



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, August 15, 2023, 10:00 a.m.
North Pine Government Center
1602 Hwy. 23 No.
Sandstone, Minnesota

Notice of Participation via Interactive Technology

Pine County Commissioner Steve Hallan will be attending the Pine County Board of Commissioners Regular Meeting on Tuesday, August 15, 2023, at 10:00 a.m. via interactive technology, pursuant to Minnesota Statute 13D.02.

- **Commissioner Hallan will be seen and heard at the meeting via electronic means and will participate from 21007 St. Croix Road SE, Pine City, MN 55063, a location open and accessible to the public.**

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

- A) Call meeting to order
- B) Pledge of Allegiance
- C) Public Forum. Members of the public are invited to speak. After being recognized by the Chair, each speaker should state his/her name and limit comments to three (3) minutes.
- D) Adopt Agenda
- E) Approve Minutes
August 1, 2023 county board Minutes and Summary for publication
- F) Minutes of Boards, Reports and Correspondence
Pine City Annual Disclosure of Tax Increment Districts for the Year Ended December 31, 2022
Sandstone Annual Disclosure of Tax Increment Districts for the Year Ended December 31, 2022
Pine County Zoning Board Minutes – June 23, 2023
- G) Approve Consent Items

CONSENT AGENDA

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

1. **Review July, 2023 Cash Balance (attached)**

Fund	July 31, 2022	July 31, 2023	Increase/Decrease
General Fund	6,668,937	6,600,242	(68,695)
Health and Human Services Fund	2,780,567	3,900,505	1,119,938
Road and Bridge Fund	8,551,748	8,530,677	(21,071)
Opioid Settlement	0	222,900	222,900
COVID Relief	4,694,479	2,572,692	(2,121,787)
Land	2,109,314	1,970,954	(138,361)
Self Insurance	136,274	1,015,471	879,197
TOTAL (inc non-major funds)	28,540,623	29,160,995	620,372

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

Consider approval of the July 2023 disbursements including the individual listing of claims over \$2,000 and 508 claims under \$2,000 or not needing approval totaling \$713,099.77.

3. **Applications**

Consider approval of the following applications and authorize Board Chair and County Auditor-Treasurer to sign:

A. **On Sale, Off Sale & Sunday Liquor License**

Wild Horse Tavern – Kerrick Township

B. **Tobacco License**

Bruno Keep Rock, LLC – City of Askov (6335 Kobmagergade St, Askov)

4. **Septic Fix-Up Special Assessment**

Consider approval of Resolution 2023-42, extending a special assessment to Brandon Pankey, PID 28.0450.000, \$21,950, and Samantha Kubesh and Jacob Scherer, PID 43.0518.000, \$19,500. Authorize Board Chair and County Administrator to sign.

5. **Commissioner Claim Forms**

Review and consider approval of commissioners' expense claim forms.

6. **Contracts / Agreements**

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

A. Memorandum of Agreement Between Pine County through its Environmental Services Department and Carlton County through its Zoning and Environmental Services Department for Septic System Review and Design. This MOA will enable Pine County to contract advanced septic system review and permitting through Carlton County Environmental Services Department. Any contracted work will be billed by Carlton County at \$100 per hour and paid by the applicant.

7. **New Hires**

Consider approval of the hiring of the following:

A. Health & Human Services Office Support Specialists Lola Nisley and Roxanne Guthrie, effective August 21, 2023, \$17.98 per hour, Grade 2, Step 3.

B. Health & Human Services Eligibility Worker Amanda Houska, effective August 22, 2023, contingent upon successful background check, \$21.81 per hour, Grade 6, Step 2.

C. Highway Mechanic Dan Slade, effective August 21, 2023, contingent upon successful background check, \$22.16 per hour, Grade 7, Step 1.

8. **Training**

Consider approval for the following:

- A. Social Services Supervisor Patrick Meacham to attend the MN County Supervisors Conference, September 10-13, 2023, at Breezy Point. Registration: \$75, Lodging: \$630, Travel: \$150. Total Cost: \$855. Funds are available in the 2023 Health & Human Services budget.

REGULAR

1. **Personnel Committee Report (Minutes attached)**

The Personnel Committee met Monday, August 7, 2023 and made the following recommendations:

A. **Administration**

- i. Add Section 21.2.6 to the county policy manual to prohibit the use of all forms of cannabis at county facilities including office buildings and grounds, public works buildings and maintenance shops and grounds, recycling/solid waste sites and all similar county operated grounds and buildings.

Other items for information only.

2. **2024 Budget Discussion – Auditor/Treasurer Kelly Schroeder**

- A. County budget overview
B. Auditor/Treasurer department budget presentation

3. **Commissioner Updates**

Facilities Committee – CANCELLED
Labor Negotiations
County Government 201 training
Soil & Water Conservation District
Kettle River Policy Committee
Law Library
East Central Solid Waste Commission
East Central Regional Library
Other

4. **Other**

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

- A. Pine County Board of Commissioners, Tuesday, August 15, 2023, 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota
B. Mille Lacs Band of Ojibwe, Wednesday, August 16, 2023, 10:00 a.m. (virtual)
C. AMC Director's Meeting, Thursday-Friday, August 17-18, 2023
D. Health & Human Services Advisory Committee, Thursday, August 17, 2023, 10:00 a.m., Board Room, Courthouse, Pine City, Minnesota
E. Special Meeting-Committee of the Whole (Budget), Tuesday, August 22, 2023, 9:00 a.m., Board Room, Courthouse, Pine City, Minnesota
F. NLX, Wednesday, August 23, 2023, 10 a.m., Board Room, Courthouse, Pine City, Minnesota

- G. Housing Redevelopment Authority/Economic Development Authority (HRA/EDA), Wednesday, August 23, 2023, 1:00 p.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota
- H. Labor Negotiations (Deputies), Thursday, August 24, 2023, 9:00 a.m.
- I. Snake River Watershed Management Board & 1W1P, Monday, August 28, 2023, 9:00 a.m., Kanabec County Courthouse, 317 Maple Ave. E, Mora, Minnesota
- J. Snake River Policy Committee, Monday, August 28, 2023, 9:30 a.m., Kanabec County Courthouse, 317 Maple Ave. E, Mora, Minnesota
- K. Special Meeting-Committee of the Whole (Budget), Tuesday, August 29, 2023, 9:00 a.m., Board Room, Courthouse, Pine City, Minnesota
- L. Health Insurance Committee, Wednesday, August 30, 2023, 1:00 p.m., Board Room, Courthouse, Pine City, Minnesota
- M. Pine County Board of Commissioners, Tuesday, September 5, 2023, 10:00 a.m., Board Room, Courthouse, Pine City, Minnesota

6. Adjourn

**MINUTES
OF THE
PINE COUNTY BOARD MEETING
Regular Meeting**

**Tuesday, August 1, 2023 - 10:00 a.m.
Pine County Courthouse
635 Northridge Drive NW, Pine City, Minnesota**

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

Present were Commissioners Josh Mohr, Terry Lovgren, and Matt Ludwig. Also present was County Administrator David Minke. Commissioner JJ Waldhalm was absent (excused).

The meeting was live streamed on YouTube.

The Pledge of Allegiance was said.

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

County Administrator Minke requested the following additions to the consent agenda:

Addition

1. Consent Agenda Item 3.1: Personnel / Promotion

Consider approval of the lateral transfer of Angela Boelman to the vacant case aide position in the Aging and Disabilities unit in Health & Human Services, effective August 2, 2023. Hourly wage will remain unchanged.

2. First Regular Agenda Item: Recognition of County Surveyor and County Surveyor Week

Recognition of County Surveyor Robin Mathews and July 31, 2023-August 4, 2023 as County Surveyor Week.

3. Regular Agenda Item 9.1: Labor Negotiations

This portion of the meeting may be closed pursuant to M.S. §13D.03 to consider strategy for labor negotiations, including negotiation strategies and development, discussion, and review of labor negotiation proposals pursuant to Minnesota Statutes §179A.01 to §179A.25.

Revision

1. Upcoming Meetings: 9C: August 2, 2023 Facilities Committee meeting CANCELLED

Additional Information

1. Osprey Wilds additional information: Outdoor School for All brochure and Bill

Motion by Commissioner Ludwig to adopt the amended Agenda. Second by Commissioner Lovgren. Motion carried 4-0.

Motion by Commissioner Mohr to approve the July 18, 2023 regular county board meeting and Summary for publication. Second by Commissioner Lovgren. Motion carried 4-0.

Minutes of Boards, Committees and Correspondence

Pine County Surveyor's Monthly Report – July, 2023

Chemical Health Coalition Minutes – July, 2023

Motion by Commissioner Lovgren to acknowledge the Minutes of Boards, Committees and Correspondence. Second by Commissioner Mohr. Motion carried 4-0.

Motion by Commissioner Ludwig to approve the amended Consent Agenda. Second by Commissioner Mohr. Motion carried 4-0.

CONSENT AGENDA

1. Liquor Applications

Acknowledge the following applications and authorize Board Chair and County Auditor-Treasurer to sign the licenses (all licenses pending approval from the respective townships, county sheriff, county attorney, and State of Minnesota):

A. On Sale, Off Sale & Sunday Liquor Licenses

Badland's Entertainment LLC (DBA Maverick's) – Chengwatana Township
Bear Creek Tavern – Arlone Township
Countryside Campground – Sandstone Township
Doc's Sports Bar & Grill – Windemere Township
Floppie Crappie Lakeside Pub – Pokegama Township
Nemadji Enterprises (DBA Nickerson Bar & Motel) – Nickerson Township
Lake Appeil – Pokegama Township
Wings North – Pokegama Township

B. On Sale & Sunday Liquor Licenses

Moose Lake Golf Club – Windemere Township
Pine City Country Club – Pine City Township
Rocking K Lazy E (DBA Banning Junction Lounge) – Finlayson Township

C. Off Sale & Sunday Liquor Licenses

Beroun Crossing Country Store – Pokegama Township
Red's Liquor Box – Pokegama Township
Rocking K Lazy E (DBA Banning Junction Off Sale) – Finlayson Township

2. Donations

Accept the following donation:

- A. \$200 donation from New Horizons Thrift Store for the Operation Community Connect event

3. Contracts / Agreements / Grants

Approve the following:

- A. 2022 State of Minnesota Emergency Performance Grant and 2022 Emergency Management Performance Grant–American Rescue Plan Act and approve Resolution 2023-39 authorizing Pine County Deputy Director of Emergency Management Denise Anderson to sign the grant agreements. Authorize Board Chair and County Administrator to sign the resolution.

3.1 Consent Agenda Item 3.1: Personnel / Promotion

Approve the lateral transfer of Angela Boelman to the vacant case aide position in the Aging and Disabilities unit in Health & Human Services, effective August 2, 2023. Hourly wage will remain unchanged.

4. New Hire

Approve the hiring of:

- A. Full-time Corrections Officer Kurt Olson, effective August 2, 2023, \$26.00 per hour, Grade 7, Step 3

- B. Full-time Corrections Officer Chantal Schumacher, effective August 2, 2023, \$25.05 per hour, Grade 7, Step 2
- C. Full-time Corrections Officer Zachary Yerke, effective August 2, 2023, \$24.11 per hour, Grade 7, Step 1
- D. Part-time Corrections Officer Jackson Workman, effective August 2, 2023, \$25.05, Grade 7, Step 2.
- E. Part-time Corrections Officer Kailyn Bethke, effective August 2, 2023, \$24.11 per hour, Grade 7, Step 1
- F. Part-time Corrections Officer Henry Randa, effective August 2, 2023, \$24.11 per hour, Grade 7, Step 1
- G. Full-time Deputy Ellena Sundet, effective on or before October 1, 2023, at \$27.19, Grade 10, Step 1, contingent upon successful completion of license test

5. **Training**

Approve the following:

- 1. Human Resources Manager Jackie Koivisto to virtually attend the 2023 Minnesota Public Employer Labor Relations Association (MPELRA) Summer Conference, August 9-11, 2023. Registration: \$150

REGULAR AGENDA

0. **Recognition of County Surveyor and County Surveyor Week**

The board thanked Pine County Surveyor Robin Mathews for his hard work and dedication. County Engineer Mark LeBrun commented on the benefit of having a land surveyor on staff. The week of July 31, 2023-August 4, 2023 has been proclaimed County Surveyors Week within the State of Minnesota.

1. **Osprey Wilds Presentation**

Executive Director Bryan Wood stated Osprey Wilds Environmental Learning Center is one of five outdoor school providers within the state of Minnesota and requested support for the Outdoor School for All Minnesota program. Osprey Wilds is advocating for the establishment of a statewide grant program to support immersive, multiday, accredited overnight outdoor education program experiences for students in grades 4 to 8 to ensure that all Minnesota students have a chance to benefit from outdoor education. The annual cost is estimated at \$25 million.

Motion by Commissioner Mohr to draft a letter and adopt resolution 2023-41 in support of the proposed Outdoor School for all Minnesota legislation. Second by Commissioner Lovgren. Motion carried 4-0.

2. **Land Advisory Committee Report**

Commissioner Lovgren stated the Land Advisory Committee met on July 24, 2023. The Land Advisory Committee made the following recommendations:

- A. Approve the public land sale terms and conditions and parcel listing, the adjoining landowner terms and conditions and parcel listing, and the township conveyance requests. Approve the following Resolutions and authorize Board Chair and County Administrator to sign:
 - i. Resolution 2023-35: 2023 Pine County Tax-Forfeit Land Auction Sale Terms and Conditions.
 - ii. Resolution 2023-36: Resolution for Tax-Forfeit Land Auction Limited to Adjoining Property Owners.

- iii. Resolution 2023-37: Arna Township Conveyance.
- iv. Resolution 2023-38: Pokegama Township Conveyance.
- B. Authorize the demolition of the Henriette Gas Station at a cost of up to \$20,000 and to continue to solicit interest in a sale or partnership on the Finlayson Creamery and not demolish at this point.

Motion by Commissioner Ludwig to approve the recommendations of the Land Advisory Committee and authorize Board Chair and County Administrator to sign the following:

Resolution 2023-35: 2023 Pine County Tax-Forfeit Land Auction Sale Terms and Conditions;

Resolution 2023-36: Resolution for Tax-Forfeit Land Auction Limited to Adjoining Property Owners;

Resolution 2023-37: Arna Township Conveyance;

Resolution 2023-38: Pokegama Township Conveyance;

and authorize the demolition of the Henriette gas station at a cost of up to \$20,000. Second by Commissioner Lovgren. Motion carried 4-0.

3. Cannabis Update – Public Use Ordinance

County Administrator David Minke reviewed that at the July 18, 2023 county board meeting, County Attorney Reese Frederickson gave an update on the new cannabis law and provided options available to local governments to limit the use of cannabis in public places. Cities would need to adopt an ordinance to limit use within their jurisdiction. Also discussed was policy changes for cannabis use on county facilities and properties.

Motion by Commissioner Lovgren to set a public hearing for September 5, 2023 at 10:00 a.m. at the Pine County Courthouse, Pine City, to consider an ordinance regulating the use of cannabis and cannabis-derived products in public places. Second by Commissioner Mohr. Motion carried 4-0.

It was the consensus of the board that the Personnel Committee review and recommend possible policy changes for limiting use of cannabis at the courthouse or North Pine Government Center.

It was the consensus of the board that the Land Committee review and recommend possible ordinance changes for use of cannabis on county memorial forest.

4. Joint Powers Agreement for the Implementation of the Snake River Comprehensive Watershed Management Plan

Commissioner Lovgren stated the Snake River Watershed Management Policy Committee voted 5-3 to recommend the proposed Joint Powers Agreement for implementation of the 1W1P be sent to the eight partners for consideration, with Aitkin County, Kanabec County and Mille Lacs County opposing.

Motion by Commissioner Lovgren to approve of the Joint Powers Agreement (JPA) for the Implementation of the Snake River Comprehensive Watershed Management Plan (1W1P) and authorize the board chair and county administrator to sign the JPA. Second by Commissioner Mohr. Motion carried 4-0.

