PINE COUNTY
MINNESOTA

AGENDA
PINE COUNTY BOARD MEETING

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

A) Call meeting to order

B) Pledge of Allegiance

C) Public Forum

D) Adopt Agenda Items

E) Approve Minutes of June 19, 2012 and June 25, 2012 Board Meetings

F) Approve Consent Items

Minutes of Boards, Committees and Board Memos, Newsletter

1. Pine County HRA Senior Housing, April, 2012
2. Pine County HHS Advisory Committee Minutes, June, 2012

CONSENT AGENDA

Auditor/Treasurer

1. June 2012 Disbursements

2. Applications for Abatement:
   Richard & Tammy Nordahl, 13164 Canalville Ln, Grasston, PID 28.5092.000, pay 2013
   Daryl Nelson, 92400 Frontage Rd E, Sturgeon Lake, PID 33.5786.000, pay 2011
   Helen Swenson, 11557 Grindstone Lake Rd, Sandstone, PID 12.8800.306, pay 2010-2012
   Timothy Pratt, 10947 Rice Rd, Brook Park, PID 06.8800.409, pay 2012

3. Application for Exempt Permit for MN Sokol Camp Association to conduct MN lawful gambling on August 12, 2012 at 19201 Woodland Acres South, Pine City(Chengwatana Twp)

4. Approval of 3.2 Temp liquor licenses for Sokol Camp

5. Acknowledge and accept $4,000 donation from the Rock Creek Lions for the band shell at the Pine County Fairgrounds

REGULAR AGENDA

(Times are approximate)

10:05 a.m. Sheriff

1. Sheriff's Report

10:20 a.m. Public Works

1. Open Bids for Bridge Contract #1203, CR 120 over Mud Creek
2. Approve Final Payment on SAP 58-599-39, Arna Twp Bridge
3. Flooding update

10:35 a.m. Auditor/Treasurer

1. Execute Contract for Services Agreement with Lakes & Pines CAC, Inc

10:40 a.m. Land/Zoning

1. Tax Forfeit Access Easement Purchase

10:45 a.m. Administrator

1. Public Health presentation on Smoking Ban
2. Approve Unpaid Leave for Nursing Team Leader Pat Anderson effective June 25, 2012 for up to 12 Weeks

11:10 a.m. Commissioner's Report

Upcoming Meetings

Personnel Committee meeting, **Tuesday, July 10, 2012, 9:00 a.m.** Administrator's Conference Room, Pine City, MN

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

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

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

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

Tuesday, June 19, 2012 1:00 p.m. Public Health Building, Sandstone, MN

Chairman Chaffee called the meeting to order at 1:00 p.m. Present were Commissioners, Doug Carlson, Curt Rossow, Steve Hallan, 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 public comment.

Commissioner Rossow moved to adopt the agenda, Commissioner Pangerl seconded, motion carried.

Commissioner Carlson moved to approve the minutes of the June 5, 2012 Board meeting. Commissioner Hallan seconded, motion carried.

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

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

REGULAR AGENDA

Sheriff

Sheriff Cole presented for acknowledgement the retirement of Deputy Gary Frehse effective August 11, 2012. Commissioner Rossow motioned to accept retirement and thank Deputy Frehse. Commissioner Pangerl seconded, motion carried.

Sheriff Cole presented a request to promote one (1) PT Deputy to FT Deputy. Commissioner Rossow motioned to approve. Commissioner Carlson seconded, motion carried.

Sheriff Cole presented for approval to hire PT Court Security Officer Patricia Haines effective July 1, 2012. Chairman Chaffee motioned to approve as presented. Commissioner Carlson seconded, motion carried.

Sheriff Cole presented for approval the promotion of JoAnn Gray to Jail Sergeant effective July, 1, 2012 at $19.51/hr B31. Commissioner Rossow motioned to approve as presented. Commissioner Carlson seconded, motion carried.

Sheriff Cole presented for approval the promotion form PT to FT Correction Officer's Troy Parker, Tracy Stumpf, Jennifer MacQuiddy effective July 1, 2012. Commissioner Rossow motioned to approve as presented. Commissioner Pangerl seconded, motion carried.

Sheriff Cole provided updated information on 800 MHz Radio purchasing. Commissioner Rossow motioned to approve the purchase of up to $210,000 in Radio Equipment for the Volunteer Fire Departments. Commissioner Hallan seconded, motion carried.

