



**AGENDA**  
**PINE COUNTY BOARD MEETING**

- |            |                      |
|------------|----------------------|
| District 1 | Commissioner Hallan  |
| District 2 | Commissioner Pangerl |
| District 3 | Commissioner Chaffee |
| District 4 | Commissioner Rossow  |
| District 5 | Commissioner Ludwig  |

**Tuesday, May 20, 2014, 10:00 a.m.**  
**Board Room, Pine County Courthouse**  
**Pine City, Minnesota**

- A) Call meeting to order
- B) Pledge of Allegiance
- C) Public Forum. Members of the public are invited to speak on items not on the agenda. Each speaker should state his/her name and limit comments to three (3) minutes.
- D) Adopt Agenda
- E) Approve Minutes of May 6, 2014 County Board Meeting and Summary for publication.
- F) Minutes of Boards, Committees and Correspondence
  - ECRL Library Board Minutes – March 10, 2014
  - ECRL Library Board Minutes – April 14, 2014
- G) Approve Consent Items

**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 April, 2014 Cash Balance (attached)**

<b>Fund</b>	<b>April 30, 2013</b>	<b>April 30, 2014</b>	<b>Increase(Decrease)</b>
General Fund	(1,098,096.81)	(1,775,691.57)	(677,594.76)
Health and Human Services Fund	833,714.10	(372,867.61)	(1,206,581.71)
Road and Bridge Fund	5,559,148.29	2,603,068.50	(2,956,079.79)
Land Management Fund	1,631,927.33	1,973,213.04	341,285.71
TOTAL (inc non-major funds)	10,248,547.10	5,886,555.91	(4,361,991.19)

**2. Repurchase of Tax Forfeited Land**

Consider Resolution 2014-20 for Repurchase of Tax Forfeited Land in full, Douglas D. Psyk, PID 33.5558.000 and authorize Board Chair and County Auditor to sign.

3. **Temporary Liquor License**

Consider temporary liquor license for the Rock Creek Lions Club for an event to be held August 29, 30, 31 and September 1, 2014, Heidelberger Arena, 3923 State Hwy. 70, Pine City. Subject to approval of the Pine County Sheriff.

4. **Premises Permit Application**

Consider approval of premises permit application for the Moose Lake Area Hockey Association to conduct Minnesota lawful gambling at Doc's Sports Bar & Grill, Inc., 34427 Majestic Pine Drive, Sturgeon Lake (Windemere Township).

5. **Police Officer Declaration – PERA**

Consider Resolution 2014-19, Public Employees Retirement Association Police Officer Declaration for deputy sheriff Aaron Kampa. This declares that Aaron Kampa has met all of the requirements of the Police and Fire Plan membership requirements from his date of hire; authorize Board Chair to sign Resolution 2014-19.

6. **Personnel (Full-Time Status/Completion of Probationary Period)**

Consider approval of full-time status for Registered Nurse Mickey VanVleet, effective May 21, 2014.

7. **Training**

- A. Consider Michelle Kelash, HHS accounting, to attend the Association of MN Social Service Accountants (AMSSA) Annual Conference, June 22 – 24, 2014, Grand Rapids. Includes Sunday night lodging for region set up, secretarial duties and conference attendance. Registration \$50; accommodations, \$563.19; travel \$126; total cost: \$739.19. Funds are available in the 2014 HHS budget.
- B. Consider County Auditor-Treasurer Cathy Clemmer to attend the MN Association of County Auditor, Treasurer & Finance Officers (MACATFO) 2014 Summer Conference at Ruttger's Bay Lodge, Deerwood, June 25 & 26, 2014. Registration \$25; accommodations \$365.73; total cost: \$390.73. Funds available in the 2014 Auditor-Treasurer budget.

**REGULAR AGENDA**

1. **Facilities Committee**

Pine County Facilities Committee met May 7, 2014 (Minutes Attached).  
Items are for information only.

2. **Personnel Committee**

Pine County Personnel Committee met May 13, 2014 and made the following recommendations (Minutes attached):

*Health & Human Services:*

Approve the hiring of one (1) child protection social worker.

*Jail:*

- i. Approve Court Security Officer Aileen Butler \$0.52 performance increase from \$13.07 to \$13.59, effective May 23, 2014 (anniversary date).
- ii. Approve Court Security Officer Steve Olson \$0.61 performance increase from \$15.14 to \$15.75, effective January 4, 2014 (anniversary date).
- iii. Approve Jail Administrator Rick Boland \$1.00 performance increase from \$33.38 to \$34.38, effective June 2, 2014 (anniversary date).

*Administrator:*

Approve Land Services Director Kelly Schroeder \$1.57 performance increase from \$34.49 to \$36.06, effective March 21, 2014 (anniversary date).

Other items are for informational purposes only.

**3. EMS Proclamation**

Consider adoption of Resolution 2014-18 to designate the week of May 18-24, 2014 as Emergency Medical Services Week. Joe Newton, Essentia Health will present a Certificate to Jeff Espeseth/Pine EMS and Misi Gangl/Askov First Responder in recognition of their EMS service.

**4. Timber Auction**

2014 county land department timber auction results. For informational purposes only.

**5. Award Bid for Contract #1402**

Award bid for Contract #1402 to lowest responsible bidder as determined by the County Engineer for the following: CP 058-014-001 – Located on Golf Course Road and Par Circle, Pine City Township; SAP 058-661-024 – Located on CSAH 61 between south limits of Pine City and CSAH 7. Bids to be opened on May 19, 2014.

**6. Hazard Mitigation Grant Update**

All but \$192,299.88 of the initial Hazard Mitigation Grant (\$2,053,242) to purchase homes destroyed in the June 2012 flood has been spent. There is an additional \$2,053,242 grant pending, which may be received prior to the board meeting for approval to complete the project.

**7. Commissioner Updates**

Soil & Water Conservation District Meeting  
East Central Solid Waste Commission Meeting  
East Central Regional Library Board Meeting  
Rush Line Corridor Task Force – cancelled  
Lakes & Pines CAC Meeting  
Other

**8. Other**

**9. Upcoming Meetings –(Subject to Change)**

- a. **Technology Committee, Tuesday, May 20, 2014, 8:30 a.m.**, Commissioners' Conference Room, Courthouse, Pine City, Minnesota.
- b. **Pine County Board Meeting, Tuesday, May 20, 2014, 10:00 a.m.**, Boardroom, Pine County Courthouse, Pine City, Minnesota.
- c. **Pine County Health and Human Services Meeting, Tuesday, May 20, 2014, 1:00 p.m.**, Boardroom, Pine County Courthouse, Pine City, Minnesota.
- d. **Arrowhead Counties Association, Wednesday, May 21, 2014, 6:00 p.m.**, Hampton Inn Conference Room, Duluth, Minnesota.
- e. **Snake River Watershed Joint Powers Board - May meeting cancelled.**
- f. **NE Regional Radio Board Meeting, Thursday, May 22, 2014, 10:00 a.m.**, Video Conference, Courthouse, Pine City, Minnesota.
- g. **NLX, Wednesday, May 28, 2014, 10:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota.
- h. **Central Regional EMS Committee, Friday, May 30, 2014, 10:00 a.m.**, Stearns County Service Center, Waite Park, Minnesota.
- i. **Pine County Board Meeting, Tuesday, June 3, 2014, 10:00 a.m.**, Public Health Building, Sandstone, Minnesota.

**10. Adjourn**

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

**Tuesday, May 6, 2014, 1:00 p.m.**  
**Public Health Building, Sandstone, Minnesota**

Chair Rossow called the meeting to order at 1:00 p.m. Present were Commissioners Steve Hallan, Mitch Pangerl, Steve Chaffee, and Matt Ludwig. Also present were County Attorney John Carlson and County Administrator David Minke.

The Pledge of Allegiance was said.

Chair Rossow called for public comment. Pastor Gary Nelson, Memorial Drive Bible Fellowship, Bruno and Randy Christensen, Sandstone Township, provided information regarding the Treehouse program and upcoming related events.

Chair Rossow requested the following revisions to the Agenda:

Additions to Regular Agenda:

- 10A. Resolution 2014-17 Recognizing National Nurses Week
- 10B. Separation Agreement With Employee
- 10C. Riverwood Center Update

Commissioner Pangerl moved to approve the amended Agenda. Second by Commissioner Hallan. Motion carried 5-0.

Commissioner Hallan moved to approve the Minutes of the April 15, 2014 County Board Meeting and Summary for publication. Second by Commissioner Ludwig. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

Pine County HRA Senior Housing Minutes – March 26, 2014

Pine County Land Surveyor Monthly Report, April 2014

Pine County Soil & Water Conservation District Minutes – April 3, 2014

Pine County Methamphetamine Task Force Minutes – April 14, 2014

Commissioner Hallan moved to acknowledge the Minutes of Boards, Committees and Correspondence. Second by Commissioner Ludwig. Motion carried 5-0.

Commissioner Chaffee moved to approve the Consent Agenda. Second by Commissioner Hallan. Motion carried 5-0.

**CONSENT AGENDA**

**1. April, 2014 Disbursements**

Disbursements Journal Report, April 1, 2014 – April 30, 2014.

**2. Applications for Abatement:**

Approve:

- a. Arley & Mary Kendall, 37674 Fishtail Road, Hinckley, PID 10.0091.000, pay 2014

- b. David & Peggy Nordrum, 1035 7<sup>th</sup> St. SW, Pine City, PID 42.5752.000, pay 2014
- c. Minnesota Public Radio, 11802 Dahl Road, Hinckley, PID 15.0204.000, pay 2014
- d. Moose Lake Golf Club, Windemere Twp., PID 33.0204.000, pay 2012, 2013 & 2014
- e. Victor Doboszanski, 25782 Denham Crossing Rd., Sturgeon Lake, PID 31.0222.000, pay 2014

**3. 2014 Solid Waste Hauler Licensure**

Approve 2014 waste hauler license for Jones Construction and authorize Board Chair to sign license.

**4. Personnel (Full-Time Status/Completion of Probationary Period)**

- A. Approve full-time status for Office Support Specialist Donna Olsen, effective May 4, 2014.
- B. Approve full-time status for Registered Nurse Beth Lyon, effective May 4, 2014.

**5. Training**

- A. Approve Probation Agents Amber Chase, Laura Stylski, Jeremie Reinhart and Travis Fisher to attend the MACPO (Minnesota Association of County Probation Officers) conference, May 21-22, 2014. Full registration is \$125 per person. Weds/Thursday meal and accommodation package is \$150 per person double occupancy. Total cost: \$1100 plus any applicable taxes and mileage. Probation agents are required to have 40 hours training each year.
- B. Approve County Recorder Tamara Tricas to attend the Minnesota County Recorder's Association Summer Recording Institute, June 9-13, 2014 at Rutgers Bay Lake Lodge in Deerwood. Cost of the conference is \$25, lodging and meal package is \$586.42, mileage \$92.46. Total cost of conference is \$703.88.
- C. Approve HHS Director Patrick Bruflat to attend the MN Association of County Social Service Administrators Spring Conference, May 28-30, 2014, Deerwood. Registration \$125, Accommodations \$331.31, Meals included with lodging, Travel \$89.60. Total cost of conference is \$545.91.
- D. Approve County Engineer Mark LeBrun to attend the MN County Engineers Summer Conference, June 11-12, 2014, Alexandria. Registration and lodging: \$203.91.

