



PINE COUNTY

Administrator's Office

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

Commissioners

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

County Administrator

David J. Minke

Special Meeting-Committee of the Whole

2023 County Budget

Tuesday, August 23, 2022, 9:30 a.m.

**Pine County Courthouse
635 Northridge Drive NW
Pine City, Minnesota**

1. Call to Order
2. Pledge of Allegiance
3. Approve Agenda
4. Budget Presentations
 - A. District Court, Amy Willert, Court Administrator
01-013 Court Administration
 - B. County Probation, Terry Fawcett, Director
01-255 Probation
 - C. County Attorney's Office, Reese Frederickson, County Attorney
01-020 Law Library
01-091 County Attorney
Attorney Forfeiture
01-093 Victim Services
 - D. Highway/Public Works, Mark LeBrun, County Engineer
01-111 Building Maintenance
38-801 Building Fund
13-310 Highway Administration
13-320 Highway Engineering/Construction
13-330 Highway Maintenance/Equipment
13-340 Highway Equipment Repair & Shop
13-801 Highway Non-Departmental
 - E. Pine County Agricultural Society (Fair), Pete Leibel, President
01-604 Agricultural Society

(Lunch at Discretion of the Chair)

F. IT, Ryan Findell, IT Manager

01-061 Information Technology

G. Administration, David Minke, County Administrator

01-062 Central Services

01-092 Consulting Labor Attorney

01-249 Medical Examiner

01-501 East Central Regional Library

01-613 Snake River Watershed

01-702 Housing and Redevelopment Authority/Economic Development
Authority

01-005 Commissioner

01-072 County Administration

H. American Rescue Plan Act (ARPA)

I. Other Budget Discussion Items

5. Adjourn

Next Budget Meeting, August 30, 2022, 9:00 a.m., Boardroom, Courthouse, Pine City, Minnesota

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

BUDGET PRESENTATION-DEPARTMENT 255-PROBATION

- Salaries up 4.1% (\$29,051)
- Postage increased \$500
- ECRJC Secure Detention moved from HHS to Probation (\$110,000)
- Transportation Services decreased by \$500 (from \$1,000)
- Community Alternatives decreased by \$5,000 (from \$10,000)
- Probation continues to allocate \$13,000 for juvenile E.M. Services (from HHS this year)
- Supplies/Safety line-item increase by \$8,000 due to need to rotate stock of vests & need for an encrypted radio (or could radio be an ARPA item?)
- REAM Indigency Fund decreased by \$3,000 (from \$6,000)
- Restitution Juvenile Services remains at \$1,000
- Projected revenue for class fees decreased by \$2,000 to \$8,000 (could be more if we discontinue Cog or Cog to outside clients)

Considerations for the Board in the future

- **Future of the Evening Reporting Center** (Completion, September 2023)- Wages of the Director (\$24.51 hour=\$38,235.60 @1,560 hours); Wages of the Youth Counselor (\$21.03 hour=\$27,339 @1,300 hours)
- **Other current expenditures for ERC:** Custodial (\$5,500), Program Meals (\$8,000), Program Supplies (\$10,000), Presenters (\$5,000), Supportive Services (\$7,500)
- **Total cost of ERC could be upwards of \$151,500 when including for insurance costs**
- Currently in discussions with TSA and Atta Boy Taxi (new owners) about potential partnerships and have reached out to SCRED (Children's Cabinet); **Transportation is currently budgeted at \$50,000**
- **Probation currently meets the criteria for reimbursement for another position by the DOC.** (see attached) Probation only received 26.2 % reimbursement for 2021 costs (\$174,581). A new position based on the minimum starting wage for an Agent (\$26.65) would cost roughly \$89,000, assuming family health insurance.
- **Probation has collected 80% in revenue at 58% of the year in Local Correctional Fees.** \$47,191 was collected last year.
- In weighing the future of the ERC versus adding a position in the future, I would have to choose an agent, due to high pre-trial/adult numbers versus juvenile, unless a partnership can be formed.