5. Presentation of Employee Survey Results

County Administrator David Minke reviewed the employee survey results.

6. Summary of Conclusions of County Administrator Performance Evaluation

The annual performance review of County Administrator David Minke took place during closed session during the July 18, 2023 county board meeting. Minnesota statute 13D.05, Subd 3(a) states that at the next open meeting, the county board is to summarize its conclusions

regarding the evaluation. Chair Hallan stated that County Administrator Minke has received an excellent rating by the county board.

7. Commissioner Updates

Mille Lacs Band of Ojibwe meeting: Commissioner Lovgren stated the casino will not allow the use, or growing of cannabis on tribal grounds.

Snake River Watershed Management Board: Discussed at Regular Agenda #4 above.

Snake River Policy Committee-1W1P: Discussed at Regular Agenda #4 above.

Land Advisory Committee: Discussed at Regular Agenda #2 above.

Lower St. Croix Watershed Partnership: Chair Hallan stated this is a large group that works well together, focusing on making the Lower St. Croix watershed better. An event will be held at the Hinze Farm in Pine City on September 17, 2023, demonstrating some of the projects that have been implemented there as a direct result of the Lower St. Croix Watershed Partnership.

Technology Committee: Cancelled

NLX: Cancelled

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

Commissioner Ludwig stated it was a standard meeting. Security cameras were discussed.

The potential purchase of North Court apartments was discussed; a purchase agreement has been sent to Accord for their review; this can be sold in 2024.

Schools-County-PTCC meeting: HHS Director Becky Foss gave a presentation on Family Recourse Center. Pine Technical and Community College Present Joe Mulford gave a programs and student housing update.

Other:

Commissioner Ludwig attended a meeting regarding the ongoing high-water level concerns on Sturgeon Lake. Houston Engineering gave a presentation and options to lower the water level.

8. Other

Chair Hallan stated that the House Appropriations Committee has selected Bridge 58510 replacement on CSAH 61 over the Snake River for inclusion in the House Appropriations Reported Bill Language.

Chair Hallan called for a recess at 11:46 a.m.

Meeting reconvened at 11:50 a.m.

9. Closed Meeting – Labor Negotiation

Motion by Commissioner Ludwig to close the meeting in accordance with Minnesota Statutes 13D.03 to consider strategy for labor negotiations, including negotiation strategies and development, discussion, and review of labor negotiation proposals, pursuant to Minnesota Statute 179A.01 to 179A.25. Second by Commissioner Lovgren. Motion carried 4-0.

The meeting closed at 11:50 a.m. Present in the meeting room were Commissioners Hallan, Mohr, Lovgren, and Ludwig. Also present were County Administrator David Minke, Human Resources Manager Jackie Koivisto, and IT Manager Ryan Findell.

Motion by Commissioner Lovgren to open the closed meeting. Second by Commissioner Mohr. Motion carried 4-0.

The open session reconvened at 12:25 p.m.

10. Adjourn

With no further business, Chair Hallan adjourned the meeting at 12:26 p.m. The next regular meeting of the county board is scheduled for Tuesday, August 15, 2023 at 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota.

Stephen M. Hallan, Chair
Pine County Board of Commissions

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

**SUMMARY
OF
MINUTES
OF THE
PINE COUNTY BOARD MEETING
Regular Meeting
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Pine County Courthouse
635 Northridge Drive NW, Pine City, Minnesota**

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

Present were Commissioners Josh Mohr, Terry Lovgren, and Matt Ludwig. Also present was County Administrator David Minke. Commissioner JJ Waldhalm was absent (excused).

The meeting was live streamed on YouTube.

The Pledge of Allegiance was said.

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

Motion by Commissioner Ludwig to adopt the amended Agenda. Second by Commissioner Lovgren. Motion carried 4-0.

Motion by Commissioner Mohr to approve the July 18, 2023 regular county board meeting and Summary for publication. Second by Commissioner Lovgren. Motion carried 4-0.

Motion by Commissioner Lovgren to acknowledge the Minutes of Boards, Committees and Correspondence. Second by Commissioner Mohr. Motion carried 4-0.

Motion by Commissioner Ludwig to approve the amended Consent Agenda. Second by Commissioner Mohr. Motion carried 4-0.

Acknowledge the following applications:

A. On Sale, Off Sale & Sunday Liquor Licenses

Badland's Entertainment LLC (DBA Maverick's) – Chengwatana Township
Bear Creek Tavern – Arlone Township
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Accept a \$200 donation from New Horizons Thrift Store for the Operation Community Connect event.

Approve the 2022 State of Minnesota Emergency Performance Grant and 2022 Emergency Management Performance Grant–American Rescue Plan Act and approve Resolution 2023-39 authorizing Pine County Deputy Director of Emergency Management Denise Anderson to sign the grant agreements.

Approve the lateral transfer of Angela Boelman to the vacant case aide position in the Aging and Disabilities unit in Health & Human Services, effective August 2, 2023. Hourly wage will remain unchanged.

Approve the hiring of:

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and authorize the demolition of the Henriette gas station at a cost of up to \$20,000. Second by Commissioner Lovgren. Motion carried 4-0.

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It was the consensus of the board that the Personnel Committee review and recommend possible policy changes for limiting use of cannabis at the courthouse or North Pine Government Center.

It was the consensus of the board that the Land Committee review and recommend possible ordinance changes for use of cannabis on county memorial forest.

Motion by Commissioner Lovgren to approve of the Joint Powers Agreement (JPA) for the Implementation of the Snake River Comprehensive Watershed Management Plan (1W1P). Second by Commissioner Mohr. Motion carried 4-0.

The annual performance review of County Administrator David Minke took place during closed session during the July 18, 2023 county board meeting. Minnesota statute 13D.05, Subd 3(a) states that at the next open meeting, the county board is to summarize its conclusions regarding the evaluation. Chair Hallan stated that County Administrator Minke has received an excellent rating by the county board.

Chair Hallan called for a recess at 11:46 a.m.

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Closed Meeting – Labor Negotiation

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Stephen M. Hallan, Chair
Pine County 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.

Pine City

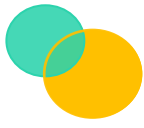
Annual Disclosure of Tax Increment Districts for the Year Ended December 31, 2022

TIF District Name:	TIF District 1-11 [Golden Horizons]	TIF District 1-12 [Bottlecap Condos]	TIF District 1-13 [Pine City Senior Living]
Current net tax capacity	29,023	16,281	2,679
Original net tax capacity	373	2,234	2,678
Captured net tax capacity	28,650	14,047	1
Principal and interest payments due during current year	20,850	0	0
Tax increment received	31,066	608	0
Tax increment expended	22,195	15,781	0
Month and year of first tax increment receipt	July 2005	July 2005	June 2022
Date of required decertification	12/31/2030	12/31/2030	12/31/2047

TIF District Name:	TIF District 1-14 [Hilltop Cottages]	TIF District 2-1 [Northridge Apartments (DMC)]
Current net tax capacity	5,666	17,515
Original net tax capacity	1,269	883
Captured net tax capacity	4,397	16,632
Principal and interest payments due during current year	12,073	16,380
Tax increment received	6,185	17,347
Tax increment expended	2,783	9,888
Month and year of first tax increment receipt	June 2022	July 2006
Date of required decertification	12/31/2047	12/31/2031

Additional information regarding each district may be obtained from:

Scott Hildebrand, City Administrator
 1015 Hillside Ave SW #2 Pine City, MN 55063
 (320) 629-2575
administrator@pinecitygov.com



DDA

David Drown Associates, Inc.
Public Finance Advisors

Minneapolis Office:
5029 Upton Avenue South
Minneapolis, MN 55410-2244
(612)920-3320 xtn 107 | fax (612) 605-2375
www.daviddrown.com

July 22, 2023

Pine County Board of Commissioners
Pine County Courthouse
635 Northridge Dr. NW
Pine City, MN 55063

RE: City of Sandstone
2022 TIF Disclosure

Dear County Commissioners:

Enclosed please find a copy of Sandstone's TIF Annual Disclosure Report as it pertains to their 2022 TIF Report. Please direct any questions or concerns to this office.

On behalf of the City,

Sonya Bubany
David Drown Associates, Inc.
sonya@daviddrown.com

ANNUAL DISCLOSURE REPORT
CITY OF SANDSTONE, MINNESOTA

Annual Disclosure of Tax Increment Districts for the Year Ended December 31, 2022

Name of TIF District:	TIF 1 - 4
Current net tax capacity	25,024
Original net tax capacity	538
Captured net tax capacity	24,486
Principal and interest payment due in 2023	39,476
Tax increment received in 2022	42,716
Tax increment expended in 2022	40,436
First tax increment receipt	June, 2018
Date of required decertification	Dec. 31, 2043
Increased property taxes to be paid from outside the district if fiscal disparities Option A applies	0

Additional information regarding each district may be obtained from:

Kathy George
City of Sandstone
119 4th Street
Sandstone, MN 55072
Phone: 320-245-5241
administrator@sandstonemn.com



MINUTES
PINE COUNTY ZONING BOARD
June 22, 2023, 6:00 p.m.
North Pine Government Center
1610 Hwy 23 N Sandstone, MN

Members Present: Dirk Nelson, Patrick Schifferdecker Nancy Rys, Les Orvis, Susan Grill
Members Absent: Skip Thomson, Ryan Clark, Matt Ludwig (ex-officio)
Staff Present: Caleb Anderson, Land & Resources Manager; Erin Hoxsie, Office Support Specialist
Others Present: Robert Newell Jr, Joel Spalding, Matthew Merrick, Ryan Reisdorfer, Luke and Leslie Heggie, Brian Lally (Zoom), Kelly Gribauval (Zoom), Eric Langworthy (Zoom), Abbey Mickaili (Zoom), two unidentified Zoom participants

CALL TO ORDER

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

APPROVAL OF AGENDA

Motion by Schifferdecker to approve the agenda. Second by Rys. Motion carried, 5-0.

APPROVAL OF MINUTES- MAY 25, 2023 MONTHLY ZONING MEETING

Motion by Grill to approve the minutes of the May 25, 2023 monthly zoning meeting. Second by Schifferdecker. Motion carried, 5-0.

NEWELL CUP/IUP REQUEST: 28098 Wilderness Retreat, Pine City (PID: 08.5052.000)

The applicants have requested a conditional/interim use permit to operate a vacation rental, consistent with Section 4.4.3 of the Pine County Shoreland Management Ordinance.

Anderson walked through the details provided in the staff report. He presented recommended findings and conditions based on previously issued vacation rental interim-use permits. One cause for concern is the dwelling on the property is in the Floodway District, which makes the dwelling legally nonconforming. Grill asked if the DNR provided any input related to this request with any flood concerns. Anderson stated they were notified twice but did not comment.

Robert Newell Jr (applicant) stated this project has been in the works for over a year, waiting for Chengwatana Township to lift their moratorium on land use permits in the Shoreland area. He operates a vacation rental in Minneapolis and has a 5-star rating on AirBnB. He owns the property directly next to 28098 Wilderness Retreat and lives there seasonally, more frequently than just the weekends. The cabin is elevated about 5 feet and did not flood during the most recent flooding. Anderson noted the most recent flooding was approximately a 10-year flood event.

Schifferdecker asked if the dwelling was elevated to the Regulatory Flood Protection Elevation (RFPE). Anderson stated it is unknown because there has not been a survey. Grill asked if the Minnesota Department of Health (MDH) has expressed any concerns about water contamination and flooding. Newell stated that the MDH has inspected the property prior to issuing a hotel/motel license and did not note any problems. The well serves 14 cabins, so safe drinking water is a high priority.

Chair Orvis opened the public hearing at 6:12pm. Luke Hegge spoke to his belief that vacation rentals in the area are a good thing for the economy and a good resource for vacationers who want to visit the area, but there are limited lodging options. Matthew Merrick from the Chengwatana Town Board said the board does not have a problem with vacation rentals as long as they are issued as interim use permits and expire upon conveyance of the land, rather than conditional use permits. Public hearing closed at 6:14pm.

Grill asked if there was adequate water supply from the well to support a vacation rental. Newell said yes. Nelson asked about the parking situation on the property. Newell stated there is a large driveway with a parking area for about 4 cars.

The board began discussion regarding the recommended findings presented by Anderson. The board was concerned about guests being unaware of the flood risks. Anderson asked about Newell's flood plan and how he would keep guests safe and aware. He suggested a QR code in the rental binder on-site that links to the river gauge website, so guests can monitor the river level. Newell stated he plans to block out highest flood-risk times (spring) and put a disclaimer in the listing stating reservations may be cancelled due to high flood risk. He will also put a flood evacuation plan in the on-site binder, as well as a link to the river gauge website.

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

- 1.) The applicant has demonstrated they will maintain safe and healthful conditions, provided that occupancy has limitations and that the risk of flooding is planned for.
- 2.) The project does not pose an increased risk of water pollution or sedimentation.
- 3.) The use does pose a risk due to floodplains and floodways of rivers and streams. Because the dwelling is within the mapped Floodway District, it is the highest risk area of the floodplain for flooding. Under proper management and county-imposed permit conditions, the flood risk of this structure can be mitigated.
- 4.) The site does not pose a risk to erosion potential of the site.
- 5.) The location of the site is acceptable with respect to existing or future access roads. The volume of traffic shouldn't be any different than if the property was owner occupied.
- 6.) A shoreland location is needed because of the desire to rent a property on the riverfront.
- 7.) The visibility of the structures as viewed from the public water is limited due to existing tree coverage on the lot.
- 8.) The site plan is adequate for water supply and on-site sewage treatment. The existing holding tank was certified as compliant in 2021 and is therefore still valid.
- 9.) The types and number of watercraft are suitable for the public water. No motorized boats are expected on this riverfront property.
- 10.) The proposed use is compatible with the uses on adjacent lands, which is single family residential.
- 11.) The proposed disposal system is adequate for the liquid waste to be generated.
- 12.) The project is a domestic use, which will not inherently be a pollution source.
- 13.) The proposed use will not be detrimental to the use and enjoyment or property values of other properties within 500' of the subject property, under appropriate conditions.
- 14.) The existing topographic and drainage features and vegetative cover are adequate.
- 15.) The site plan provides adequate off-street parking.

Motion by Schifferdecker to approve an interim use permit to use an existing seasonal recreational dwelling as a vacation rental by owner as proposed, with the following conditions:

1. Quiet hours from 11pm-7am.
2. Owner must maintain a local property manager or be available for guests and complaints.
3. Occupancy limited to 4 people.
4. A license from the MDH must be obtained before operating.
5. No on-street parking.
6. Limit of 3 ATVs/snowmobiles may launch from property.
7. Guests may not use tents, campers, or similar devices on the property.
8. The interim use permit shall expire upon conveyance of the property.
9. All guest pets must be leashed or otherwise contained.
10. Owner must submit a guest evacuation and flood contingency plan, approvable by Pine County staff, prior to occupancy.
11. No motorized boats

Second by Nelson. Motion carried, 5-0.

HEGGE CUP/IUP REQUEST: 17414 Cross Lake Rd, Pine City (PID: 08.5397.000)
The applicants have requested a conditional/interim use permit to operate an event center, consistent with Section 4.4.3 of the Pine County Shoreland Management Ordinance.

Anderson walked through the details provided in the staff report. Luke Hegge (applicant) provided extra detail on the site plan since it was originally submitted, which was presented to the board. It was clarified that the lot lines of the parcel will be moved, and the platted parcels (platted by Mr. Hegge) to the northwest have a covenant stating no event venues may be permitted on those parcels, and that the purchasers are aware of the plan to have a wedding venue and support the idea.

