



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, September 20, 2022, 10:00 a.m.

Regular Meeting

North Pine Government Center

1602 Hwy. 23 No.

Sandstone, Minnesota

The public is invited to join the meeting in person or remotely: by phone call 1-312-626-6799, (Meeting ID): 91382461935; (password): 5911400. 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.

- 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
Minutes of September 6, 2022 County Board Meeting and Summary for publication
- F) Minutes of Boards, Reports and Correspondence
None
- G) Approve Consent Items

CONSENT AGENDA

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

1. Review August, 2022 Cash Balance (attached)

Fund	August 31, 2021	August 31, 2022	Increase/Decrease
General Fund	6,583,603	5,890,474	(693,129)
Health and Human Services Fund	3,043,509	2,877,047	(166,462)
Road and Bridge Fund	6,026,608	11,898,639	5,872,031
COVID Relief	2,841,310	4,625,725	1,784,415
Land Management Fund	1,941,870	2,132,325	190,455

Self Insurance	545,363	93,401	(451,963)
TOTAL (inc non-major funds)	23,934,996	31,594,688	7,659,691

2. **August 2022 Disbursements/Claims Over \$2,000 (attached)**

Consider approval of the August 2022 disbursements including the individual listing of claims over \$2,000, and 488 claims under \$2,000 or not needing approval totaling \$515,518.14.

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

Review and consider approval of Commissioners' Expense Claim Forms.

4. **Contracts/Agreements**

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

- A. **School Resource Officer – Willow River School:** One-year contract between Pine County Sheriff's Office and East Central Schools for a part-time school resource officer (10 hours per week). Rate: \$39.97 for school year 2022/2023.
- B. **School Resource Officer – Hinckley-Finlayson Schools:** Two-year contract between Pine County Sheriff's Office and Hinckley-Finlayson Schools for a part-time school resource officer (20 hours per week). Rate: \$39.97 for school year 2022/2023, and \$41.17 for 2023/2024.
- C. **Human Trafficking Investigators Task Force Joint Powers Agreement**
The Joint Powers Agreement will allow the county to receive funding and support to investigate cases involving suspected human trafficking; this does obligate an investigator to help on out-of-county cases as able.

5. **New Hires**

Consider the authorizing the hiring of the following:

- A. Property Appraiser Shona Hughes, effective September 26, 2022, \$23.03 per hour, Grade 8, Step 1.

6. **Training**

- A. Consider approval of Probation Director Terry Fawcett to attend the Association of Minnesota Counties District 1 Fall Meeting, October 13, 2022, in Grand Portage, Minnesota. Meeting fee: \$35; Lodging: \$119. Total cost: \$154. Funds are available in the 2022 Probation budget.
- B. Consider approval of county administrator and any commissioner desiring to attend the Association of Minnesota Counties District 1 Fall Meeting, October 13, 2022, in Grand Portage, Minnesota.
Meeting fee: \$35 per attendee; Lodging: \$119 per attendee.
- C. Consider approval for Commissioner Terry Lovgren to attend the State Community Health Services Advisory Committee Fall Retreat, October 6-7, 2022 in St. Cloud. Registration: \$0, Lodging: \$108.12 per night; Meals: \$34 per day, Mileage: \$108.

REGULAR

1. **Public Hearing: Snake River Comprehensive Watershed Management Plan (to commence at 10:00 a.m. or as soon thereafter as practicable)**

- A. Presentation of the watershed plan by staff
- B. County Board questions and discussion
- C. Open Public Hearing

- D. Take public testimony
- E. Close Public Hearing
- F. No County Board action needed at completion of public hearing

2. **Health Insurance Committee Report (Minutes Attached)**

The Health Insurance Committee met on September 7, 2022. The Health Insurance Committee recommended increasing the 2023 health insurance premium rate by 17%.
Other items for information only. No action required.

3. **Personnel Committee (Minutes Attached)**

The Personnel Committee met on September 12, 2022. The Personnel Committee made the following recommendations:

A. Health & Human Services

- i. Acknowledge the resignation of Children's Mental Health Social Worker Cassie Peterson, effective August 26, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

B. Auditor-Treasurer

- i. Recommend authorization for a temporary increase from six (6) FTE Property Appraisers to seven (7) FTE Property Appraisers and approve backfill of any subsequent vacancies that may occur due to internal promotion or lateral transfer.

C. Sheriff's Office - Jail

- i. Acknowledge the resignation of Corrections Officer Kayla Wolf, effective September 8, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
- ii. Acknowledge the resignation of Corrections Officer Joel Long, effective September 12, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.
- iii. Move all three components of the Corrections staffing plan, with a maximum of four Corrections Officer 2 positions, to the County Board for consideration. If the concepts are approved by the county board, staff would be directed to negotiate the appropriate memorandum of understanding with the bargaining unit.

Other items for information only.

4. **Reappoint Housing and Redevelopment Authority-Economic Development Authority (HRA-EDA) Commissioner**

Consider reappointment of Steve Oswald as a commissioner from District 4 to the Housing and Redevelopment Authority-Economic Development Authority Board for the period of October 5, 2022-October 4, 2027. This appointment is pursuant to Resolution 2020-68 which establishes the process to appoint HRA commissioners.

5. **Commissioner Updates**

Central Minnesota Jobs and Training Services
East Central Solid Waste Commission
East Central Regional Library Trustees Board
Chemical Health Coalition
DHS/SSIS Site Visit
Soil & Water Conservation District
Extension Committee

AMC Fall Policy Conference
Lakes & Pines Community Action Council
Other

6. **Other**

7. **Upcoming Meetings (Subject to Change)—Contact the Organization Hosting the Meeting to Confirm Meeting Details.**

- a. Pine County Board of Commissioners, Tuesday, September 20, 2022, 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota
- b. Willow River Transfer Station Ribbon Cutting Ceremony, Tuesday, September 20, 2022, 1:00 p.m., 85174 Co Highway 61, Willow River, Minnesota, and a quorum may attend.
- c. Arrowhead Counties Association, Wednesday, September 21, 2022, 6:00 p.m., Hampton Inn, Duluth, Minnesota
- d. Northeast Minnesota Emergency Communications Board/Radio Advisory Committee Joint Meeting, Thursday, September 22, 2022, 10:00 a.m., Pike Lake EOC, 5735 Old Miller Trunk Highway, Duluth, Minnesota.
- e. Snake River Watershed Management Board, Monday, September 26, 2022, 9:00 a.m., Kanabec County Courthouse, 18 North Vine, Mora, Minnesota
- f. Lower St. Croix Policy Committee, Monday, September 26, 2022, 4:00 p.m.
- g. OPTIONAL Special Meeting-Committee of the Whole (Budget), Tuesday, September 27, 2022, time TBD, Courthouse, Boardroom, Pine City, Minnesota
- h. Technology Committee, Tuesday, September 27, 2022, 9:00 a.m.
- i. St. Croix River Education District Forum, Tuesday, September 27, 2022, 5:00 p.m., Chucker's Bowl, Rush City, Minnesota
- j. NLX, Wednesday, September 28, 2022, 10:00 a.m., Board Room, Courthouse, Pine City, Minnesota
- k. Housing Redevelopment Authority/Economic Development Authority (HRA/EDA), Wednesday, September 28, 2022, 1:00 p.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota.
- l. Central MN EMS Joint Powers Board, Friday, September 30, 2022, 10:00 a.m.
- m. Lakes & Pines Community Action Council Annual Meeting, Monday, October 3, 2022, 4:30 p.m., 1700 Maple Avenue E, Mora, Minnesota.
- n. Pine County Board of Commissioners, Tuesday, October 4, 2022, 10:00 a.m., Board Room, 635 Northridge Drive NW, Pine City, Minnesota.

Recess/Reconvene in Committee of the Whole Format

8. **Consider Preliminary 2023 Property Tax Levy and Budget**

9. **Adjourn**

Ribbon Cutting Ceremony – September 20, 2022 - 1:00 p.m.

All are invited to the ribbon cutting at the new North Pine Household Hazardous Waste Facility, 85174 Highway 61, Willow River. A quorum of county commissioners may attend.

**MINUTES
OF THE
PINE COUNTY BOARD MEETING
Regular Meeting
Tuesday, September 6, 2022 - 10:00 a.m.
Pine County Board Room
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, J.J. Waldhalm and Matt Ludwig. County Administrator David Minke and County Attorney Reese Frederickson were present.

The public was invited to join the meeting remotely by phone, Zoom, or watch via live stream on YouTube.

The Pledge of Allegiance was said.

Chair Hallan called for public comment. Pine County residents Ailene Croup, Reed Owens, Kathy Horbacz, Dave Ostenson, and Bobby Butler spoke in opposition of the East Central Regional Library system's consideration of placement within the 10-year old child age area, or inclusion at all in the library system, of the book *It's Perfectly Normal*.

Chair Hallan requested the following revisions to the Agenda:

Corrected the date of the 2022 Primary Canvassing Board Minutes – August 11, 2022
Motion by Commissioner Lovgren to adopt the amended Agenda. Second by Commissioner Ludwig. Motion carried 5-0.

Motion by Commissioner Ludwig to approve the Minutes of August 16, 2022 Regular County Board Meeting and Summary for publication, and Minutes of August 23, 2022 and August 30, 2022 Special Meeting-Committee of the Whole (Budget) meetings. Second by Commissioner Mohr. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence

Pine County Surveyor's Monthly Report – August, 2022
Pine County Zoning Board Minutes – June 23, 2022 & July 28, 2022
2022 Primary Canvassing Board Minutes – August 11, 2022
Letter from Wadena County - Property Tax Disparity

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

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

CONSENT AGENDA

1. Applications

Approve the following and approve Board Chair and County Administrator to sign:

A. Repurchase Application

- i. Resolution 2022-47 authorizing Vanessa Offerdahl, owner at the time of forfeiture, to repurchase the parcel at Lot D13, Pathfinder Village, Hinckley (PID 09.5590.000) in full.

B. Septic Special Assessment

- i. Resolution 2022-48 extending a special assessment for a term of 19 years, beginning in 2023, against Pine County Parcel 28.0258.000 in the amount of \$19,250 with equal principal payments and 1% interest owned by Marc and Rachel Frogner.
- ii. Resolution 2022-46 extending a septic fix-up special assessment as follows:
Trevor Richards, PID 30.0604.001, \$18,503.22
David Dufresne, PID 06.0212.000, \$15,925.00
David & Rebecca Mallory, PID 04.0239.000, \$18,800.00
Doug Sawatzke, PID 38.0081.000, \$16,000.00
James Janssen, PID 08.0208.000, \$24,500.00
Alieta Johnson, PID 28.0951.000, \$11,000.00
Jolyn Winger, PID 08.0203.000, \$18,000.00
Amanda Delaney, PID 08.0331.000, \$23,800.00

C. Exempt Permit

- i. Roxie's Hope to conduct Minnesota lawful gambling on January 1, 2023 at Maverick's Saloon, 29410 Beroun Crossing Road, Pine City, MN (Chengwatana Township). Authorize Kelly Schroeder to send a letter of the Minnesota Gambling Control Board approving the date change for the Roxie's Hope Exempt Permit.

2. Contracts/Agreements

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

- A. Law Enforcement Contract between the Pine County Sheriff's Office and Pine City Township to provide law enforcement services for the Township for ordinance violation enforcement. Terms of the contract are October 1, 2022 through December 31, 2023. Hourly rates for this contract are \$59.50/hour for 2022, and \$61.29/hour for 2023.
- B. UCare Amendment between Health & Human Services and UCare to remove special needs basic care services (SNBC). All rates remain the same.
- C. School Resource Officer - East Central Schools: Two-year contract between Pine County Sheriff's Office and East Central Schools for a part-time school resource officer (20 hours per week). Rate: \$39.97 for school year 2022/2023, and \$41.17 for 2023/2024.
- D. School Resource Officer – Pine City Schools: Two-year contract between Pine County Sheriff's Office and Pine City Schools for a full-time school resource officer (8 hours per day/40 hours per week). Rate: \$39.97 for school year 2022/2023, and \$41.17 for 2023/2024.

3. Donations

Accept the following donations:

- A. \$50 donation from Richard Hopkins to the Veterans Services Office for outreach expenses.
- B. \$1,500 donation from Minnesota Power Association to the Pine County Sheriff's Office for the drone program.
- C. \$3,000 donation from Walmart to the Pine County Sheriff's Office for the drone program.

D. \$650 donation from the Pine County Fair Board to the Pine County Sheriff's Office for the K-9 program.

4. **Purchase of Skid Steer**

Authorize Fleet Services to purchase a used skid steer for the North Pine Transfer Station (Willow River) not to exceed \$25,000, using funds from the Solid Waste budget.

5. **New Hire**

Approve the hiring of the following:

- A. Corrections Agent (Probation Department) Shawnesy Smith, effective September 7, 2022, \$26.65 per hour, Grade 10, contingent upon successful urinalysis.
- B. Full-time Dispatcher Tanya Kessler, effective September 7, 2022, \$21.77 per hour, Grade 7, Step 1
- C. Full-time Dispatcher Joshua Gusk, effective September 7, 2022, \$21.77 per hour, Grade 7, Step 1
- D. Part-time Clerk III Emeri Hagfors, effective September 8, 2022, \$18.24 per hour, Grade 4.
- E. Highway Maintenance Worker Andrew Beith, effective September 19, 2022, \$20.49 per hour, Grade 6, Step 1, contingent upon successful pre-employment drug screening and background.

6. **Training**

Approve the following training:

- A. Social Workers Heidi Burton, Ashley Gnat and Rona Duvall to attend the St. Louis Health and Human Services Conference, October 12-14, 2022, in Duluth, Minnesota. Registration: \$75 (total \$225); Meals: \$96 for all; Mileage: \$107.50. Total Cost: \$428.50. .
- B. Child Protection Services Social Worker Brittney Hoglund to attend Child First Forensic Interview Training, December 5-9, 2022, in Duluth, Minnesota. Registration: \$1,000 (covered via a scholarship); Lodging/Meals: \$800; Mileage: \$85. Total Cost: \$885.
- C. Financial Worker Scarlet Oquist to attend the Minnesota Financial Worker and Case Aide Association Conference, October 19-21, 2022 in Brainerd, Minnesota. Registration: \$375, Lodging: approx. \$462, county car will be used. Approx Total cost: \$837.
- D. Human Resources Manager Jackie Koivisto to attend the Minnesota Counties Human Resource Management Association Fall Conference, October 5-7, 2022, in Deerwood, Minnesota. Registration/meals: \$175.
- E. Health Educator Samantha Burch to attend the Toward Zero Deaths Conference, October 12-13, 2022, in St. Cloud, Minnesota. Registration: \$125, Lodging: \$130, Meals: \$46. Total: \$301.

REGULAR AGENDA

1. **Retirement Recognition**

Jail Administrator Rod Williamson recognized the retirement of Jail Matron Heidi Pogones and Corrections Officer/Jail Transport Officer Larry Pogones, with 34 and 36 years of service, respectively, to Pine County.

2. **2023 Budget Discussion**

ExtensionRegional Director Susanne Hinrichs
❖ Requesting \$162,815 appropriation; increase of 4.17% increase over last year (\$6,521)

Pine County Historical Society/MuseumPresident Larry Helwig
❖ Requesting \$30,000 appropriation; increase of \$5,000 over last year

County Administrator David Minke reviewed the current proposed 2023 preliminary budget. The commissioners requested information for the next board meeting that include an option for a 0% property tax levy increase and an option that closes the \$1.7 million gap with a 1/3, 1/3, 1/3 approach using budget cuts, ARPA funds, and property tax levy.

Chair Hallan called a recess at 11:24 a.m.

The meeting reconvened at 11:27 a.m.

3. **Commissioner Updates**

Law Library: Commissioner Mohr stated financials were reviewed. Discussion was held as to how to recycle/reuse outdated library materials.

Snake River Watershed Management Board & Snake River 1W1P Policy: Commissioner Lovgren stated that establishing management structure is still ongoing.

East Central Regional Development Commissioner: Chair Hallan attended as Commissioner Waldham was unavailable. Chair Hallan stated grants are available for the Safe Routes to School programs.

NLX (cancelled)

Pine County Housing & Redevelopment Authority/Economic Development Authority (HRA/EDA): Commissioner Ludwig stated it was a general meeting. Streamlining of utility payments discussed. A joint meeting between the County Board and HRA/EDA will be held in October.

Chaffee Conference Room Dedication: New Conference Room dedication in remembrance of former Commissioner Steven Chaffee.

Mille Lacs Band of Ojibwe meeting: Commissioner Lovgren stated 4-H /band involvement, programming and county/band relationships, and increase of contribution amount from the band to the county were discussed.

Pine City/Pine County/Pine City Schools/PTCC: Commissioner Mohr stated Luke Greiner, DEED regional analyst, provided a presentation—Pine County has lost 933 jobs in the past year, mostly in the service industry. Retirees are seeking employment due to the increase in inflation and costs.

Central MN Council on Aging: Chair Hallan stated it is increasingly more difficult to find individuals to be caregivers/choregivers to the aging population; volunteer numbers are dropping. There are grants available for the aging population.

AMC Community Supervision Workgroup: Commissioner Ludwig is the county representative to this group however was unable to attend this meeting. Probation Director Terry Fawcett gave a recap of the meeting.

Other

- a. State Community Health Services Advisory Committee: Commissioner Lovgren stated how Public Health can regain the public's trust was discussed.
- b. National Association of Counties (NACo) Membership Call: Commissioner Lovgren stated the Inflation Reduction Act, as well as available grants, were discussed.
- c. East Central Regional Library: Commissioner Lovgren stated the ad hoc committee will be making a recommendation to the full library board next week regarding the placement of the *It's Perfectly Normal* book in the library. After county board

discussion, it was the consensus of the board that Commissioner Lovgren recommend the book not be placed in the East Central Regional Library system.

- d. Commissioner Waldhalm commented on the County Property Tax Disparity correspondence from Wadena County.

4. **Other**
None.

5. **Upcoming Meetings**
Upcoming meetings were reviewed.

6. **Adjourn**
With no further business, Chair Hallan adjourned the meeting at 12:22 p.m. The next regular meeting of the county board is scheduled for Tuesday, September 20, 2022 at 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No, Sandstone, Minnesota.

Stephen M. Hallan, Chair
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, September 6, 2022 - 10:00 a.m.
Pine County Board Room
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, J.J. Waldhalm and Matt Ludwig. County Administrator David Minke and County Attorney Reese Frederickson were present.

The public was invited to join the meeting remotely by phone, Zoom, or watch via live stream on YouTube.

The Pledge of Allegiance was said.

Chair Hallan called for public comment. Pine County residents Ailene Croup, Reed Owens, Kathy Horbach, Dave Ostenson, and Bobby Butler spoke in opposition of the East Central Regional Library system's consideration of placement within the 10-year old child age area, or inclusion at all in the library system, of the book *It's Perfectly Normal*.

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

Motion by Commissioner Ludwig to approve the Minutes of August 16, 2022 Regular County Board Meeting and Summary for publication, and Minutes of August 23, 2022 and August 30, 2022 Special Meeting-Committee of the Whole (Budget) meetings. Second by Commissioner Mohr. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence

Pine County Surveyor's Monthly Report – August, 2022

Pine County Zoning Board Minutes – June 23, 2022 & July 28, 2022

2022 Primary Canvassing Board Minutes – August 11, 2022

Letter from Wadena County - Property Tax Disparity

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

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

Approve the following:

Repurchase Application

Resolution 2022-47 authorizing Vanessa Offerdahl, owner at the time of forfeiture, to repurchase the parcel at Lot D13, Pathfinder Village, Hinckley in full.

