

ADDITIONS/REVISIONS/CORRECTIONS

**Regular Meeting
September 6, 2022**

Correction – Canvassing Board Minutes

Corrected Canvassing Board Minutes to reflect August 9, 2022 Primary Election



PINE COUNTY AUDITOR-TREASURER
PINE COUNTY COURTHOUSE
635 Northridge Dr NW * Suite 240 * PINE CITY, MN 55063

Main Line
Melissa Berg
Cassandra Johnson
Janice Johnston

320-591-1670
320-591-1669
320-591-1624
320-591-1660

Alison Hughes
Pam Lawrence
Kathy Reiser
Kelly M. Schroeder
Fax

320-591-1666
320-591-1667
320-591-1664
320-591-1668
320-591-1671

2022 Primary Canvassing Board Minutes

Members Present:

Matt Ludwig, County Commissioner
Stephen Hallan, County Commissioner
Kelly Schroeder, County Auditor-Treasurer
Billi Larson, designee for Carl Pederson – City of Pine City Mayor
Sarah Spencer, designee for Amy Issacson – Court Administrator

The Canvassing Board convened at 9:00 a.m. on August 11, 2022 in the County Board Room at the Pine County Courthouse to review the results of August 9, 2022 Primary Election.

No changes to the vote totals were required as all vote totals were accurate.

Adjourned at 10:32 a.m.

Respectfully submitted,

A handwritten signature in blue ink, which appears to read "Kelly M. Schroeder", is written over a horizontal line.

Kelly M. Schroeder
Pine County Auditor-Treasurer



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 6, 2022, 10:00 a.m.
Regular Meeting and Budget Committee
Board Room, Pine County Courthouse
635 Northridge Drive NW
Pine City, Minnesota

The public is invited to join the meeting in person or remotely: by phone call 1-312-626-6799, (Meeting ID): 989 3723 6982; (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 August 16, 2022 Regular County Board Meeting and Summary for publication
 - Minutes of August 23, 2022 Special Meeting-Committee of the Whole (Budget)
 - Minutes of August 30, 2022 Special Meeting-Committee of the Whole (Budget)
- F) 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
- 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. **Applications**

Consider approval of 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

Consider approval of 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

Consider acceptance of 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**

Consider authorization for 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**

Consider authorizing the hiring of the following:

- A. Probation Corrections Agent 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**

Consider approval of 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. Funds are available in the 2022 Health & Human Services budget.
- 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. Funds are available in the 2022 Health & Human Services budget.
- 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. Funds are available in the 2022 Health & Human Services budget.
- 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. Funds are available in the 2022 Health & Human Services budget.

REGULAR

1. **Retirement Recognition**

Recognize the retirement of Jail Matron Heidi Pogones, 34 years of service, and Corrections Officer/Jail Transport Officer Larry Pogones, 36 years of service to Pine County,

2. **2023 Budget Presentation**

- A. Pine County Extension
- B. Pine County Historical Society / Museum
- C. 2023 budget discussion / direction

3. **Commissioner Updates**

- Law Library
- Snake River Watershed Management Board & Snake River 1W1P Policy
- East Central Regional Development Commission
- NLX (Cancelled)
- Pine County Housing & Redevelopment Authority/Economic Development Authority (HRA/EDA)
- Chaffee Conference Room Dedication
- Mille Lacs Band of Ojibwe meeting
- Pine City/Pine County/Pine City Schools/PTCC
- Central MN Council on Aging
- AMC Community Supervision Workgroup
- Other

4. **Other**

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

- a. Pine County Board of Commissioners, Tuesday, September 6, 2022, 10:00 a.m., Board Room, Courthouse, 635 Northridge Drive NW, Pine City, Minnesota
- b. Pine County Health Insurance Committee, Wednesday, September 7, 2022, 1:00 p.m., Boardroom, Courthouse, Pine City, Minnesota
- c. Central Minnesota Jobs and Training Services, Friday, September 9, 2022, 12:15 p.m., 406 East 7th Street, Monticello, Minnesota (virtual and in person meeting)
- d. East Central Solid Waste Commission, Monday, September 12, 2022, 9:00 a.m., 1756 180th Avenue, Mora, Minnesota
- e. Personnel Committee, Monday, September 12, 2022, 9:00 a.m.
- f. East Central Regional Library Board of Trustees, Monday, September 12, 2022, 9:30 a.m., 111 Dellwood St. No., Cambridge, Minnesota
- g. Chemical Health Coalition, Monday, September 12, 2022, 4:00 p.m.
- h. Soil & Water Conservation District, Wednesday, September 14, 2022, 3:00 p.m., 1610 Hwy. 23 No., Sandstone, Minnesota
- i. AMC Fall Policy Conference, Thursday-Friday, September 15-16, 2022, Alexandria, Minnesota
- j. Lakes & Pines Community Action Council, Monday, September 19, 2022, 10:00 a.m., 1700 Maple Avenue E., Mora, Minnesota
- k. Pine County Board of Commissioners, Tuesday, September 20, 2022, 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota
- l. Willow River Transfer Station Ribbon Cutting Ceremony, Tuesday, September 20, 2022, 1:00 p.m., 85174 Co Highway 61, Willow River, Minnesota

6. **Adjourn**

**MINUTES
OF THE
PINE COUNTY BOARD MEETING
Regular Meeting
Tuesday, August 16, 2022 - 10:00 a.m.
North Pine Government Center
1602 Hwy. 23 North
Sandstone, Minnesota**

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

Present were Commissioners Josh Mohr, Terry Lovgren and Matt Ludwig. Also present was Acting County Administrator Kelly Schroeder. Due to an out-of-town commitment, Commissioner J.J. Waldhalm joined the meeting via interactive technology, pursuant to Minnesota Statute 13D.02. Commissioner Waldhalm was seen and heard at the meeting via electronic means at a location open and accessible to the public, and participated from 315 Aspen Circle, Valdez, Alaska. County Administrator David Minke was also present via electronic technology.

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. There was no public comment.

Chair Hallan requested the following revisions to the agenda:

Additions

Consent Agenda Item 5.1: 2021 Emergency Management Performance Grant

Consider approval of the 2021 Emergency Management Performance Grant in the amount of \$21,783. The grant will be used to offset the costs of mandatory training, conferences and exercises for emergency management personnel. This is a matching grant—director, deputy director, and coordinator's salaries are used as a soft match for the matching requirement. Authorize Board Chair and County Administrator to sign.

Consent Agenda Item 8.1: Full-Time Promotion of Part-Time Corrections Officers

Consider ratification of the promotion to full-time for six part-time Correction Officers, retroactive to be effective on August 14, 2022: Glen Heintz, Grade 7, Year 10, \$28.29; Kali Finch, Grade 7, Step 1, \$21.77; Missy Quisberg, Grade 7, Step 1, \$21.77; Daren Brackenbury, Grade 7, Step 1, \$21.77; Adam McMillure, Grade 7, Step 1, \$21.77; Hunter Kelash, Grade 7, Step 1, \$21.77.

Additional Information

Consent Agenda Item 4: Commissioner Expense Claims Forms

Commissioner Waldhalm Expense Claim Forms – March-July, 2022

Revision to Agenda

Remove Consent Agenda Item #5 (AED Donation) and placed on the Regular Agenda as Item #3.1

Motion by Commissioner Ludwig to adopt the amended Agenda. Second by Commissioner Mohr. A Roll Call vote was called by Chair Hallan: District 1-Chair Hallan/Aye; District 2-Commissioner

Mohr/Aye; District 3-Commissioner Lovgren/Aye; District 4-Commissioner Waldhalm/Aye; District 5-Commissioner Ludwig/Aye. Motion carried 5-0.

Motion by Commissioner Lovgren to approve the Minutes of the August 2, 2022 County Board Meeting and Summary for publication. Second by Commissioner Ludwig. A Roll Call vote was called by Chair Hallan: District 2-Commissioner Mohr/Aye; District 3-Commissioner Lovgren/Aye; District 4-Commissioner Waldhalm/Aye; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence

City of Sandstone Annual Disclosure of Tax Increment Districts for the Year Ended December 31, 2021

City of Pine City Annual Disclosure of Tax Increment Districts for the Year Ended December 31, 2021

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

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

CONSENT AGENDA

1. Approve July, 2022 Cash Balance

Fund	July 31, 2021	July 31, 2022	Increase/Decrease
General Fund	7,437,675	6,668,937	(768,739)
Health and Human Services Fund	2,846,082	2,780,567	(65,515)
Road and Bridge Fund	6,499,761	8,551,748	2,051,987
COVID Relief	2,854,136	4,694,479	1,840,343
Land Management Fund	1,715,004	2,109,314	394,310
Self Insurance	573,945	136,274	(437,671)
TOTAL (inc non-major funds)	24,534,585	28,540,623	4,006,038

2. July 2022 Disbursements/Claims Over \$2,000

The following vendors with claims of \$2,000 or more, and 548 claims under \$2,000 or not needing approval totaling \$501,123.29, were paid during the period of July 1, 2022-July 31, 2022: 4.0 SCHOOL SERVICES OF EAST CENTRAL, 2,907.66; ALADTEC INC, 3,341.00; AMAZON CAPITAL SERVICES, 5,648.92; Aml Cleaning Service, Inc, 4,000.00; ANOKA COUNTY TREASURY OFFICE, 13,625.00; Askov Deep Rock, 4,979.92; AXON ENTERPRISE INC, 6,400.00; BLUE CROSS & BLUE SHIELD OF MINNESOTA, 4,780.50; Bond Trust Services Corporation, 288,401.25; C & T CONTRACTING, 9,090.00; Cavallin Inc, 10,963.64; CEM-CON CORPORATION, 17,556.00; Central Mn Jobs & Training

Services, 42,251.03; CENTRAL PINE LUMBER CO, 39,092.48; CLOQUET RIVERSIDE RECYCLING, INC, 8,046.40; CONTECH ENGINEERED SOLUTIONS LLC, 11,935.29; Cw Technology Group, 2,795.00; DC GARAGE DOORS LLC, 8,170.00; DHS State Operated Services, 14,322.80; DIAMOND MOWERS INC, 13,114.84; DODGE OF BURNSVILLE, 65,934.00; DOOLEYS PETROLEUM INC, 105,088.80; East Central Energy Of Braham, 30,054.24; East Central Reg Juvenile Center, 8,669.00; East Central School Dist 2580, 22,725.00; East Central Solid Waste Comm, 4,740.40; Election Systems & Software, Inc, 3,942.26; Emergency Automotive Technologies, Inc, 4,840.00; ENVIROTECH SERVICES INC, 84,221.25; Equinox Industries (Cardmember Service), 3,697.00; ERICKSON ENGINEERING CO LLC, 5,444.50; EVERGREEN RECYCLING LLC, 2,209.30; Exchange Events (Cardmember Service), 3,196.00; Family Pathways - North Branch, 4,465.00; FURTHER, 3,105.51; GALLS LLC, 10,454.02; Gerard Treatment Center, 3,661.30; Goebel Plumbing & Service Inc, 2,333.59; GOVERNMENT FORMS AND SUPPLIES, 7,733.61; GUARDIAN, 8,819.30; Heartland Girls Ranch, 8,786.40; HOUSTON ENGINEERING INC, 2,519.00; JONES CONSTRUCTION SERVICES INC, 85,150.00; KRONOS SAASHR INC, 5,407.53; L&O INVESTMENTS LLC, 26,921.88; Lakes & Pines Comm Act Council, 23,000.00; LHB INC, 40,856.41; Lighthouse Child & Family Services, LLC, 6,543.73; MACQUEEN EQUIPMENT INC, 2,040.90; MADISON NATIONAL LIFE INS CO INC, 3,966.86; MARK HAUG CONSTRUCTION INC, 136,991.00; MCCOY CONSTRUCTION & FORESTRY INC, 32,151.57; MEDICAREBLUE RX, 5,652.50; MEND CORRECTIONAL CARE PLLC, 23,856.71; Mercy, 6,197.50; Mille Lacs Band Family Services, 12,232.57; MINNESOTA ENERGY RESOURCES CORP, 9,426.07; MINNESOTA POWER, 3,754.15; MN COUNTIES COMPUTER COOP, 14,571.75; Mn Counties Intergovernmental Trust (H), 3,065.00; Nexus-Kindred Family Healing, 3,679.90; Nexus-Mille Lacs Family Healing, 11,990.00; North Homes Inc, 6,707.47; North Pine Aggregate Inc, 20,050.80; Northwestern Mn Juvenile Center, 8,100.00; Northwoods Children Home, 2,984.88; Nuss Truck Group Inc, 2,032.75; OWENS COMPANIES INC, 6,475.11; Pine Technical & Community College, 229,500.00; Prairie Lakes Youth Programs, 8,654.11; Purchase Power, 4,035.00; RCR Inc, 3,700.00; Regents Of The U Of Mn, 33,183.75; Roberts Excavating, 76,104.00; Ron's Roll-Off Service, 2,792.50; Rydberg & Sons, Inc., 39,793.90; SEACHANGE PRINT INNOVATIONS, 14,075.85; SEH INC, 3,309.99; SHAFFER PROFESSIONAL SERVICES, 7,175.00; Slims Texaco Service, 8,463.01; Solid Oak Financial Services, LLC, 4,050.00; STRAIGHTLINE SURVEYING INC, 5,600.00; SUMMIT FOOD SERVICE MANAGEMENT LLC, 24,526.37; SUNSET LAW ENFORCEMENT, 2,601.00; TEAMSTERS JOINT COUNCIL 32, 64,350.00; TENVORDE FORD, 34,513.38; Therapeutic Serv Ag Too Inc, 8,332.50; Town Of Pokegama, 4,100.00; UNITEDHEALTH GROUP – VOID; 550,496.14; UNITY BANK, 90,082.06; Verizon Wireless, 10,224.38; WELIA HEALTH, 4,073.62; WELIA HEALTH COMMUNITY PHARMACY, 2,752.25; Xybix Systems, Inc, 27,089.62.