Hegge spoke to the preservation work which has been completed on the old homestead. They plan to renovate the barn, if possible, otherwise they would rebuild the barn to the same or similar specs. Currently the house has 6 bedrooms and 4 baths, the garage has a bathroom on the bottom level and full living quarters above. They plan to make this space available to wedding parties as a place to sleep and get ready. The garage and house are connected to city sewer, the well has a large capacity, at 20 gallons/minute. A grinder pump has been installed between the barn and the sewer line so the barn bathrooms can be hooked up to the sewer once renovations are completed. Chair Orvis asked about the outlot on the lake side of the road and whether that would be included in the venue. Hegge stated they would allow the wedding party to take photos by the lake, but there will be no buildings or wedding festivities allowed by the lake. Hegge stated they plan to live in the restored house while the venue is being set up and built out but will build a house across the road where they will live full-time once the project is complete. Nelson brought up whether this would be permitted as an interim-use or conditional-use permit. Hegge stated that they would not want to invest in this project if they will not be able to sell it as a business. Anderson commented that a CUP would also protect the business from any future ordinance changes.

Chair Orvis opened the public hearing at 6:59pm. Susan Lightner submitted a letter which was read aloud. She stated she is opposed to the event center because of heavy traffic, late night

traffic, and drinking. She feels Mr. Hegge has been unclear about their plans and she feels that this shows to a lack of honesty about their intentions.

Matthew Merrick from the Chengwatana Town Board spoke in opposition to issuing a permit for this project. Merrick stated Chengwatana is in the process of drafting their own ordinance, and this project would not be permissible under their draft ordinance. Currently Chengwatana has a moratorium on land use permits that don't align with their draft ordinance. The creation of event centers on properties that do not already have an operating business (i.e., apple orchards or vineyards) will not be an allowed use under their ordinance. Hegge responded by asking "if not here, where?" His property is close to the city, has city sewer, and has highway access. He also stated the township has made it clear at their town board meetings that they are against economic development in Chengwatana.

Ryan Reisdorfer asked how traffic related issues would be dealt with. The Munger Trail has plans to extend the trail through land to the north of the proposed project area which will also increase traffic on Cross Lake Rd. Chair Orvis stated he understands the concerns about an increase in traffic. In other locations around the state, he has seen similar venues use extensive signage to alert people to the increase in traffic.

Rys asked how alcohol would be handled during events. Hegge said that they are unsure about insurance requirements, but that they would like to have events be over by 11PM. The State of Minnesota requires security to be present when serving alcohol at an event.

Kelly Gribauval spoke over Zoom regarding concerns over alcohol and the effects of traffic.

Chair Orvis closed the public hearing at 7:13pm

Hegge stated the Chengwatana Township moratorium was lifted on the shoreland district. Anderson checked the township resolution and verified that the moratorium in shoreland areas was in fact lifted and no longer applicable to this project.

Nelson asked how many guests they were planning for. Hegge stated it will be no more than 300 people as extra rules and fire suppression systems are required from the state to venues that can hold over 300 people. Currently their parking plan is for 150 cars, which would equal about 300 people. Their well can support a fire suppression system if needed. Grill asked if the parking lot would be paved. Hegge replied that the plan is for it to be paved with lighting, the lot will be approximately 1 acre. Rys expressed concern regarding how the extra traffic would affect agricultural transportation. Cross Lake Rd is a major thoroughfare for residents and farmers. Chair Orvis pointed out that weddings would only take up a 5-hour window on weekends that would affect traffic but agreed it would be an impediment. Grill asked how frequently they would like to hold events, Hegge responded as frequently as possible. Anderson noted that the closest house is ¼ mile away, so there is less need for limiting the frequency of events than past wedding venue applications, which had homes in closer proximity.

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

- 1.) The applicant adequately demonstrates they will maintain safe and healthful conditions. The property is on city sewer.
- 2.) The project does not pose an increased risk of water pollution or sedimentation, provided the applicant will submit a county approved stormwater management plan.

- 3.) The existing topographic and drainage features and vegetative cover on the site are adequate. The property is well screened and the barn cannot be seen from the lake. The applicant will submit a county approved site plan with drainage plan.
- 4.) The use does not pose a risk due to floodplains and floodways of rivers and streams. The project is outside of the mapped 100-year floodplain.
- 5.) The site does not pose a risk to erosion potential of the site.
- 6.) It is unknown if the location of the site is acceptable with respect to existing or future access roads. The County should see if any traffic studies have been done on the area and talk to the County highway engineer about the plan.
- 7.) A shoreland location is needed because of the desire to get married near the lake.
- 8.) The visibility of the structures as viewed from the public water is limited due to this being a non-riparian lot with the event venue approximately 500' from the ordinary high water level (OHWL). If the barn is to be rebuilt, it would be to the same or similar specifications.
- 9.) The site plan is adequate for water supply and on-site sewage treatment because the property is connected to public sewer.
- 10.) The types and number of watercraft are suitable for the public water. No watercraft launching or mooring has been proposed as part of this project.
- 11.) The proposed use is not compatible with the uses on adjacent lands. Adjacent lands are residential while this is a commercial use.
- 12.) The proposed disposal system is adequate for the liquid waste to be generated.
- 13.) The project is a domestic use, which will not inherently be a pollution source.
- 14.) The proposed use will not be detrimental to the use and enjoyment or property values of other properties within 500' of the subject property, under appropriate conditions.
- 15.) The existing topographic and drainage features and vegetative cover on the site are adequate.
- 16.) The site plan provides adequate off-street parking.

The Board also discussed the following additional conditions.

- 1.) No structures on lake side outlot.**
- 2.) Maximum 10 acres lot size for commercial uses.**

Motion by Orvis to table the CUP request until additional information about traffic impacts can be provided at the July 27, 2023 meeting.

Second by Schifferdecker. Motion carried, 5-0.

LALLY VARIANCE REQUEST: 80008 River Run Rd, Willow River (PID: 17.5125.000)

The applicants have requested a variance from Section 502 of the Kettle River Wild and Scenic Ordinance to build a gazebo that is 60' from the ordinary high water level (OHWL). The required setback is 150' from the OHWL.

Anderson walked through the details provided in the staff report. The Lallys were granted a permit to build stairs to the river and a patio slab. These are allowed within the structure setback as they are not defined as "structures" in the ordinance. Because of the way the floodplain is mapped in the area, the 150' building setback is in the floodplain, while their proposed building site is not.

Brian Lally (applicant) spoke over Zoom about their intended plan. They chose a natural-colored

gazebo to help it blend in with the surrounding areas. The structure cannot be seen from upriver due to the steep bank and existing vegetative screening, however it can be seen from downriver. They are willing to work with the County to screen the gazebo more from the downriver side. The location is the most practical because it is a flat spot reasonably close to the river for the family to spend time while at their property. There is no house on the property, but they do intend to build at some point.

Grill stated she is a resident of River Run and Don Otwell (the Kettle River Township zoning administrator) is her husband. She will not be abstaining from voting because she has no economic interest in the project. She stated that building within the structure setback goes against the covenant placed on the platted parcels, as well as the Kettle River Wild and Scenic Ordinance. Grill asked if the DNR had provided any comments regarding this variance. Anderson stated they had not.

Chair Orvis opened the public hearing at 8:15pm. Two letters were submitted in opposition of the variance. They were not read aloud but contain the following information: A letter from Don Otwell states the Lallys performed illegal tree clearing that was not permitted by the County or DNR. He also noted the variance goes against the covenant of the River Run subdivision. The other letter from Dennis and Jolene Eichorn stated they own the property next door to the subject property who also mentioned their concern over the clear cutting and the restrictive covenant being disregarded. Chair Orvis closed the public hearing at 8:15pm

Nelson spoke to the letter submitted by Otwell. Lally disputed that they did any illegal tree cutting. He stated they spoke to Otwell many times about their plans, and he never raised any concerns. Nelson stated this variance is a DNR, County, and plat covenant issue, and with so many players, maybe the board shouldn't be the deciding factor. Anderson stated that the County is the permitting authority. The DNR has language which the County follows though the DNR does not issue permits. They did not offer comment on this project. Anderson added that the Ordinance does not authorize nor require the County to enforce residential covenants. Grill noted that Section 403.01 of the Kettle River Wild and Scenic Ordinance states "It is not intended by this ordinance to repeal, abrogate or impair any existing easement, covenants, deed restrictions, or land use controls. Where this ordinance imposes greater restrictions, the provision of this ordinance shall prevail."

Anderson and Grill debated the meaning and intention of this section. It was decided that it may end up being a legal issue between the variance and the covenants if the variance is approved. Lally made a final statement that the wording of the ordinance is to protect the view from the river and that they are willing to work within the spirit of the ordinance to screen the gazebo from view. Chair Orvis stated it is more of a location issue, as there is other space to build, rather than a screening issue.

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. It is a residential use structure in a residential area.
- 2.) The variance is not in harmony with the comprehensive plan and the intent of the Kettle River Wild and Scenic Ordinance. The setbacks are in place to protect the environment and natural character of the river.

- 3.) The variance is not consistent with the character of the locality. There is a covenant on the platted parcel and all other parcels in the subdivision have built behind the 150' OHWL setback.
- 4.) A practical difficulty unique to the property, not created by the landowner, does not exist that prevents them from complying with the required setback of 150' from the OHWL in the ordinance. There is adequate space to build elsewhere on the property.
- 5.) The proposed use is not reasonable because there is adequate space to build an accessory structure.

Motion by Rys to deny the variance from Section 502 of the Kettle River Wild and Scenic Ordinance to build a gazebo that is 60' from the OHWL.

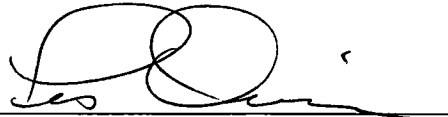
Second by Schifferdecker. Variance denied 5-0.

ADJOURN

Chair Orvis adjourned the meeting at 8:30 pm.



Nancy Rys
Zoning Board Secretary



Les Orvis
Zoning Board Chair



AGENDA REQUEST FORM

Date of Meeting: August 15, 2023

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

Agenda Item: July 2023 Cash Balance

Department: Auditor-Treasurer



Department Head signature

Background information on Item:

July 2023 Cash Balance Report

Action Requested:

None- informational purposes only.

Financial Impact:

N/A

TREASURER'S CASH TRIAL BALANCE COMPARISON

FUND	YEAR-TO-YEAR COMPARISON		
	July 2022 BALANCE	July 2023 BALANCE	DIFFERENCE
1 - GENERAL	6,668,936.90	6,600,241.51	(68,695.39)
12 - H&HS	2,780,566.94	3,900,504.75	1,119,937.81
13 - ROAD & BRIDGE	8,551,747.96	8,530,677.18	(21,070.78)
17 - OPIOID SETTLEMENT	0.00	222,899.79	222,899.79
19 - COVID RELIEF	4,694,478.96	2,572,692.13	(2,121,786.83)
22 - LAND	2,109,314.23	1,970,953.54	(138,360.69)
60 - SELF INSURANCE	136,274.09	1,015,471.22	879,197.13
TOTAL (incl non-major funds)	\$28,540,622.73	\$29,160,994.50	\$620,371.77

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

The decrease in COVID Relief Fund is due to the spending of funds over the last year and no additional funds received.

The increase in the self-insurance fund is due to lower claims, the \$300,000 transfer from the ARPA fund, and a refund from UHC Stop Loss Insurance. Due to our terminal liability with UHC, we may still have a significant obligation to them. The account is to be reconciled by UHC on September 1.

FUND	MONTH-TO-MONTH COMPARISON		
	June 2023 BALANCE	July 2023 BALANCE	DIFFERENCE
1 - GENERAL	6,941,789.98	6,600,241.51	(341,548.47)
12 - H&HS	3,592,418.74	3,900,504.75	308,086.01
13 - ROAD & BRIDGE	5,790,414.05	8,530,677.18	2,740,263.13
17 - OPIOID SETTLEMENT	241,148.30	222,899.79	(18,248.51)
19 - COVID RELIEF	2,646,017.26	2,572,692.13	(73,325.13)
22 - LAND	1,962,503.71	1,970,953.54	8,449.83
60 - SELF INSURANCE	418,023.80	1,015,471.22	597,447.42
TOTAL (incl non-major funds)	\$24,907,900.54	\$29,160,994.50	\$4,253,093.96

The increase in the Road & Bridge fund is due to the receipt of state aid revenues.

The self-insurance fund increase is due to the same circumstances as listed in the year-to-date comparison

The total fund increase including non-major funds is due to various state aids which are paid to the county annually in July.

Kschroeder
8/7/2023 2:57:24PM

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

TREASURER'S CASH TRIAL BALANCE

As of 07/2023



Page 2

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1 General Revenue Fund	7,114,548.75			
Receipts		1,537,257.44	4,631,225.65	
Disbursements		677,032.79-	5,015,512.80-	
Payroll		1,191,599.30-	8,847,714.68-	
Journal Entries		10,173.82-	928,754.50	
Settlement		0.00	7,788,940.09	
Fund Total		341,548.47-	514,307.24-	6,600,241.51
12 Health & Human Services	420	H&HS-Income Maintenance		
	2,498,667.45			
Receipts		300,865.23	1,308,411.87	
Disbursements		107,117.64-	620,293.29-	
Payroll		198,706.35-	1,489,353.09-	
Journal Entries		67,947.44	913,387.84	
Dept Total		62,988.68	112,153.33	2,610,820.78
12 Health & Human Services	430	H&HS-Social Services		
	601,215.04-			
Receipts		687,979.25	2,307,328.41	
Disbursements		35,356.13-	196,504.99-	
SSIS		197,103.56-	1,288,931.84-	
Payroll		304,097.72-	2,279,863.59-	
Journal Entries		81,055.99	1,972,043.87	
Dept Total		232,477.83	514,071.86	87,143.18-
12 Health & Human Services	440	Childrens Collaborative (H&HS)		
	0.00			
Dept Total		0.00	0.00	0.00
12 Health & Human Services	481	Public Health (H&HS)		
	1,195,301.71			
Receipts		52,976.74	762,539.11	
Disbursements		20,342.98-	141,434.17-	
Payroll		111,705.17-	821,619.35-	
Journal Entries		6,629.02	150,670.97	

HHS TOTAL:
\$3,900,504.75

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8/7/2023 2:57:24PM

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

TREASURER'S CASH TRIAL BALANCE

As of 07/2023



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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Dept Total		72,442.39-	49,843.44-	1,145,458.27
Fund Total	3,092,754.12	223,024.12	576,381.75	3,669,135.87
 13 Road & Bridge Fund				
	1,475,062.66			
Receipts		3,392,071.03	11,077,666.32	
Disbursements		444,751.53-	4,046,058.55-	
Payroll		206,249.37-	1,597,436.86-	
Journal Entries		807.00-	393,779.67	
Settlement		0.00	1,227,663.94	
Fund Total		2,740,263.13	7,055,614.52	8,530,677.18
 14 Ditch Maintenance (Sr) Fund				
	32,422.85			
Fund Total		0.00	0.00	32,422.85
 17 Opioid Settlement Funds				
	246,251.99			
Receipts		0.00	8,442.21	
Disbursements		58.50-	2,923.97-	
Journal Entries		6,629.02-	28,870.44-	
Fund Total		6,687.52-	23,352.20-	222,899.79
 19 COVID-19 Relief Fund				
	4,124,476.48			
Receipts		0.00	10,729.00	
Disbursements		66,901.58-	481,690.02-	
Payroll		9,325.63-	68,864.72-	
Journal Entries		2,902.08	1,011,958.61-	
Fund Total		73,325.13-	1,551,784.35-	2,572,692.13
 22 Land Management Fund				

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8/7/2023 2:57:24PM

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



TREASURER'S CASH TRIAL BALANCE

As of 07/2023

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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
	2,802,077.68			
Receipts		23,584.42	162,495.32	
Disbursements		1,168.44-	46,127.17-	
Payroll		13,966.15-	108,136.86-	
Journal Entries		0.00	839,355.43-	
Fund Total		8,449.83	831,124.14-	1,970,953.54
24 SSTS Upgrades	196,769.72			
Receipts		11,971.17	238,417.17	
Disbursements		0.00	134,501.16-	
Settlement		0.00	73,164.49	
Fund Total		11,971.17	177,080.50	373,850.22
29 Children's Collab (H&Hs) Agency Fund	440	Childrens Collaborative (H&HS)		
	218,863.02			
Receipts		0.00	76,223.00	
Disbursements		13,000.00-	189,323.54-	
Journal Entries		176.31	952.92	
Dept Total		12,823.69-	112,147.62-	106,715.40
Fund Total	218,863.02	12,823.69-	112,147.62-	106,715.40
31 GO Capital Improvement-Capital Projects	50,002.07-			
Receipts		0.00	50,002.07	
Fund Total		0.00	50,002.07	0.00
37 County Railroad Authority	5,055.07			
Fund Total		0.00	0.00	5,055.07
38 Building Fund	225,396.61			