Septic Special Assessment

- i. Resolution 2022-48 extending a special assessment for a term of 19 years, beginning in 2023, against Pine County Parcel 28.0258.000 in the amount of \$19,250 with equal principal payments and 1% interest owned by Marc and Rachel Frogner.
- ii. Resolution 2022-46 extending a septic fix-up special assessment as follows: Trevor Richards, PID 30.0604.001, \$18,503.22; David Dufresne, PID 06.0212.000, \$15,925; David & Rebecca Mallory, PID 04.0239.000, \$18,800; Doug Sawatzke, PID 38.0081.000, \$16,000; James Janssen, PID 08.0208.000, \$24,500; Alieta Johnson, PID 28.0951.000, \$11,000; Jolyn Winger, PID 08.0203.000, \$18,000; Amanda Delaney, PID 08.0331.000, \$23,800

Exempt Permit

Roxie's Hope to conduct Minnesota lawful gambling on January 1, 2023 at Maverick's Saloon, 29410 Beroun Crossing Road, Pine City, MN. Authorize Kelly Schroeder to send a letter of the Minnesota Gambling Control Board approving the date change for the Roxie's Hope Exempt Permit.

Approve the following:

- A. Law Enforcement Contract between the Pine County Sheriff's Office and Pine City Township to provide law enforcement services for the Township for ordinance violation enforcement. Terms of the contract are October 1, 2022 through December 31, 2023. Hourly rates for this contract are \$59.50/hour for 2022, and \$61.29/hour for 2023.
- B. UCare Amendment between Health & Human Services and UCare to remove special needs basic care services (SNBC). All rates remain the same.
- C. School Resource Officer - East Central Schools: Two-year contract between Pine County Sheriff's Office and East Central Schools for a part-time school resource officer (20 hours per week). Rate: \$39.97 for school year 2022/2023, and \$41.17 for 2023/2024.
- D. School Resource Officer – Pine City Schools: Two-year contract between Pine County Sheriff's Office and Pine City Schools for a full-time school resource officer (8 hours per day/40 hours per week). Rate: \$39.97 for school year 2022/2023, and \$41.17 for 2023/2024.

Accept the following donations:

- A. \$50 donation from Richard Hopkins to the Veterans Services Office for outreach expenses.
- B. \$1,500 donation from Minnesota Power Association to the Pine County Sheriff's Office for the drone program.
- C. \$3,000 donation from Walmart to the Pine County Sheriff's Office for the drone program.
- D. \$650 donation from the Pine County Fair Board to the Pine County Sheriff's Office for the K-9 program.

Authorize Fleet Services to purchase a used skid steer for the North Pine Transfer Station (Willow River) not to exceed \$25,000, using funds from the Solid Waste budget.

Approve the hiring of the following:

- A. Corrections Agent (Probation Department) Shawnesy Smith, effective September 7, 2022, \$26.65 per hour, Grade 10, contingent upon successful urinalysis.
- B. Full-time Dispatcher Tanya Kessler, effective September 7, 2022, \$21.77 per hour, Grade 7, Step 1
- C. Full-time Dispatcher Joshua Gusk, effective September 7, 2022, \$21.77 per hour, Grade 7, Step 1
- D. Part-time Clerk III Emeri Hagfors, effective September 8, 2022, \$18.24 per hour, Grade 4.
- E. Highway Maintenance Worker Andrew Beith, effective September 19, 2022, \$20.49 per hour, Grade 6, Step 1, contingent upon successful pre-employment drug screening and background.

Approve the following training:

- A. Social Workers Heidi Burton, Ashley Gnat and Rona Duvall to attend the St. Louis Health and Human Services Conference. Total Cost: \$428.50.
- B. Child Protection Services Social Worker Brittney Hoglund to attend Child First Forensic Interview Training. Total Cost: \$885.
- C. Financial Worker Scarlet Oquist to attend the Minnesota Financial Worker and Case Aide Association Conference. Approx. Total Cost: \$837.
- D. Human Resources Manager Jackie Koivisto to attend the Minnesota Counties Human Resource Management Association Fall Conference. Registration/meals: \$175.
- E. Health Educator Samantha Burch to attend the Toward Zero Deaths Conference. Total Cost: \$301.

2023 Budget Discussion

- ExtensionRegional Director Susanne Hinrichs
❖ Requesting \$162,815 appropriation; increase of 4.17% increase over last year (\$6,521)
- Pine County Historical Society/MuseumPresident Larry Helwig
❖ Requesting \$30,000 appropriation; increase of \$5,000 over last year

County Administrator David Minke reviewed the current proposed 2023 preliminary budget. The commissioners requested information for the next board meeting that include an option for a 0% property tax levy increase and an option that closes the \$1.7 million gap with a 1/3, 1/3, 1/3 approach using budget cuts, ARPA funds, and property tax levy.

Chair Hallan called a recess at 11:24 a.m.

The meeting reconvened at 11:27 a.m.

With no further business, Chair Hallan adjourned the meeting at 12:22 p.m. The next regular meeting of the county board is scheduled for Tuesday, September 20, 2022 at 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No, Sandstone, Minnesota.

Stephen M. Hallan, Chair
Board of Commissioners

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

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



AGENDA REQUEST FORM

Date of Meeting: September 20, 2022

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

Agenda Item: August 2022 Cash Balance

Department: Auditor-Treasurer



Department Head signature

Background information on Item:

August 2022 Cash Balance Report

Action Requested:

None- informational purposes only.

Financial Impact:

N/A

TREASURER'S CASH TRIAL BALANCE COMPARISON

YEAR-TO-YEAR COMPARISON

FUND	August 2021 BALANCE	August 2022 BALANCE	DIFFERENCE
1 - GENERAL	6,583,602.66	5,890,473.60	(693,129.06)
12 - H&HS	3,043,509.17	2,877,046.75	(166,462.42)
13 - ROAD & BRIDGE	6,026,607.85	11,898,638.69	5,872,030.84
19 - COVID RELIEF	2,841,309.85	4,625,725.10	1,784,415.25
22 - LAND	1,941,870.07	2,132,324.92	190,454.85
60 - SELF INSURANCE	545,363.37	93,400.79	(451,962.58)
TOTAL (incl non-major funds)	\$23,934,996.15	\$31,594,687.63	\$7,659,691.48

The significant increase in Road & Bridge is directly related to project revenues.

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

The overall decrease in the self-insurance fund is due some very high weekly claims in 2022.

MONTH-TO-MONTH COMPARISON

FUND	July 2022 BALANCE	August 2022 BALANCE	DIFFERENCE
1 - GENERAL	6,668,936.90	5,890,473.60	(778,463.30)
12 - H&HS	2,780,566.94	2,877,046.75	96,479.81
13 - ROAD & BRIDGE	8,551,747.96	11,898,638.69	3,346,890.73
19 - COVID RELIEF	4,694,478.96	4,625,725.10	(68,753.86)
22 - LAND	2,109,314.23	2,132,324.92	23,010.69
60 - SELF INSURANCE	136,274.09	93,400.79	(42,873.30)
TOTAL (incl non-major funds)	\$28,540,622.73	\$31,594,687.63	\$3,054,064.90

Most funds were stable in August. Road & Bridge saw a significant increase due to State Aids being received.

Weekly claims to our health insurance have continued to be extremely high and outpaced the contributions into the fund.

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



TREASURER'S CASH TRIAL BALANCE

As of 08/2022

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1 General Revenue Fund	7,845,482.87			
Receipts		838,739.93	5,480,800.75	
Disbursements		474,236.54-	5,458,747.40-	
Payroll		1,133,995.46-	9,720,202.12-	
Journal Entries		8,971.23-	178,090.16	
Settlement		0.00	7,565,049.34	
Fund Total		778,463.30-	1,955,009.27-	5,890,473.60
 12 Health & Human Services	 420	 H&HS-Income Maintenance		
	2,405,483.31			
Receipts		324,687.31	1,372,953.11	
Disbursements		95,806.52-	688,117.40-	
Payroll		193,889.98-	1,653,772.36-	
Journal Entries		51,714.59	978,316.47	
Dept Total		86,705.40	9,379.82	2,414,863.13
 12 Health & Human Services	 430	 H&HS-Social Services		
	1,221,288.88-			
Receipts		382,278.71	2,783,490.92	
Disbursements		37,903.73-	271,116.05-	
SSIS		231,938.52-	1,666,011.62-	
Payroll		289,716.17-	2,434,637.01-	
Journal Entries		101,986.39	1,897,551.89	
Dept Total		75,293.32-	309,278.13	912,010.75-
 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)		
	1,219,529.84			
Receipts		132,965.49	778,773.40	
Disbursements		19,080.80-	172,313.09-	
Payroll		94,016.08-	862,792.11-	
Journal Entries		6,714.68	157,765.88	

HHS TOTAL:
\$2,877,046.75

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



Kschroeder
9/13/2022 3:10:08PM

TREASURER'S CASH TRIAL BALANCE

As of 08/2022

Page 3

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Dept Total		26,583.29	98,565.92-	1,120,963.92
12 Health & Human Services 801 Non-Departmental				
	0.00			
Dept Total		0.00	0.00	0.00
Fund Total	2,403,724.27	37,995.37	220,092.03	2,623,816.30
13 Road & Bridge Fund				
	1,177,956.59			
Receipts		3,788,210.41	14,657,174.17	
Disbursements		245,691.77-	3,538,023.44-	
Payroll		194,820.91-	1,719,779.52-	
Journal Entries		807.00-	92,382.50	
Settlement		0.00	1,228,928.39	
Fund Total		3,346,890.73	10,720,682.10	11,898,638.69
14 Ditch Maintenance (Sr) Fund				
	32,311.18			
Settlement		0.00	111.67	
Fund Total		0.00	111.67	32,422.85
19 COVID-19 Relief Fund				
	2,550,242.21			
Receipts		0.00	2,968,588.83	
Disbursements		55,626.92-	767,221.92-	
Payroll		8,929.36-	74,950.18-	
Journal Entries		4,197.58-	50,933.84-	
Fund Total		68,753.86-	2,075,482.89	4,625,725.10
22 Land Management Fund				
	2,414,449.02			
Receipts		39,625.72	623,091.62	
Disbursements		3,229.93-	23,963.88-	

Kschroeder
9/13/2022 3:10:08PM

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



TREASURER'S CASH TRIAL BALANCE

As of 08/2022

Page 4

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Payroll		13,385.10-	119,444.24-	
Journal Entries		0.00	761,807.60-	
Fund Total		23,010.69	282,124.10-	2,132,324.92
24 SSTS Upgrades	310,627.35			
Receipts		191,524.02	285,382.61	
Disbursements		117,528.22-	337,405.26-	
Settlement		0.00	59,492.35	
Fund Total		73,995.80	7,469.70	318,097.05
29 Children's Collab (H&Hs) Agency Fund	440	Childrens Collaborative (H&HS)		
	286,481.20			
Receipts		39,210.00	100,002.00	
Disbursements		612.95-	186,552.71-	
Journal Entries		86.68	400.54	
Dept Total		38,683.73	86,150.17-	200,331.03
Fund Total	286,481.20	38,683.73	86,150.17-	200,331.03
31 GO Capital Improvement-Capital Projects	522,397.29-			
Receipts		0.00	522,399.00	
Disbursements		0.00	219,210.63-	
Fund Total		0.00	303,188.37	219,208.92-
37 County Railroad Authority	5,055.07			
Fund Total		0.00	0.00	5,055.07
38 Building Fund	326,686.38			
Receipts		1,500.00	17,596.78	
Disbursements		0.00	161,679.59-	

Kschroeder
9/13/2022 3:10:08PM

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



TREASURER'S CASH TRIAL BALANCE

As of 08/2022

Page 5

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Settlement		0.00	15,111.78	
Fund Total		1,500.00	128,971.03-	197,715.35
39 2015A G.O. Jail Bonds				
	1,498,069.87			
Disbursements		0.00	1,103,475.00-	
Settlement		0.00	701,696.77	
Fund Total		0.00	401,778.23-	1,096,291.64
40 2020A G.O. Refunding Courthouse Bonds				
	1,281,774.89			
Disbursements		0.00	910,265.00-	
Journal Entries		0.00	19,814.00	
Settlement		0.00	601,028.91	
Fund Total		0.00	289,422.09-	992,352.80
41 2017A G.O. CIP Bonds				
	117,947.88			
Disbursements		0.00	324,312.50-	
Settlement		0.00	204,607.04	
Fund Total		0.00	119,705.46-	1,757.58-
43 Equipment Fund				
	23,196.88			
Settlement		0.00	15,180.55	
Fund Total		0.00	15,180.55	38,377.43
44 Election Equipment				
	68,596.83			
Receipts		2,971.43	160,485.99	
Disbursements		5,341.54-	206,628.11-	
Payroll		4,475.55-	8,634.19-	
Journal Entries		0.00	2,557.47-	
Settlement		0.00	54,375.22	

Kschroeder
9/13/2022 3:10:08PM

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

TREASURER'S CASH TRIAL BALANCE

As of 08/2022



Page 6

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Fund Total		6,845.66-	2,958.56-	65,638.27
60 United Health Care Self Insurance 1/1/21				
	554,149.87			
Receipts		289,960.51	2,375,530.41	
Disbursements		333,660.08-	2,842,884.65-	
Journal Entries		826.27	6,605.16	
Fund Total		42,873.30-	460,749.08-	93,400.79
76 Group Health Ins Fund 5/1/95 (Gen)				
	567,946.78-			
Receipts		91,830.39	836,505.14	
Disbursements		147,297.13-	954,061.86-	
Journal Entries		6,487.30	53,301.90	
Fund Total		48,979.44-	64,254.82-	632,201.60-
80 County Collections Agency Fund				
	24,455.46			
Receipts		19,880.96	821,241.50	
Disbursements		16,488.30-	818,318.08-	
Journal Entries		0.00	696.60	
Fund Total		3,392.66	3,620.02	28,075.48
82 Taxes And Penalties Agency Fund				
	1,084,081.10			
Receipts		463,321.97	26,828,707.15	
Disbursements		74.00-	13,489,284.96-	
Journal Entries		0.00	1,935,374.33-	
Settlement		0.00	10,445,582.02-	
Fund Total		463,247.97	958,465.84	2,042,546.94
84 East Central Drug Task Force Agency Fund				
	100,048.11			

Kschroeder
9/13/2022 3:10:08PM

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



TREASURER'S CASH TRIAL BALANCE

As of 08/2022

Page 7

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Receipts		44,615.44	177,490.72	
Disbursements		53,152.64-	163,865.83-	
Fund Total		8,537.20-	13,624.89	113,673.00
89 H & Hs Collections Agency Fund	801	Non-Departmental		
	56,002.51			
Receipts		183,715.01	759,545.89	
Disbursements		10,213.32-	128,106.65-	
Journal Entries		153,700.98-	634,542.33-	
Dept Total		19,800.71	3,103.09-	52,899.42
Fund Total	56,002.51	19,800.71	3,103.09-	52,899.42
All Funds	21,070,995.47			
Receipts		6,835,037.30	61,549,759.99	
Disbursements		1,615,944.39-	32,765,554.01-	
SSIS		231,938.52-	1,666,011.62-	
Payroll		1,933,228.61-	16,594,211.73-	
Journal Entries		139.12	290.47-	
Total		3,054,064.90	10,523,692.16	31,594,687.63



AGENDA REQUEST FORM

Date of Meeting: September 20, 2022

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

Agenda Item: August 2022 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 August 2022 (\$1,847,882.91) by fund. There were 586 total claims, 98 claims that were over \$2,000 to be approved and are individually detailed on the separate listing, and 488 claims under \$2,000 or not needing approval totaling \$515,518.14.

Action Requested:

Consider approving August 2022 disbursements including the individual listing of claims over \$2,000, and 488 claims under \$2,000 or not needing approval totaling of \$515,518.14.

Financial Impact:

N/A

RECAP BY FUND

FUND	AMOUNT	NAME
1	474,236.54	GENERAL REVENUE FUND
12	384,729.57	HEALTH & HUMAN SERVICES
13	245,691.77	ROAD & BRIDGE FUND
19	55,626.92	COVID-19 RELIEF FUND
22	3,229.93	LAND MANAGEMENT FUND
24	117,528.22	SSTS UPGRADES
29	612.95	CHILDREN'S COLLAB (H&HS) AGENCY FUND
44	5,341.54	ELECTION EQUIPMENT
60	333,660.08	UNITED HEALTH CARE SELF INSURANCE 1/1/21
76	147,297.13	GROUP HEALTH INS FUND 5/1/95 (GEN)
80	16,488.30	COUNTY COLLECTIONS AGENCY FUND
82	74.00	TAXES AND PENALTIES AGENCY FUND
84	53,152.64	EAST CENTRAL DRUG TASK FORCE AGENCY FUND
89	10,213.32	H & HS COLLECTIONS AGENCY FUND
	1,847,882.91	Total Disbursements

RECAP BY TYPE

TYPE	AMOUNT	NAME
1	1,571,430.92	AUDITOR'S WARRANTS
2	330,707.10	COMMISSIONER'S WARRANTS
3	54,255.11-	MANUAL WARRANTS, VOIDS, CORRECTIONS
	1,847,882.91	Total Disbursements

Fund	Date	Vendor	Amount
General	8/5/2022	AMAZON CAPITAL SERVICES	17,007.62
General	8/5/2022	Aml Cleaning Service, Inc	4,000.00
General	8/5/2022	East Central Energy Of Braham	28,908.54
General	8/5/2022	MINNESOTA POWER	2,714.55
General	8/5/2022	NOW MICRO INC	6,190.00
General	8/5/2022	TYLER TECHNOLOGIES INC	2,078.00
General	8/12/2022	Office Depot - Cardmember Service	2,147.46
General	8/12/2022	Atlas Outfitters - Cardmember Service	3,112.00
General	8/12/2022	CLOQUET RIVERSIDE RECYCLING, INC	6,967.70
General	8/12/2022	DSC Communications	3,628.10
General	8/12/2022	EVERGREEN RECYCLING LLC	3,826.91
General	8/12/2022	Interstate Power Systems Inc	2,707.24
General	8/12/2022	MEND CORRECTIONAL CARE PLLC	26,256.71
General	8/12/2022	MINNESOTA ENERGY RESOURCES CORP	9,707.45
General	8/12/2022	Mora Psychological Services PLLC	2,392.50
General	8/12/2022	Pine Co Highway Department	24,624.78
General	8/12/2022	SUMMIT FOOD SERVICE MANAGEMENT LLC	20,005.83
General	8/12/2022	THRIFTY WHITE PHARMACY	3,260.27
General	8/12/2022	UTILITY ASSOCIATES INC	35,250.00
General	8/12/2022	WELIA HEALTH	4,265.62
General	8/12/2022	WELIA HEALTH COMMUNITY PHARMACY	2,976.53
General	8/19/2022	4.0 SCHOOL SERVICES OF EAST CENTRAL	3,056.85
General	8/19/2022	Cps Technology Solutions	4,649.00
General	8/19/2022	East Central Solid Waste Comm	3,382.56
General	8/19/2022	KRONOS SAASHR INC	2,684.21
General	8/19/2022	OFFICE OF MN.IT SERVICES	5,323.75
General	8/19/2022	PDS	44,777.00
General	8/19/2022	Ron's Roll-Off Service	2,400.00
General	8/19/2022	SUMMIT FOOD SERVICE MANAGEMENT LLC	9,668.76
General	8/19/2022	Verizon Wireless	10,440.84
General	8/19/2022	WELIA HEALTH	15,641.16
General	8/26/2022	NOW MICRO INC	30,950.00
General	8/26/2022	POKEGAMA LAKE ASSOCIATION	2,000.00
HHS	8/12/2022	East Central Reg Juvenile Center	8,669.00
HHS	8/12/2022	Kanabec Co Family Serv Dept	2,701.44
HHS	8/12/2022	Minnesota Hoarding	2,755.00
HHS	8/12/2022	Nexus-Kindred Family Healing	4,033.26
HHS	8/12/2022	North Homes Inc	11,217.90
HHS	8/12/2022	Northwestern Mn Juvenile Center	8,411.65
HHS	8/12/2022	Port Group Home	8,083.87
HHS	8/12/2022	Prairie Lakes Youth Programs	8,866.00
HHS	8/12/2022	Solid Oak Financial Services, LLC	4,050.00
HHS	8/12/2022	Therapeutic Serv Ag Too Inc	8,644.04
HHS	8/19/2022	Sue's Bus Service Inc	9,687.80
HHS	8/19/2022	Central Mn Jobs & Training Services	29,346.18
HHS	8/19/2022	DEPARTMENT OF CORRECTIONS	7,701.75

