

ADDITIONS/REVISIONS/CORRECTIONS

Regular Meeting

April 18, 2023

Addition:

A. Consent Agenda Item 2.1 – Septic Fix-Up Special Assessment

Consider approval of Resolution 2023-26, extending a special assessment to Edwin E. Hiler, Jr. and Jennifer M. Hiler, PID 28.0777.001, \$10,981.69, beginning in 2024 for 10 years at 3% interest. Authorize Board Chair and County Administrator to sign.

B. Regular Agenda Item 4.1 – Flood Update




AGENDA REQUEST FORM

Date of Meeting: April 18, 2023

- County Board**
- Consent Agenda**
- Regular Agenda** 5 mins. ___ 10 mins. ___ 15 mins. ___ Other ___
- Personnel Committee**
- Other** _____

Agenda Item: Septic Fix-Up Special Assessments

Department: Auditor-Treasurer



 Department Head signature

Background information on Item:

Beginning in 2016, Pine County has been extending loans to homeowners to upgrade their non-compliant septic systems through a Cleanwater Partnership Loan from the Minnesota Pollution Control Agency (MPCA). The loans are paid by as a special assessment on the property taxes of the benefiting property over a term that is determined by the amount of the loan (1 year per \$1,000, for example \$12,000 loan is paid by over 12 years.).

However, while the loans are paid as a special assessment, a loan document was recorded against the properties. It was discovered in 2019 that these recorded loan documents become an issue should the property owner refinance their mortgages and were preventing property owners from refinancing. Given this, our process was changed to have the county board pass a resolution to levy the assessment and not record the documents; however, all loans that were done prior to this still have the recorded documents attached to them. If requests come when property owners refinance, we have simply recorded a document satisfying the original loan and began a new assessment through resolution for the remaining term.

Action Requested:

Consider authorizing the County Board Chair and County Administrator to sign Resolution 2023-26 extending a special assessment as follows:

Edwin E Hiler Jr & Jennifer M Hiler, PID 28.0777.001, \$10,981.69, beginning in 2024 for 10 year at 3% interest.

Financial Impact:

Grant funds have been utilized to install the systems.

**PINE COUNTY RESOLUTION EXTENDING
SEPTIC FIX-UP SPECIAL ASSESSMENT
RESOLUTION No. 2023-26**

WHEREAS, the Pine County Board of Commissioners recognizes the public health and environmental benefits of upgrading non-compliant septic systems in the county;

WHEREAS, Pine County has Cleanwater Partnership Loan from the Minnesota Pollution Control Agency to fix-up non-compliant septic systems;

WHEREAS, the property owners have agreed to the terms of the special assessment for their already installed compliant septic systems; and,

NOW THEREFORE BE IT RESOLVED, that the County of Pine extends a special assessment for a term of 10 years, beginning in 2024, against Pine County Parcel 28.0777.001 in the amount of \$10,981.69 and 3% interest owned by Edwin E Hiler Jr & Jennifer M Hiler.

Dated this 18th day in April, 2023.

Stephen M. Hallan, Chair
Pine County Board of Commissioners

ATTEST:

David J. Minke
County Administrator



AGENDA
PINE COUNTY BOARD REGULAR MEETING

- | | |
|------------|-----------------------|
| District 1 | Commissioner Hallan |
| District 2 | Commissioner Mohr |
| District 3 | Commissioner Lovgren |
| District 4 | Commissioner Waldhalm |
| District 5 | Commissioner Ludwig |

Tuesday, April 18, 2023, 10:00 a.m.

**North Pine Government Center
 1602 Hwy. 23 No.
 Sandstone, Minnesota**

Click the link on the county website (www.co.pine.mn.us) for more information and to watch a live stream broadcast of the meeting. Click [here](#) to request to participate in public forum prior to the meeting.

- A) Call meeting to order
- B) Pledge of Allegiance
- C) Public Forum. Members of the public are invited to speak. After being recognized by the Chair, each speaker should state his/her name and limit comments to three (3) minutes.
- D) Adopt Agenda
- E) Approve Minutes
 April 4, 2023 county board Minutes and Summary for publication
- F) Minutes of Boards, Reports and Correspondence
 None.
- G) Approve Consent Items

CONSENT AGENDA

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

1. Review March, 2023 Cash Balance (attached)

Fund	March 31, 2022	March 31, 2023	Increase/Decrease
General Fund	3,642,423	3,246,163	(396,260)
Health and Human Services Fund	2,019,778	2,526,167	506,390
Road and Bridge Fund	2,569,131	2,946,948	377,816
Opioid Settlement	0	254,694	254,694
COVID Relief	2,413,212	3,261,118	847,906
Land	2,485,478	2,685,642	200,164
Self Insurance	412,917	570,802	157,886
TOTAL (inc non-major funds)	15,246,629	17,774,455	2,527,826

2. **March 2023 Disbursements/Claims Over \$2,000 (attached)**
Consider approval of the March 2023 disbursements including the individual listing of claims over \$2,000 and 584 claims under \$2,000 or not needing approval totaling \$900,944.18.
3. **Donations**
 - A. Consider acceptance of \$100 donation from Terry Stepan, designated to the Veterans Outreach Fund.
4. **Pine County Commissioners' Expense Claim Forms**
Review and consider approval of Commissioners' Expense Claim Forms.
5. **Contracts / Agreements**
Consider approval of the following contracts/agreements
 - A. **Remote Electronic Alcohol Monitoring (REAM) Grant for Fiscal Years 2024-2025**
Consider approval of the 2024-2025 Remote Electronic Alcohol Monitoring Grant from the Department of Corrections, in the amount of \$13,000 for the biennium at \$6,500 per year for fiscal years 2024-2025. The program assists indigent offenders with monitoring costs upon release from jail.
 - B. **Caseload/Workload Reduction Grant**
Consider acceptance of \$118,962 for fiscal years 2024-2025 for the Caseload/Workload grant. This will be paid at \$59,481 per year and pays for part of one agent's salary.
6. **Resolution to Cancel State Contracts**
Consider approval of Resolution 2023-25 cancelling state contracts where the 2022 annual payment and/or 2022 taxes have not been paid if the contracts and/or taxes remain unpaid 90 days after the service of notice of cancellation. Authorize Board Chair and County Administrator to sign.
7. **Final Contract Payment – OMG Midwest Inc dba Minnesota Paving & Materials**
Consider approval of final payment on Contract #1801 in the amount of \$23,394.90 to OMG Midwest Inc. dba Minnesota Paving & Materials, for the following:
SAP 058-647-007 Between CSAH 48 and TH 23 in Duquette
SAP 058-548-013 Between CSAH 47 and CR 164, NW of Duquette
Authorize County Administrator to sign Certificate of Final Contract Acceptance.
8. **North Pine Transfer Station Skid Loader**
Consider authorization for Fleet Services to purchase a used skid loader for the North Pine Transfer Station (Willow River), not to exceed \$50,000, using General Fund reserves.
9. **New Hires**
Consider approval of the hiring of:
 - A. Jason Knutson as a Property Appraiser, effective April 24, 2023, Grade 8, Step 1, \$23.49 per hour.
 - B. Joshua Alleman, temporary Watercraft Inspector, effective April 19, 2023, \$15.00 per hour.
 - C. Michelle Crandall, temporary Watercraft Inspector, effective April 19, 2023, \$16.00 per hour.
 - D. Steven Martin, part-time Hazardous Waste Recycling Attendant, effective April 18, 2023, pending successful baseline medical examination for working with hazardous waste, \$16.10 per hour, non-union, Grade 1.
 - E. Jay Kaelberer, temporary Watercraft Inspector, effective April 19, 2023, \$17.00 per hour.

F. Robert Sunstrom, temporary Watercraft Inspector, effective April 19, 2023, \$17.00 per hour.

10. **Training**

Consider approval for:

- A. Assessor/Recorder Lori Houtsma, Auditor-Treasurer Kelly Schroeder, Deputy Assessor Troy Stewart, and Property Appraiser Karen Stumne to attend the Minnesota Association of Assessing Officer's Summer Seminars, May 24-25, 2023, St. Cloud. Registration (including meals): \$250 per person. A county vehicle will be used so no mileage will be incurred. Total cost is \$1,000. Funds are available in the 2023 Assessor/Auditor/Treasurer budgets.
- B. Probation Director Terry Fawcett and Career Agent Sherry Johnson to attend a site visit and banquet, May 2-3, 2023, at Boys Town (Nebraska). The site visit, banquet, lodging and airfare are all being covered by Boys Town.
- C. Social Workers Esther Sereti, Ashley Gnat and Deanna Williams, Public Health Educators Hailey Freedlund, Krista Jensen, Jenae Hicks and Samantha Burch, Public Health RN Amber Stumne to attend the Wildookadadidaa Chinoojimoyang Conference, April 20-21, 2023, at Grand Casino Hinckley. There is no charge to attend the conference.
- D. Public Health Nurse Dawn Moffett to attend the Children & Youth with Special Health Care Needs Conference, May 4-5, 2023, St. Paul. All costs for registration and travel are paid by the Minnesota Department of Health.
- E. Human Resources Manager Jackie Koivisto to attend the Minnesota Counties Human Resources Management Association (MCHRMA) Spring Conference, May 4-5, 2023, at Waite Park. Registration: \$175, Meals: \$34 per day, Lodging: \$198.03 per night, Mileage: \$92.36. Total cost: \$731.42. Funds are available in the 2023 Administrator's budget.

REGULAR

1. **Facilities Committee Report** (Minutes attached)

The Facilities Committee met April 5, 2023. The Facilities Committee made the following recommendation:

- Enter into a new, 5-year, Contract for Deed with the City of Sandstone for the sale of the property located at 130 Oriole Avenue, Sandstone. Payment terms are \$10,000 per year at 0% interest.

2. **Personnel Committee Report** (Minutes attached)

The Personnel Committee met on April 10, 2023. The Personnel Committee made the following recommendations:

A. **Probation**

- i. Acknowledge the resignation of Probation Supervisor Kevin Glass, effective April 14, 2023, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
- ii. Ratify the promotion of Sherry Johnson to Probation Supervisor, effective April 17, 2023.

B. **Health & Human Services**

- i. Acknowledge the resignation of Adult Mental Health Social Worker Jennifer Felland, effective April 10, 2023, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
- ii. Acknowledge the resignation of Eligibility Worker Jennifer Rowland, effective April 10, 2023, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

- C. Veterans Services
 - i. Approve the Job Description for Assistant Veterans Service Officer at Grade 9 and authorize recruitment for the part-time position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
 - ii. Approve Changes to the Job Description for the Veterans Service Officer. Position remains a Grad 10.
 - D. Sheriff's Office – Jail
 - i. Acknowledge the resignation of Corrections Officer Kristy Aronoff, effective April 13, 2023, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
 - E. Assessor
 - i. Approve updates to the Appraiser job description with no change in grade.
3. **Central Minnesota Council on Aging Update – Older American Act**
Presentation by Lori Vrolson, Executive Director, Central MN Council on Aging.
 4. **Award Bid for SAP 058-599-045/Sturgeon Island Bridge**
Award bid for SAP 058-599-045 to the lowest responsible bidder, S & R Reinforcing, Inc., in the amount of \$647,257.07.
 5. **National County Government Month**
Consider approval of Resolution 2023-24 designating April 2023 as National County Government Month in Pine County. Authorize Board Chair and County Administrator to sign.
 6. **2023 First Quarter Budget Report**
 7. **Schedule Special Meeting-Committee of the Whole (Sheriff's Office/Jail Discussion)**
Consider scheduling a Special Meeting-Committee of the Whole for sheriff's office/jail discussion, May 9, 2023, 9 a.m., Courthouse, Pine City, Minnesota.
 8. **Commissioner Updates**
East Central Schools Student Government Day
East Central Solid Waste Commission
East Central Regional Library Trustees Board
Northeast Minnesota Area Transportation Partnership
Law Library
Extension
Highway 23 Coalition Annual Meeting
Other
 9. **Other**
 10. **Upcoming Meetings (Subject to Change)**
 - a. Pine County Board of Commissioners, Tuesday, April 18, 2023, 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota
 - b. Arrowhead Counties Association, Wednesday, April 19, 2023, 6:00 p.m., Hampton Inn Canal Park, Duluth, Minnesota
 - c. Pine County Education Leadership Network, Wednesday, April 19, 2023, 6:00 p.m., East Central Schools, 61085 State Hwy. 23, Finlayson, Minnesota
 - d. Snake River Watershed Management Board & 1W1P, Monday, April 24, 2023, 9:00 a.m., Kanabec County Courthouse, 317 Maple Ave. E, Mora, Minnesota

- e. Snake River Policy Committee, Monday, April 24, 2023, 9:30 a.m., Kanabec County Courthouse, 317 Maple Ave. E, Mora, Minnesota
- f. Lower St. Croix Watershed Partnership, Monday, April 24, 2023, 4:00 p.m., Wyoming Area Library, Wyoming, Minnesota
- g. East Central Regional Development Commission, Monday, April 24, 2023, 7:00 p.m., 100 Park Street South, Mora, Minnesota
- h. Special Meeting-Committee of the Whole (Road Tour), Tuesday, April 25, 2023, 9:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota
- i. NLX, Wednesday, April 26, 2023, 10 a.m., Board Room, Courthouse, Pine City, Minnesota
- j. Housing Redevelopment Authority/Economic Development Authority (HRA/EDA), Wednesday, April 26, 2023, 1:00 p.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota
- k. Northeast Minnesota Radio Advisory Committee, Thursday, April 27, 2023, 10:00 a.m., grand Lake Township Community Center, 5297 Hwy. 53, Saginaw, Minnesota
- l. Pine County Board of Commissioners, Tuesday, May 2, 2023, 10:00 a.m., Board Room, Courthouse, Pine City, Minnesota

11. Adjourn

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

Tuesday, April 4, 2023 - 10:00 a.m.

Board Room, Courthouse, 635 Northridge Drive NW, Pine City, Minnesota

Chair Hallan called the meeting to order at 10:00 a.m.

Present were Commissioners Josh Mohr, Terry Lovgren, and Matt Ludwig. Also present was County Administrator David Minke and County Attorney Reese Frederickson. Due to an out-of-town commitment, Commissioner J.J. Waldhalm joined the meeting via interactive technology, pursuant to Minnesota Statute 13D.02. Commissioner Waldhalm was seen and heard at the meeting via electronic means, at 904 Calle Cruz Roja, Barrio Obrero, Arecibo PR, a location open and accessible to the public.

The meeting was live streamed on YouTube.

The Pledge of Allegiance was said.

Chair Hallan welcomed the students and staff from the East Central Schools 9th grade government class. The class will spend the day at the courthouse learning about county government.

Chair Hallan called for public comment. There was no public comment.

Motion by Commissioner Ludwig to adopt the Agenda. Second by Commissioner Lovgren. A Roll Call vote was called by Chair Hallan: District 2-Commissioner Mohr/Aye; District 3-Commissioner Lovgren/Aye; District 4-Commissioner Waldhalm/Aye; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye. Motion carried 5-0.

Motion by Commissioner Lovgren to approve the Minutes of the March 21, 2023 regular county board meeting and Summary for publication. Second by Commissioner Waldhalm. A Roll Call vote was called by Chair Hallan: District 3-Commissioner Lovgren/Aye; District 4-Commissioner Waldhalm/Aye; District 5-Commissioner Ludwig/Aye, District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Aye. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

Pine County Land Surveyor Monthly Report – March, 2023

Pine County Chemical Health Coalition Minutes – March 9, 2023

Motion by Commissioner Ludwig to acknowledge the Minutes of Boards, Committees and Correspondence. Second by Commissioner Mohr. A Roll Call vote was called by Chair Hallan: District 4-Commissioner Waldhalm/Aye; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Aye; District 3-Commissioner Lovgren/Aye. Motion carried 5-0.

Motion by Commissioner Mohr to approve the Consent Agenda. Second by Commissioner Lovgren.

Commissioner Mohr inquired how the appraised values of timber was determined. Auditor-Treasurer Kelly Schroeder stated tree age, quality, and access to the timber are the considering factors.

A Roll Call vote was called by Chair Hallan: District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan; District 2-Commissioner Mohr/Aye; District 3-Commissioner Lovgren/Aye; District 4-Commissioner Waldhalm/Aye. Motion carried 5-0.

CONSENT AGENDA

1. Applications

A. Exempt Permit

- i. Approve the application for exempt permit for Disabled Outdoorsmen USA of MN to conduct lawful gambling on April 29, 2023 at Wings North, 19379 Homestead Rd, Pine City, MN (Pokegama Twp.) and authorize County Auditor-Treasurer to sign the application.

2. Sheriff's Chaplain Corp Accounts

Affirm the assignment of accounts 01-211-000-0000-5751 (Chaplains Corp Revenues) and 01-211-000-0000-6379 (Chaplains Corp Expenditures).

3. 2023 Timber Auction

Approve the timber auction tracts and the general terms and conditions of the sale.

4. New Dosey Town Road Easement

Approve Resolution 2023-20 granting a nonexclusive public easement for the purposes of utilities, roadway, and recreational trail use, over, under, and across as a built road in Sections 3 and 11 of Township 43 North, Range 16 West, and authorize the Board Chair and County Administrator to execute the quit claim deed conveying said easement.

5. 2023 State Boat and Water Safety Grant

Approve the 2023 State Boat and Water Safety Grant in the amount of \$5,471. The grant will be used for enforcement hours and annual maintenance. The grant period is January 1, 2023 – June 30, 2024. Authorize Board Chair and County Administrator to sign.

6. Donations

Accept the \$50 donation from Karen Nelson, to offset expenditures, to the Pine County Sheriff's Office K-9 Program.

7. New Hire

Authorize the hiring of the following:

- A. Two (2) part-time Hazardous Waste Recycling Attendants, Rick Gross and Jean Petersen, as non-union, Grade 1, employees at a wage of \$16.10 per hour, effective April 4, 2023, pending successful baseline medical examination for working with hazardous waste.
- B. Full-time Deputy Sheriff Carter Lagergren, effective April 17, 2023, \$28.60, Grade 10, Step 2.

8. **Training**

- A. Authorize Chemical Health Resource Coordinator Adriane Wimmer to attend the Helping Each Other Heal Conference, April 20-21, 2023, in Hinckley. There are no registration fees associated with attendance.
- B. Ratify Probation Agent Shawnesy Smith to attend Decision Points Facilitator training, March 28-31, 2023, in Austin, Minnesota. Training: \$500, Lodging: \$266.07, Meals: up to \$153. Total cost: \$919.
- C. Authorize Fraud Investigator Kari Rybak to attend the MN BCA Financial Crimes Task Force Criminal Investigation Conference, May 11-12, 2023, in Brainerd. Expenses associated with attendance at the conference are being covered by the MN BCA.

REGULAR AGENDA

1. **University of Minnesota – Extension Update**

U of M Extension Regional Director D. Craig Taylor, replacement for Susanne Hinrichs as the Regional Director for Pine County, introduced himself and provided an overview of the role of extension in Pine County.

2. **Minnesota Housing Finance Agency’s Family Homeless Prevention and Assistance Program**

Lakes & Pines Emergency Services Program Manager Jennifer Erdmann provided information on the Minnesota Housing Finance Agency’s Family Homeless Prevention and Assistance Program (MHFA). This program provides assistance to low-income families and youth to prevent homelessness.

Motion by Commissioner Lovgren to approve Resolution 2023-23 Authorizing Administration of Minnesota Housing Finance Agency’s Family Homeless Prevention and Assistance Program for the period of October 1, 2023 – September 30, 2025. Authorize Board Chair and County Administrator to sign resolution. Second by Commissioner Ludwig. A Roll Call vote was called by Chair Hallan: District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Aye; District 3-Commissioner Lovgren/Aye; District 4-Commissioner Waldhalm/Aye; District 5-Commissioner Ludwig/Aye. Motion carried 5-0.

Chair Hallan called a recess at 10:27 a.m.

County Board meeting resumed at 10:28 a.m.

3. **Nemadji Watershed Biennial Workplan**

Commissioner Matt Ludwig stated the Nemadji Comprehensive Watershed Management Plan has been implementing the first biennium implementation plan. A second biennium grant from the MN Board of Water Soil Resources (BWSR) is anticipated, and to be eligible for the grant, a biennial work plan is required. The workplan directs spending of a \$250,000 BWSR grant and includes forestry and farm planning, project development and engineering.

Motion by Commissioner Ludwig to approve the 2023-2024 biennial workplan for the Nemadji River Comprehensive Watershed Management Plan. Second by Commissioner Mohr. A Roll Call vote was called by Chair Hallan: District 2-Commissioner Mohr/Aye; District 3-Commissioner Lovgren/Aye; District 4-Commissioner Waldhalm/Aye; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye. Motion carried 5-0.

