



AGENDA
PINE COUNTY BOARD MEETING

District 1 Commissioner Hallan (Vice-Chair)
District 2 Commissioner Pangerl
District 3 Commissioner Chaffee (Chair)
District 4 Commissioner Rossow
District 5 Commissioner Carlson

Tuesday, September 18, 2012 1:00 p.m. Public Health Building, Sandstone, MN

- A) Call meeting to order
- B) Pledge of Allegiance
- C) Public Forum
- D) Approve Agenda
- E) Approve Minutes of September 4, 2012 Board Meeting
- F) Minutes of Boards, Committees and Correspondence
 - 1. Pine County HRA Senior Housing Board Meeting Minutes, July 26, 2012
 - 2. Pine County Soil & Water Meeting Minutes, August 2, 2012
 - 3. Pine County Land Surveyor Monthly Report, August 2012
 - 4. ECRL Library Board Minutes June 11, 2012
 - 5. ECRL Library Board Minutes August 13, 2012
 - 6. Pine County Health and Human Services Advisory Committee Minutes September 5, 2012
 - 7. Initiative Foundation letter of thank you for donation
 - 8. Pine County Probation Advisory Committee Minutes May 22, 2012
 - 9. Pine County Probation Advisory Committee Minutes August 28, 2012

G) Consent Agenda

The consent agenda is voted on without any discussion. Any commissioner may request an item be removed and added to the regular agenda.

1. Review August Cash Balance (attached)

Fund	July 31	August 31	Increase(Decrease)
Revenue Fund	\$1,461,226	\$724,825	(\$736,401)
Health and Human Services Fund	\$1,839,790	\$2,137,495	\$297,705
Road and Bridge Fund	\$7,916,025	\$6,970,677	(\$945,348)
Land Management Fund	\$1,130,256	\$1,177,021	\$46,765

2. Approve the August Disbursements (attached).

3. Approve application for abatement:

- a. Francis Aiello, 15251 Copper Canyon Rd., Pine City, PID 26.5015.000, Pay 2010 & 2011 (attached).
- b. Jerry and Lavonne Thurn, 11726 Henriette Rd. Pine City, PID 28.8900.601, Pay 2010-2012 (attached).

4. Amendment #1 for Grant Agreement #50711 extending the Term (attached).

REGULAR AGENDA

1. Public Hearing on A Project by Pine Habilitation and Supported Employment, Inc.

The hearing is scheduled for 1:00 p.m. or as soon thereafter as reasonably possible.

- a. Open the public hearing.
- b. Request the City of Sandstone (or its representative) to provide an overview of the project.
- c. Accept public comment.
- d. Close the public hearing.
- e. County board discussion/consideration of the resolution (attached) and motion to approve and authorize the board chair and county administrator to sign the resolution.

2. Presentation by the Extension Office – Pine County

Approve Memorandum of Agreement with the University of Minnesota for Extension services for 2013-2015 and authorize the board chair and county administrator to sign the agreement (attached).

3. Personnel Committee Report

The personnel Committee met on September 11 and made the following recommendations (minutes attached)

- a. Fill the vacant part-time maintenance worker position.
- b. Authorize Building Maintenance Worker Peter Umbreit to be a full-time position.
- c. Authorize the filling of four vacant fulltime positions at the jail and reduce the part-time authorization to eight.
- d. Authorize the creation of an Administrative Assistant position in the county Administrator's office and approve the restructure.
- e. Authorize the reposting of a vacant assessor position.

Motion to approve/reject the committee recommendations. Other items in the minutes are for information only.

4. Transportation Committee Report

Items are for information only, no action required (minutes attached).

5. Land/Zoning/Solid Waste

Pine County Private Sale of Tax-Forfeited Land, Resolution No. 091812-1.

Motion to approve Pine County Private Sale of Tax-Forfeited Land, Resolution 091812-1, and authorize the Board Chair and County Administrator to sign the resolution (attached).

6. Delegation of Authority for the Small Cities Development Program

Motion to approve the attached resolution.

7. Fall Road Tour

The board should confirm a date for the fall road tour. Possible date is October 2nd after the regular board meeting.

8. Commissioner Updates

9. Upcoming Meetings

NLX meeting, **Wednesday, September 26, 2012, 10:00 a.m.** Boardroom, Pine County Courthouse, Pine City, Minnesota

Technology Committee Meeting, **Tuesday, October 2, 2012, 8:30 a.m.** Administrator's Conference Room, Pine County Courthouse, Pine City, Minnesota

Pine County Board Meeting, **Tuesday, October 2, 2012, 10:00 a.m.** Boardroom, Pine County Courthouse, Pine City, Minnesota

Personnel Committee Meeting, **Tuesday, October 9, 2012, 9:00 a.m.** Administrator's Conference Room, Pine County Courthouse, Pine City, Minnesota

Pine County Health and Human Services Meeting, **Tuesday October 16, 10:00 a.m.** Public Health Building Sandstone, Minnesota

Pine County Board Meeting, **Tuesday, October 16, 2012, 1:00 p.m.** Public Health Building, Sandstone, Minnesota

6. Adjourn

MINUTES OF PINE COUNTY BOARD MEETING

Regular Meeting

**Tuesday, September 4, 2012, 10:00 a.m. Boardroom, Pine County Courthouse,
Pine City, MN**

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 were County Attorney John Carlson and County Administrator David Minke.

The Pledge of Allegiance was said.

Chairman Chaffee called for public comment. Pine County Resident, Terry Neitzel commented about an article in a local newspaper referring to him. There was no other public comment.

Chairman Chaffee announced changes to the Regular Agenda by adding an item for the Auditor/Treasurer, the Resolution Providing for Sale of \$14,070,000 General Obligation Capital Improvement Bonds, Series 2012A. Commissioner Pangerl moved to adopt the amended agenda. Commissioner Rossow seconded. Motion carried/agenda adopted 5-0.

Commissioner Carlson moved to approve the minutes of the August 21, 2012 board meeting. Commissioner Hallan seconded. Motion carried 5-0.

Commissioner Hallan moved to approve the consent agenda. Commissioner Rossow seconded. Motion carried 5-0.

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

Auditor/Treasurer

1. Approve August 2012 Disbursements
2. Application for Abatement:
 - a. Jacqueline Johnson 8395 Seymour Lane, Willow River, PID 17.5057.000, pay 2012
 - b. Terri Stadin, 5313 Sawmill Road, Kerrick, PID 41.0019.000, pay 2010-2012

Training Requests

In accordance with Pine County Personnel Policy 12.4, Travel Requests and Approvals, the following training requests are included on the consent agenda.

Assessor

1. Authorize County Assessor, Kelly Schroeder, to attend:
 - a. the International Association of Assessing Officers (IAAO) Course 400, Assessment Administration, October 15-19, 2012 at the Best Western-Kelly Inn, Plymouth, MN. The course cost and reference materials are covered by a scholarship awarded through the IAAO.
 - b. the Minnesota Association of Assessing Officers Fall Conference, September 23-26, 2012 at Breezy Point. Conference cost is \$275.00 (includes 8 meals), lodging three nights \$317.43; total cost is \$592.43.
2. Authorize Property Appraiser, Karen Stumne, to attend the Minnesota Association of Assessing Officers Property Valuation Course, October 31 – November 1, 2012 at the Stearns County Highway Building, Waite Park, MN. The course cost is \$150.00.

Public Works

1. Authorize Shawn Linnell and Ed Eiffler to attend MN Fall Maintenance Expo, October 3-4, 2012 at St. Cloud Public Works facility. Registration is \$65.00 for both.
2. Authorize County Engineer, Mark LeBrun, to attend 2012 Minnesota Toward Zero Deaths Conference, October 22-23, 2012, Bloomington, MN. Total cost, which includes registration and hotel lodging, is \$301.00.
3. Authorize Ed Eiffler, Terry Clementson and Derek Johnson to attend Mandatory Commercial Vehicle Inspector Re-Certification on October 12, 2012 at Lake Superior College, Duluth, MN. Cost for each registrant is \$90.00; total cost is \$270.00.

Administrator

1. Authorize County Administrator, David Minke, to attend the Minnesota Association of County Administrators (MACA)/Minnesota Counties Human Resource Managers Association (MCHRMA) Fall Conference, October 3-5,

2012 at Ruttgers's Bay Lake Lodge, Deerwood, MN. Registration cost is \$100, lodging/meals \$340, mileage \$110; total estimated cost is \$550.00.

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

1. Recognition of Retirement

The board recognized the retirement of Investigator Matt Ludwig and thanked him for his 26 years of service to the citizens of Pine County.

2. Auditor/Treasurer

A) Pine County Disaster Abatements. Pine County Auditor/Treasurer Cathy Clemmer provided information regarding the properties that were affected by the June flooding and the tax relief, discussion was held. Motion by Commissioner Rossow to process the abatement of 67 homes affected by flooding. Second by Commissioner Hallan. Motion carried 5-0.

B) Resolution Providing for Sale of \$14,070,000 General Obligation Capital Improvement Bonds, Series 2012A. Carolyn Drude from Ehlers, Incorporated presented information related to bonds. Commissioner Carlson requested clarification of HRA bonding. Motion by Commissioner Carlson to approve Resolution Providing for Sale of \$14,070,000 General Obligation Capital Improvement Bonds, Series 2012A and authorize County Administrator to sign the resolution. The sale is set for October 2, 2012. Second by Commissioner Hallan. Commissioner Carlson asked that a roll call of commissioners be taken with the following results: District 1, Commissioner Hallan – yes; District 2, Commissioner Pangerl – yes; District 3, Commissioner Chaffee – yes; District 4, Commissioner Rossow – yes; District 5, Commissioner Carlson – yes. Motion carried 5-0.

3. Land/Zoning/Solid Waste

A) Resolution for 2012 Land Sale to Adjoining Land Owners. Motion by Commissioner Rossow to approve Resolution for Land Sale to Adjoining Land Owners, Resolution 090412-1 and authorize the Board Chair and

County Administrator to sign the resolution. Second by Commissioner Pangerl.
Motion carried 5-0.

4. Public Works

- A) Resolution for Deficient Bridges. Motion by Chairman Chaffee to approve Resolution for Deficient Bridges and authorize County Administrator to sign the resolution. Second by Commissioner Hallan. Motion carried 5-0.
- B) Resolution to use Bridge Bonding funds on SAP 58-640-11; on CSAH 40, between CR 150 and CSAH 41 over Pine River. Motion by Commissioner Hallan to approve Resolution to use Bridge Bonding funds on SAP 58-640-11; On CSAH 40, between CR 150 and CSAH 41 over Pine River and authorize the County Engineer to sign the resolution. Second by Commissioner Rossow. Motion carried 5-0.
- C) Cooperative Agreement with Hinckley/Mission Creek Townships for Bridge Replacements. Motion by Commissioner Carlson to approve the Cooperative Agreement with Hinckley/Mission Creek Townships for Bridge Replacements and authorize the Board Chair, County Attorney and County Engineer to sign the agreements. Second by Commissioner Rossow. Motion carried 5-0.
- D) Final Payment on Contract #1004, located on CSAH 55 between CR 125 and .13 miles south of Jct. CR 125. County Engineer Mark LeBrun stated that this project came in at a lower cost than what was anticipated. Motion by Commissioner Pangerl to approve final payment on Contract #1004, located on CSAH 55 between CR 125 and .13 miles south of Jct. CR 125, to Kern and Tabery, Inc. in the amount of \$40,197.26 and authorize County Administrator to sign the Pine County Public Works Certificate of Final Acceptance County Board Acknowledgment. Second by Commissioner Hallan. Motion carried 5-0. The County Board would like to acknowledge and thank the highway crew for the job they do.

5. Upcoming Meetings

Technology Committee meeting, **Tuesday, September 4, 2012, 8:30 a.m.**
Administrator's Conference Room, Pine City, MN

Personnel Committee meeting, **Tuesday, September 11, 2012, 9:00 a.m.**
Administrator's Conference Room, Pine City, MN

Pine County Health and Human Services Board Meeting **Tuesday, September 18, 2012, 10:00 a.m.** Public Health Building, Sandstone, MN

Pine County Board Meeting **Tuesday, September 18, 2012, 1:00 p.m.** Public Health Building, Sandstone, MN

NLX meeting, **Wednesday, September 26, 2012, 10:00 a.m.** Boardroom, Pine County Courthouse, Pine City, MN

6. 2013 Preliminary Property Tax Levy

Consideration of the 2013 Preliminary Property Tax Levy. County Administrator David Minke provided information to the board related to the 2013 Preliminary Property Tax Levy. The board must certify a preliminary 2013 property tax levy to the County Auditor by September 15. The preliminary levy is used to calculate the parcel-specific truth in taxation notices. Once certified, the preliminary levy can be lowered, but not increased. Pine County Auditor/Treasurer Cathy Clemmer provided information related to the General Fund and monies paid to the county.

The county board recessed at 10:35 a.m. to review the 2013 Preliminary Property Tax Levy. The county board reconvened at 10:45 a.m. to continue discussion on the tax levy. Motion made by Commissioner Carlson to set the 2013 Preliminary Property Tax Levy at \$14,075,000 which is the same level as 2012. Second by Commissioner Pangerl. Motion carried 5-0.

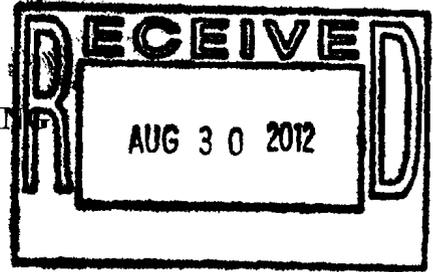
7. Adjourn

With no further business, Chairman Chaffee adjourned the County Board meeting at 11:02 a.m. until the next scheduled County Board Meeting on September 18, 2012 at 1:00 p.m. at the Public Health Building, Sandstone, Minnesota.

