PINE COUNTY
MINNESOTA

AGENDA

PINE COUNTY BOARD MEETING

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

A) Call meeting to order

B) Pledge of Allegiance

C) Public Forum

D) Adopt Agenda Items

E) Approve Minutes of May 15, 2012 and May 29, 2012 Board Meetings

F) Approve Consent Items

Minutes of Boards, Committees and Board Memos, Newsletter

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

CONSENT AGENDA

Auditor/Treasurer

1. May 2012 Disbursements

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

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

REGULAR AGENDA

(Times are approximate)

10:05 a.m. Sheriff

1. Sheriff's Report

2. Acknowledge and approve the attendance of Sergeant Jennifer Decker and Correction Officer Shanna Draves at Basic Spanish for Jail Facilities from July 9-11 in Johnston, Iowa. Cost for meals and fuel only

10:20 a.m. Public Works

1. Open Bids for Paving Contract #1201

2. Open Bids for Culvert Replacement Contract #1202

10:30 a.m. Auditor/Treasurer

1. Accept the resignation of Clerk III Julian Hansen effective June 22, 2012. Request immediate replacement subject to recommendation of Personnel Committee

10:35 a.m. Assessor

1. Approve sending Property Appraiser Martha Cote to Assessments Laws & Procedures Course from July 16-19, 2012 in St. Cloud, MN. Total cost $464.28

10:40 a.m. Administrator

1. Central MN Jobs & Training Services presentation

2. Small Cities Development Program update

3. County Administrator position

11:05 a.m. County Attorney

1. Prohibiting Firearms at work

2. Out of State Travel Requests

11:35 a.m. Commissioner's Report

Upcoming Meetings

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

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

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

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

MINUTES OF PINE COUNTY BOARD MEETING *Regular Meeting*

Tuesday, May 15, 2012 1:00 p.m. Public Health Building, Sandstone, MN

Vice-Chairman Hallan called the meeting to order at 1:00 p.m. Present were Commissioners, Doug Carlson, Curt Rossow, and Mitch Pangerl. Also present was County Administrator Mark LeBrun and County Attorney John Carlson.

The Pledge of Allegiance was said.

Vice-Chairman Hallan called for public comment. No public comment.

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

Commissioner Pangerl moved to approve the minutes of the May 1, 2012 Board meeting. Commissioner Rossow seconded, motion carried.

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

Minutes of Boards, Committees and Board Memos, Newsletter

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

CONSENT AGENDA

Auditor

1. Cash Balance as of April 30, 2012

Revenue Fund	$ (1,142806.89)
Health and Human Services Fund	$ 1,316,896.90
Road and Bridge Fund	$ 7,240,378.19
Land Management Fund	$ 1,046,751.86

2. Applications for Abatement –
   Compass North Development, 1300 Northridge Dr NW, Pine City, PID 42.0039.004, pay 2011 & 2012
   Phyllis & Stephen Stayner, 1 Pokegama Ave W, Henriette, PID 39.0012 & 39.0013.000, pay 2012

3. Application for Exempt Permit for Kettle Kinship to conduct MN lawful gambling on September 2, 2012 at Heidelberger Farm Equipment, 3923 State Hwy 70, Pine City (Royalton Twp)

Probation

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

REGULAR AGENDA

County Board

Vice-Chairman Hallan led discussion on the 800 MHz project and the purchase of radios for the Fire Departments. Board will discuss further at a Committee of the Whole meeting.

Sheriff

Sheriff Cole presented for acceptance a $2,500 donation from the Corporate Commission of the Mille Lacs Band of Ojibwe Indians to the Pine County Sheriff's Volunteer Posse. Commissioner Pangerl motioned to accept donation. Commissioner Rossow seconded, motion carried.

Sheriff Cole presented for approval the hiring of PT Dispatcher Donald Scullard effective May 29, 2012 at $15.57/hr B23. Commissioner Rossow motioned to approve as presented. Commissioner Carlson seconded, motion carried.

Sheriff Cole presented for approval the hiring of Sheriff's Secretary Elisabeth Stannard effective May 18, 2012 at $12.89/hr B21. Commissioner Pangerl motioned to approve as presented. Commissioner Carlson seconded, motion carried.

Administrator

Vice-Chairman Hallan opened a Public Hearing for the 2012-2017 Capital Improvement Plan for public comment at 1:30 pm. No public comments were made. Vice-Chairman Hallan closed the hearing at 1:33 pm.