4. **Clean Water Partnership Loan Amendment**

County Auditor-Treasurer Kelly Schroeder provided an overview of Resolution 2023-22 to execute the Minnesota Clean Water Partnership Project Implementation Load Agreement Amendment No. 2 which will increase the funding from the program from \$1,800,000 to \$2,400,000. There is not an income-based requirement to be eligible for this program.

Motion by Commissioner Lovgren to approve 2023-22 authorizing County Auditor-Treasurer Kelly Schroeder to execute the Minnesota Clean Water Partnership Project Implementation Loan Agreement Amendment No. 2 and authorize Board Chair and County Administrator to sign resolution. Second by Mohr. A Roll Call vote was called by Chair Hallan: District 3-Commissioner Lovgren/Aye; District 4-Commissioner Waldhalm/Aye; District 5-Commissioner Ludwig/Aye, District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Aye. Motion carried 5-0.

5. **Commissioner Updates**

NLX - cancelled

Pine County Housing and Redevelopment Authority / Economic Development Authority:

Commissioner Ludwig stated there was discussion around and how to differentiate between housing management operations and HRA/EDA programming; child care was also discussed. A broadband update was given.

State Community Health Services Executive Committee: Commissioner Lovgren stated as of May 11, 2023 the COVID public health emergency is ending, and discussion was held as to whether over-the-counter COVID testing will continue to be paid by insurance.

Snake River Watershed Management Board: Commissioner Lovgren stated the county has provided a letter to the Snake River Watershed Management Board encouraging the management board to be dissolved. Governance continues to be discussed.

Pine City Fiber Optic Joint Powers Board Meeting: Chair Hallan stated the meeting was an informational meeting as to what fiber is available in Pine City.

Technology Committee - cancelled

Meeting with staff from Senator Smith's Office: Chair Hallan and Commissioner Lovgren met with Orion DiFranco, staff member from Senator Tina Smith's Office. Lovgren stated that Broadband grants are available, however larger counties are receiving the funds as they have additional staff available who have the time and expertise to fill out the complex applications.

Central Regional EMS: Meeting rescheduled.

Other

- a. Commissioner Ludwig/Commissioner Waldhalm discussed railway safety and emergency management in light of the recent train derailments throughout the country.
- b. Chair Hallan recently attended the AMC Leadership Summit training.
- c. Commissioner Ludwig recently participated in the CivicBrand interview.

6. **Other**

None.

7. **Upcoming Meetings**

Upcoming meetings were reviewed.

8. **Adjourn**

With no further business, Chair Hallan adjourned the meeting at 11:06 a.m. The next regular meeting of the county board is scheduled for Tuesday, April 18, 2023 at 10:00 a.m., North Pine Government Center, 1602 Hwy 23 No., Sandstone, Minnesota.

Stephen M. Hallan, Chair
Pine County Board of Commissions

David J. Minke, Administrator
Clerk to County Board of Commissioners

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

Tuesday, April 4, 2023 - 10:00 a.m.

Board Room, Courthouse, 635 Northridge Drive NW, Pine City, Minnesota

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The meeting was live streamed on YouTube.

The Pledge of Allegiance was said.

Chair Hallan called for public comment. There was no public comment.

Motion by Commissioner Ludwig to adopt the Agenda. Second by Commissioner Lovgren. A Roll Call vote was called by Chair Hallan. Motion carried 5-0.

Motion by Commissioner Lovgren to approve the Minutes of the March 21, 2023 regular county board meeting and Summary for publication. Second by Commissioner Waldhalm. A Roll Call vote was called by Chair Hallan. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

Pine County Land Surveyor Monthly Report – March, 2023

Pine County Chemical Health Coalition Minutes – March 9, 2023

Motion by Commissioner Ludwig to acknowledge the Minutes of Boards, Committees and Correspondence. Second by Commissioner Mohr. A Roll Call vote was called by Chair Hallan. Motion carried 5-0.

Motion by Commissioner Mohr to approve the Consent Agenda. Second by Commissioner Lovgren. A Roll Call vote was called by Chair Hallan. Motion carried 5-0.

Approve the application for exempt permit for Disabled Outdoorsmen USA of MN to conduct lawful gambling on April 29, 2023 at Wings North, 19379 Homestead Rd, Pine City, MN (Pokegama Twp.) and authorize County Auditor-Treasurer to sign the application.

Affirm the assignment of accounts 01-211-000-0000-5751 (Chaplains Corp Revenues) and 01-211-000-0000-6379 (Chaplains Corp Expenditures).

Approve the timber auction tracts and the general terms and conditions of the sale.

Approve Resolution 2023-20 granting a nonexclusive public easement for the purposes of utilities, roadway, and recreational trail use, over, under, and across as a built road in Sections 3 and 11 of Township 43 North, Range 16 West, and authorize the Board Chair and County Administrator to execute the quit claim deed conveying said easement.

Approve the 2023 State Boat and Water Safety Grant in the amount of \$5,471. The grant will be used for enforcement hours and annual maintenance. The grant period is January 1, 2023 – June 30, 2024.

Accept the \$50 donation from Karen Nelson, to offset expenditures, to the Pine County Sheriff's Office K-9 Program.

Authorize the hiring of the following training:

- A. Two (2) part-time Hazardous Waste Recycling Attendants, Rick Gross and Jean Petersen, as non-union, Grade 1, employees at a wage of \$16.10 per hour, effective April 4, 2023, pending successful baseline medical examination for working with hazardous waste.
- B. Full-time Deputy Sheriff Carter Lagergren, effective April 17, 2023, \$28.60, Grade 10, Step 2.

Authorize the following training:

- A. Chemical Health Resource Coordinator Adriane Wimmer to attend the Helping Each Other Heal Conference. There are no registration fees associated with attendance.
- B. Ratify Probation Agent Shawnesy Smith to attend Decision Points Facilitator training. Total cost: \$919.
- C. Fraud Investigator Kari Rybak to attend the MN BCA Financial Crimes Task Force Criminal Investigation Conference. Expenses associated with attendance at the conference are being covered by the MN BCA.

Motion by Commissioner Lovgren to approve Resolution 2023-23 Authorizing Administration of Minnesota Housing Finance Agency's Family Homeless Prevention and Assistance Program for the period of October 1, 2023 – September 30, 2025. Second by Commissioner Ludwig. A Roll Call vote was called by Chair Hallan. Motion carried 5-0.

Chair Hallan called a recess at 10:27 a.m.
County Board meeting resumed at 10:28 a.m.

Motion by Commissioner Ludwig to approve the 2023-2024 biennial workplan for the Nemadji River Comprehensive Watershed Management Plan. Second by Commissioner Mohr. A Roll Call vote was called by Chair Hallan. Motion carried 5-0.

Motion by Commissioner Lovgren to approve 2023-22 authorizing County Auditor-Treasurer Kelly Schroeder to execute the Minnesota Clean Water Partnership Project Implementation Loan Agreement Amendment No. 2. Second by Mohr. A Roll Call vote was called by Chair Hallan. Motion carried 5-0.

With no further business, Chair Hallan adjourned the meeting at 11:06 a.m. The next regular meeting of the county board is scheduled for Tuesday, April 18, 2023 at 10:00 a.m., North Pine Government Center, 1602 Hwy 23 No., Sandstone, Minnesota.

Stephen M. Hallan, Chair
Pine County Board of Commissions

David J. Minke, Administrator
Clerk to County Board of Commissioners

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



AGENDA REQUEST FORM

Date of Meeting: April 18, 2023

- County Board**
 - Consent Agenda**
 - Regular Agenda** 5 mins. ___ 10 mins. ___ 15 mins. ___ Other ___
- Personnel Committee**
- Other** _____

Agenda Item: March 2023 Cash Balance

Department: Auditor-Treasurer



Department Head signature

Background information on Item:

March 2023 Cash Balance Report

Action Requested:

None- informational purposes only.

Financial Impact:

N/A

TREASURER'S CASH TRIAL BALANCE COMPARISON

YEAR-TO-YEAR COMPARISON

FUND	March 2022 BALANCE	March 2023 BALANCE	DIFFERENCE
1 - GENERAL	3,642,423.02	3,246,163.10	(396,259.92)
12 - H&HS	2,019,777.77	2,526,167.31	506,389.54
13 - ROAD & BRIDGE	2,569,131.28	2,946,947.71	377,816.43
17 - OPIOID SETTLEMENT	0.00	254,694.20	254,694.20
19 - COVID RELIEF	2,413,211.63	3,261,117.60	847,905.97
22 - LAND	2,485,478.09	2,685,641.88	200,163.79
60 - SELF INSURANCE	412,916.68	570,802.33	157,885.65
TOTAL (incl non-major funds)	\$15,246,629.08	\$17,774,455.21	\$2,527,826.13

The increase in the H&HS fund is due to grants & reimbursements and prudent spending.

The increase in the Road & Bridge fund is project related.

The increase in COVID Relief Fund is due to receiving the 2nd tranch of ARPA Funds.

MONTH-TO-MONTH COMPARISON

FUND	February 2023 BALANCE	March 2023 BALANCE	DIFFERENCE
1 - GENERAL	4,662,991.67	3,246,163.10	(1,416,828.57)
12 - H&HS	3,097,522.84	2,526,167.31	(571,355.53)
13 - ROAD & BRIDGE	3,285,113.25	2,946,947.71	(338,165.54)
17 - OPIOID SETTLEMENT	254,694.20	254,694.20	0.00
19 - COVID RELIEF	3,365,682.51	3,261,117.60	(104,564.91)
22 - LAND	2,691,411.26	2,685,641.88	(5,769.38)
60 - SELF INSURANCE	501,496.74	570,802.33	69,305.59
TOTAL (incl non-major funds)	\$20,278,009.82	\$17,774,455.21	-\$2,503,554.61

The decrease in the most funds is to be expected as minimal revenue are received during the month; however normal expenses and payroll are incurred.

The self-insurance fund continued to rebound from 2022; however, this may be due to the lag in claim payment due to the changing of insurance companies; however, the lag should be getting caught up, therefore, it is too soon to tell, but the claims experience might be leveling out.

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



TREASURER'S CASH TRIAL BALANCE

As of 03/2023

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1 General Revenue Fund	7,128,450.64			
Receipts		493,213.47	1,208,355.08	
Disbursements		718,367.81-	2,387,691.06-	
Payroll		1,184,879.81-	3,641,475.79-	
Journal Entries		6,624.42-	690,956.70	
Settlement		0.00	247,567.53	
Fund Total		1,416,658.57-	3,882,287.54-	3,246,163.10
12 Health & Human Services 420 H&HS-Income Maintenance	2,498,667.45			
Receipts		167,803.36	591,498.19	
Disbursements		99,896.06-	283,607.16-	
Payroll		215,686.23-	614,611.12-	
Journal Entries		187.06-	21,007.26	
Dept Total		147,965.99-	285,712.83-	2,212,954.62
12 Health & Human Services 430 H&HS-Social Services	601,215.04-			
Receipts		129,200.40	882,765.74	
Disbursements		20,893.78-	98,127.26-	
SSIS		189,349.35-	526,818.80-	
Payroll		301,914.07-	944,669.03-	
Journal Entries		6,075.27	54,829.69	
Dept Total		376,881.53-	632,019.66-	1,233,234.70-
				HHS TOTAL
				\$2,526,167.31
12 Health & Human Services 440 Childrens Collaborative (H&HS)	0.00			
Dept Total		0.00	0.00	0.00
12 Health & Human Services 481 Public Health (H&HS)	1,195,301.71			
Receipts		63,625.84	388,597.71	
Disbursements		3,892.74-	52,922.94-	
Payroll		111,094.99-	329,827.43-	
Journal Entries		424.01	3,119.86	

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



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TREASURER'S CASH TRIAL BALANCE

As of 03/2023

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Dept Total		50,937.88-	8,967.20	1,204,268.91
Fund Total	3,092,754.12	575,785.40-	908,765.29-	2,183,988.83
13 Road & Bridge Fund	1,475,062.66			
Receipts		156,569.84	3,090,424.09	
Disbursements		273,871.58-	985,138.66-	
Payroll		220,056.80-	667,184.70-	
Journal Entries		807.00-	2,421.00-	
Settlement		0.00	36,205.32	
Fund Total		338,165.54-	1,471,885.05	2,946,947.71
14 Ditch Maintenance (Sr) Fund	32,422.85			
Fund Total		0.00	0.00	32,422.85
17 Opioid Settlement Funds	246,251.99			
Receipts		0.00	8,442.21	
Fund Total		0.00	8,442.21	254,694.20
19 COVID-19 Relief Fund	4,110,574.59			
Receipts		0.00	10,729.00	
Disbursements		93,083.87-	210,230.25-	
Payroll		9,325.63-	27,905.04-	
Journal Entries		155.41-	622,050.70-	
Fund Total		102,564.91-	849,456.99-	3,261,117.60
22 Land Management Fund	2,802,077.68			
Receipts		12,213.00	60,174.32	

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



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TREASURER'S CASH TRIAL BALANCE

As of 03/2023

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Disbursements		3,794.03-	40,226.72-	
Payroll		13,966.14-	46,161.19-	
Journal Entries		222.21-	90,222.21-	
Fund Total		5,769.38-	116,435.80-	2,685,641.88
24 SSTS Upgrades	196,769.72			
Receipts		96.00	225,870.00	
Disbursements		46.00-	83,996.00-	
Fund Total		50.00	141,874.00	338,643.72
29 Children's Collab (H&Hs) Agency Fund	440			
	218,863.02			
Receipts		0.00	38,530.00	
Disbursements		0.00	25,284.72-	
Journal Entries		92.74	167.85	
Dept Total		92.74	13,413.13	232,276.15
Fund Total	218,863.02	92.74	13,413.13	232,276.15
31 GO Capital Improvement-Capital Projects				
	50,002.07-			
Receipts		0.00	50,002.07	
Fund Total		0.00	50,002.07	0.00
37 County Railroad Authority				
	5,055.07			
Fund Total		0.00	0.00	5,055.07
38 Building Fund				
	225,396.61			
Disbursements		975.00-	15,307.36-	
Settlement		0.00	469.83	

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



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TREASURER'S CASH TRIAL BALANCE

As of 03/2023

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Fund Total		975.00-	14,837.53-	210,559.08
39 2015A G.O. Jail Bonds				
	1,569,069.96			
Disbursements		0.00	964,750.00-	
Settlement		0.00	20,748.53	
Fund Total		0.00	944,001.47-	625,068.49
40 2020A G.O. Refunding Courthouse Bonds				
	1,394,661.00			
Disbursements		0.00	879,570.00-	
Settlement		0.00	17,760.75	
Fund Total		0.00	861,809.25-	532,851.75
41 2017A G.O. CIP Bonds				
	133,749.33			
Disbursements		0.00	282,656.25-	
Settlement		0.00	5,919.97	
Fund Total		0.00	276,736.28-	142,986.95-
43 Equipment Fund				
	52,103.83			
Settlement		0.00	482.38	
Fund Total		0.00	482.38	52,586.21
44 Election Equipment				
	58,255.02			
Receipts		0.00	8.41	
Disbursements		568.79-	1,528.84-	
Journal Entries		83.64-	83.64-	
Settlement		0.00	1,569.82	
Fund Total		652.43-	34.25-	58,220.77

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



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TREASURER'S CASH TRIAL BALANCE

As of 03/2023

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
60 County Self Insurance				
	271,214.61			
Receipts		339,829.42	1,014,680.94	
Disbursements		271,422.16-	717,788.21-	
Journal Entries		898.33	2,694.99	
Fund Total		69,305.59	299,587.72	570,802.33
76 Group Health Ins Fund 5/1/95 (Gen)				
	569,429.51-			
Receipts		97,106.38	370,038.33	
Disbursements		168,564.56-	472,734.94-	
Journal Entries		6,504.10	19,512.30	
Fund Total		64,954.08-	83,184.31-	652,613.82-
80 County Collections Agency Fund				
	23,734.82			
Receipts		8,127.44	546,792.97	
Disbursements		530,632.50-	547,082.79-	
Fund Total		522,505.06-	289.82-	23,445.00
82 Taxes And Penalties Agency Fund				
	903,772.45			
Receipts		455,468.39	980,492.58	
Disbursements		2,302.19-	395,873.06-	
Journal Entries		0.00	68,899.16-	
Settlement		0.00	330,724.13-	
Fund Total		453,166.20	184,996.23	1,088,768.68
84 East Central Drug Task Force Agency Fund				
	110,427.93			
Receipts		0.00	41,605.64	
Disbursements		475.90-	40,181.54-	
Journal Entries		0.00	951.80-	

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



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TREASURER'S CASH TRIAL BALANCE

As of 03/2023

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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Fund Total		475.90-	472.30	110,900.23
89 H & Hs Collections Agency Fund	801	Non-Departmental		
	34,637.17			
Receipts		11,753.50	115,530.88	
Disbursements		3,731.36-	33,021.43-	
Journal Entries		5,685.01-	7,244.29-	
Dept Total		2,337.13	75,265.16	109,902.33
Fund Total	34,637.17	2,337.13	75,265.16	109,902.33
All Funds	23,465,873.49			
Receipts		1,935,007.04	9,624,538.16	
Disbursements		2,192,518.33-	8,517,719.19-	
SSIS		189,349.35-	526,818.80-	
Payroll		2,056,923.67-	6,271,834.30-	
Journal Entries		229.70	415.85	
Total		2,503,554.61-	5,691,418.28-	17,774,455.21




AGENDA REQUEST FORM

Date of Meeting: April 18, 2023

- County Board**
 - Consent Agenda**
 - Regular Agenda** 5 mins. ___ 10 mins. ___ 15 mins. ___ Other ___
- Personnel Committee**
- Other** _____

Agenda Item: March 2023 Disbursements/Claims Over \$2,000

Department: Auditor-Treasurer



 Department Head signature

Background information on Item:

The attached report shows the totals for all disbursements paid in March 2023 (\$2,381,867.68) by fund. There were 690 total claims, 106 claims that were over \$2,000 to be approved and are individually detailed on the separate listing, and 584 claims under \$2,000 or not needing approval totaling \$900,944.18 (\$524,216 of this total were the gas tax payments to the townships approved by the County Board on March 7, 2023).

Action Requested:

Consider approving March 2023 disbursements including the individual listing of claims over \$2,000, and 584 claims under \$2,000 or not needing approval totaling of \$900,944.18.