Fund	Date	Vendor	Amount
HHS	8/19/2022	Family Pathways - North Branch	2,950.00
HHS	8/19/2022	Heartland Girls Ranch	9,079.28
HHS	8/19/2022	Lighthouse Child & Family Services, LLC	5,431.62
HHS	8/19/2022	Mille Lacs Band Family Services	13,538.63
HHS	8/26/2022	NOW MICRO INC	40,854.00
HHS	8/26/2022	Anoka Co Juv Ctr-Shelter & Dia	7,840.00
HHS	8/26/2022	Deutschlander Fencing LLC	8,907.90
HHS	8/26/2022	DHS State Operated Services	6,739.40
HHS	8/26/2022	North Homes Inc	11,623.14
R&B	8/5/2022	Arlen Krantz Ford Inc	3,314.44
R&B	8/5/2022	Emergency Automotive Technologies, Inc	4,806.94
R&B	8/5/2022	ENVIRONMENTAL TROUBLESHOOTERS INC	2,100.00
R&B	8/5/2022	Nuss Truck Group Inc	11,381.01
R&B	8/5/2022	Roberts Excavating	11,100.00
R&B	8/5/2022	Rydberg & Sons, Inc.	16,918.50
R&B	8/5/2022	Slims Texaco Service	7,326.22
R&B	8/12/2022	Askov Deep Rock	3,384.25
R&B	8/12/2022	C & T CONTRACTING	3,200.00
R&B	8/12/2022	DOOLEYS PETROLEUM INC	27,096.54
R&B	8/12/2022	North Pine Aggregate Inc	9,374.40
R&B	8/12/2022	Roberts Excavating	6,555.00
R&B	8/12/2022	SUPERIOR AUTOMOTIVE	2,520.00
R&B	8/12/2022	WSB AND ASSOCIATES	10,595.05
R&B	8/19/2022	ERICKSON ENGINEERING CO LLC	5,134.50
R&B	8/19/2022	Lakes Gas #41	17,110.04
R&B	8/19/2022	LITTLE FALLS MACHINE INC	4,703.93
R&B	8/19/2022	MIDWEST CONTRACTING LLC	47,965.48
R&B	8/19/2022	Mohr Parts & Supplies	5,596.91
R&B	8/19/2022	North Pine Aggregate Inc	4,586.40
R&B	8/19/2022	Roberts Excavating	12,775.00
R&B	8/26/2022	C & T CONTRACTING	3,600.00
COVID	8/5/2022	Lakes & Pines Comm Act Council	29,009.23
COVID	8/5/2022	Linwood Group Meetings LLC	3,393.45
COVID	8/26/2022	Streicher's Inc	16,015.00
Septic Fix-Up	8/5/2022	JONES CONSTRUCTION SERVICES INC	24,500.00
Septic Fix-Up	8/19/2022	Roberts Excavating	16,000.00
Septic Fix-Up	8/26/2022	D&M EXCAVATING INC	15,925.00
Septic Fix-Up	8/26/2022	JONES CONSTRUCTION SERVICES INC	23,800.00
Septic Fix-Up	8/26/2022	L&O INVESTMENTS LLC	18,203.22
Septic Fix-Up	8/26/2022	PRECISION GRADE LLC	18,800.00
Self-Insurance	8/12/2022	UNITEDHEALTH GROUP	238,530.41
Self-Insurance	8/19/2022	UNITEDHEALTH GROUP	72,637.69
Self-Insurance	8/26/2022	UNITEDHEALTH GROUP	22,491.98
Group Insurance	8/5/2022	Mn Life Insurance Company	4,480.35
Group Insurance	8/5/2022	TEAMSTERS JOINT COUNCIL 32	55,620.00
Group Insurance	8/12/2022	FURTHER	2,546.71

Fund	Date	Vendor	Amount
Group Insurance	8/12/2022	Mn Life Insurance Company	4,541.15
Group Insurance	8/19/2022	BLUE CROSS & BLUE SHIELD OF MINNESOTA	4,290.00
Group Insurance	8/19/2022	MADISON NATIONAL LIFE INS CO INC	4,052.30
Group Insurance	8/26/2022	FURTHER	2,612.37
Group Insurance	8/26/2022	MEDICAREBLUE RX	5,652.50
Group Insurance	8/26/2022	TEAMSTERS JOINT COUNCIL 32	59,985.00

PINE COUNTY EXPENSE CLAIM FORM

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

STEPHEN HALLAN

MONTH: August 2022

Vendor#: 2136 Employee#: 2

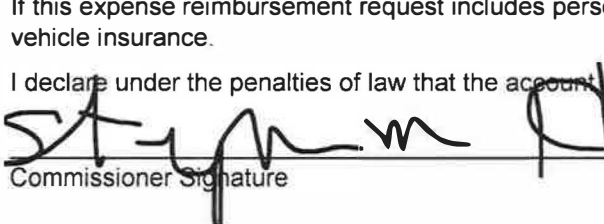
Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
8/2/2022	\$100					County Board Meeting - Pine City	01-005-6111
8/16/2022	\$100					County Board Meeting - Sandstone	01-005-6111
8/3/2022	\$100					Fill in for facilities	
8/3/2022	\$100					Broadband / ECE	
8/10/2023	\$100					Zoning / cross lake issues	
8/11/2022	\$100					Canvassing board	
8/20/2022	\$100					Tri county cattlemens	
8/22/2022	\$100					Fill in at ECRDC	
8/23/2022	\$100					COW budget	
8/25/2022	\$100					Steve Chaffe dedication	
8/29/2022	\$100					MLBO hinckley	
8/30/2022	100					COW budget	
8/31/2022	100					Meeting with Pine City schools and PTC	

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
8/2/2022				\$0.625		County Board Meeting - Pine City	01-005-6334
8/16/2022			52	\$0.625	\$32.50	County Board Meeting - Sandstone	01-005-6334
8/20/2022			74	\$0.625	\$46.25	Tri county cattlemen East of Hinckley	01-005-6334
8/22/2022			46	\$0.625	\$28.75	ECRDC mora	01-005-6334
				TOTAL	\$107.50		

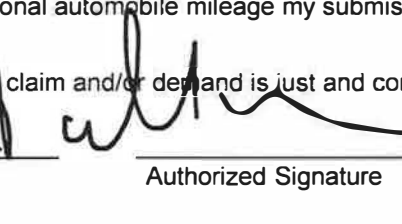
YOU MUST FILL IN ODOMETER READINGS. IF ODOMETER READINGS ARE NOT PROVIDED a printout of the start and ending location of each destination and mileage as calculated by such programs as "Map Quest" will be acceptable.

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 August 2022

Date	Per Diem	Meals	Lodging	Tuition and or books	Other	Purpose and description of expense	Account #
8/2/2022	\$100					Board Meeting, Pine City	
8/8/2022	\$100					Personal committee, Pine City	
8/16/2022	\$100					Board meeting, Sandstone	
8/18/2022	\$100					Law library, virtually	
8/23/2022	\$100					COW, Pine City	
8/30/2022	\$100					COW, Pine City	
8/31/2022	\$100					P.C., P.C. Schools, PTCC, Pine City	

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

Date	Begin Odometer	End Odometer	Total Miles	Home Odometer	1st Stop Odometer	Last Stop Odometer	Home Odometer	Total Miles	Amount Paid	Destination and purpose of expense
8/2/22			0					18	\$ 11.25	Board Meeting, Pine City
8/8/22			0					18	\$ 11.25	Personal committee, Pine City
8/16/22			0					30	\$ 18.75	Board Meeting, Sandstone
8/23/22			0					18	\$ 11.25	Cow, Pine City
8/30/22			0					18	\$ 11.25	Cow, Pine City
8/31/22			0					18	\$ 11.25	P.C., P.C. SCHOOLS, PTCC, Pine City
			0						\$ -	
			0						\$ -	
			0					0	\$ -	
TOTAL									\$ 75.00	

01-005-000-0000-6334

rate 0.625

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

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

Employee Signature

Authorized Signature

Department Head Signature

PINE COUNTY EXPENSE CLAIM FORM

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

TERRY LOVGREN

MONTH: August 2022

Page 1

Vendor#: 30301 Employee#: 155

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
08.02.22	\$100					County Board	01-005-6111
08.04.22	\$100					NACo Membership Call	01-005-6111
08.08.22	\$100					Library & ECE Zoom	01-005-6111
08.09.22	\$100					Public Health - safer community	01-005-6111
08.16.22	\$100					County Board	01-005-6111
08.22.22	\$100					Snake River Watershed	01-005-6111
08.23.22	\$100					Budget - COW & Library Board Ad Hoc meeting	01-005-6111
08.24.22	\$100					Juvenile Detention Alternative Initiative Interview & Wisdom of Trauma Casino	01-005-6111
08.25.22	\$100					SCHSAC	01-005-6111
08.29.22	\$100					MLBO	01-005-6111
08.30.22	\$100					Budget - COW	01-005-6111

	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
8.2.22			28.7	\$0.625	\$17.94	County Board - Pine City	01-005-6334
8.16.22			25.7	\$0.625	\$16.06	County Board - Sandstone	01-005-6334
8.22.22			44.9	\$0.625	\$28.06	Snake River	01-005-6334
8.23.22			28.7	\$0.625	\$17.94	Budget Meeting COW Pine City	01-005-6334
8.24.22			10.8	\$0.625	\$6.75	Casino - Wisdom of Trauma	01-005-6334
8.26.22			10.8	\$0.625	\$6.75	MLBO	01-005-6334
8.30.22			28.7	\$0.625	\$17.94	Budget Meeting COW Pine City	01-005-6334
					\$111.44		

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.

JEFFREY J WALDHALM

MONTH: August 2022

Vendor#: 26025

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
8/2/2022	\$100					County Board Meeting - Pine City	01-005-6111
8/16/2022	\$100					County Board Meeting - Sandstone	01-005-6111
8/30/22	\$100					CSLW Budget	01-005-6111

MILEAGE EXPENSES

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
8/2/2022				\$0.625		County Board Meeting - Pine City	01-005-6334
8/16/2022			38	\$0.625	\$23.75	County Board Meeting - Sandstone	01-005-6334
				\$0.625		Zoom Alaska	01-005-6334
8/30/22			81	\$0.625	50.63	Pine County Courthouse	
				\$0.625			
				\$0.625			
				\$0.625			
				\$0.625			
				\$0.625			
				\$0.625			
				\$0.625			
				\$0.625			
				\$0.625			

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: August 2022

Vendor#: 31317 Employee#: 5

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
8/2/2022	\$100					County Board Meeting - Pine City	01-005-6111
8/16/2022	\$100					County Board Meeting - Sandstone	01-005-6111
8-3-2022	100					FACILITIES COMMITTEE - PINE CITY	01-005-6111
8-8-2022	100					PERSONNEL COMMITTEE - PINE CITY	
8-11-2022	100					CANVASSING BOARD - PINE CITY	
8-23-2022	100					C.O.W- BUDGET - PINE CITY	
8-24-2022	100					PINE CO HRA/EDA MEETING - SANDSTONE	
8-25-2022	100					ZONING BOARD - SANDSTONE	
8-30-2022	100					C.O.W - BUDGET - PINE CITY	
§							

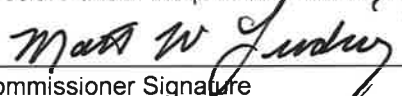
MILEAGE EXPENSES

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
8/2/2022			44	\$0.625	\$27.50	County Board Meeting - Pine City	01-005-6334
8/16/2022				\$0.625		County Board Meeting - Sandstone	01-005-6334
8-3-2022			44	\$0.625	27.50	FACILITIES COMMITTEE - PINE CITY	01-005-6334
8-8-2022			44	.625	27.50	PERSONNEL COMMITTEE - PINE CITY	
8-11-2022			44	.625	27.50	CANVASSING BOARD - PINE CITY	
8-23-2022			44	.625	27.50	C.O.W- BUDGET - PINE CITY	
8-30-2022			44	.625	27.50	C.O.W - BUDGET - PINE CITY	
§					165.00		

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

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

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


Commissioner Signature

Authorized Signature



AGENDA REQUEST FORM

Date of Meeting: 09-20-22



County Board



Consent Agenda



Regular Agenda

5 mins

☐

10 mins

☐

15 mins

☐

Other

☐

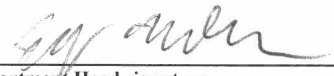
Personnel Committee



Other _____

Agenda Item: Willow River School Resource Officer

Department: Sheriff



Department Head signature

Background information on Item:

Willow River Schools is asking for School Resource Officer hours. They are looking for a limited number of hours per week. We are able to fill the request with our current staffing. This contract is the same as we have with other school districts other than the hours requested.

Action Requested:

Approve and sign.

Financial Impact:

We will bill for hours spent at the school.

PINE COUNTY SCHOOL RESOURCE OFFICER CONTRACT

WILLOW RIVER SCHOOLS

School Year 2022-2023

THIS AGREEMENT is between the WILLOW RIVER SCHOOLS (the DISTRICT) and the PINE COUNTY SHERIFF'S OFFICE (the PCSO), both political subdivisions of the State of Minnesota.

WHEREAS the DISTRICT agrees to purchase from the PCSO and the PCSO agrees to provide for the DISTRICT and to manage a School Resource Officer (SRO) Program in the DISTRICT consisting of a part-time School Resource Officer, their vehicles, supplies and equipment and the DISTRICT agrees to reimburse the PCSO for its expenses in providing the said SRO Program; and

WHEREAS the DISTRICT and the PCSO desire to set forth in this SRO Agreement the specific terms and conditions of the services to be performed and provided by the SRO in the DISTRICT;

NOW THE PARTIES AGREE AS FOLLOWS:

A. Goals and Objectives - It is understood and agreed that the DISTRICT and PCSO share the following goals and objectives with regard to the SRO Program in the schools:

- a. To foster educational programs and activities that will increase student's knowledge of and respect for the law and the function of law enforcement agencies;
- b. To encourage SROs to attend extra-curricular activities held at schools, when possible, such as PTA meetings, athletic events and concerts;
- c. To act swiftly and cooperatively when responding to major disruptions and flagrant criminal offenses at school, such as, but not limited to: disorderly conduct by trespassers, the possession and use of weapons on campus, the illegal sale and/or distribution of controlled substances, and riots;
- d. To report serious crimes that occur on campus and to cooperate with the law enforcement officials in their investigation of crimes that occur at school;

- e. To cooperate with law enforcement officials in their investigations of criminal offenses which occur off campus;
- f. To encourage SROs to provide traffic control at schools when deemed necessary for the safety and protection of students and the general public when the regular patrol officer/deputy is not available.

B. Employment and Assignment of School Resource Officers

- a. PCSO agrees to employ a part-time SRO during the term of this agreement. The SRO shall be an employee of the PCSO and shall be subject to the administration, supervision and control of the PCSO, except as such administration, supervision and control is subject to the terms and conditions of this Agreement.
- b. The PCSO agrees to provide and to pay the SRO's salary and employment benefits in accordance with the applicable salary schedules and employment practices of Pine County and the applicable labor agreement, including but not necessarily limited to: sick leave, annual leave, retirement compensation, disability salary continuation, workers compensation, unemployment compensation, life insurance, dental insurance, and medical/hospitalization insurance. The SRO shall be subject to all other personnel policies and practices of the PCSO and Pine County except as such policies or practices may have to be modified to comply with the terms and conditions of this Agreement.
- c. The PCSO, in its sole discretion, shall have the power and authority to hire, discharge and discipline the SRO. The PCSO will attempt to include the DISTRICT in the selection process of the assigned SRO. The PCSO shall hold the DISTRICT free, harmless and indemnified from and against any and all claims, suits or causes of action arising out of allegations of unfair or unlawful employment practices brought by SROs.
- d. In the event the SRO is absent from work, the SRO shall notify the PCSO. The PCSO will notify the appropriate official at the DISTRICT.

C. Hours

- a. The maximum number of hours that a SRO officer shall be on duty within the District's Schools in a work week shall be 10 hours. Specific SRO duty hours at a

particular school shall be set by mutual agreement between the DISTRICT and the PCSO.

- b. Generally the SRO shall be on duty within the DISTRICT during the school day, Monday thru Friday, or as arranged by the DISTRICT and the PCSO.
- c. It is understood and agreed that time spent by SROs attending court and/or criminal cases arising from and/or out their employment as an SRO shall be considered as hours worked under this Agreement.
- d. In the event of an emergency one or more SROs may be ordered by the COUNTY SHERIFF or his/her designee to leave their school duty station during normal duty hours as described above and to perform other services for the COUNTY SHERIFF. The time spent shall not be considered hours worked under this Agreement.

D. Basic Qualifications of a SRO – To be a SRO, an officer must first meet all of the following basic qualifications:

- a. Shall be a licensed peace officer and should have two years of law enforcement experience;
- b. Shall possess a sufficient knowledge of the applicable State laws, City and County ordinances, and DISTRICT policies and regulations;
- c. Shall be capable of conducting criminal investigations;
- d. Shall possess even temperament and set a good example for students;
- e. Shall possess communication skills that would enable the officer to function effectively within the school environment.

E. Duties of School Resource Officers

- a. To protect lives and property;
- b. To enforce State and Local criminal laws and ordinances, and to assist school officials with the enforcement of District Policies and Administrative Regulations regarding student conduct;
- c. To investigate criminal activity committed on or adjacent to school property;
- d. To counsel public school students in special situations, such as students suspected of engaging in criminal misconduct, when requested by the principal or the principal's designee or by the parents of a student;

- e. To answer questions and conduct classroom presentations for students in the law related education field;
- f. To assist other law enforcement officers with outside investigations concerning students attending the school(s) to which the SRO is assigned;
- g. To assist the DISTRICT in the development of emergency response procedures and to coordinate with other SROs in the development of standardized practices throughout Pine County schools;
- h. To provide security for special school events or functions, such as sporting events, at the request of the DISTRICT; and
- i. To monitor traffic during the arrival and departure of students on an as needed basis. Need is based upon law enforcement determination of actual need.

F. Chain of Command

- a. As employees of the PCSO, SROs shall follow the chain of command as set forth in the PCSO Policies and Procedure Manual.
- b. In the performance of their duties, SROs shall coordinate and communicate with the DISTRICT to which they are assigned.

G. Training/Briefing

- a. All SROs are required by to attend required PCSO training and meetings.
- b. Training will be conducted to provide SROs with appropriate in-service training such as updates in the law, in-service firearm training, and in-service stun-gun training. The DISTRICT also may provide training in regulations and procedures.

H. Dress Code – SRO's are required to wear a departmental uniform or other attire as agreed to by the PCSO and the DISTRICT.

I. Supplies and Equipment - The PCSO agrees to provide each SRO with the following equipment:

- a. Motor vehicles. The PCSO shall make available a standard patrol vehicle for each SRO. In addition, the PCSO agrees to:
 - i. Maintain the vehicle used by the SROs;
 - ii. Pay for gasoline, oil, replacement tires and other expenses associated with the operation of the vehicles; and

- iii. Purchase and maintain comprehensive general auto liability insurance on the vehicle.
- b. Weapons and ammunition. The PCSO agrees to provide the standard issue weapons and ammunition in accordance with PCSO policy.
- c. Office Supplies. The DISTRICT agrees to provide each SRO with the usual and customary office supplies and forms required in the performance of their duties. In addition, each SRO shall be provided a private office within the school accessible by the students. Each SRO shall also be provided a computer, printer and access to a private fax machine.

