



AGENDA

PINE COUNTY BOARD REGULAR MEETING

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

Tuesday, June 20, 2023, 10:00 a.m.

North Pine Government Center

1602 Hwy. 23 N.

Sandstone, Minnesota

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

- A) Call meeting to order
- B) Pledge of Allegiance
- C) Public Forum. Members of the public are invited to speak. After being recognized by the Chair, each speaker should state his/her name and limit comments to three (3) minutes.
- D) Adopt Agenda
- E) Approve Minutes
 - June 6, 2023 County Board Minutes and Summary for publication
 - June 12, 2023 County Board of Appeal and Equalization
 - June 13, 2023 Special Meeting
- F) Minutes of Boards, Reports and Correspondence
- 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 May, 2023 Cash Balance (attached)

Fund	May 31, 2022	May 31, 2023	Increase/Decrease
General Fund	\$1,026,010	\$874,297	(\$151,713)
Health and Human Services Fund	\$1,421,799	\$1,979,658	\$557,859
Road and Bridge Fund	\$2,067,953	\$1,957,991	\$890,038
Opioid Settlement	\$0	\$241,148	\$241,148
COVID Relief	\$2,273,453	\$3,093,145	\$819,692
Land	\$321,504	\$176,168	\$(45,336)

Self Insurance	\$321,504	\$276,168	\$(45,336)
TOTAL (inc non-major funds)	\$32,154,695	\$35,736,790	\$3,582,096

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

Consider approval of the May 2023 disbursements including the individual listing of claims over \$2,000 and 486 claims under \$2,000 or not needing approval totaling \$3,820,940.63.

3. **Applications**

Consider approval of the following applications:

- A. Temporary Wine License: Osprey Wild Center, 54165 Audubon Dr, Sandstone for Anna VonRueden event on August 12, 2023.
- B. Temporary 3.2 License: 19201 Woodland Acres, Skol Camp, 19201 Woodland Acres, Pine City for annual Booya picnic on August 13 & 14.
- C. Temporary Liquor License: Rock Creek Lions, Heidelberger's, 3925 State Highway 70, Pine City for events on September 1-4, 2023 & September 9, 2023.

4. **Donations**

None

5. **Commissioner Claim Forms**

Review and consider approval of commissioners' expense claim forms.

6. **Contracts / Agreements**

Consider approval of the following contracts/agreements and authorize Board Chair and County Administrator to sign:

- A. Contract #2302 SAP 058-609-017 Located on CSAH 9 from Pearl Street to Government Road in the amount of \$2,274,362.25.
- B. Brook Park Township Ordinance Enforcement.
- C. City of Finlayson Ordinance Enforcement.
- D. Local Option Sales Tax Administration with the State of Minnesota Department of Revenue.

7. **Promotion**

Consider approval of the promotion of Jessica Steffen, Case Aid for Financial Assistance, effective June 21, 2023, \$21.97/hour, Grade 5.

8. **New Hires**

Consider approval of the hiring of hiring Joanna Gechas, full-time Administrative Assistant, University of Minnesota Extension. Effective June 21, 2023 \$18.60 / hour, Grade 4, Step 1.

9. **Training**

Consider approval for:

- A. Case Aides Laurie Plessel and Jessica Nichols to attend the Minnesota Counties Health and Human Services Accountants Conference at Breezy Point August 28-30. Registration \$100 each, Lodging \$610 each Travel estimate \$150. Total cost estimate \$1,570. Funds are available in the 2023 HHS budget.
- B. Child Support Supervisor Jodi Blesener to attend the Minnesota Family Support and Recovery Council Conference (Child Support Conference) October 1-4 Treasure Island Resort and Casino. Registration \$295, Lodging/Meals \$436.83, travel \$155. Total cost estimate \$887. Funds are available in the 2023 HHS budget.

REGULAR

1. Public Hearing—Norman Township Opposing Classification of Tax Forfeited Property in Norman Township. To be held at 10:00 AM or as soon thereafter as practicable.

- A. Presentation by staff regarding the tax forfeit land sale process and county land management philosophy
- B. County Board questions and discussion
- C. Open Public Hearing and take public testimony
- D. Close Public Hearing
- E. County Board additional discussion if necessary
- F. Consider reaffirming Pine County Resolution 2023-13 authorizing the classification of nonconservation and intent to sell listed parcels; consider modifying the sale to be via sealed bid to adjoining landowner; withdraw the parcels from the sale.

2. Personnel Committee Report (Minutes attached)

The Personnel Committee met Monday, June 12, 2023, and made the following recommendations:

A. Highway

- i. Ratify the termination of Fleet Supervisor Ed Eiffler, effective April 28, 2023. The position will not be backfilled and the duties will be reassigned within the department and to the proposed Highway Maintenance Supervisor.
- ii. Authorize the hiring of a Highway Maintenance Supervisor (Grade 11)

B. Zoning & Solid Waste

Acknowledge the resignation of Zoning and Solid Waste Technician Jessica Sonstebly effective June 8, 2023 and authorize backfill of the position and any subsequent vacancies that may occur due to promotion or lateral transfer. The position is a grade 8 with a minimum starting wage of \$23.49/hour and is contained in the 2023 Zoning & Solid Waste budget. Property Appraiser Shona Hughes, effective April 27, 2023, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotions or lateral transfers.

C. Assessor

Authorize the regrading and renaming of the Assessor Clerk position from Grade 4 to grade 6 to reflect an increase in the job complexity and to Assessment Technician and to approve the updated job description.

D. Health & Human Services

- i. Ratify the termination of Social Worker Tally Staber, effective April 27, 2023, and request backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 10 with a minimum starting wage of \$25.40/hour and is contained in the 2023 Health & Human Services budget.
- ii. Acknowledge the resignation of Office Support Specialist Amber Koppy, effective June 2, 2023. Backfill of the position is not requested at this time.
- iii. Approve the revised job description of the HHS Office Manager to reflect supervisory responsibilities for the office support specialists and approve the regard of the position from Grade 8 to Grade 9.

E. Administration

Amend Pine County Policy Section 6 – Holidays, to include the addition of the Juneteenth Holiday to be observed on June 19, 2023.

3. **New Hire (recommended at 6/12/23 personnel committee)**

Kellie McCord, Social Worker, effective June 26, 2023, \$26.40/hour, Grade 10, Step 1.

4. **Health and Human Services Advisory Committee Report**

The Health and Human Services Advisory Committee met on June 12. Information only.

5. **Facility Committee Report**

The Facility Committee met on June 7, 2023 and made the following recommendation:

Accept the lowest negotiated price to install HVAC cooling for the main IT data closet at the courthouse.

6. **Osprey Wilds Presentation**

Bryan Wood, Executive Director will present.

7. **Brand Audit Presentation – Civic Brand**

Brisa Byfor, Civic Brand will present the Brand Audit.

8. **2023 MCIT Report**

Tom Suppes, MCIT Risk Management Consultant will present the 2023 MCIT report.

9. **Performance Management Report**

Kelly Schroeder, Auditor / Treasurer will present the report.

10. **Commissioner Updates**

East Central Solid Waste Commission

Kettle River 1W1P Policy Committee

Law Library

Central Minnesota Jobs and Training Service (CMJTS)

East Central Regional Library Trustees Board

Soil & Water Conservation District

11. **Other**

12. **Upcoming Meetings (Subject to Change)**

A. Pine County Board of Commissioners, Tuesday, June 20, 2023, 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota.

B. Snake River Watershed Management Board, Monday June 26 Mora, Minnesota.

C. NLX, Wednesday June 28, 10 a.m. Board Room, Courthouse, Pine City Minnesota.

D. Pine County HRA/EDA, Wednesday June 28, 1:00 p.m. North Pine Government Center, Sandstone Minnesota.

E. Central Regional EMS, Friday June 30, 10:00 a.m. Stearns County Service Center, Waite Park, Minnesota.

13. Adjourn

**MINUTES
OF THE
PINE COUNTY BOARD MEETING
Regular Meeting
Tuesday, June 6, 2023 - 10:00 a.m.
Pine County Courthouse
635 Northridge Drive NW, Pine City, Minnesota**

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

Present were Commissioners Josh Mohr, Terry Lovgren, JJ Waldhalm and Matt Ludwig. Also present was County Administrator David Minke and County Attorney Reese Frederickson.

The meeting was live streamed on YouTube.

The Pledge of Allegiance was said.

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

County Administrator Minke requested the following revision to the consent agenda

Correct the spelling on Item 3.A Rock Creek Easement. The word “form should be “from”
Motion by Commissioner Lovgren to adopt the Agenda. Second by Commissioner Ludwig.
Motion carried 5-0.

Motion by Commissioner Mohr to approve the Minutes of the May 16, 2023 regular county board meeting and Summary for publication, Second by Commissioner Lovgren. Motion carried 5-0.

Minutes of Boards, Committees and Correspondence

Chemical Health Coalition Minutes – May 2023

Pine County Zoning Board Minutes – April 27, 2023

Pine County Land Surveyor Monthly Report – May 2023

Motion by Commissioner Ludwig to acknowledge the Minutes of Boards, Committees and Correspondence. Seconded by Commissioner Mohr. Motion carried 5-0.

Motion by Commissioner Lovgren to approve the Consent Agenda. Second by Commissioner Mohr. Motion carried 5-0.

CONSENT AGENDA

1. **Applications**

Consider approval of the following:

A. 2023 Pine County Solid Waste Hauler License

i. Schmidt Lawn and Turf, LLC

B. Exempt Permit – authorize County Auditor-Treasurer to sign the applications

- 19201 Woodland Acres to conduct lawful gambling on August 13, 2023 at Sokol Camp, 19201 Woodland Acres So., Pine City (Chengwatana Township)

- Kerrick Firefighters Relief Association to conduct lawful gambling on September 9, 2023 at Wild Horse Tavern, 88159 State Hwy. 23, Kerrick (Kerrick Township)
- Moose Lake Area Chamber of Commerce to conduct lawful gambling on October 19, 2023 at Moose Lake Golf Club, 35311 Parkview Dr., Sturgeon Lake (Windemere Township).
- Ruffed Grouse Society-Rum River Chapter to conduct lawful gambling on August 5, 2023 at Wings North, 19379 Homestead Road, Pine City (Pokegama Township).

C. Temporary Liquor License

- Jack Pine Riders ABATE of MN for July 7-9, 2023 at 27079 Lease Road, Finlayson, Minnesota

2. Donations

Approve the following donations:

- \$250 donation from the Pine City VFW for the Veterans Outreach Program.

3. Contracts / Agreements

Approve the following contracts/agreements and authorize Board Chair and County Administrator to sign:

A. Easement Agreement with the City of Rock Creek

Easement agreement between the City of Rock Creek and Pine County to allow county access through city property to remove and store material on county property.

B. Brook Park Township Agreement

Prosecution Agreement between the Township of Brook Park and the Pine County Attorney's Office to prosecute misdemeanor ordinances within their jurisdiction for a fee of \$100 per file submitted for review or charging. Agreement is effective June 1, 2023 – December 31, 2023.

4. Final Payments

Approve the following final payments and authorize County Administrator to sign Certificates of Final Contract Acceptance:

A. Contract #2102

Knife River in the amount of \$270,479.32 for Contract #2102 related to:

SAP 058-614-018 Located on CSAH 14 from CSAH 61 to CSAH 10

SAP 058-655-007 Located on CSAH 55 from CSAH 61 to CSAH 67

SAP 058-661-030 Located on CSAH 61 from the N Cty Line to City of Rutledge

SAP 058-667-002 Located on CSAH 67 from CSAH 55 to CSAH 9

CP 058-021-001 Located on Parkview Dr. from Lords Lake Rd

CP 058-127-001 Located on CR 127 from CSAH 61 to CSAH 14

CP 058-143-001 Located on CR 143 from the W Cty Line to CSAH 28

5. New Hires

Approve the hiring of:

- Daniel Burch, Assistant County Veterans Service Officer, effective June 12, 2023, Grade 9, non-union position, \$26.50 per hour
- Zachary Homan, Property Appraiser, effective June 14, 2023, Grade 8, Step 1, \$23.49 per hour
- Jennifer Gossen, full-time Corrections Officer, effective June 7, 2023, Grade 7, Step 1, \$23.16 per hour

D. Luke Carlson, full-time Corrections Officer, effective June 7, 2023, Grade 7, Step 2,
\$24.11 per hour

6. **Training**

Consider approval for:

- A. Participation of five county staff to attend the online National Association of Counties (NACO) High Performance Leadership Academy, and approval to use up to \$5,000 of excess funds from the Snake River Watershed Management Board allocation (01-613-6917) for payment of this training.
- B. Jolene Sievert to attend the following courses: Basic Appraisal Principles course from July 10-13, 2023, in St. Cloud, Minnesota; Basic Appraisal Procedures course from August 7-10, 2023, in St. Cloud, Minnesota; and Mass Appraisal Basics course from September 11-14, 2023, in St. Cloud, Minnesota. No lodging expenses will be incurred. Meals: approx. \$68. Mileage: approx. \$193.88. Total cost: \$1,455. Funds are available in the 2023 Assessor's budget.

REGULAR AGENDA

1. **Pine County District Court Update**

Pine County District Court Judge Krista Martin provided an update to the board on the district court activities noting that Jason Steffen has assumed his duties as district court judge in Pine County. Judge Martin noted that the court works well with all Pine County departments.

2. **Retirement Recognition**

Extension Administrative Assistant Roxanne Orvis was recognized for her 30+ years of service to Pine County. Over her career she served in Public Health, the Sheriff's Office, and the University of Minnesota Extension service.

3. **Legislative Update by Representative Jeff Dotseth**

Representative Dotseth reviewed outcomes from the recent legislative session and encourage the county to work with him on its bonding request for the jail for the 2024 legislative session.

4. **Health Insurance Committee Report (Minutes attached)**

1st quarter claims are about where they should be, but it is early in the year.

Motion by Commissioner Lovgren to approve the allocation of up to \$5,000 from the remaining UHC wellness fund for a county employee health fair sponsored by public health to be held this fall. Second by Commissioner Ludwig. Motion carried 5-0.

5. **Technology Committee Report**

Information only, no action required.

6. **Property Forfeiture Cancellation**

Motion by Commissioner Ludwig to approve Resolution 2023-30. cancelling the forfeiture of the property described as Lot 60, Block 1, Pathfinder Village, 2nd Addition. Authorize

Board Chair and County Administrator to sign. Second by Commissioner Lovgren.
Motion carried 5-0.

7. **Jail State Capital Investment (Bonding) Request**

Motion by Commissioner Ludwig to approve Resolution 2023-31, a resolution supporting an application to the state capital investment program for improvements at the Pine County Jail. Authorize Board Chair and County Administrator to sign. Second by Commissioner Lovgren.
Motion carried 5-0.

8. **Commissioner Updates**

Arrowhead Counties Association: Commissioner Ludwig unable to attend meeting.

Mille Lacs Corporate Ventures (MLCV) Tribal Economy Summit: Commissioner Hallan stated that this was a good day with good speakers and highlighted collaboration with MLCV across the region.

Snake River Watershed Management Board: Commissioner Lovgren stated there is discussion with the management board and some members have a concern that a watershed district may be formed.

Snake River Policy Committee-1W1P: Commissioner Lovgren stated governance structure is still being discussed.

Cancelled: Health & Human Services Advisory Committee (rescheduled to June 12)

NLX: Commissioner Lovgren stated that the project is now fully funded receiving money from the state and federal government. NLX is seeking representation from townships, cities and other areas where the train will go through. There is no subsidy from local districts that are if there is not enough ridership with the train that was a concern before.

ICWA Meeting: Commissioner Lovgren stated that the state is reviewing and coming up with new policies.

Managing Difficult Conversations Workshop: Hosted by Braver Angels attended by Commissioner Lovgren and Commissioner Hallan. The workshop focuses on improving communication between diverse groups/individuals and highlights the importance of treating everyone with kindness and respect.

Housing Redevelopment Authority/Economic Development Authority (HRA/EDA):

Commissioner Waldhalm states there are maintenance items and accessibility concerns with Sandstone Manor. They are reviewing tax forfeited property in Finlayson for potential development.

AMC District 1 meeting: Commissioner Hallan extended a congratulations to Commissioner Lovgren for being named the new district director. In that role, she will be a member of the AMC board of directors representing District 1. Commissioner Hallan stated that the ARMER radios systems are outdated and will need to be replaced within 2 years and text 911 is compliant but relies on non-county entities.

East Central Regional Juvenile Advisory Committee: Commissioner Ludwig stated the risk assessments that need to take place, which we are already doing. Mental Health supports are now offered five times a week.

Other:

Commissioner Lovgren gave an update on NACo Technology and Telecommunications TNT Policy Committee, stating there is a concern about removing AM Radios in vehicles as the AM frequencies are used for emergency broadcasts. Commissioner Lovgren gave an update on the Affordable Connectivity Program. A program for households at or below 200% of the federal poverty guideline. The program provides up to \$30 per month and up

to \$75 per month on tribal lands. Commissioner Lovgren noted she attended the Essential Health Community Leadership Breakfast. Top concerns for the community were Mental Health, Chemical Health, Obesity and Transportation. Commissioner Lovgren provided an update on Digital Equity and DEED. New federal mapping has been released and it appears it overstates broadband access.

Commissioner Ludwig stated that at Planning & Zoning Board, 3 VRBO's were approved for Interim use permits.

9. **Other**
None.

10. **Upcoming Meetings**
Upcoming meetings were reviewed.