3. **Applications**

A. **Repurchase Application**

- i. Approve Resolution 2022-45 authorizing Jose N. H. Gonzalez, the owner at the time of forfeiture, to repurchase the parcel at 100 Pathfinder Village, #11, Hinckley, (PID 09.6108.000) in full. Authorize Board Chair and Acting County Administrator to sign.

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

Approve Commissioners' Expense Claim Forms.

5. **Donation – Lifepak CR2 Automated External Defibrillators and Trainer AED**

Removed from Consent Agenda and placed on Regular Agenda as item 3.1.

5.1 **2021 Emergency Management Performance Grant**

Approve the 2021 Emergency Management Performance Grant in the amount of \$21,783. The grant will be used to offset the costs of mandatory training, conferences and exercises for emergency management personnel. This is a matching grant--director, deputy director, and coordinator's salaries are used as a soft match for the matching requirement. Authorize Board Chair and Acting County Administrator to sign.

6. **Lower St. Croix 1W1P Annual Work Plan Amendment**

Approve the following:

- FY21 work plan be amended to add \$160,000 added to Activity 5 (Urban Structural BMP Implementation) and add \$66,326 to Activity 6 (Wetland Restoration Implementation).
- Authorize said FY21 budget amendment to be submitted to the MN Board of Water and Soil Resources.
- \$350,000 in Watershed Based Implementation Funds (WBIF) for the Trout Brook Project and \$300,449 (FY21 funds)
- \$80,449 of FY21 WBIF funds and \$220,000 in FY23 WBIF funds for the Sunrise River Wetland Restoration Project, for a total of \$300,449
- Find that the commitment of FY23 funds to the Sunrise River Wetland Restoration Project is prudent and justified to establish sufficient funding certainty for the project to commence in early 2023.

7. **Final Contract #2001**

Approve the final payment to Midwest Contracting, LLC in the amount of \$47,965.48 for Contract #2001 related to:

SAP 058-627-006 Located on CSAH 27, West of CSAH 17 over N Fork Grindstone River

SAP 058-630-014 Located on CSAH 30, 0.1 miles East of CSAH 22 over Wolf Creek

CP 058-150-001 Located on CR 150, 0.5 miles West of CSAH 40 over Pine River

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

8. **New Hires**

Approve the hiring of the following:

- A. Part-time Correction Officers Donald Jamnick and Tyler Kehn, effective August 30, 2022, \$21.77 per hour. Grade 7, Step 1.

8.1 **Full-Time Promotion of Part-Time Corrections Officers**

Ratify the promotion to full-time for six part-time Correction Officers, retroactive to be effective on August 14, 2022: Glen Heintz, Grade 7, Year 10, \$28.29; Kali Finch, Grade 7, Step 1, \$21.77; Missy Quisberg, Grade 7, Step 1, \$21.77; Daren Brackenbury, Grade 7, Step 1, \$21.77; Adam McMlure, Grade 7, Step 1, \$21.77; Hunter Kelash, Grade 7, Step 1, \$21.77.

9. **Training**

- A. Approve Senior Agent Michelle Sellner to attend a Train-the-Trainer classroom curriculum training for Carey Guides and Brief Intervention Tools, September 7-8, 2022, in Stearns County. Registration/free; Lodging \$149+ tax.

REGULAR AGENDA

1. Facilities Committee Report

Commissioner Ludwig provided an overview of the August 3, 2022 Facilities Committee meeting. Discussion included the Soil & Water Conservation District demonstration garden and updates on the Willow River Household Hazardous Waste building, courthouse landscaping, and gun range mowing. The Facilities Committee made the recommendation to award the 2022/2023 and 2023/2024 snowplow contract to the lowest responsible quote.

Motion by Commissioner Ludwig to award the 2022/2023 and 2023/2024 snowplow contract to the lowest responsible quote, Premiere Outdoor Services, for a two-year total of \$38,000, and authorize Board Chair and Acting County Administrator to sign. Second by Commissioner Lovgren. A Roll Call vote was called by Chair Hallan: District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Aye; District 3-Commissioner Lovgren/Aye; District 4-Commissioner Waldhalm/Aye. Motion carried 5-0.

2. Personnel Committee Report

Commissioner Mohr provided an overview of the August 8, 2022 Personnel Committee meeting. The Personnel Committee made the following recommendation:

A. Pine County Sheriff's Office - Jail

- i. Acknowledge the following and approve backfill of the positions and any subsequent vacancies that may occur due to internal promotion or lateral transfer.:
 - (a) resignation of part-time Corrections Officer Amanda Torgerson, effective July 19, 2022,
 - (b) retirement of Corrections Officer/Jail Transport Officer Larry Pogones effective September 3, 2022,
 - (c) retirement of part-time Jail Matron Heidi Pogones, effective September 3, 2022
 - (d) resignation of part-time Corrections Officer Chase Ableiter, effective August 17, 2022
 - (e) resignation of Jail Systems Coordinator Ashley Luedtke, effective September 9, 2022.

B. Probation

- i. Acknowledge the resignation of Senior Corrections Agent Christopher Stolan, effective September 1, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

C. Public Works

- i. Acknowledge the resignation of Highway Maintenance Worker Kris Roeschlein, effective July 29, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

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

Jail Administrator Rod Williamson provided an overview of a proposed pay incentive to correction officers forced to work mandatory overtime when required to meet minimum

staffing levels as required by the Department of Corrections. Three pay levels would be available dependent upon on the length of additional shift worked – 4.00-7.99 hour shifts paid at \$100, 8.00-11.99 hour shifts paid at \$150, and 12.00 or more hour shifts paid at \$200. Regular overtime rules would apply. The proposal received positive feedback from the county board and was referred back to the Personnel Committee for further discussion.

3. **Jail and Courthouse Camera Integration Project**

Jail Administrator Rod Williamson provided an overview of the jail and courthouse camera integration project. Minnesota Counties Intergovernmental Trust (MCIT) has recommended adding additional cameras and/or body cameras in the jail. After review of body cameras used by the county deputies, it was determined to be more cost effective to add cameras and audio in selected areas within the jail, together with integrating the entire courthouse camera system into the Avigilon system.

Motion by Commissioner Lovgren to approve the proposed projects with LifeSafety System to add cameras/audio in the jail and integrate the courthouse cameras into the Avigilon system, for a total project cost of \$33,725. Second by Commissioner Mohr. A Roll Call vote was called by Chair Hallan: District 2-Commissioner Mohr/Aye; District 3-Commissioner Lovgren/Aye; District 4-Commissioner Waldhalm/Aye; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye. Motion carried 5-0.

3.1 **Lifepak CR2 Automated External Defibrillators Donation**

Sheriff Jeff Nelson explained the sheriff's office received a donation of 45 Lifepak CR2 AEDs and one trainer AED through a grant from the Leona M. and Harry B. Helmsley Charitable Trust to the Center for Resuscitation Medicine at the University of Minnesota. The donation has an approximate value of \$84,000. The current AEDs used by the sheriff's office will be donated to various organizations in the Pine County communities.

Motion by Commissioner Ludwig to approve the donation of 45 AEDs and one trainer AED. Second by Commissioner Lovgren. A Roll Call vote was called by Chair Hallan: District 2-Commissioner Mohr/Aye; District 3-Commissioner Lovgren/Aye; District 4-Commissioner Waldhalm/Aye; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye. Motion carried 5-0.

4. **2023 Budget Discussion – Auditor/Treasurer Kelly Schroeder**

A. **2023 Preliminary Budget**

Auditor-Treasurer Kelly Schroeder presented the 2023 Preliminary Budget and provided an overview of revenue and expenses based on the initial department requests. Based on the initial revenue projections and department requests, the gap is currently \$1,689,792, which would require \$1,681,800 levy dollars (8.1% levy increase) to balance the 2023 budget.

Chair Hallan called a recess at 11:15 a.m.

Meeting reconvened at 11:22 a.m.

B. **Preliminary Departmental Budget Request**

Auditor-Treasurer Kelly Schroeder presented the following budget requests:

41 Auditor/Treasurer
63 TNT
71 Elections

Planning / Zoning / Solid Waste
74 Aquatic Invasive Species
107 Zoning
392 Recycling
Assessor / Recorder
101 Recorder
105 Assessor
801 Non-departmental
Fund 22 (Land)
Fund 39 (2015A G.O. Jail Bonds)
Fund 40 (2012 G.O. Courthouse Bonds)
Fund 41 (2017A G.O. CIP Bonds)

5. **Commissioner Updates**

East Central Solid Waste Commission: Chair Hallan stated the new assistant director has presented a potential solution for the flare that has not been working correctly. ECSWC is reviewing what garbage/debris will be accepted at the landfill. Demolition landfills sites are located in Mora and Rush City.

East Central Regional Library Trustees Board: Commissioner Lovgren stated an ad hoc committee will determine the location in the library for the “It’s Perfectly Normal” book.

Sheriff Nelson will view the book from a law enforcement perspective.

Soil & Water Conservation District: Commissioners unable to attend

Pine County Law Library: meeting date changed to August 18, 2022

Other: Gun Violence, Public Health & Safer Communities Act: Commissioner Lovgren attended this webinar relating to prevention of gun violence.

6. **Other**

None.

7. **Upcoming Meetings**

Upcoming meetings were reviewed.

8. **Adjourn**

With no further business, Chair Hallan adjourned the meeting at 12:21 p.m. The next regular meeting of the county board is scheduled for Tuesday, September 6, 2022 at 10:00 a.m., Pine County Courthouse, Board Room, 635 Northridge Drive NW, Pine City, 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, August 16, 2022 - 10:00 a.m.
North Pine Government Center
1602 Hwy. 23 North
Sandstone, Minnesota**

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

Present were Commissioners Josh Mohr, Terry Lovgren and Matt Ludwig. Also present was Acting County Administrator Kelly Schroeder. Due to an out-of-town commitment, Commissioner J.J. Waldhalm joined the meeting via interactive technology, pursuant to Minnesota Statute 13D.02. Commissioner Waldhalm was seen and heard at the meeting via electronic means at a location open and accessible to the public, and participated from 315 Aspen Circle, Valdez, Alaska. County Administrator David Minke was also present via electronic technology.

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. There was no public comment.

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

Motion by Commissioner Lovgren to approve the Minutes of the August 2, 2022 County Board Meeting and Summary for publication. Second by Commissioner Ludwig. A Roll Call vote was called by Chair Hallan. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence

City of Sandstone Annual Disclosure of Tax Increment Districts for the Year Ended December 31, 2021

City of Pine City Annual Disclosure of Tax Increment Districts for the Year Ended December 31, 2021

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

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

Fund	July 31, 2021	July 31, 2022	Increase/Decrease
General Fund	7,437,675	6,668,937	(768,739)
Health and Human Services Fund	2,846,082	2,780,567	(65,515)
Road and Bridge Fund	6,499,761	8,551,748	2,051,987
COVID Relief	2,854,136	4,694,479	1,840,343
Land Management Fund	1,715,004	2,109,314	394,310
Self Insurance	573,945	136,274	(437,671)
TOTAL (inc non-major funds)	24,534,585	28,540,623	4,006,038