Financial Impact:

N/A

DISBURSEMENTS JOURNAL REPORT G/L Months: 03/2023 - 03/2023

RECAP BY FUND

FUND	AMOUNT	NAME
1	718,367.81	GENERAL REVENUE FUND
12	314,031.93	HEALTH & HUMAN SERVICES
13	273,871.58	ROAD & BRIDGE FUND
19	93,083.87	COVID-19 RELIEF FUND
22	3,794.03	LAND MANAGEMENT FUND
24	46.00	SSTS UPGRADES
38	975.00	BUILDING FUND
44	568.79	ELECTION EQUIPMENT
60	271,422.16	COUNTY SELF INSURANCE
76	168,564.56	GROUP HEALTH INS FUND 5/1/95 (GEN)
80	530,632.50	COUNTY COLLECTIONS AGENCY FUND
82	2,302.19	TAXES AND PENALTIES AGENCY FUND
84	475.90	EAST CENTRAL DRUG TASK FORCE AGENCY F
89	3,731.36	H & HS COLLECTIONS AGENCY FUND
	2,381,867.68	Total Disbursements

RECAP BY TYPE

TYPE	AMOUNT	NAME
1	2,123,387.68	AUD
2	258,684.01	COM
3	204.01 -	MVC
	2,381,867.68	Total Disbursements

FUND	DATE	VENDOR	AMOUNT
GENERAL	3/10/2023	Advanced Correctional Healthcare, Inc	30,808.18
GENERAL	3/10/2023	AMAZON CAPITAL SERVICES	2,562.87
GENERAL	3/3/2023	Aml Cleaning Service, Inc	4,000.00
GENERAL	3/17/2023	ARROWHEAD REGIONAL DEV COMMISSION-	2,750.00
GENERAL	3/10/2023	CALTOPO-Cardmember Service	2,000.00
GENERAL	3/10/2023	CLOQUET RIVERSIDE RECYCLING, INC	10,112.50
GENERAL	3/24/2023	Dales Heating & Appliances Llc	2,809.00
GENERAL	3/10/2023	DIAMOND DRUGS INC	2,522.14
GENERAL	3/3/2023	EAST CENTRAL DRUG TASK FORCE	6,250.00
GENERAL	3/3/2023	East Central Energy Of Braham	12,090.08
GENERAL	3/10/2023	East Central Energy Of Braham	12,171.00
GENERAL	3/10/2023	East Central Reg Juvenile Center	17,946.00
GENERAL	3/17/2023	ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE	2,714.00
GENERAL	3/31/2023	GUARDIAN RFID	12,945.00
GENERAL	3/3/2023	HOUSTON ENGINEERING INC	3,499.90
GENERAL	3/3/2023	Information Systems Corp-ISC	23,578.00
GENERAL	3/24/2023	KRONOS SAASHR INC	2,531.44
GENERAL	3/3/2023	League Of Minnesota Cities	3,330.00
GENERAL	3/17/2023	LSQ FUNDING GROUP LC	37,429.00
GENERAL	3/17/2023	MIDWEST MONITORING & SURVEILLANCE	2,259.50
GENERAL	3/10/2023	MINNESOTA ENERGY RESOURCES CORP	10,059.49
GENERAL	3/17/2023	MINNESOTA ENERGY RESOURCES CORP	2,186.71
GENERAL	3/10/2023	MINNESOTA POWER	4,295.32
GENERAL	3/31/2023	Mn Counties Intergovernmental Trust	23,066.00
GENERAL	3/3/2023	Mora Chevrolet Buick	16,160.00
GENERAL	3/17/2023	OFFICE OF MN.IT SERVICES	5,153.75
GENERAL	3/10/2023	Pine Co Soil & Water Cons District	88,049.00
GENERAL	3/24/2023	Pine Technical & Community College	4,635.00
GENERAL	3/10/2023	PREMIER SEALCOATING & SNOW REMOVAL	6,190.00
GENERAL	3/3/2023	Pro-West & Associates Inc	2,344.07
GENERAL	3/31/2023	Purchase Power	4,035.00
GENERAL	3/10/2023	SCHNEIDER GEOSPATIAL LLC	3,078.00
GENERAL	3/3/2023	SUMMIT FOOD SERVICE MANAGEMENT LLC	16,687.26
GENERAL	3/10/2023	SUMMIT FOOD SERVICE MANAGEMENT LLC	5,067.94
GENERAL	3/17/2023	SUMMIT FOOD SERVICE MANAGEMENT LLC	4,889.14
GENERAL	3/24/2023	SUMMIT FOOD SERVICE MANAGEMENT LLC	16,802.22
GENERAL	3/31/2023	SUMMIT FOOD SERVICE MANAGEMENT LLC	5,132.27
GENERAL	3/10/2023	TRITECH SOFTWARE SYSTEMS	81,134.49
GENERAL	3/10/2023	TYLER TECHNOLOGIES INC	46,825.00
GENERAL	3/24/2023	Verizon Wireless	10,641.75
GENERAL	3/3/2023	WCMP AM-FM	2,016.00
GENERAL	3/10/2023	WELIA HEALTH	4,572.00
HHS	3/24/2023	Anoka Co Juv Ctr Main Res	10,235.00
HHS	3/17/2023	Central Mn Jobs & Training Services	25,465.53
HHS	3/31/2023	Dhs Maps Mmis Cd Maxis 998	5,708.79
HHS	3/31/2023	DHS State Operated Services	15,883.55

FUND	DATE	VENDOR	AMOUNT
HHS	3/3/2023	Family Alternatives	8,180.28
HHS	3/24/2023	Family Alternatives	7,388.64
HHS	3/10/2023	Family Pathways - North Branch	3,915.00
HHS	3/17/2023	Hennepin County Dept of Accts Receivable	2,411.83
HHS	3/10/2023	Information Systems Corp-ISC	16,767.00
HHS	3/24/2023	Mille Lacs Band Family Services	6,912.14
HHS	3/31/2023	Nexus-Kindred Family Healing	8,066.08
HHS	3/10/2023	North Homes Inc	9,657.94
HHS	3/31/2023	North Homes Inc	8,347.92
HHS	3/24/2023	Pitney Bowes Global Financial Serv H	2,408.94
HHS	3/31/2023	Polk County Human Services Department	2,650.00
HHS	3/17/2023	Solid Oak Financial Services, LLC	3,905.00
HHS	3/24/2023	Sue's Bus Service Inc	4,466.80
HHS	3/17/2023	Village Ranch Residential Facility	12,162.08
R&B	3/10/2023	Askov Deep Rock	9,272.40
R&B	3/24/2023	Askov Deep Rock	6,186.72
R&B	3/31/2023	Askov Deep Rock	3,166.39
R&B	3/31/2023	Auto Value-Hinckley	5,801.30
R&B	3/3/2023	Beaudry Oil & Propane	45,629.93
R&B	3/31/2023	Beaudry Oil & Propane	39,189.63
R&B	3/31/2023	BONKS SAND & GRAVEL	5,674.50
R&B	3/17/2023	Cargill, Inc	22,668.36
R&B	3/24/2023	Cargill, Inc	2,784.69
R&B	3/31/2023	Cargill, Inc	9,521.51
R&B	3/10/2023	Chamberlain Oil Co.,Inc	4,469.60
R&B	3/3/2023	Daves Oil Corporation	4,873.32
R&B	3/3/2023	Emergency Automotive Technologies, Inc	5,848.40
R&B	3/31/2023	Emergency Automotive Technologies, Inc	4,401.74
R&B	3/3/2023	LHB INC	7,809.95
R&B	3/3/2023	LITTLE FALLS MACHINE INC	3,240.06
R&B	3/24/2023	LITTLE FALLS MACHINE INC	19,103.54
R&B	3/24/2023	Locators & Supplies Inc.	2,344.89
R&B	3/17/2023	MINNESOTA ENERGY RESOURCES CORP	4,409.81
R&B	3/10/2023	Nuss Truck Group Inc	10,305.78
R&B	3/3/2023	ROYAL TIRE	2,775.76
R&B	3/17/2023	SEH INC	16,217.61
R&B	3/24/2023	Ziegler Inc.	16,234.59
COVID RELIEF	3/3/2023	HOMETOWN FIBER LLC	41,816.01
COVID RELIEF	3/31/2023	LHB INC	6,782.20
COVID RELIEF	3/17/2023	LSS	2,250.00
COVID RELIEF	3/24/2023	Town Of Windemere	24,808.00
COVID RELIEF	3/10/2023	UTILITY ASSOCIATES INC	8,712.00
SELF INSURANCE	3/10/2023	BlueCross BlueShield of Minnesota	68,476.29
SELF INSURANCE	3/17/2023	BlueCross BlueShield of Minnesota	56,147.69
SELF INSURANCE	3/24/2023	BlueCross BlueShield of Minnesota	68,929.59
SELF INSURANCE	3/31/2023	BlueCross BlueShield of Minnesota	28,497.50

FUND	DATE	VENDOR	AMOUNT
SELF INSURANCE	3/3/2023	BlueCross BlueShield of Minnesota	39,793.72
SELF INSURANCE	3/10/2023	UNITEDHEALTH GROUP	4,851.06
SELF INSURANCE	3/17/2023	UNITEDHEALTH GROUP	4,726.31
GROUP INSURANCE	3/10/2023	BLUE CROSS & BLUE SHIELD OF MINNESOTA	5,143.00
GROUP INSURANCE	3/31/2023	BLUE CROSS & BLUE SHIELD OF MINNESOTA	5,004.00
GROUP INSURANCE	3/31/2023	GUARDIAN	10,597.07
GROUP INSURANCE	3/24/2023	MADISON NATIONAL LIFE INS CO INC	4,112.70
GROUP INSURANCE	3/31/2023	MEDICAREBLUE RX	6,493.50
GROUP INSURANCE	3/10/2023	MEDSURETY, LLC	4,813.57
GROUP INSURANCE	3/10/2023	METROPOLITAN LIFE INSURANCE COMPANY	1,194.42
GROUP INSURANCE	3/3/2023	Mn Life Insurance Company	5,163.85
GROUP INSURANCE	3/10/2023	TEAMSTERS JOINT COUNCIL 32	57,979.00
GROUP INSURANCE	3/24/2023	TEAMSTERS JOINT COUNCIL 32	4,428.00
GROUP INSURANCE	3/31/2023	TEAMSTERS JOINT COUNCIL 32	56,412.00



AGENDA REQUEST FORM

Date of Meeting: 04/18/2023

- County Board**
 - Consent Agenda
 - Regular Agenda
 - Personnel Committee
 - Other _____
- 5 mins. 10 mins. 15 mins. Other

Agenda Item: Accept donation

Department: VSO

Rebecca Foss
Department Head signature

Background information on Item:

Veteran Terry Stepan has donated \$100 to the Veterans Outreach Fund.

Action Requested:

Accept the \$100 donation to the Veterans Outreach Fund from Veteran Terry Stepan.

Financial Impact:

N/A

PINE COUNTY EXPENSE CLAIM FORM

Expenses are to be claimed in accordance with Pine County Personnel Policy on travel and other reimbursements. Original receipts must be attached or the claim will not be reimbursed. There must be the signature of the claimant and the claimant's supervisor or department head indicating the expense was authorized. NO UNAUTHORIZED CLAIM WILL BE REIMBURSED.

STEPHEN HALLAN

MONTH: March 2023

Vendor#: 2136 Employee#: 2

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
3/7/2023	\$100					County Board Meeting - Pine City	01-005-6111
3/21/2023	\$100					County Board Meeting - Sandstone	01-005-6111
3/2/2023	\$100					Cmcoa	
3/14/2023	\$100					COW	
3/15/2023	\$100					Fiber/ broadband	
3/16/2023	\$100					MLBO / State capital senate hearing	
3/20/2023	\$100					Lakes and pines	
3/24/2023	\$100					parks and trails GMPT	
3/27/2023	\$100					JPB fiber project pine city	
3/28/2023	\$100					Sen. Smith staff meeting	
3/29/2023	\$100					AMC leadership conference	
3/30/2023	\$100					AMC leadership conference	
3/31/2023	\$100					AMC leadership conference	

3/30/2023

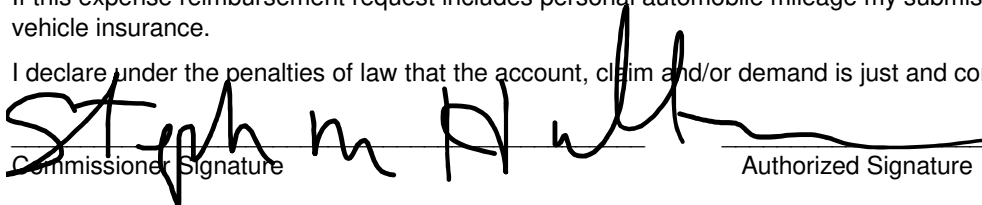
MILEAGE EXPENSES

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
3/7/2023				\$0.655	\$0.00	County Board Meeting - Pine City	01-005-6334
3/21/2023			52	\$0.655	\$34.06	County Board Meeting - Sandstone	01-005-6334
3/29-31/23			214	\$0.655	\$140.17	AMC leadership conference Grandview lodge Nisswa Mn	01-005-6334
				\$0.655	\$0.00		01-005-6334
				\$0.655	\$0.00		
				\$0.655	\$0.00		
				\$0.655	\$0.00		
				\$0.655	\$0.00		
				TOTAL	\$174.23		

YOU MUST FILL IN ODOMETER READINGS. IF ODOMETER READINGS ARE NOT PROVIDED a printout of the start and ending location of each destination and mileage as calculated by such programs as "Map Quest" will be acceptable.

If this expense reimbursement request includes personal automobile mileage my submission affirms that I possess a current valid driver's license and appropriate motor vehicle insurance.

I declare under the penalties of law that the account, claim and/or demand is just and correct and that no part of it has been paid.



Commissioner Signature

Authorized Signature

PINE COUNTY EXPENSE CLAIM FORM

This form is to be utilized to claim any other expenses not related to mileage. Expenses are to be claimed in accordance with Pine County on travel and other reimbursements. Original receipts must be attached or the claim will not be reimbursed. There must be the signature of the claimant and the claimant supervisor or department head indicating the expense was authorized.

EMPLOYEES NAME: Joshua Mohr

MONTH March 2023

Date	Per Diem	Meals	Lodging	Tuition and or books	Other	Purpose and description of expense	Account #
3/7/2023	\$100					Board Meeting, Pine City	
3/14/2023	\$100					Cow, Pine City	
3/21/2023	\$100					Board Meeting, Sandstone	

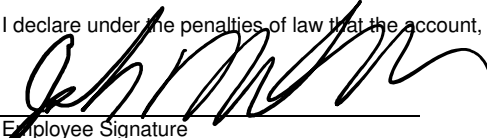
ORIGINAL RECEIPTS MUST BE ATTACHED TO OBTAIN REIMBURSEMENT. ALL CLAIMS MUST BE AUTHORIZED BY SUPERVISOR, DEPARTMENT HEAD OR COUNTY BOARD IN ACCORDANCE WITH COUNTY POLICY. NO UNAUTHORIZED CLAIM WILL BE REIMBURSED

Date	Begin Odometer	End Odometer	Total Miles	Home Odometer	1st Stop Odometer	Last Stop Odometer	Home Odometer	Total Miles	Amount Paid	Destination and purpose of expense
			0						\$ -	
			0						\$ -	
			0						\$ -	
			0						\$ -	
			0						\$ -	
			0						\$ -	
			0					0	\$ -	
			0					0	\$ -	
			0					0	\$ -	
									\$ -	

01-005-000-0000-6334

YOU MUST FILL IN ODOMETER READINGS OR YOU WILL NOT BE REIMBURSED

I declare under the penalties of law that the account, claim and/or demand is just and correct and that no part of it has been paid


Employee Signature

Authorized Signature

Department Head Signature

PINE COUNTY EXPENSE CLAIM FORM

Expenses are to be claimed in accordance with Pine County Personnel Policy on travel and other reimbursements. Original receipts must be attached or the claim will not be reimbursed. There must be the signature of the claimant and the claimant's supervisor or department head indicating the expense was authorized. NO UNAUTHORIZED CLAIM WILL BE REIMBURSED.

TERRY LOVGREN

MONTH: March 2023

Page 1 of 2

Vendor#: 30301 Employee#: 155

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
3.1.23	\$100					Land Meeting	01-005-6111
3.7.23	\$100					County Board	01-005-6111
3.8.23	\$100					Women Commissioner Coffee, AMC Public Surplus & Echo	01-005-6111
3.9.23	\$100					Chem Coalition & Foreign Affairs	01-005-6111
3.10.23	\$100					CMJTS	01-005-6111
3.13.23	\$100					Library	01-005-6111
3.14.23	\$100					COW	01-005-6111
3.15.23	\$100					Echo, NACCo T&T & Pete Stauber	01-005-6111
3.16.23	\$100					MLBO	01-005-6111
3.21.23	\$100					County Board	01-005-6111
3.22.23	\$100					Branding Survey & Echo	01-005-6111

	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
3.1.23			25.7	\$0.655	\$16.83	Land Committee - Sandstone	01-005-6334
3.7.23			28.7	\$0.655	\$18.80	County Board - Pine City	01-005-6334
3.10.23			172	\$0.655	\$112.66	CMJTS Monticello	01-005-6334
3.14.23			28.7	\$0.655	\$18.80	COW - Pine City	01-005-6334
3.15.23			25.7	\$0.655	\$16.83	Pete Stauber - Sandstone	01-005-6334
3.16.23			28.7	\$0.655	\$18.80	MLBO - Pine City	01-005-6334
3.21.23			25.7	\$0.655	\$16.83	County Board - Sandstone	01-005-6334
3.27.23			44.9	\$0.655	\$29.41	Snake River Mora	
3.28.23			28.7	\$0.655	\$18.80	Tina Smith's Office - Pine City	
			408.8		\$267.76		

YOU MUST FILL IN ODOMETER READINGS. IF ODOMETER READINGS ARE NOT PROVIDED a printout of the start and ending location of each destination and mileage as calculated by such programs as "Map Quest" will be acceptable.

If this expense reimbursement request includes personal automobile mileage my submission affirms that I possess a current valid driver's license and appropriate motor vehicle insurance.

I declare under the penalties of law that the account, claim and/or demand is just and correct and that no part of it has been paid.

Commissioner Signature

Authorized Signature

PINE COUNTY EXPENSE CLAIM FORM

Expenses are to be claimed in accordance with Pine County Personnel Policy on travel and other reimbursements. Original receipts must be attached or the claim will not be reimbursed. There must be the signature of the claimant and the claimant's supervisor or department head indicating the expense was authorized. NO UNAUTHORIZED CLAIM WILL BE REIMBURSED.

TERRY LOVGREN

MONTH: March 2023 Page 2 of 2

Vendor#: 30301 Employee#: 155

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
3.23.23	\$100					SCHSAC - Mileage paid for by State	01-005-6111
3.25.23	\$100					Twp Assoc Meeting	01-005-6111
3.27.23	\$100					Snake River - Mora	01-005-6111
3.28.23	\$100					Tina Smith Office - Pine City	01-005-6111
3.16.23					\$ 530.00	Registration for NACo Conference - TX (receipt attached)	

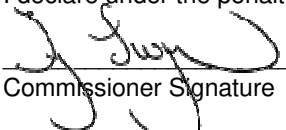
MILEAGE EXPENSES

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
					\$0.00		

YOU MUST FILL IN ODOMETER READINGS. IF ODOMETER READINGS ARE NOT PROVIDED a printout of the start and ending location of each destination and mileage as calculated by such programs as "Map Quest" will be acceptable.

If this expense reimbursement request includes personal automobile mileage my submission affirms that I possess a current valid driver's license and appropriate motor vehicle insurance.

I declare under the penalties of law that the account, claim and/or demand is just and correct and that no part of it has been paid.



 Commissioner Signature

 Authorized Signature



AGENDA REQUEST FORM

Date of Meeting: April 18th, 2023

- County Board**
 - Consent Agenda
 - Regular Agenda
- 5 mins. 10 mins. 15 mins. Other
- Personnel Committee**
- Other** _____

Agenda Item: Acceptance of REAM Grant for FY's 2024-2025

Department: Probation


Department Head Signature

Background information on Item:

Pine County Probation has been awarded \$13,000 for the biennium at \$6,500 per year for FY's 2024-2025 for the Remote Electronic Alcohol Monitoring grant program. This program assists indigent offenders with monitoring costs upon release from jail.

This grant no longer requires Board signature.

Action Requested:

Consider approval of the 2024-2025 Remote Electronic Alcohol Monitoring grant from the Department of Corrections. No Board signature is required.

Financial Impact:

\$13,000 for the biennium at \$6,500 per year awarded to the Probation Department.

Date: March 30th, 2023

To: Terry Fawcett, Director, Pine County Probation Department

From: Rubina Khan, Grant Monitor

Re: REAM Grant Award for Fiscal Years 2024-2025

I'm pleased to inform you that your county has been awarded \$6,500 per fiscal year for the Remote Electronic Alcohol Monitoring (REAM) grant program. The total grant amount for the biennium is \$13,000.

As mentioned in the RFP, the following conditions apply to this grant program:

- As applicable, all grantees must submit the current contract with their chosen electronic surveillance vendor upon execution of the grant agreement.
- DOC grant monitors will review for under-spending and at the end of the 2nd quarter of each year (January 31), grant funding may be reduced accordingly if there is 50% or more of unspent money
- DOC grant monitors will review for under-spending and at the end of the 3rd quarter of each year (April 30), grant funding will be reduced accordingly if there is 30% or more of unspent money
- Grantees may request additional REAM funds as needed during the grant period. Grant monitors will award additional funds upon availability and based on grantees' usage and compliance.

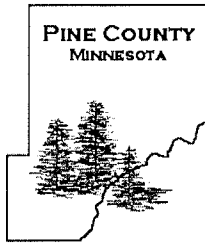
Also, a desk review will be conducted per the Minnesota Office of Grants Management Policy 08-10 to ensure that the grantee is in compliance with the grant agreement. The desk review will ensure that adequate documentation exists for the expenses claimed and that the expenses claimed are allowable.

I'll be contacting you soon to make any adjustments (if applicable) to your Program Information Sheet (Exhibit A), Workplan (Exhibit B), and Budget (Exhibit C). Once the final documents are received, a grant agreement will be prepared and emailed to you via DocuSign for your signature.

The Minnesota Department of Corrections is committed to providing quality services through partnerships with programs such as yours. I wish you success in your programming!

If you have any questions, feel free to reach out to me at: Rubina.Khan@state.mn.us or 651-363-4392.

Thank you!



