



Pine County 2016 Budget

Pine City, Minnesota



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PRINCIPAL COUNTY OFFICIALS

County Commissioners

<u>District No.</u>		<u>Term expires</u>
District 1.....	Stephen Hallan	2018
District 2.....	Joshua Mohr.....	2018
District 3.....	Steve Chaffee	2016
District 4.....	Curt Rossow (Chair)	2016
District 5.....	Matt Ludwig (Vice Chair)	2018

Elected Officers

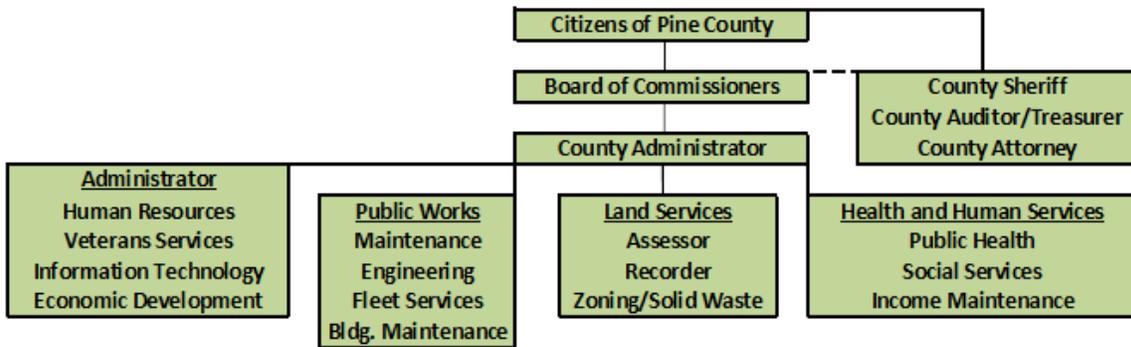
County Attorney.....	Reese Frederickson	2018
County Auditor/Treasurer	Cathy Clemmer	2018
County Sheriff.....	Jeff Nelson	2018

Appointed

County Administrator	David Minke
Director of Land Services/County Assessor	Kelly Schroeder
Director of Public Works/County Engineer.....	Mark LeBrun
Director of Health & Human Services.....	Becky Foss

To promote quality services to the citizens of Pine County in a cost-effective, courteous and efficient manner.

Pine County Organizational Structure





PINECOUNTY

Administrator's Office

635 Northridge Drive NW
Suite 200
Pine City, MN55063
1-800-450-7463 Ext. 1620
Fax: 320-591-1628

Commissioners

Steve Hallan – Dist. 1
Joshua Mohr – Dist. 2
Steve Chaffee – Dist. 3
Curt Rossow – Dist. 4
Matt Ludwig – Dist. 5

County Administrator

David J. Minke

January 2, 2016

RE: 2016 Budget Letter of Transmittal

Dear Commissioners:

In accordance with MS §375A.06, attached is the 2016 Pine County budget and budget presentation. The budget is balanced as expenditures do not exceed current year revenue and planned spending of reserves. For 2016 there were no significant changes in programs or services delivered by the county.

This budget represents a significant amount of work by commissioners and staff. The county board conducted six Budget Committee meetings and met with department heads and leaders of other organizations to arrive at the adopted 2016 budget.

I would like to thank the department heads and staff for their diligent work on this budget, their timely response to questions, and their support in getting to a balanced budget.

This book is intended as an aid for commissioners and citizens to better understand the county's budget. I hope the information is helpful and I look forward to suggestions for improvements. Administrative Assistants Debbie Gray and Roxanne Orvis were instrumental in bringing this book together.

Please contact me if you have any questions.

Sincerely,

David J. Minke
County Administrator

DJM/dg

GENERAL INFORMATION

History

Pine County was organized on March 1, 1856, with Chisago County being its primary parent county. Other portions of the original Pine County originated from Ramsey County. The original county seat was Chengwatana.

In 1857, Buchanan County in full, and southern portions of Aitkin and Carlton counties, were formed from the original Pine County, with Kanabec County organized a year later. In 1861, Buchanan County was dissolved and folded into Pine County. Pine County was re-organized in 1872, with Pine City becoming the new county seat.

The county government occupies three primary facilities in Pine City: the Pine County Courthouse, Pine Government Center, and Highway shop. The Pine Government Center is the former county courthouse and now houses county Human Services and the Pine City City Hall. The county also occupies two primary facilities in Sandstone: Public Health/Highway Building and the Land/Soil and Water Conservation District and Sheriff's Substation.

Form of Government

The county is organized under Minnesota Statute §375A.06 with the County Administrator Plan. Under that plan, the county is governed by a board of five county commissioners, each elected from a geographic district. County commissioners serve four-year staggered terms with an election held in November of each even-numbered year. Annually the commissioners elect a chair and vice-chair. The county commissioners appoint a county administrator to manage the day-to-day operations of the county.

The voters also elect a county attorney, county auditor/treasurer, and county sheriff who have statutory authority to manage their offices. These officers serve four-year terms.

Pine County also has 14 incorporated cities, 33 townships, and includes all or part of 7 school districts.

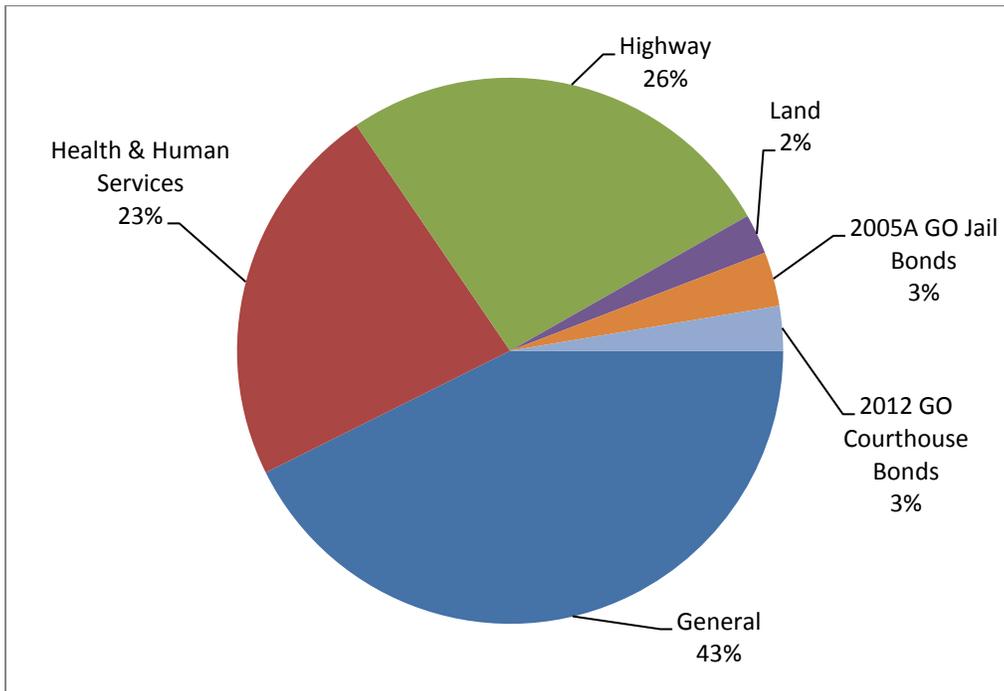
Financial Information

The county's fiscal year is the calendar year. The county board annually adopts a budget in December, authorizing expenditures and estimating revenues. The adopted budget sets the appropriation level by fund, except in the General Fund, where it is by department. Transfer of funds between budget departments or funds requires the approval of the county board. Appropriations expire at the end of the year.

Total expenditures for 2016 are budgeted at \$35,755,328 and total budgeted revenue is \$36,142,628 resulting in a surplus of \$262,300. The following charts show the revenue and expenditures by fund and expenditures as a percentage.

FUND	REVENUE	EXPENDITURE	DIFFERENCE
General	15,346,496	15,244,626	101,870
Health & Human Services	8,168,555	8,167,785	770
Highway	9,401,855	9,401,855	0
Land Management	863,100	849,631	13,469
Building Fund	75,000	0	75,000
2005A GO Jail Bonds	1,165,752	1,147,256	18,496
2012 GO Courthouse Bonds	996,870	944,175	52,695
Technology Equipment Fund	125,000	125,000	0
GRAND TOTAL	36,142,628	35,880,328	262,300

Expenditures by Fund as Percentage



Property Tax Levy

The county board approved a property tax levy of \$15,942,799, which represents an increase of 4.89 percent over the 2015 property tax levy. The levy, by fund, is shown in the chart below.

General	\$ 8,283,158
Health & Human Services	\$ 3,517,198
Road & Bridge	\$ 1,779,821
Building Fund	\$ 75,000
Jail Bond	\$ 1,165,752
Courthouse GO Bond	\$ 996,870
Technology Equipment	\$ 125,000
Total	\$15,942,799

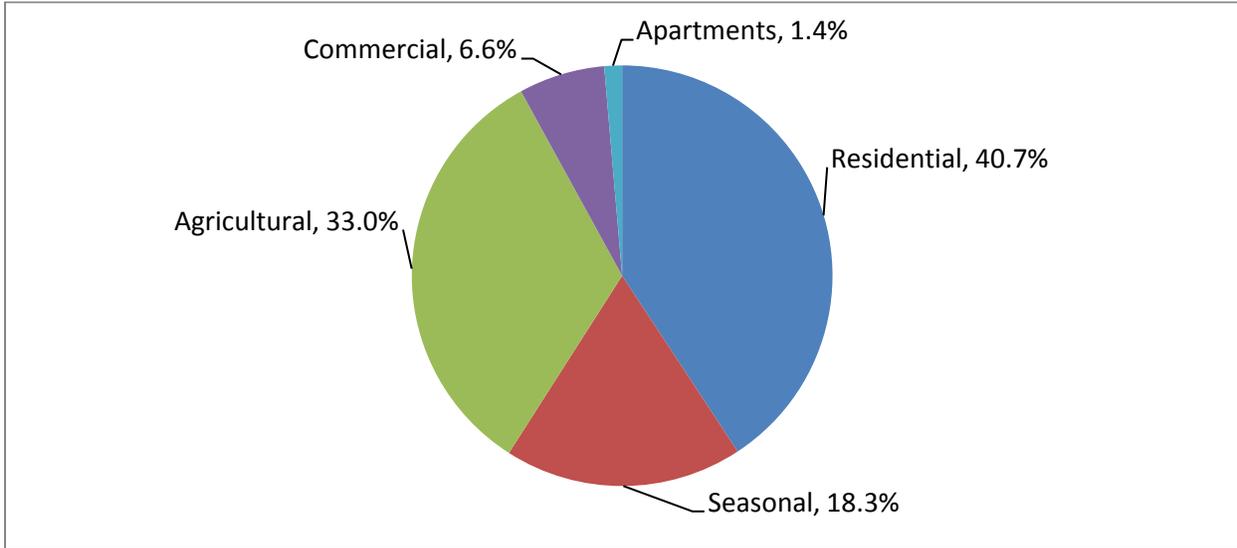
Property Tax Information

There are a total of 30,700 parcels of property in Pine County. Approximately 27,900 are taxable and 2,800 are property tax exempt. The tax exempt parcels represent approximately 18 percent of the total value. For 2015, the largest property taxpayers were:

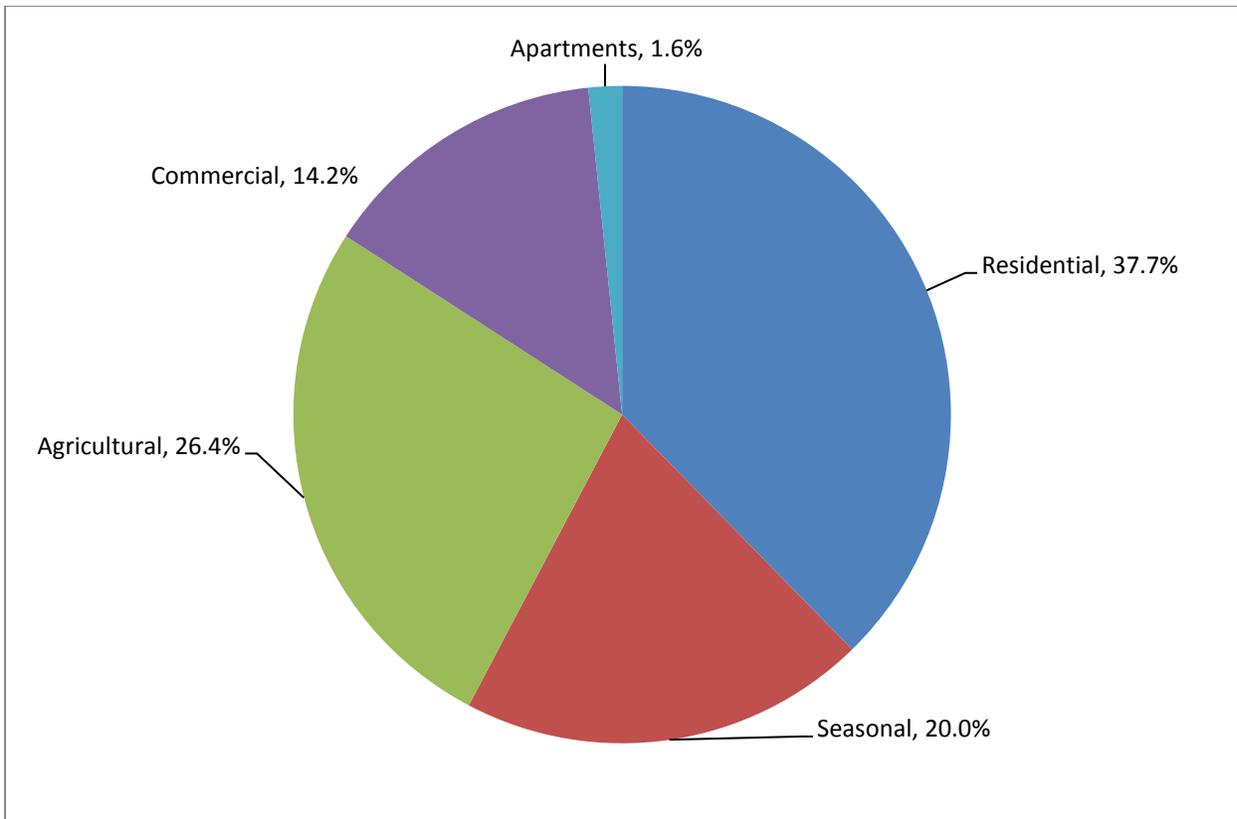
Taxpayer	Taxable Market Value	Net Tax Capacity	Total Taxes Payable (all entities)
Hinckley Holding company (MLBO)	15,101,300	294,207	\$542,146
Great River Energy	\$13,447,500	\$265,950	\$459,850
Mille Lacs Band of Ojibwe (MLBO)	\$25,404,300	\$305,428	\$407,371
BNSF Railway Company	\$11,152,500	\$220,912	\$405,136
Walmart Real Estate Business	\$8,842,600	\$176,102	\$371,460
Allete, Inc	\$7,964,400	\$157,019	\$315,430
Xcel Energy-Electric	\$6,615,400	\$131,558	\$224,826
Corporate Commission of the Mille Lacs Band (MLBO)	\$6,471,600	\$119,949	\$218,628
Northern Natural Gas	\$5,952,500	\$117,564	\$198,408
International Union of Operating Engineers	\$6,545,600	\$124,933	\$186,582

Taxable properties can be broken down into several broad types. The types of property and percent of the total county value and total county tax capacity are shown on the following two charts.

Estimated Market by Property Type



Tax Capacity by Property Type



Description By Fund

General Fund

The General Fund is used to account for general government, public safety, facilities, as well as organizations which the county makes a direct appropriation to such as the library, soil and water conservation district, historical society, etc. As shown in the chart below, total expenditures are \$15,244,626, while total revenue is budgeted at \$15,346,469. The budget includes \$20,000 of planned use of reserves for the septic fix up grant and nearly \$50,000 designated for future use, mostly from the Aquatic Invasive Species (AIS) grant, leaving a contingency of \$71,927. This budget is an increase of \$933,785 over the 2015 budget. Eighty-seven percent of the total increase is for public safety. The budget includes staff increases for an assistant county attorney, land & resources manager (hired in 2015) and two part-time dispatchers. Fifty-four percent (54%) of the general fund budget is property tax levy funded.

Total Expenditures	\$15,244,626
Total Revenue	\$15,346,469
Designated for Future Use	\$ 49,916
Use of Reserves	\$ 20,000
Contingency	\$ 71,927
Levy Amount	\$ 8,283,158
Levy Percent	54%

Major revenue for the General Fund includes:

Property Taxes	\$8,283,158
County Program Aid (CPA)	\$1,785,537
Payments in Lieu of Taxes-state	\$ 675,000
Prisoner Boarding Fees	\$ 529,000
Recorder fees	\$ 225,000

Health and Human Services Fund

The Health and Human Services (HHS) Fund is used to account for services provided to county residents. As shown in the chart below, total expenditures for the fund are budgeted at \$8,167,785, while total revenue is budgeted at \$8,168,555, leaving a surplus of \$770.

Expenditures	\$8,167,785
Revenue	\$8,168,555
Fund Surplus	\$770
Levy amount	\$3,517,198
Levy Percent	(43%)

Health and Human Services is divided into three main program areas: 1) Income Maintenance, 2) Social Services, and 3) Public Health.

<u>Program</u>	<u>Revenue</u>	<u>Expenditure</u>
Income Maintenance	\$2,752,791	\$2,752,021
Social Services	\$5,055,260	\$5,055,260
Public Health-Levy portion only	\$ 360,504	\$ 360,504

Road and Bridge (Highway) Fund

This fund is used to account for the construction and repair of the county’s highways. The county maintains approximately 700 miles of county roads, of which nearly 400 miles are paved. Maintenance work includes snow and ice control, culvert installation and repair, brush control, asphalt repair, and sign installation and maintenance. The department also operates fleet services, providing the acquisition and maintenance of vehicles for other county departments. For the 2016 budget, the sheriff’s department vehicles were fully integrated to the fleet fund resulting in a budget shift from the General Fund to the Highway Fund of \$260,000.

Revenue	\$9,382,262
Expenditures	\$9,382,262
Levy amount	\$1,779,821
Levy Percent	(19%)

Land Management

This fund is used to account for the county’s management of tax forfeited properties. The properties are owned by the state of Minnesota, but managed by the county. The county maintains approximately 48,000 acres of tax forfeited properties, of which nearly 33,500 acres are dedicated as memorial forest and approximately 14,500 acres are available for future sale. After deducting the administrative costs and timber development fund apportionment, the revenue from tax forfeited lands including timber sales, land sales, gravel, leases, and repurchases, are apportioned according to Minnesota Statute §282 which provides for 40 percent each to the county and school district and 20 percent to the township.

Building Fund

The county has maintained a building fund for many years. The fund is used to account for resources dedicated to major building/facility projects. For 2016, \$75,000 is levied for this fund.

Debt Service Funds

The county budgets in two debt service funds. These funds are to repay obligations from the construction of the Pine County Courthouse and Jail. The levy amounts for 2016 are 2005A G.O. Jail Bonds, \$1,165,752, and 2012A G.O. Courthouse Bonds, \$996,870. Both debts are scheduled to be retired in 2031.

Technology Equipment Fund

This is a new fund for 2016. The purpose of this fund is to account for resources dedicated to significant Information Technology projects. For 2016, \$125,000 is levied for this fund and is intended to fund a portion of a new Records Management System (RMS) for the sheriff's office. The total estimated for the project is \$300,000 - \$500,000. An RFP will be released in 2016 and the remaining balance will be funded in the 2017 budget.

Resolution 2015-49
RESOLUTION ESTABLISHING THE 2016 PROPERTY TAX LEVY

WHEREAS, M.S. §275.07 requires the county levy to be certified to the County Auditor on or before five working days after December 20; and

WHEREAS, the Pine County Board of Commissioners have adopted a preliminary property tax levy of \$15,942,799; and

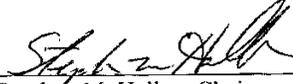
WHEREAS, the final levy may be equal to or less than the preliminary property tax levy.

NOW, THEREFORE, BE IT RESOLVED that the 2016 property tax levy for Pine County shall be \$15,942,799 distributed to the various funds as shown below:

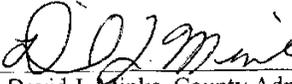
	Gross Levy	Program Aid	Net Levy
General	\$10,078,695	\$1,785,537	\$8,293,158
Health & Human Services	\$3,517,198		\$3,517,198
Road and Bridge	\$1,769,821		\$1,769,821
Building	\$75,000		\$75,000
2005A Jail Bond	\$1,165,752		\$1,165,752
2012 Courthouse GO Bond	\$996,870		\$996,870
Technology Equipment	\$125,000		<u>\$125,000</u>
Total Property Tax Levy			\$15,942,799

BE IT FURTHER RESOLVED that the County Administrator shall certify this levy to the County Auditor.

Attest:



 Stephen M. Hallan, Chair
 Pine County Board of Commissioners



 David J. Minke, County Administrator
 Clerk to the County Board

Resolution 2015-50
RESOLUTION ADOPTING THE 2016 BUDGET

WHEREAS, as required by M.S. §375A.06, the County Administrator has submitted a proposed budget to the County Board of Commissioners; and

WHEREAS, the Pine County Board of Commissioners have reviewed the proposed 2016 budget, conducted several public meetings on the proposed budget, and made changes to the proposed budget; and

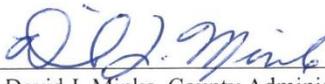
WHEREAS, On December 3, 2015, the County Board held a public meeting on the proposed budget and property tax levy where the public was allowed to comment on the proposed budget and property tax levy,

NOW, THEREFORE, BE IT RESOLVED that the attached proposed 2016 budget is hereby adopted in the amounts shown.

Attest:



Stephen M. Hallan, Chair
Pine County Board of Commissioners



David J. Minke, County Administrator
Clerk to the County Board

BUDGET SUMMARY 2016

DEPT #	REVENUE DEPARTMENT	REVENUES	EXPENDITURES
5	COUNTY BOARD	0	252,512
13	COURT ADMINISTRATION	2,500	64,000
20	LAW LIBRARY	26,500	22,500
41	COUNTY AUDITOR-TREASURER	100,000	630,868
61	MIS	15,000	550,690
62	CENTRAL SERVICES	34,000	34,000
63	TRUTH IN TAXATION	9,200	14,700
71	ELECTIONS ADMINISTRATION	7,900	81,150
72	COUNTY ADMINISTRATOR	1,000	352,249
74	AQUATIC INVASIVE SPECIES PRC	130,635	96,919
91	COUNTY ATTORNEY	120,050	881,972
92	CONTRACTED ATTNYS/CONSULT	0	40,000
101	COUNTY RECORDER	295,000	440,569
105	COUNTY ASSESSOR	178,500	539,049
107	PLANNING AND ZONING	60,100	109,207
111	GOVT BUILDING OPERATIONS	242,200	705,062
121	VETERANS SERVICES	10,000	109,114
201	COUNTY SHERIFF	952,000	3,620,820
204	SHERIFF DISPATCH	0	601,422
205	BOAT & WATER	7,951	7,951
208	ATV GRANT	6,956	6,956
210	GUN PERMITS	20,000	7,800
227	ENHANCE 911	100,000	100,000
249	MEDICAL EXAMINER	0	55,000
251	COUNTY JAIL	775,250	3,938,552
255	PROBATION	285,772	774,962
256	SENTENCE TO SERVE	0	71,387
281	CIVIL DEFENSE	21,026	21,026
391	SOLID WASTE	2,800	41,664
392	SCORE RECYCLING	188,285	216,558
501	ECR LIBRARY	0	302,225
502	HISTORICAL SOCIETY	0	15,000
601	SOIL /WATER CONSERVATION	48,481	145,702
602	EXTENTION COMMITTEE	0	1,800
603	COUNTY EXTENTION	0	95,621
604	AGRICULTURE SOCIETY	0	10,000
605	ECONOMIC DEVELOPMENT	0	36,073
613	WATERSHED BOARD	0	11,168
702	PINE COUNTY HOUSING AUTHOR	0	3,000
801	NON-DEPARTMENTAL	11,705,390	228,078
813	MEED-CENTRAL MN INITIATIVE	0	7,300
	TOTAL	15,346,496	15,244,626

DEPT #	HEALTH AND HUMAN SERVICES	REVENUES	EXPENDITURES
12-420	INCOME MAINTENANCE	2,752,791	2,752,021
12-430	SOCIAL SERVICES	5,055,260	5,055,260
12-440	CHILDREN'S COLLABORATIVE	0	0
12-481	NURSING	360,504	360,504
	TOTAL	8,168,555	8,167,785