The following vendors with claims of \$2,000 or more, and 548 claims under \$2,000 or not needing approval totaling \$501,123.29, were paid during the period of July 1, 2022-July 31, 2022: 4.0 SCHOOL SERVICES OF EAST CENTRAL, 2,907.66; ALADTEC INC, 3,341.00; AMAZON CAPITAL SERVICES, 5,648.92; Aml Cleaning Service, Inc, 4,000.00; ANOKA COUNTY TREASURY OFFICE, 13,625.00; Askov Deep Rock, 4,979.92; AXON ENTERPRISE INC, 6,400.00; BLUE CROSS & BLUE SHIELD OF MINNESOTA, 4,780.50; Bond Trust Services Corporation, 288,401.25; C & T CONTRACTING, 9,090.00; Cavallin Inc, 10,963.64; CEM-CON CORPORATION, 17,556.00; Central Mn Jobs & Training Services, 42,251.03; CENTRAL PINE LUMBER CO, 39,092.48; CLOQUET RIVERSIDE RECYCLING, INC, 8,046.40; CONTECH ENGINEERED SOLUTIONS LLC, 11,935.29; Cw Technology Group, 2,795.00; DC GARAGE DOORS LLC, 8,170.00; DHS State Operated Services, 14,322.80; DIAMOND MOWERS INC, 13,114.84; DODGE OF BURNSVILLE, 65,934.00; DOOLEYS PETROLEUM INC, 105,088.80; East Central Energy Of Braham, 30,054.24; East Central Reg Juvenile Center, 8,669.00; East Central School Dist 2580, 22,725.00; East Central Solid Waste Comm, 4,740.40; Election Systems & Software, Inc, 3,942.26; Emergency Automotive Technologies, Inc, 4,840.00; ENVIROTECH SERVICES INC, 84,221.25; Equinox Industries (Cardmember Service), 3,697.00; ERICKSON ENGINEERING CO LLC, 5,444.50; EVERGREEN RECYCLING LLC, 2,209.30; Exchange Events (Cardmember Service), 3,196.00; Family Pathways - North Branch, 4,465.00; FURTHER, 3,105.51; GALLS LLC, 10,454.02; Gerard Treatment Center, 3,661.30; Goebel Plumbing & Service Inc, 2,333.59; GOVERNMENT FORMS AND SUPPLIES, 7,733.61; GUARDIAN, 8,819.30; Heartland Girls Ranch, 8,786.40; HOUSTON ENGINEERING INC, 2,519.00; JONES CONSTRUCTION SERVICES INC, 85,150.00; KRONOS SAASHR INC, 5,407.53; L&O INVESTMENTS LLC, 26,921.88; Lakes & Pines Comm Act Council, 23,000.00; LHB INC, 40,856.41; Lighthouse Child & Family Services, LLC, 6,543.73; MACQUEEN EQUIPMENT INC, 2,040.90; MADISON NATIONAL LIFE INS CO INC, 3,966.86; MARK HAUG CONSTRUCTION INC, 136,991.00; MCCOY CONSTRUCTION & FORESTRY INC, 32,151.57; MEDICAREBLUE RX, 5,652.50; MEND CORRECTIONAL CARE PLLC, 23,856.71; Mercy, 6,197.50; Mille Lacs Band Family Services, 12,232.57; MINNESOTA ENERGY RESOURCES CORP, 9,426.07; MINNESOTA POWER, 3,754.15; MN COUNTIES COMPUTER COOP, 14,571.75; Mn Counties Intergovernmental Trust (H), 3,065.00; Nexus-Kindred Family Healing, 3,679.90; Nexus-Mille Lacs Family Healing, 11,990.00; North Homes Inc, 6,707.47; North Pine Aggregate Inc, 20,050.80; Northwestern Mn Juvenile Center, 8,100.00; Northwoods

Children Home, 2,984.88; Nuss Truck Group Inc, 2,032.75; OWENS COMPANIES INC, 6,475.11; Pine Technical & Community College, 229,500.00; Prairie Lakes Youth Programs, 8,654.11; Purchase Power, 4,035.00; RCR Inc, 3,700.00; Regents Of The U Of Mn, 33,183.75; Roberts Excavating, 76,104.00; Ron's Roll-Off Service, 2,792.50; Rydberg & Sons, Inc., 39,793.90; SEACHANGE PRINT INNOVATIONS, 14,075.85; SEH INC, 3,309.99; SHAFFER PROFESSIONAL SERVICES, 7,175.00; Slims Texaco Service, 8,463.01; Solid Oak Financial Services, LLC, 4,050.00; STRAIGHTLINE SURVEYING INC, 5,600.00; SUMMIT FOOD SERVICE MANAGEMENT LLC, 24,526.37; SUNSET LAW ENFORCEMENT, 2,601.00; TEAMSTERS JOINT COUNCIL 32, 64,350.00; TENVORDE FORD, 34,513.38; Therapeutic Serv Ag Too Inc, 8,332.50; Town Of Pokegama, 4,100.00; UNITEDHEALTH GROUP – VOID; 550,496.14; UNITY BANK, 90,082.06; Verizon Wireless, 10,224.38; WELIA HEALTH, 4,073.62; WELIA HEALTH COMMUNITY PHARMACY, 2,752.25; Xybix Systems, Inc, 27,089.62.

Repurchase Application

Approve Resolution 2022-45 authorizing Jose N. H. Gonzalez, the owner at the time of forfeiture, to repurchase the parcel at 100 Pathfinder Village, #11, Hinckley, (PID 09.6108.000) in full.

Approve Commissioners' Expense Claim Forms.

Donation – Lifepak CR2 Automated External Defibrillators and Trainer AED was removed from Consent Agenda and placed on Regular Agenda.

Approve the 2021 Emergency Management Performance Grant in the amount of \$21,783. The grant will be used to offset the costs of mandatory training, conferences and exercises for emergency management personnel. This is a matching grant--director, deputy director, and coordinator's salaries are used as a soft match for the matching requirement.

Lower St. Croix 1W1P Annual Work Plan Amendment

Approve the following:

- FY21 work plan be amended to add \$160,000 added to Activity 5 (Urban Structural BMP Implementation) and add \$66,326 to Activity 6 (Wetland Restoration Implementation).
- Authorize said FY21 budget amendment to be submitted to the MN Board of Water and Soil Resources.
- \$350,000 in Watershed Based Implementation Funds (WBIF) for the Trout Brook Project and \$300,449 (FY21 funds)
- \$80,449 of FY21 WBIF funds and \$220,000 in FY23 WBIF funds for the Sunrise River Wetland Restoration Project, for a total of \$300,449
- Find that the commitment of FY23 funds to the Sunrise River Wetland Restoration Project is prudent and justified to establish sufficient funding certainty for the project to commence in early 2023.

Approve the final payment to Midwest Contracting, LLC in the amount of \$47,965.48 for Contract #2001 related to:

SAP 058-627-006 Located on CSAH 27, West of CSAH 17 over N Fork Grindstone River

SAP 058-630-014 Located on CSAH 30, 0.1 miles East of CSAH 22 over Wolf Creek
CP 058-150-001 Located on CR 150, 0.5 miles West of CSAH 40 over Pine River

Approve the hiring of the following Part-time Correction Officers Donald Jamnick and Tyler Kehn, effective August 30, 2022, \$21.77 per hour. Grade 7, Step 1.

Ratify the promotion to full-time for six part-time Correction Officers, retroactive effective date of August 14, 2022: Glen Heintz, Grade 7, Year 10, \$28.29; Kali Finch, Grade 7, Step 1, \$21.77; Missy Quisberg, Grade 7, Step 1, \$21.77; Daren Brackenbury, Grade 7, Step 1, \$21.77; Adam McMillure, Grade 7, Step 1, \$21.77; Hunter Kelash, Grade 7, Step 1, \$21.77.

Approve Senior Agent Michelle Sellner to attend a Train-the-Trainer classroom curriculum training for Carey Guides and Brief Intervention Tools, September 7-8, 2022, in Stearns County. Registration/free; Lodging \$149+ tax.

Motion by Commissioner Ludwig to award the 2022/2023 and 2023/2024 snowplow contract to the lowest responsible quote, Premiere Outdoor Services, for a two-year total of \$38,000. Second by Commissioner Lovgren. A Roll Call vote was called by Chair Hallan. Motion carried 5-0.

Personnel Committee Report

Commissioner Mohr provided an overview of the August 8, 2022 Personnel Committee meeting. The Personnel Committee made the following recommendation:

A. Pine County Sheriff's Office - Jail

- i. Acknowledge the following and approve backfill of the positions and any subsequent vacancies that may occur due to internal promotion or lateral transfer.:
 - (a) resignation of part-time Corrections Officer Amanda Torgerson, effective July 19, 2022,
 - (b) retirement of Corrections Officer/Jail Transport Officer Larry Pogones effective September 3, 2022,
 - (c) retirement of part-time Jail Matron Heidi Pogones, effective September 3, 2022
 - (d) resignation of part-time Corrections Officer Chase Ableiter, effective August 17, 2022
 - (e) resignation of Jail Systems Coordinator Ashley Luedtke, effective September 9, 2022.

B. Probation

- i. Acknowledge the resignation of Senior Corrections Agent Christopher Stolan, effective September 1, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

C. Public Works

- i. Acknowledge the resignation of Highway Maintenance Worker Kris Roeschlein, effective July 29, 2022, and approve backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer.

Motion by Commissioner Mohr to approve the recommendations of the Personnel Committee. Second by Commissioner Ludwig. A Roll Call vote was called by Chair Hallan. Motion carried 5-0.

Jail Administrator Rod Williamson provided an overview of a proposed pay incentive to

correction officers forced to work mandatory overtime when required to meet minimum staffing levels as required by the Department of Corrections. Three pay levels would be available dependent upon on the length of additional shift worked – 4.00-7.99 hour shifts paid at \$100, 8.00-11.99 hour shifts paid at \$150, and 12.00 or more hour shifts paid at \$200. Regular overtime rules would apply. The proposal received positive feedback from the county board and was referred back to the Personnel Committee for further discussion.

Motion by Commissioner Lovgren to approve the proposed projects with LifeSafety System to add cameras/audio in the jail and integrate the courthouse cameras into the Avigilon system, for a total project cost of \$33,725. Second by Commissioner Mohr. A Roll Call vote was called by Chair Hallan. Motion carried 5-0.

Motion by Commissioner Ludwig to approve the donation of 45 AEDs and one trainer AED. Second by Commissioner Lovgren. A Roll Call vote was called by Chair Hallan. Motion carried 5-0.

2023 Budget Discussion – Auditor/Treasurer Kelly Schroeder

A. 2023 Preliminary Budget

Auditor-Treasurer Kelly Schroeder presented the 2023 Preliminary Budget and provided an overview of revenue and expenses based on the initial department requests. Based on the initial revenue projections and department requests, the gap is currently \$1,689,792, which would require \$1,681,800 levy dollars (8.1% levy increase) to balance the 2023 budget.

Chair Hallan called a recess at 11:15 a.m.

Meeting reconvened at 11:22 a.m.

B. Preliminary Departmental Budget Request

Auditor-Treasurer Kelly Schroeder presented the following budget requests:

Auditor/Treasurer

TNT

Elections

Planning / Zoning / Solid Waste

Aquatic Invasive Species

Zoning

Recycling

Assessor / Recorder

Recorder

Assessor

801 Non-departmental

Fund 22 (Land)

Fund 39 (2015A G.O. Jail Bonds)

Fund 40 (2012 G.O. Courthouse Bonds)

Fund 41 (2017A G.O. CIP Bonds)

With no further business, Chair Hallan adjourned the meeting at 12:21 p.m. The next regular meeting of the county board is scheduled for Tuesday, September 6, 2022 at 10:00 a.m., Pine County Courthouse, Board Room, 635 Northridge Drive NW, Pine City, 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.

**MINUTES
OF
PINE COUNTY BOARD MEETING
SPECIAL MEETING
and
COMMITTEE OF THE WHOLE/BUDGET COMMITTEE**

**August 23, 2022 – 9:00 a.m.
Pine County Courthouse, Pine City Minnesota**

Chair Steve Hallan called the meeting to order at 9:00 a.m. Present were Commissioners Josh Mohr, Terry Lovgren, and Matt Ludwig. Also present were County Administrator David Minke, County Attorney Reese Frederickson, County Auditor-Treasurer Kelly Schroeder, Probation Director Terry Fawcett, IT Manager Ryan Findell, Public Works/County Engineer Mark LeBrun. Commissioner J.J. Waldhalm was absent (excused).

Others Present: Pine County District Court Administrator Amy Willert and Pine County Agricultural Society President Pete Leibel.

Chair Hallan asked for revisions to the agenda. There were none.

Motion by Commissioner Lovgren to approve the agenda. Second by Commissioner Mohr. Motion carried 4-0.

The county board received presentations as to department budget status and requests from the following:

Court Administration.....Court Administrator Amy Willert

County Probation.....Probation Director Terry Fawcett

- ❖ No new personnel request; however Probation meets criteria for reimbursement for another position by the DOC workload standards
- ❖ Request for one encrypted radio
- ❖ Evening Reporting Center – grant expires in September 2023 and the ERC will end if not funded

County AttorneyCounty Attorney Reese Frederickson

Law Library – No increase

County Attorney's Office

- ❖ No new personnel request; however attorney caseload is heavy
- ❖ 2.9% increase from 2022 due to personnel costs

Victim Services

- ❖ Request \$16,947 increase; remainder from grant funds

Attorney Forfeiture fund was discussed. Can only be used for certain prosecution-related expenses

Building Maintenance/Highway/Public Works.....County Engineer Mark LeBrun

- ❖ Building Maintenance expenses are flat. Increases in personnel cost are offset by decreases in other areas.

- ❖ No levy increase for highway proposed for 2023
- ❖ Includes 32 positions (proposed budgets include a 2.0% COLA, step increases and 12% health insurance premium increase)
- ❖ \$670,000 for fleet vehicle/equipment purchases (6 marked squads, 2 fleet vehicles, 1 tandem truck)
- ❖ \$25,000 - Building Fund allocation
- ❖ Road and Bridge/Public Works: State and County funding for \$12,125,000 in construction projects

Commissioner Mohr left meeting at 10:44 a.m.

Pine County Agricultural Society.....Agricultural Society President Pete Leibel

- ❖ Requesting \$10,000 appropriation; no change from 2022

Information Technology.....IT Manager Ryan Findell

- ❖ Request \$50,669 (7% 2023 budget increase request from 2022),

Administration.....County Administrator David Minke

- ❖ Request \$26,026 (5% 2023 budget increase request from 2022)

American Rescue Plan Act (ARPA Update).....County Administrator David Minke &
County Auditor Treasurer Kelly Schroeder

- ❖ This item will be placed on the August 30, 2022 Budget Meeting agenda due to Commissioners Waldhalm and Mohr not present.