AGENDA REQUEST FORM

Date of Meeting: April 18th, 2023

- County Board**
 - Consent Agenda**
 - Regular Agenda** 5 mins 10 mins 15 mins Other
- Personnel Committee**
- Other** _____

Agenda Item: Acceptance of FY 2024-2025 Caseload/Workload Reduction Grant

Department: Probation

Department Head signature

Background information on Item:

The Department of Corrections has awarded \$118,962 for the next biennium for the Caseload/Workload Reduction Grant. This will be paid at \$59,481 per year and helps pay for one agent's salary.

Board signature's are no longer required.

Action Requested:

Consider acceptance of \$118,962 for FY's 2024-2025 for the Caseload/Workload Reduction grant. This will be paid at \$59,481 per year.

No Board signature is required.

Financial Impact:

\$118,962 for the next biennium will be paid to the Pine County Probation Department at \$59,481 per fiscal year.



DEPARTMENT
OF CORRECTIONS

STATE OF MINNESOTA
GRANT CONTRACT AGREEMENT

This grant contract agreement is between the State of Minnesota, acting through its **Department of Corrections, Grants and Subsidies Unit**, 1450 Energy Park Drive, Suite 200, St. Paul, MN 55108 ("STATE"), and **Pine County Probation**, 635 Northridge Drive NW, Suite 290, Pine City, MN 55063 ("GRANTEE").

Recitals

1. Under Minn. Stat. § 244.22 the State is empowered to enter into this grant contract agreement.
2. The State is in need of reducing probation officers' caseload/workload overcrowding and increasing supervision of individuals sentenced to probation at the county level.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract agreement to the satisfaction of the State. Pursuant to Minn.Stat. §16B.98, Subd.1, the Grantee agrees to minimize administrative costs as a condition of this grant contract agreement.

Grant Contract Agreement

1 Term of Grant Contract Agreement

1.1 Effective date:

July 1, 2023, Per Minn. Stat. §16B.98, Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per Minn.Stat. §16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed.

1.2 Expiration date:

June 30, 2025, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3 Survival of Terms.

The following clauses survive the expiration or cancellation of this grant contract agreement: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; 15 Data Disclosure; 16 Reporting Requirements; and 17 Program Evaluation.

2 Grantee's Duties

The Grantee, who is not a state employee, will:

Comply with required grants management policies and procedures set forth through Minn.Stat. §16B.97, Subd. 4 (a) (1).

- 2.1 Provide the programs and services specified in the Grant Application, **Exhibit A**, and the Annual Budget, **Exhibit B** that are attached and incorporated into this grant contract agreement.

3 Time

The Grantee must comply with all the time requirements described in this grant contract agreement. In the performance of this grant contract agreement, time is of the essence.

4 Consideration and Payment

4.1 Consideration.

The State will pay for all services performed by the Grantee under this grant contract agreement as follows:

(a) Compensation

The Grantee will be paid:

Fiscal Year 2024 (Year 1)

\$59,481	Caseload/Workload Reduction Grant
-----------------	--

Fiscal Year 2025 (Year 2)

\$59,481	Caseload/Workload Reduction Grant
-----------------	--

(b) Travel Expenses

Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant contract agreement will not exceed \$0.00; provided that the Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out-of-state travel. Minnesota will be considered the home state for determining whether travel is out of state.

(c) Total Obligation.

The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract agreement will not exceed **\$118,962**.

4.2 Payment

(a) Invoices

The State will promptly pay the Grantee after the Grantee presents a DOC Financial Status Report (FSR) as an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. FSR must be submitted quarterly within 30 days of the end of the reporting period.

(b) Adjustments

Any unused grant funds from Year one of the grant agreement may be applied to Year two of the grant agreement. Any unused grant funds from Year one will be spent in Year two before Year two funds are utilized.

(c) Unexpended Funds

The Grantee must promptly return to the State any unexpended funds that have not been accounted for annually in a financial report to the State due at grant closeout.

4.3 Contracting and Bidding Requirements

Per Minn. Stat. §471.345, grantees that are municipalities as defined in Subd. 1 must follow the law.

(a) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §§177.41 through 177.44. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

(b) The grantee must not contract with vendors who are suspended or debarred in MN: <http://www.mmd.admin.state.mn.us/debarredreport.asp>

5 Conditions of Payment

All services provided by the Grantee under this grant contract agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not

receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 Authorized Representative

The State's Authorized Representative is **Rubina Khan, Grant Monitor, Minnesota Department of Corrections**, 1450 Energy Park Drive, Suite 200, St. Paul, MN 55108, or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is **Terry Fawcett, Director, Pine County Probation**, 635 Northridge Drive NW, Suite 290, Pine City, MN 55063, or his/her designee or successor. If the Grantee's Authorized Representative changes at any time during this grant contract agreement, the Grantee must immediately notify the State.

7 Assignment Amendments, Waiver, and Grant Contract Agreement Complete

7.1 Assignment

The Grantee shall neither assign nor transfer any rights or obligations under this grant contract agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant contract agreement, or their successors in office.

7.2 Amendments

Any amendments to this grant contract agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract, or their successors in office.

7.3 Waiver

If the State fails to enforce any provision of this grant contract agreement, that failure does not waive the provision or the State's right to enforce it.

7.4 Grant Contract Agreement Complete

This grant contract agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract, whether written or oral, may be used to bind either party.

8 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract agreement.

9 State Audits

Under Minn. Stat. § 16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant contract agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant contract agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

10 Government Data Practices and Intellectual Property Rights

10.1 Government Data Practices

The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract agreement. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in

this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law

11 Workers Compensation

The Grantee certifies that it is in compliance with Minn. Stat. §176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12 Publicity and Endorsement

12.1 Publicity

Any publicity regarding the subject matter of this grant contract agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract. All projects primarily funded by state grant appropriations must publicly credit the State of Minnesota, including on the grantee's website when practicable.

12.2 Endorsement

The Grantee must not claim that the State endorses its products or services.

13 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract agreement. Venue for all legal proceedings out of this grant contract agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 Termination

14.1 Termination by the State

The State may immediately terminate this grant contract agreement with or without cause, upon 30 days written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro-rata basis, for services satisfactorily performed.

14.2 Termination for Cause

The State may immediately terminate this grant contract agreement if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14.3 Termination for Insufficient Funding

The State may immediately terminate this grant contract agreement if:

- (a)** It does not obtain funding from the Minnesota Legislature
- (b)** Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and the effective date of termination. However, the Grantee will be entitled to payment, determined on a pro-rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be

assessed any penalty if the grant contract agreement is terminated because of the decision of the Minnesota Legislature, or other funding sources, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

15 Data Disclosure

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities if any.

16 Reporting Requirements

The Grantee must submit a Quarterly Data Report along with the FSR when required by a grant.

17 Program Evaluation

The state shall have the authority, during the course of this grant period, to conduct an evaluation of the performance of the Grantee, which may include a site visit of the Grantee or contact with other agencies in the Grantee's service area, interviews with paid or volunteer staff and/or contact with service recipients of Grantee. The state reserves the right to request additional information from the Grantee to carry out its evaluation.

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by PRH 16A.15

Signed: Mary Myers
CFC3599E73424C...

Date: 3/21/2023

SWIFT Contract/PO No(s): c-223492 PO 3-153289

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions or ordinances.

By: Terry Pawcett
8F49DCB509CD4E5...

Title: Probation Director

Date: 3/21/2023

By: _____

Title: _____

Date: _____

3. STATE AGENCY

DocuSigned by:
By: Paul Schnell
10BCAE2272D1478
(with delegated authority)

Title: Commissioner

Date: 3/29/2023

Distribution:

GRANTEE
DOC Financial Services Unit
STATE's Authorized Representative



**DEPARTMENT
OF CORRECTIONS**

Work Plan

Caseload/Workload Reduction Grant – Fiscal Year 2024-25

<p>Grantee Legal Name and Address:</p> <p>Pine County Probation 635 Northridge Drive NW, Suite 290 Pine City, Minnesota 55063</p> <p>Grantee Remittance Address in SWIFT: (Please consult with your finance department or county treasurer's office for this information)</p> <p>Kelly Schroeder (Auditor-Treasurer) 635 Northridge Drive NW, Suite 240 Pine City, Minnesota 55063</p>	<p>Name and Contact Information (Director):</p> <p>Terry Fawcett 635 Northridge NW, Suite 290 Pine City, Minnesota 55063</p> <p>Telephone Number: (320)591-1547 Fax Number: (320)591-1555</p> <p>Email Address: terry.fawcett@co.pine.mn.us</p>
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Grant Amount/Fiscal Year: \$59,481.00 Biennium Grant Amount: \$ 118,962

Staff Covered with Caseload/Workload Grant	Full-Time Equivalent (FTE)	
	FY2023 (current)	FY2024-25 (proposed)
Supervisor (s)		
Probation Officers	1.0	1.0
Case Aid (s)		
Support Staff		
Contract Services Employees		
Total FTE	1.0	1.0

I certify that the information contained herein is true and accurate to the best of my knowledge and that I submit this application on behalf of the applicant agency.

Authorized Staff Name (print): Terry Fawcett

Title: Probation Director

Authorized Staff Signature: [Signature]

Date: 2/29/23

Please describe how the grant funds have helped reduce caseload/workloads. Also, how the grant funds have increased supervision services.

Dollars are vital to the overall success of the overall mission in Pine County. We are better able to develop strategies to deal with workload demands, especially as state revenue sources have declined. Without these dollars, we would not be able to deliver the evidence-based approach to corrections that we have. These dollars have been used to fund one FTE. This agent currently operates as a pre-trial agent, as well as co-supervises the Intensive Supervised Probation/High Risk caseload.

Pine County opened 531 new cases in 2022 (up from 450 in 2021), and currently supervises 1,002 clients. The staff compliment consists of seven adult agents (including myself) and two juvenile agents. As stated earlier, two adult caseloads are Intensive/High Risk, which results in lower staff-to-client's ratios than traditional caseloads. To date, Pine County Probation continues to be understaffed by one FTE per the latest DOC funding formula.

Utilizing elements of evidence-based practices, we have implemented a continuum of supervision across both adult and juvenile caseloads. We have Case Management & Supervision Standards for both juveniles and adults that define which offenders receive the YLS/CMI or LS/CMI risk assessment and then identify contact standards. A.U.D.I. T's are completed on DWI offenders and Domestic Violence Inventory's are completed on domestic-related cases. For large numbers on the adult side, our Low-Risk Supervision Agent supervises these clients using a Reporting Center model, as well as the Warrant/Past Expiration caseload. This is additional to her supervisory responsibilities. The juvenile caseloads are split up by High Risk and Medium Risk clients being supervised by two juvenile agents. The director handles the Diversion & Restorative Justice cases for Pine County. Pine currently operates the C-5 Victim-Offender Conferencing RJ program, and will be re-starting P.A.T.H.S., but now partnering with MCF-ML/WR.

Pine County Probation continues to use an early discharge policy when appropriate with our local bench so that eligible low risk -offenders can be formally discharged from probation. Many minor adult cases are also closed out when special conditions are met, and the client is not subject to restrictive conditions. This continues to be an effort to only supervise medium to high-risk offenders.

Please describe if your County is experiencing high caseload/workloads.

What are your Average Caseload Numbers?

- High-risk caseload per agent: 70.5
- Medium risk caseload per agent: 111
- Low-risk caseload per agent: 258

The C/W agent completed the following in 2022:

- 36 A.U.D.I. T's
- 23 Conditional Release Intakes
- 33 Intakes
- 4 ISP/ISR Intakes
- 96 Bail Evaluations
- 19 domestic-Related PSI's
- 31 LS/CMI's
- 5 Pre-trial VOP Reports
- 14 Probation VOP's
- 9 Sanction Conferences

She has done these things in addition to supervising her caseload, facilitating Decision Points groups, and facilitating Domestic Violence Impact Panels.

There is also a backlog of adult felony/GM cases which requires Statewide Case Resolution events from April 17th to May 19th, and the juvenile backlog currently sits at 107 pending resolution.

Activity Plan

Briefly describe Caseload/Workload grant-funded staff positions and activities that: (a) will continue from the previous year, (b) will change or be discontinued, and/or, (c) will be new in FY 2024-25.

1. Traditional Probation

- a) Continuing positions/activities: One agent will continue to receive funding from Caseload/Workload grant. The amount received, however, no longer covers an agent's salary or benefits.
- b) Changes from last year: None. This agent will continue to complete Bail Evaluations, supervise Pre-Trial clients, and will co-supervise the Intensive/High Risk caseload.
- c) New positions/activities: Implementing P.A.T.H.S. (Prisoners As Teachers Helping Society) restorative justice program, in collaboration with Minnesota Correctional Facility-Moose Lake/Willow River.

2. Technology

- a) Continuing activities: None
- b) Changes from last year: Received ARPA funds to implement Tools On Devices & B.I.T.S., to better deliver the principles of evidence-based practices.
- c) New activities: Caseload/Workload Agent is now trained as a Carey Guides trainer.

3. Contract Services

- a) Continuing positions/activities: Evening Reporting Center (Byrnes/Justice Assistance) Juvenile grant.

- b) Changes from last year: None

- c) New positions/activities: None

4. Prevention and/or Diversion Services

- a) Continuing activities: Continue to provide Juvenile Diversion & Restorative Justice programming.

- b) Changes from last year: Implementing P.A.T.H.S. (Prisoners As Teachers Helping Society) restorative justice program with Minnesota Correctional Facility/Moose Lake/Willow River.

- c) New activities: None

Annual Budget

Caseload/Workload Reduction Grant – Fiscal Year 2024-25

This budget details the proposed expenditure for one year period. Please submit one annual budget for the fiscal year 2024 unless there are significant differences between the two fiscal years. All expenses must be plugged into the appropriate line items, and all costs should be rounded to the nearest dollar.

County support for Caseload/Workload positions in Column A is optional.

Line-Item Expense	A County Funds	B DOC Funds	C Total Budget
Salaries		\$59,481.00	\$59,481.00
Fringe Benefits			
Contract Services			
Staff Training			
Staff Traveling			
Telephone Services			
Office Supplies			
Equipment			
Other (specify)			
Totals		\$59,481.00	\$59,481.00

Explain each line item charged to the grant in the “Annual Budget Narrative” on page 3.

Annual Personnel Budget

This budget details personnel costs for one year period. Please list all the staff that's fully or partially covered with this grant in the column "Position/Title". In the column "FTE", indicate the number of positions and/or the percentage of time each position spends providing services in the program. The third column is for the staff salaries only that are paid with this grant. Total the salaries at the bottom and this total should equal the salaries indicated in the "Annual Budget" table on page 1.

Position/Title	FTE in this Program	Grant Funded Salaries only
Senior Corrections Agent	1.0	\$59,481.00
Total	1.0	\$59,481.00

This form can be reproduced if needed.

FTE ... list the amount of time each position spends in this program. For a full-time employee working 40 percent time in this program and 60 percent time in another program, that employee should be listed for 40 percent time only.

Annual Budget Narrative

This narrative is the explanation of the proposed budget "Annual Budget" on page 1. Please give details for each line item and show how expenses are estimated. List the line items in the order they appear in the table. The narrative includes an explanation of costs such as the rate for mileage, fringe benefits (i.e., FICA, PERA, life and medical insurance, pension), contract services, fees, equipment, etc.

Wages

Senior Corrections Agent: This agent's salary is currently at \$72,268.03 as of 1/1/23. Agents are placed on the Pine County Non-Union wage scale. This salary considers a COLA during the fiscal year. The 2019 Judicial Policy change placed agents on the County scale instead of the State scale, resulting in higher salaries.



AGENDA REQUEST FORM

Date of Meeting: April 18, 2023

- County Board**
 - Consent Agenda**
 - Regular Agenda** 5 mins. ___ 10 mins. ___ 15 mins. ___ Other ___
- Personnel Committee**
- Other** _____

Agenda Item: Resolution to Cancel State Contracts

Department: Auditor-Treasurer

Kelly M. Shea
Department Head signature

Background information on Item:

The contract terms for the purchase or repurchase of tax forfeit properties include an annual payment and keeping the taxes current. Several properties have not made their 2022 annual payment and/or paid their 2022 taxes. These property owners will be notified via certified mail and publication/sheriff service.

Action Requested:

Consider approving 2023-25 cancelling state contracts where the 2022 annual payment and/or 2022 taxes have not been paid if the contracts and/or taxes remain unpaid 90 days after the service of notice of cancellation.

Financial Impact:

N/A

Resolution #2023 – 25
Cancellation of Tax-Forfeited Lands and
Tax-Forfeited Repurchase Contracts

WHEREAS, the following list of individuals have land purchase or repurchase contracts with Pine County for tax-forfeited land:

Ch 386 – Land Sale Cancellations

William Kaper, 300 East Main St, Barrington, IL 60010
S1/2 of NW1/4 & N1/2 of SW1/4 lying east of Hwy 35 Sec 13 Twp 44 Range 20
PID #17.0162.000
Date of Purchase: October 1, 2015 (Micro #18813)
Purchase Amount: \$46,700; Balance: \$16,111.50
Default: 2022 Annual Payment \$6,753.99 (through April 30, 2023)

Mikayla Kelly & Tyler Fitzsimmons, 7818 67th St Ct S, Cottage Grove, MN 55016
Lots 17-22, Block 5 & part of Vacated Alley, Kelsey’s First Addition to Brook Park
PID # 35.5021.000 & 35.5022.000
Date of Purchase: September 17, 2021 (Micro # 565214)
Purchase Amount: \$18,000; Balance: \$16,200
Default: 2022 Annual Payment \$4,185 (through April 30, 2023)

Kamran Mortezaee, 15737 Sunset Trl, Pine City, MN 55063
Part of Government Lot 7 Sec 33, Twp 39, Range 21
PID # 42.0242.000
Date of Purchase: September 17, 2021 (Micro #565150)
Purchase Amount: \$39,900; Balance: \$35,910
Default: 2022 Taxes \$713.16 & 2022 Annual Payment \$9,276.75 (through April 30, 2023)

Gary Winter, 54265 Dollar Lake Rd, Sandstone, MN 55072
West 800’ of East 882.50 NE1/4 Sec 18 Twp 42 Range 17
PID #32.0150.001
Date of Purchase: September 18, 2020 (Micro #556133)
Purchase Amount: \$62,000; Balance \$49,998.15
Default: 2022 Annual Payment - \$9,746.52 (through April 30, 2023)

Ch 832 – Repurchase Cancellations

Jesus Muchacho, 3339 Huntly Square Dr #84, Temple Hills, MD 20748
NE1/4 of NE1/4 Sec 15, Twp 40, Range 21
PID #18.0112.000
Date of Purchase: July 21, 2021 (Micro #564503)
Purchase Amount: \$2,229.68; Balance: \$1,783.73
Default: 2022 Annual Payment - \$758.01(through April 30, 2023)

WHEREAS, the above listed contracts have defaulted for nonpayment of real estate taxes and/or the annual contract payment; and

NOW, THEREFORE, BE IT RESOLVED; that the Pine County Board of Commissioners hereby approves the cancellation of land purchase and/or repurchase contracts as provided for in M.S. 282.01.

DATED this 18th day of April 2023.

By: Stephen M. Hallan, Chair, Pine County Board of Commissioners

Attest: David J. Minke, Pine County Administrator



AGENDA REQUEST FORM

Date of Meeting: April 18, 2023

- County Board**
 Consent Agenda
 Regular Agenda 5 mins. 10 mins. 15 mins. Other
- Personnel Committee**
- Other** _____

Agenda Item: Final Contract Payment

Department: Public Works


Department Head signature

Background information on Item:

Final Contract payment on Contract #1801 in the amount of \$23,394.90.

Action Requested:

Approve final payment

Financial Impact:

Project was under original contract amount and was included in the 2018 construction budget.

Contract Number: 1801

Final Pay Request Number: 7

Project Number	Project Description
SAP 058-647-007	Between CSAH 48 and TH 23 in Duquette
SAP 058-648-013	Between CSAH 47 AND CR 164, NW of Duquette

Contractor: OMG Midwest Inc. dba Minnesota Paving & Materials 14475 Quiram Drive Rogers, MN 55374	Vendor Number: N/A
Warrant #:	Up to Date: 03/22/2023 Date:

Contract Amount		Funds Encumbered	
Original Contract	\$1,507,518.68	Original	\$1,507,518.68
Contract Changes	\$-46,045.52	Additional	N/A
Revised Contract	\$1,461,473.16	Total	\$1,507,518.68

Work Certified To Date	
Base Bid Items	\$1,453,693.77
Contract Changes	\$2,701.41
Material On Hand	\$0.00
Total	\$1,456,395.18

Project	Work Certified This Request	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid to Date
SAP 058-647-007	(\$5,850.00)	\$352,622.47	\$0.00	\$351,303.02	\$1,319.45	\$352,622.47
SAP 058-648-013	\$0.00	\$1,103,772.71	\$0.00	\$1,081,697.26	\$22,075.45	\$1,103,772.71

Work Certified This Request	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid to Date
\$-5,850.00	\$1,456,395.18	\$0.00	\$1,433,000.28	\$23,394.90	\$1,456,395.18
Percent: Retained: 0%				Percent Complete: 99.65%	
Amount Paid this Final Pay Request: \$23,394.90					



AGENDA REQUEST FORM

Date of Meeting: April 18, 2023

- County Board**
 - Consent Agenda**
 - Regular Agenda** 5 mins. ___ 10 mins. ___ 15 mins. ___ Other ___
- Personnel Committee**
- Other** _____

Agenda Item: North Pine Transfer Station Skid Loader

Department: Solid Waste



 Department/Head signature

Background information on Item:

On 9/6/22 the County Board authorized \$25,000 to be spent on a skidloader from the Solid Waste Department for use at the North Pine Transfer Station and HHW.