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

TREASURER'S CASH TRIAL BALANCE

As of 07/2023



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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Receipts		0.00	10,000.00	
Disbursements		0.00	18,379.96-	
Settlement		0.00	15,040.49	
Fund Total		0.00	6,660.53	232,057.14
39 2015A G.O. Jail Bonds				
	1,569,069.96			
Disbursements		133,925.00-	1,098,675.00-	
Settlement		0.00	703,788.71	
Fund Total		133,925.00-	394,886.29-	1,174,183.67
40 2020A G.O. Refunding Courthouse Bonds				
	1,394,661.00			
Disbursements		83,270.00-	962,840.00-	
Journal Entries		0.00	19,341.00	
Settlement		0.00	600,782.08	
Fund Total		83,270.00-	342,716.92-	1,051,944.08
41 2017A G.O. CIP Bonds				
	133,749.33			
Disbursements		39,531.25-	322,187.50-	
Settlement		0.00	205,541.95	
Fund Total		39,531.25-	116,645.55-	17,103.78
43 Equipment Fund				
	52,103.83			
Settlement		0.00	15,063.11	
Fund Total		0.00	15,063.11	67,166.94
44 Election Equipment				
	58,255.02			
Receipts		7,827.95	8,643.21	
Disbursements		0.00	9,085.50-	
Journal Entries		0.00	77.08-	

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

TREASURER'S CASH TRIAL BALANCE

As of 07/2023



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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Settlement		0.00	26,792.27	
Fund Total		7,827.95	26,272.90	84,527.92
60 County Self Insurance	271,214.61			
Receipts		810,231.19	2,832,648.42	
Disbursements		213,682.10-	2,094,680.12-	
Journal Entries		898.33	6,288.31	
Fund Total		597,447.42	744,256.61	1,015,471.22
76 Group Health Ins Fund 5/1/95 (Gen)	569,429.51-			
Receipts		93,272.25	740,442.96	
Disbursements		43,823.22-	815,320.89-	
Journal Entries		6,504.10	45,528.70	
Fund Total		55,953.13	29,349.23-	598,778.74-
80 County Collections Agency Fund	23,734.82			
Receipts		9,713.34	583,000.16	
Disbursements		8,161.50-	580,177.29-	
Fund Total		1,551.84	2,822.87	26,557.69
82 Taxes And Penalties Agency Fund	903,772.45			
Receipts		1,155,111.27	27,320,966.92	
Disbursements		1,124.03-	13,834,236.94-	
Journal Entries		0.00	2,008,435.38-	
Settlement		0.00	10,656,777.13-	
Fund Total		1,153,987.24	821,517.47	1,725,289.92
84 East Central Drug Task Force Agency Fund	110,427.93			

Kschroeder
8/7/2023 2:57:24PM

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

TREASURER'S CASH TRIAL BALANCE

As of 07/2023



Page 7

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Receipts		45,843.61	136,943.43	
Disbursements		0.00	90,245.72-	
Journal Entries		0.00	951.80-	
Fund Total		45,843.61	45,745.91	156,173.84
89 H & Hs Collections Agency Fund	801	Non-Departmental		
	34,637.17			
Receipts		263,975.95	794,859.54	
Disbursements		17,586.94-	163,593.68-	
Journal Entries		148,503.43-	541,249.55-	
Dept Total		97,885.58	90,016.31	124,653.48
Fund Total	34,637.17	97,885.58	90,016.31	124,653.48
All Funds	23,465,873.49			
Receipts		8,392,680.84	53,060,984.77	
Disbursements		1,906,833.63-	30,863,792.26-	
SSIS		197,103.56-	1,288,931.84-	
Payroll		2,035,649.69-	15,212,989.15-	
Journal Entries		0.00	150.51-	
Total		4,253,093.96	5,695,121.01	29,160,994.50



AGENDA REQUEST FORM

Date of Meeting: August 15, 2023

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

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

Department: Auditor-Treasurer



Department Head signature

Background information on Item:

The attached report shows the totals for all disbursements paid in July 2023 (\$2,103,937.19) by fund. There were 605 total claims, 97 claims that were over \$2,000 to be approved and are individually detailed on the separate listing, and 508 claims under \$2,000 or not needing approval totaling \$713,099.77 (of this total \$256,726.25 were debt service payments which do not need approval).

Action Requested:

Consider approving July 2023 disbursements including the individual listing of claims over \$2,000, and 508 claims under \$2,000 or not needing approval totaling of \$713,099.77.

Financial Impact:

N/A

DISBURSEMENTS JOURNAL REPORT G/L Months: 07/2023 - 07/2023

RECAP BY FUND

FUND	AMOUNT	NAME
1	677,032.79	GENERAL REVENUE FUND
12	359,920.31	HEALTH & HUMAN SERVICES
13	444,751.53	ROAD & BRIDGE FUND
17	58.50	OPIOID SETTLEMENT FUNDS
19	66,901.58	COVID-19 RELIEF FUND
22	1,168.44	LAND MANAGEMENT FUND
29	13,000.00	CHILDREN'S COLLAB (H&HS) AGENCY FUND
39	133,925.00	2015A G.O. JAIL BONDS
40	83,270.00	2020A G.O. REFUNDING COURTHOUSE BONDS
41	39,531.25	2017A G.O. CIP BONDS
60	213,682.10	COUNTY SELF INSURANCE
76	43,823.22	GROUP HEALTH INS FUND 5/1/95 (GEN)
80	8,161.50	COUNTY COLLECTIONS AGENCY FUND
82	1,124.03	TAXES AND PENALTIES AGENCY FUND
89	17,586.94	H & HS COLLECTIONS AGENCY FUND
	2,103,937.19	Total Disbursements

RECAP BY TYPE

TYPE	AMOUNT	NAME
1	1,775,712.18	AUD
2	328,545.01	COM
3	320.00 -	MVC
	2,103,937.19	Total Disbursements

FUND	DATE	VENDOR	AMOUNT
General	7/7/2023	Advanced Correctional Healthcare, Inc	30,867.81
General	7/7/2023	Aml Cleaning Service, Inc	4,000.00
General	7/7/2023	East Central Energy Of Braham	25,040.07
General	7/7/2023	ESSENTIA HEALTH	3,270.50
General	7/7/2023	EVERGREEN RECYCLING LLC	2,391.75
General	7/7/2023	INNOVATIVE OFFICE SOLUTIONS LLC	2,322.38
General	7/7/2023	MINNESOTA POWER	2,272.22
General	7/7/2023	Regents Of The U Of Mn	31,601.68
General	7/7/2023	SUMMIT FOOD SERVICE MANAGEMENT LLC	4,600.02
General	7/14/2023	AMAZON CAPITAL SERVICES	5,276.21
General	7/14/2023	CLOQUET RIVERSIDE RECYCLING, INC	10,162.50
General	7/14/2023	EAST CENTRAL REGIONAL LIBRARY	177,850.50
General	7/14/2023	East Central Solid Waste Comm	4,750.84
General	7/14/2023	KNOWBE4 INC	6,558.00
General	7/14/2023	MATTHEW BENDER & CO INC	2,195.04
General	7/14/2023	MIKE'S SANITATION AND ROLL-OFF SERVICE	3,673.80
General	7/14/2023	MINNESOTA ENERGY RESOURCES CORP	5,529.75
General	7/14/2023	MINNESOTA POWER	2,584.90
General	7/14/2023	MN COUNTIES COMPUTER COOP	62,338.59
General	7/14/2023	Reliance Systems	2,000.00
General	7/14/2023	RIDGEWAY & ASSOCIATES	9,796.00
General	7/14/2023	Ron's Roll-Off Service	2,000.00
General	7/14/2023	SUMMIT FOOD SERVICE MANAGEMENT LLC	9,752.54
General	7/14/2023	TYLER TECHNOLOGIES INC	9,987.00
General	7/14/2023	West Group	3,600.83
General	7/21/2023	KRONOS SAASHR INC	2,709.54
General	7/21/2023	Minnesota Unemployment Ins	10,924.54
General	7/21/2023	Reliance Systems	2,000.00
General	7/21/2023	SUMMIT FOOD SERVICE MANAGEMENT LLC	9,550.04
General	7/21/2023	Verizon Wireless	10,652.80
General	7/28/2023	Canon Financial Services, Inc	2,066.26
General	7/28/2023	Ecolab Food Safety Specialties	2,101.56
General	7/28/2023	Grasston Excavating & Landscape LLC	15,525.00
General	7/28/2023	L&O INVESTMENTS LLC	15,775.00
General	7/28/2023	Purchase Power	4,035.00
HHS	7/7/2023	Anoka Co Juv Ctr Main Res	23,308.08
HHS	7/7/2023	Anoka Co Juv Ctr-Shelter & Dia	9,163.74
HHS	7/7/2023	Dhs Maps Ccdtf	2,532.96
HHS	7/7/2023	DHS State Operated Services	23,691.75
HHS	7/7/2023	Hennepin County Dept of Accts Receivable	2,252.13
HHS	7/7/2023	Lutheran Social Service St Paul	2,428.65
HHS	7/7/2023	Phase Inc (Pc Dac) Dac	2,330.40
HHS	7/14/2023	Dhs Maps Mmis Cd Maxis 998	18,804.74
HHS	7/14/2023	Family Alternatives	7,916.40
HHS	7/14/2023	PROJECT LIVESAVER - Cardmember Services	2,102.54

FUND	DATE	VENDOR	AMOUNT
HHS	7/21/2023	Ain Dah Yung Center	5,264.00
HHS	7/21/2023	Kanabec Co Family Serv Dept	2,741.76
HHS	7/21/2023	Lutheran Social Service St Paul	2,698.50
HHS	7/21/2023	Nexus-Kindred Family Healing	8,490.80
HHS	7/21/2023	North Homes Inc	9,242.34
HHS	7/21/2023	Port Group Home	5,666.27
HHS	7/21/2023	Sue's Bus Service Inc	5,740.80
HHS	7/28/2023	Ain Dah Yung Center	2,256.00
HHS	7/28/2023	Childrens Dental Services	2,097.60
HHS	7/28/2023	Dhs Maps Mmis Cd Maxis 998	3,794.00
HHS	7/28/2023	DHS State Operated Services	16,983.10
HHS	7/28/2023	Family Pathways - North Branch	3,320.00
HHS	7/28/2023	Swanson Funeral Chapel Inc	3,056.00
R&B	7/7/2023	Beaudry Oil & Propane	22,811.71
R&B	7/7/2023	C & T CONTRACTING	4,600.00
R&B	7/7/2023	Cavallin Inc	5,125.54
R&B	7/7/2023	DIAMOND VOGEL	4,952.00
R&B	7/7/2023	Eide Auto Center Inc	46,443.60
R&B	7/7/2023	Mohr Parts & Supplies	2,511.13
R&B	7/7/2023	Rydberg & Sons, Inc.	21,105.00
R&B	7/14/2023	C & T CONTRACTING	2,500.00
R&B	7/14/2023	CENTRAL PINE LUMBER CO	8,400.00
R&B	7/14/2023	DECKER/ROBERT & JENNIFER	3,496.32
R&B	7/14/2023	Department Of Natural Resources	16,800.00
R&B	7/14/2023	Duluth Superior Communications	2,231.29
R&B	7/14/2023	Rydberg & Sons, Inc.	11,235.50
R&B	7/14/2023	SEH INC	6,975.17
R&B	7/21/2023	C & T CONTRACTING	5,340.00
R&B	7/21/2023	DC GARAGE DOORS LLC	12,500.00
R&B	7/21/2023	ERICKSON ENGINEERING CO LLC	15,648.00
R&B	7/21/2023	LETOURNEAU/PHILLIP & SAMANTHA	3,644.64
R&B	7/21/2023	Rydberg & Sons, Inc.	10,032.00
R&B	7/21/2023	SEH INC	6,148.49
R&B	7/28/2023	Beaudry Oil & Propane	18,764.24
R&B	7/28/2023	C & T CONTRACTING	4,400.00
R&B	7/28/2023	CENTRAL PINE LUMBER CO	39,092.48
R&B	7/28/2023	Lakes Gas #41	13,333.71
R&B	7/28/2023	Rydberg & Sons, Inc.	36,281.00
R&B	7/28/2023	ZIEGLER INC	3,590.43
R&B	7/31/2023	NORTHERN SALT INC	86,208.46
COVID	7/21/2023	Lakes & Pines Comm Act Council	37,350.00
COVID	7/28/2023	City Of Hinckley	25,000.00
Self-Insurance	7/7/2023	BlueCross BlueShield of Minnesota	70,609.73
Self-Insurance	7/14/2023	BlueCross BlueShield of Minnesota	74,344.64
Self-Insurance	7/21/2023	BlueCross BlueShield of Minnesota	27,998.84
Self-Insurance	7/28/2023	BlueCross BlueShield of Minnesota	40,728.89

FUND	DATE	VENDOR	AMOUNT
Group Insurance	7/14/2023	Mn Life Insurance Company	4,583.70
Group Insurance	7/21/2023	BLUE CROSS & BLUE SHIELD OF MINNESOTA	5,143.00
Group Insurance	7/21/2023	MADISON NATIONAL LIFE INS CO INC	4,432.56
Group Insurance	7/21/2023	MEDICAREBLUE RX	6,493.50
Group Insurance	7/21/2023	TEAMSTERS JOINT COUNCIL 32	4,428.00
Group Insurance	7/28/2023	GUARDIAN	9,908.62



AGENDA REQUEST FORM

Date of Meeting: August 15, 2023

- ☒ **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:

On Sale, Off Sale & Sunday Liquor License:

Wild Horse Tavern – Kerrick Township

Tobacco License:

Bruno Deep Rock, LLC – City of Askov (6335 Kobmagergade St, Askov)

Action Requested:

Acknowledge applications and authorize County Board Chair and County Auditor-Treasurer to sign the licenses.



AGENDA REQUEST FORM

Date of Meeting: August 15, 2023

- ☒ **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. 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 2023-42 extending a special assessment as follows:

Brandon Pankey, PID 28.0450.000, \$21,950.000

Samantha Kubesh and Jacob Scherer, PID 43.0518.000, \$19,500.00

Financial Impact:

Grant funds have been utilized to install the systems.

**PINE COUNTY RESOLUTION EXTENDING
SEPTIC FIX-UP SPECIAL ASSESSMENT
RESOLUTION No. 2023-42**

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 22 years, beginning in 2024, against Pine County Parcel 28.0450.000 in the amount of \$21,950.00 with equal principal payments and 3% interest owned by Brandon Pankey.

NOW THEREFORE BE IT RESOLVED, that the County of Pine extends a special assessment for a term of 20 years, beginning in 2024, against Pine County Parcel 43.0518.000 in the amount of \$19,500.00 with equal principal payments and 3% interest owned by Samantha Kubesh and Jacob Scherer.

Dated this 15th day in August, 2023.

