

Additions/Revisions/Corrections

Pine County Board of Commissioners

Regular Meeting

July 15, 2025

Correction:

Regular Agenda Item #1.A – Health & Human Services (Personnel Committee Report)

Remove “Veterans Services” from heading

Additional Information:

Consent Agenda Items #4.A.i & #4.A.ii (Donations)

Sandstone Tuesday Night Women’s Golf League and Hinckley VFW donations are designated to the Veteran’s Outreach.



Agenda

Pine County Board Of Commissioners Regular Meeting

District 1	Commissioner Hallan
District 2	Commissioner Mohr
District 3	Commissioner Nelson
District 4	Commissioner Waldhalm
District 5	Commissioner Ludwig

Tuesday, July 15, 2025, 10:00 a.m.
North Pine Government Center
1602 Hwy. 23 No., Sandstone, Minnesota

Click the link on the county website (www.pinecountymn.gov) 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.

In accordance with Minnesota Statutes §13D.02, one or more commissioners may participate in the meeting via interactive technology. Commissioners joining via interactive technology will be seen and heard in the meeting room and votes will be taken by roll call.

- 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, speakers should approach the podium and speak into the microphone. Speakers should state their name and limit comments to three (3) minutes. Speakers may not share minutes with other speakers.
- D) Adopt Agenda
- E) Approve Minutes of the July 1, 2025 regular county board meeting and Summary for publication, and Minutes of the July 8, 2025 special meeting (budget).
- F) Acknowledge Minutes of Boards, Committees and Correspondence
 - Pine County Surveyor's Monthly Report – June 2025
 - Lessard-Sams Outdoor Heritage Council Notification Letter and Project List
- 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 June, 2025 Cash Balance (attached)**

Fund	June 30, 2024	June 30, 2025	Increase/Decrease
General Fund	7,983,521	8,910,503	926,982
Health and Human Services Fund	4,002,866	3,660,589	(342,277)
Road and Bridge Fund	26,985	1,847,280	1,820,295
Opioid Settlement	195,638	412,122	216,485
COVID Relief	1,427,620	898,055	(529,565)
Land	2,381,954	2,820,228	438,275
Self Insurance	1,466,157	2,336,971	870,814
TOTAL (inc non-major funds)	21,851,831	25,629,543	3,777,712

2. **June 2025 Disbursements/Claims Over \$2,000 (attached)**

Consider approval of the June 2025 disbursements including the individual listing of claims over \$2,000 and 190 claims under \$2,000 or not needing approval totaling \$8,824,682.06.

3. **Pine County Commissioners' Expense Claim Forms**

Review and consider approval of commissioners' expense claim forms.

4. **Donations**

Consider acceptance of the following donations:

A. Received by the Veteran Services Office:

- i. \$115 donation from the Sandstone Tuesday Night Women's Golf League
- ii. \$100 donation from the Hinckley VFW
- iii. \$100 donation from the Sandstone American Legion Post 151 and \$500 donation from the Willow River American Legion Post 361, which were designated to offset the cost of the Memorial Dedication Event.

5. **Contracts / Grants / Agreements**

Consider approval of the following contracts:

A. US Marshall's Service – IGA 41-91-0004 (authorize County Administrator to sign)

Three year agreement with the US Marshall's Service for the housing, safekeeping, subsistence, and care of adult male and female federal prisoners. The rate for housing will be \$75 per day with a transportation rate of \$48 per hour, per officer to offset cost related to out of facility transportation and guard service.

6. **New Hires/Personnel (promotions)**

Consider approval of the following:

- A. Promotion of full-time Corrections Officer Laurie Brown (Grade 7) to Senior Corrections Officer (Grade 8). Change in grade only, reflects no change in current wage.
- B. Promotion of Deputy Sheriff Trainee Henry Randa (Grade 8/\$26.90/hour) to Deputy Sheriff (Grade 10, \$31.47/hour), effective July 21, 2025.
- C. Hiring of Kendra Borden, full-time sheriff's secretary, effective July 15, 2025, Grade 4, starting salary \$25.00.

7. **Training**

Consider approval of the following:

- A. Public Health Nurse Sarah Johnson, Social Workers Mary Heffner, Lora Masterson, Amy Tvedt, Brenda Danielson and Morgan Foxx, Community Support Technician Lisa Stoffel, and Social Services Case Aide Marady Koland to attend the 2025 St. Louis Health & Human Services Conference, October 8-9, 2025, in Duluth. Registration: \$100 per person, meals \$34 per person, mileage \$60 (most will carpool/county car), Other: \$60 for parking. Total cost: \$1,192. Funds are available in the 2025 Health & Human Services budget.
- B. Career Agent Devin Petersen to attend the Core Correctional Practices training as a trainer, August 20-21, 2025 (staying the nights of August 19-20), at Camp Ripley. Lodging: will be paid by the Department of Corrections; Mileage: \$136; Meals: \$72. Total: \$208. Funds are available in the 2025 Probation budget.
- C. Economic Development Coordinator Lezlie Sauter to attend courses through the International Economic Development Council for Certified Economic Developer certification and Entrepreneurship Development Professional certification over the next two years, online. Total cost including exam fees is \$7,464, reduced to \$6,035 due to some courses being waived based on relevant work experience. Partial funding of \$5,000 is provide through the Initiative Foundation Grant with the balance being paid by the 2025 Economic Development budget.
- D. Assessment Technician Anthony Olson to attend the Minnesota Association of Assessment Personnel Workshop, August 14-15, 2025, Alexandria, Minnesota. The cost of the workshop is \$170 (\$140 registration fee and \$30 membership fee), Lodging: \$243; Meals: \$42; Mileage: \$186. Total approx. cost \$640. Funds are available within the 2025 Assessor's budget.
- E. Health & Human Services Supervisors Cassandra Olson and Pat Meacham to attend the 2025 Minnesota Supervisor's Conference, September 8-10, 2025, Breezy Point, Minnesota. Registration: \$90/person; Lodging: \$580/person; Meals: \$60 total; Travel: \$175 total. Total cost: \$1,575. Funds are available in the 2025 Health & Human Services budget.
- F. Any commissioner desiring to attend, and the county administrator, to attend the AMC Fall Policy Conference, September 10-12, 2025 (pre-conference events September 10, 2025), in Alexandria, Minnesota. Registration \$325 per attendee, Lodging \$123 standard room plus tax per night. Funds are available in the 2025 County Administrator and Commissioner budgets.

REGULAR AGENDA

1. Personnel Committee Report (unapproved Minutes attached)

The Personnel Committee met July 7, 2025 and made the following recommendations:

A. Health & Human Services – Veterans Services

- i. Approve the updated Registered Nurse (RN) job description. The revised job description will reflect supervision by HHS Supervisor outside of the Public Health unit, will remove references to the Licensed Practical Nurse (LPN) role as it is no longer in use, and will include updated terminology to align with current standards in the social services / public health fields. The changes will not affect the position's grade or pay.
- ii. Approve reclassifying the Grade 11 Public Health Nurse (PHN) in the Social Services Unit due to Pine County ending its care coordination portion of a Blue Cross Blue Shield (BCBS) agreement in September 2025. The impacted position, and incumbent employee, will transition to providing case management for waived services. By not requiring the PHN certification, the position can reclassify from a Grade 11 PHN, with a pay range of \$31.14 - \$41.28/hour, to a Grade 10 Social Worker, with a pay range of \$29.38 - \$38.95/hour, and will align with other waived services case managers within the Health & Human Services department. Per the labor agreement, there will be no immediate change in the employee's pay, the employee will not receive any step increases but could qualify for cost-of-living increases if so awarded.

B. Solid Waste

- i. Acknowledge the resignation of part-time Solid Waste Technician I James Melvin, effective June 21, 2025. Backfill is not requested at this time as current staff will absorb the vacant shifts.

C. Sheriff's Office

- i. Acknowledge the retirement of Investigator Richard Giese, effective July 31, 2025. Backfill of the position is not requested at this time.

Other items for information only.

2. Transportation Committee Meeting (unapproved Minutes attached)

The Transportation Committee met July 7, 2025. Information only, no board action necessary.

3. Recognition of National Pretrial, Probation & Parole Supervision Week

Motion to acknowledge National Pretrial, Probation & Parole Supervision Week, July 20-26, 2025.

4. Fiber Optic Joint Powers Board Termination Agreement

Consider approval of the Fiber Optic Joint Powers Board Termination Agreement and authorize Board Chair and County Administrator to sign.

5. **Easement Purchase**

Consider authorizing the purchase of two easements across PID 32.0088.000 from Mark and Christine Bartels and Ryan Stepan for \$2,500 ensuring access to all portion of tax forfeit land PID 32.0097.000.

6. **Health & Human Services Mandate, Funding and Service Delivery Update**

Presentation by Health & Human Services Director Becky Foss.

7. **Commissioner Updates**

Northeast MN Area Transportation Partnership (Hallan)

Soil & Water Conservation District (Waldhalm)

Kettle/Upper St. Croix 1W1P (cancelled)

Transportation Study Invite from ECRDC (Waldhalm)

Extension Committee (Hallan/Mohr)

Pine County Chemical Health Coalition (Ludwig/Nelson)

East Central Solid Waste Commission (Hallan)

East Central Regional Library (Nelson)

Other

8. **Other**

9. **Upcoming Meetings (Subject to Change) – Contact the hosting organization to confirm meeting time and location.**

- a. Pine County Board of Commissioners, Tuesday, July 15, 2025, 10:00 a.m., North Pine Government Center, 1602 Hwy 23 No., Sandstone, Minnesota (All)
- b. Hwy 23 Coalition, Wednesday, July 16, 2025, 8:00 a.m. (Nelson/Waldhalm)
- c. Central Minnesota Council on Aging Executive Committee, Thursday, July 17, 2025, 8:00 a.m. (Hallan)
- d. Lakes and Pines Full Board, Monday, July 21, 2025, 10:00 a.m., 1700 Maple Avenue E, Oakwood Conference Room, Mora, Minnesota (Hallan)
- e. Technology Committee, Tuesday, July 22, 2025, 9:00 a.m. (Hallan/Mohr)
- f. Mediation, Wednesday, July 23, 2025, 9:00 a.m. (Ludwig/Mohr)
- g. NLX, Wednesday, July 23, 2025, 10:00 a.m., Board Room, Pine County Courthouse, Pine City, Minnesota (Waldhalm/Nelson)
- h. Housing Redevelopment Authority/Economic Development Authority (HRA/EDA), Wednesday, July 23, 2025, 1:00 p.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota (Ludwig/Waldhalm)
- i. Central Minnesota Council on Aging (Board of Directors), Thursday, July 24, 2025, 10:00 a.m. (Hallan)
- j. Arrowhead Economic Opportunity Agency (Arrowhead Transit/AEOA), Thursday, July 24, 2025, 10:00 a.m., Commissioner Conference Room, Courthouse, Pine City, Minnesota
- k. Pokegama Lake Association Clean Water Project, Thursday, July 24, 2025, 10:30 a.m., 12965 Lake Line Road, Pine City (Quorum Notice has been Posted)

- l. Pine County Zoning Board, Thursday, July 24, 2025, 5:30 p.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota (Ludwig)
- m. Snake River Watershed Plan Partnership, Monday, July 28, 2025, 9:30 a.m., Kanabec County Courthouse, Room 3, 317 Maple Avenue E, Mora, Minnesota (Mohr)
- n. Lower St. Croix Watershed Partnership, Monday, July 28, 2025, 4:00 p.m., Wyoming Area Library, 26855 Forest Blvd, Wyoming, Minnesota (Hallan)
- o. GMPT's Annual Summer Meeting, Tuesday, July 29, 2025, 10:00 a.m., Lake Washington Park, 47102 Washington Park Road, Kasota, Minnesota (Hallan)
- p. St. Croix River Workshop on the Water (Lower St. Croix Watershed Partnership), Wednesday, July 30, 2025, 5:00 p.m., 200 South St., Taylors Falls, Minnesota (Hallan)
- q. Pine County Board of Commissioners Meeting, Tuesday, August 5, 2025, 10:00 a.m., Pine County Courthouse Board Room, 615 Northridge Drive NW, Pine City, Minnesota (All)

10. **Adjourn**

**Minutes
Of The
Pine County Board of Commissioners
Regular Meeting
Tuesday, July 1, 2025 – 10:00 a.m.
Board Room, Pine County Courthouse
635 Northridge Drive NW, Pine City, Minnesota**

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

Present were Commissioners Steve Hallan, Roger Nelson, JJ Waldhalm, and Matt Ludwig. Also present were Acting County Administrator Mark LeBrun, and County Attorney Reese Frederickson.

The meeting was streamed on YouTube.

The Pledge of Allegiance was said.

Chair Mohr called for public comment. The following made public comments regarding cannabis: Denise Weis/Royalton Township; Trent Kanneberg/Brook Park.

Chair Mohr requested the following revisions to the agenda:

Correction:

Consent Agenda Item #1.B: Donation – Pine County Northern Lights donation designated for the Pine County Operation Community Connect event. Donation amount should reflect \$250 rather than \$225.

Addition:

Regular Agenda Item #5.1: Letter of Support for Foley to I-35 Feasibility Study

Consider letter of support to MnDOT in support for a feasibility study of Trunk Highway 23 from Foley to I-35. Providing a letter of support would not require any financial or lead responsibility commitment (MnDOT would take the lead on the study).

Motion by Commissioner Ludwig to adopt the amended agenda. Second by Commissioner Hallan. Motion carried 5-0.

Motion by Commissioner Hallan to approve the Minutes of the June 17, 2025 regular county board meeting and Summary for publication and Minutes of the June 24, 2025 special meeting (economic development). Second by Commissioner Nelson. Motion carried 5-0.

Acknowledge Minutes of Boards, Reports and Correspondence

Minutes of the Pine County Board of Commissioners Board of Appeal & Equalization meeting – June 16, 2025

Unapproved Minutes of the Pine County Housing & Redevelopment/Economic Development Authority meeting – June 25, 2025

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

Motion by Commissioner Ludwig to approve the Consent Agenda with correction of Consent Agenda Item 1.B, Pine County Northern Lights to reflect a \$250 donation. Second by Commissioner Nelson. Motion carried 5-0.

CONSENT AGENDA

1. Donations

Accept the following:

- A. \$1,672 donation from East Central Energy's Be the Light Program designated to offset the expenditures of the Pine County Sheriff's Office K-9 program.
- B. \$250 donation from Pine County Northern Lights designated for the Pine County Operation Community Connect event.
- C. \$20 donation from an anonymous donor designated to the Veteran Service Office outreach fund.
- D. \$2,000 donation from Brenda and Terrell Isaman and Jessica Arrigoni, designated to the PICK'M Up Suicide Prevention Coalition which Pine County Health & Human Services is the fiscal host of.

2. Contracts / Grants / Agreements

Approve the following and authorize Board Chair and Acting County Administrator to sign:

A. State Contract Cancellations

Resolution 2025-26 cancelling state contracts where the 2024 annual payment and/or 2024 taxes have not been paid if the contracts and/or taxes remain unpaid 90 days after the service of notice of cancellation.

B. Joint Powers Agreement – Department of Corrections for Work Release Services

Joint Powers Agreement #269906 with the Minnesota Department of Corrections for Work Release Services. The State of Minnesota will pay \$75 per day per person participating in the work release program, not to exceed \$50,000.

3. Final Payment – Redstone Construction, LLC

Approve final payment for contract #2304 to Redstone Construction, LLC in the amount of \$32,169.69 related to:

SAP 058-609-016 On CSAH 9 over the Snake River

Authorize Acting County Administrator to sign Certificate of Final Contract Acceptance.

4. New Hires

Approve the hiring of:

- A. Nicholas Ascheman, full-time corrections officer, effective July 2, 2025, Grade 7, Step 1, \$26.13 per hour.

5. Training

Approve the following training:

- A. County Administrator David Minke to attend the Minnesota Association of County Administrator's summer training conference, July 24-25, 2025, in Duluth. Registration: \$150, Mileage.

- B. Registered Nurses Toni Axelson and Heidi Oehrlein, Social Workers Heidi Burton and Brooke Parks, MNChoices Assessor Daniel Oné, and Public Health Case Aide Laurie Robinson to attend the 2025 St. Louis County HHS Conference, October 8-9, 2025 in Duluth. Registration: \$100/person; Meals: \$34/person; Parking: \$20. Total cost: \$884.
- C. Environmental Technician Josh Butterfield to attend the introduction to Onsite Systems and Installing Onsite Systems courses in Alexandria, Minnesota, September 15-19, 2025. Tuition fees: \$885; Lodging: Est. \$679; Meals: \$255; Mileage: \$203. Total cost: \$2,022.
- D. Environmental Technician Michael Weinacht to attend the Regional Wetland Training, August 12-13, 2025 in Hermantown. Tuition fees: \$180; Meals: \$34; Mileage: \$130. Total costs: \$344.
- E. Property Appraiser Sean O'Reilly to attend the following:
 - Basic Appraisal Principles Course, July 14-17, 2025, St. Cloud
 - Basic Appraisal Procedures Course, August 11-14, 2025, St. CloudCourse cost: \$475 each; Lodging: Est. \$1,096; Meals: \$366. Total cost: \$2,412.

REGULAR AGENDA

1. Public Hearing – Tax Forfeit Land Sale Process

Parcel Being Opposed: PID 32.0097.000, Wilma Township (200.00 acres in Section 11) County Auditor-Treasurer Kelly Schroeder stated that on March 18, 2025 the county board approved Resolution 2025-14, which resolution classified several tax-forfeit properties as non-conservation and the intent to sell the listed parcels. Schroeder stated these lands were forfeited pre-June 2016, therefore, it is not subject to the state settlement or to the new forfeiture statutes.

Wilma Township opposes the sale of tax forfeited land in their township. In the case of opposition to the sale of these parcels, MS 282.01 requires the county board to hold a public hearing to solicit comments and recommendations about the pending classification or reclassification of the tax-forfeit land.

The county board discussed whether Department of Natural Resources (DNR) approval was necessary for the sale and whether private land adjoined these tax-forfeited parcels. Commissioner Ludwig stated it was the recommendation of the Land Committee to proceed forward with the sale.

Chair Mohr opened the public hearing at 10:23 a.m. and called for public comment. Wilma Township Chair Michael McCullen spoke in opposition of the sale of PID 32.0097.000 as the township would like to see this land kept for future public use. With there being no further comment, Chair Mohr closed the public hearing at 10:26 a.m.

Further discussion included of this property being tax-forfeit prior to June, 2016, how many acres of tax-forfeit land remain in Wilma Township, and zoning within Wilma Township.

Motion by Commissioner Ludwig to reaffirm Pine County Resolution 2025-14 authorizing the classification of non-conservation and intent to sell listed parcels. Second by Commissioner Nelson. Motion carried 5-0.

2. **Public Hearing – Continuation of the Local Option Sales Tax for Transportation Enacted Under Resolution 2021-61 and Modification of the Project List**

County Engineer Mark LeBrun stated the proceeds of a local option sales tax must be dedicated exclusively to payment of the capital cost of specific transportation projects designated by the county board, and that the tax must terminate when revenues raised are sufficient to finance the projects. LeBrun stated the purpose of this public hearing is to modify the project list, and not to change the \$17,400,000 amount to be collected or the December 31, 2035 termination date. LeBrun stated the requested modifications would be to add the following:

Year Project to Take Place	Road	Type	Location	Length	Estimate
2026	County Road 124	Surfacing	CSAH 9 to Alabaster Road	1.00	300,000
2027	County Road 151	Surfacing	CSAH 39 to CSAH 41	4.00	1,200,000
2028	County Road 172	Surfacing	CSAH 22 to CR 138	3.00	900,000

The county board discussed funding sources for projects.

Chair Mohr opened the public hearing at 10:41 a.m. and called for public comment.

There being no public comment, Chair Mohr closed the public hearing at 10:41 a.m.

Motion by Commissioner Hallan to adopt Resolution 2025-24, a Resolution Continuing the Local Option Sales Tax for Transportation Enacted under Resolution 2021-61 and Modifying the Project List. Second by Commissioner Ludwig. Motion carried 5-0.

3. **2025-2029 Transportation Improvement Plan**

Assistant County Engineer Aaron Gunderson reviewed the 2025-2029 Transportation Improvement Plan. The plan includes 47 million dollars in improvements over the next five years and includes seven sales tax funded projects, and is comprised of 127 miles of resurfaced 10-ton roads, one separated trail, 3.5 miles of reconstruction, and four bridge replacements. The commissioners thanked the highway department for the good work and the cost savings due to timing and grouping of projects.

Motion by Commissioner Hallan to approve the 2025-2029 Transportation Improvement Plan. Second by Commissioner Ludwig. Motion carried 5-0.

4. **Central Minnesota Jobs and Training Service (CMJTS) Update**

Present to provide an update on the job training services provided by CMJTS were CMJTS Executive Director Dina Wuornos, CMJTS Youth Program Manager Diana Ristamaki and business owner/board member Brent Thompson, owner of Minpack in Pine City.

5. **Minnesota Counties Intergovernmental Trust (MCIT) Update**

Joe Cieminski, Risk Management Consultant, presented the 2024 MCIT annual report and reviewed property/casualty claims and workers' compensation claims, coverage enhancements, cyber claims, and consultation services available to the county and employees.

5.1. **Letter of Support for Highway 23 – Foley to I-35 Feasibility Study**

The board discussed the safety issues of Trunk Highway 23 and noted the high amount of crashes/fatalities in Pine County along Trunk Highway 23.

Motion by Commissioner Hallan to approve submitting a letter of support to MnDOT in support for a feasibility study of Trunk Highway 23 from Foley to I-35. Providing a letter of support will not require any financial or lead responsibility commitment as MnDOT will take the lead on the study. Second by Commissioner Waldhalm. Motion carried 5-0.

6. **Commissioner Updates**

AMC District 1 Meeting: Commissioners Hallan and Nelson attended. The meeting occurred following the conclusion of the special legislative session--key takeaways included the outcomes of the special session were not as severe as initially feared, however concerns remain regarding federal-level changes surrounding shifts in Supplemental Nutrition Assistance Program (SNAP) costs, and broader shifts to local and state levels. Commissioner Nelson stated the AMC Policy meeting is being held in September in Alexandria. Leadership update: the new District 1 Chair is from Aitkin County.

Highway 23 Coalition: Commissioners Nelson and Waldhalm were unable to attend.

Snake River Watershed Plan Partnership: Chair Mohr stated Pine County projects were reviewed, and a presentation was given on the Pokegama Lake nanobubble project. Chair Mohr stated a presentation was also given by a University of Minnesota-Extension staff member that canoed the Snake River from Mora to the St. Croix River--this was very informative and she will be providing a presentation to the county board in the future.

East Central Regional Development Commission Annual Meeting: Commissioner Waldhalm stated the Pine municipality position is open. They will be following the bylaws to fill this position.

NLX: Meeting was cancelled.

Housing Redevelopment Authority/Economic Development Authority (HRA/EDA): Commissioner Ludwig stated the buildings are good. Economic Development Coordinator Lezlie Sauter provided an update on the childcare grant--Hinckley/Finlayson Schools and Sandstone's Quarry Kids will receive the remainder of the grant dollars available.

Pine County Zoning Board: No meeting.

Other

Commissioner Nelson provided comments on the June 24th Economic Development Special Meeting.

7. **Other**

Commissioner Waldhalm stated a Minnesota Public Utilities Commission meeting is being held today (July 1, 2025) regarding the application of Iron Pine Solar Power for a site permit for the 325 MW Iron Pine Solar Project in Pine County, and for a route permit for a 230kV transmission line for the Iron Pine Solar Project in Pine County.