Public Works

Engineer LeBrun presented for acceptance the resignation of Assistant County Engineer Chuck Daher effective July 13, 2012 and the approval of revised Organizational Chart for the Public Works Department. Commissioner Rossow motioned to accept resignation and to approve revised Organizational Chart as presented. Commissioner Hallan seconded, motion carried.

Engineer LeBrun presented for approval the hiring of Survey Crew Chief Alex Larson effective June 20, 2012 at $15.87hr B24. Commissioner Rossow motioned to approve as presented. Commissioner Pangerl seconded, motion carried.

Auditor/Treasurer

Auditor/Treasurer Clemmer presented a resolution for the repurchase of forfeited property in full by Stearns Bank N.A. Commissioner Carlson motioned to approve as presented. Commissioner Hallan seconded, resolution passed unanimously.

RESOLUTION #061912-01

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) Section Five (5), Township Forty-one (41), Range Twenty (20). 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.

Land/Zoning

Land/Zoning Administrator Schnieder presented a MPCA Local Fix-up Grant application for approval and to have Lakes & Pines provide Admimistration. Commissioner Hallan

motioned to approve as presented. Commissioner Carlson seconded, motion carried.

Land/Zoning Administrator Schnieder provided updated information on Flood Plain Management. No action taken.

Chariman Chaffee called for a 10 minute recess.

Probation

Probation Director Arola presented the Probation Advisory 2012 Comprehensive Plan. No action taken.

Administrator

Interim Administrator LeBrun presented for approval revising the contract start date for County Administrator David Minke from July 16, 2012 to July 2, 2012. Commissioner Rossow motioned to approve as presented. Commissioner Pangerl seconded, motion carried.

Interim Administrator LeBrun and County Attorney Carlson presented information on accepting title transfer of rail line property from BNSF to Pine County. Commissioner Hallan motioned to approve as presented. Commissioner Carlson seconded, motion carried. Commissioner Carlson commented on the Draft Wisconsin Forest Master Plan he received.

Commissioner Hallan commented on the upcoming methane gas/electricity presentation at the ECSWC in Mora.

Upcoming Meetings Announced

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

Methane/Electricity conversion presentation, July 10, 2012, 4:00 p.m. ECSWC Mora, MN

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

With no further business, Chairman Chaffee adjourned the County Board meeting at 3:02 p.m., until the next scheduled County Board Meeting on July 3, 2012 at 10:00 a.m. in the Boardroom of the Pine County Courthouse.

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

MINUTES OF PINE COUNTY BOARD MEETING *Special Meeting*

Monday, June 25, 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. Also in attendance were representatives from FEMA, Salvation Army, State Officials, US Senator Franken's staff, and US Congressman Cravaack's staff.

The Pledge of Allegiance was said.

Chairman Chaffee called for public comment. Aileen Croup commented the County should look at what other cities have done in response to flooding and not reinvent the wheel.

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

Sheriff

Sheriff Cole presented information and summarized flooding events from afternoon of June 20th to present. Estimated 100 homes have been damaged no major injuries or fatalities.

Administrator

Commissioner Rossow motioned to approve resolution Requesting a Presidential Declaration of a Major Disaster. Commissioner Carlson seconded, resolution passed unanimously.

Commissioner Rossow motioned to provide up to $30,000 of emergency assistance for the next 30 days at the discretion of the HHS Director. Commissioner Carlson seconded, motion carried unanimously.

Chairman Chaffee thanked the Emergency Management staff for their work.

Upcoming Meetings Announced

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

With no further business, Chairman Chaffee adjourned the County Board meeting at 11:42 a.m., until the next scheduled County Board Meeting on July 3, 2012 at 10:00 a.m. at the

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

Resolution Requesting a Presidential Declaration of a Major Disaster

WHEREAS the County of Pine has sustained severe losses of major proportion, caused by flooding and severe weather on the date(s) of June 18th and continuing; and

WHEREAS Pine County is a public entity within the State of Minnesota; and

WHEREAS substantial damage has been sustained to public and private property, as outlined in the attached damage assessment forms; and

WHEREAS the cost of recovery from this disaster is beyond the resources available within the county, and state and federal resources are necessary;

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners, for and on behalf of the citizens of Pine County, request the Governor of the State of Minnesota to petition the President of the United States to declare the County of Pine, Minnesota, to be a major disaster area, through appropriate channels.

