from PT Deputy

2. Approve promotion of 1 PT to FT Deputy effective July 1, 2012

3. Acknowledge and approve the hiring of PT Court Security Officer Patricia Haines effective July 1, 2012 at $12.69/hr B22

4. Acknowledge and approve the promotion of JoAnn Gray to Jail Sergeant effective July 1, 2012 at $19.51/hr B24

5. Acknowledge and approve the promotion from PT to FT Correction Officer of Troy Parker, Tracy Stumpf, and Jennifer MacQuiddy effective July 1, 2012

1:30 p.m. Public Works

1. Accept the resignation of Assistant County Engineer Chuck Daher effective July 13, 2012. Authorize replacement as Maintenance Engineer.

2. Acknowledge and approve the hiring of Survey Crew Chief Alex Larson effective June 20, 2012 at $15.87/hr B24

1:40 p.m. Auditor/Treasurer

1. Repurchase of forfeited property in full, Stearns Bank N.A., parcel 03.0035.005

1:45 p.m. Land/Zoning

1. MPCA Local Fix-up Fund Grant Application

1:50 p.m. Probation

1. Probation Advisory 2012 Comprehensive Plan

2:20 p.m. Administrator

1. Approve changing County Administrator contract start date from July 16 to July 2

2. Kanabec Co to Brook Park BNSF Trail title transfer

2:30 p.m. Commissioner's Report

Upcoming Meetings

Management Team meeting, **Tuesday, June 26, 2012, 9:00 a.m.** Jury Assembly room, Pine County Courthouse, Pine City, MN

NLX meeting, **Wednesday, June 27, 2012, 10:00 a.m.** Boardroom, Pine County Courthouse, Pine City, MN

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

Budget Committee meeting, **Wednesday, July 11, 2012, 10:00 a.m.** Boardroom, Pine County Courthouse, Pine City, MN

MINUTES OF PINE COUNTY BOARD MEETING ***Regular Meeting***

Tuesday, June 5, 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 Interim County Administrator Mark LeBrun and County Attorney John Carlson.

The Pledge of Allegiance was said.

Chairman Chaffee called for public comment. No comments made.

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

Commissioner Carlson moved to approve the minutes of the May 15, 2012 and May 29, 2012 board meetings. Commissioner Rossow seconded. Motion carried.

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

Minutes of Boards, Committees and Board Memos, Newsletter

1. Pine County Land Surveyor Report, May, 2012
2. Personnel Committee minutes, May 15, 2012
3. Committee of the Whole minutes, May 22, 2012

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

Auditor/Treasurer

1. May 2012 Disbursements

2. Applications for Abatement:
   Ronald Atkins, 4579 Burns St, Bruno, PID 36.5136.000, pay 2012
   Micheal McEachran Jr, 63690 Hannu Ln, Finlayson, PID 27.0315.000, pay 2012
   Tom Hansen, 4911 Pokegama Lake Rd, Grasston, PID 28.1030.000 and 29.057.001, pay 2012
   Douglas & Heather Shultz, 55512 Forest Blvd, Rush City, PID 43.0511.001, 43.0494.000, 43.0488.000 & 43.0512.000, pay 2012

3. Approval of 3.2 liquor licenses for Ray & Marge's Resort On/Off, Duxbury Store On/Off, Duquette General Store Off, and Birch Creek Golf Course On/Off

REGULAR AGENDA

Sheriff

Sheriff Cole presented information on 800 MHz radio funding and will be bringing proposed radio purchasing costs to the July 3rd Board Meeting.

Sheriff Cole presented for approval the attendance of Sergeant Jennifer Decker and Correction Officer Shanna Draves to Basic Spanish for Jail Facilities from July 9-11 in Johnston, Iowa. Commissioner Rossow motioned to approve as presented. Commissioner Hallan seconded, motion carried.

Public Works

Engineer LeBrun presented and opened sealed bids for Paving Contract #1201. Commissioner Hallan motioned to accept the bids received and have the Engineer tabulate and award to lowest responsible bidder. Commissioner Carlson seconded, motion carried.

Hardrives, Inc	$ 974,614.08
Knife River Corp	$ 1,080,687.39
Tri-City Paving, Inc	$ 1,103,821.60
KGM Contracting	$ 1,255,542.10
Central Specialties, Inc	$ 1,275,537.46

Engineer LeBrun presented and opened sealed bids for Culvert Replacement Contract #1202. Commissioner Pangerl motioned to accept the bids received and have the Engineer tabulate and award to lowest responsible bidder. Commissioner Rossow seconded, motion carried.

Hardrives, Inc	$ 419,878.39
Knife River Corp	$ 433,616.91
Tri-City Paving, Inc	$ 437,847.00
KGM Contracting	$ 517,741.90

Auditor/Treasurer

Auditor/Treasurer Clemmer presented the resignation of Clerk III Julian Hansen effective June 22, 2012 and requested immediate replacement upon recommendation of the Personnel Committee. Commissioner Carlson motioned to approve the request. Commissioner Pangerl seconded, motion carried.

County Assessor

Interim Administrator LeBrun presented for approval the attendance of Property Appraiser Martha Cote to Assessments Laws & Procedures Course from July 16-19, 2012 in St. Cloud, MN. Commissioner Rossow motioned to approve the request. Commissioner Hallan seconded, motion carried.

Administator

Barb Chaffee presented an update on behalf of Central MN Jobs & Training Services. Commissioner Carlson motioned to approve the MWCS Joint Powers Agreement, Partnership Agreement, and a $2,000,000 insurance coverage plan as presented. Commissioner Hallan seconded, motion carried. Chairman Chaffee was noted as abstaining.

Commissioner Carlson motioned to approve the Central MN Jobs & Training Services Audit. Commissioner Hallan seconded, motion carried. Chairman Chaffee was noted as abstaining.

Richard Fuchs presented an update on the Small Cities Development Program. Commissioner Carlson motioned to approve the use of $30,000 of funds to renovate "A Place For You" in Pine City and to provide 15% administrative funding for future projects. Commissioner Rossow seconded. Roll Call vote called by Chairman Chaffee:

District 1 – Abstain
District 2 – No
District 3 – Yes
District 4 – Yes
District 5 – Yes Motion carried.

Interim Administrator LeBrun presented an employment contract with David Minke to serve as County Administrator. Commissioner Rossow motioned to approve the contract as presented. Chairman Chaffee 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.

County Attorney

Attorney Carlson presented information on Pine County Policy #28. Attorney Carlson recommended section 28.2 be removed from the policy and the two employees affected to be notified in writing of the change. Chairman Chaffee motioned to change Policy #28 as

presented. Commissioner Pangerl seconded, motion carried. Commissioner Carlson was noted as voting no.

Attorney Carlson presented updated information on Out of State Travel requests. No action taken at this time.

Commissioner's Report

Commissioner Carlson commented on the upcoming AMC District 1 meeting.

Commissioner Rossow commented on recycling fluorescent bulbs. Land/Zoning Administrator Schneider stated a HHW event will be held in August.

Upcoming Meetings Announced

Personnel Committee meeting, **Tuesday, June 12, 2012, 3:00 p.m.** Administrator's Conference Room, Pine City, MN

Pine County Board of Equalization, **Tuesday, June 12, 2012, 5:00 p.m.** Boardroom, Pine County Courthouse, Pine City, MN

Budget Committee meeting, **Wednesday, June 13, 2012, 10:00 a.m.** Boardroom, Pine County Courthouse, Pine City, MN

AMC District 1 meeting, **Friday, June 15, 2012, 8:00 a.m.** AmericInn, International Falls, MN

Pine County Health and Human Services Board Meeting, **Tuesday, June 19, 2012, 10:00 a.m.** Public Health Building, Sandstone, MN

Pine County Board Meeting, **Tuesday, June 19, 2012, 1:00 p.m.** Public Health Building, Sandstone, MN

With no further business, Chairman Chaffee adjourned the County Board meeting at 11:46 a.m., until the next scheduled County Board Meeting on June 19, 2012 at 1:00 p.m. at the Public Health Building, Sandstone MN.