11. **Adjourn**
With no further business, Chair Hallan adjourned the meeting at 12:11 p.m. The next regular meeting of the county board is scheduled for Tuesday, June 20, 2023 at 10:00 a.m., Board Room, Courthouse, 635 Northridge Drive NW, Pine City, Minnesota.

Stephen M. Hallan, Chair
Pine County Board of Commissioners

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

**SUMMARY
OF
MINUTES
OF THE
PINE COUNTY BOARD MEETING
Regular Meeting
Tuesday, June 6, 2023 - 10:00 a.m.
Pine County Courthouse
635 Northridge Drive NW, Pine City, Minnesota**

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

Present were Commissioners Josh Mohr, Terry Lovgren, JJ Waldhalm and Matt Ludwig. Also present was County Administrator David Minke and County Attorney Reese Frederickson.

The meeting was live streamed on YouTube.

The Pledge of Allegiance was said.

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

Motion by Commissioner Lovgren to adopt the amended Agenda. Second by Commissioner Ludwig. Motion carried 5-0.

Motion by Commissioner Mohr to approve the Minutes of the May 16, 2023 regular county board meeting and Summary for publication, Second by Commissioner Lovgren. Motion carried 5-0.

Motion by Commissioner Ludwig to acknowledge the Minutes of Boards, Committees and Correspondence. Seconded by Commissioner Mohr. Motion carried 5-0.

Motion by Commissioner Lovgren to approve the Consent Agenda. Second by Commissioner Mohr. Motion carried 5-0.

Approve of the following applications:

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 - i. Schmidt Lawn and Turf, LLC
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- C. Temporary Liquor License

- i. Jack Pine Riders ABATE of MN for July 7-9, 2023 at 27079 Lease Road, Finlayson, Minnesota

Approve the following donations:

- A. \$250 donation from the Pine City VFW for the Veterans Outreach Program.

Approve the following contracts/agreements and authorize Board Chair and County Administrator to sign:

- A. **Easement Agreement with the City of Rock Creek**
Easement agreement between the City of Rock Creek and Pine County to allow county access through city property to remove and store material on county property.
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Approve the following final payments

- A. **Contract #2102**
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CP 058-143-001 Located on CR 143 from the W Cty Line to CSAH 28

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- A. Daniel Burch, Assistant County Veterans Service Officer, effective June 12, 2023, Grade 9, non-union position, \$26.50 per hour
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- D. Luke Carlson, full-time Corrections Officer, effective June 7, 2023, Grade 7, Step 2, \$24.11 per hour

Consider approval for:

- A. Participation of five county staff to attend the online National Association of Counties (NACO) High Performance Leadership Academy, and approval to use up to \$5,000 of funds from the Snake River Watershed Management Board allocation (01-613-6917) for payment of this training.
- B. Jolene Sievert to attend the following courses: Basic Appraisal Principles course from July 10-13, 2023, in St. Cloud, Minnesota; Basic Appraisal Procedures course from August 7-10, 2023, in St. Cloud, Minnesota; and Mass Appraisal Basics course from September 11-14, 2023, in St. Cloud, Minnesota. No lodging expenses will be incurred. Meals: approx. \$68. Mileage: approx. \$193.88. Total cost: \$1,455. Funds are

available in the 2023 Assessor's budget.

Stephen M. Hallan, Chair
Pine County Board of Commissions

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

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



MINUTES **PINE COUNTY BOARD OF APPEAL & EQUALIZATION**

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

Monday, June 12, 2023, 6:00 p.m.
Pine County Courthouse – Pine City, Minnesota

Chair Hallan called the meeting to order at 6:00.

Members present were Commissioners Steve Hallan, Terry Lovgren, Matt Ludwig, Josh Mohr, and JJ Waldhalm. Also, present were County Auditor Treasurer Kelly Schroeder, County Assessor-Recorder Lorri Houtsma, and Deputy Assessor Troy Stewart.

County Auditor-Treasurer Schroeder administered the Board of Equalization Oath

County Assessor-Recorder Houtsma reviewed the purpose of the meeting and reviewed the values for the 2023 assessment.

The meeting then moved into the individual property owner's appeals:

County Assessor Recorder Houtsma gave a brief overview of the Austin (25.0139.000) property.

Richard Austin noted that he has reviewed his valuation in comparison to neighboring properties and it appears his property was raised significantly more than others. He had an appraisal completed which resulted in an opinion of valuation of \$65,000 and the county valuation is \$107,900.

County Assessor Recorder Houtsma explained the county's valuation. The board discussed the information presented by both the owner and the County Assessor.

Commissioner Waldhalm made a motion to change the valuation to the fee appraised amount of \$65,000. Motion failed due to lack of second.

Commissioner Lovgren made a motion to make no change of the valuation, Mohr seconded the motion. Motion passed 4-1.

County Assessor Recorder Houtsma gave a brief overview of the Nelson (08.5071.000) property.

Joy Zasadny presented on behalf of owner, Cynthia Nelson and explained the information regarding the Nelson property and detailed comparable sales which she had identified using the

sales ratio dates on the Lower Snake River. There was also a discussion of moveable items not affixed to the ground (such as a shed) and why those are on the property tax valuation.

County Assessor Recorder Houtsma explained the county's valuation and that when the physical review was done for the appeal an additional \$17,900 in value was noted due to a missing sauna, shed, deck, open porch, and additional fireplace. The valuation was originally \$312,700 and the assessor's office is recommending a valuation of \$330,600. The board discussed the information presented by both the owner's agent and the County Assessor.

Commissioner Lovgren made a motion to increase the valuation to \$330,600. Commissioner Mohr seconded the motion. Motion passed 4-1.

County Assessor Recorder Houtsma gave a brief overview of the Hines (32.5028.000) property.

Boyd Hines noted there is difficulty gaining access to his property due to low ground, down trees, and a hill.

County Assessor Recorder Houtsma explained the county's valuation and noted the Wilma Township Board had reduced his valuation to \$43,000 at their Local Board meeting. She also explained that there was a sale in the sales study in the same subdivision for \$65,000. The board discussed the information presented by both the owner and the County Assessor.

Commissioner Ludwig made a motion to keep the valuation at where Wilma Township set at \$43,000. Lovgren seconded the motion. Motion passed 5-0.

Dennis Welsh (20.0407.000) had an appointment with the Board at 6:55pm; however, he was not present at the meeting. No action was taken.

County Assessor Recorder Houtsma gave a brief overview of the Sandstrom (04.0182.000, 04.0183.000, 04.0186.000, 04.0187.000) properties and explained that Mr. Sandstrom had appealed by letter.

County Assessor Recorder Houtsma explained the county's valuation and have already recommended the following changes for Mr. Sandstrom's properties:

04.0182.000 \$107,500 to \$52,300

04.0183.000 \$79,200 to \$58,800

04.0186.000 \$75,100 to \$48,400

04.0187.000 \$14,000 to \$16,400

Mr. Sandstrom purchased his properties in October of 2022 for significantly less than the county's amended valuation. Houtsma noted that Mr. Sandstrom's sale will be in the next sales study if it is deemed to be a "good sale" by the Department of Revenue. The board discussed the information presented by both the owner and the County Assessor.

Commissioner Lovgren made a motion to go with the Assessors recommendation of valuation. Mohr seconded the motion. Motion passed 5-0.

County Assessor Recorder Houtsma review Mr. Orsello parcel (08.5007.000). Commissioner Lovgren noted that because no interior review was allowed, the board cannot make any changes to the valuation of the property. Mr. Orsello is wondering what improvements are taxable and what are not and reminded the board that his shack is made of used materials. The board did not make any change to the valuation.

Nancy Rys explained that the lumping agricultural land sales in with non-agricultural sales has created an incorrectly increased valuation of her properties. She also noted that she was understanding from the City that her sale was the only agricultural sale in the sales study. County Assessor Recorder Houtsma gave a brief overview of the Rys (43.0440.000, 43.0441.000, 43.0442.000) properties and explained there were actually numerous sales of agricultural properties in the sales study. There was a discussion however on that the creek which was valued on her property is not actually a creek or public water but a drainage ditch. The valuations were recalculated without the creek and the Assessor's office proposed changing the valuations as follows:

43.0440.000 \$137,700 to \$131,300
43.0441.000 \$146,000 to \$144,400
43.0442.000 \$249,600 to \$219,000

Commissioner Lovgren made a motion to go with the value changes noted by removing the creek frontage. Seconded by Mohr. Motion passed 5-0.

County Assessor-Recorder Houtsma reviewed the County Assessor recommendations, but noted the Rys parcel of 43.0442.000 would need to be stricken from the listing since the board acted on that parcel during the meeting.

Commissioner Mohr made a motion to accept the Assessor's recommendations. Commissioner Ludwig seconded the motion. Motion passed 5-0.

Chair Hallan adjourned the meeting at 8:07 pm.

Stephen M. Hallan
Chair, County Board of Commissioners

Kelly M. Schroeder, Auditor-Treasurer
Clerk, Board of Appeal & Equalization



AGENDA REQUEST FORM

Date of Meeting: June 20, 2023

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

Agenda Item: May 2023 Cash Balance

Department: Auditor-Treasurer



Department Head signature

Background information on Item:

May 2023 Cash Balance Report

Action Requested:

None- informational purposes only.

Financial Impact:

N/A

TREASURER'S CASH TRIAL BALANCE COMPARISON

YEAR-TO-YEAR COMPARISON			
FUND	May 2022 BALANCE	May 2023 BALANCE	DIFFERENCE
1 - GENERAL	1,026,010.48	874,297.32	(151,713.16)
12 - H&HS	1,421,798.50	1,979,657.56	557,859.06
13 - ROAD & BRIDGE	2,067,952.73	2,957,990.88	890,038.15
17 - OPIOID SETTLEMENT	0.00	241,148.30	241,148.30
19 - COVID RELIEF	2,273,453.20	3,093,145.25	819,692.05
22 - LAND	2,550,088.48	2,705,720.69	155,632.21
60 - SELF INSURANCE	321,503.72	276,168.03	(45,335.69)
 TOTAL (incl non-major funds)	 \$32,154,694.89	 \$35,736,790.47	 \$3,582,095.58

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

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

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

MONTH-TO-MONTH COMPARISON			
FUND	April 2023 BALANCE	May 2023 BALANCE	DIFFERENCE
1 - GENERAL	1,835,101.94	874,297.32	(960,804.62)
12 - H&HS	1,948,140.35	1,979,657.56	31,517.21
13 - ROAD & BRIDGE	2,722,448.78	2,957,990.88	235,542.10
17 - OPIOID SETTLEMENT	250,532.80	241,148.30	(9,384.50)
19 - COVID RELIEF	3,230,517.68	3,093,145.25	(137,372.43)
22 - LAND	2,676,317.90	2,705,720.69	29,402.79
60 - SELF INSURANCE	700,090.21	276,168.03	(423,922.18)
 TOTAL (incl non-major funds)	 \$20,878,721.43	 \$35,736,790.47	 \$14,858,069.04

The decrease in the general fund is expected minimal revenue are received during the month; however normal expenses and payroll are incurred.

The self-insurance fund saw a significant burdeon of held-over 2022 United Health Care Claims in May; however, many of those claims were over the stop-loss limit and subsequently have been refunded.

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

TREASURER'S CASH TRIAL BALANCE

As of 05/2023



<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1 General Revenue Fund				
	7,114,548.75			
Receipts		604,987.87	2,444,220.03	
Disbursements		382,174.73-	3,656,645.46-	
Payroll		1,172,610.52-	5,946,678.47-	
Journal Entries		11,007.24-	671,284.94	
Settlement		0.00	247,567.53	
Fund Total		960,804.62-	6,240,251.43-	874,297.32
12 Health & Human Services	420	H&HS-Income Maintenance		
	2,498,667.45			
Receipts		289,426.86	945,209.61	
Disbursements		74,626.66-	424,410.63-	
Payroll		196,938.46-	1,011,259.24-	
Journal Entries		55,466.33	133,749.03	
Dept Total		73,328.07	356,711.23-	2,141,956.22
12 Health & Human Services	430	H&HS-Social Services		
	601,215.04-			
Receipts		394,124.76	1,412,898.70	
Disbursements		18,242.59-	148,198.81-	
SSIS		201,567.40-	897,845.09-	
Payroll		301,664.68-	1,550,925.42-	
Journal Entries		69,893.51	252,218.59	
Dept Total		57,456.40-	931,852.03-	1,533,067.07-
12 Health & Human Services	440	Childrens Collaborative (H&HS)		
	0.00			
Dept Total		0.00	0.00	0.00
12 Health & Human Services	481	Public Health (H&HS)		
	1,195,301.71			
Receipts		194,483.20	647,532.72	
Disbursements		44,476.64-	109,398.35-	
Payroll		111,441.03-	553,247.72-	
Journal Entries		7,819.73	15,600.99	

HHS TOTAL:
\$1,979,657.56

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

TREASURER'S CASH TRIAL BALANCE

As of 05/2023



Page 3

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Dept Total		46,385.26	487.64	1,195,789.35
Fund Total	3,092,754.12	62,256.93	1,288,075.62-	1,804,678.50
 13 Road & Bridge Fund				
	1,475,062.66			
Receipts		931,079.20	4,198,950.65	
Disbursements		471,695.65-	1,640,429.35-	
Payroll		222,463.12-	1,107,192.07-	
Journal Entries		1,378.33-	4,606.33-	
Settlement		0.00	36,205.32	
Fund Total		235,542.10	1,482,928.22	2,957,990.88
 14 Ditch Maintenance (Sr) Fund				
	32,422.85			
Fund Total		0.00	0.00	32,422.85
 17 Opioid Settlement Funds				
	246,251.99			
Receipts		0.00	8,442.21	
Disbursements		1,564.77-	1,564.77-	
Journal Entries		7,819.73-	11,981.13-	
Fund Total		9,384.50-	5,103.69-	241,148.30
 19 COVID-19 Relief Fund				
	4,124,476.48			
Receipts		0.00	10,729.00	
Disbursements		132,157.76-	378,963.14-	
Payroll		9,325.63-	46,556.30-	
Journal Entries		4,110.96	616,540.79-	
Fund Total		137,372.43-	1,031,331.23-	3,093,145.25
 22 Land Management Fund				

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

TREASURER'S CASH TRIAL BALANCE

As of 05/2023



Page 4

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
	2,802,077.68			
Receipts		43,829.35	112,319.54	
Disbursements		460.42-	44,360.85-	
Payroll		13,966.14-	74,093.47-	
Journal Entries		0.00	90,222.21-	
Fund Total		29,402.79	96,356.99-	2,705,720.69
24 SSTS Upgrades	196,769.72			
Receipts		192.00	226,350.00	
Disbursements		0.00	84,042.00-	
Fund Total		192.00	142,308.00	339,077.72
29 Children's Collab (H&Hs) Agency Fund	440	Childrens Collaborative (H&HS)		
	218,863.02			
Receipts		37,693.00	76,223.00	
Disbursements		67,518.24-	135,077.10-	
Journal Entries		300.85	638.84	
Dept Total		29,524.39-	58,215.26-	160,647.76
Fund Total	218,863.02	29,524.39-	58,215.26-	160,647.76
31 GO Capital Improvement-Capital Projects	50,002.07-			
Receipts		0.00	50,002.07	
Fund Total		0.00	50,002.07	0.00
37 County Railroad Authority	5,055.07			
Fund Total		0.00	0.00	5,055.07
38 Building Fund	225,396.61			

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

TREASURER'S CASH TRIAL BALANCE

As of 05/2023



Page 5

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Disbursements		2,694.00-	18,379.96-	
Settlement		0.00	469.83	
Fund Total		2,694.00-	17,910.13-	207,486.48
39 2015A G.O. Jail Bonds	1,569,069.96			
Disbursements		0.00	964,750.00-	
Settlement		0.00	20,748.53	
Fund Total		0.00	944,001.47-	625,068.49
40 2020A G.O. Refunding Courthouse Bonds	1,394,661.00			
Disbursements		0.00	879,570.00-	
Settlement		0.00	17,760.75	
Fund Total		0.00	861,809.25-	532,851.75
41 2017A G.O. CIP Bonds	133,749.33			
Disbursements		0.00	282,656.25-	
Settlement		0.00	5,919.97	
Fund Total		0.00	276,736.28-	142,986.95-
43 Equipment Fund	52,103.83			
Settlement		0.00	482.38	
Fund Total		0.00	482.38	52,586.21
44 Election Equipment	58,255.02			
Receipts		0.00	815.26	
Disbursements		0.00	1,660.50-	
Journal Entries		0.00	83.64-	
Settlement		0.00	1,569.82	

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



TREASURER'S CASH TRIAL BALANCE

As of 05/2023

Page 6

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Fund Total		0.00	640.94	58,895.96
60 County Self Insurance				
	271,214.61			
Receipts		332,747.20	1,687,150.87	
Disbursements		757,567.71-	1,686,689.10-	
Journal Entries		898.33	4,491.65	
Fund Total		423,922.18-	4,953.42	276,168.03
76 Group Health Ins Fund 5/1/95 (Gen)				
	569,429.51-			
Receipts		93,199.63	551,491.32	
Disbursements		152,461.10-	667,811.47-	
Journal Entries		6,504.10	32,520.50	
Fund Total		52,757.37-	83,799.65-	653,229.16-
80 County Collections Agency Fund				
	23,734.82			
Receipts		9,884.54	563,755.48	
Disbursements		6,794.50-	562,996.79-	
Fund Total		3,090.04	758.69	24,493.51
82 Taxes And Penalties Agency Fund				
	903,772.45			
Receipts		19,585,901.98	25,699,975.98	
Disbursements		3,390,577.80-	3,787,514.86-	
Journal Entries		0.00	68,899.16-	
Settlement		0.00	330,724.13-	
Fund Total		16,195,324.18	21,512,837.83	22,416,610.28
84 East Central Drug Task Force Agency Fund				
	110,427.93			
Receipts		0.00	91,099.82	

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

TREASURER'S CASH TRIAL BALANCE

As of 05/2023



Page 7

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Disbursements		50,064.18-	90,245.72-	
Journal Entries		0.00	951.80-	
Fund Total		50,064.18-	97.70-	110,330.23
89 H & Hs Collections Agency Fund	801	Non-Departmental		
	34,637.17			
Receipts		129,750.38	435,218.58	
Disbursements		5,605.87-	138,149.49-	
Journal Entries		125,359.84-	317,374.96-	
Dept Total		1,215.33-	20,305.87-	14,331.30
Fund Total	34,637.17	1,215.33-	20,305.87-	14,331.30
All Funds	23,465,873.49			
Receipts		22,647,299.97	39,162,384.84	
Disbursements		5,558,682.62-	15,703,514.60-	
SSIS		201,567.40-	897,845.09-	
Payroll		2,028,409.58-	10,289,952.69-	
Journal Entries		571.33-	155.48-	
Total		14,858,069.04	12,270,916.98	35,736,790.47



AGENDA REQUEST FORM

Date of Meeting: June 20, 2023

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

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

Department: Auditor-Treasurer



Department Head signature

Background information on Item:

The attached report shows the totals for all disbursements paid in May 2023 (\$5,760,250.02) by fund. There were 576 total claims, 90 claims that were over \$2,000 to be approved and are individually detailed on the separate listing, and 486 claims under \$2,000 or not needing approval totaling \$3,820,940.63 (of this total \$2,856,346.80 were property tax settlements to the school districts).