J. Transporting Students

- a. It is agreed that SROs shall not transport students in their vehicles except:
 - i. When the students are victims of a crime, under arrest, or some other emergency circumstances exist;
 - ii. When students are suspended and sent home from school pursuant to school disciplinary actions if the student's parent or guardian has refused or is unable to pick-up the child within a reasonable time period and the student is disruptive/disorderly and his/her continued presence on campus is a threat to the safety and welfare of other students and school personnel, as determined by the SRO or the DISTRICT.
- b. If circumstances require that the SRO transport a student, then the DISTRICT must provide a school official or employee of the same gender of the student to be transported to accompany the officer in the vehicle.
- c. If the student to be transported off campus is not under arrest, a victim of a crime, or violent or disruptive, the DISTRICT shall provide transportation for the student and the SRO may accompany a school official while transporting a student.
- d. SROs shall notify the DISTRICT before removing a student from campus.

K. Investigation and Interrogation Procedures - The standard operating procedures (SOP) for the investigation of crimes and interrogation, search and arrest of students are as follows:

- a. Interrogation Procedures. In the event a serious crime (as defined below) is committed at school or at a school activity, the principal or assistant principal with the assistance of the SRO should:
 - i. Question any witnesses to determine that a crime was committed and who committed the crime. The SRO shall have the general authority to question or interrogate any student at school who may have information about criminal misconduct or the violation of the conduct policies of the DISTRICT. As a general rule, the interrogation should be conducted in cooperation with and in the presence of a school official but when immediate action is necessary or in an emergency situation, the SRO may interrogate a student without the presence of a school official.
 - ii. Question the person suspected of committing the crime. As a general rule, the suspect should not be arrested or placed "in custody" during the initial interview or interrogation. The suspect shall be informed generally of the purpose of the investigation and given an opportunity to present informally his/her knowledge of the facts. If the suspect wishes to invoke *Miranda* rights, then the questioning will end.
- b. If a student is detained, placed in custody or arrested, the student must be advised of his/her *Miranda* rights prior to further questioning by a SRO, to-wit:
 - i. That he/she has the right to remain silent;
 - ii. That anything he/she says can be used against him/her in a court of law;
 - iii. That he/she may, upon particular circumstances, have a parent, guardian or custodian present during questioning;
 - iv. That he/she has a right to talk with an attorney before you ask any questions and he/she has a right to have his/her attorney present with him/her during questioning;
 - v. That if he/she cannot afford to hire an attorney, one will be appointed for him/her by the court before any questioning if he/she wishes; and
 - vi. That if he/she decides to answer now without an attorney present, he/she will still have the right to stop answering questions at any time. He/she

also has the right to stop answering questions at any time until he/she talks to a lawyer.

- c. A parent need not be present in order for the juvenile to waive his/her *Miranda* rights. See *In Re Welfare of L.R.B.*, 373 N.W.2d 334 (Minn. App. 1985). To determine whether the juvenile has the capacity to understand the nature of his/her Fifth Amendment rights and the consequences of waiving those rights, the SRO should evaluate the juvenile's age, maturity, intelligence, education, and experience. *In Re Welfare of M.E.P.*, 523 N.W.2d 913 (Minn. 1994), review denied Mar. 1, 1995.

L. Search Procedures

- a. If the school official has reasonable suspicion for suspecting that a search of a student or a student's possessions will uncover evidence that the student has violated or is violating either the law or the rules of the school, the school official may search the student and the student's pockets, pocketbook, book bag, desk, locker, vehicle or any other similar location within the student's control. When requested by school officials, the SRO shall assist with the search in order to protect the safety of all persons involved in the search. If the search uncovers evidence of criminal misconduct, the evidence may be held for or turned over to the SRO.
- b. If a crime that violates state or federal statute is uncovered during the search, such as possession of illegal controlled substances, the SRO may take over the search and continue the search within a constitutionally permissible scope.

M. Reporting of Serious Crimes - If an investigation uncovers evidence of a serious crime as defined in statute and DISTRICT administrative regulations, the school official shall notify the SRO, the student's parent/guardian and the appropriate school personnel.

N. Arrest Procedures - School Related Crimes

- a. Juveniles. When a SRO arrests or takes a juvenile into custody, he/she shall select the least restrictive of the following courses of action which is appropriate under the circumstances and meets the immediate needs of the juvenile and the school:
 - i. Release
 - ii. Counsel and release

- iii. Release into the custody of the juvenile's parent, guardian or custodian
 - iv. Referral to Health and Human Services
 - v. Attempt to bring juvenile before the juvenile court
 - vi. Seek a juvenile petition
 - vii. Seek a juvenile petition and request a custody order
 - viii. Immediately take the juvenile into custody as required by law
 - ix. Attempt to bring the juvenile before the court for the purposes of involuntary commitment.
- b. Student over 16 years of age. When a SRO arrests or takes a person over the age of 16 into custody, he/she shall select the course of action which is appropriate under the circumstances and meets the immediate needs of the school.
 - c. If circumstances permit, the SRO and principal shall mutually agree upon a time during the school day for the removal of the student from the school. The student shall be called to the office by the principal at that time.
 - d. If the school initiated the arrest of the student, the principal or his designee shall be responsible for notifying the student's parents or guardians. Such notification by a school official shall be made as soon as possible, preferably prior to the actual removal of the student from campus.
 - e. If the SRO initiated the arrest, the SRO shall contact the student's parent as soon as practicable after the arrest of a student and shall notify the parent/guardian of the reason(s) for the arrest.

O. Arrest Procedures - Crimes Committed off Campus at School Bus Stops or While Students are Walking to and from School.

- a. School officials generally do not have the legal authority or jurisdiction to discipline students or others for criminal misconduct or juvenile offenses which occur at school bus stops or on public streets as students walk to and from school unless such criminal misconduct or juvenile offense is the direct result of or a continuation of misconduct which occurred at school.
- b. Law enforcement officials are responsible for enforcing the law on public streets, including at school bus stops. Therefore, the SRO shall assist school officials and

coordinate with the appropriate local law enforcement agency the investigation of crimes that occur at bus stops and while students are walking to and from school.

P. Investigation and Arrest Procedures - Other Crimes Committed off Campus.

- a. Investigations Involving Students under the age of 14
 - i. If law enforcement officials are having difficulty locating a student off campus, determine that time is of the essence or for some other reason deems it necessary to interview a student under age 14 at school during school hours:
 - 1. The officer shall contact the school principal and/or SRO in advance and state the reason(s) to conduct an interview of a student at the school;
 - 2. The investigating officer or SRO shall notify the student's parent or guardian of the officer's desire to interview or interrogate the student at school;
 - 3. Normally, students under 14 years of age will not be questioned at the school without notice to and the consent of the parent or guardian;
 - 4. The officer, principal and parent (if the parent wants to attend the interview or interrogation) should mutually agree on a convenient time during the school day to conduct the investigation;
 - 5. As a general rule, school officials should not be present during the interview of the student. However, at the request of a parent or guardian, a school official may be present when a student is interviewed.
- b. Investigations Involving Students 14 Years of Age or Older
 - i. SROs and other law enforcement officials may interview and interrogate students 14 years of age or older (suspects or witnesses) at school during school hours.
 - ii. The SRO or investigating officer should contact the school principal in advance and inform him/her of the reason(s) to conduct an investigation within the school;

- iii. The SRO or investigating officer and the principal shall mutually agree on a convenient time during the school day to conduct the investigation;
- iv. The SRO or investigating officer shall make a reasonable effort to notify the students' parents or guardians and to offer them the opportunity to be present during the interrogation.
- v. Parental consent is not required to interview a witness and the presence of the student's parent, guardian or attorney is not required to interrogate a suspect.
- vi. As a general rule, school officials should not be present during the investigation. However, at the request of a student, SRO or investigating officer, a school official may be present during the questioning.

Q. Bomb Threats - It is a felony to give false information concerning the placement of a bomb in a school building. School officials, the SRO and fire safety officials shall cooperate in the implementation of procedures in the event of a bomb threat (see DISTRICT Emergency Procedures Manual). In all cases, the principal shall report such incidents to the superintendent and to the SRO. In the absence of physical evidence, it is the DISTRICTS decision to evacuate the school.

R. Controlled Substances

- a. School officials shall notify the SRO in all cases involving all possessions, sales or distribution of controlled substances at school or school activities.
- b. Any controlled substances or suspected controlled substances confiscated by school officials shall be turned over to the SRO for proper identification and eventual destruction.
- c. If there is probable cause to believe that a student or any other person has sold or is selling controlled substances at or near a school, the SRO shall be notified and the SRO shall conduct an investigation in accordance with Sheriff's Office policy.

S. Riots and Civil Disorders

- a. In the event a riot or civil disorder occurs on a middle or high school campus, the principal and the SRO shall discuss and agree upon a response to the situation.
- b. If, in the opinion of the principal and/or SRO, additional law enforcement personnel are needed to restore and/or maintain order, the SRO will contact the

appropriate law enforcement agency and request that assistance. The principal or his designee also shall notify the Superintendent.

- c. The principal or his designee shall be prepared to respond to questions from the news media, parents and other members of the public as soon as order is restored.
- d. If deemed necessary by school and law enforcement officials, the media and the public may be restricted to an area off campus away from the disturbance until order is restored.
- e. The SRO or officer in charge shall consult with the principal about the need or decision to arrest and/or remove students and other persons from the campus. However, law enforcement officials shall have the authority to arrest and remove any person who commits a crime in their presence.
- f. The names of juveniles arrested or removed from campus should not be released to the news media.
- g. Students engaged in misconduct may be suspended immediately without a pre-suspension hearing but arrangements shall be made by the principal to provide an opportunity for the students to be heard within 24 hours of their suspension. See local Policy.

T. Access to Education Records

- a. School officials shall allow SROs to inspect and copy any public records maintained by the school including student directory information such as yearbooks. However, law enforcement officials may not inspect and/or copy confidential student education records except in instances of consent, exigent emergency circumstances, or pursuant to a search warrant.
- b. If some information in a student's cumulative record is needed in an emergency to protect the health or safety of the student or other individuals, school officials may disclose to the SRO that information which is needed to respond to the emergency situation based on the seriousness of the threat to someone's health or safety; the need of the information to meet the emergency situation and the extent to which time is of the essence.

- c. If confidential student records information is needed, but no emergency situation exists, the information may be released only upon the issuance of a search warrant or subpoena to produce the records.

U. Term of Agreement - The term of this agreement is one year commencing in September 2022. The Agreement shall be renewed and extended annually for additional one year term unless notice of non-renewal is given by either party, in writing, prior to June 15th of the initial or any succeeding term.

V. Consideration

- a. For and in consideration of the PCSO providing the SRO Program, the DISTRICT agrees to reimburse the PCSO monthly September through May for the school year. Payment shall be due by the 15th of the following month.
- b. The hourly pay rate of the SRO will be established by the PCSO and agreement reached with the DISTRICT prior to the school year. The agreed upon hourly rate in successive years shall be in writing and signed by the appropriate parties by the start of the year and incorporated into this agreement.
- c. The monthly invoice will be based on the established rate times the number of hours billed in 30 minute increments.
- d. For school year 2022-2023 the hourly rate will be \$39.97.

W. Indemnification - The PCSO agrees to hold the DISTRICT its agent and employees free, harmless and indemnified from and against any and all claims, suits or causes of actions arising from or in any way out of the performance of the duties of the SRO officers or the SRO Program.

X. Evaluation - It is mutually agreed that the DISTRICT shall evaluate annually the SRO Program and the performance of each SRO of forms developed jointly by the parties. It is further understood that the DISTRICT's evaluation of each officer is advisory only and that the PCSO retains the final authority to evaluate the performance of the SROs. However, the DISTRICT has the option to request a different SRO if the currently assigned SRO is not performing to the DISTRICT's standards.

IN WITNESS THEREOF, the parties have caused this Contract to be executed as of the _____
day of _____, 2022, notwithstanding the date of the signatures of the parties.

Bill Peel
Willow River Schools, Superintendent

Jeff Nelson
Pine County Sheriff

Stephen Hallan
Pine County Board of Commissioners, Chairman

David J. Minke
Pine County Administrator

Approved as to form and execution:

Reese Frederickson
Pine County Attorney



AGENDA REQUEST FORM

Date of Meeting: 09-20-22



County Board



Consent Agenda



Regular Agenda

5 mins.

☐

10 mins.

☐

15 mins.

☐

Other

☐

Personnel Committee



Other _____

Agenda Item: Hinckley School Resource Officer

Department: Sheriff


Department/Head signature

Background information on Item:

The Sheriff's Office supplies a deputy for the Hinckley School system. This is a two year extension of the current contract. The rate will be \$39.97/hour for school year 2022-2023 and \$41.17/hour for school year 2023-2024.

Action Requested:

Approve and sign

Financial Impact:

Provides for reimbursement for hours spent in school.

PINE COUNTY SCHOOL RESOURCE OFFICER CONTRACT

HINCKLEY-FINLAYSON SCHOOLS

School Years 2022-2023 and 2023-2024

THIS AGREEMENT is between the HINCKLEY-FINLAYSON SCHOOLS (the DISTRICT) and the PINE COUNTY SHERIFF'S OFFICE (the PCSO), both political subdivisions of the State of Minnesota.

WHEREAS the DISTRICT agrees to purchase from the PCSO and the PCSO agrees to provide for the DISTRICT and to manage a School Resource Officer (SRO) Program in the DISTRICT consisting of up to one half-time School Resource Officer, their vehicles, supplies and equipment and the DISTRICT agrees to reimburse the PCSO for its expenses in providing the said SRO Program; and

WHEREAS the DISTRICT and the PCSO desire to set forth in this SRO Agreement the specific terms and conditions of the services to be performed and provided by the SRO in the DISTRICT;

NOW THE PARTIES AGREE AS FOLLOWS:

- A. **Goals and Objectives** - It is understood and agreed that the DISTRICT and PCSO share the following goals and objectives with regard to the SRO Program in the schools:
- a. To foster educational programs and activities that will increase student's knowledge of and respect for the law and the function of law enforcement agencies;
 - b. To encourage SROs to attend extra-curricular activities held at schools, when possible, such as PTA meetings, athletic events and concerts;
 - c. To act swiftly and cooperatively when responding to major disruptions and flagrant criminal offenses at school, such as, but not limited to: disorderly conduct by trespassers, the possession and use of weapons on campus, the illegal sale and/or distribution of controlled substances, and riots;
 - d. To report serious crimes that occur on campus and to cooperate with the law enforcement officials in their investigation of crimes that occur at school;

- e. To cooperate with law enforcement officials in their investigations of criminal offenses which occur off campus;
- f. To encourage SROs to provide traffic control at schools when deemed necessary for the safety and protection of students and the general public when the regular patrol officer/deputy is not available.

B. Employment and Assignment of School Resource Officers

- a. PCSO agrees to employ up to one half-time SRO during the term of this agreement. The SRO shall be an employee of the PCSO and shall be subject to the administration, supervision and control of the PCSO, except as such administration, supervision and control is subject to the terms and conditions of this Agreement.
- b. The PCSO agrees to provide and to pay the SRO's salary and employment benefits in accordance with the applicable salary schedules and employment practices of Pine County and the applicable labor agreement, including but not necessarily limited to: sick leave, annual leave, retirement compensation, disability salary continuation, workers compensation, unemployment compensation, life insurance, dental insurance, and medical/hospitalization insurance. The SRO shall be subject to all other personnel policies and practices of the PCSO and Pine County except as such policies or practices may have to be modified to comply with the terms and conditions of this Agreement.
- c. The PCSO, in its sole discretion, shall have the power and authority to hire, discharge and discipline the SRO. The PCSO will attempt to include the DISTRICT in the selection process of the assigned SRO. The PCSO shall hold the DISTRICT free, harmless and indemnified from and against any and all claims, suits or causes of action arising out of allegations of unfair or unlawful employment practices brought by SROs.
- d. In the event the SRO is absent from work, the SRO shall notify the PCSO. The PCSO will notify the appropriate official at the DISTRICT.

C. Hours

- a. The maximum number of hours that a SRO officer shall be on duty within the District's Schools in a work week shall be 20 hours. Specific SRO duty hours at a

particular school shall be set by mutual agreement between the DISTRICT and the PCSO.

- b. Generally the SRO shall be on duty within the DISTRICT during the school day, Monday thru Friday, or as arranged by the DISTRICT and the PCSO.
- c. It is understood and agreed that time spent by SROs attending court and/or criminal cases arising from and/or out their employment as an SRO shall be considered as hours worked under this Agreement.
- d. In the event of an emergency one or more SROs may be ordered by the COUNTY SHERIFF or his/her designee to leave their school duty station during normal duty hours as described above and to perform other services for the COUNTY SHERIFF. The time spent shall not be considered hours worked under this Agreement.

D. Basic Qualifications of a SRO – To be a SRO, an officer must first meet all of the following basic qualifications:

- a. Shall be a licensed peace officer and should have two years of law enforcement experience;
- b. Shall possess a sufficient knowledge of the applicable State laws, City and County ordinances, and DISTRICT policies and regulations;
- c. Shall be capable of conducting criminal investigations;
- d. Shall possess even temperament and set a good example for students;
- e. Shall possess communication skills that would enable the officer to function effectively within the school environment.

E. Duties of School Resource Officers

- a. To protect lives and property;
- b. To enforce State and Local criminal laws and ordinances, and to assist school officials with the enforcement of District Policies and Administrative Regulations regarding student conduct;
- c. To investigate criminal activity committed on or adjacent to school property;
- d. To counsel public school students in special situations, such as students suspected of engaging in criminal misconduct, when requested by the principal or the principal's designee or by the parents of a student;

- e. To answer questions and conduct classroom presentations for students in the law related education field;
- f. To assist other law enforcement officers with outside investigations concerning students attending the school(s) to which the SRO is assigned;
- g. To assist the DISTRICT in the development of emergency response procedures and to coordinate with other SROs in the development of standardized practices throughout Pine County schools;
- h. To provide security for special school events or functions, such as sporting events, at the request of the DISTRICT; and
- i. To monitor traffic during the arrival and departure of students on an as needed basis. Need is based upon law enforcement determination of actual need.

F. Chain of Command

- a. As employees of the PCSO, SROs shall follow the chain of command as set forth in the PCSO Policies and Procedure Manual.
- b. In the performance of their duties, SROs shall coordinate and communicate with the DISTRICT to which they are assigned.

G. Training/Briefing

- a. All SROs are required by to attend required PCSO training and meetings.
- b. Training will be conducted to provide SROs with appropriate in-service training such as updates in the law, in-service firearm training, and in-service stun-gun training. The DISTRICT also may provide training in regulations and procedures.

H. Dress Code – SRO's are required to wear a departmental uniform or other attire as agreed to by the PCSO and the DISTRICT.

I. Supplies and Equipment - The PCSO agrees to provide each SRO with the following equipment:

- a. Motor vehicles. The PCSO shall make available a standard patrol vehicle for each SRO. In addition, the PCSO agrees to:
 - i. Maintain the vehicle used by the SROs;
 - ii. Pay for gasoline, oil, replacement tires and other expenses associated with the operation of the vehicles; and

- iii. Purchase and maintain comprehensive general auto liability insurance on the vehicle.
- b. Weapons and ammunition. The PCSO agrees to provide the standard issue weapons and ammunition in accordance with PCSO policy.
- c. Office Supplies. The DISTRICT agrees to provide each SRO with the usual and customary office supplies and forms required in the performance of their duties. In addition, each SRO shall be provided a private office within the school accessible by the students. Each SRO shall also be provided a computer, printer and access to a private fax machine.