DEPT #	HIGHWAY DEPARTMENT	REVENUES	EXPENDITURES
13-310	ADMINISTRATION	0	332,234
13-320	ENGR/CONSTRUCTION	0	4,909,224
13-330	EQUIPMENT	0	2,060,297
13-340	REPAIR AND SHOP	0	1,830,068
13-801	NON-DEPARTMENTAL	9,401,855	270,032
	TOTAL	9,401,855	9,401,855

DEPT #	RESOURCE DEVELOPMENT DEPARTMENT	REVENUES	EXPENDITURES
22-703	LAND USE	857,600	831,631
22-704	RESOURCE DEVELOPMENT	0	7,500
22-705	ROAD FUND GAS TAX	5,500	5,500
22-707	TIMBER DEVELOPMENT		5,000
	TOTAL	863,100	849,631

DEPT #	BUILDING FUND DEPARTMENT	REVENUES	EXPENDITURES
38-801	BUILDING FUND	75,000	

DEPT #	2015 JAIL BONDS DEPARTMENT	REVENUES	EXPENDITURES
39-810	2015A JAIL BONDS	1,165,752	1,147,256

DEPT #	2012A CTHSE BONDS DEPARTMENT	REVENUES	EXPENDITURES
40-810	2012A COURTHOUSE BONDS	996,870	944,175

DEPT #	EQUIPMENT DEPARTMENT	REVENUES	EXPENDITURES
43-801	EQUIPMENT	125,000	125,000

TOTAL ALL FUNDS		36,142,628	35,880,328
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2016 Boards and Committees

Outside Boards and Committees	2016 Representative	2016 Alternate
AMC Committee – Environment & Natural Resources	Mohr	
AMC Committee – General Government	Rossow	
AMC Committee – Health & Human Services	Chaffee	
AMC Committee – Public Safety Policy Committee	Hallan	
AMC Committee – Transportation & Infrastructure	Ludwig	
AMC Committee – Indian Affairs Advisory Council	Hallan	Rossow
Arrowhead Counties Association (ACA)	All	
Association of Minnesota Counties (AMC)	All	
Central MN Jobs and Training Service	Hallan	Ludwig
Central Regional EMS Committee	Ludwig	Rossow
East Central Regional Development Commission (ECRDC)	Hallan	Rossow
East Central Regional Juvenile Center (ECRJC) Advisory Committee	Ludwig	Rossow
East Central Regional Library	Chaffee	Mohr
East Central Solid Waste Commission (ECSWC)	Hallan	Ludwig
Extension Committee	Chaffee/Mohr	
Fiber-Optic Joint Power Board	Hallan	Mohr
GPS 45:93 Joint Powers Board	Dr. Robert Musgrove	Hallan
Kanabec/Pine Board of Health	Hallan/Chaffee/Ludwig	Mohr
Lakes and Pines Community Action Council (CAC)	Rossow	Hallan
Law Library	Mohr	Chaffee
Mille Lacs Band Liaisons	Hallan/Chaffee	
NE MN Regional Radio Board	Hallan	Chief Deputy Paul Widenstrom
NLX	Ludwig	Chaffee
Rushline Corridor Task Force	Mohr	Chaffee
Snake River Watershed Joint Powers Board	Mohr	Hallan
Soil & Water Conservation District Liaison	Ludwig	Mohr

County Established Committees	2016 Appointment	2016 Alternate
Budget Committee	All	
Economic Development Committee		
Facilities Committee	Ludwig/Mohr	
GIS Committee	Hallan/Mohr	
Government Operations	Ludwig/Rossow	
Investment Committee	Ludwig/Hallan	
Land/Zoning Advisory Committee	Chaffee/Rossow	
Legislative Committee	All	
Methamphetamine Task Force	Ludwig/Rossow	
Negotiations (Labor relations) Committee	Chaffee/Mohr	
Personnel Committee	Chaffee/Ludwig	Rossow
Public Safety Committee	Hallan/Ludwig	
Technology Committee	Hallan/Mohr	
Transportation Committee	Hallan/Rossow	

Other Appointments	2016 Appointment	
Equal Employment Opportunity Coordinator required by section 3.2 of the County Policy and Procedure Manual	Connie Mikrot	
AMC Delegate Appointments (county is authorized 1 delegate for each commissioner and three additional delegates)	Steve Hallan Josh Mohr Steve Chaffee Curt Rossow	Matt Ludwig Mark LeBrun Becky Foss David Minke

Definitions

Staff (FTE) - The number of Full Time Equivalent staff in the budget. Most positions are calculated on 2080 hours per year while some are 1950 hours per year.

Revenue - Accounts for all money collected by the county, including property taxes, fees, charges for services, etc.

Personnel Services - Accounts for all personnel-related costs, including wages, overtime, health and life insurance, etc.

Services and Charges - Accounts for contracted services, training, postage, vehicle insurance, etc.

Supplies and Materials - Accounts for office supplies, gasoline, uniforms, etc.

Capital Expenditures - Includes vehicles, furniture, etc.

Other - Accounts for any other expenditure not otherwise categorized.

NOTE: If a General Fund department has funds required to be reserved for specific purposes, the December 31, yearend balance is noted for recent years at the bottom of the worksheet.

County Commissioners

Pine County is governed by a board of five (5) county commissioners who each represent a district. The commissioners annually elect a chair, vice chair, and appoint members to various committees.

The county board holds two regular meetings per month. The commissioners also serve as the Pine County Rail Authority which meets as needed. The board conducts special meetings and Committee of the Whole meetings as needed throughout the year.

Most of the expenditures in this department are for commissioner salaries (\$21,844 per year) and per diems for meeting attendance (\$100 per meeting).

County Board Goals

- Technology (Imaging, MS Office replacement)
- Human Resources Information System (HRIS)
- Comprehensive Plan and Implementation (Zoning)
- Facility/Building Plan (HHS/Sandstone)
- Highway 10-year Plan (evaluation of Sales Tax, Wheelage Tax, and Bonding)
- Trails (Oberstar segment & ATVs)/Outdoor Recreation
- Recycling
- Building & Employee Safety
- Media Relations/Citizen Communication/Social Media
- Public Health/Community Health Board
- Legislative Issues

County Commissioners

<u>Expenditure Category</u>	2013 Actual	2014 Actual	2015 Budget	2016 Budget	Dollar Change	% Change
Commissioners	5	5	5	5		
Revenue	5,942	5,651	-	-	-5,651	
Personnel Services	168,247	186,497	205,527	218,012	12,485	6.1%
Services and charges	28,243	27,297	29,500	34,500	5,000	16.9%
Supplies and Materials	-	-	-	-	-	
Capital Expenditures	-	-	-	-	-	
Other Expenditures	-	-	-	-	-	
Total Expenditures	196,490	213,794	235,027	252,512	17,485	7.4%
Net Expenditures	190,548	208,143	235,027	252,512	17,485	7.4%

Court Administrator

The State of Minnesota operates the district court system. Pine County is in the Tenth Judicial District. Minnesota Statute §484.77 requires that counties provide suitable facilities for court purposes. The top floor of the Pine County Courthouse provides three courtrooms and administrative office space for the district court. Two judges are chambered in Pine County.

Security of the courts is provided by the county sheriff's office.

This budget department is used to account for the county's direct expenditures related to the court system, most of which are payments for services related to court ordered evaluations and court appointed attorneys. Revenue in this department is state reimbursed jury costs and fines.

Court Administrator

<u>Expenditure Category</u>	2013 Actual	2014 Actual	2015 Budget	2016 Budget	Dollar Change	% Change
Staff (FTE)	0	0	0	0	-	-
Revenue	3,216	5,157	2,500	2,500	-	0.0%
Personnel Services	-	-	-	-	-	-
Services and charges	48,664	36,252	64,000	64,000	-	0.0%
Supplies and Materials	-	-	-	-	-	-
Capital Expenditures	-	-	-	-	-	-
Other Expenditures	-	-	-	-	-	-
Total Expenditures	48,664	36,252	64,000	64,000	-	0.0%
Net Expenditures	45,448	31,094	61,500	61,500	-	0.0%

Law Library

Pine County maintains a law library in accordance with Minnesota Statute §134A. Management and oversight is provided by the law library board, which includes the county attorney, a county commissioner, judge, and a local practicing attorney.

For 2016, the law library board members are Judge Krista Martin, Commissioner Josh Mohr, County Attorney Reese Frederickson, Mr. Mac Guptil and Mr. Kevin Hofstad.

The revenue in this department comes from court-imposed fines and fees. The main expense in this department provides for subscriptions to online legal resources and a contract for a person to provide part-time staff assistance.

No county levy funds are used in the operation of the law library. Any excess revenue, over expenditures, remains available to the law library for future expenses.

Starting in 2014, the law library board agreed to pay the county a \$1,500 annual technology maintenance fee to account for internet access and IT staff support.

Law Library

<u>Expenditure Category</u>	2013 Actual	2014 Actual	2015 Budget	2016 Budget	Dollar Change	% Change
Staff (FTE)						
Revenue	25,694	25,232	21,500	26,500	5,000	23.3%
Personnel Services	6,600	7,200	-	-	-	
Services and charges	654	146	7,600	8,500	900	11.8%
Supplies and Materials	21,172	14,721	13,900	14,000	100	0.7%
Capital Expenditures	-	-	-	-	-	
Other Expenditures	-	-	-	-	-	
Total Expenditures	28,426	22,067	21,500	22,500	1,000	4.7%
Net Expenditures	2,732	-3,165	-	4,000	4,000	
Law Library Fund Bal. 12/31	\$46,689	\$47,204				

Auditor/Treasurer

Costs related to the Auditor-Treasurer's Office consist of the following:

- Preparation of tax statements and the collection thereof throughout the year
- Administration and required publications of the Delinquent Tax List (Judgment List)
- Processing of land transfers
- Annual financial audit
- Preparation of the Proposed Property Tax Notices (Truth in Taxation)
- Administration of elections in even years

Revenues are from the administration of tobacco, liquor, etc. licensing as well as tax and financial reports prepared for outside companies. A portion of some of the expenses of the Auditor-Treasurer department is reimbursed by the cities/townships and school districts.

Auditor - Treasurer

<u>Expenditure Category</u>	2013 Actual	2014 Actual	2015 Budget	2016 budget	Dollar Change	% Change
Staff (FTE)		7	7	8		
Revenue	78,250	127,900	100,000	100,000	-	0.0%
Personnel Services	435,756	426,425	471,423	503,868	32,445	6.9%
Services and charges	109,687	107,867	124,000	114,000	-10,000	-8.1%
Supplies and Materials	4,984	11,761	11,000	12,000	1,000	9.1%
Capital Expenditures	170	116	1,000	1,000	-	0.0%
Other Expenditures	-	-	-	-	-	
Total Expenditures	550,597	546,170	607,423	630,868	23,445	3.9%
Net Expenditures	472,347	418,270	507,423	530,868	23,445	4.6%
Election Equipment Fund Balance 12/31	\$37,088	\$29,252				

Information Technology (IT)

The Information Technology Department consists of three employees (IT supervisor and two support specialists). The department is responsible for the county's information technology (servers, computers, phones, and internet). The IT department administers, maintains and researches technology for all departments in seven county buildings.

The IT department also provides leadership to the county's IT Committee, which includes two commissioners and other department heads as members. The committee collaborates on current and future technology needs for the county.

Most of the expenses for the department are for equipment and services, such as maintenance agreements and connectivity to the State of Minnesota. Increases for 2016 include installing an Access Control System for county buildings and increases on maintenance for county equipment. There is also \$125,000 budgeted in the Technology Capital Equipment Fund for an RMS system for the Sheriff.

Information Technology

<u>Expenditure Category</u>	2013 Actual	2014 Actual	2015 Budget	2016 Budget	Change	% Change
Staff (FTE)		3	3	3		
Revenue	14,128	32,872	15,000	15,000	-	0.0%
Personnel Services	137,483	121,571	165,937	176,540	10,603	6.4%
Services and charges	203,371	188,808	231,600	246,100	14,500	6.3%
Supplies and Materials	375	701	1,400	5,550	4,150	296.4%
Capital Expenditures	66,682	100,693	115,000	122,500	7,500	6.5%
Other Expenditures	-	-	-	-	-	
Total Expenditures	407,911	411,773	513,937	550,690	36,753	7.2%
Net Expenditures	393,783	378,901	498,937	535,690	36,753	7.4%

Central Services

The Central Services department accounts for the postage machine at the courthouse. Prior to 2014 this department also accounted for the purchase of some office supplies. Starting in 2014, all supplies are charged directly to the department budgets.