PROBATION

255 DESCRIPTION	2017	2018	2019	2020	2021	2022 Budget	2023 Budget	Change	% Change	
5230 REAM GRANT	-11,596	-5,416	-8,229	-6,097	-4,780	-6,500	-6,500	0	0.0%	
5304 INTER-GOVERNMENT CPO REIMBURSEMENT	-152,808	-142,406	-144,310	-163,405	-168,246	-178,000	-175,000	3,000	-1.7%	
5308 STATE GRANT - CASELOAD REDUCTION	-59,215	-63,561	-60,537	-54,217	-52,573	-59,481	-59,481	0	0.0%	
5501 FEES FOR SERVICE	-610	-510	-515	-228	-310	-1,000	-1,000	0	0.0%	
5508 CONTRACT SERVICES	-750	-1,000	-250	-200	-1,200	-350	-350	0	0.0%	
5517 LOCAL CORRECTIONAL FEES	-43,444	-51,154	-51,408	-52,677	-52,573	-50,000	-50,000	0	0.0%	
5518 ELECTRONIC MONITORING	-7,513	-6,983	-4,888	-6,260	-5,836	-6,000	-6,000	0	0.0%	
5519 CLASS FEES	-12,365	-7,799	-8,570	-9,109	-10,950	-10,000	-8,000	2,000	-20.0%	
5604 DWI/ISP PROGRAM	-385	-10	0	0	0	0	0	0	0	
5860 REFUNDS & REIMBURSEMENTS	0	0	-245	0	0	0	0	0	0	
6103 SALARIES/WAGES-PERMANENT	519,621	518,372	583,780	667,606	689,835	715,696	744,747	29,051	4.1%	
6105 SALARIES/WAGES-PART TIME	817	0	0	0	0	0	0	0	0	
6107 Salaries & Wages OT	665	807	870	580	470	0	0	0	0	
6108 SALARIES/WAGES-COMP	5,184	6,237	5,886	2,169	537	0	0	0	0	
6152 COUNTY CONTRIBUTION	85,780	116,936	125,883	128,610	130,894	161,089	151,287	-9,802	-6.1%	
6155 VEBA County Contribution	6,642	0	0	0	0	0	0	0	0	
6156 HSA Contribution	2,836	1,502	2,904	3,618	3,435	2,310	593	-1,717	-74.3%	
6163 PERA	36,929	38,916	43,316	48,749	50,537	53,677	55,856	2,179	4.1%	
6175 FICA	36,938	37,491	42,019	47,712	49,339	54,751	56,973	2,222	4.1%	
6179 WORKERS COMP-PREMIUM	55	0	0	0	0	0	0	0	0	
6201 TELEPHONE	6,120	6,666	7,589	6,512	5,803	6,741	6,741	0	0.0%	
6202 POSTAGE & FRIEGHT	1,040	1,344	1,469	1,378	2,127	2,000	2,500	500	25.0%	
6209 Credit Card Processing Fees	693	970	835	843	906	1,000	1,000	0	0.0%	
6241 CONFERENCE, TRAINING, DUES	6,154	3,919	5,292	5,037	6,162	6,450	6,450	0	0.0%	
6242 ASSOCIATION DUES	315	390	525	315	895	1,000	1,000	0	0.0%	
6263 PROFESSIONAL & TECH SERVICES	7,131	4,605	6,198	3,224	1,633	5,000	5,000	0	0.0%	
6277 ECRJC	0	0	0	0	0	0	110,000	110,000	0	
6311 REPAIR & MAINTENANCE	7,289	7,857	7,041	6,790	8,252	9,653	9,653	0	0.0%	
6331 Travel Expense Room & Board	3,636	2,238	3,984	833	3,954	4,000	4,000	0	0.0%	
6334 MILEAGE	3,281	2,070	3,291	1,278	316	3,500	3,500	0	0.0%	
6336 Transportation - Juvenile Services	0	0	0	0	0	1,000	500	-500	-50.0%	
6350 Community Alternatives	0	0	0	1,967	183	10,000	5,000	-5,000	-50.0%	
6361 REAM GRANT	10,779	5,642	7,530	5,947	4,750	6,500	6,500	0	0.0%	
6363 Juvenile EM Expenditures	0	0	0	0	0	13,000	13,000	0	0.0%	
6364 REAM Indigency Fund	0	0	0	0	0	6,000	3,000	-3,000	-50.0%	
6401 Office Supplies	3,336	3,799	3,767	1,645	3,035	3,000	11,000	8,000	266.7%	
6452 REFERENCE BOOKS & MATERIALS	1,579	540	571	554	63	500	500	0	0.0%	
6566 Gasoline & Oil	819	1,288	2,037	723	835	2,000	2,000	0	0.0%	
Community Restitution Program										
01-255-001-0000-5751 Restitution Community Service	0	0	-605	-1,057	0	-1,000	-1,000	0	0.0%	
01-255-001-0000-6834 Reimbursement Community Restitution	0	0	500	1,277	513	1,000	1,000	0	0.0%	
Community Coach Program										
01-255-255-0000-5751 Gifts & Contributions - Community Coach	-25000	-25000	-25000	0	-77.5	0	0	0	0	
01-255-255-0000-6263 Professional & Technical Services	0	35,586	30,056	35,880	0	0	0	0	0	
01-255-255-0000-6334 Travel Expense mileage	0	6,163	6,058	4,930	0	0	0	0	0	
REVENUE	-288,686	-278,839	-278,707	-292,193		-311,331	-306,331	5,000	-1.6%	
EXPENDITURE	722,639	778,338	865,836	977,120		1,068,867	1,200,800	131,933	12.3%	
255 Net	433,953	499,499	587,129	684,927		757,536	894,469	136,933	18.1%	



MINNESOTA DEPARTMENT OF CORRECTIONS
 CPO New Position Formula
CPO Agents - County
Calendar Year 2019

CPO County: **Pine County**

Current FTE Receiving Reimbursement 7.00

	Average	Baseline (FY16)	+1 Point	+ 2 Points	+3 Points	Over Avg.
CY 19 Avg. Court Filings	189	183	0% to 20%	21% to 40%	41% plus	
CY 19 Avg Caseload	104	82	<u>0% to 20%</u>	<u>21% to 40%</u>	<u>41% plus</u>	
			Plus	1	2	0
			-1 Point	-2 Points	-3 Points	Under Avg.
			0% to 20%	21% to 40%	41% plus	
			0% to 20%	21% to 40%	41% plus	
			<u>0% to 20%</u>	<u>21% to 40%</u>	<u>41% plus</u>	
			Minus	0	0	0
			Total Points	<u><u>3</u></u>		

If total points equal or exceed **(3 points)** FTE request will be approved.