Mark LeBrun, Interim Administrator Clerk to County Board	Steve Chaffee, Chair Board of County Commissioners

Budget Committee Meeting Minutes of June 13, 2012 @ 10:00 am.

Present: Mark LeBrun, Cathy Clemmer, Sheriff Cole, Tammy Tricas, Paul Johnson, Linda Cassman, Commissioner Pangerl, Commissioner Hallan, Commissioner Chaffee, Commissioner Carslon, and Commissioner Rossow.

1. Discussion was held on the 2013 budget. Chairman Chaffee stated his goal of having a 0% levy increase.

2. Auditor/Treasurer Clemmer presented a proposed Fund Balance Policy and discussed the Draft Audit for 2011. Committee recommended Auditor/Treasurer proceed with writing a policy.

3. Auditor/Treasurer Clemmer provided an update on HRA Bond refinancing. Committee recommended setting a Bond Sale date at the July 17th Board Meeting.

4. Discussion was held on 2011 Audit Adjustments and potential mid-year adjustments for the 2012 Budget to be made in July.

Personnel Committee Meeting Minutes of June 12, 2012 @ 3:00 pm

Present: Mark LeBrun, Linda Cassman, Terryl Arola, Cathy Clemmer, Sheriff Cole, Commissioner Steve Chaffee, and Commissioner Curt Rossow.

1. HHS Director Cassman requested to fill the vacant Support Enforcement Aide and to increase hours of a Child Support position to do collections work. Committee recommended approval.

2. Auditor/Treasurer Clemmer requested to fill a vacant Clerk III position. Committee recommended approval.

3. Probation Director Arola presented a request for an additional Probation Agent for 2013. No action taken.

4. Sheriff Cole updated the committee on personnel issues and requested to hire a PT Court Security Officer due to vacancy. Committee recommended approval.

5. Sheriff Cole presented the retirement of Deputy Gary Frehse and requested the promotion of a PT Deputy to FT status to replace position. Committee recommended approval.

6. Engineer LeBrun presented the resignation of Assistant Co Engineer Chuck Daher. Committee recommended position be replaced with a Maintenance Engineer position and approved revised Org Chart of Public Works Dept.

7. Interim Administrator LeBrun presented a revised start date for David Minke from July 16 to July 2. Committee recommended approval.

IV

ECRL Library Board Minutes

Date: Monday, May 14, 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); Henderson, Ray (Chisago); Kramersmeier, Char (Mille Lacs); McMahon, George (Chisago); Misiura, Audrey (Isanti); Niemi, Don (Aitkin); Raisanen, James (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); Hommes, Linda (Aitkin); Knudson, Bob (Isanti)

Call to Order:
President McMahon called the May 2012 meeting of the East Central Regional Library Board to order at 9:30 a.m.

Pledge of Allegiance & Introductions:
Sue Larson, Isanti Area FOTL member
Karen Lee, Cambridge FOTL member

Adopt/Amend Agenda
M/S/P: unanimous
Sauer/Raisanen to adopt the agenda as amended.
Misselt/Add: X.c. Onamia Link Site Hours; XI.c. Library Cards

Period for Public Comment
No comments.

Approval of Previous Minutes
M/S/P: unanimous
Goddard/Ellis to approve the minutes of the previous meeting as presented.
Corrections: None.

Bills
M/S/P: unanimous
Misiura/Sauer to approve the bills as submitted by the Treasurer.

Financial Reports
M/S/P: unanimous
Misiura/Kramersmeier to accept the financial reports as presented.
Misselt re Audit Update: The auditor will be at the June Board meeting to present the audit report, which needs to be accepted at that meeting in order to submit it to the State Library by end of June deadline.
McMahon: Schedule a Finance Committee meeting with the Auditor prior to June Board meeting so the audit can be reviewed and understood prior to presentation to Board for approval.

ECRL Administrative Reports

A. Director's Organizational Report.

1. Bob Knudson has submitted a letter of resignation from the ECRL Board due to health reasons.
2. Misselt and Lydon will attend an Aitkin City Council meeting tonight regarding building plans.
3. A modified Statistics Report was distributed since the one in the board packet showed Milaca open 33 hours/week. They are open 37 hours/week.
4. Q/Sauer: Wyoming count has remained exactly the same? A/Lydon: An average is being used due to problems with the door counter. A new counter will be installed.
5. Sauer: Would like to receive an activity-by-hour report showing a four-month average and submitted early in the year so action could be taken for remainder of the year, if desired.
6. Misselt: The last several months, with the many personnel changes, have been more stressful than when we dealt with the computer crash.
7. Misselt: A call was received from a Minneapolis FBI agent Friday afternoon informing ECRL that he has received notification that a "hacking ring" had been busted. The FBI believes it to be the group responsible for the compromise of our server about 5 years ago. Because ECRL is a complainant, the FBI requests a report showing our cash losses due to the incident. The agent (he is the same agent Misselt was in contact with in the past) doesn't necessarily think it will result in payment for loss for ECRL, but they need to know the damages.
    - Q/McMahon: What were the damages and brief background? A/Misselt: About the time of the I-35 bridge collapse, everything on the server was gone/destroyed. The FBI believed it was due to an attack from a known entity in the Netherlands. A full inventory had to be performed and a person hired for a year to reconstruct the entire catalog. From approximately February through August of 2007, all transactions were gone and had to be "recreated." No return transactions could be completed, so we accumulated tubs of items that had to be held until they could be checked-in again.
    - Zaudtke/Ellis: Be sure to include in the damages estimate the librarians/ personnel who came to HQ to sort materials and the expense of the many extra board meetings and travel to other branches.
8. Misselt: The Washington, DC meetings I attended as part of the Minnesota delegation were very good. (Pictures were distributed to board members.) I also attended Project Compass, and everyone will hear more about that in the future as the Work Force project continues.

B. Branch Highlights

Branch Librarians have been hired for Milaca and Pine City. Lisa Wagner began her duties at Milaca on May 7, and Robin Yoerger Duple will start at Pine City after Memorial Day.

Other Reports

A. Personnel Committee

Ellis: Minutes from the March meeting were distributed. A few items that need further review by the Committee will go to the board in the future. The next Personnel Committee meeting will be Monday, August 20, 2012. Following last week's meeting, there are two items that need action.

M/S/P: unanimous
Raisanen/Kramersmeier to approve the Inclement Weather Pay Policy as recommended and submitted by the Personnel Committee.

M/S/P: unanimous
Ellis/Carlson to approve the job description for Legacy Funds Project Assistant, as submitted by the Personnel Committee, and submit it for compensation analysis.

B. CMLE

Misselt: CMLE is the multitype region that serves the same counties as the ECRL and Great River library regions. CMLE is very engaged with SCSU where it is located, and that results in less service in this end of the region. CMLE's services are mostly to K-12 schools. The last meeting was changed with short notice so Mike Warring was not able to attend. Misselt brought forth a motion to the CMLE Board to set a consistent meeting time, but there was no action on the motion. The majority in attendance felt it is more important to maintain a flexible meeting schedule to accommodate attendance by the the Dean of SCSU rather than CMLE Board members who might not make it.

- At the CMLE meeting, it was decided the main focus of CMLE will be K-12 support to schools. This is a worthy purpose, but public libraries (ECRL and GRRL) will get limited benefit from the state funds CMLE receives since most of our schools are working well with their own local libraries. We are in contact with our schools through an annual back-to-school letter, and we provide institutional cards.
- McMahon: Future agenda item – Invite a CMLE representative to a future board meeting.

Old Business

A. Isanti County Service Reinstatement (partial)

Warring: The Isanti Board unanimously accepted the funds and would like to see them used as requested by the donor, but the Isanti County Board members do realize use of funds is at ECRL's discretion.