Central Services

	2013 Actual	2014 Actual	2015 Budget	2016 Budget	Amount Change	% change
<u>Expenditure Category</u>						
Staff (FTE)						
Revenue	32,851	34,952	33,000	34,000	1,000	3.0%
Personnel Services	-	-	-	-	-	
Services and charges	-	-	-	-	-	
Supplies and Materials	40,791	-	-	-	-	
Capital Expenditures	34,316	34,884	33,000	34,000	1,000	3.0%
Other Expenditures	-	-	-	-	-	
Total Expenditures	75,107	34,884	33,000	34,000	1,000	3.0%
Net Expenditures	42,256	-68	-	-	-	

Truth in Taxation

	2013 Actual	2014 Actual	2015 Budget	2016 Budget	Amount Change	% change
<u>Expenditure Category</u>						
Staff (FTE)						
Revenue	8,636	862	8,000	9,200	1,200	15.0%
Personnel Services	-	-	-	-	-	
Services and charges	7,072	7,434	7,300	7,500	200	2.7%
Supplies and Materials	7,175	6,000	7,200	7,200	-	0.0%
Capital Expenditures	-	-	-	-	-	
Other Expenditures	-	-	-	-	-	
Total Expenditures	14,248	13,434	14,500	14,700	200	1.4%
Net Expenditures	5,611	12,572	6,500	5,500	-1,000	-15.4%

Elections

<u>Expenditure Category</u>	2013 Actual	2014 Actual	2015 Budget	2016 Budget	Dollar Change	% change
Staff (FTE)				.2		
Revenue	4,977	2,257	6,000	7,900	1,900	31.7%
Personnel Services	-	-	-	2,700	2,700	
Services and charges	19,212	57,262	7,700	71,450	63,750	827.9%
Supplies and Materials	158	705	250	7,000	6,750	2700.0%
Capital Expenditures	-	-	-	-	-	
Other Expenditures	-	-	-	-	-	
Total Expenditures	19,370	57,967	7,950	81,150	73,200	920.8%
Net Expenditures	14,392	55,710	1,950	73,250	71,300	3656.4%

County Administrator

The County Administrator's department consists of four staff (three full-time and one part-time). The county administrator is appointed by the board to oversee the day-to-day operations of the county and to supervise the non-elected department heads. For 2016, staff in this department decreased by one with the transfer of the payroll clerk position to the Auditor/Treasurer's office.

Most of the cost in this department is for personnel.

County Administrator

<u>Expenditure Category</u>	2013 Actual	2014 Actual	2015 Budget	2016 budget	Dollar Change	% change
Staff (FTE)		4.8	4.8	3.8		
Revenue	(515)	443	1,000	1,000	-	
Personnel Services	319,484	322,548	342,145	306,249	-35,896	-10.5%
Services and charges	20,758	16,800	62,200	38,200	-24,000	-38.6%
Supplies and Materials	440	1,904	5,500	5,500	-	0.0%
Capital Expenditures	534	-	600	600	-	0.0%
Other Expenditures	2,088	1,663	1,500	1,700	200	13.3%
Total Expenditures	343,303	342,914	411,945	352,249	-59,696	-14.5%
Net Expenditures	343,818	342,471	410,945	351,249	-59,696	-14.5%

Aquatic Invasive Species Prevention (AIS)

The 2014 Minnesota State Legislature allocated counties across the state of Minnesota Aquatic Invasive Species (AIS) Prevention Aid to assist the DNR in their efforts to combat AIS. This program is overseen by the Land and Resources Manager and works collaboratively not only with the DNR, but with lake associations, resort owners, and watersheds within Pine County.

All revenues in this department are directly related to the aid; the amount is arrived at based upon a formula from DNR with the number of boat landings and parking spots at the boat landings within the county. The revenue which is not spent in the current year can be rolled over to future years (Pine County has rolled over \$108,919 from 2014 and 2015).

Over half the budgeted expenses within this department relate to personnel costs. The personnel consist of a .25 FTE Land and Resource Manager to oversee the program and watercraft inspectors. In 2016, Pine County plans to have nine watercraft inspections at boat landings throughout the county during the active boating months as compared to five in 2015. A variety of other will be undertaken including: controlling existing infestations, youth activities, decontaminations, and public education. The full 2016 AIS Plan can be found on the Pine County Website, under “Departments,” then “Planning and Zoning,” and then “Aquatic Invasive Species Program.”

Aquatic Invasive Species Program

<u>Expenditure Category</u>	2013 Actual	2014 Actual	2015 Budget	2016 Budget	Dollar Change	% Change
Staff (FTE)						
Revenue		59,020	131,156	130,635	-521	-0.4%
Personnel Services		1,663	38,100	71,419	33,319	87.5%
Services and charges		-	-	-	-	
Supplies and Materials		-	-	-	-	
Capital Expenditures		-	-	-	-	
Other Expenditures		6,200	25,000	25,000	-	0.0%
Total Expenditures		7,863	63,100	96,419	33,319	52.8%
Net Expenditures		-51,157	-68,056	-34,216	33,840	-49.7%
AIS Fund Bal. 12/31		\$50,710				

County Attorney's Office

The Pine County Attorney is an elected official with specific obligations set forth in Minnesota statutes. The county attorney leads an office staff of five assistant county attorneys and four legal secretaries. A victim's advocate is also available in the office for victim assistance. The office is located in the Pine County Courthouse, Pine City.

The Pine County Attorney's Office serves as the chief prosecutor for all felony and juvenile offenses committed within Pine County. In addition, the County Attorney's Office prosecutes certain gross misdemeanor, misdemeanor, petty misdemeanor, and county ordinance violations that occur within the county.

The Pine County Attorney's Office serves as chief legal counsel for the Pine County Board of Commissioners and other county departments. The County Attorney's Office may defend the county and/or its officers in civil litigation. The County Attorney's Office also drafts and reviews legal documents, such as contracts and agreements that are developed between the county and other parties. The County Attorney's Office is involved in numerous other areas such as child support, commitments, tax litigation, land use, ordinance development, and employment law.

The County Attorney's Office receives proceeds from DUI and drug forfeitures which can be used for prosecutorial expenses. The County Attorney's Office also receives payments from the Health and Human Services Department for services provided.

The County Attorney's Office obtains revenue from prosecuting crimes for the City of Hinckley, the City of Pine City, and the City of Sandstone. The Attorney's Office has a contract to enforce criminal blight ordinances for the City of Askov, and is exploring other revenue streams. The revenue from these contracts was used to substantially offset the cost of hiring an additional assistant county attorney for 2016. The Pine County Attorney's Office is one of the busiest in the east central region and is currently understaffed for its level of work.

The County Attorney's Office has implemented many proactive measures in 2015 that will impact 2016. One of these measures is a truancy prevention program called P.A.S.S. that was developed in partnership with the Pine County school districts and the St. Croix River Education District's Project ATTEND Coordinator. The County Attorney's Office has also partnered with Pine County Probation and Pine County Health and Human Services in the development of the C-5 Restorative Justice Program.

County Attorney

<u>Expenditure Category</u>	2013 Actual	2014 Actual	2015 Budget	2016 Budget	Dollar Change	% Change
Staff (FTE)		8.75	8.75	9.75		
Revenue	81,413	61,254	78,050	120,050	42,000	53.8%
Personnel Services	668,332	678,999	708,774	811,472	102,698	14.5%
Services and charges	26,286	18,007	34,900	36,500	1,600	4.6%
Supplies and Materials	19,373	20,966	24,000	24,000	-	0.0%
Capital Expenditures	1,532	1,028	2,000	-	-2,000	100.0%
Other Expenditures	1,618	3,059	10,000	10,000	-	0.0%
Total Expenditures	717,139	722,059	779,674	881,972	102,298	13.1%
Net Expenditures	635,726	660,805	701,624	761,922	60,298	8.6%
Attorney Forfeiture Fund Bal. 12/31	\$72,134	\$80,067				

Contracted Attorneys and Consultants

This department accounts for the county's consulting labor attorney. Most of the work is related to labor contract issues such as arbitrations, as well as general advice on labor-related issues.

Contracted Attorneys & Consultants

	2013 Actual	2014 Actual	2015 Budget	2016 Budget	Dollar Change	% Change
<u>Expenditure Category</u>						
Staff (FTE)						
Revenue	-	-	-	-	-	
Personnel Services	-	-	-	-	-	
Services and charges	42,604	15,516	50,000	40,000	-10,000	-20.0%
Supplies and Materials	-	-	-	-	-	
Capital Expenditures	-	-	-	-	-	
Other Expenditures	-	-	-	-	-	
Total Expenditures	42,604	15,516	50,000	40,000	-10,000	-20.0%
Net Expenditures	42,604	15,516	50,000	40,000	-10,000	-20.0%

County Recorder

The County Recorder's office has four staff that record, file, and preserve documents for legal purposes, issue and manage birth, death, and marriage licenses/certificates, and provide administrative assistance to the Zoning/Solid Waste Offices.

The revenues in this department are driven significantly by the recording fees for documents and vital statistics certificate issuances. It is important to note that approximately 50% of the revenue in this department goes into restricted funds (recorder technology fund and recorder compliance fund). These restricted funds can only be used for statutorily described items, not general operating costs, such as personnel. The unspent portion of these restricted funds rolls over from year to year and is shown on the next page.

The expenses in the department remain as stable as possible and only reflect the slight increase in personnel costs (1.5% COLAs, annual step increases per the union contract and health insurance premium increase) and a slight increase in capital outlay as the maintenance and support for the software the office uses is increasing in price. All capital outlays are paid out of the previously mentioned restricted funds, therefore not levy dollars. In 2016, these restricted funds are planned to be spent down some, as they have been building balances over the past few years.

County Recorder

<u>Expenditure Category</u>	2013 Actual	2014 Actual	2015 Budget	2016 Budget	Dollar Change	% Change
Staff (FTE)		4	4	4		
Revenue	338,197	294,642	280,150	295,000	14,850	5.3%
Personnel Services	270,982	271,580	264,270	274,069	9,799	3.7%
Services and charges	7,274	8,090	11,100	12,000	900	8.1%
Supplies and Materials	2,350	816	1,500	1,500	-	0.0%
Capital Expenditures	255,470	102,773	132,000	153,000	21,000	15.9%
Other Expenditures	-	-	-	-	-	
Total Expenditures	536,076	383,259	408,870	440,569	31,699	7.8%
Net Expenditures	197,879	88,617	128,720	145,569	16,849	13.1%
Recorder Equipment Fund Bal. 12/31	\$303,767	\$338,072				
Recorder Compliance Fund Bal. 12/31	\$119,233	\$137,651				

County Assessor

The County Assessor's Office consists of seven staff who:

- A. Provide an accurate, equalized assessment and classification of all properties within the county.
- B. Provide courteous, helpful, and confident customer services, both in the office and in the field.
- C. Assist the public in understanding the property tax system to help gain their trust.

The revenues in this department are driven significantly by the contracts and payments for assessing services of the cities and townships within the county. Pine County operates under a "local assessor system," meaning each city and township can choose who their assessor is, either the county assessor's office or a private licensed local assessor. For 2016, the county is under contract with 30 of 47 jurisdictions to provide these services. The other 17 jurisdictions employ their own private assessor; however the county still receives a nominal fee (\$1.50/parcel) for the upkeep of the software to process the data of the local assessor and the issuing of valuation notices.

The expenses in the department remain as stable as possible and only reflect the slight increase in personnel costs (1.5% COLAs, annual step increases per the union contract, and health insurance premium increases).

County Assessor

<u>Expenditure Category</u>	2013 Actual	2014 Actual	2015 Budget	2016 Budget	Dollar Change	% Change
Staff (FTE)		7	7	7		
Revenue	184,239	184,225	173,500	178,500	5,000	2.9%
Personnel Services	417,779	439,486	477,385	504,149	26,764	5.6%
Services and charges	16,051	13,444	20,100	19,900	-200	-1.0%
Supplies and Materials	6,826	6,141	7,500	7,800	300	4.0%
Capital Expenditures	1,748	518	800	800	-	0.0%
Other Expenditures	6,346	6,157	7,000	6,400	-600	-8.6%
Total Expenditures	448,750	465,746	512,785	539,049	26,264	5.1%
Net Expenditures	264,512	281,521	339,285	360,549	21,264	6.3%

Planning & Zoning

The Pine County Planning and Zoning office is responsible for the implementation and enforcement of Pine County ordinances, including the Pine County Floodplain Ordinance, Pine County Kettle River Wild and Scenic River Ordinance, Pine County Shoreland Management Ordinance, Pine County Subdivision and Platting Ordinance, and the Pine County Subsurface Sewage Treatment Systems Ordinance.