David J. Minke, Administrator
Clerk to County Board

Steve Chaffee, Chair
Board of County Commissioners

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



Sandstone Manor 510 Fifth Street Office Sandstone, MN 55072	Finlayson Manor 6524 Broadway Street Finlayson, MN 55735
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The regular meeting of the Pine County HRA Senior Housing Board of Directors was held on July 26, 2012, at the Finlayson Manor. Commissioners of the HRA present were Dorothy Stockamp, Arild Frederiksen, Dean Dronen, Cherie Drilling, and Jan Oak. Staff members present were Executive Director Janice Gustafson and Resident Manager Evelyn Yocum. Resident Manager Susan Blake was absent. Finlayson Manor resident Phil Seifert was present.

1. The meeting was called to order at 2:00 P.M. by Board Chair D. Stockamp.
2. The minutes from June 28, 2012, were reviewed by the Board members. A motion was made by D. Dronen and was seconded by C. Drilling to accept the minutes. Motion carried: Yeas 5, Nays 0.
3. The monthly financial statements and the investment report were presented by J. Gustafson. A motion was made by Board Chair D. Stockamp and was seconded by A. Frederiksen to approve the financial statements and the investment report. Motion carried: Yeas 5, Nays 0.
4. Executive Director's Report. The written Executive Director's report was reviewed by Board members.
5. Old Business:
 - a) Vacancies. As of this date, there are no vacancies at the Sandstone Manor and three vacancies at the Finlayson Manor.
 - b) Sandstone Manor restroom. The three month trial period for having the unisex restroom unlocked has ended. The Board agreed to continue to leave the unisex restroom unlocked.

6. Resident Managers' Reports.

- a) Finlayson Manor. S. Blake was unavailable but in her absence she asked J. Gustafson to report everything was going well at the Finlayson Manor.
- b) Sandstone Manor. E. Yocum reported one of the residents treated the other residents to root beer floats. Currently, no puzzles are being worked on at the Sandstone Manor because of "puzzling" issues between the residents.

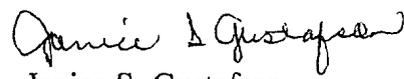
7. Resident Comments/Questions. There were no comments or questions.

8. New Business: D. Dronen's term as a Commissioner on the Board of Directors of the HRA will expire 10/2012. However, he agreed to serve on the Board for another five year term. A letter will be sent to Pine County Administrator, David Minke, requesting his reappointment be approved.

9. A motion was made by J. Oak and was seconded by D. Dronen to adjourn the meeting at 2:36 P.M. Motion carried: Yeas 5, Nays 0.

10. The next regular scheduled meeting is August 23, 2012, at the Sandstone Manor.


Dorothy Stockamp
HRA Board Chair


Janice S. Gustafson
Executive Director



The Pine County Soil and Water Conservation District Board of Supervisors held their monthly meeting on Thursday, August 2, 2012.

Members Present:

Doug Odegard
JJ Waldhalm
Kelly Osterdyk
Jerry Telker

Others Present:

Jill Carlier, District Manager
Sam Martin, Water Management
Robin Poppe, Wetland Specialist
Julie Salmon, District Conservationist

Members Absent:

Skip Thomson

CALL TO ORDER: Odegard called the meeting to order at 4:00 p.m.

PUBLIC COMMENT: Don Slama Sr. talked about changes in land use over time.

APPROVAL OF AGENDA:

Motion by Telker, seconded by Waldhalm to approve the August agenda.

Motion carried

JULY MINUTES:

Motion by Osterdyk, seconded by Telker to approve the July minutes.

Motion carried

FINANCIAL STATEMENTS AND PAYMENTS OF BILLS FOR JULY:

Motion by Telker, seconded by Waldhalm to approve the July financials and payment of bills, including a \$7,500 transfer.

Motion carried

STAFF/SUPERVISOR REPORTS:

Wetlands and Grants:

- Poppe's report was sent out in board packets with recommendations for the following projects.
 - Andrew Hybben: Poppe explained the situation, and stated the TEP is waiting to hear back from the Conservation Officer on their recommendations on replacement ratio. Poppe asked for the board's feeling on the ratio. No decision was made at this meeting.
 - Scott Hippen: Drainage exemption. Poppe recommends approval of the drainage exemption. Motion by Telker, seconded by Osterdyk to approve Scott Hippen's drainage exemption.

Motion carried

Poppe left the meeting.

Water Management:

- Kelly Henry project is completed.
- Johnson project is under construction now.
- The sheep grazing workshop will be on August 9th at Rosie Holmes farm.
- The convention planning committee needs ideas for training sessions at the convention. If anyone has any thoughts, please let Sam or Doug know.

- The City of Hinckley has started working on a Wellhead Protection Plan.

Forestry:

- Telker stated the meeting was held on July 19th. The president of the MN Nursery & Landscape Assoc spoke. He thinks the private nurseries can handle SWCD tree needs, and also supply MN seed source.
- Telker also stated that BWSR will have a forestry session at the Academy this fall.

East Central Forest Landscape:

- Odegard stated that the group is more than willing to help the district as we look into doing forestry work.

TSA III

- No meeting this month.

RC&D Onanaegozie:

- No meeting this month.

Snake River Citizen Advisory Committee:

- No meeting this month.

Legislative:

- Nothing this month.

Personnel:

Committee met in July 18th with the staff. Committee discussed what staff is working on, how things are going, and where efforts should be focused.

Policy:

- No meeting this month.

Budget:

- Committee met on July 6. There was a county budget meeting on July 11th. Carlier is working on a budget for 2013, and is waiting to hear from the county on when our budget will be discussed at a county budget meeting.

Trees:

- Nothing this month.

Envirothon:

- Nothing this month.

Newsletter:

Carlier emailed agencies and staff looking for articles. The newsletter will be put together in mid-August, and should be sent out in early September.

DISTRICT CONSERVATIONIST REPORT:

Salmon stated she has been out of the office off-and-on recently following the floods up north. Salmon thanked Bartsch for all of his help while she has been out. They have certified nutrient management plans. They now have 2 CRP contracts they are working on. The local EQIP workgroup meeting will be on August 15th at 11am in this room. There will also be a listening session with some local producers and lake associations at 10am the same day before the workgroup meeting.

Martin & Salmon left the meeting.

MASWCD LEADERSHIP WORKSHOP:

Carlier stated information on this workshop came out just before last months' board meeting. Thomson would like to attend. Waldhalm would also like to attend, but will talk to Carlier in a few weeks to verify his attendance. Motion by Osterdyk, seconded by Telker to approve 2 supervisors attend the MASWCD Leadership Workshop at a cost of \$80 each, plus lodging if needed.

Motion carried

STATE COST SHARE:

Kelly Henry: FY11-2 Shoreline Stabilization Project on Grindstone Lake. Construction is completed. The total bill came in at the estimated price. \$9,062.00 x 75% cost share = \$6,796.50.

Motion by Osterdyk, seconded by Telker to approve payment of \$6,796.50 to Kelly Henry for her shoreline stabilization project on Grindstone Lake.

Motion carried

STAFF HOURS/GRANT SEASON:

Carlier stated that in the personnel meeting, the committee discussed the board giving Carlier the authority to allow staff to work extra hours if necessary during grant writing season.

Motion by Telker, seconded by Waldahlm to approve Poppe and Martin working up to 100 extra hours at Carliers discretion, as needed during grant writing season.

Motion carried.

MISC ITEMS:

None

NEXT MEETING DATE & TIME:

Carlier stated the next board meeting would normally be held on September 6th. That is the same day as the MASWCD Leadership Workshop in Alexandria.

The next district board meeting will be held on Thursday, **September 13**, 2012 at 4:00 p.m.

ADJOURNMENT:

The meeting adjourned at 5:00 p.m.

Respectfully submitted,

JJ Waldhalm, Secretary



PINE COUNTY PUBLIC WORKS

HIGHWAY DEPARTMENT

405 Airport Road NE
Pine City, MN 55063

Telephone 320-216-4200

Fax: 320-629-6736

1-800-450-7463 Ext. 4200

Mark A. LeBrun, P.E.
County Engineer

Pine County Land Surveyor Monthly Report

August 2012

Kingsdale Road T43N R16W Section 1 map GLO topo calls, compute search areas, recon and preparation for excavations, excavate in road to search for PLSS corner evidence, set, tie out and GPS PLSS corners, update files.

County Ditch No. 2, T38N R20W Section 7, elevation survey of the ditch.

CR 153 T44N R17W and R18W set, tie out and GPS PLSS corners, update files.

CSAH 40 and Black Ash Road, T45N R21W Sections 1 and 12, compute search areas, recon and preparation for excavations, excavate in road to search for PLSS corner evidence, set, tie out and GPS PLSS corners, update files.

CSAH 19 and Eddy Road T40N R20W sections 1, 2 and 12 set, tie out and GPS PLSS corners, update files.

CR 136 T41N R19W section 36 tie out and GPS PLSS corner, mark the easterly ROW limits of CR 136, update files.

CR 130 T40N R21W section 25 tie out PLSS corner, update files.

T45N R18W section 24 set, tie out and GPS PLSS corners and 40 corners for County Land Dept. mark the westerly ROW of State Hwy. 23, update files.

CSAH 61 T38N R21W set and GPS PLSS corners and 40 corners, update files.

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

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

Review and file PLSS corner certificates provided by private surveyors.

Robin T. Mathews, Pine County Surveyor

Monthly Report August 2012.doc

ECRL Library Board Minutes

Date: Monday, June 11, 2012

Time: 9:30 am

Place: Mora Public (ECRL Branch) Library, Mora, MN

Present:

Board Members: Carlson, Keith (Chisago); Chaffee, Steve (Pine); Edmonds, Jack (Mille Lacs); Ellis, Kathi (Kanabec); Goddard, Carol (Pine); Henderson, Ray (Chisago); Hommes, Linda (Aitkin); Kramersmeier, Char (Mille Lacs); McMahon, George (Chisago); Misiura, Audrey (Isanti); Niemi, Don (Aitkin); Raisanen, James (Aitkin); Swanson, Margery (Pine); Zaudtke, Wayne (Kanabec)

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

Absent: Sauer, Tom (Mille Lacs); Warring, Mike (Isanti); Vork, Marina (Pine); Weaver, Sharon (Kanabec);

Call to Order:

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

Pledge of Allegiance & Introductions:

Guests

- Wendy Prokosch, Mora Branch Librarian
- Judy Haynes, Mora FOTL member and past ECRL Board member (20 years)

Misselt introduced Mora Branch Librarian of 34 years, Wendy Prokosch, and shared that the Mora library is one of ECRL's busiest and most productive. It is the only branch located in Kanabec County, so it draws patronage from a large area. Wendy introduced Judy Haynes, a Mora FOTL member and past ECRL Board member. Judy served refreshments to the Board on behalf of the Mora Friends of the Library group. The Mora Library opens at 10:00 a.m. and Wendy invited board members to visit it after today's meeting.

Adopt/Amend Agenda

M/S/P: unanimous

Kramersmeier/Hommes to adopt the agenda as amended.

- Misiura/Add to V: Approve July bills since there is no July board meeting.
- Zaudtke/Add to VII: eBook report
- Ellis/Add to XI: Change of November board meeting date since it falls on a holiday this year

Period for Public Comment

No comments.

Approval of Previous Minutes

M/S/P: unanimous

Ellis/Goddard to approve the minutes of the previous meeting as presented.

Corrections: None.

Bills

M/S/P: unanimous

Misiura/Carlson to approve the June bills as submitted by the Treasurer.

M/S/P: unanimous

Raisanen/Niemi to authorize the Treasurer to pay the routine July bills and then approve them as paid bills at the August meeting.

Financial Reports

M/S/P: unanimous

Misiura/Goddard to accept the financial reports as presented.

ECRL Administrative Reports

A. Director's Organizational Report.

1. A man known to use the computers for unacceptable purposes was loitering after hours outside the Cambridge branch to use the Wi-Fi. Isanti County was quick to respond and place a lock on exterior outlet. This will be watched in other locations to see if precautions are needed elsewhere.
2. Misselt gave an abbreviated explanation of how eAudio works, stating that the per item cost of eAudio books is higher than eBooks that are read on readers or some books on CD. It is believed funds will be saved, since eAudio format does not require the supplies that processing books on CD cost, handling or resurfacing required for CDs. Also, eBooks and eAudio are not available for lending through ILL between regions. Suppliers are reluctant to make this available since they see higher profits through individual contracts. ECRL is working with other regions to pursue a statewide contract. At present, no vendor is willing to enter into a statewide Minnesota contract.
3. McMahon: Create future agenda item for further discussion of eAudio and eBooks as well as a demonstration for the Board.
4. Misselt: The recently hired branch Branch Librarians at Pine City and Milaca are doing very well. We are accomplishing more at HQ since since we've completed the hiring process for the several vacant key positions.
5. Misselt: An LSTA Grant has been written and is being presented today for approval.
6. Regarding building/construction at Aitkin, Niemi reported the City Council, at its last meeting, suggested the architects be asked for cost-cutting measures. Misselt: The Aitkin Branch Librarian was told that the City would like \$100,000 of the total cost to be raised by the FOTL group, plus other changes to the former proposal.

B. Branch Highlights

Lydon reported that Sarah Biro has completed her first full week as the Branch Librarian at Chisago Lakes since Robin Duple is now full-time at Pine City.

Other Reports

A. Legacy Committee

Kramersmeier: We had a lengthy meeting May 30, 2012. Notes are included in the Board packet including a list of activities approved for the next funding period.

M/S/P: unanimous

Kramersmeier/Chaffee to approve the Legacy Committee's recommendation for application for Legacy funds.

B. Finance Committee

McMahon: We had the exit interview regarding the audit. The audit is not complete; we were able to review a draft and ask questions. We felt there was a material change that we want reflected in the audit but is not in the way it is currently presented.

Q/Ellis: Is part of that change regarding the \$100,000 Headquarters costs versus \$30,000 Branch costs? McMahon: Yes, that was addressed and will be footnoted in the completed audit.