**6. New Hire**

Approve the hiring of 4-H Summer Assistant Jessica Torgerson, effective June 2, 2014, \$11.79 per hour, grade A13, step 1 at a cost not to exceed \$4,000.

**REGULAR AGENDA**

**1. HHS Ad Hoc Committee Meeting**

The HHS Ad Hoc Committee met Wednesday, April 30, 2014. The 2014 HHS budget was approved with a \$423,000 deficit, and in 2013, expenses exceed revenue by approximately \$1 million. The county has been working to reduce the 2014 deficit and after review and consideration, recommends the elimination of the HHS fiscal supervisor position. This action will result in an annual savings of approximately \$75,000 in salary and fringe benefits. The board also requested HHS Director Patrick Bruflat, Auditor-Treasurer Cathy Clemmer and County Administrator David Minke to reevaluate the HHS budget mid-year and report back to the board with an update.

**Motion** by Commissioner Chaffee to eliminate the HHS fiscal supervisor position, effective immediately. Second by Commissioner Ludwig. Motion carried 5-0.

**2. Public Hearing – Pine County Liquor License**

Chair Rossow opened the public hearing at 1:14 p.m. for the consideration of issuance of Ordinance 2014-01-Pine County Liquor License. Ordinance 2014-01 would regulate the sale of liquor on Sunday, provide for the payment of property taxes of the licensed premises, and set a fee for the renewal of an existing liquor license. Ordinance 2014-01 would repeal and replace the previous ordinance adopted September 21, 1993. Auditor-Treasurer Clemmer provided an overview of the ordinance, stating she had received two phone calls and both parties agreed to the contents of the proposed ordinance. Chair Rossow called for further public comment. There being no additional public comment, the public hearing was closed at 1:20 p.m.

**Motion** by Commissioner Hallan to approve Pine County Liquor Ordinance 2014-01, effective May 6, 2014, and authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 5-0.

**3. Central Minnesota Jobs and Training Services, Inc. (CMJTS)**

CMJTS CEO Barbara Chaffee and staff presented an update on the financial audit for years ended June 30, 2013 and 2012, with no concerns noted. CMJTS provided information as to programs and services provided. Chaffee stated the Minnesota Workforce Center System Joint Powers Agreement Under the Workforce Investment Act of 1998 is renewable every two years and requested the board's approval.

**Motion** by Commissioner Hallan to approve the Minnesota Workforce Center System Joint Powers Agreement Under the Workforce Investment Act of 1998 and authorize Board Chair and County Administrator to sign. Second by Commissioner Ludwig. Motion carried 4-0, Commissioner Chaffee abstained from voting due to conflict.

**4. Appointment to Board of Adjustment**

Sr. Environmental Tech/Zoning Administrator Ed Melzark explained a vacancy on the Board of Adjustment due to the death of Howard Thomsen from District 5. The Commissioner from the district where a vacancy occurs typically provides a recommendation for the appointment of the member to complete the term. Commissioner Ludwig (District 5) recommended David Koland to fill the vacancy on the Board of Adjustment. Chair Rossow appointed David Koland to the Pine County Board of Adjustment to fulfill the remaining term of Howard Thomsen, term ending December 31, 2015.

**5. Additional Land Auction Properties**

**A. Tax-Forfeited Land Classification (Non Conservation)**

Auditor-Treasurer Cathy Clemmer explained the addition of two additional parcels for sale: PID 03.0341.000 was re-conveyed back to tax-forfeited status from Barry Township as a result of an incomplete conditional use deed application and will be added to the 2014 land auction. PID 20.0235.004 is a non-conforming lot and will be offered via sealed bid auction to adjoining landowners only and the parcel attached to the successful bidder's property.

**Motion** by Commissioner Hallan to approve Resolution 2014-15, authorizing Board Chair and County Administrator to sign, to classify PID 03.0341.000 and 20.0235.004 as non-conservation land, authorize appraisal and preparation for the sale of the land, authorize and direct distribution

of the listing of the land to local units of government for review and request review and approval from the Minnesota DNR for the sale of said lands. Second by Commissioner Chaffee. Motion carried 5-0.

**B. Land Purchase and Addition of Two Parcels to the 2014 Land Auction**

Clemmer explained a request had been made for a land exchange between Lawrence Wermerskirchen and the Land Department involving two properties NW $\frac{1}{4}$  of NE $\frac{1}{4}$ , 12-43-18 (Wermerskirchen property PID 14.084.000) and SE $\frac{1}{4}$  of SW $\frac{1}{4}$ , 7-43-18 (county tax forfeit property PID 14.0055.000 [split]) Both properties are similar in value. The purpose of the land exchange is for the consolidation of the properties, the County property adjoins the Wermerskirchen property and the Wermerskirchen property adjoins County land. The land exchange process is lengthy, therefore Clemmer stated another option is for the sale of the County parcel and the purchase of the Wermerskirchen property. The County property (SE $\frac{1}{4}$  of SW $\frac{1}{4}$  and the SW $\frac{1}{4}$  of SW $\frac{1}{4}$  both of 7-43-18 (PID 14.0055.000 [split] have prior approval for public sale and would both have to be offered at public auction. Wermerskirchen is open to purchase the SE $\frac{1}{4}$  of SW $\frac{1}{4}$  of 7-43-18 as long as the County is willing to purchase the NW $\frac{1}{4}$  of NE $\frac{1}{4}$  of 12-43-18.

Discussion was held as to the county purchase of additional land.

**Motion** by Commissioner Chaffee for the addition to the 2014 land auction of the SE $\frac{1}{4}$  of SW $\frac{1}{4}$  and SW $\frac{1}{4}$  of SW $\frac{1}{4}$  both of section 7-43-18 PID 14.00555.000 (split) and approval to purchase the Wermerskirchen NW $\frac{1}{4}$  of NE $\frac{1}{4}$  of 12-43-18 (PID 14.0084.000), contingent upon the sale of the SE $\frac{1}{4}$  of SW $\frac{1}{4}$  of 7-43-18 and contingent upon the Wermerskirchen property appraisal being of similar value to the SE $\frac{1}{4}$  of SW $\frac{1}{4}$  of 7-43-18. Second by Commissioner Rossow. Motion carried 5-0.

**C. Wilma Township Disapproval of Non-Conservation Classification/Land Sale Parcels**

Clemmer stated Wilma Township Board has submitted a resolution denying the approval of the county's sale of county public lands within Wilma Township. By statute, the county board may accept or override all or part of the resolution through a public meeting.

**Motion** by Commissioner Chaffee to set a public meeting at the July 15, 2014 county board meeting to discuss Wilma Township's Board resolution for a board decision to accept or disapprove all or part of Wilma Townships resolution. Second by Commissioner Ludwig. Motion carried 5-0.

**6. Land Conveyance Requests**

Auditor-Treasurer Clemmer stated:

a) Wilma Township is requesting conveyance from the county of a 20-acre parcel (PID 32.0065.001) for the purpose of adding this property to their park. The original conveyance of the property to Wilma Township was incomplete and the parcel is still in tax-forfeited status. The conveyance would be under a conditional use deed.

b) City of Sturgeon Lake is requesting the conveyance from the county of 2 parcels:  
i) 46.0044.000, adjacent to the city. This would allow adequate space for future utility expansion or road development. Conveyance would be under a conditional use deed or out-right purchase depending on appraised value.

ii) 46.5014.000, blight property. City would like to clean up property and either dedicate it to the city park system or resell to adjoining land owner. Conveyance may be under a conditional use deed or an out-right purchase of the property.

c) City of Pine City is requesting conveyance from the county of .10 acres (PID 42.0268.000) which is a small non-conforming lot between two businesses. This conveyance would be purchased out-right at the appraised value through Pine City's EDA for the purpose of attaching it to an adjoining parcel for the purpose of increasing the economical use of the property.

**Motion** by Commissioner Chaffee to initially approve conveyance of parcel 32.0065.001 to Wilma Township, with final county board resolution at a later date. Second by Chair Rossow. Motion carried 5-0.

**Motion** by Commissioner Hallan to initially approve conveyance of parcels 46.0044.000 and 46.5014.000 to the City of Sturgeon Lake and parcel 42.0268.000 to the City of Pine City, with final county board resolution at a later date. Second by Commissioner Chaffee. Motion carried 5-0.

**7. Renewal of Trail Lease for the DNR Mathew Lourey Trail (formerly Willard Munger Trail)**

Auditor-Treasurer Clemmer stated the State of Minnesota had a 10-year trail lease across county tax-forfeited property in which we received \$825.60 per year. The lease has expired and the State has requested another lease under an annual no-fee agreement, consistent with most other counties.

**Motion** by Commissioner Chaffee to approve the idea of a 10-year trail lease with the State of Minnesota for the Mathew Lourey Trail with an annual no-fee agreement and to request the county auditor bring the final lease back to the board for approval. Second by Commissioner Ludwig. Motion carried 5-0.

**8. Amend East Central Drug and Violent Offender Task Force Grant**

Administrator Minke explained the Grant Agreement for the East Central Drug and Violent Offenders Task Force has changed from \$100,000 to \$110,000 for grant funding. No matching funds are required. Authorize Board Chair and County Administrator to sign.

**Motion** by Commissioner Ludwig to approve the Grant Agreement Amendment for the East Central Drug and Violent Offenders Task Force. Second by Commissioner Pangerl. Motion carried 5-0.

**9. 2014 Annual County Board and Water Safety Grant Agreement**

Administrator Minke explained the 2014 State of Minnesota Annual County Boat and Water Safety Grant Agreement in the amount of \$8,149 and authorize Board Chair, County Administrator and Sheriff to sign. No match required.

**Motion** by Commissioner Hallan to approve the 2014 State of Minnesota Annual County Boat and Water Safety Grant Agreement in the amount of \$8,149. Second by Commissioner Ludwig. Motion carried 5-0.

**10. National Corrections Officers' Week**

**Motion** by Commissioner Hallan to approve Resolution 2014-16 in recognition of Corrections Officers Week. Second by Commissioner Ludwig. Motion carried 5-0.

**10a. National Nurses' Week**

**Motion** by Commissioner Chaffee to approve Resolution 2014-17 in recognition of National Nurses' Week. Second by Commissioner Ludwig. Motion carried 5-0.

**10b. Separation Agreement With Employee**

Administrator Minke reviewed the Separation Agreement for Mary Patterson.

**Motion** by Commissioner Chaffee to approve the Separation Agreement with Mary Patterson. Second by Commissioner Hallan. Motion approved 5-0.

**10c. Riverwood Centers Update**

Administrator Minke stated that Riverwood Centers has filed bankruptcy and a trustee has been appointed. A meeting of creditors is scheduled for June 19, 2014 at 1:00 p.m. in St. Cloud.