The revenues in this department come from the Natural Resources Block Grant (NRBG) through the Board of Water and Soil Resources and permit fees. The base grant amount for the NRBG is \$24,499, however in the past we have received some low-income septic fix-up monies and some incentive monies which are to support our continued efforts in septic compliance. In 2015, the Zoning Department saw a significant increase in permit revenue from previous years. This is thought to be due to increasing the number of jurisdictions the county administers the program for, an increase in number of septic systems installed due to the countywide point-of-sale compliance inspection requirement, and an overall stabilization of the economy.

The expenses in the department remain as stable as possible and only reflect the slight increase in personnel costs (1.5% COLAs, annual step increases per the union contract, and health insurance premium increases) and a \$2,000 increase in education. The increase in education expenses is due to the septic inspector certification requirement for two new staff that were hired in 2015 who did not have the certification upon hire.

Planning & Zoning

<u>Expenditure Category</u>	2013 Actual	2014 Actual	2015 Budget	2016 Budget	Dollar Change	% Change
Staff (FTE)		1.75	0.5	1		
Revenue	87,539	64,399	50,499	60,100	9,601	19.0%
Personnel Services	82,146	100,904	35,395	72,307	36,912	104.3%
Services and charges	7,322	7,034	7,550	12,150	4,600	60.9%
Supplies and Materials	5,359	4,075	4,750	4,750	-	0.0%
Capital Expenditures	-	-	-	-	-	
Other Expenditures	-	13,750	-	20,000	20,000	
Total Expenditures	94,827	125,762	47,695	109,207	61,512	129.0%
Net Expenditures	7,288	61,363	-2,804	49,107	51,911	1851.3%

Government Buildings (Facilities)

Revenue: This includes rental monies received from space rented to the City of Pine City, Pregnancy Crisis Center and Health and Human Services at the Pine Government Center and Sandstone. The Guardian ad Litem program rents space at the Pine County Courthouse.

Personnel Services: This consists of wages for three full-time employees and one part-time employee for cleaning and maintenance at county buildings (Sandstone, Highway, Pine Government Center, and Pine County Courthouse).

Services and Charges: This area covers contracts (elevators, cleaning, etc.) and utilities for several county buildings (gas, electric, water, sewer, etc.).

Supplies and Materials: This includes cleaning supplies, parts for maintenance, and repairs.

Capital Expenditure: This includes snow removal, salts, yard work, landscape, lot repair, etc.

<u>Expenditure Category</u>	Government Buildings (facilities)				Dollar Change	% Change
	2013 Budget	2014 Actual	2015 Budget	2016 Budget		
Staff (FTE)		3.5	3	3.5		
Revenue	195,450	234,673	180,000	242,200	62,200	34.6%
Personnel Services	193,662	199,051	141,676	119,862	-21,814	-15.4%
Services and charges	500,559	400,997	456,000	484,000	28,000	6.1%
Supplies and Materials	53,435	53,315	50,700	53,200	2,500	4.9%
Capital Expenditures	35,311	38,969	45,000	48,000	3,000	6.7%
Other Expenditures	-	-			-	
Total Expenditures	782,967	692,331	693,376	705,062	11,686	1.7%
Net Expenditures	587,517	457,659	513,376	462,862	-50,514	-9.8%

County Veterans Services

The County Veterans Services office consists of a full-time veterans services officer and a part-time support staff shared with Land). The county veterans services officer is appointed by the board to oversee the day-to-day operations of the county veterans services office. The veterans services office assists the 2800+ veterans of Pine County in accessing their federal and state veterans' benefits as well as helping veterans and their families access other benefits for which they may be eligible.

Most of the cost in this department is for personnel.

Veteran Services

<u>Expenditure Category</u>	2013 Actual	2014 Actual	2015 Budget	2016 Budget	Dollar Change	% Change
Staff (FTE)		1.25	1.5	1.5		
Revenue	10,000	10,000	10,000	10,000	-	0.0%
Personnel Services	75,757	81,431	82,569	97,364	14,795	17.9%
Services and charges	5,252	10,113	8,900	10,350	1,450	16.3%
Supplies and Materials	549	1,885	1,400	1,400	-	0.0%
Capital Expenditures	-	-	-	-	-	
Other Expenditures	-	-	-	-	-	
Total Expenditures	81,558	93,430	92,869	109,114	16,245	17.5%
Net Expenditures	71,558	83,430	82,869	99,114	16,245	19.6%

Sheriff Operations

The Pine County Sheriff's Office operates under the direction of the Sheriff who is an elected official. Jeff Nelson is the Sheriff in Pine County.

Currently the Sheriff's Office operates as follows: Sheriff, Chief Deputy, three patrol sergeants, four investigators (one of whom is assigned to the drug task force) and 23 patrol officers.

The Sheriff's Office provides contract law enforcement services for the cities of Pine City, Hinckley and Sandstone.

In addition to patrol duties, the Sheriff's Office is responsible for: jail, court security, dispatch, and records management.

In 2015 the Sheriff's Office responded to over 27,000 calls for service.

The main office for the Sheriff is located in the courthouse at Pine City. The Sheriff's Office maintains substations in Hinckley (attached to city hall) and Sandstone (in the Land Office building).

Sheriff (operations)

<u>Expenditure Category</u>	2013 Actual	2014 Actual	2015 Budget	2016 Budget	Dollar Change	% change
Staff (FTE)		38	37	38.5		
Revenue	954,148	899,104	936,942	952,000	15,058	1.6%
Personnel Services	2,636,661	2,730,410	2,870,292	3,128,838	139,882	4.9%
Services and charges	254,965	217,632	249,100	241,982	31,468	12.6%
Supplies and Materials	167,247	198,932	232,000	235,000	33,068	14.3%
Capital Expenditures	130,082	128,869	10,000	15,000	-118,869	1188.7 %
Other Expenditures	4,693	1,936	-	-	-1,936	
Total Expenditures	3,193,649	3,277,778	3,361,392	3,620,820	83,614	2.5%
Net Expenditures	2,239,501	2,378,674	2,424,450	2,668,820	68,556	2.8%
Sheriff's Contingency Fund 12/31	\$1,787	\$3,083				
Sheriff Posse/Horse/K9 Fund 12/31	\$836	\$836				

Sheriff's Office-Dispatch

The dispatch center is operated 24 hours a day, 365 days a year. The dispatch center is responsible for all 911 and non-emergency calls received from within Pine County. The center provides radio communication, as well as paging services for law enforcement within Pine County (excluding the State Patrol) as well as the 11 fire departments. Dispatch services are also provided for the ambulance services to Pine County residents.

There are currently seven full-time and three part-time dispatchers.

Sheriff-Dispatch

<u>Expenditure Category</u>	2013 Actual	2014 Actual	2015 Budget	2016 Budget	Dollar Change	% change
Staff (FTE)		8.25	8.25	10		
Revenue	-	-	-	-	-	
Personnel Services	485,561	497,283	522,556	598,422	75,866	14.5%
Services and charges	162	260	3,000	3,000	-	0.0%
Supplies and Materials	-	-	-	-	-	
Capital Expenditures	-	-	-	-	-	
Other Expenditures	-	-	-	-	-	
Total Expenditures	485,723	497,542	525,556	601,422	75,866	14.4%
Net Expenditures	485,723	497,542	525,556	601,422	75,866	14.4%

Sheriff-Gun Permits

<u>Expenditure Category</u>	<u>2013 Actual</u>	<u>2014 Actual</u>	<u>2015 Budget</u>	<u>2016 Budget</u>	<u>Dollar Change</u>	<u>% change</u>
Staff (FTE)						
Revenue	48,650	37,670	17,000	20,000	3,000	17.6%
Personnel Services	68,351	17,673	17,000	-	-17,000	-100.0%
Services and charges	5,107	2,860	-	2,800	2,800	
Supplies and Materials	11,777	1,587	-	5,000	5,000	
Capital Expenditures	-	-	-	-	-	
Other Expenditures	-	-	-	-	-	
Total Expenditures	85,236	22,120	17,000	7,800	-9,200	-54.1%
Net Expenditures	36,586	-15,550	-	-12,200	-12,200	
Gun Permits Fund Bal. 12/31	\$15,630	\$30,380				

Enhanced 911

<u>Expenditure Category</u>	2013 Actual	2014 Actual	2015 Budget	2016 Budget	Dollar change	% change
Staff (FTE)						
Revenue	109,110	97,754	100,000	100,000	-	0.0%
Personnel Services	-	-	-	-	-	
Services and charges	85,854	4,488	-	-	-	
Supplies and Materials	109	109	-	-	-	
Capital Expenditures	29,145	104,640	100,000	100,000	-	0.0%
Other Expenditures	-	-	-	-	-	
Total Expenditures	115,108	109,237	100,000	100,000	-	0.0%
Net Expenditures	5,998	11,483	0	0	-	

Medical Examiner

Medical examiner services are provided through a contract with the Anoka County Medical Examiner's office. Resolution 2015-35 appointed Dr. A. Quinn Strobl as medical examiner through December 31, 2018. The contract for services includes an annual fee of \$50,000 for autopsy services.

In addition to the contract payment, this department includes \$5,000 for the transportation of remains to the medical examiner's office.

Medical Examiner

<u>Expenditure Category</u>	2013 Budget	2014 Actual	2015 Budget	2016 Budget	Dollar Change	% change
Staff (FTE)						
Revenue	-	-	-	-	-	
Personnel Services	-	-	-	-	-	
Services and charges	64,757	54,925	58,000	55,000	-3,000	-5.2%
Supplies and Materials	-	-	-	-	-	
Capital Expenditures	-	-	-	-	-	
Other Expenditures	-	-	-	-	-	
Total Expenditures	64,757	54,925	58,000	55,000	-3,000	-5.2%
Net Expenditures	64,757	54,925	58,000	55,000	-3,000	-5.2%

Sheriff's Office—County Jail

The Pine County jail is located in Pine City, within the courthouse complex.

The jail is operated under the sheriff and has a jail administrator and assistant jail administrator to oversee the daily operations. There are currently 50 employees assigned to the jail and court security.

The jail has a capacity of 131 inmates.

Contract employees are used for medical and kitchen services.

The jail houses overflow prisoners from other agencies on a contract basis. The revenue from boarding prisoners for 2015 was nearly \$540,000.

In 2015, the jail processed 1,940 people, with an average daily population of 95.

County Jail

	2013 Actual	2014 Actual	2015 Budget	2016 Budget	Dollar Change	% change
<u>Expenditure Category</u>						
Staff (FTE)		43.64	41.8	43.4		
Revenue	473,628	833,827	740,018	775,250	35,232	4.8%
Personnel Services	2,515,896	2,526,958	2,620,013	2,873,302	253,289	9.7%
Services and charges	473,338	515,461	531,950	591,250	59,300	11.1%
Supplies and Materials	369,203	406,761	452,000	468,000	16,000	3.5%
Capital Expenditures	3,905	7,257	11,000	6,000	-5,000	-45.5%
Other Expenditures	-	-	-	-	-	
Total Expenditures	3,362,341	3,456,438	3,614,963	3,938,552	323,589	9.0%
Net Expenditures	2,888,714	2,622,611	2,874,945	3,163,302	288,357	10.0%

Pine County Probation

Staff includes the probation director, six corrections agents, case aide, and administrative assistant. The probation director and agents serve at the pleasure of the 10th Judicial District Court and are at-will employees.

The office provides supervision for all juvenile probation cases, adult misdemeanor and gross misdemeanor cases and pre-trial services. A snapshot taken on December 14, 2015 showed that there were 759 open clients and 869 open cases that day.

Pine County receives state reimbursement for probation services through the CPO (County Probation Officer) funding statute (MS 244.19). The 2016 revenue projection is \$147,000, which is slightly up from last year. These funds reimburse a percentage of staff salaries and benefits.

All but one agent is funded through CPO funding. The county continues to receive approximately \$59,000 in caseload/workload funding, which pays for the salary/benefits of one probation agent and approximately half of the case aide. This funding also supported a 19-hour per month contract of Restorative Justice/Diversion programming for juvenile offenders. Both support staff are courthouse union employees.

In 2015 the Probation Department implemented the L.E.A.D (Local Education for Accountable Decisions) program. The program is a joint initiative of the County Attorney's office, the Sheriff's Office, department of Health & Human Services, and a local chemical use assessor. This Level I DWI Education Program provides a local resource for Pine County residents and the surrounding communities to satisfy this requirement usually imposed upon first-time DWI offenders.

The C-5 Restorative Justice initiative (Culture/Communities/Collaboration/Children/Circles) was also started in 2015. This program is collaboration between Probation, Health & Human Services, and the County Attorney's office. Pine County has contracted with the University of Minnesota's Center for Restorative Justice & Peacemaking to assist in the development of this evidence-based program.