Sheriff

Sheriff Cole presented for approval the promotion from PT to FT Deputies Patrick Ellstrom and Adam Kenow effective May 6, 2012. Commissioner Rossow motioned to approve as presented. Commissioner Carlson seconded, motion carried.

Sheriff Cole presented for approval internally filling a FT Correction Officer position. Commissioner Pangerl motioned to approve as presented. Commissioner Rossow seconded, motion carried.

Sheriff Cole presented for approval the hiring of PT Dispatcher Nikkole Summerland effective May 17, 2012 at $15.57/hr B23. Commissioner Rossow motioned to approve as presented. Commissioner Carlson seconded, motion carried.

Sheriff Cole presented for acknowledgement the President's Volunteer Service Award received by the Pine County Sheriff's Volunteer Posse. Commissioner Pangerl motioned to accept the award and thank the volunteers for their service. Commissioner Rossow seconded, motion carried.

Probation

Probation Director Arola presented the final report on the RLE Federal Stimulus Grant. No action taken.

Administrator

Administrator LeBrun presented for approval the hiring of MIS Support Specialist Thomas Keefe effective May 16, 2012 at $15.03/hr B24. Commissioner Carlson motioned to approve as presented. Commissioner Pangerl seconded, motion carried.

Administrator LeBrun presented for approval the hiring of a Architect to assist in specifications and inspection of Pine Government Center tuckpointing project. Commissioner Carlson motioned to approve as presented. Commissioner Rossow seconded, motion carried.

Administrator LeBrun presented for approval the hiring of 4H Summer Assistant Cassie VonRueden effective May 29, 2012 at $11.45/hr A13. Commissioner Rossow motioned to approve as presented. Commissioner Pangerl seconded, motion carried.

Administrator LeBrun presented the proposed schedule and hiring process for the County Administrator position. Commissioner Rossow motioned to approve as presented. Commissioner Hallan seconded, motion carried.

Commissioner Pangerl motioned to appoint Mark LeBrun as Interim County Administrator effective May 31, 2012-June 29, 2012. Commissioner Rossow seconded, motion carried.

Carolyn Drude provided information on refinancing the HRA Bond for the Courthouse. Commissioner Carlson motioned to approve the resolution as presented to approve the

2012-2017 Capital Improvement Plan. Roll call vote called by Administrator LeBrun:

District 1 – Yes
District 2 – Yes
District 4 – Yes
District 5 – Yes

Resolution passed unanimously.

CERTIFICATION OF MINUTES RELATING TO GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS

Issuer: Pine County, Minnesota
Governing Body: Board of County Commissioners
Kind, date, time and place of meeting: A regular meeting held on May 15, 2012 at 1:30 p.m. at the Pine County Public Health/Public Works Building, 1610 Hwy 23 N, Sandstone, Minnesota.
Members present: County Commissioners Stephen Hallan, Mitch Pangerl, Curt Rossow and Doug Carlson
Members absent: Steve Chaffee
Documents Attached:
Minutes of said meeting (pages):

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

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

WITNESS my hand officially as such recording officer this 15th day of May, 2012.

_____
Mark LeBrun, County Administrator

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

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

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

WHEREAS, during the course of the preparation and review of the CIP, the Board has

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

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

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

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

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

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

SECTION 1. ADOPTION. The CIP is hereby adopted.

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

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

Approved by the Pine County Board of Commissioners this 15th day of May, 2012.

_____

Stephen Hallan, Vice-Chair

Attest:

_____

Mark LeBrun, County Administrator

Upcoming Meetings Announced

Arrowhead Counties Association meeting, Wednesday, May 16, 2012, 6:00 p.m., Hampton Inn, Duluth, MN

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

Committee of the Whole meeting, Tuesday, May 22, 2012, 10:30 a.m. Boardroom, Pine County Courthouse, Pine City, MN
NLX meeting, Wednesday, May 23, 2012, 10:00 a.m. Boardroom, Pine County Courthouse, Pine City, MN

Pine County Board meeting, Tuesday, May 29, 2012, 10:00 a.m. Boardroom, Pine County Courthouse, Pine City, MN

With no further business, Vice-Chairman Hallan adjourned the County Board meeting at 3:07 p.m., until the next scheduled County Board Meeting on May 29, 2012 at 9:00 a.m. in the Boardroom of the Pine County Courthouse.