The skidloader is needed on a daily basis to compact solid waste material which reduces transportation costs. The skidloader will also be used to load, stack and move pallets of HHW.

On October 13, 2022 the County Fleet Supervisor, Ed Eiffler, provided feedback that all quotes he has received for used skidloaders are between the range of \$29,900 to \$71,000.

Action Requested:

Authorize fleet services to purchase a used skid loader for the North Pine Transfer Station (Willow River) not to exceed \$50,000 using general fund reserves.

Financial Impact:

In 2022, the Solid Waste Department budget trended positively, and it was the intention to purchase the skidloader directly from the budget; however, now that we are in 2023, the skidloader will need to be purchased using general fund reserves as any unspent funds from 2022 were rolled into the general fund reserves.



AGENDA REQUEST FORM

Date of Meeting: April 18, 2023

- County Board**
 - Consent Agenda**
 - Regular Agenda** 5 mins. ___ 10 mins. ___ 15 mins. ___ Other ___
- Personnel Committee**
- Other** _____

Agenda Item: Property Appraiser

Department: Assessor

Lorri L. Houtsma

Department Head signature

Background information on Item:

On March 31, 2023, interviews were conducted with three (3) candidates for the Property Appraiser’s position in the Assessor’s office. The interview panel consisted of County Assessor/Recorder Lorri Houtsma, Deputy Assessor Troy Stewart and Human Resources Generalist Jessica Blesener.

Jason Knutson proved to be the most qualified candidate through this process and has accepted an offer contingent upon board approval. This position is a full-time (37.5 hours/week), non-exempt AFSME Courthouse union position.

Action Requested:

Consider the hiring of the Property Appraiser position in the Assessor’s office (Grade 8, Step 1 - \$23.49 per hour) effective April 24, 2023.

Financial Impact:

This is a budgeted position with cost savings on the initial starting wage of the new hire.



AGENDA REQUEST FORM

Date of Meeting: 04/18/2023 _____

- County Board**
 - Consent Agenda
 - Regular Agenda
- 5 mins. 10 mins. 15 mins. Other
- Personnel Committee**
- Other** _____

Agenda Item: Watercraft Inspectors _____

Department: _____

Department Head signature

Background information on Item:

The Planning and Zoning Department is seeking to hire four Watercraft Inspectors to assist with the Watercraft Inspection Program. These positions were included in the 2023 AIS Plan approved by the Board on February 7, 2023.

Action Requested:

2.) Authorize hiring temporary Watercraft Inspector Joshual Alleman at the wage of \$15.00/hour with an effective date of 04/19/2023.

Financial Impact:

No levy dollars are associated with this request. All position costs are within the 2023 AIS budget.

Update Date:

Approved or Denied:

Updater Sign:



AGENDA REQUEST FORM

Date of Meeting: 04/18/2023

- County Board**
 - Consent Agenda
 - Regular Agenda
- Personnel Committee
- Other _____

5 mins. 10 mins. 15 mins. Other

Agenda Item: Watercraft Inspectors

Department: Planning & Zoning

Department Head signature

Background information on Item:

The Planning and Zoning Department is seeking to hire four Watercraft Inspectors to assist with the Watercraft Inspection Program. These positions were included in the 2023 AIS Plan approved by the Board on February 7, 2023.

Action Requested:

Authorize hiring temporary Watercraft Inspector Michelle Crandall at the wage of \$16.00/hour with an effective date of 04/19/2023.

Financial Impact:

No levy dollars are associated with this request. All position costs are within the 2023 AIS budget.

Update
Date:

Approved or
Denied:

Updater
Sign:



AGENDA REQUEST FORM

Date of Meeting: 04/18/2023

- County Board**
 - Consent Agenda
 - Regular Agenda
- Personnel Committee
- Other _____

5 mins. 10 mins. 15 mins. Other

Agenda Item: Part-Time Hazardous Waste Attendant

Department: Solid Waste

Caleb T. Anderson, 04/12/2023
Department Head signature

Background information on Item:

The Solid Waste Department is seeking to hire (2) Part-Time Hazardous Waste Recycling Attendants for the North Pine HHW in Willow River. The Department has identified one successful candidate at this time.

Action Requested:

Authorize hiring (1) Part-Time Hazardous Waste Recycling Attendant, Steven Martin, as non-union, Grade 1, employee at a wage of \$16.10 per hour, starting April 18th, 2023, pending successful baseline medical examination for working with hazardous waste.

Financial Impact:

All costs associated with these positions are within the Solid Waste Department budget.

Update
Date:

Approved or
Denied:

Updater
Sign:



AGENDA REQUEST FORM

Date of Meeting: 04/18/2023

- County Board**
 - Consent Agenda**
 - Regular Agenda**
- 5 mins. 10 mins. 15 mins. Other
- Personnel Committee**
- Other** _____

Agenda Item: Watercraft Inspectors

Department: Planning and Zoning

Caleb T. Anderson, 04/12/2023
Department Head signature

Background information on Item:

The Planning and Zoning Department is seeking to hire four Watercraft Inspectors to assist with the Watercraft Inspection Program. These positions were included in the 2023 AIS Plan approved by the Board on February 7, 2023.

Action Requested:

Authorize hiring temporary Watercraft Inspector Jay Kaelberer at the wage of \$17.00/hour with an effective date of 04/19/2023.

Financial Impact:

No levy dollars are associated with this request. All position costs are within the 2023 AIS budget.

Update
Date:

Approved or
Denied:

Updater
Sign:



AGENDA REQUEST FORM

Date of Meeting: 04/18/2023

- County Board**
 - Consent Agenda
 - Regular Agenda
- 5 mins. 10 mins. 15 mins. Other
- Personnel Committee**
- Other** _____

Agenda Item: Watercraft Inspectors

Department: Planning & Zoning

Department Head signature

Background information on Item:

The Planning and Zoning Department is seeking to hire four Watercraft Inspectors to assist with the Watercraft Inspection Program. These positions were included in the 2023 AIS Plan approved by the Board on February 7, 2023

Action Requested:

Authorize hiring temporary Watercraft Inspector Robert Sunstrom at the wage of \$17.00/hour with an effective date of 04/19/2023.

Financial Impact:

No levy dollars are associated with this request. All position costs are within the 2023 AIS budget.

Update
Date:

Approved or
Denied:

Updater
Sign:



AGENDA REQUEST FORM

Date of Meeting: April 18, 2023

- County Board
 - Consent Agenda
 - Regular Agenda 5 mins. ___ 10 mins. ___ 15 mins. ___ Other ___
- Personnel Committee
- Other _____

Agenda Item: Assessor Continuing Education

Department: Assessor

Lorri L. Houtsma

Department Head signature

Background information on Item:

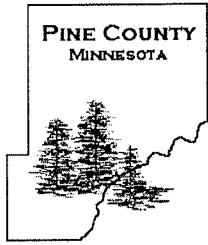
Minnesota Rules 1950.1080 requires all assessors with a licensure of Accredited Minnesota Assessor or Senior Accredited Minnesota Assessor to obtain at least 60 continuing education hours and assessors with a licensure of Certified Minnesota Assessor to obtain at least 50 continuing education hours each four-year education period. This four-year education period runs from July 1, 2020, through June 30, 2024.

Action Requested:

Consider attendance by Lorri Houtsma, Assessor/Recorder, Kelly Schroeder, Auditor/Treasurer, Troy Stewart, Deputy Assessor, and Karen Stumne, Property Appraiser, to attend the Minnesota Association of Assessing Officer’s Summer Seminars May 24-25, 2023, in St. Cloud, Minnesota to obtain eight continuing education hours toward their required hours.

Financial Impact:

The cost of the seminars is \$250 per person which includes meals. A county vehicle will be used so no mileage will be incurred. Total cost is \$1,000. All expenses are within the 2023 Assessor/Auditor/Treasurer’s office budgets.



AGENDA REQUEST FORM

Date of Meeting: April 18th, 2023

- County Board**
 - Consent Agenda
 - Regular Agenda
- 5 mins. 10 mins. 15 mins. Other
- Personnel Committee
- Other _____

Agenda Item: Request for Overnight Travel

Department: Probation

Department Head signature

Background information on Item:

Probation Director Terry Fawcett & Career Agent Sherry Johnson have been invited to attend a site visit and banquet at Boys Town Boys & Girls Home in Boys Town, Nebraska May 2nd-May 3rd, 2023.

Action Requested:

Consider approval of Probation Director & Career Agent Sherry Johnson to attend a site visit and banquet at Boys Town (NE) from May 2nd-May 3rd, 2023.

Financial Impact:

The site visit, banquet, lodging, and airfare are all being covered by Boys Town. There is no cost outside of salary to the county.



AGENDA REQUEST FORM

Date of Meeting: 04/18/2023

- County Board**
 - Consent Agenda
 - Regular Agenda
 - Personnel Committee
 - Other _____
- 5 mins. 10 mins. 15 mins. Other

Agenda Item: Approve conference attendance

Department: HHS

Rebecca Foss
Department Head signature

Background information on Item:

The following individuals have requested to attend the Wiidookadadidaa Chinoojimoyang Conference (Helping Each Other Heal) from April 20 to 21s at Grand Casino- Hinckley:

Social Workers Esther Sereti, Ashley Gnat and Deanna Williams

Public Health Educators Hailey Freedlund, Krista Jensen, Jenae Hicks and Samantha Burch

Public Health RN Amber Stumne

Action Requested:

Approve Esther Sereti, Ashley Gnat, Deanna Williams, Hailey Freedlund, Krista Jensen, Jenae Hicks, Samantha Burch and Amber Stumne to attend the Wiidookadadidaa Chinoojimoyang Conference from April 20 to 21 at Grand Casino Hinckley.

Financial Impact:

There is no charge to attend the conference.



AGENDA REQUEST FORM

Date of Meeting: _____

- County Board**
 - Consent Agenda
 - Regular Agenda 5 mins. ___ 10 mins. ___ 15 mins. ___ Other ___
- Personnel Committee**
- Other** _____

Agenda Item: _____

Department: _____



Department Head signature

Background information on Item:

Action Requested:

Financial Impact:



AGENDA REQUEST FORM

Date of Meeting: April 18, 2023

- County Board**
- Consent Agenda**
- Regular Agenda** 5 mins. ___ 10 mins. ___ 15 mins. ___ Other ___
- Personnel Committee**
- Other** _____

Agenda Item: Minnesota Counties Human Resources Management Association Spring Conference

Department: Administration

Department Head signature

Background information on Item:

The Minnesota Counties Human Resources Management Association (MCHRMA) is a voluntary association of the Minnesota county human resource professionals. MCHRMA obtains educational and administrative services from the Association of Minnesota Counties.

Action Requested:

Consider attendance by Human Resources Manager Jackie Koivisto to attend the Minnesota Counties Human Resources Management Association (MCHRMA) Spring Conference, May 3-4, 2023, in Waite Park, Minnesota.

Financial Impact:

Registration: \$175, Meals: \$34 per day, Lodging: \$198.03 per night, Mileage: \$92.36. Total cost: \$731.42. Funds are available in the 2023 Administrator's budget.

Pine County Facilities Committee Minutes
Wednesday, April 5, 2023, 9:00 a.m.
Pine County Courthouse
Pine City, Minnesota

Members:

Commissioner J.J. Waldhalm

Commissioner Matt Ludwig

Members Present: Commissioner Matt Ludwig and Commissioner Waldhalm appeared electronically.

Others Present: Ryan Findell, IT Manager; Jeff Nelson, County Sheriff; Pete Umbreit, Building Maintenance Supervisor; Mark LeBrun, Public Works Director/County Engineer; Jodi Blesener, Child Support Supervisor; Rod Williamson, Jail Administrator; and David Minke, County Administrator.

1. The meeting was called to order at 9:00 a.m.
2. **Motion** by Commissioner Ludwig to approve the agenda. Second by Commissioner Waldhalm. Motion carried 2-0.
3. **Motion** by Commissioner Ludwig to approve the Minutes of the February 1, 2023 meeting. Second by Commissioner Waldhalm. Motion carried 2-0.
4. Contract for Deed to City of Sandstone – John Wright Building
In 2019 the county sold the John Wright Building (130 Oriole St., Sandstone) to the City of Sandstone on a contract for deed. The intent of the parties was to make the transfer, over 10 years, using a Contract for Deed. State law did not allow a contract longer than five years, so the initial 5-year contract included a provision to enter into a new 5-year contract after the initial five years. The initial five years is up in July 2023. The payments are \$10,000 per year due July 1, 2024 through July 1, 2028.

Motion by Commissioner Ludwig to recommend entering into a new, 5-year, Contract for Deed with the City of Sandstone for the building located at 130 Oriole Street, Sandstone. Second by Commissioner Waldhalm. Motion carried 2-0.
5. County Facility Sign Inventory
The committee discussed the number of signs at various facilities and signage on vehicles. The committee discussed the replacement of signs and if the current branding initiative included sign replacement.
6. Building Capital Projects/Maintenance Issues
The committee discussed various long range building capital projects that may be needed in the future.
 - Courthouse new roof/ 2027 - \$750,000
 - Chillers at courthouse (4 chillers) – approximately 250,000

- Pine City Highway and Sandstone shops -- steel roofs, \$150,000 each
- Mill overlay at the courthouse parking lot courthouse - \$500,000
- Courthouse monument sign - \$50,000
- Courthouse was built in 2007 -- would need about \$500,000/year to stay current.

The courthouse and jail bonds will be paid off in 2031 which will free up approximately \$2 million of debt service.

7. Other Project Updates

An estimate of total jail project is over \$3,000,000. There is approximately \$800,000 of ARPA funds identified for jail improvements. Two pieces of equipment are also needed, (1) trace detector - \$70,000 and (2) body scanner - \$165,000. Letter sent to Senator Rarick requesting bond funds. If unsuccessful at bonding this session, the county can pursue bonding in the 2024 legislative session.

Rod and Pete will work on a list of critical projects and priorities.

8. With no further business, the meeting was adjourned. The next meeting is June 7, 2023 at 9:00 a.m.

PINE COUNTY PERSONNEL COMMITTEE

April 10, 2023 – 9:00 a.m.

Board Room, Pine City Courthouse
Pine City, Minnesota

Members present: Commissioner Matt Ludwig and Commissioner Josh Mohr.

Others present: County Administrator David Minke, County Attorney Reese Frederickson, Jail Administrator Rodney Williamson, Health & Human Services Director Becky Foss, Probation Supervisor Kevin Glass, Human Resources Manager Jackie Koivisto, County Auditor-Treasurer Kelly Schroeder, Human Resources Generalist Jen Frederickson

1. Commissioner Ludwig called the meeting to order at 9:00 a.m.
2. **Motion** by Commissioner Mohr to approve the Minutes of the March 13, 2023, Personnel Committee meeting. Second by Commissioner Ludwig. Motion carried 2-0.
3. **Motion** by Commissioner Mohr to approve the April 10, 2023, Personal agenda with the following additions:
 - 5B: Acknowledge the resignation of Eligibility Worker Jeni Rowland and approve backfill of the position and any subsequent positions.
 - 7.1: Approve modifications to the current Property Assessor job description.Second by Commissioner Ludwig . Motion carried 2-0.

4. Probation

- a. Probation Supervisor Kevin Glass announced his resignation, effective April 14, 2023, and requested approval to backfill the position and subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 13 with a minimum starting wage of \$32.37/hour and is contained in the 2023 Probation budget.
- b. Probation Supervisor Kevin Glass requested approval to promote Sherry Johnson to the Probation Supervisor position effective April 17, 2023.

Motion by Commissioner Mohr to:

- Acknowledge the resignation of Probation Supervisor Kevin Glass, effective April 14, 2023, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 13 with a minimum starting salary of \$32.37/hour and is contained in the 2023 Probation budget.
- Approve the promotion of Sherry Johnson to the Probation Supervisor position effective April 17, 2023.

Second by Commissioner Ludwig. Motion carried 2-0.

5. Health and Human Services

- a. Health & Human Services Director Becky Foss announced the resignation of Adult Mental Health Social Worker Jennifer Felland, effective April 10, 2023, and requested approval to backfill the position and subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is Grade 10 with a

minimum starting wage of \$26.40/hour and is contained in the 2023 Health & Human Services budget.

- b. Health & Human Services Director Becky Foss announced the resignation of Eligibility Worker Jeni Rowland, effective April 10, 2023, and requested approval to backfill the position and subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is Grade 6 with a minimum starting wage of \$20.90/hour and is contained in the 2023 Health & Human Services budget.

Motion by Commissioner Ludwig to:

- Acknowledge the resignation of Adult Mental Health Social Worker Jennifer Felland, effective April 10, 2023. The position is a Grade 10 with a minimum starting wage of \$26.40/hour.
- Acknowledge the resignation of Eligibility Worker Jeni Rowland, effective April 10, 2023. The position is a Grade 6 with a minimum starting wage of \$20.90/hour.
- Approve backfill of the positions and any subsequent vacancies that may occur due to internal promotions or lateral transfers. Both positions are contained in the 2023 Health & Human Services budget.

Second by Commissioner Mohr. Motion carried 2-0.

6. Veterans Services

Health & Human Services Director Becky Foss requested approval for the updated part-time Assistant Veterans Services Officer job description. The updated position was reviewed through the Springsted SAFE Job Evaluation System and graded as a Grade 9 with a minimum starting wage of \$25.64/hour and is contained in the 2023 Veterans Services budget.

Health & Human Services Director Becky Foss requested updates to the full-time Veterans Service Officer job description. The position remains at a Grade 10.

Motion by Commissioner Mohr to:

- Approve updates to the part-time Assistant Veterans Service Officer and full-time Veterans Service Officer job descriptions. The part-time Assistant Veterans Service Officer position is regraded to a Grade 9, and the full-time Veterans Service Officer remains at a Grade 10.
- Approve backfill of the part-time Assistant Veterans Service Officer position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 9 with a minimum starting salary of \$25.64/hour and is contained in the 2023 Veterans Services budget.

Second by Commissioner Ludwig. Motion carried 2-0.

7. Sheriff's Office – Jail

- a. Jail Administrator Rodney Williams announced the resignation of Corrections Officer Kristy Aronoff, effective April 13, 2023, and requested approval to backfill the position and subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 7 with a minimum starting wage of \$23.16/hour and is contained in the 2023 Corrections budget.

Motion by Commissioner Ludwig to acknowledge the resignation of Corrections Officer Kristy Aronoff, effective April 13, 2023, and approve backfill of the position and any

subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 7 with a minimum starting salary of \$23.16/hour and is contained in the 2023 Corrections budget. Second by Commissioner Mohr. Motion carried 2-0.

7.1 Assessor

- a. County Auditor-Treasurer Kelly Schroeder requested updates to the Appraiser job description to include MN licensing requirements and prohibiting a Pine County employee Appraiser from performing “fee appraisals” or having a financial interest in real estate transactions within Pine County.

Motion by Commissioner Mohr to approve updates to the Appraiser job description with no change in grade. Second by Commissioner Ludwig. Motion carried 2-0.