July 1, 2017 implementation date, prior positions grandfathered.

Positions vacant/not filled for 365 days or more require a new application.

New Drug Court/Specialty Court FTE's not allowed.


* Further analysis required for CPO counties where DOC supervises all or portion of Gross Misdemeanor offenders.



Pine County Public Works Department
405 Airport Road NE • Pine City, MN • 55063
(320) 216-4200 • (800) 450-7463 x 4200 • Fax (320) 629-6736

Memorandum

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

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

Date: 08/16/2022

Re: 2023 Preliminary Budget

Attached is the preliminary 2023 budgets for Building Maintenance and Public Works. No levy increase is proposed for 2023.

- 1) Requesting a Property Tax Levy of \$654,110 for Building Maintenance and \$2,054,821 for Public Works.
- 2) Proposed budgets include a 2.0% COLA, Step Increases, and 12% Health Insurance premium increase.
- 3) Includes 32 positions funded (29 FTE Public Works, 3 FTE Building Maintenance), no change from 2022.
- 4) Budget includes \$670,000 for Fleet vehicle/equipment purchases. Planned purchases include 6 marked squads, 2 fleet vehicles, and 1 Tandem Truck.
- 5) State and County funding for \$12,125,000 in construction projects.
- 6) Continue \$25,000 Building Fund allocation.

BUILDING MAINTENANCE

111 DESCRIPTION	2022	2023	
5801 RENTAL REVENUE	-148,500	-148,500	0.0%
5860 REFUNDS & REIMBURSEMENT	0	0	
6103 SALARIES/WAGES-PERMANENT	162,805	171,255	5.2%
6105 SALARIES/WAGES-PART TIME	0	0	
6107 SALARIES/WAGES-OT	2,000	2,000	0.0%
6108 SALARIES/WAGES-COMP	1,000	1,000	0.0%
6152 COUNTY CONTRIBUTION	53,382	57,912	8.5%
6155 VEBA COUNTY CONTRIBUTION	0	0	
6156 HSA COUNTY CONTRIBUTION	1,155	1,195	
6163 PERA	12,360	12,994	5.1%
6175 FICA	12,608	13,254	5.1%
6201 TELEPHONE	2,300	1,800	-21.7%
6202 UTILITIES-COURTHOUSE	265,000	268,000	1.1%
6241 UTILITIES-SPGC/NPGC/1610	60,000	62,000	3.3%
6243 SOLID WASTE	6,000	6,200	3.3%
6252 PROFESS. SERVICES	60,000	48,000	-20.0%
6263 CONTRACT CLEANING	58,000	52,000	-10.3%
6310 ELECTRICAL MAINTENANCE	10,000	10,000	0.0%
6316 CONTRACT MAINTENANCE	12,000	12,000	0.0%
6334 STS SERVICES	0	0	
6413 BUILDING MAINT SUPPLIES	48,000	43,000	-10.4%
6353 GROUNDS MAINTENANCE	36,000	40,000	11.1%
111 Total	(148,500)	(148,500)	0.0%
	802,610	802,610	0.0%
	654,110	654,110	0.0%

**PUBLIC WORKS
ADMINISTRATION**

310	DESCRIPTION	2022	2023	
6103	SALARIES/WAGES-PERMANENT	198,179	202,140	2.0%
6152	COUNTY CONTRIBUTION	31,433	21,512	-31.6%
6156	HAS COUNTY CONTRIBUTION	1,195	2,390	100.0%
6163	PERA	14,863	15,161	2.0%
6175	FICA	15,161	15,464	2.0%
6179	WORKERS COMP PREMIUM		150	
6201	TELEPHONE	13,750	11,500	-16.4%
6202	POSTAGE	250	250	0.0%
6241	CONF./TRAIN./REG.	7,500	7,500	0.0%
6243	ADVERTISING	2,500	2,000	-20.0%
6252	UTILITIES	7,000	8,500	21.4%
6263	PROFESS. SERVICES	1,000	1,000	0.0%
6310	MAINT. AGREEMENTS	8,000	8,000	0.0%
6316	BLDG MTNCE/JANITORIAL	0	0	
6325	INFORM. SYSTEMS	0	0	
6334	TRAVEL EXPENSE	200	200	0.0%
6351	AUTOMOBILE INSURANCE	54,488	54,488	0.0%
6353	INS./SURETY BONDS	30,489	30,489	0.0%
6401	OFFICE SUPPLIES	3,500	3,000	-14.3%
6452	REFERENCE BOOKS	0	0	
6611	BLDG IMPROVEMENTS	0	0	
6671	TECHNOLOGY	250	250	0.0%
	310 Total	389,758	383,993	-1.5%