McMahon: There is nothing "wrong," it is a matter of continuing to update procedures and categories that more accurately reflect distribution of costs. I was very happy with the auditor and consultant; the consultant represented us well. Both also expressed high confidence in Shelly, our Administrative Services Manager.

McMahon: The Committee recommended Misselt submit the preliminary/draft report to fulfill State requirement on July 1st, and then submit the finalized report after it is approved by the ECRL Board in August.

Old Business

A. MnLINK Server Site Contract

M/S/P: unanimous

Ellis/Goddard to approve the contract as presented.

New Business

A. Legacy Formula Allocation

Misselt: Legacy funds are distributed to regions according to the RLBSS formula. However, the equalization portion of the RLBSS formula does not work for this purpose, because changes in equalization result in erratic shifts when applied to smaller amounts. Regional Directors and the State library would like to replace the with a factor that totals the number of places/locations where programs take place. At ECRL we would have 16 – one each for the 14 branches, one for Outreach, and one for Headquarters.

Q/Carlson: Over a longer period, maybe 5 years, how do you see this working for us? Misselt: I do not believe the number of performance locations would change much for ECRL over that period.

Q/McMahon: What happens if we don't approve this? Misselt: 10 of the 12 regions have already approved it but it needs to be unanimous for all regions. If we cannot go forward it will be another two years because that is when we will again address Legacy funding.

Carlson: It is a very complicated process and I trust the Director's judgment in this regard.

M/S/P: unanimous

Raisanen/Kramersmeier to approve Legacy formula allocation as presented.

B. Approve Application for 2012 RLBSS

M/S/P: unanimous

Raisanen/Goddard to submit the RLBSS application for approval.

C. Step Increases

Misselt: When the January budget was presented, these increases were included. Note that some employees are listed more than once, because they may have been hired for different positions at different times or for two different positions at the same time. In those cases, they may show two different increases.

M/S/P: unanimous

Niemi/Hommes to approve the Step increases as presented.

Trustee Issues

A. Legislative Report

Misselt: We are still waiting to hear from the State Library how to apply for bonding funds. The legislative meeting will be July 18. It is usually an all-day affair, and board members are welcome to attend.

B. MALF Workshops

Misselt: No definite agenda has been distributed yet.

C. November Board Meeting Date

Misselt: The November Board meeting would fall on November 12, which will be the Veterans Day Holiday. Thus the Board cannot meet and conduct business, according to county policy.

McMahon: November is often a light month for business. Add this to the October agenda and decide then whether to reschedule the November meeting or not have one and wait until December.

Future Agenda Items

- October: November meeting date.
- Discussion and demonstration regarding eAudio.
- McMahon: Meeting with commissioners regarding budget issues and allocations for next year. Preliminary budget is sent to the counties August 15. Misselt: This board's August meeting is the 13th, so that would be a short time to prepare a draft for August 15. Finance Committee meeting set for: Monday, July 9, 8:30 a.m. at Cambridge Headquarters. Kramersmeier: When the ECRL Chairman is also a Commissioner, it makes one less person on the Finance Committee. We should have the past Chair serve on the next year's Finance Committee.
- Goddard: Please continue to pursue having the CMLE Director come to one of our fall meetings. Misselt: We would like to have a brief "library regional structure" briefing during the Board meeting the month prior to her visit.
- Raisanen: Regarding equipment: A report showing how many computers we have in use, their age, how often they are updated or replaced, etc., and have Andy Nordin available for questions.

Next Meeting: Monday, August 13, 9:30 a.m. at Milaca County Courthouse.

M/S/P: unanimous

Henderson/Ellis to adjourn

McMahon adjourned the meeting at 11:10 a.m.

Wayne Zaudtke, Secretary

Donna Larson, Recorder

ECRL Library Board Minutes

Date: Monday, August 13, 2012

Time: 9:30 am

Place: Mille Lacs County Courthouse Board Room, Milaca, MN

Present:

Board Members: Carlson, Keith (Chisago); Chaffee, Steve (Pine); Edmonds, Jack (Mille Lacs); Ellis, Kathi (Kanabec); Goddard, Carol (Pine); Henderson, Ray (Chisago); Hommes, Linda (Aitkin); 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); Lydon, Carla (Assistant Director, ECRL); Anderson, Shelly (Administrative Services Manager, ECRL); Donna Larson (Rush City Branch Librarian/Recorder, ECRL)

Absent: None

Call to Order:

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

Pledge of Allegiance & Introductions:

Guests

- Baylis Swanson, former ECRL Board Member
- Karen Lee, Cambridge FOTL member
- Roxy Traxler, Mille Lacs County Administrator. Jack Edmonds introduced Roxy who explained what has been accomplished during the past four years of construction and improvements to Mille Lacs County facilities. Board members were invited to tour the facilities after the board meeting.

Adopt/Amend Agenda

M/S/P: unanimous

Raisanen/Kramersmeier to adopt the agenda as amended.

- Move X.a. 2011 Audit Report to follow III.Period for Public Comment
- Add VIII.A.i. Vehicle Purchase and move VIII.A.i. 2013 Budget to VIII.A.ii.
- Add XI.a.b. Documents sent to Commissioners

Period for Public Comment

None.

2011 Audit Report

Carl Nordquist from Althoff & Nordquist, LLC was in attendance to present the 2011 Audit Report and provide a review of the results. Mr. Nordquist thanked Shelly Anderson, ECRL Administrative Services Manager, for her hard work and assistance in this year's preparation and noted that it will contribute greatly to the ease of future audits.

There was some discussion regarding the differences between committed/designated/assigned/restricted funds. President McMahon suggested the Finance Committee, with the assistance of Mr. Nordquist, meet before the end of this year to decide how future statements should look so they will be more easily understood by others, including county boards, which review the information but may not readily know the meaning of various designations. Ellis will add this item to the Finance Committee agenda.

Mr. Nordquist stated: (a) he does not expect to see "material adjustment" next year (see final item in Management Letter), and (b) in his opinion, the unassigned fund balance is where it should be so ECRL could "weather the storm" for 3-6 months if something unexpected happened (Misselt: i.e., the state government shut down last year).

On behalf of the ECRL Board, President McMahon thanked Mr. Nordquist for doing a good job and for his efforts at making complicated information understandable.

2011 Audit Report

M/S/P: unanimous

Goddard/Niemi to accept 2011 Audit Report as presented.

Approval of Previous Minutes

M/S/P: unanimous

Ellis/Weaver to approve the minutes of the previous meeting as amended.

Corrections: Marina Volk should not be listed as absent since she is not a regular board member, but a sub for another member.

Bills

M/S/P: unanimous

Misiura/Sauer to approve the June bills as submitted by the Treasurer.

M/S/P: unanimous

Misiura/Sauer to approve the July bills as submitted by the Treasurer.

Financial Reports

M/S/P: unanimous

Misiura/Hommes to accept the June financial report as presented.

M/S/P: unanimous

Misiura/Ellis to accept the July financial report as presented.

ECRL Administrative Reports

A. Director's Organizational Report.

The summer has been consumed with the audit and personnel issues. Marilyn Crowe (Clerical Aide) has offered her resignation to pursue another career opportunity. We will be changing the job description somewhat to include experience in QuickBooks, spreadsheets, payroll, etc., to better fulfill the requirements of this position. The new job description will go to the Personnel Committee August 20; it is yet to be determined if the position will need to be reclassified.

Interviews are set tomorrow for five applicants for the Clerical Aide position; the new hire will be asked to take the position with a provisional job description, pending Board approval.

B. Branch Highlights

Lydon referred to packet reports showing per-branch circulation, patron visits and computer use, as well as a handout showing eBook circulation since January 1, 2012. These records are based on the branch each patron shows as his/her "home" branch regardless of where they reside. Next month a report will be provided regarding number of eBook titles available.

Q/Carlson: What is your opinion on why Chisago Lakes shows such high eBook usage?

A/Lydon: More affluent counties/branches tend to have a higher percentage of eBook users.

How competent and enthusiastic branch staff is with the devices and whether staff has time and desire to assist can also influence the numbers.

Other Reports

Finance Committee

A. Delivery Van Purchase

Ellis: The Finance Committee met this morning prior to the board meeting and unanimously approved purchase of a delivery van for which \$35,000 has been budgeted. Approval is now needed by the board. There would be \$4,500 remaining in that account after the purchase if a vehicle bid price is within that range.

M/S/P: unanimous

Kramersmeier/Misiura to approve purchase of a delivery van.

B. 2013 Budget

Ellis: At last month's Finance Committee meeting, Director Misselt presented a preliminary 2013 budget showing some increases from 2012. The committee requested it be reworked to have the same overall total as the current year. The report distributed today meets that request.

Discussion:

Q/Carlson: The budget is based on what is being requested from the counties. We are simply approving the budget for this (ECRL) organization. What the counties approve will be up to them. We approve this proposed budget, and then it is sent to the counties from whom we request a response in October (after their preliminary budgets go to the State). According to the Joint Powers Agreement, ECRL needs approval from at least four of the six counties to make it an official budget for 2013.

Ellis: This budget reflects the approved formula and is based on the staffing level of Jan 2012.

Q/Carlson: Why has the County portion gone down \$63,000 from a high in 2009? A/Misselt: State monies received in the years since then have been higher and will be again this year.

Q/Weaver? What accounts for the big change (decrease) in postage costs? A/Ellis: A non-working postage machine, unused funds in that account, etc.

Q/Raisanen: What accounts for the seemingly high tax capacity in Aitkin County? A/Ellis: Primarily the large percentage of lakeshore property in that county.

M/S/P: unanimous

Chaffee/Misiura to approve the 2013 budget as presented.

Old Business

A. Services Value Survey

Overview/Misselt: I'm told the number of responses we received constitutes a "good return" for a library survey. Librarians will receive the results for their own branches, including individual comments, at the next Branch Meeting. The #1 services request is Staff Assistance. Self-checkout may free Staff so they can provide more assistance to patrons. Systems Administrator, Andy Nordin, reports we are well-poised to soon begin self-checkout for at least some of our branches.

Carlson: I am concerned that self-checkout would make theft of library materials easier.

Misiura: Staff vs. public response was very similar. We should note that DVDs are very high on the desired materials list, yet we cut that budget last year.

New Business

A. Approve LSTA Final Report

M/S/P: unanimous

Ellis/Carlson to approve LSTA Final Report as presented.

Trustee Issues

A. Legislative Report

B. Documents Sent to Commissioners

Misselt: There is quite a lot of inconsistency concerning what documents are being sent and to whom in each county. The list of recipients, which includes past board members, has not been updated for some time.

McMahon: Once minutes have been board approved, they will be electronically sent to the administrator of each county that has requested them. Concenses of Board was that no other entities other than appointed Board members need personal copies of Board meeting materials.

Future Agenda Items

- September – eBooks update; information sharing in preparation for CMLE Director's visit in October.
- October – Guest: CMLE Director

Next Meeting: Monday, September 10, 9:30 a.m. at ECRL Headquarters, Cambridge, MN

Tom Sauer extended an invitation for board members to tour the Milaca Library following today's meeting.

M/S/P: unanimous

Carlson/Raisanen to adjourn.

McMahon adjourned the meeting at 11:10 a.m.

Wayne Zaudtke, Secretary

Donna Larson, Recorder

Pine County Health & Human Services Advisory Committee
Minutes
September 5, 2012

Attendance: LaDonna Clepper, Sharri Johnson, Barb Morgan, Linda Cassman, and Janet Schumacher

Absent: Geri Germann, Cheryl Johnson, Deedre Ludwig, Tim Schmutzer, Kevin Wojahn and Pastor Vicki VanderVegt

Excused Absence: 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. Carolyn Miller has been appointed by the HHS Board as a new member to the committee. Welcome, Carolyn.
2. **Minutes of 6/6/12** - Motion was made by Sharri Johnson and seconded by Ladonna Clepper to approve the minutes. Motion carried.
3. **Discussion**
 1. **Update on possible Consolidation of Pine/Kanabec County HHS**

Linda indicated that they have gone over the combined projected budget for 2013 for Pine/Kanabec. Bringing everyone together would be an increase in budget of \$350,000 for Pine Co and \$100,000 for Kanabec Co. Commissioner Hallan has indicated that a decision should be made soon if we should move forward or not. Linda seems to think it will cost Pine County additional dollars for consolidation. It may be advantageous to look at, however, may not be any savings to Pine Co. One or the other county could lose a vital piece of their programs.

The Committee does not seem to be in favor of the consolidation nor have they heard any positive comments in the community about it.

2. Budget 2013

Linda indicated that the Board has once again set the levy at zero. Our budget will need to stay flat as far as the levy dollars go. We have cut out all new computers and staff development for next year and will look at grant money to purchase new computers. The Epidemiologist Contract has been reduced by \$13,000 and some of the duties that were in the contract will go to regular public health staff. We will be looking at the Dental Varnishing contract soon.

The Committee did not have any further recommendations of services to cut.

3. Flood in northern Pine County

HHS spent a little over \$5,000 in emergency flood response money. Money was spent on motel stays, food, dumpsters, etc. All in all, things went pretty well. There are some things that will need to improve for a flood disaster next time such as communication between county offices and the cities affected. The Red Cross did not show up in Pine Co as they were overwhelmed by the flood situation in Duluth. Most of the people that we put up in motels had some type of disability. There were quite a few damaged homes

in Pine County, however, more were damaged in Carlton County. We are now trying to get FEMA funds to reimburse our costs.

Habitat for Humanity also stepped up to help a couple of families.

Our staff worked very hard for several days trying to help the flood victims and they deserve a big thank you for what they were able to provide. HHS, sheriff's dept, and hwy dept staff put in a lot of extra time on the flood situation.

4. **Staffing and & Program Updates**

1. Social Worker

We have a Children's Mental Health/Social Worker vacancy, however, we are holding off on replacing right now – our SNBC Social Worker will take some of the CMH cases and we will look at this again as the SNBC caseload increases.