Mark LeBrun, Administrator Clerk to County Board	Stephen Hallan, Vice-Chair Board of County Commissioners

MINUTES OF PINE COUNTY BOARD MEETING *Regular Meeting*

Tuesday, May 29, 2012 9:00 a.m. Boardroom, Pine County Courthouse

Chairman Chaffee called the meeting to order at 9:00 a.m. Present were Commissioners, Doug Carlson, Steve Hallan, Curt Rossow, and Mitch Pangerl. Also present was County Attorney John Carlson.

The Pledge of Allegiance was said.

REGULAR AGENDA

County Board

Interviews for the County Administrator position were conducted with David Minke, Melvin Ruppert, and Michael Ericson.

County Board consensus identified David Minke as the top candidate and staff was directed to commence negotiations and to perform the necessary background information for consideration on June 5th.

With no further business, Chairman Chaffee adjourned the County Board meeting at 2:25 p.m. until the next scheduled County Board Meeting on June 5, 2012 at 10:00 a.m. in the Boardroom of the Pine County Courthouse.

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

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 Coordinator/Engineer

Pine County Land Surveyor Monthly Report

May 2012

Enders Lane T42N R16W sections 14 and 23 excavate in road to search for PLSS corner evidence.

CSAH 47 T45N R18W section 17 excavate in road to search for PLSS corner evidence.

CSAH 49 T45N R18W sections 17 and 20 excavate in road to search for PLSS corner evidence.

Koecher Road T45N R18W section 23 excavate in road to search for PLSS corner evidence.

Interview of the candidates to fill the Survey Crew Chief position.

Create and file PLSS corner Certificates done by County Surveyor.

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 May 2012.doc

Personnel Committee Meeting Minutes of May 15, 2012 @ 11:45 am

Present: Mark LeBrun, John Carlson, Commissioner Steve Hallan, Commissioner Mitch Pangerl, Commissioner Doug Carlson, and Commissioner Curt Rossow.

1. Administrator LeBrun presented 20 County Administrator applications for review and a proposed timeline. Committee recommended 4 finalists and process to proceed. Interviews will be held on May 29, 2012.

Committee of the Whole meeting summary minutes, May 22, 2012. Boardroom, Pine County Courthouse

Vice-Chairman Hallan called the meeting to order at 10:30 a.m. Present were Commissioner Carlson, Commissioner Chaffee, Commissioner Rossow, and Commissioner Pangerl. Also present was County Administrator Mark LeBrun and County Attorney John Carlson.

Vice-Chairman Hallan began discussion on the 800 MHz project and radio purchases. Sheriff Cole presented information on radio expenses for Pine County Fire Departments. Consensus of board is to proceed with funding for approximately 75% of the identified need for the fire departments at an estimated cost of $210,000 plus a $50,000 grant.

Auditor/Treasurer Clemmer updated the board on the Audit process and bond refinancing.

With no further matters to discuss, Vice-Chairman Hallan adjourned the Committee of the Whole meeting at 12:01 pm.

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: June 5, 2012	Consent Agenda *(Please Circle)* Regular Agenda Estimated Time: *(Please Circle)* _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action: **Auditor/Treasurer**	Cathy Thomas 5-29-12 Department Head Signature Date

Item for Discussion:

May 2012 Disbursements

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None

DISBURSEMENTS JOURNAL REPORT Specific Dates: 05/01/2012 - 05/31/2012

RECAP BY FUND	FUND	AMOUNT	NAME
	1	498,900.75	GENERAL REVENUE FUND
	13	182,387.67	ROAD & BRIDGE FUND
	21	478,337.57	800 MHZ PROJECT FUND
	22	32.76	LAND MANAGEMENT FUND
	76	232,519.21	GROUP HEALTH INS FUND 5/1/95 (GEN)
	80	26,751.41	COUNTY COLLECTIONS AGENCY FUND
	82	2,812,070.97	TAXES AND PENALTIES AGENCY FUND
		4,231,000.34	Total Disbursements

RECAP BY TYPE	TYPE	AMOUNT	NAME
	1	4,232,446.98	AUD
	3	1,446.64-	MVC
		4,231,000.34	Total Disbursements

Copyright 2010 Integrated Financial Systems

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: June 5, 2012	Consent Agenda *(Please Circle)* Regular Agenda Estimated Time: *(Please Circle)* _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action: **Auditor/Treasurer**	Cathy Connor 5-29-12 Department Head Signature Date

Item for Discussion:

Applications for Abatement:
Ronald Atkins, 4579 Burns St, Bruno. PID 36.5136.000, pay 2012
Michael McEachran Jr, 63690 Hannu Ln, Finlayson, PID 27.0315.000, pay 2012
Tom Hansen, 4911 Pokegama Lake Rd, Grasston, PID 28.1030.000 and 29.0057.001, pay 2012
Douglas & Heather Schultz, 55512 Forest Blvd, Rush City, PID 43.0511.001, 43.0494.000, 43.0488.000 & 43.0512.000, pay 2012

Board Action Requested: (Attach additional pages if needed)

Approve Applications

Supporting Documents: Attached None

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: 6-5-12	Consent Agenda *(Please Circle)* Regular Agenda Estimated Time: *(Please Circle)* _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action: **Auditor- Treasurer**	Cathy Clemmer 5-29-12 Department Head Signature Date

Item for Discussion: (one form per item)

Approval of 3.2 liquor licenses for the attached list:

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

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None

Ray & Marge's Resort – ON/OFF 36700 Lakeland Rd, Sturgeon Lake, MN 55783	Windemere Township
Duxbury Store – ON/OFF 61113 Duxbury Rd., Sandstone, MN 55072	Wilma Township
Duquette General Store – OFF 88235 Hwy 23 N, Kerrick, MN 55756	Kerrick Township
Birch Creek Golf Course – ON/OFF 86697 Rosewood LN, Sturgeon Lake, MN 55783	Sturgeon LakeTownship

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: June 5, 2012	Consent Agenda *(Please choose)* Regular Agenda Estimated Time: *(Please Circle)* 5 minutes 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department requesting action: **Sheriff / Jail**	Department Head Signature 5-25-2012 Date

Item for Discussion: (one form per item)

Acknowledge and approve Sergeant Jennifer Decker and Correction Officer Shanna Draves to attend "Basic Spanish for Jail Facilities" on July 9, 10 & 11 in Johnston Iowa. The training is fully funded by the Department of Defense. Training is free, lodging is free, materials are free. Only cost will be meals and fuel.

Attendees will taught commands, questions and statements specific to jailers. Topics include, intake, body commands, body searches, cell searches, restraining prisoners, prisoner transport. Participants will receive training manual and 2 CD's.

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None

PLEASE POST

FREE TRAINING FREE TRAINING

BASIC SPANISH FOR JAIL FACILITIES
Camp Dodge @ Johnston, IA *

This course is being held in partnership with the Iowa Law Enforcement Academy.

July 9-11, 2012

This 2.5 day (20-hour) class teaches commands, questions and statements that are specific to jailers. Topics include intake; body commands; strip search; cell search; restraining prisoners; prisoner transport; and many more. Each participant receives a manual with 2 CDs.

NO prior knowledge of Spanish required!

FREE TRAINING!!

This training is fully-funded by the Department of Defense and offered by the **Midwest Counterdrug Training Center.**
The training will be conducted by Command Spanish, Inc.

• FREE TRAINING • FREE MATERIALS •
NO REGISTRATION FEE FOR PARTICIPANTS

**** Lodging** (no meals) **provided to students outside a 50-mile radius from the course location.***

HOW TO REGISTER

REGISTER AT: *www.counterdrugtraining.com*

- Click on "Course Schedules", on the left.
- Go to the **month** of training and scroll down to *"Basic Spanish for Jail Facilities"* in ***Johnston, IA.***
- Click on "Click to Register" and fill out registration form.
- Click "Submit Registration".
- Once your eligibility has been verified, you will receive a confirmation email that will include training location and other necessary information.

QUESTIONS?

Midwest Counterdrug Training Center
mctc@ng.army.mil
1-800-803-6532 • Fax 515-727-3613 • DSN 431-4756
http://www.counterdrugtraining.com

If you wish to be removed from our contact list, please phone us at 1-800-250-8637 with the fax number you would like to have removed.