M/S:

Raisanen/Warring to accept the $4,200 from Isanti County and use the funds as the ECRL Director recommends, which is to pay staff hours at Cambridge that will enable that branch to remain open on Saturdays during the summer of 2012.

M to amend/

Henderson: to accept the $4,200 from Isanti County. The ECRL Board has considered the entire shortfall of $33,723 and all options for use of the funds and has decided to agree with the Director's recommendation which is to pay staff hours at Cambridge that will enable that branch to remain open on Saturdays during the summer of 2012.

Discussion:

- Zaudtke: The Isanti Board's use of the term "donation" is incorrect. The State mandates library funding and Isanti County is part of the Joint Powers Agreement. They have set a wrong precedent by treating the library as "discretionary" funding.
- Niemi: When Aitkin was short, they had fundraising and those funds were used to maintain services. How is this different? McMahon: Aitkin did not provide partial funding; they covered the entire shortfall.
- Ellis: I don't have a problem with partial monies being received, but I do have a problem in that, at least three times in the resolution, Isanti stated how they want the monies to be used.
- McMahon: Recommend we not accept the County resolution but send it back and suggest they re-word it.
- Swanson/Niemi: It is unethical to use the funds for other than as requested by the donors. Ellis: Not so, as the funds will be used exclusively for Isanti County.
- Carlson: We should be concerned that we not set a tone that will "encourage" the counties to continue funding cuts.

Misiura: I call the question on the amended motion.

M to amend/

Henderson/Carlson: to accept the $4,200 from Isanti County. The ECRL Board has considered the entire shortfall of $33,723 and all options for use of the funds and has decided to agree with the Director's recommendation which is to pay staff hours at Cambridge that will enable that branch to remain open on Saturdays during the summer of 2012.

In Favor:
Niemi, Zaudtke, Henderson, Carlson, Warring, Swanson
Opposed:
Misiura, Sauer, Kramersmeier, Edmonds, Ellis, Weaver, Raisanen, Goddard
Amendment Fails.

Misiura: I call the question on the original motion.
M/S/P:
Raisanen/Warring to accept the $4,200 from Isanti County and use the funds as the ECRL Director recommends, which is to pay staff hours at Cambridge that will enable that branch to remain open on Saturdays during the summer of 2012.
In Favor:
Niemi, Henderson, Carlson, Warring, Swanson, Sauer, Kramersmeier, Weaver, Raisanen
Opposed:
Zaudtke, Misiura, Edmonds, Ellis, Goddard

Henderson/Weaver: Suggest we communicate ahead of time with the Counties and Friends groups regarding the future year's funding and that they not designate contributions.

- Edmonds: The County Commissioners serving on the ECRL Board are responsible to first support the ECRL budget themselves, then bring it back to the respective counties, and encourage them to meet their library budgets.
- Zaudtke: Isanti County was late last year to having all their representatives on the ECRL Board and Finance Committee.

New Business

A. LSTA Grant Application
Misselt: These are funds from Congress to the State Libraries for funding purposes. Last year the funds were late getting to the states, thus there is a shortened grant application period, and eliminates the preliminary "Letter of Intent" process.
M/S/P:
Niemi/Goddard to approve submission of the LSTA Grant Application by the Director. Abstain: Weaver

B. MnLINK Server Site
Misselt: MnLINK is the network through which we borrow and supply materials throughout the state.
M/S/Tabled
Sauer/Niemi to approve renewal of the MnLINK Server Site according to the Agreement presented.
Ellis: Refer to Page 3, Section 5B re default: Their funds coming to us are prorated, but our funds going to them in case of withdrawal are not. This needs clarification.

- Misselt will get clarification.

M/S/P:
Ellis/Kramersmeier to table prior motion regarding MnLINK Server Site Agreement acceptance until clarification is received regarding Page 3, Section 5B proration of funds.

C. Onamia Link Site Hours
Misselt: Current hours are 10 a.m. to 4 p.m., but there is very limited use after 2:00 p.m..

- The new Outreach Librarian suggests the hours be changed to 9:00 a.m. to 1:00 p.m... Our agreement with Onamia states that we provide no more than 6 hours. This change would provide open hours of 4/week rather than 6 hours/week.
- Other changes were suggested by the previous Outreach Librarian. Isanti is the other Link site and its hours are being reviewed. One Outreach site is being reviewed due to very low service numbers. We will likely have other recommendations in the fall.

M/S/P: unanimous
Edmonds/Sauer to change the hours of the Onamia Link Site to 9:00 a.m. to 1:00 p.m. on the days it provides service.

Trustee Issues

A. Legislative Report

Misselt: It appeared to most that the bonding issue for libraries was overshadowed by the Viking Stadium proposals. A $1 million bonding, not in the Governor's budget, was passed but we have no idea yet how it will be disbursed; that is decided by the Department of Education and State Library.

B. MALF Workshops

Bookmarks were included in the packets showing the five locations and dates of these events. All locations will have the same meeting/agenda.

- Misselt and Lydon will attend one, but these are not intended as much for Staff as for members of Friends groups, Boards and the community at large. Staff are welcome to attend, and ECRL will permit as staffing allows.
- Misselt: We should have more information by the June meeting, and I will send an email with additional information if I receive it prior to then. We are hoping for a good showing from our region and can provide some van transportation for people who wish to attend.

C. Library Cards

Tokens were presented to the first five board members able to produce their library cards. Most Board members had their library cards with them.

Miscellaneous

- Weaver requested last month that a letter of recognition and appreciation be written to the Cambridge staff. Misselt read the letter, which was dated today and sent individually to each staff member at the Cambridge branch.
- Sauer: Urge board members to get to Legacy events. Having attended at least six events in the region, I can testify they are absolutely excellent! It is difficult to have an informed vote on funding without some personal experience through attendance.

Future Agenda Items

- The Mora Library meeting room is available on the date of our next meeting, so the June Board meeting will be held there.
- Invite the CMLE Director to attend one of our board meetings later in the fall when it is being held at Cambridge, not another location.

Next Meeting: Monday, June 11, 9:30 a.m. at the Mora Library.

M/S/P: unanimous
Carlson/Niemi to adjourn

McMahon adjourned the meeting at 11:15 a.m.
Wayne Zaudtke, Secretary
Donna Larson, Recorder

3:18 PM

06/05/12

Cash Basis

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

	Jan - May 12	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
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	386,531.00	-210,127.00	45.6%
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	1,858,409.00	-946,064.00	49.1%
62000 · Contracts				
City of Aitkin	6,418.00	12,711.00	-6,293.00	50.5%
City of Hinckley	2,192.00	2,123.00	69.00	103.3%
City of North Branch	0.00	12,396.00	-12,396.00	0.0%
City of Pine City	1,624.00	3,832.00	-2,208.00	42.4%
Princeton Area Library Society	3,500.00	7,108.00	-3,608.00	49.2%
MnLINK	0.00	4,200.00	-4,200.00	0.0%
Federal Correctional Institution	3,144.00	6,216.00	-3,072.00	50.6%
Pine Technical College	250.00	600.00	-350.00	41.7%
Total 62000 · Contracts	17,128.00	49,186.00	-32,058.00	34.8%
63000 · Basic System Support - RLBSS				
State (FY12)	211,005.89	482,523.00	-271,517.11	43.7%
State (FY13)	0.00	271,400.00	-271,400.00	0.0%
Total 63000 · Basic System Support - RLBSS	211,005.89	753,923.00	-542,917.11	28.0%
64000 · Miscellaneous Income				
Computer Print-Outs	13,623.53	20,000.00	-6,376.47	68.1%
Sale - Loss of Property	5,830.71	12,500.00	-6,669.29	46.6%
Fines	33,134.10	80,000.00	-46,865.90	41.4%
Refunds	0.00	5,000.00	-5,000.00	0.0%
AV - Fax Machine	3,038.05	6,000.00	-2,961.95	50.6%
Other				
Duplicate ID Card	1,145.28			
Interlibrary Loan Loss/Damage	197.59			
Other - Other	209.97	65,500.00	-65,290.03	0.3%
Total Other	1,552.84	65,500.00	-63,947.16	2.4%
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	57,179.23	229,600.00	-172,420.77	24.9%
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%