To maintain a proactive approach in working with our tribal partners, the department has a standing meeting with the Mille Lacs Band of Ojibwe, Health & Human Services, and the County Attorney's office. Topics include truancy, child protection, and programming.

Leadership from Pine County has attended training at Mille Lacs to better understand cultural genocide and how it affects native people today. The county and Mille Lacs are entering into discussions relative to the implementation of a cultural community coach which will help tie native children back to their communities and get the resources available to them, as well as serve as a liaison to county government.

The department's Comprehensive Plan is available on the county website or by contacting the Probation Director.

Probation						
<u>Expenditure Category</u>	2013 Actual	2014 Actual	2015 Budget	2016 Budget	Dollar Change	% change
Staff (FTE)		9	9.4	9.4		
Revenue	269,856	241,619	265,956	285,772	19,816	7.5%
Personnel Services	634,931	651,261	676,329	728,250	51,921	7.7%
Services and charges	34,421	27,154	40,217	42,812	2,595	6.5%
Supplies and Materials	2,532	3,396	3,900	3,900	-	0.0%
Capital Expenditures	-	-	-	-	-	
Other Expenditures	-	-	-	-	-	
Total Expenditures	671,883	681,811	720,446	774,962	54,516	7.6%
Net Expenditures	402,027	440,193	454,490	489,190	34,700	7.6%

Sheriff's Office—Sentence-to-Serve

The Sentence-to-Serve program operates out of the Pine County jail. There is one full-time employee. The program allows for inmates to leave the jail and perform community service projects (under supervision) to shorten their sentences or to assist in paying off fines.

Sentence to Serve

<u>Expenditure Category</u>	2013 Actual	2014 Actual	2015 Budget	2016 Budget	Dollar Change	% change
Staff (FTE)		1	1	1		
Revenue	-	200	-	-	-	
Personnel Services	56,756	59,087	63,965	66,287	2,322	3.6%
Services and charges	492	856	2,100	2,100	-	0.0%
Supplies and Materials	-	150	3,000	3,000	-	0.0%
Capital Expenditures	-	-	-	-	-	
Other Expenditures	-	-	-	-	-	
Total Expenditures	57,248	60,093	69,065	71,387	2,322	3.4%
Net Expenditures	57,248	59,893	69,065	71,387	2,322	3.4%

Emergency Management

<u>Expenditure Category</u>	2013 Actual	2014 Actual	2015 Budget	2016 Budget	Dollar Change	% change
Staff (FTE)						
Revenue	18,308	23,128	20,000	21,026	1,026	5.1%
Personnel Services	-	-	-	-	-	
Services and charges	25,877	5,820	23,200	21,026	-2,174	-9.4%
Supplies and Materials	-	-	-	-	-	
Capital Expenditures	1,299	-	-	-	-	
Other Expenditures	-	-	-	-	-	
Total Expenditures	27,175	5,820	23,200	21,026	-2,174	-9.4%
Net Expenditures	8,867	-17,308	3,200	-	-3,200	-100.0%

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Solid Waste

The Solid Waste Department is responsible for administering the Pine County Solid Waste Ordinance and Solid Waste Management Plan. These activities includes licensing the waste haulers and transfer station, subsidizing the recycling program at the transfer station which allows county residents to recycle tires, mattresses, and electronics at a 50% discount.

The revenues in this department come from the licenses fees of the waste haulers and the transfer station. The expenses include .5 FTE staff to manage the programs, which will remain relatively stable for 2016.

Solid Waste

<u>Expenditure Category</u>	2013 Actual	2014 Actual	2015 Budget	2016 Budget	Dollar Change	% change
Staff (FTE)		0.5	0.5	0.5		
Revenue	700	3,800	2,800	2,800	-	0.0%
Personnel Services	60,034	31,605	47,253	27,264	-19,989	-42.3%
Services and charges	347	381	400	400	-	0.0%
Supplies and Materials	249	-	-	-	-	
Capital Expenditures	-	-	-	-	-	
Other Expenditures	1,157	11,218	14,000	14,000	-	0.0%
Total Expenditures	61,786	43,204	61,653	41,664	-19,989	-32.4%
Net Expenditures	61,086	39,404	58,853	38,864	-19,989	-34.0%

SCORE Recycling

The Pine County Solid Waste Department annually completes the SCORE (Select Commission on Recycling and the Environment) report as part of Minnesota's Waste Management Act and provides counties with a funding source to develop waste reduction, recycling, and solid waste management programs.

The revenues in this department are based on the SCORE report grant which the county receives from the State of Minnesota and a new Solid Waste Administration Fee enacted by the county board in 2015. For 2016, the Solid Waste Administration Fee is \$6 per improved taxable parcel. This fee will be used to operate a Pine County Household Hazardous Waste Facility located in Hinckley that will allow residents and taxpayers of the Pine County to dispose of their paints, stains, pesticides, cleaners, fluorescent bulbs, etc. free of charge at a seasonal facility open May-September.

The other program which is a significant expense out of this department is the Pine County recycling sheds. The county has 11 locations with sheds around the county for residents to dispose of #1-#7 plastics, aluminum cans, tin cans, clear or brown glass, mixed paper, office paper, and cardboard free of charge. The sheds are then serviced through a contract with PHASE recycling out of Sandstone.

SCORE Recycling

Expenditure Category	2013 Actual	2014 Actual	2015 Budget	2016 Budget	Dollar Change	% change
Staff (FTE)						
Revenue	72,798	81,305	72,000	188,285	116,285	161.5%
Personnel Services	-	-	-	-	-	0.0%
Services and charges	115,268	72,730	120,400	175,558	55,158	45.8%
Supplies and Materials	4,511	-	1,000	1,000	-	0.0%
Capital Expenditures	-	41	500	40,000	39,500	7900.0%
Other Expenditures	-	-	-	-	-	
Total Expenditures	119,779	72,772	121,900	216,558	94,658	77.7%
Net Expenditures	46,981	-8,534	49,900	28,273	-21,627	-43.3%

East Central Regional Library

Pine County is a member of the East Central Regional Library Association (ECRL) created under Minnesota Statute §134.20. The ECRL is a consolidated library system with 14 libraries and outreach van service to seven communities and two library link sites. ECRL serves residents in the counties of Aitkin, Chisago, Isanti, Kanabec, Mille Lacs, and Pine. The East Central Regional Library headquarters is in the Cambridge Public Library. The association is governed by a board of directors appointed by the member counties.

East Central Regional Library

Expenditure Category	2013 Actual	2014 Actual	2015 Budget	2016 Budget	Dollar Change	% change
Staff (FTE)						
Revenue	-	-	-	-		
Personnel Services	1,250	1,650	1,200	1,200	-	0.0%
Services and charges	-	-	-	-	-	
Supplies and Materials	-	-	-	-	-	
Capital Expenditures	-	-	-	-	-	
Other Expenditures	303,010	303,992	302,911	301,025	-1,886	0
Total Expenditures	304,260	305,642	304,111	302,225	-1,886	-0.6%
Net Expenditures	304,260	305,642	304,111	302,225	-1,886	-0.6%

Historical Society

This department accounts for an appropriation to the Pine County Historical Society. In 2013, the county appropriated \$10,000; for 2014, 2015, and 2016, the amount was \$15,000.

Historical Society

Expenditure Category	2013 Actual	2014 Actual	2015 Budget	2016 Budget	Dollar Change	% change
Staff (FTE)						
Revenue	-	-	-	-	-	
Personnel Services	-	-	-	-	-	
Services and charges	-	-	-	-	-	
Supplies and Materials	-	-	-	-	-	
Capital Expenditures	-	-	-	-	-	
Other Expenditures	10,000	15,000	15,000	15,000	-	0.0%
Total Expenditures	10,000	15,000	15,000	15,000	-	0.0%
Net Expenditures	10,000	15,000	15,000	15,000	-	0.0%

Soil and Water Conservation District

The Soil and Water Conservation District (SWCD) operates under MS §103C with an elected board of directors. The SWCD conducts two specific activities on behalf of the county: 1) Administration of the Wetland Conservation Act, and 2) Responsibility for the county's Comprehensive Water Plan.

Prior to 2015, the SWCD appeared in three separate budget departments:

1. Soil and Water Conservation District. The department accounts for the general county appropriation.
2. SWCD Water Plan. This department accounts for the state grant for the water plan and the appropriation to the SWCD for the activity.
3. Wetland Expense. This department accounts for the state grant for the administration of the Wetland Conservation Act.

Since 2015, these three budget departments have been combined into one budget department and the total funding has been maintained at the 2014 level.

For 2016 the budget includes \$143,202 in the appropriation to the SWCD. Of that amount \$48,481 is from the State of Minnesota for two Natural Resources Block Grants (NRBG) programs--\$13,855 for the water plan (CLMW) and \$34,626 for the Wetland Conservation Act (WCA). Subtracting out the "pass through" NRBG grant funds, the "net" appropriation is \$94,721.

In-kind county contributions to the SWCD include \$14,707 for office space (771 square feet), telephones, computers and a copy machine. Additionally, the county directly pays the Minnesota Counties Intergovernmental Trust (MCIT) for liability and workers compensation insurance (\$2,700 budgeted for 2016) for the SWCD.

Annually the county board appoints a liaison to the SWCD. For 2016 the liaison is Commissioner Matt Ludwig.

Soil and Water Conservation District

Expenditure Category	2013 Actual	2014 Actual	2015 Budget	2016 Budget	Dollar Change	% change
Staff (FTE)						
Revenue	-	-	48,481	48,481	-	0.0%
Personnel Services	1,182	79	1,000	1,000	-	0.0%
Services and charges	2,904	2,976	3,000	1,500	-1,500	-50.0%
Supplies and Materials	-	-	-	-	-	
Capital Expenditures	-	-	-	-	-	
Other Expenditures	29,800	46,240	143,202	143,202	-	0.0%
Total Expenditures	33,886	49,295	147,202	145,702	-1,500	-1.0%
Net Expenditures	33,886	49,295	98,721	97,221	-1,500	-1.5%

County Extension

The University of Minnesota Extension Pine County office provides practical education and research resources that county residents can trust. These resources and educational offerings help youth and adults, businesses and communities solve problems, develop skills and build a better future. In doing so, the Pine County Extension office has educational efforts underway for youth and adults in various areas including 4-H, consumer horticulture, and nutrition education. In addition to these efforts, regional educators provide additional education for Pine County residents in the areas of community vitality, agriculture, food, natural resources and family development.

Pine County Extension includes a full-time 4-H Program Coordinator; a part-time Master Gardener Coordinator; a multi-county SNAP-Ed Health & Nutrition Educator; a regional director (located at the Brainerd Regional Office) and an administrative assistant. The administrative assistant position is shared with the County Administrator's Office, and budgeted through the Administrator's Office.

The budget is shown on the following two worksheets. The costs attributed to the extension committee worksheet are per diems and mileage for extension committee. Extension committee members for 2016 are: county commissioners Steve Chaffee and Josh Mohr, Maddie Amundson, Linda Defenbaugh, David Durham, Kari Holmberg, Mary Lange, Mitch Pangerl, and Thane Sheetz.

The County Extension worksheet includes the costs for the contract with the University of Minnesota for the 4-H Program Coordinator. The part-time Master Gardener Coordinator is paid directly by Pine County.