2. Support Enforcement Aide

We have recently made an appointment for this position.

Linda mentioned that Dave Minke, our new County Administrator is on staff and seems to be very knowledgeable, professional, approachable and should make a difference in staff morale. Hopefully, he will lead the county in the direction we need to go – he is very respectful of the Board. He also has HR knowledge, which will be good. We are happy to have him around.

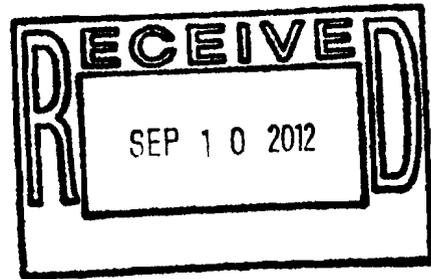
Meeting adjourned at 3:40 p m.

Next Meeting Date: Wednesday, December 12, 2012 at 3:00 at the Public Health Building in Sandstone.

****Please note change in date due to Linda being at a conference the previous week.**

Minutes prepared by Janet Schumacher

PHealth & Human Service Advisory Committee\Minutes\2012\September 5 min



September 7, 2012

David Minke
County of Pine
635 Northridge Dr NW
Pine City, MN 55063

Done

Dear Mr. Minke and members of the Pine County Board of Commissioners,

On behalf of the Initiative Foundation, I would like to convey my sincere thanks for the County of Pine's 2012 pledge payment of \$7,000 received on September 4, 2012. Your county's contribution will be immediately doubled by a matching incentive from The McKnight Foundation.

The Foundation's new strategic plan includes a comprehensive focus on economic development. This direction was influenced by our intimate knowledge of the economic reality in central Minnesota as well as the results of a regional survey and focus groups. We look forward to continuing our work with you to strengthen your county and communities.

Your county's financial partnership since 1995 allows us to finance locally owned businesses, creating quality jobs that pay a living wage. You support critical workforce training and nonprofit safety net services for children and families. You also support public-private partnerships to develop common-sense plans at the local level. The recession is still not over for many families, but your gift is helping people to help themselves.

Please know that your county's contribution is truly appreciated. If there is anything further we can do for you, please don't hesitate to call. I can be reached at (320) 631-2012.

All the best,

Sandy Voigt
Sandy Voigt
Development Officer

*I look forward
to meeting you
soon. Thanks again,
Sandy*

As a 501(c)(3) nonprofit organization, your Initiative Foundation contribution is tax-deductible to the extent allowed by law. The Foundation owns and manages financial contributions for the benefit of central Minnesota communities, and no goods or services are exchanged for your gift.

Please retain this letter for your tax records.

Pine County Probation Advisory Committee

Approved MINUTES

May 22nd 2012

Present: Becky Foss, Bill Morgan, Bill Steele, Brent Jahnz, Cheryl Bjerke, George Horbacz, Sarah Weikle, Terryl Arola, Sergeant Rob Ouverson, Lee Williams, Randy Tenge, Commissioner Mitch Pangerl

Call to Order 5:58 pm

1) COMMITTEE BUSINESS

- Per Diems
- Approve last minutes (May 28, 2012)

2) PRESENTATION

2011 Pine County Probation Performance Survey: Terryl presented the results of the online survey completed in March 2012 asking for a one year look back. The survey was sent to agencies and individuals identified as partners. The survey followed closely to the one Chisago County Court Services has been doing for years. Participants were asked to identify their professional discipline or relationship to the department and then comment on 9 other questions that are tied to statutory responsibilities. There were 104 participants who completed the full survey.

The online Survey Monkey was an effective way to administer the survey. The cost was minimal, under \$ 25, and all data was downloaded into an Excel spreadsheet. This made it easy to analyze and report.

There were a couple things learned about administrating the test. We had 23/127 respondents not complete the survey in its entirety. Strategies for next time:

- From the start clearly give participants permission to select NA if a question is not applicable or they don't have experience in the area.
- Leave the comments as an option, but don't mention it in the question to make it seem mandatory. The wording in Q 2 may have given the impression that all questions required comment.
- [Not mentioned at the meeting- but discussed in department is to put average time to complete in the initial email. Most people completed the survey in 3-5 minutes].
- Give agents further time to identify other professionals they have specifically worked with in the past year.

Overall the results were positive. Terryl was particularly pleased with the 99% positive (always/usually) response in the professionalism area. There were only two surveys that were overwhelmingly negative. These two also rated areas negative they didn't have experience with based upon the discipline. Often the lower scores appeared to be related to not understanding exactly what probation's role is and what agents can or cannot do. The challenge is general education and communication when issues come up.

The committee felt this was a helpful exercise to be repeated next year. Terryl indicated that we can strive to increase the always responses. The following results will be included in the annual comprehensive plan report.

The responses below rated the department in the "always" or "usually" category.

- **90%** responded that probation staff attempted to cooperate with them
- **97%** responded that probation staff listened to concerns and attempted to be helpful to their needs.
- **94%** responded that probation is involved in the initiation, development and discovery of suitable programs for probationers.
- **94%** responded that investigative reports are completed timely and in a professional manner.
- **93%** responded that probation staff provided adequate supervision of cases assigned to them.
- **92%** responded that probation staff has been familiar with probationers' needs and risk they pose to the public.
- **86%** responded that probation staff has balanced helping rehabilitate probationers with holding them accountable.
- **99%** responded that probation staff has conducted themselves in a "professional" manner.
- **95%** responded that the department is properly managed.

Juvenile Placement Report

Terryl went through the annual placement report that she presented to the Health & Human Services (County Board) last Tuesday. The county spends hundreds of thousands of dollars on juveniles in placement. This year there were less placements, less juveniles, but longer average placement days per youth. There was considerable discussion about the dynamics involved, strategies taken, obstacles and gaps. The bottom line was that without unending resources, it is impossible to do everything everyone would like to.

Commissioner Pangerl commented on the discussion at the HHS meeting. There was a question whether another juvenile agent could guarantee lower costs. Although lower cost is not a guarantee; more accountability of placement providers and more involvement with treatment planning by the supervising agent would be beneficial. The county cost of another agent is less than the cost of placement for some of the top budget busters. Terryl will be going to the Personnel Committee to make the pitch for another agent the 2013 budget.

3) GENERAL UPDATES

- County Probation news – Terryl Arola/Sarah Weikle
 - 1) Pre-Trial Grant
A copy of the final grant report, as presented to the county board, was shared with the committee. A part-time temp agent is ready to begin and cover when Tessa Nelson goes out on a twelve week maternity leave.
 - 2) Cognitive Skills classes
Sarah Weikle and Randy Tenge both commented on how well they feel the New Direction classes are going. They had their first four graduates. They created a survey for participants to complete at the end of the program. The graduates had positive things to say about the class. These surveys will be tracked for outcomes that can be compared to the program we had been using which actually had good results as well.

A summary of the positive aspects of the new program was going into the annual comprehensive plan report and included:

- a. The program was developed to be consistent with research which identifies successful Cognitive Skills programs to be those which "skill train with direct practice".
- b. The vehicle to "Learn to Think about Your Thinking" is a Thinking Report which identifies the event, thoughts, feelings, behavior, core

beliefs, alternative thoughts and behaviors. Participants learn to identify their own thinking distortions and thinking errors through the Thinking Report which they share in a group setting. The feedback builds accountability and bolsters motivation.

- c. Graduation is dependent upon demonstration of the skills and knowledge. A minimum of twelve weeks is required.
- d. The open ended program means offenders don't have to wait to start their program.
- e. The agent, as a facilitator allows them to be familiar with the curriculum and reinforce the concepts in offender meetings.
- f. The agent, as a facilitator is familiar with the offender and can address class participation issues promptly.

- DOC Probation news –Randy Tenge

Randy had nothing additional to report other than to confirm that the DOC is collaborating with the same EBP training and updated assessment process as county probation.

4) 2012 Probation Comprehensive Plan

Terryl walked through the proposed 2012 Comprehensive Plan.

Outcome Reports:

Minor changes were made to the Outcome Reports including the program costs in each area. The Pre-Trial Program Outcomes are added to the mix. In this year's report the Federal grant outcomes were noted.

Appendix Charts:

The Juvenile placement chart was removed from here and summarized in the Probation Update section.

Probation Updates:

Probation numbers are leveling off and if juvenile numbers the first quarter of 2012 are any indication, they may be going back up. The changing probation caseload demographics is still very important information because the type of offenders being supervised are more difficult and often with alcohol/drug addiction and mental illness.

The update this year continues to describe EBP (Evidence-Based Practice) and the implementation of those strategies over the past year with county probation staff changes. The move to EBP principles is a large paradigm shift.

Annual Progress Report:

This section reviews what the committee has done over the past year as it relates to committee goals. The Cog review and department satisfaction survey summaries from tonight's meeting are included.

Recommendations:

The committee discussed topics they would like to see included in the recommendations. Terryl will write these up and send them out to the committee members to approve via email before the final completion/approval of the report. 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- of 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.

5) Next Meeting: **August 28th, 2012 at 6 pm** – Public Health Building, Sandstone

6) Motion to Adjourn:

2012 Meetings-

August 28th at 6 pm – Public Health Building – Sandstone

November 27th at 6 pm – Pine County Courthouse, Pine City

Minutes by: Terry Arola
Pine County Probation

Pine County Probation Advisory Committee

Unapproved MINUTES

August 28, 2012

Present: Terryl Arola, Sue Bowerman, George Horbacz , Brent Jahnz, Bill Morgan, Sergeant Ouverson, Bill Steele, Randy Tenge, Lee Williams

Excused: Sarah Weikle, Becky Foss, Cheryl Bjerke

Call to Order 6:05 pm

1) **COMMITTEE BUSINESS**

- Per Diems
- Approve last minutes (May 28, 2012) Brent/Bill S.

2) **PRESENTATION**

No presentation this meeting. There was a request for an update on the Repeat DWI-ISP program next time.

3) **GENERAL UPDATES**

- **County Probation news** – Terryl Arola
 - **June Personnel Committee** – Terryl met with the committee to present an additional agent position for 2013. The committee gave permission to include the position in the budget for the budget committee. At that point it would be subject to review of 2013 staffing and budget priorities as set by the full county board in the budget process.
 - **New County Administrator** – David Minke started in July coming from Anoka County. His professionalism and communication skills have been an asset in the budget preparation process he was thrown in the middle of. The majority of the County Commissioners want to keep the 2013 levy at a zero increase which will be a challenge with wage and insurance increases.
 - **Budget Committee** - On August 22nd the board met with all department heads to go through each individual department's expenses to-date in 2012 and as requested for 2013. With the desire and reality of a zero budget levy decision in front of them, the probation budget was examined both with and without the additional agent position. There are no revenue streams or operating expenses available within the probation budget to offset personnel cost increases. The board plans to set the levy on September 4th. Once set, the levy amount cannot be raised after September 15th. The amount can always be decreased when the final budget is approved in December.
 - **Pre-Trial Coverage** – Tessa Nelson is transitioning back from her maternity leave. Kristi Benedict's last day is Thursday, August 30th. Bail studies were covered well during the part-time coverage. Agents picked up intakes and investigations. Pre-trial supervision was lacking. It will be nice to have Tessa back full-time after Labor Day.
- **DOC Probation News** – Randy Tenge
 - The **DOC Assistant Commissioner** Rich Crawford is retiring on 8/31/12. Ron Solheid will be picking up duties as Assistant Commissioner.

- The DOC is looking at implementing an EBP research-based assessment tool specific to sex offenders. The pilot districts are Bemidji and Mankato. Currently all sex offenders, regardless of risk are supervised by a Sex Offender Specific Agent. Brian Collins covers both Pine and Kanabec for us. The risk/needs assessment will change how they do their supervision and prioritize those who are already getting treatment.
- The DOC is holding Transition Fairs to assist inmates coming out of prison take a look at what type of jobs may be available to them once they are released. The MCF-Moose Lake fair will be on 10/4/12.

4) **2012 Probation Comprehensive Plan**

Terryl made a presentation of the plan to the county board in June. She drew out on the white board the same EBP caseload assignments based upon offender supervision levels as previously done for the advisory committee. There were a lot of questions and good discussion. This presentation and the earlier one to the HHS board about juvenile placement costs help the board to make better informed decisions about probation programming. It is the hope that this understanding will continue to provide support for the EBP concepts that have been implemented and avoid the unpredictable high cost of juvenile placements. Choices can be justified on the pay now (make differences in lives and enhance public safety) rather than paying later (higher placement costs and endangered public safety).

The plan was to be presented to the PICK Judges in August. The meeting was cancelled and the presentation is now set for the September meeting.

On Friday, August 17, Terryl met with Jill Carlson, DOC Field Service Director and presented the comprehensive plan. Pine County programming and outcomes were shared. The financial impact and struggles of the reduced state funding over the past years was also shared as well.

5) **Goal #4 – Track correctional cost and funding levels**

- Local Correctional Fee Revenue – Terryl handed out a document showing the annual collection of fees since inception in 2003. The revenue the past five years has been consistent at about \$ 49,000. The 2013 projection is about \$ 55,000. An average of \$ 42,000 per year of outstanding fees are sent to Revenue Recapture each year. The Revenue Recapture collection for 2012 is already above the annual average. The ready availability of the credit card payment option seems to be worth the cost at this point although it has leveled off from the start.
- Local Correctional Fee Collection - The current overall collection rate for all closed files is 63.5 %. The Mille Lacs Band per cap checks have reportedly reached the level that the band members will need to file income tax if they have no other revenue. That might increase the overall amount collected through MN Revenue Recapture in future years. When there are multiple files, any money recapped goes to the oldest file first. As a result, the collection rate for some of the early years has increased to over 70%.
- Cost of probation - Terryl presented some comparison costs for the daily rate of probation, incarceration, and placements. Probation, as the least restrictive option, is clearly less costly than incarceration or juvenile placements.

