



# PINE COUNTY

## Administrator's Office

635 Northridge Drive NW, Suite 200

Pine City, MN 55063

1-800-450-7463 Ext. 1620

Fax: 320-591-1628

## Commissioners

Steve Hallan – Dist. 1

Josh Mohr – Dist. 2

Terry Lovgren – Dist. 3

J.J. Waldhalm – Dist. 4

Matt Ludwig – Dist. 5

## County Administrator

David J. Minke

## **Special Meeting-2024 County Budget**

**Tuesday, August 22, 2023, 9:00 a.m.**

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

1. Call to Order
  2. Pledge of Allegiance
  3. Approve Agenda
  4. Budget Presentations
    - A. Historical Society / Museum  
01-501 Historical Society
    - B. District Court, Amy Willert, Court Administrator  
01-013 Court Administration
    - C. County Attorney's Office, Reese Frederickson, County Attorney  
01-020 Law Library  
01-091 County Attorney  
Attorney Forfeiture  
01-093 Victim Services
    - D. Highway/Public Works, Mark LeBrun, County Engineer  
01-111 Building Maintenance  
38-801 Building Fund  
13-310 Highway Administration  
13-320 Highway Engineering/Construction  
13-330 Highway Maintenance/Equipment  
13-340 Highway Equipment Repair & Shop  
13-801 Highway Non-Departmental
- (Lunch at Discretion of the Chair)
- E. IT, Ryan Findell, IT Manager  
01-061 Information Technology

F. Administration, David Minke, County Administrator

01-005	Commissioner
01-062	Central Services
01-072	County Administration
01-092	Consulting Labor Attorney
01-249	Medical Examiner
01-501	East Central Regional Library
01-613	Snake River Watershed
01-702	Housing and Redevelopment Authority/Economic Development Authority

G. American Rescue Plan Act (ARPA)

H. General Budget Discussion (as necessary)

5. Adjourn

Next Budget Meeting, August 29, 2023, 9:00 a.m., Boardroom, Courthouse, Pine City, Minnesota

# Pine County Historical Society

## PROPOSED BUDGET 2023-2024

INCOME:		Amount
County Appropriation		\$30,000.00
Thrift Shop		\$6,500.00
Museum Gift Sales		\$3,000.00
Sales Antique Shop Net		\$22,000.00
Daily Entries & Memberships		\$16,500.00
Cafe Income (before Expenses)		\$300,000.00
<b>DONATION INCOME</b>		
Cities and Townships		\$5,200.00
Undesignated Funds		\$10,000.00
Designated Funds		\$23,000.00
Memorials/Honorariums		\$1,500.00
Organizations		\$20,000.00
Rentals		\$8,000.00
Events		\$10,000.00
<b>TOTAL INCOME:</b>		<b>\$455,700.00</b>
EXPENSES:		Amount
Part Time Director		\$0.00
Part Time Custodian		\$3,000.00
Part Time Treasurer		\$8,000.00
Accessions		\$3,000.00
Maintenance [museum/café/antique shop, inspections]		\$2,100.00
Training, [museum travel & tuition]		\$750.00
Improvements & Repairs		\$76,300.00
Grounds Care (mow, weed, gas, trim)		\$1,000.00
Snow Removal (Parking Lot and Sidewalks)		\$3,000.00
Advertising		\$5,000.00
Event Expenses		\$7,000.00
Dues and Subscriptions		\$700.00
Equipment Purchases		\$14,000.00
Postage and Shipping		\$1,700.00
Building Cleaning Supplies		\$1,250.00
Office Supplies		\$3,100.00
Printer/Copier Rental		\$4,000.00
Cafe Food and Supplies		\$115,000.00
Cafe - Salaries		\$118,000.00
Cafe - Training and Licenses		\$1,000.00
Cafe - Insurance (workman's comp)		\$2,000.00
Withholding [taxes and fees]		\$27,600.00
Real Estate Taxes		\$1,000.00
Accounting		\$3,500.00
Bank Charges/Credit Card/Toast Fees		\$5,000.00
<b>UTILITIES</b>		
Phone & Internet		\$4,000.00
Electric		\$20,000.00
Fuel		\$22,200.00
Water/Sewer		\$2,500.00
<b>TOTAL EXPENSES:</b>		<b>\$455,700.00</b>



## *Preserving, Protecting and Disseminating the History of Pine County*

6333 H C Andersen Alle  
PO Box 123  
Askov, MN 55704

PHONE  
E-MAIL  
WEB SITE  
FACEBOOK

(320) 838-1607  
pchminfo@yahoo.com  
pinecountyhistoricalsociety.org  
Pine County Historical Museum

### **PCHS Support of Local Businesses/Organizations**

Whenever possible, our goal is to use local (Pine County) businesses for services.

- Cybert PC = Security/Computer support
- D&E Heating & Air
- Drilling Electric
- Beaudry Gas/Oil
- Hinckley Hardware (get name)
- Walmart
- Computerized Restaurant System
- BZE Electric (transformer conversion, mural lighting, etc.)
- Josh Stern – Construction
- Willow River CIP Program
- Deep Rock Gas Station(s)
- Metro Sales (copier)
- Air Service (café refrigeration)
- Jamar Construction
- Knife River Paving
- Federated Coop
- Ace Hardware
- 23 Lumber
- Currie Myers Assoc Accounting
- SCI Internet Service
- Jared Clampet – Construction
- Chris's Supermarket
- Sandstone Lumber Co (get name)
- MN Power

### **Number of Volunteers & Members**

- 54 Volunteers
- 445 Members

### **Number of Paid Employees**

- 2 Full Time
- 10 Part Time



## Number of Visitors/Year

This list shows a positive progression of yearly visitors since 2018. Exception is 2020, due to COVID19 restrictions. Note: The list does not include volunteers/members who may have toured the museum.

2018	2019	2020	2021	2022	2023
136	918	398	1208	1147	248 ytd

## Number of Little Mermaid Café Guests

This number is for the “tickets” submitted. Estimated at 3 people per ticket. Customers often visit the museum before or after dining.

14,902 Tickets

## Major Contributors to PCHS



2022

### Cities & Townships

Cities	Townships		
Askov	<u>Arva</u>	<u>Ogema</u>	Sandstone
Brook Park	Birch Creek	<u>Pokegama</u>	Wilma
Finlayson	Bruno		<u>Windemere</u>
<u>Kerrick</u>	<u>Chenawatawa</u>		
Rutledge	Finlayson		
Willow River	Fleming		
	<u>Kerrick</u>		

### Businesses & Organizations

Bruno Community Book Fund  
Askov American Legion Post 243  
Matt's Sanitation – trash pickup  
Pine City, City of  
Pine County Abstract Company  
Sturgeon Lake-Willow River Lions – roof fund  
MSP Power – Transformer Removal  
United Church of Christ, Sandstone, MN  
Pine County Genealogical Society  
Finlayson-Giese Lions Club

### Sustaining & Significant Financial Donors (\$100 & above)

<u>Arro, Marilyn</u>	<u>Griffith, Sam/Steph</u>	<u>Sandwich, Sandy</u>
<u>Baran, Daniel/Barb</u>	<u>Hanratty, Jim &amp; Anrita</u>	<u>Sebald, Greg</u>
<u>Berglund, Ed</u>	<u>Hedin, Jeff</u>	<u>Sodolak, Emil</u>
<u>Beise, Neil/Mareta</u>	<u>Hobart, Marlys</u>	<u>Spless, Sarah</u>
<u>Bjuran, Larry/Amy</u>	<u>Jorgensen, Mike/Ruth</u>	<u>Storebo, Melinda/Edward</u>
<u>Bonyege, Terry/Karen</u>	<u>Knapp, Gerry/Mona</u>	<u>Swanson, Loretta/Howard</u>
<u>Brockette, Lewis</u>	<u>Kiley, Angela &amp; Family</u>	<u>Supporting (+\$500)</u>
<u>Brown, Jane</u>	<u>Klejeski, Lee &amp; Family</u>	<u>Anonymous</u>
<u>Budd, Arla</u>	<u>Larson, William LeRoy</u>	<u>Ruedy, Lynnea</u>
<u>Campbell, Mick/Karen</u>	<u>Lourey, Becky</u>	<u>Benefactor (\$1000)</u>
<u>Carlson, Jan</u>	<u>Marcotte, Sylvia</u>	<u>Spless, Sarah</u>
<u>Christensen, Jim/Bonny</u>	<u>Meier, Richard/Mary</u>	<u>Thorvid, Caroline &amp; Walters, Mark</u>
<u>Chuhel, Annette</u>	<u>Mielke, Rose</u>	<u>Thorvig, Kristee/Craig</u>
<u>Clark, Wanda</u>	<u>Mercer, Brian/Barb</u>	<u>Sponsor ((+\$2500)</u>
<u>Dahlquist, Richard/Earlene</u>	<u>McQuiston, Mary Jo</u>	<u>Nieswaag, John/Toni</u>
<u>Degerstrom, James</u>	<u>Meier, Tim &amp; Belinda</u>	<u>Patrons (+\$10,000)</u>
<u>DeLong, Dr. R. Peter</u>	<u>Nelson, Justin/Margaret</u>	<u>Sebald, Mag/Roy</u>
<u>Dresser, Mary</u>	<u>Nielsen, Harald Oetterer</u>	
<u>Else, Loren/Deedee</u>	<u>Jason/Jane</u>	
<u>Foss, Rodney/Susan</u>	<u>Olsen, James/Debra</u>	
	<u>Rasmussen, John</u>	