County Extension Committee

	2013 Actual	2014 Actual	2015 Budget	2016 Budget	Dollar Change	% change
<u>Expenditure Category</u>						
Staff (FTE)						
Revenue	-	-				
Personnel Services	900	1,300	1,300	1,300	-	0.0%
Services and charges	347	500	500	500	-	0.0%
Supplies and Materials	-	-	-	-	-	
Capital Expenditures	-	-	-	-	-	
Other Expenditures	-	-	-	-	-	
Total Expenditures	1,247	1,800	1,800	1,800	-	0.0%
Net Expenditures	1,247	1,800	1,800	1,800	-	0.0%

County Extension

	2013 Actual	2014 Actual	2015 Budget	2016 Budget	Dollar Change	% change
<u>Expenditure Category</u>						
Staff (FTE)			0.4	0.4		
Revenue	1,779	830				
Personnel Services	12,613	12,506	14,388	14,340	-48	-0.3%
Services and charges	72,506	72,898	75,130	77,381	2,251	3.0%
Supplies and Materials	245	1,151	1,800	1,800	-	0.0%
Capital Expenditures	67	-	500	500	-	0.0%
Other Expenditures	1,686	264	1,600	1,600	-	0.0%
Total Expenditures	87,117	86,820	93,418	95,621	2,203	2.4%
Net Expenditures	85,338	85,990	93,418	95,621	2,203	2.4%

Agricultural Society

<u>Expenditure Category</u>	2013 Actual	2014 Budget	2015 Budget	Dollar Change	% change
Staff (FTE)					
Revenue	-	-	-	-	
Personnel Services	-	-	-	-	
Services and charges	-	-	-	-	
Supplies and Materials	-	-	-	-	
Capital Expenditures	-	-	-	-	
Other Expenditures	10,000	10,000	10,000	10,000	0.0%
Total Expenditures	10,000	10,000	10,000	10,000	0.0%

Economic Development

<u>Expenditure Category</u>	2013 Budget	2014 Actual	2015 Budget	2016 Budget	Dollar Change	% change
Staff (FTE)				.4		
Revenue	-	6,819	-	-	-	
Personnel Services	-	-	-	28,673	28,673	
Services and charges	-	-	-	7,400	7,400	
Supplies and Materials	-	-	-	-	-	
Capital Expenditures	-	-	-	-	-	
Other Expenditures	-	6,448	25,000	-	-25,000	100.0%
Total Expenditures	-	6,448	25,000	36,073	11,073	44.3%
Net Expenditures	-	-371	25,000	36,073	11,073	44.3%
Economic Dev. Fund Bal. 12/31	\$8,000	\$8,361				

Snake River Watershed Board

	2013 Actual	2014 Actual	2015 Budget	2016 Budget	Dollar Change	% change
<u>Expenditure Category</u>						
Staff (FTE)						
Revenue	-	-	-	-	-	
Personnel Services	-	-	750	750	-	0.0%
Services and charges	-	-	450	450	-	0.0%
Supplies and Materials	-	-	-	-	-	
Capital Expenditures	-	-	-	-	-	
Other Expenditures	9,968	9,968	9,968	9,968	-	0.0%
Total Expenditures	9,968	9,968	11,168	11,168	-	0.0%
Net Expenditures	9,968	9,968	11,168	11,168	-	0.0%

Pine County Housing Authority

<u>Expenditure Category</u>	2013 Actual	2014 Actual	2015 Budget	2016 Budget	Dollar Change	% change
Staff (FTE)						
Revenue	-	-	-	-	-	
Personnel Services	3,000	2,550	3,000	3,000	-	0.0%
Services and charges	-	-	-	-	-	
Supplies and Materials	-	-	-	-	-	
Capital Expenditures	-	-	-	-	-	
Other Expenditures	-	-	-	-	-	
Total Expenditures	3,000	2,550	3,000	3,000	-	0.0%
Net Expenditures	3,000	2,550	3,000	3,000	-	0.0%

Non-Departmental

This budget department accounts for resources that are not attributable to any specific department. Significant revenue includes property tax receipts and county program aid (CPA).

Expenses for this department include the special assessment from Pine City for the courthouse infrastructure, budgeted at \$96,455.

Non-Departmental

	2013 Actual	2014 Actual	2015 Budget	2016 Budget	Dollar Change	% change
<u>Expenditure Category</u>						
Staff (FTE)						
Revenue	10,877,822	11,656,886	11,399,825	11,705,390	305,565	2.7%
Personnel Services	77,396	56,438	65,000	50,000	-15,000	-23.1%
Services and charges	131,545	101,402	109,600	89,600	-20,000	-18.2%
Supplies and Materials	-	-	-	-	-	
Capital Expenditures	100,444	96,455	287,466	88,478	-198,988	-69.2%
Other Expenditures	313,875	62,178	-	-	-	
Total Expenditures	623,260	316,473	462,066	228,078	-233,988	-50.6%
Net Expenditures	-10,254,563	-11,340,413	-10,937,759	-11,477,312	-539,553	4.9%

Central Minnesota Initiative Foundation

<u>Expenditure Category</u>	2013 Actual	2014 Actual	2015 Budget	2016 Budget	Dollar Change	% change
Staff (FTE)						
Revenue	-	-	-	-	-	
Personnel Services	-	-	-	-	-	
Services and charges	-	-	-	-	-	
Supplies and Materials	-	-	-	-	-	
Capital Expenditures	-	-	-	-	-	
Other Expenditures	7,000	7,250	7,250	7,300	50	0.7%
Total Expenditures	7,000	7,250	7,250	7,300	50	0.7%

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Health and Human Services (HHS)

Pine County Health and Human Services meets its mission by providing quality services to the citizens of Pine County in a cost-effective, courteous and efficient manner. The HHS budget can be divided into three main units: (1) Income Maintenance (2) Social Services and (3) Public Health. Each area implements numerous programs. The department is dependent on a wide array of funding streams including federal and state government, county property tax levy, user fees, grants and donations.

Income Maintenance

The Income Maintenance Unit consists of the child support unit, the eligibility unit, and two fraud investigators. There are 11 total employees in the child support unit. The staff members in the child support unit are responsible for obtaining and enforcing child support orders so that children have the financial support of both parents. Eligibility workers are responsible for ensuring that applications for income-based eligibility programs are processed and that individuals receive financial assistance if they are eligible. There are a multitude of eligibility programs including: SNAP (food support), MFIP (Minnesota Family Investment Program), DWP (Diversionary Work Program), Medical Assistance, GRH (Group Residential Housing), Emergency Assistance, Child Care Assistance, and more. Pine County Health and Human Services partners with Pine Technical and Community College in providing support and services to individuals who receive assistance and are trying to locate employment. Pine Technical and Community College Employment and Training Center remains a strong partner in providing services to those individuals who qualify.

As in previous years, the biggest obstacle facing the income maintenance group is the continued implementation of MNsure. MNsure is the statewide health insurance program. Although there are improvements that have been made in navigating the MNsure program, it still remains a very time-consuming process for staff members and for some applicants. More importantly, the process continues to leave some qualifying individuals frustrated that their applications and renewals are not processed more quickly. The Financial Assistance Supervisor has shifted job responsibilities within the unit in response to the concerns regarding the MNsure process. More eligibility staff members are now assigned to process MNsure applications in an effort to assist with the cumbersome and time-consuming process. The ultimate goal of shifting job responsibilities within the unit is to provide the best customer service possible in the timeliest manner possible.

The 2016 budget for the Income Maintenance Unit is projected to be higher than that of 2015 by approximately \$101,000. One of the main reasons for the increase is the increase in costs associated with personnel (wage increases and a steep increase in employee health insurance costs).

Health & Human Services--Income Maintenance

<u>Expenditure Category</u>	2013 Actual	2014 Actual	2015 Budget	2016 Budget	Dollar Change	% change
Staff (FTE)			31	31		
Revenue	1,950,813	2,704,545	2,785,939	2,752,791	(33,148)	-1.2%
Public Assistance	434,127	449,530	345,251	365,051	19,800	5.7%
Personnel Services	1,761,095	1,772,667	2,020,200	2,101,647	81,447	4.0%
Services and charges	229,742	235,589	261,675	264,398	2,723	1.0%
Supplies and Materials	13,458	11,669	12,575	12,575	-	0.0%
Capital Expenditures	3,756	23,492	10,750	8,250	(2,500)	-23.3%
Other Expenditures	189	74	100	100	-	0.0%
Total Expenditures	2,442,367	2,493,021	2,650,551	2,752,021	101,470	3.8%
Net Expenditures	491,554	-211,524	-135,388	-770	134,618	-99.4%

Social Services

The Social Services Unit is responsible for providing mandated social services to children and adults. The Social Services Unit can be divided into two main areas: 1) children's services and 2) adult and disability services. HHS is responsible for protecting vulnerable children and vulnerable adults. In 2015, HHS had received over 1,020 child protection reports. There has been a lot of discussion and legislation around child protection over the last year. In March, the Governor's Task Force on the Protection of Children released over 90 final recommendations to the current child protection system. Although all of the recommendations may not be implemented, there has been enough legislation and discussion at the state level that has already created some changes to the child protection system. Along with the recommendations, counties were allocated more revenue to specifically be used for additional child protection staff and child protection services. With the increased child protection allocation, HHS was able to hire two additional child protection social workers. These recommendations will also require increased services from the county sheriff and attorney offices.

Throughout the last few years, there has been a lot of focus on out-of-home placements. Child protection placements, children's mental health placements, and probation placements all are budgeted in the HHS budget. The department had under budgeted for these expenses in past years. In 2015, a realistic budget for out-of-home placements was adopted. In 2016, another realistic budget for out-of-home placements was adopted. For 2016, we have taken approximately \$60,000 of the budgeted probation placement expenses and redirected those costs so that we can begin to implement a full continuum of Restorative Justice (RJ) programming. There has been an immense amount of collaboration between departments (County Attorney's Office, Pine County Probation, and Pine County Sheriff's Office) to get the continuum of RJ programming off the ground. This is Pine County's innovative approach to juvenile justice and care through community stakeholder collaboration and restorative justice.

In addition to the two child protection workers hired in 2015, the department was authorized to hire a social worker to work in the adult and disabilities unit. At the current time, HHS is allotted a waived services budget, which is separate from the county budget, to provide waived services to those individuals who qualify. Waived services consist of CADI (Community Alternatives for Disabled Individuals), CAC (Community Alternative Care), BI (Brain Injury) and DD (Developmental Disabilities) programming. HHS has not spent the allocation of the waived services budget in past years. To address this concern and to ensure that the funds are used to serve those individuals with disabilities, another social worker will be assigned to work in this area, with most of that worker's time to be spent in the Developmental Disabilities programming area. The personnel costs associated with this position will be covered by case management revenues that are earned as part of conducting waived services case management.

As noted in last year's report, MnCHOICES had been implemented. MnCHOICES is a computerized assessment tool that allows individuals who are interested in receiving home and community based services an opportunity to go through one lengthy assessment with an agency worker to determine eligibility for any and all programs. HHS currently has one main MnCHOICES assessor in the adult and disability services unit. In 2016, all reassessments will need to be done using the MnCHOICES Assessment Tool. This will create an increased workload for staff members and this will be an obstacle to continually assess throughout 2016.

The overall projected expenses in the 2016 social services budget increased by approximately \$335,000 when compared to the 2015 social services budget. The biggest reasons for the increase in expenses are due to the increased costs associated with personnel [wage increases, three new social workers (two new child protection workers and one adult social worker), and an increase in health insurance costs].

Health & Human Services--Social Services

<u>Expenditure Category</u>	2013 Actual	2014 Actual	2015 Budget	2016 Budget	Dollar Change	% change
Staff (FTE)			31	34		
Revenue	4,341,130	4,667,402	4,649,261	5,055,260	405,999	8.7%
Public Assistance	3,415,155	3,041,127	2,659,477	2,642,332	-17,145	-0.6%
Personnel Services	1,661,973	1,712,171	1,833,481	2,180,475	346,994	18.9%
Services and charges	230,084	255,210	246,385	214,953	-31,432	-12.8%
Supplies and Materials	9,709	8,776	9,000	10,000	1,000	11.1%
Capital Expenditures	4,312	21,841	6,000	6,000	-	0.0%
Other Expenditures	14,757	901	3,000	1,500	-1,500	-50.0%
Total Expenditures	5,335,989	5,040,027	4,757,343	5,055,260	297,917	6.3%
Net Expenditures	994,859	372,625	108,082	-	-108,082	100.0%

Public Health

Currently, Pine County Public Health and Kanabec County Public Health share a Public Health budget which covers the revenues and expenses associated with public health services in both Kanabec and Pine counties. The tax levy allocated by Pine County to cover public health services increased by two percent (2%) from 2015 to 2016. Pine County's appropriation of a little over \$360,000 to cover public health services is given to Kanabec-Pine Community Health. It is the mission of Kanabec-Pine Community Health to promote a healthy and safe community for those who live, work, learn and play in Kanabec and Pine counties. Some of the services currently offered by Public Health are WIC, intensive family home visiting, emergency preparedness, foot care clinics, SHIP (statewide health improvement program) and EW/AC (Elderly Waiver and Alternative Care) waived services programming. One of the biggest obstacles facing Pine County Public Health in the next year will be the development of its own Community Health Services Board in preparation for 2017. It is important for future years that when HHS collaborates with other agencies and counties, that it still maintains responsibility for having a strong infrastructure to support the work that is required of the department. The department is looking forward to the challenges that are ahead of it in 2016. We are also looking forward to developing and maintaining a strong infrastructure in all of the units, so that we can strive to meet our mission of providing quality services to the citizens of Pine County in a cost-effective, courteous and efficient manner.