**PUBLIC WORKS
ENGINEERING**

320 DESCRIPTION	2022	2023	
6103 SALARIES/WAGES-PERMANENT	544,668	556,703	2.2%
6107 SALARIES/WAGES-OVERTIME	20,000	20,000	0.0%
6108 SALARIES/WAGES-COMP	2,000	2,000	0.0%
6152 COUNTY CONTRIBUTION	109,770	135,305	23.3%
6155 VEBA COUNTY CONTRIBUTION	5,100	7,650	50.0%
6156 HSA COUNTY CONTRIBUTION	1,195	1,195	0.0%
6163 PERA	42,350	43,253	2.1%
6175 FICA	43,197	44,118	2.1%
6179 WORKERS COMP PREMIUM		12,500	
6241 CONF./TRAIN./REGISTRATION	2,500	2,500	0.0%
6263 PROFESS. SERVICES	150,000	145,000	-3.3%
6283 CONSTRUCTION	9,250,000	12,125,000	31.1%
6284 PERMITS/LICENSE	1,200	1,200	0.0%
6285 ROW ACQUISITION/DAMAGES	5,000	5,000	0.0%
6286 ROW EASEMENT	5,000	5,000	0.0%
6342 RENTAL AGREEMENT	500	500	0.0%
6501 FIELD SUPPLIES	15,000	15,000	0.0%
6660 MAJOR EQUIPMENT	1,000	1,000	0.0%
6661 MINOR EQUIPMENT	500	500	0.0%
6671 TECHNOLOGY	500	500	0.0%
	10,199,480	13,123,924	28.7%

**PUBLIC WORKS
MAINTENANCE**

330 DESCRIPTION	2022	2023	
6103 SALARIES/WAGES-PERMANENT	946,135	937,886	-0.9%
6107 SALARIES/WAGES-OVERTIME	38,000	38,000	0.0%
6108 SALARIES/WAGES-COMP	20,000	20,000	0.0%
6152 COUNTY CONTRIBUTION	331,433	330,090	-0.4%
6155 VEBA COUNTY CONTRIBUTION	2,550	2,550	0.0%
6156 HSA COUNTY CONTRIBUTION	1,195	1,195	0.0%
6163 PERA	73,810	73,191	-0.8%
6175 FICA	75,286	74,655	-0.8%
6179 WORKERS COMP PREMIUM		52,050	
6202 POSTAGE	250	250	0.0%
6241 CONF./TRAIN./REGISTRATION	500	500	0.0%
6252 UTILITIES	2,500	2,500	0.0%
6263 PROFESS. SERVICES	40,000	45,000	12.5%
6285 ROW ACQUISITION/DAMAGES	500	500	0.0%
6287 TRAFFIC STRIPING	30,000	40,000	33.3%
6342 RENTAL AGREEMENT	225,000	230,000	2.2%
6379 DRUG TESTING	500	500	0.0%
6502 AGGREGATES	110,000	120,000	9.1%
6503 TRAFFIC SIGNS/SUPPLIES	40,000	35,000	-12.5%
6504 CULVERTS	120,000	200,000	66.7%
6505 SALT/SAND	165,000	165,000	0.0%
6506 BITUMINOUS	45,000	45,000	0.0%
6559 TURF ESTABLISHMENT	5,000	5,000	0.0%
6599 ROAD/MAINT. SUPPLIES	45,000	45,000	0.0%
6820 SAFETY SHOES/GLASSES	5,750	5,750	0.0%
	2,323,409	2,469,618	6.3%

**PUBLIC WORKS
FLEET SERVICES**

340 DESCRIPTION	2022	2023	
6103 SALARIES/WAGES-PERMANENT	192,384	199,263	3.6%
6107 SALARIES/WAGES-OVERTIME	6,500	6,500	0.0%
6109 SALARIES/WAGES-COMP	500	500	0.0%
6152 COUNTY CONTRIBUTION	53,785	58,498	8.8%
6156 HAS COUNTY CONTRIBUTION	0	0	
6163 PERA	14,916	15,432	3.5%
6175 FICA	15,215	15,741	3.5%
6179 WORKERS COMP PREMIUM		8,100	
6202 POSTAGE	300	300	0.0%
6241 CONF./TRAIN./REGISTRATION	300	300	0.0%
UTILITIES	47,000	47,000	0.0%
6263 PROFESS. SERVICES	2,000	2,000	0.0%
6310 MTNCE AGREEMENTS	2,000	2,000	0.0%
6316 BLD MTNCE/JANITORIAL	16,000	16,000	0.0%
6319 VEHICLE LICENSE	12,500	12,500	0.0%
6333 REPAIR-FLEET VEHICLES	32,000	32,000	0.0%
6413 BUILDING MAINT SUPPLIES	1,000	1,000	0.0%
6452 REFERENCE BOOKS	250	250	0.0%
6561 OIL/GREASE	25,000	25,000	0.0%
6562 OIL TESTING	600	600	0.0%
6564 REPAIR PARTS	175,000	175,000	0.0%
6565 REPAIR SERVICES	190,000	190,000	0.0%
6566 GASOLINE	235,000	320,000	36.2%
6567 DIESEL	180,000	225,000	25.0%
6568 DIESEL TAX	12,000	12,000	0.0%
6569 CUTTING EDGES	35,000	35,000	0.0%
6570 TIRES	55,000	55,000	0.0%
6590 SHOP SUPPLIES	45,000	45,000	0.0%
6591 NON REPAIR SUPPLIES	600	600	0.0%
6611 BUILDINGS & GROUNDS	6,000	6,000	0.0%
6660 MAJOR EQUIPMENT	770,000	670,000	-13.0%
6661 MINOR EQUIPMENT	5,000	5,000	0.0%
340 TOTAL	2,130,851	2,181,585	2.4%