3:18 PM

06/05/12

Cash Basis

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

	Jan - May 12	Budget	$ Over Budget	% of Budget
66000 · Legacy Grant Money				
Legacy Grant (FY11-12)	122,429.65	214,252.00	-91,822.35	57.1%
Statewide Initiative (FY11-12)	0.00	24,486.00	-24,486.00	0.0%
Administrative-Staff (FY11-12)	0.00	6,121.00	-6,121.00	0.0%
Total 66000 · Legacy Grant Money	122,429.65	244,859.00	-122,429.35	50.0%
67000 · LSTA Grant Money				
LSTA Grant (FY11)	14,406.00			
67000 · LSTA Grant Money - Other	0.00	71,595.00	-71,595.00	0.0%
Total 67000 · LSTA Grant Money	14,406.00	71,595.00	-57,189.00	20.1%
68000 · Gates Grant Money	750.00			
Total Income	1,335,243.77	3,267,572.00	-1,932,328.23	40.9%
Gross Profit	1,335,243.77	3,267,572.00	-1,932,328.23	40.9%
Net Ordinary Income	1,335,243.77	3,267,572.00	-1,932,328.23	40.9%
Other Income/Expense				
Other Income				
90000 · Interest Income	289.93	3,000.00	-2,710.07	9.7%
Total Other Income	289.93	3,000.00	-2,710.07	9.7%
Net Other Income	289.93	3,000.00	-2,710.07	9.7%
Net Income	**1,335,533.70**	**3,270,572.00**	**-1,935,038.30**	**40.8%**

Fund		Beginning Balance	This Month	YTD	Current Balance
	Payroll		14,235.07-	53,125.23-	
	Journal Entries		0.00	541,552.01-	
	Fund Total		5,171.41-	150,538.09-	1,041,580.45
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		18,617.00	41,708.00	
	Disbursements		32,927.34-	111,393.76-	
	Journal Entries		27.96	126.52	
	Dept Total		14,282.38-	69,559.24-	41,270.80
	Fund Total		14,282.38-	69,559.24-	41,270.80
32	Ecswc Bond Guarantee (Ds)				
		0.00			
	Fund Total		0.00	0.00	0.00
33	2002 Cap-Equip Bond (Ds) Fund				
		0.00			
	Fund Total		0.00	0.00	0.00
35	2004 Street Reconstruct Bond Fund				
		51,228.55			
	Journal Entries		0.00	2,217.81	
	Fund Total		0.00	2,217.81	53,446.36
37	County Railroad Authority				
		13,724.56-			

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Fund		Beginning Balance	This Month	YTD	Current Balance
	Receipts		0.00	516.01	
	Disbursements		0.00	15,438.00-	
	Journal Entries		0.00	671.11	
	Fund Total		0.00	14,250.88-	27,975.44-
38	Building Fund				
		146,861.26			
	Disbursements		0.00	28,749.77-	
	Fund Total		0.00	28,749.77-	118,111.49
39	2005A G.O. Jail Bonds				
		791,171.18			
	Disbursements		0.00	877,755.63-	
	Journal Entries		0.00	28,282.18	
	Fund Total		0.00	849,473.45-	58,302.27-
40	2005 G.O. Jail Projects				
		0.00			
	Fund Total		0.00	0.00	0.00
41	2005 Hra Bonds				
		624,790.39			
	Disbursements		0.00	693,315.63-	
	Journal Entries		0.00	22,024.51	
	Fund Total		0.00	671,291.12-	46,500.73-
76	Group Health Ins Fund 5/1/95 (Gen)				
		259,699.42-			
	Receipts		221,374.08	1,095,807.97	
	Disbursements		232,519.21-	1,342,899.39-	
	Journal Entries		6,396.25	31,981.25	
	Fund Total		4,748.88-	215,110.17-	474,809.59-

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Fund		Beginning Balance	This Month	YTD	Current Balance
80	County Collections Agency Fund				
		19,687.36			
	Receipts		17,164.13	513,498.20	
	Disbursements		26,751.41-	509,881.59-	
	Journal Entries		0.00	2,798.34	
	Fund Total		9,587.28-	6,414.95	26,102.31
82	Taxes And Penalties Agency Fund				
		798,906.87			
	Receipts		14,053,548.27	17,873,672.65	
	Disbursements		2,812,070.97-	3,309,134.75-	
	Journal Entries		0.00	92,204.32-	
	Fund Total		11,241,477.30	14,472,333.58	15,271,240.45
84	East Central Drug Task Force Agency Fur				
		0.00			
	Receipts		21,640.77	40,419.77	
	Disbursements		0.00	6,000.00-	
	Fund Total		21,640.77	34,419.77	34,419.77
89	H & Hs Collections Agency Fund	801	Non-Departmental		
		3,031.72			
	Receipts		50,840.19	374,999.80	
	Disbursements		3,793.98-	13,529.83-	
	Journal Entries		0.00	309,717.69-	
	Dept Total		47,046.21	51,752.28	54,784.00
	Fund Total		47,046.21	51,752.28	54,784.00
All Funds		13,902,829.07			
	Receipts		15,828,974.29	27,434,156.01	
	Disbursements		4,611,058.11-	12,731,159.11-	
	Payroll		1,667,084.07-	6,300,232.90-	
	Journal Entries		15,508.00-	121,234.74-	

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

TREASURER'S CASH TRIAL BALANCE As of 05/2012

Fund		Beginning Balance	This Month	YTD	Current Balance
	Total		9,535,324.11	8,281,529.26	22,184,358.33

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PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: June 19, 2012	Consent Agenda *(Please Circle)* Regular Agenda Estimated Time: *(Please Circle)* 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action: **Auditor/Treasurer**	Cathy Chamner 6-13-12 Department Head Signature Date

Item for Discussion:

Applications for Abatement –
DSLR, LLC, 94154 & 94226 County Hwy 61, Sturgeon Lake, PID 33. 0235.000 & 33.0237.000, pay 2008 & 2009
Mark Lambert, 33588 Chestnut Cir, Moose Lake, PID 33.0229.000, pay 2008 & 2009
Mark Lambert, PID 33.5172.000, pay 2009
Francis Aiello, 15251 Copper Canyon Rd, Pine City, PID 26.5015.000, pay 2012

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: June 19, 2012	Consent Agenda *(Please Circle)* Regular Agenda Estimated Time: *(Please Circle)* _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action: **Auditor/Treasurer**	Cathy Clemens 6-13-12 Department Head Signature Date

Item for Discussion:

Approve Minutes of the 2012 Pine County Board of Equalization.

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None

PINE COUNTY BOARD OF EQUALIZATION
June 12, 2012

The Pine County Board of Equalization convened at 5:00 p.m., Tuesday, June 12, 2012 with members Commissioner Stephen Hallan, Commissioner Mitchell Pangerl, Commissioner Steve Chaffee, Commissioner Doug Carlson, Commissioner Curt Rossow, and Auditor-Treasurer Cathy J. Clemmer. Also present were County Assessor Kelly Schroeder and Deputy Assessor Troy Stewart.