### Memorials & Honorariums

Memorials  
Campbell, Mariann Francis  
(from Mick & Karen Campbell)  
Christensen, Ove/Louise  
(from Justin/Margaret Nelson)  
Clark, Dorla (from Marilyn Arro)  
Gunderson, Curtis (from Julie Ann Gunderson)  
Larson, Carl/Segrid (from Ruth Wagner)  
Lourey, Matt (from Becky Lourey)  
Jensen, Mary Jo (from Blaine Jensen, Donald & Paula Knutson)  
Wallner, Robert W. (from Ruth Wagner)  
  
In Honor Of...  
Swiridow, Mike & Bonnie  
(from William & Christine Moyer)



COURT ADMINISTRATOR		ACUTALS											
013	DESCRIPTION	2016	2017	2018	2019	2020	2021	2022	2023 Budget	50% 2023	2024 Budget	\$ Change	% Change
5210	State Jury Reimb Aid	-2,505	-3,900	-2,570	-1,963	-2,603	-367	-449	-1,000	-108	-1,000	0	0.0%
5211	Bail Pending	-12,900	-7,500	-15,500	-14,500	-3,500	9,000	1,000	0	0	0	0	0.0%
5218	EPC Reimbursement	0	0	0	0	0	0	-1656.9	0	-2,264	-2000	0	0.0%
5609	FINES AND FEES	-380	-2,145	-1,235	-7,605	-6,300	-6,750	-6,085	-4,800	-1,200	-3,000	1,800	-37.5%
5860	Refunds & Reimbursements	0	-675	-75	0	0	0	0	0	0	0	0	0.0%
6201	Telephone	2,799	2,379	2,568	2,621	2,534	364	449	400	215	500	100	25.0%
6202	Postage and Freight	-81	1,309	0	1,902	-2,544	0	0	1,000	1,044	2,500	1,500	150.0%
6243	Advertising, Legals Subscriptions	0	0	0	0	0	0	345	0	0	0	0	0.0%
6264	COURT APPOINTED SPECIALISTS	77,654	76,304	48,740	89,059	47,308	34,019	30,021	40,000	16,576	40,000	0	0.0%
REVENUE		-15,785	-14,220	-19,380	-24,068	-12,403	1,883	-7,191	-5,800	-3,572	-6,000	-200	3.4%
EXPENDITURE		80,372	79,992	51,308	93,582	47,298	34,383	30,815	41,400	17,834	43,000	1,600	3.9%
013 net		64,587	65,772	31,928	69,514	34,895	36,266	23,624	35,600	14,262	37,000	1,400	3.9%

NON-FED VICTIM SERVICES COORDINATOR		Actuals		Budget	Budget
94	Description	2021	2022	2023	2024
5302	State Grant	(121.03)	(366.80)	(500.00)	(500.00)
5609	Fines & Fees	(70.80)	(1,361.66)	(500.00)	(500.00)
6103	Salaries & Wages - Permanent	3,718.18	14,686.36	12,496.00	16,364.85
6152	County Contribution	513.55	2,284.64	2,045.00	3,049.92
6156	HSA County Contribution	63.51	262.81	113.00	0.00
6163	PERA	278.86	1,097.73	937.00	1,227.36
6175	FICA	280.87	1,104.62	956.00	1,251.91
6202	Postage State Grant	0.00	366.80	500.00	500.00
6202	Postage County	0.00	353.68	400.00	400.00
6803	Program Expenses	263.00	250.00	500.00	500.00
	REVENUE	(191.83)	(1,728.46)	(1,000.00)	(1,000.00)
	EXPENDITURE	5,117.97	20,406.64	17,947.00	23,294.04
	94 NET	4,926.14	18,678.18	16,947.00	22,294.04



	LAW LIBRARY	ACTUALS										
020	DESCRIPTION	2016	2017	2018	2019	2020	2021	2022	2023 BUDGET	2024 BUDGET	Change	% Change
5510	LAW LIBRARY FEES	(30,813)	(29,772)	(29,034)	(31,672)	(27,858)	(36,083)	(30,190)	(29,000)	(29,000)	(1,190)	0
6201	Telephone	49	42	45	46	44	162	168	50	50	118	1
6263	Professional Services	8,400	9,501	8,700	8,700	7,975	8,700	8,700	9,000	9,000	0	0
6452	REFERENCE BOOKS & MATERIALS	24,121	19,753	24,380	22,442	23,398	24,002	25,990	19,950	19,950	0	0
	REVENUE	(30,813)	(29,772)	(29,034)	(31,672)	(27,858)	(36,083)	(30,190)	(29,000)	(29,000)	(1,190)	0
	EXPENDITURE	32,570	29,296	33,125	31,188	31,417	32,864	34,858	29,000	29,000	5,858	0
	020 Net	1,757	(477)	4,091	(484)	3,559	(3,219)	4,668	0	0	4,668	3
	Restricted Reserve	\$47,156.00	\$47,633.00	\$43,543.00	\$44,027.00	\$40,468.00	\$43,687.00	\$39,018.00				

	COUNTY ATTORNEY	Actuals								Budget	Budget		
91	DESCRIPTION	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	Change	% change
5503	SERVICE TO HUMAN SERVICES	(84,807)	(81,394)	(83,855)	(89,638)	(978)	(96,171)	(97,241)	(104,507)	(102,429)	(112,415)	(9,986)	10%
5509	Attorney Contract Services	(31,417)	(44,600)	(37,750)	(54,750)	(42,750)	(44,600)	(40,500)	(40,600)	(40,500)	(40,500)	0	0%
5519	Driving Diversion Program		0	0	0	0	0	0	0	(1,000)	(1,000)	0	0%
5605	DWI FORFEITURES	(5,738)	(7,780)	(2,933)	(441)	(4,062)	(626)	(653)	(1,565)	(4,000)	(4,000)	0	0%
5608	REFUND & REIMBURSEMENT	(108)	(421)	(1,336)	(1,600)	(1,532)	(1,325)	(710)	(690)	(500)	(500)	0	0%
5609	Forfeitures M.S. 609.5312-20%	(10,162)	(2,698)	(4,681)	(5,387)	(8,582)	(11,028)	(6,827)	(6,305)	(5,000)	(5,000)	0	0%
6103	SALARIES/WAGES-PERMANENT	438,838	563,475	631,758	682,785	713,611	783,627	837,453	875,969	948,924	1,150,055	201,131	21%
6105	SALARIES/WAGES-PART TIME	46,326	41,786	21,377	0	0	0	0	0	0	0	0	0%
6108	SALARIES/WAGES-COMP	320	0	43	120	0	0	0	0	0	0	0	0%
6109	SALARIES/WAGES-BACK PAY	453	0	0	0	0	0	0	0	0	0	0	0%
6152	COUNTY CONTRIBUTION	86,012	110,423	100,647	116,119	12,485	108,263	116,084	111,763	109,165	185,267	76,102	70%
6155	VEBA County Contribution	5,419	5,100	3,720	5,100	4,096	3,119	2,560	2,444	2,550	2,550	0	0%
6156	H.S.A. County Contribution		0	2,461	5,148	5,267	6,933	6,919	5,724	2,963	4,088	1,125	38%
6163	PERA	38,576	44,262	46,356	49,706	57,792	57,678	61,705	65,063	71,169	86,254	15,085	21%
6175	FICA	36,850	41,645	45,331	48,215	56,233	57,009	60,764	63,940	72,593	87,979	15,386	21%
6179	WORKERS COMP-PREMIUM	879	1,013	40	0	0	0	0	0	0	0	0	0%
6201	TELEPHONE	2,064	1,977	1,828	1,897	2,144	2,035	1,688	4,028	4,000	4,000	0	0%
6202	POSTAGE & FREIGHT	3,632	3,901	3,188	4,101	2,558	1,386	1,978	2,420	2,500	3,000	500	20%
6241	CONF./TRAIN./REGISTRATION	3,161	2,052	2,605	2,557	2,061	745	2,182	1,234	3,000	3,000	0	0%
6243	ADVERTISING	4,569	2,540	5,964	6,197	4,198	7,545	6,593	7,469	6,500	9,500	3,000	46%
6310	REPAIR & MAINTENANCE	10,651	18,484	17,527	19,612	23,564	18,849	17,372	21,017	24,000	24,000	0	0%
6334	TRAVEL EXPENSE - MILEAGE/ROOM	1,318	1,400	2,838	2,163	2,451	95	233	310	2,000	2,000	0	0%
6401	Office Supplies	8,506	10,062	8,138	7,439	7,847	3,818	2,330	1,947	6,000	6,000	0	0%
6452	REFERENCE BOOKS & MATERIALS	14,358	15,783	12,600	12,948	11,383	12,748	11,628	12,341	15,000	15,000	0	0%
6660	EQUIPMENT	0	0	0	0	0	345	150	0	0	0	0	0%
6666	Atty DWI/Drug Forfeiture Exped.	5,255	17,768	6,909	2,961	13,705	2,130	2,180	0	5,000	5,000	0	0%
6810	PROFESSIONAL & TECH SERVICES	4,633	2,161	2,937	1,968	8,556	1,787	1,927	5,291	5,000	5,000	0	0%
	REVENUE	(132,231)	(136,893)	(130,555)	(151,816)	(57,904)	(153,750)	(145,931)	(153,667)	(153,429)	(163,415)	(9,986)	7%
	EXPENDITURE	711,821	883,832	916,267	969,036	927,951	1,068,112	1,133,747	1,180,960	1,280,364	1,592,693	312,329	24%
	91 Net	579,590	746,939	785,712	817,220	870,047	914,362	987,816	1,027,293	1,126,935	1,429,278	302,343	27%