8. **Upcoming Meetings**

Upcoming meetings were reviewed.

It was noted a Transportation Committee meeting is scheduled for Monday, July 7, 2025 at 1:00 p.m. at the courthouse.

9. **Adjourn**

With no further business, Chair Mohr adjourned the meeting at 11:55 a.m. The next regular meeting of the county board is scheduled for July 15, 2025 at 10:00 a.m. at the North Pine Government Center, 1602 Hwy 23 No., Sandstone, Minnesota.

Joshua Mohr, Chair
Pine County Board of Commissioners

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

**Summary
Of
Minutes
Of The
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hold a public hearing to solicit comments and recommendations about the pending classification or reclassification of the tax-forfeit land.

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The county board discussed funding sources for projects.

Chair Mohr opened the public hearing at 10:41 a.m. and called for public comment. There being no public comment, Chair Mohr closed the public hearing at 10:41 a.m.

Motion by Commissioner Hallan to adopt Resolution 2025-24, a Resolution Continuing the Local Option Sales Tax for Transportation Enacted under Resolution 2021-61 and Modifying the Project List. Second by Commissioner Ludwig. Motion carried 5-0.

Motion by Commissioner Hallan to approve the 2025-2029 Transportation Improvement Plan. Second by Commissioner Ludwig. Motion carried 5-0.

Motion by Commissioner Hallan to approve submitting a letter of support to MnDOT in support for a feasibility study of Trunk Highway 23 from Foley to I-35. Providing a letter of support will not require any financial or lead responsibility commitment as MnDOT will take the lead on the study. Second by Commissioner Waldhalm. Motion carried 5-0.

With no further business, Chair Mohr adjourned the meeting at 11:55 a.m. The next regular meeting of the county board is scheduled for July 15, 2025 at 10:00 a.m. at the North Pine Government Center, 1602 Hwy 23 No., Sandstone, Minnesota.

Joshua Mohr, Chair
Pine County Board of Commissioners

David J. Minke, County Administrator
Clerk to Pine 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.

**MINUTES
OF
PINE COUNTY BOARD MEETING
Special Meeting
July 8, 2025 – 9:00 a.m.
Pine County Courthouse, Pine City Minnesota**

Chair Josh Mohr called the meeting to order at 9:00 a.m. Present were Commissioners Steve Hallan, JJ Waldhalm, and Matt Ludwig. Also present were County Administrator David Minke, County Auditor-Treasurer Kelly Schroeder, IT Manager Ryan Findell, Human Resources Manager Jackie Koivisto, and Probation Director Terry Fawcett.

Others present at the afternoon session: Soil and Water Conservation District Manager Paul Swanson, Pine County Historical Society Executive Director Jan Ashmore, University of Minnesota Extension Interim Regional Director Lori Vicich, Agricultural Society President Pete Leibel, Central Minnesota Council on Aging Executive Director Lori Vrolson (via electronic technology), and Initiative Foundation Vice President of Philanthropy Carl Newbanks.

The pledge of allegiance was said.

Commissioner Roger Nelson arrived at 9:02 a.m.

County Administrator David Minke noted that the Auditor-Treasurer budget would include election and debt information, and that Central Minnesota Council on Aging Executive Director Lori Vrolson would be presenting via electronic means at the afternoon session.

1. 2026 Budget Discussion – Auditor-Treasurer Kelly Schroeder

Auditor-Treasurer Kelly Schroeder presented the 2026 preliminary budget and provided an overview of revenue and expenses based on the initial department requests and legislative changes. Based on the initial revenue projections and department requests, the gap is currently \$2,423,645.

2. The following 2026 budget requests were presented to the county board:

A. Auditor-Treasurer Kelly Schroeder presented the following budget requests:

- ❖ General Fund, Department 041 - Auditor/Treasurer
 - Request \$4,911 increase (.58%)
 - With the recent retirement of a Clerk III in the Auditor's Office, that position has been reduced from a full-time to part-time position.
- ❖ General Fund, Department 063 - Truth In Taxation (TNT)
 - Increase \$600 (10.17%)
- ❖ General Fund, Department 074 - Aquatic Invasive Species
 - 0% Increase
- ❖ General Fund, Department 101 – Recorder
 - Increase \$1,864 (1.55%)
- ❖ General Fund, Department 105 – Assessor
 - Increase \$23,959 (2.56%)

- ❖ General Fund, Department 107 – Planning & Zoning
 - Increase \$15,465 (8.7%)
- ❖ General Fund, Department 392 – Solid Waste/Recycling
 - Decrease \$109 (-.09%)
- ❖ General Fund, Department 801 – Non Departmental accounts for non-departmental revenue and expenses in the General Fund.
- ❖ Fund 22 – Land
 - Restricted Funds – \$756,087 Balance as of 6/30/25
- ❖ Funds 39, 40, 41 – Debt Service
 - Jail Bonds, Courthouse Bonds, CIP Bonds
- ❖ Fund 44 – Elections
 - \$68,235 of fund balance will be utilized that is being built in 2025
- ❖ American Rescue Plan Act (ARPA) Funds
 - Available for General Fund in 2026 - \$536,943.03

Chair Mohr called for a 5-minute recess at 10:04 a.m.

Chair Mohr reconvened the meeting at 10:08 a.m.

B. County Administrator David Minke presented the following budget requests:

- ❖ County Commissioners
 - 0% Increase
- ❖ Central Services
 - 0% Increase
- ❖ County Administrator
 - Increase \$27,344 (4%)
- ❖ Consulting Attorney
 - 0% increase
- ❖ Medical Examiner
 - 0% Increase

C. IT Manager Ryan Findell presented the 2026 IT Budget

- Increase \$5,726 (.005%)
- Maintains \$75,000 in the Technology Fund

Chair Mohr called for a recess for lunch at 11:56 a.m.

Chair Mohr reconvened the meeting at 1:00 p.m.

The following 2026 budget requests were presented to the county board:

Soil & Water Conservation District (SWCD).....Paul Swanson, District Manager

- ❖ Requesting \$75,000 appropriation for 2026
- ❖ \$69,000 was 2025 appropriation

Pine County Historical Society Jan Ashmore, Executive Director

- ❖ Requesting \$30,000 appropriation for 2026, no change from 2025

- U of M Extension Lori Vicich, Interim Regional Director
 - ❖ Overall 4% increase includes 3% on the contracted services and wage/benefit increases for the administrative assistant.
- Pine County Agricultural Society (Fair Board)..... Pete Leibel, President
 - ❖ Requesting \$10,000 appropriation for 2026, no change from 2025
- Central Minnesota Council on AgingLori Vrolson, Executive Director
 - ❖ Requesting \$3,131 appropriation for 2026, an increase of \$91. The funds provide the required administrative match to leverage federal funds. The amount for each county is based upon the over age 65 population of the county.
- Initiative Foundation.....Carl Newbanks, Vice President of Philanthropy
 - ❖ Requesting \$7,450 appropriation for 2026, no change from 2025

The county’s growth, including new construction and building permits was discussed.

The next budget meeting is scheduled for August 5, 2025 as part of the regular county board meeting, at the Pine County Courthouse board room, Pine City, Minnesota.

With no further business, the meeting adjourned at 3:14 p.m.

Joshua Mohr, Chair
Board of Commissioners

David J. Minke, County Administrator
Clerk to County Board



PINE COUNTY PUBLIC WORKS

HIGHWAY DEPARTMENT

405 Airport Road NE
Pine City, MN 55063

Telephone 320-216-4200

Fax: 320-629-6736

1-800-450-7463 Ext. 4200

Mark A. LeBrun, P.E.
County Engineer

Pine County Land Surveyor Monthly Report

June 2025

CSAH 13, Birch Bark Road, Cross Park Road, T40N R22W, research records, calculate search areas, excavate with a backhoe to search for original PLSS corner evidence, update files.

CR 131, T40N R21W, research records, calculate search areas, excavate with a backhoe to search for original PLSS corner evidence, update files.

CSAH 36, CSAH 37, Elbow Lake Road, Upper Lake Road, Kaeder Road South, T43N R21W, research records, calculate search areas, excavate with a backhoe to search for original PLSS corner evidence, update files.

CSAH 13, T40N R22W, set, tie out and GPS, PLSS corners, update files.

Draft and file PLSS corner certificates generated by the Pine County Surveyor Office.

Provide HARN coordinate data for GIS to County Recorder as needed.

Draft and review legal descriptions for County Right of Way Dept. and County Land Dept. as needed.

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

Review and file PLSS corner certificates provided by private surveyors as needed.

Review, edit and file PLSS corner certificates created by County Surveyor as needed.

Review, edit and file Certificates of Survey created by County Surveyor as needed.

Robin T. Mathews, Pine County Surveyor

Monthly-Report June 2025.doc



Lessard – Sams Outdoor Heritage Council
The State of Minnesota

Centennial Office Building, First Floor
658 Cedar St
St. Paul, MN 55155

June 30, 2025

Dear Counties of Minnesota,

Each spring, the Lessard-Sams Outdoor Heritage Council (LSOHC) solicits habitat conservation project proposals to be considered for funding recommendation to the MN Legislature. This letter is to alert you to proposals that could have projects within your county if they are successful in receiving LSOHC recommendation for funding and ultimate legislative approval by the legislature during the upcoming 2026 session.

In accordance with [MN Statute 97A.056, Subd. 3\(j\)](#), this letter and the attached spreadsheet document are to comply with statutory direction that the LSOHC *"provide counties with a list of project proposals that include potential fee title land acquisitions in the county that is based on that year's funding requests received by the council from nongovernmental organizations."*

The attached spreadsheet document lists project proposals with potential fee-title activity within each county. The spreadsheet also provides the following link, <https://www.lsohc.mn.gov/FY2027/index.html>, that will bring you to a page on the [LSOHC website](#) where the respective detailed project proposals are listed and hyperlinked. From there you can access the individual project proposal accomplishment plans containing individual project information.

In our effort to provide each county board with additional information beyond fee title acquisition activities, the spreadsheet document also lists project proposals with potential easement acquisition activities as well as restoration and enhancement activities within each county.

With this information in mind, it is important to remember that these project proposals have not yet received a recommendation for funding by the LSOHC, nor recommendation to the Legislature. They are simply "proposals" currently, and this is the beginning of the process through which they are requesting funding. Consequently, I urge you to consider reaching out to the program managers of project proposals that propose activity in your county. The program managers will be able to provide you with detailed information including why, where, and how they hope to accomplish habitat work. Hopefully, increasing communication between county boards and nongovernmental organizations who propose working in your county will provide greater knowledge, transparency, and overall collaboration.

Additionally, the LSOHC invites your County Board's feedback regarding the program proposals seeking Outdoor Heritage Fund (OHF) funding for work in your county. The LSOHC will conduct proposal hearings on August 26th and 27th, 2025. To be of greatest impact we suggest any feedback be submitted prior to the hearings. It is our hope that

this opportunity will increase communication and lead to stronger and more widely supported project proposals in the future.

Ultimately, the Council's statutory charge is to provide recommendations to the Legislature for the use of OHF monies to protect, restore, and enhance Minnesota's wildlife habitat resources to the benefit of future generations. With that responsibility in mind, the Council continuously strives to increase communication and promote inclusion of diverse partnerships. Your involvement and feedback can help the Council come to the best decisions.

For further information, please feel free to contact LSOHC staff. Their contact information is available on the LSOHC website: <https://www.lsohc.mn.gov/staff.html>.

Lastly, if your county agencies are interested in the potential of seeking OHF funding for a future project proposal, LSOHC members and staff are always available to discuss your ideas, offer suggestions, and offer our guidance. Annual funding recommendations exceed \$150 million. The opportunity for funding habitat related projects for your county is here. Contact us so we can discuss the potential for your county.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mark Wm. Johnson", with a horizontal line extending from the end of the signature.

Mark Wm. Johnson
Executive Director
Lessard-Sams Outdoor Heritage Council

	Enhance	Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative
	Protect in Easement	ML 2026 Northern Tallgrass Prairie National Wildlife Refuge Phase XVI
	Protect in Fee w/o PILT	ML 2026 Northern Tallgrass Prairie National Wildlife Refuge Phase XVI
	Restore	MN Prairie Recovery Program Phase 15
	Enhance	MN Prairie Recovery Program Phase 15
	Protect in Fee with PILT	MN Prairie Recovery Program Phase 15
	Restore	Wetland Habitat Protection and Restoration Program - Phase 11
Norman	Enhance	DNR Grassland Enhancement - Phase 17
	Protect in Easement	ML 2026 Northern Tallgrass Prairie National Wildlife Refuge Phase XVI
	Protect in Fee w/o PILT	ML 2026 Northern Tallgrass Prairie National Wildlife Refuge Phase XVI
	Restore	MN Prairie Recovery Program Phase 15
	Enhance	MN Prairie Recovery Program Phase 15
	Protect in Fee with PILT	MN Prairie Recovery Program Phase 15
	Protect in Fee w/o PILT	MN Prairie Recovery Program Phase 15
	Protect in Easement	Red River Basin Riparian Habitat Program - Phase II
Olmsted	Restore	DNR Aquatic Habitat Restoration and Enhancement, Phase 9
	Enhance	DNR Forest Restoration and Enhancement, Phase 6
	Enhance	DNR Grassland Enhancement - Phase 17
	Enhance	Minnesota Statewide Trout Habitat Enhancement & Protection
	Enhance	Southeast Minnesota Protection and Restoration Phase 14
Otter Tail	Enhance	2026 Accelerating the USFWS Habitat Conservation Easement Program
	Restore	2026 Accelerating the USFWS Habitat Conservation Easement Program
	Protect in Fee w/o PILT	Accelerating the Waterfowl Production Area Program - Phase XVIII
	Enhance	DNR Aquatic Habitat Restoration and Enhancement, Phase 9
	Enhance	DNR Forest Restoration and Enhancement, Phase 6
	Enhance	DNR Grassland Enhancement - Phase 17
	Enhance	Living Shallow Lakes and Wetlands Enhancement & Restoration Initiative
	Protect in Easement	ML 2026 Northern Tallgrass Prairie National Wildlife Refuge Phase XVI
	Protect in Fee w/o PILT	ML 2026 Northern Tallgrass Prairie National Wildlife Refuge Phase XVI
	Restore	MN Prairie Recovery Program Phase 15
	Enhance	MN Prairie Recovery Program Phase 15
	Protect in Fee with PILT	MN Prairie Recovery Program Phase 15
	Protect in Fee w/o PILT	Prairie Chicken Habitat Partnership of the Southern Red River Valley - Phase XII
	Restore	Shallow Lakes and Wetland Enhancements Phase 18
	Enhance	Shallow Lakes and Wetland Enhancements Phase 18
	Enhance	Wetland Habitat Protection and Restoration Program - Phase 11
	Restore	Wetland Habitat Protection and Restoration Program - Phase 11
Pennington	Protect in Easement	ML 2026 Northern Tallgrass Prairie National Wildlife Refuge Phase XVI
	Protect in Fee w/o PILT	ML 2026 Northern Tallgrass Prairie National Wildlife Refuge Phase XVI
	Restore	MN Prairie Recovery Program Phase 15
	Enhance	MN Prairie Recovery Program Phase 15
	Protect in Fee with PILT	MN Prairie Recovery Program Phase 15
Pine	Enhance	DNR Aquatic Habitat Restoration and Enhancement, Phase 9
	Enhance	DNR Forest Restoration and Enhancement, Phase 6
	Restore	DNR Forest Restoration and Enhancement, Phase 6
	Enhance	Minnesota Statewide Trout Habitat Enhancement & Protection
	Protect in Fee with PILT	St. Croix Watershed Habitat Protection and Restoration Phase 7
Pipestone	Protect in Fee w/o PILT	ML 2026 Northern Tallgrass Prairie National Wildlife Refuge Phase XVI
	Protect in Easement	ML 2026 Northern Tallgrass Prairie National Wildlife Refuge Phase XVI
	Restore	MN Prairie Recovery Program Phase 15
	Enhance	MN Prairie Recovery Program Phase 15
	Protect in Fee with PILT	MN Prairie Recovery Program Phase 15
	Restore	Wetland Habitat Protection and Restoration Program - Phase 11
Polk	Enhance	DNR Grassland Enhancement - Phase 17



COUNTY BOARD AGENDA REQUEST

Date of Meeting: July 15, 2025

☒ Consent Agenda

☐ Regular Agenda

Item Title: June 2025 Cash Balance

Department: Auditor-Treasurer



Department Head signature

Background information on Item:

June 2025 Cash Balance Report

Action Requested:

None – informational purposes only.

Financial Impact:

N/A

TREASURER'S CASH TRIAL BALANCE COMPARISON

FUND	YEAR-TO-YEAR COMPARISON		
	June 2024 BALANCE	June 2025 BALANCE	DIFFERENCE
1 - GENERAL	7,983,521.06	8,910,503.37	926,982.31
12 - H&HS	4,002,866.09	3,660,589.11	(342,276.98)
13 - ROAD & BRIDGE	26,985.37	1,847,280.41	1,820,295.04
17 - OPIOID SETTLEMENT	195,637.56	412,122.17	216,484.61
19 - COVID RELIEF	1,427,620.40	898,055.49	(529,564.91)
22 - LAND	2,381,953.68	2,820,228.47	438,274.79
60 - SELF INSURANCE	1,466,157.48	2,336,971.47	870,813.99
TOTAL (incl non-major funds)	\$21,851,831.36	\$25,629,543.28	3,777,711.92

The increase in the General fund is due increased aids (Probation) and interest revenues along with prudent spending.

The decrease in the HHS fund is due to the planned spending of reserves and some delayed reimbursements.

The decrease in the COVID fund balance is expected due to most of the programming being completed.

The increase in the self-insurance fund is due to lower claims, the \$300,000 ARPA transfer and the aggressive increase in premiums for 2024.

FUND	MONTH-TO-MONTH COMPARISON		
	May 2025 BALANCE	June 2025 BALANCE	DIFFERENCE
1 - GENERAL	2,419,617.68	8,910,503.37	6,490,885.69
12 - H&HS	1,940,508.19	3,660,589.11	1,720,080.92
13 - ROAD & BRIDGE	(917,064.95)	1,847,280.41	2,764,345.36
17 - OPIOID SETTLEMENT	414,371.26	412,122.17	(2,249.09)
19 - COVID RELIEF	906,637.29	898,055.49	(8,581.80)
22 - LAND	3,109,295.46	2,820,228.47	(289,066.99)
60 - SELF INSURANCE	2,125,929.13	2,336,971.47	211,042.34
TOTAL (incl non-major funds)	\$34,038,761.71	\$25,629,543.28	(8,409,218.43)

The decrease in the General, H&HS, and Road & Bridge funds is expected due to the property tax settlement.

The decrease in the land fund is due to the distribution of 2024 collections to schools, townships, cities and the county general fund.

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

TREASURER'S CASH TRIAL BALANCE

As of 06/2025



Page 2

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1 General Revenue Fund	9,525,025.46			
Receipts		506,239.51	3,326,974.28	
Disbursements		1,160,424.54-	4,952,489.76-	
Payroll		1,388,241.39-	8,855,935.13-	
Journal Entries		232,049.49	1,259,429.01	
Settlement		8,301,262.62	8,607,499.51	
Fund Total		6,490,885.69	614,522.09-	8,910,503.37
12 Health & Human Services	420	H&HS-Income Maintenance		
	2,558,287.85			
Receipts		71,439.88	1,146,092.38	
Disbursements		57,774.14-	455,781.57-	
Payroll		227,021.23-	1,473,782.91-	
Journal Entries		756,160.85	819,208.29	
Dept Total		542,805.36	35,736.19	2,594,024.04
12 Health & Human Services	430	H&HS-Social Services		
	167,411.78			
Receipts		155,231.50	1,502,369.75	
Disbursements		25,005.94-	171,342.92-	
SSIS		154,835.27-	936,493.37-	
Payroll		371,028.00-	2,363,182.16-	
Journal Entries		1,591,032.10	1,850,085.63	
Dept Total		1,195,394.39	118,563.07-	48,848.71
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)		
	842,502.43			
Receipts		91,456.41	835,833.93	
Disbursements		10,097.32-	126,090.28-	
Payroll		132,244.07-	875,154.94-	
Journal Entries		110,749.09	130,683.04	

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

TREASURER'S CASH TRIAL BALANCE

As of 06/2025



<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Dept Total		59,864.11	34,728.25-	807,774.18
Fund Total	3,568,202.06	1,798,063.86	117,555.13-	3,450,646.93
 13 Road & Bridge Fund				
	3,466,611.96-			
Receipts		2,105,549.85	9,131,182.37	
Disbursements		378,758.43-	3,586,655.37-	
Payroll		227,044.22-	1,536,202.67-	
Journal Entries		617.50-	3,705.00-	
Settlement		1,265,215.66	1,309,273.04	
Fund Total		2,764,345.36	5,313,892.37	1,847,280.41
 14 Ditch Maintenance (Sr) Fund				
	32,422.85			
Fund Total		0.00	0.00	32,422.85
 17 Opioid Settlement Funds				
	447,343.01			
Receipts		0.00	13,459.36	
Disbursements		2,249.09-	29,836.21-	
Journal Entries		0.00	18,843.99-	
Fund Total		2,249.09-	35,220.84-	412,122.17
 19 COVID-19 Relief Fund				
	2,062,293.15			
Receipts		2,041.90	6,663.66	
Disbursements		77.19-	110,961.28-	
Payroll		10,546.51-	67,116.77-	
Journal Entries		0.00	992,823.27-	
Fund Total		8,581.80-	1,164,237.66-	898,055.49
 22 Land Management Fund				

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

TREASURER'S CASH TRIAL BALANCE

As of 06/2025



<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
	3,013,323.71			
Receipts		316,296.35	619,289.49	
Disbursements		1,854.32-	24,937.00-	
Payroll		16,105.74-	109,820.28-	
Journal Entries		587,403.27-	677,627.45-	
Fund Total		289,066.98-	193,095.24-	2,820,228.47
24 SSTS Upgrades	146,263.52			
Receipts		14,353.14	500,718.69	
Disbursements		154,652.67-	198,348.67-	
Settlement		93,224.51	98,361.60	
Fund Total		47,075.02-	400,731.62	546,995.14
29 Children's Collab (H&Hs) Agency Fund	440	Childrens Collaborative (H&HS)		
	219,702.24			
Receipts		0.00	74,319.00	
Disbursements		106,210.35-	219,226.94-	
Journal Entries		192.37	931.17	
Dept Total		106,017.98-	143,976.77-	75,725.47
Fund Total	219,702.24	106,017.98-	143,976.77-	75,725.47
37 County Railroad Authority	5,055.07			
Receipts		0.00	500.00	
Fund Total		0.00	500.00	5,555.07
38 Building Fund	214,424.19			
Receipts		10,000.00	20,000.00	
Disbursements		2,425.00-	63,975.50-	
Settlement		14,486.83	15,005.39	
Fund Total		22,061.83	28,970.11-	185,454.08