Action Requested:

Consider approving May 2023 disbursements including the individual listing of claims over \$2,000, and 486 claims under \$2,000 or not needing approval totaling of \$3,820,940.63.

Financial Impact:

N/A

DISBURSEMENTS JOURNAL REPORT G/L Months: 05/2023 - 05/2023

RECAP BY FUND

FUND	AMOUNT	NAME
1	382,174.73	GENERAL REVENUE FUND
12	338,913.29	HEALTH & HUMAN SERVICES
13	471,695.65	ROAD & BRIDGE FUND
17	1,564.77	OPIOID SETTLEMENT FUNDS
19	132,157.76	COVID-19 RELIEF FUND
22	460.42	LAND MANAGEMENT FUND
29	67,518.24	CHILDREN'S COLLAB (H&HS) AGENCY FUND
38	2,694.00	BUILDING FUND
60	757,567.71	COUNTY SELF INSURANCE
76	152,461.10	GROUP HEALTH INS FUND 5/1/95 (GEN)
80	6,794.50	COUNTY COLLECTIONS AGENCY FUND
82	3,390,577.80	TAXES AND PENALTIES AGENCY FUND
84	50,064.18	EAST CENTRAL DRUG TASK FORCE AGENCY F
89	5,605.87	H & HS COLLECTIONS AGENCY FUND
	5,760,250.02	Total Disbursements

RECAP BY TYPE

TYPE	AMOUNT	NAME
1	5,400,299.44	AUD
2	360,037.84	COM
3	87.26 -	MVC
	5,760,250.02	Total Disbursements

FUND	DATE	VENDOR	AMOUNT
General	5/12/2023	SCHNEIDER GEOSPATIAL LLC	3,528.00
General	5/19/2023	Advanced Correctional Healthcare, Inc	30,808.18
General	5/5/2023	East Central Energy Of Braham	14,612.22
General	5/5/2023	EVERGREEN RECYCLING LLC	2,423.45
General	5/5/2023	MINNESOTA POWER	2,089.20
General	5/5/2023	NORTHERN PAWN SHOP	13,500.00
General	5/5/2023	PRIMARY PRODUCTS COMPANY	4,510.00
General	5/5/2023	RIDGEWAY & ASSOCIATES	2,078.00
General	5/12/2023	4.0 SCHOOL SERVICES OF EAST CENTRAL	4,472.12
General	5/12/2023	CLOQUET RIVERSIDE RECYCLING, INC	10,395.00
General	5/12/2023	East Central Reg Juvenile Center	8,973.00
General	5/12/2023	MINNESOTA POWER	2,036.95
General	5/12/2023	Mn Depart Of Revenue	49,840.69
General	5/12/2023	NORTHSTAR MEDIA INC	30,367.20
General	5/12/2023	OWENS COMPANIES INC	3,565.07
General	5/19/2023	DIAMOND DRUGS INC	3,088.32
General	5/19/2023	KRONOS SAASHR INC	2,533.07
General	5/19/2023	LSQ FUNDING GROUP LC	3,710.63
General	5/19/2023	MINNESOTA ENERGY RESOURCES CORP	6,684.09
General	5/19/2023	OFFICE OF MN.IT SERVICES	5,153.75
General	5/19/2023	SUMMIT FOOD SERVICE MANAGEMENT LLC	19,123.53
General	5/19/2023	Verizon Wireless	11,506.16
General	5/19/2023	WELIA HEALTH	2,699.97
General	5/26/2023	Assoc Of Minn Counties	3,775.00
General	5/26/2023	CELLEBRITE INC	6,100.00
General	5/26/2023	DIAMOND DRUGS INC	2,452.71
General	5/26/2023	MIKE'S SANITATION AND ROLL-OFF SERVICE	2,328.30
General	5/26/2023	Purchase Power	4,035.00
General	5/26/2023	SUMMIT FOOD SERVICE MANAGEMENT LLC	4,945.57
General	5/26/2023	TYLER TECHNOLOGIES INC	8,466.00
HHS	5/5/2023	Dhs Maps Ccdtf	2,701.03
HHS	5/5/2023	Phase Inc (Pc Dac) Dac	2,144.92
HHS	5/12/2023	Family Alternatives	7,916.40
HHS	5/12/2023	Kanabec Co Family Serv Dept	2,741.76
HHS	5/19/2023	Sue's Bus Service Inc	3,767.40
HHS	5/19/2023	Central Mn Jobs & Training Services	32,000.53
HHS	5/19/2023	DHS State Operated Services	39,748.05
HHS	5/19/2023	Nexus-Kindred Family Healing	8,623.30
HHS	5/19/2023	Village Ranch Residential Facility	10,859.00
HHS	5/26/2023	MN Dept of Human Services	2,560.64
HHS	5/26/2023	Anoka Co Juv Ctr Main Res	15,370.00
HHS	5/26/2023	Anoka Co Juv Ctr-Shelter & Dia	8,041.00
HHS	5/26/2023	Family Pathways - North Branch	4,005.00
HHS	5/26/2023	Mille Lacs Band Family Services	4,066.28
HHS	5/12/2023	Grand Casino Hinckley	5,052.04
HHS	5/12/2023	Blue Zones LLC	32,500.00

FUND	DATE	VENDOR	AMOUNT
HHS	5/12/2023	Calm.com Inc	3,852.91
HHS	5/12/2023	Solid Oak Financial Services, LLC	3,905.00
R&B	5/5/2023	Auto Value-Hinckley	3,277.62
R&B	5/5/2023	Cavallin Inc	3,005.70
R&B	5/5/2023	Chamberlain Oil Co.,Inc	5,969.29
R&B	5/5/2023	GUARDIAN FLEET SAFETY	47,320.00
R&B	5/5/2023	Nuss Truck Group Inc	27,486.24
R&B	5/5/2023	Rydberg & Sons, Inc.	6,838.00
R&B	5/12/2023	Askov Deep Rock	8,626.23
R&B	5/12/2023	Cargill, Inc	17,944.34
R&B	5/12/2023	Rydberg & Sons, Inc.	6,870.00
R&B	5/19/2023	BLAINE BROTHERS INC	2,073.22
R&B	5/19/2023	C & T CONTRACTING	5,900.00
R&B	5/19/2023	COMPASS MINERALS AMERICA	45,840.07
R&B	5/19/2023	ERICKSON ENGINEERING CO LLC	2,651.50
R&B	5/19/2023	MONARCH PAVING	4,919.40
R&B	5/19/2023	OMG MIDWEST INC	119,023.85
R&B	5/19/2023	STEPP MFG. INC	2,079.50
R&B	5/19/2023	ZIEGLER INC	2,392.54
R&B	5/26/2023	BUETOW TRUCKING EXCAVATION LLC	3,900.00
R&B	5/26/2023	Eide Auto Center Inc	105,834.58
R&B	5/26/2023	Slims Texaco Service	4,558.53
R&B	5/26/2023	WOLF CREEK	16,012.50
COVID-19	5/5/2023	Lakes & Pines Comm Act Council	26,379.16
COVID-20	5/5/2023	LHB INC	9,941.10
COVID-21	5/12/2023	Lakes & Pines Comm Act Council	48,972.00
COVID-22	5/19/2023	Lakes & Pines Comm Act Council	20,350.00
COVID-23	5/12/2023	SCI BROADBAND	24,573.00
Building	5/5/2023	Dales Heating & Appliances Llc	2,694.00
Self Insurance	5/5/2023	BlueCross BlueShield of Minnesota	48,329.25
Self Insurance	5/5/2023	UNITEDHEALTH GROUP	110,904.69
Self Insurance	5/12/2023	BlueCross BlueShield of Minnesota	146,919.29
Self Insurance	5/19/2023	BlueCross BlueShield of Minnesota	49,699.69
Self Insurance	5/26/2023	BlueCross BlueShield of Minnesota	42,561.62
Self Insurance	5/26/2023	UNITEDHEALTH GROUP	359,153.17
Group Insurance	5/5/2023	Mn Life Insurance Company	4,637.55
Group Insurance	5/12/2023	MEDSURETY, LLC -VOID	2,318.67
Group Insurance	5/12/2023	TEAMSTERS JOINT COUNCIL 32	54,845.00
Group Insurance	5/19/2023	BLUE CROSS & BLUE SHIELD OF MINNESOTA	5,143.00
Group Insurance	5/19/2023	MADISON NATIONAL LIFE INS CO INC	4,158.14
Group Insurance	5/19/2023	TEAMSTERS JOINT COUNCIL 32	4,428.00
Group Insurance	5/26/2023	GUARDIAN	9,780.01
Group Insurance	5/26/2023	MEDICAREBLUE RX	6,497.50
Group Insurance	5/26/2023	TEAMSTERS JOINT COUNCIL 32	54,845.00



AGENDA REQUEST FORM

Date of Meeting: June 20, 2023

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

Agenda Item: Temporary License Applications

Department: Auditor-Treasurer



Department Head signature

Background information on Item:

Temporary Wine License: Osprey Wild Center, 54165 Audubon Dr, Sandstone for Anna VonRueden event on August 12, 2023.

Temporary 3.2 License: 19201 Woodland Acres, Skol Camp, 19201 Woodland Acres, Pine City for annual Booya picnic on August 13 & 14.

Temporary Liquor License: Rock Creek Lions, Heidelberger's, 3925 State Highway 70, Pine City for events on September 1-4, 2023 & September 9, 2023

Action Requested:

Acknowledge applications and authorize signatures as required.

Financial Impact:

N/A

PINE COUNTY EXPENSE CLAIM FORM

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

STEPHEN HALLAN

MONTH: May 2023

Vendor#: 2136 Employee#: 2

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
5/2/2023	\$100					County Board Meeting - Pine City	01-005-6111
5/16/2023	\$100					County Board Meeting - Sandstone	
5/3/2023	\$100					Digital equity meeting	
5/4/2023	\$100					Council on aging	
5/9/2023	\$100					COW / sheriffs office	
5/11/2023	\$100					H/F high school / PTC	
5/15/2023	\$100					Lakes and Pines	
5/22/2023	\$100					MLCV tribal economic summit	
5/23/2023	\$100					Tech committees	
5/31/2023	\$100					AMC workshop / dealing with difficulties	

MILEAGE EXPENSES

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
5/2/2023				\$0.655	\$0.00	County Board Meeting - Pine City	01-005-6334
5/16/2023			52	\$0.655	\$34.06	County Board Meeting - Sandstone	01-005-6334
				\$0.655	\$0.00		01-005-6334
5/4/2023			158	\$0.655	\$103.49	Council on aging Sartell	01-005-6334
5/15/2023			46	\$0.655	\$30.13	Lakes & Pines - Mora	
				\$0.655	\$0.00		
				\$0.655	\$0.00		
				\$0.655	\$0.00		
				\$0.655	\$0.00		
				\$0.655	\$0.00		
				TOTAL	\$167.68		

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

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

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



Commissioner Signature

Authorized Signature

PINE COUNTY EXPENSE CLAIM FORM

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

TERRY LOVGREN

MONTH: May 2023

Page 1 of 2

Vendor#: 30301 Employee#: 155

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
05.01.23	\$100					Childcare	01-005-6111
05.02.23	\$100					County Board	01-005-6111
05.03.23	\$100					Digital Equity & PRE Insurance Meeting	01-005-6111
05.08.23	\$100					Library	01-005-6111
05.09.23	\$100					COW	01-005-6111
05.11.23	\$100					SCHSAC, Sholarships in Hinckley & Chemical Health Coalition	01-005-6111
05.12.23	\$100					CMJTS	01-005-6111
05.16.23	\$100					County Board	01-005-6111
05.17.23	\$100					Echo and Inclusive Workforce	01-005-6111
05.18.23	\$100					Insurance Committee	01-005-6111
05.22.23	\$100					Snake River	01-005-6111
	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
05.02.23			28.7	\$0.655	\$18.80	County Board - Pine City	01-005-6334
05.09.23			28.7	\$0.655	\$18.80	COW	01-005-6334
05.12.23			172	\$0.655	\$112.66	CMJTS	01-005-6334
05.16.23			25.7	\$0.655	\$16.83	County Board - Sandstone	01-005-6334
05.18.23			28.7	\$0.655	\$18.80	Insurance Meeting - Pine City	01-005-6334
05.22.23			46.8	\$0.655	\$30.65	Snake River	01-005-6334
05.25.23			26.7	\$0.655	\$17.49	Leadership - Sandstone Hospital	01-005-6334
05.30.23			28.7	\$0.655	\$18.80	ICWA and Roxanne's Retirement - Pine City	01-005-6334
05.31-6.1			308.6	\$0.655	\$202.13	Difficult Conversations St Paul and District 1 Meeting Aitkin	01-005-6334
			694.6		\$454.96		

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

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

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

Commissioner Signature

Authorized Signature

PINE COUNTY EXPENSE CLAIM FORM

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

TERRY LOVGREN

MONTH: May 2023 Page 2 of 2

Vendor#: 30301 Employee#: 155

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
5.24.23	\$100					AMC Leg update, NLX & T&T	01-005-6111
5.25.23	\$100					Community Leadership Meeting	01-005-6111
5.30.23	\$100					ICWA & Roxanne's Retirement	01-005-6111
5.31.23	\$100					MN Counties Intergov Difficult Conversations	01-005-6111

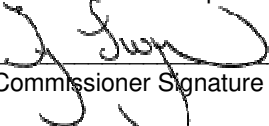
MILEAGE EXPENSES

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

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: May 2023

Vendor#: 31317 Employee#: 5

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
5/2/2023	\$100					County Board Meeting - Pine City	01-005-6111
5/16/2023	\$100					County Board Meeting - Sandstone	
5/9/2023	100					Committee of the Whole-Pine City	
5-3-2023	100					INS. COMMITTEE: PRE-MEETING GALLAGHER- VIRTUAL	
5-8-2023	100					PERSONNEL COMMITTEE - PINE CITY	
5-18-2023	100					INSURANCE COMMITTEE - PINE CITY	
5-25-2023	100					PINE CO ZONING/PLANNING BOARD - SANDSTONE NPSC	

MILEAGE EXPENSES

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
5/2/2023			44	\$0.655	\$28.82	County Board Meeting - Pine City	01-005-6334
5/16/2023				\$0.655		County Board Meeting - Sandstone	
5/9/2023			44	\$0.655	\$28.82	Committee of the Whole-Pine City	
5-8-2023			44	\$0.655	28.82	PERSONNEL COMMITTEE - PINE CITY	
5-18-2023			44	\$0.655	28.82	INSURANCE COMMITTEE - PINE CITY	
				\$0.655			
				\$0.655			
				\$0.655			
				\$0.655			
				TOTAL:			

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 **May 2023**

Date	Per Diem	Meals	Lodging	Tuition and or books	Other	Purpose and description of expense	Account #
5/2/2023	\$100					Board meeting, Pine City	
5/8/2023	\$100					Personal committee, Pine City	
5/9/2023	\$100					COW, Pine City	
5/16/2023	\$100					Board Meeting, Sandstone	
5/23/2023	\$100					Tech committee, Virtually	

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


[illegible]

01-005-000-0000-6334

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

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

I declare under the penalties of law that the above information is true and correct.