The next Special Meeting-Committee of the Whole (Budget) meeting is scheduled for Tuesday, August 30, 2022, at 9:00 a.m., Board Room, Courthouse, Pine City, Minnesota.

With no further business, the meeting adjourned at 11:55 a.m.

Stephen M. Hallan, Chair
Board of Commissioners

David J. Minke, County Administrator
Clerk to County Board

**MINUTES
OF
PINE COUNTY BOARD MEETING
SPECIAL MEETING - COMMITTEE OF THE WHOLE BUDGET
Off Sale Liquor License Public Hearing and 2023 County Budget
August 30, 2022 – 9:00 a.m.
Pine County Courthouse, Pine City Minnesota**

Chair Steve Hallan called the meeting to order at 9:00 a.m. Present were Commissioners Josh Mohr, Terry Lovgren, JJ Waldhalm, and Matt Ludwig. Also present were County Administrator David Minke, County Auditor-Treasurer Kelly Schroeder, Health & Human Services Director Becky Foss, Sheriff Jeff Nelson, and Jail Administrator Rod Williamson.

Others Present: Pine County Soil & Water Conservation District Manager Paul Swanson

Chair Hallan asked for revisions to the agenda.

Agenda Item 5D – 2023 Pine County Historical Society/Museum budget presentation, removed from the agenda and to be rescheduled.

Motion by Commissioner Ludwig to approve the amended agenda. Second by Commissioner Waldhalm. Motion carried 5-0.

1. **Off Sale Liquor License Public Hearing (to commence at 9:00 a.m. or as soon thereafter as practicable)**

Two liquor licenses were renewed by the county board on August 2, 2022. The state of Minnesota determined that, although they were renewals, a public hearing was required.

Chair Hallan opened the public hearing at 9:05 a.m. and called for public comment. There being no public comment, Chair Hallan closed the public hearing at 9:06 a.m.

Motion by Commissioner Lovgren reaffirming the approval of the off-sale portion of the liquor licenses for Floppie Crappie Lakeside Pub, 10762 Lakeview Shore Dr., Pine City, and Wings North, 19379 Homestead Rd., Pine City, as approved August 2, 2022.

Second by Commissioner Mohr. Motion carried 5-0.

2. The county board received presentations as to department budget status and requests from the following:

A. Soil & Water Conservation DistrictDistrict Manager Paul Swanson

- ❖ Requesting \$69,000 of county funding, an increase of \$5,000. The request also includes the pass through of the Wet Land Conservation Act funds and water planning grant.

B. Veterans and Health & Human ServicesHHS Director Becky Foss

Veterans Service Office

- ❖ Veterans – requesting an increase of \$9,002 (from \$154,018 to \$163,020). The request is to change from 1.5 VSO FTE to 2.0 VSO FTE. The 1/3 case aid position would be removed from the budget.

Health & Human Services

- ❖ Income Maintenance \$61,625 increase requested
 - No change in staffing
- ❖ Social Services \$122,474 increase requested
 - Terminated Ucare contract (One FTE to .5 FTE due to termed contract)
- ❖ Public Health..... \$80,000 increase requested
 - No change in staffing

- Plan on using MIECHV funds to cover eligible expenses in budget

Total Funds necessary to balance HHS budget: \$264,099

- [illegible]

- ❖ \$210,039 of Not Obligated/Spent ARPA funds available.

- #### D. Pine County Historical Society / Museum

- ❖ Removed from agenda and to be rescheduled.

- E. Sheriff's Office – JailJail Adminjtrator Rod Williamson

- ## ❖ Jail Operations

- Requesting an increase of \$286,000

- ❖ Court Security

- No increase. Demand is down due to reduced court schedule.

Sheriff's Office Sheriff Jeff Nelson

Operations. Requesting an increase of \$616,076.

The request includes addition of a lieutenant and additional deputy position (commissioners requested a proposed organization chart with requested positions inserted)

11 rifles for squads

Replacement of all Tasers through an annual service contract

Wellness program for deputies

State Boat & Water

Snowmobile Grant

ATV Grant

Gun Permits

Canine Unit.....\$5,000 increase requested

Gun Range\$5,000 increase requested

(commissioners requested additional information on proposed improvements and timeframe for completion)

Federal Boat & Water

Drone.....\$5,000 increase requested

E911

Civil Defense/Emergency Management

The next Regular Meeting/Special Meeting-Committee of the Whole (Budget) meeting is scheduled for Tuesday, September 6, 2022, at 10:00 a.m., Board Room, Courthouse, Pine City, Minnesota.

With no further business, the meeting adjourned at 12:49 p.m.

Stephen M. Hallan, Chair
Board of Commissioners

David J. Minke, County Administrator
Clerk to County Board



PINE COUNTY PUBLIC WORKS

HIGHWAY DEPARTMENT

405 Airport Road NE
Pine City, MN 55063

Telephone 320-216-4200

Fax: 320-629-6736

1-800-450-7463 Ext. 4200

Mark A. LeBrun, P.E.
County Engineer

Pine County Land Surveyor Monthly Report

Page 1 of 2 Pages

August 2022

CSAH 9 Bridge, T39N R21W Section 26, search for, locate, set and GPS PLSS corners, private corners and ROW corners. Reset PLSS corner ties. Update records.

CSAH 9, T39N R21W Sections 27 and 34, search for, locate, set and GPS PLSS corners, private corners and ROW corners. Reset PLSS corner ties. Update records.

CSAH 8 bike trail, T39N R21W Section 33, search for, locate and GPS, private corners and ROW corners. Update records.

CSAH 31, T43N R16W Section 36, research records, calculated search areas, map railroad grade, search for, locate, set and GPS, private corners and ROW corners. Update records.

CSAH 32, T43N R16W Section 36, research records, calculated search areas, map railroad grade, search for, locate, set and GPS, private corners and ROW corners. Update records.

CR 140 "loop", T41N R20W Section 20, research records, calculated search areas, prepare excavation sites in roadway to search for original PLSS corner evidence. Update records.

CSAH 18, T41N R21W Section 24, research records, calculated search areas, prepare excavation site in roadway to search for original PLSS corner evidence. Update records.

T42N R16W Section 32, research records, calculated search areas, set GPS control, search for, locate, set and GPS PLSS corners, Reset PLSS corner ties. Update records.

August 2022

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

Draft and file Certificates of Survey generated by the Pine County Surveyor Office.

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

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

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

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

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

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

A handwritten signature in black ink, appearing to read 'R.T. Mathews', with a long horizontal flourish extending to the right.

Robin T. Mathews, Pine County Surveyor



MINUTES
PINE COUNTY ZONING BOARD
June 23, 2022 6:00 p.m.
North Pine Government Center
1602 Hwy 23 N Sandstone, MN

Members Present: Dirk Nelson, Les Orvis, Susan Grill, Ryan Clark, Skip Thomson, Nancy Rys

Members Absent: Patrick Schifferdecker, Matt Ludwig (ex-officio)

Staff Present: Caleb Anderson, Land & Resources Manager; Erin Hoxsie, Zoning & Solid Waste Support Specialist

Others Present: Tim Garvin, Bernard Marx, Jessie Yaeger, Heidi Lindgren (via Zoom)

CALL TO ORDER

Chair Skip Thomson called the meeting to order at 6:00p.m.

APPROVAL OF AGENDA

Motion by Orvis to approve the agenda as presented. Second by Clark. Motion carried, 6-0

APPROVAL OF MINUTES

Grill commented that the conditions on page 2 and page 4 included "if authorized by the County Auditor's office" which was not discussed in the meeting. Grill would like that addition stricken from the minutes.

Motion by Nelson to approve the minutes of the May 26, 2022 meeting as amended. Second by Grill. Motion carried, 6-0.

MINOR SUBDIVISION REPORT

Grill noted some typographical errors and suggested the County staff write more descriptive notes so the Board may more easily understand the split description.

Motion by Rys to approve the minor subdivision report. Second by Orvis. Motion carried, 6-0.

MARX CONDITIONAL USE PERMIT REQUEST 57316 Thomson Rd, Sandstone, PID: 30.0015.000

The applicant has requested a conditional use permit to extract aggregate within 300' of Sand Creek in the Residential Recreational District. Section 4.4.3E of the Pine County Shoreland Management authorizes aggregate extraction as a conditional use, subject to the requirements of the ordinance.

Anderson walked through the details provided in the staff report. A grading and filling permit was issued in 2015 to excavate 1,500 cubic yards to repair damage to roads & bridges due to flooding. Orvis and Grill asked why the application was approved originally and why was it closed in 2018. Chair Thomson explained it was permitted under different County staff. Anderson stated grading and filling permits are typically for small scale, short-term projects, long-term excavation requires a CUP. Clark asked if there was a different site on the property that could be used for aggregate extraction. Marx stated there was, but he would need to haul it over a mile. Clark asked how often the creek floods and how far the water is below the bank. Marx said the creek has never flooded and it is about a 15' drop to the creek typically, occasionally the creek rises, and the drop is closer to 7'.

Bernard Marx spoke in support of his application. He described that he needs to continue excavating to flatten out the slope to reduce erosion. He said right now there is a 3' buffer between the "road" and the creek. The "road" is recessed, so sediment that erodes down the slope funnels to the north where he has hay bales to trap the sediment. Clark asked how frequently he replenishes the hay bales, Jessie Yaeger (Marx's daughter) stated they put down new bales every spring. Grill asked how long he plans to log his land for and how much longer he would need to be pulling aggregate out for logging roads. Marx said about 5 years. His plan is to revegetate the current 12' "road" being used to haul aggregate and begin excavating the next 12' section up-slope. He argues this will flatten out the slope and decrease erosion over the long-term. Heidi Lindgren spoke via zoom for the DNR. The DNR is concerned about pollution coming from the salvage yard at the top of the slope running into the creek, not just sediment erosion. Additionally, they are concerned that any large rain events will cut into the creek banks and erode the bank faster if it is not vegetated. Marx responded that the salvage yard was not the reason for him being there tonight and is a separate matter entirely.

Chair Thomson opened the public hearing at 6:45pm. Yaeger expressed that her father is old and won't be logging for that much longer, so wants to fix the erosion issue while he still can. Chair Thomson closed the public hearing at 6:47pm. Chair Thomson stated that because he lives close to the applicant, he will abstain from voting.

In review of the project the Board created the following findings based on Section 3.7.2 of the Pine County Shoreland Management Ordinance.

- 1.) The applicant adequately demonstrates they will maintain safe and healthful conditions.
- 2.) The project will adequately prevent and control water pollution including sedimentation.
- 3.) The project may adequately plan for existing topographic and drainage features and vegetative cover if a plan is provided.
- 4.) The use does not pose a risk due to floodplains and floodways of rivers and streams because it is not displacing flood storage. The project is outside of the mapped 100-year floodplain.
- 5.) The site does pose a risk of erosion potential, however, if a plan is followed, the risk will be reduced.
- 6.) Items F through J of the conditional use permit worksheet are believed not to apply to this situation. The worksheet is provided in the board packet.
- 7.) The proposed use is compatible with the uses on adjacent lands due to being agricultural.
- 8.) The proposed use will not generate liquid waste.
- 9.) The proposed use has potential to be a pollution source but may not inherently be a source of pollution.
- 10.) The site poses minimal risk to pollution.
- 11.) The proposed use will not be detrimental to the use and enjoyment or property values of other properties within 500' of the subject property.
- 12.) There are no parking requirements associated with this project that will impact the community.

Board decided to table the motion. The board would like to see the applicant improve the site plan in the following ways:

- 1.) Finished elevation plan**

2.) Time frame for revegetation

3.) Improved erosion control plan

Thomson encouraged members of the Board to visit the property. Mr. Marx consented to have board members look at the project area. The board will not assemble as a quorum at the property due to the open meeting law.

ZONING ADMINISTRATOR UPDATE

County Solid Waste Ordinance

Anderson shared that the County Board appointed a committee to explore creation of a new solid waste ordinance to replace the County's existing 1993 solid waste ordinance. Dirk Nelson from the Zoning Board has served on the committee. The new ordinance is nearly ready for a public hearing. The ordinance will have some crossover with zoning as it requires licenses from solid waste and recycling facilities. The Zoning Board will not host public hearings or appeal hearings as part of the ordinance.

Guest Cottages and Bunkhouses in Shoreland and Kettle River Corridor

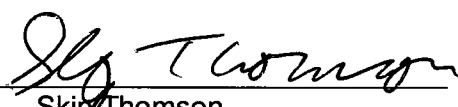
Anderson described that the Pine County Shoreland Management Ordinance is silent on bunkhouses. A bunkhouse could arguably be considered a guest cottage, based on the definition described in Section 2.7. If determined to be guest cottages, then proposed bunkhouses will need to demonstrate compliance with Section 5.1.4C of the ordinance, which can be difficult for landowners. There has been a recent surge in landowner inquiries for building bunkhouses, leaving staff wanting better guidance on how to permit bunkhouses. Anderson solicited whether the zoning board felt bunkhouses should be regulated as guest cottages. The Zoning Board felt that because bunkhouses do not have kitchens or bathrooms and are typically built as extra sleeping space for kids, they should be allowed without the compliance requirements of Section 5.1.4C.

Tim Garvin, a landowner from Oak Lake, described his interest in building a bunkhouse to serve as an extra sleeping space with a desk for telework.