Be it further resolved that this request is for:

1. The Public Assistance (Infrastructure Support) and Individual Assistance Programs as offered under the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

2. The Hazard Mitigation Program, as offered under the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

Be it further resolved that the County Emergency Management Director is authorized to coordinate the damage survey teams with local government, and assist in the administration of the disaster recovery process, as needed.

Adopted this 25th day of June, 2012.

Signed: _____
Steve Chaffee, Chair of the Board

ATTEST: _____
Cathy Clemmer, County Auditor
for

Pine County Health & Human Services Advisory Committee
Minutes
June 6, 2012

Attendance: LaDonna Clepper, Sharri Johnson, Tim Schmutzer, Linda Cassman, and Janet Schumacher
Absent: Geri Germann, Cheryl Johnson, Deedre Ludwig, Barb Morgan, Kevin Wojahn and Pastor Vicki VanderVegt

Others Present: Carolyn Miller

Meeting began at 3:00 p m at the Health & Human Services/Public Health Building in Sandstone.

1. **Welcome and Introductions** – Linda welcomed the Committee Members and introduced Carolyn Miller as a potential member.

2. **Minutes of 3/7/12** - Motion was made by LaDonna Clepper and seconded by Sharri Johnson to approve the minutes. Motion carried.

3. **Discussion**
   1. Possible Consolidation of Pine/Kanabec County HHS
   Linda indicated that discussion continues to be held regarding the possible consolidation of Pine/Kanabec Co HHS. They are now looking at budget numbers and finding out that we do a lot of things the same but maybe call it by different names. Kanabec Co wanted to form a JPA/Committee, however we are not ready for that yet.

   Tim Schmutzer wondered if there had been an organizational chart formed yet – discussion has been that Wendy Thompson would be the Administrator and Linda Cassman as the Human Services Director and there would also be a Public Health Director – it adds another layer of administration. Wendy is close to having her Doctorate Degree as well as additional years as a Director and Linda has a Master's Degree with six years as Director.

   Tim continues to have concerns as well as does the HHS Advisory Committee:

   - If you are not part of the community, could you have vested interest in re-organization. Tim is trying to understand the implications down the road.
   - Has there been a financial cost/benefit analysis completed? If so, possibly the HHS Advisory Committee should have the opportunity to review it, and provide an opinion on it prior to a final vote by the respective County Boards. If not, completing this is vitally prudent prior to a final vote.
   - Counties currently must formally "allow" HCBS providers to operate in their county through a contract. Will this merger allow all providers who are contracted currently with either county to operate within both once the merger is complete?
   - Who will be the final decision maker on day-to-day matters relating to HHS services (e.g., referrals, allocation of county funds to providers now that multiple providers will be providing the same services, etc.)?
   - How much time will be allowed for "public comment" relating to the merger?

- With the total population and geographical size differences between the counties, and given Kanabec's significantly higher cost per participant in comparison to Pine, how exactly will efficiencies be realized in total cost for Pine County? With these efficiencies, how many projected positions will be reduced or eliminated in order to reduce duplication of services/tasks?

It looks like the merger would benefit Kanabec Co more than Pine Co and would cost additional dollars to Pine Co. There are numerous ways we can collaborate services rather than going through a reorganization. We will await additional info as it is discussed – such as costs for salaries, hours of work, etc.

2. Canalville Lane in Pine City

Linda explained the recent situation where Pine Co had been made aware of a piece of property in Pokegama Township with a numerous amount of garbage – the owner had passed away and someone had gone in and stole the scrap leaving the garbage, etc. strewn on the property. Under the PH Nuisance Law it was considered a nuisance and the HHS Dept moved forward to post it, have the site cleaned up, and will tax the property. Bids were put out, however, only one bid was received and the vendor could not provide a license/insurance. Additional vendors were approached with the job completed in a short order of time.

4. **Staffing and & Program Updates**

1. Case Aide

Debbie Neubauer recently retired – we are in the process of interviewing/appointing to that position.

2. Nursing Team Leader

We recently received approval to replace this position as well as a new position with RNs – have interviewed and will be making an appointment soon.

3. Support Enforcement Aide

Kim Hammill has submitted her resignation – we will take this replacement to the next Personnel Committee meeting.