Employee Signature

Authorized Signature

Department Head Signature



COUNTY BOARD AGENDA REQUEST

Date of Meeting: June 20, 2023

☐ Consent Agenda ☒ Regular Agenda

Item Title: Award Contract #2302

Department: Pine County Public Works

Nan a LeB
Department Head / Sponsor signature

Background information on Item:

Contract #2302

SAP 058-609-017 Located on CSAH 9 from Pearl Street to Government Road

Action Requested:

Award Contract #2302 to New Look Contracting, Inc for \$2,274,362.25

Financial Impact:

Project funded in 2023 Budget

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

Memo

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

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

Date: 6/14/2023

Re: Bid Opening - Contract #2302

Bids for SAP 058-609-017 CSAH 9 Trail/Shoulder were opened on Tuesday, June 13th. The engineer's estimate was \$1,880,408.15 and the following 4 bids were received:

New Look Contracting, Inc	\$2,274,362.25	21% over
Peterson Companies Inc	\$2,350,875.52	25% over
Dressel Contracting Inc	\$2,409,173.92	28% over
Forest Lake Contracting	\$2,675,321.90	42% over

I recommend awarding to low bidder New Look Contracting, Inc



COUNTY BOARD AGENDA REQUEST

Date of Meeting: 06-20-23

☒ Consent Agenda ☐ Regular Agenda

Item Title: Brook Park Township ordinance enforcement

Department: Sheriff



Department Head / Sponsor signature

Background information on Item: Brook Park Township would like an ordinance enforcement agreement. This contract is similar to other agreements we have with cities and townships.

Action Requested: Approve and sign

Financial Impact: The agreement allows for billing for hours.

2023
PINE COUNTY
AND
BROOK PARK TOWNSHIP
AGREEMENT FOR LAW ENFORCEMENT SERVICES

THIS AGREEMENT, made and entered into this ____ day of _____, 2023, by the Pine County Sheriff, hereinafter referred to as the "Sheriff" and approved by the County of Pine, a Minnesota political subdivision, hereinafter referred to as the "County Board" and Brook Park Township, hereinafter referred to as the "Township".

WITNESSETH

WHEREAS, the Sheriff is agreeable to providing additional law enforcement services within the Township boundaries, beyond that which is customarily and regularly provided to the Township, and the County Board approves the allocation of additional law enforcement services to the Township; and

WHEREAS, such contracts are authorized and provided for by the provisions of Minnesota Statutes § 471.59 and § 436.05.

NOW THEREFORE, pursuant to the terms of the aforesaid Statutes it is agreed as follows:

1. **Services to be provided.** The Sheriff and County Board agree to provide law enforcement services for the Township, within the corporate limits of the Township, from June ___, 2023 through December 31st, 2023. The law enforcement services shall be provided to the Township on an "as needed" basis and said services shall only be provided upon the request of the Township via the Township Board Zoning Supervisor. The County Sheriff's Office may, at the discretion of the Sheriff, investigate all violations of state law and Township ordinance violations within the Township except for ordinance violations that the Township Zoning Administrator is investigating and has not requested a criminal investigation. The law enforcement services provided by the County Sheriff's Office to the Township shall be comparable to the level and delivery of services provided elsewhere in the County by its Sheriff's Office.
2. **Administrative Responsibility.** All decisions concerning the implementation and performance of law enforcement service, including the disciplining of deputies, shall remain with the Sheriff's Office. If the County Sheriff is unable to comply with the

Township's request concerning the assignment of a deputy, he shall explain the reasons to the Township.

3. **Township's Responsibilities.** In order to provide satisfactory law enforcement services to the Township, the County Sheriff's Office shall have the full and complete cooperation from the Township and its officials, agents and employees.
4. **Information to be provided to the Township.** The County Sheriff's Office shall supply the Township a summary of the deputies' activities for all law enforcement services that were requested by the Township and provided by the County Sheriff's Office to the Township during the past month with the billing statement. This information must contain sufficient detail so that the Township can understand the nature of the investigations or calls the deputies performed each month.
5. **Dispute Resolution.** The Township Board Zoning Supervisor shall act as liaison between the Township and the Sheriff with respect to this Agreement. The Township and the Sheriff should attempt to resolve all problems related to the law enforcement services on the basis of mutual interest and understanding. If the Township has concerns about a particular investigation or performance of the deputy, the Township Board Zoning Supervisor shall report the concerns directly to the Chief Deputy. If the Township Board Zoning Supervisor does not receive a satisfactory response from the Chief Deputy, the Township Board Zoning Supervisor shall report the concerns to the County Sheriff. In either event, the Township Board Zoning Supervisor shall report the Chief Deputy or Sheriff's responses to the Township's questions or concerns to the Township Board. The Chief Deputy or Sheriff shall attend Township Board meetings, as requested for the purpose of addressing any concerns or questions of the Township Board.
6. **Payment.** The Township has requested and the County Sheriff's Office has agreed to provide law enforcement services, as outlined above in paragraph 1, to the Township during the term of this Agreement. In consideration for the law enforcement services being provided by the County Sheriff's Office to the Township, the County Sheriff's Office shall bill the Township an hourly basis for services provided. The hourly rate for the law enforcement services shall be billed in half hour increments. The County Sheriff's Office will submit its itemized billing statement and summary of activity within 30 days of providing requested services to the Township for payment. Payment shall be made to the County and is due 30 days from the date of statement.
7. **Terms of this Agreement; Renewal.** The term of this Agreement shall be from June __, 2023 through December 31st, 2023 and shall automatically renew for additional one-year terms. The County Sheriff's Office shall notify the Township by August 1st of each year the hourly rate for the law enforcement services for the following year. The Township Board Zoning Supervisor shall be designated by the Township Board

to meet with the County Sheriff to discuss any concerns or changes needed to the Agreement for the next term. The Sheriff or Chief Deputy shall attend a regular Township Board meeting in August (July or September if a time conflict exists) of each year if a conflict of the terms of the agreement exists. Any changes or modifications with respect to this agreement shall be agreed to by the parties no later than September 15th of each year. If either party chooses to terminate this Agreement, it may do so for any reason so long as 60 days written notice is provided to the other party.

8. **Employees of the County.** All County Sheriff's Office employees performing services for the Township pursuant to this Agreement are employees of the County, therefore, all obligations with regard to wages, workers compensation, PERA, withholding tax, insurance and similar benefits shall be the obligation of the County. The Township shall not be required to assume any liability of employment for any County employee, including but not limited to, for injuries or sickness arising out of their employment hereunder. The County agrees to hold harmless, indemnify, and defend the Township from any such claims.
9. **Indemnification.** The County, its officials and employees shall not be deemed to assume any liability for the intentional or negligent acts or omissions of the Township, or any official, agent, or employee thereof, and the Township agrees to hold harmless, indemnify, and defend the County, its officials and employees from any and all claims for damages arising out of this Agreement. The Township shall hold harmless, indemnify and defend the County, its officials and employees from any and all claims for damages resulting from the County's enforcement of any ordinance of the Township pursuant to this Agreement except for any claim arising as a result of intentional or negligent acts or omissions of the County. Township, its officials and employees, shall not be deemed to assume any liability for the intentional or negligent acts or omissions of the County or liability incurred as a result of the actions of the County under this Agreement, or any official, agent, or employee thereof, and the County agrees to hold harmless, indemnify and defend the Township, its officials and employees from any and all claims for damages or otherwise arising out of this Agreement.
10. **Fine and Forfeiture Revenues.** All fines collected by the courts, the County or the Township for violations that occurred in the Township shall be disbursed according to the State Statute. All proceeds recovered from the sale of forfeited property from a violation that occurred in the Township shall be disbursed to the Sheriff's Office.
11. **Hourly rates:**
2023-\$61.29/hour

IN WITNESS THEREOF, the Township, by motion of its governing body, caused this Agreement to be signed by the Brook Park Township Board Chair and the Brook Park Township Clerk, and the Sheriff of Pine County, and the Pine County Board of Commissioners, has caused these presents to be subscribed by the County on the day and year first above written.

County of Pine

By: _____
Pine County Sheriff

By: _____
Chairman of the Pine County Board
Of Commissioners

By: _____
Pine County Administrator

By: Dave Kadous
Brook Park Township Board Chair

By: Kelly H
Brook Park Township Clerk



COUNTY BOARD AGENDA REQUEST

Date of Meeting: 06-20-23

X Consent Agenda ☐ Regular Agenda

Item Title: Finlayson ordinance enforcement

Department: Sheriff


Department Head / Sponsor signature

Background information on Item: Finlayson would like an ordinance enforcement agreement. This contract is similar to other agreements we have with cities and townships.

Action Requested: Approve and sign

Financial Impact: The agreement allows for billing for hours.

2023
PINE COUNTY
AND
CITY OF FINLAYSON
AGREEMENT FOR LAW ENFORCEMENT SERVICES

THIS AGREEMENT, made and entered into this ____ day of _____, 2023, by the Pine County Sheriff, hereinafter referred to as the "Sheriff" and approved by the County of Pine, a Minnesota political subdivision, hereinafter referred to as the "County Board" and the City of Finlayson, hereinafter referred to as the "City".

WITNESSETH

WHEREAS, the Sheriff is agreeable to providing additional law enforcement services within the City boundaries, beyond that which is customarily and regularly provided to the City, and the County Board approves the allocation of additional law enforcement services to the City; and

WHEREAS, such contracts are authorized and provided for by the provisions of Minnesota Statutes § 471.59 and § 436.05.

NOW THEREFORE, pursuant to the terms of the aforesaid Statutes it is agreed as follows:

1. **Services to be provided.** The Sheriff and County Board agree to provide law enforcement services for the City, within the corporate limits of the City, from June ___, 2023 through December 31st, 2023. The law enforcement services shall be provided to the City on an "as needed" basis and said services shall only be provided upon the request of the City via the City Clerk. The County Sheriff's Office may, at the discretion of the Sheriff, investigate all violations of state law and City ordinance violations within the City except for ordinance violations that the City is investigating and has not requested a criminal investigation. The law enforcement services provided by the County Sheriff's Office to the City shall be comparable to the level and delivery of services provided elsewhere in the County by its Sheriff's Office.
2. **Administrative Responsibility.** All decisions concerning the implementation and performance of law enforcement service, including the disciplining of deputies, shall remain with the Sheriff's Office. If the County Sheriff is unable to comply with the City's request concerning the assignment of a deputy, he shall explain the reasons to the City.

3. **City's Responsibilities.** In order to provide satisfactory law enforcement services to the City, the County Sheriff's Office shall have the full and complete cooperation from the City and its officials, agents and employees.
4. **Information to be provided to the City.** The County Sheriff's Office shall supply the City a summary of the deputies' activities for all law enforcement services that were requested by the City and provided by the County Sheriff's Office to the City during the past month with the billing statement. This information must contain sufficient detail so that the City can understand the nature of the investigations or calls the deputies performed each month.
5. **Dispute Resolution.** The City Clerk shall act as liaison between the City and the Sheriff with respect to this Agreement. The City and the Sheriff should attempt to resolve all problems related to the law enforcement services on the basis of mutual interest and understanding. If the City has concerns about a particular investigation or performance of the deputy, the City Clerk shall report the concerns directly to the Chief Deputy. If the City Clerk does not receive a satisfactory response from the Chief Deputy, the City Clerk shall report the concerns to the County Sheriff. In either event, the City Clerk shall report the Chief Deputy or Sheriff's responses to the City's questions or concerns to the city council. The Chief Deputy or Sheriff shall attend city council meetings, as requested for the purpose of addressing any concerns or questions of the City Council.
6. **Payment.** The City has requested and the County Sheriff's Office has agreed to provide law enforcement services, as outlined above in paragraph 1, to the City during the term of this Agreement. In consideration for the law enforcement services being provided by the County Sheriff's Office to the City, the County Sheriff's Office shall bill the City an hourly basis for services provided. The hourly rate for the law enforcement services shall be billed in half hour increments. The County Sheriff's Office will submit its itemized billing statement and summary of activity within 30 days of providing requested services to the City for payment. Payment shall be made to the County and is due 30 days from the date of statement.
7. **Terms of this Agreement; Renewal.** The term of this Agreement shall be from June ___, 2023 through December 31st, 2023 and shall automatically renew for additional one-year terms. The County Sheriff's Office shall notify the City by August 1st of each year the hourly rate for the law enforcement services for the following year. The City Clerk shall be designated by the City to meet with the County Sheriff to discuss any concerns or changes needed to the Agreement for the next term. The Sheriff or Chief Deputy shall attend a regular City Council meeting in August (July or September if a time conflict exists) of each year if a conflict of the terms of the agreement exists. Any changes or modifications with respect to this agreement shall be agreed to by the parties no later than September 15th of each year. If either party

chooses to terminate this Agreement, it may do so for any reason so long as 60 days written notice is provided to the other party.

8. **Employees of the County.** All County Sheriff's Office employees performing services for the City pursuant to this Agreement are employees of the County, therefore, all obligations with regard to wages, workers compensation, PERA, withholding tax, insurance and similar benefits shall be the obligation of the County. The City shall not be required to assume any liability of employment for any County employee, including but not limited to, for injuries or sickness arising out of their employment hereunder. The County agrees to hold harmless, indemnify, and defend the City from any such claims.
9. **Indemnification.** The County, its officials and employees shall not be deemed to assume any liability for the intentional or negligent acts or omissions of the City, or any official, agent, or employee thereof, and the City agrees to hold harmless, indemnify, and defend the County, its officials and employees from any and all claims for damages arising out of this Agreement. The City shall hold harmless, indemnify and defend the County, its officials and employees from any and all claims for damages resulting from the County's enforcement of any ordinance of the City pursuant to this Agreement except for any claim arising as a result of intentional or negligent acts or omissions of the County.
City, its officials and employees, shall not be deemed to assume any liability for the intentional or negligent acts or omissions of the County or liability incurred as a result of the actions of the County under this Agreement, or any official, agent, or employee thereof, and the County agrees to hold harmless, indemnify and defend the City, its officials and employees from any and all claims for damages or otherwise arising out of this Agreement.
10. **Fine and Forfeiture Revenues.** All fines collected by the courts, the County or the City for violations that occurred in the City shall be disbursed according to the State Statute. All proceeds recovered from the sale of forfeited property from a violation that occurred in the City shall be disbursed to the Sheriff's Office.
11. **Hourly rates:**
2023-\$61.29/hour

IN WITNESS THEREOF, the City, by motion of its governing body, caused this Agreement to be signed by the City of Finlayson and the Mayor of the City of Finlayson,

and the Sheriff of Pine County, and the Pine County Board of Commissioners, has caused these presents to be subscribed by the County on the day and year first above written.

County of Pine

By: _____
Pine County Sheriff

By: _____
Chairman of the Pine County Board
Of Commissioners

By: _____
Pine County Administrator

By: _____
Tom Price, Mayor of the City of Finlayson



AGENDA REQUEST FORM

Date of Meeting: June 20, 2023

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

Agenda Item: Sales Tax Administration Agreement Update

Department: Auditor-Treasurer



Department Head signature

Background information on Item:

The Minnesota Department of Revenue (DOR) administers the Pine County local option sales tax and has since its inception in 2017 and there is a contract between the County and the DOR for this administration. The DOR recently reviewed these contracts and has updated the terms and conditions of said contract.

The changes are involving when the payments are sent to the County and the administration fee. Currently an estimated payment is sent to the county shortly after the month ends, and then a second payment is sent the following month for any amount that was different than the estimate. This will now switch to one time month, but 40 days after the end of the month. The administration fee was previously a percentage of the administration costs; however, for more transparency, this is being changed to a flat 1.35% fee.

Action Requested:

Consider authoring the County Board Chair and the County Administrator to sign the updated agreement with the Minnesota Department of Revenue for the administration of the Pine County local option sales tax.

Financial Impact:

The DOR indicates that the administration cost should be similar to the previous administrative costs for Pine County.



Agreement Between the Minnesota Department of Revenue and Pine County for Collection of a Local Transit Sales and Use Tax

Introduction

This agreement concerns administration of local taxes identified below:

- Pine County Transit Sales Tax
- Pine County Transit Use Tax

Laws of Minnesota Statute 297A.993 authorizes the above taxes. The taxes are imposed by Pine County Resolution 2016-47 adopted August 16, 2016, and Pine County Resolution 2021-61 adopted August 17, 2021.

Administration, collection, and enforcement

The Department of Revenue (department) will administer, collect, and enforce the Pine County taxes identified in the introduction, as authorized under:

- Minnesota Statutes, section(s) 297A.99, and
- any other governing laws or statutes identified in the introduction

The administration, collection, and enforcement process will follow:

- Minnesota Statutes, Chapters 297A, 289A, and 270C
- Minnesota rules Chapter 8130, and
- Administrative procedures

Local tax administration also includes processing refunds, litigation, and authority to enter into settlement agreements on behalf of Pine County. If the local tax revenues collected are not sufficient to cover actions taken, Pine County must provide the department with sufficient funding to process all adjustments.

Pine County agrees to update the resolution listed above as needed to remain consistent with current language and definitions used in the governing Minnesota Statutes. Pine County further agrees to take corrective action within 90 days if notified by the department of required resolution language changes. The department will not enforce or engage in compliance activities for local taxes administered by the department if any portion of Pine County's resolution is not consistent with the governing Minnesota statutes. Local special taxes imposed before 2010 are not subject to this limitation.

Registration of vendors

The department is responsible for notifying vendors that are registered for state sales and use tax of their obligations to collect and remit Pine County taxes covered by this agreement. The department is also responsible for informing newly registered businesses of their obligations to collect and remit Pine County sales and use taxes covered by this agreement.

Accounts registered for state sales and use tax who have a ZIP Code in the Pine County tax jurisdiction will be registered for the Pine County taxes by the department. We will mail an informational notice of registration to these businesses.

Outreach and education

The department will register and notify all vendors that are currently registered for state sales and use tax and the general public about the Pine County taxes by posting a notice on the department's website (www.revenue.state.mn.us). Other notifications will be made at the time of registration, through the department's website.