CWhite
7/7/2025

2:22:26PM

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

TREASURER'S CASH TRIAL BALANCE

As of 06/2025



Page 5

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
39 2015A G.O. Jail Bonds				
	1,732,473.55			
Disbursements		0.00	1,011,350.00-	
Settlement		676,638.05	700,427.16	
Fund Total		676,638.05	310,922.84-	1,421,550.71
40 2020A G.O. Refunding Courthouse Bonds				
	1,525,534.71			
Disbursements		0.00	910,645.00-	
Journal Entries		0.00	23,646.00	
Settlement		583,977.43	604,341.50	
Fund Total		583,977.43	282,657.50-	1,242,877.21
41 2017A G.O. CIP Bonds				
	175,465.21			
Disbursements		0.00	290,306.25-	
Settlement		197,633.79	204,420.24	
Fund Total		197,633.79	85,886.01-	89,579.20
43 Equipment Fund				
	150,865.18			
Settlement		42,971.10	44,422.26	
Fund Total		42,971.10	44,422.26	195,287.44
44 Election Equipment				
	13,219.21			
Receipts		1,161.26	15,524.45	
Disbursements		15,024.69-	26,340.19-	
Payroll		0.00	124.28-	
Journal Entries		19.32-	130.39-	
Settlement		14,727.88	15,638.95	
Fund Total		845.13	4,568.54	17,787.75

CWhite
7/7/2025

2:22:26PM

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

TREASURER'S CASH TRIAL BALANCE

As of 06/2025



Page 6

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
60 County Self Insurance				
	2,009,330.78			
Receipts		358,685.11	2,166,244.53	
Disbursements		148,612.60-	1,844,422.82-	
Journal Entries		969.83	5,818.98	
Fund Total		211,042.34	327,640.69	2,336,971.47
76 Group Health Ins Fund 5/1/95 (Gen)				
	619,310.83-			
Receipts		116,453.88	746,604.13	
Disbursements		110,002.60-	824,829.56-	
Journal Entries		7,436.60	44,619.60	
Fund Total		13,887.88	33,605.83-	652,916.66-
80 County Collections Agency Fund				
	5,042.04			
Receipts		19,345.80	83,141.92	
Disbursements		11,312.00-	66,462.53-	
Fund Total		8,033.80	16,679.39	21,721.43
82 Taxes And Penalties Agency Fund				
	1,074,801.36			
Receipts		600,127.59	28,238,425.64	
Disbursements		8,204,738.20-	14,955,859.92-	
Journal Entries		1,999,357.38-	2,082,193.08-	
Settlement		11,190,137.87-	11,599,389.65-	
Fund Total		20,794,105.86-	399,017.01-	675,784.35
84 East Central Drug Task Force Agency Fund				
	140,896.79			
Receipts		0.00	150,545.42	
Disbursements		0.00	136,953.22-	

CWhite
7/7/2025

2:22:26PM

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

TREASURER'S CASH TRIAL BALANCE

As of 06/2025



Page 7

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Fund Total		0.00	13,592.20	154,488.99
 85 HRA/EDA				
	120,955.93			
Receipts		0.00	11,500.00	
Disbursements		543.00-	26,163.88-	
Fund Total		543.00-	14,663.88-	106,292.05
 86 1W1P				
	970,895.72			
Receipts		0.00	3,113.00	
Disbursements		0.00	273,095.54-	
Fund Total		0.00	269,982.54-	700,913.18
 89 H & Hs Collections Agency Fund				
	801	Non-Departmental		
	31,918.26			
Receipts		151,171.14	512,319.55	
Disbursements		12,143.24-	51,933.78-	
Journal Entries		110,992.86-	358,087.32-	
Dept Total		28,035.04	102,298.45	134,216.71
Fund Total	31,918.26	28,035.04	102,298.45	134,216.71
 All Funds	23,099,531.21			
Receipts		4,519,553.32	49,104,821.55	
Disbursements		10,401,905.32-	30,358,008.19-	
SSIS		154,835.27-	936,493.37-	
Payroll		2,372,231.16-	15,281,319.14-	
Journal Entries		200.00	1,011.22	
Total		8,409,218.43-	2,530,012.07	25,629,543.28



COUNTY BOARD AGENDA REQUEST

Date of Meeting: July 15, 2025

☒ Consent Agenda

☐ Regular Agenda

Item Title: June 2025 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 June 2025 (\$10,556,740.59) by fund. There were 290 total claims, 100 claims that were over \$2,000 to be approved and are individually detailed on the separate listing, and 190 claims under \$2,000 or not needing approval totaling \$8,824,682.06 (\$8,189,718.08 was the 1st half property tax settlements to the different taxing jurisdictions).

Action Requested:

Consider approving June 2025 disbursements including the individual listing of claims over \$2,000, and 190 claims under \$2,000 or not needing approval totaling \$8,824,682.06.

Financial Impact:

N/A

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



DISBURSEMENTS JOURNAL REPORT G/L Months: 06/2025 - 06/2025

RECAP BY FUND

FUND	AMOUNT	NAME
1	1,160,424.54	GENERAL REVENUE FUND
12	247,712.67	HEALTH & HUMAN SERVICES
13	378,758.43	ROAD & BRIDGE FUND
17	2,249.09	OPIOID SETTLEMENT FUNDS
19	77.19	COVID-19 RELIEF FUND
22	1,854.32	LAND MANAGEMENT FUND
24	154,652.67	SSTS UPGRADES
29	106,210.35	CHILDREN'S COLLAB (H&HS) AGENCY FUND
38	2,425.00	BUILDING FUND
44	15,024.69	ELECTION EQUIPMENT
60	148,612.60	COUNTY SELF INSURANCE
76	110,002.60	GROUP HEALTH INS FUND 5/1/95 (GEN)
80	11,312.00	COUNTY COLLECTIONS AGENCY FUND
82	8,204,738.20	TAXES AND PENALTIES AGENCY FUND
85	543.00	HRA/EDA
89	12,143.24	H & HS COLLECTIONS AGENCY FUND
	10,556,740.59	Total Disbursements

RECAP BY TYPE

TYPE	AMOUNT	NAME
1	10,223,918.50	AUD
2	334,232.09	COM
3	1,410.00 -	MVC
	10,556,740.59	Total Disbursements

Fund	Date	Vendor	Amount
General	6/27/2025	ADVANCED CLEANING LLC	4,000.00
General	6/6/2025	ADVANCED CLEANING LLC	4,000.00
General	6/6/2025	Advanced Correctional Healthcare, Inc	34,217.42
General	6/6/2025	ALADTEC INC	3,690.00
General	6/6/2025	ALPHA TRAINING AND TACTICS LLC	7,410.00
General	6/13/2025	AMAZON CAPITAL SERVICES	8,375.47
General	6/13/2025	AXON ENTERPRISE INC	33,279.92
General	6/13/2025	CITY OF SANDSTONE	123,000.00
General	6/6/2025	CLOQUET RIVERSIDE RECYCLING, INC	10,759.00
General	6/20/2025	DIAMOND DRUGS INC	2,047.66
General	6/6/2025	East Central Energy Of Braham	17,353.83
General	6/6/2025	East Central Reg Juvenile Center	11,407.00
General	6/30/2025	East Central Solid Waste Comm	3,975.77
General	6/13/2025	Government Management Group	5,250.00
General	6/20/2025	HUNT ELECTRIC CORPORATION	3,715.00
General	6/13/2025	KRONOS SAASHR INC	4,491.44
General	6/13/2025	Menards.com (Cardmember Service)	2,260.79
General	6/13/2025	MINNESOTA ENERGY RESOURCES CORP	3,644.24
General	6/6/2025	MINNESOTA POWER	2,410.29
General	6/20/2025	MN COUNTIES COMPUTER COOP	64,496.67
General	6/27/2025	Mn State Auditor	24,136.00
General	6/6/2025	Motorola Solutions Inc	6,447.60
General	6/27/2025	Motorola Solutions Inc	119,369.00
General	6/13/2025	NORTHSTAR MEDIA INC	4,856.25
General	6/20/2025	NORTHVIEW BANK	5,333.74
General	6/27/2025	NOW MICRO INC	71,280.00
General	6/20/2025	OFFICE OF MN.IT SERVICES	6,146.37
General	6/13/2025	PINE CITY WATER & SEWER	2,291.67
General	6/27/2025	Pine Co Soil & Water Cons District	3,302.75
General	6/20/2025	Pine Technical & Community College	59,500.00
General	6/13/2025	POKEGAMA LAKE ASSOCIATION	9,462.54
General	6/13/2025	RIDGEWAY & ASSOCIATES	2,232.60
General	6/6/2025	Rising Early Metalworks	2,101.00
General	6/13/2025	Ron's Roll-Off Service	2,500.00
General	6/6/2025	STONE TENT ARCHITECTURE LLC	3,000.00
General	6/6/2025	SUMMIT FOOD SERVICE MANAGEMENT LLC	5,252.77
General	6/13/2025	SUMMIT FOOD SERVICE MANAGEMENT LLC	5,185.47
General	6/20/2025	SUMMIT FOOD SERVICE MANAGEMENT LLC	10,021.97
General	6/27/2025	SUMMIT FOOD SERVICE MANAGEMENT LLC	10,555.21
General	6/13/2025	SUNSET LAW ENFORCEMENT	5,843.58
General	6/6/2025	TRIMIN SYSTEMS INC	25,708.00
General	6/20/2025	TYLER TECHNOLOGIES INC	76,982.00
General	6/20/2025	Verizon Wireless	10,890.87

Fund	Date	Vendor	Amount
General	6/27/2025	Welia Health	2,918.00
General	6/20/2025	West Group	3,118.51
General	6/27/2025	ZAUHAR/DEBORA	9,157.27
HHS	6/13/2025	4Imprint (Cardmember Service)	2,957.95
HHS	6/27/2025	Anoka Co Juv Ctr Main Res	2,250.00
HHS	6/27/2025	Anoka Co Juv Ctr-Shelter & Dia	6,020.25
HHS	6/20/2025	Arrows Family Services	2,695.00
HHS	6/6/2025	Attaboys Inc	3,422.40
HHS	6/20/2025	Canon Financial Services, Inc	1,115.79
HHS	6/20/2025	City Of Mora	2,011.68
HHS	6/13/2025	Dhs Maps Ccdtf	3,083.52
HHS	6/20/2025	Dhs Maps Mmis Cd Maxis 998	3,498.98
HHS	6/6/2025	DHS State Operated Services	12,418.50
HHS	6/27/2025	DKN Construction LLC	5,542.00
HHS	6/13/2025	Erdahl/Grant	2,400.00
HHS	6/27/2025	Mn State Auditor (H)	5,224.00
HHS	6/6/2025	Nexus-Gerard Family Healing LLC	8,864.14
HHS	6/20/2025	Nexus-Gerard Family Healing LLC	9,475.46
HHS	6/27/2025	Nexus-Kindred Family Healing	6,889.75
HHS	6/6/2025	North Homes Inc	16,365.90
HHS	6/20/2025	North Homes Inc	3,161.38
HHS	6/6/2025	Phase Inc (Pc Dac) Dac	2,240.70
HHS	6/27/2025	Phase Inc (Pc Dac) Dac	2,037.00
HHS	6/20/2025	Solid Oak Financial Services, LLC	4,235.00
HHS	6/20/2025	Village Ranch-Rochester	7,742.56
Road & Bridge	6/20/2025	Beaudry Oil & Propane	6,003.86
Road & Bridge	6/27/2025	Beaudry Oil & Propane	40,323.16
Road & Bridge	6/20/2025	C & T CONTRACTING	5,000.00
Road & Bridge	6/27/2025	CENTRAL PINE LUMBER CO LLC	2,000.00
Road & Bridge	6/6/2025	GUARDIAN FLEET SAFETY	30,774.73
Road & Bridge	6/13/2025	GUARDIAN FLEET SAFETY	60,875.86
Road & Bridge	6/6/2025	Hopkins Sand & Gravel Inc	4,500.00
Road & Bridge	6/13/2025	Hopkins Sand & Gravel Inc	7,200.00
Road & Bridge	6/27/2025	J A SMITH & COMPANY	5,145.00
Road & Bridge	6/6/2025	KGM CONTRACTORS INC	13,634.90
Road & Bridge	6/13/2025	MONARCH PAVING	3,824.00
Road & Bridge	6/27/2025	NEW LOOK CONTRACTING INC	145,673.67
Road & Bridge	6/20/2025	North Pine Aggregate Inc	2,340.00
Road & Bridge	6/13/2025	O'REILLY AUTOMOTIVE STORES INC	2,520.70
Road & Bridge	6/20/2025	Pine Technical & Community College	2,450.00
Road & Bridge	6/20/2025	Quality Home & Sports Center	7,833.95
Road & Bridge	6/6/2025	SITE ONE LANDSCAPE SUPPLY	2,265.39
Road & Bridge	6/13/2025	Whitecap	2,512.25

Fund	Date	Vendor	Amount
Road & Bridge	6/13/2025	ZIEGLER INC	10,358.67
Road & Bridge	6/6/2025	ZIEGLER/RILEY	2,000.00
Opioid	6/20/2025	Hinckley Finlayson ISD 2165	1,000.00
Septic Fixup	6/13/2025	MINNESOTA POLLUTION CONTROL AGENCY	154,606.67
Building	6/20/2025	FEIGUM CONCRETE & MASONRY	2,425.00
Elections	6/20/2025	Election Systems & Software,Inc	15,024.69
Self Insurance	6/20/2025	BlueCross BlueShield of Minnesota	55,286.13
Self Insurance	6/27/2025	BlueCross BlueShield of Minnesota	93,326.47
Group Insurance	6/20/2025	BLUE CROSS & BLUE SHIELD OF MINNESOTA	5,795.60
Group Insurance	6/27/2025	HUMANA INSURANCE CO	10,415.13
Group Insurance	6/20/2025	MADISON NATIONAL LIFE INS CO INC	5,076.79
Group Insurance	6/27/2025	MEDICAREBLUE RX	6,439.10
Group Insurance	6/13/2025	MN LIFE INSURANCE COMPANY	5,713.25
Group Insurance	6/27/2025	NECA IBEW Family Medical Care Trust Fund	11,687.93
Group Insurance	6/13/2025	TEAMSTERS JOINT COUNCIL 32	57,996.00

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: June 2025

Vendor#: 2136 Employee#: 2

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
6/3/2025	\$100					County Board Meeting - Pine City	01-005-6111
6/4/2025	\$100					City of Pine City Meeting	01-005-6111
6/17/2025	\$100					County Board Meeting - Sandstone	
6/18/2025	\$100					AMC District 1	
6/24/2025	\$100					COW/Economic Development	
6/25/2025	\$100					NE Transptation Steering Committee	

MILEAGE EXPENSES

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
					\$0.00		01-005-6334
					\$0.00		01-005-6334
					\$0.00		01-005-6334
					\$0.00		01-005-6334
					\$0.00		
					\$0.00		
					\$0.00		
					\$0.00		
					\$0.00		
					\$0.00		
				TOTAL	\$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

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 June 2025

Date	Per Diem	Meals	Lodging	Tuition and or books	Other	Purpose and description of expense	Account #
6/3/2025	\$100					Board Meeting, Pine City	
6/4/2025	\$100					Meeting with city of Pine City, Pine City	
6/9/2025	\$100					Personal committee, Pine City	
6/12/2025	\$100					Law library, Virtually	
6/17/2025	\$100					Board Meeting, Sandstone	
6/23/2025	\$100					Snake river watershed, Mora	
6/24/2025	\$100					Committee of the Whole - Economic Development	

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

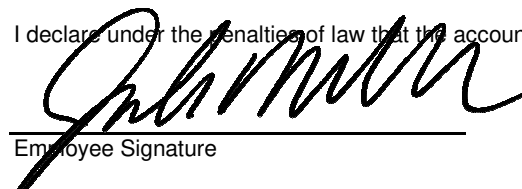
Date	Begin Odometer	End Odometer	Total Miles	Home Odometer	1st Stop Odometer	Last Stop Odometer	Home Odometer	Total Miles	Amount Paid	Destination and purpose of expense
			0						\$ -	
			0						\$ -	
			0						\$ -	
			0						\$ -	
			0						\$ -	
			0						\$ -	
			0						\$ -	
			0					0	\$ -	
		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

01-005-000-0000-6334

rate 0.585

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.

ROGER NELSON

MONTH: June 2025

Vendor#: 8848 Employee#:

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
6/3/2025	\$100					County Board Meeting - Pine City	01-005-6111
6/9/2025	\$100					ECRL Library Board - Chicago Lakes	01-005-6111
6/16/2025	\$100					Board of Equalization Meeting - Pine City	
6/18/2025	\$100					AMC District Meeting- Two Harbors	
6/24/2025	\$100					Special Board mtg- Watrin Farms; Sandstone	
	\$100						
	\$100						
	\$100						
	\$100						

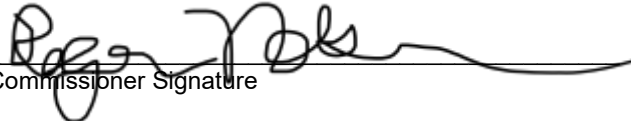
MILEAGE EXPENSES

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
6/3/2025			63.4	\$0.700	\$44.38	County Board Meeting - Pine City	01-005-6334
6/9/2025			136	\$0.700	\$95.20	ECRL Library Board - Chicago Lakes	01-005-6334
6/16/2025			63.4	\$0.700	\$44.38	Board of Equalization Meeting - Pine City	01-005-6334
6/17/2025			38.2	\$0.700	\$26.74	County Board Meeting - Sandstone	01-005-6334
6/18/2025			244	\$0.700	\$170.80	AMC District Meeting- Two Harbors	
6/24/2025			48	\$0.700	\$33.60	Special Board mtg- Watrin Farms; Sandstone	
				\$0.700	\$0.00		
				\$0.700	\$0.00		
				\$0.700	\$0.00		
				\$0.700	\$0.00		
			TOTAL		\$415.10		

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.

MATT LUDWIG

MONTH: June 2025

Vendor#: 31317 Employee#: 5

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
6/3/2025	\$100					County Board Meeting - Pine City	01-005-6111
6/17/2025	\$100					County Board Meeting - Sandstone	
6-5-2025	100					EAST CENTRAL REGIONAL JC ADVISORY COMM: LINO LAKES	
6-9-2025	100					PERSONNEL COMMITTEE: PINE CITY	
6-12-2025	100					KETTLE RIVER- UPPER ST. CROIX IWIP: SANDSTONE	
6-24-2025	100					SPECIAL MEETING @ WATKIN FARM: ECO-DEVELOPMENT	
6-25-2025	100					PINE CO WRA-EDA - SANDSTONE	

MILEAGE EXPENSES

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
6/3/2025			44	\$0.700	\$30.80	County Board Meeting - Pine City	01-005-6334
6/17/2025				\$0.700		County Board Meeting - Sandstone	
6-5-2025			145	\$0.700	101.50	ECRJC- ADVISORY COMMITTEE: LINO LAKES	
6-9-2025			44	\$0.700	30.80	PERSONNEL COMMITTEE: PINE CITY	
				\$0.700			
				\$0.700			
				\$0.700			
				\$0.700			
				\$0.700			
				\$0.700			
				\$0.700			
TOTAL:					163.10		

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.

Matt W Ludwig
Commissioner Signature

Authorized Signature



County Board Agenda Request

Date of Meeting: 07/15/2025

☒ Consent Agenda ☐ Regular Agenda

Item Title: Approve donations

Department: VSO

Rebecca Foss

Department Head / Project Lead signature

Background information on Item:

The following donations have been received by the Veteran Services Office:

\$115 from the Sandstone Tuesday Night Women's Golf League

\$100 from the Hinckley VFW

\$100 from the Sandstone American Legion Post 151 and \$500 from the Willow River American Legion Post 361, which were provided to offset the cost of the Memorial Dedication Event

Action Requested:

Accept the donations to the VSO as listed above.



County Board Agenda Request

Date of Meeting: July 15, 2025

☒ Consent Agenda ☐ Regular Agenda

Item Title: US Marshall's Service - IGA 41-91-0004

Department: Sheriff's Office - Jail

Department Head / Project Lead signature

Background information on Item:

Pine County Sheriff's Office - Jail is requesting to enter into a 3 year agreement with the US Marshall's Service for the housing, safekeeping, subsistence, and care of adult male and female Federal prisoners. The rate for housing will be \$75 per day with a transportation rate of \$48 per hour, per officer to offset cost related to out of facility transportation and guard service. All out of facility medical costs will be the USMS responsibility. The jail is projecting an average 5-10 inmates annually. The key factor relating to the number of inmates housed is based on inmate classification and availability of proper housing within the jail.

Pages 1-18 Intergovernmental Agreement

Additional Pages as attached, is a copy of the Detention Facility Review workbook, the U.S. Marshall's agents will utilize to inspect our facility.

Action Requested:

Approve and sign front page of the attached Intergovernmental Agreement (IGA) #41-91-0004 and initial pages 2-18 (bottom right).

Financial Impact:

A positive financial impact can be assumed based on the number of Federal inmates housed.

Avg. 1 inmate annually = \$27,375

Avg. 5 inmates annually = \$136,875

Avg. 10 inmates annually = \$273,750

**U.S. Department of Justice
United States Marshals Service
Prisoner Operations Division**

**Office of Detention Services
Intergovernmental Agreement**

1. Agreement Number 41-91-0004	2. Effective Date	3. Facility Code(s) 5UA	4. UEI Number EBKNTEMJPLD6	
5. Issuing Federal Agency United States Marshals Service Prisoner Operations Division Office of Detention Services CG-3, 3 rd Floor Washington, DC 20530-0001		6. Local Government Pine County Jail 635 Northridge Drive NW Pine City, Minnesota 55063 Tax ID: 41-6005864		
7. Appropriation Data 15-1020/XD	8. Local Contact Person: E-mail: Telephone:	Rodney Williamson, Jail Administrator Rodney.williamson@co.pine.mn.us (320) 591-1458		
9. Services		10. Estimated Number of Federal Beds	11. Per Diem Rate	12. Period of Performance
This agreement is for the housing, safekeeping, subsistence, and care of Federal prisoners, in accordance with content set forth herein.		Male: 10 Female: 0 Juvenile: 0 Total: 10	\$75.00	Perpetual
13. Guard/Transportation Hourly Rate		14. Optional Guard/Transportation Services		
Guard/Transportation Hourly Rate: \$48.00 Mileage shall be reimbursed by the Federal Government at the current General Services Administration (GSA) Federal Travel Regulation Mileage Rate.		☒ Medical ☒ U.S. Courthouse ☐ JPATS ☒ Encompassed <u>VTC</u> ☐ Video Teleconferencing (VTC) Hearings ☒ Other <u>Hospital Details, Jail to Jail</u>		
15. Department of Labor Wage Determination				
☐ Wages Incorporated # _____ ☒ Collective Bargaining Agreement # <u>CBA-2025-294</u>				
16. Local Government Certification <i>To the best of my knowledge and belief, information submitted in support of this agreement is true and correct. This document has been duly authorized by the governing authorities of their applying Department or Agency State or County Government and therefore agree to comply with all provisions set forth herein this document.</i>		17. Signature of Person Authorized to Sign (Local) _____ Signature David Minke _____ Print Name County Administrator _____ Title _____ Date _____		
18. Federal Prisoner Type Authorized ☒ Adult Male ☒ Adult Female ☐ Juvenile Male ☐ Juvenile Female	19. Other Authorized Agency User ☐ BOP ☐ ICE ☐ Other _____	20. Signature of Person Authorized to Sign (Federal) _____ Signature Tiffani Eason _____ Print Name Assistant Chief, Intergovernmental Agreements _____ Title _____ Date _____		

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1. Authority

Pursuant to the authority, 106th Congress Public Law 553, Section 119 of the "Department of Justice Appropriations Act, 2001", this Intergovernmental Agreement (hereinafter referred to as "agreement") is entered into between the United States Marshals Service (USMS) (hereinafter referred to as the "Federal Government") and ***Pine County Jail*** (hereinafter referred to as "Local Government"), who hereby agree as described in this document.