We currently have a Social Worker Intern in the Children's Services Unit and a temporary person through Pine Tech for front desk coverage at the PGC to cover for our vacant Case Aide and Support Enforcement Aide positions.

Linda mentioned that there is an upcoming fundraiser at Chris' Grocery Store for "A Place for You" homeless shelter in Pine City. She also mentioned that there may be a possibility of our public health staff going in when the shelter opens to provide outreach services. The shelter should be a good resource once it is up and running – tentative opening is for October.

Meeting adjourned at 4:15 p m.

Next Meeting Date: Wednesday, September 5, 2012 at 3:00 at the Public Health Building in Sandstone.

Minutes prepared by Janet Schumacher

PHealth & Human Service Advisory Committee\Minutes\2012\June 6 min

PINE COUNTY HRA SENIOR HOUSING
510 Fifth Street
Sandstone, MN 55072
(320) 245-5140
pinehra@ecenet.com

Sandstone Manor	Finlayson Manor
510 Fifth Street	6524 Broadway Street
Sandstone, MN 55072	Finlayson, MN 55735

The regular meeting of the Pine County HRA Senior Housing Board of Directors was held on April 26, 2012, at the Sandstone Manor. Commissioners of the HRA present were Dorothy Stockamp, Arild Frederiksen, Dean Dronen, and Jan Oak. Staff members present were Executive Director Janice Gustafson and Resident Manager Evelyn Yocum. Commissioner Cherie Drilling and Resident Manager Susan Blake were absent. There were no residents present.

1. The meeting was called to order at 2:00 P.M. by Board Chair D. Stockamp.

2. The minutes from March 22, 2012, were reviewed by the Board members. A motion was made by D. Dronen and was seconded by A. Frederiksen to accept the minutes. Motion carried: Yeas 4, Nays 0.

3. The monthly financial statements and the investment report were presented by J. Gustafson. A motion was made by Board Chair D. Stockamp and was seconded by J. Oak to approve the financial statements and the investment report. Motion carried: Yeas 4, Nays 0.

4. Executive Director's Report. The written Executive Director's report was reviewed by Board members.

5. Old Business:

   a) Vacancies. As of June 1, 2012, there will be no vacancies at the Sandstone Manor and three vacancies at the Finlayson Manor.

   b) Bike Rack. The bike rack for the Finlayson Manor is currently being powder coated. A bike rack for the Sandstone Manor was also discussed.

6. Resident Managers' Reports.

   a) Finlayson Manor. J. Gustafson reported in S. Blake's absence things were going well at the Finlayson Manor.

   b) Sandstone Manor. E. Yocum reported the residents were treated to a snack and entertained by the local Cub Scout troop. The residents are planning to play bingo in the screen house and enjoyed an egg bake made by one of the residents.

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

8. New Business: A motion was made by J. Oak and was seconded by D. Dronen to unlock the unisex bathroom for an assessment period of three months. Motion carried: Yeas 4, Nays 0.

9. A motion was made by A. Frederiksen and was seconded by D. Dronen to adjourn the meeting at 2:33 P.M. Motion carried: Yeas 4, Nays 0.

10. The next regular scheduled meeting is May 24, 2012, at the Finlayson Manor.

Dorothy Stockamp
HRA Board Chair

Janice S. Gustafson
Executive Director

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: July 3, 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 6-27-12 Department Head Signature Date

Item for Discussion:

June, 2012 Disbursements

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: July 3, 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 6-27-12 Department Head Signature Date

Item for Discussion:

Applications for Abatement -
Richard & Tammy Nordahl, 13164 Canalville Ln, Grasston, PID 28.5092.000, pay 2013
Daryl Nelson, 92400 Frontage Rd E, Sturgeon Lake, PID 33.5786.000, pay 2011
Helen Swenson, 11557 Grindstone Lake Rd, Sandstone, PID 12.8800.306, pay 2010-2012
Timothy Pratt, 10947 Rice Rd, Brook Park, PID 06.8800.409, pay 2012

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: July 3, 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**	Department Head Signature 6-27-12 Date

Item for Discussion:

Application for Exempt Permit for MN Sokol Camp Association to conduct Minnesota lawful gambling on August 12, 2012 at 19201 Woodland Acres South, Pine City (Chengwatana Twp).