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: June 5, 2012 As close to 10:10 a.m. as possible	Consent Agenda *(Please Circle)* Regular Agenda Estimated Time: *(Please Circle)* 10 Min. 15 Min. _____ Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action: **Pine County Public Works**	Department Head Signature 5/30/12 Date

Item for Discussion: (one form per item)

Contract #1201

CP 058-017-002 Located on CSAH 17; between 1.73 miles N of Cr 140 and CSAH 26
SAP 058-617-017 Located on CSAH 17; between 140 W to 1.73 miles N of CR 140 W
SAP 058-655-006 Located on CSAH 55; between 1.85 miles SW of CR 125

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

Supporting Documents: Attached None

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: June 5, 2012 As close to 10:10 a.m. as possible	Consent Agenda *(Please Circle)* Regular Agenda Estimated Time: *(Please Circle)* 10 Min. 15 Min. _____ Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action: **Pine County Public Works**	Department Head Signature 5/30/12 Date

Item for Discussion: (one form per item)

Contract #1202

CP 058-040-001 Located on CSAH 40; Between CSAH 52 and CSAH 46
CP 058-051-001 Located on CSAH 51; Between CSAH 50 and Carlton CSAH 10
CP 058-052-001 Located on CSAH 52; Between CSAH 40 and Edgewood Road

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

Supporting Documents: Attached None

PINE COUNTY REQUEST FOR BOARD ACTION

Regular

Requested Board Date: June 5, 2012	Consent Agenda *(Please Circle)* Regular Agenda Estimated Time: *(Please Circle)* 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action: **Auditor/Treasurer**	Cathy Clonner 5-29-12 Department Head Signature Date

Item for Discussion:

Accept resignation of Julian Hansen, Clerk III effective June 22, 2012 and authorize immediate replacement subject to recommendation of Personnel Committee.

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: June 5, 2012	Consent Agenda *(Please Circle)* Regular Agenda Estimated Time: *(Please Circle)* 5 min 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action: **Assessor**	Department Head Signature 5/30/12 Date

Approve property appraiser Martha Cote to attend the Assessment Laws & Procedures course July 16-19 at the St. Cloud Best Western-Kelly Inn. Course cost is $380.00, lodging one night $84.28; total cost $464.28.

Board Action Requested: (Attach additional pages if needed)

Supporting Documents: Attached None

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: June 5, 2012	Consent Agenda *(Please Circle)* Regular Agenda Estimated Time: *(Please Circle)* 5 Min. Min. Time needed 20 Min. 45 Min. 1 hour
Department requesting action: **Administrator**	5/31/12 Department Head Signature Date

Item for Discussion:

Central MN Jobs & Training Services Presentation

Board Action Requested: (Attach additional pages if needed)
No Action

Supporting Documents: Attached None

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: June 5, 2012	Consent Agenda *(Please Circle)* Regular Agenda Estimated Time: *(Please Circle)* 10 Min. Min. Time needed 20 Min. 45 Min. 1 hour
Department requesting action: **Administrator**	Mark A LeB 5/31/12 Department Head Signature Date

Item for Discussion:

Small Cities Development Program Update – Approve $30,000 in renovation funds for "A Place For You" homeless shelter in Pine City

Request for additional Administration money from existing funds

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

Supporting Documents: Attached None

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: June 5, 2012	Consent Agenda *(Please Circle)* Regular Agenda Estimated Time: *(Please Circle)* 10 Min. Min. Time needed 20 Min. 45 Min. 1 hour
Department requesting action: **Administrator**	Mark A LeB 5/31/12 Department Head Signature Date

Item for Discussion:

Approve employment contract with David Minke for County Administrator position.

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

Supporting Documents: Attached None

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: June 5, 2012	Consent Agenda *(Please Circle)* Closed Session Regular Agenda Estimated Time: *(Please Circle)* _____ 10 Min. 15 Min. Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action: **Pine County Attorney's Office**	Department Head Signature 5/30/12 Date

Item for Discussion: (one form per item)

Prohibiting Firearms at Work

Board Action Requested: (Attach additional pages if needed)

Discussion regarding the prohibition of firearms by county employees while working on county property or at any location on behalf of the county except for licensed peace officers or elected officials.

Supporting Documents: ____ Attached ____None

PINE COUNTY REQUEST FOR BOARD ACTION

Requested Board Date: June 5, 2012	Consent Agenda *(Please Circle)* Closed Session Regular Agenda Estimated Time: *(Please Circle)* _____ 10 Min. (15 Min.) Time needed 30 Min. 45 Min. 1 hour
Department Requesting Action: **Pine County Attorney's Office**	Department Head Signature 5/30/12 Date

Item for Discussion: (one form per item)

Out of State Travel Requests

Board Action Requested: (Attach additional pages if needed)

Review of Attorney General Opinion and discussion regarding out of state travel requests for training or conferences by the Pine County Sheriff or his employees.

Supporting Documents: ____ Attached ____None