J. Transporting Students

- a. It is agreed that SROs shall not transport students in their vehicles except:
 - i. When the students are victims of a crime, under arrest, or some other emergency circumstances exist;
 - ii. When students are suspended and sent home from school pursuant to school disciplinary actions if the student's parent or guardian has refused or is unable to pick-up the child within a reasonable time period and the student is disruptive/disorderly and his/her continued presence on campus is a threat to the safety and welfare of other students and school personnel, as determined by the SRO or the DISTRICT.
- b. If circumstances require that the SRO transport a student, then the DISTRICT must provide a school official or employee of the same gender of the student to be transported to accompany the officer in the vehicle.
- c. If the student to be transported off campus is not under arrest, a victim of a crime, or violent or disruptive, the DISTRICT shall provide transportation for the student and the SRO may accompany a school official while transporting a student.
- d. SROs shall notify the DISTRICT before removing a student from campus.

K. Investigation and Interrogation Procedures - The standard operating procedures (SOP) for the investigation of crimes and interrogation, search and arrest of students are as follows:

- a. Interrogation Procedures. In the event a serious crime (as defined below) is committed at school or at a school activity, the principal or assistant principal with the assistance of the SRO should:
 - i. Question any witnesses to determine that a crime was committed and who committed the crime. The SRO shall have the general authority to question or interrogate any student at school who may have information about criminal misconduct or the violation of the conduct policies of the DISTRICT. As a general rule, the interrogation should be conducted in cooperation with and in the presence of a school official but when immediate action is necessary or in an emergency situation, the SRO may interrogate a student without the presence of a school official.
 - ii. Question the person suspected of committing the crime. As a general rule, the suspect should not be arrested or placed "in custody" during the initial interview or interrogation. The suspect shall be informed generally of the purpose of the investigation and given an opportunity to present informally his/her knowledge of the facts. If the suspect wishes to invoke *Miranda* rights, then the questioning will end.
- b. If a student is detained, placed in custody or arrested, the student must be advised of his/her *Miranda* rights prior to further questioning by a SRO, to-wit:
 - i. That he/she has the right to remain silent;
 - ii. That anything he/she says can be used against him/her in a court of law;
 - iii. That he/she may, upon particular circumstances, have a parent, guardian or custodian present during questioning;
 - iv. That he/she has a right to talk with an attorney before you ask any questions and he/she has a right to have his/her attorney present with him/her during questioning;
 - v. That if he/she cannot afford to hire an attorney, one will be appointed for him/her by the court before any questioning if he/she wishes; and
 - vi. That if he/she decides to answer now without an attorney present, he/she will still have the right to stop answering questions at any time. He/she

also has the right to stop answering questions at any time until he/she talks to a lawyer.

- c. A parent need not be present in order for the juvenile to waive his/her *Miranda* rights. See *In Re Welfare of L.R.B.*, 373 N.W.2d 334 (Minn. App. 1985). To determine whether the juvenile has the capacity to understand the nature of his/her Fifth Amendment rights and the consequences of waiving those rights, the SRO should evaluate the juvenile's age, maturity, intelligence, education, and experience. *In Re Welfare of M.E.P.*, 523 N.W.2d 913 (Minn. 1994), review denied Mar. 1, 1995.

L. Search Procedures

- a. If the school official has reasonable suspicion for suspecting that a search of a student or a student's possessions will uncover evidence that the student has violated or is violating either the law or the rules of the school, the school official may search the student and the student's pockets, pocketbook, book bag, desk, locker, vehicle or any other similar location within the student's control. When requested by school officials, the SRO shall assist with the search in order to protect the safety of all persons involved in the search. If the search uncovers evidence of criminal misconduct, the evidence may be held for or turned over to the SRO.
- b. If a crime that violates state or federal statute is uncovered during the search, such as possession of illegal controlled substances, the SRO may take over the search and continue the search within a constitutionally permissible scope.

M. Reporting of Serious Crimes - If an investigation uncovers evidence of a serious crime as defined in statute and DISTRICT administrative regulations, the school official shall notify the SRO, the student's parent/guardian and the appropriate school personnel.

N. Arrest Procedures - School Related Crimes

- a. Juveniles. When a SRO arrests or takes a juvenile into custody, he/she shall select the least restrictive of the following courses of action which is appropriate under the circumstances and meets the immediate needs of the juvenile and the school:
 - i. Release
 - ii. Counsel and release

- iii. Release into the custody of the juvenile's parent, guardian or custodian
 - iv. Referral to Health and Human Services
 - v. Attempt to bring juvenile before the juvenile court
 - vi. Seek a juvenile petition
 - vii. Seek a juvenile petition and request a custody order
 - viii. Immediately take the juvenile into custody as required by law
 - ix. Attempt to bring the juvenile before the court for the purposes of involuntary commitment.
- b. Students over 16 years of age. When a SRO arrests or takes a person over the age of 16 into custody, he/she shall select the course of action which is appropriate under the circumstances and meets the immediate needs of the school.
 - c. If circumstances permit, the SRO and principal shall mutually agree upon a time during the school day for the removal of the student from the school. The student shall be called to the office by the principal at that time.
 - d. If the school initiates the arrest of the student, the principal or his designee shall be responsible for notifying the student's parents or guardians. Such notification by a school official shall be made as soon as possible, preferably prior to the actual removal of the student from campus.
 - e. If the SRO initiates the arrest, the SRO shall contact the student's parent as soon as practicable after the arrest of a student and shall notify the parent/guardian of the reason(s) for the arrest.

O. Arrest Procedures - Crimes Committed off Campus at School Bus Stops or While Students are Walking to and from School.

- a. School officials generally do not have the legal authority or jurisdiction to discipline students or others for criminal misconduct or juvenile offenses which occur at school bus stops or on public streets as students walk to and from school unless such criminal misconduct or juvenile offense is the direct result of or a continuation of misconduct which occurred at school.
- b. Law enforcement officials are responsible for enforcing the law on public streets, including at school bus stops. Therefore, the SRO shall assist school officials and

coordinate with the appropriate local law enforcement agency the investigation of crimes that occur at bus stops and while students are walking to and from school.

P. Investigation and Arrest Procedures - Other Crimes Committed off Campus.

a. Investigations Involving Students under the age of 14

- i. If law enforcement officials are having difficulty locating a student off campus, determine that time is of the essence or for some other reason deems it necessary to interview a student under age 14 at school during school hours:
 1. The officer shall contact the school principal and/or SRO in advance and state the reason(s) to conduct an interview of a student at the school;
 2. The investigating officer or SRO shall notify the student's parent or guardian of the officer's desire to interview or interrogate the student at school;
 3. Normally, students under 14 years of age will not be questioned at the school without notice to and the consent of the parent or guardian;
 4. The officer, principal and parent (if the parent wants to attend the interview or interrogation) should mutually agree on a convenient time during the school day to conduct the investigation;
 5. As a general rule, school officials should not be present during the interview of the student. However, at the request of a parent or guardian, a school official may be present when a student is interviewed.

b. Investigations Involving Students 14 Years of Age or Older

- i. SROs and other law enforcement officials may interview and interrogate students 14 years of age or older (suspects or witnesses) at school during school hours.
- ii. The SRO or investigating officer should contact the school principal in advance and inform him/her of the reason(s) to conduct an investigation within the school;

- iii. The SRO or investigating officer and the principal shall mutually agree on a convenient time during the school day to conduct the investigation;
- iv. The SRO or investigating officer shall make a reasonable effort to notify the students' parents or guardians and to offer them the opportunity to be present during the interrogation.
- v. Parental consent is not required to interview a witness and the presence of the student's parent, guardian or attorney is not required to interrogate a suspect.
- vi. As a general rule, school officials should not be present during the investigation. However, at the request of a student, SRO or investigating officer, a school official may be present during the questioning.

Q. Bomb Threats - It is a felony to give false information concerning the placement of a bomb in a school building. School officials, the SRO and fire safety officials shall cooperate in the implementation of procedures in the event of a bomb threat (see DISTRICT Emergency Procedures Manual). In all cases, the principal shall report such incidents to the superintendent and to the SRO. In the absence of physical evidence, it is the DISTRICTS decision to evacuate the school.

R. Controlled Substances

- a. School officials shall notify the SRO in all cases involving all possessions, sales or distribution of controlled substances at school or school activities.
- b. Any controlled substances or suspected controlled substances confiscated by school officials shall be turned over to the SRO for proper identification and eventual destruction.
- c. If there is probable cause to believe that a student or any other person has sold or is selling controlled substances at or near a school, the SRO shall be notified and the SRO shall conduct an investigation in accordance with Sheriff's Office policy.

S. Riots and Civil Disorders

- a. In the event a riot or civil disorder occurs on a middle or high school campus, the principal and the SRO shall discuss and agree upon a response to the situation.
- b. If, in the opinion of the principal and/or SRO, additional law enforcement personnel are needed to restore and/or maintain order, the SRO will contact the

appropriate law enforcement agency and request that assistance. The principal or his designee also shall notify the Superintendent.

- c. The principal or his designee shall be prepared to respond to questions from the news media, parents and other members of the public as soon as order is restored.
- d. If deemed necessary by school and law enforcement officials, the media and the public may be restricted to an area off campus away from the disturbance until order is restored.
- e. The SRO or officer in charge shall consult with the principal about the need or decision to arrest and/or remove students and other persons from the campus. However, law enforcement officials shall have the authority to arrest and remove any person who commits a crime in their presence.
- f. The names of juveniles arrested or removed from campus should not be released to the news media.
- g. Students engaged in misconduct may be suspended immediately without a pre-suspension hearing but arrangements shall be made by the principal to provide an opportunity for the students to be heard within 24 hours of their suspension. See local Policy.

T. Access to Education Records

- a. School officials shall allow SROs to inspect and copy any public records maintained by the school including student directory information such as yearbooks. However, law enforcement officials may not inspect and/or copy confidential student education records except in instances of consent, exigent emergency circumstances, or pursuant to a search warrant.
- b. If some information in a student's cumulative record is needed in an emergency to protect the health or safety of the student or other individuals, school officials may disclose to the SRO that information which is needed to respond to the emergency situation based on the seriousness of the threat to someone's health or safety; the need of the information to meet the emergency situation and the extent to which time is of the essence.

- c. If confidential student records information is needed, but no emergency situation exists, the information may be released only upon the issuance of a search warrant or subpoena to produce the records.

U. **Term of Agreement** - The term of this agreement is two years commencing in September 2022. The Agreement shall be renewed and extended annually for additional and successive two-year terms unless notice of non-renewal is given by either party, in writing, prior to June 15th of the initial or any succeeding term.

V. **Consideration**


- a. For and in consideration of the PCSO providing the SRO Program, the DISTRICT agrees to reimburse the PCSO monthly September through May for the school year. Payment shall be due by the 15th of the following month.
- b. The hourly pay rate of the SRO will be established by the PCSO and agreement reached with the DISTRICT prior to the school year. The agreed upon hourly rate in successive years shall be in writing and signed by the appropriate parties by the start of the year and incorporated into this agreement.
- c. The monthly bill will be based on the established rate times the number of school days times the number of hours the DISTRICT requests for the year divided by nine months.
- d. For school year 2022-2023 the hourly rate will be \$39.97. The monthly bill will be \$3,073.25 based on the formula $38.07 \times 173 \times 4$ divided by 9.
- e. For school year 2023-2024 the hourly rate will be \$41.17. The monthly bill will be \$3,165.52 based on the formula $41.17 \times 173 \times 4$ divided by 9.

W. **Indemnification** - The PCSO agrees to hold the DISTRICT its agent and employees free, harmless and indemnified from and against any and all claims, suits or causes of actions arising from or in any way out of the performance of the duties of the SRO officers or the SRO Program.

X. **Evaluation** - It is mutually agreed that the DISTRICT shall evaluate annually the SRO Program and the performance of each SRO of forms developed jointly by the parties. It is further understood that the DISTRICT's evaluation of each officer is advisory only and that the PCSO retains the final authority to evaluate the performance of the SROs.

However, the DISTRICT has the option to request a different SRO if the currently assigned SRO is not performing to the DISTRICT's standards.

IN WITNESS THEREOF, the parties have caused this Contract to be executed as of the 12
day of September, 2022, notwithstanding the date of the signatures of the parties.



Brian Masterson
Hinckley-Finlayson District, Superintendent

Jeff Nelson
Pine County Sheriff

Stephen Hallan
Pine County Board of Commissioners, Chairman

David J. Minke
Pine County Administrator

Approved as to form and execution:

Reese Frederickson
Pine County Attorney



AGENDA REQUEST FORM

Date of Meeting: 09-20-22



County Board



Consent Agenda



Regular Agenda

5 mins

☐

10 mins

☐

15 mins

☐

Other

☐

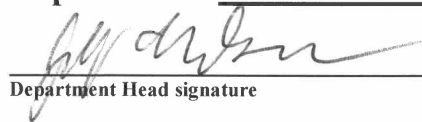
Personnel Committee



Other _____

Agenda Item: Human Trafficking Investigators Task Force Joint Powers Agreement

Department: Sheriff


Department Head signature

Background information on Item:

This is a Joint Powers Agreement to join the State Human Trafficking Investigators Task Force. This will allow us to receive funding and support to investigate cases involving suspected human trafficking. This does obligate an investigator to help out on out of county cases as we are able. The benefit to the county should be well above any time committed out of county.

Action Requested:

Approve and sign.

Financial Impact:

Will allow funding for investigations.



STATE OF MINNESOTA HUMAN TRAFFICKING INVESTIGATORS TASK FORCE JOINT POWERS AGREEMENT

This Joint Powers Agreement ("Agreement") is between the State of Minnesota, acting through its Commissioner of Public Safety on behalf of the Bureau of Criminal Apprehension ("BCA"), and the County of Pine on behalf of its Sheriff's Office, 635 Northridge Dr. N.W., Suite 100, Pine City, MN 55063 ("Governmental Unit").

Recitals

Under Minnesota Statutes § 471.59, the BCA and the Governmental Unit are empowered to engage in agreements that are necessary to exercise their powers. The parties wish to work together to investigate and prosecute human trafficking and sexual exploitation of children. The Governmental Unit wants to participate in the Minnesota Human Trafficking Investigators Task Force ("MNHITF") as an affiliate member.

Agreement

1. Term of Agreement

- 1.1 **Effective Date.** This Agreement is effective on the date BCA obtains all required signatures pursuant to Minnesota Statutes § 16C.05, subdivision 2.
- 1.2 **Expiration Date.** This Agreement expires five (5) years from the Effective Date unless terminated earlier pursuant to clause 12.

2. Purpose

The Governmental Unit and BCA enter into this Agreement to make the Governmental Unit part of the Minnesota Human Trafficking Investigators Task Force that will use a three-pronged approach to combat human trafficking and the sexual exploitation of children: **prevention, education, and enforcement**. The BCA will provide a Senior Special Agent who will serve as the Commander of the task force.

3. Standards

The Governmental Unit will adhere to the MNHITF Standards identified below.

- 3.1 Investigate human trafficking crimes committed by organized groups or individuals related to child sexual exploitation, sex trafficking with a focus on minors being trafficked, and labor trafficking.
- 3.2 Investigators will follow appropriate state and/or federal laws in obtaining arrest warrants, search warrants and civil and criminal forfeitures. Investigators will follow proper legal procedures in securing evidence, including electronic devices.
- 3.3 Investigators will understand and use appropriate legal procedures in the use of informants including documentation of identity, monitoring of activities, and use and recordation of payments.
- 3.4 Investigators will use, as appropriate, a broad array of investigative technologies and techniques.
- 3.5 Investigators will interview and prepare reports of victim rescues and be able to direct those victims to appropriate public and private resources to help ensure their safety and integration back into society.
- 3.6 Affiliate Task Force members must be willing to respond and/or work jointly on human trafficking crimes within their jurisdiction and complete their assigned duties for the duration of the term of this Agreement.

- 3.7 Investigators must be licensed peace officers.
- 3.8 Affiliate members will investigate cases involving cross-jurisdictional, high impact and/or organized groups involving human trafficking. The assignment may require investigators to travel to neighboring jurisdictions as investigations expand or as assigned by the task force commander.
- 3.9 Affiliate members will be asked to participate in pro-active operations deterring sexual exploitation of children and rescuing victims of human trafficking primarily focused on minors with the goal of identifying their traffickers.
- 3.10 Affiliate Task Force members will prepare an operational briefing sheet for each active operation, to be approved by the task force commander.
- 3.11 Affiliate Task Force members will prepare investigative reports to be submitted to the task force commander. Affiliate members must submit statistics to the task force commander on a quarterly basis.
- 3.12 Affiliate members are assigned to their home agencies and may request assistance and resources on a case-by-case basis as approved by the task force commander.
- 3.13 Affiliate Task Force members will utilize the MNHITF deconfliction system to share and receive information to promote deconfliction with other agencies.

4. Responsibilities of the Governmental Unit and the BCA

- 4.1 The Governmental Unit will:
 - 4.1.1 Conduct investigations in accordance with provisions of the MNHITF Standards, identified in clause 3 above, and conclude such investigations in a timely manner.
 - 4.1.2 Maintain accurate records of prevention, education, and enforcement activities, to be collected and forwarded quarterly to the BCA for statistical reporting purposes.
 - 4.1.3 Assign, on a part-time basis, one or more employees of the Governmental Unit as members to the MNHITF. All employees of the Governmental Unit assigned as members, and while performing MNHITF assignments, shall continue to be employed and directly supervised by the same Governmental Unit currently employing that member. All services, duties, acts or omissions performed by the MNHITF member will be within the course and duty of the member's employment and therefore covered by the Workers Compensation and other compensation programs of the Governmental Unit including fringe benefits.
 - 4.1.4 Make a reasonable good faith attempt to be represented at all scheduled MNHITF meetings in order to share information and resources among the MNHITF members.
 - 4.1.5 Participate fully in any audits required by the Minnesota Human Trafficking Task Force.
 - 4.1.6 Maintain an electronic deconfliction system for use by MNHITF Affiliate members.
- 4.2 The BCA will:
 - 4.2.1 Provide a Senior Special Agent who will serve as the Commander of the Task Force.
 - 4.2.2 Review and approve or decline reimbursement requests under clause 5.1 within three (3) business days of the reimbursement request.
- 4.3 Nothing in this Agreement shall otherwise limit the jurisdiction, powers, and responsibilities normally possessed by a member as an employee of the Governmental Unit.

5. Payment

- 5.1 Governmental Unit must first submit a written request for funds and receive written pre-approval for the funds from BCA.
- 5.2 Governmental Unit must supply original receipts to be reimbursed on pre-approved requests. Approved reimbursement will be paid directly by the BCA to the Governmental Unit within thirty (30) calendar days of the invoice date with payment made to the Governmental Unit Authorized Representative's address listed below.

6. Authorized Representatives

The BCA's Authorized Representative is the following person or his successor:

Name: Scott D. Mueller, Deputy Superintendent
 Address: Department of Public Safety; Bureau of Criminal Apprehension
 1430 Maryland Street East
 Saint Paul, MN 55106
 Telephone: 651.793.7000
 E-mail Address: Scott.d.mueller@state.mn.us

The Governmental Unit's Authorized Representative is the person below or his successor:

Name: Jeff Nelson, Sheriff
 Address: 635 Northridge Dr. N.W.
 Suite 100
 Pine City, MN 55063
 Telephone: 320-629-8380
 E-mail Address: Jeffrey.nelson@co.pine.mn.us

If the Governmental Unit's Authorized Representative changes at any time during this Agreement, the Governmental Unit must immediately notify the BCA in writing/email.

7. Assignment, Amendments, Waiver, and Agreement Complete

- 7.1 Assignment.** The Governmental Unit may neither assign nor transfer any rights or obligations under this Agreement.
- 7.2 Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.
- 7.3 Waiver.** If the BCA fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.
- 7.4 Agreement Complete.** This Agreement contains all negotiations and agreements between the BCA and the Governmental Unit. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

8. Liability

The BCA and the Governmental Unit agree each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. The BCA's liability shall be governed by provisions of the Minnesota Tort Claims Act, Minnesota Statutes § 3.736, and other applicable law. The Governmental Unit's liability shall be governed by provisions of the Municipal Tort Claims Act, Minnesota Statutes §§ 466.01-466.15, and other applicable law.