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: 7-3-12	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**	Department Head Signature 6-26-12 Date

Item for Discussion: (one form per item)

Approval of 3.2 Temp liquor licenses for SOKOL CAMP

All are subject to approval by the County Board, the corresponding Township, Pine County Sheriff and Pine County Attorney.

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: July 3, 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 Clements 6-27-12 Department Head Signature Date

Item for Discussion:

Acknowledge and accept $4,000.00 donation from the Rock Creek Lions for the band shell at the Pine County Fairgrounds.

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: July 3, 2012 As close to 10:10 a.m. as possible	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: **Pine County Public Works**	Department Head Signature Date 6/25/12

Item for Discussion: (one form per item)

Contract #1203

SAP 058-598-025 **Located 1.0 mile South of CSAH 11on CR 120 over Mud Creek**

Board Action Requested: (Attach additional pages if needed)
Authorize the Chair to sign the lowest responsible bid as determined by the County Engineer

Supporting Documents: Attached None

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: July 3, 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: **Pine County Public Works**	Department Head Signature 6/27/12 Date

Item for Discussion: (one form per item)

Final Payment on Contract #1101

SAP 58-599-39; Located 0.6 miles S of CSAH 25 Town Road 816 (Witt Lane) over Tamarack River

Board Action Requested: (Attach additional pages if needed)
Approve Final Payment to Dallco, Inc. in the amount of $10,521.91

Supporting Documents: Attached None

Pay Request

PINE COUNTY HIGHWAY

405 Airport Road NE
Pine City, MN 55063
Project SAP 058-599-039 - Bridge #58552 and Approach Grading
Final Pay Request No. 6

Contractor: Dallco, Inc
6550 Pine Lake Road
Finlayson, MN 55735

Contract No. 1101
Vendor No. 1006
For Period: 2/17/2012 - 6/21/2012
Warrant # _____ Date _____

Contract Amounts

Original Contract	$520,791.45
Contract Changes	$2,200.00
Revised Contract	$522,991.45

Work Certified To Date

Base Bid Items	$523,895.25
Change Orders	$0.00
Backsheets	$0.00
Supplemental Agreements	$0.00
Work Orders	$2,200.00
Material On Hand	$0.00
Total	$526,095.25

Funds Encumbered

Original	$520,791.45
Additional	$0.00
Total	$520,791.45

	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
SAP 058-599-039	$0.00	$526,095.25	$0.00	$515,573.34	$10,521.91	$526,095.25
			Percent Retained: 0%			
				Amount Paid This Final Pay Request	$10,521.91	

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By

Mark A. LeBo

County/City/Project Engineer

6/25/12

Date

Approved By Dallco, Inc

Contractor

Date

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: July 3, 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**	Department Head Signature Date 6/27/12

Item for Discussion:

Flood update

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

Supporting Documents: Attached None

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: July 3, 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**	Department Head Signature 6-27-12 Date

Item for Discussion:

Accept and execute Contract for Services Agreement with Lakes & Pines CAC, Inc to use the remaining funds for administrative purposes from the original grant with DEED. Originally discussed and approved by the County Board on June 5, 2012

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None

Partnering to end Poverty

Lakes & Pines COMMUNITY ACTION COUNCIL, INC.

June 20, 2012

Cathy Clemmer
Pine County Auditor
635 Northridge Drive NW, Suite 240
Pine City, MN 55063

Ms. Clemmer,

Enclosed please find two signed copy of the Contract for Services Agreement for the use of Program Funds Lakes and Pines CAC, Inc. and Pine County. Please return one fully signed copy for our files and retain the other for your records. If you have any further questions, please feel free to contact me at (320) 679-1800 Ext. 117.

Thank you,

Robert Benes
Executive Director

1700 Maple Avenue East • Mora, MN 55051-1227
Office and TDD • 320/679-1800 • FAX 320/679-4139
Special accommodations for people with disabilities upon request.
Serving the counties of Aitkin, Carlton, Chisago, Isanti, Kanabec, Mille Lacs and Pine
An Equal Opportunity Employer/Contractor

CONTRACT FOR SERVICES AGREEMENT FOR USE OF PROGRAM FUNDS BY AND BETWEEN PINE COUNTY, MINNESOTA AND LAKES & PINES C.A.C., INC.