Stephen M. Hallan, Chair
Pine County Board of Commissioners
Terry Lovgren, Vice Chair
Pine County Board of Commissioners

ATTEST:

David J. Minke
County Administrator

PINE COUNTY EXPENSE CLAIM FORM

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

STEPHEN HALLAN

MONTH: July 2023

Vendor#: 2136 Employee#: 2

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
7/5/2023	\$100					County Board Meeting - Pine City	01-005-6111
7/18/2023	\$100					County Board Meeting - Sandstone	
7/10/2023	\$100					Audit entrance interview	
7/12/2023	\$100					North east transportation meeting	
7/14/2023	\$100					UHC health insurance meeting	
7/17/2023	\$100					Lakes and Pines	
7/19/2023	\$100					MLBO meeting	
7/20/2023	\$100					CMCOA exc. committe	
7/24/2023	\$100					Lower st croix watershed	
7/26/2023	\$100					Broadband/Rock Creek/Midco& county/school meeting	
7/27/2023	\$100					CMCOA board meeting	

MILEAGE EXPENSES

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
7/5/2023				\$0.655	\$0.00	County Board Meeting - Pine City	01-005-6334
7/18/2023			52	\$0.655	\$34.06	County Board Meeting - Sandstone	
				\$0.655	\$0.00		
				\$0.655	\$0.00		
				\$0.655	\$0.00		
				\$0.655	\$0.00		
				\$0.655	\$0.00		
				\$0.655	\$0.00		
				\$0.655	\$0.00		
				\$0.655	\$0.00		
				\$0.655	\$0.00		
				TOTAL	\$34.06		

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

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

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



Commissioner Signature

Authorized Signature

PINE COUNTY EXPENSE CLAIM FORM

This form is to be utilized to claim any other expenses not related to mileage. Expenses are to be claimed in accordance with Pine County on travel and other reimbursements. Original receipts must be attached or the claim will not be reimbursed. There must be the signature of the claimant and the claimant supervisor or department head indicating the expense was authorized.

EMPLOYEES NAME: Joshua Mohr

MONTH July 2023

Date	Per Diem	Meals	Lodging	Tuition and or books	Other	Purpose and description of expense	Account #
7/5/2023	\$100					board meeting, Pine City	
7/10/2023	\$100					Personal committee, Pine City	
7/12/2023	\$100					Negotiations, Pine City	
7/13/2023	\$100					Extension, Pine City	
7/21/2023	\$100					Negotiations, Pine City	

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

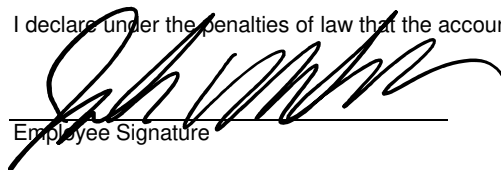
Date	Begin Odometer	End Odometer	Total Miles	Home Odometer	1st Stop Odometer	Last Stop Odometer	Home Odometer	Total Miles	Amount Paid	Destination and purpose of expense
									\$ -	
			0						\$ -	
			0						\$ -	
			0						\$ -	
			0						\$ -	
			0						\$ -	
			0					0	\$ -	
			0					0	\$ -	
		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

01-005-000-0000-6334

rate 0.655

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

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


Employee Signature

Authorized Signature

Department Head Signature

PINE COUNTY EXPENSE CLAIM FORM

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

TERRY LOVGREN

MONTH: July 2023

Page 1 of 2

Vendor#: 30301 Employee#: 155

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
7.5.23	\$100					County Board & T&T	01-005-6111
7.10.23	\$100					Library	01-005-6111
7.11.23	\$100					Opioid	01-005-6111
7.13.23	\$100					SCHSAC & Chemical Health	01-005-6111
7.14.23	\$100					CMJTS & Insurance Committee	01-005-6111
7.17.23	\$100					ICWA & Library (Budget)	01-005-6111
7.18.23	\$100					County Board	01-005-6111
7.19.23	\$100					MLBO	01-005-6111
7.20.23	\$100					2 ICWA meetings	01-005-6111
7.24.23	\$100					Snake River, Opioid & Land Meeting	01-005-6111
7.25.23	\$100					ICWA Large Group	01-005-6111

	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
7.5.23			28.7	\$0.655	\$18.80	County Board - Pine City	01-005-6334
7.18.23			25.7	\$0.655	\$16.83	County Board - Sandstone	01-005-6334
7.24.23			72.5	\$0.655	\$47.49	Snake River and Land Office	01-005-6334
7.26.26			38.2	\$0.655	\$25.02	Pine Tech Orientation & Schools	01-005-6334
							01-005-6334
							01-005-6334
							01-005-6334
							01-005-6334
							01-005-6334
			165.1		\$108.14		

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

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

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

Commissioner Signature

Authorized Signature

PINE COUNTY EXPENSE CLAIM FORM

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

TERRY LOVGREN

MONTH: July 2023 Page 2 of 2

Vendor#: 30301 Employee#: 155

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
7.26.23	\$100					Pine Tech Orientation & School Meeting	01-005-6111
7.27.23	\$100					AMC ICWA	01-005-6111
7.28.23	\$100					ICWA Large Group	01-005-6111
7.31.23	\$100					AMC Orientation	01-005-6111

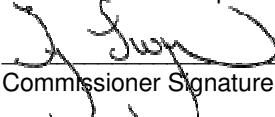
MILEAGE EXPENSES

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

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

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

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



Commissioner Signature

Authorized Signature

PINE COUNTY EXPENSE CLAIM FORM

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

MATT LUDWIG

MONTH: July 2023

Vendor#: 31317 Employee#: 5

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
7/5/2023	\$100					County Board Meeting - Pine City	01-005-6111
7/18/2023	\$100					County Board Meeting - Sandstone	
7-10-2023	100					PERSONNEL COMMITTEE - PINE CITY	
7-12-2023	100					NEGOTIATION COMMITTEE - PINE CITY	
7-13-2023	100					KETTLE RIVER / UPPER ST. CROIX TWP - SANDSTONE	
7-17-2023	100					AMC - COUNTY PROBATION WORK GROUP - VIRTUAL	
7-21-2023	100					NEGOTIATION COMMITTEE - PINE CITY	
7-24-2023	100					LAND ADVISORY COMMITTEE - SANDSTONE	
7-26-2023	100					HRA/EDA MEETING - NPGC	
7-27-2023	100					STURGEON LAKE TWP. SPECIAL MEETING - TOWN HALL	

MILEAGE EXPENSES

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
7/5/2023			44	\$0.655	\$28.82	County Board Meeting - Pine City	01-005-6334
7/18/2023				\$0.655		County Board Meeting - Sandstone	
7-10-2023			44	\$0.655	28.82	PERSONNEL COMM. - PINE CITY	
7-12-2023			44	\$0.655	28.82	NEGOTIATION COMMITTEE - PINE CITY	
7-21-2023			44	\$0.655	28.82	NEGOTIATION COMM. - PINE CITY	
7-27-2023			52	\$0.655	34.06	STURGEON LAKE TWP- SPECIAL MEETING - TOWN HALL	
				\$0.655			
				\$0.655			
				\$0.655			
				TOTAL:	149.34		

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

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

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

I declare under the penalties of law that the account, claim

Mark W. Lindsey
Commissioner Signature

Authorized Signature



COUNTY BOARD AGENDA REQUEST

Date of Meeting: 8/16//2023

☒ Consent Agenda ☐ Regular Agenda

Item Title: Carlton County MOA for Advanced Septic System Review and Design

Department: Planning & Zoning

Caleb Anderson
Department Head / Sponsor signature

Background information on Item:

MN Chapter 7083 requires that advanced septic systems must be reviewed, approved, and inspected by an advanced septic system designer, which are commonly required for commercial restaurants and other types of non-residential establishments. At this time Pine County does not have a staff person with advanced certification to do this review.

This MOA will enable Pine County to contract advanced septic system review and permitting through Carlton County Environmental Services Department.

The MOA has been reviewed and approved by the Pine County Attorney.

Action Requested:

Authorize the County Board Chair and County Administrator to sign the MOA with Carlton County for Septic System Review and Design.

Financial Impact:

Any contracted work will be billed by Carlton County at \$100 per hour. The Pine County fee schedule establishes that those fees will be paid by the applicant, therefore, this is a cost-neutral arrangement.

**MEMORANDUM OF AGREEMENT
BETWEEN
PINE COUNTY THROUGH ITS ENVIRONMENTAL SERVICES DEPARTMENT
AND
CARLTON COUNTY THROUGH ITS ZONING AND ENVIRONMENTAL SERVICES
DEPARTMENT
FOR
SEPTIC SYSTEM REVIEW AND DESIGN**

WHEREAS, in accordance with Minnesota Rules 7083, advanced septic systems must be reviewed, approved, and inspected by properly certified advanced designers and inspectors, and

WHEREAS, due to the increase in mid and large-sized septic systems being designed, reviewed, and installed within Pine County, there is a shortage of certified advanced designers and inspectors, and

WHEREAS, currently Pine County Environmental Services does not have a certified Advanced Septic System Designer/Inspector to review and approve advanced systems for the County, and

WHEREAS, Pine County Environmental Services, an official agency of said county, has requested assistance in the design, review, and inspection of advanced septic systems from Carlton County Zoning and Environmental Services, and

WHEREAS, Carlton County Zoning and Environmental Services, hereinafter Carlton County, is empowered by the Pine County Board of Commissioners to offer design, review, and inspection services of advanced septic systems for Pine County, upon their request,

THEREFORE IT IS AGREED THAT,

1. Carlton County shall be available for consultation on inquiries related to advanced septic system design, review, and inspection.
2. Carlton County shall provide advanced system design review services.
3. Carlton County shall provide advanced system inspection services.

Consideration and Terms of Payment:

A. Consideration of all services performed, and goods supplied pursuant to this agreement shall be paid by Pine County Environmental Services to Carlton County Zoning and Environmental Services as follows:

- 1. The employee services rate at \$100.00 per hour for review services. If inspection services are required, hours will be calculated from the time of departure from Carlton, Minnesota until return to Carlton, Minnesota.
- 2. Reimbursement for mileage will be at the employee rate as set by the Carlton County Board of Commissioners. This amount shall not exceed the maximum allowed by the IRS.
- 3. Employees will be compensated at Carlton County meal expenses rate, not to exceed per day maximum allowed by the IRS.
- 4. Carlton County shall be reimbursed for reasonable cost of any materials used.
- 5. Carlton County shall be reimbursed for the cost of any tests performed.

Terms of Agreement:

This agreement shall commence on the 1st day of August, 2023 and terminate on the 31st day of July, 2025 unless either party notifies the other in writing of intent to cancel at least thirty (30) days prior to the termination date of said terms. The agreement will also terminate if the county no longer employs a certified advanced designer.

<hr/> Pine County Administrator	<hr/> Date
<hr/> Chair, Pine County Board of Commissioners	<hr/> Date
<hr/> Carlton County Zoning and Environmental Services Administrator	<hr/> Date
<hr/> Chair, Carlton County Board of Commissioners	<hr/> Date



AGENDA REQUEST FORM

Date of Meeting: 08/15/2023



County Board



Consent Agenda



Regular Agenda

5 mins.

☐

10 mins.

☐

15 mins.

☐

Other

☐☐

Personnel Committee

☐

Other

Agenda Item: Approve New Hires

Department: HHS

Rebecca Foss

Department Head signature

Background information on Item:

HHS recently held interviews for two Office Support Specialist positions. The positions were offered and accepted (contingent on board approval) to Lola Nisley and Roxanne Guthrie. If approved, both Lola and Roxanne would begin their employment with Pine County on August 21 (Grade 2, Step 3 - \$17.98/hour).

Action Requested:

Approve the hiring of Lola Nisley and Roxanne Guthrie as HHS Office Support Specialists effective August 21 (Grade 2, Step 3 for both individuals- \$17.98/hour).

Financial Impact:

The positions are contained in the 2023 HHS budget.



AGENDA REQUEST FORM

Date of Meeting: 08/15/2023



County Board



Consent Agenda



Regular Agenda

5 mins.

☐

10 mins.

☐

15 mins.

☐

Other

☐☐

Personnel Committee

☐

Other

Agenda Item: Approve New Hire

Department: HHS

Rebecca Foss

Department Head signature

Background information on Item:

HHS recently held interviews for an Eligibility Worker position. The position has been offered to and accepted by Amanda Houska, contingent on the background check and board approval. If approved, Amanda's employment with Pine County would begin on August 22 at \$21.81/hour (Grade 6, Step 2).

Action Requested:

Approve the hiring of Amanda Houska as an Eligibility Worker, effective August 22 at Grade 6, Step 2 (\$21.81/hour).

Financial Impact:

The position is contained in the 2023 HHS budget.



AGENDA REQUEST FORM

Date of Meeting: 08/15/2023



County Board



Consent Agenda



Regular Agenda

5 mins.

☐

10 mins.

☐

15 mins.

☐

Other

☐☐

Personnel Committee

☐

Other

Agenda Item: Approve Conference Attendance

Department: HHS

Rebecca Foss

Department Head signature

Background information on Item:

Social Services Supervisor Patrick Meacham has requested to attend the MN County Supervisors Conference from September 10 - 13 at Breezy Point.

Action Requested:

Authorize Social Services Supervisor Patrick Meacham to attend the MN County Supervisors Conference from September 10 - 13 at Breezy Point.

Financial Impact:

Registration: \$75

Accommodations: \$630

Travel: \$150

Total: \$855

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

PINE COUNTY PERSONNEL COMMITTEE

August 7, 2023 – 9:00 a.m.

Board Room, Pine City Courthouse
Pine City, Minnesota

Members present: Commissioner Matt Ludwig and Commissioner Josh Mohr.

Others present: County Administrator David Minke, County Attorney Reese Frederickson, County Auditor – Treasurer Kelly Schroeder, Human Resources Manager Jackie Koivisto, Human Resources Generalist Jen Frederickson

1. Commissioner Ludwig called the meeting to order at 9:00 a.m.
2. **Motion** by Commissioner Mohr to approve the Minutes of the July 10, 2023, Personnel Committee meeting. Second by Commissioner Ludwig. Motion carried 2-0.
3. **Motion** by Commissioner Ludwig to approve the August 7, 2023, Personnel Committee agenda. Second by Commissioner Mohr. Motion carried 2-0.

4. Administration

The committee reviewed the updated policy language for Personal Policy Section 21: Safety and Health Policy. The committee recommends that cannabis use be prohibited at county facilities and grounds. Motion by Commissioner Ludwig. Second by Commissioner Mohr. to recommend adding section 21.2.6 to the county policy as follows: The use of all forms of cannabis are prohibited at county facilities including office buildings and grounds, public works buildings and maintenance shops and grounds, recycling / solid waste sites and all similar county operated grounds and buildings. Motion carried 2-0.

5. Recruitment Update for July

Human Resources Manager Jackie Koivisto presented the following update as of July 31, 2023:

Open positions

# of positions	Title	Department / Office
2*	Office Support Specialists*	Health & Human Services
1	Case Aide	HHS Accounting
1	Eligibility Worker	Health & Human Services
6	FT Correction Officers	Corrections
6	PT Correction Officers	Corrections
1**	Zoning & Solid Waste Technician**	Zoning & Solid Waste
1*	Highway Mechanic*	Highway / Public Works
18	TOTAL	

(*positions with accepted offers / **positions being re-evaluated)

New Hires

# of positions	Title	Department / Office
1	Eligibility Worker (internal transfer)	Health & Human Svcs
1	Temporary Case Aide	Health & Human Svcs
1	Highway Maintenance Mechanic (internal transfer)	Highway/Public Works
1	Highway Maintenance Supervisor (internal transfer)	Highway/Public Works
1	Corrections Officer (return of former employee)	Corrections
1	Deputy Sheriff	Sheriff's Office
6	TOTAL	

Separations

# of positions	Title	Department
0	TOTAL	

Exit Interviews

Exit interviews completed: N/A, no separations

6. With no further business, the meeting was adjourned at 9:20 a.m.

Section 21: Safety and Health Policy

- 21.1. **Policy** . It shall be the policy of Pine County to provide a work place and conditions that are free of recognized hazards to health and safety. The County shall comply with federal and state laws and regulations pursuant to health and safety, i.e.: OSHA, MOSRA, Right-To-Know, Indoor Clean Air Act, etc.

All Department Heads are responsible for establishing and maintaining active safety programs within their respective departments.

Employees are responsible to conduct themselves and handle equipment and material so as to avoid hazards. Employees are also responsible for observing all safety rules, County policies and the identification and reporting of safety hazards to their supervisors.