8. With no further business, the meeting was adjourned at 9:17 a.m.

Assistant County Veterans Service Officer

Dept/Div: Veterans

FLSA Status: Exempt

General Definition of Work

Performs difficult administrative work assisting veterans in accessing Federal, State and local community services and benefits, and related work as apparent or assigned. Work is performed under the moderate supervision of the County Veterans Service Officer.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Assist veterans/dependents in applying for available federal benefits from the United State Department of Veterans Affairs Regional Office (VARO) by initiating or reopening claims
- Assist veterans/dependents in appealing denied claims to the local VA Regional Office (VARO), the local Decision Review Officers or the Board of Veterans Appeal in Washington D.C
- Assisting veterans in obtaining necessary inpatient and outpatient care from the VA Medical Centers (VAMC) and Community Based Outreach Clinics (CBOC)
- Assist veterans applying for available state benefits from the Minnesota Department of Veterans Affairs (MDVA) by initiating or reopening claims
- Assist military retirees and their dependents or survivors in obtaining their benefits from the Department of Defense (DOD)
- Assist veterans in claims and proceedings involving the military service
- Assist veterans in obtaining benefits or services from other agencies
- Attend workshops, seminars and conferences and confers with professional to keep up to date on the latest changes in State and Federal laws and regulations
- Assist members and dependents of the National Guard and Reserve Components in obtaining appropriate benefits and assistance
- Collaborates with veteran services organizations in the county as directed by the CVSO.
- Assists with the maintenance of office records including file creation, privacy provisions, and retention policy; performs other County duties as required

Knowledge, Skills and Abilities

Thorough knowledge of County and departmental policies, practices and procedures; thorough knowledge of Veterans Affairs compensation laws, rules and policies; thorough knowledge of Veterans Affairs pension laws, rules and policies; general knowledge of Minnesota veterans grant policies and Federal burial benefits; some knowledge of County HHS assistance policies; thorough knowledge of Veterans Affairs claims and MDVA grant applications; general knowledge of MAC-V intake forms and some knowledge of time sheets; general knowledge of standard office equipment and software; general knowledge of VA remote access and Veterans Information Management System; ability to make arithmetic calculations.

Education and Experience

High school diploma or GED and related experience.

Assistant County Veterans Service Officer

Dept/Div: *Veterans*

FLSA Status: *Exempt*

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work frequently sitting and occasionally requires speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

Accreditation with national veteran's organizations

Specialized VA training

Meet Statutory requirement of "veteran" for position

Valid driver's license.

Data Privacy and Security Training

IRS Security Training

HIPAA Training

County Veterans Services Officer

Dept/Div: Veterans

FLSA Status: Exempt

General Definition of Work

Performs difficult administrative work assisting veterans in accessing Federal, State and local community services and benefits, and related work as apparent or assigned. Work is performed under the general direction of the Health and Human Services Supervisor. ~~May give work direction or supervise staff as directed.~~ Provides supervision to the Assistant County Veterans Service Officer.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Assist veterans/dependents in applying for available federal benefits from the United State Department of Veterans Affairs Regional Office (VARO) by initiating or reopening claims
- Assist veterans/dependents in appealing denied claims to the local VA Regional Office (VARO), the local Decision Review Officers or the Board of Veterans Appeal in Washington D.C
- Assisting veterans in obtaining necessary inpatient and outpatient care from the VA Medical Centers (VAMC) and Community Based Outreach Clinics (CBOC)
- Assist veterans applying for available state benefits from the Minnesota Department of Veterans Affairs (MDVA) by initiating or reopening claims
- Assist military retirees and their dependents or survivors in obtaining their benefits from the Department of Defense (DOD)
- Assist veterans in claims and proceedings involving the military service
- Assist veterans in obtaining benefits or services from other agencies
- Attend workshops, seminars and conferences and confers with professional to keep up to date on the latest changes in State and Federal laws and regulations
- Assist members and dependents of the National Guard and Reserve Components in obtaining appropriate benefits and assistance
- Serve as County's liaison to veteran services organizations in the County
- Supervises the maintenance of office records including file creation, privacy provisions, and retention policy; performs other County duties as required
- Provides technical oversight.

Knowledge, Skills and Abilities

Thorough knowledge of County and departmental policies, practices and procedures; thorough knowledge of Veterans Affairs compensation laws, rules and policies; thorough knowledge of Veterans Affairs pension laws, rules and policies; general knowledge of Minnesota veterans grant policies and Federal burial benefits; some knowledge of County HHS assistance policies; thorough knowledge of Veterans Affairs claims and MDVA grant applications; general knowledge of MAC-V intake forms and some knowledge of time sheets; general knowledge of standard office equipment and software; general knowledge of VA remote access and Veterans Information Management System; ability to make arithmetic calculations.

Education and Experience

High school diploma or GED and ~~moderate-related~~ experience. ~~as a member of the military, or equivalent combination of education and experience.~~

Veteran Services Officer

Dept/Div: *Veterans*

FLSA Status: *Exempt*

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work frequently sitting and occasionally requires speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

Accreditation with a national veteran's organization
Specialized VA training
Meet Statutory requirement of "veteran" for position
Valid driver's license.
Data Privacy and Security Training
IRS Security Training
HIPAA Training
~~DHS New Worker Training~~

Appraiser

Dept/Div: Land Services

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate skilled technical work appraising all real and personal property at market value for assessment purposes; evaluating and classifying all property for tax purposes, and related work as apparent or assigned. Work is performed under the limited supervision of the County Assessor.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Physically review each land parcel; measure all on-site structures; review interior and exterior; value and classify real and personal property for tax purposes; collect parcel information from property owner; classify land according to use.
- Data entry of parcels physically appraised.
- Review County sales for state qualifications and work with electronic certificates of real estate value.
- Respond to detailed appraisal and classification inquiries from property owners and members of the public.
- Process property divisions with combining, splitting and deleting of real and personal property.
- Conduct reviews of local appraiser work and enter appraisal data on their behalf.
- Represent County at local Board(s) of Review meetings.

Knowledge, Skills and Abilities

General knowledge of County and department policies, practices and procedures; thorough knowledge of Minnesota State assessment laws; thorough knowledge of County assessment manual; thorough knowledge of property surveys; ability to understand timesheets, vehicle maintenance logs, spreadsheets and field cards; ability to operate motor vehicles, measuring devices and cameras; thorough knowledge of standard office equipment, hardware and software; thorough knowledge of Beacon/GIS, Landshark, Webextender, CAMA and RECAP tax system; ability make accurate arithmetic computations; ability to be objective and courteous.

Education and Experience

High school diploma or GED and moderate experience in real estate, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires walking, sitting and reaching with hands and arms and occasionally requires standing, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and occasionally requires working in high, precarious places and exposure to fumes or airborne particles; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Accredited MN Assessor license – five years after CMA

Certified MN Assessor License - three years after hire

Required continuing education every four years

Ethics for MN Assessors every four years

Valid driver's license

Must meet licensing requirements in Minnesota Statutes and Minnesota Rules

May not perform “fee appraisals” within Pine County which includes engagement as a real estate sales or purchase agent for real estate or own or have a financial interest in a real estate or purchasing agency.

Intrastate Funding Formula: Why it's Important to Rural MN

February 2023

What is the Intrastate Funding Formula (IFF)?

The Intrastate Funding Formula (IFF), or allocation formula, is used to allocate federal Older American Action (OAA) funds to Minnesota's Area Agencies on Aging (AAA).

That funding is distributed to local communities to support older adults.

What does the IFF fund?

Nutrition: Home Delivered Meals (Meals on Wheels) and Congregate Dining, free or low-cost meals

Transportation: Senior Rides, free or low-cost rides to medical appointments

Chore Services: Snow Removal, Lawn Mowing

Homemaking Services, Grocery Delivery

Caregiver Services: Respite, Support Groups, Adult Day Services

Health Promotion Classes: Matter of Balance, Diabetes Self Management, Tai Chi Quan, SAIL and more!

Central MN Council on Aging

In 2022 CMCOA supported over 30,516 Older Adults and Caregivers in Stearns, Benton, Sherburne, Wright, Todd, Morrison, Wadena, Cass, Crow Wing, Mille Lacs, Kanabec, Pine, Isanti, and Chisago Counties

Central MN Council on Aging

19 Contracted Title III

Federal Older Americans Act Service Providers

\$3.9 Million Awarded to Local Partners to Provide Services & Supports to Older Minnesotans in 14 County Region

32,699	87,548	430,495	11,660	2,793	7,925	257	1,695	3,066	296
Cases via the Senior LinkAge Line® with 18,528 Consumers served	Congregate Meals provided to 3,123 Older Adults	Home Delivered Meals provided to 5,449 Older adults	One-Way Trips provided to 632 Older adults	Hours of Chore provided to 290 Older Adults	Hours of Homemaker provided to 517 Older Adults	Older Adults Serviced with 64 Evidenced Based Series	Hours of Coaching/ Counseling provided to 232 Caregivers	Hours of Legal Counseling to 586 Older Adults	Hours of Telephone Reassurance to 42 Caregivers
			61	1,685	14				
			Caregivers attended Support groups	Hours of Respite provided to 64 Caregivers	Information Sessions provided to 200 caregivers				



Impact of \$321,295 OAA Funding in Pine County in 2022

- 914 individuals received options counseling through Senior LinkAge
- 48 older adults received 1,480 hours of homemaking
- 6 older adults received 20 hours of health assessment
- 78 older adults received 1,983 congregate meals
- 409 older adults received 43,162 home delivered meals
- 23 older adults received 75 hours of legal counsel
- 16 family caregivers received 327 hours of care coaching
- 14 family caregiver participated in support group sessions
- 5 family caregivers participated in education sessions
- 6 family caregiver received 234 hours of respite care
- 8 individuals received 32 telephone reassurance calls

Who decides how the formula is weighted?

The Administration on Community Living ultimately decides but a formula must be presented to them by the Minnesota Board on Aging (MBA).

The MBA is a 25-person governor appointed board.

The MBA has been working through a strategic process and have presented 5 different iterations of the funding formula to Minnesota Area Agencies on Aging.

The MBA Proposed Draft is open for public comment for 30 days beginning April 3. **YOU** have an opportunity to weigh in.

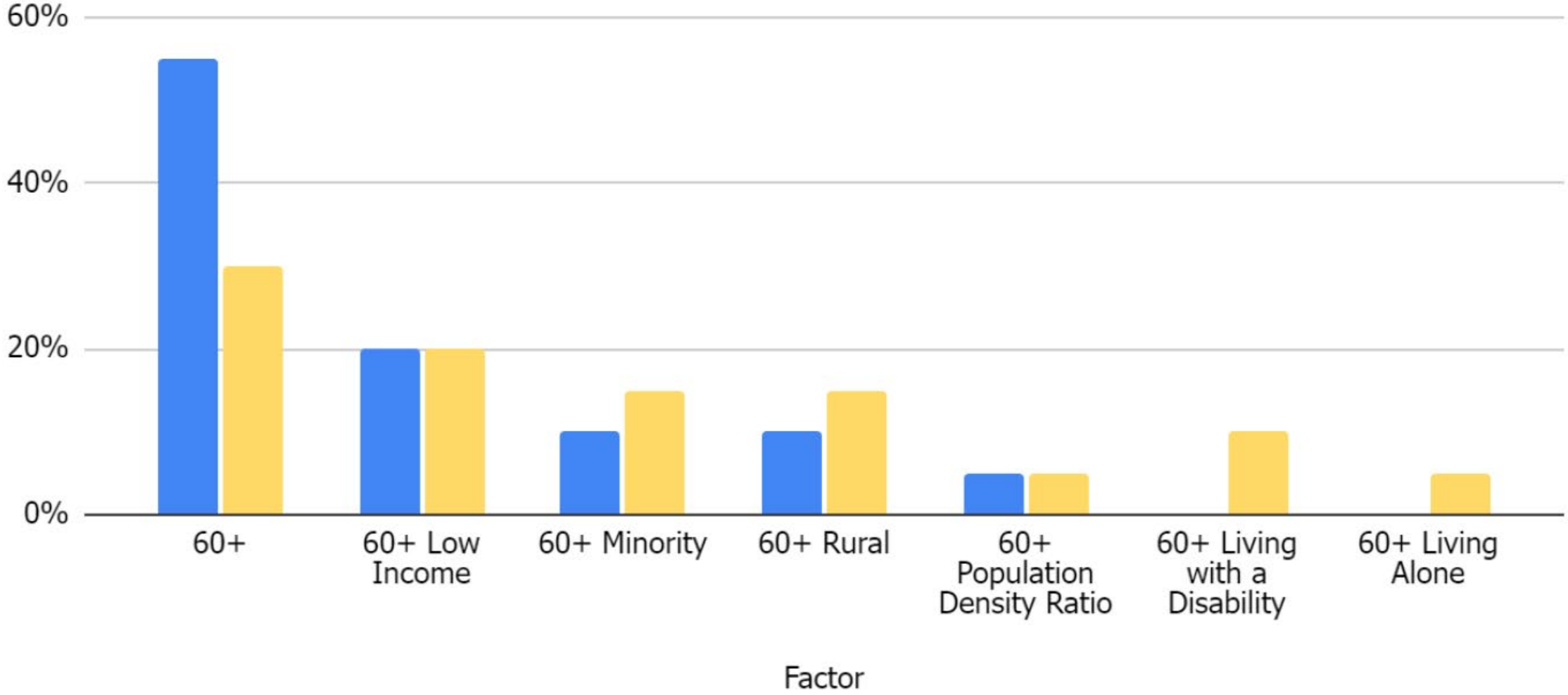
Proposed IFF for Consideration

Factor	Data Source	Weight (Current)	Weight (Proposed)
60+	ACS	55%	30%
60+ Low income*	ACS	20%	20%
60+ Minority	ACS	10%	15%
60+ Rural* (non-urban)	Census	10%	15%
60+ Population density ratio	ACS	5%	5%
60+ Living with a disability	ACS	N/A	10%
60+ Living alone	ACS	N/A	5%

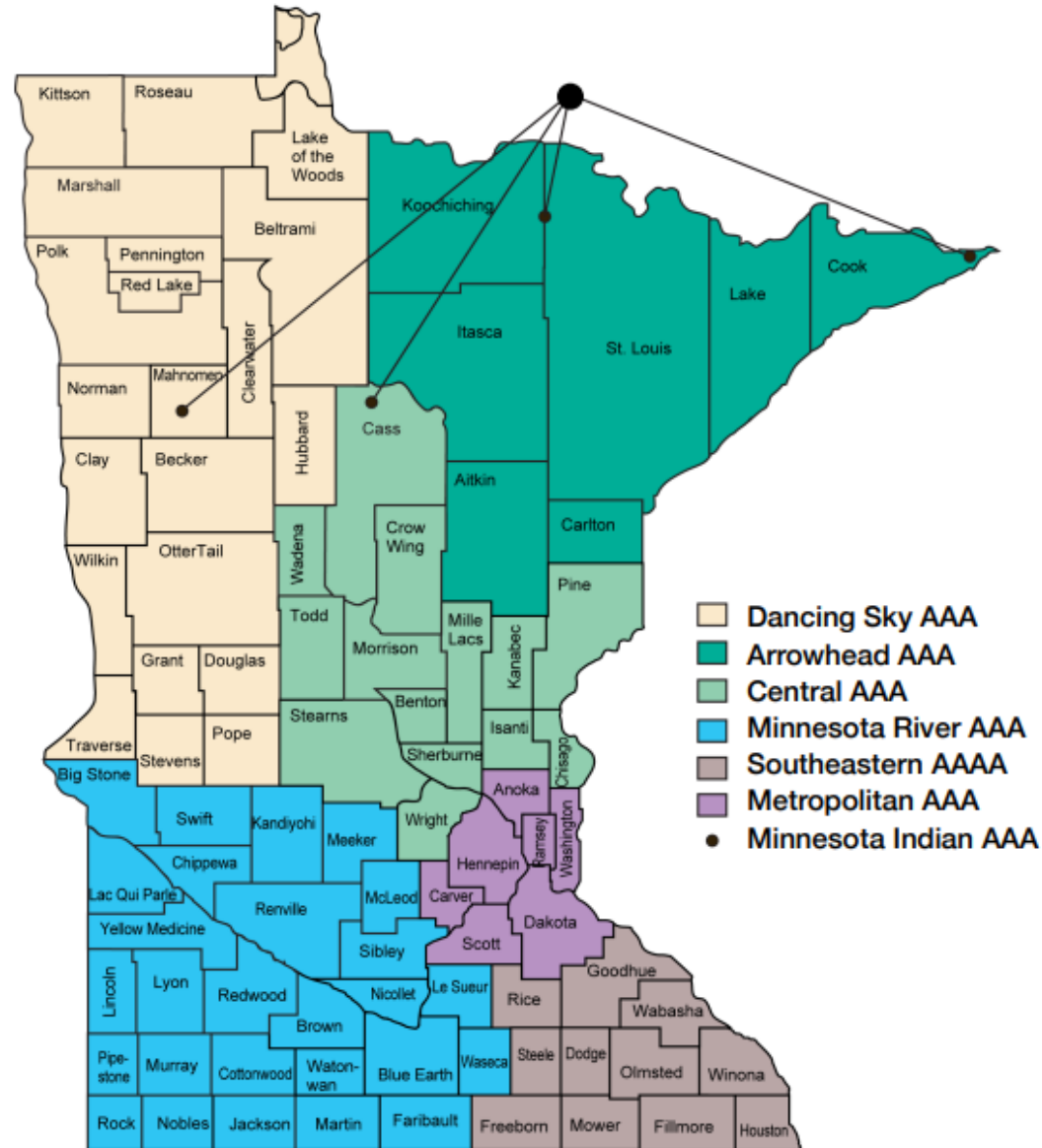
*Factor uses 65+ instead of 60+

IFF Distribution (Current to Proposed)

Current Proposed



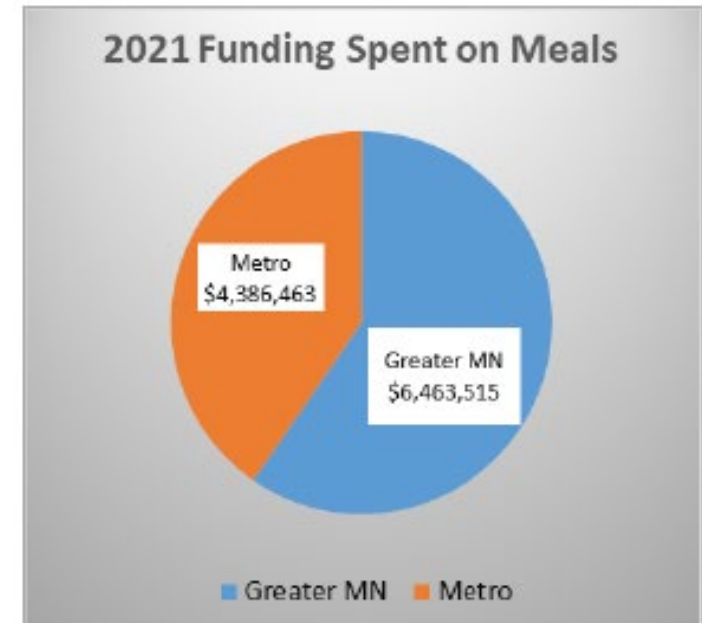
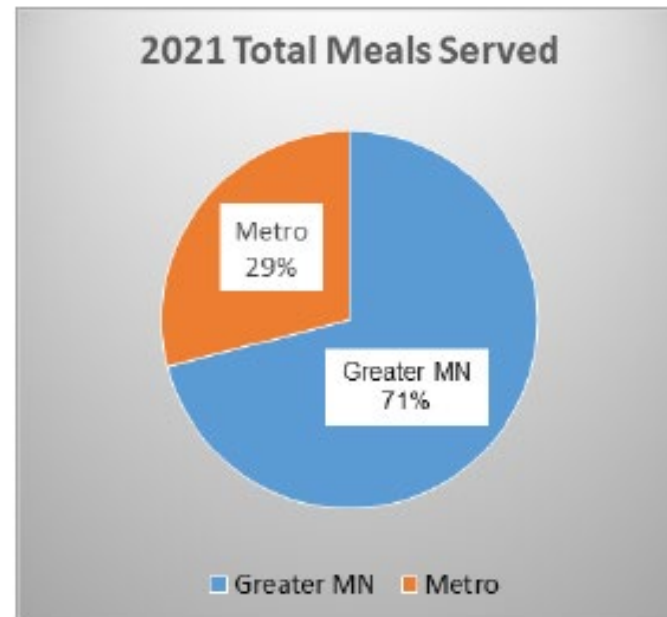
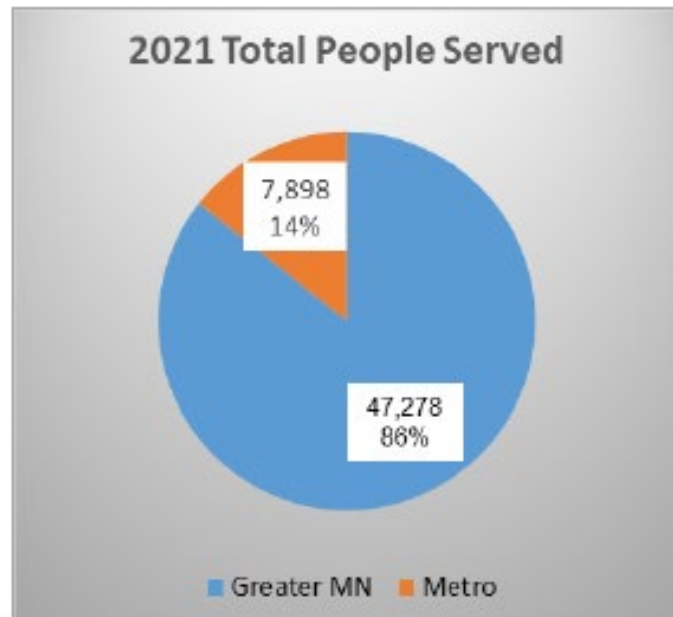
Minnesota Area Agencies on Aging



Public Comment on IFF

PSA	Current 2023 allocations		Proposed IFF by MBA			IFF Request to Support Rural Seniors		
	Total OAA Title III (all titles)	%	Total OAA Title III (all titles)	%	+/- to current	Total OAA Title III (all titles)	%	+/- to current
DSAAA	2,303,625	11.0840%	2,143,840	10.3152%	-159,785	2,349,471	11.3046%	45,846
AAAA	1,831,139	8.8106%	1,803,098	8.6757%	-28,041	1,922,685	9.2511%	91,546
CMCOA	2,845,058	13.6891%	2,956,572	14.2257%	111,514	3,178,060	15.2914%	333,002
MNRAAA	2,709,193	13.0354%	2,305,701	11.0940%	-403,492	2,488,241	11.9723%	-220,952
SEMAAA	2,137,342	10.2839%	1,852,500	8.9134%	-284,842	1,892,861	9.1076%	-244,481
MAAA	8,450,005	40.6576%	9,144,575	43.9996%	694,570	8,353,313	40.1924%	-96,692
MIAAA	506,952	2.4392%	576,986	2.7762%	70,034	598,684	2.8806%	91,732
TOTAL	20,783,314		20,783,272			20,783,315		

Because of disproportionate Title III funding, rural older adults do not receive equitable servings of meals. Other funding opportunities are limited in rural Minnesota.