ADJOURN

Chair Thomson adjourned the meeting at 7:56pm.


Patrick Schifferdecker
Zoning Board Secretary


Skip Thomson
Zoning Board Chair



MINUTES
PINE COUNTY ZONING BOARD
July 28, 2022 6:00 p.m.
North Pine Government Center
1602 Hwy 23 N Sandstone, MN

Members Present: Dirk Nelson, Les Orvis, Patrick Schifferdecker, Susan Grill, Ryan Clark, Skip Thomson, Matt Ludwig (ex-officio)

Nancy Rys joined the meeting via interactive technology, pursuant to Minnesota Statute 13D.02. Ms. Rys was seen and heard at the meeting via electronic means at a location open and accessible to the public, and participated from 20695 Sunrise Point, Grantsburg WI.

Staff Present: Caleb Anderson, Land & Resources Manager; Erin Hoxsie, Zoning & Solid Waste Support Specialist

Others Present: Tim Garvin, Deanna Kreatz, Shanie Berry, Dan McPhillips, Bernard Marx, Deb Bombard, Brian Bombard

CALL TO ORDER

Chair Skip Thomson called the meeting to order at 6:00p.m.

APPROVAL OF AGENDA

Motion by Shifferdecker to approve the agenda as presented. Second by Orvis. Motion carried, 7-0. Anderson noted that due to having a board member participating electronically, roll call vote would be required on all formal motions. The meeting proceeded as such. It was also stated that the agenda was revised to exclude the Luke Hegge CUP application as the application was withdrawn prior to the meeting.

APPROVAL OF MINUTES

Motion by Grill to approve the minutes of the June 23, 2022 meeting. Second by Shifferdecker. Motion carried, 7-0.

MARX CONDITIONAL USE PERMIT REQUEST 57316 Thomson Rd, Sandstone, PID: 30.0015.000

The applicant has requested a conditional use permit to extract aggregate within 300' of Sand Creek in the Residential Recreational District. Section 4.4.3E of the Pine County Shoreland Management authorizes aggregate extraction as a conditional use, subject to the requirements of the ordinance.

Continuation from June 23, 2022 Meeting.

Anderson provided a summary of what was discussed at the June 23, 2022. Multiple Board members went to the property to get a better feel for the area and what the applicant was requesting. Orvis stated there is sediment collecting at the bottom of the hill, but the hay bales used as a sediment trap are working as intended. Orvis stated he had no major concerns about Marx's plan. Clark stated he thought the ultimate goal was fine but expressed concern about prolonged exposed soils. He asked Marx if he would be willing to reseed areas that he didn't plan to extract from for multiple years, Marx said no. Nelson expressed similar concerns as Clark, Marx stated he did not understand what the big deal was. Grill would like the County to

work with Marx to make an erosion plan. Anderson responded that the County has tried to work with Marx many times to come up with a plan, Marx stated there is no erosion issue. Orvis commented that he does not believe a timeline is needed for ending project because the pit is small.

Motion by Orvis to approve an interim use permit to extract aggregate as proposed, with the following conditions:

- 1. Permit will function as an Interim Use Permit, expiring at conveyance of property.**
- 2. Maintain hay bales or similar device to serve as silt barrier in existing location.**
- 3. Owner must consent to annual inspections performed by County staff.**
- 4. Haul "road" must continue to be tapered away from the river.**
- 5. The pit can be expanded no more than 200ft upslope to decrease the overall slope of the hill.**

Second by Nelson. Motion carried, 5-1, with Clark opposing. Chair Thompson abstained.

BOMBARD VARIANCE REQUEST: 13273 Cross Lake Rd, Pine City, PID: 26.5129.000
The applicants have requested a variance from Section 5.2.1A of the Pine County Shoreland Management Ordinance to construct a 176-square foot attached deck that does not meet the 50' setback from the ordinary high water level (OHWL).

Anderson walked through the details provided in the staff report. Anderson stated that the applicant has submitted a variance mitigation plan to install a rain garden. He also recommended more tree planting but did acknowledge the applicants have recently planted 4 trees along the shoreline.

Deb Bombard spoke in support of their application, stating that the south end of the current patio is 52' from the lake and that only 96ft² of the deck would be within the structure setback. Deb stated the house was built closer to the lake than planned because of a contractor error, which is why they need the variance for the deck. The deck was in the original house plan.

Clark asked about the shed on the property, which was permitted as a water-oriented accessory structure, and if the applicants would be willing to move the shed to outside of the 50' structure setback. The applicants were agreeable to this plan.

Chair Thomson opened the public hearing at 6:50pm. Anderson stated there were two letters from the public which were concerned about the number of variances being approved on Cross Lake. Those letters were provided to the Zoning Board prior to the meeting and are on file at the Zoning Department office. The public hearing was closed at 6:51pm.

In review of the project the Board created the following findings based on MN Statute 394.27.

- 1.) The proposed use is allowed in the zoning district the property lies in.
- 2.) The variance is in harmony with the comprehensive plan and the intent of the shoreland ordinance. The applicant will plant additional trees and move shed to make shoreline more natural.
- 3.) The variance is consistent with the character of the locality. The mitigation plan will improve character.

- 4.) A practical difficulty exists on the property that prevents the owner from complying with the ordinance. The lot size is small and the contractor did not correctly follow the plan.
- 5.) The proposed use is reasonable.

Motion by Rys to approve the variance to construct a 176 square foot attached deck as proposed with the following contingencies:

- 1.) Relocate shed to behind building setback**
- 2.) No future water-oriented accessory structures will be allowed**
- 3.) Implementation of variance mitigation plan (rain garden)**
- 4.) Can never be converted to living space i.e. no walls and no roof**

Second by Clark. Motion carried, 5-2, with Schifferdecker and Grill opposing.

GARVIN VARIANCE REQUEST: 53814 Shadow Oak Rd, Kerrick PID: 16.0094.000

The applicant has requested a variance from Section 5.2.1A of the Pine County Shoreland Management Ordinance to construct a 10'x20' bunkhouse/office that does not meet the 100' setback from the ordinary high water level.

Anderson walked through the details provided in the staff report. He recommended more trees be planted along the entire shoreline. Anderson mentioned there is an open permit for a garage on the property.

Tim Garvin spoke in support of his application and stated he wants the small bunkhouse to be able to be used as a home office and occasional place for guests, but there would be no plumbing. Garvin stated that he had purchased the building before learning it would not be allowed and had to have it placed on the property without a permit because the manufacturer would not change the delivery date. The bunkhouse is tucked away between trees and not very visible from the lake.

Grill asked if the bunkhouse could be rotated 90 degrees to be further from the lake and road. Garvin responded that the spot is very tight, and he does not want to remove any trees in order to rotate it. Clark asked if there was another location the bunkhouse could go. Garvin stated that because of where the garage will be, there is not another spot.

Chair Thomson opened the public hearing at 7:08pm. No members of the public spoke. The public hearing was closed at 7:08pm.

In review of the project the Board created the following findings based on MN Statute 394.27.

- 1.) The proposed use is allowed in the zoning district the property lies in as long as a kitchen or plumbing is never added.
- 2.) The variance is in harmony with the comprehensive plan and the intent of the shoreland ordinance. The structure is well screened and there was no loss of vegetation or trees.
- 3.) The variance is consistent with the character of the locality.
- 4.) A practical difficulty exists on the property that prevents the owner from complying with the ordinance. Due to lake and road setbacks, there is no other location for the structure.
- 5.) The proposed use is reasonable.

Motion by Nelson to approve the variance to construct a 10'x20' bunkhouse/office with the following conditions:

- 1.) Must stay a bunkhouse, no plumbing or kitchen.**
- 2.) Must stay in current location.**

Second by Orvis. Motion carried, 4-3, with Clark, Schifferdecker, and Grill opposing.

MCPHILLIPS VARIANCE REQUEST: 80244 Woodland Shores Rd, Willow River PID: 17.0133.000
The applicant has requested a variance from Sections 5.2.1A and 6.2.1 of the Pine County Shoreland Management Ordinance to construct a 20'x24' cabin addition to a legally nonconforming structure that does not meet the required 150' OHWL setback.

Anderson walked through the details provided in the staff report. He recommended no removal of trees to maintain existing tree coverage. He stated the cabin addition is outside of the Shore Impact Zone. Anderson stated the applicant is working with Pine SWCD to replant a natural shoreline buffer.

Dan McPhillips spoke in support of his application. He stated the existing structure is a legal nonconforming structure, the project will benefit the economy of northern Pine County because he plans to use local materials and labor, the proposal isn't changing the character of the property, and that the lot size is too small to build elsewhere. McPhillips also stated he is installing a new 2,000 gallon holding tank.

Chair Thomson opened the public hearing at 7:23pm. Anderson stated there was 1 letter of support and 1 letter of concern submitted. The public hearing was closed at 7:24pm.

In review of the project the Board created the following findings based on MN Statute 394.27.

- 1.) The proposed use is allowed in the zoning district the property lies in.
- 2.) The variance is in harmony with the comprehensive plan and the intent of the shoreland ordinance. The structure is not being built towards the lake, has a small footprint, and a shoreline buffer will be added.
- 3.) The variance is consistent with the character of the locality.
- 4.) A practical difficulty exists on the property that prevents the owner from complying with the ordinance. The lot size is too small to meet setbacks.
- 5.) The proposed use is reasonable.

Motion by Shifferdecker to approve the variance to construct a 20'x24' cabin addition to a legally nonconforming structure with the following conditions:

- 1.) Project must stay within 25% impervious surface requirements**
- 2.) Bunkhouse/shed to be moved behind 150' structure setback**
- 3.) Proposed buffer must be installed**

Second by Grill. Motion carried, 7-0.

ADJOURN

Chair Thomson adjourned the meeting at 7:34pm.



Patrick Schifferdecker
Zoning Board Secretary



Skip Thomson
Zoning Board Chair



PINE COUNTY AUDITOR-TREASURER
PINE COUNTY COURTHOUSE
635 Northridge Dr NW * Suite 240 * PINE CITY, MN 55063

Main Line
Melissa Berg
Cassandra Johnson
Janice Johnston

320-591-1670
320-591-1669
320-591-1624
320-591-1660

Main Line
Pam Lawrence
Kathy Reiser
Kelly M. Schroeder
Fax

320-591-1667
320-591-1667
320-591-1664
320-591-1668
320-591-1671

2022 Primary Canvassing Board Minutes

Members Present:

Matt Ludwig, County Commissioner
Stephen Hallan, County Commissioner
Kelly Schroeder, County Auditor-Treasurer
Billi Larson, designee for Carl Pederson – City of Pine City Mayor
Sarah Spencer, designee for Amy Issacson – Court Administrator

The Canvassing Board convened at 9:00 a.m. on August 11, 2022 in the County Board Room at the Pine County Courthouse to review the results of the November 3, 2020 General Election.

No changes to the vote totals were required as all vote totals were accurate.

Adjourned at 10:32 a.m.

Respectfully submitted,

A handwritten signature in blue ink, which appears to read "Kelly M. Schroeder", is written over a faint, larger version of the same signature.

Kelly M. Schroeder
Pine County Auditor-Treasurer



Wadena County Board of Commissioners

Wadena County Courthouse, 415 Jefferson Street South, Wadena, MN 56482
Clerk of the Board Ryan Odden, County Coordinator ryan.odden@wcmn.us (218) 631-7779

August 26, 2022

Commissioner xx

Letter Sent to All Pine County Commissioners

Re: County Property Tax Disparity

Honorable Commissioner X,

At the August 9th Wadena County Board of Commissioners meeting, the board discussed one of our long term concerns of tax disparity between counties. The attached editorial from Commissioner Bill Stearns, who is our longest serving commissioner having been on the county board since 2003, was published in the local papers to inform our citizens of the situation we face as a county. He has seen the changes across the decades and has recognized what has caused issues that we struggle with as highly taxed county.

Please take 3 minutes to read what he has put together and the rest of the county board has approved as one of our legislative priorities. Look at the list and your county is on it. Compare your county to others and see how property tax disparity affects your county.

The last two sheets, which are on legal sized paper, show two scenarios one at 50% and the other at 60% of the funding needed to bring our counties closer to equitable taxes.

Please feel free to reach out if you have any questions or would like to talk to me about this issue.

Sincerely,

Ryan Odden, PE
Wadena County Coordinator, Clerk to the Board

CC: Commissioners of Kanabec, Carlton, Mille Lacs, Pennington, Sibley, McLeod, Waseca, Freeborn, Todd, Chisago, Beltrami, Itasca, Houston, Cook, Pine
Juile Ring and Matt Hilgart from the Association of Minnesota Counties

Attachments: Commissioner Stearns Tax Disparity Editorial
Full State Comparison of tax on a \$250,000 home
50% Scenario Sheet
60% Scenario Sheet
Proposed Timeline for a Disparity Payment



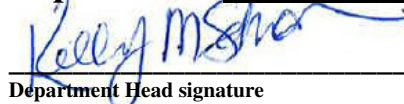
AGENDA REQUEST FORM

Date of Meeting: September 6, 2022

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

Agenda Item: Applications

Department: Auditor-Treasurer


Department Head signature

Background information on Item:

Repurchase Application: Vanessa Offerdahl, owner at the time of forfeiture to repurchase the parcel at Lot D13, Pathfinder Village, Hinckley (PID 09.5590.000) in full. The property forfeited for non-payment of property taxes in 2022 due to Ms. Offerdahl losing her employment.