**11. Commissioner Updates**

Arrowhead Counties Association – meeting cancelled

Rush Line Corridor's Policy Advisory Committee - nothing new

NLX – Commissioner Ludwig indicated MnDOT affirmed its full commitment; the Hinckley Loop analysis has been reduced to alternatives 2, 4, and 5b;

Pine County Law Library – nothing new

NE Regional Radio Board – mostly informational meetings until next generation equipment discussion necessary.

Extension Committee – nothing new

Snake River Watershed Joint Powers Board – nothing new

East Central Regional Development Commission – economic development specialist Jennifer Russell from Big Lake, MN hired.

**12. Other**

**13. Upcoming Meetings**

Upcoming meetings were reviewed.

Permanent change in time of the Central Regional EMS Committee meeting – 10 a.m.

**14. Adjourn**

With no further business, Chair Rossow adjourned the county board meeting at 2:41 p.m. The next regular meeting of the county board is scheduled for May 20, 2014 at 10:00 a.m. at the Board Room, Pine County Courthouse, Pine City, Minnesota.

---

Curt H. Rossow, Chair  
Board of Commissioners

---

David J. Minke, Administrator  
Clerk to County Board

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

**Tuesday, May 6, 2014, 1:00 p.m.  
Public Health Building, Sandstone, Minnesota**

Chair Rossow called the meeting to order at 1:00 p.m. Present were Commissioners Steve Hallan, Mitch Pangerl, Steve Chaffee, and Matt Ludwig. Also present were County Attorney John Carlson and County Administrator David Minke.

The Pledge of Allegiance was said.

Chair Rossow called for public comment. Pastor Gary Nelson, Memorial Drive Bible Fellowship, Bruno and Randy Christensen, Sandstone Township, provided information regarding the Treehouse program and upcoming related events.

Commissioner Pangerl moved to approve the amended Agenda. Second by Commissioner Hallan. Motion carried 5-0.

Commissioner Hallan moved to approve the Minutes of the April 15, 2014 County Board Meeting and Summary for publication. Second by Commissioner Ludwig. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

Pine County HRA Senior Housing Minutes – March 26, 2014

Pine County Land Surveyor Monthly Report, April 2014

Pine County Soil & Water Conservation District Minutes – April 3, 2014

Pine County Methamphetamine Task Force Minutes – April 14, 2014

Commissioner Hallan moved to acknowledge the Minutes of Boards, Committees and Correspondence. Second by Commissioner Ludwig. Motion carried 5-0.

Commissioner Chaffee moved to approve the Consent Agenda. Second by Commissioner Hallan. Motion carried 5-0.

Disbursements Journal Report, April 1, 2014 – April 30, 2014.

Approve Applications for Abatement: Arley & Mary Kendall, 37674 Fishtail Road; David & Peggy Nordrum, 1035 7<sup>th</sup> St. SW, Pine City; Minnesota Public Radio, 11802 Dahl Road, Hinckley; Moose Lake Golf Club, Windemere Twp.; and Victor Doboszanski, 25782 Denham Crossing Rd., Sturgeon Lake.

Approve 2014 waste hauler license for Jones Construction.

Approve full-time status for Office Support Specialist Donna Olsen, effective May 4, 2014.

Approve full-time status for Registered Nurse Beth Lyon, effective May 4, 2014.

Approve Probation Agents Amber Chase, Laura Stylski, Jeremie Reinhart and Travis Fisher to attend the Minnesota Association of County Probation Officers conference, May 21-22, 2014. Total cost: \$1100 plus any applicable taxes and mileage.

Approve County Recorder Tamara Tricas to attend the Minnesota County Recorder's Association Summer Recording Institute, June 9-13, 2014. Total cost of conference is \$704.

Approve HHS Director Patrick Bruflat to attend the MN Association of County Social Service Administrators Spring Conference, May 28-30, 2014. Total cost of conference is \$546.

Approve County Engineer Mark LeBrun to attend the MN County Engineers Summer Conference, June 11-12, 2014. Total cost of conference is \$204.

Approve the hiring of 4-H Summer Assistant Jessica Torgerson, effective June 2, 2014, \$11.79 per hour, grade A13, step 1 at a cost not to exceed \$4,000.

**Motion** by Commissioner Chaffee that due to the financial condition of the Health and Human Services Department, the lack of funds, current and anticipated budget cuts and organizational restructuring, the HHS fiscal supervisor position is eliminated effective immediately. Second by Commissioner Ludwig. Motion carried 5-0.

Chair Rossow opened the public hearing at 1:14 p.m. for the consideration of issuance of Ordinance 2014-01-Pine County Liquor License. Ordinance 2014-01 would regulate the sale of liquor on Sunday, provide for the payment of property taxes of the licensed premises, and set a fee for the renewal of an existing liquor license. Ordinance 2014-01 would repeal and replace the previous ordinance adopted September 21, 1993. Auditor-Treasurer Clemmer provided an overview of the ordinance, stating she had received two phone calls and both parties agreed to the contents of the proposed ordinance. Chair Rossow called for further public comment. There being no additional public comment, the public hearing was closed at 1:20 p.m.

**Motion** by Commissioner Hallan to approve Pine County Liquor Ordinance 2014-01, effective May 6, 2014, and authorize Board Chair and County Administrator to sign. Second by Commissioner Chaffee. Motion carried 5-0.

**Motion** by Commissioner Hallan to approve the Minnesota Workforce Center System Joint Powers Agreement Under the Workforce Investment Act of 1998 and authorize Board Chair and County Administrator to sign. Second by Commissioner Ludwig. Motion carried 4-0, Commissioner Chaffee abstained from voting due to conflict.

Chair Rossow appointed David Koland to the Pine County Board of Adjustment to fulfill the remaining term of Howard Thomsen, term ending December 31, 2015.

**Motion** by Commissioner Hallan to approve Resolution 2014-15, authorizing Board Chair and County Administrator to sign, to classify PID 03.0341.000 and 20.0235.004 as non-conservation land, authorize appraisal and preparation for the sale of the land, authorize and direct distribution of the listing of the land to local units of government for review and request review and approval

from the Minnesota DNR for the sale of said lands. Second by Commissioner Chaffee. Motion carried 5-0.

**Motion** by Commissioner Chaffee for the addition to the 2014 land auction of the SE¼ of SW¼ and SW¼ of SW¼ both of section 7-43-18 PID 14.00555.000 (split) and approval to purchase the Wermerskirchen NW¼ of NE¼ of 12-43-18 (PID 14.0084.000), contingent upon the sale of the SE¼ of SW¼ of 7-43-18 and contingent upon the Wermerskirchen property appraisal being of similar value to the SE¼ of SW¼ of 7-43-18. Second by Commissioner Rossow. Motion carried 5-0.

**Motion** by Commissioner Chaffee to set a public meeting at the July 15, 2014 county board meeting to discuss Wilma Township's Board resolution for a board decision to accept or disapprove all or part of Wilma Townships resolution. Second by Commissioner Ludwig. Motion carried 5-0.

**Motion** by Commissioner Chaffee to initially approve conveyance of parcel PID 32.0065.001 to Wilma Township, with final county board resolution at a later date. Second by Chair Rossow. Motion carried 5-0.

**Motion** by Commissioner Hallan to initially approve conveyance of parcels PID 46.0044.000 and PID 46.5014.000 to the City of Sturgeon Lake and parcel PID 42.0268.000 to the City of Pine City, with final county board resolution at a later date. Second by Commissioner Chaffee. Motion carried 5-0.

**Motion** by Commissioner Chaffee to approve the idea of a 10-year trail lease with the State of Minnesota for the Mathew Lourey Trail with an annual no-fee agreement and to request the county auditor bring the final lease back to the board for approval. Second by Commissioner Ludwig. Motion carried 5-0.

**Motion** by Commissioner Ludwig to approve the Grant Agreement Amendment for the East Central Drug and Violent Offenders Task Force. Second by Commissioner Pangerl. Motion carried 5-0.

**Motion** by Commissioner Hallan to approve the 2014 State of Minnesota Annual County Boat and Water Safety Grant Agreement in the amount of \$8,149. Second by Commissioner Ludwig. Motion carried 5-0.

**Motion** by Commissioner Hallan to approve Resolution 2014-16 in recognition of Corrections Officers Week. Second by Commissioner Ludwig. Motion carried 5-0.

**Motion** by Commissioner Chaffee to approve Resolution 2014-17 in recognition of National Nurses' Week. Second by Commissioner Ludwig. Motion carried 5-0.

**Motion** by Commissioner Chaffee to approve the Separation Agreement with Mary Patterson. Second by Commissioner Hallan. Motion approved 5-0.

With no further business, Chair Rossow adjourned the county board meeting at 2:41 p.m. The next regular meeting of the county board is scheduled for May 20, 2014 at 10:00 a.m. at the Board Room, Pine County Courthouse, Pine City, Minnesota.

---

Curt H. Rossow, Chair  
Board of Commissioners

---

David J. Minke, Administrator  
Clerk to County Board

**The full text of the board's Minutes are available at the County Administrator's Office and the county's website ([www.co.pine.mn.us](http://www.co.pine.mn.us)). Copies may also be requested from the administrator's office.**

## ECRL Library Board Minutes

**Time:** Monday, March 10, 2014

**Place:** Cambridge Library

**Present:** Board Members –Raisanen, James (Aitkin); Niemi, Don (Aitkin); Hommes, Linda (Aitkin); McMahon, George (Chisago); Carlson, Keith (Chisago); Byrne, Richard (Chisago); Misiura, Audrey (Isanti); Warring, Mike (Isanti); Lee, Karen (Isanti); Anderson, Gene (Kanabec); Zaudtke, Wayne (Kanabec); Jensen, Robert (Kanabec); Reynolds, Genny (Mille Lacs); Swanson, Margery (Pine); Chaffee, Steve (Pine); Goddard, Carol (Pine)

Staff: Misselt, Barbara (Director, ECRL); Lydon, Carla (Assistant Director, ECRL); Anderson, Shelly (Admin ServMgr, ECRL); Carlson, Marlys (Office Clerk/Recorder, ECRL)

Absent: Board Member: Kramersmeier, Charlotte (Mille Lacs), Sauer, Tom (Mille Lacs)

### **Call to Order:**

James Raisanen called the March 2014 meeting of the East Central Regional Library to order at 9:30 a.m.

**Pledge of Allegiance & Introductions:** No introductions.

### **Adopt/Amend Agenda:**

M/S/P: unanimous

McMahon/Lee to adopt agenda

### **Period for Public Comment**

### **Approval of Previous Minutes**

M/S/P: unanimous

Jensen/Niemi to approve minutes as presented.

### **Bills:**

M/S/P: unanimous

Lee/Goddard, motion to accept February 2014 bills as presented.

## **Financial Reports:**

M/S/P: unanimous

Lee/Goddard, motion to accept February 2014 final report as presented including corrected copy.

## **ECRL Administrative Reports**

### **A. Director's Organizational Report**

Misselt: The Legacy project; glass blowing exposition is phenomenal! I would like to encourage board members to attend this program.

Misselt: The audit went amazingly well. The auditor will attend the May board meeting.