The current formula weights heavily on population, which shifts dollars to the 7 county metro area.

Rural areas face challenges and barriers to service delivery because of sparse population and distance to services

Rural AAA's are calling for communities to ask that '60+Rural' and other factors that affect Rural Minnesotans be given a stronger value in the formula.

How you can help...

	60+ Population	60+ with Disability	60+ Low Income	60+ Minority	60+ Rural	60+ Population Density	60+ Living Alone
MBA Proposed	30	10	20	15	15	5	5
Support Rural Change Request	20	5	20	15	25	5	10

Provide input during the public comment period.

- It would support our aging community members throughout Rural MN if the MN Board on Aging would consider the following changes to the MBA Proposed IFF :

Decrease the 60+ population to 20%, Decrease 60+ with Disability to 5%, Increase 60+ Rural to 25%, Increase Living Alone to 10%, Keep 60+ Low Income at 20%, Keep 60+ Minority at 15%, and Keep 60+ Population Density at 5%. Re-evaluate the funding formula and weights at a minimum of every 10 years.

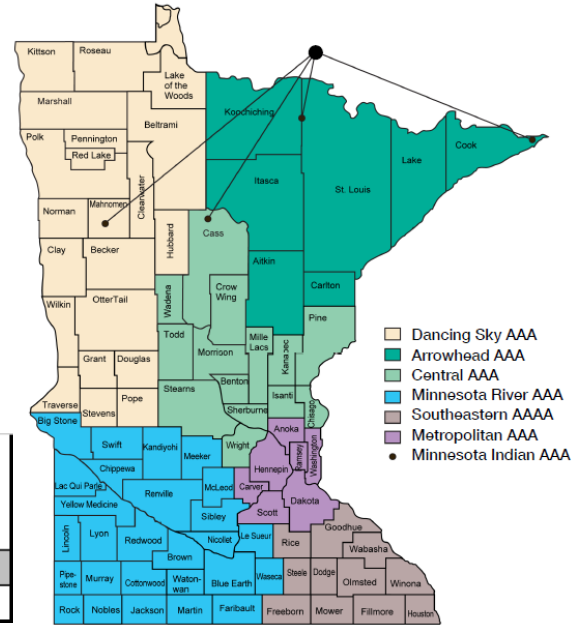
- Public comment April 3-May 3, 2023 on the MBA website [MBA website](#)



Support Aging in Rural Minnesota

Rural communities are facing closed hospitals or unreachable health care services, a deepened digital divide, lost jobs at industries economically anchoring rural communities, and greater food insecurity for older adults. The need for a conversation around rural service funding seems more important than ever.

Minnesota Area Agencies on Aging



	60+ Population	60+ with Disability	60+ Low Income	60+ Minority	60+ Rural	60+ Population Density	60+ Living Alone
MBA Proposed	30	10	20	15	15	5	5
Rural Ask	20	5	20	15	25	5	10

Public Comment on IFF

PSA	Current 2023 allocations		Proposed IFF by MBA			IFF Request to Support Rural Seniors		
	Total OAA Title III (all titles)	%	Total OAA Title III (all titles)	%	+/- to current	Total OAA Title III (all titles)	%	+/- to current
DSAAA	2,303,625	11.0840%	2,143,840	10.3152%	-159,785	2,349,471	11.3046%	45,846
AAAA	1,831,139	8.8106%	1,803,098	8.6757%	-28,041	1,922,685	9.2511%	91,546
CMCOA	2,845,058	13.6891%	2,956,572	14.2257%	111,514	3,178,060	15.2914%	333,002
MNRAAA	2,709,193	13.0354%	2,305,701	11.0940%	-403,492	2,488,241	11.9723%	-220,952
SEMAAA	2,137,342	10.2839%	1,852,500	8.9134%	-284,842	1,892,861	9.1076%	-244,481
MAAA	8,450,005	40.6576%	9,144,575	43.9996%	694,570	8,353,313	40.1924%	-96,692
MIAAA	506,952	2.4392%	576,986	2.7762%	70,034	598,684	2.8806%	91,732
TOTAL	20,783,314		20,783,272			20,783,315		

Please help educate your communities to provide input during the public comment period.

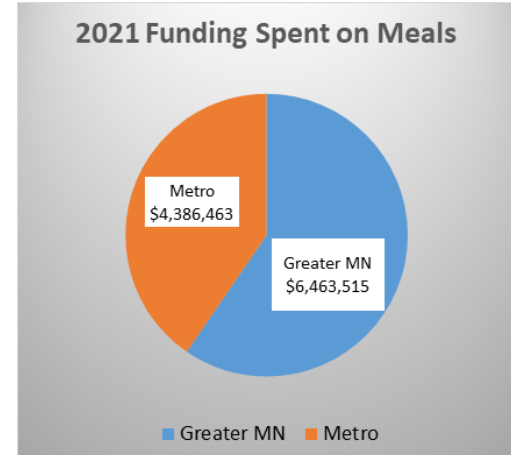
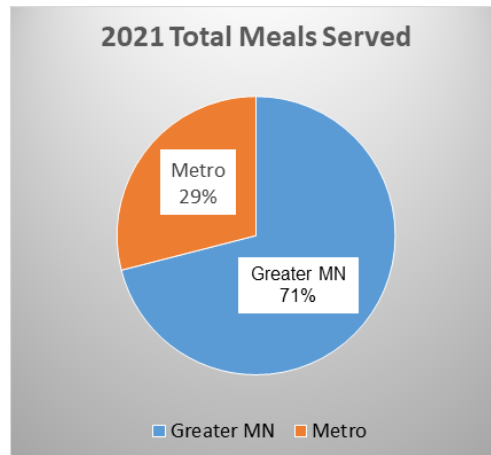
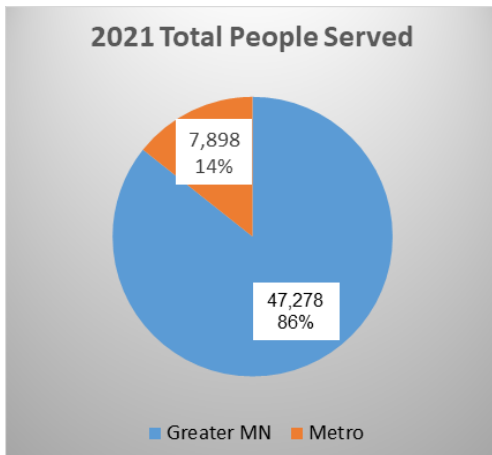
It would support our aging community members throughout Greater MN if the MN Board on Aging would consider the following changes to the MBA Proposed IFF.

Decrease the 60+ population factor to a 20% weight, Decrease 60+ factor with Disability to 5% weight, Increase 60+ Rural factor to 25%, Increase Living Alone factor to 10%, Keep 60+ Low Income at 20%, Keep 60+ Minority at 15%, and Keep 60+ Population Density at 5%. The formula factors and weights are re-evaluated every 10 years and data updates are completed a minimum of every 5 years.

Public comment will be open April 3rd via the State Register and on the MBA website: <https://mn.gov/board-on-aging/state-plan-on-aging/index.jsp> or

Minnesota Board on Aging
P.O. Box 64976
St. Paul, MN 55164

Because of disproportionate Title III funding, rural older adults do not receive equitable servings of meals. Other funding opportunities are limited in rural Minnesota.



Statewide in 2021, there were 56,819 older adults served through Title III congregate dining and home delivered meals. While 20% of all meal participants served were from the CMCOA Planning and Service Area, we only received 14% of the statewide nutrition funding allocated through the IFF.

Challenges to Providing Services in Rural Environment

Limited Infrastructure

- Few transportation options and poorly maintained roads
- Older housing in need of repairs, limited affordable senior housing
- Limited technology in some areas, including broadband

Dispersed Population

- Distance between sparse populations and disincentives for providers to serve rural area
- Distance hampers older adults' access to services in the community.

Demographic and Economic Trends

- Working-age adults leaving rural areas
- Smaller workforce pool for providers.
- Fewer family members and volunteers to help older adults
- Growing aging population eligible for services, including some high-need older adults

SOURCE: GAO.GOV

Access to Foundation Funding

- Congressional Districts 2,3,4,5,6 serve all or parts of the Metro region and contain 740 Foundations:
- \$1,868,000,000 Foundation dollars awarded in 2021
- Congressional District 8 and 7 contains 120 Foundations \$177,000,000 (Rural has 4.5% of the options that Metro area has for alternate funding.)
- 2% of all foundation dollars in MN are directed specifically toward aging services

Rural Equity

Rural Equity means that all people living in rural areas are able to live their healthiest life possible.



Helpful Links to learn more about the IFF

Video: What is the IFF

<https://www.youtube.com/watch?app=desktop&v=1C6ldz2zHWE>

Video: What Does the IFF Mean our Greater MN Communities:

<https://www.youtube.com/watch?app=desktop&v=49gwBkK2GeU>

Aging in Minnesota Fact Sheet 2022:

<https://static1.squarespace.com/static/63fce52c2c38300cb81fdabc/t/63fe69a8fb73e3000ba34439/1677617579898/Aging+in+MN+Fact+Sheet+-+Ann+Bussey.pdf>

Download the Support Letter to contact the Minnesota Board on Aging and support Greater Minnesota:

<https://cmcoa.org/wp-content/uploads/2023/03/IFF-Support-Ltr.docx>

Public Comment will be received by the Minnesota Board on Aging for 30 days beginning April 3, 2023, on the State Register, [on this website](#), or MN Board on Aging, PO Box 64976, St. Paul, MN 55165

Dear Kari Benson, Executive Director of the Minnesota Board on Aging and Minnesota Board on Aging Board,

As a [member/representative] of [Your Organization], I am writing to express our concern for the equitable distribution of funding for aging services in Minnesota. We urge you to use your public comment period beginning April 3, 2023, to support an Intrastate Funding Formula (IFF) that is fair to older adults living in rural areas.

According to the Minnesota State Demographic Center, rural areas in Minnesota have a higher concentration of older residents than urban areas. These older adults face unique challenges such as limited access to services and resources, including meal delivery programs, transportation, health care and technology. Inadequate services can have a negative impact on their health and quality of life and contribute to rising healthcare costs.

The current formula favors the 7-county metro region, leaving programs that provide rural services to older adults severely underfunded. The proposed changes to the Minnesota Intrastate Funding Formula do not meet the needs of older adults living in Greater Minnesota and could result in the loss of critical Older Americans Act-funded programs, greater population migration to the metro area due to lack of support services in rural communities, and increased admissions to long-term care settings.

At [Your Organization], we serve [description of the population you serve in rural areas] and have seen firsthand the need for equitable investment in aging services. We implore you to prevent cuts to vital services for seniors in Greater Minnesota by adjusting the IFF factors and weights. We recommend that the formula be weighted as follows: 20% for population 60+, 5% for 60+ with disability, 20% for 60+ low income, 15% for 60+ minority, 25% for 60+ rural, 5% for 60+ population density, and 10% for 60+ living alone. We also recommend that the IFF factors and weights be formally evaluated at least every 10 years.

Most rural older adults would like to age in place, but they face significant challenges in doing so. Equitable investment of the Older Americans Act funding is important as rural areas are aging faster than urban areas yet are underrepresented in the proposed Intrastate Funding Formula draft. We believe that it is crucial to ensure that older adults in rural areas have access to the services and supports they need to age with dignity and independence.

Thank you for your consideration of our comments. Please feel free to contact me at [Phone number, email] if you have any questions or if there is anything further we can do to support this important issue.

Sincerely,

[Your Name] [Your job title and organization information if affiliated]



AGENDA REQUEST FORM

Date of Meeting: April 18, 2023

- County Board**
 - Consent Agenda
 - Regular Agenda
- 5 mins 10 mins 15 mins Other
- Personnel Committee**
- Other** _____

Agenda Item: Award Bids for SAP 058-599-045

Department: Public Works



Department Head signature

Background information on Item:

See Memo

Action Requested:

Award Low Bid to S & R Reinforcing, Inc. in the amount of \$647,257.07

Financial Impact:

Bid 27% under engineer's estimate

Pine County
Public Works Department
405 Airport Road NE (320)216-4200
Pine City, MN 55063 (320)629-6736fax

Memo

To: Pine County Board of Commissioners
David J. Minke, County Administrator

From: Mark A. LeBrun, Public Works Director/County Engineer *MA*

Date: 4/11/2023

Re: Bid Opening - Contract #2301

Bids for SAP 058-599-045/Sturgeon Island Bridge were opened on Wednesday, April 5th. The engineer's estimate was \$886,001.00 and the following 3 bids were received:

S & R Reinforcing, Inc	\$647,257.07	27% under
Redstone Construction, LLC	\$783,800.00	15% under
Northland Contractors	\$920,017.50	4.0% over

I recommend awarding to low bidder S & R Reinforcing, Inc

**Resolution 2023-24
of the
Pine County Board of Commissioners**

**A Resolution Commending the Commitment and Dedication to
Public Service Excellence of County Staff and Officials by
proclaiming April, 2023 as**

County Government Appreciation Month

WHEREAS, the nation's 3,069 counties serving more than 330 million Americans provide essential services to create healthy, safe and vibrant communities; and

WHEREAS, Pine County employs approximately 300 dedicated and talented staff who are dedicated to the public and who work to ensure healthy children, provide public safety, administer elections, maintain roads, care for families and help build vibrant communities.

NOW, THEREFORE, BE IT RESOLVED the Pine County Board of Commissioners recognizes the commitment and dedication to public service of county staff and officials and proclaims April, 2023 County Government Appreciation Month.

Dated at Pine County Minnesota this 18th day of April 2023

Stephen M. Hallan, Chair
County Board of Commissioners

David J. Minke, County Administrator
Clerk to Board of Commissioners



PINE COUNTY

Administrator's Office

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

Commissioners

Steve Hallan – Dist. 1
Josh Mohr – Dist. 2
Terry Lovgren – Dist. 3
J.J. Waldhalm – Dist. 4
Matt Ludwig – Dist. 5

County Administrator

David J. Minke

TO: Pine County Commissioners
FROM: David Minke, County Administrator
DATE: April 12, 2023
SUBJECT: First Quarter 2023 Budget Report

At the end of March, the county's budget is sound for three months, or 25% into the year.

Chart 1 shows revenue and expenditure as a percentage of the budget by the three major funds (General, Health & Human Services, and Road & Bridge) and the total of all funds. As of March 31, all funds were below 25% spent. Total spending (all funds) through the end of March was \$12,164,159, or 22% of the budget.

Revenues are all below expenditures, except for Road and Bridge. This situation is expected at this point of the year as most county revenues and expenditures are out of sync. These revenues include reimbursements for services which typically lag 30-60 days or are only made once or twice per year such as the property tax settlement or state aid for roads. Through the end of March, total revenue was \$6,481,631.

Chart 2 compares the 1st quarter 2020-2023 revenue in the General Fund by budget department. Only the departments which receive significant program revenue are included. As is evident by the four-year history, revenue in a particular department can significantly vary year to year. The revenue in the Auditor Department is primarily inter-fund/inter-department transfers that are processed during the first quarter. The first quarter revenue for the jail is nearly 50%. Total budget revenue for the jail is down \$15,000 from 2022, and much of the current year's revenue is from the Canteen Revenue Account. The Canteen Revenue Account is a special revenue account and is not available for general jail expenses.

Chart 3A

Chart 3A shows the expenditures of the larger departments in the General Fund through the end of the first quarter. Most departments are about 25% or below except for Information Technology (IT) (34%), which is due to annual service contracts that are paid at the beginning of the year and Recorder (63%) which is due to the payment for the Tax/CAMA computer system. Court Security is well underspent because the limited court activity has decreased the need for bailiff support.

Chart 3B

Chart 3B uses the same column format to show first quarter 2023 expenditures and adds a line showing the four-year average. As the graph shows, the current year's spending is mostly in line with the three-year average. The Recorder shows the current year payment for the tax/CAMA

system and Veterans appears above average due to the purchase of the veterans' van. The van purchase expenses are reimbursed by the Veterans Council.

Chart 4 shows the Health and Human Services revenues and expenditures by major division and the fund total. All divisions are below 25% on expenditures and revenues are where expected at the end of the first quarter. Overall, out of home placements are within budget.

American Rescue Plan Act (ARPA) Funding

Pine County was authorized \$5,745,374 in the American Rescue Plan Act. The county received the first half in May 2021 and the second half in May 2022. These funds have earned interest in the amount of \$42,555 bringing the total spendable amount to \$5,787,929. Chart 5 shows the allocations and amounts expended through the end of March 2023. The total expended is \$2,532,656.

Sales Tax Collections

Total sales tax collections under Resolution 2021-61 through the end of January 2023 are \$1,785,514. The total authorized is \$17,400,000. Sales tax collections for January 2023 were 12% above January 2022. Collections for the 4th quarter 2022 were 15% above the 4th quarter 2021. Total collections for 2022 were \$1,785,514, which is 1.6% above the amount collected in 2021.