2. Purpose

The Federal Government and the Local Government establish this agreement allowing the USMS or other authorized agency user as noted in block #19, page one (1) of this agreement to house individuals detained on federal charges or federal court orders (hereinafter referred to as "Federal prisoners") with the Local Government at the ***Pine County Jail, 635 Northridge Drive NW, Pine City, Minnesota 55063*** (hereinafter referred to as "the Facility") designated in block #6 on page one (1) of this agreement.

3. Administration (October 2021)

The Local Government shall provide for the secure custody, safekeeping, housing, subsistence, and care of Federal prisoners in accordance with all state, local, and federal laws, standards, regulations, policies, and court orders applicable to the operation of the Facility. Federal prisoners shall be housed in a manner consistent with the Federal Performance Based Detention Standards (FPBDS) subset utilized by the USMS Detention Facility Review Program. These standards are set forth in Form USM-218 (provided as an attachment to this agreement). Facilities shall follow the current standards summarized in Form USM-218 and any other standards required by an authorized agency whose prisoners are housed by the Local Government pursuant to this agreement. Full text of the FPBDS can be found at: <http://www.ASD.usmarshals.gov/prisoner/detention-standards.htm> as an additional reference source for best practices.

Pine County Jail shall comply with Congressional mandates, federal laws, Executive Orders and all existing ***Pine County Jail*** policies. ***Pine County Jail*** shall provide a means for verification of any state inspections, accreditation, and, if applicable, any alternative correctional facility accreditations such as an accreditation from the American Correctional Association accreditation.

The USMS ensures the secure custody, care, and safekeeping of USMS prisoners. Accordingly, all housing or work assignments, and recreation or other activities for USMS prisoners are permitted only within secure areas of the building or within the secure external recreational/exercise areas. All work assignments for unsentenced Federal prisoners must be voluntary.

The Local Government shall conduct initial and periodic background and reference checks of applicants, employees, contractors, and volunteers. All allegations of staff misconduct shall be investigated and reported to law enforcement as appropriate. Staff misconduct involving or affecting USMS prisoners shall be reported to the local district United States Marshal (USM), Chief, or their designee and to the USMS Prisoner Operations Division (POD) at PODCoCInquiries@usdoj.gov.

At all times, the Federal Government shall have access to the Facility and to the Federal prisoners, and to all records pertaining to this agreement, including financial records, for a retention period of three (3) years from the date of request by the Federal Government.

The Local Government shall maintain written policies and procedures that describe all facets of facility operations, maintenance, and administration. The Local Government shall maintain written contingency and emergency plans for situations including but not limited to riots, hunger strikes, disturbances, escapes, hostage situations, and mass prisoner relocation.

The Local Government shall maintain records of annual fire safety inspections. The Local Government shall maintain dangerous materials in accordance with government regulations.

The Local Government shall maintain an objective review, classification, and housing process. Federal prisoners shall be clearly identified as USMS prisoners in the classification system.

The Local Government shall ensure Federal prisoners under the age of 18 receive an age-appropriate diet, exercise, and education.

The Local Government shall ensure Federal prisoners under the age of 18 or charged as a juvenile shall be separated by sight and sound and out of regular contact with adult prisoners, except in emergency situations or approval from the court.

The Local Government shall keep the Facility clean and in good repair. Food service equipment shall meet established health and safety codes. The Local Government shall provide a minimum of three (3) meals per day that are varied and nutritionally adequate.

The Local Government shall provide safe and clean space and items for proper prisoner hygiene.

The Local Government will provide clean and serviceable bedding and clothing. Clothing and shoes shall be properly sized and temperature and weather appropriate. The Local government shall provide appropriate attire upon release.

The Local Government shall properly inventory, store, and return prisoner property upon release. The Local Government shall provide adequate accommodations for prisoners with disabilities once accepted by the Local Government.

The Local Government shall prohibit discrimination on the basis of disability, race, sex, sexual orientation, religion, and national origin in the provision of services, programs, and activities.

The Local Government shall provide prisoners with reasonable opportunities to participate in religious practices, exercise, and access to mail, telephones, personal legal materials and legal reference materials or confidential counsel.

The Local Government shall maintain a grievance program with at least one level of appeal. The grievance procedures shall be made available to prisoners.

(End of Provision)

4. Place of Performance (May 2021)

The principal place of performance for this agreement shall be:

Pine County Jail, 635 Northridge Drive NW, Pine City, Minnesota 55063

(End of Provision)

5. Agreements Specialist (November 2021)

The Contracting Officer (KO) may designate in writing one or more government employees, by name and position title, to act for the KO under this agreement. Each designee shall be identified as an Agreements Specialist. Such designation(s) shall specify the scope and limitations of the authority so delegated; provided, that the designee(s) shall not change the terms or conditions of the agreement, unless the Agreements Specialist is a warranted KO, and this authority is delegated in the designation.

The Agreements Specialist is:

Name: **Ramona Mosby**
Title: **Grants Specialist**
Contact Information: **202-868-2789**

(End of Provision)

6. Termination (May 2021)

The agreement can be terminated by either party for any reason. The requesting party, requester, seeking to terminate this agreement may do so by providing a written notice to the receiving party, requestee, at least thirty (30) calendar days in advance of the proposed termination date. An exception is made when an emergency situation requires the immediate relocation of Federal prisoners.

In order for the Local Government to initiate a termination of this agreement, the Local Government must:

- a. As noted in this section, paragraph one above, the Local Government shall provide the Federal Government via the KO or designee a written notification by email at least thirty (30) calendar days in advance of the potential termination date unless an emergency situation requires the immediate relocation of Federal prisoners.
- b. The Local Government shall provide adequate time, if applicable, for the Federal Government to transport and relocate Federal prisoners. Based on the number of Federal prisoners at the facility, a thirty (30) day notice may not be adequate to vacate the premises; thus, the Local Government shall agree to provide the Federal Government a reasonable time frame to exit the facility.
- c. The Local Government shall work with the Federal Government to locate alternative housing solutions for the Federal prisoners.

- d. The Local Government may not request rate or per-diem increases once the Local Government has provided a termination notice to the Federal Government and the Federal Government has acknowledged the receipt of before mentioned notice.

Where the Local Government has received a cooperative agreement through the POD's Cooperative Agreement Program, the cooperative agreement termination and other applicable provisions shall:

- a. be incorporated into this agreement;
- b. survive after the expiration of the cooperative agreement; and
- c. supersede the termination provisions of this agreement.

(End of Provision)

7. Assignment and Outsourcing of Jail Operations (May 2021)

The overall management and operation of the Facility housing Federal prisoners shall not be contracted out without the prior written notification of the Federal Government.

(End of Provision)

8. Medical Services (May 2021)

The Local Government shall maintain written procedures that describe actions taken in the event of a prisoner's death, assault, or medical emergency to include notification to the USMS.

The Local Government shall provide a medical and mental health screening upon admission to the Facility. The Local Government shall inform prisoners how to access health services.

The Local Government shall notify the local USMS district office of any infectious disease outbreak.

The Local Government shall provide Federal prisoners with the same level and range of care **inside** the Facility as that provided to state and local prisoners. The Local Government is financially responsible for all medical care provided **inside** the Facility to Federal prisoners. This includes the cost of all medical, dental, and mental health care as well as the cost of medical supplies, over-the-counter medications and any prescription medications routinely stocked by the Facility. The Facility is encouraged to purchase non-OTC medications for USMS prisoners through the USMS' National Managed Care Contract (NMCC) Discount Pharmacy Program. When possible, generic medications should be prescribed. The cost of all of the above-referenced medical care is covered by the Federal per-diem rate. The Federal Government will pay for the cost of specialized medical services not routinely provided within the Facility, such as dialysis.

The Federal Government is financially responsible for all medical care provided **outside** the Facility to Federal prisoners. The Federal Government must be billed directly by outside medical care providers pursuant to arrangements made by the Local Government for outside medical care. The Local Government shall utilize outside medical care providers that are covered by the USMS' NMCC Preferred Provider Network to the maximum extent practicable. The Local Government can obtain

information about NMCC covered providers from the local USMS District Office. The Federal Government will be billed directly by the medical care provider **not** the Local Government. To ensure that Medicare rates are properly applied, medical claims for Federal prisoners must be on Centers for Medicare and Medicaid Services (CMS) Forms so that they can be re-priced to Medicare rates in accordance with the provisions of [Title 18 U.S.C. Section 4006](#). The USMS will not reimburse the detention facility for medical payments made on behalf of USMS prisoners in the absence of a specific arrangement approved in writing by the USMS.

All **outside** medical care provided to Federal prisoners must be pre-approved by the Federal Government except in a medical emergency. In the event of an emergency, the Local Government shall proceed immediately with necessary medical treatment. The Local Government shall notify the Federal Government immediately regarding the nature of the Federal prisoner's illness or injury as well as the types of treatment provided.

The Facility shall have in place an adequate infectious disease control program which includes testing of all Federal prisoners for Tuberculosis (TB) in accordance with *National Commission on Correctional Health Care (NCCHC) Standards for Health Services in Jails*. TB testing shall occur within 14 days of intake (unless current TB tests results are available), be promptly documented in the Federal prisoner's medical record and the results forwarded to the local USMS District within thirty (30) days of intake. Special requests for expedited TB testing and clearance (to include time sensitive moves) shall be accomplished through advance coordination by the Federal Government and Local Government.

The Local Government shall immediately notify the Federal Government to include the local district office of any cases of suspected or active TB or any other highly communicable diseases such as but not limited to Coronavirus Disease (COVID), severe acute respiratory syndrome (SARS), Avian Flu, Methicillin-Resistant Staphylococcus Aureus (MRSA), Chicken Pox, etc., which might affect scheduled transports or productions.

When a federal prisoner is being transferred or released from the Facility, they will be provided with a minimum of seven (7) days of prescription medications and any medications already dispensed to the prisoner. Medical records and Form USM-553, *Prisoner in Transit Medical Summary* must travel with the Federal prisoner. If the records are maintained at a medical contractor's facility, it is the Local Government's responsibility to obtain them before a federal prisoner is transferred.

Federal prisoners may be charged a medical co-payment by the Local Government in accordance with the provisions of [Title 18 U.S.C. Section 4013\(d\)](#). The Federal Government is not responsible for medical co-payments and shall not be billed if the federal prisoner is indigent and cannot make the co-payment. Indigent Federal prisoners shall not be denied medical evaluation and treatment for failure to provide a co-payment.

(End of Provision)

9. Affordable Care Act (ACA) (May 2021)

Upon release of a Federal prisoner, the Local Government shall provide information regarding the Affordable Care Act (ACA). The ACA website is located at:
<http://www.hhs.gov/healthcare/about-the-aca/index.html>.

(End of Provision)

10. Receiving and Discharging of Federal Prisoners (May 2021)

The Local Government agrees to accept Federal prisoners only upon presentation by a Law Enforcement Officer (LEO), USMS Task Force Officer (TFO) or a USMS designee with proper credentials.

The Local Government shall not relocate a Federal prisoner from one facility under its control to another facility not described in this agreement without permission of the Federal Government. Additional facilities within the same agreement shall be identified in a modification.

The Local Government agrees to release Federal prisoners only to LEOs of the authorized Federal Government agency initially committing the Federal prisoner (e.g., Drug Enforcement Administration (DEA), Immigration and Customs Enforcement (ICE)) or to a Deputy United States Marshal (DUSM) or USMS designee with proper credentials. Those Federal prisoners who are remanded to custody by the USMS may only be released to the USMS or an individual specified by the USMS in the Judicial District.

USMS Federal prisoners sought for a state or local court proceeding must be acquired through a Writ of Habeas Corpus or the Interstate Agreement on Detainers and then only with the concurrence of the jurisdictional United States Marshal (USM).

(End of Provision)

11. Prisoner Work Program (November 2021)

Federal prisoner labor shall be used in accordance with the Federal prisoner work plan developed by the Local Government and approved by the USMS. The Federal prisoner work plan must be voluntary, and may include work or program assignments for industrial, maintenance, custodial, service, or other jobs. Federal prisoners may not be required to work. Federal prisoners may volunteer to work within the secure confines of the facility if they sign a waiver of their right not to work. A Federal prisoner with suicidal tendencies, attempted escapes or escape history, violent history, gang affiliations or with detainers for pending charges with other local, state, or federal agencies will not be considered for the volunteer program. Federal prisoners are not permitted to act as trustees and may not work in positions that permit unsupervised contact with segregated prisoners or Federal prisoners of the opposite sex.

The Federal prisoners are restricted from operating equipment that may expose the Federal prisoners to grave bodily harm or any work assignment requiring security risk items and controlled tools which could be used to facilitate an escape or used as a weapon that could endanger staff, citizens, or other inmates. Federal prisoners will not have access to prisoner or employee records.

The Local Government will ensure that prisoners who volunteer to work are prohibited from keeping medication on their person while at the worksite, unless deemed necessary by medical personnel.

Federal prisoners must obtain required medical clearances before working in the food service areas. The Federal prisoner work program shall not conflict with any other requirements of the agreement and must comply with all applicable laws and regulations. Federal prisoners shall not be used to perform the responsibilities or duties of an employee of the Local Government. Appropriate safety/protective clothing and equipment shall be provided to Federal prisoner workers as appropriate. Federal prisoners shall not be assigned work that is considered hazardous or dangerous. This includes, but is not limited to, areas or assignments requiring great heights, extreme temperatures, use of toxic substances and unusual physical demands. Federal prisoner workers can be paid the identical rates of pay as other facility prisoners.

Federal prisoners shall be required to participate in normal housekeeping duties which help ensure the cleanliness of their housing area. Increases and reductions in privileges may be used as incentives to ensure that Federal prisoners keep their living areas clean.

(End of Provision)

12. Guard/Transportation Services to/from Medical Facility (May 2021)

When Medical Facility in block #14 on page one (1) of this agreement is checked, the Local Government agrees, subject to the availability of its personnel, to provide transportation and guard services for Federal prisoners housed at the Facility to and from a medical facility for outpatient care, and transportation and stationary guard services for Federal prisoners admitted to a medical facility.

These services shall be performed by at least two (2) armed and qualified LEOs or Correctional Officers (CO) according to the criteria specified by the County Entity running the facility. In all cases, these are part of a fulltime Law Enforcement Organization or Correctional Organization and that they have met the minimum training requirements.

The Local Government agrees to provide additional personnel if requested by the USMS to enhance specific requirements for security, prisoner monitoring, and contraband control. Federal prisoners are not permitted to use the telephone, internet or WIFI enabled devices, or to receive outside food, drinks, or deliveries (including flowers) without consent from the USMS. The Local Government shall restrain Federal prisoners by attaching at least one extremity to the hospital bed, stretcher, or chair at all times when medically possible. Pregnant or postpartum prisoners should not be restrained. Postpartum is the twelve-week period following childbirth, miscarriage, or abortion. See First Step Act provision for more information.

The reimbursable hourly rate, if agreed upon, will be shown in block #13 on page one (1) of this agreement.

Mileage shall be reimbursed in accordance with the current GSA mileage rate.

(End of Provision)

13. Guard/Transportation Services to/from U.S. Courthouse (May 2021)

When U.S. Courthouse in block #14 on page one (1) of this agreement is checked, the Local Government agrees, subject to the availability of its personnel, to provide transportation and guard services for Federal prisoners housed at its facility to and from the U.S. Courthouse. These services shall be performed by at least two (2) armed and qualified LEOs or COs. In all cases, these are part of a fulltime Law Enforcement Organization or Correctional Organization and that they have met the minimum training requirements.

The Local Government agrees to provide additional personnel if requested by the USMS to enhance specific requirements for security, prisoner monitoring, and contraband control.

Upon arrival at the courthouse, the Local Government's transportation guard will turn Federal prisoners over to the USMS only upon presentation of proper law enforcement credentials.

The Local Government will not transport Federal prisoners to any U.S. Courthouse without a specific request from the USMS who will provide the prisoner's name, the U.S. Courthouse, and the date the prisoner is to be transported.

Each prisoner will be fully restrained in handcuffs, waist chain, and leg restraints during transportation unless otherwise authorized by the USMS. Deviations from full restraints must be documented and reported monthly to the local district USM, Chief, or their designee and to the USMS POD at PODCoCIquiries@usdoj.gov.

The reimbursable hourly rate, if agreed upon, will be shown in block #13 on page one (1) of this agreement.

Mileage shall be reimbursed in accordance with the current GSA mileage rate.

(End of Provision)

14. Guard/Transportation Services to Justice Prisoner & Alien Transportation System (JPATS) or Other (May 2021)

When JPATS, Other or both in block #14 on page one (1) of this agreement is checked, the Local Government agrees, subject to the availability of its personnel, to provide transportation and escort guard services for Federal prisoners housed at its facility to and from the JPATS or other locations designated by the Federal Government.

These services shall be performed by at least two (2) armed and qualified LEOs or COs. In all cases, these are part of a fulltime Law Enforcement Organization or Correctional Organization and that they have met the minimum training requirements.

The Local Government agrees to provide additional personnel if requested by the USMS to enhance specific requirements for security, prisoner monitoring, and contraband control.

The Local Government shall not transport Federal prisoners to the airlift or any other location without a specific request from the USMS who will provide the prisoner's name, location (district), and the date the prisoner is to be transported.

The Local Government shall turn Federal prisoners over to the USMS or an officer specified by the USMS only upon presentation of proper credentials.

Each prisoner will be fully restrained in handcuffs, waist chain, and leg restraints during transportation unless otherwise authorized by the USMS. Deviations from full restraints must be documented and reported monthly to the local district USM, Chief, or their designee and to the USMS POD at PODCoCInquiries@usdoj.gov.

The reimbursable hourly rate, if agreed upon, will be shown in block #13 on page one (1) of this agreement.

Mileage shall be reimbursed in accordance with the current GSA mileage rate.

(End of Provision)

15. Video Teleconference Hearings within the Facility (October 2021)

If available, the facility shall furnish, as applicable to this agreement, all things necessary for, or incident to, providing Video Teleconference (VTC) hearings within the facility. When VTC equipment is not available at the facility, the Federal Government, in coordination with the Courts, may assist with providing VTC equipment and ancillary items to the facility.

(End of Provision)

16. Optional Guard Services to Video Teleconference Hearings within Facility (May 2021)

When Video Teleconferencing (VTC) Hearings in block #14 on page one (1) of this agreement is checked, the Local Government agrees, subject to the availability of its personnel, to provide escort guard services for Federal prisoners housed at its facility to monitor, on a case-by-case basis, court hearings conducted via VTC within its facility per instruction of the Federal Judiciary.

The reimbursable hourly rate, if agreed upon, will be shown in block #13 on page one (1) of this agreement.

(End of Provision)

17. Special Notifications (May 2021)

The Local Government shall notify the Federal Government of any activity by a Federal prisoner, which would likely result in litigation or alleged criminal activity.

The Local Government shall immediately notify the Federal Government of an escape of a Federal prisoner. The Local Government shall use all reasonable means to apprehend the escaped Federal prisoner and all reasonable costs in connection therewith shall be borne by the Local Government.

The Federal Government shall have primary responsibility and authority to direct the pursuit and capture of such escaped Federal prisoners. Additionally, the Local Government shall notify the Federal Government as soon as possible when a Federal prisoner is involved in an attempted escape or conspiracy to escape from the Facility.

In the event of a medical emergency, death, or assault on or by a Federal prisoner, the Local Government shall immediately notify the Federal Government.

(End of Provision)

18. Body Worn Camera Information Requests (November 2021)

If the Local Government adopts a Body Worn Camera (BWC) use policy that mandates use of BWC for transport or other activities covered under the IGA, the agency shall, upon request by USMS, provide USMS with the audio/video footage and any metadata captured by the BWC pertaining to USMS prisoner incidents. The audio/video footage and any metadata may be requested by the USMS Body Worn Camera Program and the USMS Office of General Counsel. The agency agrees that no BWC footage depicting a USMS prisoner will be released without advance written notification to the USMS.

(End of Provision)

19. Restrictive Housing and Suicide Prevention (May 2021)

For the purposes of this agreement, "restrictive housing" means any type of detention that involves all of the following elements:

- a. Removal from the general population, whether voluntary or involuntary;
- b. Placement in a locked room or cell, whether alone or with another prisoner; and
- c. Inability to leave the room or cell for the vast majority of the day, typically 22 hours or more.

For the purposes of this agreement, "vulnerable population" refers to prisoners who are more likely to be victimized in confinement settings, including but not limited to: juveniles; young adults (age 18-24 at time of admission through conviction); prisoners with serious mental illness; lesbian, gay, bisexual, prisoners who identify as sex nonconforming; pregnant and postpartum prisoners; infirmed prisoners and prisoners with medical needs.

The Local Government shall have written policies, procedures, and practices requiring that all prisoners in restrictive housing are personally observed by a CO at least twice per hour, but no more than thirty (30) minutes apart, on an irregular schedule. Prisoners who are violent or mentally ill or who demonstrate unusual or bizarre behavior shall receive more frequent observation; suicidal prisoners shall be under constant observation.

The Local Government shall immediately notify the appropriate Chief Deputy U.S. Marshal (CDUSM), or designee, and POD at rhinquiries@usdoj.gov when a member of a vulnerable population is placed in restrictive housing or their restrictive housing status changes.

The Local Government shall also provide reports to the USMS on a monthly basis listing all USMS prisoners who were detained in restrictive housing, and the reasons for their assignment to restrictive housing. When no USMS prisoners have been placed in restrictive housing during the reporting month, the Local Government shall notify USMS that there are no USMS prisoners to report. The report or a notification of no USMS prisoners in restrictive housing shall be submitted to the CDUSM or his or her designee and POD at rhinquiries@usdoj.gov, no later than the tenth day of each month in a standard format established by the USMS.

The Local Government shall have a comprehensive suicide-prevention program in place incorporating all aspects of identification, assessment, evaluation, treatment, preventive intervention, and annual training of all medical, mental health, and correctional staff.

Additional prisoner suicide prevention resources can be found at: https://www.usmarshals.gov/prisoner/suicide_prevention.htm and <https://nicic.gov/>.

(End of Provision)

20. Prison Rape Elimination Act (PREA) (November 2021)

The Facility must post Prison Rape Elimination Act (PREA) brochure/bulletins in each housing unit of the Facility. The Facility must abide by all relevant PREA regulations at: (<https://www.prearesourcecenter.org/about/prison-rape-elimination-act-prea>).

All sexual harassment and sexual assaults of or by a USMS prisoner must be reported to the district CDUSM or designee and the POD at: PREAinquiries@usdoj.gov.

In accordance with PREA, the Facility must arrange for a PREA audit every three (3) years. The Facility must maintain PREA compliance or be actively working towards compliance. Additional resources can be found at: <https://www.prearesourcecenter.org/>.

Templates for PREA posters and brochures can be found at:
<https://www.prearesourcecenter.org/library/search?keys=poster&cat=All>

(End of Provision)

21. PREA Prisoner Incident Reporting (November 2021)

PREA posters shall contain information on how to report a sexual assault by using one of the following methods:

- Speaking with a staff member;
- Writing a letter reporting the alleged sexual misconduct to the person in charge or the USMS. To ensure confidentiality, use special (Legal) mail procedures;

- Filing an Emergency Prisoner Grievance - If you decide your complaint is too sensitive to file with the Officer in Charge, you can file your Grievance directly with the CDUSM. You can get the forms from your housing unit officer, or a Facility supervisor;
- Writing to the Office of Inspector General (OIG), which investigates allegations of staff misconduct. The address is: Office of Inspector General, U.S. Department of Justice, 950 Pennsylvania Ave. Room 4706, Washington, DC. 20530; or
- Calling, **at no expense to the victim**, the OIG. The phone number is 1-800-869-4499.