I would like you to refer to the back page of the Director's report for the Outreach usage statistics you requested. The new Outreach schedule meets the needs of the public and people are happy with the changes.

Vickie Sorn works with our schools. She has been issuing library cards for students so they can download our eBooks. Onamia students grade 7 – 10 have iPads.

Zaudtke: Can we have a report on cost for Outreach for the Long Range Planning Committee ?

Misselt: Outreach is the cheapest service we provide, considering costs of facilities. As part of Strategic Planning, we'll be having meetings in Outreach communities. The Planning committee will be getting feedback from the community as well as cost.

### **B: Branch Highlights**

Lydon: Several programs are doing especially well: the Civil War reenactment is a Legacy program. Sarah Hawkins gave a presentation to a parenting group at the Baby Blanket about the importance of reading to your children. Asked for any questions on the report?

Raisanen: Share information on the graph.

Circulation chart reviewed. This data is physical circulation only and does not include eBooks.

## **Other Reports:**

**Personnel Committee:** Goddard; There are three jobs descriptions covering the needed changes. We will continue to update job descriptions as needed.

Recommend to accept, including recommendation to change 2 positions from Nonexempt to Exempt: Finance and Administration Manager and Technical Services Manager.

M/S/P: unanimous

Goddard/Hommes; approve changes in job descriptions.

Misselt: Reported on personnel issues that involved unemployment insurance and EEOC .

**PTO at end of year:**

Misselt: PTO carry over is 1 year of PTO according to Personnel Policy. The policy is clear but there are explanations why some employees had excess PTO at the end of 2013. Staff recommends carryover and compensation as listed on document.

Jensen: I make a motion to follow ECRL policy. Niemi seconds motion.

Jensen: I'd like to suggest mandating time off.

Misirua: There is no backup for System Administrator when he is gone. We are offering PTO to someone that can't take it. I'm against motion.

Lee: If understaffed or if computers crash we need to have procedures improved. In favor of compensating Nordin as recommended.

Anderson: Employees are informed of their PTO hours.

Raisanen: Cutting off discussion. Motion to follow policy, show of hands.

6 in favor, 10 oppose. Motion denied.

Motion to accept Personnel Committee recommendation:

M/S/P: Motion passed.

Goddard/Misirua- approve compensation and rollover of unused PTO.

McMahon: We need to review and possibly change policy and bring it back to the Board.

Niemi: We are penalizing people, the Personnel Committee needs to reevaluate policy.

McMahon: We need the policy reviewed.

**Old Business:**

Committee appointments: Made by President, see chart.

2013 usage statistics from February meeting discussed.

**New Business:**

Some further discussion of the program and exhibition schedule of the Kids Design Glass project.

**Trustee Issues:**

**Legislative report** - Misselt: Was a good day, talk of bonding money and the use of Legacy money.

Misiura: I was impressed with our lobbyist. MLA supports the lobbyist to represent us.

**Future agenda:Next meeting:** Monday April 14, 2014 at 9:30. Location: Cambridge Library

**Motion to Adjourn:** 11:40 a.m.

M/S/P: unanimous

Carlson/McMahon

Audrey Misiura, Secretary

Marlys Carlson, Recorder

## ECRL Library Board Minutes

**Time:** Monday, April 14, 2014

**Place:** Cambridge Library

**Present:** Board Members – Raisanen, James (Aitkin); Niemi, Don (Aitkin); Hommes, Linda (Aitkin); McMahan, George (Chisago); Carlson, Keith (Chisago); Byrne, Richard (Chisago); Misiura, Audrey (Isanti); Warring, Mike (Isanti); Lee, Karen (Isanti); Anderson, Gene (Kanabec); Zaudtke, Wayne (Kanabec); Jensen, Robert (Kanabec); Sauer, Tom (Mille Lacs); Kramersmeier, Charlotte (Mille Lacs), Swanson, Margery (Pine); Goddard, Carol (Pine)

Mille Lacs County Commissioner Robert Tellinghuisen (for Genny Reynolds)

Staff: Misselt, Barbara (Director, ECRL); Lydon, Carla (Assistant Director, ECRL); Anderson, Shelly (Admin Serv Mgr, ECRL); Carlson, Marlys (Office Clerk/Recorder, ECRL)

Absent Board Members: Reynolds, Genny (Mille Lacs); Chaffee, Steve (Pine)

**Call to Order:**

James Raisanen called the April 2014 meeting of the East Central Regional Library to order at 9:30 a.m.

**Pledge of Allegiance & Introductions:**

Welcome and Introduction - Commission Roger Tellinghuisen, sitting in for absent member Jenny Reynolds.

**Adopt/Amend Agenda:**

Amend Agenda, remove VIII.b Library Technology Conference; staff members cannot be here for a report today.

M/S/P: unanimous

Niemi/Holms

**Period for Public Comment**

None

### Approval of Previous Minutes

Change requested on March minutes. Under PTO at end of year; the statement from Robert Jensen: 'I'd like to suggest mandating time off.' Move to earlier discussion after Anderson comment.

M/S/P: unanimous – all vote I

### Bills:

M/S/P: unanimous

Lee/Sauer, motion to accept March 2014 bills as presented.

Gene Anderson: Question – Does Treasurer see detail on the debt card transactions?

Lee: Yes.

### Financial Reports:

M/S/P: unanimous

Lee/Kramersmeier

### ECRL Administrative Reports

#### A. Director's Organizational Report

Misselt passes around Annual Report that is submitted to the State. McMahon requests print copy for each county. All county Boards are printed a copy before they leave today.

Misselt continues: the 'Kids Glass Design is on display for viewing. Each piece originated with a design from a branch, it could come back to the community. Decision left to Legacy Committee.

Kramersmeier: It should stay as a set. It belongs to the state of Minnesota. Sen. Lowery wants it brought to the Capitol.

Misselt: Passing print out around. Artist of blown glass is a young rising star and could be famous.

Jensen: Is there a state conference this year at which project could be displayed?

Misselt: Yes, in Mankato. A proposal is needed to see if they will accept it or not.

Misselt tells a story of patron needing help scanning a document. Shows how people need help and why we are here.

Zaudtke: Has any cross- training been done to help Andy with computers?

Misselt: Doing the best we can, Jared is gradually being trained in areas where he has competencies.

Misselt continues: Cambridge building: Headquarters supervisors and Cambridge City staff went to Willmar and St. Cloud to tour the facilities. Both have shared facility with headquarters in a 2<sup>nd</sup> floor location. We will be sharing pictures and reporting back to the Cambridge Task Force.

Personnel Committee will talk after the meeting to reschedule meeting date.

Zaudtke: Question. What's the progress on the phone system?

Misselt: The equipment is ordered and call groups are set up.

### **B: Branch Highlights**

Lydon: Does anyone have a question on the branch report? The kid's glass design was a huge success. Sherlock has made several local appearances. Kids swarm to have pictures with him.

### **Other Reports:**

Kramersmeier: The Legacy Committee sheets are in the board packet. It reviews the upcoming Legacy programs.

Niemi: I disagree with the Beer and Brewing program; (examples given on the damages of beer). I feel responsible for Aitkin County and I do not want this program in Aitkin County Libraries.

Misselt asks Vickie Sorn and Cortney Walbridge to attend meeting to answer questions on Legacy programs.

Sorn: The Beer and Brewing program is the history of brewing in Minnesota. This was brought to them by the Minnesota Historical Society.

McMahon: Are they teaching how to brew?

Walbridge: No recipes are given and no sampling. Talk of prohibition but not alcohol. They hand barley and hops around. The focus is on the history of the industry. We will change the wording in flyers and the newsletter.

### **Old Business:**

Misselt: Updated job descriptions were recommended by the Personnel Committee and approved at the March meeting. The change recommended by Nystuen Assoc. are brought forth for approval: Finance and Administration Manager from non-exempt to exempt; Technical Services Manager from non-exempt to exempt and from Class 7 to Class 8.

M/S/P: unanimous

Hommel/Goddard

**New Business:**

Misselt: Approval is needed for submission of two LSTA grant applications.

1. A play spot for the Cambridge branch, a \$4,000 grant which includes a canoe, dress up station and puppets.
2. Partnership with Ogilvie School District for bussing to visit libraries. ECRL contribution is to provide tour and information for students about libraries, including a library card sign up. Ogilvie is preparing and submitting the application and will be fiscal agent.

M/S/P: unanimous

Hommel/Jensen

**Trustee Issues:**

Legislative report – watching bills with RLTA and Construction money.

**Future agenda: Next meeting:** Monday May 12, 2014 at 9:30. Location: Isle, Mille Lacs Lake Library

**Motion to Adjourn:** 11:42 a.m.

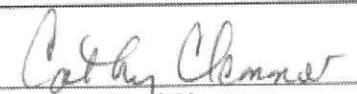
M/S/P: unanimous

Jensen/Kramersmeier

Audrey Misiura, Secretary

Marlys Carlson, Recorder

**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  May 20, 2014	<u>Consent Agenda</u> <i>(Please Circle)</i>  Regular Agenda Estimated Time: <i>(Please Circle)</i> _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action:  <b><u>Auditor/Treasurer</u></b>	 _____ Department Head Signature      5-14-14 Date

<p><b>Item for Discussion:</b></p> <p><i>April 2014 Cash Balance</i></p>  <p><b>Board Action Requested:</b> (Attach additional pages if needed)</p>    <p align="right">Supporting Documents: Attached    None</p>
--

TREASURER'S CASH TRIAL BALANCE COMPARISON

FUND	April 30, 2013 BALANCE	April 30, 2014 BALANCE	DIFFERENCE
1 - GENERAL	(1,098,096.81)	(1,775,691.57)	(677,594.76)
12 - H&HS	833,714.10	(372,867.61)	(1,206,581.71)
13 - ROAD & BRIDGE	5,559,148.29	2,603,068.50	(2,956,079.79)
22 - LAND	1,631,927.33	1,973,213.04	341,285.71
TOTAL (incl non-major funds)	\$10,248,547.10	\$5,886,555.91	(4,361,991.19)

\*\*\*\*\* Pine County \*\*\*\*\*

As of 04/2014

TREASURER'S CASH TRIAL BALANCE

CATHYJ 8:00AM

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1	2,608,669.34			
General Revenue Fund				
Receipts		1,260,722.64	2,178,800.29	
Disbursements		2,152,585.73-	3,983,890.74-	
Payroll		698,012.94-	2,860,718.53-	
Journal Entries		3,685.08-	281,448.07	
Fund Total . . . . .		1,593,561.11-	4,384,360.91-	1,775,691.57-
12				
Health & Human Services				
H&Hs-Income Maintenance				
Receipts	2,040,281.15	43,136.42	441,870.51	
Disbursements		50,975.74-	247,335.09-	
Payroll		139,489.30-	552,226.71-	
Journal Entries		46,524.17	114,660.30	
Dept Total . . . . .		100,804.45-	243,030.99-	1,797,250.16
12				
Health & Human Services				
H&Hs-Social Services				
Receipts	1,373,656.68-	139,133.37	584,738.93	
Disbursements		30,712.71-	120,357.51-	
SSIS		342,694.35-	1,054,843.75-	
Payroll		135,481.07-	528,974.62-	
Journal Entries		101,906.13	244,542.43	
Dept Total . . . . .		267,848.63-	874,894.52-	2,248,551.20-
12				
Health & Human Services				
Childrens Collaborative (H&Hs)				
Dept Total . . . . .	0.00	0.00	0.00	0.00
12				
Health & Human Services				
Nursing-Community Health (H&Hs)				
Receipts	155,705.82	67,456.16	306,959.07	
Disbursements		21,998.70-	114,671.77-	
Payroll		80,450.04-	335,444.86-	
Journal Entries		59.34-	7,983.10	