The 2008 PEW Report indicated the following **national average** costs:

\$ 3.42 per day per offender on Probation
 \$ 78.95 per day for prisons

In comparison, Pine County Probation costs in 2008 were:

\$ 1.19 per day per offender on Probation – All revenue
 \$.60 per day per offender on Probation - County levy dollars only
 \$ 1562.00 per day for Juveniles in Placement- total cost divided by 365 days

The 2011 costs for Pine County Probation were:

- \$ 2.08 per day per offender on Probation – All revenue
- \$.90 per day per offender on Probation - County levy dollars only
- \$ 1938.00 per day for Juveniles in Placement- total cost divided by 365 days

6) **Goal #5 – Review outcome measure for each county program and service area. Expand as appropriate.**

- Adult Cognitive Skills Program

- Agents report that the classes are going well. Randy Tenge has continued to participate assisting with quality assurance. He stated that we have hit the strategies we are after and doing well. The offenders also have a better relationship with their agent since they are working together on these classes
- The goal is to also have a measurable way the facilitators can evaluate the offenders who are taking the class and their participation levels.
- Program participant evaluation forms were shared. Thirteen offenders have completed the program. Comments and feedback were very positive. We did not track completion surveys from the old program so this will be new outcome data.
- Only two participants who have started have not completed after the initial 12 weeks.
- Page 22 of the Comp Plan shows what outcomes have been tracked under the former classes. The consensus was that probation should continue to track the recidivism in the same manner so that the two programs can be compared as well as looking at re-offending separately.
- There continue to be cost savings by not hiring outside facilitators. However, the time commitment of the agents, now that the program is up and operational, is eight hours per week. This time includes prep, two co-facilitators in the classroom, and related paperwork. For staff this has been doing more with less.

- Juvenile Cognitive Skills Program

The juvenile program is not up and going. Terry met with Mary from Teen Focus and they are very interested in doing a class for juveniles at their facility on a fee basis. They know and understand the different type obstacles faced with juveniles. The schools have shown some interest and would broaden the referral base. At a minimum, Mary would be willing to incorporate the core theory into her adolescent chemical dependency treatment groups.

7) Other Discussion

- Comp Plan Question: Sgt. Ouverson asked about the BCA Crimes Cleared data on page 26 in the appendix of the Comp Plan. Terry stated that this information generated from our Sheriff's Department has been questioned in the past. The purpose of including it in the comp plan is that the cases cleared lead to cases filed with the court lead to cases placed on probation. The trends should show across all statistics although with some delay for matters to process through the system. Prior hypothesis had to do with the different data systems or practices under the different Sheriffs or just plain data entry issues. The numbers haven't been reliable and there has been consideration to not include the table in the comp plan.

This year Sheriff Cole saw the 2011 numbers come out and the low number of burglaries jumped out at him because he has been tracking this type of offense. The BCA report showed about 150 and he knew they had cleared more. He did a hand count and came up with 300. He identified the problem with the current data system. The offense MOC code isn't a mandatory field so when officers are entering case information, they skip over it about half the time instead of looking it up. It will be changed.

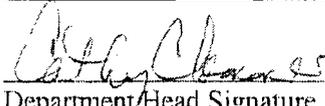
- Randy talked for a moment about the success of the Medicine Cabinet drop off in Chisago County. A lot of drugs being used are coming from peoples own medicine cabinets of unused or left over prescriptions.
- Terryl advised that the next CSTS release will be in February 2013. Hennepin County Adult probation is coming aboard and there are big changes. One very significant update will be the importing of offense info data from the courts which includes a switch from tracking offenses by a modified MOC code to statute-based.

8) Next Meeting: November 27th at 6pm – Pine County Courthouse, Pine City

Motion to adjourn and end meeting. Bill S/Brent

Minutes by: Sue Bowerman
Pine County Probation

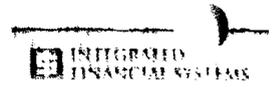
PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: September 18, 2012	<u>Consent Agenda (Please Circle)</u> Regular Agenda Estimated Time: (Please Circle) 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action: <u>Auditor/Treasurer</u>	 Department/Head Signature 9-12-12 Date

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

CATHYJ
9/12/12 9:41AM

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



TREASURER'S CASH TRIAL BALANCE

As of 08/2012

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1 General Revenue Fund	1,634,274.11			
Receipts		550,461.86	3,747,219.31	
Disbursements		586,756.24 -	3,959,959.81 -	
Payroll		696,849.54 -	5,842,635.13 -	
Journal Entries		3,256.64 -	5,145,926.95	
Fund Total		736,400.56 -	909,448.68 -	724,825.43
12 Health & Human Services	420	H&Hs- Income Maintenance		
	2,387,375.36			
Receipts		256,229.23	936,155.97	
Disbursements		42,829.55 -	432,138.57 -	
Payroll		125,789.39 -	1,063,408.74 -	
Journal Entries		3,236.10	520,737.79	
Dept Total		90,846.39	38,653.55 -	2,348,721.81
12 Health & Human Services	430	H&Hs- Social Services		
	543,039.63 -			
Receipts		428,668.32	1,888,333.27	
Disbursements		262,385.58 -	2,175,759.75 -	
Payroll		125,248.03 -	988,104.13 -	
Journal Entries		33,627.02	1,378,405.62	
Dept Total		74,661.73	102,875.01	440,164.62 -
12 Health & Human Services	440	Childrens Collaborative (H&Hs)		
	0.00			
Receipts		0.00	3,937.00	
Dept Total		0.00	3,937.00	3,937.00
12 Health & Human Services	481	Nursing- Community Health (H&Hs)		
	454,037.28			
Receipts		45,276.55	378,948.67	
Disbursements		21,645.03 -	208,064.98 -	
Payroll		72,694.21 -	565,608.76 -	
Journal Entries		0.00	150,565.85	

#2,137,495.27

TREASURER'S CASH TRIAL BALANCE

As of 08/2012

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Dept Total		49,062.69-	244,159.22-	209,878.06
Fund Total		116,445.43	176,000.76-	2,122,372.25
 13 Road & Bridge Fund	 5,839,814.23			
Receipts		31,247.85	4,847,939.99	
Disbursements		816,791.25-	3,222,778.45-	
Payroll		156,640.43-	1,296,779.80-	
Journal Entries		3,164.25-	802,480.77	
Fund Total		945,348.08-	1,130,862.51	6,970,676.74
 14 Ditch Maintenance (Sr) Fund	 11,775.47			
Journal Entries		0.00	5.32	
Fund Total		0.00	5.32	11,780.79
 20 County-Wide Rehab (Sr) Fund	 535.70			
Receipts		75,108.60	245,142.14	
Journal Entries		63,777.61-	213,919.18-	
Fund Total		11,330.99	31,222.96	31,758.66
 21 800 MHz Project Fund	 652,854.62			
Receipts		8,004.00	300,484.00	
Disbursements		180,819.05-	951,164.89-	
Fund Total		172,815.05-	650,680.89-	2,173.73
 22 Land Management Fund	 1,192,118.54			
Receipts		62,914.73	613,980.99	
Disbursements		6,265.78-	28,703.22-	

CATHYJ
9/12/12 9:41AM

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



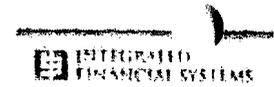
TREASURER'S CASH TRIAL BALANCE

As of 08/2012

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Payroll		9,884.31-	82,707.38-	
Journal Entries		0.00	517,667.96-	
Fund Total		46,764.64	15,097.57-	1,177,020.97
24 Ambulance (Sr) Fund	0.00			
Fund Total		0.00	0.00	0.00
29 Children's Collab (H&Hs) Agency Fund	440			
	110,830.04			
Receipts		30,368.00	72,076.00	
Disbursements		41,569.77 -	168,713.53 -	
Journal Entries		7.09	158.64	
Dept Total		11,194.68 -	96,478.89 -	14,351.15
Fund Total		11,194.68 -	96,478.89 -	14,351.15
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	7,185.37	
Fund Total		0.00	7,185.37	58,413.92
37 County Railroad Authority	13,724.56 -			

CATHYJ
9/12/12 9:41AM

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



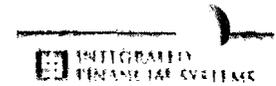
TREASURER'S CASH TRIAL BALANCE

As of 08/2012

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Receipts		0.00	516.01	
Disbursements		0.00	17,438.00-	
Journal Entries		0.00	14,198.42	
Fund Total		0.00	2,723.57-	16,448.13-
38 Building Fund	146,861.26			
Disbursements		42,447.03-	115,015.16-	
Journal Entries		0.00	150,000.00	
Fund Total		42,447.03-	34,984.84	181,846.10
39 2005A G.O. Jail Bonds	791,171.18			
Disbursements		0.00	1,223,236.26-	
Journal Entries		0.00	717,564.26	
Fund Total		0.00	505,672.00-	285,499.18
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	993,931.26-	
Journal Entries		0.00	559,179.15	
Fund Total		0.00	434,752.11-	190,038.28
76 Group Health Ins Fund 5/1/95 (Gen)	259,699.42-			
Receipts		218,779.50	1,753,589.08	
Disbursements		225,026.80-	2,022,739.91-	
Journal Entries		6,396.25	51,170.00	

CATHYJ
9/12/12 9:41AM

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



TREASURER'S CASH TRIAL BALANCE

As of 08/2012

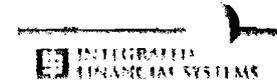
<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Fund Total		148.95	217,980.83-	477,680.25 -
80 County Collections Agency Fund	19,687.36			
Receipts		11,156.36	561,904.54	
Disbursements		14,585.86-	565,822.73-	
Journal Entries		0.00	4,935.22	
Fund Total		3,429.50-	1,017.03	20,704.39
82 Taxes And Penalties Agency Fund	798,906.87			
Receipts		373,350.19	19,501,567.39	
Disbursements		55,146.01-	10,897,859.97-	
Journal Entries		0.00	8,361,348.24-	
Fund Total		318,204.18	242,359.18	1,041,266.05
84 East Central Drug Task Force Agency Fur	0.00			
Receipts		30,765.68	72,470.81	
Disbursements		32,309.82-	54,410.59-	
Fund Total		1,544.14-	18,060.22	18,060.22
89 H & Hs Collections Agency Fund		801	Non-Departmental	
Receipts	3,031.72	187,384.58	684,883.40	
Disbursements		32,597.68-	57,376.37-	
Journal Entries		36,863.12-	629,766.88-	
Dept Total		117,923.78	2,259.85-	771.87
Fund Total		117,923.78	2,259.85-	771.87
All Funds	13,902,829.07			
Receipts		2,309,715.45	35,609,148.57	
Disbursements		2,361,175.45-	27,095,113.45-	
Payroll		1,187,105.91-	9,839,243.94-	

CATHYJ
9/12/12 9:41AM

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

TREASURER'S CASH TRIAL BALANCE

As of 08/2012



Page 7

<u>Fund</u>		<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
	Journal Entries		63,795.16-	220,188.90-	
	Total		1,302,361.07-	1,545,397.72-	12,357,431.35

DISBURSEMENTS JOURNAL REPORT Specific Dates: 08/01/2012 - 08/31/2012

RECAP BY FUND	FUND	AMOUNT	NAME
696,849.54	1	586,756.24	GENERAL REVENUE FUND
323,731.63	12	326,860.16	HEALTH & HUMAN SERVICES
156,640.43	13	816,791.25	ROAD & BRIDGE FUND
	21	180,819.05	800 MHZ PROJECT FUND
9,884.31	22	6,265.78	LAND MANAGEMENT FUND
	29	41,569.77	CHILDREN'S COLLAB (H&HS) AGENCY FUND
	38	42,447.03	BUILDING FUND
	76	225,026.80	GROUP HEALTH INS FUND 5/1/95 (GEN)
	80	14,585.86	COUNTY COLLECTIONS AGENCY FUND
	82	55,146.01	TAXES AND PENALTIES AGENCY FUND
	84	32,309.82	EAST CENTRAL DRUG TASK FORCE AGENCY F
	89	32,597.68	H & HS COLLECTIONS AGENCY FUND
		2,361,175.45	Total Disbursements

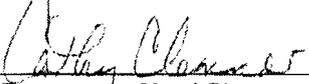
RECAP BY TYPE	TYPE	AMOUNT	NAME
	1	1,986,759.84	AUD
	2	375,405.10	COM
	3	989.49-	MVC
		2,361,175.45	Total Disbursements

1,187,105.91 →

+

3,548,281.36 -

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: September 18, 2012	Consent Agenda <i>(Please Circle)</i> Regular Agenda Estimated Time: <i>(Please Circle)</i> 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action: <u>Auditor/Treasurer</u>	 Department Head Signature 9-12-12 Date

<p>Item for Discussion:</p> <p><i>Applications for Abatement – Francis Aiello, 15251 Copper Canyon Rd, Pine City, PID 26.5015.000, pay 2010 & 2011</i></p> <p>Board Action Requested: (Attach additional pages if needed)</p> <p align="center">Supporting Documents: Attached None</p>

APPLICATION FOR ABATEMENT - HOMESTEAD FORM

(M.S. 375.192)

Abatement #: 9/6/12
1510-75

\$25 Fee Collected: YES NO

For Taxes Levied In: 2009
And Payable In: 2010

Please Print Or Type

Applicants Name: <u>FRANCIS AIELLO</u>	Applicants Mailing Address: <u>15251 Copper Canyon Rd Pine City, MN 55063</u>
Applicant's SSN: <u>SS# on file</u>	
Telephone (Home): <u>(612) 388-9275</u>	
Telephone (Work): _____	

Description Of Property: _____ Property ID or Parcel Number: 26.5015.000
 Street Address: 15251 Copper Canyon Rd, P.C.
 Township/City: Pine City Twp.
 School District: #578

Legal Description:

LOTS 243 Frankens's Copper Canyon Plat 2

OWNERSHIP DATA

I/We declare that I/We owned and occupied the property described above for the purpose of homestead on January 2, 2009 (or Dec 1, _____ mid-year homesteads) and that such occupancy began on April 1, 2004 and that my/our ownership is evidenced by a Warranty deed dated January 2, 2009 which provides for a sole/shared ownership interest by a total of 1 persons.