All allegations of sexual abuse reported to Facility staff must be reported and will be investigated. Information concerning the identity of a prisoner victim reporting a sexual assault, and the facts of the report itself, shall be limited to those who have the need to know in order to make decisions concerning the prisoner-victim's welfare and for law enforcement investigative purposes.

(End of Provision)

22. Federal Acquisition Regulation (FAR) Agreement Provisions (May 2021)

This agreement incorporates the following agreement provisions by reference, with the same force and effect as if it was given in full text. Upon request, the full text will be made available. The full text of this provision may be accessed electronically at: <http://www.acquisition.gov>.

Agreement Provisions:

FAR 52.222-4 Contract Work Hours and Safety Standards – Overtime (May 2018)

FAR 52.222-41 Service Contract Labor Standards. (November 2024)

If the Collective Bargaining Agreement in block #15 on page one (1) of this Agreement is checked, the Local Government agrees In accordance with Section 2 (a) and 4 (c) of the Services Contract Act, as amended, employees employed by the contractor (s) in performing services covered by the Collective Bargaining Agreement (s) are to be paid wage rates and fringe benefits set forth in the current collective bargaining agreement and modified extension agreements.

FAR 52.222-42 Statement of Equivalent Rates for Federal Hires (May 2014)

FAR 52.222-43 Fair Labor Standards Act and the Service Contract Labor Standards – Price Adjustment (Multiyear and Option Contracts) (August 2018)

The current Local Government per-diem rates shall be the prevailing wages unless notified by the Federal Government.

If the Department of Labor Wage Determination in block #15 on page one (1) of this Agreement is checked, the Local Government agrees, in accordance with FAR 52.222.43 (a), (f), that it must notify the Federal Government of any increase or decrease in applicable wages and fringe benefits claimed under this clause within thirty (30) days after receiving a new wage determination.

(End of Provision)

23. Guaranteed Minimum Bed Space (September 2021)

This IGA **does not** contain a guaranteed minimum for bed space.

(End of Provision)

24. Economic Rate Adjustments (October 2021)

The Federal Government will use various price analysis techniques and procedures to ensure the rates established by this agreement is considered a fair and reasonable price. Examples of such techniques include, but are not limited to, the following:

- a. Comparison of the requested rate with the Independent Government Estimate for detention services, otherwise known as the Core Rate;
- b. Comparison with rates at other state or local facilities of similar size and economic conditions;
- c. Comparison of previously proposed prices and previous Federal Government and commercial contract prices with current proposed prices for the same or similar items; and
- d. Evaluation of the provided jail operating expense information.

The firm-fixed price per-diem rate for services is stipulated in block #11 on page one (1) of this agreement and shall not be subject to adjustment on the basis of **Pine County Jail** actual cost experience in providing the service. The per-diem rate shall be fixed for a period from the effective date of this agreement forward for **thirty-six (36) consecutive months**. The per-diem rate covers the support of one Federal prisoner per "Federal prisoner day", which shall include the day of arrival, but not the day of departure.

The per-diem rate and the guard/transportation hourly rate will remain unchanged during the renewal period(s) unless the Local Government requests an economic rate adjustment. To request a per-diem economic rate adjustment, the Local Government will need to access USMS' Capture system via the Law Enforcement Enterprise Portal (LEEP) at <https://portal.cjis.gov/wps/myportal/LEEPNG>. The Local Government may contact the Agreements Specialist for more information.

An economic rate adjustment to either rate can be requested by the Local Government after **thirty-six (36) months of continuous performance**. Request for economic rate adjustments prior to the ending of the **thirty-six (36) month period** preceding the most recent rate adjustment shall only be considered if there are extreme circumstances that warrants a review of an out of cycle economic rate adjustment. Granting an out of cycle economic rate adjustment is not guaranteed.

To request an out of cycle per-diem economic rate adjustment, the Local Government will need to follow the same instructions as requesting an economic rate adjustment during the renewal period. For the request to be considered, the Local Government must demonstrate that its costs have substantially increased during the current **thirty-six (36) month period**. The Local Government shall provide the Agreements Specialist documentation to include cost and pricing data to justify

the facility's out of cycle economic rate adjustment request. The request and its supporting documentation are the sole responsibility of the Local Government to provide a complete request package to the Agreements Specialist. Incomplete or missing data may delay the request being processed or causing the request to be denied altogether.

Two (2) or more out of cycle economic rate adjustment requests within the same **thirty-six (36) month period** with an aggregate proposed increase of 25% or more are not permissible under this agreement.

(End of Provision)

25. Billing and Financial Provisions (May 2021)

The Local Government shall prepare and submit for certification and payment, original and separate invoices each month to each Federal Government component responsible for Federal prisoners housed at the Facility.

Address(es) for the component(s) is/are:

United States Marshals Service

District of Minnesota
402 U.S. Courthouse
300 South 4th Street
Minneapolis, Minnesota 55415
Contact Information: (612)- 664-5900

To constitute a proper monthly invoice, the name and address of the Facility, the name of each Federal prisoner, their specific dates of confinement, the total days to be paid, the appropriate per diem rate as approved in the agreement, and the total amount billed (total days multiplied by the per-diem rate per day) shall be listed, along with the name, title, complete address, and telephone number of the Local Government official responsible for invoice preparation. Additional services provided, such as transportation and guard services, shall be listed separately and itemized.

Nothing contained herein shall be construed to obligate the Federal Government to any expenditure or obligation of funds in excess of, or in advance of, appropriations in accordance with the [31 U.S.C Section 1341](#) – Limitations on expending and obligating amounts.

(End of Provision)

26. Payment Procedures (May 2021)

The Federal Government will make payments to the Local Government at the address listed in block #6 on page one (1) of this agreement. The payments will be made promptly after the district office has received and certified the invoice is correct.

(End of Provision)

27. Hold Harmless (May 2021)

It is understood and agreed that the Local Government shall fully defend, indemnify, and hold harmless the United States of America, its officers, employees, agents, and servants, individually and officially, for any and all liability caused by any act of any member of the Local Government or anyone else arising out of the use, operation, or handling of any property (to include any vehicle, equipment, and supplies) furnished to the Local Government in which legal ownership is retained by the United States of America, and to pay all claims, damages, judgments, legal costs, adjuster fees, and attorney fees related thereto. The Local Government will be solely responsible for all maintenance, storage, and other expenses related to the care and responsibility for all property furnished to the Local Government.

(End of Provision)

28. Disputes (May 2021)

Disputes, questions, or concerns pertaining to this Agreement will be resolved between appropriate officials of each party. Both the parties agree that they will use their best efforts to resolve the dispute in an informal fashion through consultation and communication, or other forms of non-binding alternative dispute resolution mutually acceptable to the parties.

(End of Provision)

29. Review of Services (November 2021)

Review standards for prisoners may differ among authorized agency users. The Local Government agrees to allow periodic unannounced reviews by Federal Government, to include approved Federal contractors, in accordance with the standards required by any or all of the Federal authorized agency users whose prisoners may be housed pursuant to this Agreement. A summary of inspection findings will be shared with the facility administrator in order to promote improvements to facility operations, conditions of confinement, and levels of services. If the Federal Government identifies significant finding(s) during the review, the Local Government will provide the Federal Government with a corrective action plan to address the issue(s).

(End of Provision)

30. IGA Amendments (May 2021)

For all amendments except for full or partial terminations, either party may initiate a request for amendment to this agreement in writing. All amendments negotiated will be effective only upon written approval of both parties.

(End of Provision)

31. Litigation (May 2021)

The Federal Government shall be notified, in writing, of all litigation pertaining to this agreement and provided copies of any pleadings filed or said litigation within five (5) business days of the filing.

The Local Government shall cooperate with the Federal Government legal staff and the United States Attorney regarding any requests pertaining to Federal Government or Local Government litigation.

(End of Provision)

32. The First Step Act (May 2021)

This agreement refers the Local Government facility operations and administrations to the following sections of the First Step Act:

- a. Section 613 of [Public Law 115-391 the FIRST STEP Act of 2018](#) and [18 USC 5043](#) with respect to any USMS juveniles in custody.
- b. Section 301 of [Public Law 115-391 the FIRST STEP Act of 2018](#) and that pursuant to USMS policy that these requirements have been adopted for all pregnant and postpartum USMS prisoners, regardless of case status. The postpartum period is twelve weeks after childbirth, miscarriage, or abortion.

(End of Provision)

(End of Agreement)

REGISTER OF WAGE DETERMINATION UNDER		U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT		EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary		WAGE AND HOUR DIVISION
of Labor		WASHINGTON D.C. 20210
		Wage Determination No.: CBA-2025-294
Diane Koplewski	Division of	Revision No.: 0
Director	Wage Determinations	Date Of Last Revision: 07/03/2025

State: Minnesota

Area: Pine

Employed on U.S. MARSHALS SERVICE contract for Employed on DEPT OF JUSTICE US MARSHALS SVC(IGA 41-91-0004) for Prisoner Housing and Guard/Transport Services.

Collective Bargaining Agreement between contractor: The County of Pine, and
union: AFSCME COUNCIL 65, LOCAL #1904, AFL-CIO Local #1904, effective 01/01/2025 through 12/31/2026.

In accordance with Section 2(a) and 4(c) of the Service Contract Act, as amended,
employees employed by the contractor(s) in performing services covered by the
Collective Bargaining Agreement(s) are to be paid wage rates and fringe benefits
set forth in the current collective bargaining agreement and modified extension
agreement(s).

U.S. Department of Justice
United States Marshals Service

Detention Facility Review

FACILITY FACTS

FACILITY OVERVIEW

Facility Name

Physical Address

Phone Number

Fax Number

City

State

Zip Code

County

District

Contract/Agreement Number

Contract/Agreement Type (Private, IGA, LUA)

Expiration Date

Closest USMS Office Name

Driving Time from Closest USMS Office

minutes

Driving Distance from Closest USMS Office

miles

Date of Last USMS Detention Facility Review

Points of Contact (Administrative, Facility, Intelligence, Medical, PREA, Restrictive Housing, Security)

(If needed, use "Other Notes Section" on last page to document more than one point of contact.)

Title

Name

Type of Contact

Phone Number

Extension

Email Address

Title

Name

Type of Contact

Phone Number

Extension

Email Address

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UNCLASSIFIED//LAW ENFORCEMENT SENSITIVE (When Completed)

Title		Name	
Type of Contact	Phone Number	Extension	Email Address

Title		Name	
Type of Contact	Phone Number	Extension	Email Address

Title		Name	
Type of Contact	Phone Number	Extension	Email Address

Title		Name	
Type of Contact	Phone Number	Extension	Email Address

Title		Name	
Type of Contact	Phone Number	Extension	Email Address

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Prisoner Information (Annotate the number of prisoners per category)

	Adult Male	Adult Female	Juvenile Male	Juvenile Female	Total
Total Facility Bed Capacity					
USMS Allocated Beds					
Facility Average Daily Population (Last 12 Months)					
USMS Average Daily Population					
Local/Non-Federal Average Daily Population					
Bureau of Prisons Average Daily Population					
ICE Average Daily Population					

Security Staff Information (Annotate number of authorized and filled positions per facility's staffing plan)

	Authorized	Filled
Warden		
Assistant Warden		
Chief of Security		
Shift Supervisors		
Other Supervisors		
Corrections Officers		
Transportation Officers		
Perimeter Security		
Restrictive Housing Security		
Other Security		

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UNCLASSIFIED//LAW ENFORCEMENT SENSITIVE (When Completed)

UNCLASSIFIED//LAW ENFORCEMENT SENSITIVE (When Completed)**Medical Staff Information** (Annotate number of authorized and filled positions per facility's staffing plan)

	Authorized	Filled
Physician		
Physician's Assistant		
Nurse Practitioner		
Registered Nurse		
Licensed Practical Nurse		
Mental Health Professional		
Other Medical Staff		

Contraband

List facility's total number of contraband incidents since last USMS DFR (if applicable).

Drugs or Alcohol	Drugs or Alcohol Paraphernalia	Electronic Devices
Electronic Device Accessory	Weapon	Tool

Incidents

List facility's total number of incidents since last USMS DFR (if applicable).

Suicides	Suicide Attempts	Escapes	
Escape Attempts	Physical Assaults on Prisoners	Physical Assaults on Staff	
Health Care Grievances	Natural Deaths	Sexual Assaults on Prisoners	
Sexual Assaults on Staff	Homicides	Riots/Disturbances	
Overdose Deaths	Overdoses	Use of Force	Excessive Use of Force

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Was the USMS notified of all incidents involving USMS prisoners?

☐ Yes ☐ No

Incidents Not Reported (Contraband, Suicide, Suicide Attempt, Escapes, Escapes Attempts, Physical Assaults on Prisoners, Physical Assault on Staff, Health Care Grievances, Natural Death, Sexual Assault on Prisoners, Sexual Assault on Staff, Homicides, Riots/Distributions, Overdoses, Use of Force). (If needed, use "Other Notes Section" on last page to document more than one incident.)

Incident Type (Use Incident types listed above)

Incident Subtype (Leave blank)

Date of Incident

Remarks

Incident Type (Use Incident types listed above)

Incident Subtype (Leave blank)

Date of Incident

Remarks

Incident Type (Use Incident types listed above)

Incident Subtype (Leave blank)

Date of Incident

Remarks

Incident Type (Use Incident types listed above)

Incident Subtype (Leave blank)

Date of Incident

Remarks

Incident Type (Use Incident types listed above)

Incident Subtype (Leave blank)

Date of Incident

Remarks

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Court Action

(If needed, use "Other Notes Section" on last page to document more than 3 actions)

Are there any court orders or pending major litigation affecting the facility?

☐ Yes ☐ No

Case Name/Number

Select Functional Area

- | | |
|---|--|
| ☐ Admin & Mgmt | ☐ Food Service |
| ☐ Health Care | ☐ Safety & Sanitation |
| ☐ Security & Control | ☐ Service & Programs |

Date of Court Filing

Case Name/Number

Select Functional Area

- | | |
|---|--|
| ☐ Admin & Mgmt | ☐ Food Service |
| ☐ Health Care | ☐ Safety & Sanitation |
| ☐ Security & Control | ☐ Service & Programs |

Date of Court Filing

Case Name/Number

Select Functional Area

- | | |
|---|--|
| ☐ Admin & Mgmt | ☐ Food Service |
| ☐ Health Care | ☐ Safety & Sanitation |
| ☐ Security & Control | ☐ Service & Programs |

Date of Court Filing

ADMINISTRATION AND MANAGEMENT**Policy Development and Monitoring**

Does the facility maintain policies and procedures that describe facility operations, maintenance and administration?

☐ Yes ☐ No

Do policies have a date documenting the last time the responsible facility manager/administrator reviewed the policy to ensure it remains current, accurate, and relevant to the facility's operation?

☐ Yes ☐ No

If 'Yes', Date of Last Internal Review

Policy Communication and Access

Are policies and procedures communicated to all employees?

☐ Yes ☐ No

Does staff have 24/7 access to policies and procedures?

☐ Yes ☐ No

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Prisoner Property and Money

Does the facility properly inventory prisoner property?

☐ Yes ☐ No

Does the facility properly store prisoner property?

☐ Yes ☐ No

Does the facility properly return prisoner property?

☐ Yes ☐ No

Does the facility properly inventory prisoner money?

☐ Yes ☐ No

Does the facility properly store prisoner money?

☐ Yes ☐ No

Does the facility properly return prisoner money?

☐ Yes ☐ No**Prisoner Release**

Has the facility erroneously released ANY prisoner(s) during the review period?

☐ Yes ☐ No

Total number of non-USMS prisoners erroneously released

Total number of USMS prisoners erroneously released

Accommodations for Prisoners with Disabilities

Does the facility accept prisoners with disabilities?

☐ Yes ☐ No

Are adequate accommodations made available for prisoners with disabilities?

☐ Yes ☐ No**Contingency/Emergency Plans**

Does the facility have a written emergency plan in place for situations that threaten facility security? (e.g., riots, hunger strikes, disturbances, escapes, and hostage situations.)

☐ Yes ☐ No

Does the emergency plan have a date documenting the last time the responsible facility manager/administrator reviewed the policy to ensure it remains current, accurate, and relevant to the facility's operation?

☐ Yes ☐ No

If 'Yes', Date of Last Emergency Plan Review

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Is a hard copy of the emergency plan available for incorporation into the district's detention plan?

☐ Yes ☐ No

Does the facility's emergency plan include the USMS prisoners housed at the facility?

☐ Yes ☐ No

Does the facility have a written contingency plan in place for situations involving mass prisoner relocation? (e.g., weather, fire, flooding, facility not habitable.)

☐ Yes ☐ No

Does the contingency plan have a date documenting the last time the responsible facility manager/administrator reviewed the plan to ensure it remains current, accurate, and relevant to the facility's operation?

☐ Yes ☐ No

If 'Yes', Date of Last Contingency Plan Review

Is a hard copy of the contingency plan available for incorporation into the district's detention plan?

☐ Yes ☐ No

Does the facility's contingency plan include the USMS prisoners housed at the facility?

☐ Yes ☐ No

Staff Background Checks

Does the facility verify identity of employees prior to hiring via Fingerprints:

☐ Yes ☐ No

Does the facility verify identity of employees prior to hiring via Social Security Number:

☐ Yes ☐ No

Does the facility verify identity of employees prior to hiring via Date of Birth:

☐ Yes ☐ No

Does the facility verify identity of contractors prior to hiring via Fingerprints:

☐ Yes ☐ No

Does the facility verify identity of contractors prior to hiring via Social Security Number:

☐ Yes ☐ No

Does the facility verify identity of contractors prior to hiring via Date of Birth:

☐ Yes ☐ No

Does the facility verify identity of volunteers prior to hiring via Fingerprints:

☐ Yes ☐ No

Does the facility verify identity of volunteers prior to hiring via Social Security Number:

☐ Yes ☐ No

Does the facility verify identity of volunteers prior to hiring via Date of Birth:

☐ Yes ☐ No

Are initial background and reference checks completed for all employees prior to hiring?

☐ Yes ☐ No

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Are initial background and reference checks completed for all contractors prior to hiring?

☐ Yes ☐ No

Are initial background and reference checks completed for all volunteers prior to hiring?

☐ Yes ☐ No

Do the background and reference checks include verification of employment history for the past five (5) years?

☐ Yes ☐ No

Do the background and reference checks include verification residency for the past three (3) years?

☐ Yes ☐ No

Do the background and reference checks include credit history to reveal current delinquency?

☐ Yes ☐ No

Do the background and reference checks include credit history to reveal unresolved liens?

☐ Yes ☐ No

Do the background and reference checks include credit history to reveal accounts in collection?

☐ Yes ☐ No

Do the background and reference checks include credit history to reveal court-ordered judgments?

☐ Yes ☐ No

Do the background and reference checks include criminal history to reveal felony convictions?

☐ Yes ☐ No

Do the background and reference checks include criminal history to reveal disqualifying misdemeanor convictions?

☐ Yes ☐ No

Do the background and reference checks include verification that there are no derogatory civil records?

☐ Yes ☐ No

Do the background and reference checks address alcohol dependency?

☐ Yes ☐ No

Do the background and reference checks address drug dependency?

☐ Yes ☐ No

Does the facility conduct re-investigations of employees, contractors, and volunteers?

☐ Yes ☐ No

If so, how often?

Reporting/Investigating Staff Misconduct

How many administrative allegations of staff misconduct were reported since the last DFR (if applicable)?

How many criminal allegations of staff misconduct were reported since the last USMS DFR (if applicable)?

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How many criminal allegations of staff misconduct were reported to law enforcement since the last USMS DFR (if applicable)?

Prisoner Anti-Discrimination

Does the facility have a prisoner anti-discrimination policy?

☐ Yes ☐ No

If Yes, does the policy address prisoner:

- | | | |
|--|---------------------------|--------------------------|
| Age? | ☐ Yes | ☐ No |
| Disability? | ☐ Yes | ☐ No |
| Equal Pay/Compensation? | ☐ Yes | ☐ No |
| Harassment? | ☐ Yes | ☐ No |
| National Origin? | ☐ Yes | ☐ No |
| Pregnancy? | ☐ Yes | ☐ No |
| Race/Color? | ☐ Yes | ☐ No |
| Religion? | ☐ Yes | ☐ No |
| Retaliation? | ☐ Yes | ☐ No |
| Sex? | ☐ Yes | ☐ No |
| Sexual Orientation? | ☐ Yes | ☐ No |
| Sexual Harassment? | ☐ Yes | ☐ No |
| Are services, programs, and activities provided to all eligible prisoners? | ☐ Yes | ☐ No |

Prison Rape Elimination Act (PREA) Compliance

Does the facility have a PREA compliance program?

☐ Yes ☐ No

Does the program address the following:

- | | | |
|--|---------------------------|--------------------------|
| Zero tolerance toward all forms of sexual abuse and sexual harassment? | ☐ Yes | ☐ No |
| Prevention and response planning? | ☐ Yes | ☐ No |
| Prisoner training and education? | ☐ Yes | ☐ No |
| Employee training and education? | ☐ Yes | ☐ No |
| Screening for risk of sexual victimization? | ☐ Yes | ☐ No |
| Reporting and investigations? | ☐ Yes | ☐ No |
| Discipline? | ☐ Yes | ☐ No |
| Medical/ mental health care? | ☐ Yes | ☐ No |
| Auditing? | ☐ Yes | ☐ No |
| Corrective action? | ☐ Yes | ☐ No |
| State compliance? | ☐ Yes | ☐ No |

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UNCLASSIFIED//LAW ENFORCEMENT SENSITIVE (When Completed)

Has the facility had an audit conducted by a DOJ certified PREA auditor within the past 3 years?

☐ Yes ☐ No

If 'No' to the previous question, has a DOJ PREA audit been scheduled?

☐ Yes ☐ No

If Yes, what is the scheduled DOJ PREA Audit Date?

If 'Yes' to the previous question, is a hard copy of the PREA audit available?

☐ Yes ☐ No

If 'Yes', Audit Date

What was the name of the Auditor?

If an audit was conducted, how many deficiencies were noted in the last PREA audit?

If there were deficiencies, is there a corrective action plan in place?

☐ Yes ☐ No

If Yes, has corrective action taken place?

☐ Yes ☐ No

Reason for not scheduling a PREA audit:

- ☐ Expense of PREA Audit
- ☐ Expense of constructions upgrades
- ☐ Expense of Technology upgrades
- ☐ Unaware of requirement
- ☐ Previous PREA audit failure

HEALTH CARE

Intake Screening

Does the facility have a designated health authority with responsibility for health care services?

☐ Yes ☐ No

Does the facility have policy or procedures for medical, mental health, and dental health screening during intake?

☐ Yes ☐ No

Do all prisoners undergo medical screening during the initial intake process?

☐ Yes ☐ No

If 'No', how long after intake does the medical screening occur?

 months days

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Does the facility ensure TB testing during the initial intake process?

☐ Yes ☐ No

If 'No', how long after intake does the TB test occur?

months days

Are TB test results provided to the USMS within 14 days?

☐ Yes ☐ No

If 'No', when were results provided?

months days

Do all prisoners undergo mental health screening during the initial intake process?

☐ Yes ☐ No

If 'No', how long after intake does the mental health screening occur?

months days

Do all prisoners undergo dental health screening within 14-days after the initial intake process?

☐ Yes ☐ No

If 'No', how long after intake does the dental health screening occur?

months days

Are all comprehensive medical screening results reviewed by a physician?