- 372,867.61

\*\*\*\*\* Pine County \*\*\*\*\*

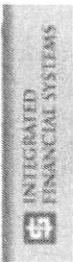
As of 04/2014

CATHYJ  
5/14/14

8:00AM

TREASURER'S CASH TRIAL BALANCE

Fund	Beginning Balance	This Month	YTD	Current Balance
Dept Total . . . . .	822,330.29	35,051.92-	135,174.46-	20,531.36
Fund Total . . . . .		403,705.00-	1,253,099.97-	430,769.68-
13 Road & Bridge Fund	2,078,182.32			
Receipts	694,784.06		2,256,616.32	
Disbursements	184,313.36-		1,156,960.90-	
Payroll	146,673.73-		595,130.53-	
Journal Entries	3,359.83-		20,361.29	
Fund Total . . . . .	360,437.14		524,886.18	2,603,068.50
14 Ditch Maintenance (Sr) Fund	11,975.91	0.00	13.60	11,989.51
Journal Entries		0.00	13.60	
Fund Total . . . . .				
20 County-Wide Rehab (Sr) Fund	917.56	0.00	0.03	
Receipts		0.00	0.03	
Journal Entries		0.00	12.11	
Fund Total . . . . .		0.00	12.14	929.70
21 800 MHz Project Fund	0.00	0.00	0.00	0.00
Fund Total . . . . .				
22 Land Management Fund	1,838,948.89	53,978.73	265,424.17	
Receipts		205.55-	14,053.04-	
Disbursements		7,132.13-	32,106.98-	
Payroll		0.00	85,000.00-	
Journal Entries				



\*\*\*\*\* Pine County \*\*\*\*\*

As of 04/2014

TREASURER'S CASH TRIAL BALANCE

CATHYJ  
5/14/14

8:00AM

Fund	Beginning Balance	This Month	YTD	Current Balance
Fund Total . . . . .		46,641.05	134,264.15	1,973,213.04
24 Ambulance (Sr) Fund	0.00			
Fund Total . . . . .		0.00	0.00	0.00
29 Children's Collab (H&Hs) Agency Fund				
440 Childrens Collaborative (H&Hs)	53,378.82			
Receipts		21,638.00	29,138.00	
Disbursements		27,861.00-	38,759.00-	
Journal Entries		0.00	25.21	
Dept Total . . . . .		6,223.00-	9,595.79-	43,783.03
Fund Total . . . . .	53,378.82	6,223.00-	9,595.79-	43,783.03
32 Ecswc Bond Guarantee (Ds)	0.00			
Fund Total . . . . .		0.00	0.00	0.00
33 2002 Cap-Equip Bond (Ds) Fund				
Fund Total . . . . .	0.00	0.00	0.00	0.00
35 2004 Street Reconstruct Bond Fund				
Fund Total . . . . .	0.00	0.00	0.00	0.00
37 County Railroad Authority				
Disbursements	1,566.63-	0.00	2,974.00-	
Journal Entries		0.00	339.07	
Fund Total . . . . .		0.00	2,634.93-	4,201.56-

\*\*\*\*\* Pine County \*\*\*\*\*

As of 04/2014

TREASURER'S CASH TRIAL BALANCE

CATHYJ 8:00AM  
5/14/14

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
38 Building Fund	125,949.45	0.00	3,090.50-	
Disbursements		0.00	3,090.50-	122,858.95
Fund Total . . . . .				
39 2005A G.O. Jail Bonds	919,632.32			
Disbursements		0.00	896,655.63-	
Journal Entries		0.00	25,946.12	
Fund Total . . . . .		0.00	870,709.51-	48,922.81
40 2012 G.O. Courthouse Bonds	778,170.91			
Disbursements		0.00	734,600.00-	
Journal Entries		0.00	20,019.62	
Fund Total . . . . .		0.00	714,580.38-	63,590.53
41 2005 Hra Bonds	0.00			
Fund Total . . . . .		0.00	0.00	0.00
76 Group Health Ins Fund 5/1/95 (Gen)	521,036.87-			
Receipts		242,600.87	974,890.44	
Disbursements		235,815.14-	1,121,983.90-	
Journal Entries		6,575.69	26,302.76	
Fund Total . . . . .		13,361.42	120,790.70-	641,827.57-
80 County Collections Agency Fund	38,365.53			
Receipts		11,671.29	431,592.33	
Disbursements		7,269.00-	448,477.03-	

\*\*\*\*\* Pine County \*\*\*\*\*

As of 04/2014

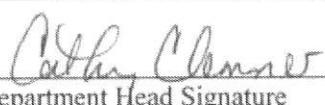
CATHYJ 8:00AM  
5/14/14

TREASURER'S CASH TRIAL BALANCE

Fund	Beginning Balance	This Month	YTD	Current Balance
Journal Entries		815.70	923.70	
Fund Total . . . . .		5,217.99	15,961.00-	22,404.53
82 Taxes And Penalties Agency Fund	779,218.63			
Receipts		2,726,415.31	3,791,493.27	
Disbursements		669.21-	441,760.34-	
Journal Entries		0.00	342,886.51-	
Fund Total . . . . .		2,725,746.10	3,006,846.42	3,786,065.05
84 East Central Drug Task Force Agency Fur	51,288.10			
Receipts		269.00	43,972.29	
Disbursements		2,732.80-	46,797.59-	
Journal Entries		0.00	361.20-	
Fund Total . . . . .		2,463.80-	3,186.50-	48,101.60
89 H & Hs Collections Agency Fund	34,062.11 -			
Receipts		155,463.20	381,054.49	
Disbursements		3,198.77 -	18,543.67 -	
Journal Entries		148,717.44 -	314,329.67 -	
Dept Total . . . . .		3,546.99	48,181.15	14,119.04
Fund Total . . . . .	34,062.11 -	3,546.99	48,181.15	14,119.04
All Funds .....	9,550,362.46			
Receipts		5,417,269.05	11,686,550.14	
Disbursements		2,718,337.71 -	9,390,910.71 -	
SSIS		342,694.35 -	1,054,843.75 -	
Payroll		1,207,239.21 -	4,904,602.23 -	
Total .....		1,148,997.78	3,663,806.55 -	5,886,555.91

PINE COUNTY REQUEST FOR

BOARD ACTION

Requested Board Date:  May 20, 2014	<u>Consent Agenda (Please Circle)</u>  Regular Agenda Estimated Time: (Please Circle) 10 Min. 15 Min. <small>Time needed</small> 30 Min. 45 Min. 1 hour
Department Requesting Action:  <b>AUDITOR</b>	 5-14-14 Department Head Signature Date

**Item for Discussion:** (one form per item)

*Resolution for Repurchase of Tax Forfeited land in full for Douglas D. Psyk*

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

*Approve Resolution.*

Supporting Documents: **Attached** None

RESOLUTION 2014-20

WHEREAS, Douglas D. Psyk, the former owner, has made and filed an application with the County Auditor for the repurchase of the hereinafter described parcel of tax forfeited land, in accordance with the provisions of Minnesota Statutes 1945, Section 282.241, as amended, which land is situated in the County of Pine, Minnesota, and described as follows, to-wit:

Lot Three (3), Block Two (2), Heritage Pines  
Parcel #33.5558.000

and WHEREAS, said applicant has submitted the required application for repurchase to the Pine County Auditor:

and

and WHEREAS, this Board is of the opinion that said application should be granted for such reasons,

NOW THEREFORE BE IT RESOLVED, that the application of Douglas D. Psyk, for the repurchase of the above described parcel of tax forfeited land be and the same is hereby granted and the County Auditor is hereby authorized and directed to permit such repurchase according to the provisions of Minnesota Statutes 1945, Section 282.241, as amended.

Dated at Pine City, Minnesota, this 20<sup>th</sup> day in May, 2014.

Attest:

\_\_\_\_\_  
Chairman, Board of County Commissioners  
Pine County, Minnesota

\_\_\_\_\_  
County Auditor

**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  <p align="center"><i>May 20, 2014</i></p>	<p align="center"><u>Consent Agenda</u> <i>(Please Circle)</i></p> Regular Agenda Estimated Time: <i>(Please Circle)</i> 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action:  <b><u>Auditor</u></b>	<p align="center"><i>Cathy Chesser</i> <u>5-14-14</u> Department Head Signature Date</p>

Item for Discussion: (one form per item)

**APPROVAL OF TEMPORARY LICENSE FOR Rock Creek Lions Club FOR AN EVENT ON: Aug 29, 30, 31 and September 1, 2014 HELD AT Heidelberger Arena**

*Subject to approval of the Pine County Sheriff.*  
Approved by:

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: X Attached None



Minnesota Department of Public Safety  
**ALCOHOL AND GAMBLING ENFORCEMENT DIVISION**  
 444 Cedar Street Suite 133, St. Paul MN 55101-5133  
 (651) 201-7507 Fax (651) 297-5259 TTY (651) 282-6555  
 WWW.DPS.STATE.MN.US



**APPLICATION AND PERMIT  
 FOR A 1 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

TYPE OR PRINT INFORMATION

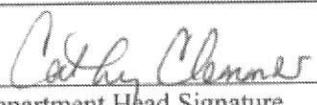
NAME OF ORGANIZATION <i>Rock Creek Lions Club Inc.</i>		DATE ORGANIZED <i>Aug. 1972</i>		TAX EXEMPT NUMBER	
STREET ADDRESS <i>P.O. Box 230</i>		CITY <i>Rock Creek</i>		STATE <i>MN</i>	ZIP CODE <i>55067</i>
NAME OF PERSON MAKING APPLICATION <i>Ronnie Berdan</i>		BUSINESS PHONE <i>( )</i>		HOME PHONE <i>(202) 258-3203</i>	
DATES LIQUOR WILL BE SOLD <i>Aug 29, 30, 31 and Sept. 1</i>		TYPE OF ORGANIZATION <i>CLUB</i> CHARITABLE RELIGIOUS OTHER NONPROFIT			
ORGANIZATION OFFICER'S NAME <i>Richard Johnson</i>		ADDRESS <i>10020 560<sup>th</sup> St Pine City MN 55063</i>			
ORGANIZATION OFFICER'S NAME <i>Tom VALUDDA</i>		ADDRESS <i>25503 RUSSELL RD PINE CITY MN 55063</i>			
ORGANIZATION OFFICER'S NAME <i>Mark Mansoury</i>		ADDRESS <i>24477 Forest Rd Pine City MN 55063</i>			
Location license will be used. If an outdoor area, describe <i>Heidelberger Rodeo</i>					
<i>3922 State Hwy 70</i>					
<i>Pine City, MN 55063</i>					
Will the applicant contract for intoxicating liquor service? If so, give the name and address of the liquor licensee providing the service.					
Will the applicant carry liquor liability insurance? If so, please provide the carrier's name and amount of coverage. <i>Scottsdale Ins. Co. \$1,000,000/\$2,000,000</i>					
APPLICATION MUST BE APPROVED BY CITY				IOL & GAMBLING	
CITY/COUNTY <i>Pine</i>					
CITY-FEE AMOUNT <i>50.00</i>					
DATE FEE PAID <i>5/7/14</i>					
SIGNATURE CITY CLERK OR COUNTY OFFICIAL				ENFORCEMENT	