Minn. Stat., Sec. 375.192. Subd. 1 requires the names and social security numbers of all property owners claiming homestead to verify that they are not receiving more than one homestead. Your social security number is private information. If you fail to provide the social security numbers, this property will not be eligible for the homestead classification. State law provides for county government to make social security numbers available only to the Minnesota Department of Revenue.

Owner's Name: FRANCIS AIELLO Social Security Number: SS# on file
 Owner's Name: _____ Social Security Number: _____
 Owner's Name: _____ Social Security Number: _____
 Owner's Name: _____ Social Security Number: _____

Applicants Request:

Applicant Requests that the real estate described above be classified for the above year as real estate used for the purposes of a homestead and that the taxable value and the taxes for the above year be reduced accordingly. This statement is a true and full statement of all facts known to the applicant relative to this matter.

Applicant's Signature: [Signature] Administrative Abatement

NOTE: Minnesota Statutes 1988, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000, or both."

REPORT OF INVESTIGATION:

I hereby report that I have investigated the statements made in the foregoing application and find the facts to be as follows:

Homestead pulled in 2009 due to address change. No documentation as to why address change, not requested by property owner.

The applicant(s) has/have provided the following documentation as proof of occupancy:

[Signature] 9/6/12
Signature of Investigator Date
Pine County

APPLICATION FOR ABATEMENT - HOMESTEAD FORM

(M.S. 375.192)

E: 9/6/12
Abatement # AB11-39

\$25 Fee Collected: YES ___ NO X

For Taxes Levied In: 2010
And Payable In: 2011

Please Print Or Type

Applicants Name: <u>FRANCIS Aiello</u>	Applicants Mailing Address: <u>15251 Copper Canyon Rd PINE CITY, MN 55063</u>
Applicant's SSN: <u>SS# on file</u>	
Telephone (Home): <u>(612) 388-9275</u>	
Telephone (Work): _____	

Description Of Property: _____ Property ID or Parcel Number: 265015000
 Street Address: 15251 Copper Canyon Rd - PC
 Township/City: Pine City Twp
 School District: #578

Legal Description:

lots 2 + 3 Frandson's Copper Canyon Plat 2

OWNERSHIP DATA

I/We declare that I/We owned and occupied the property described above for the purpose of homestead on January 2, 2010 (or Dec 1, _____ mid-year homesteads) and that such occupancy began on April 1, 2006 and that my/our ownership is evidenced by a warranty deed dated January 2, 2009 which provides for a sole/shared ownership interest by a total of 1 persons.

Minn. Stat., Sec. 375.192, Subd. 1 requires the names and social security numbers of all property owners claiming homestead to verify that they are not receiving more than one homestead. Your social security number is private information. If you fail to provide the social security numbers, the property will not be eligible for the homestead classification. State law provides for county government to make social security numbers available only to the Minnesota Department of Revenue.

Owner's Name: FRANCIS Aiello Social Security Number: on file

Owner's Name: _____ Social Security Number: _____

Owner's Name: _____ Social Security Number: _____

Owner's Name: _____ Social Security Number: _____

Applicants Request:

Applicant Requests that the real estate described above be classified for the above year as real estate used for the purposes of a homestead and that the taxable value and the taxes for the above year be reduced accordingly. This statement is a true and full statement of all facts known to the applicant relative to this matter.

Applicant's Signature: [Signature]
Administrative Assistant

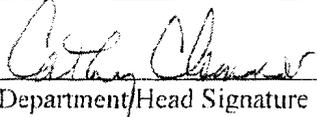
NOTE: Minnesota Statutes 1988, Section 609.41. "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000, or both."

REPORT OF INVESTIGATION:

I hereby report that I have investigated the statements made in the foregoing application and find the facts to be as follows:
Homestead pulled in 2009 due to address change. No documentation as to why address change, not requested by property owner.
The applicant(s) has/have provided the following documentation as proof of occupancy:

[Signature] 9/6/12
Signature of Investigator Date
Pine County

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: September 18, 2012	<u>Consent Agenda (Please Circle)</u> Regular Agenda Estimated Time: (Please Circle) _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action: <u>Auditor/Treasurer</u>	 Department/Head Signature 9-12-12 Date

Item for Discussion:

*Applications for Abatement –
Jerry and Lavonne Thurn, 11726 Henriette Rd, Pine City, PID 28.8900.601, pay 2010-2012*

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None

APPLICATION FOR ABATEMENT - HOMESTEAD FORM

(M.S. 375.192)

Date: 8/31/12
Abatement # AB10-73

\$25 Fee Collected: YES NO

For Taxes Levied In: 2009
And Payable In: 2010

Please Print Or Type

Applicants Name: <u>JERRY & LAVONNE THURN</u>	Applicants Mailing Address: <u>1726 HENRIETTE RD PINE CITY, MN 55063</u>
Applicant's SSN: <u>SSN on file</u>	
Telephone (Home): _____	
Telephone (Work): _____	

Description Of Property: _____ Property ID or Parcel Number: 1728.8900.601
 Street Address: 1726 HENRIETTE RD - PC
 Township/City: POWEGAMA TWP
 School District: #578

Legal Description:

LOT N1 LEWISCHKE'S MTH PARK - 1980 TAN/BEN 14X160

OWNERSHIP DATA

I/We declare that I/We owned and occupied the property described above for the purpose of homestead on January 2, _____ (or Dec 1, 2009 mid-year homesteads) and that such occupancy began on _____ and that my/our ownership is evidenced by a certificate of title which provides for a sole/shared ownership interest by a total of 2 persons.

Minn. Stat., Sec. 375.192. Subd. 1 requires the names and social security numbers of all property owners claiming homestead to verify that they are not receiving more than one homestead. Your social security number is private information. If you fail to provide the social security numbers, this property will not be eligible for the homestead classification. State law provides for county government to make social security numbers available only to the Minnesota Department of Revenue.

Owner's Name: Jerry Thurn Sr Social Security Number: SSN on file
 Owner's Name: Lavonne Thurn Social Security Number: SSN on file
 Owner's Name: _____ Social Security Number: _____
 Owner's Name: _____ Social Security Number: _____

Applicants Request:

Applicant Requests that the real estate described above be classified for the above year as real estate used for the purposes of a homestead and that the taxable value and the taxes for the above year be reduced accordingly. This statement is a true and full statement of all facts known to the applicant relative to this matter.

Applicant's Signature: [Signature]

NOTE: Minnesota Statutes 1988, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000, or both."

REPORT OF INVESTIGATION:

I hereby report that I have investigated the statements made in the foregoing application and find the facts to be as follows:
Applied for homestead May 2008, homestead not put on. Processed abatement for 2008, but didn't fix for the future.
The applicant(s) has/have provided the following documentation as proof of occupancy:

Homestead Application

[Signature]
Signature of Investigator

8/31/12
Date

APPLICATION FOR ABATEMENT - HOMESTEAD FORM

(M.S. 375.192)

Date: 8/31/12
Abatement # AB11-37

\$25 Fee Collected: YES NO

For Taxes Levied In: 2010
And Payable In: 2011

Please Print Or Type

Applicants Name: <u>Jerry & Lavonne Thurn</u>	Applicants Mailing Address: <u>11726 Henriette Rd Pine City, MN 55063</u>
Applicant's SSN: <u>SSN on file</u>	
Telephone (Home): _____	
Telephone (Work): _____	

Description Of Property: _____ Property ID or Parcel Number: 12888500.601
 Street Address: 11726 Henriette Rd - PC
 Township/City: Pokagona Twp
 School District: #578

Legal Description: _____ 1980 Tan/Brn
Lot N1 Weischke's Mt Park 14X66

OWNERSHIP DATA

I/We declare that I/We owned and occupied the property described above for the purpose of homestead on January 2, _____ (or Dec 1, 2008 mid-year homesteads) and that such occupancy began on _____ and that my/our ownership is evidenced by a certificate of title which provides for a sole/shared ownership interest by a total of 2 persons.

Minn. Stat., Sec. 375.192, Subd. 1 requires the names and social security numbers of all property owners claiming homestead to verify that they are not receiving more than one homestead. Your social security number is private information. If you fail to provide the social security numbers, the property will not be eligible for the homestead classification. State law provides for county government to make social security numbers available only to the Minnesota Department of Revenue.

Owner's Name: Jerry Thurn Sr. Social Security Number: SSN on file
 Owner's Name: Lavonne Thurn Social Security Number: SSN on file
 Owner's Name: _____ Social Security Number: _____
 Owner's Name: _____ Social Security Number: _____

Applicants Request:

Applicant Requests that the real estate described above be classified for the above year as real estate used for the purposes of a homestead and that the taxable value and the taxes for the above year be reduced accordingly. This statement is a true and full statement of all facts known to the applicant relative to this matter.

Applicant's Signature: [Signature]

NOTE: Minnesota Statutes 1988, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000, or both."

REPORT OF INVESTIGATION:

I hereby report that I have investigated the statements made in the foregoing application and find the facts to be as follows:
Applied for homestead may 2008, homestead not put on. Processed statement for pay 2008, but didn't correct for the future.
 The applicant(s) has/have provided the following documentation as proof of occupancy:

Homestead Application. [Signature] 8/31/12
 Signature of Investigator Date

APPLICATION FOR ABATEMENT - HOMESTEAD FORM

(M.S. 375.192)

Abatement #: 8/31/12
AB12-22

\$25 Fee Collected: YES NO

For Taxes Levied In: 2011
And Payable In: 2012

Please Print Or Type

Applicants Name: <u>Jerry & Lavonne Thurn</u>	Applicants Mailing Address: <u>11726 Henriette Rd Pine City, MN 55063</u>
Applicant's SSN: <u>SSN on file</u>	
Telephone (Home): _____	
Telephone (Work): _____	

Description Of Property: _____ Property ID or Parcel Number: ma 8 8700 601
 Street Address: 11726 Henriette Rd - PC
 Township/City: Pokigama Twp
 School District: # 578

Legal Description:

Lot A11 Waischke's MH Park - 1980 Tan/Brn 14x66

OWNERSHIP DATA

I/We declare that I/We owned and occupied the property described above for the purpose of homestead on January 2, _____ (or Dec 1, 2008 mid-year homesteads) and that such occupancy began on _____, 2008 and that my/our ownership is evidenced by a certificate of title which provides for a sole/shared ownership interest by a total of 2 persons.

Minn. Stat., Sec. 375.192, Subd. 1 requires the names and social security numbers of all property owners claiming homestead to verify that they are not receiving more than one homestead. Your social security number is private information. If you fail to provide the social security numbers, the property will not be eligible for the homestead classification. State law provides for county government to make social security numbers available only to the Minnesota Department of Revenue.

Owner's Name: Jerry Thurn Sr Social Security Number: SSN on file
 Owner's Name: Lavonne Thurn Social Security Number: SSN on file
 Owner's Name: _____ Social Security Number: _____
 Owner's Name: _____ Social Security Number: _____

Applicants Request:

Applicant Requests that the real estate described above be classified for the above year as real estate used for the purposes of a homestead and that the taxable value and the taxes for the above year be reduced accordingly. This statement is a true and full statement of all facts known to the applicant relative to this matter.

Applicant's Signature: [Signature]

NOTE: Minnesota Statutes 1988, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000, or both."

REPORT OF INVESTIGATION:

I hereby report that I have investigated the statements made in the foregoing application and find the facts to be as follows:

Applied for homestead May 2008, homestead not put on. processed abatement for pay 2008, but didn't fix for the future.
The applicant(s) has/have provided the following documentation as proof of occupancy:

Homestead Application
Signature of Investigator: [Signature] Date: 8/31/12

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: September 18, 2012	Consent Agenda <i>(Please Circle)</i> Regular Agenda Estimated Time: <i>(Please Circle)</i> _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour

The Federal Boat and Water Grant Agreement #50711 that was accepted by the County Board during the August 21st board meeting will expire September 14th, 2012. Upon approval by the County Board the DNR will extend the grant deadline to December 14th, 2012. This grant will remain unchanged as a whole.

Board Action Requested:

I respectfully ask that the Board accepts the extension of the grant deadline from September 14th, 2012 to December 14th, 2012.

Supporting Documents: Attached None

RESOLUTION NO. ____

**RESOLUTION APPROVING THE ISSUANCE OF OBLIGATIONS BY
THE CITY OF SANDSTONE, MINNESOTA TO FINANCE A PROJECT
BY PINE HABILITATION AND SUPPORTED EMPLOYMENT, INC.**

BE IT RESOLVED, by the Board of Commissioners of Pine County, Minnesota (the "County"), as follows:

1. Description of the Project.

a. Pine Habilitation and Supported Employment, Inc. (the "Borrower") located at 106 Main Street, P.O. Box 126, Sandstone, MN 55072, a Minnesota nonprofit corporation and organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code") has proposed issuance of revenue obligations, in one or more series, in an amount not to exceed \$375,000 (the "Obligations") by the City of Sandstone (the "City"), to refinance taxable indebtedness incurred to undertake the following project: acquisition of and improvements to an approximately 13,800 square foot building used for training developmentally disabled persons in the process of furniture assembly and resale located at 23385 Freeway Boulevard, Pine City, Minnesota and paying costs associated with the financing.

b. The Project is owned and operated by the Borrower and is located in the County.