Deputy Assessor Troy Stewart presented information regarding the legislative changes for the 2012 assessment and the procedure for reviewing assessment questions. Values set for 2012 assessment, taxes payable 2013, were based on 160 qualified sales that occurred between October 1, 2010 and September 30, 2011. The Department of Revenue conducts sales ratio studies every year for sales that occur in that time frame for various classes of property. We are required by the State to have our adjusted median ratio fall between 90 % and 105 % in areas where more than 6 sales have occurred within a certain class of property. Similarly, the total county median ratios must be between 90 % and 105%. Based on the slow economy and lack of sales, along with numerous class changes as required by the State, the overall value county-wide decreased by approximately 11.4%. The total real estate market value at this time is $2,538,847,343 ($2,865,076,788 last year), and the total new construction is $12,550,700 ($20,112,900 last year).

The following individuals attended the meeting and after careful consideration and discussion, the County Board of Equalization made the following adjustments and recommendations:

LGH Enterprises, PID 18.0098.000, 18.0307.000 and 19.0234.000, Mission Creek and Munch Twps – requested reduction in value to $100.00 per acre due to purchase price paid at tax-forfeited land auction.

Commissioner Hallan motioned there should be no change. Seconded by Commissioner Rossow. Carried.

Larry McGuinn, PID 19.0036.000, Munch Twp – requested the classification be changed from Rural Vacant Land to Agricultural-Homestead.

Commissioner Carlson motioned there should be no change to classification.

Marlin and Geneva Olson, PID 43.0251.000, City of Rock Creek – requested the value be reduced from $140,000 to $120,000 due to purchase price.

No change in value.

Roger Chinander, PID 33.5593.000, Windemere Twp – requested value of $117,600 be lowered due to culvert causing high water.

No change in value.

Kevin Manias, PID 44.0052.006, City of Rutledge – requested value of $157,600 be reduced due to change in FEMA zoning of property from Zone C to Zone A.

No change

Scott Olson, PID 43.0333.000, City of Rock Creek – requested value be reduced from $251,900 to approximately $200,000 due to condition of structures

Reduce the total value from $251,900 to $225,000.

Commissioner Carlson made a motion to approve the following Assessor recommended valuation and/or classification changes after inspection of these properties following the Local Boards of Review:

#	Parcel #	Owner Name	Original EMV	Adjusted EMV
1	03.0341.000	Barry Township	$39,000	$24,000
2	05.0056.000	Dwaine Bednar	$44,400	$34,700
3	05.0260.002	Ilene Else	$148,400	$163,000
4	13.0169.000	David Will	$97,600	$79,500
5	13.0163.000	David Will	$17,500	$10,000
6	13.0159.001	David Will	$27,500	$20,000
7	13.0159.000	David Will	$27,500	$24,500
8	13.0165.000	David Will	$17,500	$10,000
9	22.0380.000	Wendy Murray	$116,100	$125,800
10	32.0102.000	Eldon Schmedeke	$85,000	$74,800
11	32.0103.000	Eldon Schmedeke	$81,500	$74,800
12	32.0152.000	Michael McCullen	$156,300	$143,400
13	33.0530.007	Bryan Ketchmark	$16,200	$14,800
14	33.5889.000	Terrance Francisco	$50,100	$78,900
15	30.0021.000	David G Koland	$65,000	$60,100
16	29.5097.000	Daniel Weinberger	$45,500	$26,300
17	26.5375.000	Eagle Deer Reserve	$35,000	$20,000

18	26.5376.000	Eagle Deer Reserve	$35,000	$20,000

Motion was seconded by Commissioner Hallan and carried.

Chairman Steve Chaffee adjourned the meeting at 7:25 p.m.

Chairman Steve Chaffee

Clerk Cathy J. Clemmer

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: June 19, 2012	Consent Agenda *(Please choose)* Regular Agenda Estimated Time: *(Please Circle)* _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department requesting action: **Sheriff**	RSC 6-13-2012 Department Head Signature Date

Item for Discussion: (one form per item)

Request the County Board acknowledge the **resignation for retirement** of full-time Sheriff's Deputy Gary Frehse as of 8-11-2012.

Request immediate back fill this position, from the existing part-time list.

This item was discussed at the Personnel Committee on 6-12-2012.

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date:	Consent Agenda *(Please choose)*
June 19, 2012	Regular Agenda Estimated Time: *(Please Circle)* _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department requesting action: **Sheriff**	RKC 6-13-2012 Department Head Signature Date

Item for Discussion: (one form per item)

The Pine County Sheriff requests Board approval to promote 1 Part-time Deputy to Full-time status, effective July 1, 2012.

Rate of pay remains the same.

This position is the full-time replacement for Deputy Frehse who is retiring. The Sheriff is requesting the replacement early, as the Sheriff's Office currently has another full-time Deputy on permanent medical leave.

Approving this promotion reduces available Part-time Deputies to a total of three staffed positions, with three open positions.

Request presented to and approved by the Personnel Committee.

Request the Board approve this position.

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date:	Consent Agenda *(Please choose)*
June 19, 2012	Regular Agenda Estimated Time: *(Please Circle)* _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department requesting action: **Sheriff**	6-13-2012 Department Head Signature Date

Item for Discussion: (one form per item)

The Pine County Sheriff requests Board approval to hire an additional Part-time Court Security Officer, effective July 1, 2012.

Patricia Haines

Rate of pay B22.

This position is part-time on call.

Request presented to and approved by the Personnel Committee.

Request the Board approve this position.

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: June 19, 2012	Consent Agenda *(Please choose)* Regular Agenda Estimated Time: *(Please Circle)* 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department requesting action: **Sheriff / Jail**	6-13-2012 Department Head Signature Date

Item for Discussion: (one form per item)

Acknowledge and approve JoAnn Gray's promotion to Jail Sergeant, effective July 1, 2012. Starting wage $19.51, B-24 classification. Vacancy created by Lloyd Otte resignation. Personnel approved on 04-10-12. Board approved on 04-17-12.

Acknowledge and approve Troy Parker's promotion from part time Correction Officer to fulltime Correction Officer, effective July 1, 2012. No change in wages or classification. Vacancy was created by Rick Maitrejean's resignation from fulltime CO. Personnel approved on 04-10-12. Board approved on 04-17, 2012.

Acknowledge and approve Tracy Stumpf's promotion from part time Correction Officer to fulltime Correction Officer, effective July 1, 2012. No change is wage or classification. Vacancy created by full time staff promoted to Sgt. Personnel approved on 04-10-12, Board approved on 04-17-2012.

Acknowledge and approve Jennifer MacQuiddy's promotion from part time Correction Officer to fulltime Correction Officer, effective July 1, 2012. No change in wage or classification. Approved by Personnel on 05-08-12. Board approval May 15,201.

All positions were approved to maintain minimal staffing requirements.

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: June 19, 2012	Consent Agenda *(Please Circle)* Regular Agenda Estimated Time: *(Please Circle)* 5 Min. Min. Time needed 20 Min. 45 Min. 1 hour
Department requesting action: **Public Works**	Mark A. LeBar 6/14/12 Department Head Signature Date

Item for Discussion:

Accept the resignation of Assistant County Engineer Chuck Daher effective July 13, 2012. Authorize replacement as Maintenance Engineer and approve Public Works Org Chart. Position of Maintenance Engineer will replace current Maintenance Superintendant position upon retirement this Fall.

Board Action Requested: (Attach additional pages if needed)
Accept Resignation and Approve Org Chart

Supporting Documents: Attached None

June 11, 2012

Mr. Mark LeBrun
County Engineer
Pine County Public Works
405 Airport Rd. N.E.
Pine City, MN 55063

Dear Mr. LeBrun,

I am writing to formally notify you that I am resigning from my position as Assistant Engineer with Pine County.

My last day of employment will be July 13th, 2012.

I appreciate the opportunities I have been given at Pine County as well as your professional and personal guidance and support. I will do my best to embody the virtues that working at Pine County has instilled in me.