**PUBLIC WORKS
REVENUE**

801 DESCRIPTION	2022	2023	
5001 CURRENT PROPERTY TAXES	2,054,821	2,054,821	0.0%
5005 MOBILE HOME TAXES	6,200	6,200	
5012 SALES TAX FUND	1,200,000	1,400,000	16.7%
5101 PERMIT FEES	32,000	40,000	
5203 REGULAR CONSTRUCTION	5,965,000	5,925,000	-0.7%
5204 MUNICIPAL MTNCE	564,811	621,275	10.0%
5205 REGULAR MTNCE	2,668,985	2,939,458	10.1%
5310 MUNICIPAL CONSTRUCTION	1,210,000	330,000	-72.7%
5311 STATE	0	1,200,000	
5454 FEDERAL	0	0	
5501 INDIVIDUAL CHARGES	250	250	0.0%
5507 TWP CHARGES	1,000	21,000	2000.0%
5508 MUNICIPAL CHARGES	500	500	0.0%
5511 INTER GOVT CHARGES	180,000	195,000	8.3%
5810 COPIES/PLANS	50	50	0.0%
5856 CASH SALES-INVENTORIED	250	250	0.0%
5860 REIMBURSEMENT	115,000	30,000	-73.9%
5990 TRANSFER IN-COUNTY	15,000	30,000	100.0%
6154 RETIREE INS - COUNTY SHARE	-16,800	-9,684	-42.4%
6179 WORKERS COMP PREMIUM	-53,568		-100.0%
6905 TRANSFERS IN/OUT - SALES TAX	1,100,000	3,375,000	
Revenue	15,043,499	18,159,120	20.7%
Expenditures	15,043,499	18,159,120	20.7%
Net	0	0	

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61	DESCRIPTION	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget	\$Change	% Change
5508	COMPUTER SERVICES	-10,000	-10,000	-10,000	-10,000	-10,000	0	0%
5860	Refunds & Reimbursements	-5,000	-5,000	-5,000	-5,000	-5,000	0	0%
6103	SALARIES/WAGES-PERMANENT	184,856	198,551	255,349	269,161	279,138	9,977	4%
6105	SALARIES/WAGES-PART TIME	0	0				0	
6107	SALARIES/WAGES-OVERTIME	1,000	1,000	1,000	1,000	1,000	0	0%
6108	SALARIES/WAGES-COMP	1,000	1,000	1,000	1,000	1,000	0	0%
6109	Salaries/Wages Back Pay	0	0				0	
6113	Salaries & Wages Temporary	0	0				0	
6152	COUNTY CONTRIBUTION	26,618	36,016	61,022	63,918	68,919	5,001	8%
6155	VEBA County Contribution	0	0	0	0	0	0	
6156	H.S.A County		0	918	1,155	1,195	40	4%
6163	PERA	13,864	14,891	19,151	20,187	20,939	752	4%
6175	FICA	14,141	15,189	19,534	20,591	21,358	767	4%
6179	WORKERS COMP-PREMIUM	337	0	0	0	0	0	
6201	TELEPHONE	12,000	9,785	9,785	8,285	8,285	0	0%
6202	POSTAGE & FREIGHT	100	100	100	100	100	0	0%
6241	CONF./TRAIN./REGISTRATION	3,000	3,000	3,000	3,000	3,000	0	0%
6262	SERVICES - COMPUTER	182,450	117,250	101,850	159,850	179,490	19,640	19%
6263	Professional & Technical Services						0	
6311	REPAIR & MAINTENANCE	133,288	151,793	142,370	257,819	283,255	25,436	18%
6331	TRAVEL EXPENSE - LODGING	1,000	1,050	1,050	800	800	0	0%
6334	TRAVEL EXPENSE - MILEAGE	2,000	2,000	2,000	2,000	2,000	0	0%
6401	Office Supplies	1,000	1,000	1,000	1,000	1,000	0	0%
6402	DATA PROCESSING SUPPLIES	4,050	3,842	3,842	3,842	3,600	-242	-6%
6452	REFERENCE BOOKS & MATERIAL	500	0	0	0	0	0	
6660	Equipment & Furniture	178,000	230,000	164,000	121,822	111,120	-10,702	-7%
6705	Capital Lease - Principal	17,000	7,000	4,500	0	0	0	0%
	REVENUE	-15,000	-15,000	-15,000	-15,000	-15,000	0	0%
	EXPENDITURE	759,204	793,467	791,471	935,530	986,199	50,669	6%
	61 net	744,204	778,467	776,471	920,530	971,199	50,669	7%



AGENDA REQUEST FORM

Date of Meeting: August 23, 2022

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

Agenda Item: 2023 Budget

Department: Administration

Department Head signature

Background information on Item:

Attached are proposed 2023 budgets for the following budget departments:

- 62 Central Services
- 92 Consulting Labor Attorney
- 249 Medical Examiner
- 501 East Central Regional Library
- 613 Snake River Watershed Management Board
- 702 Housing and Redevelopment Authority / Economic Development Authority
- 813 Central MN Initiative Foundation
- 05 Commissioner
- 72 Administration

Of these nine budget departments, only two are “budgets” in the traditional sense, the others account for single-purpose activities or are pass-through accounts.

Central Services accounts for the activity of the postage machine and is a pass through as the costs for postage are paid by the using county department. No changes are proposed in this budget.

Consulting Labor Attorney accounts for the expenses of a consulting attorney. The costs in the department vary greatly from year to year depending upon the need for interest arbitration or grievance arbitration. Eight of the nine labor agreements expire at the end of 2023 so we will be in contract negotiations during the second half of the year.