- 21.2. **Clean air / tobacco policy**. Pine County is committed to providing a safe and healthy environment. Smoking and secondhand smoke have been found to pose definite health hazards, and adversely affect employee relations and the conduct of business.

- 21.2.1 All County facilities and all County vehicles and equipment are designated as smoke free / tobacco free areas. All employees, visitors, and contractors are expected to adhere to this policy.
- 21.2.2. Smoking of any kind, including pipes, cigars, cigarettes, vaping with e-cigarettes, and the use of chewing tobacco is prohibited within a minimum of 20 feet of all entrances and exits to County-owned buildings. This includes all entrances that staff, clients, and customers normally use to enter and/or leave the building.
- 21.2.3. Containers will be provided a minimum of 20 feet from doors of County operated facilities for disposal purposes and will indicate where a designated smoking area is located.
- 21.2.4. Signs will be posted on all entrances that the building is tobacco free, please smoke a minimum of 20 feet from the building in designated smoking area.
- 21.2.5. Pine County employees are to use the following designated smoking areas:
- New Courthouse: A minimum of 20 feet from the north end of the building (loading dock) entrance or a minimum of 20 feet from the south end building entrance
 - SPGC: A minimum of 20 feet from the west side building entrance
 - Silver Building in Sandstone: A minimum of 20 feet from the east side building entrance
 - John Wright Building: A minimum of 20 feet from the west side building entrance
 - NPGC: A minimum of 20 feet from the south east corner of building.
- 21.2.6. E-cigarettes and chargers are not allowed to be charged in County computers or equipment.
- 21.2.6 **The use of all forms of cannabis are prohibited at county facilities including office buildings and grounds, public works buildings and**

maintenance shops and grounds recycling / solid waste sites and all
similar grounds and buildings.

Employees will be responsible for adhering to and enforcing the policy. Employees are given the authority to inform and remind visitors and vendors of County policy.

Employees not complying with this policy will be subject to disciplinary action according to Section 13 of these policies.

- 21.3. **Seat belt policy.** In order to comply with M.S. 169.684, the Mandatory Seat Belt Usage Law, and in order to prevent injuries to County employees and clients wherever possible, all employees shall use the appropriate passive restraint and/or seat belt when operating a motor vehicle in the course of their duties as county employees. This shall apply both when operating a County-owned vehicle and when using a personal vehicle to perform County functions. Each employee is responsible for compliance with this policy and, as a driver, is responsible for the compliance of all passengers to this policy. Employees not complying with this policy will be subject to disciplinary action.

- 21.4 **Americans with Disabilities Act (ADA).** Pine County is committed to ensuring equal employment opportunities to all individuals, including disabled individuals who may need reasonable accommodations to enable them to perform the essential functions of their jobs.

For the purposes of this policy, “disability” is a physical or mental impairment, which substantially limits a major life activity. “Qualified individual with a disability” is one who satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position.

21.4.1. **Applicants.**

- 21.4.1.1. Accommodations will be made in the application, testing and interview process for disabled individuals, consistent with the Americans With Disabilities Act (ADA). Applicants who may require accommodations are encouraged to contact the Department Head or Human Resources Manager to make arrangements. Accommodations may include, for example, written questions rather than oral, written responses rather than oral, interpreter for hearing impaired applicants, and conducting interviews in an accessible facility. Requests for accommodation in the application process shall not be grounds for refusing to hire an individual.
- 21.4.1.2. The County may ask an applicant about the applicant’s ability to perform job-related functions. An employer may state the attendance requirements of the job and inquire whether or not the applicant can meet them. The employer may also ask an applicant to describe or to demonstrate how, with or without reasonable accommodation, the applicant will be able to perform job-related functions, as long as everyone applying for a job in the job category is asked the same question.



AGENDA REQUEST FORM

Date of Meeting: August 15, 2023

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

Agenda Item: 2024 Budget

Department: Auditor-Treasurer



Department Head signature

Background information on Item:

Department heads have been working on their 2024 budget proposals over the course of the last several months. These budget proposals have been compiled and a presentation of the overall 2024 County Budget outlook.

An individual review of the Auditor-Treasurer budgets will be given as follows:

General Fund, Department 041 – Auditor Treasurer
General Fund, Department 063 – Truth in Taxation
General Fund, Department 074 – Aquatic Invasive Species
General Fund, Department 101 – Recorder
General Fund, Department 105 – Assessor
General Fund, Department 107 – Planning & Zoning
General Fund, Department 392 – Solid Waste
General Fund, Department 801 – Non Departmental
Fund 22 – Land
Funds 39, 40, 41 – Debt Service
Fund 44 – Elections

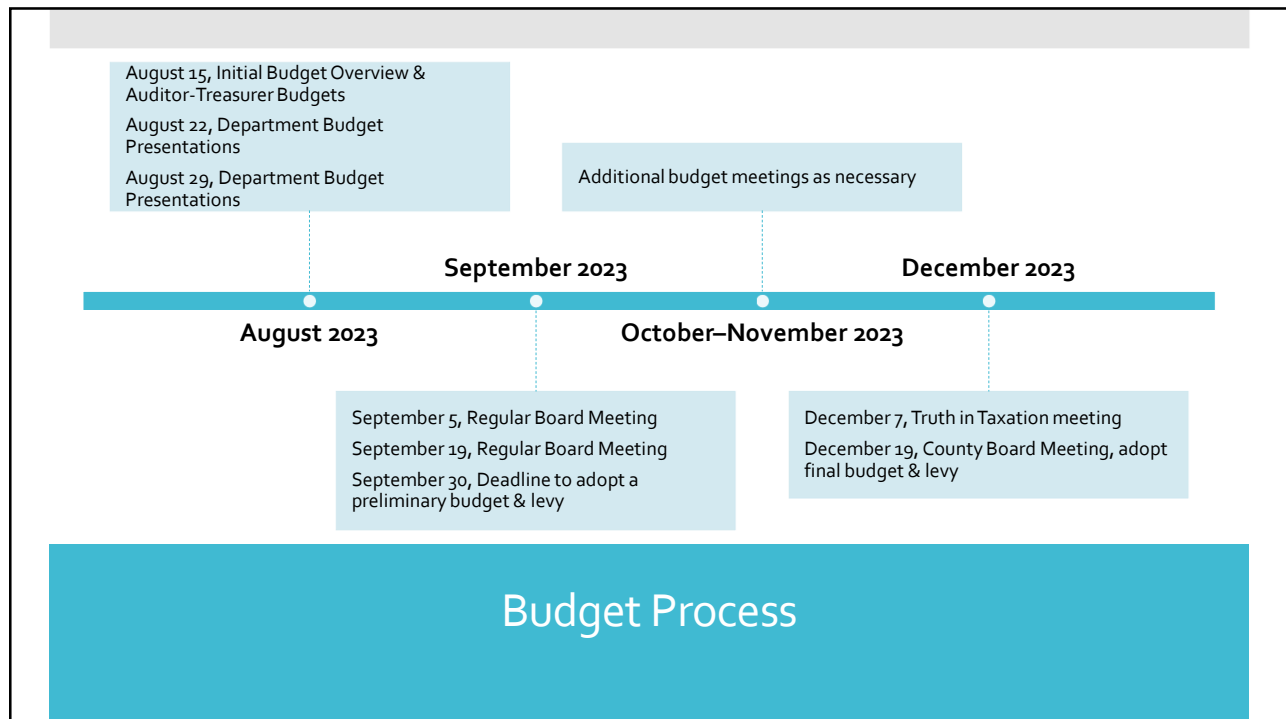
Action Requested:

None – Informational Purposes Only

BUDGET 2024

Kelly Schroeder
Pine County Auditor-Treasurer
August 15, 2023

1



2

Budget vs. Levy

The budget is the total revenue & expenses of the county.

2023:

Revenue \$54,489,814

Expenses \$54,467,472

Most county revenue is not from tax levy. It is from fees, charges, state aids, grants, donations, & interest.

Fund	2023 Budget	2023 Levy
General	\$19,885,996	\$12,460,974
HHS	\$12,032,940	\$4,136,918
Road & Bridge	\$15,119,354	\$2,054,821
COVID Relief	\$115,033	\$0
Land	\$957,539	\$0
Building	\$35,000	\$25,000
Jail Bond	\$1,100,675	\$1,177,995
Courthouse Bond	\$911,469	\$1,005,029
CIP Bonds	\$324,838	\$344,518
Technology	\$25,000	\$25,000
Elections	\$99,100	\$42,000
TOTAL	\$50,608,179	\$21,272,255

3

Budget Format

Account Number	Account Description
005 DEPT County Commissioners	
01-005-000-0000-6103	Salaries & Wages - Permanent
01-005-000-0000-6111	Per Diems
01-005-000-0000-6152	County Contribution
01-005-000-0000-6155	Veba County Contribution
01-005-000-0000-6163	Pera - County Share
01-005-000-0000-6175	Fica - County Share
01-005-000-0000-6201	Telephone
01-005-000-0000-6241	Amc & Naco Dues, & Conference Reg.
01-005-000-0000-6243	Publications, Subscriptions & Mtg Supp
01-005-000-0000-6331	Travel Expense - Room & Board
01-005-000-0000-6334	Travel Expenses - Mileage


Funds

- General (01)
- HHS (12)
- Road & Bridge (13)
- COVID Relief (19)
- Building (38)
- Debt (39, 40, 41)
- Technology (43)
- Elections (44)

Departments

Line-Item Budgets

4



Budget Assumptions


Estimates of Revenues & Expenses

- **Revenues**
 - ✓ County Program Aid/Other Aids
 - ✓ Reimbursements
- **Expenses**
 - ✓ Wages
 - ✓ Health Insurance 10%


5

Major Revenues Changes in 2024

- ARPA fund transfer was a one-time fix for 2023 (\$621,263)
- Tax forfeit land sale revenues no longer available (\$250,000)



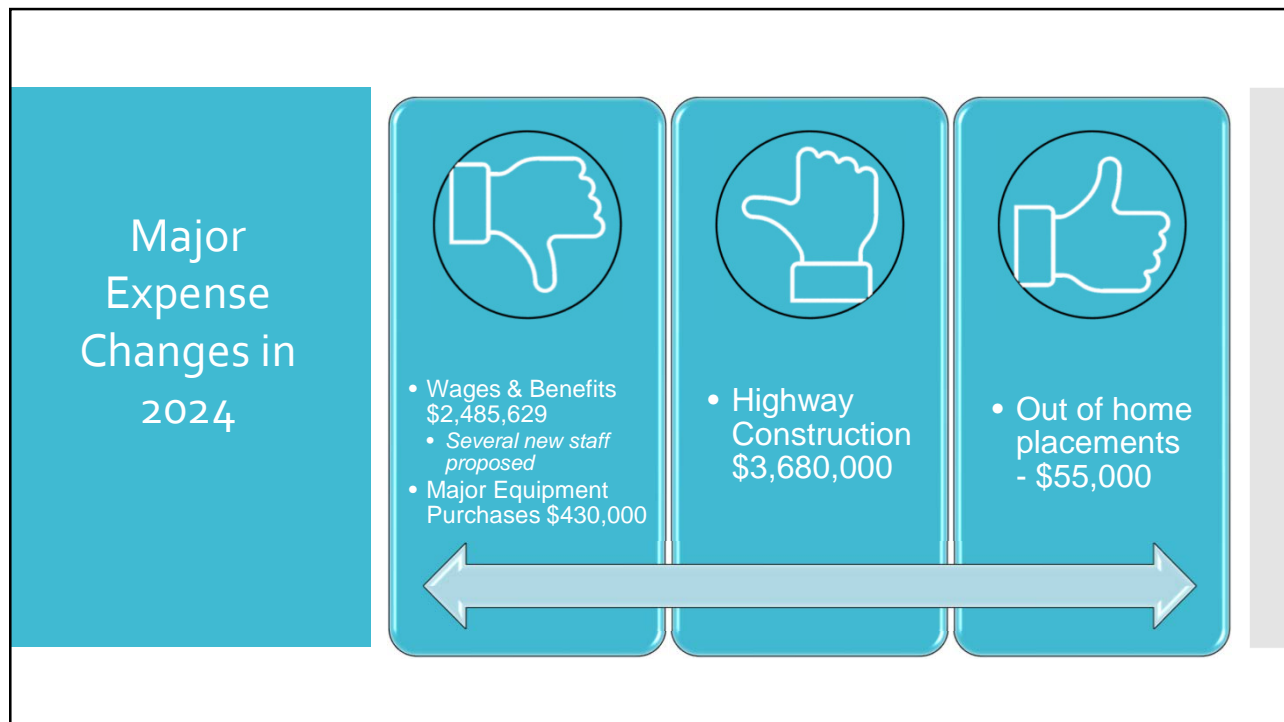
- New Public Safety Aid \$826,752*
- Additional Probation Aid \$463,042
- Additional County Program Aid \$408,134
- Additional Interest Revenues \$250,000
- Additional PILT \$247,285



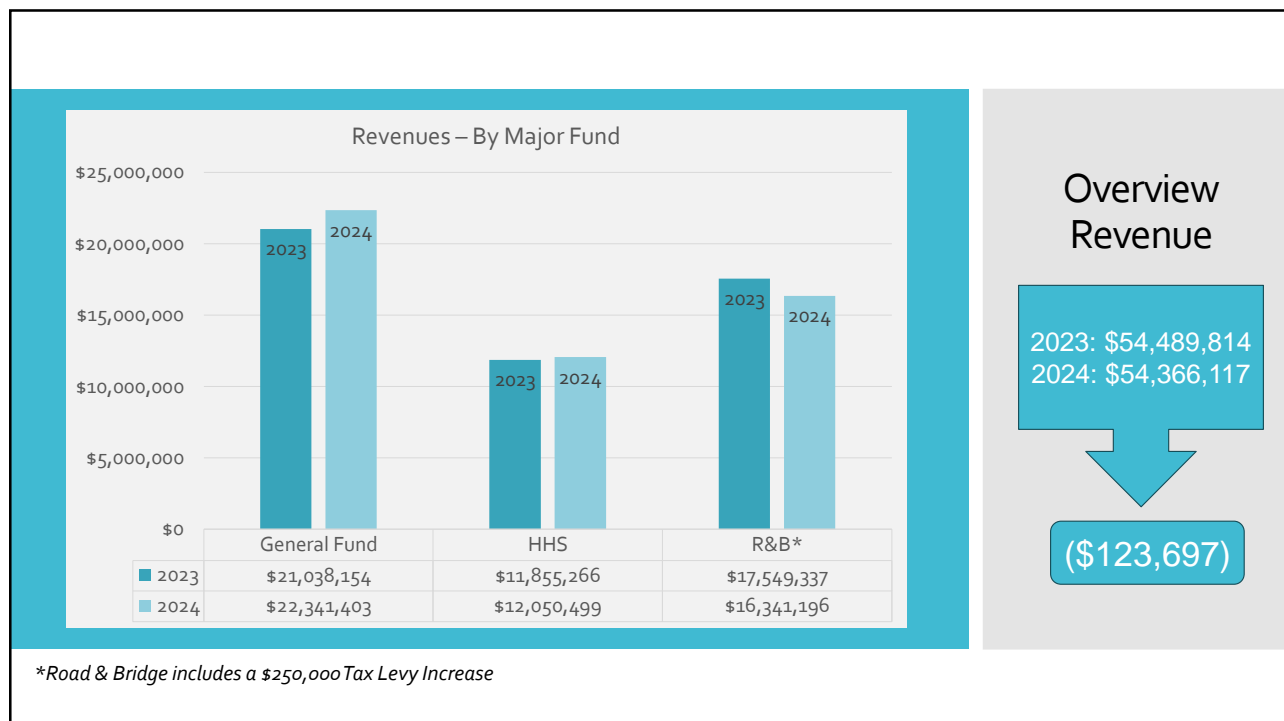
Net Change for 2024: \$1,323,950

*The public safety aid is a one-time revenue in 2024 only

6



7



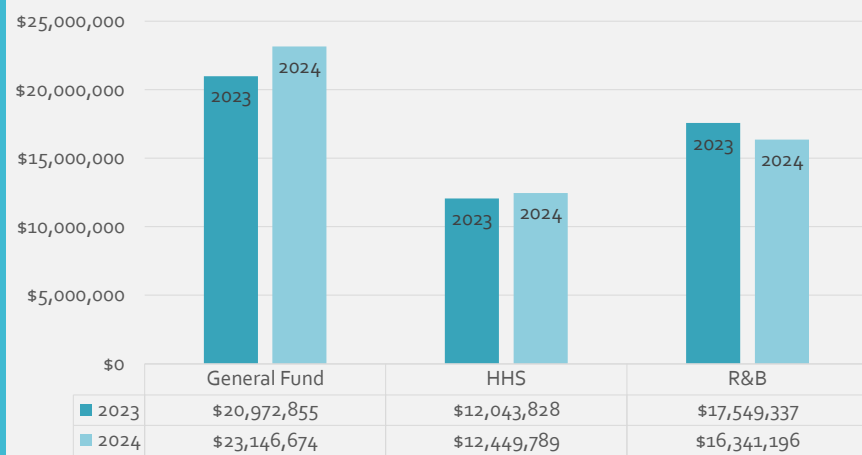
8

Top 10 Non-Tax Levy General Fund Revenues

Item	2023	2024
County Program Aid	\$1,949,712	\$2,357,846
Police Aid	\$300,000	\$1,126,752
PILT	\$700,000	\$947,825
Police Contracts	\$717,408	\$771,406
Probation Aid	\$175,000	\$642,196
Interest	\$150,000	\$400,000
E911 Grant	\$204,000	\$204,000
Solid Waste Assessment	\$199,550	\$203,100
Penalties & Interest	\$195,000	\$195,000
Assessor Contracts	\$192,209	\$162,180

9

Expenses – By Major Fund



Overview Expenses

2023: \$54,467,472
2024: \$55,490,822

\$1,023,350

Of the \$2,173,819 increase in the general fund, \$1,729,093 is attributed to salaries which includes 4 additional staff and additional hours for several other staff.