Pine County acknowledges that there is no cost-effective way to identify specific vendors located outside the Pine County taxing jurisdiction who are required to be registered for Pine County taxes. Identification of these vendors will be voluntary by vendor response to general notifications by the department and through other contacts that the vendor has with the department or the Streamlined Sales Tax Governing Board's (SSTGB) central registration system.

Publicity

If Pine County maintains an official website, it will display (on its main web page) a link to a notice that residents and businesses may reference for more information about the local taxes. Pine County will briefly describe the taxes and provide a link to the department's website (www.revenue.state.mn.us). Also state in the description that local use taxes on purchases of goods and services made outside of the political subdivision that are used in the political subdivision, are subject to local use taxes.

Local governments that bill residents and businesses for utilities must include a notice of the local taxes at least once per year. The notice must include a brief description of both the local sales and use taxes and reference the department's website link.

Returns and remittance

Vendors will collect and remit Pine County taxes covered by this agreement as part of their Minnesota sales and use tax returns, which include simplified electronic returns (SER's) authorized by the SSTGB. Revenues collected by the department are deposited in the State Treasury and credited to a special account. The department will draw from this account to recover department costs as provided in this agreement, and to transmit collections to Pine County. Pine County will accrue no interest on this amount.

Transmittal of tax

The department will transmit the taxes reported on returns monthly through the automatic clearinghouse system.

For each month of collection related to July through December 2023, the department will continue to make two transmittals. The first will be transmitted approximately five business days after month end. The second transmittal will be sent approximately 40 days after month end. The second transmission will reflect any adjustments made for refunds issued by the department for tax reported in error. The department retains, from the second monthly payment, a fee for administering, collecting, and enforcing the Pine County taxes as provided in this agreement. The department sends notification each month to the contact person showing the breakdown of the month's collections and administrative fees deducted.

For each month of collection beginning January 1, 2024, the department will transmit taxes reported for that month in one monthly payment. The transmittal will be sent approximately 40 days after month end. The department retains a fee for administering, collecting, and enforcing the Pine County taxes as provided in this agreement. The department sends notification each month to Pine County with the month's sales and use tax collections and the administrative fees deducted. See the calendar examples.

Reports

Upon request, the department will provide Pine County with a report showing information about taxpayers and the amount of taxes remitted. This report can be requested once per year at no additional cost. Pine County must submit a written request via email or US mail. The department will consider requests for more frequent reports for an additional administrative fee.

Disclosure

Pine County understands that any local sales and use tax account information given to it by the department is subject to the classification and disclosure provisions in Minnesota Statutes, chapters 13 and 270B. Pursuant to Minnesota Statutes, section 270B.12, subdivision 2, such information can only be used to the extent necessary to administer the local sales or use tax.

The department will provide disclosure training materials to Pine County's designated representative. Pine County must train any employees with a business need to access not public Minnesota sales and use tax information provided by the department. All employees who have a business reason to access not public tax information must complete the required training annually. New employees and other users who did not previously have a business reason to access not public tax information must complete the training before they may be granted access it.

Pine County must update its disclosure authorization form by December 31 of each year, providing a list of all personnel who are trained and authorized to view not public Minnesota sales and use tax information. If an authorized employee or official no longer needs access to tax information due to a change of duties, separation from employment, or any other reason, it is Pine County's obligation to instruct the department's local tax liaison to terminate access rights for that individual by the start of the next calendar quarter.

Failure to conduct the required disclosure trainings or update the user access list as described above will result in the department suspending Pine County's access to not public Minnesota sales and use tax information until such training is completed.

Inspection of records and audit information

The department will allow Pine County to inspect and audit all data, records, and other information relating to its local sales or use tax, the cost of collecting the tax, and the performance by the department under this agreement. Pine County will submit any requests to inspect the sales or use tax data to the department in writing, as prescribed by the department.

Reimbursement of costs

The department will review its own direct and indirect costs for administering, collecting, and enforcing local taxes as needed and adjust costs accordingly. If changes are required, the department will notify Pine County of the estimated cost for administering, collecting, and auditing the local taxes at least 180 days prior to when the change will be implemented.

For each month of collection related to July through December 2023, the following calculation of reimbursement for administrative costs will continue to apply.

All local jurisdictions share in the cost of local tax administration. The calculations are based on the share of total revenues and total tax lines reported on Minnesota sales and use tax returns for each local area. The department weights each jurisdiction's percentage of revenue by one third and their percentage of tax lines by two thirds to compute their monthly percentage of total administrative costs.

Example:

Assume monthly totals for all Local Sales Taxes:

Total Tax revenues	\$20,000,000.00
Total Tax lines on returns	90,000.00
Total Administrative costs	\$200,000.00

If Local Tax A has revenues of \$1,600,000.00 (8% of the total) and 9,000 tax lines (10% of the total) their share of monthly expenses would be 9.34% or \$18,680.00, which represents approximately 1.17% of their monthly revenues. The following is how the 9.34% was calculated:

$$\begin{aligned} 8\% \times 1/3 &= 2.67\% \\ 10\% \times 2/3 &= \underline{6.67\%} \\ &= 9.34\% \end{aligned}$$

For each month of collection beginning January 1, 2024, the following calculation of reimbursement for administrative costs will apply.

Minnesota Statutes, section 297A.99, subdivision 11 states the Department shall deduct the direct and indirect costs to administer local taxes. Pine County will pay a flat rate of 1.35% of sales taxes collected to cover the administration, collection, and auditing of local sales taxes.

Any changes required to balance costs and fees will be communicated according to the notification schedule noted above. Any shortfalls or reserves will be managed across years to the extent possible.

Termination of a local tax

The department will provide a report to Pine County after the last month that the tax is in effect. The report will indicate the total amount of Pine County taxes, corresponding adjustments made, prior month corrections, and administrative fees retained. In addition, when a tax ends, the department will work with Pine County to determine a reserve amount the department will retain which will be used as a fund to make adjustments or refunds. Please see the Responsibilities section below for more details. The portion of this fund not used for refunds or adjustments will be transmitted to Pine County at the close of the period of limitations. The account remains open for a period equal to the statute of limitations provided in Minnesota Statutes, section 289A.40, for sales and use tax returns. The account will be reconciled and Pine County will be notified of the final settlement.

Responsibilities

When the boundary limits for Pine County change, it is the responsibility of Pine County to notify and provide the department with the updated boundary information. The department will only update the rate calculator and ZIP Code guide upon receiving this information. Minnesota Statute requires that the department notify vendors of their tax obligations when boundaries change. Vendors not notified will be relieved of liability until notification occurs. The department will not engage in compliance activities for vendors in the new boundary area who have not been formally notified of the change.

If Pine County updates or amends the county resolution relating to the Pine County tax covered by this agreement, Pine County must provide a draft of the changes to the department for review before it is made final. The department will review the changes to ensure compliance with governing statutes. Pine County will then provide the department with a signed copy of the revised or amended resolution.

Pine County must provide the department with current contact information annually and advise when any changes occur. This includes, but is not limited to, the contact person, phone number, address, and email.

Pine County will notify the department prior to the 90-day notification requirement for when the tax will end. The department will work with Pine County to project an estimated amount to retain for the reserve fund. This amount retained will allow for adjustments and refunds as mentioned in the "Termination of local tax" section. In the event the Department does not retain enough revenues to cover any adjustments once the tax ends, a bill will be sent for the outstanding amount. See Minnesota Statutes, section 297A.99, subdivision 9.

Effective date

This agreement is effective the day following imposition of the tax and supersedes any previous agreement.

Modifications

Any portion of this agreement may be modified. Modifications must be in writing and signed by the Commissioner of Revenue and an authorized representative of Pine County.

Minnesota Department of Revenue

Signature: _____

Paul Marquart
Commissioner of Revenue

Date: _____

Pine County Representative

Signature: _____

Print Name: _____

Print Title: _____

Date: _____

Signature: _____

Print Name: _____

Print Title: _____

Date: _____

2024

Local Government Payment Schedule

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

	Estimated Payment for December 2023
	Final Payment for December 2023
	Final Payment for November 2023
	Estimated Payment for January 2024
	Final Payment for January 2024

The payment dates are the approximate days the payments will be made. The payments will be made as close to the date listed as possible.

Business returns are due on the 20th of the month. If the 20th falls on a holiday or weekend, the returns are due the next business day.



AGENDA REQUEST FORM

Date of Meeting: 06/20/2023



County Board



Consent Agenda



Regular Agenda

5 mins.

☐

10 mins.

☐

15 mins.

☐

Other

☐☐

Personnel Committee

☐

Other _____

Agenda Item: Approve internal promotion

Department: HHS

Rebecca Foss

Department Head signature

Background information on Item:

Interviews were recently held for a case aide for the financial assistance unit, specifically to address the Medical Assistance redeterminations that must occur over the next year. The position was offered and accepted by Jessica Steffen, contingent on county board approval. Jessica currently works as an HHS Office Support Specialist. If approved, Jessica would begin her duties as a case aide on June 21 (\$21.97/hour ~ Grade 5).

Action Requested:

Approve the internal promotion of Office Support Specialist Jessica Steffen to a Case Aide, effective June 21, 2023. Her new wage would be \$21.97/hour (Grade 5).

Financial Impact:

Pine County has been allocated \$225,000 to assist with the medical assistance redeterminations. Jessica's salary would be billed out to that allocation.



AGENDA REQUEST FORM

Date of Meeting: _____

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

Agenda Item: _____

Department: _____

Department Head signature

Background information on Item:

Action Requested:

Financial Impact:



AGENDA REQUEST FORM

Date of Meeting: 06/20/2023



County Board



Consent Agenda



Regular Agenda

5 mins.

☐

10 mins.

☐

15 mins.

☐

Other

☐☐

Personnel Committee

☐

Other

Agenda Item: Approve attendance at conference

Department: HHS

Rebecca Foss

Department Head signature

Background information on Item:

Case Aides Laurie Plessel and Jessica Nichols have requested to attend the MN Counties Health and Human Services Accountants Conference at Breezy Point from August 28 - August 30th.

Action Requested:

Approve Case Aides Laurie Plessel and Jessica Nichols to attend the MN Counties Health and Human Services Accountants Conference at Breezy Point from August 28 - 30.

Financial Impact:

Registration: \$100/person (\$200 total)

Accommodations: \$610/person (\$1,220 total)

Travel: About \$150 total

Total cost: \$1,570

There are funds in the HHS Staff Development Budget to cover the expenses associated with attendance at the conference.



AGENDA REQUEST FORM

Date of Meeting: 06/20/2023



County Board



Consent Agenda



Regular Agenda

5 mins.

☐

10 mins.

☐

15 mins.

☐

Other

☐☐

Personnel Committee

☐

Other _____

Agenda Item: Approve attendance at conference

Department: HHS

Rebecca Foss

Department Head signature

Background information on Item:

Child Support Supervisor Jodi Blesener has requested to attend the MN Family Support and Recovery Council Conference (also referred to as the child support conference) from October 1 - 4 at Treasure Island Resort and Casino.

Action Requested:

Approve Child Support Supervisor Jodi Blesener's attendance at the Minnesota Family Support and Recovery Council Conference from October 1 - 4 at Treasure Island Resort and Casino.

Financial Impact:

Registration: \$295

Lodging and Meals: \$436.83

Travel: \$155

Total: \$886.83

There are funds in the child support staff development line item to cover the expenses associated with attendance at the conference.



AGENDA REQUEST FORM

Date of Meeting: June 20, 2023

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

Agenda Item: Tax-Forfeit Land Sale Public Hearing

Department: Auditor/Land



Department Head signature

Background information on Item:

On March 14, 2023, Pine County Commissioners Approved resolution 2023-13 which classified a number of tax-forfeit properties as non-conservation and the intent to sell the listed parcels. This resolution was then forwarded to the local units of government for their review. Pine County received communication from Norman Township opposing the reclassification and sale of 78.45 acres in Section 28 identified as Pine County Parcels 22.0296.000 & 22.0299.000 and 39.24 acres in Section 23 identified as Pine County Parcels 22.0330.000-22.0333.000 & 22.0335.000-22.0350.000.

In the case of opposition, Minnesota Statute 282.01 requires the county board to hold a public hearing to solicit comments and recommendations about the pending classification or reclassification of tax-forfeit land.

Action Requested:

- 1.) Presentation by staff regarding the tax forfeit land sale process and overview of County land management philosophy
- 2.) County Board questions and discussion
- 3.) Open Public Hearing and take public testimony
- 4.) Close Public Hearing
- 5.) County Board additional discussion if necessary
- 6.) Consider:
 - a. Reaffirming Pine County Resolution 2023-13 authorizing the classification of non-conservation and intent to sell listed parcels on public auction
 - b. Modify the listing to move the affected parcels to the sealed bid for adjoining land owner section
 - c. Withdraw the parcels from the sale listing

Financial Impact:

N/A

Pine County Tax Forfeit Land Management

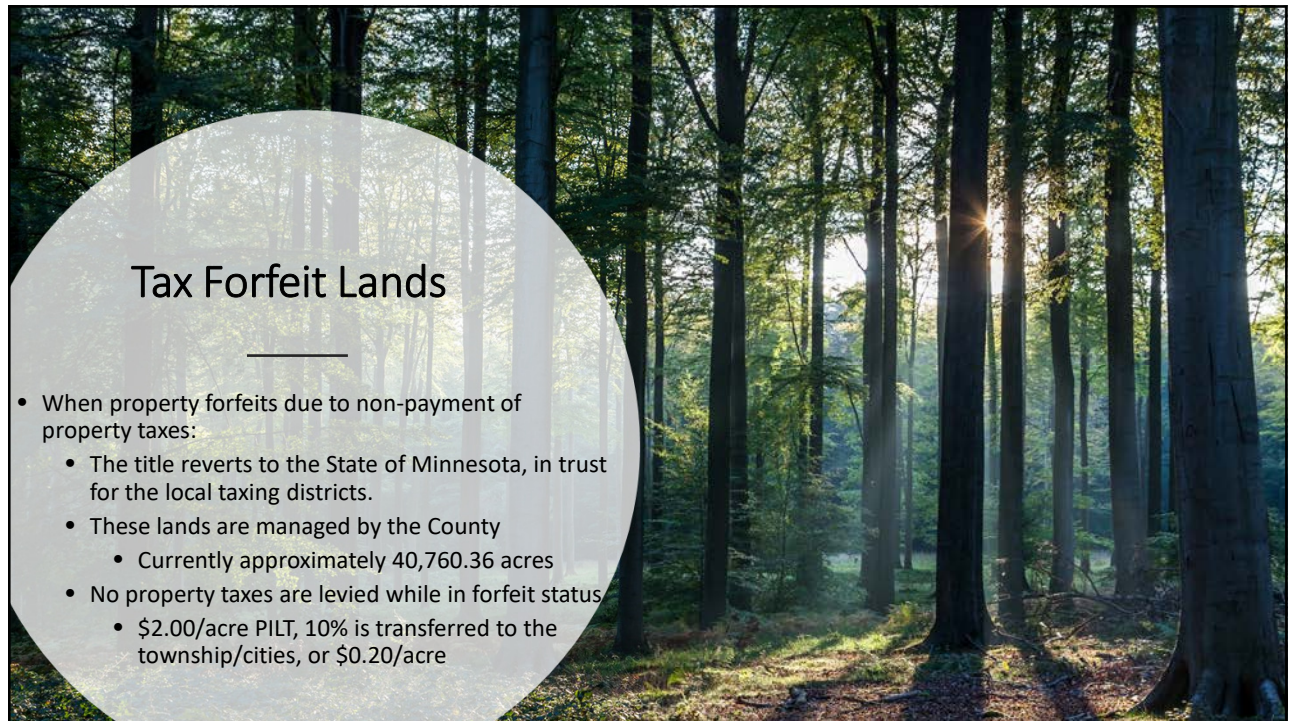
Kelly Schroeder
Pine County Board Meeting
June 20, 2023



1

Tax Forfeit Lands

- When property forfeits due to non-payment of property taxes:
 - The title reverts to the State of Minnesota, in trust for the local taxing districts.
 - These lands are managed by the County
 - Currently approximately 40,760.36 acres
 - No property taxes are levied while in forfeit status
 - \$2.00/acre PILT, 10% is transferred to the township/cities, or \$0.20/acre



2



County Forfeit Land Management

- Sustainable forestry practices
- Timber production and sales
- Recreational use
- Land Sales/Exchanges

3

Classification of Lands

- Productivity of the soil
- Character of forest or other growth
- Accessibility of lands to established roads, schools, and other public services
- Suitability or desirability for particular uses
- Suitability of forest resources
- Encourage the most economical and efficient use of the property
- Reduce local and state government expense
- Conserve and develop the state's natural resources
- Encourage economic development



4

Conservation Classification

- Held for long-term county management

- Memorial Forests - 36,238 Acres:
 - Large Acreage
 - Timber/Resource Potential
 - Management Access
 - Environmental Uniqueness
 - Public Recreation Value

Sustainable Forestry Cycle



New Forest Thinning Stand Management Protection Harvest Planning New Forest

5



Non-Conservation Classification

- Short-term holdings
- Notify Town/City of classification and intent to sell
 - If they disapprove, then public hearing
 - County board must allow persons to submit comments and recommendations about the pending classification or reclassification of tax-forfeit land.
 - County board must consider applicable comprehensive plans
 - After testimony, the County Board may classify, reclassify, or delay taking action on the parcel in question.