*Signature*

NOTE: Submit this form to the city or county 30 days prior to above. If the application is approved the Alcohol and Gambling En

to the address  
license for the event

**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  May 20, 2014	<u>Consent Agenda</u> <i>(Please Circle)</i>  Regular Agenda Estimated Time: <i>(Please Circle)</i> _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action:  <b><u>Auditor/Treasurer</u></b>	 <u>5-14-14</u> Department Head Signature                      Date

**Item for Discussion:**

*Premises Permit Application for the Moose Lake Area Hockey Association to conduct Minnesota lawful gambling at Doc's Sports Bar & Grill Inc., 34427 Majestic Pine Dr, Sturgeon Lake, MN (Windemere Township).*

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

Supporting Documents:    Attached    None

**LG214 Premises Permit Application**

**Annual Fee \$150 (NON REFUNDABLE)**

**Required Attachments to LG214**

- 1. If the premises is leased, attach a copy of your lease. Use **LG215 Lease for Lawful Gambling Activity**.
- 2. \$150 annual premises permit fee, for each permit (non refundable).  
Make check payable to "State of Minnesota."

**Mail the application and required attachments to:**  
 Gambling Control Board  
 1711 West County Road B, Suite 300 South  
 Roseville, MN 55113

**Questions?** Call 651-539-1900 and ask for Licensing.

**Organization Information**

- 1. Organization name Moose Lake Area Hockey Assn License number 02071
- 2. Chief executive officer (CEO) Dan Benzie Daytime phone 218-380-1672
- 3. Gambling manager Vilki Cisar Daytime phone 651-238-3365

**Gambling Premises Information**

- 4. Current name of site where gambling will be conducted Doc's Sports Bar + Grill Inc.
- 5. List any previous names for this location J+C Land Holdings
- 6. Street address where premises is located 34427 Majestic Pine Dr Sturgeon Lake, MN  
Do not use a P.O. box number or mailing address. 55783

7. City	<b>OR</b>	Township	County	Zip code
			<u>Pine</u>	<u>55783</u>

- 8. Does your organization own the building where the gambling will be conducted?  
 Yes  No **If no, attach LG215 Lease for Lawful Gambling Activity.**  
 A lease is not required if only a raffle will be conducted.
- 9. Is any other organization conducting gambling at this site?  Yes  No  Don't know
- 10. Has your organization previously conducted gambling at this site?  Yes  No  Don't know

**Gambling Bank Account Information. Must be in Minnesota.**

- 11. Bank name First National Bank of Moose Lake Bank account number 091914820
- 12. Bank street address 400 Elm Ave PO Box 429 Moose Lake City Moose Lake State MN Zip code 55767

**All Temporary and Permanent Off-site Storage Spaces**

- 13. Address (Do not use a P.O. box number) Larson Storage City Sturgeon Lake State MN Zip code 55783
- 14. Address (Do not use a P.O. box number) \_\_\_\_\_ City \_\_\_\_\_ State MN Zip code \_\_\_\_\_

**LG215 Lease for Lawful Gambling Activity**

Organization <u>MLAHA</u>		Address <u>PO Box 104</u>		License/site number <u>02071</u>		Daytime phone	
Name of leased premises <u>Doc's</u>		Street address <u>34427 Majestic Pine Dr</u>		City <u>Sturgeon Lake</u>		State Zip <u>MN 55783</u>	
Name of legal owner <u>Jimmy Lee Kross</u>		Business/street address <u>Same</u>		City <u>Same</u>		State Zip <u>Same</u>	
Name of lessor [if same as legal owner, write in "SAME"]		<u>Same</u>					

Check applicable item:

- 1. **New lease. Do not submit existing lease with amended changes.**  
\_\_\_\_\_ Date that the changes will be effective. Submit changes at least 10 days **before** the effective date of the change.
- 2. **New owner.** Effective date \_\_\_\_\_ Submit new lease **within** 10 days after new lessor assumes ownership.

**Check all activity that will be conducted (No lease required for raffles)**

- Pull-tabs [paper]
  - Pull-tabs [paper] with dispensing device
  - Bar bingo
  - Tipboards
  - Paddlewheel
  - Bingo
  - Paddlewheel with table
  - Electronic pull-tabs [must also sell paper pull-tabs]
  - Linked electronic bingo
- Electronic games may only be conducted at:  
 (1) a premises licensed for the on-sale or off-sale of intoxicating liquor or 3.2 percent malt beverages [but does not include a general food store or drug store permitted to sell alcoholic beverages under Minn. Stat. 340A.405, subdivision 1]; or  
 (2) a premises where bingo is conducted as the primary business and has a seating capacity of at least 100.

**PULL-TAB, TIPBOARD, AND PADDLEWHEEL RENT**

**Separate rent for booth and bar ops.**

**BOOTH OPERATION** - Some or all sales of gambling equipment are conducted by an employee/volunteer of a licensed organization at the leased premises.

**ALL GAMES, including electronic games** - Monthly rent to be paid, 20%, not to exceed **10%** of gross profits for that month.  
 • Total rent paid from all organizations for only booth operations at the leased premises **may not exceed \$1,750.**  
 • The rent cap does not include BAR OPERATION rent for electronic games conducted by the lessor.

**BAR OPERATION** - All sales of gambling equipment conducted by the lessor or lessor's employee.

**ELECTRONIC GAMES** - Monthly rent to be paid, \_\_\_\_\_%, not to exceed **15%** of the gross profits for that month from electronic pull-tab games and electronic linked bingo games.

**ALL OTHER GAMES** - Monthly rent to be paid, 20%, not to exceed **20%** of gross profits from all other forms of lawful gambling.  
 • If any booth sales conducted by a licensed organization at the premises rent may not exceed **10%** of gross profits for that month and is subject to booth operation **\$1750** cap.

**BINGO RENT for leased premises where bingo is the primary business conducted, such as bingo hall.**

Bingo rent is limited to one of the following:

- Rent to be paid, \_\_\_\_\_%, not to exceed **10%** of the monthly gross profit from all lawful gambling activities held during bingo occasions, excluding bar bingo.
- OR -
- Rate to be paid \$ \_\_\_\_\_ per square foot, not to exceed 110% of a comparable cost per square foot for leased space, as approved by the director of the Gambling Control Board. The lessor must attach documentation, verified by the organization, to confirm the comparable rate and all applicable costs to be paid by the organization to the lessor.
  - Rent may not be paid for bar bingo.
  - Bar bingo does not include bingo games linked to other permitted premises.

**LEASE TERMINATION CLAUSE. Must be completed.**

The lease may be terminated by either party with a written 30 day notice.

Other terms \_\_\_\_\_



**Public Employees Retirement Association  
Police Officer Declaration 2014-19**



WHEREAS, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

WHEREAS, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire plan for eligible employees of police or sheriff departments whose position duties meet the requirements stated therein and listed below.

BE IT RESOLVED that the Sheriff's Department of Pine County hereby declares that the position of Part-time Deputy Sheriff currently held by Aaron Kampa, meets all of the following Police and Fire Plan membership requirements:

1. Said position requires a license by the Minnesota peace officer standards and training board under sections 626.84 to 626.863 and this employee is so licensed;
2. Said position's primary (over 50%) duty is to enforce the general criminal laws of the state;
3. Said position charges this employee with the prevention and detection of crime;
4. Said position gives this employee the full power of arrest, and
5. Said position is assigned to a designated police or sheriff's department.

BE IT FURTHER RESOLVED that this governing body hereby requests that the named employee be accepted as a member of the Public Employees Police and Fire Plan effective the date of this employee's initial Police and Fire Plan salary deduction by the governmental subdivision.

Board Chair: \_\_\_\_\_ Date: \_\_\_\_\_

STATE OF MINNESOTA

COUNTY OF PINE

I, David J. Minke, clerk of Pine County Board of Commissioners, do hereby certify that this is a true and correct transcript of the resolution that was adopted at a meeting held on the 20th day of May, 2014; the original of which is on file in this office. I further certify that \_\_\_ members voted in favor of this resolution and that \_\_\_ members were present and voting.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**PINE COUNTY REQUEST FOR BOARD ACTION**

<p>Requested Board Date:</p> <p><b>May 20, 2014</b></p>	<p><u>Consent Agenda</u> (Please Circle)</p> <p>Regular Agenda          Estimated Time: (Please Circle)          _____ 10 Min. 15 Min.          Time needed          30 Min. 45 Min. 1 hour</p>
<p>Department Requesting Action:</p> <p><b>HHS</b></p>	<p> <u>5/12/14</u>          Department Head Signature Date</p>
<p>Item for Discussion: (one form per item)</p> <p><b>Consider full time status – completion of probationary period</b></p> <p>Mickey VanVleet, RN effective May 21, 2014</p> <p>Board Action Requested: (Attach additional pages if needed)  <b>Approval</b></p> <p>Supporting Documents: Attached <u>None</u></p>	

**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  May 20, 2014	<p align="center"><u>Consent Agenda</u> (Please Circle)</p> Regular Agenda Estimated Time: (Please Circle) 10 Min.    15 Min. Time needed 30 Min.    45 Min.    1 hour
Department Requesting Action:  <u><b>Auditor/Treasurer</b></u>	<p align="center"><i>Cathy Clemmer</i> 5-14-14          _____          Department Head Signature                      Date</p>

**Item for Discussion:**

*Request Michelle Kelash, HHS accounting, to attend Association of MN Social Service Accountants (AMSSA) Annual Conference June 22-24, 2014 in Grand Rapids, MN. Includes Sunday night lodging for region set up, secretarial duties and conference attendance. Registration: \$50.00; Accommodations: \$563.19; Travel: \$126.00; Total Cost \$739.19.*