9. Audits

Under Minnesota Statutes § 16C.05, subdivision 5, the Governmental Unit's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA and/or the State Auditor and/or Legislative Auditor, as appropriate, for a minimum of six (6) years from the end of this Agreement.

10. Government Data Practices

The Governmental Unit and the BCA must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and other applicable law, as it applies to all data provided by the BCA under this Agreement and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Agreement. The civil remedies of Minnesota Statutes § 13.08 apply to the release of the data referred to in this clause by either the Governmental Unit or the BCA.

If the Governmental Unit receives a request to release the data referred to in this Clause, the Governmental Unit must immediately notify the State. The State will give the Governmental Unit instructions concerning the release of the data to the requesting party before the data is released.

SWIFT Contract Number: 216933

11. Venue

The venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

12. Expiration and Termination

12.1 Either party may terminate this Agreement at any time, with or without cause, upon 30 days written notice to the other party. To the extent funds are available, the Governmental Unit shall receive reimbursement in accordance with the terms of this Agreement through the date of termination.

12.2 Upon expiration or earlier termination of this Agreement, the Governmental Unit shall provide the MNHITF Commander all investigative equipment that was acquired under this Agreement.

13. Continuing Obligations

The following clauses survive the expiration or cancellation of this Agreement: 8, Liability; 9, Audits; 10, Government Data Practices; and 11, Venue.

The parties indicate their agreement and authority to execute this Agreement by signing below.

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes §§ 16A.15 and 16C.05.

Signed: 4A36BC5A20514F0

8/4/2022

Date: _____

SWIFT PO Number: 3-79245

3. DEPARTMENT OF PUBLIC SAFETY;

BUREAU OF CRIMINAL APPREHENSION

DocuSigned by:

By: 888C4954CC3A40A

Deputy (with delegated authority)

Title: _____

8/4/2022

Date: _____

2. GOVERNMENTAL UNIT

Governmental Unit certifies that the appropriate person(s) has(have) executed this Agreement on behalf of the Governmental Unit and its jurisdictional government entity as required by applicable articles, laws, by-laws, resolutions or ordinances.

By: _____

Title: Sheriff

Date: 08-02-22

4. COMMISSIONER OF ADMINISTRATION

As delegated to the Office of State Procurement

DocuSigned by:

By: 5A76479B1B5340E

Date: 8/8/2022

78236

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____



AGENDA REQUEST FORM

Date of Meeting: September 20, 2022

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

Agenda Item: Property Appraiser

Department: Assessor

Lorri L. Houtsma

Department Head signature

Background information on Item:

On September 1, 2022 and September 6, 2022, interviews were conducted with five (5) candidates for the Property Appraiser's position in the Assessor's office. The interview panel consisted of County Assessor/Recorder Lorri Houtsma, Deputy Assessor Troy Stewart and Human Resources Generalist Jennifer Frederickson.

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

Action Requested:

Consider the hiring of the Property Appraiser position in the Assessor's office (Grade 8, Step 1 - \$23.03 per hour) effective September 26, 2022.

Financial Impact:

This position is not budgeted in the 2022 budget; however, due to the cost savings from staffing changes in the Auditor-Treasurer office, there is no impact to the overall county budget.



AGENDA REQUEST FORM

Date of Meeting: September 20th, 2022



County Board

☒ Consent Agenda

☐ Regular Agenda

5 mins

☐

10 mins

☐

15 mins

☐

Other

☐

Personnel Committee



Other _____

Agenda Item: Request for Overnight Training

Department: Probation


Department Head signature

Background information on Item:

Probation Director Terry Fawcett is planning on attending the Association of Minnesota Counties District #1 Meeting on October 13th in Grand Portage of Cook County, Mn.

Action Requested:

Consider approval of Probation Director Fawcett to attend the training and authorize one night lodging in Grand Portage.

Financial Impact:

\$35.00 for meeting fee

\$119.00 lodging

\$154.00 total

Probation has allocated funds in their 2022 budget for training and lodging and is within budget for the year.



AGENDA REQUEST FORM

Date of Meeting: September 20, 2022

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

Agenda Item: AMC District 1 Fall Meeting

Department: Administration

Department Head signature

Background information on Item:

The AMC District 1 Fall Meeting will be hosted by Cook County on October 13, 2022 at the Grand Portage Lodge and Casino, in Grand Portage Minnesota.

Action Requested:

Consider approval for attendance of any commissioner desiring to attend the AMC District 1 Fall Meeting, October 13, 2022 in Grand Portage, Minnesota.

Financial Impact:

Meeting fee: \$35 per attendee; lodging: \$119 per attendee. Total \$154 total per attendee.



AGENDA REQUEST FORM

Date of Meeting: September 20, 2022

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

Agenda Item: State Community Health Services Advisory Committee (SCHSAC) Fall Retreat

Department: Administration

Department Head signature

Background information on Item:

SCHSAC Fall Retreat

The meeting is at the St. Cloud MnDOT Training Center, St. Cloud, Minnesota on October 6-7, 2022.
Registration: \$0, Lodging: \$108.12 per night; Meals: \$34 per day.

Action Requested:

Approve attendance for Commissioner Terry Lovgren to attend the SCHSAC Fall Retreat, October 6-7, 2022.

Financial Impact:



AGENDA REQUEST FORM

Date of Meeting: September 20, 2022

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

Agenda Item: **Snake River Comprehensive Watershed Management Plan Public Hearing**

Department: **Planning & Zoning**

Caleb Anderson
Department Head signature

Background information on Item:

The One Watershed One Plan program requires a 60-day state agency review and public hearing prior to the submission of a final draft of a comprehensive watershed management plan to the MN Board of Water and Soil Resources (BWSR). The Snake River Comprehensive Management Plan 60-day state agency review expired on September 5, 2022. Public hearings will be held with the Kanabec County Board of Commissioners as well as with Pine County Board of Commissioners on September 20, 2022.

At the completion of the public hearing watershed partnership staff will revise the plan to incorporate all viable comments from the public and state agencies. A Snake River Watershed Policy Committee meeting will be held September 26, 2022 to review all revisions. SWCD and County Boards within the partnership will then need to consider approval of submitting a final draft of the watershed plan to BWSR for state approval.

The draft comprehensive watershed plan can be found on the [Mille Lacs SWCD website](#).

Action Requested:

- Presentation of the watershed plan by staff
- County Board questions and discussion
- Open Public Hearing and take public testimony
- Close Public Hearing
- No County Board action needed at completion of public hearing

Financial Impact:

Newspaper notifications of this public hearing are being reimbursed under the One Watershed One Plan grant. All staff time is within the Zoning Department annual budget.

Snake River Comprehensive Watershed Management Plan

PRESENTATION BY:

PINE COUNTY PLANNING AND ZONING DEPT.

Partners

Counties and SWCDs from:

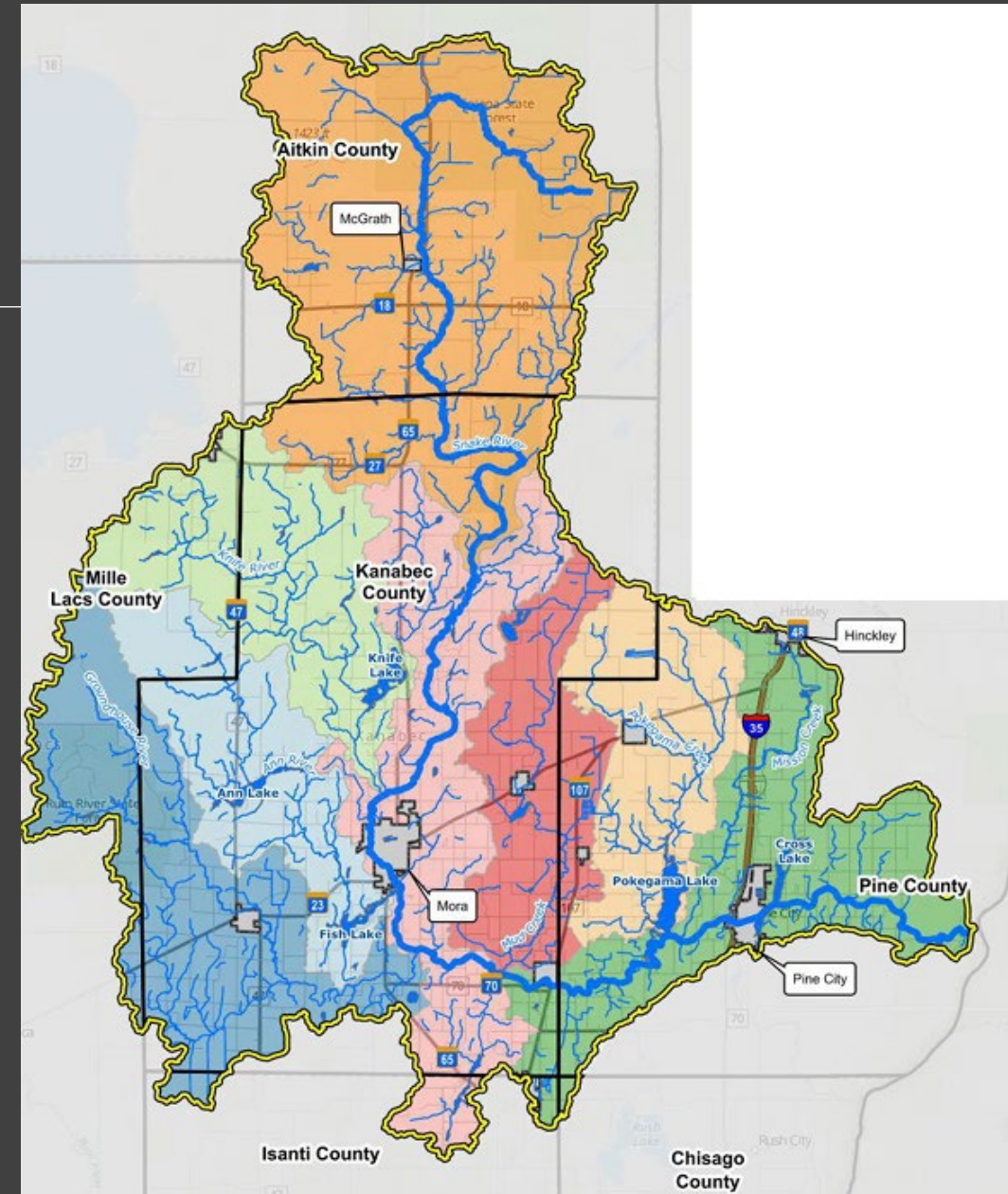
Pine, Kanabec, Mille Lacs, Aitkin

State Agencies:

MPCA, MN DNR, MDH, BWSR

The Public:

Multiple public meetings including lake associations, farmers, and concerned citizens



Timeline

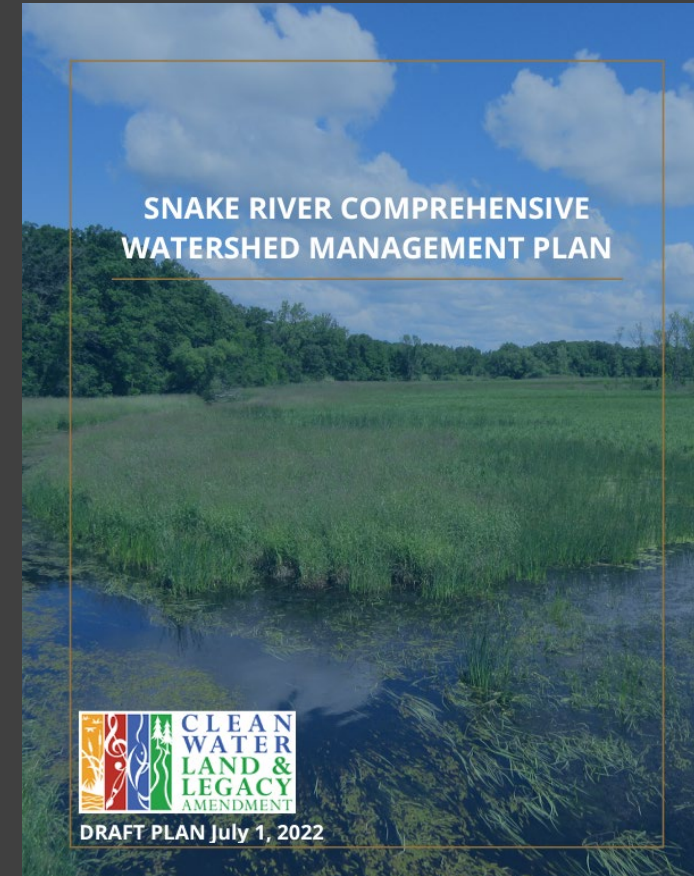
- 60-day state agency review completed 9/5/22
- Partnership to make revisions from agency comments and public hearing for final draft to be submitted to BWSR for approval
- Final phases are time sensitive if the partnership desires funding and implementation to commence in summer 2023

We are here

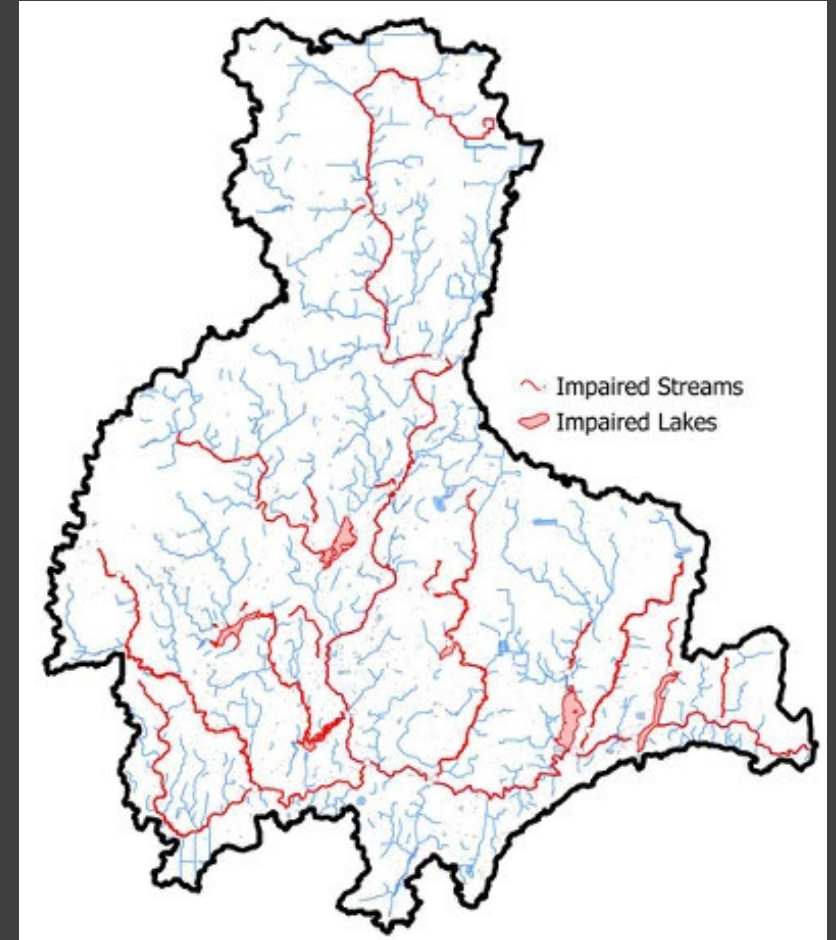
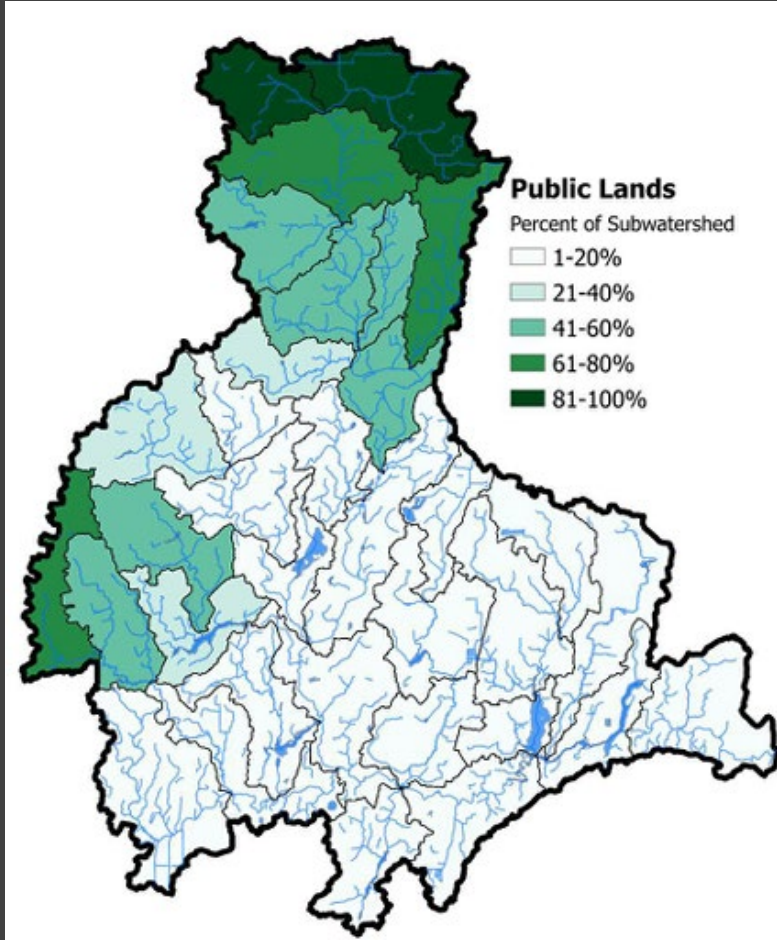
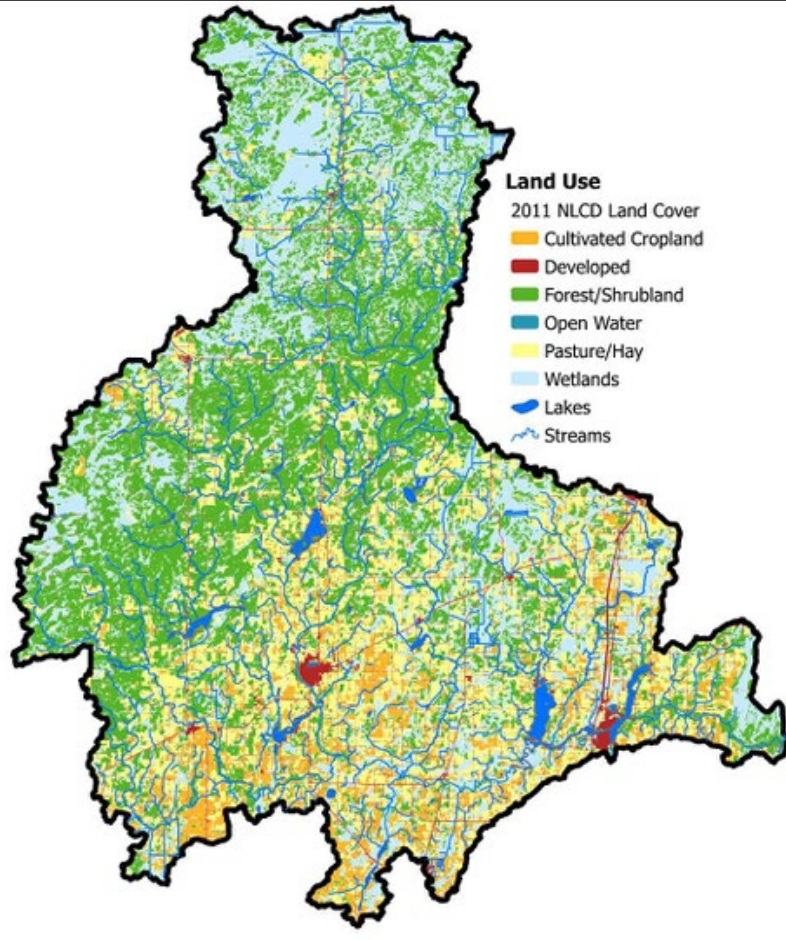
Task	Task Detail
Pre-Planning	
1.1	Establish and Maintain Partnership*
1.2	Develop Grant Work Plan, Budget, and Timeline* (completed prior to 3/20)
1.4	Notify plan review authorities
1.5	Hire consultants
Planning	
2.01	Aggregate Watershed Information
2.02	Host public kickoff meeting (3)
2.03	Write the land and water resources narrative
2.04	Identify and prioritize resources and issues
2.05	Establish measurable goals
2.06	Develop a targeted implementation schedule
2.07	Describe implementation programs
2.08	Determine Plan Implementation and Coordination (Organizational Arrangement)
2.09	Write Plan Final Review Draft
Plan review and submission	
3.1	Submit plan for 60-day state agency review and conduct public hearing
3.2	Submit plan to BWSR for 90 day review
3.3	Adopt plan, implementation structure and first biennium workplan

Plan Outline

- Section 1: Executive Summary
- Section 2: Land & Water Resources Narrative
- Section 3: Implementation Actions
- Section 4: Looking Forward
- Section 5: Plan Implementation Programs
- Section 6: Plan Administration and Coordination



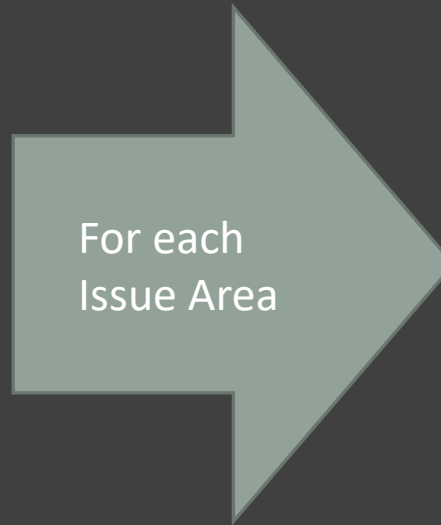
Watershed Characterization



Implementation Actions

Issue Areas

- Surface Water Quality
- Land Cover & Use
- Surface Water Quantity
- Drinking Water & Groundwater
- Erosion, Soil Health, & Soil Loss
- Habitat
- Extreme Weather



Prioritized, Targeted, and Measurable

- Issue Statement
- Goals (Prioritized)
- Targeted locations (Targeted)
- Strategies (Measurable)

Surface Water Quality

Issue Statement:

Runoff contributes to algae and water quality and aquatic habitat degradation. Management of runoff across land uses is needed to reduce impacts to lakes, streams, and rivers. Additionally, internal nutrient loads in lakes can compound efforts to improve water quality and habitat also needs to be addressed.