Yours Sincerely,

Chuck Daher

Pine County Public Works Department

Office Manager
Sherri Anderson B24

Public Works Director
County Engineer
Mark LeBrun E82

Maintenance

Maintenance Engineer
Vacant C51

Hwy Maint Supervisor
Brad Davis C41

Hwy Maint Worker
Dan Adams B23
Todd Booker
Tim Duffney
Jim Fjosne
Waylon Franklin
John Jacobson
David Lewis
Glen McDowell
Greg Museus
Nick Pearson
Kris Roeschlien
Jeff Skalicky
Mike Struss
Jeremy Waldhalm

Engineering

Tech Supervisor
Dave Roberts C41

Engineering Tech III
Anthony Anderson B24
Jon Johnson
Shawn Linnell

Survey Crew Chief
Galen Kelash B24

ROW

Right-of-Way Manager
Todd Lindstrom C42

Signs & Traffic Tech
Jeffrey Wimmer B23

Survey

County Surveyor
Robin Mathews C51

Survey Crew Chief
Alex Larson B24

Fleet Services

Fleet Supervisor
Ed Effler C41

Mechanic
Terry Clementson B24
Derek Johnson

Non-Union
R & B Supv.
AFSCME R & B Techs
AFSCME R & B Maint

Pine County Public Works Department

POSITION DESCRIPTION
Maintenance Engineer

SECTION I. *GENERAL INFORMATION*		
BAND	GRADE	SUB-GRADE
C	5	1
DEPARTMENT Public Works	DIVISION Maintenance	SUPERVISOR County Engineer

SECTION II. *POSITION OBJECTIVE*

Under administrative direction, oversees, supervises, and coordinates the activities and operations of the Maintenance Division within the Public Works Department including the maintenance and repair of County roads, bridges, and equipment. Position operates independently and is responsible for all maintenance operations for the County.

DUTY NO.	TASKS	FRE-QUENCY
1.	Provides for the ongoing evaluation and inspection of County roads and bridges and direction of maintenance methods and techniques. a. Evaluate maintenance needs, establish priorities, and determine the method of repair needed to complete the repair. b. Assigns snowplow routes and directs call outs as necessary. c. Recommends road restrictions to supervisor to protect county roads. d. Recommends innovative techniques or methods to increase productivity and cost effectiveness in road and bridge operations. e. Monitors equipment usage and conditions and makes recommendations regarding replacement. f. Negotiates and executes agreements with property owners for the acquisition of roadway fill and aggregate materials.	
2.	Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned service areas, programs, and operations; recommends and administers policies and procedures.	
3.	Ensures compliance by crews with applicable state, federal and county policy. Evaluates and implements new and existing policies or procedures. Recommends operation policies or procedures. a. Directs or completes daily, weekly and monthly site inspections are completed and documented. b. Evaluate potential hazards and determine necessary engineering controls and/or personal protective equipment to require. c. Ensures that all maintenance workers have been trained and certified to operate equipment.	

4.	Plans, directs, coordinates, and reviews the work plan for assigned staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.	
5.	Provide for Supervision. Manages and coordinates the activities, operations and personnel of the Maintenance Division. a. Recommends to the County Engineer the selection and hiring of all positions under his/her direction. b. Recommends to the County Engineer disciplinary action involving suspension, demotion or termination. c. Responds to grievances or special employee issues as appropriate. Possesses authority to place employees on an administrative leave for poor performance. Monitors and evaluates performance of employees and issues commendation and corrective action as necessary. Schedules work activities, events, training of new employees.	
6.	Provides responsible staff assistance to the County Engineer; recommends modifications to maintenance programs, policies, and procedures.	
7.	Budgeting, project expenditures, and monitors expenses. a. Assists County Engineer in monthly and yearly budgeting process.	
8.	Serves as the liaison for the Maintenance Division to other divisions, departments, and outside agencies; represents the County eetings with other public agencies to develop and coordinate future or on-going projects; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of engineering.	
9.	Represent County Engineer in all departmental matters in the Engineer's absence. Performs related duties as required	

SECTION IV. *MINIMUM QUALIFICATIONS*

Bachelor's Degree in Civil Engineering and three years of civil engineering experience or a Two year technical degree in Civil Engineering and 7 years of engineering experience. Valid MN driver's license.

SECTION V. *KNOWLEDGE, SKILL, AND ABILITIES*

- Knowledge of operational characteristics, services, and activities of a comprehensive engineering program including design, traffic, field inspection, survey, GIS, environmental, real property acquisition; and related functions and programs areas.
- Knowledge of principles and practices of program development and administration.
- Knowledge of principles and practices of municipal budget preparation, financial management and administration.
- Knowledge of modern leadership/management techniques.
- Knowledge of work zone safety, OSHA, hazardous materials, lock out/tag out, and right to know.
- Ability to assess and direct recommend corrective action to mitigate hazardous situations.

- Knowledge of various equipment used in road and bridge maintenance work.
- Knowledge of principles and ability to supervise, train, lead, coordinate, and performance evaluations.
- Knowledge of pertinent federal, state, and local laws, codes, and regulations.
- Knowledge of Civil Engineering principles and practices.
- Knowledge of new technologies used in the field and ways to provide for efficiency and cost savings.
- Ability to conduct independent research and prepare reports and recommendations.
- Ability to deal effectively with the public and other City, State, and County officials.
- Ability to organize and prioritize work and the work of others.
- Ability to communicate effectively both orally and in writing to schedule, direct and instruct the duties of subordinates to accomplish the workload of the department.

SECTION VI. *PHYSICAL ABILITIES/REQUIREMENTS*

- Work is performed mainly outdoors and in a county owned vehicle.
- The position requires frequent movement in areas of limited access and on construction sites.
- Position may be required to utilize personal protective equipment such as gloves, hard hat, safety shoes, glasses, reflective vests, etc.
- Frequent moving of objects weighing up to 75 pounds.
- Ability to use vision to spot road hazards, safety hazards, and to drive.

SECTION VII. *HEALTH AND SAFETY*

- This position is responsible to investigate and make determinations on accidents and incidents reported by other employees and to recommend and/or take corrective action.
- Position responsible for ensuring all safety rules, policies and procedures are being followed by employees and to make necessary corrective action when employees fail to do so.
- Responsible for holding safety and health meetings on a regular basis to provide training on mandated and desirable safety issues such as snowplowing techniques, burns, right to know, severe weather, etc.
- Responsible to report any accident or incident which results in property damage or personal injury to the employee or when such is witnessed by the employee.
- Responsible to report any hazards which are know and to recommend corrective actions.
- This position complies with all Federal, State, County and Departmental safety and health rules, policies and procedures for which training has been provided.
- Actively participates in County-Wide Safety Committee
- Intermittent work in weather extremes such as heat, humidity, cold, wet conditions and dust conditions. Intermittent work in rough, wet, slippery, and steep terrain. Intermittent work around heavy construction equipment and highway traffic.
- Working with angry property owners and argumentative contractors.

SECTION VIII. *SIGNATURES*

The information in this description is a true and accurate account of the position.

Employee signature	Date
Department Head	Date

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: **June 19, 2012**	Consent Agenda *(Please Circle)* Regular Agenda Estimated Time: *(Please Circle)* __5____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action: Pine County Public Works	Department Head Signature Date 6/14/12

Item for Discussion: (one form per item)

Acknowledge and approve hiring of Alex Larson, Survey Crew Chief, B24, at a rate of pay of $15.87.

Board Action Requested: (Attach additional pages if needed)

Acknowledge and Approve

Supporting Documents: Attached None

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: June 19, 2012	Consent Agenda *(Please Circle)* Regular Agenda Estimated Time: *(Please Circle)* 5 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action: **AUDITOR**	Cathy Clemens 6-11-12 Department Head Signature Date

Item for Discussion: (one form per item)

Repurchase of forfeited property in full, Stearns Bank N.A., parcel 03.0035.005

Board Action Requested: (Attach additional pages if needed)

Approve the above repurchase in full.