FEDERAL VICTIM SERVICES COORDINATOR		Actuals				Budget	Budget		
93	Description	2018	2019	2021	2022	2023	2024	Change	%
5302	State Grant	(9,234.00)	(16,000.00)	0.00	0.00	0.00	0.00	0.00	0.00
5402	Federal Grant	(29,915.00)	(54,000.00)	(52,549.09)	(67,398.00)	(70,000.00)	(70,000.00)	0.00	0.00
5609	Fines & Fees	0.00	(665.00)	(805.00)	0.00	0.00	0.00	0.00	0.00
6103	Salaries & Wages - Permanent	29,166.00	48,939.00	54,500.70	49,412.48	52,863.00	52,321.95	(541.05)	(0.01)
6152	County Contribution	3,768.00	8,805.00	8,885.65	7,686.92	8,649.00	9,751.27	1,102.27	0.13
6156	HSA County Contribution	644.00	1,115.00	1,098.49	881.79	479.00	0.00	(479.00)	(1.00)
6163	PERA	1,883.00	3,974.00	4,819.77	3,709.75	3,965.00	3,924.15	(40.85)	(0.01)
6175	FICA	1,762.00	4,014.00	4,855.82	3,732.99	4,044.00	4,002.63	(41.37)	(0.01)
6201	Telephon	0.00	412.00	497.22	494.46	0.00	0.00	0.00	0.00
6202	Postage	183.00	1,891.00	1,683.80	589.49	0.00	0.00	0.00	0.00
6803	Program Expenses	5,339.00	1,891.00	2,478.00	0.00		0.00	0.00	0.00
	REVENUE	(39,149.00)	(70,665.00)	(53,354.09)	(67,398.00)	(70,000.00)	(70,000.00)	0.00	0.00
	EXPENDITURE	42,745.00	71,041.00	78,819.45	66,507.88	70,000.00	70,000.00	0.00	0.00
	93 NET	3,596.00	376.00	25,465.36	(890.12)	0.00	0.00	0.00	0.00



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

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# Memorandum

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

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

**Date:** 08/16/2023

**Re:** 2024 Preliminary Budget

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Attached is the preliminary 2024 budgets for Building Maintenance and Public Works. A \$250,000 Levy increase for Public Works is proposed for equipment/vehicles, no levy increase for Building Maintenance.

- 1) Requesting a Property Tax Levy of \$654,110 for Building Maintenance and \$2,304,821 for Public Works.
- 2) Proposed budgets include a 5.0% COLA, Step Increases, and 10% Health Insurance premium increase.
- 3) Includes 32 positions funded (29 FTE Public Works, 3 FTE Building Maintenance), no change from 2023.
- 4) Budget includes \$1,100,000 for Fleet vehicle/equipment purchases. Planned purchases include 5 marked squads, 1 unmarked squad, 1 armored van, and 2 Tandem Trucks.
- 5) State and County funding for \$7,945,000 in construction projects.
- 6) Continue \$25,000 Building Fund allocation.

## BUILDING MAINTENANCE

<b>111</b>	<b>DESCRIPTION</b>	<b>2023</b>	<b>2024</b>	
5801	RENTAL REVENUE	-148,500	-154,500	4.0%
5860	REFUNDS & REIMBURSEMENT	0	0	
6103	SALARIES/WAGES-PERMANENT	168,444	181,291	7.6%
6105	SALARIES/WAGES-PART TIME	0	0	
6107	SALARIES/WAGES-OT	2,000	2,000	0.0%
6108	SALARIES/WAGES-COMP	1,000	1,000	0.0%
6152	COUNTY CONTRIBUTION	61,490	39,203	-36.2%
6155	VEBA COUNTY CONTRIBUTION	0	0	
6156	HSA COUNTY CONTRIBUTION	812	0	
6163	PERA	12,633	13,597	7.6%
6175	FICA	12,886	13,869	7.6%
6201	TELEPHONE	2,145	1,950	-9.1%
6202	UTILITIES-COURTHOUSE	268,000	280,000	4.5%
6241	UTILITIES-SPGC/NPGC/1610	62,000	65,000	4.8%
6243	SOLID WASTE	6,200	6,200	0.0%
6252	PROFESS. SERVICES	48,000	48,000	0.0%
6263	CONTRACT CLEANING	52,000	48,000	-7.7%
6310	ELECTRICAL MAINTENANCE	10,000	10,000	0.0%
6316	CONTRACT MAINTENANCE	12,000	12,000	0.0%
6334	STS SERVICES	0	0	
6413	BUILDING MAINT SUPPLIES	43,000	45,000	4.7%
6353	GROUNDS MAINTENANCE	40,000	41,500	3.8%
<b>111 Total</b>		<b>(148,500)</b>	<b>(154,500)</b>	<b>4.0%</b>
		<b>802,610</b>	<b>808,610</b>	<b>0.7%</b>
		<b>654,110</b>	<b>654,110</b>	<b>0.0%</b>

**PUBLIC WORKS  
ADMINISTRATION**

<b>310</b>	<b>DESCRIPTION</b>	<b>2023</b>	<b>2024</b>	
6103	SALARIES/WAGES-PERMANENT	202,140	216,507	7.1%
6152	COUNTY CONTRIBUTION	21,560	39,160	81.6%
6156	HAS COUNTY CONTRIBUTION	1,624	819	-49.6%
6163	PERA	15,161	16,238	7.1%
6175	FICA	15,464	16,563	7.1%
6179	WORKERS COMP PREMIUM	150	150	
6201	TELEPHONE	11,500	11,500	0.0%
6202	POSTAGE	250	250	0.0%
6241	CONF./TRAIN./REG.	7,500	3,000	-60.0%
6243	ADVERTISING	2,000	2,000	0.0%
6252	UTILITIES	8,500	8,500	0.0%
6263	PROFESS. SERVICES	1,000	1,000	0.0%
6310	MAINT. AGREEMENTS	8,000	8,000	0.0%
6316	BLDG MTNCE/JANITORIAL	0	0	
6325	INFORM. SYSTEMS	0	0	
6334	TRAVEL EXPENSE	200	200	0.0%
6351	AUTOMOBILE INSURANCE	54,488	45,071	-17.3%
6353	INS./SURETY BONDS	30,489	40,200	31.9%
6401	OFFICE SUPPLIES	3,000	3,000	0.0%
6452	REFERENCE BOOKS	0	0	
6611	BLDG IMPROVEMENTS	0	0	
6671	TECHNOLOGY	250	250	0.0%
	<b>310 Total</b>	<b>383,275</b>	<b>412,408</b>	<b>7.6%</b>

**PUBLIC WORKS  
ENGINEERING**

<b>320 DESCRIPTION</b>	<b>2023</b>	<b>2024</b>	
6103 SALARIES/WAGES-PERMANENT	556,703	587,633	5.6%
6107 SALARIES/WAGES-OVERTIME	20,000	20,000	0.0%
6108 SALARIES/WAGES-COMP	2,000	2,000	0.0%
6152 COUNTY CONTRIBUTION	139,350	153,583	10.2%
6155 VEBA COUNTY CONTRIBUTION	7,650	7,650	0.0%
6156 HSA COUNTY CONTRIBUTION	812	819	0.9%
6163 PERA	43,253	45,572	5.4%
6175 FICA	44,118	46,484	5.4%
6179 WORKERS COMP PREMIUM	12,500	12,500	
6241 CONF./TRAIN./REGISTRATION	2,500	2,500	0.0%
6263 PROFESS. SERVICES	125,000	200,000	60.0%
6283 CONSTRUCTION	11,625,000	7,945,000	-31.7%
6284 PERMITS/LICENSE	1,200	1,200	0.0%
6285 ROW ACQUISITION/DAMAGES	5,000	5,000	0.0%
6286 ROW EASEMENT	5,000	5,000	0.0%
6342 RENTAL AGREEMENT	500	500	0.0%
6501 FIELD SUPPLIES	15,000	15,000	0.0%
6660 MAJOR EQUIPMENT	1,000	1,000	0.0%
6661 MINOR EQUIPMENT	500	500	0.0%
6671 TECHNOLOGY	500	500	0.0%
	<b>12,607,586</b>	<b>9,052,441</b>	<b>-28.2%</b>