*Funds available in 2014 HHS budget.*

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

Supporting Documents:    Attached    None

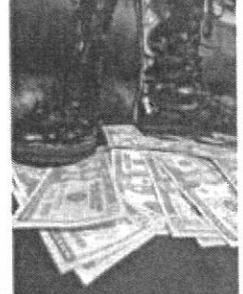
## 2014 AMSSA Accounting Conference

Tentative Agenda

# Wrestling with Change

June 23 – 25, 2014

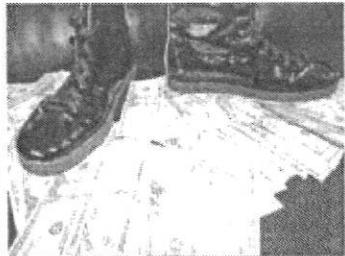
<b>Monday, June 23, 2014</b>				
10:00 – 4:00	Registration for Conference			
12:00 – 1:00	Round Table & Box Lunch			
1:15 – 1:30	Welcome & introductions			
1:30 – 2:30	Motivation Speakers (Tina & Lena) "Wrestling with Change"			
2:30 – 3:00	Break			
3:00 – 4:30		<b>Workshop 1</b> Northstar Care for Children (including RCA, placement report, county budgets, and overview)	<b>Workshop 2</b> Introduction to 2550 IM Qtr Report, 2556 SS Qtr Report, & Feedback & Analysis Reports	<b>Workshop 3</b> State Auditor – Tips, Updates & Fraud (including gift cards, credit cards and difference between petty cash & change funds)
5:00 – 6:30	Networking			
6:30 – 8:00	Banquet including Tina & Lena continuation from this afternoon			

<b>Tuesday, June 24, 2014</b>				
7:00 – 8:30	Breakfast Buffet			
8:00 – 1:00	Registration			
8:30 – 10:00		<b>Workshop 1</b> NorthStar for Children (Repeat)	<b>Workshop 2</b> Intro to Public Health Admin, Grants & Reports	<b>Workshop 3</b> Introduction, Feedback & Analysis to SEAGR, 2895, and 2902 Reports (including MFIP direct charging and overview of Quarterly Report Bundle)
10:00 – 10:30	Break			
10:30 – 12:00		<b>Workshop 1</b> MN Choices Updates	<b>Workshop 2</b> Presentation & Overview of Annual Cost Report – Decipher the Annual HS Cost Report.	<b>Workshop 3</b> Collections 101- Collections-Parental Fees/MA Estates, decipher the pathway for collections
12:00 – 1:00	Lunch			

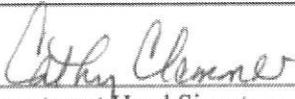
**Tuesday, June 24, 2014 (continued)**

1:00 – 2:30 	<b>Workshop 1</b> MN Choices (repeat)	<b>Workshop 2</b> Presentation & Overview of Annual Cost Report – Decipher the Annual HS Cost Report. (repeat)	<b>Workshop 3</b> Overview/Update of ACA & Implications of Human Service Programs
3:00	Business Meeting		
4:30 – 6:30	Networking		
6:30 p.m.	Dinner		

**Wednesday, June 25, 2014**

7:00 – 8:30	Breakfast Buffet		
8:30 – 10:00 	<b>Workshop 1</b> Indirect Cost Report – MAXIMUS	<b>Workshop 2</b> Indirect Cost Report- GMG-Government Management Group - Dennis Ponds	<b>Workshop 3</b> SSTS 101 & Rate Setting
10:00 – 10:30	Break		
10:30 – 12:00 	<b>Workshop 1</b> Allocation, FOD, & Legislative Update	<b>Workshop 2</b> SSIS refresher how to understand claiming, DO NOT Claim & other helpful hints	<b>Workshop 3</b>

**PINE COUNTY REQUEST FOR BOARD ACTION**

Requested Board Date:  May 20, 2014	<u>Consent Agenda</u> (Please Circle)  Regular Agenda Estimated Time: (Please Circle) _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action:  <b><u>Auditor/Treasurer</u></b>	 5-14-14 Department/Head Signature Date

**Item for Discussion:**

*Request Cathy Clemmer to attend MN Assoc of County Auditor, Treasurer & Finance Officers (MACATFO) 2014 Summer Conference at Ruttger's Bay Lake Lodge June 25 & 26, 2014.  
Cost: Registration: \$25.00; Accommodations: \$365.73; Total Cost \$390.73*

*Funds available in Auditor-Treasurer budget.*

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

Supporting Documents: Attached None

**Minutes of Facility Committee Meeting**  
**May 7, 2014, 9:00 a.m.**  
**Commissioner Conference Room, Courthouse**  
**Pine City, Minnesota**

The meeting was called to order at 9:00 a.m. Present were Commissioners Mitch Pangerl and Matt Ludwig, Administrator David Minke, County Attorney John Carlson and Maintenance Supervisor Kevin Newman.

Minutes from March 31, 2014 meeting were reviewed and approved.

Agenda Addition: Add to Other discussion of courthouse administrator space.

The amended Agenda was approved.

1. John Wright Building

John Carlson reviewed the history of the John Wright building and the original funding contributions.

John reviewed that the collaborative agreement provides that that the building will revert back to the county after 20 years. The state has taken the position that the building stays with the school district and should it ever sell, the proceeds will need to repay the \$1 million state bonding. Ms 15a.695 provides how the sale of bond financed property is to be handled. John will contact the state to follow up the email from Jennifer Hassemer.

David will contact Andy to set up a next meeting between the county and the school district.

2. Sun shade:

David and Kevin will work to get three price quotes and Commissioners Ludwig and Pangerl will pick the pictures.

3. Water Bill

The city has corrected the way the water and sewer bill has been calculated and it has increased from approximately \$2,000 per month to \$20,000 per month. Kevin will verify the meter is accurate.

4. Tuck Pointing

Tuck pointing is going fine. Expect to be done by end of May if weather stays good.

5. Other

Commissioner Ludwig asked about remodeling the administration and extension space to get a single entrance and moving IT. Minke explained that as HHS fiscal is using some of the office space, the project was on hold.

With no further business, the committee adjourned at 10:30 a.m.

**PINE COUNTY PERSONNEL COMMITTEE**

**Minutes**

**May 13, 2014 – 9:00 a.m.**

**Commissioners Conference Room**

**Pine County Courthouse**

**Pine City, MN**

**Members: Commissioner Chaffee  
Commissioner Rossow**

**Members Present: County Administrator David Minke, Human Resources and Payroll Specialist Matt Christenson, Social Services Supervisor Becky Foss, County Attorney John Carlson**

The meeting was called to order at 9:00 am.

The agenda was approved with additions:

- a. 3(a) Open worker's compensation updates from County Attorney.
- b. 3(b) FMLA leave clarification for County Attorney employees.
- c. 3(b) Riverwood bankruptcy update.
- d. 4(b) Non-union performance increase update.
- e. 4(c) Union negotiations update.

Approve Minutes from April 8, 2014 Personnel Meeting.

Commissioner Rossow motioned to recommend the minutes for approval, Commissioner Chaffee seconded. Motion carried 2-0.

1. HHS

- a. Backfill of vacant child protection social worker position. Social Services Supervisor Becky Foss presented information on the vacant child protection social worker position. Discussion was held as to social worker licensing in Pine County and potential advantages or disadvantages to requiring licensure.  
Commissioner Rossow motioned to recommend the child protection social worker position backfill for approval, Commissioner Chaffee seconded. Motion carried 2-0.

2. Jail

- a. Consider \$0.39 performance increase for PT Court Security Officer Aileen Butler, effective May 23, 2014. Discussion was held as to current CSO performance evaluation forms and the need for the evaluations to have more information for evaluation purposes. Further discussion was held as how to manage performance increases to allow non-union employees to reach top of scale for their performance.  
Commissioner Rossow motioned to recommend a \$0.52 performance increase from \$13.07 to \$13.59, effective on May 23, 2014, Butler's anniversary date for approval, Commissioner Chaffee seconded. Motion carried 2-0.
- b. Consider performance increase for PT Court Security Officer Steve Olson, effective January 4, 2014.  
Commissioner Rossow motioned to recommend a \$0.61 performance increase from \$15.14 to \$15.75, effective on January 4, 2014, Olson's anniversary date for approval, Commissioner Chaffee seconded. Motion carried 2-0.

- c. Consider \$1.00 per hour increase for Jail Administrator Rick Boland effective June 2, 2014. Discussion was held as to previous non-union performance increase requests brought to the committee and authority by county policy section 10.5 to allow performance increases for non-union employees graded at “C” band or above.  
Commissioner Chaffee motioned to recommend a \$1.00 performance increase from \$33.38 to \$34.38 for Jail Administrator Boland effective on his anniversary date, June 2, 2014.  
Commissioner Rossow seconded. Motion carried 2-0.

3. Attorney

- a. County Attorney John Carlson updated the committee on the status of several open workers’ compensation claims in Pine County. Committee direction was for future work compensation resolutions to be brought back to the committee.
- b. County Attorney John Carlson requested clarification from the committee on FMLA leave requirements for county attorney employees.
- c. County Attorney John Carlson provided an update on the Riverwood bankruptcy process. Bankruptcy proceedings are ongoing.

4. Administrator

- a. Consider annual review and performance increase for Land Services Director Kelly Schroeder. County Administrator David Minke presented information on a performance evaluation and coinciding performance increase completed for Schroeder.  
Commissioner Chaffee motioned to recommend a \$1.57 increase from \$34.49 to \$36.06, effective on her anniversary date of May 21, 2014. Commissioner Rossow seconded. Motion carried 2-0.
- b. Non-union performance increase update. County Administrator David Minke presented information on 2013 and 2014 non-union performance increases and how they compare to union performance increases.
- c. Union negotiation update. Discussion was held as to current state of union labor negotiations.

5. Other

- 6. The meeting was adjourned at 11:28 am.

## PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date:  May 20, 2014	Consent Agenda <i>(Please Circle)</i>  <u>Regular Agenda</u> Estimated Time: <i>(Please Circle)</i> 10 Min. 15 Min. <small>Time needed</small> 30 Min. 45 Min. 1 hour
Department: <b>Administrator's</b>	Date: May 13, 2014

May 18-24 is Emergency Medical Services Week.

Joe Newton, Director Ambulance Services, Essentia Health-Sandstone and first responders Misi Gangl (Askov First Responder) and Jeff Espeseth (Pine EMS) will be present.

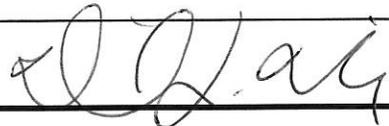
The county board will consider the Resolution 2014-18 in recognition of Emergency Medical Services Week.

Chair Rossow will introduce Joe Newton who will present certificates of recognition to Misi Gangl/Askov First Responder and Jeff Espeseth/Pine EMS.

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

Approve Resolution 2014-18 designating the Week of May 18-24, 2014 as Emergency Medical Services Week.