2. Recital of Representations Made by the Borrower.

a. The County has been advised by representatives of the Borrower that: (i) conventional financing is available only on a limited basis and at such high costs of borrowing that the economic feasibility of operating the Project would be significantly reduced; (ii) on the basis of information submitted to this Board by the Borrower and their discussions with representatives of area financial institutions and potential buyers of tax-exempt bonds, the Obligations could be issued and sold upon favorable rates and terms to finance the Project; (iii) the Borrower will experience a significant debt service cost savings as a result of the Project; and (iv) the Project would not be undertaken in its present form but for the availability of financing described herein.

b. The Borrower has agreed to pay any and all costs incurred by the County in connection with the issuance of the Obligations, whether or not such issuance is carried to completion.

c. The Borrower has represented to the County that no public official of the County has either a direct or indirect financial interest in the Project nor will any public official either directly or indirectly benefit financially from the Project.

3. Public Hearing.

- a. An initial resolution was adopted by the Board on August 21, 2012, scheduling a public hearing on the issuance of the Obligations and the proposal to undertake and finance the Project.
- b. A Notice of Public Hearing was published in the *Pine City Pioneer*, the County's official newspaper and a newspaper of general circulation, calling a public hearing on the proposed issuance of the Obligations and the proposal to undertake and finance the Project.
- c. The Board of Commissioners has, on September 18, 2012, held a public hearing on the proposal to undertake and finance the Project, through the issuance of the Obligations by the City, which all those appearing who desired to speak were heard and written comments were accepted.

4. Findings. It is found and determined based on representations of the Borrower that the County will receive substantial benefit from the Project which will provide services and facilities for mentally and physically disabled persons, accessible and available on an equal basis to residents of the County.

5. Approvals.

- a. The financing of the Project and the issuance of the Obligations by the City are approved.
- b. The officers of the County, or the authorized designee or deputy of any of them, are authorized and directed to execute and deliver such other documents or certificates needed from the County for the sale and delivery of the Obligations.

6. Limited Obligation. The Obligations, when and if issued for the Project, shall not constitute a charge, lien or encumbrance, legal or equitable, upon any property of the County or the City. (There will, however, be a charge, lien or encumbrance on the Project, which is not an asset of the County or the City.) The Obligations, when and if issued, shall recite in substance that the Obligations and the interest thereon, are payable solely from revenues received from the Project and property pledged for payment thereof, and shall not constitute a debt of the County or the City.

Adopted: September 18, 2012

Chair

Attest:

Clerk

EXTRACT OF MINUTES OF A REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE
PINE COUNTY, MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the Board of Commissioners of Pine County, Minnesota, was duly called and held at the Public Health Building located at 1610 Highway 23 North, Sandstone, Minnesota, on Tuesday, September 18, 2012 at 1:00 p.m.

The following members were present: _____

and the following members were absent: _____

MOTION: Member _____ moved to adopt Resolution No. _____, entitled "Resolution Approving the Issuance of Obligations by the City of Sandstone, Minnesota to Finance a Project by Pine Habilitation and Supported Employment, Inc."

SECOND: Member _____

RESULT: On a roll call vote the motion was carried.

Ayes:

Nays:

Not Voting:

Absent:

Agreement
Between the University of Minnesota
And
Pine County
For providing Extension programs locally and Employing
Extension Staff

This Agreement (“Agreement”) between the County of Pine Minnesota (“County”) and the Regents of the University of Minnesota on behalf of its Extension unit, 240 Coffey Hall, St. Paul, Minnesota, 55108 (“University”) is effective January 1, 2013, and supersedes and replaces any and all current or existing agreements relating to Extension and its programs that may exist between the County and University.

The term of this Agreement shall be three (3) years, beginning on January 1, 2013 and ending on December 31, 2015, unless earlier terminated as provided in paragraphs 7 and 8.

WITNESSETH:

WHEREAS, Minn. Stat. §38.34 authorizes a Board of County Commissioners to incur expenses and spend money for County Extension work; and

WHEREAS, the money set aside and appropriated by the County Board in the County Extension Fund may be paid out by orders of the University’s Director of Extension, or the Director’s designee, as identified in Minn. Stat. §38.36, Subd. 3; and

WHEREAS, Minn. Stat. §38.37 provides that Extension educators must be employed according to University personnel procedures and must be University employees; and

WHEREAS, it is the intention of the County and University that the University shall provide Extension services on behalf of the County in exchange for considerations as detailed herein.

NOW THEREFORE, in consideration of the mutual undertaking and agreements contained within this Agreement, the County and University hereby agree as follows:

1. In accordance with Minn. Stat. §38.37 County desires to augment University’s state-wide Extension programs. The programs that the County will augment are detailed in Table A below.

Table A

Program	FTE	2013 Price	FTE	2014 Price	FTE	2015 Price
4-H Program Coordinator	1.0	\$65,550	1.0	\$66,530	1.0	\$67,530
Total	1.0	\$65,550	1.0	\$66,530	1.0	\$67,530

1. County recognizes that University costs for supporting these positions may increase from year to year. The costs payable for these positions are reviewed by the Association of Minnesota Counties' ("AMC") Extension Committee and University's Extension central administration, at which time the parties will agree on an appropriate inflation factor for the coming year(s). Unless County and University otherwise agree, the inflation factor will be as agreed to by AMC and University.
2. University will be responsible for providing the following: salary & fringe benefits for the positions, enhanced programming from regional extension educator staff, program supervision, travel (mileage, meals, and lodging), in-service training within program area, payroll, and accounting services.

The County agrees to provide local support in the form of office space, telephone, computer, network connections for email and other communications, software, support staff and other general office supplies. The University will recommend technology needs and other office standards. Nevertheless, the level of availability and type of such support will be determined by the County.

3. University will bill the County on a quarterly basis and the County will submit payment within thirty (30) days of receipt of the bill. The total annual amount to be paid by the County shall be paid in four (4) equal quarterly payments.
4. As vacancies occur, and if the County and University agree to continue to support the desired program and position, University will hire new personnel with involvement and concurrence of the County Extension Committee. The County will not be billed for a position during the time that position is vacant.
5. The University will complete an annual performance evaluation of each University Extension employee working in the County and supporting the programs identified in paragraph 1. The County Extension Committee will have the option to provide input to University on such evaluation. The University in accordance with University personnel guidelines will determine salary adjustment of each University Extension employee.

6. Annually, the County Extension Committee, in coordination with University, will be responsible for approving the County Extension educational programming and services, as provided for in Minn. Stat. §38.34. The parties acknowledge that County extension educational programming includes University's Nutrition Education Program educational programming.
7. Nothing in this Agreement precludes the County or University at any time during the term of this Agreement from requesting a modification of the County Extension program, including an adjustment of the number of University Extension personnel working in the County. The County or University will provide a minimum of three (3) months notice if either party desires a change in programs that results in a decrease in the staffing or funding level, and both parties agree to enter into good faith discussions to address such request.
8. If University or the County in good faith determines that funding is no longer available to support the programs or positions providing services locally, either party may terminate this Agreement. Termination of the Agreement in its entirety requires a minimum of ninety (90) days prior notice. Notice shall be dated and provided in writing to the parties listed below as the contacts for this Agreement.

If to County:

David Minke
Pine County Administrator
635 Northridge Drive NW Suite 200
Pine City, MN 55063

If to University:

University of Minnesota
Minnesota Extension
Attn: Chief Operating Officer
246 Coffey Hall
1420 Eckles Avenue
St. Paul, MN55108
Facsimile No.: 612-625-6227
E-mail: werne012@umn.edu

9. Each party agrees that it will be responsible for its own actions and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party or the results thereof. The County's liability is governed by the provisions of Minn. Stat. Chap. 466 and other applicable laws. The University's liability is governed by the provisions of the Minnesota Tort Claims Act, Minn. Stat. §3.736 and other applicable law.
10. Pursuant to Minn. Stat. §16C.05, Subd. 5, the University agrees that County, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of relating to this Agreement. University agrees to maintain these records in accordance with applicable law.

11. All data collected, created, received, maintained, or disseminated for any purposes by the activities of University because of this Agreement is governed by the Minnesota Government Data Practices Act, Minn. Stat. Chap. 13, as amended, the Minnesota Rules implementing such Act now in force or as adopted, as well as Federal Regulations on data privacy.

12. The University is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, sexual orientation or other classifications protected by state or federal law. In adhering to this policy, the University abides by the Minnesota Human Rights Act, Minnesota Statute Ch. 363; by the Federal Civil Rights Act, 42 U.S.C. 2000e; by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by the Americans With Disabilities Act of 1990; by Executive Order 11246, as amended; by 38 U.S.C. 2012, the Vietnam Era Veterans Readjustment Assistance Act of 1972, as amended; and by other applicable statutes and regulations relating to equality of opportunity.

IN WITNESS WHEREOF, the parties by their respective authorized agents or officers have executed this Agreement.

COUNTY of Pine

Regents of the University of Minnesota

BY _____
Chair, County Board of Commissioners

BY _____

DATE _____

DATE _____

Approved as to form:

BY _____
County Attorney

DATE _____

BY _____
County Administrator

DATE _____

Pine County Personnel Committee
Minutes
September 11, 2012
9:00 A.M. Pine County Courthouse

Members: Commissioner Chaffee
Commissioner Rossow

1. Commissioner Chaffee called the meeting to order at 9:05 a.m.
2. Commissioner Rossow moved to approve the amended agenda by adding consideration of a vacancy in the Assessor's office. Commissioner Chaffee seconded. Agenda was approved as amended.
3. Commissioner Chaffee moved to approve the minutes from the August 12, 2012, Personnel Committee meeting. Commissioner Rossow seconded. Minutes were approved.
4. Facility Department.
Building Maintenance Supervisor Kevin Newman provided information regarding the duties that had been performed by the previous part-time Building Maintenance Worker. The incumbent resigned in August and the resignation was accepted at the August 21, 2012 county board meeting. Newman described how other personnel are temporarily meeting those needs. The other part-time Building Maintenance Worker is already working full-time hours in order to provide maintenance at the Pine Government Center, which is now occupied at full capacity. Newman further explained that funds are available in the 2012 budget to fill the part time position.

Commissioner Rossow moved to fill the part-time Building Maintenance Worker position. Commissioner Chaffee seconded. Motion passed.

The committee further discussed the part-time building maintenance position currently held by Peter Umbreit. When the Pine Government Center was reopened this past spring, the worker started to work full or nearly full-time hours to provide the coverage required. Now that the building is fully occupied, full-time hours are required as this position also provides service in Sandstone. Funds are available in the 2012 budget.

Commissioner Rossow moved to increase the part-time Building Maintenance Worker position, currently held by Peter Umbreit, to a full-time status. Commissioner Chaffee seconded. Motion passed.

5. Jail Staffing.

Jail Administrator Rick Boland presented information concerning the current staffing of the jail and how it relates to the 20 full-time and 13 part-time jail positions that had been previously approved by the county board. He explained the advantages to having a full-time staff of 24 with a "pool" of eight part-time positions. Currently the part-time staff is being used to fill 160 hours per week of "regular" shifts and also being used to cover for other employee absences (sick, vacation, training, etc.) Filling these four full-time positions will save some funds on training, uniforms, etc. as those costs are similar between full-time and part-time employees. Funds are available in the 2012 budget.

Commissioner Chaffee moved to fill the four vacant full-time Corrections Officers positions and allow a maximum staffing of eight part-time Corrections Officers positions. Commissioner Rossow seconded. Motion passed.

6. Administrator's office organization and staffing.

County Administrator David Minke reviewed the history of staffing the administrator's office and described how the current staff has been taking on more duties with each reduction in staff over the years. He requested the addition of an administrative assistant position and restructuring the organization of the office. The administrative position is included in the 2013 preliminary budget and is intended to be a confidential employee.

The reorganization includes the sharing of the existing receptionist position with extension and relocation of IT staff to vacant space where Human Services was located.

The Facilities Committee has reviewed the space concepts and discussed the remodeling necessary.

Commissioner Rossow moved to add an administrative assistant position and to approve the restructure of the organization of the administrator's office and direct that the administrator proceed with updating job descriptions, identify any reclassifications required, and calculate the fiscal impact. Commissioner Chaffee seconded. Motion passed.

7. Assessor.

Pine County Assessor Kelly Schroeder reported the termination of a probationary employee and requested reposting of the position. Commissioner Chaffee moved to acknowledge the termination and approve the reposting. Commissioner Rossow seconded. Motion passed.

8. Department head reviews.

County Administrator Minke noted that annual department head reviews have been conducted by the Personnel Committee. He asked the committee if they would like him to conduct the reviews instead of the committee. Commissioner

Rossow moved to have the County Administrator conduct the annual department head reviews with the opportunity for commissioners to provide input. Commissioner Chaffee seconded. Motion passed.

9. Other.

Commissioner Rossow voiced concern about the sheriff's budget and staffing of investigators, sergeants and deputies. It appears that the sheriff will reach his budget limit before December. This will put a strain on county finances and require any deficit to be made up by other departments. He noted that other departments have made adjustments in order to stay within their budgets. The committee encourages all departments to work within the budget limits that were approved by the county board in consideration of county taxpayers.

Commissioner Chaffee adjourned the meeting at 10:57 a.m.



PINE COUNTY

Administrator's Office

635 Northridge Drive NW
Suite 200
Pine City, MN 55063
1-800-450-7463 Ext. 1620
Fax: 320-591-1628

To: County Commissioners
From: David Minke 
Date: September 6, 2012
Subject: Administrator Office Organization

Over the last two months I have worked with the staff in the administrator's office to evaluate tasks and workloads for the purpose of making a recommendation on the organization and staffing of the office.

In recent years the office has been staffed by as many as six people including a full-time Human Resources Manager and assistant. Currently the office is staffed by three—receptionist, office manager, and administrator. As many of you have already concluded, this staffing level is too low to adequately meet the needs of the county.

Rather than just add staff to further divide the work, we are proposing some changes to the office setting which will allow sharing of office equipment and better coordination of staff.