Medical Examiner accounts for the cost of the contract with the Midwest Medical Examiner. The \$51,500 covers the cost of the contract. The contract covers the regular costs of autopsies. Occasionally there are additional expense if non-routine expert examinations are required. The \$12,000 covers the cost of transporting remains to the medical examiner’s office. The transports are done by local funeral homes.

The **East Central Library** accounts for the county's contribution to the joint power's association. Under the JPA, the library board sets a budget, and costs are distributed to participating counties based on a formula which distributes the system cost to each county, based on a formula equally weighing population, tax capacity, and usage. The 2023 request is \$357,501, an increase of .9%. Commissioner Lovgren represents Pine County on the library board and can speak to the budget process. The county budget also includes \$1,800 to pay per diems to the two Pine County citizen representatives on the library board.

The **Snake River Watershed Board** (SRWMB) accounts for the appropriation to that agency. The county amount has remained \$9,968 for over a decade. Commissioner Lovgren represents Pine County on the library board and can speak to the budget process.

Pine County HRA/EDA accounts for the per diems of members.

Central Minnesota Initiative Foundation accounts for the appropriation to the Foundation. Carl Newbanks, Grants and Development Manager for the IFoundation, is scheduled to present to the county board at the regular meeting on September 20th.

Commissioner budget accounts for the costs—salary, benefits, travel, and training—of the county commissioners. Overall, the budget is up 2%. Salaries and per diem remain unchanged. The increase is driven by the cost of health insurance and a correction to the calculation of the FICA cost to include the amount of the per diems. The correct amount was always submitted, but it had not been picked up in the budget.

Administrator budget accounts for the costs of the administrator's office. The personnel costs include six staff--Administrator, HR Manager, Office Manager, HR Generalist (2) and Extension Administrative Assistant. The total proposed increase is \$26,026 or 5% driven by salary and benefit cost. The only exception is the training budget which is proposed to increase by \$1,500.

COUNTY BOARD CONSULTANTS--Labor Attorney

92 DESCRIPTION	2018	2019	2020	2021	2022	2023	change	% Change
6264 CONSULTANTS	40,000	30,000	30,000	30,000	30,000	30,000	0	0%
REVENUE								
EXPENDITURE	40,000	30,000	30,000	30,000	30,000	30,000	0	0%
92 Net	40,000	30,000						

SHERIFF - MEDICAL EXAMINER

249 DESCRIPTION	2018	2019	2020	2021	2022	2023	\$ Change	% Change	
6263 AUTOPSIES & EXPENSES	50,000	50,000	50,000	50,000	51,500	51,500	0	0.0%	125
6283 Transportation fee-Autopsies	12,000	12,000	12,000	12,000	12,000	12,000	0	0.0%	12
Administration Expense									1500
REVENUE									
EXPENDITURE	62,000	62,000	62,000	62,000	63,500	63,500	0	0.0%	
249 Net	62,000	62,000	62,000	62,000	63,500	63,500	0	0.0%	

SNAKE RIVER WATERSHED BOARD

613 DESCRIPTION	2018	2019	2020	2021	2022	2023	change	%Change
6111 PER DEIMS								
6334 TRAVEL EXPENSES - MILEAGE								
6917 APPROPRIATION	9,968	9,968	9,968	9,968	9,968	9,968	0	0.0%
REVENUE								
EXPENDITURE	9,968	9,968		9,968	9,968	9,968	0	0.0%
613 Net	9,968	9,968		9,968	9,968	9,968	0	0.0%

PINE COUNTY HOUSING AUTHORITY

702 DESCRIPTION	2018	2019	2020	2021	2022	2023	Change	% Change
6111 PER DIEMS	3,000	3,000	3,000	4,500	4,500	4,500	0	0%
6241 Training - Conferences								
6334 Mileage								
REVENUE								
EXPENDITURE	3,000	3,000	3,000	4,500	4,500	4,500	0	0%
702 Net	3,000	3,000	3,000	4,500	4,500	4,500	0	0%

COUNTY COMMISSIONERS

05	DESCRIPTION	2018 Actual	2019	2020	2021 Adj Budg	2022 Budget	thru 7/2022	2023	\$ Change	% Change
5608	REIMBURSEMENT - HHS									
6103	SALARIES/WAGES-PERMANENT	111,665	109,220	110,420	110,420	110,420	59,450	110,420	0	0%
6109	Salaries / wages back pay									
6111	PER DIEMS	38,533	41,000	44,000	44,000	49,000	26,700	49,000	0	0%
6112	Taxable Meal Reimbursement									
6152	COUNTY CONTRIBUTION	63,696	70,801	52,646	57,762	62,308	34,536	65,302	2,994	5%
6155	VEBA County Cont	5,100		3,825	3,825	2,550	2,444	3,745	1,195	31%
6156	H.S.A. County						996			
6163	PERA	7,580	5,461	5,521	5,520	7,929	4,358	7,971	42	1%
6175	FICA	3,553	1,584	1,590	1,601	1,821	1,001	2,312	491	31%
6179	WORKERS COMP-PREMIUM									
6201	TELEPHONE	5,249	5,000	5,000	6,000	6,000	2,913	6,000	0	0%
6202	Postage & Freight									
6241	CONF./TRAIN./REG.	6,005	10,000	10,000	10,000	10,000	5,500	10,000	0	0%
6243	Publications, sub, mtg. supplies	16,089	11,000	11,000	11,000	11,000	5,944	11,000	0	0%
6263	Professional & Technical Serv.									
6331	TRAVEL EXPENSE - LODGING	1,192	1,500	1,500	1,500	1,500	1,484	3,000	1,500	100%
6334	TRAVEL EXPENSE - MILEAGE	9,229	10,000	10,000	10,000	10,000	2,125	10,000	0	0%
	REVENUE	0	0							
	EXPENDITURE	267,890	265,566	255,502	261,628	272,528	147,450	278,750	6,222	2%
	NET	267,890	265,566	255,502	261,628	272,528	147,450	278,750	6,222	2%