**PUBLIC WORKS  
MAINTENANCE**

<b>330 DESCRIPTION</b>	<b>2023</b>	<b>2024</b>	
6103 SALARIES/WAGES-PERMANENT	948,755	1,115,732	17.6%
6107 SALARIES/WAGES-OVERTIME	20,000	20,000	0.0%
6108 SALARIES/WAGES-COMP	30,000	30,000	0.0%
6152 COUNTY CONTRIBUTION	339,931	345,030	1.5%
6155 VEBA COUNTY CONTRIBUTION	2,550	2,550	0.0%
6156 HSA COUNTY CONTRIBUTION	819	1,638	100.0%
6163 PERA	72,657	85,180	17.2%
6175 FICA	74,110	86,883	17.2%
6179 WORKERS COMP PREMIUM	52,050	52,050	
6202 POSTAGE	250	250	0.0%
6241 CONF./TRAIN./REGISTRATION	500	500	0.0%
6252 UTILITIES	2,500	2,500	0.0%
6263 PROFESS. SERVICES	40,000	40,000	0.0%
6285 ROW ACQUISITION/DAMAGES	500	500	0.0%
6287 TRAFFIC STRIPING	32,000	50,000	56.3%
6342 RENTAL AGREEMENT	225,000	300,000	33.3%
6379 DRUG TESTING	500	500	0.0%
6502 AGGREGATES	112,000	180,000	60.7%
6503 TRAFFIC SIGNS/SUPPLIES	35,000	35,000	0.0%
6504 CULVERTS	120,000	150,000	25.0%
6505 SALT/SAND	165,000	220,000	33.3%
6506 BITUMINOUS	45,000	45,000	0.0%
6559 TURF ESTABLISHMENT	5,000	5,000	0.0%
6599 ROAD/MAINT. SUPPLIES	45,000	45,000	0.0%
6820 SAFETY SHOES/GLASSES	5,750	5,750	0.0%
	<b>2,374,871</b>	<b>2,819,063</b>	<b>18.7%</b>

**PUBLIC WORKS  
FLEET SERVICES**

<b>340</b>	<b>DESCRIPTION</b>	<b>2023</b>	<b>2024</b>	
6103	SALARIES/WAGES-PERMANENT	190,362	101,199	-46.8%
6107	SALARIES/WAGES-OVERTIME	6,500	5,000	-23.1%
6109	SALARIES/WAGES-COMP	500	500	0.0%
6152	COUNTY CONTRIBUTION	61,083	39,160	-35.9%
6156	HAS COUNTY CONTRIBUTION	0	0	
6163	PERA	14,765	7,965	-46.1%
6175	FICA	15,060	8,124	-46.1%
6179	WORKERS COMP PREMIUM	8,100	8,100	
6202	POSTAGE	300	300	0.0%
6241	CONF./TRAIN./REGISTRATION	300	300	0.0%
	UTILITIES	47,000	47,000	0.0%
6263	PROFESS. SERVICES	2,000	2,000	0.0%
6310	MTNCE AGREEMENTS	2,000	2,000	0.0%
6316	BLD MTNCE/JANITORIAL	16,000	16,000	0.0%
6319	VEHICLE LICENSE	12,500	12,500	0.0%
6333	REPAIR-FLEET VEHICLES	32,000	32,000	0.0%
6413	BUILDING MAINT SUPPLIES	1,000	1,000	0.0%
6452	REFERENCE BOOKS	250	250	0.0%
6561	OIL/GREASE	25,000	25,000	0.0%
6562	OIL TESTING	600	600	0.0%
6564	REPAIR PARTS	175,000	175,000	0.0%
6565	REPAIR SERVICES	190,000	280,000	47.4%
6566	GASOLINE	320,000	300,000	-6.3%
6567	DIESEL	225,000	225,000	0.0%
6568	DIESEL TAX	12,000	12,000	0.0%
6569	CUTTING EDGES	35,000	35,000	0.0%
6570	TIRES	55,000	55,000	0.0%
6590	SHOP SUPPLIES	45,000	45,000	0.0%
6591	NON REPAIR SUPPLIES	600	600	0.0%
6611	BUILDINGS & GROUNDS	6,000	6,000	0.0%
6660	MAJOR EQUIPMENT	670,000	1,100,000	64.2%
6661	MINOR EQUIPMENT	5,000	5,000	0.0%
	<b>340 TOTAL</b>	<b>2,173,921</b>	<b>2,547,599</b>	<b>17.2%</b>

**PUBLIC WORKS  
REVENUE**

<b>801 DESCRIPTION</b>	<b>2023</b>	<b>2024</b>	
5001 CURRENT PROPERTY TAXES	2,054,821	2,304,821	12.2%
5005 MOBILE HOME TAXES	6,200	6,200	
5012 SALES TAX FUND	1,450,000	1,500,000	3.4%
5101 PERMIT FEES	40,000	32,000	
5203 REGULAR CONSTRUCTION	5,815,000	1,450,000	-75.1%
5204 MUNICIPAL MTNCE	567,737	662,993	16.8%
5205 REGULAR MTNCE	2,683,529	3,192,632	19.0%
5310 MUNICIPAL CONSTRUCTION	350,000	1,350,000	285.7%
5311 STATE	1,200,000	800,000	
5454 FEDERAL	0	4,450,000	
5501 INDIVIDUAL CHARGES	250	250	0.0%
5507 TWP CHARGES	21,000	1,500	-92.9%
5508 MUNICIPAL CHARGES	500	500	0.0%
5511 INTER GOVT CHARGES	230,000	240,000	4.3%
5810 COPIES/PLANS	50	50	0.0%
5856 CASH SALES-INVENTORIED	250	250	0.0%
5860 REIMBURSEMENT	125,000	125,000	0.0%
5990 TRANSFER IN-COUNTY	30,000	225,000	650.0%
6154 RETIREE INS - COUNTY SHARE	-9,684	-9,684	0.0%
6905 TRANSFERS IN/OUT - SALES TAX	2,975,000	-1,500,000	
<b>Revenue</b>	<b>17,539,653</b>	<b>14,831,512</b>	<b>-15.4%</b>
<b>Expenditures</b>	<b>15,043,499</b>	<b>14,831,512</b>	<b>-1.4%</b>
<b>Net</b>	<b>2,496,154</b>	<b>0</b>	

## **Pine County IT Budget Proposal - 2024**

Ryan Findell, IT Manager

Three main spending areas for IT:

Personnel	41%
Services and Maintenance	47%
Hardware and Software	12%

### **Increases:**

**6311** – Repair and Maintenance **\$82,644** for a 28% increase over 2023

Increase in maintenance costs include \$77,000 for Tyler Technologies Tax/CAMA annual maintenance.

**6660** – Equipment and Furniture - **\$9,880** for a 9% increase over 2023

Increase due to computer replacements.

Personnel increases - **\$31,767**

10% health insurance increase over 2023

### **Decreases:**

**6262** – Services-Computer - **-\$65,140** for a 37% decrease over 2023

Decrease in Minnesota County Computer Cooperative (MnCCC) membership from Avenu Tax/CAMA

### **Total Increase of \$60,447 or 6% from 2023**

### **Leverage of other funds**

- Recorder Tech Fund

### **Fund 43 – Technology Fund**

Historically \$100,000 was budgeted in this account. The budget was reduced to \$25,000 in 2021 to reflect use of CARES Act funds and to help balance the budget. Fund 43 has paid for large projects such as the Zuercher RMS (Records Management) software and squad/body cameras for the Sheriff's Office. Leveraged CARES Act funds to update projects on 3-year plan for Tech Fund. Upcoming projects include multi-year networking upgrades.

Approx Balance July 2023: \$52,000

2024 budgeted amount: \$75,000

**Total available in 2024: \$127,000**

	<b>IT</b>					
<b>61</b>	<b>DESCRIPTION</b>	<b>2022 Budget</b>	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
5508	COMPUTER SERVICES	-10,000	-10,000	-10,000	0	0%
5860	Refunds & Reimbursements	-5,000	-5,000	-5,000	0	0%
6103	SALARIES/WAGES- PERMANENT	269,161	279,138	300,405	21,267	8%
6107	SALARIES/WAGES-OVERTIME	1,000	1,000	1,000	0	0%
6108	SALARIES/WAGES-COMP	1,000	1,000	1,000	0	0%
6152	COUNTY CONTRIBUTION	63,918	71,935	79,221	7,286	10%
6156	H.S.A County	1,155	812	812	0	0%
6163	PERA	20,187	20,939	22,530	1,591	8%
6175	FICA	20,591	21,358	22,981	1,623	8%
6201	TELEPHONE	8,285	8,285	12,285	4,000	48%
6202	POSTAGE & FREIGHT	100	100	100	0	0%
6241	CONF./TRAIN./REGISTRATION	3,000	3,000	2,046	-954	-32%
6262	SERVICES - COMPUTER	159,850	174,490	109,350	-65,140	-37%
6311	REPAIR & MAINTENANCE	257,819	294,755	377,399	82,644	28%
6331	TRAVEL EXPENSE - LODGING	800	800	800	0	0%
6334	TRAVEL EXPENSE - MILEAGE	2,000	2,000	2,000	0	0%
6401	Office Supplies	1,000	1,000	1,000	0	0%
6402	DATA PROCESSING SUPPLIES	3,842	3,600	1,850	-1,750	-49%
6660	Equipment & Furniture	121,822	111,120	121,000	9,880	9%
	<b>REVENUE</b>	-15,000	-15,000	-15,000	0	0%
	<b>EXPENDITURE</b>	935,530	995,332	1,055,779	60,447	6%
	<b>61 net</b>	<b>920,530</b>	<b>980,332</b>	<b>1,040,779</b>	60,447	6%