Septic Special Assessment: At the July 19, 2022 County Board meeting the board approved Pine County resolution 2022-39 extending a special assessment against Pine County Parcel 28.0258.000 in the amount of \$19,200; however, this amount should have been \$19,250.

Exempt Permit: Roxie's Hope to conduct Minnesota lawful gambling on January 1, 2023 at Maverick's Saloon, 29410 Beroun Crossing Rd, Pine City, MN (Chengwatana Township). This was approved at the May 3, 2022 County Board meeting; however the date has been changed from December 31, 2022.

Action Requested:

Consider 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.

Consider 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.

Authorize Kelly Schroeder to send a letter to the Minnesota Gambling Control Board approving the date change for the Roxie's Hope Exempt Permit.

RESOLUTION 2022-47

WHEREAS, Vanessa Offerdahl, owner at the time of foreclosure, has filed an application with the County Auditor for the repurchase of the hereinafter described parcel of tax forfeited land in accordance with the provisions of Minnesota Statutes 1945, Section 282.241, as amended, which land is situated in the County of Pine, Minnesota, and described as follows, to-wit:

Lot Five (5), Block One (1), Pathfinder Village – 7th Addition, Section Twenty-Nine (29),
Township Forty-One (41), Range Eighteen (18)
Parcel 09.5590.000

WHEREAS, said applicant has submitted the required application for repurchase said property in full to the Pine County Auditor;

WHEREAS, this Board is of the opinion that said application should be granted to remedy an undue hardship or injustice caused by for forfeiture and it is in the interest of the public to do so;

NOW THEREFORE BE IT RESOLVED, that the application of Vanessa Offerdahl, owner at the time of forfeiture, for the repurchase of the above described parcel of tax forfeited land be and the same is hereby granted. The County Auditor is hereby authorized and directed to permit such repurchase, according to the provisions of Minnesota Statutes 1945, Section 282.241, as amended.

Dated this 6th day of August, 2022.

Attest:

Stephen M. Hallan
Chair, Board of County Commissioners
Pine County, Minnesota

David J. Minke
Pine County Administrator

**PINE COUNTY RESOLUTION EXTENDING
SEPTIC FIX-UP SPECIAL ASSESSMENT
RESOLUTION No. 2022-48**

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

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

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

WHEREAS, Pine County Resolution 2022-39 incorrectly extended a special assessment against Pine County Parcel 28.0258.000 in the amount of \$19,200 for a term of 19 years, beginning in 2023 with equal principal payments and 1% interest owned by Marc and Rachel Frogner.

NOW THEREFORE BE IT RESOLVED, that the County of Pine rescinds that portion of Resolution 2022-39 pertaining to Pine County Parcel 28.0258.000

BE IT FURTHER RESOLVED, that the County of Pine extends 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.

Dated this 6th day in September, 2022.

Stephen M. Hallan, Chair
Pine County Board of Commissioners

ATTEST:

David J. Minke
County Administrator



AGENDA REQUEST FORM

Date of Meeting:

September 6, 2022



County Board



Consent Agenda



Regular Agenda

5 mins.____ 10 mins.____ 15 mins.____ Other____



Personnel Committee



Other _____

Agenda Item:

Septic Fix-Up Special Assessments

Department:

Auditor-Treasurer



Department Head signature

Background information on Item:

Beginning in 2016, Pine County has been extending loans to homeowners to upgrade their non-compliant septic systems through a Cleanwater Partnership Loan from the Minnesota Pollution Control Agency. A new loan cycle began August 1st with \$900,000 available at 1% interest. The loans are paid by as a special assessment on the property taxes of the benefiting property over a term that is determined by the amount of the loan (1 year per \$1,000, for example \$12,000 loan is paid by over 12 years.)

Beginning in 2013, Pine County has been assisting low and moderate income homeowners to upgrade their non-compliant septic systems through funds received from the Minnesota Pollution Control Agency. This program is facilitated through a partnership with Lakes & Pines. Low income homeowners receive a no-interest, no payment loan which if they live in the home for 10 is forgiven, and moderate income homeowners receive a no-interest, 10-year special assessment.

Action Requested:

Consider authorizing the County Board Chair and County Administrator to sign Resolution 2022-46 extending a 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

Financial Impact:

Grant funds have been utilized to install the systems.

**PINE COUNTY RESOLUTION EXTENDING
SEPTIC FIX-UP SPECIAL ASSESSMENT
RESOLUTION No. 2022-46**

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

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

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

NOW THEREFORE BE IT RESOLVED, that the County of Pine extends a special assessment for a term of 19 years, beginning in 2023, against Pine County Parcel 30.0604.001 in the amount of \$18,503.22 with equal principal payments and 1% interest owned by Trevor Richards.

NOW THEREFORE BE IT RESOLVED, that the County of Pine extends a special assessment for a term of 16 years, beginning in 2023, against Pine County Parcel 06.0212.000 in the amount of \$15,925.00 with equal principal payments and 1% interest owned by David Dufresne.

NOW THEREFORE BE IT RESOLVED, that the County of Pine extends a special assessment for a term of 19 years, beginning in 2023, against Pine County Parcel 04.0239.000 in the amount of \$18,800.00 with equal principal payments and 1% interest owned by David and Rebecca Mallory.

NOW THEREFORE BE IT RESOLVED, that the County of Pine extends a special assessment for a term of 16 years, beginning in 2023, against Pine County Parcel 38.0081.000 in the amount of \$16,000.00 with equal principal payments and 1% interest owned by Doug Sawatzke.

NOW THEREFORE BE IT RESOLVED, that the County of Pine extends a special assessment for a term of 25 years, beginning in 2023, against Pine County Parcel 08.0208.000 in the amount of \$24,500.00 with equal principal payments and 1% interest owned by James Janssen.

NOW THEREFORE BE IT RESOLVED, that the County of Pine extends a special assessment for a term of 11 years, beginning in 2023, against Pine County Parcel 28.0951.000 in the amount of \$11,000.00 with equal principal payments and 1% interest owned by Alieta Johnson.

NOW THEREFORE BE IT RESOLVED, that the County of Pine extends a special assessment for a term of 18 years, beginning in 2023, against Pine County Parcel 08.0203.000 in the amount of \$18,000.00 with equal principal payments and 1% interest owned by Jolyn Winger.

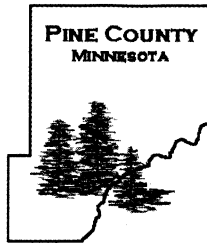
NOW THEREFORE BE IT RESOLVED, that the County of Pine extends a special assessment for a term of 24 years, beginning in 2023, against Pine County Parcel 08.0331.000 in the amount of \$23,800.00 with equal principal payments and 1% interest owned by Amanda Delaney.

Dated this 6th day in September, 2022.

Stephen M. Hallan, Chair
Pine County Board of Commissioners

ATTEST:

David J. Minke
County Administrator



AGENDA REQUEST FORM

Date of Meeting: 09-06-22



County Board



Consent Agenda



Regular Agenda

5 mins.

☐

10 mins.

☐

15 mins.

☐

Other

☐☐

Personnel Committee

☐

Other _____

Agenda Item: Pine City Township Law Enforcement Agreement

Department: Sheriff


Department Head signature

Background information on Item:

Pine City Township is requesting we have an agreement to enforce their ordinances on an "as needed" basis. This is the same contract we have with other townships and small towns. We would bill for time needed to investigate and enforce.

Action Requested:

Approve and sign.

Financial Impact:

None. We would bill for time spent enforcing the ordinance.

2022-2023
PINE COUNTY
AND
PINE CITY TOWNSHIP
AGREEMENT FOR LAW ENFORCEMENT SERVICES

THIS AGREEMENT, made and entered into this _____ day of _____, 2022, by the Pine County Sheriff, hereinafter referred to as the "Sheriff" and approved by the County of Pine, a Minnesota political subdivision, hereinafter referred to as the "County Board" and the Pine City Township, hereinafter referred to as the "Township".

WITNESSETH

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

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

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

1. **Services to be provided.** The Sheriff and County Board agree to provide law enforcement services for the Township, within the corporate limits of the Township, from October 1st, 2022 through December 31st, 2023. The law enforcement services shall be provided to the Township on an "as needed" basis and said services shall only be provided upon the request of the Township Board via the Township Board Zoning Supervisor. The County Sheriff's Office may, at the discretion of the Sheriff, investigate all violations of state law and Township ordinance violations within the Township except for ordinance violations that the Township Zoning Administrator is investigating and has not requested a criminal investigation. The law enforcement services provided by the County Sheriff's Office to the Township shall be comparable to the level and delivery of services provided elsewhere in the County by its Sheriff's Office.
2. **Administrative Responsibility.** All decisions concerning the implementation and performance of law enforcement service, including the disciplining of deputies, shall remain with the Sheriff's Office. If the County Sheriff is unable to comply with the

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

3. **Township's Responsibilities.** In order to provide satisfactory law enforcement services to the Township, the County Sheriff's Office shall have the full and complete cooperation from the Township and its officials, agents and employees.
4. **Information to be provided to the Township.** The County Sheriff's Office shall supply the Township Board a summary of the deputies' activities for all law enforcement services that were requested by the Township and provided by the County Sheriff's Office to the Township during the past month with the billing statement. This information must contain sufficient detail so that the Township can understand the nature of the investigations or calls the deputies performed each month.
5. **Dispute Resolution.** The Township Board Zoning Supervisor shall act as liaison between the Township and the Sheriff with respect to this Agreement. The Township and the Sheriff should attempt to resolve all problems related to the law enforcement services on the basis of mutual interest and understanding. If the Township has concerns about a particular investigation or performance of the deputy, the Township Board Zoning Supervisor shall report the concerns directly to the Chief Deputy. If the Township Board Zoning Supervisor does not receive a satisfactory response from the Chief Deputy, the Township Board Zoning Supervisor shall report the concerns to the County Sheriff. In either event, the Township Board Zoning Supervisor shall report the Chief Deputy or Sheriff's responses to the Township's questions or concerns to the Township Board. The Chief Deputy or Sheriff shall attend Township Board meetings, as requested for the purpose of addressing any concerns or questions of the Township Board.
6. **Payment.** The Township has requested and the County Sheriff's Office has agreed to provide law enforcement services, as outlined above in paragraph 1, to the Township during the term of this Agreement. In consideration for the law enforcement services being provided by the County Sheriff's Office to the Township, the County Sheriff's Office shall bill the Township an hourly basis for services provided. The hourly rate for the law enforcement services shall be billed in half hour increments. The County Sheriff's Office will submit its itemized billing statement and summary of activity within 30 days of providing requested services to the Township for payment. Payment shall be made to the County and is due 30 days from the date of statement.
7. **Terms of this Agreement; Renewal.** The term of this Agreement shall be from October 1st, 2022 through December 31st, 2023 and shall automatically renew for additional one-year terms. The County Sheriff's Office shall notify the Township by August 1st of each year the hourly rate for the law enforcement services for the

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

8. **Employees of the County.** All County Sheriff's Office employees performing services for the Township pursuant to this Agreement are employees of the County, therefore, all obligations with regard to wages, workers compensation, PERA, withholding tax, insurance and similar benefits shall be the obligation of the County. The Township shall not be required to assume any liability of employment for any County employee, including but not limited to, for injuries or sickness arising out of their employment hereunder. The County agrees to hold harmless, indemnify, and defend the Township from any such claims.
9. **Indemnification.** The County, its officials and employees shall not be deemed to assume any liability for the intentional or negligent acts or omissions of the Township, or any official, agent, or employee thereof, and the Township agrees to hold harmless, indemnify, and defend the County, its officials and employees from any and all claims for damages arising out of this Agreement. The Township shall hold harmless, indemnify and defend the County, its officials and employees from any and all claims for damages resulting from the County's enforcement of any ordinance of the Township pursuant to this Agreement except for any claim arising as a result of intentional or negligent acts or omissions of the County.

The Township, its officials and employees, shall not be deemed to assume any liability for the intentional or negligent acts or omissions of the County or liability incurred as a result of the actions of the County under this Agreement, or any official, agent, or employee thereof, and the County agrees to hold harmless, indemnify and defend the Township, its officials and employees from any and all claims for damages or otherwise arising out of this Agreement.
10. **Fine and Forfeiture Revenues.** All fines collected by the courts, the County or the Township for violations that occurred in the Township shall be disbursed according to the State Statute. All proceeds recovered from the sale of forfeited property from a violation that occurred in the Township shall be disbursed to the Sheriff's Office.

11. Hourly rates:

2022-\$59.50/hour

2023-\$61.29/hour

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

County of Pine

By: _____
Pine County Sheriff

By: _____
Chairman of the Pine County Board
Of Commissioners

By: _____
Pine County Administrator

By: _____
Pine City Township Board Chair

By: _____
Pine City Township Clerk



AGENDA REQUEST FORM

Date of Meeting: 09/06/2022



County Board



Consent Agenda



Regular Agenda

5 mins.

☐

10 mins.

☐

15 mins.