☐ Yes ☐ No

If Yes, how long after intake does this occur?

months days

Is a comprehensive health appraisal for each prisoner completed within 14-days after initial intake?

☐ Yes ☐ No

If 'No', how long after intake does the appraisal occur?

months days

Are intake medical screening records maintained for every prisoner?

☐ Yes ☐ No

Medical, Dental, and Mental Health

Does the facility have a medical unit staffed 24/7?

☐ Yes ☐ No

Does the facility employ an on-site mental health professional?

☐ Yes ☐ No

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UNCLASSIFIED//LAW ENFORCEMENT SENSITIVE (When Completed)

UNCLASSIFIED//LAW ENFORCEMENT SENSITIVE (When Completed)

Are prisoners with mental health issues identified as part of the vulnerable population?

☐ Yes ☐ No

Are prisoners with mental health issues referred to qualified mental health professionals?

☐ Yes ☐ No

Routine, Chronic, and Emergency Health Services

Are all prisoners made aware of the process for requesting health care services?

☐ Yes ☐ No

Does the facility document receipt and disposition of health care requests by prisoners?

☐ Yes ☐ No

Does the facility document all health care rendered to prisoners?

☐ Yes ☐ No

Does the facility document all health care referrals?

☐ Yes ☐ No

Does the facility document all health care refused by prisoners?

☐ Yes ☐ No

Does the facility have a policy or procedures for identifying medical emergencies?

☐ Yes ☐ No

Does the facility provide access to prescription medication?

☐ Yes ☐ No

Does the facility participate in the National Managed Care Contract (NMCC) and Pharmacy Program?

☐ Yes ☐ No

Does the facility have an onsite pharmacy?

☐ Yes ☐ No

Does the facility provide a 7-day supply of prescribed medication upon transfer or release?

☐ Yes ☐ No

Does the facility document responses to prisoner health care grievances?

☐ Yes ☐ No

When does the facility respond to health care grievances?

Days

Response to Medical, Mental and Dental Health Needs

Are all prisoners who require health care beyond the capacity of the facility transferred to a facility where such care is available?

☐ Yes ☐ No

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UNCLASSIFIED//LAW ENFORCEMENT SENSITIVE (When Completed)

UNCLASSIFIED//LAW ENFORCEMENT SENSITIVE (When Completed)

Are facility staff certified in CPR and basic first aid?

☐ Yes ☐ No

With the exception of emergencies, does the facility submit a request to the district to request approval for outside medical services?

☐ Yes ☐ No

Does the facility immediately notify the district in the event of a USMS prisoner medical emergency?

☐ Yes ☐ No

Suicide Prevention

Does the facility have a suicide prevention program?

☐ Yes ☐ No

Does the facility document staff training for prisoner suicide prevention?

☐ Yes ☐ No

Does the facility have procedures for identifying prisoners at risk for suicide?

☐ Yes ☐ No

Does the facility have procedures for monitoring prisoners at risk for suicide?

☐ Yes ☐ No

How often are welfare inspections conducted on suicidal prisoners?

☐ Constant Observation ☐ Every 15 mins ☐ Every 30 mins ☐ Every 45 mins ☐ Every hour
☐ More than 1 hour ☐ Never

Does the facility report suicidal gestures, remarks, tendencies, and attempts to the USMS?

☐ Yes ☐ No

Does the facility provide mental health services to suicidal prisoners?

☐ Yes ☐ No

Does the facility report restrictive housing of suicidal prisoners to the USMS?

☐ Yes ☐ No

How many suicidal prisoners were placed in restrictive housing during the rating period?

Prisoner Death

Does the facility have procedures to respond to a prisoner's death?

☐ Yes ☐ No

Does the facility immediately notify the USMS in the event of a USMS prisoner death?

☐ Yes ☐ No

Does the facility review each prisoner death?

☐ Yes ☐ No

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UNCLASSIFIED//LAW ENFORCEMENT SENSITIVE (When Completed)

Infectious Disease

Does the facility have written plan to address the management and reporting of infectious and communicable diseases?

☐ Yes ☐ No

Does the plan include:

HIV?	☐ Yes	☐ No
Tuberculosis?	☐ Yes	☐ No
Hepatitis?	☐ Yes	☐ No
Influenza?	☐ Yes	☐ No
Chlamydia?	☐ Yes	☐ No
COVID?	☐ Yes	☐ No
Ebola?	☐ Yes	☐ No
HPV?	☐ Yes	☐ No
Salmonella?	☐ Yes	☐ No
Scabies?	☐ Yes	☐ No
Zika?	☐ Yes	☐ No
E. coli?	☐ Yes	☐ No
Chicken Pox?	☐ Yes	☐ No

Does the facility report all cases of infectious and communicable diseases to the CDC?

☐ Yes ☐ No

Does the facility report all cases of infectious and communicable diseases to the USMS?

☐ Yes ☐ No

Does the facility have an infectious and communicable disease policy or procedures to:

Identify prisoners with infectious and communicable diseases?	☐ Yes	☐ No
Treat prisoners with infectious and communicable diseases?	☐ Yes	☐ No
Quarantine prisoners with infectious and communicable diseases?	☐ Yes	☐ No

Has the facility tested communication with local and federal health authorities?

☐ Yes ☐ No

Does the facility maintain adequate PPE for all staff in the event of a pandemic?

☐ Yes ☐ No

Does the facility maintain adequate PPE for all prisoners in the event of a pandemic?

☐ Yes ☐ No

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SECURITY AND CONTROL

Correctional Supervision

Are correctional officer posts located in, or immediately adjacent to, prisoner living areas so officers can respond promptly to emergency situations?

☐ Yes ☐ No

Does the facility use a minimum of 2 armed officers for prisoners transportation and hospital guarding?

☐ Yes ☐ No

Are prisoners managed and supervised 24 hours a day, 7 days a week?

☐ Yes ☐ No

Security Features

Are weekly inspections of all security devices conducted?

☐ Yes ☐ No

Security Inspections

Do supervisory staff conduct intermittent security sweeps of all areas prisoners occupy?

☐ Yes ☐ No

Searches and Contraband

Does the facility have procedures for searching prisoners for contraband upon arrival to the facility?

☐ Yes ☐ No

Does the facility have procedures for searching prisoners for contraband prior to transporting the prisoner?

☐ Yes ☐ No

Does the facility have procedures for searching prisoners for contraband after prisoner visitation?

☐ Yes ☐ No

Does the facility have procedures for searching prisoners for contraband after work details?

☐ Yes ☐ No

Does the facility notify the USMS if a USMS prisoner is found with contraband?

☐ Yes ☐ No

Prisoner Accountability and Supervision

Does the facility have procedures for physically counting prisoners?

☐ Yes ☐ No

If Yes, provide number of counts per day

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Use of Force

Does the facility have procedures for use of force?

☐ Yes ☐ No

Does the facility document every use of force incident?

☐ Yes ☐ No

Does the facility notify the USMS of every use of force incident involving USMS prisoners?

☐ Yes ☐ No

Does the facility investigate all use of force incidents?

☐ Yes ☐ No

Non-routine Use of Restraints

Does the facility have procedures for use of restraints?

☐ Yes ☐ No

Is the use of restraints on pregnant or postpartum USMS prisoners documented?

☐ Yes ☐ No

Does the facility report the use of restraints on pregnant or postpartum USMS prisoners?

☐ Yes ☐ No

Number of pregnant USMS prisoners housed during the period:

Key Control

Are keys controlled and inventoried?

☐ Yes ☐ No

Tools and Culinary Equipment Control

Are tools and culinary equipment controlled and inventoried?

☐ Yes ☐ No

How many missing items were reported during the rating period?

Weapons Control

Does the facility have procedures for the control and use of firearms and less-than-lethal devices?

☐ Yes ☐ No

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Prisoner Handbook and Discipline

Do prisoners have 24/7 access to a prisoner rule/handbook in English?

☐ Yes ☐ No

Does the prisoner rule/handbook include facility rules and disciplinary procedures for violations?

☐ Yes ☐ No

Do prisoners have 24/7 access to a prisoner rule/handbook in Spanish?

☐ Yes ☐ No

Does the prisoner rule/handbook include facility rules and disciplinary procedures for violations?

☐ Yes ☐ No

Restrictive Housing

Does the facility have written procedures for restrictive housing?

☐ Yes ☐ No

Does the facility have written procedures for monitoring prisoners in restrictive housing?

☐ Yes ☐ No

Does the facility immediately report restrictive housing of any USMS prisoner in the vulnerable population?

☐ Yes ☐ No

How many USMS prisoners in the vulnerable population were placed in restrictive housing during the rating period?

Does the facility report restrictive housing of every USMS prisoner, monthly to the USMS?

☐ Yes ☐ No

If Yes, how many USMS prisoners were placed in restrictive housing since the rating period?

How does the facility report restrictive housing to the USMS?

☐ Email ☐ Invoices ☐ Restrictive Housing Module

Does the facility have procedures for reintegration of a prisoner from restrictive housing into the general population?

☐ Yes ☐ No

Does the facility notify the prisoner of the reason for restrictive housing?

☐ Yes ☐ No

Does the facility conduct a disciplinary hearing within 7 days?

☐ Yes ☐ No

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Criminal Organization

(If needed, use "Other Notes Section" on last page to document more than 3 organizations.)

Does the facility collect criminal organization or security threat group information?

☐ Yes ☐ No

Name of Criminal Organization

Category (Leave blank)

Organization Level (Leave blank)

OID (Leave blank)

Remarks

Name of Criminal Organization

Category (Leave blank)

Organization Level (Leave blank)

OID (Leave blank)

Remarks

Name of Criminal Organization

Category (Leave blank)

Organization Level (Leave blank)

OID (Leave blank)

Remarks

FOOD SERVICE**Sanitation Requirements**

Has the facility been inspected by an external entity within the past 12 months to ensure that the food service and equipment meets established health, sanitation, and safety protocols?

☐ Yes ☐ No

If 'Yes', Date of Inspection

Were any violations identified?

☐ Yes ☐ No

Have those violations been corrected?

☐ Yes ☐ No

Was the facility re-inspected to ensure the violations were corrected properly?

☐ Yes ☐ No

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Adequate and Varied Meals

Does the facility provide 3 meals per day?

☐ Yes ☐ No

Does the facility provide a minimum of 2 hot meals per day?

☐ Yes ☐ No

Does the facility provide meals that are nutritionally adequate and varied, as approved by a dietitian?

☐ Yes ☐ No

Does the facility serve meals that match the approved meal menus?

☐ Yes ☐ No

Does the facility provide special meals for prisoner religious or medical needs?

☐ Yes ☐ No

SAFETY AND SANITATION

Fire Safety

Was an annual fire safety inspection conducted by an external entity?

☐ Yes ☐ No

If 'Yes', Date of Inspection

Were any violations identified?

☐ Yes ☐ No

Have those violations been corrected?

☐ Yes ☐ No

Was the facility re-inspected to ensure the violations were corrected properly?

☐ Yes ☐ No

Control of Dangerous Materials

Does the facility have procedures for the maintenance, inventory, and storage of flammable, toxic, and caustic materials and chemicals?

☐ Yes ☐ No

Does the facility have adequate personal protective equipment for the safe handling of chemicals?

☐ Yes ☐ No

Does the facility receive training on the safe use of each chemical?

☐ Yes ☐ No

If yes to the above question, is the training documented?

☐ Yes ☐ No

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Clothing, Laundry and Bedding

Are all prisoners issued at least two clean sets of temperature appropriate and properly sized clothing, to include uniforms, socks, underwear, t-shirts, braziers, and shoes?

☐ Yes ☐ No

Do prisoners have access to laundry facilities, or the ability to have their clothing items washed?

☐ Yes ☐ No

Do all prisoners receive adequate bedding, to include blanket, sheets, mattress and pillow?

☐ Yes ☐ No

How often is bedding washed or exchanged? (Weekly, Every 2 weeks, Every 3 weeks, Monthly, Every other month, Never)

☐ Weekly ☐ Every 2 Wks ☐ Every 3 Wks ☐ Monthly ☐ Every other month ☐ Never

Are exceptions to the laundry schedule made when clothes are soiled?

☐ Yes ☐ No

Are exceptions to the linen schedule made when linen and mattresses are soiled?

☐ Yes ☐ No

Are mattresses a minimum of 12 inches from the floor?

☐ Yes ☐ No

Housing

Are single cells a minimum of 56 square feet?

☐ Yes ☐ No

Are double cells a minimum of 72.5 square feet?

☐ Yes ☐ No

Does the facility triple bunk or use boat beds?

☐ Yes ☐ No

How many times did during the rating period?

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Personal Hygiene

Are toiletries provided to indigent prisoners at no cost?

☐ Yes ☐ No

Are the following available at no cost:

Soap?

☐ Yes ☐ No

If No, are all prisoner charged the same fee?

☐ Yes ☐ No

Toothpaste?

☐ Yes ☐ No

If No, are all prisoner charged the same fee?

☐ Yes ☐ No

Razors?

☐ Yes ☐ No

If No, are all prisoner charged the same fee?

☐ Yes ☐ No

Shampoo?

☐ Yes ☐ No

If No, are all prisoner charged the same fee?

☐ Yes ☐ No

Sanitary Napkins?

☐ Yes ☐ No

If No, are all prisoner charged the same fee?

☐ Yes ☐ No

Tampons?

☐ Yes ☐ No

If No, are all prisoner charged the same fee?

☐ Yes ☐ No

Do all prisoners have 24-hour access to an operable toilet?

☐ Yes ☐ No

Do all prisoners have 24-hour access to a washbasin with hot and cold running water?

☐ Yes ☐ No

Physical Facility and Equipment

Is the facility kept clean and in good repair?

☐ Yes ☐ No

Is all facility equipment in proper working order?

☐ Yes ☐ No

Is there any evidence or sign of mold?

☐ Yes ☐ No

Is there any evidence or sign of insects?

☐ Yes ☐ No

Is there any evidence or sign of rodents?

☐ Yes ☐ No

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UNCLASSIFIED//LAW ENFORCEMENT SENSITIVE (When Completed)

Does the facility have adequate environmental controls to provide for indoor prisoner living conditions with air temperatures maintained between 69 and 76 degrees?

☐ Yes ☐ No

SERVICE AND PROGRAMS

Classification, Review, and Housing

Does the facility have a procedure for prisoner classification, placement, and management?

☐ Yes ☐ No

Does the facility regularly review a prisoner's behavior or circumstances to determine housing placement?

☐ Yes ☐ No

Are all USMS prisoners clearly identified in the facility's classification system?

☐ Yes ☐ No

Copay and Fees

Are prisoners charged a fee for haircuts?

☐ Yes ☐ No

If 'Yes', are all prisoners charged the same fee?

☐ Yes ☐ No

Are prisoners charged a fee for meals?

☐ Yes ☐ No

If 'Yes', are all prisoners charged the same fee?

☐ Yes ☐ No

Are prisoners charged a fee for medical co-pay?

☐ Yes ☐ No

If yes, are all prisoners charged the same fee?

☐ Yes ☐ No

Religious Practices

Do prisoners have the opportunity to participate in the religious practice of their faith?

☐ Yes ☐ No

Volunteer Work Assignments

Does the facility allow USMS prisoners to hold a job in the facility?

☐ Yes ☐ No

Does the facility ensure that un-sentenced USMS prisoners are not required to hold a job in the facility unless they volunteer to do so?

☐ Yes ☐ No

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UNCLASSIFIED//LAW ENFORCEMENT SENSITIVE (When Completed)

UNCLASSIFIED//LAW ENFORCEMENT SENSITIVE (When Completed)

Does the facility pay USMS prisoners for services provided during scheduled work hours?

☐ Yes ☐ No

Are USMS prisoners assigned to work outside of the secure perimeter of the facility?

☐ Yes ☐ No

Does the facility document all USMS prisoner work assignments?

☐ Yes ☐ No

Prisoner Grievance Program

Does the prisoner grievance protocol include at least one level of appeal?

☐ Yes ☐ No

Does the facility document responses and dispositions of prisoner grievances?

☐ Yes ☐ No

When does the facility respond to the prisoner grievances?

Months Days

Juveniles

Does the facility house juveniles? If 'No', move to next section.

☐ Yes ☐ No

Does the facility have procedures for housing juveniles?

☐ Yes ☐ No

Does the facility ensure the special diet, exercise, and education needs of juvenile prisoners are met?

☐ Yes ☐ No

Does the facility place prisoners under 21 who are charged as juveniles in restrictive housing?

☐ Yes ☐ No

Does the facility immediately report restrictive housing of USMS juvenile prisoners?

☐ Yes ☐ No

Does the facility ensure that voluntary and involuntary restrictive housing of prisoners under 21 who are charged as juveniles are removed from restrictive housing every 3 hours?

☐ Yes ☐ No

Exercise and Out-of-Cell Opportunities

Does the facility provide prisoners with opportunity for exercise and out-of-cell time?

☐ Yes ☐ No

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UNCLASSIFIED//LAW ENFORCEMENT SENSITIVE (When Completed)

Telephone Access

Do prisoners have adequate access to telephones?

☐ Yes ☐ No

Access to the Courts and Legal Materials

Do prisoners have access to the courts?

☐ Yes ☐ No

Do prisoners have access to legal material/law library?

☐ Yes ☐ No

Access to Legal Representation

Do the prisoners have confidential access to counsel via telephone?

☐ Yes ☐ No

Do the prisoners have confidential access to counsel via written correspondence?

☐ Yes ☐ No

Do the prisoners have confidential access to counsel via visitation?

☐ Yes ☐ No

Visitation

Does the facility have a prisoner visitation program?

☐ Yes ☐ No

Does the prisoner visiting room have barriers to prevent contact visitation?

☐ Yes ☐ No

Mail and Correspondence

Can Prisoners send and receive mail?

☐ Yes ☐ No

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CONCLUSION

Other Notes

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Additional Points of Contact

Title

Name

Type of Contact

Phone Number

Extension

Email Address

Title

Name

Type of Contact

Phone Number

Extension

Email Address

Title

Name

Type of Contact

Phone Number

Extension

Email Address

Detention Facility Review (DFR) Acknowledgment

I acknowledge that I have completed DFR training within the last 365 days and I have a current [USM-222](#), Additional Duty Designation, designating me as a Detention Facility Reviewer.

Detention Facility Reviewer

Title

Date

SDUSM

Title

Date

CDUSM/USM

Title

Date

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County Board Agenda Request

Date of Meeting: July 15, 2025

☒ Consent Agenda ☐ Regular Agenda

Item Title: Promotion - Laurie Brown to Senior Corrections Officer

Department: Sheriff's Office - Jail

Department Head / Project Lead signature

Background information on Item:

Laurie demonstrates professional leadership and excellence as a Corrections Officer/Recreations Director and Assistant Jail Programmer. Laurie is an effective coach and mentor of staff successfully providing for the safety and security of the inmates and staff inside our facility. Laurie has over 14 years FT experience in corrections, effectively training new staff as a skilled Field Training Officer (FTO). Laurie has 7 years experience as a Jail Sergeant, with completed coursework as a qualified instructor in the following: Cell Searches, Facility Searches, level 1 & level 2 pat and strip searches. Laurie is also certified as the PREA manager for the jail with experience in audit preparation. See attached "Job Description", "Expectations and Standards" and completed "Request for Consideration Form" for more details.

This change in grade only, reflects no change in current wage

Grade 8 - Senior Corrections Officer is an approved position within the current Labor Agreement. This promotion fills the third of four available Senior Corrections Officer opportunities.

Action Requested:

Approve the promotion of full-time Correctional Officer, Laurie Brown from Corrections Officer - Grade 7, to Senior Corrections Officer - Grade 8.

Financial Impact:

None. Position is contained in the 2025 budget and staffing plan.



County Board Agenda Request

Date of Meeting: 07/15/2025

☒ **Consent Agenda** ☐ **Regular Agenda**

Item Title: Promotion of Henry Randa

Department: Sheriff

Jeff Nelson

Department Head / Project Lead signature

Background information on Item:

In January 2025, the County Board authorized the establishment of a Deputy Sheriff Trainee position to support recruitment and provide individuals actively pursuing a POST license an opportunity to gain experience within the Sheriff's Office. Upon successful completion of these requirements, trainees become eligible for full-time employment as licensed peace officers. Henry Randa, the current incumbent, is expected to complete his POST licensing requirements on July 9, 2025, qualifying him for promotion to a licensed Deputy Sheriff position.

Action Requested:

Approve the promotion of Henry Randa from Deputy Sheriff Trainee (Grade 8, \$26.90/hour) to Deputy Sheriff (Grade 10, \$31.47/hour), effective 7/21/2025.

Financial Impact:

There is no budget impact, as this promotion will fill an existing vacant Deputy Sheriff position.



County Board Agenda Request

Date of Meeting: July 15th, 2025

☒ Consent Agenda ☐ Regular Agenda

Item Title: Full-time Secretary position

Department: Pine County Sheriff's Office

Department Head / Project Lead signature

Background information on Item:

Kendra Borden has accepted the position as Full-time Sheriff's Secretary.

Kendra Borden's effective employment date will be July 15th, 2025 at \$25.00, Grade 4.

Action Requested:

The Pine County Sheriff's Office asks the County Board to approve Kendra Borden for full time Sheriff's Secretary.

Financial impact:

This position is budgeted for 2025.



County Board Agenda Request

Date of Meeting: 07/15/2025

☒ Consent Agenda ☐ Regular Agenda

Item Title: Approve Conference Attendance

Department: HHS

Rebecca Foss

Department Head / Project Lead signature

Background information on Item:

The following individuals have requested to attend the 2025 St. Louis HHS Conference in Duluth from October 8th to 9th:

Public Health Nurse Sarah Johnson
Social workers Mary Heffner, Lora Masterson, Amy Tvedt, Brenda Danielson, and Morgan Foxx
Community Support Technician Lisa Stoffel
Social services case aide Marady Koland

Action Requested:

Authorize Sarah Johnson, Morgan Foxx, Mary Heffner, Lora Masterson, Amy Tvedt, Brenda Danielson, Lisa Stoffel and Marady Koland to attend the 2025 St. Louis HHS Conference in Duluth from October 8th to 9th.

Registration: \$100/person

Meals: \$34/person

Mileage: \$60 (most of the above will carpool/take county car)

Other: \$60 for parking

Total cost: \$1,192

There are funds in the HHS Staff Development Line Items to cover the cost of attending the conference.



County Board Agenda Request

Date of Meeting: July 15th, 2025

☐ Consent Agenda ☐ Regular Agenda

Item Title: Request for Overnight Training/Lodging

Department: Probation

Department Head / Project Lead signature

Background information on Item:

Career Agent Devin Petersen will be a trainer at the Statewide Training Academy's Core Correctional Practices training at Camp Ripley. The Minnesota Department of Corrections is paying for lodging.

Action Requested:

Consider authorization of Career Agent Devin Petersen to attend the Core Correctional Practices training as a trainer August 20th-21st at Camp Ripley. He would stay the night's of August 19th-20th, and lodging will be paid for by the DOC.

Mileage @ 194 miles=\$135.80

Meals= \$72.00

Total= \$207.80

Probation has budgeted for this and has funds available in their 2025 budget.



County Board Agenda Request

Date of Meeting: July 15, 2025

☒ **Consent Agenda** ☐ **Regular Agenda**

Item Title: Training

Department: Administration/Economic Development

Department Head / Project Lead signature

Background information on Item:

Economic Development Coordinator Lezlie Sauter to attend courses through the International Economic Development Council (IEDC) for Certified Economic Developer certification (CEcD) and Entrepreneurship Development Professional certification (EDP), over the next two years, online. Total cost including the exam fees = \$7,464, reduced to \$6,035 due to some courses being waived based on relevant work experience.