## Pine County IT Department Fast Facts

### **General**

- IBM Power System and Windows Servers providing a comprehensive array of applications to support critical county functions.
- Microsoft Office 365
- County-wide virus protection and firewall intrusion protection
- Microsoft Teams / Zoom for Video Conferencing and collaboration
- Standard software: Microsoft Windows 10, Office 365, Internet Explorer, and dozens of additional applications
- Employee to IT Helpdesk ratio of 100:1

### **County Computing**

- More than 400 computers across the county.
- Anti-virus protection installed on all county computers
- Roughly 1,350 devices requiring support, including computers, printers, desk phones, cell phones and monitors
- 50 virtual servers and 17 physical servers/storage devices

### **Network Infrastructure**

- 200 MB public internet connection
- 50 network switches with 30 Wifi access points
- 11 Data closets in 5 county buildings
- County-wide internal high-speed Ethernet network
- Fiber optic 1 Gigabit Ethernet backbone network connecting the courthouse, SPGC and NPGC
- 802.11 AC wireless network access across all county buildings
- Mitel VoIP telephone system

### **Telework**

- Microsoft Teams, VPN access and other technology help to improve work from home
- 160 employees able to work remotely
- Multi-factor Authentication for VPN and Email to better protect county data



# PINE COUNTY

## Administrator's Office

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

### Commissioners

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

### County Administrator

David J. Minke

TO: Pine County Commissioners  
FROM: David Minke, County Administrator  
DATE: August 16, 2023  
SUBJECT: 2024 Budget

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### Commissioner (01-005)

Only changes are related to health insurance costs. Total expenditures are \$288,576, an increase of \$9,826 or 4%.

### Central Services (01-062)

The Central Service budget accounts for the activity of the postage machine. Revenue is budgeted at \$34,000 and expenses are budgeted at \$34,000. The amounts are unchanged from 2023. The department will always balance as postage charges are billed back to the using departments.

### County Administrator (01-072)

The total budget is decreasing by \$1,380. However, the cost for the administrative assistant for Extension, approximately \$43,000, has been moved from this budget into the Extension budget. Increases in line items are requested for personnel-related costs and training. The training increase is to account for a membership in the Association of Minnesota Counties Human Resources Technical Assistance Program.

### Labor Attorney (01-092)

This department pays for consulting with a labor attorney. No change is proposed to the \$20,000 budget.

### Medical Examiner (01-249)

This department pays for the contract with the Midwest Medical Examiner and for transportation of remains. No change is proposed in the \$63,500 budget.

### East Central Regional Library (01-501)

This department accounts for the payment of Pine County's assessment from the ECRL and the per diems that are paid to the county's two citizen library board members.



The budget request from the library is \$369,600. This is an increase of \$15,699 or 3.9% from the 2023 amount of \$371,400. Additional information from the library is attached.

#### **Snake River Watershed Board (01-613)**

Historically the county has budgeted \$9,968 to support the work of the Snake River Watershed Management Board (SRWMB). It is anticipated that a new joint powers organization will be formed for the implementation of the One Watershed One Plan (1W1P) program. Therefore, this budget for the SRWMB has been eliminated. It is anticipated that funding for the new joint powers organization for the 1W1P implementation will be through separate state funding. The SRWMB did not use the 2023 county appropriation.

#### **Central Minnesota Initiative Foundation (01-813)**

The department accounts for the county contribution to the Initiative Foundation. The amount has been \$7,450 since 2018. No change is proposed for 2024. Carl Newbanks from the Initiative Foundation is scheduled to make his annual report to the board on October 3.

#### **Housing and Redevelopment Authority/Economic Development Authority (HRA/EDA) (01-702)**

The HRA/EDA budget is separated into several components.

1. The management of the Sandstone and Finlayson Manors is budgeted for by the HRA/EDA and managed by the contracted management agent.
2. The HRA/EDA has an investment account that is managed by the county Auditor/Treasurer.
3. The HRA/EDA has a fiduciary account with the county to manage the revolving loan fund.
4. The cost of the economic development coordinator is accounted for in the Covid Relief Fund (Fund 19).

#### **Covid 19 Relief (Fund 19)**

This fund accounts for the ARPA funds, including the costs of the economic development coordinator and the specific projects. The coordinator position costs are identified below, and the projects are show on the attached worksheet.

##### **Economic Development Coordinator**

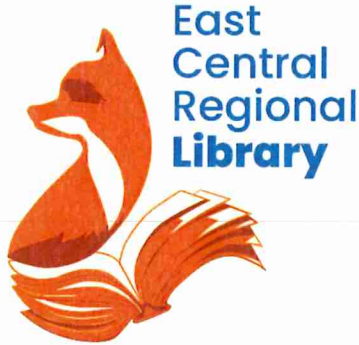
6103	Salary	86,705
6111	HRA/EDA Commissioner Per Diem	4,500
6152	County Contribution	27,259
6163	PERA	6,503
6175	FICA	6,633
6241	Conference / Training	1,500
6263	Professional Services	1,000
6334	Travel Expense Mileage	500
6410	Office Supplies	500
	<b>Total</b>	<b>135,100</b>

# COUNTY COMMISSIONERS

05	DESCRIPTION	2020	2021 Budget	2022 Budget	2023	2024	\$ Change	% Change
5608	REIMBURSEMENT - HHS							
6103	SALARIES/WAGES-PERMANENT	110,420	110,420	110,420	110,420	110,420	0	0%
6109	Salaries / wages back pay							
6111	PER DIEMS	44,000	44,000	49,000	49,000	49,000	0	0%
6112	Taxable Meal Reimbursement							
6152	COUNTY CONTRIBUTION	52,646	57,762	62,308	65,302	75,558	10,256	16%
6155	VEBA County Cont	3,825	3,825	2,550	3,745	3,369	-376	-10%
6156	H.S.A. County							
6163	PERA	5,521	5,520	7,929	7,971	7,917	-54	-1%
6175	FICA	1,590	1,601	1,821	2,312	2,312	0	0%
6179	WORKERS COMP-PREMIUM							
6201	TELEPHONE	5,000	6,000	6,000	6,000	6,000	0	0%
6202	Postage & Freight							
6241	CONF./TRAIN./REG.	10,000	10,000	10,000	10,000	10,000	0	0%
6243	Publications, sub, mtg. supplies	11,000	11,000	11,000	11,000	11,000	0	0%
6263	Professional & Technical Serv.							
6331	TRAVEL EXPENSE - LODGING	1,500	1,500	1,500	3,000	3,000	0	0%
6334	TRAVEL EXPENSE - MILEAGE	10,000	10,000	10,000	10,000	10,000	0	0%
REVENUE								
EXPENDITURE		255,502	261,628	272,528	278,750	288,576	9,826	4%
NET		255,502	261,628	272,528	278,750	288,576	9,826	4%

## COUNTY ADMINISTRATOR

<b>72 DESCRIPTION</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>change</b>	<b>% change</b>
5608 Refunds & Reimbursements	-500	-500	-500	-500	-500	0	0%
5860 Collection Specialist							
6103 SALARIES/WAGES-PERMANENT	327,902	380,841	397,141	413,899	437,897	23,998	6%
6104 Holiday Pay FT						0	
6105 SALARIES/WAGES-PART TIME	35,303	36,039	36,637	37,740		-37,740	-105%
6107 SALARIES/WAGES-OVERTIME						0	
6108 SALARIES/WAGES-COMP	500					0	
6109 SALARIES/WAGES-BACK PAY						0	
6112 Taxable Meal Reimbursement						0	
6113 Salaries/Wages Temporary						0	
6152 COUNTY CONTRIBUTION	28,047	51,197	54,153	58,112	67,406	9,294	18%
6155 VEBA County Contribution						0	
6163 PERA	27,240	31,266	32,533	33,873	32,842	-1,031	-3%
6175 FICA	27,785	31,891	33,184	34,550	33,499	-1,051	-3%
6179 WORKERS COMP-PREMIUM						0	
6201 TELEPHONE	1,700	1,700	2,300	2,300	2,400	100	6%
6202 POSTAGE & FREIGHT	1,500	1,500	1,500	1,500	1,000	-500	-33%
6241 CONF./TRAIN./REGISTRATION	6,000	4,500	3,500	5,000	10,800	5,800	129%
6243 ADVERTISING	1,000	1,000	1,000	1,000	1,000	0	0%
6263 PROFESSIONAL & TECH SERVICE	1,500	1,000	1,000	1,000	1,000	0	0%
6314 REPAIR & MAINTENANCE						0	
6315 Repair & Maint-Copiers	3,000	3,000	3,000	3,000	3,000	0	0%
6325 IT Charges	1,000	750	1,000	1,000	1,000	0	0%
6331 TRAVEL EXPENSE - LODGING	2,000	1,500	1,500	1,500	1,500	0	0%
6334 TRAVEL EXPENSE - MILEAGE	2,300	2,300	2,300	2,300	2,300	0	0%
6410 Office Supplies	1,500	1,500	1,500	1,500	1,250	-250	-17%
6452 REFERENCE BOOKS & MATERIALS						0	
6660 Equipment, Furniture, and Computer	500	500	500	500	500	0	0%
6810 SAFETY COMMITTEE	1,000	1,000	1,000	1,000	1,000	0	0%
6917 NRCS SOIL STUDY						0	
						0	
<b>REVENUE</b>	-500	-500	-500	-500	-500	0	0%
<b>EXPENDITURE</b>	<b>469,777</b>	<b>551,484</b>	<b>573,748</b>	<b>599,774</b>	<b>598,394</b>	-1,380	0%
<b>72 Net</b>	<b>469,277</b>	<b>550,984</b>	<b>573,248</b>	<b>599,274</b>	<b>597,894</b>	-1,380	0%