6

Sale of Properties

Public Auction

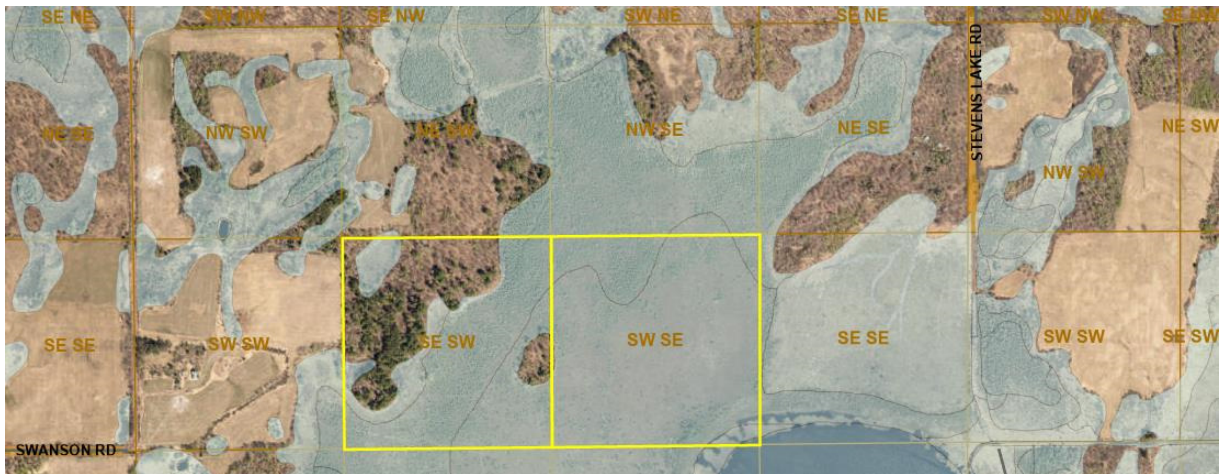
- Repurchase time Expired
- Minimal Resource Value
- Larger Acreage

Sealed Bid Adjoining Landowner Auction

- Small acreage
- Non-conforming
- Unbuildable

NOTE: Being landlocked has never been a criteria to move a property to the adjoining landowner auction

7



Section 28 Parcels in Question

PID 22.0296.000 – 40 acres

PID 22.0299.00 – 40 acres

8



9

Options

- A.) Reaffirming Pine County Resolution 2023-13 authorizing the classification of non-conservation and intent to sell listed parcels on public auction
- B.) Modify the listing to move the affected parcels to the sealed bid for adjoining land owner section
- C.) Withdraw the parcels from the sale listing

10

Any questions?



PINE COUNTY PERSONNEL COMMITTEE

June 12, 2023 – 9:00 a.m.

**Board Room, Pine City Courthouse
Pine City, Minnesota**

Members present: Commissioner Matt Ludwig and Commissioner Josh Mohr.

Others present: County Administrator David Minke, County Attorney Reese Frederickson, Health & Human Services Director Becky Foss, Public Works Director / County Engineer Mark LeBrun, County Auditor – Treasurer Kelly Schroeder, Human Resources Manager Jackie Koivisto, Human Resources Generalist Jen Frederickson

1. Commissioner Ludwig called the meeting to order at 9:00 a.m.
2. **Motion** by Commissioner Mohr to approve the Minutes of the May 8, 2023, Personnel Committee meeting. Second by Commissioner Ludwig. Motion carried 2-0.
3. **Motion** by Commissioner Mohr to approve the June 12, 2023, Personnel Committee agenda with the following additions:
 - Change of resignation date on item #5: Jessica Sonsteby resignation effective 6/8/2023.Second by Commissioner Ludwig. Motion carried 2-0.

4. Highway

Public Works Director / County Engineer Mark LeBrun made the following requests:

- a. Ratify the termination of Fleet Supervisor Ed Eiffler, effective April 28, 2023. The Fleet Supervisor position will not be backfilled, duties will be reassigned to a Highway Maintenance Supervisor.
- b. Approve the hiring of a Highway Maintenance Supervisor in place of the recently vacated Fleet Supervisor position. The position is a grade 11 with a minimum starting wage of \$29.68/hour and is contained in the 2023 Public Works budget. A request was also made to backfill any subsequent vacancies that may occur due to internal promotion or lateral transfer.

Motion by Commissioner Ludwig to:

- a. Ratify the termination of Fleet Supervisor Ed Eiffler, effective April 28, 2023. The Fleet Supervisor position will not be backfilled, duties will be reassigned to a Highway Maintenance Supervisor.
- b. Approve the hiring of a Highway Maintenance Supervisor in place of the recently vacated Fleet Supervisor position. The position is a grade 11 with a minimum starting salary of \$29.68/hour and is contained in the 2023 Public Works budget. Also approved is the request to backfill any subsequent vacancies that may occur due to internal promotion or lateral transfer.

Second by Commissioner Mohr. Motion carried 2-0.

5. Zoning & Solid Waste

- a. County Auditor – Treasurer Kelly Schroeder announced the resignation of Zoning & Solid Waste Technician Jessica Sonstebly, effective June 9, 2023, and requested approval to backfill the position and subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is Grade 8 with a minimum starting wage of \$23.49/hour and is contained in the 2023 Zoning & Solid Waste budget.

Motion by Commissioner Ludwig to acknowledge the resignation of Zoning & Solid Waste Technician Jessica Sonstebly, effective June 9, 2023, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 8 with a minimum starting wage of \$23.49/hour and is contained in the 2023 Zoning & Solid Waste budget. Second by Commissioner Mohr. Motion carried 2-0.

6. Assessor

- a. County Auditor – Treasurer Kelly Schroeder requested approval to update the Assessor Clerk job description to reflect an increase of job complexity brought on by statute and guideline changes implemented by the state of Minnesota, along with a change in title and grade from Assessor Clerk (Grade 4) to Assessment Technician (Grade 6) based on the SAFE System job classification method. The change will affect two employees.

Motion by Commissioner Mohr to approve updating the Assessor Clerk job description to reflect an increase of job complexity brought on by statute and guideline changes implemented by the state of Minnesota, along with a change in title and grade from Assessor Clerk (Grade 4) to Assessment Technician (Grade 6) based on the SAFE System job classification method. Second by Commissioner Ludwig. Motion carried 2-0.

7. Health & Human Services

- a. Health & Human Services Director Becky Foss announced the termination of Social Worker Tally Staber, effective April 27, 2023, and requested approval to backfill the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 10 with a minimum starting wage of \$26.40/hour and is contained in the 2023 Health & Human Services budget.

Motion by Commissioner Ludwig to ratify the termination of Social Worker Tally Staber, effective April 27, 2023, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 10 with a minimum starting wage of \$26.40/hour and is contained in the 2023 Health & Human Services budget. Second by Commissioner Mohr. Motion carried 2-0.

- b. Health & Human Services Director Becky Foss announced the resignation of Office Support Specialist Amber Koppy, effective June 2, 2023. Backfill is not requested at this time.

Motion by Commissioner Ludwig to acknowledge the resignation of Office Support Specialist Amber Koppy, effective June 2, 2023. Second by Commissioner Mohr. Motion carried 2-0.

- c. Health & Human Services Director Becky Foss requested approval to update the HHS Office Manager job description to include supervisory responsibilities for the two Office Support Specialist positions. She also requested reclassification of the position from Grade 8 to Grade 9 based on the SAFE System job classification method.

Motion by Commissioner Mohr to approve updating the HHS Office Manager job description to include supervisory responsibilities for the two Office Support Specialist positions. The position was also recommended to be reclassified from Grade 8 to Grade 9 based on the SAFE System job classification method. Second by Commissioner Ludwig. Motion carried 2-0.

8. Administration

- a. Human Resources Manager Jackie Koivisto noted the state had made Juneteenth a holiday beginning in 2023 and requested the Pine County Policy Section 6 – Holidays, be updated to include the addition of the Juneteenth holiday to be observed on June 19 each year starting in 2023. Once enacted into law, no public business can be transacted, except in cases of necessity.

Motion by Commissioner Mohr to recommend amending Pine County Policy Section 6 – Holidays, to include the addition of the Juneteenth holiday to be observed on June 19, 2023. Once enacted into law, no public business can be transacted, except in cases of necessity. Second by Commissioner Mohr. Motion carried 2-0.

9. With no further business, the meeting was adjourned at 9:16 a.m.



AGENDA REQUEST FORM

Date of Meeting: 06/20/2023



County Board



Consent Agenda



Regular Agenda

5 mins.

☐

10 mins.

☐

15 mins.

☐

Other

☐

Personnel Committee



Other _____

Agenda Item: Approve new hire

Department: HHS

Department Head signature

Background information on Item:

Interviews were recently held for a social worker position, left vacant due to a termination. The position was offered to and accepted by Kellie McCord, contingent on board approval. If approved, Kellie would begin her employment with Pine County on June 26 at \$26.40/hour (Grade 10, Step 1).

Action Requested:

Approve the hiring of Kellie McCord as a social worker, effective June 26 at \$26.40/hour (Grade 10, Step 1).

Financial Impact:

This position is contained in the 2023 HHS budget.

Pine County Health & Human Services Advisory Committee
Minutes
June 12, 2023, 11:00 a.m.
Pine County, Minnesota

Members Present: Commissioners Steve Hallan and Matt Ludwig

Others Present: Becky Foss, HHS Director; Patrick Meacham, Social Services Supervisor; and David Minke, County Administrator.

1. Meeting called to order at 11:10 a.m.
2. Motion by Commissioner Ludwig to approve the agenda. Second by Hallan. Motion passed 2-0.
3. Motion by Ludwig to approve the minutes of the May 4, 2022 HHS committee meeting. Second by Commissioner Hallan. Motion passed 2-0.
4. Lighthouse Contract and Ucare Transition
Director Foss noted that the transition from light house to internal staff for the community support program has worked well. More clients are being served. Lighthouse continues to provide other services. The SNBC (Special Needs Basic Care) contract termination has also been a positive for staff, and UCare is serving approximately 580 members through this program with a contracted agency- Lutheran Social Services.
5. Pine County Demographics—Ageing Population and Impact to Community and Workload
The pine county population is aging which is expected to increase the workload for the services for the over 65 population. However, the number of cases for under 65 Medicaid waivers is also increasing while the population under 65 is not increasing. These services are income qualified. Social Supervisor Meacham updated the committee on those programs.
6. Public Health Emergency Ending and Service Impact
Foss updated the committee on the staffing and response to work through the increased workload due to the ending of the emergency and the need to requalify participants in the medical assistance program.
7. 2022 Budget Summary Report
All major program areas (Income Maintenance, Social Services, and Public Health) ended 2022 within a few percentage points of budget. The overall net was a positive of approximately \$500,000. Uncertainty for 2024 includes Out of Home Placement and Personnel and insurance costs.
8. Local Homeless Prevention Aid
Pine, Isanti, Chisago, and Kanabec have coordinated on a Request for Proposal for the homeless prevention aid.

9. Legislative Assessment

Foss noted that the state has approved some funding for Community Resource Centers.

10. The next meeting will be August 17 at noon at the North Pine Government Center and include a tour of the Sandstone Community Resource Center.

11. With no further business, the meeting was adjourned at 12:55 p.m.

Pine County Facilities Committee Minutes
Wednesday, June 7th, 2023, 9:00 a.m.
Pine County Courthouse
Pine City, Minnesota

Members:

Commissioner J.J. Waldhalm

Commissioner Matt Ludwig

Members Present: Commissioner Matt Ludwig and Commissioner Waldhalm

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

1. The meeting was called to order at 9:05 a.m.
2. **Motion** by Commissioner Ludwig to approve the agenda. Second by Commissioner Waldhalm. Motion carried 2-0.
3. **Motion** by Commissioner Ludwig to approve the Minutes of the April 5th, 2023 meeting. Second by Commissioner Waldhalm. Motion carried 2-0.
4. Jail Update—Critical Projects and Priorities
Jail Administrator Rodney Williamson presented to the committee on jail facility repairs for fixtures and equipment. Discussion was held on jail staffing and the effect on the jail facility. A replacement schedule to start repairs will be presented to the board during the 2024 budget discussions.
5. Other Project Updates
Building Maintenance Supervisor Pete Umbreit presented quotes to the committee to install additional HVAC cooling for the main courthouse IT data closet.

Motion by Commissioner Ludwig to recommend moving forward with the lowest negotiated price to install HVAC cooling for the main IT data closet located at the courthouse. Second by Commissioner Waldhalm. Motion carried 2-0.
6. With no further business, the meeting was adjourned at 10:03 a.m. The next meeting is August 2nd, 2023 at 9:00 a.m.



All Minnesota students deserve equitable access to outdoor experiences where they can learn, play, and grow.

Minnesota is known for its rich **outdoor heritage and ethic**. The state prides itself on its close connection to nature through outdoor recreation, appreciation, and conservation and is seen as a leader in the country for its residents' relationship with natural resources.

The preservation of outdoor activities like hunting and fishing is **enshrined in our state constitution**.

However, current access to outdoor educational opportunities is **inequitable**. For too many kids, access to the outdoors is determined by race, income, ability, and zip code.

An Outdoor School program is a multi-day, overnight experience where students have the opportunities to participate in outdoor-based learning activities in outdoor recreation, natural science, and cultural history.

Outdoor School program providers work with partnering school groups to **meet curriculum goals and state academic standards**.

Outdoor School for All Minnesota will establish a statewide grant program to support immersive, multiday, accredited overnight outdoor education program experiences for students in grades 4 to 8 to address these needs and to ensure that all Minnesota students have a chance to benefit from outdoor education.

Frequently asked questions

Why Outdoor School for All now?

Stat #1. Supporting information backing up this statistic.

Stat #2. Supporting information backing up this statistic.

Stat #3. Supporting information backing up this statistic.

How does the grant program work?

The legislation provides \$XX,XXX,XXX in state funding over X years to ensure every student in the state has the opportunity to experience an accredited overnight Outdoor School Program at some point between grades 4-8.

How do schools access funding?

Schools book their experience with a qualified Outdoor School Program provider. The provider then gets reimbursed by the state based on the number of participants.

What schools are eligible?

All Minnesota public, private, and tribal schools serving grades 4-8 are eligible.

Who is behind Outdoor School for All Minnesota?

Outdoor School for All Minnesota is a network of outdoor education organizations that provide accredited, overnight Outdoor School experiences.

The network collaborates on expanding access to Outdoor School Programming. The network includes:



Connect with us and learn how you can help support Minnesota Outdoor School for All!

Email: info@outdoorschoolforallmn.org

Website: outdoorschoolforallmn.org





OUTDOOR SCHOOL FOR ALL MINNESOTA

www.outdoorschoolforallmn.org

For more information, info@outdoorschoolforallmn.org

FOR IMMEDIATE RELEASE

MINNESOTA OUTDOOR SCHOOL FOR ALL BILL RECEIVES BIPARTISAN SUPPORT

ST. PAUL, MINN. – Tuesday, May 23, 2023 – Multiple bills that would give every Minnesota student the opportunity to connect with nature by attending an accredited overnight outdoor school were introduced during the 2023 Legislative Session and received bipartisan support.

House bill 3321 was chief authored by DFL Rep. Kristi Pursell along with 34 co-authors, 30 DFL and four GOP. Senate bill 3347 was chief authored by DFL Sen. Grant Hauschild along with four co-authors, one DFL and three GOP. Senate bill 3355 was chief authored by GOP Sen. Jeremy Miller along with four co-authors, one DFL and three GOP. A GOP-authored House bill is expected to be introduced next session. The goal is for Outdoor School For All to be considered as part of the May 2024 Supplemental Budget Session.

Minnesota Outdoor School For All would fully fund a three-day, two-night immersive nature experience for every fourth through eighth grade student. This would include all programming, transportation and ancillary costs such as teacher stipends, making these trips entirely free to students and schools.

"I've seen first-hand the benefits these programs provide to youth," Rep. Pursell said. "We can follow the examples set by other states but make sure it reflects our state's culture as we create an Outdoor School for All program so that each Minnesota youth is given the opportunity to experience our great outdoors and understand their important place in it."

Pursell has deep experience with Outdoor School. She was a Graduate Naturalist from 2005 to 2007 at Wolf Ridge Environmental Learning Center and taught in Outdoor Schools in Oregon and Washington.

"We are thrilled by the initial response to this bill," Bryan Wood, executive director of Osprey Wilds Environmental Learning Center, said. "It is incredible to see bipartisan support. While other legislative matters may be debated, it's clear that assuring our future generations maintain our Minnesota outdoor ethic is not a partisan issue."

Minnesota Outdoor School for All is part of a nationwide movement. Similar legislation has already been enacted with broad bipartisan support in Oregon and Washington. A bill in Maine is expected to pass this session.

The legislation is being championed by Outdoor School For All Minnesota – a coalition of the state's five accredited, overnight Outdoor School providers. This coalition consists of Deep Portage Learning Center in Hackensack, Eagle Bluff Environmental Learning Center in Lanesboro, Long Lake Conservation Center in Palisade, Osprey Wilds Environmental Learning Center in Sandstone and Wolf Ridge Environmental Learning Center in Finland. Over the course of the next year, the coalition will spread the message to the public, schools and other organizations that have vested interests in Outdoor Education and Minnesota students.

For more information, contact Outdoor School For All Minnesota at info@outdoorschoolforallmn.org, or call Wood at 320-290-8246.