COUNTY ADMINISTRATOR

72 DESCRIPTION	2018	2019 Budg	2020	2021 Adj B	2021 Actual	2022 Thru 7/22		2023 change	% change	
5608 Refunds & Reimbursements			-500	-500	-17	-500	-58	-500	0	0%
5860 Collection Specialist										
6103 SALARIES/WAGES-PERMANENT	281,656	301,363	327,902	380,841	402,165	397,141	218,380	413,899	16,300	4%
6104 Holiday Pay FT										
6105 SALARIES/WAGES-PART TIME	33,839	34,273	35,303	36,039	30,604	36,637	16,847	37,740	598	2%
6107 SALARIES/WAGES-OVERTIME	500	500			110					
6108 SALARIES/WAGES-COMP	500	500	500		110		593			
6109 SALARIES/WAGES-BACK PAY										
6112 Taxable Meal Reimbursement										
6113 Salaries/Wages Temporary										
6152 COUNTY CONTRIBUTION	40,920	39,366	28,047	51,197	51,429	54,153	29,134	58,112	3,959	8%
6155 VEBA County Contribution		2,550								
6163 PERA	23,662	25,173	27,240	31,266	31,421	32,533	17,502	33,873	1,340	4%
6175 FICA	24,135	25,676	27,785	31,891	30,720	33,184	17,043	34,550	1,366	4%
6179 WORKERS COMP-PREMIUM										
6201 TELEPHONE	1,800	1,700	1,700	1,700	2,502	2,300	1,439	2,300	0	0%
6202 POSTAGE & FREIGHT	1,500	1,500	1,500	1,500	592	1,500	334	1,500	0	0%
6241 CONF./TRAIN./REGISTRATION	4,000	4,000	6,000	4,500	3,955	3,500	4,541	5,000	1,500	33%
6243 ADVERTISING	1,000	1,000	1,000	1,000	2,154	1,000	759	1,000	0	0%
6263 PROFESSIONAL & TECH SERVICE	1,500	1,500	1,500	1,000	554	1,000	240	1,000	0	0%
6314 REPAIR & MAINTENANCE									0	
6315 Repair & Maint-Copiers	5,000	5,000	3,000	3,000	2,678	3,000	1,701	3,000	0	0%
6325 IT Charges	1,000	1,000	1,000	750	1,093	1,000	857	1,000	0	0%
6331 TRAVEL EXPENSE - LODGING	1,500	1,500	2,000	1,500	768	1,500	223	1,500	0	0%
6334 TRAVEL EXPENSE - MILEAGE	2,300	2,300	2,300	2,300	1,369	2,300	1,256	2,300	0	0%
6410 Office Supplies	2,000	2,000	1,500	1,500	1,300	1,500	426	1,500	0	0%
6452 REFERENCE BOOKS & MATERIAL	200	200							0	
6660 Equipment, Furniture, and Computer	500	500	500	500	294	500	0	500	0	0%
6810 SAFETY COMMITTEE	1,500	1,500	1,000	1,000	0	1,000	117	1,000	0	0%
6917 NRCS SOIL STUDY									0	
									0	
REVENUE		0	-500	-500	-17	-500	-58	-500	0	0%
EXPENDITURE	429,012	453,101	469,777	551,484	563,818	573,748	311,391	599,774	26,026	5%
72 Net	429,012	453,101	469,277	550,984	563,801	573,248	599,274	599,274	26,026	5%
							54%			

ARPA - ECONOMIC DEVELOPMENT COORDINATOR



19 FUND COVID-19 Relief Fund

Report Basis: Modified Accrual

<u>Account Number</u>	<u>Account Description</u>	<u>2021 Actual Mo. 01 - 12</u>	<u>2022BUDGET ACTIVE</u>	<u>Jan-Aug 22 Actual Mo. 01 - 08</u>	<u>2023BUDGET ORIGINAL</u>
801 DEPT Non-Departmental					
19-801-801-0000-6103	ARPA Salaries & Wages - Permanent	49,795	80,960	46,704	82,573
19-801-801-0000-6152	ARPA Insurance County Contribution E	12,906	21,808	12,616	23,442
19-801-801-0000-6163	ARPA Pera - County Share ED	3,735	6,072	3,503	6,193
19-801-801-0000-6175	ARPA Fica - County Share ED	3,509	6,193	3,268	6,317
DEPT 801 Non-Departmental	Revenue	0	0	0	0
	Expend.	69,945	115,033	66,091	118,525
	Net	69,945	115,033	66,091	118,525
FUND 19 COVID-19 Relief Fund	Revenue	0	0	0	0
	Expend.	69,945	115,033	66,091	118,525
	Net	69,945	115,033	66,091	118,525



AGENDA REQUEST FORM

Date of Meeting: August 23, 2022

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

Agenda Item: ARPA Spending Update

Department: Auditor-Treasurer

Kelly M. Shea
Department Head signature

Background information on Item:

On March 1, 2022 the County Board reviewed the planned spending of ARPA funds and authorized some additional purchases. Since that time, some projects and purchases have moved forward, while others have not. The attached spreadsheet updates those previously discussed items for amounts allocated and amounts spent to date.