*Strengthen. Connect. Support.*

Headquarters: 111 Dellwood Street North  
Cambridge MN 55008  
Phone (763) 689-7390 FAX (763) 645-1447  
[www.ecrlib.org](http://www.ecrlib.org)

Branches in Aitkin, Chisago, Isanti,  
Kanabec, Mille Lacs, and Pine Counties

August 15, 2023

County Administrators and Coordinators,

I request on behalf of the Board of East Central Regional Library that your County Board take action to approve the ECRL 2024 budget and notify me of the action as soon as it has been made. The Joint Powers Agreement (quoted later in this document) requires that two thirds of the counties (four of six) approve the budget before it is official. We need to verify our budget in time to accomplish sufficient planning before the new year begins.

The Board of Directors of East Central Regional Library approved the 2024 budget for the Library at its August 14 meeting. Two documents are attached to this E-mail.

1. 2024 Budget Request to Counties
2. ECRL 2024 Budget Summary

The county portion is apportioned according to the formula defined in the Joint Powers Agreement. According to the Joint Powers Agreement, Section II. 1: 1.

*A general operating budget shall be established annually and maintained as a single budget. Said budget shall be arrived at by consultation between members of the Joint Library Board, and shall be filed by the Joint Library Board with the County Auditors or Coordinators of said counties. The amount required to implement said budget shall be approved by each member county. The total amount budgeted shall then be prorated in equitable shares among the member counties according to the following formula:*

*Tax capacity 1/3*

*Population 1/3*

*Borrower circulation, by county of residence 1/3*

*beginning with the 2011 budget. When two thirds of the current members have approved the budget, it shall be considered implemented by the East Central Regional Library Board. Should any member approve lower than its required share of the approved budget, library service to that member shall be reduced correspondingly, so as not to*

*restrict development of library services in the remaining member counties. The method of said limitation shall be arrived at by consultation between members of the Joint Library Board. Authorization of funds by member counties will at least meet the minimum state-federal requirements for securing available state-federal grants.*

The county appropriations in the 2024 ECRL budget is an increase of 3.47% over the 2023 budget. Despite the pressures of rising costs and inflation, ECRL has managed to budget for this minimal increase to its member counties in 2024. The 2024 budget reflects rising costs from inflationary pressures, in particular, in the areas of wages and benefits as well as increased costs for delivery services. Despite these pressures, ECRL has managed to keep the increase to member counties low, due in large part to an increase in State Regional Library Basic Support in the 2023 legislative session. In all other respects, expenditures continue to be very lean.

On the revenue side, in the 2024 budget, ECRL will not be utilizing large amounts of its fund balance, a practice that it had been using for the last six years, to keep county increases low. The library is also budgeting to limit its dependence on overdue fines. This revenue has been declining in recent years as technology, including eBooks and advance notice of books coming due, has made it easier for individuals to return books on time. Additionally, libraries nationwide have found that fine-free lending models actually reduce barriers for individuals who need services most and, ironically, get materials back quicker. Although no decision has yet been made, ECRL will be looking at options in the coming year to phase in this model. The 2024 budget reflects this priority to improve access and consider a fine-free model of service delivery. The long overdue increase in state funding has made that a possibility.

We are proud to be part of the infrastructure of each county, partnering to provide information and enhance the quality of life in Aitkin, Chisago, Isanti, Kanabec, Mille Lacs, and Pine Counties.

I can be available to make a report to the Board and present the budget if you wish. Please contact me if you have questions or if I can provide additional information.

Thank you for your support of libraries for the residents of east central Minnesota.



Carla Lydon, Executive Director  
Phone 763-392-0649   clydon@ecrlib.org



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Branches in Aitkin, Chisago, Isanti, Kanabec, Mille Lacs and Pine Counties

	A	B	C	D	E	F	G	H	I	J	K
1	<b>2024 ECRL Budget Summary</b>										
2		<b>2015 Budget</b>	<b>2016 Budget</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>	<b>2020 Budget</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>	<b>2024 Budget</b>
3	Counties (Operations)	1,860,000	1,860,514	1,897,724	1,933,856	2,049,199	2,126,194	2,125,202	2,227,150	2,344,292	2,425,603
4	Regional Basic Support (State)	839,420	862,188	862,188	853,957	881,408	879,899	877,022	869,587	850,161	1,037,930
5	Miscellaneous	210,088	235,300	192,500	157,500	157,500	184,500	199,200	184,700	126,200	119,200
6	Local Contracts	57,106	57,731	55,860	57,038	70,646	80,015	68,287	105,048	54,401	69,267
7	Transfer from previous year:	69,119	54,262	124,423	241,474	150,000	100,000	100,000	75,000	50,000	20,000
8	Telecommunications (State RLTA)	65,000	65,000	65,000	65,000	65,000	65,000	52,000	130,000	196,546	196,546
9	Reimbursements (Legacy Grant & Building costs)	previously included in Miscellaneous & Local Contracts								93,000	93,000
10	TOTAL INCOME:	3,100,733	3,134,995	3,197,695	3,308,825	3,373,753	3,435,609	3,421,711	3,591,485	3,714,600	3,961,546
11	Salaries and related expenses	2,186,876	2,196,338	2,247,065	2,370,266	2,427,634	2,444,686	2,411,385	2,451,439	2,528,298	2,718,108
12	Materials (Books, CDs, DVDs, etc.)	424,765	435,765	457,187	458,967	467,927	480,967	495,494	486,494	492,494	522,000
13	Vehicles (1 Outreach, 1 Staff, Delivery service)	30,000	30,000	22,500	22,500	21,500	21,700	21,700	69,000	71,000	96,889
14	Technical Services & library automation system	74,500	72,000	73,450	72,000	67,000	67,000	67,000	67,000	76,500	76,500
15	Headquarters building costs	54,392	54,392	54,392	54,392	56,392	65,956	74,067	139,067	137,708	142,349
16	Supplies, photocopiers, printers	65,000	65,000	62,000	51,000	51,000	51,000	53,000	61,000	52,500	51,500
17	Administrative/Miscellaneous	106,000	122,300	121,900	125,500	128,100	141,600	149,365	146,000	188,900	177,000
18	Capital - Vehicles	15,000	15,000	15,000	10,000	10,000	10,000	10,000	0	0	5,000
19	Capital - Computers, misc.	67,700	67,700	67,700	67,700	67,700	76,200	76,200	104,985	60,000	65,000
20	Telecommunications	65,000	65,000	65,000	65,000	65,000	65,000	52,000	55,000	65,000	65,000
21	Information Technology (non-capital)	previously included in Capital - Computers, misc.								42,200	42,200
22	TOTAL EXPENDITURES:	3,089,233	3,123,495	3,186,194	3,297,325	3,362,253	3,424,109	3,410,211	3,579,985	3,714,600	3,961,546
23											
24	<b>2024 Budget approved by ECRL Board, August 14, 2023</b>										





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Branches in Aitkin, Chisago, Isanti, Kanabec, Mille Lacs and Pine Counties

	A	B	C	D	E	F	G	H	I	J	K	L
1	<b>2024 Budget Request to Counties - historical information</b>											
2	<b>County</b>	<b>2010*</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
3	<b>Aitkin</b>	232,006	231,602	219,932	225,882	224,577	233,220	236,698	233,577	242,535	246,058	251,450
4	<b>Chisago</b>	559,188	543,083	554,211	560,783	572,116	621,401	656,735	657,540	693,014	748,331	778,495
5	<b>Isanti</b>	387,870	368,972	372,933	384,348	410,420	426,627	444,838	449,074	473,765	522,007	534,565
6	<b>Kanabec</b>	146,064	145,402	141,564	144,026	147,942	153,518	159,613	157,343	164,845	166,595	177,305
7	<b>Mille Lacs</b>	257,637	268,029	270,850	273,835	272,321	284,710	290,249	289,513	300,388	305,601	314,189
8	<b>Pine</b>	301,928	302,911	301,025	308,851	306,480	329,722	338,061	338,155	352,603	355,701	369,600
9	<b>Total</b>	1,884,692	1,860,000	1,860,514	1,899,741	1,933,856	2,049,199	2,126,194	2,125,202	2,227,150	2,344,292	2,425,603
10												
11												
12	<b>Contractual Assessments</b>											
13		<b>Formula-50% Tax Capacity, 25% Population, 25% Registration</b>	<b>Formula-33% Tax Capacity, 33% Population, 33% Borrower Circulation (by county of residence)</b>									
14	<b>County</b>	<b>Year 2010*</b>	<b>Year 2015</b>	<b>Year 2016</b>	<b>Year 2017</b>	<b>Year 2018</b>	<b>Year 2019</b>	<b>Year 2020</b>	<b>Year 2021</b>	<b>Year 2022</b>	<b>Year 2023</b>	<b>Year 2024</b>
15	<b>Aitkin</b>	12.31%	12.45%	11.82%	11.90%	11.61%	11.38%	11.13%	10.99%	10.89%	10.50%	10.37%
16	<b>Chisago</b>	29.67%	29.20%	29.79%	29.55%	29.58%	30.32%	30.89%	30.94%	31.12%	31.92%	32.10%
17	<b>Isanti</b>	20.58%	19.84%	20.04%	20.25%	21.22%	20.82%	20.92%	21.13%	21.27%	22.27%	22.04%
18	<b>Kanabec</b>	7.75%	7.82%	7.61%	7.59%	7.65%	7.49%	7.51%	7.40%	7.40%	7.11%	7.31%
19	<b>Mille Lacs</b>	13.67%	14.41%	14.56%	14.43%	14.08%	13.89%	13.65%	13.62%	13.49%	13.04%	12.95%
20	<b>Pine</b>	16.02%	16.29%	16.18%	16.27%	15.85%	16.09%	15.90%	15.91%	15.83%	15.17%	15.24%