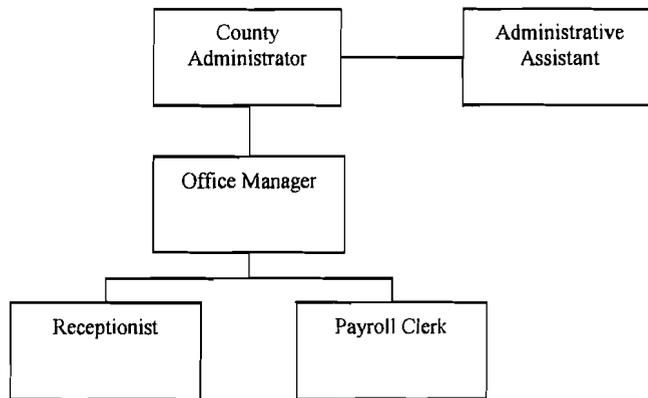
1. Shared receptionist position and relocate IT to the area vacated by Human Services. This position would answer the telephone and assist walk ins, accept packages, and sort mail for the administrator's office. This position will order office supplies for Administration, Extension and IT, and provide assistance to Extension (currently Roxanne's duties).
2. Administrative Assistant. This position will provide primary support to the administrator, manage the board agenda and minutes, Post meeting notices and maintain department website. This position will back up the receptionist for greeting customers, code bills for payment, and provide clerical-level HR administration/support (i.e. job postings, new employee files, etc).
3. Payroll Technician. Process bi-weekly payroll including state and federal reporting. Assist with general HR tasks including insurance, work comp, and FMLA.
4. Office Manager. This position will supervise the receptionist and payroll clerk and be responsible for management of HR and Benefits. Additionally this position will be responsible for office management

Under this plan, the total number of staff will increase by one. Customer service will increase as the single point of reception for three departments can be better covered, and the addition of an administrative assistant position will free up other staff for higher level functions that are not

being completed currently. The cost for staffing for 2012 can be covered in the current budget. For 2013 there is enough money in the preliminary budget to generally support the plan. It may be necessary to consider reclassifying the Office Manager and payroll clerk positions.

This plan will also require some remodeling to connect the administrator's and extension areas.

Below is a proposed organizational chart.



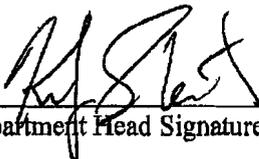
An Equal Opportunity Employer

**Minutes for
TRANSPORTATION COMMITTEE
September 6, 2012
1:00 pm
Land/Zoning Conference Room
Sandstone, MN**

Committee members present were Commissioners Curt Rossow, Doug Carlson, and Co Engineer Mark LeBrun, also in attendance was Co Administrator David Minke.

- 1) 2013-2017 Construction Program – Engineer LeBrun presented the draft 2013-2017 Construction Program. Discussion included update on State/Federal funding and projected decreases in Federal Funds for 2014 and beyond. Committee members recommended approval of 2013-2017 program and Engineer LeBrun will present at the Oct 2nd County Board meeting.
- 2) Traffic Safety Initiatives – Engineer LeBrun presented several initiatives to increase traffic safety on County Roads including Wet-Reflective Pavement Markings, Teen Driver safety brochures, and Rural Intersection lighting. Engineer LeBrun will provide update to the full County Board as projects proceed.
- 3) Maintenance Building Improvements – Engineer LeBrun presented planned improvements to Public Works buildings. Projects include new parking lot, upgraded cold storage and office renovation in Pine City; Exterior maintenance and lean-to construction in Sandstone; Exterior maintenance in Willow River; Concrete repair work in Bruno; and closing of Hinckley Shop.
- 4) Additional items – Update on the CSAH 51 culvert replacement project, discussed Sheriff's vehicle maintenance, County Ditches, and briefly discussed the 2013 Budget.

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: <p align="center">September 18, 2012</p>	Consent Agenda <i>(Please choose)</i> Regular Agenda Estimated Time: <i>(Please Circle)</i> 5 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department requesting action: <p align="center">Land/Zoning/Solid Waste</p>	 Department Head Signature 9/4/12 Date

Item for Discussion: (one form per item)

Pine County Private Sale of Tax Forfeited Land

- Sale of the 132 ft. of wide strip of tax forfeit land directly to the adjacent land owner. (part of NE ¼ of SE ¼ and SE ¼ of NE ¼, Section 11, Township 42, Range 17)
- Previously authorized by the County Board
- Authorized through special legislation first proposed in 2010 and enacted by the State Legislature in 2011; cover page and page 17 of *LAWS of Minnesota for 2011 CHAPTER 3-H.F.No. 55* attached.
- Retaining a public easement for unencumbered public and land management access; road construction complete less graveling; construction exceeds that of the public town road to which it connects.
- County Assessor and staff recommended appraised value sale price of \$5,400.
- Attached resolution approves the appraised price and offer for immediate private sale.

Board Action Requested: (Attach additional pages if needed)

Adoption of the attached Resolution.

Supporting Documents Attached None

Pine County Private Sale of Tax-Forfeited Land

RESOLUTION 091812-1

WHEREAS, notwithstanding the public sale provisions of Minnesota Statutes, chapter 282, or other law to the contrary, Pine County is authorized through **LAWS of Minnesota for 2011 CHAPTER 3-H.F.No. 55**, an act relating to state lands enacted by the Legislature of the State of Minnesota to sell by private sale the tax-forfeited land described as:

The East 132 feet of the Northeast Quarter of the Southeast Quarter of Section 11, Township 42 North, Range 17 West, Wilma Township, Pine County, Minnesota, subject to a public road easement over, under, and across the West 66 feet thereof, and the East 132 feet of the Southeast Quarter of the Northeast Quarter of Section 11, Township 42 North, Range 17 West, Wilma Township, Pine County, Minnesota, subject to a public road easement over, under, and across the West 66 feet thereof. *(part of parcel 32.0097.000 - Wilma Township)*

and;

WHEREAS, the conveyance must be in a form approved by the attorney general. The attorney general may make changes to the land description to correct errors and ensure accuracy; and

WHEREAS, the county has determined that the county's land management interests would best be served if the lands were returned to private ownership; and

WHEREAS, the county has retained the above described public road easement for purposes of continued unencumbered public access and management of adjacent public lands; and

WHEREAS, the county appraised value and sale price of said tract of land is hereby set at \$5,400; and

WHEREAS, all tax forfeit land sales are subject to 3% state assurance fee, recording fees, state deed fees, and state deed tax, as required by state law.

BE IT HEREBY RESOLVED, in accordance with special legislative approval, that the above described parcel of land, which has been classified and appraised as provided by M.S. 282, shall be offered for immediate private sale by the County Auditor to the easterly adjoining land owner at the appraised value of \$5,400 plus fees.

Date

By: Steve Chaffee, Chairman Pine County Board

Attest: David J. Minke, County Administrator

CHAPTER 3—H.F.No. 55

An act relating to state lands; modifying stream easement acquisition provisions; modifying state park, state forest, and land exchange provisions; adding to and deleting from state parks and state forests; authorizing public and private sales, conveyances, and exchanges of certain state land; amending Minnesota Statutes 2010, sections 84.0272, subdivision 2; 85.012, subdivision 40; 89.021, by adding a subdivision; 89.032, subdivision 2; 94.342, by adding a subdivision.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

Section 1. Minnesota Statutes 2010, section 84.0272, subdivision 2, is amended to read:

Subd. 2. **Stream easements.** (a) Notwithstanding subdivision 1, the commissioner may acquire permanent stream easements for angler access, fish management, and habitat work for a onetime payment based on a value attributed to both the stream and the easement corridor. The payment shall equal:

- (1) the per linear foot of stream within the easement corridor times \$5; plus
- (2) the easement corridor acres times the estimated market value.
- (b) The estimated market value is equal to:

(1) the total farm market value plus the timberlands value agricultural market value plus the rural vacant market value plus the managed forest market value; divided by

(2) the acres of ~~decided farmland~~ plus the acres of timber agricultural land plus the rural vacant land plus the managed forest land.

(c) The total farm market value, timberlands value, acres of ~~decided farmland~~, and acres of timber agricultural market value, rural vacant market value, and managed forest market value or equivalent are determined from data collected by the Department of Revenue during its annual spring mini abstract survey. If the Department of Revenue changes its property type groups for its annual spring mini abstract survey, the agricultural market value, the rural vacant market value, and the managed forest market value shall be determined by the commissioner from data collected by the Department of Revenue in a manner that provides the most reasonable substitute for the market values as presently reported. The commissioner must use the most recent available data for the city or township within which the easement corridor is located.

(d) The commissioner shall periodically review the easement payment rates under this subdivision to determine whether the stream easement payments reflect current shoreland market values. If the commissioner determines that the easements do not reflect current shoreland market values, the commissioner shall report to the senate and house of representatives natural resources policy committees with recommendations for changes to this subdivision that are necessary for the stream easement payment rates to reflect current shoreland market values. The recommendations may include an adjustment to the dollar amount in paragraph (a), clause (1).

(a) Notwithstanding Minnesota Statutes, sections 94.09 to 94.16, the commissioner of natural resources shall convey to the city of Oronoco for no consideration the surplus land that is described in paragraph (c).

(b) The conveyance shall occur upon the operation of the reversion clause contained in the deed for the land described in paragraph (c) in accordance with Minnesota Statutes 1965, section 85.188, and after the passage of resolutions by the Olmsted County Board and the Oronoco City Council, each acknowledging that the requirements set forth in the Agreement for Transfer of Oronoco Park in the City of Oronoco to the City of Oronoco by Olmsted County have been sufficiently met to proceed with the conveyance. The conveyance must be in a form approved by the attorney general, the Olmsted County Board, and the Oronoco City Council. The conveyance must provide that the land reverts to the state if the city of Oronoco fails to maintain and operate the land as a public park. The attorney general may make changes to the land description to correct errors and ensure accuracy.

(c) The land to be conveyed is located in Olmsted County and is described as:

(1) the East Half of the West Half of the Southeast Quarter of the Southeast Quarter, Section 7, Township 108 North, Range 14 West, subject to flowage rights in favor of Olmsted County; and

(2) the East Half of the Southeast Quarter of the Southeast Quarter, Section 7, Township 108 North, Range 14 West.

(d) The land is currently owned by Olmsted County and used as a public park, having been conveyed by the state according to Laws 1965, chapter 810, section 9. The 1965 law and the corresponding conveyance document require reversion to the state if the county stops operating the land as a public park. Olmsted County no longer wishes to operate the public park, but the city of Oronoco has agreed to pay consideration to Olmsted County to continue the park operation. The commissioner has determined that the state's land management interests would best be served if, upon the land's reversion to the state, the land was conveyed to and used by the city of Oronoco as a public park.

Sec. 26. PRIVATE SALE OF TAX-FORFEITED LAND; PINE COUNTY.

(a) Notwithstanding the public sale provisions of Minnesota Statutes, chapter 282, or other law to the contrary, Pine County may sell by private sale the tax-forfeited land described in paragraph (c).

(b) The conveyance must be in a form approved by the attorney general. The attorney general may make changes to the land description to correct errors and ensure accuracy.

(c) The land to be sold is located in Pine County and is described as: the East 132 feet of the Northeast Quarter of the Southeast Quarter of Section 11, Township 42 North, Range 17 West, Wilma Township, Pine County, Minnesota, subject to a public road easement over, under, and across the West 66 feet thereof, and the East 132 feet of the Southeast Quarter of the Northeast Quarter of Section 11, Township 42 North, Range 17 West, Wilma Township, Pine County, Minnesota, subject to a public road easement over, under, and across the West 66 feet thereof.

(d) The county has determined that the county's land management interests would best be served if the lands were returned to private ownership. The county will be able to access adjacent tax-forfeited property by the public road easement.

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: October 2, 2012	Consent Agenda <i>(Please Circle)</i> Regular Agenda Estimated Time: <i>(Please Circle)</i> <u>5 min.</u> 10 Min. 15 Min. <small>Time needed</small> 30 Min. 45 Min. 1 hour
Department Requesting Action: Administrator	 9-13-12 Department Head Signature Date

In 2012 Pine County applied for and was later awarded a small cities development program (SCDP) grant. The SCDP grant funds can be used by eligible homeowners to make improvements to their homes. If the owners live in their homes a certain number of years the loans are forgiven.

The county contracts with Lakes and Pines Community Action to administer the program.

Since it is a loan, and must be paid back if the homeowner sells the home early, the county maintains a lien on the property behind the mortgage. Over time some homeowners find it desirable to refinance. To qualify for a new mortgage, the homeowners must get a subordination agreement from the county to make the county's loan subordinate to the mortgage.

The attached resolution delegates the authority to sign subordination agreements required for the SCDP program to the County Administrator. Since the county's position is already subordinate to the initial mortgage, and since the loan is already made and it is the intent of the program that the loan is forgiven over time rather than repaid, there is no additional risk to the county through this action.

Board Action Requested: (Attach additional pages if needed)

Approve the attached resolution

RESOLUTION NO. _____
**DELEGATING CERTAIN AUTHORITY FOR THE SMALL CITIES DEVELOPMENT
PROGRAM ADMINISTRATION TO THE COUNTY ADMINISTRATOR**

Whereas, Minnesota Statute § 375.18, subd. 2 provides that a County Board has the power to manage county business and make orders concerning them as it deems expedient; and

Whereas, Minnesota Statute § 375A.06 sets forth the functions of the County Administrator as exercising general supervision over all county institutions and agencies and responsible for proper administration of county affairs and additionally may have certain duties placed in his charge; and

Whereas, the County has received a Small Cities Development Grant from the State of Minnesota Department of Employment and Economic Development (DEED) and has contracted with Lakes and Pines Community Action Council, Inc, Mora to provide administrative duties with regards to the grant.

Now, therefore, be it resolved by the County Board of Pine County that the County Administrator shall be authorized to execute subordination agreements and subsequent mortgage satisfactions when the program requirements are met, if required for the program.

Now, therefore, be it further resolved by the County Board of Pine County that such delegation is intended to facilitate more timely action and increase organizational efficiency.

Approved on this, the 2nd day of October 2012.

Chair, County Board

Attest:

David J. Minke, Administrator
Clerk, County Board