Table 3-1. Surface Water Quality Goals

Goal 1	Reduce phosphorus in priority impaired lakes by 420 pounds per year.
Goal 2	Protect priority unimpaired lakes by maintaining or reducing current phosphorus levels.
Goal 3	Reduce sediment in priority streams and rivers by 220 tons per year.
Goal 4	Reduce <i>E. coli</i> exceedances in priority impaired streams and rivers by 10%.

Pine County Locations: From Table 3-2

Cross L, Pokegama L

Devils Lake

Mission Creek, Snake River

Bear Creek

Surface Water Quality

Action ID	Action	Priority Area	Measurable output/outcome	Lead/Supporting Entities	2023-2024	2025-2026	2027-2028	2029-2030	2031-2033	Estimated Cost (Outside Funding Needed)
Water Quality—Goal 3: Reduce sediment in priority streams and rivers by 220 tons/year										
SWQual-21	Complete sub-watershed analysis to identify priority BMP locations	Goal 3 Priority Streams & Rivers	2-5 sub-watershed analyses completed	SWCDs / Counties	■	■				\$60,000◇
SWQual-22	Promote and install non-structural BMPs (i.e., cover crops, reduced tillage, prescribed grazing, etc.)	Ann River Groundhouse River Upper Mud Creek	TSS reduced by 100 T/year	SWCDs / NRCS, MAWQCP	■	■	■	■	■	\$50,000◇
SWQual-23	Install 10-14 structural BMPs	Goal 3 Priority Streams and Rivers	TSS reduced by 40 T/year	SWCDs / NRCS, MAWQCP		■	■	■	■	\$330,000◇
SWQual-24	Complete 1,400+ feet of streambank buffers for habitat improvement and channel stabilization	Goal 3 Priority Streams and Rivers	TSS reduced by 80 lbs/year	SWCDs	■	■	■	■	■	\$180,000◇
SWQual-25	Implement 10 stream restoration and channel stabilization projects	Goal 3 Priority Streams and Rivers	10 projects completed	SWCDs, DNR/ DOT, road authorities			■	■	■	\$100,000◇

Plan Outline

- Section 1: Executive Summary
- Section 2: Land & Water Resources Narrative
- Section 3: Implementation Actions
- Section 4: Looking Forward
- Section 5: Plan Implementation Programs**
- Section 6: Plan Administration and Coordination**

Plan Implementation Programs

- Cost Share Programs

MN Ag Water Quality Cert. Program; Enviro. Quality Incentive Program (EQIP); Reinvest in MN (RIM)

- Low Interest Loans/Grants

SSTS, Ag Conservation Infrastructure

- Equipment Rental

No-till drill, tree planters

- Ordinances

- Future Monitoring

Plan Administration and Coordination

Committees:

- A JPA is to be developed or amended to oversee plan implementation decisions
- Citizen Advisory Council of stakeholders to advise the plan
- Technical Advisory Committee of staff from the member entities and state agencies
- Steering Committee to guide overall process

Shared Staff and Services:

- 1-3 FTE to be added to coordinate and implement the plan.

Questions



**Pine County Insurance Committee
Minutes
Wednesday, September 7, 2022 – 1:30 p.m.
Pine County Courthouse**

Members present: Commissioner Terry Lovgren, Commissioner Matt Ludwig

Others present: David Minke, Jackie Koivisto, Jennifer Frederickson, Debbie Gray, Jessica Blesener, Jodi Blesener, Yvette Weis, Sherry Johnson, Kelly Schroeder, Kathy Reiser, Sheila Pokorny - AFSCME Representative, Joshua Laven – IBEW Representative, Justin Kroeger, Insurance Consultant

1. Medical Claim Update

Justin reviewed claims experience through August. June, July, and August claims were higher than anticipated. We ended 2021 with an 84% loss ratio and \$500,000 in reserves. Loss ratio through August 2022 is 113.4%. If this upward trend continues, we are on pace to reach \$3,700,000 in claims which is a 37% increase from 2021. It is likely that we will hit our aggregate stop-loss limit this year and possibly next year as well as high claims continue to trend upward. There were six high cases that were due to come off our books. Unfortunately, they will be replaced by five new cases. There has been a drastic increase in high claims over the past two months. Two of these claims are likely to exceed the \$200,000 stop-loss limit.

2. Finalizing Health Insurance Rates for 2023

Justin reviewed 2023 funding options. A 15% increase would get our reserve balance back to \$0. Commissioner Lovgren wondered if 15% is enough. The committee discussed a 17% rate increase. Justin stated that 17% would leave the county fully insulated with no additional financial exposure. 17% would allow us to build our reserve balance which in turn helps to stabilize future rates.

Justin commented that had we stayed with the insurance cooperative (Resources Trust), it is likely that we would have seen rate increases in the 20-25% range. Debbie Gray asked if we would use ARPA funding to minimize the increase and David responded that a final decision has not been made.

A vote was held to recommend a 17% rate increase. Sheila Pokorny, ASFCME Representative and Joshua Laven, IBEW Representative opposed, the rest of the committee voted in favor of 17%. Justin will provide a rate sheet to show the impact of a 17% increase and include the bi-weekly premiums amounts for employees.

3. Dental Insurance Renewal

Justin reviewed claims experience through July 2022. The desired loss ratio for dental insurance is 65-70%. Pine County is running at 85%. Based on our claims experience, Guardian has offered a 12% rate increase for 2023. Justin requested bids from the market and received the following:

- Delta Dental – 30% increase
- Health Partners – 17% increase
- Met Life – 4.5% decrease on rates, 3 year rate guarantee, adds an annual deductible on certain services (we do not have a deductible with Guardian) \$1250 annual out-of-pocket max (\$1,000 with Guardian)

Met Life appears to be a reasonable alternative to Guardian. Justin will perform a network analysis and report back to the committee so that final carrier selection can be made.

4. Other

Jackie gave an update on the transition of spending accounts from Further to Medsurety. Further has caused delays in the final transfer of H.S.A. and VEBA funds. We expect H.S.A. funds to be available after September 12th and VEBA funds after September 26th. New Medsurety debit cards have been mailed to plan participants.

4. Adjourn

With no further business, the meeting was adjourned at 2:45 PM.

PINE COUNTY PERSONNEL COMMITTEE
September 12, 2022 – 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 and Human Services Director Becky Foss, County Auditor-Treasurer Kelly Schroeder, Jail Administrator Rodney Williamson, 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 August 8, 2022, Personnel Committee meeting. Second by Commissioner Ludwig. Motion carried 2-0.
3. **Motion** by Commissioner Ludwig to approve the September 12, 2022, Personnel Agenda. Second by Commissioner Mohr. Motion carried 2-0.
4. Health and Human Services
 - a. Health and Human Services Director Becky Foss announced the resignation of Children's Mental Health Social Worker Cassie Peterson, effective August 26, 2022, and requested approval to backfill the position and subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 10 with a minimum starting wage of \$25.88/hour and is contained in the 2022 Health and Human Services budget.

Motion by Commissioner Mohr to acknowledge the resignation of Children's Mental Health Social Worker Cassie Peterson, effective August 26, 2022, 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 \$25.88/hour and is contained in the 2022 Health and Human Services budget. Second by Commissioner Ludwig. Motion carried 2-0.

5. Auditor - Treasurer
 - a. County Auditor-Treasurer Kelly Schroeder requested authorization for a temporary increase from six (6) FTE Property Appraisers to seven (7) FTE Property Appraisers and approve backfill of 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 \$23.03/hour and would be paid for from reserves. The position is needed due to a leave of absence.

Motion by Commissioner Ludwig to recommend authorization for a temporary increase from six (6) FTE Property Appraisers to seven (7) FTE Property Appraisers, and approve backfill of 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 \$23.03/hour and is would be paid for from reserves. Second by Commissioner Mohr. Motion carried 2-0.

6. Corrections
 - a. Jail Administrator Rodney Williamson announced the resignation of Corrections Officer Kayla Wolf, effective September 8, 2022, and requested approval to backfill

the position and subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 7 with a minimum starting wage of \$21.77/hour and is contained in the 2022 Corrections budget.

Motion by Commissioner Ludwig to acknowledge the resignation of Corrections Officer Kayla Wolf, effective September 8, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 7 with a minimum starting wage of \$21.77/hour and is contained in the 2022 Corrections budget. Second by Commissioner Mohr. Motion carried 2-0.

- b. Jail Administrator Rodney Williamson announced the resignation of Corrections Officer Joel Long, effective September 12, 2022, and requested approval to backfill the position and subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 7 with a minimum starting wage of \$21.77/hour and is contained in the 2022 Corrections budget.

Motion by Commissioner Ludwig to acknowledge the resignation of Corrections Officer Joel Long, effective September 12, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 7 with a minimum starting wage of \$21.77/hour and is contained in the 2022 Corrections budget. Second by Commissioner Mohr. Motion carried 2-0.

- c. Jail Administrator Rodney Williamson reviewed staffing proposals and asked for consideration to address Corrections staffing, recruitment, retention and compensation. Adequate staffing in the jail is a key part of public safety and adequate staffing continues to be an issue. Currently 12 of 36 positions are vacant.
 - a. Consider Incentive pay program for forced overtime in limited situations.
 - i. The incentive pay for staff working to meet minimum staffing as required by the Department of Corrections (DOC) plan was reviewed in conjunction of a larger plan focused on Corrections employees. This portion of the plan encourages staff to choose the overtime they work to meet staffing requirements as opposed to forced shifts.
 - ii. Details of proposed plan include:
 - Shift coverage pay is:
 - Paid out for minimum coverage shifts only
 - Not eligible for switched shifts
 - Applied to the corresponding pay period
 - Must be taken as pay, cannot be added to comp time
 - Paid out as follows:
 - Up to 3.99 hour shifts — incentive pay does not apply
 - 4.00 – 7.99 hour shifts — paid at \$100
 - 8.00 – 11.99 hour shifts — paid at \$150
 - 12.00 or more hour shifts — paid at \$200
 - Regular overtime rules will apply
 - Estimated cost is \$15,000 for first half of the year or \$30,000 annually.
 - The cost would decrease as jail staffing rises.

- b. Consider Starting Pay Increase

- i. Consider starting Corrections Officers at the current step 2 rate to remain competitive in the field. Pine County is currently at the bottom of immediately surrounding facilities for starting pay.
 - ii. Current staff would be moved a step up according to wage scale.
 - iii. Current steps are 1-7 and year 10, however Rod feels a shorter path to being a fully trained officer is a true reflection of current training.
 - iv. Proposed elimination of step 1 would change the path to steps 1-6 and year 10.
 - v. The cost estimate based off current staffing is estimated at \$49,320 plus benefits. These costs could be contained within the current Corrections budget or by shifting current shifts, including the current mid-shift, to maintain coverage and cover additional costs.
- c. Discuss Career Path / Correction Officer II Position as a career growth incentive
 - i. Similar to other facility models that have found success.
 - ii. Includes two Corrections positions:
 - Corrections Officer 1: Grade 7 minimum requirements
 - Corrections Officer 2: Grade 8 requirements including additional certifications and job duties (accompanying new proposed job description)
 - iii. Corrections Officer 2 position proposed details include:
 - A maximum of four positions available with encouragement for others to seek the training to attain.
 - Educational components and certifications.
 - At least three years of service.
 - Obtained Certified Field Training Officer status.
 - Obtained Certified Course Instructor status.
 - iv. Costs for the program are estimated at \$3,598/year plus FICA for an individual officer and at \$14,394/year plus FICA for the four positions maximum.

Motion by Commissioner Ludwig to move all three components of the Corrections staffing plan, with a maximum of four Corrections Officer 2 positions, to the County Board for consideration. If the concepts are approved by the county board, staff would be directed to negotiate the appropriate memorandum of understanding with the bargaining unit. Second by Commissioner Mohr. Motion carried 2-0.

7. Insurance Update

The committee met on September 7, 2022 and discussed setting the rates for 2023. With claim costs continuing to rise, the committee is looking at higher rate increases than the previously discussed 12%, up to a possible 17% to address funding stability. Current year claims are up 37 percent compared to last year. Increased claim usage has impacted the fund reserves. The insurance committee will have final recommendations for the October 4, 2022 board meeting.

8. With no further business, the meeting was adjourned at 10:22 a.m.



AGENDA REQUEST FORM

Date of Meeting: September 20, 2022

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

Agenda Item: Appointment of HRA Commissioner

Department: Administration

Department Head signature

Background information on Item:

Steve Oswald's term on the Housing and Redevelopment Authority / Economic Development Authority (HRA /EDA) expires October 4. Commissioner Oswald was appointed in September 2021 to fill the remaining term of the District 4 seat. Commissioner Oswald is interested in being reappointed to the 5-year term.

Resolution 2020-68 established the process to appointment Housing and Redevelopment Authority Commissioners.

Action Requested:

Consider the reappointment of Steve Oswald to a five-year term, October 5, 2022 – October 4, 2027, for the District 4 seat on the Pine County HRA-EDA Board of Commissioners.



PINE COUNTY

Administrator's Office

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

Commissioners

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

County Administrator

David J. Minke

TO: Pine County Commissioners
FROM: David Minke, County Administrator
DATE: September 14, 2022
SUBJECT: 2023 Preliminary Levy and Budget

The county board is required to adopt a preliminary property tax levy by September 30th. This is the tax amount used to calculate the parcel-specific tax notices for the Truth-in-Taxation meeting.

At the September 6th county board meeting, the final budget requests were presented to commissioners. The budget had a \$1,624,586 gap. After discussion, there were requests for an option that included a “3-legged stool” approach by using and balancing a property tax levy increase with the use of American Rescue Plan Act (ARPA) funds and cuts to the proposed spending (option 1 below). There was also a request for an option that had no levy increase (option 2 below). Neither option is presented as the “solution”, but rather can provide a framework for commissioners to consider establishing a preliminary levy and what spending to include in the preliminary budget.

Option 1:

Spending cuts to the preliminary budget	\$554,405
ARPA funds for 2023 operating budget	\$620,163
Levy Increase (3% increase over 2022).....	\$619,580

Cuts to the Preliminary Budget

The cuts come from four budget departments—Sheriff Operations, Dispatch, Jail, and Court Security.

- Sheriff Operations: Two new positions were requested—a deputy and lieutenant. The budget includes an additional deputy (POST-Licensed positions at 37 vs. 36 in the 2022 budget). The budget eliminated the proposed lieutenant position and reduced some of the line items such as Professional Services and Law Enforcement Supplies. Both of those line items are still increased \$25,000 each over the 2022 amount, but below the sheriff's request. The specific additional items requested were 11 rifles (\$15,000) and tasers (\$30,000). The budget does not fully fund these two requests. I am confident, however, that the budget increase along with the use of savings from other areas and/or spreading the purchases over two budget years could support the purchase of this equipment if approved by the board.

- Dispatch: The dispatch budget amount included an additional part-time dispatcher position. A new position was not requested or approved. The revised preliminary budget includes funds only for the authorized staffing level of nine full-time and three part-time dispatchers.
- Jail: The original preliminary budget included budgeting 100% of salaries. For 2022 we budgeted 95% of salaries as we know there will be vacancies during the year. The revised preliminary budget reduced the 2023 salaries to 95%. This strategy does not change the authorized staffing level or impede recruitment.
- Court Security: The preliminary budget included a full-time court security position. During the budget presentation, the Sheriff suggested shifting excess court security funds to help fund a deputy position. The revised preliminary budget eliminates the full-time court security position and shifts those funds to the proposed new deputy position.

ARPA Spending

During the budget process, \$211,262 of ARPA funds were identified as excess or unneeded for the initial designated purpose and were made available for the 2023 operating budget. The county board can make additional reallocations of ARPA funds, and the following are suggested as potential adjustments and would result in an additional \$440,000 of ARPA funds to help balance the 2023 operating budget.

- (1) \$1 million was identified for enhancements to the jail to improve safety and inmate management. The county has initiated a study to make recommended changes. At this time, it is unknown what changes will be recommended or what those costs might be. What is known is that any physical changes to the jail will be expensive. The designation for this project could be reduced by \$130,000, which would still leave \$870,000 for the study and its recommendations. If additional funds were needed in the future, the county would need to evaluate the situation at that time.
- (2) \$150,000 was identified for implementing a community wellness program. Public Health worked to generate interest in the Blue Zone program. This amount could be reduced by \$60,000 which would leave \$90,000 for the Blue Zone project.
- (3) \$750,000 was identified for broadband. Of that amount, \$600,000 has been awarded as grants to local providers. The board reserved \$150,000 for future spending. This amount could be reduced by \$100,000 which would leave \$50,000 for broadband and could be used to cover county costs for consultants or other broadband work.
- (4) \$120,000 was identified for Sheriff's Office staffing. An additional deputy is budgeted in the 2023 revised preliminary budget so these ARPA funds can be transferred to the 2023 operating budget.

The total ARPA spend in the 2023 operating budget would be \$621,262. There are risks with using one-time funds to balance an operating budget. These risks are mitigated by knowing that the 2023 budget includes capital expenditures which can be considered one-time and the amount of the ARPA spend is relatively small when compared to the total budget.

Property Tax Levy

The revised preliminary budget includes a total property tax levy of \$21,272,255. This amount is an increase of \$619,580 or 3% over the 2022 levy amount.