I. Identity of Parties:

The parties to this contract shall be Pine County, located within Pine County of Minnesota hereinafter referred to as "County" and Lakes & Pines Community Action Council, Inc. of Mora, Minnesota hereinafter referred to as "Lakes & Pines".

II. Duration:

The County agrees to contract with Lakes & Pines for services described in Section III below for the completion of the projects to use the remainder amount of program income funds from the Small Cities Development Program.

III. Duties & Responsibilities:

This contract agreement provides for technical assistance to the County in carrying out the rehabilitation project activities using program income funds from previous Small Cities Development Program awarded to the County by the Department of Employment and Economic Development.

This technical assistance to be provided to the County by Lakes & Pines shall include the following:

1. Assistance to the County for the maintenance of all records.
2. Assistance to the County for compliance with all environmental, labor standards and civil rights requirements.
3. Preparation of correspondence and reports to the Department of Employment and Economic Development of the State of Minnesota, as required.
4. Preparation of all contracts for services for this rehabilitation project.
5. Preparation of all documents and forms needed to make the rehabilitation loan.
6. Final determination of eligibility of each property and property owner(s) for rehabilitation loans.
7. Conduct inspections with special attention to:
    a. Preservation of basic structure

b. Code compliance

c. Improvement of energy and accessibility items

d. Correction of health and safety items.

8. Preparation of inspection write-ups on needed and eligible rehabilitation work.

9. Duplications of write-ups and other necessary papers for property owner(s) and contractors.

10. Provide lists of area contractors, if needed.

11. Review bids for completeness, accuracy and fair costs. Identify acceptable bid(s).

12. Pre and final inspection will be conducted.

13. Required completion papers with appropriate signatures will be delivered or mailed to person(s) authorized to make final payments.

Technical assistance to be provided to Lakes & Pines by Pine County shall include:

1. Processing of participant applications by aiding applicants in obtaining supplemental data that will allow final processing of applications by Lakes & Pines.

IV. Compensation:

Certain funds are available for administration purposes. Lakes & Pines agrees to perform all services, for a cost not to exceed 15 percent of expenditures per project from the Small Cities Program Income account since April 4, 2011.

V. General Terms:

1. Services specified in Section III of this contract may be subcontracted by Lakes & Pines with prior approval of the County.

2. The contract shall be subject to modification at any time provided there is a mutual agreement in writing between Lakes & Pines and the County on the proposed modifications.

3. The contract shall be subject to termination provided that the respective party (Lakes & Pines or the County) be given 60 days notice.

4. The County shall not be responsible for the activities of the employees of Lakes & Pines, its agents, assigns, or contractors performing the work on the Small Cities Development Program project.

5. Lakes & Pines shall defend, indemnify and hold harmless the County, its members, officers, and employees from all liability and claims for damages arising from bodily injury, death, property damage, sickness, disease or loss and expenses resulting from or alleged to result from Lakes & Pines' operation under this contract.

6. Lakes & Pines shall not be responsible for the activities of employees of the County, its agents, assigns, or contractors performing the work on the Small Cities Development Program project.

7. The County shall defend, indemnify and hold harmless Lakes & Pines, its members, officers, and employees from all liability and claims for damages arising from bodily injury, death, property damage, sickness, disease or loss and expenses resulting from or alleged to result from the County's operation under this contract.

8. If the contract between the County and Lakes & Pines is terminated, Lakes & Pines will invoice the County for all services performed on partial services.

IN WITNESS, WHEREOF, Lakes & Pines has caused this contract to be duly executed in its behalf and the County has caused the same to be duly executed on its behalf;

Pine County

_____

Board Chairperson – Curt Rossow

Dated: _____

_____

County Coordinator – Mark LeBrun

Dated: _____

Lakes & Pines C.A.C. Inc.

_____

Board Chair – Liz Dodge

Dated: 6/18/12

_____

Executive Director – Robert Benes

Dated: 6-18-12

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: **July 3, 2011**	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**	Department Head Signature Date

Item for Discussion: (one form per item)

Tax Forfeit Land Access Easement Purchase; Sections 17 & 18, Twp. 42, R. 17 (Wilma Twp.)

- Timber sale access
- Future sale

Board Action Requested: (Attach additional pages if needed)

Motion to approve easement acquisition.