Action Requested:

Consent approval requested. Funds are available through the Initiative Foundation grant (\$5,000) and in the 2025 Economic Development budget.



COUNTY BOARD AGENDA REQUEST

Date of Meeting: July 15, 2025

☒ Consent Agenda

☐ Regular Agenda

Item Title: Assessor Continuing Education

Department: Assessor

Lorri L. Houtsma

Department Head/Project Lead Signature

Background information on Item:

Each year the Minnesota Association of Assessment Personnel hosts a workshop which is held for all assessment technicians, administrative assistants and/or clerical personnel working in the County Assessor's office. This training is an excellent resource in keeping the County's staff up-to-date with current law changes regarding homesteading, classifications, programs, etc.

Action Requested:

Consider Anthony Olson attending the MAAP Workshop August 14-15, 2025, at the Holiday Inn Hotel in Alexandria, Minnesota.

Financial Impact:

The cost of the workshop is \$170.00 (\$140.00 registration fee and \$30.00 membership fee) together with mileage (\$185.64) and two-night hotel stay (\$242.84). Dinners are not included and are estimated at \$42.00. Total approximate cost: \$640.48. All expenses are within the 2025 Assessor's office budget.



County Board Agenda Request

Date of Meeting: 07/15/2025

☒ Consent Agenda ☐ Regular Agenda

Item Title: Approve Conference Attendance

Department: HHS

Rebecca Foss

Department Head / Project Lead signature

Background information on Item:

HHS Supervisors Cassandra Olson and Pat Meacham have requested to attend the 2025 Minnesota Supervisor's Conference in Breezy Point from September 8th - 10th.

Action Requested:

Authorize Pat Meacham and Cassandra Olson to attend the MN Supervisor's Conference in Breezy Point from September 8th - 10th.

Registration: \$90/person

Lodging and Accommodations: \$580/person

Meals: \$60 total

Travel: \$175 total

Total cost: \$1,575

There are funds in the HHS Budget to cover the costs associated with attendance at the conference.



County Board Agenda Request

Date of Meeting: July 15, 2025

☒ Consent Agenda ☐ Regular Agenda

Item Title: AMC Fall Policy Conference

Department: Administration

Department Head / Project Lead signature

Background information on Item:

AMC Fall Policy Conference

The AMC Fall Policy Conference is at the Arrowwood Resort & Conference Center, Alexandria, Minnesota on September 10-12, 2025 (pre-conference events September 10, 2025)

Action Requested:

Approve attendance at the AMC Fall Policy Conference, September 10-12, 2025 (pre-conference meeting on September 10, 2025) for the county administrator and any commissioner desiring to attend.

Financial Impact:

Registration: \$325 per attendee, Lodging: \$123 standard room/\$153 suite + tax per night. Funds are available in the 2025 Administration and Commissioner budgets.

**Personnel Committee
July 7, 2025 – 9:00 a.m.
Via Video Meeting
Pine City, Minnesota**

Present via electronic means: Commissioner Josh Mohr and Alternate Commissioner Roger Nelson – substituting for Commissioner Matt Ludwig

Also present via electronic means: County Administrator David Minke, Human Resources Manager Jackie Koivisto, County Auditor-Treasurer Kelly Schroeder, Social Services Supervisor Pat Meacham, Human Resources Generalist Jen Frederickson.

1. Commissioner Mohr called the meeting to order at 9:04 a.m.
2. **Motion** by Commissioner Nelson to approve the Minutes of the June 9, 2025, Personnel Committee meeting. Second by Commissioner Mohr. Motion carried 2-0.
3. **Motion** by Commissioner Mohr to approve the July 7, 2025, Personnel Committee agenda with the addition of Agenda Item #6: Sheriff's Office. Second by Commissioner Nelson. Motion carried 2-0.
4. Health & Human Services – Veterans Services
 - a. Social Services Supervisor Pat Meacham requested an update to the job description for the Registered Nurse (RN) position. The revised job description will reflect that an RN may be supervised by an HHS Supervisor from outside of the Public Health unit. Additionally, references to the Licensed Practical Nurse (LPN) role will be removed, as this position is longer in use. Other revisions will include updated terminology to align with current standards in the social services / public health fields. The changes will not affect the position's grade or pay.

Motion by Commissioner Nelson to recommend approval of the updated Registered Nurse (RN) job description. The revised job description will reflect supervision by HHS Supervisor outside of the Public Health unit, will remove references to the Licensed Practical Nurse (LPN) role as it is no longer in use, and will include updated terminology to align with current standards in the social services / public health fields. The changes will not affect the position's grade or pay. Second by Commissioner Mohr. Motion carried 2-0.
 - b. Social Services Supervisor Pat Meacham requested a reclassification of the Grade 11 Public Health Nurse (PHN) in the Social Services Unit due to Pine County ending its care coordination portion of a Blue Cross Blue Shield (BCBS) agreement in September 2025. The impacted position, and incumbent employee, will transition to providing case management for waived services and will not require the PHN certification – reclassifying the position from a Grade 11 PHN, with a pay range of \$31.14 - \$41.28/hour, to a Grade 10 Social Worker, with a grade range of \$29.38 - \$38.95/hour, and aligning the role with other waived services case managers within the Health & Human Services department. Per the labor agreement, there will be no immediate change in the employee's pay, the employee will not receive any step increases but could qualify for cost-of-living increases if so awarded.

Motion by Commissioner Mohr to recommend reclassifying the Grade 11 Public Health Nurse (PHN) in the Social Services Unit due to Pine County ending its care coordination portion of a Blue Cross Blue Shield (BCBS) agreement in September 2025. The impacted position, and incumbent employee, will transition to providing case management for waived services. By not requiring the PHN certification, the position can reclassify from a Grade 11 PHN, with a pay range of \$31.14 - \$41.28/hour, to a Grade 10 Social Worker, with a pay range of \$29.38 - \$38.95/hour, and will align with other waived services case managers within the Health & Human Services department. Per the labor agreement, there will be no immediate change in the employee's pay, the employee will not receive any step increases but could qualify for cost-of-living increases if so awarded. Second by Commissioner Nelson. Motion carried 2-0.

5. Auditor-Treasurer – Solid Waste

- a. County Auditor-Treasurer Kelly Schroeder announced the resignation of part-time, Solid Waste Technician I James Melvin, effective June 21, 2025. Backfill is not requested at this time as current staff will absorb the vacant shifts.

Motion by Commissioner Nelson to recommend acknowledging the resignation of part-time Solid Waste Technician I James Melvin, effective June 21, 2025. Backfill is not requested at this time as current staff will absorb the vacant shifts. Second by Commissioner Mohr. Motion carried 2-0.

6. Sheriff's Office

- a. Human Resources Manager Jackie Koivisto announced the retirement of Investigator Richard Giese, effective July 31, 2025. Backfill is not requested at this time.

Motion by Commissioner Mohr to acknowledge the retirement of Investigator Richard Giese, effective July 31, 2025. Backfill of the position is not requested at this time. Second by Commissioner Nelson. Motion carried 2-0.

7. Administration

It was the consensus of the committee to conduct the administrator's annual performance review at the August committee meeting.

8. Recruitment Update for June

Human Resources Manager Jackie Koivisto created the following update as of June 30, 2025:

Open positions (backfill & new)

# of positions	Title	Department / Office
2	Part-Time Corrections Officer	PCSO – Corrections
2	Full-Time Corrections Officer (1 hired in July)	PCSO – Corrections
1	Highway Maintenance Supervisor*	Public Works - Highway
1	Land & Resources Manager*	Planning & Zoning
1	Sheriff's Office Secretary (hired in July)	PCSO
1	Clerk III - Auditor	Auditor - Treasurer
1	Part-Time Dispatcher	PCSO - Dispatch
9	TOTAL	

**to be filled at a later date*

New Hires

# of positions	Title	Department / Office
1	Part-Time Corrections Officer	PCSO - Corrections
1	TOTAL	

Separations

# of positions	Title	Department
1	PT Assistant County Veterans Service Officer	Veterans Services
1	Part-Time Probationary Dispatcher	PCSO - Dispatch
1	Part-Time Solid Waste Technician I	Solid Waste - Recycling
3	TOTAL	

Exit Interviews

Exit interviews completed: 0

9. With no further business, the meeting was adjourned at 9:30 a.m.

Registered Nurse

Grade: 10



Pine County Dept/Division: *Health & Human Services*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate professional work providing home visits, education and outreach to individuals and families, performing medical evaluations health assessments, collecting medical data, preparing and maintaining files and records, preparing and dispensing medications, and related work as apparent or assigned. Work is performed under the limited supervision of the Public Health a Health and Human Services Supervisor. Occasional oversight is exercised over LPN.

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

- Provides home visits in clients' homes in rural communities, Public Health/WIC offices, schools, or via telephone calls, in response to referrals to access County services; provides immunization clinics, conducts child and teen outreach and education.
- Provides comprehensive and focused assessment, reassessment, planning, implementation, monitoring of health/family status and evaluation of clients and/or families' systems, i.e. financial, social, psychological, developmental, environmental, safety and total health needs as to prevent/promote healthy lifestyle choices.
- Educates clients/families about the benefits of preventative health care, services available, and when/how to obtain these services and makes appropriate referrals to the service providers.
- Develops nursing care plan and patient goals, explains physician's findings and ensures that instructions are being followed; makes referrals as necessary.
- Prepares documentation of all client contact, home visits, screenings, reports, assessments, medical records, referrals made or recommendations needing follow up; and other case management documentation. with other county related departments or community partners.
- Participates in county emergency preparedness and response; community events-immunization clinics, coordinates community ttraining events, health fairs and presentations.

Knowledge, Skills and Abilities

Thorough knowledge of the principles, standards, practices and techniques of professional and public health nursing; thorough knowledge of the dangers inherent in and the precautions to be taken in the use of drugs and other medication; thorough knowledge of treatment, assessment, immunization and related medical services for the type of medically ill patients in area of assignment; thorough knowledge of local and State rules, regulations, procedures and policies pertaining to nursing services; ability to exercise judgment in appraising situations and making decisions; ability to accurately maintain patient medical records and prepare reports; ability to solve problems within scope of responsibility; ability to establish and maintain effective working relationships with patients, physicians and associates.

Registered Nurse

Grade: 10



Pine County Dept/Division: *Health & Human Services*

FLSA Status: *Non-Exempt*

Education and Experience

Associates/Technical degree with coursework in nursing, or related field and moderate experience working as a Registered Nurse, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires lifting and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling and pushing or pulling; 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, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to fumes or airborne particles, exposure to outdoor weather conditions, wearing a self-contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

- Registered Nursing License
- Valid driver's license

Pine County Transportation Advisory Committee
July 7, 2025, 1:00 p.m.
County Board Room
Pine City, Minnesota

Members Present:

Commissioner JJ Waldhalm
Commissioner Steve Hallan

Others Present:

County Attorney Reese Frederickson, County Engineer Mark LeBrun, Assistant County Engineer Aaron Gunderson, and County Administrator David Minke

The meeting was called to order at 1:03 p.m.

There were no changes to the agenda.

Vern Anderson introduced himself. He is a resident of Windemere Township and the road manager for the township. He installed a business advertising sign 22 years ago and received a notice from Aaron on June 4th noting that the sign was in the right-of-way and needed to be removed.

Aaron explained that when Minnesota became a state, if property was used for roads, after six years the road authority had a 66-foot right-of-way. In the absence of a plat or right-of-way purchase, the right-of-way is defined by use and a prescriptive right of way exists. Use is determined by several factors such as the back of the ditch, how far the snow storage goes, or where utilities are. It is not arbitrary but is based on the finder of fact. Aaron is the finder of fact for Pine County.

Vern noted that he had authority from the previous town zoning administrator. Zoning authority does not extend into the right-of-way.

Discussion about the right-of-way and the use by adjoining property owners. It is common, especially on small lake lots, that owners encroach into the right-of-way.

Mark noted that the county does not have a sign removal program. They respond to complaints or if they notice a new sign that is a hazard, they will ask for it to be removed.

With no further business, motion by Commissioner Hallan to adjourn. Second by Commissioner Waldhalm. Motion carried 2-0.



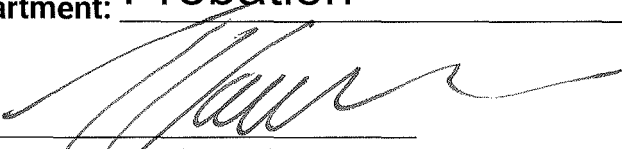
County Board Agenda Request

Date of Meeting: July 15th, 2025

Consent Agenda ☒ Regular Agenda

Item Title: Recognition of National Pretrial, Probation, & Parole Supervision Week

Department: Probation


Department Head / Project Lead signature

Background information on Item:

Please recognize the 90,000 community corrections professionals nationwide that work to keep our communities safe by acknowledging National Pretrial, Probation, & Parole Supervision Week, July 20-26, 2025.

Action Requested:

None. Information Only.



County Board Agenda Request

Date of Meeting: July 15, 2025

☐ Consent Agenda ☒ Regular Agenda

Item Title: Fiber Optic Joint Powers Board Termination Agreement

Department: Administration

Department Head / Project Lead signature

Background information on Item:

In the late 1990's, Pine City community leaders determined that there was insufficient broadband connectivity and began an effort to establish faster service. The effort included government entities and private businesses. The initial effort resulted in the "Pine City Net Plan". The initiative was intended to raise awareness, survey needs, and create a vision.

In 2002, the Pine City Fiber Optic Joint Powers Board (JPB) was created to develop and manage a fiber optic network. In 2003, fiber was installed connecting city hall, the public library, and Pine County. In 2004, the system was expanded to the Pine City industrial park and the north I35 interchange. In 2005 an IRU (Indefeasible Right of Use) between the City of Pine City and U.S. Cable was negotiated. U.S. Cable's interest has since been taken over by Midco.

The city has sold the network to Midco and reserved a 20-year service agreement allowing the city and county to continue to use the network.

Over the years, the utility of the JPB has decreased as broadband service has increased. The JPB has taken no substantive action in over a decade.

It is the consensus of the JPB that it should be formally terminated. County Attorney Reese Frederickson has drafted the attached Termination Agreement for consideration of the JPB members. The City of Pine City approved the agreement July 9th. PTCC has also approved the agreement. County board approval will terminate the agreement.

Action Requested

Consider approval of the Termination Agreement and authorize Board Chair and County Administrator to sign.

**PINE CITY FIBER OPTIC BACKBONE
JOINT POWERS BOARD
TERMINATION AGREEMENT**

The County of Pine, through its Board of Commissioners, 635 Northridge Dr. NW, Suite 200, Pine City, Minnesota, 55063 ("County"); the City of Pine City, through its Council, 1015 Hillside Avenue SW, Pine City, MN 55063 ("City"); and Pine Technical & Community College, 900 4th St. SE, Pine City, MN 55063 ("PTCC") enter into this Joint Powers Board Termination Agreement ("Agreement") effective upon its date of execution. The parties to this Agreement are collectively referred to as the "Parties".

WHEREAS, on December 13, 2002, the Parties entered into a Joint Powers Agreement ("JPA") per Minnesota Statutes section 471.59;

WHEREAS, the purpose of the JPA was to create a Joint Powers Board ("JPB") to facilitate "the efficient acquisition, installation and management of a fiber-optic backbone and network in Pine City and the provision of Internet service to the partners";

WHEREAS, the purpose of the JPA/JPB was accomplished several years ago;

WHEREAS, the JPB has no assets or liabilities;

WHEREAS, the JPB has no existing or unfulfilled contracts with other parties;

WHEREAS, the JPB has no employees, personnel, or active insurance policies;

WHEREAS, the JPB has not met since August 24, 2024;

WHEREAS, section 471.59 subdivision 4 provides that a joint power agreement is terminated through its terms; Paragraph V, Section 1 of the JPA provides that it is in full force and effect "until terminated by mutual consent of the [P]arties through . . . a subsequent agreement among the [P]arties"; and

WHEREAS, the Parties wish to terminate the JPA.

NOW THEREFORE, in consideration of the mutual understandings, and agreements set forth, the Parties agree as follows:

1. Termination

The JPA and the JPB shall be terminated. The termination is effective the date of the last signature acquired below.

2. Financial Records

Financial records, if any, of the JPB shall be kept and safeguarded for audit purposes by the County for a period of six years after the effective date of termination. The County shall make these records available at the request of any of the Parties.

3. Government Data

Except for financial records noted in Section 2 above, the JPB's government data (as defined by Minnesota Statutes sections 13.02 subdivision), if any, shall be kept and safeguarded by Pine County for a period of three years after the effective date of termination. Pine County shall be the responsible authority for the data per section 13.02 subdivision 16.

4. Interest Transferred

If the JPB had any remaining ownership or property interest in any fiber optic network, the Parties agree that such interest shall be transferred to Midco.

5. Entire Agreement

It is understood and agreed that the entire agreement of the Parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the Parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the Parties within the scope of the JPA.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands.

COUNTY OF PINE

By: _____
Joshua Mohr
Chair, Pine County Board of Commissioners

Dated: _____

By: _____
David Minke
Pine County Administrator

Dated: _____

CITY OF PINE CITY

By: _____
Kent Bombard
Mayor, City of Pine City

Dated: _____

By: _____
Marcy Peterson
Pine City Administrator

Dated: _____

PINE TECHNICAL AND COMMUNITY COLLEGE

By: _____

Dated: _____

APPROVED AS TO FORM

By: _____
Reese Frederickson
County Attorney

Dated: _____



COUNTY BOARD AGENDA REQUEST

Date of Meeting: July 15, 2025

☐ Consent Agenda

☒ Regular Agenda

Item Title: Easement Purchase

Department: Auditor-Treasurer/Land


Department Head signature

Background information on Item:

Duncan Road in Wilma Township was built off the section line to the West, which effectively landlocks a portion of the 200 acres of tax forfeit land on the east side of the Duncan Road (PID 32.0097.000). This property is intended to be split into 40 acre, 60 acre, and 100 acre parcels and sold on the 2025 land auction. The 40 acre parcel already has easement access as we retained easements on the parcels to the south prior to their sale; however, the 60 acre and 100 acre parcels will not have access given the offset road. The landowner on the west side of the road has agreed to sell two easements to ensure access to both new parcels.

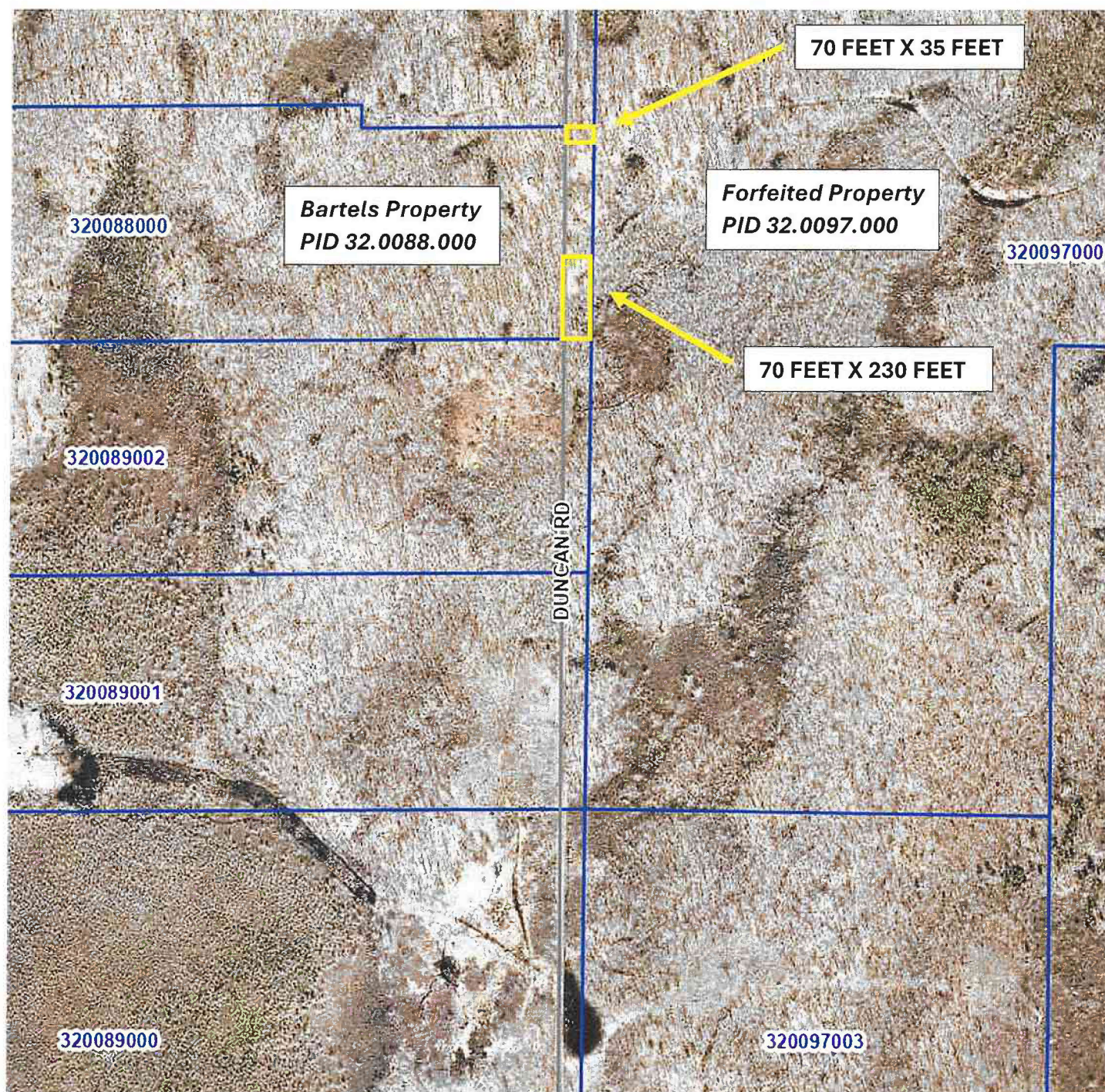
Action Requested:

Consider authorizing the purchase of two easements across PID 32.0088.000 from Mark & Christine Bartels and Ryan Stepan for \$2,500 ensuring access to all portions of tax forfeit land PID 32.0097.000.

Financial Impact:

The purchase will be paid from the land fund; however, the proceeds from the sale with access will far exceed the purchase price.

Potential Easements on Duncan Road for selling forfeited land in Section 11-42-17



Potential Easements are areas within yellow rectangle

Note: This photo depicts APPROXIMATE location of easements



County Board Agenda Request

Date of Meeting: 07/15/2025

☐ Consent Agenda ☒ Regular Agenda

Item Title: HHS Budget Information

Department: HHS

Rebecca Foss

Department Head / Project Lead signature

Background information on Item:

At the May 27, 2025, HHS Committee meeting, committee members encouraged a high level/overview presentation to the county board regarding HHS mandated services and funding. HHS Director Becky Foss will provide a high level overview of mandated services and the HHS budget.

Action Requested:

None. The presentation is being provided as requested, and is for informational purposes only.