This chart shows the breakdown of the proposed levy:

Fund	Levy	Change from 2022	
REVENUE / GENERAL	12,430,579	392,475	3.3%
HEALTH & HUMAN SERVICES	4,167,313	264,099	6.8%
ROAD & BRIDGE	2,054,821	0	0.0%
BUILDING FUND	25,000	0	0.0%
JAIL BOND	1,177,995	7,770	0.7%
COURTHOUSE BOND	1,005,029	2,296	0.2%
CIP Bonds	344,518	2,940	0.9%
TECH EQUIPMENT FUND	25,000	0	0.0%
ELECTION	42,000	-50,000	-54.3%
Total	21,272,255	619,580	3.0%

This option also results in a contingency in the General Fund of \$49,904.

Option 2:

In addition to the \$554,405 of cuts in Option 1, Option 2 would cut the proposed new deputy position saving \$87,151. This cut would still leave a gap of \$532,429 to be filled with ARPA funds. One solution to reduce the gap would be to further reduce the ARPA funds for jail enhancements from \$870,000 to \$315,595. The lower amount could be used for design work and the actual construction would then need to be funded from other sources.

This action would reduce the amount of levy needed to fund the 2023 budget to zero. There are other categories of ARPA funding that could be cut in lieu of or in addition to the jail improvements. However, I do not have a sense of the board's preferences on the remaining ARPA spending, so rather than guess, the ARPA allocations are included for your review.

At the last board meeting, commissioners noted the tax capacity rate and how it compares among certain counties. The tax capacity rate is calculated by dividing the tax capacity by the levy amount. For 2022, Pine County's tax capacity rate is 60%. A 3% levy increase will result in an estimated tax capacity rate of 50%.

The preliminary levy must be adopted by September 30th. A simple motion identifying the total dollar amount of the preliminary levy is all that is required. A preliminary budget does not need to be adopted. Commissioners should, however, have a sense that the proposed spending in the preliminary budget aligns with the preliminary levy. The county board has until December to adopt a budget and final levy.

If a preliminary levy cannot be adopted at the September 20th meeting, the meeting can be continued to a later date in September.

Included for your review and consideration are four attachments outlined below.

Attachment A	General Fund Summary Budget by Budget Department and Major Fund. This document excludes the small departments such as K9 or gun permits that do not impact the levy.
Attachment B	ARPA Distribution. Column A is the initial allocation. Column B are the reallocations proposed as option 1. Column C is the revised remaining allocation.
Attachment C	Property Tax Levy Impact on Specific Properties
Attachment D	Property Tax Levy Since 2010

Please let me know if you have any questions or desire additional information for the September 20th board meeting.

Attachment A

Dept. #	Department	2022	2023	change	% Change
5	Commissioners	\$272,528	\$282,492	\$9,964	3.7%
13	Court Admin.	\$62,900	\$41,400	(\$21,500)	-34.2%
20	Law Library	\$29,000	\$29,000	\$0	0.0%
41	Auditor	\$807,504	\$811,398	\$3,894	0.5%
61	IT	\$935,530	\$995,332	\$59,802	6.4%
72	Administrator	\$573,748	\$603,004	\$29,256	5.1%
74	AIS	\$123,032	\$122,810	(\$222)	-0.2%
91	Attorney	\$1,241,247	\$1,284,656	\$43,409	3.5%
92	Contracted Attorneys	\$10,000	\$20,000	\$10,000	100.0%
93	Victim Services (93 & 94)	\$84,346	\$88,210	\$3,864	4.6%
101	Recorder	\$431,119	\$432,596	\$1,477	0.3%
105	Assessor ¹	\$726,984	\$867,098	\$140,114	19.3%
107	Planning & Zoning	\$293,459	\$323,041	\$29,582	10.1%
111	Govt. Bldgs.	\$802,253	\$802,610	\$357	0.0%
121	Veteran Services	\$168,018	\$174,020	\$6,002	3.6%
201	Sheriff Operations	\$4,948,768	\$5,242,793	\$294,025	5.9%
204	Dispatch	\$789,700	\$789,046	(\$654)	-0.1%
249	Medical Examiner	\$63,500	\$63,500	\$0	0.0%
251	Jail	\$4,423,415	\$4,622,237	\$198,822	4.5%
253	Court Security	\$173,124	\$91,382	(\$81,742)	-47.2%
255	Probation ²	\$1,023,530	\$1,205,295	\$181,765	17.8%
392	SCORE Recycling	\$471,051	\$487,282	\$16,231	3.4%
501	Library	\$354,403	\$357,501	\$3,098	0.9%
601	SWCD	\$83,867	\$88,049	\$4,182	5.0%
603	County Extension	\$156,294	\$162,815	\$6,521	4.2%
Total General Fund (all Depts)		\$19,885,996	\$20,904,845	\$1,018,849	5.1%
Health and Human Serv.		\$12,032,940	\$12,009,109	(\$23,831)	-0.2%
Road & Bridge		\$15,119,354	\$18,168,421	\$3,049,067	20.2%
Total County All Funds		\$50,608,179	\$54,983,827	\$4,375,648	8.6%

1. 2023 budget includes the net cost (\$76,510) of 2 assessors added in 2022 to account for additional assessing contracts
2. 2023 budget includes \$100,000 shift from HHS for placement costs at the ECRJC

Attachement B

Initial Allocation	5,745,374
Interest Earnings	11,931
Total Available Funds	5,757,305

	Column A	Column B	Column C
		<u>Reallocated to</u>	<u>Proposed revised</u>
<u>Activity/Program/Project</u>	<u>Budget Amount</u>	<u>2023 Budget</u>	<u>Amounts</u>
PCSO Jail Enhancements	1,000,000	130,000	870,000
Broadband Grant Program	750,000	100,000	650,000
Economic Dev. Coordinator thru 2026	657,533	0	
County-wide Housing Rehab	651,000	0	
PTCC-Work Fast / PCCI	459,000	0	
Vehicles / Equipment	400,000	0	
Health Insurance Fund Stabilization	300,000	0	
U of M Youth Programming / 4-H Educator	160,000	0	
Election Equipment	150,000	0	
Community Health (Blue Zones)	150,000	60,000	90,000
PCSO Staffing	120,000	120,000	0
Child Care & Foster Care Projects/Grants	100,000	20,000	80,000
Public Health Education and Outreach	90,823	0	
PCSO Medical Bags/AED per Squad	90,000	66,850	23,150
U of M Community Mental Health	75,000	0	
PCSO Jail Body Cameras	75,000	47,214	27,786
Hinckley Trans / Economic Impact Study	65,800	0	
PCSO Radio Amplifier (East Central HS)	46,000	23,275	22,725
PCSO Medical Dispatch (w/Carlton County)	35,986	0	
Sandstone Freight Rail and Trans Study	35,000	0	
PCSO Handheld Radios	35,000	16,098	18,902
Sandstone Town Hall septic	25,000	0	
Sturgeon Lake Stormwater Study	25,000	0	
City of Hinckley Infrastructure	25,000	0	
Broadband Consultant	25,000	0	
Employee Referral Bonus	25,000	10,000	15,000
County-wide Marketing	25,000	0	
PCSO 40 masks w/CBRN filter	24,000	5,000	19,000
PCSO Workspace Improvements	22,311	0	
Mental Health Mini Grants	20,000	0	
PCSO Training	20,000	0	
Soo Line Trail Improvements w/NPRSC	15,000	0	
PCSO Squad Camera & Router	13,000	0	
HHS Directed Aid (assist families in need)	10,000	0	
PCSO Mental Health/Wellness Support	10,000	2,825	7,175
Food Shelves	10,000	10,000	0
Well Water Testing Program-match USDA	10,000	10,000	0
Probation Supervision Tools	5,450	0	
Food Distribution	<u>2,625</u>	<u>0</u>	
		621,262	

2023 LEVY COMPARISON

2022 Levy	\$20,652,675						TAX DIFFERENCE BASED ON							2022
2022 Tax Rate	60.432%													Tax Capacit
		2022 TMV	2023 TMV	TMV +/-	Class	2022 County Share	0% Levy Increase	1% Levy Increase	2% Levy Increase	3% Levy Increase	4.00% Increase	5.00% Increase	6.00% Increase	
Proposed Levy							20,652,675	20,859,202	21,065,729	21,272,255	21,478,782	21,685,309	21,891,836	
Proposed \$ Increase							0	206,527	413,054	619,580	826,107	1,032,634	1,239,161	
Proposed Tax Rate							48.689%	49.176%	49.663%	50.150%	50.637%	51.124%	51.611%	
Hallan	26.0569.000	520,700	622,400	101,700	Ag-Hstd	2,620	-147	-122	-98	-73	-48	-23	1	5,079
	26.0522.004	101,500	169,600	68,100	Ag-Hstd	326	87	91	95	99	103	108	112	848
Mohr	18.0131.001	19,400	357,900	338,500	Res-Hstd	146	1,597	1,614	1,631	1,649	1,666	1,684	1,701	3,579
	18.5111.000	187,300	216,200	28,900	Res-NHstd	1,133	-98	-88	-77	-67	-56	-46	-36	2,126
	42.5461.000	182,800	184,000	1,200	Comm'l	1,757	-330	-316	-302	-288	-273	-259	-245	2,930
Lovgren	15.0254.000	206,500	262,200	55,700	Ag-Hstd	900	29	38	47	56	66	75	84	1,907
Ludwig	30.0595.000	194,500	258,800	64,300	Res-Hstd	1,175	85	98	110	123	135	148	161	2,588
Walhalm	46.5099.000	31,000	58,000	27,000	Res-NHstd	188	94	97	100	103	106	109	111	580
	46.5211.000	400,200	416,000	15,800	Comm'l	3,542	-580	-550	-520	-491	-461	-432	-402	6,084
Chris'-Sandstone	45.5626.000	1,648,900	1,665,900	17,000	Comm'l	19,461	-3,604	-3,445	-3,287	-3,128	-2,970	-2,811	-2,652	32,568
Daggett's-Hinckley	40.5107.000	778,000	787,200	9,200	Comm'l	8,945	-1,645	-1,572	-1,498	-1,425	-1,352	-1,279	-1,206	14,994
Sausser's-Pine City	42.5149.000	195,400	197,800	2,400	Comm'l	1,908	-347	-331	-316	-300	-285	-269	-253	3,206
Doran	42.5555.000	112,000	137,700	25,700	Res-Hstd	677	-7	0	7	14	20	27	34	1377
Christopher Hallan	26.0190.002	325,400	392,800	67,400	Ag-Hstd	1,888	-72	-54	-36	-17	1	19	37	3730
Joe Smetana	26.0555.001	466,200	547,200	81,000	Ag-Hstd	2,056	-137	-117	-98	-79	-60	-41	-22	3942
	26.0555.000	75,400	102,900	27,500	Ag-Hstd	227	24	26	29	31	34	36	39	515
	26.0129.000	82,600	111,500	28,900	Ag-Hstd	250	22	24	27	30	33	35	38	558
	26.0148.002	99,000	139,800	40,800	Ag-Hstd	299	41	45	48	52	55	58	62	699
Kevin Hinze	43.0269.001	264,600	391,600	127,000	Ag-Hstd	1,578	304	323	342	361	380	398	417	3866
	43.0268.000	99,900	124,000	24,100	Ag-Hstd	302	0	3	6	9	12	15	19	621
	43.0266.003	5,600	6,800	1,200	Ag-Hstd	18	-1	-1	-1	-1	-1	-1	0	34
	43.0280.000	138,100	161,300	23,200	Ag-Hstd	761	-62	-55	-48	-41	-34	-27	-20	1435
Walmart	42.6191.000	6,477,500	6,341,500	(136,000)	Comm'l	77,777	-16,512	-15,899	-15,287	-14,674	-14,061	-13,449	-12,836	125828
Jason Rarick	28.0051.000	218,500	251,600	33,100	Res-Hstd	1,321	-96	-84	-71	-59	-47	-35	-22	2516
Nelson	09.0119.002	106,800	100,600	(6,200)	Ag-Hstd	616	-149	-144	-139	-135	-130	-125	-121	960
	09.0119.001	506,200	536,900	30,700	Ag-Hstd	1,530	-223	-210	-197	-183	-170	-157	-144	2685
	09.0183.002	97,000	96,500	(500)	Ag-Hstd	292	-57	-54	-52	-50	-47	-45	-43	483
	09.0120.000	132,900	137,100	4,200	Ag-Hstd	401	-67	-64	-60	-57	-54	-50	-47	686
2022 Preliminary Total County NTC =	\$42,417,178													

Attachment D
Property Tax Levy History

2010	GROSS LEVY	PROGRAM AID	NET LEVY	% change
REVENUE	7,823,489	0	7,823,489	
HUMAN SERVICES	2,700,000		2,700,000	
ROAD & BRIDGE	1,575,000		1,575,000	
RAIL AUTHORITY	40,000		40,000	
ST CONST BOND	787,075		787,075	
JAIL BOND	732,210		732,210	
HRA BOND	631,556		631,556	
TOTAL	14,289,330		14,289,330	

2011	GROSS LEVY	PROGRAM AID	NET LEVY	
REVENUE	7,966,499	0	7,966,499	
HUMAN SERVICES	2,500,000		2,500,000	
ROAD & BRIDGE	1,500,000		1,500,000	
RAIL AUTHORITY	30,000		30,000	
ST CONST BOND	0		0	
JAIL BOND	1,293,400		1,293,400	
HRA BOND	999,431		999,431	
TOTAL	14,289,330		14,289,330	0.0%

2012	GROSS LEVY	PROGRAM AID	NET LEVY	
REVENUE	7,765,064	0	7,765,064	
HUMAN SERVICES	2,525,000		2,525,000	
ROAD & BRIDGE	1,475,000		1,475,000	
RAIL AUTHORITY	25,000		25,000	
JAIL BOND	1,284,305		1,284,305	
HRA BOND	1,000,631		1,000,631	
TOTAL	14,075,000		14,075,000	-1.5%

2013	GROSS LEVY	PROGRAM AID	NET LEVY	
REVENUE	9,071,364	1,297,041	7,774,323	
HUMAN SERVICES	2,525,000		2,525,000	
ROAD & BRIDGE	1,475,000		1,475,000	
RAIL AUTHORITY	15,312		15,312	
JAIL BOND	1,290,900		1,292,900	
COURTHOUSE BOND	990,465		992,465	
TOTAL	15,368,041		14,075,000	0.0%

2014	GROSS LEVY	PROGRAM AID	NET LEVY	
REVENUE	9,579,624	1,669,513	7,910,111	
HUMAN SERVICES	2,525,000		2,775,000	
ROAD & BRIDGE	1,475,000		1,525,000	
RAIL AUTHORITY	15,312		9,062	
JAIL BOND	1,288,400		1,288,400	
COURTHOUSE BOND	989,677		989,677	
TOTAL	15,873,013		14,497,250	3.0000%

2015	GROSS LEVY	PROGRAM AID	NET LEVY	
REVENUE	9,751,825	1,714,530	8,037,295	
HUMAN SERVICES	3,252,129		3,252,129	
ROAD & BRIDGE	1,525,000		1,525,000	
BUILDING FUND	96,000		96,000	
JAIL BOND	1,290,200		1,290,200	
COURTHOUSE BOND	998,917		998,917	
TOTAL	16,914,071	15,199,541	15,199,541	4.8443%

2016	LEVY	change from 2015	
REVENUE	8,283,158	245,863	
HUMAN SERVICES	3,156,694	265,069	
Public Health	360,504		
ROAD & BRIDGE	1,779,821	254,821	
BUILDING FUND	75,000	-21,000	
JAIL BOND	1,165,752	-124,448	
COURTHOUSE BOND	996,870	-2,047	
TECH EQUIPMENT FUND	125,000	125,000	
TOTAL	15,942,799	743,258	4.8900%

Attachment D Property Tax Levy History

2017	LEVY	change from 2016	
REVENUE	9,270,161	987,003	
HEALTH & HUMAN SERVICES	3,475,664	-41,534	
ROAD & BRIDGE	1,879,821	100,000	
BUILDING FUND	75,000	0	
JAIL BOND	1,174,425	8,673	
COURTHOUSE BOND	1,004,010	7,140	
TECH EQUIPMENT FUND	100,000	-25,000	
TOTAL	16,979,081	1,036,282	6.5000%

2018	LEVY	change from 2017	
REVENUE	9,486,276	216,115	2.3%
HEALTH & HUMAN SERVICES	3,854,162	378,498	10.9%
ROAD & BRIDGE	1,879,821	0	0.0%
BUILDING FUND	75,000	0	0.0%
JAIL BOND	1,168,755	-5,670	-0.5%
COURTHOUSE BOND	1,004,640	630	0.1%
CIP Bonds (\$344,276)	344,276	344,276	
TECH EQUIPMENT FUND	<u>100,000</u>	<u>0</u>	0.0%
TOTAL	17,912,930	933,849	5.5%

2019	Levy	Change from 2018	
REVENUE	10,309,148	822,872	8.67%
HEALTH & HUMAN SERVICES	3,854,162	0	0.00%
ROAD & BRIDGE	1,929,821	50,000	2.66%
BUILDING FUND	75,000	0	0.00%
JAIL BOND	1,171,065	2,310	0.20%
COURTHOUSE BOND	1,009,470	4,830	0.48%
CIP Bonds	341,998	-2,278	-0.66%
TECH EQUIPMENT FUND	<u>100,000</u>	<u>0</u>	0.00%
TOTAL	18,790,664	877,734	4.90%

2020	Levy	Change from 2019	
REVENUE	10,653,141	343,993	
HEALTH & HUMAN SERVICES	3,983,214	129,052	
ROAD & BRIDGE	1,929,821	0	
BUILDING FUND	75,000	0	
JAIL BOND	1,177,365	6,300	
COURTHOUSE BOND	1,018,290	8,820	
CIP Bonds	340,318	-1,680	
TECH EQUIPMENT FUND	100,000	0	
ELECTION	<u>77,234</u>	<u>47,234</u>	
TOTAL	19,354,383	563,719	3.00%

2021	Levy	Change from 2020	
REVENUE	11,331,441	678,300	
HEALTH & HUMAN SERVICES	3,983,214	0	
ROAD & BRIDGE	1,979,821	50,000	
BUILDING FUND	25,000	-50,000	
JAIL BOND	1,171,695	-5,670	
COURTHOUSE BOND	997,878	-20,412	
CIP Bonds	343,731	3,413	
TECH EQUIPMENT FUND	25,000	-75,000	
ELECTION	<u>77,234</u>	<u>0</u>	
TOTAL	19,935,014	580,631	3.0%

Attachment D

Property Tax Levy History

<u>2022</u>	Levy	Change from 2021	
REVENUE	12,038,104	706,663	6.2%
HEALTH & HUMAN SERVICES	3,903,214	-80,000	-2.0%
ROAD & BRIDGE	2,054,821	75,000	3.8%
BUILDING FUND	25,000	0	0.0%
JAIL BOND	1,170,225	-1,470	-0.1%
COURTHOUSE BOND	1,002,733	4,855	0.5%
CIP Bonds	341,578	-2,153	-0.6%
TECH EQUIPMENT FUND	25,000	0	0.0%
ELECTION	<u>92,000</u>	<u>14,766</u>	19.1%
	20,652,675	717,661	3.6%

<u>2023</u>	Levy	Change from 2022	
REVENUE	12,430,579	392,475	3.3%
HEALTH & HUMAN SERVICES	4,167,313	264,099	6.8%
ROAD & BRIDGE	2,054,821	0	0.0%
BUILDING FUND	25,000	0	0.0%
JAIL BOND	1,177,995	7,770	0.7%
COURTHOUSE BOND	1,005,029	2,296	0.2%
CIP Bonds	344,518	2,940	0.9%
TECH EQUIPMENT FUND	25,000	0	0.0%
ELECTION	<u>42,000</u>	<u>-50,000</u>	-54.3%
Total	21,272,255	619,580	3.0%