10

Item	2023	2024	Difference
Salaries/Benefits	\$26,624,448	\$29,110,077*	\$2,485,629
Road & Bridge Construction	\$11,625,000	\$7,945,000	(\$3,680,000)
Out of Home Placements	\$1,503,000	\$1,448,000	(\$55,000)
Major Equipment Purchases	\$670,000	\$1,100,000	\$430,000
Medical Services to Prisoners	\$455,698	\$477,545	\$21,847
Computer Agreements	\$294,755	\$377,399	\$82,644
Library Appropriation	\$355,701	\$369,600	\$13,899
Food & Beverage – Jail	\$313,116	\$327,687	\$14,571
Courthouse Utilities	\$268,000	\$280,000	\$12,000
Equipment Repair Services	\$190,000	\$280,000	\$90,000

Top 10 Non-Debt Expenditures

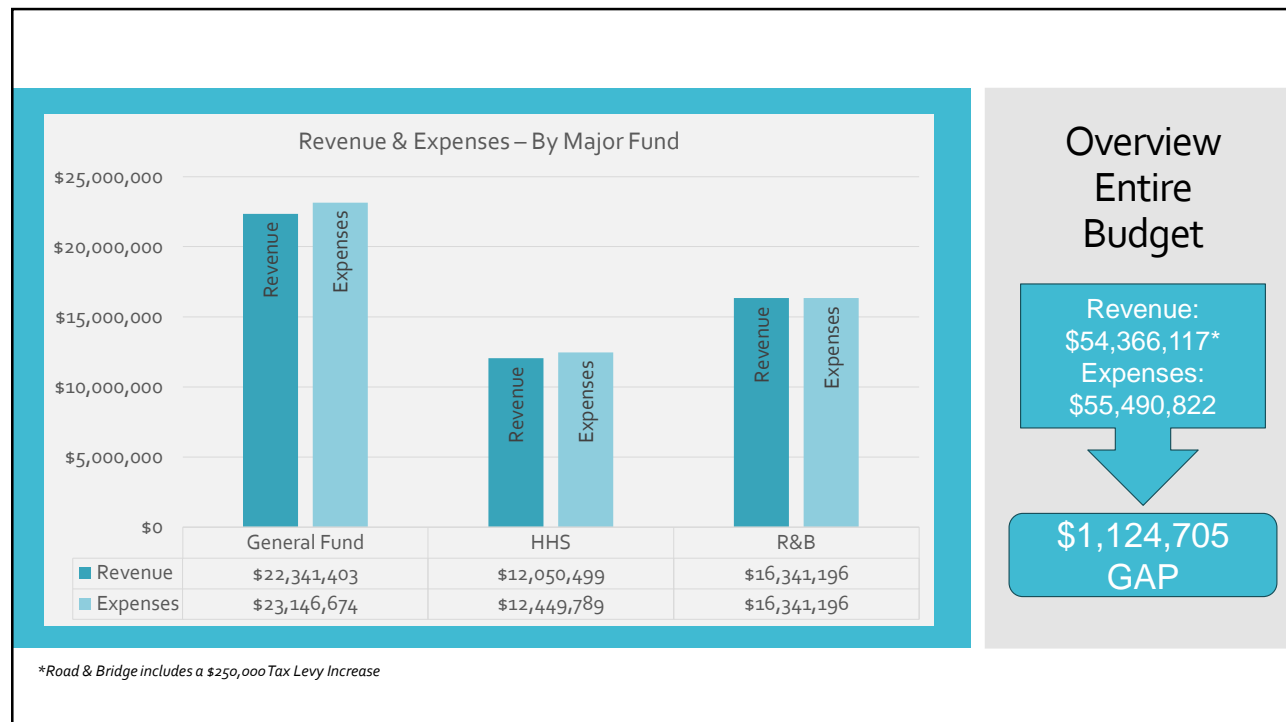
**This includes 4 additional staff, temporary election workers, and additional hours for several other staff.*

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Debt

Bond	Beginning Balance	12/31/23 Balance	Interest Rate	2024 Payment	2024 Principal Portion	Payoff Year
2015 Jail	\$13,430,000	\$8,315,000	3%-4%	\$1,104,800	\$855,000	2031
2017 CIP	\$3,905,000	\$2,810,000	2.25%-3%	\$324,363	\$250,000	2033
2020 Courthouse	\$8,310,000	\$6,815,000	1%-3%	\$963,440	\$810,000	2031
TOTALS	\$25,645,000	\$17,940,000		\$2,392,603	\$1,915,000	

12



13

County Department Overview

**Staff changes included:*

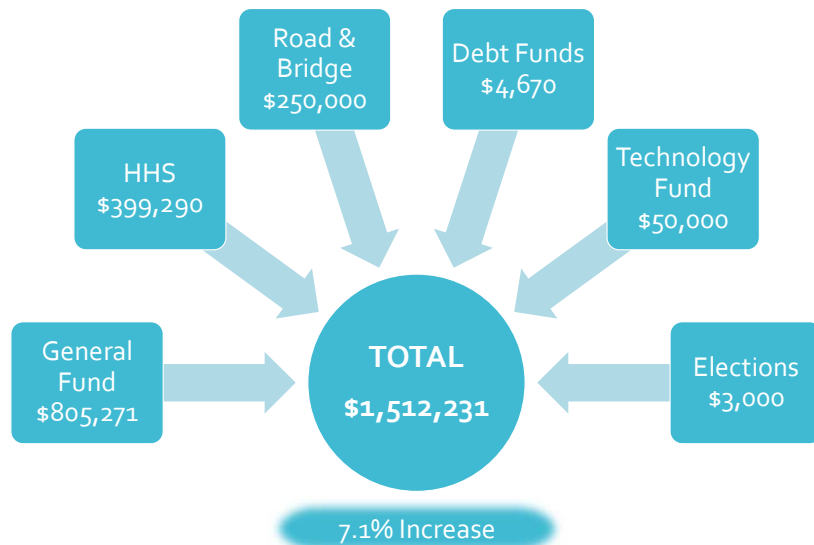
- Assessor- Appraisers to 40 hours/week vs. 37.5 hours
- Dispatch – 1 Part-time
- Auditor-Treasurer – 1 Part-time to Full-time
- Extension - Moved administrative assistant from Administrator Budget
- Elections – 2 Temporary Staff, 6 election judges
- Sheriff – 1 Lieutenant
- Probation – 1 Agent

Department	New \$'s	Salary/Benefits Increase
Jail	\$485,995	\$467,577
Attorney	\$282,971	\$304,537
Public Works	\$250,000	\$155,064
Assessor*	\$114,655	\$78,736
Dispatch*	\$114,041	\$113,041
Auditor-Treasurer*	\$81,449	\$71,599
Extension*	\$46,417	\$44,112
IT	\$60,447	\$31,767
Recorder	\$42,046	\$17,746
Solid Waste	\$39,527	\$22,591
Zoning	\$24,576	\$19,502
Court Security	\$15,196	\$15,196
Commissioners	\$6,084	\$6,084
Victim Services	\$5,084	\$5,084
Emergency Mgmt	\$4,154	\$5,354
Elections*	\$3,000	\$60,872
HHS	\$0	\$446,102
Building Maint	\$0	(\$8,305)
Administrator*	(\$3,610)	(\$9,760)
Veterans Services	(\$19,331)	(\$19,931)
Sheriff*	(\$129,995)	\$547,755
Probation*	(\$321,707)	\$87,899

14

If the budget
was balanced
today with
only tax levy
increases...

2023 Levy = \$21,272,255
1% Increase = \$212,723



15

The State Auditor's recommend local governments maintain an unrestricted fund balance in their general fund of 35%-50% of operating expenses.

In 2012, due to the low unassigned fund balance (6% as of 12/31/11), the Pine County Board of Commissioners adopted a policy to have an unrestricted fund balance goal of 20%-35%, an attainable goal.

As of 12/31/22 the unrestricted fund balance is approx. 23% of operating expenses, down from 26% in 2021.

Year	Levy	% Change	12/31 Unrestricted General Fund Balance
2011	\$14,289,330	0%	\$801,693
2012	\$14,075,000	-1.5%	\$931,948
2013	\$14,075,000	0%	\$1,166,814
2014	\$14,497,250	3%	\$2,538,180
2015	\$15,199,541	4.84%	\$3,643,893
2016	\$15,942,799	4.89%	\$3,285,438
2017	\$16,979,081	6.5%	\$3,842,810
2018	\$17,912,930	5.5%	\$4,284,310
2019	\$18,790,664	4.9%	\$4,421,510
2020	\$19,354,383	3%	\$5,018,178
2021	\$19,935,014	3%	\$5,182,378
2022	\$20,652,675	3.6%	\$4,639,938*
2023	\$21,272,255	3%	

Levy History

*2022 unrestricted fund balance & fund balance percentage is unaudited.

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Restricted Funds

Some funds can only be spent for specific purposes as they have statutory or grant requirements, or the county board has committed them to a specific purposes

As of 12/31/2022 the restricted fund balances decreased by \$559,525 to a total of \$2,053,847 (unaudited)

Those with larger balances are as follows:

AIS	\$145,067	MIECHV	\$185,865
Attorney Forfeitures	\$107,560	Land*	\$998,002
Eg11	\$215,416	Recorder Compliance	\$299,733
Gun Permits	\$119,384	Recorder Tech	\$117,518
Jail Canteen	\$191,127	Septic Loan	\$60,897

*Land Fund includes Blight Clean-up \$258,166; Roads \$53,052; Parks/Recreation \$513,985 & Timber Development \$172,799

17



Stable Funding for our partner organizations: Historical Society, Soil & Water, Agricultural Society, Initiative Foundation



Removed budgets for Snake River Watershed Board (\$9,968) and Pine County HRA (\$4,500)



Increases fleet purchases budget by \$560,000



Increase Technology Fund Levy \$50,000

Other Items to Note

18



Considerations

- Detailed department level review of requests
- Added Staff
- Use of Restricted Funds
- Cuts to existing programs
- ARPA
- Levy Increase

19

Auditor-Treasurer Department Budgets

20

Auditor Treasurer Budget

Overall Increase
\$81,498 – 11%

Revenues +\$2,500

- Auditor's fees \$2,500

Expenses +\$83,999

- Changed Part-Time Position to Full-Time Position \$30,594
- Existing Staff Wages/Benefits \$41,005
- Postage \$2,000
- Advertising, Legals, Subscriptions \$3,000
- Independent Auditing \$7,000
- Copier \$900
- Room & Board (\$250)
- Mileage \$250
- Office Supplies (\$1,000)
- Printing Expense \$500