Supporting Documents: **Attached** None

RESOLUTION

WHEREAS, Stearns Bank, the former Mortgagee, 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:

The North 330 feet of the South 1021.84 feet of the East 693.0 feet of the North Half of the Northwest Quarter (N ½ of NW ¼). Except that part of Greene Way of Taylor's Birch Acres 2nd Addition. Subject to any easements of record.

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

Stearns Bank, N.A. is the holder of a mortgage on the property that was forfeited for non-payment of real estate taxes. Despite the numerous assurances to the bank that these taxes would be brought current, the previous land owner failed to pay the past du and delinquent taxes to a point where forfeiture occurred. Stearns Bank has loaned the previous land owners a significant amount of money with little chance of collecting it back. Also, because of the forfeiture, the bank is now left without any security for their loans.

and

This property is a five-acre parcel that has a house and other structures on it that are dilapidated, of minimal value, and are likely deteriorating further. For the public to own this property, it would take a significant amount of repairs, upkeep and maintenance. Also, in today's real estate market, the public would likely have a hard time locating a buyer for this property. Although it is of minimal value and down dirt and other minimum maintenance roads, it does have some value that the bank can capture by selling it. This money will be used to offset the considerable loss the bank has suffered with the loans to the property owners. It would be in the public's interest to allow the repurchase of the property by the bank so it can collect the taxes owed to it and not have to undertake repairs and other actions related to selling or owning the property.

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 Stearns Bank, 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.

Dated at Sandstone, Minnesota, this 19th day of June, 2012.

Attest:

Chairman, Board of County Commissioners
Pine County, Minnesota

County Auditor

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: **June 19, 2012**	Consent Agenda *(Please choose)* Regular Agenda Estimated Time: *(Please Circle)* (5) 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department requesting action: **Land/Zoning/Solid Waste**	6-12-12 Department Head Signature Date

Item for Discussion: (one form per item)

Minnesota Pollution Control Agency Local Fix-up Fund Grant Application
(Clean Water Legacy Act – Subsurface Treatment Systems)

Board Action Requested: (Attach additional pages if needed)

Authorization to submit Local Fix-up Fund SSTS Grant Application

Supporting Documents: (Attached) None

Minnesota Pollution Control Agency
520 Lafayette Road North
St. Paul, MN 55155-4194

Local Fix-up Fund Grant Application

Subsurface Treatment Systems Program
Clean Water Legacy Act (Minn. Stat. ch. 114D)

Doc Type: Evaluation/Selection

CLEAN WATER LAND & LEGACY AMENDMENT

Instructions: The Minnesota Pollution Control Agency (MPCA) is seeking grant applicants to support work of the Clean Water Legacy Act (Minn. Stat. ch. 114D) in protecting groundwater and surface water from impacts resulting from the improper design and/or operation of Subsurface Treatment Systems (SSTS).

Application due date (received in MPCA offices, not postmark date): June 22, 2012 at 4:30 p.m.

Please return completed grant application to:
Gretchen Sabel, SSTS Coordinator
Minnesota Pollution Control Agency
520 Lafayette Road North
St. Paul, Minnesota 55155

Local Fix-up Fund Grants for MPCA Funds

These grants will be awarded to counties for upgrade of eligible SSTS (Notice of Noncompliance issued; may be Imminent Threat or Failing to Protect Groundwater); grants may be awarded without a list of specific properties and may be held by the county for the duration of the grant agreement. Funds must be spent by June 30, 2014. Grants will be made in the amount of $15,000 to $40,000 per county based on the amount requested per county and may be reduced if the total requests exceed the funds available. Progress on work relating to the grant will be reported through Board of Water and Soil Resources' (BWSR) E-link process. Because these are Clean Water Funds, additional requirements apply.

Counties must commit with this application to follow these grant criteria when determining which SSTS is eligible for funding:

- Fix SSTS that have been deemed to be Imminent Threat to Public Health or Failing to Protect Groundwater (must have been issued Notice of Noncompliance)
- Funding only for homesteaded single-family homes or duplexes.
- Homeowner must be low income: recommend use of U.S. Department of Agriculture criteria be used - http://www.rurdev.usda.gov/SupportDocuments/MN%20GRH.pdf.
- Recommend counties consider a sliding scale based on income.
- Clean Water criteria must be met - will be specified in grant agreement.
- Funds must be used for eligible SSTS upgrade or returned to the State if not expended by June 30, 2014.

Other Considerations:

- Counties may use a portion of funds for work directly related to and necessary for administering the local grants as approved in the grant award.
- Preference in awarding grants will be given to counties that administer active programs to identify and address non-compliance, and to counties with lowest average annual county income.
- Grant awards will be adjusted if the requests exceed the amount available.

County Information

County name: PINE Watershed(s) impacted by work: Upper St. Croix, Lower St. Croix, Snake River, Kettle River (4)

Local agency responsible: Pine County Dept. of Land, Planning + Zoning, Solid waste

Amount requested (from $15,000 to $40,000): $ 40,000 Amount proposed for grant administration: $

Estimated number of upgrades that will be completed: _____

County 'triggers' to improve SSTS compliance (check all that apply):

Systematic SSTS inventory: ☐ Countywide ☐ Shoreland only
Point of sale inspections: ☐ Countywide ☒ Shoreland only
Inspection required before obtaining any local permit: ☐ Countywide ☒ Shoreland only

Average county income based on 2010 U.S. Census: $ 42,035 (median household)

Signature of county official responsible for grant:

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

Print name: _____ Title: _____

Signature: _____ Date (mm/dd/yyyy): _____

www.rurdev.usda.gov/supportDocuments/MN%20GRH.PDF

GUARANTEED HOUSING PROGRAM INCOME LIMITS

STATE:MINNESOTA

	PROGRAM	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON*
		ADJUSTED INCOME LIMITS							
Pine County, MN									
	VERY LOW INCOME	21000	24000	27000	30000	32400	34800	37200	39600
	LOW INCOME	33600	38400	43200	48000	51850	55700	59500	63350
	MOD.INC-GUAR.LOAN	77050	77050	77050	77050	101700	101700	101700	101700
Pipestone County, MN									
	VERY LOW INCOME	21000	24000	27000	30000	32400	34800	37200	39600
	LOW INCOME	33600	38400	43200	48000	51850	55700	59500	63350
	MOD.INC-GUAR.LOAN	77050	77050	77050	77050	101700	101700	101700	101700
Pope County, MN									
	VERY LOW INCOME	21150	24200	27200	30200	32650	35050	37450	39900
	LOW INCOME	33800	38650	43450	48300	52150	56050	59900	63750
	MOD.INC-GUAR.LOAN	77050	77050	77050	77050	101700	101700	101700	101700
Red Lake County, MN									
	VERY LOW INCOME	21000	24000	27000	30000	32400	34800	37200	39600
	LOW INCOME	33600	38400	43200	48000	51850	55700	59500	63350
	MOD.INC-GUAR.LOAN	77050	77050	77050	77050	101700	101700	101700	101700
Redwood County, MN									
	VERY LOW INCOME	21000	24000	27000	30000	32400	34800	37200	39600
	LOW INCOME	33600	38400	43200	48000	51850	55700	59500	63350
	MOD.INC-GUAR.LOAN	77050	77050	77050	77050	101700	101700	101700	101700
Renville County, MN									
	VERY LOW INCOME	21000	24000	27000	30000	32400	34800	37200	39600
	LOW INCOME	33600	38400	43200	48000	51850	55700	59500	63350
	MOD.INC-GUAR.LOAN	77050	77050	77050	77050	101700	101700	101700	101700
Rice County, MN									
	VERY LOW INCOME	25350	28950	32550	36150	39050	41950	44850	47750
	LOW INCOME	40500	46300	52050	57850	62500	67100	71750	76350
	MOD.INC-GUAR.LOAN	83150	83150	83150	83150	109750	109750	109750	109750
Rock County, MN									
	VERY LOW INCOME	21200	24200	27250	30250	32700	35100	37550	39950
	LOW INCOME	33900	38700	43550	48400	52250	56150	60000	63900
	MOD.INC-GUAR.LOAN	77050	77050	77050	77050	101700	101700	101700	101700
Roseau County, MN									
	VERY LOW INCOME	21000	24000	27000	30000	32400	34800	37200	39600
	LOW INCOME	33600	38400	43200	48000	51850	55700	59500	63350
	MOD.INC-GUAR.LOAN	77050	77050	77050	77050	101700	101700	101700	101700