HHS Budget: Mandates and Funding

July 15, 2025



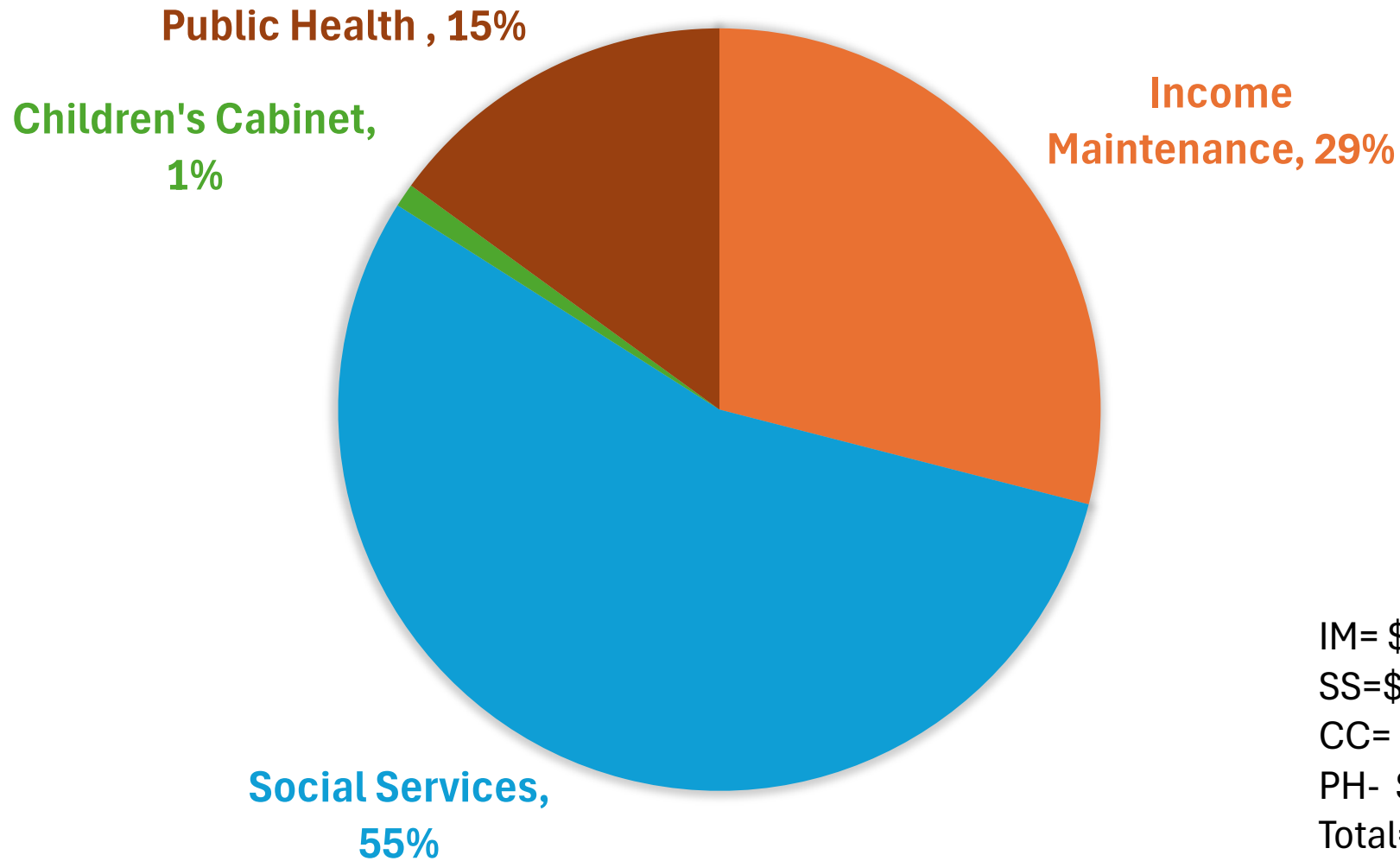
Three main divisions in HHS

Income Maintenance: Financial assistance, fraud and collections, child support

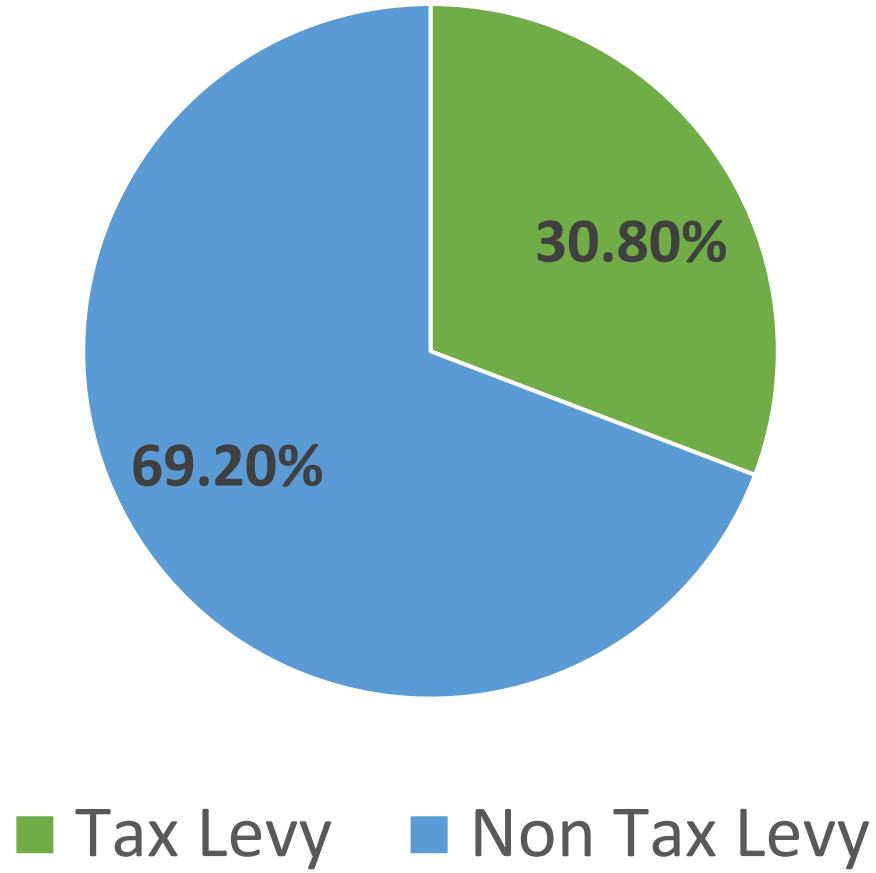
Social Services: Aging and disability services, protective services, behavioral health, licensing

Public Health: Family health, community health and health promotion, emergency preparedness

2025 HHS BUDGET BREAKDOWN BY PERCENTAGE BY DIVISION

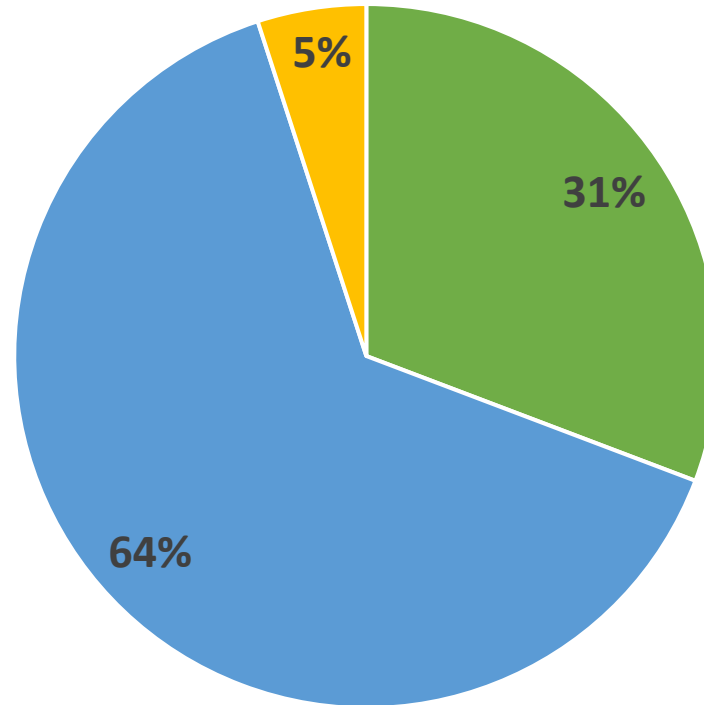


HHS Budget: Levy vs Non Levy



Levy: \$4,112,993
Non Levy: \$9,229,275
Total: \$13,342,268

Where does the levy go?



■ IM ■ SS ■ PH

IM= \$1,268,270

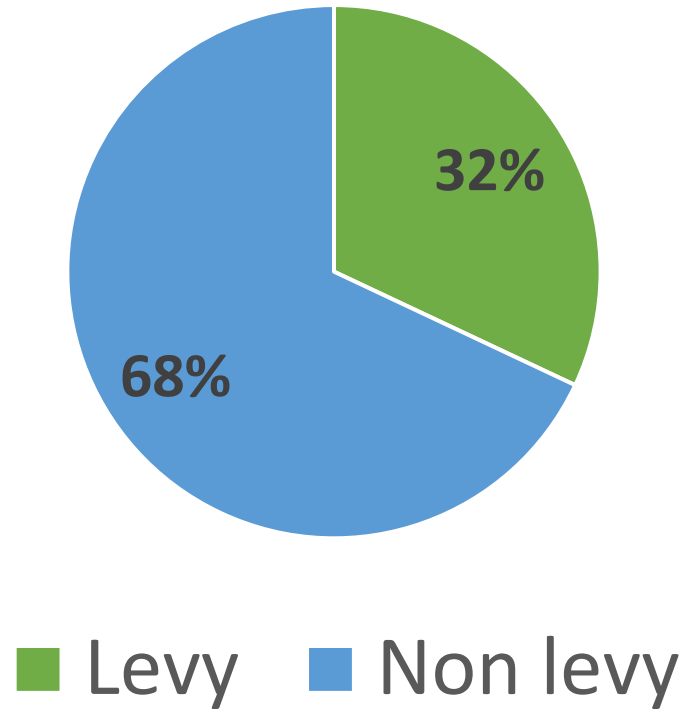
SS= \$2,644,961

PH= \$199,762

Total levy= \$4,112,993

Income Maintenance Divisional Budget

Income Maintenance



Levy: \$1,268,270
Non Levy: \$2,660,956
Total: \$3,929,226

Income Maintenance

Mandated services and corresponding reimbursement rates:

Financial Assistance: 50 – 55% reimbursement

Fraud: Fraud control and FPI (FPI grant)

Child Support: 66% reimbursement

Non-mandated: Collections (1.0 FTE), revenue received outpaces expenses and helps offset costs of mandated services for ***less reliance on local tax levy***

Income maintenance: Tax levy pays for...



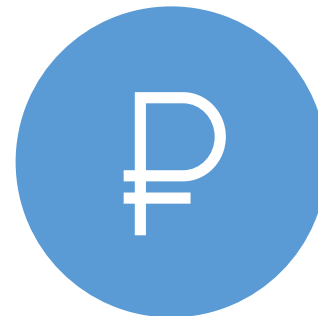
Unreimbursed portions of staffing time and personnel-related costs (training, phone, laptop, etc.)



Unreimbursed portions of rent and legal fees



100% cost of county burials (unfunded mandate; MN Stat. 261.035)- expended \$48,440 in 2024



100% of NEMT admin cost (\$12,855 in 2024); NEMT is mandated, we contract out and the administrative cost is what we pay for compliance with the mandate; if we were to bring this in-house, we would need to hire a staff and unreimbursed staffing costs would be more than the administrative cost of contracting it out

County burials (unfunded mandate)- statutory language

261.035 CREMATION, BURIAL, AND FUNERALS AT EXPENSE OF COUNTY

When a person dies in any county without apparent means to provide for that person's funeral or final disposition, the county board shall first investigate to determine whether that person had contracted for any prepaid funeral arrangements. If prepaid arrangements have been made, the county shall authorize arrangements to be implemented in accord with the instructions of the deceased. If it is determined that the person did not leave sufficient means to defray the necessary expenses of a funeral and final disposition, nor any spouse of sufficient ability to procure the burial, the county board shall pay for cremation of the person's remains and the person's burial or interment if the spouse or next of kin does not want to take possession of the ashes. If it is determined that cremation is not in accordance with the decedent's personal preferences or the known practices of the decedent's faith tradition or the personal preferences of the decedent's spouse or the decedent's next of kin, the county board shall provide for a burial and funeral. Any burial, funeral, and final disposition provided at the expense of the county shall be in accordance with personal preferences or known practices of the decedent's faith tradition or the personal preferences of the decedent's spouse or the decedent's next of kin. If neither the wishes of the decedent nor the practices of the decedent's faith tradition are known, and the county has no information about the existence of or location of any next of kin, the county may provide for cremation of the person's remains and burial or interment.

2025 IM salary and wages

\$2,992,491 is budgeted for salary and wages

\$2,022,651 to IMRMS and admin (about 50% reimb rates)

\$969,840 to IV-D (66% reimburse rates)

Unreimbursed portions of the numbers above= \$1,331,372; does not include unreimbursed portions of rent, legal fees, etc.

Friendly reminder: tax levy portion of this budget is = \$1,268,270.

How are we able to do that? We pull in reimbursements from IV-D Incentives and Collections and FPI allocation for ***less reliance on local tax levy***

Rent- a closer look

In 2024, HHS paid \$154,440 to the county for space (rent)

Breaking this down to its respective divisions:

IM= \$55,969

SS= \$74,905

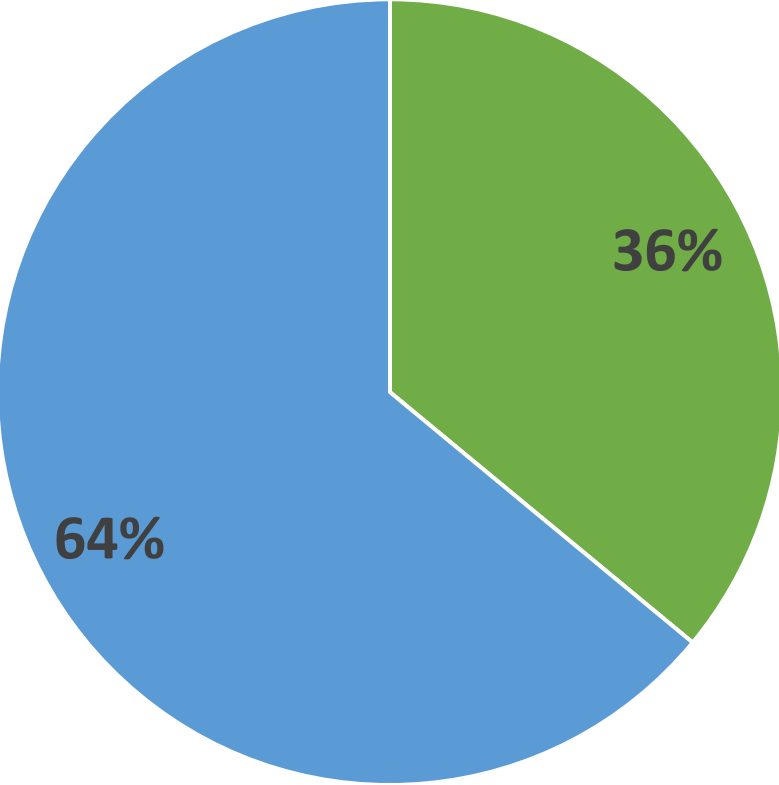
PH= \$23,566

For IM, HHS gets partially reimbursed (about 50%).

For social services, the amount above is the equivalent of 0.75 to 1.0 FTE (reimbursements for admin costs are almost non-existent) and is paid for by tax levy.

For public health, this is all tax levy.

Social Services Levy vs Non Levy



■ Levy ■ Non-Levy

Levy: \$2,644,961
Non Levy: \$4,642,622
Total: \$7,287,583

Social Services

- Everything done in social services is mandated, except for the LICSW; the county board is considered the local mental health authority, as outlined in MN Statute 245.465 and shall: *develop and coordinate a system of affordable and locally available adult mental health services*
- Funding: Random Moment Time Studies, Case Management/Third Party Revenue, Grants/Allocations, Fees
- Tax levy helps cover the unreimbursed portion of staffing, out of home placements, does not meet level of care/MI &D, MSOP,
- Mandated children's services are significantly underfunded (CPS, CMH, CFC and FCC licensing)



Social services funding sources (non levy)

- Aging and disabilities- all waived services case managers and MnChoices Assessors have their positions funded: earned \$663,198 in CM revenue, \$569,081 in time study reimbursement
- Adult mental health (3 case managers, 1 CSP worker): pulled in \$411,692 in CM revenue; MLA of \$110,000 covers all CSP worker's position; CSP of \$160,000 covers a portion of intake and AMH services
- Children's mental health (3 case managers): pulled in \$152,154 in CM revenue in 2024
- Licensing (1.5 FTEs)- earned \$8,500 in fees in 2024
- Child protective services- \$95,379 in CM revenue; 4 investigators, 6 case managers, 1 intake worker

Social services funding sources, continued

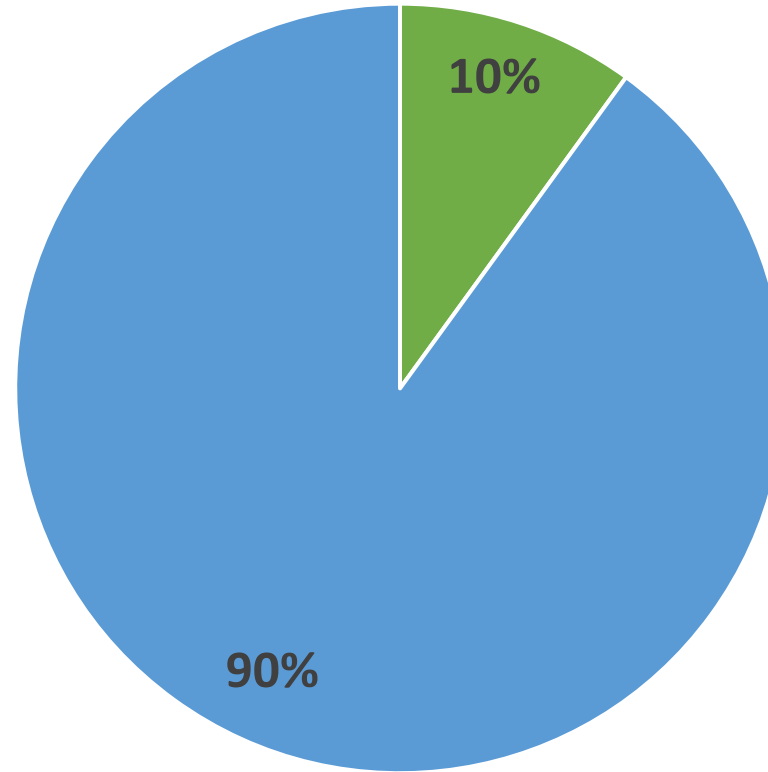
Other grants and allocations, including (all amounts below reflect 2025 amounts):

- VCAA- \$546,647
- CPS Grant- \$140,231
- CW Opioid Grant- \$25,390 (can't supplant)
- CMH screening grant (also funds some juvenile justice expenses)- \$32,966
- FFPSA- \$24,977 (can't supplant, CPS prevention only)
- APS Grant- \$77,553 (sunsets in a few years)
- STAY- \$900 (must be used for older youth who have been in placement)
- PSOP- \$15,763 (child abuse prevention)
- CMH respite- \$20,400 (only for services, not personnel)
- ICWA OOHP Reimbursement Aid: \$90,145

Social services: Tax levy of \$2,644,961 helps pay for...

- Out-of-home placements (budgeted \$1.3+ million in 2025)
- MSOP/MI & D/DNMC expenses (budgeted \$200,000 in 2025; increased in 2026)
- Active/reasonable efforts for preserving, reunifying families
- Staff and personnel-related expenses, like training, phones, laptops; staffing and costs related to child welfare activities are substantially underfunded
- CC BSF direct match of \$22,768 (pulls down \$400,000+ in funds from state and feds)
- Contracted guardianship services: budgeted \$55,000 in 2025; we could hire someone instead, but costs would exceed contracted costs (less reliance on local tax levy)
- Behavioral health/substance use expenses (mandated- MN Statute 254B.03 subd. 4)
- Rent and legal costs paid to the county (\$134,021 in 2024; county choice- not mandated)
- Clinical supervision for CMH staff (unfunded mandate)
- CPS on-call services (mandated)
- Salaries not covered by grants and other reimbursements, including HHS fiscal staff

Public Health Levy vs Non Levy



■ Levy ■ Non Levy

Levy: \$199,762
Non Levy: \$1,762,497
Total: \$1,962,259

Public health- duties described in MN Stat. 145A.04

Must have or be a part of a Community Health Board and have a community health services administrator

CHB (County Board in Pine County's case) shall:

- Assure adequate local public health infrastructure
- Promote healthy communities
- Prevent the spread of communicable diseases
- Protect against environmental hazards
- Emergency preparedness
- Must engage in community health assessment/community health improvement plan

Meeting statutory expectations

- Assurance of adequate public health infrastructure
 - CHSA, PH Supervisor
- Emergency preparedness
 - PHEP Coordinator(grant)
- CHA/CHIP
 - CHSA, PH Supervisor
- Promoting healthy communities:
 - WIC (grant)
 - CTC (grant)
 - SHIP – Chronic disease prevention(grant)
 - Substance use prevention (grants, allocations and opioid lawsuit settlement)
 - FHV (grant, third party reimbursement)
 - Car seat education (third party reimbursement)

Public health tax levy of \$199,762 pays for...



Community Health Services Administrator (statutory requirement), HHS fiscal



100% of rent paid to the county



Some training and other personnel costs not covered by grants



Laptops for staff (2026 is the rotation year for public health)

HHS Tax Levy/Budget Summary

	2021	2022	2023	2024	2025	Total Increase Since 2021
Income Maintenance TL	1,178,882	1,203,882	1,234,515	1,234,515	1,268,270	85,388
Social Services TL	2,560,635	2,585,635	2,710,006	2,710,006	2,644,961	84,326
Public Health TL	255,397	125,397	205,397	205,397	199,762	-55,635
Total HHS Tax Levy	3,994,914	3,914,914	4,149,918	4,149,918	4,112,993	\$118,079
Total HHS Budget	12,050,924	12,032,940	12,117,786	12,987,192	13,342,268	1,291,344

Federal and State Landscape

2027: MAAFPACWDA
Implementation (state)

2027: Cost shifts from waived
services (state)

2028: SNAP (federal)

Medicaid/Medical Assistance

HHS Budget Summary

HHS budget relies on many revenue sources- one of which is the local tax levy.

The highest amount of tax levy is utilized in the social services portion of the budget- paying for staff time, child placements, does not meet level of care, etc.

We diligently and conscientiously work to bill other sources for maximum reimbursement~ for financial stability and less reliance on local tax levy.

Between 2021 and 2025, HHS saw an increase in tax levy of \$118,079.

The state and federal landscape indicate more financial turmoil and reliance on local funding sources, which is concerning.

It is difficult to foresee a 2026 HHS budget that can be balanced without an increase in tax levy and either continued use of reserves (unsustainable long-term option) or personnel cuts.

Note of thanks to my team

- Barb Schmidt- APS, Behavioral health, VSO; been with Pine County for over 10 years
- Beth Jarvis- CPS, CCL and CFC Licensing; been a supervisor for over 10 years and with Pine County for over 25 years
- Cassandra Olson- HHS Office Manager and Front Desk Supervisor; been with Pine County for over 6 years
- Jodi Blesener- Child Support Supervisor for nearly 10 years; with Pine County for over 29 years
- Michelle Greuel- Financial Assistance Supervisor; been a supervisor for over 6 years and with Pine County for over 24 years
- Pat Meacham- Aging and Disability Services, Adult Foster Care Licensing; been with Pine County as a supervisor for over 7 years
- Sam Lo- Community Health Services Administrator; been with Pine County for over 7 years

Questions?