21

Truth-in- Taxation Budget

Overall Increase
\$1,600 – 20%

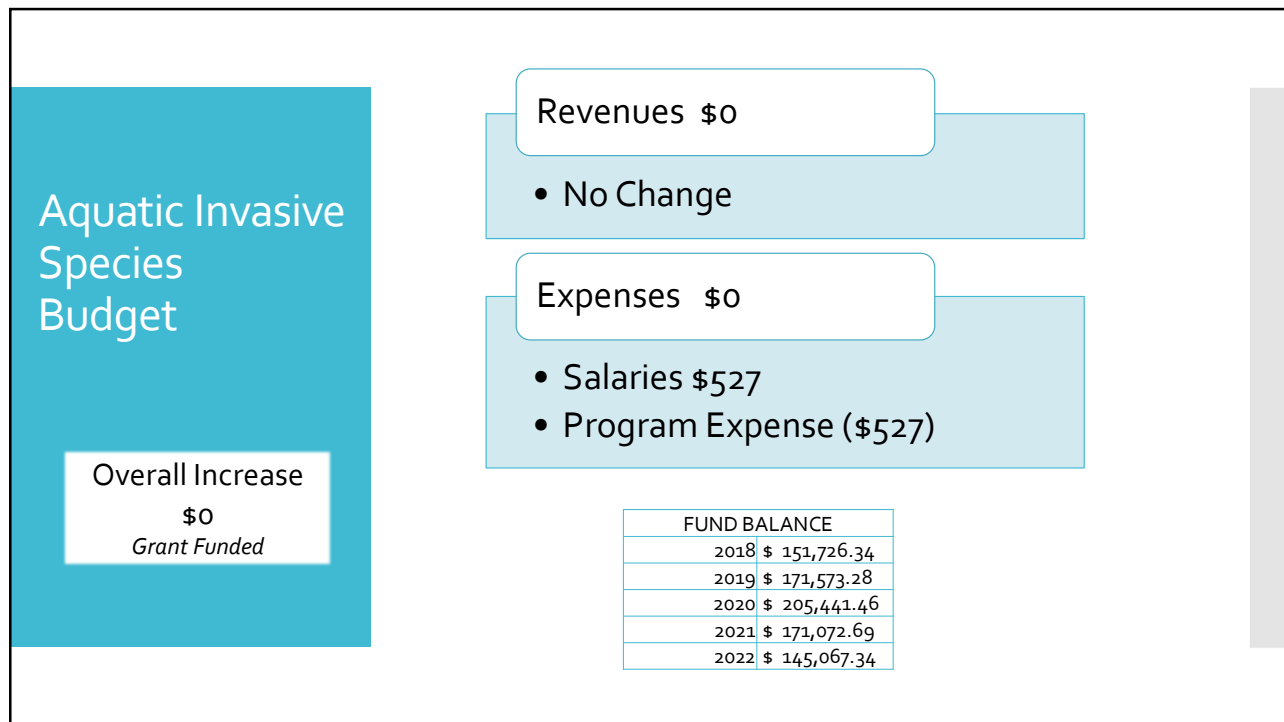
Revenues +\$5,000

- Refunds & Reimbursements \$5,000

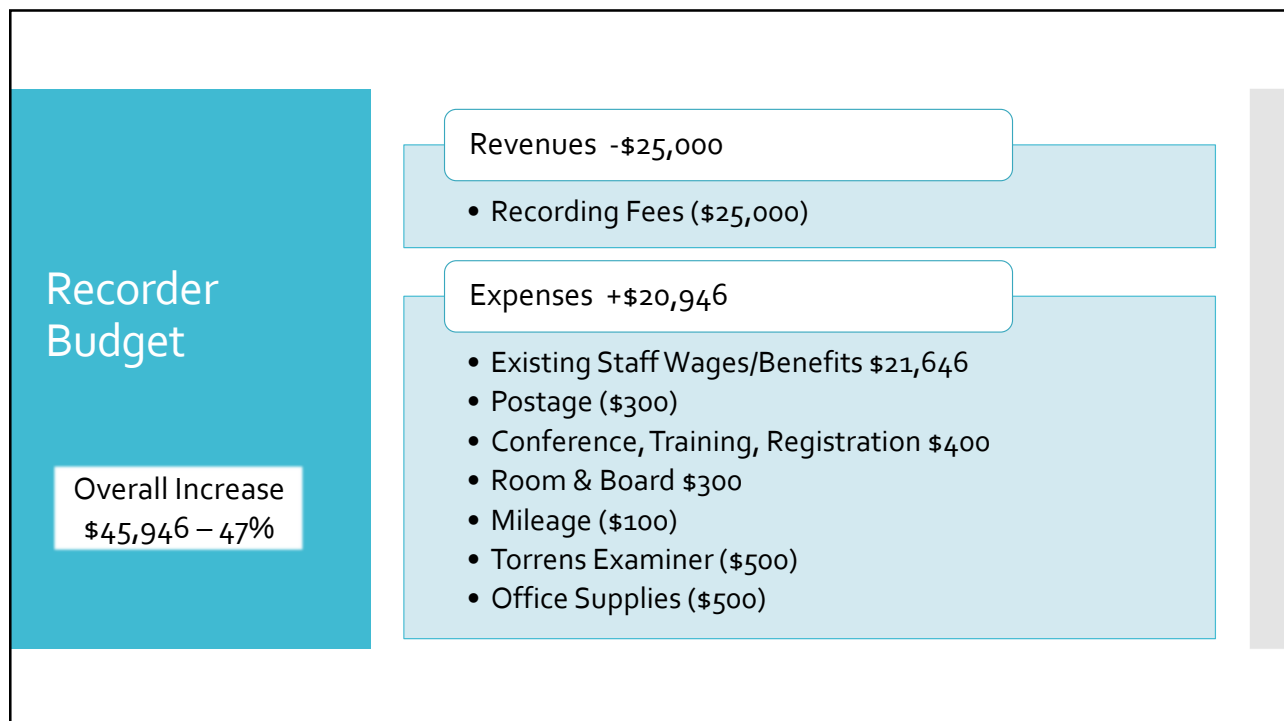
Expenses +\$6,600

- Postage \$3,500
- Office Supplies \$3,100

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Recorder Compliance Fund Budget

HISTORICAL BALANCE	
12/31/2017	\$221,068.85
12/31/2018	\$201,902.37
12/31/2019	\$197,759.17
12/31/2020	\$330,411.82
12/31/2021	\$379,305.79
12/31/2022	\$299,732.86
2023 (PROJECTED)	\$69,132.68
2024 (PROJECTED)	\$69,635.68

12/31/22 BALANCE	-\$299,732.86
2023 REVENUE	-\$60,000.00
TAX/CAMA IN 2023	\$161,283.00
2023 SAAS FEES FOR NEW SYSTEM	\$76,982.00
RECEIPT PRINTERS	\$2,738.62
2023 AERIAL PAYMENT	\$48,372.51
2023 MARSHALL & SWIFT	\$1,224.05
2024 REVENUE	-\$65,000.00
2024 AERIAL PAYMENT	\$64,497.00
PROJECTED 12/31/2024 BALANCE	-\$69,635.68

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Recorder Technology Fund Budget

HISTORICAL BALANCE	
12/31/2017	\$219,171.56
12/31/2018	\$216,308.08
12/31/2019	\$194,512.95
12/31/2020	\$219,622.23
12/31/2021	\$188,932.66
12/31/2022	\$117,518.18
2023 (PROJECTED)	\$68,508.24
2024 (PROJECTED)	\$72,975.72

12/31/22 BALANCE	-\$117,518.18
2023 REVENUE	-\$80,000.00
2023 MOMS	\$1,500.00
2023 COPIER	\$4,000.00
2023 PRINTER INK	\$500.00
2023 TRIMIN MAINT	\$23,318.00
ELECTRIC UPGRADE UPS	\$14,365.42
SERVER UPGRADE	\$15,884.00
ARCGIS UPGRADES	\$19,365.00
2023 APPEX	\$23,578.00
2023 BEACON HOSTING/MAINT	\$12,312.00
TYLER/BEACON INTERGRATE	\$3,528.00
2023 SCANNER MAINT	\$1,195.00
2023 ARCMAP MAINT	\$5,669.52
2023 KIP MAINT	\$3,205.00
2023 VIEWSCAN MAINT	\$590.00
2024 REVENUE	-\$80,000.00
2024 COPIER	\$4,000.00
2024 PRINTER INK	\$500.00
2024 TRIMIN MAINT	\$24,483.00
2024 APPEX	\$23,578.00
2024 BEACON HOSTING/MAINT	\$12,312.00
2024 SCANNER MAINT	\$1,195.00
2024 ARCMAP MAINT	\$5,669.52
2024 KIP MAINT	\$3,205.00
2024 VIEWSCAN MAINT	\$590.00
PROJECTED 12/31/2024 BALANCE	-\$72,975.72

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Assessor Budget

Overall Increase
\$114,665 – 17%

Revenues -\$30,029

- Contract Revenue Due to \$1.00/ Parcel (\$25,424)
- Contracted Jurisdiction \$4,881
- Overall Revenue Correction (\$9,486)

Expenses +\$84,363

- Increased Appraiser Hours from 37.5 to 40 \$25,828
- Existing Staff Wages/Benefits \$52,908
- Telephone \$300
- Postage \$500
- Conference, Training, Registration \$1,800
- Room & Board \$1,900
- Office Supplies \$500
- Reference Books & Materials \$400
- Gasoline \$500

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Zoning Budget

Overall Increase
\$24,576 – 17%

Revenues -\$4,074

- Septic Special Assessment \$1,537
- State Aids (\$3,111)
- Refunds & Reimbursements (\$2,500)

Expenses +\$20,502

- Existing Staff Wages/Benefits \$19,502
- Mileage \$500
- Office Supplies \$500

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Solid Waste Budget

Overall Needed
\$40,354 – 57%

Revenues +\$23,542

- SCORE \$15,992
- Hazardous Waste Grant (\$2,000)
- Fees for Service – Transfer Stations \$6,000
- Solid Waste Assessment \$3,550

Expenses +\$63,069

- | | |
|--|------------------------------------|
| • Existing Staff Wages/Benefits \$22,591 | • NPTS Refuse Removal (\$5,000) |
| • Insurance \$600 | • NPTS Program Expense \$3,500 |
| • Bond Payment (\$472) | • SPTS Credit Card Fees \$350 |
| • HHW Advertising (\$500) | • SPTS Program Expense \$500 |
| • HHW Building Supplies \$500 | • Recycling Contract \$39,700 |
| • HHW Refuse Removal \$250 | • Recycling Equipment \$500 |
| • HHW Program Expense \$1,000 | • Recycling Refuse Removal \$1,500 |
| • NPTS Advertising \$50 | • Recycling Program Exp (\$2,000) |

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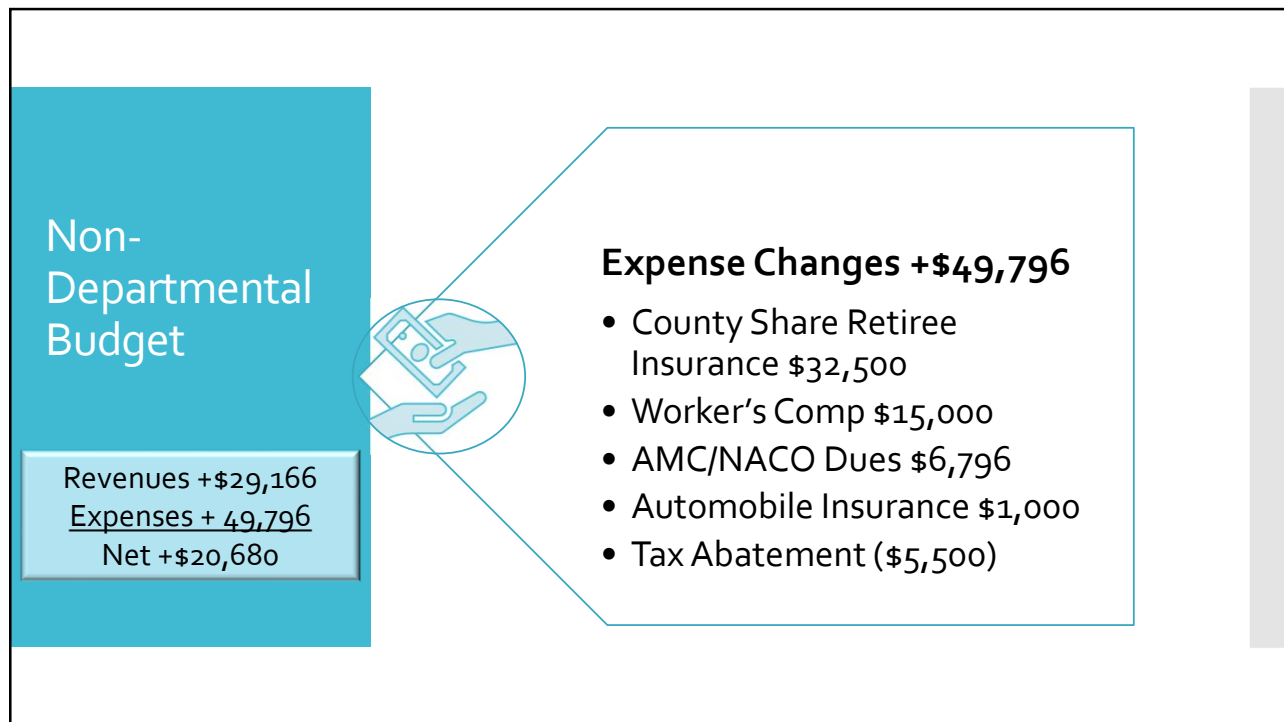
Non-Departmental Budget



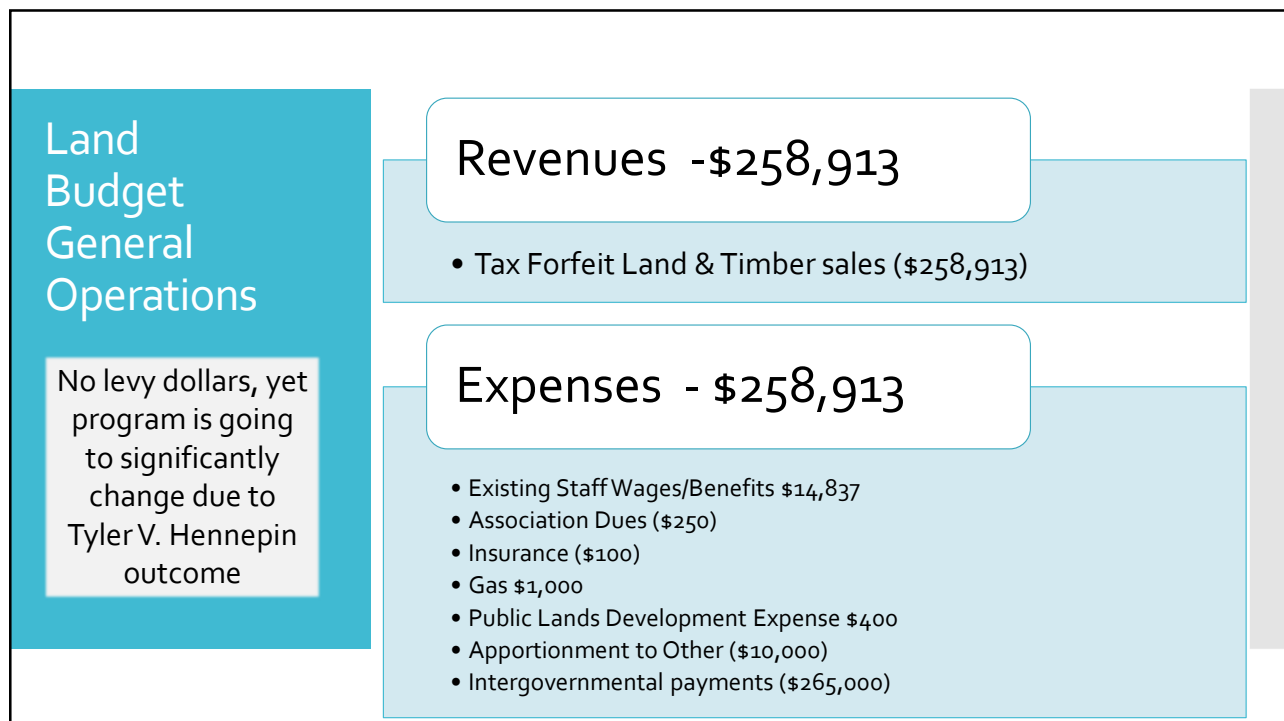
Revenue Changes +\$29,116

- Mobile Home Taxes \$4,000
- Powerline Taxes (\$29,000)
- Mortgage Registration Tax (\$4,000)
- Forfeited Property (\$250,000)
- County Program Aid \$408,134
- Casino/Tribal Tax Agreement \$5,000
- State PILT \$247,285
- Indirect Costs \$20,499
- Federal PILT \$400
- Fees for Service \$60
- Plat Book Sales (\$2,000)
- Interest Income \$250,000
- Refunds & Reimbursements (\$5,000)
- ARPA Transfer (\$621,262)

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Land Budget Restricted Funds

Forest Roads

- Only restricted fund which has an ongoing funding source, thus still has a budget
- 12/31/22 Balance \$53,052

Timber Development

- Future Revenues and expenses at zero
- Can spend fund balance of \$172,799

Blight Clean-up/Demo

- Future Revenues and expenses at zero
- Can spend fund balance of \$258,166

Parks & Recreation

- Future Revenues and expenses at zero
- Can spend fund balance of \$513,985

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Elections Budget

Levy Increase
Proposed \$3,000

Proposed use of
Fund balance
\$78,622

Revenues +\$57,538

- Property Tax Levy \$3,000
- VOTER Account Grant \$7,828
- Filing Fees \$1,000
- Refunds & Reimbursements \$45,500

Expenses +\$135,950

- Temporary Staff & Election Judges \$60,372
- Postage \$10,500
- Ballots & Legal Notices \$55,523
- VOTER Account Expenses \$7,828
- Repair & Maintenance Agreements \$327
- Room & Board \$1,500
- Mileage \$400
- Office Supplies \$9,500
- Equipment Purchase (\$10,000)

Fund balance of \$76,700 as of 6/30/23. There will still be the 2nd half tax settlement as well, bringing this close to \$100,000 by 12/31/23.

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Debt Service Budget

Overall Levy
Increase \$4,670

Jail Bonds

- Tax levy + \$840
- Principal & Interest Payment - \$9,700

Courthouse Bonds

- Tax Levy + \$6,455
- Principal & Interest Payment + \$1,075

CIP Bonds

- Tax Levy - \$2,625
- Principal & Interest Payments - \$950

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Overall Impact

"New" Items are:

- Auditor-Treasurer Staff going from part-time to full-time \$30,594
- Appraisers going from 37.5 hours to 40 hours per week \$25,828
- Election Workers \$60,372

Department/Fund	\$ Needed
Auditor-Treasurer	\$81,498
Truth-in-Taxation	\$1,600
Aquatic Invasive Species	\$0
Recorder	\$45,946
Assessor	\$114,665
Zoning	\$24,576
Solid Waste	\$40,354
Land	\$0
Elections	\$3,000
Debt	\$4,670
TOTAL	\$316,309

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Questions?