A bill for an act

relating to natural resources; creating Outdoor School for All grant program;
appropriating money; proposing coding for new law in Minnesota Statutes, chapter
84.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

Section 1. **LEGISLATIVE FINDINGS AND INTENT.**

(a) Minnesota is known for its rich outdoor heritage and ethic. The state prides itself on its close connection to nature through outdoor recreation, appreciation, and conservation and is seen as a leader in the country for its residents' relationship with natural resources. Yet the state's children today are losing their connection to the outdoors like never before, spending up to 44 hours per week in front of a screen and less than 10 minutes each day doing activities outdoors. It is well documented and proven that time outdoors helps children thrive physically, emotionally, and academically, yet over the past few generations, childhood has dramatically moved indoors. For too many kids, access to the outdoors is determined by race, income, ability, and zip code. All children deserve equitable access to outdoor spaces where they can learn, play, and grow, but current access to outdoor educational opportunities is inequitable.

(b) From stress reduction to improved focus and engagement and better academic performance, outdoor-based learning helps kids thrive. Research shows participants in outdoor educational activities have higher graduation rates; improved behavior in school and relationships with peers; higher academic achievement; enhanced critical thinking skills; direct experience in scientific concepts in the field, leadership, and collaboration; and deeper engagement with learning, place, and community. Outdoor educational programs also offer

new opportunities for work-integrated learning in science, natural resources, education, land management, agriculture, outdoor recreation, and other employment sectors.

Outdoor-based learning activities can also be a key element in the larger system of regular outdoor instructional time and outdoor experiences that includes STEM fields, after-school programs, summer camps, 4-H, scouting, and related programs that can spark a lifelong appreciation for the natural world.

(c) Therefore, the legislature intends to establish a statewide Outdoor School for All grant program to support immersive, multiday, accredited overnight outdoor education program experiences for students in grades 4 to 8 to address these needs and to ensure that all students have a chance to benefit from outdoor education.

Sec. 2. [84.9766] OUTDOOR SCHOOL FOR ALL; GRANT PROGRAM.

Subdivision 1. **Establishment.** The commissioner of natural resources must establish and administer a program to provide grants to learning centers eligible under subdivision 2 for outdoor education programs serving students in grades 4 to 8.

Subd. 2. **Eligibility.** (a) The commissioner may award grants under this section to accredited overnight outdoor school providers established under section 84.0875 and to other regional nonprofit learning centers offering similar programming.

(b) To be eligible for a grant under this section, the outdoor education program must:

(1) provide a multiday, residential educational experience that is comprised mainly of outdoor-based learning activities;

(2) provide students with opportunities to directly experience and understand nature and the natural world, including field study opportunities for student learning;

(3) use a research-based environmental, ecological, agricultural, or other natural-resource-based educational curriculum;

(4) be integrated with local school curricula to help students meet academic standards;

(5) provide students with opportunities to develop:

(i) leadership;

(ii) critical thinking;

(iii) self-sufficiency;

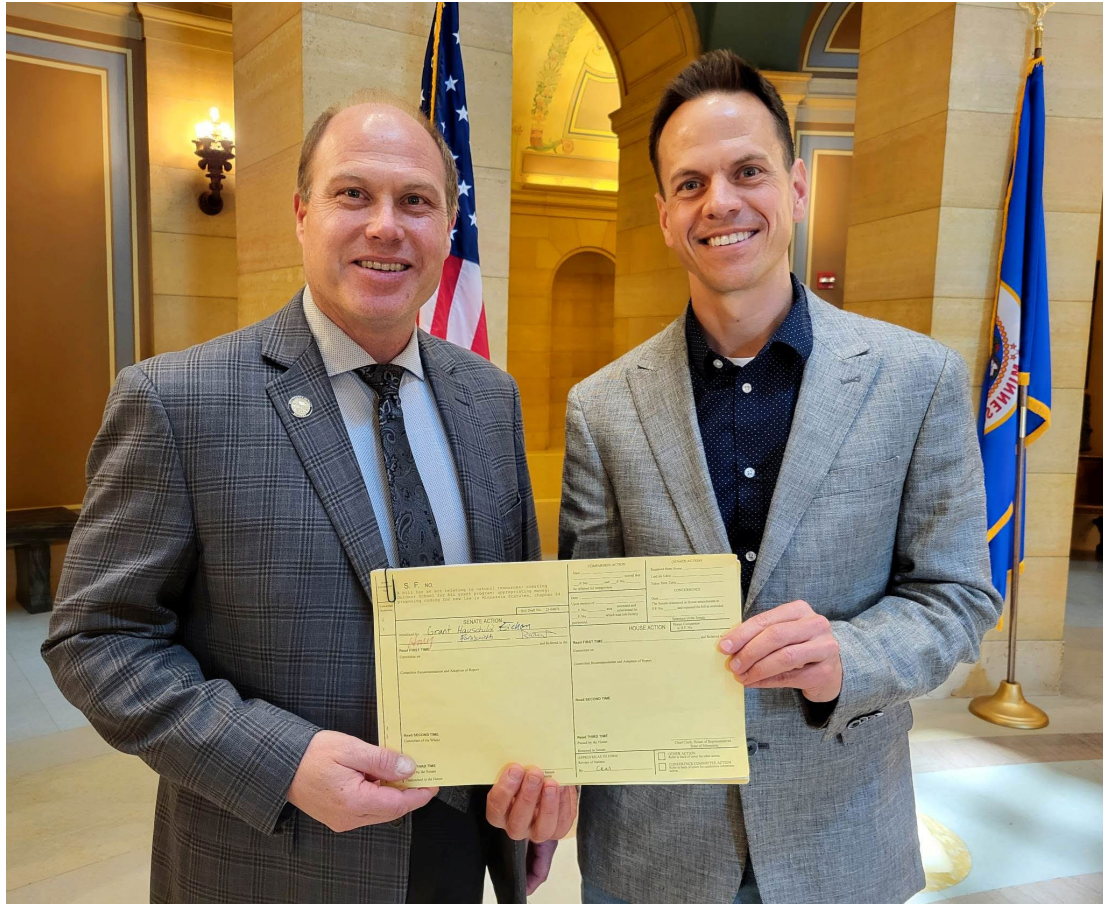
(iv) decision-making skills; and

(v) social and emotional skills; and

3.1 (6) address accessibility of outdoor educational opportunities for underserved students,
3.2 including students with disabilities.

3.3 Sec. 3. **APPROPRIATION; OUTDOOR SCHOOL FOR ALL.**

3.4 \$..... in fiscal year 2024 and \$..... in fiscal year 2025 are appropriated from the general
3.5 fund to the commissioner of natural resources for the Outdoor School for All program under
3.6 Minnesota Statutes, section 84.9766.



Board Update - Branding Project

Pine County, MN

Last Updated June 13, 2023

CivicBrand

BRAND AUDIT

- Summary of research & engagement
- 113 pages
- 5 primary themes
- Key takeaways
- SWOT
- Challenges
- Brand Goals



WHAT DO WE NEED FROM THE BOARD?



- This is a status update, not a deliverable needing approval.
- This isn't your only time for questions. You'll have time to review and can funnel any questions through Lezlie.
- The feedback we need is - are we missing anything before we move on to strategy and design?



WHAT IS IN THE BRAND AUDIT?

5 CHAPTERS, 17 SUB-THEMES



IDENTITY

BRAND PRINCIPLES
BRAND ARCHITECTURE
LOGOS, TYPOGRAPHY & COLORS
ARCHITECTURAL STYLES
HISTORY & CULTURE



POSITIONING

MESSAGING
VISION
PERCEPTIONS
COMPETITION



MARKETING

SOCIAL
WEB
PRINT



ASSETS & DEVELOPMENT

ECONOMIC DEVELOPMENT
PLANS, CODES & REGULATIONS
KEY BUSINESSES / ATTRACTIONS
OPEN SPACES / NATURAL AREAS



PLACEMAKING

WAYFINDING & GATEWAYS

KEY TAKEAWAYS PER THEME

KEY TAKEAWAYS OF THEME

1

The outdoors and outdoor recreation plays a huge role in the county's identity. People love being outside. However, that's not unique to Pine County.

2

The County government is widely regarded as a great, inclusive, accepting place to work.

3

Countywide tourism could be a bigger focus of the government agency.

SURVEY DATA

SURVEY RESULT

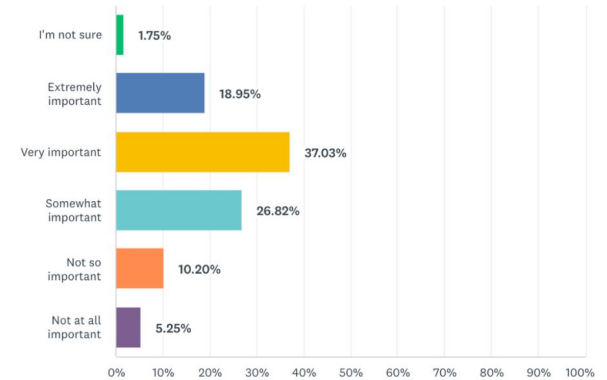
COMMUNITY

How important do you feel regional tourism is to Pine County's identity?

- ~56% of respondents believe regional tourism is either very or extremely important to the county's identity

How important do you feel regional tourism is to Pine County's identity?

Answered: 343 Skipped: 10



QUOTES

“Improve roadways, create more community parks, fund public library and schools, bring in small businesses.”

“Create an outdoor program for both summer and winter that anyone can use for activities. With a focus towards adults and teens.”

“Develop a cooperative lake association to protect the future of our lake from overdevelopment and safeguard the environment and wildlife.”

-SURVEY RESPONSES

If you were given \$100k to improve the county, what would you do?

CURATED NOTES

INTERVIEW / FOCUS GROUP NOTES

arts

pine city
heritage
players, does
local plays

have a multi
community
art crawl

East Central
Regional
Arts Council

a lot of artists
come from
outside of
pine county
also

have
weekenders
coming to
gatherings

people
shocked arts
center exists
in such a small
rural place

the existence
of 2 arts
centers is a
centerpiece

but go into
local cafe on a
friday night and
there's a band
and it's packed

210 - now that
they have
permanent home
in sandstone, big,
they can grow in
all manners of art

210 - not just a
gallery or arts
center, goes back
to community,
being a gathering
place

not just
painting, it's
writing, reading
poetry, music,
dance, etc.

serious things going
on in MN that had a
ripple effect that really
helped engage people
in the arts, more
apparent drive and
meaning to creating
things

bringing the
artists together
that you would
not believe are
in the woods

young people -
don't feel like
there is a place for
them in pine
county to explore
their artistic side

the arts can be a really
powerful tool for them,
an extension of
themselves, an
expression, a way to
process and connect
and be seen

the art can
help people
grow up here,
make
connections

not elitest
view - creative
spirit that
touches our
humanity

how people
can survive
great
adversity

sense of
belonging can
be found
through the
arts

march was youth
arts month,
response and
participation was
incredible

there are a lot of
creative people who
have been able to
show there work
where they would
have not have had a
venue before us

i just think it can
only grow if we
start developing
other people who
are a little timid or
afraid of failure

i would love to see
children become
involved and
experience art to
enhance their lives
because they don't
have the opportunity
to go to big museums

there's talented
people here, many
of whom moved
because they are
independent and
creative

important to me
that there's an
emergence of
the arts as an
economic engine

purpose of the
art center in pine
county - to serve
as an alternative
community

give a social
outlet for those
not tapped into
religious orgs,
other clubs, etc.

the arts don't
have quite the
foothold we want
them to have in
the community
psyche

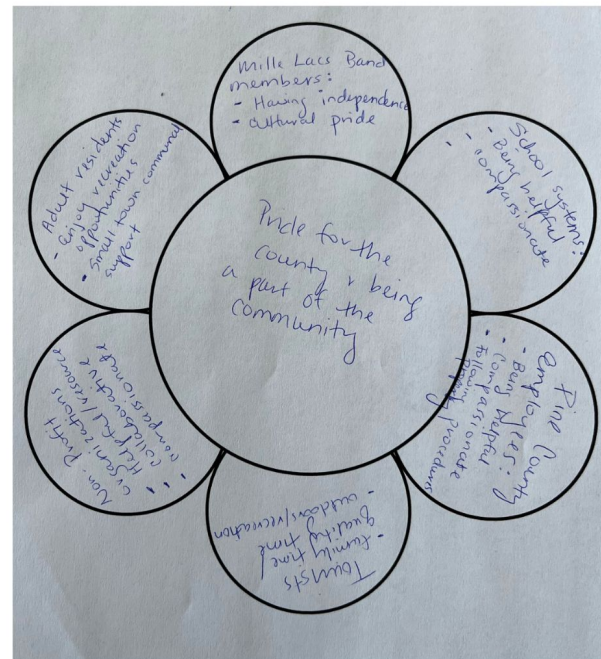
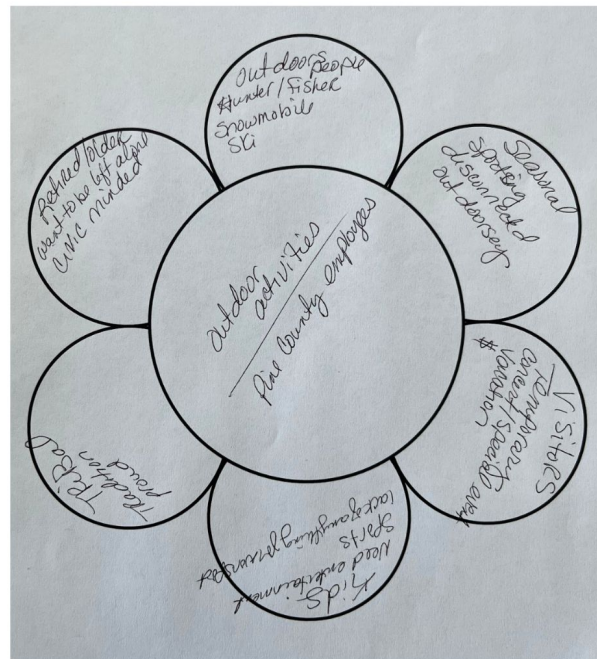
but all of that is
changing very
quickly, the
momentum is
breathhtaking, it's
amazing to be
apart of right now

people are
saying we
want more
of the arts

80 - 100 people
attending gallery
openings, that's
a big number for
such a rural
community

there's interest in
the arts but "i
don't think of
myself as in the
arts or an artistic
person"

ENGAGEMENT RESULTS



ONLINE RESEARCH

Pine County is home to a portion of the Mille Lacs Band of Ojibwe. The band maintains trust lands from eastern Pine County westward to Mille Lacs County. There are approximately 1,000 Mille Lacs Band Tribal members within Pine County. With its operation of the Grand Casino, a regional destination, as well as a recent major development of approximately 200 homes, the Mille Lacs Band is ranked as Pine County's largest tax paying entity and provides a richness of cultural diversity to the community.

[Comprehensive Plan](#)



Grand Celebration Powwow at Grand Casino Hinckley

EXISTING PLANS



Pine County's goals for the next 15 years include:

- Foster a diverse, productive, and sustainable **agricultural industry** including: crops, livestock, forestry, ag support services, small to large farms, value added producers, and opportunities for new farmers.
- Enhance **community and economic opportunities** by improving access to broadband internet, higher wage jobs, and affordable housing.
- Promote **property stewardship** and management in order to accommodate tourism and attract new large employment businesses such as industrial manufacturing.
- Support **small businesses** and entrepreneurship.
- Reduce crime and prevalence of drugs in order to maintain a **safe community**.
- Offer effective community services while keeping **tax rates affordable**.
- Identify, support, and promote **existing recreational assets** for tourism development and resident education.
- Develop and maintain **trails** for all user types.
- Create **recreational opportunities** on county lands to maximize their potential.
- Manage **natural resources** to optimize environmental and economic benefits in perpetuity.
- Ensure that development protects **natural areas** as well as **water quality** and habitat.
- Reduce solid waste being landfilled by providing residents and businesses education and opportunities to **reduce, reuse, and recycle**.
- Support **lifelong learning** for citizenship, a competent workforce, and a high quality of life by improving access to broadband, K12 integrated job training, and adult job training.
- Maintain a strong base of **infrastructure** for the community including: quality roads and bridges, public transportation, broadband internet, and non-emergency medical transportation.

[Comprehensive Plan](#)

SWOT ANALYSIS PER THEME

SWOT ANALYSIS

IDENTITY

STRENGTHS

Most everyone seems to appreciate the outdoors and natural beauty of the area; cite that as a major reason for living in/loving Pine County

Described as a kind, caring, down to earth place where people look out for one another

Independent spirit

Gov't agency works well together, employees enjoy working at the County

WEAKNESSES

A couple different primary County logos are in use

The outdoors and outdoor recreation options available aren't necessarily unique to the county

On the flip side, the independent spirit can be negative because it can make it harder to accomplish things as a community/for the County gov't to accomplish things

Residents identify more with their town and not the county as a whole

Lack a unified look for County departments/programs

Sometimes viewed as poor, lacking basic amenities & services; drug reputation

OPPORTUNITIES

Capitalize on the growing arts community and make that a more prominent part of the area's identity

Don't have to compete with each individual town; support them and elevate what they are able to do

Mille Lacs Band offers a unique cultural component that other places might not have. Figure out how to work with them more on tourism and craft authentic experiences (rather than the common experience be just visiting the casino)

Further unite N & S parts of county

Countywide tourism initiative to help all indiv. towns/do what they do not have the resources to do

THREATS

Individual cities and townships continuing to do their own thing without aligning with County/accepting County support

Not working on tourism in conjunction with indiv. cities/townships and Mille Lacs Band

Lack of resources



WHAT WE FOUND

BRAND PROBLEMS



1. The County government isn't really getting credit right now for the great work that they do and the great place it is to work for because of a lack of messaging, marketing, signage, etc.
2. The outdoors is a huge part of the county identity but that isn't unique to the county.
3. There is a perception problem of the county (the place) as a poor area with crime and drug problems and limited things to do.