Chart 1
Expenditure and Revenue by Major Fund and County Total as of March 31, 2023

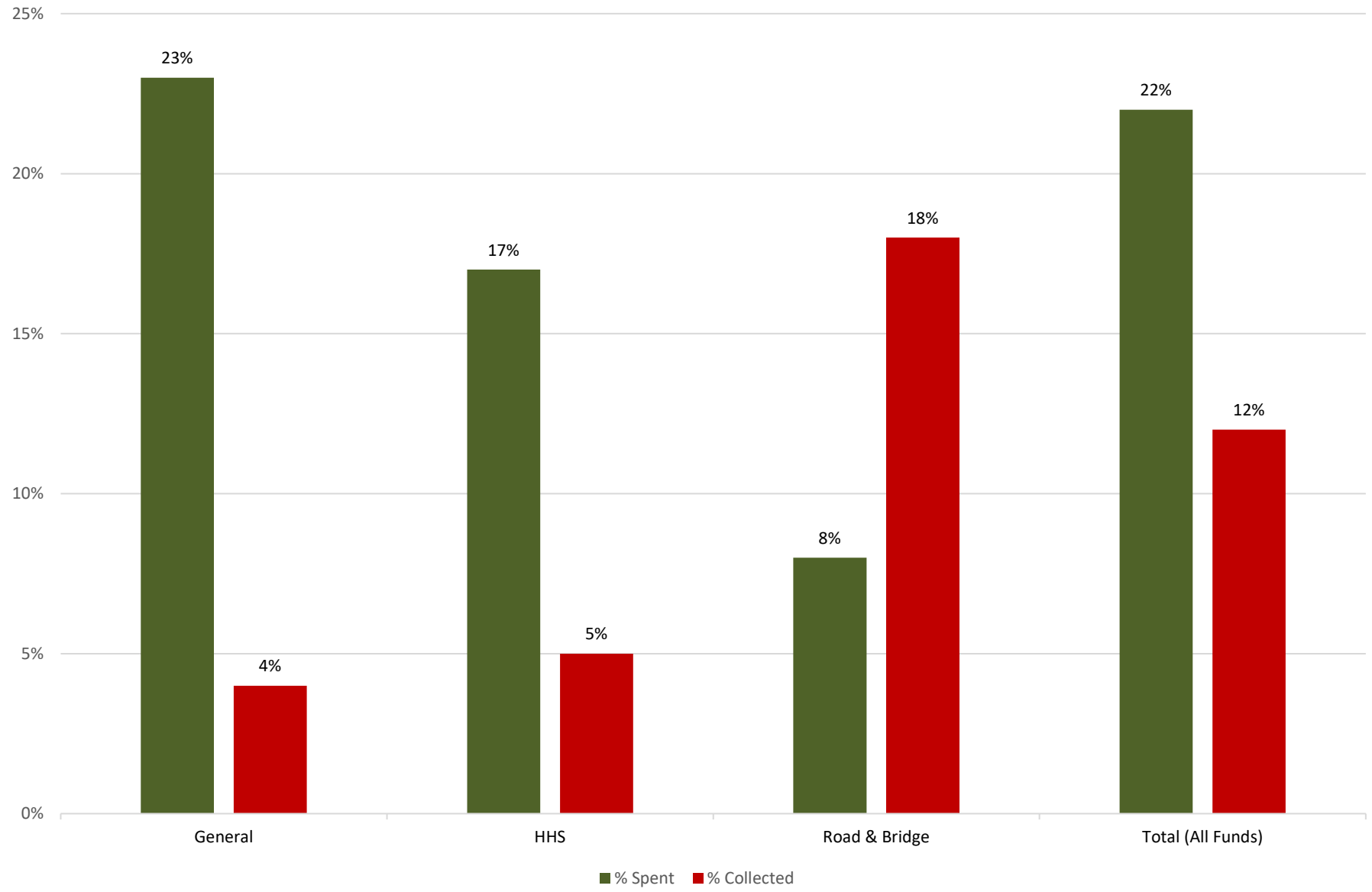


Chart 2
 General Fund Revenue by Department 2020-2023 as of March 31 Each Year

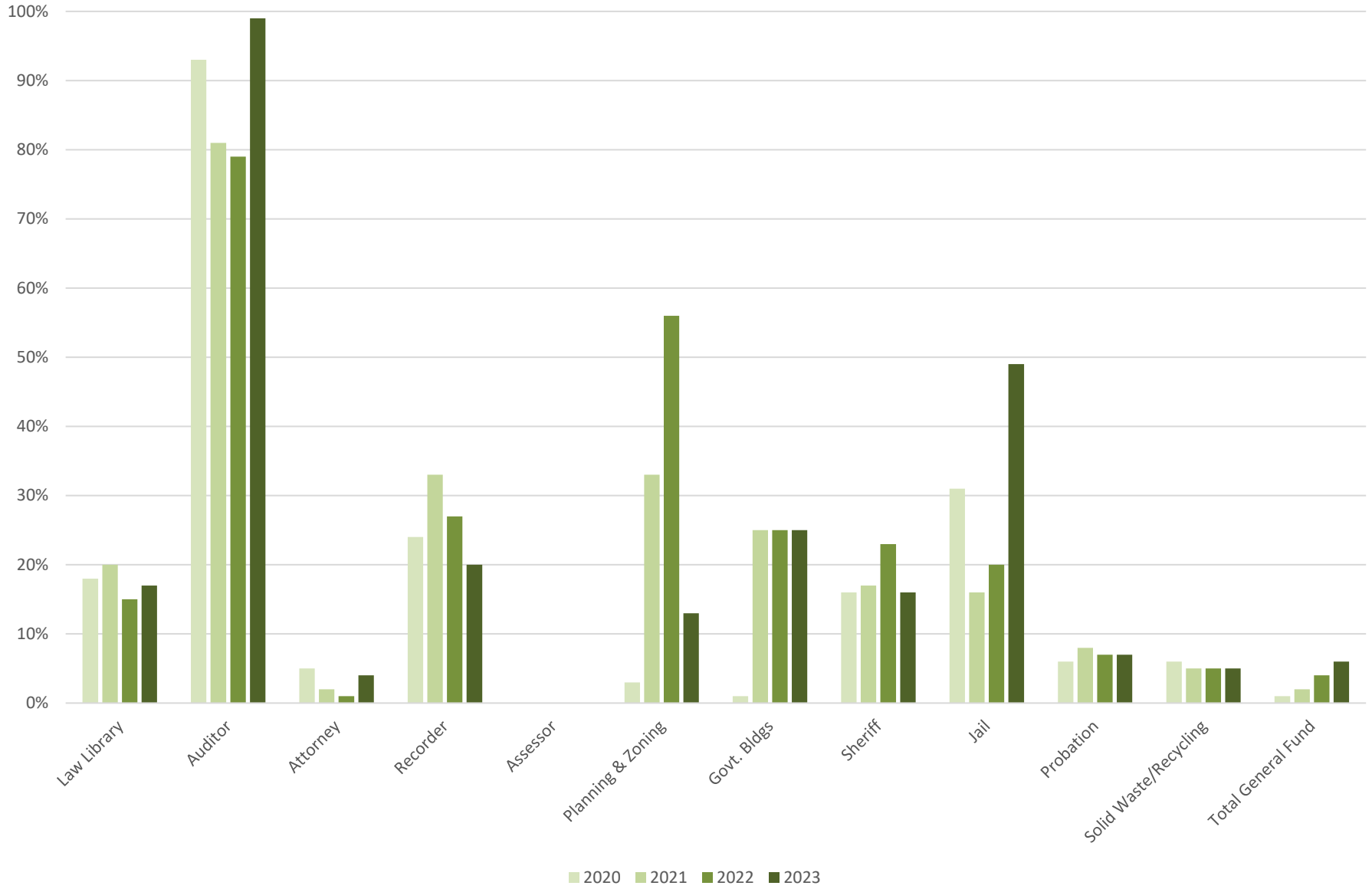


Chart 3A
General Fund Expenditures as Percent by Department as of March 31,
2023

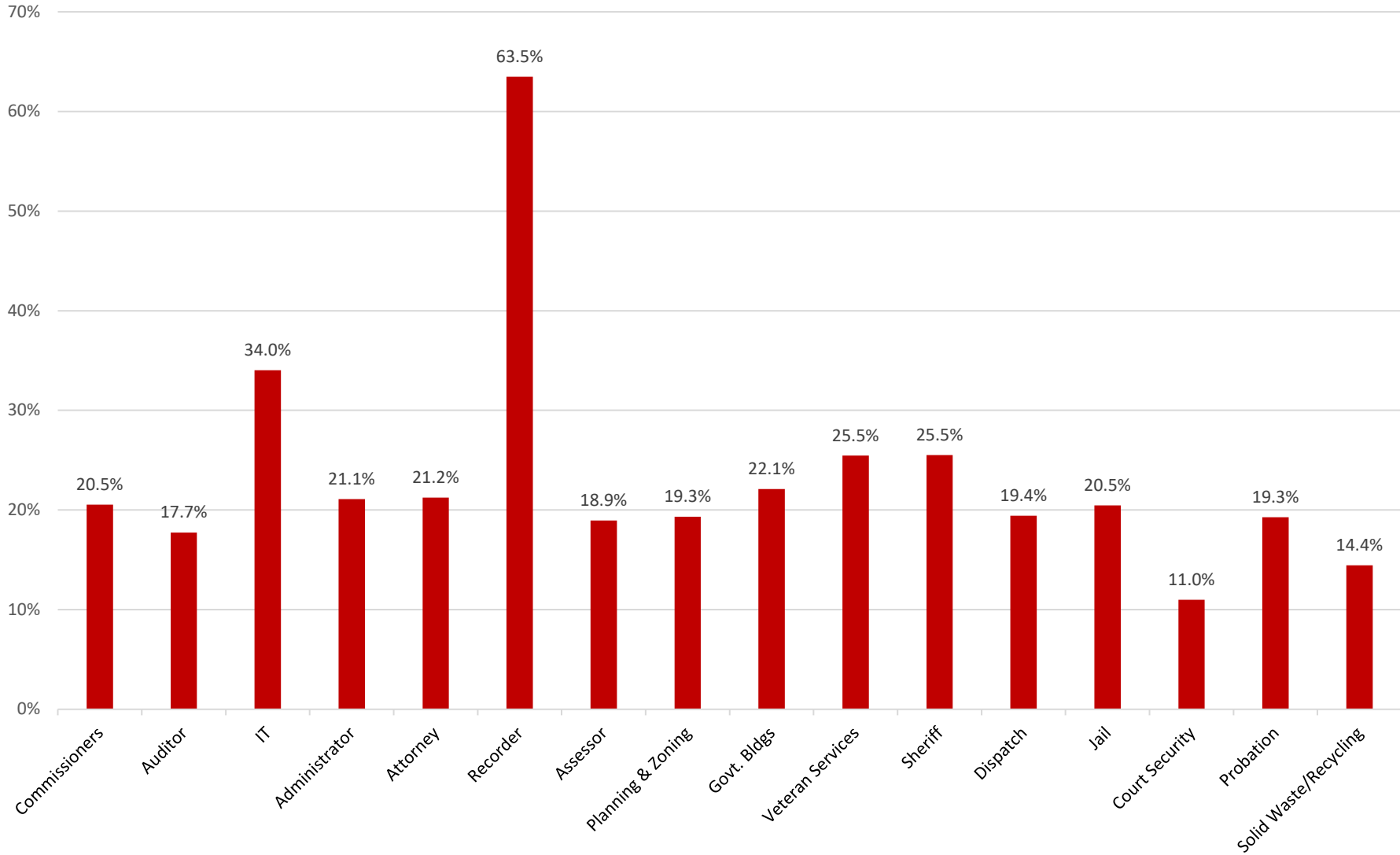


Chart 3B
General Fund Expenditures as Percent by Department as of March 31, 2023
Compared to 4-year Average

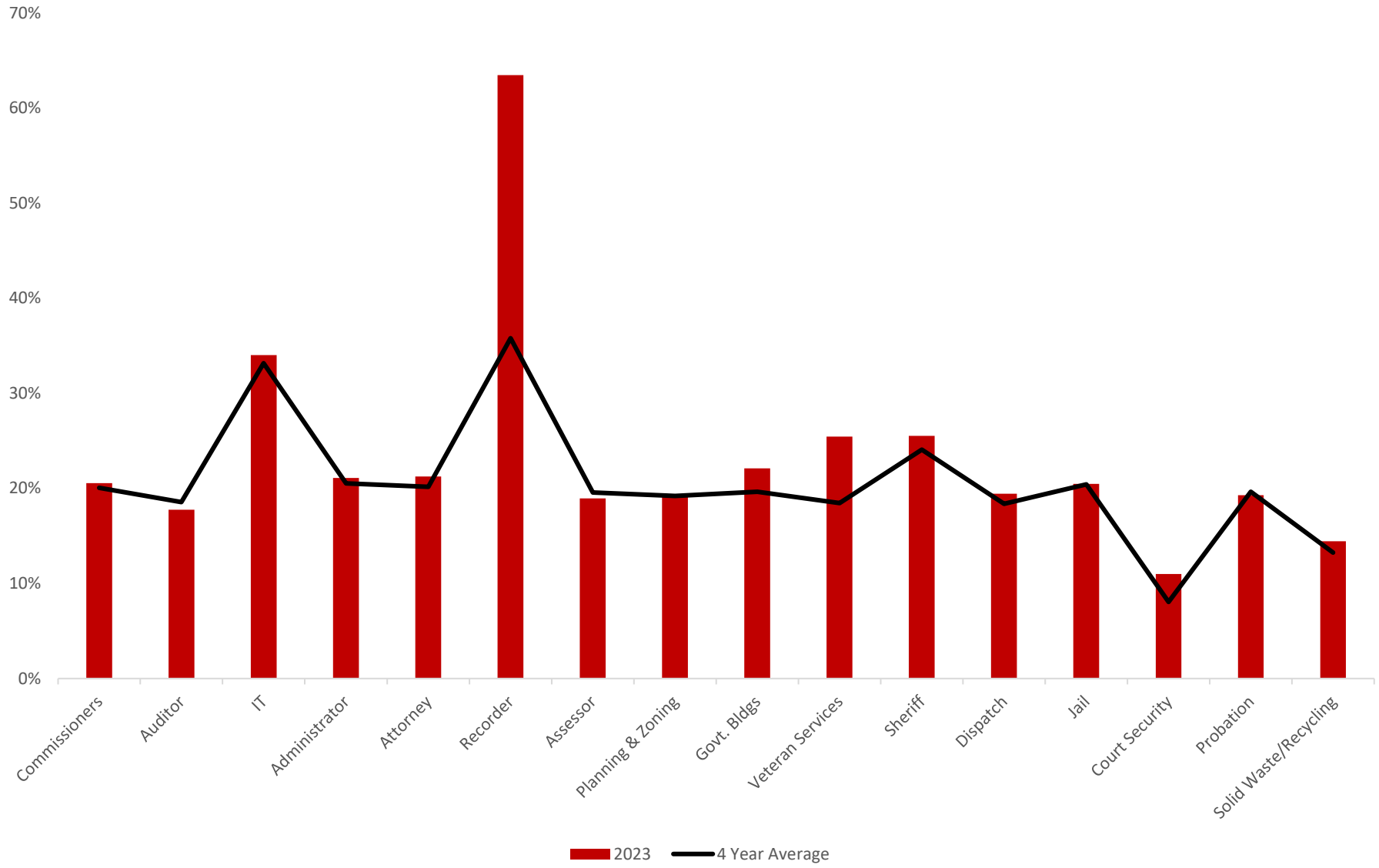


Chart 4
HHS Revenue and Expenditures as Percent as of March 31, 2023

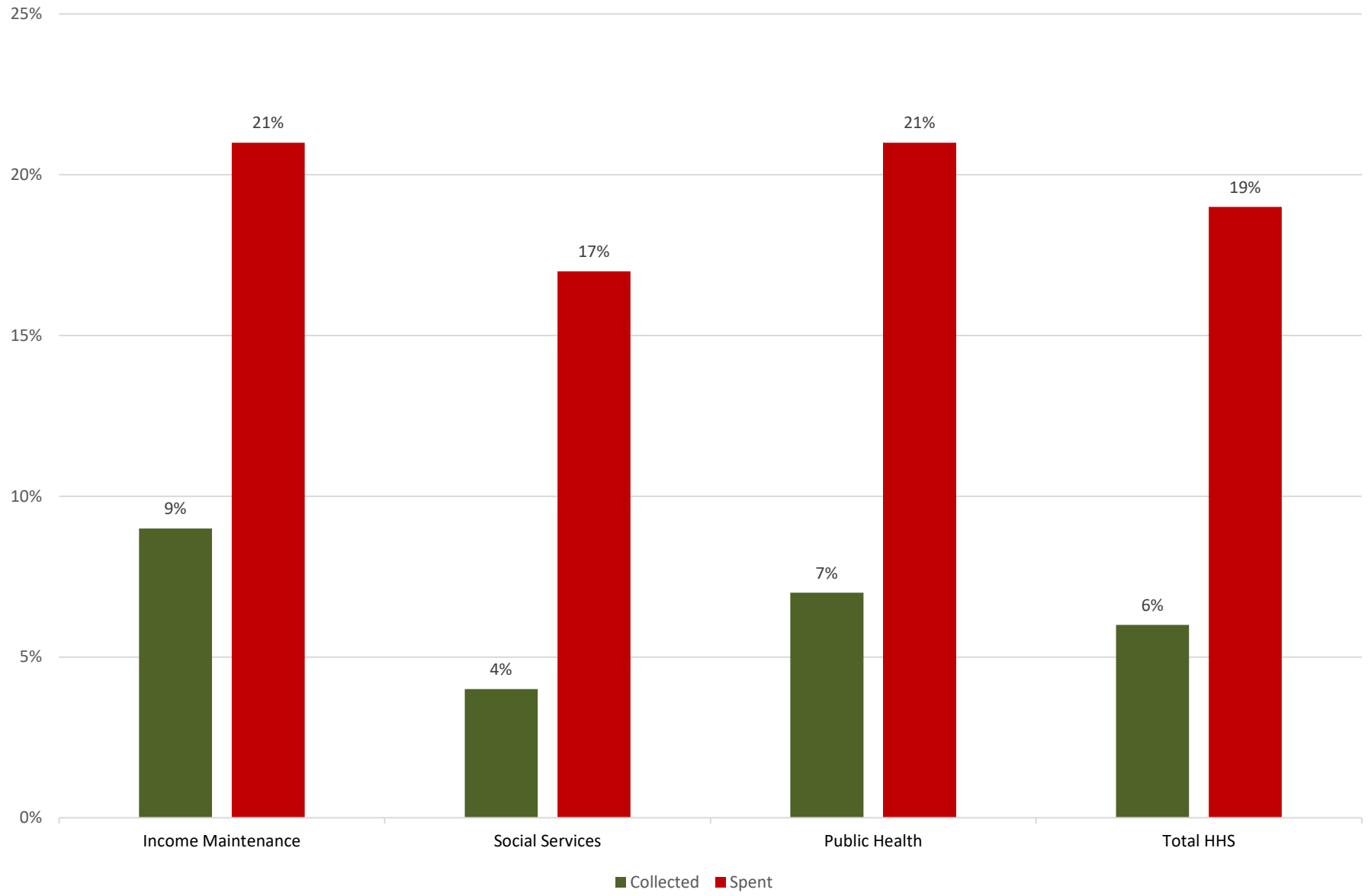


Chart 5 - ARPA Spending

ARPA Funds Spreadsheet

Initial Allocation	5,745,374
Interest Earnings (thru 3/31/23)	42,555
Total Available Funds	5,787,929

<u>Line #</u>	<u>Activity/Program/Project</u>	<u>Allocation</u>	<u>Spent as of</u> <u>3/31/23</u>	<u>unspent</u>
1	PCSO Jail Enhancements	870,000	38,945	831,055
2	Broadband Grant Program	650,000	0	650,000
3	Economic Dev. Coordinator thru 2026	657,533	197,657	459,876
4	County-wide Housing Rehab	651,000	285,917	365,083
5	Transfer to 2023 Operating Budget	621,263	621,263	0
6	PTCC-Work Fast / PCCI	459,000	459,000	0
7	Vehicles / Equipment	400,000	0	400,000
8	Health Insurance Fund Stabilization	300,000	300,000	0
9	U of M Youth Programming / 4-H Educator	160,000	0	160,000
10	Election Equipment	150,000	150,000	0
11	Community Health (Blue Zones)	90,000	0	90,000
12	Child Care & Foster Care Projects/Grants	80,000	24,599	55,401
13	Public Health Education and Outreach	90,823	90,823	0
14	PCSO Medical Bags/AED per Squad	23,150	13,620	9,530
15	U of M Community Mental Health	75,000	10,166	64,834
16	PCSO Jail Body Cameras	27,786	21,311	6,475
17	Hinckley Trans / Economic Impact Study	65,800	65,800	0
18	PCSO Radio Amplifier (East Central HS)	22,725	22,725	0
19	PCSO Medical Dispatch (w/Carlton County)	35,986	14,000	21,986
20	Sandstone Freight Rail and Trans Study	35,000	0	35,000
21	PCSO Handheld Radios	24,496	24,551	-55
22	Sandstone Town Hall septic	25,000	0	25,000
23	Sturgeon Lake Stormwater Study	25,000	24,808	192
24	City of Hinckley Infrastructure	25,000	0	25,000
25	Broadband Consultant	25,000	24,435	565
26	Employee Referral Bonus	15,000	5,500	9,500
27	County-wide Marketing	25,000	12,500	12,500
28	PCSO 40 masks w/CBRN filter	19,663	18,495	1,168
29	PCSO Workspace Improvements	23,412	23,412	0
30	Mental Health Mini Grants	18,984	18,984	0
31	PCSO Training	20,000	4,700	15,300
32	Jail Covid Response Supplies	15,736	15,736	0
33	Soo Line Trail Improvements w/NPRSC	15,000	15,000	0
34	PCSO Squad Camera & Router	13,000	8,712	4,288
35	HHS Directed Aid (assist families in need)	10,000	4,747	5,253
36	PCSO Mental Health/Wellness Support	7,175	7,175	0
37	Probation Supervision Tools	5,450	5,450	0
38	Food Distribution	<u>2,625</u>	<u>2,625</u>	<u>0</u>
	Totals	5,780,607	2,532,656	3,247,951
	Unallocated	7,322		