☐

Other

☐

Personnel Committee



Other

Agenda Item: UCare Amendment

Department: HHS

Rebecca Foss

Department Head signature

Background information on Item:

A written notice to terminate the contract between HHS and UCare was sent to UCare in June, as approved by the Board of Commissioners. Attached is an amendment to our contract with UCare. The amendment has taken out SNBC (special needs basic care services) and has kept the care coordination for services for individuals 65 years and older. This was the best outcome, and the outcome HHS was advocating for in our conversations with the HHS Committee and with UCare. All rates stay the same- the amendment merely takes out the SNBC contracted services. The County Attorney's Office has reviewed the amendment.

Action Requested:

Authorize the Pine County Board Chairperson to sign the amendment, a copy of which is attached. If approved, UCare will send the document via email to the Board Chairperson to sign electronically.

Financial Impact:

As noted in previous discussions, HHS is seeing a loss of revenue by ending the SNBC services portion of the UCare contract. Due to UCare's expansion of services to nearly 300+ members in Pine County, HHS did not believe it was possible to fulfill the duties of the contract, especially with the current workforce shortage and with unknown reimbursement amounts. However, we will continue to serve members 65 years and older and receive reimbursement for those services.

**AMENDMENT
to the
PROVIDER PARTICIPATION AGREEMENT
by and between
UCARE MINNESOTA
and
PINE COUNTY HEALTH AND HUMAN SERVICES**

The Provider Participation Agreement by and between UCare Minnesota, together with its affiliate UCare Health, Inc. ("UCare"), and **Pine County Health and Human Services** effective January 1, 2017, is hereby amended, effective October 1, 2022, as follows:

- I. Amended Exhibits D and D1 of the Agreement are deleted.
- II. Exhibit D4 of the Agreement is added
Case Management Services – Reimbursement Schedule
- III. All other terms of the parties' Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, a duly authorized representative of each party has executed this Amendment in the manner appropriate to each as of the date indicated by its signature.

UCare Minnesota
PO Box 52
500 Stinson Blvd NE
Minneapolis, MN 55440-8551

Pine County Health and Human Services
635 Northridge Dr NW
Suite 220
Pine City, MN 55063

Ghita Worcester
Executive Vice President of Public Affairs and
Chief Growth Officer

prcontractadmin@ucare.org

Signature

Printed Name: _____

Title_____

Email: _____

Date

Date

EXHIBIT D4
to the
PROVIDER PARTICIPATION AGREEMENT

CASE MANAGEMENT SERVICES

REIMBURSEMENT SCHEDULE

UCare shall reimburse Participant for Covered Services provided to Enrollees according to the following schedule:

Product	Reimbursement
Minnesota Senior Health Options (MSHO)	Community Based, without EW Services
Case Management services including:	\$151 Per Member Per Month (PMPM)
• Initial & annual re-assessment	Community Based, with EW Services
• Comprehensive care plan	\$159 Per Member Per Month (PMPM)
• Coordination of medical, social, and behavioral health services	Institutional
	\$78 Per Member Per Month (PMPM)
Initial Assessment	\$180

Product	Reimbursement
Minnesota Senior Care Plus (MSC+)	Community Based, without EW Services
Case Management services including:	\$78 Per Member Per Month (PMPM)
• Initial & annual re-assessment	Community Based, with EW Services
• Comprehensive care plan	\$109 Per Member Per Month (PMPM)
• Coordination of medical, social, and behavioral health services	Institutional
	\$78 Per Member Per Month (PMPM)
Initial Assessment	\$180

UCare will make payment only for eligible enrollees. Members are assigned to the provider for Case Management services via the monthly enrollment roster. Provider does not need to bill UCare for these services. UCare reserves the right to implement claims-based billing requirements at a later date.

The enrollees included under this agreement will be listed on the monthly roster and may include the following, as assigned by UCare.

- Pine County

Scope of Services. Participant will perform services according to community standards.

Such standards may include:

- Appointment timeliness and access to care standards
- Demonstrating cultural and disability sensitivity in member interactions
- Timely communication of clinical information to member
- Communication of information among providers when referrals are made
- Member input to treatment plan
- Health record standards such as member identifiers, problem list, medications, advance directives, allergies, etc.
- Communication of information among providers when referrals are made
- Members are provided with continuity of care and appropriate community and social services
- Member information is protected and handled in a confidential manner Members are not discriminated against based on their gender, ability to pay, etc.
- Written policies and procedures specifying the elements identified above as existing community standards. The policies and procedures will be on file, current, and available for audit by UCare.
- Access to medical records and personal interviews to substantiate conformity to the policies and procedures
- Timely submission of prior authorization requests with necessary supporting information
- Response to regulatory changes on a timely basis



AGENDA REQUEST FORM

Date of Meeting: 09-06-22



County Board

☒ Consent Agenda

☐ Regular Agenda

5 mins.

☐

10 mins.

☐

15 mins.

☐

Other

☐

Personnel Committee



Other _____

Agenda Item: School Resource Officer/East Central Schools

Department: Sheriff


Department Head signature

Background information on Item:

The Sheriff's Office has provided a SRO for East Central for the past several years. This is a renewal of the contract for 2022-2023 and 2023-2024. The SRO position will be filled on a part time basis.

Action Requested:

Approve and sign

Financial Impact:

neutral

PINE COUNTY SCHOOL RESOURCE OFFICER CONTRACT

EAST CENTRAL SCHOOLS

School Years 2022-2023 and 2023-2024

THIS AGREEMENT is between the EAST CENTRAL 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. 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 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.

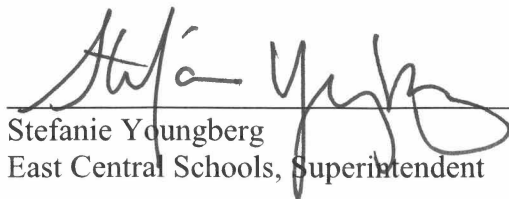
V. Consideration

- 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. For school year 2022-2023 the hourly rate will be \$39.97. The monthly bill will be \$3,073.25 based on the formula $39.97 \times 173 \times 4$ divided by 9.
- d. 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 _____ day of _____, 2022, notwithstanding the date of the signatures of the parties.



Stefanie Youngberg
East Central 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: 09-06-22



County Board

☒ Consent Agenda

☐ Regular Agenda

5 mins.

☐

10 mins.

☐

15 mins.

☐

Other

☐

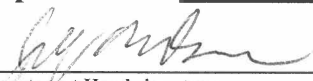
Personnel Committee



Other _____

Agenda Item: Pine City School Resource Officer

Department: Sheriff


Department Head signature

Background information on Item:

The Sheriff's Office has provided a SRO for the Pine City school district for several years. This is an extension of the contract for school years 2022-2023 and 2023-2024. The Sheriff's Office will provide an SRO for eight hours per day for the school year.

Action Requested:

Approve and sign.

Financial Impact:

Allows for payment for services.

PINE COUNTY SCHOOL RESOURCE OFFICER CONTRACT

PINE CITY SCHOOLS

School Years 2022-2023 and 2023-2024

THIS AGREEMENT is between the PINE CITY 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 full-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 full-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 40 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 two year 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.

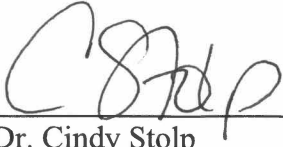
V. Consideration

- 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. For school year 2022-2023 the hourly rate will be \$39.97. The monthly bill will be \$6,146.50 based on the formula $39.97 \times 173 \times 8$ divided by 9.
- d. For school year 2023-2024 the hourly rate will be \$41.17. The monthly bill will be \$6,331.03 based on the formula $41.17 \times 173 \times 8$ 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 _____
day of _____, 2022, notwithstanding the date of the signatures of the parties.



Dr. Cindy Stolp
Pine City 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: 09/06/2022



County Board



Consent Agenda



Regular Agenda

5 mins.

☐

10 mins.

☐

15 mins.

☐

Other

☐☐

Personnel Committee

☐

Other _____

Agenda Item: Accept Donation

Department: VSO

Rebecca Foss

Department Head signature

Background information on Item:

Richard Hopkins donated \$50 to the Veterans Services Office (VSO) for outreach expenses.

Action Requested:

Accept a \$50 donation from Richard Hopkins to the VSO for outreach expenses.

Financial Impact:

Donations help to increase outreach efforts by the VSO to ensure we are serving and reaching as many veterans as possible in Pine County.



AGENDA REQUEST FORM

Date of Meeting: September 6th, 2022



County Board

☒ Consent Agenda

☐ Regular Agenda

5 mins



10 mins



15 mins



Other



Personnel Committee



Other

Agenda Item: Donation from Minnesota Power Foundation

Department: Pine County Sheriff's Office

Department Head signature

Background information on Item:

The Pine County Sheriff's Office received a \$1,500 donation from the Minnesota Power Foundation for the Pine County Sheriff's Drone Program.

Action Requested:

The Pine County Sheriff's Office respectfully asks the County Board to acknowledge and accept the donation into the Drone Program Fund.

Financial Impact:

Donations to the drone fund offset program costs.



AGENDA REQUEST FORM

Date of Meeting: September 6th, 2022



County Board



Consent Agenda



Regular Agenda

5 mins.



10 mins.



15 mins.



Other



Personnel Committee



Other _____

Agenda Item: Walmart donation

Department: Pine County Sheriff's Office

Department Head signature

Background information on Item:

The Pine County Sheriff's Office received a \$3,000 donation from Walmart for the Pine County Sheriff's Drone Program.

Action Requested:

The Pine County Sheriff's Office respectfully asks the County Board to acknowledge and accept the donation into the Drone Program Fund.

Financial Impact:

Donations to the drone fund offset program costs.



AGENDA REQUEST FORM

Date of Meeting: September 6, 2022



County Board



Consent Agenda



Regular Agenda

5 mins.



10 mins.



15 mins.



Other



Personnel Committee



Other

Agenda Item: Donation for Pine County Sheriff's Office K9 Program

Department: Pine County Sheriff's Office

Department Head signature

Background information on Item:

The Pine County Sheriff's Office K9 Program received a donation of \$650 from the Pine County Fair Board.

Action Requested:

The Pine County Sheriff's Office respectfully asks the County Board to acknowledge and accept the donations into the Pine County Sheriff's Office K9 fund.

Financial Impact:

This donation will help offset expenditures for the K9 program.



AGENDA REQUEST FORM

Date of Meeting: September 6, 2022

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

Agenda Item: North Pine Transfer Station Skid Loader

Department: Solid Waste


Department/Head signature

Background information on Item:

With the completion of the HHW building at the North Pine Transfer Station, a skid steer is required to operate the site.

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

The department has borrowed a skid steer from highway to test the compaction and determined that it more than doubled the amount of solid waste that could be loaded into a dumpster.

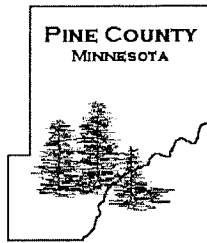
The intent is to purchase a used skid steer not to exceed \$25,000. This is an unbudgeted expense and thus requires county board approval.

Action Requested:

Authorize fleet services to purchase a used skid loader for the North Pine Transfer Station (Willow River) not to exceed \$25,000 using funds from the solid waste budget.

Financial Impact:

The Solid Waste budget through July is running \$22,000 better than budget and these funds, and any savings for the remainder of the year, will be available. It is estimated that there will be approximately \$5,500 in cost savings per year due to reduced transportation costs due to the compaction of the solid waste.



AGENDA REQUEST FORM

Date of Meeting: September 6th, 2022



County Board

☒ Consent Agenda

☐ Regular Agenda

5 mins

☐

10 mins

☐

15 mins

☐

Other

☐

Personnel Committee



Other _____

Agenda Item: New Hire

Department: Probation

Department Head signature

Background information on Item:

New Corrections Agent hired by Probation Department.

Action Requested:

Consider authorizing the hiring of the following:

A. Corrections Agent Shawnesy Smith, effective September 7th, 2022, Grade 10, \$26.65 per hour, contingent upon successful background check and urinalysis.

Financial Impact:

Probation has budgeted for this position and is within budget.



AGENDA REQUEST FORM

Date of Meeting: September 6th, 2022



County Board



Consent Agenda



Regular Agenda

5 mins

☐

10 mins

☐

15 mins

☐

Other

☐

Personnel Committee



Other

Agenda Item: Full-time Dispatcher Positions

Department: Pine County Sheriff's Office

Department Head signature

Background information on Item:

Tanya Kessler and Josh Gusk have accepted positions as Full-time Dispatchers.

Tanya Kessler's effective employment date will be September 7th, 2022 at \$21.77, Grade 7, Step 1.

Josh Gusk's effective employment date will be September 7th, 2022 at \$21.77, Grade 7, Step 1.

Action Requested:

The Pine County Sheriff's Office/Dispatch Center asks the County Board to approve Tanya Kessler and Josh Gusk for Full-time Dispatcher positions.

Financial Impact:

The positions are budgeted for 2022.



AGENDA REQUEST FORM

Date of Meeting: September 6, 2022

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

Agenda Item: Clerk III – Auditor's Office

Department: Auditor-Treasurer



Department Head signature

Background information on Item:

Interviews of five candidates for the part-time Clerk III position in the Auditor's office were conducted on August 15 & 17, 2022 by a panel of County Auditor-Treasurer, Kelly Schroeder, Chief Deputy Auditor-Treasurer Melissa Berg and Human Resources Generalist Jessica Blesener.