In January, the US Treasury significantly loosened the spending restrictions regarding ARPA Funds. Fund can be used for any governmental service along with the ARPA qualified spending. This has opened a wide variety of options for the county.

Action Requested:

Consider ARPA Funding allocations and 2023 budget requests which can be transferred to ARPA.

American Rescue Plan Act Planning

Total Allocation **\$5,745,374**

External Committed	Activity/Program/Project	Budget Amount	Amount Spent as	Amount	Notes
			of 8/19/22	Remaining	
	Broadband Grant Program	\$750,000	\$0	\$750,000	\$600,000 of grants approved
	County-wide housing rehab	\$651,000	\$130,559	\$520,441	
	PTCC-Work Fast / PCCI	\$459,000	\$459,000	\$0	
	U of M Youth Programming / 4-H Educator	\$160,000	\$0	\$160,000	
	U of M Community Mental Health	\$75,000	\$0	\$75,000	
	Hinckley Transportation / Economic Impact Study	\$65,800	\$0	\$65,800	
	Sandstone Freight Rail and Transportation Study	\$35,000	\$0	\$35,000	
	Sandstone Town Hall septic	\$25,000	\$0	\$25,000	
	Sturgeon Lake Stormwater Study	\$25,000	\$0	\$25,000	
	City of Hinckley Infrastructure	\$25,000	\$0	\$25,000	
	Soo Line Trail improvements w/NPRSC	\$15,000	\$0	\$15,000	
	Food Distribution	<u>\$2,625</u>	<u>\$2,625</u>	<u>\$0</u>	
	External Total	\$2,288,425	\$592,184	\$1,696,241	

Internal Committed	Activity/Program/Project	Budget Amount	Amount Spent as	Amount	Notes
			of 8/19/22	Remaining	
	Economic Dev. Cord thru 2026	\$657,533	\$127,598	\$529,935	
	Election Equipment	\$150,000	\$150,000	\$0	
	Community Health (Blue Zones)	\$150,000	\$0	\$150,000	
	Child Care & Foster Care Projects/Grants	\$100,000	\$6,796	\$93,204	
	Public Health Education and Outreach	\$90,823	\$79,131	\$11,692	
	PCSO Medical Bags/AED per Squad	\$90,000	\$13,150	\$76,850	
	PCSO Jail Body Cameras	\$75,000	\$0	\$75,000	\$27,786 approved
	PCSO Radio Amplifier (East Central HS)	\$46,000	\$22,725	\$23,275	
	PCSO Medical Dispatch (w/Carlton County)	\$35,986	\$0	\$35,986	
	PCSO Handheld Radios	\$35,000	\$13,902	\$21,098	
	Broadband Consultant	\$25,000	\$17,072	\$7,928	
	Employee Referral Bonus	\$25,000	\$500	\$24,500	
	PCSO Workspace Improvements	\$22,311	\$23,412	-\$1,101	
	Mental Health Mini Grants	\$20,000	\$13,286	\$6,714	
	HHS directed aid (assist families in need)	\$10,000	\$1,990	\$8,011	
	Jail COVID Supplies/Support	\$0	\$15,736	\$0	
	PCSO Mental Health/Wellness support	\$10,000	\$7,175	\$2,825	
	Probation Supervision Tools	<u>\$5,450</u>	<u>\$5,450</u>	<u>\$0</u>	
	Internal Total	\$1,548,103	\$497,922	\$1,065,917	

Grand Total Committed / Expended **\$3,836,528** **\$1,090,106** **\$2,762,158**

Pending	Activity/Program/Project	Budget Amount	Amount Spent as	Amount	Notes
			of 8/19/22	Remaining	
	PCSO Jail Enhancements	\$1,000,000	\$0	\$1,000,000	\$42,500 study/assessment
	Vehicles / Equipment	\$400,000	\$0	\$400,000	
	Health Insurance Fund Stabilization	\$300,000	\$0	\$300,000	
	PCSO Staffing	\$120,000	\$0	\$120,000	
	County-wide marketing	\$25,000	\$0	\$25,000	
	PCSO 40 masks w/CBRN filter	\$24,000	\$0	\$24,000	
	PCSO Training	\$20,000	\$0	\$20,000	
	PCSO Squad Camera & Router	\$13,000	\$0	\$13,000	
	Food Shelves	\$10,000	\$0	\$10,000	
	Well Water Testing program-match USDA	<u>\$10,000</u>	<u>\$0</u>	<u>\$10,000</u>	
	Total Pending	\$1,922,000	\$0	\$1,922,000	
	Grand Total	\$5,758,528	\$1,090,106	\$4,684,158	
	Remaining / Contingency / Deficit	(\$13,154)			
	Interest Income			\$11,931	