Health & Human Services--Public Health

<u>Expenditure Category</u>	2013 Actual	2014 Actual	2015 Budget	2016 Budget	Dollar Change	% change
Staff (FTE)			16	14		
Revenue	1,285,470	1,502,482	353,435	360,504	7,069	2.0%
Public Assistance	43,610	64,510	-	-	-	
Personnel Services	1,079,746	1,022,366	353,435	360,504	7,069	2.0%
Services and charges	153,851	157,583	-	-	-	
Supplies and Materials	50,533	42,850	-	-	-	
Capital Expenditures	22,659	15,091	-	-	-	
Other Expenditures	12,767	67,705	-	-	-	
Total Expenditures	1,363,166	1,370,105	353,435	360,504	7,069	2.0%
Net Expenditures	77,695	-132,376	-	-	-	

Public Works (Highway)

The Public Works department consists of the four main budget areas of Administration, Engineering, Maintenance, and Fleet Services.

The Administration section includes funding for the county engineer and office manager, office supplies, training, and auto and liability insurance expenses for the entire department.

The Engineering section includes engineering staff, county surveyor, ROW expenses, consultant fees, and construction projects.

The largest portion of the budget is contracted highway construction projects funded with state revenues totaling \$3,900,000. The following is the 2016 project list:

Road	Type	Location	State	Br Bond
CSAH 1	Resurfacing	TH 70 to CSAH 5	275,000	
CSAH 1	Resurfacing	TH 70 to S Co Line	575,000	
CSAH 5	Paving	CSAH 112 to CSAH 1	900,000	
CSAH 5	Resurfacing	CSAH 1 to CSAH 6	550,000	
CSAH 6	Resurfacing	CSAH 5 to CSAH 7	350,000	
CSAH 13	Bridge	0.25 mi N of CSAH 11	150,000	
CSAH 14	Bridge	1.5 mi E of CSAH 13	250,000	250,000
CSAH 53	Bridge	0.1 mi N of CSAH 7	600,000	
Total			3,900,000	

The Maintenance section includes all highway maintenance staff, traffic markings, traffic signs, winter salt/sand, culverts, aggregates, as well dust control application.

The Fleet Services section includes two mechanics and fleet supervisor. Budget includes fuel and maintenance expenses for all county owned vehicles. In addition, \$635,000 is budgeted for capital purchases to include a new tandem truck, wheel loader, and five (5) squad cars.

The total Public Works budgeted expenses for 2016 is \$9,401,855 with projected revenues of \$9,401,855. Revenues included the following:

1,779,821	Property Tax
	Wheelage
255,000	Tax
7,146,734	State
0	Federal
220,300	Fees
9,401,855	Total

Highway Administration

<u>Expenditure Category</u>	2013 Actual	2014 Actual	2015 Budget	2016 Budget	Dollar Change	% change
Staff (FTE)		2	2	2		
Revenue	-	-	-	-	-	
Personnel Services	192,902	195,480	200,433	212,634	12,201	6.1%
Services and charges	114,369	121,240	125,500	116,250	-9,250	-7.4%
Supplies and Materials	3,812	3,356	3,100	3,100	-	0.0%
Capital Expenditures	250	-	500	250	-250	-50.0%
Other Expenditures	-	-	-	-	-	
Total Expenditures	311,333	320,076	329,533	332,234	2,701	0.8%
Net Expenditures	311,333	320,076	329,533	332,234	2,701	0.8%

Highway Engineering/Construction

<u>Expenditure Category</u>	2013 Actual	2014 Actual	2015 Budget	2016 Budget	Dollar Change	% change
Staff (FTE)		9	9	9		
Revenue	-	-	-	-	-	
Personnel Services	677,880	694,082	703,943	722,724	18,781	2.7%
Services and charges	9,021,061	11,239,194	4,389,500	4,172,500	-217,000	-4.9%
Supplies and Materials	9,892	16,781	12,000	12,000	-	0.0%
Capital Expenditures	13,443	1,305	2,000	2,000	-	0.0%
Other Expenditures	-	-	-	-	-	
Total Expenditures	9,722,276	11,951,362	5,107,443	4,909,224	-198,219	-3.9%
Net Expenditures	9,722,276	11,951,353	5,107,434	4,909,224	-198,210	-3.9%

Highway Maintenance/Equipment

<u>Expenditure Category</u>	2013 Budget	2014 Actual	2015 Budget	2016 Budget	Dollar Change	% change
Staff (FTE)		16	16	16		
Revenue	-	-	-	-	-	
Personnel Services	959,457	962,127	1,038,551	1,075,047	36,496	3.5%
Services and charges	656,114	461,242	446,250	440,250	-6,000	-1.3%
Supplies and Materials	625,020	603,287	540,000	540,000	-	0.0%
Capital Expenditures	-	-	-	-	-	
Other Expenditures	3,823	3,746	5,000	5,000	-	0.0%
Total Expenditures	2,244,413	2,030,402	2,029,801	2,060,297	30,496	1.5%
Net Expenditures	2,244,413	2,030,402	2,029,801	2,060,297	30,496	1.5%

Highway Equipment & Repair Shop

<u>Expenditure Category</u>	2013 Actual	2014 Actual	2015 Budget	2016 Budget	Dollar Change	% change
Staff (FTE)		3	3	3		
Revenue	-	-	-	-	-	
Personnel Services	218,226	205,691	221,032	227,318	6,286	2.8%
Services and charges	67,249	79,114	91,800	91,800	-	0.0%
Supplies and Materials	1,032,731	929,717	945,450	860,450	-85,000	-9.0%
Capital Expenditures	789,571	281,340	440,500	650,500	210,000	47.7%
Other Expenditures	-	-	-	-	-	
Total Expenditures	2,107,778	1,495,863	1,698,782	1,830,068	131,286	7.7%
Net Expenditures	2,107,778	1,495,863	1,698,782	1,830,068	131,286	7.7%

Highway Non-Departmental

<u>Expenditure Category</u>	2013 Budget	2014 Actual	2015 Budget	2016 budget	Dollar Change	% Change
Staff (FTE)						
Revenue	10,658,386	15,453,313	9,433,440	9,401,855	-31,585	-0.3%
Personnel Services	30,447	29,302	27,881	25,032	-2,849	-10.2%
Services and charges	-	-	-	-	-	
Supplies and Materials	95,558	-	-	-	-	
Capital Expenditures	-	-	-	-	-	
Other Expenditures	-	-	-	245,000	245,000	
Total Expenditures	126,005	29,302	27,881	270,032	242,151	868.5%
Net Expenditures	-10,532,381	-15,424,011	-9,405,559	-9,131,823	273,736	-2.9%

Resource Development (Land)

Costs related to the Land/Resource Development Department consists of the procurement of access to tax-forfeited lands, land exchanges with private and public entities, management of the county's trail systems, and timber development to meet both short and long-term goals.

Revenues are made up of the sale and repurchase of tax-forfeited lands and the sale of timber on tax-forfeited lands.

Resource Development-Land Use

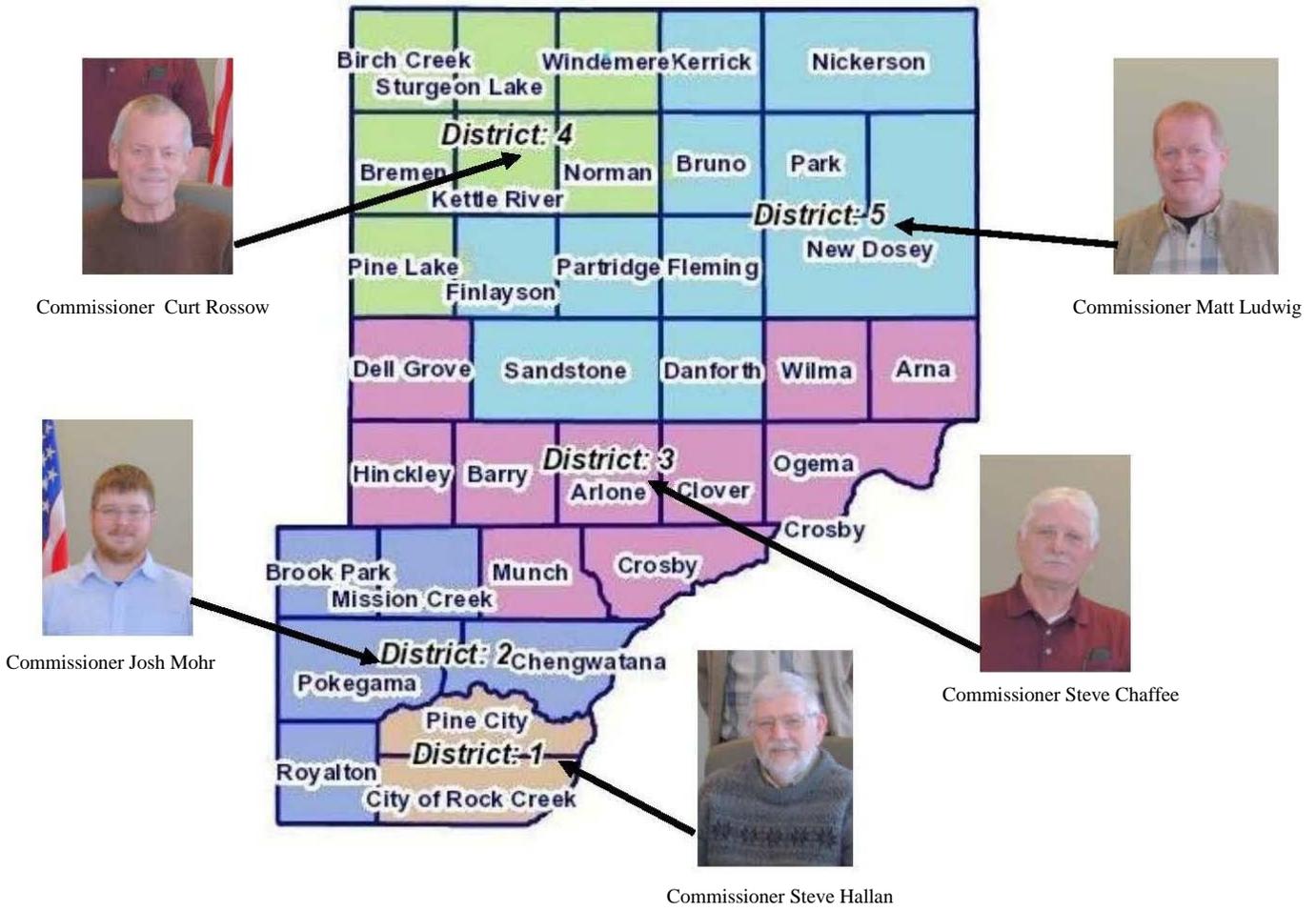
<u>Expenditure Category</u>	2013 Actual	2014 Actual	2015 Budget	2016 Budget	Dollar Change	% change
Staff (FTE)						
Revenue	3,230	6,981	5,000	5,500	500	10.0%
Personnel Services	-	-	-	-	-	
Services and charges	3,815	2,497	5,000	5,500	500	10.0%
Supplies and Materials	-	-	-	-	-	
Capital Expenditures	-	-	-	-	-	
Other Expenditures	-	-	-	-	-	
Total Expenditures	3,815	2,497	5,000	5,500	500	10.0%
Net Expenditures	585	-4,484	0	0	-	

Timber Development Account-Resource Development

	2013 Actual	2014 Actual	2015 Budget	2016 Budget	Dollar Change	% change
<u>Expenditure Category</u>						
Staff (FTE)						
Revenue	74,101	-	-	-	-	
Personnel Services	-	-	-	-	-	
Services and charges	-	-	-	-	-	
Supplies and Materials	-	-	-	-	-	
Capital Expenditures	-	-	-	-	-	
Other Expenditures	1,322	2,636	5,000	5,000	-	0.0%
Total Expenditures	1,322	2,636	5,000	5,000	-	0.0%
	(72,778)	2,636	5,000	5,000	-	0.0%

Building Fund

<u>Expenditure Category</u>	2013 Actual	2014 Actual	2015 Budget	2016 Budget	Dollar Change	% change
Staff (FTE)						
Revenue	-	62,178	96,000	75,000	-21,000	-21.9%
Personnel Services	-	-	-	-	-	
Services and charges	42,319	177,733	66,000	-	-66,000	100.0%
Supplies and Materials	-	-	-	-	-	
Capital Expenditures	-	-	-	-	-	
Other Expenditures	-	-	-	-	-	
Total Expenditures	42,319	177,733	66,000	0	-66,000	100.0%
Net Expenditures	42,319	115,555	-30,000	-75,000	-45,000	150.0%



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