Supporting Documents: Attached None

Signature: 

# CERTIFICATE OF RECOGNITION

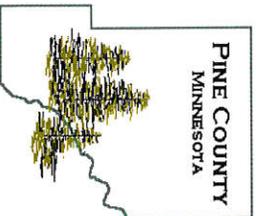
This certificate is awarded to

MISI GANGL

In recognition and appreciation of your service as an

ASKOV FIRST RESPONDER

Awarded this 20th day of May, 2014



\_\_\_\_\_  
Signature of Chairman, Pine County Board of Commissioners

\_\_\_\_\_  
Date

# CERTIFICATE OF RECOGNITION

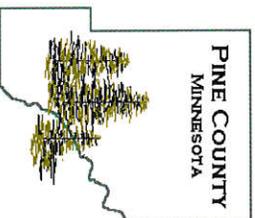
This certificate is awarded to

JEFF ESPESETH

In recognition and appreciation of your service as

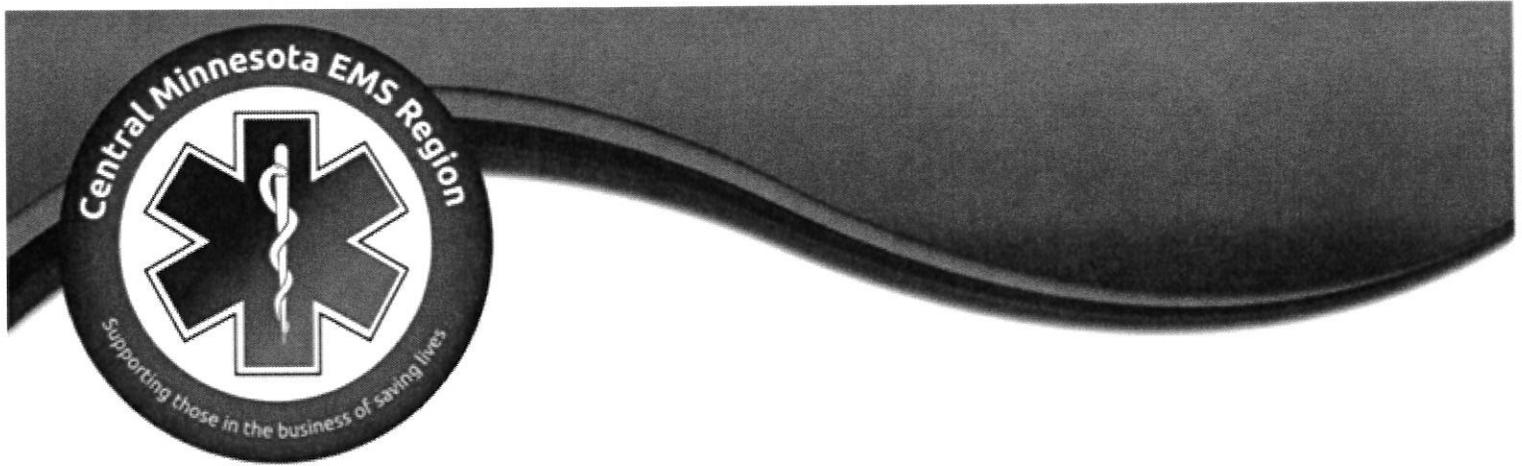
PINE EMS - PINE CITY

Awarded this 20th day of May, 2014



\_\_\_\_\_  
Signature of Chairman, Pine County Board of Commissioners

\_\_\_\_\_  
Date



Dear Commissioner,

I am writing you on behalf of the Central Minnesota Emergency Medical Services (EMS) Region. The Central Minnesota EMS Region serves first responders, emergency medical technicians and paramedics in your county. We are committed to increasing public awareness about the impact EMS personnel make every day in their communities.

EMS workers respond to medical emergencies in your area 24 hours a day. They are trained to start administering lifesaving care before a patient even reaches the hospital. The care they give saves lives and creates healthier communities.

National Emergency Medical Services Week brings together local communities, first responder organizations, ambulance services, fire departments, law enforcement agencies and professional organizations to celebrate the dedication of EMS personnel. This year, EMS Week is scheduled for May 18-24, 2014. EMS Week is a time to educate citizens about the critical lifesaving services first responders, emergency medical technicians and paramedics provide to our area.

We are asking that all twelve counties in the Central Minnesota Region proclaim EMS Week in their county. Your proclamation will help to further enhance public awareness of EMS and publicly recognize the value and accomplishments of those who provide day-to-day lifesaving services to communities in your county. I have attached a sample proclamation with this letter. Please contact me if I can answer any questions or be of assistance.

Sincerely,  
Marion Larson  
Regional EMS Coordinator  
705 Court House Square  
St. Cloud, MN 56303  
(320) 656-6122

cc: Central MN EMS Region Advisory Committee Members  
Public Health Directors



### **Nominations for EMS Week**

#### **Jeff Espeseth- Pine EMS- Pine City**

- *I would highly recommend Jeff Espeseth from Pine EMS. If he is at home or in the area working he will show up to the calls to help the ambulance service and community out. I have seen him show up at runs that are 15 miles from where he is working. I have seen him leave church to go help. I have seen him leave family doings to help the community. He is always willing to assist on the way to the hospital. I have ran with Jeff prior to the ambulance service being taken over by Essentia and would want Jeff to show up if I or one of my family members were in need of an ambulance. I feel Jeff represents what all EMS people should be like, he has so much knowledge and knows the people in our community that when he is on the scene the patient and family feel relaxed. He is always calm and helpful on all the calls he responds to.*
- *the first responder that stands out in my mind is Jeff Espeseth he works with Pine First Responder out of Pine City. Jeff is always at the scene in his area ready to help not only during good weather but also the nasty stuff this past winter. After loading a patient he ask if he can help and he jumps in the back of the truck and roll up his sleeves. At one scene we had a guy was coughing up blood and went to cardiac arrest it was a very nasty scene and he stayed with us to the end. There has been times that he rode to the hospital with us to give us an extra hand and before they can get him back to his truck the ambulance is called for another run and he goes with so the run is not delayed. He shows up at he scene no matter the time. He has had some medical problems that is why he had to leave the service but he has continued to keep his skills up and I take my hat off to him.*
- *I also would like to nominate Pine EMS First Responder – Jeff Espeseth for his willingness to show up at most of the Ambulance calls. He is willing to help out where needed and on many occasions has helped in back of the Ambulance when needed. Jeff gathers all the patient's pertinent medical information prior to EMS's arrival. Jeff drove his four wheel drive truck up to a patient's house due to the snow being too deep for the Ambulance. He is always friendly and courteous to our EMS staff.*

#### **Misi Gangl- Askov First Responders**

- *I would like to nominate Askov First Responder – Misi Gangl for her willingness to show up at most of the Ambulance calls. Misi gathers all the patient's pertinent medical information and has it wrote down prior to EMS arrival.. She is willing to help with getting the patient ready for transport and ask if there is any help that they can provide us while on scene. She is always friendly and courteous to our EMS staff. She looks for education opportunities for the First Responders and seeks out people in the community that would be a good fit as a First Responder.*
- *Misi along with the Askov First Responders have stepped up and are now covering a larger response area providing quality care while awaiting the ambulance*

# **EMS Week Proclamation Resolution 2014-18**

*To designate the Week of May 18-24, 2014, as Emergency Medical Services Week*

**WHEREAS**, emergency medical services is a vital public service; and

**WHEREAS**, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

**WHEREAS**, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

**WHEREAS**, the emergency medical services system consists of emergency physicians, emergency nurses, emergency medical technicians, paramedics, firefighters, first responders, educators, administrators and others; and

**WHEREAS**, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

**WHEREAS**, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week; now

**THEREFORE**, I, Curt Rossow, Chair of the Pine County Board of Commissioners, Pine County, Minnesota, in recognition of this event do hereby proclaim the week of May 18-24, 2014, as **EMERGENCY MEDICAL SERVICES WEEK**. With the theme, *EMS: Dedicated. For Life*, I encourage the community to observe this week with appropriate programs, ceremonies and activities.

---

Curt H. Rossow, Chair  
Pine County Board of Commissioners



**2014 Pine County Land Department  
Timber Auction Results  
May 14, 2014**

<u>Product</u>	<u>Value</u>	<u>Cords</u>	<u>\$/Cord</u>
Ash Pulp	\$11,658.30	688	\$18.89
Aspen Pulp	\$364426.50	6,851	\$46.62
Basswood Pulp/Logs	\$1,090.00	109	\$10.00
Birch Pulp	\$22,504.00	1,056	\$20.43
Maple Pulp	\$16,370.00	925	\$19.57
Miscellaneous	\$2,237.15	196	\$9.91
Oak Pulp/Logs	\$48,557.00	1,404	\$39.83
<b>TOTAL</b>	<b>\$ 466,842.95</b>	<b>11,229</b>	<b>\$ 41.57</b>

<u>Sale</u>	<u>Purchaser</u>	<u>Appraised Value</u>	<u>Bid</u>	<u>Sale Value</u>
PA-1-14	Carlson Timber	\$3,690.00	51%	\$5,571.90
PA-2-14	North Shore Forest Prod	\$7,665.00	75%	\$13,413.75
PA-3-14	Gibson Logging	\$13,890.00	100%	\$27,780.00
PA-4-14	North Shore Forest Prod	\$29,634.00	Appraised	\$29,634.00
PA-5-14	Carlson Timber	\$8,260.00	125%	\$18,585.00
PA-6-14	Sappi Fine Paper	\$162,660.00	78%	\$289,534.80
PA-7-14	Carlson Timber	\$38,290.00	115%	\$82,323.50

**PINE COUNTY REQUEST FOR BOARD ACTION**

<p>Requested Board Date:</p> <p>May 20, 2014</p>	<p>Consent Agenda <i>(Please Circle)</i></p> <p>Regular Agenda</p> <p>Estimated Time: <i>(Please Circle)</i></p> <p>10 Min. 15 Min.</p> <p>Time needed</p> <p>30 Min. 45 Min. 1 hour</p>
<p>Department Requesting Action:</p> <p><b><u>Pine County Public Works</u></b></p>	<p><i>Mark A. LeB...</i> 5/13/14</p> <p>Department Head Signature Date</p>

<p><b>Item for Discussion:</b> (one form per item)</p>	
<p>Bids opened on May 19, 2014</p>	
<p><b>Contract #1402</b></p>	
<p>CP 058-014-001 SAP 058-661-024</p>	<p>Located on Golf Course Road and Par Circle, Pine City Township Located on CSAH 61; between S. Limits of Pine City and CSAH 7</p>
<p><b>Board Action Requested:</b> (Attach additional pages if needed)</p>	
<p>Award to lowest bidder based on recommendation of County Engineer.</p>	
<p align="right">Supporting Documents: Attached None</p>	
<hr/>	
<hr/>	

## PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date:  May 20, 2014	Consent Agenda <i>(Please Circle)</i>  Regular Agenda Estimated Time: <i>(Please Circle)</i> <div style="display: flex; justify-content: space-around;"> <span>10 Min</span> <span>15 Min.</span> </div> _____ Time needed 30 Min.    45 Min.    1 hour
Department Requesting Action:  <b><u>Land Services</u></b>	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">                       _____                      Department Head Signature                 </div> <div style="text-align: center;"> <span style="font-size: 1.2em;">5/14/14</span>                      _____                      Date                 </div> </div>

*At the March 4, 2014 County Board meeting the board approved our initial Hazard Mitigation Grant (\$2,053,242) to begin the purchase of 32 homes in northern Pine County which were destroyed by the June 2012 flooding. We have spent all but \$192,299.88 of this initial grant.*

*Please note: there is an additional \$2,053,242 grant pending, which might be received prior to the board meeting for approval to complete the project.*

**Board Action Requested:** (Attach additional pages if needed)  
*None – to provide the board with an update on the progress.*

Supporting Documents:    Attached    None