Supporting Documents: Attached None

SECTION 17 & 18 42-17

EASEMENT PURCHASE: David and Lois Mchugh

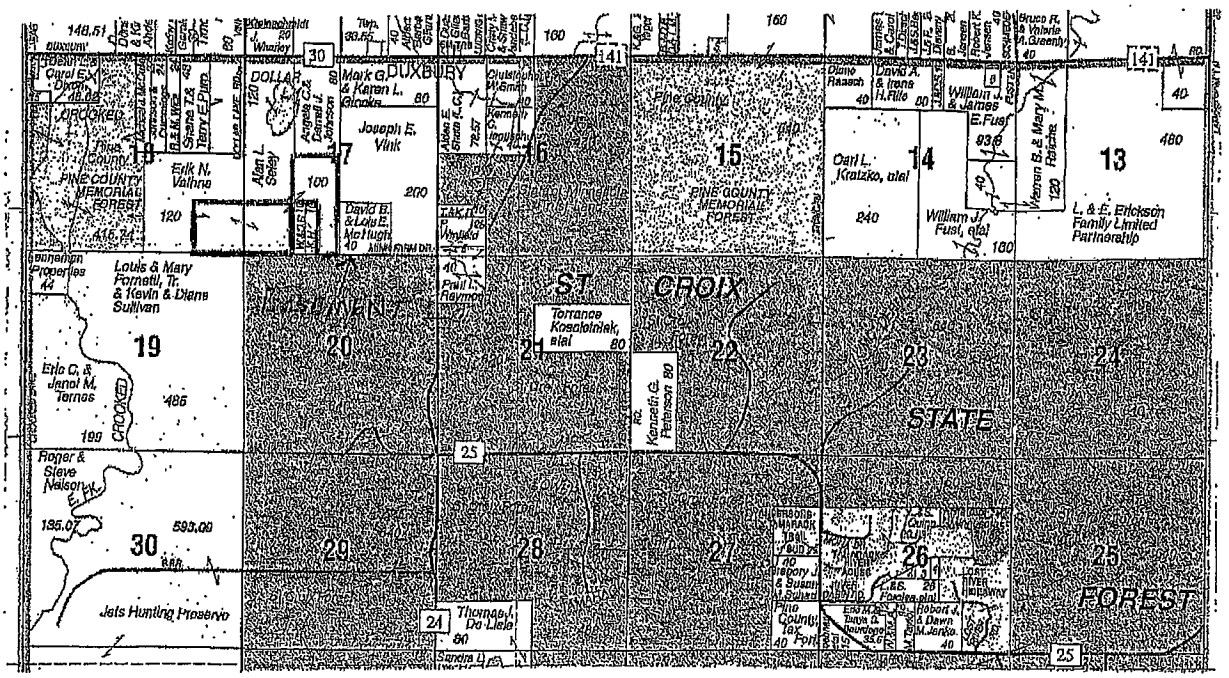
A permanent non-exclusive easement for roadway purposes over and along the following described property: That part of the South 66 feet of the Southwest Quarter (SW ¼) of the Southeast Quarter (SE ¼), Section Seventeen (17), Township Forty-two (42), Range Seventeen (17) lying West of Mink Farm Drive.

PROPERTY HISTORY:

This 140-acre parcel in sections 17 and 18 of 42-17 was acquired in the past through tax forfeiture. The parcel adjoins the St. Croix State Forest property to the south. The property has been classified as non-conservation land with the intention of selling the property in the future. The timber was offered on the 2012 County Timber Auction through a select cut (appraised at $10,255), and did not sell, in part due to access, although limited access is available across State Forest Land. The intended plan is to sell the property after the timber sells and has been cut. Public waters exist, via a small tributary on the west end of the property, requiring special legislation prior to sale of the property.

This access/easement purchase and construction will allow direct legal access into the property, increasing the value and salability.

ASKING PURCHASE PRICE: $5,000.00



PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: July 3, 2012	Consent Agenda *(Please Circle)* Regular Agenda Estimated Time: *(Please Circle)* 20 Min. Min. Time needed 20 Min. 45 Min. 1 hour
Department requesting action: **Administrator**	Department Head Signature Date 6/27/12

Item for Discussion:

Presentation of proposed Tobacco Use Policy

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

Supporting Documents: Attached None

Tobacco Use Policy Proposal

Purpose

The purpose of this policy is to provide employees and the public a safe and healthy environment.