BRAND GOALS



1. Help the County government get more credit for all of the great work they are doing through a strategic brand architecture.
 - a. Develop messaging that will help the agency be recognized as an innovative, accepting place to work.
2. Get more people to buy into a countywide vision through cohesive messaging that unifies the area and promotes strategic growth. Make sure that messaging includes an element of the outdoors, but somehow has a unique twist for Pine County.
3. Help facilitate engagement with groups that are traditionally underrepresented or have not had much interest in engaging, and make it clear that it is important to the County that everyone's voice is heard.

TIMELINE & NEXT STEPS



- JUNE/JULY - Develop brand strategy
- JULY/AUG - Develop brand identity
- SEPT - Finalize brand identity
- SEPT/OCT - Brand guidelines & Implementation Plan



IDENTITY

KEY TAKEAWAYS OF THEME

1

The outdoors and outdoor recreation plays a huge role in the county's identity. People love being outside. However, that's not unique to Pine County.



2

The County government is widely regarded as a great, inclusive, accepting place to work.

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SWOT ANALYSIS

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Lack of resources



POSITIONING

KEY TAKEAWAYS OF THEME

1

Location could play a major factor in positioning of the county. It's not "too far" from the Twin Cities but it's out of the Twin Cities...and that could mean higher quality of life for many who value a slower pace, knowing your neighbors, etc.



2

There's not currently a ton being done in the way of messaging about the county.

SWOT ANALYSIS

POSITIONING

STRENGTHS

Great location along 35; midpoint between Twin Cities & Duluth; not far out of the Twin Cities

The vision of many is to grow and support more local businesses, entertainment options, families, etc.

Most believe the county's best days are ahead




WEAKNESSES

Very limited messaging about the County government and Pine County (the place) exists

Some people don't want the county to grow and have more resources because they don't want to be taxed more

Drugs/crime tends to color the perception of the area

Right now, "touristy" things like the casino take up most of the mental space when outsiders think of Pine County



OPPORTUNITIES

Several people mentioned the idea of "being in the middle of everywhere" to counteract the "too rural" perceptions. There could be opportunity to expand upon that when communicating with external audiences

The brand identity can help give the County gov't more credit and improve perceptions

More messaging around location and quality of life



THREATS

Not defining Pine County's own story, letting others tell it for PineCo

Letting change happen to PineCo instead of planning for change



MARKETING

KEY TAKEAWAY OF THEME

1

There is not much currently going on in terms of marketing the county, the place, or the County, the government agency.



SWOT ANALYSIS

MARKETING

STRENGTHS

Decent mix of positive and helpful social posts

WEAKNESSES

Very little marketing in general. Most has to do with Sheriff/corrections because that dept. needs employees the most

Several department-specific social accounts, but not a general Pine County one, which seems confusing. How do people find out about general goings-on in the county?

No big picture messaging on the County website

OPPORTUNITIES

Increase overall marketing for the county (the place) and the County (the agency)

Expand County website to have more helpful general place information or create separate website for that

Make print collateral more colorful and eye catching

THREATS

Not updating marketing materials with new brand identity after this project is complete





ASSETS & DEVELOPMENT

KEY TAKEAWAYS OF THEME

1

Tourism can become a major driver of economic growth

2

The County will need to get all of the individual cities, towns and townships on the same page if major ED progress is to occur. Right now the County is being somewhat held back by the individual communities within.



SWOT ANALYSIS

ASSETS & DEVELOPMENT

STRENGTHS

Economic development is a major focus for the County government

Broadband access is also a focus and is improving

The outdoors/outdoor activities are a major draw and asset

WEAKNESSES

Limited broadband access in some areas deters businesses/remote workers

Healthcare and retail/service industries are in need of more employees, but that talent pool is limited in the area

Many people commute out for work; need more job opportunities in the county

Town planning (or lack of) limits what the County can do at a planning/zoning/ sometimes economic development level

The County has limited support/resources when it comes to E

OPPORTUNITIES

Support/promote/ collaborate more with Pine Tech to increase training and economic opportunities for all

Capitalize more on visitors; full funnel approach to more visiting or eventually relocation/starting a business

THREATS

Indiv. towns that continue to operate in silos in terms of planning & development

Not capitalizing on the assets you already do have and just focusing on trying to get more/better assets





PLACEMAKING

KEY TAKEAWAYS OF THEME

1

Right now there is an opportunity for the County government to receive more credit for their work through signage and small other placemaking assets. However the right balance will need to be struck between County placemaking and placemaking of individual cities, towns and townships.



SWOT ANALYSIS

PLACEMAKING

STRENGTHS

Pine County and Sandstone have some placemaking assets, like signage, banners, etc.

WEAKNESSES

The only way you know you're in the county is if you are familiar with the area or if you happen to see the highway sign; lack of credit for County

OPPORTUNITIES

The place could reflect more of the growing arts scene and become more visually interesting through that

Opportunity for the County gov't to get more credit for the work they do through signage



THREATS

Will have to strike the right balance between county placemaking as a whole and individual places

CivicBrand

2023 MCIT Report to Pine County

MANAGING RISKS TOGETHER

Tailored Coverage, Valuable Service, Member Focused

MCIT Focuses on Benefiting Members

As a risk sharing pool, Minnesota Counties Intergovernmental Trust provides specific lines of coverage and services to meet members' unique risk exposures. MCIT works to protect the stability and longevity of the program for the benefit of all members.

MCIT is not an insurance company focused on profits. Rather, MCIT is a public joint powers entity dedicated to helping members manage their risks so they can carry out their public service mission to the citizens of Minnesota.

Through MCIT, members pool resources to provide:

- Property, liability, auto, cyber and workers' compensation coverage
- Programs and services to assist members in managing risks and controlling losses

As a public entity, MCIT understands the unique challenges facing local governments and offers ways to address those risks.

Members Do Their Part

The success of MCIT is built on each member's willingness to:

- Support loss prevention and risk management strategies.
- Take reasonable steps to mitigate claims.
- Collaborate with MCIT when losses occur.
- Fulfill financial obligations to MCIT.

MCIT Mission

Providing Minnesota counties and associated members cost-effective coverage with comprehensive and quality risk management services.



MCIT.ORG | 1.866.547.6516

Reinsurance Maintained at Acceptable Costs

Consistent with past years, reinsurance carriers remain guarded in working with public entity pools given the state of the market and risks associated with member operations. MCIT purchases reinsurance to protect the program

from covering the total cost of catastrophic claims.

For 2023, the property reinsurance rate increased 8 percent, and the liability reinsurance rate rose by 24 percent.

Cyber Coverage Preserved, Enhanced for 2023

After Hartford Steam Boiler informed MCIT in mid-2022 that it would not renew MCIT's cyber-coverage program for 2023, staff worked tirelessly to find a suitable replacement before the new year. They succeeded.

For 2023, the new cyber-coverage program:

- Includes increased aggregate coverage limits for members (\$500,000 for county members)
- Provides increased sublimits
- Offers retroactive coverage

The new program includes similar coverage to the HSB program, including an endorsement for mis-directed payment and computer fraud incidents. The deductible for county members is \$10,000.

Cost-containment Measures

To help limit members' required contributions, MCIT looks for ways to minimize the program's costs, including:

- **Pursuing recoveries:** When a claim involves a third party who is legally responsible for the loss or damage

in whole or in part, MCIT pursues recovery of funds on the members' behalf. In the past five years, MCIT has recovered nearly \$3 million.

- **Medical bill review:** For workers' compensation claims, MCIT uses a third party to review medical

bills to assure coding and pricing accuracy, achieving lower overall expenses.

- **Pharmacy benefit manager:** This outside service helps limit the cost of filling prescriptions under workers' compensation benefits.

Dividend Reflects Actual Expenses, Investments

MCIT TOTAL DIVIDEND
(Workers' Compensation Division Only)

\$7 MILLION

PINE COUNTY DIVIDEND

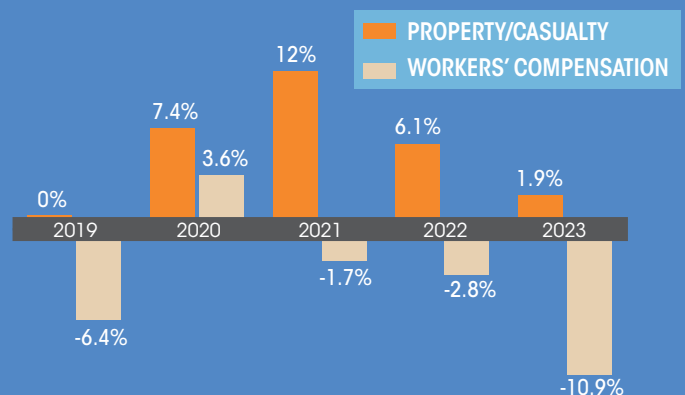
\$88,207

Dividends reflect MCIT's past claim experience and the performance of MCIT's investments. MCIT only issues a dividend when it is actuarially sound and fiscally prudent.

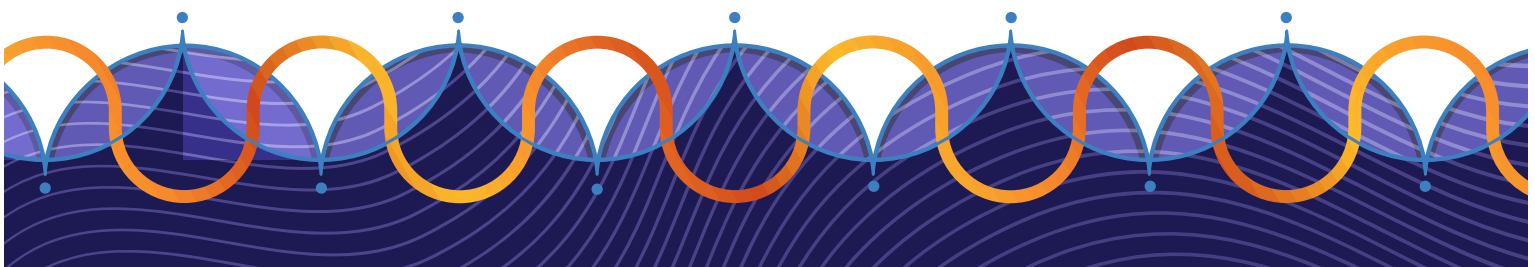
Although not guaranteed, the board is committed to returning funds to members when appropriate.

Rates Anticipate Expenses

MCIT AGGREGATE RATE CHANGES (2019-2023)

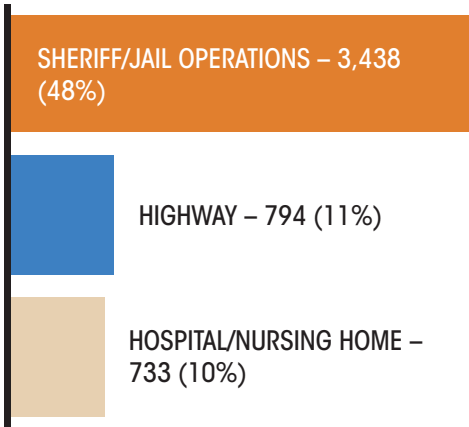


The historical cost of claims and expenses associated with MCIT operations are used to project the amount of contribution needed for the next year. MCIT aims to collect only what is necessary to cover these costs.

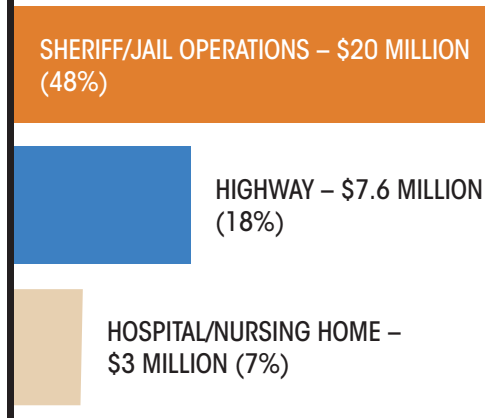


Aggregate Workers' Compensation Claims Top 3 by Department 2018-2022

BY FREQUENCY



BY SEVERITY



Workers' Compensation Claims Affect County's Contribution



PINE COUNTY'S MOD RATE AND COST DIFFERENCE

The county's factor for 2023 is

1.252

The county's difference from the base cost of coverage is

\$52,446

Recent mod factors: 2022, 1.22; 2021, 0.938; 2020, 0.924; 2019, 1.072.



The frequency and severity of work-related injuries and illnesses affect each member's experience modification (mod) factor. This unique factor is part of the formula used to determine a member's annual workers' compensation contribution.

Other factors include the amount of payroll in each employee class code and the rate for each class.

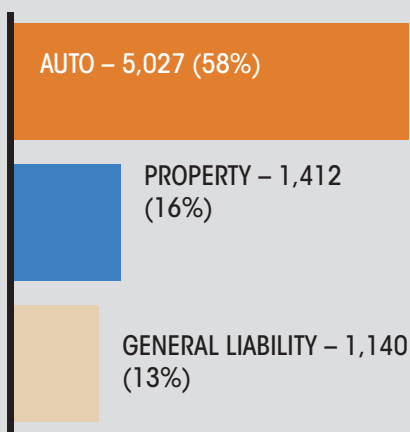
A mod of 1.0 reflects expected claim development.

A factor greater than 1.0 can increase the contribution.

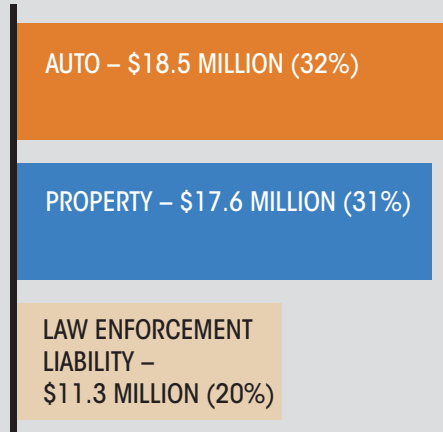
A factor less than 1.0 can decrease it.

Aggregate Property/Casualty Claims Top 3 by Line 2018-2022

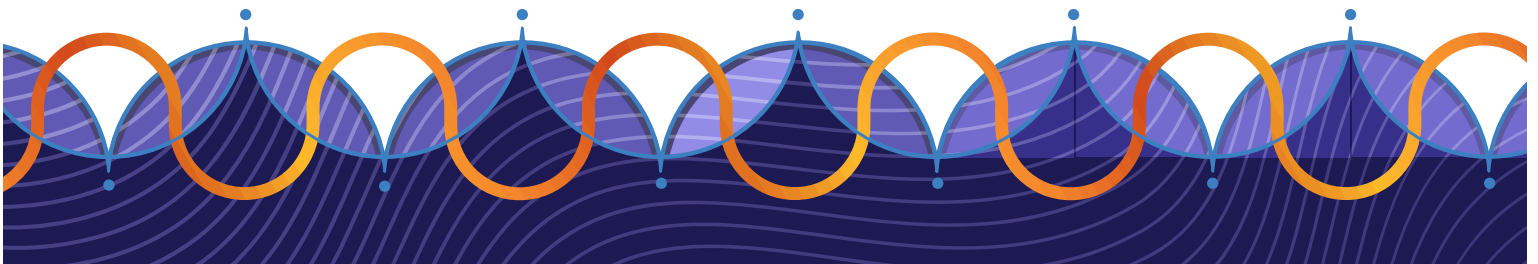
BY FREQUENCY



BY SEVERITY



Although MCIT does not experience rate property or liability coverage, the frequency and severity of all member claims influence the cost of coverage.



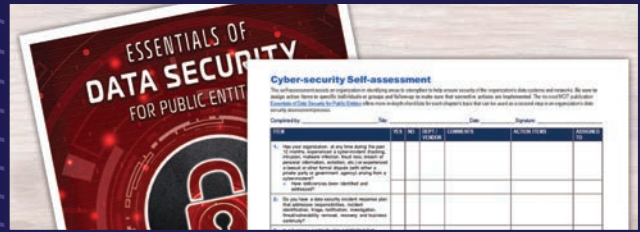
Knowledgeable Advice, Valuable Services

MCIT offers members a number of services, programs and items to assist them in reducing losses and mitigating risks. Most are provided as part of membership.



CONSULTATION SERVICES

Risk management and loss control consultation services assist members in preventing losses and making the most of their lines of coverage.



AWARENESS AND PREVENTION MATERIALS

Based on claims frequency and severity, MCIT develops resources to assist with preventing losses and reducing the severity of claims.



TRAINING FOR OFFICIALS AND EMPLOYEES

Seminars, workshops, on-site presentations, PATROL (Peace Officer Accredited Training Online), training videos, defensive driving training



ACCESS TO SERVICE PARTNERS

MCIT membership includes access to services through partner organizations:

- Employee Assistance Program
- Minnesota Safety Council
- HSB boiler and pressure vessel inspections



Commissioners are encouraged to:

- Learn how coverage applies before making final decisions
- Have contracts reviewed for risk management before signing or approving them
- Support safety initiatives (e.g., the safety committee and a program to return injured employees to work)
- Support and encourage training and education for all employees
- Attend risk management training
- Promote safety at all levels
- Engage MCIT