* ADD 8% OF 4 PERSON LIMIT FOR EACH PERSON IN EXCESS OF 8 PERSONS

** MODERATE INCOME IS DEFINED AS THE GREATER OF 115% OF THE U.S. MEDIAN FAMILY INCOME OR 115% OF THE AVG. OF THE STATE-WIDE AND STATE NON-METRO MEDIAN FAMILY INCOMES OR 115/80THS OF THE AREA LOW-INCOME LIMIT

01/18/2012 SPECIAL PN

Select: Different Counties
Different State
Select a Different Year: 2010 Go

Estimates for Minnesota Counties, 2010

Tables: [Median household income, in dollars]

Median household income, in dollars, 2010

ID	State and County	Estimate	90% Confidence Interval
27115	Pine County	42,035	39,038 to 45,032

2010 State-Level Estimation Details | 2010 County-Level Estimation Details | Back to top

Final release date for these estimates: November 2011

Select: Different Counties
Different State
Select a Different Year: 2010 Go

Beginning with the estimates for 2005, data from the American Community Survey were used in the estimation procedure; all prior years used data from the Annual Social and Economic Supplements of the Current Population Survey.
There is uncertainty associated with all estimates in this program. Where possible, we quantify this uncertainty through confidence intervals (please see a basic explanation of confidence intervals). For detail on the sources of uncertainty for state and county estimates, please see Quantifying Uncertainty for State and County Estimates. For a discussion of estimating the relative magnitude of this uncertainty in SAIPE school districts' estimates, please see Quantifying Relative Error in School District Estimates.
Before attempting to compare estimates, please see the General Cautions page.

Source: U.S. Census Bureau | Small Area Income and Poverty Estimates | Last Revised:

PINE COUNTY
REQUEST FOR BOARD ACTION

Requested Board Date: June 19, 2012 FLEXIBILITY: YES **NO**	Estimated Time: Consent Agenda 10 Min. 15 Min. **30 Min.** 45 Min. 1 hour
County Probation . Department Requesting Action	Cheryl Arola 6/12/2012 Department Head Signature/Date

Item for Discussion: (one form per item)
Probation Advisory 2012 Comprehensive Plan

Board Action Requested: (Attach additional pages if needed)
Formal acceptance of the 2012 Plan.

1) *Request that the Goals & Objectives with the content to be taken under advisement during the 2013 Budget process*

2) *Invite the board to charge or direct the committee to research or review of probation-related issues relevant to them.*

Supporting Documents: *Full Report will be provided at the Board meeting*

Background/Previous Action:
Since 1999 the Probation Advisory Committee has presented an annual Comprehensive Plan to the Pine County Board, Department of Corrections (DOC), and PICK Judicial Bench. The document provides policy and decision makers with a solid review and evaluation of existing probation services and programming, as well as providing some strategic planning and direction for future probation practices. The County Board, PICK Judicial Bench and DOC are invited to add additional goals and objectives for the committee to add to the existing agenda.

Budgetary Implications:
Approval of the Comprehensive Plan Goals & Objectives does not result in any financial commitments.

The annual plan provides the County Board with a document in which to evaluate how probation dollars are being used to provide quality services to the citizens of Pine County in a cost-effective, courteous and efficient manner. The content of the report and recommendations also provide a basis for future funding decisions.

Highlights:

- *Probation Caseload Starts to Even Out*
  - *Low level offenders are serving less time under supervision*
  - *Better analysis of future caseloads will be through new entries vs. annual snapshot*

- *Changing Probation Demographics*
  - *DWI and Drug offenses have increased over the past decade while traffic offenses declined*
  - *Drug and alcohol addiction is prevalent along with severe and persistent mental illness*
  - *Addiction and mental illness contributes to a higher probability of reoffending*

- *Evidence-Based Practice (EBP)*
  - *EBP uses research to lower crime, reduce arrests, and reduce dependence on incarceration.*
  - *EBP are county, state, and nationwide strategies including specialized training, targeting high risk offenders, use of validated risk-assessment tools, cognitive based programming, case planning, measuring outcomes, and feeding results back to practitioners.*
  - *Case Planning improves effectiveness of supervision by involving the offender in setting and following through on goals to reduce their risk to reoffend.*

- *Pine County Probation Staff Changes*
  - *Staffing reduction occurred in summer of 2011*
  - *Changes included major workload shifts in line to be completely in line with EBP risk level supervision and additional EBP training.*
  - *EBP paradigm shift*
    - *Supervision is no longer based upon the type of offense or conditions ordered by the Court.*
    - *There is an investment in EBP training and annual boosters*
    - *Significant time needs to be dedicated to a thorough risk-assessment process*
    - *Offender supervision is based upon risk score.*
    - *Probation agents are expected to motivate offenders to change high risk factors for pro-social behavior.*
    - *Very low offenders are closed administratively or "inactive" when conditions are met.*

- *Correctional Fees*
  - *Annual fee collection has been consistent over the past four years. (2012 is looking up)*
  - *Payment plans are working with slow and steady results*
  - *Current collection rate is 63.6%*
  - *Fees are also collected for Cognitive Skills classes, electronic monitoring administrative fee, workbooks, and positive UA drug screens.*
  - *In 2011 offenders paid for 11% of the probation department revenue. The state contributed 41% and county 48%.*

- ***Probation Advisory Committee Recommendations***

  The Committee:
  - *Supports the EBP direction and implementation of EBP practice by both Pine County Probation and the Department of Corrections.*
  - *Believes that implementing EBP programs puts the dollars where there is the most benefit based on proven effectiveness.*
  - *Supports staffing which is consistent with EBP practice and needs.*
  - *Would like to see the expansion of the cognitive skills programming on a broader scale to expose more offenders in additional ways to this critical piece of offender change.*
  - *Believes it is important to continue to evaluate programs. Would like to see special focus this next year comparing the current Cog program to the one used in past and documenting the perceived success of the pre-trial programming.*

- *Focus for Advisory Committee next year:*
  - *Continued application of EBP*
  - *Ongoing review of local correctional needs and available resources and interventions*
  - *Review and evaluation of current technology trends*
  - *Monitor outcome measures for county correctional programs*

Meetings are open meetings and Commissioners are welcome to attend:

Tues, Aug 28th, 2012 6-8 PM Sandstone
Tues, Nov 27th, 2012 6-8 PM Pine City
Tues, Feb 26th, 2013 6-8 PM Sandstone
Tues, May 28th, 2013 6-8 PM Pine City

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: June 19, 2012	Consent Agenda *(Please Circle)* Regular Agenda Estimated Time: *(Please Circle)* 5 Min. Min. Time needed 20 Min. 45 Min. 1 hour
Department requesting action: **Administrator**	Department Head Signature Date 6/14/12

Item for Discussion:

Approve modifying contract with David Minke to change start date from July 16, 2012 to July 2, 2012

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

Supporting Documents: Attached None

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: June 19, 2012	Consent Agenda *(Please Circle)* Regular Agenda Estimated Time: *(Please Circle)* 5 Min. Min. Time needed 20 Min. 45 Min. 1 hour
Department requesting action: **Administrator**	Department Head Signature Date

Item for Discussion:

Authorize County Attorney to proceed with agreement to accept Fee Title ownership of old rail line from Kanabec Co line to Brook Park from BNSF.

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

Supporting Documents: Attached None