Tobacco smoke has been classified as a Group A carcinogen* (cancer causing substance) by the U.S. Environmental Protection Agency. Tobacco use has been found to pose health hazards to the user, as well as others exposed to secondhand smoke and is the #1 cause of preventable illness and death in Minnesota and across the nation. Allowing the use of tobacco products on Pine County property **does not** promote a healthy environment.

Definitions

Employee – any person that works in or on the grounds of a county-owned building, including contract workers, other agency workers, and volunteers.

Pine County property: Any Pine-County owned land adjacent to Pine County-owned buildings.

Tobacco use – Any use of tobacco products including inhaling, chewing, etc

Tobacco products – Cigarettes, cigars, chewing tobacco, snuff, or any other product containing tobacco. (ADA approved tobacco products such as patches for the purpose of quitting are exempt from this policy)

Work Rules

Effective, November 1, 2012, Pine County is designated tobacco-free. This policy applies to all employees and the public.

Use of tobacco products is prohibited:

- At any time on the grounds of a Pine County-owned building
- Within 25 feet of any Pine County building entrance or air intake, if that space is not county property
- In Pine County owned or leased vehicles/equipment
- In personal vehicles while on County property, including parking lots
- Any time while on county business

For those who choose to use tobacco off Pine County property, consideration should be used in regards to neighboring businesses and property owners by appropriately disposing of all materials used for tobacco use, including cigarette butts and matches.

Cessation

Employees may use cessation opportunities through QuitPlan, which offers free phone counseling for all Minnesotans through their health insurance or under/uninsured programs. For QuitPlan phone numbers or Blue Cross Blue Shield group counseling opportunities in the workplace, please contact Public Health at 320- 216-4100.

Supervisor/Manager Responsibilities

Supervisors/managers are responsible for:

- Reviewing the policy with employees under their supervision and providing employees with location-specific information regarding the defined tobacco-free areas.
- Enforcing this policy for all employees covered by this policy, whether or not such employees report to the supervisor/manager.
- Informing visitors that they may not use tobacco in this area.
- Investigating all allegations of violations of this policy in a timely manner and taking disciplinary action, as appropriate.

Enforcement

Enforcement of this policy is the shared responsibility of all County employees. Concerns may be reported to your supervisor. Employees in violation of this policy will be subject to disciplinary action, up to and including termination as per any other county policy. Visitors who violate this policy will be informed of the policy.

*Source: American Lung Association, September 2000

Resolution in Support of a 100% Tobacco-Free Worksite Policy

Definitions:

County = Pine County MN

Workers = Pine County employees, contract workers, other agency workers and volunteers that perform work on Pine County property

Pine County property = any Pine-County owned land adjacent to Pine County-owned worksite buildings

WHEREAS, the County is concerned about ensuring a safe and healthy environment for their employees and visitors; and

WHEREAS, the County believes that a safe and healthy environment is the right of all workers and visitors; and

WHEREAS, the County Board is responsible for promoting and protecting the health of its workers and visitors; and

WHEREAS, numerous studies show that tobacco is the number one cause of deaths and serious illnesses in Minnesota and the United States; and

WHEREAS, studies also show that tobacco-free policies lead to significant reductions in tobacco use by employees; and

WHEREAS, a tobacco-free worksite policy prohibits tobacco use anytime, anywhere by anyone on Pine County property;

NOW THEREFORE BE IT RESOLVED:

That the Pine County Board adopts a 100% tobacco-free worksite policy that prohibits tobacco use on Pine County worksites, including the grounds of Pine Government Center, Pine County Highway Bldg, Pine County Courthouse, John Wright Building, North Sheriff's Office/Veteran's Office Bldg, Public Health Building and any other acquired county worksites. Details of this policy are found in the County's Tobacco Use Policy approved by the County Board on_____ to be fully implemented on _____.

Date Date

_____ _____

County Board Chair Date

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: **July 3, 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: **HHS**	6/26/12 Department Head Signature Date

Item for Discussion: (one form per item)

Request approval of unpaid leave effective June 25, 2012 for up to 12 weeks for Pat Anderson, Nursing Team Leader with expectations that she will be back sometime in July on a part-time basis and intermittent use after that.

(FMLA was expended effective June 22, 2012)

Board Action Requested: (Attach additional pages if needed)

Approval

Supporting Documents: Attached None