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	A	B	C	D	E	F	G	H	I	J
1										
2		2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2024 percentages	increase	% increase
3	I. PROPERTY TAXES - OPER.									
4	Aitkin	233,220	236,698	233,577	242,535	246,058	251,450	10.37%	5,392	2.22%
5	Chisago	621,401	656,735	657,540	693,014	748,331	778,495	32.09%	30,164	4.35%
6	Isanti	426,627	444,838	449,074	473,765	522,007	534,565	22.04%	12,558	2.65%
7	Kanabec	153,518	159,613	157,343	164,845	166,595	177,305	7.31%	10,710	6.50%
8	Millie Lacs	284,710	290,249	289,513	300,388	305,601	314,189	12.95%	8,588	2.86%
9	Pine	329,722	338,061	338,155	352,603	355,701	369,600	15.24%	13,899	3.94%
10	TOTAL	2,049,199	2,126,194	2,125,202	2,227,150	2,344,292	2,425,603			
11										
12	II. LOCAL CONTRACTS									
13	City of Aitkin	10,226	10,939	10,847	10,910	10,686	10,910			
14	City of Hinckley	7,407	7,657	7,593	7,637	7,480	7,637			
15	City of Pine City	4,091	4,376	4,339	4,364	4,274	4,364			
16	Princeton Endowment (formerly PR Friends)	4,603	4,922	4,881	4,909	4,809	4,909			
17	City of North Branch	4,091	10,939	10,847	10,910	10,514	10,910			
18	Kanabec County (additional service hours)	4,173	4,376	4,338	4,364	4,274	4,364			
19	Millie Lacs County (additional service hours)	14,606	15,196	1,000	0	0	0			
20	MnLINK	3,800	3,800	3,800	3,800	3,800	3,800			
21	Federal Correctional Institution	7,322	7,468	7,767	8,155	8,563	8,886	Per contract		
22	CMLE Fiscal Agent						13,488	10% of CMLE State Funding		
23	Pine Technical College	825	842	876	0	0	0			
24	TOTAL	61,146	70,515	56,287	55,048	54,401	69,267			
25										
26	III. BASIC SYSTEM SUPPORT (RLBSS)									
27	State FY 2022 or current year (40%)	352,563	351,960	350,849	347,835	340,064	415,172			
28	State FY 2023 or next year (60%)	528,845	527,940	526,173	521,752	510,096	622,758			
29	TOTAL	881,408	879,899	877,022	869,587	850,161	1,037,930			
30										
31	IV. TELECOMMUNICATIONS (RLTA - restricted use)									
32	State Telecommunications Aid (Priority 1)	65,000	65,000	52,000	55,000	55,000	55,000			
33	State Telecommunications Aid (Priority 2)				75,000	141,546	141,546	based on current allocation		
34	TOTAL	65,000	65,000	52,000	130,000	196,546	196,546			
35										
36	IV. MISCELLANEOUS INCOME									
37	Fund development	0	10,000	20,000	20,000	20,000	20,000			
38	Computer Print-Outs & Photocopies	32,000	34,000	38,000	38,000	38,000	38,000			
39	Sale/loss of property	10,000	10,000	10,000	10,000	10,000	10,000			
40	Fines	60,000	60,000	60,000	60,000	40,000	15,000	remove fines mid-year		
41	Refunds (Other Income)	3,000	3,000	3,000	3,000	3,000	3,000			
42	AV/FAX Service	7,500	7,500	8,200	8,200	8,200	8,200			
43	Interest	20,000	20,000	20,000	1,500	7,000	25,000	based on 2022		
44	TOTAL	132,500	144,500	159,200	140,700	126,200	119,200			
45										
46	VI. REIMBURSEMENTS									
47	Building Costs (City of Cambridge 2/3)	9,500	9,500	12,000	50,000	53,000	53,000			
48	Carryover/Fund balance transfer	150,000	100,000	100,000	75,000	50,000	20,000	Restore proper level per policy		
49	Transfer from health insurance settlement	0	0	0	4,000	0	0			
50	Grant funds and other (Legacy)	25,000	40,000	40,000	40,000	40,000	40,000	Legacy reimbursements		
51	TOTAL	184,500	149,500	152,000	169,000	143,000	113,000			
52	BUDGETED RECEIPTS	3,373,753	3,435,609	3,421,711	3,591,485	3,714,600	3,961,546			
53										
54										
55										
56										
57										
58	TOTAL RECEIPTS									
59										
60			3,435,609		3,591,485	3,714,600	3,961,546			
61										
62										

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	A	B	C	D	E	F	G
1		2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2024 notes
2	<b>PERSONNEL</b>						
3	Individual	1,867,196	1,823,126	1,852,308	1,926,400	2,076,534	2% COLA; step increases, \$60,000 for comp. adjustments
4	FICA/PERA	282,880	276,204	280,625	291,850	314,595	15.15% of line 3
5	Insurance/Flex. Spend.	282,610	298,055	305,506	297,048	313,980	
6	Unemployment	3,000	3,000	3,000	3,000	3,000	
7	Workers Compensation	9,000	11,000	10,000	10,000	10,000	
8	<b>TOTAL</b>	<b>2,444,686</b>	<b>2,411,385</b>	<b>2,451,439</b>	<b>2,528,298</b>	<b>2,718,108</b>	
9	<b>MATERIALS</b>						
10	Books (all formats)	331,167	335,494	335,494	345,494	360,000	increasing costs/demands
11	Magazines & newspapers	17,000	17,000	12,000	15,000	15,000	
12	Indexes/Databases	72,000	72,000	72,000	75,000	80,000	5% increase - maintains
13	Video DVD's	47,000	47,000	47,000	37,000	37,000	
14	Music CD's	3,800	0				included below
15	Other materials (hotspots, music CDs, etc.)	10,000	24,000	20,000	20,000	30,000	based on 2022 actuals
16	<b>TOTAL</b>	<b>480,967</b>	<b>495,494</b>	<b>486,494</b>	<b>492,494</b>	<b>522,000</b>	
17	<b>VEHICLES</b>						
18	Outreach Van Gas/Oil	4,000	4,000	4,000	4,000	4,000	
19	Outreach Van rep./maint.	1,500	1,500	1,500	1,500	1,500	aging vehicle
20	Gas/Oil (Staff van) (used to include delivery vehicle)	12,000	12,000	1,000	1,000	1,000	
21	Rep./maint. (staff vehicle)	4,200	4,200	1,500	1,500	1,500	
22	Delivery Services			61,000	63,000	88,889	based on proposal from current provider / recommend bidding service 2023
23	<b>TOTAL</b>	<b>21,700</b>	<b>21,700</b>	<b>69,000</b>	<b>71,000</b>	<b>96,889</b>	
24	<b>TECHNICAL SERVICES/LIBRARY AUTOMATION</b>						
25	Processing Supplies	18,000	18,000	18,000	20,000	20,000	



## East Central Regional Library

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### 2022 Pine County Library Service

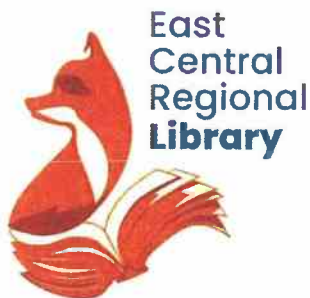
In 2022, ECRL provided library service to Pine County residents through branches in Hinckley, Pine City and Sandstone. Pine County residents also use any of the other 11 ECRL branches as well as any public library in Minnesota. Amounts listed below are the estimated cost/value of branch-specific services only. Regional costs are listed on reverse:

<b>Staff</b> – 2 in Hinckley, 5 in Pine City, 3 in Sandstone; 1 for outreach service in Duquette. In addition, the City of Hinckley paid \$6,876 and the City of Pine City paid \$3,929 in 2022 for extra service (subtracted from actual)	\$216,869 (Including benefits)
<b>Internet service – 100MG service to all locations; 24/7 Wireless service</b> Line cost at Hinckley is \$235/month; Pine City is \$314/month; Sandstone is \$299/month	\$10,176
<b>Library items added</b> Total physical items added for 2022 –19,919. Average price - \$12.00/item Total digital items added for 2022 – 4,877. Average price - \$36.00/item 2022 collection expenditures for entire region \$433,834. Cost for three branches.	\$92,964
<b>Library automation system</b> – annual licensing cost \$46,892 for the entire region. Cost for three branches.	\$10,048
<b>Online databases</b> – available 24 hours a day via Internet <i>Chiltons</i> Auto Repair, <i>My Heritage</i> guides to family history, <i>Universal Class</i> – online coursework, <i>Infobase</i> – online guide to software, <i>Mango languages</i> , <i>HelpNow</i> – online tutoring and homework help & <i>JobNow</i> – online resume and career search assistant, <i>SELFIE</i> – self publishing tool. Annual license cost \$65,975. License cost for three branches.	\$14,138
<b>eBook, eAudio &amp; digital magazine collection</b> – annual licensing cost \$16,000 for the entire region. Cost for three branches. Includes access to 32,696 eBooks & eAudio & 4,805 digital magazines.	\$3,429
<b>Copy Machines</b> – copy machines for public use. Printing, scanning, copying and fax services provided at each location. Cost for three branches.	\$3,548
<b>Legacy programming</b> - In 2022, 14 programs were offered in Pine County locations. Estimated cost of programs for three branches (not including marketing, staff time, etc.) based on conservative estimate of \$500 per program.	\$7,000
<b>Total value of itemized service benefits above</b> (cost of regional services estimated on reverse)	\$358,172

Besides the itemized service cost/values listed on the other side, branches receive the following as part of East Central Regional Library.

- Administrative services:
  - Staff training and personnel management.
  - Financial services for operations including debt collection service for overdue and never-returned materials; annual audit.
  - Filing of required state reports, submission of funding and grant requests, administration of grant programs
  - Management and advocacy by ECRL Administration
  - Compliance with state and federal statutes; insurance (property and liability); legal services; background checks for all personnel and volunteers
- Collection & Programs:
  - Website and maintenance of online access for library services and resources.
  - Training and programming for public.
  - Ordering and cataloging of library materials - Books (fiction, non-fiction, current best-sellers, time-tested classics); Music and Movies; Wifi Hotspots; Kits (book club, early literacy, storytime to go, fitness & activity); Board games
  - Staff information guides for assistance – in person, by phone, or online
  - Winter Reading Program – adult reading program (Jan & Feb)
  - Summer Reading Program – reading program for all ages (June – August)
  - Storytimes & 1000 Books before Kindergarten – Marketing & training to support early literacy activities.
  - Staffing and marketing of state grant funded Legacy programs.
- Staff computers and a public computer lab at each branch. Administration and maintenance of all computer equipment including security and licensing.
  - 29 computers (18 public access, 3 catalog, 8 staff) and 3 self-checkouts estimated value to replace \$38,700.
- Electronic Library for Minnesota - ELM online 24/7 (state and federal funding):
  - Databases: Learning Express Library (online practice tests for standardized tests including GRE, SAT); Encyclopedia Britannica, Academic Search Premier (research database); online access to full text *Consumer Reports*.
  - Newspapers: *Star Tribune*, *Wall Street Journal*, *Washington Post*, *The New York Times*, *Los Angeles Times*, *Barron's*, *USA Today*
- Material Sharing Services:
  - Delivery service – 4 times per week at each branch. Delivery supports sharing of the region-wide physical collection of more than 253,000 books, movies, and music. Also delivers items from across Minnesota received via interlibrary loan.
  - Interlibrary Loan – 5 time per week delivery from other parts of the State allowing Pine County patrons to access a wide range of materials that would not otherwise be available.

**Salary costs for above regional services (including benefits) – Total \$939,732. Cost for one county - \$156,622**



## East Central Regional Library

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### Value Summary:

In 2022, Pine County provided \$352,603 for East Central Regional Library.  
Received \$358,172 in branch and outreach specific expenditures.  
Received \$156,622 (estimated) in regional staff support.  
Total value received \$514,794 (estimated)

### 2022 Per capita expenditures:

*Pine County - \$12.11*

East Central Regional Library (whole) - \$11.97

### Neighbors per capita expenditures (2021)\*

Clouquet - \$49.89  
Moose Lake - \$23.83  
Duluth - \$55.46  
Carleton Public Library - \$22.26

Great River Regional Library (Stearns, Sherburne, Benton, Morrison, Todd, Wright counties) - \$17.19

Kitchigami Regional Library (Beltrami, Cass, Crow Wing, Hubbard, Wadena counties) - \$10.71

\*Minnesota Department of Education – 2021 Public Library Reports (available at <https://education.mn.gov/MDE/dse/Lib/sls/stat/>). Based on local government funding.



August 1, 2023

Dear Minnesota County Administrators,

Thank you for your commitment to ensuring your county's residents have access to public library services. The attached documentation provides your county's state-certified level of library support for 2024. Minnesota Statutes, sections [134.34](#) and [275.761](#) establish the amount at 90% of the state-certified level of support set in 2011.

Please be advised that should a county fall below its state-certified level of library support, Minnesota Statutes, section 134.34, subdivision 4 requires removal of the county from State Library Services' funding formulas. This would greatly reduce the breadth and depth of library services available to the county's residents.

Thank you again for your continued support of Minnesota's libraries. Together, we can ensure that all Minnesota residents benefit from quality library services.

Sincerely,

A handwritten signature in black ink that reads 'Emma De Vera'.

Emma De Vera  
State Library Program Specialist

**July 2023**

## **CERTIFICATION OF MINIMUM LOCAL SUPPORT REQUIREMENT: 2024**

This is to certify the 2024 minimum level of financial support to be provided for operating expenses for public library services and participation in the regional public library system programs pursuant to *Minnesota Statutes*, Chapter 134.34 for:

### **Pine County**

The state-certified level of library support for 2024 is: **\$256,664**

This amount represents the equivalent of 90% of the official 2011 state-certified level of library support. The property in those portions of the county excluded for the purpose of determining the library levy and providing the minimum amount is as follows:

**N/A**



**ARPA Funds Spreadsheet**

Initial Allocation	5,745,374
Interest Earnings (thru 5/31/23)	50,065
Total Available Funds	5,795,439

<u>Line #</u>	<u>Activity/Program/Project</u>	<u>allocation</u>	<u>spent as of</u> <u>6/30/23</u>	<u>unspent</u>
1	PCSO Jail Enhancements	870,000	38,945	831,055
2	Economic Dev. Coordinator thru 2026	657,533	229,705	427,828
3	County-wide Housing Rehab	651,000	432,150	218,850
4	Broadband Grant Program	650,000	0	650,000
5	U of M Youth Programming / 4-H Educator	160,000	0	160,000
6	Community Health (Blue Zones)	90,000	0	90,000
7	Child Care & Foster Care Projects/Grants	80,000	27,998	52,002
8	U of M Community Mental Health	75,000	10,166	64,834
9	PCSO Medical Dispatch (w/Carlton County)	35,986	14,000	21,986
10	Sandstone Freight Rail and Trans Study	35,000	0	35,000
11	Sandstone Town Hall septic	25,000	0	25,000
12	City of Hinckley Infrastructure	25,000	0	25,000
13	County-wide Marketing	25,000	19,218	5,782
14	PCSO Medical Bags/AED per Squad	23,150	13,620	9,530
15	PCSO Training	20,000	4,700	15,300
16	Employee Referral Bonus	15,000	8,500	6,500
17	PCSO Squad Camera & Router	13,000	8,712	4,288
18	HHS Directed Aid (assist families in need)	10,000	6,862	3,138
<b>Completed Projects</b>				
19	Transfer to 2023 Operating Budget	621,263	621,263	0
20	PTCC-Work Fast / PCCI	459,000	459,000	0
21	Vehicles / Equipment	400,000	400,000	0
22	Health Insurance Fund Stabilization	300,000	300,000	0
23	Election Equipment	150,000	150,000	0
24	Public Health Education and Outreach	90,823	90,823	0
25	Hinckley Trans / Economic Impact Study	65,800	65,800	0
26	PCSO Jail Body Cameras	30,036	30,036	0
27	Sturgeon Lake Stormwater Study	24,808	24,808	0
28	PCSO Handheld Radios	24,551	24,551	0
29	Broadband Consultant	24,435	24,435	0
30	PCSO Workspace Improvements	23,412	23,412	0
31	PCSO Radio Amplifier (East Central HS)	22,725	22,725	0
32	Mental Health Mini Grants	18,984	18,984	0
33	PCSO 40 masks w/CBRN filter	18,495	18,495	0
34	Jail Covid Response Supplies	15,736	15,736	0
35	Soo Line Trail Improvements w/NPRSC	15,000	15,000	0
36	PCSO Mental Health/Wellness Support	7,175	7,175	0
37	Probation Supervision Tools	5,450	5,450	0
38	Food Distribution	2,625	2,625	0
<b>Totals</b>		5,780,987	3,134,894	2,646,093
<b>Remaining Funds</b>		14,452		