Action Requested:

Consider authorizing the hire of Emeri Hagfors for the part-time (22.5 hours/week) Clerk III position in the Auditor's office effective September 8, 2022, with an approved leave-of-absence September 14-30, 2022. This position is a Grade 4 in the AFSCME Courthouse Unit with a starting wage of \$18.24/hour (2022).

Financial Impact:

The position is within the 2022 budget and represents a cost savings in 2022 of \$24,223 with the prolonged vacancy and change from full-time to part-time.



AGENDA REQUEST FORM

Date of Meeting: September 6, 2022



County Board



Consent Agenda



Regular Agenda

5 mins.

☐

10 mins.

☐

15 mins.

☐

Other

☐

Personnel Committee



Other _____

Agenda Item: Highway Maintenance Worker

Department: Pine County Public Works

AW
Department Head signature

Background information on Item:

Authorize hiring of Andrew Beith, effective September 19, 2022, grade 6 Step 1 @ \$20.49/hour.
Hire is contingent upon a successful background test and preemployment screen.

Action Requested:

Approve New Hire

Financial Impact:

Budgeted



AGENDA REQUEST FORM

Date of Meeting: 09/06/2022



County Board



Consent Agenda



Regular Agenda

5 mins.

☐

10 mins.

☐

15 mins.

☐

Other

☐☐

Personnel Committee

☐

Other

Agenda Item: Approve attendance at conference

Department: HHS

Rebecca Foss

Department Head signature

Background information on Item:

Social Workers Heidi Burton, Ashley Gnat and Rona Duvall have requested to attend the St. Louis HHS Conference in Duluth from October 12 - 14.

Action Requested:

Authorize Social Workers Heidi Burton, Ashley Gnat and Rona Duvall to attend the St. Louis HHS Conference in Duluth from October 12 - 14.

Financial Impact:

Registration: \$75/person (\$225 total)

Meals: About \$96 for all

Travel: \$107.50

Total cost: \$428.50

There are funds in the HHS budget to cover the expenses associated with attendance at the conference.



AGENDA REQUEST FORM

Date of Meeting: 09/06/2022



County Board



Consent Agenda



Regular Agenda

5 mins.

☐

10 mins.

☐

15 mins.

☐

Other

☐

Personnel Committee



Other _____

Agenda Item: Approve attendance at training

Department: HHS

Rebecca Foss

Department Head signature

Background information on Item:

CPS Social Worker Brittney Hoglund has requested to attend Child First Forensic Interview Training in Duluth, MN from December 5 - 9. Brittney has received a \$1,000 scholarship to cover the expenses associated with registration for the training.

Action Requested:

Authorize CPS social worker Brittney Hoglund to attend Child First Forensic Interview Training in Duluth, MN from December 5 - 9.

Financial Impact:

Registration: \$1,000 (expenses covered via a scholarship)

Lodging and Meals: \$800

Travel/Mileage: \$85

Total county expenses: \$885

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



AGENDA REQUEST FORM

Date of Meeting: 09/06/2022



County Board



Consent Agenda



Regular Agenda

5 mins.

☐

10 mins.

☐

15 mins.

☐

Other

☐☐

Personnel Committee

☐

Other

Agenda Item: Approve attendance at conference

Department: HHS

Rebecca Foss

Department Head signature

Background information on Item:

Financial Worker Scarlet Oquist has requested to attend the Minnesota Financial Worker and Case Aide Association Conference from October 19 - 21 in Brainerd.

Action Requested:

Authorize Financial Worker Scarlet Oquist to attend the Minnesota Financial Worker and Case Aide Association Conference from October 19 - 21 in Brainerd.

Financial Impact:

Registration: \$375

Lodging- About \$462

County car will be taken

Total cost: About \$837

There are funds in the HHS budget to cover the expenses associated with attendance at the conference.



AGENDA REQUEST FORM

Date of Meeting: 9/6/2022

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

Agenda Item: Training for Jackie Koivisto, Human Resources Manager

Department: Administration



Department Head signature

Background information on Item:

Human Resources Manager Jackie Koivisto to attend the Minnesota Counties Human Resource Management Association Fall conference October 5-7, 2022, in Deerwood, Minnesota. Registration: \$175.

Action Requested:

Approval for Jackie Koivisto to attend the training on October 5-7, 2022.

Financial Impact:

Cost for the conference is \$175.00



AGENDA REQUEST FORM

Date of Meeting: _____

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

Agenda Item: _____

Department: _____



Department Head signature

Background information on Item:

Action Requested:

Financial Impact:



AGENDA REQUEST FORM

Date of Meeting: September 6, 2022



County Board

☐ Consent Agenda

☒ Regular Agenda

5 mins. ☐

10 mins. ☐

15 mins. ☐

Other ☐



Personnel Committee



Other _____

Agenda Item: Recognize PT Jail Matron, Heidi Pogones Retirement.

Department: Pine County Sheriff's Office - Jail


Department Head signature

Background information on Item:

Recognize Jail Matron, Heidi Pogones's retirement from the Pine County Sheriff's Office.

Pine County Jail Matron, Heidi Pogones has served the citizens of Pine County for over 34 years. During the entirety of those 34 years Heidi was on-call and could always be counted on to drop everything whenever needed. Most of the time Heidi was the second person escort on jail transports, but more importantly she could always be counted on to respond to the jail when needed for same gender searches, medical issues, etc. This position was invaluable and will be hard to replace.

Action Requested:

Recognize Heidi Pogones for over 34 years of service to Pine County.

Financial Impact:



AGENDA REQUEST FORM

Date of Meeting: September 6, 2022



County Board

☐ Consent Agenda

☒ Regular Agenda

5 mins. ☐

10 mins. ☐

15 mins. ☐

Other ☐



Personnel Committee



Other _____

Agenda Item:

Recognize Corrections Officer / Jail Transport Officer, Larry Pogones Retirement.

Department:

Pine County Sheriff's Office - Jail

Department Head signature

Background information on Item:

Recognize Corrections Officer and Jail Transport Officer, Larry Pogones's retirement from the Pine County Sheriff's Office.

Pine County Corrections Officer & Jail Transport Officer, Larry Pogones has served the citizens of Pine County for over 36 1/2 years. Larry's hardwork and dedication to the Sheriff's Office sets the bar high for everyone. His upbeat, can-do positive attitude will surely be missed.

Action Requested:

Recognize Larry Pogones for over 36 1/2 years of service to Pine County.

Financial Impact:

2023 Pine County Extension Proposed Budget				
Account Number	Account Description	2021	2022	2023
01-603-000-0000-6111	Extension Committee Per Diems	1,800	1,800	1,800
01-603-000-0000-6113	MG Coordinator	13,596	14,218	16,402
01-603-000-0000-6114	4-H Summer Intern	4,170	4,500	5,775
01-603-000-0000-6175	FICA	1,359	1,377	1,450
01-603-000-0000-6201	Telephone	500	500	500
01-603-000-0000-6202	Postage & Freight	3,500	3,500	3,500
01-603-000-0000-6241	Conference, Training, Registration, Dues	200	200	200
01-603-000-0000-6243	Printing, Marketing & Subscriptions	400	400	400
01-603-000-0000-6263	Professional & Tech Services	124,910	162,249	122,738
01-603-000-0000-6315	Repair & Maintenance	2,900	2,900	2,900
01-603-000-0000-6334	Travel Expenses - Mileage	1,800	1,800	1,800
01-603-000-0000-6401	Office Supplies	1,400	1,400	1,400
01-603-000-0000-6452	Reference Books & Materials	400	400	400
01-603-000-0000-6671	Technology	950	950	950
01-603-000-0000-6803	Program Expenses - Film, Dev & Video	2,600	2,600	2,600
Total	Total	160,485	198,794	162,815
Notes		Prof & Tech Services line includes: 1.0 4-H Educator \$78,861 0.50 FTE Ag Educator \$48,354 Fair Entry Software: \$300	Prof & Tech Services line includes: 1.0 FTE 4-H Educator \$76,949 0.75 FTE Ag Educator \$63,750 Fair Entry Software: \$300	Prof & Tech Services line includes: 1.0 4-H Educator \$78,861 0.50 FTE Ag Educator \$43,457 Fair Entry Software: \$300 Quickbooks subscription: \$300

Pine County Historical Society

PROPOSED BUDGET 2022-2023

INCOME:		Amount
County Appropriation	\$	30,000.00
Thrift Shop	\$	6,500.00
Sales Shop Net	\$	23,000.00
Desk & Memberships	\$	14,000.00
DONATION INCOME		
Cities and Townships	\$	4,500.00
Undesignated Funds	\$	10,000.00
Designated Funds	\$	40,000.00
Memorials/Honorariums	\$	1,700.00
Organizations	\$	20,000.00
Cafe income	\$	218,000.00
Rentals	\$	2,500.00
Events	\$	12,000.00
TOTAL INCOME:		\$ 382,200.00
EXPENSES:		Amount
Part Time Director	\$	15,000.00
Part Time Custodian	\$	3,000.00
Part Time Treasurer	\$	5,000.00
Accessions	\$	3,000.00
Maintenance [museum/café/antique shop, inspections]	\$	25,000.00
Training, [museum travel & tuition]	\$	750.00
Improvements	\$	31,000.00
Grounds Care (mow, weed, gas, trim)	\$	3,000.00
Snow Removal (Parking Lot and Sidewalks)	\$	3,000.00
Advertising	\$	4,000.00
Event Expenses	\$	6,000.00
Dues and Subscriptions	\$	500.00
Equipment Purchases	\$	10,000.00
Postage and Shipping	\$	1,500.00
Building Cleaning Supplies	\$	1,250.00
Office Supplies	\$	3,100.00
Printer/Copier Rental	\$	4,000.00
Cafe Food and Supplies	\$	94,000.00
Cafe - Salaries	\$	89,000.00
Cafe - Training and Licenses	\$	1,000.00
Cafe - Insurance (workman's comp)	\$	1,600.00
Insurance (director, building, treasurer's bond)	\$	7,500.00
Real Estate Taxes	\$	1,000.00
Withholding [taxes and fees]	\$	25,000.00
Accounting	\$	3,300.00
Bank Charges/Credit Card/Toast Fees	\$	4,000.00
UTILITIES		
Phone	\$	2,700.00
Electric	\$	20,000.00
Fuel	\$	12,000.00
Water/Sewer	\$	2,000.00
TOTAL EXPENSES:		\$ 382,200.00

Pine County Housing & Redevelopment / Economic Development Authority
Regular Meeting Minutes – July 27, 2022 1:00 PM
North Pine Government Center - 1602 Hwy 23 No., Sandstone, Minnesota

Members present: Henry Fischer, Leaha Jackson, Mary Kay Sloan, Steve Oswald, Traver Gahler

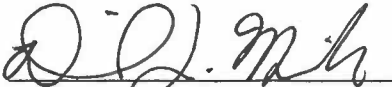
Members absent: None

Others present: HRA/EDA Executive Director/County Administrator David Minke, President of SMR Management, Inc. Joleen Pfau, County Commissioner Matt Ludwig, Economic Development Coordinator Lezlie Sauter

1. Chair Sloan called the meeting to order at 1:00 pm.
2. The pledge of allegiance was said.
3. No public comments were received.
4. *Motion by Gahler to approve the agenda with the addition of item 7.3 – Operating Cost Adjustment Factor worksheet, seconded by Fischer. Motion carried 5-0.*
5. *Motion by Fischer, seconded by Jackson to approve minutes of the June 22, 2022 board meeting. Motion carried 5-0.*
6. There was no correspondence.
7. Operational Reports (SMR Management)
 - 7.1 The management notes included in the packet from SMR Management was reviewed by the board members. HUD has approved the management and executive director changes, and the ownership. Units are fully occupied.
 - 7.2 The financial report from SMR Management was presented by SMR Management and reviewed by the board members.
 - *Motion by Fischer, seconded by Oswald to authorize Kelly Schroeder to move funds from CD's that mature in the operating fund into the investment account. Motion carried 5-0.*
 - *Motion by Gahler, seconded by Jackson to move the funds from Members Cooperative Credit union to the Investment Account. Motion carried 5-0.*
 - *Motion by Oswald, seconded by Gahler to approve the gutter proposal from Beaver Roofing for both the Finlayson and Sandstone manors. Motion carried 5-0.*
 - 7.3 The Operating Cost Adjustment (OCAF) Worksheet was presented by SMR Management indicating a 3.2% increase to rents. *Motion by Jackson, seconded by Oswald to approve the OCAF Worksheet as presented. Motion carried 5-0.*
8. 2nd Quarter Investment Report was included in the packet and reviewed by the board.
9. Lezlie Sauter gave a presentation on Short-Term Rentals.
10. Committee Reports
 - 10.1 Facility Management (Jackson, Gahler, Pfau)
 - 10.2 Board Policies (Sloan, Fischer, Minke) No report.
 - 10.3 Housing and Development Projects (Oswald, Fischer, Sauter) Sauter presented her development project update.
11. Member Reports / Updates
12. Adjourn *Motion to adjourn by Gahler, seconded by Jackson. Motion passed 5-0. Meeting adjourned at 2:26 pm.*

Next Regular Meeting, August 24, 2022 - 1:00 pm, North Pine Government Center, Sandstone, Minnesota.

ATTEST:



David J. Minke
Executive Director



Mary Kay Sloan
Board Chair